

**DOVER/KENT COUNTY MPO  
FY2026 INVOICE SUMMARY**

Starting Balance    \$ 1,010,595.00

<u>Month</u>	<u>Invoice</u>	<u>Amount Remaining</u>	<u>% Budget Remaining</u>
July	\$ 36,433.11	\$ 974,161.89	96.4%
August	\$ 50,794.38	\$ 923,367.51	91.4%
September	\$ 52,207.85	\$ 871,159.66	86.2%
October	\$ 81,514.16	\$ 789,645.50	78.1%
November	\$ 77,050.06	\$ 712,595.44	70.5%
December	\$ 90,400.99	\$ 622,194.45	61.6%
January	\$ 52,336.67	\$ 569,857.78	56.4%
February	\$ 73,457.18	\$ 496,400.60	49.1%
March	\$ 87,541.05	\$ 408,859.55	40.5%
April		\$ 408,859.55	40.5%
May		\$ 408,859.55	40.5%
June A		\$ 408,859.55	40.5%
June B		\$ 408,859.55	40.5%
	<b>\$601,735.45</b>		

<p>*The FY26 starting amount of \$1010595.00 is the FY26 funds shown by DelDOT as having been obligated to DKMPO.</p>
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**Dover Kent County MPO FY26March 2026  
Expenses / Allocations**

Record of Expenditures					80% Federal Funds			20% State Match			TOTAL
Projects	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 49.6%	FTA 30.4	TOTAL FEDERAL	FHWA 12.4	FTA 7.6	TOTAL STATE	Total Reimbursement
	26-01 Program Support & Administration	\$ 10,841.80	\$ 882.45	\$ 344.04	\$ 12,068.29	\$ 5,985.87	\$ 3,668.76	\$ 9,654.63	\$ 1,496.47	\$ 917.19	\$ 2,413.66
26-02 UPWP	\$ 2,145.70	\$ 504.26	\$ 167.65	\$ 2,817.61	\$ 1,397.53	\$ 856.55	\$ 2,254.09	\$ 349.38	\$ 214.14	\$ 563.52	\$ 2,817.61
26-03 Public Outreach & Education	\$ 5,180.13	\$ 1,764.98	\$ 869.99	\$ 7,815.10	\$ 3,876.29	\$ 2,375.79	\$ 6,252.08	\$ 969.07	\$ 593.95	\$ 1,563.02	\$ 7,815.10
26-04 TIP	\$ -	\$ 378.17	\$ 125.74	\$ 503.91	\$ 249.94	\$ 153.19	\$ 403.13	\$ 62.48	\$ 38.30	\$ 100.78	\$ 503.91
26-05 Data Collection, Management & Distribution	\$ 205.24	\$ 756.40	\$ 371.48	\$ 1,333.12	\$ 661.23	\$ 405.27	\$ 1,066.50	\$ 165.31	\$ 101.32	\$ 266.62	\$ 1,333.12
26-06 Planning & Technical Analysis	\$ 587.48	\$ 378.17	\$ 869.64	\$ 1,835.29	\$ 910.30	\$ 557.93	\$ 1,468.23	\$ 227.58	\$ 139.48	\$ 367.06	\$ 1,835.29
26-07 Air Quality Analysis, Coord., & Outreach	\$ 1,304.78	\$ 378.17	\$ 125.74	\$ 1,808.69	\$ 897.11	\$ 549.84	\$ 1,446.95	\$ 224.28	\$ 137.46	\$ 361.74	\$ 1,808.69
26-08 Amend MTP	\$ 427.00	\$ 378.17	\$ 125.74	\$ 930.91	\$ 461.73	\$ 283.00	\$ 744.73	\$ 115.43	\$ 70.75	\$ 186.18	\$ 930.91
26-09 3C Planning Process, Reg. Project Implemt.	\$ 2,862.28	\$ 882.45	\$ 375.15	\$ 4,119.88	\$ 2,043.46	\$ 1,252.44	\$ 3,295.90	\$ 510.87	\$ 313.11	\$ 823.98	\$ 4,119.88
26-10 Transportation Planning Studies & Projects	\$ 3,187.98	\$ 5,042.80	\$ 40,600.22	\$ 48,831.00	\$ 24,220.18	\$ 14,844.62	\$ 39,064.80	\$ 6,055.04	\$ 3,711.16	\$ 9,766.20	\$ 48,831.00
26-11 Continuing Projects	\$ 3,579.21	\$ 1,260.70	\$ 637.34	\$ 5,477.25	\$ 2,716.72	\$ 1,665.08	\$ 4,381.80	\$ 679.18	\$ 416.27	\$ 1,095.45	\$ 5,477.25
<b>Total FY 24 Monthly Exps</b>	<b>\$ 30,321.60</b>	<b>\$ 12,606.72</b>	<b>\$ 44,612.73</b>	<b>\$ 87,541.05</b>	<b>\$ 43,420.36</b>	<b>\$ 26,612.48</b>	<b>\$ 70,032.84</b>	<b>\$ 10,855.09</b>	<b>\$ 6,653.12</b>	<b>\$ 17,508.21</b>	<b>\$ 87,541.05</b>

Non-Personnel Exps:	
Auditing Services	\$ -
Bank Fees	\$ -
Cleaning Service	\$ 260.00
Computer - Hardware	\$ 299.98
Computer - Software	\$ 245.92
Conf., Meetings & Training	\$ 359.50
Mileage Reimbursement	\$ 645.84
Dues	\$ -
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 167.96
Equip Lease - Postage Mach	\$ 65.82
Exhibition Fees	\$ -
Insurance - Liability	\$ -
Insurance - WC	\$ -
Internet Access	\$ 302.81
IT Services	\$ 416.00
Materials and Advertising	\$ -
MPO Committee Meetings	\$ -
Office Supplies - General	\$ 219.94
Office Supplies - Furniture	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 38,687.44
Postage	\$ -
Printing	\$ 46.31
ADP Fees	\$ 152.34
Public Outreach General	\$ -
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ -
Rent	\$ 1,860.00
Subscriptions	\$ -
Telephone	\$ 180.00
Travel	\$ 508.40
Miscellaneous Income	\$ (5.53)
<b>Non-Personnel Exps:</b>	<b>\$ 44,612.73</b>
<b>Personnel Expenses:</b>	<b>\$ 42,928.32</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 87,541.05</b>

	Local Match (when applicable)		20% State Match			
	FHWA	FTA	FHWA 12.4%	Remaining Balance	FTA 7.6%	Remaining Balance
<b>Beginning Balance</b>			\$ 59,414.82		\$ 36,415.53	
July 2025			\$ -	\$ -	\$ -	\$ -
August 2025			\$ -	\$ -	\$ -	\$ -
September 2025			\$ -	\$ -	\$ -	\$ -
October 2025	\$ 10,107.76	\$ 6,195.08	\$ -	\$ -	\$ -	\$ -
November 2025	\$ 954.61	\$ 585.08	\$ 8,599.60	\$ 50,815.22	\$ 5,270.72	\$ 31,144.81
December 2025			\$ 11,209.72	\$ 39,605.50	\$ 6,870.48	\$ 24,274.33
January 2026			\$ 6,489.75	\$ 33,115.75	\$ 3,977.59	\$ 20,296.74
February 2026			\$ 9,108.69	\$ 24,007.06	\$ 5,582.75	\$ 14,713.99
March 2026			\$ 10,855.09	\$ 13,151.97	\$ 6,653.12	\$ 8,060.87
April 2026			\$ -	\$ 13,151.97	\$ -	\$ 8,060.87
May 2025			\$ -	\$ 13,151.97	\$ -	\$ 8,060.87
June 2026 (A)			\$ -	\$ 13,151.97	\$ -	\$ 8,060.87
June 2026 (B)			\$ -	\$ 13,151.97	\$ -	\$ 8,060.87
<b>Projects</b>						<b>Total 20% State Match to Federal Funds</b>
26-01 Administration			\$ 1,496.47	\$ -	\$ 917.19	\$ 2,413.66
26-02 UPWP			\$ 349.38	\$ -	\$ 214.14	\$ 563.52
26-03 Public Outreach			\$ 969.07	\$ -	\$ 593.95	\$ 1,563.02
26-04 TIP			\$ -	\$ -	\$ 38.30	\$ 100.78
26-05 Data Management			\$ 165.31	\$ -	\$ 101.32	\$ 266.62
26-06 Planning & Technical Analysis			\$ 227.58	\$ -	\$ 139.48	\$ 367.06
26-07 Air Quality			\$ 224.28	\$ -	\$ 137.46	\$ 361.74
26-08 Amend MTP			\$ 115.43	\$ -	\$ 70.75	\$ 186.18
26-09 3 C Planning Process			\$ 510.87	\$ -	\$ 313.11	\$ 823.98
26-10 Transportation Planning Projects			\$ 6,055.04	\$ -	\$ 3,711.16	\$ 9,766.20
26-11 Continuing Projects			\$ 679.18	\$ -	\$ 416.27	\$ 1,095.45
<b>Totals</b>			\$ 10,855.09	\$ -	\$ 6,653.12	\$ 17,508.21



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**March 2026 Progress Report  
Fiscal Year 2026  
Unified Planning Work Program**

**26-01.01 General Administration**

Catching up on emails, correspondence, snail mail, and desk reading, ongoing building issues, coordinating work with the team, and adding new monitors.

**26-01.02 Financial and Personnel Administration**

Timesheets and work summaries, POs and checks.

**26-01.03 Support for Council and Committees**

PAC/TAC Council mtg prep and attendance.

**26-02.01 Prepare FY27 UPWP**

FY27 UPWP project meeting, preparing draft document, budget development, narrative update, and project consideration.

**26-02.02 FY26 UPWP Implementation**

Project status meeting with staff.

**26-03.01 Public Meetings & General Outreach**

Wallace-Montgomery visit, CenDel Foundation Nonprofit Forum, WISE, Smyrna SD Work-based Learning breakfast, VR team meeting, Habitat Annual Awards Breakfast, AMPO webinar DLLG dinner, Milford Chamber MM, Networking with MPO partners.

**26-03.02 Newsletter/E-news/Multimedia/Video/Website/Social**

Edit newsletter, update the website, social media, and mailing list.

**25.05.01 Operate & Maintain GIS**

Helping co-workers with ArcPro questions about studies they have undertaken and using ArcPro to reflect and analyze their findings using GIS.

**26-06.01 Staff Training**

Staff meeting, RASCL Summit, Planetizen training.

**26-07.01 Air Quality Analysis, Coordination & Outreach**

CMAQ materials, GIS, and coordination Excel work, meetings with Jacobs and DelDOT.

**26-09.01 Inter-Regional Coordination**

Truck Parking quarterly meeting, DEMA Storm Preparation calls, Freight Working Group meeting.

**26-09.02 Coordination with Kent County**

Kent County QOL comments

**26-09.03 Coordination with municipalities**

Coordination with Downtown Dover Partnership, DDP Design Committee meeting, TAP webinar; coordinating DAC meetings and comments.

**26-09.04 Coordination with State Agencies**

Meeting with DelDOT Planning Assistant Director, meeting with the Office of Highway Safety, meeting with the DelDOT Planning Director, DelDOT TAP workshop, meeting with DelDOT Director of Operations & Maintenance, PLUS comments and meeting, TAP project research.

**26-10.01 Airport Road Corridor Improvement Study (Milford)**

Meeting, workshop, prep for workshop, coordination and material review.

**26-10.02 Wheatley's Pond Rd/Underwoods Corner Rd Intersection**

Meeting with the Town of Clayton.

**26-10.04 Milford US113 Corridor Study**

Prep for finalizing NTP, scheduling kick-off meeting.

**26-10.06 Statewide Freight Plan Update**

Statewide Freight Plan chapter review (airports), working group meeting, and meeting with the consultant.

**26-10.07 Camden Sidewalk Gaps**

Discussion regarding TAP application.

**26-10.10 Statewide Rail Plan Update**

Stakeholder Group meeting, information gathering.

**26-10.11 Clayton to Marydel Rails-to-Trails Feasibility**

Consultation with staff, study narrative, and coordination with UD IPA.

**26-10.16 Other Planning Studies**

Diamond State Line meeting.

**26-11.01 Little Creek Sidewalk & Crosswalk Improvement**

Discussion regarding TAP application, Little Creek study results implementation, and coordination with municipal officials.

**26-11.03 Expanded Rail Corridor Land Use**

Coordination with New Castle County via ArcGIS Online was recently updated. Needed to repair some widget functionality. Also



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**March 2026 Progress Report  
Fiscal Year 2026  
Unified Planning Work Program**

need to add some parcels (Ag-Preservation) in the fold as a request from Cliff in NCC. This will also be needed for Sussex County. Added Rail spurs to the rail-shaped file in Sussex County. Added Ag-Land parcels with the preservation program to both NCC & Sussex County. Added applicable attributes to said parcels. Reviewed table to eliminate duplicate parcels (Sussex County). Continuing to learn new functions of the widgets w/ more understanding of some simple SQL language for query widgets and adding actions to the widgets for more functionality. Able to bring in the Sussex web application with an embedded link. Met with Cliff.

***26-11.05 School District Walk Zone Analysis***

Prep and Presentation at Smyrna SD Work-based Learning breakfast, Additional needs for the walk zones and some edits to the walk zones areas. Also, update school locations with the applicable school's name, and print a new map for the school district. Add an additional tile for an intern, as he will be doing fieldwork for the Schools in Milford. Printing maps for the aforesaid schools. School walk zone work (coordination research, coordinating with Connor, and planning his fieldwork)

***26-11.06 Safe Street for All (SS4A)***

Working on project close-out

***26-11.08 East/West Freight Routes Phase 2***

Prep and Presentation at Dover City Council regarding specific location recommendations

**Dover Kent County MPO FY26 February 2026  
Expenses / Allocations**

Projects	Record of Expenditures				80% Federal Funds			20% State Match			TOTAL
	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 49.6%	FTA 30.4	TOTAL FEDERAL	FHWA 12.4	FTA 7.6	TOTAL STATE	Total Reimbursement
26-01 Program Support & Administration	\$ 11,200.60	\$ 884.15	\$ 292.75	\$ 12,377.50	\$ 6,139.24	\$ 3,762.76	\$ 9,902.00	\$ 1,534.81	\$ 940.69	\$ 2,475.50	\$ 12,377.50
26-02 UPWP	\$ 1,051.20	\$ 505.21	\$ 171.27	\$ 1,727.68	\$ 856.93	\$ 525.21	\$ 1,382.14	\$ 214.23	\$ 131.30	\$ 345.54	\$ 1,727.68
26-03 Public Outreach & Education	\$ 4,188.23	\$ 1,768.31	\$ 724.41	\$ 6,680.95	\$ 3,313.75	\$ 2,031.01	\$ 5,344.76	\$ 828.44	\$ 507.75	\$ 1,336.19	\$ 6,680.95
26-04 TIP	\$ -	\$ 378.88	\$ 128.46	\$ 507.34	\$ 251.64	\$ 154.23	\$ 405.87	\$ 62.91	\$ 38.56	\$ 101.47	\$ 507.34
26-05 Data Collection, Management & Distribution	\$ 409.11	\$ 757.84	\$ 256.90	\$ 1,423.85	\$ 706.23	\$ 432.85	\$ 1,139.08	\$ 176.56	\$ 108.21	\$ 284.77	\$ 1,423.85
26-06 Planning & Technical Analysis	\$ 525.10	\$ 378.88	\$ 837.44	\$ 1,741.42	\$ 863.74	\$ 529.39	\$ 1,393.14	\$ 215.94	\$ 132.35	\$ 348.28	\$ 1,741.42
26-07 Air Quality Analysis, Coord., & Outreach	\$ 494.73	\$ 378.88	\$ 128.46	\$ 1,002.07	\$ 497.03	\$ 304.63	\$ 801.66	\$ 124.26	\$ 76.16	\$ 200.41	\$ 1,002.07
26-08 Amend MTP	\$ -	\$ 378.88	\$ 128.46	\$ 507.34	\$ 251.64	\$ 154.23	\$ 405.87	\$ 62.91	\$ 38.56	\$ 101.47	\$ 507.34
26-09 3C Planning Process, Reg. Project Implemt.	\$ 4,037.21	\$ 884.15	\$ 301.67	\$ 5,223.03	\$ 2,590.62	\$ 1,587.80	\$ 4,178.42	\$ 647.66	\$ 396.95	\$ 1,044.61	\$ 5,223.03
26-10 Transportation Planning Studies & Projects	\$ 3,474.69	\$ 5,052.33	\$ 27,206.77	\$ 35,733.79	\$ 17,723.96	\$ 10,863.07	\$ 28,587.03	\$ 4,430.99	\$ 2,715.77	\$ 7,146.76	\$ 35,733.79
26-11 Continuing Projects	\$ 4,840.98	\$ 1,263.07	\$ 428.16	\$ 6,532.21	\$ 3,239.98	\$ 1,985.79	\$ 5,225.77	\$ 809.99	\$ 496.45	\$ 1,306.44	\$ 6,532.21
<b>Total FY 24 Monthly Exps</b>	<b>\$ 30,221.85</b>	<b>\$ 12,630.58</b>	<b>\$ 30,604.75</b>	<b>\$ 73,457.18</b>	<b>\$ 36,434.76</b>	<b>\$ 22,330.98</b>	<b>\$ 58,765.74</b>	<b>\$ 9,108.69</b>	<b>\$ 5,582.75</b>	<b>\$ 14,691.44</b>	<b>\$ 73,457.18</b>

Non-Personnel Exps:	
Auditing Services	\$ -
Bank Fees	\$ -
Cleaning Service	\$ 260.00
Computer - Hardware	\$ -
Computer - Software	\$ 143.94
Conf., Meetings & Training	\$ 708.98
Mileage Reimbursement	\$ -
Dues	\$ -
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 168.63
Equip Lease - Postage Mach	\$ -
Exhibition Fees	\$ 125.00
Insurance - Liability	\$ -
Insurance - WC	\$ -
Internet Access	\$ 302.81
IT Services	\$ 446.00
Materials and Advertising	\$ -
MPO Committee Meetings	\$ -
Office Supplies - General	\$ 221.99
Office Supplies - Furniture	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 25,494.16
Postage	\$ -
Printing	\$ 57.27
ADP Fees	\$ 620.89
Public Outreach General	\$ -
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ -
Rent	\$ 1,860.00
Subscriptions	\$ -
Telephone	\$ -
Travel	\$ 2.00
Miscellaneous Income	\$ (6.92)
<b>Non-Personnel Exps:</b>	<b>\$ 30,604.75</b>
<b>Personnel Expenses:</b>	<b>\$ 42,852.43</b>

	Local Match (when applicable)		20% State Match			
	FHWA	FTA	FHWA 12.4%	Remaining Balance	FTA 7.6%	Remaining Balance
<b>Beginning Balance</b>			<b>\$ 59,414.82</b>		<b>\$ 36,415.53</b>	
July 2025			\$ -	\$ -	\$ -	\$ -
August 2025			\$ -	\$ -	\$ -	\$ -
September 2025			\$ -	\$ -	\$ -	\$ -
October 2025	\$ 10,107.76	\$ 6,195.08	\$ -	\$ -	\$ -	\$ -
November 2025	\$ 954.61	\$ 585.08	\$ 8,599.60	\$ 50,815.22	\$ 5,270.72	\$ 31,144.81
December 2025			\$ 11,209.72	\$ 39,605.50	\$ 6,870.48	\$ 24,274.33
January 2026			\$ 6,489.75	\$ 33,115.75	\$ 3,977.59	\$ 20,296.74
February 2026			\$ 9,108.69	\$ 24,007.06	\$ 5,582.75	\$ 14,713.99
March 2026			\$ -	\$ 24,007.06	\$ -	\$ 14,713.99
April 2026			\$ -	\$ 24,007.06	\$ -	\$ 14,713.99
May 2025			\$ -	\$ 24,007.06	\$ -	\$ 14,713.99
June 2026 (A)			\$ -	\$ 24,007.06	\$ -	\$ 14,713.99
June 2026 (B)			\$ -	\$ 24,007.06	\$ -	\$ 14,713.99
<b>Projects</b>						<b>Total 20% State Match to Federal Funds</b>
26-01 Administration			\$ 1,534.81	\$ -	\$ 940.69	\$ 2,475.50
26-02 UPWP			\$ 214.23	\$ -	\$ 131.30	\$ 345.54
26-03 Public Outreach			\$ 828.44	\$ -	\$ 507.75	\$ 1,336.19
26-04 TIP			\$ 62.91	\$ -	\$ 38.56	\$ 101.47
26-05 Data Management			\$ 176.56	\$ -	\$ 108.21	\$ 284.77
26-06 Planning & Technical Analysis			\$ 215.94	\$ -	\$ 132.35	\$ 348.28
26-07 Air Quality			\$ 124.26	\$ -	\$ 76.16	\$ 200.41
26-08 Amend MTP			\$ 62.91	\$ -	\$ 38.56	\$ 101.47
26-09 3 C Planning Process			\$ 647.66	\$ -	\$ 396.95	\$ 1,044.61
26-10 Transportation Planning Projects			\$ 4,430.99	\$ -	\$ 2,715.77	\$ 7,146.76
26-11 Continuing Projects			\$ 809.99	\$ -	\$ 496.45	\$ 1,306.44
<b>Totals</b>			<b>\$ 9,108.69</b>		<b>\$ 5,582.75</b>	<b>\$ 14,691.44</b>

**TOTAL EXPENSES: \$ 73,457.18**



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## February 2026 Progress Report Fiscal Year 2026 Unified Planning Work Program

### ***26-01.01 General Administration***

Catching up on emails, correspondence, snail mail, and desk reading. Broken pipe in building, moved equipment from potential flooding Annual evaluation, AMPO prep, responding to emails, and filing.

### ***26-01.02 Financial and Personnel Administration***

Timesheets and work summaries, POs and checks, staff evaluations, And audit. Bank Reconciliation, DelDOT invoice, monthly reports, and leave accrual.

### ***26-01.03 Support for Council and Committees***

PAC/TAC Council mtg prep and attendance.

### ***26-02.01 Prepare FY27 UPWP***

FY27 UPWP discussion, coordinating with partners and answering questions regarding potential project submissions, and preliminary budget analysis.

### ***26-02.02 FY26 UPWP Implementation***

Project status meeting with staff.

### ***26-03.01 Public Meetings & General Outreach***

CDCC Business Mixer, CenDel Board Mtg, Excellent in Education.

### ***26-03.02 Newsletter/E-news/Multimedia/Video/Website/Social***

Update the website, social media, and mailing list.

### ***25.05.01 Operate & Maintain GIS***

Assisting the principal planner in learning ArcGIS Pro in his attempt to create a project for a study he has embarked upon. Going through the Sidewalks project to find the Dover High Project in anticipation of creating an update for the Walk Zones in the Capital School District. Added a few minor things. Waiting for the specifics of the request before initiating.

### ***26-06.01 Staff Training***

Staff meeting, DelDOT Winter Workshop, APA Trends webinar

### ***26-07.01 Air Quality Analysis, Coordination & Outreach***

CMAQ project review.

### ***26-09.01 Inter-Regional Coordination***

Meeting with Sussex County Economic Development Director, Delmarva Freight Working Group.

### ***26-09.02 Coordination with Kent County***

Follow up with Levy Court Chair

### ***26-09.03 Coordination with municipalities***

Meeting with a Dover City Council member, coordinate with Dover City Clerk regarding Council workshop, DAC meetings and comments, DDP Design Committee.

### ***26-09.04 Coordination with State Agencies***

DE severe weather stakeholder calls, State of the State, January PLUS comments, PLUS meeting.

### ***26-09.05 Coordination with other agencies, including federal***

FHWA monthly call.

### ***26-10.01 Airport Road Corridor Improvement Study (Milford)***

Airport Road meeting, project coordination and workshop prep, check-in with Rossi.

### ***26-10.03 Hickory Ridge Road Corridor Improvement Study***

Hickory Ridge study discussion and assistance.

### ***26-10.04 Milford US113 Corridor Study***

Finalizing scope of work, consultant contract, DelDOT invoicing, etc.

### ***26-10.11 Clayton to Marydel Rails-to-Trails Feasibility***

Clayton-Marydel study narrative and coordination.

### ***26-10-12 DAFB Compatible Use Study Implementation***

Meeting scheduling & prep.

### ***26-10.16 Other Planning Studies***

Diamond State Line follow-up.

### ***26-11.01 Little Creek Sidewalk & Crosswalk Improvement***

Little Creek study follow-up.

### ***26-11.03 Expanded Rail Corridor Land Use***

Expanded Rail meeting, researching ordinance language, and going through web applications. Trying to add Widgets and learning the SQL language statements as part of the widget interactions, study discussions, and narrative.

### ***26-11.05 School District Walk Zone Analysis***

Meeting with Capital School District, Creation of new boundaries of walk zones for the Capital School District, School walk zone maps, and a coordination project (working with an intern, creating maps for Capital School District).

### ***26-11.06 Safe Street for All (SS4A)***

Grant close-out.

**Dover Kent County MPO FY26 January 2026  
Expenses / Allocations**

Record of Expenditures				80% Federal Funds			20% State Match			TOTAL	
Projects	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 49.6%	FTA 30.4	TOTAL FEDERAL	FHWA 12.4	FTA 7.6	TOTAL STATE	Total Reimbursement
	26-01 Program Support & Administration	\$ 16,605.85	\$ 621.70	\$ 608.00	\$ 17,835.55	\$ 8,846.43	\$ 5,422.01	\$ 14,268.44	\$ 2,211.61	\$ 1,355.50	\$ 3,567.11
26-02 UPWP	\$ 2,262.69	\$ 355.24	\$ 321.92	\$ 2,939.85	\$ 1,458.17	\$ 893.71	\$ 2,351.88	\$ 364.54	\$ 223.43	\$ 587.97	\$ 2,939.85
26-03 Public Outreach & Education	\$ 1,510.55	\$ 1,243.42	\$ 1,518.17	\$ 4,272.14	\$ 2,118.98	\$ 1,298.73	\$ 3,417.71	\$ 529.75	\$ 324.68	\$ 854.43	\$ 4,272.14
26-04 TIP	\$ 1,139.34	\$ 266.40	\$ 241.45	\$ 1,647.19	\$ 817.01	\$ 500.75	\$ 1,317.75	\$ 204.25	\$ 125.19	\$ 329.44	\$ 1,647.19
26-05 Data Collection, Management & Distribution	\$ 196.31	\$ 532.87	\$ 482.88	\$ 1,212.06	\$ 601.18	\$ 368.47	\$ 969.65	\$ 150.30	\$ 92.12	\$ 242.41	\$ 1,212.06
26-06 Planning & Technical Analysis	\$ 235.37	\$ 266.40	\$ 247.05	\$ 748.82	\$ 371.41	\$ 227.64	\$ 599.06	\$ 92.85	\$ 56.91	\$ 149.76	\$ 748.82
26-07 Air Quality Analysis, Coord., & Outreach	\$ 30.69	\$ 266.40	\$ 265.25	\$ 562.34	\$ 278.92	\$ 170.95	\$ 449.87	\$ 69.73	\$ 42.74	\$ 112.47	\$ 562.34
26-08 Amend MTP	\$ -	\$ 266.40	\$ 241.45	\$ 507.85	\$ 251.89	\$ 154.39	\$ 406.28	\$ 62.97	\$ 38.60	\$ 101.57	\$ 507.85
26-09 3C Planning Process, Reg. Project Implemt.	\$ 2,286.95	\$ 621.70	\$ 633.42	\$ 3,542.07	\$ 1,756.87	\$ 1,076.79	\$ 2,833.66	\$ 439.22	\$ 269.20	\$ 708.41	\$ 3,542.07
26-10 Transportation Planning Studies & Projects	\$ 3,124.04	\$ 3,552.62	\$ 8,165.28	\$ 14,841.94	\$ 7,361.60	\$ 4,511.95	\$ 11,873.55	\$ 1,840.40	\$ 1,127.99	\$ 2,968.39	\$ 14,841.94
26-11 Continuing Projects	\$ 2,514.31	\$ 888.16	\$ 824.39	\$ 4,226.86	\$ 2,096.52	\$ 1,284.97	\$ 3,381.49	\$ 524.13	\$ 321.24	\$ 845.37	\$ 4,226.86
<b>Total FY 24 Monthly Exps</b>	<b>\$ 29,906.10</b>	<b>\$ 8,881.31</b>	<b>\$ 13,549.26</b>	<b>\$ 52,336.67</b>	<b>\$ 25,958.99</b>	<b>\$ 15,910.35</b>	<b>\$ 41,869.34</b>	<b>\$ 6,489.75</b>	<b>\$ 3,977.59</b>	<b>\$ 10,467.33</b>	<b>\$ 52,336.67</b>

Non-Personnel Exps:	
Auditing Services	\$ 4,000.00
Bank Fees	\$ -
Cleaning Service	\$ 260.00
Computer - Hardware	\$ -
Computer - Software	\$ 143.94
Conf., Meetings & Training	\$ -
Mileage Reimbursement	\$ 377.30
Dues	\$ 110.00
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 173.34
Equip Lease - Postage Mach	\$ -
Exhibition Fees	\$ -
Insurance - Liability	\$ -
Insurance - WC	\$ -
Internet Access	\$ 302.81
IT Services	\$ 416.00
Materials and Advertising	\$ -
MPO Committee Meetings	\$ -
Office Supplies - General	\$ 9.98
Office Supplies - Furniture	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 4,906.88
Postage	\$ -
Printing	\$ 17.32
ADP Fees	\$ 228.51
Public Outreach General	\$ 215.00
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ 60.00
Rent	\$ 1,860.00
Subscriptions	\$ 96.00
Telephone	\$ 180.00
Travel	\$ -
Miscellaneous Income	\$ (7.82)
<b>Non-Personnel Exps:</b>	<b>\$ 13,549.26</b>
<b>Personnel Expenses:</b>	<b>\$ 38,787.41</b>

	Local Match (when applicable)		20% State Match			
	FHWA	FTA	FHWA 12.4%	Remaining Balance	FTA 7.6%	Remaining Balance
<b>Beginning Balance</b>			\$ 59,414.82		\$ 36,415.53	
July 2025			\$ -	\$ -	\$ -	\$ -
August 2025			\$ -	\$ -	\$ -	\$ -
September 2025			\$ -	\$ -	\$ -	\$ -
October 2025	\$ 10,107.76	\$ 6,195.08	\$ -	\$ -	\$ -	\$ -
November 2025	\$ 954.61	\$ 585.08	\$ 8,599.60	\$ 50,815.22	\$ 5,270.72	\$ 31,144.81
December 2025			\$ 11,209.72	\$ 39,605.50	\$ 6,870.48	\$ 24,274.33
January 2026			\$ 6,489.75	\$ 33,115.75	\$ 3,977.59	\$ 20,296.74
February 2026			\$ 33,115.75	\$ 20,296.74	\$ 20,296.74	\$ 20,296.74
March 2026			\$ 33,115.75	\$ 20,296.74	\$ 20,296.74	\$ 20,296.74
April 2026			\$ 33,115.75	\$ 20,296.74	\$ 20,296.74	\$ 20,296.74
May 2025			\$ 33,115.75	\$ 20,296.74	\$ 20,296.74	\$ 20,296.74
June 2026 (A)			\$ 33,115.75	\$ 20,296.74	\$ 20,296.74	\$ 20,296.74
June 2026 (B)			\$ 33,115.75	\$ 20,296.74	\$ 20,296.74	\$ 20,296.74
<b>Projects</b>						<b>Total 20% State Match to Federal Funds</b>
26-01 Administration			\$ 2,211.61	\$ 1,355.50	\$ 3,567.11	
26-02 UPWP			\$ 364.54	\$ 223.43	\$ 587.97	
26-03 Public Outreach			\$ 529.75	\$ 324.68	\$ 854.43	
26-04 TIP			\$ 204.25	\$ 125.19	\$ 329.44	
26-05 Data Management			\$ 150.30	\$ 92.12	\$ 242.41	
26-06 Planning & Technical Analysis			\$ 92.85	\$ 56.91	\$ 149.76	
26-07 Air Quality			\$ 69.73	\$ 42.74	\$ 112.47	
26-08 Amend MTP			\$ 62.97	\$ 38.60	\$ 101.57	
26-09 3 C Planning Process			\$ 439.22	\$ 269.20	\$ 708.41	
26-10 Transportation Planning Projects			\$ 1,840.40	\$ 1,127.99	\$ 2,968.39	
26-11 Continuing Projects			\$ 524.13	\$ 321.24	\$ 845.37	
<b>Totals</b>			\$ 6,489.75	\$ 3,977.59	\$ 10,467.33	

**TOTAL EXPENSES: \$ 52,336.67**



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**January 2026 Progress Report  
Fiscal Year 2026  
Unified Planning Work Program**

**26-01.01 General Administration**

Catching up on emails, correspondence, snail mail, desk reading  
Broken pipe in building, moved equipment from potential flooding,  
annual evaluation, responding to emails.

**26-01.02 Financial and Personnel Administration**

Timesheets and work summaries, POs and checks, staff evaluations,  
Audit, payroll, monthly DelDOT Invoice, month end reports.

**26-01.03 Support for Council and Committees**

Council mtg prep and attendance, meeting with Council Chair  
Meeting summary, Come with Us to AMPO tracking sheet.

**26-02.01 Prepare FY27 UPWP**

Coordinating with partners and answering questions regarding  
potential project submissions, and preliminary budget analysis.

**26-02.02 FY26 UPWP Implementation**

Project status meeting with staff.

**26-03.01 Public Meetings & General Outreach**

CDCC Business Mixer, CenDel Board mtg, Excellent in Education,  
KSLA, Kent Economic Forecast, RIT – VR meeting, Fire and Ice,  
Rails and Trails Webinar, AI training.

**26-03.02 Newsletter/E-news/Multimedia/  
Video/Website/Social**

Newsletter content and editing, update the website, social media, and  
mailing list, Video production (roundabout songs), FHWA  
roundabout posts

**25.05.01 Operate & Maintain GIS**

Assisting staff on questions/challenges he has with ArcPro to find  
and come to a resolution to those challenges.

**26-06.01 Staff Training**

Staff meeting, DelDOT Winter Workshop, APA Trends webinar.

**26-07.01 Air Quality Analysis, Coordination & Outreach**

Quarterly Mobile Sources Planning Group.

**26-09.01 Inter-Regional Coordination**

Meeting with Sussex County Economic Development Director  
Consultant, Delmarva Freight Working Group.

**26-09.02 Coordination with Kent County**

Coordination and preparation for Chair presentation, attend  
workshop, QOL comments.

**26-09.03 Coordination with municipalities**

Meeting with Dover City Council member, coordinating with Dover  
City Clerk regarding Council workshop, DAC meeting and  
comments, DDP Design comment submission.

**26-09.04 Coordination with State Agencies**

DE severe weather stakeholder calls, State of the State,  
PLUS comments.

**26-09.05 Coordination with other agencies, including  
federal**

FHWA monthly call, meeting with DelDOT director of Operations &  
Maintenance.

**26-10.01 Airport Road Corridor Improvement Study  
(Milford)**

Meeting, coordination, and check-in with the consultant.

**26-10.03 Hickory Ridge Road Corridor Improvement  
Study**

Project research and development.

**26-10.04 Milford US113 Corridor Study**

Finalizing scope of work, consultant contract, DelDOT invoicing, etc.

**26-10.07 Camden Sidewalk Gaps**

Presentation to Town Council.

**26-10.10 Statewide Rail Plan Update**

Coordination with consultant.

**26-10.11 Clayton to Marydel Rails-to-Trails Feasibility**

Meeting with GAP team, meeting with Clayton and MDOT, work on  
study (narrative and coordination, research, fieldwork).

**26-10-12 DAFB Compatible Use Study Implementation**

Meeting scheduling & prep, outreach to DAFB community planner.

**26-10.16 Other Planning Studies**

Diamond State Line follow-up meeting.

**26-11.01 Little Creek Sidewalk & Crosswalk Improvement**

Little Creek study follow-up.

**26-11.03 Expanded Rail Corridor Land Use**

Researching ordinance language, continued research on SQL  
expression(s) to create a search query for the website, parcel review,  
and narrative.



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**January 2026 Progress Report  
Fiscal Year 2026  
Unified Planning Work Program**

***26-11.05 School District Walk Zone Analysis***

Meeting and coordination with Capital School District, meeting with intern and DeIDOT representatives, working with intern, creating maps for Capital School District. Going through the Sidewalks project to find the Dover High Project. Project in anticipation of creating an update for the Walk Zones in the Capital School District. Added a few minor things. Now just waiting for the specifics to the request before initiating anything.

***26-11.06 Safe Street for All (SS4A)***

Grant close-out, outreach to federal liaison.

**Dover Kent County MPO FY26 December 2025  
Expenses / Allocations**

Record of Expenditures					80% Federal Funds			20% State Match			TOTAL
Projects	Salaries	Taxes & Benefits	Other Expenses	Total Cash Expenditures	FHWA 49.6%	FTA 30.4	TOTAL FEDERAL	FHWA 12.4	FTA 7.6	TOTAL STATE	Total Reimbursement
	26-01 Program Support & Administration	\$ 16,712.19	\$ 808.15	\$ 4,406.64	\$ 21,926.98	\$ 10,875.78	\$ 6,665.80	\$ 17,541.58	\$ 2,718.95	\$ 1,666.45	\$ 4,385.40
26-02 UPWP	\$ 1,273.55	\$ 461.79	\$ 833.83	\$ 2,569.17	\$ 1,274.31	\$ 781.03	\$ 2,055.34	\$ 318.58	\$ 195.26	\$ 513.83	\$ 2,569.17
26-03 Public Outreach & Education	\$ 4,631.57	\$ 1,616.35	\$ 3,128.60	\$ 9,376.52	\$ 4,650.75	\$ 2,850.46	\$ 7,501.22	\$ 1,162.69	\$ 712.62	\$ 1,875.30	\$ 9,376.52
26-04 TIP	\$ -	\$ 346.32	\$ 625.37	\$ 971.69	\$ 481.96	\$ 295.39	\$ 777.35	\$ 120.49	\$ 73.85	\$ 194.34	\$ 971.69
26-05 Data Collection, Management & Distribution	\$ 134.22	\$ 692.71	\$ 1,440.72	\$ 2,267.65	\$ 1,124.75	\$ 689.37	\$ 1,814.12	\$ 281.19	\$ 172.34	\$ 453.53	\$ 2,267.65
26-06 Planning & Technical Analysis	\$ 743.33	\$ 346.32	\$ 1,247.43	\$ 2,337.08	\$ 1,159.19	\$ 710.47	\$ 1,869.66	\$ 289.80	\$ 177.62	\$ 467.42	\$ 2,337.08
26-07 Air Quality Analysis, Coord., & Outreach	\$ 64.93	\$ 346.32	\$ 625.37	\$ 1,036.62	\$ 514.16	\$ 315.13	\$ 829.30	\$ 128.54	\$ 78.78	\$ 207.32	\$ 1,036.62
26-08 Amend MTP	\$ -	\$ 346.32	\$ 625.37	\$ 971.69	\$ 481.96	\$ 295.39	\$ 777.35	\$ 120.49	\$ 73.85	\$ 194.34	\$ 971.69
26-09 3C Planning Process, Reg. Project Implemt.	\$ 3,328.88	\$ 808.15	\$ 1,617.77	\$ 5,754.80	\$ 2,854.38	\$ 1,749.46	\$ 4,603.84	\$ 713.60	\$ 437.36	\$ 1,150.96	\$ 5,754.80
26-10 Transportation Planning Studies & Projects	\$ 2,319.08	\$ 4,618.23	\$ 29,063.40	\$ 36,000.71	\$ 17,856.35	\$ 10,944.22	\$ 28,800.57	\$ 4,464.09	\$ 2,736.05	\$ 7,200.14	\$ 36,000.71
26-11 Continuing Projects	\$ 3,949.03	\$ 1,154.51	\$ 2,084.54	\$ 7,188.08	\$ 3,565.29	\$ 2,185.18	\$ 5,750.46	\$ 891.32	\$ 546.29	\$ 1,437.62	\$ 7,188.08
<b>Total FY 24 Monthly Exps</b>	<b>\$ 33,156.78</b>	<b>\$ 11,545.17</b>	<b>\$ 45,699.04</b>	<b>\$ 90,400.99</b>	<b>\$ 44,838.89</b>	<b>\$ 27,481.90</b>	<b>\$ 72,320.79</b>	<b>\$ 11,209.72</b>	<b>\$ 6,870.48</b>	<b>\$ 18,080.20</b>	<b>\$ 90,400.99</b>

\$ 90,400.99

	Local Match (when applicable)		20% State Match			
	FHWA	FTA	FHWA 12.4%	Remaining Balance	FTA 7.6%	Remaining Balance
	Subtract from State Match	Subtract from State Match				
<b>Beginning Balance</b>			\$ 59,414.82		\$ 36,415.53	
July 2025			\$ -	\$ -	\$ -	\$ -
August 2025			\$ -	\$ -	\$ -	\$ -
September 2025			\$ -	\$ -	\$ -	\$ -
October 2025	\$ 10,107.76	\$ 6,195.08	\$ -	\$ -	\$ -	\$ -
November 2025	\$ 954.61	\$ 585.08	\$ 8,599.60	\$ 50,815.22	\$ 5,270.72	\$ 31,144.81
December 2025			\$ 11,209.72	\$ 39,605.50	\$ 6,870.48	\$ 24,274.33
January 2026				\$ 39,605.50		\$ 24,274.33
February 2026				\$ 39,605.50		\$ 24,274.33
March 2026				\$ 39,605.50		\$ 24,274.33
April 2026				\$ 39,605.50		\$ 24,274.33
May 2025				\$ 39,605.50		\$ 24,274.33
June 2026 (A)				\$ 39,605.50		\$ 24,274.33
June 2026 (B)				\$ 39,605.50		\$ 24,274.33
<b>Projects</b>						<b>Total 20% State Match to Federal Funds</b>
26-01 Administration			\$ 2,718.95		\$ 1,666.45	\$ 4,385.40
26-02 UPWP			\$ 318.58		\$ 195.26	\$ 513.83
26-03 Public Outreach			\$ 1,162.69		\$ 712.62	\$ 1,875.30
26-04 TIP			\$ 120.49		\$ 73.85	\$ 194.34
26-05 Data Management			\$ 281.19		\$ 172.34	\$ 453.53
26-06 Planning & Technical Analysis			\$ 289.80		\$ 177.62	\$ 467.42
26-07 Air Quality			\$ 128.54		\$ 78.78	\$ 207.32
26-08 Amend MTP			\$ 120.49		\$ 73.85	\$ 194.34
26-09 3 C Planning Process			\$ 713.60		\$ 437.36	\$ 1,150.96
26-10 Transportation Planning Projects			\$ 4,464.09		\$ 2,736.05	\$ 7,200.14
26-11 Continuing Projects			\$ 891.32		\$ 546.29	\$ 1,437.62
<b>Totals</b>			\$ 11,209.72		\$ 6,870.48	\$ 18,080.20

<b>Non-Personnel Exps:</b>	
Auditing Services	\$ 13,322.50
Bank Fees	\$ -
Cleaning Service	\$ 325.00
Computer - Hardware	\$ -
Computer - Software	\$ 751.30
Conf., Meetings & Training	\$ -
Mileage Reimbursement	\$ 182.70
Dues	\$ 2,296.20
Electric Service	\$ 200.00
Equip Lease - Copier	\$ 176.38
Equip Lease - Postage Mach	\$ -
Exhibition Fees	\$ -
Insurance - Liability	\$ -
Insurance - WC	\$ -
Internet Access	\$ 302.87
IT Services	\$ 536.00
Materials and Advertising	\$ -
MPO Committee Meetings	\$ 2,910.00
Office Supplies - General	\$ 1,515.23
Office Supplies - Furniture	\$ -
PAC Workshop	\$ -
Plan/Eng Consultants	\$ 20,697.20
Postage	\$ 103.00
Printing	\$ 33.16
ADP Fees	\$ 226.51
Public Outreach General	\$ -
Public Workshops	\$ -
Recruitment	\$ -
Registered Agent/Corp Tax	\$ -
Rent	\$ 1,860.00
Subscriptions	\$ -
Telephone	\$ 180.00
Travel	\$ 90.00
Miscellaneous Income	\$ (9.01)
<b>Non-Personnel Exps:</b>	<b>\$ 45,699.04</b>
<b>Personnel Expenses:</b>	<b>\$ 44,701.95</b>
<b>TOTAL EXPENSES:</b>	<b>\$ 90,400.99</b>

<b>Personnel Expenses:</b>	
Salaries	\$ 33,156.78
Basic Life	\$ 435.48
Insurance Reimbursement	\$ 955.11
457 Employer Contribution	\$ 2,190.30
Hiring & Moving Expenses	\$ -
Dental	\$ 134.87
Vision	\$ 33.75
Health Insurance	\$ 4,667.40
Insurance-AFLAC	\$ 141.38
Ins L/T	\$ 234.82
Ins S/T	\$ 224.37
Voluntary Ins -Life and AD&D	\$ 2.67
Medicare Tax	\$ 478.61
Social Security Tax	\$ 2,046.41
Educational Assistance	\$ -
<b>Personnel Expenses:</b>	<b>\$ 44,701.95</b>



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## December 2025 Progress Report Fiscal Year 2026 Unified Planning Work Program

### **26-01.01 General Administration**

Catching up on emails, correspondence, snail mail, desk reading, scheduling for 2026, File sorting, and cleanup.

### **26-01.02 Financial and Personnel Administration**

Timesheets and work summaries, POs and checks, monthly invoice, payroll, 457 administration, and staff annual evaluation.

### **26-01.03 Support for Council and Committees**

PAC/TAC Council mtg prep and attendance, Outreach to new members, Meeting with Council Chair

### **26-02.01 Prepare FY27 UPWP**

Snail mail and e-mail to Towns and municipalities.

### **26-02.02 FY26 UPWP Implementation**

Project status meeting with staff, PL rollover analysis.

### **26-03.01 Public Meetings & General Outreach**

CDCC Annual Holiday Gathering, KSLA, Nonprofit Forum  
Community open house, Downtown Dover Partnership activities  
Public Input meeting, Met with RIT, Speaker at Milford Rotary.

### **26-03.02 Newsletter/E-news/Multimedia/Video/Website/Social**

Review draft newsletter, Update the website, social media, and mailing list.

### **25.05.01 Operate & Maintain GIS**

Assisting relative to editing in Arc PRO, editing Line features, adding Field attributes to an existing feature class, and also adding symbology.

### **26-06.01 Staff Training**

Staff meeting, DE APA Annual Conference, Experience Building webinar, check-in with ED.

### **26-07.01 Air Quality Analysis, Coordination & Outreach**

Christmas lunch, Air Quality Partnership colleagues.

### **26-09.01 Inter-Regional Coordination**

DE Population Consortium, Go Rail webinar, Freight Summit, Women in Transportation dinner discussions.

### **26-09.02 Coordination with Kent County**

KEP/P&G issue meeting and follow-up, Kent County QOL comments.

### **26-09.03 Coordination with municipalities**

Consultation with City of Dover staff  
Prepare presentation materials and attend Dover City Council meeting and follow-up, DAC advisory brief, DAC meeting, and comments.

### **26-09.04 Coordination with State Agencies**

Meeting with the Office of Highway Safety Director, and meeting with the DelDOT Assistant Planning Director.

### **26-09.05 Coordination with other agencies, including federal**

Respond to Senator Blunt Rochester request.

### **26-10.01 Airport Road Corridor Improvement Study (Milford)**

Coordination with consultants and project invoices.

### **26-10.02 Wheatley's Pond Rd/Underwoods Corner Rd Intersection**

Public workshop.

### **26-10.04 Milford US113 Corridor Study**

Review the draft scope of work and meet with the project sponsor.

### **26-10.10 Statewide Rail Plan Update**

Project team meeting.

### **26-10.11 Clayton to Marydel Rails-to-Trails Feasibility**

IPA meeting with the Town of Clayton, project coordination.

### **26-10.16 Other Planning Studies**

Staff discussion, review, and comments on the DelDOT Highway Safety Plan

### **26-11.03 Expanded Rail Corridor Land Use**

Parcel review and comments, time dedicated to this project relative to the web application Experience Builder. Applying edits to Sussex County from staff review. Continuous edits to the web application for this project.

### **26-11.05 School District Walk Zone Analysis**

Supervise the intern, discuss the project, and coordinate.

### **26-11.06 Safe Street for All (SS4A)**

Correspondence with FHWA program manager, preparing project close-out, and final report.