

WILMAPCO Council

Action Item Summary Sheet

Meeting Date: May 13, 2021

Action Item #9: To Adopt the State/Local Cash and In-Kind Commitment for Fiscal Year 2022

Description/Summary of Item: This resolution provides for the state/local cash and in-kind commitment for funding the FY2022 UPWP. WILMAPCO's federal planning funds require a 20% match by the states and/or localities. The state/local match may be made with cash or in-kind services. However, in order to develop the financial element of the UPWP it is necessary to know with certainty what portion of the matches, at a minimum, will be guaranteed to be in cash. It is also necessary to specify how in-kind matching requirement will be provided by localities.

Summary of Action Taken by PAC: The WILMAPCO PAC did not take action on this agenda item.

Summary of Action Taken by TAC: The WILMAPCO TAC reviewed the resolution at their April 15th meeting.

Summary of Action Taken by Subcommittee/Task Force (if applicable):
N/A

WILMAPCO Staff Recommendations: The WILMAPCO staff recommends that the Council adopt the State/Local Cash and In-Kind Commitment for Fiscal Year 2022.

WILMAPCO Council:

John Sisson, Chair
Delaware Transit Corporation
Chief Executive Officer

Connie C. Holland
Delaware Office of State Planning
Coordination, Director

Danielle Hornberger
Cecil County Executive

Nicole Majeski
Delaware Dept. of Transportation
Secretary

Matthew Meyer
New Castle County Executive

Heather Murphy
Maryland Dept. of Transportation
Director, Office of Planning and
Capital Programming

Michael S. Purzycki
Mayor of Wilmington

Michael Spencer
Mayor of Newport

Loucretia Wood
Charlestown Commissioner

WILMAPCO Executive Director
Tigist Zegeye

RESOLUTION

BY THE WILMINGTON AREA PLANNING COUNCIL ADOPTING THE STATE/LOCAL CASH COMMITMENT WHEN MATCHING WILMAPCO'S FEDERAL FUNDS FOR FY 2022 UNIFIED PLANNING WORK PROGRAM

WHEREAS, WILMAPCO receives federal funding from the Federal Highway Administration (FHWA) and Federal Transit Administration (FTA) to support transportation planning activities; and,

WHEREAS, all federal funds must be matched by twenty percent (20%) State/Local funds; and,

WHEREAS, federal regulations permit State/Local matching to be made either in cash or by way of "in-kind services", or soft match; and,

WHEREAS, WILMAPCO requires a certain amount of the matched funds to be made in cash in order to ensure that WILMAPCO's cash obligations may be met; and

WHEREAS, the agreed upon cash commitment have been \$12,803 from the State of Maryland in cash with minimum cash matches of \$4,400 from Cecil County, \$416,817 from the State of Delaware, \$31,500 from New Castle County and \$11,796 from the City of Wilmington, with any remaining matching obligation made either in cash or by in-kind services;

NOW, THEREFORE, BE IT RESOLVED that the WILMAPCO Council does hereby adopt the State/Local Cash Commitment when matching WILMAPCO's federal funding for fiscal year 2022 UPWP, as outlined above.

Date:

John Sisson, Chairperson
Wilmington Area Planning Council

Cecil County and Town of Elkton In-Kind Agreement for WILMAPCO FY 2022 Unified Planning Work Program (UPWP)

Cecil County and the Town of Elkton agree to contribute up to \$8,403 of in-kind match towards the Cecil County, Maryland portion of the WILMAPCO FY 2022 UPWP's tasks from July 1, 2021 to June 30, 2022.

The agreement will outline 1) Cecil County and Town of Elkton staff members by name and rate that will contribute in-kind match hours; 2) Specific UPWP task numbers and 3) The projected number of hours each staff member can expect to spend on specified tasks for the entire UPWP performance period.

Per 23 CFR 420.119b, this agreement and supporting documentation needs to be approved by the FHWA Delaware Division Administrator on an annual basis in coordination with the proposed FY UPWP. Further, the same regulation states that if the total amount of the third-party expenditures at the end of the program period is not sufficient to match the total expenditure of Federal funds by recipient/sub-recipient, the recipient/sub-recipient will need to make up any shortfall with its own funds. The third-party costs (i.e. salaries, fringe benefits, etc.) are allowable under the applicable Office of Management and Budget (OMB) cost principles (i.e., OMB Circular A-21, A-87, or A-122).

Based on supporting calculations and documentation WILMAPCO, Cecil County and the Town of Elkton have identified up to 146 hours of in-kind match service hours for a total of up to \$ 8,403 in match value during the FY 2022 UPWP performance period from July 1, 2021 to June 30, 2022.

(See attachment "Cecil County and Town of Elkton in-kind Contribution" for details on the breakdown by task)

*Rate represents the amount the activity would cost if contracted out (not necessarily the staff member salary).

DocuSigned by:
Danielle Hornberger
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Cecil County



Town of Elkton



WILMAPCO