

# WILMAPCO Council

## Action Item Summary Sheet

Meeting Date: May 7, 2020

**Action Item #9:** To Adopt the State/Local Cash and In-Kind Commitment for Fiscal Year 2021

**Description/Summary of Item:** This resolution provides for the state/local cash and in-kind commitment for funding the FY2021 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, 16<sup>th</sup> 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 2021.

# Wilmington Area Planning Council

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Delaware Transit Corporation  
Chief Executive Officer

**Jennifer Cohan**  
Delaware Dept. of Transportation  
Secretary

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

**Alan McCarthy**  
Cecil County Executive

**Matthew Meyer**  
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Maryland Dept. of Transportation  
Director, Office of Planning and  
Capital Programming

**Michael S. Purzycki**  
Mayor of Wilmington

**Michael Spencer**  
Mayor of Newport

**Dave Warnick**  
Rising Sun Commissioner

**WILMAPCO Executive Director**  
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## RESOLUTION

### BY THE WILMINGTON AREA PLANNING COUNCIL ADOPTING THE STATE/LOCAL CASH COMMITMENT WHEN MATCHING WILMAPCO'S FEDERAL FUNDS FOR FY 2021 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 \$13,090 from the State of Maryland in cash with minimum cash matches of \$4,400 from Cecil County, \$412,451 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 2021 UPWP, as outlined above.

Date:

John Sisson, Chairperson  
Wilmington Area Planning Council



Partners with you in transportation planning

**Cecil County and Town of Elkton In-Kind Agreement for WILMAPCO FY 2021 Unified Planning Work Program (UPWP)**

Cecil County and the Town of Elkton agree to contribute up to \$8,690 of in-kind match towards the Cecil County, Maryland portion of the WILMAPCO FY 2021 UPWP's tasks from July 1, 2020 to June 30, 2021.

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 \$ 8,690 in match value during the FY 2021 UPWP performance period from July 1, 2020 to June 30, 2021.

(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).



Cecil County



Town of Elkton



WILMAPCO