

Santora CPA Group

**State of Delaware
Municipal Grants Agreed-Upon
Procedures Engagement
Town of Delmar**

Fiscal Years Ended June 30, 2016 and 2015

Report Issued: December 21, 2016

Background

Municipal Street Aid Fund (MSAF)¹

The State Legislature annually appropriates a portion of the Delaware Transportation Trust Fund, within the Capital Improvement Program, in an amount as appropriated in the annual Bond and Capital Improvement Act, currently \$5 million, to be distributed by the State Treasurer to each of the 57 municipalities. The money is to be used for the maintenance of municipality-maintained streets as prescribed in 30 Del. C. §5165, or as amended by epilogue language. Distribution is based on two factors:

- Population certified by the U.S. Bureau of Census, Delaware Population Consortium, or a prescribed enumeration (40% of distribution)
- Mileage as verified by the Data Collection Unit (60% of distribution)

30 Del. C. §5165 also requires annual reporting by the municipalities to the State Treasurer and the Department of Transportation. The annual reporting requirements have been incorporated into the agreed-upon procedures performed during this engagement.

State Aid to Local Law Enforcement (SALLE) Grant Fund²

Since 1969, the Delaware Legislature has allocated funds through the Grant-in-Aid Bill annually to aid local law enforcement agencies and improve their effectiveness. This program has been named the State Aid to Local Law Enforcement Program, otherwise known as SALLE.

All related SALLE funds are appropriated to the Department of Safety and Homeland Security (DSHS), which is then responsible for tracking the funds in the State's accounting system and distributing the funds to the municipalities.

A police department receiving SALLE money must be in compliance with the Delaware Police Training Program described in 11 Del. C. Chapter 84. Annually, officers must attend 16 hours of additional training and obtain firearms recertification three times per year, including two day shoots and one night shoot. Further, all officers in the State shall successfully complete a First Responder Course every two years and be certified in cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED). Upon completion of basic training, the officer receives a certificate from the Delaware Council on Police Training with a Council on Police Training number.

A SALLE Manual has been developed that promulgates the various requirements and the application process a municipality must follow in order to qualify for SALLE funding. In addition, the SALLE Manual requires the development of an eight-person committee who are responsible for the review and approval of all applications for SALLE funds by the individual municipalities. Municipalities may apply for grant money between July 31 and January 31 of each fiscal year. Funds awarded in one fiscal year can be expended beyond the year of award; however, the SALLE Administrator must be notified of unexpended balances carried over to subsequent years.

¹ <http://www.deldot.gov/information/projects/msa/index.shtml>

² *SALLE Manual, Chapter I and Chapter V*

A program administrator is also responsible for collecting information from the municipalities to ensure that they are meeting certain criteria. The various requirements contained within the SALLE Manual have been incorporated into the agreed-upon procedures performed during this engagement.

Emergency Illegal Drug Enforcement (EIDE) Grant Fund³

Through the Grant-in-Aid Bill, the Delaware Legislature has also allocated funds to the SALLE Committee to be used for EIDE programs. Funds may be used for drug-related enforcement or the purchase of drug-enforcement equipment.

A police department receiving EIDE money must be in compliance with the Delaware Police Training Program described in 11 Del. C. Chapter 84, as mentioned in the SALLE background section.

All EIDE funds are approved and distributed in the same manner as SALLE funds. Additionally, an EIDE Manual has been developed similar to that of the SALLE Manual. Municipalities may apply for EIDE grant money between July 31 and January 31 of each fiscal year. Funds awarded in one fiscal year can be expended beyond the year of award; however, the EIDE Administrator must be notified of unexpended balances carried over to subsequent years.

A program administrator is also responsible for collecting information from the municipalities to ensure that they are meeting certain criteria. The various requirements contained within the EIDE Manual have been incorporated into the agreed-upon procedures performed during this engagement.

Municipal Grants Received

See Appendix A for a summary of municipal grants received by the Town of Delmar from the State of Delaware for the Fiscal Years Ended June 30, 2015 (Fiscal Year 2015) and June 30, 2016 (Fiscal Year 2016).

³ *EIDE Manual, Chapter I and Chapter V*

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Independent Accountants' Report on Applying Agreed-Upon Procedures

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Mayor
Town of Delmar
100 South Pennsylvania Avenue
Delmar, Maryland 21875

The Honorable R. Thomas Wagner, Jr.
State Auditor
Townsend Building, Suite 1
401 Federal Street
Dover, Delaware 19901

We have performed the procedures enumerated below, which were agreed to by the Town of Delmar (the Town) and the State of Delaware, Office of Auditor of Accounts (AOA) solely to assist you in evaluating compliance with the Delaware Code, the State Aid to Local Law Enforcement Fund Manual, and the Emergency Illegal Drug Enforcement Fund Manual. Management is responsible for the Town's compliance with those requirements for the Fiscal Years Ended June 30, 2015 and 2016 (Fiscal Years 2015 and 2016, respectively).

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants and *Government Auditing Standards*, issued by the Comptroller General of the United States. The sufficiency of the procedures described below is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings were as follows:

Municipal Street Aid Funds (MSAF)

- 1. Ascertain if the municipality maintains a separate bank account designated as MSAF [30 Del. C. §5165(a)].**

Results: We verified that the Town currently has one noninterest bearing checking account that is designated as MSAF. We obtained copies of the bank statements designated as MSAF without exception.

- 2. Verify that the municipality furnished evidence to the Office of the State Treasurer that the municipal employees authorized to expend MSAF are bonded in an amount as may be required by the charter of the municipality [30 Del. C. §5165(b)(1)].**

Results: We obtained copies of the public official bonds for the individual authorized to expend MSAF that were furnished to the Office of the State Treasurer for Fiscal Years 2015 and 2016.

Although the Town Charter does not require municipal employees to be bonded, the Town submitted documentation for the Town Mayor, Town Manager, and Supervisor of Finances to the Office of the State Treasurer for the period under review.

3. **Obtain evidence that the municipality submitted an annual expenditure report to the Office of the State Treasurer no later than October 1 that reflected the expenditures of the MSAF for the period under review [30 Del. C. §5165(b)(2)].**

Results: We obtained copies of the annual expenditure reports for Fiscal Years 2015 and 2016 that were submitted to the Office of the State Treasurer by the Town. The reports for both fiscal years were submitted prior to October 1 of each year and reflected the total expenditures of MSAF for the period under review. Annual expenditure reports for both fiscal years categorized expenditures into two categories: Lighting and Other. In completing our testing, we noted that \$2,272 and \$2,446 were included in Other, but should have been categorized as Water and Sewer on the annual expenditure reports for Fiscal Years 2015 and 2016, respectively.

4. **Obtain a schedule prepared by the municipality of all MSAF expenditures, including the cancelled checks and supporting documentation for the engagement period, to ensure that an amount not exceeding 30% of the annual grant was used for the following:**
 - a. **Construction, installation, repair, maintenance, replacement of water and sewer systems.**
 - b. **Preparation or revision of comprehensive plans for urban renewal.**
 - c. **Payment of principal and interest on any bonds issued for purpose described in a. above [30 Del. C. §5165(a)(1)].**

Results: We obtained a schedule prepared by the municipality of all MSAF expenditures for Fiscal Years 2015 and 2016. We identified one expenditure for \$2,272 in Fiscal Year 2015 that was expended for the above categories. We identified four expenditures totaling \$2,446 in Fiscal Year 2016 that was expended for the above categories. We traced the expenditures to supporting documentation and determined that the Town did not expend an amount exceeding 30% of the annual grant for the above categories for either fiscal year.

5. **In addition to expenditures authorized in the step above, review 10% (but at minimum 1) of cancelled checks (using a random selection method) and trace them to the supporting documentation to determine that they were restricted to the following categories:**
 - a. **Street improvements.**
 - b. **Lighting of streets and all expenses related thereto.**
 - c. **Payment of principal and interest on any bonds issued for street improvements [30 Del. C. §5165(a)(2)].**

Inspect the internal records maintained by the municipality and supporting documentation to determine whether expenditures out of the MSAF account were paid timely in accordance with the State of Delaware *Budget and Accounting Manual*.

Results: We reviewed eight expenditures for \$4,188 from a population of 76 transactions totaling \$36,126 for Fiscal Year 2015. We reviewed six expenditures for \$7,533 from a population of 51 transactions totaling \$35,518 for Fiscal Year 2016. We traced the expenditures to the supporting

documentation and determined that they were restricted to the categories noted above. We noted the supporting documentation included charges for both Delaware and Maryland jurisdictions, however, we verified that the Town properly allocated expenditures between jurisdictions based on street mileage. We inspected the internal records maintained by the Town and supporting documentation noting that expenditures out of the MSAF account were made within the grant period and paid timely in accordance with the State of Delaware *Budget and Accounting Manual*.

6. Review the bid process to determine if street improvement contracts were awarded in accordance with 29 Del. C. ch. 69 and 30 Del. C. §5165(b)(3).

Results: This procedure is not applicable. The Town did not award any MSA-funded street improvement contracts subject to the bid process included in 29 Del. C. ch. 69 and 30 Del. C. §5165(b)(3) during Fiscal Years 2015 and 2016.

7. Request the MSAF bank statement to determine if any excess funds were invested in short-term investments, such as government securities, or deposited in a bank or savings and loan, interest-bearing account, or agency of the U.S. government. If so, determine that the interest earned was expended in an approved program category [30 Del. C. §5165(c)].

Results: We obtained MSAF bank statements for Fiscal Years 2015 and 2016. We noted that the MSAF bank account was a noninterest bearing account; therefore, no interest was earned during Fiscal Years 2015 or 2016. No excess funds were invested in short-term investments, such as government securities, or deposited in a bank or savings and loan, interest-bearing account, or agency of the U.S. government.

8. Obtain from the Department of Transportation (DOT) a copy of the affidavit signed by the Mayor, City Manager, or President of the Council and ensure the affidavit is submitted to the DOT no later than May 15. Review supporting documentation maintained by the municipality and agree to the population and street data reported [30 Del. C. §5165(b)(4)].

Results: We obtained copies of the affidavits signed by the Town from the DOT for Fiscal Years 2015 and 2016. The affidavits for Fiscal Years 2015 and 2016 were submitted to the DOT prior to May 15. The Town did not maintain supporting documentation for population and street data reported.

9. Obtain the DOT's allocation of MSAF. Recalculate the municipality's share of funds to verify the accuracy of the computation [30 Del. C. §5163].

Results: We obtained the DOT's allocation of MSAF. We recalculated the municipality's share of funds and verified the accuracy of the computation. We found no exceptions as a result of applying this procedure for Fiscal Years 2015 and 2016.

State Aid to Local Law Enforcement (SALLE) Funds

1. Obtain from the municipality a schedule of SALLE grants received or expended during the two fiscal years under review. The schedule should detail each grant by year of award and include any amounts received, expended, and remaining during each fiscal year under review, to the extent that time has passed.

Results: We obtained from the Town a schedule of SALLE grants received and expended during Fiscal Years 2015 and 2016. We identified several variances between the schedule prepared by the Town and the supporting records of the Town for both fiscal years. See the detail of those variances below:

Fiscal Year 2015

Column of Schedule	Amount Reported in Schedule Prepared by Town	Amount Supported by Town Records (Amount That Should Have Been Reported)	Variance (Under) Over Stated
Received	\$6,371	\$6,102	\$ 269
Approved Grant Transfers	-	949	(949)
Expended During FY15	5,594	-	5,594
Remaining	777	7,051	(6,274)

Fiscal Year 2016

Column of Schedule	Amount Reported in Schedule Prepared by Town	Amount Supported by Town Records (Amount That Should Have Been Reported)	Variance (Under) Over Stated
Received	\$6,653	\$11,295	\$(4,642)
Approved Grant Transfers	-	949	(949)
Expended During FY16	5,129	7,314	(2,185)
Remaining	1,524	4,930	(3,406)

The SALLE schedules included herein reflect the correct Received, Approved Grant Transfers, Expended During FY, and Remaining amounts for each fiscal year.

- For any new police officers employed during the two fiscal years under review, inspect the personnel records and document that the officer has a certificate of completion from a school certified by the Council on Police Training [11 Del. C. §8405].

Results: There were two new police officers in Fiscal Year 2015 and one new police officer in Fiscal Year 2016. The personnel records of the newly hired police officers contained certificates of completion from a school certified by the Council on Police Training.

- Inspect 10%, or a minimum of five, of the personnel records of all police officers employed during the two fiscal years under review and document the training courses attended by those officers during that period were provided by a school certified by the Council on Police Training [11 Del. C. §8405].

Results: Of the 16 Town police officers employed during the two fiscal years under review, we selected five personnel records for each fiscal year. For each selected officer, we obtained listings of all successfully completed and approved police training and education courses. We found no exceptions as a result of applying this procedure for Fiscal Years 2015 and 2016.

- 4. Review appropriate payroll records to determine if all police salaries paid during the two fiscal years under review are equal to or above the minimum required salary [SALLE Manual, Chapter II, 3].**

Results: We reviewed copies of payroll data in payroll files and compared that to the “Statement of Sworn Officers” document for Fiscal Years 2015 and 2016, which provided each officer’s annual salary, to determine if all police salaries paid during each fiscal year are equal to or above the minimum required salary. It was determined that each officer was paid at least the minimum salary of \$28,000. We found no exceptions as a result of applying this procedure for Fiscal Years 2015 and 2016.

- 5. Obtain a copy of the “SALLE Statement of Sworn Officers” document for the two fiscal years under review and agree the number of full-time, sworn officers who have been certified and were on the municipality’s payroll as of July 1 [SALLE Manual, Chapter III, 2].**

Results: We obtained a copy of the “Statement of Sworn Officers” document for Fiscal Years 2015 and 2016 and agreed the number of full-time, sworn officers who have been certified and were on the Town’s payroll as of July 1 without exception.

- 6. For all SALLE funds expended during the two fiscal years under review, select ten (or all if less than ten) expenditure transactions and supporting documentation for each fiscal year from the cancelled checks to verify that funds expended were not used for prohibited items. Also review all expenditure transactions and supporting documentation over \$5,000. [Guidance for allowable and unallowable expenditures can be found in Chapter IV of the SALLE Manual.] Determine if expenditures were made timely in accordance with the State of Delaware *Budget and Accounting Manual*.**

Results: There were no SALLE expenditures during Fiscal Year 2015. We reviewed three expenditures totaling \$7,314 (100% of the population) for Fiscal Year 2016. We verified that the selected transactions were not used for prohibited items. There was one transaction in Fiscal Year 2016 over \$5,000; this transaction was included in testing. All expenditure transactions tested for the two fiscal years under review were made timely in accordance with the State of Delaware *Budget and Accounting Manual*.

- 7. Verify that all SALLE grants fully expended during the two fiscal years under review submitted a “Final Report Form” to the Department of Safety and Homeland Security (DSHS) [SALLE Manual, Chapter III, 9].**

Results: We verified that a “Final Report Form” was submitted to the DSHS for all SALLE grants fully expended during the two fiscal years under review. The Final Report Form submitted in Fiscal Years 2015 and 2016 related to grant numbers S-31-15 and S-45-15.

8. Ascertain that, if the SALLE funds were used to match federal funds, the federal funds to be matched were identified at the time the SALLE grant was submitted. A letter must be submitted to the Grant Administrator requesting permission to match a federal program prior to the SALLE funds being used [SALLE Manual, Chapter V, 6].

Results: This procedure is not applicable. The Town did not use SALLE funds to match federal funds during Fiscal Years 2015 and 2016.

9. If SALLE funds from the prior fiscal year were not expended, obtain support from the municipality that the Grant Administrator was notified that the funds would be carried over to the next fiscal year(s) [SALLE Manual, Chapter V, 7].

Results: For all SALLE funds not expended from Fiscal Year 2015 and 2016, we obtained copies of letters from the Grant Administrator at the DSHS approving the carryover of funds to the next fiscal year. We found no exceptions as a result of applying this procedure for Fiscal Years 2015 and 2016.

Emergency Illegal Drug Enforcement (EIDE) Funds

1. Obtain from the municipality a schedule of EIDE grants received or expended during the two fiscal years under review. The schedule should detail each grant by year of award and include any amounts received, expended, and remaining during each fiscal year under review, to the extent that time has passed.

Results: We obtained from the Town a schedule of EIDE grants received and expended during Fiscal Years 2015 and 2016. We identified several variances between the schedule prepared by the Town and the supporting records of the Town for both fiscal years. See the detail of those variances below:

Fiscal Year 2015

Column of Schedule	Amount Reported in Schedule Prepared by Town	Amount Supported by Town Records (Amount That Should Have Been Reported)	Variance (Under) Over Stated
Received	\$4,306	\$4,240	\$ 66
Approved Grant Transfers	-	66	(66)
Expended During FY15	3,799	1,556	2,243
Remaining	507	2,750	(2,243)

Fiscal Year 2016

Column of Schedule	Amount Reported in Schedule Prepared by Town	Amount Supported by Town Records (Amount That Should Have Been Reported)	Variance (Under) Over Stated
Received	\$4,630	\$8,363	\$(3,733)
Approved Grant Transfers	-	66	(66)
Previously Expended	-	1,556	(1,556)
Expended During FY16	-	3,679	(3,679)
Remaining	4,630	3,194	1,436

The EIDE schedules included herein reflect the correct Received, Approved Grant Transfers, Previously Expended, Expended During FY, and Remaining amounts for each fiscal year.

- For any new police officers employed during the two fiscal years under review, inspect the personnel records and document that the officer has a certificate of completion from a school certified by the Council on Police Training [11 Del. C. §8405].

Results: There were two new police officers in Fiscal Year 2015 and one new police officer in Fiscal Year 2016. The personnel records of the newly hired police officers contained certificates of completion from a school certified by the Council on Police Training.

- Inspect 10%, or a minimum of five, of the personnel records of all police officers employed during the two fiscal years under review and document the training courses attended by those officers during that period were provided by a school certified by the Council on Police Training [11 Del. C. §8405].

Results: Of the 16 Town police officers employed during the two fiscal years under review, we selected five personnel records for each fiscal year. For each selected officer, we obtained listings of all successfully completed and approved police training and education courses. We found no exceptions as a result of applying this procedure for Fiscal Years 2015 and 2016.

- Review appropriate payroll records to determine if all police salaries paid during the two fiscal years under review are equal to or above the minimum required salary [EIDE Manual, Chapter II, 3].

Results: We reviewed copies of payroll data in payroll files and compared that to the “Statement of Sworn Officers” document for Fiscal Years 2015 and 2016, which provided each officer’s annual salary, to determine if all police salaries paid during each fiscal year are equal to or above the minimum required salary. It was determined that each officer was paid at least the minimum salary of \$28,000. We found no exceptions as a result of applying this procedure for Fiscal Years 2015 and 2016.

- Obtain a copy of the “EIDE Statement of Sworn Officers” document for the two fiscal years under review and agree the number of full-time, sworn officers who have been certified and were on the municipality’s payroll as of July 1 [EIDE Manual, Chapter III, 2].

Results: We obtained a copy of the “Statement of Sworn Officers” document for Fiscal Years 2015 and 2016 and agreed the number of full-time, sworn officers who have been certified and were on the Town’s payroll as of July 1 without exception.

- 6. For all EIDE funds expended during the two fiscal years under review, select ten (or all if less than ten) expenditure transactions and supporting documentation for each fiscal year from the cancelled checks to verify that funds expended were not used for prohibited items. Also review all expenditure transactions and supporting documentation over \$5,000. [Guidance for allowable and unallowable expenditures can be found in Chapter IV of the EIDE Manual.] Determine if expenditures were made timely in accordance with the State of Delaware Budget and Accounting Manual.**

Results: We reviewed nine expenditures totaling \$1,556 (100% of the population) for Fiscal Year 2015. We reviewed ten expenditures totaling \$926 from a population of 24 transactions totaling \$3,679 for Fiscal Year 2016. We verified that the selected transactions were not used for prohibited items. No individual transactions over \$5,000 were noted during our procedures. All expenditure transactions tested for the two fiscal years under review were made timely in accordance with the State of Delaware Budget and Accounting Manual.

- 7. Verify that all EIDE grants fully expended during the two fiscal years under review submitted a “Final Report Form” to DSHS [EIDE Manual, Chapter III, 10].**

Results: We verified that a “Final Report Form” was submitted to the DSHS for all EIDE grants fully expended during the two fiscal years under review. The Final Report Form submitted in Fiscal Years 2015 and 2016 related to grant number D-27-15.

- 8. Ascertain that, if the EIDE funds were used to match federal funds, the match did not exceed 25% of the total grant [EIDE Manual, Chapter IV, 2].**

Results: This procedure is not applicable. The Town did not use EIDE funds to match federal funds during Fiscal Years 2015 and 2016.

- 9. If EIDE funds from the prior fiscal year were not expended, obtain support from the municipality that the Grant Administrator was notified that the funds would be carried over to the next fiscal year(s) [EIDE Manual, Chapter V, 4].**

Results: For EIDE funds not expended from the prior fiscal year, we obtained copies of letters from the Grant Administrator at the DSHS approving the carryover of funds to the next fiscal year. We found no exceptions as a result of applying this procedure for Fiscal Years 2015 and 2016.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on compliance with the specified criteria in the first paragraph. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Town’s management and council members, the Department of Safety and Homeland Security, the Office of the State Treasurer, the Department of Transportation, and the Office of Auditor of Accounts and is not intended to be, and

should not be, used by anyone other than these specified parties. However, under 29 Del. C., §10002(l), this report is a public record and its distribution is not limited. This report, as required by statute, was provided to the Office of the Governor, Office of the Controller General, Office of the Attorney General, and the Office of Management and Budget.

Santora CPA Group

October 25, 2016
Newark, Delaware

Municipal Street Aid Fund Expenditures as of June 30, 2016

Date	Vendor	Amount	Description of Expenditure
07/09/15	Bryan & Brittingham	\$ 4	Street Maintenance/Repairs
07/23/15	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
07/30/15	Carey's, Inc.	111	Street Maintenance/Repairs
08/06/15	Econo Signs	337	Street Maintenance/Repairs
08/06/15	Monro Muffler Brake, Inc.	234	Street Maintenance/Repairs
08/13/15	Delmarva Power	1,312	Street Lights
08/13/15	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
09/10/15	Disney Sand & Gravel LLC	154	Street Maintenance/Repairs
09/10/15	Lowe's	10	Street Maintenance/Repairs
09/10/15	Carey's, Inc.	82	Street Maintenance/Repairs
09/10/15	Monro Muffler Brake, Inc.	443	Street Maintenance/Repairs
09/17/15	Delmarva Power	1,353	Street Lights
10/14/15	Delmarva Power	1,359	Street Lights
10/14/15	Chesapeake Supply & Equipment	378	Street Maintenance/Repairs
10/14/15	Harvey Salt Company	796	Street Maintenance/Repairs
10/14/15	Harvey Salt Company	1,213	Street Maintenance/Repairs
10/22/15	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
10/22/15	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
11/05/15	Elvin Schrock & Sons, Inc.	1,177	Street Maintenance/Repairs
11/05/15	Elvin Schrock & Sons, Inc.	1,063	Street Maintenance/Repairs
11/12/15	Delmarva Power	1,364	Street Lights
11/19/15	Welding by Jackson	75	Street Maintenance/Repairs
12/10/15	Delmarva Power	1,372	Street Lights
01/07/16	Econo Signs	70	Street Maintenance/Repairs
01/14/16	Delmarva Power	984	Street Lights
01/28/16	Delmarva Power	407	Street Lights
02/04/16	Ferguson Enterprises	126	Water and Sewer Repairs
02/11/16	Delmarva Power	1,375	Street Lights
02/11/16	Econo Signs	1,353	Street Maintenance/Repairs
03/10/16	Delmarva Power	1,376	Street Lights
03/10/16	Lowe's	23	Street Maintenance/Repairs
03/10/16	Bryan & Brittingham	6	Street Maintenance/Repairs
03/23/16	Chesapeake Supply & Equipment	378	Street Maintenance/Repairs
04/07/16	Delmarva Power	1,361	Street Lights
04/07/16	Disney Sand & Gravel LLC	64	Street Maintenance/Repairs
04/07/16	J.G. Parks & Son	4,194	Street Maintenance/Repairs

Date	Vendor	Amount	Description of Expenditure
04/14/16	Kinhart Landscaping, LLC	\$ 475	Street Maintenance/Repairs
04/21/16	Delmarva Power	12	Street Lights
05/05/16	United Rentals	44	Street Maintenance/Repairs
05/12/16	Delmarva Power	1,368	Street Lights
05/12/16	EJ USA, Inc.	336	Water and Sewer Repairs
05/19/16	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
05/19/16	Chesapeake Supply & Equipment	378	Street Maintenance/Repairs
06/10/16	Econo Signs	315	Street Maintenance/Repairs
06/16/16	Delmarva Power	1,364	Street Lights
06/16/16	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
06/16/16	Econo Signs	367	Street Maintenance/Repairs
06/16/16	EJ USA, Inc.	317	Water and Sewer Repairs
06/30/16	Delmarva Power	1,364	Street Lights
06/30/16	Econo Signs	107	Street Maintenance/Repairs
06/30/16	Clark's Environmental Services	1,667	Water and Sewer Repairs

TOTAL MSAF \$ 35,518

Municipal Street Aid Fund Expenditures as of June 30, 2015

Date	Vendor	Amount	Description of Expenditure
07/09/14	Kinhart Landscaping, LLC	\$ 475	Street Maintenance/Repairs
07/24/14	Elvin Schrock & Sons, Inc.	850	Street Maintenance/Repairs
07/24/14	Sherwood Ford Lincoln Mercury	433	Street Maintenance/Repairs
07/31/14	Sherwood Ford Lincoln Mercury	86	Street Maintenance/Repairs
08/07/14	Delmarva Power	1,297	Street Lights
08/07/14	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
08/14/14	United Rentals	21	Street Maintenance/Repairs
08/14/14	Clark's Environmental Services	2,272	Water and Sewer Repairs
09/03/14	Delmarva Power	1,294	Street Lights
09/03/14	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
09/03/14	Lowe's	49	Street Maintenance/Repairs
09/03/14	Salisbury Automotive, Inc.	39	Street Maintenance/Repairs
09/11/14	J.G. Parks & Son	840	Street Maintenance/Repairs
09/11/14	Monro Muffler Brake, Inc.	105	Street Maintenance/Repairs
09/11/14	Monro Muffler Brake, Inc.	43	Street Maintenance/Repairs
09/25/14	Grant's Service Center	174	Street Maintenance/Repairs
10/02/14	Delmarva Power	732	Street Lights
10/02/14	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
10/02/14	Disney Sand & Gravel	193	Street Maintenance/Repairs
10/02/14	Carey's Inc.	289	Street Maintenance/Repairs
10/16/14	Chesapeake Supply & Equip.	695	Street Maintenance/Repairs
11/06/14	Delmarva Power	1,316	Street Lights
11/06/14	Econo Signs	81	Street Maintenance/Repairs
11/06/14	Harvey Salt Company	1,183	Street Maintenance/Repairs
11/06/14	Harvey Salt Company	120	Street Maintenance/Repairs
11/06/14	Monro Muffler Brake, Inc.	56	Street Maintenance/Repairs
11/13/14	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
11/13/14	Disney Sand & Gravel	272	Street Maintenance/Repairs
11/13/14	Bryan & Brittingham	2	Street Maintenance/Repairs
11/13/14	Northern Tool & Equipment	31	Street Maintenance/Repairs
11/20/14	Carey's Inc.	414	Street Maintenance/Repairs
11/20/14	Meadows Hydraulics	105	Street Maintenance/Repairs
11/24/14	Meadows Hydraulics	564	Street Maintenance/Repairs
12/04/14	Delmarva Power	1,331	Street Lights
12/04/14	Welding by Jackson	104	Street Maintenance/Repairs
12/10/14	Monro Muffler Brake, Inc.	54	Street Maintenance/Repairs

Date	Vendor	Amount	Description of Expenditure
12/10/14	Carey's Inc.	\$ 80	Street Maintenance/Repairs
12/18/14	Econo Signs	128	Street Maintenance/Repairs
12/30/14	Delmarva Power	1,331	Street Lights
01/08/15	Disney Sand & Gravel	312	Street Maintenance/Repairs
01/08/15	Monro Muffler Brake, Inc.	126	Street Maintenance/Repairs
01/08/15	Carey's Inc.	56	Street Maintenance/Repairs
01/08/15	Salisbury Automotive, Inc.	94	Street Maintenance/Repairs
01/22/15	Barr International	278	Street Maintenance/Repairs
01/29/15	Monro Muffler Brake, Inc.	126	Street Maintenance/Repairs
02/05/15	Disney Sand & Gravel	258	Street Maintenance/Repairs
02/12/15	Delmarva Power	1,351	Street Lights
02/12/15	Meadows Hydraulics	149	Street Maintenance/Repairs
02/12/15	Barr International	548	Street Maintenance/Repairs
02/25/15	Barr International	155	Street Maintenance/Repairs
03/04/15	Harvey Salt Company	1,349	Street Maintenance/Repairs
03/12/15	Delmarva Power	1,322	Street Lights
03/12/15	Disney Sand & Gravel	175	Street Maintenance/Repairs
03/19/15	Chesapeake Supply & Equip.	700	Street Maintenance/Repairs
03/26/15	Sherwood Ford Lincoln Mercury	122	Street Maintenance/Repairs
03/26/15	Top City	458	Street Maintenance/Repairs
04/09/15	Delmarva Power	1,321	Street Lights
04/09/15	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
04/09/15	Disney Sand & Gravel	153	Street Maintenance/Repairs
04/09/15	Monro Muffler Brake, Inc.	44	Street Maintenance/Repairs
04/09/15	Grant's Service Center	117	Street Maintenance/Repairs
04/16/15	Chesapeake Supply & Equip.	358	Street Maintenance/Repairs
05/04/15	Delmarva Power	1,320	Street Lights
05/07/15	Econo Signs	122	Street Maintenance/Repairs
05/14/15	Disney Sand & Gravel	293	Street Maintenance/Repairs
05/21/15	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
06/04/15	Kinhart Landscaping, LLC	475	Street Maintenance/Repairs
06/04/15	Econo Signs	17	Street Maintenance/Repairs
06/05/15	Elvin Schrock & Sons, Inc.	1,235	Street Maintenance/Repairs
06/05/15	Elvin Schrock & Sons, Inc.	70	Street Maintenance/Repairs
06/11/15	Delmarva Power	1,318	Street Lights
06/18/15	Econo Signs	387	Street Maintenance/Repairs
06/30/15	Delmarva Power	1,311	Street Lights
06/30/15	Bryan & Brittingham	4	Street Maintenance/Repairs

TOTAL MSAF

\$ 36,033

SALLE/EIDE Schedule of Awards and Expenditures as of June 30, 2016

Grant	Received	Approved Grant Transfers	Previously Expended	Expended During FY 2016	Remaining
S-31-15	\$ 5,422	\$ 172	\$ -	\$ 5,594	\$ -
S-45-15	680	(3)	-	677	-
S-41-16	5,193	780	-	1,043	4,930
TOTAL SALLE	\$ 11,295	\$ 949	\$ -	\$ 7,314	\$ 4,930
D-27-15	\$ 4,240	\$ (441)	\$ 1,556	\$ 2,243	\$ -
D-34-16	4,123	507	-	1,436	3,194
TOTAL EIDE	\$ 8,363	\$ 66	\$ 1,556	\$ 3,679	\$ 3,194

SALLE/EIDE Schedule of Awards and Expenditures as of June 30, 2015

Grant	Received	Approved Grant Transfers	Previously Expended	Expended During FY 2015	Remaining
S-31-15	\$ 5,422	\$ 949	\$ -	\$ -	\$ 6,371
S-45-15	680	-	-	-	680
TOTAL SALLE	\$ 6,102	\$ 949	\$ -	\$ -	\$ 7,051
D-27-15	\$ 4,240	\$ 66	\$ -	\$ 1,556	\$ 2,750
TOTAL EIDE	\$ 4,240	\$ 66	\$ -	\$ 1,556	\$ 2,750

Appendix A – Schedule of State of Delaware Municipal Grants Awarded

Fiscal Year 2015 and Fiscal Year 2016 State of Delaware Municipal Grants Awarded ⁴						
Municipality	Fiscal Year 2015 MSAF	Fiscal Year 2015 SALLE	Fiscal Year 2015 EIDE	Fiscal Year 2016 MSAF	Fiscal Year 2016 SALLE	Fiscal Year 2016 EIDE
Arden	\$ 16,735	\$ -	\$ -	\$ 16,586	\$ -	\$ -
Ardencroft	5,457	-	-	5,406	-	-
Ardentown	10,202	-	-	10,111	-	-
Bellefonte	8,779	-	-	8,669	-	-
Bethany Beach	109,056	4,863	3,954	108,023	4,645	3,842
Bethel	7,918	-	-	7,848	-	-
Blades	28,701	3,186	5,275	28,430	3,548	3,281
Bowers Beach	9,794	-	-	9,704	-	-
Bridgeville	49,335	4,490	3,763	55,809	4,462	3,749
Camden	65,893	4,304	3,668	65,250	4,279	3,655
Cheswold	11,829	3,559	3,286	11,689	3,548	3,281
Clayton	41,116	4,490	3,763	41,554	4,462	3,749
Dagsboro	19,429	3,559	3,286	19,246	3,548	3,281
Delaware City	43,389	3,373	3,191	42,984	3,366	3,187
Delmar	35,860	6,102	4,240	35,519	5,193	4,123
Dewey Beach	16,928	4,490	3,763	16,726	4,462	3,749
Dover	664,193	20,138	11,776	673,128	19,267	11,330
Ellendale	16,904	3,373	3,191	16,755	3,183	3,094
Elsmere	103,749	5,049	4,049	102,713	5,193	4,123
Farmington	1,591	-	-	1,574	-	-
Felton	30,734	3,745	3,382	30,444	3,731	3,374
Fenwick Island	32,438	4,118	3,572	32,131	4,097	3,562
Frankford	16,947	3,373	3,191	16,783	3,183	3,094
Frederica	13,918	-	-	13,780	-	-
Georgetown	144,060	5,422	4,240	145,127	5,559	4,310
Greenwood	26,022	4,196	3,426	25,781	3,548	3,281
Harrington	71,451	5,049	4,049	70,759	5,011	4,030
Hartly	545	-	-	538	-	-
Henlopen Acres	15,424	-	-	15,292	-	-
Houston	10,528	-	-	10,431	-	-

⁴ The schedule was prepared by AOA from information gathered from various sources. AOA retrieved the data related to MSAF from the Delaware Department of Transportation – Projects webpage (<http://deldot.gov/information/projects/msa/index/.shtml>.) DSHS provided the data related to the SALLE and EIDE funds, stating that there may be rare instances where the municipality did not apply for funds or where the funds were not disbursed in total. No additional work was performed using this table, outside of the previously stated agreed-upon procedures.

Fiscal Year 2015 and Fiscal Year 2016 State of Delaware Municipal Grants Awarded						
Municipality	Fiscal Year 2015 MSAF	Fiscal Year 2015 SALLE	Fiscal Year 2015 EIDE	Fiscal Year 2016 MSAF	Fiscal Year 2016 SALLE	Fiscal Year 2016 EIDE
Kenton	\$ 5,418	\$ -	\$ -	\$ 5,366	\$ -	\$ -
Laurel	71,037	5,794	4,431	70,381	5,742	4,404
Leipsic	4,323	-	-	4,282	-	-
Lewes	94,844	5,235	4,145	93,991	5,376	4,217
Little Creek	2,318	-	-	2,292	-	-
Magnolia	2,139	-	-	2,115	-	-
Middletown	362,616	8,030	5,576	361,808	8,483	5,808
Milford	222,763	8,588	5,862	227,148	8,483	5,808
Millsboro	67,519	5,422	4,240	66,849	5,376	4,217
Millville	4,003	-	-	3,953	-	-
Milton	64,976	4,118	3,572	64,369	4,097	3,562
New Castle	106,191	6,167	4,622	105,164	6,107	4,591
New Castle County	-	69,503	37,055	-	69,895	37,256
Newark	476,371	15,108	9,201	482,777	14,515	8,897
Newport	25,137	4,304	3,668	24,901	4,462	3,749
Ocean View	99,676	4,490	3,763	99,954	4,462	3,749
Odessa	10,305	-	-	10,210	-	-
Rehoboth Beach	113,494	5,981	4,526	112,383	6,107	4,591
Seaford	182,010	7,657	5,385	180,320	7,752	5,433
Selbyville	56,646	4,118	3,572	56,432	4,097	3,562
Slaughter Beach	9,906	-	-	9,803	-	-
Smyrna	201,437	6,912	5,003	200,873	7,021	5,059
South Bethany	50,132	4,118	3,572	49,669	4,097	3,562
Townsend	23,858	-	-	23,599	-	-
Viola	3,648	-	-	3,613	-	-
Wilmington	1,081,233	59,816	32,095	1,070,165	60,208	32,295
Woodside	2,225	-	-	2,201	-	-
Wyoming	26,850	3,559	3,286	26,592	3,731	3,374
TOTALS	\$5,000,000	\$325,799	\$222,639	\$5,000,000	\$324,296	\$220,229