

APPENDIX C. ANNUAL CLAIM FORMS CHECKLIST FOR ANNUAL LTF & STAF CLAIMS

■ **ALL Claims:** Claimants shall submit items (a) through (f) as part of the claim.

■ **Transit Claims:** An operator or claimant shall submit items (a) thru (m), inclusive, to file a claim.

ALL claims must include items (a) through (d), inclusive.

HCAOG forms for parts (a), (b), (c) and (d) are provided in this Excel file and on-line at www.hcaog.net.

Claimants are responsible for making sure they submit the most current forms.

- a) This Checklist
- b) Claim Request form
- c) Annual Project and Financial Plan form
- d) Statement of Conformance
- e) Claimants who want to designate funds for a future, specific capital project must request it as part of a claim. The claim must indicate any reserved monies in the subsequent annual claim(s). Before expending these funds for any other purpose, the claimant must identify its proposed changes in an amended claim or subsequent annual claim. [CCR §6648]
- f) Claimants who have previously designated excess TDA funds as future capital purchase funds must submit a summary report of their capital purchase accounts. [CCR §6637]

Transit claims must include items (g) through (m):

- g) To receive an allocation of funds for service outside the claimant's area, a claimant must provide, or have on file with HCAOG, an executed contract
- h) Operating budget. Claimant certifies that its operating budget is not more than 15% greater than its previous year budget unless supported by documentation that substantiates the increase.
- i) If applicable, a statement identifying and substantiating the reason or need for: (1) increasing the operating budget in excess of 15% above the preceding year; (2) a substantial increase or decrease in scope of operations; or (3) capital provisions for major new fixed facilities.
- j) A Satisfactory certification by CHP verifying that the operator is in compliance with §1808.1 of the Vehicle Code, as required in PUC §99251. The certification shall have been completed within the last 13 months, prior to filing claims.
- k) An explanation that summarizes how the claimant has addressed applicable audit findings from annual fiscal and compliance audit.
- l) An explanation that summarizes how the claimant has addressed applicable audit findings from triennial performance audit reports.
- m) Claimant certifies that it is making full use of federal funds available under the Federal Transit Act [CCR 6754] (STA claims only)
- n) Claimant certifies that all purposes for claim expenditures are in conformance with the City/Town or Regional Bicycle Plan. (Bike and Ped claims only)

For full information on claim requirements, see HCAOG's TDA Rules (part IV, "TDA REQUIRED REPORTS" Report #17).

CLAIM REQUEST
Local Transportation Fund (LTF)

Claimant: City of Arcata(A&MRTS)
Address: 736 F Street, Arcata,Ca
Contact Person: Netra Khatri
Title: City Engineer
Phone: 1-707-825-2173
E-mail: nkhatri@cityofarcata.org

The City of Arcata(A&MRTS) hereby requests, in accordance with the Transportation Development Act (TDA), Chapter 1400, and applicable rules and regulations, that the TDA claim be approved in the amount of \$718,162.00 for fiscal year 2024-2025. These monies are to be drawn from the local transportation fund held at the County of Humboldt for the purposes and amounts shown in the attached "Annual Project and Financial Plan."

When approved, the claim will be submitted to the County Auditor of the County of Humboldt for payment. Approval of the claim and payment by the County Auditor to this applicant is subject to such monies being on hand and available for distribution, and to the provisions that such monies will be used only in accordance with the terms of the approved annual financial plan.

Authorized representative of claimant:

By: Merritt Perry Title: City Manager
(print name)

Signature:  Submittal date: 8/23/21

APPROVED:

By: _____ Date: _____
Beth Burks
Executive Director, Humboldt County Association of Governments

STATEMENT OF CONFORMANCE

LTF

Claimant: City of Arcata(A&MRTS)

Fiscal Year of Claim: 2024- 2025

Certify all that apply.

LOCAL TRANSPORTATION FUND (LTF) - TRANSIT CLAIM

- LTF funds are **not** being used for operating
- LTF FUNDS are being used for operating
- A total of \$129,623.00 STA funds will also be claimed for operating during this fiscal year.

- The claimant named above hereby certifies that this annual claim for local transportation funds in the amount of \$718,162.00 that is not being used for operating conforms with the requirements of Article 8, PUC Section 99400, of the Transportation Development Act and applicable rules and regulations.

CERTIFIED BY CLAIMANT:

By: Merritt Perry

Title: City Manager

Signature: 

Date: 8/23/24

ANNUAL PROJECT AND FINANCIAL PLAN

Local Transportation Fund (LTF)

Give each project a title and briefly describe the transportation projects that your jurisdiction proposes. Indicate proposed expenditures for the ensuing fiscal year for all that apply:

- (i) public transportation operating and capital expenditures;
- (ii) construction of facilities for the exclusive use by pedestrians and bicyclists;
- (iii) construction of local streets and roads; and/or
- (iii) right-of-way acquisition.

Claimant: City of Arcata(A&MRTS)

Fiscal Year: 2024 - 2025

PROJECT (Title & brief description)	Allocation Amount Available	PUC Article & Section	Funds not being claimed	Funds Requested	Balance Remaining
A&MRTS annual operations	\$ 436,590	Art 8 sec 99400	\$ -	\$ -	\$ 436,590
JPA with HTA for RTS	\$ 281,572	Art 8 sec 99400	\$ -	\$ -	\$ 281,572
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	\$ -		\$ -	\$ -	\$ -
TOTAL	\$ 718,162		\$ -		\$ 718,162

Attach a copy of transit revenues and expenditures for the last full fiscal year.



September 19, 2024

Beth Burks, Executive Director
Humboldt County Association of Governments
611 I Street, Suite B
Eureka, CA 95501

Subject: Arcata & Mad River Transit Service Audit finding Response

Dear Beth:

Below is the summary of recommendations from AMRTS Triennial Performance audit and City's Response in *italic*:

Recommendation 1: Calculate and report Employee Hours/Full-Time Equivalency to the State Controller in accordance with the definition in Appendix B of the Performance Audit Guidebook.

Not applicable anymore because we are contracting all driving services with HTA.

Recommendation 2: Work with the independent auditor to obtain a copy of the submitted State Controller Report for each fiscal year.

With assistance from HCAOG we get audited annually for our transit related finances. WE will work with our finance department and submit the reports in timely manner.

Recommendation 3: If the farebox recovery ratio falls below the 10 percent TDA requirement, consider the local fund inclusions and operating cost exclusions for farebox ratio calculation purposes in the Fiscal and Compliance Audit as per AB 149.

Not applicable as the farebox ratios are going up, they were low during COVID times but since then our farebox ration is more than 10%.

Below is the audit finding from the independent auditor's report dated June 30, 2023, and City's response in italic.

Evaluate and review expenditure allocation for Greyhound as it was running in overall deficit.

We addressed that by budgeting a very small amount for Greyhound service in FY 23-24 to close the account and budgeted nothing for FY 24-25, also Greyhound does not provide any service to our area anymore, so this finding will be gone from the next audit.

Please phone/email if you need additional information regarding the subject.

Sincerely,

A handwritten signature in blue ink, appearing to read "Netra Khatri", written over a horizontal line that extends to the right.

Netra Khatri
City Engineer