

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).

TDA Rules: HCAOG Rules for Administering the Transportation Development Act

CLAIM REQUEST
Local Transportation Fund (LTF)

Claimant: Humboldt Transit Authority
Address: 133 V Street
Contact Person: Katie Collender
Title: Finance Manager
Phone: 707-443-0826 x 115
E-mail: Katie@hta.org

The Humboldt Transit Authority 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 \$1,004,497 for fiscal year 2024-25. 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."

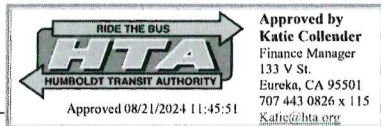
When approved, the claim will be submitted to the County Auditor of the County of Humboldt for payment. Approval of the claim and payment by the County Auditor to this applicant is subject to such monies being on hand and available for distribution, and to the provisions that such monies will be used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

Authorized representative of claimant:

By: Katie Collender

Title: Finance Manager

Signature: _____



Submittal date: 8/20/2024

APPROVED:

By: _____

Beth Burks
Executive Director, Humboldt County Association of Governments

Date: _____

8/22/24

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: Humboldt Transit Authority

Fiscal Year: 2024-25

PROJECT (Title & brief description)	Allocation Amount Available	PUC Article & Section	Funds not being claimed	Funds Requested	Balance Remaining
City of Eureka RTS Contribution	\$ 443,577		\$ -	\$ -	\$ 443,577
City of Eureka ETS Contribution	\$ 530,857		\$ -	\$ -	\$ 530,857
City of Eureka DAR Contribution	\$ 30,063		\$ -	\$ -	\$ 30,063
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
TOTAL	\$ 1,004,497		\$ -		\$ 1,004,497

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

STATEMENT OF CONFORMANCE

LTF

Claimant: Humboldt Transit Authority

Fiscal Year of Claim: 2024-25

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 \$250,423.00 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 \$1,004,497 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: Katie Collender

Title: Finance Manager

Signature: _____

Date: 8/20/2024



HUMBOLDT TRANSIT AUTHORITY
FINAL BUDGET
2024-2025

	Operations Total	Administration	Maintenance	Total	Prior FY Total	Difference	Percentage Increase (Decrease)
REVENUE							
Operating Revenue							
400.40 Contract Transportation	\$ 1,905,469			\$ 1,905,469	\$ 729,253	\$ 1,176,216	↑ 161%
400.30 Fares	\$ 1,097,800			\$ 1,097,800	\$ 974,059	\$ 123,741	↑ 13%
Non-operating Revenues							
410.1 Advertising Revenue	\$ -	\$ 185,000		\$ 185,000	\$ 175,000	\$ 10,000	→ 6%
410.10 Miscellaneous Revenue	\$ -	\$ 25,500	\$ 14,000	\$ 39,500			
414.00 JPA Member Assessment	\$ 3,248,551			\$ 3,248,551	\$ 4,004,736	\$ (756,185)	↓ -19%
411.00 Federal Operating	\$ 1,752,270			\$ 1,752,270	\$ 1,171,341	\$ 580,929	↑ 50%
411.50 CARES Act	\$ -			\$ -	\$ 930,928	\$ (930,928)	↓ -100%
412.00 State Operating Funds	\$ -			\$ -			
412.01 STAF	\$ 250,423		\$ 75,150	\$ 325,573	\$ 1,126,783	\$ (801,210)	↓ -71%
412.02 SGR State Of Good Repair	\$ 250,435			\$ 250,435	\$ 222,784	\$ 27,651	↑ 12%
412.03 LCTOP	\$ 385,676			\$ 385,676	\$ 373,000	\$ 12,676	→ 3%
412.04 TIRCP	\$ 1,358,307	\$ 325,000		\$ 1,683,307	\$ 325,000	\$ 1,358,307	↑ 418%
TOTAL REVENUE	\$ 10,248,931	\$ 535,500	\$ 89,150	\$ 10,873,581	\$ 10,032,884	\$ 840,697	→ 8%
DIRECT EXPENSE							
Payroll							
680.00 Labor							
Administration	\$ 90,000	\$ 775,000		\$ 865,000	\$ 975,102	\$ (110,102)	↑ -11%
Maintenance	\$ -		\$ 695,000	\$ 695,000	\$ 642,000	\$ 53,000	↓ 8%
Operations	\$ 2,355,900			\$ 2,355,900	\$ 1,961,417	\$ 394,483	↓ 20%
680.1 Birthday	\$ 9,000	\$ 3,200	\$ 2,700	\$ 14,900	\$ 13,500	\$ 1,400	↓ 10%
680.6 Vacation	\$ 243,350	\$ 125,000	\$ 93,000	\$ 461,350	\$ 414,700	\$ 46,650	↓ 11%
680.2 Holiday Time	\$ 94,750	\$ 32,000	\$ 28,000	\$ 154,750	\$ 134,420	\$ 20,330	↓ 15%
680.10 Overtime	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
670.00 Employment Taxes	\$ 53,900	\$ 14,000	\$ 14,500	\$ 82,400	\$ 66,125	\$ 16,275	↓ 25%
673.00 Worker's Comp Insurance	\$ 309,000	\$ 14,000	\$ 100,000	\$ 423,000	\$ 383,000	\$ 40,000	↓ 10%
690.00 Health & Welfare	\$ -			\$ -			
6042.1 Health and Dental	\$ 643,000	\$ 185,000	\$ 150,000	\$ 978,000	\$ 945,924	\$ 32,076	→ 3%
6042.3 Vision	\$ 4,820	\$ 2,500	\$ 4,000	\$ 11,320	\$ 11,184	\$ 136	→ 1%
6042.4 Life	\$ 1,725	\$ 376	\$ 403	\$ 2,504	\$ 4,185	\$ (1,681)	↑ -40%
6042.2 Retiree Health	\$ 172,000	\$ 21,000	\$ 9,500	\$ 202,500	\$ 198,500	\$ 4,000	→ 2%
672.00 PERS Retirement	\$ 467,500	\$ 90,000	\$ 72,000	\$ 629,500	\$ 552,800	\$ 76,700	↓ 14%
674.00 Physicals/DMV/Backgrounds	\$ 17,350	\$ 300	\$ 2,200	\$ 19,850	\$ 19,000	\$ 850	→ 4%
General Operating Expenses							
General							
603.00 Dues & Subscriptions	\$ -	\$ 4,100	\$ 4,000	\$ 8,100	\$ 8,000	\$ 100	→ 1%
604.00 General Operating Supplies	\$ -	\$ 5,000	\$ 2,100	\$ 7,100	\$ 7,000	\$ 100	→ 1%
609.00 Office Supplies	\$ -	\$ 10,200	\$ 4,100	\$ 14,300	\$ 14,200	\$ 100	→ 1%
611.00 Printing Expense	\$ 500	\$ 350	\$ 1,800	\$ 2,650	\$ 2,650	\$ -	→ 0%
616.10 Meetings & Trainings	\$ -	\$ 46,000	\$ 20,000	\$ 66,000	\$ 63,800	\$ 2,200	→ 3%
Administration							
612.00 Legal Expenses	\$ -	\$ 125,000		\$ 125,000	\$ 55,000	\$ 70,000	↓ 127%
6121.00 Accounting & Bookkeeping	\$ -	\$ 23,000		\$ 23,000	\$ 22,000	\$ 1,000	→ 5%
6122.00 Outside consultants	\$ -	\$ 32,200		\$ 32,200	\$ 32,000	\$ 200	→ 1%
600.00 Marketing and Advertising	\$ -	\$ 50,000		\$ 50,000	\$ 50,000	\$ -	→ 0%
602.00 Cost of Funds	\$ 7,500	\$ 11,000		\$ 18,500	\$ 15,440	\$ 3,060	↓ 20%
605.00 Property Insurance	\$ -	\$ 25,000		\$ 25,000	\$ 17,000	\$ 8,000	↓ 47%
6052.00 ERMA Liability	\$ -	\$ 16,000		\$ 16,000	\$ 15,000	\$ 1,000	↓ 7%
608.00 Mileage & Per Diem	\$ -	\$ 8,000	\$ 3,100	\$ 11,100	\$ 11,000	\$ 100	→ 1%
610.00 Postage	\$ -	\$ 3,250		\$ 3,250	\$ 3,250	\$ -	→ 0%
613.00 Service Charges	\$ -	\$ 1,000		\$ 1,000	\$ 1,000	\$ -	→ 0%
615.00 Specialized Services	\$ 831,578	\$ 20,500		\$ 852,078	\$ 979,223	\$ (127,145)	↑ -13%
Operations							
688.20 Uniforms & Shoes	\$ 12,950	\$ 4,000	\$ 23,000	\$ 39,950	\$ 10,510	\$ 29,440	↓ 280%
662.00 GFI -Ticket Stock & Equip	\$ 14,500			\$ 14,500	\$ 7,130	\$ 7,370	↓ 103%
663.00 Onboard WIFI	\$ 22,000			\$ 22,000	\$ 18,500	\$ 3,500	↓ 19%
661.00 Schedule Printing & Updates	\$ 600			\$ 600	\$ 550	\$ 50	↓ 9%
664.00 Liability & Vehicle Insurance	\$ -			\$ -			
664 Premiums	\$ 457,000			\$ 457,000	\$ 360,314	\$ 96,686	↓ 27%
664.1 Deductibles	\$ 9,700			\$ 9,700	\$ 9,630	\$ 70	→ 1%
666.00 Operations Supplies	\$ 2,160			\$ 2,160	\$ 2,060	\$ 100	→ 5%
Maintenance							
620.00 Gen. Maintenance Supplies	\$ -		\$ 20,000	\$ 20,000	\$ 18,000	\$ 2,000	↓ 11%
635.00 Shop Tools	\$ -		\$ 21,000	\$ 21,000	\$ 24,000	\$ (3,000)	↑ -13%
688.30 Safety Supplies & Gear	\$ 38,470	\$ 2,800	\$ 6,500	\$ 47,770	\$ 46,970	\$ 800	→ 2%
688.10 Uniforms - Shop	\$ -		\$ 24,000	\$ 24,000	\$ 19,000	\$ 5,000	↓ 26%
Vehicles							
651.00 Contract Repairs	\$ 46,000		\$ 2,500	\$ 48,500	\$ 46,500	\$ 2,000	→ 4%
653.00 Fuel	\$ 892,980		\$ 12,000	\$ 904,980	\$ 962,000	\$ (57,020)	↑ -6%
614.00 Special Studies/Permits	\$ -		\$ 7,800	\$ 7,800	\$ 7,800	\$ -	→ 0%
655.00 Parts	\$ 371,669		\$ 12,000	\$ 383,669	\$ 287,000	\$ 96,669	↓ 34%
656.00 Small Tool Allowance	\$ -		\$ 5,000	\$ 5,000	\$ 5,000	\$ -	→ 0%
657.00 Tires	\$ 136,000		\$ 2,000	\$ 138,000	\$ 151,000	\$ (13,000)	↑ -9%
Facilities							
601.00 Computer and Software	\$ 354,500			\$ 354,500	\$ 264,800	\$ 89,700	↓ 34%
630.00 Facility Contract Repairs	\$ 7,000			\$ 7,000	\$ 9,900	\$ (2,900)	↑ -29%
631.00 Rentals & Leases	\$ 11,200			\$ 11,200	\$ 10,200	\$ 1,000	↓ 10%
632.00 Contract Maint.	\$ 87,500			\$ 87,500	\$ 67,800	\$ 19,700	↓ 29%
633.00 Utilities	\$ 84,000			\$ 84,000	\$ 64,200	\$ 19,800	↓ 31%
634.00 Gen Facility M & R	\$ 31,500			\$ 31,500	\$ 21,600	\$ 9,900	↓ 46%
Total Direct Expense	\$ 7,881,602	\$ 1,649,776	\$ 1,342,203	\$ 10,873,581	\$ 10,032,884	\$ 840,697	↓ 8%
Revenues minus Direct Expense	\$ 2,367,329	\$ (1,114,276)	\$ (1,253,053)	\$ -	\$ -	\$ -	
Allocated Admin. & Maint. Costs	\$ 2,367,329						
Total Expenses including Indirect	\$ 10,248,931						
NET Total	\$ -						
Allocation Percentages							
Admin. Allocation -1,114,276							
Maint. Allocation -1,253,053							
Total Allocations by service							

NOTES: Admin & Maintenance Allocation Percentages are based on vehicle mileage.

TRANSIT OPERATOR COMPLIANCE CERTIFICATE

CHP 339 (Rev. 9-09) OPI 062

TRANSIT OPERATOR NAME

Humboldt Transit Authority

ADDRESS

133 V Street

CITY

Eureka

ZIP CODE

95501

COUNTY

Humboldt

TELEPHONE NUMBER

(707) 443-0826

This is to certify that the above named transit operator was inspected on this date and found to be in compliance with California Vehicle Code Section 1808.1, regarding participation in the Department of Motor Vehicles Pull Notice Program, and with Section 12804.6, regarding transit bus operator certificates.

ISSUED BY

Rick Steele

I.D. NUMBER

A12843

DATE

12/04/2023

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