

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)

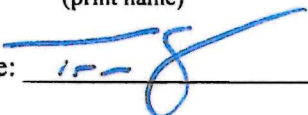
Claimant: City of Rio Dell
Address: 675 Wildwood Avenue Rio Dell, CA 95562
Contact Person: Travis Sanborn
Title: Finance Director
Phone: 707-764-3532
E-mail: sanbornt@cityofriodell.ca.gov

The City of Rio Dell 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 \$125,317 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: Travis Sanborn Title: Finance Director
(print name)

Signature:  Submittal date: 4.18.24

APPROVED:

By:  Date: 8-8-24
Beth Burks
Executive Director, Humboldt County Association of Governments

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 Rio Dell

Fiscal Year: 2024-25

PROJECT (Title & brief description)	Allocation Amount Available	PUC Article & Section	Funds not being claimed	Funds Requested	Balance Remaining
06-01 HTA/RTS Share of Cost	\$54,932 -	4-99260(a)	\$ -	\$54,932 -	\$ -
06-02 HSRC Share of Cost	\$ 6500 -	8-99400(c)	\$ -	\$ 6,500 -	\$ -
06-03 Street Construction & Maintenance	\$ 63,885 -	8-99402	\$ -	\$63,885 -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
	\$ -		\$ -	\$ -	\$ -
TOTAL	\$125,317 -		\$ -	\$125,317 -	\$0 -

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

STATEMENT OF CONFORMANCE

LTF

Claimant: City of Rio Dell

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 \$ _____ 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 \$ 125,317 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: Travis Sanborn

Title: Finance Director

Signature:  _____

Date: 4.18.24

Budget Worksheet by Fund
June 30, 2025

Report Recap	6/30/2022 Actual	6/30/2022 Budget	6/30/2023 Actual	6/30/2023 Budget	6/30/2024 Actual	6/30/2024 Budget	6/30/2025 Y-T-D Actual	6/30/2025 Budget	// Proposed
Revenue									
4045 Tax - (HCAOG) Transportation - TDA	111,465	120,000	142,049	120,000	125,803	125,803	0	125,317	0
4310 Interest Income	156	0	216	0	3,383	0	0	0	0
Total Revenue	111,621	120,000	142,265	120,000	129,186	125,803	0	125,317	0
Expenditures									
5000 Full Time Salaries	23,652	21,036	25,135	24,333	30,757	27,375	2,409	25,385	0
5026 Part Time Temporary Salaries	0	1,714	416	945	85	0	9	0	0
5030 Overtime Salaries	234	436	315	390	299	1,241	13	1,006	0
5035 Benefit - ICMA City 457	2,684	2,258	3,267	3,505	4,055	3,986	330	3,708	0
5040 Benefit - Health Insurance	5,828	5,367	6,257	5,036	7,719	9,316	586	8,743	0
5042 Benefit - Life Insurance	79	79	79	78	97	92	8	84	0
5044 Benefit - Dental/Vision Insur	578	649	552	624	633	886	45	823	0
5045 Worker Compensation Insurance	2,905	3,165	2,527	4,057	4,369	2,514	284	2,228	0
5050 FICA	2,077	1,925	2,157	2,191	2,619	2,624	209	2,446	0
5055 Unemployment Insurance	82	172	97	162	104	95	0	89	0
5056 Employment Training Tax	3	3	4	5	5	10	0	10	0
5060 Clothing Allowance	153	112	213	132	158	120	0	117	0
5080 Hiring Costs	54	135	35	135	44	135	0	135	0
5101 Office Supplies	30	134	13	124	25	124	0	124	0
5102 Operating Supplies	245	172	167	178	473	178	0	360	0
5103 Postage	143	31	0	45	2	45	0	45	0
5104 Printing - Forms	5	115	2	172	2	132	0	132	0
5105 Advertising	150	29	0	80	0	26	0	26	0
5106 Promotional	0	101	0	110	56	110	0	110	0
5107 Memorial Park Expense	0	30	0	30	3	30	0	30	0
5108 Streets	4,578	7,280	2,733	7,280	861	2,600	0	2,600	0
5109 Chemicals	1	0	0	0	0	0	0	0	0
5110 Accounting	79	270	203	270	0	270	0	270	0
5112 Legal	593	707	10	706	987	656	0	656	0
5115 Contract/Professional Services	61,878	56,098	55,744	56,996	59,255	56,975	6,500	56,457	0
5116 Bank Fees	8	28	0	35	0	35	0	35	0
5119 Safety Supplies & Equipment	251	193	127	154	210	154	0	284	0

Budget Worksheet by Fund
June 30, 2025

Report Recap	6/30/2022 Actual	6/30/2022 Budget	6/30/2023 Actual	6/30/2023 Budget	6/30/2024 Actual	6/30/2024 Budget	6/30/2025 Y-T-D Actual	6/30/2025 Budget	/ / Proposed
5120 Cell Phones	259	347	258	367	223	276	5	244	0
5121 Telephone - Pager	184	206	179	189	94	194	7	195	0
5122 Travel and Training Expense	55	308	1	308	126	268	0	333	0
5123 Automobile - Transportation	120	144	120	146	129	178	0	198	0
5125 Publications - Books	12	2	2	3	0	2	0	2	0
5126 Dues & Memberships	7	153	17	161	17	161	14	155	0
5127 License	0	10	0	0	0	0	0	0	0
5130 Rents - Leases	0	91	0	22	79	22	0	22	0
5131 Records Maintenance	5	18	5	20	5	20	0	20	0
5135 Maintenance - Repair	1,491	2,680	7,485	2,675	6,038	2,375	583	3,285	0
5136 Parks Maintenance - Repair	0	210	13	210	23	210	0	210	0
5138 Office Equipment	60	98	45	103	58	103	0	207	0
5139 Equipment	57	322	62	322	72	322	45	322	0
5141 General Liability Insurance	0	1,743	0	223	0	288	0	288	0
5143 Property Insurance	0	307	0	173	0	255	0	270	0
5144 Emp Practice Liab Insurance	0	125	0	23	0	31	0	33	0
5150 Electricity	7,930	5,249	9,254	5,248	10,334	6,568	869	6,553	0
5151 Natural Gas	31	39	31	31	12	30	0	32	0
5152 Water	656	3,208	610	1,478	892	1,553	233	1,553	0
5153 Sewer	2	4	2	6	2	6	0	6	0
5154 Garbage	45	91	217	91	6	91	0	91	0
5155 Earthquake	0	0	1,397	0	6,496	0	0	0	0
5156 WINTER STORM DAMAGE	0	0	53	0	0	0	0	0	0
5160 Elections	0	0	3	120	0	0	0	0	0
5162 Medical	0	5	0	5	18	5	0	5	0
5163 Property Tax Admin Fees	0	34	0	33	0	34	0	34	0
5164 Regulatory Fees	55	73	41	65	106	65	0	130	0
5166 LAFCO Fees	0	37	0	35	0	35	0	35	0
5171 Computer Software	31	36	0	43	17	42	0	42	0
5173 Computer Maintenance - Support	24	353	15	380	0	480	0	382	0
5174 Web Services	0	26	0	26	19	25	3	26	0
5212 Gas & Oil	672	521	794	521	914	1,301	47	1,301	0
5213 Vehicle Repair	357	260	375	260	376	910	6	910	0
5215 Public Works - Small Tools	222	550	290	550	429	550	0	549	0
5227 Public Works - Equip. Repair	348	260	364	261	798	797	1	795	0
5229 Public Works - Equip. Rental	2	30	13	30	0	41	0	41	0

**Budget Worksheet by Fund
June 30, 2025**

	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2024	6/30/2024	6/30/2025	6/30/2025	/ /
Report Recap	Actual	Budget	Actual	Budget	Actual	Budget	Y-T-D Actual	Budget	Proposed
5450 Miscellaneous Expense	90	0	9	0	0	0	0	0	0
5514 Engineering	0	40	0	40	0	40	0	42	0
5900 RDFD and Library Water/Sewer	0	100	0	100	0	104	0	104	0
6400 Fixed Asset - Vehicles	0	5,500	0	0	0	0	0	0	0
Total Expenditures	119,005	125,419	121,708	122,041	140,101	127,111	12,206	124,318	0

Budget Worksheet by Fund
June 30, 2025

024	6/30/2022 Actual	6/30/2022 Budget	6/30/2023 Actual	6/30/2023 Budget	6/30/2024 Actual	6/30/2024 Budget	6/30/2025 Y-T-D Actual	6/30/2025 Budget	// Proposed
Revenue									
4045 Tax - (HCAOG) Transportation - TDA	111,465	120,000	142,049	120,000	125,803	125,803	0	125,317	0
4310 Interest Income	156	0	216	0	3,383	0	0	0	0
Total Revenue	111,621	120,000	142,265	120,000	129,186	125,803	0	125,317	0
Expenditures									
5000 Full Time Salaries	23,652	21,036	25,135	24,333	30,757	27,375	2,409	25,385	0
5026 Part Time Temporary Salaries	0	1,714	416	945	85	0	9	0	0
5030 Overtime Salaries	234	436	315	390	299	1,241	13	1,006	0
5035 Benefit - ICMA City 457	2,684	2,258	3,267	3,505	4,055	3,986	330	3,708	0
5040 Benefit - Health Insurance	5,828	5,367	6,257	5,036	7,719	9,316	586	8,743	0
5042 Benefit - Life Insurance	79	79	79	78	97	92	8	84	0
5044 Benefit - Dental/Vision Insur	578	649	552	624	633	886	45	823	0
5045 Worker Compensation Insurance	2,905	3,165	2,527	4,057	4,369	2,514	284	2,228	0
5050 FICA	2,077	1,925	2,157	2,191	2,619	2,624	209	2,446	0
5055 Unemployment Insurance	82	172	97	162	104	95	0	89	0
5056 Employment Training Tax	3	3	4	5	5	10	0	10	0
5060 Clothing Allowance	153	112	213	132	158	120	0	117	0
5080 Hiring Costs	54	135	35	135	44	135	0	135	0
5101 Office Supplies	30	134	13	124	25	124	0	124	0
5102 Operating Supplies	245	172	167	178	473	178	0	360	0
5103 Postage	143	31	0	45	2	45	0	45	0
5104 Printing - Forms	5	115	2	172	2	132	0	132	0
5105 Advertising	150	29	0	80	0	26	0	26	0
5106 Promotional	0	101	0	110	56	110	0	110	0
5107 Memorial Park Expense	0	30	0	30	3	30	0	30	0
5108 Streets	4,578	7,280	2,733	7,280	861	2,600	0	2,600	0
5109 Chemicals	1	0	0	0	0	0	0	0	0
5110 Accounting	79	270	203	270	0	270	0	270	0
5112 Legal	593	707	10	706	987	656	0	656	0
5115 Contract/Professional Services	61,878	56,098	55,744	56,996	59,255	56,975	6,500	56,457	0
5116 Bank Fees	8	28	0	35	0	35	0	35	0
5119 Safety Supplies & Equipment	251	193	127	154	210	154	0	284	0

Budget Worksheet by Fund
June 30, 2025

024	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2024	6/30/2024	6/30/2025	6/30/2025	/ /
	Actual	Budget	Actual	Budget	Actual	Budget	Y-T-D Actual	Budget	Proposed
5120 Cell Phones	259	347	258	367	223	276	5	244	0
5121 Telephone - Pager	184	206	179	189	94	194	7	195	0
5122 Travel and Training Expense	55	308	1	308	126	268	0	333	0
5123 Automobile - Transportation	120	144	120	146	129	178	0	198	0
5125 Publications - Books	12	2	2	3	0	2	0	2	0
5126 Dues & Memberships	7	153	17	161	17	161	14	155	0
5127 License	0	10	0	0	0	0	0	0	0
5130 Rents - Leases	0	91	0	22	79	22	0	22	0
5131 Records Maintenance	5	18	5	20	5	20	0	20	0
5135 Maintenance - Repair	1,491	2,680	7,485	2,675	6,038	2,375	583	3,285	0
5136 Parks Maintenance - Repair	0	210	13	210	23	210	0	210	0
5138 Office Equipment	60	98	45	103	58	103	0	207	0
5139 Equipment	57	322	62	322	72	322	45	322	0
5141 General Liability Insurance	0	1,743	0	223	0	288	0	288	0
5143 Property Insurance	0	307	0	173	0	255	0	270	0
5144 Emp Practice Liab Insurance	0	125	0	23	0	31	0	33	0
5150 Electricity	7,930	5,249	9,254	5,248	10,334	6,568	869	6,553	0
5151 Natural Gas	31	39	31	31	12	30	0	32	0
5152 Water	656	3,208	610	1,478	892	1,553	233	1,553	0
5153 Sewer	2	4	2	6	2	6	0	6	0
5154 Garbage	45	91	217	91	6	91	0	91	0
5155 Earthquake	0	0	1,397	0	6,496	0	0	0	0
5156 WINTER STORM DAMAGE	0	0	53	0	0	0	0	0	0
5160 Elections	0	0	3	120	0	0	0	0	0
5162 Medical	0	5	0	5	18	5	0	5	0
5163 Property Tax Admin Fees	0	34	0	33	0	34	0	34	0
5164 Regulatory Fees	55	73	41	65	106	65	0	130	0
5166 LAFCO Fees	0	37	0	35	0	35	0	35	0
5171 Computer Software	31	36	0	43	17	42	0	42	0
5173 Computer Maintenance - Support	24	353	15	380	0	480	0	382	0
5174 Web Services	0	26	0	26	19	25	3	26	0
5212 Gas & Oil	672	521	794	521	914	1,301	47	1,301	0
5213 Vehicle Repair	357	260	375	260	376	910	6	910	0
5215 Public Works - Small Tools	222	550	290	550	429	550	0	549	0
5227 Public Works - Equip. Repair	348	260	364	261	798	797	1	795	0
5229 Public Works - Equip. Rental	2	30	13	30	0	41	0	41	0

**Budget Worksheet by Fund
June 30, 2025**

	6/30/2022	6/30/2022	6/30/2023	6/30/2023	6/30/2024	6/30/2024	6/30/2025	6/30/2025	/ /
	Actual	Budget	Actual	Budget	Actual	Budget	Y-T-D Actual	Budget	Proposed
024									
5450 Miscellaneous Expense	90	0	9	0	0	0	0	0	0
5514 Engineering	0	40	0	40	0	40	0	42	0
5900 RDFD and Library Water/Sewer	0	100	0	100	0	104	0	104	0
6400 Fixed Asset - Vehicles	0	5,500	0	0	0	0	0	0	0
Total Expenditures	119,005	125,419	121,708	122,041	140,101	127,111	12,206	124,318	0