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 online 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 Rio Dell
Address:	675 Wildwood Avenue
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 $131,801.96 for fiscal year 2026-27. 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 (print name) Title: Finance Director

Signature: ____________ Submittal date: 5/6/2026

APPROVED:

By: ____________ Date: 7/8/2026

Debbie Egger
Interim 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: 2026-27**

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	$ 60,563	4-99260(a)	$ -	$ 60,563	$ -
06-02 HSRC Share of Cost	$ 6,500	8-99400©	$ -	$ 6,500	$ -
06-03 Street Construction & Maintenance	$ 64,738.96	8-99402	$ -	$ 64,738.96	$ -
	$ -		$ -	$ -	$ -
	$ -		$ -	$ -	$ -
	$ -		$ -	$ -	$ -
	$ -		$ -	$ -	$ -
	$ -		$ -	$ -	$ -
	$ -		$ -	$ -	$ -
TOTAL	**$ 131,801.96**		**$ -**		**$ 131,801.96**

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:** 2026-27

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 $131,801.96 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: 5.06.2026

City of Rio Dell
Year-to-Year Comparison Report by Department
June 30, 2025

024	YTD Actual Current	YTD Actual Prior Year	Annual Budget Current	Annual Budget Prior Year	Budget Variance Current YTD
4045 Tax - (HCAOG) Transportation - TDA	125,317	125,803	125,317	125,803	0
4310 Interest Income	1,585	3,383	0	0	1,585
4990 Misc - Other	361	361	0	0	361
Total Revenue	127,263	129,547	125,317	125,803	1,946
5000 Full Time Salaries	26,036	30,758	25,385	27,375	(651)
5026 Part Time Temporary Salaries	173	85	0	0	(173)
5030 Overtime Salaries	376	299	1,006	1,241	631
5035 Benefit - MISSIONSQUARE 457B	3,447	4,055	3,708	3,986	261
5040 Benefit - Health Insurance	5,834	7,719	8,743	9,316	2,909
5042 Benefit - Life Insurance	80	97	84	92	4
5044 Benefit - Dental/Vision Insur	377	633	823	886	446
5045 Worker Compensation Insurance	3,053	4,715	2,228	2,514	(825)
5050 FICA	2,262	2,619	2,446	2,624	184
5055 Unemployment Insurance	58	104	89	95	31
5056 Employment Training Tax	3	5	10	10	7
5060 Clothing Allowance	142	158	117	120	(25)
5080 Hiring Costs	69	44	135	135	66
5101 Office Supplies	6	25	124	124	118
5102 Operating Supplies	750	601	360	178	(390)
5103 Postage	8	2	45	45	36
5104 Printing - Forms	9	2	132	132	123
5105 Advertising	0	0	26	26	26
5106 Promotional	75	56	110	110	35
5107 Memorial Park Expense	0	3	30	30	30
5108 Streets	207	861	2,600	2,600	2,393
5109 Chemicals	1,270	0	0	0	(1,270)
5110 Accounting	22	0	270	270	248
5112 Legal	1,409	987	656	656	(753)
5115 Contract/Professional Services	70,757	59,257	56,457	56,975	(14,300)
5116 Bank Fees	0	0	35	35	35
5119 Safety Supplies & Equipment	90	219	284	154	194
5120 Cell Phones	80	223	244	276	164
5121 Telephone - Pager	96	94	195	194	98
5122 Travel and Training Expense	(25)	126	333	268	358
5123 Automobile - Transportation	3	129	198	178	195
5125 Publications - Books	0	0	2	2	2
5126 Dues & Memberships	20	17	155	161	135
5130 Rents - Leases	0	79	22	22	22
5131 Records Maintenance	5	5	20	20	15
5135 Maintenance - Repair	7,879	6,038	3,285	2,375	(4,594)
5136 Parks Maintenance - Repair	0	23	210	210	210
5138 Office Equipment	46	58	207	103	161
5139 Equipment	34	72	322	322	288
5141 General Liability Insurance	0	0	286	288	286
5143 Property Insurance	0	0	270	255	270
5144 Emp Practice Liab Insurance	0	0	33	31	33
5150 Electricity	10,535	10,334	6,553	6,568	(3,982)
5151 Natural Gas	22	12	32	30	10
5152 Water	920	892	1,553	1,553	633
5153 Sewer	2	2	6	6	4
5154 Garbage	58	6	91	91	33

City of Rio Dell
Year-to-Year Comparison Report by Department
June 30, 2025

024	YTD Actual Current	YTD Actual Prior Year	Annual Budget Current	Annual Budget Prior Year	Budget Variance Current YTD
5155 Earthquake	0	6,496	0	0	0
5162 Medical	0	18	5	5	5
5163 Property Tax Admin Fees	0	0	34	34	34
5164 Regulatory Fees	52	106	130	65	78
5166 LAFCO Fees	0	0	35	35	35
5171 Computer Software	2	17	43	42	41
5173 Computer Maintenance - Support	2	0	386	480	384
5174 Web Services	45	19	26	25	(19)
5212 Gas & Oil	808	914	1,301	1,301	493
5213 Vehicle Repair	357	376	910	910	553
5215 Public Works - Small Tools	38	421	549	550	511
5227 Public Works - Equip. Repair	232	798	795	797	563
5229 Public Works - Equip. Rental	0	0	41	41	41
5514 Engineering	0	0	42	40	42
5900 RDFD and Library Water/Sewer	0	0	104	104	104
Total Expenditures	137,724	140,579	124,321	127,111	(13,403)

City of Rio Dell
Year-to-Year Comparison Report by Department
June 30, 2025

Report Recap	YTD Actual Current	YTD Actual Prior Year	Annual Budget Current	Annual Budget Prior Year	Budget Variance Current YTD
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5163 Property Tax Admin Fees	0	0	34	34	34
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5215 Public Works - Small Tools	38	421	549	550	511
5227 Public Works - Equip. Repair	232	798	795	797	563
5229 Public Works - Equip. Rental	0	0	41	41	41
5514 Engineering	0	0	42	40	42
5900 RDFD and Library Water/Sewer	0	0	104	104	104
Total Expenditures	137,724	140,579	124,321	127,111	(13,403)