

**TECHNICAL ADVISORY COMMITTEE
AT 9:30 A.M. ON JULY 2, 2015
WASTE WATER TREATMENT PLANT CONFERENCE ROOM
210 BATTERY STREET, CRESCENT CITY, CA 95531**

1. Call Meeting to Order

2. Public comment period

Public comments are welcome and encouraged; however, no proposed action can be taken on any item not appearing on the agenda.

3. Minutes of June 4, 2015

Proposed action: By consensus, approve minutes.

4. 2015-18 Fiscal Audit Services

Proposed Action: Recommend fiscal audit services for the three-year period of 2012-15 to Del Norte Local Transportation Commission.

5. 2013-15 Performance Audit Services

Proposed Action: Recommend performance audit services for the three-year period of 2013-15 to Del Norte Local Transportation Commission.

BREAK: 15 minutes to score proposals.

6. Consider Yurok Tribe request for \$110,000 which is 10% match funds for \$1.1 million Klamath Boulevard project

Proposed Action: Receive presentation and make recommendation to DNLTC.

7. Consider City and County request for pedestrian facility maintenance in school zones.

Proposed Action: Recommend Del Norte Local Transportation Commission

- a) Award \$45,000 in RSTP funds to County of Del Norte for pedestrian facility maintenance within 1/2 mile of the Bess Maxwell and Joe Hamilton Elementary Schools within the County limits.
- b) Award \$30,000 in TDA Ped/Bike funds and \$15,000 in RSTP funds to the City of Crescent City for pedestrian facility maintenance within 1/2 mile of the Bess Maxwell and Joe Hamilton Elementary Schools within the City limits.

8. Accept ADA Transition Plan

Proposed Action: Recommend Del Norte Local Transportation Commission accepts the ADA Memorandum for Transition Plan.

9. Discussion

- Regional Transportation Plan scope of work and modeling
- Project updates: Dr. Fine Bridge, Fred Haight Drive, Harbor Trail/Starfish Way, Last Chance Grade, Parkway Drive, Tryon Bridge, 197/199 Safe STAA, and others.

10. Adjourn to the next regular meeting of August 6, 2015 at 9:30 a.m.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton, at (707) 465-3878, at least five (5) days prior to the meeting. For TDD use for speech and hearing impaired, please call (707) 464-2226.

**MINUTES
TECHNICAL ADVISORY COMMITTEE
for the DEL NORTE LOCAL TRANSPORTATION COMMISSION
AT 9:30 A.M. THURSDAY, JUNE 4, 2015**

Present: Rosanna Bower, County, Chair
Charlie Helms, Harbor District
Isaac Kinney, Yurok Tribe
Heidi Kunstal, County
Eric Taylor, City
Kevin Tucker, Caltrans
Mark Wall, RCTA, via teleconference
Eric Wier, City

Absent: Rick Thomas, California Highway Patrol

Also Present: Jim Barnts, County Engineer
Elisabeth Burrows, SSTAC
Nicole Burshem, LTC
Jeff Daniels, County Road Department
Tamera Leighton, LTC
Wilma Madden, Harbor
Richard Mello, County Road Department
Jon Olson, Stover Engineering
Karen Phillips, LTC
Jason Price, Caltrans Planning
Jake Smith, Public
Ron Worth, County Road Department

1. Call Meeting to Order

Chairman Bower called the meeting to order at 9:30 a.m.

2. Public comment period

Elisabeth Burrows noted Dial-A-Ride is the quality of life for the seniors. She noted the meetings now are broadcast on Channel 4 and they can be watched from home.

3. Minutes of April 23, 2015

Proposed action: By consensus, approve minutes.

On a motion by Charlie Helms, seconded by Eric Wier, and unanimously carried, the Technical Advisory Committee approved and adopted the minutes of the April 23, 2015 meeting.

4. Unmet Transit Needs certification

Proposed action: Recommend DNLTC adopt **Resolution 2015 20 certifying unmet transit needs findings for fiscal year 2014-15.f**

Discussion was held regarding the unmet transit needs. Director Leighton noted that this is an annual process and requires adoption by resolution. All transit funds are used for transit services in Del Norte County. When the unmet needs list will be forwarded to the Redwood Coast Transit Authority for consideration. Rosanna Bower noted that there are no route maps available to the public at the transit stops. Mark Wall commented that there was no particular reason this was not addressed and you can access the schedule maps on the Internet. Ms. Bower noted that there are many members of the public who do not have access to the Internet and there needs to be an alternative option for the public who are unable to access the schedule electronically. Mark Wall noted there are printed schedules available at the Redwood Coast Transit Authority office; the public can call the office to receive schedule information over the telephone. It has not been a priority to post schedules at the bus stops because it is expensive to maintain over time. Rosanna Bower suggested posting them at the bus shelters.

On a motion by Heidi Kunstal, and seconded by Charlie Helms, and unanimously carried, the Technical Advisory Committee recommended that the Del Norte Local Transportation Commission adopt RESOLUTION NO. 2015 20 CERTIFYING UNMET TRANSIT NEEDS FINDINGS FOR FISCAL YEAR 2014-15.

5. Resolution supporting City match funds for Sunset Circle ATP application

Proposed action: Recommend DNLTC adopt resolution 2015 19 awarding to the City of Crescent City \$160,000 of Regional Surface Transportation Program funds, which is a 20% match for the Sunset Circle Active Transportation Program application. *Note: The decision to award these funds was made in May 2015 and this resolution contributes to DNLTC funding mechanism.*

Discussion was held regarding the City's request for Sunset Circle funds. Director Leighton commented this is a follow up from the last Local Transportation Committee meeting, and it was requested that the Technical Advisory Committee review the matter prior to action by the Local Transportation Commission. This is a clarification and action to approve the matters to meet the request of the Local Transportation Commission.

On a motion by Charlie Helms, seconded by Heidi Kunstal, and unanimously carried on a polled vote the Technical Advisory Committee recommended that the Del Norte Local Transportation Commission adopt the RESOLUTION NO. 2015 19 DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION AWARDING TO THE CITY OF CRESCENT CITY \$160,000 OF REGIONAL SURFACE TRANSPORTATION PROGRAM FUNDS, WHICH IS A 20% MATCH FOR THE SUNSET CIRCLE ACTIVE TRANSPORTATION PROGRAM APPLICATION.

6. Consider Harbor District supplemental funding request

Staff recommendation: Consider request by Harbor District for supplemental funds of \$39,515 for base and \$56,500 for six alternative elements for Harbor Trail Starfish Way Segment project and make recommendation to DNLTC.

Discussion was held regarding the Harbor District's request for supplemental funds for the Starfish Way segment of the Harbor Trail. Director Leighton commented the project is familiar, but this is an additional request and was reviewed last month by the Local

Transportation Commission, there are two options for approval presented at this time. Charlie Helms, Wilma Madden, and Jon Olson of Stover Engineering, were present to answer any questions and present a review of the project. Ms. Madden stated that the bids (two) came in over the engineer's estimate. \$285,00 was the initial grant from the Coastal Conservancy, grant funds in the amount of \$527,000 for bathrooms was received from another source, and grant funds for the construction of promenade and coastal trail in the amount of \$2.37 million were also received. Director Leighton noted the Harbor has contributed match funds in the amount of \$43,000.00 for the phases of the project. A total of \$4.2 million has been put into the project so far. The Harbor acknowledges the match they are required to contribute will increase this project as well. Jon Olson noted that there would be alternatives in the bid to still show that the project could be completed at a lesser cost. Starfish Way segment is addressing drainage issues to make sure the grade matches, which if not done could result in ponding on the pedestrian path. Richard Mellow asked whether or not there would be storm drains added. Jon Olson noted that there would be 6 storm drains added to tie into existing drainage outlets. The estimate was done by GHD, who did not address any drainage originally. There will be issues if the drainage is not addressed first. Jeff Daniels asked when the engineer's estimate was done. Mr. Olson stated there was a master plan put together. The County staff felt that this is a relatively small project to spend so much of the RSTP funding on. County staff wanted to know why an ATP application was not made for this project this year. Ms. Madden noted last year an application was made and it did not get funded. Harbor staff did not have the time and staffing to do this again to submit the application again this year. Plus, the project would not have been constructed this year. Director Leighton noted the RSTP fund balance is about \$500,000 not including the \$400,000 match funds for Front Street, which are likely to lapse in December 2015. This also does not include the \$370,000 already used to fund the project. The total balance of approximately \$1.1 million is available. Eric Wier noted that he would like to make sure the funds are used as match funds as the highest and best use. Rosanna Bower noted the County may need match funding for the Requa Road project and they will ask for a significant amount of RSTP funds; they will not know what the match is until later this year. Staff asked to have the County address this issue in the July Technical Advisory Committee meeting to discuss this issue and to discuss its regional significance. Ms. Kunstal noted that she would like all entities to look deeper into the use of the funds. Ms. Bower would like the funds to be used as match not project funding. Ms. Madden noted that they are actively looking for match funds for other projects and this was a last resort. Staff noted that the Harbor has used grant funds to build and develop the Harbor and has not asked for much in the way of funding to date and that the Harbor has, independent of DNLTC funds, built a significant amount of transportation infrastructure. So while this can be considered full construction funding, it is not full project funding because preconstruction phases were provided by other resources and because many other transportation projects have been built. This funding source renews itself annually and she suggested that the full funding be given and to not skimp on the project. The Harbor's engineer noted that there are plans for concrete split rail fencing put to be up between the trailer park and the trail in the amount of \$37,000. Ms. Madden also noted that there is no lighting along trail; however there have been signs, payment marking, and striping added to the project. Discussion was held regarding the lack of contingency

in the project bid and what happens if the Harbor has to come back and ask for more. Director Leighton responded that there is no indication that this will happen. Director Leighton will put out an RSTP spreadsheet with the new balance of funds after the Local Transportation Commission meeting.

On a motion by Eric Wier, and seconded by Kevin Tucker, and unanimously carried, the Technical Advisory Committee recommended that the Del Norte Local Transportation Commission approve the Harbor District's request for supplemental funds in the amount of \$39,515 for base and \$56,500 for six alternative elements for Harbor Trail Starfish Way Segment project, as presented.

Jon Olson left at 10:22 a.m.

7. Review proposal for 2016 Regional Transportation Plan update

Staff recommendation: Review Green DOT Transportation Solutions proposal to determine if it meets minimum requirements of the request and if yes, recommend DNLTC award contract.

Discussion was held regarding Green the DOT Transportation Solutions proposal. Director Leighton has been pouring over Rural County Task Force proposed procurement processes so that we meet State procurement regulations. Staff concluded that while there is only one response the RFP does not need to be redistributed unless the proposal does not meet the requirements/obligations of the RFP. She believes that the consultant is uniquely qualified to do this work. To reject this proposal, there would need to be cause. Kevin Tucker asked about the travel demand model and cautioned that the model may need some updating and should not be relied on by the consultant wholly without some re-calculation. The bid is under the Overall Work Program amount and the Director noted that an amendment in the proposal could be accomplished if the TAC and Commission elects to do so.

On a motion by Charlie Helms, and seconded by Eric Wier, and unanimously carried the Technical Advisory Committee recommended that the Del Norte Local Transportation Commission award the 2016 Regional Transportation Plan contract to Green DOT Transportation Solutions.

8. Procurement policies and procedures

Review Procurement Policies and Procedures provided by Rural Counties Task Force and recommend next steps if any to DNLTC.

Discussion was held regarding Procurement Policies and Procedures. Director Leighton noted this is not an action item; however, this is a matter of concern of the Rural Counties Task Force, and manuals have been sent out for review by member agencies. The manual staff sent out, is only one of the sections done in the policy. Staff would like to have the member agencies review and see how it works for them with projects and make comments to see if this policy should be adopted in the future by the Local Transportation Commission. There are many opinions about the interpretation of the legislation that based on legislation and staff is not convinced that this is the end-all ultimate policy for procurements.

9. Discussion

- Project updates- 199/197 is still in litigation, Last Chance is being discussed and continues to be a challenge and while distasteful, the fact remains that it will take a very long time for the highway to be moved if feasible unless there is a full failure. Staff appreciates that Caltrans has put the information out to the public so that, even though it is distasteful, it can be considered and the public can come to terms with it. It will be 20-25 years outside that the project is constructed, without litigation.
- City noted that they have not had time to meet with the County staff regarding the restriping around Joe Hamilton and Bess Maxwell Elementary Schools, they will come back to the Local Transportation Commission to request funds in July.
- County had scheduled Tryon Bridge (second bridge) replacement, which should start construction this month. Fred Height Drive is waiting for Caltrans bid and to start contracts.
- Caltrans noted the Hwy 299 corridor there will be 15 projects with an estimated two-hour delay going that direction and it is not suggested as a travel route.
- Staff noted that Supervisor Finigan was asking about the Parkway Drive safety project and noted that County staff may be getting some questions about that soon. Ms. Bower noted that the new cost/benefit ratio of “5” cannot be met by rural counties for new safety funding.
- Discussion was held regarding how the electronic crosswalk is working at the North Gateway and whether or not there is a plan to put one in at the Smith River Lucky Seven Casino. Kevin Tucker noted that Smith River is a high speed area and the collision/fatality rate does not correlate. The flashing red lights at the electronic crosswalk were discussed. Caltrans staff was asked to try and address this issue at the Local Transportation Committee meeting.

Adjourn to the next regular meeting of Thursday, July 2, 2015 at 9:30 a.m.

There being no further business to come before the Committee, Chairman Bower adjourned the meeting at 11:03 a.m. until the next regularly scheduled meeting on Thursday, July 2, 2015

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Items 4 & 5 Staff Report

DATE: JULY 2, 2015
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: FISCAL AND PERFORMANCE AUDIT SERVICES

Note: Cholwell, Benz & Hartwick staff will review the strengths of each proposal with the TAC members and will be available to answer questions. **Please read and review but do not score your proposals until the TAC meeting.** We will take a short break after all questions are answered to score the proposals.

REQUESTED ACTION:

1. Recommend fiscal audit services for the three-year period of 2012-15 to Del Norte Local Transportation Commission.
2. Recommend performance audit services for the three-year period of 2010-12 to Del Norte Local Transportation Commission.

BACKGROUND: The Del Norte Local Transportation Commission is required to periodically bid its annual fiscal audit services and its triennial performance audit services.

INFORMATION: The Request for Proposals includes both performance and fiscal audits as some firms provide both services. The contract award will be considered separately for each audit.

Cholwell, Benz and Hartwick have agreed to review the audit proposals and highlight strengths and answer questions in the TAC meeting, TAC members will discuss the strengths of the proposals, each member will score the proposals and rank them per the RFP, an average ranking for each will be established and a recommendation to Del Norte Local Transportation Commission will be made per this process. Each TAC member scoring the proposals is required to sign and submit their scoring forms.

The proposals are attached.

Hunter, Hunter & Hunt, LLP

CERTIFIED PUBLIC ACCOUNTANTS

Members of the AICPA

1315 Fourth Street
Eureka, California 95501

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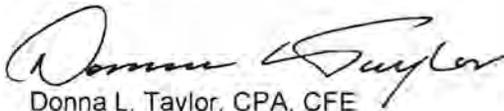
June 26, 2015

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission
1301-B Northcrest Drive, #16
Crescent City, CA 95531

The following represents Hunter, Hunter and Hunt, LLP's response to your request for a proposal to perform the fiscal audits of the financial records of Del Norte Local Transportation Commission for the fiscal years ending June 30, 2015, 2016 and 2017. This response does not include a proposal for the triennial performance audit.

We appreciate the opportunity to submit this bid as we have valued our working relationship the past three years as your auditor and believe we can continue to deliver top quality services to your organization.

Regards,



Donna L. Taylor, CPA, CFE
Partner



Patrick M. Shanahan, CPA
Partner

Enclosure

Hunter, Hunter & Hunt, LLP

CERTIFIED PUBLIC ACCOUNTANTS



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June 26, 2015

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission
1301-B Northcrest Drive, #16
Crescent City, CA 95531

This letter is in response to your request for a proposal to perform fiscal audits of the financial records of Del Norte Local Transportation Commission (DNLTC) for the fiscal years ending June 30, 2015, 2016 and 2017. This letter does not include a proposal for the triennial performance audit.

AUDIT SCOPE AND STANDARDS

We will audit the basic financial statements including the statement of net assets and statement of activities as well as the fund financial statements and required supplementary information of DNLTC as of and for the years ended June 30, 2015, 2016 and 2017.

Accompanying the financial statements will be a management letter, including comments on internal control weaknesses and suggestions for improvement, if deemed necessary. At the completion of each audit, a letter will be sent to the Commissioners of Del Norte County, including required information related to the audit.

Our audits will be conducted in accordance with auditing standards generally accepted in the United States of America, unless a single audit is required to be performed in which case our audit will be in accordance with Government Auditing Standards and the Single Audit Act. The audits will include tests of accounting records and other procedures we consider necessary to enable us to express such an opinion and to render the required reports. If our opinion on the financial statements is other than unqualified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audits or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

The audits will also include testing of the State Controller's Minimum Audit Requirements for California special districts. In addition, we will perform audit tasks in accordance with TDA statutes subsection 6666 and 6667, and our audit reports will include an evaluation of compliance with the TDA.

Although we will advise you regarding generally accepted accounting principles and may assist you in the preparation of your financial statements, the financial statements are the responsibility of management. Our responsibility is to express an opinion on the financial statements based on our audits.

QUALITY CONTROL

Our firm is enrolled in one of the AICPA's practice monitoring programs. We are committed to periodic peer reviews as a part of our membership in the AICPA. We are also members of the California Society of CPAs, the statewide organization whose purpose is to promote high standards and serve the accounting profession.

Our firm participates in the AICPA practice-monitoring program. We have successfully completed our seventh independent peer review of our accounting and auditing practice. The review concluded that we comply with the stringent quality control standards set by the AICPA. The review was administered by the

California Society of Certified Public Accountants, in coordination with the AICPA. We have enclosed a copy of our most recent review letter for your information.

INDEPENDENCE

The firm of Hunter, Hunter & Hunt, LLP, is independent with respect to its relationship with DNLTC.

QUALIFICATIONS OF THE FIRM

Our firm offers a broad base of audit experience in the area of governmental and nonprofit organizations, special districts and employee benefit plans and consists of the individuals as described in Attachment A.

FEES FOR SERVICES

Donna Taylor is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign. Patrick Shanahan is responsible for leading the day-to-day execution of the audits.

The maximum fee we will charge for the audits of DNLTC for the fiscal years ended June 30, 2015, 2016 and 2017, will be \$11,250, \$11,500 and \$11,750, respectively, including out-of-pocket expenses. This estimate is based on our estimate of hours at our hourly rates which are presently:

Partner	\$ 160-235
Principal	\$ 115-160
Senior & associate accountants	\$ 85-125

This estimate does not include charges related to performance of a single audit to submit to the Federal Audit Clearinghouse. If DNLTC is subject to a Single Audit for any or all of the three years, we will charge an additional \$4,000 for each applicable year.

These above fees are based on anticipated cooperation from your personnel. The following circumstances could result in additional fees, which we would discuss with you prior to incurring additional costs:

- The issuance of new accounting or auditing standards that require substantial unanticipated procedures,
- The need for significant adjustments to your accounting records to avoid material misstatements,
- Significant unexpected findings in the audit that warrant more intensive and detailed analysis,
- Your need for professional assistance regarding accounting issues beyond the scope of customary audit service,
- Significant delays in receiving financial or other information requested during the audit, or revisions of information resulting in the need to redo audit procedures.

Our invoices for these fees will be rendered upon completion of each audit and are payable on presentation.

We hereby confirm that our firm is covered by professional liability insurance including errors and omissions coverage, with a limit of \$1,000,000 per claim.

MANAGEMENT RESPONSIBILITIES

You are responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee the services and any

other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

You are responsible for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, changes in net assets, and cash flows in conformity with U.S. generally accepted accounting principles. You are also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the Organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring the Organization complies with applicable laws and regulations.

RECORD RETENTION POLICY

It is our policy to keep records related to this engagement for seven years. However, Hunter, Hunter & Hunt, LLP, does not keep any original client records, so we will return those to you at the completion of the services rendered under this engagement. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies.

ASSISTANCE AND ACTIVITIES EXPECTED FROM STAFF

We understand that the staff at Chowell, Benz, & Hartwick, CPA's will prepare all cash, accounts receivable, and other confirmations we request, will locate any documents selected by us for testing and provide schedules, as needed, that reconcile general ledger account balances to the financial statements.

SCHEDULE OF COMPLETION

We expect to schedule our fieldwork during the months of September, October and November subject to the availability of your records during these periods of time, to provide a draft copy of the audited financial statements by the second week of November, and to complete and issue our report no later than November 30 of each year. This schedule is based upon the anticipated receipt of the preliminary financial information and the reconciling schedules by September 15 of each year. Delays in the receipt of these items will result in a delay of other scheduled items. If this schedule does not meet with your approval please let us know and we can adjust it accordingly.

REFERENCES

As part of your request for audit proposal, the following represent the names and contact information for other, similarly sized audit clients:

- Tamera Leighton, Executive Director, Del Norte Local Transportation Commission
 - (707) 465-3878

- Heidi Chien, Associate Executive Director, Humboldt State University, University Center and Accountant, North Humboldt Recreation and Park District
 - (707) 826-5984

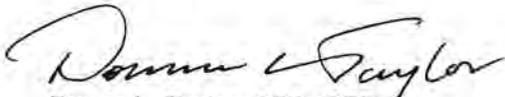
- Holly Busse, CFO, Conservation Strategy Fund
 - (707) 822-5505

Please contact us if your organization would like additional references.

If your organization decides to accept this bid, please communicate to us no later than August 1, 2015. We are available to meet with you at a date and time that is convenient to all parties, if needed.

We appreciate the opportunity to submit this bid, and hope to hear from you in the near future.

Sincerely,


Donna L. Taylor, CPA, CFE
Partner


Patrick M. Shanahan, CPA
Partner

Enclosure

Hunter, Hunter & Hunt

CERTIFIED PUBLIC ACCOUNTANTS



Attachment A

QUALIFICATIONS OF THE FIRM

Our firm offers a broad base of audit experience in the area of government and nonprofit organizations, special districts, and employee benefit plans and consists of the following individuals:

<u>NAME</u>	<u>TITLE</u>
John B. Hunter, CPA	Partner
James A. Hunter, CPA	Partner
Scott E. Hunt, CPA / ABV	Partner
Donna L. Taylor, CPA, CFE	Partner
Patrick M. Shanahan, CPA	Partner
Eileen Sacra Capaccio, CPA	Principal
Carol L. Mayes, CPA, CFE	Principal
Kim B. Windsor, CPA / ABV	Principal
Jeffrey M. Wissman, CPA	Principal
Jennifer J. Hillegeist, CPA	Senior Accountant
Jeff Trump, CPA	Senior Accountant
Ashleigh Diehl	Accounting Associate
Elizabeth Sandstrom	Accounting Associate

The following is the list of partners and associates along with their qualifications (** designates Single Audit):

James A. Hunter is a Certified Public Accountant who graduated from Humboldt State University in 1977 with a Bachelor of Arts Degree in Business Administration with an emphasis in accounting. The following is a list of nonprofit entities and special districts James has audited:

Humboldt State University Center
Arcata School District**
Blue Lake Union School District
Humboldt Bay Municipal Water District

Scott E. Hunt is a Certified Public Accountant who graduated from Fresno State University in 1983 with a Bachelor of Science Degree in Business Administration with an emphasis in accounting. The following is a list of nonprofit entities and special districts Scott has audited:

Associated Students of Humboldt State University
Humboldt State University Children's Center
North Humboldt Recreation & Park District
North Coast Clinics Network
The City of Rio Dell**
Arcata Community Recycling Center, Inc.
Humboldt Bay Housing Development Corporation**
Fieldbrook Glendale Community Services District
Humboldt State University Foundation**
HSU Advancement Foundation

Donna L. Taylor is a Certified Public Accountant who joined our firm in January 1994. She graduated from Humboldt State University in 1992 with a Bachelor of Science Degree in Business Administration with an

emphasis in accounting. The following is a list of nonprofit entities and special districts Donna has audited (in addition, Donna has experience auditing employee benefit plans):

- Associated Students of Humboldt State University
- Humboldt State University Center
- North Humboldt Recreation & Park District
- Arcata School District**
- Blue Lake Union School District
- North Coast Clinics Network
- The City of Rio Dell**
- Arcata Fire Protection District
- Community Health Alliance of Humboldt - Del Norte, Inc.*I
- Mobile Medical Office-
- Humboldt State University Advancement Foundation
- Dell'Arte, Inc.
- Conservation Strategy Fund
- Northcoast Regional Land Trust
- Humboldt Bay Municipal Water District
- Humboldt State University Sponsored Programs Foundation**
- Institute for Wildlife Studies**
- Humboldt Bay Harbor, Recreation, and Conservation District
- Redwood Coast Transit Authority
- Del Norte Local Transportation Commission

Patrick M. Shanahan is a Certified Public Accountant who joined our firm in July 2011. He graduated from Sonoma State University in 2000 with a Bachelor of Science Degree in Business Administration with emphases in accounting and finance. He has over ten years of public accounting and audit experience with Deloitte and Touche LLP serving a variety of clients and industries. The following is a list of nonprofit entities and special districts Patrick has audited (in addition, Patrick has experience auditing employee benefit plans):

- Humboldt State University Center
- Associated Students of Humboldt State University
- North Humboldt Recreation and Park District
- Dell'Arte, Inc.
- Conservation Strategy Fund
- Humboldt State University Sponsored Programs Foundation**
- Humboldt Bay Harbor, Recreation, and Conservation District
- Institute for Wildlife Studies**
- Del Norte Local Transportation Commission
- Redwood Coast Transit Authority

Eileen Sacra Capaccio is a Certified Public Accountant who joined our firm in May of 2006. Eileen graduated from Humboldt State University with a Bachelor of Science Degree in Business Administration with an emphasis in accounting. The following is a list of nonprofit entities and special districts Eileen has audited:

- City of Arcata**
- City of Blue Lake
- Conservation Strategy Fund
- Consumer Credit Counseling Services
- Dell'Arte, Inc.
- Humboldt Area Foundation
- Humboldt Child Care Council
- McKinleyville Community Services District
- Northcoast Children's Services**
- Transitional Residential Treatment Facilities, Inc.
- Weott Community Services District

Access Humboldt

Carol L. Mayes is a Certified Public Accountant who joined our firm in January 1995. She graduated from Arizona State University in 1972 with a Bachelor of Science Degree in Sociology. She then attended Humboldt State University and completed the courses necessary to sit for the CPA exam in 1993. The following is a list of nonprofit entities and special districts Carol has audited:

- Humboldt State University Children's Center
- Arcata Community Recycling Center, Inc.
- North Coast Clinics Network
- Blue Lake Union School District
- North Humboldt Recreation and Park District
- Northern California Indian Development Council, Inc.
- Community Health Alliance of Humboldt - Del Norte, Inc.**
- Humboldt State University Advancement Foundation
- Humboldt State University Center
- Associated Students of Humboldt State University
- Humboldt Bay Municipal Water District
- Humboldt State University Sponsored Programs Foundation**

Kim Windsor is a Certified Public Accountant who joined our firm in November 2000. She graduated from California State University Sacramento in 1990 with a Bachelor of Science Degree in Business Administration with an emphasis in accounting. The following is a list of nonprofit entities and special districts Kim has audited:

- Redwood Region Economic Development Commission**
- Humboldt Community Services District
- Area I Agency on Aging**
- North Coast Rape Crisis Team
- Humboldt Senior Resource Center**
- Humboldt Open Door Community Health Center**
- Arcata Fire Protection District
- Fieldbrook Glendale Community Services District
- Humboldt State University Sponsored Programs Foundation**
- Hospice of Humboldt
- Humboldt Area Foundation
- Seventh Generation Fund for Indian Development
- The Mobile Medical Office**
- McKinleyville Community Services District
- Redwood Parks Association

Jeff Trump is a Certified Public Accountant who joined our firm in 2014. He graduated from Humboldt State University in 1989 with a Bachelor of Science Degree in Business Administration. He later completed the courses necessary to sit for the CPA exam. Jeff has worked in public accounting since 1990. The following is a list of nonprofit entities and special districts Jeff has audited:

- Chester Public Utilities District
- Burney Water District
- Quincy Community Services District
- East Quincy Services District
- Lassen Family Services**
- Tri-County Community Network
- Institute for Wildlife Studies**
- Redwood Coast Transit Authority

Jennifer J. Hillegeist is a Certified Public Accountant who joined our firm in June 2006. She graduated from Humboldt State University in 1977 with a Bachelor of Science Degree in Business with an emphasis

in marketing. She later completed the courses necessary to sit for the CPA exam. Jennifer has worked in public accounting since 1980.

Ashleigh Diehl – Ashleigh is an accounting associate who joined our firm in August 2011. She graduated from Humboldt State University in 2010 with a Bachelor of Science Degree in Business Administration with an emphasis in accounting. She holds a Master's of Science in Accounting with an emphasis in Tax from California Polytechnic State University and is preparing for the CPA exam.

Elizabeth Sandstrom (Liz) is an accounting associate who joined our firm in December 2012. She graduated from Humboldt State University in 2012 with a Bachelor of Science Degree in Business Administration with an emphasis in Accounting. She is currently preparing for the CPA exam.



David E. Vaughn CPA

(209) 957-8806, fax (209) 957-9589

4540 Gnekow Drive, Stockton, Ca. 95212-1307

System Review Report

March 12, 2013

To the Partners,
Hunter, Hunter & Hunt,
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of Hunter, Hunter & Hunt (the firm) in effect for the year ended October 31, 2012. My peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an audit of an employee benefit plan and an engagement performed under *Government Auditing Standards*.

In my opinion, the system of quality control for the accounting and auditing practice of Hunter, Hunter & Hunt in effect for the year ended October 31, 2012, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Hunter, Hunter & Hunt has received a peer review rating of *pass*.

A handwritten signature in black ink that reads 'David E. Vaughn'.

David E. Vaughn, CPA

June 26, 2012

Ms. Tamera Leighton
Executive Director
Del Norte Local Transportation Commission
1301 B Northcrest Drive, #16
Crescent City, CA 95531

Dear Ms. Leighton:

We understand the importance of price in the decision you are now making, and have based our fee on our best estimates of time and out-of-pocket expenses. Our estimate assumes that the Del Norte Local Transportation Commission's personnel will provide us with all information we request in our Client Participation List, in the format requested, and send it to us 30 days prior to scheduling the audit field work. If you have insufficient personnel or time to prepare these items, we can assist you in this area and we will discuss with you the additional time required and estimated fee for these services. We believe that our proposal fee is both reasonable and fair. We are prepared to discuss it further with you should you have any concern in this area.

Cost Proposal

<i>Service</i>	<u>FY 2015</u>	<u>FY 2016</u>	<u>FY 2017</u>
· Audit Service and Preparation of Financial Statements	\$13,100*	\$13,100*	\$13,100*
 <i>State Controller's Reports</i>			
· Commission	\$900	\$900	\$900

**An additional \$1,000 may be charged if a separate trip is required to present the audit at a Commission meeting.*

Sincerely,

R. J. Ricciardi, Inc.

R. J. Ricciardi, Inc.
Certified Public Accountants

Proposal to Conduct the Audit of

Del Norte Local Transportation Commission

For the Fiscal Y ears Ending
June 30, 2015, 2016 and 2017

Proposed By: R. J. Ricciardi, Inc.
Certified Public Accountants
Michael O'Connor, CPA
1000 Fourth Street, Suite 400
San Rafael, CA 94901
Telephone: (415) 457-1215

Submitted June 26, 2015

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June 26, 2015

Ms. Tamera Leighton
Executive Director
Del Norte Local Transportation Commission
1301 B Northcrest Drive, #16
Crescent City, CA 95531

Dear Ms. Leighton:

We are pleased to submit, in response to your request, the following proposal for the audit of Del Norte Local Transportation Commission for the years ending June 30, 2015, 2016 and 2017.

We believe that the selection of a public accounting firm is a very important decision. Our firm can offer the strength and experience necessary to meet the challenges at hand. In summary:

- We specialize in auditing government-assisted and nonprofit programs. Consequently, we are acutely aware of the operating and accounting problems inherent to such organizations and can provide competent professional services tailored to your needs.
- The management staff assigned to this engagement have the following audit experience:

	<u>Estimated Governmental or Nonprofit Experience</u>
• Ralph J. Ricciardi, CPA	50,000 hours
• Michael O'Connor, CPA	45,000 hours
• Hiep Pham, CPA, MBA	35,000 hours

- The lead auditor on this engagement will be Mr. Michael A. O'Connor, CPA. Mr. O'Connor is a member of the California State Municipal Finance Officers Association and Government Finance Officers Association. He is also a member of the GFOA Special Review Committee.
- Our firm has audited the following similar programs:
 - Stanislaus Area Regional Transit
 - Tehama County Transit
 - Amador County Transportation Commission
 - Modoc County Transportation Commission
 - Mendocino County Council of Governments
- Attached in an Appendix is the firm's quality review. This review included a review of specific government engagements.
- Our examination will include a list of comments to management regarding the present state of Del Norte Local Transportation Commission's performance. This document will recognize strengths as well as provide recommendations for improvement.

- The firm maintains the following Insurance.
 - General Liability \$1,000,000 Limit
 - Professional Liability \$1,000,000 Limit
 - Workers Compensation As required by state law
- The firm does not have any current projects that would prevent it from completing this engagement in a timely manner, and further, we are not committed to a project with Del Norte Local Transportation Commission that would constitute a conflict of interest or impair our independence.
- The firm is committed to performance within a reasonable time period.
- This proposal is firm for 60 days.
- The firm is an equal opportunity employer.
- The individuals authorized to make representations and bind the firm are:
 - Ralph J. Ricciardi, CPA/Michael O'Connor, CPA
 - 1000 4th Street, Suite 400
 - San Rafael, CA 94901
 - Telephone: (415) 457-1215
 - Fax: (415) 457-6735
 - E-mail: michael@rjrca.com or ralph@rjrca.com

We appreciate the opportunity to present this proposal and look forward to the possibility of renewing our working relationship with Del Norte Local Transportation Commission. We want your business and are making a personal and professional commitment to provide you the highest quality of services available.

Sincerely,

R. J. Ricciardi, Inc.

R. J. Ricciardi, Inc.
Certified Public Accountants

R. J. RICCIARDI, INC.

Firm Profile

Structure

R. J. Ricciardi, Inc. is a certified public accounting firm located at 1000 4th Street, San Rafael, California. Established in 1976, the firm is committed to providing clients with the finest quality of accounting services available. In particular, we have developed significant expertise in auditing governmental and nonprofit entities, and a comprehensive understanding of the issues and challenges facing the financial and accounting personnel of such organizations. Furthermore, the firm has an excellent reputation for technical assistance and cooperation with the auditee's staff.

The firm's total staff is 9 professionals and the management staff consists of the following individuals:

Ralph J. Ricciardi, CPA, CEO Director

Michael A. O'Connor, CPA, Director

Hiep Pham, CPA, MBA, Director

June Nguyen, CPA, Manager

The firm and all key professional staff assigned are properly licensed to practice in California.

We believe that continuity of audit personnel and institutional knowledge are instrumental in providing a quality audit. The lead auditor on this engagement has been employed at our firm for the past 24 years and will be committed in serving Del Norte Local Transportation Commission for the term of this agreement. References and continuing education are provided at the back. We understand Del Norte Local Transportation Commission reserves the right to request replacement of any members of the auditing team at any time. Del Norte Local Transportation Commission will also be notified in advance of any changes made by us concerning the make-up of the auditing team after the work has begun.

Range of Services

The firm offers a full range of accounting services including tax preparation (for both nonprofit and for-profit clients), management consulting, general accounting, and auditing. Each of these areas will be of value to Del Norte Local Transportation Commission, in particular our industry expertise in auditing federally-assisted programs.



Quality Review

The firm has undergone a quality review as required by the A.I.C.P.A. and Government Audit Standards. (*See Appendix D for Quality Review Report.*)

Small Business Concern

The firm meets both Federal and State small business concern qualifications. Our State of California Small Business Number is 84211.

Mandatory Criteria

• *Licensing*

R. J. Ricciardi, Inc. is a properly certified public accounting firm in California. In addition, our firm meets the independence standards of the GAO, *Standards for Audit of Governmental Organizations, Programs, Activities and Functions* (2003 Revision) with regard to Del Norte Local Transportation Commission.

• *Record of Excellence*

The firm meets all qualifications and requirements imposed by the California State Board of Accountancy.

Further, the firm and its staff affirm that:

We have no record of substandard work.

We have not been debarred or suspended.

We are not under review for debarment or suspension.

Approach to the Examination

Audit Objective

The objective of the work to be performed under the agreement will be the examination and expression of an opinion on Del Norte Local Transportation Commission's financial statements for the years ending June 30, 2015, 2016 and 2017. We will also assist in preparation and review of year-end closing entries and adjustments. Such an examination is subject to the inherent risk that errors or irregularities may not be detected. If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered which require extended services, we will promptly advise the requester. Finally, no extended services will be performed unless they are authorized in the contractual agreement or in an amendment to the agreement.

The examination will be performed in accordance with U.S. generally accepted auditing standards and will include auditing procedures to ensure that all laws and regulations have been complied with during the fiscal year. In addition, the examination will be performed in accordance with the provisions of: (1) *Standards for Audits of Governmental Organizations, Programs, Activities, and Functions* promulgated by the Comptroller General of the United States, which pertain to financial and compliance audits; and (2) *State of California Controller's Minimum Audit Requirements and Reporting Guidelines for Special Districts*.

Work Plan

Advance planning is the key to any successful engagement. In relation to other firms involved in audits, we believe we provide for a higher proportion of director's time in planning the engagement. With careful and extensive planning, we tailor our audit program to fit the unique aspects of each client. Through this means, we are able to better target our audit work, get to the core of accounting issues and systems, and thus provide more meaningful information to our clients.

The first step in the planning process is the preparation of a time line and work plan by significant segments. This schedule appears subsequently, encompassing the time period from August through November. Upon award of the engagement, we solicit additional input from the client and preliminarily evaluate and become familiar with their accounting system. We then revise the work plan to include details and specifics to "map out" our approach to the audit. The refinement of the work plan is, however, a continual process which occurs throughout the audit.



An integral part of preliminary planning is the assignment of staff best qualified to work on the particular engagement. We foresee, in the course of the audit, a substantial amount of director's time spent on on-site supervision. These factors, combined with communication with Del Norte Local Transportation Commission, will facilitate the inclusion of new ideas and experience into the initial work plan.

Ultimately, this process leads to a quality audit that is performed in a timely and efficient manner.

Proposed Segmentation of the Audit Engagement

1. Planning

- a) Gain an understanding of Del Norte Local Transportation Commission's controls
- b) Test controls noted above
- c) Inquire about fraud and related risks
- d) Assess fraud risk
- e) Review and obtain risk management policies
- f) Discuss with management and document control environment
- g) Send confirmations
- h) Document other inquiries (contingencies and related party and subsequent events)
- i) Discuss observations with management

2. Year-End Testing

- a) Perform analytical review and inquire about fluctuations
- b) Perform year end audit tests on Del Norte Local Transportation Commission's accounts
- c) Exit conference and communicate audit adjustments

3. Presentation and Disclosure

- a) Review Financial Statements and complete GFOA checklist
- b) Communicate changes to Management
- c) Prepare Management report and send draft
- d) Final Management/Director review
- e) Report issuance

Computer Assisted Auditing Techniques

We use Prosystems Fx Engagement auditing software, Microsoft Excel and Word, and Adobe Acrobat to prepare reports and to assist us with managing the trial balances, audits and creating reports. We use judgmental sampling not software to choose audit samples. Audit samples will be chosen judgmentally and haphazardly. The purpose of the test of compliance will be to meet single audit compliance requirements. Also to detect any weaknesses in the internal control system, risk of fraud, and material differences with account balances. We prefer to receive as much information as possible in an electronic format and provide a secure FTP site, if the client prefers not to use email.

Approach to Internal Control Structure

Audit staff will send Del Norte Local Transportation Commission (the Commission) an internal control questionnaire. The Audit Director will discuss with the Commission's staff the answers to the internal control questionnaire. The Director will type up the narrative on the various Commission internal control cycles. The Commission's staff will review and make any changes to the narrative. The audit staff will then test the internal controls of the Commission as noted in the narrative. Any findings or weaknesses will be discussed immediately with the Commission's staff and the Commission will have an opportunity to respond.

Approach to Determining Laws and Regulations Subject to Audit Test Work

Review of government grant contracts and related laws and regulations, transportation development act regulations, Measure A laws and regulations based on the outcome of communications with the Commission, other laws and regulations and other areas of human resources GAAP, state and local government code, and any other applicable laws and regulations. Legal confirmations will be sent to attorneys the Commission does business with during the fiscal year.

Identification of Anticipated Potential Audit Problems

We do not foresee any at this time. However, we are happy to assist the Commission should any arise during the course of the audit.

New Accounting Laws and Principles

We will notify the Commission of any impending changes that will affect the audit, and assist them with implementation if necessary.

IT Controls Audit Procedures

1) Inquire about system controls; 2) Walk through system controls; 3) Review data input and reports generated; 4) Review approval of transactions and related reports; and 5) Observe the Commission staff's use of hardware and software.



Similar Engagements Performed within the Past 5 Years

■ Stanislaus Regional Transit (STARTR)

Scope: Basic Financial Statements	Audit Year: 6/30/14
Total Hours:	33
Estimated Annual Audit Costs:	\$1,800,000
Partner:	Michael O'Connor
CAFR Yes/No:	No

■ City of Monterey

Scope: Single Audit, CAFR	Audit Year: 6/30/14
Total Hours:	360
Estimated Annual Audit Costs:	\$200,000,000
Partner:	Michael O'Connor
CAFR Yes/No:	Yes

■ Mendocino Transit Authority

Scope: Basic Financial Statements	Audit Year: 6/30/14
Total Hours:	149
Estimated Annual Audit Costs:	\$7,014,000
Partner:	Michael O'Connor
CAFR Yes/No:	No

■ Modoc County Transportation Commission

Scope: Basic Financial Statements	Audit Year: 6/30/11
Total Hours:	80
Estimated Annual Audit Costs:	\$1,905,000
Partner:	Michael O'Connor
CAFR Yes/No:	No

■ Tehama County Transportation Commission

Scope: Basic Financial Statements	Audit Year: 6/30/14
Total Hours:	81
Estimated Annual Audit Costs:	\$50,000
Partner:	Michael O'Connor
CAFR Yes/No:	No

Del Norte Local Transportation Commission

Work Plan by Significant Segments

	<i>AUG.–SEPT.</i>	<i>OCT.</i>	<i>NOV.</i>	<i>HOURS</i>
PLANNING				
Meet with client to discuss current year issues and review prior year's workpapers.	•			8
Consult with management regarding internal control, computer and financial reporting. Review the Commission's chart, current year audit objectives of the Commission, current litigation involving the Commission, new Federal, State and local legislation affecting the Commission, material subsequent events, and review of prior year audit reports and findings.	•			10
Risk Assessment.	•			10
COMPLIANCE				
Identify significant issues and resolve as soon as possible to preclude end-of-audit surprises.	•			9
Document and evaluate significant policies and systems.	•			16
Perform all necessary compliance testing using various checklists to cover the following areas: Minutes, contracts, ordinances, PUC and TDA compliance, and other pertinent areas.	•			24
Discuss interim findings with management.	•			5
FUNCTIONAL				
Perform year-end testing including using tailored audit programs to test Commission compliance with PUC and TDA.		•		20
Exit conference.		•		6
Prepare Draft Audit Reports.		•		40
Complete/issue Financial Reports and Management Letter.			•	2
TOTAL ESTIMATED HOURS:				150

8



Project Management

Del Norte Local Transportation Commission

Engagement Team

The following is a synopsis of each team member's professional background. Detailed resumes are included in the appendix to this proposal.

Ralph J. Ricciardi, CPA, CEO Director

Mr. Ricciardi is the engagement CEO Director. With over 30 years of experience, most of which is in auditing federally-assisted and nonprofit programs, he offers the highest degree of expertise in the industry. His experience includes, more specifically: indirect cost allocation plans, contract compliance, OJT contracting, fixed unit price contracts, and performance-based contracts. Ralph Ricciardi will be responsible for the ongoing management and supervision of all services.

Michael A. O'Connor, CPA, Director

Mr. O'Connor joined our firm in April 1991 bringing three and a half years of accounting experience. His prior experience includes the audit of commercial entities as well as HUD projects and ten city and Special District audits. His current experience includes Transportation Commissions, Head Start, NASA, NSF, Health and Human Services, Department of Labor, CSBG and various other funding streams. Mr. O'Connor will be the lead person and Project Manager for this project.

Hiep Pham, MBA, CPA, Director

Mr. Pham will be the CPA Director available to review work on this engagement. His auditing experience includes Head Start, Child Care, NASA and NSF, JTPA, WIA, Conservation Corps, Low Income Energy Assistance Program (LIEAP), Community Services Block Grants, Community Development Block Grants, Area Agency on Aging, various other nonprofit programs and governmental entities.



Onsite Engagement Team



Ancillary Services

In addition to being a full service accounting firm, over the years we have obtained certain areas of expertise. First and foremost in setting us apart from other firms is our vast experience in the auditing of federally-assisted programs. However, other services, in which we have accomplished a high degree of proficiency, follow:

Internal Control System Review

Because of our experience with nonprofit and Federal grant auditing, we have the ability to review internal control systems from the standpoint of “materiality” vis-a-vis the almost endless list of compliance control systems required by Federal and State funding sources. For this reason, we feel we are in a somewhat unique position to review and evaluate internal control systems of nonprofit clients and issue an opinion on them.

Indirect Cost Allocation Plans

We have been helpful to a number of our clients in the development, implementation, and/or review of Indirect Cost Allocation Plans.

Fixed Unit Price Contracts / Performance Based Contracts

Our firm has several clients that are subject to both fixed unit and performance based contracts. These contracts can be complex; we can offer the know-how and experience to assist in their development.

Computer Conversions

We can offer assistance in EDP systems conversions as well as pre-audit assistance to determine if computer installation/conversion was satisfactorily accomplished. We have facilitated conversions for a number of our clients, and would be pleased to provide such services to you when and if they are needed.



Close-out Report Reconciliations

Funding sources frequently express disappointment in the limited financial information they receive from the Schedule of Federal Financial Assistance (Single Audit Report). They ask for additional information regarding a reconciliation between the Schedule of Federal Financial Assistance and the Funding Agency's Close-out Report. We have provided many clients with special reporting sections in their audit report that satisfy this request and/or respond to special requirements with which the Agency must comply. We believe that this valuable service is essential in maintaining good relations between our clients and their funding sources.

Staff Resumés

-
-
-



Ralph J. Ricciardi, CPA

CEO Director (LICENSE 1975 21701E)

Personal Data

Graduated from Golden Gate University, San Francisco, in 1969. A member of the California Society and American Institute of Certified Public Accountants, and practicing Certified Public Accountant in San Rafael, California. A resident of the City of Novato, California, and a former member of the Novato Beautification and Environmental Action Group and the Novato Civic Center Committee.

Experience

Presently CEO Director of the Certified Public Accounting firm he founded in San Rafael, California. Prior to starting the practice, he was employed by the following C.P.A. firms:

- Rich Benson & Company, San Francisco
- Wolf & Company, San Francisco
- Barlow, Davis & Wood, San Francisco

The following list of experience does not necessarily relate to present practice or any previous employer, but is grouped in various categories to indicate concentration and/or expertise in certain areas.

Scientific Research

SETI Institute – NASA, NSF, other funding
 AmTech – NASA Funded
 Bay Area Environmental Research Institute – NASA Funded
 Rotorcraft Industry Technology Association, Inc. (RITA) –
 NASA and other funding
 Molecular Research Institute (MRI) – NASA, NIH, and
 other funding
 Point Reyes Bird Observatory – D.O.D. Foundations,
 Department of Agriculture, NASA and other funding

Nonprofit Organizations

WIA/JTPA Programs (DOL Funded)

Tulare County
 Mendocino County
 Marin County
 Del Norte County

WIA/JTPA Programs (continued)

Shasta County
Tehama County
Trinity County
Plumas County
Modoc County
Lassen County
San Luis Obispo County
Mother Lode Consortium (Sonora)
Fresno County PIC
NoRTEC PIC
Butte County PIC

CSBG/CDBG/ECIP/LIHEAP (Health and Human Services Funding)

Community Action Marin (Marin County)
Proteus, Inc. (Tulare County)
TEACH, Inc. (Modoc County)
King Community Action Organization (Kings County)
C-SET (Tulare County)
CVOC (Merced/Stanislaus Counties)

Head Start (Health and Human Services Funding)

Child, Family and Community Services, Inc.
(Southern Alameda County)
IHSD (San Mateo County)
Community Action Marin (Marin County)
Sierra Cascade Family Opportunities
(Plumas, Lassen, Modoc and Sierra Counties)
C.A.P.E. (Southern Alameda County)
Kings Community Action Organization (Kings County)

Transportation (DOT Funding)

Stanislaus Area Association of Governments
(Stanislaus County)
Stanislaus County Transit (Stanislaus County)
Plumas County Transit (Plumas County)

Special Districts

Clear Creek Community Services District (Water)
Northern Rural Training Employment Consortium (JTPA)
Kings/Tulare Area Agency on Aging (Aging)



Mr. Ricciardi's audit experience *(continued)*

Other Nonprofits (Various Funding Sources)

Scientific Research
Conservation Programs
Education Programs
Hospice
Literacy Training
Economic Development Councils
Food Banks
Legal Aid Programs
Youth Counseling

Commercial Entities

Transportation Industry
Manufacturing Companies
Construction Companies
Securities Dealers
Automobile Dealerships
Food Processing Companies
Farms
Commercial Building Rentals
Home Builders
Vending Machine Company
Financial Institutions

Michael A. O'Connor , CPA

Director (LICENSE 1990 55781E)

Personal Data

A native of Novato, Mr. O'Connor graduated from St. Mary's College in 1987, receiving a Bachelor's Degree in Business Administration with an emphasis in Accounting. Michael obtained his CPA License in May of 1990. Mr. O'Connor is a member of the *Government Finance Officers Association* of the United States, American Institute of Certified Public Accountants, and the California Society of CPA's.

Experience

In 1987, Mr. O'Connor accepted a position with Seiler and Company in Redwood City, California. At that time he worked on Housing and Urban Development audits as well as audits of various commercial entities.

From 1989 through March, 1991, he served as a Senior Accountant for C.G. Uhlenberg & Company in Redwood City, California. During this time Mr. O'Connor supervised audits of the following:

- City of Redwood City
- City of Cupertino
- City of Campbell
(Awarded the GFOA and CSMFO Certificate of Achievement)
- City of Pittsburg
(Awarded the GFOA and CSMFO Certificate of Achievement)
- City of Menlo Park
(Awarded the GFOA and CSMFO Certificate of Achievement)
- City of San Bruno
- The Town of Los Altos Hills
(Awarded the GFOA and CSMFO Certificate of Achievement)
- The Town of Woodside
- The Town of Portola Valley
- The Town of Atherton
- Purisma Hills Water District
- The Dublin/San Ramon Services District
- The North Marin Water District
- Sausalito and Marin City Sanitary District
- South Bay Systems Authority





Mr. O'Connor's audit experience *(continued)*

Since joining the firm Mr. O'Connor's audit experience includes:

Municipalities and Special Districts

- Alameda Resource Conservation District
- Amador County Transportation Commission
- City of Alturas
- City of Amador
- City of Crescent City
- City of Livingston
- City of Monterey
- City of Newman
- City of Patterson
- City of Willits
- Clear Creek Community Services District
- Del Norte Local Transportation Commission
- Highlands Recreation District
- Indian Valley Community Services District
- Kentfield Fire Protection District
- Livermore-Amador Valley Water Management Agency
- Marin City Community Services District
- Marin Healthcare District
- Marinwood Community Services District
- Mendocino Council of Governments
- Mendocino Transit Authority
- Napa County Mosquito Abatement District
- Napa River Reclamation District
- Placer County Transportation Planning Agency
- Pleasant Hill Recreation and Park District
- Pleasant Hill Senior's Club
- Ross Valley Fire District
- Stanislaus Regional Transit
- Strawberry Recreation District
- Tehama County Transportation Commission
- Town of Colma
- Town of San Anselmo
- Transportation Authority of Marin
- Ukiah Valley Sanitation District

Mr. O'Connor's audit experience *(continued)*

Child Care Programs/Head Start

Community Action Marin – San Rafael, CA
Institute for Human and Social Development – So. San Francisco, CA
Child Family and Community Services – Fremont, CA
Sierra Cascade Family Opportunities — Quincy, CA

WIA/JTPA Programs

Community Services and Employment Training – Visalia, CA
Plumas Job Training Center – Quincy, CA
San Luis Obispo PIC – San Luis Obispo, CA
Proteus Inc. – Visalia, CA
Mother Lode Job Training Agency – Sonora, CA

CSBG/CDBG/ECIP/LIHEAP

Community Action Marin – San Rafael, CA
Proteus Inc. – Visalia, CA
Community Services and Employment Training – Visalia, CA

Scientific Research

SETI Institute – Mountain View, CA
(NASA, NSF, other)
Molecular Research Institute – Mountain View, CA
(NASA, NIH, Commercial)
American Technology Alliances – Redwood City, CA
(NASA, Commercial)

Other Nonprofits

Lassen Economic Development Corp. – Westwood, CA
California Maritime Academy Foundation – Vallejo, CA
MATRIX – Novato, CA
Training Employment and Community Help, Inc. – Alturas, CA
Bay Institute of San Francisco – San Rafael, CA
Family Service Agency of Marin - San Rafael, CA
Support for Families of Children with Disabilities – San Francisco, CA
National Poetry Association – San Francisco, CA
Prison Law Office – San Rafael, CA
Women Helping All People – Marin City, CA
The Friends of Photography – San Francisco, CA





Hiep T. Pham, CP A

Director (LICENSE 1999 77877)

Personal Data

Mr. Pham is a resident of San Jose. He has a Bachelor's Degree in Business Administration with an emphasis in Accounting from Saint Mary's College of California and an MBA from California State University Hayward.

Experience

Mr. Pham's experience in auditing includes:

Municipalities and Special Districts

City of Newman
 Clear Creek Community Services District – Anderson, CA
 Westside Community Hospital District – Newman, CA
 City of Livingston

JTPA Programs

Fresno Private Industry Council, Inc. – Fresno, CA
 Proteus, Inc. – Visalia, CA
 Mendocino Private Industry Council, Inc. – Ukiah, CA
 Mother Lode Job Training Agency – Sonora, CA
 Siskiyou Training and Employment Program, Inc. – Weed, CA
 Job Training Center of Tehama County – Red Bluff, CA
 Trinity Occupational Training, Inc. – Weaverville, CA

CSBG/CDBG/ECIP/LIHEAP

Community Action Marin – San Rafael, CA
 Proteus, Inc. – Visalia, CA

Child Care Programs / Head Start

Child, Family & Community Services, Inc. – Fremont, CA
 Community Action Marin – San Rafael, CA
 Community Association for Preschool Education – Livermore, CA
 Institute for Human and Social Development – So. San Francisco, CA

NASA Funded Programs

Molecular Research Institute – Palo Alto, CA
 SETI Institute – Mountain View, CA

Other Non-profits

Child Advocate and Special Assistance Programs
 Disability Programs
 Emergency Shelter and Transitional Housing Programs
 Legal Aid Programs
 Multimedia Technology
 Scientific Research
 California Youth Soccer Association

June Nguyen, CPA

Audit Manager II (LICENSE 2004 89110)

Personal Data

Ms. Nguyen is a resident of Sonoma County. She has a Bachelor's Degree in Business Administration with an emphasis in Accounting from Sonoma State University.

Experience

Ms. Nguyen's experience in auditing includes:

Municipalities and Special Districts

- Bel Marin Keys CSD – Bel Marin Keys, CA
- Ukiah Valley Sanitation District – Ukiah, CA
- Area 12 Agency on Aging – Visalia, CA
- Clear Creek Community Services District – Anderson, CA

JTPA Programs

- Proteus, Inc. – Visalia, CA
- Mendocino Private Industry Council, Inc. – Ukiah, CA
- Siskiyou Training and Employment Program, Inc. – Weed, CA
- San Diego Workforce Partnership – San Diego, CA

CSBG/CDBG/ECIP/LIHEAP

- Proteus, Inc. – Visalia, CA
- The Ford Street Project – Ukiah, CA
- Community Action Marin – San Rafael, CA
- Community Services & Employment Training – Visalia, CA
- Community Action Commission of Santa Barbara County – Santa Barbara, CA

Child Care Programs/Head Start

- Child, Family & Community Services, Inc. – Fremont, CA
- Community Action Marin – San Rafael, CA
- Kings Community Action Organization – Hanford, CA
- Community Action Commission of Santa Barbara County – Santa Barbara, CA

NASA Funded Programs

- Bay Area Environmental Research Institute – Sonoma, CA

Other Non-profits

- Hospice of Napa Valley – Napa, CA
- California/Nevada Community Action – Sacramento, CA
- Associated Students of Sonoma State University – Rohnert Park, CA
- Sonoma Student Union Corporation – Rohnert Park, CA
- California Maritime Academy Foundation – Vallejo, CA
- Marin Advocates for Children – San Rafael, CA
- Marin Art Council – San Rafael, CA
- Casa Allegra Community Services – San Rafael, CA
- Matrix Parent Network and Resource Center – Novato, CA

Education and Training



B-2



Education and Training

The firm's staff has been keeping abreast with the State and Federal laws, regulations and policies as they pertain to the auditing of Federally assisted programs, the Single Audit Act, AICPA pronouncements, general accounting updates and changes in the tax laws.

Staff and conferences attended within the last four years are as follows:

<i>Staff /Conference</i>	<i>Year</i>	<i>Hours</i>
■ Ralph J. Ricciardi, CPA		
Industry Ethics in CA	2014	4
Financial Statement Fraud	2014	12
Government & NonProfit Accounting	2014	24
Cloud Computing	2014	8
Nonprofit Auditing & Accounting Principles	2014	8
Guide to Single Audits	2013	8
Auditing for Fraud Detection	2013	12
Agreed-Upon Procedures	2013	2
Ethics for California CPAs	2013	4
Yellow Book Interpreted	2012	8
Quickbooks Accounting	2012	16
■ Hiep Pham, MBA, CPA		
A-133 Audits	2014	8
Detecting Fraud in Organizations	2014	16
Industry Ethics in CA	2013	4
Financial Statement Fraud	2013	12
Government & NonProfit Accounting	2013	24
Individual Income Tax	2012	24
Governmental Accounting & Reporting	2012	8
Not-for-Profit Organizations	2012	8
■ Michael O'Connor, CPA		
A-33 Audits	2014	8
Employee Benefit Plans Conference	2014	8
GASB 67/68 Implementation Task Force	2014	4
Accounting for Pension & OPEB	2013	8
Advanced Financial Reporting	2013	20
Audits of 403 (b) Plans	2013	8
Detecting Fraudulent Financial Report	2013	8
Financial Statement Preparation for Quickbooks clients	2013	8
Governmental Auditing & Accounting	2013	8
Governmental Accounting & Reporting	2013	8
Individual Income Tax	2013	24
Regulatory Ethics	2013	4
Preparing a CAFR	2012	8
Successor Agency Training	2012	8

References

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C-2

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References

The best recommendations a CPA firm can have are those of existing clients. We are, therefore, including a partial list of references and encourage you to contact them.

Stanislaus Area Regional Transit

Annette Borrelli, (209) 525-7569

City of Monterey

Julie Porter, Assistant Finance Director (831) 646-3724

Mendocino Transit Authority

Sally Webster, Finance Manager (707) 462-5765

Tehama County Transportation Commission

Barbara O'Keefe, Transit Manager (530) 385-1462
Ext. 3017

City of Calistoga

Gloria Leon, Administrative Services Director (707) 942-2803

Mendocino Council of Governments

Janet Orth, Deputy Director (707) 463-1859

C-4

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Quality Review

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D-2





System Review Report

November 27, 2013

To the Shareholders,
R. J. Ricciardi, Inc., Certified Public Accountants,
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of R. J. Ricciardi, Inc., Certified Public Accountants (the firm) in effect for the year ended May 31, 2013. My peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an audit of an employee benefit plan and engagements performed under *Government Auditing Standards*.

In my opinion, the system of quality control for the accounting and auditing practice of R. J. Ricciardi, Inc., Certified Public Accountants in effect for the year ended May 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. R. J. Ricciardi, Inc., Certified Public Accountants has received a peer review rating of *pass*.

David E. Vaughn, CPA

D-4



June 26, 2015

Ms. Tamera Leighton
Executive Director
Del Norte Local Transportation Commission
1301 B Northcrest Drive, #16
Crescent City, CA 95531

Dear Ms. Leighton:

We understand the importance of price in the decision you are now making, and have based our fee on our best estimates of time and out-of-pocket expenses. Our estimate assumes that Del Norte Local Transportation Commission's personnel will provide us with all information we request in our Client Participation List, in the format requested, and send it to us 30 days prior to scheduling the audit field work. If you have insufficient personnel or time to prepare these items, we can assist you in this area and we will discuss with you the additional time required and estimated fee for these services. We believe that our proposal fee of \$17,800 for the Triennial Performance Audit is both reasonable and fair. We are prepared to discuss it further with you should you have any concern in this area.

	<i>Hourly Rate</i>	<i>Estimated Amount</i>
Director/Manager	\$180	\$ 9,000
Staff	80	<u>8,300</u>
		\$17,300
Expenses including typing, reproduction, travel and other charges:		<u>500</u>
	TOTAL ESTIMATED FEE, JUNE 30, 2015:	<u><u>\$17,800</u></u>

Sincerely,

R. J. Ricciardi, Inc.

R. J. Ricciardi, Inc.
Certified Public Accountants

**Proposal to Conduct the
Triennial Performance Audit of**

Del Norte Local Transportation Commission

**For the Three Years Ended
June 30, 2013, 2014 and 2015**

Proposed By: R. J. Ricciardi, Inc.
Certified Public Accountants
Michael O'Connor, CPA
1000 Fourth Street, Suite 400
San Rafael, CA 94901
Telephone: (415) 457-1215

Submitted June 26, 2015

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June 26, 2015

Ms. Tamera Leighton
Executive Director
Del Norte Local Transportation Commission
1301 B Northcrest Drive, #16
Crescent City, CA 95531

Dear Ms. Leighton:

We are pleased to submit, in response to your request, the following proposal for the triennial performance audit of Del Norte Local Transportation Commission for the three years ended June 30, 2013, 2014 and 2015.

We believe that the selection of a public accounting firm is a very important decision. Our firm can offer the strength and experience necessary to meet the challenges at hand. In summary:

- We specialize in auditing government-assisted and nonprofit programs. Consequently, we are acutely aware of the operating and accounting problems inherent to such organizations and can provide competent professional services tailored to your needs.
- The management staff assigned to this engagement have the following audit experience:

	<u>Estimated Governmental or Nonprofit Experience</u>
• Ralph J. Ricciardi, CPA	50,000 hours
• Michael O'Connor, CPA	45,000 hours
• Hiep Pham, CPA, MBA	35,000 hours

- The lead auditor on this engagement will be Mr. Michael A. O'Connor, CPA. Mr. O'Connor is a member of the California State Municipal Finance Officers Association and Government Finance Officers Association. He is also a member of the GFOA Special Review Committee.
- Our firm has audited the following similar programs:
 - Stanislaus Area Regional Transit
 - Tehama County Transit
 - Amador County Transportation Commission
 - Modoc County Transportation Commission
 - Lassen County Transportation Commission
 - Mendocino County Council of Governments
- Attached in an Appendix is the firm's quality review. This review included a review of specific government engagements.

- The firm maintains the following Insurance.

• General Liability	\$1,000,000 Limit
• Professional Liability	\$1,000,000 Limit
• Workers Compensation	As required by state law
- Our examination will include a list of comments to management regarding the present state of Del Norte Local Transportation Commission's performance. This document will recognize strengths as well as provide recommendations for improvement.
- The firm does not have any current projects that would prevent it from completing this engagement in a timely manner, and further, we are not committed to a project with Del Norte Local Transportation Commission that would constitute a conflict of interest or impair our independence.
- The firm is committed to performance within a reasonable time period.
- This proposal is firm for 60 days.
- The individuals authorized to make representations and bind the firm are:

Ralph J. Ricciardi, CPA/Michael O'Connor, CPA
1000 4th Street, Suite 400
San Rafael, CA 94901
Telephone: (415) 457-1215
Fax: (415) 457-6735
E-mail: michael@rjr CPA.com or ralph@rjr CPA.com

We appreciate the opportunity to present this proposal and look forward to renewing our working relationship with Del Norte Local Transportation Commission. We want your business and are making a personal and professional commitment to provide you the highest quality of services available.

Sincerely,

R. J. Ricciardi, Inc.

R. J. RICCIARDI, Inc.
Certified Public Accountants

Firm Profile

Structure

R. J. Ricciardi, Inc. is a certified public accounting firm located at 1000 4th Street, San Rafael, California. Established in 1976, the firm is committed to providing clients with the finest quality of accounting services available. In particular, we have developed significant expertise in auditing governmental and nonprofit entities, and a comprehensive understanding of the issues and challenges facing the financial and accounting personnel of such organizations. Furthermore, the firm has an excellent reputation for technical assistance and cooperation with the auditee's staff.

The firm's total staff is 9 professionals and the management staff consists of the following individuals:

Ralph J. Ricciardi, CPA, CEO Director

Michael A. O'Connor, CPA, Director

Hiep Pham, CPA, MBA, Director

June Nguyen, CPA, Manager

The firm and all key professional staff assigned are properly licensed to practice in California.

We believe that continuity of audit personnel and institutional knowledge are instrumental in providing a quality audit. The lead auditor on this engagement has been employed at our firm for the past 24 years and will be committed in serving Del Norte Local Transportation Commission for the term of this agreement. References and continuing education are provided at the back. We understand Del Norte Local Transportation Commission reserves the right to request replacement of any members of the auditing team at any time. Del Norte Local Transportation Commission will also be notified in advance of any changes made by us concerning the make-up of the auditing team after the work has begun.

Range of Services

The firm offers a full range of accounting services including tax preparation (for both nonprofit and for-profit clients), management consulting, general accounting, and auditing. Each of these areas will be of value to Del Norte Local Transportation Commission, in particular our industry expertise in auditing federally-assisted programs.



Quality Review

The firm has undergone a quality review as required by the A.I.C.P.A. and Government Audit Standards. (*See Appendix D for Quality Review Report.*)

Small Business Concern

The firm meets both Federal and State small business concern qualifications. Our State of California Small Business Number is 84211.

Mandatory Criteria

• *Licensing*

R. J. Ricciardi, Inc. is a properly certified public accounting firm in California. In addition, our firm meets the independence standards of the GAO, *Standards for Audit of Governmental Organizations, Programs, Activities and Functions* (2003 Revision) with regard to Del Norte Local Transportation Commission.

• *Record of Excellence*

The firm meets all qualifications and requirements imposed by the California State Board of Accountancy.

Further, the firm and its staff affirm that:

We have no record of substandard work.

We have not been debarred or suspended.

We are not under review for debarment or suspension.

Approach to the Examination

Audit Objective

The objective of the work to be performed under the agreement will be the examination and expression of an opinion on Del Norte Local Transportation Commission's financial statements for the three year period ending June 30, 2013, 2014 and 2015. We will also assist in preparation and review of year-end closing entries and adjustments. Such an examination is subject to the inherent risk that errors or irregularities may not be detected. If conditions are discovered which lead to the belief that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered which require extended services, we will promptly advise the requester. Finally, no extended services will be performed unless they are authorized in the contractual agreement or in an amendment to the agreement.

The examination will be performed in accordance with U.S. generally accepted auditing standards and will include auditing procedures to ensure that all laws and regulations have been complied with during the fiscal year. In addition, the examination will be performed in accordance with the provisions of: (1) *Standards for Audits of Governmental Organizations, Programs, Activities, and Functions* promulgated by the Comptroller General of the United States, which pertain to financial and compliance audits; and (2) *State of California Controller's Minimum Audit Requirements and Reporting Guidelines for Special Districts*.

Work Plan

Advance planning is the key to any successful engagement. In relation to other firms involved in audits, we believe we provide for a higher proportion of director's time in planning the engagement. With careful and extensive planning, we tailor our audit program to fit the unique aspects of each client. Through this means, we are able to better target our audit work, get to the core of accounting issues and systems, and thus provide more meaningful information to our clients.

The first step in the planning process is the preparation of a time line and work plan by significant segments. This schedule appears subsequently, encompassing the time period from February through June. Upon award of the engagement, we solicit additional input from the client and preliminarily evaluate and become familiar with their accounting system. We then revise the work plan to include details and specifics to "map out" our approach to the audit. The refinement of the work plan is, however, a continual process which occurs throughout the audit.



An integral part of preliminary planning is the assignment of staff best qualified to work on the particular engagement. We foresee, in the course of the audit, a substantial amount of director's time spent on on-site supervision. These factors, combined with communication with Del Norte Local Transportation Commission, will facilitate the inclusion of new ideas and experience into the initial work plan.

Ultimately, this process leads to a quality audit that is performed in a timely and efficient manner.

Proposed Segmentation of the Audit Engagement

1. Planning

- a) Gain an understanding of Del Norte Local Transportation Commission's controls
- b) Test controls noted above
- c) Inquire about fraud and related risks
- d) Assess fraud risk
- e) Review and obtain risk management policies
- f) Discuss with management and document control environment
- g) Send confirmations
- h) Document other inquiries (contingencies and related party and subsequent events)
- i) Discuss observations with management

2. Year-End Testing

- a) Perform analytical review and inquire about fluctuations
- b) Perform year end audit tests on Del Norte Local Transportation Commission's accounts
- c) Exit conference and communicate audit adjustments

3. Presentation and Disclosure

- a) Review Financial Statements and complete GFOA checklist
- b) Communicate changes to Management
- c) Prepare Management report and send draft
- d) Final Management/Director review
- e) Report issuance

Computer Assisted Auditing Techniques

We use Prosystems Fx Engagement auditing software, Microsoft Excel and Word, and Adobe Acrobat to prepare reports and to assist us with managing the trial balances, audits and creating reports. We use judgmental sampling not software to choose audit samples. Audit samples will be chosen judgmentally and haphazardly. The purpose of the test of compliance will be to meet single audit compliance requirements. Also to detect any weaknesses in the internal control system, risk of fraud, and material differences with account balances. We prefer to receive as much information as possible in an electronic format and provide a secure FTP site, if the client prefers not to use email.

Approach to Internal Control Structure

Audit staff will send Del Norte Local Transportation Commission (the Commission) an internal control questionnaire. The Audit Director will discuss with the Commission's staff the answers to the internal control questionnaire. The Director will type up the narrative on the various Commission internal control cycles. The Commission's staff will review and make any changes to the narrative. The audit staff will then test the internal controls of the Commission as noted in the narrative. Any findings or weaknesses will be discussed immediately with the Commission's staff and the Commission will have an opportunity to respond.

Approach to Determining Laws and Regulations Subject to Audit Test Work

Review of government grant contracts and related laws and regulations, transportation development act regulations, Measure A laws and regulations based on the outcome of communications with the Commission, other laws and regulations and other areas of human resources GAAP, state and local government code, and any other applicable laws and regulations. Legal confirmations will be sent to attorneys the Commission does business with during the fiscal year.

Identification of Anticipated Potential Audit Problems

We do not foresee any at this time. However, we are happy to assist the Commission should any arise during the course of the audit.

New Accounting Laws and Principles

We will notify the Commission of any impending changes that will affect the audit, and assist them with implementation if necessary.

IT Controls Audit Procedures

1) Inquire about system controls; 2) Walk through system controls; 3) Review data input and reports generated; 4) Review approval of transactions and related reports; and 5) Observe the Commission staff's use of hardware and software.



Similar Engagements Performed within the Past 5 Years

■ Stanislaus Regional Transit (START)

Scope: Basic Financial Statements	Audit Year: 6/30/14
Total Hours:	33
Estimated Annual Audit Costs:	\$1,800,000
Partner:	Michael O'Connor
CAFR Yes/No:	No

■ City of Monterey

Scope: Single Audit, CAFR	Audit Year: 6/30/14
Total Hours:	360
Estimated Annual Audit Costs:	\$200,000,000
Partner:	Michael O'Connor
CAFR Yes/No:	Yes

■ Mendocino Transit Authority

Scope: Basic Financial Statements	Audit Year: 6/30/14
Total Hours:	149
Estimated Annual Audit Costs:	\$7,014,000
Partner:	Michael O'Connor
CAFR Yes/No:	No

■ Modoc County Transportation Commission

Scope: Basic Financial Statements	Audit Year: 6/30/11
Total Hours:	80
Estimated Annual Audit Costs:	\$1,905,000
Partner:	Michael O'Connor
CAFR Yes/No:	No

■ Tehama County Transportation Commission

Scope: Basic Financial Statements	Audit Year: 6/30/14
Total Hours:	81
Estimated Annual Audit Costs:	\$50,000
Partner:	Michael O'Connor
CAFR Yes/No:	No

Del Norte Local Transportation Commission (the Commission)

Work Plan by Significant Segments

	<i>FEB.-MAR.</i>	<i>APR.-MAY</i>	<i>JUNE</i>	<i>HOURS</i>
PLANNING				
Meet with client to discuss current year issues and review prior year's workpapers.	•			8
Consult with management regarding internal control, computer and financial reporting. Review the Commission's organizational chart, current year audit objectives of the Commission, current litigation involving the Commission, new Federal, State and local legislation affecting the Commission, material subsequent events, and review of prior year audit reports and findings.	•			10
Risk Assessment.	•			10
COMPLIANCE				
Identify significant issues and resolve as soon as possible to preclude end-of-audit surprises.	•			9
Document and evaluate significant policies and systems.	•			16
Perform all necessary compliance testing using various checklists to cover the following areas: Minutes, contracts, ordinances, PUC and TDA compliance, and other pertinent areas.	•			24
Discuss interim findings with management.	•			5
FUNCTIONAL				
Perform year-end testing including using tailored audit programs to test Commission compliance with PUC and TDA.		•		20
Exit conference.		•		6
Prepare Draft Audit Reports.		•		40
Complete/issue Financial Reports and Management Letter.			•	2
TOTAL ESTIMATED HOURS:				150

8



Project Management

Del Norte Local Transportation Commission

Engagement Team

The following is a synopsis of each team member's professional background. Detailed resumes are included in the appendix to this proposal.

Ralph J. Ricciardi, CPA, CEO Director

Mr. Ricciardi is the engagement CEO Director. With over 30 years of experience, most of which is in auditing federally-assisted and nonprofit programs, he offers the highest degree of expertise in the industry. His experience includes, more specifically: indirect cost allocation plans, contract compliance, OJT contracting, fixed unit price contracts, and performance-based contracts. Ralph Ricciardi will be responsible for the ongoing management and supervision of all services.

Michael A. O'Connor, CPA, Director

Mr. O'Connor joined our firm in April 1991 bringing three and a half years of accounting experience. His prior experience includes the audit of commercial entities as well as HUD projects and ten city and Special District audits. His current experience includes Transportation Commissions, Head Start, NASA, NSF, Health and Human Services, Department of Labor, CSBG and various other funding streams. Mr. O'Connor will be the lead person and Project Manager for this project.

Hiep Pham, MBA, CPA, Director

Mr. Pham will be the CPA Director available to review work on this engagement. His auditing experience includes Head Start, Child Care, NASA and NSF, JTPA, WIA, Conservation Corps, Low Income Energy Assistance Program (LIEAP), Community Services Block Grants, Community Development Block Grants, Area Agency on Aging, various other nonprofit programs and governmental entities.



Onsite Engagement Team



Ancillary Services

In addition to being a full service accounting firm, over the years we have obtained certain areas of expertise. First and foremost in setting us apart from other firms is our vast experience in the auditing of federally-assisted programs. However, other services, in which we have accomplished a high degree of proficiency, follow:

Internal Control System Review

Because of our experience with nonprofit and Federal grant auditing, we have the ability to review internal control systems from the standpoint of “materiality” vis-a-vis the almost endless list of compliance control systems required by Federal and State funding sources. For this reason, we feel we are in a somewhat unique position to review and evaluate internal control systems of nonprofit clients and issue an opinion on them.

Indirect Cost Allocation Plans

We have been helpful to a number of our clients in the development, implementation, and/or review of Indirect Cost Allocation Plans.

Fixed Unit Price Contracts / Performance Based Contracts

Our firm has several clients that are subject to both fixed unit and performance based contracts. These contracts can be complex; we can offer the know-how and experience to assist in their development.

Computer Conversions

We can offer assistance in EDP systems conversions as well as pre-audit assistance to determine if computer installation/conversion was satisfactorily accomplished. We have facilitated conversions for a number of our clients, and would be pleased to provide such services to you when and if they are needed.



Close-out Report Reconciliations

Funding sources frequently express disappointment in the limited financial information they receive from the Schedule of Federal Financial Assistance (Single Audit Report). They ask for additional information regarding a reconciliation between the Schedule of Federal Financial Assistance and the Funding Agency's Close-out Report. We have provided many clients with special reporting sections in their audit report that satisfy this request and/or respond to special requirements with which the Agency must comply. We believe that this valuable service is essential in maintaining good relations between our clients and their funding sources.

Staff Resumés

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Ralph J. Ricciardi, CPA

CEO Director (LICENSE 1975 21701E)

Personal Data

Graduated from Golden Gate University, San Francisco, in 1969. A member of the California Society and American Institute of Certified Public Accountants, and practicing Certified Public Accountant in San Rafael, California. A resident of the City of Novato, California, and a former member of the Novato Beautification and Environmental Action Group and the Novato Civic Center Committee.

Experience

Presently CEO Director of the Certified Public Accounting firm he founded in San Rafael, California. Prior to starting the practice, he was employed by the following C.P.A. firms:

- Rich Benson & Company, San Francisco
- Wolf & Company, San Francisco
- Barlow, Davis & Wood, San Francisco

The following list of experience does not necessarily relate to present practice or any previous employer, but is grouped in various categories to indicate concentration and/or expertise in certain areas.

Scientific Research

SETI Institute – NASA, NSF, other funding
 AmTech – NASA Funded
 Bay Area Environmental Research Institute – NASA Funded
 Rotorcraft Industry Technology Association, Inc. (RITA) –
 NASA and other funding
 Molecular Research Institute (MRI) – NASA, NIH, and
 other funding
 Point Reyes Bird Observatory – D.O.D. Foundations,
 Department of Agriculture, NASA and other funding

Nonprofit Organizations

WIA/JTPA Programs (DOL Funded)

Tulare County
 Mendocino County
 Marin County
 Del Norte County

WIA/JTPA Programs (continued)

Shasta County
Tehama County
Trinity County
Plumas County
Modoc County
Lassen County
San Luis Obispo County
Mother Lode Consortium (Sonora)
Fresno County PIC
NoRTEC PIC
Butte County PIC

CSBG/CDBG/ECIP/LIHEAP (Health and Human Services Funding)

Community Action Marin (Marin County)
Proteus, Inc. (Tulare County)
TEACH, Inc. (Modoc County)
King Community Action Organization (Kings County)
C-SET (Tulare County)
CVOC (Merced/Stanislaus Counties)

Head Start (Health and Human Services Funding)

Child, Family and Community Services, Inc.
(Southern Alameda County)
IHSD (San Mateo County)
Community Action Marin (Marin County)
Sierra Cascade Family Opportunities
(Plumas, Lassen, Modoc and Sierra Counties)
C.A.P.E. (Southern Alameda County)
Kings Community Action Organization (Kings County)

Transportation (DOT Funding)

Stanislaus Area Association of Governments
(Stanislaus County)
Stanislaus County Transit (Stanislaus County)
Plumas County Transit (Plumas County)

Special Districts

Clear Creek Community Services District (Water)
Northern Rural Training Employment Consortium (JTPA)
Kings/Tulare Area Agency on Aging (Aging)



Mr. Ricciardi's audit experience *(continued)*

Other Nonprofits (Various Funding Sources)

Scientific Research
Conservation Programs
Education Programs
Hospice
Literacy Training
Economic Development Councils
Food Banks
Legal Aid Programs
Youth Counseling

Commercial Entities

Transportation Industry
Manufacturing Companies
Construction Companies
Securities Dealers
Automobile Dealerships
Food Processing Companies
Farms
Commercial Building Rentals
Home Builders
Vending Machine Company
Financial Institutions

Michael A. O'Connor , CPA

Director (LICENSE 1990 55781E)

Personal Data

A native of Novato, Mr. O'Connor graduated from St. Mary's College in 1987, receiving a Bachelor's Degree in Business Administration with an emphasis in Accounting. Michael obtained his CPA License in May of 1990. Mr. O'Connor is a member of the *Government Finance Officers Association* of the United States, American Institute of Certified Public Accountants, and the California Society of CPA's.

Experience

In 1987, Mr. O'Connor accepted a position with Seiler and Company in Redwood City, California. At that time he worked on Housing and Urban Development audits as well as audits of various commercial entities.

From 1989 through March, 1991, he served as a Senior Accountant for C.G. Uhlenberg & Company in Redwood City, California. During this time Mr. O'Connor supervised audits of the following:

- City of Redwood City
- City of Cupertino
- City of Campbell
(Awarded the GFOA and CSMFO Certificate of Achievement)
- City of Pittsburg
(Awarded the GFOA and CSMFO Certificate of Achievement)
- City of Menlo Park
(Awarded the GFOA and CSMFO Certificate of Achievement)
- City of San Bruno
- The Town of Los Altos Hills
(Awarded the GFOA and CSMFO Certificate of Achievement)
- The Town of Woodside
- The Town of Portola Valley
- The Town of Atherton
- Purisma Hills Water District
- The Dublin/San Ramon Services District
- The North Marin Water District
- Sausalito and Marin City Sanitary District
- South Bay Systems Authority



Mr. O'Connor's audit experience *(continued)*

Since joining the firm Mr. O'Connor's audit experience includes:

Municipalities and Special Districts

- Alameda Resource Conservation District
- Amador County Transportation Commission
- City of Alturas
- City of Amador
- City of Crescent City
- City of Livingston
- City of Monterey
- City of Newman
- City of Patterson
- City of Willits
- Clear Creek Community Services District
- Del Norte Local Transportation Commission
- Highlands Recreation District
- Indian Valley Community Services District
- Kentfield Fire Protection District
- Livermore-Amador Valley Water Management Agency
- Marin City Community Services District
- Marin Healthcare District
- Marinwood Community Services District
- Mendocino Council of Governments
- Mendocino Transit Authority
- Napa County Mosquito Abatement District
- Napa River Reclamation District
- Placer County Transportation Planning Agency
- Pleasant Hill Recreation and Park District
- Pleasant Hill Senior's Club
- Ross Valley Fire District
- Stanislaus Regional Transit
- Strawberry Recreation District
- Tehama County Transportation Commission
- Town of Colma
- Town of San Anselmo
- Transportation Authority of Marin
- Ukiah Valley Sanitation District

Mr. O'Connor's audit experience *(continued)*

Child Care Programs/Head Start

Community Action Marin – San Rafael, CA
Institute for Human and Social Development – So. San Francisco, CA
Child Family and Community Services – Fremont, CA
Sierra Cascade Family Opportunities — Quincy, CA

WIA/JTPA Programs

Community Services and Employment Training – Visalia, CA
Plumas Job Training Center – Quincy, CA
San Luis Obispo PIC – San Luis Obispo, CA
Proteus Inc. – Visalia, CA
Mother Lode Job Training Agency – Sonora, CA

CSBG/CDBG/ECIP/LIHEAP

Community Action Marin – San Rafael, CA
Proteus Inc. – Visalia, CA
Community Services and Employment Training – Visalia, CA

Scientific Research

SETI Institute – Mountain View, CA
(NASA, NSF, other)
Molecular Research Institute – Mountain View, CA
(NASA, NIH, Commercial)
American Technology Alliances – Redwood City, CA
(NASA, Commercial)

Other Nonprofits

Lassen Economic Development Corp. – Westwood, CA
California Maritime Academy Foundation – Vallejo, CA
MATRIX – Novato, CA
Training Employment and Community Help, Inc. – Alturas, CA
Bay Institute of San Francisco – San Rafael, CA
Family Service Agency of Marin - San Rafael, CA
Support for Families of Children with Disabilities – San Francisco, CA
National Poetry Association – San Francisco, CA
Prison Law Office – San Rafael, CA
Women Helping All People – Marin City, CA
The Friends of Photography – San Francisco, CA





Hiep T. Pham, CP A

Director (LICENSE 1999 77877)

Personal Data

Mr. Pham is a resident of San Jose. He has a Bachelor's Degree in Business Administration with an emphasis in Accounting from Saint Mary's College of California and an MBA from California State University Hayward.

Experience

Mr. Pham's experience in auditing includes:

Municipalities and Special Districts

City of Newman
 Clear Creek Community Services District – Anderson, CA
 Westside Community Hospital District – Newman, CA
 City of Livingston

JTPA Programs

Fresno Private Industry Council, Inc. – Fresno, CA
 Proteus, Inc. – Visalia, CA
 Mendocino Private Industry Council, Inc. – Ukiah, CA
 Mother Lode Job Training Agency – Sonora, CA
 Siskiyou Training and Employment Program, Inc. – Weed, CA
 Job Training Center of Tehama County – Red Bluff, CA
 Trinity Occupational Training, Inc. – Weaverville, CA

CSBG/CDBG/ECIP/LIHEAP

Community Action Marin – San Rafael, CA
 Proteus, Inc. – Visalia, CA

Child Care Programs / Head Start

Child, Family & Community Services, Inc. – Fremont, CA
 Community Action Marin – San Rafael, CA
 Community Association for Preschool Education – Livermore, CA
 Institute for Human and Social Development – So. San Francisco, CA

NASA Funded Programs

Molecular Research Institute – Palo Alto, CA
 SETI Institute – Mountain View, CA

Other Non-profits

Child Advocate and Special Assistance Programs
 Disability Programs
 Emergency Shelter and Transitional Housing Programs
 Legal Aid Programs
 Multimedia Technology
 Scientific Research
 California Youth Soccer Association

June Nguyen, CPA

Audit Manager II (LICENSE 2004 89110)

Personal Data

Ms. Nguyen is a resident of Sonoma County. She has a Bachelor's Degree in Business Administration with an emphasis in Accounting from Sonoma State University.

Experience

Ms. Nguyen's experience in auditing includes:

Municipalities and Special Districts

- Bel Marin Keys CSD – Bel Marin Keys, CA
- Ukiah Valley Sanitation District – Ukiah, CA
- Area 12 Agency on Aging – Visalia, CA
- Clear Creek Community Services District – Anderson, CA

JTPA Programs

- Proteus, Inc. – Visalia, CA
- Mendocino Private Industry Council, Inc. – Ukiah, CA
- Siskiyou Training and Employment Program, Inc. – Weed, CA
- San Diego Workforce Partnership – San Diego, CA

CSBG/CDBG/ECIP/LIHEAP

- Proteus, Inc. – Visalia, CA
- The Ford Street Project – Ukiah, CA
- Community Action Marin – San Rafael, CA
- Community Services & Employment Training – Visalia, CA
- Community Action Commission of Santa Barbara County – Santa Barbara, CA

Child Care Programs/Head Start

- Child, Family & Community Services, Inc. – Fremont, CA
- Community Action Marin – San Rafael, CA
- Kings Community Action Organization – Hanford, CA
- Community Action Commission of Santa Barbara County – Santa Barbara, CA

NASA Funded Programs

- Bay Area Environmental Research Institute – Sonoma, CA

Other Non-profits

- Hospice of Napa Valley – Napa, CA
- California/Nevada Community Action – Sacramento, CA
- Associated Students of Sonoma State University – Rohnert Park, CA
- Sonoma Student Union Corporation – Rohnert Park, CA
- California Maritime Academy Foundation – Vallejo, CA
- Marin Advocates for Children – San Rafael, CA
- Marin Art Council – San Rafael, CA
- Casa Allegra Community Services – San Rafael, CA
- Matrix Parent Network and Resource Center – Novato, CA

Education and Training



B-2



Education and Training

The firm's staff has been keeping abreast with the State and Federal laws, regulations and policies as they pertain to the auditing of Federally assisted programs, the Single Audit Act, AICPA pronouncements, general accounting updates and changes in the tax laws.

Staff and conferences attended within the last four years are as follows:

<i>Staff /Conference</i>	<i>Year</i>	<i>Hours</i>
■ Ralph J. Ricciardi, CPA		
Industry Ethics in CA	2014	4
Financial Statement Fraud	2014	12
Government & NonProfit Accounting	2014	24
Cloud Computing	2014	8
Nonprofit Auditing & Accounting Principles	2014	8
Guide to Single Audits	2013	8
Auditing for Fraud Detection	2013	12
Agreed-Upon Procedures	2013	2
Ethics for California CPAs	2013	4
Yellow Book Interpreted	2012	8
Quickbooks Accounting	2012	16
■ Hiep Pham, MBA, CPA		
A-133 Audits	2014	8
Detecting Fraud in Organizations	2014	16
Industry Ethics in CA	2013	4
Financial Statement Fraud	2013	12
Government & NonProfit Accounting	2013	24
Individual Income Tax	2012	24
Governmental Accounting & Reporting	2012	8
Not-for-Profit Organizations	2012	8
■ Michael O'Connor, CPA		
A-33 Audits	2014	8
Employee Benefit Plans Conference	2014	8
GASB 67/68 Implementation Task Force	2014	4
Accounting for Pension & OPEB	2013	8
Advanced Financial Reporting	2013	20
Audits of 403 (b) Plans	2013	8
Detecting Fraudulent Financial Report	2013	8
Financial Statement Preparation for Quickbooks clients	2013	8
Governmental Auditing & Accounting	2013	8
Governmental Accounting & Reporting	2013	8
Individual Income Tax	2013	24
Regulatory Ethics	2013	4
Preparing a CAFR	2012	8
Successor Agency Training	2012	8

References

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C-2

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References

The best recommendations a CPA firm can have are those of existing clients. We are, therefore, including a partial list of references and encourage you to contact them.

Stanislaus Area Regional Transit

Annette Borrelli, (209) 525-7569

City of Monterey

Julie Porter, Assistant Finance Director (831) 646-3724

Mendocino Transit Authority

Sally Webster, Finance Manager (707) 462-5765

Tehama County Transportation Commission

Barbara O'Keefe, Transit Manager (530) 385-1462
Ext. 3017

City of Calistoga

Gloria Leon, Administrative Services Director (707) 942-2803

Mendocino Council of Governments

Janet Orth, Deputy Director (707) 463-1859

C-4



Quality Review

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-
-

D-2





System Review Report

November 27, 2013

To the Shareholders,
R. J. Ricciardi, Inc., Certified Public Accountants,
and the Peer Review Committee of the California Society of CPAs

I have reviewed the system of quality control for the accounting and auditing practice of R. J. Ricciardi, Inc., Certified Public Accountants (the firm) in effect for the year ended May 31, 2013. My peer review was conducted in accordance with Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of my peer review, I considered reviews by regulatory entities, if applicable, in determining the nature and extent of my procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. My responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on my review. The nature, objectives, scope, limitations of, and procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included an audit of an employee benefit plan and engagements performed under *Government Auditing Standards*.

In my opinion, the system of quality control for the accounting and auditing practice of R. J. Ricciardi, Inc., Certified Public Accountants in effect for the year ended May 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. R. J. Ricciardi, Inc., Certified Public Accountants has received a peer review rating of *pass*.

David E. Vaughn, CPA

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A PROPOSAL TO

DEL NORTE LOCAL TRANSPORTATION COMMISSION

REQUEST FOR PROPOSALS
FOR TRIENNIAL PERFORMANCE AUDIT SERVICES

SUBMITTED TO:

TAMERA LEIGHTON
EXECUTIVE DIRECTOR

DEL NORTE LOCAL
TRANSPORTATION COMMISSION
1301-B NORTHCREST DRIVE, #16
CRESCENT CITY, CA 95531



JUNE 26, 2015

SUBMITTED BY:



a Michael Baker International company



2729 PROSPECT PARK DRIVE, SUITE 220
RANCHO CORDOVA, CA 95670
PHONE: (530) 601-2508
FAX: (916) 361-1574

(866) 828-6762

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June 26, 2015

Tamera Leighton, Executive Director
DEL NORTE LOCAL TRANSPORTATION COMMISSION
1301-B Northcrest Drive, #16
Crescent City, CA 95531

**RE: TRIENNIAL PERFORMANCE AUDIT OF THE DEL NORTE LOCAL
TRANSPORTATION COMMISSION**

Dear Ms. Leighton:

We are pleased to submit this proposal to conduct a triennial performance audit of the Del Norte Local Transportation Commission (DNLTC) for the latest three-year period ending June 30, 2015. The PMC team is uniquely structured as an independent third party as required by state law to conduct the audit. As a result of our current experiences providing Transportation Development Act (TDA) performance audit services for similar transportation planning agencies, including in Humboldt and Mendocino Counties, we offer a strong combination of performance auditing and functional review.

To note, this proposal is only for the triennial performance audit, and not for fiscal and compliance audit services.

Beyond the legal requirements of the California Public Utilities Code and specifications addressed in the performance audit, the performance audit is intended to provide an independent, comprehensive review of the recipient's management and use of TDA funds. Our goal is to create a management tool through the audit process and afford the audited agency a means to review the efficiency and effectiveness of its management of various elements of its TDA programs.

PMC, a Michael Baker International company, is a multidisciplinary consulting firm serving local and regional governments since 1995. Our project manager, Derek Wong, has been successfully conducting TDA triennial performance audits for similar rural agencies for 20 years and brings a wealth of unique industry practice and solutions. He also maintains close relationships with Caltrans TDA staff in Sacramento to ensure an overall smooth audit-compliant process.

The person authorized to bind the company contractually is:

Philip Carter, Vice President
Pacific Municipal Consultants, dba PMC (A California Corporation), a Michael Baker International Company
2729 Prospect Park Drive, Suite 220
Rancho Cordova, CA 95670
(916) 361-8384
pcarter@pmcworld.com

Tamera Leighton, Executive Director

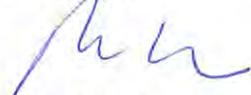
June 26, 2015

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We have reviewed the sample professional services agreement included with the RFP as Attachment A, and upon selection of this proposal would respectfully request the opportunity to discuss and clarify some of the terms.

We appreciate the opportunity to propose on this project, and we look forward to answering any questions you may have. Project Manager Derek Wong, AICP, may be contacted at (530) 601-2508 or by e-mail at dwong@pmcworld.com in the event any clarification is needed regarding the contents of our proposal.

Sincerely,



Philip O. Carter
Vice President



Derek Wong, AICP
TDA Finance Manager

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TECHNICAL CAPACITY AND APPROACH

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TECHNICAL CAPACITY AND
APPROACH

TECHNICAL CAPACITY AND APPROACH

STATEMENT OF UNDERSTANDING

California Public Utilities Code (PUC) Section 99246 requires that Regional Transportation Planning Agencies (RTPA)/Local Transportation Commissions (LTC) have a triennial performance audit of their activities. Beyond the legal requirements and specifications addressed in the performance audit, it is also intended to provide an independent, comprehensive review of agency management, administration, and use of TDA funds to improve its efficiency, effectiveness, and economy. In addition, the triennial performance audit is designed to assure the legislature, governing boards, and the public that the financial resources of the LTC are being effectively and efficiently utilized.

In short, the triennial performance audit affords management the opportunity to have an independent, constructive, and objective evaluation of the organization and operations that otherwise might not be feasible given the daily demands of managing transportation programs and activities. It is our belief that an audit is a management tool which can point out where improvements in organizational performance may be appropriate. The objective of the audit is to support management in carrying out its responsibilities.

Performance and management audits are likewise important opportunities to point out accomplishments and successful improvements that may have been implemented during the previous three years or are in process. The requirements for conducting a performance audit include a determination that the DNLTC as a local transportation commission has achieved the following:

- Complied with pertinent laws and regulations
- Established agency goals, as well as goals and objectives for its activities and programs
- Developed standards to measure agency performance
- Achieved desired program results
- Conducted its activities in an efficient and effective manner

With this as background, the role of the audit must be to ensure that all of the PUC section requirements are met in performing the audit. The audits must also comply with California Department of Transportation (Caltrans) guidelines and requirements.

QUALIFICATIONS AND SUMMARY OF WORK EXPERIENCE

PMC, a Michael Baker International company, is dedicated to serving the needs of cities, counties, and other governmental agencies by providing a complementary range of municipal and transportation finance, planning, environmental, and management services. PMC is a privately held California corporation headquartered in Rancho Cordova with offices throughout the state. The firm was established in 1995 with a mission to provide planning, transportation, and municipal services to public agencies, special districts, and public-oriented organizations. PMC has successfully completed over 2,100 projects, providing service to more than 800 public agencies, including cities, counties, regional agencies, and special districts. All work for the triennial performance audit work will be conducted in the Rancho Cordova office where the project team is located, including the project manager and staff.

Our knowledge of relevant transportation and public transit laws affecting triennial performance audits and transportation in general has been instrumental in our success. PMC's TDA triennial performance audit experience is based on a focused practice area that meets the requirements of TDA law for an independent assessment of the administration and expenditure of TDA revenues. PMC personnel assigned to this project are very familiar with TDA law and state and federal laws guiding transit allocations. We regularly participate in discussions with Caltrans headquarters TDA branch staff regarding interpretation of the law and practical implementation on the local level. PMC's project manager also recently participated on an expert panel to discuss the TDA at the spring 2015 CalACT conference in Yosemite.

Because TDA performance audits are conducted in cycles for all RTPAs/LTCs, PMC manages these audits on a regular basis for agencies throughout the state and has built a wealth of knowledge about efficient and effective practices for implementing transportation programs.

PMC has been the lead staff on numerous triennial performance audits of RTPAs/LTCs and transit operators in rural and urban settings. Several of these RTPAs/LTCs have retained PMC for multiple audit cycles. Below is a select list of clients for whom we have conducted TDA triennial performance audits.

- Humboldt County Association of Governments
- Mendocino Council of Governments
- Modoc County Transportation Commission
- Inyo-Mono Counties Local Transportation Commissions
- Madera County Transportation Commission
- Kern Council of Governments
- Fresno Council of Governments
- San Joaquin Council of Governments
- Nevada County Transportation Commission
- El Dorado County Transportation Commission
- Calaveras Council of Governments
- San Benito Council of Governments
- Santa Cruz County Regional Transportation Commission
- Transportation Agency for Monterey County
- Imperial County Transportation Commission
- San Diego Association of Governments

- Stanislaus Council of Governments
- Sacramento Area Council of Governments
- San Luis Obispo Council of Governments
- Tulare County Association of Governments
- Kings County Association of Governments
- Riverside County Transportation Commission
- San Bernardino Associated Governments
- Orange County Transportation Authority
- Santa Barbara County Association of Governments

PROPOSAL APPROACH AND SCOPE OF WORK

PMC proposes a clearly defined work plan which we believe addresses the dual needs of meeting all audit requirements and providing substantive value to the DNLTC. Our work program specifies the data elements to be sampled, documents to be reviewed, techniques that will be used, and administrative and operational management expertise that will be employed. The Caltrans *Performance Audit Guidebook* will serve as the basis for the audit tasks.

The tasks contained in the DNLTC audit include determining compliance with statutory and regulatory requirements, following up on prior audit recommendations, assessing compliance with respect to the review of transit claimants, and assessing functional areas such as TDA fund allocation, transit plans and programming, productivity oversight of transit service, and reporting responsibilities. An administrative draft report will be developed for review, followed by preparation of the final audit report and presentations.

We believe that our familiarity with the Del Norte County communities, the North Coast area, and our local understanding of rural transportation systems will be of tremendous value. This will allow us to conduct the audits extremely efficiently, focusing directly on those areas that will be most beneficial to the audit agencies.

PERFORMANCE AUDIT OF DEL NORTE LOCAL TRANSPORTATION COMMISSION

TASK 1: KICKOFF MEETING AND DATA COLLECTION

Objective: Conduct initial telephone kickoff meeting with the DNLTC to communicate work scope and schedule, understand project expectations, and answer questions. Develop list of specific documents to be provided by the DNLTC.

Approach: We will coordinate the kickoff meeting to:

- Introduce the PMC team.
- Review overall performance audit objectives.
- Clarify any aspects of our work plan, schedule, or approach.
- Clarify the roles and responsibilities of the DNLTC and the consultant team.
- Discuss the study schedule and progress reporting.
- Initiate the data collection effort.

During the kickoff meeting, we intend to discuss the audit steps and schedule, as well as gain an understanding of some of the issues through discussion with the DNLTC as the local transportation commission.

As part of our initial communication, we will create a list of data needs and documents that traditionally have been used to help create a background assessment of the agency’s performance and compliance over the past three years. Additional items may be identified as a result of the kickoff discussion. We will coordinate with the DNLTC on the request for specific information and documents necessary to complete the audit requirements. We will follow up with telephone calls to answer questions and clarify data needs. A sample of the types of information will include the following:

- | | |
|---|---|
| • Prior TDA performance audit | • Transit needs hearing documentation |
| • Annual budgets and financial and compliance audits | • Transportation Improvement Program documentation |
| • TDA and State Transit Assistance (STA) claims | • Overall work plan |
| • Organizational chart, goals, objectives, policies, and procedures | • Response to prior performance audit recommendations |

TASK 2: COMPLIANCE AND REGULATORY REQUIREMENTS

Objective: Evaluate the way in which the DNLTC complies with requirements under the TDA.

Approach: The Caltrans *Performance Audit Guidebook* identifies a series of compliance requirements which must be met by local transportation commission such as the DNLTC. These comprise 14 specific requirements found in the PUC and in the California Code of Regulations. Conformance with these requirements will be ascertained during this initial task.

With this in mind, we will review the DNLTC's previous performance audit, relevant accounting records, internal documents such as Board of Directors meeting minutes, and other relevant policy and technical advisory information.

In addition, we will interview the DNLTC executive director to gain an understanding of the three-year trends in TDA funds. As part of this evaluation, we will conduct reviews to ensure that adequate documentation and instructions to claimants are available and that accurate records exist regarding apportionments and allocations to the claimants.

We will develop a matrix table of the 14 compliance requirements and document the DNLTC's effort to meet each requirement.

TASK 3: EVALUATE TDA CLAIM APPROVAL PROCESS AND TRANSIT PERFORMANCE OVERSIGHT

Objective: Review the TDA claims process and transit monitoring program.

Approach: During this task, we will review the claims process and DNLTC's role in administering the funds. We will review any documentation or reports required to confirm issues and seek to develop procedures that could assist the process if, in fact, problems are perceived.

Sample completed claims packets and accompanying documentation to substantiate the claims for TDA and STA funds will be collected and reviewed. Compliance checklists and/or other documents that are typically attached to the claims forms will be evaluated and reviewed with staff.

We will also review the transit performance reporting and monitoring system employed by the DNLTC. We will confirm or verify that the data provided by the transit operator, Redwood Coast Transit, is "adequate" for basing decisions on claim allocations and for monitoring progress on previous allocations. Our evaluation will also review the usefulness of the performance indicator monitoring system as a means to monitor trends in transit operator performance.

TASK 4: PERFORM DETAILED REVIEW OF LTC FUNCTIONS

Objective: Determine operational and structural efficiencies and institutional relationships.

Approach: During this task, we will review the DNLTC's organizational effectiveness through an analysis of the following specific areas. We will conduct interviews with the DNLTC executive director and select individuals representing Commission members, Technical Advisory Committee, and Social Services Transportation Advisory Council.

DNLTC Administration and Management. This will include examining the general management of the agency, identifying achievements and challenges, policies and goals, governing board activities, roles and staff functions, and overall work programs. We will interview the DNLTC executive director to identify any administrative and management issues of concern. We will investigate potential issues and make findings and possibly recommendations as part of the audit. Topics to be covered include the following:

- General administration
- Internal planning and achievement
- Governing board activities
- Personnel

Planning and Regional Coordination. This will include evaluating the DNLTC's regional functions as an LTC. It will include the practices and methods in which DNLTC prepares transportation and related planning documents. We will also examine the process DNLTC follows in managing transit plans and other transit projects in its area of jurisdiction. Topics to be covered include:

- Regional Transportation Plan (RTP) development and adoption
- RTP topics and implementation
- Transportation and transit planning and programming
- Information collection, generation, and distribution for use in the planning process

Relationship with Related Agencies. We will interview the DNLTC executive director on its role in working with allied planning organizations such as neighboring local transportation commissions, association of governments, and Caltrans, as well as other local governmental agencies in DNLTC's jurisdiction and in adjacent areas where travel and development may have an impact on DNLTC-related responsibilities. We will contact these other agencies as necessary.

TDA Claims Processing and Transit Oversight. We will review the claims process and the DNLTC's role in administrating the funds. Sample completed claims packets and accompanying documentation to substantiate the claims for TDA and STA funds will be collected and reviewed. We will evaluate compliance checklists and/or other supporting documents that are typically attached to the claims forms. Topics to be covered include the following:

- Transit productivity monitoring and evaluation
- Technical and managerial assistance to transit operators
- Assistance with TDA compliance
- TDA claim processing

Marketing and Transportation Alternatives. We will review the marketing and communication efforts provided by the DNLTC of its regional transportation planning activities. We will review DNLTC's efforts to help keep the public informed about transportation issues and external events that influence travel and transportation choices.

Grant Management. This will include gaining an understanding of the level of grant administration and assistance provided by DNLTC for transportation revenue sources such as state and federal programs. We will review DNLTC's ability to secure discretionary funding sources that enhance and increase the availability and quality of transportation in the county. Topics to be covered include:

- Grant application coordination
- Grant application assistance
- Grant management and compliance

Finally, we will interview the DNLTC executive director to identify any administrative and management issues of concern. We will investigate potential issues and make findings and potential recommendations as part of the audit.

TASK 5: FOLLOW UP ON PRIOR PERFORMANCE AUDIT RECOMMENDATIONS

Objective: Review prior performance audit recommendations and actions taken by DNLTC to implement the recommendations.

Approach: The prior audit made two recommendations:

Prior Recommendation #1: Per PUC Section 99238.5, the DNLTC should hold one public hearing annually to ensure citizen participation in the transit process.

Prior Recommendation #2: In order to make an accurate determination as to whether or not taxpayer TDA funds are being used effectively to meet community transit needs, the DNLTC should develop performance criteria with which to evaluate the cost effectiveness of existing/potential community transit services per PUC Section 99275.5.

During this task, we will focus our activities in the following specific areas:

Obtain and Review Key Documents. We will review documents that contain prior recommendations and review the status of these recommendations. Possible key literature includes prior performance audits, recommendations submitted in management memorandums, and other performance evaluation documents.

Document Implementation of Recommendation. We will follow up on the course of action taken by the DNLTC to implement the recommendations.

If the DNLTC has implemented a recommendation, we will seek data to confirm implementation, discuss the effectiveness and benefits from the recommendation, and discuss difficulties and costs associated with the recommendation.

If the DNLTC is currently implementing a recommendation, we will address the current status of implementation as well as any difficulties and costs of implementation.

If a recommendation has not been implemented, we will make a determination as to whether the recommendation is (a) no longer applicable due to changes in circumstances, (b) infeasible, with a clear statement as to why, or (c) still valid and should still be implemented. For each determination, we will draw conclusions on the implementation status of these recommendations. If the prior recommendation still deserves merit, we will include the recommendation in the current audit report.

We will document evidence of implementation. Evidence may be contained in operator reports, memorandums, and documents or obtained by direct observation.

TASK 6: IDENTIFY IMPROVEMENTS AND DEVELOP RECOMMENDATIONS

Objective: Identify the specific improvements and issues in each of the previous tasks and develop recommendations that would assist in implementing the improvements.

Approach: Based on work done earlier during the study, recommendations could be developed for the following principal areas:

- The TDA administrative process, including the institutional arrangements, the organizational structure, allocation process, prioritization, detailed LTC review, and how the previous performance audit recommendations have been implemented.
- The monitoring of performance indicators and how the data can be used for claim review, analysis, and monitoring performance.
- The adequacy of the monitoring system including the validity of the data and whether the most appropriate data are being collected and utilized. Data consistency and comparability will be reviewed in developing recommendations for improvement.
- Effectiveness of administrative controls.

The task will highlight accomplishments as well as any areas where the DNLTC might not be in compliance with TDA regulations; any impacts of noncompliance will also be identified. We will provide recommendations in sufficient detail to address the issue or concern found. In addition, all recommendations will identify the priority and responsible party for implementing the recommendations.

TASK 7: PREPARE DRAFT AND FINAL AUDIT REPORTS

Objective: Prepare an administrative draft for review and then finalize the audit report.

Approach: The draft and final report will contain the detailed review, findings, and recommendations from the audit process. An executive summary will also be provided summarizing the audit findings and recommendations.

We will provide the DNLTC executive director an electronic PDF copy of the draft audit report for distribution, review, and comment by January 22, 2016. After we have received comments, we will prepare the final report and deliver eight hard copies and an electronic PDF copy of the final report by February 26, 2016.

PROJECT MANAGEMENT

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PROJECT MANAGEMENT

PROJECT MANAGEMENT

PROJECT PERSONNEL

The project team will include Derek Wong, AICP, and Rick Williams, AICP. PMC will not cause substitution of the project manager without prior approval by the DNLTC executive director. Further descriptions of the project team members are provided below. Résumés are included in the back of the proposal.

DEREK WONG, AICP, PROJECT MANAGER

Derek will serve as lead staff consultant, managing this important project and participating significantly in all tasks including interviews, performance analysis, functional review, and report preparation and presentation. He has 20 years of direct TDA audit experience and knowledge of TDA guidelines, enabling him to cultivate unique and applicable skills to the performance audit. Because TDA performance audits are conducted in cycles for all regional transportation planning agencies, Derek manages these audits on a regular basis for agencies throughout the state and has built a wealth of knowledge about efficient and effective practices for implementing transportation programs.

Derek recently participated on an expert panel to discuss the TDA at the spring 2015 CalACT conference in Yosemite. He developed the curriculum and was the lead trainer on Caltrans- and CalACT-funded training workshops that focused on TDA audit education, performance measurement and monitoring, and transit financial analysis. He was under retainer by Caltrans to instruct statewide workshops on how to conduct effective TDA performance audits. Caltrans TDA branch staff has continued to consult with Derek on TDA-related issues and questions.

He has been the lead staff on numerous triennial performance audits of RTPAs/LTCs and transit operators in rural and urban settings. Many audits have also included review of Consolidated Transportation Services Agencies (CTSA). Several of these transportation planning agencies have retained PMC for multiple audit cycles.

For most of these clients, Derek conducted TDA audits of both the planning agency and multiple transit agencies, ranging from small rural dial-a-ride operators to larger fixed-route providers. As many of these planning agencies administer the TDA program over a large and diverse service area, the audits of the various types and sizes of operators have provided him a wealth of experience with a range of transit issues. He provides analyses related to the efficiency and economy of transit systems and develops strategies and recommendations for improvements that further the goals of the system. His careful attention to details of the audit requirements has resulted in findings and recommendations that have been beneficial to both the transportation planning agency and the transit operator.

He has a BS in transportation planning from the University of California, Davis, and an MBA from California Polytechnic State University, San Luis Obispo. He is a member of the American Institute of Certified Planners (AICP).

Derek will be responsible for the quality of all work products submitted to the DNLTC. He will manage all aspects of the performance audit and provide the lead on each task, including conducting interviews, data analysis, functional review, and development of recommendations for improvement.

RICK WILLIAMS, AICP, ASSOCIATE

Rick has been an analyst on numerous recent performance audits including for the Humboldt County Association of Governments, Calaveras Council of Governments, Madera County Transportation Commission, Nevada County Transportation, El Dorado County Transportation Commission, Sacramento Area Council of Governments, Tulare County Association of Governments, Imperial Valley Association of Governments, San Bernardino Associated Governments, and Riverside County Transportation Commission.

Rick served as a transportation planner for the Kings County Association of Governments. His experience with Kings County included both transportation and land use planning. He was the lead planner assigned to update the Kings County Transit Development Plan. He administered the TDA and Federal Transit Administration Sections 5310 and 5311 transit allocation programs for agencies and jurisdictions within Kings County. Rick also prepared transportation planning grant applications and coordinated Social Service Transit Advisory Council hearings for the purpose of determining unmet transit needs in Kings County. He is a member of the American Institute of Certified Planners (AICP).

Rick and Derek have worked jointly on numerous triennial performance audits at PMC and have developed an efficient work program in the conduct of the audits. Rick engages in several aspects of the performance audit, including analyzing performance indicators and conducting detailed functional reviews.

REFERENCES

Each recent professional reference for triennial performance audits shown in this proposal was selected using a few key criteria, including the transportation planning area and rural setting.

HUMBOLDT COUNTY ASSOCIATION OF GOVERNMENTS (HCAOG)

PMC completed the most recent performance audit of HCAOG and the five transit operators in Humboldt County, including the regional transit authority. Work efforts included compliance with TDA provisions, implementation of prior audit recommendations, and review of service planning and marketing. Findings and recommendations were made for the RTPA and each operator in the areas of TDA compliance and operational improvements. Derek Wong was the project manager/lead analyst, and Rick Williams was project analyst.

Responsible Staff: Derek Wong, Rick Williams
 Completion: June 2014
 Contact: Marcella Clem, Executive Director
 Humboldt County Association of Governments
 611 I Street, Suite B
 Eureka, CA 95501
 (707) 444-8208
 marcella.clem@hcaog.net

MENDOCINO COUNCIL OF GOVERNMENTS (MCOG)

PMC completed the most recent performance audit of MCOG and the Mendocino Transit Authority, the primary transit provider in the rural service area and designated CTSA. The audit of the transit authority evaluated system performance and management of nonprofit transportation providers, including trends in the system farebox recovery ratio. Recommendations were made covering administrative procedures and performance measurement and reporting. A presentation to the governing board of each agency was also conducted.

Responsible Staff: Derek Wong, Rick Williams
 Completion: June 2013
 Contact: Janet Orth, Deputy Director for Administration
 Mendocino Council of Governments
 367 North State Street, Suite 206
 Ukiah, CA 95482
 (707) 463-1859
 orthj@dow-associates.com

SAN LUIS OBISPO COUNCIL OF GOVERNMENTS (SLOCOG)

PMC completed the most recent TDA triennial performance audit of SLOCOG covering through fiscal year 2014. The audits reviewed the agency's compliance with state requirements and improvements in the delivery of their respective services. The SLOCOG audit also included a review of the agency's mobility management program. Findings and recommendations were made to improve various activities that relate to the TDA. A second phase of the project will include audits of rural transit operators and the CTSA. Derek Wong was the project manager/lead analyst, and Rick Williams was project analyst.

Responsible Staff: Derek Wong, Rick Williams
 Completion Date: April 2015
 Contact: Eliane Wilson, Senior Transportation Planner
 SLOCOG
 1114 Marsh Street
 San Luis Obispo, CA 93401
 (805) 781-4219
 eguillot@slocog.org

INYO-MONO COUNTIES LOCAL TRANSPORTATION COMMISSIONS

PMC conducted the most recent TDA performance audit of the Inyo County Local Transportation Commission, as well as the Eastern Sierra Transit Authority (ESTA), the rural transit operator serving both Inyo and Mono counties. The performance audit of Inyo LTC verified its compliance with TDA provisions and functional areas in transportation planning, coordination, and public participation. A review of TDA compliance and transit management was conducted, as well as an assessment of performance against TDA indicators, including farebox recovery ratios and other standards.

Responsible Staff: Derek Wong, Rick Williams
 Completion Date: October 2014
 Contact: Courtney Smith, Transportation Planner
 Inyo County Local Transportation Commission
 P.O. Drawer Q
 Independence, CA 93526
 (760) 878-0207
 csmith@inyocounty.us

PROJECT BUDGET



PROJECT BUDGET

PROJECT BUDGET

We propose a not to exceed budget of \$10,230 to conduct the DNLTC performance audit. The schedule below shows the total project budget and breakdown by consultant.

Task	PMC Team Staff Hours/Fully Burdened Rate						Total Hours	Total Budget
	Derek Wong Project Manager, PMC		Rick Williams Associate, PMC		PMC Admin			
	Hours	\$140	Hours	\$100	Hours	\$70		
Task 1: Kickoff Meeting and Data Collection	2	\$280	3	\$300	0	\$0	5	\$580
Task 2: Compliance and Regulatory Requirements	3	\$420	4	\$400	0	\$0	7	\$820
Task 3: TDA Claim Approval Process and Oversight	2	\$280	2	\$200	0	\$0	4	\$480
Task 4: Detailed Review of LTC Functions	12	\$1,680	10	\$1,000	0	\$0	22	\$2,680
Task 5: Prior Audit Recommendations	2	\$280	1	\$100	0	\$0	3	\$380
Task 6: Identify Improvements and Develop Recommendations	2	\$280	1	\$100	0	\$0	3	\$380
Task 7: Prepare Draft and Final Audit Reports	20	\$2,800	16	\$1,600	1	\$70	37	\$4,470
Subtotal Labor	43	\$6,020	37	\$3,700	1	\$70	81	\$9,790
Direct Expenses								
Travel								\$300
Bound Copies								\$50
Express Delivery								<u>\$50</u>
Subtotal Direct Expenses								\$400
Direct Expense Mark-Up (10%)								\$40
Total Audit Hours/Budget							81	\$10,230

APPENDIX - RÉSUMÉS



DEREK WONG, AICP

Project Manager

Mr. Wong has 20 years of project management and consulting experience specializing in Transportation Development Act (TDA) performance audits, infrastructure financing of public facilities, and transit financial management. He has conducted TDA triennial performance audits for both urban and rural clients throughout the state. He has managed complex engagements that require the identification and analysis of revenues and costs for local and regional projects and programs, including for the transportation and development communities. Mr. Wong has developed various revenue strategies and funding mechanisms that involve consensus building with local community stakeholders and governing boards to bridge funding shortfalls for capital facilities and ongoing operations.

PROJECT EXPERIENCE

TDA Triennial Performance Audit. Conducted performance audits of various regional transportation planning agencies and transit operators in California for 20 years. Managed or currently managing performance audits of RTPAs and public transit operators as required by the state TDA. Reviewed the efficiency and effectiveness of operations, maintenance, and management. Developed findings and recommendations to improve future service provision. Select clients include:

- Humboldt County Association of Governments
- Mendocino Council of Governments
- Modoc County Transportation Commission
- Inyo-Mono Counties Local Transportation Commissions
- Nevada County Transportation Commission
- El Dorado County Transportation Commission
- Madera County Transportation Commission
- Calaveras Council of Governments
- Tulare County Association of Governments
- Kings County Association of Governments
- San Benito Council of Governments
- Santa Cruz County Regional Transportation Commission
- Transportation Agency for Monterey County
- Imperial County Transportation Commission

EDUCATION

MBA, California Polytechnic State University, San Luis Obispo

BS, Environmental Policy Analysis and Planning, emphasis Transportation Policy, University of California, Davis

PROFESSIONAL AFFILIATIONS

American Institute of Certified Planners

American Planning Association

DEREK WONG, AICP
Project Manager

- Kern Council of Governments
- Fresno Council of Governments
- San Joaquin Council of Governments
- Stanislaus Council of Governments
- Sacramento Area Council of Governments
- San Luis Obispo Council of Governments
- San Diego Association of Governments
- Riverside County Transportation Commission
- San Bernardino Associated Governments
- Orange County Transportation Authority
- Santa Barbara County Association of Governments

California Department of Transportation (Caltrans), TDA Instructor. Retained by Caltrans over a three-year period to develop curriculum and provide instruction to transportation professionals on TDA performance audits. Conducted a series of workshops throughout California, including in Fresno, Sacramento, and Redding.

Stanislaus County, Comprehensive Operations Analysis. Recently managed a COA study that undertook a full analysis of transit services and provided systemwide recommendations and an implementation plan. Conducted ride checks, on-board survey, and interviews to prepare performance analysis and service improvement plan. Technology integration was an aspect of the COA.

Solano Transportation Authority, Transit Sustainability Study. Conducted a study that focused on existing financial conditions and performance trends of six Solano County transit operators. Assessed operations and capital expenditures and determined the relative financial sustainability to continue current services.

Antelope Valley Transit Authority, Transit Cost Allocation Study. Managed the development of indirect labor cost rates for general and administrative cost allocations for AVTA, located in Lancaster. The allocations were factored into the calculation of total costs that could be applied to government grants, fees, federal reimbursements, and other billings. Also developed a modal cost allocation plan.

San Bernardino Associated Governments, Transit Cost Allocation Study. Managed the development of indirect labor cost rates for general and administrative cost allocations for Omnitrans transit. The allocations are factored into the calculation of billable hourly rates that could be applied to government grants, fees, federal reimbursements, and other billings. Also developed a modal cost allocation plan that spreads indirect and direct cost among transit service modes using performance statistics as the basis for the allocation.

Humboldt County Association of Governments, Transit Development Plan.

Managed the short-range transit plans for eight transit systems in Humboldt County. Conducted existing conditions assessment, on-board surveys, and interviews with each transit operator's staff. A financial operations and capital plan was developed providing projections for near-term operations and asset replacement.

San Bernardino Associated Governments, Transit Staff Cost Analysis. Managed comparative cost study of contracting for transit administrative services versus retaining in-house management staff. Conducted compensation survey of similar agencies throughout the state and analyzed the cost implications between staffing alternatives.

Solano Transportation Authority, Transit Consolidation Analysis. Prepared analyses of current financial and operating conditions of six county transit operators. Developed financial forecast and conducted financial feasibility analysis of various consolidation alternatives.

Stanislaus County, Dial-A-Ride Needs Assessment and Financial Analysis. As part of a consulting team, reviewed assessment of transit needs not being met by existing public transit services, and developed funding mechanisms to meet the needs of the elderly and disabled throughout Stanislaus County. Developed a detailed funding matrix that identified close to 25 different potential revenue sources. Each revenue source was evaluated for its feasibility.

Solano Transportation Authority, Transit Financial Analysis. Conducted financial feasibility analysis of the City of Benicia and City of Vallejo transit systems. In light of declining revenues and fuel cost increases, prepared reports validating budget assumptions and developed allocation of operating costs between routes.

Humboldt County Association of Governments, Dial-A-Ride Transit Consolidation Study. Conducted a financial assessment of current demand response services in the greater Eureka area and determined whether consolidation opportunities existed. Six consolidation options were developed ranging from greater coordination by the cities to full consolidation under one provider.

PRIOR EXPERIENCE

Arthur Bauer & Associates, Sacramento, Senior Associate. Transportation management, policy, and public financing consulting firm - provided services including infrastructure planning and funding, strategic planning, project management, information technology, financial analysis, performance auditing, and economic analyses. Conducted performance audits of regional planning agencies and public transit providers.

RICK J. WILLIAMS, AICP

Associate

Mr. Williams is an associate planner specializing in transportation-related projects involving the preparation of Transportation Development Act (TDA) triennial performance audits and California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents; conducting site reviews; coordinating with research specialists, project designers, and public agencies; participating in project development team meetings and public hearings; and providing construction compliance monitoring. He draws on his 15 years of public and private planning experience to assist in the technical analysis of project impacts, alternatives, and mitigation measures and draws on his experience in land use planning and transportation, as well as experience as a technical writer and project coordinator.

RELEVANT PROJECT EXPERIENCE

TDA Triennial Performance Audits. Conducted performance audits of various regional transportation planning agencies and transit operators in California for nearly eight years as required by the state TDA. Reviewed the efficiency and effectiveness of operations, maintenance, and management. Developed findings and recommendations to improve future service provision. Select clients include:

- Humboldt County Association of Governments
- Calaveras Council of Governments
- San Luis Obispo Council of Governments
- Santa Barbara County Association of Governments
- Madera County Transportation Commission
- Tulare County Association of Governments
- San Joaquin Council of Governments
- Stanislaus Council of Governments
- Fresno Council of Governments
- Sacramento Area Council of Governments
- San Benito Council of Governments
- Kern Council of Governments
- El Dorado County Transportation Commission

EDUCATION

BA, Management and Organizational Development, Fresno Pacific University, Fresno, CA

AA, Travel-Tourism/Geography, West Los Angeles College, Culver City, CA

PROFESSIONAL AFFILIATIONS

American Planning Association

American Institute of Certified Planners

RICK J. WILLIAMS,
AICP
Associate

- Nevada County Transportation Commission
- Humboldt County Association of Governments
- Mendocino Council of Governments
- Orange County Transportation Authority
- San Bernardino Associated Governments
- Riverside County Transportation Commission
- Imperial County Transportation Commission

Stanislaus County, Comprehensive Operations Analysis. Recently participated in a COA study that undertook a full analysis of transit services and provided systemwide recommendations and an implementation plan. Conducted analysis of ride checks, on-board surveys, and interviews to prepare performance analysis and service improvement plan. Technology integration was an aspect of the COA.

Humboldt County Association of Governments, Dial-A-Ride/Dial-A-Lift Consolidation Study. Involved in developing and coordinating the study's public outreach plan to social service agencies, Native American tribal governments, and paratransit providers. Outreach deliverables included fact sheets, press releases, stakeholder interviews, and a public outreach summary report. The Humboldt County Association of Governments retained PMC to develop several alternative models that would streamline the administration and delivery of dial-a-ride/dial-a-lift transit services in the greater Humboldt Bay Area.

Regional Transportation Commission of Washoe County, Nevada, BRT Marketing Strategy. As project manager, developed an effective marketing strategy that included conducting a communications audit and key findings report and developing/creating taglines, web banners, and 60-second radio advertising spots. Target groups included seniors, persons with disabilities, low-income groups, and businesses. The Commission retained PMC to develop a comprehensive marketing strategy for the implementation of its bus rapid transit service in Reno, known as RTC RAPID.

Metropolitan Transportation Commission, Transportation 2035, Public Involvement Program. Part of public involvement efforts for MTC's Transportation 2035 Regional Transportation Plan Update to engage environmental justice communities and others with a history of nonparticipation in transportation planning. Assisted in facilitation efforts at the Change in Motion regional summit, public workshops, and focus groups. Planned and coordinated intercept interviews at various public locations throughout MTC's nine-county area. Prepared written summaries and findings of the first and second phases of the public outreach program.

City of Yuba City, Plumas Street Improvements Project. As an environmental planner, assisted with the coordination of the technical analysis, CEQA documentation, coordination with Caltrans, and environmental permitting. The City proposed rehabilitation of a section of Plumas Street through downtown involving the installation of new roadway and sidewalk pavement, landscaped medians, and landscaping on both sides of the roadway.

RICK J. WILLIAMS,
AICP
Associate

PREVIOUS EXPERIENCE

Parsons Brinckerhoff Quade & Douglas/PB PlaceMaking. Provided professional transportation planning services to clients in the infrastructure planning, management, policy analysis, and public finance sectors for both highway and transit-related projects. Served under the direction of project managers and/or public involvement task leaders in assessing issues related to highway, bus, and rail planning; congestion management; local land use, transit-oriented development, and environmental planning; and project funding. Served as deputy project manager for the Fresno Yosemite Village public housing rehabilitation (HOPE VI) project. Involved in the public outreach and project study report tasks for the I-5 Reconnection project in Sacramento. Founding member of the PB PlaceMaking urban design service center.

Kings County Association of Governments. Administered area-wide Clearinghouse Review of local federal grant applications. Lead planner in charge of the 2003 Kings County Transit Development Plan update. Managed Kings County's Abandoned Vehicle Abatement Program, coordinated the County's air quality attainment plans for particulate matter and ozone, and administered TDA and FTA Section 5310/5311 transit claims. Prepared transportation planning grant applications and coordinated Social Service Transit Advisory Council hearings.

Kings County Planning Agency. Reviewed and processed zoning permit applications related to site plan reviews, mobile homes, and conditional uses. Interpreted local zoning ordinance and County General Plan in response to public inquiry. Prepared CEQA environmental documents and filed Notices of Exemption and Determination. Conducted land use surveys and site plan verifications. Administered home and CDBG grant programs, reviewed site development plans, and proposed public projects to determine compliance with the Kings County Zoning Ordinance and General Plan and provided staff support and Spanish-language translation services for the Code Compliance division.



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Item 6 Staff Report

DATE: JULY 2, 2015
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
**SUBJECT: CONSIDER YUOK TRIBE REQUEST FOR \$110,000, WHICH IS
10% MATCH FUNDS FOR \$1.1 MILLION KLAMATH
BOULEVARD PROJECT**

PROPOSED ACTION: Receive presentation and make recommendation to Del Norte Local Transportation Commission:

BACKGROUND: The Del Norte Local Transportation Commission has a preference to use Regional Surface Transportation Program (RSTP) funding for project match funds and they prefer all projects have a TAC review and recommendation prior to the DNLTC meeting. While not ranked by DNLTC, Klamath Boulevard is listed as a top priority project by the Yurok Tribe in the 2011 Regional Transportation Plan.

INFORMATION: The Yurok Tribe request, the Regional Transportation Plan pages referencing the project and the RSTP fund spreadsheet are attached.



Tamera Leighton <tameraleighton@gmail.com>

Klamath Blvd Funding Request - DN LTC

Isaac Kinney <ikinney@yuroktribe.nsn.us>

Thu, Jun 25, 2015 at 6:28 PM

To: "tamera@dnltc.org" <tamera@dnltc.org>

Cc: Joseph James <jjames@yuroktribe.nsn.us>, Jeff Hodge <jhodge@yuroktribe.nsn.us>

Hi Tamera,

Just following up with the DN LTC Funding Request for 10% of the project cost.

Project Description/Need:

This project is to address the need for improved roadway, bicycle, and pedestrian facilities. This work includes, construction of sidewalks, a center median, cross walks, installation of lighting and new landscaping.

Total cost: \$1,100,000

DN LTC Request: \$110,000

I will be present at next week's meeting to present this item. Thanks and let me know if you need anything else.

Isaac S. Kinney

Yurok Tribe

Scenic Byways Coordinator

Phone: Klamath-(707)482-1350x331

Cell:(707)954-7514

E-mail: ikinney@yuroktribe.nsn.us

Yurok Tribe

As part of the public input process, a transportation vision workshop was held at the Yurok Tribal Office Community Center. At this meeting, tribal representatives provided a good overview of tribal transportation issues and needs. The *Yurok Long Range Transportation Plan* (2006) was also consulted to identify tribal transportation needs.

- ◆ **Gateway Treatment/Traffic Calming** - Similar to the Smith River Rancheria, US 101 serves as the main street for the Yurok community in Klamath. Although the Yurok Tribe does not presently operate a casino, there are future plans for a hotel, casino, bar, and restaurant. In order to attract visitors and improve safety, the Tribe feels there is a need for gateway treatment projects along the US 101 corridor in Klamath. To many motorists, the community of Klamath has become perceived as a speed trap as the speed limit drops from 65 mile per hour to 55 miles per hour with little indication that the motorist is travelling through a community. Although there is signage along US 101 cautioning drivers about the presence of elk, there are no pedestrian warning signs. Decreasing vehicle speeds and creating a sense of arrival” would increase safety for pedestrians crossing US 101 as well as contribute to the economy. The Tribe envisions landscaped medians and pedestrian/bicycle paths along US 101. Gateway monuments displaying native architecture and turnouts with interpretive signage would notify travelers that they are entering a tribal community. Improved lighting is also important to the safety of pedestrians and motorists along the corridor. The intersection of Ehlers Way and US 101 has been cited as a potential location for traffic calming facilities. These issues will be addressed in the upcoming Yurok Scenic Byway plan.
- ◆ **SR 169** – Safety for pedestrians is also an issue on SR 169 that serves the community of Klamath Glen.
- ◆ **Local Road Issues** – PJ Murphy Road is subject to flooding and would benefit from a grade raise. Safety is an issue for the portion of roadway located on a steep embankment with no guardrails. Mouth of Klamath Road (BIA responsibility) does not meet AASHTO width standards. The County-operated Klamath Beach Road needs repaving.
- ◆ **Transit** – The Yurok Tribe feels there is a need for more bus shelters along the Redwood Coast transit routes. The Pem Mey Fuel Mart is a potential location.
- ◆ **River Transportation** – The Klamath River connects the Del Norte and Humboldt Yurok communities. Travel time by jet boat between the two ends of the reservation is less than the travel time on roadways. One of the goals listed in the Yurok Tribal Transportation Plan is to establish a Public River Ferry System. The ferry would provide faster and more enjoyable transportation for tribal employees, residents as well as visitors. River transit could also be useful in certain emergency scenarios.
- ◆ **Emergency Access** – The establishment of evacuation routes and safe places is particularly important to the tribe, as the community of Klamath is located in and near the Tsunami Hazard Zone. Klamath does not have many services, and the nearest major services are located 22 miles to the north in Crescent City or 56 miles to the south in Arcata in Humboldt County. Klamath also has limited roadway facilities. If US 101 or the Klamath River Bridge were to become impassible, tribal members would need alternate routes to evacuate the community. Pedestrian trails and logging roads could become important evacuation routes. Additionally, ensuring coordination and communication with public transit is crucial to the safety of the Yurok Tribe during an emergency.

- ♦ **Teletransportation** – As there is poor cell phone reception in Klamath, tribal members feel that internet reliability is an important need.

In summary, the Yurok Tribe's regional transportation needs are centered on providing a "community feel" to the town of Klamath and increasing pedestrian and bicycle safety.

Transit Needs

According to the US Census American Community Survey 2005-2009, approximately 8.3 percent of households in Del Norte County had no vehicle available to them and therefore are dependent on Redwood Coast Transit, family/friends or taxi service for transportation. Maintaining reliable and efficient public transit is an important regional transportation need for Del Norte County.

Public input efforts for this RTP as well as the most recent Transit Development Plan update indicate a need for transportation to larger urban cities such as Medford, Redding, Eugene, Portland, or San Francisco. It is possible for Del Norte residents to reach Medford, Ashland, and Klamath Falls via the Southwest POINT service but it is not possible to make a roundtrip in one day. It is also possible to travel south to the San Francisco Bay area, via Redwood Coast Transit service and connecting services in Eureka.

As far as transit capital improvement needs, public input indicated a need for more passenger amenities. Passenger facilities are important for transit systems for a number of reasons. A well maintained bus stop can enhance the public transit system's image. Shelters are particularly important for regions with inclement weather, while elderly passengers benefit from benches. Bus stop signage not only provides a convenience for passengers but can also attract "discretionary riders" who may not be dependent on the transit system for transportation.

A Transit Passenger Facility Development Plan was completed in 2007. The study indicated that there are 11 bus stops on the regional routes 10 and 20 which require signage and three bus stops which warrant a bench. As the Lucky 7 Casino in Smith River is a transfer point with Southwest POINT and Curry Public Transit, a shelter could be warranted, provided the Smith River Tribe approves. For the Crescent City fixed routes, the plan indicates that 10 bus stops are unsigned, 3 benches are warranted, 14 shelters should be constructed, and another 3 shelters replaced.

There is a potential long term need for an improved transit facility for RCT intercity services. RCT is becoming a Greyhound Bus feeder service. This entails providing passengers with the option to purchase tickets for Greyhound service at the time they purchase a ticket for RCT service. As demand for intercity transit and Greyhound feeder service increases, RCT may require modifications to the existing transit facility or an additional transit center in the Crescent City commercial core along US 101. Depending on demand for services and funding available the new transit center could consist of an existing storefront with a driveway for the transit vehicles and parking for passengers or a new facility with a ticket window, baggage service, food service, office space and sheltered bus bays to accommodate RCT and Southwest POINT intercity buses.

Another concern which was brought up during the public input process is the fact that the RCT and Coastline Enterprises vehicles are stored within the tsunami inundation zone. If there were a Cascadia seismic event, there may be little time to relocate these vehicles before the arrival of a tsunami. If the transit fleet were damaged there would be fewer resources available to provide emergency transportation. One solution would be to relocate the transit facility to higher ground. Where to locate a new facility is complicated by the fact that the tsunami hazard zone is not exact and is likely to change over time.

**Table 32: Del Norte Region Tribal Transportation Improvement Projects
20 Year Vision**

BIA Route #	Project Name/Location	Project Description	Total Cost (1,000s)			Funding Source
			Const Year	2010 Dollars	Adjusted for Inflation ⁽¹⁾	
Elk Valley Rancheria						
--	New Road to Resort on Martin Ranch	New road construction	TBD	NA	NA	Tribe
0088	Humboldt Road Safety Improvement Project	Roundabout @ Humboldt/Sandmine, widen Humboldt and Sandmine, bike lanes, crosswalks, sidewalks, drainage improvements	TBD	\$1,400	\$1,700	TE, IRR, HPP
--	South Beach Trails Crossing - US 101	Pedestrian crossing of US 101 near intersection with Humboldt Rd and Enderts Beach Rd	TBD	NA	NA	Unconstrained
--	Left turn lane from US 101 to Sandmine	Improve left turn channelization for southbound traffic from US 101 to Sandmine Rd	TBD	NA	NA	Unconstrained
--	US 101 Deceleration Lane	Add deceleration lane to US 101 for northbound traffic making a right turn onto Humboldt Road	TBD	NA	NA	Unconstrained
--	US 101 Acceleration Lane	Add southbound acceleration lanes from Humboldt Rd and/or Sandmine Rd to US 101	TBD	NA	NA	Unconstrained
--	Pedestrian facilities for Mathews St, Norris Av, Howland Hill Rd, Wyentae Rd	Curbs, gutters, sidewalks, lights	2015	NA	NA	Unconstrained
--	Support Airport Expansion	Support Dale Rupert Realignment	TBD	NA	NA	Unconstrained
Smith River Rancheria						
3041	South Indian Rd - US 101 to end	Roadway rehabilitation - overlay	2017	\$253	\$339	County
3041	North Indian Rd - US 101 to end	Roadway rehabilitation - overlay	2017	\$127	\$169	County
--	Relocate Lucky 7 Casino Access Road	Roadway realignment	2012	NA	NA	NA
3041	North Indian Rd	Construct sidewalks	2012	NA	NA	NA
3074	Oceanview Dr.	Roadway rehabilitation - overlay	TBD	NA	NA	NA
--	Oceanview Dr.	Widen shoulder or construct separate pedestrian path along downhill side of roadway.	TBD	NA	NA	Unconstrained
3041	South Indian Rd	Planting strip and unpaved pedestrian path along west side of road	TBD	NA	NA	Unconstrained
D309	1st Street	Construct sidewalks from North Beckstead to Sarina Rd	TBD	NA	NA	Unconstrained
101	US 101 North Gateway - North Indian Rd to Mouth of Smith River Rd and US 101 South Gateway - South of Westbrook Lane to South of Rowdy Creek Bridge	Various gateway treatment and traffic calming measures - intersection improvements, advance warning signs, medians, colorization, lighting, bulbouts	TBD	\$2,750	NA	Unconstrained
101	US 101 from Lake Earl Drive to Oregon border	Various traffic calming improvements - turn pockets, raised delineators, warning signs, wrap fog lines around curb returns, skip lines	TBD	\$2,750	NA	Unconstrained
Yurok Tribe⁽²⁾						
D7A0	Requa Road - between Salt Creek Box Culvert Crossing and Hunter Creek Bridge	Raising of road prism and replacement of both creek crossing structures.	TBD	\$693	\$841	County/IRR
--	Various County Maintained Roads	Repaving	Various	\$10,689	\$12,981	County/IRR
169	SR 169	Pedestrian/bike paths, signage, shoulder widening	TBD	\$5,108	\$6,203	Unconstrained
D530	Klamath Blvd	Resurface and restripe 1.12 miles with AC pavement	TBD	\$831	\$1,009	County/IRR
101	US 101	Additional pedestrian/bike paths, signage, shoulder widening beyond Klamath TE project	TBD	NA	NA	Unconstrained

Source: Tribal Transportation Plans, Tribes.

Note 1: An annual growth rate of 1.96 percent was applied to construction costs to account for inflation. The rate is based on the annual percentage change of the Consumer Price Index from 2007 - 2010. Long-term projects with unknown construction dates were adjusted to reflect 10 years of inflation.

Note 2: Yurok projects located in Del Norte County only which are the responsibility of the state or county.

Oceanview residents. Seven crossing alternatives have been reviewed. The alternatives range from at-grade crossings to an underpass or overpass. At this point in the study, public support is greatest for the underpass alternatives.

Other tribal transportation projects for the Elk Valley Rancheria in order of priority include left turn channelization, acceleration and deceleration lanes on US 101 at the intersection with Humboldt and/or Sandmine Road and pedestrian facilities along Mathews Street, Norris Avenue, Wyentae and Howland Hill Road. The tribe also supports the realignment of Dale Rupert Road as part of the airport expansion project.

Smith River Rancheria

In addition to the two SHOPP projects listed in Table 20 (Dr. Fine Bridge replacement and construction of rumble strip from Rowdy Creek Bridge to Panoramic Trailer Park), there are several short-term projects planned on Smith River Rancheria BIA roads, as shown in Table 32. In order to accommodate the construction of a new hotel and conference center, the access road to the Lucky 7 Casino and gas station will be relocated to the rear of the lot. Sidewalks will be constructed along North Indian Road and pavement rehabilitation projects are planned for North Indian Road, South Indian Road, and Oceanview Drive. A variety of improvements with various alternatives are being studied to address the transportation issues discussed in Chapter 3. As specific projects have not yet been programmed and funding sources have not been identified, these projects are considered financially unconstrained. The *Value Analysis Study* designates two sections of the Smith River safety corridor as “gateways” to Smith River. The northern gateway runs from the intersection with North Indian Road (post mile 43.75) to Mouth of Smith River Road (post mile 43.15). The southern gateway extends from south of Westbrook Lane (post mile 40.20) to south of Rowdy Creek Bridge (post mile 39.5). Gateway projects are envisioned to include at a minimum signage, medians, and unique shoulder treatments. Other alternatives considered include all-way stop intersections, roundabouts, left turn lanes, roadway realignment, advance warning signs, lighting, bulb-outs, shoulder widening, and flashing beacons.

In addition to improvements to the gateway sections, traffic calming measures are proposed throughout the US 101 Smith River safety corridor. This corridor extends from Lake Earl Drive north to the Oregon border.

Yurok Tribe

The Yurok Tribal Transportation Plan includes a comprehensive list of transportation improvement projects for state, county, BIA and tribe-maintained roadways located in both Humboldt and Del Norte Counties. Table 32 presents roadway improvement projects on Yurok BIA routes which fall under the responsibility of the state or County of Del Norte, listed in order of priority. In addition to the projects listed in Table 32, the Tribe is planning to reconstruct a number of BIA maintained roadways throughout the reservation. In accordance with long-term goals, the Yurok Tribe places high priority on developing a Public River Ferry System. The ferry service would consist of two routes: one boat would service the mouth of the Klamath River providing ferry transportation between the north (Requa Launch Facility) and south (Klamath Beach Road) sides. The second boat would provide service from mouth of the Klamath River up to the Wautec/Johnson’s Village vicinity with several stops along the way, such as the Klamath Glen (Roy Rook Launch Facility) and Blue Creek areas. The project would include the purchase of two ferry boats, construction/improvement of launch facilities, improvement of launch access roadways and a secured parking area in Wautec.

Item 7 Staff Report

DATE: JULY 2, 2015
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: SCHOOL ZONE IMPROVEMENT PROJECT

PROPOSED ACTION: Recommend Del Norte Local Transportation Commission:

- a) Award \$45,000 in RSTP funds to County of Del Norte for pedestrian facility maintenance within 1/2 mile of the Bess Maxwell and Joe Hamilton Elementary Schools within the County limits.
- b) Award \$30,000 in TDA Ped/Bike funds and \$15,000 in RSTP funds to the City of Crescent City for pedestrian facility maintenance within 1/2 mile of the Bess Maxwell and Joe Hamilton Elementary Schools within the City limits.

BACKGROUND: Del Norte Local Transportation Commission is implementing a multi-year program to encourage safe walking and bike at Joe Hamilton and Bess Maxwell Elementary Schools. A component of this effort is a School Zone Audit which identified necessary infrastructure maintenance and improvements. The Safe Routes to Schools program is taking place at these two school sites and is continuing through December 2016.

INFORMATION: The City and County requests and proposed resolutions are attached. The Ped/Bike spreadsheet also attached and the RSTP spreadsheet is in the preceding agenda item.

**Del Norte Local Transportation Commission
Bike / Ped Reserve (Fund # 637)**

<i>Project</i>	<i>Project Allocation</i>	<i>Start Date/ Due Date</i>	<i>Invoice Date</i>	<i>Payments</i>	<i>Project Balance</i>
City of Crescent City Pedestrian Improvements at Beachfront and Pebble Beach Drive	\$40,000	6/30/11 to 7/14/12	6/30/12	\$40,000	\$0
City of Crescent City Pedestrian Access Improvements	\$24,500	10/1/2011 to 6/30/12	6/30/12	\$24,500	\$0
City of Crescent City Pedestrian Access 10th & G	\$5,000	9/13/12	6/30//13	\$2,370.45	\$0
County of Del Norte Pedestrian Access on Pebble Beach Drive	\$15,000	Feb. 2014 to Dec. 2015	6/30/14	\$15,000.00	\$0

Proposed:

City of Crescent City Bess Maxwell and Joe Hamilton School Zone Improvement	\$30,000	Proposed July 9, 2015 to June 30 2018	proposed only	\$0.00	\$30,000.00
					\$30,000

Completed projects are shaded grey

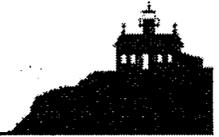
Reserve balance at June 30, 2014 (audited)	26,694.00
Amount added for the 2014-15 fiscal year (estimated)	12,096.00
Commitments	30,000.00
Total available for allocation	8,790.00

Updated 7/1/2015



City of Crescent City
Where the Redwoods Meet the Sea

377 J Street, Crescent City, CA 95531 • 707.464.7483 • Fax 707.465.4405 • www.crescentcity.org



June 23, 2015

Ms. Tamera Leighton, Executive Director
Del Norte Local Transportation Commission
1301 Northcrest Drive, Suite B PMB 16
Crescent City, CA 95531

Re: Request for funding for Pedestrian Facility Maintenance

Dear Mrs. Leighton:

The City of Crescent City is respectfully requesting the Del Norte Local Transportation Commission allocate \$15,000 per year for a total of \$45,000 of funding over a three year period to facilitate the City restriping the roadways within a ½ mile radius of Joe Hamilton and Bess Maxwell Schools. This work is an integral part of promoting walking and biking to schools as well as active pedestrian transportation in general. This concept is reflected in policy goal #1 and #3 of the Del Norte County Safe Routes to School Research and Policy Report stating the following:

Policy Goal 1: Make it Safe, convenient, and fun for children to walk and bicycle to and from school

Policy Goal 3: Create safe and accessible routes for walking and biking to and from school

Within the proposed ½ mile radius of Joe Hamilton and Bess Maxwell Schools the City shares jurisdiction with Del Norte County. As such, both agencies will be making a similar request for funding. If both funding requests are granted, this will allow dedicated funding for pedestrian striping of a continuous route between the two urban elementary schools and associated residential neighborhoods.

The City Council authorized this request at the June 15, 2015 regular meeting. A copy of the City Council Agenda Report is attached.

Sincerely,

Eric Wier
Public Works Director
City of Crescent City

CITY COUNCIL AGENDA REPORT



TO: MAYOR GASTINEAU AND MEMBERS OF THE CITY COUNCIL

FROM: EUGENE M PALAZZO, CITY MANAGER EMP

BY: ERIC WIER, DIRECTOR OF PUBLIC WORKS EW

DATE: June 15, 2015

SUBJECT: REQUEST THE DEL NORTE LOCAL TRANSPORTATION COMMISSION (DNLTC) TO ALLOCATE \$45,000 OVER A THREE YEAR PERIOD FOR STRIPING OF LOCAL STREETS ADJACENT TO JOE HAMILTON AND BESS MAXWELL SCHOOLS.

RECOMMENDATION

Request the Del Norte Local Transportation Commission (DNLTC) to allocate \$45,000 over a three year period for striping of local Streets adjacent to Joe Hamilton and Bess Maxwell Schools.

BACKGROUND / ANALYSIS

An integral part of promoting walking and biking to schools and active pedestrian transportation in general is having safe and accessible routes. This concept is reflected in policy goal #1 and #3 of the Del Norte County Safe Routes to School Research and Policy Report Promoting stating the following:

Policy Goal 1: Make it Safe, convenient, and fun for children to walk and bicycle to and from school

Policy Goal 3: Create safe and accessible routes for walking and biking to and from school

As such City and County Public Works and Road Division staff have met to evaluate two urban elementary schools to accomplish these goals. These schools are Joe Hamilton and Bess Maxwell Elementary Schools. The estimated reasonable walking distance to and from school is .5 miles. To promote safe pedestrian travel and routes within this distance, striping and signage is a high priority. In evaluating these costs City and County Staff feel adequate maintenance (striping and sign replacement) could be performed within a budget of \$15,000 per year for the City and an additional \$15,000 per year for the County. It is estimated this funding could re-stripe all areas within the .5 mile school zone radius every three years, thus restriping all of the

June 15, 2015
Agenda Report
Request to DNLTC for School Striping Funding

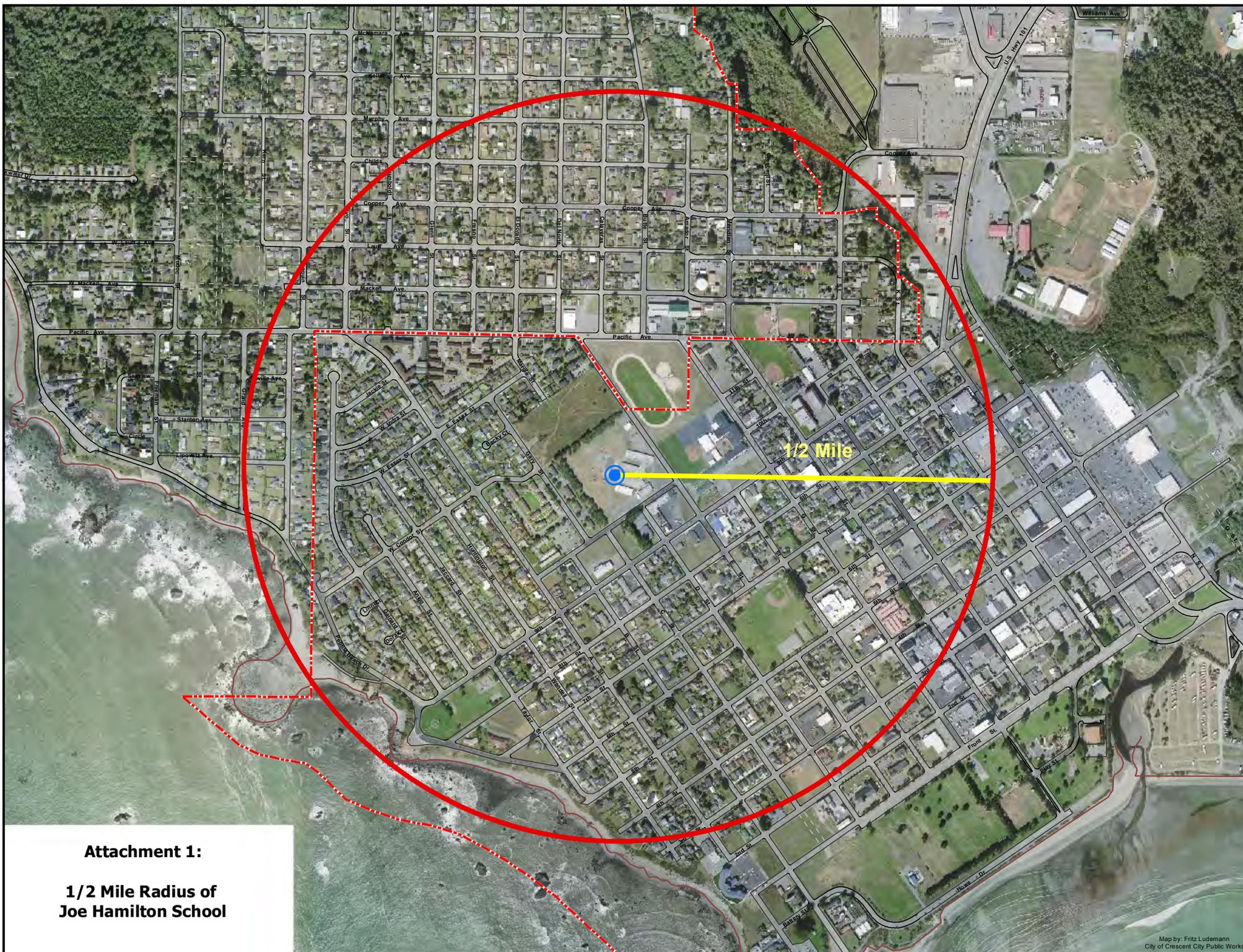
pavement markings by the end of year three. The funds allocated to the City would be spent on Striping within the City limits and funds allocated to County would be spent on the portions outside the City limits. By completing this work it would maintain the visibility of the paths of travel, and help to create a safe pedestrian travel experience.

FINANCIAL IMPACT

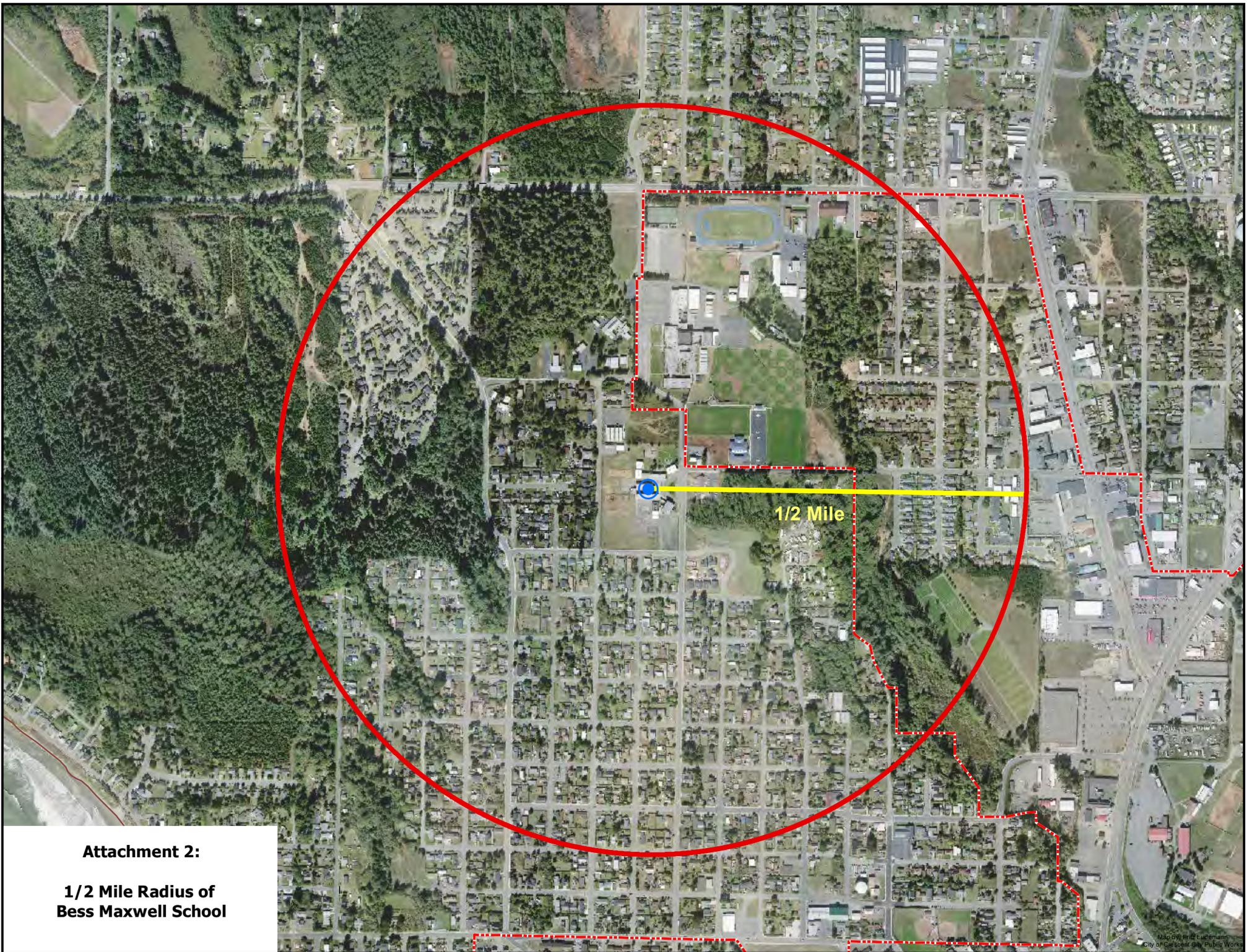
It is estimated City Staff would contract out the work to be performed. The City's proposed fiscal year 2015-16 budget contains a \$15,000 expense in the General Fund for striping at Joe Hamilton and a \$15,000 revenue in the General Fund for reimbursement from DNLTC. This request to DNLTC is to have them fund the entire \$45,000 over the 3-year period of proposed striping projects. If DNLTC does not fund the striping projects, the City would need to develop another funding plan

ATTACHMENTS

1. .5 Mile Radius Map of Joe Hamilton School
2. .5 Mile Radius Map of Bess Maxwell School



Attachment 1:
1/2 Mile Radius of
Joe Hamilton School



Attachment 2:
1/2 Mile Radius of
Bess Maxwell School



COUNTY OF DEL NORTE
COMMUNITY DEVELOPMENT DEPARTMENT
981 H STREET, SUITE 110
CRESCENT CITY, CA 95531
FAX – (707) 465-0340

Planning (707) 464-7254	Engineering & Surveying (707) 464-7229	Roads (707) 464-7238	Building Inspection (707) 464-7253	Environmental Health (707) 465-0426	Code Enforcement (707) 464-7254
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June 24, 2015

Kathryn Murray, Chair
Del Norte County Local Transportation Commission
1301 Northcrest Drive, Suite B PMB 16
Crescent City, CA 95531

RE: Request for RSTP Funds for Pedestrian Facility Maintenance

Dear Ms. Murray,

The Del Norte County Community Development Department Road Division (“Road Division”) is interested in providing additional pedestrian facility maintenance within the portions of the unincorporated County that fall within ½ mile of the Bess Maxwell Elementary School and Joe Hamilton Elementary School. We understand that the City of Crescent City has made a similar request to provide the same services within the City portions of the same areas. We are very supportive of the Safe Routes to school concept and are interested in partnering with the Commission in this project as a means to enhance active transportation options for students and the general public.

In particular, the Road Division proposes that a three year plan be implemented with the Road Division performing one third of the striping annually within ½ mile radius (see exhibits) of Bess Maxwell Elementary School and Joe Hamilton Elementary School. Road Division staff would also brush the same area on a routine basis. These services can be performed for \$15,000 per year or \$45,000 for a three year period. The striping plan would be based upon the roads with the highest traffic volumes and closest proximity to the school being striped in the first year of implementation.

The County respectfully request that the Del Norte Local Transportation Commission allocate \$45,000 of Regional Surface Transportation Program funds over a three year period to the County’s Road Division to provide the aforementioned pedestrian facility maintenance services. The County Board of Supervisors authorized the Community Development Department to make this request at its June 23, 2015 regular meeting. A copy of the Board Report and certified Board Order are attached to this letter.

If you have any questions regarding our request please do not hesitate to contact me by phone at 464-7254 or by e-mail at hkunstal@co.del-norte.ca.us. I sincerely appreciate your consideration of our request.

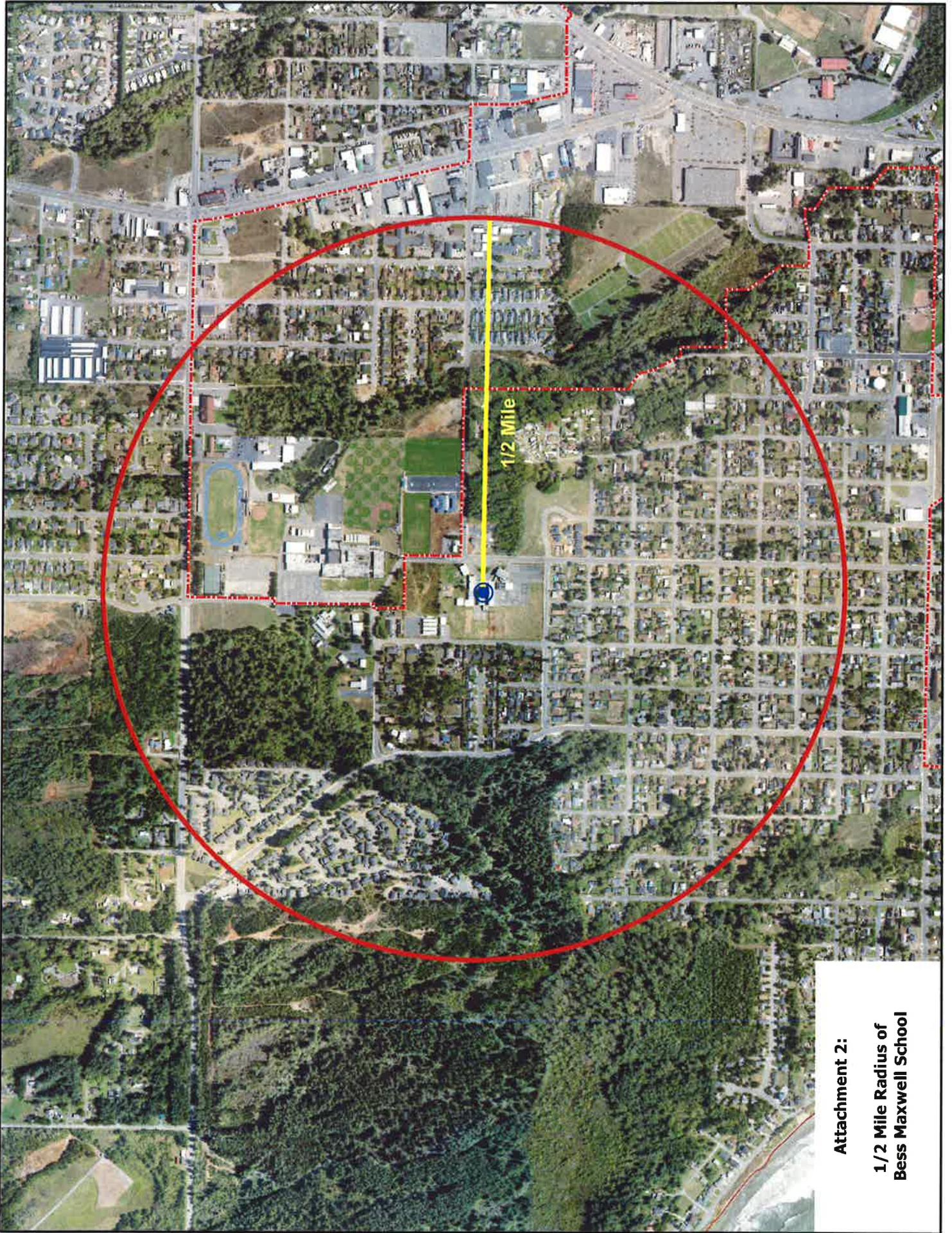
Regards,

Heidi Kunstal
Director of Community Development

Cc: Jeff Daniels, Road Superintendent



**Attachment 1:
1/2 Mile Radius of
Joe Hamilton School**



Attachment 2:
1/2 Mile Radius of
Bess Maxwell School



County of Del Norte County
Board of Supervisors
981 "H" Street, Ste. 200
Crescent City, California 95531

Phone
(707) 464-7204

Fax
(707) 464-1165

**BOARD OF SUPERVISORS
COUNTY OF DEL NORTE
STATE OF CALIFORNIA
BOARD ORDER**

The following is a certified copy of a portion of proceedings of the Regular Session meeting, of the Del Norte County Board of Supervisors, held on June 23, 2015.

GENERAL GOVERNMENT:

26. Authorize CDD Staff to request \$45,000.00 in Regional Surface Transportation Program Funds from the Del Norte Local Transportation Commission for Pedestrian Facility Maintenance within a 1/2 mile radius of Bess Maxwell Elementary School as requested by the Director of the Community Development Department.**

Action: Approved

Motion: Move to approve
Move: Gerry Hemmingsen
Second: Roger Gitlin

Vote Yea: 5 David Finigan, Chris Howard, Gerry Hemmingsen,
Roger Gitlin, Martha McClure
Vote Nay: 0 None
Vote Abstain: 0 None

I, KYLIE HERIFORD, Clerk of the Board of Supervisors of the County of Del Norte do hereby certify the foregoing to be a full, true and correct copy of the original orders made in the above entitled minutes by said Board of Supervisors at a meeting held in Crescent City, California on June 23, 2015, and the same now appears of record in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Seal of said Board of Supervisors this 23rd day of June 2015.


KYLIE HERIFORD
Clerk of the Board of Supervisors

RESOLUTION NO. 2015 18

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
ALLOCATING TO THE CITY OF CRESCENT CITY UP TO \$30,000 IN
TRANSPORTATION DEVELOPMENT ACT PEDESTRIAN AND BICYCLE
FUNDS FOR PEDESTRIAN ACCESS IMPROVEMNTS IN BESS MAXWELL
AND JOE HAMILTON ELEMENTARY SCHOOL ZONES**

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA), is allocating Transportation Development Act funds for eligible purposes; and

WHEREAS, the Del Norte Local Transportation Commission is administering a Safe Routes to Schools encouragement and education program at Bess Maxwell and Joe Hamilton Elementary Schools; and

WHEREAS, maintenance issues that impact safety and pedestrian access have been identified in the School Zone Infrastructure Audit at these two school sites; and

WHEREAS, there are funds available specifically for pedestrian and bicycle improvements, and

WHEREAS, maintaining what we have is a cost effective and necessary expense for pedestrian and bicycle infrastructure;

NOW, THEREFORE, BE IT RESOLVED THAT DNLTC hereby allocates to the City of Crescent City on a reimbursement basis a sum not to exceed \$30,000 for pedestrian improvements within 1/2 mile of Bess Maxwell and Joe Hamilton Elementary Schools within the City limits, and with a completion date no later than June 30, 2018.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 9th day of July 2015, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kathryn Murray, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

RESOLUTION NO. 2015 20

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
ALLOCATING UP TO \$15,000 IN REGIONAL SURFACE
TRANSPORTATION PROGRAM FUNDS TO THE CITY OF CRESCENT CITY
FOR PEDESTRIAN ACCESS IMPROVEMNTS IN BESS MAXWELL
AND JOE HAMILTON ELEMENTARY SCHOOL ZONES**

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA), is allocating Regional Surface Transportation Program (RSTP) funds for eligible purposes; and

WHEREAS, the Del Norte Local Transportation Commission is administering a Safe Routes to Schools encouragement and education program at Bess Maxwell and Joe Hamilton Elementary Schools; and

WHEREAS, maintenance issues that impact safety and pedestrian access have been identified in the School Zone Infrastructure Audit at these two school sites; and

WHEREAS, transportation and pedestrian walkways on any public roads in accordance with Section 217 of Title 23, U.S.C. are eligible uses for RSTP funds; and

WHEREAS, maintaining what we have is a cost effective and necessary expense for pedestrian and bicycle infrastructure;

NOW, THEREFORE, BE IT RESOLVED THAT DNLTC hereby allocates to the City of Crescent City on a reimbursement basis a sum not to exceed \$15,000 for pedestrian improvements within 1/2 mile of Bess Maxwell and Joe Hamilton Elementary Schools within the City limits, and with a completion date no later than June 30, 2018.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 9th day of July 2015, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kathryn Murray, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

RESOLUTION NO. 2015 21

**DEL NORTE LOCAL TRANSPORTATION COMMISSION RESOLUTION
ALLOCATING UP TO \$45,000 IN REGIONAL SURFACE
TRANSPORTATION PROGRAM FUNDS TO THE COUNTY OF DEL NORTE
FOR PEDESTRIAN ACCESS IMPROVEMNTS IN BESS MAXWELL
AND JOE HAMILTON ELEMENTARY SCHOOL ZONES**

WHEREAS, the Del Norte Local Transportation Commission in its official capacity as the designated Regional Transportation Planning Agency (RTPA), is allocating Regional Surface Transportation Program (RSTP) funds for eligible purposes; and

WHEREAS, the Del Norte Local Transportation Commission is administering a Safe Routes to Schools encouragement and education program at Bess Maxwell and Joe Hamilton Elementary Schools; and

WHEREAS, maintenance issues that impact safety and pedestrian access have been identified in the School Zone Infrastructure Audit at these two school sites; and

WHEREAS, transportation and pedestrian walkways on any public roads in accordance with Section 217 of Title 23, U.S.C. are eligible uses for RSTP funds; and

WHEREAS, maintaining what we have is a cost effective and necessary expense for pedestrian and bicycle infrastructure;

NOW, THEREFORE, BE IT RESOLVED THAT DNLTC hereby allocates to the County of Del Norte on a reimbursement basis a sum not to exceed \$45,000 for pedestrian improvements within 1/2 mile of Bess Maxwell and Joe Hamilton Elementary Schools within the County limits, and with a completion date no later than June 30, 2018.

PASSED AND ADOPTED by the Del Norte Local Transportation Commission on the 9th day of July 2015, by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kathryn Murray, Chair
Del Norte Local Transportation Commission

ATTEST:

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Item 8 Staff Report

DATE: JULY 2, 2015
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: FINAL ADA MEMORANDUM

PROPOSED ACTION: Recommend Del Norte Local Transportation Commission accept the ADA Memorandum

BACKGROUND: The ADA Memorandum is under contract with Echelon Transportation Group. The Memorandum has been reviewed by all TAC members and all comments have been considered in this final version. This completes the work by Echelon Transportation Group per their contract for Work Element D, Product 2 in the 2014-15 Overall Work Program.

INFORMATION: The ADA Memorandum is attached.

ADA Memorandum

DEL NORTE LOCAL TRANSPORTATION COMMISSION AND MEMBER AGENCIES

*Committed to assisting State and local governments in their ADA compliance efforts
Technical Consultants on Disability Civil Rights Legislation and Related Accessibility Guidelines*



National ADA Accrediting & Consulting, Inc. | 1430 Blue Oaks Blvd., No. 120 | Roseville, CA 95747 Tel (855) 259-1825 info@adaac.org www.ADAAC.org

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Executive Summary

National ADA Accrediting & Consulting, Inc. (ADAAC) was subcontracted by Echelon Transportation Group based on our expertise surrounding the ADA in their overall efforts to provide a vision for the future transportation network in the Del Norte region. Specifically, ADAAC has been charged with identifying transportation facilities within Del Norte Local Transportation Commission (DNLTC) and its member agencies that will be required to be inspected and included in a Transition Plan, as defined by Title II of the Americans with Disabilities Act (ADA).

*Note: The buildings and facilities are limited by the scope of work, via contract and DNLTC's RFP, to the following:

1. Paved Right of Way,
2. Unpaved Right of Way,
3. Bridges,
4. Bus Stops and Terminals,
5. Parks, and
6. Trails

Title VI Policy

Del Norte Local Transportation Commission assures that no person shall on the grounds of race, color or national origin, as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any agency-sponsored program or activity.

Del Norte Local Transportation Commission further assures that every effort will be made to ensure nondiscrimination in its programs and activities, whether those programs and activities are federally funded or not.

In the event that DNLTC distributes federal funds to another entity, DNLTC will include Title VI language in all written agreements. Title VI compliance is a condition of the receipt of federal funds. DNLTC Executive Director is the Title VI compliance Manager and is authorized to ensure compliance with provisions of this policy and with the law, including the requirements of Title 23 Code of Federal Regulations (CFR) 200 and Title 49 CFR 21.

DNLTC acknowledges its responsibility for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by Title 20 Code of Federal Regulations 200 and by Title 49 CFR Part 21.

Examination of the ADA

This memorandum offers DNLTC and its member agencies a very brief understanding and beginning insight of basic ADA regulatory requirements, and how these requirements apply to a Transition Plan.

Who is covered by Title II of the ADA

The Title II regulation covers "public entities."

"Public entities" include any state or local government and any of its departments, agencies, or other instrumentalities.

All activities, services, and programs of public entities are covered, including activities of state legislatures and courts, town meetings, police and fire departments, motor vehicle licensing, and employment.

Unlike section 504 of the Rehabilitation Act of 1973, which only covers programs receiving federal financial assistance, Title II extends to all the activities of state and local governments whether or not they receive federal funds.

Public transportation services operated by state and local governments are covered by regulations of the Department of Transportation (DOT).

DOT's regulations establish specific requirements for transportation vehicles and facilities, including a requirement that all new buses must be equipped to provide services to people who use wheelchairs.

Basic ADA Requirements

All buildings and facilities owned or otherwise governed by state or local government entities are governed by the provisions outlined by the ADA. Buildings and facilities covered by the ADA Accessibility Standards (Design guidelines) include all buildings or facilities open to or used by the public such as sidewalks, play areas, trails, courthouses, city halls, schools, assembly areas, transportation facilities, transportation vehicles, golf courses, correctional facilities, sporting facilities, vehicular parking, and bus shelters.

Section 504 of the Rehabilitation Act also covers and may require similar accessibility of buildings and facilities owned or governed by state or local government entities that receive or benefit from federal funds.

Administratively, state and local governments are required by the ADA to, at minimum:

- a) Designate an employee who is responsible for the coordination and implementation of ADA compliance activities. Generally this employee would hold the title of ADA Coordinator.
- b) Provide notice of non-discrimination regarding persons with disabilities to the general public and targeted audiences.
- c) Establish a detailed grievance procedure that allows individuals who feel they have been discriminated against an accessible and formal, but uncomplicated, means of expressing their complaints or concerns.
- d) Conduct an evaluation (defined by the ADA as a "Self-Evaluation") of all policies, practices, programs and services to ensure these policies and practices meet Title II requirements, and are nondiscriminatory regarding persons with disabilities. This evaluation generally involves the examination of all written or non-written policies and practices, identifying areas of discrimination and/or potential discrimination, and modifying such policies or practices to meet Title II's nondiscrimination provisions.
- e) Conduct a Transition Plan of existing buildings and facilities. The purpose of the Transition Plan is for an organization to transition from a state of inaccessibility to accessibility over a period of time. At a minimum a Transition Plan is required to include the following:
 - a. The identification of physical obstacles in an entity's buildings and facilities that limit the accessibility to the entity's programs and activities by individuals with disabilities. Physical obstacles are features of buildings and facilities that do not meet ADA Standards and specifications. The Transition Plan is required to include curb ramps and pedestrian walkways, but is not limited to these features;
 - b. Provide a detailed description of the methods that will be used to make all buildings and facilities fully accessible;
 - c. Depict or otherwise develop a schedule of the entity's steps that are planned, over a period of time, that will be taken each year of the Transition Plan period in order to remove the physical obstacles or barriers to individuals with disabilities; and

- d. Indicate the employee/official who is responsible for the coordination and implementation of the Transition Plan. Generally, this individual will also be the designated ADA Coordinator.

See **Attachment B** for requirements Specific to Transportation and Paratransit.

See **Attachment C** for requirements Specific to Accessible Routes.

See **Attachment D** for requirements Specific to Trails and Bicycles.

See **Attachment E** for an overview of ADA requirements.

See **Attachment F** for questions and answers from the Federal Highway Administration on Transition Plans. It includes funding sources that can be used to comply with the ADA and Section 504 of the Rehabilitation Act.

See **Attachment G** as an example checklist/survey form for curb ramps.

Transition Plan Requirements

Transition Plan requirements are identified in 28 CFR § 35.150 in the listed Existing Facilities section (d) Transition Plan, as follows:

“(1) In the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop, within six months of January 26, 1992, a transition plan setting forth the steps necessary to complete such changes. A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.

(2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including state and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

(3) The plan shall, at a minimum—

- i. Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
- ii. Describe in detail the methods that will be used to make the facilities accessible;
- iii. Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and
- iv. Indicate the official responsible for implementation of the plan.

(4) If a public entity has already complied with the transition plan requirement of a federal agency regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this paragraph shall apply only to those policies and practices that were not included in the previous transition plan.”

Any agency receiving federal funding are bound by Section 504 of the Rehabilitation Act of 1973 and related amendments. A distinct difference between the ADA and Section 504 within the Transition Plan regulations is the number of employees an agency has. To implement a Transition Plan, the ADA requires an agency with 50 or more employees, but Section 504 requires an agency with 15 or more employees.

Steps Necessary to Complete a Transition Plan

ADA Transition Plan development and completion involves a series of activities (steps), which lead to an end product that complies with Title II Regulation. This is typically necessary to receive state or federal funding. These steps are not legally mandated, rather the steps identified below are part of ADAAC's internal processes of development and compilation of a Transition Plan, whether ADAAC performs the steps as a contractor or consults with an entity whom performs these steps with their own personnel. The following information provides the various delineation of activities and steps that are generally required in the development and completion of a Transition plan.

DISCOVERY: The Discovery process is part of overall planning and project preparation. Discovery involves determining all buildings and facilities that will need to be field inspected to determine compliance with ADA Standards (codes). During the Discovery process, it may be determined that some particular buildings or facilities, and/or features of these buildings or facilities may or may not be necessary to include in the overall final Transition Plan. For example, if a city or county building is utilized by employees only, such as a building that houses sand or gravel, and the public is not invited into such building, then this building would not be listed as part of the inventory to be site inspected and would not be a part of the Transition Plan. Similarly, if a county highway exists, but does not have connecting or adjacent sidewalk and does not otherwise have signs of public pedestrian traffic (such as worn pathways in the grass), then this highway or sections of highway would not be included in the Transition Plan.

ASSIGNMENT BUILDING: Once all buildings and facilities have been discovered that are required to be field inspected, assignments will need to be developed so that field inspection personnel can be dispatched to specific facilities or aspects of facilities that will need to be inspected.

DISPATCH: Once assignments have been developed, inspectors will be dispatched to perform on-site field inspections of the buildings or facilities defined within their assignments.

INSPECTION: Actual on-site field inspections are generally conducted utilizing checklists. Checklists are designed so the application leads the inspector through a series of questions and answers that pertain to an element on a building, pedestrian infrastructure or other facility type. For example, if an inspector has been assigned a half-mile section of sidewalk, which includes curb ramps, the checklist should lead the inspector through a series of questions to determine if the sidewalk and curb ramps do or do not comply with ADA standards. All field inspections should be documented in a Transition Plan database that collects, stores and organizes the inspector's findings. An example of a checklist specific to curb ramps can be located at the following website: <http://www.ada.gov/pcatoolkit/app2curbramps.htm> or can be located in **Attachment G**. It would be helpful to create similar checklists for all pedestrian infrastructure or obtain mobile checklists to inspect infrastructure. Examples of possible checklists, include but are not limited to, crosswalks, sidewalks, APS, and transit stops. If using paper checklists, it is

important to capture pictures for each barrier identified to assist in documenting findings for future reporting and reference. Compliance assessment efforts vary from simple yes/no clipboard inventories of accessible elements to detailed surveys including slope, grade, abrupt level changes, usage, and severity. It is important to ensure that checklists reflect all current state and federal code provided by the California Building Code, CA MUTCD, 2010 ADA Standards for Accessible Design, etc... In addition some agencies use the Proposed Rights-of-Way Accessible Guidelines (PROWAG). Currently, it is considered best practice but may be adopted in the near future. Each checklist made and associated questions need to reflect the most stringent standard regardless of state or federal guidelines.

QUALITY CONTROL: In most circumstances, the mobile application's checklists automatically control the quality of site inspections, ensuring that identified areas where barriers exist or noncompliance with ADA Standards exist, are legitimate and are necessary to become part of the Transition Plan's content to later be corrected. However, due to existing technology, on occasion, an inspector will need to examine the database to ensure that a barrier identified in the field is in its correct geographic location. Therefore, field inspectors typically examine that their field data locations are geographically correct from a desktop or laptop computer. The inspector will be able to reference all measurements with the associated pictures taken during the inspection to ensure all information is accurate.

Another method of quality control that can be conducted through paper checklists is having the appropriate personnel verify each answer completed throughout the checklist process with the associated pictures taken at time of inspection. If a picture and answer to a question does not match, the inspector may be assigned to re-inspect the area. The quality control personnel must confirm the location of the checklist by comparing the pictures taken of the particular checklist to the location noted by the inspector for that checklist, one way this can be accomplished is by using the Google Street View feature in Google Maps or Google Earth. Also the quality control personnel should confirm that all areas concern be addressed either by completed checklists or notation that confirms that all areas of concern have been inspected. If this is not the case the inspector may be required to re-inspect areas that were not addressed.

DELIVERY: At a minimum, the finalized Transition Plan should include following:

- 1) The identification of physical obstacles resulting from field site-survey inspections;
- 2) A detailed description of the methods that will be used to remove the obstacles (barriers) that were discovered during field site-survey inspections;
- 3) The development of a schedule, including intermediate steps that will be taken each year in order to remove the physical obstacles or barriers; and
- 4) Indicate the employee/official whom is responsible for the coordination and implementation of the Transition Plan. Generally, this individual will also be the designated ADA Coordinator.

Discovery Process

As part of this memorandum ADAAC was charged with the discovery portion of the Transition Plan to identify what transportation facilities, within DNLTC's membership, will be required to be inspected and included in a complete overall Transition Plan.

ADAAC's Discovery Process began by contacting pertinent personnel within DNLTC's membership to gather greater details regarding city and county owned or governed transportation facilities.

Additionally, information was gathered through:

- Reviewing information provided by the Del Norte Local Transportation Commission (<http://www.dnltc.org/planning-documents-reports/>)
- Reviewing information from the City of Crescent City's website (<http://www.crescentcity.org/>)
- Reviewing information from the County of Del Norte (<http://www.co.del-norte.ca.us/>)
- Reviewing city/county maps obtained from the on-site visit
- Reviewing information from computer mapping software

The information gathered was further enhanced by in-person meetings with DNLTC's membership, including:

- Crescent City's Public Works Director, Eric Wier,
- Crescent City's Engineer, Kevin Tupman,
- Del Norte County's Assistant Engineer, Rosanna Bower,
- Del Norte County's Community Development Director, Heidi Kunstal,
- DNLTC Director, Tamera Leighton, and
- a final meeting with DNLTC's Technical Advisory Committee

During on-site meetings in Del Norte County, various field observations were also performed by ADAAC staff to help ensure accuracy of the Discovery process.

Next, ADAAC utilized computer mapping software to finalize the Discovery process. The information provided in **Attachment A** represents a full and complete listing of all facilities that ADAAC has discovered to date, during the above work activities. This whole process assisted in determining the streets/roads included in **Attachment A**.

The facilities defined in **Attachment A** are limited, via contract and DNLTC's RFP, to the following:

1. Paved Right of Way,
2. Unpaved Right of Way,
3. Bridges,
4. Bus Stops and Terminals,
5. Parks, and
6. Trails

However, it should be mentioned that the ADA requires local governments to create a Transition Plan, which encompasses all existing buildings and facilities, not just those buildings and facilities that are part of the transportation system.

Subsequent Steps

Upon receiving the information identified in the Discovery Process, it is important for the agencies involved to review and evaluate the information to determine how to move forward in the Transition Plan process. The agencies need to develop a comprehensive inventory of all buildings and facilities, identify non-compliant locations through inspections, and develop a program for remedial repairs. The agency must form a plan which is inclusive of anticipated start and end dates of different milestones/tasks. It would be a best practice to include anticipated budgetary expenditures to assist in planning when and how steps to complete a Transition Plan can be met.

Recommended steps to continue developing and completing a Transition Plan:

1. Discover the remaining buildings and infrastructure that do not pertain to the transportation system.
2. Complete inspections of all buildings and facilities which can be accomplished in a variety of ways:
 - a. The agency can decide to complete all of the inspections at one time, which may end up utilizing internal man hours and fiscal budgets. It is generally a best practice to complete all inspections at one time, since doing so allows an agency to make determinations of priority problem areas and where attention should be initially directed.
 - b. Create a plan that includes phases of what inspections will be completed and when. This can assist in allotting the appropriate budgets for each phase of inspection.
 - i. **Attachment F** is a listing of Federal Funding Opportunities for Pedestrian Projects and Programs
 - c. Agencies may use internal staff, summer employees, or consultants to complete the inspections. With internal staff and summer employees, it could take longer to complete the inspections as other projects from the agency could be assigned to them. A qualified consultant could provide prompt and efficient inspections in a timeframe allotted to them by the agency or by providing an estimated timeframe of completion.
 - d. Utilize a mobile or paper checklist to inspect and gather field data. The mobile application is an efficient option as it transmits information from the field to a database where multiple staff members can access the same information simultaneously. The mobile application can include, but is not limited to the documentation of latitude, longitude, cross street, facility type, observations, and photos.
 - i. If mobile checklists are not obtained, the agency may need to create paper checklists to complete inspections

3. Compiling and processing data collected from inspections should be utilized to form a Transition Plan. The data collected can be prioritized based off of guidance provided by ADA regulations and technical information provided by the Department of Justice. From the prioritization of the elements found to be barriers a comprehensive list can be assembled.
 - a. Typically, priorities that agencies utilize for walkways serving public entities are as follows:
 - i. State and local government offices and facilities
 - ii. Transportation
 - iii. Places of public accommodation
 - iv. Employers
 - v. Walkways serving other areas
 - b. The plan needs to include:
 - i. The identification of physical obstacles found that limit the accessibility of its programs or activities to individuals with disabilities as defined by 2010 ADA Standards for Accessible Design.
 - ii. A description of methods that will be used to make facilities accessible. Methodology could include but is not limited how the agency coordinates accessibility efforts, to using capital projects, new projects, maintenance methods, resurfacing and providing quality control methods in the design and construction phase to ensure accessibility.
 - iii. A schedule for taking the steps necessary to achieve compliance, transition from noncompliance to compliance. If the plan is longer than one year, the plan needs to identify steps that will be taken during each year.
 1. An agency can create and compile the schedule manually or they could utilize a database to review findings and create a schedule for modifications.
 - iv. Indicate the official responsible for implementing the plan.
 - c. An agency needs to provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments.
 - i. The public (especially individuals with disabilities) should be integrated throughout the process of creating the transition plan. Public comments could be received at public meetings, from a volunteer disability advisory committee, or through asking the public to respond through electronic means.
4. Develop policies, practices, and procedures for staff to utilize the plan to build projects, complete maintenance, and involve the public.
5. Develop or promote needed resources in order to initiate and integrate necessary structural modifications. Possible sources for such resources are identified in Attachment F and the following sources should also be considered:
 - a. State or federal funding methods

- b. Public involvement for fundraising
- c. Funding available for sidewalk or curb ramp programs
- d. Increasing the tax base

The full working Transition Plan is a tool that is required to be used to ensure program accessibility for state and local governments. It allows for the agencies to transition to accessibility by providing a schedule and methodology to do so. It is to be utilized as a living document that agencies can work from to plan and complete projects to ensure accessibility throughout its jurisdiction.

Attachment A

Transportation facilities, within DNLTC's membership that will be required to be inspected and included in a complete overall Transition Plan, as defined by Title II of the Americans with Disabilities Act (ADA).

The buildings and facilities are organized as follows:

1. Paved Right of Way,
2. Unpaved Right of Way,
3. Bridges,
4. Bus Stops and Terminals,
5. Parks, and
6. Trails

*Note the whole street/road must be inspected

The ADA memorandum was reviewed by the Del Norte Local Transportation Commission, Member Agencies, and Redwood National Park members. Agencies provided comments and feedback that were integrated into the Memorandum. Additionally, Redwood National Park is conducting a Self-Evaluation and Transition Plan that includes the following prioritized parks:

- Crescent Beach day use area
- Crescent City Information Center
- Elk Meadow day use area
- Flint Ridge campground and trailhead
- Hiouchi Information Center
- Howland Hill Outdoor School
- Klamath River Overlook
- Kuchel Visitor Center
- Lady Bird Johnson Grove trailhead
- Lagoon Creek day use area
- Lost Man Creek day use area
- North Operations Center
- Redwood Creek day use area
- Redwood Creek Overlook
- Redwood Creek trailhead
- Wolf Creek Education Center

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
10th St	Yes/Partial	paved	Crescent City	parts of 10th St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
11th St	Yes/Partial	paved	Crescent City	most of this street appears to be inaccessible		
2nd Street	Yes/Partial	paved	Crescent City	parts of 2nd St contain no pedestrian path	possible curb ramp and crosswalk issues. Crescent City Information Center houses the visitor center for Redwood National and State Parks. At this location it is important for both agencies to work together if barriers are identified.	Yes. *As specified by Redwood National Park the plan didn't consider width of path issues for visitor center access.
3rd St	Yes/Partial	paved	Crescent City	parts of 3rd St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
4th St	Yes/Partial	paved	Crescent City	parts of 4th St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
5th St	Yes/Partial	paved	Crescent City	parts of 5th St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
6th St	Yes/Partial	paved	Crescent City	parts of 6th St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
7th St	Yes/Partial	paved	Crescent City	parts of 7th St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
8th St	Yes/Partial	paved	Crescent City	parts of 8th St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
9th St	Yes/Partial	paved	Crescent City	parts of 9th St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
A St	Yes/Partial	paved	Crescent City	parts of A St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Anzio St	Yes/Partial	paved	Crescent City	parts of Anzio St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
B St	Yes/Partial	paved	Crescent City	parts of B St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Battery St	Yes/Partial	paved	Crescent City	parts of Battery St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Breen St	Yes/Partial	paved	Crescent City	many driveways with possible cross slope issues	many parts of Breen St contain no pedestrian path	
C St	Yes/Partial	paved	Crescent City	parts of C St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
California St	Yes/Partial	paved	Crescent City	many driveways with possible cross slope issues	many parts of California St contain no ped path	
Cemetery Rd	No	paved	Crescent City	No Sidewalks present		
D St	Yes/Partial	paved	Crescent City	parts of D St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Del Monte St	No	paved	Crescent City	many driveways with possible cross slope issues		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
E Coolidge Ave	No	paved	Crescent City			
E Cooper Ave	Yes/Partial	paved	Crescent City			Yes
E Essex St	Yes	paved	Crescent City	many driveways with possible cross slope issues		
E St	Yes/Partial	paved	Crescent City	parts of E St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Elk Valley Rd	Yes	paved	Crescent City			
F St	Yes/Partial	paved	Crescent City	parts of F St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Front Street	Yes/Partial	paved	Crescent City	parts of Front St contain no pedestrian path	possible curb ramp and crosswalk issues. Crescent City Information Center houses the visitor center for Redwood National and State Parks. At this location it is important for both agencies to work together if barriers are identified.	Yes. *As specified by Redwood National Park the plan didn't consider width of path issues for visitor center access.

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
G St	Yes/Partial	paved	Crescent City	parts of G St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Gainard St	Yes/Partial	paved	Crescent City	parts of Gainard St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Gary St	Yes	paved	Crescent City	many driveways with possible cross slope issues	possible curb ramp and crosswalk issues	Yes
Grant Ave	Yes	paved	Crescent City	many driveways with possible cross slope issues		
H St	Yes/Partial	paved	Crescent City	parts of H St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Harding Ave	Yes	paved	Crescent City	many driveways with possible cross slope issues		
Hoover Ave	No	paved	Crescent City			
Howe Drive	Yes	paved	Crescent City	possibly no detectable warnings	possible curb ramp and crosswalk issues	Yes

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Huntington St	Yes	paved	Crescent City	many driveways with possible cross slope issues	possible curb ramp and crosswalk issues	Yes
Huston St	No	paved	Crescent City			
I St	Yes/Partial	paved	Crescent City	parts of I St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Jaccard St	Yes	paved	Crescent City	many driveways with possible cross slope issues	possible curb ramp and crosswalk issues	Yes
Jackie St	Yes	paved	Crescent City	many driveways with possible cross slope issues		
King St	No	paved	Crescent City			
L St	Yes/Partial	paved	Crescent City	parts of L St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Lincoln Ct	Yes	paved	Crescent City	many driveways with possible cross slope issues		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
M St	Yes/Partial	paved	Crescent City	parts of M St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Margie St	Yes	paved	Crescent City	many driveways with possible cross slope issues	possible curb ramp and crosswalk issues	Yes
Marshall St	Yes/Partial	paved	Crescent City	many driveways with possible cross slope issues	parts of Marshall contain no pedestrian path	
Mason Ct	Yes	paved	Crescent City	many driveways with possible cross slope issues		
Napa St	No	paved	Crescent City	No Sidewalks present		
O St	No	unpaved	Crescent City			
Oregon St	Yes/Partial	paved	Crescent City	many driveways with possible cross slope issues	parts of Oregon contain no pedestrian path	
Pebble Beach Dr	Yes/Partial	paved	Crescent City	parts of Pebble Beach Dr contain no pedestrian path	possible curb ramp and crosswalk issues	Yes

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Play St	Yes/Partial	paved	Crescent City	parts of Play St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Stamps Way	Yes	paved	Crescent City	newer sidewalks have been installed here		
Sunset Cir	No	paved	Crescent City	heavy foot and bike traffic here from existing trail		
Taylor St	Yes/Partial	paved	Crescent City	parts of Taylor St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Truman Ct	Yes	paved	Crescent City	many driveways with possible cross slope issues		
Vance Ave	No	unpaved	Crescent City			
W Condor St	Yes	paved	Crescent City	Width of path issues are apparent	possible curb ramp and crosswalk issues	Yes
W Essex St	Yes	paved	Crescent City	many driveways with possible cross slope issues		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
W Indra St	Yes	paved	Crescent City	many driveways with possible cross slope issues		
Walton St	No	paved	Crescent City			
Wendell St	Yes/Partial	paved	Crescent City	parts of Wendell St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
Williams Dr	No	paved	Crescent City			
Wilson Ave	Yes/Partial	paved	Crescent City	many driveways with possible cross slope issues	parts contain no pedestrian path	
Anchor Way	Yes/Partial	paved	Crescent City Harbor		parts contain no pedestrian path	
Starfish Way	Yes	paved	Crescent City Harbor	this area has been improved may need inspection		
US 101 / M St	Yes/Partial	paved	Crescent City/Caltrans	parts of US 101 contain no pedestrian path	possible curb ramp and crosswalk issues	Yes

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
K St	Yes/Partial	paved	Crescent City/Del Norte County	Parts of K St contain no pedestrian path	possible curb ramp and crosswalk issues. Crescent City Information Center houses the visitor center for Redwood National and State Parks. At this location it is important for both agencies to work together if barriers are identified.	Yes. *As specified by Redwood National Park the plan didn't consider width of path issues for visitor center access..
Northcrest Dr	Yes/Partial	paved	Crescent City/Del Norte County	many driveways with possible cross slope issues		
Pacific Ave	Yes/Partial	paved	Crescent City/Del Norte County	many driveways with possible cross slope issues	possible curb ramp and crosswalk issues	Yes
W Harding Ave	Yes/Partial	paved	Crescent City/Del Norte County	many inconsistent pathways		
W Washington Blvd/Rd D1	Yes/Partial	paved	Crescent City/Del Norte County	many driveways with possible cross slope issues		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
J St	Yes/Partial	paved	Crescent City/Del Norte County	parts of J St contain no pedestrian path	possible curb ramp and crosswalk issues	Yes
2nd Street	No	paved	Del Norte County	No pedestrian infrastructure exists		
3rd St	No	paved	Del Norte County	No pedestrian infrastructure exists		
A Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Adair St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Adrian Way	No	paved	Del Norte County	No pedestrian infrastructure exists		
Aile Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Alexandria Way	Yes	paved	Del Norte County	many driveways with possible cross slope issues		
Alpaugh Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Alpine St	No	paved	Del Norte County			
Amador St	No	paved	Del Norte County	No Sidewalks present		
Amber Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Amelia St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Ames Way	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Anderson Way	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Angel Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Annandale Ct	Yes	paved	Del Norte County			
Arenbee Ct	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Ariel Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Arlington Dr	No	paved	Del Norte County	No Sidewalks present		
Arnett St	No	paved	Del Norte County			

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Arnett St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Arrowhead Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Aubell Ln	No	paved	Redwood National Park *As provided by Redwood National and State Park this road is utilized as a road strictly used by maintenance. If this road is not open or used by the public it does not need to be inspected for the transition plan.	No pedestrian infrastructure exists		
Audree Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Autumn Cove	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Azalea Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Azalea Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Bachelor Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Bailey Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Barker St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Barregi Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Bayview Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Bear Hollow Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		
Beasley Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Beckett Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Beech St	No	unpaved	Del Norte County	No Sidewalks present		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Benson St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Bertsch Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Bethesda Way	Yes	paved	Del Norte County	many driveways with possible cross slope issues		
Blackberry Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Blackwell Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Blue Jay Ct	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Blueberry Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Bob White Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Bolen Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Bonnie Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Boomer Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Borough Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Boulder Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Bow Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Bower Way	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Boyds Way	No	paved	Del Norte County	No pedestrian infrastructure exists		
Boyet Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Breakwater Dr	No	paved	Del Norte County	No Sidewalks present		
Brennan Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Brevus St	No	paved	Del Norte County	No Sidewalks present		
Brookings Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Brown Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Brown Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Bruegger St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Brush Creek Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Burchum Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Burke Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Burtschell St	No	unpaved	Del Norte County			
Butte St	No	paved	Del Norte County	No Sidewalks present		
Buzzini Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Calaveras St	No	paved	Del Norte County	No Sidewalks present		
Camp 5 Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Candlelight Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Cannon Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Captains Hideout	No	paved	Del Norte County	No Sidewalks present		
Carmelita Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Carole Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Carson Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Cassel Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Cessna Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Charleston Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Charm Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Chelsey Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Cherrywood Ct	Yes	paved	Del Norte County	many driveways with possible cross slope issues		
Chevy Chase Way	Yes	paved	Del Norte County	many driveways with possible cross slope issues		
Childs Ave	No	paved	Del Norte County	No Sidewalks present		
China Creek Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Chinook St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Church Tree Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Claylis Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		
Clayton Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Clifton St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Cloutier St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Club Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Clyde St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Cochrane Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Coho Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Collins Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Colton St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Compass Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Cooke St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Cooper Ave	No	paved	Del Norte County	No Sidewalks present		
Cooper Ave	Yes	paved	Del Norte County	many driveways with possible cross slope issues	possible curb ramp and crosswalk issues	
Cotton St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Coulson Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Countless Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Country Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Courtney Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Cowley Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Crashers Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Creekside Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Crescent St	Yes/Partial	paved	Del Norte County	Non continuous pedestrian paths		
Crissey Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Critter's Way	No	partial	Del Norte County	No pedestrian infrastructure exists		
Crowville St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Cummins Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Cunningham Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Curtain St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Cushing Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Dakota St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Dale Ruper Rd *referenced as Airport Rd.	No	paved	Del Norte County	No Sidewalks present		
Darby St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Darby St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Darlington Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Dayton Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
De Mars Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Dean Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Deer Meadow Way	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Deirdre Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Del Mar Rd	No	paved	Del Norte County	No Sidewalks present		
Del Norte St	No	paved	Del Norte County	No Sidewalks present		
Dell Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Deshon Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Devol Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Dillman Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Distelrath Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Dodane St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Dogwood Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Donna Declue Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Douglas St	Yes/Partial	paved	Del Norte County	many driveways with possible cross slope issues	Width of path issues are apparent	
Downing Ct	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Downing St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Dream St	Yes	paved	Del Norte County			Yes
Driftwood Ct	No	paved	Del Norte County	No Sidewalks present		
Dryden Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Duffy Ct	No	partial	Del Norte County	No pedestrian infrastructure exists		
Dundas Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Dungeness St	No	paved	Del Norte County	No pedestrian infrastructure exists		
E Denny Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
E Jefferson St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
E Lauff Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
E Macken Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
E Madison Ave	Yes	paved	Del Norte County	Many driveways with possible cross slope issues		
Earl St	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Early Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Easter Ct	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Ebba Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Ecnav Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Edwards Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
El Dorado St	Yes/Partial	paved	Del Norte County	many driveways with possible cross slope issues	possible curb ramp and crosswalk issues	
El Monte Rd	Yes/Partial	paved	Del Norte County	Non continuous pedestrian paths		Yes
Elias Way	No	paved	Del Norte County	No pedestrian infrastructure exists		
Elk Creek Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Elk Valley Cross Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Elk View Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Embarcadero Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Emfield Ct	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Emily Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Ender St	No	paved	Del Norte County	No pedestrian infrastructure exists		
English Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Eric St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Esta Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Esta Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Everett Sargent Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Evergreen Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Fairfax Ct	Yes	paved	Del Norte County			
Famosa Rd	No	unpaved	Del Norte County	No Sidewalks present		
Felterwood Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Fern Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Ferndale Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Fernwood Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Fire House Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Fisher Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Fleming Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Flint Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Flying Gull Ct	No	paved	Del Norte County	No Sidewalks present		
Foothill Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Forest River Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Forks Placer Mine Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Foxglove Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Franklin Ct	Yes	paved	Del Norte County	many driveways with possible cross slope issues		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Freda St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Freeman St	No	paved	Del Norte County	No Sidewalks present		
Fresno St	No	paved	Del Norte County	No Sidewalks present		
Frontage Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Frosty Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Gahart Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Gale Way	No	paved	Del Norte County	No pedestrian infrastructure exists		
Gardena Rd	No	unpaved	Del Norte County	No Sidewalks present		
Garner Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Garrett Way	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Gasquet Flat Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Gasquet Middle Fork Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Gavin Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Georgetown Place	Yes	paved	Del Norte County	many driveways with possible cross slope issues		
Geroni St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Gertrudes Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Gilbert Way	No	paved	Del Norte County	No pedestrian infrastructure exists		
Ginny Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Glenn St	No	paved	Del Norte County	No Sidewalks present		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Grace Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Grand Ave	No	paved	Del Norte County	No Sidewalks present		
Granite Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Griffin Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Haight Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Hamilton Ave	Yes/Partial	paved	Del Norte County	many driveways with possible cross slope issues	possible curb ramp and crosswalk issues	
Harbor View Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Harmer's Beach Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Harmony Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Harold St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Heacock Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Heggen Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Hemlock Ave	No	paved	Del Norte County			
Henry Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Hermosa Rd	No	unpaved	Del Norte County	No Sidewalks present		
High Meadow Dr	No	partial	Del Norte County	No pedestrian infrastructure exists		
Highland Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Hights Access Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Hights View Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Hill St	No	partial	Del Norte County	No pedestrian infrastructure exists		
Hillcrest Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Hillside Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Hilltop Manor	No	paved	Del Norte County	No pedestrian infrastructure exists		
Hinckley Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Hinky Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Hobbs Wall Rd	No	paved	Del Norte County	No pedestrian infrastructure exists	*Connects to Blackwell Lane and Boulder Avenue	
Hodge	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Holben Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Hollingworth Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Howland Hill Rd	Yes/Partial	paved	Del Norte County/Redwood National Park		*Connects to Redwood National Park and could be connected to park trails.	
Humboldt Rd	Yes/Partial	paved	Del Norte County		parts contain no pedestrian path	
Humboldt St	No	paved	Del Norte County	No Sidewalks present		
Hummingbird Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Hyda Way	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Hytreet Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Iler St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Indian Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Inyo St	Yes/Partial	paved	Del Norte County	many driveways with possible cross slope issues	possible curb ramp and crosswalk issues	Yes
Iowa St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Ireland Way	No	paved	Del Norte County	No pedestrian infrastructure exists		
Irene Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Isabella Rd	No	unpaved	Del Norte County	No Sidewalks present		
Island View Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
James Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
James St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Jed Smith Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Jibs Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Jo An St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Joaquin St	No	paved	Del Norte County	No Sidewalks present		
Jones St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Jordan St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Joshua Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Joy Ln	partial	paved	Del Norte County			
Karen Way	No	paved	Del Norte County	No pedestrian infrastructure exists		
Kasey Ct	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Kathryn L Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Katie Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Keller Ave	No	paved	Del Norte County	No Sidewalks present		
Kellog Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Kelly Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Kelly St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Kerby St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Kern St	No	paved	Del Norte County	No Sidewalks present		
Kevin Ct	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Kim Way	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Kings Valley Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Klamath St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Knotty Pine Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Knutsen Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Kristian Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Kyle Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lado del Rio Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Lafayette Way	Yes	paved	Del Norte County	No Sidewalks present		
Lagoon St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Laguna St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lake Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Lake Earl Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lake St	No	paved	Del Norte County	No Sidewalks present		
Lakeside Loop	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lakeview Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Landis St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Langlois Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Lauff Ave	No	paved	Del Norte County	No Sidewalks present		
Laurel Ln	No	unpaved	Del Norte County			
Lazy Ln	No	unpaved	Del Norte County			
Le Clair Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Ledford Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Leif Cir	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lela St	No	paved	Del Norte County	No Sidewalks present		
Leland Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lenore Way	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lesina Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lexington Ct	Yes	paved	Del Norte County	many driveways with possible cross slope issues		
Lipowitz Ave	No	paved	Del Norte County	No Sidewalks present		
Little Redwood Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lopez Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lopez St	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Loren Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lorenzo Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Low Divide Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		
Lower Lake Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lynch Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Lynwood Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Maciel Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Macken Ave	No	paved	Del Norte County	No Sidewalks present		
Madame Gasquet Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Madeleine Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Madison Ave	Yes	paved	Del Norte County	many driveways with possible cross slope issues		
Maeghan Way	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Maher Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Maiden Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Mallard Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Malone Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Malvin Murphy Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Maple Tree Ln	Yes	paved	Del Norte County	Sidewalks appear to be newer		
Maranda Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Marie Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Maris Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Marish St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Martin St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Mathews St	Yes/Partial	paved	Del Norte County			
Mayas Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Mc Kay Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
McNamara Ave	No	paved	Del Norte County	No Sidewalks present		
Meadow Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Meridian St	Yes/Partial	paved	Del Norte County	curb ramps may not be up to current standard		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Michigan Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Middle Fork Gasquet Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Middleton Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Minnesota Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Miracle Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Mobile Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Modoc St	No	paved	Del Norte County	No Sidewalks present		
Monopoly Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Monroe St	No	unpaved	Del Norte County	No Sidewalks present		
Montgomery St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Moore Pl	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Morehead Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Morgan Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Morrison Creek Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		
Morrison Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Moseley Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Mountain View Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		
Mouth of Smith River Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Movie Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Muncy Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Murphy Ave	No	paved	Del Norte County	No Sidewalks present		
Myrtle Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
N Beckstead Ave	Yes	paved	Del Norte County	Possible width of path issues and cross slope issues		
N Bradford St	No	paved	Del Norte County	No pedestrian infrastructure exists		
N Fork Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
N Indian Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
N Salmon Harbor Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Nadine Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Nara Ln	No	paved	Del Norte County	No Sidewalks present		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
National Blvd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
National Park Way	No	paved	Del Norte County	No pedestrian infrastructure exists	*Appears to connect to Redwood National Park	
Nelson Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Nemeth St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Nemeth St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Nicholas Cove	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Nickel Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Norma Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Norris Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
North Fork Loop	No	paved	Del Norte County	No pedestrian infrastructure exists		
North St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Northbank Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Oak Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Ocean Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Ocean View Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Old Gasquet Toll Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Old Mill Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Old Wagon Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Olive St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Oliver Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Olivine Way	No	paved	Del Norte County	No pedestrian infrastructure exists		
Oma Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Orchard Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Our Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Ozzie St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Paige Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Pala Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Park Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Park Place	No	paved	Del Norte County	No pedestrian infrastructure exists		
Parker Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Parkview Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Parkway Dr	Yes/Partial	paved	Del Norte County			
Pasture Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Patrick Creek Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Pau Hana	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Paul Pl	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Pelican Beach Vista	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Penny Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Pepperwood Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Perch St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Peregrine Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Peveler Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Pike St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Pine Grove Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		
Pine View Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Pioneer Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Placone St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Pleasant St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Plumas St	No	unpaved	Del Norte County	No Sidewalks present		
Porteck St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Potomac Ct	Yes	paved	Del Norte County	many driveways with possible cross slope issues		
Powerline Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Prigmore St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Prince Island Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Prince Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Quail Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Quinlan Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Raccoon Ct	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Railroad Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Railroad Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Rainbow Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Ramey St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Ranch Creek Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		
Randall Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Reddy Ave	No	paved	Del Norte County	No Sidewalks present		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Redland Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Redwood Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Reeves Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		
Rellim Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Reneken Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Richards St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Richardson Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Rio Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Ritmer Creek Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Rivers End Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Riverside St	No	paved	Del Norte County	No Sidewalks present		
Robson Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Rockbilly Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Ronrene Way	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Rose Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Rossini Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Rowdy Creek Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Roy Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Royale St	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Ruchong Ln	No	paved	Del Norte County	No Sidewalks present		
S Bank Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
S Bend Ave	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
S Fred D Haight Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
S Indian Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
S Kraft Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
S Railroad Ave	Yes/Partial	paved	Del Norte County			
Salmon Berry Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Sand Hill Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Sandman Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Sandpiper Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Sarina Rd N	No	paved	Del Norte County	No pedestrian infrastructure exists		
Scenic Creek Dr	Yes	paved	Del Norte County			
Schlack Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Scott Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Sea Foam Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Sea Mist Cir	No	paved	Del Norte County	No Sidewalks present		
Sea View Ct	Yes/Partial	paved	Del Norte County	many driveways with possible cross slope issues	possible curb ramp and crosswalk issues	Yes
Seashore Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Sequoia Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Serenity Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Seville Ave	No	paved	Del Norte County	No Sidewalks present		
Shadow Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Shelter Island Blvd	Yes	paved	Del Norte County			
Shelter Island Cir	No	paved	Del Norte County	No pedestrian infrastructure exists		
Shelter Island Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Shelter Island Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Shelter Island Terrace	No	paved	Del Norte County	No pedestrian infrastructure exists		
Shelter Island Way	No	paved	Del Norte County	No pedestrian infrastructure exists		
Sherwood Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Shirley St	No	partial	Del Norte County	No pedestrian infrastructure exists		
Shore Cliff Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Shutt St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Sid Harvard Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Sierka St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Sierra Wood Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Silva Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Siskiyou St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Skinney Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Skookum Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Skycrest Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Sleepy Hollow Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Small Ave	Yes/Partial	paved	Del Norte County		parts contain no pedestrian path	
Snag Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Sorrel Ridge Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		
Spring St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Spruce St	No	paved	Del Norte County			
Spyglass Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Stage Coach Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Staley Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Stanton Ave	No	paved	Del Norte County	No Sidewalks present		
Star Trek Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
State Line Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
State St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Steelhead St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Steeps Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Stony Creek Trail Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Summer Ln	Yes	paved	Del Norte County			
Summer Park Ct	Yes	paved	Del Norte County			
Sunrise Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Surf Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Surfsound Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Surfsound Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Susan Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Tamarak Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Tan Oak Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Tanbark Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Tanglewood Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Tawnee Way	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Tedsen Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Tell Blvd	No	partial	Del Norte County	No pedestrian infrastructure exists		
Temple St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Ternie Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Terrace Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Tide St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Timber Blvd	partial	paved	Del Norte County			
Titus Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Toad Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Tolowa Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Tomasin Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Tony Rosa Rd	No	partial	Del Norte County	No pedestrian infrastructure exists		
Treadway St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Trey Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
Trillum Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Troyna Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		
Tsunami Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Turnbull Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Ulrich Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Union St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Valentine St	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Valley View Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Vergine Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Vicotria Ln	No	paved	Del Norte County			
Victory Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
View Dr	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Village Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Vincent Rd	No	paved	Del Norte County			
Vincent St	No	N/A	Del Norte County	No pedestrian infrastructure exists		
Vipond Ct	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Vipond Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		
Vipond Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Vivienne Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
W Adams Ave	No	partial	Del Norte County	No Sidewalks present		
W Alder Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
W First Street	Yes	paved	Del Norte County			
W Jefferson St	No	partial	Del Norte County	No Sidewalks present		
Waldo St	No	paved	Del Norte County	No pedestrian infrastructure exists		
Walker Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Wallace Ave	No	paved	Del Norte County	No pedestrian infrastructure exists		
Wavecrest Dr	No	paved	Del Norte County	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Well Water Rd	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Westbrook Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Wetherell Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Whaleview Ct	No	paved	Del Norte County	No Sidewalks present		
Wheeler Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Whipple St	No	paved	Del Norte County	No pedestrian infrastructure exists		
White Ln	No	partial	Del Norte County	No pedestrian infrastructure exists		
White Rock Loop	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Wila Jean Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Wildwood Ln	No	paved	Del Norte County			
Willow Glen	No	paved	Del Norte County			

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Wilodell Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Wilson Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Winding Creek Cir	Yes	paved	Del Norte County			
Wonder Stump Rd	No	paved	Del Norte County	No pedestrian infrastructure exists		
Wood Duck Ln	No	unpaved	Del Norte County	No pedestrian infrastructure exists		
Yonkers Ln	No	paved	Del Norte County	No pedestrian infrastructure exists		
Acacia Dr	No	paved	Douglas Park	No pedestrian infrastructure exists		
Ashford Rd	No	paved	Douglas Park	No pedestrian infrastructure exists		
Bradbury Pl	No	unpaved	Douglas Park	No pedestrian infrastructure exists		
Cable Ln	No	paved	Douglas Park	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Cable Rock Rd	No	paved	Douglas Park	No pedestrian infrastructure exists		
Christensen Way	No	paved	Douglas Park	No pedestrian infrastructure exists		
Dale Ct	No	paved	Douglas Park	No pedestrian infrastructure exists		
Douglas Park Dr	No	paved	Douglas Park	No pedestrian infrastructure exists		
Dunklee Ln	No	paved	Douglas Park	No pedestrian infrastructure exists		
Gingers Way	No	unpaved	Douglas Park	No pedestrian infrastructure exists		
Hartwick Way	No	paved	Douglas Park	No pedestrian infrastructure exists		
Hawkins Flat Rd	No	paved	Douglas Park	No pedestrian infrastructure exists		
Hazeltine Rd	No	paved	Douglas Park	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Hiouchi Dr	No	paved	Douglas Park	No pedestrian infrastructure exists		
Hiouchi Mountain Rd	No	unpaved	Douglas Park	No pedestrian infrastructure exists		
Houlie Dr	No	paved	Douglas Park	No pedestrian infrastructure exists		
Hyatt Heights Rd	No	paved	Douglas Park	No pedestrian infrastructure exists		
Jedediah Wat	No	paved	Douglas Park	No pedestrian infrastructure exists		
Monument Dr	No	paved	Douglas Park	No pedestrian infrastructure exists		
Neighbors Ln	No	unpaved	Douglas Park	No pedestrian infrastructure exists		
Pacomo Camp Dr	No	unpaved	Douglas Park	No pedestrian infrastructure exists		
Pine Ridge Rd	No	unpaved	Douglas Park	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Rain Tree Rd	No	paved	Douglas Park	No pedestrian infrastructure exists		
Redwood Highway	No	paved	Douglas Park	No pedestrian infrastructure exists		
S Fork Rd	No	paved	Douglas Park	No pedestrian infrastructure exists		
Shady Ln	No	unpaved	Douglas Park	No pedestrian infrastructure exists		
Storm Way	No	paved	Douglas Park	No pedestrian infrastructure exists		
Sunkist Ln	No	paved	Douglas Park	No pedestrian infrastructure exists		
Thimbleberry Ln	No	paved	Douglas Park	No pedestrian infrastructure exists		
Whiskey Ridge Rd	No	unpaved	Douglas Park	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Alder Camp Rd	No	paved	Klamath	No pedestrian infrastructure exists	As directed by Redwood National Parks, the intersection of Klamath Beach Road and Alder Camp Road is identified in the draft Self Evaluation and Transition Plan under Flint Ridge Trailhead as needing improvements for parking and pedestrian accessibility. The Flint Ridge trailhead is located at the intersection of Alder Camp and Klamath Beach Road.	
Alder Ln	No	paved	Klamath	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Arrow Mill Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Ash Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Azalea Dr	partial	paved	Klamath			
Blackberry Patch Circle	No	paved	Klamath	No pedestrian infrastructure exists		
Blake Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Broken Tee Ln	No	unpaved	Klamath	No pedestrian infrastructure exists		
Cedar St	No	paved	Klamath	No pedestrian infrastructure exists		
Chapman	No	paved	Klamath	No pedestrian infrastructure exists		
Church Ln	No	paved	Klamath	No pedestrian infrastructure exists		
Coastal Dr	No	paved	Klamath	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Debacker Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Del Norte Way	No	paved	Klamath	No pedestrian infrastructure exists		
Del Ponte Dr	No	paved	Klamath	No pedestrian infrastructure exists		
Duncan Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Ehlers Ave	Yes	paved	Klamath			
Fizer Ln	No	paved	Klamath	No pedestrian infrastructure exists		
Fizer Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Genshaw Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Hill Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Huckleberry Ln	No	paved	Klamath	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Hughs Rd	No	unpaved	Klamath	No pedestrian infrastructure exists		
Hunter Creek Rd	No	paved	Klamath	No pedestrian infrastructure exists		
King Salmon Resort Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Klamath Beach Rd Transitions into SE Klamath Beach Road which is East of the 101 (Redwood Highway)	No	paved	Klamath / Redwood National Park	No pedestrian infrastructure exists	*Portions of Klamath Beach Road are within Redwood National Park *Flint Ridge trailhead in the national park is located at the intersection of Alder Camp and Klamath Beach Road	
Klamath Blvd	partial	paved	Klamath			
Klamath Cir	No	paved	Klamath	No pedestrian infrastructure exists		
Klamath Glen Rd	No	paved	Klamath	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Klamath Mill Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Lonesome Rd	No	unpaved	Klamath	No pedestrian infrastructure exists		
Maple Rd	No	paved	Klamath	No pedestrian infrastructure exists		
McBeth Way	No	paved	Klamath	No pedestrian infrastructure exists		
McMillan Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Minot Creek Rd	No	paved	Klamath	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Mouth of Klamath Rd *North of Klamath River	No	paved	Klamath	No pedestrian infrastructure exists	As directed by Redwood National Parks, for future planning purposes, the river mouth is within the boundary of Redwood National Park and the Yurok Reservation. Redwood National Park is working with the Yurok Tribe to develop a joint plan for managing lands within the overlapping park/reservation boundaries.	
Patrick J Murphy Memorial	No	paved	Klamath / Redwood National Park	No pedestrian infrastructure exists	As directed by Redwood National Parks, the road leads to the Klamath River Overlook in Redwood National Park and terminates within the park.	

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Peine Rd	No	partial	Klamath	No pedestrian infrastructure exists		
Red Mountain Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Redwood Dr	partial	paved	Klamath			
Redwood Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Requa Rd	No	paved	Klamath / Redwood National Park	No pedestrian infrastructure exists	As directed by Redwood National Parks, the road leads to the Klamath River Overlook in Redwood National Park and terminates within the park.	
Salmon Ln	No	paved	Klamath	No pedestrian infrastructure exists		
Salmon Rd	Yes	paved	Klamath			
Salt Creek Rd	No	unpaved	Klamath	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Sanders Rd	No	unpaved	Klamath	No pedestrian infrastructure exists		
Silco Dr	No	paved	Klamath	No pedestrian infrastructure exists		
Silverside Cir	partial	paved	Klamath			
Siskiyou Way	No	paved	Klamath	No pedestrian infrastructure exists		
Starwein Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Terwer Riffle Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Terwer Valley Rd	No	partial	Klamath	No pedestrian infrastructure exists		
Tewer Park Dr	No	paved	Klamath	No pedestrian infrastructure exists		
Trinity Way	No	paved	Klamath	No pedestrian infrastructure exists		
Trobitz Rd	No	paved	Klamath	No pedestrian infrastructure exists		

Street / Road	Sidewalk	Paved / Unpaved	Jurisdiction	Observations	Additional Observations	Width of path issues
Weber Dr	No	paved	Klamath	No pedestrian infrastructure exists		
Will Rd	No	paved	Klamath	No pedestrian infrastructure exists		
Wilson Creek Rd	No	partial	Klamath	No pedestrian infrastructure exists		
Woodside Dr	No	paved	Klamath	No pedestrian infrastructure exists		
Zwierlein Dr	No	paved	Klamath	No pedestrian infrastructure exists		

Bridge #	Jurisdiction	Feature Intersected	Facility Carried	Year Built	Lanes	Location	Observations	Inspection Needed
Elk Creek Pedestrian Bridge	Crescent City	IN BETWEEN FRONT ST AND SUNSET CIRCLE	Crescent City Coastal Trail	2008	2	80' South of RT 101/L Street	2 lanes for pedestrian path	Yes
01C0001	Del Norte County	HOPPOW CREEK	KLAMATH MILL ROAD	1965	2	500' E OF RT 101/169	No Pedestrian Infrastructure exists	No
01C0002	Del Norte County	HOPPOW CREEK	CHAPMAN STREET	1965	2	101/169 SEP	No Pedestrian Infrastructure exists	No
01C0005	Del Norte County	SOUTH FORK SMITH RIVER	SOUTH FORK ROAD	1948	2	0.4 MI SE OF US 199	No Pedestrian Infrastructure exists	No
01C0006	Del Norte County	MIDDLE FORK SMITH RIVER	SOUTH FORK ROAD	1956	2	0.05 MI SE JCT SR199	No Pedestrian Infrastructure exists	No
01C0008	Del Norte County	GILBERT CREEK	OCEAN VIEW DRIVE	1947	2	0.8 MI S OF RT 101	No Pedestrian Infrastructure exists	No
01C0009	Del Norte County	ROWDY CREEK	ROWDY CREEK ROAD	1962	2	1.75 MI E OF RTE 101	No Pedestrian Infrastructure exists	No
01C0010	Del Norte County	MIDDLE FORK SMITH RIVER	GASQUET FLAT ROAD	1960	2	0.1 MILE N/O RTE 199	No Pedestrian Infrastructure exists	No
01C0011	Del Norte County	HUNTER CREEK	REQUA ROAD	1949	2	0.1 MI WEST OF RT101	No Pedestrian Infrastructure exists	No
01C0012	Del Norte County	SALT CREEK	REQUA ROAD	1958	2	0.4 MI WEST OF RTE 101	No Pedestrian Infrastructure exists	No
01C0015	Del Norte County	ROWDY CREEK	FRED D. HAIGHT DR.	1989	2	1/2 MI S OF RTE 101	No Pedestrian Infrastructure exists	No
01C0017	Del Norte County	JORDAN CREEK	LAKE EARL DRIVE	1954	2	3.7 MI N OF RTE 101	No Pedestrian Infrastructure exists	No
01C0018	Del Norte County	ELK CREEK	OREGON MOUNTAIN RD	1925	2	0.1 MILE NE/O RTE 199	No Pedestrian Infrastructure exists	No
01C0020	Del Norte County	SALT CREEK	SALT CREEK RD	1975	1	0.1 MI N/O REQUA RD	No Pedestrian Infrastructure exists	No
01C0022	Del Norte County	SHEEP PEN CREEK	DOUGLAS PARK ROAD	1975	2	0.74 MI S/O SOUTH FORK RD	No Pedestrian Infrastructure exists	No

Bridge #	Jurisdiction	Feature Intersected	Facility Carried	Year Built	Lanes	Location	Observations	Inspection Needed
01C0026 – Pending new number from Caltrans	Del Norte County	HURDYGURDY CREEK	SOUTH FORK ROAD	1955	1	14.2 MI SE OF JCT RTE 199	No Pedestrian Infrastructure exists	No
01C0027 – Pending new number from Caltrans	Del Norte County	SOUTH FORK SMITH RIVER	SOUTH FORK ROAD	1955	1	13.0 MI SE JCT SR199	No Pedestrian Infrastructure exists	No
01C0031	Del Norte County	HURDYGURDY CREEK	BIG FLAT ROAD	1948	1	2.6 MI N/O S FORK ROAD	No Pedestrian Infrastructure exists	No
01C0032	Del Norte County	EIGHTEEN MILE CREEK	OLD GASQUET TOLL	1970	1	5 MI FROM ROUTE 199	No Pedestrian Infrastructure exists	No
01C0033	Del Norte County	WEST FORK PATRICKS CREEK	OLD GASQUET TOLL	1960	1	3.5 MI FROM RTE 199	No Pedestrian Infrastructure exists	No
01C0034	Del Norte County	SHELLY CREEK	PATRICK'S CREEK RD	1976	1	2.3 MILE N/O RTE 199	No Pedestrian Infrastructure exists	No
01C0035	Del Norte County	SHELLY CREEK	COUNTY ROAD 316	1975	1	9.3 MI NORTH OF RTE 199	No Pedestrian Infrastructure exists	No
01C0036	Del Norte County	NORTH FORK SMITH RIVER	COUNTY ROAD 305	1981	2	12 MI E JCT ROWDY CREEK RD	No Pedestrian Infrastructure exists	No
01C0037	Del Norte County	SOUTH FORK SMITH RIVER	SOUTH FORK ROAD	1981	2	6.1 MILE SE OF RTE 199	No Pedestrian Infrastructure exists	No
01C0038	Del Norte County	SOUTH FORK SMITH RIVER	SOUTH FORK ROAD	1981	2	6.5 MI SE LCT RTE 199	No Pedestrian Infrastructure exists	No
01C0039	Del Norte County	CLARKS CREEK	WALKER ROAD	2002	1	.2 MI NORTH OF RTE 199	No Pedestrian Infrastructure exists	No
01C0040	Del Norte County	MYNOT CREEK	MINOT CREEK ROAD	2005	2	0.1 MI SE JCT US 199	No Pedestrian Infrastructure exists	No

Bridge #	Jurisdiction	Feature Intersected	Facility Carried	Year Built	Lanes	Location	Observations	Inspection Needed
01C0041	Del Norte County	ROCK CREEK	SOUTH FORK ROAD	2009	2	8.1 MI SE JCTUS 199	No Pedestrian Infrastructure exists	No
01C0042	Del Norte County	BOULDER CREEK	SOUTH FORK ROAD	2009	2	9.2 MI SE JCT US 199	No Pedestrian Infrastructure exists	No

Bus Stop location	Is there a sign	Transit System	Inspection Needed	Observations	Additional Observations
Humboldt Rd between Roy & Quinland	Yes	Redwood Coast Transit (RCT)	Yes	Non continuous pedestrian path here	
Oliver Ave between Humboldt & Darby	Yes	RCT	Yes	No sidewalk exists here	pedestrian traffic may stand in roadway
Endert St between Nickle & Maher	Yes	RCT	Yes	No sidewalk exists here, bench ADA compliant?	pedestrian traffic may stand in roadway
Le Clair & Darby	Yes	RCT	Yes	No sidewalk exists here	pedestrian traffic may stand in roadway
Humboldt Rd & Carmelita Ct	Yes	RCT	Yes	No sidewalk exists here	pedestrian traffic may stand in roadway
Humboldt Rd near Cushing	Yes	RCT	Yes	No sidewalk exists here	
Elk Valley Casino	N/A	RCT	Yes		
Howland Hill & Mathews Street	Yes	RCT	Yes	Curb ramp north of stop has no DW	
Howland Hill & Elk Valley Rd	Yes	RCT	Yes	No sidewalk exists here	
Rancheria Community Center	N/A	RCT	Yes		
Mill Creek Campground	N/A	RCT	Yes		
101 & Anchor Way	Yes	RCT	Yes	Driveway south of stop may have cross slope issues	
Elk Valley Rd & Iowa	Yes	RCT	Yes	Sidewalk may have width of path issues	
Elk Valley & 101	Yes	RCT	Yes	Sidewalk may have width of path issues	
Cultural Center	Yes	RCT	Yes	Sidewalk may have width of path issues	
2nd & M St	Yes	RCT	Yes	Sidewalk may have width of path issues	

Bus Stop location	Is there a sign	Transit System	Inspection Needed	Observations	Additional Observations
N St near 3rd	N/A	RCT	Yes		
3rd between K & L	Yes	RCT	Yes	Driveway north of stop may have cross slope issues	
3rd between K & J	Yes	RCT	Yes	possible width of path issues, bench needs inspection	
2nd St between G and F	Yes	RCT	Yes	possible width of path issues	
2nd and D	Yes	RCT	Yes	Curb ramp north of stop has no DW	
2nd between B and C	Yes	RCT	Yes	Driveway south of stop may have cross slope issues	
A St between 2nd and 3rd	Yes	RCT	Yes		
3rd and G St	Yes	RCT	Yes	possible width of path issues	
H and 5th St	Yes	RCT	Yes		
Ray's / Safeway	N/A	RCT	Yes		
A St between 5th and 6th	Yes	RCT	Yes	possible width of path issues	
A St between 7th and 8th	Yes	RCT	Yes	Non continuous pedestrian path here	
101 South between 7th and 8th	Yes	RCT	Yes	possible width of path issues	
H and 8th Street	Yes	RCT	Yes	possible width of path issues	
A Street near 10th	Yes	RCT	Yes	possible width of path issues	
A Street near West Condor St	Yes	RCT	Yes	possible width of path issues	
H and 11th	Yes	RCT	Yes	possible width of path issues	
A St and Pacific	Yes	RCT	Yes	possible width of path issues	
Pacific at Glenn	Yes	RCT	Yes		
Pacific and E Street	Yes	RCT	Yes	possible width of path issues	

Bus Stop location	Is there a sign	Transit System	Inspection Needed	Observations	Additional Observations
El Dorado south of Lauff	Yes	RCT	Yes	Driveway north of stop may have cross slope issues	
Inyo St near Machen	Yes	RCT	Yes		
Inyo Street between Cooper and Childs	Yes	RCT	Yes	Driveway south of stop may have cross slope issues	
Inyo Street between Murphy & Keller	Yes	RCT	Yes	Driveway north of stop may have cross slope issues	
Inyo Street between McNamara & Reddy	Yes	RCT	Yes		
El Dorado south of Murphy	Yes	RCT	Yes		
El Dorado south of McNamara	Yes	RCT	Yes	Driveway north of stop may have cross slope issues	
El Dorado north of Hamilton	Yes	RCT	Yes		
Harding Ave at El Dorado St	N/A	RCT	Yes		
Del Norte High School Small Ave	Yes	RCT	Yes		
East Harding at California	N/A	RCT	Yes		
Highway 101 at Northcrest intersection	N/A	RCT	Yes		
101 South at Northcrest intersection	N/A	RCT	Yes		
101 North and Wilson Ave	Yes	RCT	Yes	Curb ramp north of stop has no DW	
Northcrest near Wilson	Yes	RCT	Yes	possible width of path issues	

Bus Stop location	Is there a sign	Transit System	Inspection Needed	Observations	Additional Observations
101 South and Burtshell	N/A	RCT	Yes		
Harding Ave west of Northcrest	Yes	RCT	Yes	Driveway south of stop may have cross slope issues	
Northcrest near Harding	Yes	RCT	Yes	No sidewalk exists here	
Parkway Drive	N/A	RCT	Yes		
Northcrest south of East Coolidge	Yes	RCT	Yes	Driveway south of stop may have cross slope issues	
Northcrest between Hoover and Coolidge	Yes	RCT	Yes	may not have an accessible sidewalk here	
Northcrest south of Washington	Yes	RCT	Yes	Non continuous pedestrian path here	
Washington Blvd near Northcrest SE position	Yes	RCT	Yes	Non continuous pedestrian path here	
Washington Blvd near Northcrest NE position	N/A	RCT	Yes		
Northcrest near Washington	Yes	RCT	Yes		
Sutter Coast Hospital	Yes	RCT	Yes	Curb ramp west of stop has no DW	
Washington Blvd near Leif Circle	Yes	RCT	Yes	Mail box near stop causing possible width issue	
Parkway and Washington	N/A	RCT	Yes		
Walmart	Yes	RCT	Yes		
Northcrest near East Adams	Yes	RCT	Yes		
Northcrest near East Madison (senior center)	Yes	RCT	Yes	Driveway north of stop may have cross slope issues	

Bus Stop location	Is there a sign	Transit System	Inspection Needed	Observations	Additional Observations
Northcrest between Old Mill and East Madison	Yes	RCT	Yes	No sidewalk exists here	
Washington near Lafayette	Yes	RCT	Yes	Curb ramps on both sides of stop are not current	
Washington after Lake St	Yes	RCT	Yes		
Inyo St north of Sea Mist Cir	Yes	RCT	Yes		
Northcrest at Crashers	N/A	RCT	Yes		
Northcrest between Pine Grove and Crashers	Yes	RCT	Yes	Non continuous pedestrian path here	
Northcrest between Pine Grove and Standard	Yes	RCT	Yes	Non continuous pedestrian path here	
Standard Veneer Rd Community Assistance	N/A	RCT	Yes		
J & L Market	N/A	RCT	Yes		

Jurisdiction	Location	Park	Vista Point	Access Point	Public Parking	On Street Parking	Accessible Parking	Accessible Isle	Applicable Sidewalks	Curb Ramps	Additional Observations
County, State, and private	South Beach Highway 101	N	Y	Y	Yes	Yes	No	No	No	No	Does not appear to be access here for disabled
Crescent City	Access at 3rd Street	N	Y	Y	No	Yes	No	No	Yes	No	Steep Stairs, possibly not accessible
Crescent City	Access at 4th Street	N	Y	Y	No	Yes	No	No	No	No	Does not appear to be access here for disabled
Crescent City	Access at 5th Street	N	Y	Y	Yes	Yes	No	No	Yes	No	Does not appear to be access here for disabled
Crescent City	Access at 6th Street	N	N	y	No	Yes	No	No	No	Yes	Does not appear to be access here for disabled
Crescent City	B Street Pier	N	Y	Y	Yes	No	No	No	Yes	Yes	Access is available, would need to be inspected
Crescent City	Beachfront Park	Y	Y	Y	Yes	Yes	Yes	Yes	Yes	No	Access is available, would need to be inspected
Crescent City	Brother Jonathan Vista	Y	Y	Y	Yes	Yes	No	No	No	No	Main crosswalk leading from vista to park has no curb ramp.
Crescent City	Crescent City Skate Park	Y	N	N	Yes	Yes	No	No	Yes	No	Does not appear to be access here for disabled
Crescent City	Cultural Center / Front Street	N	N	N	Yes	No	Yes	Yes	Yes	N/A	Access exists here, would need to be inspected
Crescent City	Howe Park Drive/Bike Path	Y	Y	Y	Yes	Yes	Yes	Yes	Yes	N/A	Access exists here, would need to be inspected
Crescent City	Preston Island Lookout point	N	Y	Y	Yes	No	No	No	No	No	Does not appear to be access here for disabled

Jurisdiction	Location	Park	Vista Point	Access Point	Public Parking	On Street Parking	Accessible Parking	Accessible Isle	Applicable Sidewalks	Curb Ramps	Additional Observations
Crescent City	Public Swimming Pool	N	N	N	Yes	No	Yes	Yes	Yes	N/A	Access exists here, would need to be inspected
Crescent City	Shoreline Campground	Y	N	Y	Yes	No	Yes	Yes	Yes	Yes	Access exists here, would need to be inspected
Crescent City Harbor District	Crescent City Harbor	N	Y	Y	Yes	N/A	Yes	N/A	N/A	N/A	Access exists here, would need to be inspected
Crescent City Harbor District	Whaler Rock Anchor Way	N	Y	Y	Yes	Yes	Yes	Yes	Yes	No	Access is available, would need to be inspected
Del Norte County	Access at Battery Point Lighthouse	Y	Y	Y	Yes	No	Yes	Yes	Yes	No	Access is available, would need to be inspected
Del Norte County	County Recreation Center	N	N	N	Yes	N/A	N/A	N/A	N/A	N/A	N/A
Del Norte County	Del Norte County Fairgrounds	N	N	Y	Yes	No	Yes	Yes	N/A	N/A	Access exists here, would need to be inspected
Del Norte County	Florence Keller County Park	Y	N	N	N/A	N/A	N/A	N/A	N/A	N/A	This area would need to be inspected to determine access
Del Norte County	Kamph Memorial Park	N	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Does not appear to be access here for disabled
Del Norte County	Kellog Beach	N	N	Y	N/A	N/A	N/A	N/A	N/A	N/A	Does not appear to be access here for disabled
Del Norte County	Marhoffer Creek/Pebble Beach	N	Y	Y	Yes	No	No	Yes	No	No	Access is limited, would need to be inspected
Del Norte County & private	Pebble Beach	N	Y	Y	Yes	N/A	N/A	N/A	N/A	N/A	N/A
Del Norte County & Redwood		Y	N *possible	Y	Y	N/A	Cannot identify from	N/A	N/A	N/A	Redwood National Park provided there was an

Jurisdiction	Location	Park	Vista Point	Access Point	Public Parking	On Street Parking	Accessible Parking	Accessible Isle	Applicable Sidewalks	Curb Ramps	Additional Observations
National Park *the park has two facilities along Crescent Beach: Picnic Area & the Crescent Beach Overlook	Crescent Beach		accessible overlook at end of road				preliminary observations				accessible overlook at the end of the road, but the area would need to be inspected in the transition plan (unless previously inspected)
Peterson Park	Peterson Park 7th Street	Y	N	N	Yes	Yes	Yes	Yes	N/A	N/A	Access exists here, would need to be inspected
State of California, Private, Del Norte County	Point St George	N	Y	N	No	No	No	No	No	No	Does not appear to be access here for disabled

*Note: Trails were not identified through the Discovery Process. Any trails that were identified were within State parks/jurisdiction and are not noted in this report

ADAAC's Discovery process began by gathering information through:

- Reviewing information provided by the Del Norte Local Transportation Commission (<http://www.dnltc.org/planning-documents-reports/>)
- Reviewing information from Crescent City's website (<http://www.crescentcity.org/>)
- Reviewing information from the County of Del Norte (<http://www.co.del-norte.ca.us/>)
- Reviewing City/County maps obtained from the on-site visit
- Contacting pertinent personnel within DNLTC's membership to gather greater details regarding city and county owned or governed buildings and facilities
- Reviewing information from computer mapping software

Attachment B

Requirements Specific to Transportation and Paratransit

Part 37--Transportation Services for Individuals with Disabilities (US Department of Transportation)

Sec. 37.11 Administrative enforcement.

Recipients of Federal financial assistance from the Department of Transportation are subject to administrative enforcement of the requirements of this part under the provisions of 49 CFR part 27, subpart C.

Public entities, whether or not they receive Federal financial assistance, also are subject to enforcement action as provided by the Department of Justice.

Subpart C_Transportation Facilities

Sec. 37.41 Construction of transportation facilities by public entities.

A public entity shall construct any new facility to be used in providing designated public transportation services so that the facility is readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs. This requirement also applies to the construction of a new station for use in intercity or commuter rail transportation. For purposes of this section, a facility or station is "new" if its construction begins (i.e., issuance of notice to proceed) after January 25, 1992, or, in the case of intercity or commuter rail stations, after October 7, 1991.

Subpart F_Paratransit as a Complement to Fixed Route Service

Sec. 37.121 Requirement for comparable complementary paratransit service.

Except as provided in paragraph (c) of this section, each public entity operating a fixed route system shall provide paratransit or other special service to individuals with disabilities that is comparable to the level of service provided to individuals without disabilities who use the fixed route system.

To be deemed comparable to fixed route service, a complementary paratransit system shall meet the requirements of Sec. Sec. 37.123- 37.133 of this subpart. The requirement to comply with Sec. 37.131 may be modified in accordance with the provisions of this subpart relating to undue financial burden.

Requirements for complementary paratransit do not apply to commuter bus, commuter rail, or intercity rail systems.

Sec. 37.135 Submission of paratransit plan.

General. Each public entity operating fixed route transportation service, which is required by Sec. 37.121 to provide complementary paratransit service, shall develop a paratransit plan.

206.3 Location--Modification to 206.3 of Appendix B to 36 CFR Part 1191

Accessible routes shall coincide with, or be located in the same area as general circulation paths. Where circulation paths are interior, required accessible routes shall also be interior. Elements such as ramps, elevators, or other circulation devices, fare vending or other ticketing areas, and fare collection areas shall be placed to minimize the distance which wheelchair users and other persons who cannot negotiate steps may have to travel compared to the general public.

Subpart B--Applicability**Section 37.21 Applicability--General**

This section emphasizes the broad applicability of part 37. Unlike section 504, the ADA and its implementing rules apply to entities whether or not they receive Federal financial assistance. They apply to private and public entities alike. For entities which do receive Federal funds, compliance with the ADA and part 37 is a condition of compliance with section 504 and 49 CFR part 27, DOT's section 504 rule.

Virtually all entities covered by this rule also are covered by DOJ rules, either under 28 CFR part 36 as state and local program providers or under 28 CFR part 35 as operators of places of public accommodation. Both sets of rules apply; one does not override the other. The DOT rules apply only to the entity's transportation facilities, vehicles, or services; the DOJ rules may cover the entity's activities more broadly. For example, if a public entity operates a transit system and a zoo, DOT's coverage would stop at the transit system's edge, while DOJ's rule would cover the zoo as well.

DOT and DOJ have coordinated their rules, and the rules have been drafted to be consistent with one another. Should, in the context of some future situation, there be an apparent inconsistency between the two rules, the DOT rule would control within the sphere of transportation services, facilities and vehicles.

Attachment C

ADA Standards for Transportation Facilities

206 Accessible Routes

206.1 General. Accessible routes shall be provided in accordance with 206 and shall comply with Chapter 4.

206.2 Where Required. Accessible routes shall be provided where required by 206.2.

206.2.1 Site Arrival Points. At least one accessible route shall be provided within the site from accessible parking spaces and accessible passenger loading zones; public streets and sidewalks; and public transportation stops to the accessible building or facility entrance they serve.

EXCEPTIONS: 1. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, no more than one accessible route from a site arrival point to an accessible entrance shall be required.

2. An accessible route shall not be required between site arrival points and the building or facility entrance if the only means of access between them is a vehicular way not providing pedestrian access.

Advisory 206.2.1 Site Arrival Points. Each site arrival point must be connected by an accessible route to the accessible building entrance or entrances served. Where two or more similar site arrival points, such as bus stops, serve the same accessible entrance or entrances, both bus stops must be on accessible routes. In addition, the accessible routes must serve all of the accessible entrances on the site.

Advisory 206.2.1 Site Arrival Points Exception 2. Access from site arrival points may include vehicular ways. Where a vehicular way, or a portion of a vehicular way, is provided for pedestrian travel, such as within a shopping center or shopping mall parking lot, this exception does not apply.

206.2.2 Within a Site. At least one accessible route shall connect accessible buildings, accessible facilities, accessible elements, and accessible spaces that are on the same site.

EXCEPTION: An accessible route shall not be required between accessible buildings, accessible facilities, accessible elements, and accessible spaces if the only means of access between them is a vehicular way not providing pedestrian access.

Advisory 206.2.2 Within a Site. An accessible route is required to connect to the boundary of each area of sport activity. Examples of areas of sport activity include: soccer fields, basketball courts, baseball fields, running tracks, skating rinks, and the area surrounding a piece of gymnastic equipment. While the size of an area of sport activity may vary from sport to sport, each includes only the space needed to play. Where multiple sports fields or courts are provided, an accessible route is required to each field or area of sport activity.

206.2.3 Multi-Story Buildings and Facilities. At least one accessible route shall connect each story and mezzanine in multi-story buildings and facilities.

EXCEPTIONS: 1. In private buildings or facilities that are less than three stories or that have less than 3000 square feet (279 m²) per story, an accessible route shall not be required to connect stories provided that the building or facility is not a shopping center, a shopping mall, the professional office of a health care provider, a terminal, depot or other station used for specified public transportation, an airport passenger terminal, or another type of facility as determined by the Attorney General.

2. Where a two story public building or facility has one story with an occupant load of five or fewer persons that does not contain public use space, that story shall not be required to be connected to the story above or below.

3. In detention and correctional facilities, an accessible route shall not be required to connect stories where cells with mobility features required to comply with 807.2, all common use areas serving cells with mobility features required to comply with 807.2, and all public use areas are on an accessible route.

4. In residential facilities, an accessible route shall not be required to connect stories where residential dwelling units with mobility features required to comply with 809.2 through 809.4, all common use areas serving residential dwelling units with mobility features required to comply with 809.2 through 809.4, and public use areas serving residential dwelling units are on an accessible route.

5. Within multi-story transient lodging guest rooms with mobility features required to comply with 806.2, an accessible route shall not be required to connect stories provided that spaces complying with 806.2 are on an accessible route and sleeping accommodations for two persons minimum are provided on a story served by an accessible route.

6. In air traffic control towers, an accessible route shall not be required to serve the cab and the floor immediately below the cab.

7. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, an accessible route shall not be required to stories located above or below the accessible story.

Advisory 206.2.3 Multi-Story Buildings and Facilities. Spaces and elements located on a level not required to be served by an accessible route must fully comply with this document. While a mezzanine may be a change in level, it is not a story. If an accessible route is required to connect stories within a building or facility, the accessible route must serve all mezzanines.

Advisory 206.2.3 Multi-Story Buildings and Facilities Exception 4. Where common use areas are provided for the use of residents, it is presumed that all such common use areas "serve" accessible dwelling units unless use is restricted to residents occupying certain dwelling units. For example, if all residents are permitted to use all laundry rooms, then all laundry rooms "serve" accessible dwelling units. However, if the laundry room on the first floor is restricted to use by residents on the first floor, and the second floor laundry room is for use by occupants of the second floor, then first floor accessible units are "served" only by laundry rooms on the first floor. In this example, an accessible route is not required to the second floor provided that all accessible units and all common use areas serving them are on the first floor.

206.2.3.1 Stairs and Escalators in Existing Buildings. In alterations and additions, where an escalator or stair is provided where none existed previously and major structural modifications are necessary for the installation, an accessible route shall be provided between the levels served by the escalator or stair unless exempted by 206.2.3 Exceptions 1 through 7.

206.2.4 Spaces and Elements. At least one accessible route shall connect accessible building or facility entrances with all accessible spaces and elements within the building or facility which are otherwise connected by a circulation path unless exempted by 206.2.3 Exceptions 1 through 7.

EXCEPTIONS: 1. Raised courtroom stations, including judges' benches, clerks' stations, bailiffs' stations, deputy clerks' stations, and court reporters' stations shall not be required to provide vertical access provided that the required clear floor space, maneuvering space, and, if appropriate, electrical service are installed at the time of initial construction to allow future installation of a means of vertical access complying with 405, 407, 408, or 410 without requiring substantial reconstruction of the space.

2. In assembly areas with fixed seating required to comply with 221, an accessible route shall not be required to serve fixed seating where wheelchair spaces required to be on an accessible route are not provided.

3. Accessible routes shall not be required to connect mezzanines where buildings or facilities have no more than one story. In addition, accessible routes shall not be required to connect stories or mezzanines where multi-story buildings or facilities are exempted by 206.2.3 Exceptions 1 through 7.

Advisory 206.2.4 Spaces and Elements. Accessible routes must connect all spaces and elements required to be accessible including, but not limited to, raised areas and speaker platforms.

Advisory 206.2.4 Spaces and Elements Exception 1. The exception does not apply to areas that are likely to be used by members of the public who are not employees of the court such as jury areas, attorney areas, or witness stands.

206.2.5 Restaurants and Cafeterias. In restaurants and cafeterias, an accessible route shall be provided to all dining areas, including raised or sunken dining areas, and outdoor dining areas.

EXCEPTIONS: 1. In buildings or facilities not required to provide an accessible route between stories, an accessible route shall not be required to a mezzanine dining area where the mezzanine contains less than 25 percent of the total combined area for seating and dining and where the same decor and services are provided in the accessible area.

2. In alterations, an accessible route shall not be required to existing raised or sunken dining areas, or to all parts of existing outdoor dining areas where the same services and decor are provided in an accessible space usable by the public and not restricted to use by people with disabilities.

3. In sports facilities, tiered dining areas providing seating required to comply with 221 shall be required to have accessible routes serving at least 25 percent of the dining area provided that accessible routes serve seating complying with 221 and each tier is provided with the same services.

Advisory 206.2.5 Restaurants and Cafeterias Exception 2. Examples of "same services" include, but are not limited to, bar service, rooms having smoking and non-smoking sections, lotto and other table games, carry-out, and buffet service. Examples of "same decor" include, but are not limited to, seating at or near windows and railings with views, areas designed with a certain theme, party and banquet rooms, and rooms where entertainment is provided.

206.2.6 Performance Areas. Where a circulation path directly connects a performance area to an assembly seating area, an accessible route shall directly connect the assembly seating area with the performance area. An accessible route shall be provided from performance areas to ancillary areas or facilities used by performers unless exempted by 206.2.3 Exceptions 1 through 7.

206.2.7 Press Boxes. Press boxes in assembly areas shall be on an accessible route.

EXCEPTIONS: 1. An accessible route shall not be required to press boxes in bleachers that have points of entry at only one level provided that the aggregate area of all press boxes is 500 square feet (46 m²) maximum.

2. An accessible route shall not be required to free-standing press boxes that are elevated above grade 12 feet (3660 mm) minimum provided that the aggregate area of all press boxes is 500 square feet (46 m²) maximum.

Advisory 206.2.7 Press Boxes Exception 2. Where a facility contains multiple assembly areas, the aggregate area of the press boxes in each assembly area is to be calculated separately. For example, if a university has a soccer stadium with three press boxes elevated 12 feet (3660 mm) or more above grade and each press box is 150 square feet (14 m²), then the aggregate area of the soccer stadium press boxes is less than 500 square feet (46 m²) and Exception 2 applies to the soccer stadium. If that same university also has a football stadium with two press boxes elevated 12 feet (3660 mm) or more above grade and one press box is 250 square feet (23 m²), and the second is 275 square feet (26 m²), then the aggregate area of the football stadium press boxes is more than 500 square feet (46 m²) and Exception 2 does not apply to the football stadium.

206.2.8 Employee Work Areas. Common use circulation paths within employee work areas shall comply with 402.

EXCEPTIONS: 1. Common use circulation paths located within employee work areas that are less than 1000 square feet (93 m²) and defined by permanently installed partitions, counters, casework, or furnishings shall not be required to comply with 402.

2. Common use circulation paths located within employee work areas that are an integral component of work area equipment shall not be required to comply with 402.

3. Common use circulation paths located within exterior employee work areas that are fully exposed to the weather shall not be required to comply with 402.

Advisory 206.2.8 Employee Work Areas Exception 1. Modular furniture that is not permanently installed is not directly subject to these requirements. The Department of Justice ADA regulations provide additional guidance regarding the relationship between these requirements and elements that are not part of the built environment. Additionally, the Equal Employment Opportunity Commission (EEOC) implements title I of the ADA which requires non-discrimination in the workplace. EEOC can provide guidance regarding employers' obligations to provide reasonable accommodations for employees with disabilities.

Advisory 206.2.8 Employee Work Areas Exception 2. Large pieces of equipment, such as electric turbines or water pumping apparatus, may have stairs and elevated walkways used for overseeing or monitoring purposes which are physically part of the turbine or

pump. However, passenger elevators used for vertical transportation between stories are not considered "work area equipment" as defined in Section 106.5.

206.2.9 Amusement Rides. Amusement rides required to comply with 234 shall provide accessible routes in accordance with 206.2.9. Accessible routes serving amusement rides shall comply with Chapter 4 except as modified by 1002.2.

206.2.9.1 Load and Unload Areas. Load and unload areas shall be on an accessible route. Where load and unload areas have more than one loading or unloading position, at least one loading and unloading position shall be on an accessible route.

206.2.9.2 Wheelchair Spaces, Ride Seats Designed for Transfer, and Transfer Devices. When amusement rides are in the load and unload position, wheelchair spaces complying with 1002.4, amusement ride seats designed for transfer complying with 1002.5, and transfer devices complying with 1002.6 shall be on an accessible route.

206.2.10 Recreational Boating Facilities. Boat slips required to comply with 235.2 and boarding piers at boat launch ramps required to comply with 235.3 shall be on an accessible route. Accessible routes serving recreational boating facilities shall comply with Chapter 4, except as modified by 1003.2.

206.2.11 Bowling Lanes. Where bowling lanes are provided, at least 5 percent, but no less than one of each type of bowling lane, shall be on an accessible route.

206.2.12 Court Sports. In court sports, at least one accessible route shall directly connect both sides of the court.

206.2.13 Exercise Machines and Equipment. Exercise machines and equipment required to comply with 236 shall be on an accessible route.

206.2.14 Fishing Piers and Platforms. Fishing piers and platforms shall be on an accessible route. Accessible routes serving fishing piers and platforms shall comply with Chapter 4 except as modified by 1005.1.

206.2.15 Golf Facilities. At least one accessible route shall connect accessible elements and spaces within the boundary of the golf course. In addition, accessible routes serving golf car rental areas; bag drop areas; course weather shelters complying with 238.2.3; course toilet rooms; and practice putting greens, practice teeing grounds, and teeing stations at driving ranges complying with 238.3 shall comply with Chapter 4 except as modified by 1006.2.

EXCEPTION: Golf car passages complying with 1006.3 shall be permitted to be used for all or part of accessible routes required by 206.2.15.

206.2.16 Miniature Golf Facilities. Holes required to comply with 239.2, including the start of play, shall be on an accessible route. Accessible routes serving miniature golf facilities shall comply with Chapter 4 except as modified by 1007.2.

206.2.17 Play Areas. Play areas shall provide accessible routes in accordance with 206.2.17. Accessible routes serving play areas shall comply with Chapter 4 except as modified by 1008.2.

206.2.17.1 Ground Level and Elevated Play Components. At least one accessible route shall be provided within the play area. The accessible route shall connect ground level play components required to comply with 240.2.1 and elevated play components required to comply with 240.2.2, including entry and exit points of the play components.

206.2.17.2 Soft Contained Play Structures. Where three or fewer entry points are provided for soft contained play structures, at least one entry point shall be on an accessible route. Where four or more entry points are provided for soft contained play structures, at least two entry points shall be on an accessible route.

206.3 Location. Accessible routes shall coincide with or be located in the same area as general circulation paths. Where circulation paths are interior, required accessible routes shall also be interior.

Note to Reader: The Department of Transportation's ADA standards include additional requirements for the location of accessible routes:

206.3 Location. Accessible routes shall coincide with, or be located in the same area as general circulation paths. Where circulation paths are interior, required accessible routes shall also be interior. Elements such as ramps, elevators, or other circulation devices, fare vending or other ticketing areas, and fare collection areas shall be placed to minimize the distance which wheelchair users and other persons who cannot negotiate steps may have to travel compared to the general public.

Advisory 206.3 Location. The accessible route must be in the same area as the general circulation path. This means that circulation paths, such as vehicular ways designed for pedestrian traffic, walks, and unpaved paths that are designed to be routinely used by pedestrians must be accessible or have an accessible route nearby. Additionally, accessible vertical interior circulation must be in the same area as stairs and escalators, not isolated in the back of the facility.

206.4 Entrances. Entrances shall be provided in accordance with 206.4. Entrance doors, doorways, and gates shall comply with 404 and shall be on an accessible route complying with 402.

EXCEPTIONS: 1. Where an alteration includes alterations to an entrance, and the building or facility has another entrance complying with 404 that is on an accessible route, the altered entrance shall not be required to comply with 206.4 unless required by 202.4.

2. Where exceptions for alterations to qualified historic buildings or facilities are permitted by 202.5, no more than one public entrance shall be required to comply with 206.4. Where no public entrance can comply with 206.4 under criteria established in 202.5 Exception, then either an unlocked entrance not used by the public shall comply with 206.4; or a locked entrance complying with 206.4 with a notification system or remote monitoring shall be provided.

206.4.1 Public Entrances. In addition to entrances required by 206.4.2 through 206.4.9, at least 60 percent of all public entrances shall comply with 404.

206.4.2 Parking Structure Entrances. Where direct access is provided for pedestrians from a parking structure to a building or facility entrance, each direct access to the building or facility entrance shall comply with 404.

206.4.3 Entrances from Tunnels or Elevated Walkways. Where direct access is provided for pedestrians from a pedestrian tunnel or elevated walkway to a building or facility, at least one direct entrance to the building or facility from each tunnel or walkway shall comply with 404.

206.4.4 Transportation Facilities. In addition to the requirements of 206.4.2, 206.4.3, and 206.4.5 through 206.4.9, transportation facilities shall provide entrances in accordance with 206.4.4.

206.4.4.1 Location. In transportation facilities, where different entrances serve different transportation fixed routes or groups of fixed routes, at least one public entrance serving each fixed route or group of fixed routes shall comply with 404.

EXCEPTION: Entrances to key stations and existing intercity rail stations retrofitted in accordance with 49 CFR 37.49 or 49 CFR 37.51 shall not be required to comply with 206.4.4.1.

206.4.4.2 Direct Connections. Direct connections to other facilities shall provide an accessible route complying with 404 from the point of connection to boarding platforms and all transportation system elements required to be accessible. Any elements provided to facilitate future direct connections shall be on an accessible route connecting boarding platforms and all transportation system elements required to be accessible.

EXCEPTION: In key stations and existing intercity rail stations, existing direct connections shall not be required to comply with 404.

206.4.4.3 Key Stations and Intercity Rail Stations. Key stations and existing intercity rail stations required by Subpart C of 49 CFR part 37 to be altered, shall have at least one entrance complying with 404.

206.4.5 Tenant Spaces. At least one accessible entrance to each tenancy in a facility shall comply with 404.

EXCEPTION: Self-service storage facilities not required to comply with 225.3 shall not be required to be on an accessible route.

206.4.6 Residential Dwelling Unit Primary Entrance. In residential dwelling units, at least one primary entrance shall comply with 404. The primary entrance to a residential dwelling unit shall not be to a bedroom.

206.4.7 Restricted Entrances. Where restricted entrances are provided to a building or facility, at least one restricted entrance to the building or facility shall comply with 404.

206.4.8 Service Entrances. If a service entrance is the only entrance to a building or to a tenancy in a facility, that entrance shall comply with 404.

206.4.9 Entrances for Inmates or Detainees. Where entrances used only by inmates or detainees and security personnel are provided at judicial facilities, detention facilities, or correctional facilities, at least one such entrance shall comply with 404.

206.5 Doors, Doorways, and Gates. Doors, doorways, and gates providing user passage shall be provided in accordance with 206.5.

206.5.1 Entrances. Each entrance to a building or facility required to comply with 206.4 shall have at least one door, doorway, or gate complying with 404.

206.5.2 Rooms and Spaces. Within a building or facility, at least one door, doorway, or gate serving each room or space complying with these requirements shall comply with 404.

206.5.3 Transient Lodging Facilities. In transient lodging facilities, entrances, doors, and doorways providing user passage into and within guest rooms that are not required to provide mobility features complying with 806.2 shall comply with 404.2.3.

EXCEPTION: Shower and sauna doors in guest rooms that are not required to provide mobility features complying with 806.2 shall not be required to comply with 404.2.3.

206.5.4 Residential Dwelling Units. In residential dwelling units required to provide mobility features complying with 809.2 through 809.4, all doors and doorways providing user passage shall comply with 404.

206.6 Elevators. Elevators provided for passengers shall comply with 407. Where multiple elevators are provided, each elevator shall comply with 407.

EXCEPTIONS: 1. In a building or facility permitted to use the exceptions to 206.2.3 or permitted by 206.7 to use a platform lift, elevators complying with 408 shall be permitted.

2. Elevators complying with 408 or 409 shall be permitted in multi-story residential dwelling units.

206.6.1 Existing Elevators. Where elements of existing elevators are altered, the same element shall also be altered in all elevators that are programmed to respond to the same hall call control as the altered elevator and shall comply with the requirements of 407 for the altered element.

206.7 Platform Lifts. Platform lifts shall comply with 410. Platform lifts shall be permitted as a component of an accessible route in new construction in accordance with 206.7. Platform lifts shall be permitted as a component of an accessible route in an existing building or facility.

206.7.1 Performance Areas and Speakers' Platforms. Platform lifts shall be permitted to provide accessible routes to performance areas and speakers' platforms.

206.7.2 Wheelchair Spaces. Platform lifts shall be permitted to provide an accessible route to comply with the wheelchair space dispersion and line-of-sight requirements of 221 and 802.

206.7.3 Incidental Spaces. Platform lifts shall be permitted to provide an accessible route to incidental spaces which are not public use spaces and which are occupied by five persons maximum.

206.7.4 Judicial Spaces. Platform lifts shall be permitted to provide an accessible route to: jury boxes and witness stands; raised courtroom stations including, judges' benches, clerks' stations, bailiffs' stations, deputy clerks' stations, and court reporters' stations; and to depressed areas such as the well of a court.

206.7.5 Existing Site Constraints. Platform lifts shall be permitted where existing exterior site constraints make use of a ramp or elevator infeasible.

Advisory 206.7.5 Existing Site Constraints. This exception applies where topography or other similar existing site constraints necessitate the use of a platform lift as the only feasible alternative. While the site constraint must reflect exterior conditions, the lift can be installed in the interior of a building. For example, a new building constructed between and connected to two existing buildings may have insufficient space to coordinate floor levels and also to provide ramped entry from the public way. In this example, an exterior or interior platform lift could be used to provide an accessible entrance or to coordinate one or more interior floor levels.

206.7.6 Guest Rooms and Residential Dwelling Units. Platform lifts shall be permitted to connect levels within transient lodging guest rooms required to provide mobility features complying with 806.2 or residential dwelling units required to provide mobility features complying with 809.2 through 809.4.

206.7.7 Amusement Rides. Platform lifts shall be permitted to provide accessible routes to load and unload areas serving amusement rides.

206.7.8 Play Areas. Platform lifts shall be permitted to provide accessible routes to play components or soft contained play structures.

206.7.9 Team or Player Seating. Platform lifts shall be permitted to provide accessible routes to team or player seating areas serving areas of sport activity.

Advisory 206.7.9 Team or Player Seating. While the use of platform lifts is allowed, ramps are recommended to provide access to player seating areas serving an area of sport activity.

206.7.10 Recreational Boating Facilities and Fishing Piers and Platforms. Platform lifts shall be permitted to be used instead of gangways that are part of accessible routes serving recreational boating facilities and fishing piers and platforms.

206.8 Security Barriers. Security barriers, including but not limited to, security bollards and security check points, shall not obstruct a required accessible route or accessible means of egress.

EXCEPTION: Where security barriers incorporate elements that cannot comply with these requirements such as certain metal detectors, fluoroscopes, or other similar devices, the accessible route shall be permitted to be located adjacent to security screening devices. The accessible route shall permit persons with disabilities passing around security barriers to maintain visual contact with their personal items to the same extent provided others passing through the security barrier.

Attachment D

Requirements Specific to trails and bicycles

About the Standards for Outdoor Developed Areas

Achieving accessibility in outdoor environments has long been a source of inquiry due to challenges and constraints posed by terrain, the degree of development, construction practices and materials, and other factors.

The Board has issued requirements that are now part of the [Architectural Barriers Act \(ABA\) Accessibility Standards](#) and apply to national parks and other outdoor areas developed by the federal government. They do not apply to outdoor areas developed with federal grants or loans. A [guide](#) that explains these requirements also is available.

The new provisions address access to trails, picnic and camping areas, viewing areas, beach access routes and other components of outdoor developed areas on federal sites when newly built or altered. They also provide exceptions for situations where terrain and other factors make compliance impracticable. The new requirements are located in sections [F201.4](#), [F216.3](#), [F244](#) to [F248](#), and [1011](#) to [1019](#) of the ABA Standards.

The Board intends to develop guidelines for non-federal outdoor sites covered by the Americans with Disabilities Act (ADA) and areas developed with federal grants and loans covered by the ABA through a subsequent rulemaking.

Bicycles/Trails Comparison

TABLE 1
Comparison of American Association of State Highway and Transportation Officials (AASHTO) Guidelines for [Bicycle](#) Facilities and the Proposed Guidelines for Trails

Outdoor Developed Areas Accessibility Guidelines	AASHTO Guide for the Development of Bicycle Facilities, 1999
16.2.1 Surface: Firm and stable.	Bicycle s need the same firmness and stability as wheelchairs; skaters usually require a smooth, paved surface. Most shared use paths are paved, although crushed aggregate surfaces are used on some paths.
16.2.2, Clear Tread Width: 36 inches (3 feet; 915 mm); exception for 32 inches (815 mm).	Shared use paths usually require a minimum 3 meter (10 foot) width, plus a 0.6 meter (2 foot) safety buffers on both sides. A 2.4 m (8 ft) width may be allowed in low use facilities. Posts or bollards installed to restrict motor vehicle traffic should be spaced 1.5 m (5 feet) apart. Posts or bollards should be brightly painted and reflectorized for visibility. When more than one post is used, use an odd number, with one on the centerline to help direct opposing traffic.

<p>16.2.3, Surface Openings (Gaps):</p> <p>To prevent wheelchair wheels and cane tips from being caught in surface openings or gaps, openings in trail surfaces shall be of a size which does not permit passage of a ½ inch (13 mm) diameter sphere, elongated openings must be perpendicular or diagonal to the direction of travel; exception to permit parallel direction elongated openings if openings do not permit passage of a ¼ inch (6 mm) sphere; second exception to permit openings which do not permit passage of a ¾ inch (19 mm) sphere.⁽¹⁾</p>	<p>The AASHTO Guide does not specify a maximum dimension for a surface opening, but openings should be minimized. Openings should not permit a bicycle wheel to enter.⁽²⁾ Grates should be flush with the surface, and elongated openings should be perpendicular to the direction of travel. (Diagonal openings are more difficult for bicyclists to negotiate). Where openings are unavoidable, they should be clearly marked.</p>
<p>16.2.4, Protruding Objects:</p> <p>ADAAG 4.4; provide a warning if vertical clearance is less than 80 inches (2030 mm).</p>	<p>Protruding objects should not exist within the clear tread width of a shared use path. Vertical clearance on shared use paths should be a minimum of 3 m (10 feet) or the full clear width and the safety buffers. Where vertical barriers and obstructions, such as abutments, piers, and other features are unavoidable, they should be clearly marked.</p>
<p>16.2.5, Tread Obstacles (Changes in level, roots, rocks, ruts):</p> <p>Up to 2 inches (50 mm); exception up to 3 inches (75 mm).</p>	<p>Tread obstacles are hazardous to bicyclists and skaters. The surface of a shared use path should be smooth and should not have tread obstacles.</p>
<p>16.2.6, Passing Space:</p> <p>At least 60 inches (1525 mm) width within 1,000 foot (300 m) intervals. Appendix note recommends more frequent intervals for some trail segments.</p>	<p>Shared use paths should have a minimum clear width of 3 m (10 ft), exception for 2.4 m (8 ft).</p>
<p>16.2.7.1 Cross slope:</p> <p>1:20 (5%) maximum; exceptions for open drains up to 1:10 (10%).</p>	<p>For drainage, shared use paths should have a minimum 2% (1:50) cross slope on a paved surface. On unpaved shared use paths, particular attention should be paid to drainage to avoid erosion. Curves on shared use paths may require super elevation beyond 2% (1:50) for safety reasons. The Guide suggests limited cross slope for accessibility reasons.</p>
<p>16.2.7.2 Running Slope:</p> <p>1:20 (5%) any length</p> <p>1:12 (8.33%) for up to 200 feet</p> <p>1:10 (10%) for up to 30 feet</p> <p>1:8 (12.5%) for up to 10 feet</p>	<p>Running slopes on shared use paths should be kept to a minimum; grades greater than 5 percent are undesirable. Grades steeper than 3 percent may not be practical for shared use paths with crushed stone or other unpaved surfaces. Where terrain dictates, grade lengths are recommended as follows:</p> <p>< 5% (< 1:20) any length</p> <p>5-6% (1:20-16.7) for up to 240 m (800 ft)</p>

<p>No more than 30% of the total trail length shall exceed 1:12</p>	<p>7% (1:14.3) for up to 120 m (400 ft)</p> <p>8% (1:12.5) for up to 90 m (300 ft)</p> <p>9% (1:11.1) for up to 60 m (200 ft)</p> <p>10% (1:10) for up to 30 m (100 ft)</p> <p>11+% (1:9.1) for up to 15 m (50 ft)</p>
<p>16.2.8, Resting Intervals:</p> <p>Size: 60 inch (1525 mm) length, at least as wide as the widest trail segment adjacent to the rest area. Less than 1:20 (5%) slope in any direction. Resting areas are required where trail running slopes exceed 1:20 (5%), at intervals no greater than the lengths permitted under running slope (see 16.2.7.2 above).</p>	<p>The Guide does not address resting intervals.</p>
<p>16.2.9, Edge protection:</p> <p>Where provided, 3 inch (75 mm) minimum height. Handrails are not required.</p>	<p>The Guide does not address edge protection. Some kinds of edge protection may be hazardous to bicyclists and skaters. The Guide has minimum railing height recommendations when needed for safety reasons.</p>
<p>16.2.10, Signs:</p> <p>Accessible trails require designation with a symbol of accessibility, and information on total length of the accessible segment.</p> <p>No traffic control sign information.</p>	<p>Guidance on signing and marking is provided in the Manual on Uniform Traffic Control Devices (MUTCD), incorporated by reference as a Federal regulation (23 CFR 655.601). A proposed amendment for Part 9 (Traffic Controls for Bicycle Facilities) was published in the Federal Register on June 24, 1999 (64 FR 33802-33806). A rulemaking is scheduled for March 2000 that will have an update for Part 4 (Signals), that will include provisions for pedestrian signals for people with disabilities.</p>

The Guide for the Development of **Bicycle** Facilities is available through the American Association of State Highway and Transportation Officials (AASHTO), 1999, 444 North Capitol St NW, Washington DC 20001, telephone 202-624-5800, fax 202-624-5806, www.aashto.org/bookstore.

A16.2.1 TRAIL SURFACE

Trail surfaces are required to be firm and stable. There are a spectrum of surfaces considered firm and stable and appropriate surfaces are not limited to surfacing materials such as asphalt and concrete. Many naturally occurring surfaces, such as crushed aggregate or soils containing some clay and a spectrum of sieve sizes, are considered firm and stable. Other natural surfaces may also become firm and stable when combined with a stabilizing agent. Wood planks, stone, grass, and packed dirt may also be considered accessible. The degree of firmness and stability may vary depending on the intended use and the expected direction and length of travel.

Preliminary information obtained through a small research project suggests that surfaces considered "firm" (i.e., does not give way significantly under foot) can range from very firm to moderately firm (defined in table A.) Similarly, surfaces considered stable (i.e., do not shift from side-to-side or when turning) can range from very stable to moderately stable.

The degree of firmness and stability desired or most appropriate is related to the intended use of the trail, the predominant direction(s) of travel, and the overall length of the trail. For example, a surface which is both very firm and very stable, is recommended for trails of more than .5 mile in length due to the duration of travel for a person with a disability. However, it may be acceptable for the surface to be moderately firm (rather than very firm) (using calculations and classifications in Table A below) for trails less than .5 but greater than .1 mile in length, and where the travel pattern is primarily linear. It may also be acceptable for the surface to be both moderately firm and moderately stable for trails less than .1 miles in length, and where the trail is moderately level (<3% slope).

Table A

Measurement and Classification of Firmness and Stability

Firmness classification

Firm

- Very Firm = 0.3 inch or less penetration
- Moderately Firm = greater than 0.3 and less than 0.5 inch penetration

Not Firm = greater than 0.5 inch penetration

Stability classification

Stable

- Very Stable = 0.5 inch or less penetration
- Moderately Stable = greater than 0.5 and less than 1.0 inch penetration

Not Stable = greater than 1.0 inch penetration

Surfaces that are moderately firm or stable may be appropriate in areas where a cushioned surface is preferred (e.g., for a multi use trail that includes equestrians.) Surfaces that are moderately firm and stable may also be appropriate on trails for winter use only because most trail surfaces are very firm and stable when frozen. Surfaces with a high degree of firmness and stability is critical for long distance trails so users may expend a minimum amount of energy over a given distance. A high degree of stability would be desirable for areas with multi-directional traffic.

Test Method for Firmness and Stability

The following test methodology is based on a preliminary test procedure for the measurement of surface firmness and stability which is one of the ways that firmness and stability can be measured. For more information, consult the "Accessible Exterior Surfaces Technical Report" available through the U. S. Access Board.

Test Equipment

The recommended test equipment for determining firmness and stability on outdoor surfaces is the rotational penetrometer, a device consisting of three main components: penetrator, frame, and reference base. The penetrator consists of an 8 x 1¼ inch (20 cm x 3 cm) pneumatic caster and a means to press the caster into the surface with a known force. The frame is an attachment to the reference base that provides a means for allowing the penetrator to move freely, perpendicular to the reference base. The reference base is a flat, rigid, surface used to

position and anchor the testing equipment relative to the test surface. It has an area through which the penetrator can pass and rotate freely without hindering the movement of the surface material being tested or interfering with the test results. The reference base may also provide a platform for the device operator during testing. The rotational penetrometer is instrumented with a method to measure the amount of vertical displacement of the penetrator into the test surface.

Test Procedure

To test surface firmness and stability, the rotational penetrometer is placed on the surface to be tested. A person stands on the reference base of the rotational penetrometer to stabilize its position during testing. The penetrator is lowered onto the test surface and an initial vertical displacement measurement is taken. A load of 44 ± 1 lbs. (20 ± 0.5 kg) is applied to the penetrator and then a second measurement of the amount of vertical displacement is completed. Then, with the load still applied, the penetrator caster is rotated through four 90 degree rotations about an axis perpendicular to the surface, alternating the direction of rotation (clockwise, counter-clockwise) after each 90 degree rotation. The final amount of vertical displacement is then measured. This test procedure is repeated on the same surface in a different test area until a total of five trials have been completed.

A16.2.2 CLEAR TRAIL TREAD WIDTH

The clear tread width of the trail is the width of the useable trail tread. It should be measured perpendicular to the direction of travel and on or parallel to the surface of the useable trail tread. The clear tread width should be measured at intervals no greater than 100 ft (30.5 m).

The minimum clear width of the trail is the width of the usable trail where obstructions restrict the clear tread width and where there is no alternate route to bypass the narrow area. The minimum clear width should be measured at the narrowest point on the trail or trail segment, perpendicular to the direction of travel and on or parallel to the surface of the useable trail tread.

A16.2.5 TRAIL TREAD OBSTACLES

Tread obstacles are natural features, such as roots, rocks, and ruts that cannot be avoided. The trail tread corridor is the area on or above the useable trail tread and below the specified design height for the trail. Tread obstacles in the trail tread corridor should comply with 16.2.5.

The dimensions of the tread obstacle within the trail tread corridor are as follows:

Width - the size of the obstacle within the trail tread corridor, measured perpendicular to the direction of travel;

Length - the size of the obstacle within the trail tread corridor, measured parallel to the direction of travel;

Height - the vertical dimension of the tread obstacle, measured from the trail surface to the top or bottom of the obstacle; and

Remaining clear tread width - the remaining tread corridor that is available to traverse around or past the obstacle, should also be measured perpendicular to the direction of travel.

A16.2.6 TRAIL PASSING SPACE

Passing spaces are required on trails a minimum of every 1000 feet (305 m). However, if a clear tread width less than 60 in (1525 mm) occurs in an area where users cannot easily move off the trail tread, such as a boardwalk or other surface that is not at the same level as the surrounding

natural ground surface or where noxious plants are adjacent to the trail tread, passing spaces should be provided at more frequent intervals. The provision of more frequent passing spaces should also be considered in areas with steep or difficult terrain or limited sight lines, so that users do not have to back up long distances to reach a passing space. More frequent passing intervals should also be considered on trails with heavier use, especially closer to trailheads and prominent features. If a bridge less than 60 in (1525 mm) wide is provided, a 60 in x 60 in (1525 mm x 1525 mm) minimum passing space should be provided at either end of the bridge. Passing intervals may be located to one side of the trail and/or co-located with resting intervals.

A16.2.7.1 TRAIL CROSS SLOPE

Trail cross slope is the angle of the trail tread perpendicular to the direction of travel (the side to side slope of the trail). The recommended unit of measurement is percent or rise over run (e.g., 2% or 1:50). Cross slope measurements should be determined across a 24 in (610 mm) width, at intervals not exceeding 100 ft (30.5 m) in length, from the trail head to the destination. Cross slope measurements are taken perpendicular to the path of travel over the most level section of tread at each point.

See A16.2.10 for more information on measuring maximum cross slope.

A16.2.7.2 TRAIL RUNNING SLOPES

The running slope represents the steepness of individual segments of the trail and should be measured parallel to the direction of travel. The recommended unit of measurement is percent or rise over run (e.g., 2% or 1:50). Uphill and downhill trail segments should be measured separately. The distance measured may be as short as 10 ft. (3.1m), but should not exceed 100 ft (30.5m) in length. The running slope should be measured for each consecutive trail segment, from the trail head to the destination.

Uphill trail segments and downhill trail segments should not be located sequentially. A sudden grade change without a transition creates difficulties for wheelchair users.

If there is no transition, there may be insufficient ground clearance. Then the footrests or anti-tip wheels may get caught on the surface.

A sudden grade change without enough of a transition may cause a rapid weight transfer, causing an individual using a wheelchair to lose dynamic stability.

Therefore, uphill and downhill trail segments should be separated by a relatively level transition segment with a slope no greater than 1:20.

See A16.2.10 for information on measuring maximum running slope.

Handrails are not required on trails, even where a maximum running slope occurs. To counterbalance the lack of handrails, the length of steep trail segments permitted is limited and resting intervals are required. Where handrails are provided on a trail, they should comply with ADAAG 4.26.

It is recommended that the use of steps as an alternative route (i.e., in addition to the trail tread surface) be considered for areas where the running slope exceeds 10%, significant changes in elevation are required over a short distance, or significant changes in elevation occur repeatedly along a trail. Providing steps will improve trail conditions for ambulatory people with disabilities, such as those who use crutches or walkers and those with heart or respiratory conditions.

Slope and Rise

Slope represents the proportion of vertical rise to horizontal length and can be represented as a ratio, percentage, pitch or in degrees.

rise:length	percent	pitch (tangent)	degree
1:8	12.50%	0.1250	7.13
1:10	10	0.1000	5.71
1:12	8.33	0.0833	4.76
1:13	7.69	0.0769	4.40
1:14	7.14	0.0714	4.09
1:15	6.67	0.0667	3.81
1:16	6.25	0.0625	3.58
1:17	5.88	0.0588	3.37
1:18	5.55	0.0555	3.18
1:19	5.26	0.0526	3.01
1:20	5.00	0.0500	2.86
1:50	2.00	0.0200	1.15

A16.2.8 TRAIL RESTING INTERVALS

Resting intervals should be provided between uphill and downhill trail segments if the running slope for either segment exceeds 1:12, as well as at intervals on a continuous slope as specified by 16.2.7.2. Rest intervals should be positioned so that a smooth, gradual transition is provided between running slope segments. Rest intervals may be located within the trail tread. However, locating the rest interval outside of the main path of travel will ensure that users who are resting are not at risk of collisions with other trail users.

More frequent resting intervals should be considered on trails with heavier use, and especially close to trailheads and prominent features. Resting intervals may be located to one side of the trail, and/or co-located with passing intervals.

A16.2.9 TRAIL EDGE PROTECTION

If edge protection is provided, a 3 in (75 mm) minimum height is required. The higher edge protection is required because trail surfaces are likely to have natural variations in the height of the surface. As a result, people with limited vision using navigation canes may search or scan at a higher level in natural outdoor environments than they would in an indoor environment. The higher edge protection will assist in its detection and identification and help to distinguish it from variations in the natural surface of the outdoor environment.

Regardless of the orientation or design of the edge protection, the height of edge protection provided on the trail should be measured in the vertical dimension to the highest point on the edge protection. Where edge protection is provided, small openings may be placed at the base of the edge protection close to the trail surface to allow water to drain off the trail. Care should be taken to clear debris that may build up along the edge protection.

A16.2.10 TRAIL SIGNS

Trails complying with the technical provisions and exceptions of 16 must be identified by an access symbol. While the committee did not decide on a particular sign, possible designs for considerations follow.



These are symbols that could be used to represent a trail that fully complies with Section 16.

Given the wide variability in the actual trail characteristics that may be encountered on a trail, it is strongly recommended that objective information about the actual trail conditions be provided for all trails, whether or not they are accessible. Objective information about actual trail condition for all trails will assist users in determining whether the trail meets their own abilities. The provision of objective information regarding the accessibility of the actual trail conditions is strongly recommended for all trails or trail segments that do not fully comply with the ADAAG Technical Specifications for Recreational Trails. The variability of conditions on these trails can be very dramatic, and may range from relatively minor variations from the technical standards to extreme conditions. Objective information about the trail conditions will enhance the accessibility, safety, and satisfaction of all trail users, both with and without disabilities.

It is further recommended that where more extensive trail information is provided (e.g., a top view map of trail and facilities), that the location of specific trail features and obstacles that do not comply with accessibility provisions be identified and that a profile of the trail grade and surface be included.

Where more extensive trail information is provided (e.g., a top view map of trail and facilities), a profile of the trail grade and surface should be included, identifying any parts of the trail that are not accessible, along with the location of the accessible trail segments.

Recommendations for measurement techniques for the individual trail variables are included at the end of this section.

Recommended Information to be provided for Recreational Trails

Trails or Trail Segments that Comply with the ADAAG Technical Specifications for Recreational Trails (Section 16.2, including the exception levels):

For trails that comply with the ADAAG specifications for recreational trails it is recommended that the following additional information be provided:

- Trail Symbol (see A16.2.10)
- Running slope (average and maximum);
- Cross slope (maximum);
- Clear Tread Width (minimum);
- Surface type;
- Trail length;
- Trail elevation (at trailhead); and
- Maximum elevation attained.

Trails that do not comply with one or more provisions of the ADAAG Technical Specifications for Recreational Trails (Section 16.2, including exemption levels):

For trails that do not comply with the ADAAG Technical Provisions for Recreational Trails, it is recommended that the following information be provided:

- Running slope (average and maximum);
- Cross slope (average and maximum);
- Clear tread width (minimum and average);
- Surface type, firmness, and stability;
- Tread obstacles (magnitude and frequency);
- Trail length;
- Trail elevation (at trailhead);
- Total elevation change; and
- Maximum and lowest elevation attained

Recommended Measurement Techniques for Trail Information Variables

The following definitions describe how measurements should be made in order to provide the recommended information for trail sign age:

Surface Information:

The type of material that makes up the majority of the surface should be described (e.g., packed soil, asphalt, crushed rock, wood). The firmness of the surface should be described as "very firm" or "moderately firm". The stability of the surface should be described as "very stable" or "moderately stable". (See Table A in Section A16.2.1 for information on measuring firmness and stability.)

Clear Tread Width (Minimum and Average)

Average clear tread width represents the typical clear tread width over the entire length of the trail. Average clear tread width should be determined by averaging the individual clear trail widths for each sequential segment of the trail from the trail head to the destination. (See Section A16.2.2 for additional information on measuring clear tread width).

Tread Obstacles

See Section A16.2.4 for information on measuring tread obstacles.

Slope

Average running slope represents the typical steepness of the entire length of the trail. The running slope should be measured for each sequential trail segment, from the trail head to the destination. It is recommended that trail segments be identified in 100 ft (30.5 m) maximum lengths. Calculation of the average running slope should be based on the running slope for each trail segment taking into consideration the interval over which each measurement was made.

Maximum running slope represents the section(s) of the trail with the steepest grade. Maximum running slope should be determined over the best (i.e., most level) path of travel for that segment of the trail. For example, a 10 feet wide trail may have a steep rut on one edge of the trail because that side of the trail has eroded significantly. The rut is 3 feet wide and continues along the trail for 50 feet. The running slope when you walk down into the rut is 20%. The remaining 7 feet on the right-hand side of the trail has a running slope of 10%. The maximum running slope would be measured as 10%.

Cross Slope

Average cross slope represents the angle of the tread over the entire length of the trail. The average cross slope should be determined by taking the average of the cross slope measurements taken at intervals of 100 ft (30.5 m) or less from the trailhead to the destination, along the easiest or most level path of travel along the trail. Trail cross slope should be measured over a 24 in (610 mm) width. Calculation of the average cross slope is the average value of all cross slope measurements taking into consideration the length of the interval between each measurement.

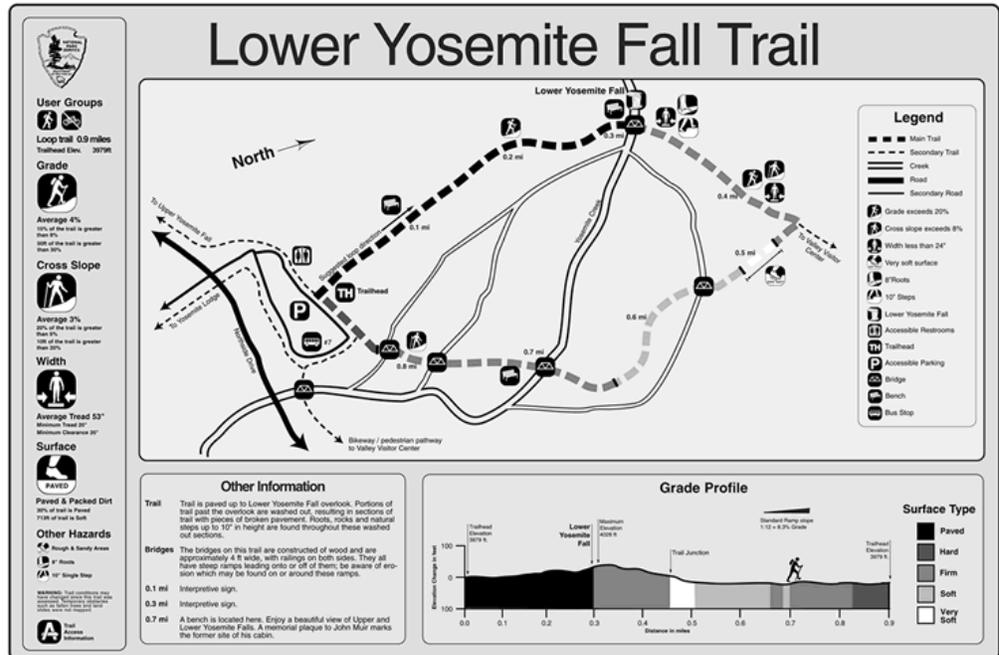
Maximum cross slope should be determined over the best (i.e., most level) path of travel for that segment of the trail. For example, a 6 foot wide trail may have a steep side slope on one edge of the trail. This section has an 8% cross slope that extends 2 feet from the edge of the trail tread. The remaining 4 feet on the other side of the trail has a cross slope of 3%. The maximum cross slope would be measured as 3%.

Trail Length

The distance from the trailhead to the destination or end of trail should be measured in linear feet along the center line of the trail.

Trail Elevation

The elevation should be recorded at the trail head, at the highest point on the trail and at the lowest point on the trail. Total elevation change is the sum of all elevation gains and losses, indicating the total amount of elevation which must be negotiated. The following are examples of generic sign age formats that include the access information recommended in Section A16.2.11.



This is sample of full trailhead signage that would be printed in full color and could be placed at the beginning of the trail. It could also be formatted to fit into a fold up pocket guide.

Happy Falls Trail

Length 2.3 mi

Trailhead Elevation 1100 ft

Users/Activities



This is one of the most scenic walks in our park. As you work your way up to the falls, you will be amazed at the spectacular views off the sides of the trail. When you reach the lookout point you will need to take a moment to get a few snap shots with you and your friend in front of this natural canvas. The Falls start 300 ft. above you and cascade down the cliffs.

Other Hazards



10 in Dropoff



Poisonous Plants



8 in Roots



The Average Grade of the trail is 6%

6% of the trail is greater than 10%
580 ft are greater than 14%



The Average Cross Slope of the trail is 3%

10% of the trail is greater than 6%
72 ft are greater than 12%



The Average Tread Width of the trail is 69 in

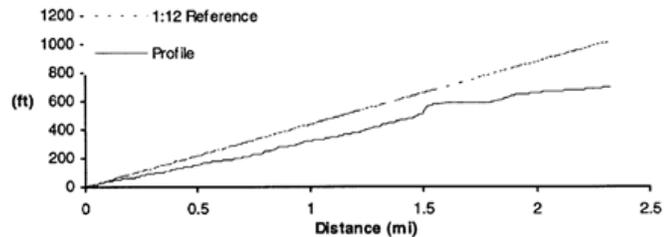
The Minimum Tread Width of the trail is 28 in
The Minimum Clearance Width of the trail is 24 in



The trail surface is **Decomp. Granite**

75 % of the trail is Firm
351 ft of the trail is Soft

Trail Profile



Trailhead Location

The trailhead is located off of highway 143, just north of Mono Lake Road. Take highway 143, 7 miles east to Mono Lake Road. Get off on Mono Lake Road north for 2 miles and you'll see the parking lot for the trail on the left side.

Warning: Trail conditions may have changed since this trail was assessed. Temporary obstacles such as fallen trees and land slides were not mapped.



Trail Access Information

Abraham Lincoln Birthplace National Historic Site

This is a sample of trail information that could be distributed at a visitor center or used as trailhead signage.

Attachment E

Overview of Requirements

State and local governments –

May not refuse to allow a person with a disability to participate in a service, program, or activity simply because the person has a disability. For example, a city may not refuse to allow a person with epilepsy to use parks and recreational facilities.

Must provide programs and services in an integrated setting, unless separate or different measures are necessary to ensure equal opportunity.

Must eliminate unnecessary eligibility standards or rules that deny individuals with disabilities an equal opportunity to enjoy their services, programs or activities unless "necessary" for the provisions of the service, program or activity. Requirements that tend to screen out individuals with disabilities, such as requiring a driver's license as the only acceptable means of identification, are also prohibited. Safety requirements that are necessary for the safe operation of the program in question, such as requirements for eligibility for drivers' licenses, may be imposed if they are based on actual risks and not on mere speculation, stereotypes, or generalizations about individuals with disabilities.

Are required to make reasonable modifications in policies, practices, and procedures that deny equal access to individuals with disabilities, unless a fundamental alteration in the program would result. For example, a city office building would be required to make an exception to a rule prohibiting animals in public areas in order to admit guide dogs and other service animals assisting individuals with disabilities.

Must furnish auxiliary aids and services when necessary to ensure effective communication, unless an undue burden or fundamental alteration would result.

May provide special benefits, beyond those required by the regulation, to individuals with disabilities.

May not place special charges on individuals with disabilities to cover the costs of measures necessary to ensure nondiscriminatory treatment, such as making modifications required to provide program accessibility or providing qualified interpreters.

Shall operate their programs so that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

Program Access

State and local governments—

Must ensure that individuals with disabilities are not excluded from services, programs, and activities because buildings are inaccessible.

Need not remove physical barriers, such as stairs, in all existing buildings, as long as they make their programs accessible to individuals who are unable to use an inaccessible existing facility.

Can provide the services, programs, and activities offered in the facility to individuals with disabilities through alternative methods, if physical barriers are not removed, such as –

Relocating a service to an accessible facility, e.g., moving a public information office from the third floor to the first floor of a building.

Providing an aide or personal assistant to enable an individual with a disability to obtain the service.

Providing benefits or services at an individual's home, or at an alternative accessible site.

May not carry an individual with a disability as a method of providing program access, except in oemanifestly exceptional circumstances.

Are not required to take any action that would result in a fundamental alteration in the nature of the service, program, or activity or in undue financial and administrative burdens. However, public entities must take any other action, if available, that would not result in a fundamental alteration or undue burdens but would ensure that individuals with disabilities receive the benefits or services.

Integrated Programs

Integration of individuals with disabilities into the mainstream of society is fundamental to the purposes of the Americans with Disabilities Act.

Public entities may not provide services or benefits to individuals with disabilities through programs that are separate or different, unless the separate programs are necessary to ensure that the benefits and services are equally effective.

Even when separate programs are permitted, an individual with a disability still has the right to choose to participate in the regular program. For example, it would not be a violation for a city to offer recreational programs specially designed for children with mobility impairments, but it would be a violation if the city refused to allow children with disabilities to participate in its other recreational programs.

State and local governments may not require an individual with a disability to accept a special accommodation or benefit if the individual chooses not to accept it.

Communications

State and local governments must ensure effective communication with individuals with disabilities.

Where necessary to ensure that communications with individuals with hearing, vision, or speech impairments are as effective as communications with others, the public entity must provide appropriate auxiliary aids. "Auxiliary aids" include such services or devices as qualified interpreters, assistive listening headsets, television captioning and decoders, telecommunications devices for deaf persons (TDD's), videotext displays, readers, taped texts, Braille materials, and large print materials.

A public entity may not charge an individual with a disability for the use of an auxiliary aid.

Telephone emergency services, including 911 services, must provide direct access to individuals with speech or hearing impairments.

Public entities are not required to provide auxiliary aids that would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. However, public entities must still furnish another auxiliary aid, if available, that does not result in a fundamental alteration or undue burdens.

*Information from Overview of Requirements was expressed from the document Title II Highlights produced from the U.S. Department of Justice, <http://www.ada.gov/t2hlt95.htm>

Administrative Requirements

Part 35 Nondiscrimination on the Basis of Disability in State and Local Government Services (as amended by the final rule published on September 15, 2010)

§ 35.105 Self-evaluation

- A public entity shall, within one year of the effective date of this part, evaluate its current services, policies, and practices, and the effects thereof, that do not or may not meet the requirements of this part and, to the extent modification of any such services, policies, and practices is required, the public entity shall proceed to make the necessary modifications.
- A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the self-evaluation process by submitting comments.
- A public entity that employs 50 or more persons shall, for at least three years following completion of the self-evaluation, maintain on file and make available for public inspection:
 - (1) A list of the interested persons consulted;
 - (2) A description of areas examined and any problems identified; and
 - (3) A description of any modifications made.
- If a public entity has already complied with the self-evaluation requirement of a regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this section shall apply only to those policies and practices that were not included in the previous self-evaluation.

§ 35.106 Notice

A public entity shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of this part and its applicability to the services, programs, or activities of the public entity, and make such information available to them in such manner as the head of the entity finds necessary to apprise such persons of the protections against discrimination assured them by the Act and this part.

§ 35.107 Designation of responsible employee and adoption of grievance procedures

Designation of responsible employee. A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity shall make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph.

Complaint procedure. A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by this part.

§ 35.150 Existing facilities

(d) Transition plan.

In the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop, within six months of January 26, 1992, a transition plan setting forth the steps necessary to complete such changes. A public entity shall provide an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments. A copy of the transition plan shall be made available for public inspection.

(2) If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

(3) The plan shall, at a minimum—

- (i) Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
- (ii) Describe in detail the methods that will be used to make the facilities accessible;
- (iii) Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period; and
- (iv) Indicate the official responsible for implementation of the plan.

(4) If a public entity has already complied with the transition plan requirement of a Federal agency regulation implementing section 504 of the Rehabilitation Act of 1973, then the

requirements of this paragraph (d) shall apply only to those policies and practices that were not included in the previous transition plan.

Attachment F

Federal Highway Administration Q & A

Taken from: http://www.fhwa.dot.gov/civilrights/programs/ada_sect504qa.cfm#q16

Public Agencies covered by ADA and Section 504

1. *What authority requires public agencies to make public right-of-way accessible for all pedestrians with disabilities?*

Public rights-of-way and facilities are required to be accessible to persons with disabilities through the following statutes: Section 504 of the Rehabilitation Act of 1973 (Section 504) (29 U.S.C. §794) and Title II of the Americans with Disabilities Act of 1990 (ADA) (42 U.S.C. §§ 12131-12164). The laws work together to achieve this goal. (9-12-06)

2. *What do these statutes require public agencies to do?*

These statutes prohibit public agencies from discriminating against persons with disabilities by excluding them from services, programs, or activities. These statutes mean that the agency must provide pedestrian access for persons with disabilities to the agency's streets and sidewalks, whenever a pedestrian facility exists. Regulations implement this requirement by imposing standards for accessible features such as curb cuts, ramps, continuous sidewalks, and detectable warnings. (9-12-06)

3. *Does the ADA require public agencies to provide pedestrian facilities?*

No. However, when a public agency provides a pedestrian facility, it must be accessible to persons with disabilities to the extent technically feasible.

4. *What is FHWA's responsibility for assuring access for persons with disabilities?*

FHWA is responsible for ensuring access for persons with disabilities in four areas:

1. For surface transportation projects under direct FHWA control (e.g., Federal Lands projects): FHWA is responsible for ensuring that project planning, design, construction, and operations adequately address pedestrian access for people who have disabilities.

2. For Federally funded surface transportation projects that provide pedestrian facilities within the public right-of-way: FHWA is responsible for ensuring that the public agencies' project planning, design, and construction programs provide pedestrian access for persons with disabilities. FHWA-funded projects outside of the public right-of-way, such as Transportation Enhancement projects, must also adhere to these requirements.

3. For pedestrian facilities within the public right-of-way, or any other FHWA enhancement project, regardless of funding source: FHWA is responsible for investigating complaints. 28 CFR §§ 35.170 – 35.190.

4. FHWA should provide or encourage accessibility training for Federal, State, and local agencies and their contractors.

FHWA does not have ADA oversight responsibilities for projects outside of the public right-of-way that do not use Federal surface transportation program funds. (9-12-06)

5. *What public agencies must provide accessible pedestrian walkways for persons with disabilities?*

All State and local governmental agencies must provide pedestrian access for persons with disabilities in compliance with ADA Title II. 42 U.S.C. §12131 (1). Federal, State, and local governments must provide pedestrian access for persons with disabilities in compliance with Section 504 standards. 29 U.S.C. §794(a). (9-12-06)

6. *Can a public agency make private individuals or businesses responsible for ADA and Section 504 mandated pedestrian access?*

No. The public agency is responsible for providing access for persons with disabilities. Private entities with joint responsibility for a public right-of-way, such as a private tenant on public property, are responsible for accessibility for persons with disabilities on the public right-of-way under Title II of ADA. The lease or other document creating this legal relationship should commit the private party to ensuring accessibility. In addition, public/private partnership relationships for the public right-of-way retain accessibility obligations to persons with disabilities under Title II. If the private entity eventually takes over the right-of-way in its entirety, then the private entity becomes responsible for accessibility for persons with disabilities under the private entity's obligations under Title III of the ADA. (9-12-06)

7. *What United States Department of Justice (DOJ) and United States Department of Transportation (DOT) regulations govern accessibility requirements?*

The DOJ ADA regulation is 28 CFR Part 35. The DOT Section 504 regulation at 49 CFR Part 27 governs public agencies, with the ADA incorporated at 49 CFR §27.19. Additional regulations drafted specifically for recipients of the Federal Transit Administration are at 49 CFR Part 37. (9-12-06)

8. *What is FHWA's authority to implement ADA and Section 504 requirements?*

The DOJ regulations designate the DOT as the agency responsible for overseeing public agencies' compliance with the ADA. 28 CFR §35.190(b) (8). The DOT has delegated to the FHWA the responsibility to ensure ADA compliance in the public right-of-way and on projects using surface transportation funds. (9-12-06)

9. *What is the public right-of-way?*

The public right-of-way consists of everything between right-of-way limits, including travel lanes, medians, planting strips, sidewalks, and other facilities. (9-12-06)

Transition plans

10. *What authority requires public agencies to make transition plans?*

The ADA requires public agencies with more than 50 employees to make a transition plan. 28 CFR §35.150(d). (9-12-06)

11. *What should a transition plan include?*

The transition plan must include a schedule for providing access features, including curb ramps for walkways. 28 CFR §35.150(d) (2). The schedule should first provide for pedestrian access upgrades to State and local government offices and facilities, transportation, places of public

accommodation, and employers, followed by walkways serving other areas. 28 CFR §35.150(d) (2). The transition plan should accomplish the following four tasks:

1. identify physical obstacles in the public agency's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
 2. describe in detail the methods that will be used to make the facilities accessible;
 3. specify the schedule for taking the steps necessary to upgrade pedestrian access to meet ADA and Section 504 requirements in each year following the transition plan; and
 4. Indicate the official responsible for implementation of the plan. 28 CFR §35.150(d) (3). (9-12-06)
12. *How does the transition plan relate to a public agency's transportation planning process?*

The ADA transition plan is intended to identify system needs and integrate them with the State's planning process. The transition plan and its identified needs should be fully integrated into the public agency's Statewide Transportation Improvement Program (STIP) and metropolitan Transportation Improvement Program (TIP). Agencies should incorporate accessibility improvements into the transportation program on an ongoing basis in a variety of ways:

1. Any construction project that is programmed must meet accessibility requirements when built.
 2. Accessibility improvements identified in the transition plan that are not within the scope of an alteration project should be incorporated into the overall transportation planning process. This can be accomplished through the development of stand-alone accessibility projects.
 3. As a means to identify ADA compliance needs, during scheduling maintenance activities, the agencies should identify ADA accessibility needs and incorporate them into the overall transportation planning process. (9-12-06)
13. *What public agencies must make a transition plan?*

The ADA requires any public agency with more than 50 employees to make a transition plan setting forth the steps necessary to make its facilities accessible to persons with disabilities. 28 CFR §35.150(d). (9-12-06)

14. *When should the FHWA review an agency's transition plan?*

DOT Section 504 regulation requires FHWA to monitor the compliance of the self-evaluation and transition plans of Federal-aid recipients (49 CFR §27.11). The FHWA Division offices should review pedestrian access compliance with the ADA and Section 504 as part of its routine oversight activities as defined in their stewardship plan. (9-12-06)

15. *When and how should a transition plan be updated?*

An agency's transition plan should have been completed by January 26, 1992, and should be based on updates of the self-evaluation conducted to comply with the requirements of Section 504. 28 CFR §35.105. The plan should be updated periodically to ensure the ongoing needs of the community continue to be met. The transition plan should be coordinated appropriately with the STIP and the TIP. Changes to the plan shall be made available to the public for comment. The public agency should specifically target any local community groups representing persons with disabilities for comment, to ensure that the agency is meeting the local priorities of the persons with disabilities in that community. If a public agency has never completed a transition plan, the Division should inform the public agency to complete a transition plan now and review that public agency's completed transition plan.

The ADA deadline for completing the improvements listed in the transition plans was January 26, 1995. For those State and localities that have not completed their self-evaluation and transition plans, it is critical that they complete this process. (9-12-06)

Projects Covered by the ADA and Section 504

16. *What projects must provide pedestrian access for persons with disabilities?*

Any project for construction or alteration of a facility that provides access to pedestrians must be made accessible to persons with disabilities. 42 U.S.C. §§ 12131 - 12134; 28 CFR §§ 35.150, 35.151; **Kinney v. Yerusalim**, 9 F.3d 1067 (3d Cir. 1993), cert. denied, 511 U.S. 1033 (1994). (9-12-06)

17. *What projects constitute an alteration to the public right-of-way?*

An alteration is a change to a facility in the public right-of-way that affects or could affect access, circulation, or use. Projects altering the use of the public right-of-way must incorporate pedestrian access improvements within the scope of the project to meet the requirements of the ADA and Section 504. These projects have the potential to affect the structure, grade, or use of the roadway. Alterations include items such as reconstruction, rehabilitation, widening, resurfacing ([see USDOJ-FHWA technical assistance dated 6-28-13 for additional clarification](#)), signal installation and upgrades, and projects of similar scale and effect (6-28-2013).

18. *What activities are not considered to be alterations?*

The DOJ does not consider maintenance activities, such as filling potholes, to be alterations. The DOJ does consider resurfacing beyond normal maintenance to be an alteration. DOJ's ADA Title II Technical Assistance Manual, § II-6.6000, 1993, [USDOJ-FHWA Technical Assistance dated 6-28-2013](#).

The FHWA has determined that maintenance activities include actions that are intended to preserve the system, retard future deterioration, and maintain the functional condition of the roadway without increasing the structural capacity. These activities include, but are not limited to, joint repair, pavement patching (filling potholes), shoulder repair, signing, striping, minor signal upgrades, and repairs to drainage systems. (6-28-2013)

Timing of Accessibility Improvements

19. *Does a project altering a public right-of-way require simultaneous accessibility improvements?*

Yes. An alteration project must be planned, designed, and constructed so that the accessibility improvements within the scope of the project occur at the same time as the alteration. 29 CFR § 35.151; **Kinney v. Yerusalim**, 9 F.3d 1067 (3d Cir. 1993), cert. denied, 511 U.S. 1033 (1994).

The ADA does not stipulate how to perform simultaneous accessibility improvements. For example, a public agency may select specialty contractors to perform different specialized tasks prior to completion of the alteration project or concurrently with an ongoing project. (9-12-06)

20. *When does the scope of an alteration project trigger accessibility improvements for people with disabilities?*

The scope of an alteration project is determined by the extent the alteration project directly changes or affects the public right-of-way within the project limits. The public agency must improve

the accessibility of only that portion of the public right-of-way changed or affected by the alteration. If a project resurfaces the street, for accessibility purposes the curbs and pavement at the pedestrian crosswalk are in the scope of the project, but the sidewalks are not. Any of the features disturbed by the construction must be replaced so that they are accessible. All remaining access improvements within the public right-of-way shall occur within the schedule provided in the public agency's planning process. (9-12-06)

21. *Do maintenance activities require simultaneous improvements of the facility to meet ADA standards?*

No. Maintenance activities do not require simultaneous improvements to pedestrian accessibility under the ADA and Section 504. However, in the development of the maintenance scope of work identified accessibility needs should be incorporated into the transition process. (9-12-06)

22. *When should accessible design elements be incorporated into projects in the public right-of-way?*

FHWA encourages the consideration of pedestrian needs in all construction, reconstruction, and rehabilitation projects. If a public agency provides pedestrian facilities, those facilities must be accessible to persons with disabilities. A public agency is not relieved of its obligation to make its pedestrian facilities accessible if no individual with a disability is known to live in a particular area. This is true regardless of its funding source. DOJ's ADA Title II Technical Assistance Manual, § II-5.1000, 1993. (9-12-06)

Cost

23. *How does cost factor into a public agency's decision in its transition plan concerning which existing facilities must comply with ADA and Section 504 pedestrian access requirements?*

For existing facilities requiring accessibility improvements as scheduled in the transition plans, the public agency must provide accessibility improvements unless the cost of the upgrades is unduly burdensome. The test for being unduly burdensome is the proportion of the cost for accessibility improvements compared to the agency's overall budget, not simply the project cost. 28 CFR Part 35, App. A, discussion at §35.150, 4 – 7.

The decision that pedestrian access would be unduly burdensome must be made by the head of a public agency or that official's designee, accompanied by a written statement of the reasons for the decision. 28 CFR §35.150(a) (3). (9-12-06)

24. *For a new project planned outside of the transition plan, with ADA accessibility improvements required to make the facility readily accessible and useable by individuals with disabilities, can cost be a reason not to complete an ADA-required accessibility improvement?*

No. Cost may not be a reason to fail to construct or delay constructing a new facility so that the facility is readily accessible to and useable by persons with disabilities under the ADAAG standards. 28 CFR §35.151 (a); see DOJ Technical Assistance Manual for Title II of the ADA, II-6.3100(3). (9-12-06)

25. *For an alteration project planned outside of the transition plan, with ADA accessibility improvements required within the scope of the project, can cost be a reason to decide what ADA-required improvements will be completed?*

No. Cost may not be a reason for a public entity to fail to complete an ADA-required improvement within the scope of an alteration project under the ADAAG standards. A public agency must complete any ADA-required accessibility improvements within the scope of an alteration project to the maximum extent feasible. 28 CFR §35.151 (b); DOJ Technical Assistance Manual for Title II of the ADA, II-6.3100(4). (9-12-06)

26. *What role does the "maximum extent feasible" standard play for ADA accessibility requirements in altered projects?*

In an alteration project, the public agency must incorporate the ADA accessibility standards to the maximum extent feasible. 28 CFR §35.151(b). The feasibility meant by this standard is physical possibility only. A public agency is exempt from meeting the ADA standards in the rare instance where physical terrain or site conditions restrict constructing or altering the facility to the standard. ADA Accessibility Guidelines 4.1.6(1) (j).

Cost is not a factor in determining whether meeting standards has been completed to the maximum extent feasible. DOJ's ADA Title II Technical Assistance Manual, § II-6.3200(3)-(4), 1993. No particular decisionmaking process is required to determine that an accessibility improvement is not technically feasible, but the best practice is to document the decision to enable the public agency to explain the decision in any later compliance review. (9-12-06)

27. *What should a public agency do when it does not control all of the public right-of-way required to provide access for persons with disabilities?*

The public agency should work jointly with all others with interests in the highway, street, or walkway to ensure that pedestrian access improvements occur at the same time as any alteration or new project. The ADA encourages this cooperation by making each of the public agencies involved subject to complaints or lawsuits for failure to meet the ADA and Section 504 requirements. 28 CFR §§ 35.170 – 35.178. (9-12-06)

28. *Can a public agency delay compliance with the ADA and Section 504 on alteration projects through a systematic approach to schedule projects?*

No. All pedestrian access upgrades within the scope of the project must occur at the same time as the alteration. **Kinney v. Yerusalim**, 9 F.3d 1067 (3d Cir. 1993), cert. denied, 511 U.S. 1033 (1994). (9-12-06)

Elements of Accessible Design

29. *What are the elements of an accessible design?*

Public agencies have the choice of whether to follow the standards in the ADA Accessibility Guidelines (ADAAG) or the Uniform Federal Accessibility Standards (UFAS). 28 CFR §35.151(c); (appendix A to 28 CFR Part 36). FHWA encourages public agencies to use ADAAG. Under the ADAAG standards, an accessible design to a highway, street, or walkway includes accessible sidewalks and curb ramps with detectable warnings. 28 CFR §35.151(c) and (e) (curb ramps), ADAAG 4.3-4.5 (accessible routes), 4.7 (curb ramps with detectable warnings), 4.29 (detectable warnings). Continuously maintained sidewalks are required by the case of **Barden v. City of Sacramento**, 292 F.3d 1073 (9th Cir. 2002), cert. denied, 123 S.Ct. 2639 (2003).

Accessible pedestrian signals and signs must be considered, with a reasonable and consistent plan to facilitate safe street crossings. 28 CFR §35.151(c); 23 U.S.C. §217(g) (2). (9-12-06)

Funding

30. *What sources of funding may be used to comply with ADA and Section 504 requirements?*

(Please see next page)

Federal Funding Opportunities for Pedestrian Projects and Programs																
ACTIVITY	NHS	STP	HSIP	RHC	TE	CMAQ	RTP	FTA	TrE	BRI	402	PLA	TCSP	FLH	BYW	SRTS
Pedestrian plan		*	*			*						*	*			
Paved shoulders	*	*	*	*	*	*				*			*	*	*	
Shared-use path/trail	*	*	*		*	*	*			*			*	*	*	*
Recreational trail							*							*		
Spot improvement program		*	*		*	*							*			*
Maps		*			*	*					*		*			*
Trail/highway intersection	*	*	*		*	*	*						*	*	*	*
Sidewalks, new or retrofit	*	*	*	*	*	*		*	*	*			*	*	*	*
Crosswalks, new or retrofit	*	*	*	*	*	*		*	*				*	*	*	*

Federal Funding Opportunities for Pedestrian Projects and Programs

ACTIVITY	NHS	STP	HSIP	RHC	TE	CMAQ	RTP	FTA	TrE	BRI	402	PLA	TCSP	FLH	BYW	SRTS
Signal improvements	*	*	*	*	*	*							*			*
Curb cuts and ramps	*	*	*	*	*	*							*			*
Traffic calming		*	*	*									*			*
Safety brochure/book		*			*	*					*		*			*
Training	*	*	*		*	*	*				*		*			*

NHS National Highway System	TrE Transit Enhancements
STP Surface Transportation Program	BRI Bridge (HBRRP)
HSIP Highway Safety Improvement Program	402 State and Community Traffic Safety Program
RHC Railway-Highway Crossing Program	PLA State/Metropolitan Planning Funds
TE Transportation Enhancement Activities	TCSP Transportation and Community and System Preservation Program
CMAQ Congestion Mitigation/Air Quality Program	FLH Federal Lands Highways Program
RTP Recreational Trails Program	BYW Scenic Byways
FTA Federal Transit Capital, Urban & Rural Funds	SRTS Safe Routes to School

30. Each program has its own specific requirements and provisions. Further details on these sources of funding may be found in the following memo: *Flexible Funding for Highways and Transit and Funding for Bicycle & Pedestrian Programs*, February 6, 2006, at www.fhwa.dot.gov/hep/flexfund.htm. (9-12-06)

Highway Authorizations: Moving Ahead for Progress in the 21st Century Act

	FY 2013	FY 2014	Total	Average	Source	CA or STA	CA Citation
Division A--Federal-aid and Highway Safety Construction Programs							
Title I - Federal-aid Highways							
Federal-aid Highway Program 1/	37,476,819,674	37,798,000,000	75,274,819,674	37,637,409,837	HTF-HA	CA	23 USC 118
<i>Estimated Split among Programs:</i>							
National Highway Performance Program	[21,751,779,050]	[21,935,691,598]	[43,687,470,648]	[21,843,735,324]			
Surface Transportation Program	[10,005,135,419]	[10,089,729,416]	[20,094,864,835]	[10,047,432,418]			
Highway Safety Improvement Program	[2,390,305,390]	[2,410,515,560]	[4,800,820,950]	[2,400,410,475]			
Railway-Highway Crossings (setaside)	[220,000,000]	[220,000,000]	[220,000,000]	[220,000,000]			
Congestion Mitigation & Air Quality Improvement Program	[2,209,172,618]	[2,227,860,477]	[4,437,033,095]	[2,218,516,548]			
Metropolitan Transportation Planning	[311,667,197]	[314,302,948]	[625,970,145]	[312,985,073]			
Transportation Alternatives 4/	[808,760,000]	[819,900,000]	[1,628,660,000]	[814,330,000]			
Transportation Infrastructure Finance and Innovation Program	750,000,000	1,000,000,000	1,750,000,000	875,000,000	HTF-HA	CA	23 USC 608(b)(2)
Tribal Transportation Program	450,000,000	450,000,000	900,000,000	450,000,000	HTF-HA	CA	23 USC 201(b)
Federal Lands Transportation Program	300,000,000	300,000,000	600,000,000	300,000,000	HTF-HA	CA	23 USC 201(b)
Federal Lands Access Program	250,000,000	250,000,000	500,000,000	250,000,000	HTF-HA	CA	23 USC 201(b)
Territorial and Puerto Rico Highway Program	190,000,000	190,000,000	380,000,000	190,000,000	HTF-HA	CA	23 USC 118
Puerto Rico Highway Program	[150,000,000]	[150,000,000]	[300,000,000]	[150,000,000]			
Territorial Highway Program	[40,000,000]	[40,000,000]	[80,000,000]	[40,000,000]			
FHWA Administrative Expenses	454,180,326	440,000,000	894,180,326	447,090,163	HTF-HA	CA	23 USC 118
Emergency Relief	100,000,000	100,000,000	200,000,000	100,000,000	HTF-HA	CA	
Projects of National and Regional Significance (General Fund)	500,000,000	-	500,000,000	250,000,000	GF	STA	N/A
Construction of Ferry Boats and Ferry Terminal Facilities	67,000,000	67,000,000	134,000,000	67,000,000	HTF-HA	CA	23 USC 118
Tribal High Priority Projects Program (General Fund)	30,000,000	30,000,000	60,000,000	30,000,000	GF	STA	N/A
Total -- Division A	40,568,000,000	40,625,000,000	81,193,000,000	40,596,500,000			
Highway Account of the Highway Trust Fund - Contract Authority	40,038,000,000	40,595,000,000	80,633,000,000	40,316,500,000			
General Fund - Subject to Appropriation	530,000,000	30,000,000	560,000,000	280,000,000			
	40,568,000,000	40,625,000,000	81,193,000,000	40,596,500,000			
<i>Federal-Aid Highway Program Obligation Limitation</i>	39,699,000,000	40,256,000,000	79,955,000,000	39,977,500,000			
Division E--Research and Education							
Highway Research and Development Program	115,000,000	115,000,000	230,000,000	115,000,000	HTF-HA	CA	MAP-21 51001(b)(1)
Technology and Innovation Deployment Program	62,500,000	62,500,000	125,000,000	62,500,000	HTF-HA	CA	MAP-21 51001(b)(1)
Training and Education	24,000,000	24,000,000	48,000,000	24,000,000	HTF-HA	CA	MAP-21 51001(b)(1)
Intelligent Transportation Systems Program	100,000,000	100,000,000	200,000,000	100,000,000	HTF-HA	CA	MAP-21 51001(b)(1)
University Transportation Centers	72,500,000	72,500,000	145,000,000	72,500,000	HTF-HA	CA	MAP-21 51001(b)(1)
Bureau of Transportation Statistics	26,000,000	26,000,000	52,000,000	26,000,000	HTF-HA	CA	MAP-21 51001(b)(1)
Total -- Division E	400,000,000	400,000,000	800,000,000	400,000,000			
Highway Account of the Highway Trust Fund - Contract Authority	400,000,000	400,000,000	800,000,000	400,000,000			
General Fund - Subject to Appropriation	-	-	-	-			
	400,000,000	400,000,000	800,000,000	400,000,000			
GRAND TOTAL							
Total Authorizations	40,968,000,000	41,025,000,000	81,993,000,000	40,996,500,000			

1/ Combined amount authorized for: National Highway Performance Program (§1106 & 23 USC 119) Surface Transportation Program (§1108 & 23 USC 133) Highway Safety Improvement Program (§1112 & 23 USC 148) Congestion Mitigation & Air Quality Improvement Program (§1113 & 23 USC 149) Metropolitan Transportation Planning (§1201 & 23 USC 134) Transportation Alternatives funds are derived from the apportioned programs listed above.

2/ 2% of each State's apportionments from the National Highway Performance Program, Surface Transportation Program, Highway Safety Improvement Program, and Congestion Mitigation and Air Quality Improvement Program are set aside and combined into a single pool for State Planning and Research. A portion of each State's SPR funds, the proportion to be determined by agreement of at least 3/4ths of the States, must be provided to the Secretary for implementation of the Future Strategic Highway Research Program findings and results.

3/ The setaside for bridges not on Federal-aid highways is equal to the amount setaside for such bridges in FY 2009 under the Highway Bridge Program

The national amount for Transportation Alternatives is equal to 2% of the amounts authorized for the year to carry out chapters 1, 2, 5 and 6 of 23 USC. The amounts are deducted from the amounts apportioned to each state under 23 USC 104(b) (the National Highway Performance Program, the Surface Transportation Program, the Highway Safety Improvement Program, the Congestion Mitigation and Air Quality Improvement Program and the Metropolitan Planning Program). Funds from this setaside may be used for Transportation Alternatives, Recreational Trails Program, Safe Routes to School Program, planning, designing or constructing boulevards and other roadways largely in the ROW of former Interstate System routes or other divided highways. Unless the Governor of a State notifies the Secretary that he is opting out, a further setaside is made for the Recreational Trails Program equal to the amount apportioned to the State for the Recreational Trails program in FY 2009. Of the remainder after the Recreational Trails setaside, 50% is subject to suballocation based on population among individual urbanized areas with a population over 200,000, other urban areas, and rural areas. The remaining 50% may be used anywhere in the State.

5/ Up to 1% of the funds authorized under section 51001 may be used for prize competitions.

MAP-21, the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141), was signed into law by President Obama on July 6, 2012. Funding surface transportation programs at over \$105 billion for fiscal years (FY) 2013 and 2014, MAP-21 is the first long-term highway authorization enacted since 2005.

MAP-21 is a milestone for the U.S. economy and the Nation's surface transportation program. By transforming the policy and programmatic framework for investments to guide the system's growth and development, MAP-21 creates a streamlined and performance-based surface transportation program and builds on many of the highway, transit, bike, and pedestrian programs and policies established in 1991.

Maintenance

31. *What obligation does a public agency have regarding snow removal in its walkways?*

A public agency must maintain its walkways in an accessible condition, with only isolated or temporary interruptions in accessibility. 28 CFR §35.133. Part of this maintenance obligation includes reasonable snow removal efforts. (9-12-06)

32. *What day-to-day maintenance is a public agency responsible for under the ADA?*

As part of maintenance operations, public agencies' standards and practices must ensure that the day-to-day operations keep the path of travel on pedestrian facilities open and usable for persons with disabilities, throughout the year. This includes snow removal, as noted above, as well as debris removal, maintenance of accessible pedestrian walkways in work zones, and correction of other disruptions. ADAAG 4.1.1(4). Identified accessibility needs should be noted and incorporated into the transition plan. (9-12-06)

Criteria

33. *What accessibility training is available?*

FHWA has the following training courses available:

1. National Highway Institute: Pedestrian Facility Design, Course Number 142045. See www.nhi.fhwa.dot.gov/training/brows_catalog.aspx, and search for Course 142045.
 2. Association of Pedestrian and Bicycle Professionals/FHWA: Designing Pedestrian Facilities for Accessibility. See www.apbp.org.
 3. Resource Center Civil Rights Team: Designing Pedestrian Facilities for Accessibility.
34. *Where is information on the criteria to be used in developing accessible facilities?*

The following list of documents contains resources from several agencies and organizations

US Access Board: The Access Board is the Federal agency responsible for developing ADA design standards. The following publications on accessible pedestrian design are available on the Board's Web site at www.access-board.gov:

- o Accessibility Guidelines (ADAAG)
- o Notice of Availability of Draft Public Rights-of-Way Guidelines
- o Accessibility Guidelines Accessible Public Rights-of-Way Design Guide

- Pedestrian Access to Roundabouts
- Detectable Warnings: Synthesis of US and International Practice
- Accessible Pedestrian Signals
- Advisory Committee Report: *Building a True Community*
- Accessible Public Rights-of-Way
- Interfacing Accessible Pedestrian Signals and Traffic Signal Controllers

Call 1-800-872-2253, 1-800-993-2822 (TDD) to order the US Access Board Video, *Accessible Sidewalks: Design Issues for Pedestrians with Disabilities*

- Program 1: Pedestrians who use wheelchairs
- Program 2: Pedestrians who have ambulatory impairments
- Program 3: Pedestrians who have low vision
- Program 4: Pedestrians who are blind

The Federal Highway Administration: Pedestrian documents and reports are available at www.fhwa.dot.gov/environment/bikeped/publications.htm. A bicycle and pedestrian publications order form is at www.fhwa.dot.gov/environment/bikeped/order.htm.

Research and best practices design publications on pedestrian accessibility:

- *Designing Sidewalks and Trails for Access, Part I, A Review of Existing Guidelines*, www.fhwa.dot.gov/environment/sidewalks/ (electronic formats only; hard copies out of print).
- *Designing Sidewalks and Trails for Access, Part II, Best Practices Guide*, www.fhwa.dot.gov/environment/sidewalk2/ (electronic formats only; hard copies out of print, HTML version incorporates all the changes listed in the errata sheet: www.fhwa.dot.gov/environment/bikeped/errata.htm).
- Design Guidance Accommodating Bicycle and Pedestrian Travel:
- A Recommended Approach, A DOT Policy Statement on Integrating Bicycling and Walking into Transportation Infrastructure.
- *Manual on Uniform Traffic Control Devices (MUTCD)* provides the standards for traffic control devices and includes guidance on Accessible Pedestrian Signals, Chapter 4E. and Temporary Traffic Control Elements, Chapter 6D. The MUTCD is available at <http://mutcd.fhwa.dot.gov>.
- [Detectable Warnings Memorandum](#) (July 30, 2004).
- [Detectable Warnings Memorandum](#) (May 6, 2002): FHWA and the US Access Board encourage the use of the latest recommended design for truncated domes.

Accessible Pedestrian Signals

- [Synthesis and Guide to Best Practices Web site](#) - this Web site provides overall information on installation criteria and design considerations.
- [Synthesis and Guide to Best Practices Article](#) - this article provides the latest recommended technical specifications for installing accessible pedestrian signals.
- FHWA Pedestrian and Bicycle Safety - includes pedestrian and bicycle safety resources. http://safety.fhwa.dot.gov/ped_bike/ped/index.htm.
- FHWA Pedestrian and Bicycle Safety Research - provides information on issues and research related to improving pedestrian and bicyclist safety. www.tfhrc.gov/safety/pedbike/index.htm.

Other DOT Web sites

- U.S. Department of Transportation Accessibility Web site - The Department is committed to building a transportation system that provides access for all Americans. See www.dot.gov/accessibility.
- [Bureau of Transportation Statistics](http://www.bts.gov/publications/freedom_to_travel/) (BTS), Freedom to Travel, (www.bts.gov/publications/freedom_to_travel/), a report on the travel issues for people who have disabilities.

Institute of Transportation Engineers

- [Alternative Treatments for At-Grade Pedestrian Crossings](#) (an informational report which documents studies on crosswalks and warrants used by various entities).
- ITE's Web site, www.ite.org/accessible/, has information on accessible intersection design, *Electronic Toolbox for Making Intersections More Accessible for Pedestrians Who are Blind or Visually Impaired*

Informational Web sites

- Accessible Design for the Blind: information and research on making travel safer and accessible for pedestrians with disabilities, www.accessforblind.org.
- The Pedestrian/Bicycle Information Center (sponsored by FHWA):
 - www.walkinginfo.org
 - www.bicyclinginfo.org

Comments:

**This survey form is designed to assist you in identifying common barriers to access – not all barriers.
To identify all barriers, you must survey for compliance with §§ 4–10 of the ADA Standards**

*Note this survey form was taken from the ADA Toolkit:
<http://www.ada.gov/pcaatoolkit/app2curbramps.htm>