

**TECHNICAL ADVISORY COMMITTEE
REGULAR MEETING AT 2:00 P.M. TUESDAY, MARCH 30, 2021**

REGISTER IN ADVANCE FOR THIS WEBINAR:

[HTTPS://US02WEB.ZOOM.US/WEBINAR/REGISTER/WN_JNHUYCIIRIOGZOXHLX1AAG](https://us02web.zoom.us/webinar/register/wn_jnhuyciiriogzoxhlx1aag)

Registering in advance is a new requirement of Zoom

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 February 23, 2021

Proposed action: By consensus, approve minutes.

4. 2021-22 Overall Work Program

Proposed action: Consider Caltrans' comments and recommend DNLTC adopts resolution 2021 5 approving the 2021-22 Overall Work Program.

5. Discussion items

- SAFE system annual report
- Funding update: Regional Planning Assistance, Regional Surface Transportation Program; Planning, Programming and Monitoring; Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRSSA), Active Transportation Program, Pedestrian and Bicycle set aside, Highway Infrastructure Program.
- Dropbox file sharing
- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC

6. Adjourn to the regularly scheduled meeting on April 27, 2021 at 2 p.m. by Zoom Webinar unless restrictions related to COVID19 are lifted.

Anyone requiring reasonable accommodation to participate in the meeting should contact the Executive Director Tamera Leighton: Phone (707) 465-3878; email Tamera@DNLTC.org.

**MINUTES
TECHNICAL ADVISORY COMMITTEE
SPECIAL MEETING AT 2:00 P.M. ON FEBRUARY 23, 2021**

Present: Rosanna Bower, County
Joe Rye, RCTA
Heidi Kunstal, County, Vice-Chair
Jon Olson, City
Suresh Ratnam, Caltrans, Chair
Nacole Sutterfield, City

Absent: John Couch, California Highway Patrol
Charlie Helms, Harbor
Brandi Natt, Yurok Tribe

Also Present: Tamera Leighton, DNLTC
Drew Leighton, City

1. CALL MEETING TO ORDER

Chair Ratnam called the meeting to order at 2:00 p.m.

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. Public Comments are limited to three minutes.

The following person(s) addressed the Committee: None

3. SELECT CHAIR AND VICE CHAIR FOR THE 2021 CALENDAR YEAR.

Proposed action: By consensus, select chair, and vice-chair.

Nacole Sutterfield nominated Jon Olson as Chair. Jon Olson nominated Joe Rye as Vice-Chair. Suresh Ratnam seconded both nominations. By consensus, the Technical Advisory Committee approved Jon Olson as Chair and Joe Rye as Vice-chair.

4. MINUTES OF JANUARY 12, 2021

Proposed action: By consensus, approve minutes.

Public Comment: None

Rosanna Bower moved to approve the minutes of January 12, 2021, seconded by Nacole Sutterfield, and unanimously carried; the Technical Advisory Committee approved the minutes of January 12, 2021.

5. APPROVING THE MITIGATED NEGATIVE DECLARATION FOR THE 2020 REGIONAL TRANSPORTATION PLAN

Proposed action: Recommend DNLTC adopts resolution 2021 1 approving the Mitigated Negative Declaration for the 2020 Regional Transportation Plan.

Tamera Leighton explained this action is part of the normal process for the Regional Transportation Plan. Comments received have been responded to by Jeff

Schwein, and Tamera is confident with Green Dot's development process and knowledge of rural transportation needs. There will be some minor corrections, such as dates, spelling, etc., before the final adoption.

Public Comment: None

Heidi Kunstal moved to recommend DNLTC adopts resolution 2021 1 approving the Mitigated Negative Declaration for the 2020 Regional Transportation Plan, seconded by Nacole Sutterfield, and unanimously carried; the Technical Advisory Committee recommend DNLTC adopts resolution 2021 1 approving the Mitigated Negative Declaration for the 2020 Regional Transportation Plan.

6. ADOPT THE 2020 REGIONAL TRANSPORTATION PLAN

Proposed action: Recommend DNLTC adopts resolution 2021 2 adopting the 2020 Regional Transportation Plan.

Public Comment: None

Nacole Sutterfield moved to recommend DNLTC adopts resolution 2021 2 adopting the 2020 Regional Transportation Plan, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee recommend DNLTC adopt the 2020 Coordinated Public Transportation Plan as presented.

7. ALLOCATE PPM FUNDING FOR WORK ELEMENT G1: REGIONAL TRANSPORTATION PLAN UPDATE.

Proposed action: Recommend DNLTC adopt resolution 2021 3 allocating \$23,500 in Planning, Programming, and Monitoring funding for the Regional Transportation Plan update.

Tamera Leighton explained an error in the spreadsheet that occurred when she was doing the reconciliation from last year to this year on the Overall Work Plan (OWP). The reconciliation should have been done at the Work Element level and within the OWP. Tamera explained that she failed to take into account the work level element crossed over both years. The correction does not affect available funding for the work element or the OWP. The best solution is to pass this resolution to correct the error.

Public Comment: None

Heidi Kunstal moved to recommend DNLTC adopt resolution 2021 3 allocating \$23,500 in Planning, Programming and Monitoring funding for the Regional Transportation Plan update, seconded by Suresh Ratnam, and unanimously carried; the Technical Advisory Committee recommends DNLTC adopt resolution 2021 3 allocating \$23,500 in Planning, Programming and Monitoring funding for the Regional Transportation Plan update.

8. DISCUSSION

- 2021-22 Overall Work Program – Tamera Leighton sent the draft Overall Work Plan (OWP) to the TAC for review and discussed the change to the scope of work for Redwood Transit Hub. Much planning work has been done regarding the Transit Hub, so work should begin on a Project Initiation Document to ready the project for

applying for grants. This would free up about \$20,000 of Rural Planning Assistance (RPA) funds that could be used for the Regional Mapping Project. Tamera will present the draft OWP to the Commission next week, then it comes back to the next meeting of the TAC for approval.

- HR 133 transportation funding (attachment) – Tamera Leighton discussed potential funding for the Commission through HR 133 which is part of the current Economic Stimulus package for COVID relief. Discussion at the state level is happening regarding how funds will be allocated and spent. So far, the state is not involving rural regions in the discussions. Tamera will keep the TAC informed as more information is released.

- 2021 Economic and Demographic Profile – Tamera Leighton reported the 2021 Economic and Demographic Profile is back on track and expected to be completed in June.

- Sunset Circle progress update – Jon Olson reported the Sunset Circle Project is near completion with some minor clean-up and sign installation remaining. The light poles should be delivered and installed in early March. The project will be wrapped up soon.

- Information sharing by TAC members, including project updates: Yurok Tribe, Transit, City, County, Caltrans, Harbor, DNLTC Sunset Circle progress update – Jon Olson talked about minor repairs on F Street. Tamera Leighton invited the members to attend the Commission meeting because Sebastian Cohen, Caltrans Engineer, will deliver a presentation regarding slide repair at Last Chance Grade. Tamera also commented that there are two separate and distinct projects happening at Last Chance Grade; Bypass work and maintenance. It would be good to get the word out to the community about these two projects. Jon Olson introduced Drew Leighton as the new city engineer. Drew will fill in at the TAC meetings.

9. ADJOURN TO THE NEXT REGULARLY SCHEDULED MEETING ON MARCH 30, 2021 AT 2:00 PM BY ZOOM WEBINAR UNLESS RESTRICTIONS RELATED TO COVID-19 ARE LIFTED.

With no further business to come before the TAC, the Chair adjourned the meeting at 2:26 p.m., to the next regularly scheduled meeting on March 30, 2021, at 2:00 p.m.

Respectfully submitted,

Tamera Leighton, Executive Director
Del Norte Local Transportation Commission

Item 5: Staff Report

DATE: MARCH 30, 2021
TO: TECHNICAL ADVISORY COMMITTEE
FROM: TAMERA LEIGHTON, EXECUTIVE DIRECTOR
SUBJECT: 2021-22 OVERALL WORK PROGRAM

PROPOSED ACTION: Consider Caltrans' comments and recommend DNLTC adopts resolution 2021 5 approving the 2021-22 Overall Work Program.

BACKGROUND: Eligible agencies have presented to DNLTC transportation planning activities needed for their jurisdictions. The preliminary spreadsheets and work program was reviewed in detail in January and February. The Overall Work Program represents the work and the budget for Del Norte Local Transportation Commission for a fiscal year. While the requirements are tied to Rural Planning Assistance funds, the work program is inclusive of other fund sources and represents the total work for the transportation commission.

Caltrans comments must be considered before adopting the Overall Work Program, and they will be available on March 29. Once received, they will be shared with TAC members and discussed in the meeting the following day. If necessary changes are minor, staff will request action for this item.

DISCUSSION:

The handbook provides an introduction to the Overall Work Program:

The core regional transportation planning document is the Overall Work Program (OWP) and its core product is the Regional Transportation Plan (RTP).

The OWP and RTP are directly and inextricably interconnected. OWP activities support the RTP and development of the RTP is an OWP activity. The RTP is implemented through the Regional Transportation Improvement Program (RTIP)

and the Federal Transportation Improvement Program (FTIP). Development of the RTIP and FTIP are also OWP activities.

The OWP is a California variant of what federal regulations [23 Code of Federal Regulation (CFR) 450.308] refer to as a Unified Planning Work Program (UPWP). Federal regulations do not define it, but list what it must contain, depending on the size of the MPO and various other factors. The least complex OWPs include a description of what work is to be accomplished, when, by whom, and using which specific funding.

The OWP is a one-year scope of work and budget for transportation planning activities and funding sources to be accomplished between July 1 and June 30 of the state fiscal year. It is a statement of proposed work and estimated costs that tie specific available transportation planning funding sources to specific transportation planning activities. The OWP is essentially a grant application for CPG and RPA funds, therefore MPOs and RTPAs are only required to include activities in the OWP funded with these funds. However, many MPOs and RTPAs use the OWP as their annual business plan and budget and choose to include all of their activities and fund sources in the OWP.

Federal law uses the term Metropolitan Transportation Plan (MTP) and defines the term as the official intermodal transportation plan that is developed and adopted through the metropolitan transportation planning process for the metropolitan planning area. California law uses the term RTP. Statutes relative to legislative intent (Gov. Code Section 65070), preparation and contents (Gov. Code Section 65080), and public hearing (Gov. Code Section 65090) effectively provide a definition.

As with most plans, the RTP has a long-term horizon (not less than 20 years within the entire life of the RTP) and identifies existing and future transportation needs in the region. Although it includes rough cost estimates for the transportation

proposals and is fiscally constrained (i.e., the total anticipated cost of the proposals is limited to the total reasonably anticipated revenues for the term of the plan), specific fund sources are usually not identified for the individual transportation proposals.

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A. OVERALL WORK PROGRAM FUNDING

The Del Norte Local Transportation Commission (Commission) has funded the Del Norte County Regional Transportation Planning Agency Fiscal Year 2020/2021 Overall Work Program with funds and services from a variety of sources including: 1) Rural Planning Assistance; 2) Rural Planning Assistance Discretionary Grant; 3) Transportation Development Act; 4) State Transportation Improvement Program; and 5) Service Authority for Freeway Emergencies. Funding charts in this document's appendices detail the sources and amounts of expected revenue and proposed expenditures.

B. ORGANIZATION AND MANAGEMENT

The Commission is composed of six members as follows: three members appointed by the Crescent City Council and three members appointed by the Del Norte County Board of Supervisors. When joined by the Caltrans Deputy District Director for Planning, the Commission becomes the Policy Advisory Committee.

The Technical Advisory Committee (TAC) membership consists of one member from the California Department of Transportation, one member from the California Highway Patrol, two members from the City of Crescent City, one member from the Crescent City Harbor District, two members from the County of Del Norte, one member from the Redwood Coast Transit Authority, and one member from the Yurok Tribe.

The Commission has established a Social Service Transportation Advisory Council for Del Norte County, in compliance with SB 498. The Council solicits the input of transit-dependent and transportation-disadvantaged people, including people who are seniors, disabled, or have limited means. The Council also has the responsibility to advise the Regional Transportation Planning Agency (RTPA) on any other major transit issues. The Social Services Transportation Advisory Council is comprised of nine members appointed in conformance with Transportation Development Act Statute 99238.

Staff for the Commission expedites and facilitates the operations of the organization, especially regional transportation planning efforts, the administration of Transportation Development Act funds, and the administration of the Service Authority for Freeway Emergencies (SAFE). Staff is responsible for coordinating the development and execution of the Overall Work Program.

Consultation with Native American Tribes and Rancherias

The Commission maintains working relationships with Elk Valley Rancheria, Resighini Rancheria, Tolowa Dee-ni' Nation, and the Yurok Tribe by proactively consulting with Tribal leaders on issues of importance, and by providing formal opportunities for input regarding transportation planning activities and projects. The Elk Valley Rancheria, Tolowa Dee-ni' Nation, and Yurok Tribe are active participants with the TAC. The Yurok Tribe has a designated voting member on the TAC.

Successful coordination between the local Tribes, Rancherias, and Redwood Coast Transit Authority regarding transit service to the Smith River and Klamath areas has led to stable services into these regions. The Commission's partnership with the Yurok Tribe regarding multi-modal improvements is ongoing.

C. AREA PROFILE

Del Norte County is California's northern-most county on the Pacific coast. The County hosts the Redwood State and National Parks, Wild and Scenic Rivers, and has some of the highest indicators of poverty, low literacy and poor health. With nearly 80% of its land area under public ownership, local residents recognize Del Norte County as the Nature Park for the State of California where approximately 100 Threatened and Endangered Species and 1,000 State Species of Special Concern live in sensitive habitat. The 1,000 square mile county is bordered by Oregon to the north, Siskiyou County to the east, Humboldt County to the south, and the Pacific Ocean to the west. Crescent City, the county seat, lies 370 miles north of San Francisco and 330 miles south of Portland, Oregon.

Land ownership is an important consideration to the area profile, describing the percentage of land owned by the public and private sectors. Total land area is calculated by a summation of county parcels. Only 22.4 percent of parcel land in Del Norte County is privately held and subject to property tax, leaving nearly 78 percent of the county in public ownership. A vast majority of this land (69.3 percent) is federal, including lands in Six Rivers National Forest.

The climate of Del Norte County resembles a temperate rainforest, with mild temperatures along the coast. The average annual rainfall is 75 inches; nearly double the rainfall of Portland, Oregon (37.5 inches) and more than triple the annual rainfall of San Francisco (22.8 inches). Precipitation varies significantly from year to year. During the 2014-15 rain year and statewide drought, Crescent City received 46.3 inches of rainfall. During the 2016-17 rain year, Crescent City received 95.58 inches, which was not even close to the wettest on record. In Crescent City, temperatures range from 40-55 degrees in January and from 53-66 degrees in July.

The major transportation facilities in the region are Jack McNamara Field Airport in Crescent City, U.S. Highways 101 and 199, State Routes 197 and 169, and the Crescent City Harbor. Contour Airlines provides daily commuter air service from Jack McNamara Field Airport to Oakland and the Border Coast Regional Airport Authority completed the new airport terminal in February 2019. The services of Contour Airlines has made it possible for DNLTC to host the California Transportation Commission Town Hall meeting in Crescent City in November 2019.

While for many Californians commuting to work has become a way of life, Del Norte County has experienced opposite trends. In Del Norte, 63.5% commute for 14 minutes or less compared to 21.8% in California. These differences in commute times demonstrate a significant lifestyle difference between rural and urban areas.

Utilization of public transportation increased proportionally by a huge margin between 2012 and 2018 (100% increase), as did those who worked at home (771% increase), but both remain low in absolute numbers. The largest traffic increases between 2008 and 2017 were seen at the US 101 interchange with Route 169 and the US 199 interchange with Route 197 North, while the largest decrease was seen at the U.S. 101/Route 199 interchange.

Del Norte County's population density in 2019 had an average of 27.2 residents per square mile, which was significantly lower than the overall state average of 256 residents per square mile. Between 2008 and 2017, the total harvested acreage

decreased from 4.3 percent of total land area to 3.6 percent. Del Norte County's air quality remained quite good between 2007 and 2016, with no days above the PM 2.5 national average and only two days (one each in 2009 and 2011) above the California PM 10 standard. Annual temperatures appear to have remained relatively stable in Del Norte County since 1990, while annual precipitation levels have exhibited notable year-to-year fluctuations.

The beauty of the land and the abundant wildlife provide the basis for a strong tourism sector of the local economy. Hunting, fishing, hiking, kayaking, biking, surfing and swimming are important recreational activities along the rugged coastline, within the redwood forests and along the Smith and Klamath Rivers of Del Norte County.

Del Norte is an emergency-prone county. We have tsunamis, earthquakes, floods, landslides, wildfires, and in the past ten years, we've had all of these events. We are separated from our neighboring California counties by geography. We cannot drive to Siskiyou County to the east without traveling through Josephine County, Oregon and vast forestlands separate us from Humboldt County to the south. However, we have much in common with our northern neighbor, Curry County, Oregon, just 15 miles up US Highway 101. We share forests and forest fires, fault lines and earthquakes, and coastlines and tsunamis, and storms and storm damage. We share a single north-south route, U.S. Highway 101, and a single eastern route, U.S. Highway 199. In addition to McNamara Field, Ward Field and Andy McBeth Airport cater to general aviation and are potential facilities for service as emergency staging areas.

Del Norte Regional Transportation Planning Agency's Overall Work Program is prepared annually to identify and guide transportation planning tasks. These tasks are to be fulfilled in accordance with the policies and goals of the 2016 Del Norte Regional Transportation Plan. The primary goal of the OWP is to promote a coordinated and balanced regional transportation system considering all modes of transportation and sources of funding.

Significant Transportation Issues

Among the significant regional transportation issues in Del Norte County are the following:

- Operational and safety improvements to the region's U.S. and State highway systems 199 and 197. Of particular concern is the need to bring Highways 197 and 199 into current design compliance;
- Reliability issues on US Highway 101, with a focus on Last Chance Grade, which has a long history of lane failure due to common heavy rainfall, landslide activity, and beach erosion from the Pacific Ocean. Caltrans District 1 has completed Project Study Report, Engineered Feasibility Study, and an Economic Analysis of a full closure at the urging of the DNLTTC and many businesses, agencies and citizens. The environmental phase for a project that may reroute Last Chance Grade is funded;
- Operational and safety issues on US Highway 101 at the gateways to the urban area of Crescent City are significant and must be corrected per the Complete Streets directive signed in 2008;
- The passage of SB 1 alleviates some of the revenue challenges for ongoing local streets and roads maintenance, though over a decade of severe underfunding has left a significant backlog of needed work. DNLTTC is committed to proactively addressing the rehabilitation and development of local streets and roads system;
- Health and safety of school children in school zones;

- Development on Tribal lands and encouragement for active Tribal participation in the transportation planning process;
- Continued operation of cost-effective public transportation systems;
- Continued efforts to develop alternative transportation modes to facilitate decreases in vehicle trips and vehicle miles traveled;
- Proactive transportation planning across modes, including measuring system performance to support the FAST Act requirements.

These significant issues are addressed in Del Norte Local Transportation Commission’s 2021/2022 OWP by placing emphasis on specific work elements including:

- Enhancing a crowdsourcing platform that integrates collision information with community input;
- Coordination and consultation with Native American Tribes and Rancherias;
- Coordinating with Caltrans regarding State Highway planning and programming, including Last Chance Grade and the Gateway areas on US Highway 101;
- Monitoring projects on the State highway system that are funded through the State Transportation Improvement Program and High Priority Program with a focus on the Highway 197/199 corridor;
- Planning and programming for the local streets and roads system with a focus on establishing a GIS data system for partner agencies to meet the needs of mandatory reporting;
- Monitoring the current work program, and preparing the 2022/2023 Overall Work Program;
- Administering the legal requirements of the Transportation Development Act;
- Administering the Service Authority for Freeway Emergencies System (SAFE);
- Addressing the Safety and Security planning needs for the region in partnership with the Office of Emergency Services;
- Addressing the need for a planning for a Transit Hub.

FEDERAL PLANNING FACTORS

The federal planning factors in the FAST Act should also be incorporated in the MPOs/RTPAs OWP. Federal Planning Factors are issued by Congress and emphasize planning factors from a national perspective. The planning factors are included in the chart below.

Federal Planning Factors	Work Elements							
	A	B	C	D	E	F	G	H
1. Support the economic vitality of the nonmetropolitan area, especially by enabling global competitiveness, productivity, and efficiency.	X	X	X	X	X		X	
2. Increase the safety of the transportation system for motorized and non-motorized users.	X	X	X	X	X	X	X	X
3. Increase the security of the transportation system for motorized and non-motorized users.	X	X	X		X	X	X	X
4. Increase the accessibility and mobility of people and for freight.	X	X	X	X	X		X	X
5. Protect and enhance the environment, promote energy conservation, improve the quality of life, and promote consistency between regional transportation improvements and State and local planned growth and economic	X	X	X	X	X			X

development patterns.								
6. Enhance the integration and connectivity of the transportation system, across and between modes, people and freight.	X	X	X	X	X			X
7. Promote efficient system management and operation.	X	X	X	X	X	X		X
8. Emphasize the preservation of the existing transportation system.	X	X	X	X	X	X	X	
9. Improve the resiliency and reliability of the transportation system and reduce or mitigate stormwater impacts of surface transportation.	X	X	X	X	X		X	
10. Enhance travel and tourism.	X	X	X	X	X	X	X	X

PUBLIC PARTICIPATION, OUTREACH & INTERAGENCY COORDINATION

A Memorandum of Understanding formalizes the cooperative arrangement between the State of California and Del Norte Local Transportation Commission (DNLTC). (Appendix B). In order to assure citizen participation in the planning and decision making process and specifically to encourage participation by minority, low-income and community based groups, Del Norte Local Transportation Commission makes efforts to ensure widespread public noticing of its activities. It holds noticed public hearings whenever significant decisions are considered. It encourages the local newspaper and the local radio stations to monitor Del Norte Local Transportation Commission meetings on a continuous basis, it maintains a website (www.dnltc.org) and provides crowdsourcing opportunities with a Commonplace platform. Del Norte Local Transportation Commission partners with other local agencies and community based organizations whenever possible, and people and organizations known to be interested in specific issues are informed of meetings dealing with those issues.

TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

The Del Norte Local Transportation Commission (DNLTC) fully complies with Title VI of the Civil Rights Act of 1964. DNLTC’s website, www.DNLTC.org, may be translated into multiple languages. Publications and other public documents may be made available in alternative languages and formats, if requested. DNLTC public meetings are always held in ADA-accessible facilities and in transit accessible locations when possible. Auxiliary services can be provided to individuals who submit a request at least seven days prior to a meeting. Requests made within seven days will be accommodated to the greatest extent possible. Any person who believes they have been aggrieved by an unlawful discriminatory practice by DNLTC under Title VI has a right to file a formal complaint. Any such complaint may be in writing and filed with DNLTC’s Title VI Compliance Manager and/or the appropriate state or federal agency within 180 days of the alleged discriminatory occurrence. For more information on DNLTC’s Title VI program, or to obtain a Title VI Complaint Form, please call (707) 465-3878 or email Tamera@DNLTC.org.

WORK ELEMENT A Long Range Planning Coordination

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount	RPA	STIP/PPM	RSTP	Other
DNLTC Staff Services	\$ 38,000.00	38,000.00		\$ -	\$ -
Consultant	\$ 65,900.00	\$ 65,900.00	\$ -	\$ -	\$ -
TOTAL	\$ 103,900.00	\$ 103,900.00	\$ -	\$ -	\$ -

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

Objective

To collaborate with various agencies such as local, regional, state agencies and Tribal governments to discuss and coordinate issues related to transportation planning. Carry forward the DNLTC regional planning process that is cooperative, comprehensive, and promotes a shared regional vision. Provide information to the region to help inform decision-making that impacts transportation-

Discussion

This work element provides the resources for staff and Commission members to participate in the efforts and activities to develop plans and programs that represent the transportation needs of the region as established in the 2020 Regional Transportation Plan. This work represents ongoing efforts for Del Norte's representation and participation in developing planning documents that impact the region. Responsible party: DNLTC staff services.

Previous Accomplishments

- Regular Participation in the US Highway 197/199 Project Delivery Team
- Commented on STIP and SHOPP projects for Caltrans and California Transportation Commission
- Participated in Last Chance Grade Project Initiation Delivery and Economic Impact of Closure studies
- Support the Demographic and Economic Profile for Del Norte County
- 2020 Regional Transportation Plan and Environmental Documents
- Advocated for the US Highway 101 urban area pedestrian improvement projects.
- Participated in California Active Transportation Plan
- Partnering with Elk Valley Rancheria to fund the Humboldt Road/Sandmine Roundabout
- Participating in Dr. Fine Bridge replacement project delivery team meetings.
- Participating in Regional Transportation Planning Agency meetings that establish programs impacting the Del Norte region.

Product 1: Regional Transportation Plan Development			
Task/Activity		Product	Schedule
1	Assess regional priorities and participate in the system planning process on an ongoing basis as initiated by Caltrans. Comment on Caltrans policies, procedures and mandates under development.	Meeting notes, agendas, reports, comment letters	As needed
2	Prepare for and attend Regional Transportation Planning Agency executive director meetings as requested by Caltrans District 1 to comment on issues of significance to the District 1 region and to coordinate with colleagues in District 1.	Meeting notes, agendas, and comment letters	Quarterly or as scheduled by Caltrans D1
3	Participate in implementing federal legislation and funding that supports rural transportation and meets the needs of the DNLTC 2020 Regional Transportation Plan by whatever method of participation becomes available such as state meetings, webinars and conference calls.	Meeting notes, agendas, and comment letters	As needed and relevant to the Del Norte region
4	Coordinate and consult with Tribal governments as requested, including but not limited to Tribal long range planning. This work supports common goals including the Smith River Rancheria for the US Highway 101 corridor, the Elk Valley Rancheria on US Highway 101 trail crossing, and Yurok Tribe projects.	Meeting notes, agendas, and comment letters	As needed, approximately six times per year.
5	Engage and coordinate the goods movement industry (Lily bulb growers, dairy/cheese, solid waste management, wood products, etc.) in regional transportation planning. Track efforts to improve goods movement on the interregional US Highway 101 and 199 corridors. Support policies, programs and actions that provide goods movement throughout the Northcoast region.	Meeting notes, agendas, and comment letters	As needed, approximately quarterly.

- | | | | |
|---|--|---|----------------------|
| 6 | Participate in transportation safety and security planning activities to support the RTP, including attending local and regional meetings as requested by the Del Norte Office of Emergency Services. | Meeting notes | As needed |
| 8 | Support Border Coast Regional Airport Authority activities that increase transportation options with a focus on access to the airport including multi-modal access. Attend Boarder Coast Regional Airport Authority meetings as topics of relevance arise. | Meeting notes, agendas, and comment letters | As needed |
| 9 | Post transportation articles and documents to the website that inform the public regarding planning activities that support the Regional Transportation Plan. | Up-to-date website | Monthly or as needed |

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 26,000	\$ 26,000	\$ -	\$ -
Consultant	\$ -	\$ -	\$ -	\$ -
Total	\$ 26,000	\$ 26,000	\$ -	\$ -

Product 2: Last Chance Grade Update

Advocate for long term solutions to the instability of Last Chance Grade on US Highway 101, including reviewing and commenting on Caltrans documents and disseminating community information.

Task/Activity	Products	Schedule
1 Public information available on website.	Updated website	July - June
2 Advocate for long term solutions to the instability of Last Chance Grade on US Highway 101 by participating in regional and State meetings to support the project. This work supports Caltrans' efforts and informs the Regional Transportation Plan.	Meeting comments as appropriate.	July - June

Product 2 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 5,000	\$ 5,000	\$-	\$-
Consultant and Printing	\$ -	\$ -		\$ -
Total	\$ 5,000	\$ 5,000	\$ -	\$ -

Product 3: 2022 Economic and Demographic Profile

With the assistance of the Center of Economic Development, CSU Chico, provide the 2022 Economic and Demographic Profile to inform the Regional Transportation Plan and other planning documents.

Task/Activity	Products	Schedule
1 Contract management for 2021 Economic and Demographic Profile	Executed contract	July - November
2 Develop the 2021 Databook, including chapter development, document review, final approval and post to website.	2021 Databook	February - May

Product 2 Estimate	Amount	RPA	STIP/PPM	RSTP
DNLTC Staff Services	\$ 3,000	\$ 3,000	\$ -	\$ -
Consultant	\$ -	\$ 5,900	\$ -	\$ -
Total	\$ 3,000	\$ 8,900	\$ -	\$ -

Product 4 Regional Mapping

The scope of work begins with County and City maintained mileage mapping, which is a requirement, and it can be expanded into many areas to more accurately and efficiently inform planning processes. The shapefile mapping will inform many regional planning documents, including the Regional Transportation Plan. This work will extend into the 2021-22 year based on the consultant proposal and funding availability. Priority areas include:

County maintained mileage: Completed in 2020-21
 City maintained mileage: Completed in 2020-21
 Bus Routes, stops and shelters: Completed in 2020-21

1. Elk Valley Rancheria Indian Reservation Roads.
2. Resighini Rancheria Indian Reservation Roads.
3. Tolowa Dee-ni Nation Indian Reservation Roads.
4. Yurok Tribe Indian Reservation Roads.
5. Right-of-way references for Minor Arterials roads.
6. Right-of-way references for Major Collectors roads.
7. Right-of-way reference for Minor Collectors roads.
8. Right-of-way reference for Local roads.
9. Bike routes and lanes.
10. Local trails (no state or federal).
11. Call box system mapping.

Task/Activity	Products	Schedule
1 Continue GIS data sets based on the priorities established by partner agencies: Local bridges, Tribal reservation roads, bike routes and lanes, Rights-of-Way along frontage parcels, local trails, call box system.	Downloadable files to partner agencies	July - October
2 Contract administration and closeout.	Invoice processing, closeout.	July - December

Product 1 Estimate	Amount	RPA	STIP/PPM	RSTP
Staff	\$ 4,000	\$ 4,000	\$ -	
Consultant/County	\$ 60,000	\$ 60,000	\$ -	\$ -
Total	\$ 64,000	\$ 64,000	\$ -	\$ -

WORK ELEMENT B

Overall Work Program Development

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
DNLTC	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 16,000.00	\$ 16,000.00	-		
Consultant	\$ 20,000.00	\$ 10,000.00	\$ -	\$ 10,000.00	
TOTAL	\$ 36,000.00	\$ 26,000.00	\$ -	\$ 10,000.00	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

Objective

To provide administration of the Overall Work Program, to conduct day-to-day operations of DNLTC, provide support to the Commission and its committees, develop and adopt a budget, goals, policies and objectives for the regional transportation planning

Discussion

The Overall Work Program describes proposed transportation planning activities for a fiscal year and is a contracting mechanism. The OWP is a public document that identifies the DNLTC's planning activities and products, who is performing the work, when the activity and products will be completed, and the funding source for the work.

Previous Accomplishments

- Develop an Overall Work Program and budget on an annual basis
- Prepare and submit required reports, including summaries of work performed and corresponding budget expenditures on a monthly, quarterly or annual basis as required
- Consult and coordinate with state partners and regional agencies regarding the content of the Overall Work Program
- Develop and maintain a cost accounting system for fiscal management.

Product 1: Overall Work Program		Products	Schedule
Task/Activity			
1	Compile daily and monthly reports as necessary to provide quarterly progress reports and year-end packages for the current year Overall Work Program.	Meeting notes, quarterly progress reports, year-end packages, requests for reimbursement, correspondence and documentation.	Daily
2	With the assistance of an accounting firm, maintain an accounting system that directly reflects all consultant services in a timely manner and meets reporting requirements, including time tracking systems and contract oversight.	Quarterly requests for reimbursement.	Monthly
3	Amend current year Overall Work Program as necessary.	Overall Work Program amendments.	As needed
4	Develop and submit draft Overall Work Program for 2021-22 and present to DNLTC for adoption prior to June 30, 2021.	2021-22 Overall Work Program development and adoption	Annually

Product B1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 16,000	\$ 16,000	\$ -	\$ -
Consultant	\$ 20,000	\$ 10,000	\$ -	\$ 10,000
Total	\$ 36,000	\$ 26,000	\$ -	\$ 10,000

WORK ELEMENT C Public Participation and Information Dissemination

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	RSTP
DNLTC Staff Services	\$ 33,000.00	\$ 33,000.00	-	\$ -	\$ -
Consultant	\$ 20,500.00	\$ 18,000.00	\$ 2,500.00	\$ -	\$ -
Travel Reimbursement (staff/commission)	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	\$ -
TOTAL	63,500.00	\$ 51,000.00	2,500.00	\$ 10,000.00	\$ -

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract. Note: DNLTC does not fund any lobbying activities.

Objective

To create and strengthen partnerships to facilitate and conduct regional planning activities, and to provide information to partner agencies and the general public on transportation issues and planning activities within the Del Norte region.

Discussion

Del Norte Local Transportation Commission provides an overall coordination role in planning and programming funds for transportation projects and operations. As the regional transportation planning agency (RTPA), it is responsible for actively seeking participation of all relevant agencies and stakeholders in the planning process. This element coordinates regional priorities among diverse stakeholders. Public participation and public meetings are mandatory work for all regional transportation planning agencies in California. DNLTC has initiated and maintained its own web-based feedback and data collection platform for comprehensive community feedback on regional planning efforts.

Previous Accomplishments

- Participated in statewide and regional meetings including Rural Counties Task Force, North State Super Region, California Regional Transportation Planning Agency and California Transportation Commission
- Participated in the Elk Valley Rancheria, Resighini Rancheria, Smith River Rancheria and the Yurok Tribe transportation planning partnerships to advance joint regional priorities.
- Provided agendas and minutes to DNLTC and its Technical Advisory Committee monthly or as needed and posted agendas in compliance with the Brown Act.
- Developed and maintained DNLTC’s website as a tool for providing access to transportation planning documents and information.
- Development of a web-based feedback and data collection platform using Commonplace.

Product 1: Informed Local Transportation Commission

Task/Activity	Products	Schedule
1 Sponsor or attend various meetings to advance agency policies and programs such as Caltrans District 1 meetings, California Transportation Commission meetings (as necessary) and Redwood Coast Transit Authority	Agendas, minutes, notes	As needed
2 Monitor and respond to key state and federal legislative and policy changes. Prepare informational updates and action items for presentation to the public and Del Norte Local Transportation Commission and its committees. Note: DNLTC does not fund any lobbying activities.	Agendas, minutes, notes	Monthly or as needed
3 Hold Technical Advisory Committee and Del Norte Local Transportation Commission meetings for decision making, priority setting and sharing and receiving public information. This work includes consultant assistance for posting agendas and drafting minutes.	Agendas, minutes, notes	Monthly or as needed
4 Receive board direction on transportation policies, strategies, programs and actions to enhance the regional transportation planning process.	Minutes	Monthly or as needed

5	Post transportation articles and documents to the website that inform the public regarding regional planning meetings and activities.	Up-to-date website	As needed			
	Product C1 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
	DNLTC Staff Services	\$ 22,000	\$ 22,000	\$ -	\$ -	\$ -
	Consultant	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -
	Total	\$ 28,000	\$ 28,000	\$ -	\$ -	\$ -

Product 2: Partnerships and Planning Agreements

Task/Activity	Products	Schedule				
1 The North State Super Region, an alliance of 16 RTPAs, supports and promotes transportation policies and programs in north state counties. DNLTC contributes information and participates in the evaluation of state and federal policies that impact the NSSR area, such as the implementation of FAST Act and interregional transportation projects that	Agendas, minutes, notes and letters	Fall and Spring, and as needed				
2 In order to provide a direct opportunity for the small counties to remain informed, have a voice, and become involved with changing statewide transportation policies and programs, a task force was formed in 1988 as a joint effort between the California Transportation Commission (CTC) and the rural counties. DNLTC is one of 26 rural county Local Transportation Commissions represented on the Rural Counties Task Force (RCTF). DNLTC representative attends these meetings to discuss and influence changing statewide transportation issues of concern to the rural counties <u>and comments on RCTF projects</u>	Agendas, minutes, notes and letters	January, March, May, July, September, November				
3 Participate in the development of transportation programming guidelines, including STIP, ATP, Regional Transportation Plan, LCTOP, PTMISEA, CalOES, Cap and Trade Programs, etc.	Record of meetings.	As needed				
3 Attend California Regional Transportation Planning Agency (RTPA), California Transportation Commission meetings and workshops.	Record of meetings.	As needed				
4 Provide travel reimbursement to meetings and necessary software to hold and access meetings.	Record of meetings.	As needed				
	Product C2 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP
	DNLTC Staff Services	\$ 6,000	\$ 6,000	\$ -	\$ -	\$ -
	Consultant Dues	\$ 2,500	\$ -	\$ 2,500	\$ -	\$ -
	Meeting Access & Travel	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ -
	Total	\$ 18,500	\$ 6,000	\$ 2,500	\$ 10,000	\$ -

Product 3: Website & Crowdsourcing Information

Task/Activity	Products	Schedule				
1 With Consultant assistance, review website and update throughout the year to provide public information about the progress toward meeting the goals of the 2020 Regional Transportation Plan.	Website that is current and relevant	July - June				
2 Project initiation meeting with Technical Advisory Committee to identify key outputs and reports for electronic platform development for use on smartphones, tablets, and computers.	Meeting minutes	July - August				
3 Provide a web based feedback and data collection platform to enable public input by computer or smart phone.	Data collection tool and year-end data	July - June				
	Product 3 Estimate	Amount	RPA	STIP/PPM	TDA	RSTP

DNLTC Staff Services	\$ 5,000	\$ 5,000	\$ -	\$-	\$-
Consultant / Software	\$ 12,000	\$ 12,000	\$ -	\$-	\$-
Total	\$ 17,000	\$ 17,000	\$ -	\$ -	\$ -

WORK ELEMENT D Regional Transportation Improvement Program (RTIP) Development

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 8,000.00	\$ -	8,000.00	\$ -	
Consultant	\$ 70,000.00	\$ -	\$ 70,000.00	\$ -	
TOTAL	\$ 78,000.00	\$ -	\$ 78,000.00	\$ -	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

Objective

To identify and develop candidate projects for the region's transportation programming needs for federal, state and local transportation improvement programs consistent with the 2020 Regional Transportation Plan for future allocations and future capacity made available with the help of Senate Bill 1. To support the construction of the 197/199 corridor STIP funded projects in a manner that explains to the community what is happening to the bridge replacement and curve realignment of a bridge built in 1926, and to protect the investment of regional dollars.

Discussion

Financial planning and programming state highway and local projects is a complex process involving multiple inter-related federal, state, regional, and local agencies as well as innumerable documents and funding programs. The process is further complicated by the necessity to maintain priorities while reporting requirements shift. Without a map and a strategy for developing fundable projects, regions risk missing funding opportunities. The current focus for STIP monitoring is on encouraging the delivery of the US Highway 197/199 corridor STIP funded projects. Del Norte Local Transportation Commission is committed to the delivery of the bridge replacement and curve realignment that has a regional funding investment of \$19.4 million. Developing and maintaining the Regional Transportation Improvement Program is mandatory work for all regional transportation planning agencies in California.

Previous Accomplishments

- Coordinate with TAC and prepare Regional Transportation Improvement Program (RTIP) every odd numbered year.
- Monitor the Regional Transportation Improvement Program (RTIP).
- Develop and provide public information to local, regional, state and federal stakeholders for existing projects in the STIP, including Middle Fork Smith River Bridge replacement and curve realignment on US Highway 199.
- Establish a legal counsel contract and general work scope and goals.

Product 1: Develop and Maintain TIP

The STIP is a multi-year capital improvement program of transportation projects on and off the State Highway System, funded with revenues from the Transportation Investment Fund and other funding sources. STIP and Interregional Transportation Improvement Program (ITIP is established by Caltrans) programming generally occurs every two years and is controlled by a complex set of guidelines and requirements. This work is necessary for programming new and maintaining existing STIP funding. Products include reports to DNLTC that track progress on projects funded in the STIP

Task/Activity	Product	Schedule
1 Monitor the Project Charter with Caltrans District 1 for the Middle Fork Smith River Bridge replacement and curve realignment.	Up-to-date project information	Quarterly and as needed.
2 Schedule and hold meeting to resolve litigation topics of concern.	Agendas, notes	July - June
3 Monitor project compliance with laws and regulations	Agendas, notes	July - June

Product D1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 8,000	\$ -	\$ 8,000	\$ -
Consultant	\$ 20,000	\$ -	\$ 20,000	\$ -
Total	\$ 28,000	\$ -	\$ 28,000	\$ -

Product 2: Project Representation

Products include: Documents drafted and delivered to federal court in partnership with regional stakeholders. This project was initiated in June 2014. DNLTC was awarded intervenor status by the Court in 2020. The case is ongoing.

Task/Activity	Schedule
1 Complete research and develop strategy for DNLTC to have adequate representation for its Safe STAA project: Bridge replacement and curve realignment on US Highway	July-June
2 Draft and finalize documents that represent the interest of DNLTC and its stakeholder partners for US Highway 199/197 projects.	July-June
3 Represent DNLTC and stakeholder partners in federal court.	July-June
4 Post articles and documents to the website that inform the public regarding the process and activities as appropriate.	July-June

Product D2 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ -	\$ -	\$ -	\$ -
Consultant	\$ 50,000		\$ 50,000	\$ -
Total	\$ 50,000	\$ -	\$ 50,000	\$ -

WORK ELEMENT E Transportation Development Act Administration and Fiscal Management

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 28,500.00	\$ -	-	\$ 28,500.00	
Consultant/Auditor	\$ 27,500.00	\$ -	\$ -	\$ 27,500.00	
TOTAL	\$ 56,000.00	-	-	56,000.00	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

Previous Accomplishments:

State Controller Report, TDA annual fiscal audits and triennial performance audits, Unmet needs process, Social Service Transportation Advisory Counsel support, Transit grant review and support, 2020 Coordinated Transportation Plan

Discussion

Public participation is a key component of the TDA. Public meetings are held to discuss transportation needs and hear concerns. DNLTC is required to establish a Social Service Transportation Advisory Council (SSTAC), comprised of people who are transit-dependent. SSTAC members work with local agencies in developing transit unmet needs criteria, which are used in making project approval decisions. To ensure program compliance, fiscal and performance audits are conducted. Fiscal audits are conducted annually, and include transit operator’s expense-to-revenue ratio, known as farebox recovery. Performance audits are conducted every three years and include performance measures that verify the efficiency and effectiveness of planning agencies and transit operators. Fiscal and performance audits are mandatory work for all regional transportation planning agencies in California

Product 1: Office Operations

Recurring office activities such as maintenance of records, data transcription and legal counsel. Provide staff support in compliance with Transportation Development Act (TDA) statutes and regulations, most often on a daily basis. Office operations are necessary to meet the requirements of the TDA. Products include a well-maintained filing system and contracts reviewed and signed by counsel. Contracting expenses include costs associated with legal notices and mandatory media posting such as requests for proposal in local newspaper.

Task/Activity	Products	Schedule
1 Prepare state and federal documents as required by the Transportation Development Act. This activity is on-going throughout the fiscal year.	Document production and submission	As needed
2 Maintain records and archival of correspondence and documents as required by the Del Norte Local Transportation Commission document retention policy.	Document retention and filing system	Daily
3 Professional services contracts for Attorney services, to advise and assist DNLTC as necessary and for contract review.	Approved contracts	As needed

E1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 12,000	\$ -	\$ -	\$ 12,000
Contracting Expense	\$ 500	\$ -	\$ -	\$ 500
Consultant	\$ 8,000	\$ -	\$ -	\$ 8,000
Total	\$ 20,500	\$ -	\$ -	\$ 20,500

Product 2: Fiscal Management

Transportation Development Act (TDA) fiscal audit and annual state controller report, TDA findings and allocations. This work is mandatory per the Transportation Development Act. Products include State Controllers Report and audited financial statements for DNLTC.

Task/Activity	Products	Schedule
1 Apportion TDA funds, approve claims, allocate funds, prepare and submit State Controllers Report, including services of the Auditors Office.	TDA resolutions; State Controllers	July-June
2 Conduct TDA fiscal audits, including services of independent auditor, and certified public accountant.	Fiscal Audit	August-December

E2 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 14,000	\$ -	\$ -	\$ 14,000
Auditors Office	\$ 5,000			\$ 5,000
Consultant	\$ 14,000	\$ -	\$ -	\$ 14,000
Total	\$ 33,000	\$ -	\$ -	\$ 33,000

Product 3: Social Services Transportation Advisory Council support

Coordinate the annual unmet transit needs process by providing staff support to the Social Services Transportation Advisory Council (SSTAC). DNLTC is responsible for administering the annual unmet transit needs process concurrent with transit planning activities. This task is accomplished with the assistance of the SSTAC and is a mandatory activity per the Transportation Development Act. Products include Unmet Needs report and certification, agendas, minutes, and website postings.

Task/Activity	Products	Schedule
1 Prepare SSTAC meeting agendas, public notices, attend meetings, prepare meeting notes, post information to website.	Agendas, notices minutes, notes, website	As needed
2 Administrative tasks necessary to accomplish the Unmet Needs Process.	Unmet needs certification to State	Annually

E3 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Service	\$ 2,500	\$ -	\$ -	\$ 2,500
Consultant	\$ -	\$ -	\$ -	
Total	\$ 2,500	\$ -	\$ -	\$ 2,500

WORK ELEMENT F SAFE: Service Authority for Freeway Emergencies

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	SAFE
DNLTC Staff Services	\$ 6,000.00	\$ -	-	\$ -	\$ 6,000.00
Consultant	\$ 20,000.00	\$ -	\$ -	\$ -	\$ 20,000.00
TOTAL	\$ 26,000.00	\$ -	\$ -	\$ -	\$ 26,000.00

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

Previous Accomplishments

The City of Crescent City and County of Del Norte adopted resolutions establishing a Service Authority for Freeway Emergencies (SAFE) and designating Del Norte Local Transportation Commission as the SAFE in Del Norte County, California. The SAFE has established and maintained a system of 26 Call Boxes, provided accessibility upgrades to the system, converted files to electronic records, and implemented a records retention policy.

Objective

To operate and maintain a motorist aid call box system as a safety enhancement for the traveling public and to enable the Del Norte region to generate revenue for the purpose of purchasing, installing, operating and maintaining its emergency motorist aid call box system.

Discussion

In the rural and remote region of Del Norte County cellular and electrical services are inconsistent. Utilizing special towers and solar technology, the call box system provides a safety net for the traveling public. Per capita, the system has among the highest rate of use and is sustained with SAFE funding.

Product 1: Call Box System Maintenance and Reporting

Provide an operational and efficient Call Box System by analyzing current conditions, reporting on necessary improvements and developing a plan for future maintenance and system improvements. Update SAFE system information at www.DNLTC.org. This work is necessary for the basic functioning of the regional call box system. Products include a functional call box system and system annual report.

Task/Activity	Products	Schedule
1 System Operation: Contract with California Highway Patrol for call center services and cellular phone company for call line service.	Contract	As needed
2 System Administration: Maintain records and archival of correspondence and documents monthly. Provide a system wide annual report.	Annual report	Annually
3 System Maintenance: Contract with call box supplier and repair company providing systems in California to ensure system is monitored and maintained. Perform site inspections as needed throughout the system to ensure compliance with laws.	Contract; operating call boxes	As needed

F1 Estimate	Amount	RPA	STIP/PPM	TDA	SAFE
DNLTC Staff Services	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000
Operation & Maintenance	\$ 20,000	\$ -	\$ -	\$ -	\$ 20,000
Total	\$ 26,000				

WORK ELEMENT G Safety & Security Planning

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff Services	\$ 5,000.00	\$ 5,000	\$ -	\$ -	
Consultant	\$ 44,100	\$ 44,100	\$ -	\$ -	
TOTAL	\$ 49,100.00	\$ 49,100.00	\$ -	\$ -	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

Objective

To meet the needs of the Office of Emergency Services and the goals of the Regional Transportation plan for safety and security.

Discussion

In partnership with the County Office of Emergency Services and Del Norte Local Transportation Commission, the consultant will prepare an Evacuation and Transportation Annex (Annex) for the County of Del Norte Operational Area all-hazard Emergency Operations Plan (EOP). The EOP recently underwent a complete rewrite and the County is looking to update or create all relevant annexes. The new EOP will be available to the consultant at the outset of the project. The goal of the Annex is to address evacuation areas and evacuation routes within Del Norte County based off the hazards identified within the Hazard Mitigation Plan, as well as to identify resources and procedures for transportation of individuals and animals in need during evacuation.

Consultant will write the Annex using a regional, integrated framework that is consistent with the EOP while addressing the hazards and existing resources within the Operational Area. It should address the needs of those within the jurisdiction, including persons with disabilities and those with access and functional needs. Specific functions within the plan shall include appropriate tasks, checklists, references and other resources necessary for personnel to fulfill their duties and deliver effective execution of the plan by persons who may not have emergency management as their primary daily role.

Consultant will plan and facilitate meetings with personnel from appropriate departments, agencies, and organizations to gather the necessary information to successfully research, write, and submit a complete plan. As requested, the consultant will prepare progress reports that summarize the anticipated and completed tasks, respond to any inquiries or comments by the County, and will update the project schedule as required.

The Annex shall be aligned with the new EOP and will be compliant with the principles of planning outlined in FEMA's Developing and Maintaining Emergency Operations Plans (CPG 101 v2), the organizational structure outlined by California Office of Emergency Services Standardized Emergency Management System (SEMS) as well as the National Incident Management System (NIMS), and the standards set forth by the Emergency Management Accreditation Program (EMAP).

Previous Accomplishments

2011 Pedestrian Evacuation Time Analysis, multiple years of Transportation Emergency Planning and Preparedness collaboration with transportation providers in the region, pedestrian evacuation modeling.

Product 1: Evacuation and Transportation Annex Plan

The Transportation Annex to the region's Emergency Operations Plan will address evacuation areas and evacuation routes within Del Norte County based off the hazards identified within the Hazard Mitigation Plan, as well as to identify resources and procedures for transportation of individuals and animals in need during evacuation.

Task/Activity	Product	Schedule
1 Develop a Request for Proposals in partnership with the County Office of Emergency Service. Administer a consultant selection process.	Consultant selection process	July - September
2 Establish and convene a Transportation Annex workgroup and hold a kick-off meeting.	Agendas and minutes	August - September
3 Develop the draft Transportation Annex to the Emergency Operations Plan.	Agendas, minutes, monthly progress	October - December
4 Approved Transportation Annex to the Emergency Operations Plan.	Final plan	December - February

G1 Estimate	Amount	RPA	STIP/PPM	TDA
Staff	\$ 5,000	\$ 5,000	\$ -	\$ -
Consultant	\$ 44,100	\$ 44,100	\$ -	\$ -
Total	\$ 49,100	\$ 49,100	\$ -	\$ -

WORK ELEMENT H Transit Planning

2021-22 Overall Work Program Draft 1

Expenditures		Revenue by Fund Source			
Staff Allocations and Funding Requirements					
	Amount	RPA	STIP/PPM	TDA	
DNLTC Staff	\$ -	\$ -	\$ -	\$ -	
Consultant / Match	\$ -	\$ -	\$ -	\$ -	
TOTAL	\$ -	\$ -	\$ -	\$ -	

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

Objective

To develop the Transit Hub Location Plan for the Redwood Coast Transit Authority. This project will involve preliminary engineering and design concepts with a core project development team. A consultant and a local project development team will consider the recent Transit Development Plan, the needs of the community, and strengths and limitations of available locations.

Discussion

All four city transit routes currently meet to transfer passengers alongside the curb in front of the Cultural Center, a twenty-minute walk from the transit Operations and Maintenance Facility at 140 Williams Drive. There is no ability for purchasing tickets and passes at the Cultural Center hub, nor is there a driver rest area or amenities that promote biking/transit transfers. The project would use a consultant to harness community input and technical staff suggestions to improve the transit-friendliness of the system. The plan resulting should develop options, evaluate practicality and recommend a preferred site, with conceptual drawings and planning level (0-30%) preliminary engineering.

Previous Accomplishments

Short Range Transit Development Plan, Front Street planning and design, Beachfront Park Master Plan

Product 1: Transit Hub Development

Task/Activity	Products	Schedule
1 Consultant procurement process. Prepare Request for Proposals, execute contract, pay invoices, provide quarterly information for RPA reporting. (Redwood Coast Transit Authority & Del Norte Local Transportation Commission)	Consultant procurement documents, contract.	July - June
2 Kickoff: Establish work development team, document plan and information needs, set project meeting schedule, ongoing	Meeting summary	July - September
3 Develop plan options, evaluate practicality, and select a preferred site. (Consultant)	Site selection.	September - November
4 Develop conceptual drawings and preliminary engineering. (Consultant)	Conceptual drawings.	October - February
5 Prepare Draft Plan and Final Plan. Present in public meeting. (Consultant)	Draft, Final.	July - September

Product 1 Estimate	Amount	RPA	STIP/PPM	TDA
DNLTC Staff Services	\$ 2,000		\$ 2,000	\$ -
Consultant services	\$ 26,000		\$ 26,000	\$ -
Total	\$ 28,000	\$ -	\$ 28,000	\$ -

Note: All accounting and reporting is at the product level and all consultant costs are limited by contract.

WORK ELEMENT Z: Caltrans Information Element

2021-22 Overall Work Program Draft 1

Per the FY 2021-22 Overall Work Program Guidelines, this Work Program includes an Information Element. The purpose of the Information Element is to list transportation planning activities that are being done by other agencies in the region.

AGENCY	PRODUCT	ACTIVITY/FUNDING SOURCE	DUE DATE
Caltrans	District 1 Active Transportation Plan	Caltrans	2021
Caltrans	Non-Motorized Census Plan	Caltrans	Ongoing
Caltrans	California Transportation Plan 2050	Caltrans	2021
Caltrans	District Bicycle Touring Guide	Caltrans	2021
Caltrans	Interregional Transportation Strategic Plan	Caltrans	2021

Del Norte Local Transportation Commission

Overall Work Program Revenue Summary

2021-22 Overall Work Program Draft 1

Work Element	Description	RPA	TDA	STIP PPM	SAFE/RSTP / RPA Grant	Work Element Total
A	Long Range Planning Coordination					
Product 1	Regional Transportation Plan Development	\$ 26,000.00	\$ -	\$ -	\$ -	
Product 2	Last Chance Grade Update	\$ 5,000.00		\$ -	\$ -	
Product 3	2022 Economic and Demographic Profile	\$ 8,900.00	\$ -			
Product 4	Regional Mapping	\$ 64,000.00				
	Total Work Element A	\$ 103,900.00	\$ -	\$ -	\$ -	\$ 103,900.00
B	Overall Work Program Development					
Product 1	Overall Work Program	\$ 26,000.00	\$ 10,000.00	\$ -	\$ -	
	Total Work Element B	\$ 26,000.00	\$ 10,000.00	\$ -	\$ -	\$ 36,000.00
C	Information Dissemination					
Product 1	Commission	\$ 28,000.00	\$ -	\$ -	\$ -	
Product 2	Partnerships and Planning Agreements	\$ 6,000.00	\$ 10,000.00	\$ 2,500.00	\$ -	
Product 3	Website & Crowdsourcing Information	\$ 17,000.00				
	Total Work Element C	\$ 51,000.00	\$ 10,000.00	\$ 2,500.00	\$ -	\$ 63,500.00
D	Regional Transportation Improvement Program (RTIP) Development					
Product 1	Develop and Maintain TIP	\$ -	\$ -	\$ 28,000.00	\$ -	
Product 2	Project Representation	\$ -	\$ -	\$ 50,000.00	\$ -	
	Total Work Element D	\$ -	\$ -	\$ 78,000.00	\$ -	\$ 78,000.00
E	Transportation Development Act Administration and Fiscal Management					
Product 1	Office Operations	\$ -	\$ 20,500.00	\$ -	\$ -	
Product 2	Fiscal Management	\$ -	\$ 33,000.00	\$ -	\$ -	
Product 3	SSTAC Support	\$ -	\$ 2,500.00	\$ -	\$ -	
	Total Work Element E	\$ -	\$ 56,000.00	\$ -	\$ -	\$ 56,000.00
F	SAFE: Service Authority for Freeway Emergencies					
Product 1	Call Box System Maintenance & Reporting	\$ -	\$ -	\$ -	\$ 26,000.00	
	Total Work Element F	\$ -	\$ -	\$ -	\$ 26,000.00	\$ 26,000.00
G	Safety & Security Planning					
Product 1	Evacuation and Transportation Annex Plan	\$ 49,100.00	\$ -	\$ -	\$ -	
	Total Work Element G	\$ 49,100.00	\$ -	\$ -	\$ -	\$ 49,100.00
H	Transit Planning					
Product 1	Transit Hub Development	\$ -		\$ 28,000.00		\$ 28,000.00
	Total Work Element H	\$ -	\$ -	\$ 28,000.00	\$ -	\$ 28,000.00
TOTAL LABOR AND EXPENSES		\$ 230,000.00	\$ 76,000.00	\$ 94,500.00	\$ 26,000.00	\$ 440,500.00

Del Norte Local Transportation Commission

Overall Work Program Expenditure Detail

2021-22 Overall Work Program Draft 1

Work Element	Description	Funding Sources	DNLTC	Consultant/Other
A	Long Range Planning Coordination	RPA	\$ 38,000	\$ 65,900
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other/RSTP	\$ -	\$ -
Total A	\$103,900		\$38,000	\$65,900
B	Overall Work Program Development	RPA	\$ 16,000	\$ 10,000
		PPM	\$ -	\$ -
		TDA	\$ -	\$ 10,000
		Other	\$ -	\$ -
Total B	\$36,000		\$ 16,000	\$ 20,000
C	Public Participation and Information Dissemination	RPA	\$ 33,000	\$ 18,000
		PPM	\$ -	\$ 2,500
		TDA	\$ -	\$ 10,000
		Other:	\$ -	\$ -
Total C	\$63,500		\$ 33,000	\$ 30,500
D	Regional Transportation Improvement Program (RTIP) Development	RPA	\$ -	\$ -
		PPM	\$ 8,000	\$ 70,000
		TDA	\$ -	\$ -
		Other	\$ -	\$ -
Total D	\$78,000		\$ 8,000	\$ 70,000
E	Transportation Development Act Administration and Fiscal Management	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ 28,500	\$ 27,500
		Other	\$ -	\$ -
Total E	\$56,000		\$ 28,500	\$ 27,500
F	SAFE: Service Authority for Freeway Emergencies	RPA	\$ -	\$ -
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		SAFE	\$ 6,000	\$ 20,000
Total F	\$26,000		\$ 6,000	\$ 20,000
G	Safety & Security Planning	RPA	\$ 5,000	\$ 44,100
		PPM	\$ -	\$ -
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total G	\$49,100		\$ 5,000	\$ 44,100
H	Transit Planning	RPA	\$ -	\$ -
		PPM	\$ 2,000	\$ 26,000
		TDA	\$ -	\$ -
		Other:	\$ -	\$ -
Total H	\$28,000		\$ 2,000	\$ 26,000

Appendix A Work Schedule

2021-22 Overall Work Program Draft 1

Work Element

		J	A	S	O	N	D	J	F	M	A	M	J
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A Long Range Planning Coordination

Product 1													
Product 2													
Product 3													
Product 4													

B Overall Work Program Development

Product 1													
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C Public Participation and Information Dissemination

Product 1													
Product 2													
Product 3													

D Regional Transportation Improvement Program (RTIP) Development

Product 1													
Product 2													

E Transportation Development Act Administration and Fiscal Management

Product 1													
Product 2													
Product 3													

F SAFE: Service Authority for Freeway Emergencies

Product 1													
-----------	--	--	--	--	--	--	--	--	--	--	--	--	--

G Safety & Security Planning

Product 1													
-----------	--	--	--	--	--	--	--	--	--	--	--	--	--

H Transit Planning

Product 1													
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KEY  Anticipated major milestones.  Anticipated project maintenance work.

Memorandum of Understanding

Comprehensive Transportation Planning for RTPAs that receive Rural Planning Assistance Funding

This Memorandum of Understanding (MOU), effective May 30, 2012, is entered into by the State of California acting through its Department of Transportation, herein referred to as Caltrans, and **Del Norte Local Transportation Commission**, herein referred to as DNLTC, established as the Regional Transportation Planning Agency (RTPA) for Del Norte County, pursuant to Section 29532 of the California Government Code, and establishes a general transportation planning and programming process codifying the responsibilities of DNLTC and Caltrans.

Chapter 1: Recitals

1.1 Basis for Organization

DNLTC is a local transportation commission created pursuant to Title 3, Division 3, Chapter 2 of the State of California Government Code, Section 29535.

1.2 Ability to Contract and Receive Grants

DNLTC is empowered to make and enter into contracts in its own name and to accept grants, gifts, donations, and other monies to carry out its statutory purposes and functions.

1.3 Planning Area Boundaries

For purposes of meeting the requirements of Government Code 65080 et seq., the boundaries of the RTPA include the county of Del Norte.

Chapter 2: Planning

2.1 Provision for the Planning and Programming Process

DNLTC is recognized as the agency responsible for comprehensive regional transportation planning, pursuant to State law, for the county and incorporated cities included in the RTPA planning area. This responsibility includes, on a regional basis: providing a forum for regional transportation issues, developing and adopting goals and objectives, performing intermodal corridor and sub-area studies, providing policy guidance, allocating State and Federal transportation funds in accordance with applicable regulations and laws, assuring prioritization of proposed transportation improvements to be funded with State and Federal funds as required by applicable regulations, complying with the California Environmental Quality Act (CEQA), and coordinating the Regional Transportation Plan (RTP) with other plans and programs as appropriate. The parties above hereby express their joint intent to mutually carry out the above described transportation planning process for this RTPA planning area in a manner which will assure full compliance with the laws referenced in this MOU, the RTP Guidelines, the Caltrans Regional Planning Handbook, and the planning constraints of the United States Department of Transportation, where applicable.

2.2 State Requirement for a Transportation Plan

In accordance with the schedule and rules specified in California Government Code Sections 65080 et seq. and the California Transportation Commission (CTC) Regional Transportation Plan (RTP) Guidelines, DNLTC shall prepare, adopt, and submit a RTP.

2.3 Overall Work Program

DNLTC will prepare, adopt, and submit to Caltrans an annual Overall Work Program (OWP) in accordance with the Caltrans Regional Planning Handbook. The purpose of the OWP is to serve as a work plan to guide and manage the work of DNLTC, identify transportation planning activities and products occurring in the region and to act as the basis for the DNLTC budget for Rural Planning Assistance and, if applicable, other State and Federal planning funds. The Overall Work Program Agreement (OWPA) will serve as the general agreement by which State and Federal planning funds will be transferred to DNLTC. The draft OWP and any amendments thereto will be subject to review and approval by the funding agencies. The OWP will also include all regional transportation planning and research activities conducted in the region, regardless of funding source.

2.4 Statewide Transportation Planning

In accordance with CA Government Code 65070 et al and 23 Code of Federal Regulations 450 Subpart B, Caltrans is responsible for the development of the multi-modal California Transportation Plan (CTP), which must explain how Caltrans plans to address statewide mobility needs over at least a twenty year period. Caltrans will provide for a coordinated process to prepare the CTP that includes the mutual sharing of plans, data, and data analysis tools and results. DNLTC will engage in CTP development to help guide the direction of the State's long-range transportation planning process and help identify the best use of funds intended for interregional travel needs.

Chapter 3: Programming

3.1 Regional Transportation Improvement Plan (RTIP)

DNLTC shall prepare, adopt and submit a five-year Regional Transportation Improvement Program to the CTC on or before December 15 of each odd-numbered year, updated every two years, pursuant to Sections 65080 and 65080.5 of the California Government Code and in accordance with the State Transportation Improvement Program (STIP) guidelines prepared by the CTC.

3.2 Federal Statewide Transportation Improvement Program (FSTIP) Development

Caltrans shall develop the FSTIP in accordance with the requirements of 23 CFR 450.200 et al for all areas of the State. The FSTIP shall cover a period of no less than four years and be updated at least every four years, or more frequently if Caltrans elects a more frequent update cycle.

3.3 Caltrans Role in Providing a Five-Year Funding Estimate

In compliance with CA Government Code Section 14524, Caltrans will, by July 15 of odd-numbered years, submit an estimate of all federal and state funds reasonably expected to be available during the following five fiscal years. The estimate shall specify the amount that may be programmed in each county for regional improvement programs and shall identify any statutory restriction on the use of particular funds.

3.4 Review of State Highway Operations and Protection Program (SHOPP)

Under California Government Code 14526.5, Caltrans is required to prepare a SHOPP, for the expenditure of transportation funds for major capitol improvements relative to maintenance, safety, and rehabilitation of state highways and bridges that do not add a new traffic lane to the system. The program covers a four-year horizon, starting with projects beginning July 1 of the year following the year in which the SHOPP is submitted. The SHOPP must be submitted to the CTC no later than January 31 of even numbered years, and is adopted separately from the State Transportation Improvement Program (STIP). Prior to submitting the program, Caltrans shall make a draft of its proposed SHOPP available to DNLTC for review and comment and shall include the comments in its submittal to the commission.

Chapter 4: Partnership/Coordination

4.1 State Role and Responsibilities

Caltrans has a continuing duty of planning transportation systems of statewide significance, identifying potential transportation issues and concerns of overriding State interest, and recognizing conflicts in regional transportation improvement programs. In carrying out its duties, Caltrans will work in partnership with DNLTC relative to activities within its transportation planning area and include DNLTC in its dealings with cities, counties, public transit operators, rail operators, and airports. DNLTC and Caltrans will mutually carry out the transportation planning process for this transportation planning area in a manner that will assure full compliance with the laws referenced herein and assure cooperation between all participants.

4.2 Public Participation

The RTPA planning process will be conducted in an open manner so members of the public, civic groups, interest groups, non-federally recognized Native American tribes, businesses and industries, and other agencies can fully participate. Public participation procedures shall be documented, periodically revised, and their effectiveness regularly evaluated. DNLTC should take appropriate actions to ensure public participation through such formal means as:

(a) Posting of public hearing agendas, (b) appointment of eligible citizen members, where appropriate and allowed, to serve as committee members, (c) innovative outreach efforts targeting particularly the traditionally underserved public (i.e. minorities, senior citizens, and low income citizens), and (d) creation of standing advisory committees. Those committees not composed entirely of citizen members shall post public hearing agendas

in accordance with the Brown Act (California Government Code section 54950), when applicable, and all committees shall operate according to their adopted bylaws.

4.3 Cooperation and Coordination

As necessary, the planning process employed by DNLTC will provide for the cooperation of, and coordination with county and city government, public transit and paratransit operators, public airport operators, local public works and planning departments, air pollution control district, passenger and freight rail operators, seaports, neighboring RTPAs, State and Federal agencies, as appropriate, and Caltrans. DNLTC will coordinate with Caltrans' District, DNLTC's Air Pollution Control District, and other affected agencies within the same air basin to develop consistency in travel demand modeling, transportation air emission modeling, and other interregional issues related to the development of plans. DNLTC will provide for this coordination and cooperation by maintaining Policy and Technical Advisory Committees.

The Del Norte Local Transportation Commission is composed of six members, three appointed by the Del Norte County Board of Supervisors and three appointed by the City Council of Crescent City. With the addition of the Caltrans District Director (or his/her alternate), the Del Norte Local Transportation Commission becomes the Policy Advisory Committee. The Policy Advisory Committee advises the Del Norte Local Transportation Commission on all policy matters related to regional transportation planning.

The Del Norte Technical Advisory Committee is governed by Technical Advisory Committee Bylaws, which are approved by the Del Norte Local Transportation Commission. The Technical Advisory Committee advises the Del Norte Local Transportation Commission (and the Policy Advisory Committee) on all technical aspects of regional transportation planning.

The Social Services Transportation Advisory Council is an advisory body to the Del Norte Local Transportation Commission. The Social Services Transportation Advisory Council was established in 1988 pursuant to Senate Bill 498 and Transportation Development Act requirements. Membership is appointed by the Del Norte Local Transportation Commission to represent the elderly, the handicapped and persons of limited means as detailed in Public Utilities Code Sections 99238 and 99238.5. Responsibilities of the Social Services Transportation Advisory Council are to identify transportation needs, recommend action by the Del Norte Local Transportation Commission, and advise the Del Norte Local Transportation Commission on other major transit issues.

4.4 Consultation with Native American Tribal Governments

In accordance with State and Federal policies, DNLTC will consult with all federally recognized Native American tribal governments within or contiguous to DNLTC boundaries in the development of State and Federal transportation plans, programs, and projects, and related studies and environmental assessments.

4.5 Air Quality

DNLTC will participate in interagency consultation under the Federal Clean Air Act (42 USC 7506(c)) and U.S. EPA's Transportation Conformity regulations (40 CFR 93) when required by the Caltrans' District for consideration of a regionally significant project in an isolated rural nonattainment or maintenance area (40 CFR 93.109(n)).

4.6 Caltrans and RTPA roles in Coordination of System Planning

Caltrans utilizes Transportation System and Freight Planning documents as a source for nominating capital and operational projects for inclusion and funding in the RTPA produced RTP and RTIP. In conducting its Transportation System and Freight Planning Program, Caltrans will coordinate its studies with those being conducted by DNLTC, and in the development and priority of System and Freight Planning products, DNLTC will provide substantive response and input, where appropriate.

4.7 Public Transportation Provider's Role in OWP

DNLTC will provide publicly owned transportation service providers with timely notice of plans, programs and studies and the full opportunity to participate in and comment on OWP development and implementation.

4.8 Public Transportation Provider's Role in RTP and TIP

DNLTC will give public transportation service providers the opportunity to propose priority order for projects to be listed in a fiscally constrained TIP and to actively participate in the development of the RTP.

Chapter 5: Environmental Protection and Streamlining Coordination

5.1 Environmental Protection and Streamlining

DNLTC will be an equal partner with Caltrans to promote environmental stewardship in planning and programming projects for California's transportation systems. DNLTC and Caltrans will work to streamline the environmental review process to expedite the development of transportation projects. DNLTC and Caltrans agree to comply with all applicable environmental laws, regulations, and policies and cooperatively address any informational needs associated with such statutes. DNLTC will consult with Federal and State resource agencies to seek their input, coordinate environmental protection issues with its constituents and any other entities for which it has assumed planning and programming responsibilities, and resolve any disputes using the processes defined in the most current federal regulations. Caltrans will assist DNLTC in developing its plans and programs by making available existing resources to DNLTC, participating in appropriate planning activities and, wherever possible, improving the available environmental data.

Chapter 6: Certification Process

6.1 Certification Process

For purposes of certification, DNLTC will establish a process that includes the following:

- (a) Fully executed copies of the State Transportation Planning Process Certification and, if receiving federal planning funding, FHWA and FTA Certifications and Assurances and debarment and suspension as part of the final adopted and approved OWP.
- (b) DNLTC will provide Caltrans with documentation (e.g. quarterly reports, public notices, finished work element products, etc.) to support DNLTCs planning process.

Chapter 7: General Provisions

7.1 Review

This MOU has been reviewed and endorsed by both parties to assure its continued effectiveness. Any proposed amendments shall be submitted in writing for the consideration of both parties.

7.2 Amendment

This MOU constitutes an expression of desire and means of accomplishing the general requirements for a comprehensive transportation planning process for DNLTC. It may be modified, altered, revised, or expanded as deemed appropriate to that end by written agreement of both parties.

7.3 Rescission of Prior Agreements

This MOU supersedes any existing MOU designed to serve as a statement of the transportation planning relationship between Caltrans and DNLTC.

7.4 Monitoring

DNLTC and Caltrans jointly agree to meet periodically to address and review issues of consistency with this MOU. Meetings will be held as often as is agreed. Other issues and activities of mutual interest or concern may also be addressed. During the term of this MOU, DNLTC and Caltrans agree to notify the other of events that have a significant impact upon the MOU.

7.5 Termination

Either party may terminate this understanding upon written notice provided at least ninety days prior to the effective date of termination and specifying that effective date.

IN WITNESS WHEREOF the parties hereto have caused this Memorandum of Understanding to be executed by their respective officers duly authorized.

Danvers Lighter 4.12.2012
Executive Director, DNLTTC DATE

J.P. Adams 5/30/12
Chief, Caltrans DATE
Division of Transportation Planning

Appendix C

COMMON ACRONYMS

ATP – Active Transportation Program	PUC – Public Utilities Commission / Public Utilities Code
BTA – Bicycle Transportation Account	RCT – Redwood Coast Transit
CalACT – California Association for Coordinated Transportation	RCTA – Redwood Coast Transit Authority
CALCOG – California Association of Councils of Governments	RCTF – Rural Counties Task Force
Caltrans – California Department of Transportation	PSR – Project Study Report
CSAC – California State Association of Counties	RIP – Regional Improvement Program
CTC – California Transportation Commission	RPA – Rural Planning Assistance
CTSA – Consolidated Transportation Service Agency	RSTP – Regional Surface Transportation Program
DNLTC – Del Norte Local Transportation Commission	RTIP – Regional Transportation Improvement Program
DOT – California Department of Transportation, a.k.a. Caltrans	RTP – Regional Transportation Plan
DTR – District Transit Representatives	RTPA – Regional Transportation Planning Agency
FAA – Federal Aviation Administration	SB – Senate Bill
FAS – Federal Aid System	SHA – State Highway Account
FAST Act: Fixing America's Surface Transportation Act	SHS – State Highway System
FHWA – Federal Highway Administration	SHOPP – State Highway Operation and Protection Program
FTA – Federal Transit Administration	SR – State Route
FTIP – Federal Transportation Improvement Program	SSTAC – Social Services Transportation Advisory Council
FY – Fiscal Year	STA – State Transit Assistance
IIP – Interregional Improvement Program	STIP – State Transportation Improvement Program
IRP – Inter-Regional Partnership	STP – Surface Transportation Program
IRRS – Inter-Regional Roadway System	TAC – Technical Advisory Committee
ITIP – Interregional Transportation Improvement Program	TDA – Transportation Development Act of 1971
JPA – Joint Powers Agreement	TDP – Transit Development Plan
LTF – Local Transportation Fund	TE – Transportation Enhancement Program (formerly TEA)
MAP-21 -- Moving Ahead for Progress in the 21st Century	TSM – Transportation System Management
MOU – Memorandum of Understanding	USDOT – United States Department of Transportation
MPO – Metropolitan Planning Organization	VMT – Vehicle Miles Traveled
MTC – Metropolitan Transportation Commission	WE – Work Element
NEPA – National Environmental Policy Act	YTD – Year to Date
OWP – Overall Work Program	
PPM – Planning, Programming & Monitoring Program	
PTA – Public Transportation Account	



SERVICE AUTHORITY FOR FREEWAY EMERGENCIES (S.A.F.E.)

2019/2020 ANNUAL EVALUATION REPORT

Prepared by: Tamara Leighton, Executive Director
Del Norte Local Transportation Commission
Del Norte S.A.F.E.
900 Northcrest Drive, PMB 16
Crescent City, CA 95531
www.dnltc.org
Tamera@DNLTC.org

Del Norte S.A.F.E. Overview

Del Norte County Service for Freeway Emergencies (SAFE) was developed based on the local county need for remote access to the public safety system. Del Norte Local Transportation Commission currently manages 26 call boxes along Highways 101, 199, and South Fork Smith River Road. Call box locations were chosen based on Annual Average Daily Traffic, California Highway Patrol recommendations, accessibility, and access to other emergency communication services.

The Del Norte Local Transportation Commission executive director concurrently provides the Del Norte S.A.F.E. call box system staff services and administers contracts with California Highway Patrol, CASE Systems, Inc., and U.S. Cellular. California Highway Patrol receives all calls from Del Norte S.A.F.E. call boxes and dispatches the appropriate agency to deal with each individual problem. U.S. Cellular provides the cellular phone services for each call box in the system. CASE Systems, Inc. monitors the system for mechanical problems and reports the problem to Del Norte S.A.F.E. Staff performs a visual check, tests the box function, and takes a photo of any visible problems. CASE Systems performs necessary repairs. CASE Systems invoices Del Norte S.A.F.E. for services rendered. Funding for the S.A.F.E. system comes from Department of Motor Vehicles vehicle registration fees.

This S.A.F.E. report is prepared on an annual basis and its purpose is to track call volume, revenue, expenditures, and to evaluate the effectiveness of the overall system. Del Norte S.A.F.E. has traditionally had among the highest per capita use in the State and while we've seen an increase in 2019-20 call box use, the system use over time remains steady and is necessary resource in the Del Norte region.

This document is updated annually and includes the following reports:

1. Number of calls for Del Norte S.A.F.E.
2. Revenue and Expenditure: Audited.

Call Box Use & Service for Del Norte S.A.F.E.

<i>Box ANI #</i>	<i>Sign Number</i>	<i>Phone Number</i>	<i>Location</i>	<i>2017-18 Calls</i>	<i>2018-19 Calls</i>	<i>2019-20 Calls</i>
796	101-123	498-7900	PM 12.25 N. Wilson Creek	21	15	11
797	101-227	498-7901	PM 22.6 Vista Point	12	10	7
773	199-348	263-8768	PM 34.89 Collier Tunnel	25	11	16
775	199-012	954-0964	PM 1.0 N. Kings Valley Road	5	4	0
776	199-32	498-2575	PM 3.0 N Walker Road	4	5	6
777	199-71	498-2651	PM 7.09 S. Myrtle Creek	4	2	3
778	199-108	954-0961	PM 10.81 S. Hardscrabble Creek	3	1	5
779	199-202	954-0962	PM 20.07 S Patrick Creek Camp	6	7	22
780	199-232	954-0963	PM 23.13 Narrows	8	1	21
781	199-262	954-0968	PM 26 Bar O Boys	24	19	17
782	199-326	954-0965	PM 32.6 Collier Rest Area	28	38	40
783	101-149	954-0966	PM 14.80 Rudsill Road	7	2	7
784	101-188	954-0967	PM 18.97 Top of Crescent Hill	11	9	14

785	101-367	954-0969	PM 36.53 Northbank Road	53	3	3
786	101-0007	498-8770	PM 0.53 County line South	5	8	13
787	101-0006	498-8771	PM .5 County Line North	9	4	3
788	101-0082	498-8772	PM 8 Requa	0	4	2
789	101-0206	498-8773	PM 20.59 Mill Creek Rd	7	6	5
790	101-0304	498-8774	PM 30.48 101 N/199 Intersection	1	0	0
791	101-0305	498-8775	PM 30.48 101 S/199 Intersection	1	1	2
792	101-0345	498-8776	PM 34.36 Kings Valley Cross Road	2	0	2
793	199-0285	498-8783	PM 28.43 Oregon Mountain Rd.	20	22	16
794	199-0164	498-8784	PM 16.49 Pioneer Road Northbound	8	3	5
795	199-0165	498-8785	PM 16.49 Pioneer Road Southbound	2	16	7
772	427-021	954-8431	PM 2.1 S Craigs Beach	5	6	6
774	427-143	954-8614	PM 14.4 GO Intersection	13	3	12
Total Calls				284	200	245

DEL NORTE LOCAL TRANSPORTATION COMMISSION
STATEMENT OF REVENUES & EXPENDITURES - SAFE FUNDS
For the Year Ended June 30, 2020

	Amount
Ordinary Revenues/Expenses	
Revenues	
Interest Income	\$ 1,303.00
SAFE Revenue	24,289.00
Total Revenues	25,592.00
 Expense	
Auditors Office SAFE ASF Fee	121.00
System Services	11,339.00
DNLTC Consulting Staff	6,000.00
Total Work Element F	17,339.00
Total Expense	17,460.00
Net Revenues over Expenses	\$ 8,132.00
 2019-20 Beginning Balance	 64,971.00
2019-20 Net Revenue over Expenses	8,132.00
2019-20 Fund Balance, End of Year	73,103.00

SAFE Callbox Locations



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

Begging Balance \$58,166

<i>Project</i>	<i>Project Allocation</i>	<i>Start Date/ Due Date</i>	<i>Invoice Date</i>	<i>Payments</i>	<i>Project Balance</i>
----------------	---------------------------	---------------------------------	-------------------------	-----------------	----------------------------

There are no outstanding projects at this time.	\$0				\$0.00
					\$0

Projects completed are gray

Reserve balance at June 30, 2019	58,166.00
Commitments	0.00
Spent fiscal year ended June 30, 2021	0.00

Total available for allocation	58,166.00
---------------------------------------	------------------

Updated 3/26/2021

**COVID RELIEF
APPORTIONMENT ESTIMATE**

SCENARIO 1 2/24/2021		
MPO/RTPA/County	Large UZA Apportionment (Pop >200k) 1, 3	Small Area Apportionment (Pop <200k) 1
MTC Region	\$ 37,413,863	\$ 25,001,169
MTC other than large UZAs		\$ 25,001,169
Antioch	\$ 1,689,677	
Concord	\$ 3,748,774	
SF-Oakland	\$ 19,969,418	
Santa Rosa	\$ 1,875,890	
San Jose	\$ 10,130,104	
SACOG Region	\$ 10,490,017	\$ 13,736,938
Sacramento (Sacramento UZA)	\$ 8,241,554	\$ 1,483,949
Placer (Sacramento UZA)	\$ 1,589,296	\$ 2,075,460
El Dorado (Sacramento UZA)	\$ 361,688	\$ 2,215,718
Sutter		\$ 2,360,985
Yolo (Sacramento UZA)	\$ 297,479	\$ 3,802,618
Yuba		\$ 1,798,209
TRPA (South Lake Tahoe, CA-NV) 2	\$ 882,468	
SCAG Region	\$ 103,196,850	\$ 27,290,730
Los Angeles Co Total	\$ 59,299,741	\$ 1,867,989
Los Angeles County		\$ 1,867,989
LA-LongBeach-Anaheim	\$ 55,476,164	
Lancaster-Palmdale	\$ 2,076,655	
Thousand Oaks	\$ 172,763	
Santa Clarita	\$ 1,574,159	
San Bernardino Co Total	\$ 12,195,767	\$ 780,067
San Bernardino County		\$ 780,067
Riverside-San Bernardino	\$ 6,525,245	
Victorville-Hesperia	\$ 1,998,967	
LA-LongBeach-Anaheim	\$ 3,671,555	
Riverside Co Total	\$ 10,027,378	\$ 13,508,035
Riverside County		\$ 13,508,035
Riverside-San Bernardino	\$ 5,236,938	
Indio-Cathedral City	\$ 2,103,196	
Murrieta-Temecula-Menifee	\$ 2,687,244	
Orange Co Total	\$ 18,292,145	\$ 115,038
Orange County		\$ 115,038
Mission Viejo-Lake Forest-San	\$ 3,501,148	
LA-LongBeach-Anaheim	\$ 14,790,997	
Ventura Co Total	\$ 3,381,819	\$ 6,670,107
Ventura County		\$ 6,670,107
Oxnard	\$ 2,235,140	
Thousand Oaks	\$ 1,134,574	
LA-LongBeach-Anaheim	\$ 12,105	
Imperial County		\$ 4,349,494
AMBAG Region	\$ 18,260,160	\$ 7,071,339
Monterey	\$ 10,343,830	
Santa Cruz	\$ 6,538,945	
San Benito	\$ 1,377,385	
Alpine	\$ 29,283	
Amador	\$ 949,284	
Butte	\$ 5,482,723	
Calaveras	\$ 1,135,871	
Colusa	\$ 533,793	
Del Norte	\$ 713,003	
Fresno (Fresno UZA)	\$ 3,984,058	\$ 6,873,890
Glenn	\$ 700,842	
Humboldt	\$ 3,355,003	
Inyo	\$ 462,194	
Kern (Bakersfield)	\$ 3,189,021	\$ 7,866,138
Kings	\$ 3,812,536	
Lake	\$ 1,611,547	
Lassen	\$ 869,635	
Madera	\$ 3,759,778	
Mariposa	\$ 454,842	
Mendocino	\$ 2,189,127	
Merced	\$ 6,374,738	
Modoc	\$ 241,389	
Mono	\$ 353,935	
Nevada	\$ 2,461,344	
Plumas	\$ 498,604	
San Diego (San Diego UZA)	\$ 17,994,722	\$ 3,243,928
Mission Viejo-Lake Forest-San	\$ 51,128	
San Joaquin (Stockton)	\$ 2,255,364	\$ 7,843,360
San Luis Obispo	\$ 6,719,750	
Santa Barbara	\$ 10,564,086	
Shasta	\$ 4,416,658	
Sierra	\$ 80,746	
Siskiyou	\$ 1,118,974	
Stanislaus (Modesto)	\$ 2,179,831	\$ 3,894,752
Tehama	\$ 1,581,591	
Trinity	\$ 343,567	
Tulare (Visalia)	\$ 1,335,594	\$ 5,550,634
Tuolumne	\$ 1,379,777	
Statewide Total	\$ 182,972,916	\$ 181,756,319

SCENARIO 2 3/1/2021		
MPO/RTPA/County	Large UZA Apportionment (Pop >200k) 1, 3	Small Area Apportionment (Pop <200k) 1
MTC Region	\$ 60,186,583	\$ 9,681,829
MTC other than large UZAs		\$ 9,681,829
Antioch	\$ 2,718,134	
Concord	\$ 6,030,543	
SF-Oakland	\$ 32,124,216	
Santa Rosa	\$ 3,017,690	
San Jose	\$ 16,296,000	
SACOG Region	\$ 16,874,980	\$ 5,319,698
Sacramento (Sacramento UZA)	\$ 13,307,465	\$ 574,667
Placer (Sacramento UZA)	\$ 2,493,641	\$ 803,732
El Dorado (Sacramento UZA)	\$ 601,343	\$ 858,048
Sutter	\$ -	\$ 914,303
Yolo (Sacramento UZA)	\$ 472,531	\$ 1,472,583
Yuba	\$ -	\$ 696,365
TRPA (South Lake Tahoe, CA-NV) 2	\$ 1,419,601	
SCAG Region	\$ 166,009,736	\$ 10,568,474
Los Angeles Co Total	\$ 95,393,750	\$ 723,388
Los Angeles County		\$ 723,388
LA-LongBeach-Anaheim	\$ 89,242,873	
Lancaster-Palmdale	\$ 3,340,654	
Thousand Oaks	\$ 277,919	
Santa Clarita	\$ 2,532,304	
San Bernardino Co Total	\$ 19,618,972	\$ 302,085
San Bernardino County		\$ 302,085
Riverside-San Bernardino	\$ 10,496,969	
Victorville-Hesperia	\$ 3,215,680	
LA-LongBeach-Anaheim	\$ 5,906,323	
Riverside Co Total	\$ 16,130,747	\$ 5,231,055
Riverside County		\$ 5,231,055
Riverside-San Bernardino	\$ 8,424,508	
Indio-Cathedral City	\$ 3,383,349	
Murrieta-Temecula-Menifee	\$ 4,322,890	
Orange Co Total	\$ 29,426,034	\$ 44,549
Orange County		\$ 44,549
Mission Viejo-Lake Forest-San	\$ 5,632,193	
LA-LongBeach-Anaheim	\$ 23,793,841	
Ventura Co Total	\$ 5,440,233	\$ 2,583,033
Ventura County		\$ 2,583,033
Oxnard	\$ 3,595,604	
Thousand Oaks	\$ 1,825,156	
LA-LongBeach-Anaheim	\$ 19,473	
Imperial County		\$ 1,684,364
AMBAG Region	\$ 7,071,339	\$ 11,340
Monterey	\$ 4,005,701	
Santa Cruz	\$ 2,532,239	
San Benito	\$ 533,399	
Alpine	\$ 11,340	
Amador	\$ 367,615	
Butte	\$ 2,123,212	
Calaveras	\$ 439,872	
Colusa	\$ 206,714	
Del Norte	\$ 276,114	
Fresno (Fresno UZA)	\$ 6,409,038	\$ 2,661,948
Glenn	\$ 271,404	
Humboldt	\$ 1,299,242	
Inyo	\$ 178,987	
Kern (Bakersfield)	\$ 5,130,085	\$ 3,046,202
Kings	\$ 1,476,424	
Lake	\$ 624,080	
Lassen	\$ 336,770	
Madera	\$ 1,455,993	
Mariposa	\$ 176,140	
Mendocino	\$ 847,750	
Merced	\$ 2,468,649	
Modoc	\$ 93,479	
Mono	\$ 137,063	
Nevada	\$ 953,168	
Plumas	\$ 193,087	
San Diego (San Diego UZA)	\$ 28,947,580	\$ 1,256,228
Mission Viejo-Lake Forest-San	\$ 82,249	
San Joaquin (Stockton)	\$ 3,628,137	\$ 3,037,381
San Luis Obispo	\$ 2,602,257	
Santa Barbara	\$ 4,090,996	
Shasta	\$ 1,710,373	
Sierra	\$ 31,269	
Siskiyou	\$ 433,328	
Stanislaus (Modesto)	\$ 3,506,629	\$ 1,508,262
Tehama	\$ 612,479	
Trinity	\$ 133,048	
Tulare (Visalia)	\$ 2,148,532	\$ 2,149,511
Tuolumne	\$ 534,326	
Statewide Total	\$ 294,343,150	\$ 70,386,051

STIP Distribution	
County	STIP Shares
Alameda	13,243,637
Alpine	375,710
Amador	852,821
Butte	2,524,503
Calaveras	1,019,533
Colusa	674,992
Contra Costa	8,637,345
Del Norte	630,126
El Dorado LTC	1,748,168
Fresno	9,520,626
Glenn	706,898
Humboldt	2,542,085
Imperial	4,500,298
Inyo	3,514,121
Kern	12,827,182
Kings	1,881,838
Lake	1,103,552
Lassen	1,615,710
Los Angeles	76,377,369
Madera	1,750,959
Marin	2,361,901
Mariposa	660,667
Mendocino	2,396,263
Merced	3,123,797
Modoc	862,313
Mono	2,610,742
Monterey	4,495,838
Napa	1,555,305
Nevada	1,337,282
Orange	23,540,220
Placer TPA	3,264,367
Plumas	963,412
Riverside	20,549,117
Sacramento	11,950,569
San Benito	828,126
San Bernardino	23,897,717
San Diego	27,025,457
San Francisco	6,725,780
San Joaquin	6,488,901
San Luis Obispo	4,764,727
San Mateo	6,520,371
Santa Barbara	5,356,131
Santa Clara	14,946,398
Santa Cruz	2,582,390
Shasta	2,760,092
Sierra	457,677
Siskiyou	1,897,672
Solano	3,914,717
Sonoma	4,810,416
Stanislaus	4,796,028
Sutter	1,102,746
Tahoe RPA	882,468
Tehama	1,406,079
Trinity	997,593
Tulare	5,943,355
Tuolumne	1,100,757
Ventura	7,931,135
Yolo	2,310,770
Yuba	846,278
	366,013,042

Del Norte Local Transportation Commission
Regional Surface Transportation Program (RSTP/Fund # 619)

Description	Year Approved	Allocation Amount	Payee	Invoice or Rescinded Date	Amount Paid or Rescinded	Reserved Balance
Sunset Circle Match	2015	160,000	City of Crescent City	Ongoing	62,147.49	97,852.51
Sunset Circle Scope Change	2018	42,000	City of Crescent City	Jun-19	42,000.00	0.00
Sunset Circle Scope Change 2	2020	60,000	City of Crescent City	Jul-20	27,493.01	0.00
Bluff Stabilization Match*	2017	266,000	County of Del Norte		0.00	266,000.00
Bluff Stabilization Match*	2018	85,140	City of Crescent City		0.00	85,140.00
Washington Boulevard Culvert	2020	321,218	County of Del Norte			290,860.00
* Preliminary and will increase. Match is 3%.						739,852.51

Fund Balance June 30, 2020 (audited)	1,164,508.00
Invoices paid: July 1, 2020 to current	0.00
2020-21 Deposit (anticipated)	265,332.00
Interest income 2020-21	0.00
Less outstanding project commitments	(739,852.51)
Available for projects	689,987.49

Updated to March 26, 2021

Billed monthly Billed yearly (Save up to 20%)

For starters
Basic
Free

2 GB of storage to help you store or share a few files for a quick project.

- 1 user
- 2 GB of encrypted storage

[Get started](#)

- ✓ Up to 3 devices
- ✓ Dropbox Transfer (up to 100 MB)

For solo-workers
Professional
\$16.58 / month

Premium features and advanced sharing tools that help you impress clients and streamline work.

- 1 user
- 3 TB (3,000 GB) of encrypted storage

[Try for free](#)

or [purchase now](#)

- ✓ As many devices as you need
- ✓ Dropbox Transfer (up to 100 GB, including customization options)
- ✓ File locking

For small teams
Standard
\$12.50 / user / month

Easy-to-use team management and collaboration tools to help growing teams stay organized.

- 3+ users
- 5 TB (5,000 GB) of encrypted storage

[Try for free](#)

or [purchase now](#)

- ✓ As many devices as you need
- ✓ Dropbox Transfer (up to 2 GB)
- ✓ File locking
- ✓ Admin console
- ✓ Granular sharing permissions

For large teams
Advanced
\$20 / user / month

Sophisticated admin and audit capabilities to manage complex teams and data security.

- 3+ users
- As much encrypted storage as needed

[Try for free](#)

or [purchase now](#)

- ✓ As many devices as you need
- ✓ Dropbox Transfer (up to 100 GB, including customization options)
- ✓ File locking
- ✓ Advanced admin controls and audit log
- ✓ Granular sharing