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1 NTD Reporting System

1.1 Purpose

The purpose of this document is to provide high-level information to the reporter and/or agency that fills-out the forms that are part of the Annual Report Package that is to be submitted to the Federal Transit Administration (FTA) via the National Transit Database (NTD) system.

1.2 Background

The NTD is the primary source for information and statistics on United States (U.S.) transit systems. Congress requires agencies to report NTD data on an annual basis if they receive or benefit from §5307 or §5311 formula grants. NTD also requires monthly operating and safety statistics reports from agencies that file as a Full Reporter. FTA submits annual NTD reports that summarize transit service and safety data to Congress for review and use.

- Monthly ridership reporting begins October for reporting September data.
- Annual reporting begins December 15 for Fiscal Year (FY) reporting.

1.3 Annual Reporting Timeframe

An agency’s NTD report due date is based on the agency’s Fiscal Year end date. Agencies submit their Annual Report four months after their Fiscal Year expires. During the revision time, reporters work with NTD analysts to ensure the data is accurate per NTD reporting requirements. The end of the revision period is called the report closeout. Table 1: Annual Report Fiscal Year Due Dates details the annual report due dates and report closeout dates.

<table>
<thead>
<tr>
<th>Fiscal Year End Date</th>
<th>Annual Report Due Date</th>
<th>Report Closeout Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30</td>
<td>October 31</td>
<td>March 15</td>
</tr>
<tr>
<td>September 30</td>
<td>January 31</td>
<td>May 15</td>
</tr>
<tr>
<td>December 31</td>
<td>April 30</td>
<td>July 15</td>
</tr>
</tbody>
</table>

Note: Monthly reports for full reporting agencies are due on the last day of the following month (e.g., January data is due February 28).
2  NTD Help

2.1 National Transit Database Offices

NTD Operations Center
• Monday to Friday: 0800 – 1900 Eastern
• (888) 252-0936
• NTDHelp@dot.gov

NTD Program Office
• Washington, DC
• Thomas Coleman, Program Manager
• thomas.coleman@dot.gov

2.2 Training

• NTD reporting manuals and training materials: https://www.transit.dot.gov/ntd/manuals

• National Transit Institute, NTD courses: https://www.transit.dot.gov/ntd/trainings-and-conferences

• NTD presentations: https://www.transit.dot.gov/ntd/presentations-and-webinars
3 NTD System Validation

3.1 Saving Your Data

There are two button options for saving your data at the bottom of each report form:

1. **SAVE**: If you want to enter partial data into a report form and revisit at a later time.
2. **SAVE AND VALIDATE**: When the form is complete and ready for review, the **SAVE AND VALIDATE** button applies the business-logic rules/rules of validation to all data entered in the form. Select this option every time you revise or enter new data.
3. **CLOSE**: Closes the form without saving the data to the database.

3.2 Exporting/Importing Data

The **EXPORT DATA** and **IMPORT DATA** buttons export or imports data to and from Excel. Refer to **Section 14.2** for more information.

3.3 Viewing Issues

After selecting the **SAVE AND VALIDATE** button, if there are no issues found, you should see a confirmation message at the top of the form stating, “There are currently no open issues on this form.”

After selecting the **SAVE AND VALIDATE** button, select the **VIEW ISSUES** button. The resulting page displays validation issues for the current reporting form and allows you to respond accordingly, either by revising the data or providing explanations when applicable. After addressing all validation items, you will be able to submit the report for review (based on your user role).
Additionally, you have the option to filter all validation items depending on the Module (asset, financial, etc.), Form (any form in the report package), Mode, Criticality (important versus critical), and, Issue Type (system-generated or manually created by the analyst).

![Filters]

Note: Critical issues may require a change in data to close the issue.

### 3.4 Validation Issue Types

Similar to previous NTD report years, all validation issues can be considered “Open” or “Closed.” However, the internal validation system allows for a more specific subset of issue status types, including:

- Open with Explanation
- Open and Escalated
- Closed with Data Revision
- Closed with Exception

**Open:** Validation checks that fire upon saving data are considered “Open.” Any validation checks that the analyst returns for further revision are also considered “Open.” All open validation items must be addressed and resolved before the report year closeout.

<table>
<thead>
<tr>
<th>ID</th>
<th>Location</th>
<th>Description</th>
<th>Criticality</th>
<th>Status</th>
<th>Last Modified By</th>
<th>Last Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>157656</td>
<td>R-20</td>
<td>F20-018 - Allocation of project costs among capital expenditure types</td>
<td>Important</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>157656</td>
<td>R-20</td>
<td>F20-018 - Allocation of project costs among capital expenditure types</td>
<td>Important</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Open and Escalated: A validation issue may introduce a unique, agency-specific circumstance for which an analyst cannot immediately make a judgement call. In these cases, the analyst would bring the issue to FTA’s attention for further review. While the issue is pending resolution, it is marked “Open and Escalated.” These types of issues do not need to be resolved prior to the report year closeout. This is a SUBMITTABLE state.

Open with Explanation: Certain validation issues do not necessarily require a change in the data itself. You may provide explanations for data that is correct but requires further clarification. Analysts review these comments and close issues accordingly with each report submission. While the explanation is pending analyst approval, the issue is regarded as “Open with Explanation.” This is a SUBMITTABLE state.
**Closed**: An issue which the NTD analyst manually accepts, thereby “closes,” after reviewing the agency’s official response. This is a SUBMITTABLE state.

**Closed with Data Revision**: Some validation checks fire as a result of a data entry error. In these instances, navigate back to the appropriate form and revise the incorrect values. After making this change, reselect the **SAVE AND VALIDATE** button. If the error is correctly addressed, this item would be newly listed as “Closed with Data Revision” on the “View Issues” page. This status is automatically updated and does not require analyst approval. This is a SUBMITTABLE state.
Closed with Exception: This is an “Open and Escalated” issue that FTA has reviewed and decided to mark as “Questionable” in the annual data product publications. These issues are theoretically resolved, but the relevant data points do not meet NTD reporting requirements. Thus, the issue is not officially “Closed” by NTD standards, but “Closed with Exception” per the questionable notation. You must take steps to report this data correctly in the following report year. This is a SUBMITTABLE state.

<table>
<thead>
<tr>
<th>ID</th>
<th>Location</th>
<th>Description</th>
<th>Criticality</th>
<th>Status</th>
<th>Last Modified By</th>
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<td>157656</td>
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<td>Important</td>
<td>Closed with Exception</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
4  Beginning the Annual Report

At the start of a fiscal year, an agency must confirm information for the prior fiscal year and declare information for the current fiscal year. You must:

- Confirm your Reporter contact information is accurate.
- Confirm your Mode information is accurate.
- Confirm your Transit Asset Group Plan information is accurate.
- Confirm your Declared Reporter Type for the previous fiscal year is still accurate.
- Declare your Reporter Type for the current fiscal year.

4.1  Completing the Report Year Kickoff

At the start of each new Fiscal Year, perform the “Report Year Kickoff” (RYKO). The purpose of Kickoff is to create the annual reporting forms for the prior fiscal year (e.g., FY 2017), and create monthly reporting forms for the current fiscal year (e.g., FY 2018).

Note: If your system is already in the current FY (kickoff has already happened), no action is needed. Below is a summary of steps for the Kickoff.

Kickoff steps:

1. Log-in (registered as an NTD Contact)
2. The system displays the following tabs:
   a. Home
   b. My Tasks
   c. Reports
   d. Actions
3. Navigate to the Kickoff tasks by selecting the Task link/tab.
4. Start the Report Kickoff task for your agency.
5. Accept the Report Kickoff task.
6. Navigate to the Profile Tasks.
7. Perform the Kickoff Tasks:
   a. Confirm the Reporter Contact information is accurate.
   b. Confirm the Mode information is accurate.
   c. Confirm the declared Reporter Type for the previous FY is still accurate (e.g., small systems waiver).
   d. Confirm the Transit Asset Group Plan information is accurate.
   e. Declare the Reporter Type for new fiscal year.
8. Complete the Kickoff Tasks.
4.2 Log into NTD

To log into NTD:

1. Accept the Rules of Behavior by selecting the I Agree button.

2. Enter your User Name and Password.

3. Select the Sign In button.
4. The NTD Landing Page will be displayed.

Note: You may update your information by selecting the avatar icon.
4.2.1 Start the Report Year Kickoff

1. Select NTD from the Landing Page.
2. Select the **MY TASKS** tab to navigate to the Kickoff Task.
3. Select the link, (Report Year) Report Kickoff for Reporter {NTD#} - {NTD Agency Name} in order to start the Report Year Kickoff.
4.2.2 Accept the Kickoff Task

Begin the Kickoff by accepting the task:

1. Review the Kickoff instructions.
2. Select the ACCEPT button.
3. Select the PROCEED button.

4.2.3 Update the P-30 Form During Kickoff: Manage Reporter Users

The P-30 form allows you to view the list of users that work in your agency.

1. Select the View Details link to see additional information for a selected user.
2. Select the link included in the Last Name column to navigate to the selected User record.
3. Select the CONTINUE button.
To add or edit user information or to manage a user role(s), please refer to the FTA FACES User Guide (User Management) in the link below:

https://www.transit.dot.gov/funding/grantee-resources/teamtrams/user-guide-federal-access-control-and-entry-system-faces
4.2.4 Update the P-20 Form During Kickoff: Manage Reporter Modes

The P-20 form allows you to manage the list of reporter modes for your agency. You may add, edit, disable and/or delete modes on the View & Manage Reporter Modes (P-20) screen during the Report Year Kickoff.

Note: The data is not saved until the Report Kickoff process is completed.

At any point during editing, if all of the Reporter Modes information looks correct:
1. Select the Continue button to go to the next step.

If you would like to Add a mode:
1. Select the (+) Add Mode/TOS link at the bottom left side of the grid.
2. Select the Mode from the list of modes in the drop-down list.
3. Select the Type of Service from the drop-down list.
4. Enter the Commitment Date in the box provided in the format mm/dd/yy.
5. Enter the Start Date (if available) in the box provided in the format mm/dd/yy.
6. Select the radio button Yes or No for Fixed Guideway / High Intensity Bus.
   a. Rail modes show “Yes” by default.
   b. Non-fixed route modes show “N/A” by default.
7. Select the radio button Yes or No for Seasonal Segments.
   a. Non-FG/HIB modes show “N/A” by default.
8. Select the Save button to save your data.

If you would like to review and Edit an existing mode:
9. You can edit the Commitment Date, Start Date, End Date, Fixed Guideway/High Intensity Bus and Seasonal Segments by making changes in the View & Manage Reporter Modes (P-20) page.

If you would like to Deactivate a mode:
10. Enter the date on which the mode ended revenue service in the box provided for the End Date.
11. Select the SAVE button to save your changes.

12. If you would like to Delete a mode:
13. Click the x button to delete the mode.
   a. Note: A mode is deleted only if entered in error. Modes that exists in previous year report packages cannot be deleted; upon hovering the cursor over the last column, an error message is displayed: “Mode cannot be deleted”.
14. A confirmation message is displayed – “Are you sure you want to remove this mode?” Any unsaved P-20 data will be lost. Select the Yes or No button.
   a. On selecting Yes, the mode will be deleted. Any unsaved data will also be lost. Any data reported for this mode will be removed from annual, monthly, and safety reporting modules.
4.2.5 Declare your participation in a Transit Asset Group Plan During Kickoff

If you declared participation in a Transit Asset Group Plan in the previous year, the system will display the Group Plan selected from the previous year. You then confirm the selection or update the declared selection.

Note: Only reporters with no declared rail mode and less than 100 active Vehicles Operated in Annual Maximum Service (VOMs) are required to declare their participation in a Transit Asset Group Plan.

This action is only applicable for reporters with a previous fiscal year (i.e. new reporters will not see this).

If the current selection is accurate, select the CONTINUE button to progress the report year kickoff process.
To indicate your participation in a Transit Asset Group Plan, search for and select the reporter from the grid who is the sponsor of your Transit Asset Group Plan.

After indicating the sponsor, confirm your funding relationship by selecting the **YES. SAVE & SUBMIT** button or if you have selected a reporter with whom you do not have a funding relationship select the **NO. SELECT A NEW SPONSOR** button to return to the previous page.
If the sponsor of your Transit Asset Group Plan was not in the list of reporters select the **MY SPONSOR IS NOT LISTED** button to initiate the process to have your sponsor added.

![MY SPONSOR IS NOT LISTED button](image)

Complete the required fields on the Request and Sponsor page and select the **SUBMIT** button. FTA will reach out to the relevant points of contact to obtain additional information required to add the Transit Asset Group Plan to the system.

![Request a Sponsor form](image)

### 4.2.6 Confirm the Reporter Type During Kickoff

*Note: Your Reporter Type determines your required forms.*

If you reported in the previous fiscal year, the system will display the Reporter Type you declared for the previous fiscal year. You then confirm whether the previously declared Reporter Type for the previous fiscal year remains the same or it has changed.

*Note: This action is only applicable for reporters with a previous fiscal year (i.e. new reporters will not see this).*

Confirm the **Reporter Type**. If it has changed, select the **Yes** radio button for the questionnaire.

If the **Reporter Type** is accurate:

1. Select the **No** radio button.

If you would like to **change** the **Reporter Type** for your agency:

2. Select the **Yes** radio button.
   a. Questions for the Reporter Type will be displayed.
   b. Depending on how you answer the questions, additional questions may appear.
   c. For each question, select **Yes** or **No** to proceed through each prompt.
   d. Cycle to the next question with each selection.
Note: The questionnaire is strongly suggested for first-time users.

3. Select the **CONTINUE** button when complete.
4.2.7 Submit the Kickoff

When you submit the Report Kickoff, the information you updated/confirmed is saved, including the Reporter Type for the previous fiscal year (if applicable) and the Reporter Type for the new fiscal year.

1. Once you are finished with the last selection in the questionnaire, select the **Submit** button to complete the kickoff.
   
   a. The questionnaire will validate itself to ensure all selections have been completed.

2. If successful, the next screen will display a confirmation message.

3. Select the **Ok** button.

![Image](image.png)

The system generates the applicable forms based on the information provided, and then makes the Annual Report Package for the previous fiscal year available for reporting. The system will also notify you that the Annual Report for the previous fiscal year is available.

If your Reporter Type for the new fiscal year is either Full Reporter (Operating) or Full Reporter (Operating & Building), the system also generates the applicable Monthly Ridership forms, and then makes the Monthly Ridership forms for the new fiscal year available for reporting. If and when the Monthly Ridership for the new fiscal year is activated, the system will notify you that Monthly Ridership forms for the new fiscal year is available.

The following actions take place submitting the Report Year Kickoff:

- The Reporter Type for previous fiscal year is saved.
  
  - This is only applicable for reporters with a previous fiscal year (this does not apply to reporters who just started their first fiscal year in the NTD system).

- The Reporter Type for the new fiscal year is saved.

- The Annual Report Package for the previous fiscal year is activated with applicable forms generated.
  
  - This is only applicable for reporters with a previous fiscal year (this does not apply to reporters who just started their first fiscal year in the NTD system).
  
  - If applicable, the reporter is notified that the Annual Report for the previous fiscal year is available.

- The Monthly Ridership forms for the new fiscal year is activated (if required).
  
  - This is only applicable if Reporter Type = Full Reporter (Operating) or Full Reporter (Operating & Building)
  
  - If Monthly Ridership is required, reporters are notified that Monthly Ridership forms for the new fiscal year is available.
## 2021 Annual Report

This questionnaire will help us determine which forms you need to fill out in the 2021 annual report.

### Existing Reporter Type

<table>
<thead>
<tr>
<th></th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current</strong></td>
<td>Full Reporter</td>
<td>Operating</td>
</tr>
<tr>
<td><strong>Change Type?</strong></td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If your service had significant changes between 2020 and 2021, for example, if you started operating on Fixed Guideaway, or went over 10 vehicles operated in annual maximum service (VOMS), please select Yes.

### Questionnaire

1. **5307 Beneficiary?**
   - Yes
   - No
   - Select Yes if you were a beneficiary of 5307 Urbanized Area formula funds (excluding direct funds; indirect funds through someone else, and use of assets purchased with those funds).

2. **Reporting Under Another NTDID?**
   - Yes
   - No
   - Select Yes if any of your agency service is being reported under another NTD ID.

3. **Operating Public Transit Service?**
   - Yes
   - No
   - Select Yes if you were operating public transportation service.

4. **Building Modes?**
   - Yes
   - No
   - Select Yes if you were building one or more new transportation modes.

5. **Fixed Guideaway/High Intensity Bus?**
   - Yes
   - No
   - Select Yes if you operate fixed guideaway or high intensity bus service.

6. **Less Than 31 VOMS?**
   - Yes
   - No
   - Select Yes if you operate less than 31 total annual maximum vehicles.

### Resulting Reporter Type

<table>
<thead>
<tr>
<th>Reporter Type</th>
<th>Full Reporter</th>
<th>Operating</th>
<th>Building</th>
</tr>
</thead>
</table>

[CONTINUE]  [GO BACK]  [CANCEL]
4.3 Reviewing Your NTD Profile (as needed)

At the start of a fiscal year, an agency must confirm information for the prior fiscal year and declare information for the current fiscal year. Some other basic demographic information, such as agency name and address, is found in the agency’s Profile. You can access the Profile information from the PROFILE tab on the Home page.

1. Select the PROFILE tab from the HOME page.

2. Select the NTD ID to view the Profile Summary page.
4.3.1 Profile: Summary Page

The **Profile Summary** page for the agency you selected is displayed when you first enter into the agency profile.

![Profile Summary Page Example](image-url)
Select the **Related Actions tab** at the top of the form to view the Profile forms.

The **NTD Reporter Profile(s)** forms page lists the profile forms related to the agency (P-10, P-20, P-30, P-40). Select the appropriate link to access the **Profile** forms.

The Profile forms can also be reviewed by selecting the pencil icon on the **Profile** page.
4.3.2 P-10: Profile Basic Information Form

If needed, select the P-10 form to update the agency name and/or address.

If you would like to review or edit the basic agency information that was not updated during the kickoff:

1. Select the View & Manage Basic Information (P-10) link.
2. Update the fields as needed.
3. Select the Save button to save the updated data.

Note: Updates to this form may not be necessary.
### 4.3.3 P-20: View & Manage Reporter Modes

Select the P-20 form to View and Manage Reporter Modes.

#### Reporter Modes

<table>
<thead>
<tr>
<th>Mode</th>
<th>Type Of Service</th>
<th>Commitment Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Fixed Guideway / High Intensity Bus</th>
<th>Seasonal Segments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus</td>
<td>Directly Operated</td>
<td>10/01/1992</td>
<td>mmm/dd/yyyy</td>
<td>yyyy/mm/dd</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
<tr>
<td>Bus</td>
<td>Purchased Transportation</td>
<td>10/01/1992</td>
<td>10/01/1992</td>
<td>mmm/dd/yyyy</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
<tr>
<td>Bus</td>
<td>Transportation Network</td>
<td>01/01/2015</td>
<td>01/01/2015</td>
<td>mmm/dd/yyyy</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
<tr>
<td>Commuter Bus</td>
<td>Directly Operated</td>
<td>10/01/1992</td>
<td>10/01/1992</td>
<td>mmm/dd/yyyy</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
<tr>
<td>Commuter Bus</td>
<td>Purchased Transportation</td>
<td>10/01/1992</td>
<td>10/01/1992</td>
<td>mmm/dd/yyyy</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
<tr>
<td>Demand Response</td>
<td>Purchased Transportation</td>
<td>10/01/1992</td>
<td>10/01/1992</td>
<td>mmm/dd/yyyy</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
<tr>
<td>Demand Response</td>
<td>Taxi</td>
<td>01/01/2012</td>
<td>01/01/2012</td>
<td>mmm/dd/yyyy</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
<tr>
<td>Demand Response</td>
<td>Transportation Network</td>
<td>01/01/2015</td>
<td>01/01/2015</td>
<td>mmm/dd/yyyy</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
<tr>
<td>Heavy Rail</td>
<td>Directly Operated</td>
<td>10/01/1992</td>
<td>10/01/1992</td>
<td>mmm/dd/yyyy</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
<tr>
<td>Light Rail</td>
<td>Directly Operated</td>
<td>10/01/1992</td>
<td>10/01/1992</td>
<td>mmm/dd/yyyy</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
<tr>
<td>Street Car Rail</td>
<td>Purchased Transportation</td>
<td>10/01/1992</td>
<td>10/01/1992</td>
<td>mmm/dd/yyyy</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
<tr>
<td>Vanpool</td>
<td>Purchased Transportation</td>
<td>10/01/1992</td>
<td>10/01/1992</td>
<td>mmm/dd/yyyy</td>
<td>Yes No</td>
<td>N/A</td>
</tr>
</tbody>
</table>
4.3.4 P-30: View & Manage Reporter Users
Select the P-30 form to View and Manage Reporter Users.

![View & Manage Reporter Users (P-30)](image)

4.3.5 P-40: View & Manage Reportable Segments
Select the P-40 form to View & Manage Reportable Segments.

![View & Manage Reportable Segments (P-40)](image)
5 NTD Annual Report Package Forms

5.1 Navigate to the Annual Forms

After the Kickoff is submitted, the Home page allows you to view your forms.

1. From the **ANNUAL** page of the Home page, select the pencil icon on the right end of the grid to open your Annual forms for the relevant NTD ID.

5.1.1 NTD Report Package: View Individual Annual Forms

In the **Annual Forms** page, the forms that are available are listed in order that you may want to complete them (basic information followed by financial information, followed by asset inventory, etc.) Some forms have a separate form for each Mode/TOS (as listed on the P-20 form).

1. Select the form you want to update by clicking on the **name** of the appropriate **Form** or **Form Name / Mode / Type of Service**.
6 Annual Forms: Basic Information

6.1 B-10: Identification Form

Agencies report basic organizational and service area information on the Identification form (B-10).

The first day of the current FY (following end of a FY), the data in the B-10 form is copied from the previous year. This B-10 form is available for editing throughout the FY as necessary.

Prior to starting work on the Annual Report, you must certify the accuracy of the information of the B-10 form. This form, along with information in the profile, dictates which forms are generated for your agency for the Annual Report.

If needed return to Annual Forms page and select the B-10 form.

The form sections may be displayed in separate tabs or may be displayed all on the same page (default) as follows:

- General Information
- Demographic Information
- Seasonal Segment Information
  - Transit agencies must indicate if a Mode/Type of Service that operates over Fixed Guideway (FG) or High Intensity Bus (HIB) is seasonal (FB/HIB).
- Separate Assets
- Filing Separate Mode
- Show All (default)
Note: Depending on your Reporter Type, you may not have access to one or more tabs as shown in Table 2: Tab Access by Reporter Type.

<table>
<thead>
<tr>
<th>Reporter Type</th>
<th>General Information</th>
<th>Demographic Information</th>
<th>Filling Separate Mode</th>
<th>Seasonal Segment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X*</td>
</tr>
<tr>
<td>Small Systems Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Building Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Planning Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Separate Service</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Rural General Public Transit (RGPT)</td>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Intercity Bus</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urban/Tribal Sub-recipient</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reduced Asset Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

*Reporters with Seasonal Segments noted on the P-20 form.

Note: Some basic demographic information is also found in the Profile Basic Information form, P-10.

1. If you do not want to edit the form in the Show All view, select the tab pertaining to the information you want to update.
   a. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the SAVE button to save any changes made before existing or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
### Identification (B-10) - Summary

Federal Transit Administration
NTD Annual Reporting User Guide

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There are currently no open issues on this form.

**Identification - (B10) Sections**

- General Information
- Demographic Information
- Seasonal Segment Information
- Other Separate Mode
- Note

**General Information**

- Organization Type
  - Independent Public Agency or Authority of Transit Service

**Demographic Information**

<table>
<thead>
<tr>
<th>Primary IDA</th>
<th>Secondary IDA / Non-IDAs</th>
</tr>
</thead>
<tbody>
<tr>
<td>215206-1280</td>
<td>0 - Connecticut New LDA</td>
</tr>
<tr>
<td></td>
<td>34 - Virginia Beach, VA</td>
</tr>
<tr>
<td></td>
<td>311 - Frederick, MD</td>
</tr>
<tr>
<td></td>
<td>237 - Harlingen, TX</td>
</tr>
<tr>
<td></td>
<td>388 - Shafter, CA</td>
</tr>
</tbody>
</table>

**Service Area Square Miles**

| 100,000 |

**Service Area Population**

| 105,000 |

**Seasonal Segment Information**

<table>
<thead>
<tr>
<th>Reporter Status</th>
<th>Type of Service</th>
<th>Commitment Date</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus</td>
<td>Directly Operated</td>
<td>10/01/92</td>
<td>10/01/92</td>
<td></td>
</tr>
</tbody>
</table>

**Modes Filing a Separate NTD Report**

<table>
<thead>
<tr>
<th>Mode</th>
<th>Type of Service</th>
<th>Created By</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>PT</td>
<td>Revision Manager</td>
<td>09/17/2011</td>
<td></td>
</tr>
<tr>
<td>PT</td>
<td>Revision Manager</td>
<td>09/17/2011</td>
<td></td>
</tr>
</tbody>
</table>
6.1.1 Identification: General Information tab (B-10)

The General Information section has a list of Organization Types to select when updating.

1. Select an Organization Type from the drop-down box.
2. Review and edit your data as necessary.
3. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
4. Select another tab in order to edit the data in that section.
6.1.2 Identification: Demographic Information tab (B-10)

The Demographic Information section has a list of Urbanized Areas (UZAs) to which your agency may provide service.

Note: Your Primary UZA is committed when your agency first submits an NTD ID request and cannot be edited on the B-10. You can submit a “Change Primary UZA” request to FTA through Related Actions if you wish to update your Primary UZA.

1. Select the Add UZA link to add a row to the Secondary UZA / Non-UZAs section.
2. Search for and select the UZA you wish to add in the new row.
3. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
4. Select another tab in order to edit the data in that section.

1. To remove a UZA from your list, go to the Selected Secondary UZA / Non UZA list and click the red ‘x’ next to the UZA you want to remove.
2. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
6.1.3 Identification: Seasonal Segment Information tab (B-10)

For each non-Rail mode with segments, there may be segments that are not in use throughout the entire reporting year. If there are segments that are not in use throughout part(s) of the year, you must indicate the number of months of seasonal operation for each segment that service was operated over FB/HIB.

1. To update the information for a Seasonal Segment, check the checkbox for the Mode you want to update by selecting the appropriate radio button.
   a. The Segment information for that Mode/TOS will be displayed below.
2. Check the checkbox for the Seasonal Segment you want to update.
3. Select the UPDATE SEGMENTS button.
   a. The details/editable fields will be displayed in a new form.
4. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
5. Select another tab in order to edit the data in that section.

If you would like to add an Available Month (and Year) to the service time for this segment:
1. Select the appropriate month from the pick-list.
2. Select the ADD MONTH(S) button.
3. Select the CONTINUE button to save your data.
   a. You will be returned to the previous page.
4. Select the SAVE button to save any changes made before exiting or select SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
5. Select the CLOSE button when you have finished editing the data.

If you would like to remove an Available Month/Year to the service time:
1. Select the appropriate month from the pick-list.
2. Select the REMOVE MONTH(S) button.
3. Select the CONTINUE button to save your data.
   a. You will be returned to the previous page.
4. Select the SAVE button to save any changes made before exiting or select SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
5. Select the CLOSE button when you have finished editing the data.
### Identification (B-10) - Update Seasonal Segment Information

**Reportable Segment Details**
- **Segment Name**: Atlantic Ave, Southbound
- **Claiming Mode / Service**: Bus / Directly Operated
- **Mode / Type of Service**: Bus / Directly Operated
- **UZA**: E-Washington, DC-IA-RD
- **Begin At**: 18th St
- **End At**: Rucker Plc
- **Length (in Miles)**: 2.70
- **Directionality**: One Way
- **Original Revenue Service Date**: Jul 1, 2010
- **Service Start Date**: Jul 1, 2010
- **Out of Revenue Service Date**:

**Segment Months**

**Available Months**

**Selected Months**

- Choose months to add, then click **ADD MONTHS**. (Click to select multiple by holding "CTRL" while selecting.)
- Choose months to remove, then click **REMOVE MONTHS**. (Click to select multiple by holding "CTRL" while selecting.)

---

**Status**: Approved by FTA
- **Claiming Agency**: DCTA - DC FTA Reproster # 1
- **Segment Type**: Roadway lanes for exclusive use by high occupancy vehicles and separated from traffic by painted lanes
- **Peak LOS**: F - Stop and go
- **Safe Operation**: False
- **Shoulder Lane**: False
- **Hours Prohibited**: 17
- **Hours Enforced**: 17

---

**CONTINUE**  **CANCEL**
6.1.4 Identification: Separate Assets tab (B-10)

The B-10 form allows you to **Add or Remove a Mode/Type of Service** whose asset data is being collected in this report.

If you would like to add a mode to the list of Separate Assets, search for the appropriate NTD ID from the **NTD Reporter ID** picker field.

1. Select a Reporter from the NTD Reporter ID picker field.
2. Select a mode from the **Add Mode / Type of Service** drop-down.
3. Select the **ADD** button.
4. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
5. If needed, select another **tab** in order to edit the data in that section.
6.1.5 Identification: Filing a Separate Mode tab (B-10)

The B-10 form allows you to Add or Remove a Mode whose data is collected in another report.

If you would like to add a Mode to the list of Modes Filing a Separate NTD Report, go to the Add Mode drop-down:

1. Select a mode from the Add Mode drop-down.
2. Select the ADD button.
3. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
4. If needed, select another tab in order to edit the data in that section.

Note: Agencies typically do not make this selection.

If you would like to remove a Mode to the list of Modes Filing a Separate NTD Report, go to Deactivate Mode/Type of Service:

1. Select the checkbox for the Mode/Type Of Service you would like to deactivate.
2. Select the REMOVE button.
3. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
4. If needed, select another tab in order to edit the data in that section.
6.2  B-30: Contractual Relationship Form

Transit agencies that purchase or sell transit services report their operating and capital expenses on the **Contractual Relationship** form (B-30).

One form must be completed for each separate contractual relationship. All contractual forms are recreated from the previous year with the Contract Summary section pre-populated. The reported data includes:

- The contractor and relationship type.
- Which entity is providing and/or purchasing the service, who is reporting the financial and service data, etc.
- The monetary nature of the contract.
- If the contract is competitively bid (at the time of the original agreement), whether it is a fixed-rate cost, and if the buyer provides vehicles or facilities.
- Which entity will report the contracted service data.
- VOMS per the contract, the number of months the provider operates, fare revenues, the cost of the contract, capital leasing expenses, and any additional costs the buyer incurs.

**Who Reports:**

- Full Reporters: Report contractual relationships if applicable.
- Reduced Reporters: Report contractual relationships if applicable.
- Tribal Reporters: Report contractual relationships if applicable.
- Separate Service Reporters: Only modes reported separately are represented, which means there must be at least one Contractual Relationship form.
- Rural Reporters: Reporting contractual relationships is optional for Report Year 2016 as well as 2017. This will be required beginning in Report Year 2018.

If needed, return to **Annual Forms** page and select the **B-30** form.

The B-30 forms that are available are listed by Mode/TOS on the Annual Form Summary page.

*Note: If you do not have an existing contractual relationship with a company, the B-30 form may not be listed on your Annual Forms Summary Page.*
6.2.1 Contract Information: Add a New Contractual Relationship (B-30)

To add a new Contractual Relationship (create a new B-30):

1. From the Annual Forms page, select the ADD CONTRACTUAL RELATIONSHIP button in the upper-left of the page.

2. Select the Relationship Details (NTD Reporter or Company)
   a. Depending on the type of relationship you are creating, the relationship detail information will display the appropriate search results.
   b. You may narrow the search results by entering the company (or reporter) name in the search field.
If you are managing companies and do not see the name of the company you are looking for and you would like to add it then:

1. Select the **MANAGE COMPANIES** button.
2. On the Contractual Company Management page, select the **Add New Company** link.
   a. An empty row will be displayed.
3. In the new line, enter the name of the company you want to add.
4. Select the **SAVE** button to save your changes.

![Contractual Company Management](image)

### 6.2.2 Contract Information: Remove a Contractual Relationship (B-30)

The B-30 forms that are available are listed by Mode/TOS on the Annual Form Summary page.

To remove a Contractual Relationship (delete a B-30):

1. Open the list of your Annual Forms.
2. Select the Contractual Relationship you want to remove.
3. Select the **REMOVE CONTRACTUAL RELATIONSHIP** button if you want to remove the contractual relationship.
6.2.3 Contract Information: Edit a Contractual Relationship (B-30)

The B-30 forms that are available are listed by Mode/TOS on the Annual Form Summary page.

1. Select the form you want to update by clicking on the name of the appropriate Form for the appropriate Mode / Type of Service.

2. From the Contractual Relationship Details page, indicate the summary data by selecting the options from the drop-down fields.
   
   a. Depending on whether the reporter is a buyer or seller (Contractual Position), the Key Financial and Operations information displayed may be different.
      
      i. Once selected, the data fields pertaining to that position are displayed below the Funding Source grid.
   
   b. The data fields are editable.
3. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid, the Totals will be updated automatically.
   b. To add a new Mode/TOS, select the (+) Add New Mode/TOS link.
   c. To remove a Mode/TOS, select the “X” adjacent to the row you want to remove.
   d. To edit a Mode/TOS, select the Edit link at the right side of the grid.

4. Select the SAVE button to save any changes made before exiting or select SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
7 Annual Forms: Financial Information

All transit agencies are required to report financial and service information on an annual basis. In the Annual Report, agencies provide a summary of transit characteristics, including financial and operating statistics.

7.1 F-10: Sources of Funds - Funds Expended & Funds Earned Form

Agencies report sources of funds for operating and capital expenses on the Sources of Funds form (F-10). The funding categories cover sources generated by agencies and from Federal, state and local governments.

If needed, return to the Annual Forms page and select the F-10 form.

The Sources of Funds – Funds Expended & Funds Earned (F-10) Summary screen is displayed. The F-10 Summary page displays a list of Funding Source and Summary Totals categories:

Funding Sources
- Directly Generated Funds (4100)
- Directly Generated Dedicated Funds (4200)
- Local Government Funds (4300)
- State Government Funds (4400)
- Federal Funds (4500)
- Non-Added Revenues (4600)
7.1.1 Funding Source: Directly Generated Funds (F-10)

Example: Directly Generated Funds (4100) is one of the Funding Source categories that are found in the F-10.

1. From the F-10 Summary page, select a Funding Source from the list that you would like to update.
   a. Once selected, the data fields pertaining to that Funding Source are displayed below the Funding Source grid.
   b. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the SAVE button to save any changes made before exiting or select SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
4. As needed, select the next Funding Source to report on.
### 7.1.2 Funding Source: Directly Generated Dedicated Funds (4200) (F-10)

**Directly Generated Dedicated Funds (4200)** is one of the Funding Source categories that are found in the F-10.

<table>
<thead>
<tr>
<th>Directly Generated Dedicated Funds (4200)</th>
<th>Funds Earned</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income Taxes (4210)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Taxes (4220)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes (4230)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel Taxes (4240)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Taxes (4250)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridge, Tunnel and Highway Tolls (4260)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Occupancy Tolls (4270)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Dedicated Funds (4290)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Directly Generated Dedicated Funds</strong></td>
<td><strong>$0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

### 7.1.3 Funding Source: Local Government Funds (4300) (F-10)

**Local Government Funds (4300)** is one of the Funding Source categories that are found in the F-10.

<table>
<thead>
<tr>
<th>Local Government Funds (4300)</th>
<th>Funds Earned</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Revenues of the Local Government (4310)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income Taxes (4321)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales Taxes (4322)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Property Taxes (4330)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel Taxes (4331)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Taxes (4332)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bridge, Tunnel and Highway Tolls (4338)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Occupancy Tolls (4337)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Dedicated Funds (4339)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extraordinary and Special Items (4330)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Local Funds (4390)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Local Government Funds</strong></td>
<td><strong>$0</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
7.1.4 Funding Source: State Government Funds (4400) (F-10)

State Government Funds (4400) is one of the Funding Source categories that are found in the F-10.

<table>
<thead>
<tr>
<th>State Government Funds (4400)</th>
<th>Funds Earned</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Revenues of the State Government (4410)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Transportation Funds (4420)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extraordinary and Special Items (4430)</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total State Government Funds</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

7.1.5 Funding Source: Federal Funds (4500) (F-10)

Federal Funds (4500) is one of the Funding Source categories that are found in the F-10.

<table>
<thead>
<tr>
<th>Federal Funds (4500)</th>
<th>Funding Sources</th>
<th>Funds Earned</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FTA Metropolitan Planning (6303)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTA Urbanized Area Formula Program (6307)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTA Clean Fuels Program (6308)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTA Capital Investment Grants (5309)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (5310)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTA Formula Grants for Rural Areas (5311)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTA Job Access and Reverse Commute Formula Program (5317)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTA New Freedom Program (5517)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTA Transit in Parks (5532)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTA State of Good Repair Program (5537)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FTA Bus and Bus Facilities (5539)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other USDOT Grants</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ARRA TIGER (Greenhouse Gas and Energy Reduction) Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ARRA TIGER Multimodal Discretionary Program</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Extraordinary and Special Items</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other FTA Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Other Federal Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The data fields pertaining to the various Federal Funding Sources will be displayed depending upon your selection of the Federal Funding Sources used.

1. From Federal Funds / Federal Funding Source grid, select a Funding Source from the list that you would like to update.
   a. Once selected, the data fields pertaining to that Funding Source are displayed on the right side of the Federal Funding Source grid.
   b. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the SAVE button to save any changes made before exiting or select SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
7.1.6 **Funding Source: Non-Added Revenues (4600) (F-10)**

*Non-Added Revenues (4600)* is one of the Funding Source categories that are found in the F-10.
7.1.7 Funding Source: Summary Totals (F-10)

1. The **Summary Totals** section below the Funding Sources grid reflects the data that was entered.
   a. **Directly Generated Total Funds** is the sum of “Directly Generated Funds” and “Directly Generated Dedicated Funds”.
   b. **Total Funds** is the sum of “Directly Generated Funds”, “Directly Generated Dedicated Funds”, “Local Government Funds”, “State Government Funds” and “Federal Funds”.

2. Select the **SAVE** button to save any changes made before exiting or select **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

<table>
<thead>
<tr>
<th></th>
<th>Funds Earned</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Directly Generated Total Funds</td>
<td>8277</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Funds</td>
<td>52,457</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
7.2 F-20: Uses of Capital Form

Agencies report the funds expended on capital projects by category on the Uses of Capital form (F-20). The form further defines capital expenses as an improvement of existing transit services or expansion of transit services.

If needed, return to the Annual Forms page and select the F-20 form.

1. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
2. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
7.3 F-30: Operating Expenses Form

Agencies report operating expenses by object class and function, as defined by the Uniform System of Accounts (USOA), on the Operating Expenses form (F-30). Agencies complete one form for each Mode and Type of Service that they operate during the report year. The information contains:

- Vehicle Operations (VO)
- Vehicle Maintenance (VM)
- Facility Maintenance (FM)
- General Administration (GA)

If needed, return to the Annual Forms page and select the F-30 form.

1. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
2. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.

![Operating Expenses (F-30) - AR DO](image-url)
7.4 F-40: Operating Expenses Summary Form

The Operating Expenses Summary form (F-40) provides an agency-wide total summary of the operating expenses as reported on the agency’s F-30 form(s) for all Modes. The top portion of the form displays an automatic summary of expenses from individual F-30 forms. The bottom portion of the form allows the user to enter data for reconciling the items. Agencies may report reconciling items on the F-40 form such as depreciation, interest payments and leases. There are three columns for the reconciliation data:

- Funds Applied,
- Funds Not Applied
- Total Expenses for Period (a read-only total of the two columns)

If needed, return to the Annual Forms page and select the F-40 form.

When viewing the F-40 form you can view a summary and reconcile the data entry items.
7.4.1 Operating Expenses: Reconciling Items (F-40)

1. Review the summary data.
2. Enter the reconciliation data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Funds Applied</th>
<th>Funds Incurred</th>
<th>Total Expenses Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Expenses (ST01)</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>Capital Outlay (ST02)</td>
<td>3</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>Related Parties Lease Agreement (ST03)</td>
<td>0</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>Non-Exchange Transactions (ST04)</td>
<td>0</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>Depreciation</td>
<td>0</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>Amortization of Intangibles (ST07)</td>
<td>0</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>Ordinary and Special Items (ST08)</td>
<td>0</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>Other Reconciling Items (ST26)</td>
<td>0</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>Total Reconciling Items</td>
<td>88</td>
<td>81,254</td>
<td>81,254</td>
</tr>
<tr>
<td>Federal Aid (Section 3603)</td>
<td>3</td>
<td>0</td>
<td>50</td>
</tr>
<tr>
<td>Total Expenses from Published Reports</td>
<td>911</td>
<td>81,254</td>
<td>81,254</td>
</tr>
</tbody>
</table>
7.5 F-60: Financial Statement Form

Agencies report select object classes on the Financial Statement Form (F-60), such as cash and receivables, investments, special funds, long-term debt, estimated long-term pension liabilities, and other estimated liabilities. Object Classes include:

- **Current Assets (1100)**
  - Cash and Cash Equivalents (1110)
  - Accounts Receivable (1120)
  - Inventory (1130)
  - Prepaid Expenses (1140)
  - Current Investments and Current Portions of Long-Term Investments (1150)
  - Other Current Assets (1190)
  - Total Current Assets

- **Noncurrent Assets (1200)**
  - Capital Assets (1210)
  - Intangible Assets (1220)
  - Capital Lease Receivable (1230)
  - Special Funds (1240)
  - Work in Progress (1250)
  - Investments (1260)
  - Other Noncurrent Assets (1290)
  - Total Noncurrent Assets

- **Deferred Outflows of Resources (3100)**

- **Current Liabilities (2100)**
  - Current Accounts Payable (2110)
  - Short-term Debt and Current Portions of Long-Term Debt (2120)
  - Accrued Liabilities (2130)
  - Other Current Liabilities (2190)
  - Total Current Liabilities

- **Noncurrent Liabilities (2200)**
  - Long-Term Debt (2210)
  - Noncurrent Accounts Payable (2220)
  - Capital Lease Obligations (2230)
  - Long-term Pension Liabilities (2240)
  - Estimated Liabilities (2250)
  - Other Noncurrent Liabilities (2290)
  - Total Noncurrent Liabilities

- **Deferred Inflow of Resources (3200)**

- **Net Position (3000)**

If needed, return to the Annual Forms page and select the F-60 form.

The F-60 form collects Common Assets and Liabilities that you report on your financial statements.

1. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

### Financial Statement (F-60)

**There are currently no open issues on this form.**

#### Assets (1000)

<table>
<thead>
<tr>
<th>Object Class</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Assets (1100)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td>35,478,006.90</td>
<td></td>
</tr>
<tr>
<td>Accounts Receivable (1101)</td>
<td>1,353,527.37</td>
<td></td>
</tr>
<tr>
<td>Inventory (1102)</td>
<td>3,415,480.80</td>
<td></td>
</tr>
<tr>
<td>Prepaid Expenses (1110)</td>
<td>8,252,845.22</td>
<td></td>
</tr>
<tr>
<td>Current Investments and Liabilities at Long-Term Investments (1130)</td>
<td>4,892,763.21</td>
<td></td>
</tr>
<tr>
<td>Other Current Assets (1170)</td>
<td>1,480,221.45</td>
<td></td>
</tr>
<tr>
<td>Total Current Assets</td>
<td>$63,834,107.84</td>
<td></td>
</tr>
</tbody>
</table>

| Noncurrent Assets (2100) | | |
| Capital Assets (1210) | 4,929,617.40 |
| Intangible Assets (1220) | 34,154,802.80 |
| Capital Lease Receivable (1230) | 3,415,480.80 |
| Special Funds (1240) | 3,415,480.80 |
| Work in Progress (1250) | 3,415,480.80 |
| Investments (1260) | 3,415,480.80 |
| Other Noncurrent Assets (1270) | 3,415,480.80 |
| Total Noncurrent Assets | $75,679,824.60 |

**Total Assets** | $139,513,932.44 |

**Deferred Outflows of Resources (3100)** | |

#### Liabilities (2000)

<table>
<thead>
<tr>
<th>Object Class</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Liabilities (2100)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Accounts Payable (1110)</td>
<td>16,320,000.00</td>
<td></td>
</tr>
<tr>
<td>Short-term Debt and Current Portions of Long-Term Debt (1200)</td>
<td>1,353,527.37</td>
<td></td>
</tr>
<tr>
<td>Actual LMRDS (1230)</td>
<td>3,415,480.80</td>
<td></td>
</tr>
<tr>
<td>Other Current Liabilities (1270)</td>
<td>1,480,221.45</td>
<td></td>
</tr>
<tr>
<td>Total Current Liabilities</td>
<td>$21,568,239.62</td>
<td></td>
</tr>
</tbody>
</table>

| Noncurrent Liabilities (2200) | | |
| Long-Term Debt (2210) | 3,415,480.80 |
| Unsecured Accounts Payable (2220) | 3,415,480.80 |
| Capital Lease Obligations (2230) | 3,415,480.80 |
| Long-term Pension Liabilities (2240) | 3,415,480.80 |
| Estimated Liabilities (2250) | 3,415,480.80 |
| Other Noncurrent Liabilities (2270) | 3,415,480.80 |
| Total Noncurrent Liabilities | $17,211,261.60 |

**Total Liabilities** | $38,779,501.22 |

**Deferred inflows of Resources (3200)** | |

#### Net Position (3000)

<table>
<thead>
<tr>
<th>Object Class</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Position (3080)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Net Position** | $100,734,431.22 |
8 Annual Forms: Asset Information

8.1 A-10: Stations Maintenance Facilities Form

Agencies report organizational assets pertaining to stations and maintenance facilities on the Stations and Maintenance Facilities form (A-10).

If needed, return to the Annual Forms page and select the A-10 form.

1. Review and edit your data as necessary.
2. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
8.2  A-15: Transit Asset Management Facilities Inventory

Agencies report detailed facility inventory information on the A-15.

If needed, return to the Annual Forms page and select the A-15 form.

If you wish to Add New Facilities or Shared Facilities:
1. Select the ADD NEW button or the ADD SHARED button.

<table>
<thead>
<tr>
<th>Facilities</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD NEW</td>
<td>ADD SHARED</td>
<td>EDIT SELECT</td>
<td>DELETE SELECT</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Transit Asset Management Facilities Inventory (A-15)

There are currently no open issues on this form.

Filters

Facilities

No items available

Batch Size: 10, 20, 30, 50, | Display: 50 |
On the **Bulk Add/Edit** page:

1. Select the **ADD FACILITY** button and enter the required data.
2. To navigate between data entry sections, use the **PREVIOUS SECTION** and **NEXT SECTION** buttons or select the target tab.
3. To add more than 30 facilities at a time enter the 30 facilities and then select the **CONTINUE AND ADD MORE** button.

![Transit Asset Management Facilities Inventory (A-15)](image)

If you wish to **Edit a Single Facility**:

1. Select the name of facility.
   a. The information will be displayed below the grid in the **Edit Details for XYZ Station** section.
2. Review and edit your data as necessary.
3. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
**Transit Asset Management Facilities Inventory (A-15)**

There are currently no open issues on this form.

### Filters

### Facilities

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Facility Type</th>
<th>Address</th>
<th>Primary Mode</th>
<th>Year Built</th>
<th>Condition Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1589</td>
<td>Administrative Office / Sales Office</td>
<td>09.00000000 and -60.00000000</td>
<td>CB - Commuter Bus</td>
<td>2018</td>
<td>NA</td>
<td></td>
</tr>
</tbody>
</table>

**Batch Size: 10 25 50 100 | Delete All |**

### Edit Details for Facility 1

**Name**
Facility 1

**Facility Type**
Administrative Office / Sales Office

**Year Built or Reconstructed as New**
2018

**Site**
111

**Transit Agency Capital Responsibility (%)**
3.0

**Condition Assessment**

**Address**
Section of Larger Facility?

**Street**

**Place provide Address Off/Loc/Long**

**City**

**State**

**Zip**

**Notes**

**Est. Date of Condition Assessment**

**SAVE AND VALIDATE**
8.3 A-20: Transit Way Mileage Form

Agencies operating over high intensity busway or fixed guideway provide mileage data on the Transit Way Mileage form (A-20), with the exception of ferry services.

If needed, return to the Annual Forms page and select the A-20 form.

1. Select the Edit button next to the Mode that you want to review.
   a. The associated modal data will be editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
8.3.1 Transit Way Mileage: Rail Data (A-20)

Example: Rail Mode (for the Mode/TOS) is one of the guideways to report in the A-20.

1. Enter Transit Way Data, by selecting the **Edit** hyperlink.
   a. The bottom screen will then open to display the editable data fields.
   b. Complete detailed rail inventory data including Guideway, Power and Signal, and Track detailed inventory information.
      i. Guideway and Power and Signals data collection includes both “Basic” information and “Construction” information.
      ii. The “Next Section” buttons will assist with navigation between data entry tabs.
      iii. Note: The detailed rail inventory data is optional in Report Year 2017.

2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
8.4 A-30: Revenue Vehicle Inventory Form

Agencies report revenue vehicle fleet information at their fiscal year-end on the Revenue Vehicle Inventory form (A-30) by mode and TOS.

If needed, return to the Annual Forms page and select the A-30 form.

To add a new fleet:
1. Select the ADD NEW FLEET button.
2. Review and edit your data as necessary in the Add/Edit Fleet Details section.
3. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
To edit an existing fleet:

1. Select the Fleet by selecting the RVI ID.
2. Review and edit your data as necessary in the Add/Edit Fleet details section.
3. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
To edit the Energy Consumption:

1. After entering fleet information and selecting a fuel type, entry of energy consumption data will become available below the Fleet Totals grid.
2. Enter data in the Amount field.
3. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
8.5 A-35: Service Vehicle Inventory Form

Agencies report detailed service fleet inventory information on the A-35 form.

If needed, return to the Annual Forms page and select the A-35 form.

To add one or more Service Fleets:

1. Select the ADD NEW button.
2. On the bulk add/edit page, select the ADD SERVICE FLEET button and enter the required data.
3. To navigate between data entry sections, use the PREVIOUS and NEXT buttons or select the target tab.
4. To add more than 30 fleets at a time enter the 30 fleets and then select the CONTINUE AND ADD MORE button.
To edit a single fleet:

1. Select the check box next to the Service Fleet ID.
2. Select the **EDIT SELECTED** button.
3. Update the information and select the **NEXT SECTION** button.
4. Update the information and select the **CONTINUE** button.
5. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
8.6 A-90: Transit Asset Management Performance Measure Targets Form

Agencies enter performance measure targets for the coming year on the A-90 form.

If needed, return to the Annual Forms page and select the A-90 form.

Review and edit target values for each metric or indicate that the metric is not applicable for the report year.
To upload a Narrative Report:

1. Select the **Upload New Narrative Report** document field.
2. Use your operating system document navigator to select the document for upload.
3. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
9 Annual Forms: Service Information

9.1 S-10: Service Supplied Form

Transit agencies must report actual service data on services provided and consumed during the fiscal year on the Service Supplied form (S-10).

Note: Data reported in the Monthly Ridership Activity form (MR-20) must be consistent with the annual data reported in the Service form (S-10).

You cannot enter data into any of the S-10 forms until all associated Monthly Ridership (MR-20) submissions for the associated Mode/TOS have an “Accepted” status.

One Service Rail (S-10) form is completed for each Mode/Service combination operated during Report Year as follows:
- AR: Alaskan Railway
- CC: Cable Car
- CR: Commuter Rail
- HR: Heavy Rail
- IP: Inclined Plane
- LR: Light Rail
- MG: Monorail/Auto-Guideway
- SR: Street Rail Car
- YR: Hybrid Rail

One Service Non-Rail (S-10) form is completed for each Mode/Type of Service operated during the Report Year:
- CB: Commuter Bus
- DR: Demand Response
- FB: Ferry Boat
- JT: Jitney
- MB: Bus
- OR: Other
- PB: Public
- RB: Rapid Transit Bus
- TB: Trolley Bus
- TR: Aerial Tramway
- VP: Vanpool

Note: The Service Non-Rail S-10 form does not apply to Demand Response Taxi (DT) modes.

One Service Non-Rail (S-10) DT form is completed for the Mode “DT” operated during the Report Year:
- DT: Demand Response Taxi
If needed, return to the **Annual Forms** page and select the **S-10** form.

The form sections may be displayed in separate tabs or may be displayed all on the same page (default):
- VOMS and Periods of Service
- Services Supplied
- Services Consumed
- Services Operated (Days)
- Directional Route Miles
- Show All (default)

### Service Rail (S-10) Sections

| VOMS and Periods of Service | Services Supplied | Services Consumed | Services Operated (Days) | Directional Route Miles | Show All |

*Note: Depending on the Mode you are reporting on, you may not have access to one or more tabs:*

The section “Directional Route Miles” is only available for the following **Service Non-Rail** modes:
- CB
- FB
- MB
- RB
- TB
- TR

The section “Directional Route Miles” is NOT available for the following **Service Non-Rail** modes:
- DR
- DT
- JT
- PB
- VP

1. If you do not want to edit the form in the “**Show All**” view, select the section/tab pertaining to the information you want to update.
   a. The data fields displayed are editable.
   b. A list of required fields that are empty or invalid may be displayed at both the top and bottom of the form.
   c. The list of empty required fields will continue to be displayed as you tab to each different section.
   d. As you fill-out the data and complete the required fields, the error messages will be removed.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
### 9.1.1 Service Rail: Summary Page (Show All tabs) (S-10)

**Service Rail (S-10) Sections**
- VOMIS and Periods of Service
- Services Supplied
- Services Consumed
- Services Operated (Days)
- Directional Route Miles
- Show All

#### Maximum Service Vehicles

<table>
<thead>
<tr>
<th>Total Monthly Service VOMIS:</th>
<th>VOMIS Available for Annual Maximum Service (VOMAS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Populated from this year's Monthly Service VOMIS data</td>
<td>This value must be greater than or equal to the value in the field 'Vehicles Operated in Annual Maximum Service (VOMAS)'</td>
</tr>
</tbody>
</table>

#### Periods of Service

Enter the time in format HH-MM. If the Time Service Ends is after 12am the following day, check the box labeled Ends Next Day.

<table>
<thead>
<tr>
<th>Field</th>
<th>Average Weekday Schedule</th>
<th>Average Saturday Schedule</th>
<th>Average Sunday Schedule</th>
<th>Weekday AM Peak</th>
<th>Weekday Middy</th>
<th>Weekday PM Peak</th>
<th>Weekday Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Service Begins</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Service Ends</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ends Next Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Services Supplied

<table>
<thead>
<tr>
<th>Field</th>
<th>Average Weekday Schedule</th>
<th>Average Saturday Schedule</th>
<th>Average Sunday Schedule</th>
<th>Annual Total</th>
<th>Weekday AM Peak</th>
<th>Weekday Middy</th>
<th>Weekday PM Peak</th>
<th>Weekday Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trains in Operation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Cars in Operation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Train Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Train Revenue Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Train Deadhead Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Train Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Train Revenue Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Train Deadhead Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Passenger Car Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Passenger Car Revenue Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Car Deadhead Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Scheduled Passenger Car Revenue Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Passenger Car Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Passenger Car Deadhead Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Car Deadhead Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Services Consumed

<table>
<thead>
<tr>
<th>Field</th>
<th>Average Weekday Schedule</th>
<th>Average Saturday Schedule</th>
<th>Average Sunday Schedule</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlinked Passenger Trips (UPT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Miles Traveled (PMT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Services Operated (Days)

<table>
<thead>
<tr>
<th>Field</th>
<th>Total Weekday Schedule</th>
<th>Total Saturday Schedule</th>
<th>Total Sunday Schedule</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Days Operated</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days Not Operated (Strike)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Days Not Operated (Officially Declared)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Directional Route Miles

<table>
<thead>
<tr>
<th>Field</th>
<th>Total Directional Route Miles</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

[SAV AND VALIDATE] [SAVE] [VIEW ISSUES] [EXPORT DATA] [IMPORT DATA] [PRINT DOCUMENT] [CLOSE]
9.1.2 Service Supplied: VOMS and Periods of Service tab (S-10)

1. Review and edit your data as necessary.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
3. Select another **tab** in order to edit the data in that section.

---

### Service Rail (S-10) - AR DO - Summary

There are currently no open issues on this form.

#### Service Rail (S-10) Sections

- **VOMS and Periods of Service**
- **Services Supplied**
- **Services Consumed**
- **Services Operated (Days)**
- **Directional Route Miles**
- **Show All**

#### Maximum Service Vehicles

**Total Monthly Ridership VOMS:** 0

Populated from this year’s Monthly Ridership VOMS data

**Vehicles Operated in Annual Maximum Service (VOMS)**

**Vehicles Available for Annual Maximum Service (VAMS)**

This value must be greater than or equal to the value in the field “Vehicles Operated in Annual Maximum Service (VOMS)”

#### Periods of Service

Enter the time in format: 04:00 AM. If the Time Service Ends is after 12am the following day, check the box labeled Ends Next Day.

<table>
<thead>
<tr>
<th>Field</th>
<th>Average Weekday Schedule</th>
<th>Average Saturday Schedule</th>
<th>Average Sunday Schedule</th>
<th>Weekday AM Peak</th>
<th>Weekday Midday</th>
<th>Weekday PM Peak</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time Service Begins</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time Service Ends</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ends Next Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**SAVE AND VALIDATE**  **SAVE**  **VIEW ISSUES**  **EXPORT DATA**  **IMPORT DATA**  **PRINT DOCUMENT**  **CLOSE**
### 9.1.3 Service Supplied: Services Supplied tab (S-10)

1. Review and edit your data as necessary.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
3. Select another **tab** in order to edit the data in that section.

#### Table: Service Rail (S-10) Sections

<table>
<thead>
<tr>
<th>Field</th>
<th>Average Weekly Schedule</th>
<th>Average Saturday Schedule</th>
<th>Average Sunday Schedule</th>
<th>Annual Total</th>
<th>Weekday AM Peak</th>
<th>Weekday Midday</th>
<th>Weekday PM Peak</th>
<th>Weekday Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trains in Operation</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Cars in Operation</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Train Miles</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Train Revenue Miles</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Train Deadhead Miles</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Train Hours</td>
<td>N/A</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total Actual Train Revenue Hours</td>
<td>N/A</td>
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<td></td>
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<tr>
<td>Train Deadhead Hours</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Passenger Car Miles</td>
<td>N/A</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Total Actual Passenger Car Revenue Miles</td>
<td>N/A</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Car Deadhead Miles</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Scheduled Passenger Car Revenue Miles</td>
<td>N/A</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Passenger Car Hours</td>
<td>N/A</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Passenger Car Revenue Hours</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Car Deadhead Hours</td>
<td>N/A</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SAVE AND VALIDATE**  **SAVE**  **VIEW ISSUES**  **EXPORT DATA**  **IMPORT DATA**  **PRINT DOCUMENT**  **CLOSE**
9.1.4 Service Supplied: Services Consumed tab (S-10)

1. Review and edit your data as necessary.
2. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.

<table>
<thead>
<tr>
<th>Field</th>
<th>Average Weekday Schedule</th>
<th>Average Saturday Schedule</th>
<th>Average Sunday Schedule</th>
<th>Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unlinked Passenger Trips (UPT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Miles Traveled (PMT)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.1.5 Service Supplied: Services Operated (Days) tab (S-10)

1. Review and edit your data as necessary.
2. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.
9.1.6 Service Supplied: Directional Route Miles tab (S-10)

1. Review and edit your data as necessary.
2. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.
10 Annual Forms: Resource Information

10.1 R-10: Employees Form

Transit agencies report data on employees at the end of the fiscal year on the Employees form (R-10). Full Reporters complete one form for each Directly Operated Mode.

The employee data includes the hours that all employees work during the year as well as the number of employees at the end of the fiscal year. Transit agencies report the data by the type of employee (full-time and part-time) and the labor classification (operating and capital).

If needed, return to the Annual Forms page and select the R-10 form.

1. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
2. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
10.2 R-20: Maintenance Performance Form (R-20)

Agencies report data on revenue vehicle system failures on the **Maintenance Performance form** (R-20).

If needed, return to the **Annual Forms** page and select the **R-20** form.

1. Update the Mechanical Failures data as needed.
2. Review and edit your data as necessary.
3. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

### Maintenance Performance (R-20)

There are currently no open issues on this form.

**Revenue Vehicle Mechanical System Failures**

<table>
<thead>
<tr>
<th>Model/Service</th>
<th>Major Failures</th>
<th>Other Failures</th>
<th>Total Failures</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB DD</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>RB DO</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>MB PT</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>AR DO</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>LR PT</td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>CE DO</td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
11 Annual Forms: Reduced Reporting

11.1 RR-20: Reduced Reporting Form

Transit agencies that report under the reporting type “Reduced Reporter” report their financial information in the RR-20 form instead of the “F” (financial) forms. The RR-20 is available for Reduced Reporters and Rural Reporters. These agencies report service, financial, and safety data on the RR-20. Agencies separate total modal expenses and service data by mode and TOS. The form captures total modal expenses, uses of capital, sources of funds for transit operations, and capital by funding category.

If needed, return to the Annual Forms page and select the RR-20 form.

The RR-20 form sections may be displayed in separate tabs or may be displayed all on the same page (default):

- Funds Expended Total
- Sources of Revenue Expended
- Service Data
- Show All (default)

1. If you do not want to edit the form in the “Show All” view, select the tab pertaining to the information you want to update.
   a. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.

Note: Depending on your Reporter Type, you may not have access to one or more tabs as shown in Table 3: Reporter Type Tab Access:

<table>
<thead>
<tr>
<th>Reporter Type</th>
<th>Funds Expended Total</th>
<th>Sources of Revenue Expended</th>
<th>Service Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Systems</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Rural General Public Transit (RGPT)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Intercity Bus</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Urban/Tribal Sub-recipient</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
11.1.1 Reduced Reporting: Summary Page (Show All tabs) (RR-20)

The following screenshots display the Show All tabs view for the RR-20 form.

### Reduced Reporting (RR-20) - Small Systems - Summary

There are currently 57 open issues on this form.

#### Reduced Reporting Sections

| Funds Expended | | Sources of Revenue Expended | | Service Data | Show All |
|----------------|-----------------|-----------------------------|-----------------|------------|

#### Total Funds Expended

<table>
<thead>
<tr>
<th>Operations</th>
<th>Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Funds Expended

<table>
<thead>
<tr>
<th>Mode</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRT PT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR PT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS DO</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

#### Fare Revenue

<table>
<thead>
<tr>
<th>Mode</th>
<th>Revenues</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRT PT</td>
<td>Passenger-Paid Fares</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organization-Paid Fares</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fare Revenues</td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td>HR PT</td>
<td>Passenger-Paid Fares</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organization-Paid Fares</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fare Revenues</td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td>CS DO</td>
<td>Passenger-Paid Fares</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organization-Paid Fares</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fare Revenues</td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>

#### Other Directly Generated Funds

<table>
<thead>
<tr>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Revenues Accrued Through a PT Agreement

<table>
<thead>
<tr>
<th>Agreement Type</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>With an NTD Reporting Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With a non-NTD Reporting Agency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Non-Federal Funds

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
</tr>
</tbody>
</table>
### Federal Funds

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

- Federal Funding Source
  - FTA Metropolitan Planning (53300)
  - FTA Urbanized Area Formula Program (53307)
  - FTA Clean Fuels Program (53308)
  - FTA Capital Investment Grant (53309)
  - FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (53310)
  - FTA Formula Grants for Rural Areas (53311)
  - FTA Job Access and Reverse Commute Formula Program (53314)
  - FTA New Freedom Program (53317)
  - FTA Transit in Print (53320)
  - FTA State of Good Repair Program (53327)
  - FTA Bus and Bus Facilities (53339)
  - ARRA TIGER (Greenhouse Gas and Energy Reduction) Funds
  - Other FTA Funds
  - Funds Received from Other USDOT Grant Programs
  - ARRA TIGER Multimodal Discretionary Program
  - Other Federal Funds

### Annual Service Data *

<table>
<thead>
<tr>
<th>Mode Service</th>
<th>Vehicle Revenue Miles</th>
<th>Vehicle Revenue Hours</th>
<th>Unlinked Passenger Trips</th>
<th>Vehicles Operated in Annual Maximum Service</th>
<th>Sponsored Services UPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DI PT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR PT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CR DO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Safety Data

**Reportable Incidents**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fatalities</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Injuries</strong></td>
<td></td>
</tr>
</tbody>
</table>

---

**SAVE AND VALIDATE**  **SAVE**  **VIEW ISSUES**  **EXPORT DATA**  **IMPORT DATA**  **PRINT DOCUMENT**  **CLOSE**
11.1.2 Reduced Reporting: Funds Expended Total tab (RR-20)

1. Review and edit your data as necessary.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.

Reduction Reporting (RR-20) - Small Systems - Funds Expended Total

There are currently 0 issues on this form.

Reduced Reporting Sections

- Funds Expended Total
- Sources of Revenue Expended
- Service Data
- Show All

### Total Funds Expended

<table>
<thead>
<tr>
<th>Mode</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR PT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR PT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEO/O</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Funds Expended

<table>
<thead>
<tr>
<th>Mode</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR PT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HR PT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CEO/O</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
11.1.3 Reduced Reporting: Sources of Revenue Expended tab (RR-20)

1. Review and edit your data as necessary.
2. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.

**Note:** You will not see the Federal Funding Source grid (shown on the left of the page) if your Reporter Type is:

- Intercity Bus
- Urban/Tribal Sub-recipient
- Tribal Subsidy
11.1.4 Reduced Reporting: Service Data tab for Small Systems (RR-20)

1. Review and edit your data as necessary.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
3. Select another **tab** in order to edit the data in that section.

```
Reduced Reporting (RR-20) - Small Systems - Service Data

There are currently 51 open issues on this form.

Reduced Reporting Sections
| Funds Expended Total | Sources of Revenue Expended | Service Data | Show All |

## Annual Service Data *

<table>
<thead>
<tr>
<th>Mode Service</th>
<th>Vehicle Revenue Miles</th>
<th>Vehicle Revenue Hours</th>
<th>Unlimited Passenger Trips</th>
<th>Vehicles Operated in Annual Maximum Service</th>
<th>Sponsored Services UPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR PT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HS PT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CS DO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
</tbody>
</table>

## Safety Data

<table>
<thead>
<tr>
<th>Reportable Incidents *</th>
<th>Fatalities *</th>
<th>Injuries *</th>
</tr>
</thead>
</table>

```

11.1.5 Reduced Reporting: Service Data tab for General Public Transit (RR-20)

1. Review and edit your data as necessary.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
3. Select another **tab** in order to edit the data in that section.

```
Reduced Reporting (RR-20) - General Public Transit - Service Data

There are currently no open issues on this form.

Reduced Reporting Sections
| Funds Expended Total | Sources of Revenue Expended | Service Data | Show All |

## Other Resources

<table>
<thead>
<tr>
<th>Number of Volunteer Drivers *</th>
<th>Number of Personal Vehicles in Service *</th>
</tr>
</thead>
</table>

## Annual Service Data *

<table>
<thead>
<tr>
<th>Mode Service</th>
<th>Vehicle Revenue Miles</th>
<th>Vehicle Revenue Hours</th>
<th>Unlimited Passenger Trips</th>
<th>Vehicles Operated in Annual Maximum Service</th>
<th>Sponsored Services UPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>OT PT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

## Safety Data

<table>
<thead>
<tr>
<th>Reportable Incidents *</th>
<th>Fatalities *</th>
<th>Injuries *</th>
</tr>
</thead>
</table>

```
12 Annual Forms: Federal Funding Allocation Information

12.1 FFA-10: Federal Funding Allocation Statistics Form

The FFA-10 form collects data on service allocation by UZA. All agencies that report urban service data fill out the FFA-10 form(s) by mode and TOS.

If needed, return to the Annual Forms page and select the FFA-10 form.

1. Select a UZA Reporting Method from the drop-down.
   a. The data fields that pertain to that reporting method will then become editable.
2. Review and edit the data as necessary.
3. To edit or move to another UZA, select the PREVIOUS button or NEXT button.
4. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.

![Image of FFA-10 form](image-url)
13 Annual Forms: Declaration

13.1 D-10: CEO Certification (Declaration) Form

Transit agencies are required to submit a **Chief Executive Officer (CEO) Certification** form (D-10) with the NTD Annual Report. Through this form, the agency’s CEO (the principal executive in charge of and responsible for the transit agency) endorses and attests to the accuracy of the data submitted in their **NTD Annual Report**.

Each transit agency CEO must complete a CEO Certification every report year. Through this form the CEO certifies:

- The accuracy of the data the transit agency submitted in the overall report.
- The accuracy of the Federal funding allocation data used in §5307, §5337, §5339, and §5311 formula funding programs.
- The description of the procedures that the transit agency used to estimate or collect actual passenger miles traveled and unlinked passenger trip data by mode and type of service.

If needed, return to the **Annual Forms** page and select the **D-10** form.

The D-10 CEO Certification form certifies that everything in the report is accurate to the best of the CEO’s knowledge. The form sections are displayed in separate tabs as follows:

- Overall Accuracy (default)
- Federal Funding Allocation Data
- Financial Data Review
- Federal Funding Allocation Review
- Passenger Miles Data
- Unlinked Passenger Trip Data

**Note:** There is no ‘Show All’ option/tab for the D-10 form.

<table>
<thead>
<tr>
<th>CEO Certification (D-10) Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Accuracy</td>
</tr>
</tbody>
</table>

**Note:** Depending on your Reporter Type, you may not have access to one or more tabs as shown in **Table 4: Reporter Type Tab Access.** The following Reporter Types do not complete the D-10 form: Building, Planning, RGPTs, Intercity Bus, Reduced Asset and Urban/Tribal Sub-recipient.
Table 4: Reporter Type Tab Access

<table>
<thead>
<tr>
<th>Reporter Type</th>
<th>Overall Accuracy</th>
<th>Federal Funding Allocation Data</th>
<th>Financial Data Review</th>
<th>Federal Funding Allocation Review</th>
<th>Passenger Miles Data</th>
<th>Unlinked Passenger Trip Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reduced Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Separate Service</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X*</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*Reporters see the “FFA Review” tab if they are NOT a “Small Systems” reporter, if they have VOMS Total > 100 and Population (for primary UZA) >= 200,000 *and* they do NOT have an “FFA Waiver in Effect”.

1. You may choose to edit the D-10 form non-sequentially by selecting the section/tab pertaining to the information you want to update.
   a. The data fields displayed are editable.
   b. Required fields are only required when submitting the form as part of the Annual Report.
      i. A list of required fields that are empty or invalid will be displayed at both the top and bottom of the form.
      ii. The list of empty required fields will continue to be displayed as you tab to each different section.
   c. As you fill-out the data and complete the required fields, the error messages will be removed.
   d. Each question acts as an independent field. If a field value requires subsequent information, the field and the explanation are treated as one field.

2. At any time, you may select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
   a. Note: When you save the D-10 data, you will be prompted to certify that the data is accurate.
13.1.1 CEO Certification: Overall Accuracy tab (D-10)

1. Review and edit your data as necessary.
2. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.
13.1.2 CEO Certification: Federal Funding Allocation Data tab (D-10)

1. Review and edit your data as necessary.
2. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.
13.1.3 CEO Certification: Financial Data Review tab (D-10)

1. Review and edit your data as necessary.
2. If needed, upload the document in support of the Financial Data Review:
   a. Select the **UPLOAD** button.
      i. Browse to locate the document on your computer that you want to upload and select the document name.
   b. Select the **OPEN** button.
      i. Once uploaded, the document name and type will be displayed.
   c. Enter the name of the person that completed the financial review in the **Completed By** field.
   d. Select the date that the financial review was completed in the **Completed Date** field.
      i. Note: To remove an existing document, hover over the document name and select the ‘X’ that appears next to the document name.
3. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
4. Select another tab in order to edit the data in that section.
13.1.4 CEO Certification: Federal Funding Allocation Review tab (D-10)

Note: You will only see the **Federal Funding Allocation Review** tab if you are **NOT** a Small Systems reporter, if you have VOMS Total > 100 and Population (for primary UZA) >= 200,000 and you do NOT have an "FFS Waiver in Effect".

1. Review and edit your data as necessary.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
3. Select another **tab** in order to edit the data in that section.
13.1.5 CEO Certification: Passenger Miles Data (PMT) tab (D-10)

1. Review and edit your data as necessary.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.
13.1.6 CEO Certification: Unlinked Passenger Trip Data (UPT) tab (D-10)

1. Review and edit your data as necessary.
2. Select the SAVE button to save any changes made before exiting or select the SAVE AND VALIDATE button to save your changes and perform a validation check on your data.
3. If needed, select another tab in order to edit the data in that section.

### CEO Certification (D-10) Sections

<table>
<thead>
<tr>
<th>Overall Accuracy</th>
<th>Federal Funding Allocation Data</th>
<th>Financial Data Review</th>
<th>Federal Funding Allocation Review</th>
<th>Passenger Mile Data</th>
<th>Unlinked Passenger Trip Data</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Unlinked Passenger Trip Data</td>
</tr>
</tbody>
</table>

#### Data Collection Methods

- **Current**
  - (A) 100% count of unlinked passenger trips (PT data collection limit)
  - (B) Alternative sampling procedure determined to meet 95% confidence and ±10% precision levels by a qualified statistican (estimated data)
  - (C) NTD Sampling Method
  - (D) None of the listed options

#### Unlinked Passenger Trip Data

Please certify the methods used to collect unlinked passenger trip data for each mode and type of service.

<table>
<thead>
<tr>
<th>Mode / TOSS</th>
<th>Company / Reporter</th>
<th>Current Method</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR DO</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FB DO</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LR DO</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MB DO</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MG DO</td>
<td>A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CB DO</td>
<td>City of Galena Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LR DO</td>
<td>City of Galena Park</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MB DO</td>
<td>Governor of Guam - Guam Regional Transit Authority</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DR PT</td>
<td>City of Galena Park</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>DT PT</td>
<td>Riest Company</td>
<td>A</td>
<td></td>
</tr>
<tr>
<td>DR PT</td>
<td>Northern Marianne - Commonwealth Office of Transit Authority</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Additional Information

- Passenger Mile Data: Current Method Required
- Unlinked Passenger Trip Data: Current Method Required
14 NTD Monthly Reporting

NTD also requires monthly operating and safety statistics reports from agencies that file as a Full Reporter. When you have completed, reviewed, and saved the profile information for your Reporter Modes (P-20), NTD will automatically generate the Monthly Ridership Activity form(s) (MR-20) for each mode / type of service your agency operates.

*Note: Data reported in the Monthly Ridership Activity form (MR-20) must be consistent with the annual data reported in the Service form (S-10).*

14.1 MR-20: Monthly Ridership Form

The Monthly Ridership Data is collected by Mode and TOS and is available on the MR-20 form. It provides FTA with monthly trends in passenger usage and service levels.

If a Full Reporter discontinues, removes, or adds an active mode to their report year, the system ensures there are Ridership Activity forms (MR-20) for each month of activity in the report year. The day following the end of each month of the report year, the system creates one of these forms for each mode/TOS combination in the profile which is active in that month. The data includes:

- **UPT**: Unlinked Passenger Trips
- **VRM**: Vehicle Revenue Miles
- **VRH**: Vehicle Revenue Hours
- **VOMS**: Vehicles Operated in Maximum Service

Agencies must submit monthly data by no later than the last day of the following month.

1. From the **HOME** page, select the **MONTHLY** button.
2. Search by NTD ID, Reporter Type or Fiscal Year.
3. Select the pencil icon to get the list of Monthly forms
4. Select the **MR-20** form for a particular Mode/TOS to view and edit monthly details.
<table>
<thead>
<tr>
<th>Form Name</th>
<th>Mode/Tes</th>
<th>Status</th>
<th>Open Issues</th>
<th>Total Issues</th>
<th>Validated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship Activity</td>
<td>CB DO</td>
<td>Late</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Relationship Activity</td>
<td>SR PT</td>
<td>Late</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Relationship Activity</td>
<td>ME PT</td>
<td>Late</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Relationship Activity</td>
<td>CE PT</td>
<td>Late</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Relationship Activity</td>
<td>DF PT</td>
<td>Late</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Relationship Activity</td>
<td>LR DO</td>
<td>Late</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Relationship Activity</td>
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<td>Late</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Relationship Activity</td>
<td>HR DO</td>
<td>Late</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Relationship Activity</td>
<td>DT PT</td>
<td>Late</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
1. From the **Monthly Ridership Form** page, review and edit your data as necessary.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

*Note: Only when you have completed all of the data for the whole FY and you are ready to submit the data to FTA, then select the **SUBMIT** button. Once you submit the report, you will not be able to make any changes.*

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1. Select the **DETAILS** button to see the Percentage Changes for data you are updating.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
Note: If you want to review and resolve the issues for any particular month, select the **VIEW ISSUES** button in the **Details** section for that month or if you want to review and resolve the issues for the year, select the **VIEW ALL ISSUES** button.

1. Select the **Issue** (description) that you want to resolve.
   a. The detailed information and comment fields are displayed.
2. Enter your **Comment** to provide an explanation.
3. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
14.2 Excel Export and Import

All the Annual Forms (except CEO Certification Form (D-10)) as well as the Validation Module enable data to be exported and imported to and from Excel.

Note: If you would like to import data into any of these forms, you must use the template provided by NTD by first using the Export function.

14.2.1 Export

To generate the Excel export document:

1. Select the Export Data button.
   a. The Excel file download link will display at the top of the page.
2. Select the link to download the excel file.

14.2.2 Import

To access data import:

1. Select the Import Data button.

To start the import:

1. Upload the Excel file (.xlsx) for import to the upload document field.
2. Select the SUBMIT button.
To check import results:

1. Select the **REFRESH** button to check the status.
   a. If there are any issues with your import the issues will be displayed.
   b. No data is imported if there are any issues.
   c. If the import is successful a success message will be displayed and the form will be updated with the data that was imported.

2. Select the **BACK** button to return to the form.

*Note: The import may take as long as 60 seconds to process. You will be navigated to a processing page while the import process runs.*