FTA

FEDERAL TRANSIT ADMINISTRATION

National Transit Database

Annual Reporting User Guide

SEPTEMBER 2020

U.S. Department of Transportation
Federal Transit Administration

Table of Contents

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 1: Annual Report Fiscal Year Due Dates

Fiscal Year End Date	Annual Report Due Date	Report Closeout Date
June 30	October 31	March 15
September 30	January 31	May 15
December 31	April 30	July 15

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

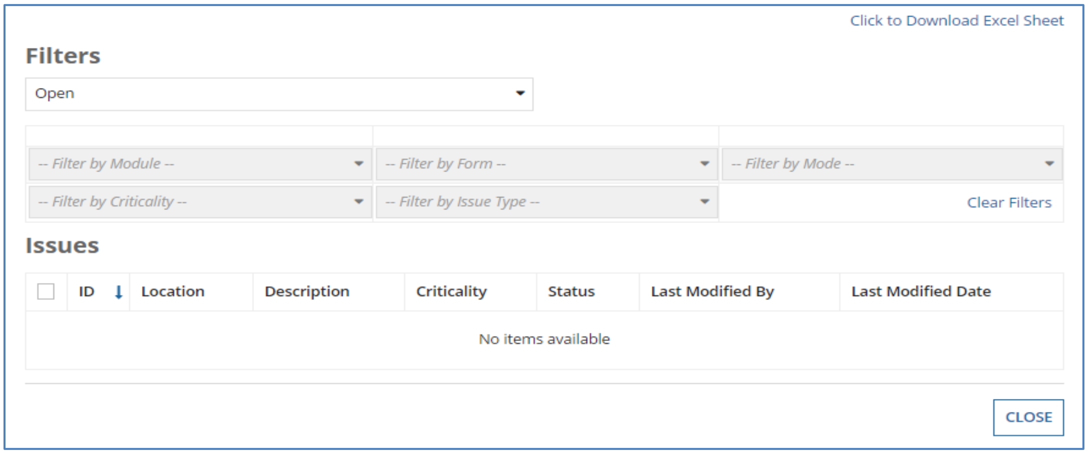
The **EXPORT DATA** and **IMPORT DATA** buttons export or imports data to and from Excel. Refer to Section 14.2 for more information.

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).



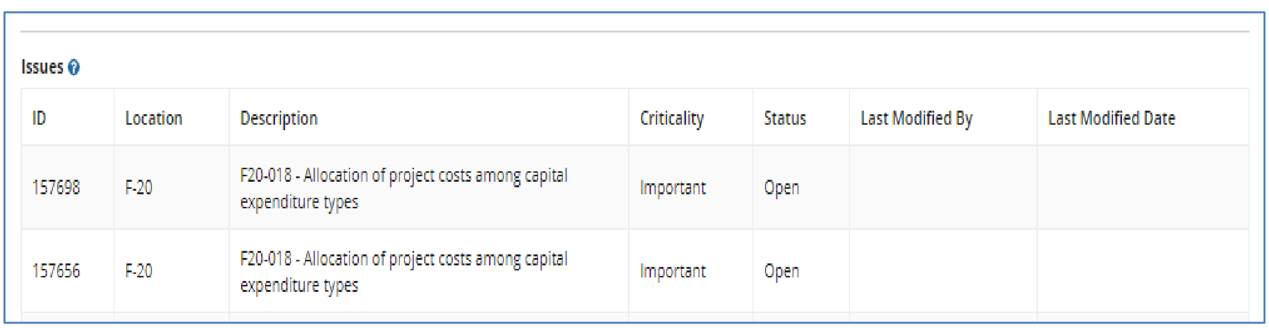
Note: Critical issues may require a change in data to close the issue.

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.


Issues

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
157698	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Open		
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Open		

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.

Issues

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Open and Escalated		

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.

Issues

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
157698	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Open with Explanation	[redacted]	08/07/2020 11:56 AM
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Open with Explanation		

EXPORT DATA | IMPORT DATA | CLOSE

Validation Information You entered the same or nearly the same value *50* for *PassengerStations, AdministrativeBuildings, MaintenanceBuildings, RevenueVehicles, ServiceVehicles, FareRevenueCollectionEquipment, Guideway, AdministrativeBuildings, MaintenanceBuildings, RevenueVehi* for *FB PT, Existing*. This may indicate that you are attempting to allocate a project among capital expenditure types. Capital projects that apply to more than one capital expenditure type should be reported by the predominant use.

Resolution Details Please revise *PassengerStations, AdministrativeBuildings, MaintenanceBuildings, RevenueVehicles, ServiceVehicles, FareRevenueCollectionEquipment, Guideway, AdministrativeBuildings, MaintenanceBuildings, RevenueVehi* for *FB PT, Existing* or provide an explanation for the data.

Comment	Created By	Created Date
	No items available	

Criticality Important

Comment

0/4,000 Characters Used

Closed: An issue which the NTD analyst manually accepts, thereby "closes," after reviewing the agency's official response. This is a SUBMITTABLE state.

Issues

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Closed		

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.

Issues

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Closed with Data Revision		

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.

Issues

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Closed with Exception		

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.

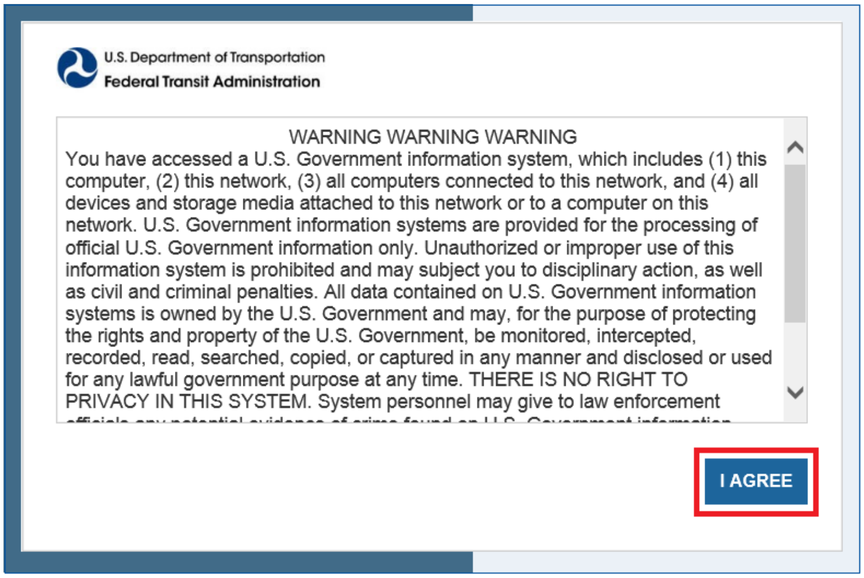
Kickoff steps:

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.
9. Navigate to the **Annual Report Package** forms.

4.2 Log into NTD

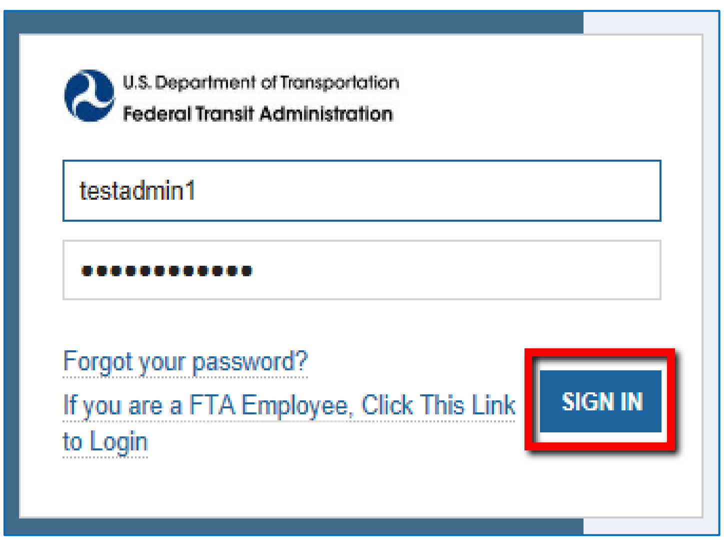
To log into NTD:

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

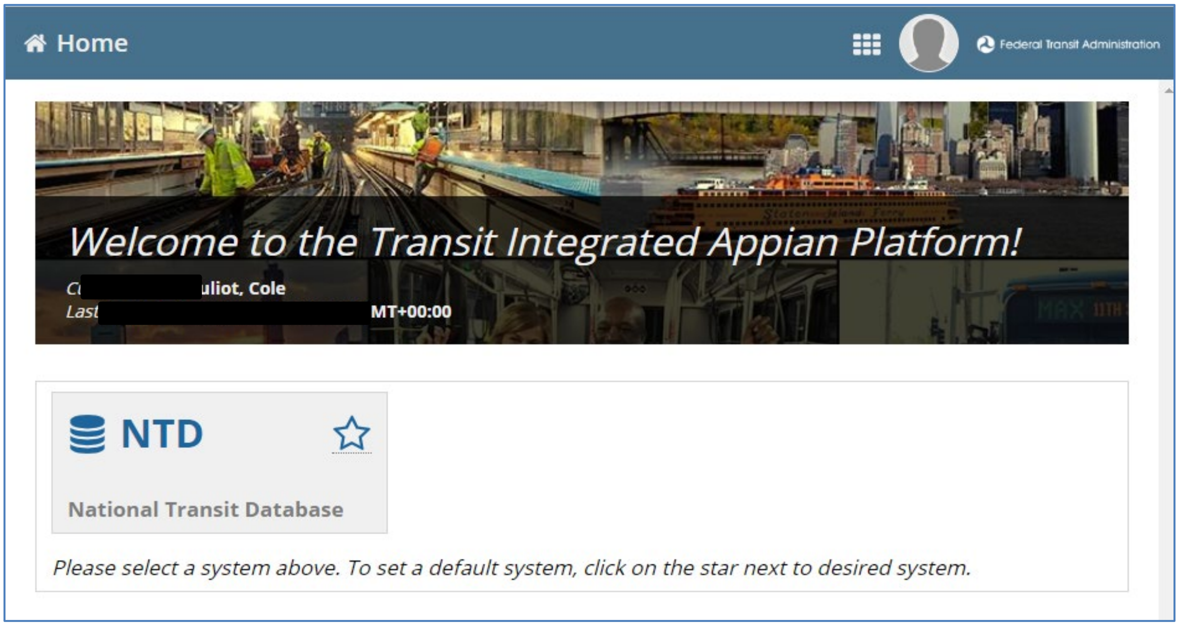


2. Enter your **User Name** and **Password**.

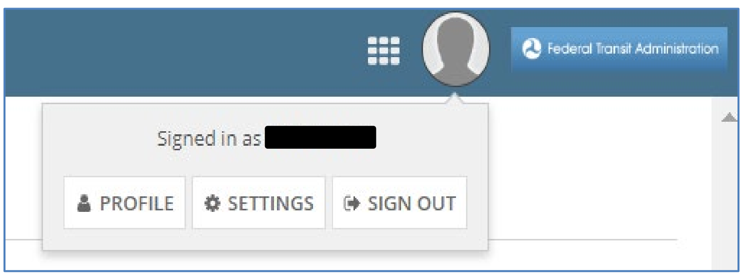
3. Select the **Sign In** button.



4. The NTD Landing Page will be displayed.

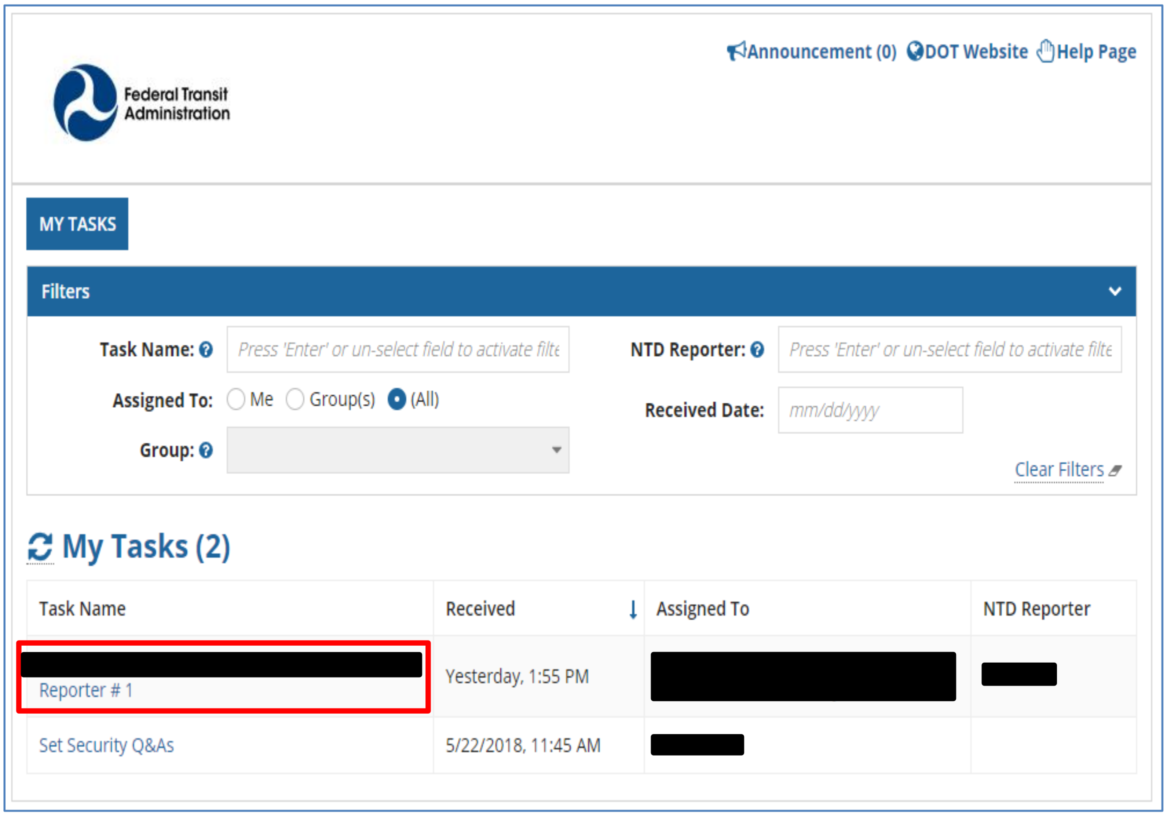


Note: You may update your information by selecting the avatar icon.



4.2.1 Start the Report Year Kickoff

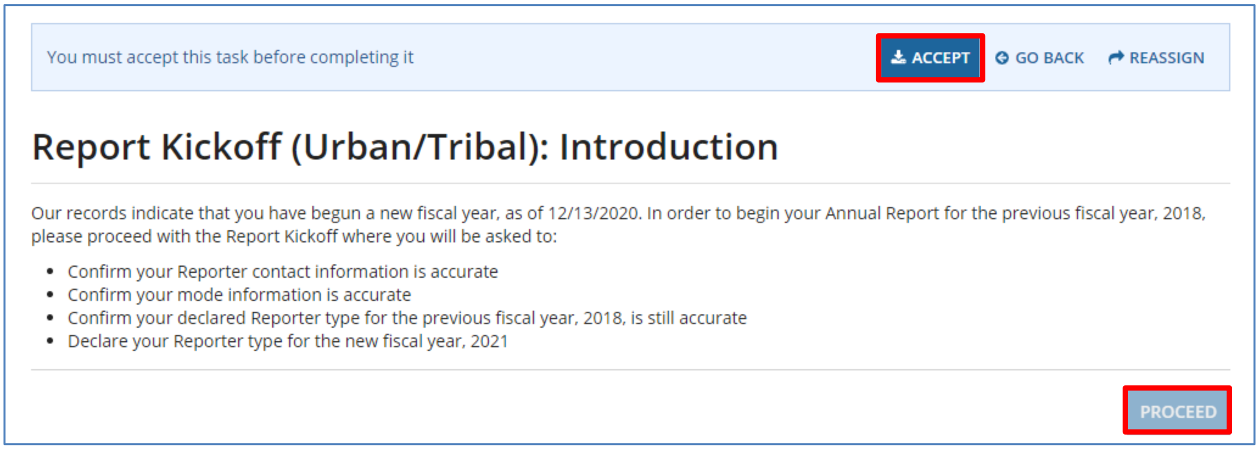
1. Select NTD from the Landing Page.
2. Select the **MY TASKS** tab to navigate to the Kickoff Task.
3. Select the link, {Report Year} Report Kickoff for Reporter {NTD#} - {NTD Agency Name} in order to start the Report Year Kickoff.



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.



You must accept this task before completing it

ACCEPT GO BACK REASSIGN

Report Kickoff (Urban/Tribal): Introduction

Our records indicate that you have begun a new fiscal year, as of 12/13/2020. In order to begin your Annual Report for the previous fiscal year, 2018, please proceed with the Report Kickoff where you will be asked to:

- Confirm your Reporter contact information is accurate
- Confirm your mode information is accurate
- Confirm your declared Reporter type for the previous fiscal year, 2018, is still accurate
- Declare your Reporter type for the new fiscal year, 2021

PROCEED

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.

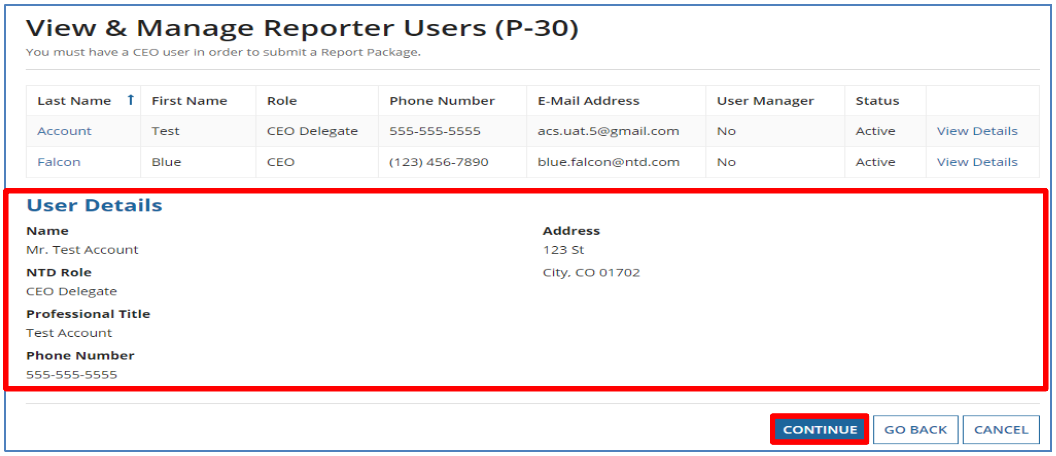
1. Select the **View Details** link to see additional information for a selected user.
2. Select the link included in the **Last Name** column to navigate to the selected User record.
3. Select the **CONTINUE** button.

View & Manage Reporter Users (P-30)

You must have a CEO user in order to submit a Report Package.

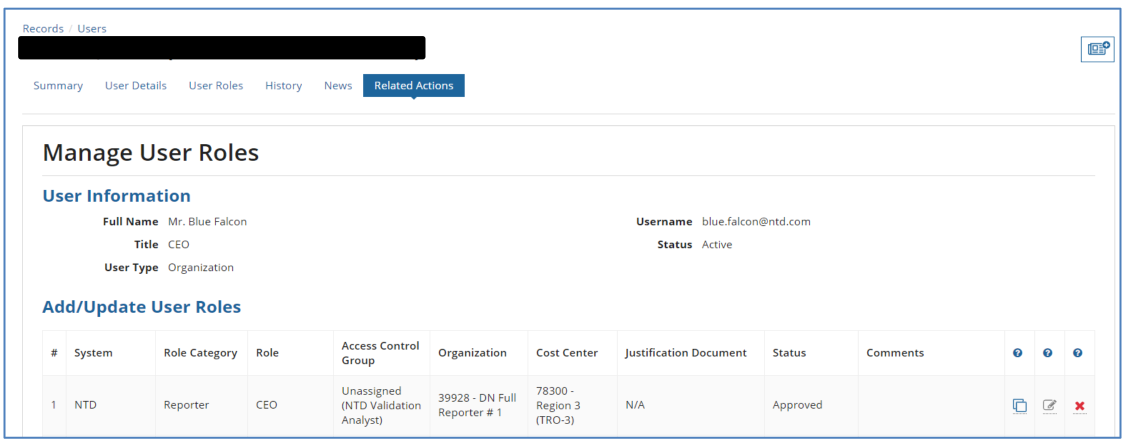
Last Name ↑	First Name	Role	Phone Number	E-Mail Address	User Manager	Status	
Account	Test	CEO Delegate	555-555-5555	acs.uat.5@gmail.com	No	Active	View Details
Falcon	Blue	CEO	(123) 456-7890	blue.falcon@ntd.com	No	Active	View Details

CONTINUE GO BACK CANCEL



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.

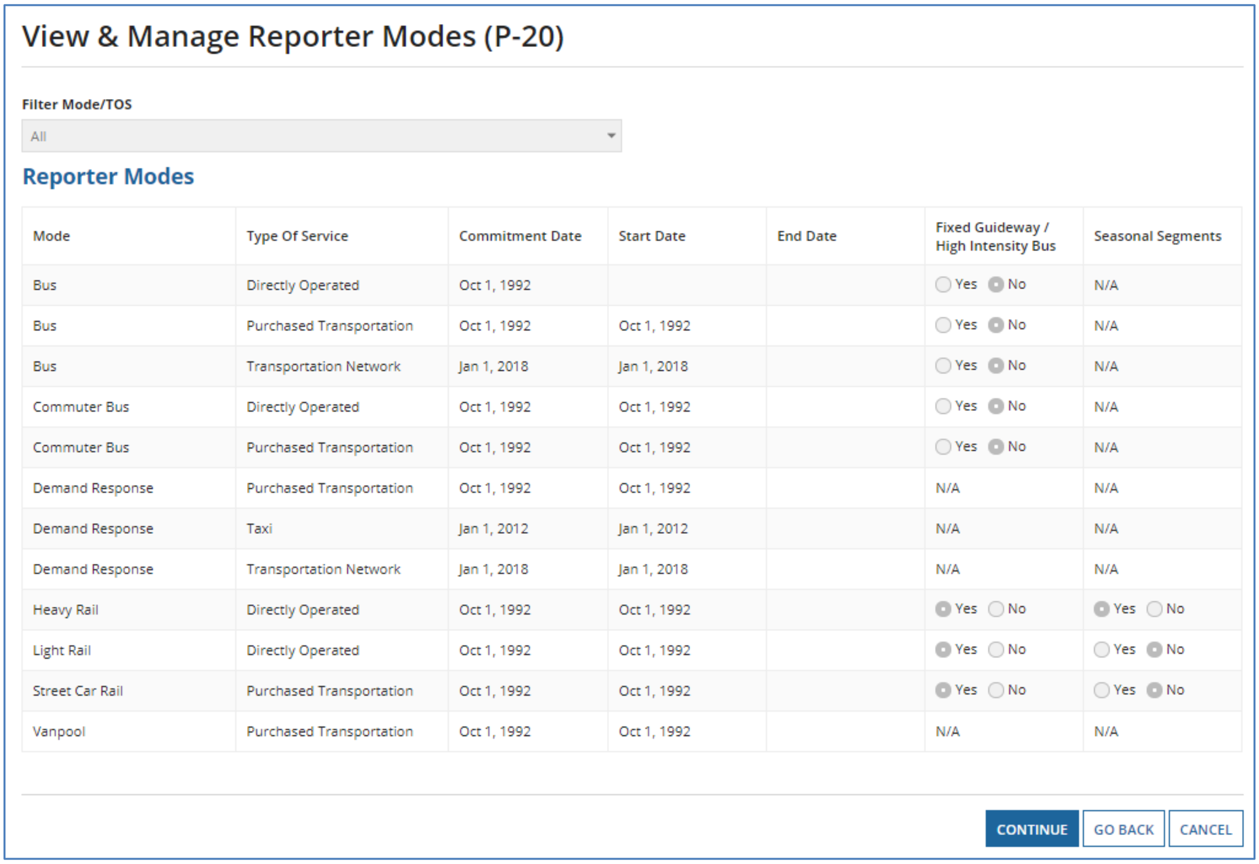
If you would like to review and **Edit** an existing mode:

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.



View & Manage Reporter Modes (P-20)

Filter Mode/TOS

All

Reporter Modes

Mode	Type Of Service	Commitment Date	Start Date	End Date	Fixed Guideway / High Intensity Bus	Seasonal Segments
Bus	Directly Operated	Oct 1, 1992			○ Yes ● No	N/A
Bus	Purchased Transportation	Oct 1, 1992	Oct 1, 1992		○ Yes ● No	N/A
Bus	Transportation Network	Jan 1, 2018	Jan 1, 2018		○ Yes ● No	N/A
Commuter Bus	Directly Operated	Oct 1, 1992	Oct 1, 1992		○ Yes ● No	N/A
Commuter Bus	Purchased Transportation	Oct 1, 1992	Oct 1, 1992		○ Yes ● No	N/A
Demand Response	Purchased Transportation	Oct 1, 1992	Oct 1, 1992		N/A	N/A
Demand Response	Taxi	Jan 1, 2012	Jan 1, 2012		N/A	N/A
Demand Response	Transportation Network	Jan 1, 2018	Jan 1, 2018		N/A	N/A
Heavy Rail	Directly Operated	Oct 1, 1992	Oct 1, 1992		● Yes ○ No	● Yes ○ No
Light Rail	Directly Operated	Oct 1, 1992	Oct 1, 1992		● Yes ○ No	○ Yes ● No
Street Car Rail	Purchased Transportation	Oct 1, 1992	Oct 1, 1992		● Yes ○ No	○ Yes ● No
Vanpool	Purchased Transportation	Oct 1, 1992	Oct 1, 1992		N/A	N/A

CONTINUE GO BACK CANCEL

4.2.5 Declare your participation in a Transit Asset Group Plan During Kickoff

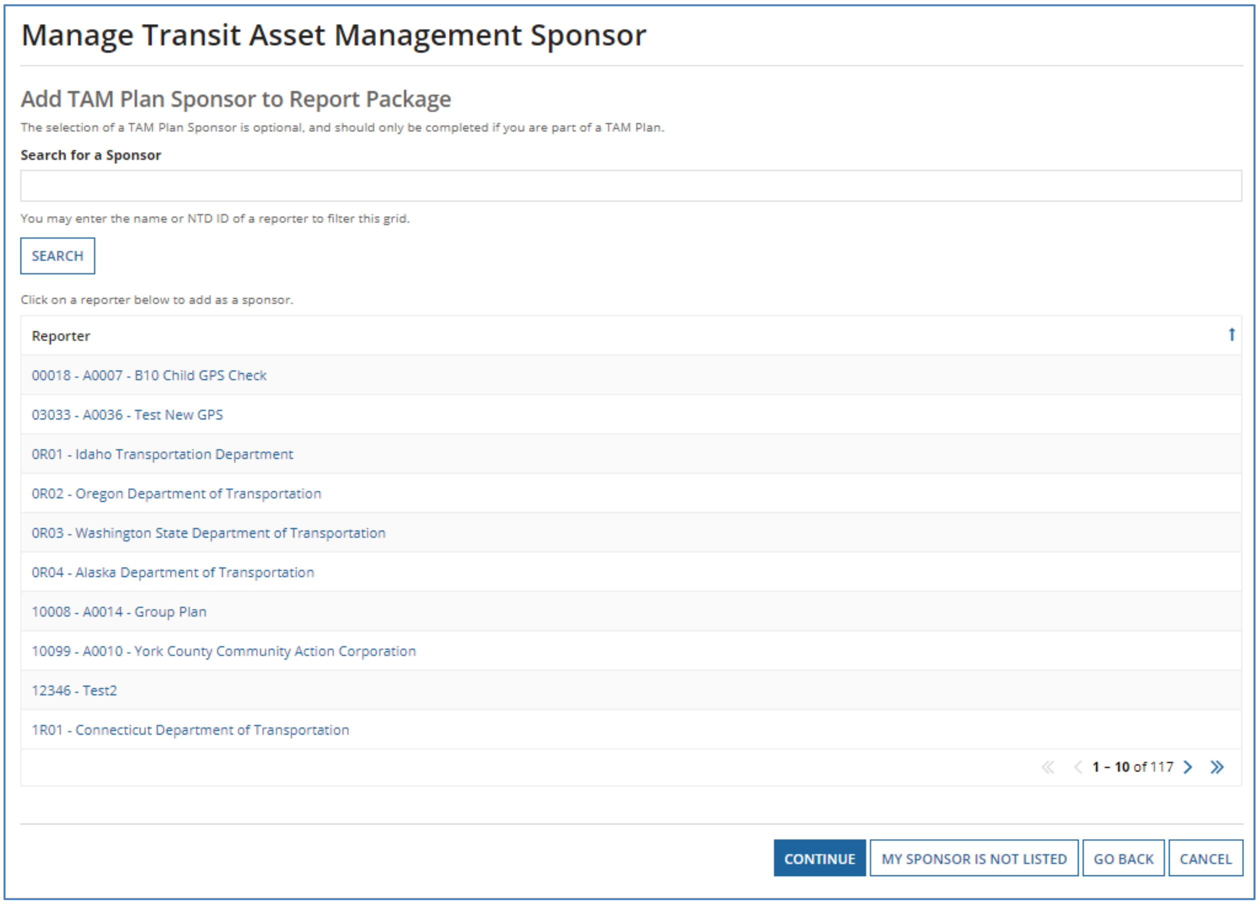
If you declared participation in a Transit Asset Group Plan in the previous year, the system will display the Group Plan selected from the previous year. You then confirm the selection or update the declared selection.

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.

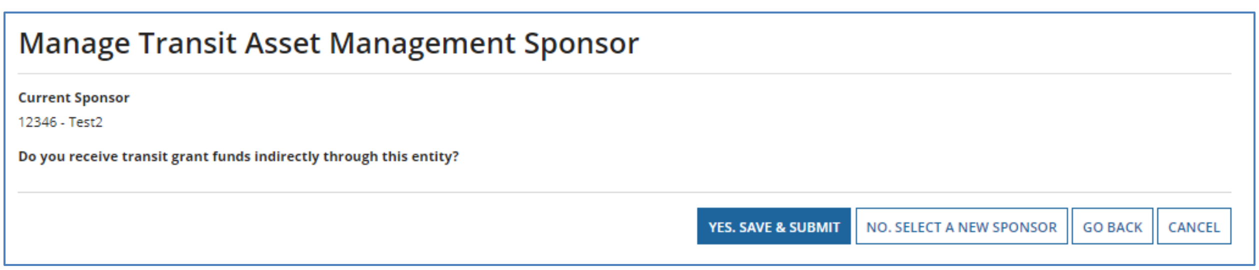
This action is only applicable for reporters with a previous fiscal year (i.e. new reporters will not see this).

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.

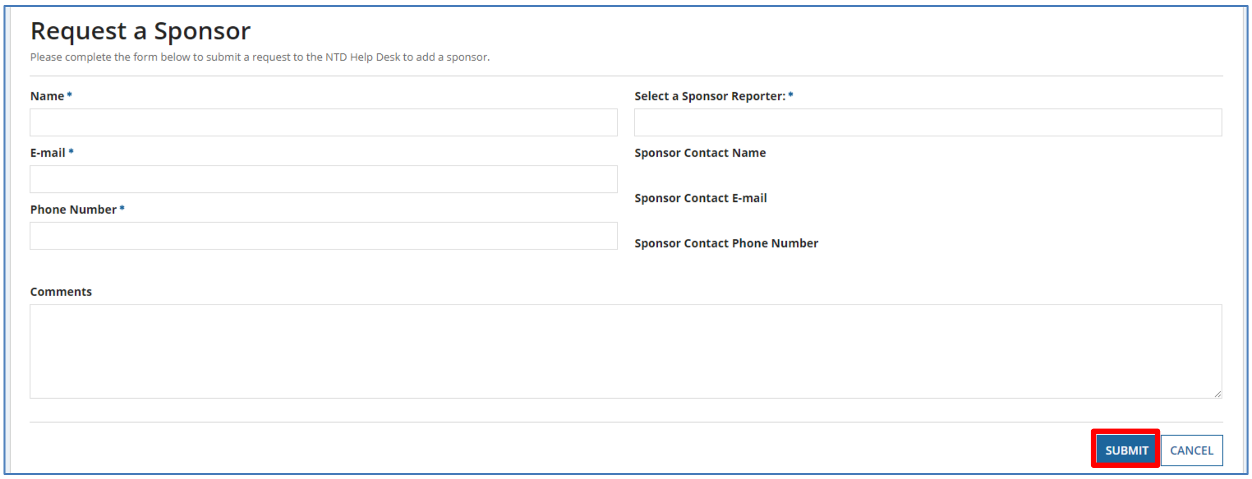


After indicating the sponsor, confirm your funding relationship by selecting the **YES. SAVE & SUBMIT** button or if you have selected a reporter with whom you do not have a funding relationship select the **NO. SELECT A NEW SPONSOR** button to return to the previous page.



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.

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.



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:

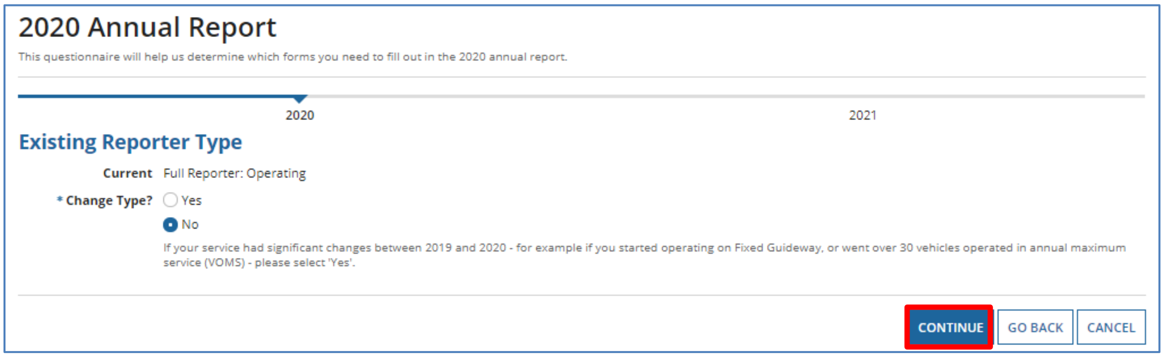
1. Select the **No** radio button.

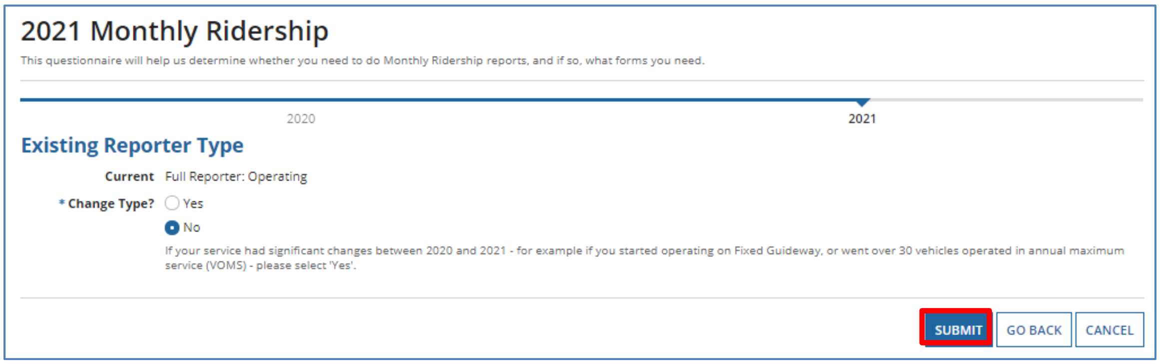
If you would like to <u>**change**</u> the **Reporter Type** for your agency:

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.

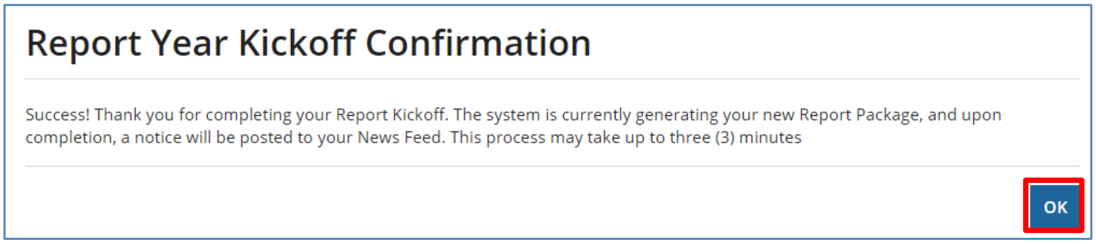




4.2.7 Submit the Kickoff

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.

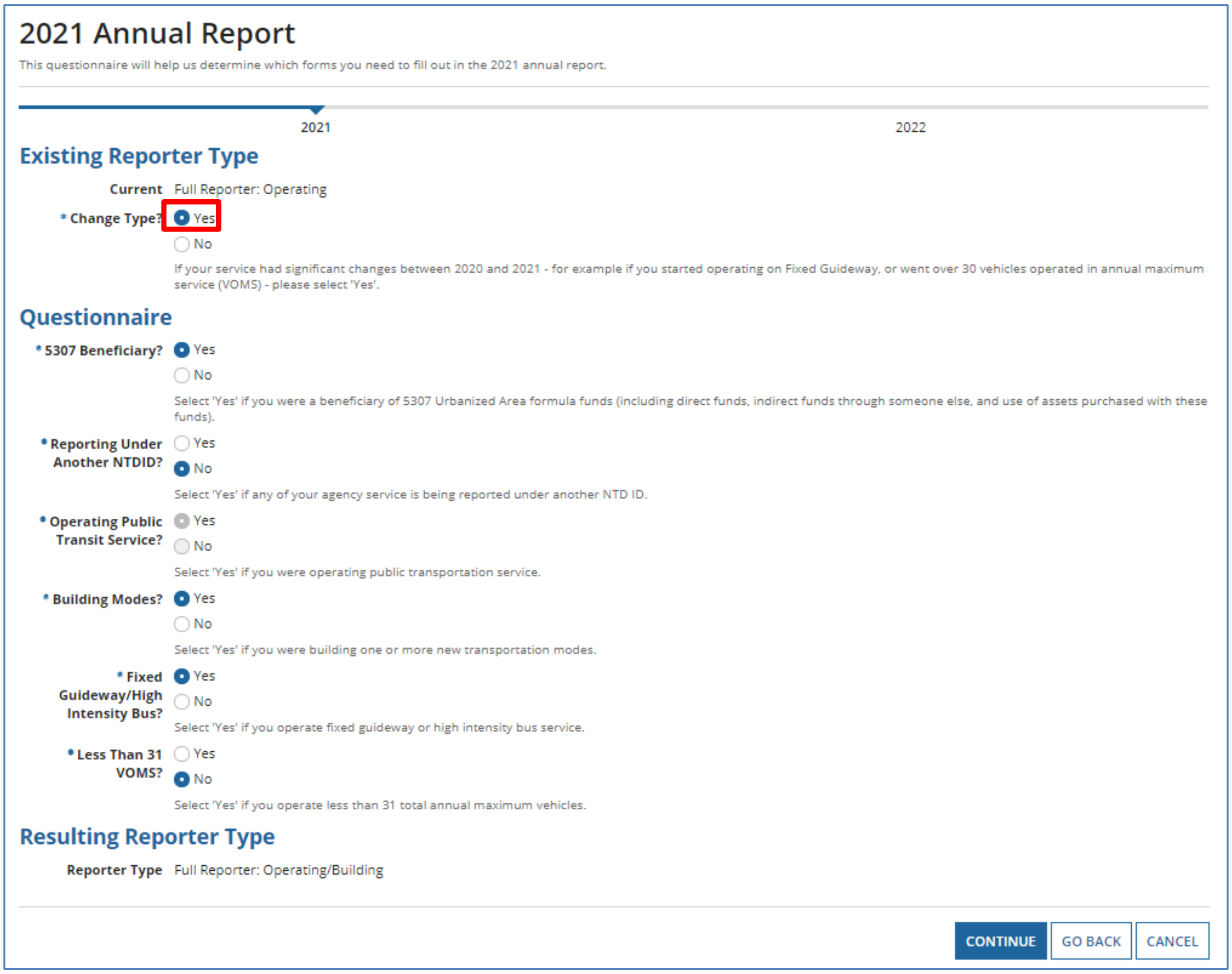


The system generates the applicable forms based on the information provided, and then makes the Annual Report Package for the previous fiscal year available for reporting. The system will also notify you that the Annual Report for the previous fiscal year is available.

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:

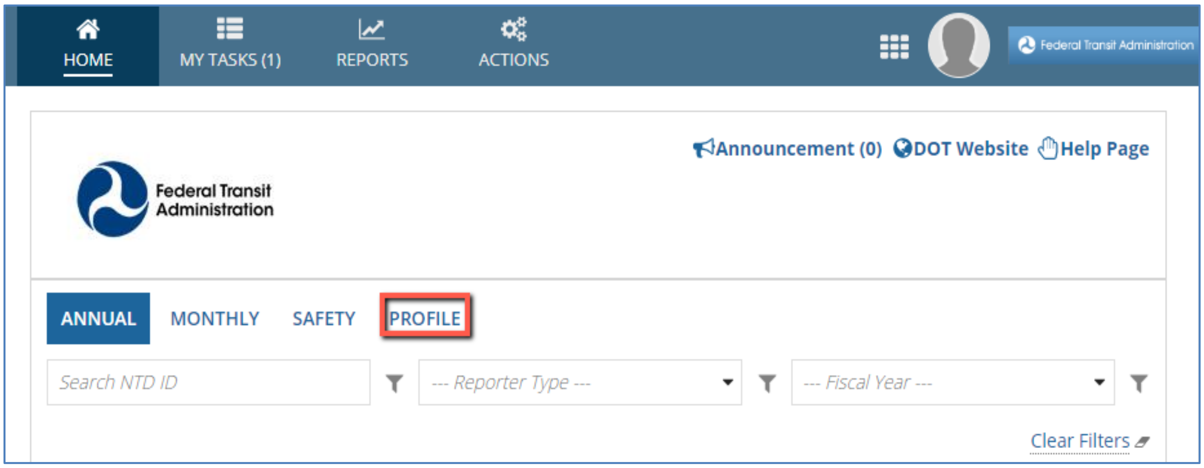
- The Reporter Type for previous fiscal year is saved.
    - This is only applicable for reporters with a previous fiscal year (this does not apply to reporters who just started their first fiscal year in the NTD system).
- The Reporter Type for the new fiscal year is saved.
- The Annual Report Package 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.
2021
2022
Existing Reporter Type
Current Full Reporter: Operating
* Change Type?
Yes
No
If your service had significant changes between 2020 and 2021 - for example if you started operating on Fixed Guideway, or went over 30 vehicles operated in annual maximum service (VOMS) - please select 'Yes'.
Questionnaire
* 5307 Beneficiary?
Yes
No
Select 'Yes' if you were a beneficiary of 5307 Urbanized Area formula funds (including direct funds, indirect funds through someone else, and use of assets purchased with these funds).
* Reporting Under Another NTDID?
Yes
No
Select 'Yes' if any of your agency service is being reported under another NTD ID.
* Operating Public Transit Service?
Yes
No
Select 'Yes' if you were operating public transportation service.
* Building Modes?
Yes
No
Select 'Yes' if you were building one or more new transportation modes.
* Fixed Guideway/High Intensity Bus?
Yes
No
Select 'Yes' if you operate fixed guideway or high intensity bus service.
* Less Than 31 VOMS?
Yes
No
Select 'Yes' if you operate less than 31 total annual maximum vehicles.
Resulting Reporter Type
Reporter Type Full Reporter: Operating/Building
CONTINUE
GO BACK
CANCEL

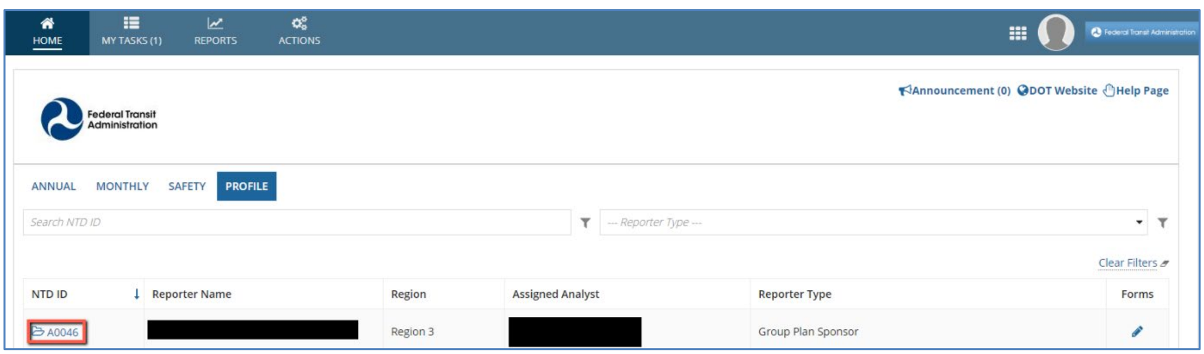
4.3 Reviewing Your NTD Profile (as needed)

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.

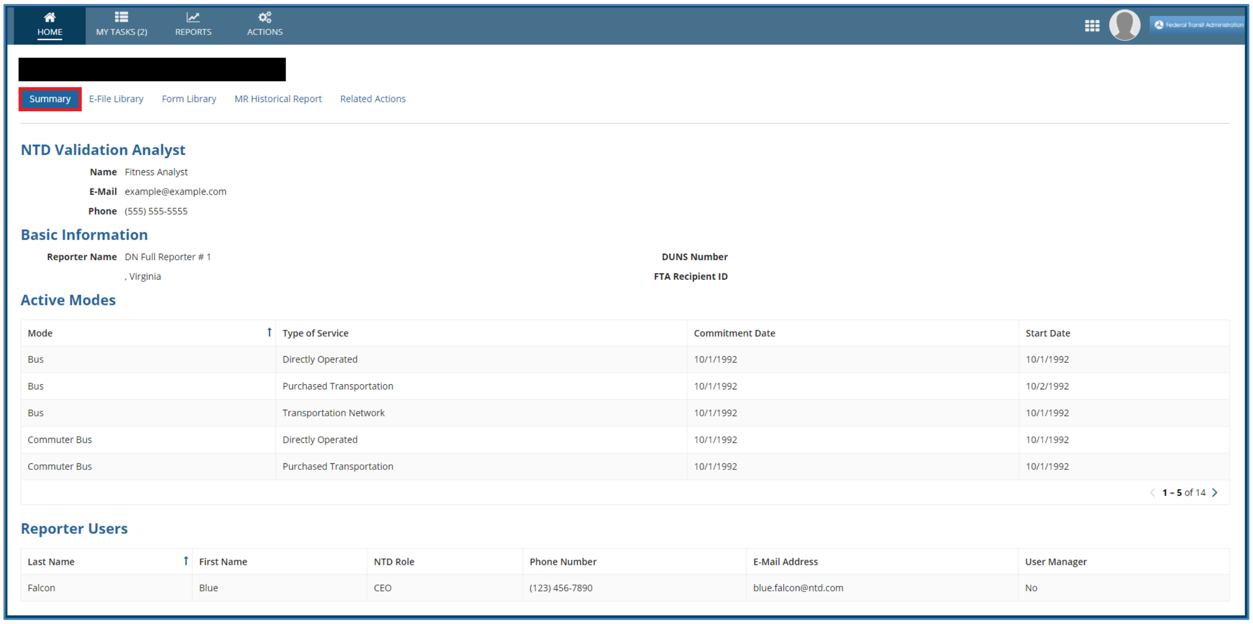


2. Select the NTD ID to view the Profile Summary page.



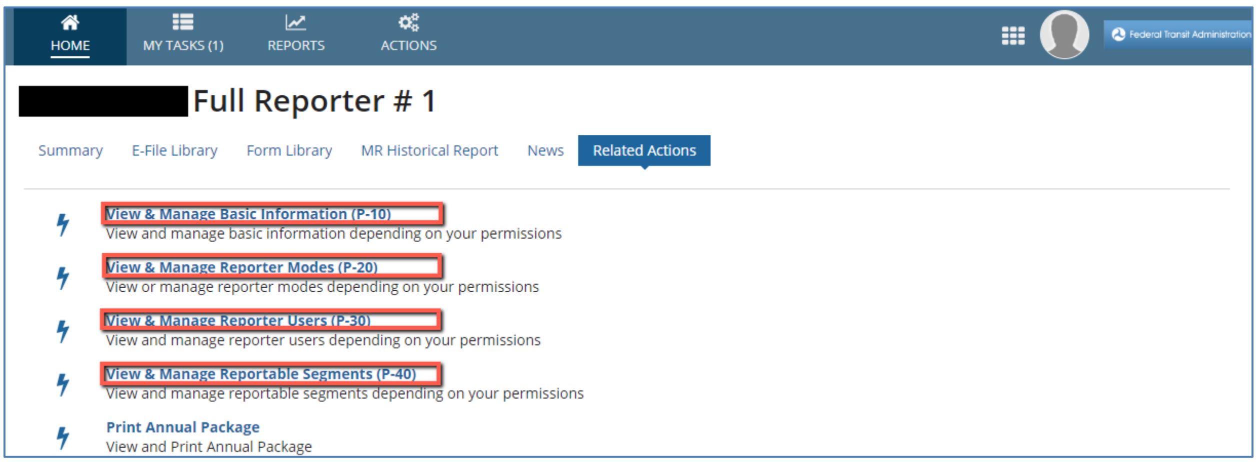
4.3.1 Profile: Summary Page

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

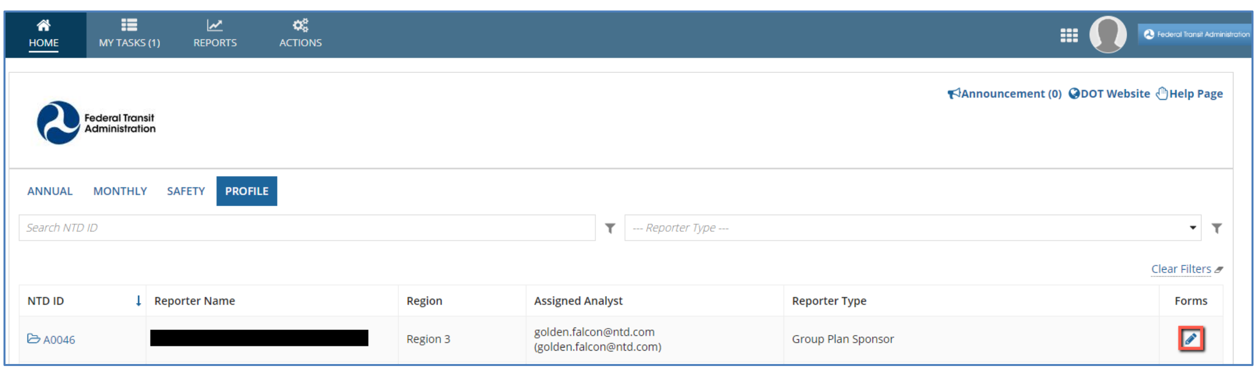


Select the **Related Actions tab** at the top of the form to view the Profile forms.

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.



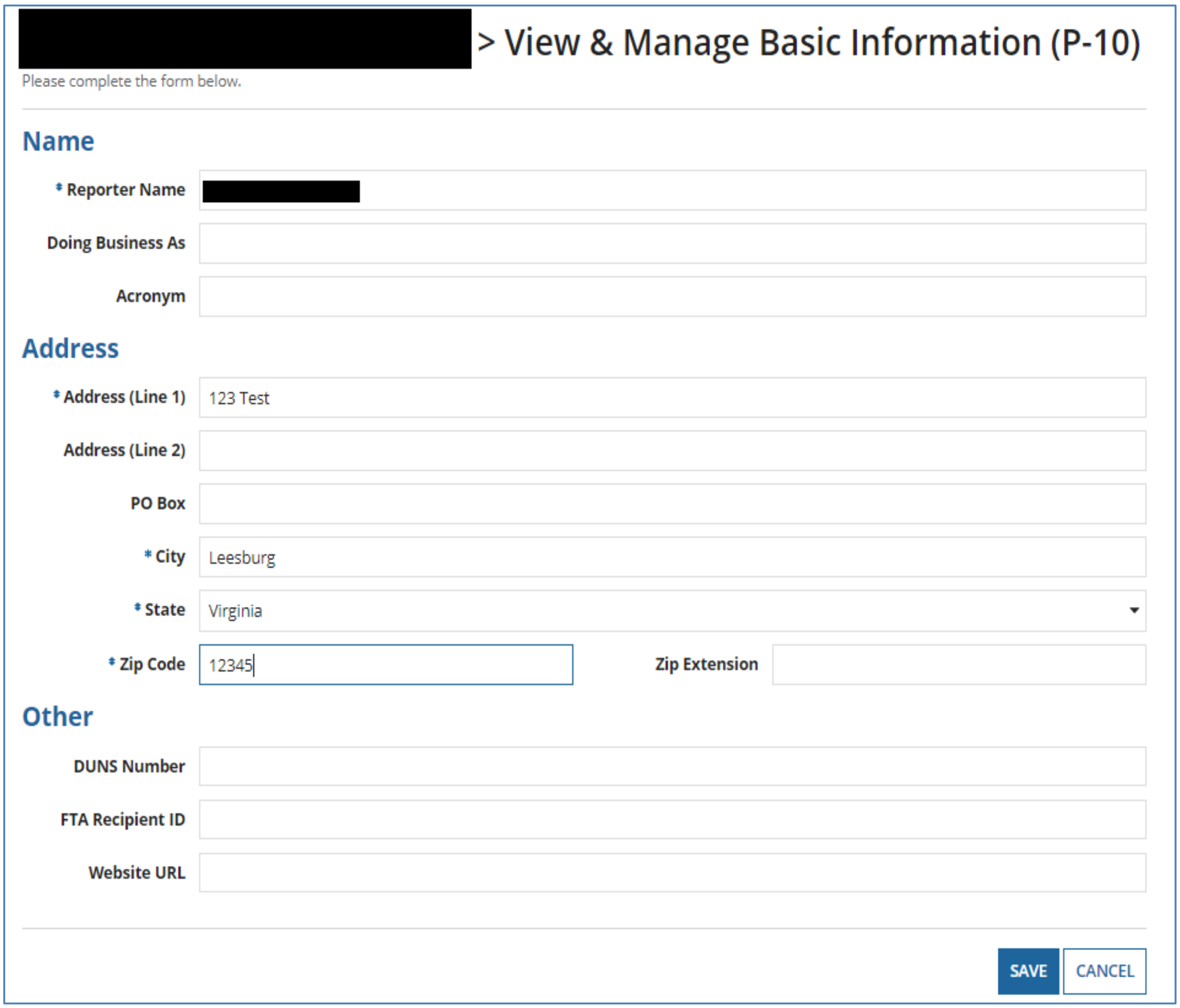
4.3.2 P-10: Profile Basic Information Form

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.



[redacted] > View & Manage Basic Information (P-10)

Please complete the form below.

Name

* Reporter Name: [redacted]
Doing Business As
Acronym

Address

* Address (Line 1): 123 Test
Address (Line 2)
PO Box
* City: Leesburg
* State: Virginia
* Zip Code: 12345
Zip Extension

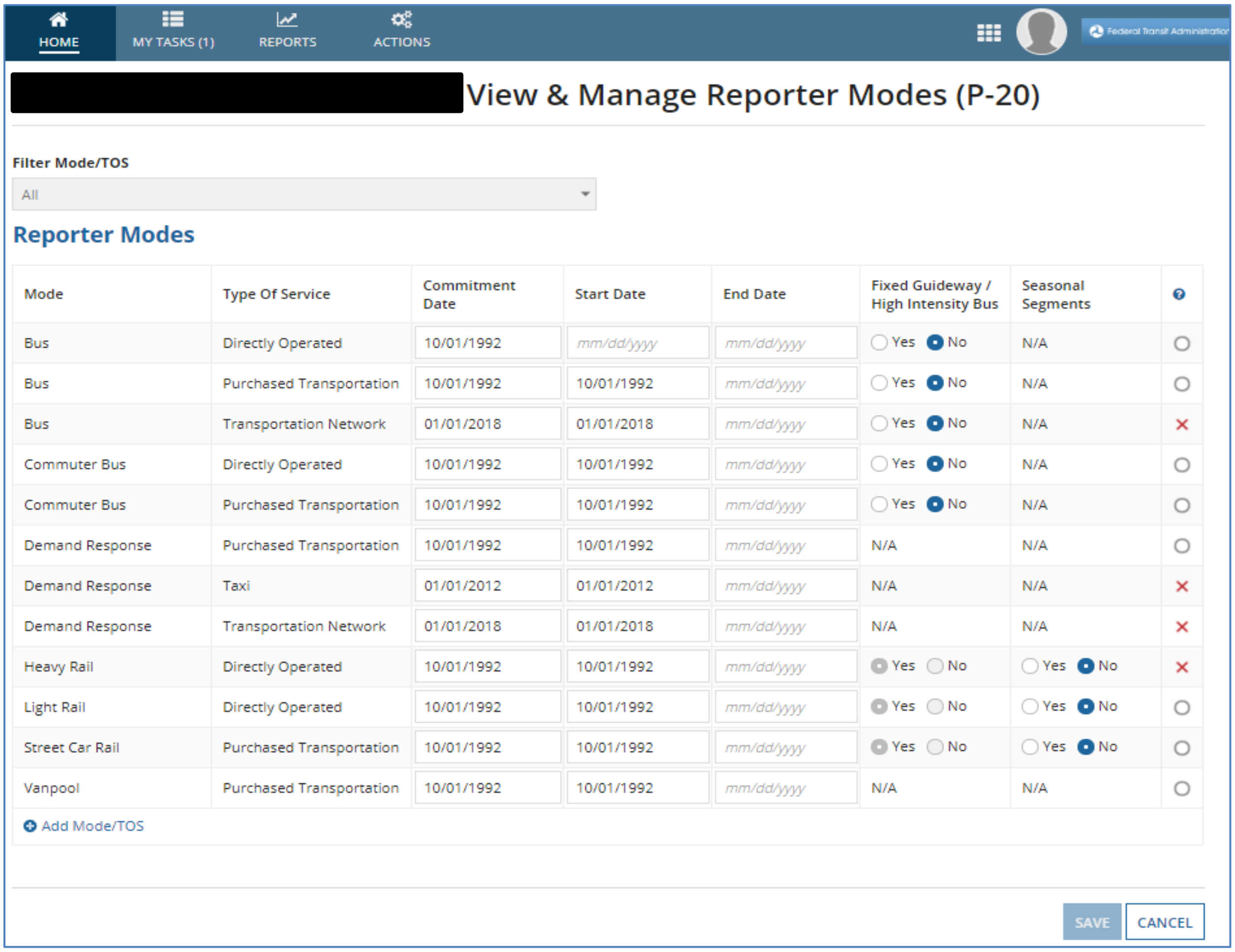
Other

DUNS Number
FTA Recipient ID
Website URL

SAVE CANCEL

4.3.3 P-20: View & Manage Reporter Modes

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



HOME | MY TASKS (1) | REPORTS | ACTIONS

Federal Transit Administration

[redacted] View & Manage Reporter Modes (P-20)

Filter Mode/TOS

All

Reporter Modes

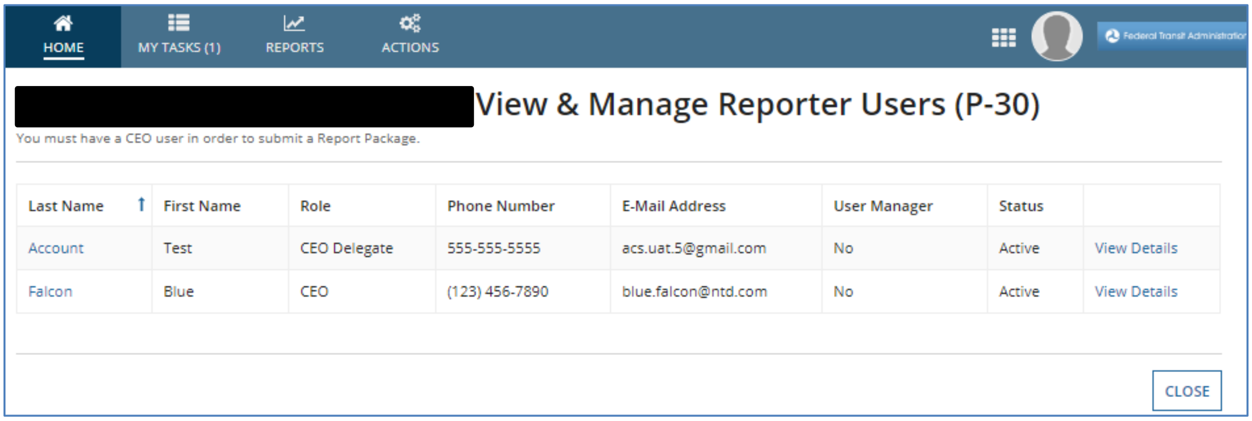
Mode	Type Of Service	Commitment Date	Start Date	End Date	Fixed Guideway / High Intensity Bus	Seasonal Segments	
Bus	Directly Operated	10/01/1992	mm/dd/yyyy	mm/dd/yyyy	Yes No	N/A	
Bus	Purchased Transportation	10/01/1992	10/01/1992	mm/dd/yyyy	Yes No	N/A	
Bus	Transportation Network	01/01/2018	01/01/2018	mm/dd/yyyy	Yes No	N/A	×
Commuter Bus	Directly Operated	10/01/1992	10/01/1992	mm/dd/yyyy	Yes No	N/A	
Commuter Bus	Purchased Transportation	10/01/1992	10/01/1992	mm/dd/yyyy	Yes No	N/A	
Demand Response	Purchased Transportation	10/01/1992	10/01/1992	mm/dd/yyyy	N/A	N/A	
Demand Response	Taxi	01/01/2012	01/01/2012	mm/dd/yyyy	N/A	N/A	×
Demand Response	Transportation Network	01/01/2018	01/01/2018	mm/dd/yyyy	N/A	N/A	×
Heavy Rail	Directly Operated	10/01/1992	10/01/1992	mm/dd/yyyy	Yes No	Yes No	×
Light Rail	Directly Operated	10/01/1992	10/01/1992	mm/dd/yyyy	Yes No	Yes No	
Street Car Rail	Purchased Transportation	10/01/1992	10/01/1992	mm/dd/yyyy	Yes No	Yes No	
Vanpool	Purchased Transportation	10/01/1992	10/01/1992	mm/dd/yyyy	N/A	N/A	

Add Mode/TOS

SAVE CANCEL

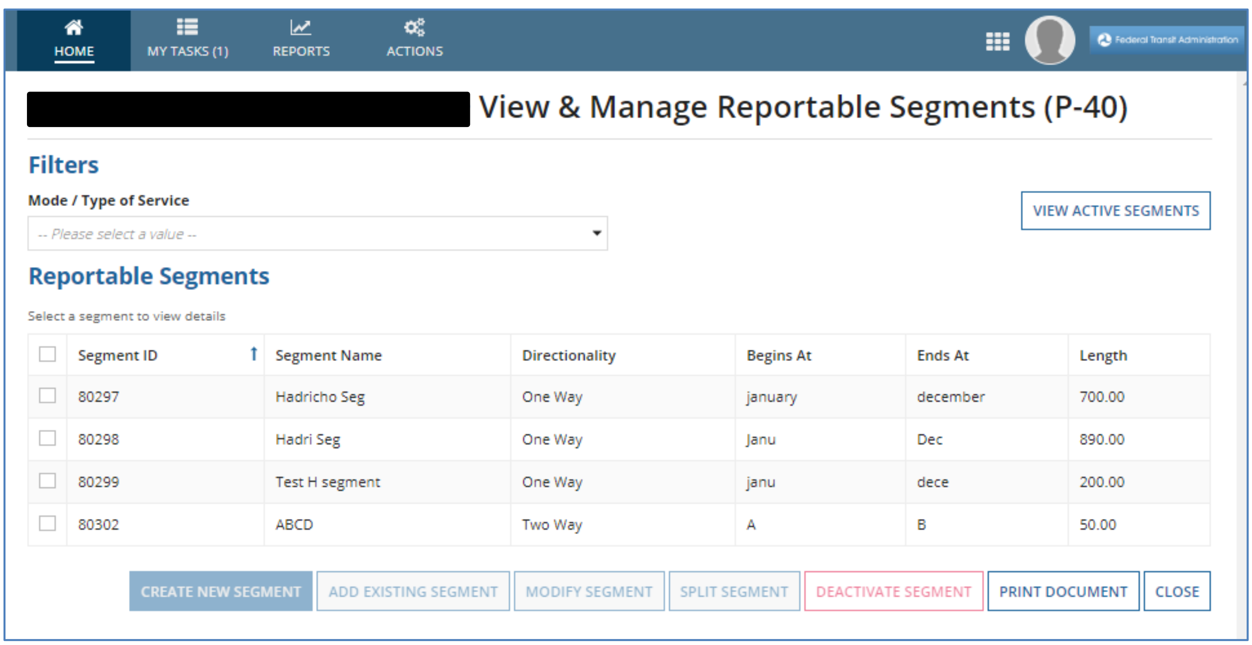
4.3.4 P-30: View & Manage Reporter Users

Select the **P-30** form to View and Manage Reporter Users.



4.3.5 P-40: View & Manage Reportable Segments

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

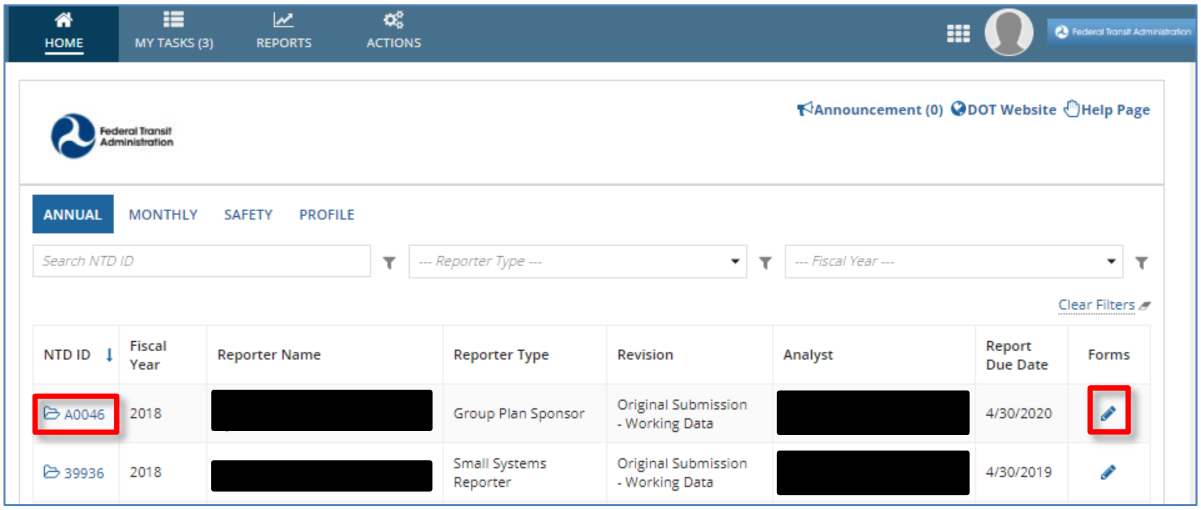


5 NTD Annual Report Package Forms

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.

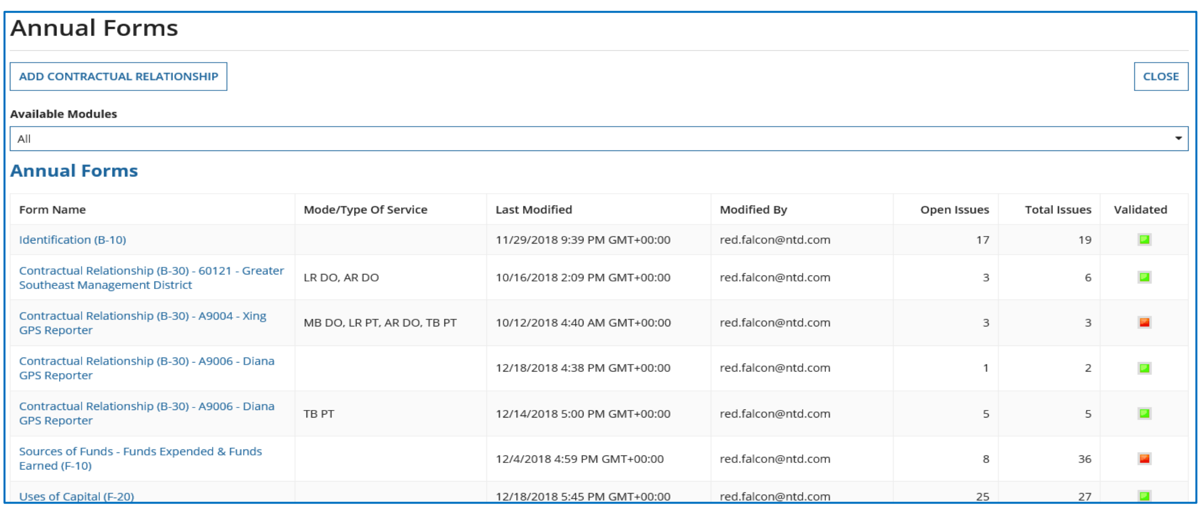


NTD ID	Fiscal Year	Reporter Name	Reporter Type	Revision	Analyst	Report Due Date	Forms
A0046	2018	[redacted]	Group Plan Sponsor	Original Submission - Working Data	[redacted]	4/30/2020	
39936	2018	[redacted]	Small Systems Reporter	Original Submission - Working Data	[redacted]	4/30/2019	

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 <u>name</u> of the appropriate **Form** or **Form Name / Mode / Type of Service**.



Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
Identification (B-10)		11/29/2018 9:39 PM GMT+00:00	red.falcon@ntd.com	17	19	
Contractual Relationship (B-30) - 60121 - Greater Southeast Management District	LR DO, AR DO	10/16/2018 2:09 PM GMT+00:00	red.falcon@ntd.com	3	6	
Contractual Relationship (B-30) - A9004 - Xing GPS Reporter	MB DO, LR PT, AR DO, TB PT	10/12/2018 4:40 AM GMT+00:00	red.falcon@ntd.com	3	3	
Contractual Relationship (B-30) - A9006 - Diana GPS Reporter		12/18/2018 4:38 PM GMT+00:00	red.falcon@ntd.com	1	2	
Contractual Relationship (B-30) - A9006 - Diana GPS Reporter	TB PT	12/14/2018 5:00 PM GMT+00:00	red.falcon@ntd.com	5	5	
Sources of Funds - Funds Expended & Funds Earned (F-10)		12/4/2018 4:59 PM GMT+00:00	red.falcon@ntd.com	8	36	
Uses of Capital (F-20)		12/18/2018 5:45 PM GMT+00:00	red.falcon@ntd.com	25	27	

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).

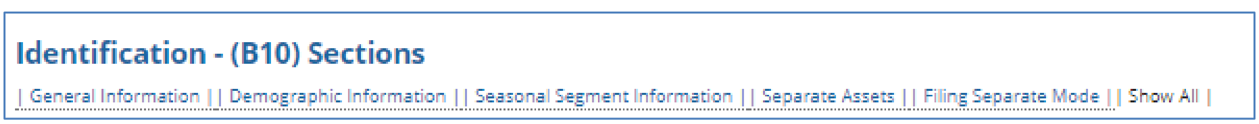
The first day of the current FY (following end of a FY), the data in the B-10 form is copied from the previous year. This B-10 form is available for editing throughout the FY as necessary.

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.

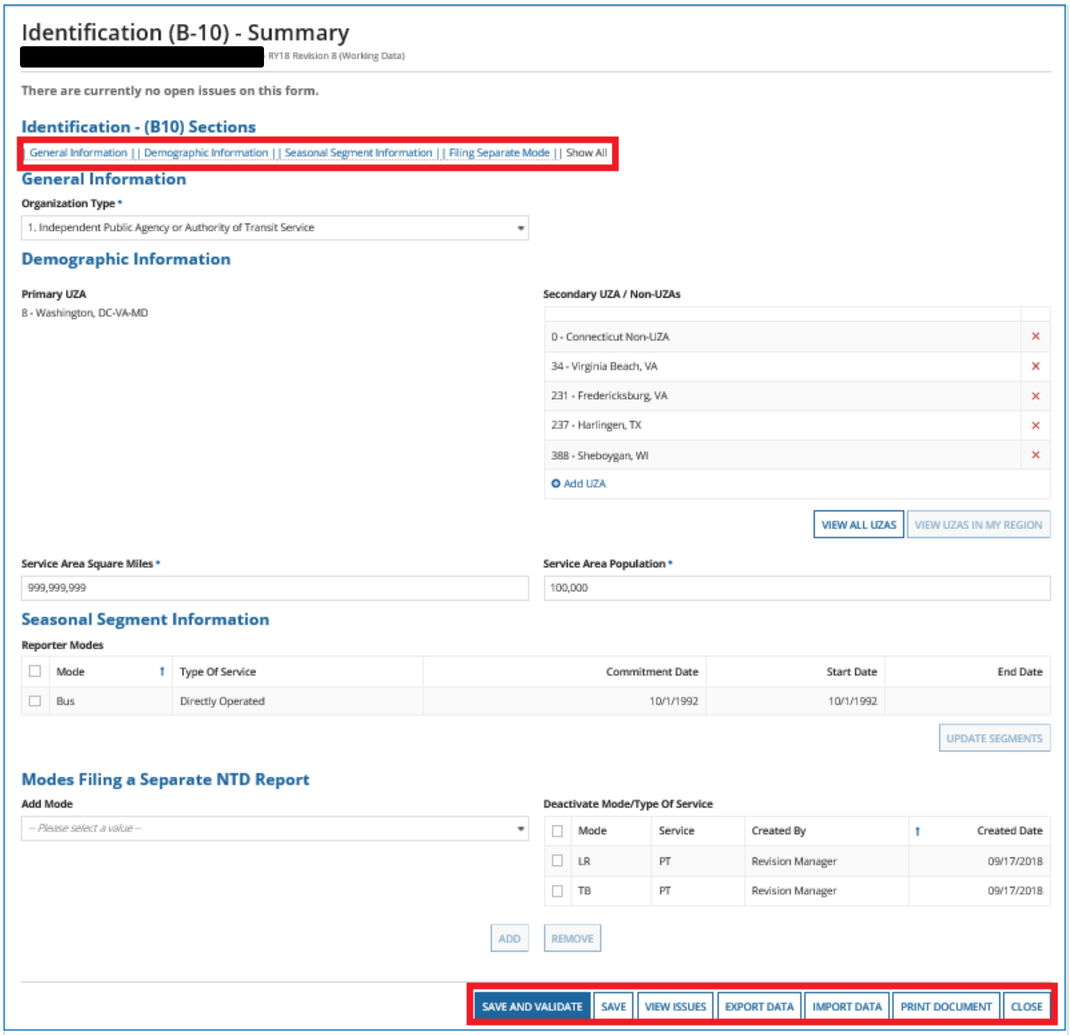
Table 2: Tab Access by Reporter Type

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

**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.

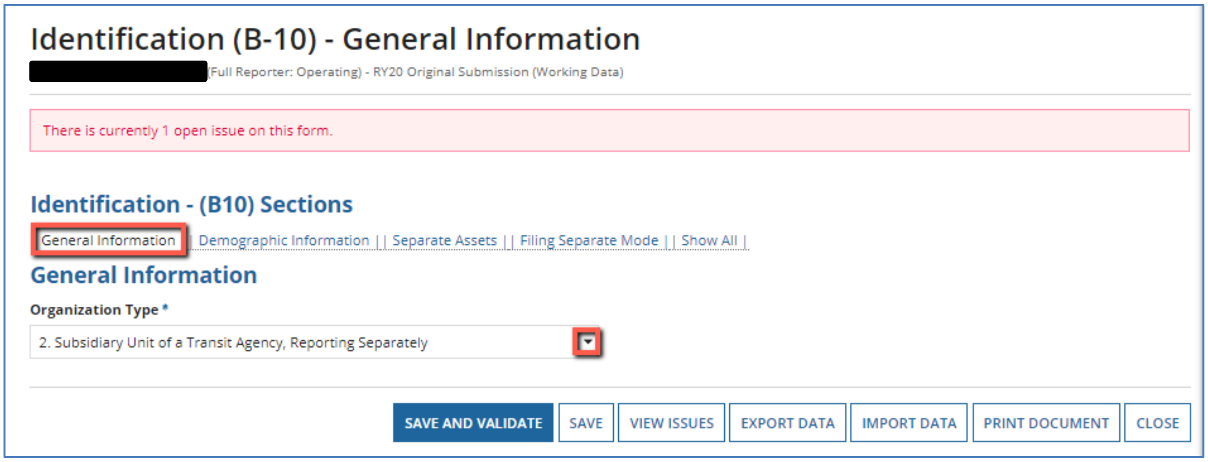
1. If you do not want to edit the form in the **Show All** view, select the tab pertaining to the information you want to update.
   a. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will 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
[redacted] RY18 Revision 8 (Working Data)
There are currently no open issues on this form.
Identification - (B10) Sections
General Information | | Demographic Information | | Seasonal Segment Information | | Filing Separate Mode | | Show All
General Information
Organization Type *
1. Independent Public Agency or Authority of Transit Service
Demographic Information
Primary UZA
8 - Washington, DC-VA-MD
Secondary UZA / Non-UZAs
0 - Connecticut Non-UZA
34 - Virginia Beach, VA
231 - Fredericksburg, VA
237 - Harlingen, TX
388 - Sheboygan, WI
Add UZA
VIEW ALL UZAS
VIEW UZAS IN MY REGION
Service Area Square Miles *
999,999,999
Service Area Population *
100,000
Seasonal Segment Information
Reporter Modes
Mode
Type Of Service
Commitment Date
Start Date
End Date
Bus
Directly Operated
10/1/1992
10/1/1992
UPDATE SEGMENTS
Modes Filing a Separate NTD Report
Add Mode
-- Please select a value --
Deactivate Mode/Type Of Service
Mode
Service
Created By
Created Date
LR
PT
Revision Manager
09/17/2018
TB
PT
Revision Manager
09/17/2018
ADD
REMOVE
SAVE AND VALIDATE
SAVE
VIEW ISSUES
EXPORT DATA
IMPORT DATA
PRINT DOCUMENT
CLOSE

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.

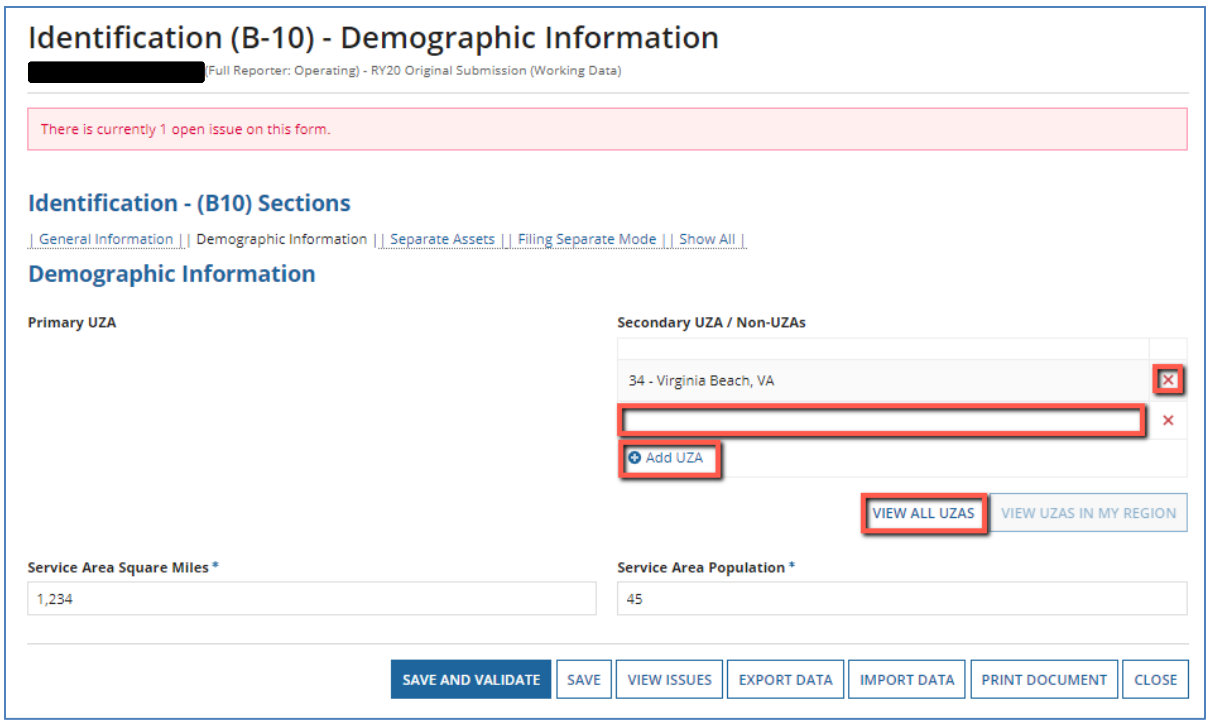


6.1.2 Identification: Demographic Information tab (B-10)

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.

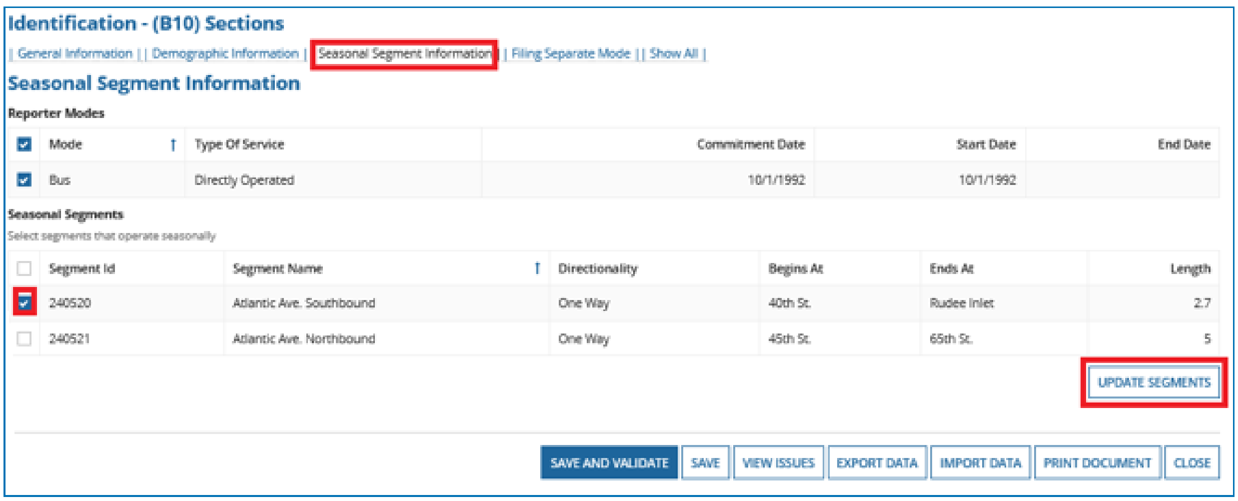


1. To remove a UZA from your list, go to the Selected Secondary UZA / Non UZA list and click the red ‘**x**’ next to the UZA you want to remove.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation 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.

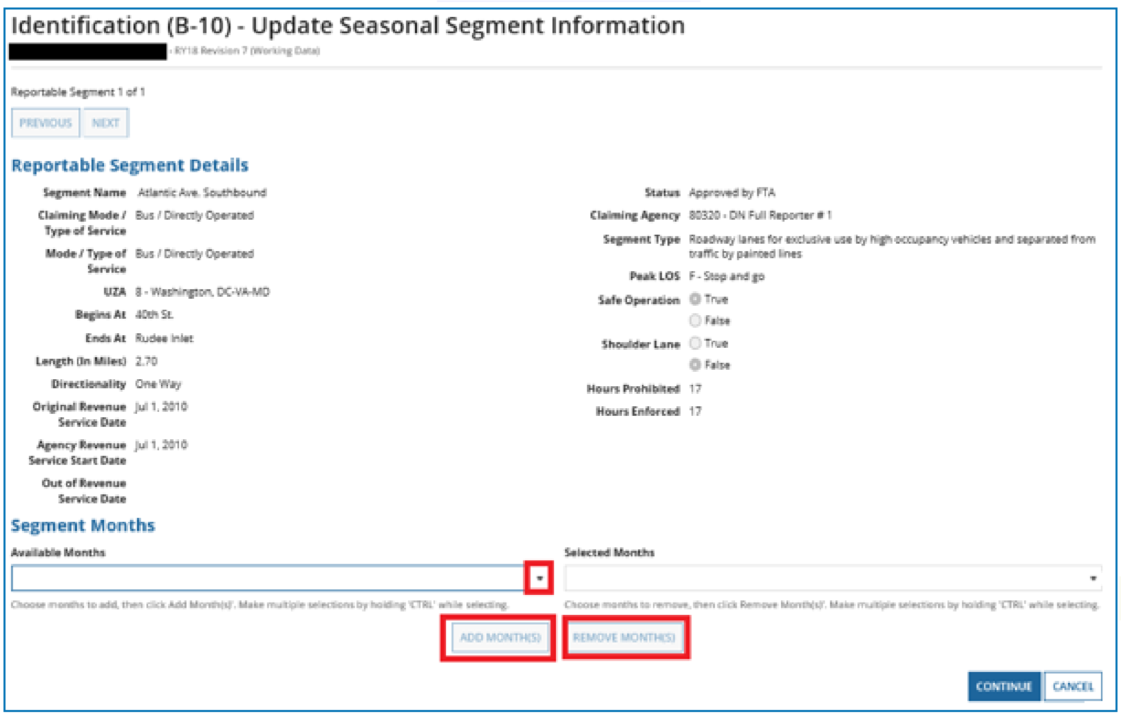


If you would like to <u>**add**</u> an **Available Month (and Year)** to the service time for this segment:

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 <u>**remove**</u> 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.

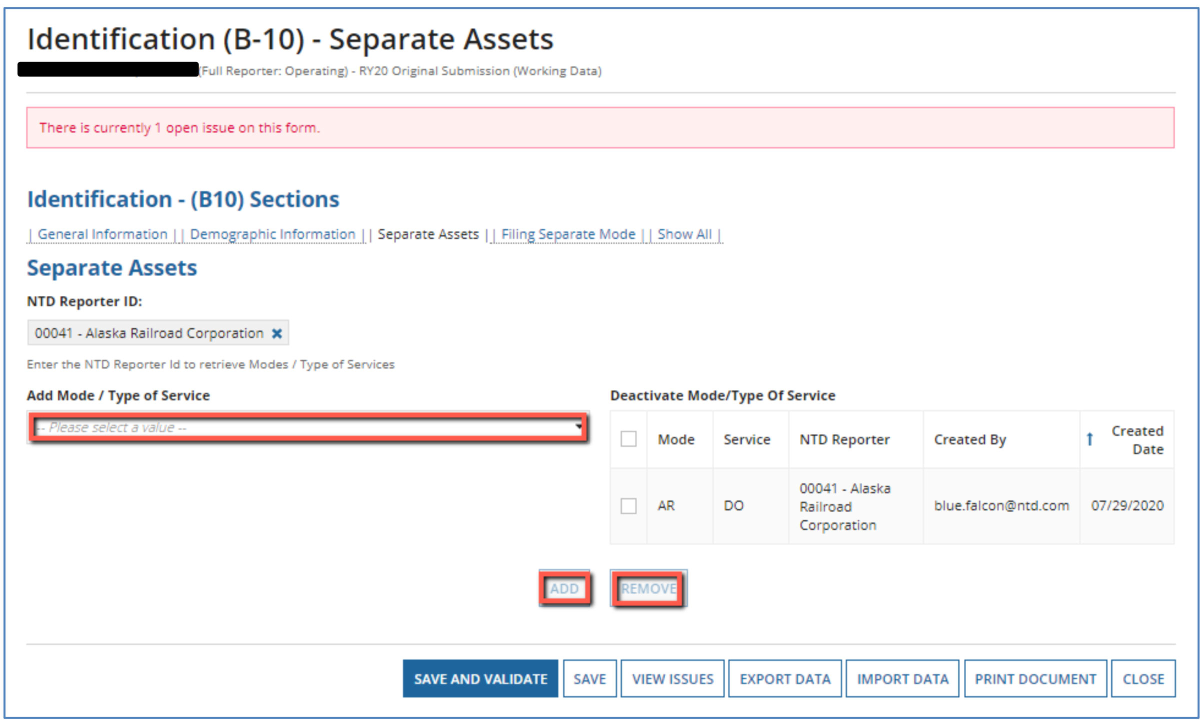

Identification (B-10) - Update Seasonal Segment Information
[redacted] - RY18 Revision 7 (Working Data)
Reportable Segment 1 of 1
PREVIOUS
NEXT
Reportable Segment Details
Segment Name Atlantic Ave. Southbound
Claiming Mode / Type of Service Bus / Directly Operated
Mode / Type of Service Bus / Directly Operated
UZA 8 - Washington, DC-VA-MD
Begins At 40th St.
Ends At Rudee Inlet
Length (In Miles) 2.70
Directionality One Way
Original Revenue Service Date Jul 1, 2010
Agency Revenue Service Start Date Jul 1, 2010
Out of Revenue Service Date
Status Approved by FTA
Claiming Agency 80320 - DN Full Reporter # 1
Segment Type Roadway lanes for exclusive use by high occupancy vehicles and separated from traffic by painted lines
Peak LOS F - Stop and go
Safe Operation True False
Shoulder Lane True False
Hours Prohibited 17
Hours Enforced 17
Segment Months
Available Months
Selected Months
Choose months to add, then click Add Month(s)'. Make multiple selections by holding 'CTRL' while selecting.
Choose months to remove, then click Remove Month(s)'. Make multiple selections by holding 'CTRL' while selecting.
ADD MONTH(S)
REMOVE MONTH(S)
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.



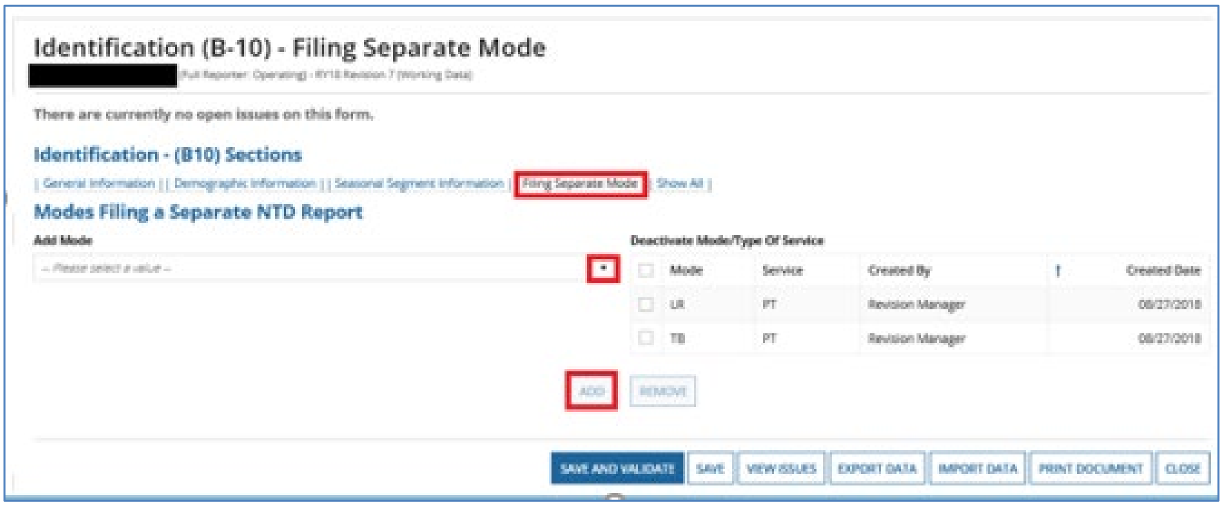
6.1.5 Identification: Filing a Separate Mode tab (B-10)

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:

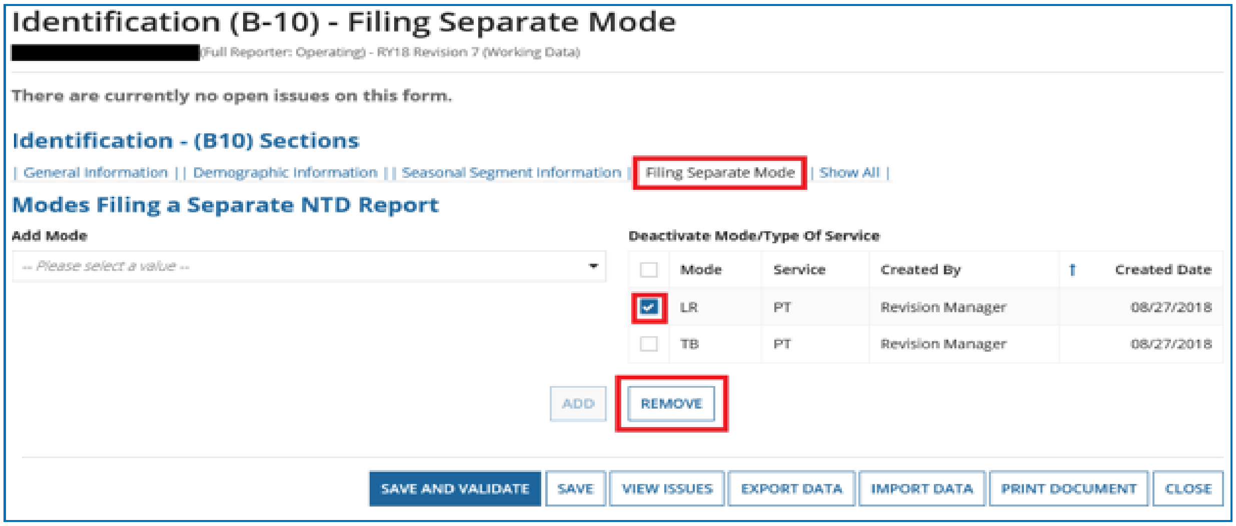
1. Select a mode from the **Add Mode** drop-down.
2. Select the **ADD** button.
3. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
4. If needed, select another **tab** in order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


Identification (B-10) - Filing Separate Mode
[redacted] (Full Reporter: Operating) - RY18 Revision 7 (Working Data)
There are currently no open issues on this form.
Identification - (B10) Sections
| General Information | | Demographic Information | | Seasonal Segment Information | Filing Separate Mode | Show All |
Modes Filing a Separate NTD Report
Add Mode
-- Please select a value --
Deactivate Mode/Type Of Service
Mode
Service
Created By
Created Date
LR
PT
Revision Manager
08/27/2018
TB
PT
Revision Manager
08/27/2018
ADD
REMOVE
SAVE AND VALIDATE
SAVE
VIEW ISSUES
EXPORT DATA
IMPORT DATA
PRINT DOCUMENT
CLOSE

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 re-created 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.

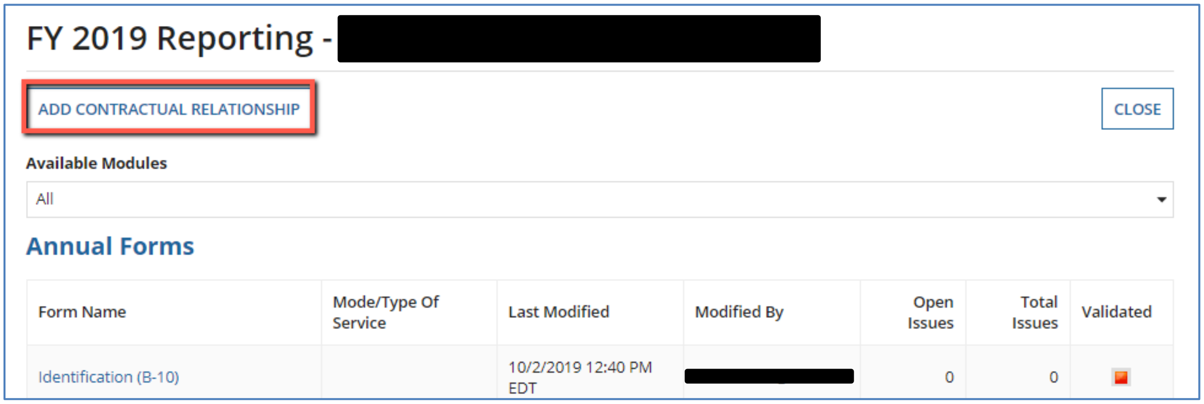
The B-30 forms that are available are listed by Mode/TOS on the Annual Form Summary page.

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.

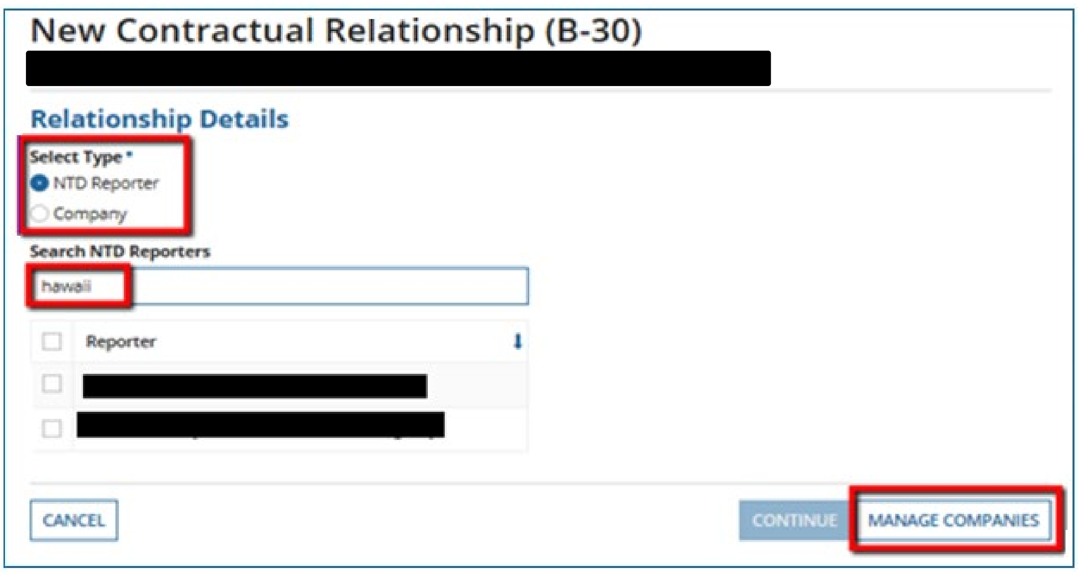
6.2.1 Contract Information: Add a New Contractual Relationship (B-30)

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.

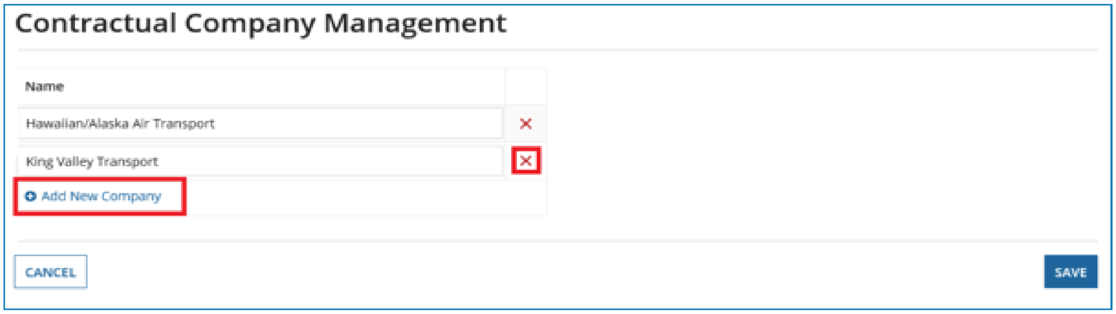


2. Select the **Relationship Details** (NTD Reporter or Company)
   a. Depending on the type of relationship you are creating, the relationship detail information will display the appropriate search results.
   b. You may narrow the search results by entering the company (or reporter) name in the search 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.

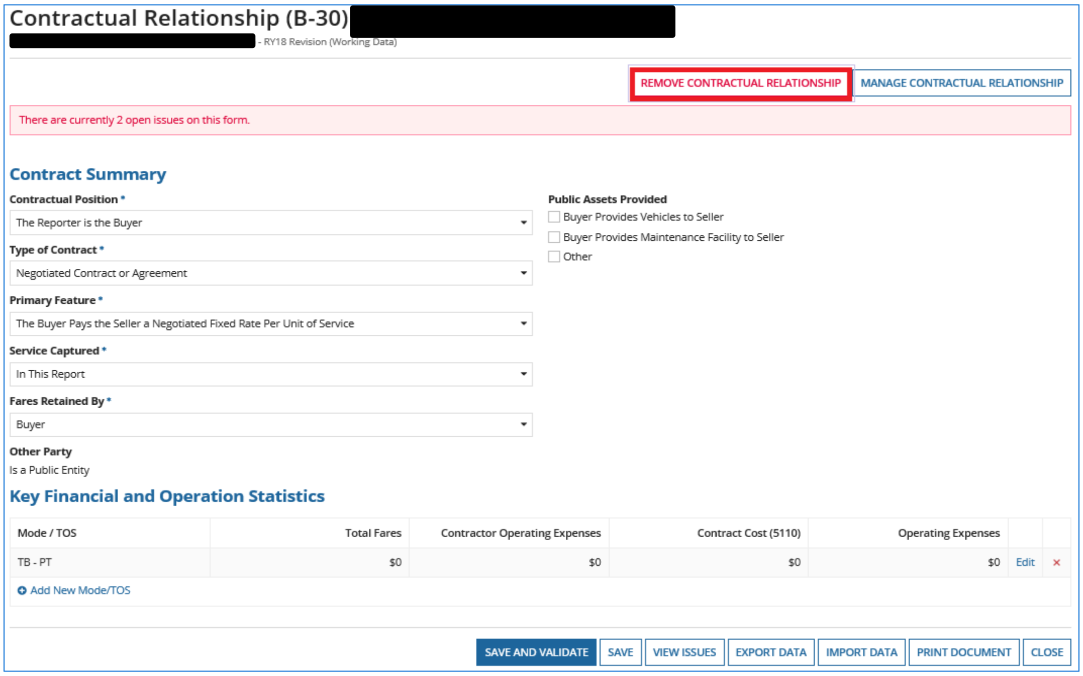


6.2.2 Contract Information: Remove a Contractual Relationship (B-30)

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):

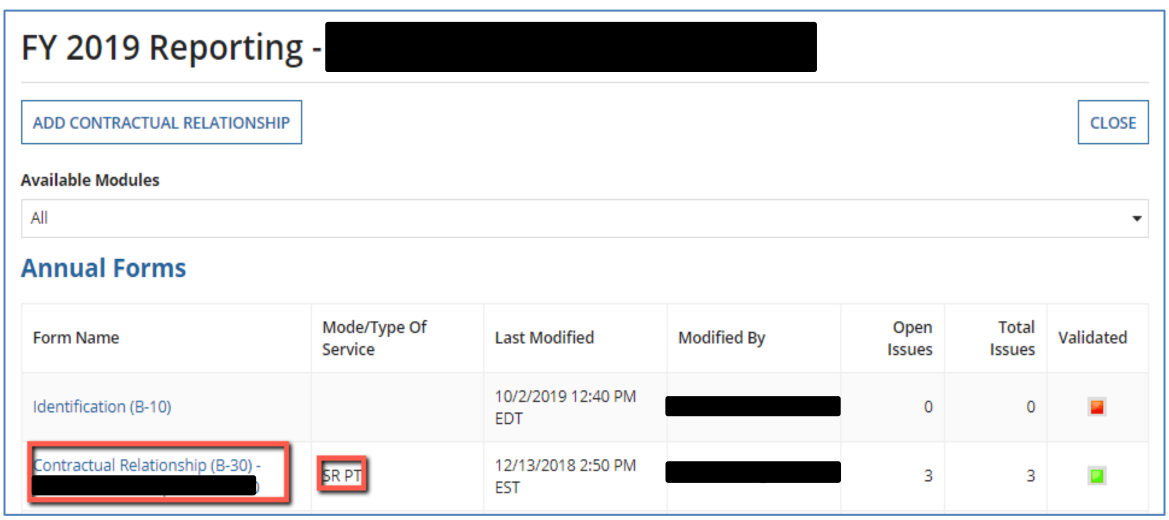
1. Open the list of your Annual Forms.
2. Select the Contractual Relationship you want to remove.
3. Select the **REMOVE CONTRACTUAL RELATIONSHIP** button if you want to remove the contractual relationship.



6.2.3 Contract Information: Edit a Contractual Relationship (B-30)

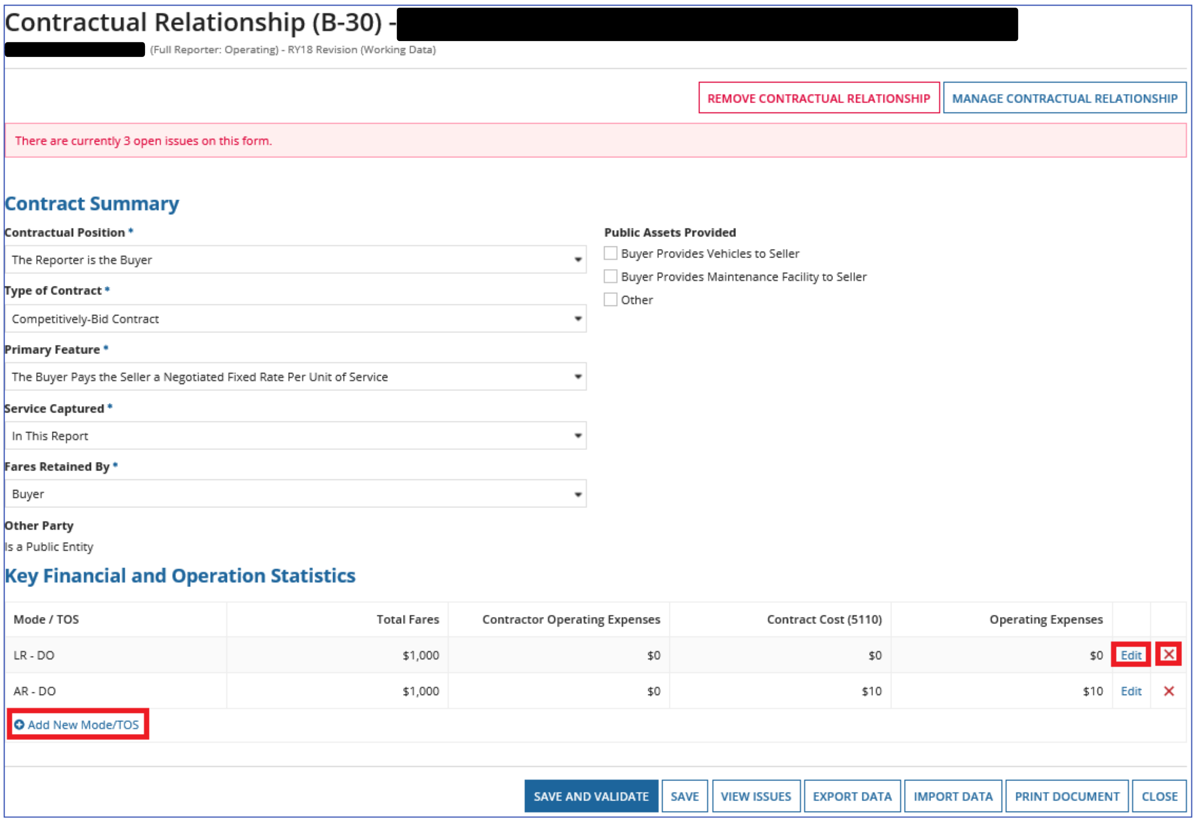
The **B-30** forms that are available are listed by Mode/TOS on the **Annual Form Summary** page.

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.



Contractual Relationship (B-30) - [redacted]

[redacted] (Full Reporter: Operating) - RY18 Revision (Working Data)

REMOVE CONTRACTUAL RELATIONSHIP | MANAGE CONTRACTUAL RELATIONSHIP

There are currently 3 open issues on this form.

Contract Summary

Contractual Position *
The Reporter is the Buyer

Type of Contract *
Competitively-Bid Contract

Primary Feature *
The Buyer Pays the Seller a Negotiated Fixed Rate Per Unit of Service

Service Captured *
In This Report

Fares Retained By *
Buyer

Other Party
Is a Public Entity

Public Assets Provided
- Buyer Provides Vehicles to Seller
- Buyer Provides Maintenance Facility to Seller
- Other

Key Financial and Operation Statistics

Mode / TOS	Total Fares	Contractor Operating Expenses	Contract Cost (5110)	Operating Expenses		
LR - DO	$1,000	$0	$0	$0	Edit	✕
AR - DO	$1,000	$0	$10	$10	Edit	✕

Add New Mode/TOS

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

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

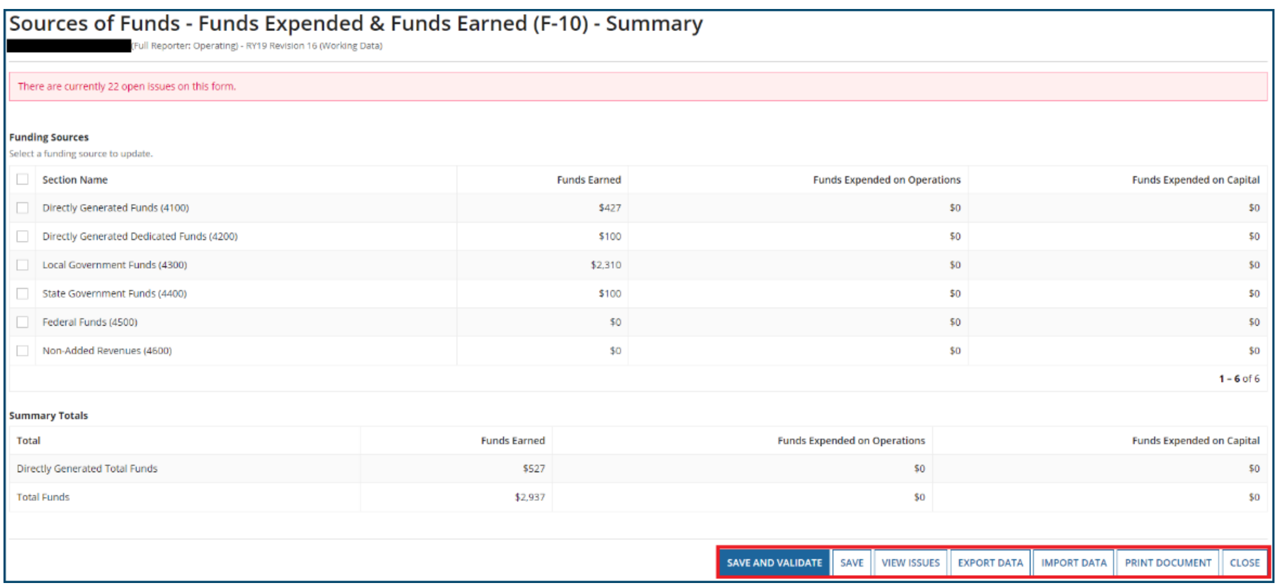
Agencies report sources of funds for operating and capital expenses on the **Sources of Funds** form (F-10). The funding categories cover sources generated by agencies and from Federal, state and local governments.

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)



Sources of Funds - Funds Expended & Funds Earned (F-10) - Summary

[redacted] (Full Reporter: Operating) - RY19 Revision 16 (Working Data)

There are currently 22 open issues on this form.

Funding Sources

Select a funding source to update.

Section Name	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Directly Generated Funds (4100)	$427	$0	$0
Directly Generated Dedicated Funds (4200)	$100	$0	$0
Local Government Funds (4300)	$2,310	$0	$0
State Government Funds (4400)	$100	$0	$0
Federal Funds (4500)	$0	$0	$0
Non-Added Revenues (4600)	$0	$0	$0

1 - 6 of 6

Summary Totals

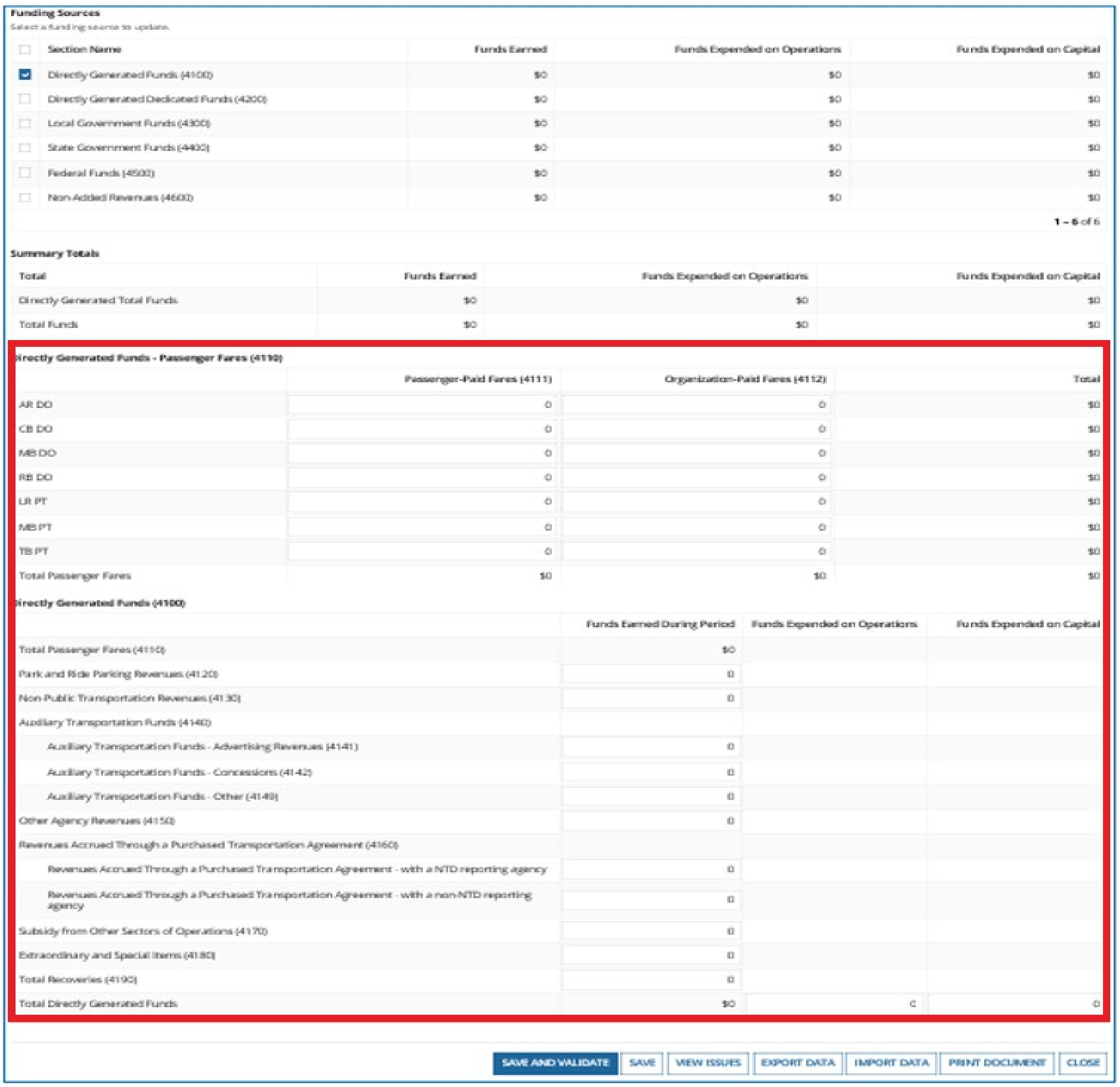
Total	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Directly Generated Total Funds	$527	$0	$0
Total Funds	$2,937	$0	$0

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

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.

Directly Generated Dedicated Funds (4200)

	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Income Taxes (4210)	0		
Sales Taxes (4220)	0		
Property Taxes (4230)	0		
Fuel Taxes (4240)	0		
Other Taxes (4250)	0		
Bridge, Tunnel and Highway Tolls (4260)	0		
High Occupancy Tolls (4270)	0		
Other Dedicated Funds (4290)	0		
Total Directly Generated Dedicated Funds	$0	0	0

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.

Local Government Funds (4300)

	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
General Revenues of the Local Government (4310)	0		
Income Taxes (4321)	0		
Sales Taxes (4322)	0		
Property Taxes (4323)	0		
Fuel Taxes (4324)	0		
Other Taxes (4325)	0		
Bridge, Tunnel and Highway Tolls (4326)	0		
High Occupancy Tolls (4327)	0		
Other Dedicated Funds (4329)	0		
Extraordinary and Special Items (4330)	0		
Other Local Funds (4390)	0		
Total Local Government Funds	$0	0	0

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.

State Government Funds (4400)

	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
General Revenues of the State Government (4410)	0		
State Transportation Funds (4420)	0		
Extraordinary and Special Items (4430)	0		
Total State Government Funds	$0	0	0

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.

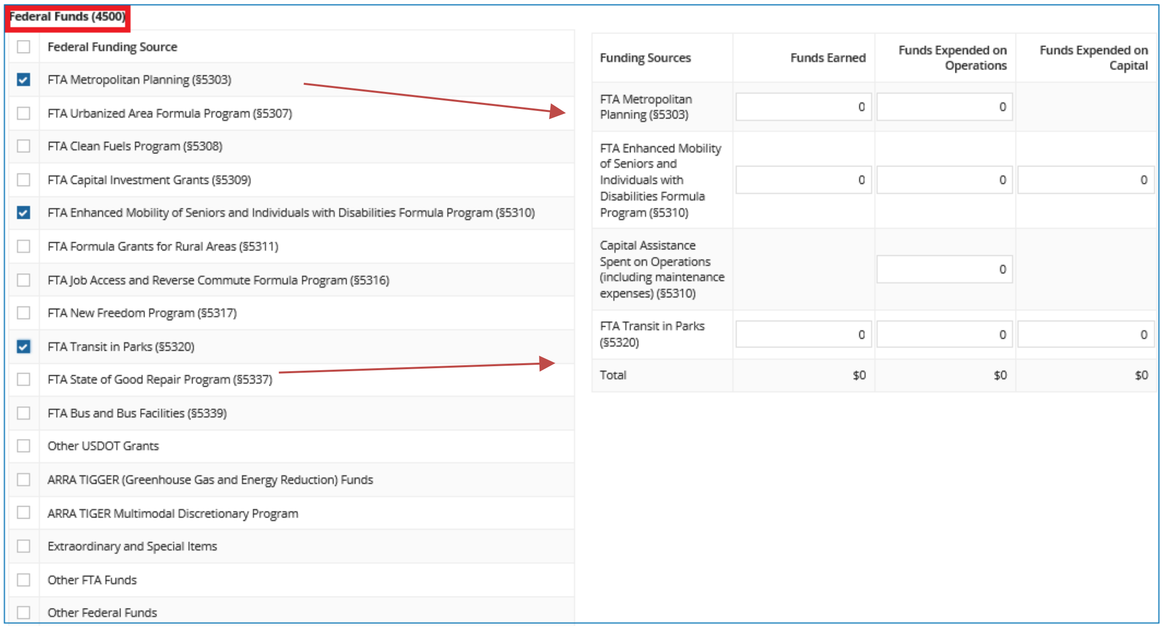
Federal Funds (4500)

☐	Federal Funding Source
☐	FTA Metropolitan Planning (§5303)
☐	FTA Urbanized Area Formula Program (§5307)
☐	FTA Clean Fuels Program (§5308)
☐	FTA Capital Investment Grants (§5309)
☐	FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)
☑	FTA Formula Grants for Rural Areas (§5311)
☐	FTA Job Access and Reverse Commute Formula Program (§5316)
☐	FTA New Freedom Program (§5317)
☐	FTA Transit in Parks (§5320)
☐	FTA State of Good Repair Program (§5337)
☐	FTA Bus and Bus Facilities (§5339)
☐	Other USDOT Grants
☐	ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds
☐	ARRA TIGER Multimodal Discretionary Program
☐	Extraordinary and Special Items
☐	Other FTA Funds
☐	Other Federal Funds

Funding Sources	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
FTA Formula Grants for Rural Areas (§5311)	0	0	0
Capital Assistance Spent on Operations (including maintenance expenses) (§5311)		0	
FTA ARRA Other than Urbanized Area Program funds (§5311)	0	0	0
FTA ARRA Capital Assistance Spent on Operations (including maintenance expenses) (§5311)		0	
FTA Tribal Transit Funds (§5311)	0	0	0
FTA ARRA Tribal Transit Funds (§5311)	0	0	0
Total	$0	$0	$0

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.



Federal Funds (4500)

	Federal Funding Source
☑	FTA Metropolitan Planning (§5303)
☐	FTA Urbanized Area Formula Program (§5307)
☐	FTA Clean Fuels Program (§5308)
☐	FTA Capital Investment Grants (§5309)
☑	FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)
☐	FTA Formula Grants for Rural Areas (§5311)
☐	FTA Job Access and Reverse Commute Formula Program (§5316)
☐	FTA New Freedom Program (§5317)
☑	FTA Transit in Parks (§5320)
☐	FTA State of Good Repair Program (§5337)
☐	FTA Bus and Bus Facilities (§5339)
☐	Other USDOT Grants
☐	ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds
☐	ARRA TIGER Multimodal Discretionary Program
☐	Extraordinary and Special Items
☐	Other FTA Funds
☐	Other Federal Funds

Funding Sources	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
FTA Metropolitan Planning (§5303)	0	0	
FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)	0	0	0
Capital Assistance Spent on Operations (including maintenance expenses) (§5310)		0	
FTA Transit in Parks (§5320)	0	0	0
Total	$0	$0	$0

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.

Non-Added Revenues (4600)

	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Contributed Services (4610)	0	0	0
Voluntary Non-Exchange Transactions (4620)	0	0	0
Sales and Disposals of Assets (4630)	0	0	0
Transportation Development Credits (4640)	0	0	0
Total Non-Added Revenues	$0	$0	$0

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.

Summary Totals

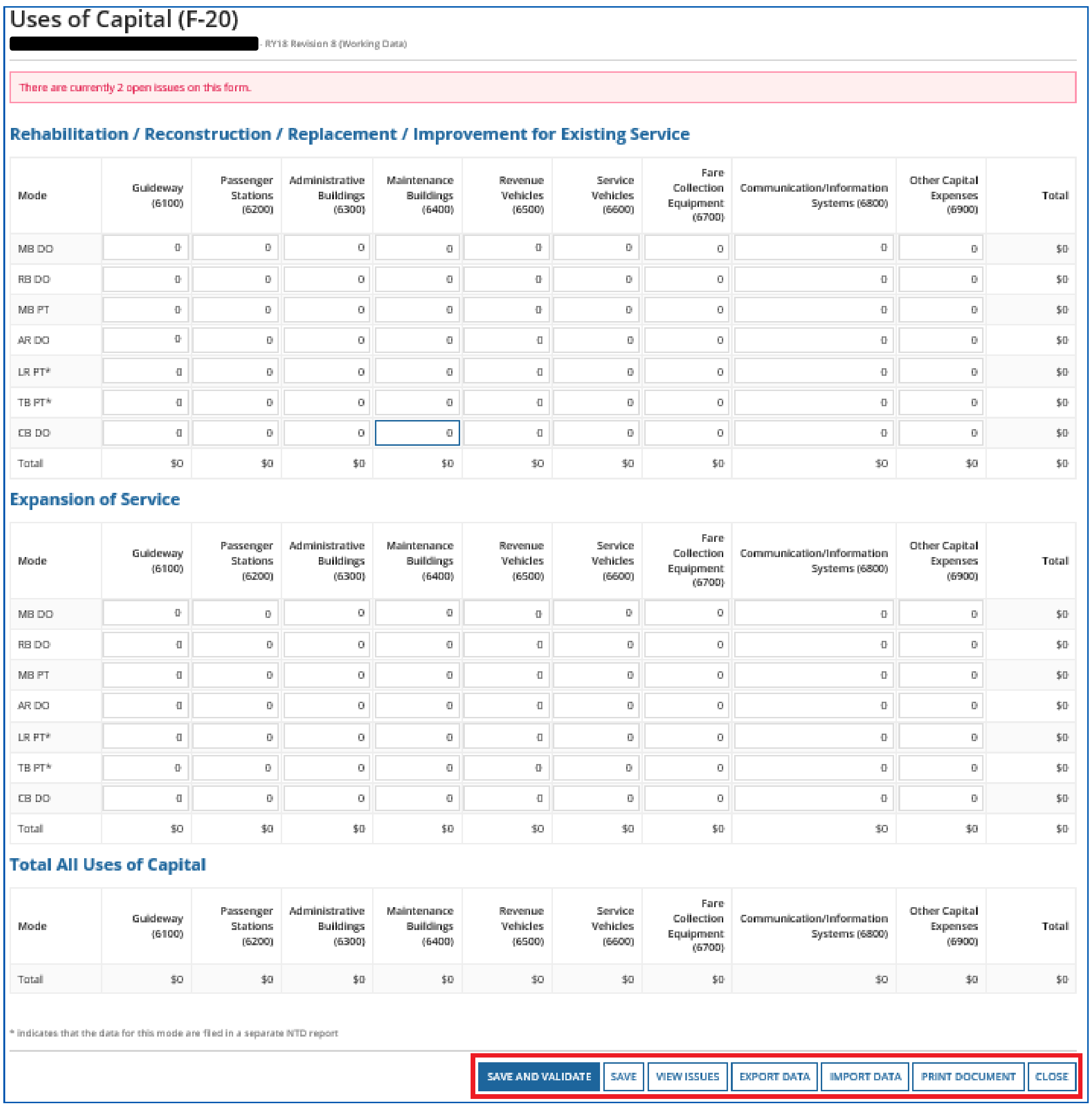
Total	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Directly Generated Total Funds	$527	$0	$0
Total Funds	$2,937	$0	$0

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.



Uses of Capital (F-20)

[redacted] RY18 Revision 8 (Working Data)

There are currently 2 open issues on this form.

Rehabilitation / Reconstruction / Replacement / Improvement for Existing Service

Mode	Guideway (6100)	Passenger Stations (6200)	Administrative Buildings (6300)	Maintenance Buildings (6400)	Revenue Vehicles (6500)	Service Vehicles (6600)	Fare Collection Equipment (6700)	Communication/Information Systems (6800)	Other Capital Expenses (6900)	Total
MB DO	0	0	0	0	0	0	0	0	0	$0
RB DO	0	0	0	0	0	0	0	0	0	$0
MB PT	0	0	0	0	0	0	0	0	0	$0
AR DO	0	0	0	0	0	0	0	0	0	$0
LR PT*	0	0	0	0	0	0	0	0	0	$0
TB PT*	0	0	0	0	0	0	0	0	0	$0
CB DO	0	0	0	0	0	0	0	0	0	$0
Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Expansion of Service

Mode	Guideway (6100)	Passenger Stations (6200)	Administrative Buildings (6300)	Maintenance Buildings (6400)	Revenue Vehicles (6500)	Service Vehicles (6600)	Fare Collection Equipment (6700)	Communication/Information Systems (6800)	Other Capital Expenses (6900)	Total
MB DO	0	0	0	0	0	0	0	0	0	$0
RB DO	0	0	0	0	0	0	0	0	0	$0
MB PT	0	0	0	0	0	0	0	0	0	$0
AR DO	0	0	0	0	0	0	0	0	0	$0
LR PT*	0	0	0	0	0	0	0	0	0	$0
TB PT*	0	0	0	0	0	0	0	0	0	$0
CB DO	0	0	0	0	0	0	0	0	0	$0
Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

Total All Uses of Capital

Mode	Guideway (6100)	Passenger Stations (6200)	Administrative Buildings (6300)	Maintenance Buildings (6400)	Revenue Vehicles (6500)	Service Vehicles (6600)	Fare Collection Equipment (6700)	Communication/Information Systems (6800)	Other Capital Expenses (6900)	Total
Total	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

* indicates that the data for this mode are filed in a separate NTD report

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

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

[redacted] - RY18 Revision 8 (Working Data)

There are currently no open issues on this form.

	Vehicle Operations (VO)	Vehicle Maintenance (VM)	Facility Maintenance (FM)	General Administration (GA)	Total
Labor (5010)					
Operators' Salaries and Wages (5011)	0	0	0	0	$0
Operators' Paid Absences (5012)	0	0	0	0	$0
Other Salaries and Wages (5013)	0	0	0	0	$0
Other Paid Absences (5014)	0	0	0	0	$0
Fringe Benefits (5015)	0	0	0	0	$0
Services (5020)	0	0	0	0	$0
Materials and Supplies (5030)					
Fuels and Lubricants (5031)	0	0			$0
Tires and Tubes (5032)		0			$0
Other Materials and Supplies (5039)	0	0	0	0	$0
Utilities (5040)	0			0	$0
Casualty and Liability Costs (5050)				0	$0
Taxes (5060)	0	0	0	0	$0
Miscellaneous Expenses (5090)	0	0	0	0	$0
Total	$0	$0	$0	$0	$0

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

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.

Operating Expenses Summary (F-40)

[redacted] (Full Reporter: Operating) - RY19 Revision 16 (Working Data)

There are currently no open issues on this form.

Total Operating Expenses (F-30)

Review total Operating Expenses

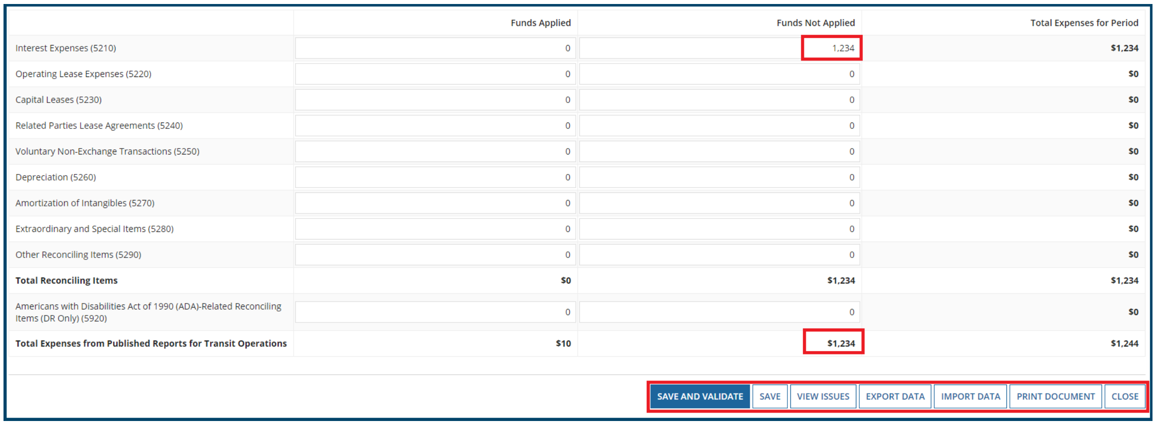
	Vehicle Operations (VO)	Vehicle Maintenance (VM)	Facility Maintenance (FM)	General Administration (GA)	Total
Labor (5010)					
Operators' Salaries and Wages (5011)	$10	$0	$0	$0	**$10**
Operators' Paid Absences (5012)	$0	$0	$0	$0	**$0**
Other Salaries and Wages (5013)	$0	$0	$0	$0	**$0**
Other Paid Absences (5014)	$0	$0	$0	$0	**$0**
Fringe Benefits (5015)	$0	$0	$0	$0	**$0**
Services (5020)	$0	$0	$0	$0	**$0**
Materials and Supplies (5030)					
Fuels and Lubricants (5031)	$0	$0			**$0**
Tires and Tubes (5032)	$0	$0			**$0**
Other Materials and Supplies (5039)	$0	$0	$0	$0	**$0**
Utilities (5040)	$0			$0	**$0**
Casualty and Liability Costs (5050)				$0	**$0**
Taxes (5060)	$0	$0	$0	$0	**$0**
Purchased Transportation (5100)					
Purchased Transportation In Report (5101)	$0	$0	$0	$0	**$0**
Purchased Transportation Filing Separate Report (5102)	$0	$0	$0	$0	**$0**
Miscellaneous Expenses (5090)	$0	$0	$0	$0	**$0**
Total	**$10**	**$0**	**$0**	**$0**	**$10**
ADA Expenses (5910)					**$0**

	Funds Applied	Funds Not Applied	Total Expenses for Period
Interest Expenses (5210)	0	0	**$0**
Operating Lease Expenses (5220)	0	0	**$0**
Capital Leases (5230)	0	0	**$0**
Related Parties Lease Agreements (5240)	0	0	**$0**
Voluntary Non-Exchange Transactions (5250)	0	0	**$0**
Depreciation (5260)	0	0	**$0**
Amortization of Intangibles (5270)	0	0	**$0**
Extraordinary and Special Items (5280)	0	0	**$0**
Other Reconciling Items (5290)	0	0	**$0**
Total Reconciling Items	**$0**	**$0**	**$0**
Americans with Disabilities Act of 1990 (ADA)-Related Reconciling Items (DR Only) (5920)	0	0	**$0**
Total Expenses from Published Reports for Transit Operations	**$10**	**$0**	**$10**

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

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.



	Funds Applied	Funds Not Applied	Total Expenses for Period
Interest Expenses (5210)	0	1,234	$1,234
Operating Lease Expenses (5220)	0	0	$0
Capital Leases (5230)	0	0	$0
Related Parties Lease Agreements (5240)	0	0	$0
Voluntary Non-Exchange Transactions (5250)	0	0	$0
Depreciation (5260)	0	0	$0
Amortization of Intangibles (5270)	0	0	$0
Extraordinary and Special Items (5280)	0	0	$0
Other Reconciling Items (5290)	0	0	$0
Total Reconciling Items	**$0**	**$1,234**	**$1,234**
Americans with Disabilities Act of 1990 (ADA)-Related Reconciling Items (DR Only) (5920)	0	0	$0
Total Expenses from Published Reports for Transit Operations	**$10**	**$1,234**	**$1,244**

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:

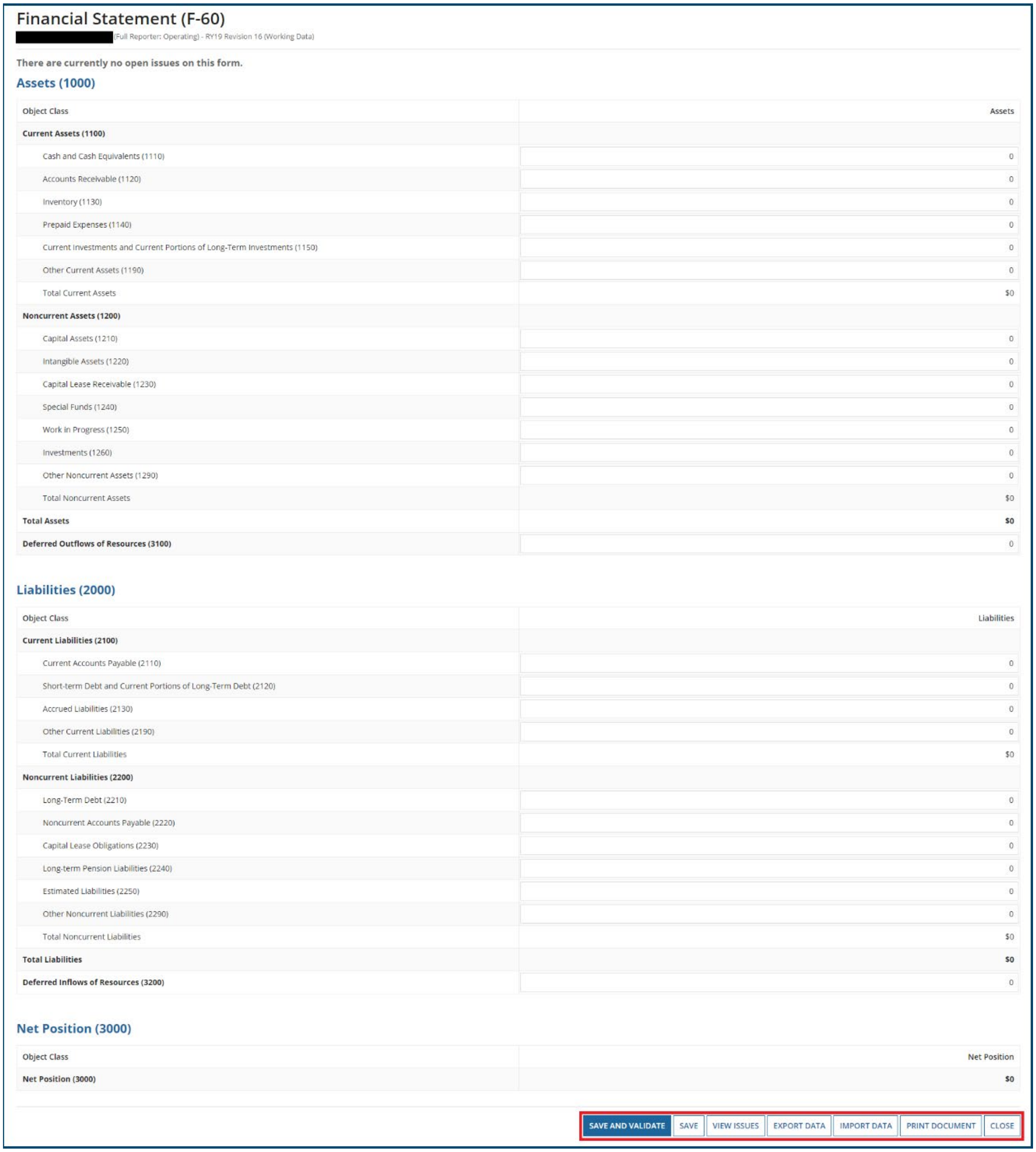
- **Current Assets (1100)**
    - Cash and Cash Equivalents (1110)
    - Accounts Receivable (1120)
    - Inventory (1130)
    - Prepaid Expenses (1140)
    - Current Investments and Current Portions of Long-Term Investments (1150)
    - Other Current Assets (1190)
    - Total Current Assets
- **Noncurrent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

[redacted] (Full Reporter: Operating) - RY19 Revision 16 (Working Data)

There are currently no open issues on this form.

Assets (1000)

Object Class	Assets
Current Assets (1100)	
Cash and Cash Equivalents (1110)	0
Accounts Receivable (1120)	0
Inventory (1130)	0
Prepaid Expenses (1140)	0
Current Investments and Current Portions of Long-Term Investments (1150)	0
Other Current Assets (1190)	0
Total Current Assets	$0
Noncurrent Assets (1200)	
Capital Assets (1210)	0
Intangible Assets (1220)	0
Capital Lease Receivable (1230)	0
Special Funds (1240)	0
Work in Progress (1250)	0
Investments (1260)	0
Other Noncurrent Assets (1290)	0
Total Noncurrent Assets	$0
Total Assets	**$0**
Deferred Outflows of Resources (3100)	0

Liabilities (2000)

Object Class	Liabilities
Current Liabilities (2100)	
Current Accounts Payable (2110)	0
Short-term Debt and Current Portions of Long-Term Debt (2120)	0
Accrued Liabilities (2130)	0
Other Current Liabilities (2190)	0
Total Current Liabilities	$0
Noncurrent Liabilities (2200)	
Long-Term Debt (2210)	0
Noncurrent Accounts Payable (2220)	0
Capital Lease Obligations (2230)	0
Long-term Pension Liabilities (2240)	0
Estimated Liabilities (2250)	0
Other Noncurrent Liabilities (2290)	0
Total Noncurrent Liabilities	$0
Total Liabilities	**$0**
Deferred Inflows of Resources (3200)	0

Net Position (3000)

Object Class	Net Position
Net Position (3000)	**$0**

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

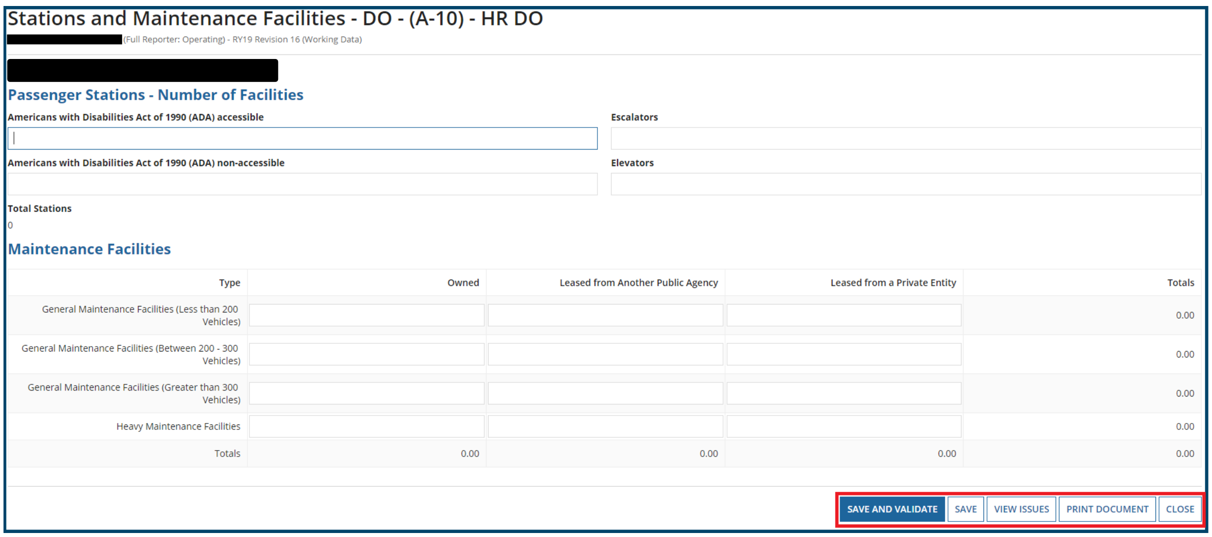
8 Annual Forms: Asset Information

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.



Stations and Maintenance Facilities - DO - (A-10) - HR DO

[redacted] (Full Reporter: Operating) - RY19 Revision 16 (Working Data)

[redacted]

Passenger Stations - Number of Facilities

Americans with Disabilities Act of 1990 (ADA) accessible

Escalators

Americans with Disabilities Act of 1990 (ADA) non-accessible

Elevators

Total Stations

0

Maintenance Facilities

Type	Owned	Leased from Another Public Agency	Leased from a Private Entity	Totals
General Maintenance Facilities (Less than 200 Vehicles)				0.00
General Maintenance Facilities (Between 200 - 300 Vehicles)				0.00
General Maintenance Facilities (Greater than 300 Vehicles)				0.00
Heavy Maintenance Facilities				0.00
Totals	0.00	0.00	0.00	0.00

SAVE AND VALIDATE | SAVE | VIEW ISSUES | PRINT DOCUMENT | CLOSE

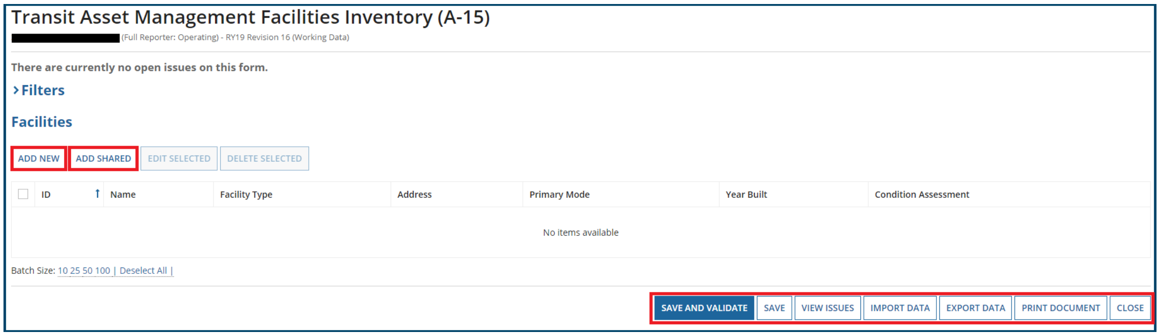
8.2 A-15: Transit Asset Management Facilities Inventory

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

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

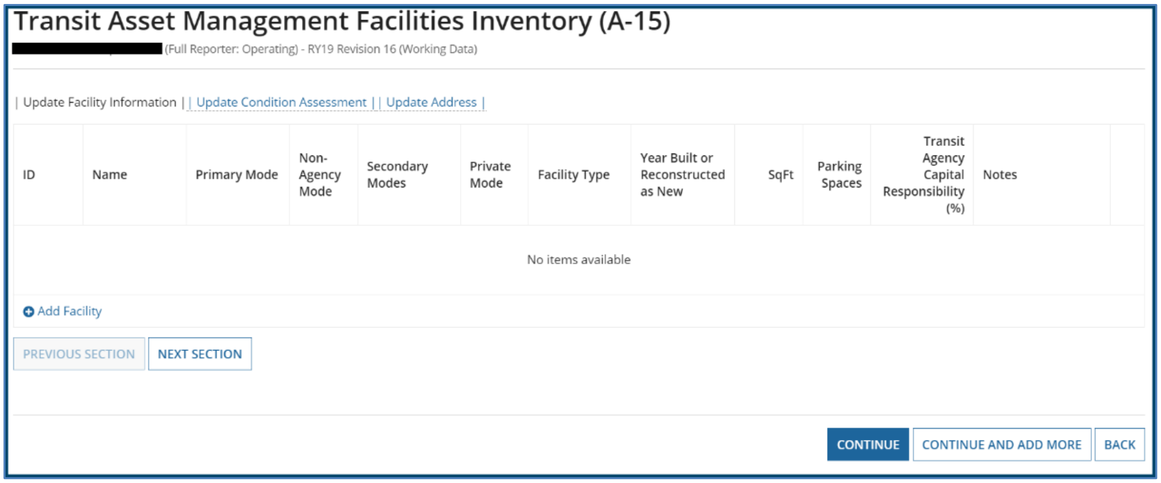
If you wish to Add New Facilities or Shared Facilities:

1. Select the **ADD NEW** button or the **ADD SHARED** button.



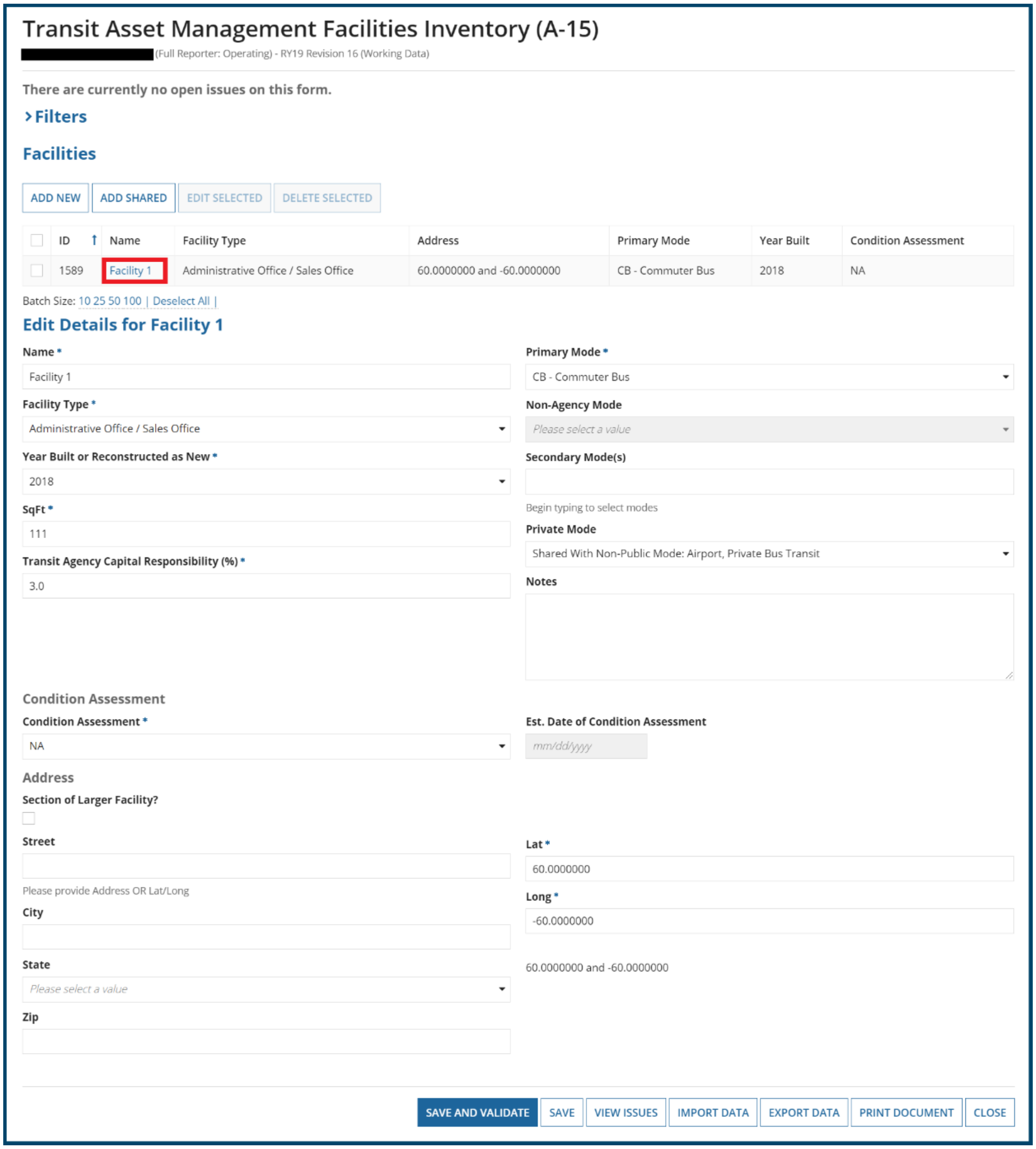
On the **Bulk Add/Edit** page:

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.



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)

[redacted] (Full Reporter: Operating) - RY19 Revision 16 (Working Data)

There are currently no open issues on this form.

› Filters

Facilities

ADD NEW | ADD SHARED | EDIT SELECTED | DELETE SELECTED

	ID	Name	Facility Type	Address	Primary Mode	Year Built	Condition Assessment
	1589	Facility 1	Administrative Office / Sales Office	60.0000000 and -60.0000000	CB - Commuter Bus	2018	NA

Batch Size: 10 25 50 100 | Deselect All |

Edit Details for Facility 1

Name *
Facility 1

Primary Mode *
CB - Commuter Bus

Facility Type *
Administrative Office / Sales Office

Non-Agency Mode
Please select a value

Year Built or Reconstructed as New *
2018

Secondary Mode(s)

Begin typing to select modes

SqFt *
111

Private Mode
Shared With Non-Public Mode: Airport, Private Bus Transit

Transit Agency Capital Responsibility (%) *
3.0

Notes

Condition Assessment

Condition Assessment *
NA

Est. Date of Condition Assessment
mm/dd/yyyy

Address

Section of Larger Facility?

Street

Please provide Address OR Lat/Long

Lat *
60.0000000

City

Long *
-60.0000000

60.0000000 and -60.0000000

State
Please select a value

Zip

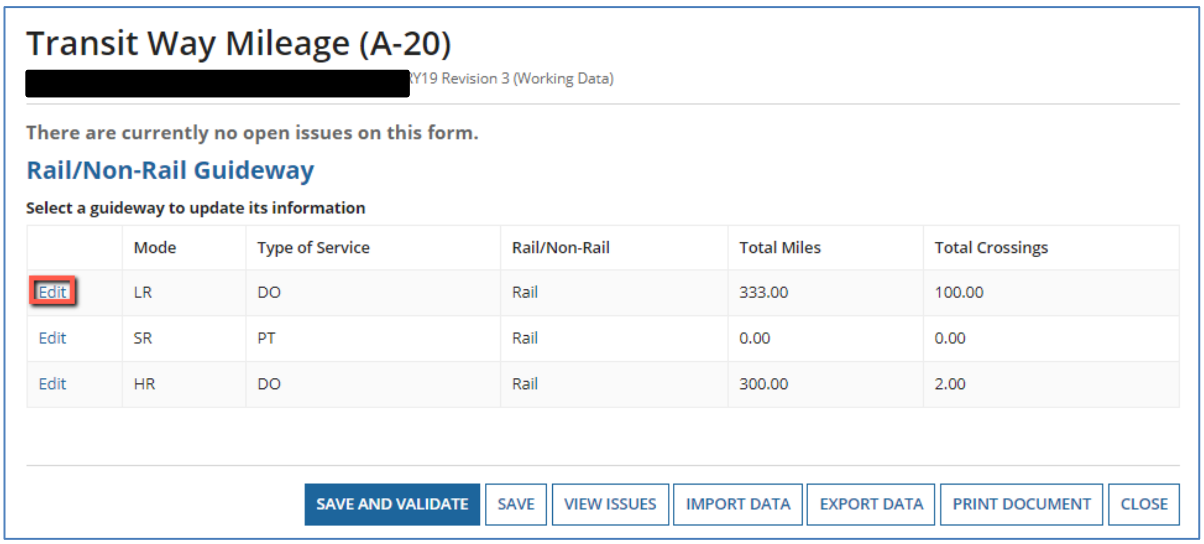
SAVE AND VALIDATE | SAVE | VIEW ISSUES | IMPORT DATA | EXPORT DATA | PRINT DOCUMENT | CLOSE

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.


Transit Way Mileage (A-20)

[redacted]Y19 Revision 3 (Working Data)

There are currently no open issues on this form.

Rail/Non-Rail Guideway

Select a guideway to update its information

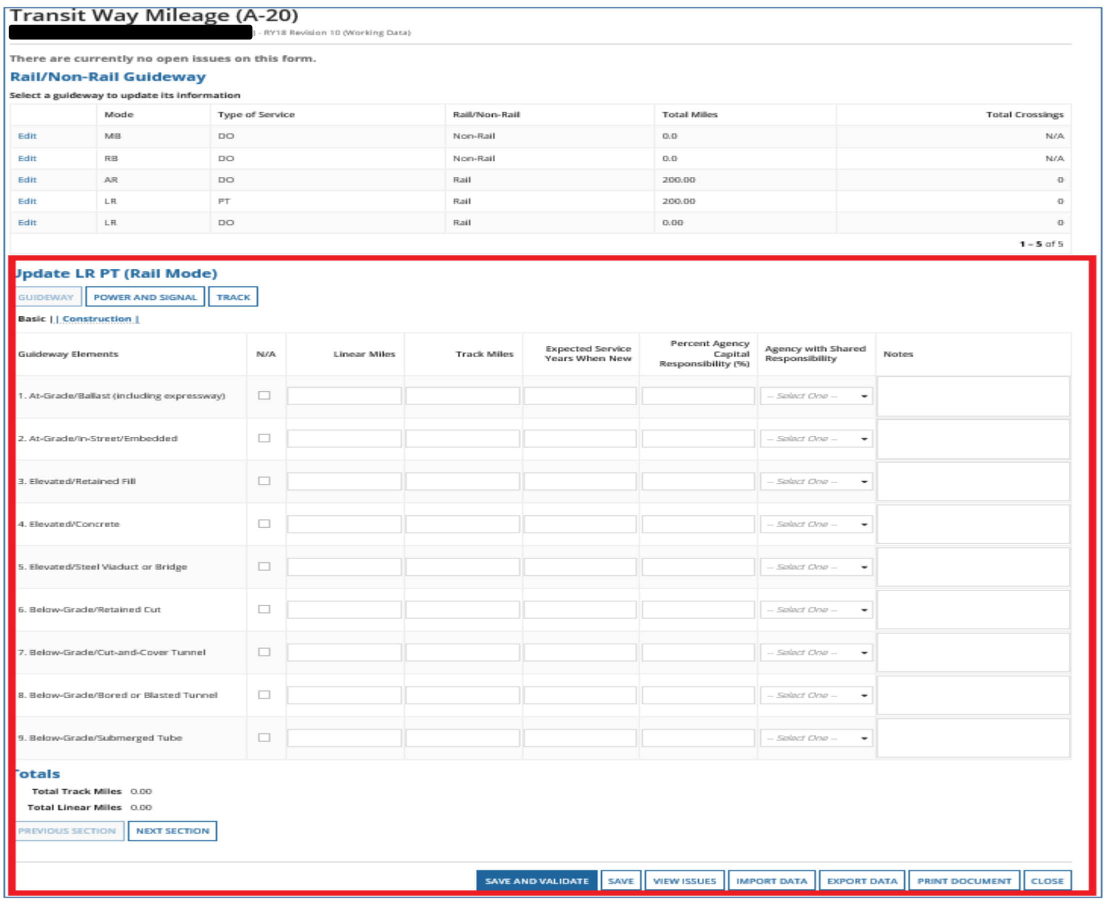
	Mode	Type of Service	Rail/Non-Rail	Total Miles	Total Crossings
Edit	LR	DO	Rail	333.00	100.00
Edit	SR	PT	Rail	0.00	0.00
Edit	HR	DO	Rail	300.00	2.00

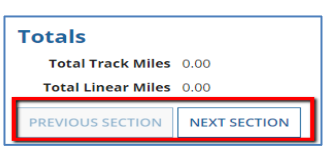
SAVE AND VALIDATE | SAVE | VIEW ISSUES | IMPORT DATA | EXPORT DATA | PRINT DOCUMENT | CLOSE

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.





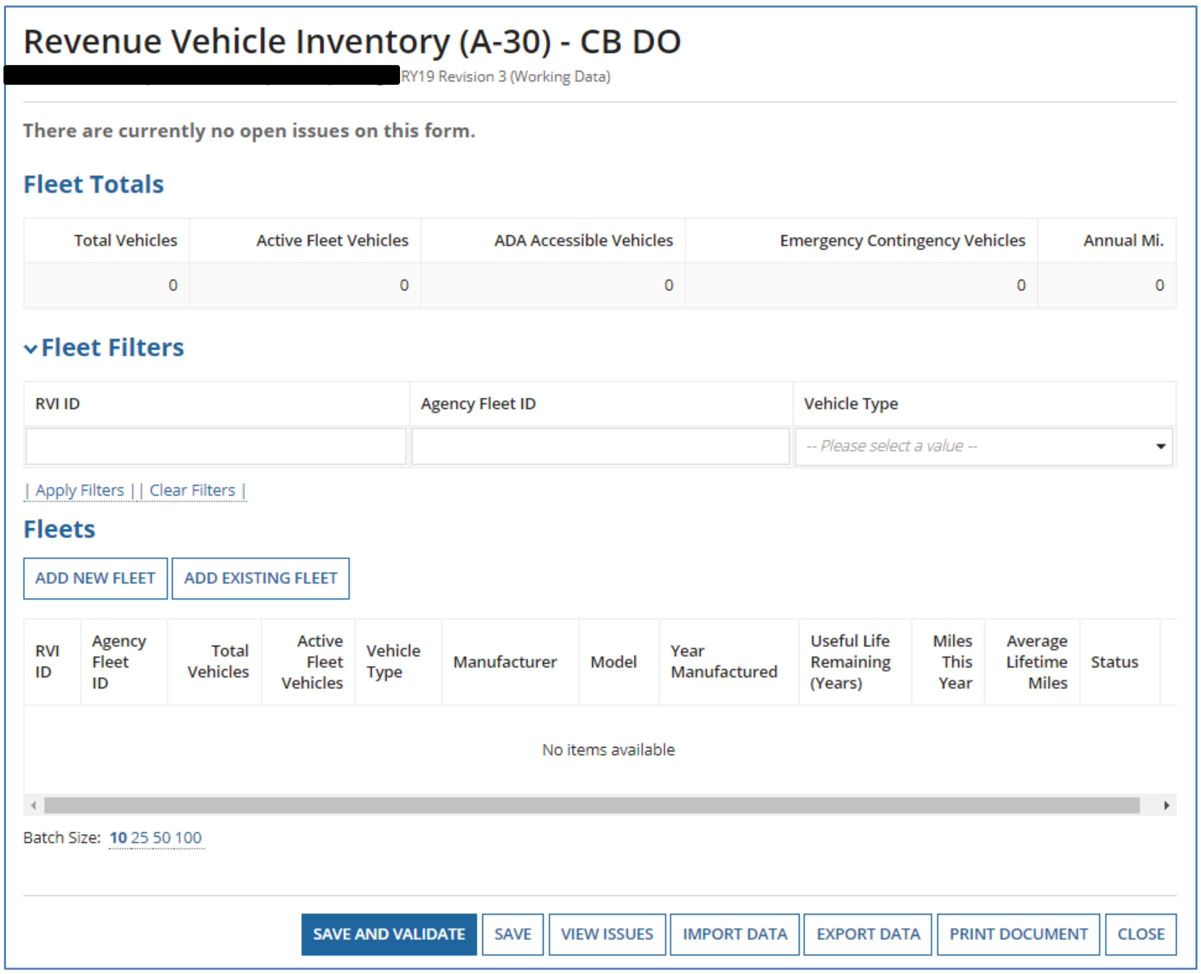
8.4 A-30: Revenue Vehicle Inventory Form

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.



Revenue Vehicle Inventory (A-30) - CB DO

[redacted] RY19 Revision 3 (Working Data)

There are currently no open issues on this form.

Fleet Totals

Total Vehicles	Active Fleet Vehicles	ADA Accessible Vehicles	Emergency Contingency Vehicles	Annual Mi.
0	0	0	0	0

Fleet Filters

RVI ID	Agency Fleet ID	Vehicle Type
		-- Please select a value --

| Apply Filters | | Clear Filters |

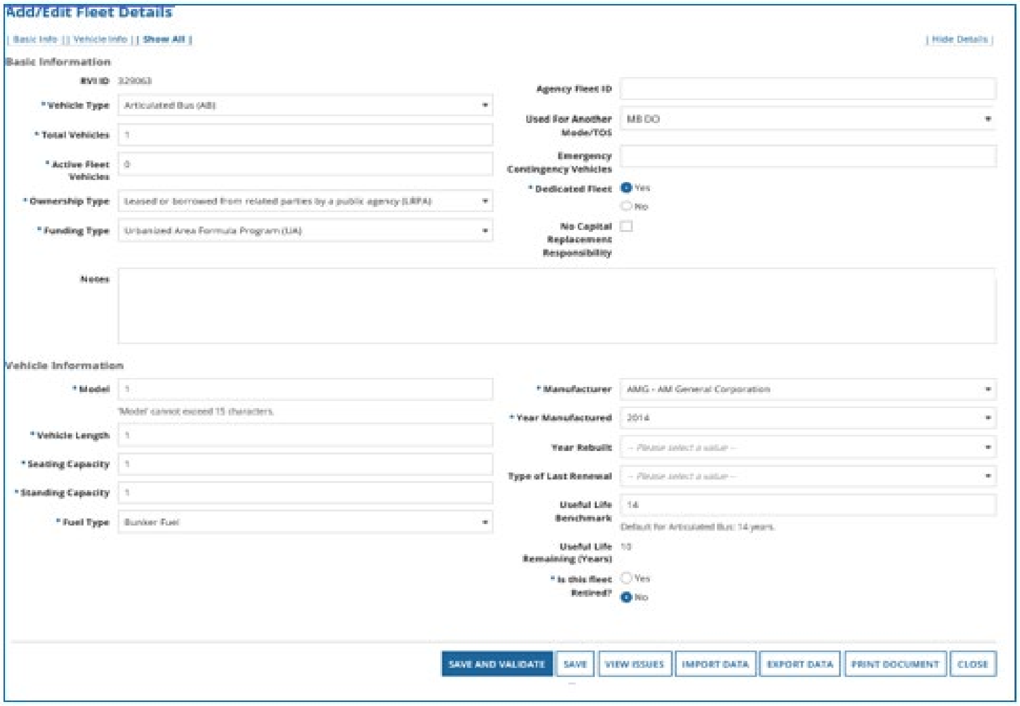
Fleets

ADD NEW FLEET | ADD EXISTING FLEET

RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Manufacturer	Model	Year Manufactured	Useful Life Remaining (Years)	Miles This Year	Average Lifetime Miles	Status
No items available											

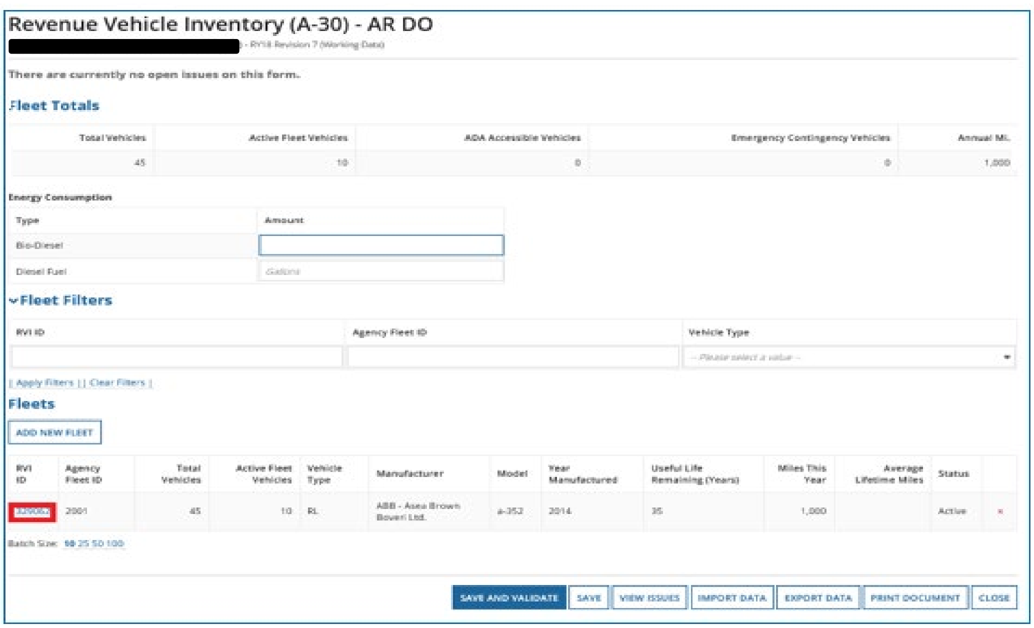
Batch Size: 10 25 50 100

SAVE AND VALIDATE | SAVE | VIEW ISSUES | IMPORT DATA | EXPORT DATA | PRINT DOCUMENT | CLOSE



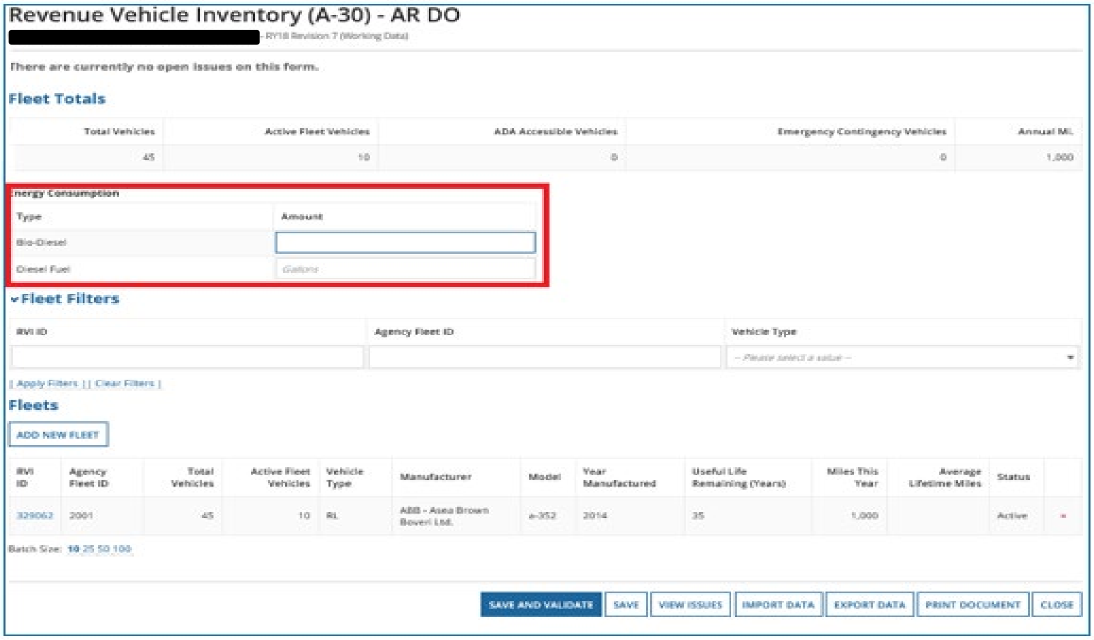
To edit an existing fleet:

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.



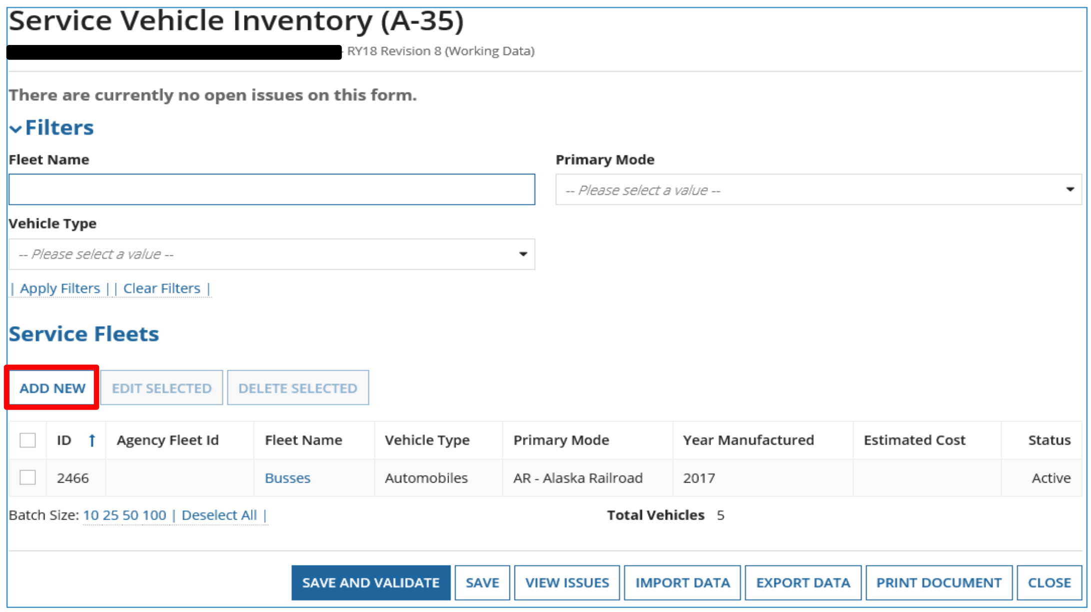
8.5 A-35: Service Vehicle Inventory Form

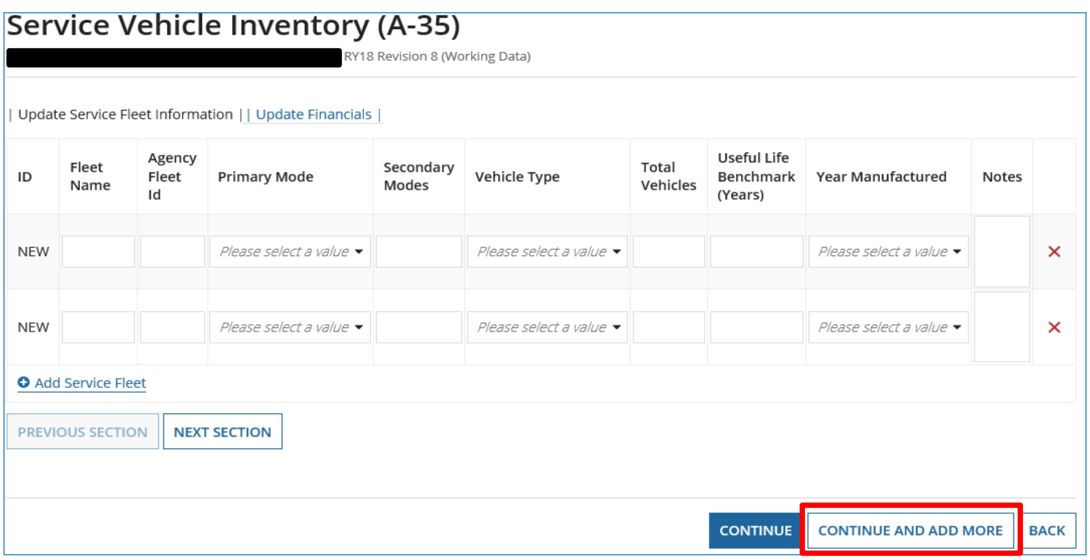
Agencies report detailed service fleet inventory information on the **A-35** form.

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

To add one or more **Service Fleets**:

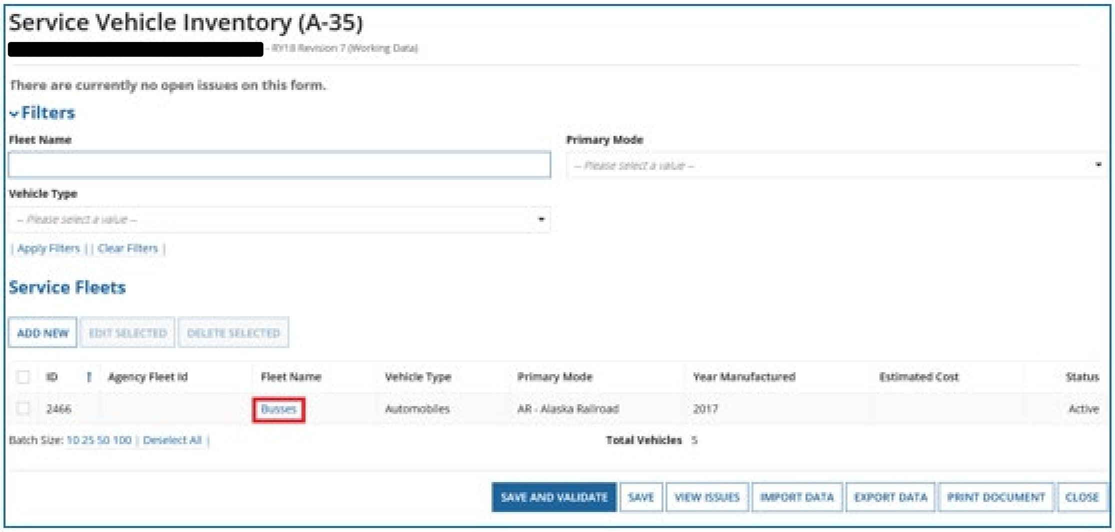
1. Select the **ADD NEW** button.
2. On the bulk add/edit page, select the **ADD SERVICE FLEET** button and enter the required data.
3. To navigate between data entry sections, use the **PREVIOUS** and **NEXT** buttons or select the target tab.
4. To add more than 30 fleets at a time enter the 30 fleets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

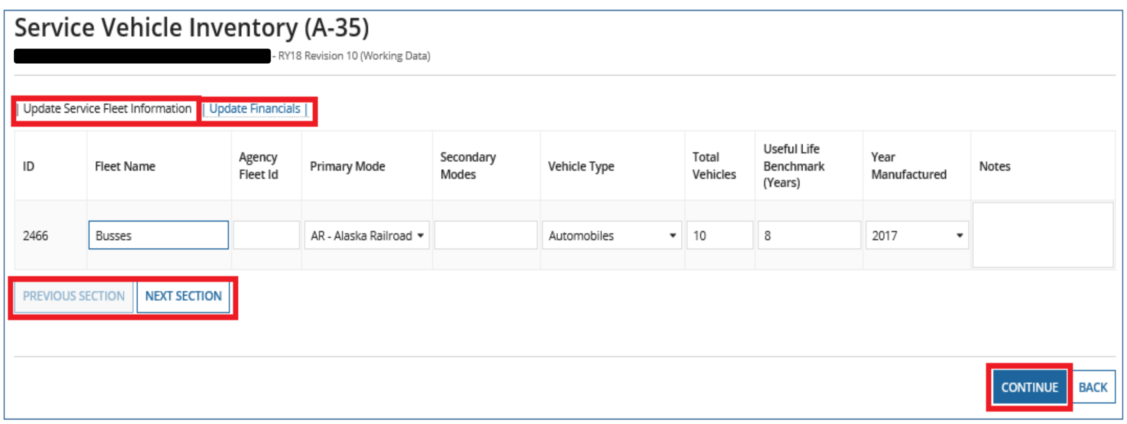




To edit a single fleet:

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.

Transit Asset Management Performance Measure Targets (A-90)

[redacted] (Full Reporter: Operating) - RY18 Revision 8 (Working Data)

There are currently no open issues on this form.

1) Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark

Performance Measure	2018 Target (%)	2018 Performance (%)	2018 Difference	2019 Target (%)	N/A
AB - Articulated Bus		100.00			☐
AO - Automobile					☐
BR - Over-the-road Bus					☐
BU - Bus		0.00			☐
CU - Cutaway					☐
DB - Double Decker Bus		0.00			☐
LR - Light Rail Vehicle					☐
MV - Minivan					☐
OR - Other					☐
RL - Commuter Rail Locomotive					☐
RP - Commuter Rail Passenger Coach					☐
SB - School Bus					☐
SR - Streetcar Rail					☐
VN - Van					☐
VT - Vintage Trolley					☐

2) Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark

Performance Measure	2018 Target (%)	2018 Performance (%)	2018 Difference	2019 Target (%)	N/A
Automobiles		0.00			☐
Trucks and other Rubber Tire Vehicles					☐
Steel Wheel Vehicles					☐

3) Facility - Percent of facilities rated below 3 on the condition scale

Performance Measure	2018 Target (%)	2018 Performance (%)	2018 Difference	2019 Target (%)	N/A
Passenger / Parking Facilities		100.00			☐
Administrative / Maintenance Facilities		100.00			☐

4) Infrastructure - Percent of track segments with performance restrictions

Performance Measure	2018 Target (%)	2018 Performance (%)	2018 Difference	2019 Target (%)	N/A
AR - Alaska Railroad		0.20			☐
LR - Light Rail		75.00			☐

Narrative Report

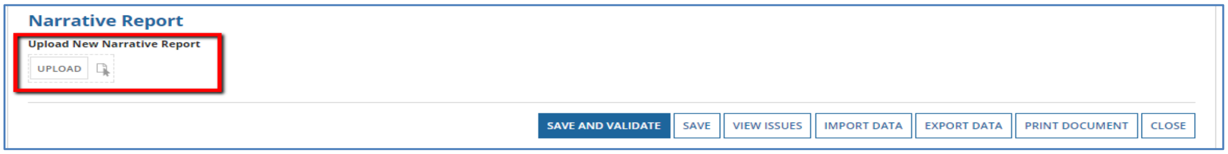
Upload New Narrative Report

UPLOAD *Drop file here*

SAVE AND VALIDATE | SAVE | VIEW ISSUES | IMPORT DATA | EXPORT DATA | PRINT DOCUMENT | CLOSE

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.

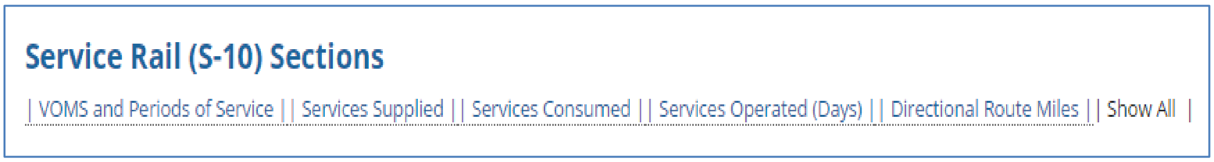
One **Service Non-Rail (S-10) DT** form is completed for the Mode "DT" operated during the Report Year:

- 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)



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:

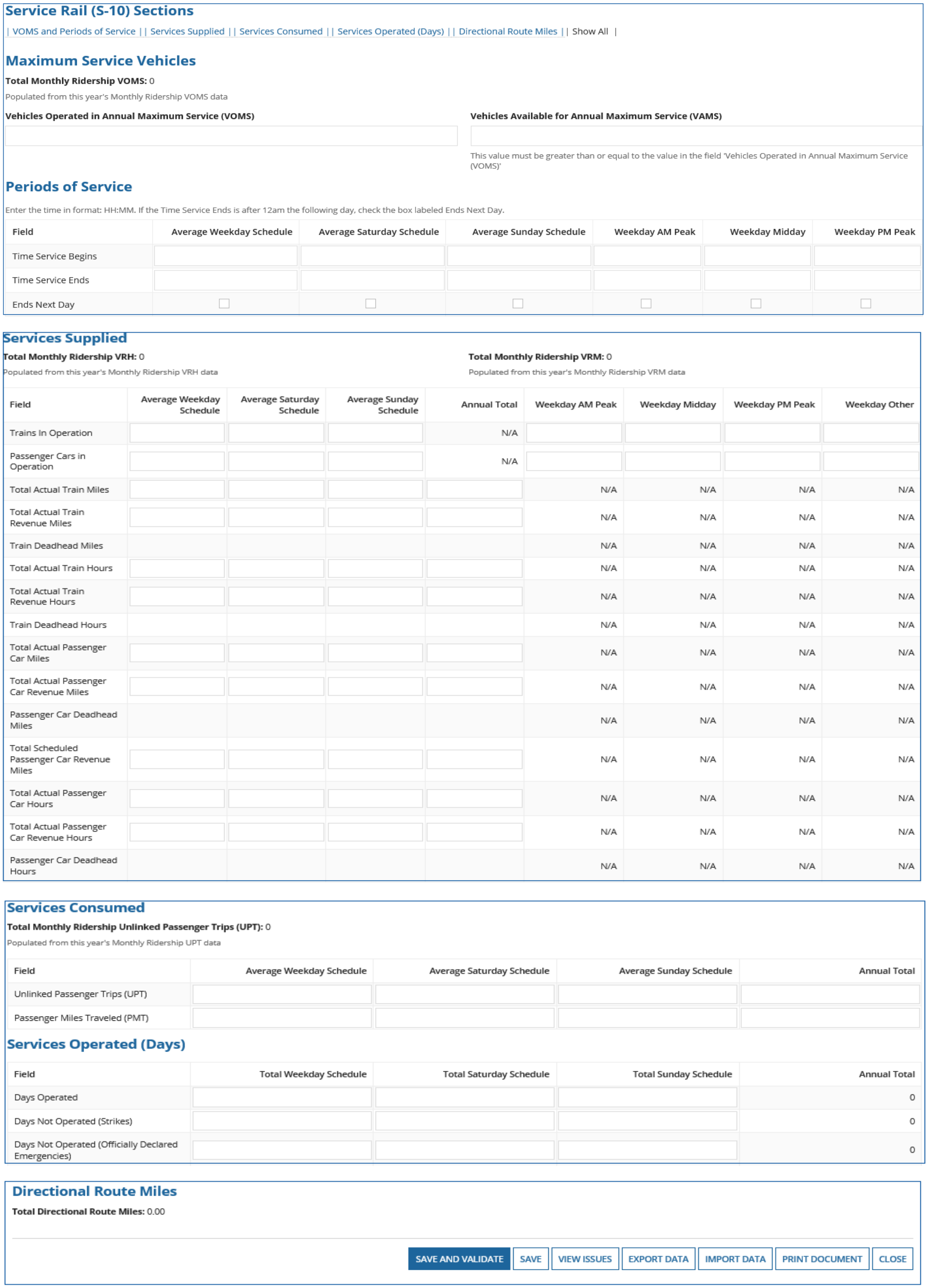
- CB
- FB
- MB
- RB
- TB
- TR

The section "Directional Route Miles" is NOT available for the following **Service Non-Rail** modes:

- DR
- DT
- JT
- PB
- VP

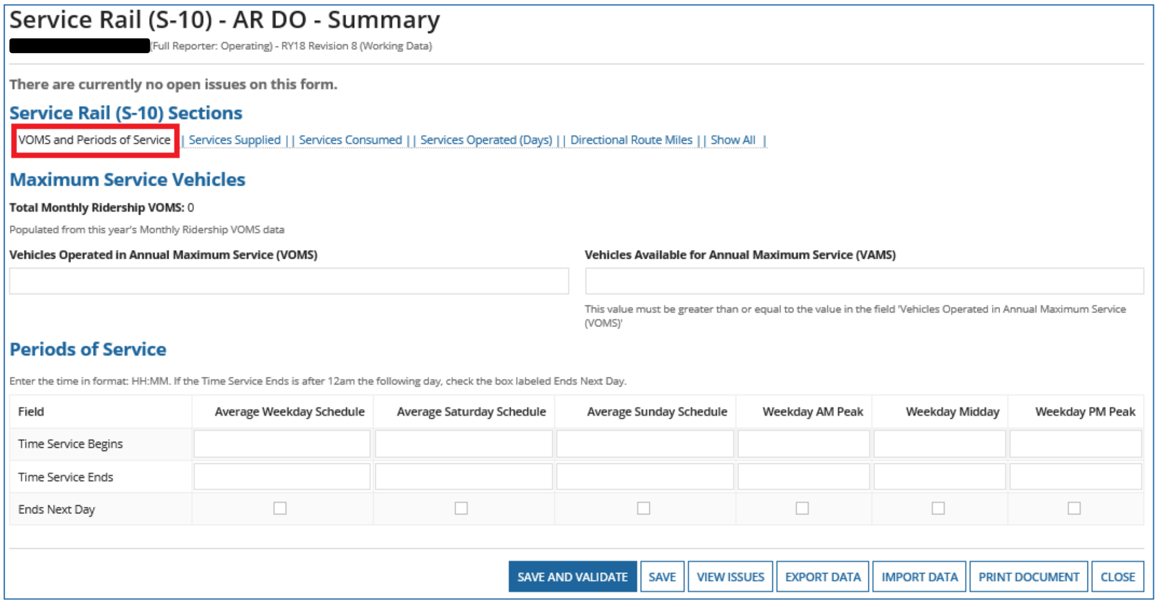
1. If you do not want to edit the form in the "**Show All**" view, select the section/tab pertaining to the information you want to update.
    a. The data fields displayed are editable.
    b. A list of required fields that are empty or invalid may be displayed at both the top and bottom of the form.
    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)



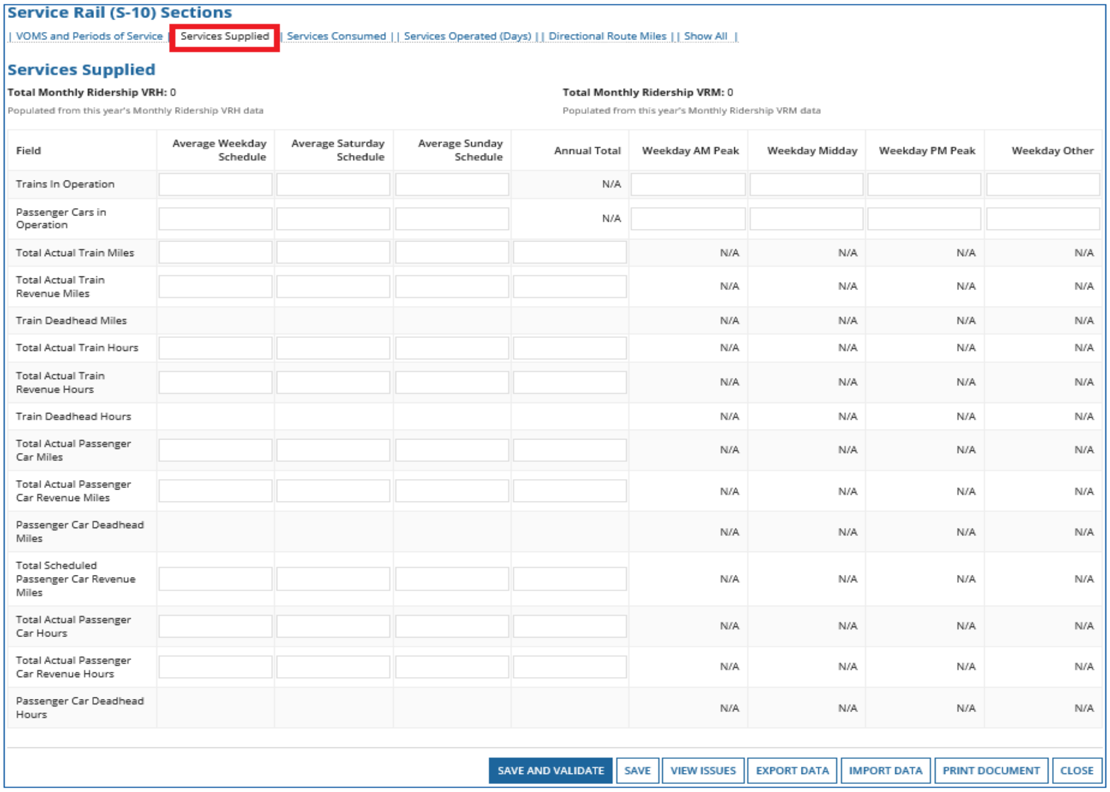
9.1.2 Service Supplied: VOMS and Periods of Service tab (S-10)

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.



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.


Service Rail (S-10) Sections

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

Services Supplied

Total Monthly Ridership VRH: 0
Populated from this year's Monthly Ridership VRH data

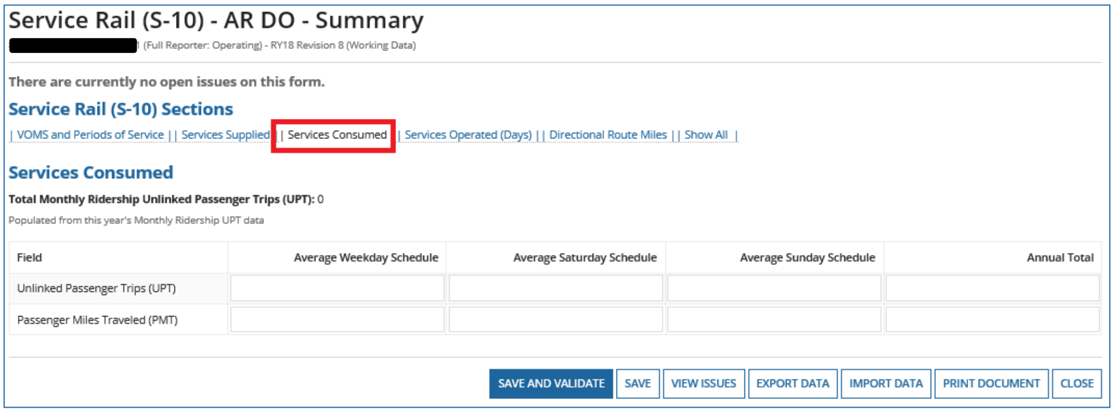
Total Monthly Ridership VRM: 0
Populated from this year's Monthly Ridership VRM data

Field	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Annual Total	Weekday AM Peak	Weekday Midday	Weekday PM Peak	Weekday Other
Trains In Operation				N/A				
Passenger Cars in Operation				N/A				
Total Actual Train Miles					N/A	N/A	N/A	N/A
Total Actual Train Revenue Miles					N/A	N/A	N/A	N/A
Train Deadhead Miles					N/A	N/A	N/A	N/A
Total Actual Train Hours					N/A	N/A	N/A	N/A
Total Actual Train Revenue Hours					N/A	N/A	N/A	N/A
Train Deadhead Hours					N/A	N/A	N/A	N/A
Total Actual Passenger Car Miles					N/A	N/A	N/A	N/A
Total Actual Passenger Car Revenue Miles					N/A	N/A	N/A	N/A
Passenger Car Deadhead Miles					N/A	N/A	N/A	N/A
Total Scheduled Passenger Car Revenue Miles					N/A	N/A	N/A	N/A
Total Actual Passenger Car Hours					N/A	N/A	N/A	N/A
Total Actual Passenger Car Revenue Hours					N/A	N/A	N/A	N/A
Passenger Car Deadhead Hours					N/A	N/A	N/A	N/A

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.



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

[redacted] (Full Reporter: Operating) - RY18 Revision 8 (Working Data)

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 |

Services Consumed

Total Monthly Ridership Unlinked Passenger Trips (UPT): 0

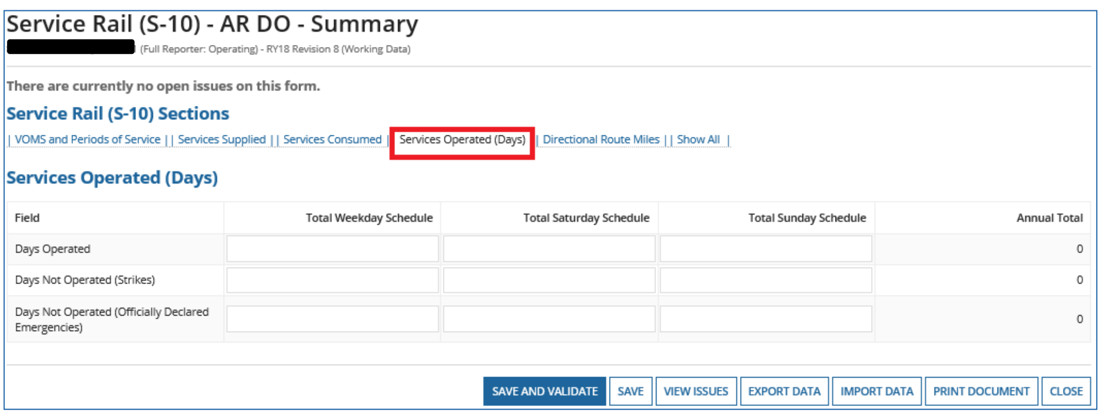
Populated from this year's Monthly Ridership UPT data

Field	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Annual Total
Unlinked Passenger Trips (UPT)				
Passenger Miles Traveled (PMT)				

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

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.



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

[redacted] (Full Reporter: Operating) - RY18 Revision 8 (Working Data)

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 |

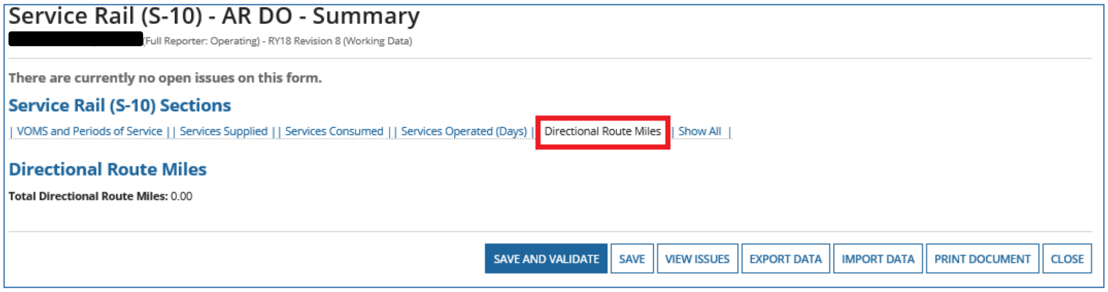
Services Operated (Days)

Field	Total Weekday Schedule	Total Saturday Schedule	Total Sunday Schedule	Annual Total
Days Operated				0
Days Not Operated (Strikes)				0
Days Not Operated (Officially Declared Emergencies)				0

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

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

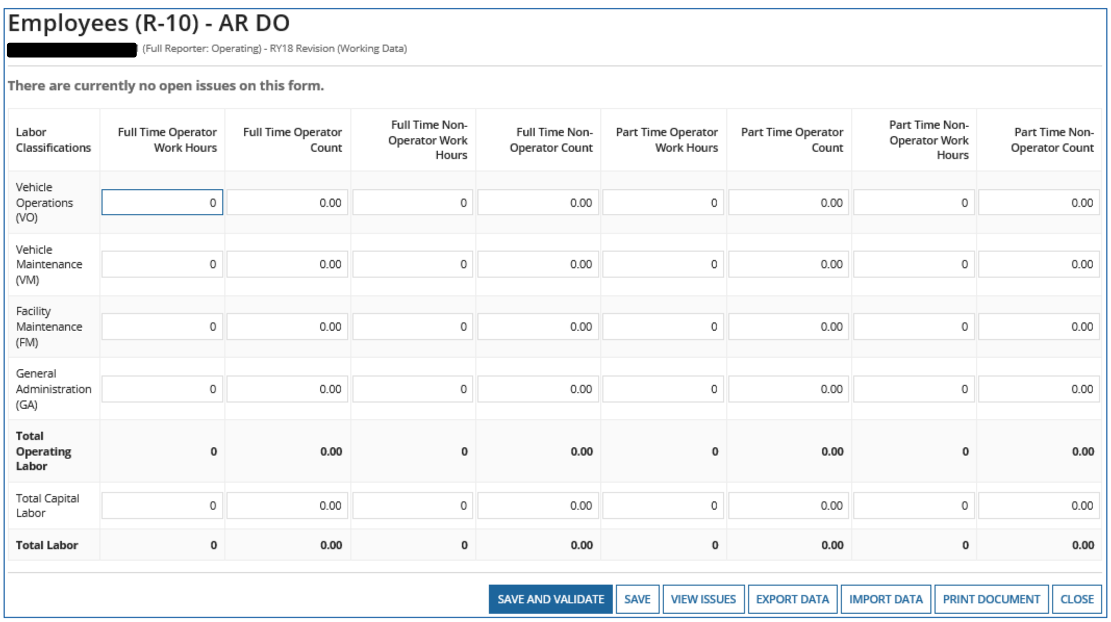
10.1 R-10: Employees Form

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.



Employees (R-10) - AR DO

[redacted] (Full Reporter: Operating) - RY18 Revision (Working Data)

There are currently no open issues on this form.

Labor Classifications	Full Time Operator Work Hours	Full Time Operator Count	Full Time Non-Operator Work Hours	Full Time Non-Operator Count	Part Time Operator Work Hours	Part Time Operator Count	Part Time Non-Operator Work Hours	Part Time Non-Operator Count
Vehicle Operations (VO)	0	0.00	0	0.00	0	0.00	0	0.00
Vehicle Maintenance (VM)	0	0.00	0	0.00	0	0.00	0	0.00
Facility Maintenance (FM)	0	0.00	0	0.00	0	0.00	0	0.00
General Administration (GA)	0	0.00	0	0.00	0	0.00	0	0.00
Total Operating Labor	**0**	**0.00**	**0**	**0.00**	**0**	**0.00**	**0**	**0.00**
Total Capital Labor	0	0.00	0	0.00	0	0.00	0	0.00
Total Labor	**0**	**0.00**	**0**	**0.00**	**0**	**0.00**	**0**	**0.00**

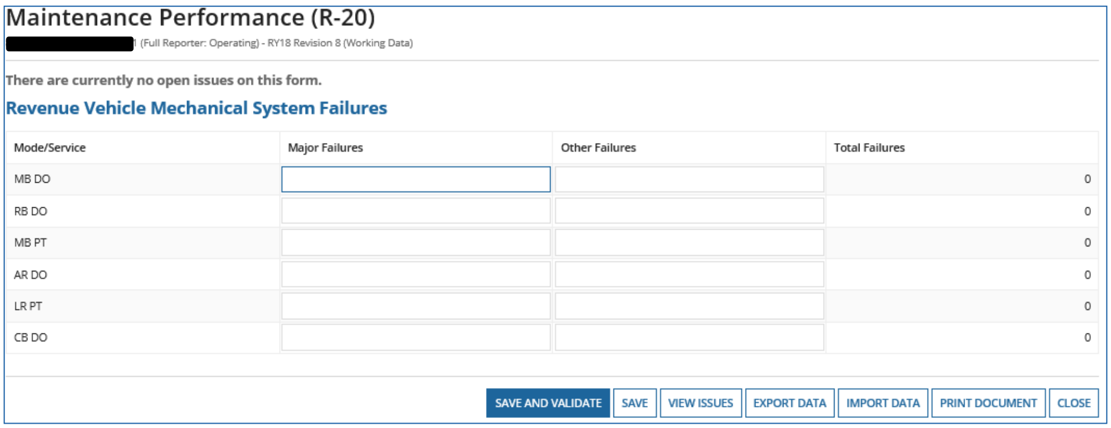
SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

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)

[redacted] (Full Reporter: Operating) - RY18 Revision 8 (Working Data)

There are currently no open issues on this form.

Revenue Vehicle Mechanical System Failures

Mode/Service	Major Failures	Other Failures	Total Failures
MB DO			0
RB DO			0
MB PT			0
AR DO			0
LR PT			0
CB DO			0

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

11 Annual Forms: Reduced Reporting

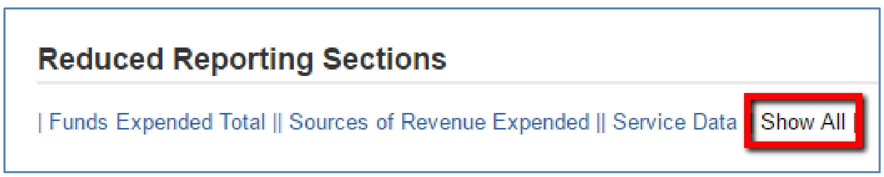
11.1 RR-20: Reduced Reporting Form

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 3: Reporter Type Tab Access

Reporter Type	Funds Expended Total	Sources of Revenue Expended	Service Data
Small Systems	X	X	X
Rural General Public Transit (RGPT)	X	X	X
Intercity Bus		X	X
Urban/Tribal Sub-recipient		X	

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

[redacted] (Small Systems Reporter) - RY18 Revision 2 (Working Data)

There are currently 51 open issues on this form.

Reduced Reporting Sections

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

Total Funds Expended

Operations $0 **Capital** $0

Funds Expended

Mode and Type of Service

Mode	Funds Expended On Operations	Funds Expended On Capital
DR PT		
HR PT		
CB DO	0	
Total	$0	$0

Fare Revenue

Mode	Revenues	Funds Expended On Operations	Funds Expended On Capital
DR PT	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	$0	$0
HR PT	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	$0	$0
CB DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	$0	$0
	Total	$0	$0

Other Directly Generated Funds

Funds Expended On Operations **Funds Expended On Capital**

Revenues Accrued Through a PT Agreement

Agreement Type	Funds Expended On Operations	Funds Expended On Capital
With an NTD Reporting Agency		
With an non-NTD Reporting Agency		

Non-Federal Funds

Funding Sources	Funds Expended on Operations	Funds Expended on Capital
Local Funds		
State Funds		
Other Funds		
Total	$0	$0

Federal Funds

	Federal Funding Source
☐	FTA Metropolitan Planning (§5303)
☐	FTA Urbanized Area Formula Program (§5307)
☐	FTA Clean Fuels Program (§5308)
☐	FTA Capital Investment Grants (§5309)
☐	FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)
☐	FTA Formula Grants for Rural Areas (§5311)
☐	FTA Job Access and Reverse Commute Formula Program (§5316)
☐	FTA New Freedom Program (§5317)
☐	FTA Transit in Parks (§5320)
☐	FTA State of Good Repair Program (§5337)
☐	FTA Bus and Bus Facilities (§5339)
☐	ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds
☐	Other FTA Funds
☐	Funds Received from Other USDOT Grant Programs
☐	ARRA TIGER Multimodal Discretionary Program
☐	Other Federal Funds

Funding Sources	Funds Expended on Operations	Funds Expended on Capital
Total	$0	$0

Annual Service Data *

Mode Service	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services UPT
DR PT					
HR PT					N/A
CB DO					N/A
Total	0	0	0	0	0

Safety Data

Reportable Incidents *

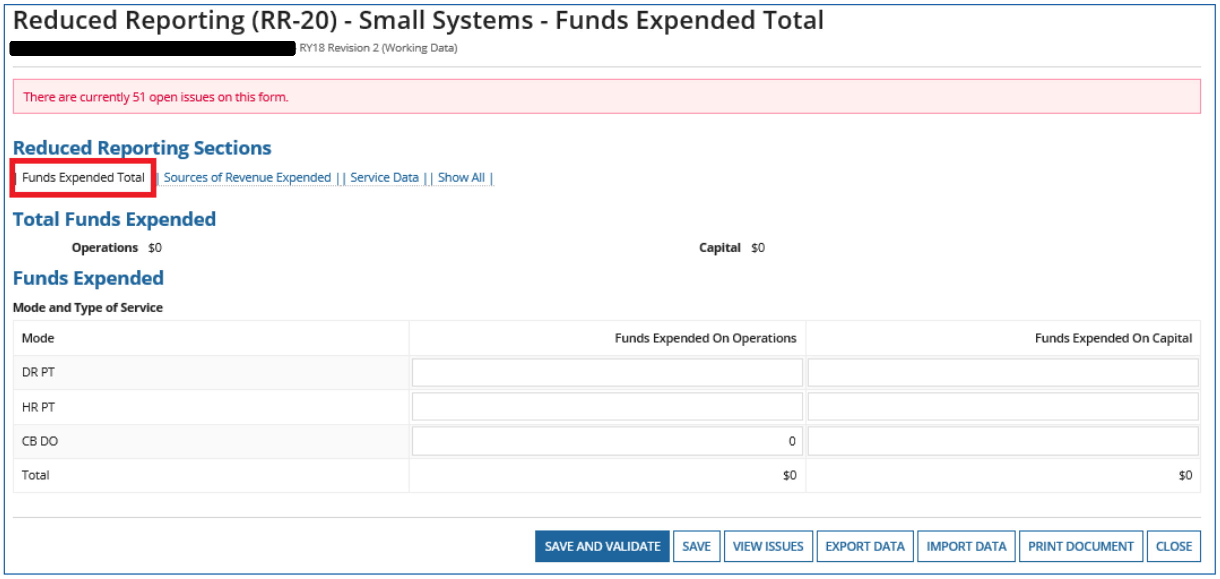
Fatalities *

Injuries *

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

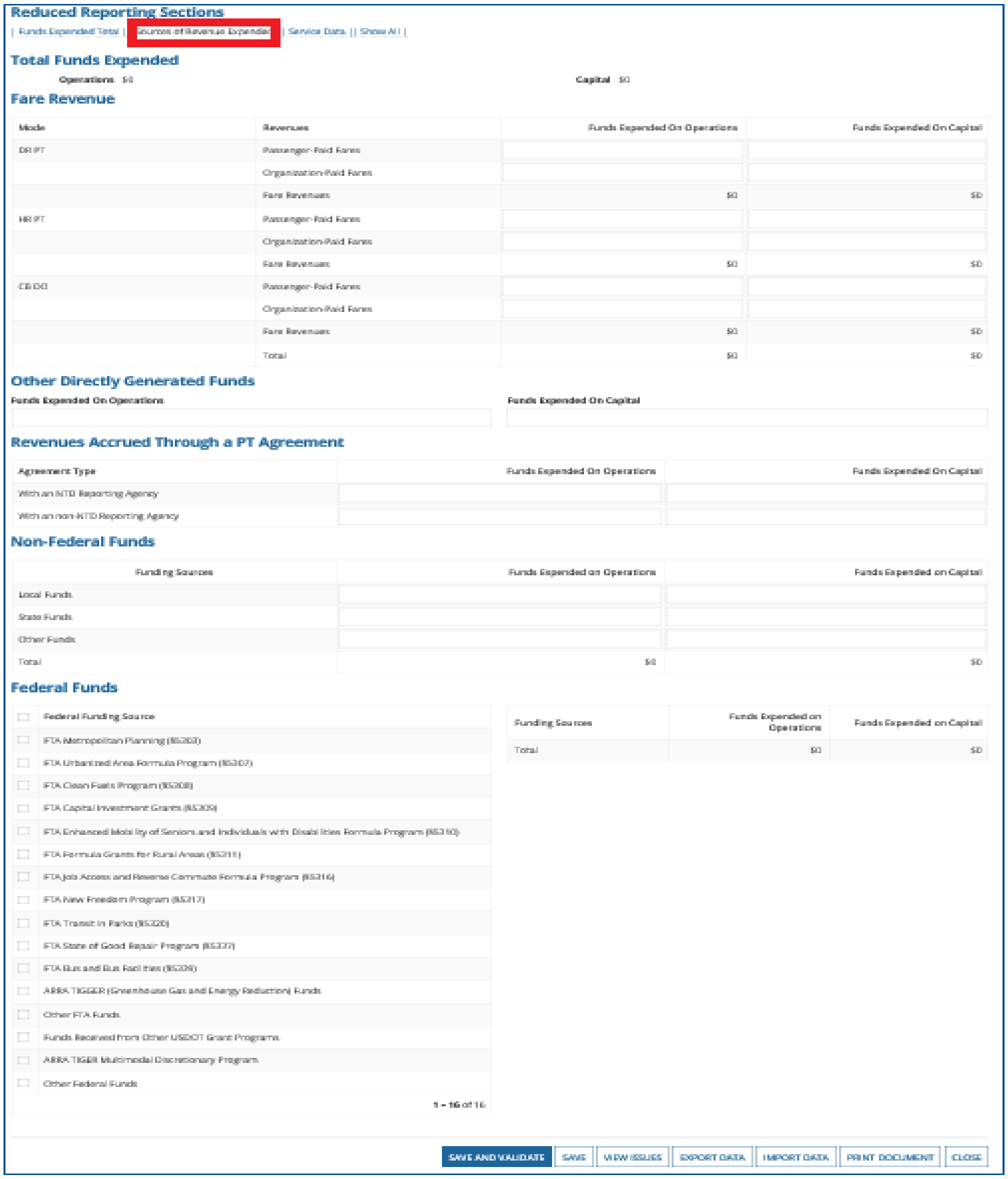
11.1.2 Reduced Reporting: Funds Expended Total tab (RR-20)

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.



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.

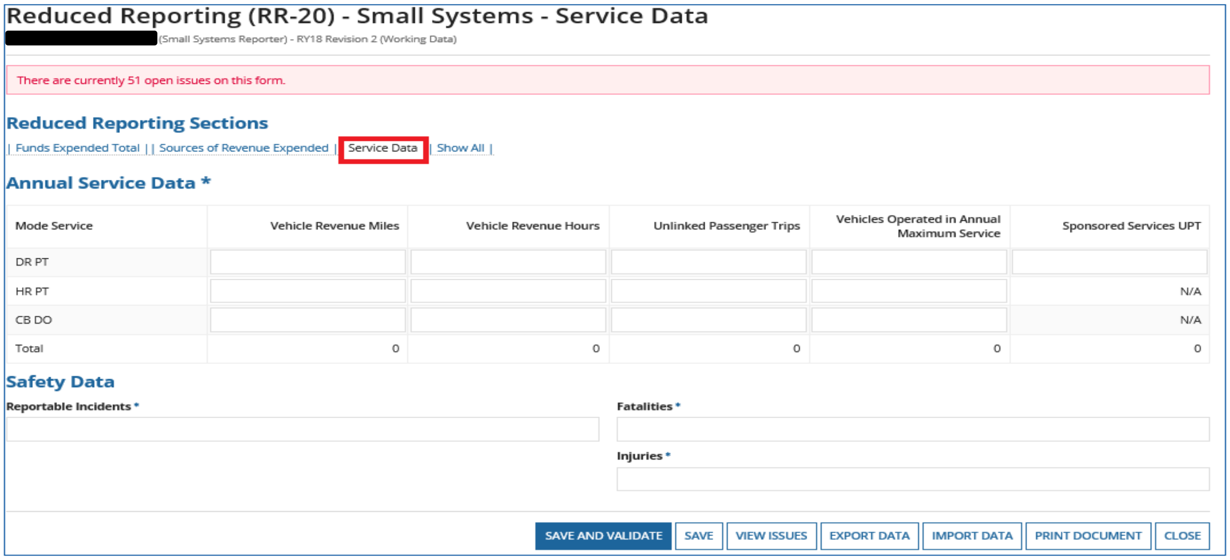


*Note: You will not see the **Federal Funding Source grid** (shown on the left of the page) if your Reporter Type is:*

- 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

[redacted] (Small Systems Reporter) - RY18 Revision 2 (Working 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 *

Mode Service	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services UPT
DR PT					
HR PT					N/A
CB DO					N/A
Total	0	0	0	0	0

Safety Data

Reportable Incidents *

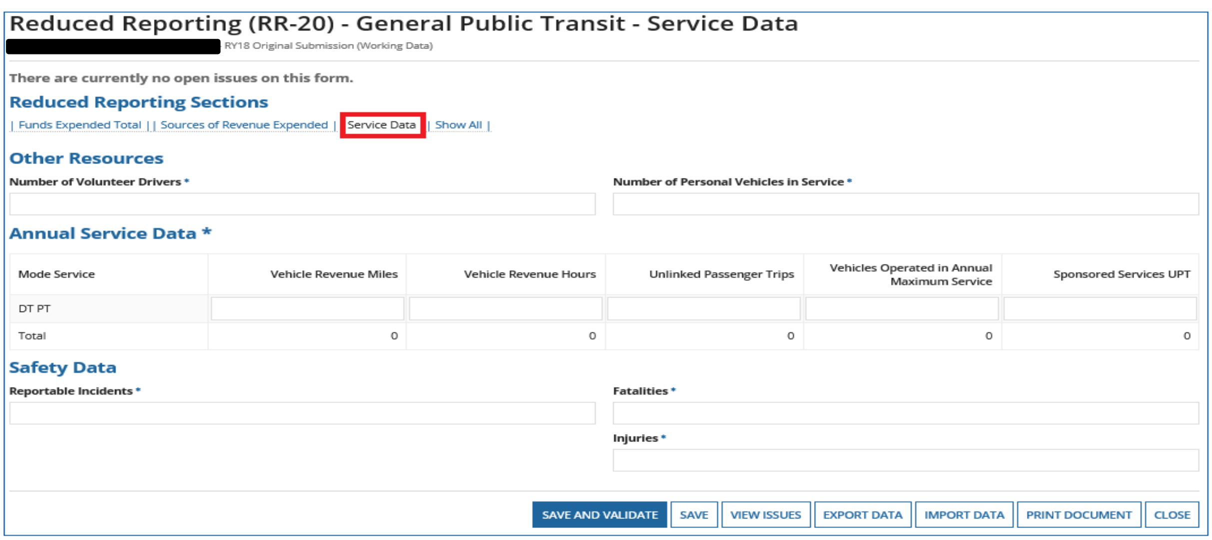
Fatalities *

Injuries *

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

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

[redacted] RY18 Original Submission (Working 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

Number of Volunteer Drivers *

Number of Personal Vehicles in Service *

Annual Service Data *

Mode Service	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services UPT
DT PT					
Total	0	0	0	0	0

Safety Data

Reportable Incidents *

Fatalities *

Injuries *

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

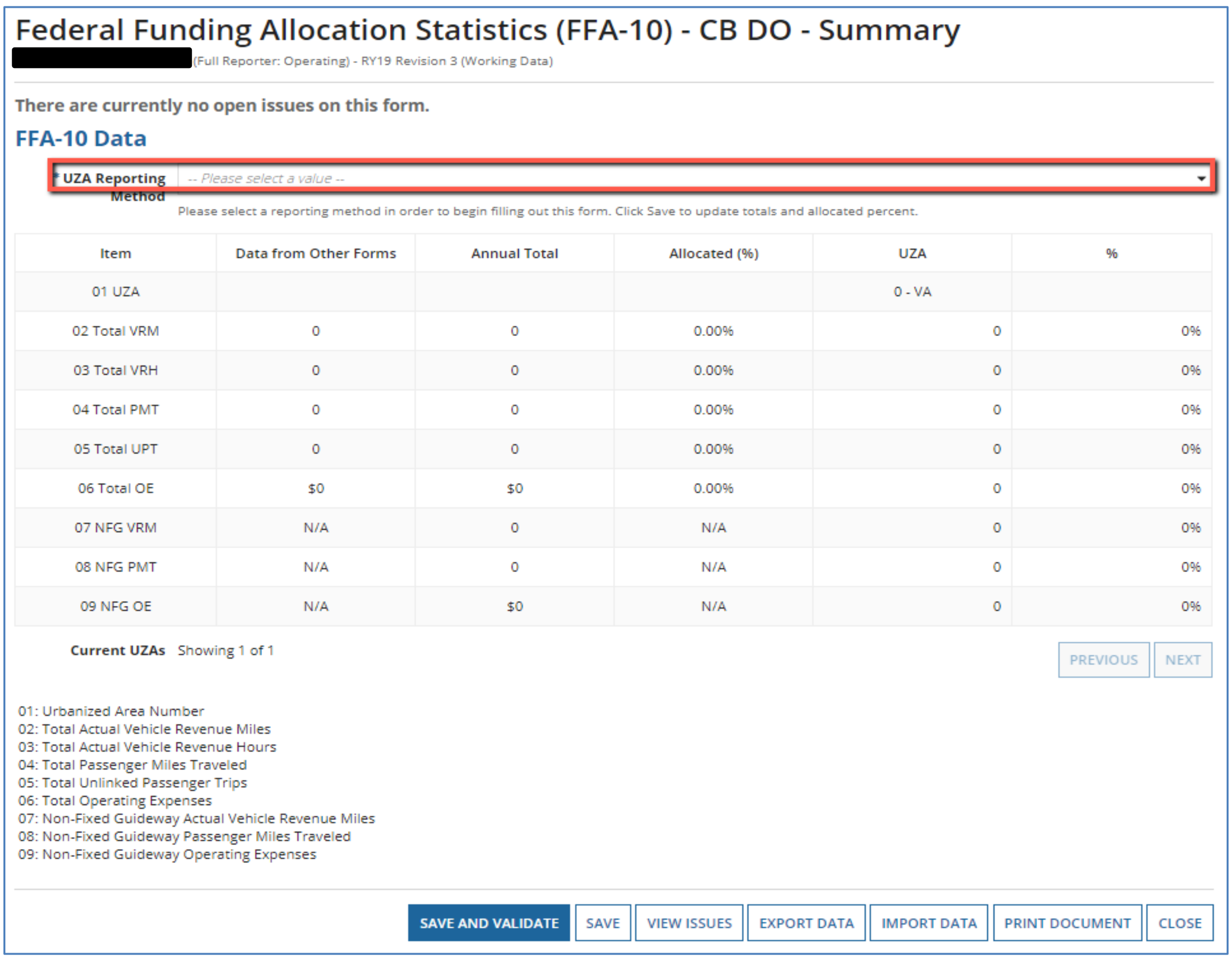
12 Annual Forms: Federal Funding Allocation Information

12.1 FFA-10: Federal Funding Allocation Statistics Form

The **FFA-10 f**orm 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.



Federal Funding Allocation Statistics (FFA-10) - CB DO - Summary

[redacted] (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

There are currently no open issues on this form.

FFA-10 Data

* UZA Reporting Method: -- Please select a value --

Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.

Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%
01 UZA				0 - VA	
02 Total VRM	0	0	0.00%	0	0%
03 Total VRH	0	0	0.00%	0	0%
04 Total PMT	0	0	0.00%	0	0%
05 Total UPT	0	0	0.00%	0	0%
06 Total OE	$0	$0	0.00%	0	0%
07 NFG VRM	N/A	0	N/A	0	0%
08 NFG PMT	N/A	0	N/A	0	0%
09 NFG OE	N/A	$0	N/A	0	0%

Current UZAs Showing 1 of 1

PREVIOUS NEXT

01: Urbanized Area Number
02: Total Actual Vehicle Revenue Miles
03: Total Actual Vehicle Revenue Hours
04: Total Passenger Miles Traveled
05: Total Unlinked Passenger Trips
06: Total Operating Expenses
07: Non-Fixed Guideway Actual Vehicle Revenue Miles
08: Non-Fixed Guideway Passenger Miles Traveled
09: Non-Fixed Guideway Operating Expenses

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

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.

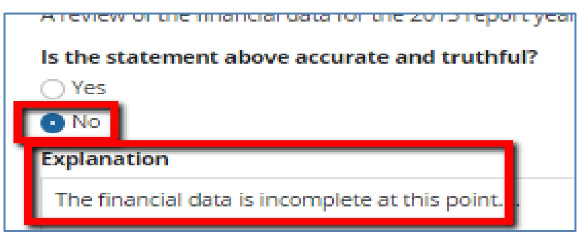
Note: Depending on your Reporter Type, you may not have access to one or more tabs as shown in Table 4: Reporter Type Tab Access. The following Reporter Types do not complete the D-10 form: Building, Planning, RGPTs, Intercity Bus, Reduced Asset and Urban/Tribal Sub-recipient.

Table 4: Reporter Type Tab Access

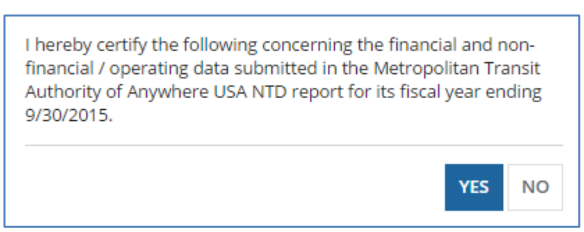
Reporter Type	Overall Accuracy	Federal Funding Allocation Data	Financial Data Review	Federal Funding Allocation Review	Passenger Miles Data	Unlinked Passenger Trip Data
Full Reporter	X	X	X	X*	X	X
Reduced Reporter	X		X			X
Separate Service	X	X	X	X*	X	X

**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.

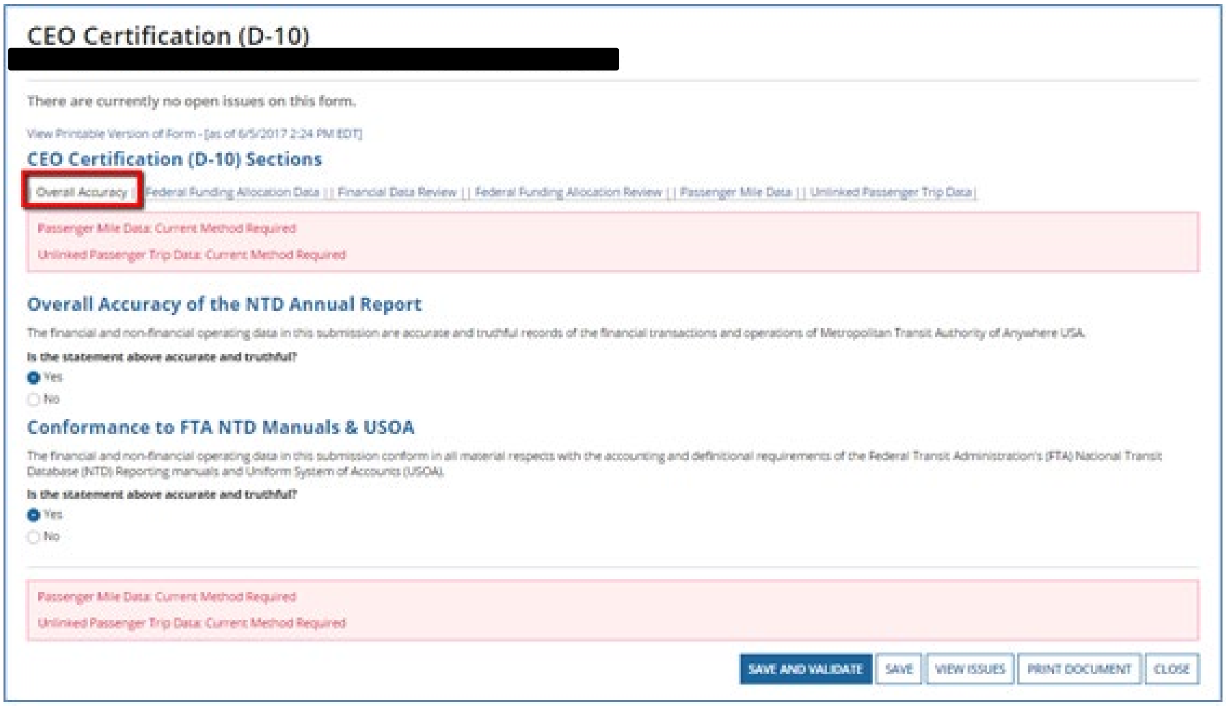


2. At any time, you may select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
    a. Note: When you save the **D-10 data**, you will be prompted to certify that the data is accurate.



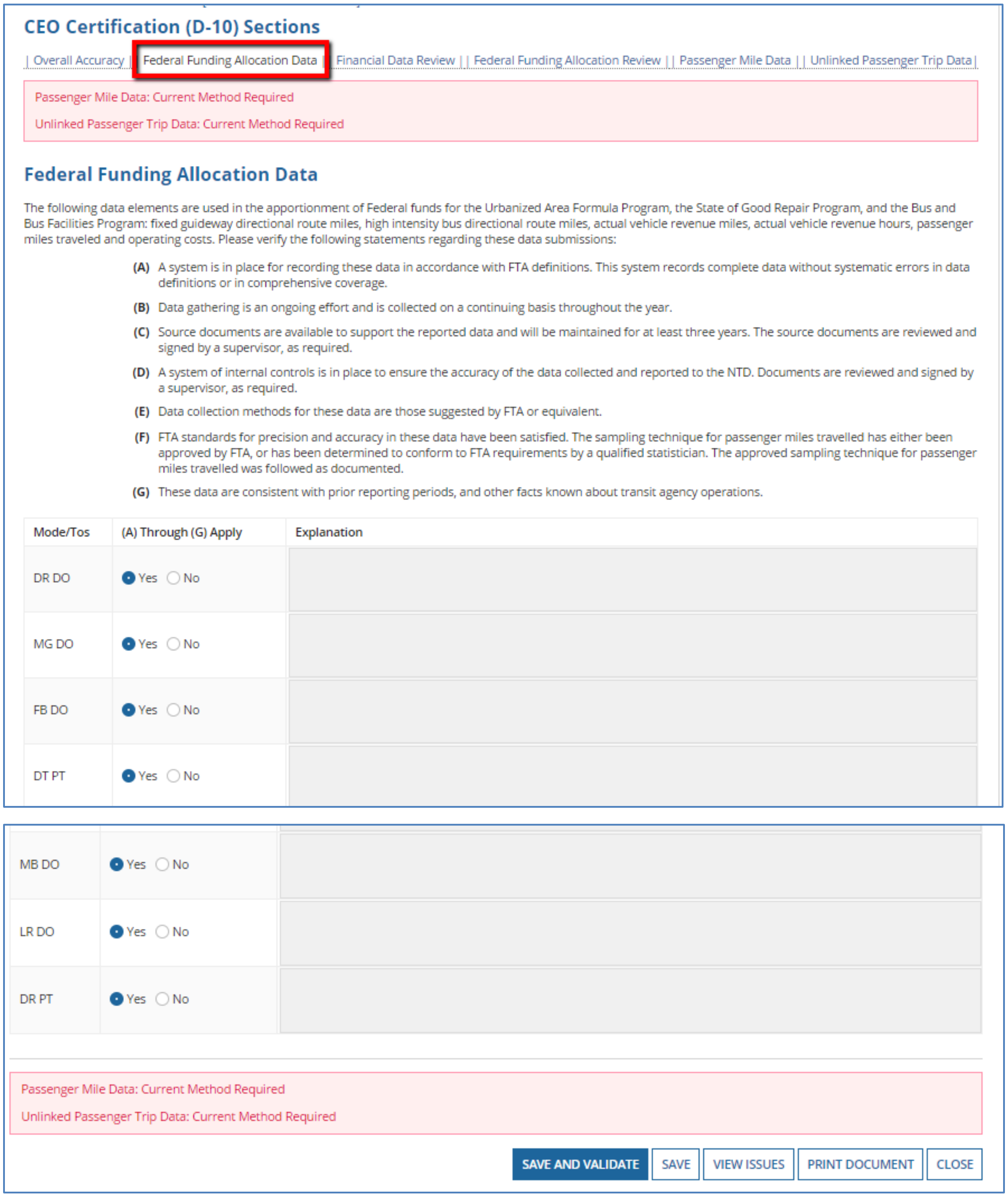
13.1.1 CEO Certification: Overal Accuracy tab (D-10)

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.



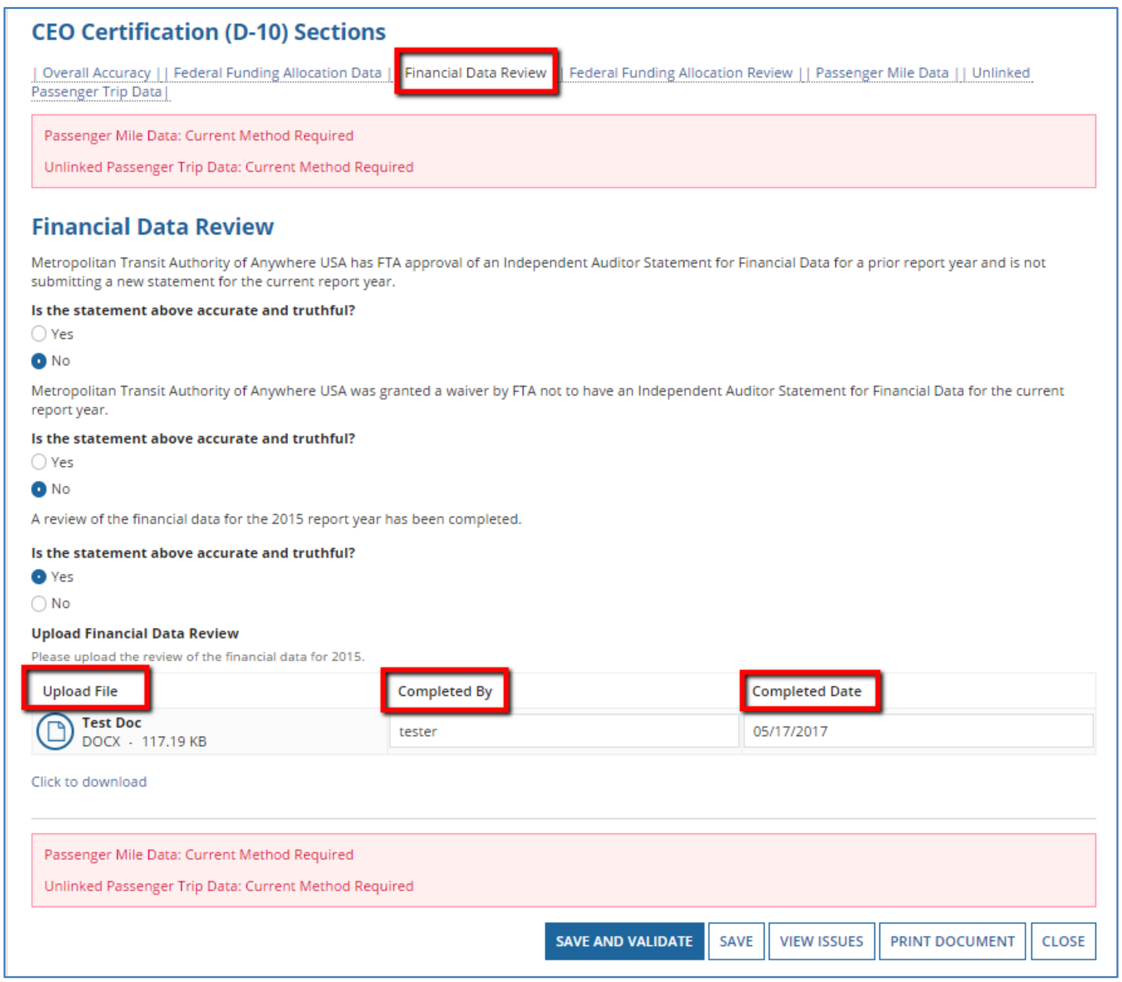
13.1.2 CEO Certification: Federal Funding Allocation Data tab (D-10)

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)

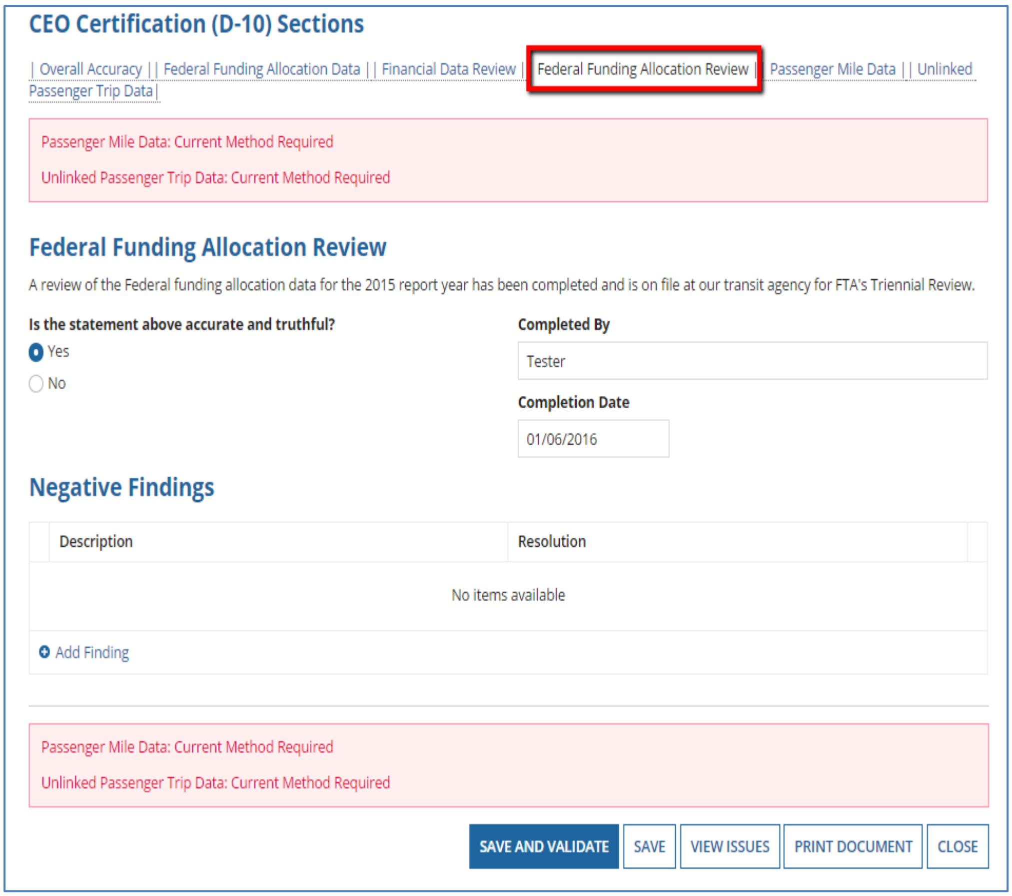
1. Review and edit your data as necessary.
2. If needed, upload the document in support of the Financial Data Review:
    a. Select the **UPLOAD** button.
        i. Browse to locate the document on your computer that you want to upload and select the document name.
    b. Select the **OPEN** button.
        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)

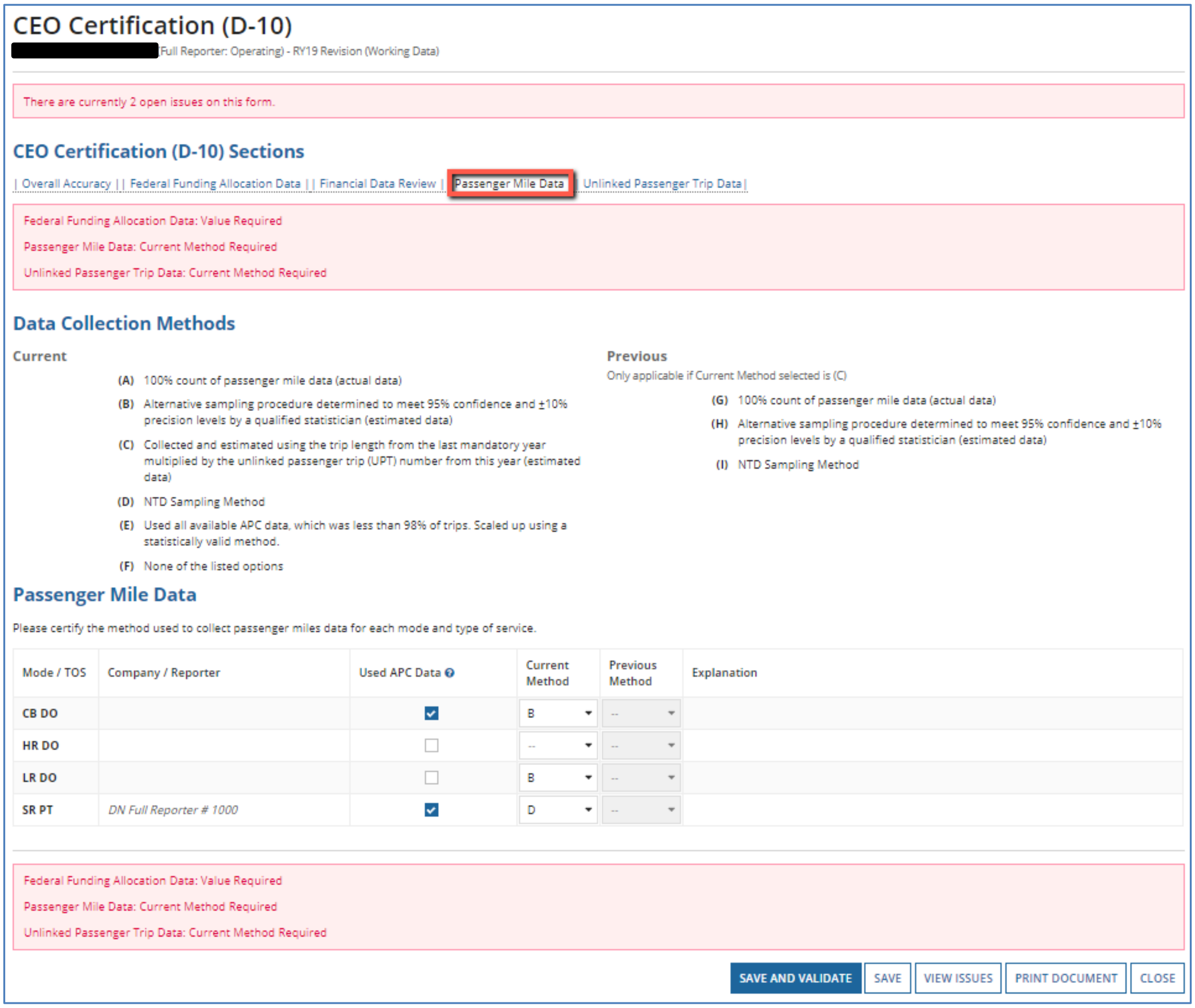
*Note: You will only see the **Federal Funding Allocation Review** tab if you are NOT a Small Systems reporter, if you have VOMS Total > 100 and Population (for primary UZA) >= 200,000 and you do NOT have an "FFS Waiver in Effect".*

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.



CEO Certification (D-10)

[redacted] Full Reporter: Operating) - RY19 Revision (Working Data)

There are currently 2 open issues on this form.

CEO Certification (D-10) Sections

| Overall Accuracy || Federal Funding Allocation Data || Financial Data Review | Passenger Mile Data | Unlinked Passenger Trip Data |

Federal Funding Allocation Data: Value Required
Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

Data Collection Methods

Current

(A) 100% count of passenger mile data (actual data)
(B) Alternative sampling procedure determined to meet 95% confidence and ±10% precision levels by a qualified statistician (estimated data)
(C) Collected and estimated using the trip length from the last mandatory year multiplied by the unlinked passenger trip (UPT) number from this year (estimated data)
(D) NTD Sampling Method
(E) Used all available APC data, which was less than 98% of trips. Scaled up using a statistically valid method.
(F) None of the listed options

Previous

Only applicable if Current Method selected is (C)

(G) 100% count of passenger mile data (actual data)
(H) Alternative sampling procedure determined to meet 95% confidence and ±10% precision levels by a qualified statistician (estimated data)
(I) NTD Sampling Method

Passenger Mile Data

Please certify the method used to collect passenger miles data for each mode and type of service.

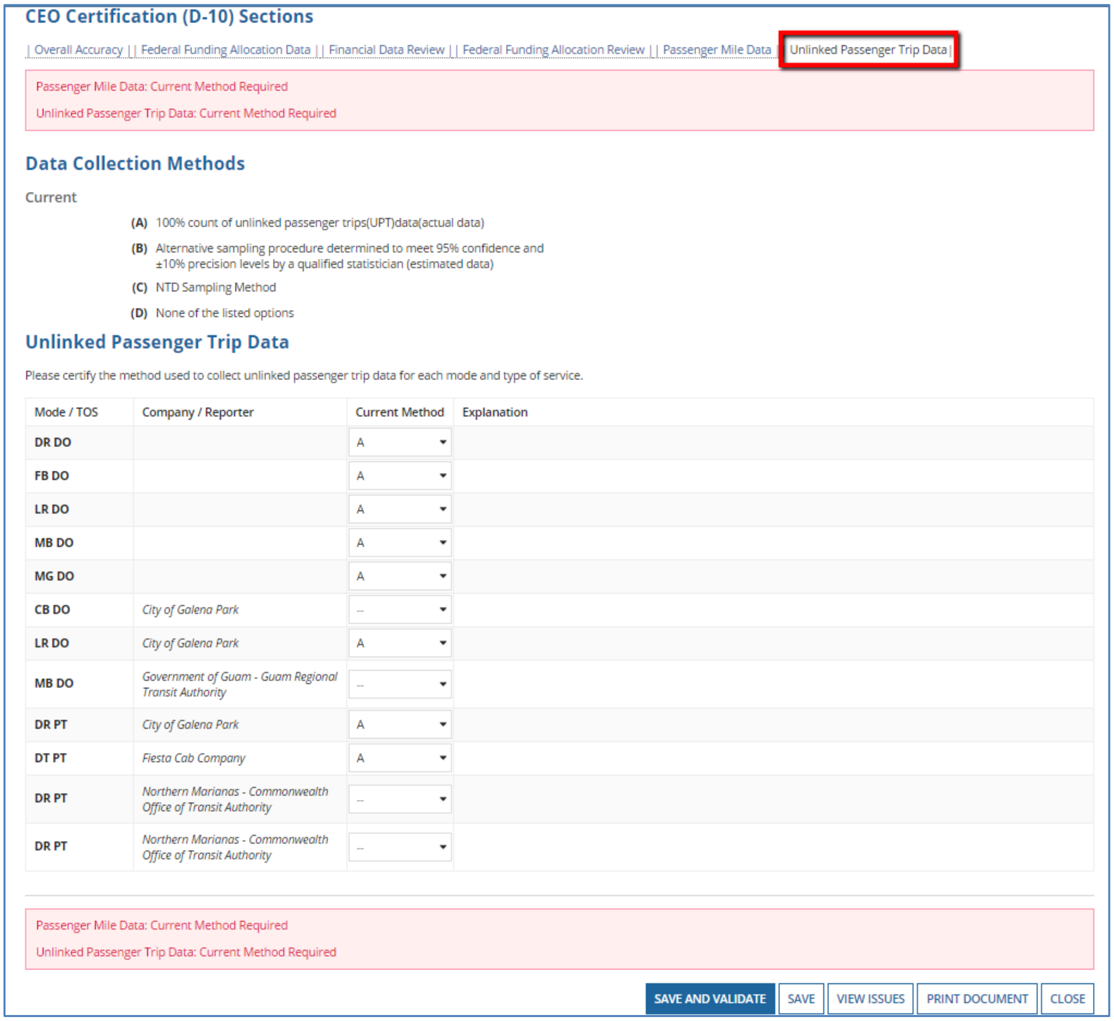
Mode / TOS	Company / Reporter	Used APC Data	Current Method	Previous Method	Explanation
CB DO		☑	B	--	
HR DO		☐	--	--	
LR DO		☐	B	--	
SR PT	*DN Full Reporter # 1000*	☑	D	--	

Federal Funding Allocation Data: Value Required
Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

SAVE AND VALIDATE | SAVE | VIEW ISSUES | PRINT DOCUMENT | CLOSE

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

| Overall Accuracy | | Federal Funding Allocation Data | | Financial Data Review | | Federal Funding Allocation Review | | Passenger Mile Data | | Unlinked Passenger Trip Data |

Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

Data Collection Methods

Current

(A) 100% count of unlinked passenger trips(UPT)data(actual data)
(B) Alternative sampling procedure determined to meet 95% confidence and ±10% precision levels by a qualified statistician (estimated data)
(C) NTD Sampling Method
(D) None of the listed options

Unlinked Passenger Trip Data

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

Mode / TOS	Company / Reporter	Current Method	Explanation
DR DO		A	
FB DO		A	
LR DO		A	
MB DO		A	
MG DO		A	
CB DO	City of Galena Park	--	
LR DO	City of Galena Park	A	
MB DO	Government of Guam - Guam Regional Transit Authority	--	
DR PT	City of Galena Park	A	
DT PT	Fiesta Cab Company	A	
DR PT	Northern Marianas - Commonwealth Office of Transit Authority	--	
DR PT	Northern Marianas - Commonwealth Office of Transit Authority	--	

Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

SAVE AND VALIDATE | SAVE | VIEW ISSUES | PRINT DOCUMENT | CLOSE

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

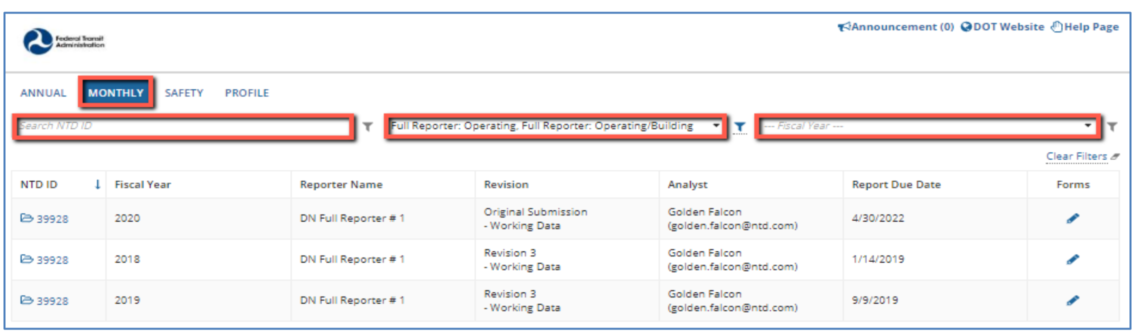
The **Monthly Ridership Data** is collected by Mode and TOS and is available on the MR-20 form. It provides FTA with monthly trends in passenger usage and service levels.

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.



FY 2019 Reporting [redacted] # 1

FY 2019 Reporting [redacted]

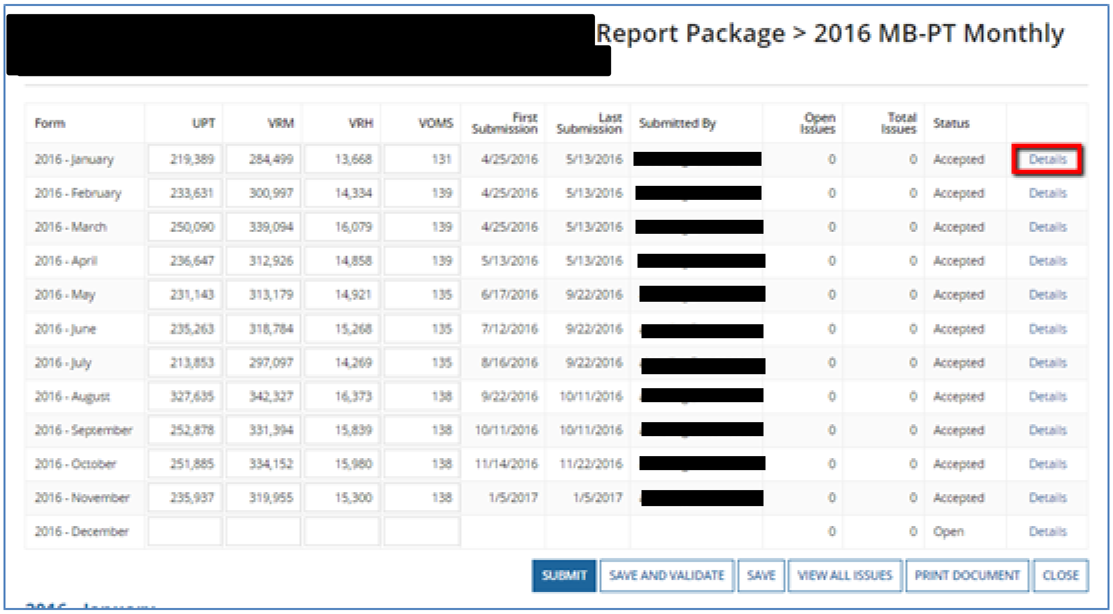
Form Name	Mode/Tos	Status	Open Issues	Total Issues	Validated
Ridership Activity (MR-20)	CB DO	Late	0	0	
Ridership Activity (MR-20)	SR PT	Late	0	0	
Ridership Activity (MR-20)	MB PT	Late	0	0	
Ridership Activity (MR-20)	CB PT	Late	0	0	
Ridership Activity (MR-20)	DR PT	Late	0	0	
Ridership Activity (MR-20)	LR DO	Late	0	0	
Ridership Activity (MR-20)	VP PT	Late	0	0	
Ridership Activity (MR-20)	HR DO	Late	0	0	
Ridership Activity (MR-20)	DT PT	Late	0	0	

9 items

CLOSE

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.*

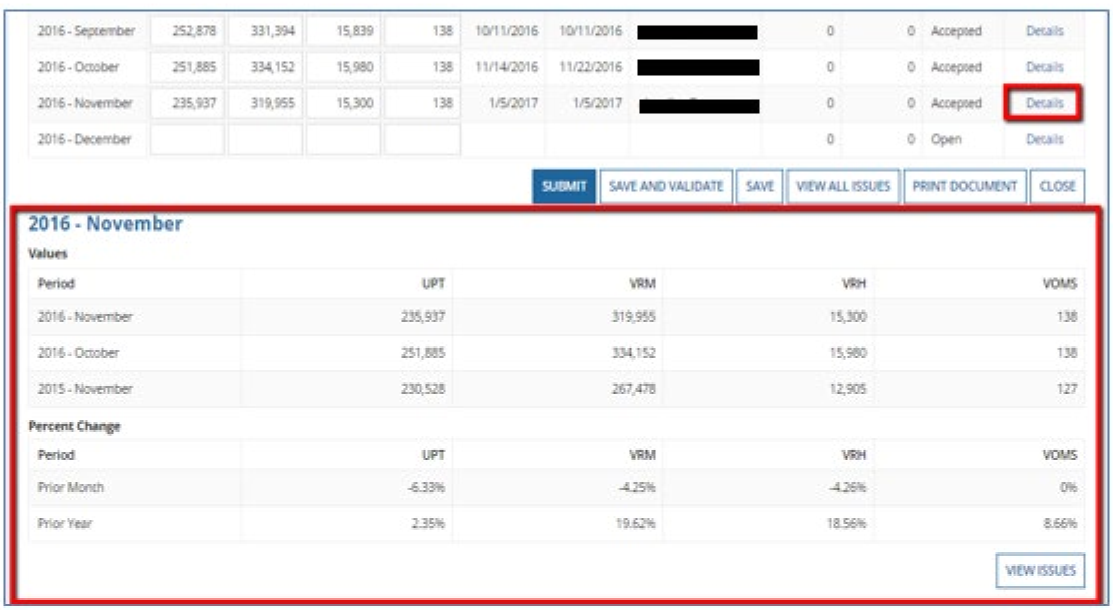


[redacted] Report Package > 2016 MB-PT Monthly

Form	UPT	VRM	VRH	VOMS	First Submission	Last Submission	Submitted By	Open Issues	Total Issues	Status	
2016 - January	219,389	284,499	13,668	131	4/25/2016	5/13/2016	[redacted]	0	0	Accepted	Details
2016 - February	233,631	300,997	14,334	139	4/25/2016	5/13/2016	[redacted]	0	0	Accepted	Details
2016 - March	250,090	339,094	16,079	139	4/25/2016	5/13/2016	[redacted]	0	0	Accepted	Details
2016 - April	236,647	312,926	14,858	139	5/13/2016	5/13/2016	[redacted]	0	0	Accepted	Details
2016 - May	231,143	313,179	14,921	135	6/17/2016	9/22/2016	[redacted]	0	0	Accepted	Details
2016 - June	235,263	318,784	15,268	135	7/12/2016	9/22/2016	[redacted]	0	0	Accepted	Details
2016 - July	213,853	297,097	14,269	135	8/16/2016	9/22/2016	[redacted]	0	0	Accepted	Details
2016 - August	327,635	342,327	16,373	138	9/22/2016	10/11/2016	[redacted]	0	0	Accepted	Details
2016 - September	252,878	331,394	15,839	138	10/11/2016	10/11/2016	[redacted]	0	0	Accepted	Details
2016 - October	251,885	334,152	15,980	138	11/14/2016	11/22/2016	[redacted]	0	0	Accepted	Details
2016 - November	235,937	319,955	15,300	138	1/5/2017	1/5/2017	[redacted]	0	0	Accepted	Details
2016 - December								0	0	Open	Details

SUBMIT | SAVE AND VALIDATE | SAVE | VIEW ALL ISSUES | PRINT DOCUMENT | CLOSE

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.



Form	UPT	VRM	VRH	VOMS	First Submission	Last Submission	Submitted By	Open Issues	Total Issues	Status	
2016 - September	252,878	331,394	15,839	138	10/11/2016	10/11/2016	[redacted]	0	0	Accepted	Details
2016 - October	251,885	334,152	15,980	138	11/14/2016	11/22/2016	[redacted]	0	0	Accepted	Details
2016 - November	235,937	319,955	15,300	138	1/5/2017	1/5/2017	[redacted]	0	0	Accepted	Details
2016 - December								0	0	Open	Details

SUBMIT | SAVE AND VALIDATE | SAVE | VIEW ALL ISSUES | PRINT DOCUMENT | CLOSE

2016 - November

Values

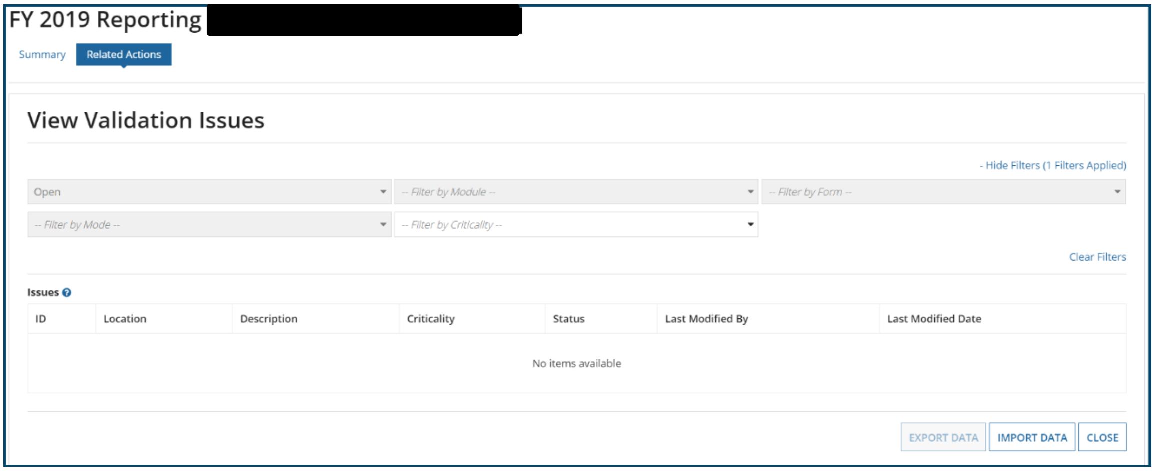
Period	UPT	VRM	VRH	VOMS
2016 - November	235,937	319,955	15,300	138
2016 - October	251,885	334,152	15,980	138
2015 - November	230,528	267,478	12,905	127

Percent Change

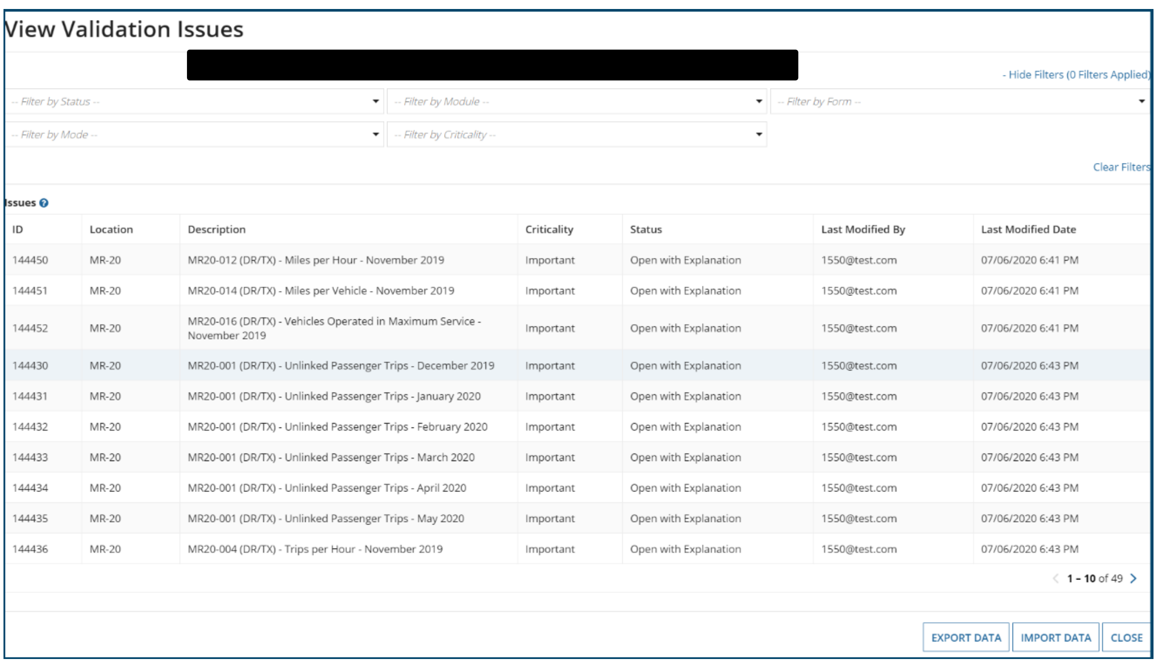
Period	UPT	VRM	VRH	VOMS
Prior Month	-6.33%	-4.25%	-4.26%	0%
Prior Year	2.35%	19.62%	18.56%	8.66%

VIEW ISSUES

*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.



View Validation Issues

[redacted]

- Hide Filters (0 Filters Applied)

-- Filter by Status -- | -- Filter by Module -- | -- Filter by Form -- | -- Filter by Mode -- | -- Filter by Criticality --

Clear Filters

Issues

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
144450	MR-20	MR20-012 (DR/TX) - Miles per Hour - November 2019	Important	Open with Explanation	1550@test.com	07/06/2020 6:41 PM
144451	MR-20	MR20-014 (DR/TX) - Miles per Vehicle - November 2019	Important	Open with Explanation	1550@test.com	07/06/2020 6:41 PM
144452	MR-20	MR20-016 (DR/TX) - Vehicles Operated in Maximum Service - November 2019	Important	Open with Explanation	1550@test.com	07/06/2020 6:41 PM
144430	MR-20	MR20-001 (DR/TX) - Unlinked Passenger Trips - December 2019	Important	Open with Explanation	1550@test.com	07/06/2020 6:43 PM
144431	MR-20	MR20-001 (DR/TX) - Unlinked Passenger Trips - January 2020	Important	Open with Explanation	1550@test.com	07/06/2020 6:43 PM
144432	MR-20	MR20-001 (DR/TX) - Unlinked Passenger Trips - February 2020	Important	Open with Explanation	1550@test.com	07/06/2020 6:43 PM
144433	MR-20	MR20-001 (DR/TX) - Unlinked Passenger Trips - March 2020	Important	Open with Explanation	1550@test.com	07/06/2020 6:43 PM
144434	MR-20	MR20-001 (DR/TX) - Unlinked Passenger Trips - April 2020	Important	Open with Explanation	1550@test.com	07/06/2020 6:43 PM
144435	MR-20	MR20-001 (DR/TX) - Unlinked Passenger Trips - May 2020	Important	Open with Explanation	1550@test.com	07/06/2020 6:43 PM
144436	MR-20	MR20-004 (DR/TX) - Trips per Hour - November 2019	Important	Open with Explanation	1550@test.com	07/06/2020 6:43 PM

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EXPORT DATA | IMPORT DATA | CLOSE

14.2 Excel Export and Import

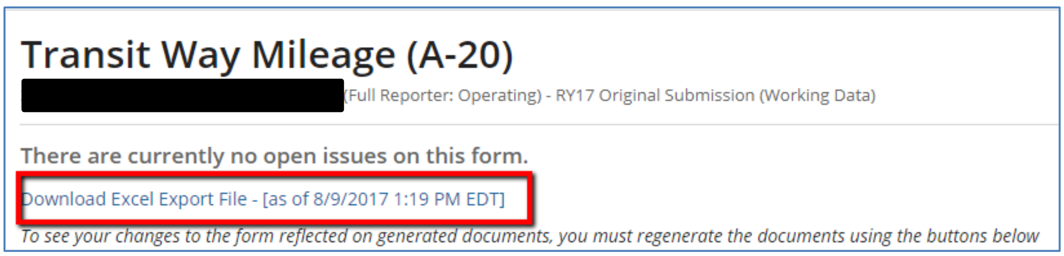
All the **Annual Forms** (except CEO Certification Form (D-10)) as well as the **Validation Module** enable data to be exported and imported to and from Excel.

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.



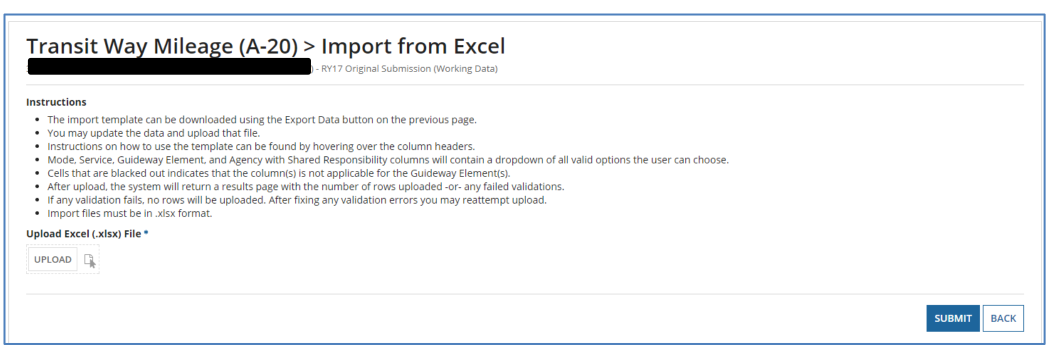
14.2.2 Import

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.