



FEDERAL TRANSIT ADMINISTRATION

# **Transit COVID-19 Response Program Information Collection Overview for Section 5311 Recipients**



U.S. Department of Transportation  
Federal Transit Administration

March 2021

# Agenda

- Overview of the Reporting Requirement
- Online Application
- Reporting Demonstration
- Technical Assistance

Webinar recording, presentation, transcript, and reporting demonstration video will be available on FTA's website

# What is the Transit COVID-19 Response Program Information Collection?

- FTA published [Federal Register Notice 2021-002](#) requesting comment on a new, mandatory reporting requirement for the [Transit COVID-19 Recovery Program](#)
- This Program will collect data from FTA recipients and subrecipients on the impacts of COVID-19



Federal Transit Administration

## Transit COVID-19 Response Program Information Collection

### Overview

The Federal Transit Administration (FTA) has launched a new online application to collect information from FTA recipients and subrecipients on the impacts of coronavirus disease 2019 (COVID-19). FTA will use this data to inform FTA actions in support of the transit industry's COVID-19 response and recovery efforts and implementation of the Federal mask requirement for public transportation.

# Who will report?

Recipients and sub-recipients of FTA funds under Section 5307 or Section 5311 that operate transit systems or pass through funds to sub-recipients that operate transit systems

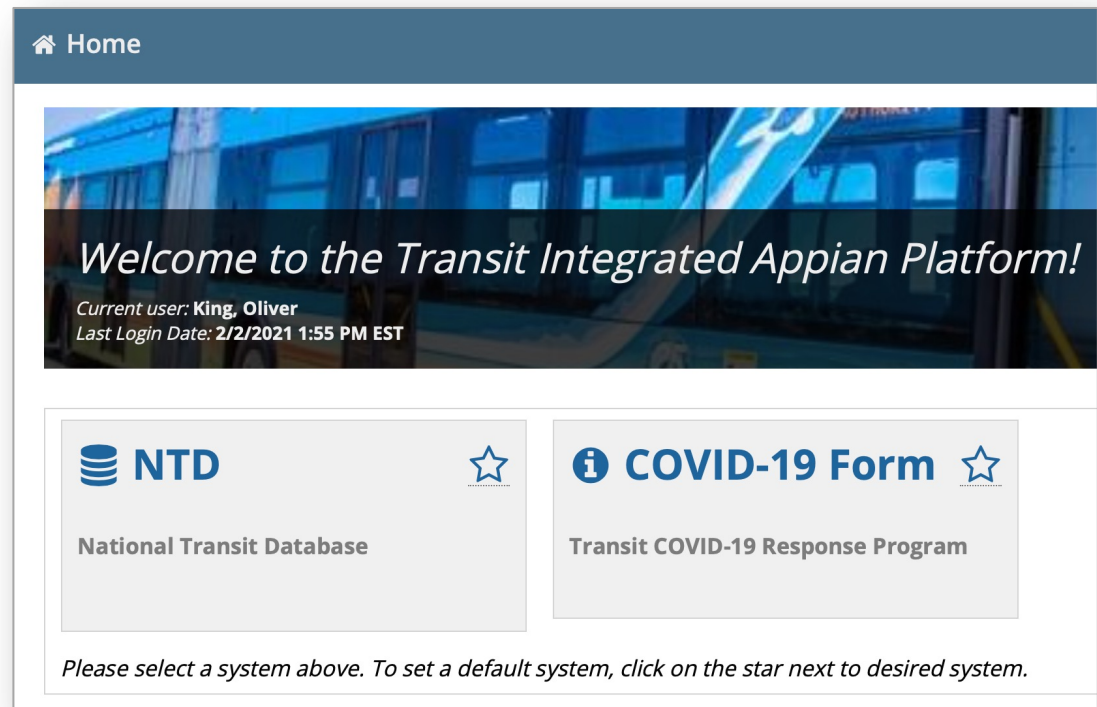
- All agencies that currently provide transit service and submit reports to the NTD as urban reporters or tribal transit agencies

## Focus of this Webinar

- **State recipients of Section 5311 grants will report on behalf of their applicable subrecipients**
- FTA may initiate voluntary reporting for recipients of Section 5310 funding in the future
  - The online application cannot accept voluntary Section 5310 submissions at this time

# How will respondents report?

- The Transit COVID-19 Response Program Information Collection is a new module in the existing Transit Integrated Appian Development Platform, which hosts the NTD
- Uses the same login you use to access the NTD



# What information will respondents report?

- **Baseline Form:** Initial information on service reductions and suspensions between March 13, 2020 and February 28, 2021
  - One form for each subrecipient, completed once
- **Recurring Form:** Cumulative data (worker counts, operational status, COVID-19 information)
  - One form for each subrecipient, completed once per month

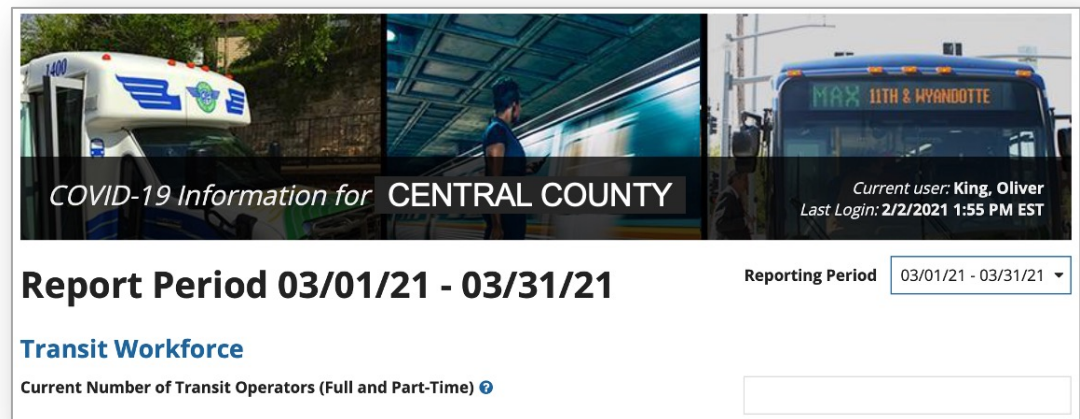
Subrecipient Information		
Agencies	Baseline COVID-19 Data Reporting Status	Current COVID-19 Data Reporting Status
20933 - Monmouth County Division of Transportation	Up-To-Date	Up-To-Date
20944 - Salem County	Up-To-Date	Up-To-Date
20950 - Sussex County Transit	Up-To-Date	Up-To-Date
20928 - Warren County	Outstanding-Submission	Outstanding Submission

# What baseline data will respondents provide?

- Did the subrecipient, at any time between March 13, 2020 and February 28, 2021, reduce service in response to the COVID-19 public health emergency?
  - Yes/No question
  - Includes any service reduction, regardless of the length of time service was reduced
- Did the subrecipient, at any time between March 13, 2020 and February 28, 2021, suspend service in response to the COVID-19 public health emergency?
  - Yes/No question
  - Includes any service suspension regardless of the length of time service was suspended (e.g., one week, one month, etc.)
- You will fill this form out once for each subrecipient by no later than **April 16, 2021**

# What cumulative data will respondents update every month?

- Your agency will fill out one recurring report with cumulative data per subrecipient each month
- Data includes:
  - Transit workforce data
  - Service impacts
  - COVID-19 data



COVID-19 Information for CENTRAL COUNTY

Current user: King, Oliver  
Last Login: 2/2/2021 1:55 PM EST

Report Period 03/01/21 - 03/31/21

Reporting Period 03/01/21 - 03/31/21

Transit Workforce

Current Number of Transit Operators (Full and Part-Time)



# What cumulative data will respondents update every month?

For example, if you have three subrecipients, you will complete three recurring forms each month:

## **Subrecipient 1 Recurring Form:**

Transit workforce data  
Service impacts  
COVID-19 data

## **Subrecipient 2 Recurring Form:**

Transit workforce data  
Service impacts  
COVID-19 data

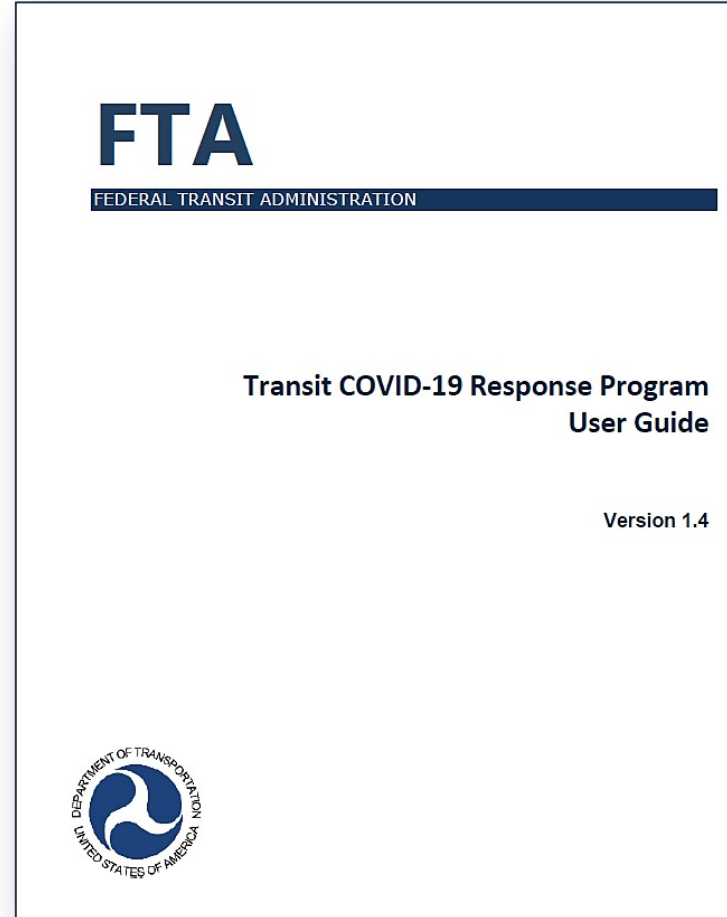
## **Subrecipient 3 Recurring Form:**

Transit workforce data  
Service impacts  
COVID-19 data

# What cumulative data will respondents update every month?

Reporting instructions and definitions are provided in the User Guide

- Available in the online application and on FTA's website



# What cumulative data will respondents update every month?

## Transit Workforce

**Operator  
Numbers**

**Other Frontline  
Essential Worker  
Numbers**

**All Other  
Workers**

## Service Impacts

**Operational  
Status**

## COVID-19 Data

**Positives,  
Fatalities, and  
Recoveries to  
Date**

**Vaccination  
Requirement**

**Number of  
Unvaccinated  
Workers**

**Face Mask  
Implementation**

# Transit Workforce: Operator Numbers

## Transit Workforce

**Operator  
Numbers**

**Other Frontline  
Essential Worker  
Numbers**

**All Other  
Workers**

- Total number of transit operators at the end of the reporting period
  - Full and part-time employees and contractors, including those furloughed
  - Includes personnel (other than security agents) scheduled to be aboard vehicles in revenue operations, such as vehicle operators, conductors, and ticket collectors
  - Includes transit agency attendants that are aboard vehicles to assist riders in boarding and alighting, securing wheelchairs, etc.
- Transit operators who also perform other jobs within the agency (e.g., transit operators who also work shifts as dispatchers) should be counted as transit operators

# Transit Workforce: Other Frontline Essential Worker Numbers

## Transit Workforce

**Operator  
Numbers**

**Other Frontline  
Essential Worker  
Numbers**

**All Other  
Workers**

- Total number of other frontline essential workers at the end of the reporting period
  - Full and part-time employees and contractors, including those furloughed
  - Frontline essential workers are individuals whose work-related duties must be performed on-site and involve being in close proximity (<6 feet) to the public or to coworkers
  - Excludes individuals who serve as operators (counted as transit operators)

# Transit Workforce: All Other Workers

## Transit Workforce

**Operator  
Numbers**

**Other Frontline  
Essential Worker  
Numbers**

**All Other  
Workers**

- Total number of other workers at the end of the reporting period
  - Full and part-time employees and contractors, including those furloughed
  - Includes all workers who are not otherwise counted as transit operators or as other frontline essential workers

# Service Impacts: Operational Status

## Service Impacts

### Operational Status

- Select "**Suspended**" if the subrecipient suspended transit service due to the COVID-19 public health emergency
- Select "**Reduced**" if the subrecipient reduced the level of transit service provided (from normal levels) due to the COVID-19 public health emergency
- Select "**Normal**" if the subrecipient is currently operating normal levels of service

# COVID-19 Data: Worker Positives, Fatalities, and Recoveries to Date

- Cumulative total number of workers that have tested positive for COVID-19
  - Full and part-time employees and contractors
  - Total is cumulative from the beginning of the COVID-19 public health emergency (March 13, 2020) and through the end of the reporting period

## COVID-19 Data

**Worker Positives,  
Fatalities, and  
Recoveries to  
Date**

**Vaccination  
Requirement**

**Number of  
Unvaccinated  
Workers**

**Federal Mask  
Implementation**



# COVID-19 Data: Worker Positives, Fatalities, and Recoveries to Date

- Cumulative total number of workers that have died from complications related to COVID-19
  - Full and part-time employees and contractors
  - Total is cumulative from the beginning of the COVID-19 public health emergency (March 13, 2020) and through the end of the reporting period
  - This number cannot exceed the number of COVID-19 Worker Positives

## COVID-19 Data

**Worker Positives,  
Fatalities, and  
Recoveries to  
Date**

**Vaccination  
Requirement**

**Number of  
Unvaccinated  
Workers**

**Federal Mask  
Implementation**

# COVID-19 Data: Worker Positives, Fatalities, and Recoveries to Date

- Cumulative total number of workers that have recovered from COVID-19
  - Full and part-time employees and contractors that have returned to work following an absence due to a positive COVID-19 test and workers kept home due to an exposure or possible exposure
  - Total is cumulative from the beginning of the COVID-19 public health emergency (March 13, 2020) and through the end of the reporting period

## COVID-19 Data

**Worker Positives,  
Fatalities, and  
Recoveries to  
Date**

**Vaccination  
Requirement**

**Number of  
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Implementation**

# COVID-19 Data: Vaccination Requirement

- Select **“yes”** if the subrecipient currently requires COVID-19 vaccinations or plans to require COVID-19 vaccinations for some or all workers
- Select **“no”** if the subrecipient does not currently and does not plan to require COVID-19 vaccinations for some or all workers

## COVID-19 Data

**Worker Positives, Fatalities, and Recoveries to Date**

**Vaccination Requirement**

**Number of Unvaccinated Workers**

**Federal Mask Implementation**

# COVID-19 Data: Number of Unvaccinated Workers

- Total number of workers (employees and contractors, full and part-time) that have not received a COVID-19 vaccination
  - Cannot exceed the total number of workers reported earlier in the form
- This field can be left blank
  - Your agency should submit this data to the extent that you are able to compile such information **consistent with applicable privacy laws**

## COVID-19 Data

**Worker Positives, Fatalities, and Recoveries to Date**

**Vaccination Requirement**

**Number of Unvaccinated Workers**

**Federal Mask Implementation**

# COVID-19 Data: Federal Mask Requirement

- Select “**yes**” if the subrecipient implemented the recent Centers for Disease Control and Prevention (CDC) Order and Transportation Security Administration (TSA) Security Directive which require workers and passengers to wear masks on public transportation

## COVID-19 Data

**Worker Positives, Fatalities, and Recoveries to Date**

**Vaccination Requirement**

**Number of Unvaccinated Workers**

**Federal Mask Implementation**

# When will respondents report?

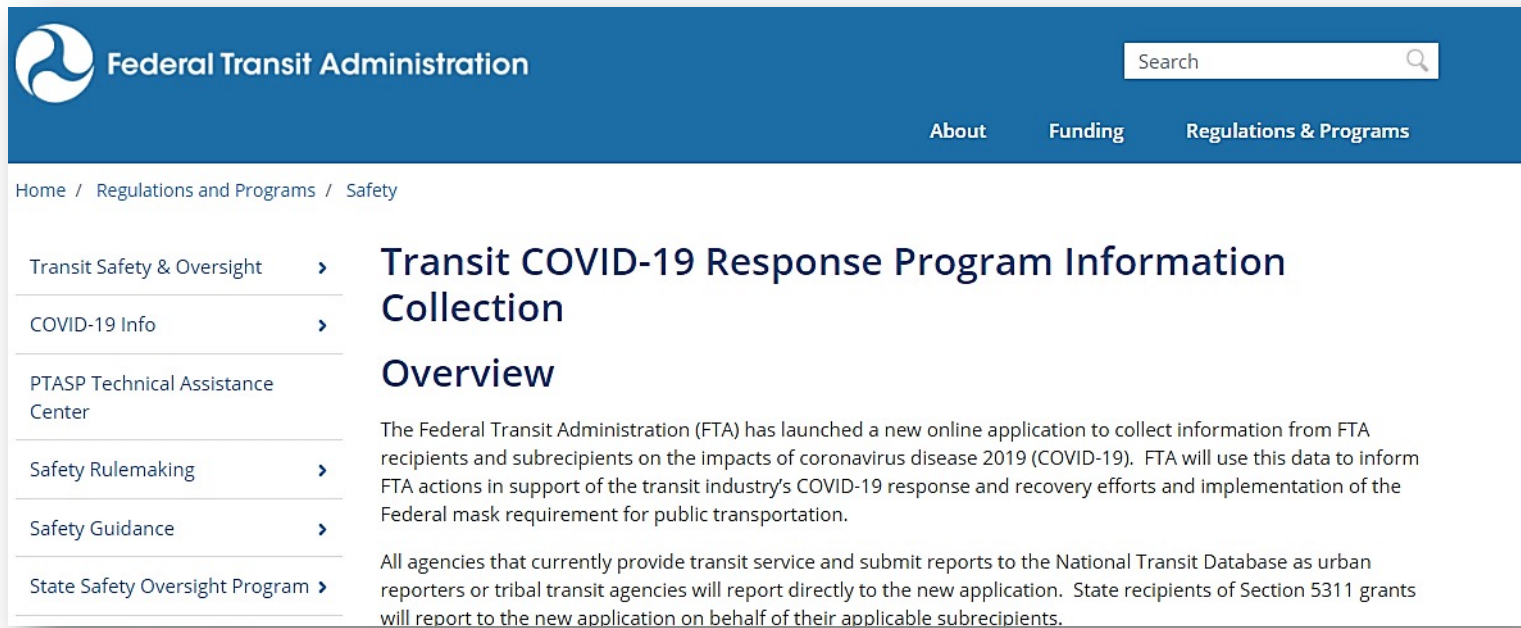
- Respondents must fill out the baseline form and March 2021 recurring form for each subrecipient by **April 16, 2021**
- Future recurring reports for each subrecipient are due on the 15<sup>th</sup> of the following month
  - If the 15<sup>th</sup> is on a weekend, the report is due on the next business day
  - For example, the April 2021 recurring form is due on May 17, 2021
- Reporting will occur until December 31, 2021 or until the end of the COVID-19 public health emergency, which ever comes first

# What features did FTA include to make it easier to report?

- Data is cumulative within subrecipient agencies and recurring forms are prepopulated with the values from the previous month
  - If numbers have not changed, no data entry is required
- Simple validation checks for typos or other errors
- Automated notifications and reminders
- In-form definitions available with the click of a button
- User Guide available within the online application and on the Transit COVID-19 Response Program Information Collection website: <https://www.transit.dot.gov/COVID-19Data>

# Technical Assistance

- Transit COVID-19 Response Program Information Collection website: <https://www.transit.dot.gov/COVID-19Data>
- Contact FTA's Office of Transit Safety and Oversight at [FTASystemSafety@dot.gov](mailto:FTASystemSafety@dot.gov)



The screenshot displays the Federal Transit Administration (FTA) website. The header is blue with the FTA logo and name on the left, a search bar on the right, and navigation links for 'About', 'Funding', and 'Regulations & Programs'. Below the header, a breadcrumb trail reads 'Home / Regulations and Programs / Safety'. A left-hand menu lists several categories: 'Transit Safety & Oversight', 'COVID-19 Info', 'PTASP Technical Assistance Center', 'Safety Rulemaking', 'Safety Guidance', and 'State Safety Oversight Program'. The main content area is titled 'Transit COVID-19 Response Program Information Collection Overview'. It contains two paragraphs of text: the first describes the launch of a new online application to collect information from FTA recipients and subrecipients about the impacts of COVID-19, and the second states that all agencies providing transit service will report to the National Transit Database as urban reporters or tribal transit agencies will report directly to the new application.

**Federal Transit Administration**

Search

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## Transit COVID-19 Response Program Information Collection Overview

The Federal Transit Administration (FTA) has launched a new online application to collect information from FTA recipients and subrecipients on the impacts of coronavirus disease 2019 (COVID-19). FTA will use this data to inform FTA actions in support of the transit industry's COVID-19 response and recovery efforts and implementation of the Federal mask requirement for public transportation.

All agencies that currently provide transit service and submit reports to the National Transit Database as urban reporters or tribal transit agencies will report directly to the new application. State recipients of Section 5311 grants will report to the new application on behalf of their applicable subrecipients.



# Questions and Answers

# Thank you!

**This session has been recorded and will be posted on  
FTA's website**