



FEDERAL TRANSIT ADMINISTRATION

Transit COVID-19 Response Program User Guide

Version 2.1





Document Revision History

Version	Date	Summary of Changes	Author
1.0	1/27/2021	Updated with feedback	Christina Palencia
1.1	2/18/2021	Incorporated Feedback	Christina Palencia
1.2	3/3/2021	Updated formatting	Christina Palencia
1.3	3/4/2021	Updated Screenshot and additional formatting	Christina Palencia
1.4	3/8/2021	Updated OMB number	Christina Palencia
1.5	3/23/2021	Added Search Functionality	Christina Palencia
1.6	4/1/2021	Incorporated additional language to Section 4	Christina Palencia
1.7	4/19/2021	Updated instructions to switch between 5307 and 5311 agencies (for applicable users)	Christina Palencia
1.8	5/3/2021	Updated Section 4.2 Recurring Form	Christina Palencia
1.9	5/18/2021	Updated Section 4.2 Recurring Form questions	Christina Palencia
2.0	6/22/2021	Updated Sections 3.2 and 4.2	Christina Palencia
2.1	7/20/2021	Updated Section 4.2 Recurring Form questions	Christina Palencia



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1 Introduction

The Federal Transit Administration (FTA) has developed an online application (Transit COVID-19 Response Program) to capture COVID-19-related information from transit agencies. 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. This collection is covered by OMB Control Number 2132-0581.



2 System Layout

The Transit COVID-19 Response Program Information Collection online application (COVID-19 Forms) resides on the FTA TriAD Platform, an online cloud Appian environment located at <https://faces.fta.dot.gov>. This section provides a high-level view of the application and explains how to navigate, submit, find, and work with COVID-19 data.

2.1 Logging In

To expedite reporting, existing NTD users for agencies required to submit data will be granted access to the new application using their NTD credentials/logins. If a user has questions related to user access to either NTD or the COVID-19 Form application, they should contact their NTD User Manager or Local Security Manager.

This login method requires a **Username** and **Password**. Both are case sensitive.

To log in:

- 1) Open a web browser and enter the FACES URL, <https://faces.fta.dot.gov/suite/>.
- 2) Read the security policy and select **I AGREE**.

U.S. Department of Transportation
Federal Transit Administration

WARNING WARNING WARNING

You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on U.S. Government information systems is owned by the U.S. Government and may, for the purpose of protecting the rights and property of the U.S. Government, be monitored, intercepted, recorded, read, searched, copied, or captured in any manner and disclosed or used for any lawful government purpose at any time. THERE IS NO RIGHT TO PRIVACY IN THIS SYSTEM. System personnel may give to law enforcement officials any material evidence of crime found on U.S. Government information systems.

I AGREE

- 3) Enter your **Username** and **Password**.
- 4) Click **SIGN IN**.

U.S. Department of Transportation
Federal Transit Administration

Password

☐ Remember me on this computer

[Forgot your password?](#)

SIGN IN



- 5) On the **Homepage**, the user will see the option to click the COVID-19 Form. If the user has access to more than one FTA systems (e.g. FACES, DGS, NTD, SSOR or TrAMS) all those systems will be available as an option to click on the **Homepage**.

3 Transit COVID-19 Response Program - Landing Page

Upon accessing the “Transit COVID-19 Response Program” online application, the user is taken to the **landing page** for their agency or agencies. This page provides the user with a list of agencies for which they can report data. This page will display different functionality and provide the user with a list of sub-recipient agencies if the logged-in user is a State DOT Reporter.

3.1 Agency Landing Page

The **landing page** displays the agency or agencies for which the user can report COVID-19 information in the “Transit COVID-19 Response Program” online application.



A user manual is available for users to download or print. It can be found towards the upper right-hand corner above the Paperwork Reduction Act statement.

COVID-19 Information for your Agencies

Current user: Matos, Ariel
Last Login: 1/29/2021 1:44 PM EST

[Click here to access: User Manual](#)

Paperwork Reduction Act Burden Statement

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is **2132-0581** and the current approval is valid through **August 2021**. The information being collected is required for the public to obtain or retain the benefit provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent; including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Butler County Regional Transit Authority

Agency Information

NTD ID: 50157
Agency Name: Butler County Regional Transit Authority

Reporting Information

Reporting Period: 03/01/21 - 03/31/21
Due Date: 4/16/2021
Current Service Status: **REDUCED**
Current COVID-19 Data Reporting Status: **Up-To-Date**

Available COVID-19 Forms

Name	Status
Click here to access: Baseline Form	✓
Click here to access: Recurring Form	✓

City of Galveston

For each agency displayed, the user will see Agency Information, Reporting Information, and the Available COVID-19 Forms. The user can collapse each agency by clicking on the **white arrow** in each blue ribbon.

COVID-19 Information for your Agencies

Current user: Matos, Ariel
Last Login: 1/29/2021 1:44 PM EST

[Click here to access: User Manual](#)

Paperwork Reduction Act Burden Statement

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is **2132-0581** and the current approval is valid through **August 2021**. The information being collected is required for the public to obtain or retain the benefit provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent; including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Butler County Regional Transit Authority

Agency Information

NTD ID: 50157
Agency Name: Butler County Regional Transit Authority

Reporting Information

Reporting Period: 03/01/21 - 03/31/21
Due Date: 4/16/2021
Current Service Status: **REDUCED**
Current COVID-19 Data Reporting Status: **Up-To-Date**

Available COVID-19 Forms

Name	Status
Click here to access: Baseline Form	✓
Click here to access: Recurring Form	✓

City of Galveston

To expand an agency, the user can click on the **white arrow** for that agency.



COVID-19 Information for your Agencies

Current user: Matos, Ariel
Last Login: 1/29/2021 1:44 PM EST

[Click here to access: User Manual](#)

Paperwork Reduction Act Burden Statement

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is 2132-0581 and the current approval is valid through August 2021. The information being collected is required for the public to obtain or retain the benefit provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent; including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Butler County Regional Transit Authority

City of Galveston

3.2 State DOT Reporter Landing Page

The screenshot below shows a State DOT Reporter assigned to report for subrecipient agencies. The **landing page** is divided into three main sections. The **Agency Information** section, as shown in the screenshot, displays the State DOT agency and shows the NTD ID, Agency Name, current Reporting Period, and due date. The **Sub-recipient Information** section lists Agencies, Baseline COVID-19 Data Reporting, and Current COVID-19 Data Reporting statuses.

The user can see the statuses of several reporting criteria. The statuses indicate which Agencies require a COVID-19 Form submission, for a description of each status please refer to [Appendix B](#).

COVID-19 Information for your Agencies

Current user: Primary Reporter, Aaria
Last Login: 10/6/2020 1:56 PM GMT+00:00

[Click here to access: User Manual](#)

Paperwork Reduction Act Burden Statement

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is 2132-0581 and the current approval is valid through August 2021. The information being collected is required for the public to obtain or retain the benefit provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent; including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Agency Information

NTD ID: 4R01
Agency Name: Alabama Department of Transportation
Reporting Period: 07/01/21 - 07/31/21
Due Date: 8/16/2021

Subrecipient Information

[SHOW ALL AGENCIES](#)

Filters

Subrecipients

Covid-19 Data Reporting Status

☐ Up-To-Date ☐ Outstanding Submission

[CLEAR FILTERS](#)

Agencies	Baseline COVID-19 Data Reporting Status	COVID-19 Data Reporting Status
41188 - Area Referral & Informtn Services for the Elderly	Up-To-Date	Outstanding-Submission
41118 - Birmingham Regional Paratransit Consortium	Up-To-Date	Outstanding-Submission
40907 - Blount County Commission	Up-To-Date	Outstanding-Submission

If an agency has multiple subrecipient agencies, the Filters feature allows users to find specific agencies. The user may search by an agency's NTD ID or by agency name. The subrecipient list can also be filtered based on statuses by selecting "Up-To-Date" or "Outstanding Submission." To show all subrecipient agencies, select "Clear Filters."



COVID-19 Information for your Agencies

Current user: Primary Reporter, Aarla
Last Login: 10/6/2020 1:56 PM GMT+00:00

[Click here to access: User Manual](#)

Paperwork Reduction Act Burden Statement

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Agency Information

NTD ID: 4R01
Agency Name: Alabama Department of Transportation
Reporting Period: 07/01/21 - 07/31/21
Due Date: 8/16/2021

Subrecipient Information

[SHOW ALL AGENCIES](#)

Filters

Subrecipients

Covid-19 Data Reporting Status

☐ Up-To-Date
☐ Outstanding Submission

CLEAR FILTERS

Agencies	Baseline COVID-19 Data Reporting Status	COVID-19 Data Reporting Status
41188 - Area Referral & Informtn Services for the Elderly	Up-To-Date	Outstanding-Submission
41118 - Birmingham Regional Paratransit Consortium	Up-To-Date	Outstanding-Submission
40907 - Blount County Commission	Up-To-Date	Outstanding-Submission

Up to 10 agencies are listed per page. If more than 10 agencies are assigned to the user and the user would like to see all of the agencies on a single page the user can **click on SHOW ALL AGENCIES**.

COVID-19 Information for your Agencies

Current user: Primary Reporter, Aarla
Last Login: 10/6/2020 1:56 PM GMT+00:00

[Click here to access: User Manual](#)

Paperwork Reduction Act Burden Statement

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is **2132-0581** and the current approval is valid through **August 2021**. The information being collected is required for the public to obtain or retain the benefit provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent; including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Agency Information

NTD ID: 4R01
Agency Name: Alabama Department of Transportation
Reporting Period: 07/01/21 - 07/31/21
Due Date: 8/16/2021

Subrecipient Information

[SHOW ALL AGENCIES](#)

Filters

Subrecipients

Covid-19 Data Reporting Status

☐ Up-To-Date
☐ Outstanding Submission

CLEAR FILTERS

Agencies	Baseline COVID-19 Data Reporting Status	COVID-19 Data Reporting Status
41188 - Area Referral & Informtn Services for the Elderly	Up-To-Date	Outstanding-Submission
41118 - Birmingham Regional Paratransit Consortium	Up-To-Date	Outstanding-Submission
40907 - Blount County Commission	Up-To-Date	Outstanding-Submission

To sort the Agencies or statuses by ascending or descending order, **click** on the column headers.



COVID-19 Information for your Agencies

Current user: Primary Reporter, Aarla
Last Login: 10/6/2020 1:56 PM GMT-00:00

Click here to access: [User Manual](#)

Paperwork Reduction Act Burden Statement

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is **2132-0581** and the current approval is valid through **August 2021**. The information being collected is required for the public to obtain or retain the benefit provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent, including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Agency Information

NTD ID: 4801
Agency Name: Alabama Department of Transportation
Reporting Period: 07/01/21 - 07/31/21
Due Date: 8/16/2021

Subrecipient Information [SHOW ALL AGENCIES](#)

Filters

Subrecipients

Covid-19 Data Reporting Status
☐ Up-To-Date ☐ Outstanding Submission

CLEAR FILTERS

Agencies	Baseline COVID-19 Data Reporting Status	COVID-19 Data Reporting Status ⓘ
41188 - Area Referral & Informtn Services for the Elderly	Up-To-Date	Outstanding-Submission
41118 - Birmingham Regional Paratransit Consortium	Up-To-Date	Outstanding-Submission
40907 - Blount County Commission	Up-To-Date	Outstanding-Submission

For additional information on each individual Sub-recipient Agency the user can:

- 1) Click on any of the Agency links listed under the **Agencies** column.

Agency Information

NTD ID: 4801
Agency Name: Alabama Department of Transportation
Reporting Period: 07/01/21 - 07/31/21
Due Date: 8/16/2021

Subrecipient Information [SHOW ALL AGENCIES](#)

Filters

Subrecipients

Covid-19 Data Reporting Status
☐ Up-To-Date ☐ Outstanding Submission

CLEAR FILTERS

Agencies	Baseline COVID-19 Data Reporting Status	COVID-19 Data Reporting Status ⓘ
41188 - Area Referral & Informtn Services for the Elderly	Up-To-Date	Outstanding-Submission
41118 - Birmingham Regional Paratransit Consortium	Up-To-Date	Outstanding-Submission
40907 - Blount County Commission	Up-To-Date	Outstanding-Submission
41107 - Chilton County Commission	Outstanding-Submission	Outstanding-Submission
41089 - City of Eufrasia	Up-To-Date	Outstanding-Submission
41009 - City of Guntersville	Outstanding-Submission	Outstanding-Submission
41125 - Covington Area Transit System	Up-To-Date	Outstanding-Submission

- 2) The Sub-recipient Agency's dashboard will open.



COVID-19 Information for Baker Council on Aging

Current User: Reporter, Anna
Last Login: 1/27/2021 4:52 PM GMT+00:00

Paperwork Reduction Act Burden Statement

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is **2132-0581** and the current approval is valid through **August 2021**. The information being collected is required for the public to obtain or retain the benefit provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 State respondent, 200 minutes per Section 5310 transit operator respondent; including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Baker Council on Aging

Agency Information
NTD ID: 41170
Agency Name: Baker Council on Aging

Reporting Information
Reporting Period: 01/01/21 - 01/31/21
Due Date: 2/25/2021
Current Service Status: **NORMAL**
Current COVID-19 Data Reporting Status: **Outstanding Submission**

Available COVID-19 Forms

Name	Status
Click here to access: Baseline Form	✓
Click here to access: Recurring Form	!

BACK

The Sub-recipient Agency dashboard contains three sections: **Agency Information**, **Reporting Information**, and **Available COVID-19 Forms**.

- The Agency Information lists the NTD ID and Agency Name.
- The Reporting Information section provides the reporting period, current service status, and current COVID-19 data reporting status.
- The Available COVID-19 Forms lists the Forms that are available to submit for the reporting period as well as the status of form submissions. For descriptions of the statuses please refer to Appendix B

3) To go back to the list of Subrecipient agencies click on **BACK** in the lower left-hand corner.

If an agency shows “**Outstanding Submission**” under the COVID-19 Data Reporting Status, the user can click on that link to open the list forms that are **Up-To-Date** and **Outstanding Submission**.

Agency Information
NTD ID: 4R01
Agency Name: Alabama Department of Transportation
Reporting Period: 07/01/21 - 07/31/21
Due Date: 8/16/2021

Subrecipient Information

SHOW ALL AGENCIES

Filters

Subrecipients

Covid-19 Data Reporting Status
☐ Up-To-Date
☐ Outstanding Submission

CLEAR FILTERS

Agencies	Baseline COVID-19 Data Reporting Status	COVID-19 Data Reporting Status
41188 - Area Referral & Informtn Services for the Elderly	Up-To-Date	Outstanding-Submission
41118 - Birmingham Regional Paratransit Consortium	Up-To-Date	Outstanding-Submission
40907 - Blount County Commission	Up-To-Date	Outstanding-Submission
41107 - Chilton County Commission	Outstanding-Submission	Outstanding-Submission
41089 - City of Eufaula	Up-To-Date	Outstanding-Submission
41009 - City of Guntersville	Outstanding-Submission	Outstanding-Submission
41125 - Covington Area Transit System	Up-To-Date	Outstanding-Submission



COVID-19 Information for Area Referral & Informtn Services for the Elderly

Current user: Primary Reporter, Aarla
Last Login: 10/6/2020 1:56 PM GMT+00:00

Paperwork Reduction Act Burden Statement

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is 2132-0581 and the current approval is valid through August 2021. The information being collected is required for the public to obtain or retain the benefit provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent; including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Area Referral & Informtn Services for the Elderly Recurring Forms

Reporting Period	Due Date	Recurring Form Status
03/01/21 - 03/31/21	4/16/2021	Outstanding-Submission
04/01/21 - 04/30/21	5/17/2021	Up-To Date
05/01/21 - 05/31/21	6/15/2021	Up-To Date
06/01/21 - 06/30/21	7/15/2021	Outstanding-Submission
07/01/21 - 07/31/21	8/16/2021	Outstanding-Submission

5 items

[BACK](#)

Each form will have its own link to open directly.

COVID-19 Information for Area Referral & Informtn Services for the Elderly

Current user: Primary Reporter, Aarla
Last Login: 10/6/2020 1:56 PM GMT+00:00

Paperwork Reduction Act Burden Statement

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Area Referral & Informtn Services for the Elderly Recurring Forms

Reporting Period	Due Date	Recurring Form Status
03/01/21 - 03/31/21	4/16/2021	Outstanding-Submission
04/01/21 - 04/30/21	5/17/2021	Up-To Date
05/01/21 - 05/31/21	6/15/2021	Up-To Date
06/01/21 - 06/30/21	7/15/2021	Outstanding-Submission
07/01/21 - 07/31/21	8/16/2021	Outstanding-Submission

5 items

[BACK](#)

Users who are both a State DOT and Urban Reporters can toggle between Sub-recipients (5311) and Urban (5307) Agencies by clicking on **CHANGE TO URBAN REPORTER VIEW** or **CHANGE TO STATE DOT VIEW** button. Both views have the same functionality described in sections **3.1 Agency Landing Page** and **3.2 State DOT Reporter Landing Page**.



COVID-19 Information for your Agencies

Current user: Doe, Joe
Last Login:

Click here to access: [User Manual](#)

Paperwork Reduction Act Burden Statement

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is 2132-0581 and the current approval is valid through August 2021. The information being collected is required for the public to obtain or retain the benefits provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent, including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

CHANGE TO URBAN REPORTER VIEW

Agency Information

NTD ID:

4801

Agency Name:

Alabama Department of Transportation

Reporting Period:

10/01/21 - 10/31/21

Due Date:

4/22/2021

SHOW ALL AGENCIES

Subrecipient Information

Filters

Subrecipients

Current Covid-19 Data Reporting Status

☐ Up-To-Date
 ☐ Outstanding Submission

CLEAR FILTERS

Agencies	Baseline COVID-19 Data Reporting Status	Current COVID-19 Data Reporting Status
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COVID-19 Information for your Agencies

Current user: Doe, Joe
Last Login:

Click here to access: [User Manual](#)

Paperwork Reduction Act Burden Statement

Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is 2132-0581 and the current approval is valid through August 2021. The information being collected is required for the public to obtain or retain the benefits provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent, including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

CHANGE TO STATE DOT VIEW

Greater Bridgeport Transit Authority

Agency Information

NTD ID:

10050

Agency Name:

Greater Bridgeport Transit Authority

Reporting Information

Reporting Period:

10/01/21 - 10/31/21

Due Date:

4/22/2021

Current Service Status:

NORMAL

Current COVID-19 Data Reporting Status:

Outstanding Submission; Outstanding Subm...

Available COVID-19 Forms

Name	Status
Click here to access: Baseline Form	✓
Click here to access: Recurring Form	!



4 Submitting COVID-19 Information

Currently, there are two COVID-19 forms that must be submitted by each agency. Responses can be changed for each form after they have been submitted.

1. [Baseline form](#)
2. [Recurring Form](#)

4.1 Baseline Form

The Baseline Form is a one-time form used to capture data on service reductions and suspensions between March 13, 2020 and February 28, 2021.

To complete the Baseline Form, follow these steps:

- 1) From the agency landing page, find the agency for which you wish to complete form.

COVID-19 Information for Baker Council on Aging

Current User: Reporter, Anna
Last Login: 1/27/2021 4:52 PM GMT+00:00

Paperwork Reduction Act Burden Statement
Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is 2132-0581 and the current approval is valid through August 2021. The information being collected is required for the public to obtain or retain the benefit provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent; including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Baker Council on Aging

Agency Information		Reporting Information		Available COVID-19 Forms	
NTD ID:	41170	Reporting Period:	01/01/21 - 01/31/21	Name	Status
Agency Name:	Baker Council on Aging	Due Date:	2/25/2021	Click here to access: Baseline Form	✓
		Current Service Status:	NORMAL	Click here to access: Recurring Form	!
		Current COVID-19 Data Reporting Status:	Outstanding Submission		

[BACK](#)

- 2) Select the **Baseline Form** from the **Available COVID-19 Forms**.

COVID-19 Information for Baker Council on Aging

Current User: Reporter, Anna
Last Login: 1/27/2021 4:52 PM GMT+00:00

Paperwork Reduction Act Burden Statement
Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is 2132-0581 and the current approval is valid through August 2021. The information being collected is required for the public to obtain or retain the benefit provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent; including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to: Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Baker Council on Aging

Agency Information		Reporting Information		Available COVID-19 Forms	
NTD ID:	41170	Reporting Period:	01/01/21 - 01/31/21	Name	Status
Agency Name:	Baker Council on Aging	Due Date:	2/25/2021	Click here to access: Baseline Form	✓
		Current Service Status:	NORMAL	Click here to access: Recurring Form	!
		Current COVID-19 Data Reporting Status:	Outstanding Submission		

[BACK](#)



- 3) Select a radio button for Yes or No, for each question. Both questions must be answered to submit the form.
- 4) Click **SUBMIT CHANGES** to save responses.

COVID-19 Information for Baker Council on Aging

Current user: Reporter, Anna
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Baseline Information

At any point between 3/13/2020 and 2/28/2021 did your agency reduce service in response to COVID-19? ☒ Yes ☐ No

At any point between 3/13/2020 and 2/28/2021 did your agency suspend service in response to COVID-19? ☒ Yes ☐ No

CANCEL **SUBMIT CHANGES**

- 5) The user can exit the form by clicking **CANCEL**.

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Baseline Information

At any point between 3/13/2020 and 2/28/2021 did your agency reduce service in response to COVID-19? ☒ Yes ☐ No

At any point between 3/13/2020 and 2/28/2021 did your agency suspend service in response to COVID-19? ☒ Yes ☐ No

CANCEL **SUBMIT CHANGES**

4.2 Recurring Form

The Recurring Form is submitted every month to capture data on:

- a. Transit Workforce
- b. Service Impacts
- c. COVID-19 Data



To complete the Recurring Form, follow these steps:

- 1) From the main landing page, find the agency for which you wish to complete form.

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Baker Council on Aging

Agency Information	Reporting Information	Available COVID-19 Forms						
NTD ID: 41170 Agency Name: Baker Council on Aging	Reporting Period: 01/01/21 - 01/31/21 Due Date: 2/25/2021 Current Service Status: NORMAL Current COVID-19 Data Reporting Status: Outstanding Submission	<table border="1"> <thead> <tr> <th>Name</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Click here to access: Baseline Form</td> <td style="text-align: center;">✓</td> </tr> <tr> <td>Click here to access: Recurring Form</td> <td style="text-align: center;">!</td> </tr> </tbody> </table>	Name	Status	Click here to access: Baseline Form	✓	Click here to access: Recurring Form	!
Name	Status							
Click here to access: Baseline Form	✓							
Click here to access: Recurring Form	!							

[BACK](#)

- 2) Select the **Recurring Form** from the **Available COVID-19 Forms**.

COVID-19 Information for Baker Council on Aging Current User: Reporter, Anna
Last Login: 1/27/2021 4:52 PM GMT+00:00

Paperwork Reduction Act Burden Statement
Under the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The OMB control number for this information collection is **2132-0581** and the current approval is valid through **August 2021**. The information being collected is required for the public to obtain or retain the benefit provided for in 49 U.S.C. Section 5334. The collection of information is estimated to take 5 minutes per Section 5307 or 5311 respondent, 200 minutes per Section 5311 State respondent, and 8 minutes per Section 5310 transit operator respondent; including gathering, preparing, and submitting the information to the FTA. Any comments on the amount of time required to submit the information being collected and/or suggestions for reducing the burden of providing the requested information, should be sent to Information Collection Clearance Officer, Federal Transit Administration, 1200 New Jersey Avenue, SE, Washington, DC 20590.

Baker Council on Aging

Agency Information	Reporting Information	Available COVID-19 Forms						
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Name	Status							
Click here to access: Baseline Form	✓							
Click here to access: Recurring Form	!							

[BACK](#)



- 3) The form opens to the current reporting period. The user can access prior month's Reporting Forms from the Reporting Period dropdown menu at the top right of the screen to review or resubmit data.

Please note that when each new Recurring Form is generated, it will be prepopulated with the values from the agency's previous monthly Recurring Form submission. After revising a prior month's data the user may also need to update the data in the subsequent Recurring Forms.

- 4) Answer each question in each of the sections. All sections must be complete to submit the form. Definitions of the terms used in this information collection are included below. If you have any questions about definitions, please send an email to FTASystemSafety@dot.gov.

A. Transit Workforce

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

This field captures the total number of Transit Operators at the end of the reporting period and includes both full and part-time individuals and both agency employees and contractors. Transit Operators include personnel (other than security agents) scheduled to be aboard vehicles in revenue operations, including: vehicle operators; conductors; and ticket collectors. Transit Operators may also include attendants who are transit agency employees that are aboard vehicles to assist riders in boarding and alighting, securing wheelchairs, etc. For further information, see the definition of "Operators" in the National Transit Database (NTD) [Glossary](#). For purposes of NTD reporting, agencies can allocate an individual across multiple employee categories, if that individual's roles fit into more than one category. However, when reporting to the COVID-19 Information Collection Online Application, agencies should count any individual who serves as an Operator as any part of his or her job as 1 Transit Operator. Please do not prorate headcounts across multiple categories in this tool.

ii. Current Number of Other Frontline Essential Workers:

This field captures the total number of Other Frontline Essential Workers at the end of the reporting period and includes both full and part-time individuals and both agency



employees and contractors. 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. This count excludes individuals who serve as Operators and who are included in the Transit Operator count discussed above.

iii. All Other Workers:

This field captures the total number of Other Workers at the end of the reporting period and includes both full and part-time individuals and both agency employees and contractors. These individuals include all workers that are not categorized as a Transit Operator or Other Frontline Essential Worker.

B. Service Impacts

i. Please select your agency's operational status at the end of the reporting period:

Please select "Suspended" if your agency has suspended all transit service due to the COVID-19 public health emergency. Please select "Reduced" to indicate that your agency has reduced the level of transit service provided (from normal levels) in response to the COVID-19 public health emergency. Please select "Normal" if your agency is currently operating normal levels of service.

C. COVID-19 Data

Users should submit these data to the extent that they are able to compile such information consistent with applicable privacy laws.

i. COVID-19 Worker Positives to date:

Worker Positives is defined as the total number of workers (employees and contractors, full and part-time) that have tested positive for COVID-19. Agencies will report the cumulative total number of workers that have tested positive for COVID-19 since the beginning of the public health emergency (3/13/20) and through the end of the reporting period.

ii. COVID-19 Worker Fatalities to date:

Worker Fatalities is defined as the total number of workers (employees and contractors, full and part-time) that have died from complications related to COVID-19. Agencies will report the cumulative total number of workers that have died from COVID-19-related complications since the beginning of the public health emergency (3/13/20) and through the end of the reporting period. This number cannot exceed the number of COVID-19 Worker Positives.

iii. Worker Recoveries:

Worker Recoveries is defined as the total number of workers (employees and contractors, full and part-time) that have returned to work following an absence due to a positive COVID-19 test. Agencies will report the cumulative total number of Worker Recoveries since the beginning of the public health emergency (3/13/20) and at the end of the reporting period. Worker recoveries may include individuals who have tested positive and also workers who were kept home due to exposure or possible exposure.



iv. Does your agency plan to require COVID-19 vaccinations?:

This is a yes or no response. Agencies should select yes if the agency currently requires COVID-19 vaccinations or plans to require COVID-19 vaccinations for some or all of its workforce.

v. Number of Workers Not Vaccinated:

Agencies should report the total number of workers (employees and contractors, full and part-time) that have not received a COVID-19 vaccination. This number cannot exceed the total number of workers reported above.

vi. Has your agency implemented the recent Centers for Disease Control and Prevention (CDC) Order and Transportation Security Administration (TSA) Security Directive which requires workers to wear masks on public transit?¹:

This is a yes or no response. Agencies should select yes if the agency currently has a policy that addresses the [CDC Order](#) requirements for workers.

vii. Has your agency implemented the CDC Order and TSA Security Directive which requires passengers to wear masks on public transit?:

This is a yes or no response. Agencies should select yes if the agency currently has a policy that addresses the [CDC Order](#) requirements for passengers.

viii. Has your agency used FTA funds to support vaccine access for transit workers or the public?

This question requires a yes or no response. Agencies should select yes if the agency has expended any FTA funds, including the use of FTA-funded vehicles and facilities, to support COVID-19 vaccine access for transit workers or the public since the beginning of the COVID-19 public health emergency (3/13/20). Activities to support vaccine access may include but are not limited to providing free rides to all passengers, reduced-fare or fare-free rides to vaccination locations, hosting vaccine clinics, and providing mobile clinics. A yes response will prompt additional questions to respond to.



a. Please select the FTA funds your agency used to support vaccine access:

This question allows for a multiple select response. Agencies should select all funding sources that have been used by the agency to support vaccine access since the beginning of the COVID-19 public health emergency, including American Rescue Plan (ARP) Act of 2021, Coronavirus Aid, Relief, and Economic Security (CARES) Act, Coronavirus Response and Relief Supplemental Appropriations Act of 2021 (CRRSAA), or other FTA funds.

During the public health emergency has your agency provided the following vaccine access services?

Users indicating use of FTA funds to support vaccine access for transit workers or the public (question viii), must respond 'Yes' to at least one of the following services.

b. Free rides to COVID-19 vaccinations?

¹ See Requirement for Persons to Wear Masks While on Conveyances and at Transportation Hubs, February 1, 2021: https://www.cdc.gov/quarantine/pdf/Mask-Order-CDC_GMTF_01-29-21-p.pdf



This question requires a yes or no response. Select yes if the agency has ever provided free rides to COVID-19 vaccination sites, free rides for individuals traveling to receive COVID-19 vaccination, and/or free rides to all passengers.

If yes, did your agency provide free rides to COVID-19 vaccinations during the reporting period?

This question requires a yes or no response. Select yes if, during the reporting period (calendar month) covered by this Recurring Form, the agency provided free rides to COVID-19 vaccination sites, free rides for individuals traveling to receive COVID-19 vaccination, and/or free rides to all passengers.

c. Reduced fares for trips to COVID-19 vaccinations?

This question requires a yes or no response. Select yes if the agency has ever provided reduced fare rides to COVID-19 vaccination sites or reduced fare rides for individuals traveling to receive COVID-19 vaccination.

If yes, did your agency provide reduced fares for trips to vaccinations during the reporting period?

This question requires a yes or no response. Select yes if, during the reporting period (calendar month) covered by this Recurring Form, the agency provided reduced fare rides to COVID-19 vaccination sites or reduced fare rides for individuals traveling to receive COVID-19 vaccination.

d. Transit facilities used as COVID-19 vaccination sites?

This question requires a yes or no response. Select yes if the agency has ever used a transit facility as a COVID-19 vaccination site for transit workers or the public. This includes, but is not limited to, stations, administrative buildings, maintenance buildings, and parking lots owned or operated by the transit agency.

If yes, did your agency use transit facilities as COVID-19 vaccination sites during the reporting period?

This question requires a yes or no response. Select yes if, during the reporting period (calendar month) covered by this Recurring Form, the agency used a transit facility as a COVID-19 vaccination site for transit workers or the public. This includes, but is not limited to, stations, administrative buildings, maintenance buildings, and parking lots owned or operated by the transit agency.

e. Transit vehicles used as mobile vaccination sites?

This question requires a yes or no response. Select yes if the agency has ever used one or more transit vehicles as mobile vaccination sites for transit workers or the public.

If yes, did your agency use transit vehicles as mobile COVID-19 vaccination sites during the reporting period?

This question requires a yes or no response. Select yes if, during the reporting period (calendar month) covered by this Recurring Form, the agency used one or more transit vehicles as mobile vaccination sites for transit workers or the public.

f. Other vaccine access services?


This question requires a yes or no response. Select yes if the agency has ever provided other COVID-19 vaccine access services for transit workers or the public not described in




the four categories above. If yes, please describe these vaccine access services in the text box provided.

If yes, did your agency provide other COVID-19 vaccination access services during the reporting period?

This question requires a yes or no response. Select yes if, during the reporting period (calendar month) covered by this Recurring Form, the agency provided other vaccine access services for transit workers or the public not described in the four categories above. If yes, please describe these vaccine access services in the text box provided.


NOTE: Additional guidance is provided for each question by clicking on the  at the end of each question.

Transit Workforce

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

This field captures the total number of Transit Operators at the end of the reporting period and includes both full and part-time individuals and both agency employees and contractors. Transit Operators include personnel (other than security agents) scheduled to be aboard vehicles in revenue operations, including: vehicle operators; conductors; and ticket collectors. Transit Operators may also include attendants who are transit agency employees that are aboard vehicles to assist riders in boarding and alighting, securing wheelchairs, etc. For further information, see the definition of "Operators" in the National Transit Database (NTD) [Glossary](#). For purposes of NTD reporting, agencies can allocate an individual across multiple employee categories, if that individual's roles fit into more than one category. However, when reporting to the COVID-19 Information Collection Online Application, agencies should count any individual who serves as an Operator as any part of his or her job as 1 Transit Operator. Please do not prorate headcounts across multiple categories in this tool.

 Close

Current Number of Other Frontline Essential Workers (Full and Part-Time) 

All Other Workers (Full and Part-Time) 



- 5) Clicking on **SAVE DRAFT** saves the responses on the form, returns the user to the agency landing page, but does not submit the form. Clicking on **SUBMIT** will submit responses for the selected reporting period and allows the user to submit responses for additional reporting periods. Clicking **SUBMIT AND CLOSE** will submit responses and return to the agency landing page. Please keep in mind that there is a 30-minute idle time out in the system. Should the system time out, any information that is entered will not be saved unless the user has clicked on either **SAVE DRAFT**, **SUBMIT** or **SUBMIT AND CLOSE**.

Report Period 05/01/21 - 05/31/21 Reporting Period 05/01/21 - 05/31/21 ▼

Transit Workforce

Current Number of Transit Operators (Full and Part-Time) [?](#)

Current Number of Other Frontline Essential Workers (Full and Part-Time) [?](#)

All Other Workers (Full and Part-Time) [?](#)

Total Workers 0

Service Impacts

Agency's operational status at the end of the reporting period (05/01/21 - 05/31/21) [?](#)

COVID-19 Data

COVID-19 Worker Positives to date [?](#)

COVID-19 Worker Fatalities to date [?](#)

Worker Recoveries (total transit workers that return to work after being absent due to positive COVID-19 test or a presumptive case of COVID-19) to date [?](#)

Does your agency require COVID-19 vaccinations for some or all workers? [?](#) ☐ Yes ☐ No

Number of Workers not Vaccinated [?](#)

Has your agency implemented the recent Centers for Disease Control and Prevention (CDC) Order and Transportation Security Administration (TSA) Security Directive which requires workers to wear masks on public transit? [?](#) ☐ Yes ☐ No

Has your agency implemented the CDC Order and TSA Security Directive which requires passengers to wear masks on public transit? [?](#) ☐ Yes ☐ No

Has your agency used FTA funds to support vaccine access for transit workers or the public? [?](#) ☐ Yes ☐ No

Current COVID-19 Data Reporting Status: Outstanding Submission

- 6) The user can exit the form without saving by clicking on **CANCEL** on the lower left-hand corner.

Report Period 05/01/21 - 05/31/21 Reporting Period 05/01/21 - 05/31/21 ▼

Transit Workforce

Current Number of Transit Operators (Full and Part-Time) [?](#)

Current Number of Other Frontline Essential Workers (Full and Part-Time) [?](#)

All Other Workers (Full and Part-Time) [?](#)

Total Workers 0

Service Impacts

Agency's operational status at the end of the reporting period (05/01/21 - 05/31/21) [?](#)

COVID-19 Data

COVID-19 Worker Positives to date [?](#)

COVID-19 Worker Fatalities to date [?](#)

Worker Recoveries (total transit workers that return to work after being absent due to positive COVID-19 test or a presumptive case of COVID-19) to date [?](#)

Does your agency require COVID-19 vaccinations for some or all workers? [?](#) ☐ Yes ☐ No

Number of Workers not Vaccinated [?](#)

Has your agency implemented the recent Centers for Disease Control and Prevention (CDC) Order and Transportation Security Administration (TSA) Security Directive which requires workers to wear masks on public transit? [?](#) ☐ Yes ☐ No

Has your agency implemented the CDC Order and TSA Security Directive which requires passengers to wear masks on public transit? [?](#) ☐ Yes ☐ No

Has your agency used FTA funds to support vaccine access for transit workers or the public? [?](#) ☐ Yes ☐ No




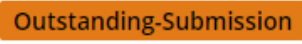



Current COVID-19 Data Reporting Status: Outstanding Submission



Appendix A – Abbreviations, Acronyms, and Terms

Abbreviations	Definition
DGS	Discretionary Grant System
DOT	Department of Transportation
FACES	FTA Access Control and Entry System
FTA	Federal Transit Administration
NTD	National Transit Database
PRA	Paperwork Reduction Act
SSOR	State Safety Oversight Reporting
TrAMS	Transit Award Management System
TriAD	Transit Integrated Appian Development
TSO	Office of Transit Safety and Oversight

Appendix B – COVID-19 Form and Service Status

Field Name	Status	Description
Current Service Status		Service capacity was reduced in response to COVID-19.
		Service capacity has not been affected by COVID-19.
		Service has been suspended due to COVID-19.
Current COVID-19 Data Reporting Status		At least one COVID-19 Form for the current reporting period has not been completed and is outstanding.
		All COVID-19 Forms for the current reporting period have been submitted.
Available COVID-19 Forms		COVID-19 Form is Outstanding for the current reporting period.
		COVID-19 Form is Submitted for the current reporting period.