FTA

FEDERAL TRANSIT ADMINISTRATION

National Transit Database

Annual Reporting User Guide

MAY 2022

U.S. Department of Transportation
Federal Transit Administration

Table of Contents

Revision History

Version	Description	Author	Date
1.0	Project Management Plan	Sharif Aboulnaga	20 May 2021
2.0	Review of document with some minor edits to formatting and typos.	Sharif Aboulnaga	24 Jan 2022
3.0	Added screenshots to various sections that were missing under the descriptions.	Peter Tran	07 Oct 2021
4.0	Minor edits to Version 3.0 (typos and formatting)	Sharif Aboulnaga	07 Oct 2021
5.0	Updated the NTD Helpdesk information in section 2.1.	Peter Tran	17 Dec 2022
6.0	Swapped Section 3 and 4 positions in the Word document. The order in the table of contents was updated accordingly.	Peter Tran	17 Dec 2022
7.0	Revision History added below the Table of Contents.	Peter Tran	24 Jan 2022
8.0	Revision of tables (now have test data)	Peter Tran	21 Feb 2022
9.0	Revisions of tables contain all test data	Peter Tran	3 March 2022
10.0	Review of User guide and correction of table of contents	Sharif Aboulnaga	16 May 2022
11.0	Review – No edits added	Sharif Aboulnaga	11/28/2022
12.0	Added the description section	Bryonna Lucas	12/2/2022
13.0	Correction of headers for Sections 9-12 and reformatting table of contents	Sharif Aboulnaga	12/22/2022

1 NTD Reporting System

1.1 Description

User Guides provide end-users with information about the operation of the system. The format, publication schedule, and level of depth of the information provided will be determined by the FTA IT Development team based on the complexity of the system and the knowledge base of the anticipated user community. User guides are a valuable tool for the user base and must be kept up to date with new software releases.

1.2 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.

1.3 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.

1.4 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: 8:00am-7:00pm ET
- (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 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.

3.1 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.

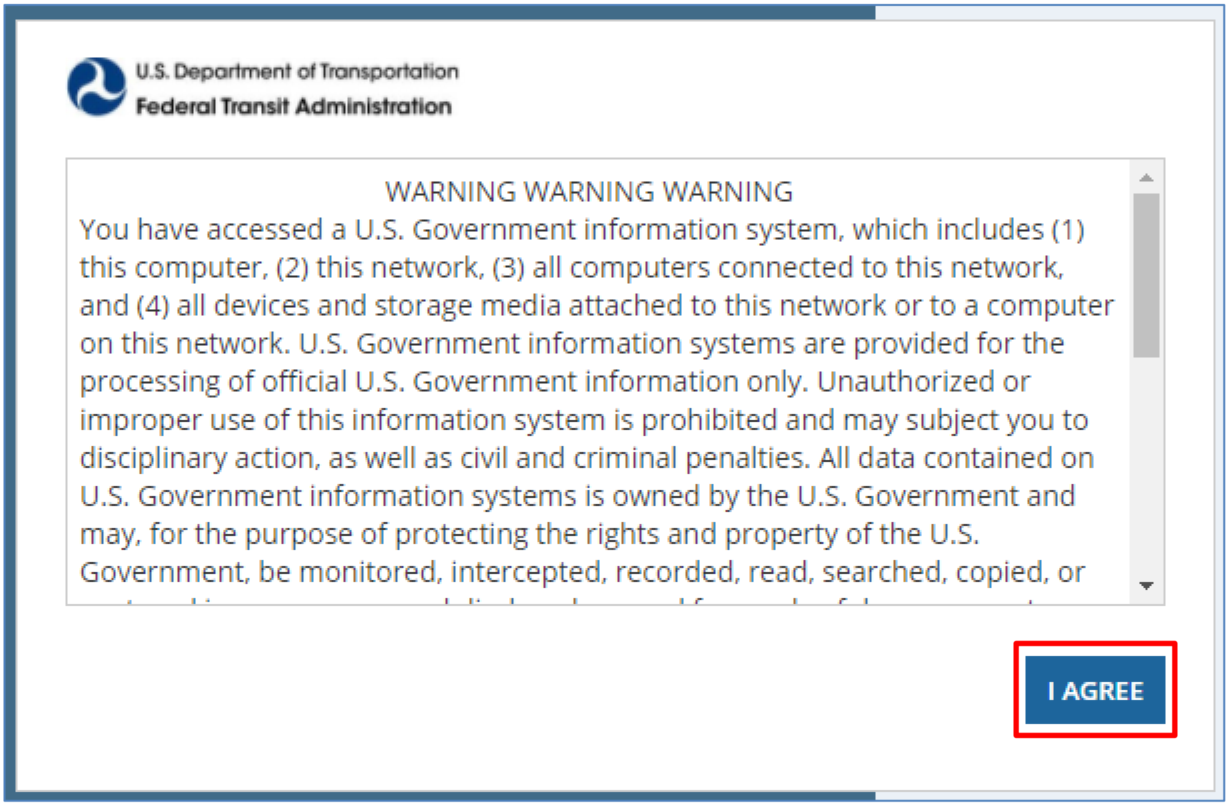
Kickoff steps:

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 **MY TASKS** tab.
4. Start the Report Kickoff task by selecting the kickoff task for your agency.
5. Accept the Report Kickoff task (if it has not already been accepted).
6. 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.
7. Complete the Kickoff Tasks.
8. Navigate to the **Annual Report Package** forms.

3.2 Log into NTD

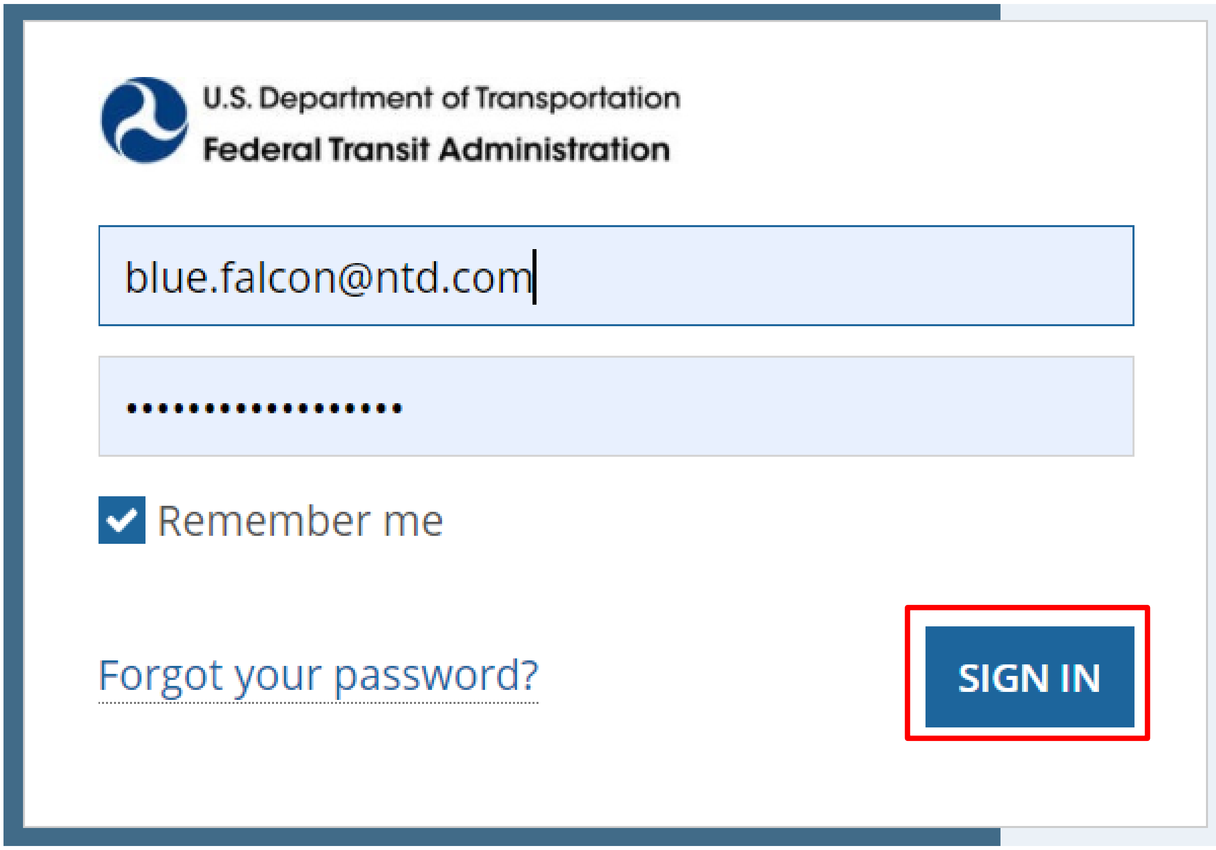
To log into NTD:

1. Navigate to the NTD website https://facestest2.fta.dot.gov/suite/sites/ntd-site/page/tasks
2. Accept the Rules of Behavior by selecting the **I Agree** button.

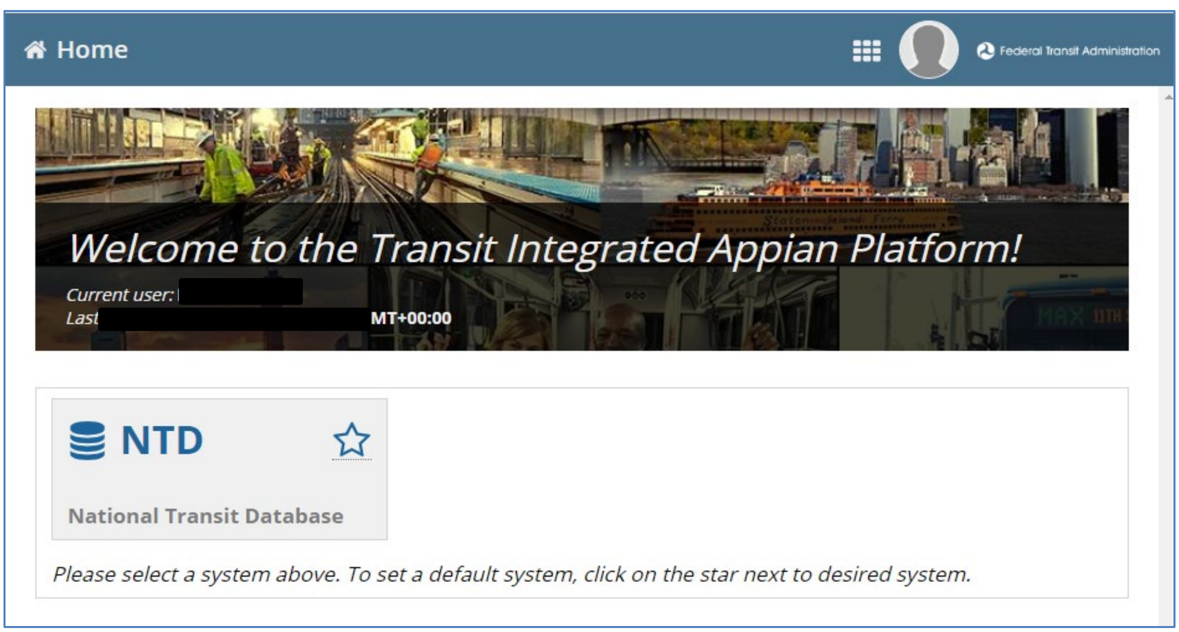


3. Enter your **User Name** and **Password**.

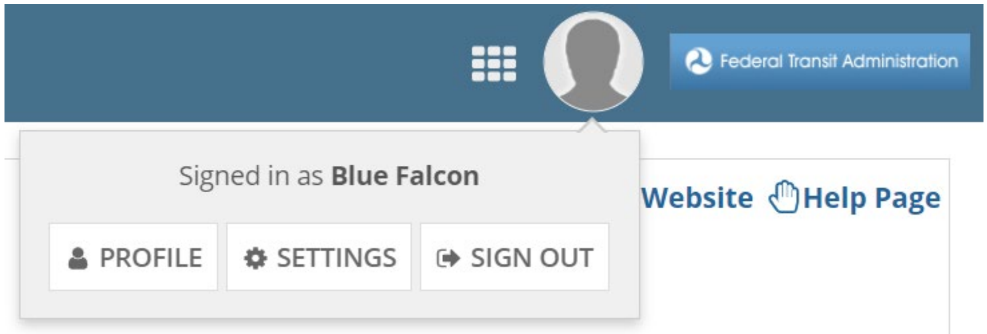
4. Select the **Sign In** button.



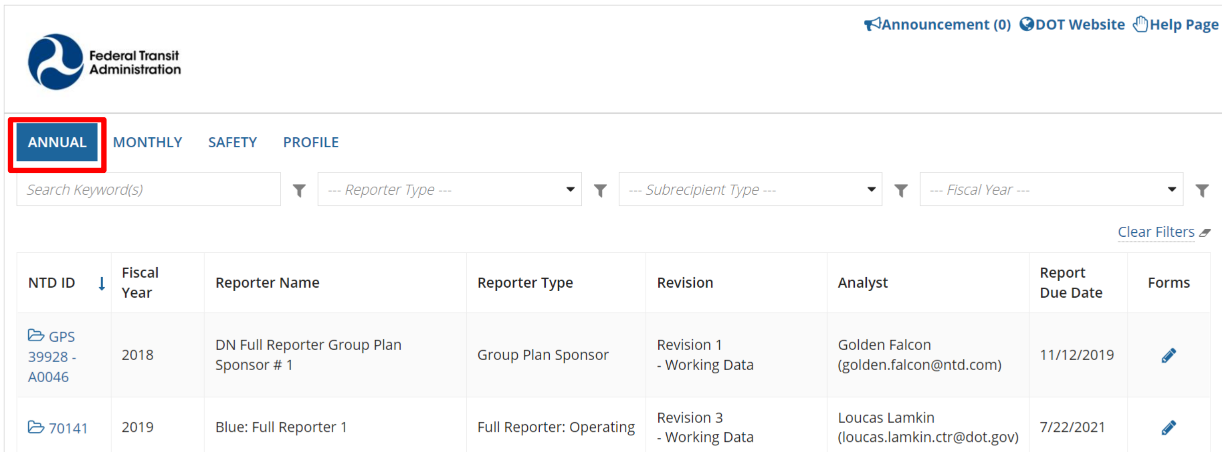
5. The NTD Landing Page will be displayed.



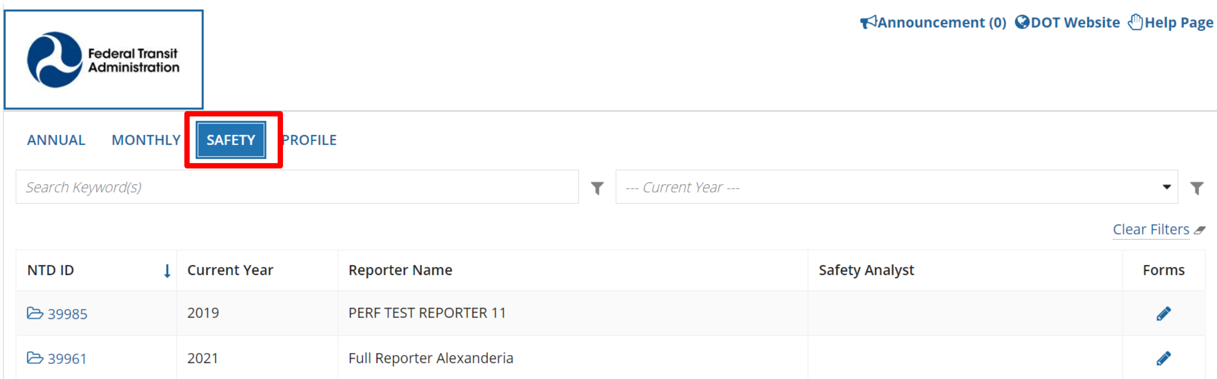
Note: You may update your information by selecting the avatar icon.


Federal Transit Administration
Signed in as Blue Falcon
PROFILE
SETTINGS
SIGN OUT
Website
Help Page

6. Select NTD from the landing page.
7. The HOME page will open and the ANNUAL page will be displayed.



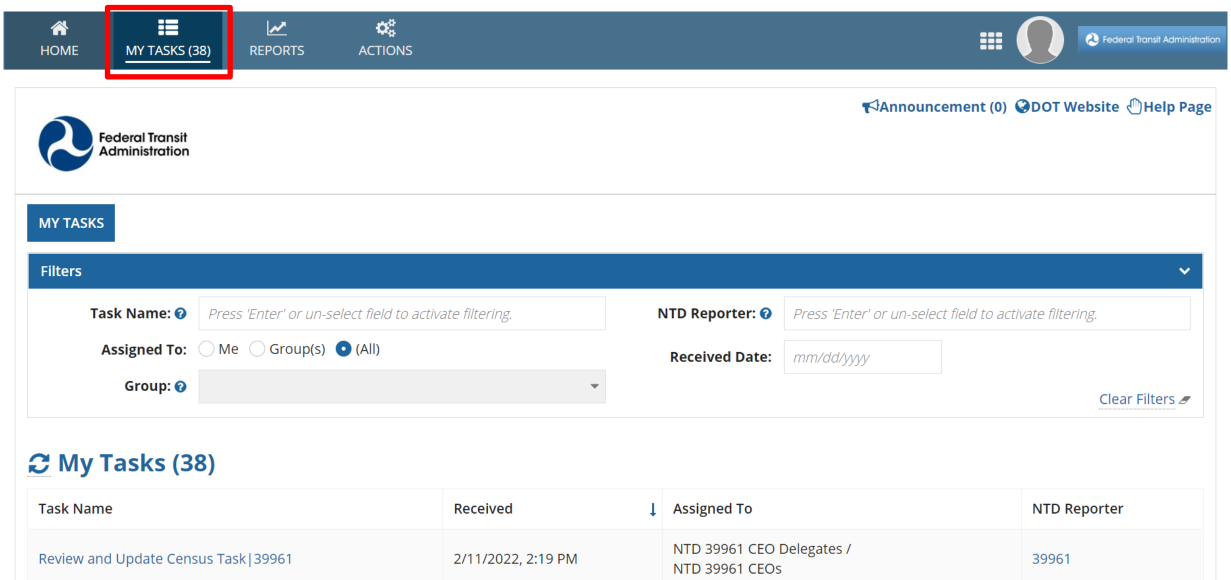
Note: If you are logged in as a Safety Contact, Safety Editor or Safety Viewer, the SAFETY page will be displayed.



3.2.1 Start the Report Year Kickoff

To start the report year kickoff:

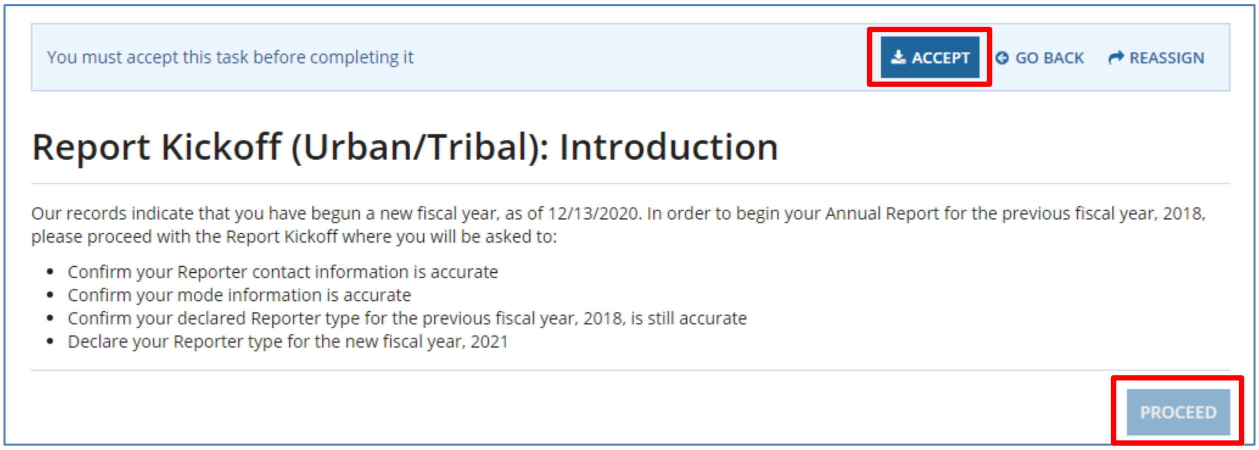
1. Select NTD from the Landing Page.
2. Select the **MY TASKS** tab to navigate to the Kickoff Task.
3. Select the link, {Report Year} Report Kickoff for Reporter {NTD#} - {NTD Agency Name} in order to start the Report Year Kickoff.



3.2.2 Accept the Kickoff Task

Begin the Kickoff by accepting the task:

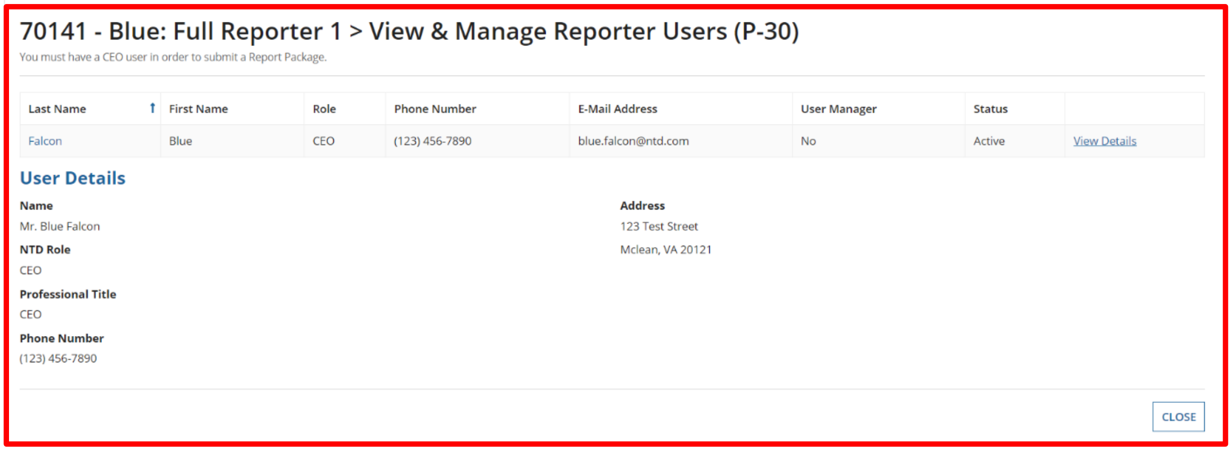
1. Review the Kickoff instructions.
2. Select the **ACCEPT** button.
3. Select the **PROCEED** button.



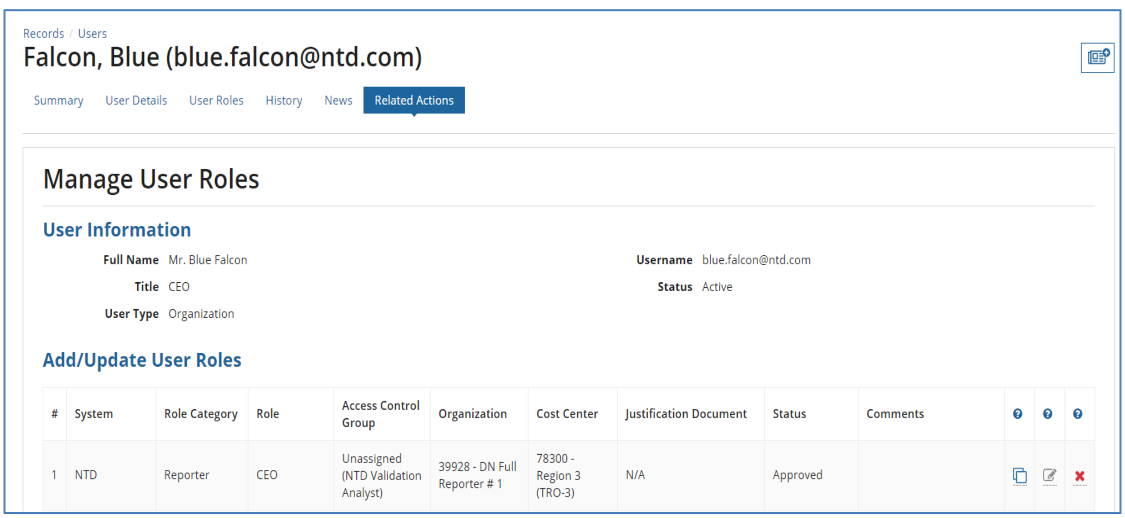
3.2.3 Update the P-30 Form During Kickoff: Manage Reporter Users

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.



Note: To add or edit user information or to manage a user role(s), please refer to the FTA FACES User Guide (User Management).



3.2.4 Update the P-20 Form During Kickoff: View & 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)** form 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 in the P-20 form:

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.

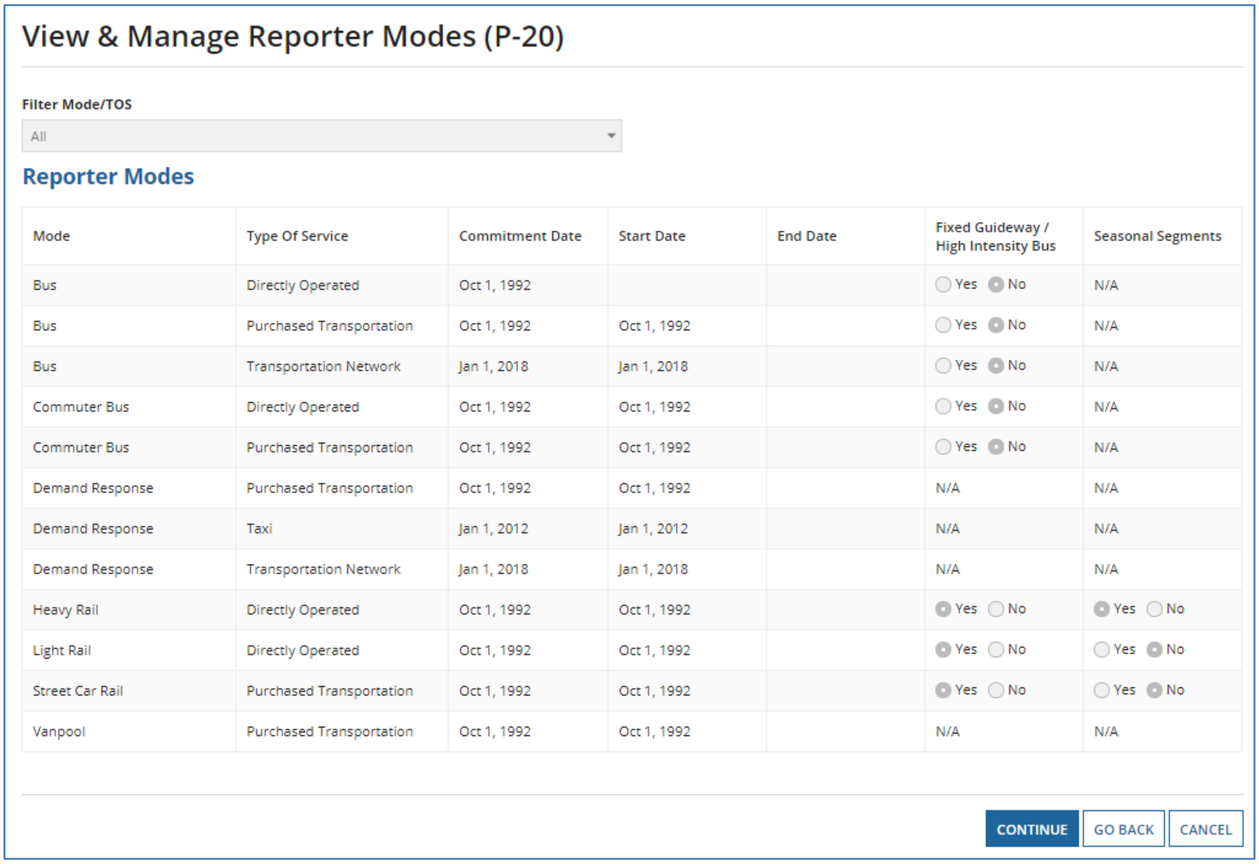
If you would like to review and **Edit** an existing mode:

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.



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

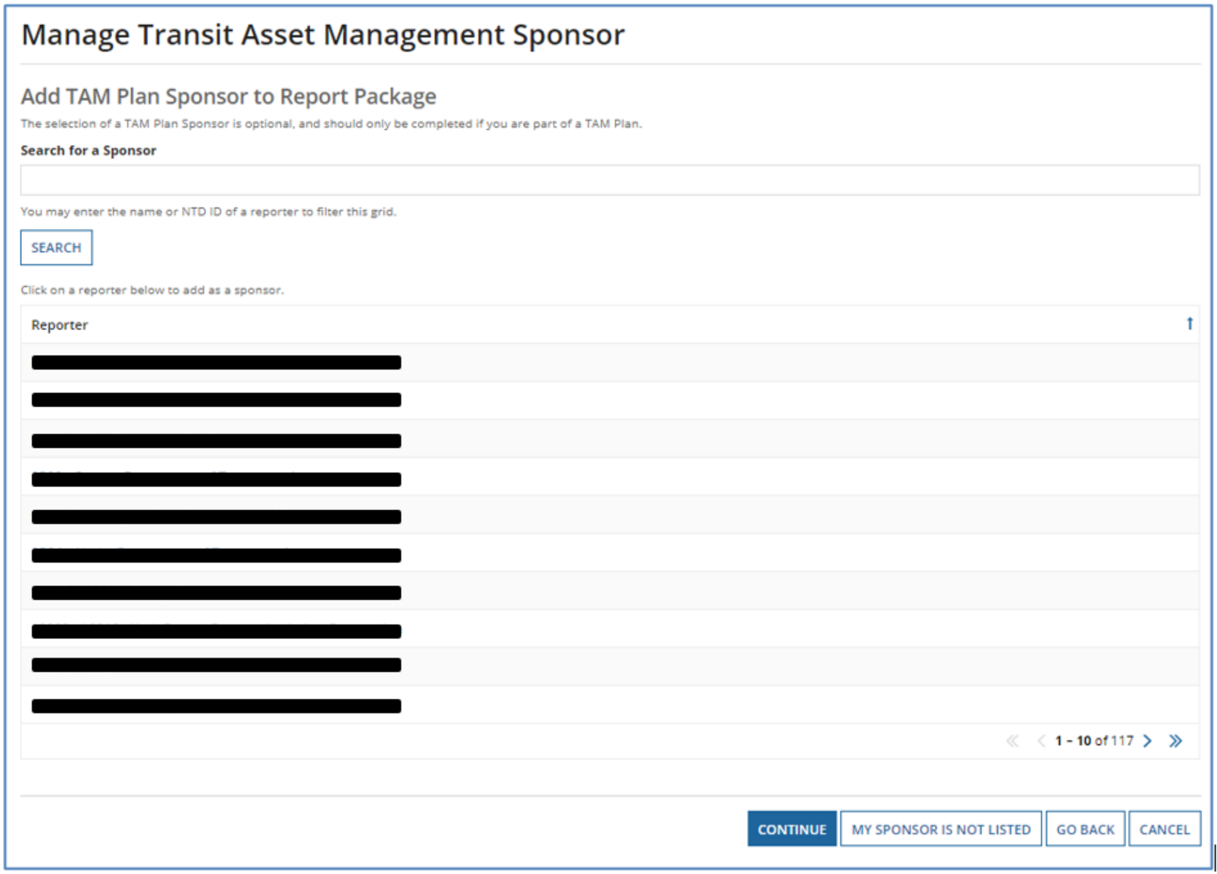
If you declared participation in a Transit Asset Group Plan in the previous year, the system will display the Group Plan selected from the previous year. You then confirm the selection or update the declared selection.

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.

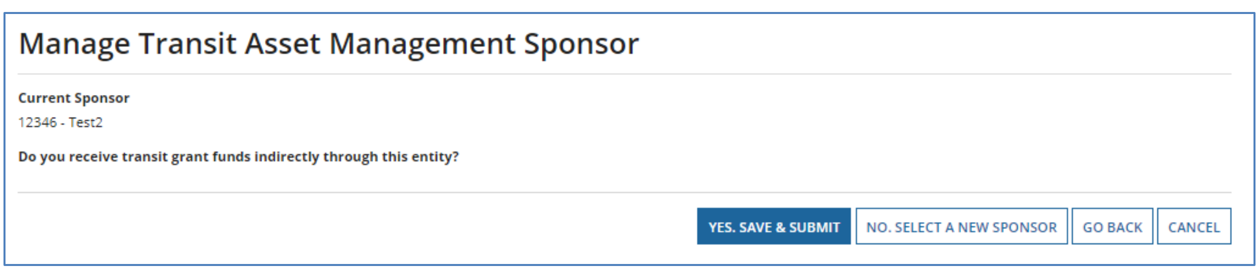
This action is only applicable for reporters with a previous fiscal year (i.e. new reporters will not see this).

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.

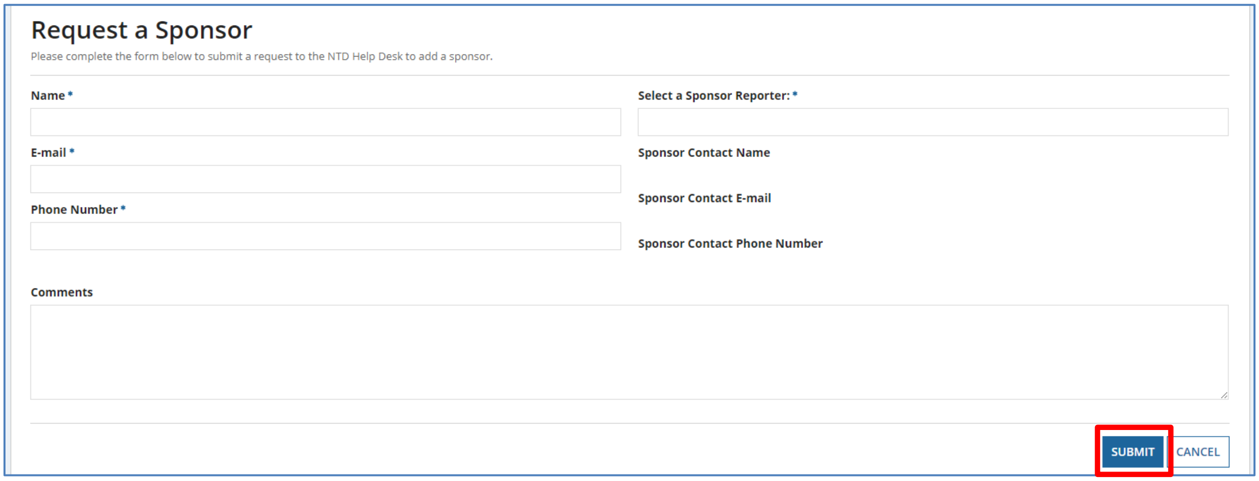


After indicating the sponsor, confirm your funding relationship by selecting the **YES. SAVE & SUBMIT** button or if you have selected a reporter with whom you do not have a funding relationship select the **NO. SELECT A NEW SPONSOR** button to return to the previous page.



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.



3.2.6 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:

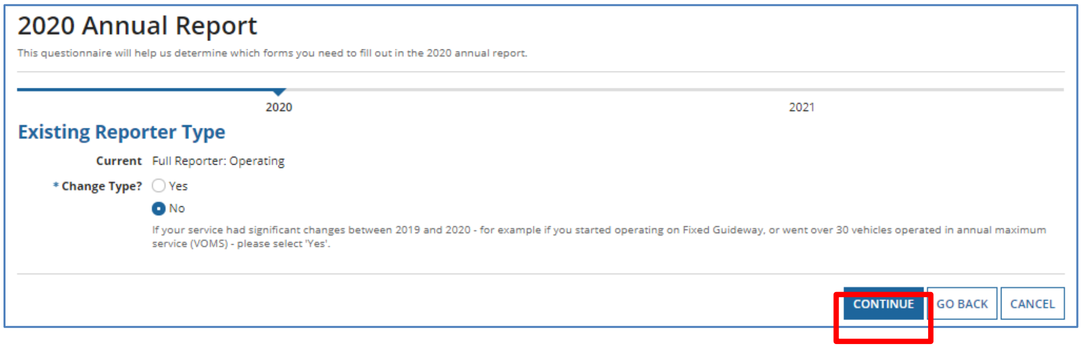
1. Select the **No** radio button.

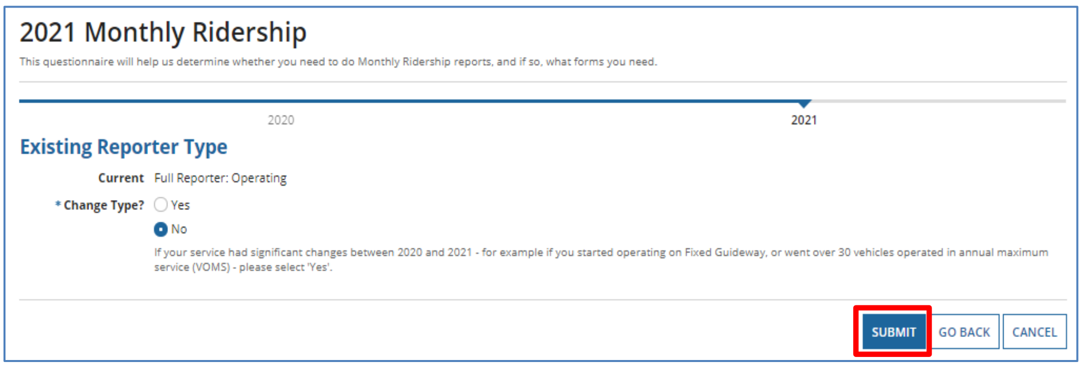
If you would like to <u>**change**</u> the **Reporter Type** for your agency:

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.

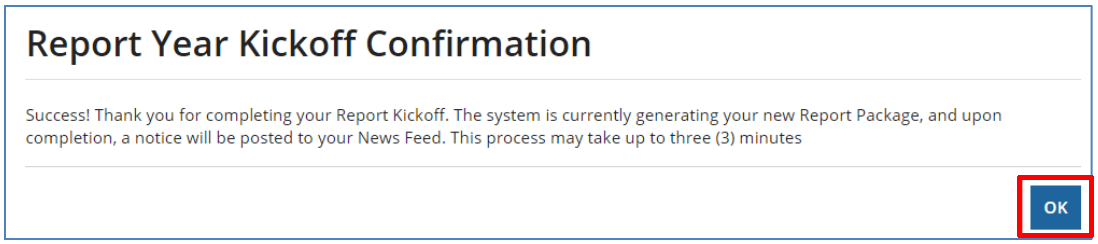

2020 Annual Report
This questionnaire will help us determine which forms you need to fill out in the 2020 annual report.
2020
2021
Existing Reporter Type
Current Full Reporter: Operating
* Change Type? Yes
No
If your service had significant changes between 2019 and 2020 - for example if you started operating on Fixed Guideway, or went over 30 vehicles operated in annual maximum service (VOMS) - please select 'Yes'.
CONTINUE
GO BACK
CANCEL


2021 Monthly Ridership
This questionnaire will help us determine whether you need to do Monthly Ridership reports, and if so, what forms you need.
2020
2021
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'.
SUBMIT
GO BACK
CANCEL

3.2.7 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.

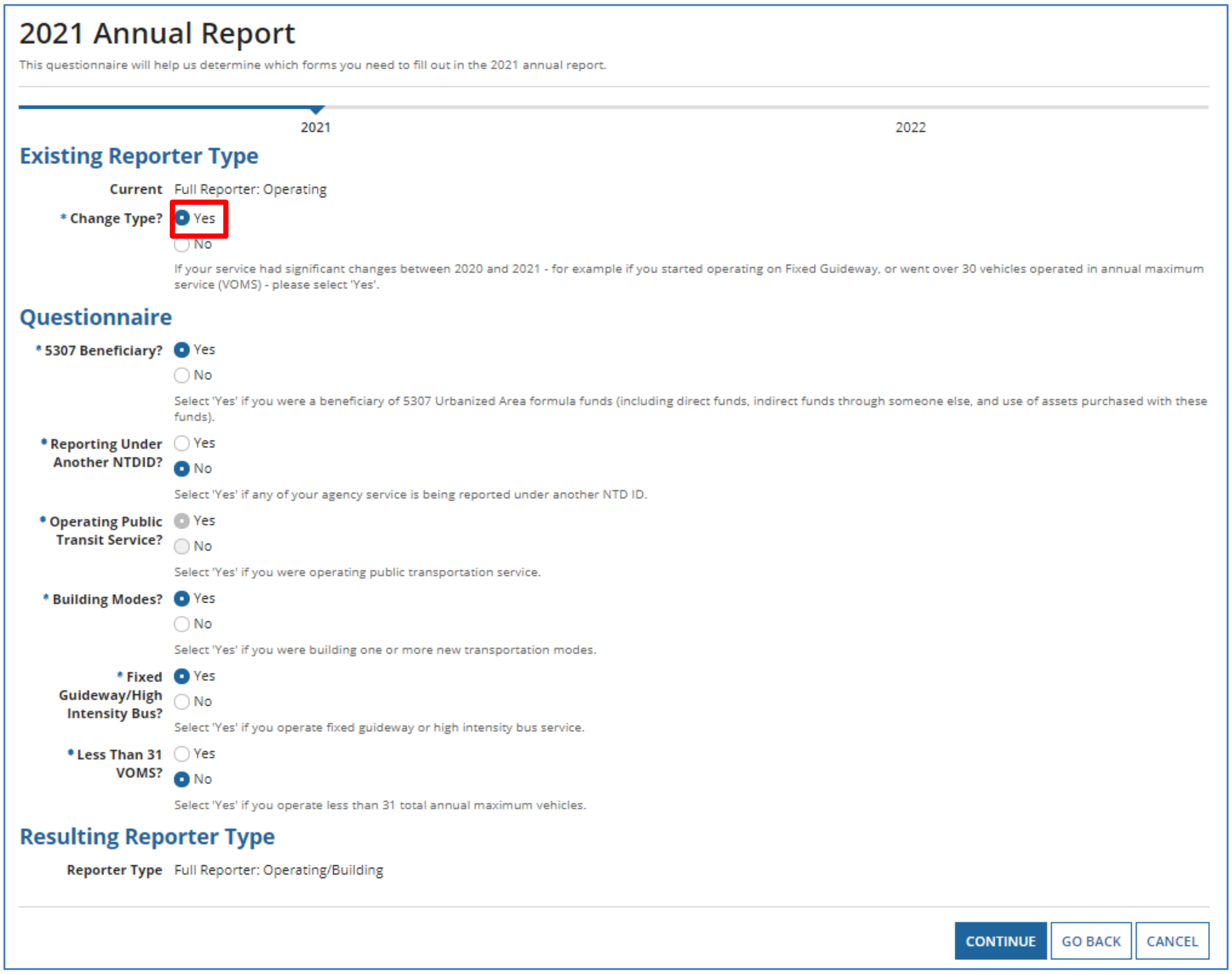


The system generates the applicable forms based on the information provided, and then makes the Annual Report Package for the previous fiscal year available for reporting. The system will also notify you that the Annual Report for the previous fiscal year is available.

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

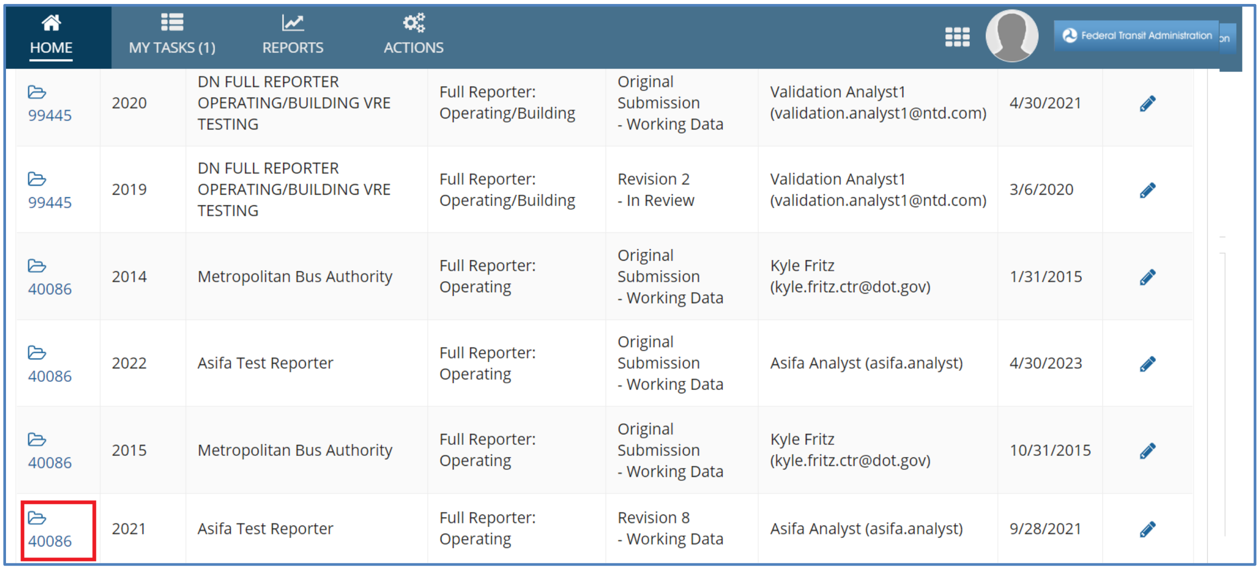
CONTINUE GO BACK CANCEL

3.2.8 Annual Reporting Timeframe Apportionment Year Selection

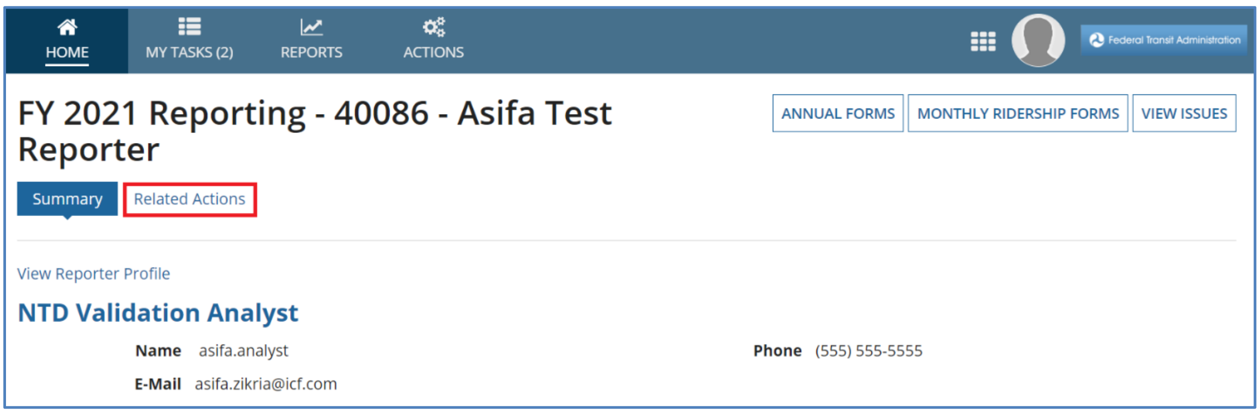
Each year, Congress passes legislation which, when signed by the President, appropriates funds for the Department of Transportation and related agencies. After that legislation is enacted, FTA publishes a Notice in the Federal Register that provides an overview of the apportionments and allocations based on these funds for the various FTA programs as well as statements of policy and guidance on public transit administration.

When you are ready to submit your Annual Report Package, you will do so by clicking on the NTID you would like to select. After you will navigate to the “MY TASK” tab and you will then select “**Related Actions**.” Here you will select the desired data for the Apportionment Year formula. (Typically this will default to FY2018 by default) Once the apportionment year is selected and submitted the Annual Report Package will be available for the Analyst to review.

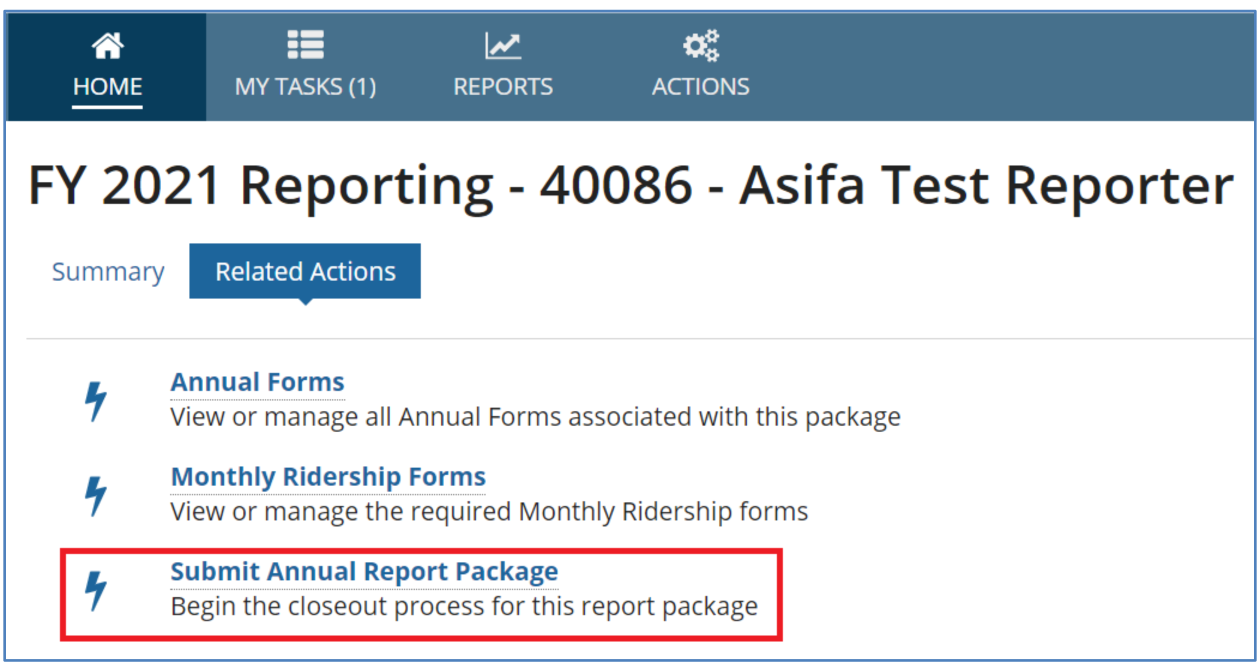
1. When on the “**HOME**” page, click on the **NTD ID** you would like to submit for.



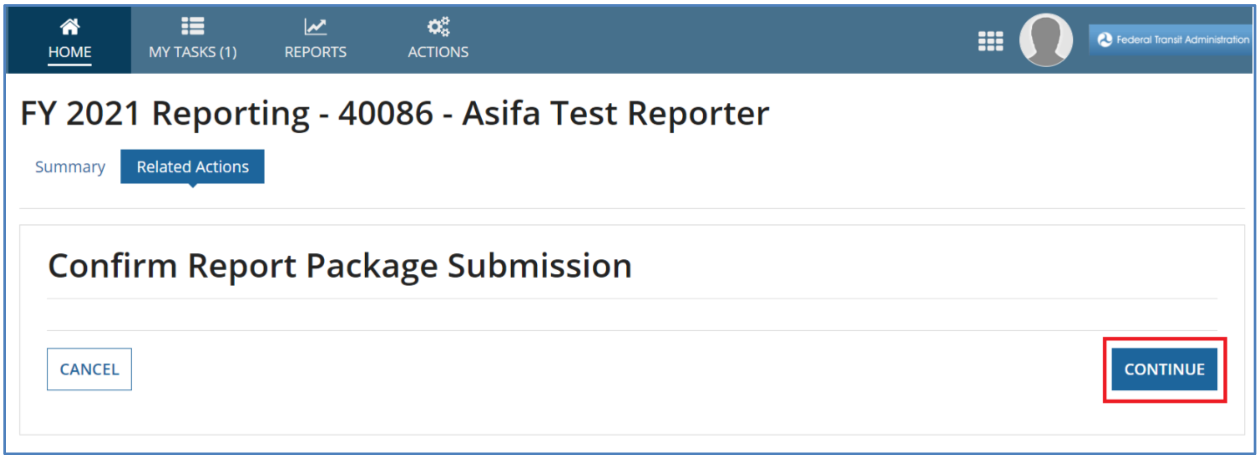
2. Click on "**RELATED ACTIONS**"



3. Click on "**SUBMIT ANNUAL REPORT PACKAGE**"



4. Click on “**CONTINUE**”

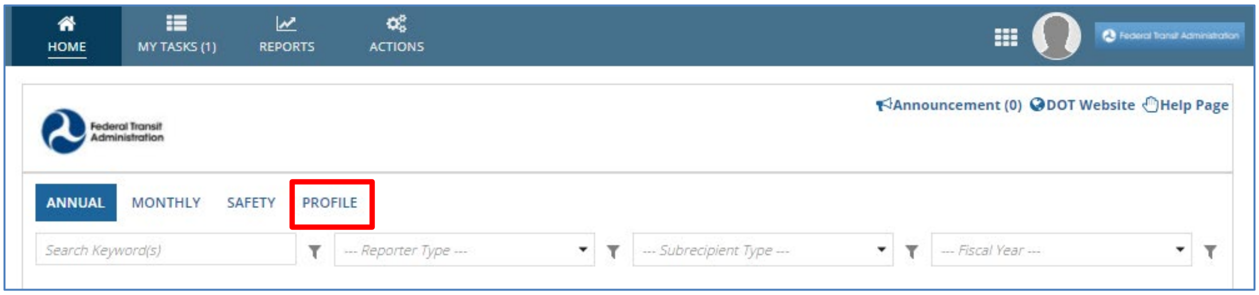


5. The default selection will be any previous year with data containing the most **VRM**. Click on “**SUBMIT**”

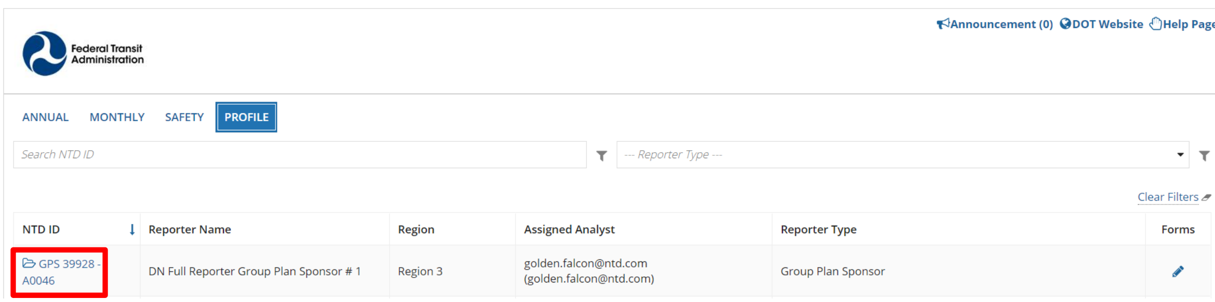
3.3 Reviewing Your NTD Profile (as needed)

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.



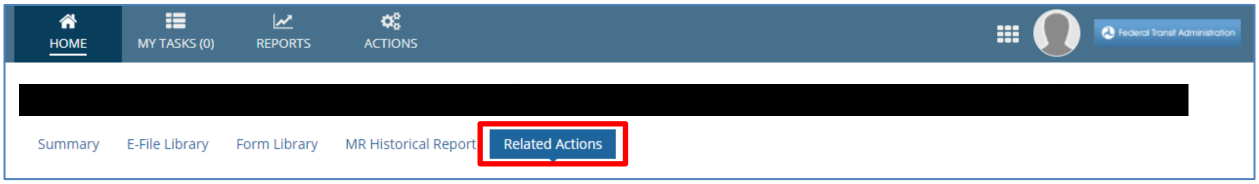
2. Select the NTD ID to view the Profile Summary page.



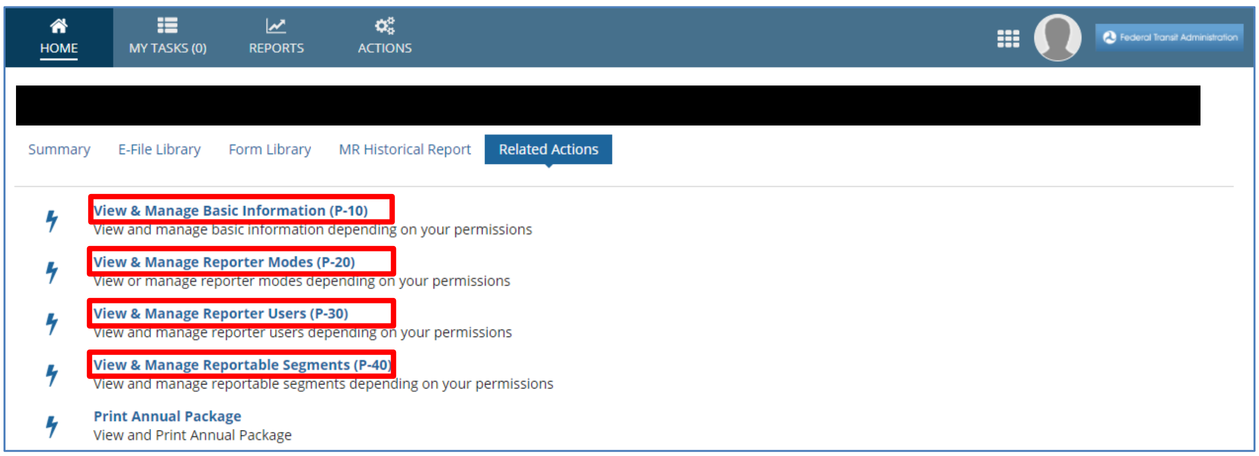
3.3.1 Profile: Summary Page

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

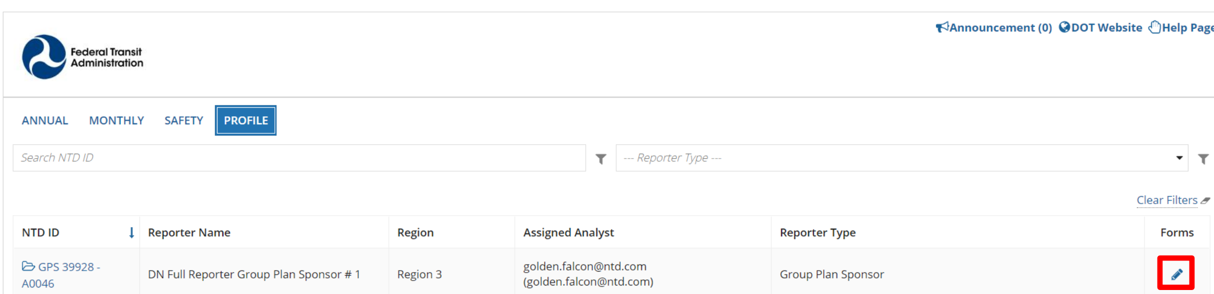
Select the **Related Actions tab** at the top of the form to view the Profile forms.



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.



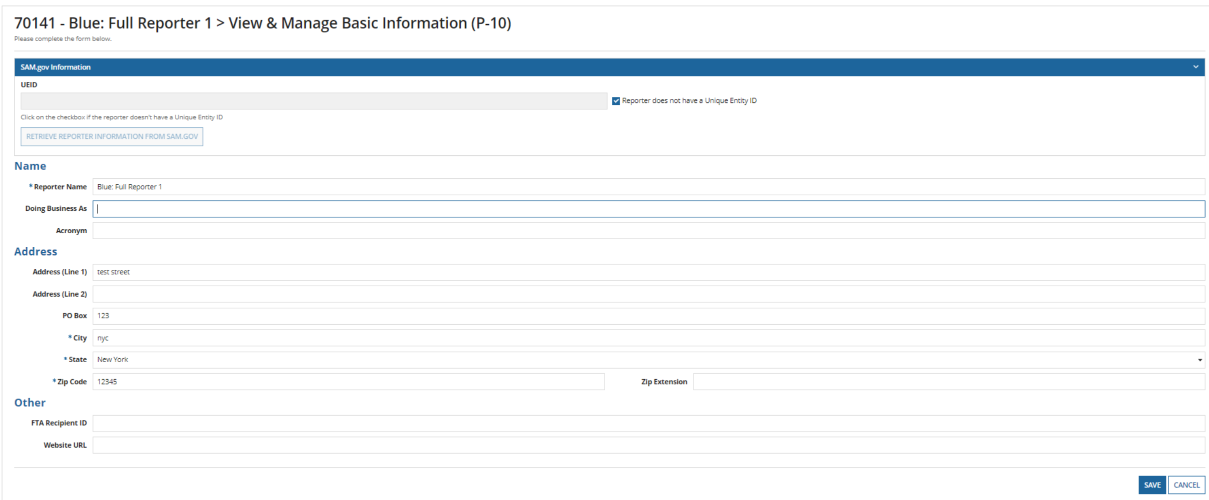
3.3.2 P-10: Profile Basic Information Form

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:

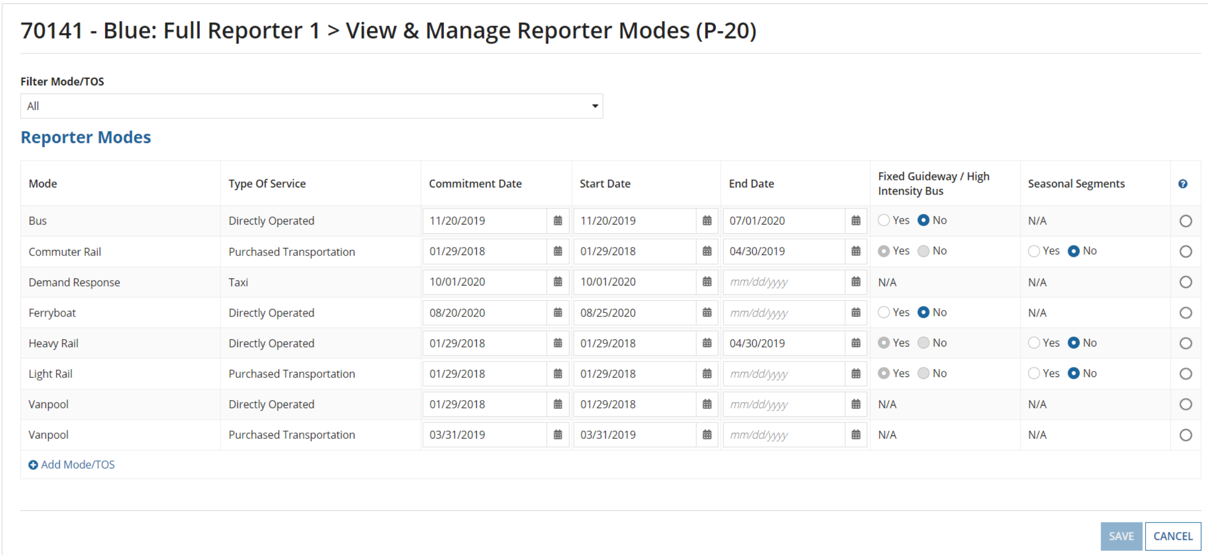
1. Select the View & Manage Basic Information (P-10) link.
2. Update the fields as needed.
3. Select the **SAVE** button to save the updated data.

Note: Updates to this form may not be necessary.



3.3.3 P-20: View & Manage Reporter Modes

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



70141 - Blue: Full Reporter 1 > View & Manage Reporter Modes (P-20)

Filter Mode/TOS

All

Reporter Modes

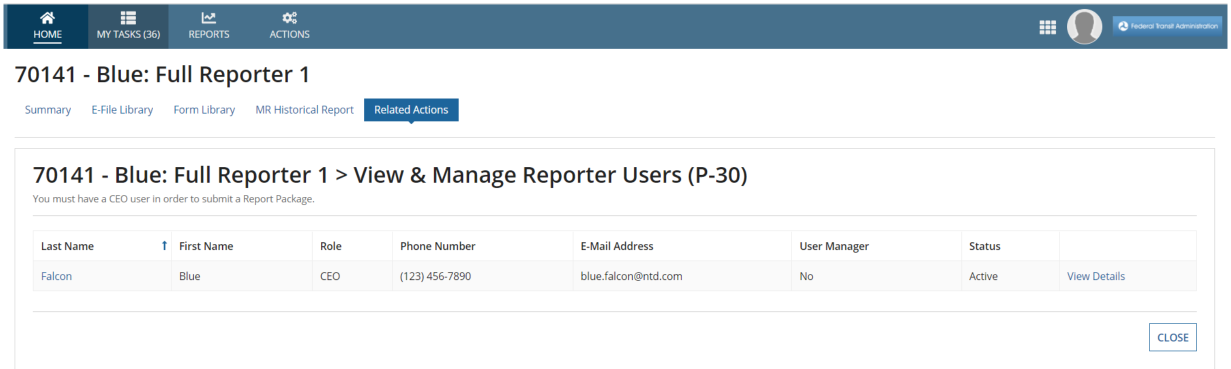
Mode	Type Of Service	Commitment Date	Start Date	End Date	Fixed Guideway / High Intensity Bus	Seasonal Segments	
Bus	Directly Operated	11/20/2019	11/20/2019	07/01/2020	Yes No	N/A	
Commuter Rail	Purchased Transportation	01/29/2018	01/29/2018	04/30/2019	Yes No	Yes No	
Demand Response	Taxi	10/01/2020	10/01/2020	mm/dd/yyyy	N/A	N/A	
Ferryboat	Directly Operated	08/20/2020	08/25/2020	mm/dd/yyyy	Yes No	N/A	
Heavy Rail	Directly Operated	01/29/2018	01/29/2018	04/30/2019	Yes No	Yes No	
Light Rail	Purchased Transportation	01/29/2018	01/29/2018	mm/dd/yyyy	Yes No	Yes No	
Vanpool	Directly Operated	01/29/2018	01/29/2018	mm/dd/yyyy	N/A	N/A	
Vanpool	Purchased Transportation	03/31/2019	03/31/2019	mm/dd/yyyy	N/A	N/A	

Add Mode/TOS

SAVE CANCEL

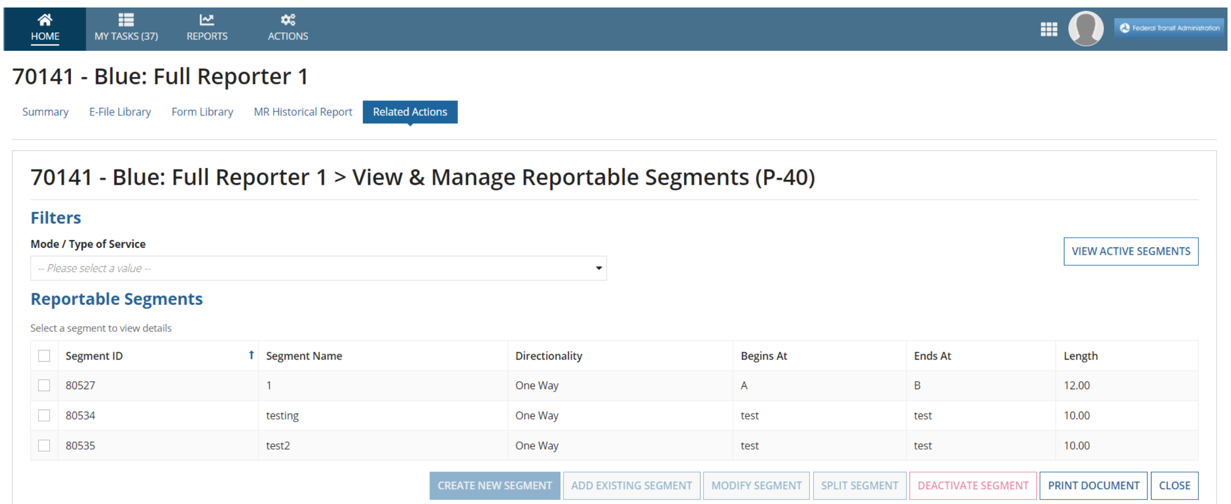
3.3.4 P-30: View & Manage Reporter Users

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



3.3.5 P-40: View & Manage Reportable Segments

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



4 NTD System Validation

4.1 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.

4.2 Exporting/Importing Data

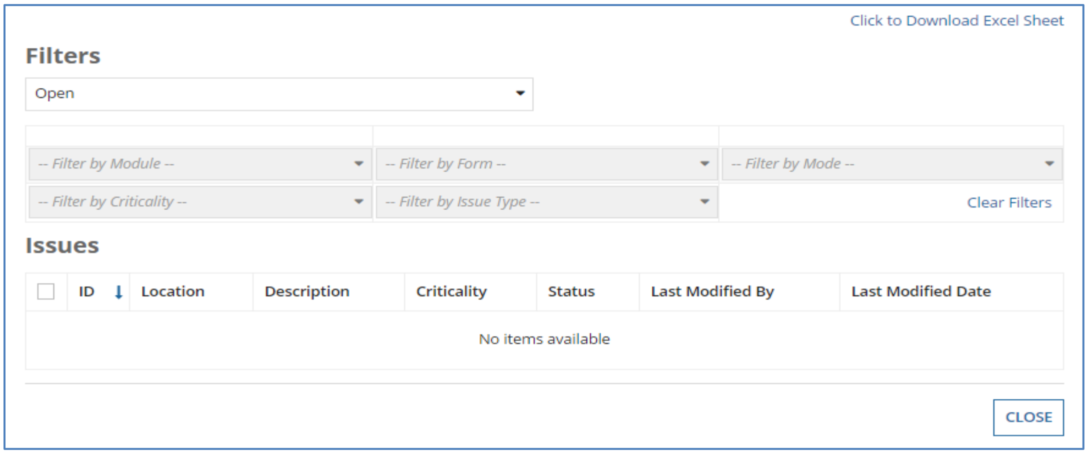
The **EXPORT DATA** and **IMPORT DATA** buttons export or imports data to and from Excel. Refer to Section 14.2 for more information.

4.3 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.

4.4 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	blue.falcon@ntd.com	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

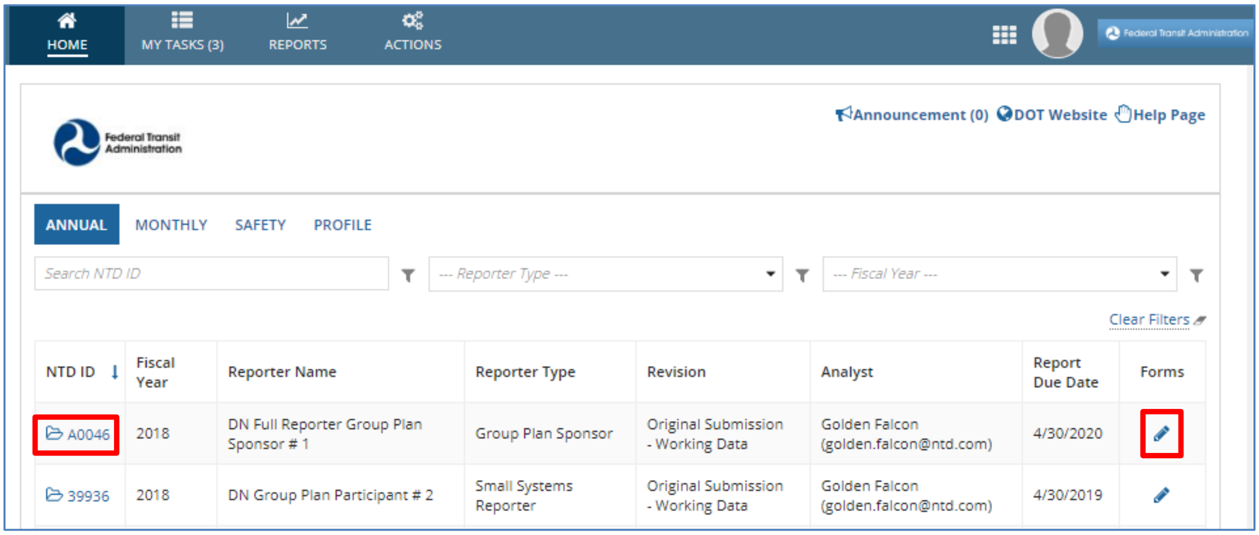
ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	$\boxed{\text{Closed with Exception}}$		

5 NTD Annual Report Package Forms

5.1 Navigate to the Annual Forms

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

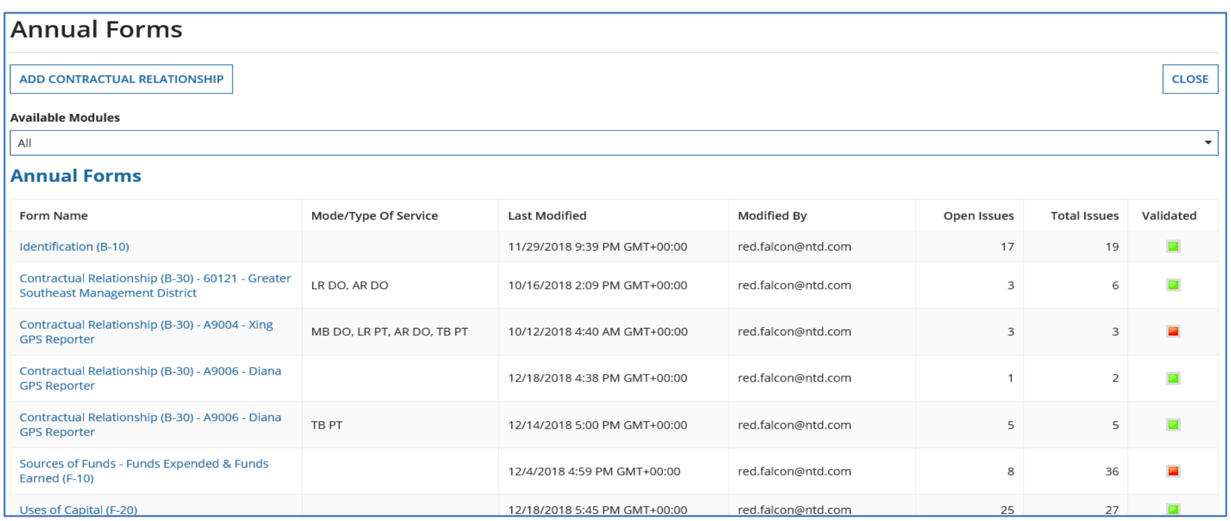
1. From the **ANNUAL** page of the Home page, select the pencil icon on the right end of the grid to open your Annual forms for the relevant NTD ID.



5.1.1 NTD Report Package: View Individual Annual Forms

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

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



6 Annual Forms: Basic Information

6.1 B-10: Identification Form

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

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

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

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

The form sections are 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).
- Auxiliary Sections
- Modes Filing a Separate NTD Report
- Separate Assets

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. 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 existing or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Identification (B-10)

39928 - DN Full Reporter # 1 (Full Reporter: Operating) - RY19 Revision 16 (Working Data)

There is currently 1 open issue on this form.

General Information

Organization Type *

1. Independent Public Agency or Authority of Transit Service

Demographic Information

Primary UZA

0 - Virginia Non-UZA

Secondary UZA / Non-UZAs

UZA
178 - Huntington, WV-KY-OH

Add UZA

VIEW ALL UZAS | VIEW UZAS IN MY REGION

Service Area Square Miles *

10,000

Service Area Population *

10,000

Seasonal Segment Information

Reporter Modes

Mode	Type Of Service	Commitment Date	Start Date	End Date
Heavy Rail	Directly Operated	10/1/1992	10/1/1992	

Auxiliary Sections

Auxiliary sections are addition sections that only apply to some users:

- Mode Filing a Separate NTD Report - Select Purchased Transportation modes where the associated service data are reported by the other party in their own NTD report.
- Separate Assets - Select modes from another NTD report where you have capital responsibility for assets used in their service.

Select any of the auxiliary sections to add them to the B-10. An auxiliary section cannot be deselected if the section contains data.

- [x] Modes Filing a Separate NTD Report
- [x] Separate Assets

Modes Filing a Separate NTD Report

Mode to Add

Heavy Rail

ADD MODE | REMOVE SELECTED ROW(S) FROM GRID

Separate Filling Mode/Type Of Services

Mode / TOS	Created By	Created Date
MB - PT	Revision Manager	11/20/2019

Separate Assets

NTD Reporter ID:

00011 - Valley Regional Transit

Enter the NTD Reporter Id to retrieve Modes / Type of Services

Mode / Type of Service to Add

-- Please select a value --

ADD MODE / TOS | REMOVE SELECTED ROW(S) FROM GRID

Separate Assets

Mode / TOS	NTD Reporter	Created By	Created Date
DR - DO	00011 - Valley Regional Transit	blue.falcon@ntd.com	04/20/2021
MB - DO	00011 - Valley Regional Transit	blue.falcon@ntd.com	04/20/2021

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

6.1.1 Identification: General Information section (B-10)

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

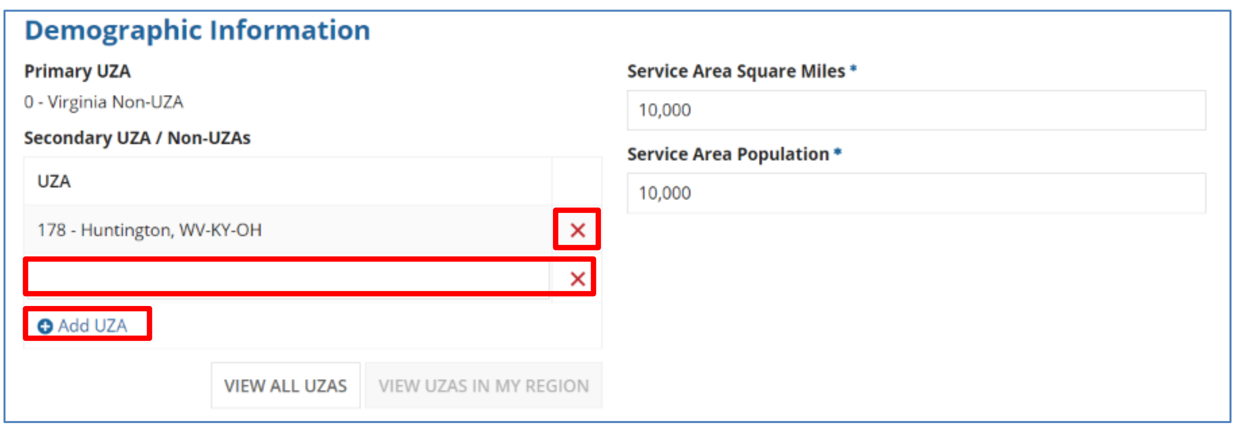
1. Select an **Organization Type** from the **drop-down** box.
2. Review and edit your data as necessary.
3. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

6.1.2 Identification: Demographic Information section (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.

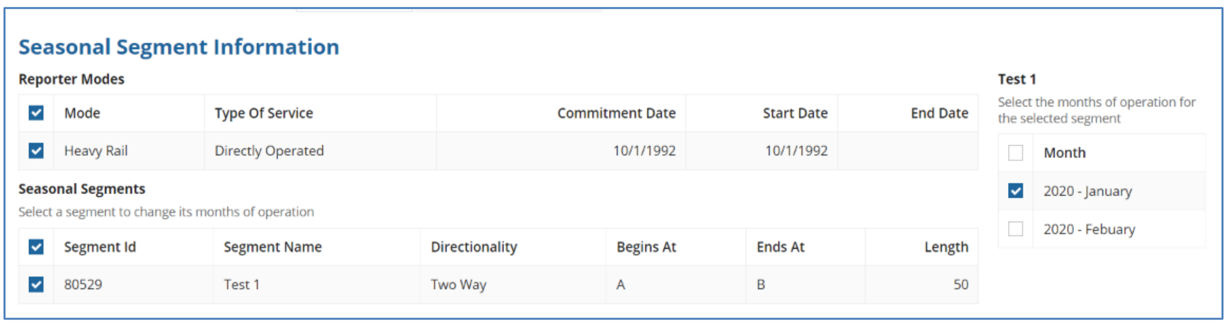


1. To remove a UZA from your list, go to the Selected Secondary UZA / Non UZA list and click the red '**x**' next to the UZA you want to remove.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation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

6.1.3 Identification: Seasonal Segment Information section (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.
    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. Update the month as required by selecting/unselecting the checkbox next to each month.
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.

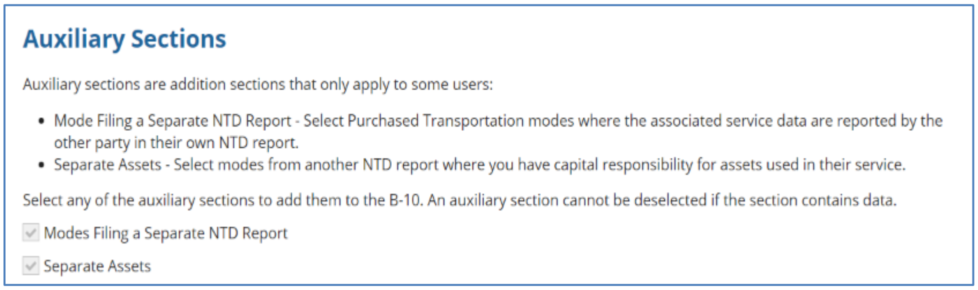


6.1.4 Identification: Auxiliary Sections section (B-10)

Auxiliary sections are additional sections that only apply to the following users:

- Mode Filing a Separate NTD Report - Select Purchased Transportation modes where the associated service data are reported by the other party in their own NTD report.
- Separate Assets - Select modes from another NTD report where you have capital responsibility for assets used in their service.

Selecting and auxiliary section adds that section to the B-10 form.



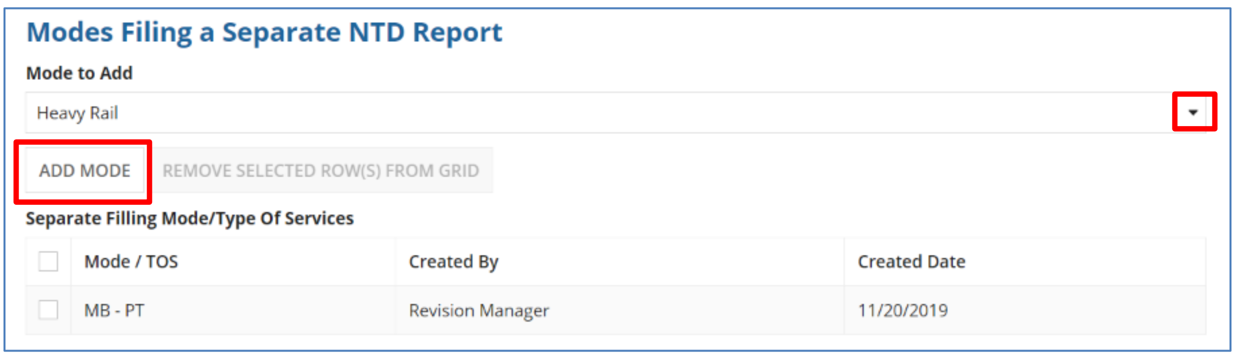
6.1.5 Identification: Modes Filing a Separate NTD Report sectionb (B-10)

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 **Mode to ADD** drop-down:

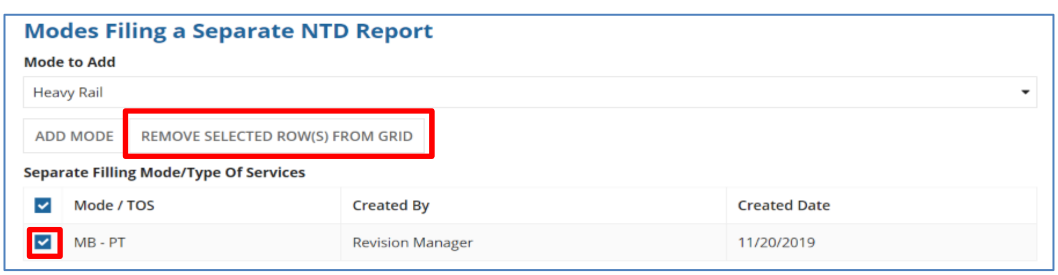
1. Select a mode from the **Mode to Add** drop-down.
2. Select the **ADD MODE** button.
3. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

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 **REMOVE SELECTED MODES FROM GRID**:

1. Select the **checkbox** for the **Mode/Type Of Service** you would like to remove.
2. Select the **REMOVE SELECTED MODES FROM GRID** 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.

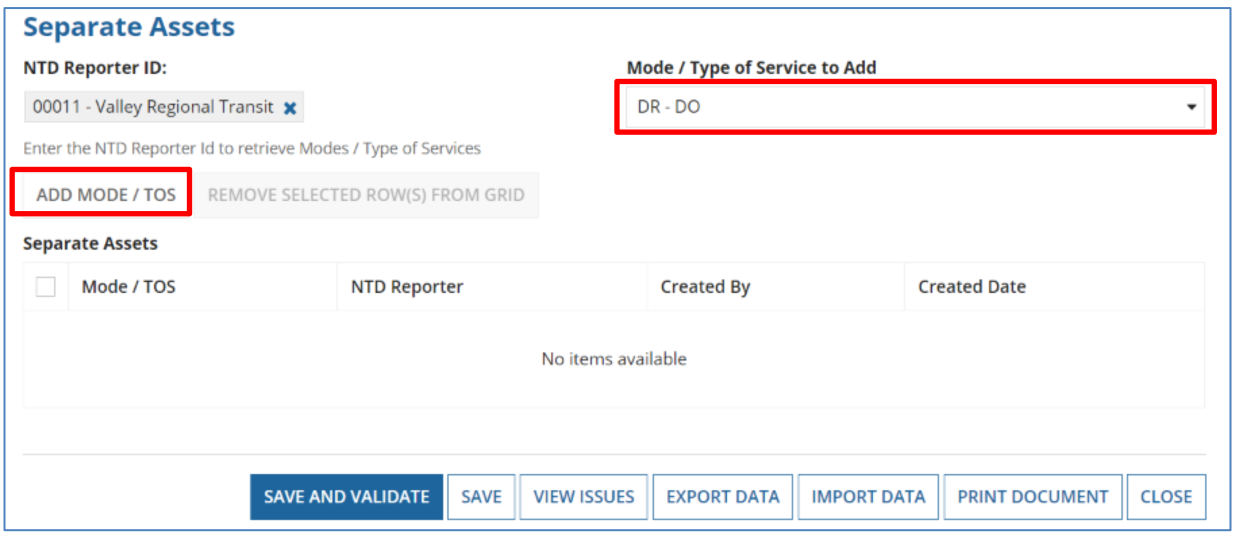


6.1.6 Identification: Separate Assets section (B-10)

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

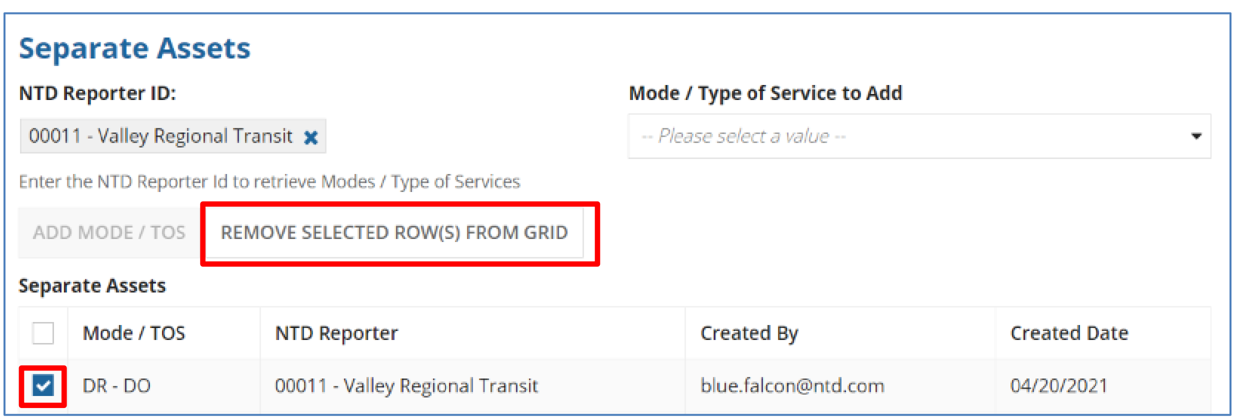
If you would like to add a mode to the list of Separate Assets, search for the appropriate NTD ID from the **NTD Reporter ID** picker field.

1. Select a Reporter from the NTD Reporter ID picker field.
2. Select a mode from the **Add Mode / Type of Service to Add** drop-down.
3. Select the **ADD MODE/TOS** 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.



If you would like to remove a mode from the list of Separate Assets

1. Select the appropriate Mode/TOS by selecting the checkbox
2. Select the **Remove a Mode/Type of Service** button.



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.

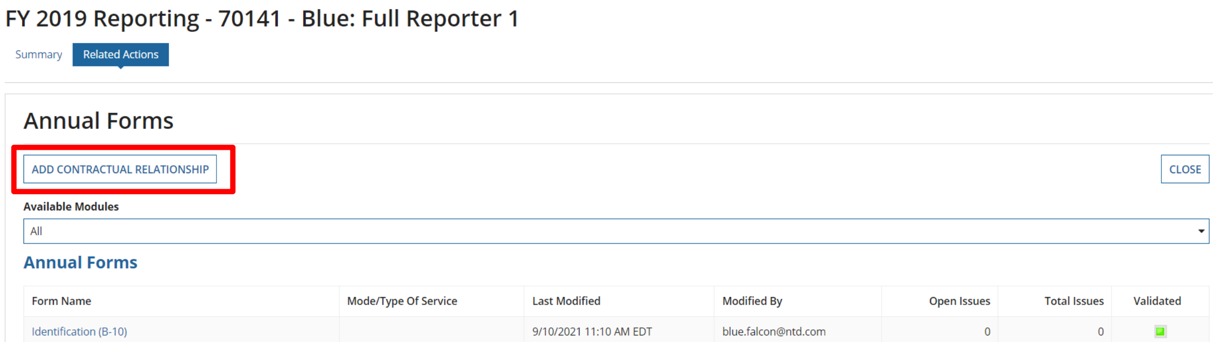
The B-30 forms that are available are listed by Mode/TOS on the Annual Form Summary page.

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.

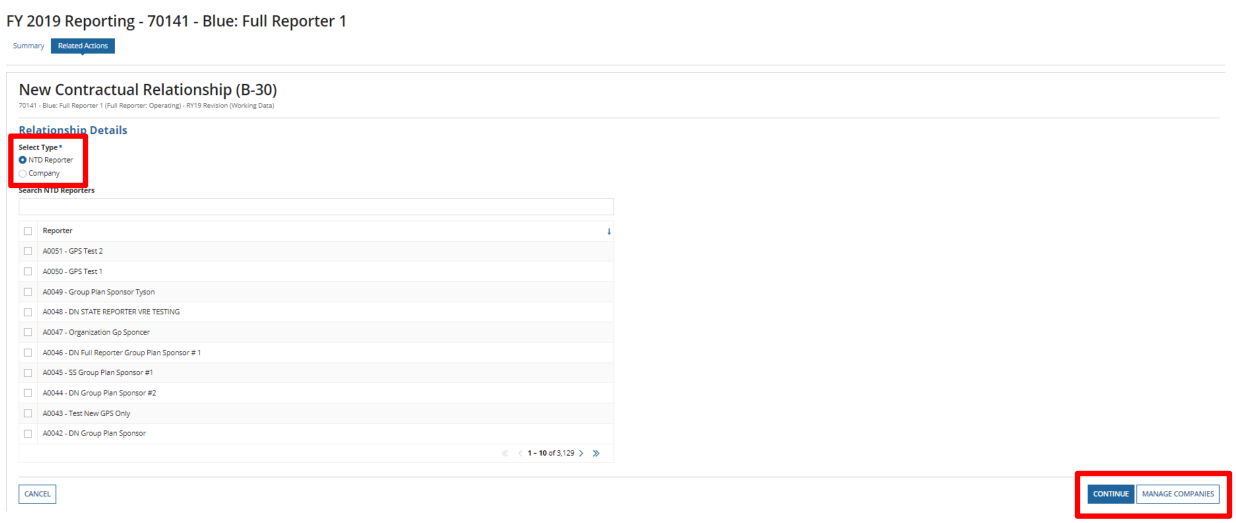
6.2.1 Contract Information: Add a New Contractual Relationship (B-30)

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.



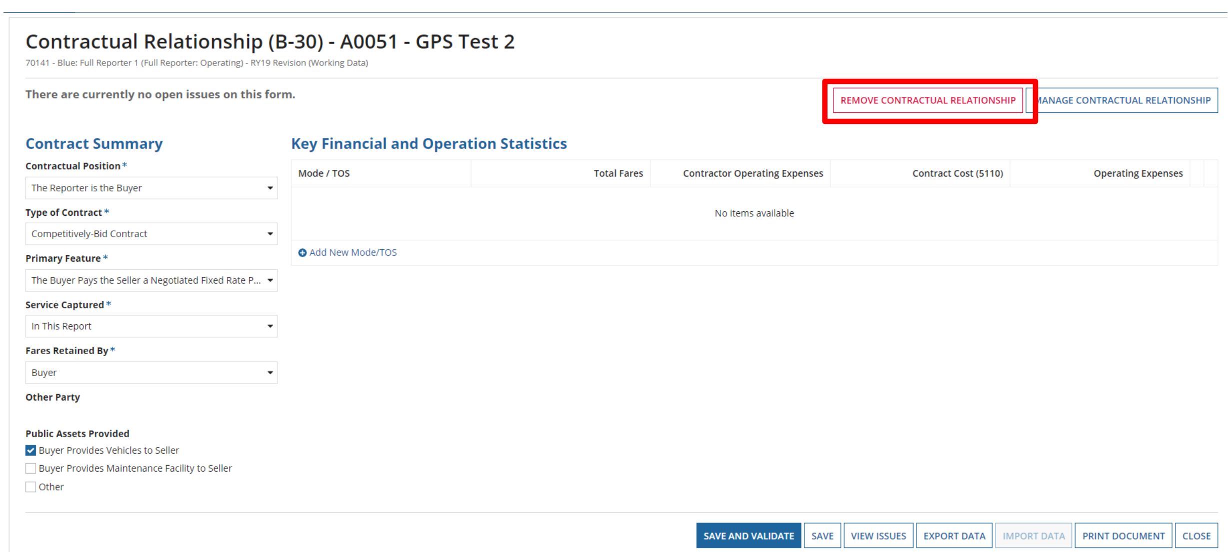
If you are managing companies and do not see the name of the company you are looking for and you would like to add it then:

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):

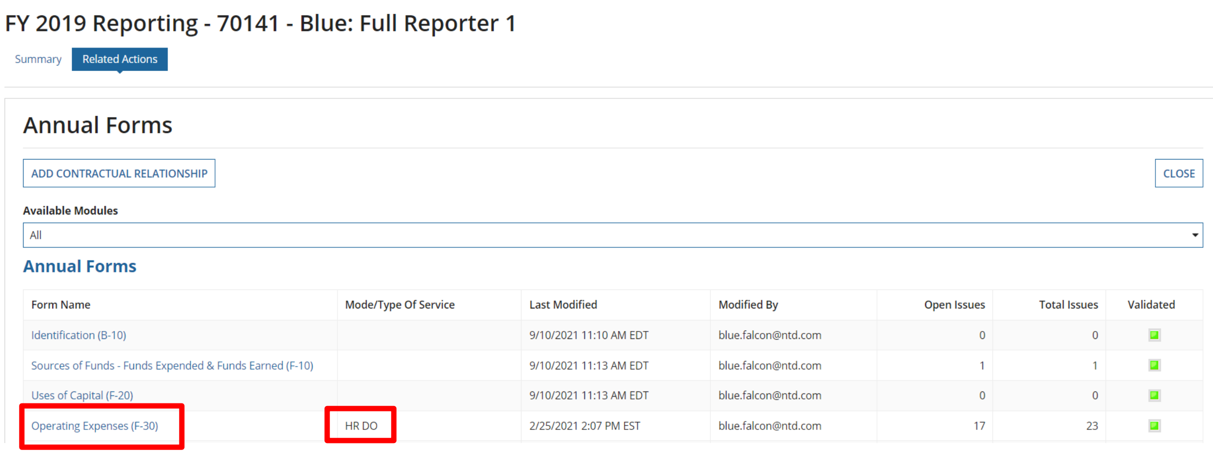
1. Open the list of your Annual Forms.
2. Select the Contractual Relationship you want to remove.
3. Select the **REMOVE CONTRACTUAL RELATIONSHIP** button if you want to remove the contractual relationship.



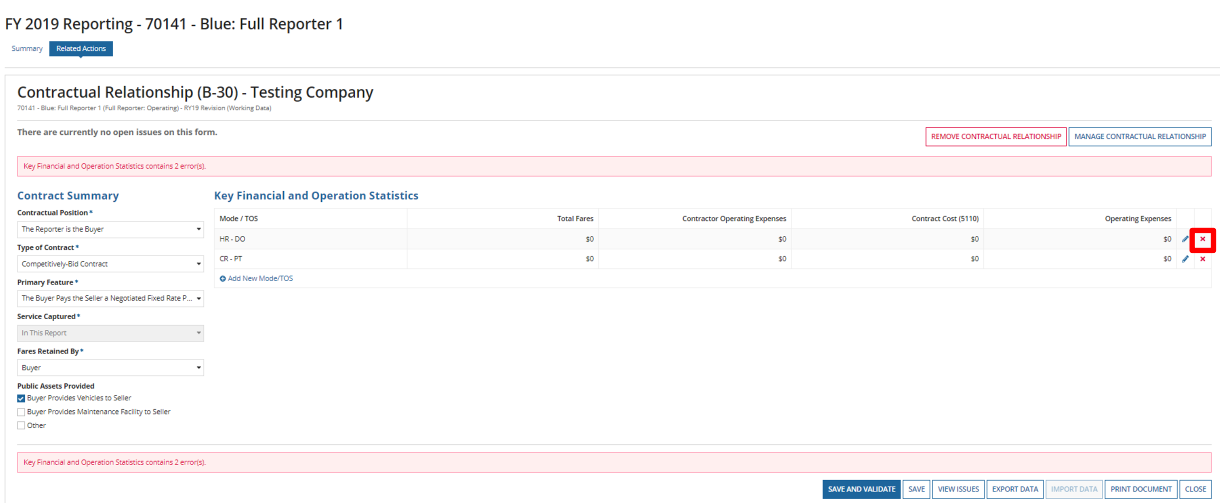
6.2.3 Contract Information: Edit a Contractual Relationship (B-30)

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 **pencil icon**k at the right side of the grid.
4. Select the **SAVE** button to save any changes made before exiting or select **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.



7 Annual Forms: Financial Information

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

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

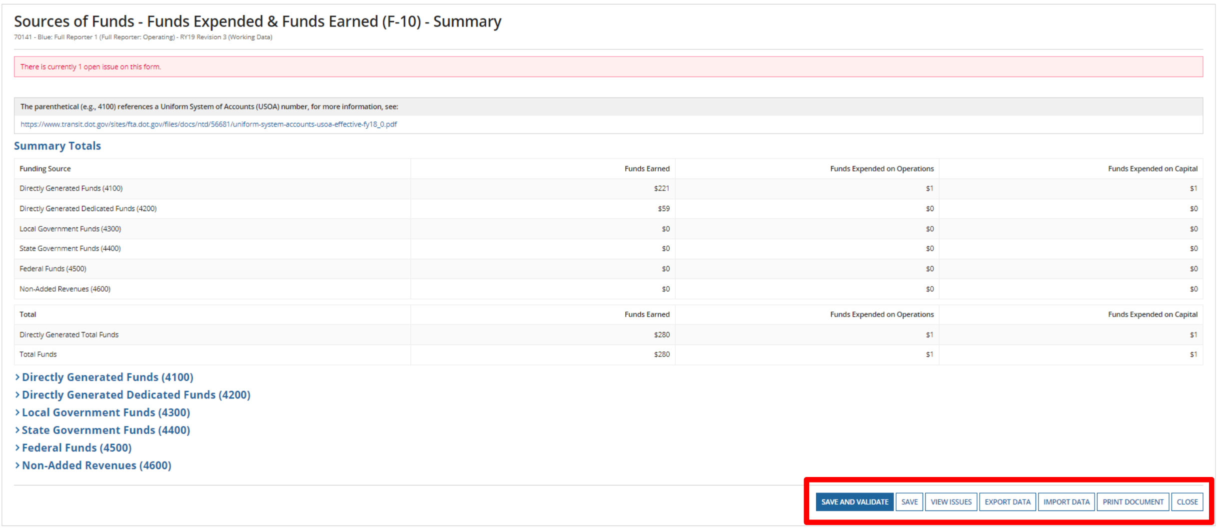
Agencies report sources of funds for operating and capital expenses on the **Sources of Funds** form (F-10). The funding categories cover sources generated by agencies and from Federal, state and local governments.

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

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

- Summary Totals
- Directly Generated Funds (4100)
- Directly Generated Dedicated Funds (4200)
- Local Government Funds (4300)
- State Government Funds (4400)
- Federal Funds (4500)
- Non-Added Revenues (4600)

1. 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.



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

70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

There is currently 1 open issue on this form.

The parenthetical (e.g., 4100) references a Uniform System of Accounts (USOA) number, for more information, see:

https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/56681/uniform-system-accounts-usoa-effective-fy18_0.pdf

Summary Totals

Funding Source	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Directly Generated Funds (4100)	$221	$1	$1
Directly Generated Dedicated Funds (4200)	$59	$0	$0
Local Government Funds (4300)	$0	$0	$0
State Government Funds (4400)	$0	$0	$0
Federal Funds (4500)	$0	$0	$0
Non-Added Revenues (4600)	$0	$0	$0

Total	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Directly Generated Total Funds	$280	$1	$1
Total Funds	$280	$1	$1

› Directly Generated Funds (4100)
› Directly Generated Dedicated Funds (4200)
› Local Government Funds (4300)
› State Government Funds (4400)
› Federal Funds (4500)
› Non-Added Revenues (4600)

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Note:

The **Summary Totals** section below the Funding Source 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".

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.

Directly Generated Funds (4100)

Passenger Fares (4110)

	Passenger-Paid Fares (4111)	Organization-Paid Fares (4112)	Total
FB DO	0	0	$0
HR DO	0	0	$0
MB DO	0	0	$0
VP DO	0	0	$0
CR PT	0	0	$0
LR PT	0	0	$0
VP PT	0	0	$0
DR TX	0	0	$0
Total Passenger Fares	$0	$0	$0

Directly Generated Funds (4100)

	Funds Earned During Period	Funds Expended on Operations	Funds Expended on Capital
Total Passenger Fares (4110)	$0		
Park and Ride Parking Revenues (4120)	0		
Non-Public Transportation Revenues (4130)	0		
Auxiliary Transportation Funds (4140)			
Auxiliary Transportation Funds - Advertising Revenues (4141)	0		
Auxiliary Transportation Funds - Concessions (4142)	0		
Auxiliary Transportation Funds - Other (4149)	0		
Other Agency Revenues (4150)	0		
Revenues Accrued Through a Purchased Transportation Agreement (4160)			
Revenues Accrued Through a Purchased Transportation Agreement - with a NTD reporting agency	0		
Revenues Accrued Through a Purchased Transportation Agreement - with a non-NTD reporting agency	0		
Subsidy from Other Sectors of Operations (4170)	0		
Extraordinary and Special Items (4180)	0		
Total Recoveries (4190)	0		
Total Directly Generated Funds	$0	0	0

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	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
+ FTA Metropolitan Planning (§5303)	$0	$0	$0
+ FTA Urbanized Area Formula Program (§5307)	$0	$0	$0
+ FTA Clean Fuels Program (§5308)	$0	$0	$0
+ FTA Capital Investment Grants (§5309)	$0	$0	$0
+ FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)	$0	$0	$0
+ FTA Formula Grants for Rural Areas (§5311)	$0	$0	$0
+ FTA Job Access and Reverse Commute Formula Program (§5316)	$0	$0	$0
+ FTA New Freedom Program (§5317)	$0	$0	$0
+ FTA Transit in Parks (§5320)	$0	$0	$0
+ FTA State of Good Repair Program (§5337)	$0	$0	$0
+ FTA Bus and Bus Facilities (§5339)	$0	$0	$0
+ Other USDOT Grants	$0	$0	$0
+ ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds	$0	$0	$0
+ ARRA TIGER Multimodal Discretionary Program	$0	$0	$0
+ Extraordinary and Special Items	$0	$0	$0
+ Other FTA Funds	$0	$0	$0
+ Other Federal Funds	$0	$0	$0
Total	$0	$0	$0

Note: The rows can be expanded to reveal the data fields pertaining to the different Federal Funding Sources used.

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 **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Federal Funds (4500)

Federal Funding Source	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
- FTA Metropolitan Planning (§5303)	$0	$0	$0
FTA Metropolitan Planning (§5303)	0	0	
+ FTA Urbanized Area Formula Program (§5307)	$0	$0	$0
- FTA Clean Fuels Program (§5308)	$0	$0	$0
FTA Clean Fuels Program (§5308)	0	0	0
+ FTA Capital Investment Grants (§5309)	$0	$0	$0
+ FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)	$0	$0	$0
+ FTA Formula Grants for Rural Areas (§5311)	$0	$0	$0
+ FTA Job Access and Reverse Commute Formula Program (§5316)	$0	$0	$0
+ FTA New Freedom Program (§5317)	$0	$0	$0
- FTA Transit in Parks (§5320)	$0	$0	$0
FTA Transit in Parks (§5320)	0	0	0
+ FTA State of Good Repair Program (§5337)	$0	$0	$0
- FTA Bus and Bus Facilities (§5339)	$0	$0	$0
FTA Bus and Bus Facilities (§5339)	0	0	0
+ Other USDOT Grants	$0	$0	$0
+ ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds	$0	$0	$0
+ ARRA TIGER Multimodal Discretionary Program	$0	$0	$0
+ Extraordinary and Special Items	$0	$0	$0
+ Other FTA Funds	$0	$0	$0
+ Other Federal Funds	$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.

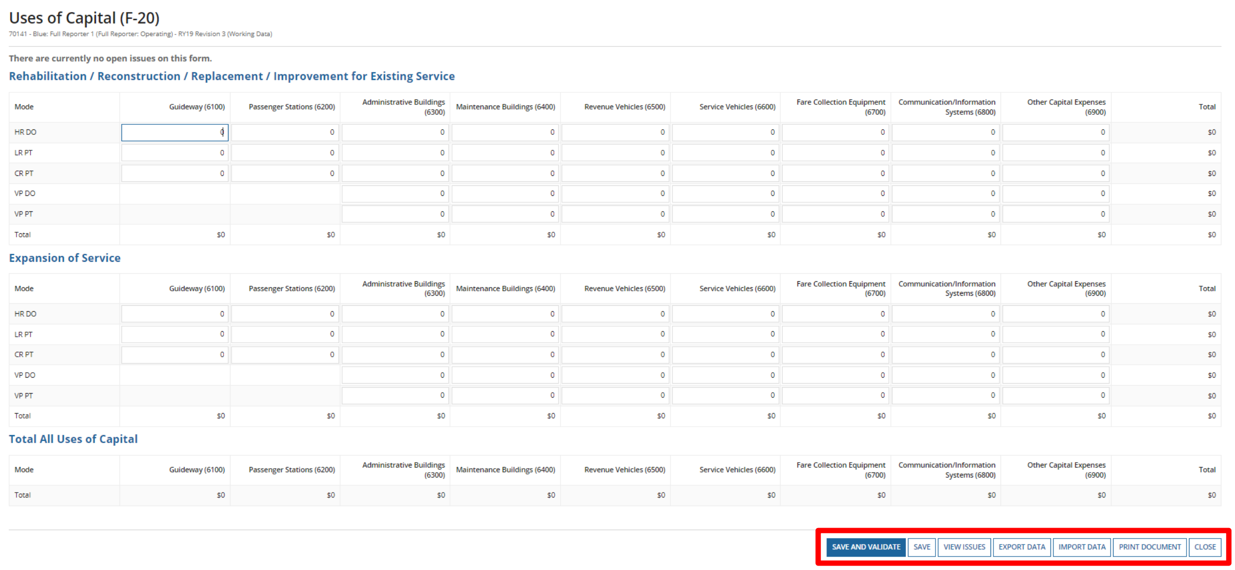
Non-Added Revenues (4600)

	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Contributed Services (4610)	324,234	234	234
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	$324,234	$234	$234

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)

70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

There are currently no 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
HR DO	0	0	0	0	0	0	0	0	0	$0
LR PT	0	0	0	0	0	0	0	0	0	$0
CR PT	0	0	0	0	0	0	0	0	0	$0
VP DO			0	0	0	0	0	0	0	$0
VP PT			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
HR DO	0	0	0	0	0	0	0	0	0	$0
LR PT	0	0	0	0	0	0	0	0	0	$0
CR PT	0	0	0	0	0	0	0	0	0	$0
VP DO			0	0	0	0	0	0	0	$0
VP PT			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

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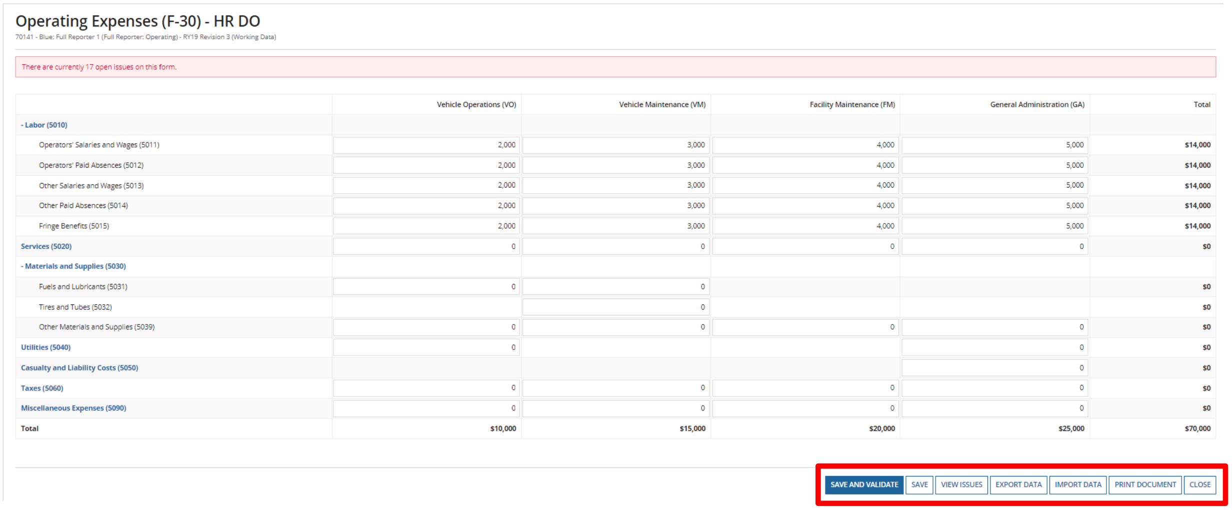
Agencies report operating expenses by object class and function, as defined by the Uniform System of Accounts (USOA), on the **Operating Expenses** form (F-30). Agencies complete one form for each Mode and Type of Service that they operate during the report year. The information contains:

- 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) - HR DO

70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

There are currently 17 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)	2,000	3,000	4,000	5,000	$14,000
Operators' Paid Absences (5012)	2,000	3,000	4,000	5,000	$14,000
Other Salaries and Wages (5013)	2,000	3,000	4,000	5,000	$14,000
Other Paid Absences (5014)	2,000	3,000	4,000	5,000	$14,000
Fringe Benefits (5015)	2,000	3,000	4,000	5,000	$14,000
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	$10,000	$15,000	$20,000	$25,000	$70,000

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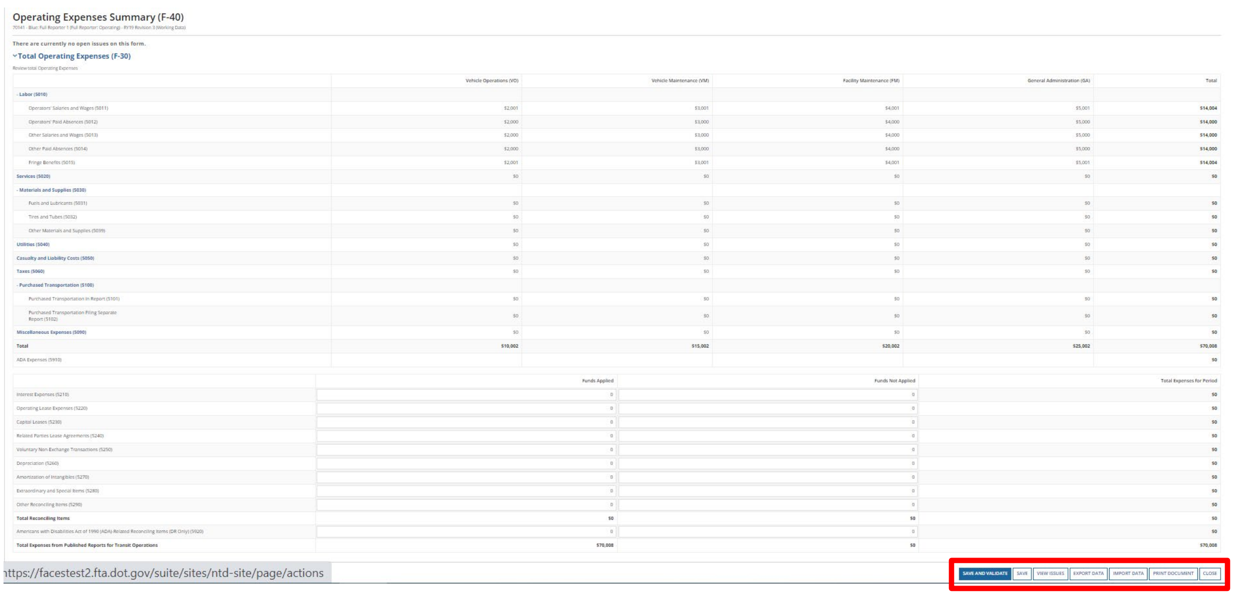
7.3 F-40: Operating Expenses Summary Form

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)
70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (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)	$2,001	$3,001	$4,001	$5,001	$14,004
Operators' Paid Absences (5012)	$2,000	$3,000	$4,000	$5,000	$14,000
Other Salaries and Wages (5013)	$2,000	$3,000	$4,000	$5,000	$14,000
Other Paid Absences (5014)	$2,000	$3,000	$4,000	$5,000	$14,000
Fringe Benefits (5015)	$2,001	$3,001	$4,001	$5,001	$14,004
Services (5020)	$0	$0	$0	$0	$0
- Materials and Supplies (5030)					
Fuels and Lubricants (5031)	$0	$0	$0	$0	$0
Tires and Tubes (5032)	$0	$0	$0	$0	$0
Other Materials and Supplies (5039)	$0	$0	$0	$0	$0
Utilities (5040)	$0	$0	$0	$0	$0
Casualty and Liability Costs (5050)	$0	$0	$0	$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	$10,002	$15,002	$20,002	$25,002	$70,008
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	$70,008	$0	$70,008

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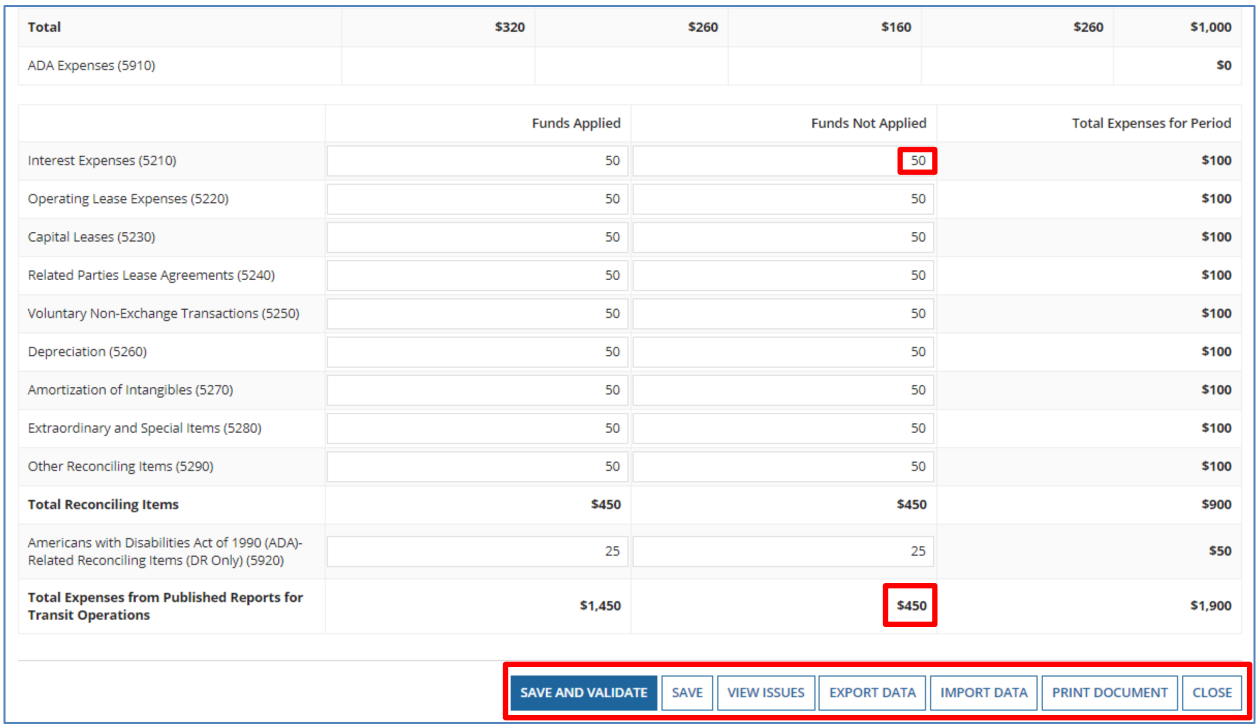
7.3.1 Operating Expenses: Reconciling Items (F-40)

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.



Total	**$320**	**$260**	**$160**	**$260**	**$1,000**
ADA Expenses (5910)					**$0**

	Funds Applied	Funds Not Applied	Total Expenses for Period
Interest Expenses (5210)	50	50	**$100**
Operating Lease Expenses (5220)	50	50	**$100**
Capital Leases (5230)	50	50	**$100**
Related Parties Lease Agreements (5240)	50	50	**$100**
Voluntary Non-Exchange Transactions (5250)	50	50	**$100**
Depreciation (5260)	50	50	**$100**
Amortization of Intangibles (5270)	50	50	**$100**
Extraordinary and Special Items (5280)	50	50	**$100**
Other Reconciling Items (5290)	50	50	**$100**
Total Reconciling Items	**$450**	**$450**	**$900**
Americans with Disabilities Act of 1990 (ADA)-Related Reconciling Items (DR Only) (5920)	25	25	**$50**
Total Expenses from Published Reports for Transit Operations	**$1,450**	**$450**	**$1,900**

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7.4 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.
2. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.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)

70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

There are currently no open issues on this form.

SUMMARY ASSETS LIABILITIES NET POSITION

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
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**

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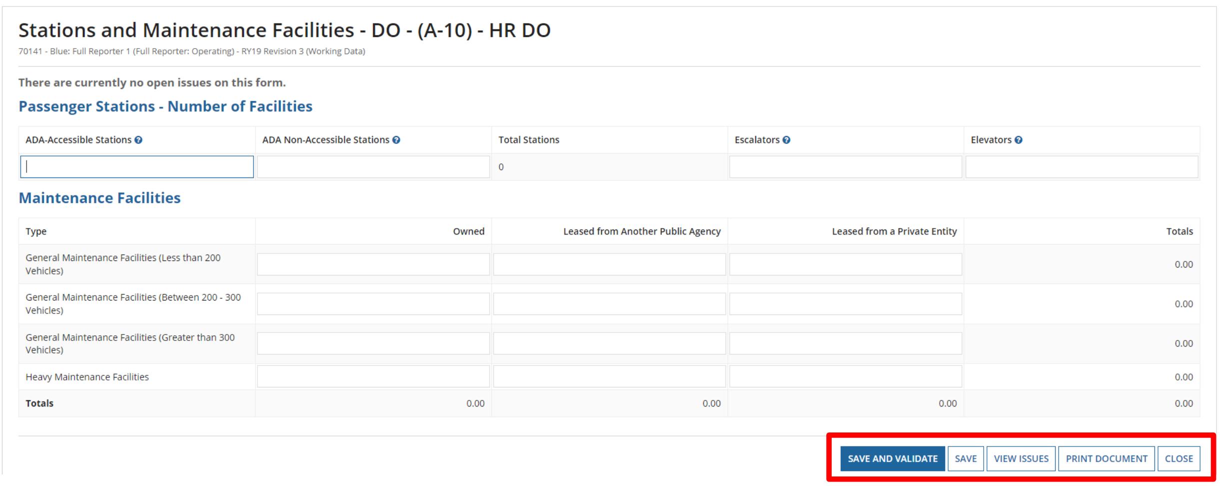
8 Annual Forms: Asset Information

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

70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

There are currently no open issues on this form.

Passenger Stations - Number of Facilities

ADA-Accessible Stations	ADA Non-Accessible Stations	Total Stations	Escalators	Elevators
		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

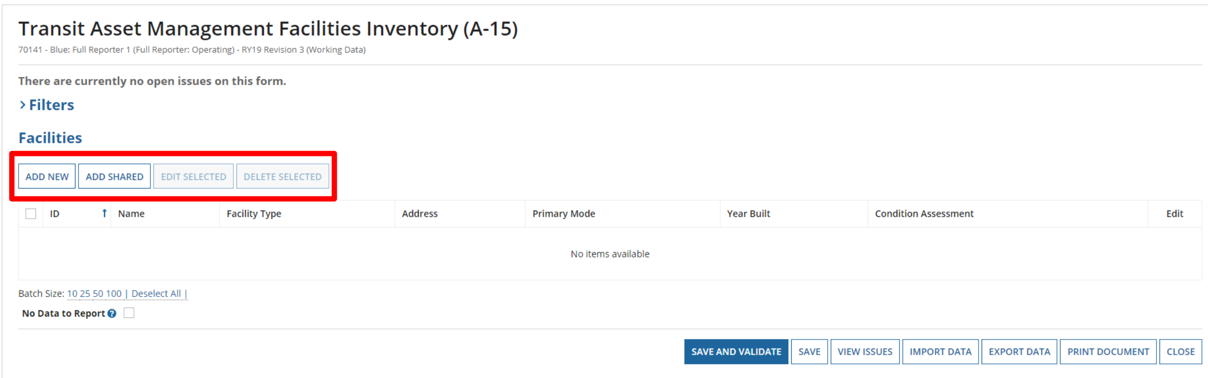
8.2 A-15: Transit Asset Management Facilities Inventory

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

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

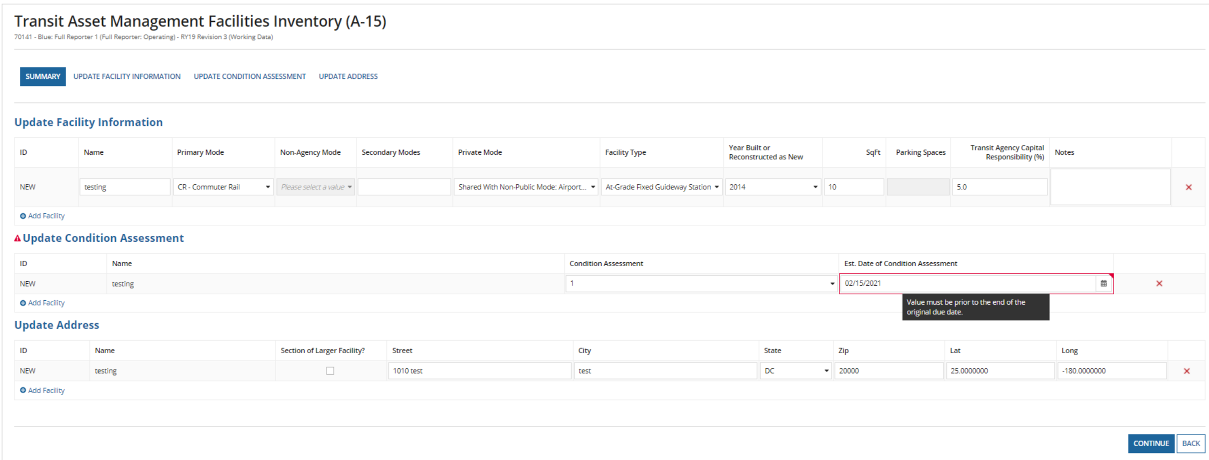
If you wish to Add New Facilities or Shared Facilities:

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



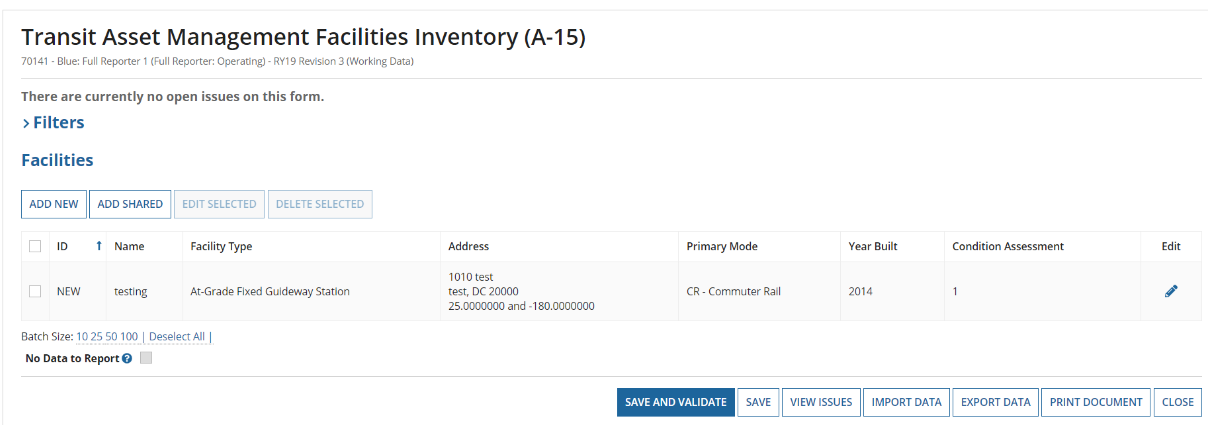
On the **Bulk Add/Edit** page:

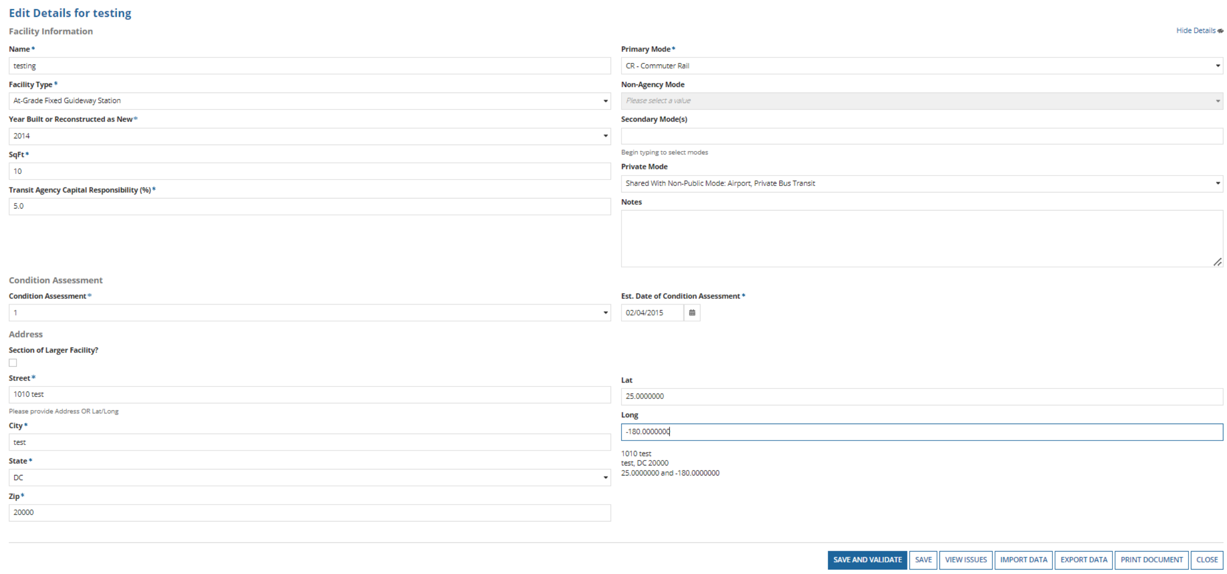
1. Select the **ADD NEW** button and enter the required data. It will default to the summary page
2. To navigate between data entry sections, select the target tab.
3. To add more than 30 facilities at a time enter the 30 facilities and then select the **CONTINUE AND ADD MORE** button.



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

1. Select the pencil icon in the Edit column of the facility you want to edit.
   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.



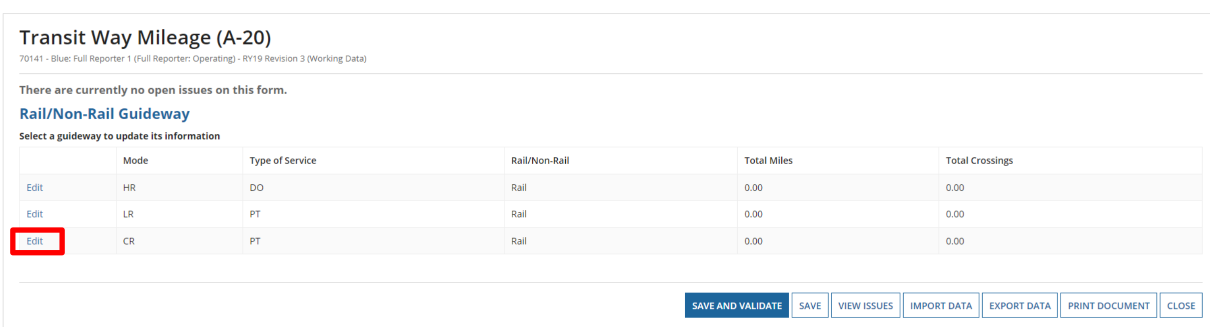


8.3 A-20: Transit Way Mileage Form

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

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

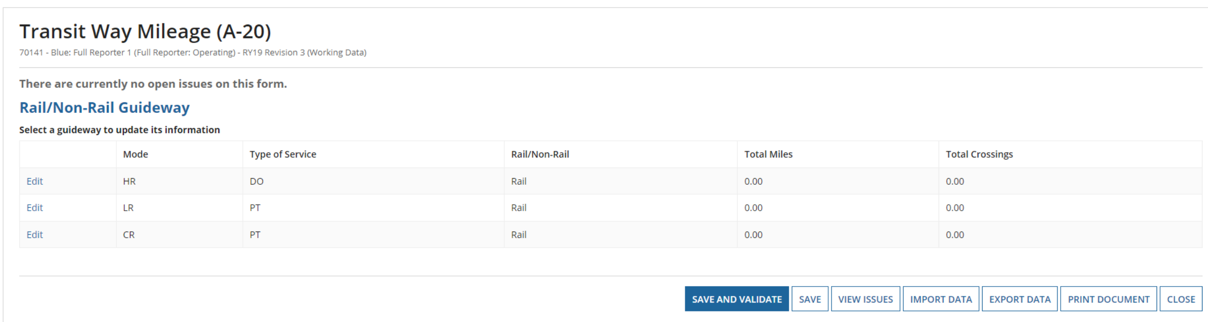
1. Select the **Edit** button next to the Mode that you want to review.
    a. The associated modal data will be editable.
2. Review and edit your data as necessary.
    a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the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

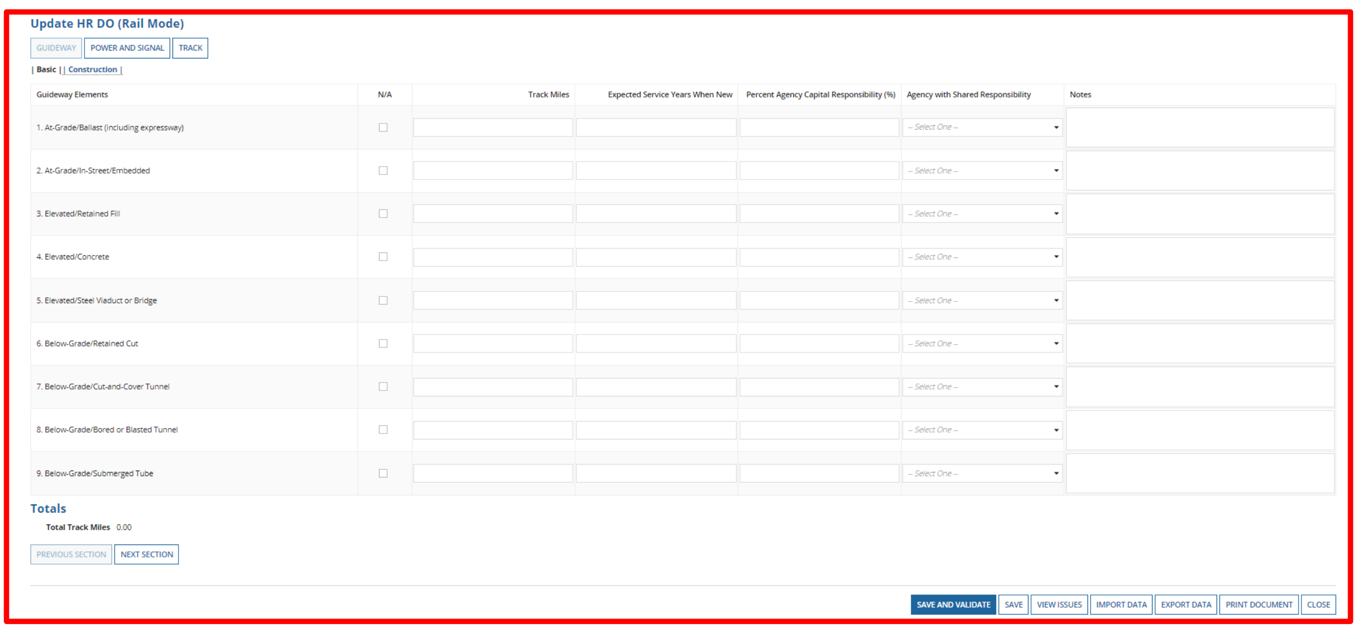


8.3.1 Transit Way Mileage: Rail Data (A-20)

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

1. Enter Transit Way Data, by selecting the **Edit** hyperlink.
    a. The bottom screen will then open to display the editable data fields.
    b. Complete detailed rail inventory data including Guideway, Power and Signal, and Track detailed inventory information.
        i. Guideway and Power and Signals data collection includes both “Basic” information and “Construction” information.
        ii. The “Next Section” buttons will assist with navigation between data entry tabs.
        iii. Note: The detailed rail inventory data is optional in Report Year 2017.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.





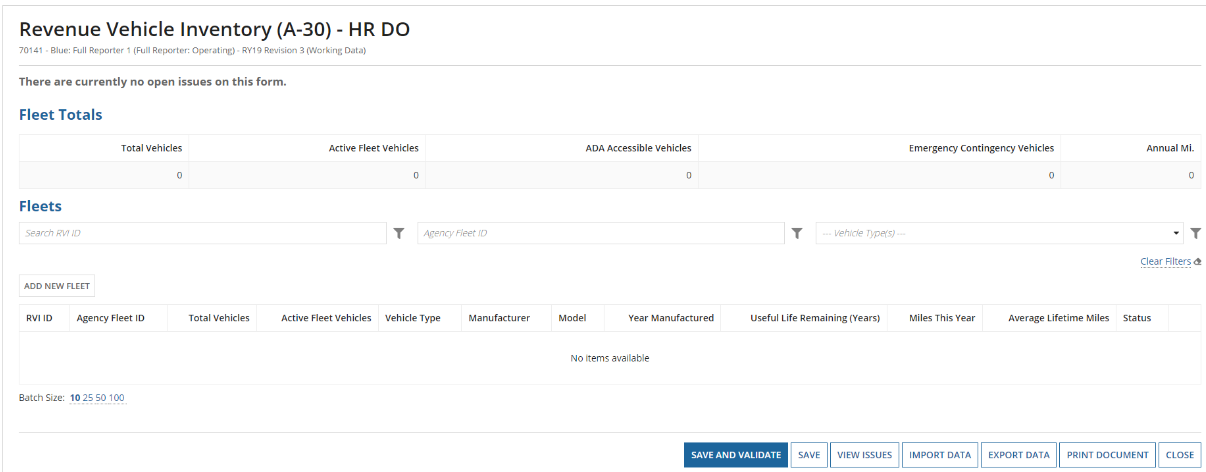
8.4 A-30: Revenue Vehicle Inventory Form

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

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

To add a new fleet:

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



Revenue Vehicle Inventory (A-30) - HR DO

70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - 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

Fleets

Search RVI ID | Agency Fleet ID | --- Vehicle Type(s) ---

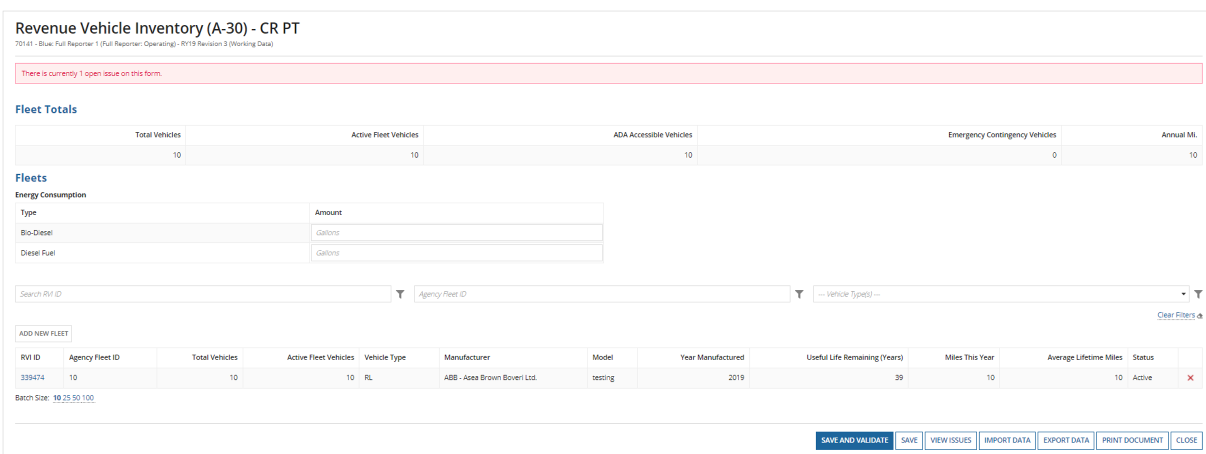
Clear Filters

ADD NEW 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



Revenue Vehicle Inventory (A-30) - CR PT

70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

There is currently 1 open issue on this form.

Fleet Totals

Total Vehicles	Active Fleet Vehicles	ADA Accessible Vehicles	Emergency Contingency Vehicles	Annual Mi.
10	10	10	0	10

Fleets

Energy Consumption

Type	Amount
Bio-Diesel	Gallons
Diesel Fuel	Gallons

Search RVI ID | Agency Fleet ID | --- Vehicle Type(s) ---

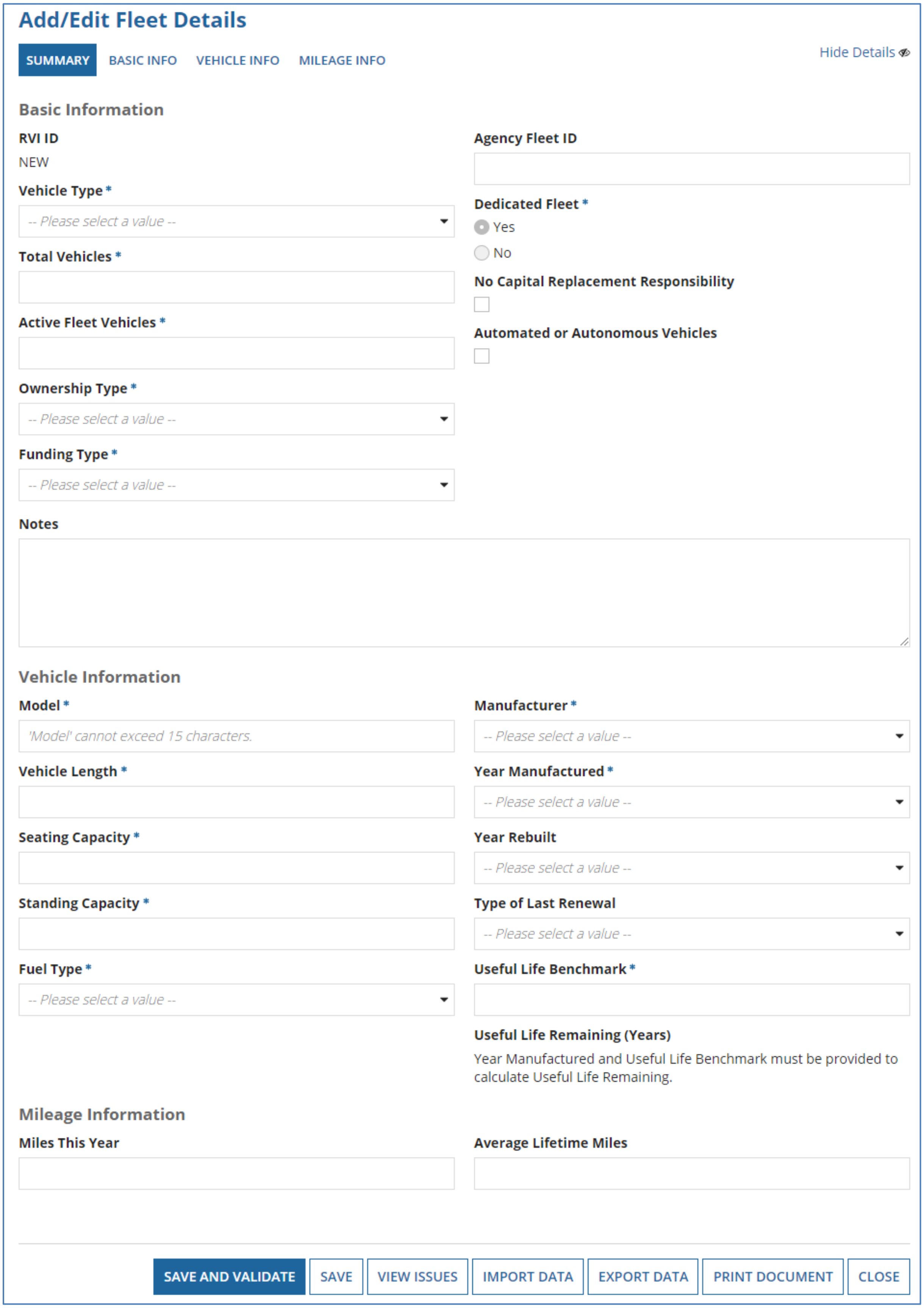
Clear Filters

ADD NEW 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
339474	10	10	10	RL	ABB - Asea Brown Boveri Ltd.	testing	2019	39	10	10	Active

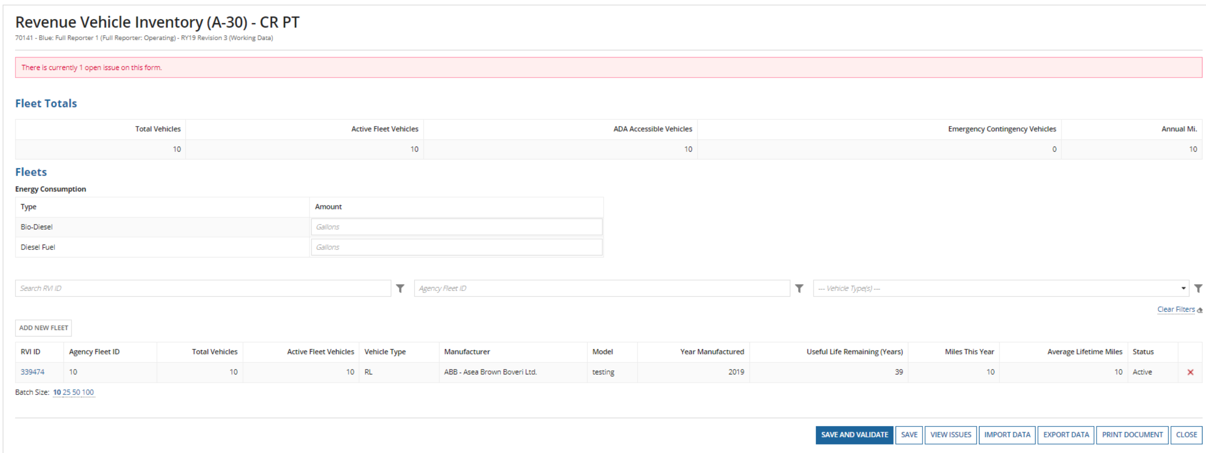
Batch Size: 10 25 50 100

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


Add/Edit Fleet Details
SUMMARY
BASIC INFO
VEHICLE INFO
MILEAGE INFO
Hide Details
Basic Information
RVI ID
NEW
Agency Fleet ID
Vehicle Type *
-- Please select a value --
Dedicated Fleet *
Yes
No
Total Vehicles *
No Capital Replacement Responsibility
Active Fleet Vehicles *
Automated or Autonomous Vehicles
Ownership Type *
-- Please select a value --
Funding Type *
-- Please select a value --
Notes
Vehicle Information
Model *
'Model' cannot exceed 15 characters.
Manufacturer *
-- Please select a value --
Vehicle Length *
Year Manufactured *
-- Please select a value --
Seating Capacity *
Year Rebuilt
-- Please select a value --
Standing Capacity *
Type of Last Renewal
-- Please select a value --
Fuel Type *
-- Please select a value --
Useful Life Benchmark *
Useful Life Remaining (Years)
Year Manufactured and Useful Life Benchmark must be provided to calculate Useful Life Remaining.
Mileage Information
Miles This Year
Average Lifetime Miles
SAVE AND VALIDATE
SAVE
VIEW ISSUES
IMPORT DATA
EXPORT DATA
PRINT DOCUMENT
CLOSE

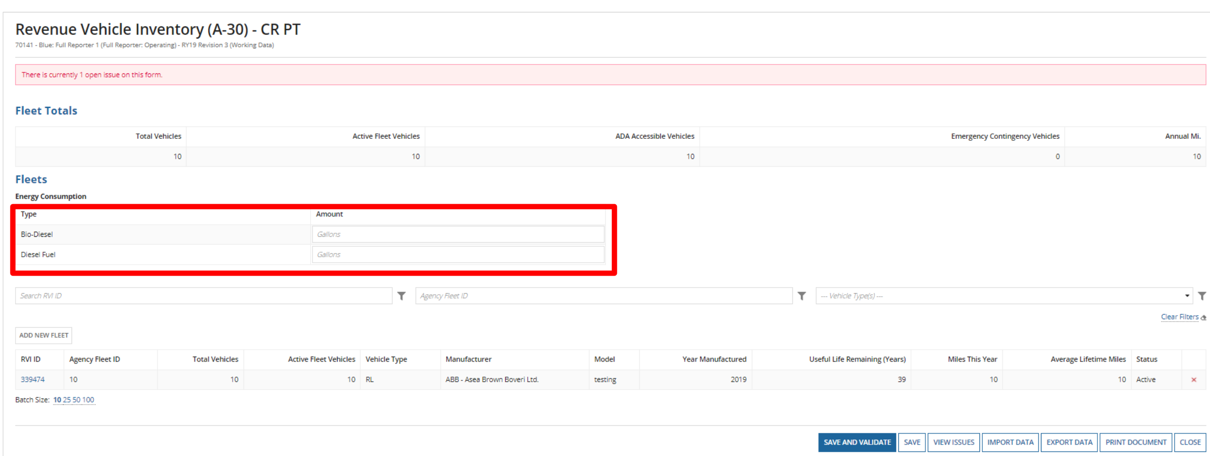
To edit an existing fleet:

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.

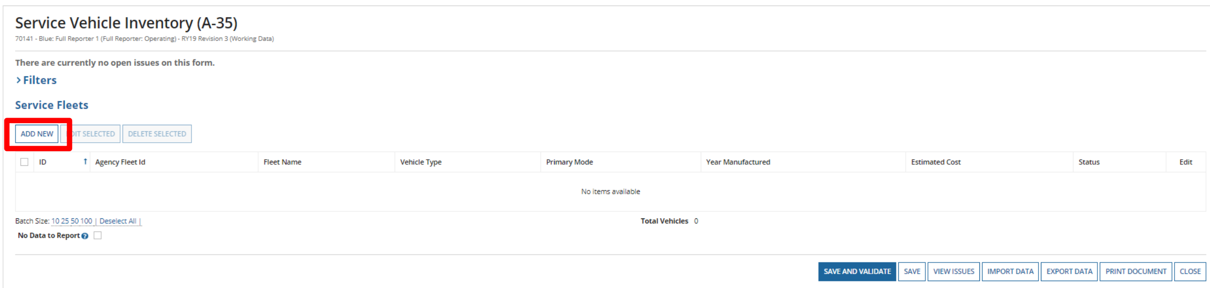


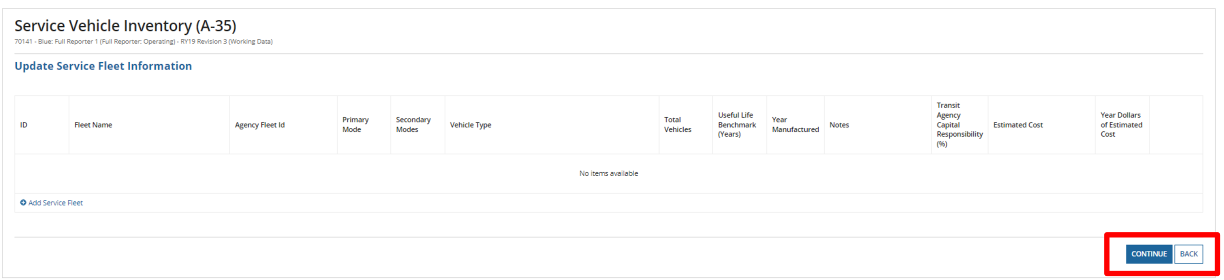
8.5 A-35: Service Vehicle Inventory Form

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**:

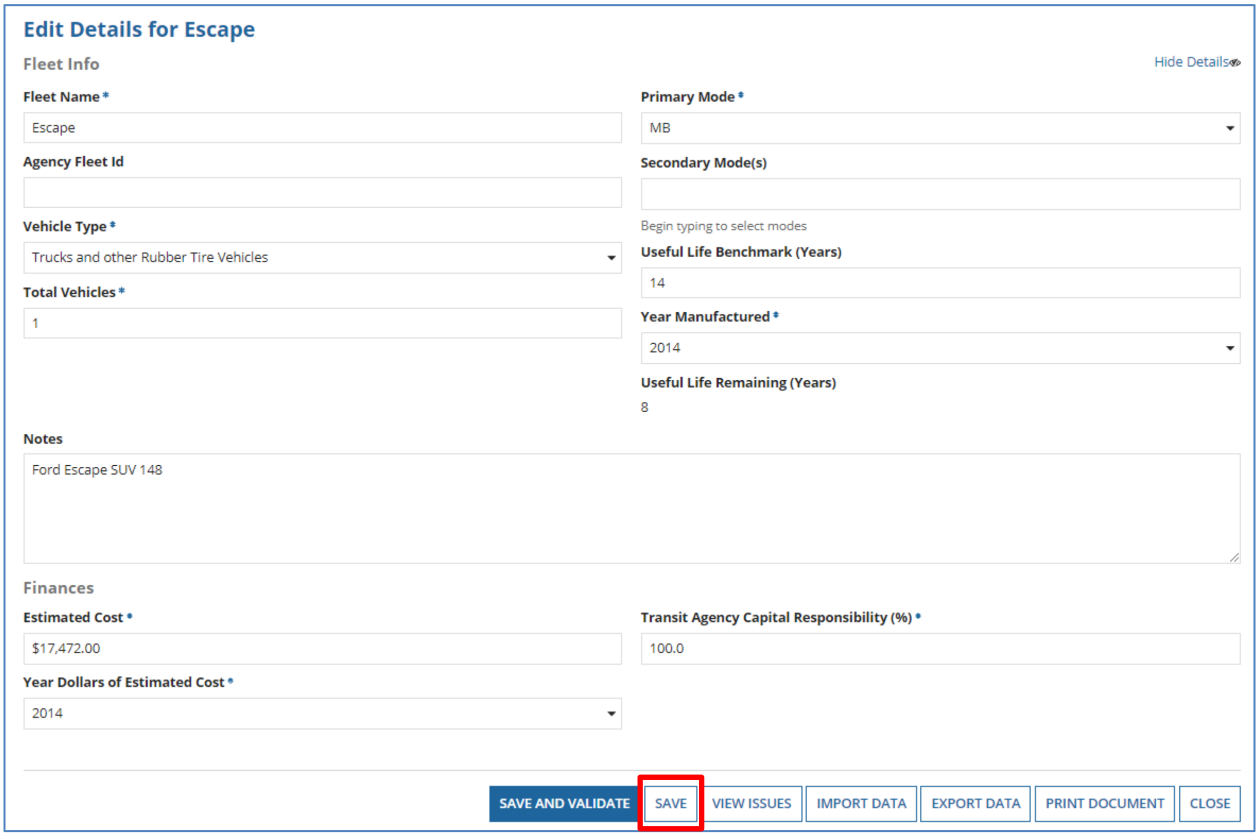
1. Select the **ADD NEW** button.
2. On the bulk add/edit page, select the + **ADD SERVICE FLEET** button and enter the required data.
3. Select the Continue button.
4. To add more than 30 fleets at a time enter the 30 fleets and then select the **CONTINUE AND ADD MORE** button.





To edit a single fleet:

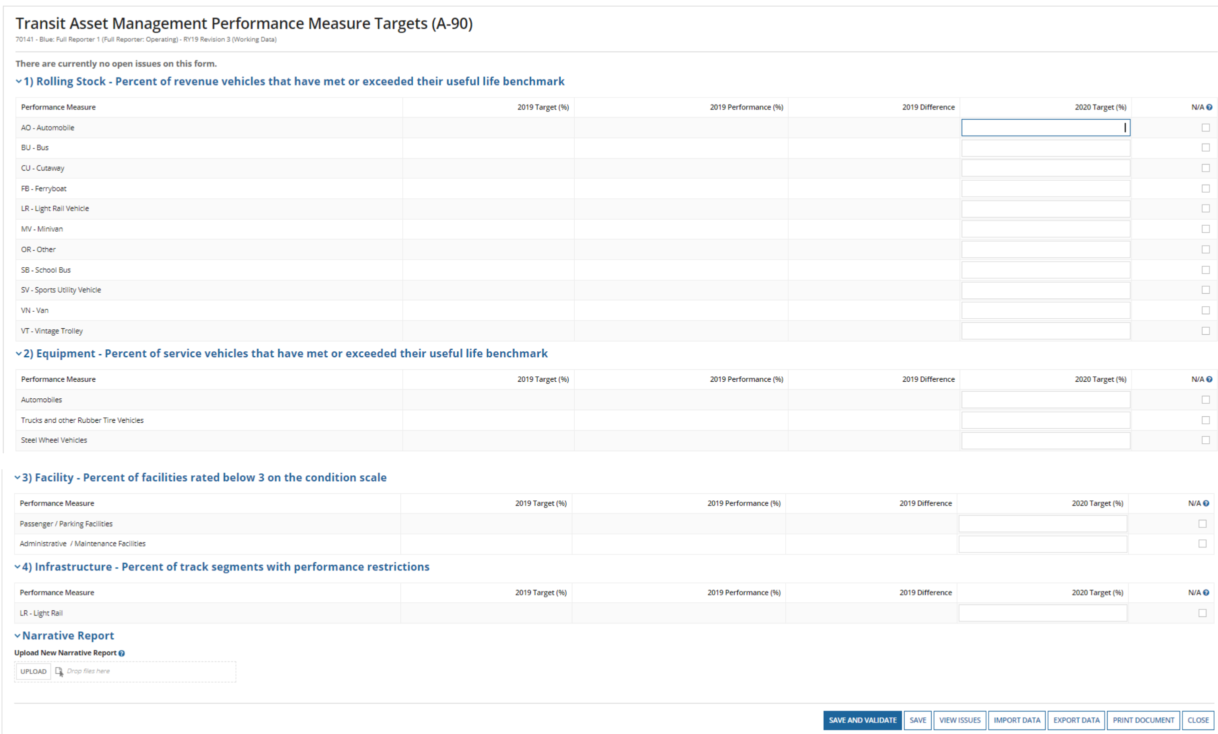
1. Select the pencil icon in the Edit column.
2. Update the information and select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.


Edit Details for Escape
Fleet Info
Hide Details
Fleet Name *
Escape
Primary Mode *
MB
Agency Fleet Id
Secondary Mode(s)
Begin typing to select modes
Vehicle Type *
Trucks and other Rubber Tire Vehicles
Useful Life Benchmark (Years)
14
Total Vehicles *
1
Year Manufactured *
2014
Useful Life Remaining (Years)
8
Notes
Ford Escape SUV 148
Finances
Estimated Cost *
$17,472.00
Transit Agency Capital Responsibility (%) *
100.0
Year Dollars of Estimated Cost *
2014
SAVE AND VALIDATE
SAVE
VIEW ISSUES
IMPORT DATA
EXPORT DATA
PRINT DOCUMENT
CLOSE

8.6 A-90: Transit Asset Management Performance Measure Targets Form

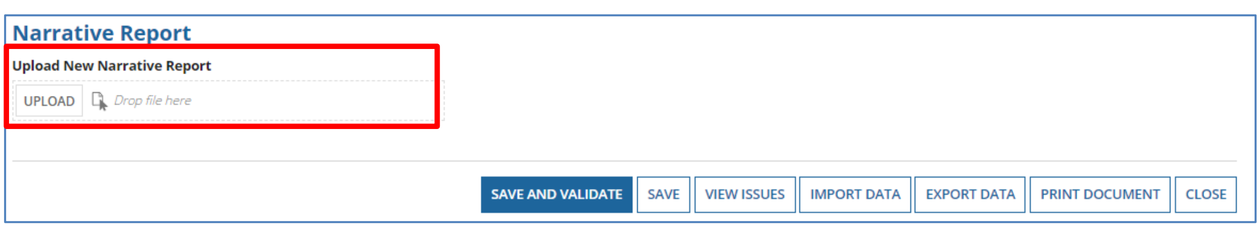
Agencies enter performance measure targets for the coming year on the **A-90** form.
If needed, return to the **Annual Forms** page and select the **A-90** form.

Review and edit target values for each metric or indicate that the metric is not applicable for the report year.



To upload a Narrative Report:

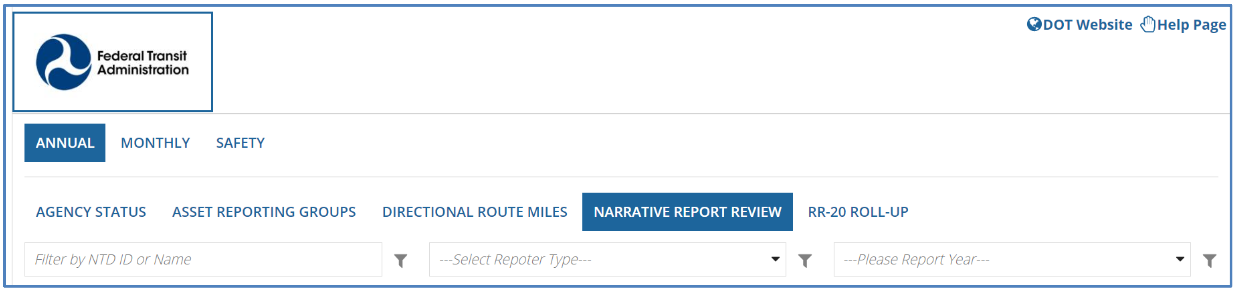
1. Select the **Upload New Narrative Report** document field.
2. Use your operating system document navigator to select the document for upload.
3. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation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



To view a Narrative Report:

1. Click on the “Reports” tab

2. Click on the “Narrative Report Review” Button



3. Once in the Narrative Report Review Page, select the A-90 or Narrative Report you would like to view.
4. When the Narrative Report is clicked, the report will automatically be downloaded and saved in your Downloads folder.

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

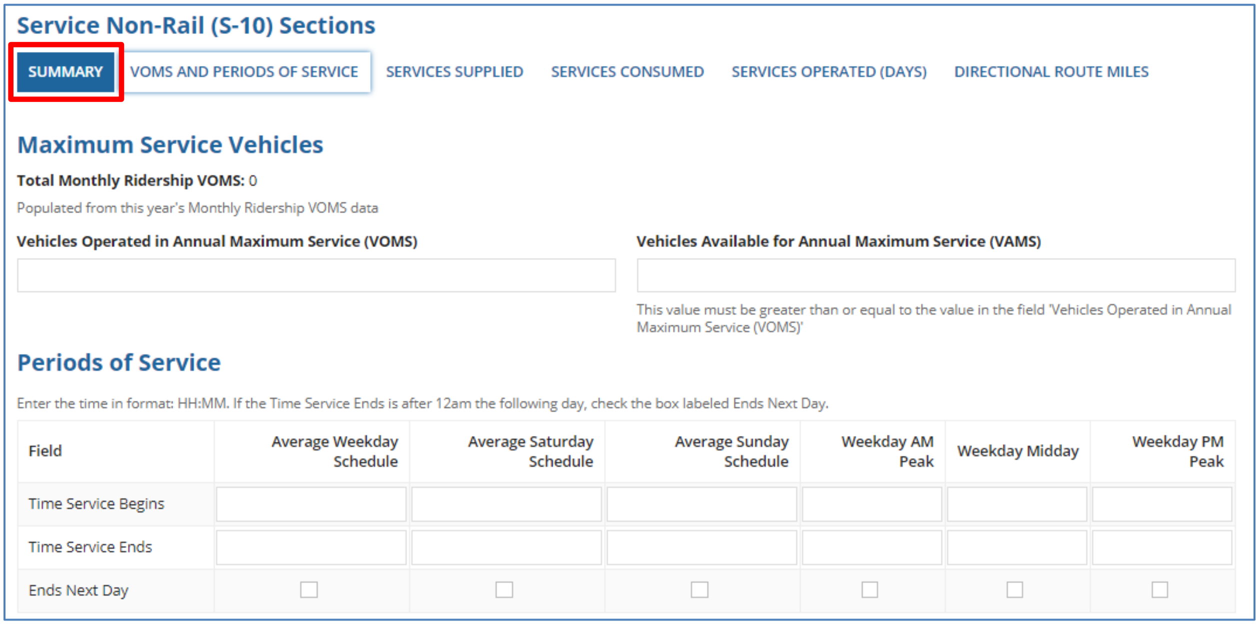
The section “Directional Route Miles” is NOT available for the following **Service Non-Rail** modes:

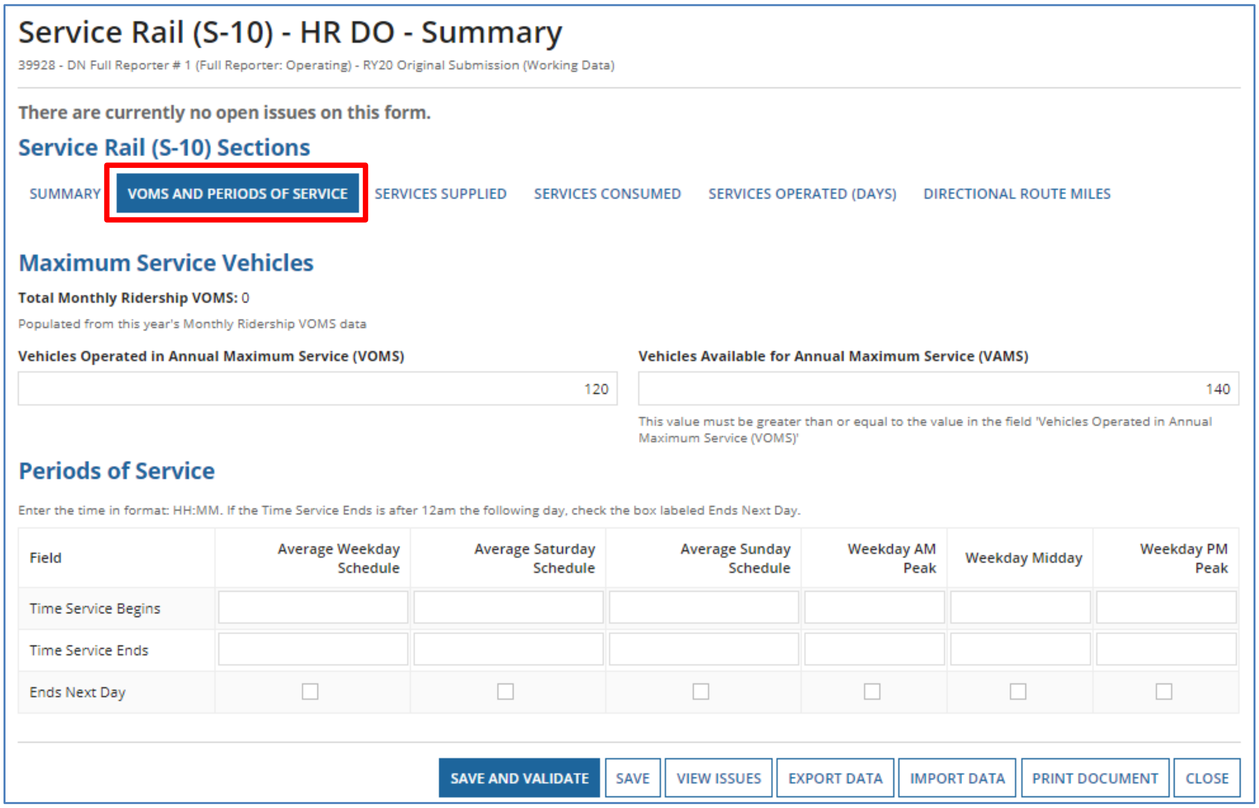
- DR
- DT
- JT
- PB
- VP

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)




Service Rail (S-10) - HR DO - Summary
39928 - DN Full Reporter # 1 (Full Reporter: Operating) - RY20 Original Submission (Working Data)
There are currently no open issues on this form.
Service Rail (S-10) Sections
SUMMARY
VOMS AND PERIODS OF SERVICE
SERVICES SUPPLIED
SERVICES CONSUMED
SERVICES OPERATED (DAYS)
DIRECTIONAL ROUTE MILES
Maximum Service Vehicles
Total Monthly Ridership VOMS: 0
Populated from this year's Monthly Ridership VOMS data
Vehicles Operated in Annual Maximum Service (VOMS)
120
Vehicles Available for Annual Maximum Service (VAMS)
140
This value must be greater than or equal to the value in the field 'Vehicles Operated in Annual Maximum Service (VOMS)'
Periods of Service
Enter the time in format: HH:MM. If the Time Service Ends is after 12am the following day, check the box labeled Ends Next Day.
Field
Average Weekday Schedule
Average Saturday Schedule
Average Sunday Schedule
Weekday AM Peak
Weekday Midday
Weekday PM Peak
Time Service Begins
Time Service Ends
Ends Next Day
SAVE AND VALIDATE
SAVE
VIEW ISSUES
EXPORT DATA
IMPORT DATA
PRINT DOCUMENT
CLOSE

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
Vehicles in Operation				N/A	N/A	N/A	N/A	N/A
Total Actual Vehicle Miles					N/A	N/A	N/A	N/A
Total Actual Vehicle Revenue Miles (VRM)					N/A	N/A	N/A	N/A
Deadhead Miles					N/A	N/A	N/A	N/A
Total Scheduled Vehicle Revenue Miles					N/A	N/A	N/A	N/A
Total Actual Vehicle Hours				1	N/A	N/A	N/A	N/A
Total Actual Vehicle Revenue Hours (VRH)					N/A	N/A	N/A	N/A
Deadhead Hours					N/A	N/A	N/A	N/A
Charter Service Hours	N/A	N/A	N/A		N/A	N/A	N/A	N/A
School Bus Hours	N/A	N/A	N/A		N/A	N/A	N/A	N/A

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

Services Consumed

Total Monthly Ridership Unlinked Passenger Trips (UPT): 0

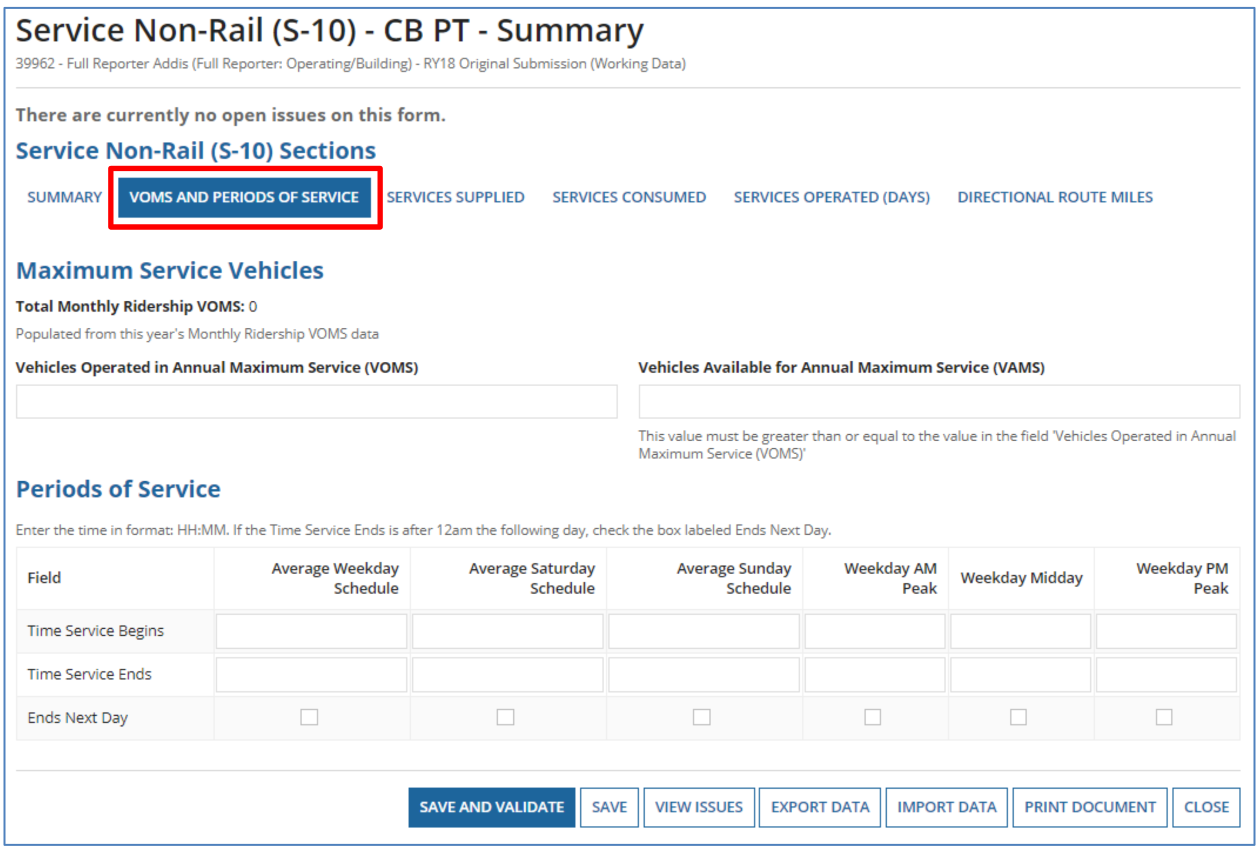
Populated from this year's Monthly Ridership UPT data

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

9.1.2 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) - HR DO - Summary

39928 - DN Full Reporter # 1 (Full Reporter: Operating) - RY20 Original Submission (Working Data)

There are currently no open issues on this form.

Service Rail (S-10) Sections

SUMMARY VOMS AND PERIODS OF SERVICE **SERVICES SUPPLIED** SERVICES CONSUMED SERVICES OPERATED (DAYS) DIRECTIONAL ROUTE MILES

Services Supplied

Total Monthly Ridership VRH: 0

Populated from this year's Monthly Ridership VRH data

Total Monthly Ridership VRM: 0

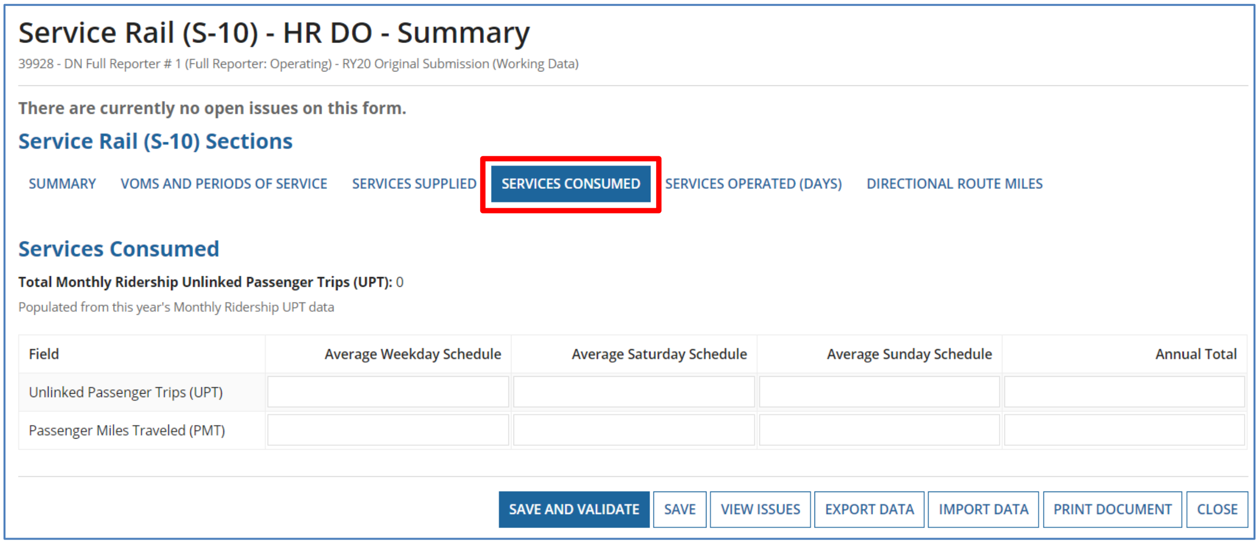
Populated from this year's Monthly Ridership VRM data

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) - HR DO - Summary

39928 - DN Full Reporter # 1 (Full Reporter: Operating) - RY20 Original Submission (Working Data)

There are currently no open issues on this form.

Service Rail (S-10) Sections

SUMMARY VOMS AND PERIODS OF SERVICE SERVICES SUPPLIED SERVICES CONSUMED SERVICES OPERATED (DAYS) DIRECTIONAL ROUTE MILES

Services Consumed

Total Monthly Ridership Unlinked Passenger Trips (UPT): 0

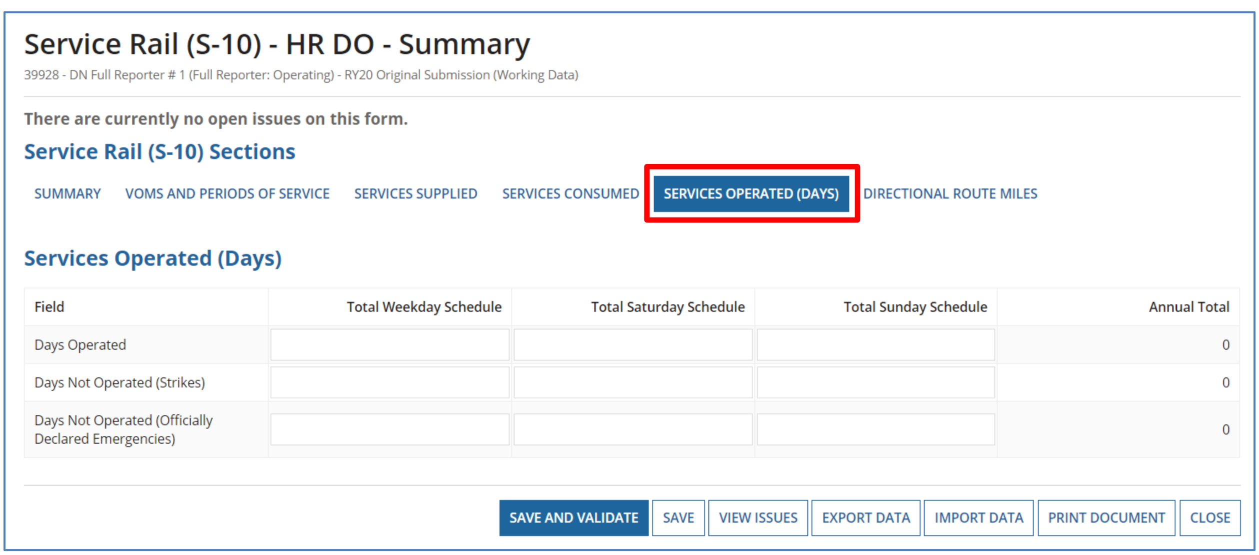
Populated from this year's Monthly Ridership UPT data

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) - HR DO - Summary

39928 - DN Full Reporter # 1 (Full Reporter: Operating) - RY20 Original Submission (Working Data)

There are currently no open issues on this form.

Service Rail (S-10) Sections

SUMMARY VOMS AND PERIODS OF SERVICE SERVICES SUPPLIED SERVICES CONSUMED SERVICES OPERATED (DAYS) DIRECTIONAL ROUTE MILES

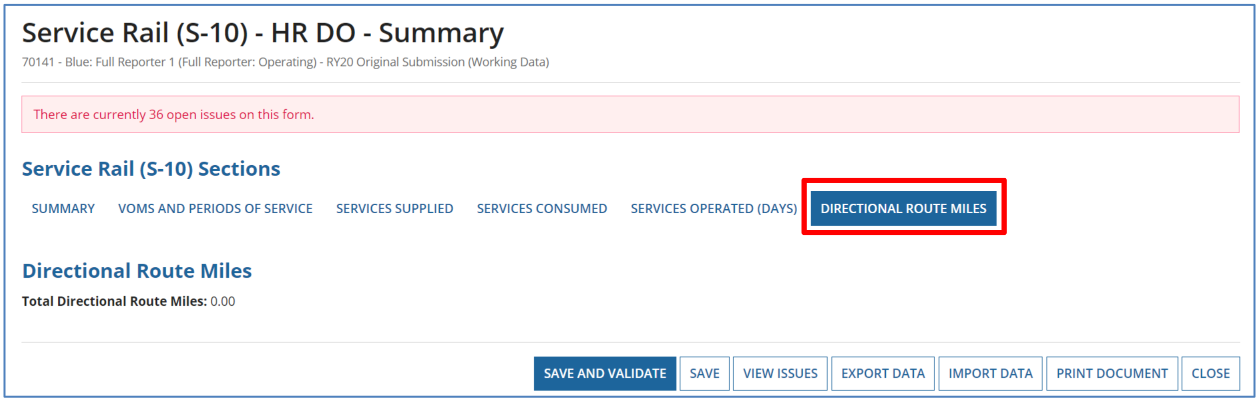
Services Operated (Days)

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

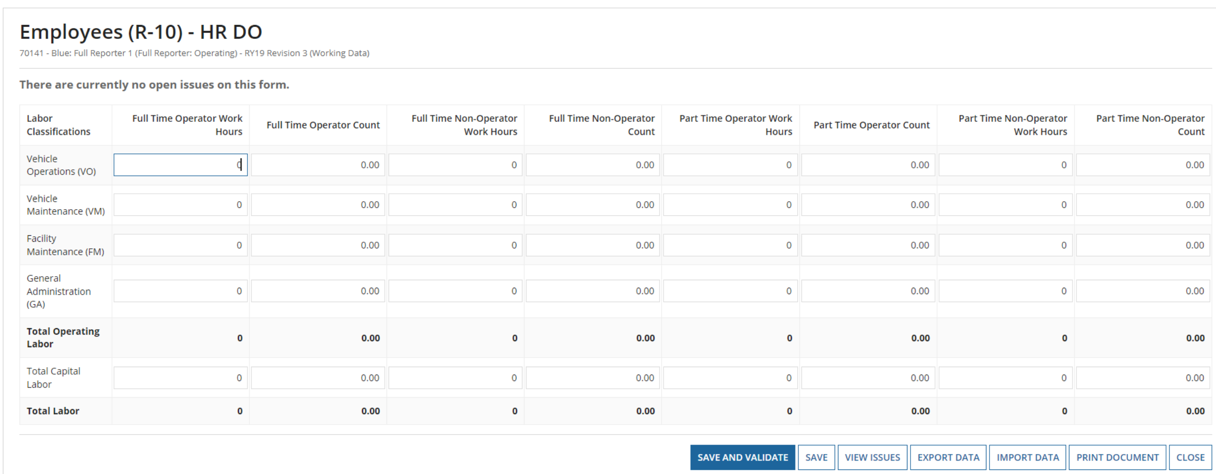
10.1 R-10: Employees Form

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) - HR DO

70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (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**

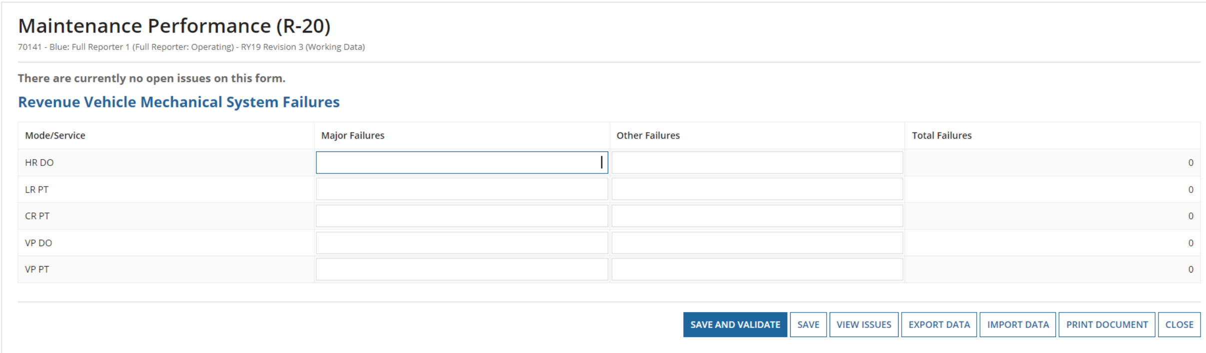
SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

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)

70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

There are currently no open issues on this form.

Revenue Vehicle Mechanical System Failures

Mode/Service	Major Failures	Other Failures	Total Failures
HR DO			0
LR PT			0
CR PT			0
VP DO			0
VP PT			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 when the SHOW ALL tab is selected (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 tab) (RR-20)

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

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

39929 - DN SSW Reporter # 1 (Small Systems Reporter) - RY20 Revision 1 (Working Data)

There are currently 13 open issues on this form.

Reduced Reporting Sections

FUNDS EXPENDED TOTAL   SOURCES OF REVENUE EXPENDED   SERVICE DATA   SHOW ALL

Total Funds Expended

Operations $1,665   **Capital** $1,725

Funds Expended

Mode	Funds Expended On Operations	Funds Expended On Capital
CR DO	555	555
DR DO	555	555
HR PT	555	555
MB DO		
MB PT		60
VP DO		
CB DO		
Total	$1,665	$1,725

Sources of Revenue Expended

Fare Revenue

Mode	Revenues	Funds Expended On Operations	Funds Expended On Capital
CR DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	$0	$0
DR DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	$0	$0
HR PT	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	$0	$0
MB DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	$0	$0
VP DO	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

Funding Source	Funds Expended On Operations	Funds Expended On Capital
Other Directly Generated Funds		

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	Funds Expended on Operations	Funds Expended on Capital
+ FTA Metropolitan Planning (§5303)	$0	$0
+ FTA Urbanized Area Formula Program (§5307)	$1,110	$1,110
+ FTA Clean Fuels Program (§5308)	$0	$0
+ FTA Capital Investment Grants (§5309)	$0	$0
+ FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)	$0	$0
+ FTA Formula Grants for Rural Areas (§5311)	$555	$615
+ FTA Job Access and Reverse Commute Formula Program (§5316)	$0	$0
+ FTA New Freedom Program (§5317)	$0	$0
+ FTA Transit in Parks (§5320)	$0	$0
+ FTA State of Good Repair Program (§5337)	$0	$0
+ FTA Bus and Bus Facilities (§5339)	$0	$0
+ ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds	$0	$0
+ Other FTA Funds	$0	$0
+ Funds Received from Other USDOT Grant Programs	$0	$0
+ ARRA TIGER Multimodal Discretionary Program	$0	$0
+ Other Federal Funds	$0	$0
Total	$1,665	$1,725

Annual Service Data *

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

Safety Data

Reportable Incidents *

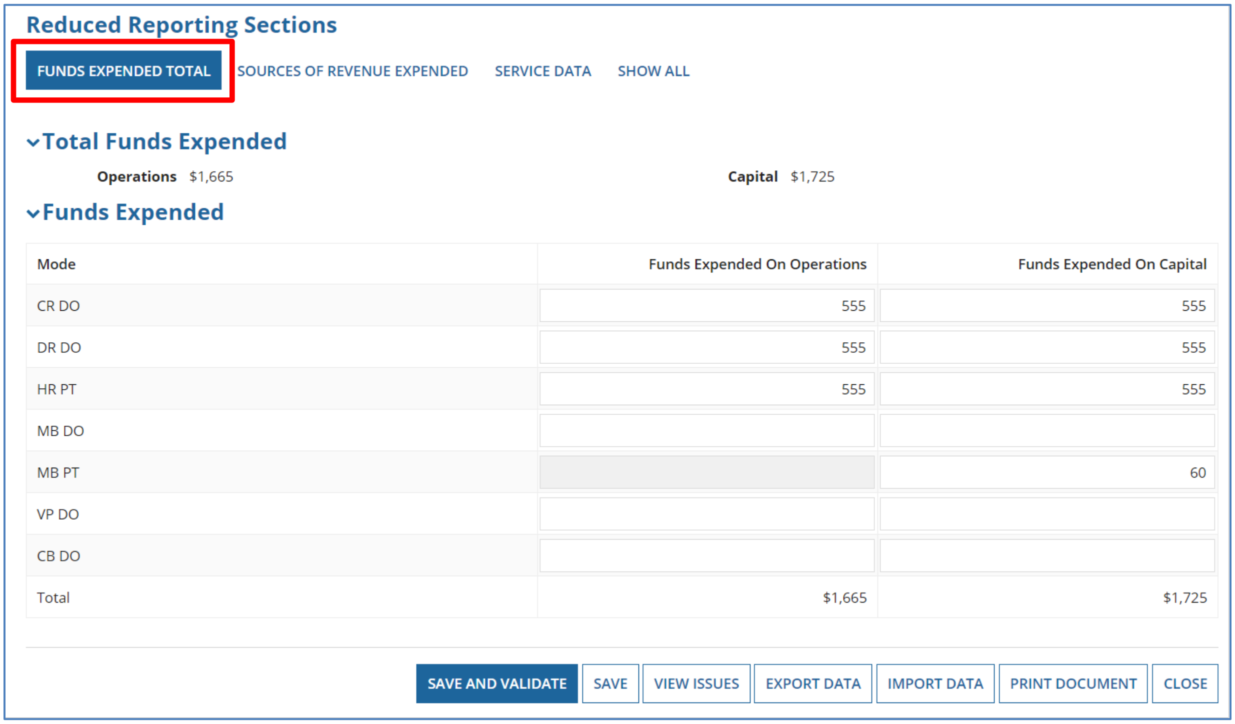
Fatalities *

Injuries *

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

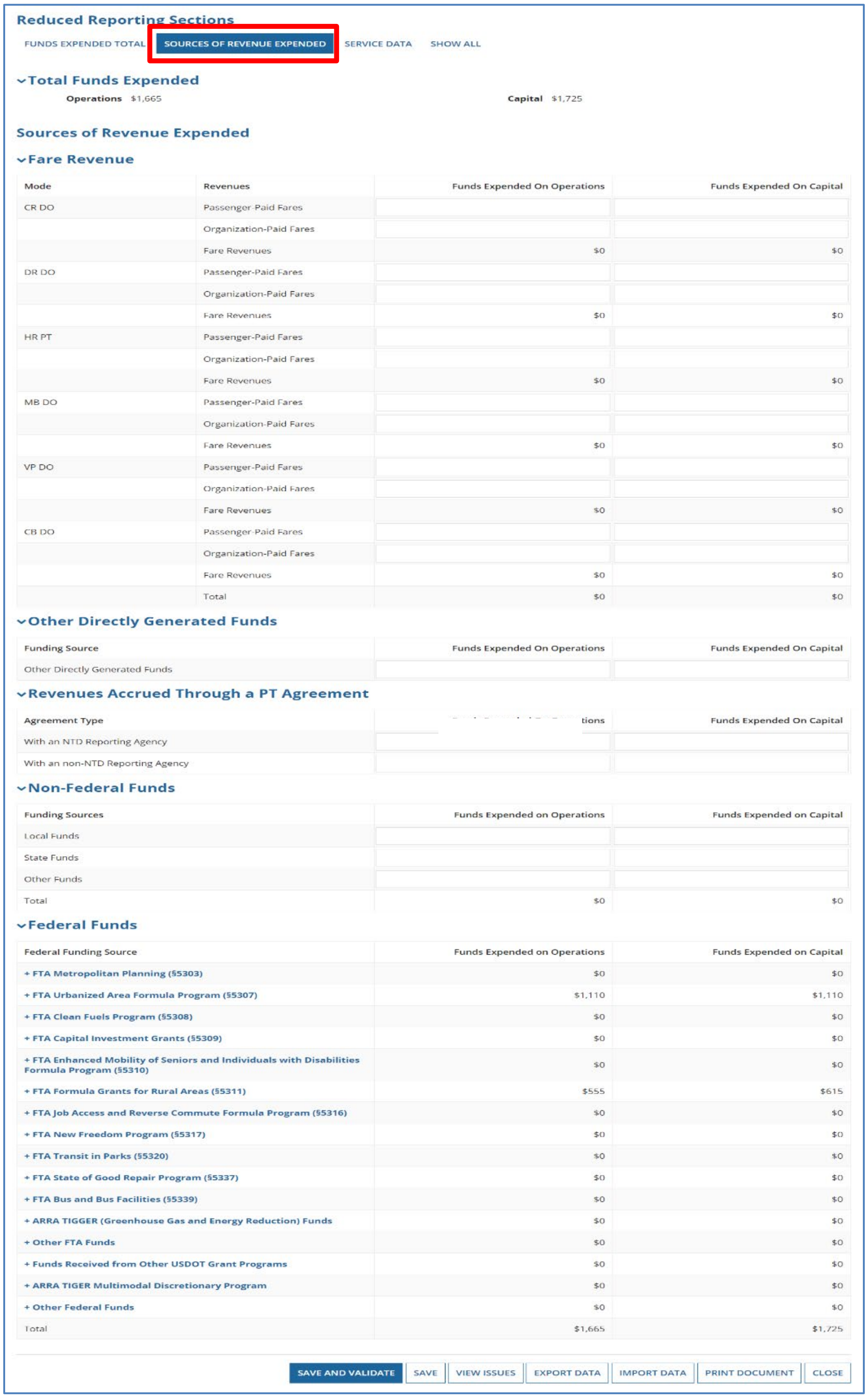
11.1.2 Reduced Reporting: Funds Expended Total tab (RR-20)

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.


Reduced Reporting Sections

FUNDS EXPENDED TOTAL | SOURCES OF REVENUE EXPENDED | SERVICE DATA | SHOW ALL

Total Funds Expended

Operations $1,665 **Capital** $1,725

Sources of Revenue Expended

Fare Revenue

Mode	Revenues	Funds Expended On Operations	Funds Expended On Capital
CR DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	$0	$0
DR DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	$0	$0
HR PT	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	$0	$0
MB DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	$0	$0
VP DO	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

Funding Source	Funds Expended On Operations	Funds Expended On Capital
Other Directly Generated Funds		

Revenues Accrued Through a PT Agreement

Agreement Type	tions	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	Funds Expended on Operations	Funds Expended on Capital
+ FTA Metropolitan Planning (§5303)	$0	$0
+ FTA Urbanized Area Formula Program (§5307)	$1,110	$1,110
+ FTA Clean Fuels Program (§5308)	$0	$0
+ FTA Capital Investment Grants (§5309)	$0	$0
+ FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)	$0	$0
+ FTA Formula Grants for Rural Areas (§5311)	$555	$615
+ FTA Job Access and Reverse Commute Formula Program (§5316)	$0	$0
+ FTA New Freedom Program (§5317)	$0	$0
+ FTA Transit in Parks (§5320)	$0	$0
+ FTA State of Good Repair Program (§5337)	$0	$0
+ FTA Bus and Bus Facilities (§5339)	$0	$0
+ ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds	$0	$0
+ Other FTA Funds	$0	$0
+ Funds Received from Other USDOT Grant Programs	$0	$0
+ ARRA TIGER Multimodal Discretionary Program	$0	$0
+ Other Federal Funds	$0	$0
Total	$1,665	$1,725

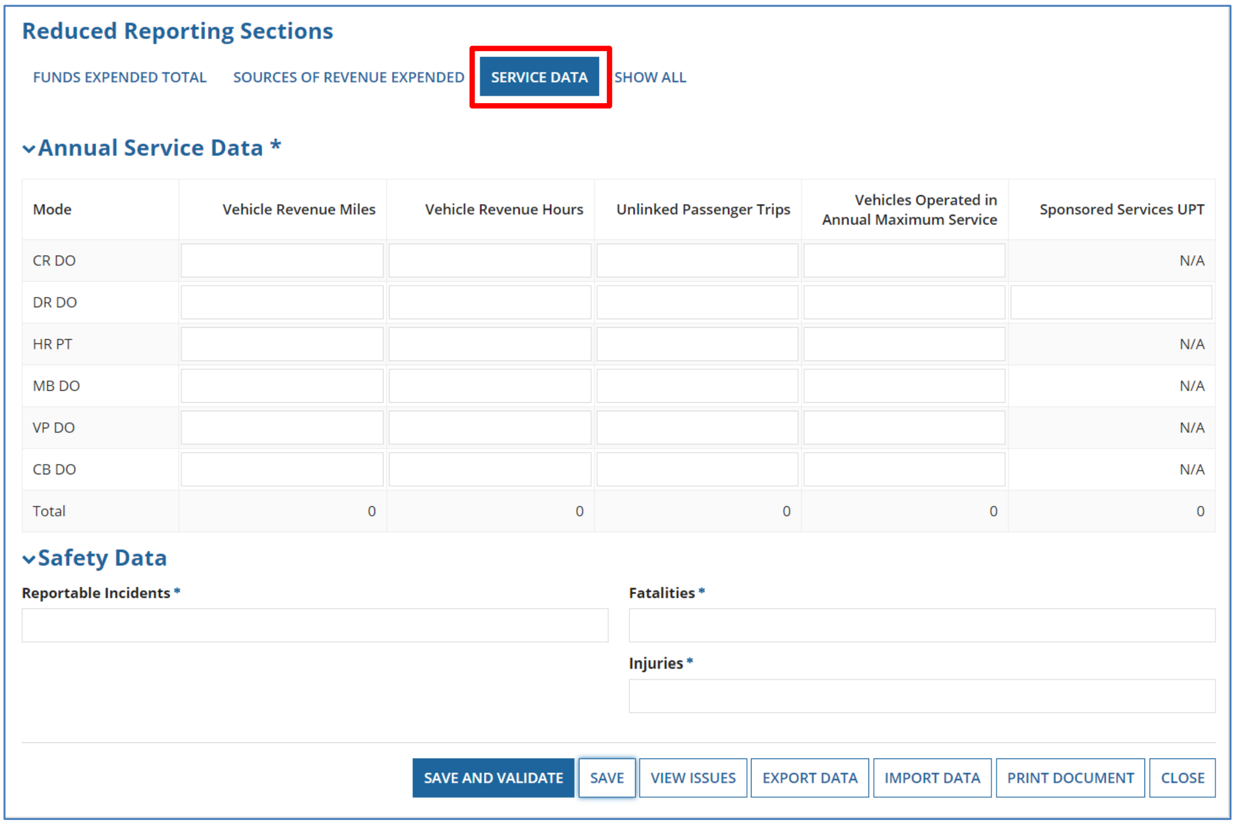
SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

*Note: The **Federal Funds grid** will not have expandable rows 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.



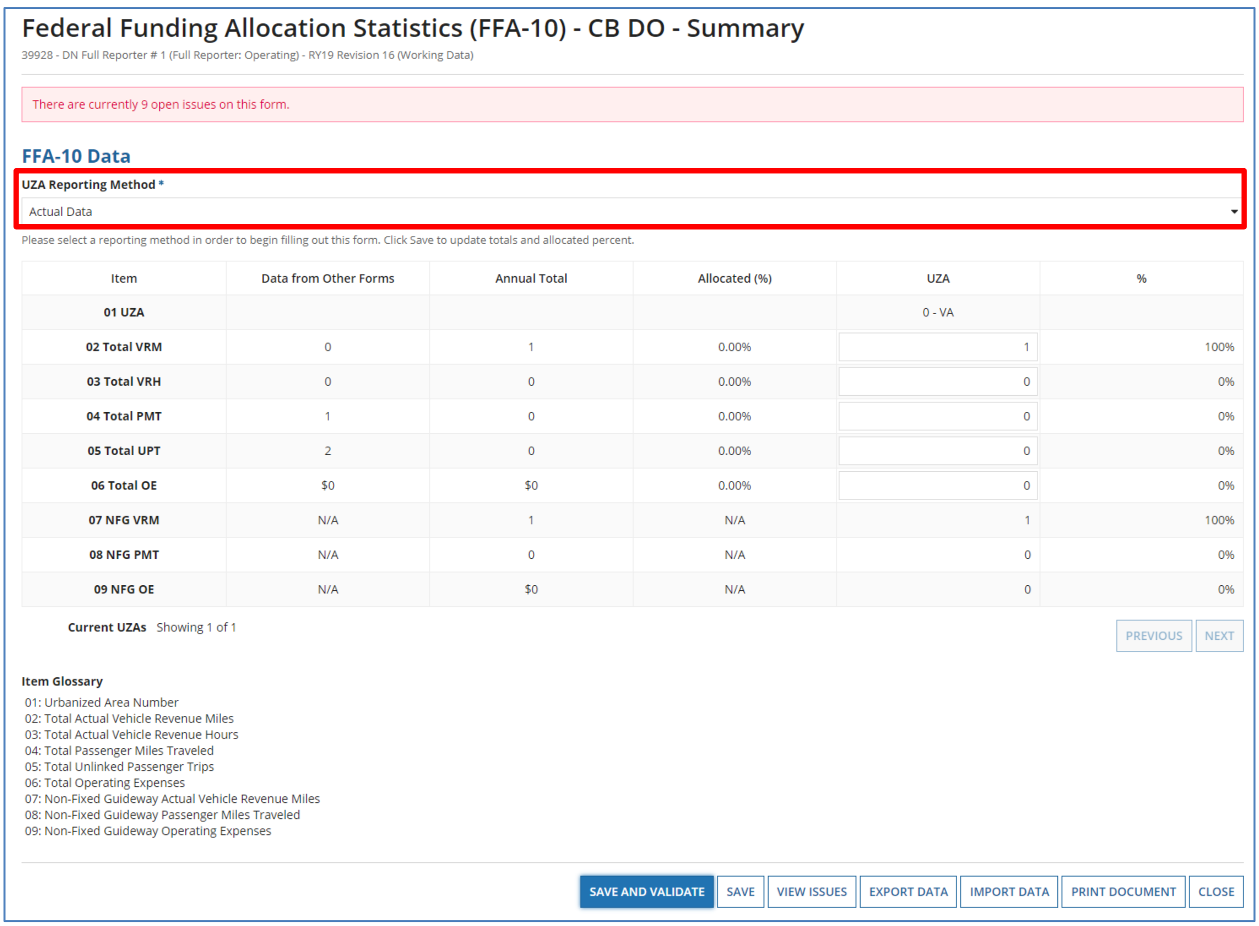
12 Annual Forms: Federal Funding Allocation Information

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

39928 - DN Full Reporter # 1 (Full Reporter: Operating) - RY19 Revision 16 (Working Data)

There are currently 9 open issues on this form.

FFA-10 Data

UZA Reporting Method *

Actual Data

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	1	0.00%	1	100%
03 Total VRH	0	0	0.00%	0	0%
04 Total PMT	1	0	0.00%	0	0%
05 Total UPT	2	0	0.00%	0	0%
06 Total OE	$0	$0	0.00%	0	0%
07 NFG VRM	N/A	1	N/A	1	100%
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

Item Glossary

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:

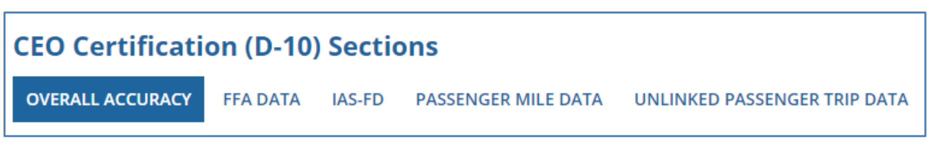
- The accuracy of the data the transit agency submitted in the overall report.
- The accuracy of the Federal funding allocation data used in §5307, §5337, §5339, and §5311 formula funding programs.
- The description of the procedures that the transit agency used to estimate or collect actual passenger 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)
- FFA Data
- IAS-FD
- IAS-FFA
- Passenger Miles Data
- Unlinked Passenger Trip Data

Note: There is no "Show All' option/tab for the D-10 form.



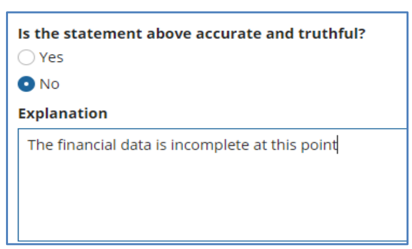
Note: Depending on your Reporter Type, you may not have access to one or more tabs as shown in Table 4: Reporter Type Tab Access. The following Reporter Types do not complete the D-10 form: Building, Planning, RGPTs, Intercity Bus, Reduced Asset and Urban/Tribal Sub-recipient.

Table 4: Reporter Type Tab Access

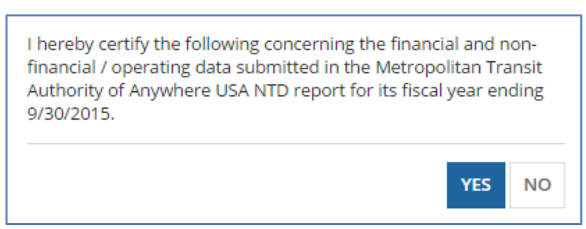
Reporter Type	Overall Accuracy	Federal Funding Allocation Data	Financial Data Review	Federal Funding Allocation Review	Passenger Miles Data	Unlinked Passenger Trip Data
Full Reporter	X	X	X*	X	X	X
Small Systems Reporter	X					X
Separate Service	X	X	X*	X	X	X

**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 "FFS 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.

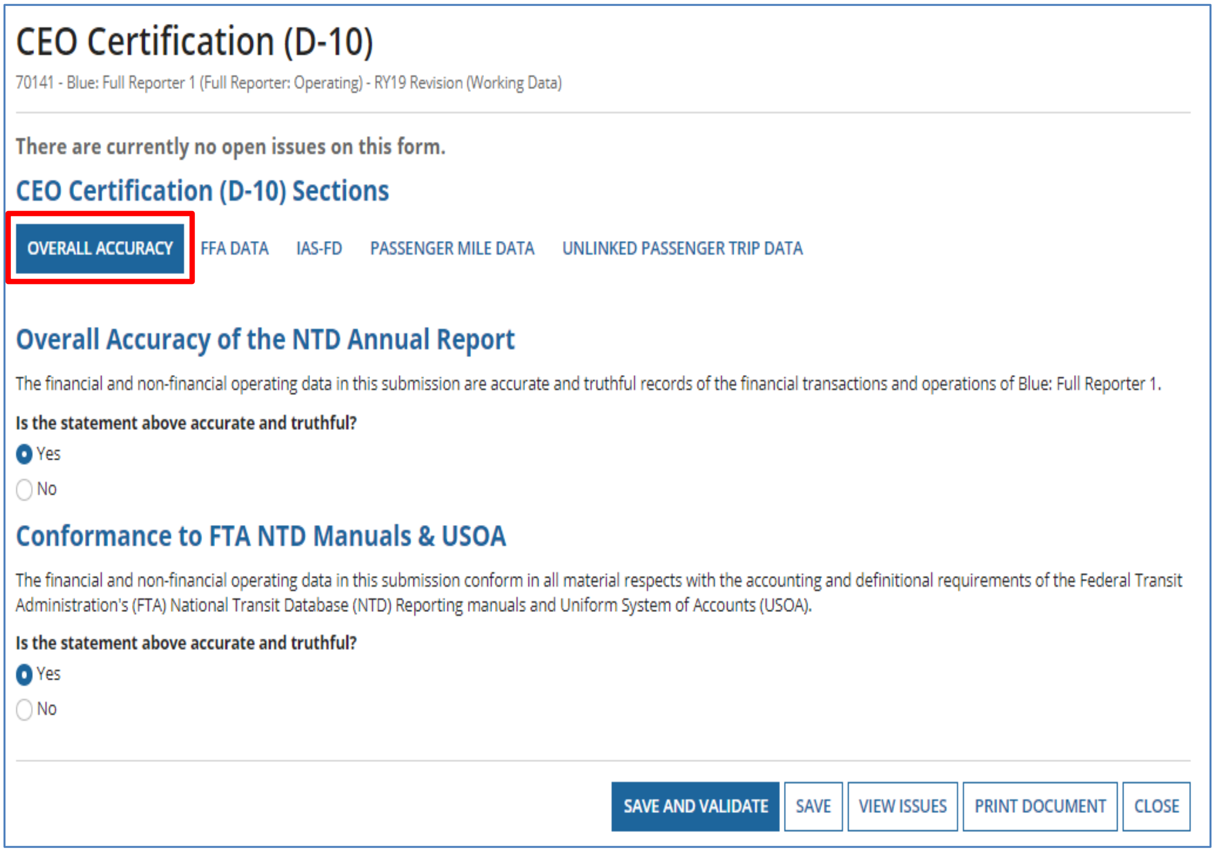


2. At any time, you may select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
    a. Note: When you save the **D-10 data**, you will be prompted to certify that the data is accurate.



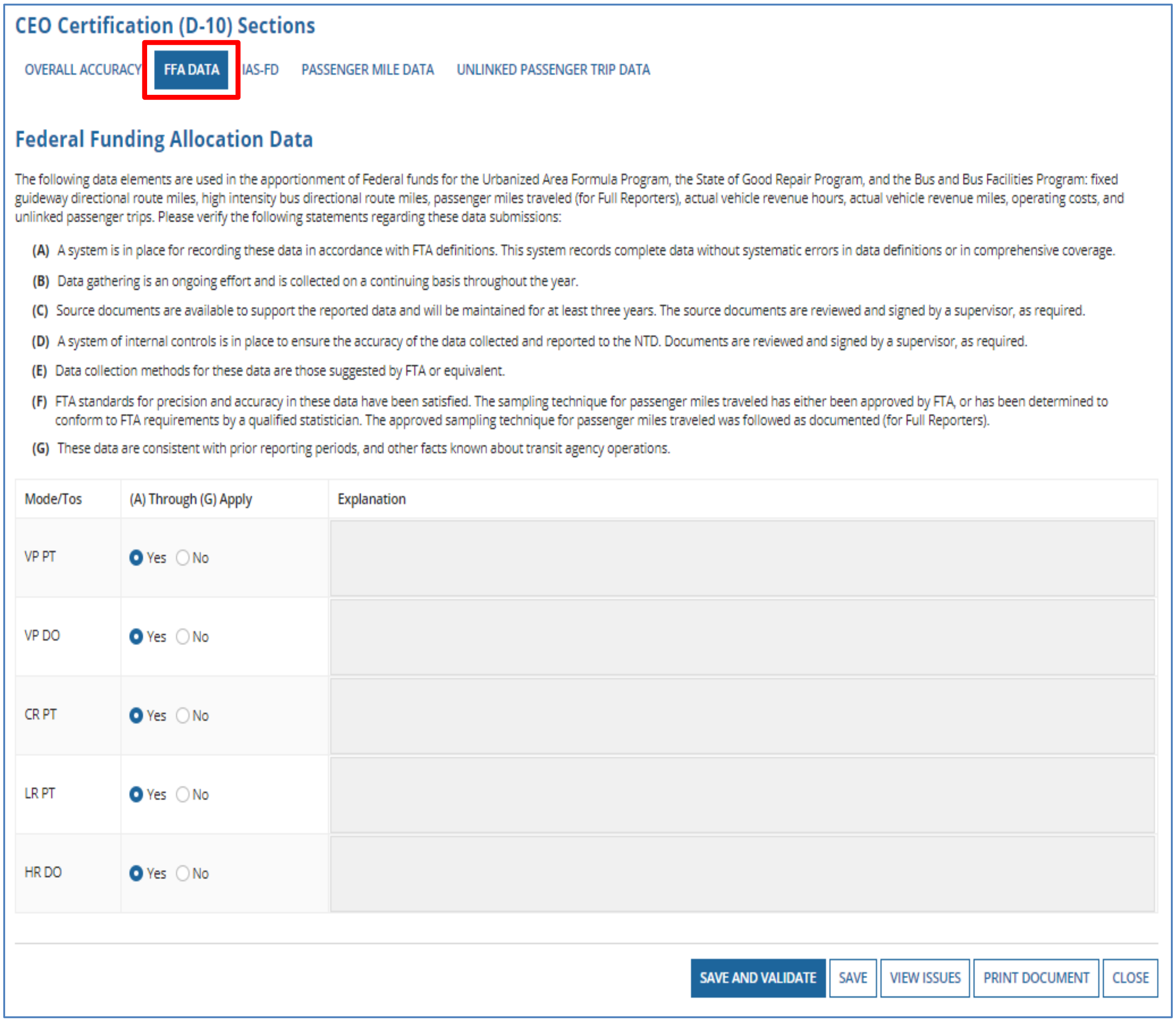
13.1.1 CEO Certification: Overal Accuracy tab (D-10)

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.



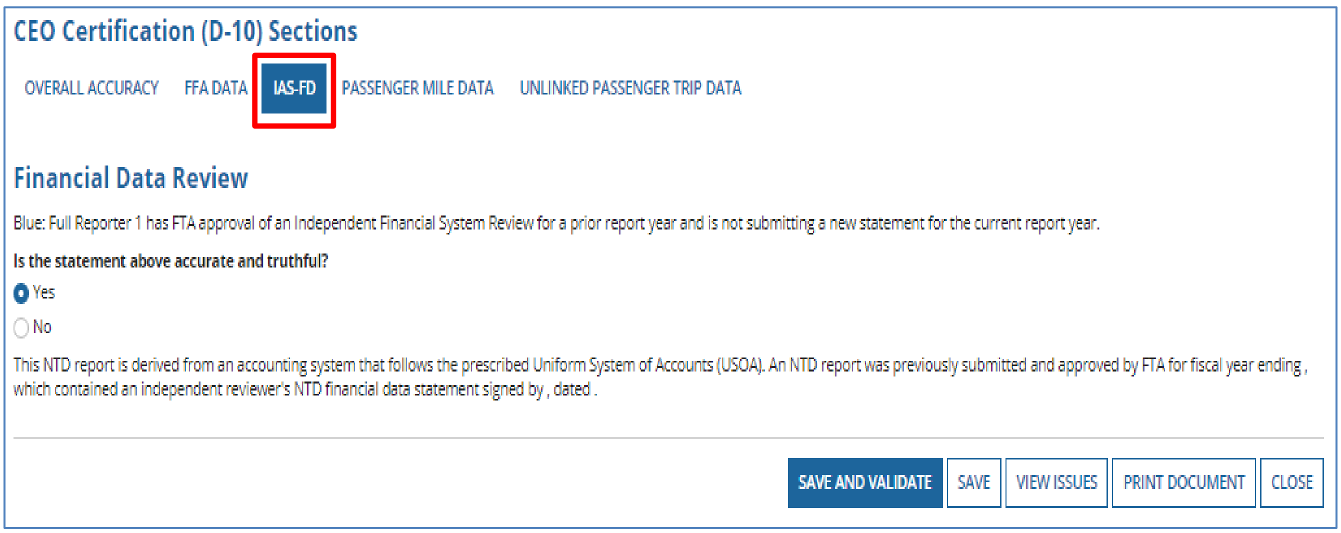
13.1.2 CEO Certification: Federal Funding Allocation Data tab (D-10)

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)

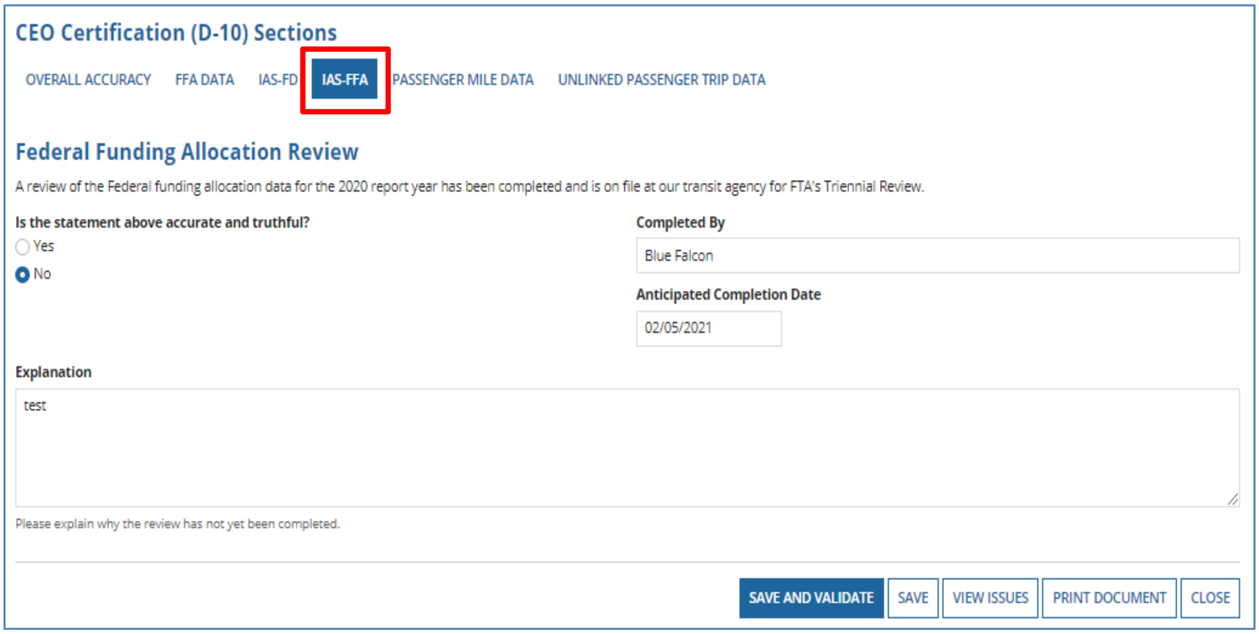
1. Review and edit your data as necessary.
2. If needed, upload the document in support of the Financial Data Review:
    a. Select the **UPLOAD** button.
        i. Browse to locate the document on your computer that you want to upload and select the document name.
    b. Select the **OPEN** button.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

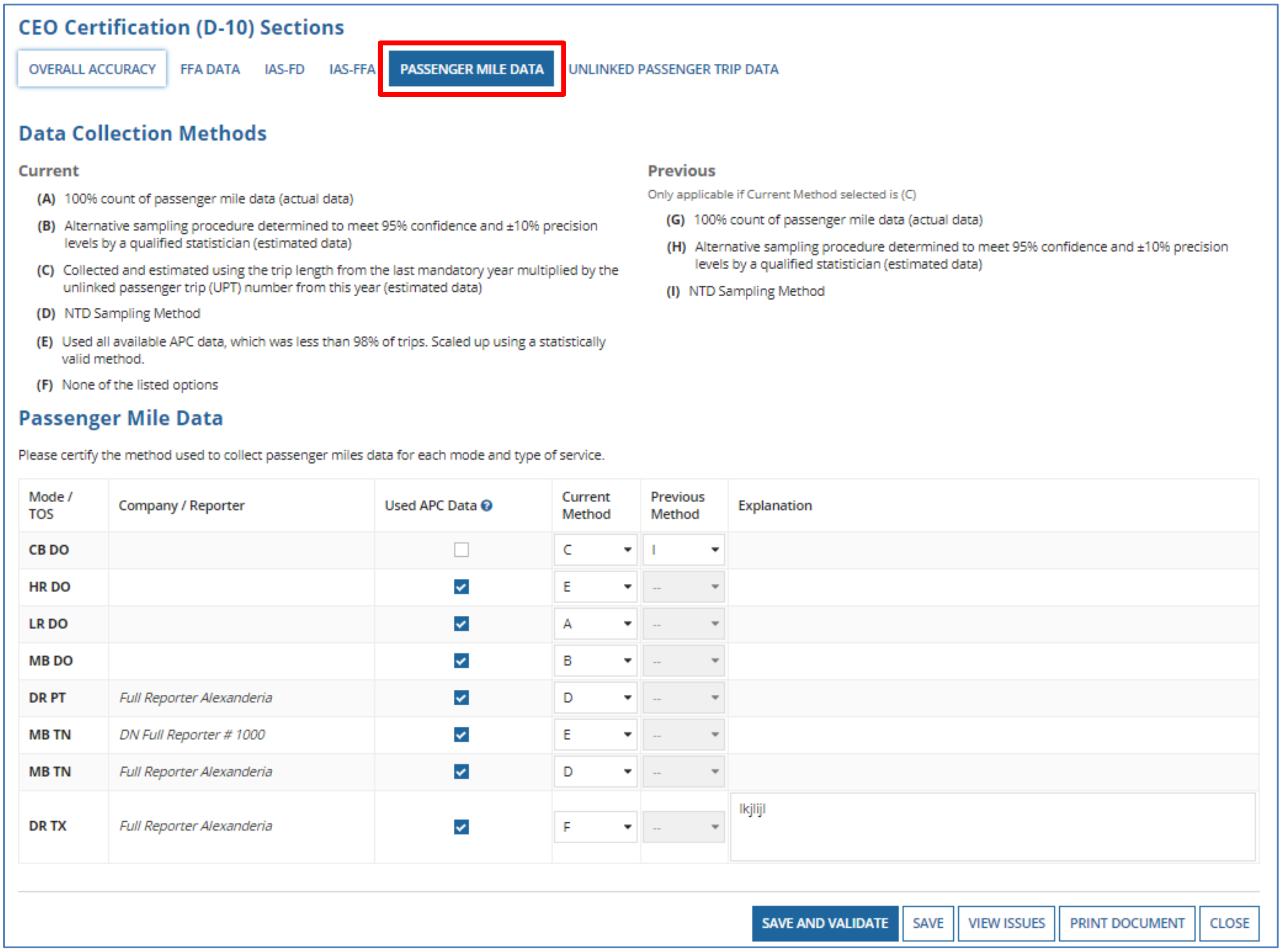
*Note: You will only see the **Federal Funding Allocation Review** tab if you are NOT a Small Systems reporter, if you have VOMS Total > 100 and Population (for primary UZA) >= 200,000 and you do NOT have an "FFS Waiver in Effect".*

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) Sections

OVERALL ACCURACY | FFA DATA | IAS-FD | IAS-FFA | PASSENGER MILE DATA | UNLINKED PASSENGER TRIP DATA

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

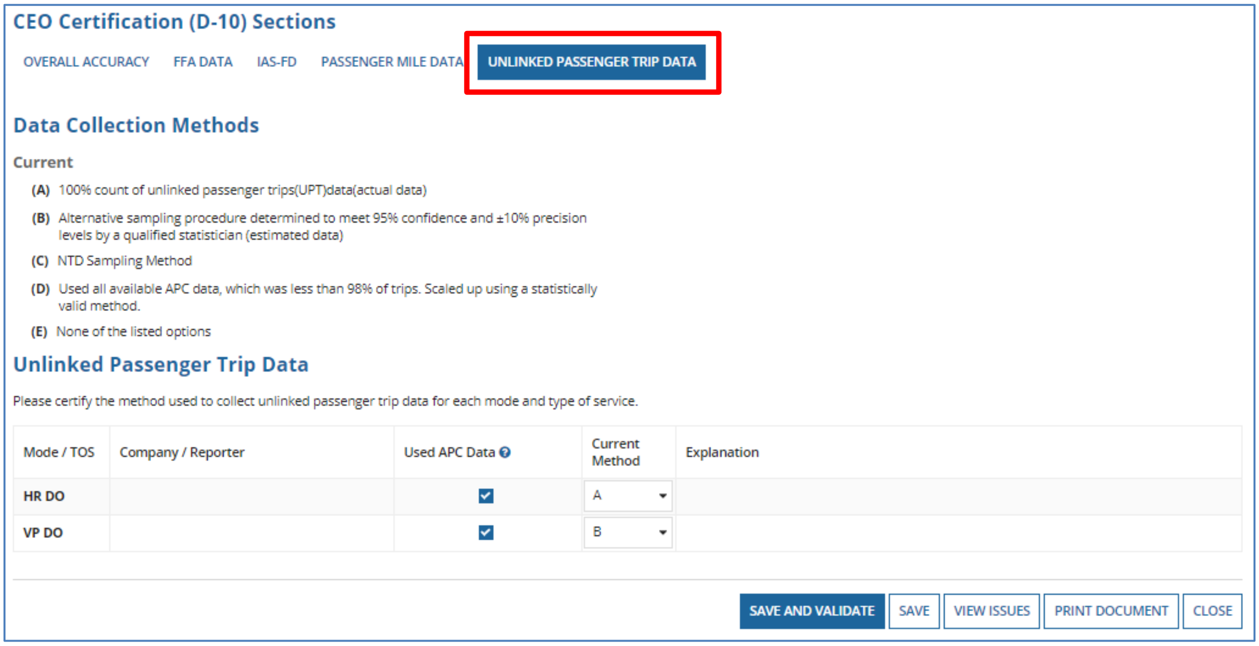
Please certify the method used to collect passenger miles data for each mode and type of service.

Mode / TOS	Company / Reporter	Used APC Data	Current Method	Previous Method	Explanation
CB DO		☐	C	I	
HR DO		☑	E	--	
LR DO		☑	A	--	
MB DO		☑	B	--	
DR PT	*Full Reporter Alexanderia*	☑	D	--	
MB TN	*DN Full Reporter # 1000*	☑	E	--	
MB TN	*Full Reporter Alexanderia*	☑	D	--	
DR TX	*Full Reporter Alexanderia*	☑	F	--	lkjlijl

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.



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

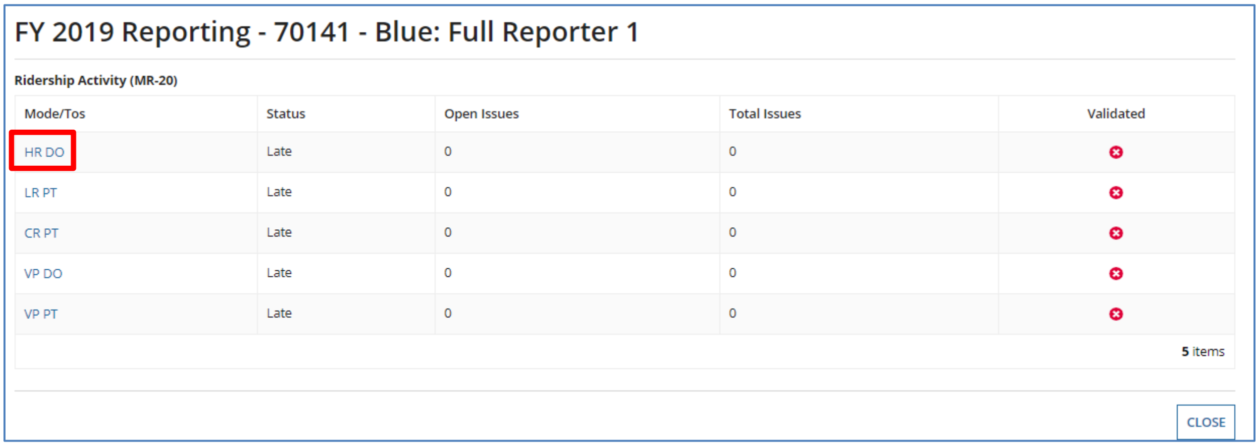
The **Monthly Ridership Data** is collected by Mode and TOS and is available on the MR-20 form. It provides FTA with monthly trends in passenger usage and service levels.

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

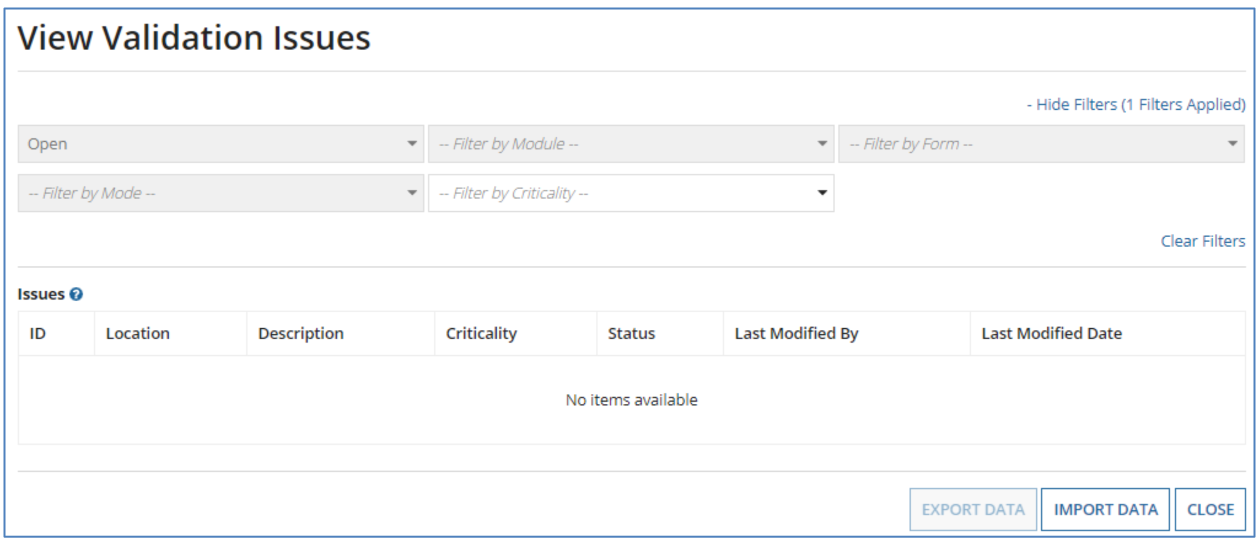
Agencies must submit monthly data by no later than the last day of the following month.

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.



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.*



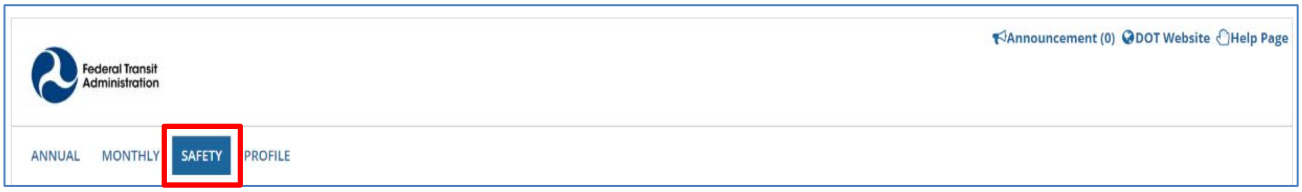
1. Select the **Issue** (description) that you want to resolve.
    a. The detailed information and comment fields are displayed.
2. Enter your **Comment** to provide an explanation.
3. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save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

15 Safety Forms: NTD Safety & Security

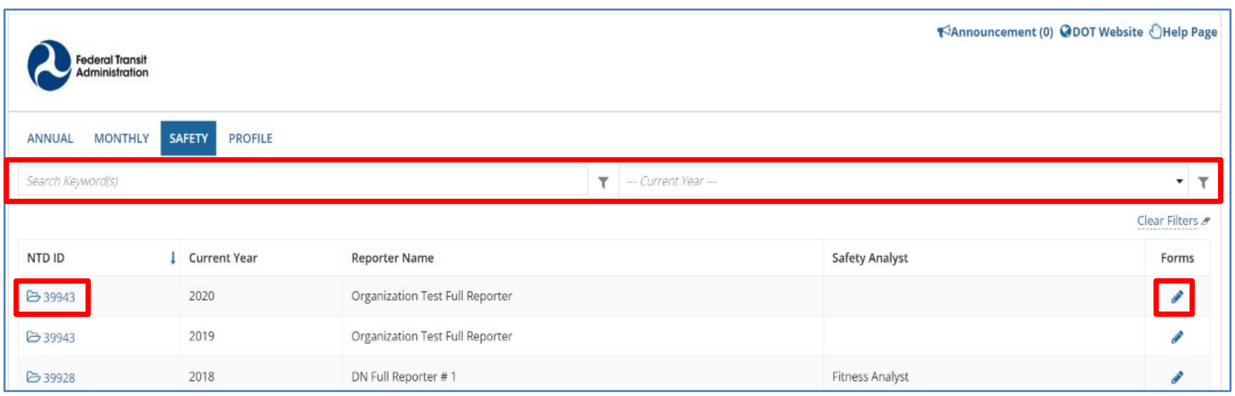
NTD Safety & Security (S&S) forms are used to report safety and security information for transit agencies. The S&S forms are only available for Full Reporter: Operating users of the application.

You can access the Safety Forms from the **SAFETY** tab on the Home page.

1. Select the **SAFETY** tab from the homepage



2. Select the NTD ID to view the Safety forms for the selected Reporter.
3. Select the pencil icon in the Forms column to edit the Safety form for the selected Reporter. *Note: Use the filters to search by keyword or by current year dropdown or both to filter a particular form.*



15.1 S&S-20: CEO Certification Form

The S&S-20 form is the CEO Certification Form that is used to certify the safety and security data that the organization has submitted to NTD. The S&S-20 form pulls and tallies:

- The number of injuries, fatalaties, and events from the S&S-40 form and
- The non-major events, injuries, and fires from the S&S-50 form

Please note the S&S-20 form only pulls the values from the submitted S&S-40 and S&S-50 forms. The values are not pulled when the S&S-40 and S&S-50 forms are saved.

1. Select the S&S-20 form from the list of Safety forms.
2. Select the checkbox to confirm the safety and security data that is submitted.
3. Select the **SAVE** button to save the information.

Safety and Security CEO Certification Form (S&S-20)

39943 - Organization Test Full Reporter - Safety CY 2020

Certification Summary

NTD Report Year	2020	**Reporter Name**	Organization Test Full Reporter
CEO Name	Rob Test	**NTD ID**	39943
CEO Title	Lt	**Certification Completion Date**	

Event Summary

S&S-40 Data (Major)

Please confirm the sum total of each corresponding row. If you disagree with any of the counts displayed below, please contact your analyst.

Reportable Event Data	AR/DO	YR/PT	MG/DO	TR/DO	MB/DO	Total	Confirm
Total events reported for 2020	0	0	0	0	0	0	
Total injuries reported for 2020	0	0	0	0	0	0	
Total fatalities reported for 2020	0	0	0	0	0	0	

S&S-50 Data (Non-Major)

Please confirm the sum total of each corresponding row. If you disagree with any of the counts displayed below, please contact your analyst.

Reportable Event Data	DR/TX	DT/PT	MB/DO	MG/DO	TR/DO	YR/PT	Total	Confirm
Total Non-Major Fire Incidents	0	0	0	0	0	0	0	
Total Non-Major Other Safety Incidents	0	0	0	0	0	0	0	
Total Non-Major Incident Injuries	0	0	0	0	0	0	0	

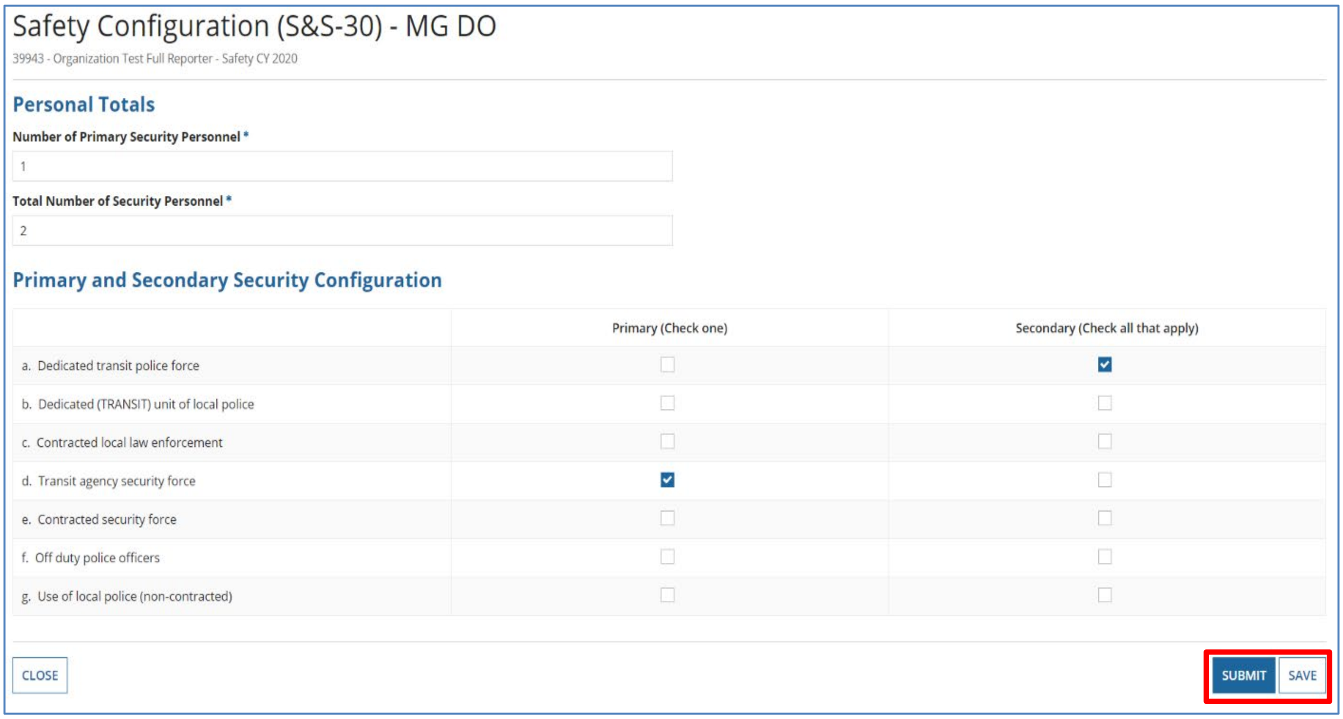
I hereby certify the Safety and Security data submitted to the NTD in the name of Organization Test Full Reporter for the 2020 calendar year.

CLOSE SAVE

15.2 S&S-30: Safety Configuration Form

The S&S-30 form indicates the number and type of personal that responds to security event or provide security on the transit agencies property. All the S&S-30 forms have to be saved and submitted in order for the reporter to access any of the other S&S forms.

1. Select the S&S-30 form from the list of Safety forms.
2. Enter/Select information as required.
3. Select the **SAVE** button to save the form.
4. Select the **SUBMIT** button to save and submit the form.


Safety Configuration (S&S-30) - MG DO
39943 - Organization Test Full Reporter - Safety CY 2020

Personal Totals

Number of Primary Security Personnel *
1

Total Number of Security Personnel *
2

Primary and Secondary Security Configuration

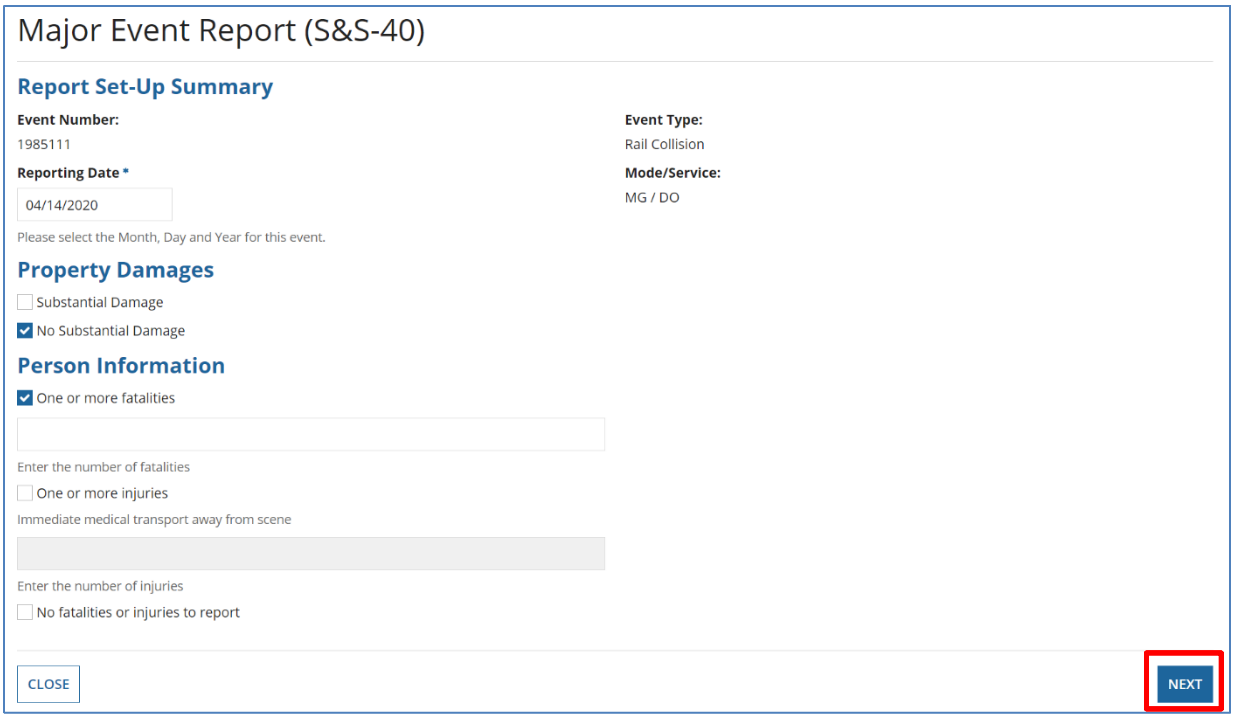
	Primary (Check one)	Secondary (Check all that apply)
a. Dedicated transit police force	☐	☑
b. Dedicated (TRANSIT) unit of local police	☐	☐
c. Contracted local law enforcement	☐	☐
d. Transit agency security force	☑	☐
e. Contracted security force	☐	☐
f. Off duty police officers	☐	☐
g. Use of local police (non-contracted)	☐	☐

CLOSE SUBMIT SAVE

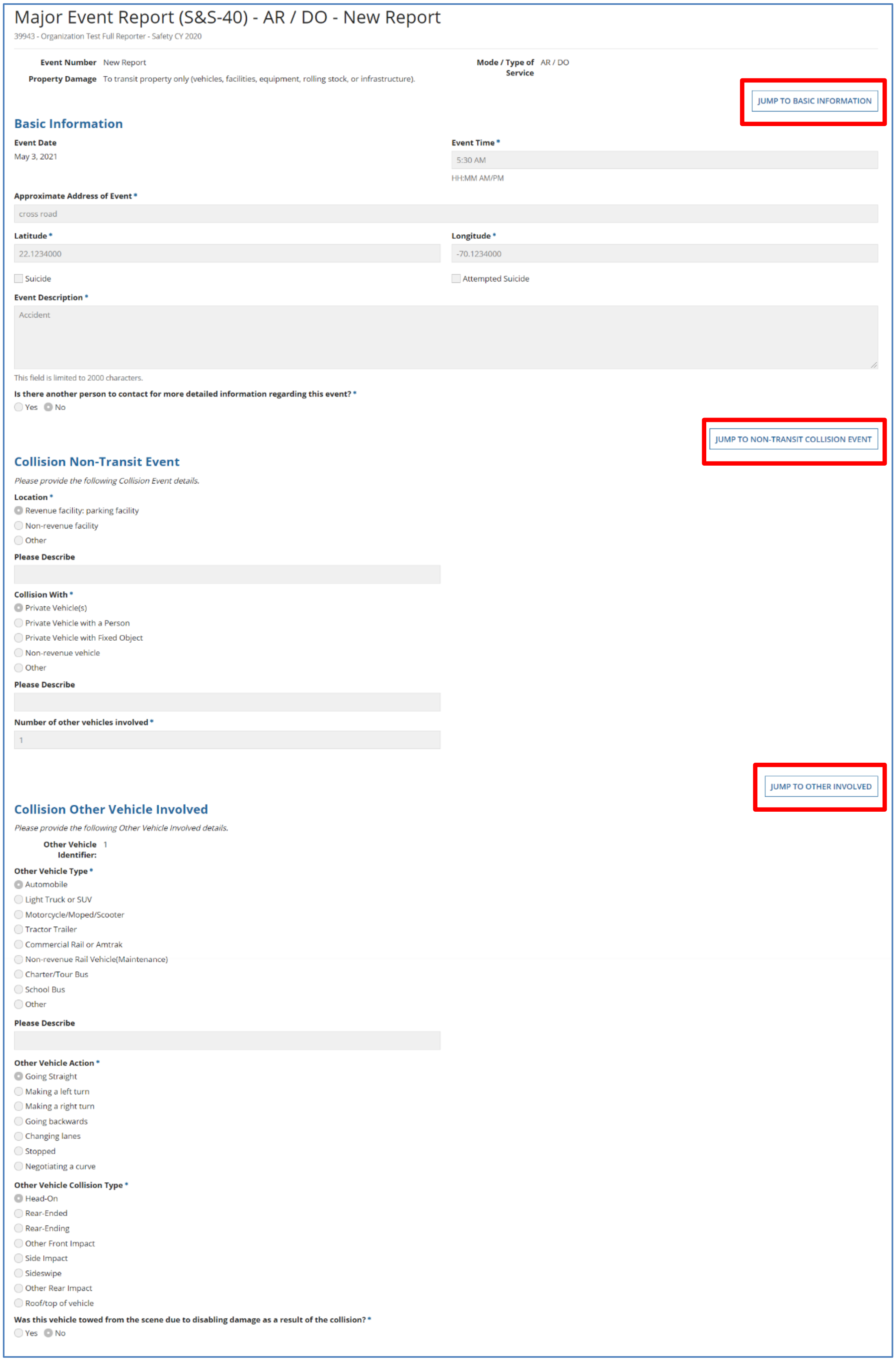
15.3 S&S-40: Major Event Report

The S&S-40 form captures detailed information on severe safety and security events that occurs at a transit environment. The fields displayed on the S&S-40 form will differ depending on if you selected rail or non-rail as the Mode/Type of Service.

1. Select the S&S-40 form from the list of Safety forms for an existing S&S-40, or to create a new S&S-40, go to Step #8.
2. Enter/Select information as required.
3. Select the **NEXT** button.



4. The entire summary page for the S&S-40 form will be displayed.



Major Event Report (S&S-40) - AR / DO - New Report

39943 - Organization Test Full Reporter - Safety CY 2020

Event Number New Report

Property Damage To transit property only (vehicles, facilities, equipment, rolling stock, or infrastructure).

Mode / Type of Service AR / DO

JUMP TO BASIC INFORMATION

Basic Information

Event Date
May 3, 2021

Event Time *
5:30 AM
HH:MM AM/PM

Approximate Address of Event *
cross road

Latitude *
22.1234000

Longitude *
-70.1234000

Suicide

Attempted Suicide

Event Description *
Accident

This field is limited to 2000 characters.

Is there another person to contact for more detailed information regarding this event? *
Yes No

JUMP TO NON-TRANSIT COLLISION EVENT

Collision Non-Transit Event

Please provide the following Collision Event details.

Location *
Revenue facility: parking facility
Non-revenue facility
Other

Please Describe

Collision With *
Private Vehicle(s)
Private Vehicle with a Person
Private Vehicle with Fixed Object
Non-revenue vehicle
Other

Please Describe

Number of other vehicles involved *
1

JUMP TO OTHER INVOLVED

Collision Other Vehicle Involved

Please provide the following Other Vehicle Involved details.

Other Vehicle Identifier: 1

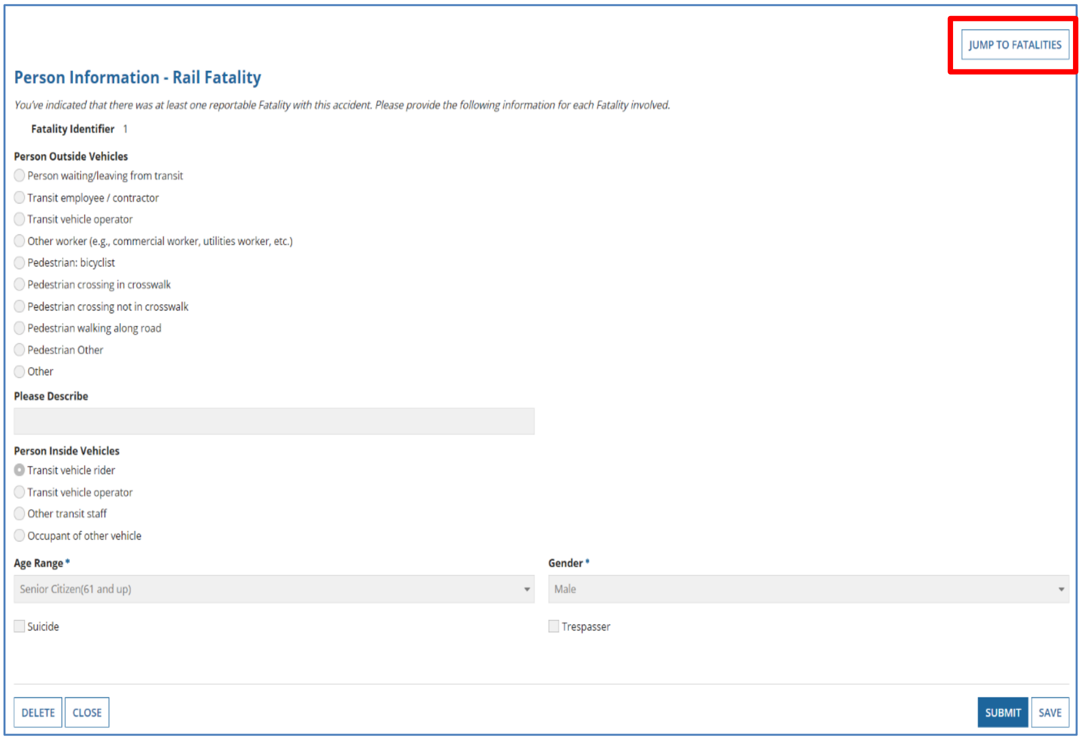
Other Vehicle Type *
Automobile
Light Truck or SUV
Motorcycle/Moped/Scooter
Tractor Trailer
Commercial Rail or Amtrak
Non-revenue Rail Vehicle(Maintenance)
Charter/Tour Bus
School Bus
Other

Please Describe

Other Vehicle Action *
Going Straight
Making a left turn
Making a right turn
Going backwards
Changing lanes
Stopped
Negotiating a curve

Other Vehicle Collision Type *
Head-On
Rear-Ended
Rear-Ending
Other Front Impact
Side Impact
Sideswipe
Other Rear Impact
Roof/top of vehicle

Was this vehicle towed from the scene due to disabling damage as a result of the collision? *
Yes No



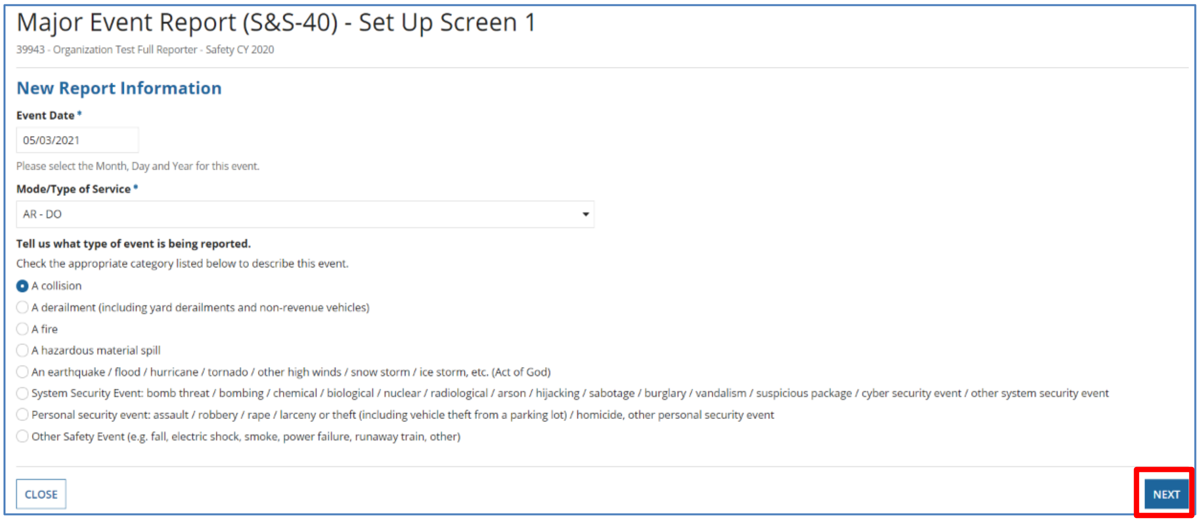
5. Select the **JUMP TO** buttons to go back to a particular section to edit it.

6. Select the **SAVE** button to save the information.

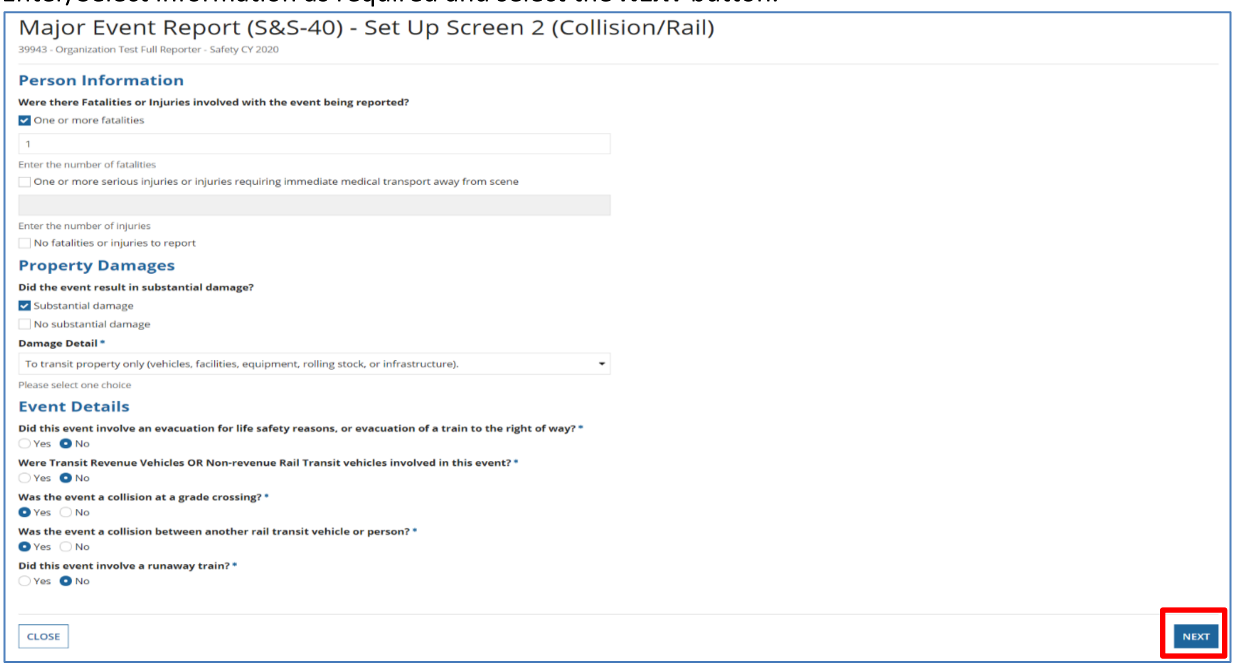
7. Select the **SUBMIT** button to save and submit the form.

8. To create the S&S-40 form, select the **FILE NEW S&S-40** button.

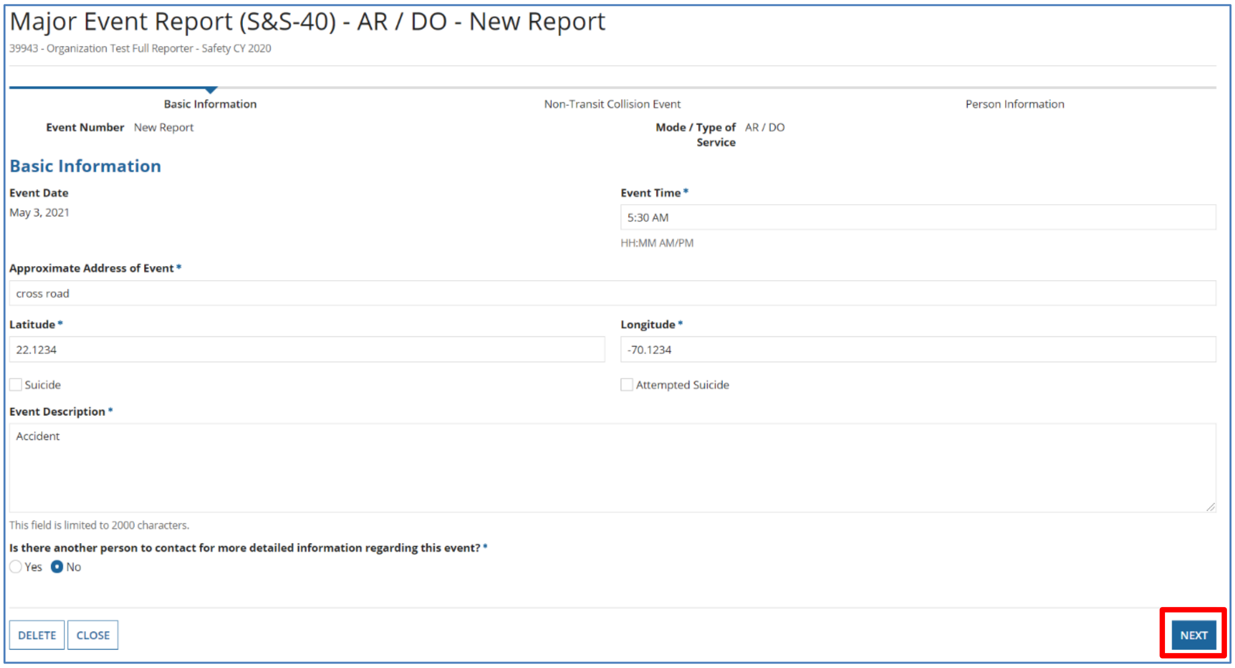
9. Enter/Select information as required and select the **NEXT** button.



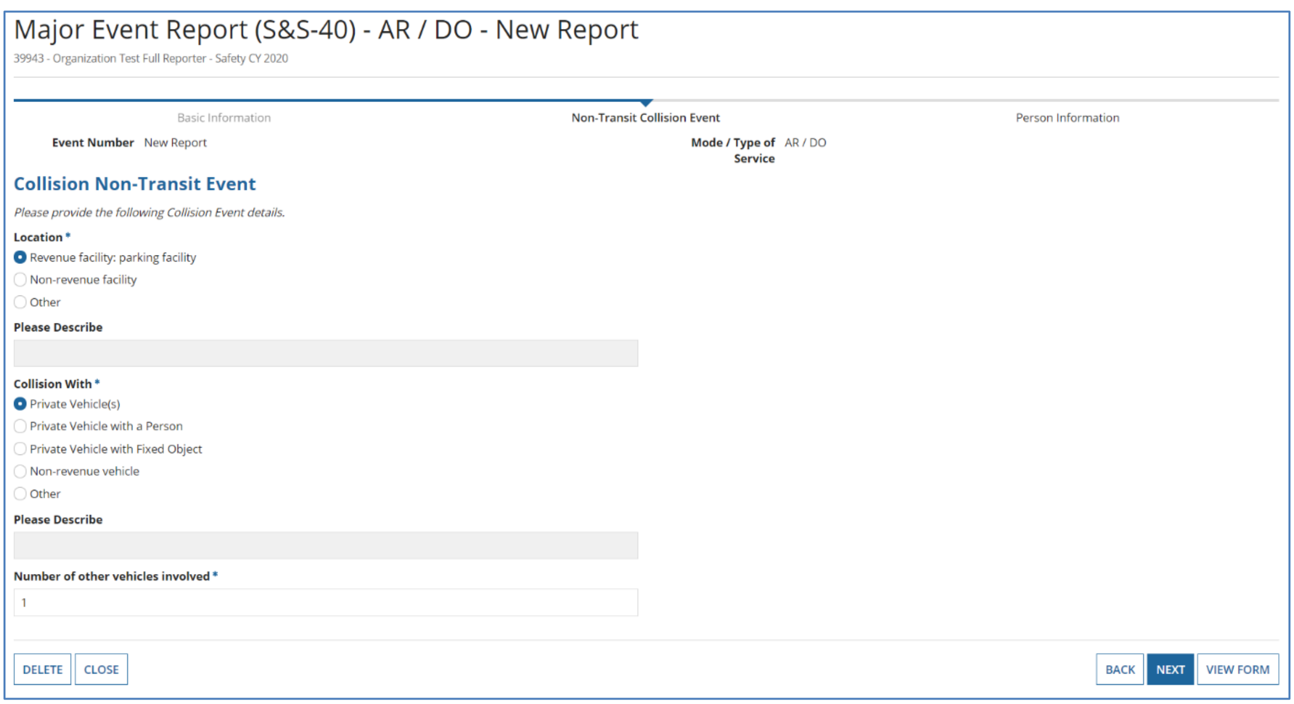
10. Enter/Select information as required and select the **NEXT** button.



11. Enter/Select information as required on the Basic Information page and select the **NEXT** button.
    a. *NOTE:* Select the **DELETE** button to delete the form.



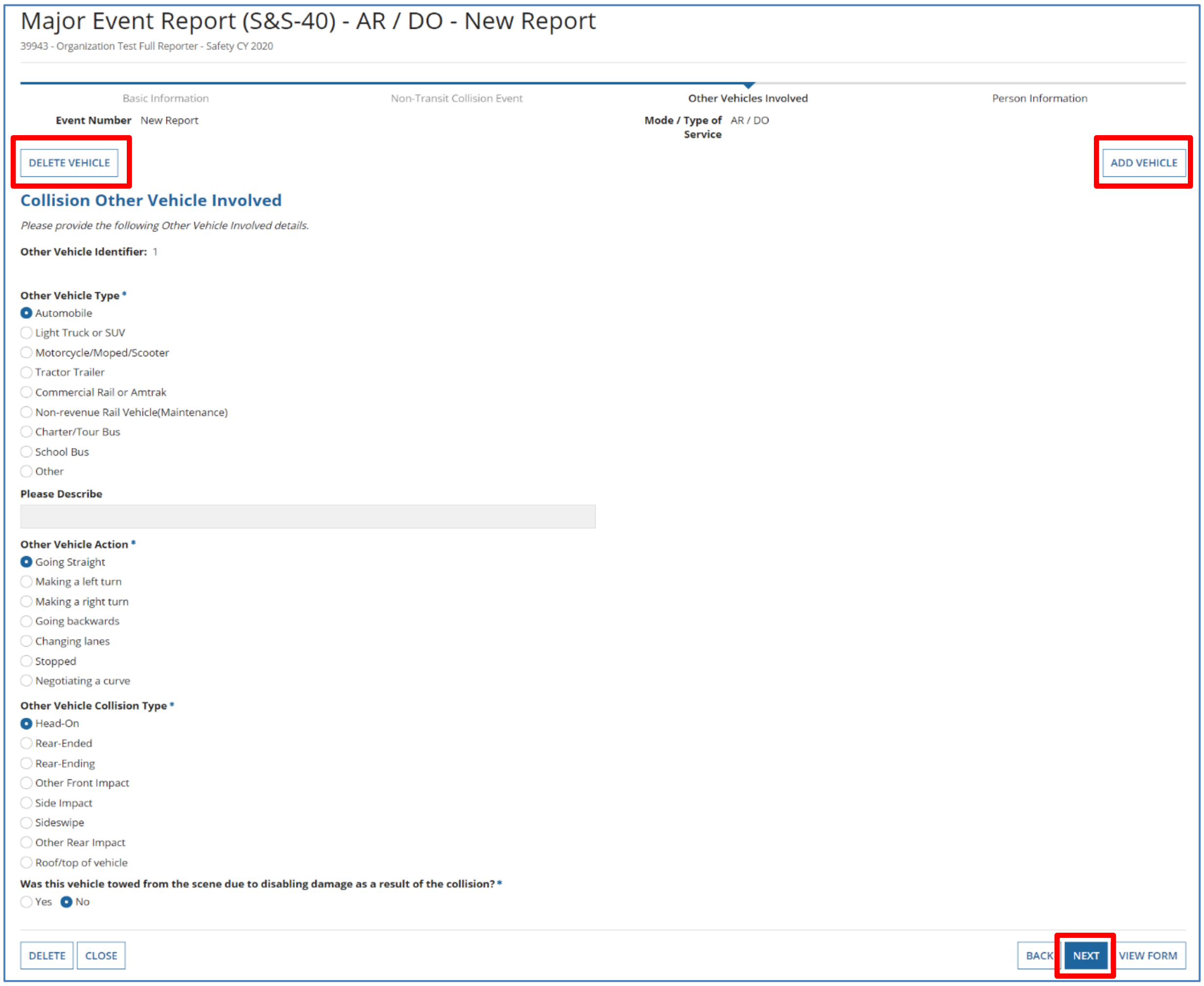
12. Enter/Select information as required on the Non-Transit Collision Event page and select the **NEXT** button.
    a. *NOTE: On the remaining pages for the S&S-40:*
        i. Select the **BACK** button to go back to the previous page.
        ii. Select the **VIEW FORM** button to view the entire form.
        iii. Select the **DELETE** button to delete the form.



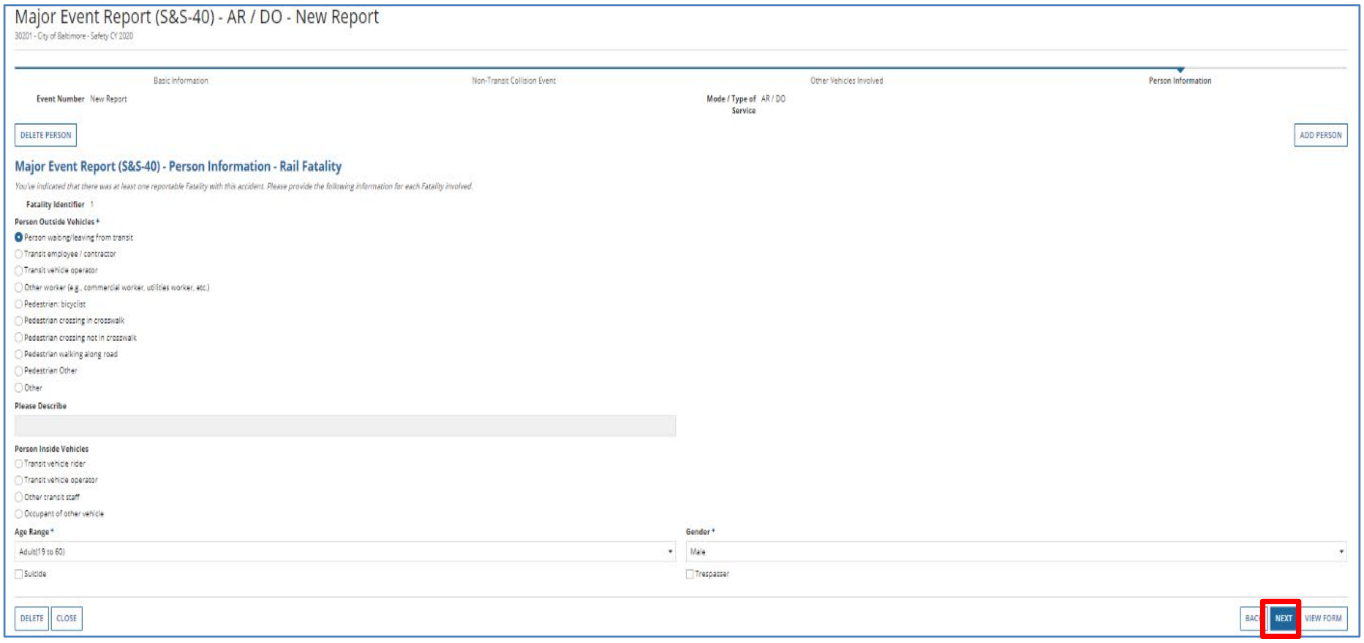
NOTE: If you add a number greater than 0 in the ***Number of other vehicles involved*** *field then the*

Other Vehicles Involved page will be displayed. See Step #13. Otherwise, if 0 is inputted into this field then the next page will be Person Information. See Step #14.

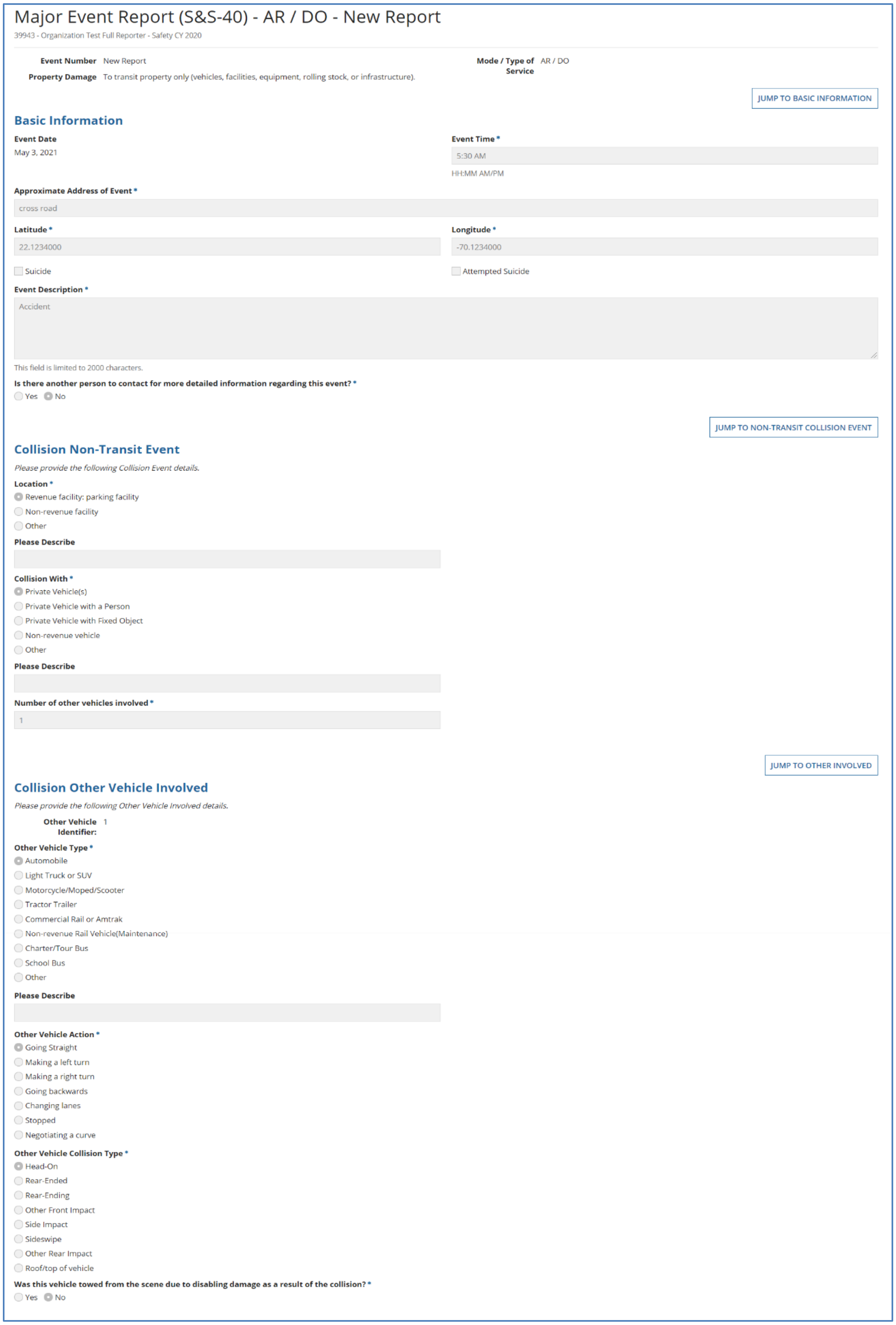
13. Enter/Select information as required on the Other Vehicles Involved page and select the **NEXT** button.
    a. Select the **ADD VEHICLE** button to add a vehicle involved in the event.
    b. Select the **DELETE VEHICLE** button to delete a vehicle involved in the event.



14. Enter/Select information as required on the Non-Transit Collision Event page and select the **NEXT** button.



15. The entire S&S-40 form is displayed.



Major Event Report (S&S-40) - AR / DO - New Report

39943 - Organization Test Full Reporter - Safety CY 2020

Event Number New Report

Mode / Type of Service AR / DO

Property Damage To transit property only (vehicles, facilities, equipment, rolling stock, or infrastructure).

JUMP TO BASIC INFORMATION

Basic Information

Event Date
May 3, 2021

Event Time *
5:30 AM
HH:MM AM/PM

Approximate Address of Event *
cross road

Latitude *
22.1234000

Longitude *
-70.1234000

☐ Suicide

☐ Attempted Suicide

Event Description *
Accident

This field is limited to 2000 characters.

Is there another person to contact for more detailed information regarding this event? *
○ Yes ◉ No

JUMP TO NON-TRANSIT COLLISION EVENT

Collision Non-Transit Event

Please provide the following Collision Event details.

Location *
◉ Revenue facility: parking facility
○ Non-revenue facility
○ Other

Please Describe

Collision With *
◉ Private Vehicle(s)
○ Private Vehicle with a Person
○ Private Vehicle with Fixed Object
○ Non-revenue vehicle
○ Other

Please Describe

Number of other vehicles involved *
1

JUMP TO OTHER INVOLVED

Collision Other Vehicle Involved

Please provide the following Other Vehicle Involved details.

Other Vehicle Identifier: 1

Other Vehicle Type *
◉ Automobile
○ Light Truck or SUV
○ Motorcycle/Moped/Scooter
○ Tractor Trailer
○ Commercial Rail or Amtrak
○ Non-revenue Rail Vehicle(Maintenance)
○ Charter/Tour Bus
○ School Bus
○ Other

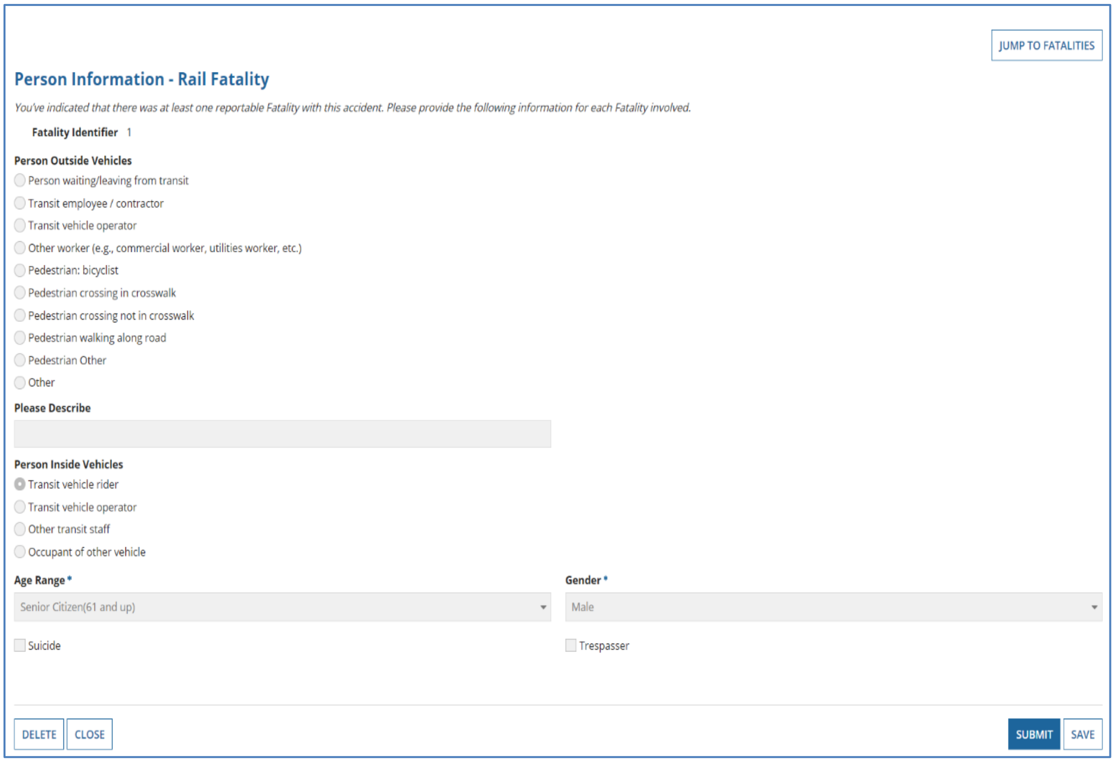
Please Describe

Other Vehicle Action *
◉ Going Straight
○ Making a left turn
○ Making a right turn
○ Going backwards
○ Changing lanes
○ Stopped
○ Negotiating a curve

Other Vehicle Collision Type *
◉ Head-On
○ Rear-Ended
○ Rear-Ending
○ Other Front Impact
○ Side Impact
○ Sideswipe
○ Other Rear Impact
○ Roof/top of vehicle

Was this vehicle towed from the scene due to disabling damage as a result of the collision? *
○ Yes ◉ No

S&S-40 form continued:


JUMP TO FATALITIES

Person Information - Rail Fatality

You've indicated that there was at least one reportable Fatality with this accident. Please provide the following information for each Fatality involved.

Fatality Identifier 1

Person Outside Vehicles

- Person waiting/leaving from transit
- Transit employee / contractor
- Transit vehicle operator
- Other worker (e.g., commercial worker, utilities worker, etc.)
- Pedestrian: bicyclist
- Pedestrian crossing in crosswalk
- Pedestrian crossing not in crosswalk
- Pedestrian walking along road
- Pedestrian Other
- Other

Please Describe

Person Inside Vehicles

- Transit vehicle rider
- Transit vehicle operator
- Other transit staff
- Occupant of other vehicle

Age Range * Senior Citizen(61 and up)

Gender * Male

Suicide

Trespasser

DELETE CLOSE SUBMIT SAVE

16. Select the **JUMP TO** buttons to go back to a particular section to edit it.

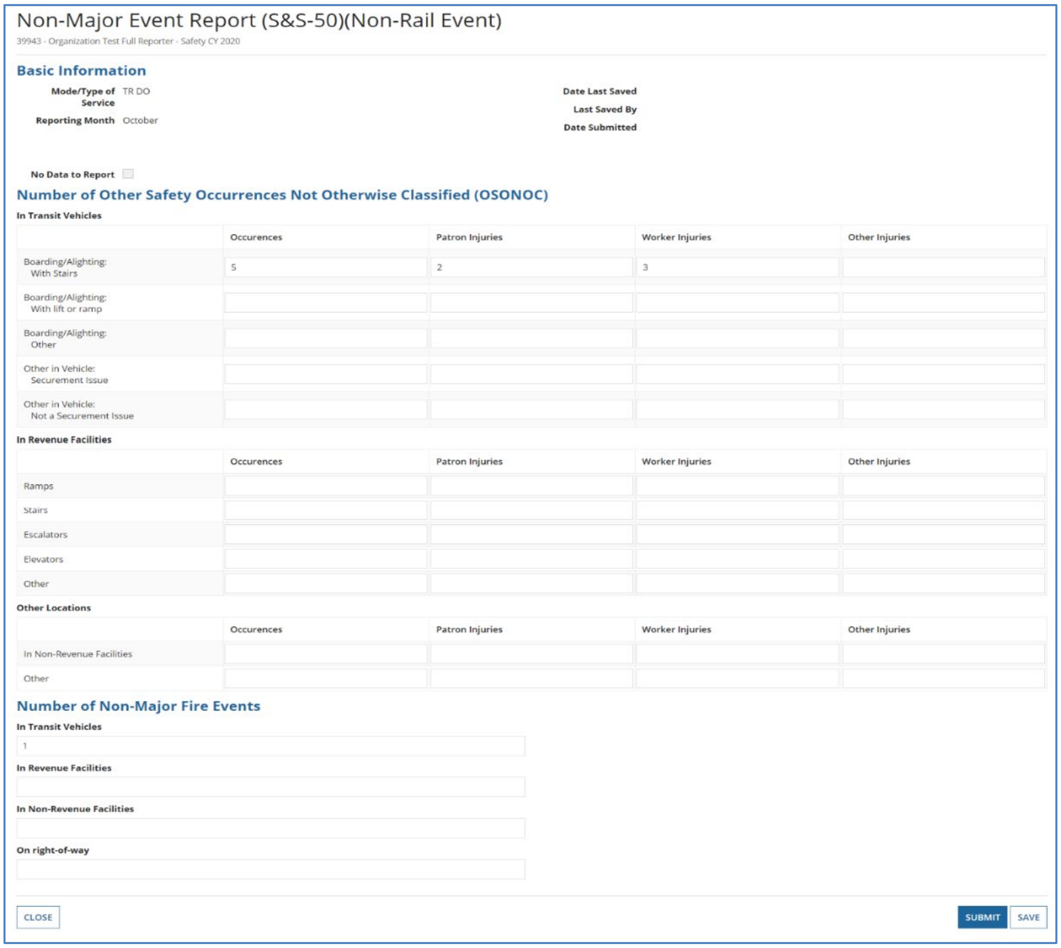
17. Select the **SAVE** button to save the information.

18. Select the **SUBMIT** button to save and submit the form.

15.4 S&S-50: Non Major Event Report Form

The S&S-50 form captures monthly summary information on minor fires and less severe safety events.

1. Select the S&S-50 form from the list of Safety forms.
2. Enter/Select information as required.
3. Select the **SAVE** button to save the information.
4. Select the **SUBMIT** button to save and submit the form.



Non-Major Event Report (S&S-50)(Non-Rail Event)

39943 - Organization Test Full Reporter - Safety CY 2020

Basic Information

Mode/Type of Service: TR DO
Reporting Month: October
Date Last Saved
Last Saved By
Date Submitted

No Data to Report

Number of Other Safety Occurrences Not Otherwise Classified (OSONOC)

In Transit Vehicles

	Occurences	Patron Injuries	Worker Injuries	Other Injuries
Boarding/Alighting: With Stairs	5	2	3	
Boarding/Alighting: With lift or ramp				
Boarding/Alighting: Other				
Other in Vehicle: Securement Issue				
Other in Vehicle: Not a Securement Issue				

In Revenue Facilities

	Occurences	Patron Injuries	Worker Injuries	Other Injuries
Ramps				
Stairs				
Escalators				
Elevators				
Other				

Other Locations

	Occurences	Patron Injuries	Worker Injuries	Other Injuries
In Non-Revenue Facilities				
Other				

Number of Non-Major Fire Events

In Transit Vehicles
1

In Revenue Facilities

In Non-Revenue Facilities

On right-of-way

CLOSE SUBMIT SAVE

16 Excel Export and Import

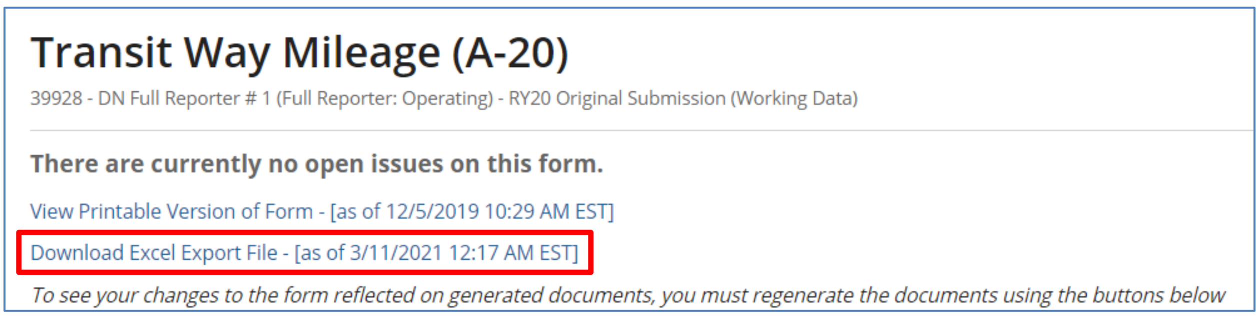
All the **Annual Forms** (except CEO Certification Form (D-10)) as well as the **Validation Module** enable data to be exported and imported to and from Excel.

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.

16.1 Excel 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.



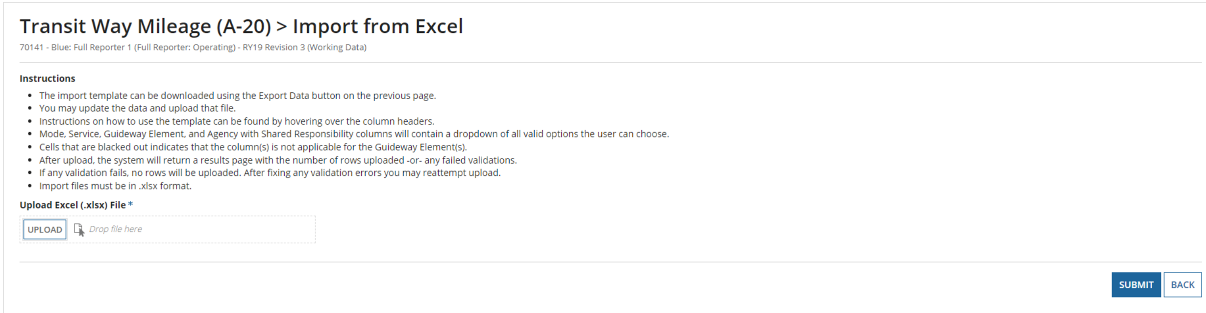
16.2 Excel Import

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.

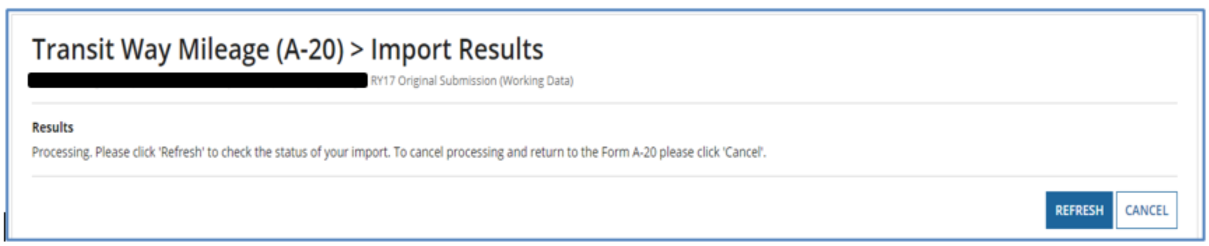


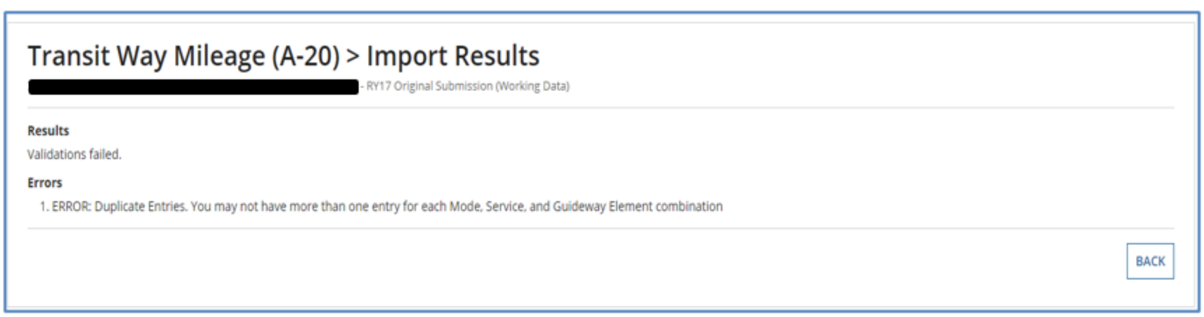
To check import results:

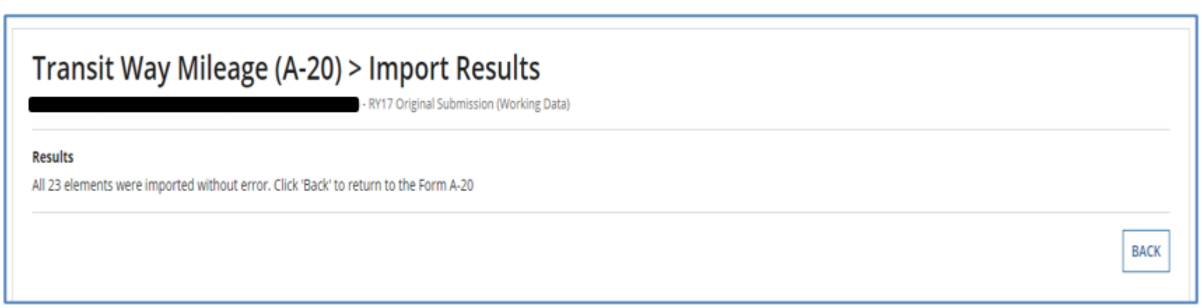
1. Select the **REFRESH** button to check the status.
    a. If there are any issues with your import the issues will be displayed.
    b. No data is imported if there are any issues.
    c. If the import is successful a success message will be displayed and the form will be updated with the data that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





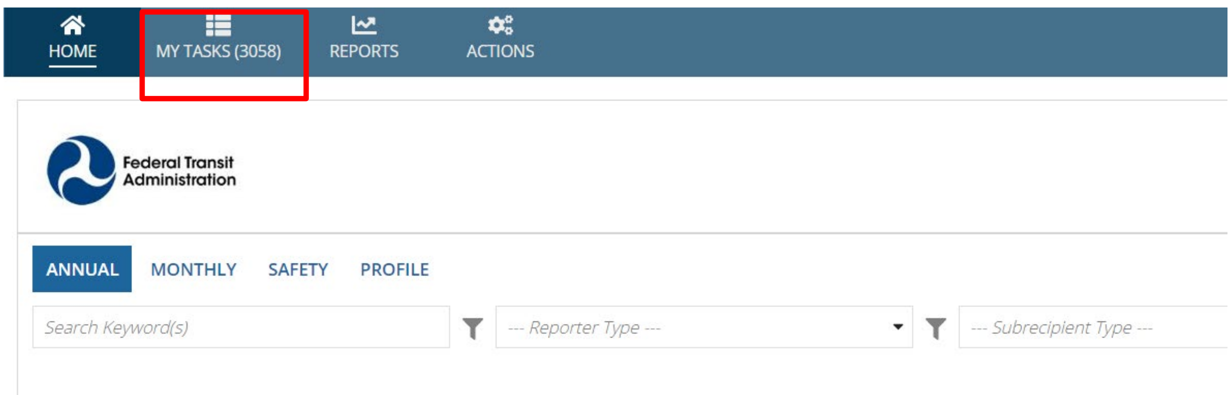


17. Census Updates

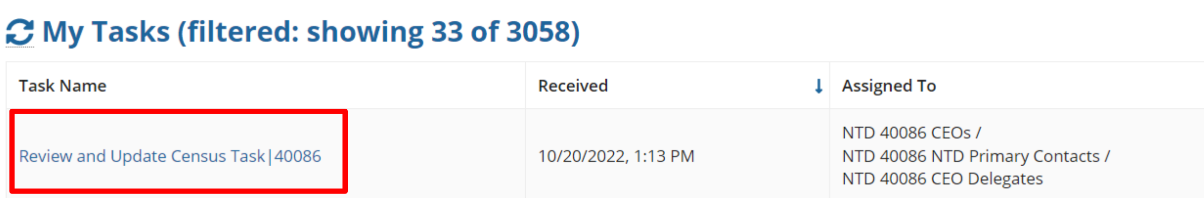
The release of 2020 Census data will occur in the middle of a report year (2021). FTA needs reporter users to update their FFA-10 data by the time the next apportionment happens in October 2022. There is not much time after the Census Data is released (ETA March or April 2022) for database updates before reporters must allocate data needed for the annual apportionment formula.

Full Reporters Procedure:

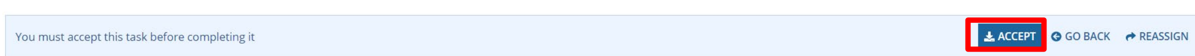
Step 1. From the home page click the “actions tab”.



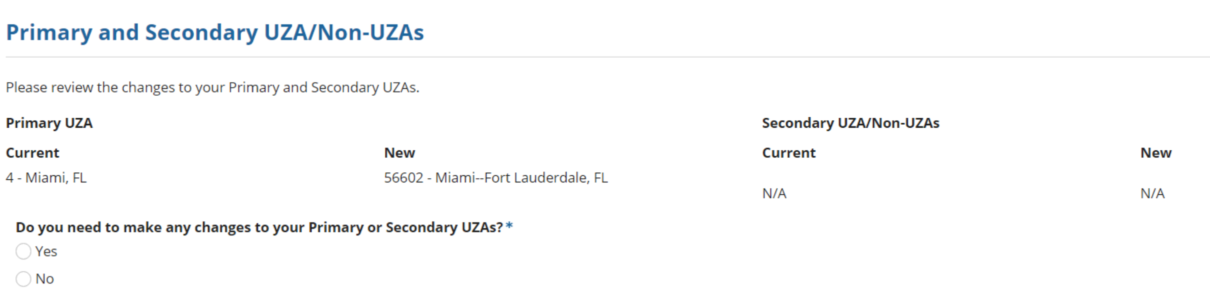
Step 2. Click on the “review and update census task”.



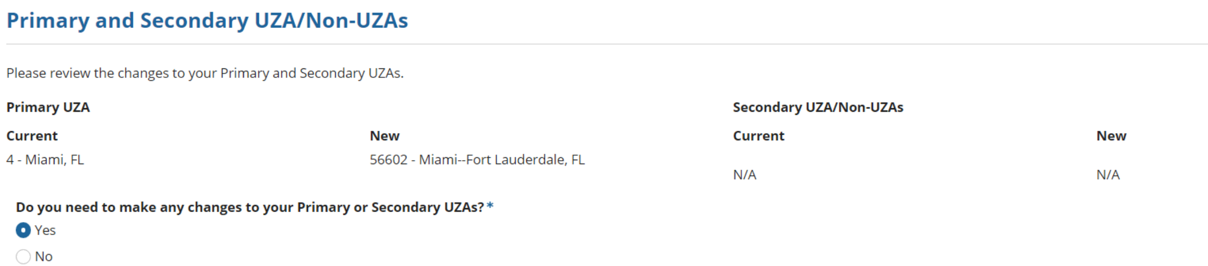
Step 3. Accept the task.



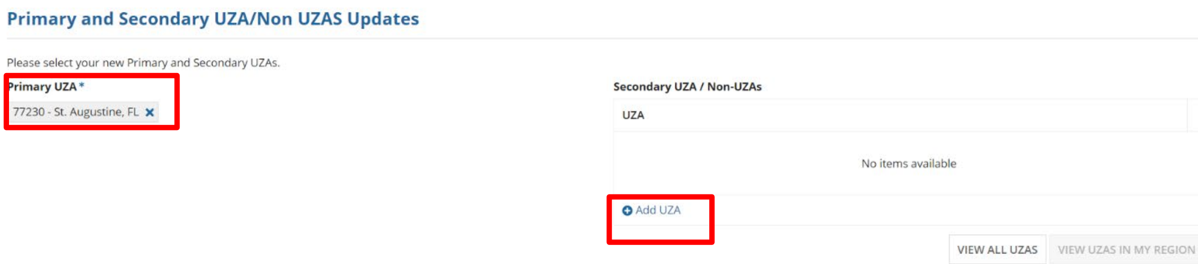
Step 4. Determine if any changes need to be made for your Primary or Secondary UZA.



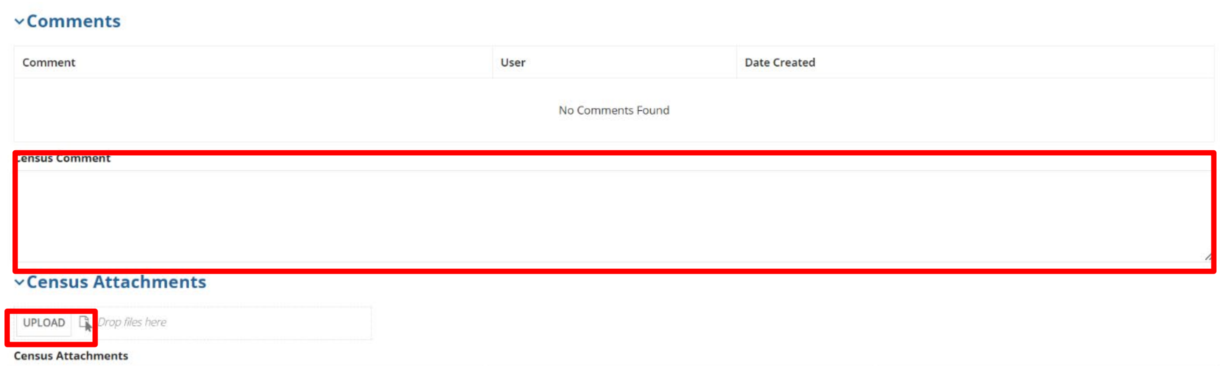
Step 5. If changes are required click “yes”.



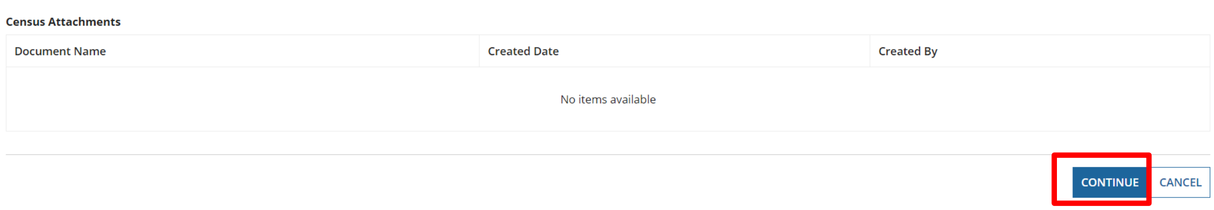
Step 6. Make appropriate changes to the primary or secondary UZA



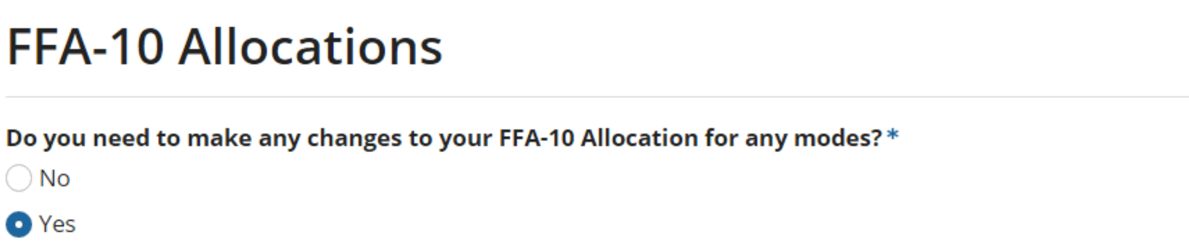
Step 7. Add any necessary comments or attachments as needed.



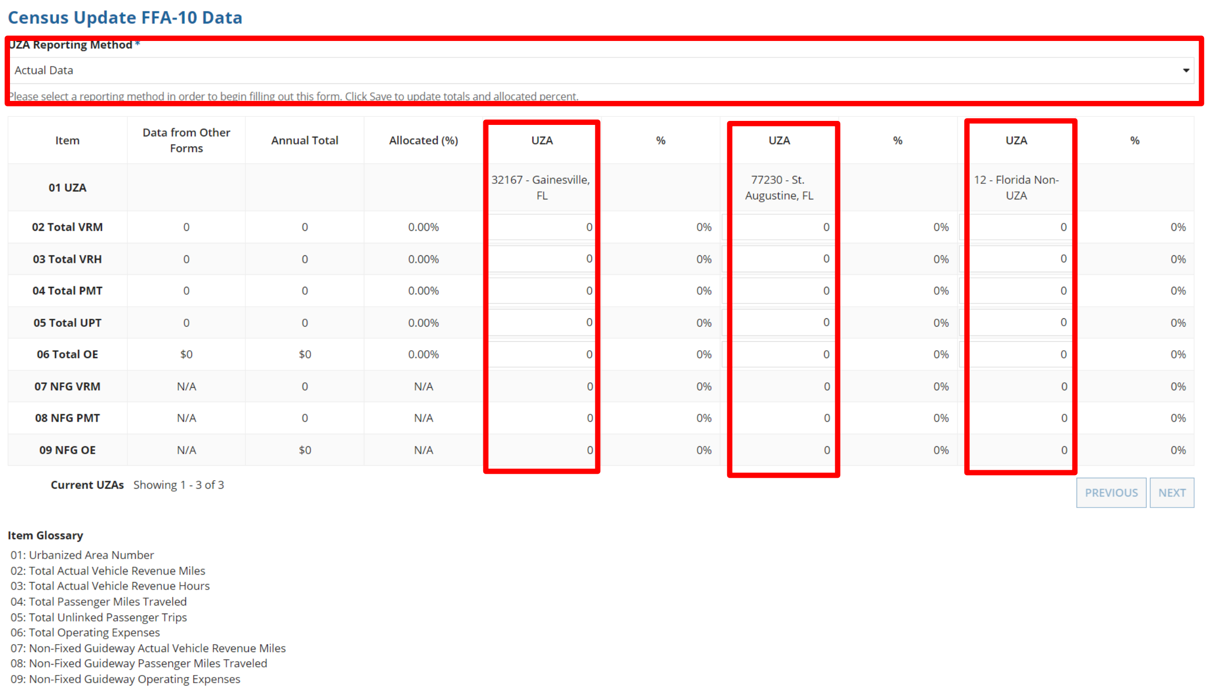
Step 8. Click Continue.



Step 9. If UZA data has been changed, click yes for the FFA-10 allocations.



Step 10. Make appropriate changes to FFA-10 data.



Census Update FFA-10 Data

UZA Reporting Method *

Actual Data

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	%	UZA	%	UZA	%
01 UZA				32167 - Gainesville, FL		77230 - St. Augustine, FL		12 - Florida Non-UZA	
02 Total VRM	0	0	0.00%	0	0%	0	0%	0	0%
03 Total VRH	0	0	0.00%	0	0%	0	0%	0	0%
04 Total PMT	0	0	0.00%	0	0%	0	0%	0	0%
05 Total UPT	0	0	0.00%	0	0%	0	0%	0	0%
06 Total OE	$0	$0	0.00%	0	0%	0	0%	0	0%
07 NFG VRM	N/A	0	N/A	0	0%	0	0%	0	0%
08 NFG PMT	N/A	0	N/A	0	0%	0	0%	0	0%
09 NFG OE	N/A	$0	N/A	0	0%	0	0%	0	0%

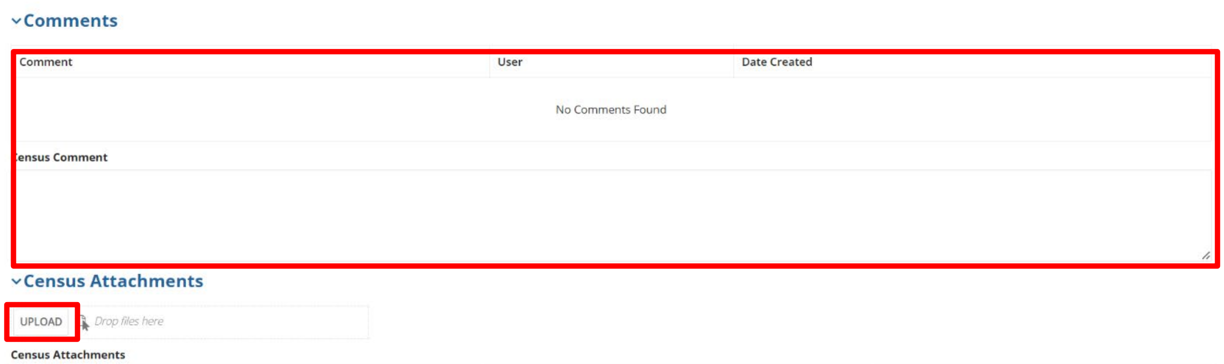
Current UZAs Showing 1 - 3 of 3

PREVIOUS NEXT

Item Glossary

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

Step 11. Make necessary comments and add attachments if needed.



Comments

Comment	User	Date Created
No Comments Found		

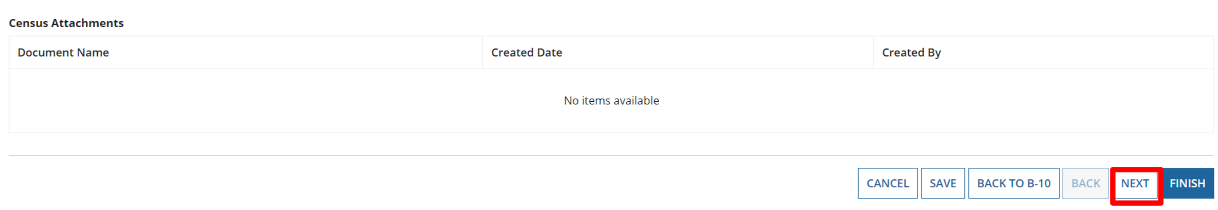
Census Comment

Census Attachments

UPLOAD Drop files here

Census Attachments

12. If there are remaining modes for FFA-10 allocations, click next, then repeat steps 9 through 11.

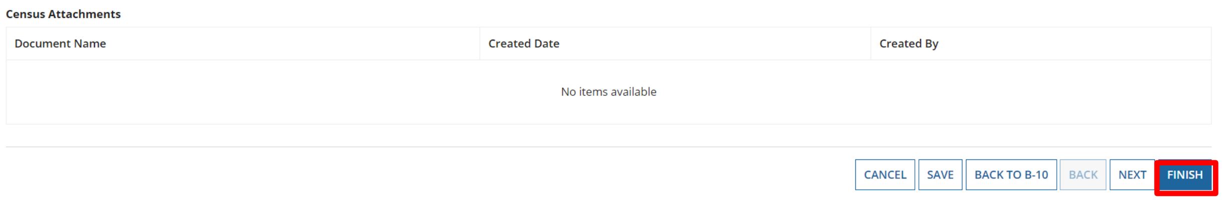


Census Attachments

Document Name	Created Date	Created By
No items available		

CANCEL SAVE BACK TO B-10 BACK NEXT FINISH

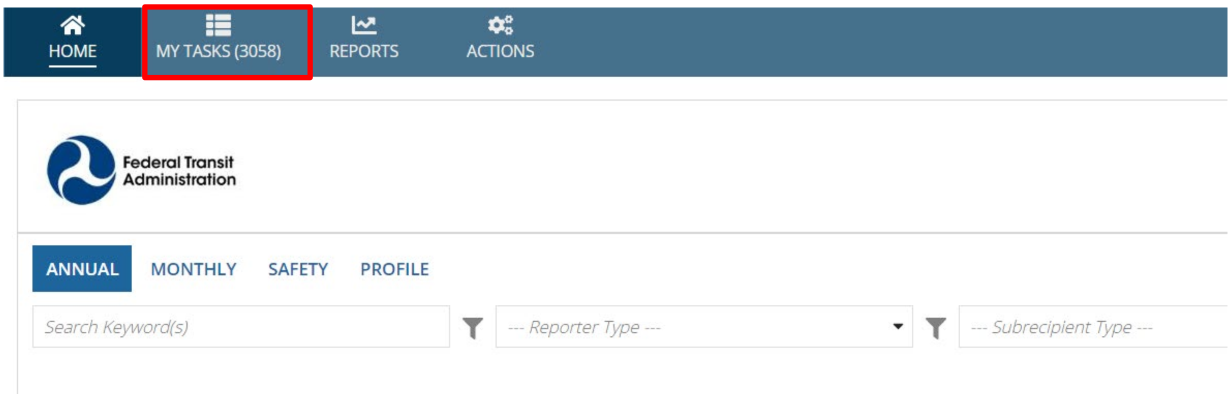
Step 13. Click Finish.



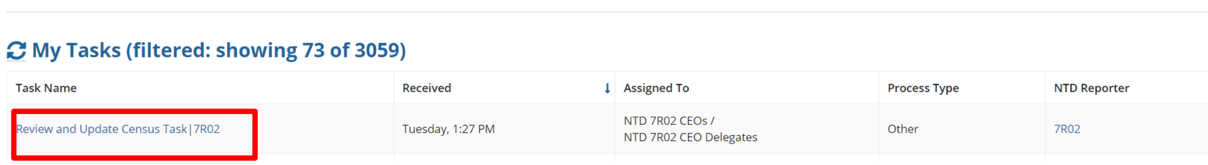
Your Census updates are now in review for your analyst, if updates are required, you will be contacted by your analyst.

State Reporter Procedure:

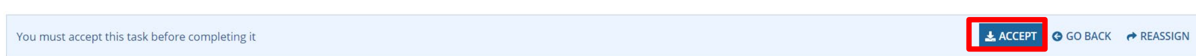
Step 1. From the home page click the "actions tab".



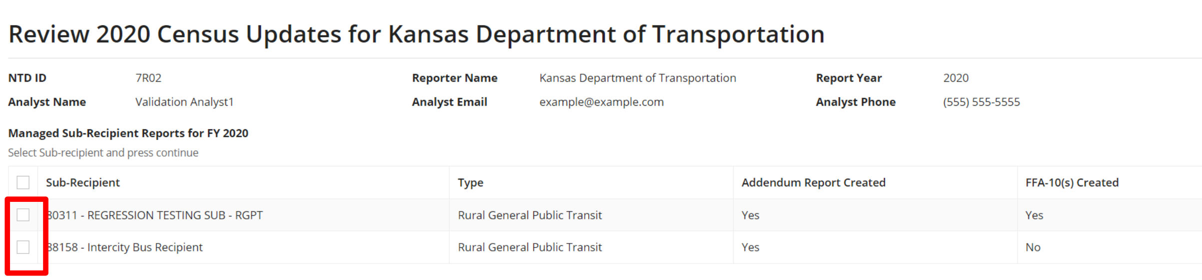
Step 2: Click on the "Review and Update Census task".



Step 3. Accept the task.

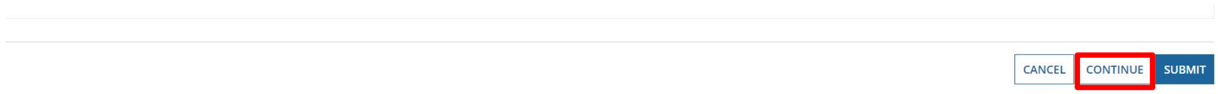


Step 4. Determine if any changes need to be made to your subrecipient UZA.

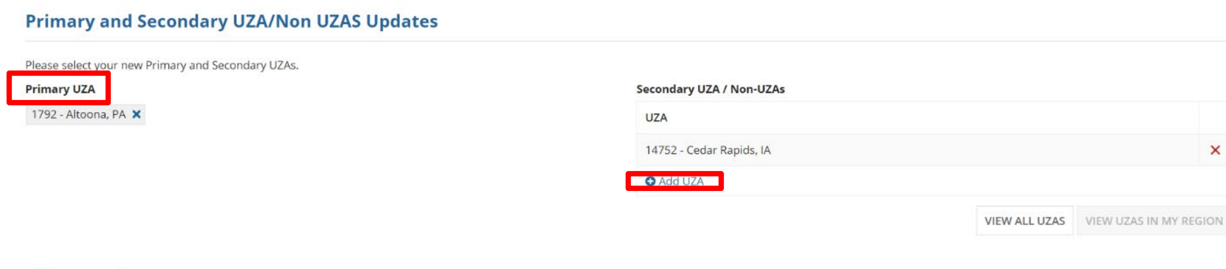


note: If yes, then select the Sub-Recipient box that requires changes.

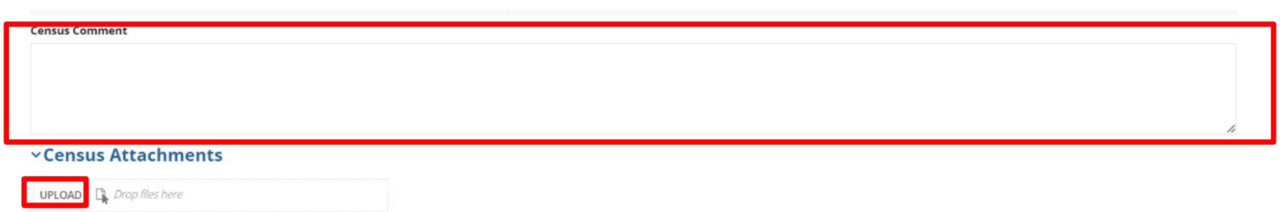
Step 5. Click Continue.



Step 6. Make appropriate changes to the Primary and Secondary UZA.

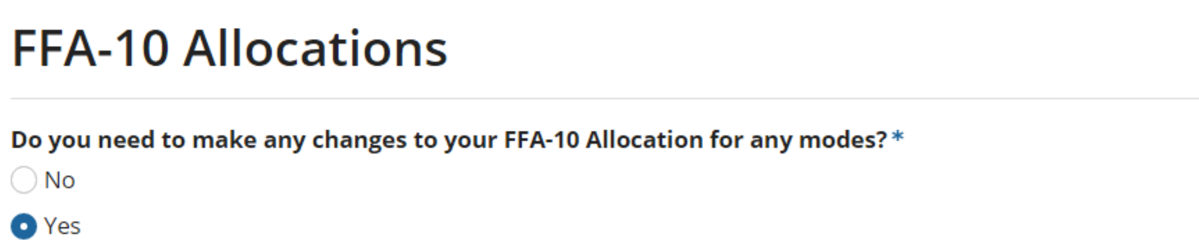


Step 7. Add any necessary comments or attachments for the appropriate Sub-Recipient.

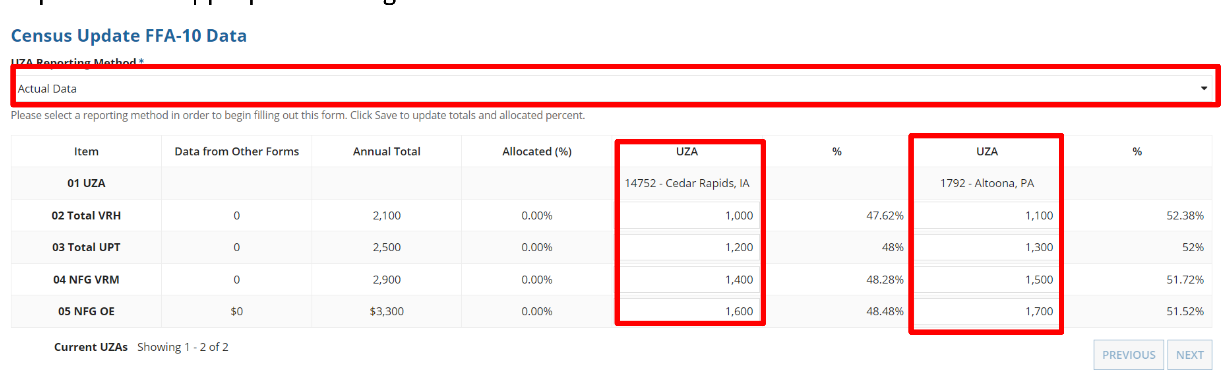


Step 8. Click Continue.

Step 9. If UZA data has been changed, click yes for the FFA-10 allocations.

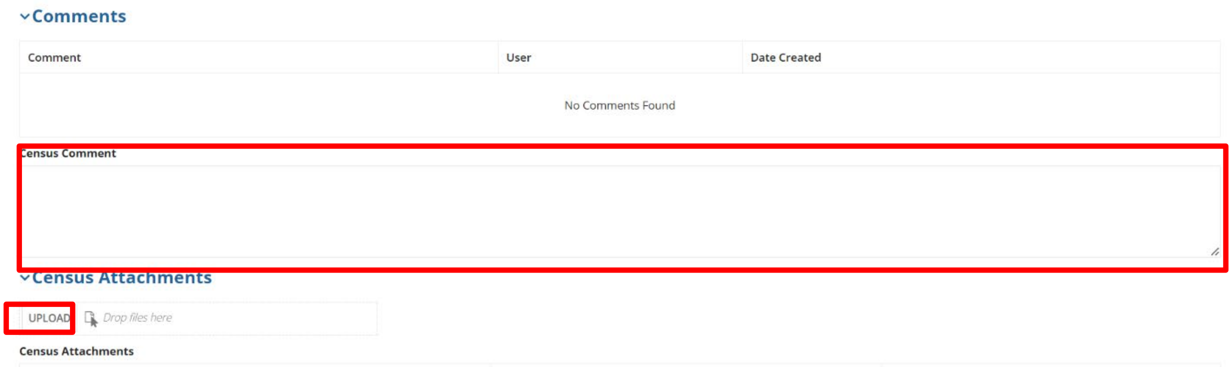


Step 10. Make appropriate changes to FFA-10 data.

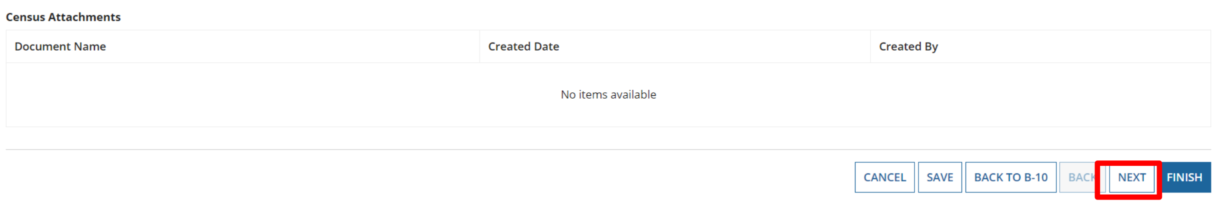


Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%	UZA	%
01 UZA				14752 - Cedar Rapids, IA		1792 - Altoona, PA	
02 Total VRH	0	2,100	0.00%	1,000	47.62%	1,100	52.38%
03 Total UPT	0	2,500	0.00%	1,200	48%	1,300	52%
04 NFG VRM	0	2,900	0.00%	1,400	48.28%	1,500	51.72%
05 NFG OE	$0	$3,300	0.00%	1,600	48.48%	1,700	51.52%

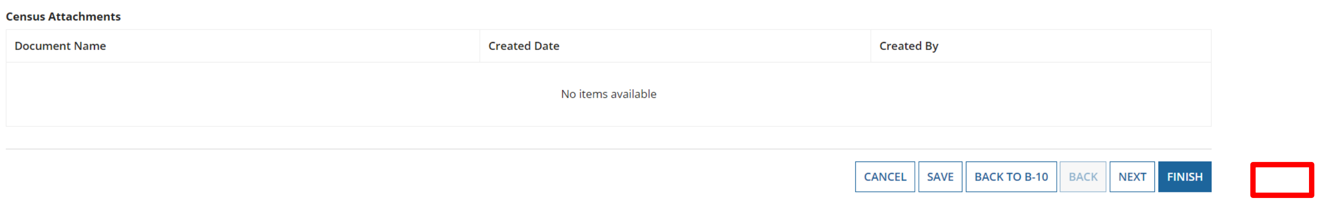
Step 11. Make necessary comments and add attachments if needed.



12. If there are remaining modes for FFA-10 allocations, click next, then repeat steps 9 through 11.



Step 13. Click Finish.



Note: If there are remaining Sub-Recipients that require UZA data changes repeat steps 1-12.