



FEDERAL TRANSIT ADMINISTRATION

National Transit Database

Annual Reporting User Guide

MAY 2022



U.S. Department of Transportation
Federal Transit Administration



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Revision History

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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:

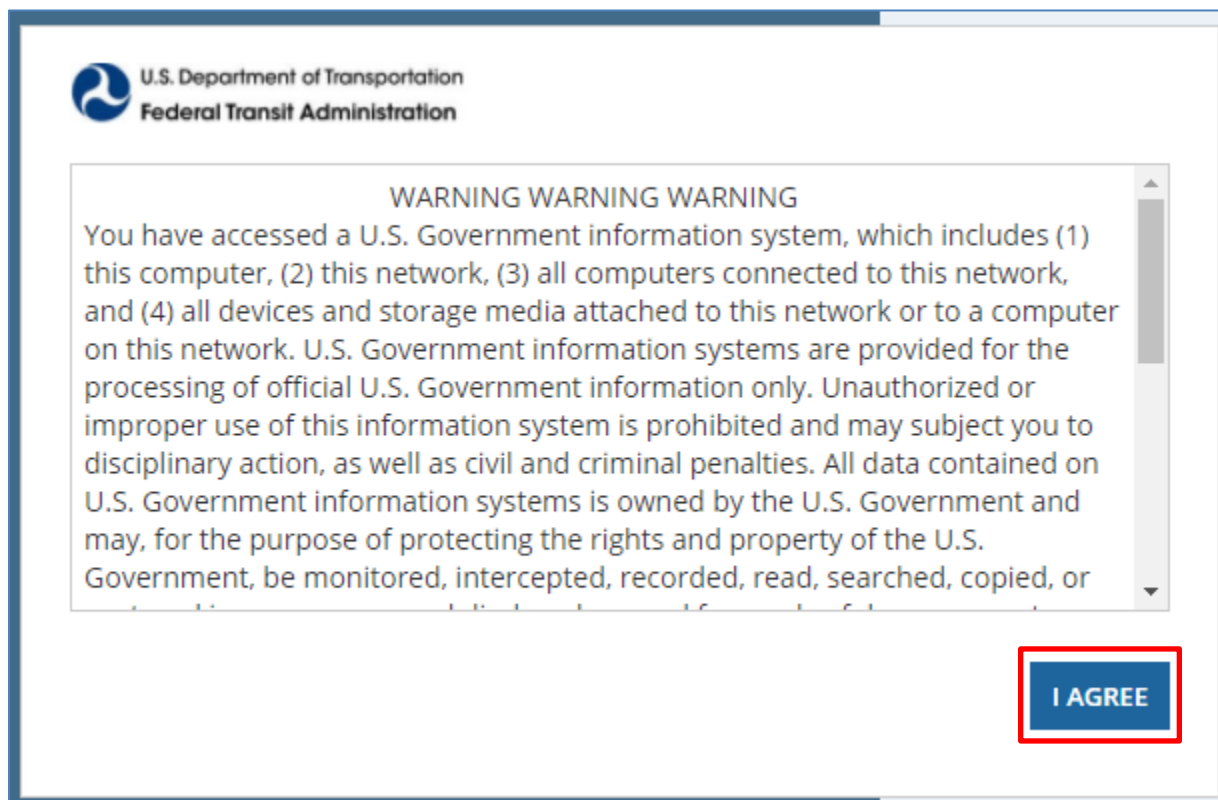
1. Log-in (registered as an **NTD Contact**)
2. The system displays the following tabs:
 - a. Home
 - b. My Tasks
 - c. Reports
 - d. Actions
3. Navigate to the Kickoff tasks by selecting the **MY TASKS** tab.
4. Start the Report Kickoff task by selecting the kickoff task for your agency.
5. Accept the 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.



U.S. Department of Transportation
Federal Transit Administration

blue.falcon@ntd.com

.....

☒ Remember me

[Forgot your password?](#)

SIGN IN

5. The NTD Landing Page will be displayed.

Home

Federal Transit Administration

Welcome to the Transit Integrated Appian Platform!

Current user: [redacted]
Last MT+00:00



NTD

National Transit Database

Please select a system above. To set a default system, click on the star next to desired system.


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.



[Announcement \(0\)](#)
[DOT Website](#)
[Help Page](#)

ANNUAL

MONTHLY
SAFETY
PROFILE

--- Reporter Type ---


--- Subrecipient Type ---

--- Fiscal Year ---

[Clear Filters](#)

NTD ID	Fiscal Year	Reporter Name	Reporter Type	Revision	Analyst	Report Due Date	Forms
GPS 39928 - A0046	2018	DN Full Reporter Group Plan Sponsor # 1	Group Plan Sponsor	Revision 1 - Working Data	Golden Falcon (golden.falcon@ntd.com)	11/12/2019	Edit
70141	2019	Blue: Full Reporter 1	Full Reporter: Operating	Revision 3 - Working Data	Loucas Lamkin (loucas.lamkin.ctr@dot.gov)	7/22/2021	Edit

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



[Announcement \(0\)](#)
[DOT Website](#)
[Help Page](#)

ANNUAL
MONTHLY

SAFETY

PROFILE

--- Current Year ---

[Clear Filters](#)

NTD ID	Current Year	Reporter Name	Safety Analyst	Forms
39985	2019	PERF TEST REPORTER 11		Edit
39961	2021	Full Reporter Alexandria		Edit



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.

MY TASKS (38)

Filters

Task Name: Press 'Enter' or un-select field to activate filtering.

NTD Reporter: Press 'Enter' or un-select field to activate filtering.

Assigned To: ☐ Me ☐ Group(s) ☒ (All)

Received Date: mm/dd/yyyy

Group:

[Clear Filters](#)

My Tasks (38)

Task Name	Received	Assigned To	NTD Reporter
Review and Update Census Task 39961	2/11/2022, 2:19 PM	NTD 39961 CEO Delegates / NTD 39961 CEOs	39961



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.

You must accept this task before completing it

ACCEPT [GO BACK](#) [REASSIGN](#)

Report Kickoff (Urban/Tribal): Introduction

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

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

PROCEED

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.

View & Manage Reporter Users (P-30)

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

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

CONTINUE [GO BACK](#) [CANCEL](#)



70141 - Blue: Full Reporter 1 > View & Manage Reporter Users (P-30)

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

Last Name	First Name	Role	Phone Number	E-Mail Address	User Manager	Status	
Falcon	Blue	CEO	(123) 456-7890	blue.falcon@ntd.com	No	Active	View Details

CLOSE

70141 - Blue: Full Reporter 1 > View & Manage Reporter Users (P-30)

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

Last Name	First Name	Role	Phone Number	E-Mail Address	User Manager	Status	
Falcon	Blue	CEO	(123) 456-7890	blue.falcon@ntd.com	No	Active	View Details

User Details

Name

Mr. Blue Falcon

NTD Role

CEO

Professional Title

CEO

Phone Number

(123) 456-7890

Address

123 Test Street

McLean, VA 20121

CLOSE

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

Records / Users

Falcon, Blue (blue.falcon@ntd.com)

Summary User Details User Roles History News **Related Actions**

Manage User Roles

User Information

Full Name

Mr. Blue Falcon

Title

CEO

User Type

Organization

Username

blue.falcon@ntd.com

Status

Active

Add/Update User Roles

#	System	Role Category	Role	Access Control Group	Organization	Cost Center	Justification Document	Status	Comments			
1	NTD	Reporter	CEO	Unassigned (NTD Validation Analyst)	39928 - DN Full Reporter # 1	78300 - Region 3 (TRO-3)	N/A	Approved				



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.



View & Manage Reporter Modes (P-20)

Filter Mode/TOS

All

Reporter Modes

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

CONTINUE **GO BACK** **CANCEL**

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.

CONTINUE MY SPONSOR IS NOT LISTED **GO BACK** **CANCEL**



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.

Manage Transit Asset Management Sponsor

Add TAM Plan Sponsor to Report Package

The selection of a TAM Plan Sponsor is optional, and should only be completed if you are part of a TAM Plan.

Search for a Sponsor

You may enter the name or NTD ID of a reporter to filter this grid.

SEARCH

Click on a reporter below to add as a sponsor.

Reporter
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

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CONTINUEMY SPONSOR IS NOT LISTEDGO BACKCANCEL

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.

Manage Transit Asset Management Sponsor

Current Sponsor
12346 - Test2

Do you receive transit grant funds indirectly through this entity?

YES. SAVE & SUBMITNO. SELECT A NEW SPONSORGO BACKCANCEL

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.

Request a Sponsor
Please complete the form below to submit a request to the NTD Help Desk to add a sponsor.

Name *	Select a Sponsor Reporter: *
<input type="text"/>	<input type="text"/>
E-mail *	Sponsor Contact Name
<input type="text"/>	<input type="text"/>
Phone Number *	Sponsor Contact E-mail
<input type="text"/>	<input type="text"/>
Sponsor Contact Phone Number	
<input type="text"/>	
Comments	
<input type="text"/>	

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 **change** the **Reporter Type** for your agency:

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

Note: The questionnaire is strongly suggested for first-time users.

3. Select the **CONTINUE** button when complete.



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.

Report Year Kickoff Confirmation

Success! Thank you for completing your Report Kickoff. The system is currently generating your new Report Package, and upon completion, a notice will be posted to your News Feed. This process may take up to three (3) minutes

OK

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.



HOME

MY TASKS (1)

REPORTS

ACTIONS

Federal Transit Administration

<div><div></div><div>99445</div></div>	2020	DN FULL REPORTER OPERATING/BUILDING VRE TESTING	Full Reporter: Operating/Building	Original Submission - Working Data	Validation Analyst1 (validation.analyst1@ntd.com)	4/30/2021	<div></div>
<div><div></div><div>99445</div></div>	2019	DN FULL REPORTER OPERATING/BUILDING VRE TESTING	Full Reporter: Operating/Building	Revision 2 - In Review	Validation Analyst1 (validation.analyst1@ntd.com)	3/6/2020	<div></div>
<div><div></div><div>40086</div></div>	2014	Metropolitan Bus Authority	Full Reporter: Operating	Original Submission - Working Data	Kyle Fritz (kyle.fritz.ctr@dot.gov)	1/31/2015	<div></div>
<div><div></div><div>40086</div></div>	2022	Asifa Test Reporter	Full Reporter: Operating	Original Submission - Working Data	Asifa Analyst (asifa.analyst)	4/30/2023	<div></div>
<div><div></div><div>40086</div></div>	2015	Metropolitan Bus Authority	Full Reporter: Operating	Original Submission - Working Data	Kyle Fritz (kyle.fritz.ctr@dot.gov)	10/31/2015	<div></div>
<div><div></div><div>40086</div></div>	2021	Asifa Test Reporter	Full Reporter: Operating	Revision 8 - Working Data	Asifa Analyst (asifa.analyst)	9/28/2021	<div></div>

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

HOME

MY TASKS (2)

REPORTS

ACTIONS

FY 2021 Reporting - 40086 - Asifa Test Reporter

ANNUAL FORMS

MONTHLY RIDERSHIP FORMS

VIEW ISSUES

Summary

Related Actions

View Reporter Profile

NTD Validation Analyst

Name

asifa.analyst

Phone

(555) 555-5555

E-Mail

asifa.zikria@icf.com

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

HOME

MY TASKS (1)

REPORTS

ACTIONS

FY 2021 Reporting - 40086 - Asifa Test Reporter

Summary

Related Actions

Annual Forms

View or manage all Annual Forms associated with this package

Monthly Ridership Forms

View or manage the required Monthly Ridership forms

Submit Annual Report Package

Begin the closeout process for this report package



4. Click on **“CONTINUE”**

A screenshot of the NTD Annual Reporting web application. The top navigation bar is dark blue with icons for HOME, MY TASKS (1), REPORTS, and ACTIONS. On the right, there is a user profile icon and the text 'Federal Transit Administration'. The main content area has a title 'FY 2021 Reporting - 40086 - Asifa Test Reporter'. Below the title are two tabs: 'Summary' and 'Related Actions'. The 'Related Actions' tab is active. The main content area is titled 'Confirm Report Package Submission'. At the bottom of this section, there are two buttons: 'CANCEL' on the left and 'CONTINUE' on the right. The 'CONTINUE' button is highlighted with a red rectangular border.

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.

The screenshot shows the NTD Annual Reporting Home page. The 'PROFILE' tab is highlighted with a red box. The page includes a navigation bar with 'HOME', 'MY TASKS (1)', 'REPORTS', and 'ACTIONS'. Below the navigation bar, there is a search bar labeled 'Search Keyword(s)' and three dropdown menus for 'Reporter Type', 'Subrecipient Type', and 'Fiscal Year'. The 'PROFILE' tab is also highlighted with a red box.

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

The screenshot shows the NTD Annual Reporting Profile Summary page. The 'PROFILE' tab is highlighted. Below the navigation bar, there is a search bar labeled 'Search NTD ID' and a dropdown menu for 'Reporter Type'. A table lists NTD IDs, with the first entry 'GPS 39928 A0046' highlighted by a red box. The table has columns for NTD ID, Reporter Name, Region, Assigned Analyst, Reporter Type, and Forms.

NTD ID	Reporter Name	Region	Assigned Analyst	Reporter Type	Forms
GPS 39928 A0046	DN Full Reporter Group Plan Sponsor # 1	Region 3	golden.falcon@ntd.com (golden.falcon@ntd.com)	Group Plan Sponsor	



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.

Group Plan Sponsor - 39928-A0046 - DN Full Reporter Group Plan Sponsor # 1

[Summary](#) [E-File Library](#) [Form Library](#) [MR Historical Report](#) [Group Plan Participants](#) [Related Actions](#)

NTD Validation Analyst

Name Golden Falcon
E-Mail golden.falcon@ntd.com
Phone (555) 555-5555

Basic Information

Reporter Name DN Full Reporter Group Plan Sponsor # 1 **UEID**
Address 8405 Greensboro Drive - Suite 1020 **FTA Recipient ID**
McLean, Virginia 22102

Active Modes

No Active Modes Available

Reporter Users

Last Name	First Name	NTD Role	Phone Number	E-Mail Address	User Manager
Falcon	Hulu	CEO	(123) 456-7890	hulu.falcon@ntd.com	No

Reportable Segments

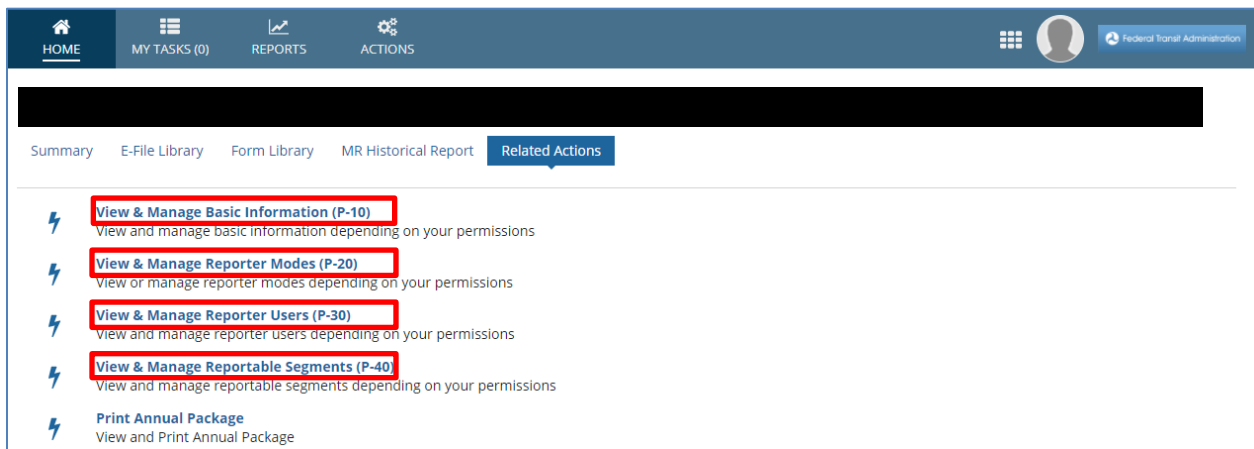
Segment ID	Segment Name	Directionality	Begins At	Ends At	Length
------------	--------------	----------------	-----------	---------	--------



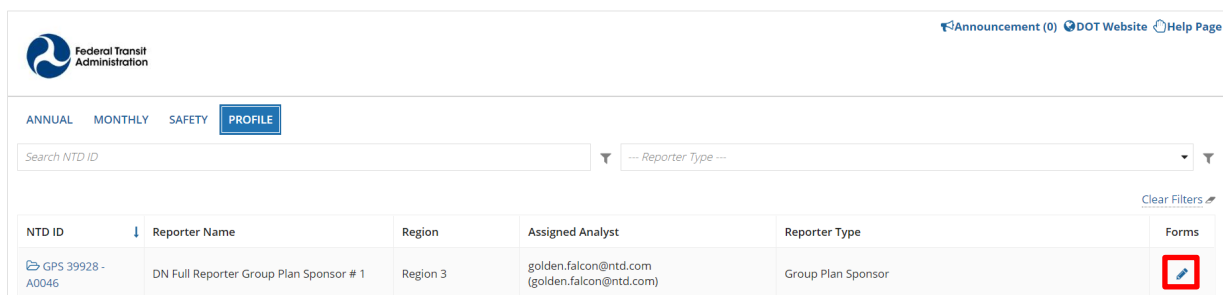
Select the **Related Actions** tab at the top of the form to view the Profile forms.



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.

70141 - Blue: Full Reporter 1 > View & Manage Basic Information (P-10)

Please complete the form below.

SAM.gov Information

UEID

☒ Reporter does not have a Unique Entity ID

Click on the checkbox if the reporter doesn't have a Unique Entity ID

[RETRIEVE REPORTER INFORMATION FROM SAM.GOV](#)

Name

* Reporter Name

Doing Business As

Acronym

Address

Address (Line 1)

Address (Line 2)

PO Box

* City

* State

* Zip Code Zip Extension

Other

FTA Recipient ID

Website URL

SAVE **CANCEL**



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	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	<input type="radio"/>
Commuter Rail	Purchased Transportation	01/29/2018	01/29/2018	04/30/2019	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/>
Demand Response	Taxi	10/01/2020	10/01/2020	mm/dd/yyyy	N/A	N/A	<input type="radio"/>
Ferryboat	Directly Operated	08/20/2020	08/25/2020	mm/dd/yyyy	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	<input type="radio"/>
Heavy Rail	Directly Operated	01/29/2018	01/29/2018	04/30/2019	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/>
Light Rail	Purchased Transportation	01/29/2018	01/29/2018	mm/dd/yyyy	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/>
Vanpool	Directly Operated	01/29/2018	01/29/2018	mm/dd/yyyy	N/A	N/A	<input type="radio"/>
Vanpool	Purchased Transportation	03/31/2019	03/31/2019	mm/dd/yyyy	N/A	N/A	<input type="radio"/>

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.

HOME
MY TASKS (36)
REPORTS
ACTIONS

Federal Transit Administration

70141 - Blue: Full Reporter 1

Summary E-File Library Form Library MR Historical Report **Related Actions**

70141 - Blue: Full Reporter 1 > View & Manage Reporter Users (P-30)

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

Last Name	First Name	Role	Phone Number	E-Mail Address	User Manager	Status	
Falcon	Blue	CEO	(123) 456-7890	blue.falcon@ntd.com	No	Active	View Details

CLOSE

3.3.5 P-40: View & Manage Reportable Segments

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

HOME
MY TASKS (37)
REPORTS
ACTIONS

Federal Transit Administration

70141 - Blue: Full Reporter 1

Summary E-File Library Form Library MR Historical Report **Related Actions**

70141 - Blue: Full Reporter 1 > View & Manage Reportable Segments (P-40)

Filters

Mode / Type of Service
-- Please select a value --

Reportable Segments

Select a segment to view details

<input type="checkbox"/>	Segment ID	Segment Name	Directionality	Begins At	Ends At	Length
<input type="checkbox"/>	80527	1	One Way	A	B	12.00
<input type="checkbox"/>	80534	testing	One Way	test	test	10.00
<input type="checkbox"/>	80535	test2	One Way	test	test	10.00

CREATE NEW SEGMENT ADD EXISTING SEGMENT MODIFY SEGMENT SPLIT SEGMENT **DEACTIVATE SEGMENT** PRINT DOCUMENT CLOSE



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.

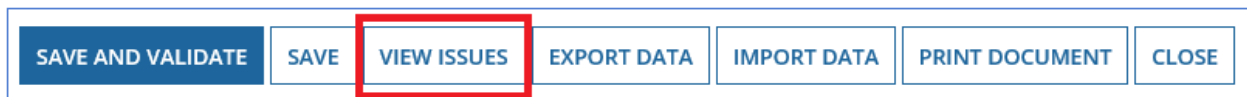


4.3 Viewing Issues

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."

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).

[Click to Download Excel Sheet](#)

Filters

Open ▾

-- Filter by Module -- ▾

-- Filter by Form -- ▾

-- Filter by Mode -- ▾

-- Filter by Criticality -- ▾

-- Filter by Issue Type -- ▾

Clear Filters

Issues

<input type="checkbox"/>	ID ↓	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
No items available							

[CLOSE](#)

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		

MAY 2021

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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 <i>PassengerStations, AdministrativeBuildings, MaintenanceBuildings, RevenueVehicles, ServiceVehicles, FareRevenueCollectionEquipment, Guideway, AdministrativeBuildings, MaintenanceBuildings, RevenueVehi</i> for <i>FB PT, Existing</i> . 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 <i>PassengerStations, AdministrativeBuildings, MaintenanceBuildings, RevenueVehicles, ServiceVehicles, FareRevenueCollectionEquipment, Guideway, AdministrativeBuildings, MaintenanceBuildings, RevenueVehi</i> for <i>FB PT, Existing</i> or provide an explanation for the data.	
Comment	Created By	Created Date
No items available		
Criticality	Important	
Comment		
0/4,000 Characters Used		

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

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

Closed with Data Revision: Some validation checks fire as a result of a data entry error. In these instances, navigate back to the appropriate form and revise the incorrect values. After making this change, reselect the **SAVE AND VALIDATE** button. If the error is correctly addressed, this item would be newly listed as “Closed with Data Revision” on the “View Issues” page. This status is automatically updated and does not require analyst approval. This is a SUBMITTABLE state.

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



Closed with Exception: This is an “Open and Escalated” issue that FTA has reviewed and decided to mark as “Questionable” in the annual data product publications. These issues are theoretically resolved, but the relevant data points do not meet NTD reporting requirements. Thus, the issue is not officially “Closed” by NTD standards, but “Closed with Exception” per the questionable notation. You must take steps to report this data correctly in the following report year. This is a SUBMITTABLE state.

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



5 NTD Annual Report Package Forms

5.1 Navigate to the Annual Forms

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

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

NTD ID	Fiscal Year	Reporter Name	Reporter Type	Revision	Analyst	Report Due Date	Forms
A0046	2018	DN Full Reporter Group Plan Sponsor # 1	Group Plan Sponsor	Original Submission - Working Data	Golden Falcon (golden.falcon@ntd.com)	4/30/2020	
39936	2018	DN Group Plan Participant # 2	Small Systems Reporter	Original Submission - Working Data	Golden Falcon (golden.falcon@ntd.com)	4/30/2019	

5.1.1 NTD Report Package: View Individual Annual Forms

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

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

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



6 Annual Forms: Basic Information

6.1 B-10: Identification Form

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

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

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

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

The form sections 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

Service Area Square Miles *

10,000

Secondary UZA / Non-UZAs

UZA	
178 - Huntington, WV-KY-OH	X
	X

Service Area Population *

10,000

[Add UZA](#)

[VIEW ALL UZAS](#) [VIEW UZAS IN MY REGION](#)

Seasonal Segment Information

Reporter Modes

	Mode	Type Of Service	Commitment Date	Start Date	End Date
<input type="checkbox"/>	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.

☒ Modes Filing a Separate NTD Report

☒ Separate Assets

Modes Filing a Separate NTD Report

Mode to Add

Heavy Rail

[ADD MODE](#) [REMOVE SELECTED ROW\(S\) FROM GRID](#)

Separate Filing Mode/Type Of Services

	Mode / TOS	Created By	Created Date
<input checked="" type="checkbox"/>	MB - PT	Revision Manager	11/20/2019

Separate Assets

NTD Reporter ID:

00011 - Valley Regional Transit X

Mode / Type of Service to Add

-- Please select a value --

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

[ADD MODE / TOS](#) [REMOVE SELECTED ROW\(S\) FROM GRID](#)

Separate Assets

	Mode / TOS	NTD Reporter	Created By	Created Date
<input type="checkbox"/>	DR - DO	00011 - Valley Regional Transit	blue.falcon@ntd.com	04/20/2021
<input type="checkbox"/>	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.

The screenshot shows the 'General Information' section. Under the heading 'Organization Type *', there is a dropdown menu. The first option, '1. Independent Public Agency or Authority of Transit Service', is selected and highlighted with a red box. A small red square also highlights the dropdown arrow icon.

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.

The screenshot shows the 'Demographic Information' section. On the left, under 'Primary UZA', it shows '0 - Virginia Non-UZA'. Below that, under 'Secondary UZA / Non-UZAs', there is a table with two rows. The first row shows '178 - Huntington, WV-KY-OH' with a red 'X' icon in a box next to it. The second row is empty and highlighted with a red box, with a red 'X' icon in a box next to it. Below the table is a red box containing a plus icon and the text 'Add UZA'. To the right of the table are two input fields: 'Service Area Square Miles *' with the value '10,000' and 'Service Area Population *' with the value '10,000'. At the bottom of the section are two buttons: 'VIEW ALL UZAS' and 'VIEW UZAS IN MY REGION'.

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.

Seasonal Segment Information

Reporter Modes

<input type="checkbox"/>	Mode	Type Of Service	Commitment Date	Start Date	End Date
<input checked="" type="checkbox"/>	Heavy Rail	Directly Operated	10/1/1992	10/1/1992	

Seasonal Segment Information

Reporter Modes

<input checked="" type="checkbox"/>	Mode	Type Of Service	Commitment Date	Start Date	End Date
<input checked="" type="checkbox"/>	Heavy Rail	Directly Operated	10/1/1992	10/1/1992	

Seasonal Segments
Select a segment to change its months of operation

<input checked="" type="checkbox"/>	Segment Id	Segment Name	Directionality	Begins At	Ends At	Length
<input checked="" type="checkbox"/>	80529	Test 1	Two Way	A	B	50

Test 1
Select the months of operation for the selected segment

<input type="checkbox"/>	Month
<input checked="" type="checkbox"/>	2020 - January
<input type="checkbox"/>	2020 - February

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.



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.

- ☒ Modes Filing a Separate NTD Report
- ☒ Separate Assets

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.

Modes Filing a Separate NTD Report

Mode to Add
Heavy Rail

ADD MODE

REMOVE SELECTED ROW(S) FROM GRID

Separate Filing Mode/Type Of Services

<input type="checkbox"/>	Mode / TOS	Created By	Created Date
<input type="checkbox"/>	MB - PT	Revision Manager	11/20/2019

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.

Modes Filing a Separate NTD Report

Mode to Add
Heavy Rail

ADD MODE

REMOVE SELECTED ROW(S) FROM GRID

Separate Filing Mode/Type Of Services

<input checked="" type="checkbox"/>	Mode / TOS	Created By	Created Date
<input checked="" type="checkbox"/>	MB - PT	Revision Manager	11/20/2019



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.

Separate Assets

NTD Reporter ID:
00011 - Valley Regional Transit

Mode / Type of Service to Add
DR - DO

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

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

Separate Assets

<input type="checkbox"/>	Mode / TOS	NTD Reporter	Created By	Created Date
No items available				

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

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.

Separate Assets

NTD Reporter ID:
00011 - Valley Regional Transit

Mode / Type of Service to Add
-- Please select a value --

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

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

Separate Assets

<input type="checkbox"/>	Mode / TOS	NTD Reporter	Created By	Created Date
<input checked="" type="checkbox"/>	DR - DO	00011 - Valley Regional Transit	blue.falcon@ntd.com	04/20/2021



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.

FY 2019 Reporting - 70141 - Blue: Full Reporter 1

Summary **Related Actions**

Annual Forms

ADD CONTRACTUAL RELATIONSHIP CLOSE

Available Modules

All

Annual Forms

Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
Identification (B-10)		9/10/2021 11:10 AM EDT	blue.falcon@ntd.com	0	0	

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.

FY 2019 Reporting - 70141 - Blue: Full Reporter 1

Summary **Related Actions**

New Contractual Relationship (B-30)
70141 - Blue: Full Reporter 1 (Full Reporter: Operating - FY19 Revision (Reporting Date))

Relationship Details

Select Type*

☒ NTD Reporter
☐ Company

Search NTD Reporters

☐ Reporter

☐ A0051 - GPS Test 2

☐ A0050 - GPS Test 1

☐ A0049 - Group Plan Sponsor Tyson

☐ A0048 - DN STATE REPORTER VRE TESTING

☐ A0047 - Organization Gp Sponsor

☐ A0046 - DN Full Reporter Group Plan Sponsor #1

☐ A0045 - SS Group Plan Sponsor #1

☐ A0044 - DN Group Plan Sponsor #2

☐ A0043 - Test New GPS Only

☐ A0042 - DN Group Plan Sponsor

1 - 10 of 3,129

CANCEL CONTINUE MANAGE COMPANIES





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.

FY 2019 Reporting - 70141 - Blue: Full Reporter 1

Summary **Related Actions**

Contractual Company Management

Name	
Testing Company	
 Add New Company	

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


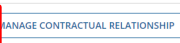
The **B-30** forms that are available are listed by Mode/TOS on the Annual Form Summary page. To remove a Contractual Relationship (delete a B-30):

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.

Contractual Relationship (B-30) - A0051 - GPS Test 2

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

There are currently no open issues on this form.

Contract Summary

Contractual Position *
The Reporter is the Buyer

Type of Contract *
Competitively-Bid Contract

Primary Feature *
The Buyer Pays the Seller a Negotiated Fixed Rate P...

Service Captured *
In This Report


Fares Retained By *
Buyer






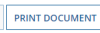

Other Party

Public Assets Provided
☒ Buyer Provides Vehicles to Seller
☐ Buyer Provides Maintenance Facility to Seller
☐ Other

Key Financial and Operation Statistics

Mode / TOS	Total Fares	Contractor Operating Expenses	Contract Cost (\$110)	Operating Expenses
No items available				



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**.



FY 2019 Reporting - 70141 - Blue: Full Reporter 1

Summary **Related Actions**

Annual Forms

ADD CONTRACTUAL RELATIONSHIP
CLOSE

Available Modules
All

Annual Forms

Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
Identification (B-10)		9/10/2021 11:10 AM EDT	blue.falcon@ntd.com	0	0	
Sources of Funds - Funds Expended & Funds Earned (F-10)		9/10/2021 11:13 AM EDT	blue.falcon@ntd.com	1	1	
Uses of Capital (F-20)		9/10/2021 11:13 AM EDT	blue.falcon@ntd.com	0	0	
Operating Expenses (F-30)	HR DO	2/25/2021 2:07 PM EST	blue.falcon@ntd.com	17	23	

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

FY 2019 Reporting - 70141 - Blue: Full Reporter 1

Summary **Related Actions**

Contractual Relationship (B-30) - Testing Company

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

There are currently no open issues on this form.

REMOVE CONTRACTUAL RELATIONSHIP
MANAGE CONTRACTUAL RELATIONSHIP

Key Financial and Operation Statistics contains 2 error(s).

Contract Summary

Contractual Position *
The Reporter is the Buyer

Type of Contract *
Competitively-Bid Contract

Primary Feature *
The Buyer Pays the Seller a Negotiated Fixed Rate P...

Service Captured *
In This Report

Fares Retained By *
Buyer

Public Assets Provided
☒ Buyer Provides Vehicles to Seller
☐ Buyer Provides Maintenance Facility to Seller
☐ Other

Key Financial and Operation Statistics

Mode / TOS	Total Fares	Contractor Operating Expenses	Contract Cost (\$110)	Operating Expenses
HR - DO	\$0	\$0	\$0	\$0
CR - PT	\$0	\$0	\$0	\$0

Add New Mode/TOS

Key Financial and Operation Statistics contains 2 error(s).

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



7 Annual Forms: Financial Information

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

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

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

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

The **Sources of Funds – Funds Expended & Funds Earned (F-10) Summary** screen is displayed.

The F-10 Summary page displays a list of Funding Source and Summary Totals categories 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

701.41 - Blue Full Reporter 1 (Full Reporter: Operating) - R119 Revision 3 (Working Date)

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 \(4600\)](#)

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.

- Review and edit your data as necessary.
 - 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 **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 TIGGER 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)

7/21/17 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Draft)

There are currently no open issues on this form.

Rehabilitation / Reconstruction / Replacement / Improvement for Existing Service

Mode	Guideway (\$100)	Passenger Stations (\$200)	Administrative Buildings (\$300)	Maintenance Buildings (\$400)	Revenue Vehicles (\$500)	Service Vehicles (\$600)	Fare Collection Equipment (\$700)	Communication/Information Systems (\$800)	Other Capital Expenses (\$900)	Total
HR DO		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 (\$100)	Passenger Stations (\$200)	Administrative Buildings (\$300)	Maintenance Buildings (\$400)	Revenue Vehicles (\$500)	Service Vehicles (\$600)	Fare Collection Equipment (\$700)	Communication/Information Systems (\$800)	Other Capital Expenses (\$900)	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 (\$100)	Passenger Stations (\$200)	Administrative Buildings (\$300)	Maintenance Buildings (\$400)	Revenue Vehicles (\$500)	Service Vehicles (\$600)	Fare Collection Equipment (\$700)	Communication/Information Systems (\$800)	Other Capital Expenses (\$900)	Total
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

[SAVE AND VALIDATE](#)
[SAVE](#)
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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

701-01 - Blue: Full Reporter 1 (Full Reporter: Operating) - RV19 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)

There are currently no agencies with data from this form.

~ Total Operating Expenses (F-30)

Reconciling Operating Expenses	Vehicle Operations (02)	Vehicle Maintenance (03)	Facility Maintenance (04)	General Administration (05)	Total
Labor (0100)					
Operator Salaries and Wages (0101)	\$2,000	\$2,000	\$2,000	\$2,000	\$14,000
Operator's Paid Absence (0102)	\$2,000	\$2,000	\$2,000	\$2,000	\$14,000
Other Salaries and Wages (0103)	\$2,000	\$2,000	\$2,000	\$2,000	\$14,000
Other Paid Absence (0104)	\$2,000	\$2,000	\$2,000	\$2,000	\$14,000
Fringe Benefits (0105)	\$2,000	\$2,000	\$2,000	\$2,000	\$14,000
Services (0200)	\$0	\$0	\$0	\$0	\$0
Maintenance and Supplies (0300)					
Parts and Supplies (0301)	\$0	\$0	\$0	\$0	\$0
Tires and Tubes (0302)	\$0	\$0	\$0	\$0	\$0
Other Materials and Supplies (0303)	\$0	\$0	\$0	\$0	\$0
Utilities (0400)	\$0	\$0	\$0	\$0	\$0
Casualty and Liability Costs (0500)	\$0	\$0	\$0	\$0	\$0
Taxes (0600)	\$0	\$0	\$0	\$0	\$0
Professional Transportation (0700)					
Purchased Transportation Report (0701)	\$0	\$0	\$0	\$0	\$0
Purchased Transportation Rptg System Report (0702)	\$0	\$0	\$0	\$0	\$0
Miscellaneous Expenses (0800)	\$0	\$0	\$0	\$0	\$0
Total	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000
ADA Expenses (0900)					\$0
Interest Expenses (0200)					\$0
Operating Lease Expenses (0201)					\$0
Capital Leases (0202)					\$0
Related Person Lease Agreements (0203)					\$0
Voluntary Non-Exchange Transactions (0204)					\$0
Depreciation (0205)					\$0
Amortization of Intangible Assets (0206)					\$0
Advertising and Special Items (0207)					\$0
Other Reconciling Items (0208)					\$0
Total Reconciling Items	\$0	\$0	\$0	\$0	\$0
Amortization with Disposition Act of 1986 (ADA) Related Reconciling Items (0209)					\$0
Total Expenses from Published Reports for Transit Operations	\$10,000	\$10,000	\$10,000	\$10,000	\$40,000

https://facetest2.fta.dot.gov/suite/sites/ntd-site/page/actions

Buttons: **Save** **Cancel** **Print** **Export** **Import** **Reconcile** **Summary** **Details**



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) - RV19 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
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) - RV19 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
<input type="text"/>	<input type="text"/>	0	<input type="text"/>	<input type="text"/>

Maintenance Facilities

Type	Owned	Leased from Another Public Agency	Leased from a Private Entity	Totals
General Maintenance Facilities (Less than 200 Vehicles)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
General Maintenance Facilities (Between 200 - 300 Vehicles)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
General Maintenance Facilities (Greater than 300 Vehicles)	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Heavy Maintenance Facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00
Totals	0.00	0.00	0.00	0.00

SAVE AND VALIDATE

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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.

Transit Asset Management Facilities Inventory (A-15)
70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

There are currently no open issues on this form.

[Filters](#)

Facilities

<input type="checkbox"/>	ID	Name	Facility Type	Address	Primary Mode	Year Built	Condition Assessment	Edit
No items available								

Batch Size: 10 25 50 100 | [Deselect All](#) |

No Data to Report ☐



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.

Transit Asset Management Facilities Inventory (A-15)
70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

SUMMARY UPDATE FACILITY INFORMATION UPDATE CONDITION ASSESSMENT UPDATE ADDRESS

Update Facility Information

ID	Name	Primary Mode	Non-Agency Mode	Secondary Modes	Private Mode	Facility Type	Year Built or Reconstructed as New	Sqft	Parking Spaces	Transit Agency Capital Responsibility (%)	Notes
NEW	testing	CR - Commuter Rail	Please select a value		Shared With Non-Public Mode: Airport...	At-Grade Fixed Guideway Station	2014	10		5.0	

[Add Facility](#)

Update Condition Assessment

ID	Name	Condition Assessment	Est. Date of Condition Assessment
NEW	testing	1	02/15/2021

[Add Facility](#)

Update Address

ID	Name	Section of Larger Facility?	Street	City	State	Zip	Lat	Long
NEW	testing	<input type="checkbox"/>	1010 test	test	DC	20000	25.0000000	-180.0000000

[Add Facility](#)

CONTINUE **BACK**

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.

Transit Asset Management Facilities Inventory (A-15)
70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

There are currently no open issues on this form.

> Filters

Facilities

ADD NEW **ADD SHARED** **EDIT SELECTED** **DELETE SELECTED**

<input type="checkbox"/>	ID	Name	Facility Type	Address	Primary Mode	Year Built	Condition Assessment	Edit
<input type="checkbox"/>	NEW	testing	At-Grade Fixed Guideway Station	1010 test test, DC 20000 25.0000000 and -180.0000000	CR - Commuter Rail	2014	1	

Batch Size: 10 25 50 100 | Deselect All

No Data to Report

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



[Edit Details for testing](#)

Facility Information

Name *
testing

Facility Type *
At-Grade Fixed Guideway Station

Year Built or Reconstructed as New *
2014

SegF *
10

Transit Agency Capital Responsibility (%) *
5.0

Primary Mode *
CR - Commuter Rail

Non-Agency Mode
Please select a value

Secondary Mode(s)
Begin typing to select modes

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

Notes

Condition Assessment

Condition Assessment *
1

Est. Date of Condition Assessment *
02/04/2015

Address

Section of Larger Facility?
C1

Street *
1010 test

Please provide Address OR Lat/Long

City *
test

State *
DC

Zip *
20000

Lat
25.0000000

Long
-180.0000000

1010 test
test, DC 20000
25.0000000 and -180.0000000

[SAVE AND VALIDATE](#) [SAVE](#) [VIEW ISSUES](#) [IMPORT DATA](#) [EXPORT DATA](#) [PRINT DOCUMENT](#) [CLOSE](#)

8.3 A-20: Transit Way Mileage Form

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

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

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

Transit Way Mileage (A-20)
70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)

There are currently no open issues on this form.

[Rail/Non-Rail Guideway](#)

Select a guideway to update its information

	Mode	Type of Service	Rail/Non-Rail	Total Miles	Total Crossings
Edit	HR	DO	Rail	0.00	0.00
Edit	LR	PT	Rail	0.00	0.00
Edit	CR	PT	Rail	0.00	0.00

[SAVE AND VALIDATE](#) [SAVE](#) [VIEW ISSUES](#) [IMPORT DATA](#) [EXPORT DATA](#) [PRINT DOCUMENT](#) [CLOSE](#)



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

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

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

Transit Way Mileage (A-20)

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

There are currently no open issues on this form.

Rail/Non-Rail Guideway

Select a guideway to update its information

	Mode	Type of Service	Rail/Non-Rail	Total Miles	Total Crossings
Edit	HR	DO	Rail	0.00	0.00
Edit	LR	PT	Rail	0.00	0.00
Edit	CR	PT	Rail	0.00	0.00

[SAVE AND VALIDATE](#)
[SAVE](#)
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Update HR DO (Rail Mode)

[GUIDEWAY](#)
[POWER AND SIGNAL](#)
[TRACK](#)

Basic | Construction

Guideway Elements	N/A	Track Miles	Expected Service Years When New	Percent Agency Capital Responsibility (%)	Agency with Shared Responsibility	Notes
1. At-Grade/Ballast (including expressway)	<input type="checkbox"/>				-- Select One --	
2. At-Grade/In-Streets/Embedded	<input type="checkbox"/>				-- Select One --	
3. Elevated/Retained Fill	<input type="checkbox"/>				-- Select One --	
4. Elevated/Concrete	<input type="checkbox"/>				-- Select One --	
5. Elevated/Steel Viaduct or Bridge	<input type="checkbox"/>				-- Select One --	
6. Below-Grade/Retained Cut	<input type="checkbox"/>				-- Select One --	
7. Below-Grade/Cut-and-Cover Tunnel	<input type="checkbox"/>				-- Select One --	
8. Below-Grade/Bored or Blasted Tunnel	<input type="checkbox"/>				-- Select One --	
9. Below-Grade/Submerged Tube	<input type="checkbox"/>				-- Select One --	

Totals
 Total Track Miles: 0.00

[PREVIOUS SECTION](#)
[NEXT SECTION](#)

[SAVE AND VALIDATE](#)
[SAVE](#)
[VIEW ISSUES](#)
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[EXPORT DATA](#)
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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

Vehicle Type *

-- Please select a value --

Total Vehicles *

Active Fleet Vehicles *

Ownership Type *

-- Please select a value --

Funding Type *

-- Please select a value --

Notes

Vehicle Information

Model *

'Model' cannot exceed 15 characters.

Vehicle Length *

Seating Capacity *

Standing Capacity *

Fuel Type *

-- Please select a value --

Manufacturer *

-- Please select a value --

Year Manufactured *

-- Please select a value --

Year Rebuilt

-- Please select a value --

Type of Last Renewal

-- 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

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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.

Revenue Vehicle Inventory (A-30) - CR PT
70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RVI19 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: 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: 19 25 50 100

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

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.

Revenue Vehicle Inventory (A-30) - CR PT
70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RVI19 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: 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: 19 25 50 100

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



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.

Service Vehicle Inventory (A-35)
70141 - Blue, Full Reporter 1 (Full Reporter Operating - RV19 Revision 3) (Working Data)

There are currently no open issues on this form.

[Filters](#)

Service Fleets

ADD NEW

REFRESH

DELETE SELECTED

ID	Fleet Name	Agency Fleet Id	Vehicle Type	Primary Mode	Year Manufactured	Estimated Cost	Status	Edit
No items available								

Batch Size: 10 25 50 100 | Deselect All |

Total Vehicles 0

SAVE AND VALIDATE

SAVE

VIEW ISSUES

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CLOSE

Service Vehicle Inventory (A-35)
70141 - Blue, Full Reporter 1 (Full Reporter Operating - RV19 Revision 3) (Working Data)

Update Service Fleet Information

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	Transit Agency Capital Responsibility (%)	Estimated Cost	Year Dollars of Estimated Cost
No items available												

Add Service Fleet

CONTINUE

BACK

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

Fleet Name *

Escape

Agency Fleet Id

Vehicle Type *

Trucks and other Rubber Tire Vehicles

Total Vehicles *

1

Primary Mode *

MB

Secondary Mode(s)

Begin typing to select modes

Useful Life Benchmark (Years)

14

Year Manufactured *

2014

Useful Life Remaining (Years)

8

Notes

Ford Escape SUV 148

Finances

Estimated Cost *

\$17,472.00

Year Dollars of Estimated Cost *

2014

Transit Agency Capital Responsibility (%) *

100.0

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.

Transit Asset Management Performance Measure Targets (A-90)

701.41 - Blue: Full Reporter 1 (Full Reporter: Operating) - RV19 Revision 3 (Working Data)

There are currently no open issues on this form.

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

Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)	N/A
AD - Automobile				<input type="text" value="1"/>	<input type="checkbox"/>
BU - Bus					<input type="checkbox"/>
CU - Curbway					<input type="checkbox"/>
FB - Ferryboat					<input type="checkbox"/>
LR - Light Rail Vehicle					<input type="checkbox"/>
MV - Minivan					<input type="checkbox"/>
OR - Other					<input type="checkbox"/>
SB - School Bus					<input type="checkbox"/>
SV - Sports Utility Vehicle					<input type="checkbox"/>
VN - Van					<input type="checkbox"/>
VT - Vintage Trolley					<input type="checkbox"/>

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

Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)	N/A
Automobiles					<input type="checkbox"/>
Trucks and other Rubber Tire Vehicles					<input type="checkbox"/>
Steel Wheel Vehicles					<input type="checkbox"/>

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

Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)	N/A
Passenger / Parking Facilities					<input type="checkbox"/>
Administrative / Maintenance Facilities					<input type="checkbox"/>

✓ 4) Infrastructure - Percent of track segments with performance restrictions

Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)	N/A
LR - Light Rail					<input type="checkbox"/>

✓ Narrative Report

Upload New Narrative Report

UPLOAD

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

To upload a Narrative Report:

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

Narrative Report

Upload New Narrative Report

UPLOAD

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

To view a Narrative Report:

1. Click on the "Reports" tab



2. Click on the “Narrative Report Review” Button

The screenshot shows the Federal Transit Administration's NTD Annual Reporting User Guide interface. The header includes the Federal Transit Administration logo and links to the DOT Website and Help Page. The main navigation bar features tabs for ANNUAL, MONTHLY, and SAFETY. Below this, there are links for AGENCY STATUS, ASSET REPORTING GROUPS, DIRECTIONAL ROUTE MILES, NARRATIVE REPORT REVIEW (highlighted with a blue box), and RR-20 ROLL-UP. At the bottom, there is a search bar labeled 'Filter by NTD ID or Name' and two dropdown menus labeled '---Select Reporter Type---' and '---Please Report Year---'.

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)

Service Rail (S-10) Sections

SUMMARY

VOMS AND PERIODS OF SERVICE

SERVICES SUPPLIED

SERVICES CONSUMED

SERVICES OPERATED (DAYS)

DIRECTIONAL ROUTE MILES

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 Non-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)

Vehicles Available for Annual Maximum Service (VAMS)

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

Periods of Service

Enter the time in format: 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time Service Ends	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ends Next Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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



DIRECTIONAL ROUTE MILES

Directional Route Miles

Total Directional Route Miles: 0.00

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.

Service Non-Rail (S-10) - CB PT - Summary

39962 - Full Reporter Addis (Full Reporter: Operating/Building) - RY18 Original Submission (Working Data)

There are currently no open issues on this form.

Service Non-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)

Vehicles Available for Annual Maximum Service (VAMS)

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

Periods of Service

Enter the time in format: 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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Time Service Ends	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Ends Next Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAVE AND VALIDATE

SAVE

VIEW ISSUES

EXPORT DATA

IMPORT DATA

PRINT DOCUMENT

CLOSE

9.1.3 Service Supplied: Services Supplied tab (S-10)

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



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.

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

70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY20 Original Submission (Working Data)

There are currently 36 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**

Directional Route Miles

Total Directional Route Miles: 0.00

SAVE AND VALIDATE

SAVE

VIEW ISSUES

EXPORT DATA

IMPORT DATA

PRINT DOCUMENT

CLOSE



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)	4	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	<input type="text"/>		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)

Reduced Reporting Sections

FUNDS EXPENDED TOTAL
SOURCES OF REVENUE EXPENDED
SERVICE DATA
SHOW ALL

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 a 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.

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

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



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
CII 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 a 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 (55303)	\$0	\$0
+ FTA Urbanized Area Formula Program (55307)	\$1,110	\$1,110
+ FTA Clean Fuels Program (55308)	\$0	\$0
+ FTA Capital Investment Grants (55309)	\$0	\$0
+ FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (55310)	\$0	\$0
+ FTA Formula Grants for Rural Areas (55311)	\$555	\$615
+ FTA Job Access and Reverse Commute Formula Program (55316)	\$0	\$0
+ FTA New Freedom Program (55317)	\$0	\$0
+ FTA Transit in Parks (55320)	\$0	\$0
+ FTA State of Good Repair Program (55337)	\$0	\$0
+ FTA Bus and Bus Facilities (55339)	\$0	\$0
+ ARRA TIGER (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.

Reduced Reporting Sections

FUNDS EXPENDED TOTAL
SOURCES OF REVENUE EXPENDED

SERVICE DATA
SHOW ALL

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



12 Annual Forms: Federal Funding Allocation Information

12.1 FFA-10: Federal Funding Allocation Statistics Form

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

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

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

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:

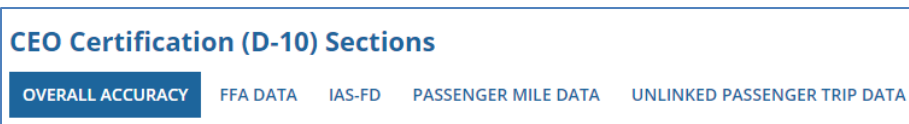
- The accuracy of the data the transit agency submitted in the overall report.
- The accuracy of the Federal funding allocation data used in \$5307, \$5337, \$5339, and \$5311 formula funding programs.
- The description of the procedures that the transit agency used to estimate or collect actual passenger 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.

Is the statement above accurate and truthful?

☐ Yes
 ☒ No

Explanation

The financial data is incomplete at this point

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.

I hereby certify the following concerning the financial and non-financial / operating data submitted in the Metropolitan Transit Authority of Anywhere USA NTD report for its fiscal year ending 9/30/2015.



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

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

CEO Certification (D-10)

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

There are currently no open issues on this form.

CEO Certification (D-10) Sections

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

Overall Accuracy of the NTD Annual Report

The financial and non-financial operating data in this submission are accurate and truthful records of the financial transactions and operations of Blue: Full Reporter 1.

Is the statement above accurate and truthful?

☒ Yes
☐ No

Conformance to FTA NTD Manuals & USOA

The financial and non-financial operating data in this submission conform in all material respects with the accounting and definitional requirements of the Federal Transit Administration's (FTA) National Transit Database (NTD) Reporting manuals and Uniform System of Accounts (USOA).

Is the statement above accurate and truthful?

☒ Yes
☐ No

SAVE AND VALIDATE SAVE VIEW ISSUES PRINT DOCUMENT CLOSE



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.

CEO Certification (D-10) Sections

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

Federal Funding Allocation Data

The following data elements are used in the apportionment of Federal funds for the Urbanized Area Formula Program, the State of Good Repair Program, and the Bus and Bus Facilities Program: fixed guideway directional route miles, high intensity bus directional route miles, passenger miles traveled (for Full Reporters), actual vehicle revenue hours, actual vehicle revenue miles, operating costs, and unlinked passenger trips. Please verify the following statements regarding these data submissions:

(A) A system is in place for recording these data in accordance with FTA definitions. This system records complete data without systematic errors in data definitions or in comprehensive coverage.

(B) Data gathering is an ongoing effort and is collected on a continuing basis throughout the year.

(C) Source documents are available to support the reported data and will be maintained for at least three years. The source documents are reviewed and signed by a supervisor, as required.

(D) A system of internal controls is in place to ensure the accuracy of the data collected and reported to the NTD. Documents are reviewed and signed by a supervisor, as required.

(E) Data collection methods for these data are those suggested by FTA or equivalent.

(F) FTA standards for precision and accuracy in these data have been satisfied. The sampling technique for passenger miles traveled has either been approved by FTA, or has been determined to conform to FTA requirements by a qualified statistician. The approved sampling technique for passenger miles traveled was followed as documented (for Full Reporters).

(G) These data are consistent with prior reporting periods, and other facts known about transit agency operations.

Mode/Tos	(A) Through (G) Apply	Explanation
VP PT	<input checked="" type="radio"/> Yes <input type="radio"/> No	
VP DO	<input checked="" type="radio"/> Yes <input type="radio"/> No	
CR PT	<input checked="" type="radio"/> Yes <input type="radio"/> No	
LR PT	<input checked="" type="radio"/> Yes <input type="radio"/> No	
HR DO	<input checked="" type="radio"/> Yes <input type="radio"/> No	

SAVE AND VALIDATE
SAVE
VIEW ISSUES
PRINT DOCUMENT
CLOSE



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.

CEO Certification (D-10) Sections

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

Financial Data Review

Blue: Full Reporter 1 has FTA approval of an Independent Financial System Review for a prior report year and is not submitting a new statement for the current report year.

Is the statement above accurate and truthful?

☒ Yes
☐ No

This NTD report is derived from an accounting system that follows the prescribed Uniform System of Accounts (USOA). An NTD report was previously submitted and approved by FTA for fiscal year ending , which contained an independent reviewer's NTD financial data statement signed by , dated .

SAVE AND VALIDATE SAVE VIEW ISSUES PRINT DOCUMENT CLOSE



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.

CEO Certification (D-10) Sections

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

Federal Funding Allocation Review

A review of the Federal funding allocation data for the 2020 report year has been completed and is on file at our transit agency for FTA's Triennial Review.

Is the statement above accurate and truthful?

☐ Yes

☒ No

Completed By

Blue Falcon

Anticipated Completion Date

02/05/2021

Explanation

test

Please explain why the review has not yet been completed.

SAVE AND VALIDATE SAVE VIEW ISSUES PRINT DOCUMENT CLOSE



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		<input type="checkbox"/>	C	I	
HR DO		<input checked="" type="checkbox"/>	E	--	
LR DO		<input checked="" type="checkbox"/>	A	--	
MB DO		<input checked="" type="checkbox"/>	B	--	
DR PT	Full Reporter Alexandria	<input checked="" type="checkbox"/>	D	--	
MB TN	DN Full Reporter # 1000	<input checked="" type="checkbox"/>	E	--	
MB TN	Full Reporter Alexandria	<input checked="" type="checkbox"/>	D	--	
DR TX	Full Reporter Alexandria	<input checked="" type="checkbox"/>	F	--	lkjllj

SAVE AND VALIDATE
SAVE
VIEW ISSUES
PRINT DOCUMENT
CLOSE



13.1.6 CEO Certification: Unlinked Passenger Trip Data (UPT) tab (D-10)

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

CEO Certification (D-10) Sections

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

Data Collection Methods

Current

(A) 100% count of unlinked passenger trips(UPT)data(actual data)

(B) Alternative sampling procedure determined to meet 95% confidence and ±10% precision levels by a qualified statistician (estimated data)

(C) NTD Sampling Method

(D) Used all available APC data, which was less than 98% of trips. Scaled up using a statistically valid method.

(E) None of the listed options

Unlinked Passenger Trip Data

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

Mode / TOS	Company / Reporter	Used APC Data	Current Method	Explanation
HR DO		<input checked="" type="checkbox"/>	A	
VP DO		<input checked="" type="checkbox"/>	B	

SAVE AND VALIDATE
SAVE
VIEW ISSUES
PRINT DOCUMENT
CLOSE



14 NTD Monthly Reporting

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

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

14.1 MR-20: Monthly Ridership Form

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

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

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

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

1. From the **HOME** page, select the **MONTHLY** button.
2. Search by NTD ID, Reporter Type or Fiscal Year.
3. Select the **pencil icon** to get the list of Monthly forms
4. Select the **MR-20** form for a particular Mode/TOS to view and edit monthly details.





FY 2019 Reporting - 70141 - Blue: Full Reporter 1

Ridership Activity (MR-20)

Mode/Tos	Status	Open Issues	Total Issues	Validated
HR DO	Late	0	0	✖
LR PT	Late	0	0	✖
CR PT	Late	0	0	✖
VP DO	Late	0	0	✖
VP PT	Late	0	0	✖

5 items

CLOSE

1. From the **Monthly Ridership Form** page, review and edit your data as necessary.
2. Select the **SAVE** button to save any changes made before exiting or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

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

View Validation Issues

- Hide Filters (1 Filters Applied)

Open -- Filter by Module -- -- Filter by Form --

-- Filter by Mode -- -- Filter by Criticality --

Clear Filters

Issues ?

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
No items available						

EXPORT DATA IMPORT DATA CLOSE

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.

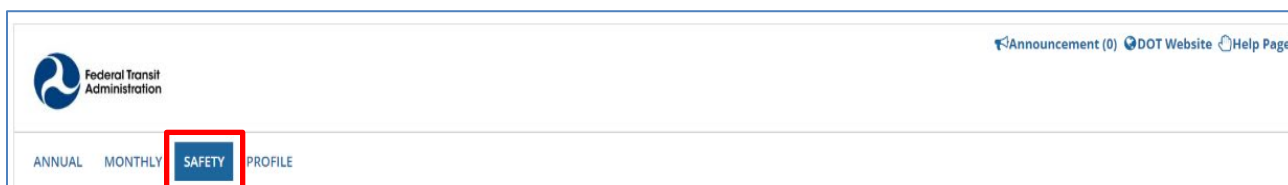


15 Safety Forms: NTD Safety & Security

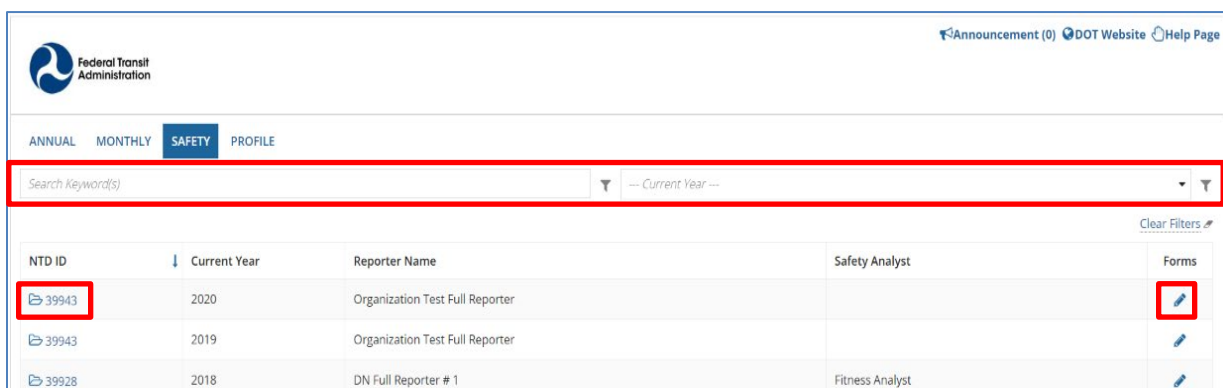
NTD Safety & Security (S&S) forms are used to report safety and security information for transit agencies. The S&S forms are only available for Full Reporter: Operating users of the application.

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, fatalities, 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

CEO Name Rob Test

CEO Title Lt

Reporter Name Organization Test Full Reporter

NTD ID 39943

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	<input checked="" type="checkbox"/>
Total injuries reported for 2020	0	0	0	0	0	0	<input type="checkbox"/>
Total fatalities reported for 2020	0	0	0	0	0	0	<input type="checkbox"/>

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	<input type="checkbox"/>
Total Non-Major Other Safety Incidents	0	0	0	0	0	0	0	<input type="checkbox"/>
Total Non-Major Incident Injuries	0	0	0	0	0	0	0	<input type="checkbox"/>

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.



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 *

Total Number of Security Personnel *

Primary and Secondary Security Configuration

	Primary (Check one)	Secondary (Check all that apply)
a. Dedicated transit police force	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Dedicated (TRANSIT) unit of local police	<input type="checkbox"/>	<input type="checkbox"/>
c. Contracted local law enforcement	<input type="checkbox"/>	<input type="checkbox"/>
d. Transit agency security force	<input checked="" type="checkbox"/>	<input type="checkbox"/>
e. Contracted security force	<input type="checkbox"/>	<input type="checkbox"/>
f. Off duty police officers	<input type="checkbox"/>	<input type="checkbox"/>
g. Use of local police (non-contracted)	<input type="checkbox"/>	<input type="checkbox"/>



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.

Major Event Report (S&S-40)

Report Set-Up Summary

Event Number: 1985111	Event Type: Rail Collision
Reporting Date * <input type="text" value="04/14/2020"/>	Mode/Service: MG / DO

Please select the Month, Day and Year for this event.

Property Damages

☐ Substantial Damage
☒ No Substantial Damage

Person Information

☒ One or more fatalities

Enter the number of fatalities

☐ One or more injuries
Immediate medical transport away from scene

Enter the number of injuries

☐ No fatalities or injuries to report



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

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 1 Identifier:

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
 ☐ Rooftop of vehicle

Was this vehicle towed from the scene due to disabling damage as a result of the collision? *

☐ Yes
 ☒ No

MAY 2021

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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)

☐ Suicide

Gender *

Male

☐ Trespasser

DELETE CLOSE SUBMIT SAVE

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.

FILE NEW S&S-40 CLOSE

Form Name

All

Form Status

All

Mode / Type of Service

All

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



Major Event Report (S&S-40) - Set Up Screen 1
39943 - Organization Test Full Reporter - Safety CY 2020

New Report Information

Event Date *
05/03/2021
Please select the Month, Day and Year for this event.

Mode/Type of Service *
AR - DO

Tell us what type of event is being reported.
Check the appropriate category listed below to describe this event.

☒ A collision
☐ A derailment (including yard derailments and non-revenue vehicles)
☐ A fire
☐ A hazardous material spill
☐ An earthquake / flood / hurricane / tornado / other high winds / snow storm / ice storm, etc. (Act of God)
☐ System Security Event: bomb threat / bombing / chemical / biological / nuclear / radiological / arson / hijacking / sabotage / burglary / vandalism / suspicious package / cyber security event / other system security event
☐ Personal security event: assault / robbery / rape / larceny or theft (including vehicle theft from a parking lot) / homicide, other personal security event
☐ Other Safety Event (e.g. fall, electric shock, smoke, power failure, runaway train, other)

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

Major Event Report (S&S-40) - Set Up Screen 2 (Collision/Rail)
39943 - Organization Test Full Reporter - Safety CY 2020

Person Information

Were there Fatalities or Injuries involved with the event being reported?
☒ One or more fatalities
 1
 Enter the number of fatalities
☐ One or more serious injuries or injuries requiring immediate medical transport away from scene
 Enter the number of injuries
☐ No fatalities or injuries to report

Property Damages

Did the event result in substantial damage?
☒ Substantial damage
☐ No substantial damage

Damage Detail *
To transit property only (vehicles, facilities, equipment, rolling stock, or infrastructure).
Please select one choice

Event Details

Did this event involve an evacuation for life safety reasons, or evacuation of a train to the right of way? *
☐ Yes ☒ No

Were Transit Revenue Vehicles OR Non-revenue Rail Transit vehicles involved in this event? *
☐ Yes ☒ No

Was the event a collision at a grade crossing? *
☒ Yes ☐ No

Was the event a collision between another rail transit vehicle or person? *
☒ Yes ☐ No

Did this event involve a runaway train? *
☐ Yes ☒ No

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.



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

39943 - Organization Test Full Reporter - Safety CY 2020

Basic Information Non-Transit Collision Event Person Information

Event Number New Report Mode / Type of Service AR / DO

Basic Information

Event Date
May 3, 2021

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

Approximate Address of Event *
cross road

Latitude *
22.1234

Longitude *
-70.1234

☐ 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

DELETE CLOSE **NEXT**

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.

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

39943 - Organization Test Full Reporter - Safety CY 2020

Basic Information **Non-Transit Collision Event** Person Information

Event Number New Report Mode / Type of Service AR / DO

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

DELETE CLOSE BACK **NEXT** VIEW 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.

Major Event Report (S&S-40) - AR / DO - New Report
39943 - Organization Test Full Reporter - Safety CY 2020

Basic Information Non-Transit Collision Event **Other Vehicles Involved** Person Information

Event Number New Report Mode / Type of AR / DO Service

DELETE VEHICLE

ADD VEHICLE

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

DELETE CLOSE

BACK **NEXT** VIEW FORM



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

Major Event Report (S&S-40) - AR / DO - New Report
30201 - City of Baltimore - Safety CI 2020

Basic Information Non-Transit Collision Event Other Vehicles Involved Person Information

Event Number: New Report Mode / Type of Service

DELETE PERSON ADD PERSON

Major Event Report (S&S-40) - 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 boarding/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* **Gender***

Adult (19 to 60) Male

☐ Suicide ☐ Trespasser

DELETE CLOSE BAG **NEXT** VIEW FORM



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
HHMM 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 1 Identifier:

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

	Occurrences	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

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

Other Locations

	Occurrences	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.

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

Transit Way Mileage (A-20)

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

There are currently no open issues on this form.

[View Printable Version of Form - \[as of 12/5/2019 10:29 AM EST\]](#)

[Download Excel Export File - \[as of 3/11/2021 12:17 AM EST\]](#)

To see your changes to the form reflected on generated documents, you must regenerate the documents using the buttons below

16.2 Excel Import

To access data import:

1. Select the **IMPORT DATA** button.

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

To start the import:

1. Upload the Excel file (.xlsx) for import to the upload document field.
2. Select the **SUBMIT** button.



Transit Way Mileage (A-20) > Import from Excel

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

Instructions

- The import template can be downloaded using the Export Data button on the previous page.
- You may update the data and upload that file.
- Instructions on how to use the template can be found by hovering over the column headers.
- Mode, Service, Guideway Element, and Agency with Shared Responsibility columns will contain a dropdown of all valid options the user can choose.
- Cells that are blacked out indicates that the column(s) is not applicable for the Guideway Element(s).
- After upload, the system will return a results page with the number of rows uploaded -or- any failed validations.
- If any validation fails, no rows will be uploaded. After fixing any validation errors you may reattempt upload.
- Import files must be in .xlsx format.

Upload Excel (.xlsx) File *

UPLOAD  Drop file here

SUBMIT BACK

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.

Transit Way Mileage (A-20) > Import Results

RY17 Original Submission (Working Data)

Results

Processing. Please click 'Refresh' to check the status of your import. To cancel processing and return to the Form A-20 please click 'Cancel'.

REFRESH CANCEL

Transit Way Mileage (A-20) > Import Results

RY17 Original Submission (Working Data)

Results

Validations failed.

Errors

1. ERROR: Duplicate Entries. You may not have more than one entry for each Mode, Service, and Guideway Element combination

BACK

Transit Way Mileage (A-20) > Import Results

RY17 Original Submission (Working Data)

Results

All 23 elements were imported without error. Click 'Back' to return to the Form A-20

BACK



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".

My Tasks (filtered: showing 33 of 3058)

Task Name	Received	Assigned To
Review and Update Census Task 40086	10/20/2022, 1:13 PM	NTD 40086 CEOs / NTD 40086 NTD Primary Contacts / NTD 40086 CEO Delegates

Step 3. Accept the task.

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

Primary and Secondary UZA/Non-UZAs

Please review the changes to your Primary and Secondary UZAs.

Primary UZA

Current

4 - Miami, FL

New

56602 - Miami--Fort Lauderdale, FL

Secondary UZA/Non-UZAs

Current

N/A

New

N/A

Do you need to make any changes to your Primary or Secondary UZAs? *

☐ Yes

☐ No



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

Primary and Secondary UZA/Non-UZAs

Please review the changes to your Primary and Secondary UZAs.

Primary UZA

Current

4 - Miami, FL

New

56602 - Miami--Fort Lauderdale, FL

Secondary UZA/Non-UZAs

Current

N/A

New

N/A

Do you need to make any changes to your Primary or Secondary UZAs? *

☒ Yes

☐ No

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

Primary and Secondary UZA/Non UZAS Updates

Please select your new Primary and Secondary UZAs.

Primary UZA *

77230 - St. Augustine, FL ✕

Secondary UZA / Non-UZAs

UZA

No items available

[Add UZA](#)

[VIEW ALL UZAS](#)

[VIEW UZAS IN MY REGION](#)

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

▼ Comments

Comment	User	Date Created
No Comments Found		
<div> <input type="text"/> </div>		

▼ Census Attachments

Census Attachments

Step 8. Click Continue.

Census Attachments

Document Name	Created Date	Created By
No items available		

[CONTINUE](#)

[CANCEL](#)

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

FFA-10 Allocations

Do you need to make any changes to your FFA-10 Allocation for any modes? *

☐ No

☒ Yes



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		
<p>Census Comment</p>		

Census Attachments

UPLOAD Drop files here

Census Attachments

Document Name	Created Date	Created By
No items available		

CANCEL SAVE BACK TO B-10 BACK NEXT FINISH

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



Step 13. Click Finish.

Census Attachments

Document Name	Created Date	Created By
No items available		

[CANCEL](#)
[SAVE](#)
[BACK TO B-10](#)
[BACK](#)
[NEXT](#)
[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".

[HOME](#)
[MY TASKS \(3058\)](#)
[REPORTS](#)
[ACTIONS](#)

[ANNUAL](#)
[MONTHLY](#)
[SAFETY](#)
[PROFILE](#)

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

My Tasks (filtered: showing 73 of 3059)

Task Name	Received	Assigned To	Process Type	NTD Reporter
Review and Update Census Task 7R02	Tuesday, 1:27 PM	NTD 7R02 CEOs / NTD 7R02 CEO Delegates	Other	7R02

Step 3. Accept the task.

You must accept this task before completing it

[ACCEPT](#)
[GO BACK](#)
[REASSIGN](#)

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

Review 2020 Census Updates for Kansas Department of Transportation

NTD ID	7R02	Reporter Name	Kansas Department of Transportation	Report Year	2020
Analyst Name	Validation Analyst1	Analyst Email	example@example.com	Analyst Phone	(555) 555-5555

Managed Sub-Recipient Reports for FY 2020
Select Sub-recipient and press continue

<input type="checkbox"/> Sub-Recipient	Type	Addendum Report Created	FFA-10(s) Created
<input type="checkbox"/> 80311 - REGRESSION TESTING SUB - RGPT	Rural General Public Transit	Yes	Yes
<input type="checkbox"/> 88158 - Intercity Bus Recipient	Rural General Public Transit	Yes	No

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



Step 5. Click Continue.

Form interface showing navigation buttons: CANCEL, CONTINUE (highlighted), and SUBMIT.

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

Primary and Secondary UZA/Non UZAS Updates

Please select your new Primary and Secondary UZAs.

Form interface for selecting Primary and Secondary UZAs. The Primary UZA section shows "1792 - Altoona, PA" with a dropdown arrow. The Secondary UZA / Non-UZAs section shows "14752 - Cedar Rapids, IA" with a red 'X' icon and an "Add UZA" button. Navigation buttons at the bottom include "VIEW ALL UZAS" and "VIEW UZAS IN MY REGION".

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

Form interface for adding comments and attachments. It includes a "Census Comment" text area and a "Census Attachments" section with an "UPLOAD" button and a "Drop files here" instruction.

Step 8. Click Continue.

Form interface showing navigation buttons: CANCEL, BACK, and CONTINUE (highlighted).

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

FFA-10 Allocations

Do you need to make any changes to your FFA-10 Allocation for any modes? *

- ☐ No
☒ Yes

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

Census Update FFA-10 Data

Form interface for updating FFA-10 data. It includes a dropdown menu for "UZA Reporting Method" with "Actual Data" selected. Below is a table with columns: Item, Data from Other Forms, Annual Total, Allocated (%), UZA, %, UZA, and %. The table shows data for various UZAs, including "01 UZA", "02 Total VRH", "03 Total UPT", "04 NFG VRM", and "05 NFG OE". The "UZA" column contains "14752 - Cedar Rapids, IA" and "1792 - Altoona, PA". The "Data from Other Forms" column contains "0" for most items and "\$0" for "05 NFG OE". The "Annual Total" column contains "2,100", "2,500", "2,900", and "\$3,300". The "Allocated (%)" column contains "0.00%" for most items and "0.00%" for "05 NFG OE". The "UZA" column contains "1,000", "1,200", "1,400", and "1,600". The "%" column contains "47.62%", "48%", "48.28%", and "48.48%". The "UZA" column contains "1,100", "1,300", "1,500", and "1,700". The "%" column contains "52.38%", "52%", "51.72%", and "51.52%".

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%

Current UZAs Showing 1 - 2 of 2

Navigation buttons: PREVIOUS, NEXT



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

▼ Comments

Comment	User	Date Created
No Comments Found		
<div>Census Comment</div> <div></div>		

▼ Census Attachments

UPLOAD

Drop files here

Census Attachments		
Document Name	Created Date	Created By
No items available		

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

CANCEL

SAVE

BACK TO B-10

BACK

NEXT

FINISH

Step 13. Click Finish.

Census Attachments		
Document Name	Created Date	Created By
No items available		

CANCEL

SAVE

BACK TO B-10

BACK

NEXT

FINISH

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