

How to Submit the NTD Annual Report

This guide provides instructions and tips for how National Transit Database (NTD) users can submit their annual reports.

Submission Overview

Who Can Submit the Report?

- Only the Chief Executive Officer (CEO) or CEO Delegate users may submit the Original Submission (first draft) of the report package.
- The CEO, CEO Delegate, or NTD Contact users may submit report revisions.
- Editors, Viewers, and Safety Contacts cannot submit the annual report.

What Criteria Must Be Met to Submit the Report?

The system will block the report submission if any of these criteria are not met; you will not be able to submit the report until the issues are resolved:

- All required fields must be completed.
- All report forms must be saved and validated.
- All Validation Issues with an “Open” status must be addressed and changed to either “Open with Explanation,” “Closed with Data Revision,” or “Acknowledged.”

When Is the Report Due for Submission?

- Agencies must submit the Original Submission of their annual report in accordance with deadlines established by the Federal Transit Administration (Table 1).

Table 1: Annual Report Due Date

Fiscal Year End Date	Report Due Date
January 1–June 30	October 31
July 1–September 30	January 31
October 1–December 31	April 30

- Report revisions follow a standard revision period (Table 2). Your Validation Analyst will provide the specific due date for each report revision based on when the report was returned to you for editing.

Table 2: Revision Submission Timeline

Revision Count	Turnaround Time
Revision 1	2 Weeks
Revision 2	1 Week
*Revision 3	3 Days
**Revision 4+	1 Day

**Revision 3 is generally considered the final revision; most agencies can resolve all issues by this point.*

***Revision 4+ is for resolving final issues or making minor changes. These revisions are commonly handled on a phone call or meeting with your analyst to ensure any new issues that may pop up are able to be addressed with this revision and resubmitted immediately.*

Does the Submission Process Differ When Submitting Report Revisions?

- Users follow the same submission steps for each iteration of the report.
- During the Report Year, review the **Report Status** in your agency's report package summary to confirm your report's location.
 - Reports that are in *Working Data* are in your agency's view, and must be submitted or resubmitted to your Validation Analyst.
 - Reports that are *In Review* are in your analyst's view, and cannot be revised or resubmitted unless your analyst returns the report.

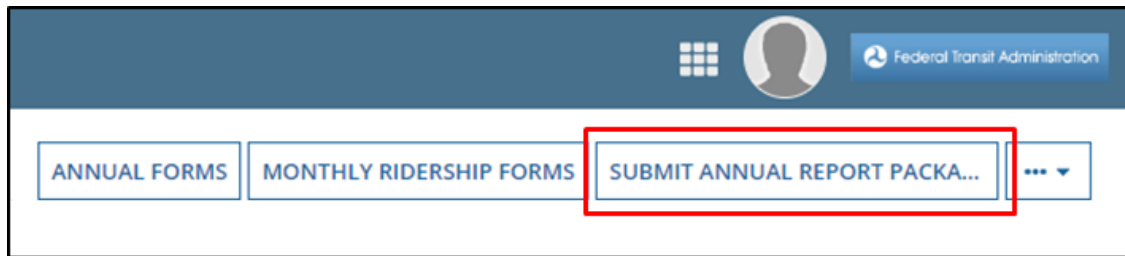
Submitting the Annual Report

Users may submit the annual report package using one of two options.

Option 1: Submit via Annual Report Summary page

- From the NTD Home page, open your agency's annual report package for the current Report Year.
- Select the Submit Annual Report Package button (Figure 1).

Figure 1: Submit Annual Report Package from Annual Report Summary Page

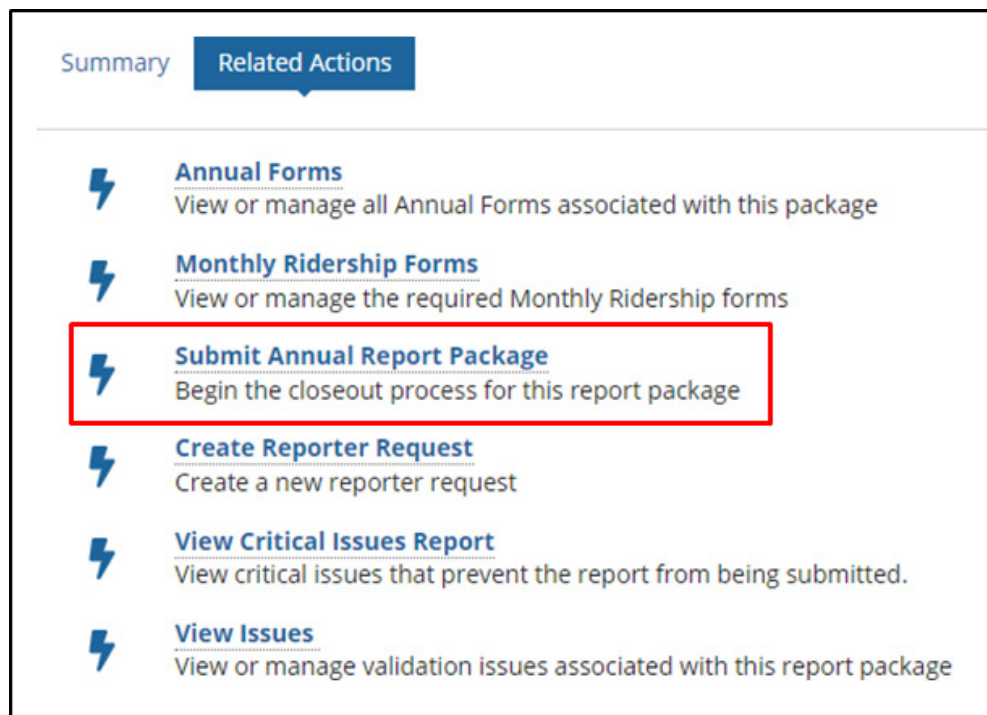


- Complete the steps to confirm the report submission. Once you have submitted the report, a dialog box stating “Action Completed Successfully” will appear.

Option 2: Submit via Annual Report Related Actions page

- From the NTD Home page, open your agency’s annual report package for the current Report Year.
- Select Related Actions.
- Select Submit Annual Report Package (Figure 2).

Figure 2: Submit Annual Report Package From Related Actions Page



- Complete the steps to confirm the report submission. Once you have submitted the report, a dialog box stating “Action Completed Successfully” will appear.