

## Understanding the Difference Between Urban and Rural NTD Reporting Types

This guide provides an overview of the National Transportation Database's (NTD's) two main reporting groups: Urban Reporters and Rural Reporters.

Urban Reporters generally provide more granular data more frequently than Rural Reporters, but Rural Reporters report certain data points that Urban Reporters do not.

### Urban Reporters

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An agency must report as an Urban Reporter if they meet the following criteria:

- The agency receives or benefits from § 5307 funds.
- The agency operates trips that start and end in an urbanized area (UZA).

Within the Urban Reporting category, an agency could be categorized into one of several reporter types (Table 1).

*Table 1: Urban Reporter Types*

| Reporter Type        | Reporter Type Criteria                                                                                                                                                                                                                                          | Reporting Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Full Reporter</b> | <ul style="list-style-type: none"><li>• Receives or benefits from § 5307 funding</li><li>• Operates more than 30 vehicles in maximum service (VOMS) across all modes and types of service (TOSs); or operates on Fixed Guideway or High Intensity Bus</li></ul> | <ul style="list-style-type: none"><li>• Report Funds Earned and Funds Expended broken out between Operating and Capital Expenses, and operating expenses further broken out by mode and TOS and expense category.</li><li>• Report data on Revenue and Deadhead service as an Annual Total, as well as broken out into average daily values. Also report Passenger Miles Traveled (PMT), sampling as needed.</li><li>• Report details on employee count and hours worked.</li><li>• Submit monthly ridership reports and monthly safety and security reports.</li></ul> |

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| Reporter Type                            | Reporter Type Criteria                                                                                                                                                                                                                                                                                      | Reporting Details                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reduced Reporter</b>                  | <ul style="list-style-type: none"> <li>• Receives or benefits from § 5307 funding</li> <li>• Operates 30 VOMS or fewer across all modes and TOSs</li> <li>• Does not operate on Fixed Guideway or High Intensity Bus</li> </ul>                                                                             | <ul style="list-style-type: none"> <li>• Report Funds Expended on Operations and Capital as a total broken out by mode and TOS and broken out by funding source.</li> <li>• Report only a handful of data points related to annual total service values and only report minimal safety and security data on an annual basis.</li> </ul> |
| <b>Separate Service Reporter</b>         | <ul style="list-style-type: none"> <li>• Receives or benefits from § 5307 funding</li> <li>• Does not directly operate service</li> <li>• Has a contractual relationship with another NTD reporting agency and the other agency agrees to capture the details of the service in their own report</li> </ul> | <ul style="list-style-type: none"> <li>• Report only basic information and financial data about the Funds Earned and Expended to facilitate the service.</li> <li>• Break out financial data by funding source, mode and TOS, and expense type.</li> </ul>                                                                              |
| <b>Planning Reporter</b>                 | <ul style="list-style-type: none"> <li>• Receives or benefits from § 5307 funding</li> <li>• Has not begun operating service but is incurring costs to plan future services</li> </ul> <p style="text-align: center;">**Commonly, these reporters are Metropolitan Planning Organizations (MPOs).**</p>     | <ul style="list-style-type: none"> <li>• Report basic information and financial data.</li> </ul>                                                                                                                                                                                                                                        |
| <b>Building Reporter</b>                 | <ul style="list-style-type: none"> <li>• Receives or benefits from § 5307 funding</li> <li>• Does not directly operate or contract out service</li> <li>• Has not begun operating service but is incurring capital costs to set up and develop a new mode of service</li> </ul>                             | <ul style="list-style-type: none"> <li>• Report basic information and financial data.</li> </ul>                                                                                                                                                                                                                                        |
| <b>Group Plan Sponsor (GPS) Reporter</b> | <ul style="list-style-type: none"> <li>• Receives or benefits from § 5307 funding</li> <li>• Does not directly operate or contract out service</li> <li>• Develops a Group Transit Asset Management (TAM) Plan for a group of agencies with financial relationships with the agency</li> </ul>              | <ul style="list-style-type: none"> <li>• Report information about performance targets for asset planning.</li> </ul> <p style="text-align: center;">**This GPS package could be an additional package that gets linked to an agency's normal annual reporting package.**</p>                                                            |

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| Reporter Type                 | Reporter Type Criteria                                                                                                                                                                                                                                                                              | Reporting Details                                                                                                                                                              |
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| <b>Reduced Asset Reporter</b> | <ul style="list-style-type: none"> <li>Receives or benefits from Federal Transit Administration funding (Chapter 53) other than § 5307 or § 5311 funding (e.g., § 5310, § 5399, etc.)</li> <li>Owns, manages, or operates capital assets used in providing public transportation service</li> </ul> | <ul style="list-style-type: none"> <li>Report data related to the inventory and condition of the assets that support the public transportation services they offer.</li> </ul> |

### Rural Reporters

An agency must report as a Rural Reporter if they meet the following criteria:

- The agency receives or benefits only from § 5311 funds.
- The agency does not operate trips that start and end in a UZA.

Please note that if an agency receives § 5311 funds and provides trips that start and end in a UZA, they would report as an Urban Reporter.

Within the Rural Reporting category, an agency could be categorized into one of several reporter types (Table 2).

*Table 2: Rural Reporter Types*

| Reporter Type                                            | Reporter Type Criteria                                                                                                                                       | Reporting Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>State Department of Transportation (DOT) Reporter</b> | <ul style="list-style-type: none"> <li>Receives Section § 5311 Formula Grants for Rural Areas</li> <li>Distributes rural funding to subrecipients</li> </ul> | <ul style="list-style-type: none"> <li>Submit an annual Statewide NTD report, which contains State-specific data such as the number of counties in the state, counties with § 5311 service, and amount of § 5311 funding spent on program administration at the State level, as well as the performance targets for TAM Group Plan participants.</li> <li>Submit individual packages within the state package for each subrecipient. Those packages could be Rural General Public Transit Reporters, Urban/Tribal Subrecipient Reporters, Reduced Asset Reporters or Intercity Bus Reporters.</li> </ul> |

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| Reporter Type                                       | Reporter Type Criteria                                                                                                                                                                                     | Reporting Requirements                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Rural General Public Transit (RGPT) Reporter</b> | <ul style="list-style-type: none"> <li>Is a State DOT Subrecipient</li> <li>Does not operate service within a UZA</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>Report Funds Expended on Operations and Capital as a total broken out by mode and TOS and broken out by funding source.</li> <li>Report only 4–5 data points related to annual total service values and only report minimal safety and security data on an annual basis.</li> <li>Reporting requirements closely align with Urban Reduced Reporters, though RGPTs do not allocate data on an FFA-10 form and do not complete a Chief Executive Officer (CEO) Certification (D-10) form.</li> </ul> <p><b>**Submitted as part of the State DOT's package**</b></p> |
| <b>Tribal Reporters</b>                             | <ul style="list-style-type: none"> <li>Receives § 5311 Tribal Transit Funds</li> <li>May be a State DOT Subrecipient</li> <li>Provides service in a Tribal Area as defined by the Census Bureau</li> </ul> | <ul style="list-style-type: none"> <li>Tribes that receive or benefit from FTA § 5311 Tribal Transit Program (TTP) funds: <ul style="list-style-type: none"> <li>Report directly to the NTD.</li> <li>The report package is nearly identical to an Urban Reduced Reporter, but does not collect Average Lifetime Miles.</li> </ul> </li> <li>Tribes that <b>also</b> receive § 5311 funding from the State DOT: <ul style="list-style-type: none"> <li>State submits an Urban/Tribal Subrecipient package as a part of their State DOT package.</li> </ul> </li> </ul>                                   |

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| Reporter Type                      | Reporter Type Criteria                                                                                                                                                                                                                                                                          | Reporting Requirements                                                                                                                                                                                                                                                                                                          |
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| <b>Intercity Bus (IB) Reporter</b> | <ul style="list-style-type: none"> <li>Is a State DOT Subrecipient</li> <li>Is an intercity bus provider that receives § 5311(f) funding</li> </ul>                                                                                                                                             | <ul style="list-style-type: none"> <li>Report the amount of § 5311(f) Funds Expended on Operations and Capital and the Vehicle Revenue Miles and Unlinked Passenger Trips for services funded with any amount of § 5311(f) via the State DOT package.</li> </ul> <p><b>**Submitted as part of the State DOT's package**</b></p> |
| <b>Reduced Asset Reporter</b>      | <ul style="list-style-type: none"> <li>Is a State DOT Subrecipient</li> <li>Receives or benefits from FTA funding (Chapter 53) other than § 5307 or § 5311 funding (e.g., § 5310)</li> <li>Owns, manages, or operates capital assets used in providing public transportation service</li> </ul> | <ul style="list-style-type: none"> <li>Report the inventory and condition of the public transportation assets via the State DOT package.</li> </ul> <p><b>**Submitted as part of the State DOT's package**</b></p>                                                                                                              |
| <b>Urban/Tribal Subrecipients</b>  | <ul style="list-style-type: none"> <li>Is a State DOT Subrecipient</li> <li>Is also a reporter to the Urban Type or Tribal Reporter in the Rural Type</li> </ul>                                                                                                                                | <ul style="list-style-type: none"> <li>Report only the amount of § 5311 Funds Expended by the urban or tribal reporting agency via the State DOT package.</li> <li>Ensure these amounts match between reports if fiscal years align.</li> </ul> <p><b>**Submitted as part of the State DOT's package**</b></p>                  |