



FEDERAL TRANSIT ADMINISTRATION

# National Transit Database

## May 14, 2015

Keith Gates  
NTD Program Manager



2015 Southeastern Regional Transit Conference  
**BUILDING LADDERS  
OF OPPORTUNITY**  
Through Transportation Networks

Georgia  
Tech | School of Civil and  
Environmental Engineering  
College of Engineering



# NTD Discussion Topics

- Status of MAP-21 Asset Management Program
- NTD safety reporting, summary & changes
- New NTD on-line reporting system
- NTD service consumed data

# ASSET MANAGEMENT



# Transit Asset Management (TAM) MAP-21 Overview Requirements



FTA Defines  
*State of Good  
Repair (SGR)*

FTA Establishes  
SGR  
performance  
measures;  
Recipients set  
SGR targets  
based on the  
measures

Recipients and  
subrecipients  
develop TAM  
Plans

Recipients  
report asset  
inventories and  
condition  
assessments

FTA provides  
technical  
assistance

# TAM Resources

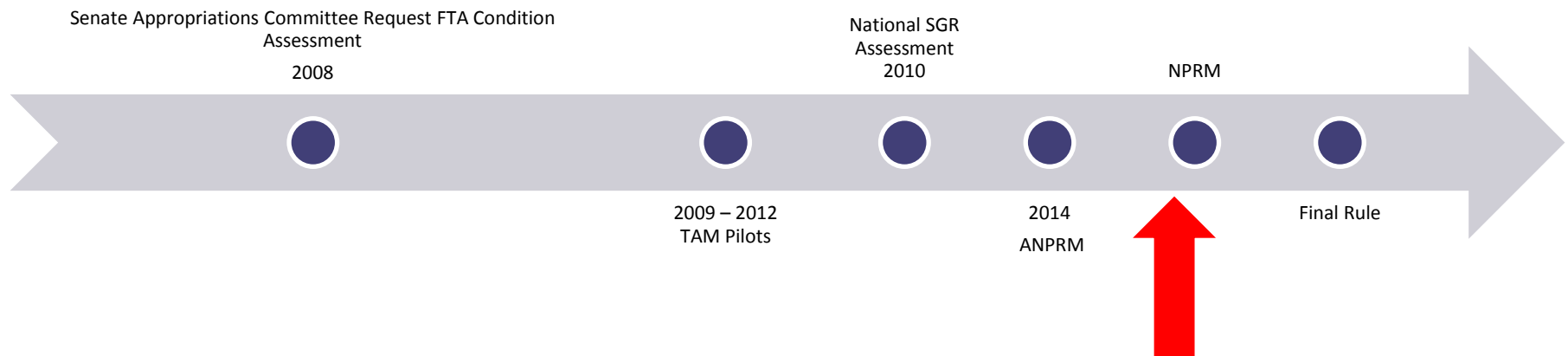
- Tools
  - TERM Lite (2013)
  - TCRP's Transit Asset Prioritization Tool (2014)
- Training
  - NTI's Introduction to Transit Asset Management Course (ongoing)
- Guides and Reports
  - Transit Asset Management Guide (2012)
  - Transit Asset Inventory Guide (2012)

# FTA Outreach

- State of Good Repair Pilots (2011)
- Online Dialogue (2012)
- Advanced Notice of Proposed Rulemaking (2013)
- TAM Newsletter (2014)
- State of Good Repair/TAM Roundtable (2015)
  - June 3<sup>rd</sup>, by invitation only
- TAM Guide for small & rural operators (2016)

# Next Steps

- Publish National TAM System NPRM
- Open NPRM Docket for comments





# SAFETY





# NTD Safety & Security

- 2015 Safety data still reported in the old NTD
- Commuter Rail only reports security incidents (FRA regulates their safety)
- Changes starting with 2016 reporting
  - Fed Register notice of January 28, 2015
  - “Incidents” now called “Events”
  - Report events when on transit-owned property (no longer when “related to revenue service”)
  - Latitude and longitude of major events

# Monthly Safety Reporting

Must Report	Not Required to Report
<ul style="list-style-type: none"><li>• Recipients/beneficiaries of Urbanized Area Formula (5307) program funds</li><li>• All agencies designated as “Full Reporters”</li><li>• Public and private providers who voluntarily provide full reports</li></ul>	<ul style="list-style-type: none"><li>• Agencies designated as Reduced Reporters (Small Systems, Rural, &amp; Tribal) who only need to provide an annual summary</li><li>• Agencies that do not operate service (Building or Planning)</li><li>• Agencies that are severely impacted by natural disaster (upon request)</li></ul>

# When is Data Reported

- S&S-10 – Safety and Security Setup form
- S&S-20 – Safety and Security CEO Certification form
- S&S-30 – Security Configuration form
  - Due by **end of February**
- S&S-40 – Major Event Report form
  - Due **30 days of the date of the event**
- S&S-50 – Non-Major Monthly Summary Report form
  - Due at the **end of the following month**

# What is Reported

Derailment (mainline or yard)

Collision

Fire

Hazardous material spill

Acts of God (nature)

Other Safety Occurrences not Otherwise  
Classified (OSONOC)

System security:

- Suspicious package, bomb threat, bombing, CBR, arson, sabotage, cyber, burglary, vandalism, hijacking, other

Personal Security:

- Homicide, suicide, attempted suicide, assault, robbery, rape, motor vehicle theft, larceny

- Events occurring on transit right-of-way, in a transit revenue facility, in a transit maintenance facility, or involving a transit revenue vehicle
- Excludes occupational safety events occurring in administrative buildings

# Major Event Reports

- Fatality (includes suicides)
- One or more injuries (people transported for medical attention)
- Evacuation of a transit facility or vehicle due to potentially unsafe conditions or evacuation onto a rail right-of-way
- Property damage equal to or exceeding \$25,000


# Major Collision Events

- Involving a revenue transit vehicle where either vehicle requires towing
- Rail transit vehicle collisions occurring at grade crossings
- Rail transit vehicle collisions with an individual
- Rail transit vehicle collisions with any other rail transit vehicle
- All mainline or yard derailments including non-revenue vehicles



# NTD REPORTING

**NTD**  
National Transit Database  
Federal Transit Administration



Contact the NTD Help Desk

Internet Reporting Login  
Password and ID Required

NTD 2.0 Login

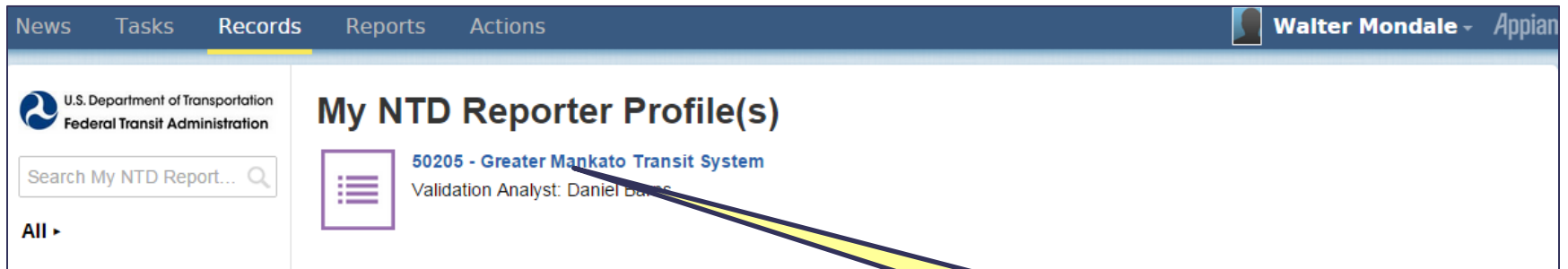
**Updated Contact Information for Validation Support Staff**

- [What is the NTD?](#)
- [How to Report/Get an ID](#)
- Reporting Manuals**
  - [2014 Policy Manual and User Guides](#)
  - [Urban Reporting](#)
  - [Monthly Reporting](#)
  - [Safety and Security Reporting](#)
  - [Rural Reporting](#)
  - [Sampling Manual](#)
  - [Small Systems Waiver Manual](#)
- Data, Publications and Reference Materials**
  - [NTD Glossary](#)
  - [NTD Reference Materials](#)
  - [NTD Transit Profiles](#)
  - [Access NTD Data](#)
- NTD Resources**
  - [FTA / NTD Presentations, Announcements and Updates](#)
  - [NTD Feedback](#)
  - [Seminars and Training](#)
  - [Transit Agency Listing by Region and Other External Links](#)
  - [Asset Inventory Module](#)
  - [Instructions for Registering User Managers](#)

# Local System User Manager (LSUM)

- LSUM at each reporting agency approves (certifies) new users of FTA systems
  - NTD 2.0
  - TRAMS (updated TEAM)
- FTA requires each agency to identify a LSUM to FTA for “authentication”
  - TEAM users upload designation letter in TEAM
  - Non-TEAM users send letter to FTA NTD project manager in Washington DC

# My NTD Reporter Profile(s)



The screenshot shows the 'My NTD Reporter Profile(s)' page in the Appian system. The top navigation bar includes 'News', 'Tasks', 'Records' (highlighted), 'Reports', and 'Actions'. The user 'Walter Mondale' is logged in. The left sidebar shows the 'U.S. Department of Transportation Federal Transit Administration' logo, a search bar labeled 'Search My NTD Report...', and a link 'All >'. The main content area is titled 'My NTD Reporter Profile(s)' and displays a list of reporting agencies. The first entry is '50205 - Greater Mankato Transit System' with a validation analyst 'Daniel Barnes'. A yellow callout box with a pointer indicates that the user should click on the reporting agency name.

News Tasks **Records** Reports Actions


Walter Mondale Appian

U.S. Department of Transportation  
Federal Transit Administration

Search My NTD Report...

All >

## My NTD Reporter Profile(s)

 **50205 - Greater Mankato Transit System**  
Validation Analyst: Daniel Barnes

Click on reporting agency name

# Profile Forms Page

- Click *View & Manage Basic Information (P-10)*

News Tasks **Records** Reports Actions

Floyd Olsen - Appian

U.S. Department of Transportation  
Federal Transit Administration

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


Records / My NTD Reporter Profile(s)  
**50205 - Greater Mankato Transit System**


- View & Manage Basic Information (P-10)**  
View and manage basic information depending on your permissions
- View & Manage Report Modes (P-20)**  
View or manage report modes depending on your permissions
- View & Manage Reporters (P-30)**  
View and manage reporters depending on your permissions

**Click *View & Manage Basic Information (P-10)***

# Basic Information (P-10)

[News](#) [Tasks](#) [Records](#) [Reports](#) [Actions](#)

 **Floyd Olsen** [Appia](#)

 U.S. Department of Transportation  
Federal Transit Administration

[Summary](#)  
[News](#)  
**Related Actions >**  
[E-File Library](#)  
[Form Library](#)  
[MR Historical Report](#)

## 50205 - Greater Mankato Transit System > View & Manage Basic Information (P-10)

Please complete the form below.

### Name

\*Reporter Name

Greater Mankato Transit System

Doing Business As

Acronym

MTS

### Address

\*Address (Line 1)

10 Civic Center Plaza

Address (Line 2)

PO Box

3368

\*City

Mankato

\*State

Minnesota

\*Zip Code

56002

Zip Extension

3368

### Other

\*DUNS Number

010340099

FTA Recipient ID

2122

Website URL

http://www.ci.mankato.mn.us/

Must begin with 'http://' or 'https://'

Save Cancel

# View & Manage Users (P-30)


News


Tasks (1)

Records

Reports

Actions

 **Walter Mondale** ▾ Appia

 U.S. Department of Transportation  
Federal Transit Administration

Summary

News

**Related Actions ▸**

E-File Library

Form Library

MR Historical Report

## 50205 - Greater Mankato Transit System > View & Manage Reporter Users (P-30)

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

<input type="checkbox"/>	Last Name	First Name	Role	PhoneNumber	E-Mail Address
<input type="checkbox"/>	Mondale	Walter	Viewer		walter.mondale@mankato.org

Add User

Edit Role

Deactivate User

View Details

Close

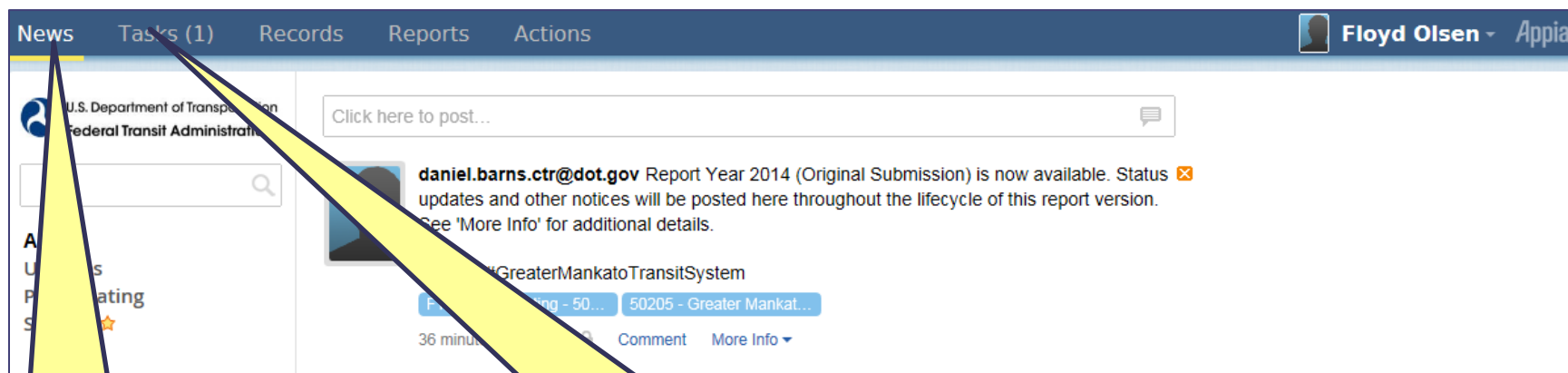
Click to *Add User*



# What is a Kickoff?

- Confirmation of current “profile” information at beginning of fiscal year
- Actions
  - Confirm reporter contact information is accurate.
  - Confirm mode information is accurate.
  - Confirm declared reporter type for previous FY is still accurate (e.g., small systems waiver)
  - Declare reporter type for new fiscal year

# Kickoff Starts on News Page



# How to Start Report Kickoff

The screenshot shows the 'Tasks (1)' tab in the FTA system. On the left sidebar, the 'Assigned to Me' section is active, showing filters for 'Sent by Me' and 'Starred'. The main task list displays a task with a blue checkmark icon, titled '2015 Report Kickoff for Reporter 50205 - Greater Mankato Transit System', with a sub-header 'NTD 50205 CEOs, NTD 50205 NTD Primary Contacts' and a timestamp of '38 minutes ago'. A yellow callout box with a black border points to the task title.

News Tasks (1) Records Reports Actions

Floyd Olsen Appi

U.S. Department of Transportation  
Federal Transit Administration

Assigned to Me ▶  
Sent by Me  
Starred ☆

Status  
Open ×


Deadline  
Overdue  
Today  
Within 7 days


NTD 50205 CEOs, NTD 50205 NTD Primary Contacts  
**2015 Report Kickoff for Reporter 50205 - Greater Mankato Transit System**  
38 minutes ago ☆

Newest ▼

Click on *2015 Report Kickoff* task

# Manage Modes

News Tasks (1) Records Reports Actions  Floyd Olsen Appiar

 U.S. Department of Transportation  
Federal Transit Administration  
[Save Changes](#)

## 50205 - Greater Mankato Transit System > View & Manage Reporter Modes (P-20)

### Reporter Modes

<input type="checkbox"/>	Mode	Type of Service	Commitment Date	Start Date	End Date	FG/HIB	Seasonal Segments
<input type="checkbox"/>	Demand Response	Directly Operated	7/1/2011	7/1/2011		N/A	N/A
<input type="checkbox"/>	Bus	Directly Operated	7/1/2011	7/1/2011		N	N/A

Click to add mode

Click to edit/delete selected mode/TOS

- Add, edit, or end mode/TOS as needed

# Previous Reporter Type Confirmation

News Tasks (1) Records Reports Actions

Floyd Olsen Appia

U.S. Department of Transportation  
Federal Transit Administration

Save Changes

## 2014 Fiscal Year Reporter Type Confirmation

Please answer the following questions to confirm the reporter type for the 2014 fiscal year.

**Existing Reporter Type**

Current Small Systems Reporter

\*Change Type? ☐ Yes ☒ No

Select 'Yes' if you would like to indicate a different reporter type.

Continue Go Back Cancel

- Reporter type determines your required forms
- Click yes to go through questionnaire
  - Questions appear
  - Strongly suggested for first-time NTD 2.0 users even if they are confident about their type

# Reporter Type Questionnaire

- 5307 beneficiary?
- Reporting under another NTD ID?
- Operating public transit service?
- Building new modes?
- Fixed guideway or high intensity bus?
- Operating less than 31 VOMS?
- Report with SSW?



# Getting to “Forms” Page



This screenshot shows the 'Records' page in the FTA system. The 'Records' tab in the top navigation bar is circled in red. A yellow callout box points to it with the text 'Click “Records”'. Below the navigation bar, the 'Records' section is displayed. A yellow callout box points to the 'NTD Report Packages' link with the text 'Click “NTD Report Packages” to get to forms'. The page also shows links for 'My NTD Reporter Profile(s)', 'Users', and a search bar.

News Tasks **Records** Reports Actions

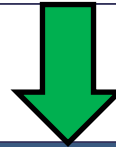
Floyd Olsen Appian

U.S. Department of Transportation  
Federal Transit Administration

All >

**Records**

- My NTD Reporter Profile(s)**  
View my reporter profile(s)
- NTD Report Packages**  
Report Packages which have not y
- Users**  
Directory of users



This screenshot shows the 'NTD Report Packages' page. The 'Records' tab in the top navigation bar is highlighted. A yellow callout box points to the 'FY 2014 Reporting - 50205 - Greater Mankato Transit System' link with the text 'Click to go to annual 2014 forms'. The page also shows a search bar and a list of report packages.

News Tasks **Records** Reports Actions

Floyd Olsen Appian

U.S. Department of Transportation  
Federal Transit Administration


All >


**NTD Report Packages**

- FY 2015 Reporting - 50205 - Greater Mankato Transit System**  
Original Submission - Working Data  
4 minutes ago
- FY 2014 Reporting - 50205 - Greater Mankato Transit System**  
Original Submission - Working Data  
1 hour ago

# Report Package Summary Screen

[News](#) [Tasks](#) [Records](#) [Reports](#) [Actions](#)

 **Floyd Olsen** [Appia](#)

 U.S. Department of Transportation  
Federal Transit Administration

[Summary >](#)  
[News](#)  
[Related Actions](#)

[Records / NTD Report Packages](#)

**FY 2014 Reporting - 50205 - Greater Mankato Transit System**

[Annual Forms](#) [View Issues](#)

**NTD Validation Analyst**

Name daniel.barns.ctr@dot.gov Phone 434-299-8845  
E-Mail daniel.barns.ctr@dot.gov

**Report Information**

Reporting Agency Greater Mankato Transit System Fiscal Year Start 1/1/2014  
Address 10 Civic Center Plaza Fiscal Year End 12/31/2014  
3368 Report Status Original Submission - Working Data  
Mankato , MN 56002-3368  
Reporter Type Small Systems Reporter

**Report Package Forms**

Annual Forms

Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues
Identification (B-10)				0	0
Stations and Maintenance Facilities - DO - (A-10)	MB DO			0	0
Stations and Maintenance Facilities - DO - (A-10)	DR DO			0	0
Revenue Vehicle Inventory (A-30)	MB DO			0	0
Revenue Vehicle Inventory (A-30)	DR DO			0	0
Reduced Reporting (RR-20) - Small Systems				0	0
Federal Funding Allocation Statistics (FFA-10)	MB DO			0	0
Federal Funding Allocation Statistics (FFA-10)	DR DO			0	0
CEO Certification (D-10)				0	0

Click Related Actions

# Report Packages Screen

The screenshot shows the 'Records' tab selected in the top navigation bar. The left sidebar contains the FTA logo and links for 'Summary', 'News', and 'Related Actions >'. The main content area displays the breadcrumb 'Records / NTD Report Packages' followed by the title 'FY 2014 Reporting - 50205 - Greater Mankato Transit System'. Below the title are two links, each preceded by a yellow lightning bolt icon: 'Annual Forms' and 'View Issues'. The 'Annual Forms' link has a tooltip that says 'View or manage all Annual Forms associated with this package'. The 'View Issues' link has a tooltip that says 'View or manage validation issues associated with this report package'.

News Tasks **Records** Reports Actions

Floyd Olsen Appia

U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
**Related Actions >**

Records / NTD Report Packages

**FY 2014 Reporting - 50205 - Greater Mankato Transit System**

**Annual Forms**  
View or manage all Annual Forms associated with this package

**View Issues**  
View or manage validation issues associated with this report package

**Click *Annual Forms***

# Individual Annual Forms by Mode/TOS

News Tasks (1) **Records** Reports Actions Floyd Olsen - Applia

**50205 - Greater Mankato Transit System > RY 2014 Report Package > Annual Forms**

**2. Click View Form**

U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
Related Actions >

Available Modules  
All

Annual Forms

<input type="checkbox"/>	Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues
<input type="checkbox"/>	Identification (B-10)				0	0
<input type="checkbox"/>	Contractual Relationship (B-30) - Gustavus Taxi Company				0	0
<input type="checkbox"/>	Stations and Maintenance Facilities - DO - (A-10)	MB DO			0	0
<input type="checkbox"/>	Stations and Maintenance Facilities - DO - (A-10)	DR DO			0	0
<input type="checkbox"/>	Revenue Vehicle Inventory (A-30)	DT PT			0	0
<input type="checkbox"/>	Revenue Vehicle Inventory (A-30)	MB DO			0	0
<input type="checkbox"/>	Revenue Vehicle Inventory (A-30)	DR DO			0	0
<input type="checkbox"/>	Reduced Reporting (RR-20) - Small Systems				0	0
<input type="checkbox"/>	Federal Funding Allocation Statistics (FFA-10)	DT PT			0	0
<input type="checkbox"/>	Federal Funding Allocation Statistics (FFA-10)	MB DO			0	0
<input type="checkbox"/>	Federal Funding Allocation Statistics (FFA-10)	DR DO			0	0
<input type="checkbox"/>	CEO Certification (D-10)				0	0

1-12 of 12

**2. Click View Form**

**1. Check box for specific form and mode/TOS**

# Identification Form (B-10)

- Broken into sections
  - Organizational type
  - Demographic information
  - Filing a separate NTD report (seller)



# Stations Maintenance Facilities (A-10)

News


Tasks

Records

Reports

Actions

Floyd Olsen ▾ Appian

 U.S. Department of Transportation  
Federal Transit Administration

Summary

News

Related Actions ▸

## Stations and Maintenance Facilities - DO - (A-10) - MB DO

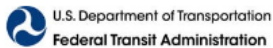
50205 – Greater Mankato Transit System (Small Systems Reporter) - RY14 Original Submission (Working Data)

### Passenger Stations - Number of Facilities

Americans with Disabilities Act of 1990 (ADA) accessible	Escalators			
<input type="text" value="0"/>	<input type="text" value="0"/>			
Americans with Disabilities Act of 1990 (ADA) non-accessible	Elevators			
<input type="text" value="0"/>	<input type="text" value="0"/>			
Total Stations				
<input type="text" value="0"/>				
Number of Multi-Modal Stations				
<input type="text" value="0"/>				
Type	Owned	Leased from Another Public Agency	Leased from a Private Entity	Totals
General Maintenance Facilities (Less than 200 Vehicles)	<input type="text" value="0.90"/>	<input type="text"/>	<input type="text"/>	0.90
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	0.90	0.00	0.00	0.90



# Revenue Vehicle Inventory (A-30)



Summary

News

**Related Actions** ▶

## Revenue Vehicle Inventory (A-30) - MB DO

50205 – Greater Mankato Transit System (Small Systems Reporter) - RY14 Original Submission (Working Data)

### Fleets

To edit all fleet-related information, select one fleet then select 'Edit Fleet' at the bottom. To update the mileage of many fleets at once, select all applicable fleets and choose 'Update Mileage(s)' at the bottom

<input type="checkbox"/>	RVI ID	Total Veh.	Active Veh.	Vehicle Type	Mfc.	Model	Mfc. Year	Miles This Year	Avg Lifetime Miles	Status
<input type="checkbox"/>	54069	3	3	BU	INT	Aeroelite	2005	N/A	N/A	Active
<input type="checkbox"/>	54070	2	2	BU	INT	Aeroelite	2004	N/A	N/A	Active
<input type="checkbox"/>	54071	2	2	BU	BBB	L4RE	2006	N/A	N/A	Active
<input type="checkbox"/>	54072	1	1	BU	BBB	L4RE	2007	N/A	N/A	Active
<input type="checkbox"/>	54073	3	3	BU	GIL	LF	2010	N/A	N/A	Active
<input type="checkbox"/>	54074	1	1	BU	GIL	LF	2008	N/A	N/A	Active
<input type="checkbox"/>	59147	1	1	BU	GIL	LF	2012	N/A	N/A	Active

1-7 of 7

### Fleet Totals

Vehicles	Active Veh.	Active ADA Accessible Veh.	Emergency Contingency Veh.	Annual Mi.
13	13	13	0	0

1. Select existing fleet(s)

2. Click for *Updates/Edit* to selected existing fleet

Update Mileage(s)

Edit Fleet

Add Fleet

Save

View Issues

Print Document

Close

# Reduced Reporting (RR-20)

- Broken into sections
  - Financial Information
  - Non-Federal Funding Data
  - Federal Government Funds
  - Service Data
  - Safety Data
- Click update icons Update to update sections

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

Summary

Related Actions

**Financial Information**

Expense by Type	Funds Expended on Operations	Funds Expended on Capital
Mode		
DR-DO	\$224,625	\$0
MR-DO	\$1,321,154	\$6,118
DT-PF	\$60,448	\$11,608
Total	\$1,606,227	\$17,726

**Sources Of Revenue Expended**

Mode	Funds Expended on Operations	Funds Expended on Capital
DR-DO	\$21,052	\$0
MR-DO	\$233,306	\$0
DT-PF	\$7,140	\$0
Total	\$261,498	\$0

**Other Directly Generated Funds**

Funds Expended on Operations	Funds Expended on Capital
\$0	\$0

**Revenues Accrued Through a PT Agreement**

Agreement Type	Funds Expended on Operations	Funds Expended on Capital
With an NTD Reporting Agency	\$0	\$0
With a non-NTD Reporting Agency	\$0	\$0
Total	\$0	\$0

**Non-Federal Funding Data**

Funding Source	Funds Expended - Operations	Funds Expended - Capital
Donations	\$0	\$0
Contract Revenue	\$0	\$0
Local Funds	\$233,758	\$10,408
State Funds	\$109,587	\$10,629
Other Funds	\$0	\$0
Total	\$343,345	\$21,037

**Federal Government Funds**

Funding Source	Funds Expended - Operations	Funds Expended - Capital
FTA Unexpended Planning (501015)	\$2,140	\$0
FTA Unexpended Area Formula (501015) program (50307)	\$414,103	\$0
Total	\$416,243	\$0


**\*Service Data**


Mode	Annual Vehicle Revenue Miles	Annual Vehicle Revenue Hours	Annual Unfilled Passenger Seats	Annual Vehicles of Maximum Service	Spurround Service (SP)
DR-DO	38,223	4,435	1,140	2	498
MR-DO	269,917	28,763	311,108	9	104
DT-PF	9,867	1,023	2,014	3	0
Total	318,007	34,221	314,262	14	602

**\*Safety Data**

Reportable Incidents
31
Fatalities
0
Injuries
0

# Customized Federal Funds Reporting

News Tasks **Records** Reports Actions  Floyd Olsen - Appiar

 U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
**Related Actions >**

## Reduced Reporting (RR-20) - Small Systems - Manage Federal Government Funding Sources

50205 - Greater Mankato Transit System (Urban Subrecipient) - RY14 Original Submission (Working Data)

Did you expend any funds under any of the following funding sources?  
Select the source(s) that apply.

<input type="checkbox"/>	Federal Funding Source
<input checked="" type="checkbox"/>	FTA Metropolitan Planning (\$5303)
<input checked="" type="checkbox"/>	FTA Urbanized Area Formula (UAFP) Program (\$5307)
<input type="checkbox"/>	FTA Clean Fuels Program (\$5308)
<input type="checkbox"/>	FTA Capital Program Funds (\$5309)
<input type="checkbox"/>	FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (\$5310)
<input type="checkbox"/>	FTA Other Than Urbanized Area Formula Funds (\$5311)
<input type="checkbox"/>	FTA Job Access and Reverse Commute Formula Program (\$5316)
<input type="checkbox"/>	FTA New Freedom Program (\$5317)
<input type="checkbox"/>	FTA Transit in the Park (\$5320)
<input type="checkbox"/>	ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds
<input type="checkbox"/>	Other FTA Funds
<input type="checkbox"/>	Funds Received from Other USDOT Grant Programs
<input type="checkbox"/>	ARRA TIGER Multimodal Discretionary Funds
<input type="checkbox"/>	Other Federal Funds
<input type="checkbox"/>	Other Funds

1-15 of 15

**1. Click to select funding sources**

**2. Click when completed**

# Federal Funding Allocation Statistics (FFA-10)

News Tasks **Records** Reports Actions Floyd Olsen Appian

U.S. Department of Transportation  
Federal Transit Administration

Summary  
News  
Related Actions ▶

## Federal Funding Allocation Statistics (FFA-10) - MB DO - Summary

50205 – Greater Mankato Transit System (Small Systems Reporter) - RY14 Original Submission (Working Data)

### FFA-10 Data

\*UZA Reporting Method

Actual Vehicle Revenue Miles  
-- Please select a value --  
Actual Vehicle Revenue Miles  
Actual Data  
Other

Item

UZA				456	
Total VRH	20,163	0	0.00%	20,163	0%
Total UPT	351,188	0	0.00%	351,188	0%
NFG VRM	260,917	0	0.00%	260,917	0%
NFG OE	\$1,321,154	\$0	0.00%	1,321,154	0%

Current UZAs Show

Click to select UZA Reporting Method

Click to move from UZA to UZA


Previous Next


Click Save before closing

Save View Issues Print Document Close

# CEO Certification (D-10)

- Completed in a sequence of 3 screens

News Tasks **Records** Reports Actions  **Floyd Olsen** Appia

 U.S. Department of Transportation  
Federal Transit Administration

**CEO Certification (D-10)**  
50205 – Greater Mankato Transit System (Small Systems Reporter) - RY14 Original Submission (Working Data)

Summary  
News  
**Related Actions >**

Overall Accuracy Unlinked Passenger Trip Data

I hereby certify the following concerning the financial and non-financial / operating data submitted in the Greater Mankato Transit System NTD report for its fiscal year ending 12/31/2014.

CEO Name CEO Mankato CEO Title CEO

**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 Greater Mankato Transit System.

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

**Click Save before going to next screen**

Save View Issues Print Document Close Next

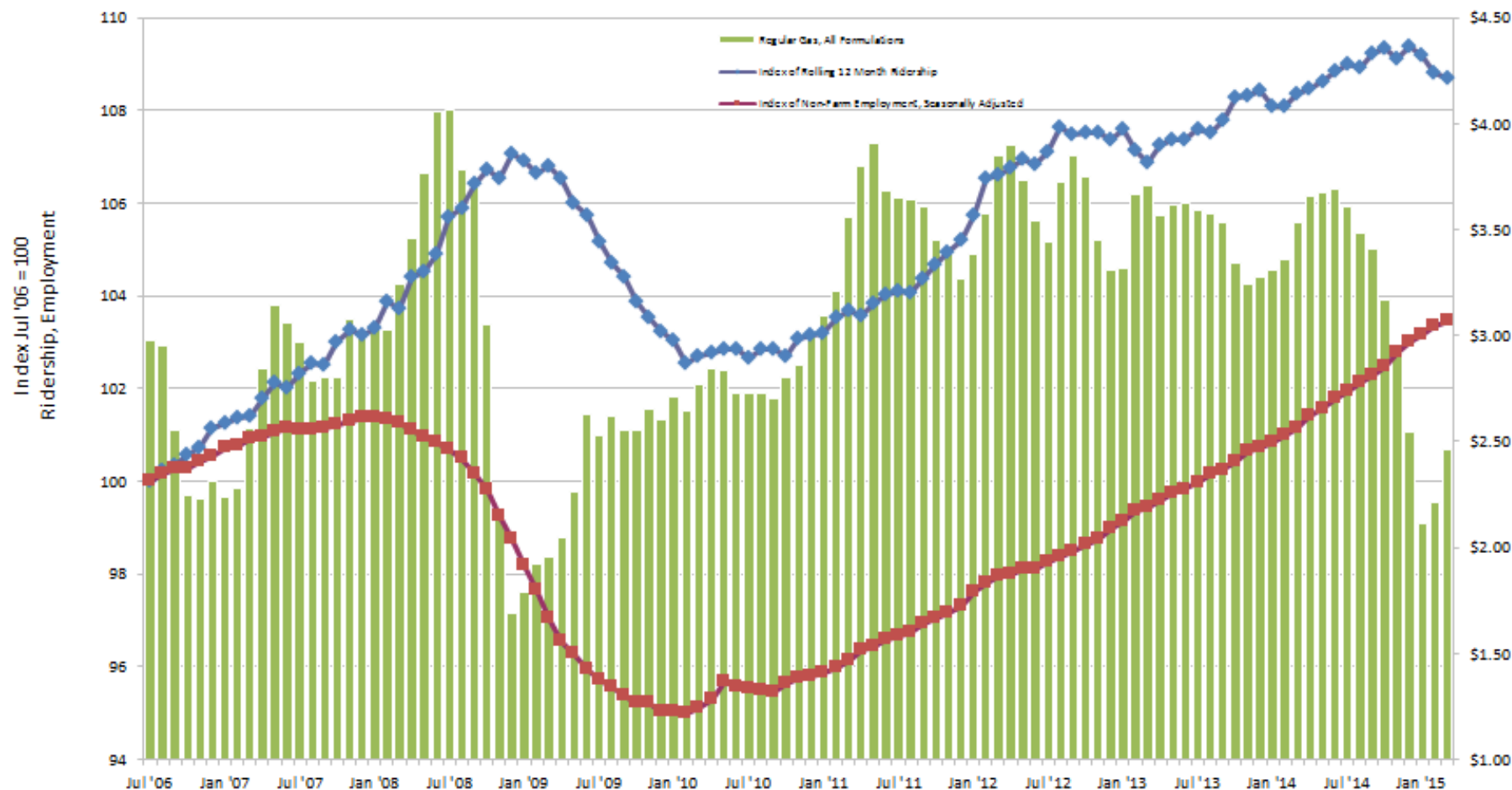
**Click Next to go to next screen**

# Training

- NTD Website training page:  
<http://www.ntdprogram.gov/ntdprogram/seminars.htm>
- National Transit Institute, NTD courses:  
<http://www.ntionline.com/courses/courseinfo.php?id=7>
- NTD Website presentations page:  
<http://www.ntdprogram.gov/ntdprogram/announcements.htm>

# NTD Service Consumed

## Transit Ridership vs. Employment



# Service Consumed Data

- Reporting service consumed to the NTD
  - Unlinked Passenger Trips (UPT)
  - Passenger Miles Traveled (PMT)
- Reduced Requirements for Small Systems
  - No PMT





# Sources of Data

- If available, you must report data based on a 100% count, if not, you must sample
- To measure UPT and trip length you may use
  - manual passenger counts
  - ticket information
  - registering fare boxes
  - automatic passenger counters

# Stories from the Ops Center

## Rochester

- Experienced a 28.8% increase in UPTs for their MB/DO mode between RY 2011 and RY 2012 (from 17.5M to 22.5M)
- They were counting UPTs using passenger fares before switching to APCs in 2012

## San Diego

- Old estimation method used the number of one-way tickets sold, which dropped significantly when day passes replaced transfers
- installed APCs on their light rail system in FY 14 and UPT increased by 10 million

# 100% UPT Counts

- If you have 100% counts you must report them
  - all passengers counted each time they board an in-service transit vehicle.
- 100% count systems may miss up to 2% of total passengers
  - For personnel problems or equipment failures
  - May adjust data to account for the missing trips
- If the missing data exceeds 2% of total trips
  - Follow sampling rules

# 100% PMT Counts

- If you have 100% counts you must report them
  - all passengers counted each time they board and alight an in-service transit vehicle.
- Generally only available for rail modes with a distance-based fare system.
- 2% missed-data rule applies

# Sampling Requirements

- FTA requirements are:
  - Minimum confidence of 95%; and
  - Minimum precision level of  $\pm 10$  percent
- The required precision level ( $\pm 10$  percent) applies to the annual total data
  - For all mode/type of service combinations
  - Precision levels of data for average day schedules, will be larger if minimum sample size for total is used

# Sampling Cycle for PMT

**Exhibit 31 - Sampling Cycle Requirements**

<b>TOS</b>	<b>Primary UZA Population</b>	<b>DO VOMS All Modes</b>	<b>Mandatory Year</b>	<b>100% Count of UPT Required?</b>
<b>DO</b>	$\geq 500,000$	$\geq 100$	Annually	No
<b>DO</b>	$\geq 500,000$	$< 100$	Triennially	Yes
<b>DO</b>	50,000 - 499,999	Any number	Triennially	Yes
<b>PT</b>	$\geq 50,000$	Any number	Triennially	Yes

- Estimate PMT data by multiplying the average trip length from the most recent mandatory year by the UPT for the current year

# Sampling Documentation

- You must retain sampling documentation in your files
  - A description of the estimation method that specifies the parameters used
  - Signed review by a **qualified statistician**
  - A summary of the statistician's education and experience
- FTA Sampling Manual
  - Provide ready-to-use plans for new systems
  - Provides template sampling plans
  - Provides guidance for statistician-consultants

# APC Documentation

- To use APC data you must get *prior* FTA approval
  - For either sampling or a 100% count
- FTA must approve your agency APC plans
  - Validation of the APC data for UPT and PM data against a separate manual sample covering a full year
  - APC maintenance plan for subsequent years



# Annual APC Calibration

- Compare APC UPT/PMT to data collected manually
  - Baseline of at least 100 bus runs using ride checkers
  - Runs do not need to be randomly distributed
  - Separate samples of at least 100 trips for each mode
- Examine the statistical variance between the two data sets
- Make appropriate adjustments as needed
- Submit results to NTD annually

Total Trips						Total Manual Counts		Manual Load	Total APC Counts		APC Load	Manual Ave Pass Trip	APC Ave Pass Trip Length	Manual PMT	APC PMT	
2						48	45		44	44						
Bus	Date	Route	Block	Trip	Stop ID	Stop Address	Ons	Offs		Ons	Offs		13.49294	13.95682	647.661303	614.1
9052	12/2/2013	811	2060	1822	198119	700 E @ 11796 S	9	0	9	10		10				
					198127	12300 S @ 159 E	0	1	8		1	9	1.521413		13.6927147	
					801264	ASHTON BLVD @ 3101 N	5	2	11	5	2	12	8.595581		68.7646497	
						@ 2503 W	0	0	11			12	0.424778		4.67256152	
						2302 W	0	0	11			12	0.730322		8.03354176	
						099 N	0	0	11			12	1.06065		11.6671539	
						159 N	0	2	9			12	0.341558		3.75714119	
						55 W	0	1	8			12	0.491263		4.4213706	
							0	0	8		1	11	0.388453		3.10762326	
							0	0	8		1	10	0.548874		4.3909917	
							0	0	8			10	0.469068		3.75254594	
							0	0	8			10	0.637385		5.09907701	
							0	1	7		1	9	0.415621		3.32496725	
							1	3	5	1	3	7	0.568526		3.97968343	
							1	0	6	1		8	0.141686		0.70843155	
							0	0	6			8	0.265232		1.59139237	
							0	0	6			8	0.246079		1.47647202	
							0	0	6			8	0.212523		1.27514081	
							0	0	6			8	0.132989		0.79793574	
							0	1	5		1	7	0.116202		0.69721393	
							0	0	5			7	0.384725		1.9236251	
							0	1	4		1	6	0.146648		0.73323925	
							0	0	4			6	0.555498		2.22199187	
							0	0	4			6	0.248613		0.99445053	
							0	3	1		3	3	8.09978		32.399121	
							0	0	1			3	0.328177		0.32817738	
							0	0	1			3	0.498234		0.49823372	
							0	0	1			3	0.216873		0.21687292	
							1	1	1			3	0.298912		0.29891241	
						UNIVERSITY PKY @ 532 E	1	2	0			3	0.326946		0.32694578	

## NTD Reporting

Ridership Estimation Methodology  
November 2013



Worcester Regional Transit Authority  
Worcester, Massachusetts

Nancy Edmonson  
Qualified Statistician  
Houston, Texas

In cooperation with  
RSM Services Corporation  
Houston, Texas

# National Transit Database Offices

- **NTD Operations Center**


- Charlottesville, Virginia
- Monday to Friday: 0800 –1900 Eastern
- (888) 252-0936
- [NTDHelp@dot.gov](mailto:NTDHelp@dot.gov)



NTD Help Desk

- **NTD Program Office**

- Washington, DC
- Keith Gates, Program Manager
- (202) 366-1794
- [keith.gates@dot.gov](mailto:keith.gates@dot.gov)



Me, email works best

# Questions?

# Don't Forget the Survey!

Please remember to complete the survey for this session by visiting the Guidebook App or

<http://goo.gl/forms/hhOzdnpmKK>

- Choose “Thurs., 9:30 a.m. - Overview of NTD Reporting” from the dropdown list

# Special Thanks to Our Vendors & Sponsors!

The logo for HNTB, featuring the letters "HNTB" in a bold, dark blue sans-serif font. The letter "H" is stylized with an orange square on its left vertical bar.The logo for wendel, featuring a stylized graphic of three overlapping squares (blue, green, and dark blue) to the left of the word "wendel" in a dark blue, lowercase sans-serif font.The logo for HDR, featuring the letters "HDR" in a bold, dark gray sans-serif font.The logo for the National Rural Transit Assistance Program (RTAP). It features the words "National RTAP" in a green sans-serif font, with "RTAP" being larger and bolder. To the right is a circular logo divided into a light blue upper half and a green lower half. Below the text is the full name "Rural Transit Assistance Program" in a smaller green font.The logo for RouteMatch Software. It features a stylized graphic of three interlocking cubes in blue and yellow to the left of the text "RouteMatch" in a blue sans-serif font, with "Software" in a smaller, italicized blue font below it.