



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



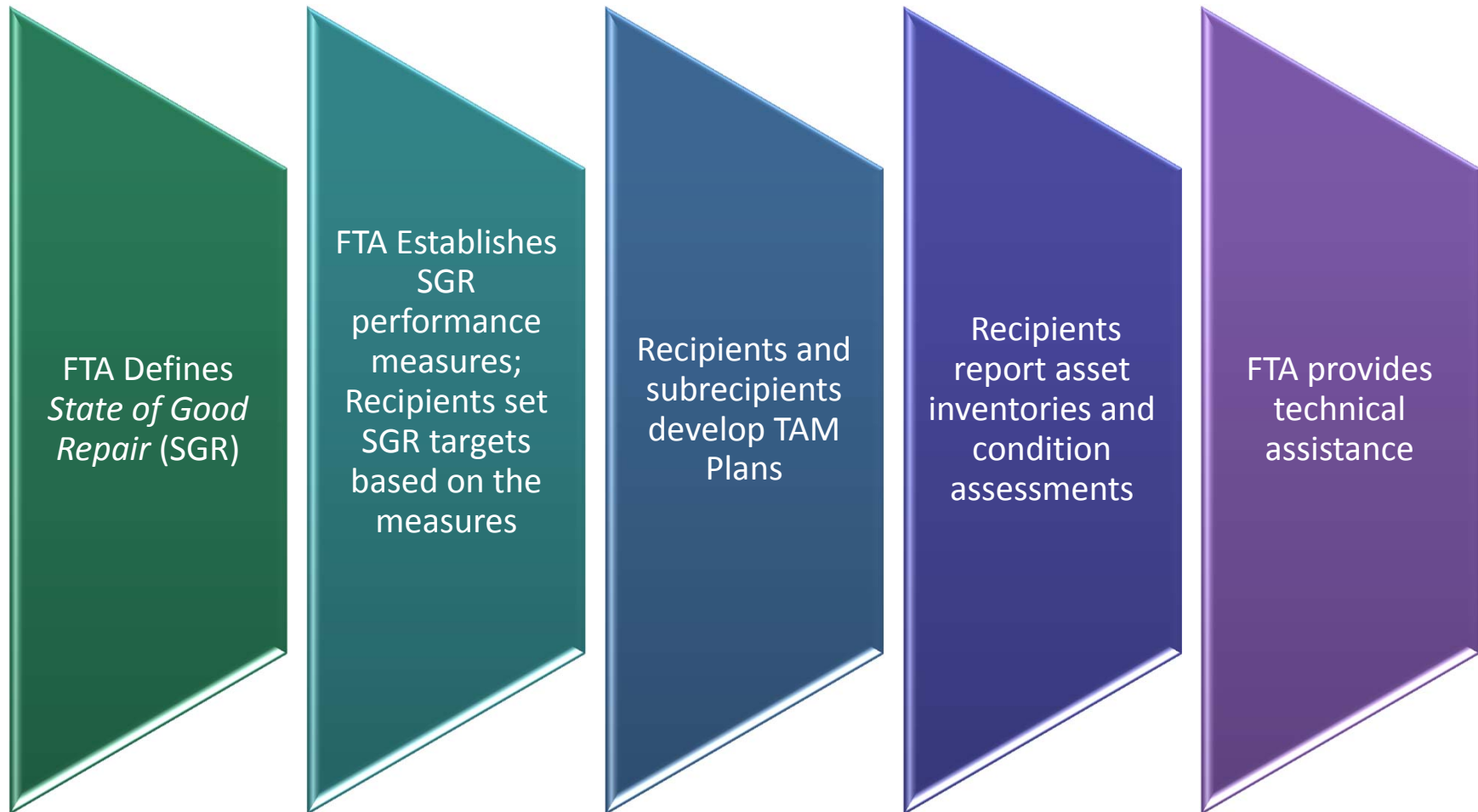
NTD Discussion Topics

- 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



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 3rd, 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
• Recipients/beneficiaries of Urbanized Area Formula (5307) program funds • All agencies designated as “Full Reporters” • Public and private providers who voluntarily provide full reports	• Agencies designated as Reduced Reporters (Small Systems, Rural, & Tribal) who only need to provide an annual summary • Agencies that do not operate service (Building or Planning) • Agencies that are severely impacted by natural disaster (upon request)

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

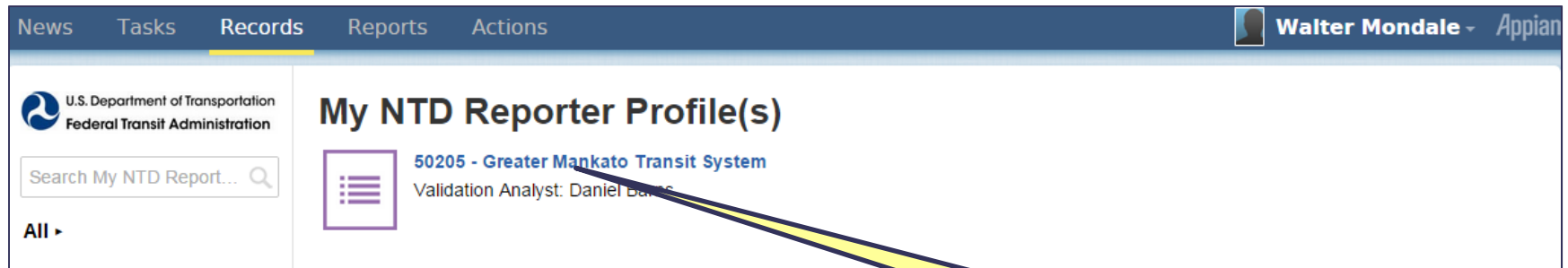
Updated Contact Information for Validation Support Staff

- [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 FTA system. The top navigation bar includes 'News', 'Tasks', 'Records' (highlighted), 'Reports', and 'Actions'. The user 'Walter Mondale' is logged in via 'Appian'. On the left, there is a search bar labeled 'Search My NTD Report...' and a link 'All >'. The main content area displays the title 'My NTD Reporter Profile(s)' and 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 an arrow points to the agency name, containing the text 'Click on 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)*

The screenshot shows the FTA Records page for profile 50205 - Greater Mankato Transit System. The navigation bar includes News, Tasks, Records (selected), Reports, and Actions. The user is logged in as Floyd Olsen. The left sidebar shows the U.S. Department of Transportation Federal Transit Administration logo and a list of related actions: Summary, News, E-File Library, Form Library, and MR Historical Report. The main content area displays the profile name and three action links, each preceded by a lightning bolt icon. The first link, 'View & Manage Basic Information (P-10)', is circled in red. A yellow arrow points from this link to a callout box at the bottom of the slide.

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



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

Doing Business As

Acronym

Address

*Address (Line 1)

Address (Line 2)

PO Box

*City

*State

*Zip Code Zip Extension

Other

*DUNS Number

FTA Recipient ID

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

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.

☐	Last Name	First Name	Role	PhoneNumber	E-Mail Address
☐	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



News

Click on *Tasks* to start FY 2015
and FY 2014 Annual Reporting

How to Start Report Kickoff

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 Appia

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

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

Reporter Modes

☐	Mode	Type of Service	Commitment Date	Start Date	End Date	FG/HIB	Seasonal Segments
☐	Demand Response	Directly Operated	7/1/2011	7/1/2011		N/A	N/A
☐	Bus	Directly Operated	7/1/2011	7/1/2011		N	N/A

[Add Mode](#) [Edit Mode](#) [Continue](#) [Go Back](#) [Cancel](#)

Click to add mode

Click to edit/delete selected mode/TOS

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

Previous Reporter Type Confirmation

The screenshot shows a web interface for the U.S. Department of Transportation Federal Transit Administration. The top navigation bar includes 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The user is logged in as 'Floyd Olsen' with a profile picture and the word 'Appian' next to it. The main heading is '2014 Fiscal Year Reporter Type Confirmation' with a subtext: 'Please answer the following questions to confirm the reporter type for the 2014 fiscal year.' Below this, the 'Existing Reporter Type' is listed as 'Current Small Systems Reporter'. A section titled '*Change Type?' has two radio buttons: 'Yes' and 'No', with 'No' selected. A callout box points to the 'Yes' radio button with the text 'Click yes for questionnaire'. Another callout box points to the 'Continue' button with the text 'Click continue to complete kickoff'. At the bottom right are three buttons: 'Continue' (green), 'Go Back' (grey), and 'Cancel' (grey). The 'Save Changes' link is visible on the left sidebar.

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.

Click yes for questionnaire

Click continue to complete kickoff

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 visible. 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

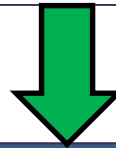
Floyd Olsen Appian

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

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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

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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 description: 'View or manage all Annual Forms associated with this package'. The 'View Issues' link has a description: 'View or manage validation issues associated with this report package'. A yellow callout box with a black border points to the 'Annual Forms' link, containing the text 'Click Annual Forms'.

News Tasks **Records** Reports Actions

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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

Available Modules
All

Annual Forms

☐	Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues
☐	Identification (B-10)				0	0
☐	Contractual Relationship (B-30) - Gustavus Taxi Company				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)	DT PT			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)	DT PT			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

1-12 of 12

1. Check box for specific form and mode/TOS

2. Click View Form

2. Click View Form

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

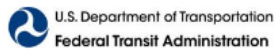
Americans with Disabilities Act of 1990 (ADA) accessible	0	Escalators	0
Americans with Disabilities Act of 1990 (ADA) non-accessible	0	Elevators	0
Total Stations	0		
Number of Multi-Modal Stations	0		

Maintenance Facilities

Type	Owned	Leased from Another Public Agency	Leased from a Private Entity	Totals
General Maintenance Facilities (Less than 200 Vehicles)	0.90			0.90
General Maintenance Facilities (Between 200 - 300 Vehicles)				0.00
General Maintenance Facilities (Greater than 300 Vehicles)				0.00
Heavy Maintenance Facilities				0.00
Totals	0.90	0.00	0.00	0.90

Click Save before closing

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

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

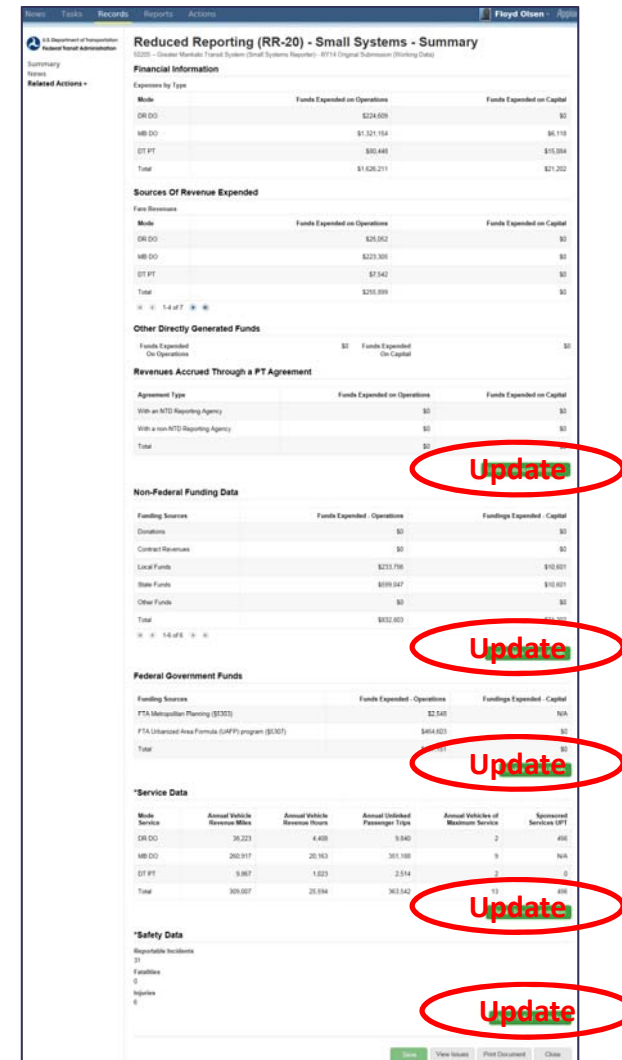
View Issues

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  to update sections



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

Summary

Related Actions

Financial Information

Mode	Funds Expended on Operations	Funds Expended on Capital
DR DO	\$224,009	\$0
MB DO	\$1,321,164	\$6,118
OT PT	\$80,448	\$15,884
Total	\$1,625,621	\$21,902

Sources Of Revenue Expended

Mode	Funds Expended on Operations	Funds Expended on Capital
DR DO	\$25,262	\$0
MB DO	\$223,306	\$0
OT PT	\$7,542	\$0
Total	\$255,890	\$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 Sources	Funds Expended - Operations	Funds Expended - Capital
Donations	\$0	\$0
Contract Revenues	\$0	\$0
Local Funds	\$233,798	\$10,801
State Funds	\$199,047	\$10,801
Other Funds	\$0	\$0
Total	\$432,845	\$21,602

Federal Government Funds

Funding Sources	Funds Expended - Operations	Funds Expended - Capital
FTA Metropolitan Planning (3305)	\$2,545	N/A
FTA Urbanized Area Formula (GAPF) program (3305)	\$404,000	\$0
Total	\$406,545	\$0

Service Data

Mode	Annual Vehicle Revenue Miles	Annual Vehicle Revenue Hours	Annual Unlinked Passenger Trips	Annual Vehicles of Business Service	Sponsored Services (PT)
DR DO	36,323	4,408	9,840	2	496
MB DO	260,917	26,163	361,188	9	N/A
OT PT	9,867	1,023	2,554	2	0
Total	307,007	31,594	373,582	13	496

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.

☐	Federal Funding Source
☒	FTA Metropolitan Planning (§5303)
☒	FTA Urbanized Area Formula (UAF) Program (§5307)
☐	FTA Clean Fuels Program (§5308)
☐	FTA Capital Program Funds (§5309)
☐	FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§5310)
☐	FTA Other Than Urbanized Area Formula Funds (§5311)
☐	FTA Job Access and Reverse Commute Formula Program (§5316)
☐	FTA New Freedom Program (§5317)
☐	FTA Transit in the Park (§5320)
☐	ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds
☐	Other FTA Funds
☐	Funds Received from Other USDOT Grant Programs
☐	ARRA TIGER Multimodal Discretionary Funds
☐	Other Federal Funds
☐	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

The screenshot shows the 'CEO Certification (D-10)' form within the FTA system. The top navigation bar includes 'News', 'Tasks', 'Records' (highlighted), 'Reports', and 'Actions'. The user 'Floyd Olsen' is logged in. The left sidebar shows the 'U.S. Department of Transportation Federal Transit Administration' logo and a 'Summary' section with 'News' and 'Related Actions >'. The main content area is titled 'CEO Certification (D-10)' and includes the subtitle '50205 – Greater Mankato Transit System (Small Systems Reporter) - RY14 Original Submission (Working Data)'. A progress bar shows 'Overall Accuracy' as the current step. The form contains two certification sections: 'Overall Accuracy of the NTD Annual Report' and 'Conformance to FTA NTD Manuals & USOA'. Each section has a text area for the user to enter their certification statement, followed by a question 'Is the statement above accurate and truthful? *' with radio button options for 'Yes' and 'No'. At the bottom, there are five buttons: 'Save' (green), 'View Issues', 'Print Document', 'Close', and 'Next'.

News Tasks **Records** Reports Actions

Floyd Olsen Appia

U.S. Department of Transportation
Federal Transit Administration

Summary
News
Related Actions >

CEO Certification (D-10)

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

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

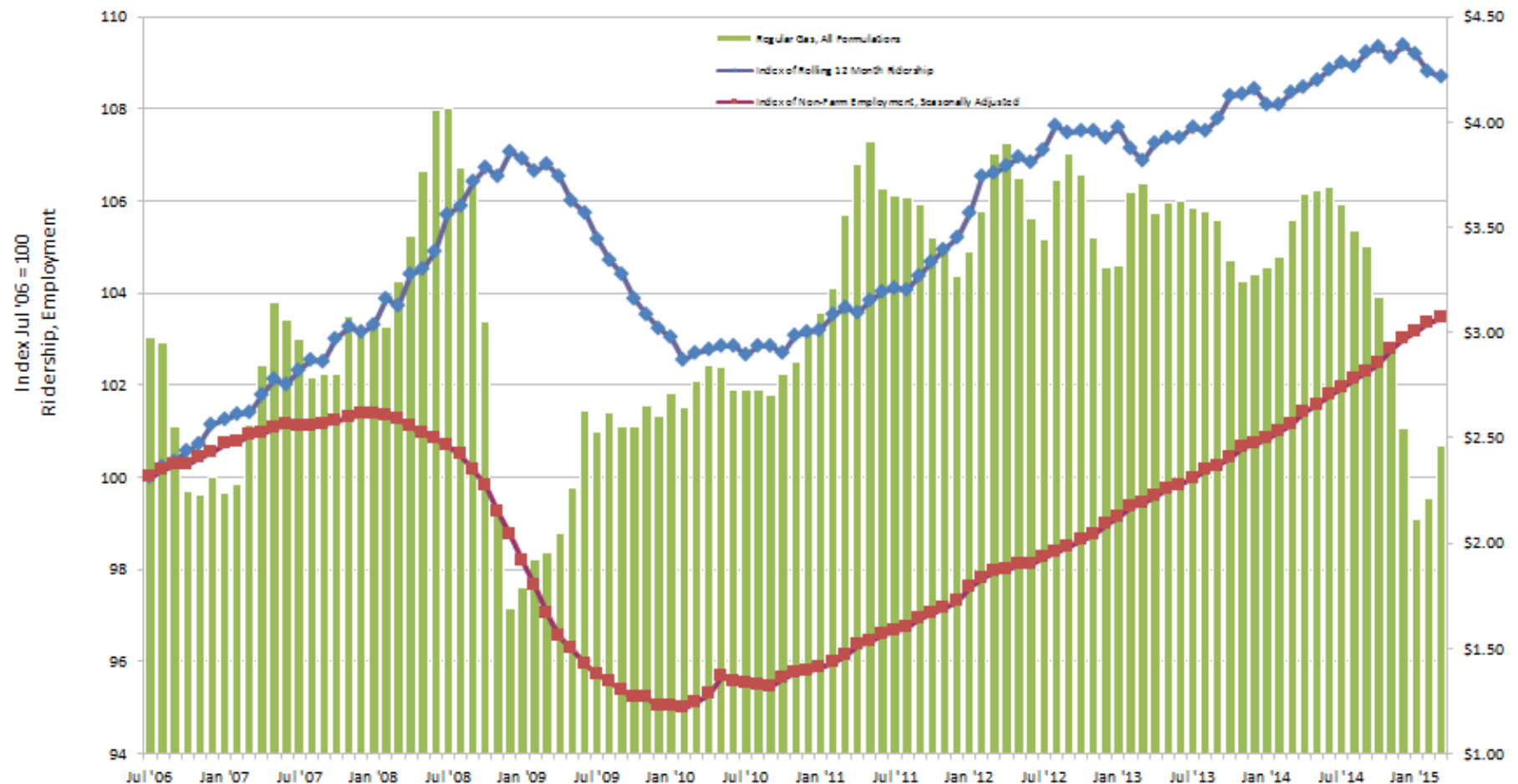
Save View Issues Print Document Close Next

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 ± 10 percent
- The required precision level (± 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

TOS	Primary UZA Population	DO VOMS All Modes	Mandatory Year	100% Count of UPT Required?
DO	≥ 500,000	≥ 100	Annually	No
DO	≥ 500,000	< 100	Triennially	Yes
DO	50,000 - 499,999	Any number	Triennially	Yes
PT	≥ 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				647.661	614.1
Bus	Date	Route	Block	Trip	Stop ID	Stop Address	Ons	Offs		Ons	Offs				
9052	12/2/2013	811	2060	1822	198119	700 E @ 11796 S	9	0	9	10		10	13.49294	13.95682	647.661303
					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
						@ 304 E	1	1	1			3	0.298912		0.29891241
						UNIVERSITY PKY @ 532 E	1	2	0			3	0.326946		0.32694578
					817358	750 E @ 1145 S	0	0	0		3	0	0.671165		0

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

NTD Help Desk

- **NTD Program Office**

- Washington, DC
- Keith Gates, Program Manager
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Me, email works best

Questions?