

FTA

FEDERAL TRANSIT ADMINISTRATION

Rural/Tribal National Transit Database 2014 Report

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U.S. Department of Transportation
Federal Transit Administration

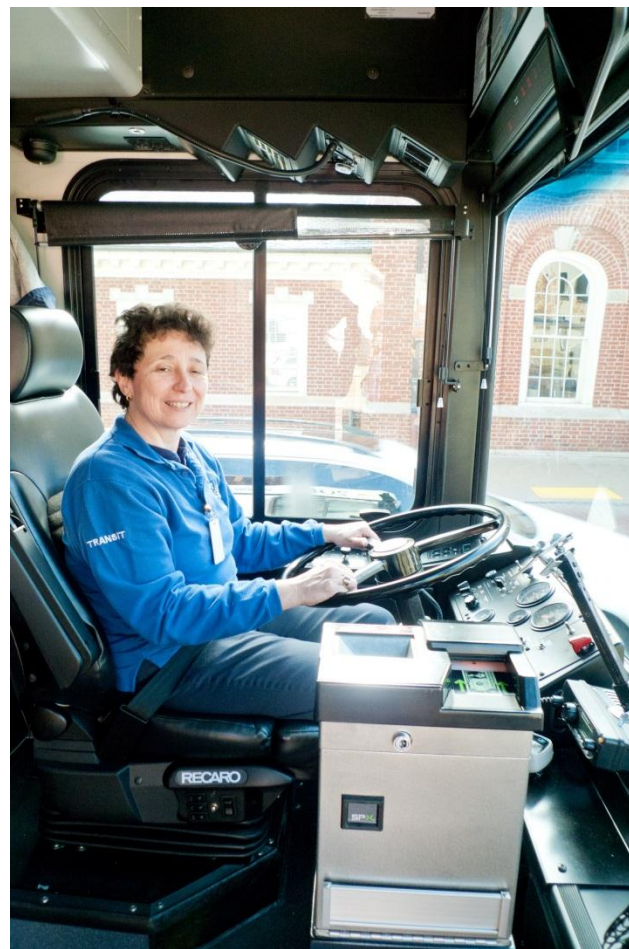
National Transit Database (NTD) Offices

- **NTD Operations Center**
 - Charlottesville, Virginia
 - Monday to Friday: 0800 – 1900 Eastern
 - (888) 252-0936
 - NTDHelp@dot.gov

- **NTD Program Office**
 - Washington, DC
 - Keith Gates, Program Manager
 - (202) 366-1794
 - keith.gates@dot.gov

Agenda

- NTD Overview
- Tribal Transit Formula
- Data Elements





The National Transit Database

NTD OVERVIEW

What is the NTD?

National Transit Database

“ . . . a reporting system, using uniform categories to accumulate public transportation financial, operating, and asset condition information . . . using a uniform system of accounts”

(Chapter 53 of title 49, § 5335(a), as amended by MAP-21)

Why Do I Report?

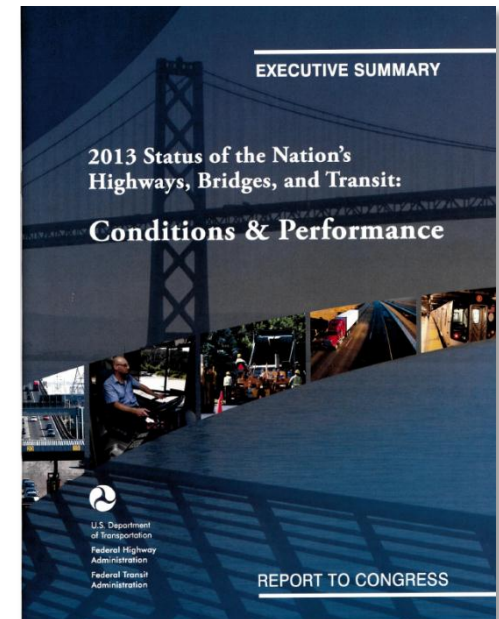
The Secretary shall:

“award a grant under section...53 I I only if the applicant, and any person that will receive benefits directly from the grant, are subject to the reporting and uniform systems.”

(Chapter 53 of title 49, § 5335(b), as amended by MAP-21)

Uses of NTD Data

- Formula Apportionments
 - Urbanized Area Formula – \$4.5 billion
 - Rural Formula – \$500 million
 - Tribal Formula - \$25 million
 - State of Good Repair Formula – \$2.2 billion
 - Bus Formula - \$400 million
- Performance Benchmarking
- Academic Research
- Conditions and Performance Report
- Government Performance Results Act (GPRA)



What Do I Report?

Each recipient shall submit an annual report . . . *

- Total annual operating costs
- Total annual capital costs
- Sources of revenue
- Vehicle revenue miles
- Ridership
- Fleet size and type of vehicles
- Facilities

**Chapter 53 of title 49, §5311(b)(4), as amended by MAP-21*

5311 Recipients & Subrecipients

§ 5311(a) – Definitions

- (1) Recipient – a State or Indian tribe that receives a transit program grant directly from the Federal Transit Administration
- (2) Subrecipient – a State or local governmental authority, a nonprofit organization, or an operator of public transportation or intercity bus service that receives Federal transit program grants funds indirectly through a recipient.

(Chapter 53 of title 49, as amended by MAP-21)

Reporting and Uniform Systems

Uniform System of Accounts (USOA)

<http://www.ntdprogram.gov/ntdprogram/pubs/reference/USOA.pdf>

NTD data elements defined in manuals

<http://www.ntdprogram.gov/ntdprogram/pubs/RuralRM/2013/pdf/Rural%20Manual.pdf>

NTD uses Accrual Accounting

Expenses and receipts are recorded in the reporting period when they are incurred

Accrual Accounting

Liabilities are recorded when they are incurred, regardless of whether or not transfer of the associated revenue takes place in the same reporting period

Ex. A: You order a new van in 2013 but take delivery and pay the bill in 2014 (expense is recorded in 2013)

Ex. B: In 2013 You sign a contract to provide advertising in 2014 (revenue is recorded in 2013)

Where Do I Submit my Data?

www.NTDProgram.gov

The image shows a screenshot of the National Transit Database (NTD) website homepage. On the left, there is a logo for NTD (National Transit Database, Federal Transit Administration) and a large graphic of a red and blue train. Below the train, there is a link for 'Internet Reporting Login' with the text 'Password and ID Required'. A red oval highlights this link, and a red arrow points to it from the bottom. To the right of the train, there is a vertical navigation bar with a red arrow pointing down. In the top right corner, there is a list of menu items. A red arrow points to the 'Rural Reporting' link, which is also circled in red. At the bottom of the page, there is a footer with links for 'Site Map', 'Accessibility Information', 'Contact Us', 'NTD Privacy Notice', and 'E-mail Webmaster'.

NTD
National Transit Database
Federal Transit Administration

Contact the NTD Help Desk

Internet Reporting Login
Password and ID Required

- What is the NTD?
- Reporting Manuals**
 - Annual Reporting
 - Monthly Reporting
 - Safety and Security Reporting
 - Rural Reporting**
 - Sampling Manual
- Data, Publications and Reference Materials**
 - NTD Glossary
 - NTD Reference Materials
 - 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

Site Map | Accessibility Information | Contact Us | NTD Privacy Notice | E-mail Webmaster

When Do I Submit my Data?

Fiscal Year End	January 1 – September 30	October 1 – December 31
Report Due Date	January 31	April 30
Report Closeout	May 15	July 16

Data is for a consecutive 12 month period ending in the current Report Year.

Ex. A tribe whose fiscal year is October 1, 2013 – September 30, 2014 submits a report January 31, 2015.



Public Transportation on Indian Reservations

TRIBAL TRANSIT FORMULA OVERVIEW

Authorization of Funds

The Moving Ahead for Progress in the 21st Century Act (MAP-21) authorizes \$30 million annually to federally recognized Indian tribes for public transportation.



Funds for Tribal Transit

The TTP supports capital projects, operating costs, and planning activities that are eligible under the Formula Grants for Rural Areas Program (§ 5311).



Apportionment Frequency

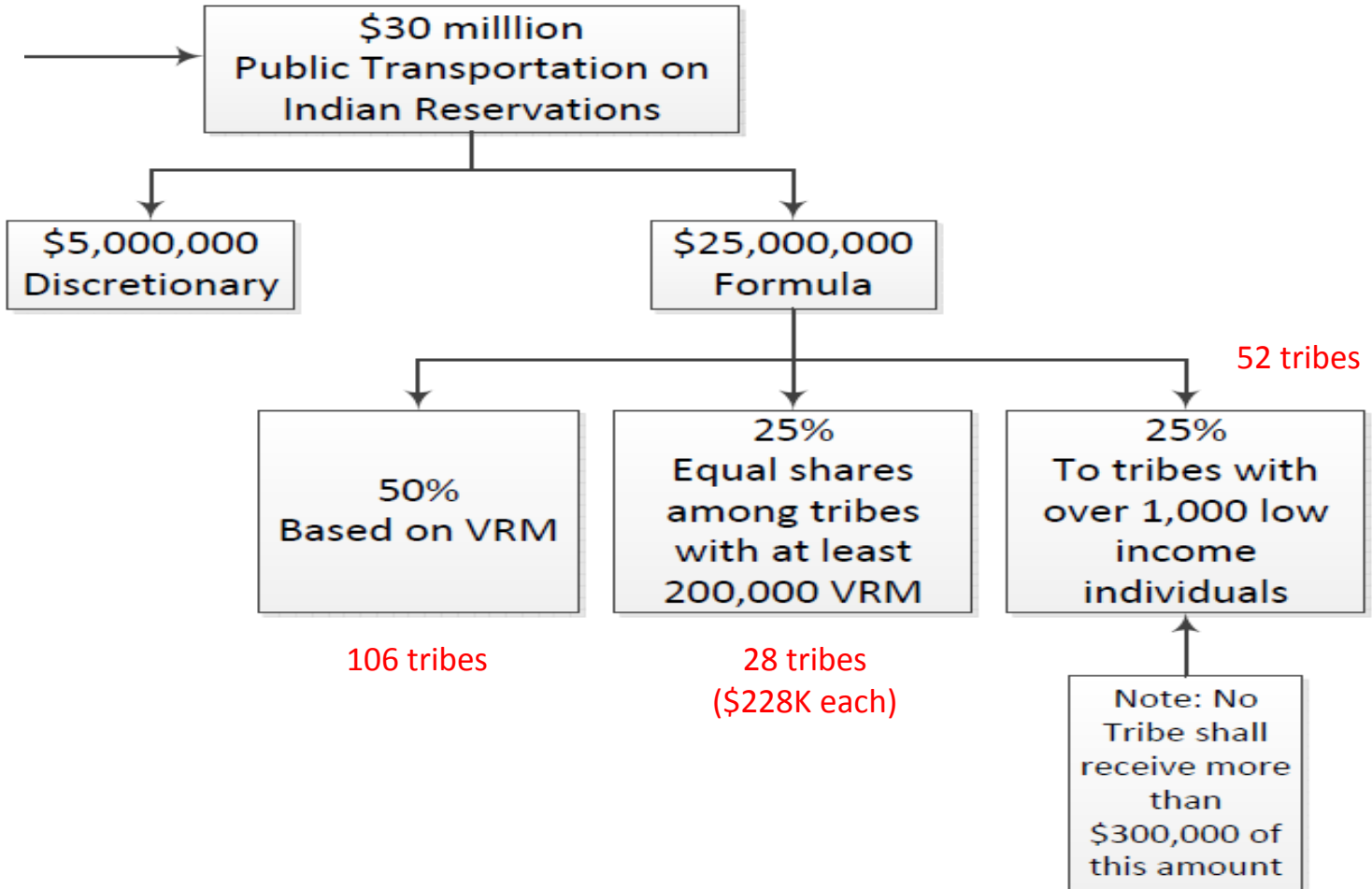
Table_10_FY_2014_Tribal_021814.xls [Read-Only] [Compatibility Mode]

FEDERAL TRANSIT ADMINISTRATION						
Table 10						
FY 2014 Section 5311(c) Public Transportation on Indian Reservations Apportionment						
<i>The total available amount for a program is based on funding authorized under The Moving Ahead for Progress in the 21st Century Act (MAP-21), (Pub. L. 112-141, 2012) and appropriated pursuant to the FY 2014 Appropriations Act (PL-113-76)</i>						
State	Tribes	Tier 1	Tier 2	Tier 3	Total Allocation	
AK	Chickaloon Native Village	\$16,636	\$0	\$52,315	\$68,951	
AK	Gulkana Village Council	\$91,168	\$0	\$0	\$91,168	
AK	Ketchikan Indian Community	\$3,267	\$0	\$35,080	\$38,347	
AK	Manley Village Council	\$19,263	\$0	\$0	\$19,263	
AK	Native Village of Crooked Creek	\$2,603	\$0	\$0	\$2,603	
AK	Orutsararmiut Native Council	\$36,897	\$0	\$0	\$36,897	
AK	Seldovia Village Tribe	\$1,401	\$0	\$0	\$1,401	
AK	Sitka Tribe of Alaska	\$79,201	\$0	\$0	\$79,201	
AK	Tetlin Village Council	\$23,735	\$0	\$0	\$23,735	
AL	Poarch Band of Creek Indians	\$186	\$0	\$0	\$186	
AZ	Cocopah Indian Tribe	\$37,772	\$0	\$0	\$37,772	
AZ	Havasupai Tribe	\$3,054	\$0	\$0	\$3,054	
AZ	Hopi Tribe	\$97,222	\$0	\$71,781	\$169,003	
AZ	Kaibab Band of Paiute Indians	\$78,098	\$0	\$0	\$78,098	
AZ	Navajo Nation	\$50,283	\$213,224	\$0	\$953,447	
AZ	Salt River Pima-Maricopa Indian Community	\$92,983	\$0	\$56,950	\$149,933	
AZ	San Carlos Apache Tribe	\$7,350	\$0	\$140,260	\$147,610	
CA	Blue Lake Rancheria	\$25,736	\$0	\$0	\$25,736	
CA	Chemehuevi Indian Tribe	\$25,837	\$0	\$0	\$25,837	
CA	Karuk Tribe	\$7,667	\$0	\$0	\$7,667	
CA	North Fork Rancheria of Mono Indians of California	\$3,330	\$0	\$0	\$3,330	

The Tribal Transit Program apportions new funds in October of every year...
 or when Congress gives DOT a budget

Tribal Part of 5311 Program

128 tribes, 22 with no Vehicle Revenue Miles (VRM)



Discretionary Tribal Funds

When funds are available for a program, FTA releases a [Notice of Funding Availability](#) through the Federal Register.

- *www.fta.dot.gov/grants.html*
- Notices provide all necessary information
- Grant process
- Deadlines
- Required forms
- Basic requirements



TTP Formula – Tier I

50 percent of the \$25 Million = \$12.5 Million

- A tribe's share is their percentage of all tribal VRM
- Tribe X provides 1,000 VRM
- All tribes together provide 100,000 VRM
- Tribe X gets 1% of the \$12.5 Million

MAP-21 § 5311(C)(3)(J)(1)(A)(i)



TTP Formula – Tier 2

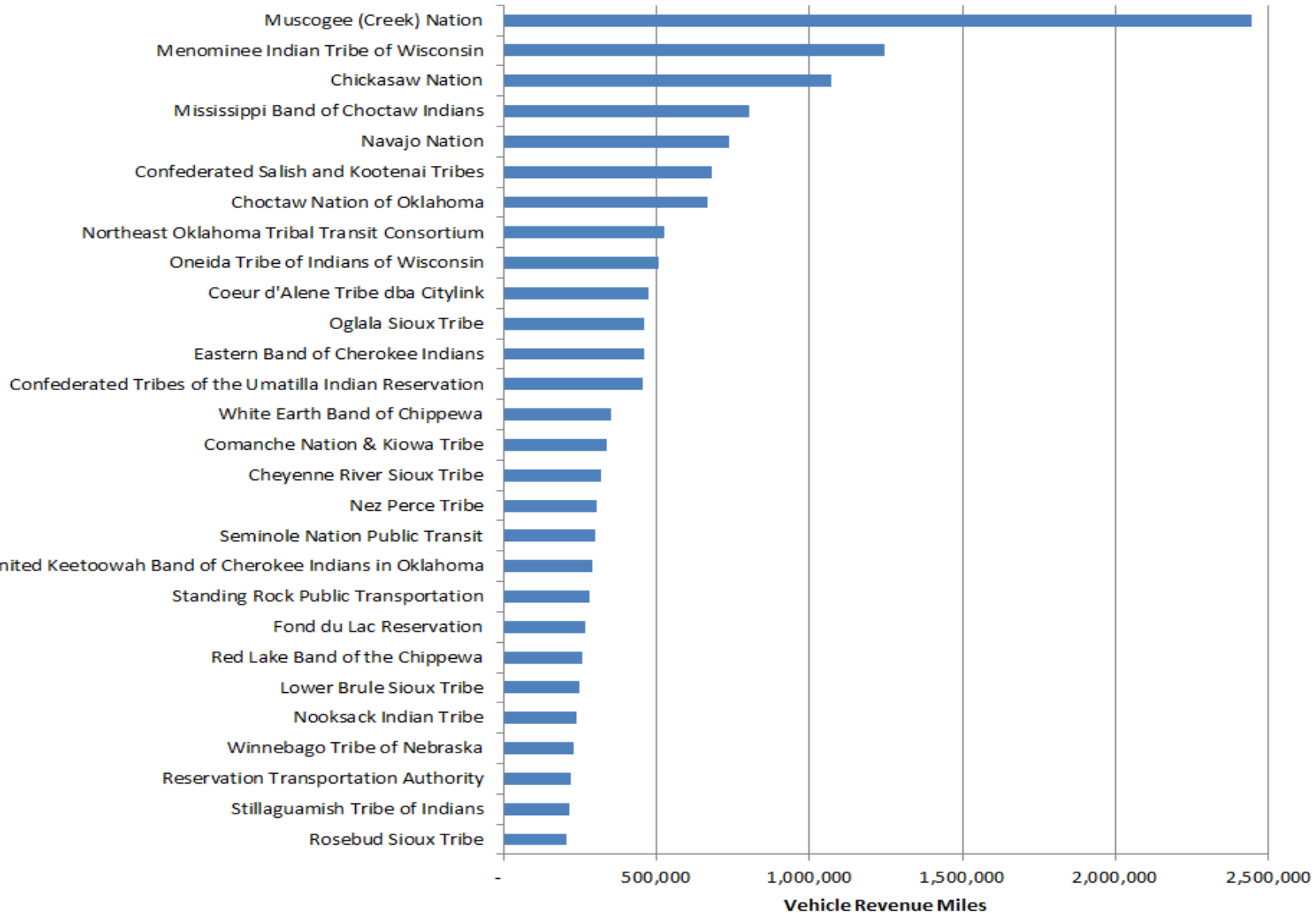
25 percent = \$6.25 Million

- Divided equally among tribes providing at least 200,000 vehicle revenue miles
- 28 tribes, so \$223,000 each

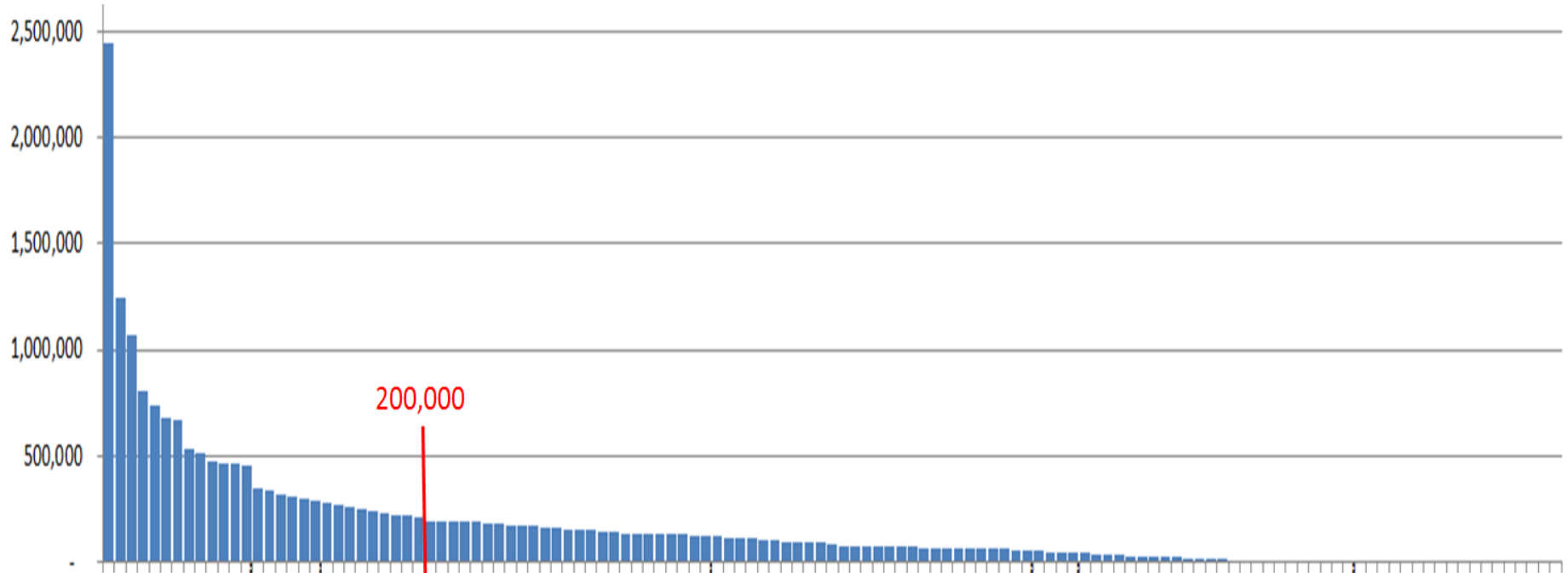
MAP-21 § 5311(C)(3)(J)(1)(A)(ii)



Tribal VRM – Over 200,000 Club



Tribal VRM – Everyone Else



- 28 Tribes with more than 200,000 VRM
- 31 Tribes with between 100,000 and 200,000 VRM
- 48 Tribes with under 100,000 VRM
- 22 Tribes not reporting any service

TTP Formula – Tier 3

25 percent = \$6.25 Million

- Divided among tribes with over 1,000 low-income individuals on their tribal lands
 - Tribal lands are defined by the Bureau of the Census
 - Low-income individuals are determined by the Bureau of the Census

MAP-21 § 5311(C)(3)(J)(I)(A)(iii)



Formula Inclusion

- Tribes need an NTD Reporting ID
- Must report to the NTD
 - If benefitting from FTA 5311 grants (required)
 - Voluntary reporters OK
 - Report must pass NTD quality checks
- Must directly operate, contract for, or subsidize public transportation on tribal lands
 - All modes qualify

Non-Tribal Service Providers

Indian tribes can report transit services they support by subsidizing other providers of public transportation that:

- Connect residents of tribal lands with surrounding communities,
- Improve access to employment or healthcare, or
- Otherwise addresses the mobility needs of tribal members

Estimating VRM

If subsidized service providers report to the NTD, the tribal part of their VRM is estimated for use in the TTP apportionment formula:

$$\frac{\text{VRM} * \text{Subsidy from Tribe}}{\text{Total Operating Expenses}} = \text{Estimated VRM}$$

Accessing Grants

After funds have been apportioned, contact your regional office for grant-specific questions

Contact information for each FTA region at:
<http://www.fta.dot.gov/12926.html>

Most regions have a Tribal Transit Liaison



Finances, Assets, and Service

DATA ELEMENTS

Public Transit Service

Public transportation: *regular and continuing general or special service open to public*

- Includes complimentary ADA & non-emergency medical

Agencies must report revenue miles, revenue hours, and unlinked passenger trips for each mode of public transportation operated by the agency.

Report Everything

Not only what you buy with FTA funds!



Public Transit Service - Modes

The most common modes for transportation in rural areas include:

- Bus (Fixed, Deviated-Fixed, Both)
- Demand Response
- Demand Taxi
- Vanpool
- Ferryboat



Each mode presents unique challenges in terms of data collection.

Revenue Service

- Vehicle is available to the general public
- Vehicle is expected to carry passengers
- Various forms of payment
 - Direct fares
 - Free
 - Paid by 3rd party (but not exclusive to them)

Revenue Service

Layover and recovery time is included. These are the hours scheduled at the end of the route before the departure time of the next trip.

This time is scheduled for two reasons:

- To provide time for the vehicle operator to take a break (layover)
- To provide time to get back on schedule before the next trip departs if the trip arrives late at the end of the route (recovery).

Revenue Service

Excluded from revenue service

- Deadhead
- Vehicle maintenance
- Training
- School bus service
- Charter service.



Deadhead

The miles and hours that a vehicle travels when getting to and from revenue service

- Leaving or returning to the garage or yard facility
- Driving to start a new route
- When there is no expectation of carrying revenue passengers

Unlinked Passenger Trips

These are the number of passengers who board public transportation vehicles.

Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.



Sponsored Trips

These services typically offered by transit providers as part of a Coordinated Human Services Transportation Plan

- Sponsored service is paid, in whole or in part, directly to the transit provider by a third party.
 - Veterans Administration
 - Medicaid
 - Assisted Living Centers
 - Head Start programs
 - Council on Aging

Revenue Miles & Hours

For Miles (VRM), include the miles that vehicles are scheduled to or actually travel while in revenue service.

For Hours (VRH), include the hours that vehicles are scheduled to or actually travel while in revenue service.

Example - Revenue Service

- Bob's Dial-a-Ride cutaway departs from garage @ 10:45
- Arrives @ 11:00, 5 passengers board vehicle @ 11:02
- Drops off passengers at destination 3 miles away @ 11:15
- Resulting Data
 - 3 vehicle revenue miles
 - 0.25 vehicle revenue hours
 - 5 unlinked passenger trips

Revenue Service – Demand Response

Activity	Revenue Data	
	Hours	Miles
Vehicle idles at the dispatching point.	No	N/A
Vehicle departs dispatching point to pick-up a passenger.	No	No
Vehicle waits for a passenger at the pick-up point.	Yes	N/A
After a passenger drop-off, the vehicle departs to pick-up another passenger with no passengers on-board.	Yes	Yes
The driver travels to a restaurant for lunch after the last passenger drop-off.	No	No
The driver eats his lunch at a restaurant.	No	N/A
Vehicle transports passengers from a community center to a shopping mall.	Yes	Yes
Vehicle returns to the dispatching point with no passengers on-board.	No	No
Vehicle waits at the shopping mall until it is time to bring passengers back to the community center.	Yes	N/A
The driver fuels the vehicle at a gas station.	No	N/A

Financial Information

This information is separated into two categories:

- Operating Expenses
 - Includes administrative/vehicle maintenance
- Capital Expenses

Report the total amount of expenses incurred by your agency annually.

Expenses are broken out by source of funding used to cover the expense.

Operating Expenses

Agencies report:

- The day-to-day expenses of operating and maintaining vehicles; maintaining other equipment, buildings, and grounds.
- General administration costs including marketing and customer support; finance and procurement; planning and service development; legal costs

Operating Expenses

Examples:

Salaries, wages, benefits

Utilities – Electric, water

Materials and Supplies

Equipment lease and rental

Cleaning services

Insurance

Taxes



Capital Expenses

Agencies report:

- The expenses related to the purchase of equipment where equipment means an article of non-expendable personal property having a useful life of more than one year
- An acquisition cost which equals the lesser of
 - The capitalization level established by the government unit for financial statement purposes
 - \$5,000 (Office of Management and Budget, Circular A87)

Capital Expenses

Examples:

Vehicles

Buildings



Recording Expenses

Transit departments receive funding from different grants and have access to multiple sources of revenue.

When reporting to NTD:

- Report the original source of funds
- Report the total amount used for reimbursement **NOT** the total grant or award.

Sources of Revenue

There are four major categories:

- Federal
- State
- Local
- Other (Directly Generated)

Local

Financial assistance from local entities that support the operation of the transit system. They include, but are not limited to:

- **Tax levies:** A specified amount from local levies that is dedicated to supporting public transit system operating costs;
- **General funds:** Transfers from the general fund of local governments to cover the Local Share portion of the transit system budget;
- **Specified contributions:** Contributions from city, county or other municipal government towards the Local Share portion of the transit system budget

State Funds

State programs that support public transportation vary.



Federal Funds

- Common FTA Grants supporting Tribal Transit providers
 - 5311 Tribal Transit Program funds
 - 5311 State Administered funds
 - 5310 Elderly Individuals and Individuals with Disabilities
 - 5316 Job Access and Reverse Commute
 - 5317 New Freedom

Other; Directly Generated

Sources in this category include:

- Fares
- Contracts
- Bus Advertisements
- Vending Machines
- Donations



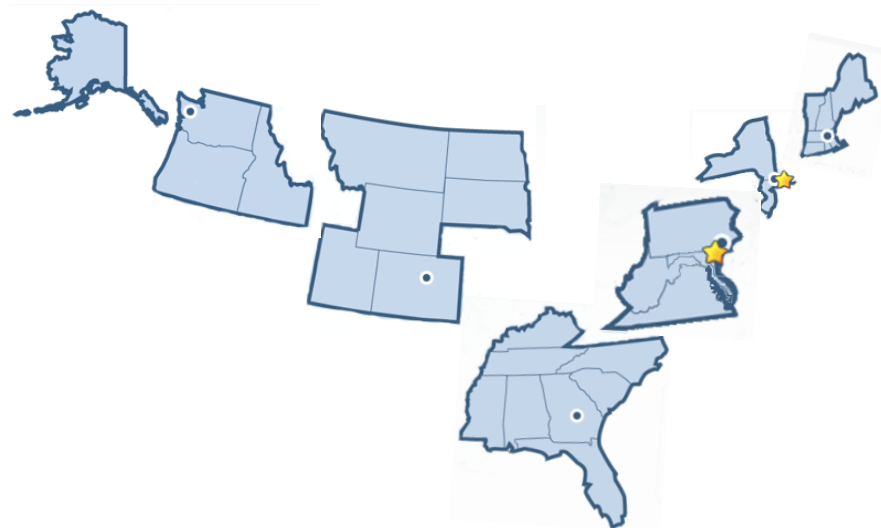
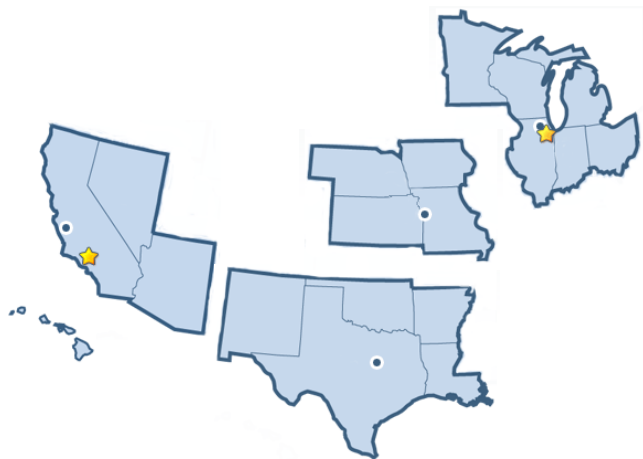
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