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NTD Reporting System

Purpose
The purpose of this document is to provide high-level information to the Reporter and/or Agency that fills-out the forms that are part of the Annual Report Package that is to be submitted to the Federal Transit Administration (FTA) via the National Transit Database (NTD) system.

Background
The National Transit Database (NTD) is the primary source for information and statistics on U.S. transit systems. Congress requires agencies to report NTD data on an annual basis if they receive or benefit from §5307 or §5311 formula grants. NTD also requires monthly operating and safety statistics reports from agencies that file as a “Full Reporter”. FTA submits annual NTD reports that summarize transit service and safety data to Congress for review and use.

- Monthly ridership reporting begins October for reporting September data.
- Annual reporting begins December 15 for Fiscal Year (FY) reporting.

Annual Reporting Timeframe
An agency’s NTD report due date based on the agency’s Fiscal Year end date. Agencies submit their Annual Report four months after their Fiscal Year expires.

During the revision time, reporters work with NTD analysts to ensure that the data is accurate per NTD reporting requirements. The end of the revision period is called the report ‘Closeout.’

<table>
<thead>
<tr>
<th>Fiscal Year End Date</th>
<th>Annual Report Due Date</th>
<th>Report Closeout Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30</td>
<td>October 31</td>
<td>March 15</td>
</tr>
<tr>
<td>September 30</td>
<td>January 31</td>
<td>May 15</td>
</tr>
<tr>
<td>December 31</td>
<td>April 30</td>
<td>July 15</td>
</tr>
</tbody>
</table>

Note: Monthly reports for full reporting agencies are due on the last day of the following month (e.g., January data is due February 28).

NTD System Validation

Saving Your Data

There are two options for saving your data at the bottom of each report form:

1. **Save**: If you want to enter partial data into a report form and revisit at a later time.
2. **Save and Validate**: When the form is complete and ready for review, the “Save and Validate” button applies the business-logic rules/rules of validation to all data entered in the form. Select this option every time you revise or enter new data.
3. **Close**: Closes the form without saving the data to the database.
Viewing Issues

After selecting the **Save and Validate** button, if there are no issues found, you should see a confirmation message at the top of the form.

![Confirmation Message]

After selecting the **Save and Validate** button, select the **View Issues** button. The resulting page displays validation issues for the current reporting form and allows you to respond accordingly, either by revising the data or providing explanations when applicable. After addressing all validation items, you will be able to submit the report for review (based on your user role).

![View Issues Button]

Additionally, you have the option to filter all validation items depending on the Module (asset, financial, etc.), Criticality (important versus critical), Form (any form in the report package), Issue Type (system-generated or manually created by the analyst), or Mode.

![Filter Options]

*Note: Critical issues may require a change in data to close the issue.*

Validation Issue Types

Similar to previous NTD report years, all validation issues can be considered “Open” or “Closed.” However, the internal validation system allows for a more specific subset of issue status types, including:

- Open with Explanation
- Open and Escalated
- Closed with Data Revision
- Closed with Exception
Open: Validation checks that fire upon saving data are considered “Open.” Any validation checks that the analyst returns for further revision are also considered “Open.” All open validation items must be addressed and resolved before the report year closeout.

Open and Escalated: A validation issue may introduce a unique, agency-specific circumstance for which an analyst cannot immediately make a judgement call. In these cases, the analyst would bring the issue to FTA’s attention for further review. While the issue is pending resolution, it is marked “Open and Escalated.” These types of issues do not need to be resolved prior to the report year closeout. This is a SUBMITTABLE state.

Open with Explanation: Certain validation issues do not necessarily require a change in the data itself. You may provide explanations for data that is correct but requires further clarification. Analysts review these comments and close issues accordingly with each report submission. While the explanation is pending analyst approval, the issue is regarded as “Open with Explanation.” This is a SUBMITTABLE state.
Closed: An issue which the NTD analyst manually accepts, thereby “closes,” after reviewing the agency’s official response. This is a SUBMITTABLE state.

Closed with Data Revision: Some validation checks fire as a result of a data entry error. In these instances, navigate back to the appropriate form and revise the incorrect values. After making this change, reselect the “Save and Validate” button. If the error is correctly addressed, this item would be newly listed as “Closed with Data Revision” on the “View Issues” page. This status is automatically updated and does not require analyst approval. This is a SUBMITTABLE state.

Closed with Exception: This is an “Open and Escalated” issue that FTA has reviewed and decided to mark as “Questionable” in the annual data product publications. These issues are theoretically resolved, but the relevant data points do not meet NTD reporting requirements. Thus, the issue is not officially “Closed” by NTD standards, but “Closed with Exception” per the questionable notation. You must take steps to report this data correctly in the following report year. This is a SUBMITTABLE state.
Beginning the Annual Report
At the start of a fiscal year, an agency must confirm information for the prior fiscal year and declare information for the current fiscal year. You must:

- Confirm your Reporter contact information is accurate.
- Confirm your Mode information is accurate.
- Confirm your Transit Asset Group Plan information is accurate.
- Confirm your declared Reporter Type for the previous fiscal year is still accurate.
- Declare your Reporter Type for the current fiscal year.

Completing the Report Year Kickoff
At the start of each new Fiscal Year, perform the “Report Year Kickoff” (RYKO). The purpose of Kickoff is to create the annual reporting forms for the prior fiscal year (e.g., FY 2016), and create monthly reporting forms for the current fiscal year (e.g., FY 2017).

Note: If your system is already in the current FY (kickoff has already happened), no action is needed. Below is a summary of steps for the Kickoff.

Kickoff steps:
1. Log-in (registered as an NTD Contact)
2. The system displays five tabs:
   a. News (landing page)
   b. Tasks
   c. Records
   d. Reports
   e. Actions
3. Navigate to the Kickoff tasks by selecting the Task link/tab.
4. Start the Report Kickoff task for your agency.
5. Accept the Report Kickoff task.
6. Navigate to the Profile Tasks.
7. Perform the Kickoff Tasks:
   a. Confirm that the Reporter Contact information is accurate.
   b. Confirm that the Mode information is accurate.
   c. Confirm that the declared Reporter Type for the previous FY is still accurate (e.g., small systems waiver).
   d. Confirm that the Transit Asset Group Plan information is accurate.
   e. Declare the Reporter Type for new fiscal year.
8. Complete the Kickoff Tasks.
Log in to NTD

To access NTD, log-in:
1. Accept the Rules of Behavior by selecting the I Agree button.
2. Enter your User Name and Password.
3. Select the Sign In button.
Start the Report Year Kickoff

The landing page for the system is on the News tab.
1. A notice will be posted on the News tab indicating that the Report Year is ready for Kickoff.
2. Select the Task tab to navigate to the Kickoff Task.
3. Select the \{Report Year\} Report Kickoff for Reporter \{NTD#\} - \{NTD Agency Name\} link in order to start the Report Year Kickoff.
Accept the Kickoff Task

Begin the Kickoff by accepting the task:

1. Review the Kickoff instructions.
2. Select the Accept button.
3. Then select the Proceed button.
Update the P-30 Form During Kickoff: Manage Reporter Users

The P-30 form allows you to manage the list of users that work in your agency. You may add, edit or deactivate an agency’s user contact information on the View and Manage Reporter Users screen (P-30) during the Report Year Kickoff.

Please note:
- Only a User Manager (CEO) can add new users.
- Individual users can edit his/her own profile.

At any point during editing, if the all of the Reporter User information looks correct:
1. Select the Continue button to go to the next step.

If you would like to review and edit a user’s role:
1. Check the checkbox for the User you want to edit by selecting the appropriate radio button.
   a. The User Details shall be displayed.
2. Select the Edit Role button.
   a. Modify the user’s role as needed.
3. Select the Save button to save your changes.
4. Select the Close button when you have finished editing the data.

If you would like to deactivate an existing user:
1. Check the checkbox for the User you want to deactivate by selecting the appropriate radio button.
2. The User Details shall be displayed.
3. Select the Deactivate User button.
4. To confirm the deactivation, select the Submit button.
5. Select the Close button when you have finished editing the data.
Please note: Only a User Manager can add new users.

If you would like to add a new user:

1. Select the Add User button.
   a. Fill out the required fields; then select the Next button.
2. Assign an NTD Role to the new user by selecting a role from the drop-down.
   a. Select the Next button.
3. Review the information and confirm the new user by selecting the Submit button.
Update the P-20 Form During Kickoff: Manage Reporter Modes

The P-20 form allows you to manage the list of Reporter Modes for your agency. You may add, edit and/or disable modes on the View and Manage Reporter Modes (P-20) screen during the Report Year Kickoff.

Note: The data is not saved until the Report Kickoff process is completed.

At any point during editing, if all of the Reporter Modes information looks correct:
1. Select the Continue button to go to the next step.

If you would like to Add a mode:
1. Select the (+) Add New Mode/TOS link.
2. Select the Mode.
3. Select the Type of Service
4. Enter the C.
5. Select the Save button to save your data.
6. Select the Close button when you have finished editing the data.

If you would like to review and Edit an existing Mode:
1. Check the checkbox for the Mode you want to edit by selecting the appropriate checkbox.
2. Select the Edit Mode button.
   a. The Mode details will be displayed.
   b. Modify the user’s role as needed.
3. Select the Save button to save your changes.

If you would like to Deactivate a Mode:
1. Check the checkbox for the Mode you want to edit by selecting the appropriate checkbox.
2. Select the Edit Mode button.
3. Enter the End Date in which the Mode should be deactivated.
   a. Note: A mode cannot be deleted; if a mode is no longer valid, update the End Date so that it is expired.
4. Select the Save button to save your changes.
King County > View & Manage Reporter Modes (P-20) > Add Mode

- **Mode**: Ferryboat
- **Type Of Service**: Directly Operated
- **Commitment Date**: 01/01/2017
- **Start Date**: 01/01/2017
- **End Date**: mm/dd/yyyy
- **FG/HIB**: Yes
- **Seasonal Segments**: Yes

[SAVE] [CANCEL]

King Valley Transit Authority > View & Manage Reporter Modes (P-20) > Edit Mode

- **Mode**: Bus
- **Type Of Service**: Purchased Transportation
- **Commitment Date**: 01/01/2015
- **Start Date**: 01/01/2015
- **End Date**: mm/dd/yyyy
- **FG/HIB**: Yes
- **Seasonal Segments**: Yes

[SAVE] [CANCEL]
Declare your participation in a Transit Asset Group Plan During Kickoff

*Note: only reporters with no declared rail mode and less than 100 active Vehicles Operated in Annual Maximum Service (VOMs) are required to declare their participation in a Transit Asset Group Plan*

If you declared participation in a Transit Asset Group Plan in the previous year, the system will display the Group Plan selected from the previous year. You then confirm the selection or update the declared selection.

*Note: This action is only applicable for reporters with a previous fiscal year (i.e. new reporters will not see this).*

If the current selection is accurate, select the **Continue** button to progress the report year kickoff process.

To indicate your participation in a Transit Asset Group Plan, search for and select the reporter from the grid who is the sponsor of your Transit Asset Group Plan.

After indicating the sponsor, confirm your funding relationship by selecting the “Yes. Save & Submit” button or if you have selected a reporter with whom you do not have a funding relationship select the “No. Select a New Sponsor” button to return to the previous page.
If the sponsor of your Transit Asset Group Plan was not in the list of reporters select the “My Sponsor Is Not Listed” button to initiate the process to have your sponsor added.

Complete the required fields on the “Request and Sponsor” page and select the Submit button. FTA will reach out to the relevant points of contact to obtain additional information required to add the Transit Asset Group Plan to the system.
Confirm the Reporter Type During Kickoff

*Note: Your Reporter type determines your required forms.*

If you reported in the previous fiscal year, the system will display the Reporter Type you declared for the previous fiscal year. You then confirm whether the previously declared Reporter Type for the previous fiscal year remains the same or it has changed.

*Note: This action is only applicable for reporters with a previous fiscal year (i.e. new reporters will not see this).*

Confirm the Reporter Type. If it has changed, select the Yes radio button for the questionnaire.

If the Reporter Type is accurate:
1. Select the No radio button.

If you would like to change the Reporter Type for your agency:
2. Select the Yes radio button.
   a. Questions for the Reporter Type will be displayed.
   b. Depending on how you answer the questions, additional questions may appear.
   c. For each question, select Yes or No to proceed through each prompt.
   d. Cycle to the next question with each selection.

*Note: The questionnaire is strongly suggested for first-time users.*

3. Select Continue when complete.
Submit the Kickoff

When you submit the Report Kickoff, the information you updated/confirmed is saved, including the Reporter Type for the previous fiscal year (if applicable) and the Reporter Type for the new fiscal year.

1. Once you are finished with last selection in the questionnaire, select the Submit button to complete the kickoff.
   a. The questionnaire will validate itself to ensure all selections have been completed.
2. If successful, the next screen will display a “success” message: “Thank you for completing your Report Kickoff….”.
3. Select the OK button.

The system generates the applicable forms based on the information provided, and then makes the Annual Report Package for the previous fiscal year available for reporting. The system will also notify you that the Annual Report for the previous fiscal year is available.

If your Reporter Type for the new fiscal year is either Full Reporter (Operating) or Full Reporter (Operating & Building), the system also generates the applicable Monthly Ridership forms, and then makes the Monthly Ridership forms for the new fiscal year available for reporting. If and when the Monthly Ridership for the new fiscal year is activated, the system will notify you that Monthly Ridership forms for the new fiscal year is available.

The following actions take place submitting the Report Year Kickoff:

- The Reporter Type for previous fiscal year is saved
  o This is only applicable for reporters with a previous fiscal year (this does not apply to Reporters who just started their first fiscal year in the NTD system).
- The Reporter Type for the new fiscal year is saved.
- The Annual Report Package for the previous fiscal year is activated with applicable forms generated.
  o This is only applicable for reporters with a previous fiscal year (this does not apply to Reporters who just started their first fiscal year in the NTD system).
  o If applicable, The Reporter is notified that the Annual Report for the previous fiscal year is available.
- The Monthly Ridership forms for the new fiscal year is activated (if required).
  o This is only applicable if Reporter Type = Full Reporter (Operating) or Full Reporter (Operating & Building)
  o If Monthly Ridership is required, reporters are notified that Monthly Ridership forms for the new fiscal year is available.
Figure 1 – SAMPLE: Questionnaire for NTD Reporter Type

2016 Annual Report
This questionnaire will help us determine which forms you need to fill out in the 2016 annual report.

Existing Reporter Type

<table>
<thead>
<tr>
<th>Current Reporter Type</th>
<th>Full Reporter: Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Change Type</td>
<td>Yes</td>
</tr>
</tbody>
</table>

If your service had significant changes between 2015 and 2016 - for example if you started operating on Fixed Guideway, or went over 30 vehicles operated in annual maximum service (VOMS) - please select Yes.

Questionnaire

* 5307 Beneficiary?  
  - Yes
  - No
  Select 'Yes' if you were a beneficiary of 5307 Urbanized Area formula funds (including direct funds, indirect funds through someone else, and use of assets purchased with these funds).

* Reporting Under Another NTDID?  
  - Yes
  - No
  Select 'Yes' if any of your agency service is being reported under another NTD ID.

* Operating Public Transit Service?  
  - Yes
  - No
  Select 'Yes' if you were operating public transportation service.

* Building Modes?  
  - Yes
  - No
  Select 'Yes' if you were building one or more new transportation modes.

* Fixed Guideway/High Intensity Bus?  
  - Yes
  - No
  Select 'Yes' if you operate fixed guideway or high intensity bus service.

* Less Than 31 VOMS?  
  - Yes
  - No
  Select 'Yes' if you operate less than 31 total annual maximum vehicles.

Resulting Reporter Type

Reporter Type: Full Reporter: Operating/Building

CONTINUE  GO BACK  CANCEL
Reviewing Your NTD Profile (as needed)

At the start of a fiscal year, an agency must confirm information for the prior fiscal year and declare information for the current fiscal year. Some other basic demographic information, such as agency name and address, is found in the agency’s Profile. You can access the Profile information from the Records tab.

1. Select the Records tab.
2. Select the My NTD Reporter Profile(s) link.

3. From My NTD Reporter Profile(s), select the \{NTD ID\} – \{NTD Agency Name\} to review the agency Profile Information.
Profile: Summary Page

The **Profile Summary** page for the agency you selected is displayed when you first enter into the agency profile.
1. Select the **Related Actions tab** at the top of the form to view the Profile forms.

2. The **My NTD Reporter Profile(s)** forms page lists the profile forms related to the agency (P-10, P-20, P-30, P-40).
P-10: Profile Basic Information Form

If needed, select the P-10 form to update the agency name and/or address.

If you would like to review or edit the basic agency information that was not updated during the kickoff:
   1. Select the View & Manage Basic Information (P-10) link.
   2. Update the fields as needed.
   3. Select the Save button to save the updated data.

Note: Updates to this form may not be necessary.
NTD Annual Report Package Forms

Navigate to the Annual Forms

After the Kickoff is submitted, the “Report Package Forms” page allows you to view your forms.

1. Select the **Records** tab.
2. Select the **NTD Report Packages** link to get to your forms.
3. Select the `{Report Year} Reporting – {NTD#} - {NTD Agency Name}` link to open the Report Package that you wish to report on.
   a. Select the proper link to access your current FY **Monthly** forms, or to access your previous FY **Annual** forms.

<table>
<thead>
<tr>
<th>News</th>
<th>Tasks (4)</th>
<th>Records</th>
<th>Reports</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td><img src="#" alt="Application Help Records" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="#" alt="Applications / Awards" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="#" alt="My NTD Reporter Profile(s)" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="#" alt="NTD Report Packages" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="#" alt="NTD Safety Packages" /></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td><img src="#" alt="Projects" /></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1. Select the FY {Report Year} Reporting – {NTD#} - {NTD Agency Name} link to open the Report Package that you wish to report on.
   a. Selecting the Annual Reporting Package will take you to the Report Package Summary page.

   Note: You may also choose to enter search criteria to narrow down the search results as needed. Search by: NTD ID, Report Year and/or Reporting Type.
NTD Report Package: Summary Page

The Report Package Summary page displays when you first enter into the report package.

1. To view the list of forms, select the Annual Forms button.
NTD Report Package: View Individual Annual Forms

On the **Annual Forms Summary** page, the forms that are available are listed in order that you may want to complete them (basic information followed by financial information, followed by asset inventory, etc.) Some forms have a separate form for each Mode/TOS (as listed on the P-20 form).

1. Select the form you want to update by clicking on the name of the appropriate **Form** -or- **Form Name / Mode / Type of Service**.
Annual Forms: Basic Information

B-10: Identification Form

Agencies report basic organizational and service area information on the Identification form (B-10).

The first day of the current FY (following end of a FY), the data in the B-10 form is copied from the previous year. This B-10 form is available for editing throughout the FY as necessary.

Prior to starting work on the Annual Report, you must certify the accuracy of the information of the B-10 form. This form, along with information in the profile, dictates which forms are generated for your agency for the Annual Report.

If needed: Return to Annual Forms page and select the B-10 form.

The form sections may be displayed in separate tabs or may be displayed all on the same page (default):

- General Information
- Demographic Information
- Filing Separate Mode
- Seasonal Segment
  - Transit agencies must indicate if a Mode/Type of Service that operates over Fixed Guideway (FG) or High Intensity Bus (HIB) is seasonal. (FB/HIB)
- Show All (default)

**Identification - (B10) Sections**

<table>
<thead>
<tr>
<th>General Information</th>
<th>Demographic Information</th>
<th>Filing Separate Mode</th>
<th>Seasonal Segment</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X*</td>
</tr>
<tr>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>X</td>
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<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Reporters with Seasonal Segments noted on the P-20 form.

**Note: Depending on your Reporter Type, you may not have access to one or more tabs:**

- Full Reporter
- Small Systems Reporter
- Building Reporter
- Planning Reporter
- Separate Service
- Rural General Public Transit (RGPT)
- Intercity Bus
- Urban/Tribal Sub-recipient
- Reduced Asset Reporter

*Some basic demographic information is also found in the Profile Basic Information form, P-10.*
1. If you do not want to edit the form in the “Show All” view, select the tab pertaining to the information you want to update.
   a. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the **Save** to save any changes made before exiting -or- select the **Save and Validate** to save your changes and perform a validation check on your data.
Identification: General Information tab (B-10)

The General Information section has a list of Organization Types to select when updating.

1. Select an **Organization Type** from the **dropdown** box.
2. Review and edit your data as necessary.
3. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
4. Select another **tab** in order to edit the data in that section.
**Identification: Demographic Information tab (B-10)**

The Demographic Information section has a list of Urbanized Areas (UZAs) to which your agency may provide service.

*Note: Your Primary UZA is committed when your agency first submits an NTD ID request and cannot be edited on the B-10. You can submit a “Change Primary UZA” request to FTA through Related Actions if you wish to update your Primary UZA.*

1. Select the **Add UZA** link to add a row to the Secondary UZA / Non-UZAs section.
2. Search for and select the UZA you wish to add in the new row.
3. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
4. Select another **tab** in order to edit the data in that section.

1. To remove a UZA from your list, go to the Selected Secondary UZA / Non UZA list and click the red ‘x’ next to the UZA you want to remove.
2. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
For each non-Rail mode with segments, there may be segments that are not in use throughout the entire reporting year. If there are segments that are not in use throughout part(s) of the year, you must indicate the number of months of seasonal operation for each segment that service was operated over FB/HIB.

1. To update the information for a Seasonal Segment, check the checkbox for the Mode/Type of Service you want to update by selecting the appropriate radio button.
   a. The Segment information for that Mode/TOS will be displayed below.
2. Check the checkbox for the Seasonal Segment you want to update.
3. Select the Update Segment button.
   a. The details/editable fields will be displayed in a new form.
4. Select the Save button to save any changes made before exiting -or- select the Save and Validate button to save your changes and perform a validation check on your data.
5. Select another tab in order to edit the data in that section.
If you would like to **add** an **Available Month (and Year)** to the service time for this segment:

1. Select the appropriate month from the pick-list.
2. Select the **Add Month(s)** button.
3. Select the **Continue** button to save your data.
   a. You will be returned to the previous page.
4. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
5. Select the **Close** button when you have finished editing the data.

If you would like to **remove** an **Available Month/Year** to the service time:

1. Select the appropriate month from the pick-list.
2. Select the **Remove Month(s)** button.
3. Select the **Continue** button to save your data.
   a. You will be returned to the previous page.
4. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
5. Select the **Close** button when you have finished editing the data.
Identification: Filing a Separate Mode tab (B-10)

The B-10 form allows you to Add or Remove a Mode whose data is collected in another report.

If you would like to add a Mode to the list of Modes Filing a Separate NTD Report, go to the Add Mode drop-down:

1. Select the Add Mode drop-down.
2. Select the Add button.
3. Select the Save button to save any changes made before exiting -or- select the Save and Validate button to save your changes and perform a validation check on your data.
4. If needed, select another tab in order to edit the data in that section.

Note: Agencies typically do not make this selection.
If you would like to **remove** a Mode to the list of *Modes Filing a Separate NTD Report*, go to the **Deactivate Mode/Type of Service** drop-down:

1. Select the **checkbox** for the **Mode/TOS** you would like to deactivate.
2. Select the **Remove** button.
3. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
4. If needed, select another **tab** in order to edit the data in that section.
B-30: Contractual Relationship Form

Transit agencies that purchase or sell transit services report their operating and capital expenses on the Contractual Relationship form (B-30).

One form must be completed for each separate contractual relationship. All contractual forms are re-created from the previous year with the Contract Summary section pre-populated. The reported data includes:

- The contractor and relationship type.
- Which entity is providing and/or purchasing the service, who is reporting the financial and service data, etc.
- The monetary nature of the contract.
- If the contract is competitively bid (at the time of the original agreement), whether it is a fixed-rate cost, and if the buyer provides vehicles or facilities.
- Which entity will report the contracted service data.
- VOMS per the contract, the number of months the provider operates, fare revenues, the cost of the contract, capital leasing expenses, and any additional costs the buyer incurs.

Who reports:

- Full Reporters: Report contractual relationships if applicable.
- Reduced Reporters: Report contractual relationships if applicable.
- Tribal Reporters: Report contractual relationships if applicable.
- Separate Service Reporters: Only modes reported separately are represented, which means there must be at least one Contractual Relationship form.
- Rural Reporters: Reporting contractual relationships is optional for Report Year 2016 as well as 2017. This will be required beginning in Report Year 2018.

If needed: Return to Annual Forms page and select the B-30 form.

The B-30 forms that are available are listed by Mode/TOS on the Annual Form Summary page.

*Note: If you do not have an existing contractual relationship with a company, the B-30 form may not be listed on your Annual Forms Summary Page.*
To add a new Contractual Relationship (create a new B-30):

1. Select the **Annual Forms** button to open the list of your Annual Forms.
   a. The Annual Forms Summary page is displayed.

2. Select the **Add Contractual Relationship** button in the upper-left of the page.

3. Select the **Relationship Type** (NTD Reporter or Company)
   a. Depending on the type of relationship you are creating, the relationship detail information will display the appropriate search results.
   b. You may narrow the search results by entering the company (or reporter) name in the search field.
If you are managing companies and do not see the name of the Company you are looking for and you would like to add it,
1. Select the Manage Companies button.
2. On the Contractual Company Management page, select the Add New Company link.
   a. An empty row will be displayed.
3. In the new line, enter the name of the company you want to add.
4. Select the Save button to save your changes.

**Contract Information: Remove a Contractual Relationship (B-30)**

The B-30 forms that are available are listed by Mode/TOS on the Annual Form Summary page.

To remove a Contractual Relationship (delete a B-30):
1. Select the Annual Forms button to open the list of your Annual Forms.
2. Select the Contractual Relationship you want to remove by checking the checkbox for the Mode/Type of Service for that form by selecting the appropriate radio button.
   a. When you select the B-30 form for the Mode/TOS that you want to review, you may choose to view (edit) the form or you may remove the contractual relationship.
3. Select the Remove Contractual Relationship button in the upper-left of the page.
Contract Information: Edit a Contractual Relationship (B-30)

The B-30 forms that are available are listed by Mode/TOS on the **Annual Form Summary** page.

1. Select the form you want to update by clicking on the name of the appropriate **Form Name / Mode / Type of Service**.
1. From the Contractual Relationship Details page, indicate the summary data by selecting the options from the drop-down fields.
   a. Depending on whether the reporter is a buyer or seller (Contractual Position), the Key Financial and Operations information displayed may be different.
      i. Once selected, the data fields pertaining to that position are displayed below the Funding Source grid.
   b. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
   b. To add a new Mode/TOS, select the (+) Add New Mode/TOS link.
   c. To remove a Mode/TOS, select the “X” adjacent to the row you want to remove.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
Annual Forms: Financial Information

All transit agencies are required to report financial and service information on an annual basis. In the Annual Report, agencies provide a summary of transit characteristics, including financial and operating statistics.

F-10: Sources of Funds - Funds Expended & Funds Earned Form

Agencies report sources of funds for operating and capital expenses on the Sources of Funds form (F-10). The funding categories cover sources generated by agencies and from Federal, state and local governments.

If needed: Return to Annual Forms page and select the F-10 form.

The Sources of Funds – Funds Expended & Funds Earned (F-10) Summary screen is displayed. The F-10 Summary page displays the Summary Totals and a list of Funding Source categories:

- Passenger Fares
- Park and Ride, Auxiliary Funds, Non-Transportation, Other
- Revenues Accrued through PT Agreement / Contributed Services
- Funds Dedicated to Transit at their source & Other Directly Generated Funds
- Local Government Sources of Funds
- State Government Sources of Funds
- Federal Government Sources of Funds

![Sources of Funds - Funds Expended & Funds Earned (F-10) - Summary](image)
Example: **Passenger Fares** is one of the Funding Source categories that are found in the F-10.

1. From the F-10 Summary page, select a **Funding Source** from the list that you would like to update.
   a. Once selected, the data fields pertaining to that Funding Source are displayed below the Funding Source grid.
   b. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
4. As needed, select the next Funding Source to report on.

### Funding Sources

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Funds Earned</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Fares</td>
<td>$5,400</td>
<td>$700</td>
<td>$240</td>
</tr>
<tr>
<td>Park and Ride, Auxiliary Funds, Non-Transportation, Other</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Revenues Arising through PT Agreement / Contributed Services</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Funds Dedicated to Transit at their Source &amp; Other Directly Generated Funds</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Local Government Sources of Funds</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>State Government Sources of Funds</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Federal Government Sources of Funds</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Passenger Fares for Directly Operated Service

<table>
<thead>
<tr>
<th>Mode Service</th>
<th>Funds Earned By Directly Operated Mode</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commuter Bus (CB)</td>
<td>$5,000</td>
<td>$500</td>
<td>$40</td>
</tr>
<tr>
<td>Ferryboat (FB)</td>
<td>$400</td>
<td>$200</td>
<td>$200</td>
</tr>
</tbody>
</table>

### Passenger Fares for Purchased Transportation Service

<table>
<thead>
<tr>
<th>Mode Service</th>
<th>Funds Earned By Purchased Transportation Mode</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus (MB)</td>
<td>$0</td>
<td>$200</td>
<td>$200</td>
</tr>
</tbody>
</table>
Funding Source: Park and Ride, Auxiliary Funds, Non-Transportation, Other (F-10)

Example: **Park and Ride, Auxiliary Funds, Non-Transportation, Other** is one of the Funding Source categories that are found in the F-10.

Funding Source: Revenues Accrued through PT Agreement / Contributed Services (F-10)

Example: **Revenues Accrued through PT Agreement / Contributed Services** is one of the Funding Source categories that are found in the F-10.
Funds Dedicated to Transit at their source & Other Directly Generated Funds (F-10)

Example: Funds Dedicated to Transit at their source & Other Directly Generated Funds is one of the Funding Source categories that are found in the F-10.

Funding Source: Local Government Sources of Funds (F-10)

Example: Local Government Sources of Funds is one of the Funding Source categories that are found in the F-10.
Funding Source: State Government Sources of Funds (F-10)

Example: State Government Sources of Funds is one of the Funding Source categories that are found in the F-10.

Funding Source: Federal Government Sources of Funds (F-10)

Example: Federal Government Sources of Funds is one of the Funding Source categories that are found in the F-10.
Funding Source: Federal Government Sources of Funds (F-10) …continued

Example: Federal Government Sources of Funds is one of the Funding Source categories that are found in the F-10.

Note: The data fields pertaining to the various Federal Funding Sources will be displayed depending upon your selection of the Federal Funding Sources used.

1. From Federal Government Sources of Funds / Federal Funding Source grid, select a Funding Source from the list that you would like to update.
   a. Once selected, the data fields pertaining to that Funding Source are displayed below the Funding Source grid.
   b. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
Funding Source: Summary Totals (F-10)

1. The **Summary Totals** section at the top of the form reflects the data that was entered.
   a. **Directly Generated Total Funds**: is the sum of "Passenger Fares", "Park and Ride, Auxiliary Funds, Non-Transportation, Other", "Revenues Accrued through PT Agreement / Contributed Services", "Funds Dedicated to Transit at their Source & Other Directly Generated Funds".
   b. **FTA Total Funds**: is the sum of “Local Government Sources of Funds”, “State Government Sources of Funds” and “Federal Government Sources of Funds”.
   c. **ARRA Total Funds**: is the sum of “ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds” and “ARRA TIGER Multimodal Discretionary Funds” in the Federal Government Sources of Funds section.

2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.

![Image of Summary Totals Table](image-url)
F-20: Uses of Capital Form

Agencies report the funds expended on capital projects by category on the Uses of Capital form (F-20). The form further defines capital expenses as an improvement of existing transit services or expansion of transit services.

If needed: Return to Annual Forms page and select the F-20 form.

1. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.

2. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
F-30: Operating Expenses Form

Agencies report operating expenses by object class and function, as defined by the Uniform System of Accounts (USOA), on the Operating Expenses form (F-30). Agencies complete one form for each Mode and Type of Service that they operate during the report year. The information contains:

- Vehicle Operations
- Vehicle Maintenance
- Non-Vehicle Maintenance
- General Administration

If needed: Return to Annual Forms page and select the F-30 form.

1. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
2. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
The Operating Expenses Summary form (F-40) provides an agency-wide total summary of the operating expenses as reported on the agency’s F-30 form(s) for all Modes.

- The top portion of the form displays an automatic summary of expenses from individual F-30 forms.
- The bottom portion of the form allows the user to enter data for reconciling the items.
  - Agencies may report reconciling items on the F-40 form such as depreciation, interest payments and leases. There are three columns for the reconciliation data:
    - Funds Applied,
    - Funds Not Applied
    - Total Expenses for Period (a read-only total of the two columns)

If needed: Return to Annual Forms page and select the F-40 form.

When viewing the F-40 form you can view a summary and reconcile the data entry items.
Operating Expenses: Reconciling Items (F-40)

1. Review the summary data.
2. Enter the reconciliation data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.

<table>
<thead>
<tr>
<th>Description</th>
<th>Funds Applied</th>
<th>Funds Not Applied</th>
<th>Total Expenses for Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Expenses (511)</td>
<td>111,110</td>
<td>222</td>
<td>$111,332</td>
</tr>
<tr>
<td>Leases and Rentals (512)</td>
<td>8</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Purchase Lease Agreement (514)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Related Parties Lease Agreements (515)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Depreciation (513)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Amortization of intangibles (513.13)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Other Reconciling items (516)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Total Reconciling Items</strong></td>
<td>$111,110</td>
<td>$222</td>
<td>$111,332</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Funds Applied</th>
<th>Funds Not Applied</th>
<th>Total Expenses for Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Expenses from Published Reports for Transit Operations</td>
<td>$111,110</td>
<td>$222</td>
<td>$111,332</td>
</tr>
<tr>
<td>ADA Related Reconciling Items</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

*ADA refers to Americans with Disabilities Act of 1990*
F-60: Statement of Finances Form

Agencies report select object classes on the **Statement of Finances form** (F-60), such as cash and receivables, investments, special funds, long-term debt, estimated long-term pension liabilities, and other estimated liabilities. Object Classes include:

- Current Asset
- Noncurrent Asset
- Current Liabilities
- Noncurrent Liabilities

If needed: [Return to Annual Forms Page](#) and select the F-60 form.

The F-60 form collects Common Assets and Liabilities that you report on your financial statements.

1. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
Annual Forms: Asset Information

Excel Import and Export

Asset forms including the A-15, A-20, A-30, A-35, and A-90 enable data to be exported/imported to/from excel. Note: If you would like to import data into any of these forms, you must use the template provided by NTD by first using the Export function.

Export

To generate the excel export document:

1. Select the Export Data button.
   a. The excel file download link will display at the top of the page.
2. Select the link to download the excel file.

Import

To access data import:

1. Select the Import Data button.

To Start the import:

1. Upload the excel file (.xlsx) for import to the upload document field.
2. Select the Submit button.
To **Check Import Results**:  

*Note: The import may take as long as 60 seconds to process. You will be navigated to a processing page while the import process runs.*

1. Select the **Refresh** button to check the status.  
   a. If there are any issues with your import the issues will be displayed.  
   b. No data is imported if there are any issues.  
   c. If the import is successful a success message will be displayed.  
2. Select the **Back** button to return to the form
A-10: Stations Maintenance Facilities Form

Agencies report organizational assets pertaining to stations and maintenance facilities on the **Stations and Maintenance Facilities** form (A-10).

If needed: [Return to Annual Forms page](#) and select the A-10 form.

1. Review and edit your data as necessary.
2. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.

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

<table>
<thead>
<tr>
<th>Type</th>
<th>Owned</th>
<th>Leased from Another Public Agency</th>
<th>Leased from a Private Entity</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Maintenance Facilities (Less than 200 Vehicles)</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>General Maintenance Facilities (Between 200 - 300 Vehicles)</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>General Maintenance Facilities (Greater than 300 Vehicles)</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>Heavy Maintenance Facilities</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

*50819 - King Valley Transit Authority (Full Reporter: Operating/Building) - RTP16 Original Submission (Working Data)*

There are currently no open issues on this form.

**Passenger Stations - Number of Facilities**

<table>
<thead>
<tr>
<th>Americans with Disabilities Act of 1990 (ADA) accessible</th>
<th>Escalators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Americans with Disabilities Act of 1990 (ADA) non-accessible</th>
<th>Elevators</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Stations</th>
<th>0</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Number of Multi-Modal Stations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Maintenance Facilities**

- General Maintenance Facilities (Less than 200 Vehicles)
- General Maintenance Facilities (Between 200 - 300 Vehicles)
- General Maintenance Facilities (Greater than 300 Vehicles)
- Heavy Maintenance Facilities

*SAVE AND VALIDATE: SAVE  VIEW ISSUES  PRINT DOCUMENT  CLOSE*
A-15: Transit Asset Management Facilities Inventory

Agencies report detailed facility inventory information on the A-15.

If needed: [Return to Annual Forms page](#) and select the A-15 form.

If you wish to [Add New Facilities](#)

1. Select the [Add New](#) button.
On the **Bulk Add/Edit** page:

1. Select the **Add Facility** button and enter the required data.
2. To navigate between data entry sections, use the “Previous” and “Next” section buttons -or- select the target tab.
3. To add more than 30 facilities at a time enter the 30 facilities and then select the **Continue and Add More** button.
If you wish to **Edit a Single Facility**:
1. Select the name of facility.
   a. The information will be displayed below the grid in the **“Edit Details for XYZ Station”** section.
2. Review and edit your data as necessary.
3. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
A-20: Transit Way Mileage Form

Agencies operating over high intensity busway or fixed guideway provide mileage data on the Transit Way Mileage form (A-20), with the exception of ferry services.

If needed: Return to Annual Forms page and select the A-20 form.

1. Select the Edit button next to the Mode/Type of Service that you want to review.
   a. The associated modal data will be editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
Transit Way Mileage: Rail Data (A-20)

Example: Rail Mode (for the Mode/TOS) is one of the guideways to report in the A-20.

If you would like to Edit an Existing Fleet:
1. Select the Fleet by selecting the RVI ID.
2. Review and edit your data as necessary in the Add/Edit Fleet details section.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.

1. Enter Transit Way Data, by selecting the Edit hyperlink.
   a. The bottom screen will then open to display the editable data fields.
   b. Complete detailed rail inventory data including Guideway, Power and Signal, and Track detailed inventory information.
      i. Guideway and Power and Signals data collection includes both “Basic” information and “Construction” information.
      ii. The “Next Section” buttons will assist with navigation between data entry tabs.
      iii. Note: The detailed rail inventory data is optional in Report Year 2017.
2. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
Please note that reporting the below Transit Way Mileage Elements on the A-20 is OPTIONAL for this report year. You are not required to complete the below elements in order to submit your NTD report package.

### Update CR DO (Rail Mode)

**GUIDEWAY** | **POWERS AND SIGNAL** | **TRACK**
---|---|---

<table>
<thead>
<tr>
<th>Guideway Elements</th>
<th>Total</th>
<th>Linear Miles</th>
<th>Track Miles</th>
<th>Expected Service Years When New</th>
<th>Percent Agency Capital Responsibility (%)</th>
<th>Agency with Shared Responsibility</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. At-Grade/Ballast (including expressway)</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. At-Grade/Ballast/Embedded</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Elevated/Retained Fill</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Elevated/Concrete</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Elevated/Steel Viaduct or Bridge</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Below-Grade/Retained Cut</td>
<td>☐</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Update CR DO (Rail Mode)

**GUIDEWAY** | **POWERS AND SIGNAL** | **TRACK**
---|---|---

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. At-Grade/Ballast (including expressway)</td>
<td>- Select One -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>0.00</td>
</tr>
<tr>
<td>2. At-Grade/Ballast/Embedded</td>
<td>- Select One -</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>3. Elevated/Retained Fill</td>
<td>- Select One -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>0.00</td>
</tr>
<tr>
<td>4. Elevated/Concrete</td>
<td>- Select One -</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>5. Elevated/Steel Viaduct or Bridge</td>
<td>- Select One -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>6. Below-Grade/Retained Cut</td>
<td>- Select One -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>7. Below-Grade/Cut and Great Tunnel</td>
<td>- Select One -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>8. Below-Grade/Buried or Trenched Tunnel</td>
<td>- Select One -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
<tr>
<td>9. Below-Grade/Submerged Tube</td>
<td>- Select One -</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Totals

- **Total Track Miles**: 0.00
- **Total Linear Miles**: 0.00
A-30: Revenue Vehicle Inventory Form

Agencies report revenue vehicle fleet information at their fiscal year-end on the Revenue Vehicle Inventory form (A-30) by mode and TOS.

If needed: Return to Annual Forms page and select the A-30 form.

If you would like to Add a new Fleet:
1. Select the Add Fleet button.
2. Review and edit your data as necessary in the Add/Edit Fleet details section.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
If you would like to **Edit an Existing Fleet:**

4. Select the Fleet by selecting the **RVI ID**.
5. Review and edit your data as necessary in the **Add/Edit Fleet** details section.
6. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.

If you would like to **Edit the Energy Consumption:**

1. After entering fleet information and selecting a fuel type, entry of energy consumption data will become available below the Fleet Totals grid.
2. Enter data in the "Amount" field.
3. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
A-35: Transit Asset Management Facilities Inventory

Agencies report detailed service fleet inventory information on the A-35.

If needed: Return to Annual Forms page and select the A-35 form.

To Add one or more Service Fleets:
1. Select the Add New button.
2. On the bulk add/edit page, select the Add Service Fleet button and enter the required data.
3. To navigate between data entry sections, use the “Previous” and “Next” section buttons -or- select the target tab.
4. To add more than 30 fleets at a time enter the 30 fleets and then select the Continue and Add More button.
To **Edit a Single Fleet:**

1. Select the **Name** of the Service Fleet
2. Update the information in the “Edit Details for XYZ fleet” section which displays below the grid.
3. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
Edit Details for Buses

Fleet Info

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fleet Name *</td>
<td>Buses</td>
</tr>
<tr>
<td>Agency Fleet Id</td>
<td></td>
</tr>
<tr>
<td>Vehicle Type</td>
<td>Please select a value</td>
</tr>
<tr>
<td>Total Vehicles</td>
<td></td>
</tr>
</tbody>
</table>

Primary Mode

- Please select a value

Secondary Mode(s)

- Begin typing to select modes

Useful Life Benchmark (Years)

Year Manufactured

- Please select a value

Useful Life Remaining (Years)

Year Manufactured and Useful Life Benchmark must be provided to calculate Useful Life Remaining.

Notes

Finances

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Cost</td>
<td></td>
</tr>
<tr>
<td>Transit Agency Capital Responsibility (%)</td>
<td></td>
</tr>
<tr>
<td>Year Dollars of Estimated Cost</td>
<td>Please select a value</td>
</tr>
</tbody>
</table>

SAVE AND VALIDATE  SAVE  VIEW ISSUES  IMPORT DATA  EXPORT DATA  PRINT DOCUMENT  CLOSE
A-90: Transit Asset Management Performance Measure Targets

Agencies enter performance measure targets for the coming year on the form A-90.

If needed: Return to Annual Forms page and select the A-90 form.

Review and edit target values for each metric or indicate that the metric is not applicable for the report year.

To upload your narrative report
2. Use your operating system document navigator to select the document for upload.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
Annual Forms: Service Information

S-10: Service Supplied Form

Transit agencies must report actual service data on services provided and consumed during the fiscal year on the **Service Supplied** form (S-10).

*Note: Data reported in the *Monthly Ridership Activity form (MR-20)* must be consistent with the annual data reported in the Service form (S-10).*

*Note: You cannot enter data into any of the S-10 forms until all associated *Monthly Ridership (MR-20)* submissions for the associated Mode/TOS have an “Accepted” status.*

One **Service Rail (S-10)** form is completed for each Mode/Service combination operated during Report Year:

- AR: Alaskan Railway
- CC: Cable Car
- CR: Commuter Rail
- HR: Heavy Rail
- IP: Inclined Plane
- LR: Light Rail
- MG: Monorail/Auto-Guideway
- SR: Street Rail Car
- YR: Hybrid Rail

One **Service Non-Rail (S-10)** form is completed for each Mode/Type of Service operated during the Report Year:

- CB: Commuter Bus
- DR: Demand Response
- FB: Ferry Boat
- JT: Jitney
- MB: Bus
- OR: Other
- PB: Publico
- RB: Rapid Transit Bus
- TB: Trolley Bus
- TR: Aerial Tramway
- VP: Vanpool

*Note: The Service Non-Rail S-10 form does not apply to Demand Response Taxi (DT) modes.*

One **Service Non-Rail (S-10) DT** form is completed for the Mode “DT” operated during the Report Year:

- DT: Demand Response Taxi
If needed: Return to Annual Forms page and select the S-10 form.

The form sections may be displayed in separate tabs or may be displayed all on the same page (default):

- VOMS and Period of Service
- Services Supplied
- Services Consumed
- Services Operated (Days)
- Directional Route Miles
- Show All (default)

### Service Rail (S-10) Sections

| VOMS and Periods of Service | Services Supplied | Services Consumed | Services Operated (Days) | Directional Route Miles | Show All |
|

**Note: Depending on the Mode you are reporting on, you may not have access to one or more tabs:**

<table>
<thead>
<tr>
<th>The section “Directional Route Miles” is only available for the following Service Non-Rail modes:</th>
<th>The section “Directional Route Miles” is NOT available for the following Service Non-Rail modes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>CB</td>
<td>DR</td>
</tr>
<tr>
<td>FB</td>
<td>DT</td>
</tr>
<tr>
<td>MB</td>
<td>JT</td>
</tr>
<tr>
<td>RB</td>
<td>PB</td>
</tr>
<tr>
<td>TB</td>
<td>VP</td>
</tr>
<tr>
<td>TR</td>
<td></td>
</tr>
</tbody>
</table>

1. If you do not want to edit the form in the “Show All” view, select the section/tab pertaining to the information you want to update.
   a. The data fields displayed are editable.
   b. A list of required fields that are empty or invalid may be displayed at both the top and bottom of the form.
   c. The list of empty required fields will continue to be displayed as you tab to each different section.
   d. As you fill-out the data and complete the required fields, the error messages will be removed.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
Service Supplied: VOMS and Periods of Service tab (S-10)

1. Review and edit your data as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
3. Select another **tab** in order to edit the data in that section.
Service Supplied: Services Supplied tab (S-10)

1. Review and edit your data as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
3. Select another **tab** in order to edit the data in that section.

![Service Rail (S-10) Sections](image)

<table>
<thead>
<tr>
<th>Field</th>
<th>Average Workday Schedule</th>
<th>Average Saturday Schedule</th>
<th>Average Sunday Schedule</th>
<th>Annual Total</th>
<th>Weekday AM Peak</th>
<th>Weekday Midday</th>
<th>Weekday PM Peak</th>
<th>Weekday Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trains in Operation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Cars in Operation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Train Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Train Revenue Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Train Deadhead Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Train Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Passenger Car Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Actual Passenger Car Revenue Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Passenger Car Deadhead Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Scheduled Passenger Car Revenue Miles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Services Supplied** is missing 4 required fields: Annual Total Train Miles, Annual Total Actual Revenue Miles, Annual Total Actual Train Hours, Annual Total Actual Train Revenue Hours.
Service Supplied: Services Consumed tab (S-10)

1. Review and edit your data as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.

Service Supplied: Services Operated (Days) tab (S-10)

1. Review and edit your data as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.
Service Supplied: Directional Route Miles tab (S-10)

1. Review and edit your data as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
3. Select another **tab** in order to edit the data in that section.
Annual Forms: Resource Information

R-10: Employees Form

Transit agencies report data on employees at the end of the fiscal year on the Employees form (R-10). Full Reporters complete one form for each Directly Operated Mode.

The employee data includes the hours that all employees work during the year as well as the number of employees at the end of the fiscal year. Transit agencies report the data by the type of employee (full-time and part-time) and the labor classification (operating and capital).

If needed: Return to Annual Forms page and select the R-10 form.

1. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
2. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
R-20: Maintenance Performance Form (R-20)

Agencies report data on revenue vehicle system failures on the Maintenance Performance form (R-20).

If needed: Return to Annual Forms page and select the R-20 form.

1. Update the Mechanical Failures data as needed.
2. Review and edit your data as necessary.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
Annual Forms: Reduced Reporting

RR-20: Reduced Reporting Form

Transit agencies that report under the reporting type “Reduced Reporter” report their financial information in the RR-20 form instead of the “F” (financial) forms. The RR-20 is available for Reduced Reporters and Rural Reporters. These agencies report service, financial, and safety data on the RR-20. Agencies separate total modal expenses and service data by mode and TOS. The form captures total modal expenses, uses of capital, sources of funds for transit operations and capital by funding category.

If needed: Return to Annual Forms page and select the RR-20 form.

The form sections may be displayed in separate tabs or may be displayed all on the same page (default):

- Funds Expended Total
- Sources of Revenue Expended
- Service Data
- Show All (default)

1. If you do not want to edit the form in the “Show All” view, select the tab pertaining to the information you want to update.
   a. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.

*Note: Depending on your Reporter Type, you may not have access to one or more tabs:*

<table>
<thead>
<tr>
<th>Reporter Type</th>
<th>Funds Expended Total</th>
<th>Sources of Revenue Expended</th>
<th>Service Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Systems</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Rural General Public Transit (RGPT)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Intercity Bus</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Urban/Tribal Sub-recipient</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
### Reduced Reporting (RR-20) - Small Systems - Summary

There are currently no open issues on this form.

#### Reduced Reporting Sections
- Funds Expended Total
- Sources of Revenue Expended
- Service Data

#### Total Funds Expended
- Operations: $0
- Capital: $0

#### Mode and Type of Service

<table>
<thead>
<tr>
<th>Mode</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB DO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RB DO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### Fare Revenues

<table>
<thead>
<tr>
<th>Mode</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB DO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RB DO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### Other Directly Generated Funds

<table>
<thead>
<tr>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
</table>

#### Revenues Accrued Through a PT Agreement

<table>
<thead>
<tr>
<th>Agreement Type</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>With an NTD Reporting Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With a non-NTD Reporting Agency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Non-Federal Funds

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>
### Federal Funds

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Funding Sources</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Funding Source</td>
<td>Total</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>FTA Metropolitan Planning (53305)</td>
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</tr>
<tr>
<td>FTA Urbanized Area (UAP) Program (53307)</td>
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</tr>
<tr>
<td>FTA Clean Fuels Program (53308)</td>
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</tr>
<tr>
<td>FTA Capital Program Funds (53309)</td>
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</tr>
<tr>
<td>FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (53310)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTA Other than Urbanized Area (53311)</td>
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</tr>
<tr>
<td>FTA Job Access and Reverse Commute Formula Program (53318)</td>
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<tr>
<td>FTA New Freedom Program (53317)</td>
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</tr>
<tr>
<td>FTA Transit In the Park (53320)</td>
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</tr>
<tr>
<td>MAP-21/FAST Act State of Good Repair (53337)</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>MAP-21/FAST Act Bus &amp; Bus Facilities Formula (53339)</td>
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<td></td>
</tr>
<tr>
<td>ARRA TIGER (Greenhouse Gas and Energy Reduction) Funds</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other FTA Funds</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Funds Received from Other USDOT Grant Programs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRA TIGER Multimodal Discretionary Funds</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Other Federal Funds</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

1 - 16 of 16

### Annual Service Data *

<table>
<thead>
<tr>
<th>Mode Service</th>
<th>Vehicle Revenue Miles</th>
<th>Vehicle Revenue Hours</th>
<th>Unlinked Passenger Trips</th>
<th>Vehicles Operated in Annual Maximum Service</th>
<th>Sponsored Services UPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB DO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>RB DO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### Safety Data

<table>
<thead>
<tr>
<th>Fatalities *</th>
<th>Reportable Incidents *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Injuries *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Reduced Reporting: Funds Expended Total tab (RR-20)

1. Review and edit your data as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
3. Select another **tab** in order to edit the data in that section.
Reduced Reporting: Sources of Revenue Expended tab (RR-20)

Note: You will not see the Federal Funding Source grid (shown below on left) if your Reporter Type is:
- Intercity Bus
- Urban/Tribal Sub-recipient
- Tribal Subsidy

1. Review and edit your data as necessary.
2. Select the Save button to save any changes made before exiting -or- select the Save and Validate button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.
Reduced Reporting: Service Data tab for Small Systems (RR-20)

1. Review and edit your data as necessary.
2. Select the Save button to save any changes made before exiting -or- select the Save and Validate button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.

Reduced Reporting: Service Data tab for General Public Transit (RR-20)

1. Review and edit your data as necessary.
2. Select the Save button to save any changes made before exiting -or- select the Save and Validate button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.
Annual Forms: Federal Funding Allocation Information

FFA-10: Federal Funding Allocation Statistics Form

The FFA-10 form collects data on service allocation by UZA. All agencies that report urban service data fill out the FFA-10 form(s) by mode and TOS.

If needed: Return to Annual Forms page and select the FFA-10 form.

1. Select a **UZA Reporting Method** from the drop-down.
   a. The data fields that pertain to that reporting method will then become editable.
2. Review and edit the data as necessary.
3. To edit or move to another UZA, select the **Previous** or **Next** button.
4. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
Annual Forms: Declaration

D-10: CEO Certification (Declaration) Form

Transit agencies are required to submit a Chief Executive Officer (CEO) Certification form (D-10) with the NTD Annual Report. Through this form, the agency’s CEO (the principal executive in charge of and responsible for the transit agency) endorses and attests to the accuracy of the data submitted in their NTD Annual Report.

Each transit agency CEO must complete a CEO Certification every Report Year. Through this form the CEO certifies:

- The accuracy of the data the transit agency submitted in the overall report.
- The accuracy of the Federal funding allocation data used in §5307, §5337, §5339, and §5311 formula funding programs.
- The description of the procedures that the transit agency used to estimate or collect actual passenger miles traveled and unlinked passenger trip data by mode and type of service.

If needed: Return to Annual Forms page and select the D-10 form.
The D-10 CEO Certification form certifies that everything in the report is accurate to the best of the CEO’s knowledge. The form sections are displayed in separate tabs:

- Overall Accuracy (default)
- Federal Funding Allocation Data
- Financial Data Review
- Federal Funding Allocation Review
- Passenger Miles Data
- Unlinked Passenger Trip Data

Note: There is no “Show All” option/tab for the D-10 form.

### CEO Certification (D-10) Sections

<table>
<thead>
<tr>
<th>Overall Accuracy</th>
<th>Federal Funding Allocation Data</th>
<th>Financial Data Review</th>
<th>Federal Funding Allocation Review</th>
<th>Passenger Miles Data</th>
<th>Unlinked Passenger Trip Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Reporter</td>
<td>X</td>
<td>X</td>
<td>X*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Small Systems Reporter</td>
<td>X</td>
<td>X</td>
<td>X*</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Separate Service</td>
<td>X</td>
<td>X</td>
<td>X*</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

*Reporters see the “FFA Review” tab if they are NOT a “Small Systems” reporter, if they have VOMS Total > 100 and Population (for primary UZA) >= 200,000 *and* they do NOT have an "FFS Waiver in Effect".

Note: Depending on your Reporter Type, you may not have access to one or more tabs. The following Reporter Types do not complete the D-10 form: Building, Planning, RGPTs, Intercity Bus, Reduced Asset and Urban/Tribal Sub-recipient.
1. You may choose to edit the D-10 form non-sequentially by selecting the section/tab pertaining to the information you want to update.
   a. The data fields displayed are editable.
   b. Required fields are only 'required' when submitting the form as part of the Annual Report.
      i. A list of required fields that are empty or invalid will be displayed at both the top and bottom of the form.
      ii. The list of empty required fields will continue to be displayed as you tab to each different section.
   c. As you fill-out the data and complete the required fields, the error messages will be removed.
   d. Each question acts as an 'independent' field. If a field value requires subsequent information, the field and the explanation are treated as one field.

   ![Image of a question with options Yes and No, and an explanation field]

2. At any time, you may select the Save button to save any changes made before exiting -or- select the Save and Validate button to save your changes and perform a validation check on your data.
   a. Note: When you save the D-10 data, you will be prompted to certify that the data is accurate.

   ![Image of a certification statement]

CEO Certification: Overall Accuracy tab (D-10)

1. Review and edit your data as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
3. Select another **tab** in order to edit the data in that section.
1. Review and edit your data as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select the **Save and Validate** button to save your changes and perform a validation check on your data.
3. Select another **tab** in order to edit the data in that section.
1. Review and edit your data as necessary.
2. If needed, Upload the document in support of the Financial Data Review:
   a. Select the Upload button.
      i. Browse to locate the document on your computer that you want to upload and select the document name.
   b. Select the Open button.
      i. Once uploaded, the document name and type will be displayed.
   c. Completed By: Enter the name of the person that completed the financial review.
   d. Completed Date: Select the date that the financial review was completed.
      i. Note: To remove an existing document, hover over the document name and select the ‘X’ that appears next to the document name.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
4. Select another tab in order to edit the data in that section.
CEO Certification: Federal Funding Allocation Review tab (D-10)

Note: You will only see the “Federal Funding Allocation Review” tab if you are NOT a “Small Systems” reporter, if you have VOMS Total > 100 and Population (for primary UZA) >= 200,000 *and* you do NOT have an "FFS Waiver in Effect".

1. Review and edit your data as necessary.
2. Select the Save button to save any changes made before exiting -or- select the Save and Validate button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.
1. Review and edit your data as necessary.
2. Select the Save button to save any changes made before exiting -or- select the Save and Validate button to save your changes and perform a validation check on your data.
3. Select another tab in order to edit the data in that section.
CEO Certification: Unlinked Passenger Trip Data (UPT) tab (D-10)

1. Review and edit your data as necessary.
2. Select the Save button to save any changes made before exiting -or- select the Save and Validate button to save your changes and perform a validation check on your data.
3. If needed, select another tab in order to edit the data in that section.
NTD Monthly Reporting

NTD also requires monthly operating and safety statistics reports from agencies that file as a Full Reporter. When you have completed, reviewed and saved the profile information for your Reporter Modes (P-20), NTD will automatically generate the Monthly Ridership Activity form(s) (MR-20) for each mode / type of service your agency operates.

*Note: Data reported in the Monthly Ridership Activity form (MR-20) must be consistent with the annual data reported in the Service form (S-10).*

**MR-20: Monthly Ridership Form**

The Monthly Ridership Data is collected by Mode and TOS and is available on the MR-20 form. It provides FTA with monthly trends in passenger usage and service levels.

If a Full Reporter discontinues, removes, or adds an active mode to their report year, the system ensures there are Ridership Activity forms (MR-20) for each month of activity in the report year. The day following the end of each month of the report year, the system creates one of these forms for each mode/TOS combination in the profile which is active in that month. The data includes:

- UPT: Unlinked Passenger Trips
- VRM: Vehicle Revenue Miles
- VRH: Vehicle Revenue Hours
- VOMS: Vehicles Operated in Maximum Service

Agencies must submit monthly data by no later than the last day of the following month.

1. From the Summary page, select the Monthly Ridership Forms button.
2. Select the Monthly Ridership Form by Mode/TOS that you want to update by selecting the Form Name.
   a. The MR-20 for the selected Mode/TOS will open in a separate form.
1. From the **Monthly Ridership Form** page, review and edit your data as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.

Note: Only when you have completed all of the data for the whole FY and you are ready to submit the data to FTA, then select the **Submit** button. Once you submit the report, you will not be able to make any changes.

1. Select the **Details** button to see the Percentage Changes for data you are updating.
2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
Note: If you want to review and resolve the issues for any particular month, select the **View Issues** button in the **Details** section for that month -or- if you want to review and resolve the issues for the year, select the **View All Issues** button.
1. Select the **Issue** (description) that you want to resolve.
   a. The detailed information and comment fields are displayed.
2. Enter your **Comment** to provide an explanation.
3. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
NTD Help

National Transit Database Offices

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

- NTD Program Office
  - Washington, DC
  - Margaret Schilling, Program Manager
  - (202) 366-1794
  - margaret.schilling@dot.gov

Training

- NTD reporting manuals and training materials: https://www.transit.dot.gov/ntd/manuals

- National Transit Institute, NTD courses: https://www.transit.dot.gov/ntd/trainings-and-conferences

- NTD presentations: https://www.transit.dot.gov/ntd/presentations-and-webinars