



FEDERAL TRANSIT ADMINISTRATION

National Transit Database Annual Reporting 2017 User Manual



U.S. Department of Transportation
Federal Transit Administration



FEDERAL TRANSIT ADMINISTRATION

Table of Contents

Table of Contents	2
Table of Figures	4
NTD Reporting System	5
Purpose	5
Background	5
Annual Reporting Timeframe.....	5
NTD System Validation	5
Saving Your Data	5
Viewing Issues	6
Validation Issue Types	6
Beginning the Annual Report.....	9
Completing the Report Year Kickoff	9
Log in to NTD	10
Start the Report Year Kickoff	11
Accept the Kickoff Task.....	12
Update the P-30 Form During Kickoff: Manage Reporter Users	13
Update the P-20 Form During Kickoff: Manage Reporter Modes	16
Declare your participation in a Transit Asset Group Plan During Kickoff.....	18
Confirm the Reporter Type During Kickoff	20
Submit the Kickoff	21
Reviewing Your NTD Profile (as needed)	23
Profile: Summary Page	24
P-10: Profile Basic Information Form	26
NTD Annual Report Package Forms	27
Navigate to the Annual Forms.....	27
NTD Report Package: Summary Page	29
NTD Report Package: View Individual Annual Forms	30
Annual Forms: Basic Information	31
B-10: Identification Form	31
Identification: General Information tab (B-10)	33
Identification: Demographic Information tab (B-10)	34
Identification: Seasonal Segment tab (B-10)	35
Identification: Filing a Separate Mode tab (B-10).....	37
B-30: Contractual Relationship Form	39
Contract Information: Add a New Contractual Relationship (B-30)	40

Contract Information: Remove a Contractual Relationship (B-30).....	41
Contract Information: Edit a Contractual Relationship (B-30)	42
Annual Forms: Financial Information	44
F-10: Sources of Funds - Funds Expended & Funds Earned Form	44
Funding Source: Passenger Fares (F-10).....	45
Funding Source: Park and Ride, Auxiliary Funds, Non-Transportation, Other (F-10)	46
Funding Source: Revenues Accrued through PT Agreement / Contributed Services (F-10)	46
Funds Dedicated to Transit at their source & Other Directly Generated Funds (F-10).....	47
Funding Source: Local Government Sources of Funds (F-10)	47
Funding Source: State Government Sources of Funds (F-10).....	48
Funding Source: Federal Government Sources of Funds (F-10).....	48
Funding Source: Summary Totals (F-10).....	50
F-20: Uses of Capital Form	51
F-30: Operating Expenses Form.....	52
F-40: Operating Expenses Summary Form	53
Operating Expenses: Reconciling Items (F-40)	54
F-60: Statement of Finances Form	55
Annual Forms: Asset Information.....	56
Excel Import and Export.....	56
Export	56
Import	56
A-10: Stations Maintenance Facilities Form	58
A-15: Transit Asset Management Facilities Inventory	59
A-20: Transit Way Mileage Form	62
Transit Way Mileage: Rail Data (A-20)	63
A-30: Revenue Vehicle Inventory Form	65
A-35: Service Vehicles	67
A-90: Transit Asset Management Performance Measure Targets	70
Annual Forms: Service Information.....	71
S-10: Service Supplied Form.....	71
Service Rail: Summary Page (Show All tabs) (S-10)	73
Service Supplied: VOMS and Periods of Service tab (S-10)	74
Service Supplied: Services Supplied tab (S-10)	75
Service Supplied: Services Consumed tab (S-10).....	76
Service Supplied: Services Operated (Days) tab (S-10).....	76
Service Supplied: Directional Route Miles tab (S-10)	77
Annual Forms: Resource Information	78
R-10: Employees Form.....	78
R-20: Maintenance Performance Form (R-20)	79

Annual Forms: Reduced Reporting.....	80
RR-20: Reduced Reporting Form	80
Reduced Reporting: Summary Page (Show All tabs) (RR-20)	81
Reduced Reporting: Funds Expended Total tab (RR-20).....	83
Reduced Reporting: Sources of Revenue Expended tab (RR-20)	84
Reduced Reporting: Service Data tab for Small Systems (RR-20).....	85
Reduced Reporting: Service Data tab for General Public Transit (RR-20)	85
Annual Forms: Federal Funding Allocation Information.....	86
FFA-10: Federal Funding Allocation Statistics Form.....	86
Annual Forms: Declaration.....	87
D-10: CEO Certification (Declaration) Form.....	87
CEO Certification: Overall Accuracy tab (D-10).....	90
CEO Certification: Federal Funding Allocation Data tab (D-10)	91
CEO Certification: Financial Data Review tab (D-10)	92
CEO Certification: Federal Funding Allocation Review tab (D-10)	93
CEO Certification: Passenger Miles Data (PMT) tab (D-10).....	94
CEO Certification: Unlinked Passenger Trip Data (UPT) tab (D-10)	95
NTD Monthly Reporting.....	96
MR-20: Monthly Ridership Form	96
NTD Help.....	100
National Transit Database Offices	100
Training	100

Table of Figures

Figure 1 – SAMPLE: Questionnaire for NTD Reporter Type	22
--	----

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.'

Annual Report Fiscal Year Due Dates		
Fiscal Year End Date	Annual Report Due Date	Report Closeout Date
June 30	October 31	March 15
September 30	January 31	May 15
December 31	April 30	July 15

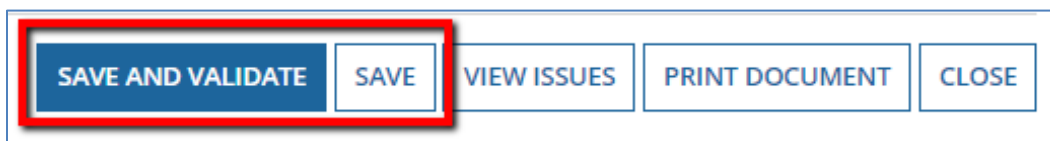
Note: Monthly reports for full reporting agencies are due on the last day of the following month (e.g., January data is due February 28).

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.



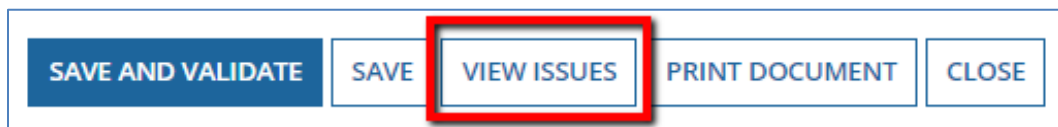
SAVE AND VALIDATE SAVE VIEW ISSUES PRINT DOCUMENT CLOSE

Viewing Issues

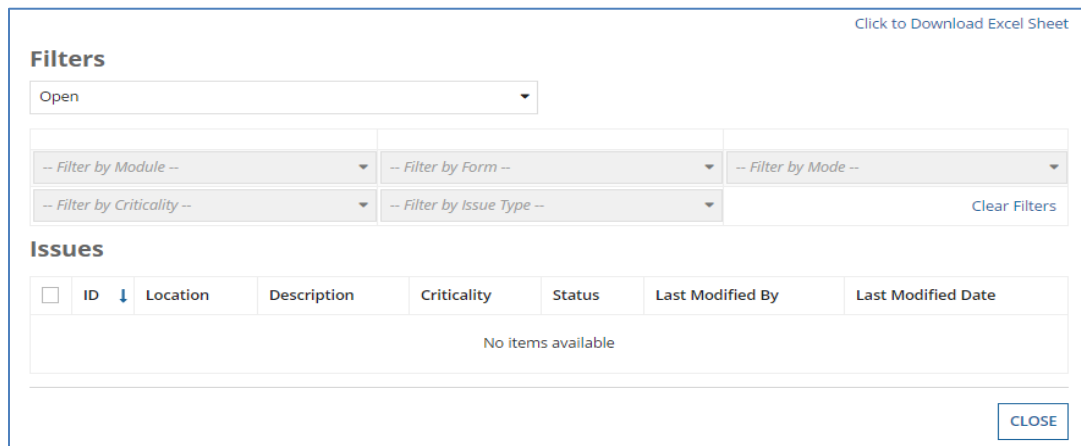
After selecting the **Save and Validate** button, if there are no issues found, you should see a confirmation message at the top of the form.

There are currently no open issues on this form.

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).



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.



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.

Issues							
<input type="checkbox"/>	ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
<input type="checkbox"/>	████	A-30	A30-004 (DR/PT) - Dedicated Fleet different from last year - Rvt: 328749	Important	Open		
<input type="checkbox"/>	████	A-30	A30-028 (DR/PT) - Retire fleet? - Rvt: 328751	Important	Open		

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.

Issues							
<input checked="" type="checkbox"/>	ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
<input checked="" type="checkbox"/>	████	RR-20	RR20F-138 (MB/DO) - Revenue speed	Important	Open and Escalated	af0xx29R02	9/27/2016 3:07 PM GMT+00:00

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.

Validation Rule Information

Validation Information Reportable Events equals zero in this year's report. Please confirm that there were no Reportable Events that meet thresholds set forth by FTA for this report year.

Resolution Information Please confirm that you had no Reportable Events or revise the data.

Related Comments

Comment	Date Created	Created By
No items available		

Criticality: Important

Comment

Confirmed - no reportable events for fiscal year 2016.

Enter Your Comment Here (Maximum of 4,000 Characters)

Closed: An issue which the NTD analyst manually accepts, thereby “closes,” after reviewing the agency’s official response. This is a SUBMITTABLE state.

Validation Rule Information

Validation Information Reportable Events equals zero in this year’s report . Please confirm that there were no Reportable Events that meet thresholds set forth by FTA for this report year.

Resolution Information Please confirm that you had no Reportable Events or revise the data.

Related Comments

Comment	Date Created	Created By
OK per agency comment.	9/27/2016 2:52 PM GMT+00:00	joseph.eldredge.ctr@dot.gov
Confirmed - no reportable events in 2016	9/23/2016 1:34 PM GMT+00:00	afoxx2@R02

Issues

<input checked="" type="checkbox"/>	ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
<input checked="" type="checkbox"/>	89415	RR-20	RR20F-172 - No reportable events	Important	Closed		

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.

Filters

Closed with Data Revision

-- Filter by Module --

-- Filter by Form --

-- Filter by Mode --

-- Filter by Criticality --

-- Filter by Issue Type --

Clear Filters

Issues

<input type="checkbox"/>	ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
<input type="checkbox"/>	69961	RR-20	RR20F-001 - Total expenses mismatch - Funds Expended on Operations	Important	Closed with Data Revision	afoxx220191	9/14/2016 12:19 PM EDT

Close

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.

Issues

<input type="checkbox"/>	ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
<input type="checkbox"/>	72480	F-10	F10Fed-246 - Operations grant matching	Important	Closed with Exception		

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.

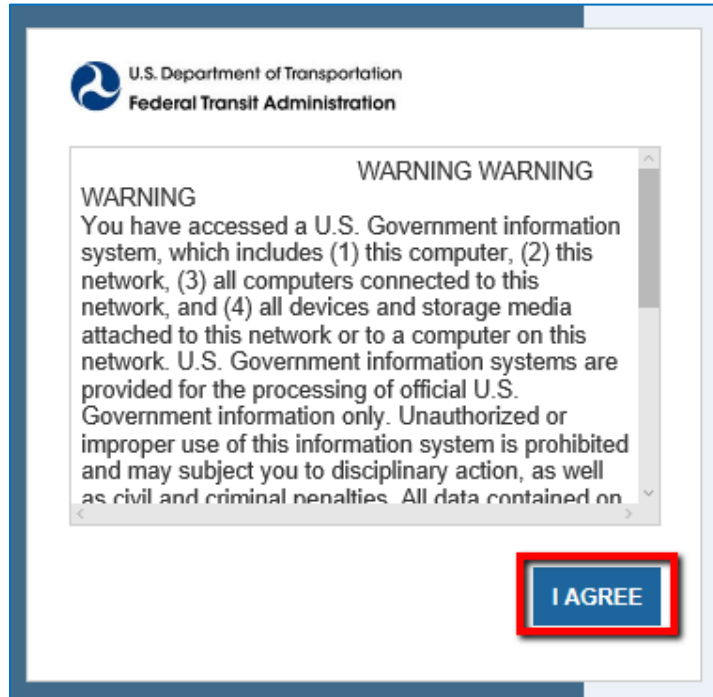
Kickoff steps:

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.
9. Navigate to the **Annual Report Package** forms.

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.

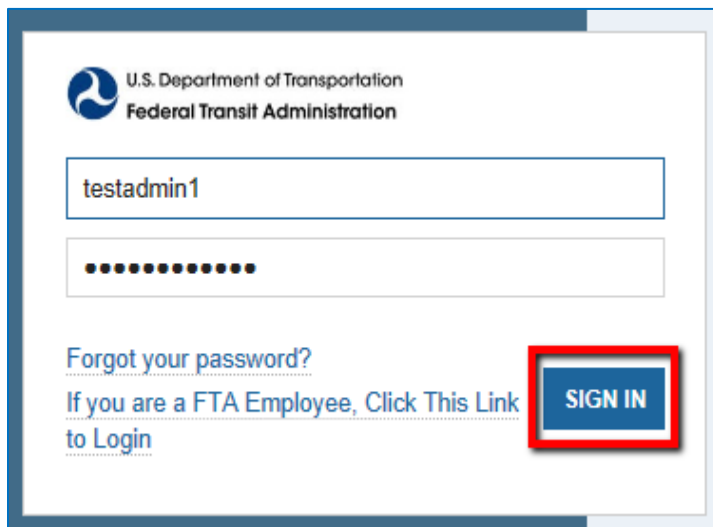


U.S. Department of Transportation
Federal Transit Administration

WARNING WARNING

WARNING
You have accessed a U.S. Government information system, which includes (1) this computer, (2) this network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. U.S. Government information systems are provided for the processing of official U.S. Government information only. Unauthorized or improper use of this information system is prohibited and may subject you to disciplinary action, as well as civil and criminal penalties. All data contained on

I AGREE



U.S. Department of Transportation
Federal Transit Administration

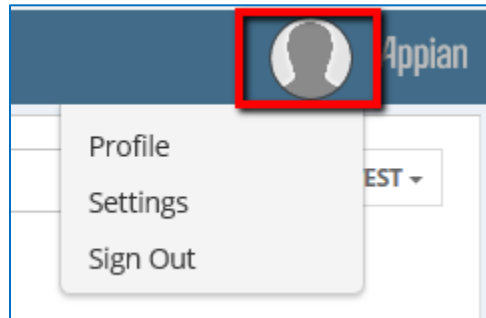
testadmin1

.....

[Forgot your password?](#)
If you are a FTA Employee, Click This Link to Login

SIGN IN

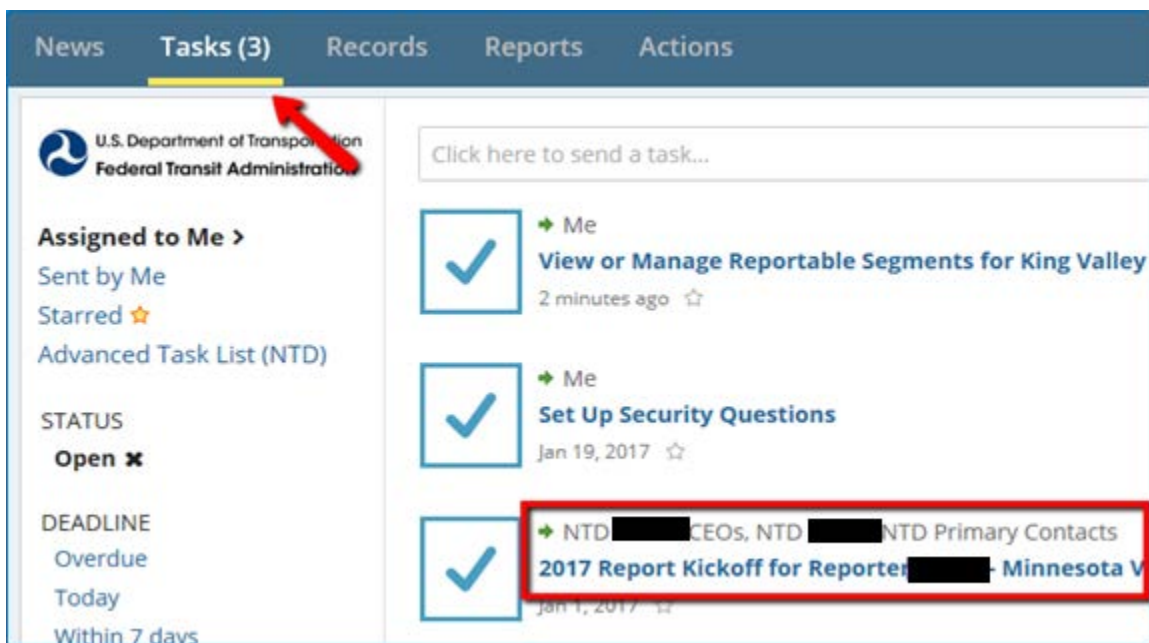
Note: You may update your information by selecting the avatar icon.



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.

The screenshot shows the Appian user interface. At the top, there is a navigation bar with tabs for 'News', 'Tasks (3)', 'Records', 'Reports', and 'Actions'. The 'Tasks (3)' tab is selected. In the top right corner, there is a user profile icon and the 'Appian' logo. Below the navigation bar, a light blue banner contains the text 'You must accept this task before completing it'. To the right of this text are three buttons: 'ACCEPT' (with a person icon), 'GO BACK' (with a left arrow icon), and 'REASSIGN' (with a right arrow icon). The 'ACCEPT' button is highlighted with a red rectangular box. Below the banner, the main heading is 'Report Kickoff (Urban/Tribal): Introduction'. The text below the heading states: 'Our records indicate that you have begun a new fiscal year, as of 1/1/2017. In order to begin your Annual Report for the previous fiscal year, 2016, please proceed with the Report Kickoff where you will be asked to:'. This is followed by a bulleted list of four items: 'Confirm your Reporter contact information is accurate', 'Confirm your mode information is accurate', 'Confirm your declared Reporter type for the previous fiscal year, 2016, is still accurate', and 'Declare your Reporter type for the new fiscal year, 2017'. At the bottom right of the form, there is a 'PROCEED' button, which is also highlighted with a red rectangular box.

News Tasks (3) Records Reports Actions

You must accept this task before completing it

ACCEPT GO BACK REASSIGN

Report Kickoff (Urban/Tribal): Introduction

Our records indicate that you have begun a new fiscal year, as of 1/1/2017. In order to begin your Annual Report for the previous fiscal year, 2016, please proceed with the Report Kickoff where you will be asked to:

- Confirm your Reporter contact information is accurate
- Confirm your mode information is accurate
- Confirm your declared Reporter type for the previous fiscal year, 2016, is still accurate
- Declare your Reporter type for the new fiscal year, 2017

PROCEED

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.

News Tasks (3) Records Reports Actions Appian

King Valley Transit Authority > View & Manage Reporter Users (P-30)

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

<input type="checkbox"/>	Last Name	First Name	Role	PhoneNumber	E-Mail Address
<input type="checkbox"/>			CEO Delegate		
<input type="checkbox"/>			Safety Contact		
<input checked="" type="checkbox"/>	Tester	Test	CEO	301-555-1212	testadmin@kingvalley.com

User Details

Name
Test Tester

Address

NTD Role
CEO

E-Mail Address
testadmin@kingvalley.com

Professional Title
TestAdmin

Phone Number
301-555-1212

EDIT ROLE

ADD USER

DEACTIVATE USER

CONTINUE

GO BACK

CANCEL

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.

King Valley Transit Authority > View & Manage Reporter Users (P-30) > Add New System User

To add a new system user please complete all required fields below and click the 'Next' button at the bottom of the form. If you do not want the user to be notified of the newly created account, uncheck the box for the 'Notify User Upon Account Creation?' question.

Add New User Progress

Add New User | Assign NTD Role | Confirm New User

User Information

Username (Email) *
testadmin@kingvalley.com
Username should be the new user's email and should be all lower case.

Password *
[Redacted]
[Redacted]

First Name *
Test

Middle Name
[Redacted]

Last Name *
Tester

Title *
TestAdmin

Email *
testadmin@kingvalley.com

Work Phone *
301-555-1212

Phone Number Extension
[Redacted]

Fax Number
[Redacted]

Address 1
[Redacted]

Address 2
[Redacted]

PO Box
[Redacted]

City
[Redacted]

State
Select a State

Zip Code
[Redacted]

Zip Code Extension
[Redacted]

Primary Organization
[Redacted]

Administrative Options

Notify User Upon Account Creation?
☒ Notify User
Check this box to send the user an email that their account has been created.

Next CANCEL

King Valley Transit Authority > View & Manage Reporter Users (P-30) > Add New System User

Please confirm all the details you have entered for this user.

Add New User Progress

Add New User | Assign NTD Role | Confirm New User

User Information

Username (Email)
testadmin@kingvalley.com

Full Name
Test Tester

Primary Organization
King Valley Transit Authority

NTD Role *
CEO
Select a Role for this User

PREVIOUS **Next** CANCEL

NewsTasks (3)RecordsReportsActions

Applan

King Valley Transit Authority > View & Manage Reporter Users (P-30) > Add New System User

Please confirm all the details you have entered for this user.

Add New User Progress

Add New UserAssign NTD RoleConfirm New User

User Information

Username (Email)
testadmin@kingvalley.com

Honorific
mr

First Name
Test

Middle Name

Last Name
Tester

Title
TestAdmin

Email
testadmin@kingvalley.com

Work Phone
301-555-1212

Phone Number Extension

Fax Number

Address 1

Address 2

PO Box

City

State

Zip Code

Zip Code Extension

Role
CEO

Primary Organization
King Valley Transit Authority

Administrative Options

Notify User Upon Account Creation?

☐ Notify User

Check this box to send the user an email that their account has been created

PREVIOUS

SUBMITCANCEL

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, disable and/or delete modes on the **View & 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 Mode/TOS link at the bottom left side of the grid.
2. Select the Mode from the list of modes in the drop down list.
3. Select the Type of Service from the drop down list.
4. Enter the Commitment Date in the box provided in the format mm/dd/yy.
5. Enter the Start Date (if available) in the box provided in the format mm/dd/yy.
6. Select the radio button **Yes** or **No** for Fixed Guideway / High Intensity Bus.
 - a. Rail modes show "Yes" by default.
 - b. Non-fixed route modes show "N/A" by default.
7. Select the radio button **Yes** or **No** for Seasonal Segments.
 - a. Non-FG/HIB modes show "N/A" by default.
8. Select the **Save** button to save your data.

If you would like to review and **Edit** an existing Mode:

1. You can edit the Commitment Date, Start Date, End Date, Fixed Guideway/High Intensity Bus and Seasonal Segments by making changes in the View & Manage Reporter Modes (P-20) page.

If you would like to **Deactivate** a Mode:

1. Enter the date on which the mode ended revenue service in the box provided for the **End Date**.
2. Select the **Save** button to save your changes.

If you would like to **Delete** a Mode:

1. Click the x button to delete the mode.
 - a. *Note: A mode is deleted only if entered in error. Modes that exists in previous year report packages cannot be deleted; upon hovering the cursor over the last column, an error message is displayed: "This mode cannot be deleted."*
2. A confirmation message is displayed – "Are you sure you want to remove this mode?" Any unsaved P-20 data will be lost. Select the **Yes** or **No** button.
3. On selecting Yes, the mode will be deleted. Any unsaved data will also be lost. Any data reported for this mode will be removed from annual, monthly, and safety reporting modules.

View & Manage Reporter Modes (P-20)

Filter Mode/TOS

All

Reporter Modes

Mode	Type Of Service	Commitment Date	Start Date	End Date	Fixed Guideway / High Intensity Bus	Seasonal Segments	
Aerial Tramway	Directly Operated	10/05/2017	10/05/2017	02/05/2018	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	✗
Aerial Tramway	Purchased Transportation	10/23/1993	10/23/2017	mm/dd/yyyy	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	✗
Alaska Railroad	Directly Operated	10/04/2017	10/04/2017	10/11/2017	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	✗
Bus	Directly Operated	10/01/1992	10/01/1992	09/26/2017	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	○
Bus	Purchased Transportation	10/01/2002	10/01/2002	09/30/2003	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	○
Commuter Bus	Directly Operated	10/23/2017	10/24/2017	mm/dd/yyyy	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	✗
Commuter Rail	Purchased Transportation	10/21/2015	10/21/2017	10/25/2018	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	✗
Demand Response	Directly Operated	10/01/1992	10/01/1992	09/26/2017	N/A	N/A	○
Demand Response	Purchased Transportation	10/01/2002	10/01/2002	09/30/2003	N/A	N/A	○
Ferryboat	Purchased Transportation	10/31/2017	mm/dd/yyyy	mm/dd/yyyy	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	✗

[+ Add Mode/TOS](#)

CONTINUE

GO BACK

CANCEL

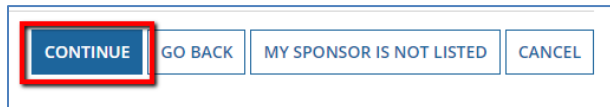
Declare your participation in a Transit Asset Group Plan During Kickoff

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

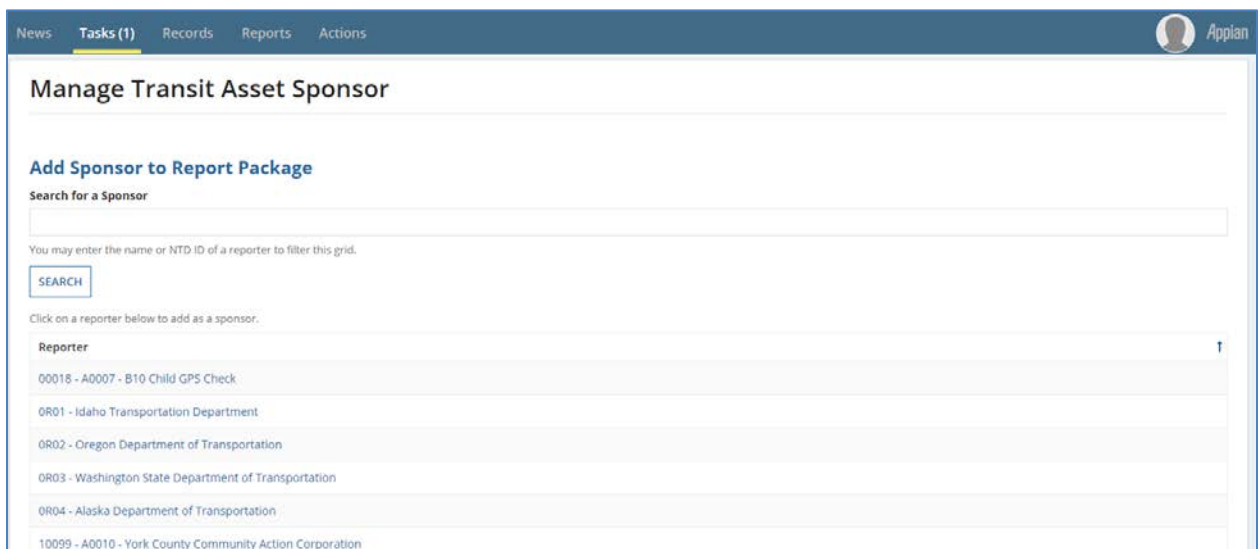
If you declared participation in a Transit Asset Group Plan in the previous year, the system will display the Group Plan selected from the previous year. You then confirm the selection or update the declared selection.

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.

News **Tasks (1)** Records Reports Actions 

Manage Transit Asset Sponsor

Current Sponsor
A0007 - B10 Child GPS Check


Do you receive Federal transit grant funds indirectly through this entity?

YES. SAVE & SUBMIT NO. SELECT A NEW SPONSOR GO BACK CANCEL

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.

CONTINUE GO BACK **MY SPONSOR IS NOT LISTED** CANCEL

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.

News **Tasks (1)** Records Reports Actions 

Request a Sponsor

Please complete the form below to submit a request to the NTD Help Desk to add a sponsor.

Name *	Select a Sponsor Reporter: *
<input type="text"/>	<input type="text"/>
E-mail *	Sponsor Contact Name
<input type="text"/>	<input type="text"/>
Phone Number *	Sponsor Contact E-mail
<input type="text"/>	<input type="text"/>
	Sponsor Contact Phone Number
	<input type="text"/>

Comments

SUBMIT CANCEL

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.

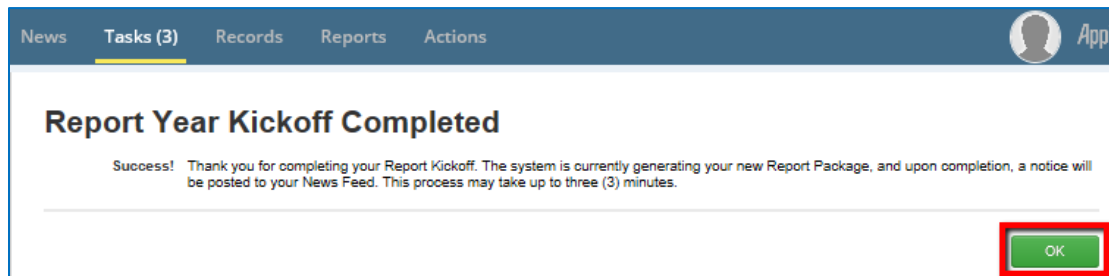
3. Select **Continue** when complete.

The screenshot shows a web application interface for the '2016 Annual Report'. At the top, there is a navigation bar with tabs: 'News', 'Tasks (3)', 'Records', 'Reports', and 'Actions'. A user profile icon and the name 'Appian' are in the top right corner. The main heading is '2016 Annual Report', followed by a subtext: 'This questionnaire will help us determine which forms you need to fill out in the 2016 annual report.' Below this is a timeline with '2016' and '2017' markers. The section 'Existing Reporter Type' shows 'Current Full Reporter: Operating'. A red box highlights the 'Change Type?' section, which contains two radio buttons: 'Yes' (unselected) and 'No' (selected). Below the radio buttons is a note: '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'.' At the bottom right, there are three buttons: 'CONTINUE' (highlighted with a red box), 'GO BACK', and 'CANCEL'.

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
 - 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.
 - 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).
 - 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).
 - This is only applicable if Reporter Type = Full Reporter (Operating) or Full Reporter (Operating & Building)
 - 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

You have accepted this task. [Return task to all assignees.](#)

REASSIGN REJECT

2016 Annual Report

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

2016

2017

Existing Reporter Type

Current: Full Reporter: Operating

* Change Type? ☒ Yes ☐ No

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

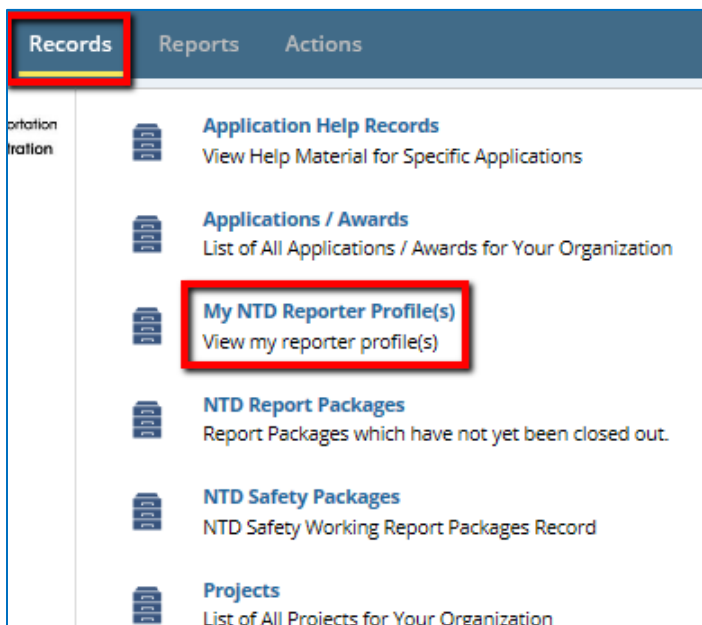
GO BACK

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.

Records

My NTD Reporter Profile(s)

King Valley Transit Authority

Summary

File Library

Form Library

MR Historical Report

News

Related Actions

NTD Validation Analyst

Name

E-Mail

Phone

434

Basic Information

Reporter Name

Acronym

Address

DUNS Number

FTA Recipient ID

Website

King Valley Transit Authority

MVTA

100 E. Highway 13
Anywheretown, Alaska 99507

123456789

[Click here to visit
www.kingfake.com](#)

Active Modes

Mode	Type of Service	Commitment Date	Start Date
Bus	Purchased Transportation	1/1/2015	1/1/2015
Ferryboat	Directly Operated	12/30/2016	12/30/2016

Reporter Users

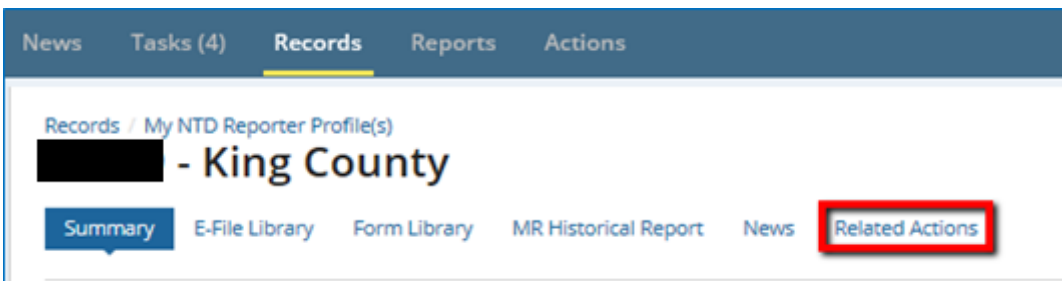
Last Name	First Name	NTD Role	Phone Number	E-Mail Address	User Manager
Lehmann	Jen	CEO Delegate	952-230-1234	jlehmann@mvta.com	Yes
Porter	Samantha	Safety Contact	952-882-7536	sporter@mvta.com	No
Tester	Test	CEO	301-555-1212	testadmin@kingvalley.com	No

Reportable Segments

Segment ID	Segment Name	Directionality	Begins At	Ends At	Length
72241	PG-005-HWY 169 NB	One Way	I-394 WB	I-394 WB	0.12
72248	PG-017-HWY 77 NB	One Way	CLIFF RD	CLIFF RD	0.13
72248	PG-017-HWY 77 NB	One Way	CLIFF RD	CLIFF RD	0.13
72306	PG-018-HWY 77 NB	One Way	127TH ST (PALAMINO)	127TH ST (PALAMINO)	0.13
72306	PG-018-HWY 77 NB	One Way	127TH ST (PALAMINO)	127TH ST (PALAMINO)	0.13

1 - 5 of 52

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.

King Valley Transit Authority > View & Manage Basic Information (P-10)

Please complete the form below.

Name

* Reporter Name

King Valley Transit Authority

Doing Business As

Acronym

MVTA

Address

* Address (Line 1)

100 E. Highway 13

Address (Line 2)

PO Box

* City

Anywheretown

* State

Alaska

* Zip Code

55337

Zip Extension

Other

* DUNS Number

123456789

FTA Recipient ID

Website URL

www.kingfake.com

SAVE

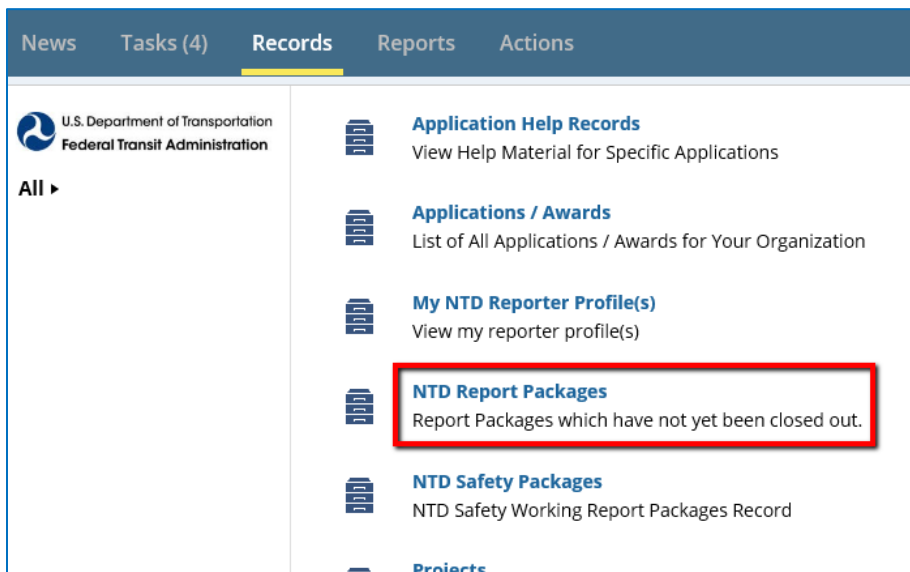
CANCEL

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.



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.

The screenshot shows the 'NTD Report Packages' page. At the top, there is a navigation bar with tabs: News, Tasks (2), Records (highlighted), Reports, and Actions. Below the navigation bar, the page title 'NTD Report Packages' is displayed. There is a search bar with a magnifying glass icon and a 'SEARCH' button. To the right of the search bar, there is a 'REPORT YEAR' dropdown menu currently set to 'Any'. Below the search bar, there is a list of report packages. Each package is represented by a green folder icon, a title link, and a date. The visible packages are:

- FY 2016 Rural Reporting - [redacted] - Jersey County**
Original Submission - Working Data
Aug 15, 2016
- FY 2016 Rural Reporting - [redacted] - Douglas County (Illinois)**
Original Submission - Working Data
Aug 15, 2016
- FY 2016 Rural Reporting - [redacted] - Lee County**
Original Submission - Working Data
Aug 9, 2016
- FY 2016 Rural Reporting - 50353 - Kendall County**

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.

The screenshot shows the search filters for the 'NTD Report Packages' page. The filters are located at the top of the page, below the navigation bar. There are three filter boxes, each with a red border:

- Search:** A text input field containing '99999' and a 'SEARCH' button.
- Report Year:** A dropdown menu currently set to '2017'.
- Reporting Type:** A dropdown menu currently set to 'State Reporting'.

There is a 'Clear Filters' link in the top right corner of the filter area.

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.

Records / NTD Report Packages

FY 2016 Rural Reporting - [Redacted] - King County

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

[ANNUAL FORMS](#) [VIEW ISSUES](#)

[View Reporter Profile](#)

Report Information

Reporting Agency	King County	Parent Reporter	Illinois Department of Transportation (SR01)
Address	12345 Main Street Anywhere, AK 12345	View Parent Report	
Reporter Type	Rural Reporter	Fiscal Year Start	7/1/2015
		Fiscal Year End	6/30/2016
		Report Status	Original Submission - Working Data
		Report Due Date	10/31/2016

Report Package Forms

Annual Forms

Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
Identification (B-10)		12/1/2016 12:04 PM CST	[Redacted]	0	0	
Stations and Maintenance Facilities - DO - (A-10)	DR DO	12/20/2016 11:40 AM CST	[Redacted]	0	0	
Revenue Vehicle Inventory (A-30)	DR DO	12/1/2016 12:08 PM CST	[Redacted]	0	0	
Reduced Reporting (RR-20) - General Public Transit		12/20/2016 11:20 AM CST	[Redacted]	0	10	

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**.

Records / NTD Report Packages

FY 2014 Reporting - 60008 - Metropolitan Transit Authority of Anywhere USA

Summary News **Related Actions**

Annual Forms

[ADD CONTRACTUAL RELATIONSHIP](#) [CLOSE](#)

Available Modules

All

Annual Forms

Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
Identification (B-10)		8/12/2016 12:02 PM EDT		0	4	
Contractual Relationship (B-30) - Harris County Transportation	DR PT	6/27/2017 9:29 PM EDT		1	1	
Sources of Funds - Funds Expended & Funds Earned (F-10)		6/20/2017 9:52 AM EDT		64	69	
Uses of Capital (F-20)		4/14/2017 3:05 PM EDT		0	2	
Operating Expenses (F-30)	DR PT	9/15/2016 2:40 PM EDT		23	23	
Operating Expenses (F-30)	DT PT			0	0	
Operating Expenses (F-30)	DR DO	4/14/2017 3:05 PM EDT		10	11	

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

[General Information](#) | [Demographic Information](#) | [Seasonal Segment Information](#) | [Filing Separate Mode](#) | [Show All](#) |

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

Reporter Type	General Information	Demographic Information	Filing Separate Mode	Seasonal Segment
Full Reporter	X	X	X	X*
Small Systems Reporter	X	X	X	
Building Reporter	X	X	X	
Planning Reporter	X	X	X	
Separate Service	X	X	X	
Rural General Public Transit (RGPT)	X		X	
Intercity Bus	X			
Urban/Tribal Sub-recipient	X			
Reduced Asset Reporter	X	X	X	

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

Note: 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 (B-10) - Summary

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

Identification - (B10) Sections

[General Information](#)
[Demographic Information](#)
[Seasonal Segment Information](#)
[Filing Separate Mode](#)
[Show All](#)

General Information

Organization Type *

1. Independent Public Agency or Authority of Transit Service

Demographic Information

Primary UZA

16 - Minneapolis-St. Paul, MN-WI

Service Area Square Miles *

124

Service Area Population *

317,986

Available Secondary UZA / Non-UZAs

Selected Secondary UZA / Non-UZAs

Choose UZAs to add, then click Add UZA(s). Make multiple selections by holding 'CTRL' while selecting.

ADD UZA(S)

REMOVE UZA(S)

VIEW ALL UZAS

VIEW UZAS IN MY REGION

Seasonal Segment Information

Reporter Modes

<input type="checkbox"/>	Mode	Type Of Service	Commitment Date	Start Date	End Date
<input type="checkbox"/>	Ferryboat	Directly Operated	12/30/2016	12/30/2016	

UPDATE SEGMENTS

Modes Filing a Separate NTD Report

Add Mode

-- Please select a value --

Deactivate Mode/Type Of Service

<input type="checkbox"/>	Mode	Service	Created By	Created Date
No items available				

ADD

REMOVE

[SAVE AND VALIDATE](#)
[SAVE](#)
[VIEW ISSUES](#)
[PRINT DOCUMENT](#)
[CLOSE](#)

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 (B-10) - General Information

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

Identification - (B10) Sections

General Information | Demographic Information | Seasonal Segment Information | Filing Separate Mode | Show All |

General Information

Organization Type *

1. Independent Public Agency or Authority of Transit Service ▼

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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.

The screenshot shows the 'Identification (B-10) - Summary' form. At the top, it says '60008 - Metropolitan Transit Authority of Harris County, Texas (Full Reporter: Operating) - RY15 Revision 4 (Working Data)'. Below this is a red banner stating 'There are currently 4 open issues on this form.' The 'Identification - (B10) Sections' are listed: 'General Information', 'Demographic Information' (highlighted with a red box), 'Seasonal Segment Information', 'Filing Separate Mode', and 'Show All'. Under 'General Information', 'Organization Type' is set to '1. Independent Public Agency or Authority of Transit Service'. The 'Demographic Information' section shows 'Primary UZA' as '7 - Houston, TX'. The 'Secondary UZA / Non-UZAs' section contains a list with '0 - Texas Non-UZA' and a red 'x' icon to remove it. Below the list is an 'Add UZA' button (highlighted with a red box) and a search bar. At the bottom right, there are two buttons: 'VIEW ALL UZAS' (highlighted with a red box) and 'VIEW UZAS IN MY REGION'.

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.

Identification: Seasonal Segment tab (B-10)

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.

Identification - (B10) Sections

[General Information](#) | [Demographic Information](#) | **[Seasonal Segment Information](#)** | [Filing Separate Mode](#) | [Show All](#)

Seasonal Segment Information

Reporter Modes

<input checked="" type="checkbox"/>	Mode	↑ Type Of Service	Commitment Date	Start Date	End Date
<input checked="" type="checkbox"/>	Ferryboat	Directly Operated	12/30/2016	12/30/2016	

Seasonal Segments

Select segments that operate seasonally

<input checked="" type="checkbox"/>	Segment Id	Segment Name	↑ Directionality	Begins At	Ends At	Length
<input checked="" type="checkbox"/>	240879	test	Two Way	anywhere	anytime	10

UPDATE SEGMENTS

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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 (B-10) - Update Seasonal Segment Information

50519 - (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

Reportable Segment 1 of 1

[PREVIOUS](#) [NEXT](#)

Reportable Segment Details

Segment Name	test	Status	Approved by FTA
Claiming Mode / Type of Service	Ferryboat / Directly Operated	Claiming Agency	50519 - King Valley Transit Authority
Mode / Type of Service	Ferryboat / Directly Operated		
UZA	16 - Minneapolis-St. Paul, MN-WI		
Begins At	anywhere		
Ends At	anytime		
Length (In Miles)	10.00		
Directionality	Two Way		
Original Revenue Service Date	Dec 30, 2016		
Agency Revenue Service Start Date	Dec 30, 2016		
Out of Revenue Service Date			

Segment Months

Available Months

Choose months to add, then click Add Month(s). Make multiple selections by holding 'CTRL' while selecting.

Selected Months

Choose months to remove, then click Remove Month(s). Make multiple selections by holding 'CTRL' while selecting.

ADD MONTH(S)

REMOVE MONTH(S)

CONTINUE

CANCEL

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.

Identification (B-10) - Filing Separate Mode

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)


There are currently no open issues on this form.



Identification - (B10) Sections

[General Information](#) | [Demographic Information](#) | [Seasonal Segment Information](#) | **Filing Separate Mode** | [Show All](#)


Modes Filing a Separate NTD Report

Add Mode



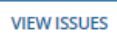
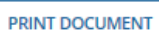

Ferryboat 

Deactivate Mode/Type Of Service

☐ Mode Service Created By Created Date 

No items available

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.

Identification (B-10) - Filing Separate Mode

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

Identification - (B10) Sections

[General Information](#) | [Demographic Information](#) | [Seasonal Segment Information](#) | **[Filing Separate Mode](#)** | [Show All](#)

Modes Filing a Separate NTD Report

Add Mode

-- Please select a value --

Deactivate Mode/Type Of Service

<input checked="" type="checkbox"/>	Mode	Service	Created By	↑ Created Date
<input checked="" type="checkbox"/>	FB	PT	jiehmnn@mvta.com	05/24/2017

ADD

REMOVE

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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.

Contract Information: Add a New Contractual Relationship (B-30)

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.

PT 2014 Reporting - 00008 - Metropolitan Transit Authority of
Anywhere USA

Summary News **Related Actions**

Annual Forms

ADD CONTRACTUAL RELATIONSHIP CLOSE

Available Modules

All

Annual Forms

Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
Identification (B-10)		8/12/2016 12:02 PM	afoxx260008	0	4	

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.

New Contractual Relationship (B-30)

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Revision (Working Data)

Relationship Details

Select Type *

☒ NTD Reporter
☐ Company

Search NTD Reporters

hawaii

☐ Reporter

☐ 9R03 - Hawaii Department of Transportation

☐ 91080 - County of Hawaii Mass Transit Agency

CANCEL CONTINUE **MANAGE COMPANIES**

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.

Contractual Company Management

Name

Hawaiian/Alaskan Air Transport

King Valley Transport

Add New Company

CANCEL SAVE

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.

50519 - King Valley Transit Authority > RY 2016 Report Package > Annual Forms

ADD CONTRACTUAL RELATIONSHIP REMOVE CONTRACTUAL RELATIONSHIP VIEW FORM CLOSE

Available Modules

All

Annual Forms

<input type="checkbox"/>	Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
<input type="checkbox"/>	Identification (B-10)				0	0	
<input checked="" type="checkbox"/>	Contractual Relationship (B-30) - Scott County				0	0	
<input type="checkbox"/>	Contractual Relationship (B-30) - Schmitt and				0	0	

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 -or- Form Name / Mode / Type of Service**.

Annual Forms

[ADD CONTRACTUAL RELATIONSHIP](#)[CLOSE](#)

Available Modules

All

Annual Forms

Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
Identification (B-10)		8/12/2016 12:02 PM EDT		0	4	
Contractual Relationship (B-30) - 9R06 - American Samoa Department of Public Works	MB DO	6/28/2017 11:53 AM EDT		0	0	
Contractual Relationship (B-30) - Harris County Transportation	DR PT	6/27/2017 9:29 PM EDT		1	1	
Sources of Funds - Funds		6/20/2017 9:52 AM EDT		64	69	

Contract Information: Edit a Contractual Relationship (B-30)

...continued

- From the Contractual Relationship Details page, indicate the summary data by selecting the options from the drop-down fields.
 - Depending on whether the reporter is a buyer or seller (Contractual Position), the Key Financial and Operations information displayed may be different.
 - Once selected, the data fields pertaining to that position are displayed below the Funding Source grid.
 - The data fields are editable.
- Review and edit your data as necessary.
 - When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
 - To **add** a new Mode/TOS, select the **(+) Add New Mode/TOS** link.
 - To **remove** a Mode/TOS, select the **"X"** adjacent to the row you want to remove.
- 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.

Contractual Relationship (B-30) - Scott County

Long Valley Transit Authority (Full Reporter: Operating/Buildings) - RY16 Revision (Working Data)

There are currently no open issues on this form.

Contract Summary

Contractual Position *

The Reporter is the Buyer

Type of Contract *

Negotiated Contract or Agreement

Primary Feature *

The Buyer Pays the Seller a Negotiated Fixed Rate Per Unit of Service

Service Captured *

In This Report

Public Assets Provided

☒ Buyer Provides Vehicles to Seller

☐ Buyer Provides Maintenance Facility to Seller

☒ Other

Describe Other Public Assets Provided *

Key Financial and Operation Statistics

Mode / TOS	# of Months Seller Operated Service During Report Year	VOMS Under Contract	Purchased transportation fare revenues (F-10 Fare Revenues)	Contract / Subsidy Operating Expenses Net of Fare Revenues and Capital Leasing Expenses	Total Contract / Subsidy Operating Expenses (F-30 Object Class 508)	Contract Capital Leasing Expenses (F-40 Object Classes 512-515)	Total Contract / Subsidy Costs	Other Operating Expenses Incurred by the Buyer (F-30 Object Class #508)	Total Modal Expenses	Other Reconciling Item Expenses Incurred by the Buyer	
FB - DO	1	\$0	\$400	\$20	\$420	\$22	\$442	\$5	\$447	\$99	X
CB - DO	—	0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	X

[+ Add New Mode/TOS](#)

[SAVE AND VALIDATE](#)
[SAVE](#)
[VIEW ISSUES](#)
[PRINT DOCUMENT](#)
[CLOSE](#)

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

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

Summary Totals

Total	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Directly Generated Total Funds	\$400	\$0	\$0
FTA Total Funds	\$0	\$0	\$0
ARRA Total Funds	\$0	\$0	\$0
Total Funds	\$400	\$0	\$0

Funding Sources

Select a funding source to update.

<input type="checkbox"/> Section Name	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
<input type="checkbox"/> Passenger Fares	\$400	\$0	\$0
<input type="checkbox"/> Park and Ride, Auxiliary Funds, Non-Transportation, Other	\$0	\$0	\$0
<input type="checkbox"/> Revenues Accrued through PT Agreement / Contributed Services	\$0	\$0	\$0
<input type="checkbox"/> Funds Dedicated to Transit at their Source & Other Directly Generated Funds	\$0	\$0	\$0
<input type="checkbox"/> Local Government Sources of Funds	\$0	\$0	\$0
<input type="checkbox"/> State Government Sources of Funds	\$0	\$0	\$0
<input type="checkbox"/> Federal Government Sources of Funds	\$0	\$0	\$0

1 - 7 of 7

[SAVE AND VALIDATE](#) [SAVE](#) [VIEW ISSUES](#) [PRINT DOCUMENT](#) [CLOSE](#)

Funding Source: Passenger Fares (F-10)

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
Select a funding source to update.

<input type="checkbox"/>	Section Name	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
<input checked="" type="checkbox"/>	Passenger Fares	\$5,400	\$700	\$240
<input type="checkbox"/>	Park and Ride, Auxiliary Funds, Non-Transportation, Other	\$0	\$0	\$0
<input type="checkbox"/>	Revenues Accrued through PT Agreement / Contributed Services	\$0	\$0	\$0
<input type="checkbox"/>	Funds Dedicated to Transit at their Source & Other Directly Generated Funds	\$0	\$0	\$0
<input type="checkbox"/>	Local Government Sources of Funds	\$0	\$0	\$0
<input type="checkbox"/>	State Government Sources of Funds	\$0	\$0	\$0
<input type="checkbox"/>	Federal Government Sources of Funds	\$0	\$0	\$0

1 - 7 of 7

Passenger Fares for Directly Operated Service

Mode Service	Funds Earned By Directly Operated Mode	Funds Expended
Commuter Bus (CB)	5,000	Funds Expended on Operations: 500
Ferryboat (FB)	400	Funds Expended on Capital: 40

Passenger Fares for Purchased Transportation Service

Mode Service	Funds Earned By Purchased Transportation Mode	Funds Expended
Bus (MB)	0	Funds Expended on Operations: 200
		Funds Expended on Capital: 200

SAVE AND VALIDATE **SAVE** **VIEW ISSUES** **PRINT DOCUMENT** **CLOSE**

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.

Park and Ride, Auxiliary Funds, Non-Transportation, Other			
	Funds Earned During Period	Funds Expended on Operations	Funds Expended on Capital
Park and Ride Parking Revenue	9,999		
Other Transportation Revenues	0		
Auxiliary Transportation Funds - Concessions	90		
Auxiliary Transportation Funds - Advertising Revenues	0		
Auxiliary Transportation Funds - Other	0		
Non-Transportation Funds	0		
Total Park and Ride, Other Transportation, Auxiliary and Non-Transportation Expenditures		90	90

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.

Revenues Accrued through PT Agreement / Contributed Services			
	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Revenues Accrued Through a Purchased Transportation Agreement - with a NTD reporting agency	0	0	0
Revenues Accrued Through a Purchased Transportation Agreement - with a non-NTD reporting agency	0	0	0
Contributed Services - state and local government	0	0	0
Subsidy from Other Sectors of Operations	0	0	0

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.

Funds Dedicated to Transit at their Source & Other Directly Generated Funds			
	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Dedicated Taxes - Income	0		
Dedicated Taxes - Sales	0		
Dedicated Taxes - Property	0		
Dedicated Taxes - Gasoline	0		
Dedicated Taxes - Other	0		
Dedicated Tolls - Bridge, tunnel and highway	0		
Dedicated Tolls - High Occupancy	0		
Other Dedicated Funds	0		
Total Funds Dedicated to Transit at their Source		0	0
Other Directly Generated Funds	0	0	0

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.

Local Government Sources of Funds			
	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Funds Allocated to Transit out of the General Revenues of the Government Entity	0	0	0
Dedicated Taxes - Income	4,000		
Dedicated Taxes - Sales	0		
Dedicated Taxes - Property	10		
Dedicated Taxes - Gasoline	10		
Dedicated Taxes - Other	0		
Dedicated Tolls - Bridge, tunnel and highway	0		
Dedicated Tolls - High Occupancy	510		
Other Dedicated Funds	0		
Total Funds Dedicated to Transit at their Source		20	20
Other Funds	0	0	0

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.

State Government Sources of Funds			
	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Funds Allocated to Transit out of the General Revenues of the Government Entity	0	0	0
Dedicated Taxes - Income	1,000		
Dedicated Taxes - Sales	0		
Dedicated Taxes - Property	0		
Dedicated Taxes - Gasoline	1,230		
Dedicated Taxes - Other	0		
Dedicated Tolls - Bridge, tunnel and highway	0		
Dedicated Tolls - High Occupancy	0		
Other Dedicated Funds	0		
Total Funds Dedicated to Transit at their Source		55	0
Other Funds	0	0	1,110

Describe Other Funds*

Note: A comment is required if Other

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.

Federal Government Sources of Funds				
	Funding Sources	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
<input type="checkbox"/> Federal Funding Source				
<input type="checkbox"/> FTA Metropolitan Planning (§5303)				
<input type="checkbox"/> FTA Urbanized Area (UAP) Program (§5307)				
<input type="checkbox"/> FTA Clean Fuels Program (§5308)				
<input type="checkbox"/> FTA Capital Program Funds (§5309)				
<input type="checkbox"/> FTA Special Needs/ADA (§5310)				
<input type="checkbox"/> FTA Other Than Urbanized Area (§5311)				
<input type="checkbox"/> FTA Job Access and Reverse Commute Formula Program (§5316)				
<input type="checkbox"/> FTA New Freedom Program (§5317)				
<input type="checkbox"/> FTA Transit in the Park (§5320)				
<input type="checkbox"/> MAP-21/FAST Act State of Good Repair (§5337)				
<input type="checkbox"/> MAP-21/FAST Act Bus & Bus Facilities Formula (§5339)				
<input type="checkbox"/> Other USDOT Grants				
<input type="checkbox"/> ARRA TIGER (Greenhouse Gas and Energy Reduction) Funds				
<input type="checkbox"/> ARRA TIGER Multimodal Discretionary Funds				
<input type="checkbox"/> Other FTA Funds				
<input type="checkbox"/> Other Federal Funds				
Total		\$0	\$0	\$0

1-16 of 16

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.

- From Federal Government Sources of Funds / Federal Funding Source grid, select a **Funding Source** from the list that you would like to update.
 - Once selected, the data fields pertaining to that Funding Source are displayed below the Funding Source grid.
 - The data fields are editable.
- Review and edit your data as necessary.
 - When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
- 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.

Federal Government Sources of Funds

<div style="border: 1px solid #ccc; padding: 5px;"> <input type="checkbox"/> Federal Funding Source <input checked="" type="checkbox"/> FTA Metropolitan Planning (\$5303) <input type="checkbox"/> FTA Urbanized Area (UAP) Program (\$5307) <input type="checkbox"/> FTA Clean Fuels Program (\$5308) <input type="checkbox"/> FTA Capital Program Funds (\$5309) <input type="checkbox"/> FTA Special Needs/ADA (\$5310) <input type="checkbox"/> FTA Other Than Urbanized Area (\$5311) <input type="checkbox"/> FTA Job Access and Reverse Commute Formula Program (\$5316) <input checked="" type="checkbox"/> FTA New Freedom Program (\$5317) <input type="checkbox"/> FTA Transit in the Park (\$5320) <input type="checkbox"/> MAP-21/FAST Act State of Good Repair (\$5337) <input type="checkbox"/> MAP-21/FAST Act Bus & Bus Facilities Formula (\$5338) <input checked="" type="checkbox"/> Other USDOT Grants <input checked="" type="checkbox"/> ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds <input type="checkbox"/> ARRA TIGER Multimodal Discretionary Funds <input checked="" type="checkbox"/> Other FTA Funds <input type="checkbox"/> Other Federal Funds </div> <div style="text-align: center; margin-top: 5px;"> ⏪ ⏩ 1-16 of 16 ⏪ ⏩ </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Funding Sources</th> <th style="text-align: center;">Funds Earned</th> <th style="text-align: center;">Funds Expended on Operations</th> <th style="text-align: center;">Funds Expended on Capital</th> </tr> </thead> <tbody> <tr> <td>FTA Metropolitan Planning (\$5303)</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>FTA New Freedom Program (\$5317)</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Capital Assistance Spent on Operations (including maintenance expenses) (\$5317)</td> <td></td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>Other USDOT Grants</td> <td style="text-align: center;">10</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> </tr> <tr> <td>ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds</td> <td style="text-align: center;">10</td> <td style="text-align: center;">0</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Other FTA Funds</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td>Capital Assistance Spent on Operations (including maintenance expenses) (Other FTA Funds)</td> <td></td> <td style="text-align: center;">0</td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: center;">\$40</td> <td style="text-align: center;">\$20</td> <td style="text-align: center;">\$10</td> </tr> </tbody> </table>	Funding Sources	Funds Earned	Funds Expended on Operations	Funds Expended on Capital	FTA Metropolitan Planning (\$5303)	10	0		FTA New Freedom Program (\$5317)	10	10	0	Capital Assistance Spent on Operations (including maintenance expenses) (\$5317)		0		Other USDOT Grants	10	10	0	ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds	10	0	10	Other FTA Funds	0	0	0	Capital Assistance Spent on Operations (including maintenance expenses) (Other FTA Funds)		0		Total	\$40	\$20	\$10
Funding Sources	Funds Earned	Funds Expended on Operations	Funds Expended on Capital																																		
FTA Metropolitan Planning (\$5303)	10	0																																			
FTA New Freedom Program (\$5317)	10	10	0																																		
Capital Assistance Spent on Operations (including maintenance expenses) (\$5317)		0																																			
Other USDOT Grants	10	10	0																																		
ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds	10	0	10																																		
Other FTA Funds	0	0	0																																		
Capital Assistance Spent on Operations (including maintenance expenses) (Other FTA Funds)		0																																			
Total	\$40	\$20	\$10																																		

Describe Funds Received from Other USDOT Grant Programs*

Note: A comment is required if the Other USDOT Grants > 0.

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.

Sources of Funds - Funds Expended & Funds Earned (F-10) - Summary

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

Summary Totals

Total	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
Directly Generated Total Funds	\$400	\$0	\$0
FTA Total Funds	\$0	\$0	\$0
ARRA Total Funds	\$0	\$0	\$0
Total Funds	\$400	\$0	\$0

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.

Uses of Capital (F-20)

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

Rehabilitation / Reconstruction / Replacement / Improvement for Existing Service

Mode	Guideway	Passenger Stations	Admin. Buildings	Maint. Buildings	Revenue Vehicles	Service Vehicles	Fare Revenue Collection Equipment	Comm. Info. Systems	Other	Total
MB PT	0	0	0	0	0	0	0	0	0	\$0
FB DO		0	0	0	0	0	0	0	0	\$0
CB DO	0	0	0	0	0	0	0	0	0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Expansion of Service

Mode	Guideway	Passenger Stations	Admin. Buildings	Maint. Buildings	Revenue Vehicles	Service Vehicles	Fare Revenue Collection Equipment	Comm. Info. Systems	Other	Total
MB PT	0	0	0	0	0	0	0	0	0	\$0
FB DO		0	0	0	0	0	0	0	0	\$0
CB DO	0	0	0	0	0	0	0	0	0	\$0
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

Total All Uses of Capital

Mode	Guideway	Passenger Stations	Admin. Buildings	Maint. Buildings	Revenue Vehicles	Service Vehicles	Fare Revenue Collection Equipment	Comm. Info. Systems	Other	Total
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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.

Operating Expenses (F-30) - MB PT

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

	Vehicle Operations (010)	Vehicle Maintenance (041)	Non-Vehicle Maintenance (042)	General Administration (160)	Total
Operators' Salaries and Wages (501.01)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0
Other Salaries and Wages (501.02)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0
Fringe Benefits (502)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0
Services (503)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0
Fuels and Lubricants (504.01)	<input type="text" value="0"/>	<input type="text" value="0"/>			\$0
Tires and Tubes (504.02)	<input type="text" value="0"/>	<input type="text" value="0"/>			\$0
Other Materials and Supplies (504.99)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0
Utilities (505)	<input type="text" value="0"/>			<input type="text" value="0"/>	\$0
Casualty and Liability Costs (506)		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0
Taxes (507)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0
In Report (508.01)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0
Filing Separate Report (508.02)					\$0
Miscellaneous Expenses (509)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	\$0
Total	\$0	\$0	\$0	\$0	\$0

SAVE AND VALIDATE **SAVE** **VIEW ISSUES** **PRINT DOCUMENT** **CLOSE**

F-40: Operating Expenses Summary Form

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 Summary (F-40)

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

Total Operating Expenses (F-30)

Review total Operating Expenses

Expense Object Class	Vehicle Operations (010)	Vehicle Maintenance (041)	Non Vehicle Maintenance (042)	General Administration (160)	Total
Operators' Salaries and Wages (501.01)	\$0	\$0	\$0	\$0	\$0
Other Salaries and Wages (501.02)	\$0	\$0	\$0	\$0	\$0
Fringe Benefits (502)	\$0	\$0	\$0	\$0	\$0
Services (503)	\$0	\$0	\$0	\$0	\$0
Fuels and Lubricants (504.01)	\$0	\$0	\$0	\$0	\$0
Tires and Tubes (504.02)	\$0	\$0	\$0	\$0	\$0
Other Materials and Supplies (504.99)	\$0	\$0	\$0	\$0	\$0
Utilities (505)	\$0	\$0	\$0	\$0	\$0
Casualty and Liability Costs (506)	\$0	\$0	\$0	\$0	\$0
Taxes (507)	\$0	\$0	\$0	\$0	\$0
In Report (508.01)	\$0	\$0	\$0	\$0	\$0
Filing Separate Report (508.02)	\$0	\$0	\$0	\$0	\$0
Miscellaneous Expenses (509)	\$0	\$0	\$0	\$0	\$0
Total	\$0	\$0	\$0	\$0	\$0
Americans with Disabilities Act of (ADA) Related Expenses					\$0

	Funds Applied	Funds Not Applied	Total Expenses for Period
Interest Expenses (511)	0	0	\$0
Leases and Rentals (512)	0	0	\$0
Purchase Lease Agreement (514)	0	0	\$0
Related Parties Lease Agreements (515)	0	0	\$0
Depreciation (513)	0	0	\$0
Amortization of Intangibles (513.13)	0	0	\$0
Other Reconciling Items (516)	0	0	\$0
Total Reconciling Items	\$0	\$0	\$0
Total Expenses from Published Reports for Transit Operations	\$0	\$0	\$0

	Funds Applied	Funds Not Applied	Total Expenses for Period
ADA Related Reconciling Items	0	0	\$0

*ADA refers to Americans with Disabilities Act of 1990

SAVE AND VALIDATESAVEVIEW ISSUESPRINT DOCUMENTCLOSE

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.

	Funds Applied	Funds Not Applied	Total Expenses for Period
Interest Expenses (511)	111,110	222	\$111,332
Leases and Rentals (512)	<input type="text" value="0"/>	0	\$0
Purchase Lease Agreement (514)	0	0	\$0
Related Parties Lease Agreements (515)	0	0	\$0
Depreciation (513)	0	0	\$0
Amortization of Intangibles (513.13)	0	0	\$0
Other Reconciling Items (516)	0	0	\$0
Total Reconciling Items	\$111,110	\$222	\$111,332
Total Expenses from Published Reports for Transit Operations	\$111,110	\$222	\$111,332

	Funds Applied	Funds Not Applied	Total Expenses for Period
ADA Related Reconciling Items	0	0	\$0

*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.

Statement of Finances (F-60)

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

Assets

Object Class	Assets
Cash and Receivables (101, 102)	100
Investments (131)	110
Special Funds (141)	120
Other Assets (151)	130
Total Assets (101, 102, 131, 141, 151)	\$460

Liabilities

Object Class	Liabilities
Long Term Debt (221)	5
Estimated Long Term Pension Liabilities (231.01)	50
Other Estimated Liabilities (231.02, 231.03)	0
Other Liabilities (201-211, 241)	0
Total Liabilities (201, 202, 203, 204, 205, 211, 221, 231, 241)	\$55

SAVE AND VALIDATESAVEVIEW ISSUESPRINT DOCUMENTCLOSE

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.

SAVE AND VALIDATE	SAVE	VIEW ISSUES	IMPORT DATA	EXPORT DATA	PRINT DOCUMENT	CLOSE
-------------------	------	-------------	-------------	-------------	----------------	-------

Transit Way Mileage (A-20)

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

There are currently no open issues on this form.

[Download Excel Export File - \[as of 8/9/2017 1:19 PM EDT\]](#)

To see your changes to the form reflected on generated documents, you must regenerate the documents using the buttons below

Import

To access data import:

1. Select the **Import Data** button.

SAVE AND VALIDATE	SAVE	VIEW ISSUES	IMPORT DATA	EXPORT DATA	PRINT DOCUMENT	CLOSE
-------------------	------	-------------	-------------	-------------	----------------	-------

To Start the import:

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


Transit Way Mileage (A-20) > Import from Excel

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

Instructions

- The import template can be downloaded using the Export Data button on the previous page.
- You may update the data and upload that file.
- Instructions on how to use the template can be found by hovering over the column headers.
- Mode, Service, Guideway Element, and Agency with Shared Responsibility columns will contain a dropdown of all valid options the user can choose.
- Cells that are blacked out indicates that the column(s) is not applicable for the Guideway Element(s).
- After upload, the system will return a results page with the number of rows uploaded -or- any failed validations.
- If any validation fails, no rows will be uploaded. After fixing any validation errors you may reattempt upload.
- Import files must be in .xlsx format.

Upload Excel (.xlsx) File *

UPLOAD 

[SUBMIT](#) [BACK](#)

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.

- Select the **Refresh** button to check the status.
 - If there are any issues with your import the issues will be displayed.
 - No data is imported if there are any issues.
 - If the import is successful a success message will be displayed.
- Select the **Back** button to return to the form

Transit Way Mileage (A-20) > Import Results

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

Results

Processing. Please click 'Refresh' to check the status of your import. To cancel processing and return to the Form A-20 please click 'Cancel'.

[REFRESH](#) [CANCEL](#)

Transit Way Mileage (A-20) > Import Results

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

Results

Validations failed.

Errors

- ERROR: Duplicate Entries. You may not have more than one entry for each Mode, Service, and Guideway Element combination

[BACK](#)

Transit Way Mileage (A-20) > Import Results

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

Results

All 23 elements were imported without error. Click 'Back' to return to the Form A-20

[BACK](#)

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.

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

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

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

Passenger Stations - Number of Facilities

Americans with Disabilities Act of 1990 (ADA) accessible

Americans with Disabilities Act of 1990 (ADA) non-accessible

Escalators

Elevators

Total Stations

0

Number of Multi-Modal Stations

Maintenance Facilities

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

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.

Transit Asset Management Facilities Inventory (A-15)

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

There are currently no open issues on this form.

▼Filters

Facility Name

Primary Mode

Facility Type

Condition Assessment

Apply Filters

Clear Filters

Facilities

ADD NEW

EDIT SELECTED

DELETE SELECTED

<input type="checkbox"/>	ID	Name	Facility Type	Address	Primary Mode	Year Built	Condition Assessment
No items available							

Batch Size: [10](#) [25](#) [50](#) [100](#) | [Deselect All](#) |

SAVE AND VALIDATE

SAVE

VIEW ISSUES

IMPORT DATA

EXPORT DATA

PRINT DOCUMENT

CLOSE

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.

Transit Asset Management Facilities Inventory (A-15)

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

| Update Facility Information | | Update Condition Assessment | | Update Address |

ID	Name	Primary Mode	Secondary Modes	Private Mode	Facility Type	Year Built or Reconstructed as New	SqFt	Parking Spaces	Response
NEW		Please select a value		Please select a value	Please select a value	Please select a value			
NEW		Please select a value		Please select a value	Please select a value	Please select a value			

[Add Facility](#)

[PREVIOUS SECTION](#)
[NEXT SECTION](#)

[CONTINUE](#)
[CONTINUE AND ADD MORE](#)
[BACK](#)

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.

Transit Asset Management Facilities Inventory (A-15)

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

There are currently no open issues on this form.

▼Filters

Facility Name

Primary Mode

Facility Type

Condition Assessment

[| Apply Filters](#) [| Clear Filters](#) |

Facilities

<input type="checkbox"/>	ID	↑ Name	Facility Type	Address	Primary Mode	Year Built	Condition Assessment
<input type="checkbox"/>	NEW	Pen Station					
<input type="checkbox"/>	NEW	Union Station					

Batch Size: [10](#) [25](#) [50](#) [100](#) | [Deselect All](#) |

Batch Size: [10](#) [25](#) [50](#) [100](#) | [Deselect All](#) |

Edit Details for Pen Station

Facility Info

Name *

Primary Mode

Facility Type

Secondary Mode(s)

Year Built or Reconstructed as New

Private Mode

SqFt

Notes

Transit Agency Capital Responsibility (%)

[| Hide Details](#) |

Begin typing to select modes

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.

News Tasks (1) **Records** Reports Actions

Records > NTD Report Packages

FY 2017 Reporting - 39922 - Arlington Rapid Transit Authority

Summary News **Related Actions**

Transit Way Mileage (A-20)

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

There are currently no open issues on this form.

Rail/Non-Rail Guideway

Select a guideway to update its information

	Mode	Type of Service	Rail/Non-Rail	Total Miles	Total Crossings
Edit	CR	DO	Rail	0.0	0

SAVE AND VALIDATE **SAVE** **VIEW ISSUES** **IMPORT DATA** **EXPORT DATA** **PRINT DOCUMENT** **CLOSE**

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.

Transit Way Mileage (A-20)

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

There are currently no open issues on this form.

Rail/Non-Rail Guideway

Select a guideway to update its information

	Mode	Type of Service	Rail/Non-Rail	Total Miles	Total Crossings
Edit	CR	DO	Rail	0.0	0

Update CR DO (Rail Mode)

Guideway Class	Miles of Track	Crossings
At Grade: Exclusive Right of Way		N/A
At Grade: With Cross Traffic		
At Grade: Mixed and Cross Traffic		
Elevated-on-Structure		N/A
Elevated-on-Fill		N/A
Open-Cut		N/A
Subway		N/A
Total	0.0	0

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

POWER AND SIGNAL

TRACK

| Basic | | Construction |

Guideway Elements	N/A	Linear Miles	Track Miles	Expected Service Years When New	Percent Agency Capital Responsibility (%)	Agency with Shared Responsibility	Notes
1. At-Grade/Ballast (including expressway)	<input type="checkbox"/>					-- Select One --	
2. At-Grade/In-Street/Embedded	<input type="checkbox"/>					-- Select One --	
3. Elevated/Retained Fill	<input type="checkbox"/>					-- Select One --	
4. Elevated/Concrete	<input type="checkbox"/>					-- Select One --	
5. Elevated/Steel Viaduct or Bridge	<input type="checkbox"/>					-- Select One --	
6. Below-Grade/Retained Cut	<input type="checkbox"/>					-- Select One --	
7. Below-Grade/Cut-and-Cover Tunnel	<input type="checkbox"/>					-- Select One --	

Update CR DO (Rail Mode)

GUIDEWAY

POWER AND SIGNAL

TRACK

| Basic | | Construction |

Guideway Elements	Allocation Unit	Pre-1930	1930-1939	1940-1949	1950-1959	1960-1969	1970-1979	1980-1989	1990-1999	2000-2009	2010-2019	Total
1. At-Grade/Ballast (including expressway)	-- Select One --											0.00
2. At-Grade/In-Street/Embedded	-- Select One --											0.00
3. Elevated/Retained Fill	-- Select One --											0.00
4. Elevated/Concrete	-- Select One --											0.00
5. Elevated/Steel Viaduct or Bridge	-- Select One --											0.00
6. Below-Grade/Retained Cut	-- Select One --											0.00
7. Below-Grade/Cut-and-Cover Tunnel	-- Select One --											0.00
8. Below-Grade/Bored or Blasted Tunnel	-- Select One --											0.00
9. Below-Grade/Submerged Tube	-- Select One --											0.00

PREVIOUS SECTION

NEXT SECTION

Totals

Total Track Miles 0.00

Total Linear Miles 0.00

PREVIOUS SECTION

NEXT SECTION

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.

Revenue Vehicle Inventory (A-30) - MB DO

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

There are currently no open issues on this form.

Fleet Filters

RVI ID

Agency Fleet ID

Vehicle Type
-- Please select a value --

[Apply Filters](#) | [Clear Filters](#)

Fleet Totals

Total Vehicles	Active Fleet Vehicles	ADA Accessible Vehicles	Emergency Vehicles	Annual Mi.
0	0	0	0	0

Fleets

ADD FLEET

RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Manufacturer	Model	Year Manufactured	Useful Life Remaining	Miles This Year	Average Lifetime Miles	Status
No items available											

Batch Size: [10](#) [25](#) [50](#) [100](#)

[SAVE AND VALIDATE](#) [SAVE](#) [VIEW ISSUES](#) [IMPORT DATA](#) [EXPORT DATA](#) [PRINT DOCUMENT](#) [CLOSE](#)

Add/Edit Fleet Details

[Basic Info](#) | [Vehicle Info](#) | [Mileage Info](#) | [Show All](#) | [Hide Details](#)

Basic Information

RVI ID

NEW

Vehicle Type

-- Please select a value --

Total Vehicles

Active Fleet Vehicles

Ownership Type

-- Please select a value --

Funding Type

-- Please select a value --

Notes

Agency Fleet ID

Used For Another Mode/TOS

-- Please select a value --

* Dedicated Fleet

☒ Yes
☐ No

Vehicle Information

Model

Vehicle Length

Seating Capacity

Standing Capacity

Fuel Type

-- Please select a value --

* Manufacturer

-- Please select a value --

Year Manufactured

-- Please select a value --

Year Rebuilt

-- Please select a value --

Useful Life Benchmark

Useful Life Remaining

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

Mileage Information

Miles This Year

Average Lifetime Miles

[SAVE AND VALIDATE](#) [SAVE](#) [VIEW ISSUES](#) [IMPORT DATA](#) [EXPORT DATA](#) [PRINT DOCUMENT](#) [CLOSE](#)

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.

Revenue Vehicle Inventory (A-30) - MB DO

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

There are currently no open issues on this form.

▼Fleet Filters

RVI ID	Agency Fleet ID	Vehicle Type
		-- Please select a value --

[Apply Filters](#) | [Clear Filters](#)

Fleet Totals

Total Vehicles	Active Fleet Vehicles	ADA Accessible Vehicles	Emergency Vehicles	Annual Mi.
45	10	0	0	102

Fleets

[ADD FLEET](#)

RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Manufacturer	Model	Year Manufactured	Useful Life Remaining	Miles This Year	Average Lifetime Miles	Status	
NEW	2001	45	10	AB	AMG - AM General Corporation	A-332	2009	6	102	1,000	Active	✗

Batch Size: 10 25 50 100

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.

Revenue Vehicle Inventory (A-30) - MB DO

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

There are currently no open issues on this form.

▼Fleet Filters

RVI ID	Agency Fleet ID	Vehicle Type
		-- Please select a value --

[Apply Filters](#) | [Clear Filters](#)

Fleet Totals

Total Vehicles	Active Fleet Vehicles	ADA Accessible Vehicles	Emergency Vehicles	Annual Mi.
45	10	0	0	102

Energy Consumption

Type	Amount
Gasoline	Gallons

Fleets

[ADD FLEET](#)

RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Manufacturer	Model	Year Manufactured	Useful Life Remaining	Miles This Year	Average Lifetime Miles	Status	
NEW	2001	45	10	AB	AMG - AM General Corporation	A-332	2009	6	102	1,000	Active	✗

Batch Size: 10 25 50 100

A-35: Service Vehicle 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.

Service Vehicle Inventory (A-35)

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

There are currently no open issues on this form.

Filters

Fleet Name

Primary Mode

-- Please select a value --

Vehicle Type

-- Please select a value --

[Apply Filters](#) | [Clear Filters](#)

Service Fleets

ADD NEW

EDIT SELECTED

DELETE SELECTED

<input type="checkbox"/>	ID ↑	Agency Fleet Id	Fleet Name	Vehicle Type	Primary Mode	Year Manufactured	Estimated Cost
No items available							

Batch Size: [10](#) [25](#) [50](#) [100](#) | [Deselect All](#)

Total Vehicles 0

SAVE AND VALIDATE

SAVE

VIEW ISSUES

IMPORT DATA

EXPORT DATA

PRINT DOCUMENT

CLOSE

Service Vehicle Inventory (A-35)

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

[Update Service Fleet Information](#) | [Update Financials](#)

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	
NEW			Please select a value		Please select a value			Please select a value		×
NEW			Please select a value		Please select a value			Please select a value		×

☒ Add Service Fleet

PREVIOUS SECTION

NEXT SECTION

CONTINUE

CONTINUE AND ADD MORE

BACK

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.

Service Vehicle Inventory (A-35)

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

There are currently no open issues on this form.

Filters

Fleet Name

Primary Mode

Vehicle Type

[Apply Filters](#) | [Clear Filters](#)

Service Fleets

ADD NEW

EDIT SELECTED

DELETE SELECTED

<input type="checkbox"/>	ID ↑	Agency Fleet Id	Fleet Name	Vehicle Type	Primary Mode	Year Manufactured	Estimated Cost
<input type="checkbox"/>	NEW		Busses				
<input type="checkbox"/>	NEW		Vans				

Batch Size: [10](#) [25](#) [50](#) [100](#) | [Deselect All](#)

Total Vehicles 0

SAVE AND VALIDATE

SAVE

VIEW ISSUES

IMPORT DATA

EXPORT DATA

PRINT DOCUMENT

CLOSE

Edit Details for Busses

Fleet Info

[| Hide Details |](#)

Fleet Name *

Busses

Primary Mode

Please select a value

Agency Fleet Id

Secondary Mode(s)

Vehicle Type

Please select a value

Begin typing to select modes

Useful Life Benchmark (Years)

Total Vehicles

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

Estimated Cost

Transit Agency Capital Responsibility (%)

Year Dollars of Estimated Cost

Please select a value

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.

Transit Asset Management Performance Measure Targets (A-90)

39922 - Arlington Rapid Transit Authority (Full Reporter: Operating) - RY17 Original Submission (Working Data)

Please note that reporting your Transit Asset Management performance targets on the A-90 is OPTIONAL for this report year. You are not required to complete this form in order to submit your NTD report package.

There are currently no open issues on this form.

1) Rolling Stock - Percent of revenue vehicles that have met or exceeded their useful life benchmark

Performance Measure	2017 Target (%)	2017 Performance (%)	2017 Difference	2018 Target (%)	N/A
AB - Articulated Bus					<input type="checkbox"/>
AO - Automobile					<input type="checkbox"/>
BR - Over-the-road Bus					<input type="checkbox"/>
BU - Bus					<input type="checkbox"/>
CU - Cutaway					<input type="checkbox"/>
DB - Double Decker Bus					<input type="checkbox"/>
MV - Minivan					<input type="checkbox"/>
OR - Other					<input type="checkbox"/>
RL - Commuter Rail Locomotive					<input type="checkbox"/>
RP - Commuter Rail Passenger Coach					<input type="checkbox"/>
RS - Commuter Rail Self-Propelled Passenger Car					<input type="checkbox"/>
SB - School Bus					<input type="checkbox"/>
SV - Sports Utility Vehicle					<input type="checkbox"/>
VN - Van					<input type="checkbox"/>

2) Equipment - Percent of service vehicles that have met or exceeded their useful life benchmark


Performance Measure	2017 Target (%)	2017 Performance (%)	2017 Difference	2018 Target (%)	N/A
Automobiles					<input type="checkbox"/>

To upload your narrative report

1. Click on the "Upload New Narrative Report" document field.
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.

Narrative Report

Upload New Narrative Report

UPLOAD 

SAVE AND VALIDATE

SAVE

VIEW ISSUES

IMPORT DATA

EXPORT DATA

PRINT DOCUMENT

CLOSE

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:

<p>The section “Directional Route Miles” is only available for the following Service Non-Rail modes:</p> <ul style="list-style-type: none">• CB• FB• MB• RB• TB• TR	<p>The section “Directional Route Miles” is NOT available for the following Service Non-Rail modes:</p> <ul style="list-style-type: none">• DR• DT• JT• PB• VP
---	---

- 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 Rail: Summary Page (Show All tabs) (S-10)

Service Rail (S-10) - LR DO - Summary

60008 - Metropolitan Transit Authority of Anywhere USA (Full Reporter: Operating) - RY15 Revision 2 (Working Data)

There are currently 3 open issues on this form.

Service Rail (S-10) Sections

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

Services Supplied is missing 4 required fields: Annual Total Actual Train Miles; Annual Total Actual Train Revenue Miles; Annual Total Actual Train Hours; Annual Total Actual Train Revenue Hours

Maximum Service Vehicles

Total Monthly Ridership VOMS: 27

Populated from this year's Monthly Ridership VOMS data

Vehicles Operated in Annual Maximum Service (VOMS) *

500

Vehicles Available for Annual Maximum Service (VAMS) *

500

This value must be greater than or equal to the value in the field 'Vehicles Operated in Annual Maximum Service (VOMS)'

Periods of Service

Enter the time in format: HH:MM. If the Time Service Ends is after 12am the following day, check the box labeled Ends Next Day.

Field	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Weekday AM Peak	Weekday Midday	Weekday PM Peak
Time Service Begins						
Time Service Ends						
Ends Next Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Services Supplied

Total Monthly Ridership VRM

0

Populated from this year's Monthly Ridership VRM data

Total Monthly Ridership VRM

0

Populated from this year's Monthly Ridership VRM data

Field	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Annual Total	Weekday AM Peak	Weekday Midday	Weekday PM Peak	Weekday Other
Vehicles in Operation				N/A	N/A	N/A	N/A	N/A
Total Actual Vehicle Miles					N/A	N/A	N/A	N/A
Total Actual Vehicle Revenue Miles (VRM)					N/A	N/A	N/A	N/A
Deadhead Miles					N/A	N/A	N/A	N/A
Total Scheduled Vehicle Revenue Miles					N/A	N/A	N/A	N/A
Total Actual Vehicle Hours					N/A	N/A	N/A	N/A
Total Actual Vehicle Revenue Hours (VRH)					N/A	N/A	N/A	N/A
Deadhead Hours					N/A	N/A	N/A	N/A
Charter Service Hours	N/A	N/A	N/A		N/A	N/A	N/A	N/A
School Bus Hours	N/A	N/A	N/A		N/A	N/A	N/A	N/A

UPDATE SERVICES SUPPLIED

Services Consumed

Total Monthly Ridership Unlinked Passenger Trips (UPT)

0

Populated from this year's Monthly Ridership UPT data

Field	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Annual Total
Unlinked Passenger Trips (UPT)				
Passenger Miles Traveled (PMT)				

UPDATE SERVICES CONSUMED

Service Operated (Days)

Field	Total Weekday Schedule	Total Saturday Schedule	Total Sunday Schedule	Annual Total
Days Operated				0
Days Not Operated (Snores)				0
Days Not Operated (Officially Declared Emergencies)				0

UPDATE SERVICES OPERATED

Directional Route Miles

Transit Exclusive Right-of-Way (ReW)

0.00

Populated from P-40 - Total Road Guideway at Fiscal Year End

Shared Use HOV/T Right-of-Way (ReW)

0.00

Mixed Traffic Right-of-Way (ReW)

Total Directional Route Miles

0.00

UPDATE DIRECTIONAL ROUTE MILES

SAVE AND VALIDATE | SAVE | VIEW ISSUES | PRINT DOCUMENT | CLOSE

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 Rail (S-10) - LR DO - Summary

60008 - Metropolitan Transit Authority of Anywhere USA (Full Reporter: Operating) - RY15 Revision 2 (Working Data)

There are currently 3 open issues on this form.

Service Rail (S-10) Sections

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

Services Supplied is missing 4 required field(s): Annual Total Actual Train Miles; Annual Total Actual Train Revenue Miles; Annual Total Actual Train Hours; Annual Total Actual Train Revenue Hours

Maximum Service Vehicles

Total Monthly Ridership VOMS: 27
Populated from this year's Monthly Ridership VOMS data

Vehicles Operated in Annual Maximum Service (VOMS) *

500

Vehicles Available for Annual Maximum Service (VAMS) *

500

This value must be greater than or equal to the value in the field 'Vehicles Operated in Annual Maximum Service (VOMS)'

Periods of Service

Enter the time in format: HH:MM. If the Time Service Ends is after 12am the following day, check the box labeled Ends Next Day.

Field	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Weekday AM Peak	Weekday Midday	Weekday PM Peak
Time Service Begins						
Time Service Ends						
Ends Next Day	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Services Supplied is missing 4 required field(s): Annual Total Actual Train Miles; Annual Total Actual Train Revenue Miles; Annual Total Actual Train Hours; Annual Total Actual Train Revenue Hours

SAVE AND VALIDATE | SAVE | VIEW ISSUES | PRINT DOCUMENT | CLOSE

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

[VOMS and Periods of Service](#)
[Services Supplied](#)
[Services Consumed](#)
[Services Operated \(Days\)](#)
[Directional Route Miles](#)
[Show All](#)

'Services Supplied' is missing 4 required field(s): Annual Total Actual Train Miles; Annual Total Actual Train Revenue Miles; Annual Total Actual Train Hours; Annual Total Actual Train Revenue Hours

Services Supplied

Total Monthly Ridership VRH: 22,843
Populated from this year's Monthly Ridership VRH data

Total Monthly Ridership VRM: 288,903
Populated from this year's Monthly Ridership VRM data

Field	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Annual Total	Weekday AM Peak	Weekday Midday	Weekday PM Peak	Weekday Other
Trains In Operation				N/A				
Passenger Cars in Operation				N/A				
Total Actual Train Miles					N/A	N/A	N/A	N/A
Total Actual Train Revenue Miles					N/A	N/A	N/A	N/A
Train Deadhead Miles					N/A	N/A	N/A	N/A
Total Actual Train Hours					N/A	N/A	N/A	N/A
Total Actual Train Revenue Hours					N/A	N/A	N/A	N/A
Train Deadhead Hours					N/A	N/A	N/A	N/A
Total Actual Passenger Car Miles				6,000	N/A	N/A	N/A	N/A
Total Actual Passenger Car Revenue Miles				5,000	N/A	N/A	N/A	N/A
Passenger Car Deadhead Miles				1,000	N/A	N/A	N/A	N/A
Total Scheduled Passenger Car Revenue Miles					N/A	N/A	N/A	N/A
Total Actual Passenger Car Hours					N/A	N/A	N/A	N/A
Total Actual Passenger Car Revenue Hours					N/A	N/A	N/A	N/A
Passenger Car Deadhead Hours					N/A	N/A	N/A	N/A

'Services Supplied' is missing 4 required field(s): Annual Total Actual Train Miles; Annual Total Actual Train Revenue Miles; Annual Total Actual Train Hours; Annual Total Actual Train Revenue Hours

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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 Rail (S-10) Sections

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

'Services Supplied' is missing 4 required field(s): Annual Total Actual Train Miles; Annual Total Actual Train Revenue Miles; Annual Total Actual Train Hours; Annual Total Actual Train Revenue Hours

Services Consumed

Total Monthly Ridership Unlinked Passenger Trips (UPT): 2,247,715
Populated from this year's Monthly Ridership UPT data

Field	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Annual Total
Unlinked Passenger Trips (UPT)				600,000
Passenger Miles Traveled (PMT)				600,000

'Services Supplied' is missing 4 required field(s): Annual Total Actual Train Miles; Annual Total Actual Train Revenue Miles; Annual Total Actual Train Hours; Annual Total Actual Train Revenue Hours

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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 Rail (S-10) Sections

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

'Services Supplied' is missing 4 required field(s): Annual Total Actual Train Miles; Annual Total Actual Train Revenue Miles; Annual Total Actual Train Hours; Annual Total Actual Train Revenue Hours

Services Operated (Days)

Field	Total Weekday Schedule	Total Saturday Schedule	Total Sunday Schedule	Annual Total
Days Operated				0
Days Not Operated (Strikes)				0
Days Not Operated (Officially Declared Emergencies)				0

'Services Supplied' is missing 4 required field(s): Annual Total Actual Train Miles; Annual Total Actual Train Revenue Miles; Annual Total Actual Train Hours; Annual Total Actual Train Revenue Hours

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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.

Service Rail (S-10) Sections
| VOMS and Periods of Service | | Services Supplied | | Services Consumed | | Services Operated (Days) | **Directional Route Miles** | Show All |

'Services Supplied' is missing 4 required field(s): Annual Total Actual Train Miles; Annual Total Actual Train Revenue Miles; Annual Total Actual Train Hours; Annual Total Actual Train Revenue Hours

Directional Route Miles
Total Directional Route Miles: 14.81

'Services Supplied' is missing 4 required field(s): Annual Total Actual Train Miles; Annual Total Actual Train Revenue Miles; Annual Total Actual Train Hours; Annual Total Actual Train Revenue Hours

SAVE AND VALIDATE **SAVE** **VIEW ISSUES** **PRINT DOCUMENT** **CLOSE**

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.

Employees (R-10)

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Revision (Working Data)

There are currently no open issues on this form.

Labor Classifications	Full-Time Actual Employee Work Hours	Full-Time Actual Person Count	Part-Time Actual Employee Work Hours	Part-Time Actual Person Count
Vehicle Operations	110	60,000.00	2,080	1,200.00
Vehicle Maintenance	0	0.00	0	0.00
Non-Vehicle Maintenance	0	0.00	0	0.00
General Administration	0	0.00	0	0.00
Total Operating Labor	110	60,000.00	2,080	1,200.00
Capital Labor Total	0	0.00	0	0.00
Total Labor	110	60,000.00	2,080	1,200.00

SAVE AND VALIDATESAVEVIEW ISSUESPRINT DOCUMENTCLOSE

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.

Maintenance Performance (R-20)

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

Revenue Vehicle Mechanical System Failures

Mode/Service	Major Failures	Other Failures	Total Failures
MB PT	1	0	1
FB DO	0	1	1
CB DO			0

SAVE AND VALIDATESAVEVIEW ISSUESPRINT DOCUMENTCLOSE

Annual Forms: Reduced Reporting

RR-20: Reduced Reporting Form

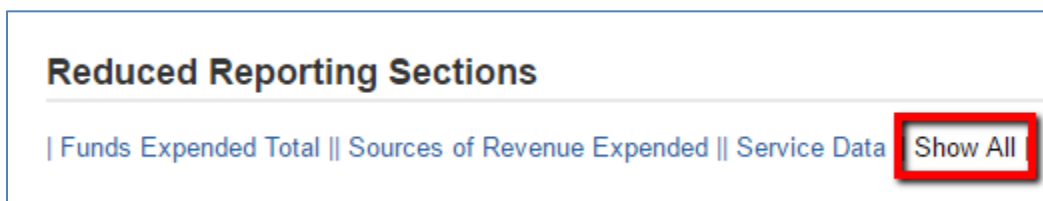
Transit agencies that report under the reporting type “Reduced Reporter” report their financial information in the RR-20 form instead of the “F” (financial) forms. The RR-20 is available for Reduced Reporters and Rural Reporters.

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)



Reduced Reporting Sections

| Funds Expended Total || Sources of Revenue Expended || Service Data | **Show All**

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:

Reporter Type	Funds Expended Total	Sources of Revenue Expended	Service Data
Small Systems	X	X	X
Rural General Public Transit (RGPT)	X	X	X
Intercity Bus		X	X
Urban/Tribal Sub-recipient		X	

Reduced Reporting: Summary Page (Show All tabs) (RR-20)

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

(Working Data)

There are currently no open issues on this form.

Reduced Reporting Sections

[Funds Expended Total](#) | [Sources of Revenue Expended](#) | [Service Data](#) | [Show All](#)

Total Funds Expended

Operations \$0 Capital \$0

Funds Expended

Mode and Type of Service

Mode	Funds Expended On Operations	Funds Expended On Capital
MB DO		
RB DO		
Total	\$0	\$0

Fare Revenues

Mode	Funds Expended On Operations	Funds Expended On Capital
MB DO		
RB DO		
Total	\$0	\$0

Other Directly Generated Funds

Funds Expended On Operations

Funds Expended On Capital

Revenues Accrued Through a PT Agreement

Agreement Type	Funds Expended On Operations	Funds Expended On Capital
With an NTD Reporting Agency		
With an non-NTD Reporting Agency		

Non-Federal Funds

Funding Sources	Funds Expended on Operations	Funds Expended on Capital
Donations		
Contract Revenues		
Local Funds		
State Funds		
Other Funds		
Total	\$0	\$0

Show All tab (RR-20) ...continued

Federal Funds

<input type="checkbox"/>	Federal Funding Source
<input type="checkbox"/>	FTA Metropolitan Planning (\$5303)
<input type="checkbox"/>	FTA Urbanized Area (UAP) Program (\$5307)
<input type="checkbox"/>	FTA Clean Fuels Program (\$5308)
<input type="checkbox"/>	FTA Capital Program Funds (\$5309)
<input type="checkbox"/>	FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (\$5310)
<input type="checkbox"/>	FTA Other than Urbanized Area (\$5311)
<input type="checkbox"/>	FTA Job Access and Reverse Commute Formula Program (\$5316)
<input type="checkbox"/>	FTA New Freedom Program (\$5317)
<input type="checkbox"/>	FTA Transit in the Park (\$5320)
<input type="checkbox"/>	MAP-21/FAST Act State of Good Repair (\$5337)
<input type="checkbox"/>	MAP-21/FAST Act Bus & Bus Facilities Formula (\$5339)
<input type="checkbox"/>	ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds
<input type="checkbox"/>	Other FTA Funds
<input type="checkbox"/>	Funds Received from Other USDOT Grant Programs
<input type="checkbox"/>	ARRA TIGER Multimodal Discretionary Funds
<input type="checkbox"/>	Other Federal Funds

1 - 16 of 16

Funding Sources	Funds Expended on Operations	Funds Expended on Capital
Total	\$0	\$0

Annual Service Data *

Mode Service	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services UPT
MB DO					N/A
RB DO					N/A
Total	0	0	0	0	0

Safety Data

Fatalities *

Injuries *

Reportable Incidents *

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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 Sections

Funds Expended Total | Sources of Revenue Expended | Service Data | Show All |

Total Funds Expended

Operations \$0 Capital \$0

Funds Expended

Mode and Type of Service

Mode	Funds Expended On Operations	Funds Expended On Capital
MB DO		
RB DO		
Total	\$0	\$0

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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 Sections

[Funds Expended Total](#)
[Sources of Revenue Expended](#)
[Service Data](#)
[Show All](#)

Total Funds Expended

Operations \$0
Capital \$0

Fare Revenues

Mode	Funds Expended On Operations	Funds Expended On Capital
MB DO		
RB DO		
Total	\$0	\$0

Other Directly Generated Funds

Funds Expended On Operations	Funds Expended On Capital

Revenues Accrued Through a PT Agreement

Agreement Type	Funds Expended On Operations	Funds Expended On Capital
With an NTD Reporting Agency		
With a non-NTD Reporting Agency		

Non-Federal Funds

Funding Sources	Funds Expended on Operations	Funds Expended on Capital
Donations		
Contract Revenues		
Local Funds		
State Funds		
Other Funds		
Total	\$0	\$0

Federal Funds

☐ Federal Funding Source

☐ FTA Metropolitan Planning (55303)
☐ FTA Urbanized Area (UAP) Program (55307)
☐ FTA Clean Fuels Program (55308)
☐ FTA Capital Program Funds (55309)
☐ FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (55310)
☐ FTA Other than Urbanized Area (55311)
☐ FTA Job Access and Reverse Commute Formula Program (55316)
☐ FTA New Freedom Program (55317)
☐ FTA Transit in the Park (55320)
☐ MAP-21/FAST Act State of Good Repair (55337)
☐ MAP-21/FAST Act Bus & Bus Facilities Formula (55339)
☐ ARRA TIGER (Greenhouse Gas and Energy Reduction) Funds
☐ Other FTA Funds
☐ Funds Received from Other USDOT Grant Programs
☐ ARRA TIGER Multimodal Discretionary Funds
☐ Other Federal Funds

Funding Sources	Funds Expended on Operations	Funds Expended on Capital
Total	\$0	\$0

1 - 16 of 16

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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 Sections

[Funds Expended Total](#) | [Sources of Revenue Expended](#) | **[Service Data](#)** | [Show All](#)

Annual Service Data *

Mode Service	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services UPT
MB DO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A
RB DO	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	N/A
Total	0	0	0	0	0

Safety Data

Fatalities *

Reportable Incidents *

Injuries *

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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.

Reduced Reporting Sections

[Funds Expended Total](#) |
 [Sources of Revenue Expended](#) |
 Service Data |
 [Show All](#)

Other Resources

Number of Volunteer Drivers *

Number of Personal Vehicles in Service *

Annual Service Data *

Mode Service	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services UPT
DR DO	217,461	21,512	22,177	13	0
MB DO	441,584	38,691	1,569,918	19	N/A
Total	659,045	60,203	1,592,095	32	0

Safety Data

Fatalities *

Reportable Incidents *

Injuries *

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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.

Federal Funding Allocation Statistics (FFA-10) - CB DO - Summary

50519 - King Valley Transit Authority (Full Reporter: Operating/Building) - RY16 Original Submission (Working Data)

There are currently no open issues on this form.

FFA-10 Data

• UZA Reporting Method

Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.

Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%
01 UZA				16	
02 Total VRM	0	0	0.00%	0	0%
03 Total VRH	0	0	0.00%	0	0%
04 Total PMT	0	0	0.00%	0	0%
05 Total UPT	0	0	0.00%	0	0%
06 Total OE	\$0	\$0	0.00%	0	0%
07 NFG VRM	N/A	0	N/A	0	0%
08 NFG PMT	N/A	0	N/A	0	0%
09 NFG OE	N/A	\$0	N/A	0	0%

Current UZAs Showing 1 of 1

PREVIOUS NEXT

01: Urbanized Area Number
02: Total Actual Vehicle Revenue Miles
03: Total Actual Vehicle Revenue Hours
04: Total Passenger Miles Traveled
05: Total Unlinked Passenger Trips
06: Total Operating Expenses
07: Non-Fixed Guideway Actual Vehicle Revenue Miles
08: Non-Fixed Guideway Passenger Miles Traveled
09: Non-Fixed Guideway Operating Expenses

SAVE AND VALIDATE

SAVE

VIEW ISSUES

PRINT DOCUMENT

CLOSE

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

Overall Accuracy | Federal Funding Allocation Data | Financial Data Review | Federal Funding Allocation Review | Passenger Mile Data | Unlinked Passenger Trip Data

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.

Reporter Type	Overall Accuracy	Federal Funding Allocation Data	Financial Data Review	Federal Funding Allocation Review	Passenger Miles Data	Unlinked Passenger Trip Data
Full Reporter	X	X	X*	X	X	X
Small Systems Reporter	X					X
Separate Service	X	X	X*	X	X	X

**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".*

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.

A review of the financial data for the 2015 report year

Is the statement above accurate and truthful?

☐ Yes

☒ No

Explanation

The financial data is incomplete at this point.

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.

I hereby certify the following concerning the financial and non-financial / operating data submitted in the Metropolitan Transit Authority of Anywhere USA NTD report for its fiscal year ending 9/30/2015.

YES NO

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.

CEO Certification (D-10)

Metropolitan Transit Authority of Anywhere USA (Full Reporter: Operating) - FY15 Revision (Working Data)

There are currently no open issues on this form.

[View Printable Version of Form](#) - [as of 6/5/2017 2:24 PM EDT]

CEO Certification (D-10) Sections

Overall Accuracy | [Federal Funding Allocation Data](#) | [Financial Data Review](#) | [Federal Funding Allocation Review](#) | [Passenger Mile Data](#) | [Unlinked Passenger Trip Data](#)

Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

Overall Accuracy of the NTD Annual Report

The financial and non-financial operating data in this submission are accurate and truthful records of the financial transactions and operations of Metropolitan Transit Authority of Anywhere USA.

Is the statement above accurate and truthful?

☒ Yes
☐ No

Conformance to FTA NTD Manuals & USOA

The financial and non-financial operating data in this submission conform in all material respects with the accounting and definitional requirements of the Federal Transit Administration's (FTA) National Transit Database (NTD) Reporting manuals and Uniform System of Accounts (USOA).

Is the statement above accurate and truthful?

☒ Yes
☐ No

Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

[SAVE AND VALIDATE](#) [SAVE](#) [VIEW ISSUES](#) [PRINT DOCUMENT](#) [CLOSE](#)

CEO Certification: Federal Funding Allocation Data 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.

CEO Certification (D-10) Sections

[Overall Accuracy](#)
[Federal Funding Allocation Data](#)
[Financial Data Review](#)
[Federal Funding Allocation Review](#)
[Passenger Mile Data](#)
[Unlinked Passenger Trip Data](#)

Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

Federal Funding Allocation Data

The following data elements are used in the apportionment of Federal funds for the Urbanized Area Formula Program, the State of Good Repair Program, and the Bus and Bus Facilities Program: fixed guideway directional route miles, high intensity bus directional route miles, actual vehicle revenue miles, actual vehicle revenue hours, passenger miles traveled and operating costs. Please verify the following statements regarding these data submissions:

- (A) A system is in place for recording these data in accordance with FTA definitions. This system records complete data without systematic errors in data definitions or in comprehensive coverage.
- (B) Data gathering is an ongoing effort and is collected on a continuing basis throughout the year.
- (C) Source documents are available to support the reported data and will be maintained for at least three years. The source documents are reviewed and signed by a supervisor, as required.
- (D) A system of internal controls is in place to ensure the accuracy of the data collected and reported to the NTD. Documents are reviewed and signed by a supervisor, as required.
- (E) Data collection methods for these data are those suggested by FTA or equivalent.
- (F) FTA standards for precision and accuracy in these data have been satisfied. The sampling technique for passenger miles travelled has either been approved by FTA, or has been determined to conform to FTA requirements by a qualified statistician. The approved sampling technique for passenger miles travelled was followed as documented.
- (G) These data are consistent with prior reporting periods, and other facts known about transit agency operations.

Mode/Tos	(A) Through (G) Apply	Explanation
DR DO	<input checked="" type="radio"/> Yes <input type="radio"/> No	
MG DO	<input checked="" type="radio"/> Yes <input type="radio"/> No	
FB DO	<input checked="" type="radio"/> Yes <input type="radio"/> No	
DT PT	<input checked="" type="radio"/> Yes <input type="radio"/> No	
MB DO	<input checked="" type="radio"/> Yes <input type="radio"/> No	
LR DO	<input checked="" type="radio"/> Yes <input type="radio"/> No	
DR PT	<input checked="" type="radio"/> Yes <input type="radio"/> No	

Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

SAVE AND VALIDATE
SAVE
VIEW ISSUES
PRINT DOCUMENT
CLOSE


CEO Certification: Financial Data Review tab (D-10)

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 (D-10) Sections
[Overall Accuracy](#) | [Federal Funding Allocation Data](#) | **[Financial Data Review](#)** | [Federal Funding Allocation Review](#) | [Passenger Mile Data](#) | [Unlinked Passenger Trip Data](#)

Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

Financial Data Review
Metropolitan Transit Authority of Anywhere USA has FTA approval of an Independent Auditor Statement for Financial Data for a prior report year and is not submitting a new statement for the current report year.
Is the statement above accurate and truthful?
☐ Yes
☒ No
Metropolitan Transit Authority of Anywhere USA was granted a waiver by FTA not to have an Independent Auditor Statement for Financial Data for the current report year.
Is the statement above accurate and truthful?
☐ Yes
☒ No
A review of the financial data for the 2015 report year has been completed.
Is the statement above accurate and truthful?
☒ Yes
☐ No
Upload Financial Data Review
Please upload the review of the financial data for 2015.

Upload File	Completed By	Completed Date
 Test Doc DOCX - 117.19 KB	tester	05/17/2017

[Click to download](#)

Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

SAVE AND VALIDATE **SAVE** **VIEW ISSUES** **PRINT DOCUMENT** **CLOSE**

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.

CEO Certification (D-10) Sections

[Overall Accuracy](#) | [Federal Funding Allocation Data](#) | [Financial Data Review](#) | **[Federal Funding Allocation Review](#)** | [Passenger Mile Data](#) | [Unlinked Passenger Trip Data](#)

Passenger Mile Data: Current Method Required

Unlinked Passenger Trip Data: Current Method Required

Federal Funding Allocation Review

A review of the Federal funding allocation data for the 2015 report year has been completed and is on file at our transit agency for FTA's Triennial Review.

Is the statement above accurate and truthful?

☒ Yes

☐ No

Completed By

Tester

Completion Date

01/06/2016

Negative Findings

Description	Resolution
No items available	
+ Add Finding	

Passenger Mile Data: Current Method Required

Unlinked Passenger Trip Data: Current Method Required

[SAVE AND VALIDATE](#) [SAVE](#) [VIEW ISSUES](#) [PRINT DOCUMENT](#) [CLOSE](#)

CEO Certification: Passenger Miles Data (PMT) 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.

CEO Certification (D-10) Sections

[Overall Accuracy](#) | [Federal Funding Allocation Data](#) | [Financial Data Review](#) | [Federal Funding Allocation Review](#) | **[Passenger Mile Data](#)** | [Unlinked Passenger Trip Data](#)

Passenger Mile Data: Current Method Required
 Unlinked Passenger Trip Data: Current Method Required

Data Collection Methods

Current

- (A) 100% count of passenger mile data (actual data)
- (B) Alternative sampling procedure determined to meet 95% confidence and ±10% precision levels by a qualified statistician (estimated data)
- (C) Collected and estimated using the trip length from the last mandatory year multiplied by the unlinked passenger trip (UPT) number from this year (estimated data)
- (D) NTD Sampling Method
- (E) None of the listed options

Previous
 Only applicable if Current Method selected is (C)

- (F) FTA Circular
- (G) 100% count of passenger mile data (actual data)
- (H) Alternative sampling procedure determined to meet 95% confidence and ±10% precision levels by a qualified statistician (estimated data)
- (I) NTD Sampling Method

Passenger Mile Data

Please certify the method used to collect passenger miles data for each mode and type of service.

Mode / TOS	Company / Reporter	Current Method	Previous Method	Explanation
DR DO		A	--	
FB DO		A	--	
LR DO		C	F	
MB DO		E	--	MB DO
MG DO		A	--	
CB DO	City of Galena Park	--	--	
LR DO	City of Galena Park	C	F	
MB DO	Government of Guam - Guam Regional Transit Authority	--	--	
DR PT	City of Galena Park	C	G	

DT PT	Fiesta Cab Company	A	--	
DR PT	Northern Marianas - Commonwealth Office of Transit Authority	--	--	
DR PT	Northern Marianas - Commonwealth Office of Transit Authority	--	--	

Passenger Mile Data: Current Method Required
 Unlinked Passenger Trip Data: Current Method Required

SAVE AND VALIDATE | SAVE | VIEW ISSUES | PRINT DOCUMENT | CLOSE

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.

CEO Certification (D-10) Sections

[Overall Accuracy](#) | [Federal Funding Allocation Data](#) | [Financial Data Review](#) | [Federal Funding Allocation Review](#) | [Passenger Mile Data](#) | **Unlinked Passenger Trip Data**

Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

Data Collection Methods

Current

- (A) 100% count of unlinked passenger trips(UPT)data(actual data)
- (B) Alternative sampling procedure determined to meet 95% confidence and $\pm 10\%$ precision levels by a qualified statistician (estimated data)
- (C) NTD Sampling Method
- (D) None of the listed options

Unlinked Passenger Trip Data

Please certify the method used to collect unlinked passenger trip data for each mode and type of service.

Mode / TOS	Company / Reporter	Current Method	Explanation
DR DO		A	
FB DO		A	
LR DO		A	
MB DO		A	
MG DO		A	
CB DO	City of Galena Park	--	
LR DO	City of Galena Park	A	
MB DO	Government of Guam - Guam Regional Transit Authority	--	
DR PT	City of Galena Park	A	
DT PT	Fiesta Cab Company	A	
DR PT	Northern Marianas - Commonwealth Office of Transit Authority	--	
DR PT	Northern Marianas - Commonwealth Office of Transit Authority	--	

Passenger Mile Data: Current Method Required
Unlinked Passenger Trip Data: Current Method Required

SAVE AND VALIDATE | SAVE | VIEW ISSUES | PRINT DOCUMENT | CLOSE

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.

Records / NTD Report Packages
FY 2016 Reporting - [REDACTED] - King Valley
Transit Authority

Summary News Related Actions

ANNUAL FORMS **MONTHLY RIDERSHIP FORMS** VIEW ISSUES

[REDACTED] - King Valley Transit Authority > RY 2016 Report Package > Select Monthly Ridership Form

Select Monthly Ridership Form

Form Name	Mode/Tos	Open Issues	Total Issues	Validated
Ridership Activity (MR-20)	MB PT	0	0	
Ridership Activity (MR-20)	FB DO	0	0	
Ridership Activity (MR-20)	CB DO	0	0	

CLOSE

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.*

King Valley Transit Authority > RY 2016 Report Package > 2016 MB-PT Monthly Ridership Form for King Valley Transit Authority

Form	UPT	VRM	VRH	VOMS	First Submission	Last Submission	Submitted By	Open Issues	Total Issues	Status	
2016 - January	219,389	284,499	13,668	131	4/25/2016	5/13/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - February	233,631	300,997	14,334	139	4/25/2016	5/13/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - March	250,090	339,094	16,079	139	4/25/2016	5/13/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - April	236,647	312,926	14,858	139	5/13/2016	5/13/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - May	231,143	313,179	14,921	135	6/17/2016	9/22/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - June	235,263	318,784	15,268	135	7/12/2016	9/22/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - July	213,853	297,097	14,269	135	8/16/2016	9/22/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - August	327,635	342,327	16,373	138	9/22/2016	10/11/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - September	252,878	331,394	15,839	138	10/11/2016	10/11/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - October	251,885	334,152	15,980	138	11/14/2016	11/22/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - November	235,937	319,955	15,300	138	1/5/2017	1/5/2017	abartling@mvta.com	0	0	Accepted	Details
2016 - December								0	0	Open	Details

[SUBMIT](#)
[SAVE AND VALIDATE](#)
[SAVE](#)
[VIEW ALL ISSUES](#)
[PRINT DOCUMENT](#)
[CLOSE](#)

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.

2016 - September	252,878	331,394	15,839	138	10/11/2016	10/11/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - October	251,885	334,152	15,980	138	11/14/2016	11/22/2016	abartling@mvta.com	0	0	Accepted	Details
2016 - November	235,937	319,955	15,300	138	1/5/2017	1/5/2017	abartling@mvta.com	0	0	Accepted	Details
2016 - December								0	0	Open	Details

[SUBMIT](#)
[SAVE AND VALIDATE](#)
[SAVE](#)
[VIEW ALL ISSUES](#)
[PRINT DOCUMENT](#)
[CLOSE](#)

2016 - November

Values

Period	UPT	VRM	VRH	VOMS
2016 - November	235,937	319,955	15,300	138
2016 - October	251,885	334,152	15,980	138
2015 - November	230,528	267,478	12,905	127

Percent Change

Period	UPT	VRM	VRH	VOMS
Prior Month	-6.33%	-4.25%	-4.26%	0%
Prior Year	2.35%	19.62%	18.56%	8.66%

[VIEW ISSUES](#)

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.

King South Transit > RY 2016 Report Package > View Validation Issues

Hide Filters (1 filter(s) applied)

Click to Download Excel Sheet

Filters

Open

-- Filter by Module --

-- Filter by Form --

-- Filter by Mode --

-- Filter by Criticality --

-- Filter by Issue Type --

Clear Filters

Issues

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
90634	MR-20	MR20-016 (MB/DO) - Vehicles Operated in Maximum Service - October 2015	Important	Open		
90633	MR-20	MR20-016 (MB/DO) - Vehicles Operated in Maximum Service - September 2015	Important	Open		
90632	MR-20	MR20-016 (MB/DO) - Vehicles Operated in Maximum Service - August 2015	Important	Open		
90631	MR-20	MR20-014 (MB/DO) - Miles per Vehicle - October 2015	Important	Open		
90630	MR-20	MR20-014 (MB/DO) - Miles per Vehicle - September 2015	Important	Open		
90629	MR-20	MR20-014 (MB/DO) - Miles per Vehicle - August 2015	Important	Open		
90628	MR-20	MR20-012 (MB/DO) - Miles per Hour - August 2015	Important	Open		
90627	MR-20	MR20-011 (MB/DO) - Vehicle Revenue Miles - September 2015	Important	Open		
90626	MR-20	MR20-011 (MB/DO) - Vehicle Revenue Miles - August 2015	Important	Open		
90625	MR-20	MR20-009 (MB/DO) - Vehicle Revenue Miles - October 2015	Important	Open		

1-10 of 21

Close

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.

King South Transit > RY 2016 Report Package > View Validation Issues

- Hide Filters (1 filter(s) applied) [Click to Download Excel Sheet](#)

Filters

Onan ▼

-- Filter by Module -- * -- Filter by Form -- * -- Filter by Mode -- *

-- Filter by Criticality -- * -- Filter by Issue Type -- * [Clear Filters](#)

Issues

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
90634	MR-20	MR20-016 (MB/DO) - Vehicles Operated in Maximum Service - October 2015	Important	Open		
90633	MR-20	MR20-016 (MB/DO) - Vehicles Operated in Maximum Service - September 2015	Important	Open		
90632	MR-20	MR20-016 (MB/DO) - Vehicles Operated in Maximum Service - August 2015	Important	Open		
90631	MR-20	MR20-014 (MB/DO) - Miles per Vehicle - October 2015	Important	Open		
90630	MR-20	MR20-014 (MB/DO) - Miles per Vehicle - September 2015	Important	Open		
90629	MR-20	MR20-014 (MB/DO) - Miles per Vehicle - August 2015	Important	Open		
90628	MR-20	MR20-012 (MB/DO) - Miles per Hour - August 2015	Important	Open		
90627	MR-20	MR20-011 (MB/DO) - Vehicle Revenue Miles - September 2015	Important	Open		
90626	MR-20	MR20-011 (MB/DO) - Vehicle Revenue Miles - August 2015	Important	Open		
90625	MR-20	MR20-009 (MB/DO) - Vehicle Revenue Miles - October 2015	Important	Open		

1-10 of 21

Selected Issue Details

Reporter Name	King South Transit	Last Modified By	
Issue ID	90632	Last Modified Date	
Location	MR-20	Mode/Type of Service	MB DO
Rule ID	198		
Description	MR20-016 (MB/DO) - Vehicles Operated in Maximum Service - August 2015		

Validation Rule Information

Validation Information Vehicles Operated in Maximum Service (VOMS) 555 has changed significantly from prior month 44 (1,161.36%) and same month last year NULL (NULL%) for MB - DO. Please verify that the current month's Vehicles Operated in Maximum Service is correct. This field requires reporting of the actual Vehicles Operated in Maximum Service (VOMS), not scheduled or estimated.

Resolution Information Please revise Vehicles Operated in Maximum Service or provide an explanation for the data.

Related Comments

Comment	Date Created	Created By
No items available		

Criticality Important

Comment

Enter Your Comment Here (Maximum of 4,000 Characters)

[Save](#) [View Related Form](#) [Close](#)

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>