Completing the Annual Report
### Annual Forms

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Mode/Type Of Service</th>
<th>Last Modified</th>
<th>Modified By</th>
<th>Open Issues</th>
<th>Total Issues</th>
<th>Validated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification (B-10)</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Stations and Maintenance Facilities - DO - (A-10)</td>
<td>DR DO</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Stations and Maintenance Facilities - DO - (A-10)</td>
<td>MB DO</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transit Asset Management Facilities Inventory (A-15)</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Revenue Vehicle Inventory (A-30)</td>
<td>DR DO</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Revenue Vehicle Inventory (A-30)</td>
<td>MB DO</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Service Vehicle Inventory (A-35)</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Reduced Reporting (RR-20) - General Public Transit</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

- Some forms are only completed once, agency-wide (e.g., B-10, RR-20).
- Some forms are completed for each mode/TOS (e.g., A-10, A-30).
You may select any form to begin, but it may be more beneficial to work top to bottom.
B-10: Identification
B-10: Summary

**Identification - (B10) Sections**

| General Information | Filing Separate Mode | Filing Separate Assets | Show All |

**General Information**

- **Organization Type**: 1. Independent Public Agency or Authority of Transit Service
- **Fiscal Year End Date**: 06/30/2018

**Modes Filing a Separate NTD Report**

- **Add Mode**
  - -- Please select a value --

**RGPT Separately Reported Assets**

- **Add Mode / Type of Service**
  - -- Please select a value --

**Deactivate Mode/Type Of Service**

- **Mode**
- **Service**
- **Created By**
- **Created Date**

No items available
B-10: General Information

General Information

• Organization Type
  o Populates from last year’s report; only update if Org Type has changed.

• Fiscal Year End Date
  o Coordinate with State if your FY period differs from the State’s.
B-10: Modes Filing Separately

Modes Filing a Separate NTD Report

- Another transit provider reports data associated with your service to the NTD.
- Applicable for certain Purchased Transportation agreements.
- Rare selection for RGPT subrecipients: if selected, the analyst will ask for clarification during validation.
Another transit provider reports your agency’s assets to NTD.

- For example, your agency owns vehicles that another agency uses in their revenue service.

- Rare selection for RGPT subrecipients: if selected, the analyst will ask for clarification during validation.
A-10: Stations and Maintenance Facilities
A-10: Summary

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

96430 - Subrecipient Transit Demo (Rural Reporter) - FY18 Original Submission (Working Data)

There are currently no open issues on this form.

Maintenance Facilities

<table>
<thead>
<tr>
<th>Type</th>
<th>Owned</th>
<th>Leased from Another Public Agency</th>
<th>Leased from a Private Entity</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Purpose Maintenance Facilities</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

SAVE AND VALIDATE  SAVE  VIEW ISSUES  PRINT DOCUMENT  CLOSE
A-10: Stations & Maintenance Facilities

- Report number of maintenance facilities that are used for your agency’s operations.
- Indicate whether facility is owned or leased.
- Do not report third-party facilities (Jiffy Lube, local gasoline service or body shop).
A-10: Reporting by Mode

<table>
<thead>
<tr>
<th>Annual Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Name</td>
</tr>
<tr>
<td>Identification (B-10)</td>
</tr>
<tr>
<td>Stations and Maintenance Facilities - DO - (A-10)</td>
</tr>
<tr>
<td>Stations and Maintenance Facilities - DO - (A-10)</td>
</tr>
<tr>
<td>Transit Asset Management Facilities Inventory (A-15)</td>
</tr>
<tr>
<td>Revenue Vehicle Inventory (A-30)</td>
</tr>
<tr>
<td>Revenue Vehicle Inventory (A-30)</td>
</tr>
<tr>
<td>Service Vehicle Inventory (A-35)</td>
</tr>
<tr>
<td>Reduced Reporting (RR-20) - General Public Transit</td>
</tr>
</tbody>
</table>

- Complete one A-10 form for each mode/type of service.
- If facility is used for more than one mode, report a pro-rated share based on the number of vehicles it services.
A-10: Prorating a Facility

• **Example:** a subrecipient operates DR/DO and MB/DO service
  - Subrecipient owns 1 maintenance facility
  - Subrecipient owns 20 vehicles total: 15 used for DR and 5 used for MB

How would they report on MB/DO A-10 and DR/DO A-10 forms?
A-10: How to Prorate a Facility

Stations and Maintenance Facilities A-10 - DR/DO

<table>
<thead>
<tr>
<th>Maintenance Facilities</th>
<th>Owned</th>
<th>Leased from Another Public Agency</th>
<th>Leased from a Private Entity</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Purpose</td>
<td>0.75</td>
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<td></td>
<td>0.75</td>
</tr>
<tr>
<td>Maintenance Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Stations and Maintenance Facilities A-10 - MB/DO

<table>
<thead>
<tr>
<th>Maintenance Facilities</th>
<th>Owned</th>
<th>Leased from Another Public Agency</th>
<th>Leased from a Private Entity</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Purpose</td>
<td>0.25</td>
<td></td>
<td></td>
<td>0.25</td>
</tr>
<tr>
<td>Maintenance Facilities</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- DR/DO A-10: 15 DR Vehicles/20 Total Vehicles = 0.75 owned
- MB/DO A-10: 5 MB Vehicles/20 Total Vehicles = 0.25 owned
A-15: Transit Asset Management
Facilities Inventory
### A-15: Summary

**Transit Asset Management Facilities Inventory (A-15)**

99430 - Subrecipient Transit Demo (Rural Reporter) - RY18 Original Submission (Working Data)

There are currently no open issues on this form.

**Filters**

**Facilities**

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Facility Type</th>
<th>Address</th>
<th>Primary Mode</th>
<th>Year Built</th>
<th>Condition Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>NEW Bus Garage</td>
<td>General Purpose Maintenance Facility/Depot</td>
<td>987 Main Street, Santa Fe, NM 87002</td>
<td>MB - Bus</td>
<td>2011</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NEW Admin Building</td>
<td>Administrative Office / Sales Office</td>
<td>654 1st Street, Santa Fe, NM 87002</td>
<td>MB - Bus</td>
<td>2011</td>
<td>4</td>
</tr>
</tbody>
</table>

Batch Size: 10 25 50 100 | Deselect All |

Administrative and Maintenance Facilities for which the agency has **Capital Responsibility**.

- **Passenger and Parking Facilities** that are used in revenue service — regardless of Capital Responsibility.

- **Capital Responsibility**
  - An agency has direct capital responsibility for an asset if the agency
    - owns the asset,
    - jointly owns the asset with another entity, or
    - is responsible for replacing, overhauling, refurbishing, or conducting major repairs on an asset, or the cost of those activities is itemized as a capital line item in the agency’s budget.
A-15: Facility Examples

Examples of Facility Types (more found in Policy Manual page 82)

Administrative buildings
  - Facilities and offices which house the executive management and supporting activities for transit operations, with the exception of vehicle maintenance.

Maintenance facilities
  - Facilities where routine maintenance and repairs or heavy maintenance or unit rebuilds are conducted. Agencies must not report maintenance facilities where third-party vendors perform services, such as a local gasoline service or body shop.
A-15: Incidental Use

• Facilities that are only *incidentally* used for public transportation should not be inventoried on the report.

• From 2019 NTD Reduced Reporter Policy Manual (pg. 3):
  o “Administrative and Maintenance facilities must only be inventoried on form A-15 if the agency has capital responsibility for the facility and the transit use is greater than incidental. Use is incidental when *50 percent or less* of the facility's physical space is dedicated to the provision of public transportation service. For maintenance facilities, agencies may use the number of transit vehicles serviced in the facility compared to the total number of vehicles serviced to estimate this percentage.”
A-15: How to Add a Facility

- To begin, click “Add Facility” (may add multiple facilities at once if needed).
- Three sections on this form: Update Facility Information, Update Condition Assessment, and Update Address
A-15: Update Facility Information

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Primary Mode</th>
<th>Non-Agency Mode</th>
<th>Secondary Modes</th>
<th>Private Mode</th>
<th>Facility Type</th>
<th>Year Built or Reconstructed as New</th>
<th>SqFt</th>
<th>Parking Spaces</th>
<th>Transit Agency Capital Responsibility (%)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
<td>Please select a value</td>
<td>Please select a value</td>
<td>Please select a value</td>
<td>Please select a value</td>
<td>Please select a value</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Name**
- **Primary Mode** — Drop-down Menu
- **Non-Agency Mode** – Drop-down Menu
- **Secondary Modes** — Type two-letter code
- **Private Mode** — Drop-down Menu
### A-15: Update Facility Information cont’d

<table>
<thead>
<tr>
<th>ID</th>
<th>Name</th>
<th>Primary Mode</th>
<th>Non-Agency Mode</th>
<th>Secondary Modes</th>
<th>Private Mode</th>
<th>Facility Type</th>
<th>Year Built or Reconstructed as New</th>
<th>SqFt</th>
<th>Parking Spaces</th>
<th>Transit Agency Capital Responsibility (%)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>NEW</td>
<td>Please select a value</td>
<td>Please select a value</td>
<td>Please select a value</td>
<td>Please select a value</td>
<td>Please select a value</td>
<td>Please select a value</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Facility Type** — Drop-down Menu
- **Year Built or Reconstructed as New**
- **Square Feet/Parking Spaces** — Choice based on facility type
- **Capital Responsibility** — Enter a percentage
- **Notes** — Optional
A-15: Update Condition Assessment

- Report a Condition Assessment if you have capital replacement responsibility, except for facilities under construction.
  - Drop-down of integer values 1-5.
  - **Methodology:** See the *TAM Facility Performance Measure Reporting Guidebook: Condition Assessment Calculation* (April 2017).

- Report the date the Condition Assessment was completed.
## A-15: Update Address

- Name will populate from previous sections.
- Add the address of the facility.
  - Either street address, Lat/Long coordinates, or both
- When complete, click “Continue.”
A-15: Summary and Saving

- Once all information is entered, you can edit, delete, or **Save and Validate** the data entered.
  - Edit by clicking the radio button, then **Edit Selected** or by clicking on the name of the facility.
A-30: Revenue Vehicle Inventory
A-30: Summary
A-30: How to Add a Fleet

- Fleet information pre-populates from the previous Report Year.
- Add new fleets or edit existing fleets as needed.
A-30: Add/Edit Fleet Details

- Add basic and vehicle information for new fleets.

*New for RY19
Retiring versus Deleting Fleets

Agencies should only delete fleets from the A-30 form if the fleets were added in error or are duplicate entries. For example:

- Fleet erroneously added to form
- Non-revenue vehicles
- Fleets with different RVI IDs on two different A-30 forms

Agencies should retire the following fleets:

- Sold by fiscal year end
- Disposed of by fiscal year end
- Ownership transferred (title is no longer in agency’s possession) by fiscal year end
Manufacture Year vs. Model Year

- Transit agencies are required to report the year the vehicle was manufactured and built, not the vehicle model year.
  - The manufacture year will typically be different than the model year for the vehicle(s).
  - Correctly labeling this will help determine the useful life benchmark of the vehicle and fleet.
Other Fleet Details

- **Agency Fleet ID:** Agency-specific identifier
- **Ownership Type:** Ownership relationship (owned/leased/borrowed), and the ownership type (public agency/private entity)
- **Funding Type:** The original funds used to initially purchase the vehicle
- **Vehicle Length:** From front to back of vehicle, measured in feet
A-30: Adding a New Fleet

- Fleets will appear on summary page after you add them.
- System will generate an RVI ID after you save the form.
- Edit fleets as needed by selecting their RVI ID.
A-30: Add Existing Fleet

- Select **Add Existing Fleet** to copy over a fleet from one mode to another.
- For example, add a fleet to the MB/DO A-30 form, then open the DR/DO A-30 form and select Add Existing Fleet.
A-35 Service Vehicle Inventory
## A-35: Summary

### Service Fleets

<table>
<thead>
<tr>
<th>ID</th>
<th>Agency Fleet Id</th>
<th>Fleet Name</th>
<th>Vehicle Type</th>
<th>Primary Mode</th>
<th>Year Manufactured</th>
<th>Estimated Cost</th>
<th>Status</th>
</tr>
</thead>
</table>

No items available

Batch Size: 10 25 50 100 | Deselect All | Total Vehicles: 0

[Buttons: SAVE AND VALIDATE, SAVE, VIEW ISSUES, IMPORT DATA, EXPORT DATA, PRINT DOCUMENT, CLOSE]
A-35: Service Vehicles

• Agencies are required to report service vehicle fleets for which they have **capital responsibility**.

• **Service Vehicles** are defined as:
  - Road worthy, self-propelled, or major pieces of construction equipment that are used to support revenue operations, maintain revenue vehicles, or perform transit-oriented administrative activities.
  - **Examples:** Cars used for admin staff, transit police cars, tow trucks, service trucks, etc.
  - Agencies should not report small fork lifts, golf carts, etc.
A-35: How to Add a Fleet

- Select **Add New** to begin.
- Identical vehicles must be grouped into fleets.
A-35: Add Service Fleet

- Select **Add Service Fleet** on the next page.
- The form has two sections: **Update Service Fleet Information** and **Update Financials**.
A-35: Update Service Fleet Information

- **Fleet Name** and **Agency Fleet Id**: Agency’s ID naming
- **Primary Mode** and **Secondary Modes**: DR/DO for example
- **Vehicle Type**: Automobiles, Trucks and Other Rubber Tire Vehicles, or Steel Wheel Vehicles
A-35: Vehicle Types

- **Automobiles**: Sedans, up to and including station wagons
- **Trucks and Other Rubber Tire Vehicles**: Anything larger than a station wagon (SUVs, vans/minivans, pickup trucks)
- **Steel Wheel Vehicles**: Rare selection for rural agencies
A-35: Update Service Fleet Information

- **Total Vehicles**
- **ULB**: FTA’s default populates, but you may update if needed.
- **Year Manufactured**
- **Notes**: Optional
### A-35: Update Financials

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

- Fleet Name & Agency Fleet ID
- Transit Agency Capital Responsibility (%)
- Estimated Cost
- Year Dollars of Estimated Cost
Activity #3
When and How to Report Assets
Reporting Facilities #1

Scenario 1:
City of Townsville owns 1 maintenance facility that is dedicated to transit-related maintenance activity. The transit agency operates MB/DO and DR/DO modes and owns a total of 20 vehicles: 10 vehicles are used for the MB mode, and 10 are used for the DR mode.

- How do they report this facility on the A-10 and A-15 forms?
- What ownership type do they select?

<table>
<thead>
<tr>
<th>MB/DO A-10:</th>
<th>DR/DO A-10:</th>
<th>Inventory on A-15?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[X] # of facilities Owned / Leased</td>
<td>[X] # of facilities Owned / Leased</td>
<td>Yes / No</td>
</tr>
</tbody>
</table>
Scenario 1
Township of Smallville owns 1 maintenance facility that is dedicated to transit-related maintenance activity. The transit agency operates MB/DO and DR/DO modes and owns a total of 20 vehicles: 10 vehicles are used for the MB mode, and 10 are used for the DR mode.

- How do they report this facility on the A-10 and A-15 forms?
- What ownership type do they select?

<table>
<thead>
<tr>
<th>MB/DO A-10:</th>
<th>DR/DO A-10:</th>
<th>Inventory on A-15?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.5 facilities</td>
<td>0.5 facilities</td>
<td>Yes</td>
</tr>
<tr>
<td>Owned / Leased</td>
<td>Owned / Leased</td>
<td></td>
</tr>
</tbody>
</table>
Scenario 2:
Township of Smallville owns 1 maintenance facility. This is the city’s public works building, and it services several departments including transit. The facility services over 200 vehicles for the township. The transit agency operates MB/DO and DR/DO modes and owns a total of 20 vehicles: 15 vehicles are used for the MB mode, and 5 are used for the DR mode.

- How do they report this facility on the A-10 and A-15 forms?
- What ownership type do they select?

<table>
<thead>
<tr>
<th>MB/DO A-10:</th>
<th>DR/DO A-10:</th>
<th>Inventory on A-15?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[X] # of facilities</td>
<td>[X] # of facilities</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Owned / Leased</td>
<td>Owned / Leased</td>
<td></td>
</tr>
</tbody>
</table>

---

**FTC**

FEDERAL TRANSIT ADMINISTRATION
Reporting Facilities #2 - Solution

Scenario 2:
Township of Smallville owns 1 maintenance facility. This is the city’s public works building, and it services several departments including transit. The facility services over 200 vehicles for the township. The transit agency operates MB/DO and DR/DO modes and owns a total of 20 vehicles: 15 vehicles are used for the MB mode, and 5 are used for the DR mode.

- How do they report this facility on the A-10 and A-15 forms?
- What ownership type do they select?

<table>
<thead>
<tr>
<th>MB/DO A-10:</th>
<th>DR/DO A-10:</th>
<th>Inventory on A-15?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.75 facilities</td>
<td>0.25 facilities</td>
<td>No</td>
</tr>
<tr>
<td>Owned / Leased</td>
<td>Owned / Leased</td>
<td></td>
</tr>
</tbody>
</table>

No
Reporting Facilities #3

Scenario 3:
City of Glenwood takes their transit vehicles to the local body shop for repairs. The body shop services the city’s MB/DO and DR/DO vehicles, as well as other customers’ vehicles.

- How does the City of Glenwood complete their A-10 and A-15 forms in the NTD report?

<table>
<thead>
<tr>
<th>MB/DO A-10:</th>
<th>DR/DO A-10:</th>
<th>Inventory on A-15?</th>
</tr>
</thead>
<tbody>
<tr>
<td>[X] # of facilities</td>
<td>[X] # of facilities</td>
<td>Yes / No</td>
</tr>
<tr>
<td>Owned / Leased</td>
<td>Owned / Leased</td>
<td></td>
</tr>
</tbody>
</table>
Reporting Facilities #3 Solution

Scenario 2:
City of Glenwood takes their transit vehicles to the local body shop for repairs. The body shop services the city’s MB/DO and DR/DO vehicles, as well as other customers’ vehicles.
• How does the City of Glenwood complete their A-10 and A-15 forms in the NTD report?

Answer: Do not report this facility on the A-10 or A-15 forms.

<table>
<thead>
<tr>
<th>MB/DO A-10:</th>
<th>DR/DO A-10:</th>
<th>Inventory on A-15?</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>No</td>
</tr>
</tbody>
</table>

FEDERAL TRANSIT ADMINISTRATION
Revenue Vehicles #1

Scenario 1:
City of Brownsville disposed of a fleet of five buses in the middle of their fiscal year period. The fleet was captured in their previous NTD reports as 5 Total Vehicles and 5 Active Vehicles.

• How do they report this fleet for the corresponding report year?

  Total Vehicles: __
  Active Vehicles: __
  Is this fleet retired? Yes / No
Revenue Vehicles #1 Solution

Scenario 1:
City of Brownsville disposed of a fleet of five buses in the middle of their fiscal year period. The fleet was captured in their previous NTD reports as 5 Total Vehicles and 5 Active Vehicles.

• How do they report this fleet for the corresponding report year?

   Total Vehicles: 5
   Active Vehicles: 0
Is this fleet retired? Yes
Revenue Vehicles #2

Scenario 2:
City of Clifton plans to sell a fleet of five buses and has taken the vehicles out of service. As of the last day of their fiscal year, the fleet was still in the city’s possession. The fleet was captured in prior NTD reports as 5 Total Vehicles and 5 Active Vehicles.

- How do they report this fleet?
  
  Total Vehicles: ___
  
  Active Vehicles: ___

  Is this fleet retired? Yes / No
Scenario 2:
City of Clifton plans to sell a fleet of five buses and has taken the vehicles out of service. As of the last day of their fiscal year, the fleet was still in the city’s possession. The fleet was captured in prior NTD reports as 5 Total Vehicles and 5 Active Vehicles.

• How do they report this fleet?

  Total Vehicles: 5
  Active Vehicles: 0

  Is this fleet retired? No
Revenue Vehicles #3

Scenario 3:
Alpena County Transit Service has a fleet of cutaways that are used interchangeably between their bus and demand response service. They added the fleet to the MB/DO A-30 form and then added the fleet on the DR/DO A-30 form under a different RVI ID. They later realized that they should have used the Add Existing Fleet function to copy the RVI ID from the MB form onto the DR A-30 form.

• What should they do with the mismatched RVI ID on the DR A-30?
Revenue Vehicles #3 Solution

• Delete the fleet with the mismatched RVI ID from the A-30 form.
• Do not retire this fleet, as it was added in error.
RR-20: Reduced Reporting
Open the RR-20 form and enter the following:

- Total annual expenses by mode and type of service (TOS)
- Total operating expenses and total capital expenses (if applicable)
Accounting: Review

Report revenues expended **NOT** earned.

- The grant award amount can be larger than the amount actually expended.

Reporters must:

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

**Example:** An agency receives a $750,000 grant and expends $300,000 during the fiscal year.

**Solution:** The agency reports an expenditure of $300,000 to the NTD.
RR-20: Fare Revenues

<table>
<thead>
<tr>
<th>Mode</th>
<th>Revenues</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR DO</td>
<td>Passenger-Paid Fares</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organization-Paid Fares</td>
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</tr>
<tr>
<td></td>
<td>Fare Revenues</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>MB DO</td>
<td>Passenger-Paid Fares</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organization-Paid Fares</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fare Revenues</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

- Report expenses from Fare Revenues next
- Fare revenues represent all income received and expended directly from passengers, including donations made onboard the vehicle.
RR-20: Passenger-Paid Fares

- Passenger-Paid Fares reflect fares that passengers pay on their own behalf
  - It includes full adult fares, senior citizen fares, student fares, child fares, fares for individuals with disabilities, etc.
RR-20: Organization-Paid Fares

- Organization-Paid Fares are paid for by an organization rather than by a passenger.
  - For example, a university pays a local transit agency to allow students and staff to ride fare-free.
RR-20: Allocating Fares

- Agencies with more than one mode are required to capture and report fares expended from each mode separately and not allocate based on a data point.

- Exceptions to this requirement happen when:
  - There is a fixed fare for the initial segment of a multi-mode trip and the transfer charge is not equal to the fare charged for a single ride trip on the next mode; or
  - A large portion of passengers use prepaid fare media that all modes accept.

- If your agency is an exception to the rule, please make sure to explain your methodology during validation.
RR-20: Other Directly Generated Funds

- Other Directly Generated Funds:
  - Advertising Revenues, Concession Revenues, Fundraisers, Park and Ride Revenues, Interest on Investments, Non-full cost contracts, Donations and Insurance Recoveries
• **Revenues Accrued Through a PT Agreement**
  o Rare selection for rural agencies.
  o Applies when your agency is the seller of service in a Purchased Transportation agreement (full cost contract).
  o Analyst will ask for clarification during validation if you report funds to this field.
RR-20: Non-Federal Funds

### Non-Federal Funds

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Local Funds:
- Tax levies, General Funds, Specified contribution, Finances from the local entities

### State Funds:
- State programs that support public transit, Includes State portions of Medicaid Fund

### Other Funds
- Requires a description
RR-20: Federal Funds

<table>
<thead>
<tr>
<th>Federal Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Federal Funding Source</td>
</tr>
<tr>
<td>□ FTA Capital Investment Grants ($5309)</td>
</tr>
<tr>
<td>□ FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program ($5310)</td>
</tr>
<tr>
<td>□ FTA Formula Grants for Rural Areas ($5311)</td>
</tr>
<tr>
<td>□ FTA Job Access and Reverse Commute Formula Program ($5316)</td>
</tr>
<tr>
<td>□ FTA New Freedom Program ($5317)</td>
</tr>
<tr>
<td>□ FTA Transit in Parks ($5320)</td>
</tr>
<tr>
<td>□ FTA State of Good Repair Program ($5337)</td>
</tr>
<tr>
<td>□ FTA Bus and Bus Facilities ($5339)</td>
</tr>
<tr>
<td>□ ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds</td>
</tr>
<tr>
<td>□ Other FTA Funds</td>
</tr>
<tr>
<td>□ Funds Received from Other USDOT Grant Programs</td>
</tr>
<tr>
<td>□ Other Federal Funds</td>
</tr>
</tbody>
</table>

- Select all applicable Federal Funding sources to expand sections.
RR-20: Select Federal Funds

Subsections will appear on the right side (e.g., FTA 5311 program).
**RR-20: Other FTA, Other Federal Funds**

- Other FTA Funds & Other Federal Funds are common selections.

<table>
<thead>
<tr>
<th>Funding Sources/Codes</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other FTA Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other FTA Funds: Capital Assistance Spent on Operations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Federal Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

- **Federal Funds**

  - Federal Funding Source
  - FTA Capital Investment Grants ($5309)
  - FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program ($5310)
  - FTA Formula Grants for Rural Areas ($5311)
  - FTA Job Access and Reverse Commute Formula Program ($5316)
  - FTA New Freedom Program ($5317)
  - FTA Transit in Parks ($5320)
  - FTA State of Good Repair Program ($5337)
  - FTA Bus and Bus Facilities ($5339)
  - ARRA TIGER (Greenhouse Gas and Energy Reduction) Funds
  - **Other FTA Funds**
  - Funds Received from Other USDOT Grant Programs
  - **Other Federal Funds**
RR-20: Other FTA/Other Federal Examples

- Other FTA Funds
  - Funds from an FTA grant not listed
  - FTA Clean Fuels Program (5308)

- Other Federal Funds
  - Funds from a Federal grant not listed
  - Housing and Urban Development (HUD), Department of Health and Human Services (HHS)
  - Medicaid
RR-20: Other Resources

Other Resources

- Report the number of Volunteer Drivers at Fiscal Year End.
  - The volunteer driver is a part of the transit agency’s regular service (driver provides advanced notice to the dispatchers).
  - There is an attempt to share a ride.
  - Agency keeps records for all public transit service per NTD reporting requirements.

- Report the number of Personal Vehicles in Service at Fiscal Year End.
RR-20: Service Data

Service Data

- Report Vehicle Revenue Miles, Vehicle Revenue Hours, Unlinked Passenger Trips, Vehicles Operated in Annual Maximum Service, Sponsored Services UPT.
- Report per mode/type of service.
### RR-20: Unlinked Passenger Trips

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

- **Unlinked Passenger Trips** are Total passenger trips (regular + sponsored trips)
  - These are the number of passengers who board public transit vehicles.
  - Passengers are counted each time they board the vehicle no matter how many vehicles they use from their origin to their destination.
**RR-20: Sponsored Service**

- Sponsored service is paid, in whole or in part, directly to transit provider by a third party.
  - May be offered by transit providers as part of a Coordinated Human Services Transportation Plan.
  - Common sponsors include the Veterans Administration, Medicare, sheltered workshops, the Arc, and assisted living centers.
RR-20: VOMS

- Vehicles Operated in Annual Maximum Service (VOMS)
  - The number of revenue vehicles an agency operates to meet the annual maximum service requirement.

### Annual Service Data *

<table>
<thead>
<tr>
<th>Mode Service</th>
<th>Vehicle Revenue Miles</th>
<th>Vehicle Revenue Hours</th>
<th>Unlinked Passenger Trips</th>
<th>Vehicles Operated in Annual Maximum Service</th>
<th>Sponsored Services UPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR DO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MB DO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
RR-20: Safety Data

Safety Data

- Reportable Incidents include:
  - Fatalities, injuries, or property damage >$25,000
  - Collisions involving revenue vehicles that require towing away from the scene for either vehicle involved
  - An evacuation for life safety reasons
RR-20: Fatalities and Injuries

Safety Data

- Fatalities are reported when deaths occur within 30 days of the event.
- Injuries are reported when passengers are immediately transported away from the scene for medical attention.

If there are no reportable incidents, enter “0” in all fields.
RR-20: Reportable Events

Safety Data

- **Note:** Incidents are only reportable if they result from a transit-related event (collision, fire, hazmat, etc.).

- If an injury or fatality occurs but is not a result of a reportable safety event, do not report it on the NTD report.
### RR-20: Agency Example — Financial Data

<table>
<thead>
<tr>
<th>NTD Data Element</th>
<th>Description of Funding Sources</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger-Paid Fares</td>
<td>$1,031 (Passenger Donations)</td>
</tr>
<tr>
<td>Organization-Paid Fares</td>
<td>$0</td>
</tr>
<tr>
<td>Other Directly Generated Funds</td>
<td>$0</td>
</tr>
<tr>
<td>Revenues Accrued through a PT Agreement</td>
<td>$0 (no qualifying agreements)</td>
</tr>
<tr>
<td>Local Funds</td>
<td>$14,112</td>
</tr>
<tr>
<td>State Funds</td>
<td>$13,446</td>
</tr>
<tr>
<td>FTA §5311 Formula Grants for Rural Areas</td>
<td>$47,522</td>
</tr>
<tr>
<td>FTA §5310 EMSID Funds</td>
<td></td>
</tr>
<tr>
<td>Other Federal Funds</td>
<td></td>
</tr>
<tr>
<td><strong>Total Operating Expenses</strong></td>
<td><strong>$76,111</strong></td>
</tr>
</tbody>
</table>
RR-20: Agency Example – Service Data

<table>
<thead>
<tr>
<th>NTD Data Element</th>
<th>Agency Annual Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Revenue Miles</td>
<td>14,014</td>
</tr>
<tr>
<td>Vehicle Revenue Hours</td>
<td>2,005</td>
</tr>
<tr>
<td>Unlinked Passenger Trips</td>
<td>9,997</td>
</tr>
<tr>
<td>Vehicles Operated in Annual Maximum Service</td>
<td>2</td>
</tr>
<tr>
<td>Sponsored Services UPT</td>
<td>0</td>
</tr>
</tbody>
</table>
RR-20 Example: TOE and Fares

### Funds Expended

<table>
<thead>
<tr>
<th>Mode</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRT</td>
<td>76,111</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>$76,111</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Fare Revenue

<table>
<thead>
<tr>
<th>Mode</th>
<th>Revenues</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRT</td>
<td>Passenger-Paid Fares</td>
<td>1,031</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Organization-Paid Fares</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fare Revenues</td>
<td></td>
<td>$1,031</td>
<td>$0</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>$1,031</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Other Directly Generated Funds

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

### Revenues Accrued Through a PT Agreement

<table>
<thead>
<tr>
<th>Agreement Type</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>With an NTD Reporting Agency</td>
<td></td>
<td></td>
</tr>
<tr>
<td>With a non-NTD Reporting Agency</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
RR-20 Example: Non-Federal Funds

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Funds</td>
<td>14,112</td>
<td></td>
</tr>
<tr>
<td>State Funds</td>
<td>13,446</td>
<td></td>
</tr>
<tr>
<td>Other Funds</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$27,558</td>
<td>$0</td>
</tr>
</tbody>
</table>
**RR-20 Example: Federal Funds**

<table>
<thead>
<tr>
<th>Federal Funds</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Funding Sources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTA Formula Grants for Rural Areas (§5311)</td>
<td></td>
<td>47,522</td>
</tr>
<tr>
<td>Capital Assistance Spent on Operations (§5311)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTA ARRA Other than Urbanized Area Program Funds (§5311)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTA ARRA Capital Assistance Spent on Operations (including maintenance expenses) (§5311)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FTA Tribal Transit Funds (§5311)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRA Tribal Transit Funds (§5311)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$47,522</td>
<td>$0</td>
</tr>
</tbody>
</table>

1 – 12 of 12
### Other Resources

<table>
<thead>
<tr>
<th>Number of Volunteer Drivers *</th>
<th>Number of Personal Vehicles in Service *</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
</tr>
<tr>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

### Annual Service Data *

<table>
<thead>
<tr>
<th>Mode Service</th>
<th>Vehicle Revenue Miles</th>
<th>Vehicle Revenue Hours</th>
<th>Unlinked Passenger Trips</th>
<th>Vehicles Operated in Annual Maximum Service</th>
<th>Sponsored Services UPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR DO</td>
<td>14,014</td>
<td>2,005</td>
<td>9,997</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>14,014</td>
<td>2,005</td>
<td>9,997</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

### Safety Data

<table>
<thead>
<tr>
<th>Reportable Incidents *</th>
<th>Fatalities *</th>
<th>Injuries *</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Activity #4
Completing the RR-20
Original Source of Funds: #1

Scenario 1:
Your agency has an agreement with a local clinic to transport clients who are Medicaid beneficiaries. The clinic reimburses the agency for non-emergency medical trips using Medicaid funds. The passengers do not pay a passenger fare for these trips.
• Under which funding source do you report these funds?
   A. Local Funds
   B. Fare Revenues
   C. Other Federal Funds
   D. None of the above
Original Source of Funds: #1 Solution

Scenario 1:
Your agency has an agreement with a local clinic to transport clients who are Medicaid beneficiaries. The clinic reimburses the agency for non-emergency medical trips using Medicaid funds. The passengers do not pay a passenger fare for these trips.

• Under which funding source do you report these funds?
  A. Local Funds
  B. Fare Revenues
  C. Other Federal Funds
  D. None of the above
Original Source of Funds: #2

Scenario 2:
The Federal Transit Administration awards the State DOT with Section 5311 Formula Grants for Rural Areas funds. The State DOT then awards the funds to your transit system for operating assistance.

- Under which funding source do you report these funds?
  A. Local Funds
  B. State Funds
  C. Federal Funds
  D. None of the above
Scenario 2:
The Federal Transit Administration awards the State DOT with Section 5311 Formula Grants for Rural Areas funds. The State DOT then awards the funds to your transit system for operating assistance.

- Under which funding source do you report these funds?
  
  A. Local Funds
  B. State Funds
  C. Federal Funds
  D. None of the above
Scenario 1:

- Your agency is preparing to report DR/DO UPT for RY 2019. Your annual ridership logs show that your agency scheduled a total of 19,053 individual trips during the year. Of these trips:
  - 11,876 were round-trips (requested initial trip plus later return trip)
  - 7,177 were one-way trips

For the purpose of this example, no trips were multi-destination trips and no trips included personal care attendants or companions of the primary passenger.

- What is your agency’s **Total Annual UPT**?
Service Data: #1 - Solution

- **Answer: 30,929 Total UPT**
  - 11,876 round-trips = 23,752 UPT (one UPT per boarding)
  - 7,177 one-way trips = 7,177 UPT
  - 23,752 + 7,177 = 30,929 Total

**Bonus:** A third-party entity sponsored 10,045 trips of the 30,929 total UPT.

- How should you report total UPT and Sponsored UPT?
Service Data: #1 – Solution cont’d

• Answer: 30,929 Total UPT, 10,045 Sponsored UPT

Report Sponsored Service UPT as a subset of the total UPT. Do not subtract it from the total.
Service Data: #2

Your agency is preparing to report MB/DO VOMS for RY 2019. Your agency has a total of 16 buses available to provide service. You use 12 buses during your morning peak service, 9 buses during the afternoon, and 12 again during evening peak service.

• How do you report VOMS on the RR-20?
Answer: 12 VOMS

This is the highest number of buses your agency used during maximum service periods. Do not report 16, which is the maximum number of vehicles available for service but not the maximum number operated.
Safety Data: #1

Scenario 1:
A private vehicle collides with a transit cutaway. One passenger is immediately transported to the hospital via ambulance. Another passenger goes home but drives himself to the doctor later that day and discovers he has a fractured wrist.

• Does your agency report the collision to the NTD?
• If so, what does the agency report?
  o Number of Reportable Incidents: [X]
  o Number of Injuries: [X]
  o Number of Fatalities: [X]
Scenario 1:
A private vehicle collides with a transit cutaway. One passenger is immediately transported to the hospital via ambulance. Another passenger goes home, but drives himself to the doctor later that day and discovers he has a fractured wrist.

- Does your agency report the collision to the NTD?
- If so, what does the agency report?
  - Number of Reportable Incidents: 1
  - Number of Injuries: 1
  - Number of Fatalities: 0
Safety Data: #2

Scenario 2:
A passenger suffers a heart attack while riding the bus. The passenger is immediately taken to the hospital and passes away.

• Does your agency report this incident to the NTD?
• If so, what does the agency report?
  o Number of Reportable Incidents: [X]
  o Number of Injuries: [X]
  o Number of Fatalities: [X]
Safety Data: #2 Solution

Scenario 2:
A passenger suffers a heart attack while riding the bus. The passenger is immediately taken to the hospital and passes away.

• Does your agency report this incident to the NTD?
• If so, what does the agency report?
  - Number of Reportable Incidents: 0
  - Number of Injuries: 0
  - Number of Fatalities: 0
Report Validation
Validation: Definition

• NTD evaluates the report data to look for unusual data or significant changes from prior reports.
• The reporting system is built with automated checks that flag potential issues.
• Issues can typically be resolved by providing an explanation or revising the data.
Validation: Example

- An agency reports a bus as being 35 feet long in Year 1. The agency reports 25 feet in Year 2.
  - Check will fire as vehicles typically do not change length year over year.

  Two primary possibilities:

1. Data was reported incorrectly in Year 1 and was corrected in Year 2 (provide a response)
2. Initial data entry error in Year 2; Year 1 value was correct (revise the data to Year 1 value)
Validation: Overview

• Whenever you finalize a form, you must “validate” the form to apply system validation to the data.
• You must complete and validate all report forms before you can submit the report package.
• You must resolve all validation checks that fire BEFORE submitting the report.
In-System Validation
Validation Status - Dashboard

- All forms begin as “Unvalidated” when the report package is generated (appear as red on dashboard).

<table>
<thead>
<tr>
<th>Report Package Forms</th>
<th>Mode/Type Of Service</th>
<th>Last Modified</th>
<th>Modified By</th>
<th>Open Issues</th>
<th>Total Issues</th>
<th>Validated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification (B-10)</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>✔️</td>
</tr>
<tr>
<td>Stations and Maintenance Facilities - DO - (A-10)</td>
<td>DR DO</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>✔️</td>
</tr>
<tr>
<td>Stations and Maintenance Facilities - DO - (A-10)</td>
<td>MB DO</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>✔️</td>
</tr>
<tr>
<td>Transit Asset Management Facilities Inventory (A-15)</td>
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<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>✔️</td>
</tr>
<tr>
<td>Revenue Vehicle Inventory (A-30)</td>
<td>DR DO</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>✔️</td>
</tr>
<tr>
<td>Revenue Vehicle Inventory (A-30)</td>
<td>MB DO</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>✔️</td>
</tr>
<tr>
<td>Service Vehicle Inventory (A-35)</td>
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<td>✔️</td>
</tr>
<tr>
<td>Reduced Reporting (RR-20) - General Public Transit</td>
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<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Save Options

- Each form has two save options at the bottom: **Save** and **Save and Validate**.
Save Form

- **Save** simply retains your data in the form.
- Select this option if you would like to partially complete a form and return to it at a later time.
Save and Validate Form

- **Save and Validate** applies validation to the form.
- Select this option if you have finalized the form and are ready to address or check validation issues.
Saved vs. Saved and Validated

- When you **Save and Validate** a form, the form will turn from red to green on the dashboard.
Validation Dashboard

- Dashboard shows how many **Open Issues** (6) and **Total Issues** (6) each form has.

### Report Package Forms

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Mode/Type Of Service</th>
<th>Last Modified</th>
<th>Modified By</th>
<th>Open Issues</th>
<th>Total Issues</th>
<th>Validated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification (B-10)</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Stations and Maintenance Facilities - DO - (A-10)</td>
<td>DR DO</td>
<td>8/7/2019 10:43 AM EDT</td>
<td><a href="mailto:tamstates@test.com">tamstates@test.com</a></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Stations and Maintenance Facilities - DO - (A-10)</td>
<td>MB DO</td>
<td></td>
<td></td>
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<td>0</td>
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</tr>
<tr>
<td>Transit Asset Management Facilities Inventory (A-15)</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
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</tr>
<tr>
<td>Revenue Vehicle Inventory (A-30)</td>
<td>DR DO</td>
<td>8/7/2019 10:44 AM EDT</td>
<td><a href="mailto:tamstates@test.com">tamstates@test.com</a></td>
<td>6</td>
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<tr>
<td>Revenue Vehicle Inventory (A-30)</td>
<td>MB DO</td>
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<tr>
<td>Service Vehicle Inventory (A-35)</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Reduced Reporting (RR-20) - General Public Transit</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Open Issues vs. Total Issues

- **Open Issues** show how many issues require action.
- **Total Issues** shows cumulative issues.

### Report Package Forms

<table>
<thead>
<tr>
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<td>Stations and Maintenance Facilities - DO - (A-10)</td>
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<td></td>
</tr>
<tr>
<td>Stations and Maintenance Facilities - DO - (A-10)</td>
<td>MB DO</td>
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<td></td>
<td>0</td>
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<td></td>
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<tr>
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<td>DR DO</td>
<td>8/7/2019 10:44 AM EDT</td>
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<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Revenue Vehicle Inventory (A-30)</td>
<td>MB DO</td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Service Vehicle Inventory (A-35)</td>
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<td></td>
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<td>0</td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Addressing Open Issues

• As issues are addressed, the number of Open Issues in the column decreases.

Report Package Forms

<table>
<thead>
<tr>
<th>Form Name</th>
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<th>Modified By</th>
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<tr>
<td>Stations and Maintenance Facilities - DO - (A-10)</td>
<td>DR DO</td>
<td>8/7/2019 10:43 AM EDT</td>
<td><a href="mailto:tamstates@test.com">tamstates@test.com</a></td>
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</tr>
<tr>
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<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Transit Asset Management Facilities Inventory (A-15)</td>
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<td></td>
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<td>0</td>
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<tr>
<td>Revenue Vehicle Inventory (A-30)</td>
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<td>8/8/2019 3:45 PM EDT</td>
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<tr>
<td>Revenue Vehicle Inventory (A-30)</td>
<td>MB DO</td>
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<td>Service Vehicle Inventory (A-35)</td>
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<td>Reduced Reporting (RR-20) - General Public Transit</td>
<td></td>
<td></td>
<td></td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

1 - 8 of 8
Saved vs. Saved and Validated

• Note: If you Save and Validate a form but later make changes to the data, you must Save and Validate again.

• If you Save a form that has already been validated, the form will revert from green back to red.

• The form will not turn green until you Save and Validate again.
How to View Issues: 1

- Option 1: At the bottom of the report form, select **View Issues** to review issues for only that form.
How to View Issues: 2

- Option 2: Select **View Issues** on the report package summary page to review all issues on the report.
How to View Issues: 3

- Option 3: Select **View Issues** under **Related Actions** to review all issues on the report.
View Validation Issues

- Hide Filters (1 Filters Applied)

--- Filter by Module ---
--- Filter by Form ---
--- Filter by Mode ---
--- Filter by Criticality ---

Clear Filters

<table>
<thead>
<tr>
<th>ID</th>
<th>Location</th>
<th>Description</th>
<th>Criticality</th>
<th>Status</th>
<th>Last Modified By</th>
<th>Last Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>135208</td>
<td>RR-20</td>
<td>RR20F-179 (MB/DO) - Service Data not reported</td>
<td>Important</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>135209</td>
<td>RR-20</td>
<td>RR20F-179 (DR/DO) - Service Data not reported</td>
<td>Important</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>135210</td>
<td>RR-20</td>
<td>RR20F-001OA - Total expenses mismatch - Funds Expended on Operations</td>
<td>Important</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>135211</td>
<td>RR-20</td>
<td>RR20F-024 - Local funds rounded - Funds Expended on Operations</td>
<td>Important</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>135212</td>
<td>RR-20</td>
<td>RR20F-223 - Matching Funds low value</td>
<td>Important</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Select an issue by clicking anywhere on the **Issue** row once — this will highlight the row, as seen above.
Reviewing Issue Details

- To view details, scroll to the bottom of the screen.
Issues Page: Comment Box

- Comment box allows you to provide a response.
View Related Form

- Select **View Related Form** if you need to update the data.
Common Issue Types
Common Issue Types

- Open
- Open with Explanation
- Closed with Data Revision
- Closed
- Outstanding items that you must address.
- You cannot submit the report if there are Open Issues on the report.

### View Validation Issues

- **Filter by Status**
- **Filter by Module**
- **Filter by Criticality**

<table>
<thead>
<tr>
<th>ID</th>
<th>Location</th>
<th>Description</th>
<th>Criticality</th>
<th>Status</th>
<th>Last Modified By</th>
<th>Last Modified Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>135220</td>
<td>RR-20</td>
<td>RR20F-164 (MB/DO) - Trips per mile</td>
<td>Important</td>
<td>Open</td>
<td></td>
<td></td>
</tr>
<tr>
<td>135219</td>
<td>RR-20</td>
<td>RR20F-180 (MB/DO) - VOMS higher than Total Active Vehicles</td>
<td>Important</td>
<td>Open with Explanation</td>
<td><a href="mailto:tamstates@test.com">tamstates@test.com</a></td>
<td>08/09/2019 9:19 AM</td>
</tr>
<tr>
<td>135208</td>
<td>RR-20</td>
<td>RR20F-179 (MB/DO) - Service Data not reported</td>
<td>Important</td>
<td>Closed with Data Revision</td>
<td><a href="mailto:tamstates@test.com">tamstates@test.com</a></td>
<td>08/09/2019 5:18 AM</td>
</tr>
</tbody>
</table>
• **Example:** Trips per mile validation check has not yet been addressed in the system.
Open with Explanation

• Validation issues for which you have provided a response.
• They are pending approval by the analyst.
Open with Explanation: Example

- Example: VOMS on RR-20 are higher than Active Vehicles on A-30 — this is unusual.
- Response will be reviewed by analyst.
Closed with Data Revision

- Resolved by updating the data.
- No explanation needed; check automatically closes if revised data addresses the issue.
Closed with Data Revision: Example

- **Example:** MB/DO Service Data was not reported — fields were blank as of last **Save**.
- Resolved by saving required data to the form.
Closed Issues

- Issues that have been reviewed by the analyst.
- Analyst closes the issue if response sufficiently addresses issue; no further action needed.
Closed Issues: Example

- **Example**: All of these issues have been reviewed and approved by the analyst.
- **Appear as Closed** on the issues page.
### Important vs. Critical Issues

<table>
<thead>
<tr>
<th>Important Issues</th>
<th>Critical Issues</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can be addressed via response OR data revision.</td>
<td>Can only be addressed via data revision.</td>
</tr>
<tr>
<td>Comment box for agency response populates at the bottom of issue.</td>
<td>Comment box for agency response does not populate.</td>
</tr>
<tr>
<td>Can be changed to “Open with Explanation” and will not block report submission.</td>
<td>Will block report submission until it is resolved.</td>
</tr>
</tbody>
</table>
Completing Validation
How to Address Issues

• You can address **Open Issues** by providing an explanation or updating the data.
• If the data is incorrect, update as needed.
• If the data is correct, provide an explanation as to why it is correct or why it changed from last year.
Example 1

Example 1: The sum of RR-20 Operating Expenses is $687,248 by mode but $610,020 by source.

These values typically match.
Solution 1

- Comment box is available, but this issue likely requires a data revision to resolve.
- Select **View Related Form** to jump back to RR-20.
Example 2

- **Example 2: Local Funds** appear to be rounded to the nearest thousand ($10,000).
- Funds are correct and do not need to be revised in the form.
Solution 2

- Provide a comment explaining why the data is correct as reported.
- Hit **Save** to save your response.
Validation Tips
Validation Tips: 1

1) Provide a detailed explanation if you respond to validation.
   – Do not respond with “Data is correct.”
   – Explain why the data is correct as reported or how the data changed from last year.
Validation Tips: Example 1

- MB/DO Unlinked Passenger Trips increased from 60,427 last year to 91,007 this year

<table>
<thead>
<tr>
<th>Insufficient Responses</th>
<th>Acceptable Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Data is correct.”</td>
<td>“We lowered our adult fare rates this year, leading to increased ridership.”</td>
</tr>
<tr>
<td>“We had more ridership this year.”</td>
<td>“We added several new routes and expanded evening service hours, leading to increased ridership.”</td>
</tr>
<tr>
<td>“UPT increased due to more passengers.”</td>
<td>“Increase in marketing efforts led to more awareness of our service this year, leading to increased ridership.”</td>
</tr>
</tbody>
</table>
Validation Tips : 2

2) If you are responding to validation during the report revision process, ensure you refer to the most recent comment from the analyst.
   – Do not provide a response to the original validation issue.
   – Do not copy and paste your original response.
Validation Tips: Example 2

- **Automated Check:** Year of Manufacture changed from 2015 last year to 2016 this year. Please explain or revise.
- **Agency Response:** Last year’s data was not correct; this is a 2016 vehicle.
- **Analyst follow up:** This change indicates you may be reporting the Model Year. Please confirm that 2016 is the Manufacture Year for this vehicle.

**Insufficient Response:** The value should be 2016. Last year’s report was incorrect.

**Sufficient Response:** Yes, 2016 is the correct Year of Manufacture for this vehicle.
Validation Tips: 3

3) If you operate more than one mode, ensure that you provide a response for the correct mode.

   – Many validation checks are mode-specific.
   – Do not respond with an explanation related to the incorrect mode.
Validation Tips: Example 3

- DR/DO Vehicle Revenue Miles decreased from 201,741 last year to 152,089 this year.

<table>
<thead>
<tr>
<th>Insufficient Responses</th>
<th>Acceptable Responses</th>
</tr>
</thead>
<tbody>
<tr>
<td>“We consolidated two of our bus routes into one new route.”</td>
<td>“We had fewer long-distance trips this year due to a new local clinic opening.”</td>
</tr>
<tr>
<td>“We had some buses out for repairs and had to reduce our fixed route service.”</td>
<td>“Several former regular passengers have begin using personal transportation.”</td>
</tr>
<tr>
<td>“We reduced headway on three of our less popular bus routes this FY period.”</td>
<td>“We had several paratransit driver positions vacant throughout the year.”</td>
</tr>
</tbody>
</table>
Validation Tips: 4A

4) Some validation checks are “ratio” checks that compare two different data points.

A. VRM / VRH = Revenue Speed

• Looks at average revenue speed year over year and checks for significant fluctuations.
• If your MB/DO average revenue speed is 25 mph one year and 15 mph another year, what about your service has change to cause this?
Validation Tips: 4B

4) Some validation checks are “ratio” checks that compare two different data points.

   B. Operating Expenses / VRH = Cost per Hour
      • Looks at average cost efficiency of a mode.
      • If your DR/DO average operating cost was $30 per hour last year and is $45 per hour this year, what change caused this increase?
Validation Tips: 4C

4) Some validation checks are “ratio” checks that compare two different data points.

C. Fare Revenues / UPT = Fare per passenger

- Looks at the average fare each person paid.
- If your CB/DO average fare per trip was $5 last year but is $12 this year, did your agency increase its rates? Were there more reduced-fare passengers (students, seniors, etc.) last year than this year? Did your agency run fare-free for some of last year but not this year?
Validation Tips: 5

5) Only enter responses that directly address the validation issue at hand.

• Do not enter placeholder responses, like “We are still looking into this validation issue.”

• Do not request clarification for a check if you are unsure of what it means — for example, “I’m not sure what this check is asking. Please explain what I should do.”
5) Only enter responses in validation that address the issue at hand.

- A report is considered incomplete if it does not include responses to all validation inquiries.
- Entering non-responses will require the analyst to return the report for another revision cycle.
- If you need clarification for a validation check, reach out to the State first, then enter your response after you have prepared it.
6) Do not repeatedly cite the prior year’s data as incorrect.

• Sometimes, agencies will find that certain data in their previous NTD report was incorrect.
• You cannot update the report once it is closed out.
• Explain why or how the data was incorrect in the prior report, do not simply state “Last year’s data was wrong.”
• Do not provide this response year over year.
Validation Tips: 6 cont’d

6) Do not repeatedly cite the prior year’s data as incorrect.

- FTA will add your agency to the Closeout Letter, noting that your agency cited the previous year’s data as incorrect.
- FTA will advise you not to provide this response in the following Report Year.
Activity #5
Completing Validation
Validation Exercise #1

Scenario 1:
After saving the A-30 form, the system yields a validation check asking about Vehicle Length for one of your fleets. The check states that you reported a new bus as being 46 feet long, which is unusually long for the bus vehicle type. This issue was caused by a data entry error: the bus is actually 36 feet long.

• How do you resolve this issue?
  A. Delete the fleet and enter a new fleet with the correct specifications.
  B. Enter a response in validation explaining that 36 feet is the correct Vehicle Length.
  C. Email your contact at the State confirming that 36 is the correct Vehicle Length.
  D. Update the data from 46 to 36 and re-save and validate the A-30 form.
Validation Exercise #1 Solution

Scenario 1:
After saving the A-30 form, the system yields a validation check asking about Vehicle Length for one of your fleets. The check states that you reported a new bus as being 46 feet long, which is unusually long for the bus vehicle type. This issue was caused by a data entry error: the bus is actually 36 feet long.

A. Delete the fleet and enter a new fleet with the correct specifications.
B. Enter a response in validation explaining that 36 feet is the correct Vehicle Length.
C. Email your contact at the State confirming that 36 is the correct Vehicle Length.
D. Update the data from 46 to 36 and re-save and validate the A-30 form.
Validation Exercise #2

Scenario 2:
The validation check states that your agency’s DR/DO average Cost per Hour increased from $24 last year to $36 this year. The VRH has been consistent year over year, but the DR/DO Operating Expenses increased this year, as your agency hired an additional part-time paratransit driver and a full-time dispatcher. (Hint: Cost per Hour is calculated by dividing Operating Expenses by Vehicle Revenue Hours.)

• How do you resolve this issue?
A. Update your data to be more consistent with last year’s numbers.
B. Enter a response stating that the data is correct for both this year and last year.
C. Enter a response stating that Cost per Hour increased due to an increase in Operating Expenses.
D. Enter a response that cites the new employees as the primary reason for the increased Operating Expenses for DR/DO.
Scenario 2:

The validation check states that your agency’s DR/DO average Cost per Hour increased from $24 last year to $36 this year. The VRH has been consistent year over year, but the DR/DO Operating Expenses increased this year, as your agency hired an additional part-time paratransit driver and a full-time dispatcher. *(Hint: Cost per Hour is calculated by dividing Operating Expenses by Vehicle Revenue Hours.)*

A. Update your data to be more consistent with last year’s numbers.
B. Enter a response stating that the data is correct for both this year and last year.
C. Enter a response stating that Cost per Hour increased due to an increase in Operating Expenses.
D. Enter a response that cites the new employees as the primary reason for the increased Operating Expenses for DR/DO.
Validation Exercise #3

Scenario 3:
You have received a validation check on your report, but you are unsure of what the check means or what action you should take to resolve it. The check is currently listed as Open and is preventing you from completing your report.

• What is your next step?

A. Enter a response in validation requesting more clarification on the check.
B. Contact the NTD HelpDesk and ask them to explain the validation check.
C. Ask the State for the NTD Analyst’s contact information and reach out to the analyst directly.
D. Request further guidance from the State DOT. If the State is unable to clarify the issue, the State will follow up with the NTD Analyst for more information.
Validation Exercise #3 Solution

Scenario 3:
You have received a validation check on your report, but you are unsure of what the check means or what action you should take to resolve it. The check is currently listed as Open and is preventing you from completing your report.

A. Enter a response in validation requesting more clarification on the check.
B. Contact the NTD HelpDesk and ask them to explain the validation check.
C. Ask the State for the NTD Analyst’s contact information and reach out to the analyst directly.
D. Request further guidance from the State DOT. If the State is unable to clarify the issue, the State will follow up with the NTD Analyst for more information.
Validation Exercise #4

Scenario 4:
You reported “Other Funds” on the RR-20 with a description of “Miscellaneous Revenue.” The analyst added a validation check requesting clarification about the source of these funds. You responded the funds came from advertising revenue. The analyst entered a follow-up comment advising you to move the funds from “Other Funds” to “Other Directly Generated Funds.”

• **What is your next step?**

A. Update the description for “Other Funds” from “Miscellaneous Revenue” to “Advertising Revenue” on the RR-20.

B. Enter a new comment in validation reiterating that the funds came from advertising revenue.

C. Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Miscellaneous Revenue.”

D. Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Advertising Revenue.”
Scenario 4:
You reported “Other Funds” on the RR-20 with a description of “Miscellaneous Revenue.” The analyst added a validation check requesting clarification about the source of these funds. You responded the funds came from advertising revenue. The analyst entered a follow-up comment advising you to move the funds from “Other Funds” to “Other Directly Generated Funds.”

A. Update the description for “Other Funds” from “Miscellaneous Revenue” to “Advertising Revenue” on the RR-20.

B. Enter a new comment in validation reiterating that the funds came from advertising revenue.

C. Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Miscellaneous Revenue.”

D. Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Advertising Revenue.”
State Requirements
State Responsibilities

- Enter data into subrecipient reports.
- Enter Statewide Characteristics (RU-30).
- Enter TAM Targets (A-90) and narrative report.
- Review and complete all validation issues.
- Complete Report Review.
- Submission of the report.
Subrecipient Types and Management
Rural General Public Transit

**Definition:** Providers of rural service that either receive or benefit from § 5311 funding or report voluntarily.

- Does not include those receiving § 5307 funding or Tribes.

**Required Forms:**

B-10: Organization Type and Fiscal Year End Date
A-10: Maintenance Facilities (one per mode)
A-15: Transit Asset Management Facilities Inventory
A-30: Revenue Vehicle Inventory (one per mode)
A-35: Service Vehicle Inventory
RR-20: Reduced Reporting
Reduced Asset Subrecipient

Definition: Agency that receives or benefits from FTA funding (Chapter 53) other than § 5307 or § 5311 funding (e.g., § 5310), and owns, manages, or operates an FTA-funded capital asset used in providing public transportation services.

Required Forms:
B-10: Organization Type and Fiscal Year End Date
A-15: Transit Asset Management Facilities Inventory
A-30: Revenue Vehicle Inventory (one per mode)
A-35: Service Vehicle Inventory
Urban/Tribal Subrecipients

**Definition:** Transit agencies that commonly provide service to both Urban and Rural areas and may receive or benefit from § 5307 funding.

**Required Forms:**
B-10: Organization Type and Fiscal Year End Date
RR-20 Urban/Tribal Subrecipient
  • Section 5311 Funds
Intercity Bus Subrecipients

**Definition:** Regularly scheduled bus service for the general public that:

- Operates with limited stops between two urbanized areas;
- Connects rural areas to an urbanized area; or
- Has the capacity for transporting luggage.

**Required Information:**

B-10 - Organization Type and Fiscal Year End Date

RR-20 Intercity Bus Subrecipient

- Section 5311 Funds
- Vehicle Revenue Miles traveled during § 5311 revenue service
- Unlinked Passenger Trips during § 5311 revenue service
Managing Subrecipients Pt. 1

To add or remove subrecipients:

• From the State’s report package click on Related Actions then Manage Subrecipients.
Managing Subrecipients Pt. 2

• Use the drop-down and select either **Add New Subrecipient** or **Remove Existing Subrecipient**.

![Manage Subrecipient](image)

• When adding a subrecipient, you will either select from a list of existing subrecipients or add a brand new one.
• When removing a subrecipient, you will select an agency and remove them.
State Specific Forms
RU-30 – Data Entry

Statewide Characteristics (RU-30)

There are currently no open issues on this form.

Counties Served
Number of Counties Statewide
99

Number of Counties with 55311 Service *

Enter number of Counties

Administrative Costs
55311 Funds Expended on State Administration *

Enter number of dollars

SAVE AND VALIDATE  SAVE  PRINT DOCUMENT  VIEW ISSUES  CLOSE
Statewide Characteristics (RU-30)

Number of Counties with § 5311 Service:

- Total number of counties in the state that are currently served, in whole or in part, by § 5311-funded operators. States are to include counties that are served by directly-reporting Indian tribes in this total.
  - A county is served if the subrecipient picks up or drops off passengers.

§ 5311 Expended on State Administration:

- § 5311 revenues expended on state administration cost as a result of administering the program.
Transit Asset Management Performance Measure Targets (A-90)

Agencies report the portion of their assets that have met or exceeded the “Useful Life Benchmark.”

- Compares current year targets to actual data pulled from current year asset forms.
  - Vehicles
    - Useful Life Benchmark (A-30 & A-35)
  - Facilities
    - Condition Assessment (A-15)

The State reports on behalf of their managed and independent participants. This form represents the plan for whole group.
A-90 Sections: Rolling Stock

- Rolling stock refers to vehicles used in revenue service (A-30).
- Vehicle types are populated from active modes. Select N/A for vehicle types your agency doesn’t operate.

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>2018 Target (%)</th>
<th>2018 Performance (%)</th>
<th>2018 Difference</th>
<th>2019 Target (%)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>AB - Articulated Bus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AO - Automobile</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BR - Over-the-road Bus</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BU - Bus</td>
<td>0.00</td>
<td></td>
<td></td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>CU - Cutaway</td>
<td>100.00</td>
<td></td>
<td></td>
<td>100.00</td>
<td></td>
</tr>
<tr>
<td>DB - Double Decker Bus</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>MV - Minivan</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>OR - Other</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>SB - School Bus</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>SV - Sports Utility Vehicle</td>
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</tr>
<tr>
<td>VN - Van</td>
<td></td>
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</tr>
</tbody>
</table>
A-90 Sections: Equipment

Refers to service vehicles used to support revenue service (A-35).

- Automobiles
- Truck and other rubber-tired vehicles
- Steel wheel vehicles

<table>
<thead>
<tr>
<th>Performance Measure</th>
<th>2018 Target (%)</th>
<th>2018 Performance (%)</th>
<th>2018 Difference</th>
<th>2019 Target (%)</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automobiles</td>
<td></td>
<td></td>
<td></td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>Trucks and other Rubber Tire Vehicles</td>
<td></td>
<td></td>
<td></td>
<td>35.00</td>
<td></td>
</tr>
<tr>
<td>Steel Wheel Vehicles</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
A-90 Sections: Facilities

• These are facilities used in revenue service and to support revenue service (A-15).
• Report the percentage of facilities that rate below a 3 on the condition scale.
• You will also submit your agency Narrative Report in RY 2019
  o The report outlines performance targets and your agency’s progress toward those targets and may include any changes to the transit system.
Closeout Process
Validation Process

• Reports will be sent back to the State for them to resolve open issues. Each time the report is sent back, the timetable to return is shortened.

• Be sure to address and correct any issues cited in the previous year closeout letter or noted by the analyst.

• Any issues that aren’t resolved from the prior year report may be marked as Questionable.
Reporting Issues

Incomplete reports:

- Non-conformance with definitions, accounting principles, accrual accounting
- Failure to respond to validation issues — all identified issues must be fully addressed
- Copying and pasting other answers that don’t relate to the issue being questioned
- Resubmitting report without properly saving data changes

When these issues occur, FTA cites them in the closeout letter.
Report Submission
How to Submit

**Step 1:** Open the State Package and click on **Related Actions**.
- CEO and CEO Delegate can submit the Original Submission (OS).
- NTD Contact is able to submit any revisions after OS.

**Step 2:** Click **Submit Annual Report Package**.
Unable to Submit Report

• This screen will appear when you try to submit the report if the report has:
  o Open Issues
  o Non-Validated forms
  o Incomplete Required Field forms
• Click on the forms and/or issues to resolve.
How to Submit, Cont.

**Step 3:** If all data is filled out and no issues are firing, you will be able to Confirm Report Package Submission by clicking **Continue**.

**Step 4:** A new box will appear. Click on **Submit**.
- Once you have successfully completed the submission, the top of the page will say “Action Completed Successfully.”
Questions and Comments

NTD Operations Center
Monday – Friday
8:00 a.m. – 7:00 p.m. (ET)
NTDHelp@dot.gov or 1-888-252-0936

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