

National Transit Database Narrative Report Example Format

Under the FAST Act and MAP-21, “transit providers are required to submit an annual narrative report to the NTD that provides a description of any change in the condition of its transit system from the previous year and describes the progress made during the year to meet the targets previously set for that year.”

This template is provided for your agency’s convenience. **These questions are not required** to be answered, but are meant to facilitate narrative reports that meet the federal requirements while also supporting your agency’s recordkeeping and justification of its TAM program. The information in each section is intended to illustrate the type of information that could be included rather than an exhaustive list.

Agency Information

- **Agency Name:**

- **NTD ID:**

- **Contact Information:**
 - **Name of Point of Contact:**
 - **Job Title of Point of Contact:**
 - **Email Address:**
 - **Phone Number:**
 - **Address:**

- **Person Preparing This Narrative (if different from POC):**

- **Job Title of Person Preparing This Narrative (if different from POC):**

- **Reporting Year:**

- **Date This Narrative Was Prepared:**

Revenue Vehicles and Non-Revenue Service Vehicles (Equipment)

How did your agency calculate the targets?

You may want to include some or all of the following example information in your response:

- The inputs your agency used to come up with targets.
- How your agency determined the ULBs, including a description of any custom ULBs that were used instead of FTA-provided default ULBs.
- Whether the targets are the same as/lower/higher than previous years, and why.
- How, if at all, anticipated funding levels for the next fiscal year have influenced your targets.
- For Group Plans, how your agency engaged with subrecipients in the target setting process.
- Whether these targets are annual reporting on longer timelines.

How has your agency made progress toward the targets?

You may want to include some or all of the following example information in your response:

- Whether your agency replaced vehicles as planned.
- A description of new processes, procedures or tools your agency implemented that may have supported progress towards targets.

What challenges did your agency face this past year in making progress toward the targets?

You may want to include some or all of the following example information in your response:

- Funding
- Procurement
- Competing priorities
- Staffing changes or limitations

What challenges does your agency anticipate facing in the coming year to meet the targets?

You may want to discuss some or all of the following example information in your response:

- Funding
- Procurement
- Competing priorities
- Staffing changes or limitations

Revenue Vehicles Narrative

Non-Revenue Service Vehicles (Equipment) Narrative

Facilities

How did your agency calculate the targets?

You may want to include some or all of the following example information in your response:

- Whether the targets are the same as/lower/higher than previous years, and why.
- How, if at all, anticipated funding levels for the next fiscal year have influenced your targets.
- How your agency engages with your subrecipients in the target setting process for Group Plans.
- Whether these targets are annual reporting on longer timelines.
- Whether the targets align with longer term targets in your agency's capital program plan.
- Be sure that you have reviewed the appropriate [reporting guidance for facilities](#).

How has your agency made progress toward its targets?

You may want to include some or all of the following example information in your response:

- Whether your agency repaired, rehabilitated, upgraded, renovated, or replaced facilities as intended.
- A description of new processes, procedures or tools your agency implemented that may have improved SGR for facilities.

What challenges did your agency face this past year in making progress toward the targets?

You may want to include some or all of the following example information in your response:

- Funding
- Procurement
- Competing priorities
- Staffing changes or limitations
- Whether the final target represents an average of significantly different condition scores for different components of facilities, which could potentially obscure important information about some facility components or systems.

What challenges does your agency anticipate facing in the coming year to meet the targets?

You may want to discuss some or all of the following example information in your response:

- Funding
- Procurement
- Competing priorities
- Staffing changes or limitations

Facilities Narrative

Infrastructure

How did your agency calculate the targets?

You may want to include some or all of the following example information in your response:

- The reasons for performance restrictions on your agency's track and how likely these causes are to occur in the future.
- Whether the targets are the same as/lower/higher than previous years, and why.
- How, if at all, anticipated funding levels for the next fiscal year have influenced your targets.
- Whether these targets are annual reporting on longer timelines.
- Whether the targets align with longer term targets in your agency's capital program plan.
- Be sure that you have reviewed the appropriate [reporting guidance for infrastructure](#).

How has your agency made progress toward the targets?

You may want to include some or all of the following example information in your response:

- Whether your agency repaired, rehabilitated, or conducted maintenance on infrastructure as intended.
- A description of new processes, procedures or tools your agency implemented that may have improved SGR for infrastructure.

What challenges did your agency face this past year in making progress toward the targets?

You may want to discuss some or all of the following example information in your response:

- Funding
- Procurement
- Competing priorities
- Staffing changes or limitations

What challenges does your agency anticipate facing in the coming year to meet the targets?

You may want to discuss some or all of the following example information in your response:

- Funding
- Procurement
- Competing priorities
- Staffing changes or limitations

Infrastructure Narrative

What are extenuating circumstances that impact your agency’s transit asset management?

You may want to include some or all of the following example information in your response:
Environmental issues, major weather events, grant restrictions, new transit for funding related legislation, changes in organization at your agency, unforeseen events, etc.

Include additional information below, or attach additional documentation, if desired.