

FEDERAL TRANSIT ADMINISTRATION

National Transit Database

Annual Reporting User Guide

JANUARY 2025





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Revision History

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3.0	Added screenshots to various sections that were missing under the descriptions.	Peter Tran	07 Oct 2021
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1 NTD Reporting System

1.1 Purpose

The purpose of this document is to provide 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.

1.2 Background

The NTD is the primary source for information and statistics on United States (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.

1.3 Annual Reporting Timeframe

An agency's NTD report due date is 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 the data is accurate per NTD reporting requirements. The end of the revision period is called the report closeout. Table 1: Annual Report Fiscal Year Due Dates details the annual report due dates and report closeout 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		

Table 1:	Annual	Report	Fiscal	Year	Due	Dates
	/					

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).



2 NTD Help

2.1 National Transit Database Offices

NTD Operations Center

- Monday to Friday: 8:00am-7:00pm ET
- <u>NTDHelp@dot.gov</u>

NTD Program Office

- Washington, DC
- Chelsea Champlin, Program Manager
- <u>chelsea.champlin@dot.gov</u>

2.2 Training

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



3 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.

3.1 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., #2017), and create monthly reporting forms for the current fiscal year (e.g., FY 2018).

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 the following tabs:
 - a. Home
 - b. My Tasks
 - c. Reports
 - d. Actions
- 3. Navigate to the Kickoff tasks by selecting the MY TASKS tab.
- 4. Start the Report Kickoff task by selecting the kickoff task for your agency.
- 5. Accept the Report Kickoff task (if it has not already been accepted).
- 6. Perform the Kickoff Tasks:
 - a. Confirm the Reporter Contact information is accurate.
 - b. Confirm the Mode information is accurate.
 - c. Confirm the declared Reporter Type for the previous FY is still accurate (e.g., small systems waiver).
 - d. Confirm the Transit Asset Group Plan information is accurate.
 - e. Declare the Reporter Type for new fiscal year.
- 7. Complete the Kickoff Tasks.
- 8. Navigate to the Annual Report Package forms.



3.2 Log into NTD

To log into NTD:

- 1. Navigate to the NTD website https://faces.fta.dot.gov/suite/sites/ntd-site
- 2. Accept the Rules of Behavior by selecting the **I Agree** button.



- 3. Enter your Username and Password.
- 4. Select the Sign In button.





- 5. The NTD Landing Page will be displayed.
- 6. Select NTD from the landing page.

ቶ Home	Federal Transit Administration
Welcome to the Current user: Last	Transit Integrated Appian Platform!
Sento	
National Transit Database	
Please select a system above. To	set a default system, click on the star next to desired system.

Note: You may update your information by selecting the avatar icon at the top right of this page.

			Pederal Transit Administration
Sigr	ned in as Blue F a	alcon	Website 🖑 Help Page
PROFILE	SETTINGS	SIGN OUT	



7. The HOME page will open, and the ANNUAL page will be displayed.

Rec Adr	deral Transit ministration				¶ ⁴ Announcement (0) (DOT Website	leip Page
ANNUAL Search Keywo	MONTHLY	SAFETY PROFILE The second seco	• •	Subrecipient Type	 T Fiscal Year 		• T
						C	ear Filters 🍠
NTD ID	Fiscal Year	Reporter Name	Reporter Type	Revision	Analyst	Report Due Date	Forms
➡ GPS 39928 - A0046	2018	DN Full Reporter Group Plan Sponsor # 1	Group Plan Sponsor	Revision 1 - Working Data	Golden Falcon (golden.falcon@ntd.com)	11/12/2019	ø
₿ 70141	2019	Blue: Full Reporter 1	Full Reporter: Operating	Revision 3 - Working Data	Loucas Lamkin (loucas.lamkin.ctr@dot.gov)	7/22/2021	A

Note: If you are logged in as a Safety Contact, Safety Editor or Safety Viewer, the SAFETY page will be displayed.

Federal Tran Administrati	sit on					¶ Announcement (0) 🕻	∂DOT Website ᠿHelp Pa	ıge
ANNUAL MONTH	LY	SAFETY						
Search Keyword(s)				т	Current Year			r
							Clear Filters 2	Ø
NTD ID	ţ	Current Year	Reporter Name			Safety Analyst	Forms	
▷ 39985		2019	PERF TEST REPORTER 11					
🗁 39961		2021	Full Reporter Alexanderia				ø	



3.2.1 Start the Report Year Kickoff

To start the report year kickoff:

- 1. Select NTD from the Landing Page.
- 2. Select the **MY TASKS** tab in the blue banner at the top of the page to navigate to the Kickoff Task.
- 3. Select the link, {Report Year} Report Kickoff for Reporter {NTD#} {NTD Agency Name} to start the Report Year Kickoff.

A Home	MY TASKS (3	38) REF	PORTS	C ACTIONS					=		Federal Transit Administration
	ederal Transit dministration							€Annound	ement (0)	О ООТ W	Vebsite 🖑 Help Page
MY TASKS Filters											~
Та	sk Name: 🕜	Press 'Ent	er' or un-se	ect field to activa	te filtering.	1	NTD Reporter: 🕜	Press 'Enter' or un-sele	ct field to ac	tivate filter	ring.
4	Assigned To:	⊖ Me ⊖	Group(s) ((All)			Received Date:	mm/dd/yyyy			
	Group: 🕜				*						Clear Filters 🖉
2 My 1	۲asks (3	8)									
Task Nam	e				Received	Ļ	Assigned To			NTD R	eporter
Review and	d Update Cens	sus Task 39	961		2/11/2022, 2:19 PM		NTD 39961 CEO I NTD 39961 CEOs	Delegates /		39961	



3.2.2 Accept the Kickoff Task

Begin the Kickoff by accepting the task:

- 1. Review the Kickoff instructions.
- 2. Select the **ACCEPT** button.
- 3. Select the **PROCEED** button.

You must accept this task before completing it	🛓 ACCEPT 📀 GO BACK 🛛 🏓 REASSIGN
Report Kickoff (Urban/Tribal): Introd	uction
Our records indicate that you have begun a new fiscal year, as of 12/13/2020. In please proceed with the Report Kickoff where you will be asked to:	order to begin your Annual Report for the previous fiscal year, 2018,
 Confirm your Reporter contact information is accurate Confirm your mode information is accurate Confirm your declared Reporter type for the previous fiscal year, 2018, is stil Declare your Reporter type for the new fiscal year, 2021 	ll accurate
	PROCEE

3.2.3 Update the P-30 Form During Kickoff: Manage Reporter Users

The P-30 form allows you to view the list of users that work in your agency.

- 1. Select the **View Details** link to see additional information for a selected user.
- 2. Select the link included in the Last Name column to navigate to the selected User record.

.ast Name 1	First Name	Role	Phone Number	E-Mail Address	User Manager	Status	
Account	Test	CEO Delegate	555-555-5555	acs.uat.5@gmail.com	No	Active	View Details
alcon	Blue	CEO	(123) 456-7890	blue.falcon@ntd.com	No	Active	View Details



Last Name	f First Name	Role	Phone Number	E-Mail Address	User Manager	Status	
Falcon	Blue	CEO	(123) 456-7890	blue.falcon@ntd.com	No	Active	View Details
0141 - B	lue: Full Repo	orter 1 >	View & Manag	ge Reporter Users (P-30)		L
u must have a CEO	user in order to submit a Repo	ort Package.	Phone Number	F-Mail Address	User Manager	Status	
Last Name	t user in order to submit a Repo	Role CEO	Phone Number (123) 456-7890	E-Mail Address blue.falcon@ntd.com	User Manager No	Status Active	<u>View Details</u>
Last Name Falcon	tuser in order to submit a Report First Name Blue	Role CEO	Phone Number (123) 456-7890	E-Mail Address blue.falcon@ntd.com	User Manager No	Status Active	<u>View Details</u>
Last Name Falcon Jser Details	t user in order to submit a Repo	Role CEO	Phone Number (123) 456-7890	E-Mail Address blue.falcon@ntd.com	User Manager No	Status Active	View Details
Last Name Falcon Jser Details Iame Ir. Blue Falcon	t user in order to submit a Repo	Role CEO	Phone Number (123) 456-7890	E-Mail Address blue.falcon@ntd.com Address 123 Test Street	User Manager No	Status Active	<u>View Details</u>
Last Name Falcon Jser Details lame fr. Blue Falcon ITD Role FO	user in order to submit a Repo	Role CEO	Phone Number (123) 456-7890	E-Mail Address blue.falcon@ntd.com Address 123 Test Street Mclean, VA 20121	User Manager No	Status Active	<u>View Details</u>
Last Name Falcon JSer Details Iame fr. Blue Falcon ITD Role EO rofessional Title	user in order to submit a Repo	Role CEO	Phone Number (123) 456-7890	E-Mail Address blue.falcon@ntd.com Address 123 Test Street Mclean, VA 20121	User Manager No	Status Active	View Details
Last Name Falcon JSer Details Name Ar, Blue Falcon TD Role EEO Torfeessional Title EEO	user in order to submit a Repo	Role CEO	Phone Number (123) 456-7890	E-Mail Address blue.falcon@ntd.com Address 123 Test Street Mclean, VA 20121	User Manager No	Status Active	Vinw Details

Note: To add or edit user information or to manage a user role(s), please refer to the <u>FTA FACES User</u> <u>Guide (User Management)</u>.

alc	on, Blu	e (blue.fa	alcon@r	ntd.com)								P
Summ	nary User Det	ails User Roles	History 1	News Related Ac	tions							
М	anage l	Jser Role	S									
Us	er Inform	ation										
	Full Nam	e Mr. Blue Falcor	1				Username blue.falcon	@ntd.com				
	Tit	le CEO					Status Active					
	User Ty	e Organization										
Ad	d/Update	User Roles										
#	System	Role Category	Role	Access Control Group	Organization	Cost Center	Justification Document	Status	Comments	0	0	0
1	NTD	Reporter	CEO	Unassigned (NTD Validation Analyst)	39928 - DN Full Reporter # 1	78300 - Region 3 (TRO-3)	N/A	Approved		C	ľ	×



3.2.4 Update the P-20 Form During Kickoff: View & 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)** form 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 the **Reporter Modes** information looks correct:

1. Select the **Continue** button to go to the next step.

If you would like to <u>Add</u> a mode in the P-20 form:

- 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 <u>edit</u> an existing mode:

9. 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:

- 10. Enter the **date** on which the mode ended revenue service in the box provided for the End Date.
- 11. Select the **SAVE** button to save your changes.
- 12. If you would like to **Delete** a mode:
- 13. Click the **x** button to delete the mode.
 - a. Note: A mode is deleted only if entered in error. Modes that exist in previous year report packages cannot be deleted; upon hovering the cursor over the last column, an error message is displayed: "Mode cannot be deleted".
- 14. 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.
 - a. 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.



ter Mode/TOS						
JI			*			
eporter Modes						
Node	Type Of Service	Commitment Date	Start Date	End Date	Fixed Guideway / High Intensity Bus	Seasonal Segment
3us	Directly Operated	Oct 1, 1992			🗌 Yes 🖸 No	N/A
Bus	Purchased Transportation	Oct 1, 1992	Oct 1, 1992		🗌 Yes 🖸 No	N/A
Bus	Transportation Network	Jan 1, 2018	Jan 1, 2018		🗌 Yes 💿 No	N/A
Commuter Bus	Directly Operated	Oct 1, 1992	Oct 1, 1992		🗌 Yes 🖸 No	N/A
Commuter Bus	Purchased Transportation	Oct 1, 1992	Oct 1, 1992		🗌 Yes 🖸 No	N/A
Demand Response	Purchased Transportation	Oct 1, 1992	Oct 1, 1992		N/A	N/A
Demand Response	Taxi	Jan 1, 2012	Jan 1, 2012		N/A	N/A
Demand Response	Transportation Network	Jan 1, 2018	Jan 1, 2018		N/A	N/A
Heavy Rail	Directly Operated	Oct 1, 1992	Oct 1, 1992		🖸 Yes 🔵 No	🖸 Yes 🔵 No
ight Rail	Directly Operated	Oct 1, 1992	Oct 1, 1992		💽 Yes 🔵 No	🔵 Yes 💿 No
itreet Car Rail	Purchased Transportation	Oct 1, 1992	Oct 1, 1992		🖸 Yes 🔵 No	🗌 Yes 💿 No
/anpool	Purchased Transportation	Oct 1, 1992	Oct 1, 1992		N/A	N/A

3.2.5 Declare your participation in a Transit Asset Group Plan During Kickoff

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: 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.

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.

Manage Transit Asset Management Sponsor	
Add TAM Plan Sponsor to Report Package The selection of a TAM Plan Sponsor is optional, and should only be completed if you are part of a TAM Plan. Search for a Sponsor	
You may enter the name or NTD ID of a reporter to filter this grid.	
SEARCH Click on a reporter below to add as a sponsor.	
Reporter	1
	CONTINUE MY SPONSOR IS NOT LISTED GO BACK CANCEL

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.

Manage Transit Asset Management Sponsor				
Current Sponsor 12346 - Test2 Do you receive 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 MY SPONSOR IS NOT LISTED GO BACK 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.

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: *
E-mail *	Sponsor Contact Name
Phone Number *	Sponsor Contact E-mail
	Sponsor Contact Phone Number
Comments	
	SUBMIT

3.2.6 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 **<u>change</u>** 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 the **CONTINUE** button when complete.

2020 Annual Report This questionnaire will help us determine which forms you need to fill out in the 2020 annual report.	
2020	2021
Existing Reporter Type	
Current Full Reporter: Operating	
* Change Type? O Yes	
O No	
If your service had significant changes between 2019 and 2020 - for example i service (VOMS) - please select 'Yes'.	f you started operating on Fixed Guideway, or went over 30 vehicles operated in annual maximum
	CONTINUE GO BACK CANCEL

2021 Monthly Ridership This questionnaire will help us determine whether you need to do Monthly Ridership reports, and if so, who	at forms you need.
2020	2021
Existing Reporter Type	
Current Full Reporter: Operating	
* Change Type? 🔘 Yes	
O No	
If your service had significant changes between 2020 and 2021 - for example if y service (VOMS) - please select 'Yes'.	ou started operating on Fixed Guideway, or went over 30 vehicles operated in annual maximum
	SUBMIT GO BACK CANCEL



3.2.7 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 the 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 confirmation message.
- 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.



2021 Annual Report

This questionnaire will he	Ip us determine which forms you need to fill out in the 2021 annual report.				
	2021 2022				
Existing Repor	rter Type				
Current	Full Reporter: Operating				
* Change Type?					
	If your service had significant changes between 2020 and 2021 - for example if you started operating on Fixed Guideway, or went over 30 vehicles operated in annual maximum service (VOMS) - please select 'Yes'.				
Questionnaire	2				
* 5307 Beneficiary?	• Yes				
	O 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	○ Yes				
Another NIDID?	O No				
	Select 'Yes' if any of your agency service is being reported under another NTD ID.				
Operating Public Transit Service?	© Yes				
fransic service.	No 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	© Yes				
Intensity Bus?	U NO				
the set The set of	Select res if you operate fixed guideway or high intensity bus service.				
VOMS?					
	Select 'Ves' if you operate less than 31 total annual maximum vehicles.				
Resulting Rep	orter Type				
Resulting Rep					
Reporter Type	Full Reporter: Operating/Bullaing				
	CONTINUE GO BACK CANCEL				

3.2.8 Annual Reporting Timeframe Apportionment Year Selection

Each year, Congress passes legislation which, when signed by the President, appropriates funds for the Department of Transportation and related agencies. After that legislation is enacted, FTA publishes a Notice in the Federal Register that provides an overview of the apportionments and allocations based on these funds for the various FTA programs as well as statements of policy and guidance on public transit administration.

When you are ready to submit your Annual Report Package, you will do so by clicking on the NTID you would like to select. After you will navigate to the "**MY TASK**" tab and you will then select "**Related Actions**." Here you will select the desired data for the Apportionment Year formula. (Typically, this will default to FY2018 by default) Once the apportionment year is selected and submitted the Annual Report Package will be available for the Analyst to review.

1. When on the "HOME" page, click on the NTD ID you would like to submit for.



A HOME	MY TASI	KS (1) REPORTS ACTIC	: NS			C Fede	ral Transit Administration
► 99445	2020	DN FULL REPORTER OPERATING/BUILDING VRE TESTING	Full Reporter: Operating/Building	Original Submission - Working Data	Validation Analyst1 (validation.analyst1@ntd.com)	4/30/2021	ø
₿ 99445	2019	DN FULL REPORTER OPERATING/BUILDING VRE TESTING	Full Reporter: Operating/Building	Revision 2 - In Review	Validation Analyst1 (validation.analyst1@ntd.com)	3/6/2020	Ø
₽ 40086	2014	Metropolitan Bus Authority	Full Reporter: Operating	Original Submission - Working Data	Kyle Fritz (kyle.fritz.ctr@dot.gov)	1/31/2015	Ø
► 40086	2022	Asifa Test Reporter	Full Reporter: Operating	Original Submission - Working Data	Asifa Analyst (asifa.analyst)	4/30/2023	ø
₽ 40086	2015	Metropolitan Bus Authority	Full Reporter: Operating	Original Submission - Working Data	Kyle Fritz (kyle.fritz.ctr@dot.gov)	10/31/2015	ø
ເ⊃ 40086	2021	Asifa Test Reporter	Full Reporter: Operating	Revision 8 - Working Data	Asifa Analyst (asifa.analyst)	9/28/2021	ø

2. Click on "**RELATED ACTIONS**"

Image: My tasks (2) Image: My tasks (2)	III 😡 & Federal Transit Administration								
FY 2021 Reporting - 40086 - Asifa Test Reporter	ANNUAL FORMS MONTHLY RIDERSHIP FORMS VIEW ISSUES								
Summary Related Actions									
View Reporter Profile									
NTD Validation Analyst									
Name asifa.analyst	Name asifa.analyst Phone (555) 555-5555								
E-Mail asifa.zikria@icf.com									

М НОМЕ	MY TASKS (1)	REPORTS	C ACTIONS						
FY 20)21 Report	ing - 40	086 - Asi	fa Test Reporter					
Summar	y Related Actions								
4	L Annual Forms								
'	View or manage all A	nnual Forms ass	sociated with this pa	ackage					
4	Monthly Ridership Forms View or manage the required Monthly Ridership forms								
4	Submit Annual Repo Begin the closeout pr	ort Package ocess for this re	port package						

3.



4. Click on "CONTINUE"



5. The default selection will be any previous year with data containing the most **VRM**. Click on **"SUBMIT**"



3.3 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 **PROFILE** tab on the Home page.

1. Select the **PROFILE** tab from the HOME page.

А Номе	MY TASKS (1)		C ACTIONS			# ()	Federal Transit Administration
Reder Admi	al Transit nistration					¶ ^{C]} Announcement (0)	Website 🖑 Help Page
ANNUAL	MONTHLY S	AFETY PROFI	LE				
Search Key	vord(s)	τ	Reporter Type	• T	Subrecipient Type	 Fiscal Year 	• •

2. Select the NTD ID to view the Profile Summary page.

Federal Tro Administro	ansit atior						K ⁵ Announcement (0)	Help Page
ANNUAL MONTHLY SAFETY PROFILE Search NTD ID								
							<u>c</u>	Clear Filters 🍠
NTD ID	ţ	Reporter Name	Region	Assigned An	alyst	Reporter Type		Forms
C GPS 39928 A0046		DN Full Reporter Group Plan Sponsor # 1	Region 3	golden.falcor (golden.falco	n@ntd.com n@ntd.com)	Group Plan Sponsor		



3.3.1 Profile: Summary Page

The **Profile Summary** page for the agency you selected is displayed when you first enter the agency profile.

Group Plan Sponsor - 39928-A0046 - DN Full Reporter Group Plan Sponsor # 1

Summary E-F	ile Library	Form Library	MR Historical Repo	ort Group Plan Partici	ipants Related Actions					
NTD Validat	tion An	alyst								
Na	me Golder	n Falcon								
E-N	fail golden	.falcon@ntd.con	n							
Pho	one (555) 5	55-5555								
Basic Inform	nation									
Reporter Na	me DN Ful	l Reporter Group	o Plan Sponsor # 1			UEI	D			
Addr	ess 8405 G	ireensboro Drive	e - Suite 1020			FTA Recipient I	D			
	McLea	n, Virginia 22102								
Active Mode	es									
	No Act	ive Modes Availa	able							
Reporter Us	sers									
Last Name		f First Name		NTD Role	Phone Number		E-Mail Address		User Mana	ager
Falcon		Hulu		CEO	(123) 456-7890		hulu.falcon@ntd.com		No	
Reportable	Segme	nts								
Segment ID		Segn	nent Name	Ť	Directionality		Begins At	Ends At		Length



Select the **Related Actions** at the top of the form to view the Profile forms.

	MY TASKS (0)	REPORTS	¢ \$ ACTIONS	III 🚺 2 Federal Transl Administration
Summary	E-File Library	Form Library	MR Historical Report	Related Actions

The **NTD Reporter Profile(s)** forms page lists the profile forms related to the agency (P-10, P-20, P-30, P-40 and P-50). Select the appropriate link to access the **Profile** forms.

nmary	E-File Library Form Library Reporter Notes MR Historical Report Related Actions
Vi	ew & Manage Basic Information (P-10)
Vie	ew and manage basic information depending on your permissions
Vi	ew & Manage Reporter Modes (P-20)
Vie	ew or manage reporter modes depending on your permissions
, Vi	ew & Manage Reporter Users (P-30) ew and manage reporter users depending on your permissions
Vi	ew & Manage Reportable Segments (P-40)
Vie	ew and manage reportable segments depending on your permissions
Vi	ew and Manage General Transit Feed Specification (P-50)
Vie	ew and Manage General Transit Feed Specification
Ac	dd Note to Reporter Profile
Ac	Id a note to the reporter's profile that is only visible to the FTA/Validation Team
<mark>Cr</mark>	reate Communication Log Entry
Cr	reate a new entry in the Communication Log
Pr	int Annual Package
Vie	ew and Print Annual Package

The Profile forms can also be reviewed by selecting the pencil icon on the **Profile** page.

Federal Tran Administrati	sit			₹ ^S Ann	ouncement (0) ODT Website 🕀 Help Page
ANNUAL MONTH	LY SAFETY PROFILE		• Reporter Type		- т
					Clear Filters 🥒
NTD ID	Reporter Name	Region	Assigned Analyst	Reporter Type	Forms
🗁 GPS 39928 - A0046	DN Full Reporter Group Plan Sponsor # 1	Region 3	golden.falcon@ntd.com (golden.falcon@ntd.com)	Group Plan Sponsor	



3.3.2 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 **<u>basic agency information</u>** 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.

89181 - Blu	e Metro Reporter > View & Manage Basic Information (P-10)										
SUM.gov information											
	Reproduction applied in a set state and a set of state and a set of state and set of state										
Click on the checkbox if	Calce in the devolution of the regioner devolution to also all days to										
RETRIES REPORTED											
Name	Name										
• Reporter Name	Tax Series Reports										
Division/Department											
Doing Business As											
According											
Emergency Co	NACC .										
*Name	jon Ge										
• C-mail	L Johnsodare jin Alaka ka										
* Phone Number	100,000										
Address											
* Address (Line 1)	LDA Wooen JN										
Address (Line 2)											
PO Box											
* City	as a second seco										
* State	7ms -										
* Zip Code	0000 Zp bianina										
Other											
FTA Recipiers ID											
Website URL											
	Long Conde										



3.3.3 P-20: View & Manage Reporter Modes

Select the **P-20** form to View and Manage Reporter Modes.

ilter Mode/TOS										
All				•						
leporter Modes										
Mode	Type Of Service	Commitment Date	•	Start Date		End Date		Fixed Guideway / High Intensity Bus	Seasonal Segments	•
Bus	Directly Operated	11/20/2019	曲	11/20/2019		07/01/2020	曲	🔿 Yes 💿 No	N/A	
Commuter Rail	Purchased Transportation	01/29/2018	=	01/29/2018	#	04/30/2019	#	🔿 Yes 🔵 No	🔿 Yes 💿 No	
Demand Response	Taxi	10/01/2020		10/01/2020		mm/dd/yyyy		N/A	N/A	
Ferryboat	Directly Operated	08/20/2020	#	08/25/2020	#	mm/dd/yyyy	#	🔿 Yes 💿 No	N/A	
Heavy Rail	Directly Operated	01/29/2018		01/29/2018		04/30/2019		O Yes No	🔾 Yes 💿 No	
Light Rail	Purchased Transportation	01/29/2018	曲	01/29/2018		mm/dd/yyyy		🛇 Yes 🔵 No	🔾 Yes 💿 No	
Vanpool	Directly Operated	01/29/2018	#	01/29/2018	#	mm/dd/yyyy		N/A	N/A	
Vanpool	Purchased Transportation	03/31/2019	曲	03/31/2019	曲	mm/dd/yyyy		N/A	N/A	
Add Mode/TOS										

3.3.4 P-30: View & Manage Reporter Users

Select the **P-30** form to View and Manage Reporter Users.

20141 - Blue: Full Reporter 1 Summary E-File Library Form Library MR Historical Report 70141 - Blue: Full Reporter 1 > View & Manage Reporter Users (P-30) You must have a CED user in order to submit a Report Package. Last Name 1 First Name Role Phone Number E-Mail Address User Manager					¢ TIONS	REPORTS A	TASKS (36)	MY TA			
ummary E-File Library Form Library MR Historical Report Related Actions 701141 - Blue: Full Reporter 1 > View & Manage Reporter Users (P-30) You must have a CEO user in order to submit a Report Package. Last Name 1 First Name Role Phone Number E-Mail Address User Manager	0141 - Blue: Full Reporter 1										
70141 - Blue: Full Reporter 1 > View & Manage Reporter Users (P-30) You must have a CEO user in order to submit a Report Package. Last Name 1 First Name Role Phone Number E-Mail Address User Manager	Summary E-File Library Form Library MR Historical Report Related Actions										
/0141 - Blue: Full Reporter 1 > View & Manage Reporter Users (P-30) four must have a CEO user in order to submit a Report Package. Last Name 1 First Name Role Phone Number E-Mail Address User Manager											
Last Name 1 First Name Role Phone Number E-Mail Address User Manager			Users (P-30)	& Manage Rep	ter 1 > Vi Package.	Full Repor rder to submit a Report	Blue: EO user in or	0141 - E u must have a CEC			
Last Name 1 First Name Role Phone Number E-Mail Address User Manager											
	Status	Status	ldress	Phone Number	Role	First Name	t	ast Name			
Falcon Blue CEO (123) 456-7890 blue.falcon@ntd.com No			on@ntd.com	123) 456-7890	650						



3.3.5 P-40: View & Manage Reportable Segments

Select the P-40 form to View & Manage Reportable Segments.

	MY TASKS (37)	REPORTS	¢: ACTIONS					III 🚺 C Federal Transit Administration	
7014	l1 - Blue: Fu	ull Repo	rter 1						
Summa	iry E-File Library	Form Library	MR Historical Report	Related Actions					
70	141 Pluo	Full Por	$rac{1}{1}$	liow & Manago Do	aartabla Sagma	ats (D. 40)			
70	141 - Diue.	run kep		view & Manage Re	bontable Segine	Its (P-40)			
Mode	Mode / Type of Service VIEW ACTIVE SEGMENTS								
Ple	ease select a value				•				
Rep	ortable Segme	ents							
	Segment ID	, i	f Segment Name	Directio	nality	Begins At	Ends At	Length	
	80527		1	One Wa	у	А	В	12.00	
	80534		testing	One Wa	У	test	test	10.00	
	80535		test2	One Wa	у	test	test	10.00	
				CREATE NEW SEGMENT	ADD EXISTING SEGMENT	ODIFY SEGMENT SPLIT SEGMENT	DEACTIVATE SEGMENT	PRINT DOCUMENT CLOSE	

3.3.6 P-50: View & Manage General Transit Feed Specification

Vie	w & M	anage General	Fransit Feed	Specification (P-	50)								
Add Ne Transit a hosted to	w Weblinks gencies are re niine. If you ar	quired to provide GTPS feeds for all f e unable to provide either option, pl	ixed-route modes. Please click ease contact your NTD analyst	"Add New Weblink" to populate a row by email with an explanation.	for each fixed-route mode you operate. If	Fyou are unable to provide a	a weblink with URL	below for any	Sxed-route mode, you must instead upload a GTPS file	by selecting "Upload" below. If yo	su do upload a file, you will be prompted	for justification for why the we	blink cannot be
= 0	rganization		Mode		Types of Service	Weblink 🛛			Agency ID 🛛	File	Justification for File		Remove
1 3	elect an Orga	vailion	-Select A value		Select A value	Example: https://www.tra	ensit dot.gov/	0/500	123456 02	55 UPLOAD Ch. Drop file f	ere		×
CANC	iL.												SUBMIT
+ ADD	NEW WEBLI	4K											
Q. Sea	en Weblinks		SEARCH										₹• 0
ID T	NTD ID	Organization	Mode Description	Type of Sevice Description	Weblink	Agency ID	Document	File Justific	ation Created By	Created Date	Updated By	Updated Date	Status
1	00002	Spokane Transit Authority	Demand Response	Directly Operated	N/A	N/A	B	testing	gaganpreet.kaur.ctr@dot.gov	9/21/2023 11:35 AM	jianying.ii.ctr@dot.gov	6/25/2024 1:53 PM	Active
15	99426	TAM Demo Reporter	Bus	Directly Operated	http://www.transit.dot.gov/	N/A	1		and the second s				



4 NTD System Validation

4.1 Saving Your Data

There are two button 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 later.
- 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.



4.2 Exporting/Importing Data

The **EXPORT DATA** and **IMPORT DATA** buttons export or imports data to and from Excel. Refer to <u>Section 14.2</u> for more information.

Г								٦.
	SAVE AND VALIDATE	SAVE	VIEW ISSUES	EXPORT DATA	IMPORT DATA	PRINT DOCUMENT	CLOSE	
L								

4.3 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 stating, "There are currently no open issues on this 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).

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



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

							Click to Download Excel She
Filters							
Open			-				
Filter by Mo	dule	-	Filter by Form		-	Filter by Mode	
Filter by Crit	ticality	-	Filter by Issue Type -	-	-		Clear Filter
ssues							
D ID I	Location	Description	Criticality	Status	Last Mod	ified By	Last Modified Date
			No item	ns available			
							CLOS

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

4.4 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 @									
ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date			
157698	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Open					
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	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 😯										
ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date				
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Open and Escalated						

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.

ID	Location Description		Criticality	Status	Last Modified By	Last Modified Date	
157698	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Open with Explanation	blue.falcon@ntd.com	08/07/2020 11:56 AM	
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Open with Explanation			



Validation Information	You entered the same or nearly the same value 50 for PassengerStations, AdministrativeBuildings, MaintenanceBuildings, RevenueVehicles, ServiceVehicles, FareRevenueCollectionEquipment, Guideway, AdministrativeBuildings, MaintenanceBuildings, RevenueVehi for FB PT, Existing. This may indicate that you are attempting to allocate a project among capital expenditure types. Capital projects that apply to more than one capital expenditure type should be reported by the predominant use.							
Resolution Details	Please revise PassengerStations, AdministrativeBuildings, MaintenanceBuildings, RevenueVehicles, ServiceVehicles, FareRevenueCollectionEquipment, Guideway, AdministrativeBuildings, MaintenanceBuildings, RevenueVehi for FB PT, Existing or provide an explanation for the data.							
Comment		Created By	Created Date					
		No items available						
Criticality	Important							
Comment								
0/4,000 Characte	rs Used							

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

Issues 😧										
ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date				
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Closed						

Closed with Data Revision: Some validation checks fire because 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.

Issues 🛛									
ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date			
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Closed with Data Revision					



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 😧									
ID Location		Description	Criticality	Status	Last Modified By	Last Modified Date			
157656	F-20	F20-018 - Allocation of project costs among capital expenditure types	Important	Closed with Exception	7				



5 NTD Annual Report Package Forms

5.1 Navigate to the Annual Forms

After the Kickoff is submitted, the Home page allows you to view your forms.

1. From the **ANNUAL** page of the Home page, select the pencil icon on the right end of the grid to open your Annual forms for the relevant NTD ID.

☆ Номе	MY TASKS (3) REPORTS	C ACTIONS			:	: 🌔	🕑 Federal Transit Admir
Red Adr	leral Transit ministration					¶ ^{5]} Announcement (0) Q	DOT Website	🖑 Help Page
ANNUAL Search NTD	MONTHLY	SAFETY PROFILI	τ	Reporter Type	- T	Fiscal Year		• T
NTD ID	Fiscal	Reporter Name		Reporter Type	Revision	Analyst	Report	Clear Filters //
▷ A0046	2018	DN Full Reporter Gro Sponsor # 1	oup Plan	Group Plan Sponsor	Original Submission - Working Data	Golden Falcon (golden.falcon@ntd.com)	4/30/2020	ø
▷ 39936	2018	DN Group Plan Parti	cipant # 2	Small Systems Reporter	Original Submission - Working Data	Golden Falcon (golden.falcon@ntd.com)	4/30/2019	ø

5.1.1 NTD Report Package: View Individual Annual Forms

In the **Annual Forms** page, the forms that are available are listed in the 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).

 Select the form you would like to update by clicking on the <u>name</u> of the appropriate Form or Form Name / Mode / Type of Service.

Annual Forms									
ADD CONTRACTUAL RELATIONSHIP									
Available Modules									
All •									
Annual Forms									
Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated			
Identification (B-10)		11/29/2018 9:39 PM GMT+00:00	red.falcon@ntd.com	17	19				
Contractual Relationship (B-30) - 60121 - Greater Southeast Management District	LR DO, AR DO	10/16/2018 2:09 PM GMT+00:00	red.falcon@ntd.com	3	6				
Contractual Relationship (B-30) - A9004 - Xing GPS Reporter	MB DO, LR PT, AR DO, TB PT	10/12/2018 4:40 AM GMT+00:00	red.falcon@ntd.com	3	3	-			
Contractual Relationship (B-30) - A9006 - Diana GPS Reporter		12/18/2018 4:38 PM GMT+00:00	red.falcon@ntd.com	1	2				
Contractual Relationship (B-30) - A9006 - Diana GPS Reporter	ТВ РТ	12/14/2018 5:00 PM GMT+00:00	red.falcon@ntd.com	5	5				
Sources of Funds - Funds Expended & Funds Earned (F-10)		12/4/2018 4:59 PM GMT+00:00	red.falcon@ntd.com	8	36				
Uses of Capital (F-20)		12/18/2018 5:45 PM GMT+00:00	red.falcon@ntd.com	25	27				



6 Annual Forms: Basic Information

6.1 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 are as follows:

- General Information
- Demographic Information
- Seasonal Segment Information
 - 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).
- Auxiliary Sections
- Modes Filing a Separate NTD Report
- Separate Assets

Note: Depending on your Reporter Type, you may not have access to one or more tabs as shown in Table 2: Tab Access by Reporter Type.

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

Table 2: Tab Access by Reporter Type

*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. 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 existing or select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

There is currently 1 o	pen issue on this form					
General Infor	mation					
1 Independent Public	Agency or Authority of	Transit Service	•			
1. Independent Public	Agency of Authority of	Transic Service				
emographic	Information					
- Virginia Non-UZA			3	10.000		
econdary UZA / Non	-UZAs			ervice Area Population *		
UZA				10.000		
178 - Huntington, W	-KY-OH		×			
			×			
Add UZA						
- AGG OZA						
	VIEW ALL UZAS	VIEW UZAS IN MY REG	ION			
Seasonal Seg	ment Informat	tion				
eporter Modes	incirc information	lion				
Mode	Type Of Servic	e		Commitment Date	Start Date	End Da
Hanny Dail	Directly Opera	-		10/1/1002	10/1/1002	
Heavy Kall	Directly Opera	teo		10/1/1992	10/1/1992	
Auxiliary Sect Auxiliary sections are a Mode Filing a Sepather own NTD rep Separate Assets Separate Assets Modes Filing a Sepather	ions ddition sections that or arate NTD Report - Sele tort. Select modes from ano ary sections to add ther rate NTD Report	nly apply to some users ct Purchased Transport ther NTD report where n to the B-10. An auxilia	: ation moo you have ary sectior	les where the associated sen capital responsibility for asse cannot be deselected if the	vice data are reported by the ts used in their service. Section contains data.	ne other party
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Auxiliary Sections are a • Mode Filing a Separate Assets - their own NTD ref • Separate Assets - elect any of the auxili Modes Filing a Separate Assets - Modes Filing a Separate Assets - Modes Filing a Separate Assets - Modes Auxiliary Annual Section 1 - Modes Assets -	dollion sections that or mate NTD Report - Sele control Select modes from anoi ny sections to add ther rate NTD Report a Separate NT PAPERATE NT DVE SELECTED ROW(S)	nly apply to some users et Purchased Transport ther NTD report where : n to the B-10. An auxilia D Report	: ation moc you have ary section	les where the associated sen capital responsibility for asse cannot be deselected if the	vice data are reported by th ts used in their service. section contains data.	te other party i
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Auxiliary Sections are a • Mode Filing a Separate Assets · below their own ND rep • Separate Assets - · Separate Assets · Separate Assets · Separate Assets · Separate Assets · Separate Assets · Modes Filing a Separate Assets · Modes Filing A Separate Assets · Mode to Add Heavy Rail ADD MODE REM(· ReM(- TOS · MB - PT · Separate Assets · Mode / TOS · Maley Region · Not PD Reporter · ADD MODE / TOS · Separate Assets · Mode / TOS · Mode / TOS · Mode / TOS · Not / Cos · · · · · · · · · · · · · · · · · · ·	ions iddition sections that or wrate NTD Report - Sele or. elset modes from anoi ary sections to add ther rate NTD Report a Separate NT ove selected NT ove selected Row(s). v/Type of Services else al Transit × d to retrieve Modes / Typ REMOVE SELECTED RO NTD Reporteel NTD Reporteel	nly apply to some users tt Purchased Transport ther NTD report where : n to the B-10. An auxilia D Report FROM GRID Created By Revision Manager the of Services WI(5) FROM GRID	: lation moco you have rry section	les where the associated sen capital responsibility for asse cannot be deselected if the scannot be deselected if the deselected if the scannot be deselected if the scannot be deselected if the scannot be deselect a value – Created By	ice data are reported by th ts used in their service. section contains data.	e other party i
Auxiliary Sections are a Mode Filing a Separate Assets Separate Assets Audotes Filing a Separate Assets Separate Assets Audotes Filing a Separate Assets Audotes Filing a Separate Assets Control Control Contro	ions iddition sections that or rrate NTD Report - Sele corr. edited modes from anoi ary sections to add ther rate NTD Report a Separate NT vvE SELECTED ROW(5): vvType of Services all Transit x d to retrieve Modes / Typ REMOVE SELECTED RC NTD Reporter 00011 - Valley	hly apply to some users tt Purchased Transport ther NTD report where : n to the B-10. An auxilia D Report RROM GRID Created By Revision Manager e of Services W(S) FROM GRID Regional Transit	: lation moco you have. rry section	les where the associated sen capital responsibility for asse cannot be deselected if the scannot be deselected if the deselected if the scannot be deselected if	rice data are reported by th ts used in their service. section contains data. Created Date 11/20/2019 Id Created ate 04/20/20	e other party i
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6.1.1 Identification: General Information section (B-10)

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

- 1. Select an **Organization Type** from the **drop-down** 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.

General Information	
Organization Type *	
1. Independent Public Agency or Authority of Transit Service	
4. If applicable, report the Public Sponsor for the reporter:	
A Company Linformation	
A General Information	
Either select at least one Public Sponsorship agency or check the "We do not have a Public Sponsor" box.	
Organization Type *	
9. Private-For-Profit Corporation	•
*	
The Public Sponsor information below is correct	
Public Sponsor(s) 😧	
Enter NTD ID or Reporter Name	
Describe Public Sponsorship(s)	
	0/100
	//

We do not have a Public Sponsor

6.1.2 Identification: Demographic Information section (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.



Demographic Information	
Primary UZA	Service Area Square Miles *
0 - Virginia Non-UZA	10,000
Secondary UZA / Non-UZAs	Service Area Population *
UZA	10,000
178 - Huntington, WV-KY-OH	
×	
S Add UZA	
VIEW ALL UZAS 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.

6.1.3 Identification: Seasonal Segment Information section (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** you want to update.
 - 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. Update the month as required by selecting/unselecting the checkbox next to each month.
- 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.

Seasonal Segment Information Reporter Modes								
	Mode	Type Of Service		Com	mitment Date	Start Da		End Date
	Heavy Rail	Directly Operated			10/1/1992	10/1/	1992	
Sea: Repor	sonal Segment ter Modes ^{Mode}	Type Of Service	Cor	mmitment Date	Start Date	End Date	Test 1 Select the se	the months of operation for ected segment
~	Mode	Type Of Service	Col	10/1/1992	Start Date	End Date	the se	ected segment
Seaso	nal Segments	Directly Operated		10/17/552	10/17/552			2020 - January
Select a segment to change its months of operation				2020 January				
~	Segment Id	Segment Name	Directionality	Begins At	Ends At	Length		2020 - Febuary
	80529	Test 1	Two Way	А	В	50		



6.1.4 Identification: Auxiliary Sections section (B-10)

Auxiliary sections are additional sections that only apply to the following users:

- Mode Filing a Separate NTD Report Select Purchased Transportation modes where the associated service data are reported by the other party in their own NTD report.
- Separate Assets Select modes from another NTD report where you have capital responsibility for assets used in their service.



Selecting and auxiliary section adds that section to the B-10 form.

Auxiliary Sections
Auxiliary sections are addition sections that only apply to some users:
 Mode Filing a Separate NTD Report - Select Purchased Transportation modes where the associated service data are reported by the other party in their own NTD report. Separate Assets - Select modes from another NTD report where you have capital responsibility for assets used in their service.
Select any of the auxiliary sections to add them to the B-10. An auxiliary section cannot be deselected if the section contains data.
Modes Filing a Separate NTD Report
 Separate Assets

6.1.5 Identification: Modes Filing a Separate NTD Report section (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 <u>add</u> a Mode to the list of *Modes Filing a Separate NTD Report,* go to the **Mode to ADD** drop-down:

- 1. Select a mode from the **Mode to Add** drop-down.
- 2. Select the **ADD MODE** 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.

Note: Agencies typically do not make this selection.

Мо	Modes Filing a Separate NTD Report					
Mode	e to Add					
Hea	vy Rail		-			
ADE	ADD MODE REMOVE SELECTED ROW(S) FROM GRID					
Sepa	rate Filling Mode/Type Of Services					
	Mode / TOS	Created By	Created Date			
	MB - PT	Revision Manager	11/20/2019			



If you would like to <u>remove</u> a Mode to the list of *Modes Filing a Separate NTD Report*, go to **REMOVE** SELECTED MODES FROM GRID:

- 1. Select the **checkbox** for the **Mode/Type of Service** you would like to remove.
- 2. Select the **REMOVE SELECTED MODES FROM GRID** 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.

Modes Filing a Sepa	rate NTD Report	
Mode to Add		
Heavy Rail		•
ADD MODE REMOVE SELECT	TED ROW(S) FROM GRID	
Separate Filling Mode/Type Of	Services	
Mode / TOS	Created By	Created Date
MB - PT	Revision Manager	11/20/2019



6.1.6 Identification: Separate Assets section (B-10)

The **B-10** form allows you to **Add or Remove a Mode/Type of Service** whose asset data is being collected in this report.

If you would like to add a mode to the list of Separate Assets, search for the appropriate NTD ID from the **NTD Reporter ID** picker field.

- 1. Select a Reporter from the NTD Reporter ID picker field.
- 2. Select a mode from the Add Mode / Type of Service to Add drop-down.
- 3. Select the ADD MODE/TOS button.
- 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.

Separate Assets								
NTD Reporter ID:		Mo	ode / Type of Serv	ice to Add				
00011 - Valley Regional Transit 🗶			R - DO			-		
Enter the NTD Reporter Id to r	etrieve Modes / Type of Service	15						
ADD MODE / TOS REM	OVE SELECTED ROW(S) FROM	/I GRID						
Separate Assets								
Mode / TOS	NTD Reporter		Created By	Cr	eated Date			
No items available								
	SAVE AND VALIDATE	AVE VIEW ISSUES	EXPORT DATA	IMPORT DATA	PRINT DOCUMENT	CLOSE		

If you would like to remove a mode from the list of Separate Assets

- 1. Select the appropriate Mode/TOS by selecting the checkbox
- 2. Select the **Remove a Mode/Type of Service** button.

Separate Assets						
NTD Reporter ID:			Mode / Type of Service to Add			
0001	1 - Valley Region	al Transit 🗙	Ple	ase select a value	-	
Enter t	he NTD Reporter	Id to retrieve Modes / Type of Services				
ADD MODE / TOS REMOVE SELECTED ROW(S) FROM GRID						
Separ	ate Assets					
	Mode / TOS	NTD Reporter		Created By	Created Date	
~	DR - DO	00011 - Valley Regional Transit		blue.falcon@ntd.com	04/20/2021	



6.2 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 recreated 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.



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

To add a new Contractual Relationship (create a new B-30):

1. From the **Annual Forms** page, select the **ADD CONTRACTUAL RELATIONSHIP** button in the upper left of the page.

FY 2019 Reporting - 70141 - Blue: Full Reporter 1 Summary Related Actions								
Annual Forms ADD CONTRACTUAL RELATIONSHIP CLOSE Available Modules								
Annual Forms Form Name Mode/Type Of Service Last Modified Modified By Open Issue Total Issue Validated Identification (B-10) 9/10/2021 11:10 AM EDT blue.falcon@mtd.com 0 0 Image: Comparison of								

- 2. Select the Relationship Details (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.

FY 2019 Reporting - 70141 - Blue: Full Reporter 1 Summary Reserve Actions	
New Contractual Relationship (B-30) 70141 - Bue Full Report (für Reports (For Medical (Medica) Back	
Relationship Details Sectoryman MID Reporter Serech NID Reporters	
Reporter 4	
A0051 - GPS Test 2	
A0050 - GPS Test 1	
A0049 - Group Plan Sponsor Tyson	
A0048 - DN STATE REPORTER VRE TESTING	
A0047 - Organization Gp Sponcer	
A0046 - DN Full Reporter Group Plan Sponsor # 1	
A0045 - SS Group Plan Sponsor #1	
A0044 - DN Group Plan Sponsor #2	
A0043 - Test New GPS Only	
A0042 - DN Group Plan Sponsor	
≪ < 1 - 10 of 3,129 > ≫	
CANCEL	солтные



If you are managing <u>companies</u> and do not see the name of the company, you are looking for and you would like to add it then:

- 1. Select the **MANAGE COMPANIES** button.
- 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.

FY 2019 Reporting - 70141 - Blue: R Summary Related Actions	Full Reporter 1	
Contractual Company Managem	nent	
Name Testing Company O Add New Company	×	
CANCEL		SAVE

6.2.2 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. Open the list of your Annual Forms.
- 2. Select the Contractual Relationship you want to remove.
- 3. Select the **REMOVE CONTRACTUAL RELATIONSHIP** button if you want to remove the contractual relationship.

There are currently no open issues o	on this for	m.			REMOVE CONTRACTUAL RELATIONSHIP	MANAGE CONTRACTUAL RELATION
Contract Summary		Key Financial and Ope	ration Statistics			
Contractual Position*		Mode / TOS	Total Fares	Contractor Operating Expenses	Contract Cost (5110)	Operating Expenses
The Reporter is the Buyer	-					
Fype of Contract *				No items available		
Competitively-Bid Contract	-					
Primary Feature *		Add New Mode/TOS				
The Buyer Pays the Seller a Negotiated Fixed	Rate P 👻					
Service Captured *						
In This Report	-					
Fares Retained By*						
Buyer	-					
Other Party						
Public Assets Provided						
 Buyer Provides Vehicles to Seller 						
Buyer Provides Maintenance Facility to Selle	r					
Buyer Provides Maintenance Facility to Selle	r					

6.2.3 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 <u>name</u> of the appropriate **Form** for the appropriate **Mode / Type of Service**.



Y 2019 Reporting - 70141 - Blu ummary Related Actions	ie: Full Reporte	r 1				
Annual Forms						
ADD CONTRACTUAL RELATIONSHIP						CLOS
Available Modules						
All						
Annual Forms						
Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
Identification (B-10)		9/10/2021 11:10 AM EDT	blue.falcon@ntd.com	0	0	
Sources of Funds - Funds Expended & Funds Earned (F-10)		9/10/2021 11:13 AM EDT	blue.falcon@ntd.com	1	1	
Uses of Capital (F-20)		9/10/2021 11:13 AM EDT	blue.falcon@ntd.com	0	0	
Operating Expenses (F-30)	HR DO	2/25/2021 2:07 PM EST	blue.falcon@ntd.com	17	23	

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

CONTRACTUAL RELATIONS	ip (B-30) - Testing Company RY19 Revision (Working Data)				
There are currently no open issues on t	his form.			REMOVE CO	NTRACTUAL RELATIONSHIP MANAGE CONTRACTUAL RELATIONSHIP
Key Financial and Operation Statistics contains 2	error(s).				
Contract Summary	Key Financial and Operation Statistics				
Contractual Position *	Mode / TOS	Total Fares	Contractor Operating Expenses	Contract Cost (511	0) Operating Expenses
The Reporter is the Buyer	- HR-DO	02	50		02 02
ype of Contract *	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		~		
Competitively-Bid Contract	- CR-PI	50	50		50 50
rimary Feature *	Add New Mode/TOS				
The Buyer Pays the Seller a Negotiated Fixed Rate	P •				
ervice Captured *					
In This Report	*				
ares Retained By *					
Buyer	•				
ublic Assets Provided					
Buyer Provides Venicles to Seller					
Buver Provides Maintenance Facility to Seller					



6.3 Data Collection: B-15 Geospatial Data Geographic Area Coverage

The B-15 form was created to allow FTA to collect geospatial data for Demand Response modes. This form applies to Full Reporters, Small Systems Reporters (including Tribes), and Rural General Public Subrecipients.

*Note: In order for a B-15 form to be generated on the Annual Reports page, the Demand Response Mode would need to be added to the P-20 form. *

- 1. Select the **Annual** tab on the Home page.
- 2. Click on the applicable NTD ID.
- 3. Select the **B-15** form from the list of Annual Forms.
- 4. Enter the data for questions numbered 1-10.
- 5. 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: If the answer for question #1 is yes, all 50 states will appear in the "State" dropdown for question #2. If the answer for question #1 is no, only the reporter home state will appear in the "State" dropdown.

Ge	ographic Ar	ea Coverage	(B-15) DR DO				
The Co	re are currently no o by B-15 Data froi	pen issues on this for m Another Type	^{rm.} of Service				
	Mode/Type of Service	1. Serve Another State	4. Intended to meet the Americans with Disabilities Act (ADA) requirements	5A. Limited to Own NTD Reporter ID	6. Different passenger eligibility requirements	9. Minimum advanced reservation time	10. Fare Charged
	DR-TX						
	DR-TN						
	DR-PT	No	Yes	Yes	No	4 Days	\$19.00
							COPY B-15 DATA
1		cidents in anoth	or State besides your State?				
>2	Select the Coun	ties that you se	rve, either in whole or in par	t, where you pick up resid	lents for a new trip origination	on.	
> 3 wh	Select Census 'F olly served.	Places' served in	these counties; indicate whe	ether these Places (e.g., To	ownship) are served, and wh	ether these Places are parti	ally or
>4 sys	ls your demand tem?	l response servio	ce intended to meet the Ame	ricans with Disabilities Ac	t (ADA) complementary para	atransit requirements for a	fixed route
> 5	If yes to #4, is y	our service area	limited to the ADA complem	entary paratransit distar	nce for:		
>6	Within your ser	vice area, do yo	u have different passenger e	ligibility requirements or	different terms and condition	ons of service?	
>7	Which days per	week do you op	erate?				
> 8	For each day of	the week, what	are your hours of operation	and is your service open	to:		
> 9	What is the mir	nimum advanceo	d reservation time for your s	ervice? Select days or hou	rs.		
>1	0. What is the fa	re charged?					
					SAVE AND VALIDATE SAVE	VIEW ISSUES PRINT DOCUMENT EXP	ORT DATA CLOSE



7 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.

7.1 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 the 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 a list of Funding Source and Summary Totals categories as follows:

- Summary Totals
- Directly Generated Funds (4100)
- Directly Generated Dedicated Funds (4200)
- Local Government Funds (4300)
- State Government Funds (4400)
- Federal Funds (4500)
- Non-Added Revenues (4600)



1. 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.

There is currently 1 open issue on this form.			
The parenthetical (e.g., 4100) references a Uniform System of Accounts (USOA) number. for more information, see			
https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/ntd/56681/uniform-system-accounts-usoa-effective-fy18_0.pdf			
ummary Totals			
Funding Source	Funds Earned	Funds Expended on Operations	Funds Expended on Capit
Directly Generated Funds (4100)	\$221	\$1	2
Directly Generated Dedicated Funds (4200)	\$59	\$0	5
Local Government Funds (4300)	\$0	\$0	1
State Government Funds (4400)	\$0	\$0	1
Federal Funds (4500)	\$0	\$0	
Non-Added Revenues (4600)	20	02	2
Total	Funds Earned	Funds Expended on Operations	Funds Expended on Capit
Directly Generated Total Funds	\$280	\$1	
Total Funds	\$280	\$1	2
Directly Generated Funds (4100)			
Directly Generated Dedicated Funds (4200)			
Local Government Funds (4300)			
State Government Funds (4400)			
Federal Funds (4500)			

Note:

The **Summary Totals** section below the Funding Source grid reflects the data that was entered.

- a. **Directly Generated Total Funds** is the sum of "Directly Generated Funds" and "Directly Generated Dedicated Funds".
- b. **Total Funds** is the sum of "Directly Generated Funds", "Directly Generated Dedicated Funds", "Local Government Funds", "State Government Funds" and "Federal Funds".

7.1.1 Funding Source: Directly Generated Funds (F-10)

Example: **Directly Generated Funds (4100)** 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.
- 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.



Directly Generated Funds	(4100)			
Passenger Fares (4110)				
	Passenger-Paid Fares (4111)	Organization-Paid	Fares (4112)	Total
FB DO	0		0	\$0
HR DO	0		0	\$0
MB DO	0		0	\$0
VP DO	0		0	\$0
CR PT	0		0	\$0
LR PT	0		0	\$0
VP PT	0		0	\$0
DR TX	0		0	\$0
Total Passenger Fares	\$0		\$0	\$0
Directly Generated Funds (4100)				
		Funds Earned During Period	Funds Expended on Operations	Funds Expended on Capital
Total Passenger Fares (4110)		\$0		
Park and Ride Parking Revenues (4120)		0		
Non-Public Transportation Revenues (4130)		0		
Auxiliary Transportation Funds (4140)				
Auxiliary Transportation Funds - Adver	tising Revenues (4141)	0		
Auxiliary Transportation Funds - Conce	essions (4142)	0		
Auxiliary Transportation Funds - Other	(4149)	0		
Other Agency Revenues (4150)		0		
Revenues Accrued Through a Purchased Tra	nsportation Agreement (4160)			
Revenues Accrued Through a Purchase reporting agency	ed Transportation Agreement - with a NTD	0		
Revenues Accrued Through a Purchase NTD reporting agency	ed Transportation Agreement - with a non-	0		
Subsidy from Other Sectors of Operations (4	170)	0		
Extraordinary and Special Items (4180)		0		
Total Recoveries (4190)		0		
Total Directly Generated Funds		\$0	0	0

7.1.2 Funding Source: Directly Generated Dedicated Funds (4200) (F-10)

Directly Generated Dedicated Funds (4200) is one of the Funding Source categories that are found in the F-10.

∽ Directly Generated Dedicated Funds (4200)				
	Funds Earned	Funds Expended on Operations	Funds Expended on Capital	
Income Taxes (4210)	0			
Sales Taxes (4220)	0			
Property Taxes (4230)	0			
Fuel Taxes (4240)	0			
Other Taxes (4250)	0			
Bridge, Tunnel and Highway Tolls (4260)	0			
High Occupancy Tolls (4270)	0			
Other Dedicated Funds (4290)	0			
Total Directly Generated Dedicated Funds	\$0	0	0	



7.1.3 Funding Source: Local Government Funds (4300) (F-10)

Local Government Funds (4300) is one of the Funding Source categories that are found in the F-10.

Local Government Funds (4300)			
	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
General Revenues of the Local Government (4310)	0		
Income Taxes (4321)	0		
Sales Taxes (4322)	0		
Property Taxes (4323)	0		
Fuel Taxes (4324)	0		
Other Taxes (4325)	0		
Bridge, Tunnel and Highway Tolls (4326)	0		
High Occupancy Tolls (4327)	0		
Other Dedicated Funds (4329)	0		
Extraordinary and Special Items (4330)	0		
Other Local Funds (4390)	0		
Total Local Government Funds	\$0	0	0



7.1.4 Funding Source: State Government Funds (4400) (F-10)

State Government Funds (4400) is one of the Funding Source categories that are found in the F-10.

State Government Funds (4400)			
	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
General Revenues of the State Government (4410)	0		
State Transportation Funds (4420)	0		
Extraordinary and Special Items (4430)	0		
Total State Government Funds	\$0	0	0

7.1.5 Funding Source: Federal Funds (4500) (F-10)

Federal Funds (4500) is one of the Funding Source categories that are found in the F-10.

v Federal Funds (4500)			
Federal Funding Source	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
+ FTA Metropolitan Planning (§5303)	\$0	\$0	\$0
+ FTA Urbanized Area Formula Program (§5307) 🕖	\$0	\$0	\$0
+ FTA Clean Fuels Program (§5308)	\$0	\$0	\$0
+ FTA Capital Investment Grants (§5309)	\$0	\$0	\$0
+ FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)	\$0	\$0	\$0
+ FTA Formula Grants for Rural Areas (§5311) 🕢	\$0	\$0	\$0
+ FTA Job Access and Reverse Commute Formula Program (\$5316)	\$0	\$0	\$0
+ FTA New Freedom Program (§5317)	\$0	\$0	\$0
+ FTA Transit in Parks (§5320)	\$0	\$0	\$0
+ FTA State of Good Repair Program (§5337)	\$0	\$0	\$0
+ FTA Bus and Bus Facilities (§5339)	\$0	\$0	\$0
+ Other USDOT Grants	\$0	\$0	\$0
+ ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds	\$0	\$0	\$0
+ ARRA TIGER Multimodal Discretionary Program	\$0	\$0	\$0
+ Extraordinary and Special Items	\$0	\$0	\$0
+ Other FTA Funds	\$0	\$0	\$0
+ Other Federal Funds	\$0	\$0	\$0
Total	\$0	\$0	\$0

Note: The rows can be expanded to reveal the data fields pertaining to the different Federal Funding Sources used.

- 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.



∽Federal Funds (4500)			
Federal Funding Source	Funds Earned	Funds Expended on Operations	Funds Expended on Capital
- FTA Metropolitan Planning (§5303)	\$0	\$0	\$0
FTA Metropolitan Planning (§5303)	0	0	
+ FTA Urbanized Area Formula Program (§5307) 😧	\$0	\$0	\$0
- FTA Clean Fuels Program (\$5308)	\$0	\$0	\$0
FTA Clean Fuels Program (§5308)	0	0	0
+ FTA Capital Investment Grants (§5309)	\$0	\$0	\$0
<u>+ FTA Enhanced Mobility of Seniors and Individuals with</u> Disabilities Formula Program (§5310)	\$0	\$0	\$0
+ FTA Formula Grants for Rural Areas (§5311) 🛛	\$0	\$0	\$0
+ FTA Job Access and Reverse Commute Formula Program (§5316)	\$0	\$0	\$0
+ FTA New Freedom Program (§5317)	\$0	\$0	\$0
- FTA Transit in Parks (§5320)	\$0	\$0	\$0
FTA Transit in Parks (§5320)	• 0	0	0
+ FTA State of Good Repair Program (§5337)	\$0	\$0	\$0
- FTA Bus and Bus Facilities (§5339)	\$0	\$0	\$0
FTA Bus and Bus Facilities (§5339)	• 0	0	0
+ Other USDOT Grants	\$0	\$0	\$0
+ ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds	\$0	\$0	\$0
+ ARRA TIGER Multimodal Discretionary Program	\$0	\$0	\$0
+ Extraordinary and Special Items	\$0	\$0	\$0
+ Other FTA Funds	\$0	\$0	\$0
+ Other Federal Funds	\$0	\$0	\$0

7.1.6 Funding Source: Non-Added Revenues (4600) (F-10)

Non-Added Revenues (4600) is one of the Funding Source categories that are found in the F-10.

vNon-Added Revenues (4600)	Non-Added Revenues (4600)				
	Funds Earned	Funds Expended on Operations	Funds Expended on Capital		
Contributed Services (4610)	324,234	234	234		
Voluntary Non-Exchange Transactions (4620)	0	0	0		
Sales and Disposals of Assets (4630)	0	0	0		
Transportation Development Credits (4640)	0	0	0		
Total Non-Added Revenues	\$324,234	\$234	\$234		



7.2 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 the 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Rehabilitation / R	econstruction / Replace	ment / Improvemen	t for Existing Servic	e						
Mode	Guideway (6100)	Passenger Stations (6200)	Administrative Buildings (6300)	Maintenance Buildings (6400)	Revenue Vehicles (6500)	Service Vehicles (6600)	Fare Collection Equipment (6700)	Communication/Information Systems (6800)	Other Capital Expenses (6900)	Т
HR DO	\$	0	0	0	0	0	0	0	0	
LR PT	0	0	0	0	0	0	0	0	0	
CR PT	0	0	0	0	0	0	0	0	0	
VP DO			0	0	0	0	0	0	0	
VP PT			0	0	0	0	0	0	0	
Total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Mode	Guideway (6100)	Passenger Stations (6200)	Administrative Buildings (6300)	Maintenance Buildings (6400)	Revenue Vehicles (6500)	Service Vehicles (6600)	Fare Collection Equipment (6700)	Communication/Information Systems (6800)	Other Capital Expenses (6900)	1
Mode	Guideway (6100)	Passenger Stations (6200)	Administrative Buildings (6300)	Maintenance Buildings (6400)	Revenue Vehicles (6500)	Service Vehicles (6600)	Fare Collection Equipment (6700)	Communication/Information Systems (6800)	Other Capital Expenses (6900)	T
HR DO	0	0	0	0	0	0	0	0	0	
LR PT	0	0	0	0	0	0	0	0	0	
CR PT	0	0	0	0	0	0	0	0	0	
VP DO			0	0	0	0	0	0	0	
VP PT			0	0	0	0	0	0	0	
Total	\$0	\$0	\$0	50	\$0	\$0	\$0	\$0	\$0	
Fotal All Uses of C	apital									
Mode	Guideway (6100)	Passenger Stations (6200)	Administrative Buildings (6300)	Maintenance Buildings (6400)	Revenue Vehicles (6500)	Service Vehicles (6600)	Fare Collection Equipment (6700)	Communication/Information Systems (6800)	Other Capital Expenses (6900)	
Total	\$0	\$0	s0	\$0	\$0	\$0	\$0	\$0	\$0	

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 (VO)
- Vehicle Maintenance (VM)
- Facility Maintenance (FM)
- General Administration (GA)



If needed, return to the 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

here are currently 17 open issues on this form.					
	Vehicle Operations (VO)	Vehicle Maintenance (VM)	Facility Maintenance (FM)	General Administration (GA)	
.abor (5010)					
Operators' Salaries and Wages (5011)	2,000	3,000	4,000	5,000	\$14
Operators' Paid Absences (5012)	2,000	3,000	4,000	5,000	\$1
Other Salaries and Wages (5013)	2,000	3,000	4,000	5,000	\$1
Other Paid Absences (5014)	2,000	3,000	4,000	5,000	\$1
Fringe Benefits (5015)	2,000	3,000	4,000	5,000	\$1
rvices (5020)	0	0	0	0	
Materials and Supplies (5030)					
Fuels and Lubricants (5031)	0	0			
Tires and Tubes (5032)		0			
Other Materials and Supplies (5039)	0	0	0	0	
xtilities (5040)	0			0	
asualty and Liability Costs (5050)				0	
axes (5060)	0	0	0	0	
Jiscellaneous Expenses (5090)	0	0	0	0	
otal	\$10,000	\$15,000	\$20,000	\$25,000	



7.3 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 the 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.

Taki Operating Tapansa (r 30)	Vehick Operations (KD) 52,000 52,000	Vehiclo Mansonance (VM)	Facility Maintonance (HU)	General Administration (GA)	Total
Avera Starbert Starbe	(DV) encenced Soliter/ encur 00012	Webside Maintonance (WK)	Facility Maintenance (FM)	General Administration (GA)	Total
Land x101 Terrers Test Anima, 2011 Terrers Test Anima, 2013 Terrers Test Anima, 2014 Terrers Test Anima, 2014 Terrers Test Anima, 2014	Vedvelc Operations (HO) 82,001 82,000	Vohide Maleschandz (VM)	Facility Maintonance (FM)	General Administration (GA)	Total
kee SH	52,001 52,000	81.001			
Standard Annu Alfryg (2015) Standard Hald Annu Alfryg (2016) Standard Annu Alfryg (2016)	82,000	\$1.001			
(paramity hashamang (H2)) (m) (m) (m)	\$2,000		\$4,001	\$3,001	\$14,004
One supers out stages (616) Other Paid Seators (304) Rong Banetis (305) arrivel \$3337		11,000	\$4,000	\$5,000	\$14,000
Other Fad Assence: (6814) Integr Benetis: (690) arries: (582)	\$2,000	\$3,000	54,000	15,000	\$14,000
Pringe Benefits (2013) annices (2023)	\$2,000	\$3,000	\$4,000	\$5,000	\$14,000
ervices (5025)	\$2,001	\$1,001	54,001	\$5,001	\$14,004
	50	50	50	50	50
Materials and Supplies (SSB)					
NetS and Lubricaris (8331)	50	50	90	50	10
Trive and Fuber (5082)	30	10	50	50	50
Other Materials and Supplets (8039)	50	50	90	50	50
18/09/05/40	50	50	90	50	50
Lasuality and Liability Casts (5050)	50	10	90	50	50
kers (3001)	50	50	50	50	50
Psechased Transportation (\$180)					
Purchased Transportation in Report (\$101)	50	50	90	50	50
Purchased Transportation Riling Separate Report (1932)	10	50	50	50	50
Ascellaneous Expenses (3090)	50	50	50	50	50
vol .	\$10,002	\$15,002	\$20,002	\$25,002	\$70,008
DA Expenses (SHE)					50
		Andre Anniert	Sumit for Areland		Total Expenses for Braine
evener Evenemen (5310).					60
Nacional Factor Factoria (NVP)					
anno denno della sulla					
And a second s					
In a second from the second					
					~
Approximate Landa					
construction of Parallelines (PAR)					
tion Researcher Leave (1995)					
and Recording Terms		53			
mercenn with Daubilities Art of 1990 (ADA). Bristeri Berrow De Intern (DB Onix) (NDD)			1		
and Tenance from Robbind Research for Tenant Parameter		10.00			



7.3.1 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Total	\$320		\$260	\$160	\$260	\$1,000	
ADA Expenses (5910)						\$0	
		Funds Applied		Funds Not Applied	I Total E	xpenses for Period	
Interest Expenses (5210)		50		50	\$100		
Operating Lease Expenses (5220)		50		50		\$100	
Capital Leases (5230)		50		50		\$100	
Related Parties Lease Agreements (5240)		50		50	50		
Voluntary Non-Exchange Transactions (5250)		50		50		\$100	
Depreciation (5260)		50		50		\$100	
Amortization of Intangibles (5270)		50		50		\$100	
Extraordinary and Special Items (5280)		50		50		\$100	
Other Reconciling Items (5290)	50			50		\$100	
Total Reconciling Items	\$450			\$450)	\$900	
Americans with Disabilities Act of 1990 (ADA)- Related Reconciling Items (DR Only) (5920)		25		25	j	\$50	
Total Expenses from Published Reports for Transit Operations		\$1,450		\$450	þ	\$1,900	

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



7.4 F-60: Financial Statement Form

Agencies report select object classes on the **Financial Statement 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 Assets (1100)
 - Cash and Cash Equivalents (1110)
 - Accounts Receivable (1120)
 - o Inventory (1130)
 - Prepaid Expenses (1140)
 - Current Investments and Current Portions of Long-Term Investments (1150)
 - Other Current Assets (1190)
 - Total Current Assets
- Noncurrent Assets (1200)
 - Capital Assets (1210)
 - Intangible Assets (1220)
 - Capital Lease Receivable (1230)
 - Special Funds (1240)
 - Work in Progress (1250)
 - Investments (1260)
 - Other Noncurrent Assets (1290)
 - o Total Noncurrent Assets
- Deferred Outflows of Resources (3100)
- Current Liabilities (2100)
 - Current Accounts Payable (2110)
 - Short-term Debt and Current Portions of Long-Term Debt (2120)
 - Accrued Liabilities (2130)
 - Other Current Liabilities (2190)
 - Total Current Liabilities

• Noncurrent Liabilities (2200)

- Long-Term Debt (2210)
- Noncurrent Accounts Payable (2220)
- Capital Lease Obligations (2230)
- Long-term Pension Liabilities (2240)
- Estimated Liabilities (2250)
- Other Noncurrent Liabilities (2290)
- o Total Noncurrent Liabilities
- Deferred Inflow of Resources (3200)
- Net Position (3000)

If needed, return to the 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.
- 2. 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Financial Statement (F-60) 70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)											
There are currently no open issues on this form.											
SUMMARY ASSETS LIABILITIES NET POSITION											
Assets (1000)											
Object Class	Assets										
- Current Assets (1100)											
Cash and Cash Enulvalents (1110)	d										
Accounts Receivable (1120)											
Inventory (1130)											
Prepaid Expenses (1140)	0										
Current Investments and Current Portions of Long-Term Investments (1150)	0										
Other Current Assets (1190)	0										
Total Current Assets	\$0										
- Noncurrent Assets (1200)											
Capital Assets (1210)	0										
Intangible Assets (1220)	0										
Capital Lease Receivable (1230)	0										
Special Funds (1240)	0										
Work in Progress (1250)	0										
Investments (1260)	0										
Other Noncurrent Assets (1290)	0										
Total Noncurrent Assets	\$0										
Total Assets	\$0										
Deferred Outflows of Resources (3100)	0										
Liabilities (2000)											
Object Class	Liabilities										
- Current Liabilities (2100)											
Current Accounts Payable (2110)	0										
Short-term Debt and Current Portions of Long-Term Debt (2120)	0										
Accrued Liabilities (2130)	0										
Other Current Liabilities (2190)	0										
Other Current Llabilities (2190)	0										
Total Current Liabilities	\$0										
- Noncurrent Liabilities (2200)											
Long-Term Debt (2210)	0										
Noncurrent Accounts Payable (2220)	0										
Capital Lease Obligations (2230)	0										
Long-term Pension Liabilities (2240)	0										
Estimated Liabilities (2250)	0										
Other Noncurrent Liabilities (2290)	0										
Total Noncurrent Liabilities	\$0										
Total Liabilities	\$0										
Deferred Inflows of Resources (3200)	0										
Net Position (3000)											
Object Class	Net Position										
	\$0										
Net Position (3000)											
Net Position (2000)											



8 Annual Forms: Asset Information

8.1 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 the Annual Forms page, and select the A-10 form.

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

Stations and Maintenance Facilities - DO - (A-10) - HR DO 20141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)											
There are currently no open issues on this	form.										
Passenger Stations - Number of Facilities											
ADA-Accessible Stations 😧	ADA Non-Accessible Stations 😧	Total Stations	Escalators 🛛	Elevators 😡							
		0									
Maintenance Facilities											
Туре	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							
				0.00							
Heavy Maintenance Facilities											



8.2 A-15: Transit Asset Management Facilities Inventory

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

If needed, return to the Annual Forms page, and select the A-15 form.

If you wish to Add New Facilities or Shared Facilities:

1. Select the ADD NEW button or the ADD SHARED button.

Trans 70141 - Blue	Transit Asset Management Facilities Inventory (A-15) 2014 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision 3 (Working Data)											
There ar	There are currently no open issues on this form.											
> Filter	> Filters											
Faciliti	es											
ADD NEW	ADD NEW ADD SHARED EDIT SELECTED DELETE SELECTED											
D ID	t N	ame	Facility Type	Address	Primary Mode	Year Built	Condition Assessment		Edit			
	No items available											
Batch Size:	10 25 50 100	Deselect All										
No Data t	o Report 🔞											
						SAVE AND VALIDATE SAVE	VIEW ISSUES IMPORT DATA	EXPORT DATA PRINT DO	CUMENT CLOSE			



On the Bulk Add/Edit page:

- 1. Select the ADD NEW button and enter the required data. It will default to the summary page
- 2. To navigate between data entry sections, 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.

SUMMART	UPDATE FA	ACILITY INFORMATION	UPDATE CONDITION ASS	SESSMENT UPDATE AD	DRESS								
odate i	acility In	formation											
	Name	Pr	rimary Mode	Non-Agency Mode	Secondary Modes	Private Mode	Facility Type	Year Built or Reconstructed as New	SqFt	Parking Spaces	Transit Agency Capital Responsibility (%)	Notes	
EW	testing	c	R - Commuter Rail 🔹	Please select a value 💌		Shared With Non-Public Mode: Airport	• At-Grade Fixed Guideway Station •	2014 •	10		5.0		
Add Facili	Ŋ												
Jpdate	Conditio	on Assessment											
		Name				Con	ndition Assessment	Est. Date of Condition Assessment					
ew.		testing				1	1				8	×	
Add Facili	ty									Value must b original due o	e prior to the end of the late.		
date /	Address												
	Nan	ne		Section of Larger Facilit	ty? Street	c	City	State	Zip		Lat	Long	
N	testi	ing			1010 test	t	test	DC	• 20000		25.0000000	-180.0000000	

If you wish to Edit a Single Facility:

- 1. Select the pencil icon in the Edit column of the facility you want to edit.
 - 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

here a	are cur e rs	rently no o	pen issues on this form.					
acili	ties							
ADD NE	EW	DD SHARED	EDIT SELECTED DELETE SELECTED					
ID	b t	Name	Facility Type	Address	Primary Mode	Year Built	Condition Assessment	Edi
N	EW	testing	At-Grade Fixed Guideway Station	1010 test test, DC 20000 25.0000000 and -180.0000000	CR - Commuter Rail	2014	1	ø
tch Siz	e: <u>10 25</u>	50 100 Dese	lect All					



Edit Details for testing	
Facility Information	Hide Details @
Name*	Primary Mode*
testing	CR - Commuter Rail
Facility Type *	Non-Agency Mode
At-Grade Fixed Guideway Station -	Please select a value -
Year Built or Reconstructed as New*	Secondary Mode(s)
2014 .	
SqFt*	Begin typing to select modes
10	Private Mode
Transit Agency Capital Responsibility (%) *	shared with Non-Hublic Wode: Airport, Hrivete Bus Transit
5.0	Notes
	<i>li</i>
Condition Assessment	
Condition Assessment *	Es. Date of Condition Assessment *
▼ ▼	02/04/2015
Address	
Section of Larger Facility?	
Trank .	
1010 rest	Lat 25 000000
Please provide Address OR Lat/Lone	
City *	180 00000d
test	. reconnect
State *	1010 test test, DC 20000
- DC	25.000000 and -180.0000000
Zip [×]	
20000	
	SAVE AND VALIDATE SAVE VIEW ISSUES IMPORT DATA EXPORT DATA PRINT DOCUMENT CLOSE

8.3 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), except for ferry services.

If needed, return to the Annual Forms page, and select the A-20 form.

- Select the Edit button next to the Mode 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Transit V 70141 - Blue: Full Re	Vay Mileage (A	\-20)) - RY19 Revision 3 (Working Data)					
There are curr Rail/Non-R Select a guideway	ently no open issues on ail Guideway y to update its information	this form.					
	Mode	Type of Service	Rail/Non-Rail	Total Miles	Total Crossings		
Edit	HR	DO	Rail	0.00	0.00		
Edit	LR	PT	Rail	0.00	0.00		
Edit	CR	PT	Rail	0.00	0.00		
			SAVE AN	D VALIDATE SAVE VIEW ISSUES MAP	DRT DATA PRINT DOCUMENT CLOSE		



8.3.1 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.

- 1. Enter Transit Way Data, by selecting the **Edit** hyperlink.
 - a. The bottom screen will then open to display the editable data fields.

Update HR DO (Rail Mode)										
GUIDEWAY POWER AND SIGNAL TRACK										
Basic Construction										
Guideway Elements	N/A	Track Miles	Expected Service Years When New	Percent Agency Capital Responsibility (%)	Agency with Shared Responsibility	Not	es			
1. At-Grade/Ballast (including expressivay)					- Select One -	•				
2. Ao Grade/In-Street/Embedded					Select One	•				
3. Elevated/Retained Fill					Select One	•				
4. Elevated/Concrete					- Select One -	•				
5. Elevated/Steel Vaduct or Bridge					- Select One -	•				
6. Below-Grade/Retained Cut					Select One	•				
7. Below-Grade/Cut-and-Cover Tunnel					Select One	•				
8. Below-Grade/Bored or Blasted Tunnel					Select One	•				
9. Below-Grade/Submerged Tube					Select One	•				
Totals Total Tack Mile 1000 PREVIOUS SECTION										
					SAVE AND VALIDATE SAVE	VIEW ISSUES	IMPORT DATA	EXPORT DATA	PRINT DOCUMENT	T CLOSE

- 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Transit 70141 - Blue: Fu	t Way Mileag	e (A-20) perating) - RY19 Revision 3 (Working Data)								
There are currently no open issues on this form.										
Rail/Non	-Rail Guideway									
Select a guide	eway to update its informa	ition								
	Mode	Type of Service	Rail/Non-Rail	Total Miles	Total Crossings					
Edit	HR	DO	Rail	0.00	0.00					
Edit	LR	PT	Rail	0.00	0.00					
Edit	CR	PT	Rail	0.00	0.00					
				SAVE AND VALIDATE SAVE VIEW	ISSUES IMPORT DATA EXPORT DATA PRINT DOCUMENT CLOSE					



8.4 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 the Annual Forms page, and select the A-30 form.

To add a new fleet:

- 1. Select the ADD NEW 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Revenue Vehicle 70141 - Blue: Full Reporter 1 (Full Report	Inventory (A-30 er: Operating) - RY19 Revision 3 (Wor) - HR DO					
There are currently no open	ssues on this form.						
Fleet Totals							
Total Vehicle		Active Fleet Vehicles		ADA Accessible Vehicles		Emergency Contingency Vehicles	Annual Mi.
		0		0		0	0
Fleets							
Search RVI ID		T Agency	Fleet ID		Y Vehicle Type(s)		- T
ADD NEW FLEET							Clear Filters &
RVI ID Agency Fleet ID	Total Vehicles Active Flee	et Vehicles Vehicle Type	Manufacturer	Model Year Manufactured	Useful Life Remaining (Years)	Miles This Year Average Life	time Miles Status
				No items available			
Batch Size: 10 25 50 100							
				SAVE AN	ID VALIDATE SAVE VIEW ISSUES	IMPORT DATA EXPORT DATA	PRINT DOCUMENT CLOSE

et Totals										
т	otal Vehicles	A	tive Fleet Vehicles		ADA Accessil	le Vehicles		Emergency Conting	gency Vehicles	Ar
	10		10			10			0	
Diesel		Gallons								
Diesel sel Fuel		Galons	Y Agen	cy Next ID			Vehicle Type(s)			
>Diesel esal Fuel arch RM ID D NEW FLUET		Gallons Gallons	T Agen	ry Reet.10			T - Vehicle 7) pets/			<u>Ce</u>
Desel Sel Fuel Ref. Ref. ID Agency Fleet ID	Total Vehicles	Gallons Gallons Active Fleet Vehicles	Vehide Type	ry Reet 10 Manufacturer	Model	Year Manufactured	T - Vehicle Tjonets	Miles This Year	Average Lifetime Miles	Cles



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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

There is currently 1 open issue on t	his form.										
leet Totals											
	Total Vehicles	A	ctive Fleet Vehicles		ADA Acce	ible Vehicles		Emergency Cont	tingency Vehicles	A	Annu
	10		10			10			0		
nergy Consumption											
nergy Consumption		Amount									
nergy Consumption Type Bio-Diesel		Amount Gallons									
nergy Consumption Type Bio-Diesel Diesel Fuel		Amount Gallons Gallons									
Type Bio-Diesel Diesel Fuel Search RVI ID		Amount Galors Galors	Ţ	igency Rest. ID			T Vehicle Type(s)				
Type Blo-Diesel Diese Fuel Search RM ID		Amount Galtors Galtors	τ.	igency Fleet 10			T - Venicie Type(s)			Q	lear
Type BIo-Diesel Diesel Fuel Search RVI ID ADD NEW FLEET		Amount Gailors Gailors	Ţ	igency Reet (D			T - Vehicle Type(s)			Q	lear
Type Consumption Type United States S	Total Vehicles	Amount Galons Galons Active Reet Vehicles	Vehicle Type	geny fleet D Manufacturer	Model	Year Manufactured	T - Vehicle Typets) Miles This Year	Average Lifetime Mil	Cie 25 Status	lear

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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Revenue Vehicle Im 20141 - Blue: Rull Reporter 1 (Kull Reporter: Op There is currently 1 open issue on this for	Revenue Vehicle Inventory (A-30) - CR PT 2014 - Bue Auf Research (Min Re										
Fleet Totals	Heet Totals Total Vehicles Adv. Rest Vehicles Adv. Accessible Vehicles Emergency Contingency Vehicles									4	
Iota	10	*	10		ADA A	10		Energency com	0	AU	10
Fleets Energy Consumption Type		Amount			_						
Blo-Diesel Diesel Fuel		Gallons Gallons									
Search RVI ID			T Agent	cy Reet ID			▼ Vehicle Type(s)				• T
ADD NEW FLEET										Clear	Filters &
RVI ID Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Manufacturer	Model	Year Manufactured	Useful Life Remaining (Years)	Miles This Year	Average Lifetime Miles	Status	
339474 10	10	10	RL	ABB - Asea Brown Boveri Ltd.	testing	2019	39	10	10	Active	×
Batch Size: 10 25 50 100	Section Section <t< td=""></t<>										



8.5 A-35: Service Vehicle Inventory Form

Agencies report detailed service fleet inventory information on the **A-35** form. If needed, return to the **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. Select the Continue button.
- 4. To add more than 30 fleets at a time enter the 30 fleets and then select the **CONTINUE AND ADD MORE** button.
- 5. 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.

here are	currently no open issues on this	form.												
Filters	;													
ervice	Fleets													
ADD NEW	DIT SELECTED DELETE SELECTED]												
ID	1 Agency Fleet Id	Fleet Name		Vehicle Type		Primary Mode		Year Manufacture	sd	Es	timated Cost		Status	E
						No items available								
atch Size: 10	0 25 50 100 Deselect All					Tot	al Vehicles 0							
lo Data to	Report 😮 📃													
										SAVE AND VALIDATE SAVE	: IT VIEW ISSUES	IMPORTUATA IL COP	UNI UNIA IL PRINI DOLO	AENT
										SAVE AND VALIDATE SAVE	VIEW ISSUES			MENT
ervic H1 - Blue: F pdate 1	te Vehicle Inventory	r (A-35) 9 Revelors 1 (Working Data)									VIEW ISSUES			AENT
ervic 141 - Blue: F pdate :	Ce Vehicle Inventory All Report of Unit Reports: Operating - RTH Service Fleet Information Fleet Name	r (A-35) P Resourt 3 (Revering Data)	Primary Mode	Secondary Modes	Vehicle Type		Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	Transit Agency Capital Responsibility (%)	Estimated Cost	Year Dollars of Estimated Cost	
ervic 141 - Blue: F pdate 3 D	te Vehicle Inventory Milleour (Full Restrict Gesting, KT) Service Fleet Information	r (A-35) 19 However Data)	Primary Mode	Secondary Modes	Vehicle Type	No tents available	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	Transit Agency Capital Responsibility (%)	Estimated Cost	Year Dollars (Cost	AENT
ervic II - Blue: F Idate :	te Vehicle Inventory Mill Resort / Full Resort - Courting - RT Service Fleet Information Pier Name	(A-35) 19 Norson 3 (Working Data)	Primary Mode	Secondary Modes	Vehicle Type	No items available	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	Transk Agency Geptal Responsibility (%)	Estimated Cost	Year Dollars (Cost	
ervic II - Blue: F Idate :	te Vehicle Inventory Millioper / Tou Report County of The Service Fleet Information Reet Name	(A-35) 9 Pendior 3 Working Dexis Agency Preet Id	Primary Mode	Secondary Modes	Vehicle Type	No tems available	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	Transit Agency Capical (h)	Estimated Cost	Year Dollars Year Dollars of Estimated Cost	



To edit a single fleet:

- 1. Select the pencil icon in the Edit column.
- 2. Update the information and 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.

Edit Details for Escape							
Fleet Info						Hid	le Detailsø
Fleet Name *		Primary	Mode *				
Escape		MB					•
Agency Fleet Id		Seconda	ry Mode(s)				
Vehicle Type *		Begin typi	ng to select mode	5			
Trucks and other Rubber Tire Vehicles	•	Useful Li	fe Benchmark (Years)			
Total Vehicles *		14					
1		Year Mai	nufactured *				
		2014					•
		Useful Li	fe Remaining (Y	ears)			
		8					
Notes							
Ford Escape SUV 148							
							/i
Finances				11.111			
Estimated Cost •		Transit A	gency Capital R	esponsibility (%)			
\$17,472.00		100.0					
Year Dollars of Estimated Cost *							
2014	•						
		 				[]	
	SAVE AND VALIDATE	SAVE	VIEW ISSUES	IMPORT DATA	EXPORT DATA	PRINT DOCUMENT	CLOSE



8.6 A-90: Transit Asset Management Performance Measure Targets Form

Agencies enter performance measure targets for the coming year on the **A-90** form. If needed, return to the **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.

here are currently no open issues on this form.					
1) Rolling Stock - Percent of revenue vehicles that ha	ve met or exceeded their useful life benchmark				
Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)	N/A 😌
AO - Automobile				1	
BU - Bus					
CU - Cutaway					
FB - Ferryboat					
LR - Light Rail Vehicle					
MV - Minivan					
OR - Other					
58 - School Bus					
SV - Sports Utility Vehicle					
VN - Van					
VT - Vintage Trolley					
2) Equipment - Percent of service vehicles that have a	met or exceeded their useful life benchmark				
Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)	N/A 😡
Automobiles					
Trucks and other Rubber Tire Vehicles					
Steel Wheel Vehicles					
3) Facility - Percent of facilities rated below 3 on the c	ondition scale				
Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)	N/A 😡
Passenger / Parking Facilities					
Administrative / Maintenance Facilities					
4) Infrastructure - Percent of track segments with per	rformance restrictions				
Performance Measure	2019 Target (%)	2019 Performance (%)	2019 Difference	2020 Target (%)	N/A 😜
R - Light Rail					
Narrative Report					
load New Narrative Report 👔					
2					

To upload a Narrative Report:

- 1. Select 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.



To view a Narrative Report:

- 1. Click on the "Reports" tab
- 2. Click on the "Narrative Report Review" Button

Federal Transit Administration		ODT Website 🖑 Help Page
ANNUAL MONTHLY SAFETY		
AGENCY STATUS ASSET REPORTING GROUPS	DIRECTIONAL ROUTE MILES NARRATIVE REPORT REVIEW RR-20 ROLL-UP	
Filter by NTD ID or Name	The select Repoter Type The select Report Year	• T

- 3. Once in the Narrative Report Review Page, select the A-90 or Narrative Report you would like to view.
- 4. When the Narrative Report is clicked, the report will automatically be downloaded and saved in your Downloads folder.



9 Annual Forms: Service Information

9.1 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). 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 as follows:

- 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: Public
- 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 the Annual Forms page, and select the S-10 form.

The figure below shows the sections/tabs that are displayed at the top of the page:

- Summary
- VOMS and Periods of Service
- Services Supplied
- Services Consumed
- Services Operated (Days)
- Directional Route Miles

Service Rail (S-10) Sections

 SUMMARY
 VOMS AND PERIODS OF SERVICE
 SERVICES SUPPLIED
 SERVICES CONSUMED
 SERVICES OPERATED (DAYS)
 DIRECTIONAL ROUTE MILES

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

The section "Directional Route Miles" is only available for the following Service Non-Rail modes:

- CB
- FB
- MB
- RB
- TB
- TR

The section "Directional Route Miles" is NOT available for the following Service Non-Rail modes:

- DR
- DT
- JT
- PB
- VP
- 1. 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.



9.1.1 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** to edit the data in that section.

Service Non-F 39962 - Full Reporter Addis (Full	Rail (S-10) - CB	B PT - Summa RY18 Original Submission (We	ITY orking Data)			
There are currently no	open issues on this for	rm.				
Service Non-Rail (SUMMARY VOMS AND F	S-10) Sections PERIODS OF SERVICE	/ICES SUPPLIED SERVICE	S CONSUMED SERVICES	OPERATED (DAYS)	DIRECTIONAL ROUTE	MILES
Maximum Service	e Vehicles					
Total Monthly Ridership VO	MS: 0					
Populated from this year's Mon	thly Ridership VOMS data					
Vehicles Operated in Annua	al Maximum Service (VOMS)		Vehicles Available for	Annual Maximum S	ervice (VAMS)	
Periods of Service	•		This value must be greate Maximum Service (VOMS)	r than or equal to the v	value in the field 'Vehicles	Operated in Annual
Enter the time in format: HH:MI	M. If the Time Service Ends is aft	ter 12am the following day, ch	eck 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						
	[SAVE AND VALIDATE	VE VIEW ISSUES EXPO	DRT DATA IMPOR	T DATA PRINT DOCI	JMENT CLOSE



9.1.2 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** to edit the data in that section.

Service Rail (S-10) - HR DO - Summary 39928 - DN Full Reporter # 1 (Full Reporter: Operating) - RY20 Original Submission (Working Data)								
There are currently n	no open issues on	this form.						
Service Rail (S-10	0) Sections		_					
SUMMARY VOMS AND	O PERIODS OF SERVICE	SERVICES SUPPLI	ED SERVICES CONS	UMED SERVICES O	PERATED (DAYS)	DIRECTIONAL ROUTE	MILES	
Services Supplie	d							
Total Monthly Ridership V Populated from this year's Mo	/RH: 0 onthly Ridership VRH dat	ta		Total Month Populated fror	ly Ridership VRM: 0 n this year's Monthly R	idership 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					N/A	N/A	N/A	N/A
Total Actual Passenger Car Revenue Miles					N/A	N/A	N/A	N/A
Passenger Car Deadhead Miles					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
			SAVE AND	VALIDATE SAVE	VIEW ISSUES EXF	PORT DATA IMPOR	T DATA PRINT DO	CUMENT CLOSE



9.1.3 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** to edit the data in that section.

Service Rail (S-10) - 39928 - DN Full Reporter # 1 (Full Reporter: C	HR DO - Summary	g Data)				
There are currently no open issu	ies on this form.					
Service Rail (S-10) Section	15					
SUMMARY VOMS AND PERIODS OF SERVICE SERVICES SUPPLIED SERVICES CONSUMED SERVICES OPERATED (DAYS) DIRECTIONAL ROUTE MILES						
Services Consumed						
Total Monthly Ridership Unlinked Pass Populated from this year's Monthly Ridership	enger Trips (UPT): 0 UPT data					
Field	Average Weekday Schedule	Average Saturday Schedule	Average Sunday Schedule	Annual Total		
Unlinked Passenger Trips (UPT)						
Passenger Miles Traveled (PMT)						
	SAVI	AND VALIDATE SAVE VIEW	ISSUES EXPORT DATA IMPORT D	PRINT DOCUMENT CLOSE		

9.1.4 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** to edit the data in that section.

nere are currently no open issu	es on this form.			
Service Rail (S-10) Section	S			
				MUES
SUMMARY VOMS AND PERIODS OF S	SERVICE SERVICES SUPPLIED SER	VICES CONSUMED SERVICES OPEN	DIRECTIONAL ROUTE	MILES
Services Operated (Days)				
Field	Total Weekday Schedule	Total Saturday Schedule	Total Sunday Schedule	Annual Tota
Field Days Operated	Total Weekday Schedule	Total Saturday Schedule	Total Sunday Schedule	Annual Tota
Field Days Operated Days Not Operated (Strikes)	Total Weekday Schedule	Total Saturday Schedule	Total Sunday Schedule	Annual Tota
Field Days Operated Days Not Operated (Strikes) Days Not Operated (Officially	Total Weekday Schedule	Total Saturday Schedule	Total Sunday Schedule	Annual Tota



9.1.5 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** to edit the data in that section.

Service Rail (S-10) - HR DO - Summary 70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY20 Original Submission (Working Data)	
There are currently 36 open issues on this form.	
Service Rail (S-10) Sections SUMMARY VOMS AND PERIODS OF SERVICES SUPPLIED SERVICES CONSUMED SERVICES OPERATED (DAYS) DIRECTIONAL ROUTE MILES	
Directional Route Miles Total Directional Route Miles: 0.00	
SAVE AND VALIDATE SAVE VIEW ISSUES EXPORT DATA IMPORT DATA PRINT DOCUMENT CLOSE	:



10 Annual Forms: Resource Information

10.1 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 the 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

here are curren	tly no open issues on this	s form.						
Labor Classifications	Full Time Operator Work Hours	Full Time Operator Count	Full Time Non-Operator Work Hours	Full Time Non-Operator Count	Part Time Operator Work Hours	Part Time Operator Count	Part Time Non-Operator Work Hours	Part Time Non-Operato Cour
Vehicle Operations (VO)	d	0.00	0	0.00	0	0.00	0	0.0
Vehicle Maintenance (VM)	0	0.00	0	0.00	0	0.00	0	0.0
Facility Maintenance (FM)	0	0.00	0	0.00	0	0.00	0	0.0
General Administration (GA)	0	0.00	0	0.00	0	0.00	0	0.0
Total Operating Labor	0	0.00	0	0.00	0	0.00	0	0.0
Fotal Capital Labor	0	0.00	0	0.00	0	0.00	0	0.0
Fotal Labor	0	0.00	0	0.00	0	0.00	0	0.0



10.2 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 the 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Maintenance Perfor 70141 - Blue: Full Reporter 1 (Full Reporter: Ope	mance (R-20) erating) - RY19 Revision 3 (Working Data)		
There are currently no open issue Revenue Vehicle Mechanic	s on this form. cal System Failures		
Mode/Service	Major Failures	Other Failures	Total Failures
HR DO		1	0
LR PT			0
CR PT			0
VP DO			0
VP PT			0
		SAVE AND VALIDATE	SAVE VIEW ISSUES EXPORT DATA IMPORT DATA PRINT DOCUMENT CLOSE



11 Annual Forms: Reduced Reporting

11.1 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 the Annual Forms page, and select the RR-20 form.

The RR-20 form sections may be displayed in separate tabs or may be displayed all on the same page when the SHOW ALL tab is selected (default):

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



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

Note: Depending on your Reporter Type, you may not have access to one or more tabs as shown in Table 3: Reporter Type Tab Access:

Table 3:	Reporter	Type 1	Tab Access
----------	----------	--------	------------

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



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

The following two screenshots display the Show All tabs view of the RR-20 form.

39929 - DN SSW Reporter # 1 (Small System	g (KK-20) - SMAII Sy ns Reporter) - RY20 Revision 1 (Working Data	stems - Summary	
There are currently 13 open issues on	this form.		
Reduced Reporting Sect	ions		
FUNDS EXPENDED TOTAL SOURCE	ES OF REVENUE EXPENDED SERVICE D	SHOW ALL	
Operations \$1,665		Capital \$1,725	
~Funds Expended			
Mode		Funds Expended On Operations	Funds Expended On Capital
CR DO		555	555
DR DO		555	555
HR PT		555	555
MB DO			
MB PT			60
VP DO			
CB DO			
Total		\$1,665	\$1,725
Sources of Revenue Exp	ended		
×Fare Revenue			
(R DO	Revenues	Funds Expended On Operations	Funds Expended On Capital
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
DR DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
HR PT	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
MB DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
VP DO	Passenger-Paid Fares		
	Organization-Paid Fares	50	50
CBDO	Passenger-Paid Fares	20	20
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
	Total	\$0	\$0
∽Other Directly Genera	ted Funds		
Funding Source		Funds Expended On Operations	Funds Expended On Capital
Other Directly Generated Funds			
✓Revenues Accrued Thr	ough a PT Agreement		
Agreement Type	C 0	Funds Expended On Operations	Funds Expended On Capital
With an NTD Reporting Agency			. Lito expended on capital
With an non-NTD Reporting Agency			



vNon-Federal Funds		
Funding Sources	Funds Expended on Operations	Funds Expended on Capital
Local Funds		
State Funds		
Other Funds		
Total	\$0	\$0
∽Federal Funds		
Federal Funding Source	Funds Expended on Operations	Funds Expended on Capital
+ FTA Metropolitan Planning (§5303)	\$0	\$0
+ FTA Urbanized Area Formula Program (\$5307)	\$1,110	\$1,110
+ FTA Clean Fuels Program (§5308)	\$0	\$0
+ FTA Capital Investment Grants (§5309)	\$0	\$0
+ FTA Enhanced Mobility of Seniors and Individuals with Disabilities Formula Program (§5310)	\$0	\$0
+ FTA Formula Grants for Rural Areas (§5311)	\$555	\$615
+ FTA Job Access and Reverse Commute Formula Program (§5316)	\$0	\$0
+ FTA New Freedom Program (§5317)	\$0	\$0
+ FTA Transit in Parks (§5320)	\$0	\$0
+ FTA State of Good Repair Program (§5337)	\$0	\$0
+ FTA Bus and Bus Facilities (§5339)	\$0	\$0
+ ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds	\$0	\$0
+ Other FTA Funds	\$0	\$0
+ Funds Received from Other USDOT Grant Programs	\$0	\$0
+ ARRA TIGER Multimodal Discretionary Program	\$0	\$0
+ Other Federal Funds	\$0	\$0
Total	\$1,665	\$1,725

Annual Service Data *

Mode	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked	Passenger Trip	Vehicles Op	erated in Annual Maximum Service	Sponsored Ser	vices UPT
CR DO								N/A
DR DO								
HR PT								N/A
MB DO								N/A
VP DO								N/A
CB DO								N/A
Total	0	0		()	0		0
Safety Data Reportable Incidents *			Fatalitie	s *				
			Injuries	*				
		SAVE AND VALIDATE	SAVE	/IEW ISSUES	EXPORT DATA	IMPORT DATA	PRINT DOCUMENT	CLOSE



11.1.2 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** to edit the data in that section.

Reduced Reporting Sections FUNDS EXPENDED TOTAL SOURCES OF REVENUE EXPENDED SOURCES OF REVENUE EXPENDED </th <th>CE DATA SHOW ALL Capital \$1,725</th> <th></th>	CE DATA SHOW ALL Capital \$1,725	
Mode	Funds Expended On Operations	Funds Expended On Capital
CR DO	555	555
DR DO	555	555
HR PT	555	555
MB DO		
MB PT		60
VP DO		
CB DO		
Total	\$1,665	\$1,725
		[][]
SAVE AND VALIE	DATE SAVE VIEW ISSUES EXPORT DATA	IMPORT DATA PRINT DOCUMENT CLOSE



11.1.3 Reduced Reporting: Sources of Revenue Expended 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 to edit the data in that section.

Reduced Reporti	ng Sections Sources of revenue expended Service	DATA SHOW ALL	
✓Total Funds Exp Operations \$1,6	bended 665	Capital \$1,725	
Sources of Reven	ue Expended		
~Fare Revenue			
Mode	Revenues	Funds Expended On Operations	Funds Expended On Capital
CR DO	Passenger-Paid Fares	Funds expended on operations	Puntos Expended on Capital
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
DR DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
HR PT	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
MB DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
VP DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
CB DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
	Total	\$0	\$0
~Other Directly	Generated Funds		
Funding Source		Funds Expended On Operations	Funds Expended On Capital
Other Directly Generated I	Funds		
-Revenues Accri	red Through a PT Agreement		
· nevenues neer	acu mough a r Agreement		
Agreement Type		tions	Funds Expended On Capital
With an NTD Reporting Ag	ency		
with an non-NTD Reportin	ag Agency		
~Non-Federal Fu	inds		
Funding Sources		Funds Expended on Operations	Funds Expended on Capital
Local Funds			
State Funds			
Other Funds			
Total		\$0	\$0
✓Federal Funds			
Federal Funding Source		Funds Expended on Operations	Funds Expended on Capital
+ FTA Metropolitan Plan	ning (55303)	\$0	\$0
+ FTA Urbanized Area For	rmula Program (§5307)	\$1,110	\$1,110
+ FTA Clean Fuels Progra	m (§5308)	\$0	\$0
+ FTA Capital Investment	t Grants (§5309)	\$0	\$0
+ FTA Enhanced Mobility	of Seniors and Individuals with Disabilities	\$0	\$0
+ FTA Formula Grants for	r Rural Areas (55311)	\$555	\$615
+ FTA lob Access and Rev	rerse Commute Formula Program (§5316)	\$0	\$0
+ FTA New Freedom Pros	rram (\$5317)	50	\$0
+ FTA Transit in Parks (55	5320)	30	\$0
+ FTA State of Good Ropa	ir Program (§5337)	\$0	\$0
+ FTA Bus and Bus Facilit	ies (55339)	\$0	50
+ ARRA TIGGER (Greenho	use Gas and Energy Reduction) Funds	\$0	\$0
+ Other FTA Funds		\$0	\$0
+ Funds Received from O	ther USDOT Grant Programs	\$0	\$0
+ ARRA TIGER Multimoda	al Discretionary Program	\$0	\$0
+ Other Federal Funds		\$0	\$0
Total		\$1,665	\$1,725
	SAVE AND VALIDA	SAVE VIEW ISSUES EXPORT DATA IMPO	RT DATA PRINT DOCUMENT CLOSE



Note: The Federal Funds grid will not have expandable rows if your Reporter Type is:

- Intercity Bus
- Urban/Tribal Sub-recipient
- Tribal Subsidy

11.1.4 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** to edit the data in that section.

FUNDS EXPENDED	TOTAL SOURCES OF REVENUE E	EXPENDED SERVICE DATA	SHOW ALL		
∽Annual Se	rvice Data *		-		
Mode	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services L
CR DO					1
DR DO					
HR PT					1
MB DO					1
VP DO					1
CB DO					1
Total	0	0	0	0	
∽Safety Dat	a				
Reportable Incider	its *		Fatalities *		
			Injuries *		



12 Annual Forms: Federal Funding Allocation Information

12.1 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. The FFA-10 form is unavailable for Full Reporters until the B-10, F-30 (for each mode), and S-10 (for each mode) forms are completed and saved. For Small Systems Reporters, the FFA-10 is unavailable until the B-10 and RR-20 forms are completed and saved.

If needed, return to the 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** button or **NEXT** button.
- 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.

Federal Funding A 39928 - DN Full Reporter # 1 (Full Report	Allocation Statist	i cs (FFA-10) - CB ng Data)	DO - Summa	ry			
There are currently 9 open issues or	n this form.						
FFA-10 Data							
UZA Reporting Method *							
Actual Data							•
Please select a reporting method in orde	r 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				0 - VA			
02 Total VRM	0	1	0.00%		1		100%
03 Total VRH	0	0	0.00%		0		0%
04 Total PMT	1	0	0.00%		0		0%
05 Total UPT	2	0	0.00%		0		0%
06 Total OE	\$0	\$0	0.00%		0		0%
07 NFG VRM	N/A	1	N/A		1		100%
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
Item Glossary 01: Urbanized Area Number 02: Total Actual Vehicle Revenue Miles 03: Total Actual Vehicle Revenue Hours 04: Total Passenger Miles Traveled 05: Total Uniked Passenger Trips 06: Total Operating Expenses 07: Non-Fixed Guideway Actual Vehicle Revenue Miles 08: Non-Fixed Guideway Actual Vehicle Revenue Miles 09: Non-Fixed Guideway Operating Expenses							
		SAVE A	ND VALIDATE SAVE	VIEW ISSUES EXPORT DATA	IMPORT DATA	PRINT DOCUMENT	CLOSE



13 Annual Forms: S&S-60 Safety Data

The S&S-60 form allows Small System reporters (including Tribes), Rural General Public Transit Reporters, and Asset Reporters to submit data on both Physical and Non-Physical assaults.

- 1. Select the applicable **NTD ID**.
- 2. Fill out the data for the **REQUIRED FIELDS**.
- 3. Select the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Safety Data (S&S-60)					
There are currently no open issues on this form.					
A Physical Assaults on Transit	Workers				
Value is required in at least one cell within the T	otal Events Counts section				
	Physical Assaults in Transit Vehicle	Physical Assaults in Revenue Facility	Physical Assaults in Non-Revenue Facility	Physical Assaults in Other Location 🛿	
Total event Counts					
Major Safety and Security Events *					
Non-Major Events (non-injury) *					
Injuries Counts					
Operator Injuries					
Other Transit Worker Injuries					
Other Injuries					
Fatalities Counts					
Operator Fatalities					
Other Transit Worker Fatalities					
Other Fatalities					_
A Non-Physical Assaults on Tra	ansit Workers				
Value is required in at least one cell within the T	otal Events Counts section				
	Non-Physical Assaults in Transit Vehicle	Non-Physical Assaults in Revenue Facility	Non-Physical Assaults in Non-Revenue Facility	Non-Physical Assaults in Other Location 🕑	
Total event Counts					
Major Safety and Security Events st					
Non-Major Events (non-injury) *					
Injuries Counts					
Operator Injuries					
Other Transit Worker Injuries					
Other Injuries					
Fatalities Counts					
Operator Fatalities					
Other Transit Worker Fatalities					
Other Fatalities					
Additional Details 🕜					
				0/1000 [R



All Other Reportable Safety & Security Data

Value is required in at least one cell in the Major Events column Value is required in Total reportable injuries from non-major events				
Event Type	Major Events	Fatalities	Injuries	
Collisions with Pedestrian(s)				
Collisions with Vehicle(s)				
Collisions with Other (e.g. animal, manhole, shopping cart, etc.)				
Other Major Events				
Total reportable injuries from non-major events *				

SAVE AND VALIDATE SAVE VIEW ISSUES EXPORT DATA PRINT DOCUMENT CLOSE



14 Annual Forms: Declaration

14.1 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 the 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 as follows:

- Overall Accuracy (default)
- FFA Data
- IAS-FD
- IAS-FFA
- Passenger Miles Data
- Unlinked Passenger Trip Data
- General Transit Feed Specification

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

OVERALL ACCURACY FFA DATA IAS-FD PASSENGER MILE DATA UNLINKED PASSENGER TRIP DATA GENERAL TRANSIT FEED SPECIFICATION

Note: Depending on your Reporter Type, you may not have access to one or more tabs as shown in Table 4: Reporter Type Tab Access. The following Reporter Types do not complete the D-10 form: Building, Planning, RGPTs, Intercity Bus, Reduced Asset and Urban/Tribal Sub-recipient.



Table 4: Reporter Type Tab Access	Table 4:	Reporter	Type Tab	Access
-----------------------------------	----------	----------	----------	--------

Reporter Type	Overall Accuracy	Federal Funding Allocation Data	Financial Data Review	Federal Funding Allocation Review	Passenger Miles Data	Unlinked Passenger Trip Data	General Transit Feed Specification
Full Reporter	x	х	X*	х	х	х	х
Small Systems Reporter	х					х	х
Separate Service	х	х	X*	х	х	х	

*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.

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 fina financial / operating data submitted in the Metro Authority of Anywhere USA NTD report for its fis 9/30/2015.	ncial and n opolitan Tra cal year en	on- Insit ding
	YES	NO



14.1.1 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** to edit the data in that section.

CEO Certification (D-10)

70141 - Blue: Full Reporter 1 (Full Reporter: Operating) - RY19 Revision (Working Data)

View Previous Year Data

There are currently no open issues on this form.

View Printable Version of Form - [as of 8/4/2021 1:36 PM EDT]

CEO Certification (D-10) Sections

OVERALL ACCURACY

A DATA IAS-FD PASSENGER MILE DATA UNLINKED PASSENGER TRIP DATA GENERAL TRANSIT FEED SPECIFICATION

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 Blue: Full Reporter 1.

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

SAVE AND VALIDATE S VE VIEW ISSUES PRINT DOCUMENT CLOSE



VIEW ISSUES PRINT DOCUMENT

SAVE AND VALIDAT

14.1.2 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** to edit the data in that section.

CEO Certificat	ion (D-10) Sections	

OVERALL ACCURACY FFA DATA I S-FD PASSENGER MILE DATA UNLINKED PASSENGER TRIP DATA GENERAL TRANSIT FEED SPECIFICATION

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, passenger miles traveled (for Full Reporters), actual vehicle revenue hours, actual vehicle revenue miles, or actual vehicle revenue hours, actual vehicle revenue miles, actual vehicle revenue miles, high intensity bus directional route miles, passenger miles traveled (for Full Reporters), actual vehicle revenue hours, actual vehicle revenue miles, or actual vehicle revenue miles, high intensity bus directional route miles, passenger miles traveled (for Full Reporters), actual vehicle revenue miles, or actual vehicle revenue miles, high intensity bus directional route miles, high intensity bus directional route miles, passenger miles traveled (for Full Reporters), actual vehicle revenue miles, actual vehicle revenue miles, high intensity bus directional route miles, high intensity bus direction

(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) FIA standards for precision and accuracy in these data have been satisfied. The sampling technique for passenger miles traveled has either been approved by FIA, or has been determined to conform to FIA requirements by a qualified statistician. The approved sampling technique for passenger miles traveled has either been approved by FIA, or has been determined to conform to FIA requirements by a qualified statistician. The approved sampling technique for passenger miles traveled has either been approved by FIA, or has been determined to conform to FIA requirements by a qualified statistician. The approved sampling technique for passenger miles traveled has either been approved by FIA, or has been determined to conform to FIA requirements by a qualified statistician.

(G) These data are consistent with prior reporting periods, and other facts known about transit agency operations.

Mode/Tos	(A) Through (G) Apply	Explanation
VP PT	● Yes ○ No	
VP DO	● Yes ○ No	
CR PT	● Yes ○ No	
LR PT	● Yes ○ No	
HR DO	● Yes ○ No	



14.1.3 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. Enter the name of the person that completed the financial review in the **Completed By** field.
 - d. Select the date that the financial review was completed in the **Completed Date** field.
 - 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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.
- 4. Select another **tab** to edit the data in that section.

CEO Certification (D-10) Sections

OVERALL ACCURACY FFA DATA IAS-FD PASSENGER MILE DATA UNLINKED PASSENGER TRIP DATA GENERAL TRANSIT FEED SPECIFICATION

Financial Data Review

Blue: Full Reporter 1 has FTA approval of an Independent Financial System Review for a prior report year and is not submitting a new statement for the current report year. Is the statement above accurate and truthful?

O Yes

() No

This NTD report is derived from an accounting system that follows the prescribed Uniform System of Accounts (USOA). An NTD report was previously submitted and approved by FTA for fiscal year ending, which contained an independent reviewer's NTD financial data statement signed by, dated.





14.1.4 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** to edit the data in that section.

CEO Certification (D-10) Sections



Financial Data Review

Blue: Full Reporter 1 has FTA approval of an Independent Financial System Review 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
```

This NTD report is derived from an accounting system that follows the prescribed Uniform System of Accounts (USOA). An NTD report was previously submitted and approved by FTA for fiscal year ending, which contained an independent reviewer's NTD financial data statement signed by , dated .

SAVE AND VALIDATE SAVE VIEW ISSUES PRINT DOCUMENT CLOSE



14.1.5 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** to edit the data in that section.

OVEF	Certification (D-10) Sections Hall ACCURACY FFA DATA IA -FD PASSENGER MILE DATA UNLINKED PASSENGER TRIP DATA GEN Collection Methods	ERAL TRANSIT FEED SPECIFICATION
Curre	nt	Previous
(A)	100% count of passenger mile data (actual data)	Only applicable if Current Method selected is (C)
(B)	Alternative sampling procedure determined to meet 95% confidence and ±10% precision levels by a qualified	(G) 100% count of passenger mile data (actual data)
	statistician (estimated data)	(H) Alternative sampling procedure determined to meet 95% confidence and ±10% precision levels by a qualified
(C)	Collected and estimated using the trip length from the last mandatory year multiplied by the unlinked passenger	statistician (estimated data)
	trip (UPT) number from this year (estimated data)	(I) NTD Sampling Method
(D)	NTD Sampling Method	
(E)	Used all available APC data, which was less than 98% of trips. Scaled up using a statistically valid method.	
(F)	None of the listed options	
Pass	enger Mile Data	
Please	certify the method used to collect passenger miles data for each mode and type of service.	

Mode / TOS	Company / Reporter	Used APC Data 🥑	Current Method		Previous Method	Explanation
HR DO			E	•		
VP DO			A	•		

SAVE AND VALIDATE SAVE VIEW ISSUES PRINT DOCUMENT CLOSE



14.1.6 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** to edit the data in that section.

OVE	Certification (D-10) Sections all accuracy ffa data ias-fd passenger mile data UNLINKED PASSENGER TRIP DATA GE VERAL TRANSIT FEED SPECIFICATION	
Dat	Collection Methods	
Curre	nt	
(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	

- (C) NTD Sampling Method
- (D) Used all available APC data, which was less than 98% of trips. Scaled up using a statistically valid method.
- (E) 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	Used APC Data 🕢	Current Method	Explanation
HR DO		M	Α -	
VP DO			в -	

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



14.1.7 CEO Certification: General Transit Feed Specification 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** to edit the data in that section.

NKED PASSINGER THEP DATE CENTRAL TRANSPORT FEED SPECIFICATION	
service changes must be reflected in the previous weblink with the GTFS dataset. Specifically, if there are changes to fixed routes, ransit Feed Specification (P-50) form.	
Explanation	
This is a test.	
This is a test.	
This is a test	
This is a test.	
This is a cest.	



15 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).

15.1 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 **HOME** page, select the **MONTHLY** button.
- 2. Select the applicable **NTD ID**.
- 3. Select Monthly Ridership Forms on the summary page.
- 4. Select the MR-20 form for a particular Mode/TOS to view and edit monthly details.



ANNUAL FORMS	MONTHLY RIDERSHIP FORMS	VIEW ISSUES		
r		·		



FY 2019 Rep	orting - 70141 -	Blue: Full Reporte	er 1	
Ridership Activity (MR-20))			
Mode/Tos	Status	Open Issues	Total Issues	Validated
HR DO	Late	0	0	0
LR PT	Late	0	0	0
CR PT	Late	0	0	0
VP DO	Late	0	0	0
VP PT	Late	0	0	0
				5 items
				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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

Note: Only when you have completed all 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.

Viev	w Validat	ion Issues								
								- 1	Hide Filters (1 Filte	rs Applied)
Open			▼ Filter by Mod	lule		*	Filter by Form			~
Filte	r by Mode		▼ Filter by Critic	cality		•				
									c	lear Filters
Issues	0									
ID	Location	Description	Criticality	S	Status	Last Modified	Ву	Last Mo	dified Date	
				No iten	ms available					
							EXPOR	T DATA	IMPORT DATA	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 the **SAVE AND VALIDATE** button to save your changes and perform a validation check on your data.

15.2 WE-20 Weekly Reference

The WE-20 form allows all sample group of reporters to submit weekly data on ridership and service levels.

- 1. Select the **Weekly tab** on the Home page.
- 2. Click on the applicable **NTD ID**.
- 3. Enter the data for the corresponding **Reference Week.**
- 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. After resolving the validation issues select the **Submit** button.

		MONTH			DROFUE	MEEL							
	ANNUAL	MONTH	ILY SA	AFETY	PROFILE	WEEK	LY						
V Poporting	70247 City of Cra	wtord CC DO											
r keporting -	70247 - City of Cra												
There are currently 7 open issu	ues on this form.												
/eekly Reference (WE-20) CC E	00												
Month	Reference Week	Weekday 5-day UPT Total	Weekday 5-day VRM Total	Weekend 2-day UPT Total	Weekend 2-day VRM Total	VOMS 😡	First Submission	Last Submission	Submittee	Ву О	oen Issues	Total Issues	s
April - 2023	April 23rd - 30th										2		2
vlay - 2023	May 7th - 14th										1		1
vlay - 2023	May 21st - 28th										1		1
une - 2023	June 4th - 11th										1		1
uly - 2023	July 2nd - 9th										1		1
kugust - 2023	August 2nd - 9th										1		1
ieptember - 2023	September 3rd - 9th										0		0
Ictober - 2023	October 6th - 10th										0		0
lovember - 2023	November 3rd - 10th										0		0
December - 2023	December 8th - 15th										0		0
anuary - 2024	January 5th - 12th										0		0
							SUBMIT	AVE SAVE AND VALIDATE	VIEWISSUES	PRINT DOCUMENT	EXPORT DATA	IMPORT DATA	0.055

15.3 Safety Forms: NTD Safety & Security

NTD Safety & Security (S&S) forms are used to report safety and security information for transit agencies. The S&S forms are only available for Full Reporter: Operating users of the application.

You can access the Safety Forms from the SAFETY tab on the Home page.

1. Select the SAFETY tab from the homepage





- 2. Select the **NTD ID** to view the Safety forms for the selected Reporter.
- 3. Select the pencil icon in the Forms column to edit the Safety form for the selected Reporter. *Note: Use the filters to search by keyword or by current year dropdown or both to filter a particular form.*

Federal Trai Administrat	nsit tion					₹ ³ Announcen	nent (0) 😡 DOT Website 🖒 Help Page
ANNUAL MONTH	HLY S	FETY PROFILE					
Search Keyword(s)				T	Current Year		• T
							Clear Filters &
NTD ID	1	Current Year	Reporter Name			Safety Analyst	Forms
₿ 39943		2020	Organization Test Full Reporter				1
B 39943		2019	Organization Test Full Reporter				1
B 39928		2018	DN Full Reporter # 1			Fitness Analyst	1

15.4 S&S-20: CEO Certification Form

The S&S-20 form is the CEO Certification Form that is used to certify the safety and security data that the organization has submitted to NTD. The S&S-20 form pulls and tallies:

- The number of injuries, fatalities, and events from the S&S-40 form and
- The non-major events, injuries, and fires from the S&S-50 form

Please note the S&S-20 form only pulls the values from the submitted S&S-40 and S&S-50 forms. The values are not pulled when the S&S-40 and S&S-50 forms are saved.

- 1. Select the S&S-20 form from the list of Safety forms.
- 2. Select the checkbox to confirm the safety and security data that is submitted.
- 3. Select the **SAVE** button to save the information.

Certification Summary Report Name A20 Test Reports Rally MDR Report Yam A20 Test Reports Rally Report Yam A20 Test Reports Rally CENTR Contrast																	
Reportable Event Data	HR/DO		MB/DO		MB/TN		FB/DO	CC/DO	CB/PT		DR/TN		DR/TX		Total		Confirm
Total events reported for 2021	ed for 1 1		1		1 0		0	0	0	0		0		0			
Total injuries reported for 2021	eported for 0 1		1		0		0	0	0		0		0		1		
Total fatalities reported for 2021	0		0		0		0	0	0		0		0		0		
S&S-50 Data (Non-Major) Please confirm the sum total of	each corresponding row. If	you disagree w	vith any of the cour	nts displayed bel	low, please co	ntact your analyst.											
Reportable Event Data	CB/PT	CC/DO		DR/TX		DR/TN FB/DO		HR/DO	JT/PT	T/PT LR/PT		MB/DO		MB/TN		Total	Confirm
Total Non-Major Assaults on Transit Workers	0	0		0		0	0	0	0	0		0		0		0	
Total Non-Major Fire Incidents	0	0		0		0	0	0	0	0		0		0		0	
Total Non-Major Other Safety Incidents	0	0		0		0	0	0	0	0		0		0		0	
Total Non-Major Incident Injuries	0	0		0		0	o o		0	0 0		0		0		0	
I hereby certify the Safety	and Security data submit	tted to the N	TD in the name	of A20 Test Rep	porter Rajiv	for the 2021 calend	ar year.										SUBMIT SAVE



15.5 S&S-30: Safety Configuration Form

The S&S-30 form indicates the number and type of personal that responds to security event or provide security on the transit agencies property. All the S&S-30 forms must be saved and submitted in order for the reporter to access any of the other S&S forms.

- 1. Select the S&S-30 form from the list of Safety forms.
- 2. Enter/Select information as required.
- 3. Select the **SAVE** button to save the form.
- 4. Select the **SUBMIT** button to save and submit the form.

Safety Configuration (S&S-30) - MG DC 39943 - Organization Test Full Reporter - Safety CY 2020		
Personal Totals		
Number of Primary Security Personnel *		
1		
Total Number of Security Personnel *		
2		
Primary and Secondary Security Configuration		
	Primary (Check one)	Secondary (Check all that apply)
a. Dedicated transit police force		
b. Dedicated (TRANSIT) unit of local police		
c. Contracted local law enforcement		
d. Transit agency security force		
e. Contracted security force		
f. Off duty police officers		
g. Use of local police (non-contracted)		
CLOSE		SUBMIT SAVE



15.6 S&S-40: Major Event Report

The S&S-40 form captures detailed information on severe safety and security events that occurs at a transit environment. The fields displayed on the S&S-40 form will differ depending on if you selected rail or non-rail as the Mode/Type of Service.

- 1. Select the S&S-40 form from the list of Safety forms for an existing S&S-40, or to create a new S&S-40, go to Step #8.
- 2. Enter/Select information as required.
- 3. Select the **NEXT** button.

Major Event Report (S&S-40)	
Report Set-Up Summary	
Event Number:	Event Type:
2229680	Non-Transit Non-Rail Collision
Reporting Date *	Mode/Service:
06/30/2021 📾	MB / TN
Please select the Month, Day and Year for this event.	
Property Damages	
Property damages equal to, or greater than, \$25,000.	
No property damages to report or total property damage is less than \$25,000.	
25499	
Enter the dollar amount of estimated property damage	
Person Information	
One or more fatalities	
Enter the number of fatalities	
One or more injuries	
Immediate medical transport away from scene	
Enter the number of injuries	
No fatalities or injuries to report	
CLOSE	NEX



4. The entire summary page for the S&S-40 form will be displayed.

Major Event Report (S&S-40) - MB / DO - New Report

-					
99445 - DN FULL	REPORTER	OPERATING/	BUILDING V	RE TESTING -	Safety CY 201

99445 - DN FULL REPORTER OPERATING/BUILDING VRE TESTING - Safety CY 2018		
Event Number, Neu Penert	Made / Type of MP / PO	
Event Number New Report	Mode/iypeor MB/DO Service	
Property Damage \$25,001.00		
		EDIT BASIC INFORMATION
Basic Information		
Event Date	Event Time*	
Sep 5, 2018	1-20 AM	
Search by Address Search by Latitude & Longitude		
Select Search by Latitude & Longitude if you do not have a street address (e.g., cross streets or mile marker).		
Approximate Address of Event*		
No Results Found		
l atituda *	Longitude *	
20.0000		
38.0000	-66.0000	
Event Description *		
test		
		11
This field is limited to 2000 characters.		
		EDIT PERSONAL SECURITY EVENT
Security Event Details		
Please provide the following Security Event details.		
Security Event Types		
Other: Personal Events*		
Assault		
C Robbery		
Rape		
Motor Vehicle Theft		
Homicide		
Suicide		
Attempted Suicide		
Other Personal Security Event		
Please Describe		
Leasting *		
In Vehicle/Vessel		
Revenue facility: transit station / center or terminal		
Revenue facility: parking facility		
Revenue facility: other		
Non-revenue facility		
Right-of-way		
Other		
Please Describe		
Report Review		
Paview Status Open		
Commonte		
Comments		
This field is limited to 5000 characters		
DELETE CLOSE		APPROVE RE URN



- 5. Select the **EDIT** buttons to go back to a particular section to edit it.
- 6. Select the **SAVE** button to save the information.
- 7. Select the **SUBMIT** button to save and submit the form.
- 8. To create the S&S-40 form, select the **FILE NEW S&S-40** button.

FILE NEW S&S-40	CLOSE
Form Name	Form Status
All	All
Mode / Type of Service	
All	

9. Enter/Select information as required and select the **NEXT** button.

Major Event Report (S&S-40) - Set Up Screen 1 39943 - Organization Test Full Reporter - Safety CY 2020	
New Report Information	
Event Date *	
05/03/2021	
Please select the Month, Day and Year for this event.	
Mode/Type of Service *	
AR - DO •	
Tell us what type of event is being reported.	
Check the appropriate category listed below to describe this event.	
A collision	
A derailment (including yard derailments and non-revenue vehicles)	
○ A fire	
A hazardous material spill	
🔿 An earthquake / flood / hurricane / tornado / other high winds / snow storm / ice storm, etc. (Act of God)	
System Security Event: bomb threat / bombing / chemical / biological / nuclear / radiological / arson / hijacking / sabotage / burglary / vandalism / suspicious package / cyber security event / other system security -	event
Personal security event: assault / robbery / rape / larceny or theft (including vehicle theft from a parking lot) / homicide, other personal security event	
Other Safety Event (e.g. fall, electric shock, smoke, power failure, runaway train, other)	
CLOSE	NEXT

10. Enter/Select information as required and select the **NEXT** button.



Major Event Report (S&S-40) - Set Up Screen 2 (Coll 39943 - Organization Test Full Reporter - Safety CY 2020	ision/Rail)
Person Information	
Were there Fatalities or Injuries involved with the event being reported?	
One or more fatalities	
1	
Enter the number of fatalities	
One or more serious injuries or injuries requiring immediate medical transport away from scene	
Enter the number of injuries	
No fatalities or injuries to report	
Property Damages	
Did the event result in substantial damage?	
✓ Substantial damage	
No substantial damage	
Damage Detail *	
To transit property only (vehicles, facilities, equipment, rolling stock, or infrastructure).	
Please select one choice	
Event Details	
Did this event involve an evacuation for life safety reasons, or evacuation of a train to the right of way? *	
Were Transit Revenue Vehicles OR Non-revenue Rail Transit vehicles involved in this event? * Yes ① No	
Was the event a collision at a grade crossing? * ● Yes ○ No	
Was the event a collision between another rail transit vehicle or person? * • Yes 🗌 No	
Did this event involve a runaway train?* ∑ves ● No	
CLOSE	

Enter/Select information as required on the Basic Information page and select the NEXT button.
 a. NOTE: Select the DELETE button to delete the form.

Basic Information	Non-Transit Co	llision Event	Person Information
Event Number New Report		Mode / Type of AR / DO Service	
Basic Information			
vent Date		Event Time *	
fay 3, 2021		5:30 AM	
		HH:MM AM/PM	
pproximate Address of Event *			
cross road			
atitude *		Longitude *	
22.1234		-70.1234	
Suicide		Attempted Suicide	
vent Description *			
Accident			
ns field is limited to 2000 characters.			
there another person to contact for more detailed information regard	ling this event? *		

- 12. Enter/Select information as required on the Non-Transit Collision Event page and select the **NEXT** button.
 - a. NOTE: On the remaining pages for the S&S-40:
 - i. Select the **BACK** button to go back to the previous page.
 - ii. Select the **VIEW FORM** button to view the entire form.
 - iii. Select the **DELETE** button to delete the form.



Basic Information	Non-Transit Collision Event	Person Information
Event Number New Report	Mode / Type of AR / DO Service	
Collision Non-Transit Event		
Please provide the following Collision Event details.		
Location *		
 Revenue facility: parking facility 		
O Non-revenue facility		
Other		
Please Describe		
Collision With *		
Private Vehicle(s)		
O Private Vehicle with a Person		
O Private Vehicle with Fixed Object		
O Non-revenue vehicle		
Other		
Please Describe		
Number of other vehicles involved *		
1		

NOTE: If you add a number greater than 0 in the **Number of other vehicles involved** field then the Other Vehicles Involved page will be displayed. See Step #13. Otherwise, if 0 is inputted into this field then the next page will be Person Information. See Step #14.

- 13. Enter/Select information as required on the Other Vehicles Involved page and select the **NEXT** button.
 - a. Select the **ADD VEHICLE** button to add a vehicle involved in the event.
 - b. Select the **DELETE VEHICLE** button to delete a vehicle involved in the event.



Basic Information	Non-Transit Collision Event	Other Vehicles Involved	Person Information
Event Number New Report		Mode / Type of AR / DO Service	
DELETE VEHICLE			ADD
Collision Other Vehicle Involved			
Please provide the following Other Vehicle Involved details.			
Other Vehicle Identifier: 1			
Other Vehicle Type *			
Automobile			
Light Truck or SUV			
Motorcycle/Moped/Scooter Tractor Trailer			
Commercial Bail or Amtrak			
Non-revenue Bail Vehicle/Maintenance)			
Charter/Tour Bus			
School Bus			
Other			
Please Describe			
Other Vehicle Action *			
Going Straight			
Making a left turn			
Making a right turn			
Going backwards			
Changing lanes			
Stopped			
 Negotiating a curve 			
Other Vehicle Collision Type *			
Head-On Deese Federal			
Pear-Ended			
Other Front Impact			
) Side Impact			
) Sideswipe			
Other Rear Impact			
Roof/top of vehicle			
Was this vehicle towed from the scene due to disabling damag	e as a result of the collision?*		
🔵 Yes 💿 No			


14. Enter/Select information as required on the Non-Transit Collision Event page and select the **NEXT** button.

Major Event Report (S&S-40) - AR / DO - New Report 3007- Coy of Baltimore - Safety CY 2028				
Basic Information	Non-Transit Collision Event		Other Vehicles Involved	Person Information
Event Number New Report		Mode/Type of AR/DO		
		Service		
DELETE PERSON				ADD PERSON
Major Event Report (S&S-40) - Person Information - Pail Estality				1. Ang. 30
major Event Report (303-40) - Person mormation - Kan Patanty	3			
You've indicated that there was at least one reportable ratavity with this accident. Please provide the following information for each ratavity in	worved.			
Fatality Identifier 1				
Person Outcide Venicles •				
Crandit employee Lootramor				
Transit vehicle operator				
Otherworker (e.e., commercial worker, uplities worker, etc.)				
Pedestrian: bicyclist				
Pedestrian crossing in crosswalk				
Pedestrian crossing not in crosswalk				
O Pedestrian walking along road				
Pedestrian Other				
Other				
Please Describe				
Person Inside Vehicles				
Transt vehicle rider				
Transit vehicle operator				
O Other stansit staff				
O Occupant of other vehicle				
Age Range *		Gender *		
Adub(19 to 60)	1.5	Male		
Suicide		Trespasser		
DELETE CLOSE				BAC NEXT VIEW FORM



15. The entire S&S-40 form is displayed. Safety CY 2024 Reporting - 78981 - Yellow Transit Metro Reporter

C talent block	NTD Velidetion Analyst Name ITA Apparitess152 Fmail: asile serie creptor gov			Källnnsuncement (II) GDOT Website OHelp Page
Major Event Report (S&S-40) - HR / DO - 2242666	Phone (120) 406-7090			
1991 - Weley Transt Merio Reporter - Sofery CV 2014 Revert Number - 2243666		Mode / Type of 118 / 00		
Property Demoge . No Substantial Demoge		Service		1000000
Basic Information				LOT BIO
Event Date Oct 2, 2824		Event Time*		
		HEARS AN PM		
Search by Address Search by Lathade & Longoude Search by Lathade A Longoude Search Search by Lathade & Longoude				
Approximate Address of Event.*				
123 Waverly P. New York, Mr 10011, USA		Longitude *		
40.73291		-73.99547		
Event Description *		Attempted Suicite		
This is a test.				
This field is (innoved to 2000 characteris,				
Collision/Rail Event Information				Lano
Presse provise the following collision event details Number of Reli Transit Trains Involved				
1				
Location © Devenue facility transit station © Devenue facility				
© Representation of the second s				
in ng normay - NEX Market in Rights d'huay - not a grade crossing in Source mos				
Cher				
Collinates With In Transit Matter (POM)				
Non-Fail Transit Vehicle (Transit owned and operated vehicle that is not being used on the rail fixed guideway) Rail Transit Vehicle/Rail Researce Train - Revenue Service				
Rai Transit verkisleritali Ressenger Train - Not in Revenue Service Rei Transit Verkie Rai Transit Maintenance or Service Verkie on the rei Rived guideway				
Person Animal				
© Food Object				
Rease Describe				
Number of Other Vichicles Involved				
				101 Chi Ioni
Rail Collision Information				
Phase provide the following Collision Right of Hisystetets. Reli Collision Event Details				
Weather*				
Crear Coudy				
Fogg/Mating Reining				
Snaving Steeling Turnel				
Octor Please Describe				
Lighting *				
Deylgre Traight				
Lows Sector Control Control Control				
Javin gruns other venice operator indons				
Rail Collision Right of Way Information Rail Nigement "				
Disclosive right: of way: burne Exclusive right: of way: elevated stack				
 Exclusive right-of-way: ad-grade Exclusive right-of-way: sidings/sidi pant/scher non-revenue track 				
Semi-exclusive right-of-way with grade crossings for vericular or peciescrian traffic Non-exclusive right-of-way: shared with vehicles or peciescrians				
Other Prease Describe				
Grade Crossing Control (If Amilicable) *				
Active devices: crossing games Active devices: rossing games Active devices: file/ing ights only				
Active devices traffic signal Active devices quast gates				
Active devices: train approaching sign O Ressive devices: stop sign				
Paiste device: creas bucks No control device:				
Not applicable Orner				
Pease describe				
Right Of Way Conditions*				
0 Wet				
© loc				
0 Other				
				[
Rail Collision Rail Transit Train Involved				LUN HANSITYD
Please provide the following Bax Franké Trah Involved desaks. Trake Identifier: 1			Notice and a second second	
Please previde the following that Flamed Frank Involved details. Trainfidentifier: 1 Fleet involved	1000000000000000		whicle Fuel Type + Gazaline	
Proceeperation for Orbitology Ban Facure Trans Involved accesso. Trans Interesting State	Vehicle Manufacturer Addis-Amusting			
Prisourgement de folksoorg dan Traue Trans Inselent acasas. Translowerfier Noted Inselect Markelin Figur Ramber of Carsin Rail Transit: Traini."	Volticle Manufacturer • Addit - Annezi Inc.	Number of cars Detailed *		
Among york with of following the Tarles Tarle have been as as a second s	Vehicle Manufacherer • ABE - Annuel Inc.	Number of cars Denailed *		
Alexa provide in A following flate Taxies Their beneficial access: Taxies beneficial Taxies the second taxies of	Vehicle Mendlattarer * All - Annyl Inc.	Numitor of cars Denailed *		
Alexangement and following that Tures Tures have a sease. Tanaha karafina Tures Tures transis	White Mendaturer Mithe Mendature	Number of cars Denailed *		
Alexargeneration for following that Turkes Transis Anselling and Turkes Turkes Anselling and	Volade Manufacherr • Alls America	Number of cars Denailed *		
Alsong roots and Annual get a Turus Thank human ansak. Tanak human and ansak and	White Mondolver	Number of cars Browind *		
Aleas prevent in the failer of plan Take Their heads areas. Take Industry Tele	Valids Mondalarer = Jait Jonging	Number of Lass Doublet*		



S&S-40 form continued:

Image: Microsoft OC HOME Microsoft Actions		III 🚱 🔍 Annual Innu Adress
Train Speed *	Was a runaway train involved?	
10	() Yes	
	O No	
		EPVY EATALITIES
		Contraction of the second
Person Information - Rail Fatality		
You've indicated that there was at least one reportable Fatality with this accident. Please provide the following information for each Fatality involved.		
Fatality Identifier 1		
Person Dutside Vehicles		
Person weiting/leaving from transit		
Transit employee / contractor		
Transit vehicle operator		
Other worker (e.g., commercial worker, utilities worker, etc.)		
Pedestrian: bicyclist		
Pedestrian crossing in crosswalk		
Pedestrian crossing not in crosswalk		
Pedestrien weiking along road		
Pedestrian Other		
© Other		
Please Describe		
Person Inside Vehicles		
Trensit vehicle rider		
Transit vehicle operator		
Other brandit staff		
Occupant of other vehicle		
Age Range *	Gender *	
Adv/d(19 to 60)	- Male	
Sulcide/Homicide	Trespasser*	
No Suicide/Homicide	Trespasser	
Suicide	 Not a trespasser 	
Homicide (e.g., person pushed into transit vehicle resulting in collision)	Insufficient information	
DB-FTE CLOSE		SIRANT
		dolour gent

- 17. Select the **EDIT** buttons to go back to a particular section to edit it.
- 18. Select the **SAVE** button to save the information.
- 19. Select the **SUBMIT** button to save and submit the form.



15.7 S&S-50: Non-Major Event Report Form

The S&S-50 form captures monthly summary information on minor fires and less severe safety events.

- 1. Select the S&S-50 form from the list of Safety forms.
- 2. Enter/Select information as required.
- 3. Select the **SAVE** button to save the information.
- 4. Select the **SUBMIT** button to save and submit the form.

Desis la fermentina	afety CY 2020			
Basic Information			ate Last Second	
Service			Last Saved By	
Reporting Month October		D	ate Submitted	
No Data to Report				
Number of Other Safet	y Occurrences Not Othe	rwise Classified (OSONOC)		
in transic venicles	Occurences	Patron Injuries	Worker Injuries	Other Injuries
Boarding/Alighting				
With Stairs	5	2	3	
Boarding/Alighting: With lift or ramp				
Boarding/Alighting: Other				
Other in Vehicle: Securement Issue				
Other in Vehicle: Not a Securement Issue				
In Revenue Facilities				
	Occurences	Patron Injuries	Worker Injuries	Other Injuries
Ramps				
Stairs				
Escalators				
Elevators				
Other				
Other Locations				
	Occurences	Patron Injuries	Worker Injuries	Other Injuries
In Non-Revenue Facilities				
Other				
Number of Non-Major	Fire Events			
1				
In Revenue Facilities				
In Non-Revenue Facilities				
On right-of-way				



18. Excel Export and Import

All the **Annual Forms** (except CEO Certification Form (D-10)) as well as the **Validation Module** enable data to be exported and imported to and 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.

18.1 Excel 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.





18.2 Excel Import

To access data import:

1. Select the **IMPORT DATA** button.



To start the import:

- 1. Upload the Excel file (.xlsx) for import to the upload document field.
- 2. Select the **SUBMIT** button.



Instructions	ч · ч ·	
 The import template can be downloaded us You may update the data and upload that fi Instructions on how to use the template car Mode, Service, Guideway Element, and Ager Cells that are blacked out indicates that the 	sing the Export Data button on the previous page. The the Found by hovering over the column headers. ncy with Shared Responsibility columns will contain a dropdown of all valid options the user can choose. columnis) is not applicable for the Guideway Elementis.	
 After upload, the system will return a result If any validation fails, no rows will be upload Import files must be in .xlsx format. 	ts page with the number of rows uploaded -or- any failed validations. ded. After fixing any validation errors you may reattempt upload.	
After upload, the system will return a result if any validation fails, no rows will be upload Import files must be in .xlsx format. Upload Excel (.xlsx) File *	ts page with the number of rows uploaded -or- any failed validations. ded. After fixing any validation errors you may reattempt upload.	
After upload, the system will return a result if any validation fails, no rows will be upload import files must be in .xlxx format. Upload Excel (.xlxx) File * UPLOAD D: Drop file here	ts page with the number of rows uploaded -or- any failed validations. ded. After fixing any validation errors you may reattempt upload.	

To check import results:

- 1. Select the **REFRESH** button to check the status.
 - a. If there are any issues with your import the issues will be displayed.
 - b. No data is imported if there are any issues.
 - c. If the import is successful a success message will be displayed, and the form will be updated with the data that was imported.
- 2. Select the **BACK** button to return to the form.

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.

tesults Processing, Please click 'Refresh'	o check the status of your import. To cancel processing and return to the Form A-20 please click 'Cancel'.	
	· · · · · · · · · · · · · · · · · · ·	
		REFRESH CANCE
ransit Way Mi	eage (A-20) > Import Results	
	- RY17 Original Submission (Working Data)	
esults		
alidations failed.		
rrors		
1. ERROR: Duplicate Entries. Yo	may not have more than one entry for each Mode, Service, and Guideway Element combination	
		BAC
Transit Way Mi	$e_{2} \sigma_{e} (\Delta_{2} \Omega) > Import Results$	
Transic way wi	cage (A-20) > Import (Cesults	
	- RY17 Onginal Submission (Working Data)	
Results		
Results All 23 elements were imported w	thout error. Click 'Back' to return to the Form A-20	



20. Census Updates

For Report Year 2022, FTA updated the database to allow reporter users to update their FFA-10 to allow reporters to the allocate data needed for the annual apportionment formula.

Full Reporters Procedure:

Step 1. From the Home page click the "actions tab".

A HOME	MY TASKS (3058)	REPORTS	¢: ACTIONS	
	ederal Transit			
ANNUAL	MONTHLY SAFE	TY PROFILE		
Search Keyv	vord(s)		T Reporter Type	 Subrecipient Type

Step 2. Click on the "review and update census task".

🔁 My Tasks (filtered: showing 33 of 3	3058)	
Task Name	Received 4	Assigned To
Review and Update Census Task 40086	10/20/2022, 1:13 PM	NTD 40086 CEOs / NTD 40086 NTD Primary Contacts / NTD 40086 CEO Delegates

Step 3. Accept the task.

You must accept this task before completing it	🛃 ACCEPT 📀 GO BACK	
--	--------------------	--

Step 4. Determine if any changes need to be made for your Primary or Secondary UZA.

Primary and Secondary UZA/Non-UZAs				
Please review the changes to your Primary and Secondary UZAs.				
Primary UZA		Secondary UZA/Non-UZAs		
Current	New	Current	New	
4 - Miami, FL	56602 - MiamiFort Lauderdale, FL	N/A	N/A	
Do you need to make any changes to your Primary o	Do you need to make any changes to your Primary or Secondary UZAs? *			
⊖ Yes				
○ No				



Step 5. If changes are required, click "yes".

Primary and Secondary UZA/Non-UZAs			
Please review the changes to your Primary and Secondary	/ UZAs.		
Primary UZA		Secondary UZA/Non-UZAs	
Current	New	Current	New
4 - Miami, FL	56602 - MiamiFort Lauderdale, FL	N/A	N/A
Do you need to make any changes to your Primary o Yes No	r Secondary UZAs? *		

Step 6. Make appropriate changes to the primary or secondary UZA

Primary and Secondary UZA/Non UZAS Updates	
Please select your new Primary and Secondary UZAs. Primary UZA * 77230 - St. Augustine, FL X	Secondary UZA / Non-UZAs
	UZA
	No items available
	• Add UZA
	VIEW ALL UZAS IN MY REGION

Step 7. Add any necessary comments or attachments as needed.

~ Comments			
Comment	User	Date Created	
	No Comments	Found	
ensus Comment			
«Census Attachments			
· census Attachments			
UPLOAD Drop files here			

Step 8. Click Continue.

Census Attachments						
Document Name	Created Date	Created By				
	No items available					

CONTINUE CANCEL

Step 9. If UZA data has been changed, click yes for the FFA-10 allocations.

FFA-10 Allocations	
Do you need to make any changes to your FFA-10 Allocation for any mod	es?*
○ No	
• Yes	



Step 10. Make appropriate changes to FFA-10 data.

Reporting Metho	od *									
ual Data										
o coloct a reporting	method in order to begin	filling out this form. Clic	k Sovo to updato totale	and allocated percent						
ltem	Data from Other Forms	Annual Total	Allocated (%)	UZA	%	UZA	%	UZA	%	
01 UZA				32167 - Gainesville, FL		77230 - St. Augustine, FL		12 - Florida Non- UZA		
02 Total VRM	0	0	0.00%	q	0%	0	0%	0		0
03 Total VRH	0	0	0.00%	q	0%	0	0%	0		0
04 Total PMT	0	0	0.00%	c	0%	0	0%	0		(
05 Total UPT	0	0	0.00%	c	0%	0	0%	0		(
06 Total OE	\$0	\$0	0.00%	c	0%	0	0%	0		0
07 NFG VRM	N/A	0	N/A	c	0%	0	0%	0		0
08 NFG PMT	N/A	0	N/A	c	0%	0	0%	0		
09 NFG OE	N/A	\$0	N/A	C	0%	0	0%	0		
Current UZAs	Showing 1 - 3 of 3								PREVIOUS	NE
I Glossary Urbanized Area Ni Total Actual Vehicl Total Actual Vehicl Total Passenger M Total Unlinked Pas Total Operating ES	umber e Revenue Miles e Revenue Hours lies Traveled senger Trips penses									

Step 11. Make necessary comments and add attachments if needed.

~ Comments			
Comment	User	Date Created	
	No Comments Fo	und	
Census Comment			
~Census Attachments			
UPLOAD 🔓 Drop files here			
Census Attachments			

12. If there are remaining modes for FFA-10 allocations, click next, then repeat steps 9 through 11.

Census Attachments		
Document Name	Created Date	Created By
	No items available	
		CANCEL SAVE BACK TO B-10 BACK NEXT FINISH



Step 13. Click Finish.

Census Attachments							
Document Name	Created By						
		CANCEL SAVE BACK TO B-10 BACK NEXT FINISH					

Your Census updates are now in review for your analyst, if updates are required, you will be contacted by your analyst.

State Reporter Procedure:

Step 1. From the Home page click the "actions tab".

HOME	MY TASKS (3058)	REPORTS	ACT	₩ IONS	
Fe	ederal Transit				
	dministration				
ANNUAL	MONTHLY SAFE	TY PROFILE			
Search Keyv	vord(s)		T	Reporter Type	Subrecipient Type

Step 2: Click on the "Review and Update Census task".

Task Name	Received	Assigned To	Process Type	NTD Reporter				
Review and Update Census Task 7R02	Tuesday, 1:27 PM	NTD 7R02 CEOs / NTD 7R02 CEO Delegates	Other	7R02				
Step 3. Accept the task.								

	1 ACCENT		. DEAGEIGN
Tou must accept this task before completing it	ACCEPT	GO BACK	(* KEADDIGIN

Step 4. Determine if any changes need to be made to your subrecipient UZA.

Review 2020 Census Updates for Kansas Department of Transportation									
NTD ID Analys Manag Select S	NTD ID Report Rame Report Rame Report Yaans Report Yean 2020 Analyst Name Validation Analyst1 Analyst Email example@example.com Analyst Phone (555) 555-5555 Managed Sub-recipient and the second seco								
	Sub-Recipient			Туре		Addendum	Report Created		FFA-10(s) Created
80311 - REGRESSION TESTING SUB - RGPT		Rural Gener	al Public Transit	ransit Yes		Yes			
	88158 - Intercit	y Bus Recipient		Rural Gener	al Public Transit	Yes			No

*Note: If yes, then select the Sub-Recipient box that requires changes. *



Step 5. Click Continue.

	CANCEL CONTINUE SUBMIT

Step 6. Make appropriate changes to the Primary and Secondary UZA.

on-UZAs
ids, IA ×
VIEW ALL UZAS VIEW UZAS IN MY REGION

Step 7. Add any necessary comments or attachments for the appropriate Sub-Recipient.

Census Comment	
~Census Attachments	
UPLOAT Drop files here	

Step 8. Click Continue.



Step 9. If UZA data has been changed, click yes for the FFA-10 allocations.

FFA-10 Allocations

Do you need to make any changes to your FFA-10 Allocation for any modes?*



Yes

Step 10. Make appropriate changes to FFA-10 data.



Census Update FFA-10 Data

Actual Data								
Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.								
ltem	Data from Other Forms	Annual Total	Allocated (%)	UZA	%	UZA	%	
01 UZA				14752 - Cedar Rapids, IA		1792 - Altoona, PA		
02 Total VRH	0	2,100	0.00%	1,000	47.62%	1,100	52.38%	
03 Total UPT	0	2,500	0.00%	1,200	48%	1,300	52%	
04 NFG VRM	0	2,900	0.00%	1,400	48.28%	1,500	51.72%	
05 NFG OE	\$0	\$3,300	0.00%	1,600	48.48%	1,700	51.52%	
Current UZAs Show	wing 1 - 2 of 2						PREVIOUS NEXT	



~ Comments					
Comment	User	Date Created			
No Comments Found					
Census Comment					
					~Census Attachments
UPLOAT 🕞 Drop files here					
Census Attachments					

12. If there are remaining modes for FFA-10 allocations, click next, then repeat steps 9 through 11.

Census Attachments					
Document Name	Created Date	Created By			
	[CANCEL SAVE BACK TO B-10 BACK NEXT FINISH			

Step 13. Click Finish.

Census Attachments						
Document Name	Created Date	Created By				
	No items available					
		CANCEL SAVE BACK TO B-10 BACK NEXT FINISH				

*Note: If there are remaining Sub-Recipients that require UZA data changes repeat steps 1-12. *