

FTA

FEDERAL TRANSIT ADMINISTRATION

National Transit Database ***Reporting to the Rural Module***

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U.S. Department of Transportation
Federal Transit Administration

Presenters

Murtaza Naqvi

murtaza.naqvi@dot.gov

Bailey Krouse

bailey.krouse.ctr@dot.gov

Courtney Springer

c.springer.ctr@dot.gov

Course Goal

To provide transit professionals with resources and skills for reporting data to the National Transit Database (NTD) online reporting tool.

Agenda

- Introduction and History of NTD Reporting
- System Overview
- Definitions and Examples

---Lunch Break---

- Rural General Public Reporting Forms
- Validation
- State Reporting Requirements

What is the National Transit Database?

Congress established the NTD to be the Nation's primary source for information and statistics on all public transportation modes of the United States.

- Conditions and Performance Report
 - FTA's biennial report on the nationwide capital investment needs for public transportation
- Source of data for performance measurement benchmarking
- Research

Who Reports?

- All recipients and subrecipients of FTA Chapter 53 funding (§ 5307, 5310, 5311 , 5339, etc.)
 - States report on behalf of current rural § 5311 and/or § 5310 subrecipients (subgrantees) that operate public transportation.
- Previous subrecipients of § 5311 funds that have continuing grant requirements
- Future subrecipients of § 5311 funding (voluntary reporters)

Formula Grants for Rural Areas (§ 5311)

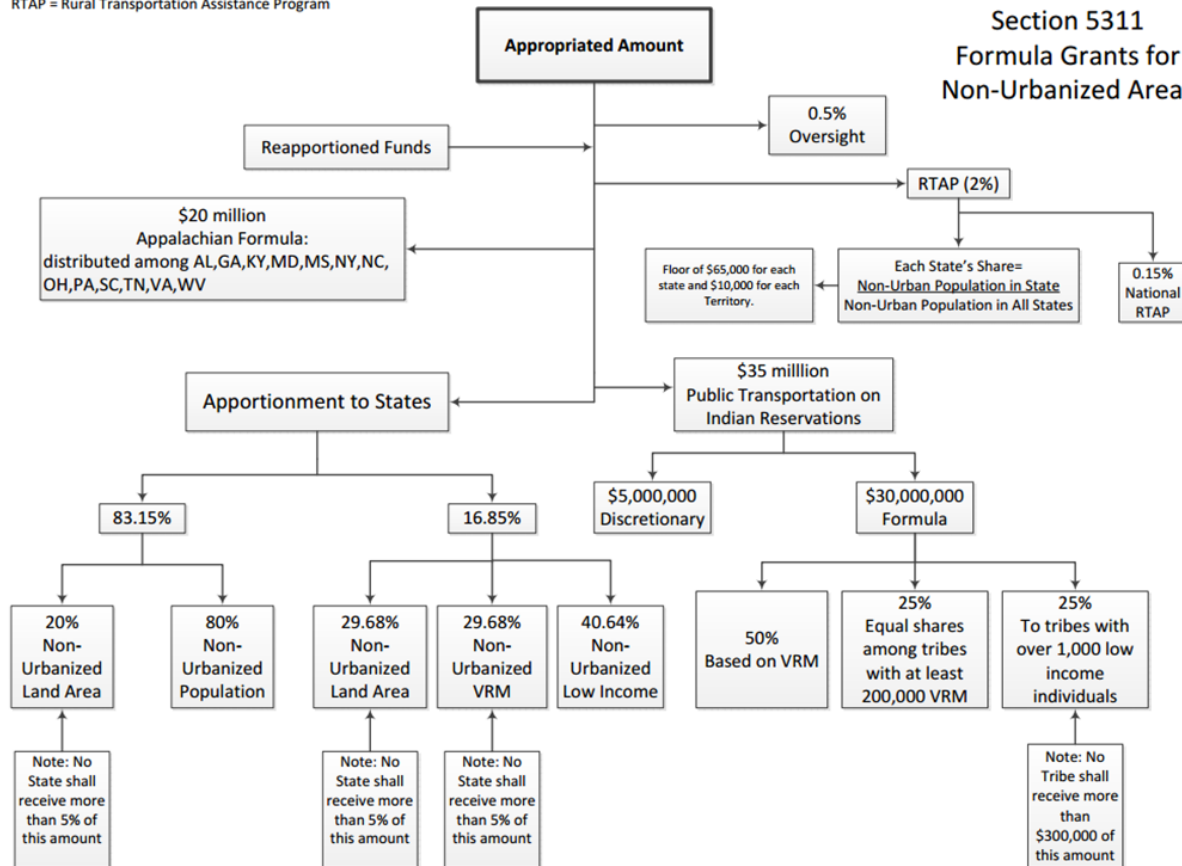
Provides capital, planning, and operating assistance to states to support public transportation in rural areas with populations of less than 50,000.

- The program also provides funding for state and national training and technical assistance through the Rural Transportation Assistance Program (RTAP).

§ 5311 Formula Overview (2018)

VRM = Vehicle Revenue Miles
RTAP = Rural Transportation Assistance Program

FAST Section 5311 Formula Grants for Non-Urbanized Areas



Eligible Recipients

Direct Recipients:

- States, Indian tribes or Alaskan Native Villages, groups or communities identified by the Bureau of Indian Affairs (BIA)

Subrecipients:

- State or local government authorities, nonprofit organizations, operators of public transportation or intercity bus service that receive funds indirectly through a recipient.

Activities and Matching Requirements

Eligible Activities:

- Planning, capital, operating, and job access and reverse commute projects, as well as the acquisition of public transportation services.

Matching Requirements:

- Capital Projects: 80% Federal share or sliding scale
- Operating Assistance: 50% Federal share or sliding scale

*Match can come from other Federal (non-DOT) funds.

States and TAM Plans

If a direct recipient of Chapter 53 funds passes along some or all of those funds to subrecipients, it must sponsor a group TAM plan for subrecipients that own or operate capital assets to provide public transportation.

- This does not include subrecipients that are also Urbanized Area Formula Funding (5307) direct recipients.
- This rule applies to most State DOTs.

Participants in a State TAM Plan

- Agencies must be Tier II in order to participate.
- Agencies may already report to NTD:
 - Urban agencies will be become independent participants.
 - Rural agencies will report as normal; State will complete the asset forms on their behalf (in most cases).
- Agencies may be new to NTD:
 - Managed participants (Asset Only subrecipients)
 - In most cases, the plan sponsor will report on their behalf.
- State DOT managed participant reports are submitted by the State along with the annual report package.

Why Do I Report?

The Secretary shall:

“award a grant under section... § 5311 only if the applicant, and any person that will receive benefits directly from the grant, are subject to the reporting and uniform systems.”

(Chapter 53 of Title 49, § 5335(b), as amended by MAP-21)

Reporting Requirements

Each transit operator that benefits from § 5307 or § 5311 grants must submit an annual report containing information on capital investment, operations, and service provided with the funds received, including:

- Total annual revenue
- Sources of revenue
- Total annual operating costs
- Total annual capital costs
- Fleet size and type and related facilities
- Revenue vehicle miles
- Ridership



“Cutaway” small bus

Continuing Grant Requirements

Reporting begins the year after a transit agency applies for rural funding, and must continue if:

- The transit agency intends to keep § 5311 funding applications open;
- Assets purchased with § 5311 are still within their minimum useful life; and
- The transit agency intends to apply for § 5311 in the future.

Uses of NTD Data

- Formula apportionments
 - Urbanized Area Formula (\$5.4 billion)
 - Rural Formula (\$659 million)
 - Tribal Formula (\$30 million)
 - State of Good Repair Formula (\$2.6 billion)
- Performance benchmarking
- Academic research
- Conditions and Performance Report
- Government Performance Results Act (GPRA)

Key Performance: Cost

- Bus Operating \$ per Vehicle Revenue Mile
 - Urban = \$11.56/mile
 - Rural = \$4.14/mile
- Average Demand Response \$ per ride (UPT)
 - Urban = \$39.50/ride
 - Rural = \$18.81/ride

When to Report

- Based on the State's fiscal year end:
- January 1st – June 30th
 - Report by the last business day of October.
- July 1st – September 30th
 - Report by the last business day of January.
- October 1st – December 31st
 - Report by the last business day of April.

NTD Key Reference Documents

Policy Manual

- ***Reduced Reporting Policy Manual***: Issued annually to provide detailed guidance on what data to report to NTD.
 - <https://www.transit.dot.gov/ntd/manuals>

NTD Glossary and NTD Annual Reporting User Guide

- NTD Glossary: Glossary of NTD terms
- ***NTD Annual Reporting User Guide***: Step-by-step user guide for navigation and data entry within NTD.
 - <https://www.transit.dot.gov/ntd/manuals>

NTD Key Reference Documents Cont.

Uniform System of Accounts (USOA)

- Outlines the basic accounting structure all NTD reporters must follow
 - <https://www.transit.dot.gov/ntd/ntd-uniform-system-accounts>

TAM Facility Performance Measure Reporting Guidebook

- ***Transit Asset Management Guidebook***: Details the methods for transit agencies regarding measuring and reporting TAM facility condition assessments to NTD.
 - <https://www.transit.dot.gov/regulations-and-guidance/asset-management/tam-facility-performance-measure-reporting-guidebook>

System Overview

Navigation Topics

- Logging into the NTD reporting platform
- Navigating the system
 - Profiles
 - Packages
- User Management

NTD Home Page:

www.transit.dot.gov/ntd

Federal Transit Administration

GO

About Funding Regulations & Guidance

Home » National Transit Database

National Transit Database

About the NTD

NTD Data

Reference Materials

Reporting Login

The National Transit Database (NTD)

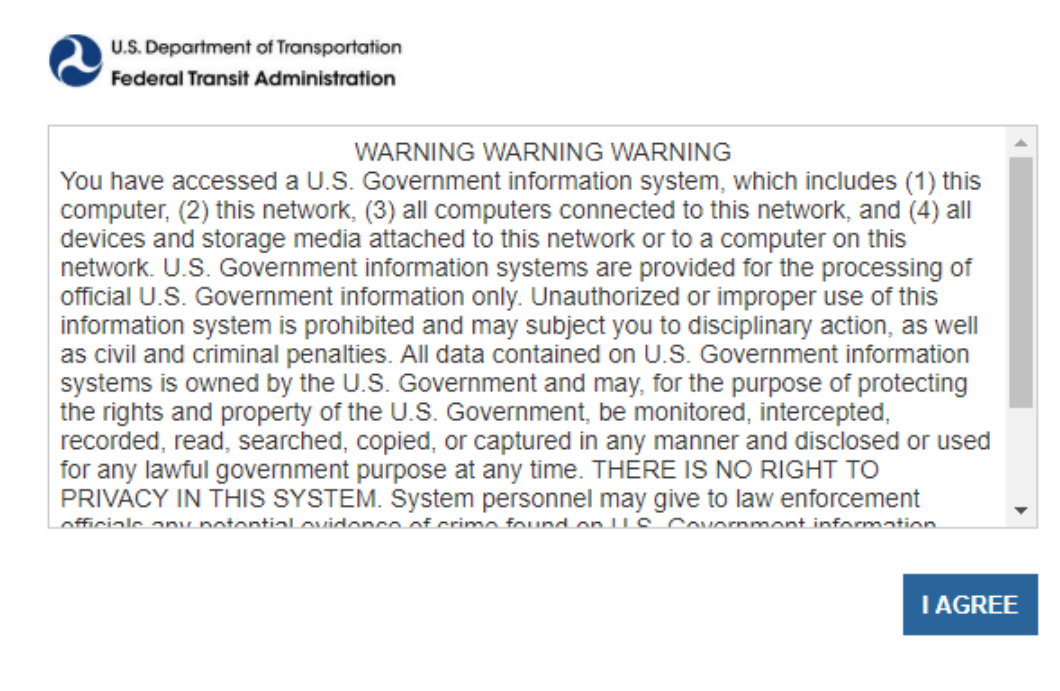
Fun Fact

Público, a privately owned market-driven service comprised of vans and small buses, is the largest transit system in Puerto Rico. More than 2,800 operators work for Público, accounting for 102 million passenger miles traveled each year.

Related Links

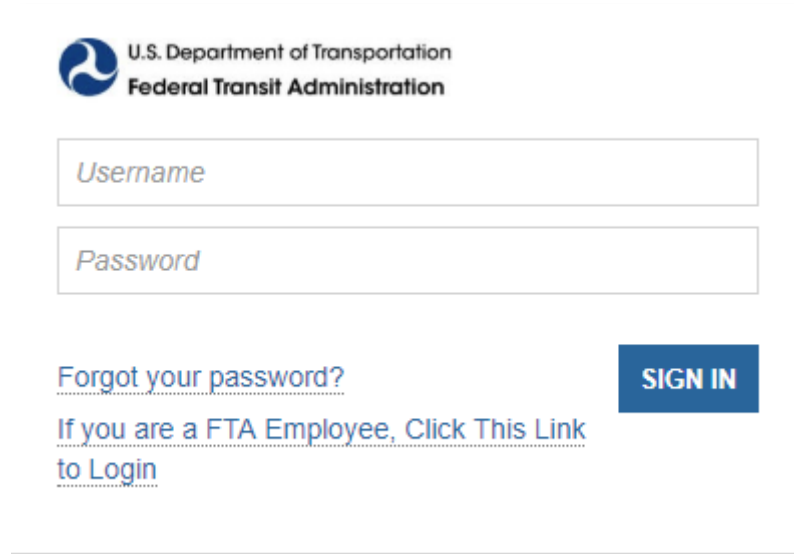
- Sign up for Emails
- **NTD Reporting Tool**
- The National Transit Map
- Frequently Asked Questions

Logging In – Privacy Disclaimer



- Review the privacy disclaimer, then select “I Agree.”

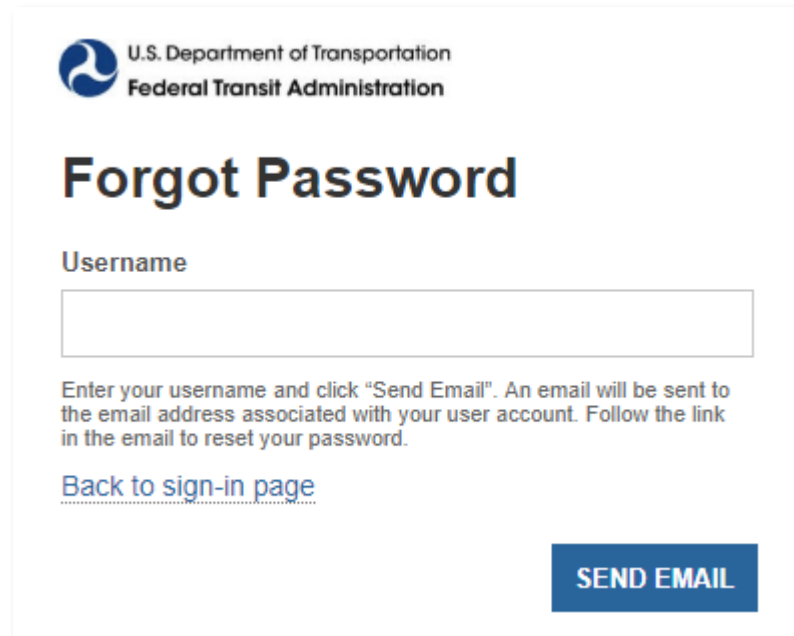
Logging In – User Credentials



The screenshot shows the login interface for the Federal Transit Administration. At the top left is the FTA logo, a blue circle with a white stylized 'F' and 'T'. To its right, the text reads "U.S. Department of Transportation" and "Federal Transit Administration". Below this are two input fields: the first is labeled "Username" and the second is labeled "Password". To the right of the password field is a blue button with the text "SIGN IN". Below the input fields, there are two links: "Forgot your password?" and "If you are a FTA Employee, Click This Link to Login".

- Your Username is your email address in lowercase letters.
- Select “Forgot your password?” to reset your password or to log into the system for the first time.

Logging in - Forgot Password



The screenshot shows the 'Forgot Password' page for the U.S. Department of Transportation Federal Transit Administration. At the top left is the FTA logo and the text 'U.S. Department of Transportation Federal Transit Administration'. The main heading is 'Forgot Password'. Below this is a 'Username' label and a text input field. Under the input field, there is a paragraph of instructions: 'Enter your username and click "Send Email". An email will be sent to the email address associated with your user account. Follow the link in the email to reset your password.' Below the instructions is a blue link that says 'Back to sign-in page'. At the bottom right of the form is a blue button with the text 'SEND EMAIL' in white capital letters.

- Enter your email address as your Username.
- The system will email you a link to reset your password.
- Link is good for 15 minutes; if it expires, repeat the process.

Unlocking User Account

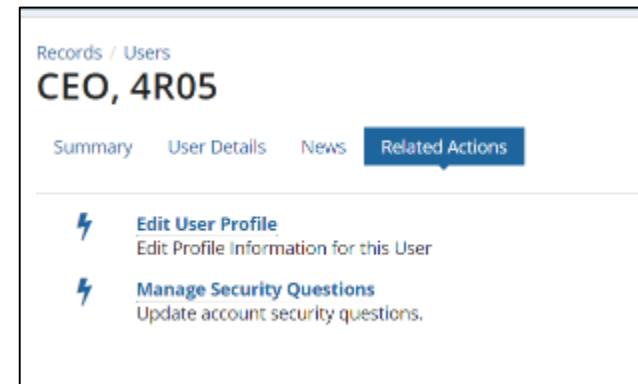
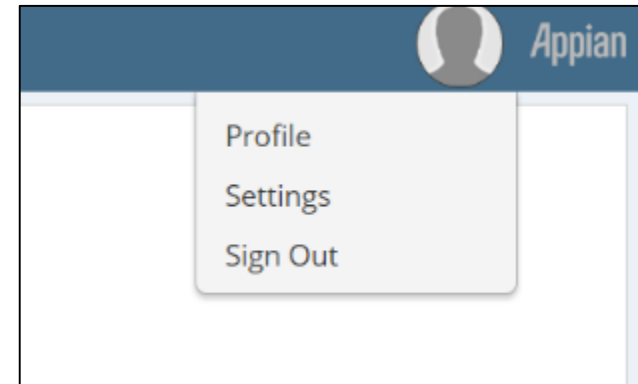
- User Accounts become locked after 60 days of inactivity.
 - System sends email warnings in advance.
- If your account is locked, you can still log in, but your view will be restricted.
 - You cannot access agency information or the annual report package.
- There are two ways to unlock an account.

Steps to Unlock an Account

1. You can self-unlock using security questions.
 - Actions > Unlock Account > Answer Security Questions
 - You will have three attempts to correctly answer.
2. You can request to be unlocked
 - Actions > Unlock Account > Send a request to unlock your account.
 - The request will be sent to your agency's User Manager.
 - This is the only option if you have not set security questions.

Creating Security Questions

1. Under your Profile name, select “Profile” from the drop-down menu
2. Select “Related Actions” from the top list.
3. Select “Manage Security Questions.”
4. The “Manage Security Questions” screen will prompt you to complete three questions.



System Navigation

Interface Review: News

- All users land on the News feed.
- Updates from NTD staff will display here.

The screenshot shows a web interface for the News feed. At the top, there is a navigation bar with tabs for News, Tasks, Records, Reports, and Actions. The News tab is selected. On the left side, there is a sidebar with the U.S. Department of Transportation Federal Transit Administration logo, a search box for news, and a list of filters: All >, Updates, Participating, Kudos 🙌, and Starred ⭐. The main content area features a post input field with the placeholder text "Click here to post...". Below this, there are two news posts. Each post is by Joseph Eldredge and contains the text: "Report Year 2017 (Original Submission) is now available. Status updates and other notices will be posted here throughout the lifecycle of this report version. See 'More Info' for additional details." The first post is dated Friday, 10:41 AM and includes tags for "#00222 #TribalTransitDemo", "FY 2017 Reporting - 00...", and "00222 - Tribal Transit D...". The second post is dated Friday, 10:40 AM and includes tags for "#00222 #TribalTransitDemo", "FY 2016 Reporting - 00...", and "00222 - Tribal Transit D...". Both posts have icons for favorite, lock, comment, and more info.

Interface Review: Tasks

- Tasks are assigned to CEOs/CEO Delegates and NTD Contacts.
- They are typically prompted by incomplete/unsaved forms.

The screenshot shows the FTA interface with the following elements:

- Navigation Bar:** News, **Tasks (1)** (selected), Records, Reports, Actions
- Header:** U.S. Department of Transportation Federal Transit Administration
- Left Sidebar:**
 - Assigned to Me >
 - Sent by Me
 - Starred ☆
 - Advanced Task List (NTD)
 - STATUS
 - Open ✖
 - DEADLINE
 - Overdue
- Main Content Area:**
 - Click here to send a task...
 - Task Card:
 - Icon: Blue checkmark in a box
 - Title: NTD 99428 CEOs, NTD 99428 NTD Primary Contacts
 - Subject: 2017 Report Kickoff for Reporter 99428 - Sample Participant 6
 - Time: Yesterday, 7:01 PM ☆

Interface Review: Records

- Report package and agency profile information can be found under “Records.”
- This is the most commonly used tab for NTD reporting.



Interface Review: Reports

- Appian developers are currently building this section.
- Features will include industry reports and statewide characteristics.

The screenshot displays a web application interface for the Federal Transit Administration. At the top, a dark blue navigation bar contains the following menu items: News, Tasks (1), Records, Reports (highlighted with a yellow underline), and Actions. Below the navigation bar, the main content area is divided into two sections. On the left, there is a sidebar with the U.S. Department of Transportation Federal Transit Administration logo and a search box labeled 'Search reports'. Below the search box, the text 'All >' is visible. On the right, a list of report categories is displayed, each with a small bar chart icon and a brief description:

- Directional Route Miles**: Directional route miles per report
- Historical S&S Form Lookup**: Search the NTD for safety and security forms.
- My Report Packages**
- Rate Compared To Industry Rate Report**: Displays the agency's current number of events, injuries and fatalities against the industry rate for each of these categories.
- RR-20 Roll-Up Report**: Roll-Up Report for RR-20 Annual Form organized by state and year

Interface Review: Actions

- Users with User Management (UM) privileges use this tab to create, certify, or unlock accounts.
- Non-UMs use “Actions” to unlock their accounts.

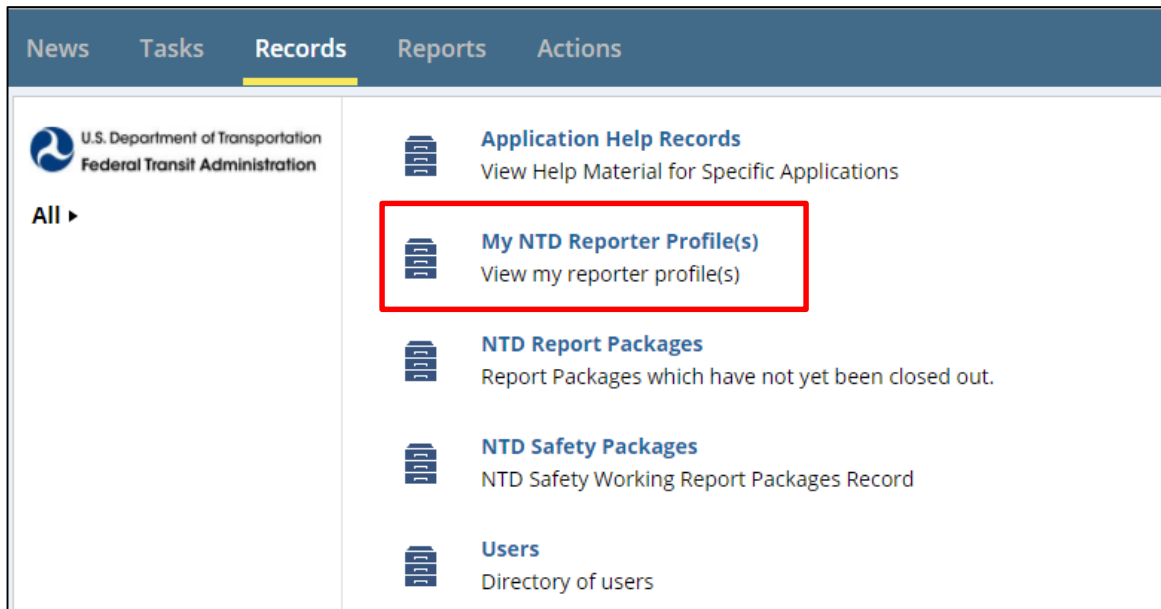
The screenshot displays the 'Actions' tab in the FTA interface. The navigation bar at the top includes 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The 'Actions' tab is highlighted. The main content area lists the following actions:

- Create Multiple Users** ☆
Upload Information for Multiple New Users
- Create New User** ☆
Create or Activate a New System User
- Manage Role Documentation** ☆
Add or Remove Role Justification Documentation
- Recertify Users** ☆
Recertify User Role(s) for Active Users
- Register National Transit Map Data** ☆
Click here to register your agency's public data
- Review Unlock Requests** ☆
Approve or Reject Unlock Requests

The sidebar on the left shows the U.S. Department of Transportation Federal Transit Administration logo, 'All >', 'Starred ☆', and 'APPLICATIONS' with sub-items: 'BTS - National Transit Map (1)' and 'FTA Access Control Entry System (5)'.

Records: My NTD Reporter Profile(s)

- The Profile contains information that normally doesn't change year to year
 - Basic Information, Agency Modes, Agency Users



The screenshot shows a web application interface with a navigation bar at the top containing 'News', 'Tasks', 'Records', 'Reports', and 'Actions'. The 'Records' tab is selected and highlighted with a yellow underline. On the left side, there is a logo for the U.S. Department of Transportation Federal Transit Administration and a link labeled 'All >'. The main content area displays a list of record categories, each with a document icon and a title: 'Application Help Records' (View Help Material for Specific Applications), 'My NTD Reporter Profile(s)' (View my reporter profile(s)), 'NTD Report Packages' (Report Packages which have not yet been closed out.), 'NTD Safety Packages' (NTD Safety Working Report Packages Record), and 'Users' (Directory of users). The 'My NTD Reporter Profile(s)' item is enclosed in a red rectangular box.

NTD Profile: Summary

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

Records / My NTD Reporter Profile(s)
90123 - Transit Agency Demo

Summary E-File Library Form Library MR Historical Report News Related Actions

NTD Validation Analyst

Name Bailey Bowen
E-Mail fake123@fake.com
Phone 434-222-4444

Basic Information

Reporter Name Transit Agency Demo
Address 1200 Main Street
San Diego, California 91911
DUNS Number 123456789
FTA Recipient ID

Active Modes

Mode	Type of Service	Commitment Date	Start Date
Bus	Directly Operated	1/1/2011	1/1/2011
Demand Response	Directly Operated	1/1/2011	1/1/2011
Light Rail	Directly Operated	1/1/2011	1/1/2011

Reporter Users

Last Name	First Name	NTD Role	Phone Number	E-Mail Address	User Manager
User	Transit	CEO	(434) 123-4567	transitceo@test.com	Yes

NTD Profile: E-File & Form Libraries

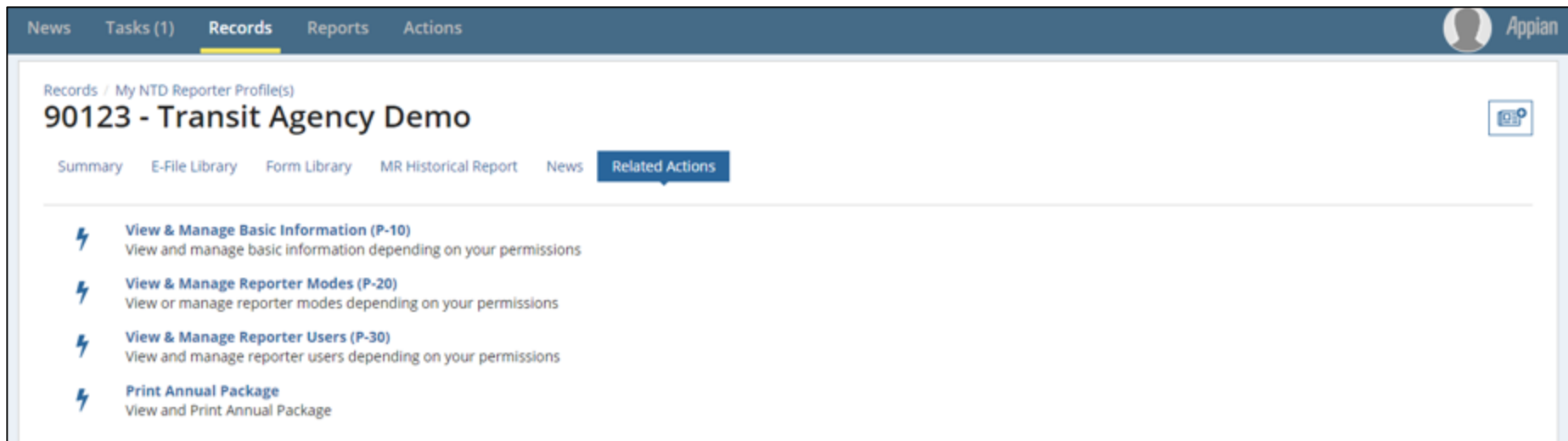
- “E-File Library” allows you to filter through communications.
- “Form Library” contains historical report forms.
 - Access Form Library to reference RY18 data during RY19.

The screenshot shows the Appian interface for a reporter profile. The top navigation bar includes 'News', 'Tasks (1)', 'Records' (highlighted), 'Reports', and 'Actions'. The user's name 'Appian' is visible in the top right. The main content area is titled 'Records / My NTD Reporter Profile(s)' and '90123 - Transit Agency Demo'. Below the title are tabs for 'Summary', 'E-File Library' (selected), 'Form Library', 'MR Historical Report', 'News', and 'Related Actions'. There are three filter dropdowns: 'Report Year' (set to 'All'), 'Status' (set to 'All'), and 'Type' (set to 'All'). A text block states: 'The following grid contains the process events listing of the reporter for all previous years. Click on the view details link to access comments and documents associated with the event'. Below this is a table with the following data:

Type	Year ↓	Created Date	Routing Date	Status	Location	Days on Desk	Subject Description	View Comments
Extension Request	2019	08/19/2019 10:44:37 AM	08/19/2019 10:45:01 AM	Submitted	Agency to Analyst	0	N/A	View Details

NTD Profile: Related Actions

- “Related Actions” allows you to:
 - View and manage profile forms.
 - Print Annual Package.



The screenshot displays the Appian user interface. At the top, a navigation bar includes 'News', 'Tasks (1)', 'Records' (highlighted), 'Reports', and 'Actions'. A user profile icon and the name 'Appian' are visible in the top right. Below the navigation bar, the breadcrumb path reads 'Records / My NTD Reporter Profile(s)'. The main heading is '90123 - Transit Agency Demo'. A secondary navigation bar contains 'Summary', 'E-File Library', 'Form Library', 'MR Historical Report', 'News', and 'Related Actions' (highlighted). The 'Related Actions' section lists four items, each with a lightning bolt icon:

- View & Manage Basic Information (P-10)**
View and manage basic information depending on your permissions
- View & Manage Reporter Modes (P-20)**
View or manage reporter modes depending on your permissions
- View & Manage Reporter Users (P-30)**
View and manage reporter users depending on your permissions
- Print Annual Package**
View and Print Annual Package

Related Actions: P-10 (Agency Name)

- P-10 Form includes your agency's Basic Information.
 - Reporter name, DBA, Acronym

The screenshot displays the Appian user interface. At the top, there is a navigation bar with tabs for 'News', 'Tasks (1)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is selected. In the top right corner, there is a user profile icon and the name 'Appian'. Below the navigation bar, the breadcrumb trail reads 'Records / My NTD Reporter Profile(s)'. The main heading is '90123 - Transit Agency Demo'. Below the heading, there are several tabs: 'Summary', 'E-File Library', 'Form Library', 'MR Historical Report', 'News', and 'Related Actions'. The 'Related Actions' tab is active. The main content area is titled 'View & Manage Basic Information (P-10)' and includes the instruction 'Please complete the form below.'. The form has three input fields: 'Reporter Name' (with the value 'Transit Agency Demo'), 'Doing Business As', and 'Acronym'.

P-10: Address, Other

- P-10 Form also includes your agency's Basic Information.
 - Address, Other

Address

* Address (Line 1)

Address (Line 2)

PO Box

* City

* State

* Zip Code Zip Extension

Other

* DUNS Number

FTA Recipient ID

Website URL

Related Actions: P-20 Modes

- P-20 Form contains your agency's modes.
 - It will populate based on last year's P-20.
 - Only update if you started or ended a mode in the current FY.

Records / My NTD Reporter Profile(s)
90123 - Transit Agency Demo

Summary E-File Library Form Library MR Historical Report News **Related Actions**

View & Manage Reporter Modes (P-20)

Filter Mode/TOS
All

Reporter Modes

Mode	Type Of Service	Commitment Date	Start Date	End Date	Fixed Guideway / High Intensity Bus	Seasonal Segments	
Bus	Directly Operated	01/01/2011	01/01/2011	mm/dd/yyyy	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	✖
Demand Response	Directly Operated	01/01/2011	01/01/2011	mm/dd/yyyy	N/A	N/A	✖

+ Add Mode/TOS

P-20: Dates of Service

- Commitment Date: Day funds were first committed to mode.
- Start Date: First day of revenue service.
- End Date: Leave blank unless mode was terminated.

Records / My NTD Reporter Profile(s)
90123 - Transit Agency Demo

Summary E-File Library Form Library MR Historical Report News **Related Actions**

View & Manage Reporter Modes (P-20)

Filter Mode/TOS
All

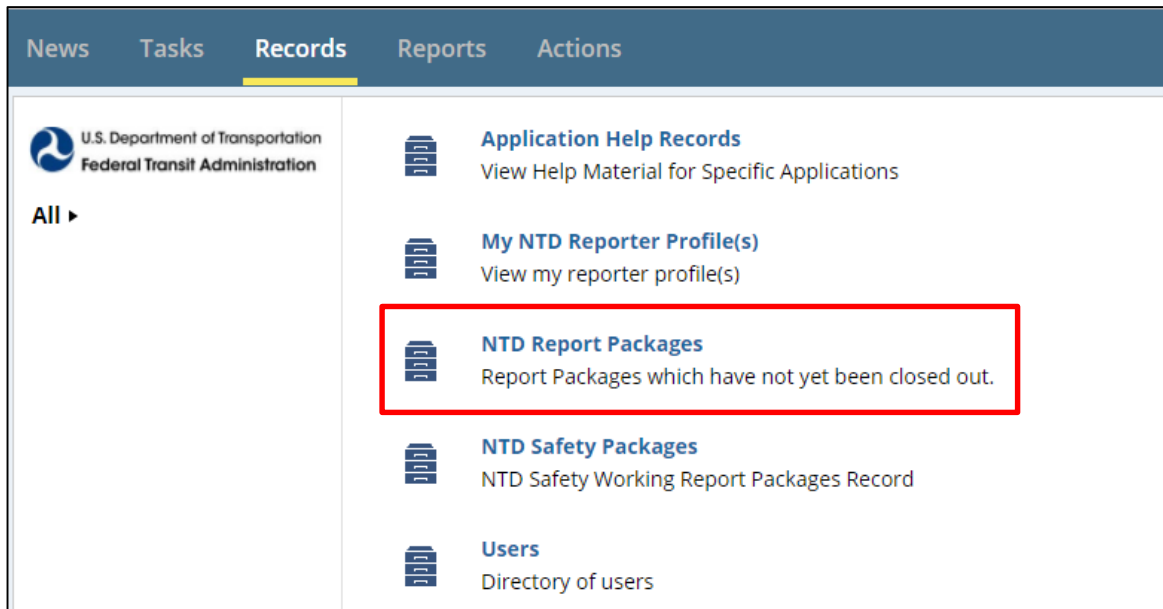
Reporter Modes

Mode	Type Of Service	Commitment Date	Start Date	End Date	Fixed Guideway / High Intensity Bus	Seasonal Segments	
Bus	Directly Operated	01/01/2011	01/01/2011	mm/dd/yyyy	<input type="radio"/> Yes <input checked="" type="radio"/> No	N/A	✗
Demand Response	Directly Operated	01/01/2011	01/01/2011	mm/dd/yyyy	N/A	N/A	✗

+ Add Mode/TOS

Records: Report Package

- “NTD Report Packages” contains annual report forms.
- Only populates currently active packages (you can access historical report packages through your profile).



The screenshot displays the 'Records' section of the FTA website. The navigation bar at the top includes 'News', 'Tasks', 'Records' (highlighted with a yellow underline), 'Reports', and 'Actions'. On the left side, there is a logo for the U.S. Department of Transportation Federal Transit Administration and a link labeled 'All >'. The main content area lists several record categories, each with a folder icon: 'Application Help Records' (View Help Material for Specific Applications), 'My NTD Reporter Profile(s)' (View my reporter profile(s)), 'NTD Report Packages' (Report Packages which have not yet been closed out.), 'NTD Safety Packages' (NTD Safety Working Report Packages Record), and 'Users' (Directory of users). The 'NTD Report Packages' link is highlighted with a red rectangular box.


FY 2019 Reporting

- Select the FY 2019 Reporting package to begin.

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

NTD Report Packages

Q SEARCH REPORT YEAR | 2019 REPORTING TYPE | Any



FY 2019 Reporting - 90123 - Transit Agency Demo
Original Submission - Working Data
Jul 25, 2019

Report Package: Summary

- Select “Annual Forms” to open report forms.

The screenshot displays the Appian interface for a record titled "FY 2018 Rural Reporting - 99430 - Subrecipient Transit Demo". The navigation bar includes "News", "Tasks (3)", "Records", "Reports", and "Actions". The "Records" tab is active. The record title is "FY 2018 Rural Reporting - 99430 - Subrecipient Transit Demo". Below the title, there are buttons for "ANNUAL FORMS" (highlighted with a red box) and "VIEW ISSUES". The "Summary" tab is selected. The "Report Information" section includes:

- Reporting Agency:** Subrecipient Transit Demo
- Address:** , NM
- Reporter Type:** Rural Reporter
- Parent Reporter:** Iowa Department of Transportation (7R01) [View Parent Report](#)
- Sponsor Reporter:** Iowa Department of Transportation (7R01)
- Fiscal Year Start:** 10/1/2017
- Fiscal Year End:** 9/30/2018
- Report Status:** Original Submission - Working Data
- Report Due Date:** 1/31/2019

The "Report Package Forms" section contains a table with the following data:

Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
Identification (B-10)				0	0	
Stations and Maintenance Facilities - DO - (A-10)	DR DO			0	0	

User Management

Permissions by User Role

CEO & CEO Delegate:

- Create reporter requests (waivers, extension requests, etc.)
- Submit annual report package
- View and edit forms and issues

NTD Contact:

- Submit all annual report after the original submission by the CEO
- View and edit forms and issues

Editor:

- View and edit forms and issues

Viewer:

- View forms and issues

User Exceptions for Subrecipients

- Subrecipient self-reporting creates unique circumstances regarding system roles.
- The State is the only direct contact with NTD and the only entity who submits the report.
- Users on subrecipient profiles can disregard most privileges associated with user roles.
 - Editor role is most appropriate

User Manager

- Each agency must submit an official letter designating an employee as the User Manager (UM).
 - User Managers create accounts for the CEO, NTD Contact, editors, and viewers.
 - User Managers update user roles as needed
- The User Manager can also fill an NTD Role. For example, the CEO can also be the agency's User Manager.

User Manager: Subrecipients

- Users on subrecipient profiles should assign 1–2 users on their agency profiles to be User Managers.
- The State currently does not manage user functions for subrecipients.
- User Managers on subrecipient profiles can add or remove users as needed, update user roles, recertify users annually, and unlock users who have been locked due to inactivity.

Self-Reporting Subrecipients

- Subrecipients have the ability to enter and edit their own data within the NTD online reporting system.
 - Grant subrecipients can input their report data and *save* forms but cannot submit the report package.
 - Report must be submitted as one State package: individual subrecipients cannot submit at different times.
 - The State is accountable for all data in the reports as well as all validation responses.

Technical & Reporting Guidance

- If you require assistance with completing the report, understanding a reporting policy, responding to validation, or any technical items (e.g., logging in, password reset), always contact the State DOT.
- If the State is unable to answer your question, the State will follow up with their assigned analyst.

Definitions and Examples

Public Transportation

Definition

The term “public transportation,” (also referred to as “transit” or “mass transportation”) is defined by law at 49 U.S.C. § 5302(14) as follows:

- (A) means regular, continuing shared-ride surface transportation services that are open to the general public or open to a segment of the general public defined by age, disability, or low income; and
- (B) does not include —
 - (i) intercity passenger rail transportation provided by the entity described in chapter 243¹ (or a successor to such entity)
 - (ii) intercity bus service
 - (iii) charter bus service
 - (iv) school bus service
 - (v) sightseeing service
 - (vi) courtesy shuttle service for patrons of one or more specific establishments, or
 - (vii) intra-terminal or intra-facility shuttle services

Breaking the Definition Down

Public Transportation	Non-Public Transportation
<p>Regular and continuing: Operates continuously and on a regular schedule throughout the year.</p> <p>Example: Fixed route bus service</p>	<p>Irregular: Does not operate continuously or on a regular basis.</p> <p>Example: Charter service and special event shuttles</p>
<p>Shared-ride: Passengers are grouped together whenever feasible for the agency.</p> <p>Example: Two passengers heading to similar destinations are grouped in the same vehicle by the agency's dispatch.</p>	<p>Non-Shared Ride: There is no attempt made by the agency to ride-share.</p> <p>Example: A passenger hails a taxi cab from the street, rather than calling an agency to schedule a ride in advance.</p>
<p>Surface transportation: Operates on roadway, track, cable, or water.</p> <p>Example: Buses, trains, and ferryboats.</p>	<p>Non-surface transportation: Free-traveling air travel or submersible water travel.</p> <p>Example: Aircrafts and submarines</p>
<p>Open to the public: Anyone from the public, or a segment of the public (seniors, persons with disabilities, etc.) may use the service.</p> <p>Example: Independent or governmental transit authorities, councils on aging, non-profits.</p>	<p>Not open to the public: The service is restricted only to certain patrons of an establishment, or otherwise restricted to the general public.</p> <p>Example: Casino shuttles, sightseeing services, school bus service, and interterminal shuttles.</p>

Breaking the Definition Down Pt.2

Public Transportation	Non-Public Transportation
<p>General service area: passengers may ride from any origin to any destination within the agency's regular service area.</p> <p>Example: A passenger rides from the grocery store to the post office, or from his house to a local clinic.</p>	<p>Client-based service area: anyone from the public may ride, but either the destination or origin point are restricted to one location.</p> <p>Example: A passenger may only ride to or from a local nursing home. Rides must either begin or end at the nursing home.</p>
<p>Advertised or marketed: information about the service, including information on how to ride, is made available to the public.</p> <p>Example: Website with routes and schedules; pamphlets or brochures; radio or TV ads, billboard signs, or other public advertisements.</p>	<p>Not advertised or marketed: Passengers only know to ride via word of mouth or through personal connections.</p> <p>Example: Employer shuttles restricted to company employees or a university bus system that only students and faculty may ride</p>

Modes and Types of Service

Rail and Non-Rail Modes

Rail	Non-Rail
Alaska Railroad (AR)	Aerial Tramway (TR)
Cable Car (CC)	Commuter Bus (CB)
Commuter Rail (CR)	Bus (MB)
Heavy Rail (HR)	Bus Rapid Transit (RB)
Hybrid Rail (YR)	Demand Response (DR)
Inclined Plane (IP)	Demand Response – Taxi (DT)
Light Rail (LR)	Ferryboat (FB)
Monorail/Automated Guideway (MG)	Jitney (JT)
Streetcar Rail (SR)	Público (PB)
	Trolleybus (TB)
	Vanpool (VP)

Bus (MB)

- Uses rubber-tired passenger vehicles operating on fixed routes and schedules over roadways.
 - Vehicles are powered by a motor and fuel or electricity stored on board the vehicle.

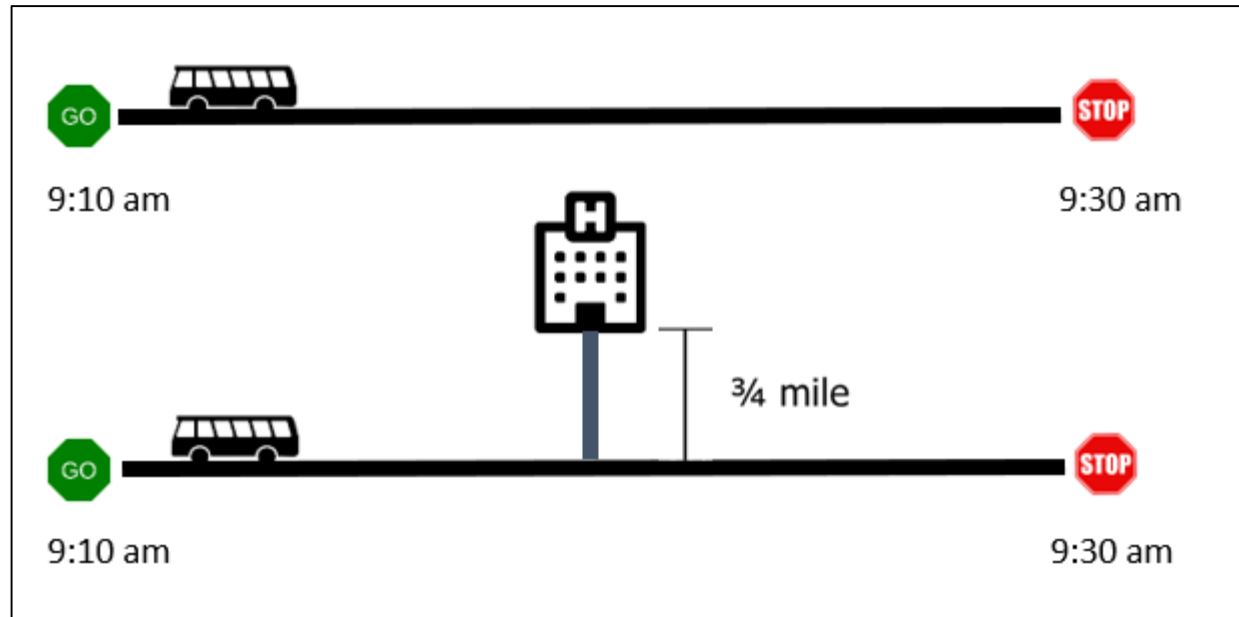
Transit agencies must report any **route-deviated or point-deviated service as MB.**

- Often incorrectly reported as Demand Response service.

Route Deviation

Operates as a conventional bus route.

Deviates from route within fixed distance (ex. $\frac{3}{4}$ mile).



Demand Response (DR)

Operates on roadways in response to requests from passengers or their agents to the transit operator, who groups rides together when possible and dispatches a vehicle to provide the rides.

- Vehicles do not operate over a fixed route or on a fixed schedule unless temporarily satisfying a special transit need.
- Many transit systems operate DR service to meet the requirements of the ADA.

Demand Response Taxi (DT)

Uses commercial taxi companies with non-dedicated fleets for regular demand response service.

- If taxi companies use dedicated vehicles, then report as demand response (DR).

Do not report taxi voucher programs unless dispatching operations involve shared riding.

Commuter Bus (CB)

Commuter Bus is local, fixed-route bus transportation that primarily connects outlying areas with a central city and operates predominantly in one direction during **peak periods**. It has:

- limited stops in outlying areas,
- limited stops in the central city, and
- at least five miles of closed-door service.

Commuter Bus or Bus?

Same type of vehicles consistently operated on service.

- Example: conventional buses versus over-the-road coaches

Driver work assignments (runs) predominately operate same types of services with same types of vehicles.

- No “mixing” of pieces of work
 - Example: do not operate conventional bus on local bus route in morning and then operate over-the-road coach in the afternoon

Vanpool

Vanpool operates as a ride-sharing arrangement, providing transportation to a pre-arranged group of individuals. To be considered public transportation, Vanpool programs must

- Use vehicles with a minimum seating capacity of seven people, including the driver;
- Use vehicles for which 80 percent of the yearly mileage will come from commuting;
- Be open to the public (any vans that are restricted by rule to particular employers are not public transportation);
- Be actively engaged in advertising the Vanpool service to the public and in matching interested members of the public to vans with available seats; and
- Be publicly sponsored.

Types of Service

Directly Operated (DO)

- Vehicles operated by reporter's employees

Purchased Transportation (PT)

- Vehicles operated by the seller's employees
- Service branded as the buyers
- Buyers provide all funding (public or private)

Directly Operated (DO)

Transit agencies report service as directly operated if they use their own employees to operate the transit vehicles.

- Agencies that directly operate service typically employ drivers, schedulers, dispatchers, and street supervisors

Purchased Transportation (PT)

A public or private transportation provider provides service to a public transit agency or governmental unit based on a written contract.

- Based on a written contract with determined terms of service (example: 12 months, 2 years).
- Seller to provide NTD statistics to the buyer.
- Buyer pays the full cost of the service.
- Service carries the buyer's brand.

DO or PT?

Scenario	DO	PT
Green County operates a deviated fixed route system using buses operated by Green County employees.	✓	
Green County has a contract with Blue Bus to provide demand response service. The contract specifies all details of the service and is a full cost contract. Blue Bus uses its own employees and vehicles, but vehicles carry the Green County logo.		✓
Yellow County gives Green County \$10,000 per year to pay its share of the operating deficit of the bus routes that Green County operates in Yellow County.	✓	

Revenue Service

Common Service Abbreviations

VRM – Vehicle Revenue Miles

VRH – Vehicle Revenue Hours

VOMS – Vehicles Operated in Maximum Service

UPT – Unlinked Passenger Trips

SUPT – Sponsored Unlinked Passenger Trips

VRM and VRH

Vehicle Revenue Miles (VRM) and Vehicle Revenue Hours (VRH) are figures that take into account the miles and hours a vehicle travels while in **revenue service**.

Revenue Service Definition

A transit vehicle is in revenue service when it is providing public transportation and is available to carry passengers.

- Service data should **include**:
 - Miles and hours when vehicle is in revenue service (running time)
 - Layover/Recovery Time
- Service data should **exclude**:
 - Deadhead
 - Training
 - School Bus or Charter Service
 - Maintenance Testing
 - Fueling
 - Lunch Breaks

Deadhead

Agencies must **exclude deadhead** when reporting service data

- When transit vehicles are deadheading, they operate closed-door and do not carry passengers.

Deadhead includes:

- Leaving the garage or facility to go to the starting point of revenue service
- Returning to the garage or facility from the ending point of revenue service
- Changing routes
- When there is no expectation of carrying passengers

****Please see the NTD Policy Manual for further clarifications between Revenue Service and Deadhead for each mode.****

UPT

Unlinked Passenger Trips are Total passenger trips (**regular + sponsored trips**)

- These are the number of passengers who board public transit vehicles.
- Passengers are counted each time they board the vehicle no matter how many vehicles they use from their origin to their destination.

Sponsored UPT

Sponsored service is paid in whole or in part by a third party who, in many cases, handles trip arrangements.

- Common sponsored services include
 - Medicaid
 - Independent living centers

The FTA considers these services as public transportation if they are part of a **coordinated human services transportation plan** and there is an attempt to group rides.

- Transit agencies must include sponsored UPT in their total UPT for the mode (DR).

VOMS

VOMS is the number of revenue vehicles an agency operates to meet the annual maximum service requirement.

- Count VOMS based on the peak season of the year on the busiest day.
- Exclude atypical days or one-time special events.
- Do not report highest number of vehicles available for service; report vehicles actually operated.

Bus Revenue Service

Revenue Hours/Miles

- Starts at first stop of the route.
 - Includes scheduled revenue service even if no passengers are on board the vehicle.
- Ends when the bus leaves revenue service.
 - The bus goes back to the garage.
 - The driver goes on lunch break.
 - The trip is terminated due to a collision with another vehicle.

Commuter bus follows the bus modes revenue service guidelines.

Bus – Revenue Service Example

Winslow County Bus (WCB) operates a fixed route service.

- Their garage is located 6 minutes and 2 miles away from the first stop on Route One.
- Route One starts at 6 am and ends at 2 pm and includes a layover.
- Travel to 6 stops along a 15-mile route takes an hour to complete.
- On Tuesday the route picks up 122 passengers.

Tuesday's Resulting Data

- 120 VRM
- 8 VRH
- 122 UPT

DR/DT/VP Revenue Service

Revenue Hours/Miles

- From first passenger pick-up to last passenger drop-off
 - Even when traveling empty to pick up the next passenger

Definition applies as long as

- Vehicle does not return to garage
- Breaks not scheduled
 - Examples: lunch, fueling

DR – Service Example

Passengers call in to schedule a pickup to go from a community center to the shopping market.

- Apple's Dial-a-Ride cutaway departs from garage at 10:50 and drives 3 miles to the community center.
- It arrives at 11:00 and 3 passengers board vehicle at 11:02.
- It drops off passengers at the grocery store, 8 miles away, at 11:30.

Resulting Data

- 8 vehicle revenue miles
- 0.5 vehicle revenue hours
- 3 unlinked passenger trips

Sponsored Service - Example

Medicaid sponsors a passenger's trip on Apple's Dial-A-Ride

- A passenger travels on a demand response vehicle from their home to an appointment at a medical center 6 miles away.
- The passenger boards the vehicle on time, and it takes 15 minutes for the driver to reach the center and 15 to return the passenger home.
- The driver waits for the passenger at the center for 30 minutes and does not go on break.

Resulting Data:

- VRM = 12 (6 miles each way)
- VRH = 1 (0.25 each way and 0.5 wait time)
- UPT = 1 (passenger on board)
- SUPT = 1 (Medicaid sponsored trip)

Vanpool Service Example

Lake County provides Vanpool service to its residents. One Vanpool grouping consists of 9 people is a daily trip from Stevensville to UM. The one-way mileage is 30.5 miles, and it takes them 40 minutes on the way there and 50 minutes on the way back due to traffic.

Resulting Data for one day of service

- 61 vehicle revenue miles
- 1.5 vehicle revenue hours
- 18 unlinked passenger trips

Accounting Review

Accounting Requirements

The Generally Accepted Accounting Principles (GAAP) requires that all financial data in the NTD Annual Report follow **accrual accounting principles**:

- Agencies record revenues when they earn them, regardless of whether they actually receive the revenue in the same fiscal year; and
- Agencies record expenditures as soon as they owe an entity, regardless of if they actually pay the funds for the expenditure in the same fiscal year.

If a transit agency uses a cash-based accounting system, it must adjust its data to report on an accrual basis.

Accrual Accounting: Examples

- A passenger purchases \$10 worth of fare but only uses \$5. **You would report the fare as revenue when the customer redeems the ride**, not when medium is sold.
- An employee receives a paycheck in the new fiscal year. The paycheck was for work completed 10 days before, at the end of the prior fiscal year. **You would report the expense in the prior fiscal year.**

Operating Expenses

Day-to-day expenses that a transit agency incurs. Includes:

- Operating and maintaining vehicles;
- Maintaining other equipment, buildings, and grounds.
- General Admin
 - Marketing & Customer support
 - Finance and procurement
 - Planning and service development

Operating Expenses: Examples

Examples:

- Fuel
- Salaries, Wages, Benefits
- Materials and Supplies
- Equipment lease and rental
- Insurance

Capital Expenses

These are expenses related to the purchase of equipment. Equipment means an article of non-expendable personal property having a useful life of more than one year.

- An acquisition cost which equals the lesser of
 - The capitalization level established by the government unit for financial statement purposes
 - \$5,000 (Office of Management and Budget)

Capital Expenses: Examples

Examples:

- Vehicles
- Maintenance Facilities
- Equipment

When reporting new vehicle-related capital expenses, please enter the expenses under the mode that the vehicle supports the majority of the time — this should not be allocated.

Capital Assistance Spent on Operations

Reported when capital funding is spent on activities that are normally considered operating.

- **Examples:**
 - Preventive maintenance
 - Purchase of tires

Direct vs. Shared Expenses

To report the total costs of delivering each mode of transportation, agencies with two or more modes must calculate both direct and shared costs of providing service.

- Determine which expenses are direct expenses traced to a particular mode.
- Determine which expenses are shared between modes.

Once the shared expenses have been identified and separated from direct expenses, you may allocate the shared expenses based on an approved cost allocation method.

Awarded vs. Spent Funds

For NTD reporting, you will report the funding you spent (expended) during the fiscal year, not the amount you may have been awarded (earned).

- **Example:** An agency receives \$275,000 of 5311 grant funding from the State and expends \$178,000 during the fiscal year.
- **Solution:** The agency reports an expenditure of \$178,000 to the NTD under the 5311-funding type

Reporting the Original Source of Funds

Transit agencies must ensure that they report contributions by the original source of funds.

- This could be reported as:
 - Local providers (local funds)
 - Medicaid (either State or Other Federal Funds)
 - Non-Full Cost contracts (Other Directly Generated Funds)

Directly Generated Funds

Fares

Passenger-Paid Fares

Captures the more direct type fares that are traditionally considered as passenger fares

- **Examples:** Full Adult Fares, Senior Citizen Fares, Student Fares, Child Fares, Fares for Individuals with Disabilities, No-show Fines

Organization-Paid Fares

Captures fares earned from organizations for providing transit service

- **Examples:** Universities, State and Local Government, Reduced Fare Reimbursements, Special Route Guarantees, Other Special Contract Transit Fares

Fare Revenue by Mode

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

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

Contract Revenues

If your agency has a contract with another agency, you will report the funding spent:

- Revenues Accrued through a Purchased Transportation (PT) Agreement
 - NTD Reporter or Non-NTD Provider
 - **Full Cost Contracts**
- Other Directly Generated Funds
 - Partial Cost Contracts where the agency is unable to report the original source of funds

Activity #1

Revenue Service Data

Revenue Service Activity Pt. 1

Demand Response - Action	VRH	VRM
Vehicle idles at dispatching point.	No	No
Vehicle leaves the dispatching point with an assignment to pick up a passenger at their home.	No	No
Vehicle waits for the passenger at the passenger's home.	Yes	No
The vehicle leaves with the passenger and takes them to their destination (supermarket).	Yes	Yes
Passenger is dropped off at the supermarket, and the vehicle departs to pick up another passenger, with no passengers on board.	Yes	Yes
After dropping off all passengers, the driver goes on lunch break.	No	No
Vehicle transports a passenger from their home to a doctor's appointment.	No	No
Vehicle waits at the doctor's appointment until it is time to bring the passenger back to their home.	Yes	No

Revenue Service Activity Pt. 2

Bus - Action	VRH	VRM
Vehicle travels from garage to the start of the route.	No	No
Vehicle travels its route (and any route deviations) and picks up passengers.	Yes	Yes
Bus arrives at the end of a route and incurs layover. Passengers may or may not board during the layover.	Yes	No
Vehicle arrives at end of route and travels to the storage lot and parks.	No	No
Vehicle arrives at the end of the route, travels to another route to operate a scheduled trip. Passengers cannot board during the travel time.	No	No
Trip is terminated due to a collision with another vehicle, and the bus travels to a maintenance facility.	No	No
Vehicle is used for training or maintenance repair runs.	No	No

Activity #2

Accounting Review

Accounting Activity Pt. 1

Source of Funds	Funding Type
Funds received from the State's Rural Area Formula Grant Funds	5311 – RAFP Funding
Funds received from the State transportation fund	State Funds
Funds received from 5310 program spent on maintenance	5310 – Capital Assistance
Funds received from a non full-cost contract	Other Directly Generated
Funds received from a sponsored trip paid with Federal Medicaid	Other Federal
Funds received from 5310 program for operations	5310 – EMSID Operating
Funds provided by MSU to provide free transportation to its students	Organization-Paid Fares
Funds earned from selling DR service to another transit agency with a full-cost contract	Funds Accrued thru a PT Agreement
Donations received on board a vehicle in lieu of a fare	Passenger-Paid Fares

Accounting Activity Pt. 2

Awarded or Spent (Fiscal Year is 2019)	Report in RY19
Agency is awarded \$50,000 for planning new routes.	No
Agency buys a new vehicle and uses 5311 funds.	Yes
Agency incurs payroll expenses at the end of FY19 but doesn't pay the employees until FY20.	Yes
Agency expends \$116,692 in 5311 funding.	Yes
Agency earns and spends \$31,075 in fare revenues.	Yes