









# Completing the Annual Report

# Annual Report Package









## Annual Forms

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	
Stations and Maintenance Facilities - DO - (A-10)	MB DO			0	0	
Transit Asset Management Facilities Inventory (A-15)				0	0	
Revenue Vehicle Inventory (A-30)	DR DO			0	0	
Revenue Vehicle Inventory (A-30)	MB DO			0	0	
Service Vehicle Inventory (A-35)				0	0	
Reduced Reporting (RR-20) - General Public Transit				0	0	

- Some forms are only completed once, agency-wide (e.g., B-10, RR-20).
- Some forms are completed for each mode/TOS (e.g., A-10, A-30).

# Beginning the Report

## Annual Forms

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	
Stations and Maintenance Facilities - DO - (A-10)	MB DO			0	0	
Transit Asset Management Facilities Inventory (A-15)				0	0	
Revenue Vehicle Inventory (A-30)	DR DO			0	0	
Revenue Vehicle Inventory (A-30)	MB DO			0	0	
Service Vehicle Inventory (A-35)				0	0	
Reduced Reporting (RR-20) - General Public Transit				0	0	

- You may select any form to begin, but it may be more beneficial to work top to bottom.

# B-10: Identification

# B-10: Summary

## Identification - (B10) Sections

[| General Information](#) | [| Filing Separate Mode](#) | [| Filing Separate Assets](#) | [| Show All](#) |

### General Information

Organization Type \*

1. Independent Public Agency or Authority of Transit Service

Fiscal Year End Date

06/30/2018

### Modes Filing a Separate NTD Report

Add Mode

-- Please select a value --

Deactivate Mode/Type Of Service

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

ADD

REMOVE

### RGPT Separately Reported Assets

Add Mode / Type of Service

-- Please select a value --

Deactivate Mode/Type Of Service

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

ADD

REMOVE

# B-10: General Information

## Identification - (B10) Sections

[| General Information |](#) [| Filing Separate Mode |](#) [| Filing Separate Assets |](#) [| Show All |](#)

### General Information

Organization Type \*

1. Independent Public Agency or Authority of Transit Service

Fiscal Year End Date

06/30/2018

## General Information

- Organization Type
  - Populates from last year's report; only update if Org Type has changed.
- Fiscal Year End Date
  - Coordinate with State if your FY period differs from the State's.

# B-10: Modes Filing Separately

**Modes Filing a Separate NTD Report**

Add Mode

Deactivate Mode/Type Of Service

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

## Modes Filing a Separate NTD Report

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

# B-10: Separately Reported Assets

### RGPT Separately Reported Assets

Add Mode / Type of Service

-- Please select a value --

Deactivate Mode/Type Of Service

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

ADD REMOVE

## RGPT Separately Reported Assets

- Another transit provider reports your agency's assets to NTD.
  - For example, your agency owns vehicles that another agency uses in their revenue service
- Rare selection for RGPT subrecipients: if selected, the analyst will ask for clarification during validation.



# A-10: Stations and Maintenance Facilities

# A-10: Summary

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

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

There are currently no open issues on this form.

### Maintenance Facilities

Type	Owned	Leased from Another Public Agency	Leased from a Private Entity	Totals
General Purpose Maintenance Facilities				0.00

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



# A-10: Stations & Maintenance Facilities









**Maintenance Facilities**

Type	Owned	Leased from Another Public Agency	Leased from a Private Entity	Totals
General Purpose Maintenance Facilities				0.00

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

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

# A-10: Reporting by Mode

Annual Forms						
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	
Stations and Maintenance Facilities - DO - (A-10)	MB DO			0	0	
Transit Asset Management Facilities Inventory (A-15)				0	0	
Revenue Vehicle Inventory (A-30)	DR DO			0	0	
Revenue Vehicle Inventory (A-30)	MB DO			0	0	
Service Vehicle Inventory (A-35)				0	0	
Reduced Reporting (RR-20) - General Public Transit				0	0	

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

# A-10: Prorating a Facility

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

**How would they report on MB/DO A-10 and DR/DO A-10 forms?**

# A-10: How to Prorate a Facility

## Stations and Maintenance Facilities A-10 - DR/DO

### Maintenance Facilities

Type	Owned	Leased from Another Public Agency	Leased from a Private Entity	Totals
General Purpose Maintenance Facilities	0.75			0.75

## Stations and Maintenance Facilities A-10 - MB/DO

### Maintenance Facilities

Type	Owned	Leased from Another Public Agency	Leased from a Private Entity	Totals
General Purpose Maintenance Facilities	0.25			0.25

- DR/DO A-10: 15 DR Vehicles/20 Total Vehicles = **0.75 owned**
- MB/DO A-10: 5 MB Vehicles/20 Total Vehicles = **0.25 owned**

# A-15: Transit Asset Management Facilities Inventory

# A-15: Summary

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

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

There are currently no open issues on this form.

> Filters

### Facilities

ADD NEW

ADD SHARED

EDIT SELECTED

DELETE SELECTED

<input type="checkbox"/>	ID	↑	Name	Facility Type	Address	Primary Mode	Year Built	Condition Assessment
<input type="checkbox"/>	NEW		Bus Garage	General Purpose Maintenance Facility/Depot	987 Main Street Santa Fe, NM 87002	MB - Bus	2011	4
<input type="checkbox"/>	NEW		Admin Building	Administrative Office / Sales Office	654 1st Street Santa Fe, NM 87002	MB - Bus	2011	4

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

SAVE AND VALIDATE

SAVE

VIEW ISSUES

IMPORT DATA

EXPORT DATA

PRINT DOCUMENT

CLOSE



# A-15: What to Report

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

- Passenger and Parking Facilities that are **used in revenue service** — regardless of Capital Responsibility.
- **Capital Responsibility**
  - An agency has direct capital responsibility for an asset if the agency
    - owns the asset,
    - jointly owns the asset with another entity, or
    - is responsible for replacing, overhauling, refurbishing, or conducting major repairs on an asset, or the cost of those activities is itemized as a capital line item in the agency's budget.

# A-15: Facility Examples

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

## Administrative buildings

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

## Maintenance facilities

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

# A-15: Incidental Use

- Facilities that are only **incidentally** used for public transportation should not be inventoried on the report.
- From 2019 NTD Reduced Reporter Policy Manual (pg. 3):
  - “Administrative and Maintenance facilities must only be inventoried on form A-15 if the agency has capital responsibility for the facility and the transit use is greater than incidental. Use is incidental when **50 percent or less** of the facility's physical space is dedicated to the provision of public transportation service. For maintenance facilities, agencies may use the number of transit vehicles serviced in the facility compared to the total number of vehicles serviced to estimate this percentage.”

# A-15: How to Add a Facility

News Tasks **Records** Reports Actions

Appian

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

12459 - Concord Transit (Rural Reporter) - RY17 Original Submission (Working Data)

[Update Facility Information](#) | [Update Condition Assessment](#) | [Update Address](#)

ID	Name	Primary Mode	Secondary Modes	Private Mode	Facility Type	Year Built or Reconstructed as New	SqFt	Parking Spaces	Transit Agency Capital Responsibility (%)	Notes
NEW		<i>Please select a val...</i>		<i>Please select a val...</i>	<i>Please select a val...</i>	<i>Please select a val...</i>				

[Add Facility](#)

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

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

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

# A-15: Update Facility Information

| [Update Facility Information](#) | | [Update Condition Assessment](#) | | [Update Address](#) |

ID	Name	Primary Mode	Non-Agency Mode	Secondary Modes	Private Mode	Facility Type	Year Built or Reconstructed as New	SqFt	Parking Spaces	Transit Agency Capital Responsibility (%)	Notes		
NEW	<input type="text"/>	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<input type="text"/>	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖

➕ Add Facility

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

- **Name**
- **Primary Mode** — Drop-down Menu
- **Non-Agency Mode** — Drop-down Menu
- **Secondary Modes** — Type two-letter code
- **Private Mode** — Drop-down Menu

# A-15: Update Facility Information cont'd

| [Update Facility Information](#) || [Update Condition Assessment](#) || [Update Address](#) |

ID	Name	Primary Mode	Non-Agency Mode	Secondary Modes	Private Mode	Facility Type	Year Built or Reconstructed as New	SqFt	Parking Spaces	Transit Agency Capital Responsibility (%)	Notes		
NEW	<input type="text"/>	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<input type="text"/>	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<i>Please select a value</i> ▾	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	✖

➕ Add Facility

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

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

# A-15: Update Condition Assessment

[Update Facility Information](#) | [Update Condition Assessment](#) | [Update Address](#)

ID	Name	Condition Assessment	Est. Date of Condition Assessment	
NEW	<input type="text"/>	Please select a value	mm/dd/yyyy	✘

[Add Facility](#)

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

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

# A-15: Update Address

[Update Facility Information](#) | [Update Condition Assessment](#) | [Update Address](#) |

ID	Name	Section of Larger Facility?	Street	City	State	Zip	Lat	Long	
NEW	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Please select a value ▾	<input type="text"/>			✖

[Add Facility](#)

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

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



# A-15: Summary and Saving

**Facilities**

ADD NEW ADD SHARED EDIT SELECTED DELETE SELECTED

<input type="checkbox"/>	ID ↑	Name	Facility Type	Address	Primary Mode	Year Built	Condition Assessment
<input type="checkbox"/>	NEW	Bus Garage	General Purpose Maintenance Facility/Depot	987 Main Street Santa Fe, NM 87002	MB - Bus	2011	4

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

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

- Once all information is entered, you can edit, delete, or **Save and Validate** the data entered.
  - Edit by clicking the radio button, then **Edit Selected** or by clicking on the name of the facility.

# A-30: Revenue Vehicle Inventory

# A-30: Summary

## Fleet Totals

Total Vehicles	Active Fleet Vehicles	ADA Accessible Vehicles
0	0	0

## ▼ Fleet Filters

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

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

## Fleets

ADD NEW FLEET

ADD EXISTING FLEET

RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Year Manufactured	Useful Life Remaining (Years)	Vehicle Length	Seating Capacity	ADA Accessible Vehicles	Funding Type	Ownership Type	
No items available												

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

# A-30: How to Add a Fleet

**Fleets**

[ADD NEW FLEET](#) [ADD EXISTING FLEET](#)

RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Year Manufactured	Useful Life Remaining (Years)	Vehicle Length	Seating Capacity	ADA Accessible Vehicles	Funding Type	Ownership Type	
No items available												

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

- Fleet information pre-populates from the previous Report Year.
- Add new fleets or edit existing fleets as needed.

# A-30: Add/Edit Fleet Details

## Add/Edit Fleet Details

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

### Basic Information

RVI ID NEW

\* Vehicle Type

\* Total Vehicles

\* Active Fleet Vehicles

\* Ownership Type

\* Funding Type

Notes

Agency Fleet ID

\* Dedicated Fleet  Yes  
 No

No Capital Replacement Responsibility

**Automated or Autonomous Vehicles**

**\*New for RY19**

### Vehicle Information

\* Vehicle Length

\* Seating Capacity

\* Year Manufactured

\* Useful Life Benchmark

**Useful Life Remaining (Years)** Year Manufactured and Useful Life Benchmark must be provided to calculate Useful Life Remaining.

- Add basic and vehicle information for new fleets.

# Retiring versus Deleting Fleets

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

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

Agencies should retire the following fleets:

- Sold by fiscal year end
- Disposed of by fiscal year end
- Ownership transferred (title is no longer in agency's possession) by fiscal year end

# Manufacture Year vs. Model Year

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

# Other Fleet Details

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



# A-30: Adding a New Fleet

## Fleets

ADD NEW FLEET

ADD EXISTING FLEET

RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Year Manufactured	Useful Life Remaining (Years)	Vehicle Length	Seating Capacity	ADA Accessible Vehicles	Funding Type	Ownership Type	
NEW		5	5	BU	2014	10	40	36		RAFP	OOPA	×
NEW		3	3	CU	2015	7	26	20		RAFP	OOPA	×
NEW		1	1	MV	2007	-3	12	9		NFPA	OOPA	×

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

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

# A-30: Add Existing Fleet

## Fleets

ADD NEW FLEET

ADD EXISTING FLEET

RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Year Manufactured	Useful Life Remaining (Years)	Vehicle Length	Seating Capacity	ADA Accessible Vehicles	Funding Type	Ownership Type	
NEW		5	5	BU	2014	10	40	36		RAFP	OOPA	×
NEW		3	3	CU	2015	7	26	20		RAFP	OOPA	×
NEW		1	1	MV	2007	-3	12	9		NFPA	OOPA	×

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

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

# A-35 Service Vehicle Inventory

# A-35: Summary

**Service Fleets**

[ADD NEW](#) [EDIT SELECTED](#) [DELETE SELECTED](#)

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

Batch Size: [10](#) [25](#) [50](#) [100](#) | [Deselect All](#) | **Total Vehicles** 0

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

## A-35: Service Vehicles

- Agencies are required to report service vehicle fleets for which they have **capital responsibility**.
- **Service Vehicles** are defined as:
  - Road worthy, self-propelled, or major pieces of construction equipment that are used to support revenue operations, maintain revenue vehicles, or perform transit-oriented administrative activities.
    - **Examples:** Cars used for admin staff, transit police cars, tow trucks, service trucks, etc.
    - Agencies should not report small fork lifts, golf carts, etc.

# A-35: How to Add a Fleet

**Service Fleets**

**ADD NEW** EDIT SELECTED DELETE SELECTED

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

Batch Size: 10 25 50 100 | [Deselect All](#) | Total Vehicles 0

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

- Select **Add New** to begin.
- Identical vehicles must be grouped into fleets.

# A-35: Add Service Fleet

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

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	
NEW	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>

**+ Add Service Fleet**

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

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

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

# A-35: Update Service Fleet Information

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

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes		
NEW	<input type="text"/>	<input type="text"/>	Please select a value ▾	<input type="text"/>	Please select a value ▾	<input type="text"/>	<input type="text"/>	Please select a value ▾	<input type="text"/>	<input type="text"/>	✕

+ Add Service Fleet

PREVIOUS SECTION NEXT SECTION

CONTINUE CONTINUE AND ADD MORE BACK

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



# A-35: Vehicle Types

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

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes		
NEW	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<input type="button" value="X"/>

[+ Add Service Fleet](#)

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

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

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

# A-35: Update Service Fleet Information

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

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes		
NEW	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	<input type="text"/>	<input type="text"/>	X

+ Add Service Fleet

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

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

- **Total Vehicles**
- **ULB:** FTA's default populates, but you may update if needed.
- **Year Manufactured**
- **Notes:** Optional

# A-35: Update Financials

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

ID	Fleet Name	Agency Fleet Id	Transit Agency Capital Responsibility (%)	Estimated Cost	Year Dollars of Estimated Cost	
NEW	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<i>Please select a value</i> ▼	✖

[+ Add Service Fleet](#)

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

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

- Fleet Name & Agency Fleet ID
- Transit Agency Capital Responsibility (%)
- Estimated Cost
- Year Dollars of Estimated Cost

# Activity #3

## When and How to Report Assets

# Reporting Facilities #1

## Scenario 1:

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

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

### MB/DO A-10:

[X] # of facilities

Owned / Leased

### DR/DO A-10:

[X] # of facilities

Owned / Leased

### Inventory on A-15?

Yes / No

# Reporting Facilities #1 Solution

## Scenario 1

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

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

**MB/DO A-10:**

**0.5 facilities**

**Owned / Leased**

**DR/DO A-10:**

**0.5 facilities**

**Owned / Leased**

**Inventory on A-15?**

**Yes**

# Reporting Facilities #2

## Scenario 2:

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

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

### MB/DO A-10:

[X] # of facilities

Owned / Leased

### DR/DO A-10:

[X] # of facilities

Owned / Leased

### Inventory on A-15?

Yes / No

# Reporting Facilities #2 - Solution

## Scenario 2:

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

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

### MB/DO A-10:

**0.75** facilities

**Owned / Leased**

### DR/DO A-10:

**0.25** facilities

**Owned / Leased**

### Inventory on A-15?

**No**



# Reporting Facilities #3

## Scenario 3:

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

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

### MB/DO A-10:

[X] # of facilities  
Owned / Leased

### DR/DO A-10:

[X] # of facilities  
Owned / Leased

### Inventory on A-15?

Yes / No

# Reporting Facilities #3 Solution

## Scenario 2:

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

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

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

MB/DO A-10:

0

DR/DO A-10:

0

Inventory on A-15?

No

# Revenue Vehicles #1

## Scenario 1:

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

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

Total Vehicles:     

Active Vehicles:     

Is this fleet retired? Yes / No

# Revenue Vehicles #1 Solution

## Scenario 1:

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

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

Total Vehicles: 5

Active Vehicles: 0

Is this fleet retired? Yes

# Revenue Vehicles #2

## Scenario 2:

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

- How do they report this fleet?

Total Vehicles:     

Active Vehicles:     

Is this fleet retired? Yes / No

# Revenue Vehicles #2 Solution

## Scenario 2:

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

- How do they report this fleet?

Total Vehicles: 5

Active Vehicles: 0

Is this fleet retired? No

# Revenue Vehicles #3

## Scenario 3:

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

- What should they do with the mismatched RVI ID on the DR A-30?

# Revenue Vehicles #3 Solution

- Delete the fleet with the mismatched RVI ID from the A-30 form.
- Do not retire this fleet, as it was added in error.



# RR-20: Reduced Reporting

# RR-20: Total Funds Expended

## Reduced Reporting Sections

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

### Total Funds Expended

Operations \$0

Capital \$0

### Funds Expended

#### Mode and Type of Service

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

Open the RR-20 form and enter the following:

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

# Accounting: Review

Report revenues expended **NOT** earned.

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

Reporters must:

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

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

**Solution:** The agency reports an expenditure of \$300,000 to the NTD.

# RR-20: Fare Revenues

## Fare Revenue

Mode	Revenues	Funds Expended On Operations	Funds Expended On Capital
DR DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
MB DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
	Total	\$0	\$0

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

# RR-20: Passenger-Paid Fares

## Fare Revenue

Mode	Revenues	Funds Expended On Operations	Funds Expended On Capital
DR DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
MB DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
	Total	\$0	\$0

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

# RR-20: Organization-Paid Fares

## Fare Revenue

Mode	Revenues	Funds Expended On Operations	Funds Expended On Capital
DR DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
MB DO	Passenger-Paid Fares		
	Organization-Paid Fares		
	Fare Revenues	\$0	\$0
	Total		\$0

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

# RR-20: Allocating Fares

- Agencies with more than one mode are required to capture and report fares expended from each mode separately and not allocate based on a data point.
- Exceptions to this requirement happen when:
  - There is a fixed fare for the initial segment of a multi-mode trip and the transfer charge is not equal to the fare charged for a single ride trip on the next mode; or
  - A large portion of passengers use prepaid fare media that all modes accept.
- If your agency is an exception to the rule, please make sure to explain your methodology during validation.

# RR-20: Other Directly Generated Funds

## Other Directly Generated Funds

Funds Expended On Operations

Funds Expended On Capital

## Revenues Accrued Through a PT Agreement

Agreement Type	Funds Expended On Operations	Funds Expended On Capital
With an NTD Reporting Agency	<input type="text"/>	<input type="text"/>
With an non-NTD Reporting Agency	<input type="text"/>	<input type="text"/>

- Other Directly Generated Funds:
  - Advertising Revenues, Concession Revenues, Fundraisers, Park and Ride Revenues, Interest on Investments, Non-full cost contracts, Donations and Insurance Recoveries



# RR-20: Revenues Accrued Through PT

## Other Directly Generated Funds

Funds Expended On Operations

Funds Expended On Capital

## Revenues Accrued Through a PT Agreement

Agreement Type	Funds Expended On Operations	Funds Expended On Capital
With an NTD Reporting Agency	<input type="text"/>	<input type="text"/>
With an non-NTD Reporting Agency	<input type="text"/>	<input type="text"/>

- Revenues Accrued Through a PT Agreement
  - Rare selection for rural agencies.
  - Applies when your agency is the seller of service in a Purchased Transportation agreement (full cost contract).
  - Analyst will ask for clarification during validation if you report funds to this field.

# RR-20: Non-Federal Funds

## Non-Federal Funds

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

- **Local Funds:**
  - Tax levies, General Funds, Specified contribution, Finances from the local entities
- **State Funds:**
  - State programs that support public transit, Includes State portions of Medicaid Fund
- **Other Funds**
  - Requires a description

# RR-20: Federal Funds

## Federal Funds

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

1 - 12 of 12

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

- Select all applicable Federal Funding sources to expand sections.

# RR-20: Select Federal Funds

## Federal Funds

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

1 - 12 of 12

Funding Sources	Funds Expended on Operations	Funds Expended on Capital
FTA Formula Grants for Rural Areas (§5311)		
Capital Assistance Spent on Operations (§5311)		
FTA ARRA Other than Urbanized Area Program Funds (§5311)		
FTA ARRA Capital Assistance Spent on Operations (including maintenance expenses) (§5311)		
FTA Tribal Transit Funds (§5311)		
ARRA Tribal Transit Funds (§5311)		
Total	\$0	\$0

- Subsections will appear on the right side (e.g., FTA 5311 program).

# RR-20: Other FTA, Other Federal Funds

## Federal Funds

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

1 - 12 of 12

Funding Sources	Funds Expended on Operations	Funds Expended on Capital
Other FTA Funds		
Other FTA Funds: Capital Assistance Spent on Operations		
Other Federal Funds		
Total	\$0	\$0

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

# RR-20: Other FTA/Other Federal Examples

- Other FTA Funds
  - Funds from an FTA grant not listed
  - FTA Clean Fuels Program (5308)
- Other Federal Funds
  - Funds from a Federal grant not listed
  - Housing and Urban Development (HUD), Department of Health and Human Services (HHS)
  - Medicaid

# RR-20: Other Resources

## Other Resources

Number of Volunteer Drivers \*

Number of Personal Vehicles in Service \*

## Other Resources

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

# RR-20: Service Data

## Annual Service Data \*

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

## Service Data

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



# RR-20: Unlinked Passenger Trips

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

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

# RR-20: Sponsored Service

**Annual Service Data \***

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

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

# RR-20: VOMS

## Annual Service Data \*

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

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

# RR-20: Safety Data

<b>Safety Data</b>	
Reportable Incidents*	Fatalities*
<input type="text"/>	<input type="text"/>
	Injuries*
	<input type="text"/>

## Safety Data

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

# RR-20: Fatalities and Injuries

Safety Data	
Reportable Incidents *	Fatalities *
<input type="text" value="0"/>	<input type="text" value="0"/>
	Injuries *
	<input type="text" value="0"/>

## Safety Data

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

If there are no reportable incidents, enter “0” in all fields.

# RR-20: Reportable Events

## Safety Data

Reportable Incidents \*

0

Fatalities \*

0

Injuries \*

0

## Safety Data

- **Note:** Incidents are only reportable if they result from a transit-related event (collision, fire, hazmat, etc.).
- If an injury or fatality occurs but is not a result of a reportable safety event, do not report it on the NTD report.

# RR-20: Agency Example – Financial Data

NTD Data Element	Description of Funding Sources
Passenger-Paid Fares	\$1,031 (Passenger Donations)
Organization-Paid Fares	\$0
Other Directly Generated Funds	\$0
Revenues Accrued through a PT Agreement	\$0 (no qualifying agreements)
Local Funds	\$14,112
State Funds	\$13,446
FTA §5311 Formula Grants for Rural Areas	\$47,522
FTA §5310 EMSID Funds	
Other Federal Funds	
<b>Total Operating Expenses</b>	<b>\$76,111</b>

# RR-20: Agency Example – Service Data

<b>NTD Data Element</b>	<b>Agency Annual Total</b>
<b>Vehicle Revenue Miles</b>	14,014
<b>Vehicle Revenue Hours</b>	2,005
<b>Unlinked Passenger Trips</b>	9,997
<b>Vehicles Operated in Annual Maximum Service</b>	2
<b>Sponsored Services UPT</b>	0



# RR-20 Example: TOE and Fares

## Funds Expended

### Mode and Type of Service

Mode	Funds Expended On Operations	Funds Expended On Capital
DR DO	76,111	
Total	\$76,111	\$0

## Fare Revenue

Mode	Revenues	Funds Expended On Operations	Funds Expended On Capital
DR DO	Passenger-Paid Fares	1,031	
	Organization-Paid Fares		
	Fare Revenues	\$1,031	\$0
	Total	\$1,031	\$0

## Other Directly Generated Funds

### Funds Expended On Operations

### Funds Expended On Capital

## Revenues Accrued Through a PT Agreement

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

# RR-20 Example: Non-Federal Funds

## Non-Federal Funds

Funding Sources	Funds Expended on Operations	Funds Expended on Capital
Local Funds	14,112	
State Funds	13,446	
Other Funds		
Total	\$27,558	\$0

# RR-20 Example: Federal Funds

## Federal Funds

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

1 - 12 of 12

Funding Sources	Funds Expended on Operations	Funds Expended on Capital
FTA Formula Grants for Rural Areas (§5311)	47,522	
Capital Assistance Spent on Operations (§5311)		
FTA ARRA Other than Urbanized Area Program Funds (§5311)		
FTA ARRA Capital Assistance Spent on Operations (including maintenance expenses) (§5311)		
FTA Tribal Transit Funds (§5311)		
ARRA Tribal Transit Funds (§5311)		
<b>Total</b>	<b>\$47,522</b>	<b>\$0</b>

# RR-20 Example: Service and Safety Data

## Other Resources

Number of Volunteer Drivers \*

Number of Personal Vehicles in Service \*

## Annual Service Data \*

Mode Service	Vehicle Revenue Miles	Vehicle Revenue Hours	Unlinked Passenger Trips	Vehicles Operated in Annual Maximum Service	Sponsored Services UPT
DR DO	14,014	2,005	9,997	2	0
Total	14,014	2,005	9,997	2	0

## Safety Data

Reportable Incidents \*

Fatalities \*

Injuries \*

# Activity #4

## Completing the RR-20

# Original Source of Funds: #1

## Scenario 1:

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

- Under which funding source do you report these funds?
  - A. Local Funds
  - B. Fare Revenues
  - C. Other Federal Funds
  - D. None of the above

# Original Source of Funds: #1 Solution

## Scenario 1:

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

- Under which funding source do you report these funds?
  - A. Local Funds
  - B. Fare Revenues
  - C. Other Federal Funds**
  - D. None of the above

# Original Source of Funds: #2

## Scenario 2:

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

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



# Original Source of Funds: #2 Solution

## Scenario 2:

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

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

# Service Data: #1

## Scenario 1:

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

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

- What is your agency's Total Annual UPT?

# Service Data: #1 - Solution

- **Answer: 30,929 Total UPT**

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

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

- How should you report total UPT and Sponsored UPT?

# Service Data: #1 – Solution cont'd

- **Answer: 30,929 Total UPT, 10,045 Sponsored UPT**

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

# Service Data: #2

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

- How do you report VOMS on the RR-20?

# Service Data: #2 Solution

- **Answer: 12 VOMS**
- This is the highest number of buses your agency used *during maximum service periods*. Do not report 16, which is the maximum number of vehicles available for service but not the maximum number operated.

# Safety Data: #1

## Scenario 1:

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

- Does your agency report the collision to the NTD?
- If so, what does the agency report?
  - Number of Reportable Incidents: [\[X\]](#)
  - Number of Injuries: [\[X\]](#)
  - Number of Fatalities: [\[X\]](#)

# Safety Data: #1 Solution

## Scenario 1:

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

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



# Safety Data: #2

## Scenario 2:

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

- Does your agency report this incident to the NTD?
- If so, what does the agency report?
  - Number of Reportable Incidents: [\[X\]](#)
  - Number of Injuries: [\[X\]](#)
  - Number of Fatalities: [\[X\]](#)

# Safety Data: #2 Solution

## Scenario 2:

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

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

# Report Validation

# Validation: Definition

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

# Validation: Example

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

Two primary possibilities:



1. Data was reported incorrectly in Year 1 and was corrected in Year 2 (provide a response)



2. Initial data entry error in Year 2; Year 1 value was correct (revise the data to Year 1 value)









# Validation: Overview

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

# In-System Validation

# Validation Status - Dashboard

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

Report Package Forms						
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	
Stations and Maintenance Facilities - DO - (A-10)	MB DO			0	0	
Transit Asset Management Facilities Inventory (A-15)				0	0	
Revenue Vehicle Inventory (A-30)	DR DO			0	0	
Revenue Vehicle Inventory (A-30)	MB DO			0	0	
Service Vehicle Inventory (A-35)				0	0	
Reduced Reporting (RR-20) - General Public Transit				0	0	

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# Save Options

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

**Safety Data**

Reportable Incidents \*

Fatalities \*

Injuries \*

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



# Save Form

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

**Safety Data**

Reportable Incidents \*

Fatalities \*

Injuries \*

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



# Save and Validate Form

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

**Safety Data**

Reportable Incidents \*

Fatalities \*

Injuries \*









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



# Saved vs. Saved and Validated

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

## Report Package Forms









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	8/7/2019 10:41 AM EDT	tamstates@test.com	0	0	
Stations and Maintenance Facilities - DO - (A-10)	MB DO			0	0	
Transit Asset Management Facilities Inventory (A-15)				0	0	
Revenue Vehicle Inventory (A-30)	DR DO			0	0	
Revenue Vehicle Inventory (A-30)	MB DO			0	0	
Service Vehicle Inventory (A-35)				0	0	
Reduced Reporting (RR-20) - General Public Transit				0	0	

1 - 8 of 8

# Validation Dashboard

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

## Report Package Forms









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	8/7/2019 10:43 AM EDT	tamstates@test.com	0	0	
Stations and Maintenance Facilities - DO - (A-10)	MB DO			0	0	
Transit Asset Management Facilities Inventory (A-15)				0	0	
Revenue Vehicle Inventory (A-30)	DR DO	8/7/2019 10:44 AM EDT	tamstates@test.com	6	6	
Revenue Vehicle Inventory (A-30)	MB DO			0	0	
Service Vehicle Inventory (A-35)				0	0	
Reduced Reporting (RR-20) - General Public Transit				0	0	

1 - 8 of 8

# Open Issues vs. Total Issues

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

## Report Package Forms









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	8/7/2019 10:43 AM EDT	tamstates@test.com	0	0	
Stations and Maintenance Facilities - DO - (A-10)	MB DO			0	0	
Transit Asset Management Facilities Inventory (A-15)				0	0	
Revenue Vehicle Inventory (A-30)	DR DO	8/7/2019 10:44 AM EDT	tamstates@test.com	6	6	
Revenue Vehicle Inventory (A-30)	MB DO			0	0	
Service Vehicle Inventory (A-35)				0	0	
Reduced Reporting (RR-20) - General Public Transit				0	0	

1 - 8 of 8

# Addressing Open Issues

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

## Report Package Forms

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	8/7/2019 10:43 AM EDT	tamstates@test.com	0	0	
Stations and Maintenance Facilities - DO - (A-10)	MB DO			0	0	
Transit Asset Management Facilities Inventory (A-15)				0	0	
Revenue Vehicle Inventory (A-30)	DR DO	8/8/2019 3:45 PM EDT	tamstates@test.com	0	6	
Revenue Vehicle Inventory (A-30)	MB DO			0	0	
Service Vehicle Inventory (A-35)				0	0	
Reduced Reporting (RR-20) - General Public Transit				0	0	



1 - 8 of 8

# Saved vs. Saved and Validated

- Note: If you **Save and Validate** a form but later make changes to the data, you must **Save and Validate** again.
- If you **Save** a form that has already been validated, the form will revert from **green** back to **red**
- The form will not turn green until you **Save and Validate** again.



# How to View Issues: 1

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

**Safety Data**

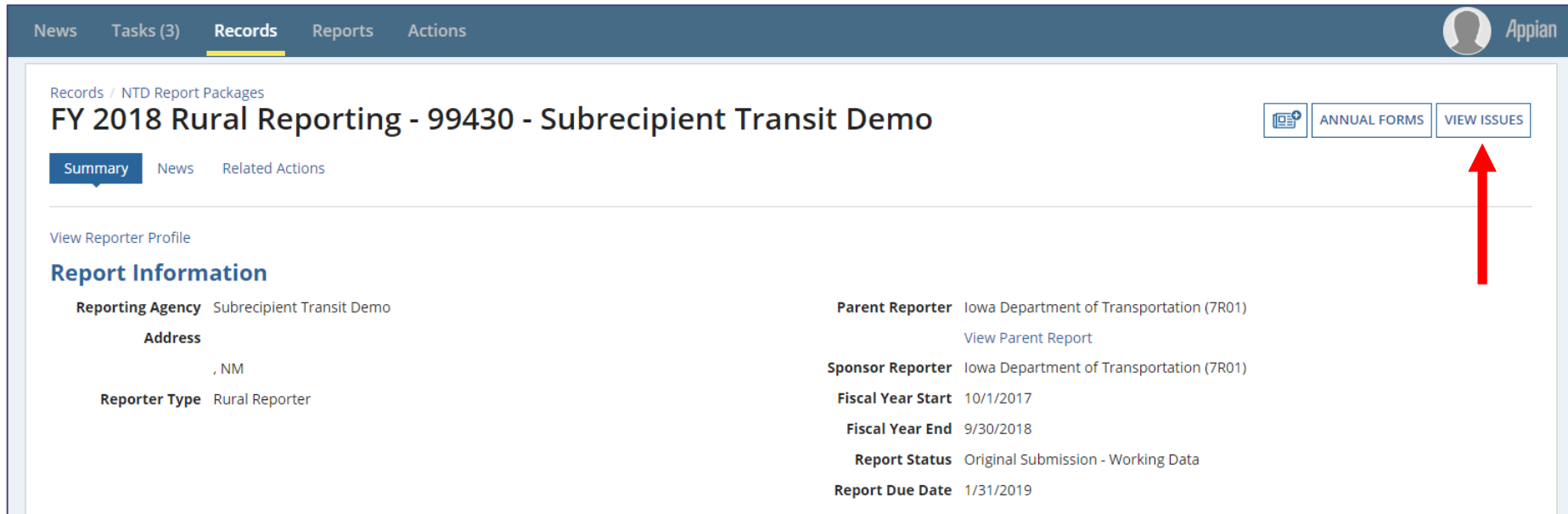
Reportable Incidents\*

Fatalities\*

Injuries\*



# How to View Issues: 2



The screenshot displays the Appian user interface for a report package. The top navigation bar includes 'News', 'Tasks (3)', 'Records' (highlighted), 'Reports', and 'Actions'. The user profile 'Appian' is visible in the top right. The main content area shows the breadcrumb 'Records / NTD Report Packages' and the title 'FY 2018 Rural Reporting - 99430 - Subrecipient Transit Demo'. Below the title are three buttons: 'Summary' (selected), 'News', and 'Related Actions'. On the right side, there are three buttons: 'ANNUAL FORMS' and 'VIEW ISSUES' (highlighted with a red arrow). The 'View Reporter Profile' section is visible below the main content area.

Records / NTD Report Packages  
FY 2018 Rural Reporting - 99430 - Subrecipient Transit Demo

Summary News Related Actions

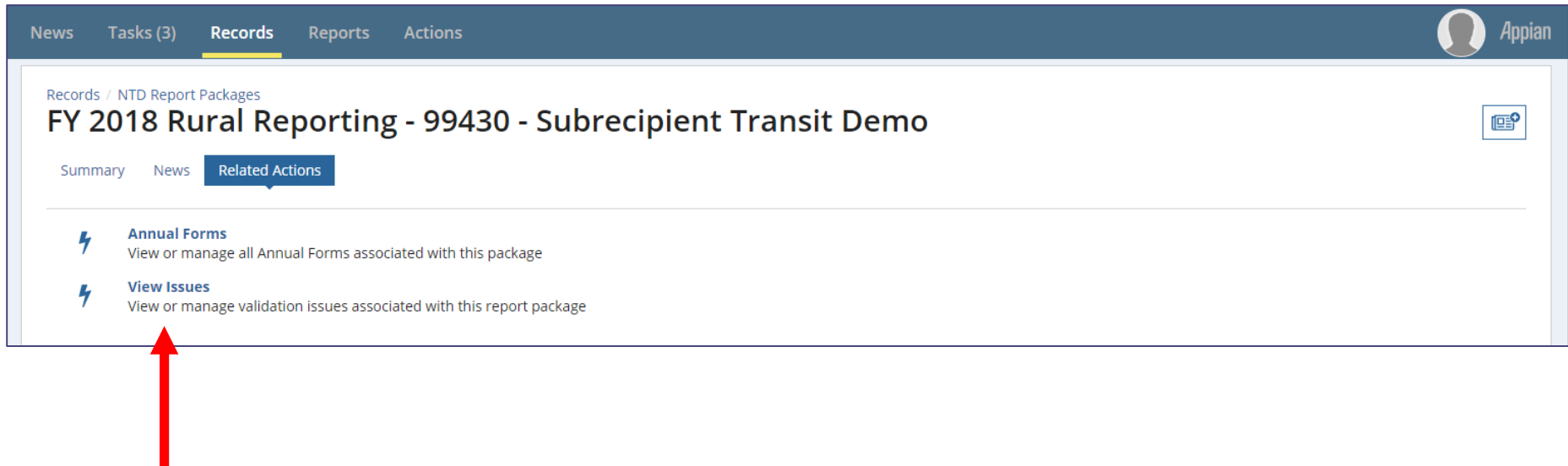
View Reporter Profile

**Report Information**

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

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

# How to View Issues: 3



The screenshot displays the Appian user interface. At the top, there is a navigation bar with tabs for 'News', 'Tasks (3)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is currently selected. In the top right corner, there is a user profile icon and the name 'Appian'. Below the navigation bar, the breadcrumb path reads 'Records / NTD Report Packages'. The main heading is 'FY 2018 Rural Reporting - 99430 - Subrecipient Transit Demo'. Underneath the heading, there are three tabs: 'Summary', 'News', and 'Related Actions'. The 'Related Actions' tab is active. Below the tabs, there are two action items, each preceded by a lightning bolt icon. The first item is 'Annual Forms' with the description 'View or manage all Annual Forms associated with this package'. The second item is 'View Issues' with the description 'View or manage validation issues associated with this report package'. A red arrow points to the 'View Issues' link.

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

# View Issues Page

## View Validation Issues

- Hide Filters (1 Filters Applied)

Open ▼ -- Filter by Module -- ▼ -- Filter by Form -- ▼

-- Filter by Mode -- ▼ -- Filter by Criticality -- ▼

[Clear Filters](#)

### Issues [?](#)

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
135208	RR-20	RR20F-179 (MB/DO) - Service Data not reported	Important	Open		
135209	RR-20	RR20F-179 (DR/DO) - Service Data not reported	Important	Open		
135210	RR-20	RR20F-001OA - Total expenses mismatch - Funds Expended on Operations	Important	Open		
135211	RR-20	RR20F-024 - Local funds rounded - Funds Expended on Operations	Important	Open		
135212	RR-20	RR20F-223 - Matching Funds low value	Important	Open		

5 items

# Opening an Issue

**View Validation Issues**

- Hide Filters (1 Filters Applied)

Open ▼ -- Filter by Module -- ▼ -- Filter by Form -- ▼

-- Filter by Mode -- ▼ -- Filter by Criticality -- ▼

[Clear Filters](#)

**Issues** ⓘ

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
135208	RR-20	RR20F-179 (MB/DO) - Service Data not reported	Important	Open		
135209	RR-20	RR20F-179 (DR/DO) - Service Data not reported	Important	Open		
135210	RR-20	RR20F-001 OA - Total expenses mismatch - Funds Expended on Operations	Important	Open		
135211	RR-20	RR20F-024 - Local funds rounded - Funds Expended on Operations	Important	Open		
135212	RR-20	RR20F-223 - Matching Funds low value	Important	Open		

5 items

- Select an issue by clicking anywhere on the **Issue** row once — this will highlight the row, as seen above.

# Reviewing Issue Details

**Selected Validation Issue Details**

<b>Reporter Name</b> 99430 - Subrecipient Transit Demo	<b>Issue ID</b> 135211
<b>Location</b> RR-20	<b>Rule ID</b> 6848
<b>Issue Description</b> RR20F-024 - Local funds rounded - Funds Expended on Operations	<b>Last Modified By</b>
	<b>Last Modified Date</b>

---

**Validation Information** Local Funds appear to be rounded to the nearest thousand. This is unusual as all financial information should be reported as exact values.

**Resolution Details** Please revise Local Funds or provide an explanation for the data.

Comment	Created By	Created Date
No items available		

**Criticality** Important

**Comment**

0/4,000 Characters Used

[SAVE](#) [VIEW RELATED FORM](#)

- To view details, scroll to the bottom of the screen.

# Issues Page: Comment Box

**Selected Validation Issue Details**

<b>Reporter Name</b> 99430 - Subrecipient Transit Demo	<b>Issue ID</b> 135211
<b>Location</b> RR-20	<b>Rule ID</b> 6848
<b>Issue Description</b> RR20F-024 - Local funds rounded - Funds Expended on Operations	<b>Last Modified By</b>
	<b>Last Modified Date</b>

**Validation Information** Local Funds appear to be rounded to the nearest thousand. This is unusual as all financial information should be reported as exact values.

**Resolution Details** Please revise Local Funds or provide an explanation for the data.

Comment	Created By	Created Date
No items available		

**Criticality** Important

**Comment**

0/4,000 Characters Used

**SAVE** **VIEW RELATED FORM**

- Comment box allows you to provide a response.

# View Related Form

**Selected Validation Issue Details**

<b>Reporter Name</b> 99430 - Subrecipient Transit Demo	<b>Issue ID</b> 135211
<b>Location</b> RR-20	<b>Rule ID</b> 6848
<b>Issue Description</b> RR20F-024 - Local funds rounded - Funds Expended on Operations	<b>Last Modified By</b>
	<b>Last Modified Date</b>

---

**Validation Information** Local Funds appear to be rounded to the nearest thousand. This is unusual as all financial information should be reported as exact values.

**Resolution Details** Please revise Local Funds or provide an explanation for the data.

Comment	Created By	Created Date
No items available		

**Criticality** Important

**Comment**

0/4,000 Characters Used

[SAVE](#) [VIEW RELATED FORM](#)

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



# Common Issue Types

# Common Issue Types

- Open
- Open with Explanation
- Closed with Data Revision
- Closed

# Open

## View Validation Issues

- Hide Filters (1 Filters Applied)

-- Filter by Status --

-- Filter by Module --

-- Filter by Form --

Bus

-- Filter by Criticality --

Clear Filters

### Issues [?](#)

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
135220	RR-20	RR20F-164 (MB/DO) - Trips per mile	Important	Open		
135219	RR-20	RR20F-180 (MB/DO) - VOMS higher than Total Active Vehicles	Important	Open with Explanation	tamstates@test.com	08/09/2019 9:19 AM
135208	RR-20	RR20F-179 (MB/DO) - Service Data not reported	Important	Closed with Data Revision	tamstates@test.com	08/09/2019 5:18 AM

- Outstanding items that you must address.
- You cannot submit the report if there are **Open Issues** on the report.

# Open: Example

## View Validation Issues

- Hide Filters (1 Filters Applied)

-- Filter by Status --

-- Filter by Module --

-- Filter by Form --

Bus

-- Filter by Criticality --

Clear Filters

### Issues [?](#)

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
135220	RR-20	RR20F-164 (MB/DO) - Trips per mile	Important	Open		
135219	RR-20	RR20F-180 (MB/DO) - VOMS higher than Total Active Vehicles	Important	Open with Explanation	tamstates@test.com	08/09/2019 9:19 AM
135208	RR-20	RR20F-179 (MB/DO) - Service Data not reported	Important	Closed with Data Revision	tamstates@test.com	08/09/2019 5:18 AM

- **Example:** Trips per mile validation check has not yet been addressed in the system.

# Open with Explanation

## View Validation Issues

- Hide Filters (1 Filters Applied)

-- Filter by Status --

-- Filter by Module --

-- Filter by Form --

Bus

-- Filter by Criticality --

Clear Filters

### Issues

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
135220	RR-20	RR20F-164 (MB/DO) - Trips per mile	Important	Open		
135219	RR-20	RR20F-180 (MB/DO) - VOMS higher than Total Active Vehicles	Important	Open with Explanation	tamstates@test.com	08/09/2019 9:19 AM
135208	RR-20	RR20F-179 (MB/DO) - Service Data not reported	Important	Closed with Data Revision	tamstates@test.com	08/09/2019 5:18 AM

- Validation issues for which you have provided a response.
- They are pending approval by the analyst.

# Open with Explanation: Example

## View Validation Issues

- Hide Filters (1 Filters Applied)

-- Filter by Status --

-- Filter by Module --

-- Filter by Form --

Bus

-- Filter by Criticality --

Clear Filters

### Issues [?](#)

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
135220	RR-20	RR20F-164 (MB/DO) - Trips per mile	Important	Open		
135219	RR-20	RR20F-180 (MB/DO) - VOMS higher than Total Active Vehicles	Important	Open with Explanation	tamstates@test.com	08/09/2019 9:19 AM
135208	RR-20	RR20F-179 (MB/DO) - Service Data not reported	Important	Closed with Data Revision	tamstates@test.com	08/09/2019 5:18 AM

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

# Closed with Data Revision

## View Validation Issues

- Hide Filters (1 Filters Applied)

-- Filter by Status --

-- Filter by Module --

-- Filter by Form --

Bus

-- Filter by Criticality --

Clear Filters

### Issues [?](#)

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
135220	RR-20	RR20F-164 (MB/DO) - Trips per mile	Important	Open		
135219	RR-20	RR20F-180 (MB/DO) - VOMS higher than Total Active Vehicles	Important	Open with Explanation	tamstates@test.com	08/09/2019 9:19 AM
135208	RR-20	RR20F-179 (MB/DO) - Service Data not reported	Important	Closed with Data Revision	tamstates@test.com	08/09/2019 5:18 AM

- Resolved by updating the data.
- No explanation needed; check automatically closes if revised data addresses the issue.

# Closed with Data Revision: Example

## View Validation Issues

- Hide Filters (1 Filters Applied)

-- Filter by Status --

-- Filter by Module --

-- Filter by Form --

Bus

-- Filter by Criticality --

Clear Filters

### Issues ?

ID	Location	Description	Criticality	Status	Last Modified By	Last Modified Date
135220	RR-20	RR20F-164 (MB/DO) - Trips per mile	Important	Open		
135219	RR-20	RR20F-180 (MB/DO) - VOMS higher than Total Active Vehicles	Important	Open with Explanation	tamstates@test.com	08/09/2019 9:19 AM
135208	RR-20	RR20F-179 (MB/DO) - Service Data not reported	Important	Closed with Data Revision	tamstates@test.com	08/09/2019 5:18 AM

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



# Closed Issues

1605973	RR-20	RR20F-137 (MB/DO) - Revenue speed change	Important	Closed		
1605972	RR-20	RR20F-024 - Local funds rounded - Funds Expended on Capital	Important	Closed		
1605978	RR-20	RR20F-022 - Local Funds Amount this year Vs last year - Funds Expended on Capital	Important	Closed		
1605977	RR-20	RR20F-002 - Total Uses of Capital < 5000 dollars - Funds Expended on Capital	Important	Closed		

9 items

[EXPORT DATA](#) [IMPORT DATA](#) [CLOSE](#)

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

# Closed Issues: Example

1605973	RR-20	RR20F-137 (MB/DO) - Revenue speed change	Important	Closed		
1605972	RR-20	RR20F-024 - Local funds rounded - Funds Expended on Capital	Important	Closed		
1605978	RR-20	RR20F-022 - Local Funds Amount this year Vs last year - Funds Expended on Capital	Important	Closed		
1605977	RR-20	RR20F-002 - Total Uses of Capital < 5000 dollars - Funds Expended on Capital	Important	Closed		

9 items

[EXPORT DATA](#) [IMPORT DATA](#) [CLOSE](#)

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

# Important vs. Critical Issues

Important Issues	Critical Issues
Can be addressed via response OR data revision.	Can only be addressed via data revision.
Comment box for agency response populates at the bottom of issue.	Comment box for agency response does not populate.
Can be changed to “Open with Explanation” and will not block report submission.	Will block report submission until it is resolved.

# Completing Validation

# How to Address Issues

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

# Example 1

## Selected Validation Issue Details

<b>Reporter Name</b>	99430 - Subrecipient Transit Demo	<b>Issue ID</b>	135217
<b>Location</b>	RR-20	<b>Rule ID</b>	7972
<b>Issue Description</b>	RR20F-0010A - Total expenses mismatch - Funds Expended on Operations	<b>Last Modified By</b>	
		<b>Last Modified Date</b>	
<b>Validation Information</b>	You reported \$ 687,248 for Total Operating Expense by Mode and Type of Service; however, you reported \$ 610,020 for Total Operating Expenses by Source and did not report capital leasing expenses. These values must match.		
<b>Resolution Details</b>	Please revise the Total Expenses by Mode for Operating Expenses to equal the sum of all individual expenses for that function or provide an explanation for the data.		

- **Example 1:** The sum of RR-20 Operating Expenses is \$687,248 by mode but \$610,020 by source.
- These values typically match.

# Solution 1

Comment	Created By	Created Date
No items available		
<b>Criticality</b> Important		
<b>Comment</b>		
0/4,000 Characters Used		
		<a href="#">SAVE</a> <a href="#">VIEW RELATED FORM</a>

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

# Example 2

Selected Validation Issue Details	
<b>Reporter Name</b> 99430 - Subrecipient Transit Demo	<b>Issue ID</b> 135222
<b>Location</b> RR-20	<b>Rule ID</b> 6848
<b>Issue Description</b> RR20F-024 - Local funds rounded - Funds Expended on Operations	<b>Last Modified By</b>
	<b>Last Modified Date</b>
<hr/>	
<b>Validation Information</b>	Local Funds appear to be rounded to the nearest thousand. This is unusual as all financial information should be reported as exact values.
<b>Resolution Details</b>	Please revise Local Funds or provide an explanation for the data.

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



# Solution 2

Comment	Created By	Created Date
No items available		
<b>Criticality</b> Important		
<b>Comment</b>		
<p>This is correct - our agency expended a total of \$10,000 in Local Funds during the fiscal year.</p>		
96/4,000 Characters Used		
		<a href="#">SAVE</a> <a href="#">VIEW RELATED FORM</a>

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

# Validation Tips

# Validation Tips: 1

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

# Validation Tips: Example 1

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

Insufficient Responses	Acceptable Responses
“Data is correct.”	“We lowered our adult fare rates this year, leading to increased ridership.”
“We had more ridership this year.”	“We added several new routes and expanded evening service hours, leading to increased ridership.”
“UPT increased due to more passengers.”	“Increase in marketing efforts led to more awareness of our service this year, leading to increased ridership.”

# Validation Tips : 2

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

# Validation Tips: Example 2

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



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



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

# Validation Tips: 3

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

- Many validation checks are mode-specific.
- Do not respond with an explanation related to the incorrect mode.

# Validation Tips: Example 3

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

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



# Validation Tips: 4A

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

A.  $VRM / VRH = \text{Revenue Speed}$

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

# Validation Tips: 4B

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

B. Operating Expenses / VRH = Cost per Hour

- Looks at average cost efficiency of a mode.
- If your DR/DO average operating cost was \$30 per hour last year and is \$45 per hour this year, what change caused this increase?

# Validation Tips: 4C

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

C. Fare Revenues / UPT = Fare per passenger

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

# Validation Tips: 5



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

- Do not enter placeholder responses, like “We are still looking into this validation issue.”
- Do not request clarification for a check if you are unsure of what it means — for example, “I’m not sure what this check is asking. Please explain what I should do.”

# Validation Tips: 5 cont'd

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

- A report is considered incomplete if it does not include responses to all validation inquiries.
- Entering non-responses will require the analyst to return the report for another revision cycle.
- If you need clarification for a validation check, reach out to the State first, then enter your response after you have prepared it.

# Validation Tips: 6

## **6) Do not repeatedly cite the prior year's data as incorrect.**

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

# Validation Tips: 6 cont'd

## **6) Do not repeatedly cite the prior year's data as incorrect.**

- FTA will add your agency to the Closeout Letter, noting that your agency cited the previous year's data as incorrect.
- FTA will advise you not to provide this response in the following Report Year.

# Activity #5

## Completing Validation



# Validation Exercise #1

## Scenario 1:

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

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

# Validation Exercise #1 Solution

## Scenario 1:

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

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

# Validation Exercise #2

## Scenario 2:

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

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

# Validation Exercise #2 Solution

## Scenario 2:

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

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

# Validation Exercise #3

## Scenario 3:

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

- **What is your next step?**
  - A. Enter a response in validation requesting more clarification on the check.
  - B. Contact the NTD HelpDesk and ask them to explain the validation check.
  - C. Ask the State for the NTD Analyst's contact information and reach out to the analyst directly.
  - D. Request further guidance from the State DOT. If the State is unable to clarify the issue, the State will follow up with the NTD Analyst for more information.

# Validation Exercise #3 Solution

## Scenario 3:

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

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

# Validation Exercise #4

## Scenario 4:

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

- **What is your next step?**
  - A. Update the description for “Other Funds” from “Miscellaneous Revenue” to “Advertising Revenue” on the RR-20.
  - B. Enter a new comment in validation reiterating that the funds came from advertising revenue.
  - C. Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Miscellaneous Revenue.”
  - D. Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Advertising Revenue.”

# Validation Exercise #4 Solution

## Scenario 4:

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

- A. Update the description for “Other Funds” from “Miscellaneous Revenue” to “Advertising Revenue” on the RR-20.
- B. Enter a new comment in validation reiterating that the funds came from advertising revenue.
- C. Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Miscellaneous Revenue.”
- D. Delete the funds from “Other Funds,” move the funds to “Other Directly Generated Funds,” and enter a description of “Advertising Revenue.”**



# State Requirements

# State Responsibilities

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

# Subrecipient Types and Management

# Rural General Public Transit

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

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

## **Required Forms:**

B-10: Organization Type and Fiscal Year End Date

A-10: Maintenance Facilities (one per mode)

A-15: Transit Asset Management Facilities Inventory

A-30: Revenue Vehicle Inventory (one per mode)

A-35: Service Vehicle Inventory

RR-20: Reduced Reporting

# Reduced Asset Subrecipient

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

## **Required Forms:**

B-10: Organization Type and Fiscal Year End Date

A-15: Transit Asset Management Facilities Inventory

A-30: Revenue Vehicle Inventory (one per mode)

A-35: Service Vehicle Inventory

# Urban/Tribal Subrecipients

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

## **Required Forms:**

B-10: Organization Type and Fiscal Year End Date

RR-20 Urban/Tribal Subrecipient

- Section 5311 Funds

# Intercity Bus Subrecipients

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

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

## **Required Information:**

B-10 - Organization Type and Fiscal Year End Date

RR-20 Intercity Bus Subrecipient

- Section 5311 Funds
- Vehicle Revenue Miles traveled during § 5311 revenue service
- Unlinked Passenger Trips during § 5311 revenue service

# Managing Subrecipients Pt. 1

To add or remove subrecipients:

- From the State's report package click on **Related Actions** then **Manage Subrecipients**.

FY 2018 State Reporting - 7R01 - Iowa Department of Transportation

Summary Sub-Recipient Reports News **Related Actions**

- Annual Forms**  
View or manage all Annual Forms associated with this package
- Submit Annual Report Package**  
Begin the closeout process for this report package
- View Subrecipient Report Forms and Issues**  
View annual forms and issues from all subrecipients
- Manage Subrecipients**  
Add or remove subrecipients for this report package
- Create Reporter Request**  
Create a new reporter request
- View Critical Issues Report**  
View critical issues that prevent the report from being submitted.
- View Issues**  
View or manage validation issues associated with this report package



# Managing Subrecipients Pt. 2

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

## Manage Subrecipient

### Add or Remove Subrecipient

Please indicate whether you would like to add or remove subrecipients for this report package.



The screenshot shows a web form titled 'Manage Subrecipient' with a sub-header 'Add or Remove Subrecipient'. Below the sub-header is a prompt: 'Please indicate whether you would like to add or remove subrecipients for this report package.' A dropdown menu is open, showing three options: 'Add New Subrecipient' (highlighted in blue), 'Add New Subrecipient', and 'Remove Existing Subrecipient'. To the right of the dropdown are two buttons: 'CONTINUE' and 'CANCEL'.

- When adding a subrecipient, you will either select from a list of existing subrecipients or add a brand new one.
- When removing a subrecipient, you will select an agency and remove them.

# State Specific Forms

# RU-30 – Data Entry

## Statewide Characteristics (RU-30)

There are currently no open issues on this form.

### Counties Served

Number of Counties Statewide

99

Number of Counties with 55311 Service \*

Enter number of Counties

### Administrative Costs

55311 Funds Expended on State Administration \*

Enter number of dollars

SAVE AND VALIDATE

SAVE

PRINT DOCUMENT

VIEW ISSUES

CLOSE

# Statewide Characteristics (RU-30)

## Number of Counties with § 5311 Service:

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

## § 5311 Expended on State Administration:

- § 5311 revenues expended on state administration cost as a result of administering the program.

# Transit Asset Management Performance Measure Targets (A-90)

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

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

The State reports on behalf of their managed and independent participants. This form represents the plan for whole group.

# A-90 Sections: Rolling Stock

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

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

Performance Measure	2018 Target (%)	2018 Performance (%)	2018 Difference	2019 Target (%)	N/A
AB - Articulated Bus					<input checked="" type="checkbox"/>
AO - Automobile					<input checked="" type="checkbox"/>
BR - Over-the-road Bus					<input checked="" type="checkbox"/>
BU - Bus		0.00		50.00	<input type="checkbox"/>
CU - Cutaway		100.00		100.00	<input type="checkbox"/>
DB - Double Decker Bus					<input checked="" type="checkbox"/>
MV - Minivan					<input checked="" type="checkbox"/>
OR - Other					<input checked="" type="checkbox"/>
SB - School Bus					<input checked="" type="checkbox"/>
SV - Sports Utility Vehicle					<input checked="" type="checkbox"/>
VN - Van					<input checked="" type="checkbox"/>

# A-90 Sections: Equipment

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

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

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

Performance Measure	2018 Target (%)	2018 Performance (%)	2018 Difference	2019 Target (%)	N/A
Automobiles				40.00	<input type="checkbox"/>
Trucks and other Rubber Tire Vehicles				35.00	<input type="checkbox"/>
Steel Wheel Vehicles					<input type="checkbox"/>

# A-90 Sections: Facilities


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

**3) Facility - Percent of facilities rated below 3 on the condition scale**

Performance Measure	2018 Target (%)	2018 Performance (%)	2018 Difference	2019 Target (%)	N/A
Passenger / Parking Facilities		0.00		65.00	<input type="checkbox"/>
Administrative / Maintenance Facilities		0.00		16.00	<input type="checkbox"/>

**Narrative Report**

Upload New Narrative Report

 Drop file here



# Closeout Process

# Validation Process

- Reports will be sent back to the State for them to resolve open issues. Each time the report is sent back, the timetable to return is shortened.
- Be sure to address and correct any issues cited in the previous year closeout letter or noted by the analyst.
- Any issues that aren't resolved from the prior year report may be marked as Questionable.

# Reporting Issues

## Incomplete reports:

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

When these issues occur, FTA cites them in the closeout letter.

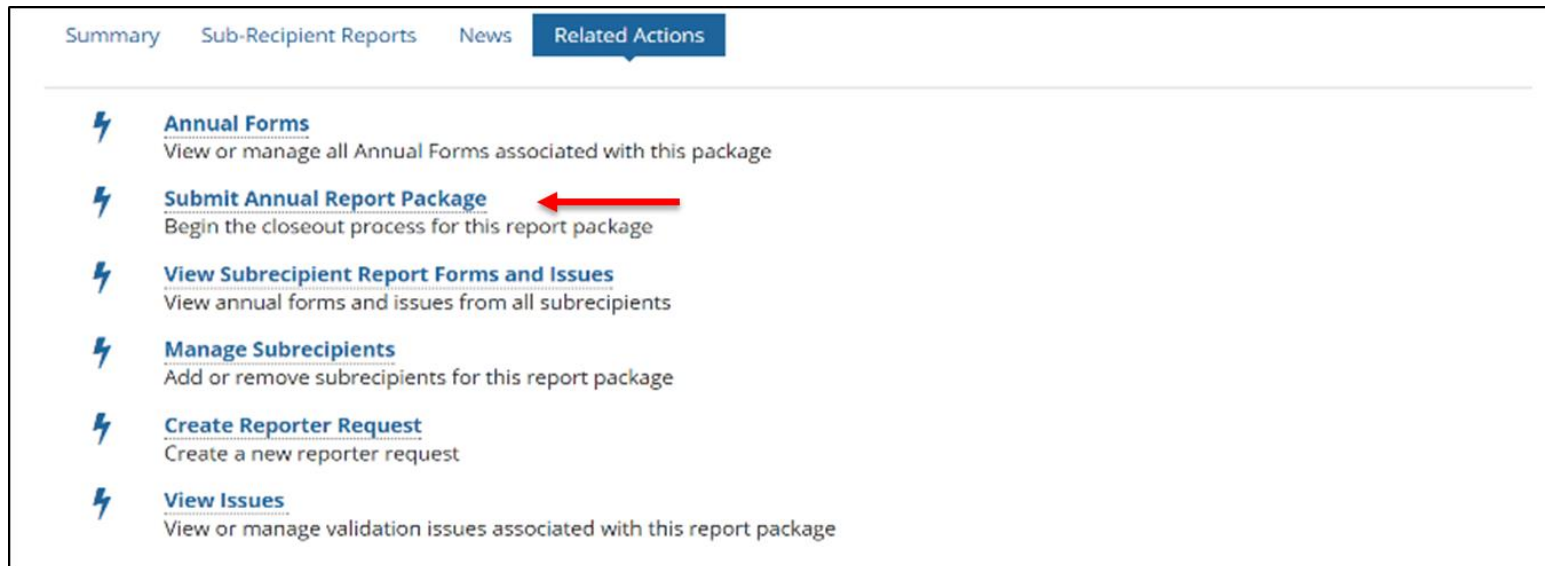
# Report Submission

# How to Submit

**Step 1:** Open the State Package and click on **Related Actions**.

- CEO and CEO Delegate can submit the Original Submission (OS).
- NTD Contact is able to submit any revisions after OS.

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



The screenshot shows a navigation menu with four tabs: 'Summary', 'Sub-Recipient Reports', 'News', and 'Related Actions'. The 'Related Actions' tab is selected and highlighted in blue. Below the tabs, a list of actions is displayed, each preceded by a lightning bolt icon. The actions are: 'Annual Forms' (View or manage all Annual Forms associated with this package), 'Submit Annual Report Package' (Begin the closeout process for this report package), 'View Subrecipient Report Forms and Issues' (View annual forms and issues from all subrecipients), 'Manage Subrecipients' (Add or remove subrecipients for this report package), 'Create Reporter Request' (Create a new reporter request), and 'View Issues' (View or manage validation issues associated with this report package). A red arrow points to the 'Submit Annual Report Package' option.

# Unable to Submit Report

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

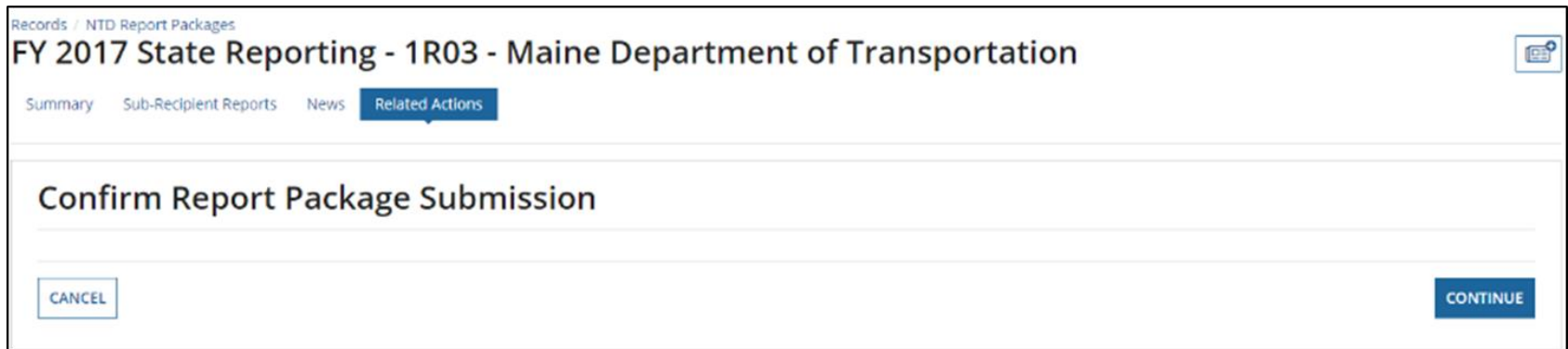
Unable to Submit Report Package for		Department of Transportation	
Resolve the following issues before submitting the annual report package			
Non-Validated Forms			
<input type="checkbox"/>	Reporter	Form	Mode / Type of Service
<input type="checkbox"/>	Concord Transit	Stations and Maintenance Facilities - DO - (A-10)	DR DO
<input type="checkbox"/>	Concord Transit	Revenue Vehicle Inventory (A-30)	DR DO
<input type="checkbox"/>	Maine Department of Transportation	Statewide Characteristics (RU-30)	

# How to Submit, Cont.

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

**Step 4:** A new box will appear. Click on **Submit**.

- Once you have successfully completed the submission, the top of the page will say “Action Completed Successfully.”



Records / NTD Report Packages  
FY 2017 State Reporting - 1R03 - Maine Department of Transportation

Summary Sub-Recipient Reports News **Related Actions**

Confirm Report Package Submission

CANCEL CONTINUE



SUBMIT CANCEL

# Questions and Comments

## NTD Operations Center

Monday – Friday

8:00 a.m. – 7:00 p.m. (ET)

[NTDHelp@dot.gov](mailto:NTDHelp@dot.gov) or 1-888-252-0936

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