National Transit Database
Annual Reporting
2017 User Manual
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NTD Reporting System

Background
The National Transit Database (NTD) is the primary source for information and statistics on U.S. transit systems. Congress requires agencies to report NTD data on an annual basis if they receive or benefit from §5307 or §5311 formula grants. NTD also requires monthly operating and safety statistics reports from agencies that file as a “Full Reporter”. FTA submits annual NTD reports that summarize transit service and safety data to Congress for review and use.

- Monthly ridership reporting begins October for reporting September data.
- Annual reporting begins December 15 for Fiscal Year (FY) reporting.

Annual Reporting Timeframe
An agency’s NTD report due date based on the agency’s Fiscal Year end date. Agencies submit their Annual Report four months after their Fiscal Year expires.

During the revision time, reporters work with NTD analysts to ensure that the data is accurate per NTD reporting requirements. The end of the revision period is called the report ‘Closeout.’

<table>
<thead>
<tr>
<th>Fiscal Year End Date</th>
<th>Annual Report Due Date</th>
<th>Report Closeout Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 30</td>
<td>October 31</td>
<td>March 15</td>
</tr>
<tr>
<td>September 30</td>
<td>January 31</td>
<td>May 15</td>
</tr>
<tr>
<td>December 31</td>
<td>April 30</td>
<td>July 15</td>
</tr>
</tbody>
</table>

Note: Monthly reports for full reporting agencies are due on the last day of the following month (e.g., January data is due February 28).

NTD System Validation

Saving Your Data
There are two options for saving your data at the bottom of each report form:

- **Save**: If you want to enter partial data into a report form and revisit at a later time.
- **Save and Validate**: When the form is complete and ready for review, the “Save and Validate” button applies the business-logic rules/rules of validation to all data entered in the form. Select this option every time you revise or enter new data.
- **Close**: Closes the form without saving the data to the database.
Viewing Issues

After selecting the **Save and Validate** button, if there are no issues found, you should see a confirmation message at the top of the form.

![There are currently no open issues on this form.]

After selecting the **Save and Validate** button, select the **View Issues** button. The resulting page displays validation issues for the current reporting form and allows you to respond accordingly, either by revising the data or providing explanations when applicable. After addressing all validation items, you will be able to submit the report for review (based on your user role).

![Filters]

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

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

Validation Issue Types

Similar to previous NTD report years, all validation issues can be considered “Open” or “Closed.” However, the internal validation system allows for a more specific subset of issue status types, including:

- Open with Explanation
- Open and Escalated
- Closed with Data Revision
- Closed with Exception
**Open**: Validation checks that fire upon saving data are considered “Open.” Any validation checks that the analyst returns for further revision are also considered “Open.” All open validation items must be addressed and resolved before the report year closeout.

**Open and Escalated**: A validation issue may introduce a unique, agency-specific circumstance for which an analyst cannot immediately make a judgement call. In these cases, the analyst would bring the issue to FTA’s attention for further review. While the issue is pending resolution, it is marked “Open and Escalated.” These types of issues do not need to be resolved prior to the report year closeout.

**Open with Explanation**: Certain validation issues do not necessarily require a change in the data itself. You may provide explanations for data that is correct but requires further clarification. Analysts review these comments and close issues accordingly with each report submission. While the explanation is pending analyst approval, the issue is regarded as “Open with Explanation.”
**Closed**: An issue which the NTD analyst manually accepts, thereby “closes,” after reviewing the agency’s official response.

**Closed with Data Revision**: Some validation checks fire as a result of a data entry error. In these instances, navigate back to the appropriate form and revise the incorrect values. After making this change, reselect the “Save and Validate” button. If the error is correctly addressed, this item would be newly listed as “Closed with Data Revision” on the “View Issues” page. This status is automatically updated and does not require analyst approval.

**Closed with Exception**: This is an “Open and Escalated” issue that FTA has reviewed and decided to mark as “Questionable” in the annual data product publications. These issues are theoretically resolved, but the relevant data points do not meet NTD reporting requirements. Thus, the issue is not officially “Closed” by NTD standards, but “Closed with Exception” per the questionable notation. You must take steps to report this data correctly in the following report year.
Beginning the Annual Report
At the start of a fiscal year, an agency must confirm information for the prior fiscal year and declare information for the current fiscal year. You must:

- Confirm your Reporter contact information is accurate.
- Confirm your Mode information is accurate.
- Confirm your declared Reporter Type for the previous fiscal year is still accurate.
- Declare your Reporter Type for the current fiscal year.

Completing the Report Year Kickoff
At the start of each new Fiscal Year, perform the “Report Year Kickoff”. The purpose of Kickoff is to create the annual reporting forms for the prior fiscal year (e.g., FY 2016), and create monthly reporting forms for the current fiscal year (e.g., FY 2017).

Note: If your system is already in the current FY (kickoff has already happened), no action is needed. Below is a summary of steps for the Kickoff.

Kickoff steps:
1. Log-in (registered as an NTD Contact)
2. The system displays five tabs: News, Tasks, Records, Reports and Actions.
3. The landing page is the “News” tab.
4. Navigate to the Kickoff tasks by selecting the Task link/tab.
5. Start the Report Kickoff task for your agency.
6. Accept the Report Kickoff task.
7. Navigate to the Profile Tasks.
8. Perform the Kickoff Tasks:
   a. Confirm that the Reporter Contact information is accurate.
   b. Confirm that the Mode information is accurate.
   c. Confirm that the declared Reporter Type for the previous FY is still accurate (e.g., small systems waiver).
   d. Declare the Reporter Type for new fiscal year.
9. Complete the Kickoff Tasks.
Log in to NTD

To access NTD, log-in:
1. Accept the Rules of Behavior by selecting the I Agree button.
2. Enter your User Name and Password.
3. Select the Sign In button.
Navigate to Kickoff Task

The system starts on the **News** tab.

1. A notice will be posted on the **News** tab indicating that the Report Year is ready for Kickoff.
2. Select the **Task** tab to start the FY Kickoff (e.g. FY2017 – “2017 Report Year for Reporter {NTD#} - {NTD Agency Name}”) 

![Image of Task Tab]

---

Start the Report Kickoff

1. Select the **Report Kickoff for Reporter {NTD#} - {NTD Agency Name}** link in order to kick-start the Report Kickoff.

![Image of Report Kickoff Task]

---
Accept the Kickoff Task

Begin the Kickoff by accepting the task:

1. Select the **Accept** button.
2. Then select the **Proceed** button.
Update the P-20 Form during Kickoff: Manage Reporter Modes

The P-20 form allows you to manage the list of Reporter Modes for your agency. You may add and/or edit modes on the View and Manage Reporter Modes (P-20) screen during the report year kickoff.

1. If you would like to add a mode, select the Add Mode button.
   a. Add or edit the Mode/TOS as needed.
   b. Select the Save button to save your data.
   c. Select the Close button when you have finished editing the data.

2. Edit an existing mode:
   a. Check the checkbox for the Mode/Type of Service you want to edit.
   b. Select the Edit Mode button.
      i. Note: A mode cannot be deleted; if a mode is no longer valid, update the End Date so that it is expired.
   c. Select the Save button to save your data.
   d. Select the Close button when you have finished editing the data.
Update the P-30 Form During Kickoff: Manage Reporter Users

The P-30 form allows you to manage the list of users that work in your agency. You may add, edit or deactivate an agency’s user contact information on the View and Manage Reporter Users screen (P-30) during the report year kickoff.

Please note:
- Only a User Manager (CEO) can add new users.
- Individual users can edit his/her own profile.

If you would like to review and edit a user’s role:
1. Check the checkbox for the User you want to edit by selecting the appropriate radio button.
   a. The User Details shall be displayed.
2. Select the Edit Role button.
   a. Modify the user’s role as needed.
3. Select the Save button to save your changes.
4. Select the Close button when you have finished editing the data.

If you would like to deactivate an existing user:
1. Check the checkbox for the User you want to deactivate by selecting the appropriate radio button.
   a. The User Details shall be displayed.
2. Select the Deactivate User button.
3. To confirm the deactivation, select the Submit button.
4. Select the Close button when you have finished editing the data.
Please note: Only a User Manager can add new users.

1. If you would like to add a user, select the Add User button.
2. Fill out the required fields; then select the Next button.
3. Assign an NTD Role to the new user by selecting a role from the drop-down.
4. Select the Next button.
5. Review the information and confirm the new user by selecting the Submit button.
Confirm the Reporter Type

Confirm the **Reporter Type**. If it has changed, select “Yes” for the questionnaire.

*Note: Your Reporter type determines your required forms.*

1. For each question, select **Yes or No** to proceed through each prompt.
   a. Cycle to the next question with each user selection.
   b. The questionnaire is strongly suggested for first-time users.
2. Select **Continue** when complete.

![Image of questionnaire interface]

Click continue to complete kickoff

Click yes for questionnaire
### Previous Reporter Type Confirmation

Please answer the following questions to confirm the reporter type for the 2014 fiscal year.

#### Existing Reporter Type

<table>
<thead>
<tr>
<th>Existing Reporter Type</th>
<th>Current</th>
<th>Full Reporter: Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Change Type?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>* 5307 Beneficiary?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>* Reporting Under Another NTDID?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>* Operating Public Transit Service?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>* Building Modes?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>* Fixed Guideway Bus?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>* High Intensity Bus?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>* Less Than 31 VOMS?</td>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
</tbody>
</table>

#### Questionnaire

<table>
<thead>
<tr>
<th>Questionnaire</th>
</tr>
</thead>
<tbody>
<tr>
<td>* 5307 Beneficiary?</td>
</tr>
<tr>
<td>* Reporting Under Another NTDID?</td>
</tr>
<tr>
<td>* Operating Public Transit Service?</td>
</tr>
<tr>
<td>* Building Modes?</td>
</tr>
<tr>
<td>* Fixed Guideway Bus?</td>
</tr>
<tr>
<td>* High Intensity Bus?</td>
</tr>
<tr>
<td>* Less Than 31 VOMS?</td>
</tr>
</tbody>
</table>

#### Resulting Reporter Type

<table>
<thead>
<tr>
<th>Reporter Type</th>
<th>Full Reporter: Operating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Submit the Kickoff Task

1. Once you are finished with last selection in the questionnaire, select **Submit** to complete the kickoff.
   a. The questionnaire will validate itself to ensure all selections have been completed.
2. If successful, the next screen prompt will read: **Thank you for completing your Report Kickoff.**
Reviewing Your NTD Profile

At the start of a fiscal year, an agency must confirm information for the prior fiscal year and declare information for the current fiscal year. Some basic demographic information, such as name and address, is found in the agency’s Profile. You can access the Profile information from the Records tab.

1. Select the Records tab.
2. Select the My NTD Reporter Profile(s) link.

3. From My NTD Reporter Profile(s), select the agency name to review the agency Profile Information.
Profile: Summary Page

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

1. Select the Related Actions link on the left-hand side to view the Profile forms.
2. The Profile Forms page displays the forms related to the agency profile (P-10, P-20, P-30, P-40).
3. If you would like to review or edit the basic agency information that was not updated during the kickoff, select View & Manage Basic Information (P-10).
P-10: Profile Basic Information Form

If needed, select the P-10 form to update the agency name and/or address.

1. Update the fields as needed.
2. Select the **Save** button to save the updated data.

*Note: Updates to this form may not be necessary.*
NTD Annual Report Package Forms

Navigate to the NTD Report Package Forms

After the Kick-off is submitted, the “Forms” page allows you to access your forms.

1. Select the **Records** tab.
2. Select the **NTD Report Packages** link to get to your forms.
3. Select the `{Report Year} Reporting – {NTD#} - {NTD Agency Name}` link to open the Report Package that you wish to report on.
   a. Select the proper link to access your current **FY Monthly** forms, or to access your previous **FY Annual** forms.
Note: You may have the option to enter search criteria to narrow down the search results as needed.
Navigate to the Annual Forms

1. Select the (Report Year) Reporting – {NTD#} - {NTD Agency Name} link to open the Report Package that you wish to report on.
   a. Selecting the Annual Reporting Package will take you to the Report Package Summary page.

NTD Report Package: Summary Page

The Report Package Summary page displays when you first enter into the report package.

1. Select the Annual Forms button to view the forms.
NTD Report Package: View Individual Annual Forms by Mode/TOS

The forms that are available are listed by Mode/TOS on the Annual Form Summary page.

1. Check the checkbox for the Mode/Type of Service you want to update by selecting the appropriate radio button.
2. Select the View Form button.
Annual Forms: Basic Information

B-10: Identification Form

Agencies report basic organizational and service area information on the Identification form (B-10).

The first day of the current FY (following end of a FY), the data in the B-10 form is copied from the previous year. This B-10 form is available for editing throughout the FY as necessary.

Prior to starting work on the Annual Report, you must certify the accuracy of the information of the B-10 form. This form, along with information in the profile, dictates which forms are generated for your agency for the Annual Report.

If needed: Return to Annual Forms page and select the B-10 form.

The form sections may be displayed in separate tabs or may be displayed all on the same page (default):

- General Information
- Demographic Information
- Filing Separate Mode
- Seasonal Segment
  - Transit agencies must indicate if a Mode/Type of Service that operates over Fixed Guideway (FG) or High Intensity Bus (HIB) is seasonal. (FB/HIB)
- Show All (default)

Identification - (B10) Sections

<table>
<thead>
<tr>
<th>General Information</th>
<th>Demographic Information</th>
<th>Filling Separate Mode</th>
<th>Seasonal Segment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Small Systems Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Building Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Planning Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Separate Service</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Rural General Public Transit (RGPT)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Intercity Bus</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Urban/Tribal Sub-recipient</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tribal Subsidy</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reduced Asset Reporter</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

Note: Depending on your Reporter Type, you may not have access to one or more tabs:

Note: Some basic demographic information is also found in the Profile Basic Information form, P-10.
1. If you do not want to edit the form in the “Show All” view, select the tab pertaining to the information you want to update.
   a. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the **Save** to save any changes made before exiting -or- select the **Save and Validate** to save your changes and perform a validation check on your data.
Identification: General Information tab (B-10)

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

1. Select an Organization Type from the dropdown box.
2. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
Identification: Demographic Information tab (B-10)

The Demographic Information section has a list of Urbanized Areas (UZAs) to which your agency may provide service.

Note: Your Primary UZA is committed when your agency first submits an NTD ID request and cannot be edited on the B-10. You can submit a “Change Primary UZA” request to FTA through Related Actions if you wish to update your Primary UZA.

1. Select your **Secondary UZAs** in which your agency operates from the **Available Secondary UZA/Non-UZAs** scroll section.
2. Select the UZAs you want to add, then select the **Add UZA(s)** button.
   a. You may select multiple UZAs at one time by holding 'Ctrl' button while selecting.
3. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.

<table>
<thead>
<tr>
<th>Identification - (B10) Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Information</td>
</tr>
</tbody>
</table>

**Demographic Information**

- **Primary UZA**: 17 - Baltimore, MD
- **Service Area Square Miles**
  - 1,000
- **Service Area Population**
  - 1,000

**Available Secondary UZA/Non-UZAs**

- 381 - Lima, OH
- 382 - Davis, CA
- 383 - Westminster-Eldersburg, MD
- 384 - Flagstaff, AZ
- 385 - Jackson, TN

Choose UZAs to add, then click **Add UZA(s)**. Make multiple selections by holding 'CTRL' while selecting.

**Selected Secondary UZA/Non-UZAs**

- 230 - Frederick, MD

Choose UZAs to remove, then click 'Remove UZA(s)'. Make multiple selections by holding 'CTRL' while selecting.

1. To remove a UZA from your list, select the UZAs you want to remove, then select the **Remove UZA(s)** button.
   a. You may select multiple UZAs at one time by holding 'Ctrl' button while selecting.
2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
Identification: Filing a Separate Report tab (B-10)

The B-10 form allows you to **Add or Remove a Mode** whose data is collected in another report.

1. To add a **Service Mode** that is filing a separate report, select the mode you want to add from the dropdown list, then select the **Add** button.
2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.

*Note: Agencies typically do not make this selection.*

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1. To remove a mode from the list of Modes Filing a Separate NTD Report, select the Mode/TOS you want to remove, then select the **Remove** button.
2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
For each non-Rail mode with segments, there may be segments that are not in use throughout the entire reporting year. If there are segments that are not in use throughout part(s) of the year, you must indicate the number of months of seasonal operation for each segment that service was operated over FB/HIB.

1. To update the information for a Seasonal Segment, check the checkbox for the Mode/Type of Service you want to update by selecting the appropriate radio button.
   a. The Segment information for that Mode/TOS will be displayed below.
2. Check the checkbox for the Seasonal Segment you want to update.
3. Select the Update Segment button.
   a. The details/editable fields will be displayed in a new form.
1. If you would like to add an **Available Month (and Year)** to the service time for this segment, select the appropriate month from the pick-list.
   a. Select the **Add Month(s)** button.

2. If you would like to remove an Available Month/Year to the service time, select the appropriate month from the pick-list.
   a. Select the **Remove Month(s)** button.

3. Select the **Continue** button to save your data.
   a. You will be returned to the previous page.

4. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.

5. Select the **Close** button when you have finished editing the data.
**B-30: Contractual Relationship Form**

Transit agencies that purchase or sell transit services report their operating and capital expenses on the **Contractual Relationship** form (B-30).

One form must be completed for each separate contractual relationship. All contractual forms are re-created from the previous year with the Contract Summary section pre-populated. The reported data includes:

- The contractor and relationship type.
- Which entity is providing and/or purchasing the service, who is reporting the financial and service data, etc.
- The monetary nature of the contract.
- If the contract is competitively bid (at the time of the original agreement), whether it is a fixed-rate cost, and if the buyer provides vehicles or facilities.
- Which entity will report the contracted service data.
- VOMS per the contract, the number of months the provider operates, fare revenues, the cost of the contract, capital leasing expenses, and any additional costs the buyer incurs.

Who reports:

- **Full Reporters**: Report contractual relationships if applicable.
- **Reduced Reporters**: Report contractual relationships if applicable.
- **Tribal Reporters**: Report contractual relationships if applicable.
- **Separate Service Reporters**: Only modes reported separately are represented, which means there must be at least one Contractual Relationship form.
- **Rural Reporters**: Reporting contractual relationships is optional for Report Year 2016 as well as 2017. This will be required beginning in Report Year 2018.

If needed: [Return to Annual Forms page](#) and select the B-30 form.

The B-30 forms that are available are listed by Mode/TOS on the Annual Form Summary page.

*Note: If you do not have an existing contractual relationship with a company, the B-30 form may not be listed on your Annual Forms Summary Page.*
To add a new Contractual Relationship (create a new B-30):

1. Select the **Annual Forms** button to open the list of your Annual Forms.
2. Select the **Add Contractual Relationship** button in the upper-left of the page.

3. Select the **Relationship Type** (NTD Reporter or Company)
   a. Depending on the type of relationship you are creating, the relationship detail information will display the appropriate search results.
   b. You may narrow the search results by entering the company (or reporter) name in the search field.
4. If you do not see the company you are looking for and you would like to add it, select the **Manage Companies** button.
5. On the Manage Contract page, select the **Add New Company** link.
6. In the new line, enter the name of the company you want to add.
7. Select the **Save** button to save your changes.

![Contractual Company Management](image)

**Contract Information: Remove a Contractual Relationship (B-30)**

The B-30 forms that are available are listed by Mode/TOS on the Annual Form Summary page.

To remove a Contractual Relationship (delete a B-30):

1. Select the **Annual Forms** button to open the list of your Annual Forms.
2. Select the form you want to remove by checking the **checkbox** for the **Mode/Type of Service** for that form by selecting the appropriate radio button.
   a. When you select the B-30 form for the Mode/TOS that you want to review, you may choose to view (edit) the form or you may remove the contractual relationship.
3. Select the **Remove Contractual Relationship** button in the upper-left of the page.

![Remove Contractual Relationship](image)
Contract Information: Edit a Contractual Relationship (B-30)

The B-30 forms that are available are listed by Mode/TOS on the Annual Form Summary page.

1. Select the **Contractual Relationship** you want to review or edit by checking the **checkbox** for the **Mode/Type of Service** for that form by selecting the appropriate radio button.
2. Select the **View Form** button.
Contract Information: Edit a Contractual Relationship (B-30)...continued

1. From the details page, indicate the summary data by selecting the options from the drop-down fields.
   a. Depending on whether the reporter is a buyer or seller (Contractual Position), the Key Financial and Operations information displayed may be different.
      i. Once selected, the data fields pertaining to that position are displayed below the Funding Source grid.
   b. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
   b. To add a new Mode/TOS, select the Add New Mode/TOS link.
   c. To remove a Mode/TOS, select the X adjacent to the row you want to remove.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
Annual Forms: Financial Information

All transit agencies are required to report financial and service information on an annual basis. In the Annual Report, agencies provide a summary of transit characteristics, including financial and operating statistics.

F-10: Sources of Funds - Funds Expended & Funds Earned Form

Agencies report sources of funds for operating and capital expenses on the Sources of Funds form (F-10). The funding categories cover sources generated by agencies and from Federal, state and local governments.

If needed: Return to Annual Forms page and select the F-10 form.

The Sources of Funds – Funds Expended & Funds Earned (F-10) Summary screen is displayed. The F-10 Summary page displays the Summary Totals and a list of Funding Source categories:

- Passenger Fares
- Park and Ride, Auxiliary Funds, Non-Transportation, Other
- Revenues Accrued through PT Agreement / Contributed Services
- Funds Dedicated to Transit at their source & Other Directly Generated Funds
- Local Government Sources of Funds
- State Government Sources of Funds
- Federal Government Sources of Funds
**Funding Source: Passenger Fares (F-10)**

Example: Passenger Fares is one of the Funding Source categories that are found in the F-10.

4. From the F-10 Summary page, select a Funding Source from the list that you would like to update.
   a. Once selected, the data fields pertaining to that Funding Source are displayed below the Funding Source grid.
   b. The data fields are editable.
5. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
6. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
7. As needed, select the next Funding Source to report on.
Funding Source: Park and Ride, Auxiliary Funds, Non-Transportation, Other (F-10)

Example: **Park and Ride, Auxiliary Funds, Non-Transportation, Other** is one of the Funding Source categories that are found in the F-10.

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Funds Earned</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Passenger Fares</td>
<td>$100</td>
<td>$100</td>
<td>$0</td>
</tr>
<tr>
<td>Park and Ride, Auxiliary Funds, Non-Transportation, Other</td>
<td>$30</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Revenues Accrued through PT Agreement / Contributed Services</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Other Directly Generated Funds</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Local Government Sources of Funds</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>State Government Sources of Funds</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Federal Government Sources of Funds</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

### Park and Ride, Auxiliary Funds, Non-Transportation, Other

<table>
<thead>
<tr>
<th></th>
<th>Funds Earned During Period</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park and Ride Parking Revenue</td>
<td></td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Other Transportation Revenues</td>
<td>30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auxiliary Transportation Funds - Concessions</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auxiliary Transportation Funds - Advertising Revenues</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auxiliary Transportation Funds - Other</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-Transportation Funds</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Park and Ride, Other Transportation, Auxiliary and Non-Transportation Expenditures</strong></td>
<td></td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Describe Other Transportation Revenues *

Note: Comment is required if Other Transportation Revenues > 0
Funding Source: Revenues Accrued through PT Agreement / Contributed Services (F-10)

Example: **Revenues Accrued through PT Agreement / Contributed Services** is one of the Funding Source categories that are found in the F-10.

![Table](image)

Funds Dedicated to Transit at their source & Other Directly Generated Funds (F-10)

Example: **Funds Dedicated to Transit at their source & Other Directly Generated Funds** is one of the Funding Source categories that are found in the F-10.

![Table](image)
Funding Source: Local Government Sources of Funds (F-10)

Example: **Local Government Sources of Funds** is one of the Funding Source categories that are found in the F-10.

<table>
<thead>
<tr>
<th>Local Government Sources of Funds</th>
<th>Funds Earned</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Funds Allocated to Transit out of General Revenues of the Government Entity</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dedicated Taxes - Income</td>
<td>4,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Taxes - Sales</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Taxes - Property</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Taxes - Gasoline</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Taxes - Other</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Tolls - Bridge, Tunnel and Highway</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dedicated Tolls - High Occupancy</td>
<td>510</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Dedicated Funds</td>
<td>0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Funds Dedicated to Transit at their Source</td>
<td>20</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Other Funds</td>
<td>0</td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>


Funding Source: State Government Sources of Funds (F-10)

Example: State Government Sources of Funds is one of the Funding Source categories that are found in the F-10.

Funding Source: Federal Government Sources of Funds (F-10)

Example: Federal Government Sources of Funds is one of the Funding Source categories that are found in the F-10.
**Funding Source: Federal Government Sources of Funds (F-10)...continued**

Example: **Federal Government Sources of Funds** is one of the Funding Source categories that are found in the F-10.

Note: The data fields pertaining to the various Federal Funding Sources will be displayed depending upon your selection of the Federal Funding Sources used.

1. From Federal Government Sources of Funds / Federal Funding Source grid, select a **Funding Source** from the list that you would like to update.
   a. Once selected, the data fields pertaining to that Funding Source are displayed below the Funding Source grid.
   b. The data fields are editable.
2. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
3. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
Funding Source: Summary Totals (F-10)

1. The **Summary Totals** section at the top of the form reflects the data that was entered.
   a. **Directly Generated Total Funds**: is the sum of "Passenger Fares", "Park and Ride, Auxiliary Funds, Non-Transportation, Other", "Revenues Accrued through PT Agreement / Contributed Services", "Funds Dedicated to Transit at their Source & Other Directly Generated Funds".
   b. **FTA Total Funds**: is the sum of “Local Government Sources of Funds”, “State Government Sources of Funds” and “Federal Government Sources of Funds”.
   c. **ARRA Total Funds**: is the sum of “ARRA TIGGER (Greenhouse Gas and Energy Reduction) Funds” and “ARRA TIGER Multimodal Discretionary Funds” in the Federal Government Sources of Funds section.

2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
F-20: Uses of Capital Form

Agencies report the funds expended on capital projects by category on the **Uses of Capital** form (F-20). The form further defines capital expenses as an improvement of existing transit services or expansion of transit services.

If needed: [Return to Annual Forms page](#) and select the F-20 form

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

![Uses of Capital Form](image)

Click **Save** before closing
F-30: Operating Expenses Form

Agencies report operating expenses by object class and function, as defined by the Uniform System of Accounts (USOA), on the Operating Expenses form (F-30). Agencies complete one form for each Mode and Type of Service that they operate during the report year. The information contains:

- Vehicle Operations
- Vehicle Maintenance
- Non-Vehicle Maintenance
- General Administration

If needed: Return to Annual Forms page and select the F-30 form.

1. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
2. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
F-40: Operating Expenses Summary Form

The Operating Expenses Summary form (F-40) provides an agency-wide total summary of the operating expenses as reported on the agency’s F-30 form(s) for all Modes.

- The top portion of the form displays an automatic summary of expenses from individual F-30 forms.
- The bottom portion of the form allows the user to enter data for reconciling the items.
  - Agencies may report reconciling items on the F-40 form such as depreciation, interest payments and leases. There are three columns for the reconciliation data:
    - Funds Applied,
    - Funds Not Applied
    - Total Expenses for Period (a read-only total of the two columns)

If needed: Return to Annual Forms page and select the F-40 form.

When viewing the F-40 form you can view a summary and reconcile the data entry items.
Operating Expenses: Reconciling Items (F-40)

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

<table>
<thead>
<tr>
<th></th>
<th>Funds Applied</th>
<th>Funds Not Applied</th>
<th>Total Expenses for Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interest Expenses (511)</td>
<td>123,450</td>
<td>0</td>
<td>$123,450</td>
</tr>
<tr>
<td>Leases and Rentals (512)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Purchase Lease Agreement (514)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Related Parties Lease Agreements (515)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Depreciation (513)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Amortization of intangibles (513.13)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Other Reconciling Items (519)</td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Reconciling Items</td>
<td>$123,450</td>
<td>0</td>
<td>$123,450</td>
</tr>
<tr>
<td>Total Expenses from Published Reports for Transit Operations</td>
<td>$123,450</td>
<td>0</td>
<td>$123,450</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ADA Related Reconciling Items</th>
<th>Funds Applied</th>
<th>Funds Not Applied</th>
<th>Total Expenses for Period</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>0</td>
<td>$0</td>
</tr>
</tbody>
</table>

*ADA refers to Americans with Disabilities Act of 1990*
F-60: Statement of Finances Form

Agencies report select object classes on the **Statement of Finances form** (F-60), such as cash and receivables, investments, special funds, long-term debt, estimated long-term pension liabilities, and other estimated liabilities. Object Classes include:

- Current Asset
- Noncurrent Asset
- Current Liabilities
- Noncurrent Liabilities

If needed: Return to Annual Forms Page and select the F-60 form

The F-60 form collects Common Assets and Liabilities that you report on your financial statements.

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

A-10: Stations Maintenance Facilities Form

Agencies report organizational assets pertaining to stations and maintenance facilities on the Stations and Maintenance Facilities form (A-10).

If needed: Return to Annual Forms page and select the A-10 form

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

Click Save before closing
A-20: Transit Way Mileage Form

Agencies operating over high intensity busway or fixed guideway provide mileage data on the Transit Way Mileage form (A-20), with the exception of ferry services.

If needed: Return to Annual Forms page and select the A-20 form

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

Transit Way Mileage: Rail Data (A-20)

1. Enter Rail Transit Way Data, by selecting the Edit hyperlink.
   a. The bottom screen will then open to editable data fields.
2. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
Transit Way Mileage: Bus Data (A-20)

1. Enter Bus Transit Way Data, by selecting the **Edit** hyperlink.
   a. The bottom screen will then open to editable data fields.
2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
A-30: Revenue Vehicle Inventory Form

Agencies report revenue vehicle fleet information at their fiscal year-end on the Revenue Vehicle Inventory form (A-30) by mode and TOS.

If needed: Return to Annual Forms page and select the A-30 form

1. Add a new fleet:
   a. Select the Add Fleet button.
   b. Enter the required information.
   c. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.

or

1. Edit an existing fleet:
   a. Check the checkbox for the Fleet you want to update by selecting the appropriate radio button.
   b. Select the Update button to edit the selected information
   c. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
Revenue Vehicle Inventory: Add Fleet (A-30)

1. Enter data in the **Add Fleet** window.
2. Select the **Continue** button when you have finished editing the section.

Revenue Vehicle Inventory: Edit Fleet (A-30)

1. Edit the data in the **Edit Fleet** window.
2. Select the **Continue** button when you have finished editing the section.
Revenue Vehicle Inventory: Reporting Mileage by Fleet (A-30)

Update the mileage on a selected fleet:
1. Select the fleet you want to update.
2. Select the Update Mileage(s) button.

Revenue Vehicle Inventory: Update Mileage (A-30)

1. Select the Continue button when you have finished editing the section.
Revenue Vehicle Inventory: Energy Consumption (A-30)


*Note that this data was reported on the R-30 form before Report Year 2014.*

1. Select the **Update Energy Consumption** button to update the data.

---

**Revenue Vehicle Inventory (A-30) - MB DO**

There are currently no open issues on this form.

**Fleets**

To update the mileage or edit all fleet-related information, select all applicable fleets and choose "Update Mileage(s)" or "Edit Fleet(s)" at the bottom.

<table>
<thead>
<tr>
<th>RVID</th>
<th>Agency</th>
<th>Total Veh.</th>
<th>Active Veh.</th>
<th>Vehicle Type</th>
<th>Mfr.</th>
<th>Model</th>
<th>Mfr. Year</th>
<th>Useful Life Benchmark (Years)</th>
<th>Useful Life Remaining (Years)</th>
<th>Miles This Year</th>
<th>Avg. Lifetime Miles</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>328724</td>
<td>N/A</td>
<td>2</td>
<td>2</td>
<td>AB</td>
<td>TRN</td>
<td>model name</td>
<td>2015</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>Active</td>
</tr>
</tbody>
</table>

**Fleet Totals**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Energy Consumption**

Gasoline

25 Gallons

[Update Energy Consumption]

---

**Revenue Vehicle Inventory: Enter Energy Consumption (A-30)**

1. Update the energy consumption for the mode selected.
2. Select the **Continue** button when you have finished editing the section.
Revenue Vehicle Inventory: Summary Screen (A-30)

1. On the Summary screen of the A-30, you can view key data, for example, **Fleet Total** and **Energy Consumption**.
Annual Forms: Service Information

S-10: Service Supplied Form

Agencies report service supplied and consumed on the **Service** form (S-10).

If needed: [Return to Annual Forms page](#) and select the S-10 form

- The Service Form is broken-out into sections:
  - VOMS and Periods of Service
  - Service Supplied
  - Services Consumed
  - Service Operated (Days)
  - Directional Route Miles

1. Enter the section for editing by selecting the **Update** link for that section.
Service Supplied: VOMS and Periods of Service (S-10)

1. To update the **VOMS** and **Periods of Service**, select the **Update** button for that section.
2. Select the **Continue** button when you have finished editing the section.
Service Supplied: Services Supplied (S-10)

2. To update the Services Supplied section, select the Update button for that section.
3. Select the Continue button when you have finished editing the section.
Service Supplied: Services Consumed (S-10)

1. To update the Services Consumed section, select the Update button for that section.
2. Select the Continue button when you have finished editing the section.

Service Supplied: Services Operated (Days) (S-10)

1. To update the Services Operated section, select the Update button for that section.
2. Select the Continue button when you have finished editing the section.
Service Supplied: Directional Route Miles (S-10)

1. To update the Directional Route Miles section, select the Update button for that section.
2. Select the Continue button when you have finished editing the section.
Annual Forms: Resource Information

R-10: Employees Form

Transit agencies report data on employees at the end of the fiscal year on the Employees form (R-10). Full Reporters complete one form for each Directly Operated Mode.

The employee data includes the hours that all employees work during the year as well as the number of employees at the end of the fiscal year. Transit agencies report the data by the type of employee (full-time and part-time) and the labor classification (operating and capital).

If needed: Return to Annual Forms page and select the R-10 form.

1. Review and edit your data as necessary.
   a. When you enter a value in a field in the grid and tab to the next field, the Totals will be updated automatically.
2. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
R-20: Maintenance Performance Form (R-20)

Agencies report data on revenue vehicle system failures on the Maintenance Performance form (R-20).

If needed: Return to Annual Forms page and select the R-20 form

1. Update the Mechanical Failures data as needed.
2. Review and edit your data as necessary.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.

![Maintenance Performance Form (R-20) Image]

Click Save before closing
Annual Forms: Reduced Reporting

RR-20: Reduced Reporting Form

Agencies that report under the reporting type “Reduced Reporter” report their financial information in the RR-20 form instead of the “F” (financial) forms. The RR-20 is available for Reduced Reporters and Rural Reporters. These agencies report service, financial, and safety data on the RR-20. Agencies separate total modal expenses and service data by mode and TOS. The form captures total modal expenses, uses of capital, sources of funds for transit operations and capital by funding category.

If needed: Return to Annual Forms page and select the RR-20 form.

The form sections may be displayed in separate tabs or may be displayed all on the same page (default):
- Funds Expended Total
- Sources of Revenue Expended
- Service Data
- Show All (default)

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

Note: Depending on your Reporter Type, you may not have access to one or more tabs:

<table>
<thead>
<tr>
<th>Reporter Type</th>
<th>Funds Expended Total</th>
<th>Sources of Revenue Expended</th>
<th>Service Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Systems</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Rural General Public Transit (RGPT)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Intercity Bus</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Urban/Tribal Sub-recipient</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Tribal Subsidy</td>
<td></td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
### Reduced Reporting (RR-20) - General Public Transit - Summary

There are currently no open issues on this form.

### Reduced Reporting Sections

<table>
<thead>
<tr>
<th>Funds Expended Total</th>
<th>Sources of Revenue Expended</th>
<th>Service Data</th>
</tr>
</thead>
</table>

#### Total Funds Expended

<table>
<thead>
<tr>
<th></th>
<th>Operations</th>
<th>Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### Funds Expended

![Table showing funds expended by mode and type of service]

<table>
<thead>
<tr>
<th>Mode</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>FB DO</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>MB DO</td>
<td>40</td>
<td>20</td>
</tr>
<tr>
<td>MB PT</td>
<td>60</td>
<td>30</td>
</tr>
<tr>
<td>Total</td>
<td>$120</td>
<td>$60</td>
</tr>
</tbody>
</table>

#### Fare Revenues

![Table showing fare revenues by mode]

<table>
<thead>
<tr>
<th>Mode</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>FB DO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MB DO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MB PT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$0</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### Other Directly Generated Funds

![Table showing other directly generated funds]

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

#### Revenues Accrued Through a PT Agreement

![Table showing revenues accrued through a PT agreement]

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

#### Non-Federal Funds

![Table showing non-federal funds]

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

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program (§5310)</td>
<td>500</td>
<td>250</td>
</tr>
<tr>
<td>Capital Assistance Spent on Operations (§5310)</td>
<td>900</td>
<td></td>
</tr>
<tr>
<td>MAP-21/FAST Act Bus &amp; Bus Facilities Formula (§5339)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ARRA TIGER (Greenhouse Gas and Energy Reduction) Funds</td>
<td>4,000</td>
<td>400</td>
</tr>
<tr>
<td>Total</td>
<td>$5,400</td>
<td>$660</td>
</tr>
</tbody>
</table>

### Other Resources

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

### Annual Service Data

<table>
<thead>
<tr>
<th>Mode Service</th>
<th>Vehicle Revenue Miles</th>
<th>Vehicle Revenue Hours</th>
<th>Unlinked Passenger Trips</th>
<th>Vehicles Operated in Annual Maximum Service</th>
<th>Sponsored Services UPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR DO</td>
<td>20</td>
<td>10</td>
<td>20</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>MB DO</td>
<td>100</td>
<td>20</td>
<td>100</td>
<td>1</td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td>120</td>
<td>30</td>
<td>120</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

### Safety Data

<table>
<thead>
<tr>
<th>Fatalities*</th>
<th>Reportable Incidents*</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Injuries*</td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

---

Show All tab (RR-20)...continued
### Reduced Reporting Sections

**Funds Expended Total** | Sources of Revenue Expended || Service Data || Show All |
--- | --- | --- | --- | --- |

#### Total Funds Expended

<table>
<thead>
<tr>
<th>Mode</th>
<th>Operations</th>
<th>Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operations</td>
<td>$3,700</td>
<td></td>
</tr>
<tr>
<td>Capital</td>
<td>$9,200</td>
<td></td>
</tr>
</tbody>
</table>

#### Funds Expended

<table>
<thead>
<tr>
<th>Mode</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>DR DO</td>
<td>200</td>
<td>5,200</td>
</tr>
<tr>
<td>MB DO</td>
<td>3,500</td>
<td>4,000</td>
</tr>
<tr>
<td>Total</td>
<td>$3,700</td>
<td>$9,200</td>
</tr>
</tbody>
</table>

---

[Save and Validate] [Save] [View Issues] [Print Document] [Close]
### Reduced Reporting: Sources of Revenue Expended tab (RR-20)

#### Total Funds Expended

<table>
<thead>
<tr>
<th>Mode</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB DO</td>
<td>287,279</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>$287,279</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### Fare Revenues

<table>
<thead>
<tr>
<th>Mode</th>
<th>Funds Expended On Operations</th>
<th>Funds Expended On Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB DO</td>
<td>287,279</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>$287,279</td>
<td>$0</td>
</tr>
</tbody>
</table>

#### Other Directly Generated Funds

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

#### Revenues Accrued Through a PT Agreement

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

#### Non-Federal Funds

<table>
<thead>
<tr>
<th>Funding Sources</th>
<th>Funds Expended on Operations</th>
<th>Funds Expended on Capital</th>
</tr>
</thead>
<tbody>
<tr>
<td>Donations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Revenues</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Local Funds</td>
<td>2,934,915</td>
<td>5,121</td>
</tr>
<tr>
<td>State Funds</td>
<td>16,545</td>
<td></td>
</tr>
<tr>
<td>Other Funds</td>
<td>68,212</td>
<td>0</td>
</tr>
<tr>
<td>Total</td>
<td>$3,020,073</td>
<td>$5,121</td>
</tr>
</tbody>
</table>

*Describe Other Funds Expended on Operations*
Note: You will not see the Federal Funding Source grid (shown below on left) if your Reporter Type is:  
- Intercity Bus  
- Urban/Tribal Sub-recipient  
- Tribal Subsidy
Reduced Reporting: Service Data tab (RR-20)

### Annual Service Data

<table>
<thead>
<tr>
<th>Mode</th>
<th>Service</th>
<th>Vehicle Revenue Miles</th>
<th>Vehicle Revenue Hours</th>
<th>Unlinked Passenger Trips</th>
<th>Vehicles Operated in Annual Maximum Service</th>
<th>Sponsored Services UPT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MB/D</td>
<td>DO</td>
<td>751,355</td>
<td>65,300</td>
<td>423,645</td>
<td>16</td>
<td>N/A</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>751,355</td>
<td>65,300</td>
<td>423,645</td>
<td>16</td>
<td>0</td>
</tr>
</tbody>
</table>

### Safety Data

<table>
<thead>
<tr>
<th></th>
<th>Fatality</th>
<th>Reportable Incidents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Injuries</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

[Image of a webpage showing annual service data and safety data with options to save and validate.]
Annual Forms: Federal Funding Allocation Information

FFA-10: Federal Funding Allocation Statistics Form

The FFA-10 form collects data on service allocation by UZA. All agencies that report urban service data fill out the FFA-10 form(s) by mode and TOS.

If needed: Return to Annual Forms page and select the FFA-10 form.

1. Select a **UZA Reporting Method** from the drop-down.
   a. The data fields that pertain to that reporting method will then become editable.
2. Review and edit the data as necessary.
3. To edit or move to another UZA, select the **Previous** or **Next** button.
4. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
Annual Forms: Declaration

D-10: CEO Certification (Declaration) Form

The Agency CEO endorses and attests to the accuracy of the data submitted in the NTD Annual Report on the CEO Certification form (D-10). The D-10 CEO Certification form certifies that everything in the report is accurate to the best of the CEO’s knowledge. The D-10 form is completed in a sequence of 6 screens:

- Overall Accuracy
- Federal Funding Allocation Data
- Financial Data Review
- Federal Funding Allocation Review
- Passenger Miles Data
- Unlinked Passenger Trip Data

If needed: Return to Annual Forms page and select the D-10 form

1. Review and edit your data as necessary.
2. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
3. Select the Next button to go to the next screen.

Click Save before going to next screen

Click Next to go to next screen
The **Federal Funding Allocation Data** is the second sequence step when completing the D-10 form.

1. Review and edit your data as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
3. Select the **Next** button to go to the next screen.
CEO Certification: Financial Data (D-10)

The Financial Data is the third sequence step when completing the D-10 form.

1. Review and edit your data as necessary.
2. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
3. Select the Next button to go to the next screen.
CEO Certification: Funding Allocation Review (D-10)

The Federal Allocation Review is the fourth sequence step when completing the D-10 form.

1. If you would like to add a finding, select the Add Finding button.
2. Review and edit your data as necessary.
3. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
4. Select the Next button to go to the next screen.
CEO Certification: PMT Sampling (D-10)

The **Passenger Miles Traveled Data** is the fifth sequence step when completing the D-10 form.

1. Review and edit the fields as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
3. Select the **Next** button to go to the next screen.
The Unlinked Passenger Trip Data is the sixth, and final step in the sequence of completing the D-10 form.

1. Review and edit your data as necessary.
2. Select the Save button to save any changes made before exiting -or- select Save and Validate button to save your changes and perform a validation check on your data.
NTD Monthly Reporting

NTD also requires monthly operating and safety statistics reports from agencies that file as a Full Reporter. When you have completed, reviewed and saved the profile information for your Reporter Modes (P-20), NTD will automatically generate the Ridership Activity form(s) (MR-20) for each mode / type of service your agency operates.

MR-20: Monthly Ridership Form

The Monthly Ridership Data is collected by Mode and TOS and is available on the MR-20 form. It provides FTA with monthly trends in passenger usage and service levels.

If a Full Reporter discontinues, removes, or adds an active mode to their report year, the system ensures there are Ridership Activity forms (MR-20) for each month of activity in the report year. The day following the end of each month of the report year, the system creates one of these forms for each mode/TOS combination in the profile which is active in that month. The data includes:

- UPT: Unlinked Passenger Trips
- VRM: Vehicle Revenue Miles
- VRH: Vehicle Revenue Hours
- VOMS: Vehicles Operated in Maximum Service

Agencies must submit monthly data by no later than the last day of the following month.

1. From the Summary page, select the Monthly Ridership Forms button.
2. Select the Monthly Ridership Form by Mode/TOS that you want to update by selecting the Form Name.
   a. The MR-20 for the selected Mode/TOS will open in a separate form.
1. From the Monthly Ridership Form page, review and edit your data as necessary.
2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.

*Note: Only when you have completed all of the data for the whole FY and you are ready to submit the data to FTA, then select the **Submit** button. Once you submit the report, you will not be able to make any changes.*
1. Select the **Details** button to see the Percentage Changes for data you are updating.
2. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
Note: If you want to review and resolve the issues for any particular month, select the View Issues button in the Details section for that month -or- if you want to review and resolve the issues for the year, select the View All Issues button.
1. Select the **Issue** (description) that you want to resolve.
   a. The detailed information and comment fields are displayed.
2. Enter your **Comment** to provide an explanation.
3. Select the **Save** button to save any changes made before exiting -or- select **Save and Validate** button to save your changes and perform a validation check on your data.
NTD Help

National Transit Database Offices

- **NTD Operations Center**
  Monday to Friday: 0800 – 1900 Eastern
  (888) 252-0936
  NTDHelp@dot.gov

- **NTD Program Office**
  Washington, DC
  Margaret Schilling, Program Manager
  (202) 366-1794
  margaret.schilling@dot.gov

Training

- NTD reporting manuals and training materials:
  [https://www.transit.dot.gov/ntd/manuals](https://www.transit.dot.gov/ntd/manuals)

- National Transit Institute, NTD courses:

- NTD presentations: