# Instructions for NTD 2020 reporting:

Public agency with 5307, 5311 - Funed with chapter 53 funds; agency required to submit NTD report.

## Public Transportation

* Surface transportation services – regular, shared-ride, open to public
* Public Transportation includes On-demand ride by contract, customer not exclusive ride
* BUS – rubber tired, motored, fueled, fixed routes over roadway
* Trollybus- rubberr tired powered electric overhead manually driven
* Rapid Transit- 50% of route have separate right of way, have stations
* Commuter Bus – connects cities, peak operation one direction, local
* Commuter Rail – electric, diesel railway, regular service between cities, business district
* Heavy rail – electric railway, local service
* Light rail – electric, intersects at grade crossing, less than 4 car train
* Streetcar rail – electric multiple stops
* Ferry –
* Demand Response – response to passengers, group passengers, meet ADA
* Vanpool – ride0share, 7 people, 80% miles commuting
* Uncommon - Aerial Tramways, Alaska Railroad, PUblico

## Transit Agencies

* DO Direct Operated
* TN purchased transportation – mobile app, non-dedicated vehicle
* TX Purchased transportation – taxicab
* PT Purchased - Whistlestop

## Specific to District

**9016 ID is Golden Gate Bridge District**

* **CEO** - submit, request waiver
* **NTD contact** – validation analyst
* **Safety Contact**
* **User Manager:** Responsible, Edit user profile,

**Most NTD reporter** – full reporter, reduced

* RR-20 reporter/small systems waiver 5311, 5310 (not applicable to District)

**Other NTD reporter** – state, building reporter, planning, group plan

* Monthy rider data due - Rider data July data submit by August 31. No partial data.
* Full Reporting Form

Overview – Basic, Financial, Service, Asset, Resource, Federal Funding Allocation, Declarations

### B-10

Org type, demographic, UZA, service area population

#### Source of funds

* Revenue generated/earned
* Funds received from fed, state, local

### B-30

Purchase or sell service , one form per contract

### F-10

Funded expended and funds earned

### F-20

Use of capital projects Funds Expended by category

* Project type
* Mode and type of service
* Service improvement type

### F-30 operating

* Expense by object class
* Function

### F-40 operating summary

* OE operating expenses – consumed in less than one year; ccost less than 5000 Section 5.2 and 6.2 Uniform code
* Capital expense do not include operating expenses
* Reconcil, F-30 with depreciation…etc

### F-60

* Cash, receivable, long term debt
* Balance sheet Asset, ..

## Asset Module

A-10 stations and maintenance facilities

* Stations
* Elevator
* Escalation
* Size ownership

A-15 Facility inventory

* Passenger facility
* Condition assessment with capital responsibility
* Admin –

A-20 Transit way mileage

HIB, not ferry

A-30 Revenue vehicle

Mode type of service, fuel, mileage (reconcile w F)

### A-35 non-rev vehicle

Capital responsibility

Construction equipment, tow trucks, work train

Not reportable golf carts, flat bed trucks, check.

### A-90

Target get and achieved.

## Service Module

* Max service vehicle, operated
* Period of service
* Services provided
* Services consumed – passenger trip mile
* Service days – Monday…
* Revenue service – running time , layover/recover
* Deadhead – travel to/from garage between routes, no passengers

Total vehicle service – revenue vehicle.

Service consumed

* UPT unlinked passenger trip (boarding) – interlining do not recount
* PMT total distance traveled by all passenger – automated or samples (NTD method) driver logs.

## Resource Module

* Employee R-10
* Maintenance performance R-20 system failure, major – revenue vehicle mechanical, other – physically able or local policy (natural disaster not reported)

## Federal funding Allocation FFA-10

* UZA
* 5010,11, 29,37,39
* CEO Declaration D-10

### IAS independent auditor statement

* IAS-FD
* IAS-FFA

MR-20 monthly ridership activity form

Full reporting monthly data

Data items: UPT

SS-30 security configuration form

Annually at beginning of calendar year

### SS-40

Capture detailed – accident , interview format

### SS-50

Completed for each mode/type

Data reported on safety incident SS-40

### SS-20

CEO certifies data submitted

## Reduced Reporting Agency (less than 30 vehicle)

### RR-20

* Monthly or safety module
* Passenger mile data

## Last Module

* NTD helpdesk phone and email
* Apply for id, unexpected system behavior
* Analyst will contact your agency at the beginning of each report year
* Establish communications
* Cover reporting problems
* Describe changes in NTD reporting
* Distribute

## Links to share with others

# Here are my notes for today’s NTD webinar and updated links for reporting. The recording will be posted on <https://www.youtube.com/user/RutgersNTI>.

# Here is Tuesday’s webinar with [additional guidance for reporting COVID-19](https://www.youtube.com/watch?v=L7WGXeftSE0) data.

# Webinar: NTD All Reporters-NTD Reporting Fundamentals

#### Thursday, August 6, 2020

#### Start: 2:00pm EASTERN (11:00am PACIFIC) -

#### End: 3:30pm EASTERN (12:30pm PACIFIC)

## **Handouts (slide deck)**

<https://rutgers.box.com/s/dk9m2kkby8j1oq37hq43mnr5zfc6hlrw>   or  <http://PostIt.rutgers.edu/uploads/WebinarNTDReportingFundamentals080620.pdf>

## **Annual Reporting Policy Manuals**

[2020 NTD Reporting Policy Manual](https://www.transit.dot.gov/ntd/2020-ntd-reporting-policy-manual)

[Guide: COVID-19 and NTD Reporting](https://www.transit.dot.gov/ntd/guide-ntd-reporting-and-covid-19)

## **Question and Answers**

1. Updated slide deck:

* <https://rutgers.box.com/s/xrbw0qk5udremi0ycaia4bqzi9coyvkw>

or

* <http://PostIt.rutgers.edu/uploads/NTD%20Data%20Reporting%20Fundamentals%20080620%20Revised.pdf>

2.    Tuesday clarification workshop – recorded link TBD.

1. Updated manuals are here: <https://www.transit.dot.gov/ntd/manuals>
2. 2020 NTD form will be populated in 1 – 2 months from now.
3. COVID – reporting creates validation issues.  FTA NTD team is changing validation rules. For guidance see. <https://www.transit.dot.gov/ntd/guide-ntd-reporting-and-covid-19>
4. Past NTD trainings are online.  <https://www.youtube.com/user/RutgersNTI>
5. If CAFR later than NTD deadline, submit extension or ask analyst for time to revise.
6. Revenue miles/hour vs Total operating miles/hour( includes deadhead).
7. How do you measure directional route mile, sum of all the routes we operate, without double counting.   For example, several routes go through same 5 mile on Main Street. Directional route counts the Main Street 5 miles only once.
8. Submit concerns to analyst.  Analyst will report up to FTA.
9. NTD Deadlines still same.  Fill out extension request.
10. UZA sums file are on FTA/NTD website.

Best,

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