2019 Report Year

NTD
National Transit Database

2019 Annual
Data Publications
Guide

Office of Budget and Policy

October 2020

Contents

NTD Data Publications: Report Year 2019 Release

The 2019 National Transit Database (NTD) publications are all available from https://transit.dot.gov/ntd/ntd-data. Users can search for any Database File, Time Series, or Data Table using the search tool on this page. To search for the Annual Time Series file, users should only select "2019" from the Year box.

Individual data profiles (in .pdf form) for each transit agency are available here: https://www.transit.dot.gov/ntd/annual-national-transit-summaries-and-trends

FTA also produces the National Summaries and Trends report, available from https://www.transit.dot.gov/ntd/annual-national-transit-summaries-and-trends.

The NTD typically retains the format of its annual data publications, as historical continuity provides. Changes to elements of reporting may introduce changes to the publications or new publications entirely. These changes as they occurred in annual Report Year 2019 are described, by publication type, below.

Comments on Data Quality and Reliability

The data submitted to FTA annually by transit agencies are subjected to analysis and validation, both manual and automated. The process entails detailed examination of each transit system's report, the identification of invalid entries based on the defined data types that appear in the database files, and direct resolution of these problems in conjunction with the reporting transit system. FTA's role in this process is to identify and resolve questions of data completeness and accuracy. The CEO of each agency certifies the accuracy of the data contained in the report. FTA may reject a transit agency's report if this report is not in full compliance with reporting requirements including decennial auditor's statements for Financial data or annual statements for Federal Funding Allocation data. FTA employs a closeout process to ensure that the agency has addressed all data validation and that all validation measures have been met uniformly. While FTA may question the data, FTA cannot change any reported data; all data changes must be made by the reporting transit system.

When FTA deems an issue Questionable, it will appear with a "Q" in the Questionable Items database file. When FTA has waived a data requirement at the request of the agency, it will appear with a "W" in this dataset; this may also lead to questionable data as a result. FTA typically grants data waiver requests for a single year only while the underlying issue that prevents meeting the requirement can be addressed. In general, the quality of the data improves each year as FTA simplifies and clarifies definitions of data items and reporting procedures and designs more sophisticated validation checks. It should be noted that data validation encompasses primarily a review of the consistency and reasonableness of the reported data and is not an audit. Relatively minor errors may remain as a result and we encourage any such issue to be reported to ntdhelp@dot.gov.

Given the limited dataset provided, users of this report should not draw conclusions from the examination of the data contained in this release and should take caution when comparing to other sources. When used for evaluating performance of a transit agency, the user should take extreme caution to research examine underlying factors to like the transit system's operating environment, specific management practices, or unusual events during the period covered.

Database Files

Background

The Database files contain raw data from the NTD and are therefore intended for users comfortable who may intend to perform their own analysis on the data or use the data in their own databases. This requires understanding of caveats in NTD reporting requirements, constraints on data, and description of data fields and attributes from the **Data Dictionary** that accompanies these files. The Database files will contain data from all agencies reporting to NTD, organized by Reporter Type and Reporting Module.

Major Updates to Database Files in 2019

The following database files were updated to reflect changes in to NTD reporting requirements:

- **Transit Way Mileage**: Special trackwork categories Half Grand Union and Double Diamond Crossover have been removed. New special track work fields Rail Crossings, Double Crossover, Lapped Turnout, and Slip Switch have been added.
- **Service Vehicle Inventory:** Fleet ID has been added to the file.
- **Revenue Vehicle Inventory:** Data regarding Emergency Equipment on rail vehicles has been added to the file. Autonomous Vehicles flag has also been added to identify autonomous vehicle fleets.
- The file **Agency UZA** has been removed. Demographic information that was included in that file has been migrated to the **Federal Funding Allocation** file.

Data Tables

Background

Data Tables organize and summarize data from the database files in a manner that is more useful for quick reference and summary analysis. A Data Tables User Guide is available below. Listed are several database files with associated data tables (Database File <> Data Table):

- Capital Use <> Capital Expenses
- Energy Consumption <> Fuel and Energy
- Facilities Inventory <> Facilities and Stations
- Operating Expenses <> Operating Expenses
- Revenue Sources <> Funding Sources
- Service <> Service
- Service/Revenue Vehicle Inventory <> Vehicles
- Transit Agency Employees <> Employees
- Transit Facilities <> Maintenance Facilities
- Transit Way Mileage <> Track and Roadway
- Vehicle Maintenance <> Breakdowns

Major Updates to Data Tables in 2019

Static versions of each data table in .xlsx format (no built in Macros) are now available and will be shared as a zip file to the NTD program site.

- The **Track and Roadway** data table has been updated to reflect the first change to database files described above.

- The **Group Plan Summary Tool** (formerly Urbanized Area Asset Summary Tool), a new table as of 2018, has been updated for usability and function. More information can be found in the

Instructions tab of that file.

Time Series Files

The Time Series files present NTD data by year, as far back as achievable, to allow for series and trend analyses. There were no changes to the time series in 2019 other than to add the data from Report Year 2019.

As a reminder, effective with the 2017 release, the Time Series reflects data reported to the National Transit Database (NTD) by public transit operators in rural areas. To perform urban-only analysis, data users should filter the Reporting Module column of each tab to 'Urban' or filter the Primary Urbanized Area (UZA) column to '(Blanks)'.

Major Updates to Time Series Files in 2019

The following Time Series files were updated:

- Subtotals from individual tabs of Time Series 1.1 and Time Series 1.2 are now organized in a "Total Summary" tab at the beginning of each document.

- Time Series 1.3 Capital Funding has been retired. All the data that was previously been published therein will now be merged with Time Series 1.2.

- As a result, Time Series 1.2 has been renamed Operating and Capital Funding.

- The Safety & Security Time Series (5.1) has been retired. This data is still available on request, but FTA is redesigning the contents of this file.

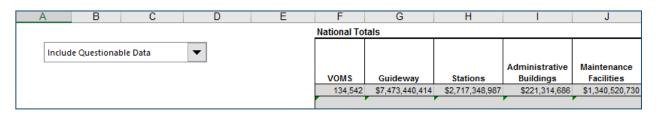## Transit Agency Profiles

The NTD provides basic profiles for each agency as well as common agency groupings (National Summary Profile, Full Reporter Summary Profile, Top 50 Summary Profile). The order of the Top 50 Agency Profiles, which presents the Top 50 Highest Ridership, has changed to present the agencies in order of highest to lowest total ridership (Total Annual Unlinked Passenger Trips).
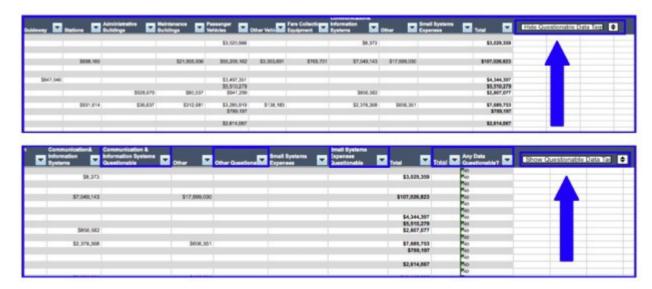
Data Tables User Guide

Questionable Data

When a data point appears invalid or inaccurate and the transit agency is not able to make a correction or offer an explanation prior to closeout, FTA marks the data point "Questionable." On the Summary tab within each data table, you can choose whether to include or exclude "Questionable" data in your totals by using the drop-down menu at the top of the sheet, to the left of the "National Totals" section. Whichever option you choose will apply to the entire Summary tab.

	A	B	C	D	E	F	G	H	I	J
						National Totals				
	Include Questionable Data ▼									
						VOMS	Guideway	Stations	Administrative Buildings	Maintenance Facilities
						134,542	$7,473,440,414	$2,717,348,987	$221,314,686	$1,340,520,730

On the other tabs of every data table, each data column has a corresponding "Q" column. If a data point was marked "Questionable" by NTD, there will be a "Q" to the right of it in the "Questionable" column. If the agency received a waiver for the data point, there will be a "W" instead. If it is blank, NTD accepted the data point. You can select whether you see "Q" columns. To change the visibility of the "Q" columns, use the "Show/Hide Questionable Data Tags" drop-down menu at the top right of each tab within a data table.

The final column, titled "Any Data Questionable?" indicates whether there are any Qs in the row.

Rural Module

The Data Tables include data from rural transit providers, reported by State Departments of Transportation and Federally recognized American Indian Tribes and Alaska Native Villages. You can identify rural data by selecting "Rural Reporter" from the "Reporter Type" filter on individual tabs within each Data Table file.

Data Dictionary Reference

You will find a Data Dictionary tab within each Data Table file. This tab lists each of the data points present in the file, identifies which types of agencies report the data item, and provides a definition of the data point.

Customizable Bins

In the "By Urbanized Area Size" section of the Summary tab, data are assigned to bins based on the population of the primary urban area that a transit agency serves. Each table starts with the default bins of "Under 200,000," "Between 200,000 and 1,000,000," and "Over 1,000,000." You can customize these bins by entering new values under "enter bins below," and new rows will automatically be created.

By Urbanized Area Size

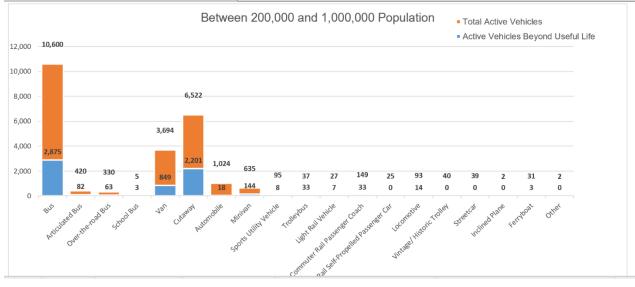|				enter bins below	click to graph	VOMS	Facility Size				
							Under 200 Vehicles	200 to 300 Vehicles	Over 300 Vehicles	Heavy Maintenance Facilities	Total Facilities
under	200,000			200,000	●	28,120	419.1	2.0	2.0	5.0	1,115.0
between	200,000	and		500,000	○	8,859	215.8	3.0	4.0	3.7	226.5
between	500,000	and		3,000,000	○	30,038	354.3	33.4	6.0	17.7	411.4
between	3,000,000	and		5,000,000	○	20,179	183.0	36.0	8.0	16.0	234.0
over	5,000,000				○	41,695	347.0	47.0	29.0	28.2	469.2
					○						
					○						
					○						
					○						
Click to revert to default bins											

You can enter up to nine bins. If you would like to erase the custom bins you entered and go back to the default, click the "Click to revert to default bins" button at the bottom of the section.

In the "By Agency Size" section, data is broken down by number of vehicles operated. It works just like the "By Urbanized Area Size" table: you can enter custom bins and use the button to revert to default bins.

Click to Graph

In most data tables, there are two graphs under the "By Urbanized Area Size" table (a few of the files do not have graphs). These graphs depict selected data from the "By Urbanized Area Size" table. In most files, you will have to choose which bin is graphed. You can do this by selecting one of the radio buttons under "click to graph." The graph on the left changes to display the bin you select. The graph on the right always shows the national total. In some files, the "By Agency Size" section also includes click-to-graph functionality.

Percent of Active Vehicles Beyond their Useful Life by Vehicle Type

			click to graph	Bus	Articulated Bus	Over-the-road Bus	Double Decker Bus	School Bus	Van	Cutaway	Automobile
		enter bins below									
Under	200,000	200,000	○	35%	40%	31%	10%	44%	50%	42%	50%
Between	200,000 and	1,000,000	●	27%	20%	19%		60%	23%	34%	2%
Over	1,000,000		○	22%	22%	38%	18%	100%	14%	33%	9%
			○								
			○								
			○								
			○								
			○								
			○								
	Click to revert to default bins										

Cross-File Reconciliation

The table below examines differences in value for the same data element between various NTD data products. The "Explanation" column describes any non-zero difference from the base value (first product listed for each element).

Reconciling Financial Data Across files

Time Series 1.2 includes all sources of revenue applied by the agency. This includes:

- Reconciling Items applied.
- Operating costs incurred by buyers of separately reported service. This results in a double count of operating expenses of about 0.3% when aggregated across all agencies. Data users should use the **Operating Expenses** database file to determine amount should be subtracted from each agency's operating expense to remove this count.

This does not include Non-Added Revenues, which can be determined using the Revenue Sources database file, Funding Category = Non-Added Revenues. More information on Non-Added Revenues and why they are not considered an operating expense can be found in the NTD Uniform System of Accounts.

Time Series 1.2 also presents Taxes Directly Levied by Transit Agency as Local Funds. These items are identified in their own category in the **Funding Sources** Data Table, Operating – Summary tab. To reconcile with Local Funds, the Local and Taxes Directly Generated by Agency.

Understanding Differences Between Operating Funds Time Series 1 and 2

The *Revenue Sources* database and "Operating" tabs of *Time Series 1.2* are designed to present all revenue sources applied by an agency, not just what was applied to the agency's own services. There is a separate form on which transit agencies must report *reconciling items*, to provide an overall annual operating expense total that is consistent with locally published reports. This is not performed by mode and type of service, nor does the Total Operating Expenses from published reports include costs for services reported by another public entities. **Therefore, *Operating Expenses* database file, data table, and time series (2.1 and 2.2) will not agree with time series 1.2.**

In addition to the reasons stated above, the Federal Funding Allocation Operating Expenses figures differs from Time Series 1.2 more significantly because it excludes

a) Purchased Transportation modes that are reported separately in their entirety and
b) Other Costs Incurred by the Buyer to Administer Contracts for those Services.

The purpose of the Federal Funding Allocation (FFA) module is to use data reported to allocate federal funding. This process should not credit two entities with the same operating expense. Similarly, the cost of contract administration for services in other reports is not reflected in the Federal Funding Allocation database file. Therefore, the Federal Funding Allocation and UZA Sums database file will also disagree with other files.

Data Element Crosstab

Element	File	Value	Difference from Base Value	Explanation
Operating Expenses (OE)	2019 Revenue Sources, Time Series 1.2	54,360,393,676	-	Includes Operating Expense Reconciling Items – Funds Applied (see Operating Expenses Reconciling file). Excludes Non-Added revenues ($32,349,151).
	2019 Operating Expenses Database File, 2019 Operating Expenses Data Table TS2.1 and TS2.2	50,733,977,187	3,626,416,489	Excludes funds reported separately ($272,905,141) and reconciling items applied ($3,327,303,604).
	2019 FFA10, UZA Sums Database File	50,726,042,264	7,934,923 (compared to Operating Expense database file)	Excludes Separate Service Agencies ($247,440), Agencies with PT Funds reported separately but no PT Funds In Report ($1,400,167), B-30 Other Costs Incurred by Buyer captured in another report ($5,942,922) and Rural Building Agencies ($344,425). Remaining difference (31) is the result of rounding from OE allocation between UZAs.
	2019 Metrics Data Table	50,726,042,233	7,934,954 (compared to Operating Expense database file)	Excludes Separate Service Agencies ($247,440), Agencies with PT Funds reported separately but no PT Funds In Report ($1,400,167), B-30 Other Costs Incurred by Buyer captured in another report ($5,942,922) and Rural Building Agencies ($344,425).
Fare Revenues	2019 Fare Revenue Database file TS2.1 and TS2.2	16,069,887,831	–	All Revenues are funds earned, not expended.
	2019 National Transit Profile	15,991,566,427	78,321,404	Includes Separate Service Agencies ($124,310), but excludes modes reported separately ($78,445,714)

Element	File	Value	Difference from Base Value	Explanation
	2019 Metrics Data Table	15,974,394,924	95,493,007	Excludes $78,321,404 of modes reported separately and $17,047,193 of PT Fares In Another Report.
Operating Source Expended (Federal Funds)	2019 Revenue Sources Database file	4,310,953,038	–	
	2019 Funding Sources Data Table, National Transit Profile TS 1.2	4,248,560,373	53,649,249	Excludes $62,392,665 of Intercity Bus Federal Funds
Operating Source Expended (Local Funds)	2019 Revenue Sources Database file, 2019 Funding Sources Data Table	14,664,994,589	–	
	TS1.2, National Transit Profile	18,477,639,545	3,812,644,956	Includes Directly Generated Funds Dedicated to Transit at Source not included in the database and data table files.
Capital Source Expended (Federal Funds)	2019 Revenue Sources Database file	7,648,638,183	–	
	TS1.3 2019 Funding Sources Data Table National Transit Profile	7,644,484,957	4,153,226	Excludes Intercity Bus subrecipients.
Capital Source Expended	2019 Revenue Sources Database file 2019 Funding Sources Data Table	5,144,547,332	–	

Element	File	Value	Difference from Base Value	Explanation
(Local Funds)	2019 TS1.3, National Transit Profile	8,577,274,989	3,432,727,657	Includes Directly Generated Funds Dedicated to Transit at Source not included in the database and data table files.

Reconciling Service Data Across files

	File	Value	Difference from Base Value	Explanation
Unlinked Passenger Trips (UPT)	2019 Service Database File	9,884,485,953	–	
	2019 FFA10, 2018 UZA Sums	9,879,910,976	4,574,977	Excludes 4,574,996 Intercity Bus trips not included in the FFA10 numbers. The remaining difference (19) is the result of rounding from UPT allocation between UZAs.
	2019 Metrics and Service Data Tables TS2.1and 2.2 National Transit Profile	9.879.910.957	4,574,996	Excludes Intercity Bus UPT included in the Service Database file.
Vehicles Operated In Maximum Service (VOMS)	2019 Agency Information, Agency Mode Service Service Database File 2019 Capital Expenses, Funding Sources, Metrics, Operating Expenses and Service Data Tables TS2.1 & TS2.2; National Transit Profile	138,162	–	

	2019 Maintenance Facilities Data Table	133.320	4,842	Excludes Demand Response - Taxi mode VOMS.
	2019 Track and Roadway Data Table	69,546	68,616	Full Reporters only, only bus and rail modes that operate on track and roadway.
VOMS (Full Reporters Only)	2019 Agency Information Database File; Full Reporter Profile	113,488	–	
	2019 Fuel and Energy Data Table	108,877	4,611	Demand Response - Taxi does not report fuel consumption.
	2019 Breakdowns Data Table	107,470	6,018	Demand Response - Taxi and Publico do not report breakdowns.
Vehicle Revenue Miles (VRM)	2019 Service Database File	4,877,731,321	–	
	2019 Metrics and Service Data Tables; TS2.1 and TS2.2; National Transit Profile	4,836,020,839	41,710,482	Excludes Intercity Bus subrecipient VRM included in the Service database file.
	2019 FFA10 and UZA Sums Database Files	4,836,020,836	41,710,485	Excludes 41,710,482 Intercity Bus VRM included in the Service Database File. The remaining difference (3) is the result of rounding from VRM allocation between UZAs.

Vehicle Revenue Miles (VRM) **(Full Reporters Only)**	2019 Service Database File; Full Reporter Profile; 2019 FFA10 Database File	4,189,331,498	–	There is a difference of 1 between the Service Database File and the FFA10 Database File due to rounding from VRM allocation between UZAs
	2019 Breakdowns Data Table	4,094,834,186	94,497,310	Demand Response Taxi and Publico do not report breakdowns.
Total Actual Miles	2019 Service Database File and 2019 Service Data Table	4,629,161,015	–	
Total Actual Miles	2019 Breakdowns Data Table	4,614,089,706	15,071,309	Demand Response Taxi and Publico do not report breakdowns.
Vehicle Revenue Hours (VRH)	2019 Service Database File 2019 Metrics and Service Data Tables TS2.1 and TS2.2 National Total Profile	320,433,242	–	
	2019 FFA10, 2019 UZA Sums	320,433,249	7	The result of rounding from VRH allocation between UZAs.
Passenger Miles	2019 Service Database File	54,097,055,531	–	

Traveled (PMT)	2019 FFA10, 2019 UZA Sums	54,097,555,596	65	The result of rounding from PMT allocation between UZAs.

File Scope and Population

The matrix below maps the data reported by each reporter type to an individual database file. The Database File dictionary also identifies type-based exclusions for individual data fields.

Database Files

File Name	Full	Reduced	Build	Plan	Separate Service	Rural General (RGPT)	Intercity Bus	Asset	State	Agency Count	Level of Aggregation	Reporting Exclusions
Agency Information	x	x	x	x	x	x	x	x	x	2,977	Agency	
Agency Mode/TOS	x	x	x		x	x		x		2,791	Type of Service	
Facility Inventory	x	x				x		x		2,777	Facility	
Revenue Vehicle Inventory	x	x				x		x		2,757	Fleet	
Service Vehicle Inventory	x	x				x		x		2,757	Fleet	
Revenue Sources	x	x	x	x	x	x	x			2,309	Funding Category	
Service	x	x				x	x			2,265	Type of Service	
Capital Use	x	x	x		x	x				2,197	Funding Category	
Operating Expenses	x	x			x	x				2,189	Funding Category	
Fare Revenue	x	x			x	x				2,189	Type of Service	
Federal Funding Allocation	x	x				x				2,183	Type of Service	
Transit Facilities	x	x				x				2,176	Ownership Type	
Group Plan Sponsors	x	x								2,042	Agency	
Safety Information		x				x				1,665	Agency	
Transit Stations	x	x								841	Type of Service	Demand Response (DR), Taxi (DT), and Vanpool (VP) modes
Performance Measure Targets	x	x	x			x		x		746	Asset Class	Group TAM Plan participants
Contractual Relationships	x		x		x					550	Mode-Contract	Agencies without PT

File Name	Full	Reduced	Build	Plan	Separate Service	Rural General (RGPT)	Intercity Bus	Asset	State	Agency Count	Level of Aggregation	Reporting Exclusions
Operating Expense Reconciling	x				x					524	Funding Category	
Energy Consumption	x									520	Mode	Demand- Response Taxi (DT) mode
Vehicle Maintenance	x									519	Mode	Publico mode
Statement of Finances	x				x					504	Agency	All but agencies with Organization Type of Independent Public Authority, Other, Publicly Owned or Privately Chartered or Subsidiary Unit.
Transit Agency Employees	x									357	Mode	Purchased transportation modes
Reportable Segments	x									162	Segment	All but FG operators
Transit Way Mileage	x									144	Type of Service	All but FG operators
Recipient Counties Served									x	54	Agency	
UZA Sums	x	x				x				-	UZA	

Data Tables

File Name	Urban (Section 5307) Reporter Types					Rural (Section 5311) Reporter Types				Reporting Exclusions
	Full	Reduced	Building	Planning	Separate Service	Reduced Tribe	General (RGPT)	Intercity Bus	State	
Breakdowns	X									Agencies do not report this data for the Demand-Response Taxi (DT) mode; therefore, NTD excludes DT from this file.
Capital Expenses	X	X	X		X	X	X			
Employees	X									Agencies do not report this data for the Demand-Response Taxi (DT) mode; therefore, NTD excludes DT from this file. Directly operated service modes only
Fuel and Energy	X									Agencies do not report this data for the Demand-Response Taxi (DT) mode; therefore, NTD excludes DT from this file.
Funding Sources	X	X	X	X	X	X	X			
Maintenance Facilities	X									
Metrics	X	X				X	X			
Operating Expenses	X	X								
Service	X	X				X	X			
Stations	X	X				X				Agencies do not report this data for the Demand Response (DR), Demand-Response Taxi (DT), and Vanpool (VP) modes; therefore, NTD excludes these modes from this file.
Track and Roadway	X									
Vehicles	X	X				X	X			

Time Series

File Name	Urban Reporting Module					Rural Reporting Module		Asset Inventory Module
	Full	Reduced	Building	Planning	Separate Service	Tribe	RGPT	Reduced Asset
TS1.1 Op Cap Funding Summary	x	x	x	x	x	x	x	
TS1.2 Op Funding	x	x	x	x	x	x	x	
TS1.3 Cap Funding	x	x	x	x	x	x	x	
TS2.1 Op Expense Service, by Mode TOS	x	x	x	x	x	x	x	
TS2.2 Op Expense Service, by System	x	x	x	x	x	x	x	
TS3.1 Uses of Capital	x	x	x	x	x	x	x	
TS4.1 Asset Inventory	x	x	x	x	x	x	x	x
TS5.1 Safety and Security	x	x				x	x	

Reporting Requirements Summary

The NTD is broken into *data modules* according to the type of data submitted. The table below identifies these modules as well as the reporter types who report data on each associated module form. To better understand the purpose of each form, please consult this page: https://www.transit.dot.gov/ntd/ntd-internet-reporting-system-forms.

x=Form Available or Required   (Blank)=Form Not Available

Data Module	Form	Form Name	Urban					Rural				Asset Only	
			Full Reporter	Reduced Reporter	Sep. Service	Build	Plan	State	Rural General Public Transit	Intercity Bus	Reduced Reporter (Tribe)	Reduced Asset	Group Plan Sponsor
Basic	B-10	Identification	x	x	x	x	x		x	x	x	x	x
	B-30	Contractual Relationship	x	x	x						x		
Reduced Reporting	RR-20	Reduced Reporting		x					x	x	x		
Financial	F-10	Sources of Funds	x		x	x	x						
	F-20	Uses of Capital	x		x	x							
	F-30	Operating Expenses	x		x								
	F-40	Operating Expenses Summary	x		x								
	F-60	Statement of Finances	x		x								
Asset	A-10	Stations and Maintenance Facilities	x	x					x		x		
	A-15	Transit Asset Management Facilities	x	x	x				x		x	x	
	A-20	Transit Way Mileage	x									x	

Category	ID	Report	Urban						Rural		Asset Only
	A-30	Revenue Vehicle Inventory	x	x	x					x	x
	A-35	Service Vehicle Inventory	x	x	x					x	x
	A-90	Transit Asset Management Performance Targets	x	x					x	x	x
Service	S-10	Service	x								
Resources	R-10	Employees	x								
	R-20	Maintenance Performance	x								
Statewide (Rural)	RU-30	Statewide Characteristics							x		
Federal Funding Allocation	FFA-10	Federal Funding Allocation	x	x							x
Declarations	D-10	CEO Certification	x	x	x						x
Profile	P-10	Identification	x	x	x	x	x	x	x	x	x
	P-20	Reporter Modes	x	x	x	x			x		x
	P-30	Reporter Users	x	x	x	x	x	x	x	x	x
	P-40	Reportable Segments	x								

Basic

The Basic module is where agencies report standard information related to the agency and their service.

Identification form (B-10)

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

All agencies that report to the NTD fill out the B-10 form.

Contractual Relationship form (B-30)

Agencies that purchase or sell transit service report financial and operating data on the Contractual Relationship form (B-30).

Reduced Reporting

The Reduced Reporting module is where agencies report all service, financial, and safety data.

Reduced Reporting form (RR-20)

Agencies report service, financial, and safety data on the Reduced Reporting form (RR-20). The form captures total modal expenses, uses of capital, sources of funds for transit operations and capital by funding category.

Agencies that report under the Reduced Reporter reporting type fill out the RR-20 form. Agencies separate total modal expenses and service data by mode and TOS.

Finance

The Finance module is where agencies report all sources of funds, operating expenses and capital expenses earned and expended within the fiscal year.

Sources of Funds form (F-10)

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. Agencies report the following data by original revenue source:

- The total amount earned
- The amount applied for operating expenses
- The amount applied for capital expenses.

All agencies that report under the Build, Plan, Separate Service or Full reporting types fill out the F-10 form.

Uses of Capital form (F-20)

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.

All agencies that purchase capital and report under the Build, Plan, Separate Service, or Full reporting types fill out the F-20 form.

Operating Expenses form (F-30)

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).

All agencies that operate or purchase transit service under the Plan, Separate Service, or Full reporting types fill out the F-30 form by mode and type of service (TOS).

Operating Expenses Summary form (F-40)

The Operating Expenses Summary form (F-40) provides an agency-wide summary of the operating expenses on the F-30 form(s). Agencies may report reconciling items on the F-40 form such as depreciation, interest payments and leases.

All agencies that report under the Plan, Separate Service, or Full reporting types have an F-40 form.

Statement of Finances form (F-60)

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.

Agencies that report under the Plan, Separate Service, Build, or Full reporting types with the following organization types fill out the F-60 form:

- Independent Public Agency or Authority of Transit Service
- Subsidiary Unity of a Transit Agency, Reporting Separately
- Other Publicly Owned or Privately Chartered Corporation
- Other.

Asset

The Asset module is where agencies report basic information on assets and infrastructure used to deliver service.

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

Agencies report the number of passenger stations and maintenance facilities used by each mode and type of service.

Transit Asset Management Facilities form (A-15)

On form A-15, transit agencies report inventory data for transit facilities. All passenger stations and parking facilities are inventoried. Agencies would also report a condition assessment for passenger stations for which they have capital responsibility as defined by the TAM rule. Additionally, agencies report inventory and condition assessment for administrative and maintenance facilities for which they have capital responsibility.

Transit Way Mileage (A-20)

Agencies operating over high intensity busway or fixed guideway provide mileage data on the Transit Way Mileage form (A-20), except for

ferry services.

Transit agencies providing rail service are required to report on the specific types of guideway assets and power and signal equipment and on the specific types of track fixation assets in addition to the guideway class, miles of track, and crossings that has been historically required for all rail modes. Agencies must report on all track, including yard and side track. Although the NTD collects guideway data from other non-rail modes, the requirements below only apply to rail modes.

Revenue Vehicle Inventory form (A-30)

Agencies report data on revenue vehicles at their fiscal year end on the Revenue Vehicle Inventory form (A-30) by mode and TOS. All agencies that report service data also report revenue vehicle fleet information by mode and TOS on form A-30.

Service Vehicle Inventory form (A-35)

On form A-35, agencies report data on service vehicles, or vehicles which indirectly deliver transit service, maintain revenue vehicles, and perform transit-oriented administrative activities.

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

Agencies report next fiscal year performance targets to the NTD for assets for which they have capital responsibility. Transit agencies report targets for Rolling Stock, Equipment, Facilities, and Infrastructure.

Service

The Service module is where agencies report all service supplied and consumed.

Service form (S-10)

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

Agencies that report under the Full reporting type fill out the S-10 form(s) by mode and TOS.

Resources

The Resource module is where agencies report transit employee data and revenue vehicle system failures.

Employees form (R-10)

Agencies report data on transit employees at year end and total hours worked during the year on the Employees form (R-10).

Agencies that report directly operated service under the Full reporting type fill out the S-10 form by mode.

Maintenance Performance form (R-20)

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

All agencies that report under the Full reporting type fill out the R-20 form, separating data by mode and TOS.

Statewide (Rural)

The Statewide module is where state agencies report their statewide data.

Statewide Characteristics form (RU-30)

This form provides for the reporting of 3 data items:

- The number of counties within the state,
- The number of counties with 5311 service,
- 5311 expended on administration of the program at the State level.

Typically, the State agency administering the Rural Area Formula funds (Section 5311) will be responsible for the data collection and compilation from each rural provider in the State serving the general public.

Federal Funding Allocation

The Federal Funding Allocation module is where agencies allocate their total transit operating (service and operating expenses) data between the various UZAs and non-UZAs in which they operate service.

Federal Funding Allocation form (FFA-10)

Agencies allocate data across the UZAs and non-UZAs (rural areas) they serve on the Federal Funding Allocation Statistics form (FFA-10). The FTA uses the FFA-10 form to apportion funds for Sections 5307, 5311, 5337, and 5339.

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

Declarations

The Declarations module is where transit agency CEOs review the reported data and declare the data reported is accurate.

CEO Certification form (D-10)

The CEO endorses and attests to the accuracy of the data submitted in the NTD Annual report on the CEO Certification form (D-10).

All agencies that report to the NTD fill out the D-10 form.

Profile

The Profile module is where agencies house all their permanent information.

Identification form (P-10)

The agency provides basic information such as physical address, DUNS number, FTA Recipient ID, and website URL.

Reporter Modes form (P-20)

The agency provides all modes, types of service, start and end dates for all their public transit service.

Reporter Users form (P-30)

The agency provides all contact information for employees with access to view and edit annual and monthly reports.

Reportable Segments (P-40)

Agencies operating over high intensity busway or fixed guideway must provide details regarding the sections of busway and guideway to FTA for approval. These details include the length of the busway or guideway (segment), location of the segment, the age of the segment, and the mode and type of service that operates on the segment.