

National Transit Database

Rural Data Reporting Fundamentals and Modules

National RTAP Training – Tribal and Rural Transit

10/14/2025



U.S. Department of Transportation
Federal Transit Administration

Disclaimer

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Course Goals and Outline

To help Rural transit professionals understand National Transit Database (NTD) fundamentals and learn the necessary skills for reporting data to the NTD internet reporting website.

Today's Course

- Fundamental Review
- NTD Terminology
- System Overview
- Validation and Closeout Procedures

Contact Information

National Transit Database
300 Preston Avenue, Suite 401
Charlottesville, VA 22902

NTD Reporting Application (Appian) Support

FTAITHelpDesk@dot.gov

M-F 8:00am-8:00pm Eastern

Non-Technical NTD Program Support

NTDHelp@dot.gov

M-F 8:00am-7:00pm Eastern

Presenter

Bailey Krouse

bailey.krouse.ctr@dot.gov

Rural Lead

434-218-3275



NTD Program Management

FTA Office of Budget and Policy

- Chelsea Champlin, NTD Program Manager
 - chelsea.champlin@dot.gov

FTA NTD Support Contractor

- Joe Eldredge, Operations Center Manager
 - joseph.eldredge.ctr@dot.gov

NTD Rural Analysts



NTD Analyst Team

Bailey Krouse

Courtney Springer

Reed Kattmann



One analyst assigned to each Tribal and State DOT reporter

Helps with policy questions

Assists with system access and data entry questions

Reviews report and discuss reporting issues

Fundamental Overview



U.S. Department of Transportation
Federal Transit Administration

What is the National Transit Database (NTD)?

- Established by Congress in 1974
 - Urbanized area reporting started in 1979
 - Rural reporting started in 2006
 - Tribal formula grants started in 2013
- Primary source of information and statistics on US transportation systems
 - Includes all public transportation modes
 - Uses consistent data definitions

Legislative Requirements

- 49 USC § 5335(a) and (b)
 - Requires DOT Secretary (i.e., FTA) to maintain the NTD to record public transportation financial, operating, and asset condition information using a uniform system of accounts
 - DOT secretary (i.e., FTA) can only award section 5307 and 5311 grants to an applicant and person receiving direct benefits from grants who report to the NTD and provide public transit services

Uses of NTD Data

- Formula apportionments
 - Urbanized Areas
 - Sections 5307, 5337, 5339
 - State Safety Oversight
 - Rural Formula
 - Tribal Formula
- Conditions and Performance Report
- Government Performance Results Act (GPRA)
- Performance benchmarking
- Academic research

Formula Grants for Rural Areas (§5311)

- Provides planning, public transportation capital projects, operating assistance and acquisition of public transportation services
 - **Formula program Apportionment (FY2026 - \$856 million)**
 - Appalachian Development Public Transportation Assistance Program (FY2026 \$29 million)
 - Rural Transit Assistance Program (RTAP) – (\$19 million)
- Apportionment to States:
 - 16.85% -
 - **29.68% - Non-Urbanized Vehicle Revenue Miles (No more than 5% of this amount)**
 - 29.68% - Non-Urbanized Land Area (No more than 5% of this amount)
 - 40.64% Non-Urbanized Low Income
 - 83.15% -
 - 20% Non-Urbanized Land Area (No more than 5% of this amount)
 - 80% Non-Urbanized Population

Rural Public Transit Reporters

States and federally recognized Indian tribes.

- Subrecipients may include state or local government authorities, nonprofit organizations, or operators of public transportation or intercity bus service that receive funds indirectly through a recipient

Federal Share and Matching Requirements

- Capital Projects – 80%
- Operating Assistance – 50%
- ADA Non-fixed route service – 80%

Formula Grants for Tribal Transit (§5311)

- Provides capital, planning, and operating assistance for public transportation on Indian reservations
- Formula program (FY2026 - \$38 million)
 - Tier 1: 50% based on vehicle revenue miles (all tribes)
 - Tier 2: 25% based on vehicle revenue miles (tribes operating > 200,000 VRM)
 - Tier 3: 25% based on low-income individuals (tribes > 1,000 low-income individuals) based on American Community Survey (ACS) data from the U.S. Census”
- Competitive program (about \$10 million)

Tribal Public Transportation Program Reporters

Federally recognized tribes that provide public transportation and:

- Receive or benefit from Tribal Transit Program (TTP) §5311 funding or
- Report voluntarily who want to benefit from this funding in the future

Federal Share and Matching Requirements

- Formula and Competitive Program
 - No local match required

Continuing Grant Requirements

Reporting requirements begin the year after an agency applies for funding.

Must continue if:

- the agency intends to keep §5311 funding applications open, **OR**
- §5311-funded assets are still within their minimum useful life, **OR**
- the agency intends to apply for §5311 in the future

Voluntary Reporters

- In short, all agencies must provide values for all required fields in the reporting system for their designated reporter type

What is Reported?

- All public transportation services operated directly or through purchased transportation
- Key financial, operating, and asset data associated with services including:
 - Annual operating costs and funding sources
 - Annual capital costs and funding sources
 - Annual revenue vehicle miles
 - Annual ridership
 - Fleet size and type
 - Operating facilities

RY 2025 Reporting Deadlines

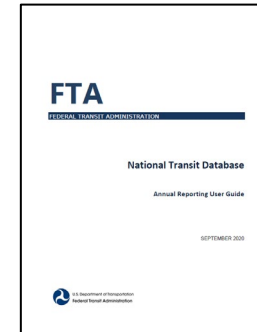
Fiscal Year- End Date	Waiver, Special Request, etc. Deadline	Annual Report Due Date	Last Date to Submit Report Revisions	Report Closeout Date
June 30	August 31	October 31	March 1	March 15
September 30	November 30	January 31	May 1	May 15
December 31	February 28	April 30	July 1	July 15

Key Reference Documents

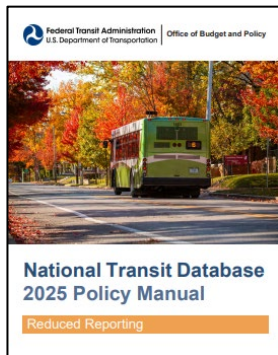
(Available on NTD Website)



[Uniform System of Accounts \(USOA\)](#) Outlines the basic accounting structure all NTD reporters must follow



[Annual Reporting User Guide](#) Provides step-by-step user guidance for navigation and data entry within NTD.



[Reduced Reporting Policy Manual](#) Provides detailed guidance on how to complete NTD forms. Issued annually.

NTD Terminology



U.S. Department of Transportation
Federal Transit Administration

Public Transportation

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

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

Example: Public Transportation

- A transit agency contracts a ride-hailing service to provide on-demand service to its paratransit riders.
- Riders receive a limited number of subsidized, on-demand rides per month.
- Customers are not guaranteed an exclusive ride.
- **Outcome**: This service may be eligible as public transit.
- The following conditions would have to be met:
 - The agency is paying the full cost of service (less fares),
 - Drivers and passengers cannot refuse additional passengers if there is available seating capacity, and
 - The service operator is attempting to group all rides to facilitate shared-ride service.



Mode: Demand Response (DR)

- Operates in response to requests from passengers or their agents
- When possible, ride requests grouped together on a single vehicle
- Vehicles do not operate over a fixed route or on a fixed schedule



Mode: Bus (MB)

Uses rubber-tired passenger vehicles operating on fixed routes and schedules over roadways

- Vehicles are powered by a motor
- Fuel or electricity stored on board the vehicle

Bus service that deviates from fixed routes

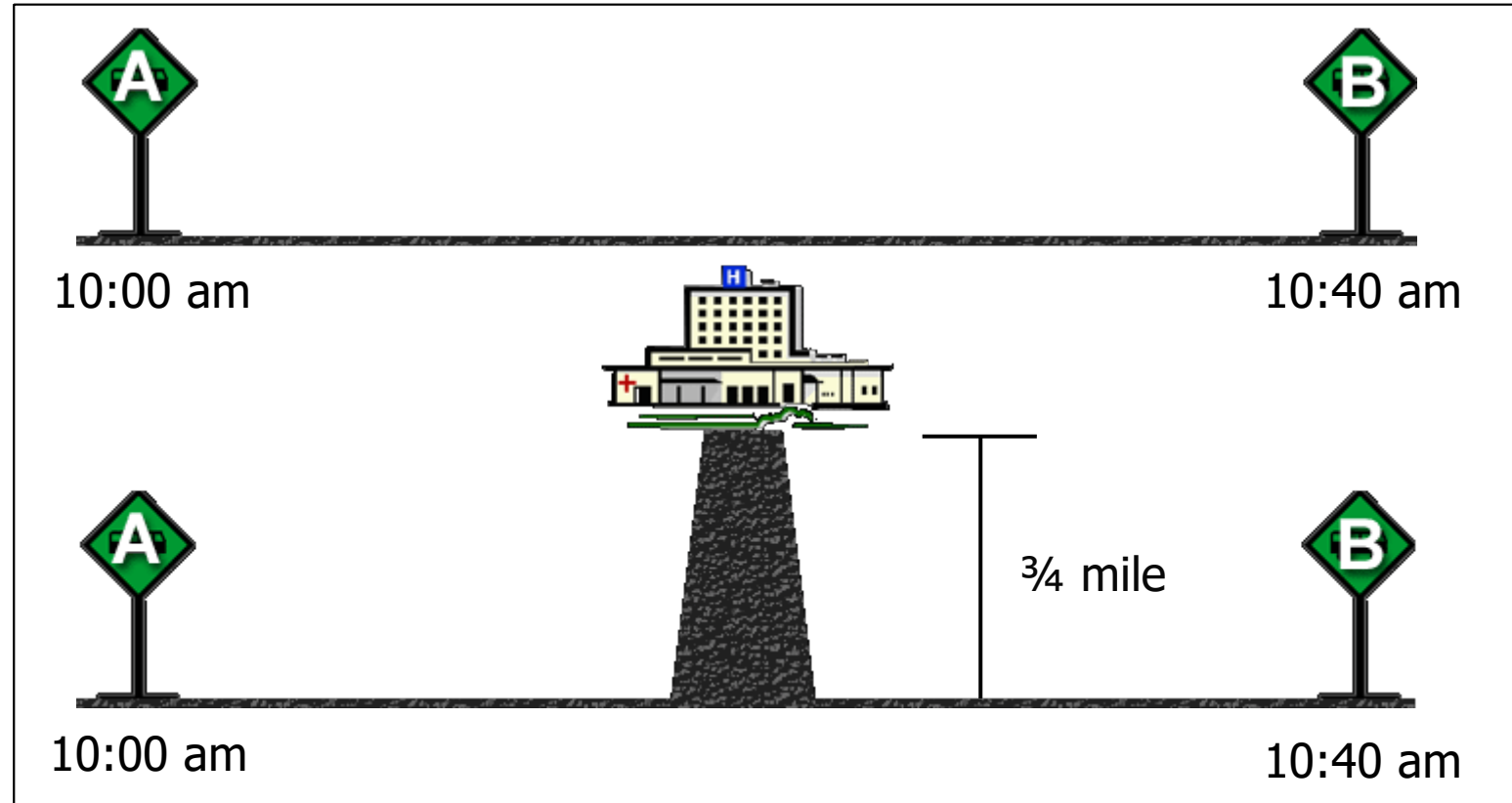
- Either point or route deviation
- Report as MB (GTFS Required)
 - Often incorrectly reported as Demand Response



Route Deviation (MB mode)

Conventional bus route

Deviates from the route within fixed (e.g., $\frac{3}{4}$ mile) distance



Commuter Bus or Bus

Same type of vehicles consistently operated on service.

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

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

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

Please contact your analyst if you have questions

Direct and Purchased Types of Service (TOS)

Based on who operates and pays for the service

Directly Operated (DO)

- Vehicles operated by reporter's employees

Purchased Transportation (PT, TN, TX)

- Vehicles operated by the seller's employees
- Service branded as buyer's service
- Buyer provides all funding subsidies (public or private)

Purchased Types of Service (PT TOS)

Transportation Network Company (TN)

- Service dispatched using a mobile application
- Non-dedicated vehicles

Taxi (TX)

- Uses commercial taxi companies with **non-dedicated fleets** for DR service
- Do not report taxi voucher programs unless dispatching involves shared riding

General (PT)

- Does not meet TN or TX definitions
- Dedicated or non-dedicated vehicles

Common Revenue Service Abbreviations

VRM – Vehicle Revenue Miles

VRH – Vehicle Revenue Hours

VOMS – Vehicles Operated in Maximum Service

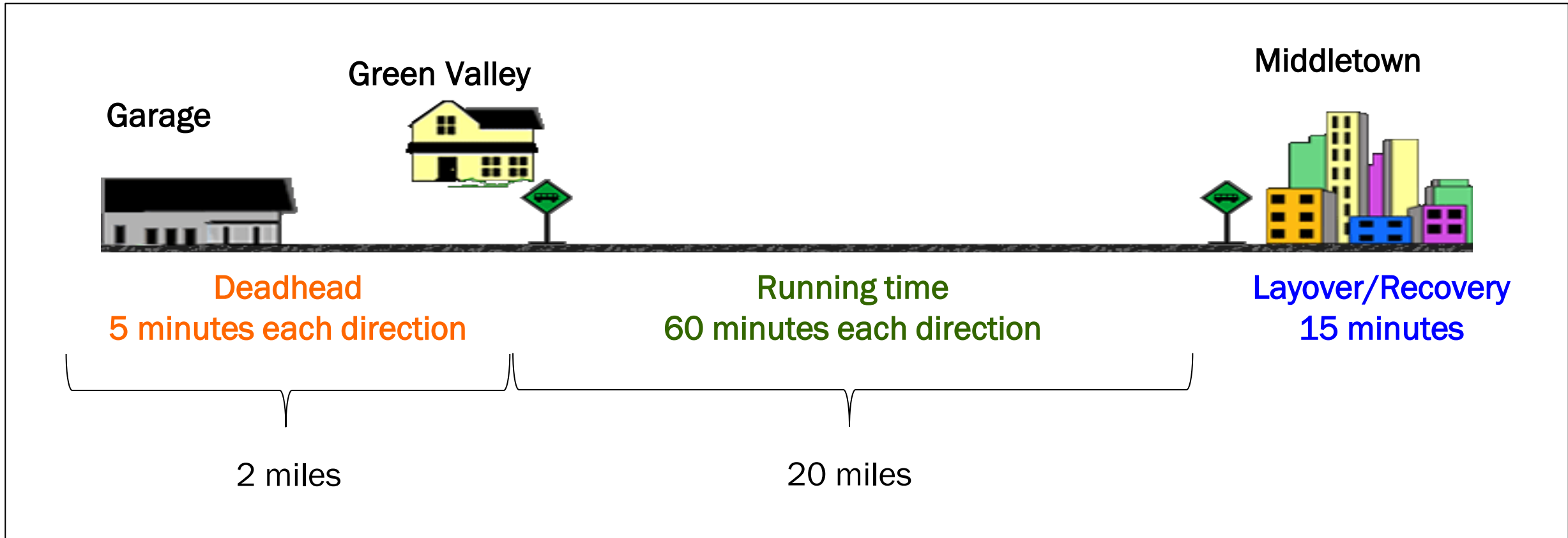
UPT – Unlinked Passenger Trips

SUPT – Sponsored Unlinked Passenger Trips

Revenue Service Definition

- A transit vehicle is in revenue service when it is providing public transportation and is available to carry passengers
- Service data should include:
 - Miles and hours when a vehicle is in revenue service (running time)
 - Layover/Recovery Time
- Service data should exclude:
 - Deadhead (ex. leaving or returning to garage)
 - School Bus or Charter Service
 - Training
 - Maintenance Testing
 - Fueling
 - Lunch Breaks

Example – Revenue Calculations



- Deadhead: garage to first stop
- Revenue service: expectation of carrying passengers (green) and layover (blue)

Demand Response Hours and Miles

- Revenue Hours/Miles

- From first passenger scheduled pick-up to last scheduled passenger drop-off
 - Even if the passenger is a “no-show”
 - Even when traveling empty from one drop-off point to the next pick-up point
- Definition applies as long as
 - Vehicle does not return to garage
 - Breaks not scheduled (e.g., lunch, fueling)

Unlinked Passenger Trips (UPT)

- UPT
 - Number of passengers who board public transit vehicles
 - Passengers are counted each time they board the vehicle no matter how many vehicles they use from their origin to their destination
- **Sponsored UPT – Demand Response Only**
 - Paid in whole or in part by a third party who often handles trip arrangements
 - Common sponsored services: Medicaid and Independent living centers

Sponsored trips are public transportation and reportable if:

- They are part of a **coordinated human services transportation plan** and
- There is an attempt to group rides

Vehicles Operated in Maximum Service (VOMS)

- Number of revenue vehicles operated to meet the annual maximum service requirement
- Reporting VOMS:
 - Count VOMS based on the peak season of the year on the busiest day
 - Exclude atypical days or one-time special events
 - Report vehicles actually operated
 - Do not report highest number of vehicles available for service

Accounting Requirements

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

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

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

Operating Expenses

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

- Vehicle operations
 - Drivers, dispatchers, supervisors
- Vehicle maintenance
 - Mechanics, fuelers, cleaners
- Facility maintenance
 - Buildings, grounds, terminals, stations
- General administration
 - Marketing & Customer support
 - Finance and procurement
 - Planning and service development

Cost Allocation

Must report the costs of delivering each mode/type of service.

- Requires agencies to determine direct costs, allocate shared costs
- **Direct Costs**
 - *Costs that are identifiable to one mode/TOS*
 - Examples:
 - Labor costs for MB/DO operators driving vehicles for one mode of transit service, contractor expenses for DR/PT that are specific to the DR mode
- **Shared Costs**
 - *Costs that cannot be separated and are associated with more than one mode/TOS*
 - Examples:
 - The tribe operates MB/DO and DR/PT. Labor costs for general managers or executive officers, administrative office rental expenses, auditor expenses

Capital Expenses

- Expenses related to purchasing or making a major improvement to a capital asset
- If an asset will last > 1 year, then it is generally considered to be a capital expense
- The cost of an asset can be reported as an operating expense if unit cost is the lesser of:
 - \$10,000 or
 - The capitalization level established by the tribe for financial statement purposes
- **Predominate Use Rule:** Report expenses under the mode/type of service that the asset supports the most

Awarded vs. Spent Grant Funding

- Report the funding you spent (expended) during the fiscal year
 - Not the total award amount
- **Example:** A tribe receives \$275,000 of 5311 grant funding and expends \$178,000 during the fiscal year
- **Solution:** The tribe reports funding of \$178,000 under the 5311-funding type

System Overview

NTD Reporting Permissions by User Role

CEO & CEO Delegate

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

NTD Contact

- Submit revised annual report after the original submission by the CEO
- View and edit forms and issues
- Coordinate tribal responses made in response to validation issues raised by NTD

Editor

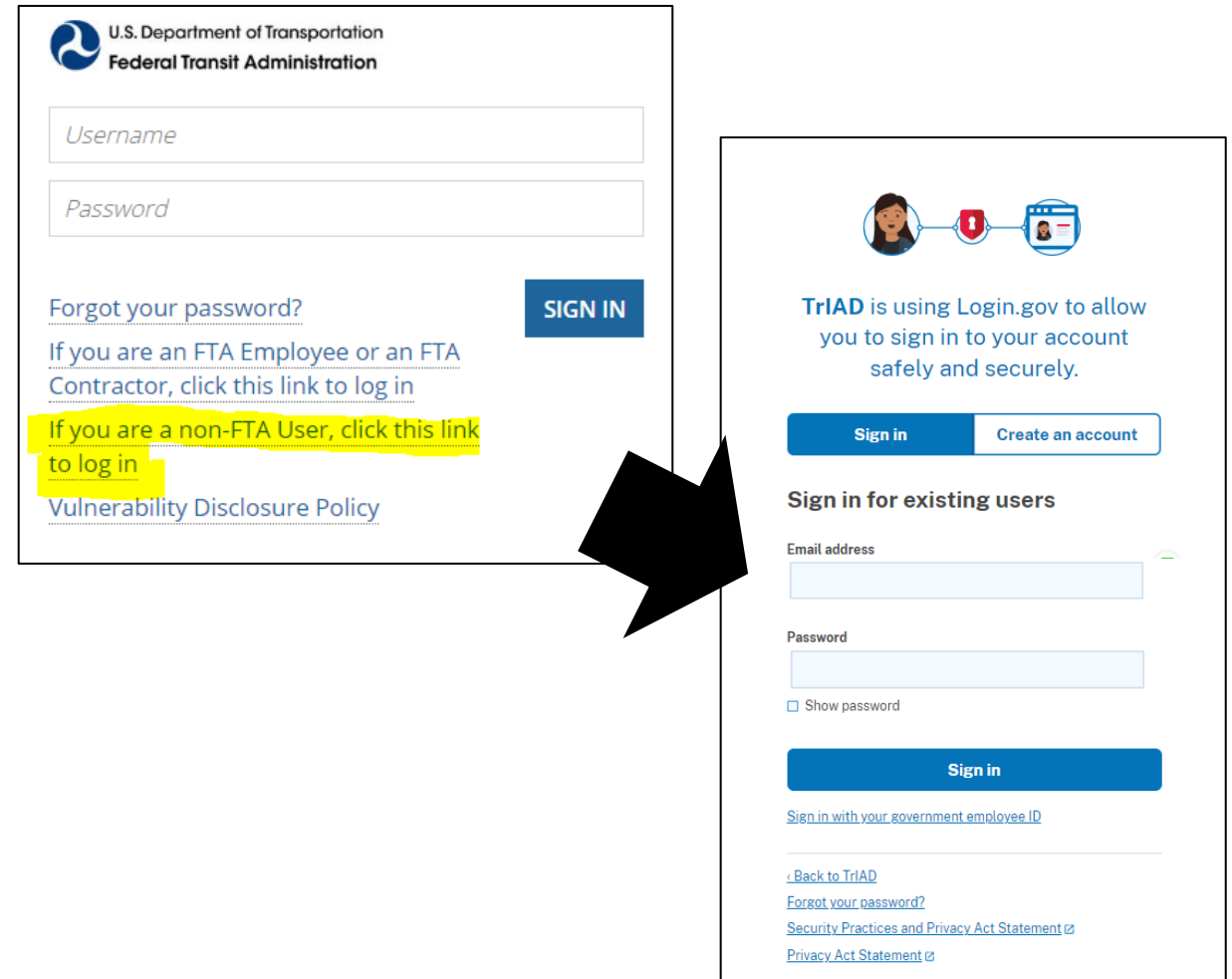
- View and edit forms and issues
 - *Self-reporting subrecipients have this role most commonly

Viewer

- View forms and issues

Accessing the NTD

- Must use Login.gov credentials
 - <https://faces.fta.dot.gov/suite>
 - Go to FTA web site for registration instructions
 - <https://www.transit.dot.gov/fta-web-policies/web-policies/fta-loggingov>
- Select *If you are a non-FTA User...*



The image shows a two-step login process. The first step is the FTA Login.gov page, which includes fields for Username and Password, a SIGN IN button, and links for password recovery and user types. A yellow highlight is on the link for non-FTA users. A large black arrow points to the second step, the TrIAD sign-in page. This page has fields for Email address and Password, a Show password checkbox, and a Sign in button. It also includes links for existing users, password recovery, and privacy policies.

U.S. Department of Transportation
Federal Transit Administration

Username

Password

[Forgot your password?](#)

[If you are an FTA Employee or an FTA Contractor, click this link to log in](#)

[If you are a non-FTA User, click this link to log in](#)

[Vulnerability Disclosure Policy](#)

SIGN IN

TrIAD is using Login.gov to allow you to sign in to your account safely and securely.

Sign in **Create an account**

Sign in for existing users

Email address

Password

☐ Show password

Sign in

[Sign in with your government employee ID](#)

[Back to TrIAD](#)

[Forgot your password?](#)

[Security Practices and Privacy Act Statement](#)

[Privacy Act Statement](#)

Navigating to Profile Forms

HOME MY TASKS (1) REPORTS ACTIONS

Federal Transit Administration

DOT Website Help Page

ANNUAL MONTHLY SAFETY **PROFILE** WEEKLY

Search NTD ID

Reporter Name

Small Systems Reporter

Active

--- Assigned Analyst ---

Clear Filters

NTD ID	Reporter	Assigned Analyst	Reporter Status	Reporter Type	Forms
99452	Elk Valley Rancheria Region 9	Reed Kattmann (reed.kattmann.ctr@dot.gov)	Active	Small Systems Reporter	

Click to access profile forms

Direct link to forms P-10, P-20, P-30, P-50 Print Package

Direct link to summary page

NTD Profile: Summary

HOME

MY TASKS (6)

REPORTS

ACTIONS

FA

Federal Transit Administration

99428 - East County Transit

Summary

E-File Library

Form Library

MR Historical Report

Related Actions

NTD Validation Analyst

Name

Joseph Eldredge

E-Mail

test@test.com

Phone

434-993-8690

Basic Information

Reporter Name

East County Transit

Address

165 CENTER RD
BEDFORD, Nevada 44146-2738

UEID

CM9DLMWXXWK65

FTA Recipient ID

Active Modes

PRINT ANNUAL PACKAGE

Click to access profile information

Click to print a prior year's full package

NTD Profile: E-File & Form Libraries

- “E-File Library” allows you to filter through communications
- “Form Library” contains historical report forms
 - Access Form Library to reference RY24 data during RY25

[Summary](#) [E-File Library](#) [Form Library](#) [MR Historical Report](#) [Related Actions](#)

Report Package

2023 Original Submission - Working Data

Module

All

Annual Forms
The following grid contains all annual forms for the specific reporter. Use the supplied link to view or download the selected form.

Form Name	Mode/Service	Module
96784 - Rural Transit Agency Demo - Stations and Maintenance Facilities - DO - (A-10)	DR DO	Assets
96784 - Rural Transit Agency Demo - Identification (B-10)		Basic Information
96784 - Rural Transit Agency Demo - Transit Asset Management Facilities Inventory (A-15)		Assets
96784 - Rural Transit Agency Demo - Revenue Vehicle Inventory (A-30)	DR DO	Assets
96784 - Rural Transit Agency Demo - Service Vehicle Inventory (A-35)		Assets
96784 - Rural Transit Agency Demo - Reduced Reporting (RR-20) - General Public Transit		Reduced Reporting
96784 - Rural Transit Agency Demo - Safety Data (S&S-60)		Safety Data

7 items

Navigating to the Report Package

Report package contains annual report forms

- Only populates active (not closed out) packages (closed packages are in *Profile/Forms*)

From the Home page you will make sure “Annual” is selected.

The folder then NTD ID will link to your summary page

From the Home page you will make sure “Annual” is selected.

The folder then NTD ID will link to your summary page

Navigation: HOME, MY TASKS (0), REPORTS, ACTIONS

DOT Website, Help Page, NTD FAQ Page

Federal Transit Administration

ANNUAL, MONTHLY, SAFETY, PROFILE, WEEKLY

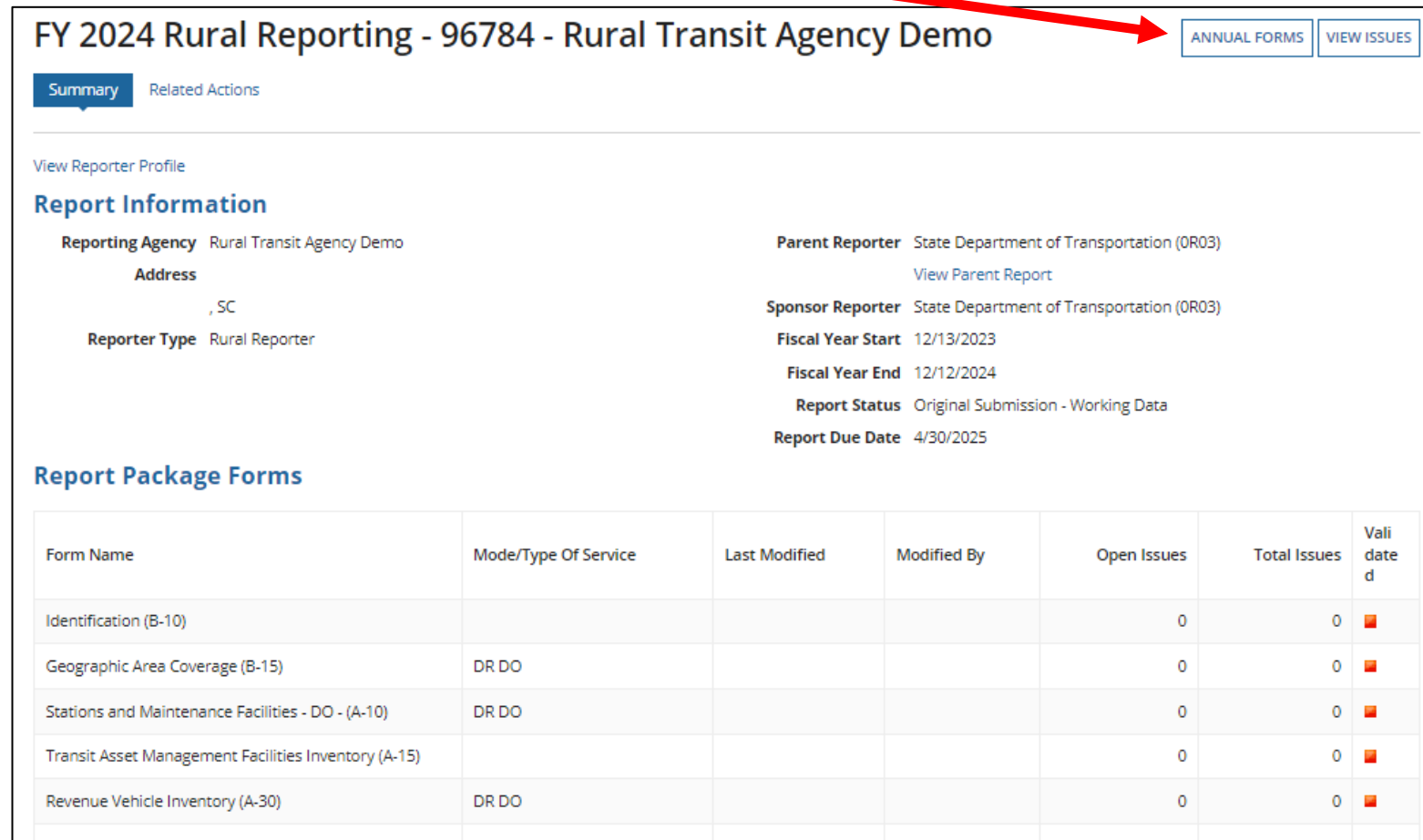
Search Keyword(s), Small Systems Report, Subrecipient Type, Fiscal Year, Search Analyst

Clear Filters

NTD ID	Fiscal Year	Reporter Name	Reporter Type	Revision	Analyst	Report Due Date	Forms
99436	2024	Gila River Indian Community	Small Systems Reporter	Original Submission - Working Data	Reed Kattmann (reed.kattmann.ctr@dot.gov)	1/31/2025	

Report Package: Summary Page

- Select “Annual Forms” to open report forms



FY 2024 Rural Reporting - 96784 - Rural Transit Agency Demo

[ANNUAL FORMS](#) [VIEW ISSUES](#)

Summary [Related Actions](#)

[View Reporter Profile](#)

Report Information

Reporting Agency	Rural Transit Agency Demo	Parent Reporter	State Department of Transportation (0R03)
Address	, SC	View Parent Report	
Reporter Type	Rural Reporter	Sponsor Reporter	State Department of Transportation (0R03)
		Fiscal Year Start	12/13/2023
		Fiscal Year End	12/12/2024
		Report Status	Original Submission - Working Data
		Report Due Date	4/30/2025

Report Package Forms

Form Name	Mode/Type Of Service	Last Modified	Modified By	Open Issues	Total Issues	Validated
Identification (B-10)				0	0	
Geographic Area Coverage (B-15)	DR DO			0	0	
Stations and Maintenance Facilities - DO - (A-10)	DR DO			0	0	
Transit Asset Management Facilities Inventory (A-15)				0	0	
Revenue Vehicle Inventory (A-30)	DR DO			0	0	

General Transit Feed Specification (GTFS) P-50

What is GTFS?

- Common format for public transit schedules and related geographic data
- Transit agencies publish data in GTFS, developers use data to write apps
- GTFS data must contain the following underlying text files: Agency, Stops, Routes, Trips, Stop Times, Calendar or Calendar dates, and Shapes files*
- **Shapes.txt required for Full Reporters beginning in RY2025, required for Reduced and Rural Reporters in RY2026.*

GTFS for Fixed Route Modes

The requirements for GTFS File uploads should include:

- Links that provide a direct download of the GTFS dataset zip file, and
- Links that are persistent (i.e., static), machine readable, and not password protected.

View & Manage General Transit Feed Specification (P-50)

Add New Weblinks
Transit agencies are required to provide GTFS feeds for all fixed-route modes. Please click "Add New Weblink" to populate a row for each fixed-route mode you operate. If you are unable to provide a weblink with URL, below for any fixed-route mode, you must instead upload a GTFS file by selecting "Upload" below. If you do upload a file, you will be prompted for justification for why the weblink cannot be hosted online. If you are unable to provide either option, please contact your NTD analyst by email with an explanation.

#	Organization	Mode	Types of Service	Weblink ⓘ	Agency ID ⓘ	File	Justification for File ⓘ	Remove ⓘ
1	Select an Organization	—Select A value—	—Select A value—	Example: / 0/500	123456	0/255	UPLOAD  Drop or paste file here	

Resources:

- RTAP GTFS Builder
 - <https://www.nationalrtap.org/Technology-Tools/GTFS-Builder>
- RTAP Builder Support
 - <https://www.nationalrtap.org/Technology-Tools/GTFS-Builder/Support>

NTD Annual Reporting Modules

The NTD collects data on multiple aspects of transit agency's operations during a month or fiscal year. NTD data is organized into several distinct reporting modules based on the type of data reported:

- Basic module (“B” forms)
- Asset module (“A” forms)
- Reduced Reporting module (“RR-20” forms)
- Safety and Security module (“S&S” forms)

Additional Tribal Modules

- Federal Funding Allocation module (“FFA” forms)
- Declarations module (“D” forms)

Basic Information (B-10)

- Select an Organization Type from the drop-down menu.
- Enter the Fiscal Year End Date for the current report (based on the agency's 12-month reporting period; may differ from State's FY).
- **New for RY25:** Voluntary Reporter tag.
- Auxiliary Sections – Disregard or contact analyst if you intend to select any of these options for the first time.

Identification (B-10)

96788 - Greene Valley Transit (Rural Reporter) - RY25 Original Submission (Working Data)

[View Previous Year Data](#)

There are currently no open issues on this form.

General Information

Organization Type *

3. City, County or Local Government Unit or Department of Transportation

Fiscal Year End Date *

09/30/2025

Are you a Voluntary Reporter? ⓘ *

☐ Yes

☒ No

Demographic Information

Primary UZA

1 - Alabama Non-UZA

Auxiliary Sections

Auxiliary sections are addition sections that only apply to some users:

- Mode Filing a Separate NTD Report - Select Purchased Transportation modes where the associated service data are reported by the other party in their own NTD report.
- RGPT Separately Reported Assets - Select modes where the assets are reported in a different State NTD report.
- Separate Assets - Select modes from another NTD report where you have capital responsibility for assets used in their service.

Select any of the auxiliary sections to add them to the B-10. An auxiliary section cannot be deselected if the section contains data.

- ☐ Modes Filing a Separate NTD Report
- ☐ RGPT Separately Reported Assets
- ☐ Separate Assets

SAVE AND VALIDATE

SAVE

VIEW ISSUES

EXPORT DATA

IMPORT DATA

PRINT DOCUMENT

CLOSE

Geographic Area Coverage B-15

- FTA collects geospatial data for non-fixed routes as part of a broader effort to collect NTD reporters' geographic service area coverage data.
- Agencies submit this data annually for Demand Response Modes (B-15 Form), which contains 10 service-level selections.
- Important notes:
 - If you require a passenger to call in the day before to reserve the ride, please enter 1 day. (Q9)
 - If services within the DR mode have different advance reservation requirements, report the shortest minimum advance reservation time (Q9)
 - If fares vary, report the most commonly charged Passenger Fare, not including any discounted (Q10)

1. Do you serve residents in another State besides your State?
2. Select the Counties that you serve, either in whole or in part, where you pick up residents for a new trip origination.
3. Select Census "Places" served in these counties; indicate whether these Places (e.g., Township) are served, and whether these Places are partially or wholly served.
4. Is your Demand Response service intended to meet the ADA complementary paratransit requirements for a fixed route system?
 - Your own NTD Reporter ID; or
 - Select all those that are not your NTD Reporter ID.
6. Within your service area, do you have different passenger eligibility requirements or different terms and conditions of service?
7. Which days per week do you operate?
8. For each day of the week, what are your hours of operation, and is your service:
 - Restricted to complementary paratransit under the ADA (i.e., determined through your local eligibility process)?
 - Restricted to a specific segment of the population defined by age, disability, or low income?
 - Open to the general population (no eligibility restrictions)?
9. What is the minimum advanced reservation time for your service? Select days or hours.
10. What is the fare charged?

Asset Management Facilities Inventory

(A-15) – Merging

- Beginning in RY 2025, the Stations and Maintenance Facilities (A-10) form will no longer appear in the annual report.
 - Rural reporters will report all transit facility information on the Transit Asset Management Facilities Inventory (A-15) form.
 - **Maintenance Facilities:** The fields previously included on the A-10 form have been migrated to the A-15 form for maintenance facility types.
 - **Passenger Stations:** The A-15 form will include new required fields for passenger station types (new for RY25).
 - **All other facility types** (administrative facilities, vehicle fueling/washing facilities, etc.): No reporting change for RY25.

New Facility Type

Vehicle Storage Facility - facilities where vehicles are stored, but minimal or no maintenance activity takes place.

- For example, “Bus Barns” are commonly reported as General Purpose Maintenance Facility/Depot in rural, these should be updated to Vehicle Storage Facility in system.
- New fields on the A-15 form which may not apply to vehicle storage facilities but do apply to general purpose maintenance facilities.

Asset Management Facilities Inventory

(A-15)

- All **passenger facilities** (such as passenger stations and parking facilities) used in revenue service, regardless of capital responsibility.
- All **maintenance facilities** (such as general purpose maintenance facilities) that service transit vehicles, regardless of capital responsibility, as long as the transit use for the facility is **greater than incidental**.
- All **administrative facilities** for which the agency has capital responsibility and the transit use is greater than incidental.

Update Facility Information

ID	Name	Primary Mode	Non-Agency Mode	Secondary Modes	Private Mode	Facility Type	Year Built or Reconstructed as New	SqFt	Parking Spaces	Transit Agency Capital Responsibility (%)	Notes	Delete
NEW	Transit f	MB/DO ▾	Please select a value ▾		Please select a value ▾	General Purpose Maintenance Facility/... ▾	Please select a value ▾					✕

[Add Facility](#)

ID	Name	Maintenance Facility Type	Right of Use	Owned or Leased By	Leased From	Condition Assessment	Est. Date of Condition Assessment	Delete
NEW	Transit Maintenance Building	Please select a value ▾	☐ Owned ☐ Leased	☒ Public Agency ☐ Service Provider	☐ Public Agency ☐ Private Entity	Please select a value ▾	mm/dd/yyyy	✕

[Add Facility](#)

Revenue Vehicle Inventory (A-30)

Report all vehicles used to transport passengers regardless of funding source

- Existing fleets from RY2024 will pre-populate
- **Add** new fleets
- **Retire** a fleet when all vehicles are sold or disposed of by FYE.
- **Delete** a fleet **ONLY** if it is mistakenly included in the removing a duplicate after using the Existing Fleet function.

Revenue Vehicle Inventory (A-30) - MB DO

96788 - Greene Valley Transit (Rural Reporter) - RY25 Original Submission (Working Data)

[View Previous Year Data](#)

There are currently no open issues on this form.

Fleet Totals

Total Vehicles	Active Fleet Vehicles	ADA Accessible Vehicles
3	3	0

Fleets

[Clear Filters](#)

ADD NEW FLEET

ADD EXISTING FLEET

RVI ID	Agency Fleet ID	Total Vehicles	Active Fleet Vehicles	Vehicle Type	Year Manufactured	Useful Life Remaining (Years)	Vehicle Length	Seating Capacity	ADA Accessible Vehicles	Funding Type	Ownership Type	
344249	101, 102, 103	3	3	CU	2016	1	20	14		RAFP	OOPA	✗

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

SAVE AND VALIDATE

SAVE

VIEW ISSUES

IMPORT DATA

EXPORT DATA

PRINT DOCUMENT

CLOSE

Service Vehicle Inventory Form (A-35)

Agencies report data on service vehicles.

- Service vehicles are vehicles which indirectly deliver transit service, maintain revenue vehicles, and perform transit-oriented administrative activities
- **Not to be confused with Revenue Vehicles** (used to carry passengers)

Service Vehicle Inventory (A-35)

96788 - Greene Valley Transit (Rural Reporter) - RY24 Original Submission (Working Data)

Update Service Fleet Information

ID	Fleet Name	Agency Fleet Id	Primary Mode	Secondary Modes	Vehicle Type	Total Vehicles	Useful Life Benchmark (Years)	Year Manufactured	Notes	Transit Agency Capital Responsibility (%)	Estimated Cost	Year Dollars of Estimated Cost	
NEW			Please select a value		Please select a value			Please select a value					X

[Add Service Fleet](#)

CONTINUEBACK

Transit Asset Management Performance Measure Targets (A-90)

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

- Compares current year targets to actual data pulled from current year asset forms.
 - Vehicles
 - Useful Life Benchmark (A-30 & A-35)
 - Facilities
 - Condition Assessment (A-15)
- The State reports on behalf of their managed and independent participants. This form represents the plan for whole group.

Narrative Report

- Submit your Group Plan’s Narrative Report for RY 2025 (different from TAM Plan).

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

Performance Measure	2025 Target (%)	2025 Performance (%)	2025 Difference	2026 Target (%)	N/A ⓘ
AB - Articulated Bus	39.00	36.36	-2.64		☐
AO - Automobile	46.00	100.00	54.00		☐
BR - Over-the-road Bus					☐

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

Performance Measure	2025 Target (%)	2025 Performance (%)	2025 Difference	2026 Target (%)	N/A ⓘ
Automobiles	60.00	50.00	-10.00		☐
Trucks and other Rubber Tire Vehicles	60.00	73.81	13.81		☐
Steel Wheel Vehicles					☐

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

Performance Measure	2025 Target (%)	2025 Performance (%)	2025 Difference	2026 Target (%)	N/A ⓘ
Passenger / Parking Facilities	0.00	40.00	40.00		☐
Administrative / Maintenance Facilities	0.00	4.35	4.35		☐

▼Narrative Report

No narrative report has been uploaded.

Reduced Reporting Form (RR-20)

Captures the following data:

- Total Expenses
 - All funds spent regardless of source
- Funding Sources
 - By original source
- Other Resources
 - Volunteer Drivers
 - Volunteer Vehicles
- Service Data

Expense Data Captured by Mode/TOS

- Funds Expended on Operations
- Funds Expended on Capital
- Fare Revenues
 - Passenger-Paid Fares
 - Organization-Paid Fares

Service Data Captured by Mode/TOS

- VRM
- VRH
- UPT
- SUPT
- VOMS

Total Funds Expended

Report funding sources for operations and capital. The system auto-sums the reported funding sources under the section *Total Funds Expended*.

- *Total Funds Expended for Operations* must match *Funds Expended on Operations* as shown by values in **red**.
- *Total Funds Expended for Capital* must match *Funds Expended on Capital* as shown by values in **green**.

▼ Total Funds Expended		
Operations	\$325,000	Capital \$250,000
▼ Funds Expended		
Mode	Funds Expended On Operations	Funds Expended On Capital
DR DO	175,000	250,000
MB DO	150,000	
Total	\$325,000	\$250,000

Other Resources and Service Data

Other Resources

- Report “Number of Volunteer Drivers” based on the number of drivers your agency has available.
- Report “Number of Personal Vehicles in Service” based on the number of vehicles routinely used by your agency.
- Enter 0s if none reportable.

Annual Service Data

- Report Service By Mode/TOS.
- **Revenue Service:** When a transit vehicle is providing public transportation and is available to carry passengers.
- **Unlinked Passenger Trips:** Total passenger trips (regular + sponsored trips).

▼ Other Resources

Number of Volunteer Drivers *

Number of Personal Vehicles in Service *

▼ Annual Service Data *

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

Safety Data (S&S-60)

Tribal, Rural, and Asset-only reporters provide annual statistics

- The Infrastructure Investment and Jobs Act (IIJA) requires NTD to collect all assaults on transit workers.

All assaults on a transit worker must be reported, regardless of injury

- Physical vs Non-physical Assaults
 - Physical Assaults involve physical contact with a transit worker, and can include contact with the attacker's body, a weapon, a projectile or other item.
 - Non-Physical Assaults involve no physical contact, and may include threats, intimidation, or interfering with the workers duties.
- Collisions and other safety events
- Report a count of injuries from non-major events (e.g., slips, trips, and falls).
- If any of these events meet the fatality, evacuation, or property damage threshold, *or result in two or more injuries*: report under Other Major Events. If not: report under Total reportable injuries from non-major events.

All Other Reportable Safety & Security Data			
Event Type	Major Events ⓘ	Fatalities	Injuries
Collisions with Pedestrian(s)	0		
Collisions with Vehicle(s)			
Collisions with Other (e.g. animal, manhole, shopping cart, etc.)			
Other Major Events ⓘ			
Total reportable injuries from non-major events * ⓘ			0

Federal Funding Allocation Form (FFA-10)

Tribal Form Only

Agencies allocate data across the UZAs and non-UZAs (rural areas) they serve on this form.

- FTA uses the FFA-10 form to apportion funds for Sections 5307, 5311, 5329, 5337, and 5339.
- If you operate in two States, you will need to report service performed in each state. Divide service and operating expense totals into sub totals for each area served.

FFA-10 Data

UZA Reporting Method *

Actual Vehicle Revenue Miles

Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.

Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%
01 UZA				14	
02 Total VRH	6,548	0	0.00%	6,548	0%
03 Total UPT	126,300	0	0.00%	126,300	0%
04 NFG VRM	68,900			68,900	0%
05 NFG OE	\$0	\$0	0.00%	0	0%

Current UZAs Showing 1 of 1

PREVIOUS

NEXT

CEO Declarations Form (D-10)

Tribal Form Only

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

- Overall Accuracy of the NTD Annual Report
 - Yes/No
- Conformance to FTA NTD Manuals & USOA
 - Yes/No
- Data Collection Methods for UPT
 - Will select how each mode's UPT is collected
 - 100% count is most common
- GTFS Confirmation
 - If your agency operates a fixed route mode (MB, CB, or FB) you will be asked to confirm the current GTFS link on the D-10 form

CEO Certification (D-10)
88162 - Tribal Transit (Small Systems Reporter) - RY25 Revision (Working Data)

[View Previous Year Data](#)

There are currently no open issues on this form.

CEO Certification (D-10) Sections

[OVERALL ACCURACY](#) [UNLINKED PASSENGER TRIP DATA](#) [GENERAL TRANSIT FEED SPECIFICATION](#)

General Transit Feed Specification (GTFS)

The General Transit Feed Specification (GTFS) web links submitted are up to date. All fixed route service changes must be reflected in the previous weblink with the GTFS dataset. Specifically, if there are changes to fixed routes, the reporter must update the GTFS dataset at the previously submitted web link on the [General Transit Feed Specification \(P-50\) form](#).

Mode/Tos	GTFS Web Link Up to Date	Explanation
MB DO	☒ Yes ☐ No	

Statewide Characteristics (RU-30)

Number of Counties with §5311 Service

- Total number of Statewide counties that are served by §5311 funded operators (including directly-reporting Indian tribes).
 - A county is considered served if the agency picks up or drops off passengers.

§5311 Expended on State Administration

- §5311 Revenues expended on State Administrative costs administering the program.

Statewide Characteristics (RU-30)

4R01 - State Department of Transportation

[View Previous Year Data](#)

There are currently no open issues on this form.

Counties Served

Number of Counties Statewide

Number of Counties with §5311 Service *

Enter number of Counties

Administrative Costs

§5311 Funds Expended on State Administration *

Enter number of dollars

SAVE AND VALIDATE

SAVE

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VIEW ISSUES

CLOSE

Validation Process

Analysts validate for deviation from reporting requirements, missing data and data irregularities, including:

- Significant data fluctuations from previous report year,
- Incomplete forms, and
- Data reported to an incorrect field.

Smooth the process by providing detailed responses about your operating environment or changes from 2024.

- Avoid providing generalized answers i.e., “data is correct.”
- Thoroughly explain any service/route changes, staff changes, funding changes, etc.

Validation Challenges

- Allocating Operating Expenses
 - Determine which expenses are direct costs that are attributable to a particular mode and type of service and which expenses are shared costs; and
 - Trace or allocate shared costs to each mode, type of service, and function.
- Including Deadhead in Revenue Service
 - Deadhead: when transit vehicles are deadheading, they operate closed-door and do not carry passengers.
 - Vehicle revenue miles is an apportionment formula factor for 5311, so this data is validated closely.
- Reporting Total Active Vehicles instead of VOMS
 - VOMS is a snapshot during one part of the day that captures the maximum vehicles on the road at once.

Report Submission

- Open the State or Tribal Package and select **Related Actions**, then **Submit Annual Report Package**
 - Please note that the CEO or CEO Delegate for the agency can submit the Original Submission, the NTD Contact can submit any subsequent revisions
- **Unable to submit report**
 - Open Issues
 - Non-Validated forms
 - Incomplete Required Field forms

FY 2025 State Reporting - 4R01 - State Department of Transportation

Summary Sub-Recipient Reports **Related Actions**

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

Unable to Submit Report Package for State Department of Transportation

Resolve the following issues before submitting the annual report package

Open Issues

☐	ID	Description	Criticality
☐	170584	A30-028 (DR/DO) - Retire fleet? - RVI: 343491	Important
☐	170585	A10-030 (MB/DO) - No Maintenance Facility	Important

GTFS Certification and FFA-20 Submission Form (State Only)

Confirm that the GTFS weblinks for RGPT subrecipients with fixed route modes are date

- Agency_id required in RY25
- Shape.txt file required in RY26

SAVE DRAFT

General Transit Feed Specification

The General Transit Feed Specification (GTFS) web links submitted are up to date. All fixed route service changes must be reflected in the previous weblink with the GTFS dataset. Specifically, if there are changes to fixed routes, the reporter must update the GTFS dataset at the previously submitted web link on the [General Transit Feed Specification \(P.50\) form](#).

NTD	Name	Mode/TOS	Value	Explanation
96788	Greene Valley Transit	MB DO	☒ Yes ☐ No	

CANCEL CONTINUE

The FFA-20 form provides summary information about the State's report package submission

- Statewide aggregates for VRM, VRH, UPT, and Operating Expenses.

Information

UZA
State / Non-UZA

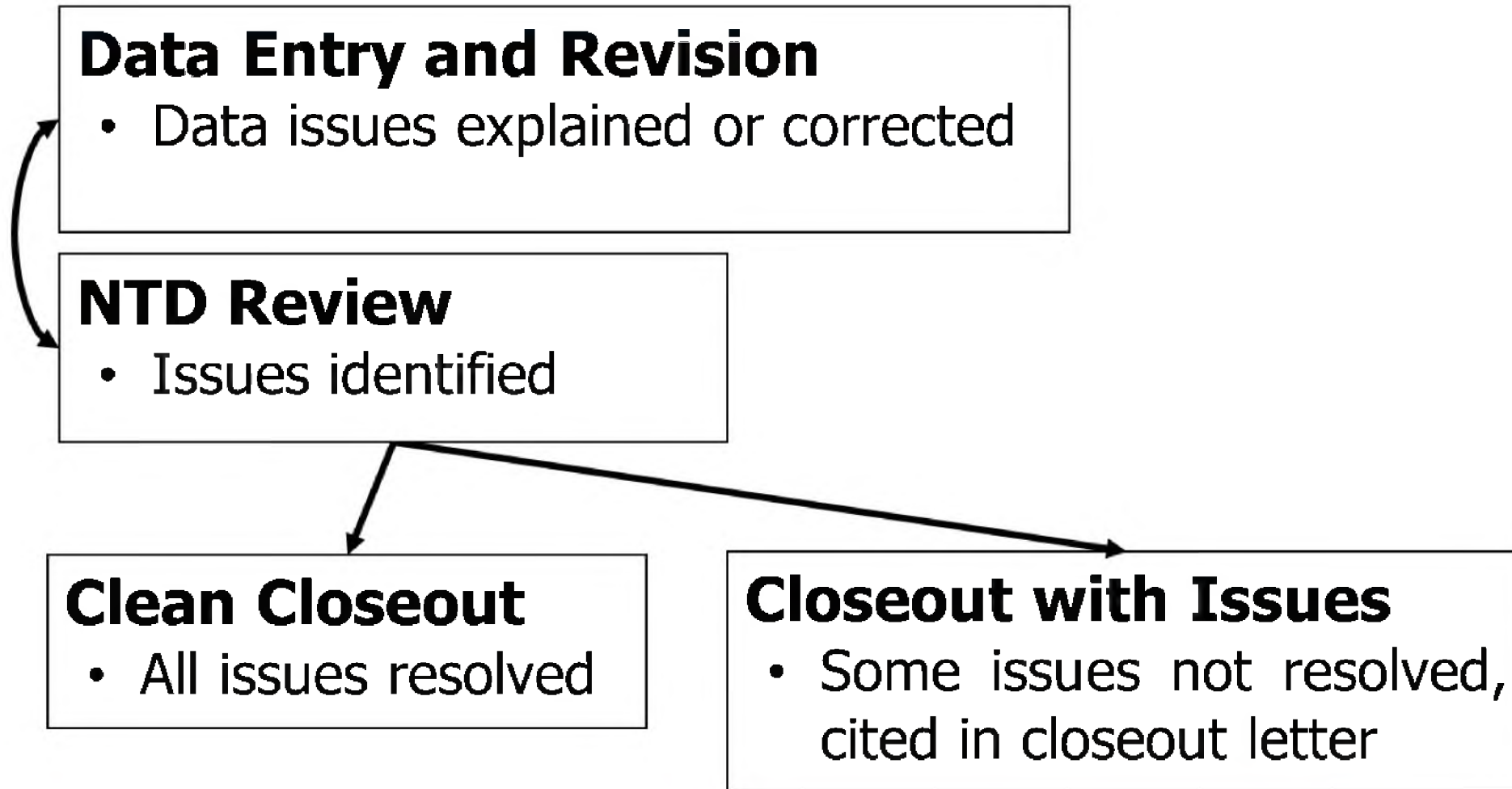
UZA Reporting Method
Actual Data

Aggregate Data

Actual Vehicle Revenue Miles 7,472,045	Annual Unlinked Passenger Trips 1,628,510
Actual Vehicle Revenue Hours 401,742	Total Operating Expenses \$38,275,680.00

SUBMIT PRINT DOCUMENT CANCEL

Processing your NTD Report



NTD Operations Center

M-F 8:00 a.m. – 7:00 p.m. (ET)

NTDHelp@dot.gov

NTD Program Contacts

Chelsea Champlin

chelsea.champlin@dot.gov

Rural NTD Validation Analysts

Bailey Krouse bailey.krouse.ctr@dot.gov

Courtney Springer c.springer.ctr@dot.gov

Reed Kattmann reed.kattmann.ctr@dot.gov

Thank you for
joining us
today.

We look
forward to a
successful
2025 Report
Year!



U.S. Department of Transportation
Federal Transit Administration