

Dear NTD Reporters:

The US Census Bureau has recently announced a new set of Urbanized Areas (UZAs) based on the results of the 2010 Decennial Census. FTA is required by law to use these new Urbanized Areas for the Fiscal Year 2013 Apportionment, which will be based on NTD Report Year 2011 Data. This e-mail is to provide you with actions you must take to align your 2011 NTD report with these new UZA boundaries.

**Deadlines:** July 15 (submit allocation plan), August 31 (submit final allocation on FFA-10 form)

2010 Census UZA Maps can be found at:

[http://www2.census.gov/geo/maps/dc10map/UAUC\\_RefMap/ua/](http://www2.census.gov/geo/maps/dc10map/UAUC_RefMap/ua/)

Information on an NTI training webinar covering this material is at the end of this email. As always, you may contact the NTD Helpdesk at [ntdhelpdesk@savantage.net](mailto:ntdhelpdesk@savantage.net) or 1-866-349-1427 for assistance.

### **Instructions for Urban Reporters**

You must submit your plans for allocating service data, based on 2010 Census UZA boundaries, through the efile of the NTD, by July 15. Please use the provided letter template and the NTD on-line correspondence system. This will allow us to review your FFA-10 allocation plans prior to the opening of the on-line FFA-10 forms.

On August 15, we will open the on-line FFA-10 forms for submitting your allocations based on the new UZAs from the 2010 Census. The final deadline for you to submit these forms is August 31st. It is important that you submit your FFA-10 allocations as early as possible to ensure that there are no validation problems at the deadline. Failure to successfully report may impact your apportionment.

We have provided abbreviated versions of the FFA-10 Federal Funding Allocation form, a 2010 Census Changes UZA/Population file, and a letter template for submitting your allocation plan under < 2010 Census Adjustments > on the NTD website.

To prepare for these reporting requirements you should:

1) Identify which UZAs are served by your transit system (the numbers may have changed – check the UZA assignment file). You must also identify whether your transit system services any rural or non-urbanized areas (designated UZA-0). An area is served by your transit system if you pick up passengers in that area.

Note 1: You must identify all areas served by your system, regardless of whether or not you plan to allocate service data to those areas.

Note 2: Some demand response systems allow passengers to travel to a particular location, but do not allow trip originations in that area. Don't list these destinations as "served."

2) Decide how you will allocate your service data among those areas for purposes of the formula apportionment. FTA has revised its rules for UZA allocation for the 2011 Report Year. Under these new rules, with certain exceptions, you may allocate your service data among the UZAs served according to any reasonable basis.

Note 1: The old NTD requirement that, for a transit route that connects two UZAs over 200,000 in population, the vehicle revenue miles physically located in the largest UZA must be allocated to that UZA is no longer in effect.

Note 2: What constitutes a “reasonable basis?” If, for example, 100% of your riders either board or alight your transit service in the Paris UZA, then you generally may allocate 100% of your transit service to the Paris UZA. If, on the other hand, some of your riders neither board nor alight in the Paris UZA, then you must allocate some percentage of your service data to the other areas you are serving, according to some “reasonable basis,” such as vehicle revenue miles or passenger miles. Thus, if you serve both the Paris UZA and the London UZA, you may choose to split your service between the Paris UZA and the London UZA according to boardings, vehicle revenue miles or passenger miles. Whatever method of allocation you choose should remain reasonably consistent from year to year.

Note 3: If you have a service that receives Section 5311 funds, either capital or operating assistance, then you must allocate 100% of that 5311-funded service to “UZA-0: Non-Urbanized Areas.” Unless, however, that service also receives Section 5307 operating assistance, then you may allocate a percentage of that service (equal to the percent of 5307 operating assistance) to the UZA providing the operating assistance.

### **Instructions for Rural Reporters**

This change will not impact the 2011 Report Year. The US Census Bureau’s new 2010 Decennial Census Urbanized Areas may cause one or more of your subrecipients to become an urbanized area provider. If so, that subrecipient will need to become an Urban NTD Reporter for the upcoming 2012 reporting year.

### **Training**

Thursday, June 28, 2012, 2:00-3:30 PM EDT

Thursday, July 19, 2012, 2:00-3:30 PM EDT

Free NTI Webinar on NTD Census 2010 Updates

NTI, in cooperation with the Federal Transit Administration (FTA) is offering a webinar on the special procedures for reporting data to the NTD in July and August 2012 based on the 2010 Census. In addition to the brand new Urbanized Area definitions from the Census Bureau, the NTD is also implementing new allocation rules this summer for how to split your data among multiple UZAs.

Ample time will be provided to answer all of your questions on the changes to the NTD this summer, and what you will have to do and when this summer to successfully complete an Urbanized Area NTD Report.

The webinar is approximately 90 minutes long. Speakers, John Giorgis, Director, Office of Strategic Planning & Analysis, FTA, and Keith Gates, NTD Program Manager, FTA, will discuss the report during the first 60 minutes and the last 30 minutes are dedicated to Q&A. Participants will access the graphic content by logging into the webinar via computer and access the audio portion by dialing into a conference call.

The webinar is Free, but you must register to receive the log in information. Register online at [www.NTIONLINE.com](http://www.NTIONLINE.com). From the home page, click Special Offerings, then select Webinars, then select NTD Census 2010 Updates.

The Webinar will be posted on the NTI site for viewing after the live presentation. For more information, please contact NTI Program Coordinator Fran Conti (732) 932-1700 ext. 238 or [fconti@nti.rutgers.edu](mailto:fconti@nti.rutgers.edu)