2012 Rural Reporting Manual

NTD

National Transit Database

Federal Transit Administration

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Introduction

What is the National Transit Database?

The National Transit Database (NTD) is the Federal Transit Administration's (FTA's) primary national database for statistics on the transit industry. Recipients of FTA's Urbanized Area Formula Program (§5307) and Other than Urbanized Area Formula Program (§5311) are required by statute to submit data to the NTD. The legislative requirement for the NTD is found in Title 49 U.S.C. 5335(a):

> SECTION 5335 NATIONALTRANSIT DATABASE
>
> (a) NATIONAL TRANSIT DATABASE — To help meet the needs of individual public transportation systems, the United States Government, State and local governments, and the public for information on which to base public transportation service planning, the Secretary of Transportation shall maintain a reporting system, using uniform categories to accumulate public transportation financial and operating information and using a uniform system of accounts. The reporting and uniform systems shall contain appropriate information to help any level of government make a public sector investment decision. The Secretary may request and receive appropriate information from any source.
>
> (b) REPORTING AND UNIFORM SYSTEMS — The Secretary may award a grant under section §5307 or §5311 only if the applicant and any person that will receive benefits directly from the grant, are subject to the reporting and uniform systems.

The Safe, Accountable, Flexible, and Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) amended the National Transit Database provisions to establish annual reporting requirements for recipients and beneficiaries of §5311 Other than Urbanized Area formula grants while maintaining existing NTD annual reporting requirements for recipients and beneficiaries of Urbanized Area Formula funds. Additionally, Title 49 U.S.C. 5311(b) (4) was amended to provide certain specifications of the NTD reporting requirements for §5311 grant recipients:

> (4) DATA COLLECTION – Each recipient under this section shall submit an annual report to the Secretary containing information on capital investment, operations, and service provided with funds received under this section, including –
>
> (A) total annual revenue;
>
> (B) sources of revenue;
>
> (C) total annual operating costs;
>
> (D) total annual capital costs;
>
> (E) fleet size and type, and related facilities;
>
> (F) revenue vehicle miles; and
>
> (G) ridership.

NTD began collecting rural transit data in 2006 using a model that was developed in consultation with States. The 2007 reporting system was updated to reflect the above data requirements. In keeping with the sentiments of the States, and the intent of Congress, the NTD offers streamlined and reduced reporting requirements for rural reporting relative to the NTD requirements for urbanized area reporting.

Changes in 2012 Reporting

There are no changes for the 2012 Report Year.

Who Reports

States receiving §5311 funds must report to NTD. For purposes of the NTD, the District of Columbia, Puerto Rico, Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands are treated as States (although the District of Columbia and the Virgin Islands do not receive any §5311 grants). The State agency, typically the State Department of Transportation administering the FTA Formula Program for Other than Urbanized Areas (§5311) are responsible for collecting and providing data regarding each §5311 subrecipient in the State.

SAFETEA-LU defines recipients and subrecipients as follows:

- Recipients are a State or Indian Tribe that receives a §5311 grant directly from the Federal government
- Subrecipients are a State or local governmental authority, a nonprofit organization, or an operator of public transportation or intercity bus service that receives §5311 funds indirectly through a recipient.

Indian Tribes that receive §5311 grant funds directly from the Federal government (Tribal Transit Grants) must report directly to the NTD. Tribal Transit Grantees should report in the year after application for the grant, or in the year that grants funds are first disbursed, whichever is sooner. For simplicity, FTA will treat the year of the award of the grant as the year of application of the grant. Indian Tribes that do not have subrecipients should consider themselves to be both the recipient and the subrecipient for purposes of the NTD.

Tribal Transit Grant Recipients that have only received planning grants for $50,000 or less do not need to complete a report. Please note that as provided by law, the requirement for NTD reporting is triggered by the award of a Tribal Transit grant, and not by the actual disbursement of the grant funds from FTA to the Tribal Transit Grant Recipient. For example, a Tribe that was awarded a $300,000 grant for system enhancement in 2010 would be required to report to the NTD in 2011, even if disbursement of the grant does not occur until 2012.

There are five major categories of subrecipients:

1. Regular Public Transit Service Providers — most subrecipients are in this category. States should provide a complete report of all general public transit operations for these subrecipients on the RU-20 form. State Department of Transportation should report Indian Tribes that are not direct recipients of Tribal Transit Grants as regular public transit service providers. The State must file a RU-20 for all subrecipients that received §5311 funds and a Reporting Waiver for the current NTD Urbanized Report.
2. Tribal Transit Recipients — Indian Tribes that are direct recipients of Tribal Transit Grants from FTA typically do not have any subrecipients. Direct Tribal recipients should provide a complete report of all general public transit operations for themselves on the RU-20 form as if they were the sole recipient of the grant. A State must file a RU-22 for all direct Tribal subrecipients that receive State §5311 funds and report a RU-20 directly to the Rural NTD.
3. Intercity Bus Providers — SAFETEA-LU amended 49 USC 5311(f) to require States to set aside 15 percent of the annual §5311 apportionment for intercity bus providers, unless the Governor certifies that the intercity bus needs of the State are being adequately met. Since many States would not be able to provide a complete report of all transit operations for these subrecipients, FTA has established a special RU-21 form for the State to complete on behalf of these subrecipients. States use this form only for subrecipients of the intercity bus set-aside under 49 USC 5311(f).
4. Rural Recipients – some subrecipients of the State may report directly to another State recipient in the Rural NTD. States must file an RU-22 for all subrecipients that received §5311 funds and complete a full RU-20 under a different Rural recipient in the Rural NTD report. As stated above in number two, A State must file an RU-22 for all direct Tribal Subrecipient that receive State §5311 funds and report an RU-20 directly to the Rural NTD. A State must file an RU-22 for all subrecipients that provide service in several States where their RU-20 is listed in another State's Rural NTD report.
5. Urban Recipients – some subrecipients of the State report directly to the Urban NTD. States must file a RU-23 for all subrecipients that received §5311 funds and complete a full Urban NTD report.

The State or directly-reporting Indian Tribe completes the RU-10 form and completes the correct RU-20 subrecipient form for each subrecipient. The Internet Reporting System generates almost all of the data on the Rural Public Transit Service Summary form (RU-30) from the data provided on the different RU-20 subrecipient forms. The State also completes the remaining portion of the RU-30. Directly-reporting Indian Tribes do not complete any additional information in regards to counties. Directly Reporting Indian Tribes should see the section about the RU-30 for reporting administration costs.

Continuing Grant Requirements

A State must submit an NTD Rural report for any §5311 subrecipient through the minimum useful life of any capital assets purchased with §5311 funds. Please note that this means that a State may be required to provide reports on §5311 subrecipients that did not receive any §5311 funds during the current year. Additionally, States should continue to report to the NTD for any §5311 subrecipients whom they intend to provide §5311 grant funds to in the future.

A Tribal Transit Grant Recipient that begins directly-reporting to the NTD is required to continue to directly-report to the NTD as long as the grant remains open with FTA or for the minimum useful life of the capital equipment obtained through the grant, whichever is longer. Additionally, Tribal Transit Grant Recipients that are no longer required to report to the NTD should continue to report to the NTD if they intend to apply for Tribal Transit Grants in the future.

State Reporting Exceptions

States are ordinarily required to provide complete reports on all §5311 subrecipients of the State. However, in the interests of reducing reporting burden and eliminating the duplication of data, States do not have to provide complete reports on subrecipients that:

1. Are Indian Tribes that are direct-recipients of Tribal Transit Grants and are reporting directly to the NTD for the current report year; or

2. Provide service in one or more urbanized areas (UZA), and are providing a complete report to the urbanized area modules of the NTD, either as a full reporter or under a Small Systems Waiver (30 or Fewer Vehicles).

Please note:

1. That if the Indian Tribe receives a Reporting Waiver for the current report year, or if the subrecipient receives a Full Reporting Waiver for the current urbanized report year, then the above exceptions do not apply. The State is still required to report on behalf of that subrecipient.
2. That States are required to provide a limited report on §5311 subrecipients that report a complete full NTD report, including subrecipients with a small systems waiver in the Urbanized NTD. This identifies State §5311 funds not captured in your regular rural report.

Example 1 — Continuing Requirements
A State purchases a van for one of its subrecipients as part of a group purchase with FTA Formula Program for Other than Urbanized Areas funds. The vehicle, a van, has a useful life of 4 years or 100,000 miles. The State for this subrecipient must report under the NTD program throughout the useful life of the vehicle regardless of whether or not that subrecipient receives Formula Program for Other than Urbanized Areas funds during a particular year.

What to Report

For each subrecipient, provide a complete report of all general public transit operations for the subrecipient, regardless of source of funding. A major purpose of the Rural NTD is to develop a picture of the Federal role in funding rural transit. Therefore, it is essential to include State, Tribal, Local, and private roles in rural transit as well.

The NTD rural reporting system consists of three form types that provide State agency or directly-reporting Indian Tribe identification information, financial and non-financial operating statistics for individual rural general public transit providers, and a Rural Public Transit Service summary. These three form types are:

1. Agency Identification form (RU-10)
2. Subrecipient forms (RU-20)
    - Rural General Public Transit Service (RU-20)
    - Intercity Bus (RU-21)
    - Rural Recipient Reporting Separately (RU-22)
    - Urban Recipient (RU-23)
3. Rural Public Transit Service Summary form (RU-30).

Waivers

There are two waivers for rural reporting:

1. Report waiver for all forms — RU-10, RU-20, RU-21, RU-22, RU-23 and RU-30
2. Data waiver for a specific data item on a subrecipient form or for a subrecipient's form.

Request waivers in writing via the **e-File** tab 60 **calendar days prior** to the **report due date**. FTA reviews and approves these requests on a case-by-case basis. FTA will grant or deny your request in writing via the **e-File** tab. FTA grants waivers for **one year only**. You must apply for waivers annually. See Exhibit 1 Reporting Timeline for Rural NTD on the following page for waiver request deadlines.

Data and Report Waivers

The NTD Rule (49 CFR Part 630) provides for the opportunity to request a waiver from one or more of the NTD reporting requirements if meeting the reporting requirements would cause "unreasonable expense and inconvenience". Historically, FTA has granted waivers for "unreasonable expense and inconvenience" due to major events such as:

- Earthquakes
- Fires
- Floods
- Hurricanes
- Officially declared emergencies.

FTA has also historically granted waivers for the first year in which a direct recipient has been required to report to the NTD, and only for the first year. FTA has historically not considered "unreasonable expense and inconvenience" to cover issues related to the loss of personnel or the loss of records.

Submit waiver requests in writing through the **e-File** tab of the Internet Reporting System. The Director of the Transit Unit of the State or the directly-reporting Indian Tribe should sign waiver requests on letterhead paper. Describe the event that prevents fulfilling the reporting requirements. For directions on attaching a waiver in Internet Reporting, see the **e-File** section.

When to Report

Submit the NTD Rural Report within 120 days of the close of the State's or directly-reporting Indian Tribe's fiscal year according to the schedule in the following exhibit.

Exhibit 1 – Reporting Timeline for Rural NTD

State or Indian Tribe's Fiscal Year End Submission	Jan. 1 - June 30	July 1 - Sept. 30	Oct. 1 - Dec. 31
Report Due Date	**November 30**	**January 31**	**April 30**
Filing Extension Deadline	**October 29**	**November 30**	**February 29**
Waiver Request Deadlines	**October 29**	**November 30**	**February 29**
Closeout Process			
Last Date to Receive Report Revisions	**March 1**	**May 1**	**July 2**
Report Closeout*	March 15	May 15	July 16

The first reports will be due on November 30, 2012, for those States or directly-reporting Indian Tribes with fiscal years ending between January 1 and June 30, 2012; on January 31, 2013, for those States or directly-reporting Indian Tribes with fiscal years ending between July 1 and September 30, 2012; and April 30, 2013, for those States or directly-reporting Indian Tribes with fiscal years ending between October 1 and December 31, 2012.

States or directly-reporting Indian Tribes may collect the data from the rural providers according to their own schedules and reporting periods as long as the rural providers are reporting for the current NTD report year. Data must cover a consecutive twelve month period and the reporting deadline must be met. For example, if the State fiscal year end is June 30, 2012 but a subrecipient has a fiscal year end December 31, 2012, use the subrecipient data for the most recent 12-month period that would be included in your State's annual report for the fiscal year.

Reminder Notices

FTA sends each State or directly-reporting Indian Tribe a reminder 30 days prior to the NTD Rural report due date. If FTA does not receive your report within 15 calendar days after the due date, and there is no request for a reporting waiver, FTA sends a letter to the State or directly-reporting Indian Tribe Director of the Transit Unit requesting that the report be submitted within 15 days.

Reporting Period Extension

If the State or directly-reporting Indian Tribe needs additional time to collect, to enter and to submit data from all subrecipients they may request a 30-day extension. Submit an extension request in writing through the **e-File** tab of the Internet Reporting System. The Director of the Transit Unit for the State or the directly-reporting Indian Tribe should sign the extension request on letterhead paper. Describe the situation and provide a timeframe when the State or directly-reporting Indian Tribe will submit their report. For directions on attaching an extension request in Internet Reporting, see the **e-File** section.

FTA reviews and approves these requests on a case-by-case basis. FTA will grant or deny your request, in writing, via the **e-File** tab.

The NTD Rule (49 CFR Part 630) provides for only a single 30-day extension per report year. A request for an additional extension beyond 30 days would constitute a request for a waiver from the reporting requirements, and such a request will be evaluated by FTA according to the criteria for requesting waivers.

How to Report

General Formatting Rules

Follow these rules when reporting data:

- Round all financial data to the nearest whole dollar not hundreds or thousands
- Report data as whole numbers
- Use four digits for year entries
- Do not leave blank data fields - enter zeros in data fields when you do not have any data to report.

Accrual Accounting

All financial data in the NTD Rural Report must follow accrual accounting principles. Under accrual accounting:

- Record revenues when earned, regardless of whether or not receipt of the revenue takes place in the same reporting period
- Record expenditures as soon as they result in liabilities for benefits received, regardless of whether or not payment of the expenditure takes place in the same reporting period.

If a cash basis or encumbrance basis accounting system is used, make worksheet adjustments to record the data on an accrual basis.

The following example demonstrates the use of accrual accounting for both capital asset and operating expense reporting.

Example 2 — Accrual Accounting

Capital Projects

Hamlet Transit applies to the State to purchase two buses in fiscal year (FY) 2011 at a projected cost of $440,000, or $220,000 each. FTA approves the State's program of projects, which includes the project for Hamlet Transit, and awards FY 2011 Other than Urbanized Formula funds based on an 80/20 split for the Federal / non-Federal match. The City of Hamlet pays the non-Federal match.

Hamlet Transit takes delivery and accepts only one of the buses by the end of FY 2011.

Solution: Report the Federal share of the bus = $176,000 (1 × $220,000 × 80%) on line 10c, FTA Other than Urbanized Area Formula funds (§5311), column b, Capital; and the non-Federal share of the bus = $44,000 (1 × $220,000 × 20%) on line 08, Local funds, column b, Capital.

Operating Expense

Hamlet Transit pays its employees twice a month, on the 15th and last day of the month, approximately 15 days after the end of the work period. Assume Hamlet has a fiscal year end date of December 31. If, an employee works from December 16 to December 31, he receives his pay on January 15 of the next fiscal year. The liability to pay for the work from December 15 to December 31 was incurred as of December 31 (current fiscal year), even though the employee did not receive his pay due until 2 weeks later (next fiscal year). The expense is reported in the current NTD report under accrual accounting since Hamlet is "liable" to pay the employee, even though the employee did not receive actual payment until the next fiscal year.

Similarly, the employee earns fringe benefits such as vacation and sick leave, as he works each pay period. This is when the liability is incurred. However, the employee may not use the earned benefits until the next fiscal year. Under accrual accounting, Hamlet incurred the liability during the current fiscal year when the employee worked and accrued the leave time

Both the labor and fringe benefit costs are operating expenses reported on line 05, Total Annual Expenses, column a, Operating.

Grants

Most Federal, State and local grants are earned on a reimbursement basis. Generally, transit agencies will report grant funds only if an expenditure occurs (i.e., when the grant funds are earned). Do not report the total amount of funding in an approved grant application, only the grant funds earned from an incurred expenditure during the period.

Mode

NTD gathers information based on transit mode. Transit agencies operate one or more modes of transit service. A mode is a system for carrying transit passengers described by specific right-of-way, technology and operational features.

The glossary contains the detailed NTD modal definitions. There is also a discussion of deviated bus (MB) service, which has characteristics of both MB and DR modes.

The NTD Rural reporting system uses the following modes of public transit service:

Bus (MB)

The most prevalent mode in the country, and is powered by a motor and fuel contained within the vehicle. Includes both fixed-route and deviated-fixed-route services.

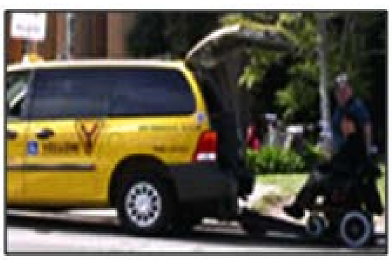
Commuter Bus (CB)

Fixed-route bus systems that are primarily connecting outlying areas. Service typically uses over-the-road (motocoach) buses, with closed-door service of at least five miles, , and routes of extended length. Use this mode for 5311(f) services provided by a public entity.

Demand Response (DR)

Scheduled in response to calls from passengers. Passengers with similar origins and destinations are often scheduled to ride the same vehicle. Many transit systems operate DR service to meet the Federal ADA requirements, and expenses and passenger trips are reportable for DR. Includes door-to door and curb-to-curb services provided in response to specific customer requests. DR services are characterized by being a shared ride service to individuals.

Demand Response – Taxi (DT)



A special form of the demand response mode operated through taxicab providers. The mode is always purchased transportation type of service. (Referred to as "Taxi" in the NTD Rural Reporting.)

Ferryboat (FB)

A mode that carries passengers over water.

Intercity Bus (IB)

Regularly scheduled public service using an over-the-road bus that operates with limited stops between two urbanized areas or connecting rural areas to an urbanized area. The IB mode is only used by private intercity bus providers that are subrecipients of the intercity bus set-aside under 49 USC 5311(f).

Vanpool (VP)

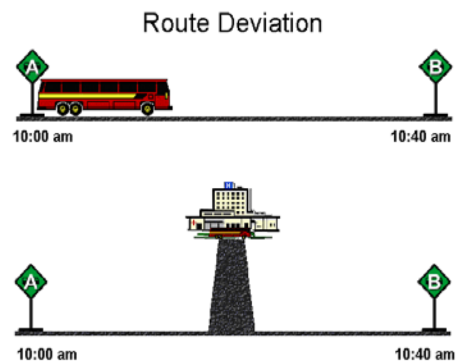
A commuting service operating under pre-arranged schedules for previously formed groups of riders in vans, with one of the riders serving as a driver. If there is a paid driver, use the Bus (MB) mode.

Other

If none of the choices fits your agency, select the category: Other. Internet Reporting will display a box for you to describe the other mode.

Route-Deviated Service

Route-deviated service has operating characteristics of both MB and DR modes. Route-deviated service operates as a conventional bus route, but permits the bus to deviate from the route and serve destinations within a prescribed distance (e.g., ¾ mile). Report this service as bus mode.



Where to Report

For each §5311 subrecipient, the State Department of Transportation or directly-reporting Indian Tribe completes a one-page form of basic data. To enter data and receive additional instructions, go to the NTD website (www.ntdprogram.gov).

The NTD Identification Number

FTA assigns each State or directly-reporting Indian Tribe a unique rural identification number (ID) used in the NTD Rural Report and all correspondence. Each State agency / Indian Tribe must have a rural identification number before filing a report.

Internet Reporting

Complete the NTD Rural Report forms using the NTD Rural Internet Reporting System. FTA provides each State or directly-reporting Indian Tribe with a user name and password. If you do not know your user name or password, contact your NTD analyst (see Exhibit 2).

NTD Contact Information

FTA assigns each State or directly-reporting Indian Tribe an NTD Rural analyst to assist reporters throughout the year. At the beginning of the reporting cycle, your analyst will contact you to introduce her / him self. Please feel free to contact your analyst if there are any questions, or if FTA can do anything to assist you in reporting.

Exhibit 2 — NTD Contact Information	
Mailing Address You can write to the FTA Rural NTD Project Office at the following address: Federal Transit Administration Office of Budget and Policy National Transit Database 1200 New Jersey Avenue, SE, E52-208 Washington, DC 20590	**Telephone** You can contact your NTD Rural analyst by telephone on weekdays. For telephone information and assistance, call the FTA Rural NTD Office at: 202-366-2059 The FTA Rural NTD Office is open from 7:00 am to 4:00 pm (Eastern Time). If your NTD Rural analyst is unavailable, you may use the voice-mail system and your analyst will return your call.
Express Delivery Address Express deliveries can be made to the following address: Federal Transit Administration Office Of Budget and Policy National Transit Database 1200 New Jersey Avenue SE, E52-208 Washington, DC 20590	**E-mail** You can contact your Rural analyst by using the telephone number or e-mail address located on the **Home** tab at: www.ntdprogram.gov > Internet Reporting Login > Announcements
Fax All official correspondence should be scanned and submitted to the NTD via the **e-File** tab in Internet reporting. If you must fax, the NTD Project Office also maintains a 24-hour FAX service: 202-366-7989 Upon sending faxes to the NTD, please call your NTD analyst to verify that the fax has been received. In addition, keep all fax confirmation slips on file at your agency.	**Internet** The FTA NTD Project Office manages a website at the following address: www.ntdprogram.gov You may e-mail comments, questions or suggestions directly to the NTD by clicking on the NTD Feedback link. NTD publications, data and reference documents are available on the FTA NTD website by using the NTD Reference Materials and Access NTD Data links.

Internet Reporting

Overview

States or directly-reporting Indian Tribes must use the National Transit Database (NTD) Internet Reporting system to provide their data to the Federal Transit Administration (FTA). NTD Internet Reporting is the online means to enter, save, review and revise data, and submit reports. It provides for timely and accurate reporting as all tasks and requirements for the NTD can be fulfilled via this system.

This section provides Internet Reporting information for the NTD Rural report.

What Has Changed from Prior Year

There are no changes for the 2012 Report Year.

Internet Reporting System Security

FTA implemented numerous measures to ensure that all data entered into the Internet Reporting system are safe and available only to those with proper access. A firewall secures the NTD servers and network. The website operates the secured web protocol, https, and the entire site is password-protected. Additionally, multiple server and database protection layers protect the database files.

Detailed Instructions

Accessing the NTD Rural Internet Reporting System

Access the NTD Rural Internet Reporting System through the NTD Homepage.

To access Internet Reporting:

- Connect with the Internet via your Internet service provider (ISP)
- Verify your Internet browser settings
- Access the NTD Project website (www.ntdprogram.gov)
- Click on the **Internet Reporting Login** link
- Enter your user name (Rural identification number) and password.

Connecting to the Internet

Use your Internet service provider to connect to the Internet. NTD Internet Reporting requires a web browser that is at least a 6.x version (e.g. Internet Explorer 6.0).

If you do not have the latest version of Internet Explorer, go to Microsoft.com to download the latest version free of charge.

Browsers such as Chrome, Firefox and Mozilla are not fully compatible with the Internet Reporting system. NTD recommends using Internet Explorer when accessing the Internet Reporting system.

Verifying Your Internet Browser Settings

Verify that your browser is set to check for newer versions of stored pages with each visit to the page.

In Internet Explorer, this is done by accessing Tools / Internet Options / General / Browsing History / Settings / Temporary Internet Files and History Settings / Every Visit to Page.

The National Transit Database Website

The **NTD Homepage** offers the following information and data for reporters and others interested in the NTD:

- **Contact the NTD Help Desk:** Provides contact information for the help desk including the hours of operation, phone numbers, fax number, and email address.
- **Internet Reporting Login** link.
- **What is the NTD?:** An overview of the NTD program, milestones in transit history, how to obtain an NTD ID number and an overview of the NTD reporting system forms.

Reporting Manuals

- **Annual Reporting:** Access to the .pdf version of the current Annual Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Monthly Reporting:** Access to the .pdf version of the current Monthly Reporting Manual, an overview of the reporting changes and highlights, reporting manual archives, etc.
- **Safety and Security Reporting:** Access to the .pdf version of the current Safety and Security Reporting Manual, Newsletters, Safety and Security FAQs, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Rural Reporting:** Access to the .pdf version of the current Rural Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, excel spreadsheets, etc.
- **Sampling Manual:** Access to the .pdf version of the current NTD Sampling Manual, NTD sampling template with or without data, etc. The Sampling Manual only apples to transit systems operating in urbanized areas.
- **Small Systems Waiver Manual:** Access to the .pdf version of the current Small Systems Waiver Reporting Manual, an overview of reporting requirements, etc.

Data, Publications and Reference Materials

- **NTD Glossary:** .html version of the NTD Glossary of transit terms.
- **NTD Reference Materials:** NTD reference materials such as the Uniform System of Accounts, FTA Circulars, census updates, Federal Register Notices and apportionments.
- **Access NTD Data:** .html and downloadable .pdf publications, including the Data Tables, Profiles, National Transit Summaries and Trends, as well as Annual, Monthly and Historical databases and other data products.

NTD Resources

- **FTA / NTD Presentations, Announcements and Updates**: FTA / NTD presentations, new and useful information, interim updates to reporting requirements, etc.
- **NTD Feedback:** The mailing address, telephone number and fax number for the NTD Project site as well as an opportunity to provide comments or suggestions regarding the NTD Program.

- **Seminars and Training:** NTD Reporting Seminars and Training information and registration.
- **Transit Agency Listing by Region and External Links:** Contact information for transit agencies reporting to the NTD. Links to:
  - Federal Transit Administration (FTA)
  - FTA Safety and Security Office
  - U. S. Department of Transportation (USDOT)
  - National Transit Library
  - American Public Transportation Association (APTA)
  - Bureau of Transportation Statistics
  - Accessibility.

Accessing the NTD Report

Clicking the **Internet Reporting Login** link will open the Internet Reporting **Login** page. Enter your user name and password to gain access to NTD Rural Reporting.

Levels of Access

Internet Reporting provides four levels of access to the Rural Report:

1. **Director of Transit Unit access:** Edit forms (data entry), submit extension requests, submit other agency requests, and submit report
2. **Rural Contact access:** Edit forms (data entry) and submit report (administrator)
3. **Editor access:** Edit forms (data entry), cannot submit report
4. **Viewer access:** View only including forms, issues, notes and correspondence.

The user name determines the system access level. The first three characters of the user name define the access level and the last four digits represent the State's or directly-reporting Indian Tribe's NTD ID. There are two types of user names corresponding to the four access levels available within the NTD Report:

		State	Indian Tribe
1.	Director of Transit Unit	DIR#R##	DIR#T##
2.	Rural Contact	RUR#R##	RUR#T##
3.	Editor	EDT#R##	EDT#T##
4.	Viewer	VWR#R##	VWR#T##

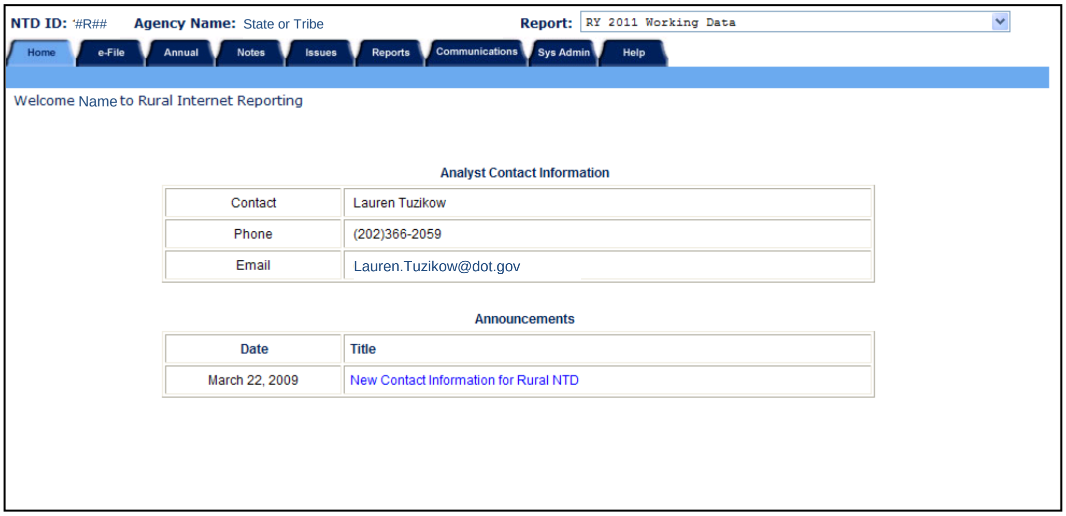
FTA e-mails each State or directly-reporting Indian Tribe this set of user names with a password for each. States or directly-reporting Indian Tribes determine access within their organizations and distribute user names and passwords accordingly. The rural contact will receive three different usernames with the corresponding passwords for each (rural contact, editor, and viewer).

A user can change his or her password at any time. Refer to Sys Admin: Changing Your Password for additional information on this topic, include the new password features and requirements.

NTD Reporting Structure

NTD Rural Reporting includes the following tabs:

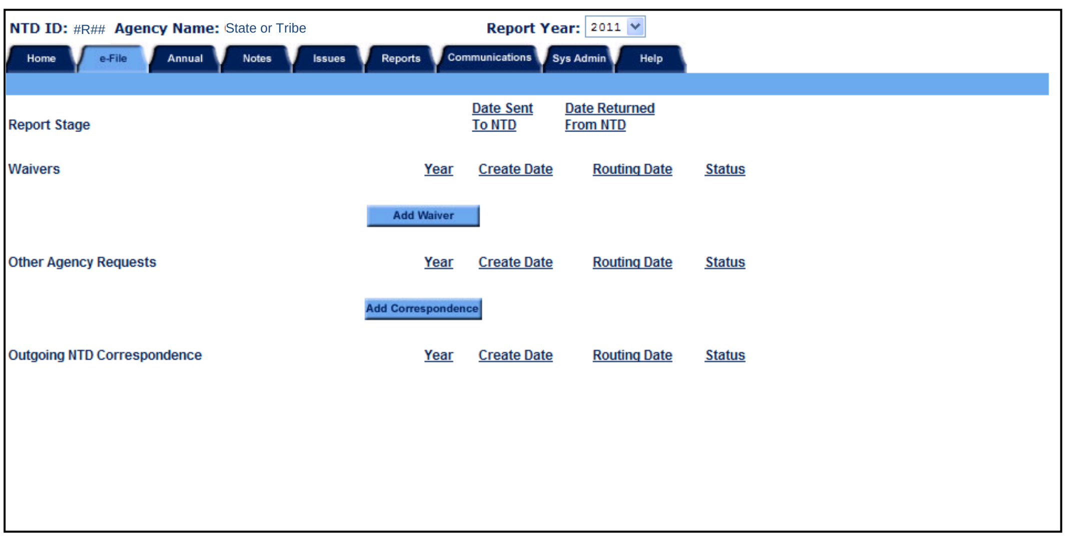
- **Home:** The starting point when entering the NTD Rural Report. It displays the reporter's NTD analyst information and any project related announcements.
- **e-File:** A listing of all general correspondence and current year report stages. This screen provides a means for a State or directly-reporting Indian Tribe to view the text of existing general correspondence, and to add documents via a file attachment. Submit all correspondence and documents to NTD from this screen.
- **Annual:** A listing of the forms and provides access to the specific forms necessary to complete the NTD Rural Report. It is from this screen that the State or directly-reporting Indian Tribe submits the NTD Rural Report.
- **Notes**: Displays all the form notes added to the State's or directly-reporting Indian Tribe's report. Internet Reporting allows the user to create form notes to provide additional information applicable to the overall form / report.
- **Issues:** (This tab is in development.)Displays all issues generated for the State's or directly-reporting Indian Tribe's report. Issues highlight potential problems with specific data items (specific data that fall out of a typical range of values) and are generated each time the State or directly-reporting Indian Tribe saves a form or submits the NTD Rural Report. To correct an issue, the State or directly-reporting Indian Tribe may either change the data item on the appropriate form or attach a Comment to the individual issue and explain. Use this screen to review the Issues for the entire report (form by form) prior to submitting your NTD Rural Report.
- **Reports:** Print and export reports. The user can print each form (report) without altering print settings to fit a form on the page.
- **Communications:** The Communications screen lists a record of the report submissions the agency has made to NTD, including any comments from the State or directly-reporting Indian Tribe and the review status of the report.
- **Sys Admin:** Change NTD passwords — Director of Transit Unit, NTD Contact Person, Editor and Viewer. Only you may change your password. If you need assistance, contact your NTD analyst. Managing Subrecipient RU-20 forms is also done via the **Sys Admin** tab. Use the **Sys Admin** screen to add new subrecipients, activate a subrecipient who was deactivated, and deactivate a subrecipient who is no longer providing service to the State.
- **Help:** The **Help** screen provides a link to an online version of the NTD Rural Reporting Manual and Glossary.



Home: The NTD Rural Report Homepage

After completing the **Login** process, you will be taken to the **Rural Report Home** page. Click the **Home** tab near the top of any screen to return to the **Home** tab from another area when all forms are closed.

When accessing the **Home** tab, please take note of the **Announcements** section. There you will find a listing of FTA announcements.



e-File: Communicating with FTA

The **e-File** tab provides a centralized area in which to compose, organize and track correspondence with the NTD program. The **e-File** screen displays the status of your report and any correspondence between you and the NTD including waivers and filing extensions. Click on the **e-File** tab to open the **e-File** screen.   Only the Director access level can submit requests to the NTD.

The **e-File** tab is between the **Home** tab and the **Annual** tab. The **e-File Summary** screen provides a snapshot of the status of the NTD Annual report:

- Report stage
- Waivers
- Other agency requests (including extensions)

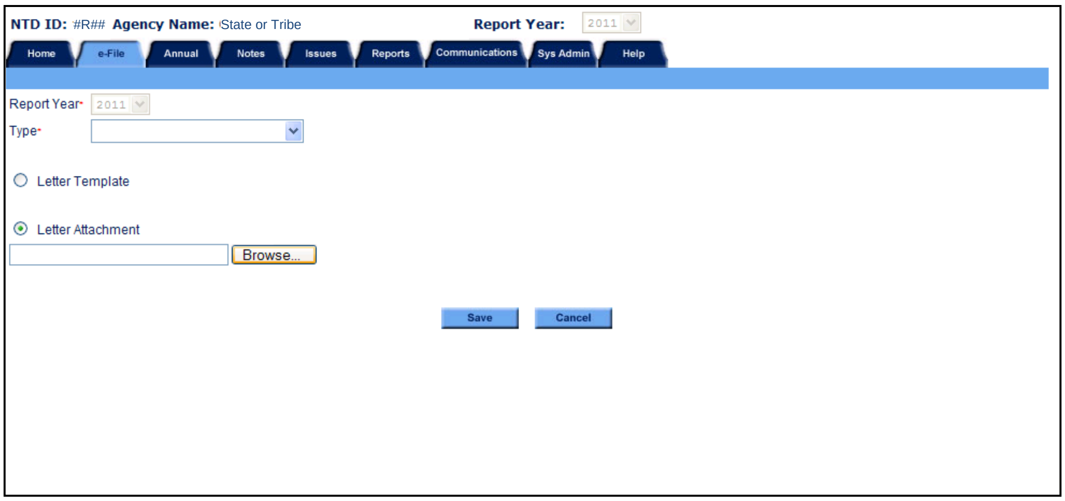
- Outgoing NTD correspondence (closeout letter).

Tracking Transactions

- General correspondence is organized by sender:
  - Reporting agency
  - NTD program staff
- The Status heading indicates the status or phase (approved, denied, etc.) process for each correspondence item by correspondence type.

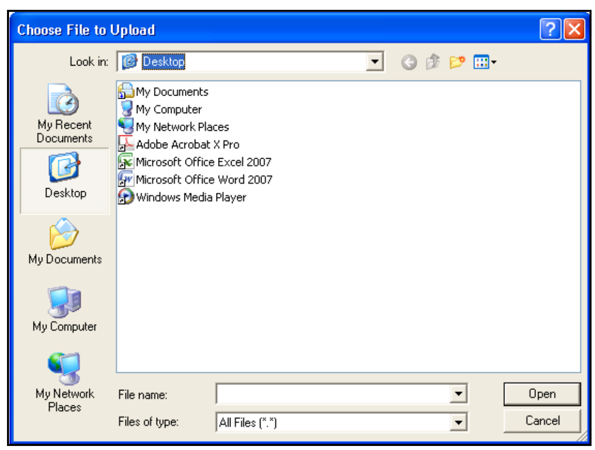
NTD sends E-mail responses to the State or Indian Tribe following requests through the **e-File** system. Examples of letters sent from FTA to States or Indian Tribes are:

- Waiver approvals
- Extension approvals
- Close Out Letters.



Attaching Correspondence

Attach all correspondence under the **e-File** tab. To attach the written request follow the steps below.



- Click the blue **Add Correspondence** or **Add Waiver** button under the correct correspondence section.
- Make a selection from the **Type** drop down box.
- Select the **Letter Attachment** radio button; do not use the letter template option.
- Select the **Browse** button. A Windows **Dialog** box will appear. The appearance of the window may be different based on the operating system (Windows 7, Vista, XP, NT, 2000, 95/98, Apple Mac, etc.) being used.
- Navigate to the directory in which your file is stored and click **Open**. The file name will appear in the text area to the left of the **Browse** button.
- Click the blue **Save** button in middle of the screen. Your request will appear under the correspondence section in bright blue text with a not submitted stage in the Status column.

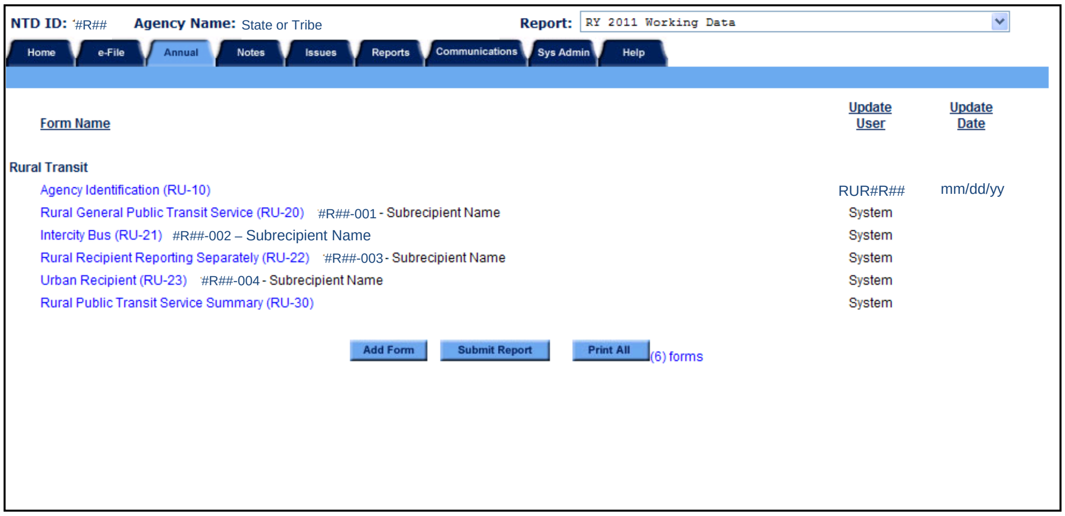
The director must submit all attachments on the efile tab in order for FTA to approve them. The steps below outline how the director can submit the requests.

- Under the correct correspondence section, click on the blue link for the request you want to submit.
- Click the blue **Submit** button in the middle of the screen. You will then be directed back to the efile tab with a received stage in the Status column.

Report Stage

The NTD Rural Reporting System incorporates several stages of report status:

- **Working Data:** The State or directly-reporting Indian Tribe is able to enter and edit data only when the report is in Working Data status. Prior to submission, the report is in Working Data status.
- **Original Submission:** After completing and saving each form, the State or directly-reporting Indian Tribe submits the report to FTA by clicking on the **Submit** button on the **Annual** tab. After submitting the report, the report is in Original Submission status. The State, directly-reporting Indian Tribe or FTA may review the data at any time. The State or directly-reporting Indian Tribe cannot alter any data in Original Submission status.
- **Submission Revision:** After review of the submission by the analyst, the report is available in Working Data status again for further revision by the reporting State or directly-reporting Indian Tribe. After revising and saving forms in Working Data status, the State or directly-reporting Indian Tribe submits a revised report to FTA by clicking on the **Submit** button on the **Annual** tab. The data is then frozen in sequentially numbered Submission Revision status.
- **Closeout:** Closeout status is the final report status.



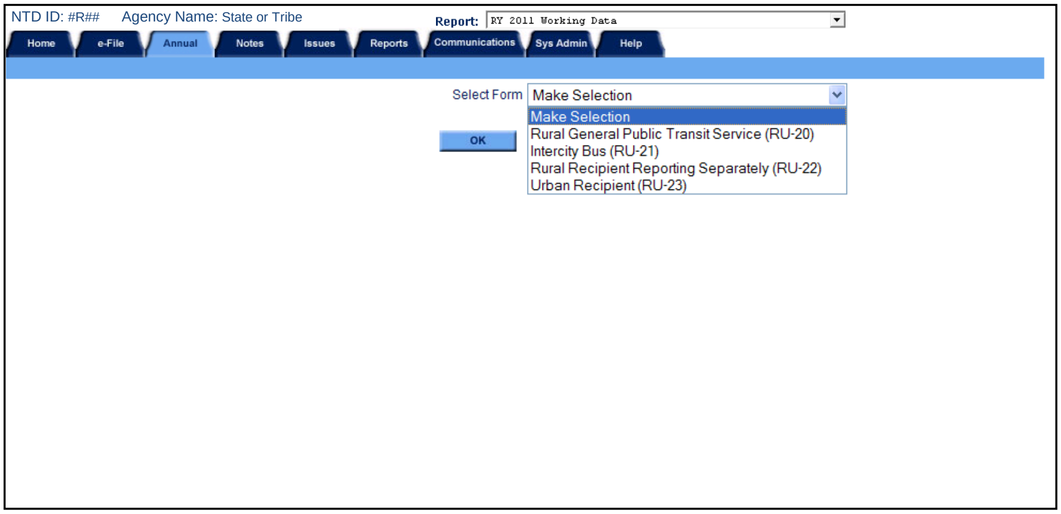
Annual: Forms Providing Data to the NTD

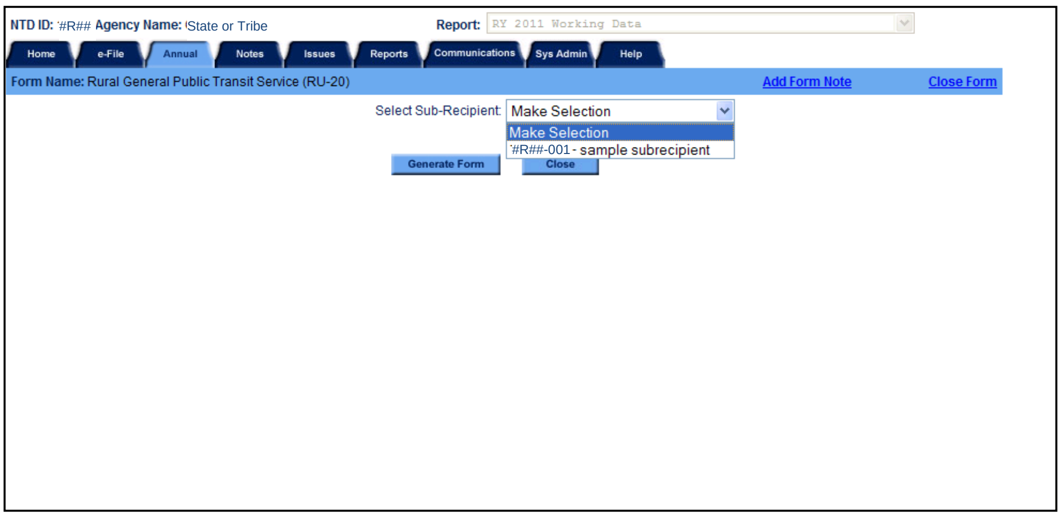
Click on the **Annual** tab to view the **Forms Summary** screen.

The **Forms Summary** screen provides links to the forms your agency will complete for NTD Rural Reporting.

Initially, the **Forms Summary** screen provides access to the Agency Identification form (RU-10). The Rural Public Transit Service Summary form (RU-30), subrecipient forms from last year's report (RU-20s), and **Add Form, Submit Report,** and **Print All** buttons will be viewable after submitting the RU-10.

The **Forms Summary** screen allows the State or directly-reporting Indian Tribe to add a subrecipient form. Prior to adding a subrecipient form for new subrecipients, the new subrecipient must be added and assigned a subrecipient identification number via the **Sys Admin** tab. Refer to the **Manage Subrecipients** section on the Sys **Admin** tab for additional information on this topic.



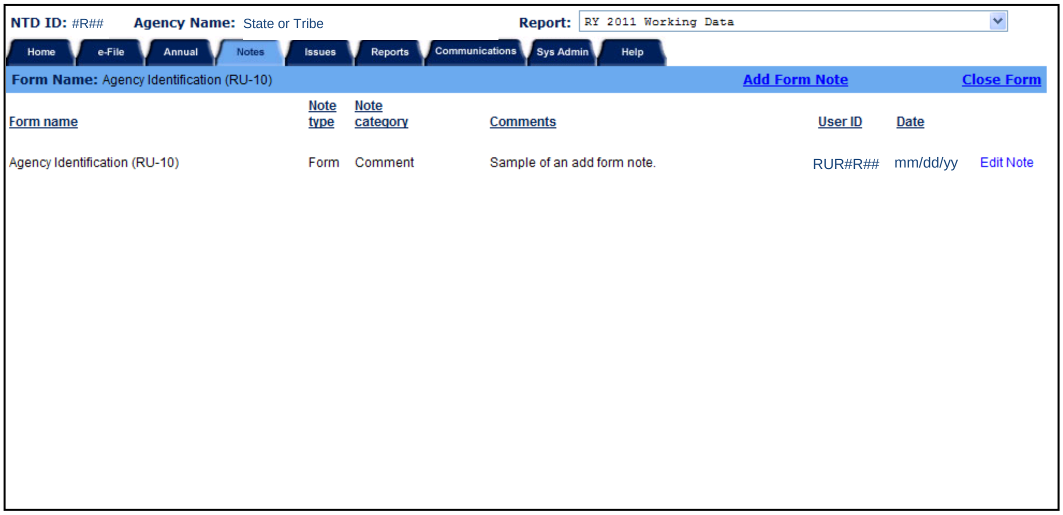


To add a subrecipient form, click on the **Add Form** button at the bottom of the screen. Then select one of the subrecipient forms (RU-20, RU-21, RU-22, or RU-23) from the **Drop-Down** menu. Next, select the subrecipient from the **Drop-Down** menu. The new subrecipient form will appear on the **Forms Summary** screen highlighted in yellow.

All form-by-form instructions and reporting details are in the form specific sections of this manual. The **Forms Summary** screen provides access to the required forms for your State or directly-reporting Indian Tribe. For each form, the **Forms Summary** screen identifies the update user and update date.

Submitting Your Report

To submit your report to the NTD, upon completing the required NTD Rural forms and reviewing and saving the RU-30, return to the **Annual** tab, scroll to the bottom of the page and click the **Submit Report** button.



Notes: Providing Additional Information

Click on the **Notes** tab to open the **Notes Summary** screen. The NTD Rural Reporting System allows the State or directly-reporting Indian Tribe to create form notes for additional information applicable to the overall form.

Creating a Form Note

To create a form note click on the **Add Form Note** link at the top right of the form you are editing or viewing. Internet Reporting will take you to the **Notes** screen for the specific form. Internet Reporting will pre-fill the form type for which the note is created. The State or directly-reporting Indian Tribe completes the note.

To save a form note, click on the **Save** button at the bottom of the screen. To return to the form being edited without saving the note, click on the **Cancel** button.

Reviewing Notes

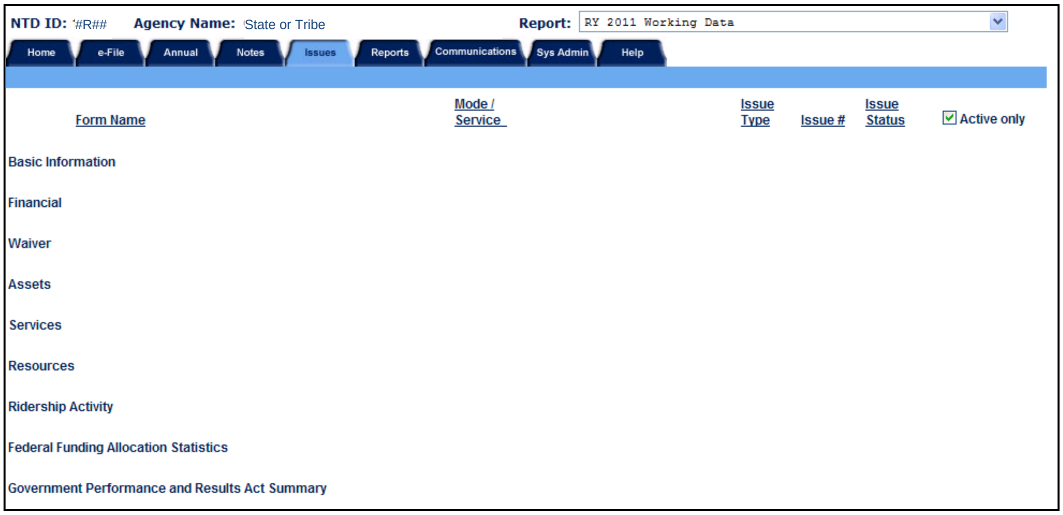
You can review the notes associated with a specific form or all notes for the report. Click on the **Notes** tab to view the **Notes Summary** screen with all notes for the report. While working in a form, click on the **Notes** tab to access the **Notes** screen for the form. Internet Reporting displays the form name and subrecipient ID just beneath the column headers.

Editing Notes

You can edit Notes only in the **Working Data** stage. Click on the **Edit Note** link in the far right column on the **Notes** screen. Once the State or directly-reporting Indian Tribe submits the NTD Rural Report, Internet Reporting prevents any editing of the notes.

Printing Form Notes

Form notes are printed as part of each form's report that is generated using the **Print** button at the bottom of each form.

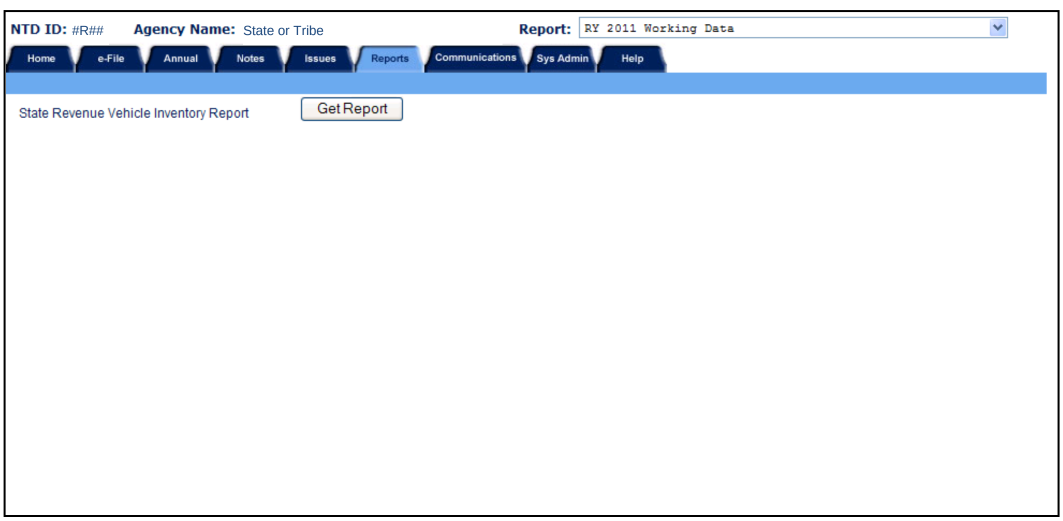


Issues: Validating Data

Note: This tab is in development.

The **Issues** screen, accessed by clicking the **Issues** tab, highlights potential problems with specific data items identified through the NTD validation process. The NTD validation process ensures that NTD reporting requirements are met.

In support of the NTD validation process, NTD assigns each transit agency an NTD analyst. NTD analysts are available to assist State or directly-reporting Indian Tribe personnel and may be contacted at the NTD Project Office. Refer to Exhibit 2 in the Introduction section of this manual for NTD contact information.



Reports: Viewing, Printing, and Exporting Reports to Assist in Preparing the NTD Report

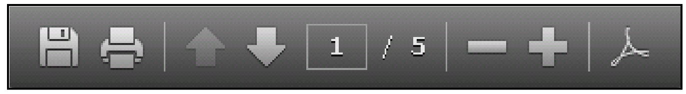
Click on the **Reports** tab to display the **Reports** screen. This screen provides access to the Revenue Vehicle Inventory Report, generated off the combined RU-20 vehicle data, and is available to assist you in preparing your NTD report.

To open a report click the corresponding link on the **Reports** screen.

Printing a Form Report from a Form Screen

The location of the **Print** button may be different depending on your version of **Adobe Acrobat Viewer**.

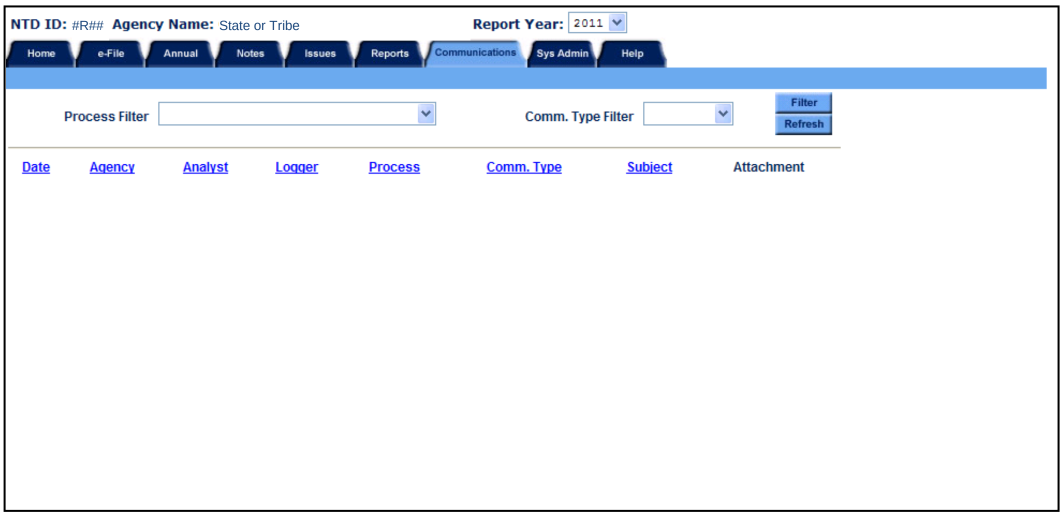
- For older versions, click on the **Print** button at the bottom of the form screen to display the report in **Adobe Acrobat Viewer**. Click the **Print** button  in the upper left corner of the viewer. Then click the **Okay** button on the resulting **Print** window.



- For newer versions, click on the **Print** button at the bottom of the form screen to display the report in **Adobe Acrobat Viewer**. The toolbox (image to the right) with the print button will appear near the bottom – middle of the form. The toolbox will hibernate and become invisible when the screen is inactive. Moving your mouse will make the above toolbox reappear with all options. Click the **Print** button  in the toolbox. Then click the **Okay** button on the resulting **Print** window.

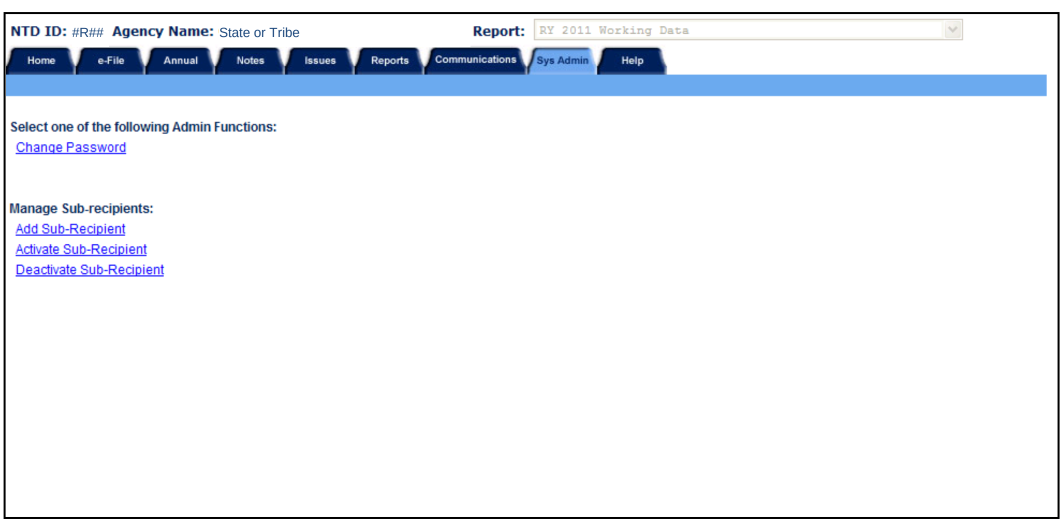
Exporting a Form Report from a Form Screen

All forms are available in a .pdf format.



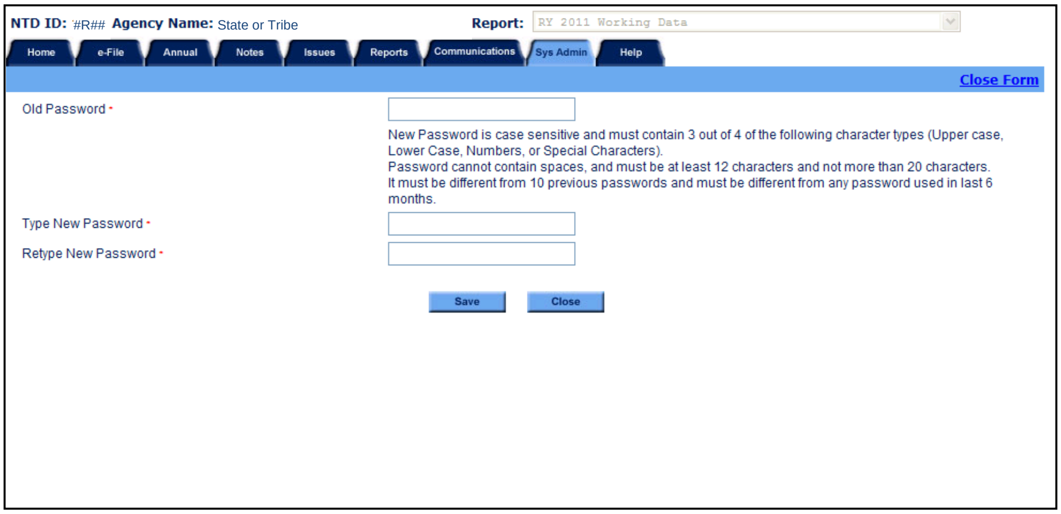
Communications Summary: Viewing a History of Correspondence with NTD

The **Communications** tab gives States or directly-reporting Indian Tribes a centralized area in which to view past correspondence with the NTD program. States or directly-reporting Indian Tribes can view correspondence by communication types.



Sys Admin Tab: Changing Passwords, Adding or Deactivating Subrecipients

The **Sys Admin** screen provides the ability to change your NTD password, as well as add, activate and deactivate a subrecipient.

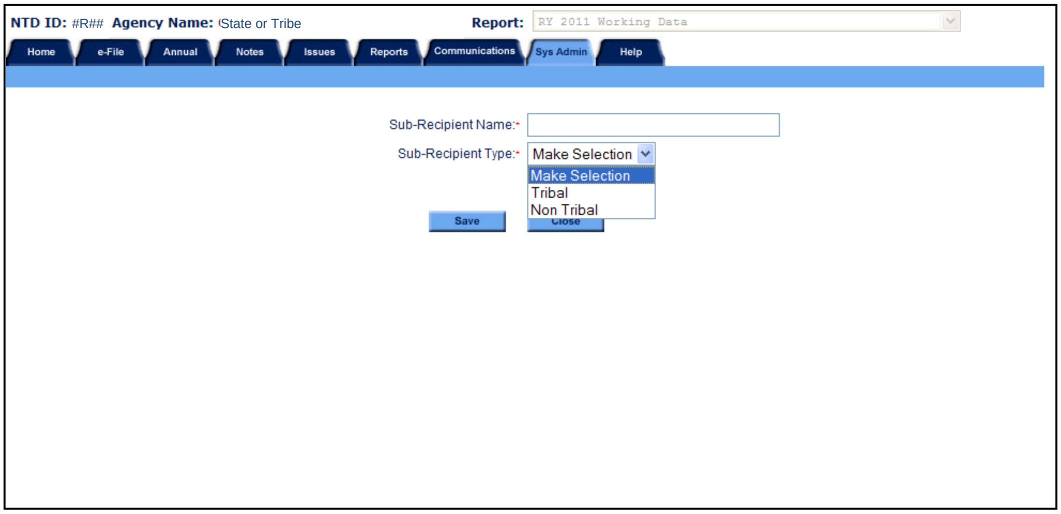


Changing Your NTD Password

FTA assigns each NTD user a unique temporary password. With the launch of the 2011 Reporting software, you may login to NTD Reporting one time using this assigned password. Internet Reporting will prompt you to change your password at that time. Users can change passwords at any time by clicking on the **Sys Admin** tab. Follow the instructions for creating new passwords:

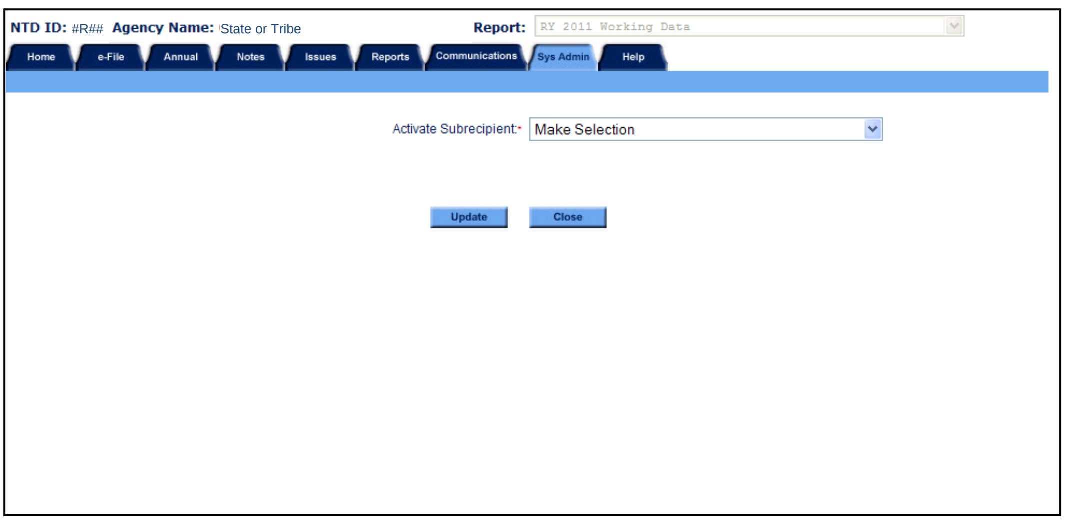
- Passwords are 12 – 20 characters in length
- Must be a combination of 3 out of the 4 different character types: upper case letters, lower case letters, numbers, and special characters (!, @, #, $, etc.)
- Do not use spaces
- Do not use dictionary words
- Change passwords at least every 60 days
- Do not repeat the last 10 passwords or passwords used in the last 6 months
- NTD will change any compromised passwords immediately.

To ensure the integrity of all data, NTD features a "lock" account feature. Each individual username must access the system at least once in a 60-day period. A locked account occurs when you do not use your username to access the system within this required timeframe. To unlock your account, follow the automatic web-based process to proceed into the NTD Internet Reporting system. Internet Reporting will prompt you to choose a new password for all locked accounts. Follow the password requirements stated above when unlocking your account.



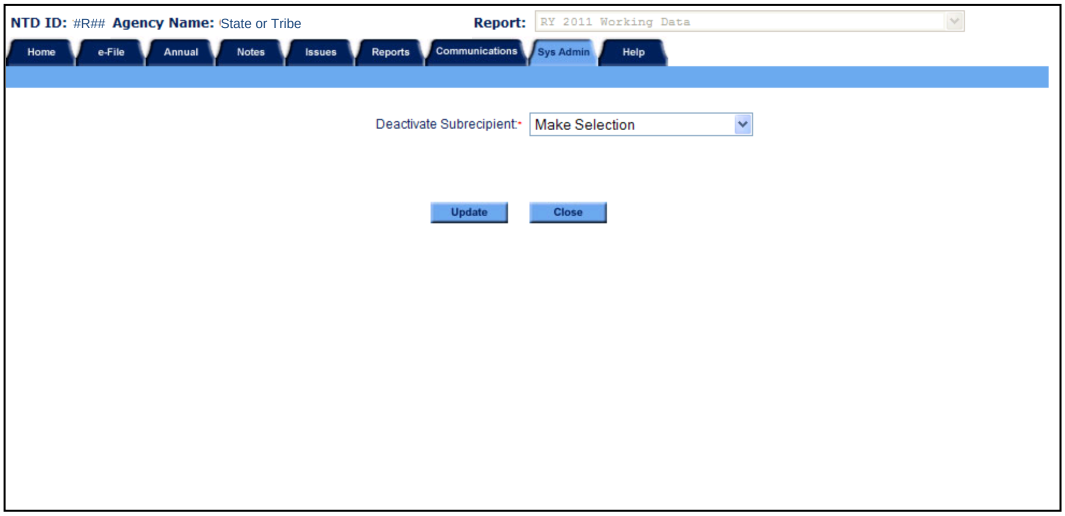
Adding a Subrecipient

To add a new Subrecipient that was not included in the previous year's report, click on the **Add Subrecipient** link on the **Sys Admin** tab under Manage Sub-Recipients. On the **Add Subrecipient** screen, enter the Subrecipient name on line 01, select the type of recipient (Tribal or non-Tribal) and click **Save** to create new subrecipient ID. You will be taken back to the **Sys Admin** tab. To generate a subrecipient form, click the **Add Form** button on the **Annual** tab, select the corresponding subrecipient form from the **Drop-Down**, click **Ok**, and select the added subrecipient ID from the **Drop-Down.** Click the **Generate Form** button and the added subrecipient's RU-20, RU-21, RU-22 or RU-23 form will appear highlighted in yellow.



Activating a Subrecipient

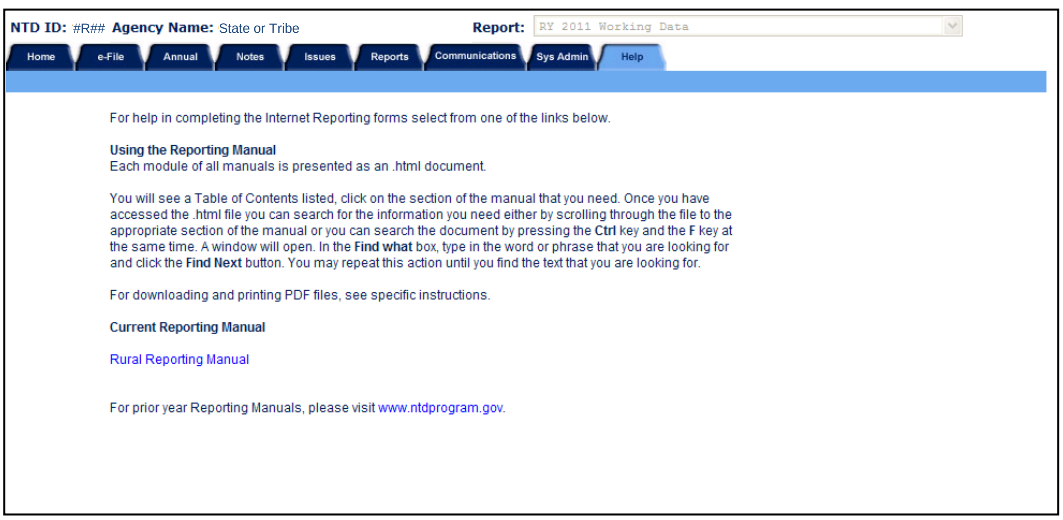
To activate a Subrecipient that was included in an earlier report year, and was subsequently deactivated and not included in last year's report, click on the **Activate Subrecipient** link on the **Sys Admin** tab under Manage Sub-Recipients. On the **Activate Subrecipient** screen, select the subrecipient's name from the **Drop-Down** and click **Update** to activate the Subrecipient ID. This takes you back to the **Sys Admin** tab. To generate a subrecipient form, click the **Add Form** button on the **Annual** tab, select the corresponding subrecipient form from the **Drop-Down**, click **Ok**, and select the activated subrecipient ID from the **Drop-Down.** Click the **Generate Form** button and the activated subrecipient's RU-20, RU-21, RU-22 or RU-23 form will appear highlighted in yellow.



Deactivating a Subrecipient

To deactivate a Subrecipient who reported in the previous year's report but will not be included in the current year's report, click on the **Deactivate Subrecipient** link on the **Sys Admin** tab under Manage Sub-Recipients. On the **Deactivate Subrecipient** screen, select the Subrecipient name from the **Drop-Down** on line 01 and click **Update** to deactivate them. If an RU-20, RU-21, RU-22 or RU-23 form was created and data entered for the subrecipient, it will be deleted and all data will be lost when the subrecipient is deactivated. This data cannot be activated or retrieved once it has been lost.

Note: To reactivate a subrecipient that was deactivated in the current report year in error, use the **Subrecipient Management Tool**. Click on the **Activate Subrecipient** link on the **Sys Admin** tab and follow the directions under Activating a Subrecipient.



Help: Obtaining More Information

Click on the **Help** tab to open the **Help** screen. The **Help** screen provides access to the 2012 Rural Reporting Manual for additional help in completing the appropriate forms. The **Help** screen displays the table of contents for the Rural Reporting Manual in .pdf format.

Tips for Using Internet Reporting

Navigating Between Screens

Do not use the Internet browser **Back** and **Forward** buttons to navigate between screens. Instead, use the Internet Reporting system buttons, tabs and links.

Saving a Form

Use the **Save** button provided at the bottom of each form. When entering information into a form we strongly recommend that you save the form frequently. This will prevent the loss of data if your Internet connection is unexpectedly lost. Also, Internet Reporting has an automatic time-out feature, which will log you off the system after a period of inactivity. We strongly recommend that you save your work every 10 minutes. Otherwise, there is a risk that the next action you take on the system will result in the closure of the screen displayed in your browser and the loss of any data that you had not saved.

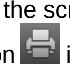
Printing

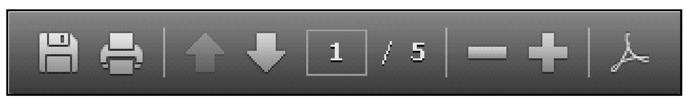
Downloading the Adobe Acrobat Viewer for Forms

In order to facilitate viewing and printing forms Internet Reporting utilizes the Adobe Acrobat downloadable viewer. Clicking the **Print** button on a form page will display a prompt to download the **Adobe Acrobat Viewer**, if it is not already installed. This download occurs only once and is necessary to view or print a report.

To Print a Form Report from a Form Screen

The location of the **Print** button may be different depending on your version of **Adobe Acrobat Viewer**.

- For older versions, click on the **Print** button at the bottom of the form screen to display the report in **Adobe Acrobat Viewer**. Click the **Print** button  in the upper left corner of the viewer. Then click the **Okay** button on the resulting **Print** window.
- For newer versions, click on the **Print** button at the bottom of the form screen to display the report in **Adobe Acrobat Viewer**. The toolbox (image to the right) with the print button will appear near the bottom – middle of the form. The toolbox will hibernate and become invisible when the screen is inactive. Moving your mouse will make the above toolbox reappear with all options. Click the **Print** button  in the toolbox. Then click the **Okay** button on the resulting **Print** window.



Rural Reporting Module

This module contains five forms:

- Agency Identification form (RU-10)
- Rural General Public Transit form (RU-20)
- Intercity Bus form (RU-21)
- Rural Recipient Reporting Separately form (RU-22)
- Urban Recipient form (RU-23)
- Rural Public Transit Service Summary form (RU-30).

Agency Identification form (RU-10)

The RU-10 form collects contact information for the State agency or Indian Tribe reporting directly to the NTD. Contact info is collected for the director of the transit unit, and for the rural contact person. NTD pre-fills information on this form from the prior report year. Update any information that has changed. Saving this form will generate each subrecipient's RU-20 form from the prior report year pre-filled with the basic agency and contact person information, and the revenue vehicle fleet data. Saving the RU-10 form will also generate the RU-30 form and reveal the add form button, print all button and submit report button.

Rural General Public Transit form (RU-20)

The RU-20 form collects key financial and operating information on each subrecipient. Data collected includes the subrecipient's name and information, modes operated, service area, annual operating expenses, sources of operating revenues, annual capital costs, sources of capital funds, number of vehicles and characteristics, number and ownership of maintenance facilities, volunteer resources, annual vehicle revenue miles, annual vehicle revenue hours, annual unlinked passenger trips, and safety information. There is a new RU-21 form to be used only for private intercity bus providers that are subrecipients of the intercity bus set-aside under 49 USC 5311(f).

Complete a separate form for each subrecipient. Include information on all general public transit operations of the subrecipient in the report.

Intercity Bus form (RU-21)

The RU-21 form collects key financial and service information on subrecipients of the intercity bus set-aside under 49 USC 5311(f). Use this form only for private intercity bus providers. Data collected includes the subrecipient's name and information, modes operated, service area, §5311 funds, annual vehicle revenue miles, and annual unlinked passenger trips.

Complete a separate form for each subrecipient.

Rural Recipient Reporting Separately form (RU-22)

The RU-22 form collects financial information on subrecipients that submit complete reports in the rural NTD. These subrecipients are ones who receive §5311 Tribal Transit funds and §5311 funds from the State. These subrecipients may receive §5311 funds from more than one State. Data collected includes the subrecipient's name and information, §5311 operating revenues expended and §5311 capital revenues expend.

Complete a separate form for each subrecipient.

Urban Recipient form (RU-23)

The RU-23 form collects financial information on subrecipients that submit complete reports in the urban NTD. These subrecipients are ones who receive §5311 funds from the State and §5307 Urbanized Area funds. Data collected includes the subrecipient's name and information, §5311 operating revenues expended and §5311 capital revenues expend.

Complete a separate form for each subrecipient.

Rural Public Transit Service Summary form (RU-30)

The RU-30 form summarizes the data provided for all subrecipients in the State. For directly-reporting Indian Tribes, the data on the RU-30 form will match the data provided on their own RU-20 form.

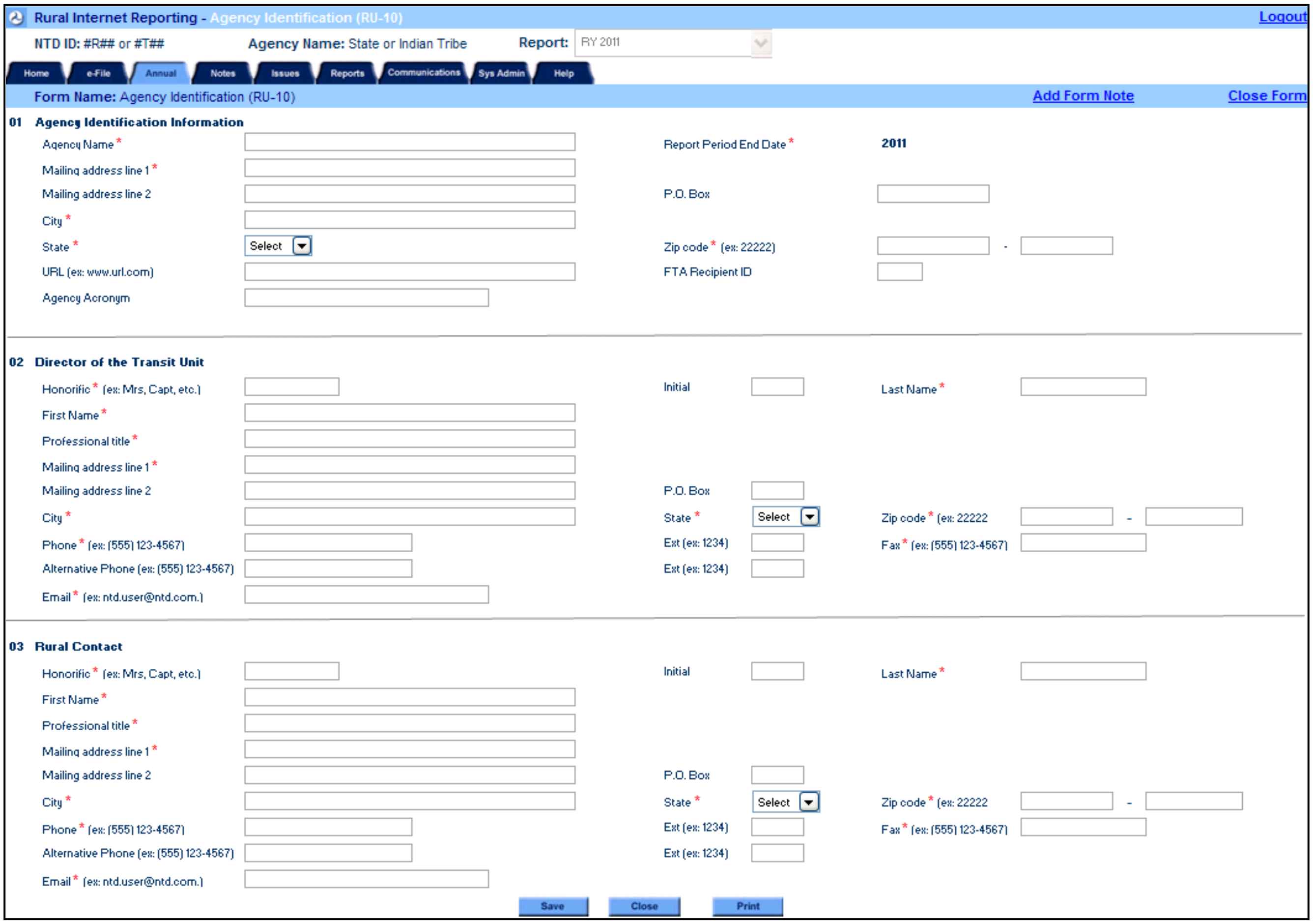
Additionally, this form requires the reporting of three statewide data items. States directly enter:

1. The number of counties within the State

2. The number of counties with transit service funded, in whole or in part, with FTA Other than Urbanized Area Formula funds (§5311).
3. The amount of §5311 funds expended on State Administration costs.

Directly-reporting Indian Tribes should not complete these county data items. See the detailed RU-30 section about reporting administration costs.

Agency Identification form (RU-10)



Rural Internet Reporting - Agency Identification (RU-10) Logout

NTD ID: #R## or #T## Agency Name: State or Indian Tribe Report: RY 2011

Home | e-File | Annual | Notes | Issues | Reports | Communications | Sys Admin | Help

Form Name: Agency Identification (RU-10) Add Form Note Close Form

01 Agency Identification Information

Agency Name *

Report Period End Date * 2011

Mailing address line 1 *

Mailing address line 2

P.O. Box

City *

State * Select

Zip code * (ex: 22222) -

URL (ex: www.url.com)

FTA Recipient ID

Agency Acronym

02 Director of the Transit Unit

Honorific * (ex: Mrs, Capt, etc.)

Initial

Last Name *

First Name *

Professional title *

Mailing address line 1 *

Mailing address line 2

P.O. Box

City *

State * Select

Zip code * (ex: 22222 -

Phone * (ex: (555) 123-4567)

Ext (ex: 1234)

Fax * (ex: (555) 123-4567)

Alternative Phone (ex: (555) 123-4567)

Ext (ex: 1234)

Email * (ex: ntd.user@ntd.com.)

03 Rural Contact

Honorific * (ex: Mrs, Capt, etc.)

Initial

Last Name *

First Name *

Professional title *

Mailing address line 1 *

Mailing address line 2

P.O. Box

City *

State * Select

Zip code * (ex: 22222 -

Phone * (ex: (555) 123-4567)

Ext (ex: 1234)

Fax * (ex: (555) 123-4567)

Alternative Phone (ex: (555) 123-4567)

Ext (ex: 1234)

Email * (ex: ntd.user@ntd.com.)

Save | Close | Print

Overview

The Agency Identification form (RU-10) collects contact information for the State or directly-reporting Indian Tribe. The form includes agency identification information and contact information for the director of the transit unit and rural contact person. Internet Reporting pre-fills form information from the prior report year. Update any information that has changed. Saving this form will generate each subrecipient's Rural General Public Transit form (RU-20) from the prior report year. Each RU-20 form is pre-filled with the basic agency and contact person information, and the revenue vehicle fleet data from the prior report year. Through the **Sys Admin** tab, you will also be able to add a new subrecipient's or deactivate a subrecipient's RU-20 form. Saving the RU-10 form will also generate the Rural Public Transit Service Summary form (RU-30) form and the following buttons: add form, print all and submit report.

What Has Changed from Prior Year

There are no changes for the 2012 Report Year.

Detailed Instructions

Upon entering the NTD Rural Reporting system for the first time, you will be taken to the **Home** screen. Your rural identification number and the State or Indian Tribe name appear at the top of the screen. In the upper right corner, the **Report** field indicates that you are accessing the 2012 Working Data.

To begin the 2012 report, click on the **Annual** tab to access the **Forms Summary** screen. Click on the **Agency Identification form (RU-10)** link to open the form.

Review and complete the RU-10 form following the instructions in this section.

Rural NTD Identification Number

The rural NTD identification number (ID) is the unique alphanumeric number FTA assigned to your State (#R##) or Indian Tribe (#T##). For States and Indian Tribes the ID begins with the region number (e.g., 9 for Region IX). It is pre-filled and cannot be altered.

Agency Identification Information

Report the agency name, mailing address, city, county, State, and zip code for the agency submitting the report. Also, report the agency acronym, URL (if applicable) and the FTA designated recipient ID number.

The agency name is the full legal name of the agency submitting the NTD Rural Report. The agency acronym is the trademark or familiar name. This acronym may be used in selected FTA publications.

The FTA recipient identification number is the four-digit number assigned to your agency for the FTA electronic grant making system — TEAM (Transportation Electronic Award and Management). If you have a question regarding this number, please contact your agency's grant manager.

A universal resource locator (URL) is the address of the agency's website; e.g., www.ak.state.gov. Please do not include http:// and end with .com, .gov, .org, etc. (as long as we can navigate to the correct page and find the transit section.) This line is not for email addresses.

State/Indian Tribe Report Period End Date

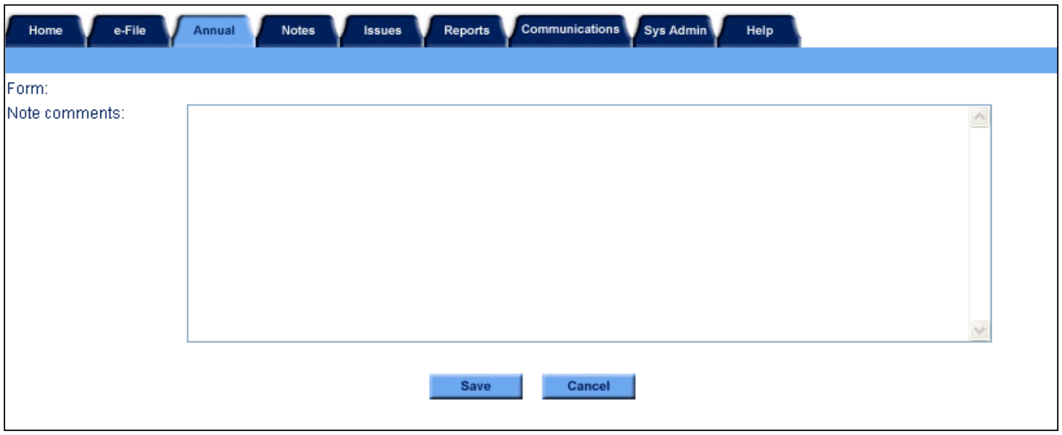
Once a State or Indian Tribe enters their report period end date for the first time, Internet Reporting locks the field. If the report period end date changes or the report period end date is incorrect, contact your analyst to make changes. This is the State's or Indian Tribe's fiscal year end and not when the program is administered in your State.

Director of Transit Unit

Report the name, title, mailing address, city, State, zip code, phone, fax, and e-mail address for the director of the State or Indian Tribe transit unit.

Rural Contact Person

Report the name, title, mailing address, city, State, zip code, phone, fax, and e-mail address for the State's or Indian Tribe's designated rural contact person. The contact person is the individual responsible for coordinating the NTD Rural Report. The contact person receives all NTD correspondence and any questions that the Federal Transit Administration (FTA) may have concerning the report.



Form Notes

You can attach a form note to any form to explain unusual circumstances or data discrepancies that impact the data being submitted to NTD. Use the **Add Form Note** link to attach relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab.

Line by Line Instructions Agency Identification form (RU-10)

Completing the Agency Identification form (RU-10)

From the **Annual** tab, **Forms Summary** screen, click on the **Agency Identification form (RU-10)** link to open the form.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Notes: You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information for a specific data field, the entire form or for multiple forms. You can review and / or edit a form note from the **Notes** tab.

Saving or Closing the Form: Click on the **Save** button prior to exiting the form and continuing with the report. Click on the **Close** button at the bottom of the screen to close the form without saving.

Rural NTD ID: **Pre-filled** and cannot be edited, review for accuracy.

Report Period End Date: **Pre-filled** and cannot be edited, review for accuracy. Contact your Validation Analyst for any changes.

Line 01: Agency Identification Information. **Pre-filled**, review for accuracy, edit as necessary.

- Enter the State agency's or Indian Tribe's full legal name. No abbreviations or acronyms.
- Enter the State agency's or Indian Tribe's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, the P.O. Box should always appear on the second line.
- Enter the State agency's or Indian Tribe's URL. Do not add http://. End with .com, .gov, .org, etc.
- Enter the State agency's or Indian Tribe's acronym. This acronym will be used in selected NTD publications.
- Enter the State agency's or Indian Tribe's FTA recipient ID (Transportation Electronic Award and Management (TEAM ID)).

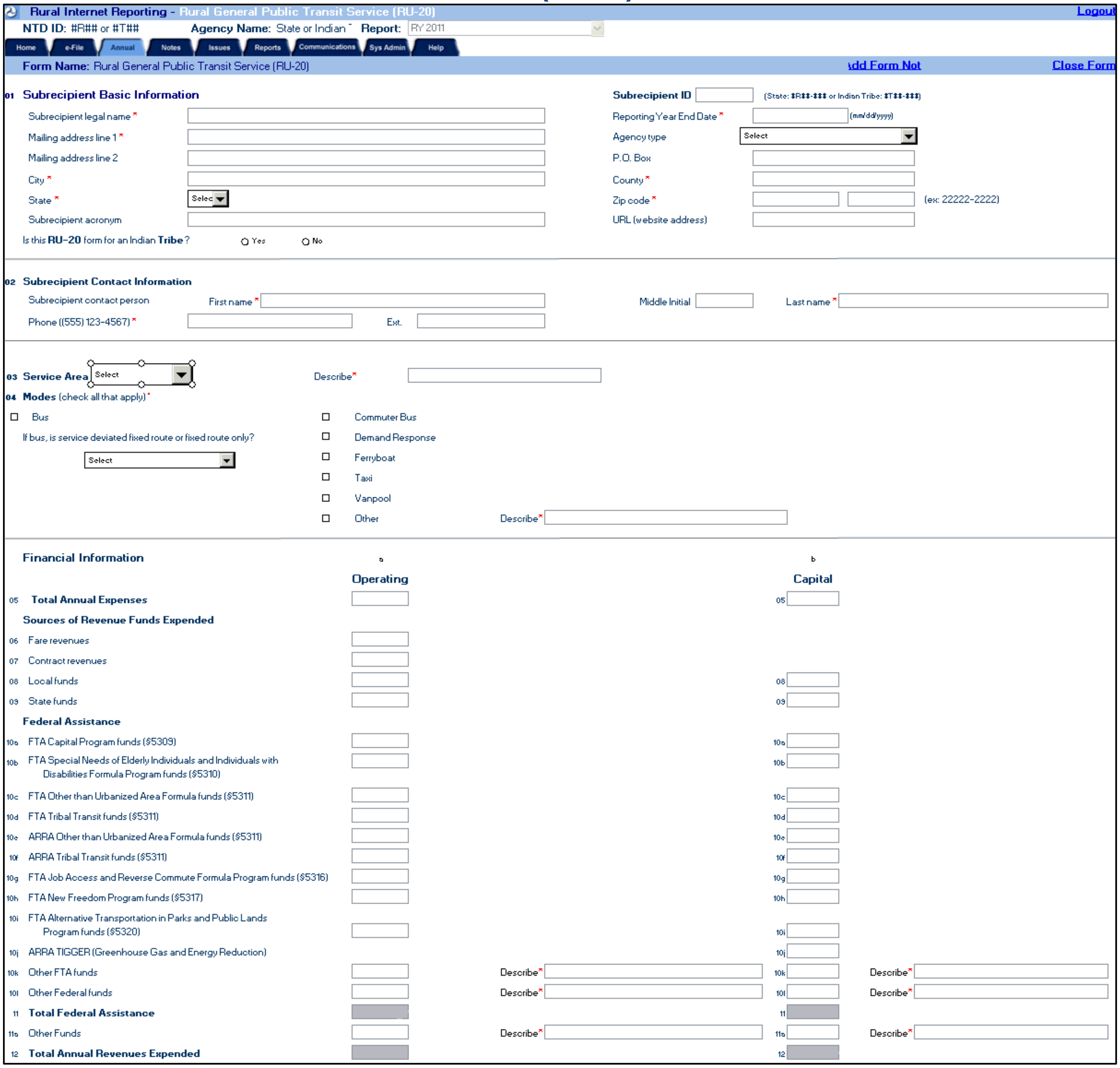
Line 02: Director of Transit Unit. **Pre-filled**, review for accuracy, edit as necessary.

- Enter the name of the head of the transit unit.
- Enter the title of the head of the transit unit.
- Enter the business mailing address for the head of the transit unit. The street address should always begin on the first line. If the mailing address includes a P.O. Box, the P.O. Box should always appear on the second line.
- Enter the business telephone number of the head of the transit unit.
- Enter an alternative business telephone number of the head of the transit unit. (Blackberry, cell, second office)
- Enter the FAX number of the head of the transit unit.
- Enter the e-mail address of the head of the transit unit.

Line 03: Rural Contact. **Pre-filled**, review for accuracy, edit as necessary.

- Enter the name of the person responsible for coordinating the NTD Rural Report.
- Enter the contact person's title.
- Enter the contact person's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, the P.O. Box should always appear on the second line.
- Enter the contact person's telephone number.
- Enter the contact person's alternative telephone number. (Blackberry, cell, second office)
- Enter the contact person's FAX number.
- Enter the contact person's e-mail address.

Rural General Public Transit Service form (RU-20)



Rural Internet Reporting - Rural General Public Transit Service (RU-20) Logout

NTD ID: #R## or #T## Agency Name: State or Indian Report: RY 2011

Home | e-File | Annual | Notes | Issues | Reports | Communications | Sys Admin | Help

Form Name: Rural General Public Transit Service (RU-20) Add Form Note Close Form

01 Subrecipient Basic Information

Subrecipient legal name *

Mailing address line 1 *

Mailing address line 2

City *

State * Select

Subrecipient acronym

Is this **RU-20** form for an Indian **Tribe**? Yes No

Subrecipient ID (State: #R##-### or Indian Tribe: #T##-###)

Reporting Year End Date * (mm/dd/yyyy)

Agency type Select

P.O. Box

County *

Zip code * (ex: 22222-2222)

URL (website address)

02 Subrecipient Contact Information

Subrecipient contact person First name * Middle Initial Last name *

Phone ((555) 123-4567) * Ext.

03 Service Area Select Describe*

04 Modes (check all that apply)*

- Bus
- If bus, is service deviated fixed route or fixed route only? Select
- Commuter Bus
- Demand Response
- Ferryboat
- Taxi
- Vanpool
- Other Describe*

Financial Information

		a Operating		b Capital	
05	**Total Annual Expenses**			05	
	Sources of Revenue Funds Expended				
06	Fare revenues				
07	Contract revenues				
08	Local funds			08	
09	State funds			09	
	Federal Assistance				
10a	FTA Capital Program funds (§5309)			10a	
10b	FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)			10b	
10c	FTA Other than Urbanized Area Formula funds (§5311)			10c	
10d	FTA Tribal Transit funds (§5311)			10d	
10e	ARRA Other than Urbanized Area Formula funds (§5311)			10e	
10f	ARRA Tribal Transit funds (§5311)			10f	
10g	FTA Job Access and Reverse Commute Formula Program funds (§5316)			10g	
10h	FTA New Freedom Program funds (§5317)			10h	
10i	FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)			10i	
10j	ARRA TIGGER (Greenhouse Gas and Energy Reduction)			10j	
10k	Other FTA funds		Describe*	10k	Describe*
10l	Other Federal funds		Describe*	10l	Describe*
11	**Total Federal Assistance**			11	
11a	Other Funds		Describe*	11a	Describe*
12	**Total Annual Revenues Expended**			12	

Asset and Resource Information

Vehicles

Add Fleet Group

	Revenue Vehicle Inventory ID Number	a Number of Vehicles in Total Fleet	b Vehicle Type	c Vehicle Length (in feet)	d Seating Capacity	e Year of Manufacture	f Largest Source of Funding for Purchase / Lease of Vehicles	g Number of ADA Accessible Vehicles in Fleet	h Ownership Code
13	RVI#		Select				Select		Select
13	RVI#		Select				Select		Select
13	RVI#		Select				Select		Select
14	**Total**								

Facilities

		a Owned by Service Provider	b Owned by Public Agency for Service Provider	c Leased by Public Agency for Service Provider	d Leased by Service Provider	e Total
15	Number of general purpose maintenance facilities					

Other Resources

		a
16	Number of volunteer drivers	
17	Number of personal vehicles in service	

Service Data

		a Annual Vehicle Revenue Miles	b	c Annual Vehicle Revenue Hours	d Regular Unlinked Passenger Trips	e Sponsored Unlinked Passenger Trips	f	g Total Trips
18a	Bus							
18b	Commuter Bus							
18c	Demand Response							
18d	Ferryboat							
18e	Taxi							
18f	Vanpool							
18g	Other							
19	**Total**							

Safety Data

		a
20	Reportable incidents	
21	Fatalities	
22	Injuries	

Save Close Print

Overview

The Rural General Public Transit form (RU-20) collects key financial and operating information on each subrecipient. Data collected includes the subrecipient's name and information, modes operated, service area, annual operating expenses, sources of operating revenues, annual capital costs, sources of capital funds, number of vehicles and characteristics, number and ownership of maintenance facilities, volunteer resources, annual vehicle revenue miles, annual vehicle revenue hours, annual unlinked passenger trips, and safety information. There is a new RU-21 form to be used only for private intercity bus providers that are subrecipients of the intercity bus set-aside under 49 USC 5311(f).

Complete a separate RU-20 form for each subrecipient. Include information on all general public transit operations of the subrecipient in the report. In some cases, your subrecipient may in turn provide Section 5311 funds to another public or non-profit entity that operates the transit service, which the NTD recognizes as a sub-sub-recipient. In general, the public or non-profit entity is a sub-sub-recipient if it also receives other grant funds from a government or charitable entity to support the service, other than what it received from your sub-recipient. In these cases, you should also complete an RU-20 form for the sub-sub-recipient, since they are the actual beneficiary of the 5311 funds to operate transit service.

What Has Changed from Prior Year

There are no changes for the 2012 Report Year.

Rural General Public Transit Service form (RU-20) Excel Spreadsheets

For the convenience of reporters who must enter data for a large number of subrecipients, there is an Excel spreadsheet version of the RU-20 form available from the **Rural Reporting** link on www.ntdprogram.gov. The Rural Contact person may download as many copies of this form as needed, and distribute them to the various subrecipients in the State or Indian Tribe's report. The subrecipients enter their data on the Excel spreadsheet; adding as many rows as needed in the Asset and Resource Information section. When completed, return the Excel spreadsheet to the State or Indian Tribe Rural Contact person. The Rural Contact person can then enter this data into the RU-20 form in the Internet Reporting system.

Detailed Instructions

Internet Reporting generates RU-20 forms for three different cases:

1. Added form for subrecipients who reported last year, as well as new subrecipients
2. Activated form for subrecipients who did not report last year, but have been activated for the current report year
3. Deactivated form for subrecipients who are not reporting in the current report year.

Subrecipients are added, activated or deactivate through the **Sys Admin** tab. See Internet Reporting discussion of **Sys Admin** tab.

Complete one form for each rural provider of general public transit service (subrecipient) within the State. The State must file a RU-20 form for all §5311subrecipients that received a Reporting Waiver for the current NTD Urbanized Report. If you are an Indian Tribe as a direct recipient, complete one RU-20 form.

From the **Annual** tab, **Forms Summary** screen, click on the **Rural General Public Transit Service form (RU-20)** link to open the form.

Review and complete the RU-20 form following the instructions in this section.

Subrecipient Basic Information

Report the name of the subrecipient, mailing address with city, county and State, the acronym used by the provider and URL (website address).

In the county box, report the counties served by transit. Report first the county in which the headquarters lies, followed by up to four additional counties in which the subrecipient provides service. If the subrecipient provides service to more than five counties, simply enter the county name of the headquarters and the number of additional counties served. (e.g., Service in one State: Green County and 10 additional counties. Service in two States: Green (VA) and 5(VA), 2(WV) additional counties.) A county is served if the subrecipient picks up or drops off passengers.

Subrecipient ID Number

The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient. For States and Indian Tribes, the ID begins with the region number (e.g., 9 for Region IX, State: #R##-### or Indian Tribe: #T##-###). It is pre-filled and cannot be altered.

Report Year End Date

Report the end date for the 12-month reporting period (mm/dd/yyyy). It is pre-filled for subrecipients who reported in the previous year and can be edited by typing in the data field or using the calendar.

Agency Type

Using the **Drop-Down** menu, select the agency type as a public agency (State DOT, Tribal, or not a State DOT or Tribal) or a private nonprofit or private for-profit agency.

Agency Type menu selections:

Public agency (not a State DOT or Tribal)

Public agency (State DOT)

Public agency (Tribal)

Private (not for profit)

Private (for profit)

Indian Tribe

If an Indian Tribe is a subrecipient of the State, the State should click yes. If you are a directly-reporting Indian Tribe, i.e., a recipient of a Tribal Transit Grant, Internet Reporting automatically checks yes.

Subrecipient Contact Information

Report the name and phone number of the person responsible for the subrecipient's NTD Rural report. The contact information will be pre-filled from your prior year report. Review and update for any changes.

Service Area

Using the **Drop-Down** menu, select the type of service area where the rural provider operates. For Rural NTD reporting:

- Select municipality if the service area is one or more self-governing areas such as a town or village, and if the total service area is smaller than a county.

Service Area menu selections:

County / Independent city

Multi-county / Independent city

Multi-State

Municipality

Reservation

Other

- Select county if the service area is a county, independent city, parish (Louisiana), borough (Alaska) or census area (Alaska). The county category includes an independent city, which is not part of the county, for example, the Commonwealth of Virginia's cities are separate from counties. If the service area is only an independent city, select County / Independent city.
- Select multi-county / independent city when the service area includes more than one county / independent city.
- Select multi-state is when the service area includes more than one State.
- Select reservation if the service area consists of Federally-designated land for Indian Tribes and other Native American peoples.

Validation Check:

- If you choose county / independent city for your service area, you should only have one county listed in the county field for line 1.
- If you choose multi-county / independent city or multi-state for your service area, you should have more than one county listed in the county field for line 1.

Mode

Rural transit service frequently involves a variety of service types. These services can be classified as transit modes. Check each box that applies for the type of service the rural provider operates.

Mode selections:
Bus
Commuter Bus
Demand response
Ferryboat
Taxi
Vanpool
Other

If you operate bus mode, use the **Drop-Down** menu to indicate whether the service is only fixed route, deviated fixed route or both.

If you check the Other box, the Mode – Other Description box will appear on the screen. Use this field to describe the other transit mode provided.

See the Introduction Section of this manual for modal descriptions.

Demand Response—Subscription Service / Sponsored Unlinked Passenger Trips

The demand response (DR) mode includes subscription services. These services are usually pre-arranged for individuals or groups on specified times and days. They are not provided as fixed route, fixed schedule service such as bus mode.

Deviated Fixed Route or Fixed Route menu selection:
Deviated fixed route
Fixed route
Both

When completing the RU-20 form, the following apply:

- If you have sponsored unlinked passenger trips (UPT), report these as DR mode (line 04, Modes).
- Report all associated data for these sponsored UPT (e.g., report the funding expended in the Financial Data portion of the form, vehicles, volunteer resources, etc.).

Financial Information

For all financial reporting, use accrual accounting. The Introduction provides a discussion of accrual accounting principles and examples.

Accrual Accounting and Grants

Reporting of funds expended follows accrual accounting principles. Report expenditures as soon as they result in liabilities for benefits received, regardless of when the payment is made. Payment of the expenditure does not have to be made in the same reporting period.

Most Federal, State and local grants are earned on a reimbursement basis. Grant funds are not earned until an expenditure occurs. Report grant funds as they are earned. Do not report the total amount of funding in an approved grant application (unless the expenditures are incurred and the grant funds are earned in the period).

Do not report in-kind services even though they were used as match in a Federal grant.

Capital Funds Expended for Operations

Some FTA grant programs allow capital funds to be used for paying the costs of equipment leases and rentals, or for preventive maintenance. Although capital funds are used, typically at the 80% Federal / 20% local (non-Federal) ratio, the definition of operating expenses requires that these costs be considered an operating expense. Report these capital funds under the operating revenues expended section of the form.

Operating and Capital Expenses to Revenue Expended Relationship

Under accrual accounting, we expect that if there is an expenditure then there are sources of revenue "applied", i.e., available to satisfy the expense. Therefore, line 05, Total Annual Expenses for each subrecipient's RU-20 form should equal line 12, Total Annual Revenues Expended, unless the subrecipient operated at a deficit during the previous year. This is for both column a, Operating, and column b, Capital.

Total Annual Expenses

Operating

Report the annual operating expenses for public transit service by the rural service provider for the report year. Include expenses for sponsored programs. Sponsored programs are public transportation that is paid in whole or in part directly to the transit provider by a third party. Transit providers offer them as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicaid, sheltered workshops, Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs. Annual operating expenses do not include charter services.

Operating expenses include salaries and wages, fringe benefits, materials and supplies, insurance, taxes, outside services such as cleaning and utilities, and equipment lease and rental costs. These are used for the day-to-day expenses of operating and maintaining vehicles; maintaining other equipment, buildings and grounds; and general administration costs including marketing and customer support, finance and procurement, planning and service development, and legal costs, as well as fixed costs such as depreciation of capital, and also interest paid on loans for capital purchases.

Operating expenses exclude purchase of capital (vehicles, facilities and equipment) and charter service.

Capital

Report the annual capital costs for the rural public transit provider for the report year.

Capital expenses include the expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year. Capital expenses do not include operating expenses that are eligible to use capital funds.

Sources of Revenue Funds Expended

Report the operating and capital revenues expended by the rural public transit service provider during the report year. Generally, revenues earned during the report year will be expended during the same year. However, it is possible to have carryover revenues from prior years. Report only the revenues expended during the report year, regardless of when the revenues were earned. Report only those funds that are (or will be) applied to the rural transit operations for transit projects. Report the revenue expended during the report year in the following categories:

- Fare revenues (Operating Only)
- Contract revenues (Operating Only)
- Local funds: Local operating assistance and Local capital assistance
- State funds: State operating assistance and State capital assistance
- Federal Assistance: Federal operating assistance and Federal capital assistance
  - FTA §5309 Capital Program funds
  - FTA §5310 Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds
  - FTA §5311 Other than Urbanized Area Formula Program funds
  - FTA §5311 Tribal Transit funds
  - FTA §5311 ARRA Other than Urbanized Area Formula funds
  - FTA §5311 ARRA Tribal Transit funds
  - FTA §5316 Job Access and Reverse Commute Program funds
  - FTA §5317 New Freedom Program funds
  - FTA §5320 Alternative Transportation in Parks and Public Lands Program funds
  - FTA §5311 ARRA Transit Investment for Greenhouse Gas and Energy Reduction (TIGGER) funds (Capital only)
- Other funding
  - Other FTA funds

- Other Federal funds
- Other funds

The American Recovery and Reinvestment Act, 2009 (ARRA) [Pub. L. 111-5] has made funds available for Rural Transit both according to the Other than Urbanized Area Formula and through a Tribal Transit discretionary program. Goals of the program include the promotion of economic recovery, the preservation and creation of jobs, and investment in transportation for long-term economic benefits.

These funds should be reported separately from the usual Other than Urbanized Area Formula and from the regular Tribal Transit funding.

Example 3 — Fares
A transit provider, subrecipient of the State, picks up students form a local University during their service routes. As the students board the transit vehicle, they flash their student ID from the University. The students are able to ride without paying for that trip. The transit provider counts the number of passengers who were University students with ID. The transit provider then reports the number of students to the University. In return, the University pays a fixed amount per student for those trips. For this subrecipient, the State must report the amount the transit provider receives from the University for the student trips on the fares line.

Contract Revenues

Use this line to report service operated under contract to a private entity, or in which the buyer funds the fully-allocated cost of the service. If providing service under contract to a public entity, such as a nearby town or municipality, only use this line if you won the service under a competitive bid and if the buyer is paying all of your fully-allocated costs for the service. If the buyer is only paying some of the costs of the service, and you use other grant revenues to support the service, report the payments from the buyer as "Local Revenue." An example of when to use this line would be if a private university pays you on a per vehicle-mile basis to extend service out to their campus. Report these payments as "contract revenue." On the other hand, if the university pays you on a "per student" basis as part of a "university pass" program, then report these revenues as "fare revenues."

Example 4 — Contract Revenues
A transit provider, subrecipient of the State, picks up students form a local University. These service routes were designed with the University students in mind. They are routes that transport mostly students. As the students board the transit vehicle, they flash their student ID from the University and they are able to ride without paying for that trip. The transit provider counts the number of passengers who were University students with ID The transit provider then reports the number of students to the University. In return, the University pays the full cost of those vehicle service routes. For this subrecipient, the State must report the amount the transit provider receives from the University for the vehicle service routes on the contract revenue line.

Example 5 — Local Assistance
A transit provider, subrecipient of the State, picks up students form a local University. These service routes were designed to run on campus for the University students. As the students board the transit vehicle, they flash their student ID from the University and they are able to ride. The University pays a fixed amount for the campus service and does not pay the full cost of those vehicle service routes. For this subrecipient, the State must report the amount the transit provider receives from the University for the campus service on the local assistance line.

FTA §5311 Other than Urbanized Area Formula funds

Federal operating assistance under §5311 includes any §5310, §5307 or §5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the §5311 program. Note that §5310 and FHWA flexible funds are generally restricted to capital expenditures.

Flex Funding

Certain programs, particularly the Congestion Mitigation Air Quality (CMAQ) program, allow their funds to be "flexed" into the Section §5311 Program. FTA's policy is that when funds are "flexed" into the Section §5311 program that they "become" Section §5311 Program Funds. This becomes particularly important if CMAQ Funds are "flexed" into a statewide Section §5311 grant, and it may be difficult to determine which subrecipient received which funds. Report funds flexed into Section §5311 Program as FTA §5311 Other than Urbanized Area Formula funds.

Medicaid

Report Federal Medicaid payments as "Other Federal Funds." Report State Medicaid payments as "State Funds."

Total Federal Assistance

The total annual assistance expended from Federal programs will be automatically calculated as the sum of the previous Federal revenue sources. The total annual operating assistance expended from Federal programs will be in column a, operating. The total annual capital assistance expended from Federal programs will be in column b, capital.

Charitable Grants

Use the "Other Funds" line to report charitable donations, as well as grants from charitable foundations such as The United Way.

In-Kind Services

Report the fair market value of all in-kind services received from outside organizations. For example, if you receive a vehicle, report the fair market value of the vehicle under "sources of capital expenditures" based on the source of the vehicle grant or donation, and report the same amount as a capital expenditure.

Total Annual Revenues Expended

The total annual revenues expended will be automatically calculated as the sum of the previous revenue sources. The total annual operating revenues will be in column a, operating. The total annual capital assistance expended from will be in column b, capital.

Asset and Resource Information

Report data for vehicles used to provide revenue transit service including vehicle descriptions such as year of manufacture, accessibility and funds used to purchase the vehicles. Report data also on general purpose maintenance facilities and whether these facilities are owned or leased. Asset and Resource information is an inventory of the vehicles and facilities at the end of the fiscal year.

Internet Reporting pre-fills the vehicle fleet information from the prior report year. Review and update for changes in any revenue vehicle fleet group (individual line entries). You may also add or delete vehicle fleet information. Do not replace an old fleet entry with new fleet data. Delete the original fleet with the delete column and then add a new fleet to report the new vehicles.

Vehicles

Click the "Add Fleet Group" button to create a new blank line for reporting your vehicles. Internet reporting will automatically assign a revenue vehicle inventory number or RVI # for each fleet group. This number remains the same for each report year.

In general, report each vehicle owned or leased by the subrecipient on a separate line. Do not include service (non-revenue) vehicles, personal vehicles, and taxis. However, if a number of vehicles are:

- Of the same type
- Have the same length
- Have the same year of manufacture
- Have the same funding source

- Have the same ownership, and
- Have the same seating capacity

Then report all the vehicles with those shared characteristics on the same line.

If the sub-recipient uses a contractor that provides a fleet of non-dedicated vehicles, include details on a "representative fleet" of vehicles, reflecting the vehicles most typically in use at any one time. Do not include spare or contingency vehicles from non-dedicated fleets. For example, if the contractor has a contract to provide two vehicles in service, and has a fleet of 20 vehicles that support the service, only provide details on two representative vehicles. This only applies to non-dedicated fleets. Report all vehicles from dedicated fleets.

Number of Vehicles in Total Fleet

Report the number of active vehicles in the fleet. These are the revenue vehicles used to carry passengers. Include any operational revenue vehicles used by purchased (PT) service contractors in general public transit service.

Vehicle Type

Using the **Drop-Down** menu, select the vehicle type code. Use the **Add Form Note** to describe a vehicle type not listed. Select the vehicle type that best describes your vehicle from the vehicle type menu selection:

An automobile (AO) is a passenger car up to and including station wagons in size.

A bus (BU) is a rubber-tired passenger vehicle powered by diesel, gasoline, battery or alternative fuel engines contained within the vehicle. Vehicles in this category do not include school buses or cutaways. This group does include minibuses such as a Sprinter.

A cutaway (CU) transit vehicle is built on a van or truck chassis by a second stage manufacturer. The chassis is purchased by the body builder, a framework is built for the body, and then the body is finished for a complete vehicle. For example, a truck chassis may be used as the base for a small transit bus. The demand response picture under the mode section displays a cutaway.

Ferryboats (FB) are vessels for carrying passengers and / or vehicles over a body of water. The vessels are generally steam or diesel powered conventional ferry vessels. They may also be hovercraft, hydrofoil and other high-speed vessels.

Typical minivans (MV) are Dodge Caravans or Honda Odysseys. A minivan is a light duty vehicle having a typical seating capacity of up to seven passengers plus a driver. A minivan is smaller, lower and more streamlined than a full-sized van, but it is typically taller and has a higher floor than a passenger car. Minivans normally cannot accommodate standing passengers.

Vehicle Type menu selections:

- Automobile (AO)
- Bus (BU)
- Cutaway (CU)
- Ferryboat (FB)
- Minivan (MV)
- Over-the-road bus (BR)
- School bus (SB)
- Sports utility vehicle (SV)
- Van (VN)
- Other (OR) (Describe)

An over-the-road bus (BR) is a bus characterized by an elevated passenger deck located over a baggage compartment (42 U.S.C. 12181(5)).

A school bus (SB) is a passenger vehicle, which is designed to carry more than ten passengers in addition to the driver. School buses are used primarily for transporting pre-primary, primary or secondary school students either to such schools from home or from such schools to home.

A sports utility vehicle (SUV) (SV) is a high-performance four-wheel drive car built on a truck chassis. It is a passenger vehicle, which combines the towing capacity of a pickup truck with the passenger-carrying space of a minivan or station wagon. Most SUVs are designed with a roughly square cross-section, an engine compartment, a combined passenger and cargo compartment, and no dedicated trunk. Most mid-size and full-size SUVs have three rows of seats with a cargo area directly behind the last row of seats. Compact SUVs and mini SUVs may have five or fewer seats.

Typical vans (VN) are Ford E-Series or Dodge Ram vans. A van is an enclosed vehicle having a typical seating capacity of 8 to 18 passengers and a driver. A van is typically taller and with a higher floor than a passenger car, such as a hatchback or station wagon. Vans normally cannot accommodate standing passengers.

For detailed definitions of vehicle types, see the NTD Glossary.

Exhibit 3 – Vehicle Types

 **Automobile**	 **Bus**	 **Cutaway**	 **Ferryboat**	 **Minivan**
 **Over the Road Bus**	 **School Bus**	 **Sports Utility Vehicle**	 **Van**	**Other**

Vehicle Length

Enter the length of the vehicle to the nearest whole foot.

Seating Capacity

Report the seating capacity of the vehicle. This is the actual number of seats on-board the vehicle and generally is cited in the specification used in manufacturing the vehicle. When reporting the seating capacity, do not include the driver's seat. If you have a modified vehicle with adjustable seats, report the maximum seating capacity of your vehicle at any given time.

Year of Manufacture

Report the original year that the vehicle was manufactured; if the vehicle was rebuilt, use the **Add Form Note** and provide the year of rebuild.

Largest Source of Funding for Purchase / Lease of Vehicles

Using the **Drop-Down** menu, select the largest source of funding for purchase / lease of the vehicle type.

Largest Source of Funding for Purchase / Lease of Vehicles menu selection:

FTA

Other Federal

State or local

Private

Number of ADA Accessible Vehicles in Fleet

Report the number of Americans with Disabilities Act of 1990 (ADA) accessible vehicles in the fleet at the end of the subrecipient's fiscal year. The vehicles may be equipped with wheelchair lifts or ramps, or may be built with a low floor.

Validation Check:

- The amount of ADA vehicles listed in column g, Number of ADA Accessible Vehicles in Fleet, must not be more than the amount of vehicles listed in column a, Number of Vehicles in Fleet. Column a is the total number of vehicles in that fleet group. Column g is the number of vehicles in that group that are ADA Accessible.

Ownership Code

Ownership code is broken into two categories:

1. Owned
2. Leased

Ownership Code menu selections:

Owned by service provider

Owned by public agency for service provider

Leased by service provider

Leased by public agency for service provider

Vehicles can be either owned by the service provider, or owned by a public agency for the service provider. Vehicles can be either leased by the service provider, or leased by a public agency for the service provider.

From the **Drop-Down** menu, select the type of vehicle ownership.

Facilities

Maintenance facilities are the garages and buildings where routine maintenance and minor repairs are performed (general purpose maintenance facility).

Report the number of general purpose maintenance facilities by ownership type at the end of the subrecipient's fiscal year.

Facility Ownership

Report data by four categories:

1. Owned by service provider
2. Owned by public agency for service provider
3. Leased by public agency for service provider
4. Leased by service provider

Do not report maintenance facilities if maintenance services are performed at any other facility. For example, a transit agency contracts with a taxicab company for demand response (DR) service. The taxicab vehicles are taken to the local gasoline service station for routine repairs, oil changes, etc. The local gasoline service station is not reported.

Other Resources

Some subrecipients use volunteer resources for some or all of their service.

If the rural transit service provider uses volunteer resources for some of its service report:

- Volunteer drivers — report the number of volunteer drivers the agency has available.
- Personal vehicles in service — report the number of personal vehicles routinely used by the agency. Personal Vehicles used for service are not included in the Asset and Resource section.

Service Data

Annual Vehicle Revenue Miles

Report annual vehicle revenue miles (VRM) by mode. Annual vehicle revenue miles (VRM) are the total amount of miles for the reporting period that all vehicles travel in revenue service. VRM excludes deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

For demand response (DR) mode, annual VRM are the total amount of miles for the reporting period that all vehicles travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service. This includes the miles of personal vehicles and taxi cabs used in service.

For vanpool (VP) mode, VRM are the amount of miles for vehicle traveling from the time they make their first pick up to the time they make their last drop off in revenue service.

Annual Vehicle Revenue Hours

Report annual vehicle hours (VRH) by mode. Annual vehicle revenue hours (VRH) are the total amount of hours for the reporting period that all vehicles travel in revenue service. VRH include layover but exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

For demand response (DR) mode, annual VRH are the total amount of hours for the reporting period that all vehicles travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service. This includes the hours of personal vehicles used in service.

For vanpool (VP) mode, VRH are the amount of hours for the vehicle traveling from the time they make their first pick up to the time they make their last drop off in revenue service.

Regular Unlinked Passenger Trips

Report the number of regular unlinked passenger trips (UPT) by mode. This includes service operated as part of the normal transit schedule. Complementary ADA paratransit trips are regular UPT. Also, bus, commuter bus, ferryboat and vanpool services are regular UPT.

Sponsored Unlinked Passenger Trips

Report the number of sponsored UPT by mode. A sponsored UPT is public transportation that is paid in whole or in part directly to the transit provider by a third party. Transit providers offer them as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicaid, sheltered workshops, Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs. Sponsored UPT only apply to the DR and taxi mode.

- Do not include the sponsored UPT in line18, column d, Regular Unlinked Passenger Trips.
- Report the number of sponsored UPT in the Service Data portion under line 18, column e, Sponsored Unlinked Passenger Trips.

Total Trips

Internet Reporting automatically calculates the total regular trips, total sponsored trips, and total trips.

- Total regular trips as a sum of the regular UPT trips
- Total sponsored trips as a sum of the sponsored UPT trips
- Total trips as the sum of the regular UPT trips and sponsored UPT trips.

Safety Data

Report the following safety data for the provider's reporting period:

- Number of reportable incidents
- Number of fatalities
- Number of injuries.

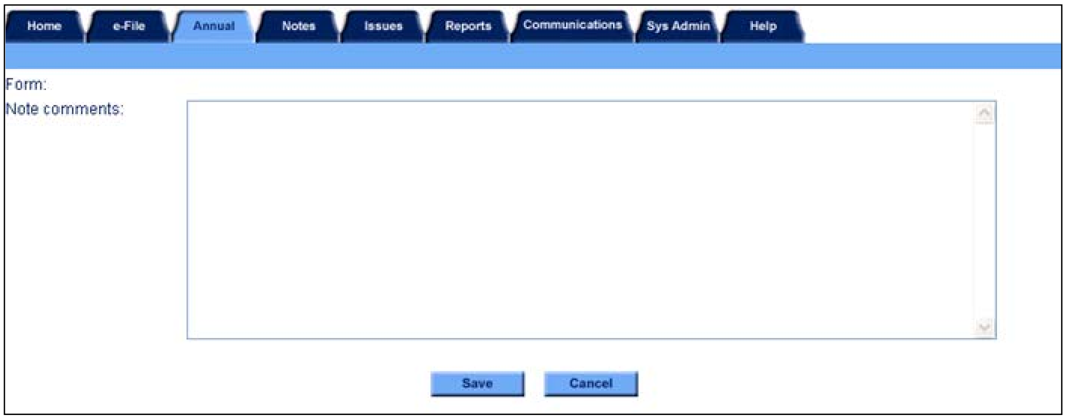
The definition of injury requires immediate medical attention away from the scene. Immediate medical attention includes, but is not limited to, transport to the hospital by ambulance. If an individual is transported immediately from the incident scene to a hospital or physician's office by another type of emergency vehicle, by passenger vehicle, or through other means of transport, this is also considered an injury. An individual seeking medical care several hours after an incident or in the days following an incident is not considered to have received immediate medical attention. In cases that are less clear-cut, reporters should apply their judgment in determining whether the injury sustained caused the individual to seek immediately medical attention.

The medical attention received must be at a location other than the location at which the incident occurred. The intent of this distinction is to exclude incidents that only require minor first aid or other assistance received at the scene. This distinction is not intended to be burdensome for the transit provider. It is not a requirement that an agency follow up on each person transported by ambulance, for example, to ensure that they actually received medical attention at the hospital. It is acceptable to count each person immediately transported by ambulance as an injury. If, however, an agency representative does choose to follow-up with the hospital and finds that, though an individual was transported to the hospital, he did not receive any medical attention, this individual does not need to be reported as an injury.

Reportable Safety Incidents

The existence of one or more of the following conditions constitutes a reportable incident:

- A fatality
- Injuries requiring immediate medical attention away from the scene for one or more persons
- Property damage equal to or exceeding $25,000.



Form Notes

You can attach a form note to any form to explain unusual circumstances or data discrepancies that impact the data being submitted to NTD. Use the **Add Form Note** link to attach relevant information to a specific field, to the entire form or to multiple forms. Include the subrecipient ID or name when completing a form note. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab.

Line by Line Instructions Rural General Public Transit form (RU-20)

Completing the Rural General Public Transit Service form (RU-20)

Complete one Rural General Public Transit Service form (RU-20) for each State subrecipient or Indian Tribe.

From the **Annual** tab, **Forms Summary** screen, click on the **Add Form** button to generate a RU-20 form for a new subrecipient.

To open a previously saved RU-20 form, click on the **Rural General Public Transit Service form (RU-20)** link for the specific provider from the **Annual** tab, **Forms Summary** screen. Review and complete the form following the instructions in this section.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Notes: You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information including the subrecipient name or ID for a specific data field, the entire form or for multiple forms. You can review and / or edit a form note from the **Notes** tab.

Saving or Closing the Form: Click on the **Save** button prior to exiting the form and continuing with the report. Click on the **Close** button at the bottom of the screen to close the form without saving.

Subrecipient Basic Information

Subrecipient ID Number. **Pre-filled** and cannot be edited, review for accuracy.

- The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient as the individual RU-20s are saved (e.g., #R##-### or #T##-###).

Report Year End Date. Report the end date for the 12-month reporting period (mm/dd/yyyy). **Pre-filled** for subrecipients who reported in the previous year.

Line 01: Subrecipient Basic Information. **Pre-filled** for subrecipients who reported in the previous year, review for accuracy, and edit as necessary.

- Enter the subrecipient's or Indian Tribe's full legal name. No abbreviations or acronyms.
- Enter the subrecipient's or Indian Tribe's organization type.
- Enter the subrecipient's or Indian Tribe's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, enter it in the P.O. Box field.
- Enter the subrecipient's or Indian Tribe's city, county and 5 or 9-digit zip code. In the county box, enter the counties served by transit. You may enter up to five county names.
- Enter the subrecipient's or Indian Tribe's acronym used by the subrecipient, if applicable.
- Enter the subrecipient's or Indian Tribe's URL, if applicable.
- Use the **Radio buttons** to indicate if the subrecipient of a State is an Indian tribe. If you are a directly-reporting Indian Tribe, Internet Reporting automatically enters yes.

Line 02: Subrecipient Contact Information. **Pre-filled**, review for accuracy, edit as necessary**.**

- Enter the name of the person responsible for the subrecipient's or Indian Tribe's report.
- Enter the contact person's telephone number.

Line 03: Service Area. Use the **Drop-Down** menu to select the type of service area.

Line 04: Mode. Use the **Check-Boxes** to indicate the mode(s) operated by the subrecipient

Financial Information

Line 05: Total Annual Expenses.

- Column a: Operating. Enter the annual operating expenses for public transit service by the rural service provider for the report year. Include expenses for sponsored programs.
    - Sponsored programs are public transportation that is paid in whole or in part directly to the transit provider by a third party. Transit providers offer them as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicaid, sheltered workshops, Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs. Annual operating expenses do not include charter services.

    - Operating expenses include salaries and wages, fringe benefits, materials and supplies, insurance, taxes, outside services such as cleaning and utilities, and equipment lease and rental costs. These are used for the day-to-day expenses of operating and maintaining vehicles; maintaining other equipment, buildings and grounds; and general administration costs including marketing and customer support, finance and procurement, planning and service development, and legal costs, as well as fixed costs such as depreciation of capital, and also interest paid on loans for capital purchases.
    - Operating expenses exclude purchase of capital (vehicles, facilities and equipment), charter service, and the costs of providing transportation services not available to the general public or in a Coordinated Human Services Transportation Plan.
- Column b: Capital. Enter the expenses incurred during the year related to the purchase of facilities, vehicles and other capital equipment.
    - Capital expenses include the expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year. Capital expenses do not include operating expenses that are eligible to use capital funds.
- Total Annual Expenses for each subrecipient's RU-20 form (line 05) should equal line 12, Total Annual Revenues Expended, for both operating and capital unless the subrecipient operated at a deficit during the previous year.

Sources of Revenue Funds Expended

Line 06: Fare Revenues

- Column a: Operating. Enter the rural public transit service provider's total income received directly from passengers, paid either in cash or through pre-paid tickets, passes, etc., spent on transit operations for the reporting period. Include donations from those passengers who donate money on the vehicle. Include the reduced fares paid by passengers in a user-side subsidy arrangement.

Line 07: Contract Revenues

- Column a: Operating. Enter the total reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.

Line 08: Local Funds

- Column a: Operating. Enter the total amount of financial assistance expended from local entities that support the operation of the transit system. Include tax levies, general funds, specified contributions, donations and other revenues such as advertising.
- Column b: Capital. Enter the total amount of financial assistance expended from local entities to assist in paying capital costs of the transit system. Include tax levies, general funds, specified contributions, reserve funds and donations.

Line 09: State Funds

- Column a: Operating. Enter the total amount of financial assistance expended from any State agency that supports the operation of the transit system. Include tax levies, general funds and specified contributions.
- Column b: Capital. Enter the total amount of financial assistance expended from any State agency to assist in paying capital costs of the transit system. Include tax levies, general funds and specified contributions.

Federal Assistance

Line 10a: FTA Capital Program funds (§5309)

- Column a: Operating. Enter the total financial assistance expended from the FTA Capital Program to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the FTA Capital Program to assist in paying the capital costs of providing transit service.

Line 10b: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)

- Column a: Operating. Enter the total financial assistance expended from FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program to assist in paying the capital costs of providing transit service.

Line 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula funds to assist in paying the operating costs of providing transit service. Include §5307 funds plus any §5310 or §5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the §5311 program.

- Column b: Capital. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula funds to assist in paying the capital costs of providing transit service. Include §5307 funds plus any §5310 or §5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the §5311 program.

Line 10d: FTA Tribal Transit funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the FTA Tribal Transit funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the FTA Tribal Transit funds to assist in paying the capital costs of providing transit service.

Line 10e: ARRA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the capital costs of providing transit service.

Line 10f: ARRA Tribal Transit funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the ARRA Tribal Transit funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the ARRA Tribal Transit funds to assist in paying the capital costs of providing transit service.

Line 10g: FTA Job Access and Reverse Commute Formula Program funds (§5316)

- Column a: Operating. Enter the total financial assistance expended from the FTA Job Access and Reverse Commute Formula Program to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the FTA Job Access and Reverse Commute Formula Program to assist in paying the capital costs of providing transit service.

Line 10h: FTA New Freedom Program funds (§5317)

- Column a: Operating. Enter the total financial assistance expended from the FTA New Freedom Program to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the FTA New Freedom Program to assist in paying the capital costs of providing transit service.

Line 10i: FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)

- Column a: Operating. Enter the total financial assistance expended from the FTA Alternative Transportation in Parks and Public Lands Program to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the FTA Alternative Transportation in Parks and Public Lands Program to assist in paying the capital costs of providing transit service.

Line 10j: ARRA TIGGER (Greenhouse Gas and Energy Reduction) Program funds

- Column b: Capital. Enter the total financial assistance expended from the ARRA TIGGER Program to assist in paying the capital costs of providing transit service.

Line 10k: Other FTA funds

- Column a: Operating. Enter the total financial assistance expended from Other FTA programs not listed on lines 10a through 10j to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from Other FTA programs not listed on lines 10a through 10j to assist in paying the capital costs of providing transit service.

Line 10l: Other Federal funds

- Column a: Operating. Enter the total financial assistance expended from other Federal sources other than FTA programs to assist in paying the operating costs of providing transit service. Describe the sources and the amount of funding.
- Column b: Capital. Enter the total financial assistance expended from other Federal sources other than FTA programs to assist in paying the capital costs of providing transit service. Describe the sources and the amount of funding.

Line 11: Total Federal Assistance

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal financial assistance expended for operations equal to the sum of lines 10a through 10l, column a.

- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal financial assistance expended for capital equal to the sum of lines 10a through 10l, column b.

Line 11a: Other funds

- Column a: Operating. Enter the total financial assistance expended from other sources other than Federal programs to assist in paying the operating costs of providing transit service. Describe the sources and the amount of funding.
- Column b: Capital. Enter the total financial assistance expended from other sources other than Federal programs to assist in paying the capital costs of providing transit service. Describe the sources and the amount of funding.

Line 12: Total Annual Revenues Expended.

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total annual operating revenues expended for operations equal to the sum of lines 6 through 9, 11 and 11a, column a. Total Annual Operating Expenses for each subrecipient's RU-20 form (line 05, column a) should equal line 12 column a, Total Annual Operating Revenues Expended, unless the subrecipient operated at a deficit during the previous year.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total annual financial assistance expended for capital equal to the sum of lines 8, 9, 11 and 11a, column b. Total Annual Capital Costs for each subrecipient's RU-20 form (line 5, column b) should equal line 12 column b, Total Capital Funds Expended, unless the subrecipient operated at a deficit during the previous year.

Asset and Resource Information

Vehicles

Line 13: Vehicle Fleet Information. **Pre-filled**, review for accuracy, edit as necessary.

- Column a: Number of Vehicles in Total Fleet. Group vehicles on the same line that have the same characteristics — vehicle type code, vehicle length, seating capacity, year of manufacture, ownership code and funding source.
  - Enter the total number of operational revenue vehicles in the fleet available for general public transit service, including spare or back up revenue vehicles.
  - The total also should include any operational revenue vehicles used by purchased service contractors in general public transit service. Service (non-revenue) vehicles and personal vehicles should not be included.
- Column b: Vehicle Type. Use the **Drop-Down** menu to indicate the vehicle type code of the vehicles in column a.
- Column c: Vehicle Length. Enter the length of the vehicles in column a to the nearest whole foot.
- Column d: Seating Capacity. Enter the number of seats on the vehicles in column a.
- Column e: Year of Manufacture. Enter the original year of manufacture of the vehicles in column a.
- Column f: Largest Source of Funding for Purchase/Lease of Vehicles. Use the **Drop-Down** menu to indicate the largest source of funding for purchase/lease of the vehicles in column a.
- Column g: Number of ADA Accessible Vehicles in Fleet. Enter the number of vehicles from column a that meet the requirements of the Americans with Disabilities Act of 1990 (ADA).
  - The vehicles may be equipped with wheelchair lifts or ramps, or may be built with a low floor.
- Column h: Ownership Code. Use the **Drop-Down** menu to indicate ownership of the vehicles in column a, at the end of the reporting period.
  - Complete the information based on whether the vehicles are owned outright or leased.

Line 14: Vehicle Fleet Totals

- Column a: Total Number of Vehicles in Total Fleet. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total number of vehicles in the fleets for all modes equal to the sum of the vehicles on line 13, column a.
- Column g: Total Number of Americans with Disabilities Act (ADA) Accessible Vehicles in Fleet. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total number of ADA accessible vehicles in the fleet for all modes equal to the sum of the vehicles on line 13, column g.

Facilities

Line 15: Number of General Purpose Maintenance Facilities

- Column a: Owned by Service Provider. Enter the number of general purpose maintenance facilities owned by the service provider.
- Column b: Owned by Public Agency for Service Provider. Enter the number of general purpose maintenance facilities owned by the public agency for the service provider.

- Column c: Leased by Public Agency for Service Provider. Enter the number of general purpose maintenance facilities leased by the public agency for the service provider.
- Column d: Leased by Service Provider. Enter the number of general purpose maintenance facilities leased by the service provider.
- Column e: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of maintenance facilities equal to the sum of columns a through d.

Other Resources

Line 16: Volunteer Drivers

- Column a: Number of Volunteer Drivers. Enter the number of volunteer drivers at the end of the reporting period.

Line 17: Personal Vehicles

- Column a: Number of Personal Vehicles in Service. Enter the number of personal vehicles in use at the end of the reporting period.

Service Data

Line 18: Service Data

- Column a: Annual Vehicle Revenue Miles (VRM). By mode, enter the total number of miles for the reporting period that all vehicles travel in revenue service.
  - Vehicle revenue miles exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.
  - For demand response mode, annual vehicle revenue miles are the total amount of miles for the reporting period that all vehicles travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service. This includes the miles of personal vehicles and taxi cabs used in service.
  - For vanpool (VP) mode, VRM are the amount of miles for the vehicle traveling from the time they make their first pick up to the time they make their last drop off in revenue service.
- Column c: Annual Vehicle Revenue Hours (VRH). By mode, enter the total amount of time in hours for the reporting period that all vehicles travel in revenue service.
  - Vehicle revenue hours include layover but exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.
  - For demand response mode, annual vehicle revenue hours are the total amount of hours for the reporting period that all vehicles travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service. This includes the hours of personal vehicles used in service.
  - For vanpool (VP) mode, VRH are the amount of hours for the vehicle traveling from the time they make their first pick up to the time they make their last drop off in revenue service.
- Column d: Regular Unlinked Passenger Trips. By mode, enter the total number of unlinked passenger trips for the reporting period carried by all vehicles in revenue service.
  - Include the unlinked passenger tips by personal vehicles used in regular service. This includes service operated as part of the normal transit schedule.
  - Complementary ADA paratransit trips are regular unlinked passenger trips.
  - Also, bus, commuter bus, ferryboat and vanpool services are regular unlinked passenger trips.
- Column e: Sponsored Unlinked Passenger Trips. By mode, enter the total number of sponsored unlinked passenger trips for the reporting period carried by all vehicles operated outside of the regular schedule.
  - This service is part of a coordinated plan to provide transit service, including social service agency transportation programs, programs for the elderly and medical transportation programs.
  - Sponsored unlinked passenger trips only apply to the demand response and taxi mode.
- Column g: Total Trips. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total unlinked passenger trips equal to the sum of the trips on line 18, columns d and e.

Line 19: Total

- Column a: Annual Vehicle Revenue Miles. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total annual vehicle revenue miles for all modes equal to the sum of the miles on line 18, column a.
- Column c: Total Annual Vehicle Revenue Hours. This is an **auto-calculated** field and cannot be edited.

- This field displays the total annual vehicle revenue hours for all modes equal to the sum of the hours on line 18, column c.

- Column d: Total Regular Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total annual regular unlinked passenger trips for all modes equal to the sum of the regular trips on line 18, column d.
- Column e: Total Sponsored Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total annual sponsored unlinked passenger trips for all modes equal to the sum of the sponsored trips on line 18, column e.
- Column g: Total Trips. This is an **auto-calculated** field and cannot be edited.
  - This field displays the total annual regular unlinked passenger trips and total annual sponsored unlinked passenger trips for all modes equal to the sum of the regular and sponsored trips on line 19, column d and e.

Safety Data

Line 20: Incidents

- Column a: Reportable Incidents. Enter the total number of reportable incidents for the reporting period.
- Reportable incidents include any event involving the operation of a transit system if, as a result, an individual dies either at the time of the event or within 30 days of the event, one or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene, or property damage in excess of $25,000.

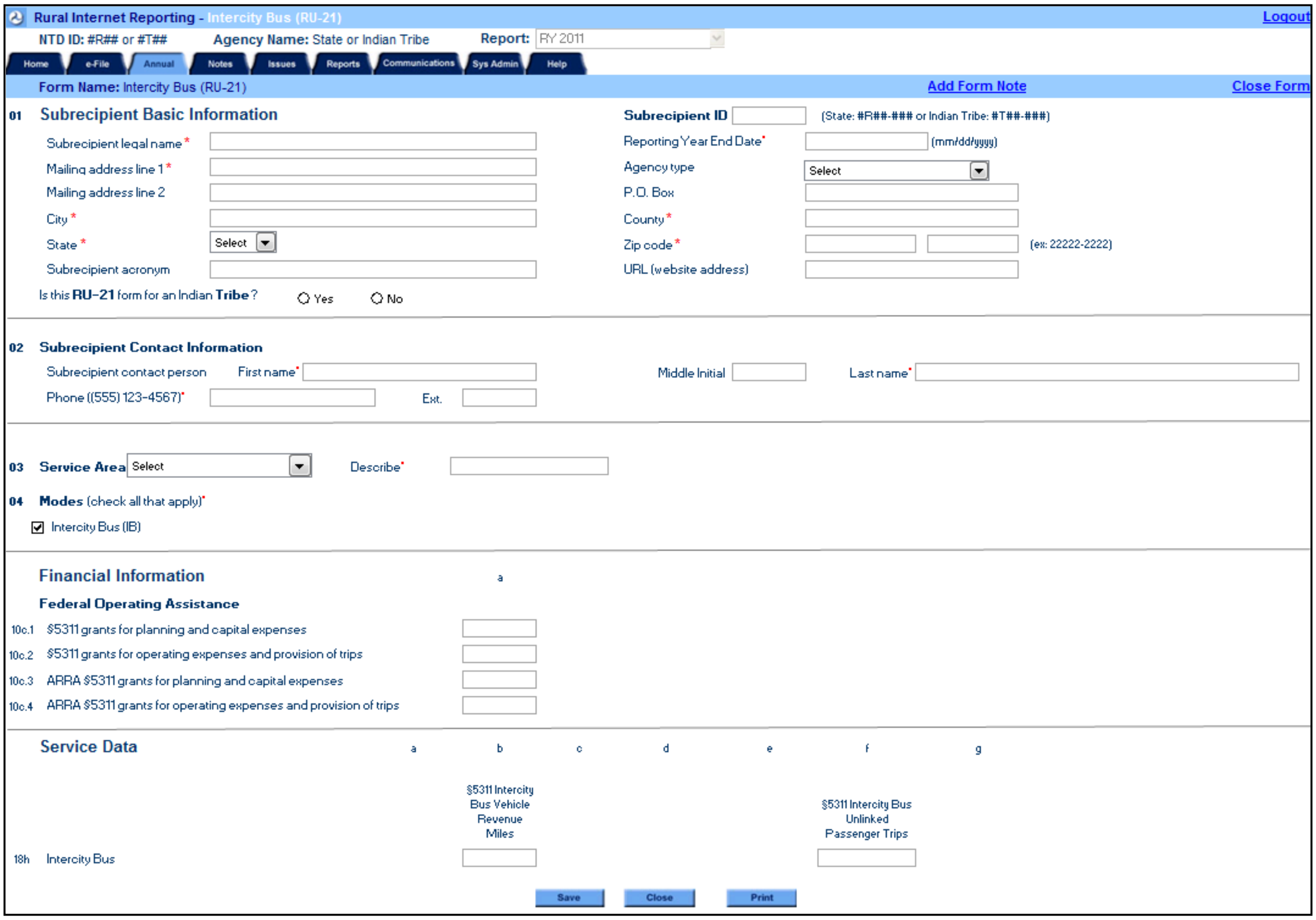
Line 21: Fatalities

- Column a: Fatalities. Enter the total number of transit caused deaths for the reporting period confirmed within 30 days of a transit incident.

Line 22: Injuries

- Column a: Injuries. Enter the total number of injuries for the reporting period.
- Injuries are requiring Immediate medical attention away from the scene for one or more persons

Intercity Bus form (RU-21)



Rural Internet Reporting - Intercity Bus (RU-21) Logout

NTD ID: #R## or #T## Agency Name: State or Indian Tribe Report: RY 2011

Home | e-File | Annual | Notes | Issues | Reports | Communications | Sys Admin | Help

Form Name: Intercity Bus (RU-21) Add Form Note Close Form

01 Subrecipient Basic Information

Subrecipient ID (State: #R##-### or Indian Tribe: #T##-###)

Subrecipient legal name *

Reporting Year End Date* (mm/dd/yyyy)

Mailing address line 1 *

Agency type Select

Mailing address line 2

P.O. Box

City *

County *

State * Select

Zip code * (ex: 22222-2222)

Subrecipient acronym

URL (website address)

Is this **RU-21** form for an Indian **Tribe**? Yes No

02 Subrecipient Contact Information

Subrecipient contact person First name* Middle Initial Last name*

Phone ((555) 123-4567)* Ext.

03 Service Area Select Describe*

04 Modes (check all that apply)*

☑ Intercity Bus (IB)

Financial Information

a

Federal Operating Assistance

10c.1 §5311 grants for planning and capital expenses

10c.2 §5311 grants for operating expenses and provision of trips

10c.3 ARRA §5311 grants for planning and capital expenses

10c.4 ARRA §5311 grants for operating expenses and provision of trips

Service Data

	a	b	c	d	e	f	g
		§5311 Intercity Bus Vehicle Revenue Miles				§5311 Intercity Bus Unlinked Passenger Trips	
18h Intercity Bus							

Save Close Print

Overview

The intercity bus (IB) mode is intended solely for subrecipients who only receive funds under §5311(f) and who are private operators. §5311(f) is the portion of FTA's Other than Urbanized Area Formula funds that are set aside to support intercity bus operations. Under §5311(f), the State must set-aside 15 percent of its annual §5311 apportionment to support intercity bus (IB) service, unless the Governor certifies that these needs of the State are adequately met. Since in most cases it would not be possible for the State to provide a complete RU-20 form on behalf of a private carrier receiving §5311(f) funding, FTA has implemented greatly reduced reporting requirements for §5311(f) private carrier subrecipients. If your State provides monies from the §5311(f) set-aside to a public operator, report all public subrecipients using the RU-20 Form.

If intercity bus service goes between States, the following rules apply:

- If all §5311(f) funds come from one State, then the IB data is reported with that State's report.
- If §5311(f) funds come from more than one State, then each State completes an RU-21 form on behalf of the IB provider that is funded for a single route from two States across State lines.

Note:

- Once the form has been saved as an IB provider, it can be changed back to reflect a normal subrecipient – the State will have to deactivate the subrecipient and then reactivate them thought the **Sys Admin** tab. Then click on the **Annual** tab to generate a new RU-20 form on the **Forms Summary** screen.
- To use the new RU-21 form for subrecipients with an RU-20 form – the State will have to deactivate the subrecipient and then reactivate them thought the **Sys Admin** tab. Then click on the **Annual** tab to generate a new RU-21 form on the **Forms Summary** screen.

Complete a separate form for each subrecipient.

What Has Changed from Prior Year

There are no changes for the 2012 Report Year.

Intercity Bus form (RU-21) Excel Spreadsheets

For the convenience of reporters who must enter data for a large number of subrecipients, there is an Excel spreadsheet version of the RU-21 form available from the **Rural Reporting** link on www.ntdprogram.gov. The Rural Contact person may download as many copies of this form as needed, and distribute them to the various subrecipients in the State or Indian Tribe's report. The subrecipients enter their data on the Excel spreadsheet. When completed, return the Excel spreadsheet to the State or Indian Tribe Rural Contact person. The Rural Contact person can then enter this data into the RU-21 form in the Internet Reporting system.

Detailed Instructions

Internet Reporting generates RU-21 forms for three different cases:

1. Added form for subrecipients who reported last year, as well as new subrecipients
2. Activated form for subrecipients who did not report last year, but have been activated for the current report year
3. Deactivated form for subrecipients who are not reporting in the current report year.

Subrecipients are added, activated or deactivate through the **Sys Admin** tab. See Internet Reporting discussion of **Sys Admin** tab.

Complete one form for each rural provider of general public intercity bus transit service (subrecipient) within the State. The State must file a RU-21 form for all §5311(f) subrecipients. This can only be fixed-route bus service by private companies, so FTA has assigned a unique mode—intercity bus (IB).

From the **Annual** tab, **Forms Summary** screen, click on the **Intercity Bus form (RU-21)** link to open the form.

Review and complete the RU-21 form following the instructions in this section.

Subrecipient Basic Information

Report the name of the subrecipient, mailing address with city, county and State, the acronym used by the provider and URL (website address).

The State completes the RU-21 form in the name of the intercity bus carrier receiving the §5311(f) funding. In some instances, the subrecipient may be a public transit agency other than the State that contracts for the IB service. The State should complete the RU-21 form in the name of the private company, with a form note describing the relationship, i.e., §5311(f) subrecipient is Private Company "name" under contract to Public Agency "name".

In the county box, report the counties served by transit. Report first the county in which the headquarters lies, followed by up to four additional counties in which the subrecipient provides service. If the subrecipient provides service to more than five counties, simply enter the county name of the headquarters and the number of additional counties served. (e.g., Service in one State: Green County and 10 additional counties. Service in two States: Green (VA) and 5(VA), 2(WV) additional counties.) A county is served if the subrecipient picks up or drops off passengers.

Subrecipient ID Number

The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient. For States and Indian Tribes, the ID begins with the region number (e.g., 9 for Region IX, State: #R##-### or Indian Tribe: #T##-###). It is pre-filled and cannot be altered.

Report Year End Date

Report the end date for the 12-month reporting period (mm/dd/yyyy). It is pre-filled for subrecipients who reported in the previous year and can be edited by typing in the data field or using the calendar.

Agency Type

Using the **Drop-Down** menu, select the agency type. For intercity bus, select Private for-profit agency since only the private for-profit intercity bus operations are reported.

Agency Type menu selections:

Public agency (not a State DOT or Tribal)

Public agency (State DOT)

Public agency (Tribal)

Private (not for profit)

Private (for profit)

Indian Tribe

If an Indian Tribe is a subrecipient of the State, the State should click yes. If you are a directly-reporting Indian Tribe, i.e., a recipient of a Tribal Transit Grant, Internet Reporting automatically checks yes.

Subrecipient Contact Information

Report the name and phone number of the person responsible for the subrecipient's NTD Rural report. The contact information will be pre-filled from your prior year report. Review and update for any changes.

Service Area

Using the **Drop-Down** menu, select the type of service area where the rural provider operates. For Rural NTD reporting:

- The term municipality is a self-governing area such as a town or village, and which is smaller than a county.
- The term county is a county, independent city, parish (Louisiana), borough (Alaska) or census area (Alaska). The county category includes an independent city, which is not part of the county, for example, the Commonwealth of Virginia's cities are separate from counties. If the service area is only an independent city, select County / Independent city.
- The term multi-county / independent city is when the service provider operates service in more than one county / independent city. If the service area is in more than one independent city, select Multi-county / Independent city.
- The term multi-state is when the service provider operates service in more than one State.
- The form includes reservation as a menu selection. If the service area is Federally-designated land for Indian Tribes and other Native American peoples, select Reservation.

Service Area menu selections:

County / Independent city

Multi-county / Independent city

Multi-State

Municipality

Reservation

Other

Validation Check:

- If you choose county / independent city for your service area, you should only have one county listed in the county field for line 1.
- If you choose multi-county / independent city or multi-state for your service area, you should have more than one county listed in the county field for line 1.
- Most Intercity bus providers operate in areas larger than a municipality.

Mode

Rural transit service frequently involves a variety of service types. These services can be classified as transit modes. Check each box that applies for the type of service the rural provider operates.

Mode selections:
Intercity Bus

See the Introduction Section of this manual for modal descriptions.

Financial Information

For Intercity bus, States report only those services for funds received by IB providers as a §5311(f) subrecipient or through a contractual relationship with the State for §5311(f) funds.

The State reports only the amount of §5311(f) funds received by operations activity and capital project category as follows:

- Planning and capital expenses
- Operating expenses and provision of trips.

FTA §5311 Intercity Bus Grants for Planning and Capital Expenses

Report the annual funds received from §5311(f) grants for planning and capital expenses for the report year.

If the §5311(f) funds received are only used for planning activities or for capital projects, do not report service data — §5311 – funded unlinked passenger trips (UPT) and vehicle revenue miles (VRM). In Internet Reporting, the service data section of this form will not be editable.

Planning and capital expenses include:

- Planning and marketing for intercity bus transportation
- Coordinating rural connections between small public transportation operations and intercity bus carriers
- Capital grants for:
  - Intercity bus shelters (and number of shelters)
  - Joint use stops and depots (and number of stops and depots)
  - Revenue vehicles (and number of revenue vehicles)
  - Other capital projects.

FTA §5311 Grants for Operating Expenses and Provision of Trips

Report the annual funds received from §5311(f) grants for operating expenses and provision of trips for the report year.

If IB services use any §5311(f) operating assistance, report the §5311 funded UPT and VRM.

Operating expenses and provision of trips include:

- User-side subsidies
- Demonstration projects
- Other operating assistance.

ARRA §5311 Intercity Bus Grants for Planning and Capital Expenses

Report the funds received from ARRA §5311(f) grants for planning and capital expenses for the report year.

If the ARRA §5311(f) funds received are only used for planning activities or for capital projects, do not report service data — §5311 – funded unlinked passenger trips (UPT) and vehicle revenue miles (VRM).

ARRA §5311 Grants for Operating Expenses and Provision of Trips

Report the funds received from ARRA §5311(f) grants for operating expenses and provision of trips for the report year.

If IB services use any ARRA §5311(f) operating assistance, report the §5311 funded VRM and UPT.

Service Data for Intercity Bus

If the §5311(f) funds expended are for only planning activities or capital projects (intercity bus shelters, joint-use stops and depots), and are not expended for operations (operating grants through purchase-of-service agreements, user-side subsidies, and demonstration projects), then do not complete the VRM and UPT data fields.

States report only the annual §5311 bus VRM and the annual §5311 UPT. Only these items will appear in the service portion of the form.

§5311 Intercity Bus Vehicle Revenue Miles

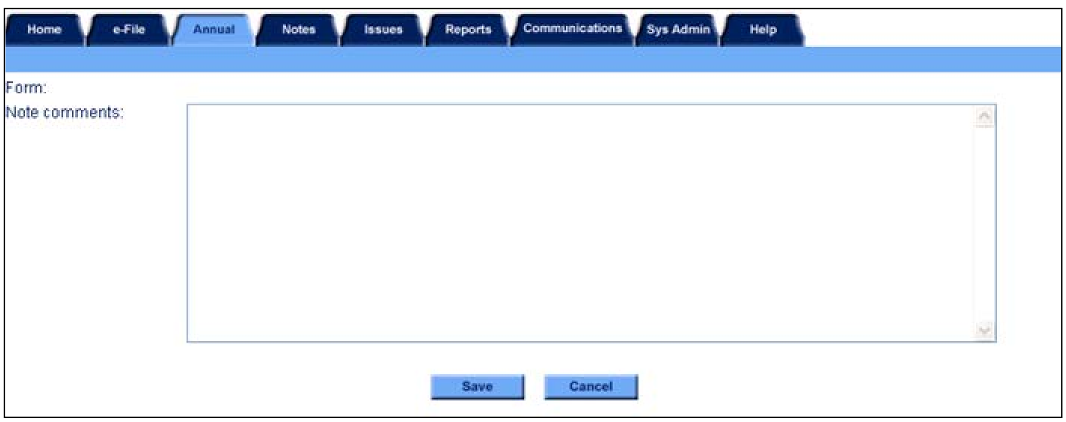
Report the total §5311 VRM. This includes the total amount of miles for the reporting period that all vehicles travel in §5311 revenue service. VRM excludes deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

If a route is only partially subsidized by the §5311 funds, report all the VRM for that route—it is not necessary to track or allocate service for a partial subsidy of the route.

§5311 Intercity Bus Unlinked Passenger Trips

Report the total §5311 annual UPT. This includes the total amount of UPT for the reporting period that all vehicles travel in §5311 service.

If a route is only partially subsidized by the §5311 funds, report all the UPT for that route—it is not necessary to track or allocate service for a partial subsidy of the route.



Form Notes

You can attach a form note to any form to explain unusual circumstances or data discrepancies that impact the data being submitted to NTD. Use the **Add Form Note** link to attach relevant information to a specific field, to the entire form or to multiple forms. Include the subrecipient ID or name when completing a form note. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab.

Line by Line Instructions Intercity Bus form (RU-21)

Completing the Intercity Bus form (RU-21)

Complete one Intercity Bus form (RU-21) for each State subrecipient or Indian Tribe.

From the **Annual** tab, **Forms Summary** screen, click on the **Add Form** button to generate a RU-21 form for a new subrecipient.

To open a previously saved RU-21 form, click on the **Intercity Bus form (RU-21)** link for the specific provider from the **Annual** tab, **Forms Summary** screen. Review and complete the form following the instructions in this section.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Notes: You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information including the subrecipient name or ID for a specific data field, the entire form or for multiple forms. You can review and / or edit a form note from the **Notes** tab.

Saving or Closing the Form: Click on the **Save** button prior to exiting the form and continuing with the report. Click on the **Close** button at the bottom of the screen to close the form without saving.

Subrecipient Basic Information

Subrecipient ID Number. **Pre-filled** and cannot be edited, review for accuracy.

- The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient as the individual RU-21s are saved (e.g., #R##-### or #T##-###).

Report Year End Date. Report the end date for the 12-month reporting period (mm/dd/yyyy). **Pre-filled** for subrecipients who reported in the previous year.

Line 01: Subrecipient Basic Information. **Pre-filled** for subrecipients who reported in the previous year, review for accuracy, and edit as necessary.

- Enter the intercity bus contractor’s full legal name. No abbreviations or acronyms.
- Enter the intercity bus contractor’s organization type, enter private for-profit agency.
- Enter the intercity bus contractor’s mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, enter it in the P.O. Box field.
- Enter the intercity bus contractor’s city, county and 5 or 9-digit zip code. In the county box, enter the counties served by transit. You may enter up to five county names.
- Enter the intercity bus contractor’s acronym used by the subrecipient, if applicable.
- Enter the intercity bus contractor’s URL, if applicable.
- Use the **Radio buttons** to indicate if the subrecipient of a State is an Indian tribe. If you are a directly-reporting Indian Tribe, Internet Reporting automatically enters yes.

Line 02: Subrecipient Contact Information. **Pre-filled**, review for accuracy, edit as necessary.

- Enter the name of the person responsible for the intercity bus contractor’s report.
- Enter the contact person’s telephone number.

Line 03: Service Area. Use the **Drop-Down** menu to select the type of service area.

Line 04: Mode. Use the **Check-Boxes** to indicate the mode(s) operated by the subrecipient (Intercity Bus).

Financial Information

Sources of Operating Revenue Expended

Line 10: Federal Operating Assistance

Line 10c.1: §5311 Grants for Planning and Capital Expenses

- Column a: Capital. Enter the total financial assistance expended from §5311(f) Grants to assist in paying for planning and capital expenses for intercity bus service.

Line 10c.2: §5311 Grants for Operating Expenses and Provision of Trips

- Column a: Operating. Enter the total financial assistance expended from §5311(f) Grants to assist in paying for operating expenses and provision of trips for intercity bus service.

Line 10c.3: ARRA §5311 Grants for Planning and Capital Expenses.

- Column a: Capital. Enter the total financial assistance expended from ARRA §5311(f) Grants to assist in paying for planning and capital expenses for intercity bus service.

Line 10c.4: ARRA §5311 Grants for Operating Expenses and Provision of Trips.

- Column a: Operating. Enter the total financial assistance expended from ARRA §5311(f) Grants to assist in paying for operating expenses and provision of trips for intercity bus service.

Service Data

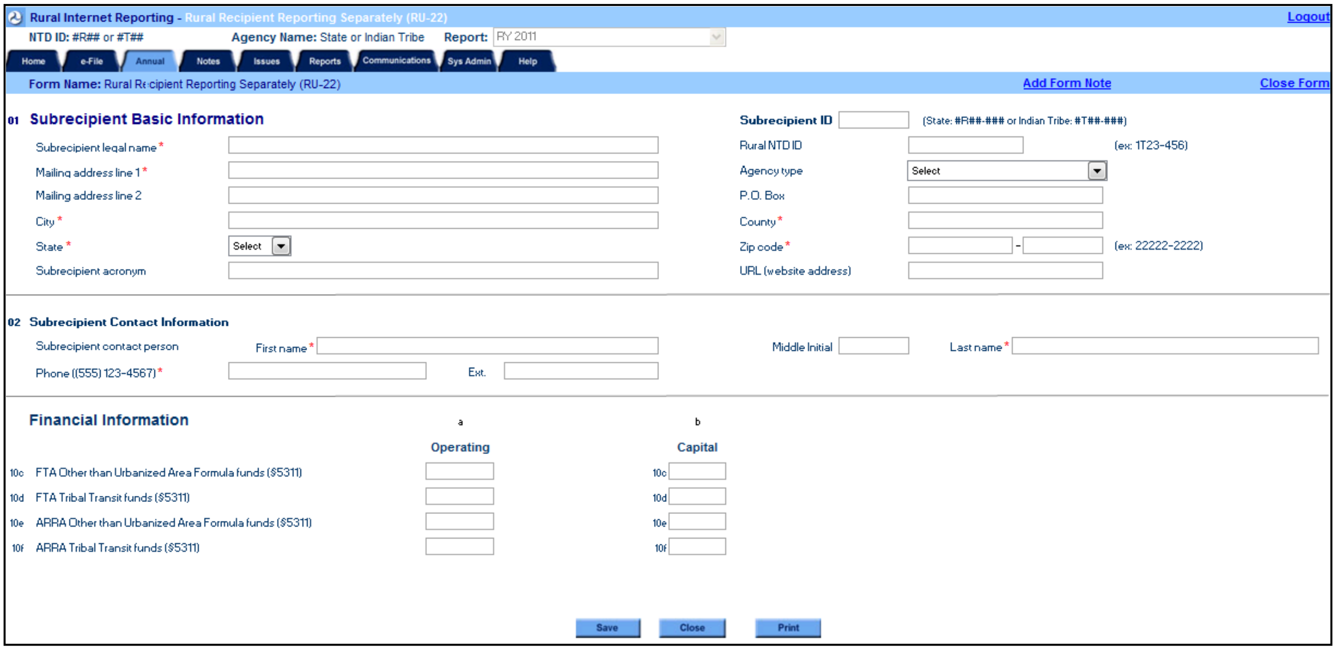
Line 18h: Vehicle Revenue Miles

- Column b: §5311 Intercity Bus Vehicle Revenue Miles. Enter the total number of miles for the reporting period that all intercity buses in revenue service.
  - This field appears for intercity bus service only.
  - Vehicle revenue miles exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services. If a route is only partially subsidized by the §5311(f) funds, report all the vehicle revenue miles for that route—it is not necessary to track or allocate service for a partial subsidy of the route.

Line 18h

- Column f: §5311 Intercity Bus Unlinked Passenger Trips. Enter the total number of unlinked trips for the reporting period that all intercity buses carry in revenue service funded through FTA §5311(f).
  - This field appears for intercity bus service only.
  - If a route is only partially subsidized by the §5311(f) funds, report all the unlinked passenger trips for that route—it is not necessary to track or allocate service for a partial subsidy of the route.

Rural Recipient Reporting Separately (RU-22)



Rural Internet Reporting - Rural Recipient Reporting Separately (RU-22) Logout

NTD ID: #R## or #T## Agency Name: State or Indian Tribe Report: RY 2011

Home e-File Annual Notes Issues Reports Communications Sys Admin Help

Form Name: Rural Recipient Reporting Separately (RU-22) Add Form Note Close Form

01 Subrecipient Basic Information

Subrecipient ID (State: #R##-### or Indian Tribe: #T##-###)

Subrecipient legal name *		Rural NTD ID	(ex: 1T23-456)
Mailing address line 1 *		Agency type	Select
Mailing address line 2		P.O. Box	
City *		County *	
State *	Select	Zip code *	- (ex: 22222-2222)
Subrecipient acronym		URL (website address)	

02 Subrecipient Contact Information

Subrecipient contact person First name * Middle Initial Last name *

Phone ((555) 123-4567) * Ext.

Financial Information

		a Operating	b Capital
10c	FTA Other than Urbanized Area Formula funds ($5311)		10c
10d	FTA Tribal Transit funds ($5311)		10d
10e	ARRA Other than Urbanized Area Formula funds ($5311)		10e
10f	ARRA Tribal Transit funds ($5311)		10f

Save Close Print

Overview

The RU-22 form collects financial information on subrecipients that submit complete reports to the NTD. These subrecipients are ones who receive §5311 Tribal Transit funds and §5311 funds from the State. Data collected includes the subrecipient's name and information, §5311 operating revenues expended and §5311 capital revenues expend.

Complete a separate form for each subrecipient.

What Has Changed from Prior Year

There are no changes for the 2012 Report Year.

Rural Recipient Reporting Separately form (RU-22) Excel Spreadsheets

For the convenience of reporters who must enter data for a large number of subrecipients, there is an Excel spreadsheet version of the RU-22 form available from the **Rural Reporting** link on www.ntdprogram.gov. The Rural Contact person may download as many copies of this form as needed, and distribute them to the various Tribal subrecipients in the State. The subrecipients enter their data on the Excel spreadsheet. When completed, return the Excel spreadsheet to the State's Rural Contact person. The Rural Contact person can then enter this data into the RU-22 form in the Internet Reporting system.

Detailed Instructions

Internet Reporting generates RU-22 forms for three different cases:

1. Added form for subrecipients who reported last year, as well as new subrecipients
2. Activated form for subrecipients who did not report last year, but have been activated for the current report year
3. Deactivated form for subrecipients who are not reporting in the current report year.

Subrecipients are added, activated or deactivate through the **Sys Admin** tab. See Internet Reporting discussion of **Sys Admin** tab.

Complete one form, RU-22, for each recipient who provides general public transit service within the State while already submitting a rural NTD report. The State must file an RU-22 form for §5311 subrecipients that receive funds from the State and complete a full NTD report (RU-20) through the rural NTD. These subrecipients are directly reporting Tribal recipients and subrecipients receiving §5311 funds from more than one State. If a Tribal recipient does not complete a full rural NTD report, the State must complete a full RU-20 form. If you are an Indian Tribe as a direct recipient, complete one RU-20 form. Then provide the State with an RU-22 form. If you are a subrecipient receiving §5311 funds from more than one State, complete one RU-20 form for one State. Then complete an RU-22 for the remaining State(s).

From the **Annual** tab, **Forms Summary** screen, click on the **Rural Recipient Reporting Separately form (RU-22)** link to open the form.

Review and complete the RU-22 form following the instructions in this section.

Subrecipient Basic Information

Report the name of the subrecipient, mailing address with city, county and State, the acronym used by the provider and URL (website address).

When the State completes the RU-22 form, the subrecipient name should be the same as the subrecipient's RU-20 form.

In the county box, report the counties served by transit. Report first the county in which the headquarters lies, followed by up to four additional counties in which the subrecipient provides service. If the subrecipient provides service to more than five counties, simply enter the county name of the headquarters and the number of additional counties served. (e.g., Service in one State: Green County and 10 additional counties. Service in two States: Green (VA) and 5(VA), 2(WV) additional Counties.) A county is served if the subrecipient picks up or drops off passengers.

Subrecipient ID Number

The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient. For States and Indian Tribes, the ID begins with the region number (e.g., 9 for Region IX, State: #R##-### or Indian Tribe: #T##-###). It is pre-filled and cannot be altered.

Report Year End Date

Report the end date for the 12-month reporting period (mm/dd/yyyy). It is pre-filled for subrecipients who reported in the previous year and can be edited by typing in the data field or using the calendar.

Rural NTD ID

Report the rural NTD ID number the subrecipient uses when completing their full rural NTD report. The RU-20 form displays the ID number near the top of the form. It is pre-filled for subrecipients who reported in the previous year and can be edited.

Agency Type

Using the **Drop-Down** menu, select the agency type as a public agency (State DOT, Tribal, or not a State DOT or Tribal) or a private nonprofit or private for-profit agency.

Agency Type menu selections:

Public agency (not a State DOT or Tribal)

Public agency (State DOT)

Public agency (Tribal)

Private (not for profit)

Private (for profit)

Subrecipient Contact Information

Report the name and phone number of the person responsible for the subrecipient's NTD Rural report. The contact information will be pre-filled from your prior year report. Review and update for any changes.

Financial Information

For all financial reporting, use accrual accounting. The Introduction provides a discussion of accrual accounting principles and examples.

Accrual Accounting and Grants

Reporting of funds expended follows accrual accounting principles. Report expenditures as soon as they result in liabilities for benefits received, regardless of when the payment is made. Payment of the expenditure does not have to be made in the same reporting period.

Most Federal, State and local grants are earned on a reimbursement basis. Grant funds are not earned until an expenditure occurs. Report grant funds as they are earned. Do not report the total amount of funding in an approved grant application (unless the expenditures are incurred and the grant funds are earned in the period).

Do not report in-kind services even though they were used as match in a Federal grant.

Capital Funds Expended for Operations

Some FTA grant programs allow capital funds to be used for paying the costs of equipment leases and rentals, or for preventive maintenance. Although capital funds are used, typically at the 80% Federal / 20% local (non-Federal) ratio, the definition of operating expenses requires that these costs be considered an operating expense. Report these capital funds under the operating revenues expended section of the form.

Operating

Operating expenses include salaries and wages, fringe benefits, materials and supplies, insurance, taxes, outside services such as cleaning and utilities, and equipment lease and rental costs. These are used for the day-to-day expenses of operating and maintaining vehicles; maintaining other equipment, buildings and grounds; and general administration costs including marketing and customer support, finance and procurement, planning and service development, and legal costs, as well as fixed costs such as depreciation of capital, and also interest paid on loans for capital purchases.

Operating expenses exclude purchase of capital (vehicles, facilities and equipment) and charter service.

Capital

Capital expenses include the expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year. Capital expenses do not include operating expenses that are eligible to use capital funds.

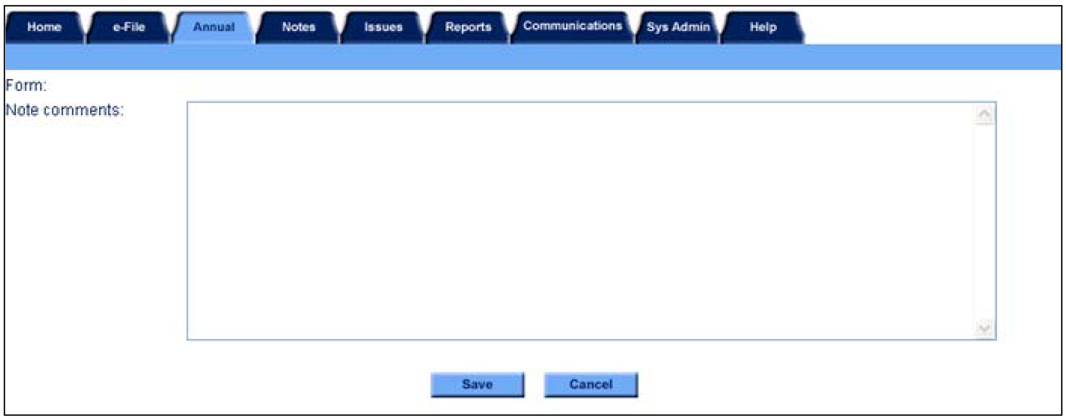
Sources of Revenue Funds Expended

Report the operating revenues and capital costs expended by the rural public transit service provider during the report year. Generally, revenues earned during the report year will be expended during the same year. However, it is possible to have carryover revenues from prior years. Report only the revenues expended during the report year, regardless of when the revenues were earned. Report only those funds that are (or will be) applied to the rural transit operations for transit projects. Report the operating revenue expended during the report year in the following categories:

- Federal Assistance: Federal operating assistance and Federal capital assistance
  - FTA §5311 Other than Urbanized Area Formula Program funds
  - FTA §5311 Tribal Transit funds
  - FTA §5311 ARRA Other than Urbanized Area Formula funds
  - FTA §5311 ARRA Tribal Transit funds

The American Recovery and Reinvestment Act, 2009 (ARRA) [Pub. L. 111-5] has made funds available for Rural Transit both according to the Other than Urbanized Area Formula and through a Tribal Transit discretionary program. Goals of the program include the promotion of economic recovery, the preservation and creation of jobs, and investment in transportation for long-term economic benefits.

These funds should be reported separately from the usual Other than Urbanized Area Formula and from the regular Tribal Transit funding.



Form Notes

You can attach a form note to any form to explain unusual circumstances or data discrepancies that impact the data being submitted to NTD. Use the **Add Form Note** link to attach relevant information to a specific field, to the entire form or to multiple forms. Include the subrecipient ID or name when completing a form note. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab.

Line by Line Instructions Rural Recipient Reporting Separately form (RU-22)

Completing the Rural Recipient Reporting Separately form (RU-22)

Complete one Rural Recipient Reporting Separately form (RU-22) for each State subrecipient or Indian Tribe.

From the **Annual** tab, **Forms Summary** screen, click on the **Add Form** button to generate a RU-22 form for a new subrecipient.

To open a previously saved RU-22 form, click on the **Rural Recipient Reporting Separately form (RU-22)** link for the specific provider from the **Annual** tab, **Forms Summary** screen. Review and complete the form following the instructions in this section.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Notes: You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information including the subrecipient name or ID for a specific data field, the entire form or for multiple forms. You can review and / or edit a form note from the **Notes** tab.

Saving or Closing the Form: Click on the **Save** button prior to exiting the form and continuing with the report. Click on the **Close** button at the bottom of the screen to close the form without saving.

Subrecipient Basic Information

Subrecipient ID Number. **Pre-filled** and cannot be edited, review for accuracy.

- The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient as the individual RU-20s are saved (e.g., #R##-### or #T##-###).

Report Year End Date. Report the end date for the 12-month reporting period (mm/dd/yyyy). **Pre-filled** for subrecipients who reported in the previous year.

Line 01: Subrecipient Basic Information. **Pre-filled** for subrecipients who reported in the previous year, review for accuracy, and edit as necessary.

- Enter the subrecipient's full legal name. No abbreviations or acronyms.
- Enter the subrecipient's NTD ID number.
- Enter the subrecipient's organization type.
- Enter the subrecipient's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, enter it in the P.O. Box field.
- Enter the subrecipient's city, county and 5 or 9-digit zip code. In the county box, enter the counties served by transit. You may enter up to five county names.
- Enter the subrecipient's acronym used by the subrecipient, if applicable.
- Enter the subrecipient's URL, if applicable.

Line 02: Subrecipient Contact Information. **Pre-filled**, review for accuracy, edit as necessary.

- Enter the name of the person responsible for the subrecipient's report.
- Enter the contact person's telephone number.

Financial Information

Line 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula funds to assist in paying the operating costs of providing transit service. Include §5307 funds plus any §5310 or §5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the §5311 program.
- Column b: Capital. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula to assist in paying the capital costs of providing transit service. Include §5307 funds plus any §5310 or §5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the §5311 program.

Line 10d: FTA Tribal Transit funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the FTA Tribal Transit funds to assist in paying the operating costs of providing transit service.

- Column b: Capital. Enter the total financial assistance expended from the FTA Tribal Transit funds to assist in paying the capital costs of providing transit service.

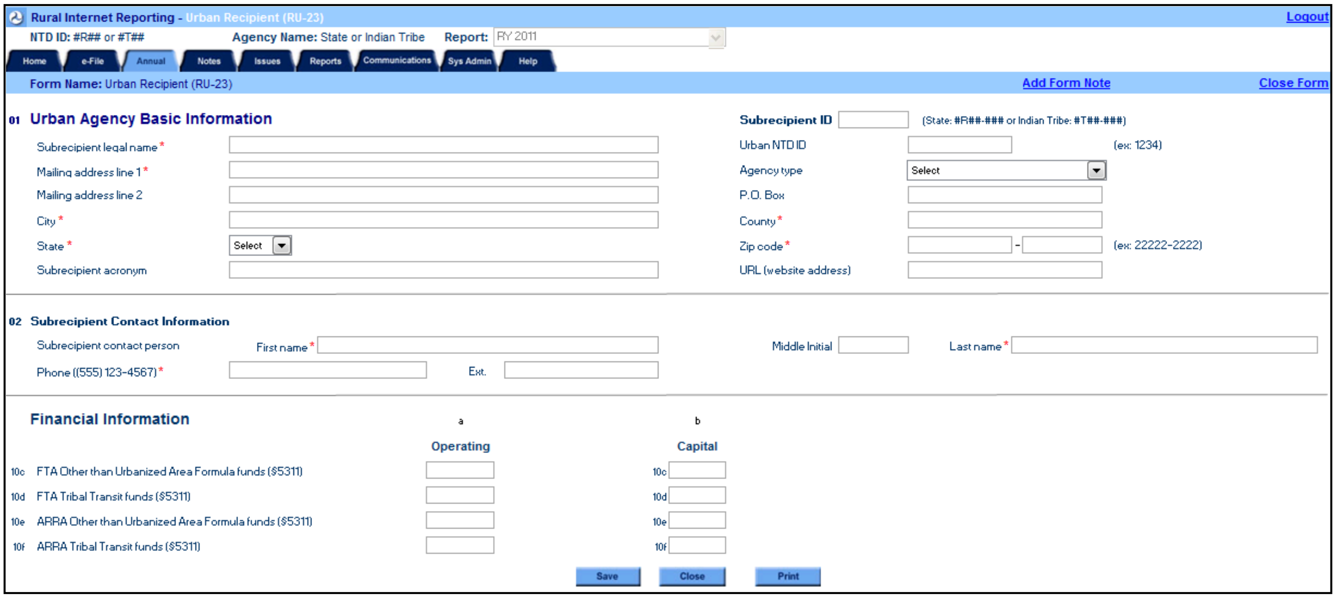
Line 10e: ARRA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the capital costs of providing transit service.

Line 10f: ARRA Tribal Transit funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the ARRA Tribal Transit funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the ARRA Tribal Transit funds to assist in paying the capital costs of providing transit service.

Urban Recipient (RU-23)


Rural Internet Reporting - Urban Recipient (RU-23)
Logout
NTD ID: #R## or #T##
Agency Name: State or Indian Tribe
Report: RY 2011
Home | e-File | Annual | Notes | Issues | Reports | Communications | Sys Admin | Help
Form Name: Urban Recipient (RU-23)
Add Form Note
Close Form

01 Urban Agency Basic Information
Subrecipient ID (State: #R##-### or Indian Tribe: #T##-###)
Subrecipient legal name *
Mailing address line 1 *
Mailing address line 2
City *
State * Select
Subrecipient acronym
Urban NTD ID (ex: 1234)
Agency type Select
P.O. Box
County *
Zip code * - (ex: 22222-2222)
URL (website address)

02 Subrecipient Contact Information
Subrecipient contact person First name * Middle Initial Last name *
Phone ((555) 123-4567) * Ext.

Financial Information

		a Operating	b Capital
10c	FTA Other than Urbanized Area Formula funds (§5311)		10c
10d	FTA Tribal Transit funds (§5311)		10d
10e	ARRA Other than Urbanized Area Formula funds (§5311)		10e
10f	ARRA Tribal Transit funds (§5311)		10f

Save Close Print

Overview

The RU-23 form collects financial information on subrecipients that submit complete reports to the NTD. These subrecipients are ones who receive §5311 funds from the State and §5307 Urbanized Area funds. Data collected includes the subrecipient's name and information, §5311 operating revenues expended and §5311 capital revenues expended.

Complete a separate form for each subrecipient. You may use this form for subrecipients submitting a full report to the urban NTD and for subrecipients using a Small Systems Waiver. Do not use this form for subrecipients receiving a full reporting waiver from the urban NTD, use the RU-20 form for these subrecipients.

What Has Changed from Prior Year

There are no changes for the 2012 Report Year.

Urban Recipient form (RU-23) Excel Spreadsheets

For the convenience of reporters who must enter data for a large number of subrecipients, there is an Excel spreadsheet version of the RU-23 form available from the **Rural Reporting** link on www.ntdprogram.gov. The Rural Contact person may download as many copies of this form as needed, and distribute them to the various urban subrecipients in the State. The subrecipients enter their data on the Excel spreadsheet. When completed, return the Excel spreadsheet to the State's Rural Contact person. The Rural Contact person can then enter this data into the RU-23 form in the Internet Reporting system.

Detailed Instructions

Internet Reporting generates RU-23 forms for three different cases:

1. Added form for subrecipients who reported last year, as well as new subrecipients
2. Activated form for subrecipients who did not report last year, but have been activated for the current report year
3. Deactivated form for subrecipients who are not reporting in the current report year.

Subrecipients are added, activated or deactivate through the **Sys Admin** tab. See Internet Reporting discussion of **Sys Admin** tab.

Complete one form, RU-23, for each Urban Recipient providing general public transit service within the State. The State must file an RU-23 form for subrecipients that receive §5311 funds from the State and completes a full NTD report. If an Urban recipient does not complete a full urban NTD report, the State must complete a full RU-20 form.

From the **Annual** tab, **Forms Summary** screen, click on the **Urban Recipient form (RU-23)** link to open the form.

Review and complete the RU-23 form following the instructions in this section.

Subrecipient Basic Information

Report the name of the subrecipient, mailing address with city, county and State, the acronym used by the provider and URL (website address).

When the State completes the RU-23 form, the subrecipient name should be the same name the urban agency reports under in the urban NTD.

In the county box, report the counties served by transit. Report first the county in which the headquarters lies, followed by up to four additional counties in which the subrecipient provides service. If the subrecipient provides service to more than five counties, simply enter the county name of the headquarters and the number of additional counties served. (e.g., Service in one State: Green County and 10 additional counties. Service in two States: Green (VA) and 5(VA), 2(WV) additional Counties.) A county is served if the subrecipient picks up or drops off passengers.

Subrecipient ID Number

The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient. For States and Indian Tribes, the ID begins with the region number (e.g., 9 for Region IX, State: #R##-### or Indian Tribe: #T##-###). It is pre-filled and cannot be altered.

Report Year End Date

Report the end date for the 12-month reporting period (mm/dd/yyyy). It is pre-filled for subrecipients who reported in the previous year and can be edited by typing in the data field or using the calendar.

Urban NTD ID

Report the urban NTD ID number the subrecipient uses when completing their urban NTD report. The ID number, assigned by NTD, is a 4-digit number beginning with their region number. Internet reporting displays the ID number near the top of the screen when the urban report is in the system. It is pre-filled for subrecipients who reported in the previous year and can be edited.

Agency Type menu selections:

Public agency (not a State DOT or Tribal)

Public agency (State DOT)

Public agency (Tribal)

Private (not for profit)

Private (for profit)

Agency Type

Using the **Drop-Down** menu, select the agency type as a public agency (State DOT, Tribal, or not a State DOT or Tribal) or a private nonprofit or private for-profit agency.

Subrecipient Contact Information

Report the name and phone number of the person responsible for the subrecipient's NTD Rural report. The contact information will be pre-filled from your prior year report. Review and update for any changes.

Financial Information

For all financial reporting, use accrual accounting. The Introduction provides a discussion of accrual accounting principles and examples.

Accrual Accounting and Grants

Reporting of funds expended follows accrual accounting principles. Report expenditures as soon as they result in liabilities for benefits received, regardless of when the payment is made. Payment of the expenditure does not have to be made in the same reporting period.

Most Federal, State and local grants are earned on a reimbursement basis. Grant funds are not earned until an expenditure occurs. Report grant funds as they are earned. Do not report the total amount of funding in an approved grant application (unless the expenditures are incurred and the grant funds are earned in the period).

Do not report in-kind service even though they were used as match in a Federal grant.

Capital Funds Expended for Operations

Some FTA grant programs allow capital funds to be used for paying the costs of equipment leases and rentals, or for preventive maintenance. Although capital funds are used, typically at the 80% Federal / 20% local (non-Federal) ratio, the definition of operating expenses requires that these costs be considered an operating expense. Report these capital funds under the operating revenues expended section of the form.

Operating

Operating expenses include salaries and wages, fringe benefits, materials and supplies, insurance, taxes, outside services such as cleaning and utilities, and equipment lease and rental costs. These are used for the day-to-day expenses of operating and maintaining vehicles; maintaining other equipment, buildings and grounds; and general administration costs including marketing and customer support, finance and procurement, planning and service development, and legal costs, as well as fixed costs such as depreciation of capital, and also interest paid on loans for capital purchases.

Operating expenses exclude purchase of capital (vehicles, facilities and equipment) and charter service.

Capital

Capital expenses include the expenses related to the purchase of equipment. Equipment means an article of non-expendable tangible personal property having a useful life of more than one year. Capital expenses do not include operating expenses that are eligible to use capital funds.

Sources of Revenue Funds Expended

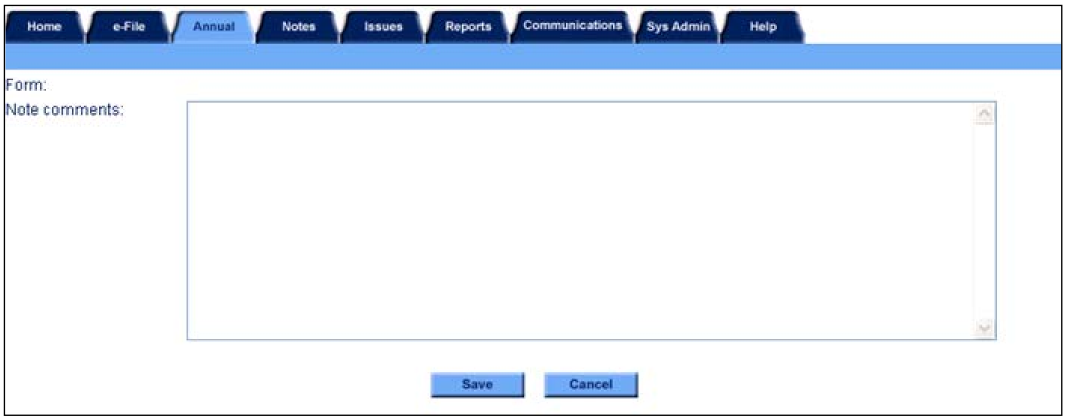
Report the operating revenues and capital costs expended by the rural public transit service provider during the report year. Generally, revenues earned during the report year will be expended during the same year. However, it is possible to have carryover revenues from prior years. Report only the revenues expended during the report year, regardless of when the revenues were earned. Report only those funds that are (or will be) applied to the rural transit operations for transit projects. Report the operating revenue expended during the report year in the following categories:

- Federal Assistance: Federal operating assistance and Federal capital assistance

- FTA §5311 Other than Urbanized Area Formula Program funds
- FTA §5311 Tribal Transit funds
- FTA §5311 ARRA Other than Urbanized Area Formula funds
- FTA §5311 ARRA Tribal Transit funds

The American Recovery and Reinvestment Act, 2009 (ARRA) [Pub. L. 111-5] has made funds available for Rural Transit both according to the Other than Urbanized Area Formula and through a Tribal Transit discretionary program. Goals of the program include the promotion of economic recovery, the preservation and creation of jobs, and investment in transportation for long-term economic benefits.

These funds should be reported separately from the usual Other than Urbanized Area Formula and from the regular Tribal Transit funding.



Form Notes

You can attach a form note to any form to explain unusual circumstances or data discrepancies that impact the data being submitted to NTD. Use the **Add Form Note** link to attach relevant information to a specific field, to the entire form or to multiple forms. Include the subrecipient ID or name when completing a form note. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab.

Line by Line Instructions Urban Recipient form (RU-23)

Completing the Urban Recipient form (RU-23)

Complete one Urban Recipient form (RU-23) for each State subrecipient.

From the **Annual** tab, **Forms Summary** screen, click on the **Add Form** button to generate a RU-23 form for a new subrecipient.

To open a previously saved RU-23 form, click on the **Urban Recipient form (RU-23)** link for the specific provider from the **Annual** tab, **Forms Summary** screen. Review and complete the form following the instructions in this section.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Notes: You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information including the subrecipient name or ID for a specific data field, the entire form or for multiple forms. You can review and / or edit a form note from the **Notes** tab.

Saving or Closing the Form: Click on the **Save** button prior to exiting the form and continuing with the report. Click on the **Close** button at the bottom of the screen to close the form without saving.

Subrecipient Basic Information

Subrecipient ID Number. **Pre-filled** and cannot be edited, review for accuracy.

- The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient as the individual RU-20s are saved (e.g., #R##-### or #T##-###).

Report Year End Date. Report the end date for the 12-month reporting period (mm/dd/yyyy). **Pre-filled** for subrecipients who reported in the previous year.

Line 01: Subrecipient Basic Information. **Pre-filled** for subrecipients who reported in the previous year, review for accuracy, and edit as necessary.

- Enter the Urban Recipient's full legal name. No abbreviations or acronyms.
- Enter the Urban Recipient's urban NTD ID number.
- Enter the Urban Recipient's organization type.
- Enter the Urban Recipient's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, enter it in the P.O. Box field.
- Enter the Urban Recipient's city, county and 5 or 9-digit zip code. In the county box, enter the counties served by transit. You may enter up to five county names.
- Enter the Urban Recipient's acronym used by the subrecipient, if applicable.
- Enter the Urban Recipient's URL, if applicable.

Line 02: Subrecipient Contact Information. **Pre-filled**, review for accuracy, edit as necessary.

- Enter the name of the person responsible for the Urban Recipient's report.
- Enter the contact person's telephone number.

Financial Information

Line 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula funds to assist in paying the operating costs of providing transit service. Include §5307 funds plus any §5310 or §5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the §5311 program.
- Column b: Capital. Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula funds to assist in paying the capital costs of providing transit service. Include §5307 funds plus any §5310 or §5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the §5311 program.

Line 10d: FTA Tribal Transit funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the FTA Tribal Transit funds to assist in paying the operating costs of providing transit service.

- Column b: Capital. Enter the total financial assistance expended from the FTA Tribal Transit funds to assist in paying the capital costs of providing transit service.

Line 10e: ARRA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the ARRA Other than Urbanized Area Formula funds to assist in paying the capital costs of providing transit service.

Line 10f: ARRA Tribal Transit funds (§5311)

- Column a: Operating. Enter the total financial assistance expended from the ARRA Tribal Transit funds to assist in paying the operating costs of providing transit service.
- Column b: Capital. Enter the total financial assistance expended from the ARRA Tribal Transit funds to assist in paying the capital costs of providing transit service.

Rural Public Transit Service Summary form (RU-30)

Rural Internet Reporting - Rural Public Transit Service Summary (RU-30) — Logout

NTD ID: #R## or #T## **Agency Name:** State or Indian Tribe **Report:** P

Home | e-File | Annual | Notes | Issues | Reports | Communications | Sys Admin | Help

Form Name: Rural Public Transit Service Summary (RU-30) — Add Form Note — Close Form

Counties Served

a Number of counties Statewide

b Number of counties with § 5311 service

Administrative Costs

c § 5311 Expended on State Admin

General Public Transit Service RU-20

Financial Information

		a Operating	b Capital
05	**Total Annual Expenses**		
	Sources of Revenue Funds Expended		
06	Fare revenues		
07	Contract revenues		
08	Local funds		
09	State funds		
	Federal Assistance		
10a	FTA Capital Program funds (§5309)		
10b	FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)		
10c	FTA Other than Urbanized Area Formula funds (§5311)		
10d	FTA Tribal Transit funds (§5311)		
10e	ARRA Other than Urbanized Area Formula funds (§5311)		
10f	ARRA Tribal Transit funds (§5311)		
10g	FTA Job Access and Reverse Commute Formula Program funds (§5316)		
10h	FTA New Freedom Program funds (§5317)		
10i	FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)		
10j	ARRA TIGGER (Greenhouse Gas and Energy Reduction)		
10k	Other FTA funds		
10l	Other Federal funds		
11	**Total Federal Assistance**		
11a	Other Funds		
12	**Total Annual Revenues Expended**		

Asset and Resource Information

Vehicles

		a Number of Vehicles in Total Fleet	g Number of ADA Accessible Vehicles in Fleet
14	**Total**		

Facilities

		a Owned by Service Provider	b Owned by Public Agency for Service Provider	c Leased by Public Agency for Service Provider	d Leased by Service Provider	e Total
15	Number of general purpose maintenance facilities					

Other Resources

		a
16	Number of volunteer drivers	
17	Number of personal vehicles in service	

Service Data

		a Annual Vehicle Revenue Miles	c Annual Vehicle Revenue Hours	d Regular Unlinked Passenger Trips	e Sponsored Unlinked Passenger Trips	g Total Trips
19	**Total**					

Safety Data

		a
20	Reportable incidents	
21	Fatalities	
22	Injuries	

Intercity Bus RU-21

Financial Information

a

Federal Operating Assistance

		a
10c.1	§5311 grants for planning and capital expenses	
0c.2	§5311 grants for operating expenses and provision of trips	
0c.3	ARRA §5311 grants for planning and capital expenses	
0c.4	ARRA §5311 grants for operating expenses and provision of trips	

Service Data

		a	b	c	d	e	f	g
			§5311 Intercity Bus Vehicle Revenue Miles				§5311 Intercity Bus Unlinked Passenger Trips	
18h	Total Intercity Bus							

Rural Recipient Reporting Separately RU-22

Financial Information

		a Operating	b Capital
10c	FTA Other than Urbanized Area Formula funds (§5311)		10c
10d	FTA Tribal Transit funds (§5311)		10d
10e	ARRA Other than Urbanized Area Formula funds (§5311)		10e
10f	ARRA Tribal Transit funds (§5311)		10f

Urban Recipient RU-23

Financial Information

		a Operating	b Capital
10c	FTA Other than Urbanized Area Formula funds (§5311)		10c
10d	FTA Tribal Transit funds (§5311)		10d
10e	ARRA Other than Urbanized Area Formula funds (§5311)		10e
10f	ARRA Tribal Transit funds (§5311)		10f

Save Close Print

Overview

The Rural Public Transit Service Summary form (RU-30) summarizes the data provided for all subrecipients in the State. For directly-reporting Indian Tribes, the data on the RU-30 form will match the data provided on their own RU-20 form.

Additionally, this form requires the reporting of three statewide data items. States directly enter:

1. The number of counties within the State
2. The number of counties with transit service funded, in whole or in part, with FTA Other than Urbanized Area Formula funds (§5311).
3. The amount of §5311 funds expended on State Administration costs.

Directly-reporting Indian Tribes should not complete data items one and two. Tribes do not report §5311 funds expended on Admin Cost if they provide the service. Tribes do report §5311 funds expended on Admin Costs if they pass the funds through to a service provider.

What Has Changed from Prior Year

There are no changes for the 2012 Report Year.

Detailed Instructions

From the **Annual** tab, **Forms Summary** screen, click on the **Rural Public Transit Service Summary form (RU-30)** link to open the form.

Review and complete the RU-30 form following the instructions in this section.

Number of Counties Statewide

Report the total number of counties in the State. States are to include counties that are served by directly-reporting Indian Tribes in their county count.

The following link provides the counties for each State: www.naco.org/Counties/Pages/FindACounty.aspx

Directly-reporting Indian Tribes do not complete this information, enter zero.

Number of Counties with §5311 Service

States report the number of counties in the State that are currently served, in whole or in part, by FTA Other than Urbanized Area Formula funds (§5311). States are to include counties that are served by directly-reporting Indian Tribes in their county count. A county is served if the subrecipient picks up or drops off passengers.

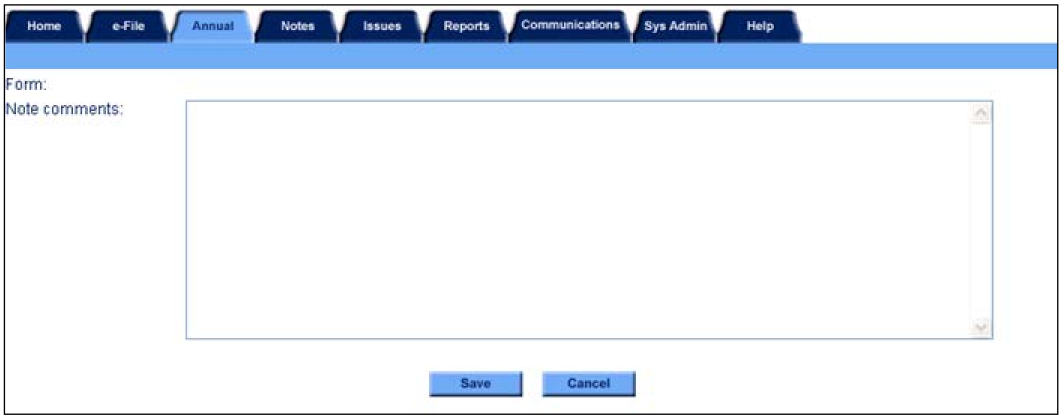
Directly-reporting Indian Tribes do not complete this information, enter zero.

Administrative Costs

§5311 Expended on State Admin

States report the §5311 revenues they expended on State admin cost as a result of administering the program. Since the §5311 program operates on a reimbursement basis, revenues expended (accrued) during the report year will be expended during the same year. Report the operating revenue expended during the report year from FTA §5311 Other than Urbanized Area Formula Program funds.

If you are a Directly-reporting Indian Tribe, do not complete this information if you provide the service. You should report these expenses on the RU-20 form. However, if you are a Tribe that passes your funds through to a subrecipient who provides the service, you should report this information here on the RU-30 form. In this case report the §5311 amount you expended to administer the program.



Form Notes

You can attach a form note any form to explain unusual circumstances or data discrepancies that impact the data being submitted to NTD. Use the **Add Form Note** link to attach relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab.

Line by Line Instructions Rural Public Transit Service Summary form (RU-30)

Completing the Rural Public Transit Service Summary form (RU-30)

For directly-reporting Indian Tribes, the RU-30 form summarizes all information from the RU-20 form. States must complete information about counties served.

From the **Annual** tab, **Forms Summary** screen, click on the **Rural Public Transit Service Summary form (RU-30)** link to open the form. Review and complete the form following the instructions in this section.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help.

Form Notes: You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information for a specific data field, the entire form or for multiple forms. You can review and / or edit a form note from the **Notes** tab.

Saving or Closing the Form: Click on the Save button prior to exiting the form and continuing with the report. Click on the Close button at the bottom of the screen to close the form without saving.

Submitting Your Report: To submit your report to the NTD, upon completing the required NTD Rural forms and reviewing and saving the RU-30, return to the **Annual** tab, scroll to the bottom of the page and click the **Submit Report** button.

Rural Public Transit Service Summary RU-30

Counties Served

Line a: Number of Counties Statewide

- Enter the total number of counties within the State.
- The following link provides the counties for each State: http://www.naco.org/Counties/Pages/FindACounty.aspx
- Directly-reporting Indian Tribes do not complete this information, enter zero.

Line b: Number of Counties with §5311 Service

- Enter the number of counties in the State that are served, in whole or in part, by rural (§5311) Other than Urbanized Area Formula Program funds. States are to include counties that are served by directly-reporting Indian Tribes in their county count.
- Directly-reporting Indian Tribes do not complete this information, enter zero.

Administrative Costs

Line c: §5311 Expended on State Admin

- Enter the §5311 revenues expended by the State on admin cost incurred from administering the program.
- Directly-reporting Indian Tribes do not complete this information if you provide the service enter zero. Otherwise, refer to the RU-30 section for more information.

General Public Transit Service RU-20

Financial Information

Line 05: Total Annual Expenses

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total annual expenses for operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total annual expenses for capital from all of the RU-20 forms.

Sources of Operating Revenue Expended

Line 06: Fare Revenues

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total fare revenues from all of the RU-20 forms.

Line 07: Contract Revenues

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total contract revenues from all of the RU-20 forms.

Line 08: Local Funds

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total local operating assistance from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total local capital assistance from all of the RU-20 forms.

Line 09: State Funds

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total State operating assistance from all of the RU-20 forms.
- Column b; Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total State capital assistance from all of the RU-20 forms.

Federal Assistance

Line 10a: FTA Capital Program funds (§5309)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5309 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5309 funds expended on capital from all of the RU-20 forms.

Line 10b: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5310 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5310 funds expended on capital from all of the RU-20 forms.

Line 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on capital from all of the RU-20 forms.

Line 10d: FTA Tribal Transit funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 Tribal Transit funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 Tribal Transit funds expended on capital from all of the RU-20 forms.

Line 10e: ARRA Other Than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 funds expended on capital from all of the RU-20 forms.

Line 10f: ARRA Tribal Transit funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 Tribal Transit funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 Tribal Transit funds expended on capital from all of the RU-20 forms.

Line 10g: FTA Job Access and Reverse Commute Formula Program funds (§5316)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5316 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5316 funds expended on capital from all of the RU-20 forms.

Line 10h: FTA New Freedom Program funds (§5317)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5317 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5317 funds expended on capital from all of the RU-20 forms.

Line 10i: FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5320 funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5320 funds expended on capital from all of the RU-20 forms.

Line 10j: ARRA TIGGER (Greenhouse Gas and Energy Reduction) Program funds

- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA TIGGER funds from all of the RU-20 forms.

Line 10k: Other FTA funds

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total Other FTA funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total Other FTA funds expended on capital from all of the RU-20 forms.

Line 10l: Other Federal funds

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total Other Federal funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total Other Federal funds expended on capital from all of the RU-20 forms.

Line 11: Total Federal Assistance.

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal operating assistance from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal capital assistance from all of the RU-20 forms.

Line 11a: Other funds

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total Other funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total Other funds expended on capital from all of the RU-20 forms.

Line 12: Total Annual Revenues Expended.

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total annual operating revenues expended from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total annual capital revenues expended from all of the RU-20 forms.

Asset and Resource Information

Line 14: Total

- Column a: Number of Vehicles in Total Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of vehicles in total fleet from all of the RU-20 forms.
- Column g: Number of ADA Accessible Vehicles in Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of ADA accessible vehicles in fleet from all of the RU-20 forms.

Line 15: Number of General Purpose Maintenance Facilities

- Column a: Owned by Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities owned by the service provider from all of the RU-20 forms.
- Column b: Owned by Public Agency for Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities owned by a public agency for the service provider from all of the RU-20 forms.

- Column c: Leased by Public Agency for Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities leased by a public agency for the service provider from all of the RU-20 forms.
- Column d: Leased by Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities leased by the service provider from all of the RU-20 forms.
- Column e: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities from all of the RU-20 forms.

Other Resources

Line 16, column a: Number of Volunteer Drivers. This is an **auto-calculated** field and cannot be edited. This field displays the total number of volunteer drivers from all of the RU-20 forms.

Line 17, column a: Number of Personal Vehicles in Service. This is an **auto-calculated** field and cannot be edited. This field displays the total number of personal vehicles in service from all of the RU-20 forms.

Service Data

Line 19: Total

- Column a: Annual Vehicle Revenue Miles. This is an **auto-calculated** field and cannot be edited. This field displays the total number of annual vehicle revenue miles for all modes from all of the RU-20 forms.
- Column c: Annual Vehicle Revenue Hours. This is an **auto-calculated** field and cannot be edited. This field displays the total number of annual vehicle revenue hours for all modes from all of the RU-20 forms.
- Column d: Regular Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of unlinked passenger trips for regular transit service for all modes from all of the RU-20 forms.
- Column e: Sponsored Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of sponsored unlinked passenger trips for demand response and taxi modes from all of the RU-20 forms.
- Column g: Total Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of unlinked trips for all modes from all of the RU-20 forms.

Safety Data

Line 20, column a: Reportable Incidents. This is an **auto-calculated** field and cannot be edited. This field displays the total number of reportable incidents from all of the RU-20 forms.

Line 21, column a: Fatalities. This is an **auto-calculated** field and cannot be edited. This field displays the total number of fatalities from all of the RU-20 forms.

Line 22, column a: Injuries. This is an **auto-calculated** field and cannot be edited. This field displays the total number of injuries from all of the RU-20 forms.

Intercity Bus RU-21

Financial Information

Line 10c.1: §5311 Grants for Planning and Capital Expenses

- Column a: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total §5311(f) Grants for planning and capital expenses from all of the intercity bus RU-21 forms.

Line 10c.2: §5311 Grants for Operating Expenses and Provision of Trips

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total §5311(f) Grants for operating expenses and provision of trips from all of the intercity bus RU-21 forms.

Line 10c.3: ARRA §5311 Grants for Planning and Capital Expenses

- Column a: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total ARRA §5311(f) Grants for planning and capital expenses from all of the intercity bus RU-21 forms.

Line 10c.4: ARRA §5311 Grants for Operating Expenses and Provision of Trips

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total ARRA §5311(f) Grants for operating expenses and provision of trips from all of the intercity bus RU-21 forms.

Service Data

Line 18h: Total Intercity Bus

- Column b: §5311 Intercity Bus Vehicle Revenue Miles. This is an **auto-calculated** field and cannot be edited. This field displays the total number of §5311(f) vehicle revenue miles from all of the intercity bus RU-21 forms.
- Column f: Total §5311 Intercity Bus Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of §5311(f) unlinked passenger trips from all of the intercity bus RU-21 forms.

Rural Recipient Reporting Separately RU-22

Financial Information

Line 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on operating from all of the RU-22 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on capital from all of the RU-22 forms.

Line 10d: FTA Tribal Transit funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 Tribal Transit funds expended on operating from all of the RU-22 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 Tribal Transit funds expended on capital from all of the RU-22 forms.

Line 10e: ARRA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 funds expended on operating from all of the RU-22 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 funds expended on capital from all of the RU-22 forms.

Line 10f: ARRA Tribal Transit funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 Tribal Transit funds expended on operating from all of the RU-20 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 Tribal Transit funds expended on capital from all of the RU-20 forms.

Urban Recipient RU-23

Financial Information

Line 10c: FTA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on operating from all of the RU-23 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds expended on capital from all of the RU-23 forms.

Line 10d: FTA Tribal Transit funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 Tribal Transit funds expended on operating from all of the RU-23 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 Tribal Transit funds expended on capital from all of the RU-23 forms.

Line 10e: ARRA Other than Urbanized Area Formula funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 funds expended on operating from all of the RU-23 forms.
- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 funds expended on capital from all of the RU-23 forms.

Line 10f: ARRA Tribal Transit funds (§5311)

- Column a: Operating. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 Tribal Transit funds expended on operating from all of the RU-23 forms.

- Column b: Capital. This is an **auto-calculated** field and cannot be edited. This field displays the total FTA ARRA §5311 Tribal Transit funds expended on capital from all of the RU-23 forms.