



## FTA Rural and Tribal NTD Overview and Updates Webinar Questions and Answers

December 12, 2018

**Q. What is the schedule for updates to Rural NTD?**

A. Any updates to NTD reporting are rolled out at the beginning of each new report year. Updates will be published to the Federal Register for notice and comment in advance.

**Q. How does NTD calculate cost per ride for subrecipients?**

Cost per ride is calculated as Total Operating Expenses/Total Unlinked Passenger Trips or by the individual mode's Operating Expenses/Unlinked Passenger Trips.

**Q. Are entities who receive funding other than 5307 or 5311 required to report ridership in the NTD?**

A. No, only agencies receiving 5307 or 5311 funds must report ridership to the NTD.

**Q. If an agency does not receive 5307 or 5311 funding, would they be able to recoup any funding through the Capitol Cost of Contracting if they operate the service themselves or if they contract it out to a private company?**

A. FTA funding is generated at the State or UZA level. Allocation of those funds is a local decision. An agency may be able to receive 5307 or 5311 funds for eligible public transportation activities if the State or Designated Recipient provide those funds.

**Q. Are there any templates for the accident/incident electronic database similar to the S&S 40 used to post information to the NTD?**

FTA does not have a template available for the S&S 40.

**Q. How is the apportionment affected when an agency receives both 5307 funds and 5311 funds?**

A. Service is reported to the NTD as either urban or rural based on 'serve rules', defined in the current NTD Policy Manual. The service is then allocated to the UZA(s) or rural area as appropriate.

**Q. What about tribal sub-recipients who receive both tribal transit funds and funds from the statewide 5311 apportionment? How do those numbers factor into the apportionment of 5311 funds?**

A. Tribes receive credit for all of their service in the tribal formula program. Tribes may also divide service by State (rural) and UZA (urban) as applicable. The State also receives credit for all rural service reported by the Tribe in the 5311 apportionment.

**Q: In reference to the Independent Auditor's Report, our Tribe has the auditor's report for all programs yearly. Would there be a need to obtain an additional report?**

A. Tribes are exempt from the IAS-FD.

**Q. Where can I find a copy of the excel templates and templates for forms?**

A. FTA has not posted generic forms/templates because there are different reporting requirements depending on size, funding, and modes operated. To download excel templates specific to your report, go to your report package form, scroll down to the bottom and click on 'Export'. You can download the forms for each module through the reporting system.

There is a link on the NTD website to generic asset inventory forms, however, you are encouraged to use forms from your report.

**Q. For first year reporters, how do the performance targets apply?**

A. Targets are required by the Transit Asset Management (TAM) Final Rule. You are required to complete a TAM report if you receive FTA funds. First year reporters should already have targets as part of their compliance with the TAM Rule and must report them to the NTD in their first year of reporting.

**Q. Can you please elaborate regarding the donation changes? Is there no longer a need to distinguish between onboard donations and other donations?**

A. Donations that are made on a revenue vehicle or at a farebox should be reported as fares. Charitable donation should be reported as Other Directly Generated Funds.

**Q. I have a question about RR-20 Reduced reporting. We have a contract with a Senior Citizen organization and they ride free on any bus with their badge and have some say on where they go. Is that demand response, fixed route, or charter?**

A. It sounds like it might be deviated fixed route, but we would need more information to answer the question. You are encouraged to reach out to the NTD Help Desk at [NTDHelp@dot.gov](mailto:NTDHelp@dot.gov) or 1-888-252-0936.

**Q. How should recipients report trips that have a start location in an urban area and end location in a rural area or vice versa?**

A. The agency can decide to report that trip in the urbanized or rural area. It is at their discretion. Vehicle Revenue Miles (VRM) typically generates more revenue in the urbanized area formula. For additional information, please see the serve rules located in the NTD Policy Manual.

**Q. Our service originates on our reservation. We serve two areas that are on another tribe's reservation. These two areas are not served by that reservation. Do we count serving those two areas/communities for Tier 3?**

A. Yes. As long as passengers are both picked up and dropped off within those other two Tribal Areas, you can report them on form B-10, which feeds into Tier 3 of the formula apportionment.

**Q. On the insurance recoveries portion, would this be for repairs that we receive payment for directly?**

A. Insurance recoveries include proceeds recovered from insurance companies to indemnify the transit agency for insured acts that resulted in a liability for damage to transit personnel or property or damage to the person or property of others.

**Q. Our County Commissioner approved a "free ride to medical care" voucher program to be used on our transit system - no money is paid for the vouchers - our transit just absorbs the cost - do we count those rides since there is no fare cost?**

A. Generally, voucher programs are not considered public transportation. If you have additional questions, please reach out to the NTD Help Desk at [NTDHelp@dot.gov](mailto:NTDHelp@dot.gov) or 1-888-252-0936.

**Q. Once a report is submitted, then sent back with issues, how long does an agency have to resubmit the report?**

A. Tribes are given two weeks and State DOTs are given three weeks. For every revision after the original submission the time frame decreases. You can consult your assigned NTD analyst for more detail.

**Q. As a tribal provider, with no connection with another tribal or transit agency, would we report TAM individually?**

A. Yes – you could. The tribes have the most flexibility to reporting on their own or as a group. They can send their own TAM, be in a group plan with other tribes or be in a state group plan if they receive 5311 funds.

**Q. Our transit service originates on our reservation. We provide transportation for students as public transit for another tribe's PL 100-297 grant school. Can we include the grant school along with the other two areas that are not served by that tribe on our Tier 3?**

A. School bus service, which is not considered public transportation, is not reportable to NTD. If students are riding on a standard fixed route, where students can go to school with regular

passengers, it is reportable. You are encouraged to contact the NTD Help Desk to determine whether this service is reportable: [NTDHelp@dot.gov](mailto:NTDHelp@dot.gov) or 1-888-252-0936.

**Q. Do agencies have to complete the service vehicle inventory only if they don't have revenue vehicles?**

A. Revenue vehicles are the vehicles used to provide the public transit service, this data is captured in the A-30. The A-30 is populated once the agency's P-20 is filled out with all applicable modes the agency has. The service vehicle inventory (A-35) captures the vehicles used to indirectly deliver transit service, maintain revenue vehicles, and perform transit-oriented administrative activities. These vehicles include automobiles, trucks and other rubber tire vehicles, and steel wheel vehicles. The vehicles should not be duplicated between the forms and both forms are required.

**Q. Is it possible for you to create for State DOTs to have the option to download reports pertained to their demography? As the option isn't available now. It would be neat to have an option like that so all providers data can be downloaded by topic/area.**

A. This functionality does not currently exist. We will add this to our list to consider for future functionality. The INTD is developing a comparison tool that should be available in the next 6 months that may help meet this need.

**Q. Can you please explain more about Linked and Unlinked passengers?**

A. Basically, unlinked passenger trips count passengers each time they board a vehicle. Linked trips count passengers once, regardless of how many vehicles they use to complete the trip. NTD does not collect Linked Trips.

**Q. I have been completing the P-20 form prior to the A-30 form. During the NTD Reporting for State DOTs presentation, slides 60-72 explain clearly whom reports what and what forms they need to complete. The above answer with respect to A-15 and A-10 forms isn't consistent to the training received earlier.**

A. State DOT needs to report A-30 form. Revenue vehicles are required from everyone. Agencies must also fill out the A-35 if they have reportable service vehicles; the A-15 is also required for all reportable facilities. The A-10 (Stations and Maintenance form) is required for reporters that report ridership data to the NTD; Asset Only subrecipients are exempt from the A-10 form. If you are unsure how about reporting requirements, please contact the NTD Help Desk at [NTDHelp@dot.gov](mailto:NTDHelp@dot.gov) or 1-888-252-0936.

**Q. How do we determine the capital replacement assets? What if they don't want to replace the asset or apply for funds?**

A. If you are retiring an asset, you can mark it as 'retired' and it will be removed from the NTD report.

**Q. Some of the providers haven't received funds to maintain their facilities and they are supposed to report about their facilities condition. I want to understand this as many of my providers haven't received FTA funds to maintain facilities.**

A. The requirement is that you are supposed to report all assets, vehicles, facilities, etc. We are not looking for every bus stop, but if it is a reportable passenger station, it has to be included. If you receive FTA funds for anything, you have to report it to the NTD. If you do not receive FTA funds at all, you do not have reporting requirements.

**Q. What's the criteria for inclusion and removal of TAM Group Plan participants? As some of the providers who aren't part of the current contracts were included when they don't have any current FTA assets and their liens are released.**

A. Your reporting on your assets is contingent on whether you receive FTA funds. If you receive FTA funds for operating assistance, you must report your assets. If you have an asset sponsored with FTA funds, and then you don't receive more FTA funds for that asset, you are still required to report during the asset's useful life.

**Q. Is it possible for us to have one single form for the provider instead of completing various forms and capture similar type of information?**

A. At this time, we don't have the ability to consolidate the entire reporting system into a single form. As we move on, a long-term goal is to create an API that would allow agencies to send their data directly to the reporting system. We are looking into security requirements.

**Q. Can 5310 providers refuse public transportation and only allow and prioritize their clientele? Trying to understand the basic requirement. I believe they shouldn't refuse public if they want to.**

A. There is client-based service of 5310 program. Those trips would not be reportable to the NTD. If closed door service is the only service they provide, they would be exempt from TAM/NTD reporting as it is not considered public transit service.