

This module contains three forms:

1. Identification form (B-10)
2. Contacts form (B-20)
3. Contractual Relationship form (B-30).

Identification form (B-10)

The Identification form (B-10) collects basic organizational and transit service information about transit agencies filing National Transit Database (NTD) reports. Internet Reporting uses this information to generate the appropriate forms for the reporter, based on the number of vehicles operated by mode and type of service (TOS), capital improvements for modes of service not yet in operation, contractual agreements with transit agencies filing their own NTD reports, a Nine or Fewer Vehicles Waiver request and the size of the urbanized area (UZA).

This form is required for all transit agencies.

Contacts form (B-20)

The Contacts form (B-20) identifies key personnel at the transit agency responsible for NTD reporting. The form collects information on how to reach the chief executive officer (CEO), and NTD, safety and security contacts. Transit agencies may also identify additional personnel to receive NTD communications, if desired, by contacting their transit analyst.

This form is required for all transit agencies.

Contractual Relationship form (B-30)

The Contractual Relationship form (B-30) identifies the buyers and sellers of purchased transportation (PT) services and provides key financial and operating data for the purchased service.

This form is required for all transit agencies with contractual relationships for purchased transportation (PT) services.

2007 Annual Reporting Manual

Home	e-File	Annual	Monthly Ridership	Safety & Security	Notes	Issues	Reports	Communications	Sys Admin	Help																																																						
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Describe Other*

* Does your bus (MB) directly operated (DO) service operate over fixed guideway (FG)?* Yes No

* Does your bus (MB) purchased transportation (PT) service operate over fixed guideway (FG)?* Yes No

07 Capital Investment for a Mode not Currently in Service (Select all applicable Mode/Service combinations)

Select from the following Services/Modes Directly operated - Aerial tramway Directly operated - Alaska railroad Directly operated - Automated guideway Directly operated - Bus	<input type="button" value="Add"/>	
	<input type="button" value="Remove"/>	

Describe Other
*

08 Filing a separate NTD report (Select all applicable Modes not in this report.)

Select from the following Modes of operation Aerial tramway Alaska railroad Automated guideway Cable car	<input type="button" value="Add Mode"/>	
	<input type="button" value="Remove Mode"/>	

Describe Other
*

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Identification form (B-10)

Overview

The Identification form (B-10) collects basic organizational and transit service information about transit agencies filing National Transit Database (NTD) reports. Internet Reporting uses this information to generate the appropriate forms for the reporter, based on the number of vehicles operated by [mode](#) and [type of service](#) (TOS), capital improvements for modes of service not yet in operation, contractual agreements with agencies filing their own NTD Annual reports, a [Nine or Fewer Vehicles Waiver](#) request and the size of the [urbanized area](#) (UZA).

Public Transportation

The definition of [public transportation](#) is important because the purpose of the NTD is to collect information on public transportation. As defined in the Federal Transit Act, public transportation means transportation by bus (MB) or [rail](#), or other conveyance, either [publicly](#) or [privately](#) owned, providing to the public general or special service (but not including [school buses](#) or [charter](#) or [sightseeing](#) service) on a regular and continuing basis. Public transportation is also synonymous with the terms mass transportation and transit.

Public availability is a key part of the definition. Services defined as public transportation are available to any person who pays a prescribed fare and meets other availability requirements, such as the [Americans with Disabilities Act of 1990](#) (ADA). Charter and school bus services are not considered public transportation because they serve specific groups of people and cannot be used by people not belonging to these groups. Service must be open to the general public, not only to specific categorical groups, such as school children.

NTD reporting is a requirement for recipients and beneficiaries of [Section 5307 Urbanized Area Formula Program](#) (UAF) and [Section 5311 Other Than Urbanized Area Formula Program](#) funds of the Federal Transit Act (see the NTD Other Than Urbanized Area (Rural) Reporting Manual for Section 5311 requirements). Under the Urbanized Area Formula Program (UAF), the term public transportation usually applies to area-wide services primarily within an [urbanized area](#) (UZA). Since Congress uses NTD performance data in statutory formulae to apportion FTA funding to UZAs, the NTD can only contain public transportation or transit data. Transportation service that is not public transportation service should not be reported to the NTD. Public transportation is predominantly commuter service. For the purposes of the NTD, a commuter is a transit rider that travels back and forth during the same day primarily within a UZA. [Intercity bus services](#) are excluded under the Urbanized Area Formula Program (UAF). However, some commuter rail and ferryboat intercity services are permitted, if a person travels and returns on the same day. (Refer to the Basic Information module, Identification form (B-10) for NTD modal definitions and requirements).

For NTD reporting, FTA reserves the right to evaluate transit services as public transportation by requiring a written description of the transit services including availability and public notification of the availability of service, compliance with Americans with Disabilities Act of 1990 (ADA) requirements, service area maps, schedules and public timetables, and other materials as necessary. In the case of new modes or significant expansion of transit services, FTA reserves the right to request passenger surveys.

Reporting Requirements and Thresholds

All transit agencies must complete this form.

Most information is pre-filled from the prior report year. The transit agency should review the information and edit as necessary. In some cases, changes to the pre-filled data will require contact with the NTD transit analyst assigned to the transit agency, such as the transit agency fiscal year end (FYE) date and the primary urbanized area (UZA).

There are specific reporting requirements for [purchased transportation](#) (PT) services, new reporters, [voluntary reporters](#) and reporters requesting a waiver from reporting.

Purchased Transportation

[Public agencies](#) purchasing transportation service from other public or [private operators](#) should report all purchased transportation (PT) services within their NTD Annual report, regardless of the number of [vehicles operated in maximum service](#) (VOMS) by the [seller](#) of the purchased transportation (PT) service.

In situations where one public agency buys purchased transportation (PT) service from another public agency (NTD reporter), the two public agencies should determine locally which public agency will report the service. However, only one agency should fully report the service while the other agency reports [operating expenses](#) (OE) and funding, and [capital expenses](#) and funding.

Voluntary Reporters

Transit agencies that are [voluntary reporters](#) must submit a complete National Transit Database (NTD) report in order to have their data included in the NTD and the Federal Transit Administration (FTA) Urbanized Area Formula Program (UAF) apportionment, as applicable. Refer to the Introduction section of this manual for more information on voluntary reporting.

New Reporters

New reporters should refer to this manual's Introduction section for procedures to begin filing NTD Annual reports.

Nine or Fewer Vehicles Waiver

Reporters should also use this form to request a [Nine or Fewer Vehicles Waiver](#). See the Introduction section of this manual for additional information on waivers.

What Has Changed from Prior Year

Buyers of transportation service from private providers will include all the data for these services in their report.

For purchased transportation services (PT) between two public NTD reporting agencies, the data must be reported as [directly operated](#) (DO) service regardless of whether the buyer or seller is reporting the data.

Organization Type 04, Private transportation provider reporting on behalf of a public agency or authority (not a broker), and Organization Type 05, Private transportation broker reporting on behalf of a public agency or authority, have been removed from this form.

Private carriers operating [purchased transportation](#) (PT) services that provide public transportation services under contract to recipients or beneficiaries of Urbanized Area Formula Program (UAF) funds must report data to the public transit agency for inclusion in the public transit agency's NTD Annual report. These private providers must supply the purchased transportation data to the buyer for inclusion in the buyer's report and will no longer submit a separate NTD Annual report for that data. The data will pertain only to the services under contract. This applies to almost all [private providers](#).

Contractual agreements between public NTD reporting agencies for purchased transportation (PT) services can either be reported by the seller or buyer of service as directly operated (DO) service. Therefore, when a public agency is the buyer of service and is reporting purchased transportation (PT) service on behalf of the public agency which is selling service, the seller must supply the data to the buyer so that it is reported in the buyer's report as directly operated (DO) service. Additionally, when the seller is reporting the service in their report, the purchased transportation (PT) services are reported as directly operated (DO) service.

Approach

NTD reporters normally are public transit agencies that receive [Urbanized Area Formula Program](#) (UAF) funds and either [directly operate](#) transportation service or contract for some or all transportation service from another public or private operator. The Identification form (B-10) captures basic information on the public transit agency submitting the report.

However, in some rare cases where public transit agencies [purchase transportation](#) (PT) service from another public or private operator, the Identification form (B-10) and the NTD Annual report may be reported from a different perspective. For example, if the seller of transportation service files a separate report on behalf of the public transit agency or governmental unit purchasing the service (e.g., when the public transit agency or governmental unit contracting for the service does not directly operate any transit services), the seller of transportation services completes the Identification form (B-10) and files a complete report as directly operated (DO).

Detailed Instructions

This section discusses the key issues involved in completing this form.

At the top of the form is the [NTD identification number](#) (NTD ID) and transit agency name. This information is pre-filled and cannot be edited. If the information is incorrect please contact your NTD analyst.

NTD ID

The NTD identification number (NTD ID) is the four-digit number FTA assigned to your transit agency. Review to ensure your NTD ID is correct. Contact your NTD transit analyst immediately if there is a problem.

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Identification Information

The transit agency identification information is pre-filled based on the prior report year submission. Review and edit any information that is no longer correct.

Fiscal Year

The fiscal year must always cover a 12-month period. When a fiscal year end (FYE) date changes, FTA sets a 12-month reporting period that either repeats months from the prior report or skips months from the end date of the prior report.

If the transit agency's fiscal year has changed, contact your NTD transit analyst and describe the change. Your NTD transit analyst will answer any questions that you have about the reporting implications of changing your fiscal year.

Use the **e-File** tab to inform FTA of the new fiscal year end date. FTA will define a 12-month period for your NTD Annual report. FTA will reply via **e-File** tab summarizing this decision. The fiscal year date is changed by FTA and appears as a non-editable field in item 1 of the form.

Enter data after receiving FTA's decision regarding the 12-month reporting period.

Mailing Address

The transit agency's mailing address. Transit agencies must either indicate a mailing address on line 1, or a P.O. Box address in the P.O. Box field.

URL

A universal resource locator (URL) is the address of the transit agency's website; e.g., www.pbtransit.com or www.coaster-transit.org. Do not include <http://>. Not all NTD reporting agencies have a website address.

Agency Name and Acronym

The agency name is the full legal name of the transit agency. The agency's acronym is the trademark or familiar name used for marketing the transit service. This acronym may be used in selected FTA publications.

FTA Recipient ID

The [FTA recipient identification number](#) (TEAM) is the four-digit number assigned to your transit 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 transit agency's grant manager or [chief executive officer](#) (CEO). Not all NTD reporting agencies will have a recipient identification number.

Are You a Recipient or Beneficiary of Urbanized Area Formula Program Grants with Continuing Requirements?

This question identifies NTD reporting agencies that are recipients or beneficiaries of Urbanized Area Formula Program (UAF) grants and are required by statute to submit the NTD Annual report. [Voluntary NTD reporters](#) are not required to submit the NTD report since they are not recipients or beneficiaries of Urbanized Area Formula Program (UAF) grants. Refer to the Introduction section of this manual for more information on required and voluntary reporting.

Are You Requesting a Nine or Fewer Vehicles Waiver?

This section is for transit agencies requesting a [Nine or Fewer Vehicles Waiver](#) from reporting. The agency is required to complete the Identification form (B-10), the Contacts form (B-20), and the Revenue Vehicle Inventory form (A-30). On the Identification form (B-10), Item 2, select that you are requesting a Nine or Fewer Vehicles Waiver. Use the **e-File** tab and standard template that states your chief executive officer (CEO) has determined that your transit agency meets the eligibility criteria and also describes the [modes](#) and [type of service](#) (TOS) operated. Submit the communication and forms using Internet Reporting. See Nine or Fewer Vehicles Waiver in the Introduction section of this manual for more detailed instructions.

Organization Type

This section describes the organization as a [public](#) or a [private](#) entity, and whether there is [purchased transportation](#) (PT) service.

Organization Type menu selections:

1. Public agency or authority that directly operates all transit service (not a State DOT)
2. Public agency or authority that contracts for some or all transit service (not a State DOT)
3. State Department of Transportation (DOT)
6. Other*

Select one of the categories from the **Drop-Down** menu.

If you are a [joint powers agency](#), select public agency or authority. Basically, this is a public entity that is a group of two or more public agencies that is set up to exercise powers together that members of the group already have.

If none of the choices fits your agency, select category 6: Other. Internet Reporting will display a box for you to describe your organization type.

Institutional Structure

This section describes the type of institutional structure or governance of public transit agencies. This provides information on administrative control and policymaking authority for a public transit agency. There is also category 7 for not applicable if you are a private operator.

Select one of the eight categories from the **Drop-Down** menu.

If none of the choices fits your agency, select category 8: Other. Internet Reporting will display a box for you to describe how your agency is governed.

Institutional Structure menu selections:

1. Independent agency with an elected Board of Directors
2. Independent agency with an appointed Board of Directors
3. Subsidiary operating unit of a regional transportation agency
4. Unit of city or municipal government
5. Unit of county government
6. Unit of state government
7. Not applicable — Private operator
8. Other*

Demographic Information

The demographic information describes the area and population where transit service is available. This includes areas served by purchased transportation (PT) providers filing their own NTD Annual report.

Area is described in two ways:

1. By U.S. Census defined urbanized and other than urbanized areas (UZAs and non-UZAs, respectively) overlaying the service area. Do not use the funding criteria described in the Federal Funding Allocation Statistics form (FFA-10) to identify urbanized areas (UZAs) and other than urbanized areas (non-UZAs) served. Rather, use the physical location where transit services are provided.
2. By the geographic area covered by the transit services (service area) using the criteria defined in the Americans with Disabilities Act of 1990 (ADA).

Urbanized Area

Identify all [urbanized areas](#) (UZAs) and [other than urbanized areas](#) (non-UZAs) that are included, in whole or in part, in the transit service area.

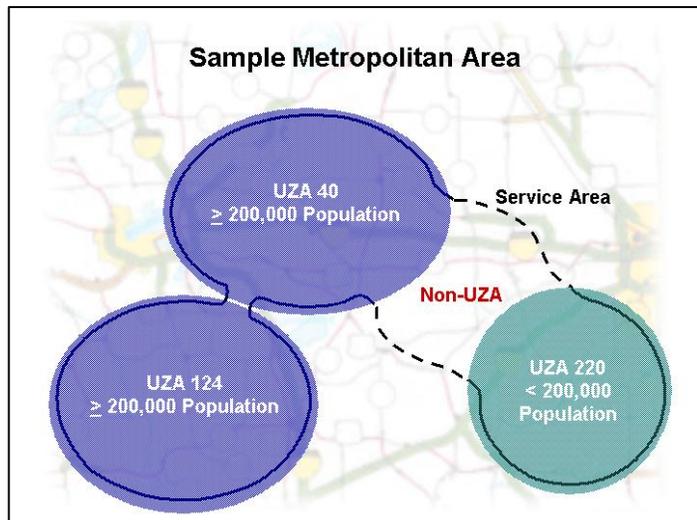
The U.S. Bureau of the Census defines urbanized areas (UZAs). The [UZA number](#) is a numerical ranking by population size using the 2000 Census.

Your primary UZA number and name are pre-filled and cannot be edited. If the information is incorrect please contact your NTD transit analyst.

Secondary UZA numbers with names are pre-filled based on information provided in last year's NTD submission. You can edit secondary UZA numbers with names, from the **Drop-Down** menu of urbanized areas (UZAs) using the **Add UZA** or **Remove UZA** buttons.

Service Area

[Service area](#) is a measure of access to transit service in terms of population served and area coverage (square miles). For [bus](#) (MB) and rail service, use Americans with Disabilities Act of 1990 (ADA) definitions and requirements to determine service area boundaries and population. The [bus service area](#) essentially is defined as ¼ mile on each side of a fixed route. The [rail service area](#) definition focuses on a ¼ mile radius around each station.



For [demand response](#) (DR) mode, if your service area extends beyond Americans with Disabilities Act of 1990 (ADA) requirements of ¼ mile around fixed routes, use the actual service area.

For modes not covered by [Americans with Disabilities Act of 1990](#) (ADA), including [ferryboat](#) (FB) and [vanpool](#) (VP), determine service area and population using locally defined criteria.

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Service area and population are pre-filled based on the information provided in the prior report year submission. Review and update the data as appropriate. Use the most current figures or official estimates of population. These statistics are often available from your area's metropolitan planning organization.

Population and area (in square miles) statistics for the urbanized area (UZA) will not equal those for the service area in most cases. This is true because urbanized area (UZA) statistics are based on Census definitions, while service area statistics are based on where services are operated. The Sample Metropolitan Area graphic shows an example of these differences for a transit system that serves portions of three urbanized areas (UZAs) and also serves a rural (other than urbanized area) area.

Number of Vehicles Operated in Annual Maximum Service by Mode and Type of Service

Report the number of [vehicles operated in annual maximum service](#) (VOMS), by mode and type of service (TOS), for those services included in your report. It is important to remember that the vehicles operated in annual maximum service (VOMS) do not include vehicles operated for atypical events or special events such as parades, fairs, or civic celebrations, or [emergency contingency vehicles](#).

Type of Service

[Type of service](#) (TOS) is determined by who operates the [revenue vehicles](#) that carry passengers. Transit agencies have [directly operated](#) (DO) transit service when they employ their own labor for operators. Conversely, transit agencies have [purchased transportation](#) (PT) service when they contract another public or private provider to provide the labor for the operators.

The Contractual Relationship form (B-30) section of this manual provides more detailed information about the criteria for a contractual relationship for purchased transportation (PT) services, monetary considerations and cooperative agreements.

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 at the end of this manual contains the detailed NTD modal definitions.

The NTD recognizes the following modes of public transit service:

Aerial Tramway (TR) Non-Rail – Fixed Guideway



A system of aerial cables with suspended vehicles.

Automated Guideway (AG) Rail – Fixed Guideway



An electric railway of guided vehicles that is operated with a computer and without vehicle operators. The transit systems in Detroit, Jacksonville, and Miami operate this mode.

Bus (MB) Non-Rail – Fixed Guideway or Non-Fixed Guideway



The most prevalent mode in the country, and is powered by a motor and fuel contained within the vehicle.

Cable Car (CC) Rail – Fixed Guideway



A railway propelled by moving cables located beneath the street. While popular at the turn of the last century, the only surviving system is operated in San Francisco.

Commuter Rail (CR) Rail – Fixed Guideway



Typically operated over old freight railroad lines and is diesel or electric propelled. Usually, the service operates between a central city and adjacent suburbs.

Demand Response (DR) Non-Rail – Non-Fixed Guideway



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 demand response (DR) service to meet the Federal ADA requirements, and expenses and passenger trips are reportable for DR.

Ferryboat (FB) Non-Rail – Fixed Guideway



A mode that carries passengers over a body of water using diesel or steam powered vessels.

Heavy Rail (HR) Rail – Fixed Guideway



An electric railway with exclusive or separate right-of-way (ROW) from other vehicles or foot traffic. It has high passenger carrying capacity and high platform loading. Most of the nation's subway services are classified as heavy rail.

Inclined Plane (IP) Rail – Fixed Guideway



A railway operating on steep slopes and grades with vehicles powered by moving cables. The transit systems in Chattanooga, Cambria County, and Pittsburgh operate this mode.

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Jitney (JT) Non-Rail – Non-Fixed Guideway



Operated on fixed routes using passenger cars or vans as demand warrants without fixed schedules or fixed stops.

Publico (PB) Non-Rail – Non-Fixed Guideway



Operated over fixed routes, but not on fixed schedules. The service is privately owned and operated, but is regulated by local or state governments. The service in San Juan, Puerto Rico is the only publico service reported in the NTD.

Alaska Railroad (AR) Rail – Fixed Guideway



A special railroad that Congress recognized for certain FTA funding that operates in Alaska.

Multi-Modal Vehicles

If a vehicle is used for more than one [mode](#), report it under each mode for which it is used and describe the use of the vehicle using the **Add Form Notes** link.

For example, the transit agency may use five of its vehicles in [bus](#) (MB) mode during peak hours and, during non-peak hours, may use the five vehicles in [demand response](#) (DR) service. The vehicle would be reported as bus (MB) and demand response (DR) on the Revenue Vehicle Inventory form (A-30) and supports another mode should be indicated.

Light Rail (LR) Rail – Fixed Guideway



An electric railway that operates in mixed traffic with automobiles or has grade crossings with automobiles. Typically, light rail (LR) trains are short and consist of one to two cars.

Trolleybus (TB) Non-Rail – Fixed Guideway



A bus service operated using an electric bus that is powered by a motor drawing current from overhead wires using trolley poles. Trolleybus (TB) service is operated by the transit systems in Boston, Dayton (OH), Philadelphia, San Francisco, and Seattle.

Monorail (MO) Rail – Fixed Guideway



An electric railway that is suspended from or straddles a guideway formed by single beam, rail or tube. The service in Seattle is the only public transportation monorail (MO) reported in the NTD.

Vanpool (VP) Non-Rail – Non-Fixed Guideway



A commuting service operating under pre-arranged schedules for previously formed groups of riders in vans.

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.

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Filing a Separate NTD Report

This section is used by transit agencies to report the number of vehicles operated in annual maximum service (VOMS), by mode, for purchased transportation (PT) services not included in their report but are included in another NTD reporter's report. Internet reporting uses this information to generate:

- Appropriate Operating Expenses forms (F-30) for indicated modes
- The data fields for reporting the capital costs on the Uses of Capital form (F-20) for the purchased transportation (PT) service included in the other NTD reporter's report.

Transit agencies filing a separate NTD Annual report are required to complete forms:

- Identification form (B-10) indicating filing separate report in item 8
- Contacts form (B-20)
- Contractual Relationship form (B-30)
- Sources of Funds – Funds Expended & Funds Earned (F-10)
- Uses of Capital (F-20)
- Operating Expenses (F-30)
 - The sum of lines 06 and 07 (purchased transportation fare revenues and net contract expenditures) on the Contractual Relationship form (B-30) and reported by function on line 12.
 - Line 08 (other costs incurred by the buyer) are reported by function and object class throughout the form except lines 11 and 12 (purchased transportation (508) in report (01) and filing separate report (02)).
- Operating Expenses Summary (F-40).

Select each mode from the **Drop-Down** menu by using the **Add** or **Remove Mode** buttons.

Line by Line Instructions

Starting Your NTD Report

Upon entering your reporting area for the first time, you will be taken to the **Internet Reporting Home Page**.

- Click on the **Forms** tab to open the **Forms** screen.
- Click on the **Identification form (B-10)** link to open the form. Review and complete the form following the instruction in this section.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help. A form note can be attached to any form. Use the **Add Form Note** link for 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.

Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form

Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Saving the **Identification** form will automatically generate forms for you.

Additional form you may need to add: Contractual Relationship form (B-30) is added by clicking on the **Add Form** button at the bottom of the **Forms** screen.

Completing the Form

NTD ID: Review to be sure the [NTD identification number](#) (NTD ID) is correct. Contact your NTD analyst immediately if there is a problem.

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

- **Agency Name:** The transit agency's full legal name. No abbreviations or acronyms.
- **Fiscal Year:** Review to be sure the transit agency's fiscal year end (FYE) date (month, day, year) is correct. If the fiscal year end (FYE) date has changed, contact your NTD analyst immediately. Prior to filing the report: Transit agencies must notify FTA using the **e-File** tab when a fiscal year is changed so FTA can determine the appropriate reporting period. Reminder: The fiscal year must always cover a 12-month period, and if the fiscal year has changed, months are skipped or repeated, if necessary.
- **Mailing Address:** The transit agency's mailing address. Transit agencies must either indicate a mailing address on line 1, or the number(s) of a P.O. Box in the P.O. Box field.
- **URL:** The transit agency's URL (website address) such as www.pbtransit.com or www.coaster-transit.org. Do not include <http://>.
- **Agency Acronym:** The transit agency's acronym that is used for marketing the transit service. This acronym will be used in selected NTD publications.
- **FTA Recipient ID:** The transit agency's [FTA recipient ID number](#) (TEAM). Not all transit agencies will have a recipient ID. Check with your grants manager or [chief executive officer](#) (CEO) if you have any questions.
- **Are You a Recipient or Beneficiary of Urbanized Area Formula Program Grants with Continuing Requirements?** Yes / No (voluntary reporter) Identifies NTD reporting agencies that are recipients or beneficiaries of Urbanized Area Formula Program (UAF) grants and are required by statute to submit the NTD Annual report. [Voluntary NTD reporters](#) are not required to submit the NTD Report since they are not recipients or beneficiaries of Urbanized Area Formula Program (UAF) grants. Refer to the Introduction section of this manual for more information on required and voluntary reporting.

Line 02: Are you Requesting a Nine or Fewer Vehicles Waiver? **Pre-filled**, review for accuracy, edit as necessary. If Yes, the required Revenue Vehicle Inventory form (A-30) will be generated. On the Chief Executive Officer form (D-10), the [chief executive officer](#) (CEO) should indicate that your transit agency meets the eligibility criteria and also describe the [modes](#) and [type of service \(TOS\)](#) operated. Submit the communication and completed Identification form (B-10), Contacts form (B-20), Revenue Vehicle Inventory form (A-30) and Chief Executive Officer form (D-10) using Internet Reporting. See the Introduction section of this manual.

Line 03: Organization Type. **Pre-filled**, review for accuracy, edit as necessary. Select only one from the **Drop-Down** menu:

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1. [Public agency](#) or authority that [directly operates](#) all transit service (not a State DOT): Select only if the agency is a public transit agency or governmental unit and directly operates all transit service. Do not submit any Contractual Relationship forms (B-30) for [purchased transportation](#) (PT) services, unless the agency is selling service to another public agency.
2. Public agency or authority that contracts for some or all transit service (not a State DOT): Select only if the agency is a public agency, authority or governmental unit contracting for some or all purchased transportation (PT) services. A Contractual Relationship form (B-30) must be submitted and this report should contain data for the purchased transportation services of the sellers included in this report.
3. State Department of Transportation (DOT): Select if this transit agency is a State Department of Transportation (DOT).
6. Other: Select if none of the above apply. Describe in the **Organization Type – Other Description** field. For example, select other if the transit agency is a private provider not under contract to a public transit agency or governmental unit, the transit agency is not receiving any Urbanized Area Formula Program (UAF) funds, directly or indirectly, and the transit agency is voluntarily submitting the NTD Annual report.

Line 04: Institutional Structure. Pre-filled, review for accuracy, edit as necessary. Select only one from the **Drop-Down** menu:

1. Independent agency with an elected Board of Directors
2. Independent agency with an appointed Board of Directors
3. Subsidiary operating unit of a regional transportation agency
4. Unit of city or municipal government
5. Unit of county government
6. Unit of state government
7. Not applicable — Private operator
8. Other: Select if none of the above apply. Describe in the **Institutional Structure – Other Description** field.

Line 05: Demographic Information. **Pre-filled**, review for accuracy, edit as necessary.

- **Primary UZA.** The primary [urbanized area](#) (UZA) where transit services provided by the agency, [directly](#) or through [purchased transportation](#) (PT) agreements, are physically located. The primary UZA cannot be edited.
 - **Service Area Information – Square Miles.** Square miles in the transit agency's [service area](#) in accordance with the [Americans with Disabilities Act of 1990](#) (ADA) and local definitions. Statistics (population and area in square miles) for the urbanized area (UZA) will not equal those for the service area in most cases.
 - **Service Area Information – Population.** Population of the service area. Statistics (population and area in square miles) for the urbanized area (UZA) will not equal those for the service area in most cases.
- **Secondary UZA / Non-UZA.** Use the **Add UZA** or **Remove UZA** button to edit. The [urbanized areas](#) (UZAs) where transit services provided by the agency, [directly](#) or through [purchased transportation](#) (PT) agreements are physically located. Include areas covered by contractors filing their own NTD Annual report. Do not use the funding criteria described in the Federal Funding Allocation Statistics form (FFA-10) to identify urbanized areas (UZAs) and [other than urbanized areas](#) (non-UZAs) served.

Line 06:

- Number of Vehicles Operated in Annual Maximum Service (VOMS) by Mode and Type of Service. Enter the number of [vehicles operated in annual maximum service](#) (VOMS) for each [directly operated](#) (DO) mode and each [purchased transportation](#) (PT) mode whose service is included in this report. Report [route deviation](#) and [point deviation](#) services as [bus](#) (MB) mode. Other: Select if none of the above apply. Describe in the **Mode – Other Description** field.
 - Total Number of Vehicles Operated in Annual Maximum Service (VOMS) by Type of Service. This is an **auto-calculated** field and cannot be edited, review for accuracy. The sum of the number of vehicles operated in all modes in annual maximum service by type of service (TOS).
 - **Bus (MB) Fixed Guideway.** For bus (MB) only by type of service (TOS), indicate Yes if your transit agency operates any bus (MB) service over bus (MB) fixed Guideway (FG); otherwise, indicate No.

Line 07: Capital Investment for a Mode not Currently in Service. **Pre-filled**, review for accuracy, edit as necessary. Use the **Add** or **Remove Mode / Type of Service** buttons as necessary. Select the [mode](#) and [type of service \(TOS\)](#) combination for any modes not yet in operation for which the agency is incurring [capital expenses](#).

Line 08: Filing a Separate NTD Report (Modes not included in this Report). **Pre-filled**, review for accuracy, edit as necessary. Use the **Add** or **Remove Mode / Type of Service** buttons as necessary. Select the modes for [purchased transportation](#) (PT) services that are not included in the transit agency's report.

Home	e-File	Annual	Monthly Ridership	Safety & Security	Notes	Issues	Reports	Communications	Sys Admin	Help
------	--------	--------	-------------------	-------------------	-------	--------	---------	----------------	-----------	------

Form Name: Contacts (B-20) [Close Form](#)

01 Contact Type: CEO

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

First name * Initial Last name *

Professional title *

Mailing address line 1 *

Mailing address line 2 P.O. Box

City * State * Zip code * (ex: 22222) -

Phone * (ex: (555) 123-4567) Ext. (ex:1234)

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

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

02 Contact Type: NTD Contact

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

First name * Initial Last name *

Professional title *

Mailing address line 1 *

Mailing address line 2 P.O. Box

City * State * Zip code * (ex: 22222) -

Phone * (ex: (555) 123-4567) Ext. (ex:1234)

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

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

03 Contact Type: Safety Contact

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

First name * Initial Last name *

Professional title *

Mailing address line 1 *

Mailing address line 2 P.O. Box

City * State Zip code (ex: 22222) -

Phone * (ex: (555) 123-4567) Ext. (ex:1234)

Fax (ex: (555) 123-4567)

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

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04 **Contact Type: Security Contact**

Honorific * (ex: Ms, Capt, etc.)	<input type="text"/>		
First name *	<input type="text"/>	Initial <input type="text"/>	Last name * <input type="text"/>
Professional title *	<input type="text"/>		
Mailing address line 1 *	<input type="text"/>		
Mailing address line 2	<input type="text"/>	P.O. Box	<input type="text"/>
City *	<input type="text"/>	State <input type="text" value="Select"/>	Zip code (ex: 22222) <input type="text"/> - <input type="text"/>
Phone * (ex: (555) 123-4567)	<input type="text"/>	Ext. (ex:1234)	<input type="text"/>
Fax (ex: (555) 123-4567)	<input type="text"/>		
Email * (ex: ntd.user@ntd.com)	<input type="text"/>		

Contacts form (B-20)

Overview

The Contacts form (B-20) identifies key personnel at the transit agency responsible for NTD reporting. The form collects information on how to reach the [chief executive officer](#) (CEO) and NTD safety and security contacts.

Reporting Requirements and Thresholds

All transit agencies must complete this form.

What Has Changed from Prior Year

There are no changes for the 2007 report year.

Detailed Instructions

Most information is pre-filled on the form. Review and edit the information, as necessary.

The information includes:

- Name and title
- Business address
- Telephone number
- Facsimile number
- E-mail address.

Contact Type: CEO

The chief executive officer (CEO) is the principal executive in charge of and responsible for the transit agency. Please refer to the Declarations section of the manual to find the responsibilities, as well as examples of a chief executive officer. The person identified as the chief executive office (CEO) in section 1 should be the same person indicated in the Chief Executive Officer form (D-10), part A.

Contact Type: NTD Contact

The NTD contact is the individual responsible for coordinating the NTD Annual report. The contact person submits the NTD Annual report and answers any questions that the Federal Transit Administration (FTA) may have concerning the report, including validation issues and waiver requests.

Contact Type: Safety Contact

The safety contact is the individual with overall responsibility for the day-to-day safety of the transit agency.

Contact Type: Security Contact

The security contact is the individual with overall responsibility for the day-to-day security of the transit agency.

Line by Line Instructions

Completing the Contacts form (B-20)

- Complete the information for the required contacts: chief executive officer (CEO), and the NTD, safety and security persons.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help. A form note can be attached to any form. Use the **Add Form Note** link for 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.

Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form

Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Completing the Form

Line 01: Contact Type: CEO. **Pre-filled** — review for accuracy, edit as necessary.

- Enter the name of the transit agency's [chief executive officer](#) (CEO).
- The chief executive officer's (CEO) title.
- The chief executive officer's (CEO) business mailing address.
- The chief executive officer's (CEO) business telephone number.
- The chief executive officer's (CEO) FAX number.
- The chief executive officer's (CEO) e-mail address.

Line 02: Contact Type: NTD Contact. **Pre-filled** — review for accuracy, edit as necessary.

- Enter the name of the person responsible for the NTD Annual report.
- Enter the contact person's title.
- Enter the contact person's mailing address, if different than the Transit Agency mailing address.
- Enter the contact person's telephone number.
- Enter the contact person's FAX number.
- Enter the contact person's e-mail address.

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

- Enter the name of the person responsible for the safety forms.
- Enter the safety contact person's title.
- Enter the safety contact person's mailing address, if different than the Transit Agency mailing address.
- Enter the safety contact person's telephone number.
- Enter the safety contact person's FAX number.
- Enter the safety contact person's e-mail address.

Line 04: Contact Type: Security Contact. **Pre-filled** — review for accuracy, edit as necessary.

- Enter the name of the person responsible for security forms.
- Enter the security contact person's title.
- Enter the security contact person's mailing address, if different than the Transit Agency mailing address.
- Enter the security contact person's telephone number.
- Enter the security contact person's FAX number.
- Enter the security contact person's e-mail address.

Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help	
Form Name: Contractual Relationship (B-30) Add Form Note Close Form	
Section A - Contract Summary	
01 Contractual Relationship	
Type	Make Selection
NTD reporter	Make Selection
or Company	Make Selection
	Add Company Edit Company
02 Monetary Nature of Contractual Relationship (Check all that apply.)	
<input type="checkbox"/> a. Negotiated rate per unit of service delivered	
<input type="checkbox"/> b. Cash reimbursement of some of seller's operating deficit	
<input type="checkbox"/> c. Cash reimbursement of all of seller's operating deficit	
<input type="checkbox"/> d. Cash reimbursement to seller for reduced fare programs	
<input type="checkbox"/> e. Buyer provides vehicles to the seller	
<input type="checkbox"/> f. Maintenance facility leased to seller	
<input type="checkbox"/> g. Other (Describe*)	
Describe Other*	
Section B - Key Financial and Operating Statistics	
03 Contracted Service	
	Add Mode
	Mode / Service
04 Vehicles / passenger cars operated in annual maximum service under contract	
05 Number of months seller operated service during report year	
Operating Expenses	
06 Purchased transportation fare revenues	
07 Net contract expenditures	
08 Other costs incurred by the buyer	
09 Total operating expenses	
10 Description of a Demand Response Provider	
Type	Make Selection
Describe Other*	
	Save Close Print

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Contractual Relationship form (B-30)

Overview

The Contractual Relationship form (B-30) collects key information on the parties to the contractual relationship, the nature of the contractual relationship, financial data and key operating statistics for the service covered by the contractual relationship.

Reporting Requirements and Thresholds

Reporters must complete this form if:

1. They purchase transportation service from a [public entity](#) or [private operator](#), or
2. They sell transportation services to a public entity.

A separate Contractual Relationship form (B-30) is used to report each contractual relationship (i.e., contract) with each seller (or buyer).

Service provided to a public transit agency or governmental unit by a public or private transportation provider is considered [purchased transportation](#) (PT) if it meets two conditions:

1. It uses the provider's employees to operate the [revenue vehicles](#).
2. It is based on a written contract that obligates the provider in advance and for a specific [monetary consideration](#) to provide public transportation service. Purchased transportation (PT) does not include franchising, licensing operations, management services, [cooperative agreements](#) or private conventional [bus](#) (MB) service.

Data are reported only for those services that are specified in the purchased transportation (PT) agreement and for which there is a monetary consideration to the seller. All purchased transportation (PT) services must be reported, even if they covered only part of your fiscal year.

What Has Changed from Prior Year

The form incorporates revisions to the types of contractual relationship between NTD reporters and companies.

Private carriers operating [purchased transportation](#) (PT) services that provide public transportation services under contract to recipients or beneficiaries of Urbanized Area Formula Program (UAF) funds must report data to the public transit agency for inclusion in the public transit agency's NTD Annual report. These private providers must supply the purchased transportation data to the buyer for inclusion in the buyer's report and will no longer submit a separate NTD Annual report for that data. The data will pertain only to the services under contract. This applies to almost all [private providers](#).

Contractual agreements between public NTD reporting agencies for purchased transportation (PT) services can either be reported by the seller or buyer of service as directly operated (DO) service. Therefore, when a public agency is the buyer of service and is reporting purchased transportation (PT) service on behalf of the public agency which is selling service, the seller must supply the data to the buyer so that it is reported in the buyer's report as directly operated (DO) service.

Additionally, when the seller is reporting the service in their report, the purchased transportation (PT) services are reported as directly operated (DO) service.

Approach

The key to completing this form is to determine the following:

- Does a contractual relationship exist?
- Who are the [buyer](#) and the [seller](#) in the contractual relationship?
- Who is reporting the service — the buyer or the seller?
- Is the service reported as [directly operated](#) (DO) or purchased transportation (PT)?

Detailed Instructions

The system should generate Section A – Contract Summary of the Contractual Relationship forms (B-30) that were in your prior year's NTD Annual report. Contractor information from the prior year is pre-filled in Section A – Contract Summary on each form. This information can either be edited or the form deleted if necessary. Use the **Add Form** button at the bottom of the **Forms** screen and select Contractual Relationship form (B-30) from the **Drop-Down** menu if additional Contractual Relationship forms (B-30) are required.

Complete one form for each buyer and seller of service pair identified in the form's contractual relationship section (top of screen). Use the **Add Form** button at the bottom of the **Forms** screen to create additional forms for each contractual relationship.

Describe the reporting relationship between the buyer and seller. For each contract, provide the monetary considerations of the contract and key operating and financial statistics in Section B – Key Financial and Operating Statistics. One contract may cover more than one [mode](#). To add modes to a contract, use the **Add Mode** button within Section B — Key Financial and Operating Statistics of the Contractual Relationship form (B-30).

Contractual Relationship

This section describes the relationship of the contracting parties. The contractual relationship is first defined in terms of the following information:

- The role of the transit agency reporter as [buyer](#) or [seller](#) of [purchased transportation](#) (PT) services for the contractual relationship and identification of the party to the contractual relationship reporting the operating data.
- Identification of the other party in the contractual relationship and the NTD ID number of the other party, if it also files an NTD Annual report.

A contractual relationship exists only if the following criteria are met:

- The seller is obligated in advance of the time the service is furnished to provide the operations for which the operating statistics are being reported, for a specific monetary consideration.
- A written agreement exists that specifies the contractual relationship for the time period and the specific service generating the operating statistics included in the National Transit Database (NTD) report.
- The written agreement is signed by authorized representatives of both the buyer and the seller and details the services to be provided and the nature and amount of the monetary consideration.

For NTD purposes, cooperative agreements are not considered purchased transportation (PT). A cooperative agreement is an agreement where one or more public transit agencies or governmental units contribute to, or are assessed for, the value of public transit services provided by another public transit agency. There is usually a written memorandum of understanding or mutual agreement on the calculation and payment for the services. Generally, the service is part of the public transit agency's [directly operated](#) (DO) service.

Cooperative Agreement

A cooperative agreement is a financing arrangement between public entities. These agreements are often formulated through a Memorandum of Understanding where a public entity, such as a city or state support public transit services through financial participation. These are not contractual relationships where a specific service is provided, e.g., a set number of trips according to a prescribed schedule. Rather, the public agencies involved have reached an understanding on how to best finance the public transit service in the area. The following is an example illustrating a cooperative agreement.

Example 4 — Cooperative Agreements

Public Transit Agency A is an Urbanized Area Formula Program (UAF) recipient and is organized as a regional transit authority (RTA). It directly operates (DO) heavy rail (HR) throughout a three-county area and bus (MB) and demand response (DR) services in one county (X).

The other two counties (Y and Z) also have public transit agencies as part of county government (Public Transit Agency B and Public Transit Agency C) that provides MB/DO and DR/DO services within their respective counties.

At the time the RTA was established, each county agreed that the RTA should be the sole provider of HR service and signed a memorandum of understanding so that each county is assessed annually for a portion of the HR expenses. The assessment is based on service area population, route miles, stations and frequency of service. The RTA and each of the counties directly operate all their transit services.

HR Assessment:

County X:	\$50,000,000
County Y:	16,000,000
County Z:	<u>9,000,000</u>
Total	\$75,000,000

Each county pays its assessment from general revenue funds of its county government.

What is required under NTD?

Solution:

Public Transit Agency A files an NTD Annual report for all HR service in the three-county area as directly operated, and for bus (MB) and demand response (DR) directly operated services.

B-10 – HR/DO, MB/DO and DR/DO (item 6)

B-30 – Not applicable

F-10 – \$75,000,000 Funds allocated to transit out of the general revenues of the government entity (local funds, line 32, column c).

Both Public Transit Agency B and Public Transit Agency C file a separate NTD Annual report for MB and DR.

B-10 – MB/DO and DR/DO (item 6)

B-30 – Not applicable

F-10 – Funds allocated to transit out of the general revenues of the government entity (local funds, line 32, column c). Includes the \$16,000,000 and \$9,000,000 assessments for each.

F-30 – Other reconciling items – funds applied (line 23, column a) includes the \$16,000,000 and \$9,000,000.

Type

Type identifies the reporting agency as the [buyer](#) or [seller](#) of the service, the other party to the contractual relationship, and who is reporting the operating data.

Select one of the thirteen categories from the **Drop-Down** menu. If you select a category other than type 1, please contact your NTD analyst for assistance in completing your NTD Annual report.

1. You are the public buyer of service from a private company that is not an NTD reporter and the service is being captured in this report as purchased transportation (PT).

This is the most common case. The seller is a private company without an NTD ID and service is reported in the public agency's NTD report.

The public buyer is an NTD reporter.

The private seller does not report to NTD.

2. You are the public buyer of service from a public NTD reporter and the service is being captured in this report as directly operated (DO).

This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service. Contractual agreements between public NTD reporting agencies for transit services can be reported as Directly Operated (DO) service by either the seller or the buyer of service. In this case, the buyer is reporting the service. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 7 in the seller's report.

Public buyer and public seller are both NTD reporters.

3. You are the public buyer of service from a private NTD reporter and the service is being captured in this report as purchased transportation (PT).

This occurs when two NTD reporters buy and sell service between them and the public buyer reports the service from the private seller as purchased transportation (PT). When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 8 in the seller's report.

Public buyer and private seller are both NTD reporters.
5. You are the public buyer of service and the service is being captured in the public seller's report as directly operated (DO).

This occurs when two public NTD reporters buy and sell service between them and the seller reports the service as directly operated (DO). Neither the buyer nor the seller is reporting as a brokerage. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 6 in the seller's report.

Public buyer and public seller are both NTD reporters.
6. You are the public seller of service with a public buyer that is an NTD reporter and the service is being captured in this report as directly operated (DO).

This occurs when two public NTD reporters buy and sell service between them and the seller reports the service as directly operated (DO). Neither the buyer nor the seller is reporting as a brokerage. When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 5 in the buyer's report.

Public buyer and public seller are both NTD reporters.
7. You are the public seller of service and the service is being captured in the public buyer's report as directly operated (DO).

This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service as directly operated (DO). Contractual agreements between public NTD reporting agencies for purchased transportation (PT) services can either be reported by the seller or the buyer of service as Directly Operated (DO) service. When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 2 in the buyer's report.

Public buyer and public seller are both NTD reporters.
8. You are the private seller of service and the service is being captured in the public buyer's report as purchased transportation (PT).

This occurs when two NTD reporters buy and sell service between them and the public buyer reports the service from the private seller as purchased transportation (PT). When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 3 in the buyer's report.

Public buyer and private seller are both NTD reporters.
9. You are the public buyer of service from a public seller who is a brokerage and the service is being captured in the seller's report as purchased transportation (PT).

This usually occurs with [demand response](#) (DR) services. The public buyer purchases service from a public brokerage comprised of private and/or public providers. The broker assigns trips to the providers. In this case, the buyer and seller each file only one Contractual Relationship form (B-30) showing the relationship between them and the service is captured in the broker's report as purchased transportation (PT). When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 10 in the seller's report.

Public buyer and public seller are both NTD reporters.
10. You are the public seller of service (brokerage) and the service is being captured in this report as purchased transportation (PT).

This usually occurs with [demand response](#) (DR) services. The public seller (broker) sells service to a public agency (buyer) and the service is captured in the seller's report as purchased transportation (PT). When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 9 in the buyer's report.

Public buyer and public seller are both NTD reporters.
11. You are the public seller of service with a private buyer that is not an NTD reporter and the service is being captured in this report as directly operated (DO).

The buyer is a private company without an NTD ID and service is reported in the public agency's NTD report.

Public seller is an NTD reporter.

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Private buyer does not report to NTD.

12. You are the public buyer of service with a private seller who is an NTD reporter and service is being captured in the seller's report as directly operated (DO).

This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as purchased transportation (PT). However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 13 in the seller's report.

Public buyer and private seller are both NTD reporters.

13. You are the private seller of service with a public buyer who is an NTD reporter and service is being captured in this report as directly operated (DO).

This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as purchased transportation (PT). However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 12 in the buyer's report.

Public buyer and private seller are both NTD reporters.

14. You are the private seller of service with a public buyer who is not an NTD reporter and the service is being captured in this report as directly operated (DO).

The buyer is a public agency without an NTD ID. Usually, the public agency would submit a request for an NTD ID and the service would be captured in the public agency's NTD report as purchased transportation (PT). However, in rare cases the private seller will report the service as directly operated. In these cases, permission must be obtained from FTA in advance.

Private seller is an NTD reporter.

Public buyer does not report to NTD.

Exhibit 8 — Contractual Relationship Reporting

	1	2	3	5	6	7	8	9	10	11	12	13	14
You are public	X	X	X	X	X	X		X	X	X	X		
You are private							X					X	X
Contract is with a public transit agency		X		X	X	X	X	X	X			X	X
Contract is with a private transit agency	X		X							X	X		
You are the buyer	X	X	X	X				X			X		
You are the seller					X	X	X		X	X		X	X
Buyer and seller are both NTD reporters		X	X	X	X	X	X	X	X		X	X	
Either the buyer or the seller is not an NTD reporter	X									X			X
Service reported in your report as DO		X			X					X		X	X
Service reported in your report as PT	X		X						X				
Service reported in the other agency's report as DO				X		X					X		
Service reported in the other agency's report as PT							X	X					
Type of Service reported on Identification form (B-10), item 6	PT	DO	PT		DO				PT	DO		DO	DO
Reporter completes Identification form (B-10), item 8				mode		mode	mode	mode			mode		
Transit Agency is filing a complete report	X	X	X		X				X	X		X	X
Required forms if filing separate report: Basic Information Module forms, Financial Module forms including F-30, line 12				X		X	X	X			X		
Matching menu selections on Contractual Relationship form (B-30), line 2 for contracts with another NTD reporter		7	8	6	5	2	3	10	9		13	12	

The following are examples illustrating contractual relationships.

Example 5 — Purchased Transportation Services Reporting — Between Public Buyer and Private Seller

Public Transit Agency purchased demand response (DR) service from Private Transit. Both were NTD reporters in Report Year 2006. Public Transit will report the service to NTD in Report Year 2007. Private Transit only operates the service in the contractual relationship and does not provide any other public transportation.

Public Transit Agency submits Contractual Relationship form (B-30), type 1 indicating that the reporting agency is the buyer of service from a company that is not an NTD reporter and the service is being captured in this report as purchased transportation (PT).

Public Transit Agency completes the Identification form (B-10), item 6 indicating the number of vehicles operated in annual maximum service (VOMS) for demand response (DR) / purchased transportation (PT).

Public Transit Agency submits a complete report to NTD including all required forms for demand response (DR) / purchased transportation (PT).

Private Transit, who is not reporting the service in Report Year 2007, is inactivated in the NTD database.

Example 6 — Purchased Transportation Services Reporting — Transit Agency Z (Vehicles Purchased for Seller)

Example: Public Transit Agency Z (buyer) is a recipient of Urbanized Area Formula Program (UAF) funds. It buys two small buses (MB) in the current report year for \$200,000 and provides the buses to private provider, Village A, to operate a fixed route circulator system. No funds or other support are provided to Village A. It costs Village A \$75,000 to operate the circulator services and collects \$20,000 in passenger fares. The two buses were purchased with UAF funds. Transit Agency Z monitors the bus service to ensure that it is continuously operated. They also monitor the vehicles to ensure that they are properly maintained at a cost to Transit Agency Z of \$5,000. The vehicles are maintained at the local gasoline service station.

What is required under NTD?

Solution:

- Village A is a beneficiary of UAFP funds; the service must be reported as MB/PT
- Written agreement between Transit Agency Z and Village A
- Village A must maintain records for Transit Agency Z to compile non-financial operating statistics for purchased services and to ensure the accuracy of the data
- Transit Agency Z files an NTD Annual report indicating purchased transportation services contained in its report:

B-10 form	Identification		
	Organization Type	Public agency or authority that contracts for some or all transit service (not a state DOT)	
	Number of Vehicles Operated in Annual Maximum Service (VOMS)	MB/PT	2
B-30 form	Contractual Relationship	One form	
	Contractual Relationship Type	Type 1: The reporting agency is the buyer of service from a company that is not an NTD reporter and the service is being captured in this report as purchased transportation (PT)	
	Contractual Relationship Company	Village A	
	Monetary Nature of Contractual Relationship	Buyer provides vehicles to the seller	
	Contracted Service	MB	
	VOMS under contract		2
	Months service operated		12
	PT fare revenues		\$20,000
	Net contract expenditures		\$0
	Other costs incurred by buyer		\$5,000
	Total operating expenses		\$25,000
F-10 form	Sources of Funds – Funds Expended and Funds Earned		
	PT fare revenues		\$20,000
	Funds applied to capital for bus purchase	UAFP and non-Federal sources	\$200,000
F-20 form	Uses of Capital		
	Revenue vehicles	MB/PT	\$200,000
F-30 form	Operating Expenses	DR/PT	
	Object class 508.01	(distributed by function)	\$20,000
	Object class 501.02	(General Administration – other labor)	\$4,000
	Object class 502	(General Administration – fringe benefits)	\$1,000
	Total modal expenses	(for all functions and object classes)	\$25,000
A-10 form	Stations and Maintenance Facilities	MB/PT	
	Facilities		0
A-30 form	Revenue Vehicle Inventory	MB/PT	
	Number of vehicles in total fleet		2
	Ownership	Owned outright by a public agency (OOPA)	
	Funding	Urbanized Area Formula Program (UA)	
S-10 form	Service	MB/PT	
	VOMS		2
	Vehicles available in annual maximum service		2

Example 7 — Purchased Transportation Services Reporting — Transit Agency X (User-side Subsidy Program)

Example: Public Transit Agency X (buyer) is a recipient of Urbanized Area Formula Program (UAF) funds, and operates a user-side subsidy program (seller) for demand response (DR) service called Community Ride, separate from its Americans with Disabilities Act of 1990 (ADA) DR service. It uses part of a staff position for contract administration and customer information support totaling \$55,000 in labor, \$15,000 in fringe benefits and \$5,000 for telephone costs.

The subsidy program uses several taxicab companies to supply the service. Taxicab drivers are responsible for their own vehicle maintenance. Collectively, the taxicab companies own 200 vehicles; of these:

- 30 are used for annual maximum service
- 10 additional vehicles are available as spares.

Qualified users purchase discounted coupons from Transit Agency X that are valid for taxicab fares of up to \$25. The user pays up to \$10 for the coupon that is valid for a cab fare up to the coupon amount. The rider pays any difference in the total cab fare and the coupon amount. The taxicab companies receive a \$2 handling fee per fare.

For the current report year, Transit Agency X sold 12,500 coupons at an average coupon cost of \$8 (\$100,000) and valued at an average cost of \$20 (\$250,000). The taxicab companies earned \$25,000 for the handling fee (\$2 * 12,500 coupons).

What is required under NTD?

Solution:

- Written agreement between Transit Agency X and the taxicab companies
- Taxicab companies must maintain records for Transit Agency X to compile non-financial operating statistics for purchased services and to ensure the accuracy of the data
- Transit Agency X files an NTD Annual report indicating purchased transportation services:

B-10 form	Identification		
	Organization Type	Public agency or authority that contracts for some or all transit service (not a state DOT)	
	Number of Vehicles Operated in Annual Maximum Service (VOMS)	DR/PT	30
B-30 form	Contractual Relationship	One form	
	Contractual Relationship Type	Type 1: The reporting agency is the buyer of service from a company that is not an NTD reporter and the service is being captured in this report as purchased transportation (PT)	
	Contractual Relationship Company	Community Ride	
	Monetary Nature of Contractual Relationship	Negotiated rate per unit of service delivered	
	Contracted Service -	DR	
	VOMS under contract		30
	Months service operated		12
	PT fare revenues	(\$250,000 + \$100,000)	\$350,000
	Net contract expenditures	(\$250,000 + \$250,000 + \$100,000)	\$375,000
	Total operating expenses		\$800,000
	Description of DR Provider	Taxicab operator	
F-10 form	Sources of Funds – Funds Expended and Funds Earned		
	PT fare revenues		\$350,000
F-30 form	Operating Expenses	DR/PT	
	Object class 508.01	(distributed by function)	\$725,000
	Object class 501.02	(General Administration – other labor)	\$55,000
	Object class 502	(General Administration – fringe benefits)	\$15,000
	Object class 505	(General Administration – utilities / phone)	\$5,000
	Total modal expenses	(for all functions and object classes)	\$800,000
	ADA operating expenses		\$0
A-10 form	Stations and Maintenance Facilities	DR/PT	
	Facilities		0
A-30 form	Revenue Vehicle Inventory	DR/PT	
	Number of vehicles in total fleet		40
	Non-dedicated		
S-10 form	Service	DR/PT	
	VOMS		30
	Vehicles available in annual maximum service		40

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Example 8 — Purchased Transportation Services Reporting — Public Transit Agency Y (Brokerage System)

Example: Public Transit Agency Y (buyer) is a recipient of Urbanized Area Formula Program (UAF) funds, and contracts for demand response (DR) service with Access (seller), a public brokerage who files an NTD Annual report. All service is for Americans with Disabilities Act of 1990 (ADA) requirements.

Transit Agency Y pays Access \$5,000,000 for the service based on each unlinked passenger trip (UPT). Transit Agency Y supports the DR program with one contract administrator with a salary of \$50,000 and fringe benefit costs of \$15,000.

Access collects \$600,000 in fare revenues. Access operates a brokerage involving three non-profit providers who also use the vehicles for other transportation services not under contract to Transit Agency Y with:

- | | | |
|--------------|------------------------------------|--------------------|
| • Provider 1 | Vehicles in annual maximum service | 1150 and 20 spares |
| • Provider 2 | Vehicles in annual maximum service | 250 and 5 spares |
| • Provider 3 | Vehicles in annual maximum service | 375 and 10 spares |

What is required under NTD?

Solution:

- Written agreement between Transit Agency Y and Access specifying the services for \$5,000,000
- Transit Agency Y files an NTD Annual report with demand response purchased transportation (DR/PT) as follows:

B-10 form	Identification		
	Organization Type	Public agency or authority that contracts for some or all transit service (not a state DOT)	
	Number of Vehicles Operated in Annual Maximum Service (VOMS)	Not applicable as Access files own report	
	Filing a Separate NTD Report	Add DR	
B-30 form	Contractual Relationship	One form	
	Contractual Relationship Type	Type 9: The reporting agency is the buyer of service from a seller who is a brokerage and the service is being captured in the seller's report as purchased transportation (PT)	
	Contractual Relationship Company	Access	
	Monetary Nature of Contractual Relationship	Buyer provides vehicles to the seller	
	Contracted Service -	DR	
	VOMS under contract	(150 + 50 + 75)	275
	Months service operated		12
	PT fare revenues		\$600,000
	Net contract expenditures		\$4,400,000
	Other costs incurred by buyer		\$65,000
	Total operating expenses		\$5,065,000
F-10 form	Sources of Funds – Funds Expended and Funds Earned		
	PT fare revenues		\$600,000
F-20 form	Uses of Capital		
	MB/PT Revenue vehicles		\$200,000
F-30 form	Operating Expenses	DR/PT	
	Object class 508.02	(distributed by function)	\$500,000
	Object class 501.02	(General Administration – other labor)	\$50,000
	Object class 502	(General Administration – fringe benefits)	\$15,000
	Total modal expenses	(for all functions and object classes)	\$5,065,000

No other forms in Transit Agency Y's report are completed for the service provided by Access.

Example 8 — Purchased Transportation Services Reporting — Public Transit Agency Y (Brokerage System)

- Access files a separate, complete NTD Annual report indicating purchased transportation service. As a brokerage, the service is reported as PT in the Access report.
- Providers 1, 2 and 3 must maintain records to compile financial and non-financial operating statistics for purchased services and to ensure the accuracy of the data

B-10 form Identification

Organization Type – Public Agency or authority that contracts some or all transit service (not a State DOT)

Number of Vehicles Operated in Annual Maximum Service DR/PT 275 vehicles

B-30 form Contractual Relationship One form

Contractual Relationship Type – Type 10: The reporting agency is the seller of service (brokerage) and the service is being captured in this report as purchased transportation (PT)

Contractual Relationship Company Transit Agency Y

Monetary Nature of Contractual Relationship – Negotiated rate per unit of service delivered

Contracted Service - DR

VOMS under contract (150 + 50 + 75) 275

Months service operated 12

PT fare revenues \$600,000

Net contract expenditures (\$5,000,000 - \$600,000) \$4,400,000

Other costs incurred by buyer (not applicable for sellers)

Total operating expenses \$5,000,000

Description of DR Provider Brokerage system

F-10 form Sources of Funds – Funds Expended and Funds Earned

PT fare revenues \$600,000

Revenue accrued through a PT agreement \$4,400,000

F-30 form Operating Expenses DR/PT

Object class 508.01 (distributed by function) \$500,000

Total modal expenses (for all functions and object classes) \$5,000,000

ADA operating expenses \$500,000,000

A-10 form Stations and Maintenance Facilities DR/PT

One form totaling the facilities for each of the three providers

A-30 form Revenue Vehicle Inventory DR/PT

Number of vehicles in total fleet 40

Non-dedicated

S-10 form Service DR/PT

VOMS 275

Vehicles available in annual maximum service (VOMS + spares) 310

NTD Reporter or Company

Identify the other party to the contractual relationship using the NTD Reporter or Company **Drop-Down** menus. The NTD reporter menu lists the name and NTD ID of transit agencies, both private and public, that are reporting to the NTD this year. The company's menu lists private companies that are not filing separate reports to the NTD.

The NTD Reporter **Drop-Down** menu includes all NTD reporters and their identification numbers (NTD IDs) from the 2006 NTD who are reporting this year, in ascending order by transit agency identification number.

The Company **Drop-Down** menu includes all private operators identified in your prior years report, displayed in ascending alphabetical order. If you need to add a company that is not included in the **Drop-Down** menu, click on the **Add / Edit Company** button to enter the name of a new private company.

If you are contracting with a private company that filed a separate report last year, but this year is not filing a report, use the **Add / Edit Company** button to enter the name of the private company. Do not use the NTD reporter menu; the transit agency will no longer be included in the **Drop-Down** menu.

The type selected above (1 - 14) determines which menu is required. Types 1, 11 and 14 will require the Company menu; types 2, 3, 5 through 10, 12 and 13 will require the NTD Reporter menu.

Monetary Nature of Contractual Relationship

Describe the nature of the [monetary consideration](#) in the contract.

Monetary consideration is the payment or compensation by the public body to the [private](#) or [public](#) seller of transportation service (private / public carrier). Monetary consideration does not have to be a cash payment to the [purchased transportation](#) (PT) provider. For example, the [buyer](#) of service may give the [seller](#) buses to operate the service, or the buyer may provide the fuel or perform the maintenance of the buses.

It is common for public transit agencies buying transportation service to provide the seller the vehicles used for the service. This includes vehicles given, sold, loaned or leased (usually for below market value) to seller. Select the box for buyer provides vehicles to the seller for any arrangement where the buyer provides vehicles to the seller for the purchased transportation service under this Contractual Relationship form (B-30).

Select all of the categories of monetary consideration that apply from the **Checklist**.

If none of the choices fits or there are additional monetary considerations, select category: Other. Internet Reporting will display a box for you to describe the monetary considerations. Typical examples are incentive and penalty clauses in the contract, or the buyer provides fuel for the vehicles, performs the vehicle maintenance, or collects the passenger mile data.

Contracted Service

This section describes key financial and operational characteristics of the contracted service.

Mode

Use the **Add Mode** button in this section of the form to generate the necessary fields for a mode. To add additional modes under the same contract, use the **Add Mode** button in this section of the form.

From the menu, select the desired [mode](#).

Use the **Delete Mode** button to remove a mode and the **Delete Form** button to remove the entire form.

Vehicles / Passenger Cars Operated in Annual Maximum Service under Contract

Report, by mode, the number of revenue [vehicles operated in annual maximum service](#) (VOMS).

If vehicles are used for more than one mode, report them under each mode for which they are used, and describe the number of vehicles by mode using the **Add Form Notes** link. For example, if the seller operates ten buses (MB) and five demand response (DR) vehicles operated in annual maximum service, report buses (MB) 10, demand response (DR) 5 and state this using the **Add Form Notes** link.

Similarly, if the same vehicle is used for more than one contract, report this vehicle for each contract that the vehicle is used, and describe using the **Add Form Notes** link.

Number of Months Seller Operated Service During Report Year

Report, by [mode](#), the number of months that the [seller](#) operated service during the report year under the contract. If service was operated less than a full report year, describe the term of the contract (beginning date and contract length) using the **Add Form Notes** link.

For example, a purchased transportation (PT) agreement specifies a 24-month term with a one-year option. Service began operating on May 15. The reporter has a calendar fiscal year. Days 1-15 are rounded down and days 16-31 are rounded up. Report 8 months as the length of the contract and use the **Add Form Notes** link to state that the contract began May 15, and has a term of 24 months.

Monetary Nature of Contractual Relationship checklist selections:

- a. Negotiated rate per unit of service delivered. Select this box if both the [buyer](#) and [seller](#) agree to a specific cash amount for the service. The cash amount is a set price typically based on a set rate per hour or mile of service to be provided. It may also be a reimbursement per passenger trip basis.
- b. Cash reimbursement of some of seller's operating deficit. Select this box if the buyer reimburses the seller for only a portion of the net service cost (full service cost less passenger revenues earned).
- c. Cash reimbursement of all of seller's operating deficit. Select this box if the buyer reimburses the seller for the net service cost (full service cost less passenger revenues earned).
- d. Cash reimbursement to seller for reduced fare programs. Select this box if the buyer agrees to reimburse the seller for reduced fare programs. For example, if elderly persons pay 50 percent of the adult fare, the buyer agrees to reimburse the seller for the other 50 percent it would have collected from a full adult fare.
- e. Buyer provides vehicles to the seller.
- f. Maintenance facility leased to seller. Select this box if the buyer leases the maintenance facility to the seller.
- g. Other. Select this box if none of the above describes the monetary nature of the relationship. If you select other, describe in the [monetary consideration](#) – Other description field.

Operating Expenses

Purchased Transportation Fare Revenues

Report, by mode, the [purchased transportation \(PT\) fare revenues](#).

Purchased transportation (PT) fare revenues are fare revenues derived from the transit services provided under the PT agreement, regardless of whether fares are retained by the seller or returned to the buyer. They also include fares collected or sold by the [buyer](#) for users of the purchased service. For example, if the buyer of the PT service sells tickets, tokens or passes for these users, this revenue is reported as part of PT fare revenues.

Net Contract Expenditures

Report, by mode, the [net contract expenditures by the buyer](#) after fare revenues have been deducted. These are the payments and accruals due the seller for providing the transit services under the purchased transportation (PT) agreement after the fare revenues earned have been considered. Net contract expenditures are calculated one of two ways depending on the contracting relationship:

- Seller retains the fare revenues. The total money earned by the seller (\$9M) is the sum of the fare revenues collected (e.g., \$1M) and the additional payments made by the buyer to the seller (e.g., \$8M). The net contract expenditures equal the additional payments by the seller (\$8M).
- Seller returns the fare revenues. The seller collects the fare revenues (e.g., \$2M) and immediately transfers the receipts to the buyer. The total money earned by the seller equals the payments made by the buyer (e.g., \$7M). The net contract expenditures (\$5M) equals the payments made by the buyer (\$7M) less the fare revenues collected (\$2M).

The following example illustrates how to report net contract expenditures.

Example 9 – Reporting Net Contract Expenditures by Buyer					
Seller Retains Fare Revenues					
Regional Transit contracts with ABC Company for bus (MB) service.					
Under the contract:					
<ul style="list-style-type: none"> • Regional Transit agrees to pay \$1,200,000 for operating the service • ABC Company retains fare revenues 					
ABC collects \$300,000 in fare revenues. It earns \$1,500,000 (\$1,200,000 + \$300,000) for operating the bus service.					
<i>What is reported?</i>					
Solution:					
Both Regional Transit and ABC Company report:					
<ul style="list-style-type: none"> • Net contract expenditures by buyer • Purchased transportation (PT) fare revenues 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="text-align: right; width: 50%;">\$1,200,000</td> </tr> <tr> <td></td> <td style="text-align: right;">\$300,000</td> </tr> </table>		\$1,200,000		\$300,000
	\$1,200,000				
	\$300,000				
For contracts in which the seller retains fare revenues, the net contract expenditures by the buyer equals the actual payments or accruals made by the buyer.					
Seller Returns Fare Revenues					
Regional Transit contracts with DEF Company for bus (MB) service.					
Under the contract:					
<ul style="list-style-type: none"> • Regional Transit agrees to pay \$2,500,000 for operating the service • DEF Company returns fare revenues 					
DEF collects \$600,000 in fare revenues and transfers the receipts to Regional Transit. DEF earns \$2,500,000.					
<i>What is reported?</i>					
Solution:					
Both Regional Transit and ABC Company report:					
<ul style="list-style-type: none"> • Net contract expenditures by buyer • Purchased transportation (PT) fare revenues 	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"></td> <td style="text-align: right; width: 50%;">\$1,900,000</td> </tr> <tr> <td></td> <td style="text-align: right;">\$600,000</td> </tr> </table>		\$1,900,000		\$600,000
	\$1,900,000				
	\$600,000				
For contracts in which the purchased transportation (PT) fare revenues are returned to the buyer by the seller, the net contract expenditures by the buyer equals the actual payments or accruals made by the buyer net of or less the purchased transportation (PT) fare revenues.					

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Other Costs Incurred by the Buyer

Report, by [mode](#), [other costs incurred by the buyer](#); e.g., contract administration cost, customer information services, advertising and other services or supplies provided under the agreement.

Other Costs Incurred by the Buyer: Expenses of the [buyer](#) (public transit agency or governmental unit) that are directly attributable to the provision of purchased transportation (PT) services. Examples include:

- Providing maintenance services or fuel for the vehicles used by the [seller](#)
- Gathering and compiling NTD data
- Monitoring of the seller's operations and other similar costs where the buyer uses its resources to support the purchased service.

Total Operating Expenses

This field automatically sums the net contract expenditures; other costs incurred by the buyer, and purchased transportation (PT) fare revenue.

Description of Demand Response Provider

This section only appears if the contracted service is [demand response](#) (DR). Complete this section only if the contract involves the provision of demand response (DR) services. For Type select one of the seven categories from the **Drop-Down** menu.

If none of the choices fits, select category 7: Other. Internet Reporting will display a box for you to describe the demand response (DR) provider.

Description of Demand Response (DR) Provider menu selections:

1. [Social service agency](#)
2. [Taxicab operator](#)
3. [Brokerage system](#)
4. [Public agency or transit system](#)
5. [Private for-profit provider](#)
6. [Private non-profit provider](#)
7. Other

Line by Line Instructions

Completing the Contractual Relationship form (B-30)

- Complete one form for each buyer and seller of service contractual relationship. Use the **Add Form** button at the bottom of the **Forms** screen to create additional forms for each contractual relationship.

Form Level Help: Click on the **Help** tab at the top of the screen for form level help. A form note can be attached to any form. Use the **Add Form Note** link for 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.

Do not use the **Form Notes** feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

Saving or Closing the Form

Click on the **Save** button at the bottom of the screen to save the form. Click on the **Close** button at the bottom of the screen to close the form without saving.

Deleting the Form

Click on the **Delete** button at the bottom of the form to delete both sections A and B, or click on the **Delete Box** button in line 3 if you want to delete Section B – Key Financial and Operating Statistics only.

Completing the Form

Section A – Contract Summary Type

Line 01: Contractual Relationship.

- Type: Select the option that identifies your agency as the [buyer](#) or [seller](#) of the transportation service and indicates whose report includes the operational data for the [purchased transportation](#) (PT) service from the **Drop-Down** menu:

- You are the public buyer of service from a private company that is not an NTD reporter and the service is being captured in this report as purchased transportation (PT).

This is the most common case. The seller is a private company without an NTD ID and service is reported in the public agency's NTD report.

The public buyer is an NTD reporter.

The private seller does not report to NTD.

- You are the public buyer of service from a public NTD reporter and the service is being captured in this report as directly operated (DO).

This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service. Contractual agreements between public NTD reporting agencies for transit services can be reported as Directly Operated (DO) service by either the seller or the buyer of service. In this case, the buyer is reporting the service. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 7 in the seller's report.

Public buyer and public seller are both NTD reporters.

- You are the public buyer of service from a private NTD reporter and the service is being captured in this report as purchased transportation (PT).

This occurs when two NTD reporters buy and sell service between them and the public buyer would reports the service from the private seller as purchased transportation (PT). When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 8 in the seller's report.

Public buyer and private seller are both NTD reporters.

- You are the public buyer of service and the service is being captured in the public seller's report as directly operated (DO).

This occurs when two public NTD reporters buy and sell service between them and the seller reports the services as directly operated (DO). Neither the buyer nor the seller is reporting as a brokerage. When the buyer (who is the reporting agency in this case) makes this menu selection, the seller selects type 6 in the seller's report.

Public buyer and public seller are both NTD reporters.

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6. You are the public seller of service with a public buyer that is an NTD Reporter and the service is being captured in this report as directly operated (DO).

This occurs for sellers who are not public transit agencies and the seller reports the service as directly operated (DO). When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 5 in the buyer's report.

Public buyer and public seller are both NTD reporters.

7. You are the public seller of service and the service is being captured in the public buyer's report as directly operated (DO).

This occurs when two public NTD reporters buy and sell service between them and the buyer reports the service as directly operated (DO). When the seller (who is the reporting agency in this case) makes this menu selection, the buyer selects type 2 in the buyer's report.

Public buyer and public seller are both NTD reporters.

8. You are the private seller of service and the service is being captured in the public buyer's report as purchased transportation (PT).

This occurs when two NTD reporters buy and sell service between them and the public buyer reports the service as purchased transportation (PT). When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 3 in the buyer's report.

Public buyer and private seller are both NTD reporters.

9. You are the public buyer of service from a public seller who is a brokerage and the service is being captured in the seller's report as purchased transportation (PT).

This usually occurs with demand response (DR) services. The public buyer purchases service from a public brokerage comprised of private and/or public providers. The broker assigns trips to the providers. In this case, the buyer and seller each file only one Contractual Relationship form (B-30) showing the relationship between them and the service is captured in the broker's report as purchased transportation (PT). When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 10 in the seller's report.

Public buyer and public seller are both NTD reporters.

10. You are the public seller of service (brokerage) and the service is being captured in this report as purchased transportation (PT).

This usually occurs with demand response (DR) services. The public seller (broker) sells service to a public agency (buyer) and the service is captured in the seller's report as purchased transportation (PT). When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 9 in the buyer's report.

Public buyer and private seller are both NTD reporters.

11. You are the public seller of service with a private buyer that is not an NTD reporter and the service is being captured in this report as directly operated (DO).

The buyer is a private company without an NTD ID and service is reported in the public agency's NTD report.

Public seller is an NTD reporter.

Private buyer does not report to NTD.

12. You are the public buyer of service with a private seller who is an NTD reporter and service is being captured in the seller's report as directly operated (DO).

This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as purchased transportation (PT). However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the buyer (who is the reporting agency) makes this menu selection, the seller selects type 13 in the seller's report.

Public buyer and private seller are both NTD reporters.

13. You are the private seller of service with a public buyer who is an NTD reporter and service is being captured in this report as directly operated (DO).

This occurs when two NTD reporters buy and sell service between them. Usually, the service would be reported in the public agency's report as purchased transportation (PT). However, in rare cases the private company will report the service. In these cases, permission must be obtained from FTA in advance. When the seller (who is the reporting agency) makes this menu selection, the buyer selects type 12 in the buyer's report.

Public buyer and private seller are both NTD reporters.

14. You are the private seller of service with a public buyer who is not an NTD reporter and the service is being captured in this report as directly operated (DO).

The buyer is a public agency without an NTD ID. Usually, the public agency would submit a request for an NTD ID and the service would be captured in the public agency's NTD report as purchased transportation (PT). However, in rare cases the private seller will report the service as directly operated. In these cases, permission must be obtained from FTA in advance.

Private seller is an NTD reporter.

Public buyer does not report to NTD

- NTD Reporter. This menu is used to select [public transit agencies](#) or [private operators](#) that file NTD reports and have a [NTD identification number](#) (NTD ID). If you selected types 2, 3, 5 through 10, 12 and 13 to describe the type of contractual relationship, select the other party to the contractual relationship from the **Drop-Down** menu.
- Company. This menu is used to select [private operators](#) that do not file NTD reports. If you selected types 1, 11 and 14 to describe the type of contractual relationship, select the other party to the contractual relationship. If the operator is not in the menu, click on the **Add / Edit Company** button to enter the name of a new private company. If you are a private company who had a contract with an NTD reporter, which filed a report last year, but this year is not filing a report, the agency will no longer be listed in the NTD reporter **Drop-Down** menu.

Line 02: Monetary Nature of Contractual Relationship. Check all that apply:

- a) Negotiated rate per unit of service delivered. Select this box if both the [buyer](#) and [seller](#) agree to a specific cash amount for the service. The cash amount is a set price typically based on a set rate per hour or mile of service to be provided. It may also be a reimbursement per passenger trip basis.
- b) Cash reimbursement of some of seller's operating deficit. Select this box if the buyer reimburses the seller for only a portion of the net service cost (full service cost less passenger revenues earned).
- c) Cash reimbursement of all of the seller's operating deficit. Select this box if the buyer reimburses the seller for the net service cost (full service cost less passenger revenues earned).
- d) Cash reimbursement to seller for reduced fare programs. Select this box if the buyer agrees to reimburse the seller for reduced fare programs. For example, if elderly persons pay 50 percent of the adult fare, the buyer agrees to reimburse the seller for the other 50 percent it would have collected from a full adult fare.
- e) Buyer provides vehicles to the seller to provide service under this purchase transportation agreement. This includes vehicles given, sold, loaned or leased (usually for below market value) to seller.
- f) Maintenance facility leased to seller. Select this box if the buyer leases the maintenance facility to the seller.
- g) Other. Select this box if none of the above describes the monetary nature of the relationship. If you select other, describe in the [Monetary Consideration](#) – Other Description field.

Section B – Key Financial and Operating Statistics

Line 03: Contracted Services. Click on the **Add Mode** button; Internet Reporting will generate a column of data items to complete. At the top of the column is a **Drop-Down** menu that contains all [modes](#) identified on the Identification form (B-10). Select the mode for this contractual relationship. If additional modes are operated under this contract, click again on the **Add Mode** button to generate another column, and select the next mode.

Line 04: Vehicles / Passenger Cars Operated in Annual Maximum Service – by Mode and Type of Service. Enter the number of [revenue vehicles](#) operated under the [purchased transportation](#) (PT) agreement to meet annual maximum service requirements. If a vehicle is used for more than one [mode](#) or contract, report the vehicle for each mode and for each contract and describe. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. Indicate the number of vehicles used and for which modes or contracts.

Line 05: Number of Months Seller Operated Service During Report Year – by Mode and Type of Service. Enter the number of months that the [seller](#) operated service during the report year. If service was operated less than a full report year, describe the term of the contract (beginning date and number of months service was to be provided). Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen.

Line 06: Purchased Transportation Fare Revenues – by Mode and Type of Service. Enter all [purchased transportation fare revenues](#) from the service under the [purchased transportation](#) (PT) agreement, regardless of whether the fares are retained by the [seller](#) or returned to the [buyer](#). Fares are usually collected by the seller, but also include fares collected or sold by the buyer for users of the purchased transportation service. For example, if the buyer sells tickets, tokens or passes for these users, this revenue is part of purchased transportation fare revenues. Describe any unusual circumstances regarding fare revenues or to confirm that no fares are charged. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen.

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Line 07: Net Contract Expenditures – by Mode and Type of Service. Enter payments or accruals, not including [purchased transportation fare revenues](#) from the service, under the [purchased transportation](#) (PT) agreement.

Line 08: Other Costs Incurred by the Buyer – by Mode and Type of Service. Enter any other [operating expenses](#) (OE) that the transit agency reporter (identified on the Identification form (B-10)) has incurred as buyer ([other costs incurred by the buyer](#)) of the [purchased transportation](#) (PT) services. If you are the seller filing this NTD report, report zero.

Line 09: Total Operating Expenses, by Mode – by Mode and Type of Service. This is an **auto-calculated** field and cannot be edited, review for accuracy. This is the buyer's total [operating expenses](#) (OE) for the [purchased transportation](#) (PT) service that is the sum of [net contract expenditures by the buyer](#), [purchased transportation fare revenues](#), and [other costs incurred by the buyer](#).

Line 10: Description of a Demand Response (DR) Provider. This line will only appear if you have clicked the **Add Mode** button on **Item 4**. Select the organization type of the [demand response](#) (DR) provider:

1. Social service agency
2. Taxicab operator
3. [Brokerage system](#)
4. [Public agency or transit system](#)
5. [Private for profit provider](#)
6. [Private non-profit provider](#)
7. Other – If none of the choices fit, select category 7: Other. Internet Reporting will display a box for you to describe the demand response (DR) provider.