

The Federal Funding Allocation Statistics Module contains one form.

1. Federal Funding Allocation Statistics form (FFA-10).

### **Federal Funding Allocation Statistics form (FFA-10)**

---

The purpose of the Federal Funding Allocation Statistics form (FFA-10) is to summarize data used in apportioning funds for the Federal Transit Administration's (FTA) Urbanized Area Formula Program (Section 5307) and the Capital Program for Fixed Guideway Modernization (Section 5309).

This form is required from transit agencies in or serving urbanized areas (UZAs) with 200,000 or more population using 2000 U.S. Bureau of the Census information. Transit agencies complete separate forms for directly operated (DO) and for purchased transportation (PT) services by mode.

# 2007 Annual Reporting Manual

Home   e-File   Annual   Monthly Ridership   Safety & Security   Notes   Issues   Reports   Communications   Sys Admin   Help				
Form Name: Federal Funding Allocation Statistics (FFA-10) Mode: Bus Fixed Guideway Service:				Close Form
Line	a	b	c	i
Item	Data from Other Forms	Non-UZA	# UZA	Annual Total
01	Urbanized area (UZA) number (to allocate to UZA select the corresponding checkbox in line 02)			
02	Urbanized area (UZA) and Non-UZA reporting method	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Annual Total				
03	Total actual vehicle revenue miles (VRM)			
04	Total passenger miles (PM)			
05	Total operating expenses (OE)			
Urbanized Area Formula Program				
Fixed Guideway				
06	Directional route miles (DRM)			
07	Fixed (FG) / non-fixed guideway (NFG) reporting method			
08	Actual vehicle revenue miles (VRM)			
09	Passenger miles (PM)			
10	Operating expenses (OE)			
Non-Fixed Guideway				
11	Actual vehicle revenue miles (VRM)			
12	Passenger miles (PM)			
13	Operating expenses (OE)			
Capital Program for Fixed Guideway Modernization				
14	Directional route miles (DRM) ≥ 7 years @ Federal fiscal year end (FFYE)			
15	Actual vehicle revenue miles (VRM) ≥ 7 years @ Federal fiscal year end (FFYE)			

Save Close Print

Home   e-File   Annual   Monthly Ridership   Safety & Security   Notes   Issues   Reports   Communications   Sys Admin   Help				
Form Name: Federal Funding Allocation Statistics (FFA-10) Mode: TB Service:				Close Form
Line	a	b	c	i
Item	Data from Other Forms	Non-UZA	# UZA	Annual Total
01	Urbanized area (UZA) number (to allocate to UZA select the corresponding checkbox in line 02)			
02	Urbanized area (UZA) and Other Than Urbanized Area (Non-UZA) reporting method	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Urbanized Area Formula Program				
Fixed Guideway				
06	Directional route miles (DRM)			
	Directional route miles (DRM) over which service was provided that can be allocated to lines 08-10. From S-10 TB, line 08, Annual Total			
08	Actual vehicle revenue miles (VRM)			
09	Passenger miles (PM)			
10	Operating expenses (OE)			
Capital Program for Fixed Guideway Modernization				
14	Directional route miles (DRM) ≥ 7 years @ Federal fiscal year end (FFYE)			
	Directional route miles (DRM) over which service was provided that can be allocated to line 15. From S-10 TB, line 13, Annual Total			
15	Actual vehicle revenue miles (VRM) ≥ 7 years @ Federal fiscal year end (FFYE)			

Save Close Print

<a href="#">Home</a>   <a href="#">e-File</a>   <a href="#">Annual</a>   <a href="#">Monthly Ridership</a>   <a href="#">Safety &amp; Security</a>   <a href="#">Notes</a>   <a href="#">Issues</a>   <a href="#">Reports</a>   <a href="#">Communications</a>   <a href="#">Sys Admin</a>   <a href="#">Help</a>					
Form Name: Federal Funding Allocation Statistics (FFA-10) Mode: Rail Service:				<a href="#">Close Form</a>	
Line		a	b	c	i
Item		Data from Other Forms	Non-UZA	# UZA	Annual Total
01	Urbanized area (UZA) number (to allocate to UZA select the corresponding checkbox in line 02)		Non-UZA	UZA	
02	Urbanized area (UZA) and Non-UZA reporting method	<input type="text" value="Make Selection"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<a href="#">Urbanized Area Formula Program</a>					
<b>Fixed Guideway</b>					
06	Directional route miles (DRM)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08	Actual vehicle revenue miles (VRM)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
09	Passenger miles (PM)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	Operating expenses (OE)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<a href="#">Capital Program for Fixed Guideway Modernization</a>					
14	Directional route miles (DRM) ≥ 7 years @ Federal fiscal year end (FFYE)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
15	Actual vehicle revenue miles (VRM) ≥ 7 years @ Federal fiscal year end (FFYE)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="button" value="Save"/>	<input type="button" value="Close"/>	<input type="button" value="Print"/>	

<a href="#">Home</a>   <a href="#">e-File</a>   <a href="#">Annual</a>   <a href="#">Monthly Ridership</a>   <a href="#">Safety &amp; Security</a>   <a href="#">Notes</a>   <a href="#">Issues</a>   <a href="#">Reports</a>   <a href="#">Communications</a>   <a href="#">Sys Admin</a>   <a href="#">Help</a>					
Form Name: Federal Funding Allocation Statistics (FFA-10) Mode: Non-Rail - Non-Fixed Guideway Service:				<a href="#">Close Form</a>	
Line		a	b	c	i
Item		Data from Other Forms	Non-UZA	# UZA	Annual Total
01	Urbanized area (UZA) number (to allocate to UZA select the corresponding checkbox in line 02)		Non-UZA	UZA	
02	Urbanized area (UZA) and Non-UZA reporting method	<input type="text" value="Make Selection"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<a href="#">Urbanized Area Formula Program</a>					
<b>Non-Fixed Guideway</b>					
11	Actual vehicle revenue miles (VRM)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12	Passenger miles (PM)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13	Operating expenses (OE)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		<input type="button" value="Save"/>	<input type="button" value="Close"/>	<input type="button" value="Print"/>	

## 2007 Annual Reporting Manual

---

### Federal Funding Allocation Statistics form (FFA-10)

---

#### Overview

---

The Federal Funding Allocation Statistics form (FFA-10) summarizes key statistics used in the allocation of Federal funds for [urbanized areas](#) (UZAs) of 200,000 or more population. It is also used to report these statistics if the transit agency:

- Operated in more than one UZA or [other than urbanized area](#) (non-UZA)
- Operated bus (MB) mode on fixed guideway (FG).

The Federal Transit Administration (FTA) uses the statistics from the Federal Funding Allocation Statistics form (FFA-10) to allocate funds for two programs:

1. [Urbanized Area Formula Program](#) (UAF) (Section 5307)
2. [Capital Program for Fixed Guideway Modernization](#) (Section 5309).

The allocations utilize U.S. Bureau of the Census defined UZAs and non-UZAs and their populations based on the 2000 Census. In general, a UZA includes one or more incorporated cities, villages and towns, and the adjacent, contiguous surrounding territory that together have a minimum of 50,000 persons and have a density of at least 1,000 persons per square mile. A non-UZA has a population of fewer than 50,000 persons.

UZAs do not conform to congressional districts or any other political boundaries. The UZAs also generally do not conform to the defined [service areas](#) of transit agencies.

#### Urbanized Area Formula Program

The FTA Urbanized Area Formula Program (UAF) (Section 5307 of the Federal Transit Act) is a formula program for [capital](#) projects and planning. [Operating assistance](#) also is provided through this program to UZAs of less than 200,000 population.

The funds for the Urbanized Area Formula Program (UAF) are apportioned to U.S. Census designated UZAs using data items that vary by population size. Funds for UZAs with populations of less than 200,000 are based on population and population density. Since these data items are collected through the U.S. Census, no additional transit data are needed. Therefore, transit agencies do not complete Federal Funding Allocation Statistics form (FFA-10) if they serve solely UZAs with less than 200,000 population. However, SAFETEA-LU establishes a provision in the FTA Urbanized Area Formula program (Section 5307) to distribute funds to urbanized areas under 200,000 population called the [Small Transit Intensive Cities \(STIC\) Formula](#). Under the STIC, funds are apportioned to urbanized areas (UZA) with a population less than 200,000 that meet or exceed the average level of service for all UZAs with populations between 200,000 and 1,000,000.

The UZAs must operate at a level of service equal to or above the industry average level of service for all UZAs with a population of at least 200,000 but not more than 999,999, in one or more of six performance categories:

1. Passenger miles traveled per vehicle revenue mile
2. Passenger miles traveled per vehicle revenue hour
3. Vehicle revenue miles per capita
4. Vehicle revenue hours per capita
5. Passenger miles traveled per capita, and
6. Passengers per capita.

FTA will make this evaluation after closeout of the 2007 report year for inclusion in the UAF apportionment.

The apportionment of Urbanized Area Formula (UAF) funds to U.S. Census designated UZAs with populations of 200,000 or more is based on several data items. These data items are:

- Population
- Population density
- [Actual vehicle revenue miles](#) (VRM)
- [Fixed guideway directional route miles](#) (FG DRM)
- [Passenger miles](#) (PM)
- [Operating expenses](#) (OE).

Transit agencies report these data items on the Federal Funding Allocation Statistics form (FFA-10) if they serve UZAs with more than 200,000 population. For a discussion of these data items, see the Service Module forms (S-10 and S-20) and Operating Expenses form (F-30).

The Urbanized Area Formula Program (UAF) contains separate funding tiers for [fixed guideway](#) (FG) and [non-fixed guideway](#) (NFG) modes. Fixed guideway (FG) modes fall into three categories:

1. Modes that utilize a separate right-of-way (ROW) — aerial tramway (TR) or rails for the exclusive use of public transportation service, (i.e., automated guideway (AG), cable car (CC), commuter rail (CR), heavy rail (HR), inclined plane (IP), light rail (LR) and monorail (MO)).
2. Modes that utilize a right-of-way (ROW) usable by other forms of transportation, but by statute are designated as fixed guideway (FG), (i.e., trolleybus (TB) and ferryboat (FB)).
3. Bus (MB) mode (by definition) for buses operating on controlled access or exclusive rights-of-way (ROW).

A threshold level of at least one mile of fixed guideway (FG) in an urbanized area (UZA) is required to receive fixed guideway (FG) tier funds.

### Capital Program for Fixed Guideway Modernization

The FTA Capital Program for Fixed Guideway Modernization (Section 5309 of the Federal Transit Act) is a discretionary program that provides [capital assistance](#) for three primary types of projects:

1. New and replacement buses (MB) and facilities
2. Modernization of existing fixed guideway (FG) systems
3. New fixed guideway (FG) systems.

Under the Capital Program, apportionment of FTA funds to a U.S. Census designated urbanized area with a population of 200,000 or more is based on fixed guideway (FG) segments that meet the following criteria:

- The segments have already qualified for the Urbanized Area Formula Program (UAF)
- The segments have been in continuous transit operation for at least seven Federal fiscal years (since September 30, 2000 for the 2007 NTD Annual report)
- Data for operations over those segments are reported for:
  - Actual vehicle revenue miles (VRM)
  - Fixed guideway directional route miles (FG DRM)
- A threshold level of at least one mile of fixed guideway (FG) in a UZA is required to receive these funds.

There are two key aspects of the second criterion — continuous transit operation for seven Federal fiscal years — that are important in NTD reporting:

1. Continuous transit operation covers all transit agencies operating on the segment. A segment meeting the seven-year requirements are eligible even if your transit agency is not the original operator.
2. FTA reviews previous NTD reports to assess continuous transit operation. Data for the fixed guideway (FG) segments must have been reported in the last six NTD reports. For apportionment purposes, the 7-year age requirement for fixed guideway segments is based on the report year when the segment is first reported by any NTD transit agency. This pertains to segments reported for the first time in the current report year. Even if a transit agency can document a revenue service start date prior to the current NTD report year, FTA will only consider segments continuously reported to NTD.

### Reporting Requirements and Thresholds

Transit agencies in or serving UZAs with 200,000 or more population, as defined by the 2000 U.S. Bureau of the Census information, must complete this form. Complete one form for each [mode](#) and [type of service](#) (TOS).

### What Has Changed from Prior Year

The reporting instructions incorporate the following changes:

- For apportionment purposes, when a transit agency serves two UZAs with populations of less than 200,000, then the statistics must be allocated between the two UZAs.

## 2007 Annual Reporting Manual

- Column a, data from other forms, displays the Urbanized Area Formula Program and also Capital Program for Fixed Guideway Modernization directional route miles (DRM) over which statistics can be reported. Even though the directional route miles (DRM) on fixed guideway can only be reported once for funding, you can report the statistics that your agency operated on the fixed guideway segment when another agency is claiming that segment in their report.

### Approach

The Federal Funding Allocation Statistics form (FFA-10) uses data reported on other NTD forms to develop the statistics used in the allocations of the [Urbanized Area Formula Program](#) (UAF) and in [Capital Program](#) for Fixed Guideway Modernization funding. Internet Reporting automatically transfers the eligible annual total data from other forms. Therefore, you must complete the source forms before completing this form.

The exhibit below lists the source forms and data items.

Exhibit 25 — Federal Funding Allocation Statistics Form Corresponding Data	
Data Item	Source Forms
Urbanized area (UZA) number, other than urbanized area (non-UZA)	Identification form (B-10) Item 5
Annual total actual vehicle revenue miles (VRM)	Service form (S-10) line 12, column d
Annual total passenger miles (PM)	Service form (S-10) line 20, column d
Total operating expenses (OE)	Directly Operated (DO) Modes Operating Expenses form (F-30) line 15, column e Purchased Transportation (PT) Modes Operating Expenses form (F-30) line 15, column e minus line 12, column e minus Contractual Relationship form (B-30), item 8, Other costs incurred by buyer for sellers filing a separate NTD Annual report.
Fixed guideway directional route miles (FG DRM)	Fixed Guideway Segments form (S-20) Rail, ferryboat (FB) and aerial tramway (TR) modes, line 03 Bus (MB) mode, line 13 Trolleybus (TB) mode, line 08
Fixed guideway directional route miles (FG DRM) ≥ seven years old	Fixed Guideway Segments form (S-20) Rail, ferryboat (FB) and aerial tramway (TR) modes, line 05 Bus (MB) mode, line 17 Trolleybus (TB) mode, line 14
Actual vehicle revenue miles (VRM) ≥ seven years old	Subset of actual vehicle revenue miles (VRM) on Service form (S-10), line 12, column d, Operated on fixed guideway (FG) segments

For many transit agencies, the completion of the Federal Funding Allocation Statistics form (FFA-10) is very simple and straightforward. The sum of the data for one urbanized area (UZA) is reported in total transferred from other forms.

However, for other transit agencies, the completion of the Federal Funding Allocation Statistics form (FFA-10) is more complex because one or more of the following four situations apply:

1. The transit agency serves an other than urbanized area (non-UZA) or more than one UZA. The transit agency may have to report its annual statistics among areas since the apportionments are made by UZA.
2. The transit agency operates bus (MB) fixed guideway (FG) service. The transit agency must report annual statistics for fixed (FG) and non-fixed guideway (NFG) since the apportionments are made by [fixed](#) (FG) and [non-fixed guideway](#) (NFG) modes.
3. The transit agency is one of several transit agencies that operate over the same fixed guideway (FG) segments. The transit agencies must decide which transit agency will report [directional route miles](#) (DRM) for the shared segments since they are recognized only once in the apportionment process regardless of how many transit agencies operate on the shared segments.

- The transit agency operates a fixed guideway (FG) mode and some of the guideway is at least seven Federal fiscal years old. The transit agency must enter the [actual vehicle revenue miles](#) (VRM) operated for the guideway at least seven Federal fiscal years old.

The following sections describe the reporting requirements for these four situations. If these situations do not apply to your agency, go directly to the detailed reporting instructions for the Federal Funding Allocation Statistics form (FFA-10).

### Serving an Other than Urbanized Area (Rural) or More than One Urbanized Area

The Identification form (B-10) identifies the primary [urbanized area](#) (UZA) (where the transit agency is located and provides service) and any secondary areas that are served, either other UZAs or [other than urbanized areas](#) (non-UZAs). It also identifies the transit agency's [service area](#) in square miles and the population within that area that has access to public transportation.

The service area for some transit agencies includes parts of one or more UZAs or non-UZAs. For these transit agencies, one or more UZAs or non-UZAs will be identified as secondary areas on the Identification form (B-10). The transit agencies may have to report their annual statistics among areas in the Federal Funding Allocation Statistics form (FFA-10) since the apportionments are made by UZA.

Reporting annual statistics generally is based on the service provided in each area. However, the size of the secondary service area(s) affects whether the secondary area(s) are considered served in terms of the Federal apportionment. The next two sections discuss the reporting rules and methods for reporting statistics by area.

### Reporting Rules for Multiple Areas

Areas are classified by the U.S. Census designations of:

- UZA greater than or equal to 200,000 population
- UZA less than 200,000 population
- Non-UZA (i.e., less than 50,000 population).

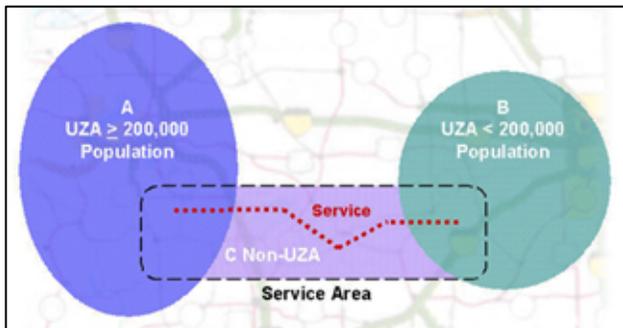
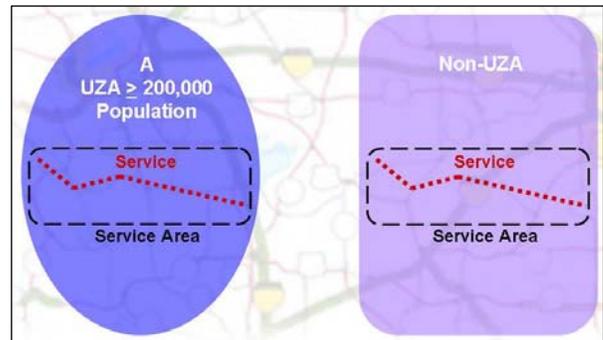
For apportionment purposes, a transit agency serves a UZA with a population of 200,000 or more if transit services are:

- Located entirely within the UZA with a population of 200,000 or more
- or
- Provided between the UZA with a population of 200,000 or more and a UZA of fewer than 200,000 population
- or
- Provided between the UZA with a population of 200,000 or more and a non-UZA.

The areas where a vehicle trip starts and ends, and the size of the area determine service location as follows:

- If both ends of a vehicle trip are contained entirely within an area, then that area is served.

In this scenario, because the service is contained entirely within urbanized area (UZA) A, or within an other than urbanized area (Non-UZA), all statistics for the formula allocations are reported in UZA A, or the non-UZA, as applicable.



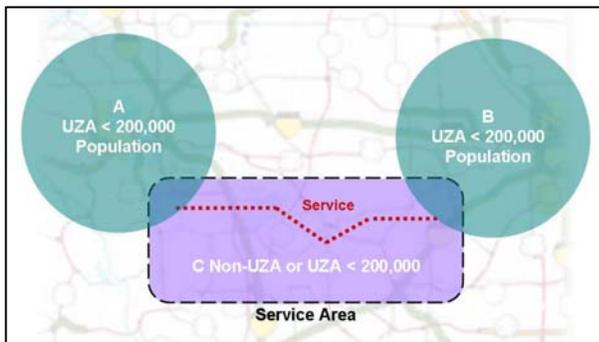
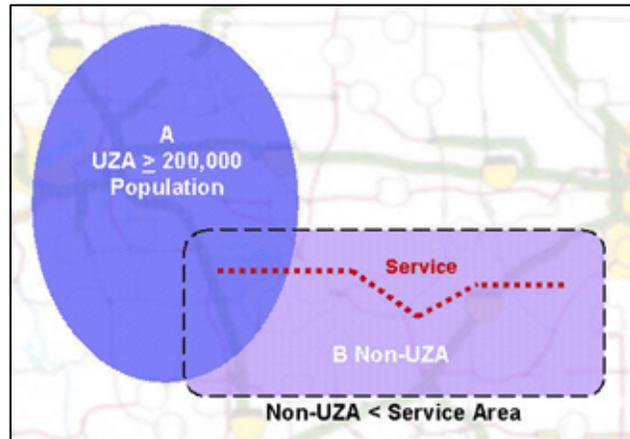
- If one end of the vehicle trip is in a UZA less than 200,000 population and the other trip end is in a UZA greater than or equal to 200,000 population, then the larger area is served. All statistics for the formula allocations can be reported for the larger UZA.

In this scenario, all statistics for the formula allocation may be reported in the UZA A ( $\geq 200,000$  population).

## 2007 Annual Reporting Manual

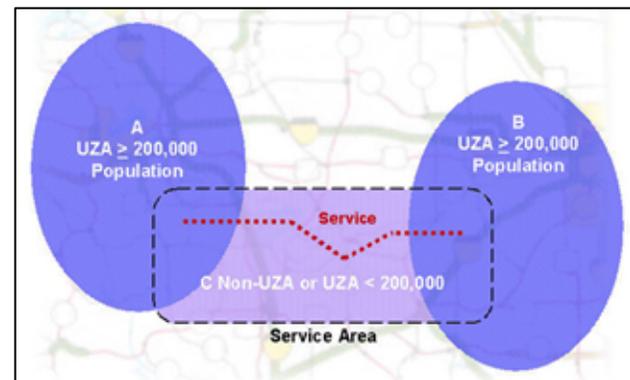
- If one end of the vehicle trip is in a non-UZA and the other trip end is in a UZA greater than or equal to 200,000 population, then the larger area is served. All statistics for the formula allocations can be reported for the UZA.

In this scenario, all statistics for the formula allocations are reported in UZA A.



- If vehicle trip ends are both in UZAs less than 200,000 population, then the statistics must be allocated between UZAs A and B.

In this scenario, rural statistics must be allocated between both UZAs.



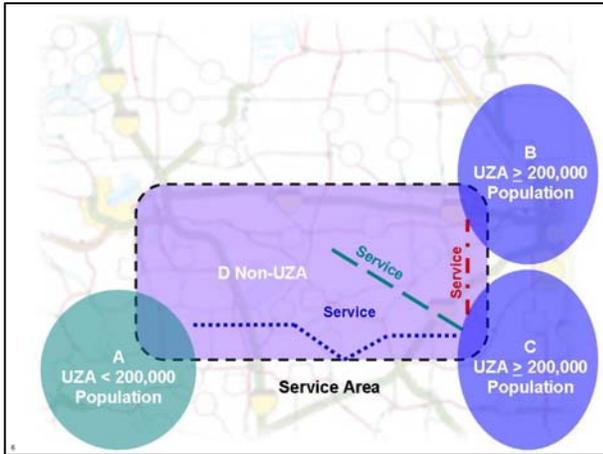
- If vehicle trip ends are both in UZAs greater than or equal to 200,000 population, then the statistics must be allocated between UZAs A and B.

In some instances, the vehicle trip rule can be extended to [linked passenger trips](#). For example, a passenger makes a demand response (DR) trip within an other than urbanized area (non-UZA) to a bus (MB) route going from the non-UZA into an urbanized area (UZA) greater than or equal to 200,000 population. The intent of each portion of the linked trip (the [unlinked passenger trip](#) (UPT) in demand response (DR) mode and the unlinked passenger trip (UPT) in bus (MB) mode) is to enable the passenger to go to the UZA and so the larger UZA is served for all segments of the linked passenger trip.

Based on these reporting rules for service location, the key for completing the Federal Funding Allocation Statistics form (FFA-10) is that anytime service goes through a UZA greater than or equal to 200,000 population, then statistics for this service must be reported for the UZA.

In this scenario, the statistics for the formula allocations are allocated to UZA A.

One unusual situation can occur when service is operated through multiple UZAs, some less than 200,000 (or a non-UZA) and some UZAs greater than or equal to 200,000 population. The reporting of this multiple area service involves two steps:

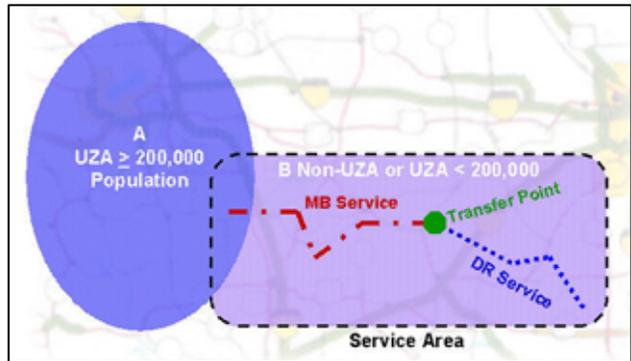


Scenario 1: There is service operated between UZAs B and C (both  $\geq 200,000$  population). Therefore, for allocation purposes the statistics for the service is allocated between UZAs B and C.

Scenario 2: There is also service between UZA A ( $< 200,000$  population) and UZA C ( $\geq 200,000$  population). The statistics for the service operated in UZAs  $< 200,000$  population (or from non-UZAs) may be reported by UZAs  $\geq 200,000$  population. Therefore, the service statistics between UZAs A and C may be allocated to UZA C.

### Reporting Statistics among Urbanized Areas and Other Than Urbanized Areas (Rural)

Two methods are permitted for reporting statistics among [urbanized areas](#) (UZAs) and [other than urbanized areas](#) (non-UZAs) — Actual Data is a direct measurement (or recording) of the actual data and [actual vehicle revenue miles](#) (VRM) (passenger car miles for rail modes) is a direct measurement of the actual vehicle revenue miles (VRM) and the corresponding proportion of passenger miles (PM) and operating expenses (OE). The reporting requirements vary depending on the data item.



Data Item	Reporting Methodology	
	Actual Data	Actual Vehicle Revenue Miles
	Direct Measurement	Prorated Data
Actual vehicle (passenger car) revenue miles (VRM)	X	*
Passenger miles (PM)	X	X
Operating expenses (OE)	X	X
Directional route miles (DRM)	X	*

\*VRM and DRM are always a direct measurement of actual data.

Actual vehicle revenue miles (VRM) (actual passenger car miles for rail modes) by area must be directly measured and reported for all sections of the form. Transit agencies typically collect these data based on a geographical analysis of the scheduled service that is adjusted for added or missed [revenue service](#). This geographical analysis may be modified to reflect the served criteria discussed in the previous section.

[Passenger miles](#) (PM) and [operating expenses](#) (OE) can either be directly measured or reported based on the actual vehicle revenue miles (VRM) operated in each of the areas served. If actual vehicle revenue miles (VRM) are used as the reporting method, select "vehicle revenue miles", Internet Reporting automatically enters the total passenger miles (PM) and total operating expenses (OE) based on actual vehicle revenue miles (VRM) entered for each area.

For [fixed guideway](#) (FG) modes, [directional route miles](#) (DRM) by area must be directly measured and reported for both the [Urbanized Area Formula Program](#) (UAF) and the [Capital Program](#) for Fixed Guideway Modernization sections of the form.

## 2007 Annual Reporting Manual

---

The Fixed Guideway Segments form (S-20), which is a physical inventory of the geographic location of segments, can be used to help determine directional route miles (DRM) by service area.

The reporting of directional route miles (DRM) among urbanized areas (UZAs) and other than urbanized areas (non-UZAs) on the Federal Funding Allocation Statistics form (FFA-10) may not be the same as the data reported on the Fixed Guideway Segments form (S-20) if, for apportionment purposes, the transit agency serves areas using the criteria described above. However, the directional route miles (DRM), by funding program, must be greater than or equal to the directional route miles (DRM) on the Fixed Guideway Segments form (S-20) for each UZA greater than or equal to 200,000 population.

### Bus Fixed Guideway Operations

For bus (MB) mode, most transit agencies operate in [mixed traffic right-of-way](#) (ROW). However, they may also operate on [exclusive right-of-way](#) (ROW) or [controlled access right-of-way](#) (ROW); this is classified as operating on fixed guideway (FG).

If you identified bus (MB) [fixed guideway](#) (FG) segments that met the eligibility criteria for funding, then your transit agency should report statistics for fixed (FG) and [non-fixed guideway](#) (NFG) bus (MB) operations. Funding eligibility for bus (MB) segments is based on the following criteria:

- Only segments on controlled access right-of-way (ROW) or exclusive right-of-way (ROW)
- Those segments must serve travel corridors with unfavorable [levels of service](#) (LOS) (D, E or F)
- Travel on those segments must have restricted hours during which [single occupancy vehicles](#) (SOVs) are legally prohibited and are enforced from using any segment portion or meet the [high occupancy / toll \(HO/T\) lane](#) requirements.
- If your transit agency has stricter requirements for high occupancy vehicle (HOV) facilities than the prohibition of single occupancy vehicles (SOV), i.e., three or more persons per vehicle, then those requirements apply to the high occupancy / toll (HO/T) lane, i.e., one and two-person vehicles would pay tolls.
- Segments on high-speed facilities (expressways) shared with vanpools (VP) or carpools must be safely operated.

Even though another transit agency is designated as the agency reporting the fixed guideway directional route miles (FG DRM) on the Federal Funding Allocation Statistics form (FFA-10), each agency that operates service over the fixed guideway directional route miles (FG DRM) should report the actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) on the Federal Funding Allocation Statistics form (FFA-10).

 See the Fixed Guideway Segments form (S-20) for a discussion of how fixed guideway directional route miles (FG DRM) are determined for funding eligibility.

### Reporting Bus Statistics for Fixed and for Non-Fixed Guideways

It is not mandatory to report bus (MB) statistics separately for [fixed](#) (FG) and [non-fixed guideway](#) (NFG) operations. Transit agencies may report all bus (MB) statistics as non-fixed guideway (NFG).

Reporting fixed (FG) and non-fixed guideway (NFG) statistics follows the same concepts used for reporting statistics among multiple urbanized areas (UZAs) and other than urbanized areas (non-UZAs) served. The following four steps should be followed:

1. First, if there is bus (MB) service to more than one UZA and / or service to a non-UZA, report statistics among UZAs and non-UZAs before reporting statistics for fixed (FG) and non-fixed guideway (NFG). See the above section on Reporting Statistics among UZAs and non-UZAs.
2. Second, by area, for the Urbanized Area Formula Program report the total annual actual vehicle revenue miles (VRM) in fixed (FG) and non-fixed guideway (NFG) portions based on schedules and directional route miles (DRM) on fixed guideway (FG) route segments.
3. Third, for the Urbanized Area Formula Program, report data for passenger miles (PM) and operating expenses (OE) based on the number of actual vehicle revenue miles (VRM) operated in fixed and non-fixed guideway (NFG) operations, or directly enter data for actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE).

 If you use actual vehicle revenue miles (VRM) as the reporting method, determine the actual vehicle revenue miles (VRM) based on operating schedules, Internet Reporting automatically enters the passenger miles (PM) and operating expenses (OE).

4. Fourth, for the Capital Program for Fixed Guideway Modernization, directly enter the portion of the actual vehicle revenue miles (VRM) reported for the Urbanized Area Formula Program (UAF) that operate on the directional route miles (DRM) greater than or equal to seven Federal fiscal years old.



There is no automatic data entry or reporting methodology for this part of the form: Use your schedules and internal records to determine actual vehicle revenue miles (VRM).

The following example illustrates reporting bus (MB) statistics for [fixed](#) (FG) and for [non-fixed guideway](#) (NFG) operations.

**Example 31 — Reporting Bus Statistics for Fixed and for Non-Fixed Guideway**

**Example:** An agency operates bus (MB) service in one urbanized area (UZA) greater than or equal to 200,000 population and provided 3,000,000 passenger miles (PM) at a cost of \$1,500,000. The agency operates 675,000 actual vehicle revenue miles (VRM) on 425 directional route miles (DRM) in mixed traffic right-of-way (ROW) and 75,000 actual vehicle revenue miles (VRM) on an exclusive bus lane of 75 fixed guideway directional route miles (FG DRM). How would the agency report bus (MB) statistics for fixed (FG) and for non-fixed guideway (NFG) using actual vehicle revenue miles (VRM)?

**Solution:** Select the vehicle revenue mile reporting methodology on line 07. Enter 75,000 actual vehicle revenue miles on FG (line 8) and 675,000 on NFG (line 11). Internet Reporting automatically calculates the proportion of actual vehicle revenue miles (VRM) of FG and NFG to the total actual vehicle revenue miles (VRM) of service and multiplies the rate to passenger miles (PM) and operating expenses (OE):

FG proportion	$75,000 / (75,000 + 675,000) = 75,000 / 750,000 =$	0.1
NFG proportion	$675,000 / (75,000 + 675,000) = 675,000 / 750,000 =$	0.9

Multiply the proportion times the number of passenger miles (PM) and operating expenses (OE):

FG passenger miles (PM)	$0.1 \times 3,000,000 =$	300,000
FG operating expenses (OE)	$0.1 \times \$1,500,000 =$	\$150,000
NFG passenger miles (PM)	$0.9 \times 3,000,000 =$	2,700,000
NFG operating expenses (OE)	$0.9 \times \$1,500,000 =$	\$1,350,000

**Multiple Operators or Types of Service on the Same Fixed Guideway**

By [mode](#), there may be multiple NTD reporters using a segment or one reporter may have both [directly operated](#) (DO) and [purchased transportation](#) (PT) services on the segment. Transit agencies should report all the [actual vehicle revenue miles](#) (VRM), [passenger miles](#) (PM), and [operating expenses](#) (OE) for the service operated over the fixed guideway (FG) segments.

However, by mode, [directional route miles](#) (DRM) for a fixed guideway (FG) segment can only be used once in the apportionment of Federal funds. Therefore, the directional route miles (DRM) must only be reported once by any transit agency on the Federal Funding Allocation Statistics form (FFA-10) when the segment is served by multiple operators or service types for the same mode. It is a local decision which operator reports the directional route miles (DRM) for segments served by multiple operators or service types. NTD only is concerned that this reporting is consistent from year-to-year and that the reporting is accurate.

Transit agencies may also operate different modes over the same fixed guideway (FG). In this situation, the fixed guideway directional route miles (FG DRM) are reported and claimed for funding for each mode operated.

The Fixed Guideway Segments form (S-20) includes identification of the transit agency, mode and [type of service](#) (TOS) for allocation of funds using the statistics on the Federal Funding Allocation Statistics form (FFA-10). Only the directional route miles (DRM) for those segments identified on the Fixed Guideway Segments form (S-20) claimed for funding by your transit agency are transferred to the Federal Funding Allocation Statistics form (FFA-10).

**Fixed Guideway Segments at least Seven Federal Fiscal Years Old**

For the Capital Program for Fixed Guideway Modernization, directly enter the portion of the actual vehicle revenue miles (VRM) reported for the Urbanized Area Formula Program (UAF) that operate on the directional route miles (DRM) greater than or equal to seven Federal fiscal years old. There is no automatic data entry or reporting methodology for this part of the form: Use your schedules and internal records to determine actual vehicle revenue miles (VRM).

**Detailed Instructions**

The following provides the detailed instructions for completing this form by areas served, [Urbanized Area Formula Program](#) (UAF) and [Capital Program](#) for Fixed Guideway Modernization.

Internet Reporting automatically transfers the eligible annual total data from other forms. Therefore, you must complete the source forms before completing this form.

## 2007 Annual Reporting Manual

---

In addition, if you change data on the source forms, you must edit any data you entered on the Federal Funding Allocation Statistics form (FFA-10) — there are no automatic re-calculations of [urbanized area](#) (UZA) and [other than urbanized area](#) (non-UZA) area statistics or bus (MB) [fixed](#) (FG) and [non-fixed guideway](#) (NFG) statistics.

### Urbanized Area Number

[UZA numbers](#) are transferred automatically from the Identification form (B-10).

The following rules apply:

- If your transit agency serves only one UZA and does not operate on fixed guideway (FG), check the box under the UZA number, save and exit the form. Internet Reporting automatically completes the statistics for the UZA.
- If your transit agency serves only one UZA and operates on fixed guideway (FG), check the box under the UZA number and report [actual vehicle revenue miles](#) (VRM) for the Capital Program for Fixed Guideway Modernization. See the Capital Program for Fixed Guideway Modes instructions below.
- If your transit agency serves multiple UZAs and non-UZAs, select a UZA and non-UZA reporting method for reporting the statistics used in the funding allocations.
- If your transit agency serves multiple UZAs and non-UZAs and operates over both fixed (FG) and non-fixed guideway (NFG) for bus (MB) mode, you must report statistics in the areas served first, and then select a fixed (FG) / non-fixed guideway (NFG) reporting method to report the statistics used in the funding allocations for fixed (FG) and for non-fixed guideway (NFG).

For this form, the number of UZAs and non-UZAs served may be fewer than those reported for the [service area](#) on the Identification form (B-10) under item 5, demographic information. The demographic information is reported based on physical location of services, which, for apportionment purposes, may be different from the UZAs and non-UZAs served. Also, the UZAs and non-UZAs reported for the service area on the Identification form (B-10) show the service areas served by all [modes](#) and [types of service](#) (TOS) operated which may be greater than the areas served by a specific mode and type of service (TOS).

### Urbanized Area Reporting Method

If the service is operated in more than one UZA, report the statistics in each UZA. From the **Drop-Down** menu, select the methodology used for reporting passenger miles (PM) and operating expenses (OE) among UZAs. Check the box for each UZA to which the methodology should be applied.

#### UZA Reporting Method menu selections:

- a. Actual Vehicle Revenue Miles (VRM)
- b. Actual Data

If the methodology using actual vehicle revenue miles (VRM) is selected, Internet Reporting will automatically enter the [passenger mile](#) (PM) and [operating expense](#) (OE) data into the fields for each UZA based on the proportion of actual vehicle revenue miles (VRM) entered for each UZA. If actual data is selected, you must enter actual data for passenger miles (PM) and operating expenses (OE) for each UZA.

## Urbanized Area Formula Program

The Urbanized Area Formula Program (UAF) uses four NTD statistics in the formula for allocating funds:

1. [Fixed guideway directional route miles](#) (FG DRM) (for transit service operating over fixed guideway (FG))
2. [Actual vehicle revenue miles](#) (VRM)
3. [Passenger miles](#) (PM)
4. [Operating expenses](#) (OE).

This section of the Federal Funding Allocation Statistics form (FFA-10) is tailored for three mode types:

1. [Non-fixed guideway](#) (NFG) mode
2. [Fixed guideway](#) (FG) mode
3. Bus (MB) mode operating on fixed guideway (FG).

Instructions for each of the three mode types follow.

### Non-Fixed Guideway Modes

For non-fixed guideway (NFG) modes, Internet Reporting pre-fills the annual total data from the source forms for actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE). By urbanized area (UZA) and other than urbanized area (non-UZA) area served, report statistics for all three data items. The annual total column automatically sums the data across the areas.

#### Actual Vehicle Revenue Miles

Report actual vehicle revenue miles (VRM) by UZA and non-UZA area. Make sure that the annual total column equals the actual vehicle revenue miles (VRM) automatically transferred from other forms.

#### Passenger Miles

Report passenger miles (PM) by UZA and non-UZA. If you used the actual vehicle revenue mile (VRM) method of reporting, there is an annual total column that is an automatically sums passenger miles (PM) across the areas.

If you used the actual data method of reporting, (i.e., you directly entered actual data) make sure that the annual total column equals the passenger miles (PM) automatically transferred from other forms.

#### Operating Expenses

Report operating expenses (OE) by UZA and non-UZA. If you used the actual vehicle revenue mile (VRM) method of reporting, the annual total column automatically sums the operating expenses (OE) across the areas.

If you used the actual data method of reporting, (i.e., you directly entered actual data) make sure that the annual total column equals the operating expenses (OE) automatically transferred from other forms.

For all modes except bus (MB) mode, save and exit form.

### Fixed Guideway Modes

For fixed guideway (FG) modes (except bus (MB), which is discussed below), NTD Internet Reporting pre-fills the annual total data from the source forms for directional route miles (DRM), actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE). By UZA and non-UZA served, report statistics for the four data items. The annual total column automatically sums the data across the areas.

#### Directional Route Miles

Report [fixed guideway directional route miles](#) (FG DRM) by [urbanized area](#) (UZA) and [other than urbanized area](#) (non-UZA). Make sure that the annual total equals the fixed guideway directional route miles (FG DRM) automatically transferred from other forms.

## 2007 Annual Reporting Manual

---

If you reported new or modified existing [fixed guideway](#) (FG) segments on the Fixed Guideway Segments form (S-20), the annual total may not equal the automatically transferred directional route miles (DRM) as described below.

### New and Modified Fixed Guideway Segments

Transit agencies may add new fixed guideway (FG) segments or modify existing fixed guideway (FG) segments. These new segments can be:

- A segment being reported to NTD for the first time by any transit agency, all data entry fields will be available. If a segment has been added as new it is important to verify that the segment has not been reported to NTD in prior years. If the segment has been reported before by any transit agency, the segment is available to select from the **Drop-Down** menu.
- A segment being reported to NTD for the first time by this transit agency. The segment is available to select from the **Drop-Down** menu. Only selected fields can be modified. Refer to the Fixed Guideway Segments form (S-20).

For new and modified segments, NTD also requires that the transit agency provide supporting documentation. This includes detailed maps that clearly show each segment and dates when revenue service first began on the segment. Until a segment is reviewed and accepted by NTD, the entry will appear under the Proposed New Segments section on the Fixed Guideway Segments form (S-20), and the directional route miles (DRM) for the segment will not be included in the summary at the bottom of the form. Once a new segment is approved, NTD will enter the segment and its directional route miles (DRM) into the database.

For new and modified segments, the following should be done:

- The auditor should review the supporting documentation and Fixed Guideway Segments form (S-20), and determine with the transit agency the directional route miles (DRM) to be reported for the Federal Funding Allocation Statistics form (FFA-10).
- In completing the Federal Funding Allocation Statistics form (FFA-10), the transit agency should include the segment when reporting the directional route miles (DRM) and associated statistics for [actual vehicle revenue miles](#) (VRM), [passenger miles](#) (PM) and [operating expenses](#) (OE) in the appropriate UZA / non-UZA column.

### Deleted Segments

If the transit agency no longer operates over a segment reported in the prior year, the transit agency enters the date that service was last operated under Out of Revenue Service Date. The segment will be deleted and the directional route miles (DRM) eliminated in the summary at the bottom of the Fixed Guideway Segments form (S-20). The transit agency is not to use the **Delete** box.

### Actual Vehicle Revenue Miles

Report actual vehicle revenue miles (VRM) by UZA and non-UZA. Make sure that the annual total column equals the actual vehicle revenue miles (VRM) automatically transferred from other forms.

### Passenger Miles

Report passenger miles (PM) by UZA and non-UZA. If you used the actual vehicle revenue mile (VRM) method of reporting, there is an annual total column that automatically sums the passenger miles (PM) across the areas.

If you used the actual data method of reporting, (i.e., you directly entered actual data) make sure that the annual total column equals the passenger miles (PM) automatically transferred from other forms.

### Operating Expenses

Report [operating expenses](#) (OE) by [urbanized area](#) (UZA) and [other than urbanized area](#) (non-UZA). If you used the [actual vehicle revenue mile](#) (VRM) method of reporting, there is an annual total column that automatically sums the operating expenses (OE) across the areas.



If you used the actual data method of reporting, i.e., you directly entered actual data make sure that the annual total column equals the operating expenses (OE) automatically transferred from other forms.

### Multiple Operators or Types of Service on the Same Fixed Guideway

Remember that even though directional route miles (DRM) on fixed guideway (FG) can only be reported once for funding, you can report actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) for service operated

on the fixed guideway directional route miles (FG DRM). The Fixed Guideway Segments form (S-20) summarizes the directional route miles (DRM) over which the actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) operated on the fixed guideway (FG) can be reported on the Federal Funding Allocation Statistics form (FFA-10) as follows:

- All rail, ferryboat (FB) and aerial tramway (TR) modes — line 02
- Trolleybus (TB) mode — line 07.

### Bus Mode Operating on Fixed Guideway

If a transit agency operates bus (MB) mode over fixed guideway (FG) ([exclusive](#) or [controlled access right-of-way](#) (ROW)), it may report statistics on the Federal Funding Allocation Statistics form (FFA-10) between fixed guideway (FG) and non-fixed guideway (NFG) operations.

It is not mandatory to report bus (MB) statistics separately for fixed guideway (FG) and non-fixed guideway (NFG) operations; transit agencies may report all bus (MB) statistics as non-fixed guideway (NFG). If you do not wish to report bus (MB) statistics for fixed guideway (FG), make sure you have completed any required UZA and non-UZA reporting of statistics, save and exit the form.

At the top of the bus (MB) form, there is an annual total section for actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) (lines 03 through 05). This is for the annual total data for fixed (FG) and non-fixed guideway (NFG) bus (MB) operations transferred from other forms (column a) and for reporting statistics for multiple UZAs and non-UZAs served. The sum of the data reported for each UZA must equal the data from other forms.

Two sections follow for reporting non-fixed (NFG) and fixed guideway (FG) operations under the Urbanized Area Formula Program (UAF).

### Fixed Guideway Directional Route Miles

Enter the directional route miles (DRM) by UZA and non-UZA area. Make sure that the annual total equals the [fixed guideway directional route miles](#) (FG DRM) automatically transferred from other forms (see exceptions above for new and modified fixed guideway segments).

### Fixed and Non-Fixed Guideway Actual Vehicle Revenue Miles, Passenger Miles and Operating Expenses

The data reported for UZAs and non-UZAs in column a, data from forms, defaults to the non-fixed guideway (NFG) section of the form. Select a reporting methodology in order to report a portion of the bus (MB) service as fixed guideway (FG).

### Fixed / Non-Fixed Guideway Reporting Method

From the **Drop-Down** menu, select the methodology used for reporting the statistics between bus (MB) [fixed guideway](#) (FG) and [non-fixed guideway](#) (NFG) operations.

If the methodology using [actual vehicle revenue miles](#) (VRM) is selected, Internet Reporting will automatically enter the [passenger mile](#) (PM) and [operating expense](#) (OE) data for fixed (FG) and non-fixed guideway (NFG) based on the proportion of actual vehicle revenue miles (VRM) entered for each [urbanized area](#) (UZA) and [other than urbanized area](#) (non-UZA) in the fixed guideway (FG) section of the form for the [Urbanized Area Formula Program](#) (UAF). If actual data is selected, you must enter actual data for passenger miles (PM) and operating expenses (OE) by UZA and non-UZA.

#### Fixed / Non-Fixed Guideway Reporting menu selections:

- a. Actual Vehicle Revenue Miles
- b. Actual Data

Column a, data from other forms, displays the Urbanized Area Formula Program and also Capital Program for Fixed Guideway Modernization directional route miles (DRM) over which statistics can be reported. Even though the directional route miles (DRM) on fixed guideway can only be reported once for funding, you can report the statistics that your agency operated on the fixed guideway segment when another agency is claiming that segment in their report.

### Multiple Operators or Types of Service on the Same Fixed Guideway

Remember that even though [directional route miles](#) (DRM) on fixed guideway (FG) can only be reported once for funding, you can report actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) for service operated on line 12, bus (MB) fixed guideway directional route miles (FG DRM). The Fixed Guideway Segments form (S-20)

## 2007 Annual Reporting Manual

---

summarizes the directional route miles (DRM) over which the actual vehicle revenue miles (VRM) can be reported on the Federal Funding Allocation Statistics form (FFA-10) for bus (MB) mode.



Choose one of the reporting methodologies for reporting statistics for fixed (FG) and for non-fixed guideway (NFG).

### Capital Program for Fixed Guideway Modernization

The [Capital Program](#) for Fixed Guideway Modernization uses directional route miles (DRM) and actual vehicle revenue miles (VRM) for fixed guideway (FG) segments at least seven Federal fiscal years old. For the two data items report data by UZA and non-UZA area served. There is an annual total column that automatically sums the data across the areas.

#### Directional Route Miles

Internet Reporting pre-fills the eligible [directional route miles](#) (DRM) for fixed guideway (FG) in operation at least seven Federal fiscal years for the entire service area. Report directional route miles (DRM) for each UZA and non-UZA; these should be less than or equal to the directional route miles (DRM) reported under the Urbanized Area Formula Program (UAF).



Make sure that the annual total equals the directional route miles (DRM) for fixed guideway (FG) segments at least seven Federal fiscal years old that are automatically transferred from other forms.

#### Actual Vehicle Revenue Miles

If your transit agency operates in only one UZA, enter the actual vehicle revenue miles (VRM) for fixed guideway (FG) in operation for least seven Federal fiscal years. This should be less than or equal to the actual vehicle revenue miles (VRM) reported under the Urbanized Area Formula Program.

If your transit agency serves multiple UZAs and non-UZAs, report actual vehicle revenue miles (VRM), by UZA and non-UZA, operated over the directional route miles (DRM) for fixed guideway (FG) in operation at least seven Federal fiscal years. These should be less than or equal to the actual vehicle revenue miles (VRM) reported under the Urbanized Area Formula Program (UAF). There is no automatic data entry or reporting methodology for this part of the form. Use your schedules and internal records to determine actual vehicle revenue miles (VRM).

In general, the actual vehicle revenue miles (VRM) should be in proportion to those operated over segments in the Urbanized Area Formula Program (UAF) using the ratio of each funding program's [fixed guideway directional route miles](#) (FG DRM).



For example, if there are 20 directional route miles (DRM) and 100,000 actual vehicle revenue miles (VRM) in the Urbanized Area Formula Program (UAF) and 10 directional route miles (DRM) in the Capital Program for Fixed Guideway Modernization in an urbanized area (UZA), then about 50 percent or 50,000 [actual vehicle revenue miles](#) (VRM) would be expected to be reported in the Capital Program for Fixed Guideway Modernization.

#### Multiple Operators or Types of Service on the Same Fixed Guideway

Remember that even though directional route miles (DRM) on fixed guideway (FG) can only be reported once for funding, you can report actual vehicle revenue miles (VRM) for service operated on the fixed guideway (FG). The Fixed Guideway Segments form (S-20) summarizes the directional route miles (DRM) over which the actual vehicle revenue miles (VRM) can be reported on the Federal Funding Allocation Statistics form (FFA-10) as follows:

- All rail, ferryboat (FB) and aerial tramway (TR) modes — line 04
- Bus (MB) mode — line 16
- Trolleybus (TB) mode — line 13.

---

## Line by Line Instructions

---

### Completing the Federal Funding Allocation Statistics form (FFA-10)

- This form is only for those transit agencies that serve a UZA of 200,000 or more population as designated by the U. S. Bureau of the Census.
- Complete one form for each directly operated (DO) mode and for each purchased transportation (PT) mode.
- Complete the Contractual Relationship form (B-30) for any purchased transportation (PT) service, and the Operating Expenses form (F-30), Service form (S-10), and Fixed Guideway Segments form (S-20) for each mode and type of service (TOS) prior to completing the Federal Funding Allocation Statistics form (FFA-10). In addition, if you change data on the source forms, you must edit any data you entered on the Federal Funding Allocation Statistics form (FFA-10) — there are no automatic re-calculations of UZA and non-UZA area statistics or bus (MB) fixed and non-fixed guideway (NFG) statistics.

**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 prior to exiting the form and continuing with the report. Click on the **Close** button at the bottom of the screen to close the form without saving.

### Completing the Form

Line 01, columns b - y: UZA Number. This field is **pre-filled** with data from the Identification form (B-10) and cannot be edited. This field contains the [UZA](#) and [non-UZA](#) numbers for your [service area](#). For apportionment purposes, if your transit agency serves UZAs of 200,000 or more population, your transit agency may not have statistics reported in all the UZAs fewer than 200,000 population listed on the Identification form (B-10). The following rules apply:

- If your transit agency serves only one UZA and does not operate on [fixed guideway](#) (FG), check the box under the UZA number, save and exit the form.
- If your transit agency serves only one UZA and operates on fixed guideway (FG), check the box under the UZA number and report [actual vehicle revenue miles](#) (VRM) for the [Capital Program](#) for Fixed Guideway Modernization on line 15. See the Capital Program for Fixed Guideway Modes instructions below on lines 14 and 15.
- If your transit agency serves multiple UZAs, select a UZA reporting method on line 02 to distribute the statistics for the funding allocations.
- If your transit agency serves multiple UZAs and operates over both fixed (FG) and non-fixed guideway (NFG) for bus (MB) [mode](#), you must report statistics for the areas served first using line 02, and then select a fixed (FG) / non-fixed guideway (NFG) reporting method on line 07 to report the statistics used in the funding allocations for fixed (FG) and for non-fixed guideway (NFG).

Line 02: UZA Reporting Method. From the **Drop-Down** menu, select the methodology used for reporting [passenger miles](#) (PM) and [operating expenses](#) (OE) between UZAs. If the service is operated in more than one UZA, enter the statistics for each UZA.

- If the methodology using actual vehicle revenue miles (VRM) is selected, Internet Reporting will automatically enter the passenger mile (PM) and operating expense (OE) data into the fields for each UZA and non-UZA based on the proportion of actual vehicle revenue miles (VRM) entered for each UZA and non-UZA.
- If the methodology using actual data is selected, you must enter actual data for passenger miles (PM) and operating expenses (OE) for each UZA and non-UZA.
- Check the **check-box(es)** for each UZA and non-UZA to which the methodology should be applied.

### Annual Total

This section is applicable only to bus (MB) mode.

Line 03: Total Actual Vehicle Revenue Miles (VRM)

## 2007 Annual Reporting Manual

---

- Column a: Data from Other Forms. This field is **pre-filled** with data from the Service form (S-10) and cannot be edited. This field displays the total annual actual vehicle revenue miles (VRM) for your entire service area for both [fixed](#) (FG) and [non-fixed](#) guideway (NFG) operations. This is used for reporting bus (MB) statistics in multiple [UZAs](#) and for fixed (FG) and for non-fixed guideway (NFG) operations.
- Columns b – y: By UZA. Enter actual vehicle revenue miles (VRM) for each UZA and non-UZA.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of actual vehicle revenue miles (VRM) from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

### Line 04: Total Passenger Miles (PM)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the Service form (S-10) and cannot be edited. This field displays the total annual passenger miles (PM) for your entire service area for both fixed (FG) and non-fixed guideway (NFG) operations.
- Columns b – y: By UZA. Enter passenger miles (PM) for each UZA. If a UZA uses the actual vehicle revenue miles (VRM) reporting methodology, this field will be **automatically calculated**.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of passenger miles (PM) from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

### Line 05: Total Operating Expenses (OE)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the Service form (S-10) and cannot be edited. This field displays the total annual operating expenses (OE) for your entire service area for both fixed (FG) and non-fixed guideway (NFG) operations.
- Columns b – y: By UZA. Enter operating expenses (OE) for each UZA. If a UZA uses the actual vehicle revenue miles (VRM) reporting methodology, this field will be **automatically calculated**.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of operating expenses (OE) from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

## Urbanized Area Formula Program

### Fixed Guideway

Fixed guideway (FG) is not applicable for demand response (DR), jitney (JT), publico (PB) and vanpool (VP) modes.

### Line 06: Directional Route Miles (DRM)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the Fixed Guideway Segments form (S-20) and cannot be edited. This field displays the total [directional route miles](#) (DRM) for your entire service area eligible for the [Urbanized Area Formula Program](#) (UAF) apportionment.
- Columns b – y: By UZA. Enter [fixed guideway directional route miles](#) (FG DRM) for each UZA.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of fixed guideway directional route miles (FG DRM) from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 07: Fixed (FG) / Non-Fixed Guideway (NFG) Reporting Method. It is not mandatory for your transit agency to report separate statistics for bus (MB) fixed (FG) and non-fixed guideway (NFG). Internet reporting automatically assigns the statistics (actual vehicle revenue miles (VRM), passenger miles (PM), and operating expenses (OE)) to non-fixed guideway (NFG). If you choose to report statistics, select the fixed (FG) / non-fixed guideway (NFG) reporting methodology from the **Drop-Down** menu. Applicable only for bus (MB) mode.

- If the methodology using actual vehicle revenue miles (VRM) is selected, Internet Reporting will automatically enter the passenger mile (PM) and operating expense (OE) data for fixed (FG) and non-fixed guideway (NFG) based on the proportion of actual vehicle revenue miles (VRM) entered for each UZA and non-UZA in the fixed guideway (FG) section (line 08) of the form for the Urbanized Area Formula Program.
- If the methodology using actual data is selected, you must enter actual data for passenger miles (PM) and operating expenses (OE) by UZA and non-UZA on lines 09 and 10.

### Line 08: Actual Vehicle Revenue Miles (VRM)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the Service form (S-10) and cannot be edited. This field displays the total annual actual vehicle revenue miles (VRM) for your entire service area for fixed guideway (FG) operations. This is used for reporting passenger miles (PM) and operating expenses (OE) in multiple UZAs. Not

applicable to bus (MB) mode. Bus totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations (line 03).

- Columns b – y: By UZA. Enter actual vehicle revenue miles (VRM) for each UZA for service operated on fixed guideway directional route miles (FG DRM) that are reported on the Fixed Guideway Segments form (S-20) for:
  - All rail, ferryboat (FB) and aerial tramway (TR) modes — line 02
  - Bus (MB) mode — line 12
  - Trolleybus (TB) mode — line 07.
  - Remember that even though directional route miles (DRM) on fixed guideway (FG) can only be reported once for funding, you can report actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) for service operated on the fixed guideway (FG) directional route mile (DRM) using the line numbers cited above.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of actual vehicle revenue miles (VRM) from the UZA and non-UZA columns. For all fixed guideway (FG) modes except bus (MB), annual total data must equal data from other forms, column a. Bus (MB) totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations (line 03).

### Line 09: Passenger Miles (PM)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the Service form (S-10) and cannot be edited. This field displays the total passenger miles (PM) for your entire service area for fixed guideway (FG) operations. Not applicable to bus (MB) mode. Bus totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations (line 04).
- Columns b – y: By UZA. Enter passenger miles (PM) for each UZA. If a UZA uses the actual vehicle revenue miles (VRM) reporting methodology, this field will be **automatically calculated**.
  - Remember that even though directional route miles (DRM) on fixed guideway (FG) can only be reported once for funding, you can report actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) for service operated on the fixed guideway directional route miles (FG DRM). The Fixed Guideway Segments form (S-20) summarizes the directional (DRM) over which the actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) operated on the fixed guideway (FG) can be reported on the Federal Funding Allocation Statistics form (FFA-10) as follows:
    - All rail, ferryboat (FB) and aerial tramway (TR) modes — line 02
    - Bus (MB) mode — line 12
    - Trolleybus (TB) mode — line 07.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of passenger miles (PM) from the UZA and non-UZA columns. Make sure that the annual total equals the passenger miles (PM) automatically transferred from other forms (column a) for fixed guideway (FG) modes except bus (MB). Bus totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations (line 04). If a UZA uses the actual vehicle revenue miles (VRM) reporting methodology, the annual total column always equals the data from other forms.

### Line 10: Operating Expenses (OE)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the Operating Expenses (F-30) and Contractual Relationship forms (B-30), and cannot be edited. This field displays the total operating expenses (OE) for your entire service area for fixed guideway (FG) operations. Not applicable to bus (MB) mode. Bus totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations (line 05).
- Columns b – y: By UZA. Enter operating expenses (OE) for each UZA. If a UZA uses the actual vehicle revenue miles (VRM) reporting methodology, this field will be **automatically calculated**.
  - Remember that even though directional route miles (DRM) on fixed guideway (FG) can only be reported once for funding, you can report actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) for service operated on the fixed guideway directional route miles (DRM). The Fixed Guideway Segments form (S-20) summarizes the directional route miles (DRM) over which the actual vehicle revenue miles (VRM), passenger miles (PM) and operating expenses (OE) operated on the fixed guideway (FG) can be reported on the Federal Funding Allocation Statistics form (FFA-10) as follows:
    - All rail, ferryboat (FB) and aerial tramway (TR) modes — line 02
    - Bus (MB) mode — line 12
    - Trolleybus (TB) mode — line 07.

## 2007 Annual Reporting Manual

---

- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of operating expenses (OE) from the UZA and non-UZA columns. Make sure that the annual total equals the operating expenses (OE) automatically transferred from other forms (column a) for fixed guideway (FG) modes except bus (MB). Bus totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations (line 05). If a UZA uses the actual vehicle revenue miles (VRM) reporting methodology, the annual total column always equals the data from other forms.

### Non-Fixed Guideway

#### Line 11: Actual Vehicle Revenue Miles (VRM)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the Service form (S-10) and cannot be edited. This field displays the total annual actual vehicle revenue miles (VRM) for your entire service area for non-fixed guideway (NFG) operations. Not applicable to fixed guideway (FG) modes or bus (MB) mode with reporting of statistics in fixed (FG) and non-fixed guideway (NFG) operations. Bus (MB) totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations (line 03).
- Columns b – y: By UZA. Enter actual vehicle revenue miles (VRM) for each UZA. Not applicable to fixed guideway (FG) modes or bus (MB) mode with reporting of statistics in fixed (FG) and non-fixed guideway (NFG) operations. For bus (MB) mode with reporting of statistics in non-fixed guideway (NFG) operations, this field will be **automatically calculated** as line 03 minus line 08.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of actual vehicle revenue miles (VRM) from the UZA and non-UZA columns. Annual total data must equal data from other forms (column a) for non-fixed guideway (NFG) modes. If you have reported bus (MB) statistics in both fixed (FG) and non-fixed guideway (NFG) operations, bus (MB) totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations on line 03.

#### Line 12: Passenger Miles (PM)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the Service form (S-10) and cannot be edited. This field displays the total annual actual passenger miles (PM) for your entire service area for non-fixed guideway (NFG) operations. Not applicable to fixed guideway (FG) modes or bus (MB) mode with reporting of statistics in fixed (FG) and non-fixed guideway (NFG) operations. Bus (MB) totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations (line 04).
- Columns b – y: By UZA. Enter passenger miles (PM) for each UZA. If a UZA uses the actual vehicle revenue miles (VRM) reporting methodology, this field will be **automatically calculated**. Not applicable to fixed guideway (FG) modes or bus (MB) mode with reporting of statistics in fixed (FG) and non-fixed guideway (NFG) operations. For bus (MB) mode with reporting of statistics in non-fixed guideway (NFG) operations, this field will be **automatically calculated** as line 04 minus line 09.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of passenger miles (PM) from the UZA and non-UZA columns. Annual total data must equal data from other forms (column a) for non-fixed guideway (NFG) modes. If you have reported bus (MB) statistics in both fixed (FG) and non-fixed guideway (NFG) operations, bus (MB) totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations on line 04.

#### Line 13: Operating Expenses (OE)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the Service form (S-10) and cannot be edited. This field displays the total annual operating expenses (OE) for your entire service area for non-fixed guideway (NFG) operations. Not applicable to fixed guideway (FG) modes or bus (MB) mode with reporting of statistics in fixed (FG) and non-fixed guideway (NFG) operations. Bus totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations (line 05).
- Columns b – y: By UZA. Enter operating expenses (OE) for each UZA. If a UZA uses the actual vehicle revenue miles (VRM) reporting methodology, this field will be **automatically calculated**. Not applicable to fixed guideway (FG) modes or bus (MB) mode with reporting of statistics in fixed (FG) and non-fixed guideway (NFG) operations. For bus (MB) mode with reporting of statistics in non-fixed guideway (NFG) operations, this field will be **automatically calculated** as line 05 minus line 10.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of operating expenses (OE) from the UZA and non-UZA columns. Annual total data must equal data from other forms (column a) for non-fixed guideway (NFG) modes. If you have reported bus (MB) statistics in both fixed (FG) and non-fixed guideway (NFG) operations, bus (MB) totals only appear for data from other forms across fixed (FG) and non-fixed guideway (NFG) operations on line 05.

**Capital Program for Fixed Guideway Modernization**

Line 14: Directional Route Miles (DRM) ≥ Seven Years @ Federal Fiscal Year End (FFYE)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the Fixed Guideway Segments form (S-20) and cannot be edited. This field displays the total directional route miles (DRM) for your entire service area for fixed guideway (FG) in operation at least seven Federal fiscal years eligible for the Fixed Guideway Modernization Program apportionment. Service must have started on or before September 30, 2000.
- Columns b – y: By UZA. Enter directional route miles (DRM) for fixed guideway (FG) in operation at least seven Federal fiscal years for each UZA. This number should be less than or equal to the directional route miles reported under the Urbanized Area Formula Program (UAF) on line 06.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of fixed guideway directional route miles (FG DRM) from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 15: Actual Vehicle Revenue Miles (VRM) ≥ Seven Years @ Federal Fiscal Year End (FFYE)

- Columns b – y: By UZA. Enter the number of actual vehicle revenue miles (VRM) operated over the directional route miles (DRM) for fixed guideway (FG) in operation at least seven Federal fiscal years, by UZA. These should be less than or equal to the actual vehicle revenue miles (VRM) reported under the Urbanized Area Formula Program (UAF) on line 08. There is no automatic data entry or reporting methodology. Determine actual vehicle revenue miles (VRM) from your schedules and other internal records. Remember that even though directional route miles (DRM) on fixed guideway (FG) can only be reported once for funding, you can report actual vehicle revenue miles (VRM) for service operated on the fixed guideway directional route miles (FG DRM). The Fixed Guideway Segments form (S-20) summarizes the directional route miles (DRM) over which the actual vehicle revenue miles (VRM) operated on the fixed guideway (FG) can be reported on the Federal Funding Allocation Statistics form (FFA-10) as follows:
  - All rail, ferryboat (FB) and aerial tramway (TR) modes — line 04
  - Bus (MB) mode — line 16
  - Trolleybus (TB) mode — line 13.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of actual vehicle revenue miles (VRM) from the UZA and non-UZA columns. This number should be less than or equal to the total number of actual vehicle revenue miles (VRM) reported under the Urbanized Area Formula Program on line 08.

