

2008 Annual Reporting Manual

Federal Funding Allocation Statistics Module

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 FFA-10 form is to summarize data used in apportioning funds for the Federal Transit Administration's (FTA) [Urbanized Area Formula Program](#) (§5307) and the Capital Program for Fixed Guideway Modernization (§5309 in part).

This form is required from transit agencies in or serving urbanized areas (UZAs) 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.

Federal Funding Allocation Statistics form (FFA-10)

Form Name: Federal Funding Allocation Statistics (FFA-10) Mode: MB / FG Service:						Close Form	
Line/Item	Data from Other Forms	[Non-UZA #]	Percent of Total	[UZA #]	Percent of Total	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 b. Actual Data						
Annual Total							
03	Total actual vehicle revenue miles (VRM)						
04	Total actual vehicle revenue hours (VRH)						
05	Total passenger miles traveled (PMT)						
06	Total unlinked passenger trips (UPT)						
07	Total operating expenses (OE)						
Urbanized Area Formula Program							
Fixed Guideway							
08	Directional route miles (DRM)						
09	Fixed (FG) / non-fixed guideway (NFG) reporting method b. Actual Data						
Service provided on directional route miles (DRM) (from S-20 MB, line 12 Total) that should be reported on lines 10-12.							
10	Actual vehicle revenue miles						
11	Passenger miles traveled						
12	Operating expenses						
Non-Fixed Guideway							
13	Actual vehicle revenue miles						
14	Passenger miles						
15	Operating expenses						
Capital Program for Fixed Guideway Modernization							
16	Directional route miles ≥ 7 years @ Federal fiscal year end (FFYE)						
Service provided on DRM (from S-20 MB, line 16 Total) that should be reported on line 17.							
17	Actual vehicle revenue miles ≥ 7 years @ Federal fiscal year end						

Save Close Print

Form Name: Federal Funding Allocation Statistics (FFA-10) Mode: TB Service:						Close Form	
Line/Item	Data from Other Forms	[Non-UZA#]	Percent of Total	[UZA #]	Percent of Total	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 b. Actual Data						
Annual Total							
04	Total actual vehicle revenue hours (VRH)						
06	Total unlinked passenger trips (UPT)						
Urbanized Area Formula Program							
Fixed Guideway							
08	Directional route miles (DRM)						
09	Fixed (FG) / non-fixed guideway (NFG) reporting method						
Service provided on directional route miles (DRM) (from S-20 TB, line 07 Total) that should be reported on lines 10-12.							
10	Actual vehicle revenue miles (VRM)						
11	Passenger miles traveled (PMT)						
12	Operating expenses (OE)						
Capital Program for Fixed Guideway Modernization							
16	Directional route miles ≥ 7 years @ Federal fiscal year end (FFYE)						
Service provided on DRM (from S-20 TB, line 13 Total) that should be reported on line 17.							
17	Actual vehicle revenue miles ≥ 7 years @ Federal fiscal year end						

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NTD Internet Reporting - Federal Funding Allocation Statistics (FFA-10) (Rail, FB and TR) Logout

NTD ID: 0000 Agency Name: NTD Reporting Agency, Inc. Report: RY 2008

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

Form Name: Federal Funding Allocation Statistics (FFA-10) Mode: Rail, FB and TR Service: Close Form

Line Item	Data from Other Forms	[Non-UZA #]	Percent of Total	[UZA #]	Percent of Total	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	b. Actual Data	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Annual Total						
04 Total actual vehicle revenue hours (VRH)			%		%	
06 Total unlinked passenger trips (UPT)			%		%	
Urbanized Area Formula Program						
Fixed Guideway						
08 Directional route miles (DRM)			%		%	
09 Fixed guideway (FG) reporting method						
Service provided on directional route miles (DRM) (from S-20 Rail, FB and TR, line 02 Total) that should be reported on lines 10-12.						
10 Actual vehicle revenue miles (VRM)			%		%	
11 Passenger miles traveled (PMT)			%		%	
12 Operating expenses (OE)			%		%	
Capital Program for Fixed Guideway Modernization						
Directional route miles ≥ 7 years @ Federal fiscal year end (FFYE)						
Service provided on DRM (from S-20 Rail, FB and TR, line 04 Total) that should be reported on line 17.						
17 Actual vehicle revenue miles ≥ 7 years @ Federal fiscal year end			%		%	

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: Bus Non Fixed Guideway - DR - VP - all Non Rail modes Service: Close Form

Line Item	Data from Other Forms	[Non-UZA #]	Percent of Total	[UZA #]	Percent of Total	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	b. Actual Data	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Annual Total						
04 Total actual vehicle revenue hours (VRH)			%		%	
06 Total unlinked passenger trips (UPT)			%		%	
Urbanized Area Formula Program						
Non-Fixed Guideway						
13 Actual vehicle revenue miles (VRM)			%		%	
14 Passenger miles traveled (PMT)			%		%	
15 Operating expenses (OE)			%		%	

Save Close Print

Overview

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

1. Urbanized Area Formula Program (§5307)
2. Capital Program for Fixed Guideway Modernization (§5309 in part).

Urbanized Area Formula Program

The FTA UAF (§5307 of the Federal Transit Act) is a formula program for [capital](#) projects, planning activities, and under limited circumstances, [operating expenses](#) (OE).

The UAFP apportionment for all urbanized areas uses population, population density, and statistical data from the NTD. Specifically, the information from the NTD is the basis for the following apportionment factors:

- [Actual vehicle revenue miles](#) (VRM)
- [Fixed guideway directional route miles](#) (FG DRM)
- [Passenger miles traveled](#) (PMT) multiplied by PMT per [operating expenses \(OE\)](#)
- Whether the service is fixed guideway service or non-fixed guideway service.

For urbanized areas with fewer than 200,000 population, the UAFP apportionment uses population and population density, as well as factors under the Small Transit Intensive Cities (STIC) formula. The STIC formula apportions funds to urbanized areas with fewer than 200,000 population that meet or exceed the average level of service for all UZAs with populations between 200,000 and 1,000,000 based on one or more of six factors:

1. Passenger miles traveled per vehicle revenue mile
2. Passenger miles traveled per [vehicle revenue hour](#) (VRH)
3. Vehicle revenue miles per capita
4. Vehicle revenue hours per capita
5. Passenger miles traveled per capita, and
6. Unlinked passenger trips (UPT) per capita.

Transit agencies report these data items on the FFA-10 form. For a discussion of these data items, see the Service Module forms (S-10 and S-20) and Operating Expenses form (F-30).

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

- 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)).
- Modes that utilize a ROW usable by other forms of transportation, but by statute are designated as FG, (i.e., trolleybus (TB) and ferryboat (FB)).
- MB mode (by definition) for buses operating on controlled access or exclusive ROW.

A threshold level of at least one mile of FG in an UZA is required to receive FG tier funds.

Capital Program for Fixed Guideway Modernization

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

1. New and replacement buses and facilities
2. Modernization of existing FG systems
3. New FG systems.

The Fixed Guideway Modernization apportionment is only for UZAs with 200,000 or more population. The formula apportions funds for qualifying fixed guideway (FG) segments using fixed guideway directional route miles (DRM) and the actual vehicle revenue miles (VRM) operated over the DRM. Fixed guideway segments qualify for the apportionment based on the following factors:

- The FG segments qualify for the UAFP apportionment

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- The FG segments are in continuous transit operation for at least seven Federal fiscal years
- A threshold level of at least one mile of qualified FG DRM in the UZA.

There are two key aspects to continuous transit operations:

1. FTA reviews previous NTD reports to assess continuous transit operations. To qualify, the NTD must contain data for a FG segment for the last six report years. Even if a transit agency can document an earlier revenue service start date for the segment, FTA will only consider segments continuously reported to the NTD.
2. Continuous transit operations cover all transit agencies operating on a segment. For example, if another transit agency reported service on a FG segment for the last six NTD Report Years, then your service on the segment will also qualify for the Fixed Guideway Modernization apportionment, even if this is your first year operating on the segment.

Reporting Requirements and Thresholds

All transit agencies must complete this form. Complete one form for each mode and [type of service](#) (TOS).

What Has Changed from Prior Year

The 2008 FFA-10 form incorporates the following changes:

- All transit agencies in or serving a UZA complete this form. This ensures that the STIC formula addresses all statistics for UZAs with fewer than 200,000 population.
- All transit agencies report actual VRH and UPT. The STIC formula added VRH and UPT in three of the apportionment factors. For bus mode, the actual VRH and UPT are not reported by FG and non-FG.
- The allocation methods for reporting data for multiple UZAs and non-UZAs apply to VRH and UPT.

Approach

The FFA-10 form has four versions that serve the following groups of modes:

1. Bus service operating on fixed guideway
2. Trolleybus (TB) mode
3. Rail, ferryboat (FB) and aerial tramway (TR) modes
4. Bus service not operating on fixed guideway and other non-fixed guideway modes—demand response (DR), jitney (JT), publico (PB) and vanpool (VP).

The four versions of the form function in the same way.

The FFA-10 form uses data reported on other NTD forms to develop the statistics used in the allocations of the UAF Program 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. In addition, if you change data on the source forms, you must edit any data you entered on the FFA-10 form — there are no automatic re-calculations of UZA and non-UZA area statistics or bus FG and NFG statistics.

The exhibit below lists the source forms and data items.

Exhibit 22 — Federal Funding Allocation Statistics Form Corresponding Data	
Data Item	Source Forms
UZA number, non-UZA	B-10 Item 5
VRM	S-10 line 12, column d
VRH	S-10 line 15, column d
UPT	S-10 line 18, column d
PMT	S-10 line 20, column d
OE	DO Modes – F-30 line 15, column e PT Modes – F-30 line 15, column e minus line 12, column e minus B-30, item 8, Other costs incurred by buyer or sellers filing a separate NTD Annual report.

Exhibit 22 — Federal Funding Allocation Statistics Form Corresponding Data

FG DRM	S-20 Rail, FB and TR modes, line 03 MB mode, line 13 TB mode, line 08
FG DRM ≥ seven FFYs old	S-20 Rail, FB and TR modes, line 05 MB mode, line 17 TB mode, line 14
VRM ≥ seven FFYs old	Subset of VRM on S-10 line 12, column d, operated on FG segments

Detailed Instructions

There are five situations that can occur and dictate how transit agencies complete the FFA-10 form:

1. You serve only one UZA.
2. You serve a non-UZA or more than one UZA. You may have to report its annual statistics among areas since the apportionments are made by UZA.
3. You operate MB FG service. You must report annual statistics for FG and NFG since the apportionments are made by FG and NFG modes.
4. You are one of several transit agencies that operate over the same FG segments. You must coordinate with the other transit agencies to decide which transit agency will report DRM for the shared segments since the apportionment process recognizes only once the shared segments regardless of how many transit agencies operate on the shared segments.
5. You operate a FG mode and some of the guideway is at least seven Federal fiscal years old. You must enter the VRM operated for the guideway at least seven Federal fiscal years old.

The following sections describe the reporting requirements for these five situations.

Urbanized Area Number

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

The following rules apply:

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

For this form, the number of UZAs and non-UZAs served may be fewer than those reported for the [service area](#) on the B-10 form 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 B-10 form show the service areas served by all [modes](#) TOS operated which may be greater than the areas served by a specific mode and TOS.

Urbanized Area and Other than Urbanized Area Reporting Method

If your service is not entirely contained within one UZA, select the reporting method you will be using for allocating your data across UZAs and non-UZAs in your service area. If you can report actual data for each UZA and any non-UZAs in your service area, select **Actual Data** from the **UZA and Non-UZA Reporting Method** drop-down menu.

UZA and Non-UZA Reporting Method menu selections:

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

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Otherwise, select Actual Vehicle Revenue Miles from the drop-down menu. Select the box below each of the UZAs and any non-UZAs to which you will be allocating your service data. Next, report your total actual VRM to each of the selected areas and any fixed guideway directional route miles. Internet reporting will then allocate the rest of your service data based on the proportions of your VRM in each area. Make sure that the annual total column equals the FG DRM and VRM automatically transferred from other forms.



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 data statistics automatically transferred from other forms—actual vehicle revenue miles, actual vehicle revenue hours, passenger miles traveled, unlinked passenger trips, operating expenses and fixed guideway directional route miles.

Reporting Rules for More than One Urbanized Area and Other than Urbanized Areas

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

- UZA with 200,000 or more population
- UZA with fewer than 200,000 population
- Non-UZA (i.e., fewer than 50,000 population)

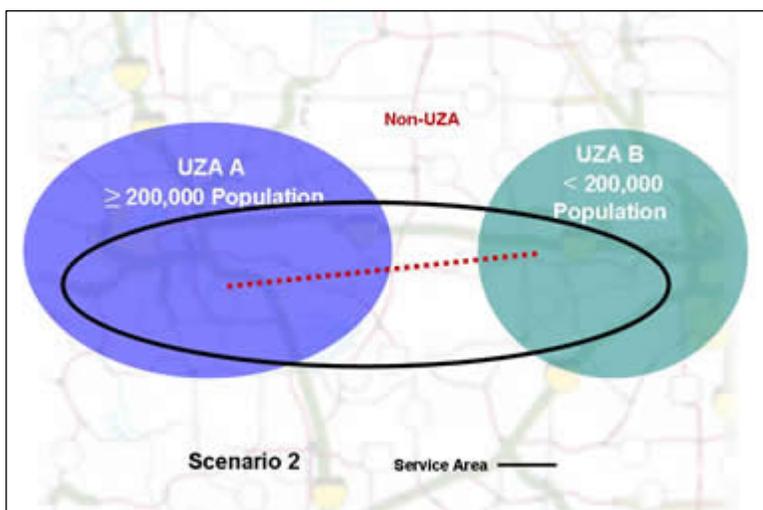
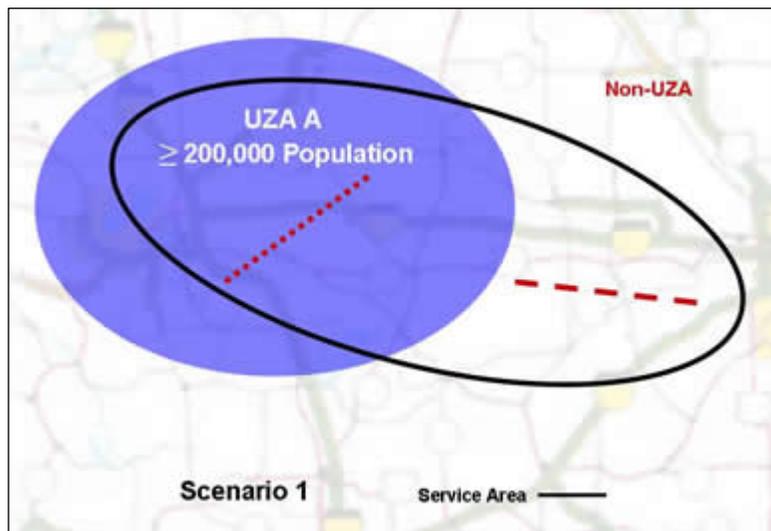
For apportionment purposes, a transit agency serves a UZA with a population of 200,000 or more if transit services are:

- 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:

Scenario 1: Both ends of a vehicle trip are contained entirely within an area, either UZA A or the non-UZA.

Solution 1: All statistics for the formula allocations are reported in UZA A, or the non-UZA, where the service is located.

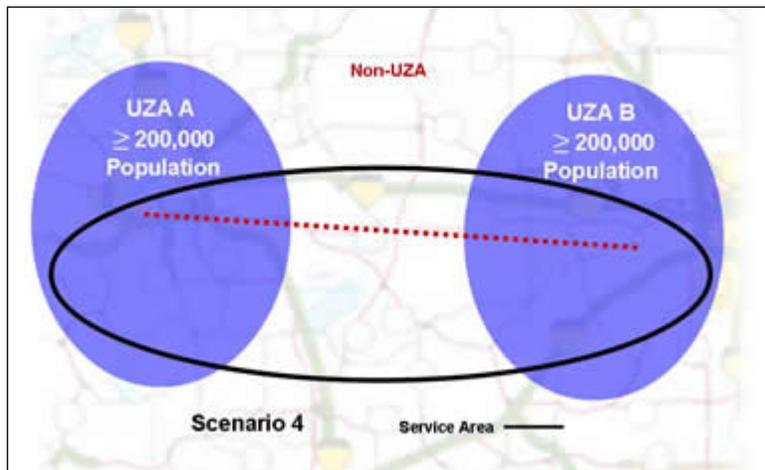
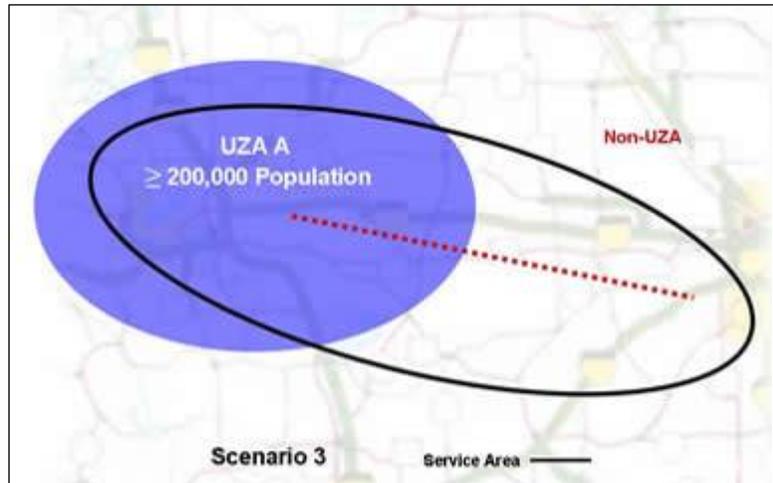


Scenario 2: One end of the vehicle trip is in UZA B with fewer than 200,000 population and the other trip end is in UZA A with 200,000 or more population.

Solution 2: All statistics for the formula allocations can be reported for the larger UZA A with 200,000 or more population because one trip end is located in UZA A.

Scenario 3: One end of the vehicle trip is in a non-UZA and the other trip end is in UZA A with 200,000 or more population.

Solution 3: All statistics for the formula allocations can be reported in UZA A with 200,000 or more population because one trip end is located in UZA A.

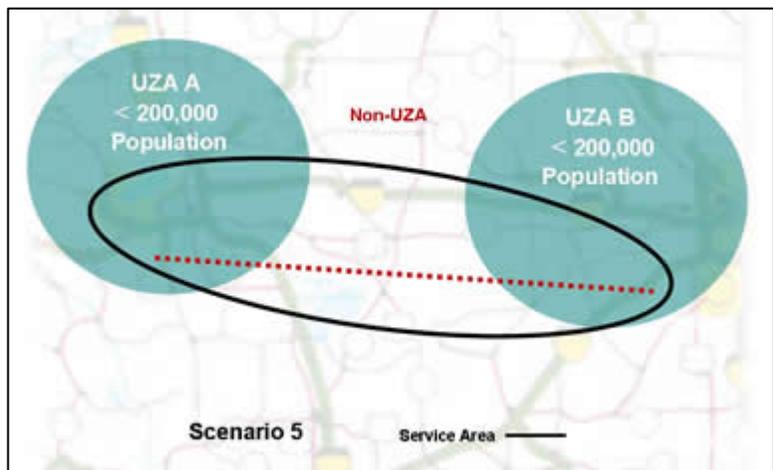


Scenario 4: One vehicle trip end is in UZA A and the other trip end is in UZA B, both with 200,000 or more population, and passing through a non-UZA.

Solution 4: The statistics for the formula allocations must be reported in each of UZA A and UZA B where the service is located, i.e., the portion of the trip located in each of the UZAs. The statistics for the non-UZA can be reported in either UZA A or UZA B or divided between the two UZAs.

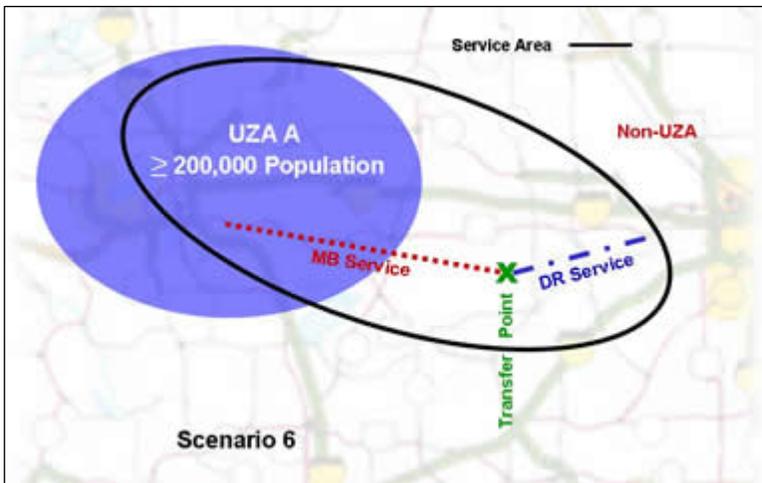
Scenario 5: One vehicle trip end is in UZA A and the other trip end is in UZA B, both with fewer than 200,000 population, and passing through a non-UZA.

Solution 5: The statistics for the formula allocations must be reported in each of UZA A and UZA B where the service is located, i.e., the portion of the trip located in each of the UZAs. The statistics for the non-UZA can be reported in either UZA A or UZA B or divided between the two UZAs.



In some instances, the vehicle trip rule can be extended to [linked passenger trips](#).

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Scenario 6: A passenger makes a [demand response](#) (DR) trip within a non-UZA to a bus route going from the non-UZA into an UZA A with 200,000 or more population.

Solution 6: All statistics for the formula allocations can be reported in UZA A with 200,000 or more population because the intent of each portion of the linked trip (the [unlinked passenger trip](#) (UPT) in DR mode and the UPT in MB mode) is to enable the passenger to go to UZA A and so the larger UZA is served for all segments of the linked passenger trip.

Scenario 7: An unusual situation can occur when service is operated through multiple UZAs, some fewer than 200,000 (or a non-UZA) and some UZAs with 200,000 or more population.

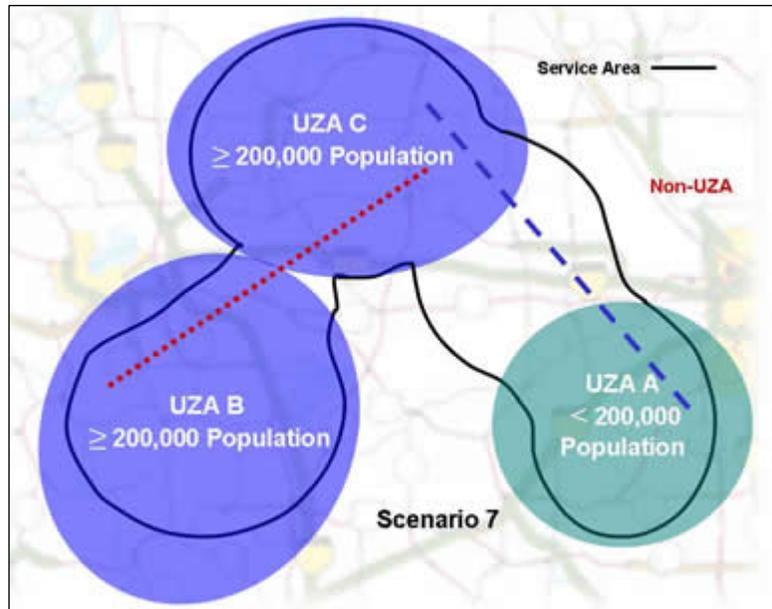
Solution 7: The reporting of this multiple area service involves two steps:

Step 1: There is service operated between UZAs B and C, both with 200,000 or more population. The statistics for the formula allocations must be reported in each of UZA B and UZA C where the service is located, i.e., the portion of the trip located in each of the UZAs,

Step 2: There is also service between UZA A with fewer than 200,000 population and UZA C with 200,000 or more population. The statistics for the formula allocations can be reported in UZA C with 200,000 or more population because one trip end is located in UZA A.

Based on these reporting rules for service location, the key for completing the FFA-10 form is service location based on where vehicle trips begin or end:

- Anytime service goes through or has a vehicle trip end in a UZA with 200,000 or more population, then statistics for this service must be reported for this UZA.
- Anytime service only goes through or has only one vehicle trip end in a UZA with fewer than 200,000 population, then the statistics for this service can be reported for this UZA or reported for a UZA with 200,000 or more population that it serves.



Reporting Statistics among Urbanized Areas and Other Than Urbanized Areas

Two methods are permitted for reporting statistics among UZAs and non-UZAs.

1. Actual Data is a direct measurement (or recording) of the actual data
2. VRM (passenger car revenue miles for rail modes) is a direct measurement of the actual vehicle revenue miles and is used as the factor to allocate VRH (passenger car revenue hours for rail modes), PMT, UPT and OE among the areas. The reporting requirements vary depending on the data item.

These are the only two methods permitted. You may not report as actual data actual vehicle revenue hours, passenger miles traveled, unlinked passenger trips or operating expenses that are prorated values of any of the statistics. For example, do not report as actual data the operating expenses based on the proportion of passenger miles traveled from your sample. You must have actual data for each statistic or use the actual vehicle revenue mile method so that all statistics are in the same proportion within the specified UZA or non-UZA.

Example 27 — Reporting Options

Data Item	Reporting Methodology	
	Actual Data	Actual Vehicle Revenue Miles
	Direct Measurement	Prorated Data
Actual vehicle (passenger car) revenue miles (VRM)	X	*
Actual vehicle (passenger car) revenue hours (VRH)	X	X
PMT	X	X
UPT	X	X
OE	X	X
DRM	X	*

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

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.

VRH, PMT, UPT and OE can either be directly measured or reported based on the VRM operated in each of the areas served. If VRMs are used as the reporting method, select “vehicle revenue miles”, Internet reporting automatically enters the actual vehicle revenue hours, passenger miles traveled, unlinked passenger trips and operating expenses based on actual vehicle revenue miles entered for each area.

For FG modes, DRM by area must be directly measured and reported for both the UAF and the Capital Program for Fixed Guideway Modernization sections of the form. The Fixed Guideway Segments form (S-20), which is a physical inventory of the geographic location of segments, can be used to help determine DRM by service area.

The reporting of DRM among UZAs and non-UZAs on the FFA-10 form may not be the same as the data reported on the S-20 form if, for apportionment purposes, the transit agency serves areas using the criteria described above. However, the DRM, by funding program, must be greater than or equal to the DRM on the S-20 form for each UZA with 200,000 or more population.

Bus Fixed Guideway Operations

For 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 FG.

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

- Only segments on controlled access ROW or exclusive 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 SOVs, i.e., three or more persons per vehicle, then those requirements apply to the 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 FG DRM on the FFA-10 form, each agency that operates service over the FG DRM should report the VRM, PMT and OE on the FFA-10 form.



See the S-20 form for a discussion of how FG DRM are determined for funding eligibility.

Reporting Bus Statistics for Fixed and for Non-Fixed Guideway

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

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

1. First, if there is bus 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 and non-fixed guideway. See the above section on Reporting Statistics among UZAs and non-UZAs.

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2. Second, by area, for the Urbanized Area Formula Program report the total annual VRM in fixed and non-fixed guideway portions based on schedules and DRM on fixed guideway route segments.
3. Third, for the Urbanized Area Formula Program, report data for passenger miles traveled and OE based on the number of actual vehicle revenue miles operated in fixed and non-fixed guideway operations, or directly enter data for actual vehicle revenue miles, passenger miles traveled and operating expenses. If you use actual vehicle revenue miles as the reporting method, determine the actual vehicle revenue miles based on operating schedules, Internet reporting automatically enters the passenger miles traveled and operating expenses.
4. Fourth, for the Capital Program for Fixed Guideway Modernization, directly enter the portion of the actual vehicle revenue miles reported for the Urbanized Area Formula Program that operate on the directional route miles 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 VRM.

The following example illustrates reporting bus statistics for FG and for NFG operations.

Example 28 — Reporting Bus Statistics for Fixed and for Non-Fixed Guideway

Example: An agency operates bus (MB) service in one UZA greater than or equal to 200,000 population and provided 3,000,000 PMT at a cost of \$1,500,000. The agency operates 675,000 VRM on 425 DRM in mixed traffic ROW and 75,000 VRM on an exclusive bus lane of 75 FG DRM. How would the agency report MB statistics for FG and for NFG using 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 VRM of FG and NFG to the total VRM of service and multiplies the rate to PMT and 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 PMT and OE:

FG PMT	$0.1 \times 3,000,000 =$	300,000
FG OE	$0.1 \times \$1,500,000 =$	\$150,000
NFG PMT	$0.9 \times 3,000,000 =$	2,700,000
NFG 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 DO and PT services on the segment. Transit agencies should report all the VRM, VRH, PMT, UPT and OE for the service operated over the FG segments.

However, by mode, DRM for a FG segment can only be used once in the apportionment of Federal funds. Therefore, the DRM must only be reported once by any transit agency on the FFA-10 form when the segment is served by multiple operators or service types for the same mode. It is a local decision which operator reports the 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 FG. In this situation, the FG DRM are reported and claimed for funding for each mode operated.

The S-20 form includes identification of the transit agency, mode and TOS for allocation of funds using the statistics on the FFA-10 form. Only the DRM for those segments identified on the S-20 form claimed for funding by your transit agency are transferred to the FFA-10 form.

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 reported for the UAF Program that operate on the directional route miles 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 VRM.

Line by Line Instructions Federal Funding Allocation Statistics form (FFA-10)

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

This form is for all transit agencies that serve a UZA 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 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 FFA-10 form. In addition, if you change data on the source forms, you must edit any data you entered on the FFA-10 form — there are no automatic re-calculations of UZA and non-UZA area statistics or bus (MB) [fixed](#) (FG) and [non-fixed guideway](#) (NFG) statistics.

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

Form Note: 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.

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 B-10 form. The following rules apply:

- If your transit agency serves only one UZA and does not operate on FG, check the box under the UZA number, save and exit the form.
- If your transit agency serves only one UZA and operates on 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 17. See the Capital Program for Fixed Guideway Modes instructions below on lines 16 and 17.
- 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 FG and NFG for bus, you must report statistics for the areas served first using line 02, and then select a FG / NFG reporting method on line 09 to report the statistics used in the funding allocations for FG and for NFG.

Line 02: UZA Reporting Method. From the drop-down menu, select the methodology used for reporting [vehicle revenue hours](#) (VRH), [passenger miles traveled](#) (PMT), [unlinked passenger trips](#) (UPT) 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 VRM is selected, Internet reporting will automatically enter the vehicle revenue hour, passenger mile, unlinked passenger trip and operating expense data into the fields for each UZA and non-UZA based on the proportion of actual vehicle revenue miles entered for each UZA and non-UZA.
- If the methodology using actual data is selected, you must enter actual data for vehicle revenue hours, passenger miles traveled, unlinked passenger trips and operating expenses 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 MB mode.

Line 03: Total VRM

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total annual VRM for your entire service area for both FG and NFG guideway operations. This is used for reporting MB statistics in multiple UZAs and for fixed and for non-fixed guideway operations.
- Columns b – y: By UZA. Enter 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 VRM from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 04: Total VRH

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- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 and cannot be edited. This field displays the total actual vehicle revenue hours for your entire service area for both FG and NFG operations.
- Columns b – y: By UZA. Enter vehicle revenue hours for each UZA. If a UZA uses the 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 vehicle revenue hours from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 05: Total PMT

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total annual passenger miles traveled for your entire service area for both FG and NFG operations.
- Columns b – y: By UZA. Enter passenger miles traveled for each UZA. If a UZA uses the 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 traveled from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 06: Total UPT

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total unlinked passenger trips for your entire service area for both fixed and non-fixed guideway operations.
- Columns b – y: By UZA. Enter unlinked passenger trips for each UZA. If a UZA uses the 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 unlinked passenger trips from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 07: Total OE

- Column a: Data from Other Forms. This field is **pre-filled** with data from the F-30 form and cannot be edited. This field displays the total annual operating expenses for your entire service area for both fixed and non-fixed guideway operations.
- Columns b – y: By UZA. Enter operating expenses for each UZA. If a UZA uses the 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 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 is not applicable for demand response (DR), jitney (JT), publico (PB) and vanpool (VP) modes.

Line 08: DRM

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-20 form 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 FG DRM from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 09: Fixed / Non-Fixed Guideway Reporting Method. It is not mandatory for your transit agency to report separate statistics for MB FG and NFG. Internet reporting automatically assigns the statistics (VRM, PMT, and OE) to NFG. If you choose to report statistics, select the fixed / non-fixed guideway reporting methodology from the drop-down menu. Applicable only for bus mode.

- If the methodology using actual vehicle revenue miles is selected, Internet reporting will automatically enter the passenger miles traveled and operating expense data for fixed and non-fixed guideway based on the proportion of actual vehicle revenue miles entered for each UZA and non-UZA in the fixed guideway section (line 10) 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 traveled and operating expenses by UZA and non-UZA on lines 11 and 12.

Line 10: VRM

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total annual actual vehicle revenue miles for your entire service area for fixed guideway operations. This is

used for reporting PMT and OE in multiple UZAs. Not applicable to bus mode. Bus totals only appear for data from other forms across fixed and non-fixed guideway operations (line 03).

- Columns b – y: By UZA. Enter actual vehicle revenue miles for each UZA for service operated on FG DRM that are reported on the S-20 form for:
 - All rail, FB and TR modes — line 02
 - MB mode — line 12
 - TB mode — line 07.
 - Remember that even though directional route miles on fixed guideway can only be reported once for funding, you can report actual vehicle revenue miles, passenger miles traveled and operating expenses for service operated on the fixed guideway directional route mile 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 from the UZA and non-UZA columns. For all fixed guideway modes except bus, annual total data must equal data from other forms, column a. Bus totals only appear for data from other forms across fixed and non-fixed guideway operations (line 03).

Line 11: PMT

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total passenger miles traveled for your entire service area for FG operations. Not applicable to bus mode. Bus totals only appear for data from other forms across fixed and non-fixed guideway operations (line 05).
- Columns b – y: By UZA. Enter passenger miles traveled for each UZA. If a UZA uses the actual vehicle revenue miles reporting methodology, this field will be **automatically calculated**.
 - Remember that even though directional route miles on fixed guideway can only be reported once for funding, you can report actual vehicle revenue miles, passenger miles traveled and operating expenses for service operated on the FG DRM. The S-20 form summarizes the DRM over which the actual vehicle revenue miles, passenger miles traveled and operating expenses operated on the fixed guideway can be reported on the FFA-10 form as follows:
 - All rail, FB and TR modes — line 02
 - MB mode — line 12
 - 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 traveled from the UZA and non-UZA columns. Make sure that the annual total equals the passenger miles traveled automatically transferred from other forms (column a) for fixed guideway modes except bus. Bus totals only appear for data from other forms across fixed and non-fixed guideway operations (line 05). If a UZA uses the actual vehicle revenue miles reporting methodology, the annual total column always equals the data from other forms.

Line 12: OE

- Column a: Data from Other Forms. This field is **pre-filled** with data from the F-30 form and B-30 form, and cannot be edited. This field displays the total operating expenses for your entire service area for fixed guideway operations. Not applicable to bus mode. Bus totals only appear for data from other forms across fixed and non-fixed guideway operations (line 07).
- Columns b – y: By UZA. Enter OE for each UZA. If a UZA uses the VRM reporting methodology, this field will be **automatically calculated**.
 - Remember that even though directional route miles on fixed guideway can only be reported once for funding, you can report actual vehicle revenue miles, passenger miles traveled and operating expenses for service operated on the fixed guideway directional route miles. The S-20 form summarizes the directional route miles over which the actual vehicle revenue miles, passenger miles traveled and operating expenses operated on the fixed guideway can be reported on the FFA-10 form as follows:
 - All rail, FB and TR modes — line 02
 - MB mode — line 12
 - TB mode — line 07.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of operating expenses from the UZA and non-UZA columns. Make sure that the annual total equals the operating expenses automatically transferred from other forms (column a) for fixed guideway modes except MB. Bus totals only appear for data from other forms across fixed and non-fixed guideway operations (line 07). If a UZA uses the actual vehicle revenue miles reporting methodology, the annual total column always equals the data from other forms.

Non-Fixed Guideway

Line 13: VRM

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

Line 14: PMT

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total annual actual passenger miles traveled for your entire service area for non-fixed guideway operations. Not applicable to fixed guideway modes or bus mode with reporting of statistics in fixed and non-fixed guideway operations. Bus totals only appear for data from other forms across fixed and non-fixed guideway operations (line 04).
- Columns b – y: By UZA. Enter PMT for each UZA. If a UZA uses the actual vehicle revenue miles reporting methodology, this field will be **automatically calculated**. Not applicable to fixed guideway modes or bus mode with reporting of statistics in FG and NFG operations. For MB mode with reporting of statistics in NFG operations, this field will be **automatically calculated** as line 05 minus line 11.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of passenger miles traveled from the UZA and non-UZA columns. Annual total data must equal data from other forms (column a) for non-fixed guideway modes. If you have reported bus statistics in both fixed and non-fixed guideway operations, bus totals only appear for data from other forms across fixed and non-fixed guideway operations on line 05.

Line 15: OE

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-10 form and cannot be edited. This field displays the total annual operating expenses for your entire service area for non-fixed guideway operations. Not applicable to fixed guideway modes or bus mode with reporting of statistics in fixed and non-fixed guideway operations. Bus totals only appear for data from other forms across fixed and non-fixed guideway operations (line 07).
- Columns b – y: By UZA. Enter operating expenses for each UZA. If a UZA uses the actual vehicle revenue miles reporting methodology, this field will be **automatically calculated**. Not applicable to fixed guideway modes or bus mode with reporting of statistics in FG and NFG operations. For MB mode with reporting of statistics in NFG operations, this field will be **automatically calculated** as line 07 minus line 12.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of operating expenses from the UZA and non-UZA columns. Annual total data must equal data from other forms (column a) for non-fixed guideway modes. If you have reported bus statistics in both fixed and non-fixed guideway operations, bus totals only appear for data from other forms across FG and NFG operations on line 07.

Capital Program for Fixed Guideway Modernization

Line 16: DRM ≥ Seven Years @ Federal Fiscal Year End (FFYE)

- Column a: Data from Other Forms. This field is **pre-filled** with data from the S-20 form and cannot be edited. This field displays the total DRM for your entire service area for 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, 2002.
- Columns b – y: By UZA. Enter directional route miles for 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 UAF Program on line 08.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of FG DRM from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 17: VRM ≥ Seven Years @ FFYE

- Columns b – y: By UZA. Enter the number of actual VRM operated over the DRM for FG in operation at least seven FFYs, by UZA. These should be less than or equal to the actual VRM reported under the UAF on line 10. There is no automatic data entry or reporting methodology. Determine actual VRM from your schedules and other internal records. Remember that even though DRM on FG can only be reported once for funding, you can report actual VRM for service

operated on the FG-DRM. The S-20 summarizes the DRM over which the actual VRM operated on the FG can be reported on the FFA-10 form as follows:

- All rail, FB and TR modes — line 04
- MB mode — line 16
- 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 VRM from the UZA and non-UZA columns. This number should be less than or equal to the total number of actual VRM reported under the UAF Program on line 08.