

Introduction	1
What is the National Transit Database.....	1
Changes in 2007 Reporting	1
Who Reports	2
What To Report.....	2
Waivers	2
When To Report.....	3
Reporting Period Extension	3
How to Report	3
The NTD Identification Number	3
Internet Reporting	3
Accrual Accounting	3
General Formatting Rules.....	4
Where To Report.....	5
Internet Reporting	7
Overview	7
What Has Changed from Prior Year	7
Internet Reporting System Security	7
Detailed Instructions.....	7
Accessing the NTD Rural Internet Reporting System	7
Connecting to the Internet.....	7
NTD Reporting Structure	10
Home: The NTD Rural Report Home Page.....	10
e-File: Communicating with FTA.....	11
Forms: Providing Data to the NTD.....	11
Notes: Providing Additional Information	12
Reports: Viewing, Printing, and Exporting Reports to Assist in Preparing the NTD Report	12
Communications Summary: Viewing a History of Correspondence with NTD	13
Sys Admin Tab: Changing Passwords, Adding or Deactivating Subrecipients	13
Help: Obtaining More Information	15
Tips for Using Internet Reporting	15
Navigating Between Screens.....	15
Saving a Form	15
Printing.....	15

2007 Rural Reporting Manual

Rural Reporting	17
State Agency Identification form (RU-10)	17
Rural General Public Transit form (RU-20)	17
Statewide Summary form (RU-30)	17
State Agency Identification form (RU-10)	19
Overview	19
What Has Changed from Prior Year	19
Detailed Instructions.....	19
Form Notes	20
Line by Line Instructions	21
Rural General Public Transit form (RU-20)	25
Overview	25
What Has Changed from Prior Year	25
Detailed Instructions.....	25
Financial Information.....	26
Financial Information for Intercity Bus.....	28
Asset / Infrastructure Information.....	29
Service Data	31
Service Data for Intercity Bus	31
Safety Data	31
Form Notes	32
Line by Line Instructions	33
Statewide Summary form (RU-30)	39
Overview	39
What Has Changed from Prior Year	39
Detailed Instructions.....	39
Form Notes	39
Line by Line Instructions	40
NTD Glossary of Terms	45
List of Examples	
Example 1 — Accrual Accounting	4
List of Exhibits	
Exhibit 1 — 2007 Reporting Changes and Highlights	1
Exhibit 2 — Reporting Timeline for Rural NTD.....	3
Exhibit 3 — NTD Contact Information	6

What is the National Transit Database?

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

SECTION 5335. NATIONALTRANSIT DATABASE.

(a) NATIONAL TRANSIT DATABASE — To help meet the needs of individual public transportation systems, the United States Government, State and local governments, and the public for information on which to base public transportation service planning, the Secretary of Transportation shall maintain a reporting system, using uniform categories to accumulate public transportation financial and operating information and using a uniform system of accounts. The reporting and uniform systems shall contain appropriate information to help any level of government make a public sector investment decision. The Secretary may request and receive appropriate information from any source.

(b) REPORTING AND UNIFORM SYSTEMS — The Secretary may award a grant under section 5307 or 5311 only if the applicant and any person that will receive benefits directly from the grant, are subject to the reporting and uniform systems.

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

(4) DATA COLLECTION – Each recipient under this section shall submit an annual report to the Secretary containing information on capital investment, operations, and service provided with funds received under this section, including –

- (A) total annual revenue;
- (B) sources of revenue;
- (C) total annual operating costs;
- (D) total annual capital costs;
- (E) fleet size and type, and related facilities;
- (F) revenue vehicle miles; and
- (G) ridership.

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

Changes in 2007 Reporting

Exhibit 1 – 2007 Reporting Changes and Highlights

There are seven changes for the 2007 report year:

1. Waiver or extension requests are now submitted via the e-File tab.
2. Additional access levels (Director of Transit Unit and Editor) are now available.
3. Reporters can add, activate and deactivate subrecipients via the Sys Admin tab.
4. Beginning in 2007, States should begin providing reports for § 5311 subrecipients who are intercity bus providers. The reports for intercity bus providers are substantially reduced from those of other § 5311 subrecipients.
5. Beginning in 2007, Indian Tribes that receive § 5311 grants directly from the Federal Government (Tribal Transit) must report directly to the NTD. States need not provide reports for § 5311 subrecipients that are reporting directly to the NTD.
6. The Rural General Public Transit Service form (RU-20) has been revised to capture data consistent with SAFETEA-LU requirements, more detailed information on funding sources, service data and vehicle fleet characteristics, and additional information for Internet Reporting such as URL (web) addresses.
7. Subrecipients who also receive § 5307 funds and submit NTD Annual Reports do not file RU-20 forms.

2007 Rural Reporting Manual

Who Reports

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

SAFETEA-LU defines recipients and subrecipients as follows:

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

Indian Tribes that receive § 5311 grant funds directly from the Federal government (Tribal Transit) must report directly to the NTD.

States do not provide reports on:

- § 5311 grant subrecipients that are Indian Tribes that are reporting directly to the NTD, nor
- § 5311 grant subrecipients that are reporting directly to the NTD as an urbanized area reporter. As the reporting requirements for an urbanized area are much more extensive than for a rural area, States do not report on behalf of these subrecipients.

What to Report

Report data for providers of public transportation service in rural areas (other than urbanized areas) of the State. Report data for all subrecipients of § 5311 funds. For each subrecipient include all public transportation service provided by the subrecipient, regardless of any other funding sources used (e.g. Medicaid, Meals-on-Wheels).

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

1. State Agency Identification form (RU-10)
2. Rural General Public Transit Service form (RU-20)
3. Statewide Summary — Rural General Public Transit Service form (RU-30).

The direct recipient, State or Indian Tribe, completes the State Agency Identification form (RU-10) and completes a Rural General Public Transit Service form (RU-20) for each provider of general public transportation service in the other than urbanized areas (non-UZAs) of the State. Internet Reporting automatically generates the Statewide Summary form (RU-30) from the data reported for individual providers.

Ideally, the State or Indian Tribe reports data for each provider of general public transportation service in rural areas of the State. However, if there is not complete data from all providers, then report the data that is available. However, subrecipients must develop and implement procedures for complete data reporting in 2008.

Waivers

There are two waivers for rural reporting:

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

Request waivers in writing via the **e-File** tab at least 60 calendar days prior to the report due date. FTA reviews and approves these requests on a case-by-case basis. FTA will grant or deny your request in writing via the **e-File** tab. FTA grants waivers for one year only. You must apply for waivers annually.

Data and Report Waivers

You may request a waiver of specific data requirements for good cause. In rare instances, you may request a waiver for an entire rural report.

Good cause situations are those that have a continuing impact on the transit agency's ability to provide service, such as floods, earthquakes, or other natural disasters. Good cause situations do not include cost, personnel or data collection issues; loss of records; or simply stating undue reporting burden.

The waiver request must be justified in writing from the chief executive officer (CEO) to FTA. Fully describe the situation that prevents the agency from fulfilling the reporting requirements.

2007 Rural Reporting Manual

Example 1 — Accrual Accounting

Hamlet Transit applies to the state to purchase two buses in fiscal year (FY) 2007 at a projected cost of \$440,000, or \$220,000 each. FTA approves the state's program of projects, which includes the project for Hamlet Transit, and awards FY 2007 Other Than Urbanized Formula Program funds based on an 80/20 split for the Federal/non-Federal match.

Hamlet Transit takes delivery and accepts only one of the buses by the end of FY 2007.

Solution: Report the Federal share of the bus = \$176,000 ($1 \times \$220,000 \times 80\%$) under FTA Other than Urbanized Area funds § 5311 and the non-Federal share of the bus = \$44,000 ($1 \times \$220,000 \times 20\%$) under Local Capital Assistance.

General Formatting Rules

Follow these rules when reporting data:

- Round all financial data to the nearest dollar
- Report data as whole numbers
- Use four digits for year entries.

Mode

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

The glossary at the end of this manual contains the detailed NTD modal definitions. There is also a discussion of deviated bus service, which has characteristics of both bus and demand response modes.

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

[Bus](#) (MB)



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

[Demand Response](#) (DR)



Scheduled in response to calls from passengers. Passengers with similar origins and destinations are often scheduled to ride the same vehicle. Many transit systems operate demand response (DR) service to meet the Federal ADA requirements, and expenses and passenger trips are reportable for DR.

[Vanpool](#) (VP)



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

Intercity Bus (IB)



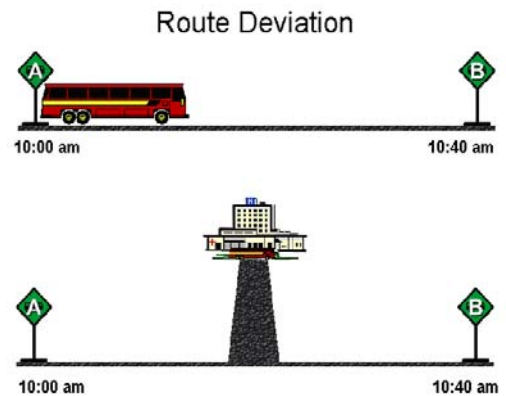
Other

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

Regularly scheduled public service using an over-the-road bus that operates with limited stops between two urbanized areas or connecting rural areas to an urbanized area. Intercity bus (IB) mode is only used by private, intercity bus providers.

Route-Deviated Service

Route-deviated service has operating characteristics of both bus (MB) and demand response (DR) modes. Route-deviated service operates as a conventional bus route, but permits the bus to deviate from the route and serve destinations within a prescribed distance (e.g., ¼ mile). Report this service as bus mode.



Where to Report

Submit NTD Rural Reports via the Internet at the project's website, <http://www.ntdprogram.gov> by clicking on the **Internet Reporting Login** link.

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

Exhibit 3 — NTD Contact Information	
<p>Mailing Address</p> <p>You can write to the FTA NTD Project Office at the following address:</p> <p>Federal Transit Administration National Transit Database P.O. Box 457 Merrifield, VA 22116-0457</p> <p>Please use the U.S. Postal Service for deliveries to this P.O. Box.</p>	<p>Telephone</p> <p>You can contact your NTD analyst and other NTD staff by telephone on weekdays. For telephone information and assistance, call the FTA NTD Project Office at:</p> <p>703.462.5220</p> <p>The FTA NTD Project Office is open from 7:30 am to 5:30 pm (Eastern Time). If your NTD analyst is unavailable, you may use the voice-mail system and your analyst will return your call or you may forward your call to another NTD analyst.</p>
<p>Express Delivery Address</p> <p>Express deliveries can be made to the following address:</p> <p>Federal Transit Administration National Transit Database 3040 Williams Drive, Suite 100 Fairfax, VA 22031</p>	<p>E-mail</p> <p>You can contact your Rural analyst by using the telephone number or e-mail address located on the Home tab at:</p> <p>www.ntdprogram.gov > Internet Reporting Login</p>
<p>Fax</p> <p>The FTA NTD Project Office also maintains a 24-hour FAX service. You may FAX correspondence to the FTA NTD Project at:</p> <p>703.462.5219</p> <p>An original of all faxed documents must also be mailed to the FTA NTD Project Office.</p>	<p>Internet</p> <p>Finally, the FTA NTD Project Office manages a website at the following address:</p> <p>www.ntdprogram.gov</p> <p>You mail e-mail comments, questions or suggestions directly to the NTD by clicking on the Feedback and Photo Gallery link.</p> <p>NTD publications, data and reference documents are available on the FTA NTD website.</p>

Overview

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

This section provides Internet Reporting information for the NTD Rural report. Separate instructions for NTD Annual and Safety and Security Internet Reporting are in the Annual Reporting Manual and the Safety and Security Reporting Manual.

What Has Changed from Prior Year

Waiver or extension requests are now submitted via the **e-File** tab.

Additional access levels (Director of Transit Unit and Editor) are now available.

Reporters can add, activate and deactivate subrecipients via the **Sys Admin** tab.

Detailed financial, vehicle fleet, and service data information has been added to the RU-20.

Internet Reporting System Security

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

Detailed Instructions

Accessing the NTD Rural Internet Reporting System

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

To access Internet Reporting:

1. Connect with the Internet via your Internet service provider (ISP)
2. Access the NTD Project website (www.ntdprogram.gov)
3. Click on the **Internet Reporting Login** link
4. Enter your User Name (Rural identification number) and Password.

Connecting to the Internet

Use your Internet service provider to connect to the Internet. NTD Internet Reporting requires the Internet Explorer web browser that is at least a 6.0 version.

If you don't have the latest version of Internet Explorer, go to Microsoft.com to download the latest version free of charge.

Verifying Your Internet Browser Settings

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

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

The National Transit Database Website



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

- **Internet Reporting Login** link.
- **What is the NTD?:** An overview of the NTD program, milestones in transit history, how to obtain an NTD ID number and an overview of the NTD reporting forms.

Reporting Manuals

- **Annual Reporting:** Access to .html and .pdf versions of the current Annual Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Monthly Reporting:** Access to .html and .pdf versions of the current Monthly Reporting Manual, an overview of the reporting changes and highlights, reporting manual archives, etc.
- **Safety and Security Reporting:** Access to .html and .pdf versions of the current Safety and Security Reporting Manual, Newsletters, Safety and Security FAQs, an overview of reporting changes and highlights, reporting manual archives, etc.
- **Rural Reporting:** Access to the Rural Reporting Manual, an overview of reporting changes and highlights, reporting manual archives, etc.

Data, Publications and Reference Materials

- **NTD Glossary:** HTML version of the NTD Glossary of transit terms.
- **NTD Reference Materials:** NTD reference materials such as the Uniform System of Accounts, FTA Circulars and Federal Register Notices.
- **Access to NTD Data:** HTML and downloadable .pdf publications, including the Data Tables, Profiles, National Transit Summaries and Trends, as well as NTD databases and historical data.

NTD Resources

- **FTA / NTD Presentations, Announcements and Updates:** FTA / NTD presentations, new and useful information, interim updates to reporting requirements, etc.
- **NTD Feedback:** The mailing address, telephone number and fax number for the NTD Project site as well as an opportunity to provide comments or suggestions regarding the NTD Program.
- **Seminars and Training:** NTD Reporting Seminars and In-house Training information and registration
- **Transit Agency Listing by Region and External Links:** Contact information for transit agencies reporting to the National Transit Database (NTD). Links to:
 - Federal Transit Administration (FTA)
 - FTA Safety and Security Office
 - U. S. Department of Transportation (USDOT)
 - National Transit Library
 - American Public Transportation Association (APTA)
 - Bureau of Transportation Statistics
 - Accessibility.

Accessing the NTD Report

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

The screenshot shows the 'Internet Reporting Login' page. At the top, there is a banner with several small images of transit vehicles and people. Below the banner, the text reads 'Welcome to The National Transit Database' with a 'Home' link on the right. The main section is titled 'Internet Reporting Login'. It contains two input fields: 'User Name' and 'Password'. Below the 'Password' field, it says 'Password and ID Required'. To the right of the login fields is a 'Warning' section in red text, which states: 'This is a U.S. Department of Transportation (DOT) computer system. DOT computer systems are provided for the processing of Official U.S. Government information only. All data contained on DOT computer systems may be monitored, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel.' Below the warning, there is another red text block: 'There is no right of privacy in this system. System personnel may give to law enforcement officials any potential evidence of crime found on DOT computer systems.' A third red text block follows: 'Use of this system by any user, authorized or unauthorized, constitutes consent to this monitoring, interception, recording, reading, copying, or capturing and disclosure.' At the bottom of the page, it says 'NTD Release 80.80.80'.

Levels of Access

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

1. **Director of Transit Unit access:** Edit forms (data entry), submit extension requests, and submit report
2. **NTD Contact Person access:** Edit forms (data entry) and submit report (administrator)
3. **Editor access:** Edit forms (data entry), cannot submit report

Entering Username and Password

The user name determines the system access level. The first three characters of the user name define the access level and the last four digits represent the transit agency's NTD ID. There are three types of user names corresponding to the three access levels available within the NTD Report:

1. Director of Transit Unit — DIRxxxx
2. Contact person — RURxxxx (for Indian Tribes, TRxxxx)
3. Editor — EDTxxxx

FTA e-mails each transit agency this set of user names with a password for each. Transit agencies determine access within their organizations and distribute user names and passwords accordingly.

A user can change his / her password at any time. Refer to Sys Admin: Changing Your Password for additional information on this topic. Passwords expire every ninety days.

NTD Reporting Structure

NTD Rural Reporting includes the following tabs:

- **Home:** The starting point when entering the NTD Rural Report. It displays the reporter's NTD analyst information and any project related announcements.
- **e-File:** A listing of all general correspondence and current year report stages. This screen provides a means for a transit agency to view the text of existing general correspondence, and to add documents via a file attachment or by modification of a pre-existing template. Submit all correspondence and documents to NTD from this screen.
- **Annual:** A listing of the forms and provides access to the specific forms necessary to complete the NTD Rural Report. It is from this screen that the transit agency submits the NTD Rural Report.
- **Notes:** Displays all the Form Notes added to the transit agency's report. Internet Reporting allows the user to create Form Notes to provide additional information applicable to the overall form / report.
- **Issues:** Future deployment. Once developed any Issues generated for the report will be accessed from this tab.
- **Reports:** Print and export reports. The user can print each form (report) without altering print settings to fit a form on the page.
- **Communications:** The Communications screen lists a record of the report submissions the agency has made to NTD, including any comments from the agency and the review status of the report.
- **Sys Admin:** Change NTD passwords — Director of Transit Unit, NTD Contact Person, and Editor. You may only change your password. If you need assistance, contact your NTD analyst. The Sys Admin screen is also used to add new subrecipients, activate a subrecipient who was deactivated, and deactivate a subrecipient who is no longer providing service to the state.
Managing Subrecipient RU-20 forms is also done via the **Sys Admin** tab.
- **Help:** The **Help** screen provides a link to an online version of the NTD Rural Reporting Manual and Glossary.

Analyst Contact Information	
Contact	Analyst Name
Phone	(703) 205-2475 Ext. XXXX
Email	analyst@spusa.com

Announcements	
November 1, 2007	Welcome

Home: The NTD Rural Report Home Page

Go to the **Home** Tab to access the NTD Rural Reporting System. To return to the **Home** tab view from any other area click the **Home** tab near the top of any screen.

The screenshot shows the 'e-File' screen with a navigation bar at the top containing 'Home', 'e-File', 'Annual', 'Notes', 'Issues', 'Reports', 'Communications', 'Sys Admin', and 'Help'. The main content area is divided into three sections: 'Waivers', 'Other Agency Requests', and 'Outgoing NTD Correspondence'. Each section has a table with columns for 'Year', 'Create Date', 'Routing Date', and 'Status'. There are also buttons for 'Add Waiver' and 'Add Correspondence'.

Report Stage	Year	Create Date	Routing Date	Status
Waivers				
Add Waiver				
Other Agency Requests				
Rural Extension Request	2007	10/23/07	10/23/07	Received
Add Correspondence				
Outgoing NTD Correspondence				
RUR-GC: Late Letter	2007	10/23/07	10/23/07	Approved

e-File: Communicating with FTA

The **e-File** screen displays the status of your report and any correspondence between your agency and the NTD including waivers and filing extensions. Click on the **e-File** tab to open the **e-File** screen.

Report Stage

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

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

The screenshot shows the 'Forms Summary' screen with a navigation bar at the top containing 'Home', 'e-File', 'Annual', 'Notes', 'Issues', 'Reports', 'Communications', 'Sys Admin', and 'Help'. The main content area is a table with columns for 'Form Name', 'Update User', and 'Update Date'. The table lists various forms under the 'Rural Transit' category, including 'State Agency Identification (RU-10)', 'Rural General Public Transit Service (RU-20)', and 'Statewide Summary (RU-30)'. There are buttons for 'Add Form' and 'Submit Report' at the bottom.

Form Name	Update User	Update Date
Rural Transit		
State Agency Identification (RU-10)	RURBR06	1/26/07
Rural General Public Transit Service (RU-20) 8R06-010 City Department of Bus Rides	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-006 Committee Transportation Agency, Inc.	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-007 Special Transit	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-009 Subrecipient Transit Co.	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-008 Ferriesboats Y Fun	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-005 Subrecipient Agency, Inc.	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-005 Subrecipient Agency, Inc.	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-004 Rural County Transit Lines	RURBR06	10/26/07
Rural General Public Transit Service (RU-20) 8R06-003 Subrecipient Service Provider	RURBR06	10/24/07
Rural General Public Transit Service (RU-20) 8R06-002 Rural Busing Agency	RURBR06	10/24/07
Rural General Public Transit Service (RU-20) 8R06-001 Rural Busing Company	RURBR06	10/24/07
Rural General Public Transit Service (RU-20) ID0002	RURBR06	10/15/07
Rural General Public Transit Service (RU-20) ID0001	RURBR06	9/27/07
Statewide Summary (RU-30)	RURBR06	10/12/07

Forms: Providing Data to the NTD

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

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

Initially, the **Forms Summary** screen provides access to the State Agency Identification form (RU-10). The State Summary form (RU-30) and **Add Form** button will be viewable after submitting the RU-10. The **Forms Summary** screen allows the State agency to add a Rural General Public Transit Service form (RU-20) after a new subrecipient is added and assigned a

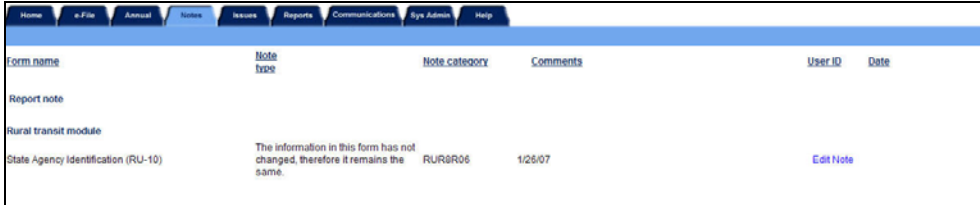
2007 Rural Report Manual

subrecipient identification number via the **Sys Admin** tab. To add an RU-20, click on the **Add Form** button at the bottom of the screen. The list of added subrecipients will appear; select the new subrecipient from the **Drop-Down** menu. The new subrecipient RU-20 form will appear on the **Forms Summary** screen highlighted in yellow.

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

Submitting Your Report

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



Form name	Note type	Note category	Comments	User ID	Date
Report note					
Rural transit module					
State Agency Identification (RU-10)	The information in this form has not changed, therefore it remains the same.	RUR0R06	1/25/07		Edit Note

Notes: Providing Additional Information

Click on the **Notes** tab to open the **Notes Summary** screen. The NTD Rural Reporting System allows the state agency reporter to create form notes for additional information applicable to the overall form.

Creating a Form Note

To create a form note click on the **Add Form Note** link at the top right of the form you are editing or viewing. Internet Reporting will take you to the **Form Notes** screen for the specific form. Internet Reporting will pre-fill the form type and recipient (if applicable) for which the note is created. The transit agency completes the note comment.

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

Reviewing Notes

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

Editing Notes

You can edit Notes only in the **Working Data** stage. Click on the **Edit Note** link in the far right column on the **Notes** screen. Once the state agency submits the NTD Rural Report, Internet Reporting prevents any editing of the notes.

Printing Form Notes

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



Home	e-File	Annual	Notes	Issues	Reports	Communications	Sys Admin	Help
Rural General Public Transit Service form (RU-20) Spreadsheets								
Select one from the following reports:								
NTD Reports								
Revenue Vehicle Inventory Report								

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

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

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

All Form Notes Report

Click on the **All Form Notes Report** link to print all of the form notes associated with the NTD Rural report viewed on the **Form Notes** screen.

Printing a Form Report from a Form Screen

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

The screenshot shows a web interface with a navigation bar at the top containing tabs: Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. Below the navigation bar, there are two filter dropdown menus: 'Process Filter' and 'Comm. Type Filter', along with 'Filter' and 'Refresh' buttons. The main content area displays a table with the following columns: Date, Agency, Analyst, Logger, Process, Comm. Type, Subject, and Attachment. The table contains four rows of data, all dated 10/25/2007, with various agency and analyst information and process types like 'Annual Report' and 'Message'.

Date	Agency	Analyst	Logger	Process	Comm. Type	Subject	Attachment
10/25/2007	8R06	Ituzikow	RUR8R06	Annual Report	Message	Report Submission	
	RUR8R06	Agency to Analyst	sdfdasfsad				
10/25/2007	8R06	Ituzikow	RUR8R06	Annual Report	Message	Report Submission	
	RUR8R06	Agency to Analyst	asdfsaf				
10/25/2007	8R06	Ituzikow	RUR8R06	Annual Report	Message	Report Submission	
	RUR8R06	Agency to Analyst	tttttttttt				
10/25/2007	8R06	Ituzikow	RUR8R06	Annual Report	Message	Report Submission	
	RUR8R06	Agency to Analyst	test test				

Communications Summary: Viewing a History of Correspondence with NTD

The **Communications** tab gives transit agencies a centralized area in which to view past correspondence with the NTD program. Transit agencies can view correspondence by communication types.

The screenshot shows the 'Communications' tab selected in the navigation bar. The main content area displays the text 'Select one of the following Admin Functions:' followed by a list of links: 'Change Password', 'Manage Sub-recipients:', 'Add Sub-Recipient', 'Activate Sub-Recipient', and 'Deactivate Sub-Recipient'.

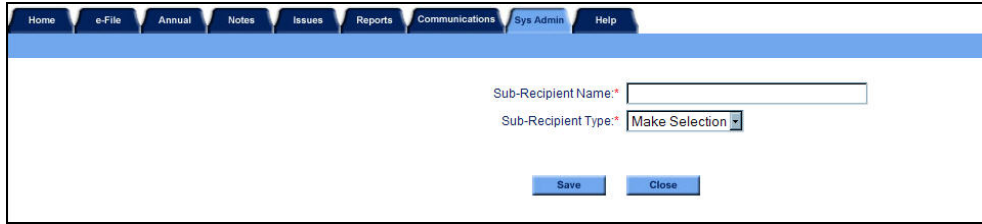
Sys Admin Tab: Changing Passwords, Adding or Deactivating Subrecipients

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

Changing Your NTD Password

FTA assigns each NTD user a unique temporary password. With the launch of the 2007 Reporting software, you may login to NTD Reporting one time using this assigned password. Internet Reporting will prompt you to change your password at that time. Users can change passwords at any time by clicking on the **Sys Admin** tab. Follow the instructions for creating new passwords:

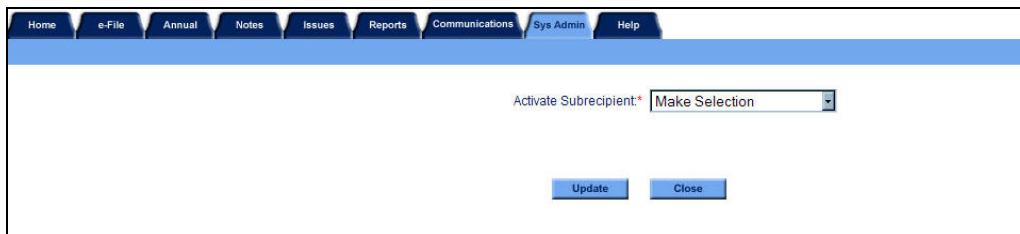
- Passwords are a minimum of eight characters and be a combination of upper and lower case letters and numbers. Do not use dictionary words.
- Change passwords at least every 90 days. Do not repeat passwords. NTD will change any compromised passwords immediately.



The screenshot shows the 'Add Subrecipient' form within the 'Sys Admin' tab. The form has a navigation bar at the top with tabs for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The main content area contains two input fields: 'Sub-Recipient Name:*' with a text box and 'Sub-Recipient Type:*' with a dropdown menu showing 'Make Selection'. Below the fields are two buttons: 'Save' and 'Close'.

Adding a Subrecipient

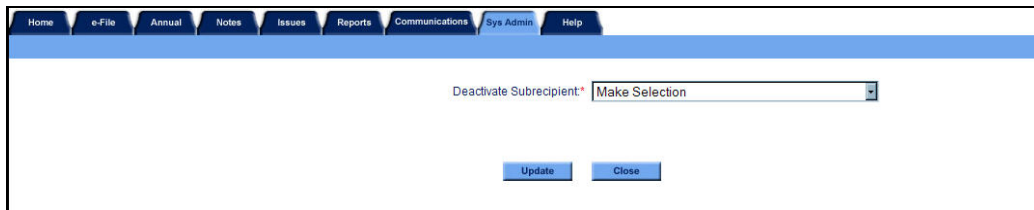
To add a new Subrecipient that was not reported in the previous year's report, click on the **Add Subrecipient** link on the **Sys Admin** tab. On the **Add Subrecipient** screen, enter the Subrecipient name on line 01, select the type of recipient (Tribal or non-Tribal) and click **Save** to create new subrecipient ID. You will be taken back to the **Forms Summary** screen. Click the **Add Form** button to generate a Rural General Public Transit Service form (RU-20) and select the new subrecipient ID from the drop-down. Click the **Generate Form** button and the new subrecipient's RU-20 form will appear highlighted in yellow.



The screenshot shows the 'Activate Subrecipient' form within the 'Sys Admin' tab. The form has a navigation bar at the top with tabs for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The main content area contains one input field: 'Activate Subrecipient:*' with a dropdown menu showing 'Make Selection'. Below the field are two buttons: 'Update' and 'Close'.

Activating a Subrecipient

To activate a Subrecipient that did not report in the previous year's report but will be included in the current year's report, click on the **Activate Subrecipient** link on the **Sys Admin** tab. On the **Activate Subrecipient** screen, select the subrecipient's name from the drop-down and click **Update** to activate the Subrecipient ID. Click the **Save** button, and you will be taken back to the **Forms Summary** screen. Click the **Add Form** button to generate a Rural General Public Transit Service form (RU-20) and select the activated subrecipient ID from the drop-down. Click the **Generate Form** button and the activated subrecipient's RU-20 form will appear highlighted in yellow.

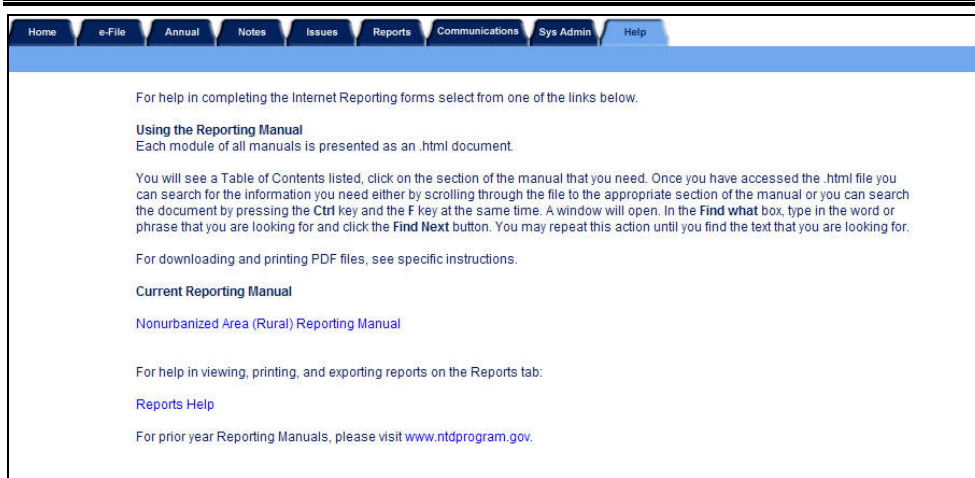


The screenshot shows the 'Deactivate Subrecipient' form within the 'Sys Admin' tab. The form has a navigation bar at the top with tabs for Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. The main content area contains one input field: 'Deactivate Subrecipient:*' with a dropdown menu showing 'Make Selection'. Below the field are two buttons: 'Update' and 'Close'.

Deactivating a Subrecipient

To deactivate a Subrecipient who reported in the previous year's report but will not be included in the current year's report, click on the **Deactivate Subrecipient** link on the **Sys Admin** tab. On the **Deactivate Subrecipient** screen, select the Subrecipient name from the drop-down on line 01 and click **Update** to deactivate them. If a Rural General Public Transit Service form (RU-20) was created and data entered for the subrecipient, it will be deleted and all data will be lost when the subrecipient is deactivated. This data cannot be activated or retrieved once it has been lost.

Note: To reactivate a Subrecipient who was previously deactivated, or deactivated in error, do not use the **Subrecipient Management Tool**. Contact your Analyst to reactivate a Subrecipient.



Help: Obtaining More Information

Click on the **Help** tab to open the **Help** screen. The **Help** screen provides access to the 2007 Rural Reporting Manual for additional help in completing the appropriate forms. The **Help** screen displays the table of contents for the Rural Reporting Manual with links to each section of the manual.

Tips for Using Internet Reporting

Navigating Between Screens

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

Saving a Form

Use the **Save** button provided at the bottom of each form. When entering information into a form we strongly recommend that you save the form frequently. This will prevent the loss of data if your Internet connection is unexpectedly lost. Also, Internet Reporting has an automatic time-out feature which will log you off of the system after a period of inactivity. We strongly recommend that you save your work every 15 minutes. Otherwise, there is a risk that the next action you take on the system will result in the closure of the screen displayed in your browser and the loss of any data that you had not saved.


Printing

For trouble-shooting information refer to the **Announcement** section of the **Home** tab.

Downloading the Adobe Acrobat Viewer for Forms

In order to facilitate viewing and printing forms Internet Reporting utilizes the Adobe Acrobat downloadable viewer. Internet Reporting will prompt you to download the **Adobe Acrobat Viewer** free of charge the first time you try to print a report. Click the **Print** button on a form page to download the **Adobe Acrobat Viewer**. This download occurs only once and is absolutely necessary to view or print a report.

To Print a Form Report from a Form Screen

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

This module contains three forms:

1. State Agency Identification form (RU-10)
2. Rural General Public Transit form (RU-20)
3. Statewide Summary form (RU-30)

State Agency Identification form (RU-10)

The State Agency Identification form (RU-10) collects contact information for the reporting State agency or Indian Tribe. The form includes agency identification information, transit unit director information, and NTD contact person information. Internet Reporting pre-fills for 2007 the report year 2006 form information. Update any information that has changed. Saving this form will generate your option to add forms Rural General Public Transit Service form (RU-20) and the Statewide Summary form (RU-30).

Rural General Public Transit form (RU-20)

The Rural General Public Transit form (RU-20) collects key financial and non-financial operating information on each rural (§ 5311) general [public transit](#) provider. Items include transit provider name and information, [modal](#) classification, [service area](#), volunteer resources, number of vehicles and characteristics, number and ownership of maintenance facilities, annual operating expenses, operating revenues, annual capital costs, sources of capital funds, annual vehicle revenue miles, annual vehicle revenue hours, annual unlinked passenger trips, and safety information, as well as information on [intercity bus](#) and Indian Reservation services.

Complete a separate RU-20 form for each rural provider of general public transit service within the State, Indian Tribe, or direct recipient. Report all available data for each provider, even if it is less than the data requested on the form. However, subrecipients must develop and implement procedures for complete data reporting in 2008.

Statewide Summary form (RU-30)

The Statewide Summary form (RU-30) summarizes the key financial and non-financial operating information for all rural transit services reported. The form automatically calculates the total for each data element reported for each rural transit service provider (State or Tribal subrecipients). Items include the number of vehicles, annual operating expenses, operating revenues expended, annual capital costs, sources of capital funds, and service data for annual revenue vehicle miles, annual revenue vehicle hours, annual unlinked passenger trips, asset/infrastructure information for vehicles and maintenance facilities, and safety information.

Additionally, this form provides for the reporting of two statewide data items:

1. The number of counties within the State
2. The number of counties with transit service funded, in whole or in part, with FTA Other Than Urbanized Area Formula Program funds (§ 5311).

