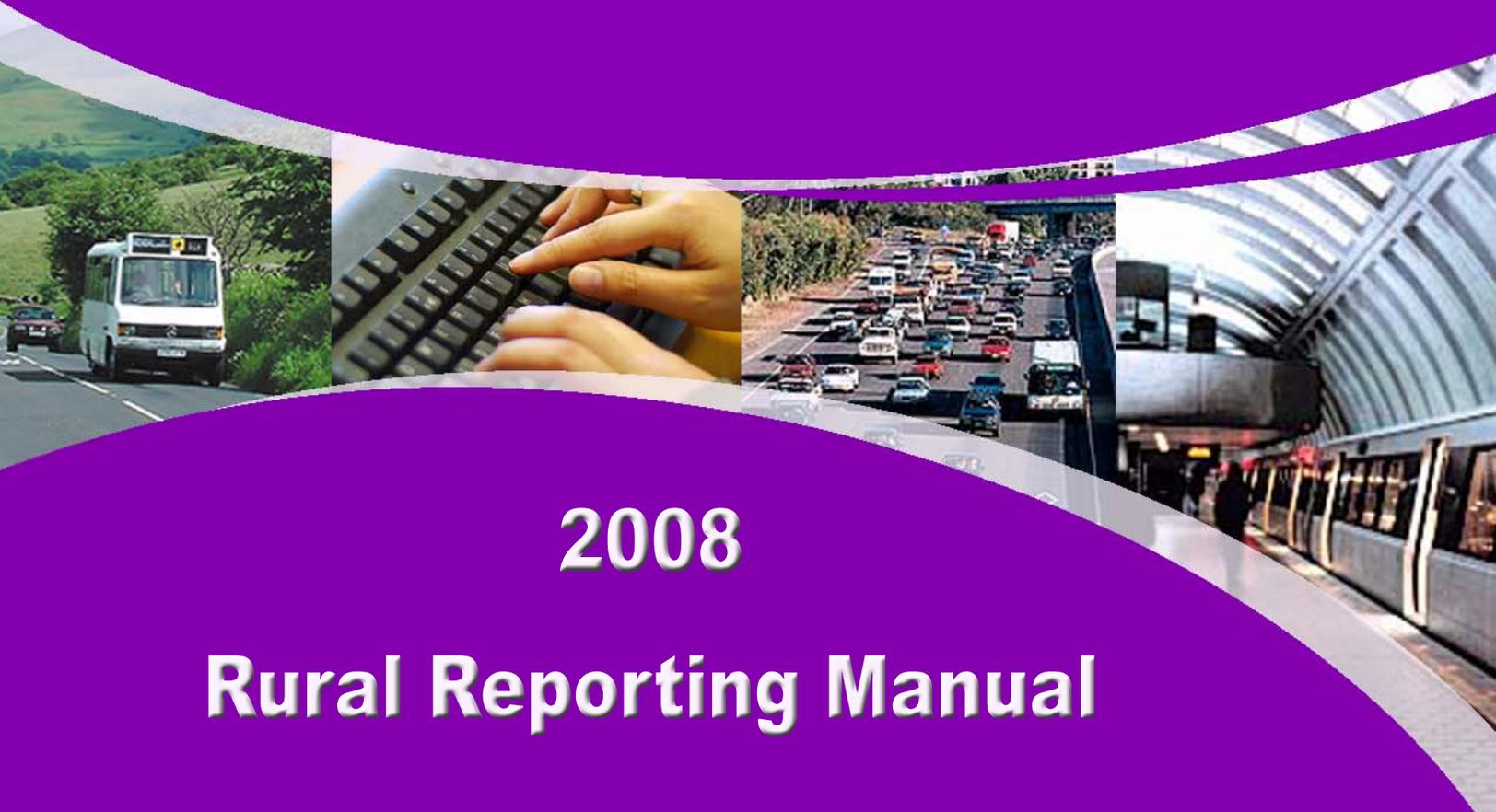




NTD

National Transit Database
Federal Transit Administration

Fiscal Year 2008



2008

Rural Reporting Manual

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Introduction

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](#) (§5307) and [Other than Urbanized Area Formula Program](#) (§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 of §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 §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 model that was developed in consultation with States. The 2007 reporting system was 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 2008 Reporting

The Rural Reporting Manual incorporates several changes and clarifications for the 2008 report year.

Changes

Internet Reporting incorporates the following:

- The Issues tab is now functional.

Tribal Transit Grant recipients that were awarded planning only funding are not required to file a report. However, FTA would like grantees to complete the State Agency Identification form (RU-10) with current information.

The Rural General Public Transit Service form (RU-20) incorporates the following:

- Existing subrecipient contact information is pre-filled with 2007 data
- Service area information now includes reservation and no longer includes community
- Existing subrecipient revenue vehicle fleet information is pre-filled with 2007 data

- Revenue vehicle information for vehicle type now includes sport utility vehicle (SV) and over-the-road bus (BR).

Clarifications

The State must file a Rural General Public Transit Service form (RU-20) for all subrecipients that received a Nine or Fewer Vehicles Waiver for the current NTD Annual Report.

The RU-20 form instructions include clarification of:

- Demand response (DR) mode reporting for subscription and coordinated / sponsored services
- Intercity bus mode reporting
- Indian Tribe reporting
- Expense and revenue reporting for operations and capital projects
- Counties served reporting.

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). The State agency, typically the State Department of Transportation administering the FTA Formula Program for Other than Urbanized Areas (§5311) are responsible for collecting and providing data regarding each §5311 subrecipient in the State.

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 Grants) must report directly to the NTD. Tribal Transit Grantees should report in the year after application for the grant, or in the year that grant funds are first disbursed, whichever is sooner. For simplicity, FTA will treat the year of the award of the grant as the year of application of the grant. Indian Tribes that do not have subrecipients should consider themselves to be both the recipient and the subrecipient for purposes of the NTD.

Tribal Transit Grant Recipients that have only received planning grants for \$50,000 or less do not need to complete a report. Please note that as provided by law, the requirement for NTD reporting is triggered by the award of a Tribal Transit grant, and not by the actual disbursement of the grant funds from FTA to the Tribal Transit Grant Recipient. For example, a Tribe that was awarded a \$300,000 grant for system enhancement in 2007 would be required to report to the NTD in 2008, even if disbursement of the grant does not occur until 2009.

There are three major categories of subrecipients:

1. Regular Public Transit Service Providers — most subrecipients are in this category. States should provide a complete report of all transit operations for these subrecipients on the RU-20 form. State Department of Transportation should report Indian Tribes that are not direct recipients of Tribal Transit Grants as regular public transit service providers.
2. Tribal Transit Recipients — Indian Tribes that are direct recipients of Tribal Transit Grants from FTA typically do not have any subrecipients. They should provide a complete report of all transit operations for themselves on the RU-20 form as if they were the sole recipient of the grant.
3. Intercity Bus Providers — SAFETEA-LU amended 49 USC 5311(f) to require States to set aside 15 percent of the annual §5311 apportionment for intercity bus providers, unless the Governor certifies that the intercity bus needs of the State are being adequately met. Since many States would not be able to provide a complete report of all transit operations for these subrecipients, FTA has established a special RU-20 form for the State to complete on behalf of these subrecipients. States use this form only for subrecipients of the intercity bus set-aside under 49 USC 5311(f).

The State or directly-reporting Indian Tribe completes the RU-10 form and completes a RU-20 form for each subrecipient. The Internet Reporting System generates almost all of the data on the Statewide Summary form (RU-30) form from the data provided on the RU-20 forms. The State also completes the remaining portion of the RU-30. Directly-reporting Indian Tribes do not complete any additional information.

Continuing Grant Requirements

A State must submit an NTD Rural report for any §5311 subrecipient through the minimum useful life of any capital assets purchased with §5311 funds. Please note that this means that a State may be required to provide reports on §5311 subrecipients that did not receive any §5311 funds during the current year. Additionally, States should continue to report to the NTD for any §5311 subrecipients whom they intend to provide §5311 grant funds to in the future.

A Tribal Transit Grant Recipient that begins directly-reporting to the NTD is required to continue to directly-report to the NTD as long as the grant remains open with FTA or for the minimum useful life of the capital equipment obtained through the grant, whichever is longer. Additionally, Tribal Transit Grant Recipients that are no longer required to report to the NTD should continue to report to the NTD if they intend to apply Tribal Transit Grants in the future.

State Reporting Exceptions

States are ordinarily required to provide complete reports on all §5311 subrecipients of the State. However, in the interests of reducing reporting burden and eliminating the duplication of data, States do not have to provide reports on subrecipients that:

1. Are Indian Tribes that are direct-recipients of Tribal Transit Grants and are reporting directly to the NTD for the current report year; or
2. Provide service in one or more urbanized areas (UZA), and are providing a complete report to the urbanized area modules of the NTD.

Please note that if the Indian Tribe receives a reporting waiver for the current report year, or if the subrecipient receives a Reporting Waiver or a 9 or Fewer Vehicles Waiver for the current report year, then the above exceptions do not apply. The State is still required to report on behalf of that subrecipient.

Example 1 — Continuing Requirements

A State purchases a van for one of its subrecipients as part of a group purchase with FTA Formula Program for Other than Urbanized Areas funds.

The vehicle, a van, has a useful life of 4 years or 100,000 miles.

The State for this subrecipient must report under the NTD program throughout the useful life of the vehicle regardless of whether or not that subrecipient receives Formula Program for Other than Urbanized Areas funds during a particular year.

What to Report

For each subrecipient, provide a complete report of all transit operations for the subrecipient, regardless of source of funding. A major purpose of the Rural NTD is to develop a picture of the Federal role in funding rural transit. Therefore, it is essential to include State, Tribal, Local, and private roles in rural transit as well.

The NTD rural reporting system consists of three forms that provide State agency or directly-reporting 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 form (RU-30).

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 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. See Exhibit 1 Reporting Timeline for Rural NTD on the following page for waiver request deadlines.

Data and Report Waivers

The NTD Rule (49 CFR Part 630) provides for the opportunity to request a waiver from one or more of the NTD reporting requirements if meeting the reporting requirements would cause “unreasonable expense and inconvenience”. Historically, FTA has granted waivers for “unreasonable expense and inconvenience” due to major events such as:

- Earthquakes
- Fires
- Floods
- Hurricanes
- Officially declared emergencies.

FTA has also historically granted waivers for the first year in which a direct recipient has been required to report to the NTD, and only for the first year. FTA has historically not considered “unreasonable expense and inconvenience” to cover issues related to the loss of personnel or the loss of records.

Submit waiver requests in writing through the **e-File** tab of the Internet Reporting System. The Director of the Transit Unit of the State or the directly-reporting Indian Tribe should sign waiver requests. Describe the event that prevents fulfilling the reporting requirements.

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.

When to Report

Submit the NTD Rural Report within 120 days of the close of the State’s or directly-reporting Indian Tribe’s fiscal year according to the schedule in the following exhibit.

Exhibit 1 – Reporting Timeline for Rural NTD			
State or Indian Tribe’s Fiscal Year End	Jan. 1 - June 30	July 1 - Sept. 30	Oct. 1 - Dec. 31
Submission			
Report Due Date	October 31	January 30	April 30
Filing Extension Deadline	August 29	November 28	February 27
Waiver Request Deadlines	August 29	November 28	February 27
Closeout Process			
Last Date to Receive Report Revisions	March 16	May 1	July 2
Report Closeout*	March 31	May 15	July 20

The first reports will be due on October 31, 2008, for those States or directly-reporting Indian Tribes with fiscal years ending between January 1 and June 30, 2008; on January 30, 2009, for those States or directly-reporting Indian Tribes with fiscal years ending between July 1 and September 30, 2008; and April 30, 2009, for those States or directly-reporting Indian Tribes with fiscal years ending between October 1 and December 31, 2008.

States or directly-reporting Indian Tribes may collect the data from the rural providers according to their own schedules and reporting periods as long as the rural providers are reporting for the current NTD report year. Data must cover a consecutive twelve month period and the reporting deadline must be met. For example, if the State fiscal year end is June 30, 2008 but a subrecipient has a fiscal year end December 31, 2008, use the subrecipient data for the most recent 12-month period that would be included in your State’s annual report for the fiscal year.

Reminder Notices

FTA sends each State or directly-reporting Indian Tribe a reminder 30 days prior to the NTD Rural report due date. If FTA does not receive your report within 15 calendar days after the due date, and there is no request for a reporting waiver, FTA sends a letter to the State or directly-reporting Indian Tribe Director of the Transit Unit requesting that the report be submitted within 15 days.

Reporting Period Extension

If the State or directly-reporting Indian Tribe needs additional time to collect, to enter and to submit data from all subrecipients they may request a 30-day extension. Submit an extension request in writing through the **e-File** tab of the Internet Reporting System. The Director of the Transit Unit of the State or the directly-reporting Indian Tribe should sign the extension request. Describe the situation and provide a timeframe when the State or directly-reporting Indian Tribe will submit their report.

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.

The NTD Rule (49 CFR Part 630) provides for only a single 30-day extension per report year. A request for an additional extension beyond 30 days would constitute a request for a waiver from the reporting requirements, and such a request will be evaluated by FTA according to the criteria for requesting waivers.

How to Report

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.

Accrual Accounting

All financial data in the NTD Rural Report must follow [accrual accounting](#) principles. Under accrual accounting:

- Record revenues when earned, regardless of whether or not receipt of the revenue takes place in the same reporting period
- Record expenditures as soon as they result in liabilities for benefits received, regardless of whether or not payment of the expenditure takes place in the same reporting period.

If a cash basis or encumbrance basis accounting system is used, make worksheet adjustments to record the data on an accrual basis.

The following example demonstrates the use of accrual accounting for both capital asset and operating expense reporting.

Example 2 — Accrual Accounting

Capital Projects

Hamlet Transit applies to the State to purchase two buses in fiscal year (FY) 2008 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 2008 Other than Urbanized Formula Program funds based on an 80/20 split for the Federal / non-Federal match. The City of Hamlet pays the non-Federal match.

Hamlet Transit takes delivery and accepts only one of the buses by the end of FY 2008.

Solution: Report the Federal share of the bus = \$176,000 ($1 \times \$220,000 \times 80\%$) on line 16c, FTA Other than Urbanized Area Program funds (\$5311), column a; and the non-Federal share of the bus = \$44,000 ($1 \times \$220,000 \times 20\%$) on line 14, Local capital assistance, column a.

Operating Expense

Hamlet Transit pays its employees twice a month, on the 15th and last day of the month, approximately 15 days after the end of the work period. Assume Hamlet has a fiscal year end date of December 31. If, an employee works from December 16 to December 31, he receives his pay on January 15 of the next fiscal year. The liability to pay for the work from December 15 to December 31 was incurred as of December 31 (current fiscal year), even though the employee did not receive his pay due until 2 weeks later (next fiscal year). The expense is reported in the current NTD report under accrual accounting since Hamlet is "liable" to pay the employee, even though the employee did not receive actual payment until the next fiscal year.

Similarly, the employee earns fringe benefits such as vacation and sick leave, as he works each pay period. This is when the liability is incurred. However, the employee may not use the earned benefits until the next fiscal year. Under accrual accounting, Hamlet incurred the liability during the current fiscal year when the employee worked and accrued the leave time

Both the labor and fringe benefit costs are operating expenses reported on line 05, Total Operating Expense, column a.

Grants

Most Federal, State and local grants are earned on a reimbursement basis. Generally, transit agencies will report grant funds only if an expenditure occurs, i.e., when the grant funds are earned. Do not report the total amount of funding in an approved grant application, only the grant funds earned from an incurred expenditure during the period.

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 contains the detailed NTD modal definitions. There is also a discussion of deviated bus (MB) service, which has characteristics of both MB and DR 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. Includes both fixed-route and deviated-fixed-route services provided by vehicles with an onboard motor and onboard fuel.

[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 DR service to meet the Federal ADA requirements, and expenses and passenger trips are reportable for DR. Includes door-to-door and curb-to-curb services provided in response to specific customer requests. DR services are characterized by being a shared ride service to individuals.

[Intercity Bus](#) (IB)



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. The IB mode is only used by private intercity bus providers that are subrecipients of the intercity bus set-aside under 49 USC 5311(f).

[Vanpool](#) (VP)



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

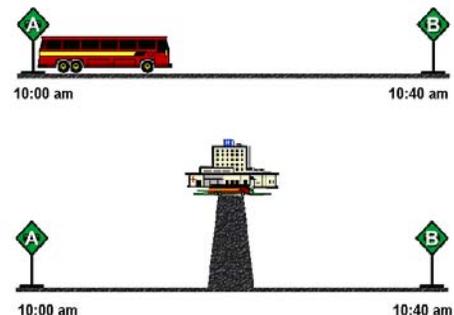
Other

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

Route-Deviated Service

[Route-deviated](#) service has operating characteristics of both MB and 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.

Route Deviation



Where to Report

For each §5311 subrecipient, the State Department of Transportation or directly-reporting Indian Tribe completes a one-page form of basic data. To enter data and receive additional instructions, go to the NTD website (www.ntdprogram.gov).

The NTD Identification Number

FTA assigns each State or directly-reporting Indian Tribe a unique [rural identification number](#) (ID) used in the NTD Rural Report and all correspondence. Each State agency / Indian Tribe must have a rural identification number before filing a report.

Internet Reporting

Complete the NTD Rural Report forms using the NTD Rural Internet Reporting System. FTA provides each State or directly-reporting Indian Tribe with a User Name and Password. If you do not know your User Name or Password, contact your NTD analyst (see Exhibit 2).

NTD Contact Information

FTA assigns each State or directly-reporting 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 / him self. Please feel free to contact your analyst if there are any questions, or if FTA can do anything to assist you in reporting.

Exhibit 2 — NTD Contact Information	
<p>Mailing Address You can write to the FTA NTD Project Office at the following address: Federal Transit Administration National Transit Database P.O. Box 457 Merrifield, VA 22116-0457 Please use the U.S. Postal Service for deliveries to this P.O. Box.</p>	<p>Telephone 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: 703.462.5220 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 Express deliveries can be made to the following address: Federal Transit Administration National Transit Database 3040 Williams Drive, Suite 100 Fairfax, VA 22031</p>	<p>E-mail You can contact your Rural analyst by using the telephone number or e-mail address located on the Home tab at: www.ntdprogram.gov > Internet Reporting Login > Announcements</p>
<p>Fax All official correspondence should be scanned and submitted to the NTD via the e-File tab in Internet reporting. If you must fax, the NTD Project Office also maintains a 24-hour FAX service: 703.462.5219 Upon sending faxes to the NTD please call your NTD analyst to verify that the fax has been received. In addition, keep all fax confirmation slips on file at your agency.</p>	<p>Internet The FTA NTD Project Office manages a website at the following address: www.ntdprogram.gov You may e-mail comments, questions or suggestions directly to the NTD by clicking on the NTD Feedback link. NTD publications, data and reference documents are available on the FTA NTD website by using the NTD Reference Materials and Access NTD Data links.</p>

Internet Reporting

Overview

States or directly-reporting Indian Tribes 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 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.

What Has Changed from Prior Year

The **Issues** tab is now functional.

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 Homepage** 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 .html and .pdf versions of the current 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 NTD Data:** HTML and downloadable .pdf publications, including the Data Tables, Profiles, National Transit Summaries and Trends, as well as Annual, Monthly and Historical databases and other data products.

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 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.



Levels of Access

Internet Reporting provides four 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
4. **Viewer access:** View only including forms, issues, notes and correspondence.

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 State's or directly-reporting Indian Tribe's NTD ID. There are four types of user names corresponding to the four access levels available within the NTD Report:

	State	Indian Tribe
1. Director of Transit Unit	DIR#R##	DIRTR##
2. Rural Contact	RUR#R##	RURTR##
3. Editor	EDT#R##	EDTTR##
4. Viewer	VWR#R##	VWRTR##

FTA e-mails each State or directly-reporting Indian Tribe this set of user names with a password for each. States or directly-reporting Indian Tribes determine access within their organizations and distribute user names and passwords accordingly.

A user can change his or 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 State or directly-reporting Indian Tribe to view the text of existing general correspondence, and to add documents via a file attachment. 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 State or directly-reporting Indian Tribe submits the NTD Rural Report.
- **Notes:** Displays all the form notes added to the State's or directly-reporting Indian Tribe's report. Internet Reporting allows the user to create form notes to provide additional information applicable to the overall form / report.
- **Issues:** Displays all the Issues generated for the State's or directly-reporting Indian Tribe's report. Issues highlight potential problems with specific data items (specific data which fall out of a typical range of values) and are generated each time the State or directly-reporting Indian Tribe saves submits the NTD Rural Report. To correct an Issue, the State or directly-reporting Indian Tribe may either change the data item on the appropriate form or attach a Comment to the individual Issue and explain. Use this screen to review the Issues for entire report (form by form) prior to submitting your NTD Rural Report.
- **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 State or directly-reporting Indian Tribe and the review status of the report.
- **Sys Admin:** Change NTD passwords — Director of Transit Unit, NTD Contact Person, Editor and Viewer. 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.



Home: The NTD Rural Report Homepage

After completing the **Login** process you will be taken to the **Annual Report Home** page. Click the **Home** tab near the top of any screen to return to the **Home** tab from another area.

When accessing the **Home** tab, please take note of the **Announcements** section. There you will find a listing of FTA announcements and the **Rules of Behavior** document. All users of NTD's Internet Reporting system are required to sign the **Rules of Behavior** document annually and return it to the NTD Project site. By clicking the **Rules of Behavior** link within the **Announcement** section, users will find a link to the **Rules of Behavior** PDF for downloading, printing and has instructions for signing and returning the document.



e-File: Communicating with FTA

The **e-File** tab provides a centralized area in which to compose, organize and track correspondence with the NTD program. The **e-File** screen displays the status of your report and any correspondence between you and the NTD including waivers and filing extensions. Click on the **e-File** tab to open the **e-File** screen.

Tracking Transactions

- General correspondence is organized by sender:
 - Reporting agency
 - NTD program staff.
- The status or phase (approved, denied, etc.) of the process for each correspondence item is indicated under the Status heading by correspondence type.

E-mail responses are sent to the State or Indian Tribe following requests through the **e-File** system. Examples of letters sent from FTA to States or Indian Tribes are:

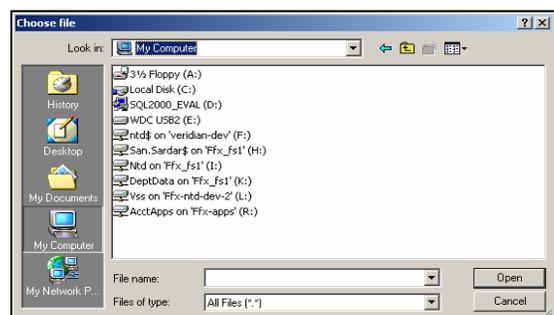
- Waiver approvals
- Extension approvals
- Close Out correspondence

The **e-File** tab is between the **Home** tab and the **Annual** tab. The **e-File Summary** screen provides a snapshot of the status of the NTD Annual report:

- [Report stage](#)
- [Waivers](#)
- Extensions
- [Other agency requests](#).

Attaching Correspondence

Attach all correspondence under the **e-File** tab. To attach the written request select the **Letter Attachment** radio button, then select the **Browse** button. A Windows **Dialog** box will appear. The appearance of the window may be different based on the operating system (Windows Vista, XP, NT, 2000, 95/98, Apple Mac, etc.) being used. Navigate to the directory in which your file is stored and click **Open**. The file name will appear in the text area to the left of the **Browse** button.



Report Stage

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

- **Working Data:** The State or directly-reporting Indian Tribe 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 or directly-reporting Indian Tribe submits the report to FTA by clicking on the **Submit** button on the **Annual** tab. After submitting the report, the report is in Original Submission status. The State or directly-reporting Indian Tribe or FTA may review the data review at any time. The State or directly-reporting Indian Tribe 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 or directly-reporting Indian Tribe. After revising and saving forms in Working Data status, the State or directly-reporting Indian Tribe submits a revised report to FTA by clicking on the **Submit** button on the **Annual** tab. The data is then frozen in sequentially numbered Submission Revision status.
- **Closeout:** Closeout status is the final report status.



Forms: Providing Data to the NTD

Click on the **Annual** tab to view 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 to add a Rural General Public Transit Service form (RU-20) after a new subrecipient is added and assigned a subrecipient identification number via the **Sys Admin** tab.

To add an RU-20 form, click on the **Add Form** button at the bottom of the screen. Then select RU-20 form from the **Drop-Down** menu. Next select the 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 State or directly-reporting Indian Tribe. 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.



Notes: Providing Additional Information

Click on the **Notes** tab to open the **Notes Summary** screen. The NTD Rural Reporting System allows the State or directly-reporting Indian Tribe 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 **Notes** screen for the specific form. Internet Reporting will pre-fill the form type and subrecipient (if applicable) for which the note is created. The State or directly-reporting Indian Tribe 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 or directly-reporting Indian Tribe 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.

Form Name	Mode / Service	Issue Type	Issue #	Issue Status	<input checked="" type="checkbox"/> Active only
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Issues: Validating Data

The **Issues** screen, accessed by clicking the **Issues** tab, highlights potential problems with specific data items identified through the NTD validation process. The NTD validation process ensures that NTD reporting requirements are met.

In support of the NTD validation process an NTD analyst is assigned to each transit agency. NTD analysts are available to assist State or directly-reporting Indian Tribe personnel and may be contacted at the NTD Project Office. Refer to Exhibit 2 in the Introduction section of this manual for NTD contact information.

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 **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.



Communications Summary: Viewing a History of Correspondence with NTD

The **Communications** tab gives States or directly-reporting Indian Tribes a centralized area in which to view past correspondence with the NTD program. States or directly-reporting Indian Tribes can view correspondence by communication types.



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 2008 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.



Adding a Subrecipient

To add a new Subrecipient that was not included 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 RU-20 form 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.

Activating a Subrecipient

To activate a Subrecipient that was included in an earlier report year, and was subsequently deactivated and not included in last 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 RU-20 form 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.

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 RU-20 form 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 that was deactivated in the current report year 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 2008 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. Clicking the **Print** button on a form page will display a prompt to download the **Adobe Acrobat Viewer**, if it is not already installed. This download occurs only once and is 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.

Rural Reporting Module

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 RU-10 form collects contact information for the directly-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 form information from the prior report year. Update any information that has changed. Saving this form will generate each subrecipient's RU-20 form from the prior report year pre-filled with the basic agency and contact person information, and the revenue vehicle fleet data from the prior report year. Saving the RU-10 form will also generate the RU-30 form.

Rural General Public Transit form (RU-20)

The RU-20 form collects key financial and operating information on each subrecipient. Data collected includes the subrecipient's name and information, [modes](#) operated, [service area](#), volunteer resources, number of vehicles and characteristics, number and ownership of maintenance facilities, annual operating expenses, sources of operating revenues, annual capital costs, sources of capital funds, annual vehicle revenue miles, annual vehicle revenue hours, annual unlinked passenger trips, and safety information. There is a special RU-20 form to be used only for private [intercity bus](#) providers that are subrecipients of the intercity bus set-aside under 49 USC 5311(f).

Complete a separate RU-20 form for each subrecipient. Include information on all transit operations of the subrecipient in the report.

Statewide Summary form (RU-30)

The RU-30 form summarizes the data provided for all subrecipients in the State. For directly-reporting Indian Tribes, the data on the RU-30 form will match the data provided on their own RU-20 form.

Additionally, this form requires the reporting of two statewide data items. States directly enter:

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).

Directly-reporting Indian Tribes should not complete these two data items.

State Agency Identification form (RU-10)

Rural Internet Reporting - State Agency Identification (RU-10) [Logout](#)

NTD ID: #R## or TR## State: State or Indian Tribe Report: RY 2008

Home e-File Forms Notes Issues Reports Communications Sys Admin Help

Form Name: State Agency Identification (RU-10) [Add Form Note](#) [Close Form](#)

01 Agency Identification Information

Agency name* Fiscal year 2008

Mailing address line 1*

Mailing address line 2 P.O. Box

City*

State* Zip code* (ex: 22222) -

URL (ex: www.uri.com) FTA Recipient ID

Agency acronym

02 Director of Transit Unit

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

First name* Initial Last name*

Professional title*

Mailing address line 1*

Mailing address line 2 P.O. Box

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

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

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

03 Rural Contact

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

First name* Initial Last name*

Professional title*

Mailing address line 1*

Mailing address line 2 P.O. Box

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

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

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

Overview

The State Agency Identification form (RU-10) collects contact information for the State or directly-reporting Indian Tribe. The form includes agency identification information, transit unit director information, and NTD contact person information. Internet Reporting pre-fills form information from the prior report year. Update any information that has changed. Saving this form will generate each subrecipient's Rural General Public Transit form (RU-20) from the prior report year. Each RU-20 form is pre-filled with the basic agency and contact person information, and the revenue vehicle fleet data from the prior report year. Through the **Sys Admin** tab, you will also be able to add a new subrecipient's or deactivate a subrecipient's RU-20 form. Saving the RU-10 form will also generate the Statewide Summary form (RU-30) form.

What Has Changed from Prior Year

There is one change for the RU-10 form requirements for the 2008 report year. Tribal Transit Grant recipients that were awarded planning only funding are not required to file a report. However, FTA would like grantees to complete the RU-10 form with current information.

Detailed Instructions

Upon entering the NTD Rural Reporting system for the first time, you will be taken to the **Home** screen. Your rural identification number and the State or Indian Tribe name appear at the top of the screen. In the upper right corner, the **Report** field indicates that you are accessing the 2008 Working Data.

To begin the 2008 report, click on the **Annual** tab to access the **Forms Summary** screen. Click on the **State Agency Identification form (RU-10)** link to open the form.

Review and complete the RU-10 form following the instructions in this section.

Rural NTD Identification Number

The [rural NTD identification number](#) (ID) is the unique alphanumeric number FTA assigned to your State (#R##) or Indian Tribe (TR##). For States the ID begins with the region number (e.g., 9 for Region IX) and for Indian Tribes with the letters TR. It is pre-filled and cannot be altered.

Agency Identification Information

Report the agency name, mailing address, city, county, State, and zip code for the agency submitting the report. Also report the agency acronym, URL (if applicable) and the FTA designated recipient ID number.

The agency name is the full legal name of the agency submitting the NTD Rural Report. The agency acronym is the trademark or familiar name. This acronym may be used in selected FTA publications.

The [FTA recipient identification number](#) is the four-digit number assigned to your agency for the FTA electronic grant making system — TEAM (Transportation Electronic Award and Management). If you have a question regarding this number, please contact your agency's grant manager.

A universal resource locator (URL) is the address of the agency's website; e.g., www.ak.state.gov. Please do not include http://.

State/Indian Tribe Fiscal Year End

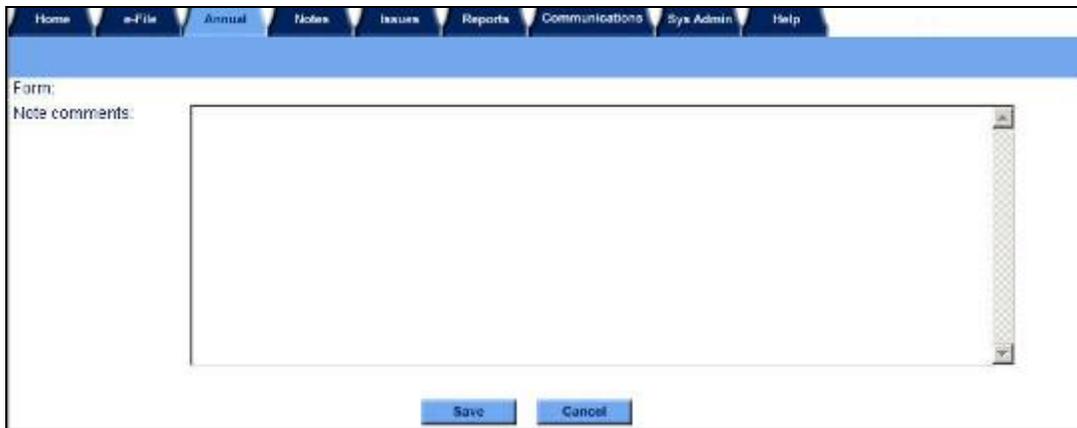
Once a State or Indian Tribe enters their fiscal year end for first time, Internet Reporting locks the field. If the fiscal year end changes or the fiscal year is incorrect, contact your analyst to make changes. This is the State's or Indian Tribe's fiscal year end and not when the program is administered in your State.

Director of Transit Unit

Report the name, title, mailing address, city, State, zip code, phone, fax, and e-mail address for the director of the State or Indian Tribe transit unit.

NTD Contact Person

Report the name, title, mailing address, city, State, zip code, phone, fax, and e-mail address for the State's or Indian Tribe's designated rural contact person. The contact person is the individual responsible for coordinating the NTD Rural Report. The contact person receives all NTD correspondence and any questions that the Federal Transit Administration (FTA) may have concerning the report.



Form:
Note comments:

Save Cancel

Form Notes

You can attach a form note to any form to explain unusual circumstances or data discrepancies that impact the data being submitted to NTD. 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.

Line by Line Instructions State Agency Identification form (RU-10)

Completing the State Agency Identification form (RU-10)

From the **Annual** tab, **Forms Summary** screen, click on the **State Agency Identification form (RU-10)** link to open the form.

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

Form Notes: You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information for a specific data field, the entire form or for multiple forms. You can review and / or edit a form note from the **Notes** tab.

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.

Rural NTD ID. **Pre-filled** and cannot be edited, review for accuracy.

Fiscal Year End. **Pre-filled** and cannot be edited, review for accuracy. Contact your Validation Analyst for any changes.

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

- Enter the State agency's or Indian Tribe's full legal name. No abbreviations or acronyms.
- Enter the State agency's or Indian Tribe's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, the P.O. Box should always appear on the second line.
- Enter the State agency's or Indian Tribe's URL. Do not add http://.
- Enter the State agency's or Indian Tribe's acronym. This acronym will be used in selected NTD publications.
- Enter the State agency's or Indian Tribe's [recipient ID](#) (Transportation Electronic Award and Management (TEAM ID)).

Line 02: Director of Transit Unit. **Pre-filled**, review for accuracy, edit as necessary.

- Enter the name of the head of the transit unit.
- Enter the title of the head of the transit unit.
- Enter the business mailing address for the head of the transit unit. The street address should always begin on the first line. If the mailing address includes a P.O. Box, the P.O. Box should always appear on the second line.
- Enter the business telephone number of the head of the transit unit.
- Enter the FAX number of the head of the transit unit.
- Enter the e-mail address of the head of the transit unit.

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

- Enter the name of the person responsible for coordinating the NTD Rural Report.
- Enter the contact person's title.
- Enter the contact person's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, the P.O. Box should always appear on the second line.
- Enter the contact person's telephone number.
- Enter the contact person's FAX number.
- Enter the contact person's e-mail address.

Rural General Public Transit Service form (RU-20)

Rural Internet Reporting - Rural General Public Transit Service (RU-20) Logout

NTD ID: #R## or TR## Agency Name: State or Indian Tribe Report: **RT 2008**

Home e-File Annual Notes Issues Reports Communications Sys Admin Help

Form Name: Rural General Public Transit Service (RU-20) (Subrecipients and Indian Tribes) Add Form Note Close Form

01 Subrecipient Basic Information

Subrecipient legal name:	<input type="text"/>	Subrecipient ID	#R##-### or TR##-###
Mailing address line 1:	<input type="text"/>	Reporting period end:	<input type="text"/> - <input type="text"/> - <input type="text"/> (mm/dd/yyyy)
Mailing address line 2:	<input type="text"/>	Agency type:	Select <input type="text"/>
City:	<input type="text"/>	P.O. Box	<input type="text"/>
State:	Select <input type="text"/>	County:	<input type="text"/>
Subrecipient acronym	<input type="text"/>	Zip code:	<input type="text"/> - <input type="text"/> (22222-2222)
		URL (website address)	<input type="text"/>

This subrecipient of the State is an Indian Tribe. Yes No

Is this subrecipient an intercity bus provider? Yes No

02 Subrecipient Contact Information

Subrecipient contact person First name: Middle initial: Last name:

Phone (555)23-4567 Ext:

03 Service Area Select Describe:

04 Modes (check all that apply)

Bus Demand response

If Bus, is service deviated fixed route or fixed-route only? Select

Vanpool Other Describe:

Financial Information

05 Total Annual Operating Expenses

Sources of Operating Revenue Expended

06 Fare revenues

07 Contract revenues

08 Local operating assistance

09 State operating assistance

Federal Operating Assistance

10a FTA Capital Program funds (§5309)

10b FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)

10c FTA Other than Urbanized Area Formula Program funds (§5311)

10d FTA Job Access and Reverse Commute Formula Program funds (§5316)

10e FTA New Freedom Program funds (§5317)

10f FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)

10g Other Federal funds Describe:

11 Total Federal Operating Assistance

12 Total Annual Operating Revenues Expended

13 Annual Capital Costs

Sources of Capital Funds Expended

14 Local capital assistance

15 State capital assistance

Federal Capital Assistance										
16a	FTA Capital Program funds (§5309)	<input type="text"/>								
16b	FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)	<input type="text"/>								
16c	FTA Other than Urbanized Area Formula Program funds (§5311)	<input type="text"/>								
16d	FTA Job Access and Reverse Commute Formula Program funds (§5316)	<input type="text"/>								
16e	FTA New Freedom Program funds (§5317)	<input type="text"/>								
16f	FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)	<input type="text"/>								
16g	Other Federal funds	<input type="text"/>	Describe:	<input type="text"/>						
17	Total Federal Capital Assistance	<input type="text"/>								
18	Total Capital Funds Expended	<input type="text"/>								

Asset / Infrastructure Information										
	a	b	c	d	e	f	g	h		
	Number of Vehicles in Total Fleet	Vehicle Type	Vehicle Length	Seating Capacity	Year of Manufacture	Largest Source of Funding for Purchase / Lease of Vehicles	Number of ADA Accessible Vehicles in Fleet	Ownership Code	Delete	
19a	<input type="text"/>	Select <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="text"/>	Select <input type="text"/>	<input type="checkbox"/>	
20	<input type="text"/>									
Facilities										
	Owned by Service Provider	Owned by Public Agency for Service Provider	Leased by Public Agency for Service Provider	Leased by Service Provider	Total					
21	Number of general purpose maintenance facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					

Other Resources		a
22	Number of volunteer drivers	<input type="text"/>
23	Number of personal vehicles in service	<input type="text"/>
24	Total annual taxicab unlinked trips	<input type="text"/>

Service Data						
	a	b	c	d	e	g
	Annual Vehicle Revenue Miles		Annual Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Sponsored Unlinked Passenger Trips	Total Trips
25a	Mode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
26	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Safety Data		a
27	Reportable incidents	<input type="text"/>
28	Fatalities	<input type="text"/>
29	Injuries	<input type="text"/>

Rural Internet Reporting - Rural General Public Transit Service (RU-20) Logout

NTD ID: #R## or TR## Agency Name: State or Indian Tribe Report: RY 2008

Home e-File Annual Notes Issues Reports Communications Sys Admin Help

Form Name: Rural General Public Transit Service (RU-20) (Intercity Bus Providers) Add Form Note Close Form

01 Subrecipient Basic Information

Subrecipient legal name: <input type="text"/> Mailing address line 1: <input type="text"/> Mailing address line 2: <input type="text"/> City: <input type="text"/> State: <input type="text" value="Select"/> Subrecipient acronym: <input type="text"/> This subrecipient of the State is an Indian Tribe. Yes <input type="radio"/> No <input type="radio"/> Is this subrecipient an intercity bus provider? Yes <input checked="" type="radio"/> No <input type="radio"/>	Subrecipient ID: #R##-### or TR##-### Reporting period end: <input type="text"/> - <input type="text"/> - <input type="text"/> (mm/dd/yyyy) Agency type: <input type="text" value="Select"/> P.O. Box: <input type="text"/> County: <input type="text"/> Zip code: <input type="text"/> - <input type="text"/> (22222-2222) URL (website address): <input type="text"/>
---	---

02 Subrecipient Contact Information

Subrecipient contact person First name: Middle initial: Last name:
 Phone (555)123-4567 Ext:

03 Service Area Describe:

04 Modes (check all that apply)
 Intercity bus (IB)

Financial Information

Federal Operating Assistance

10c1	\$5311 grants for planning and capital expenses	<input type="text"/>
10c2	\$5311 grants for operating expenses and provision of trips	<input type="text"/>

Service Data

	a	b	c	d	e	f	g
25a	Intercity Bus	\$5311 Intercity Bus Vehicle Revenue Miles				\$5311 Intercity Bus Unlinked Passenger Trips	
		<input type="text"/>				<input type="text"/>	
26	Total						

Overview

The Rural General Public Transit form (RU-20) collects key financial and operating information on each subrecipient. Data collected includes the subrecipient's name and information, [modes](#) operated, [service area](#), volunteer resources, number of vehicles and characteristics, number and ownership of maintenance facilities, annual operating expenses, sources of operating revenues, annual capital costs, sources of capital funds, annual vehicle revenue miles, annual vehicle revenue hours, annual unlinked passenger trips, and safety information. There is a special RU-20 form to be used only for private [intercity bus](#) providers that are subrecipients of the intercity bus set-aside under 49 USC 5311(f).

Complete a separate RU-20 form for each subrecipient. Include information on all transit operations of the subrecipient in the report.

What Has Changed from Prior Year

The Rural General Public Transit Service form (RU-20) incorporates several changes and clarifications for the 2008 report year.

Changes

The form incorporates the following:

- Existing subrecipient contact information is pre-filled with 2007 data. Edit for any changes.
- Service area information now includes reservation and no longer includes community.
- Existing subrecipient revenue vehicle fleet information is pre-filled with 2007 data. Edit for any changes.
- Revenue vehicle information for vehicle type now includes sport utility vehicle (SV) and over-the-road bus (BR).

Clarifications

The State must file a RU-20 form for all subrecipients that received a Nine or Fewer Vehicles Waiver for the current NTD Annual Report.

The form instructions include clarification of:

- Demand response mode (DR) reporting for subscription and coordinated / sponsored services
- Intercity bus (IB) mode reporting
- Indian Tribe reporting
- Expense and revenue reporting for operations and capital projects
- Counties served reporting.

Rural General Public Transit Service form (RU-20) Excel Spreadsheets

For the convenience of reporters who must enter data for a large number of subrecipients, there is an Excel spreadsheet version of the RU-20 form available from the **Rural Reporting** link on www.ntdprogram.gov. The Rural Contact person may download as many copies of this form as needed, and distribute them to the various subrecipients in the State or Indian Tribe's report. The subrecipients enter their data on the Excel spreadsheet; adding as many rows as are needed in the Asset / Infrastructure section and for Modes under the Service Data section. When completed the Excel spreadsheet is returned to the State or Indian Tribe Rural Contact person, who can then enter this data into the RU-20 form in the Internet Reporting system.

Detailed Instructions

Internet Reporting generates RU-20 forms for three different cases:

1. Added form for subrecipients who reported last year, as well as new subrecipients
2. Activated form for subrecipients who did not report last year, but have been activated for the current report year
3. Deactivated form for subrecipients who are not reporting in the current report year.

Subrecipients are added, activated or deleted through the **Sys Admin** tab. See Internet Reporting discussion of **Sys Admin** tab.

Complete one form for each rural provider of general public transit service (subrecipient) within the State. If you are an Indian Tribe as a direct recipient, complete one RU-20 form.

Subrecipient ID Number

The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient. For States, the ID begins with the region number (e.g., 9 for Region IX) and for Indian Tribes with the letters TR (e.g., State: #R##-### or Indian Tribe: TR##-###). It is pre-filled and cannot be altered.

Reporting Period End

Report the end date for the 12-month reporting period (mm/dd/yyyy). It is pre-filled for subrecipients who reported in the previous year and cannot be edited. Contact your Analyst if the reporting period changes.

Agency Type

Using the **Drop-Down** menu, select the agency type as a [public agency](#) (State DOT or not a State DOT, or Tribal) or a [private nonprofit](#) or [private for-profit](#) agency. For intercity bus, select Private for-profit agency since only the private for-profit intercity bus operations are reported.

Agency Type menu selections:
 Public agency (not a State DOT or Tribal)
 Public agency (State DOT)
 Public agency (Tribal)
 Private nonprofit agency
 Private for-profit agency

Subrecipient Basic Information

Report the name of the subrecipient, mailing address with city, county and State, the acronym used by the provider and URL (website address). In the county box, report the counties served by transit. Report first the county in which the headquarters lies, followed by up to four additional counties in which the subrecipient provides service. If the subrecipient provides service to more than five counties, simply enter the county name of the headquarters and the number of additional counties served. (e.g., Green County and 10 additional counties.)

Indian Tribe

If an Indian Tribe is a subrecipient of the State, the State should click yes. If you are a directly-reporting Indian Tribe, i.e., a recipient of a Tribal Transit Grant, Internet Reporting automatically checks yes.

Subrecipient Contact Information

Report the name and phone number of the person responsible for the subrecipient's NTD Rural report. Beginning in 2008, the contact information will be pre-filled from your prior year report. Review and update for any changes,

Service Area

Using the **Drop-Down** menu, select the type of service area where the rural provider operates. For Rural NTD reporting:

- The term municipality is a self-governing area such as a town or village, and which is smaller than a county.
- The term county is a [county](#), independent city, parish (Louisiana), borough (Alaska) or census area (Alaska). The county category includes an independent city which is not part of the county, for example, the Commonwealth of Virginia's cities are separate from counties. If the service area is only an independent city, select County / Independent city. If the service area is more than one county or independent city, select Multi-county / Independent city.
- The form now includes [reservation](#) as a menu selection. If the service area is Federally-designated land for Indian Tribes and other Native American peoples, select Reservation.

Service Area menu selections:
 County / Independent city
 Multi-county / Independent city
 Municipality
 Reservation
 Other

Mode

Rural transit service frequently involves a variety of service types. These services can be classified as transit modes. Check each box that applies for the type of service the rural provider operates.

If you operate bus mode, use the **Drop-Down** menu to indicate whether the service

Mode selections:
 Bus
 Intercity bus
 Demand response
 Vanpool
 Other

Deviated Fixed Route or Fixed Route menu selection:
 Deviated fixed route
 Fixed route
 Both

is only fixed route, deviated fixed route or both.

If you check the Other box, the Mode – Other Description box will appear on the screen. Use this field to describe the other transit mode provided.

See the Introduction Section of this manual for modal descriptions.

Demand Response—Subscription Service / Sponsored Unlinked Passenger Trips

The demand response (DR) mode includes subscription services. These services are usually pre-arranged for individuals or groups on specified times and days. They are not provided as fixed route, fixed schedule service such as bus mode.

When completing the RU-20 form, the following apply:

- If you have sponsored unlinked passenger trips (UPT), report these as DR mode (line 04, Modes).
- Report all associated data for these sponsored UPT (e.g., report the funding expended in the Financial Data portion of the form, vehicles, volunteer resources, etc.).

Financial Information

For all financial reporting, use accrual accounting. The Introduction provides a discussion of accrual accounting principles and examples.

Accrual Accounting and Grants

Reporting of funds expended follows [accrual accounting](#) principals. Report expenditures as soon as they result in liabilities for benefits received, regardless of when the payment is made. Payment of the expenditure does not have to be made in the same reporting period.

Most Federal, State and local grants are earned on a reimbursement basis. Grant funds are not earned until an expenditure occurs. Report grant funds as they are earned. Do not report the total amount of funding in an approved grant application (unless the expenditures are incurred and the grant funds are earned in the period).

Do not report in-kind service even though they were used as match in a Federal grant.

Capital Funds Expended for Operations

Some FTA grant programs allow capital funds to be used for paying the costs of equipment leases and rentals, or for [preventive maintenance](#). Although capital funds are used, typically at the 80% Federal / 20% local (non-Federal) ratio, the definition of operating expenses requires that these costs be considered an operating expense. Report these capital funds under the operating revenues expended section of the form.

Operating and Capital Expenses to Revenue Expended Relationship

Under accrual accounting, we expect that if there is an expenditure then there are sources of revenue “applied”, i.e., available to satisfy the expense. So line 05, Total Annual Operating Expenses for each subrecipient’s RU-20 form should equal line 12, Total Annual Operating Revenues Expended, unless the subrecipient operated at a deficit during the previous year. Similarly, line 13, Annual Capital Costs for each subrecipient’s RU-20 form should equal line 18, Total Capital Funds Expended.

Total Annual Operating Expenses

Report the [annual operating expenses](#) for public transit service by the rural service provider for the report year. Include expenses for sponsored programs. Sponsored programs are public transportation that is paid in whole or in part directly to the transit provider by a third party. They are offered by transit providers as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicare, sheltered workshops, Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs. Annual operating expenses do not include charter services.

Operating expenses include salaries and wages, fringe benefits, materials and supplies, insurance, taxes, outside services such as cleaning and utilities, and equipment lease and rental costs. These are used for the day-to-day expenses of operating and maintaining vehicles; maintaining other equipment, buildings and grounds; and general administration costs including marketing and customer support, finance and procurement, planning and service development, and legal costs, as well as fixed costs such as depreciation of capital, and also interest paid on loans for capital purchases. In addition, FTA allows preventive maintenance expenses as an eligible §5311 capital expense.

Operating expenses exclude purchase of capital (vehicles, facilities and equipment), charter service.

Sources of Operating Revenue Expended

Report the operating revenues expended by the rural public transit service provider during the report year. Generally revenues earned during the report year will be expended during the same year. However, it is possible to have carryover revenues from prior years. Report only the revenues expended during the report year, regardless of when the revenues were earned. Report only those funds that are (or will be) applied to the rural transit operations for transit projects. Report the operating revenue expended during the report year in the following categories:

- [Fare revenues](#)
- [Contract revenues](#)
- [Local operating assistance](#)
- [State operating assistance](#)
- [Federal operating assistance](#)
 - FTA §5309 [Capital Program](#) funds
 - FTA §5310 [Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program](#) funds
 - FTA §5311 [Other than Urbanized Area Formula Program](#) funds
 - FTA §5316 [Job Access and Reverse Commute Program](#) funds
 - FTA §5317 [New Freedom Program](#) funds
 - FTA §5320 [Alternative Transportation in Parks and Public Lands Program](#) funds
- [Other Federal](#) funds. This includes other FTA funds as well as funds from other Federal programs.

Under §5311, you may treat contract revenues either as revenues to reduce the operating deficit or as direct local match for Federal assistance. Regardless of the treatment of contract revenues by the subrecipient, report contract revenues as a separate category of revenues under the NTD Rural Report.

FTA §5311 Other than Urbanized Area Formula Program funds

Federal operating assistance under §5311 includes any §5310, §5307 or §5317 funds transferred to the program or [flexible highway funds](#) transferred to the program and administered through the §5311 program. Note that §5310 and FHWA flexible funds are generally restricted to capital expenditures.

Total Federal Operating Assistance

The total annual operating assistance expended from Federal programs will be automatically calculated as the sum of the previous Federal operating revenue sources.

Total Annual Operating Revenues Expended

The total annual operating revenues expended will be automatically calculated as the sum of the previous revenue sources.

Annual Capital Costs

Report the annual [capital costs](#) for the rural public transit provider for the report year.

Sources of Capital Funds Expended

Report the capital funds expended by the rural public transit provider in the report year in the following categories:

- [Local capital assistance](#)
- [State capital assistance](#)
- [Federal capital assistance](#)
 - FTA §5309 Capital Program funds
 - FTA §5310 Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds
 - FTA §5311 Other than Urbanized Area Formula Program funds
 - FTA §5316 Job Access and Reverse Commute Program funds
 - FTA §5317 New Freedom Program funds
 - FTA §5320 Alternative Transportation in Parks and Public Lands Program funds
- Other Federal funds. This includes other FTA funds as well as funds from other Federal programs.

Total Federal Capital Assistance

The total annual capital assistance expended from Federal programs will be automatically calculated as the sum of the previous Federal capital revenue sources.

Total Capital Funds Expended

The total capital funds expended will be automatically calculated as the sum of the previous revenue sources.

Asset / Infrastructure Information

Report data for vehicles used to provide transit service including vehicle descriptions such as year of manufacture, accessibility and funds used to purchase the vehicles. Report data also on general purpose maintenance facilities and whether these facilities are owned or leased. Asset / Infrastructure information is an inventory of the vehicles and facilities at the end of the fiscal year.

Internet Reporting pre-fills the vehicle fleet information from the prior report year. Review and update for any changes in any revenue vehicle fleet group (individual line entries). You may also add or delete vehicle fleet information.

Vehicles

In general, report each vehicle owned or leased by the subrecipient on a separate line. Do not include [service \(non-revenue\) vehicles](#), [personal vehicles](#), and taxis. However, if a number of vehicles are:

- Of the same type
- Have the same length
- Have the same year of manufacture
- Have the same funding source
- Have the same ownership, and
- Have the same seating capacity

Then report all the vehicles with those shared characteristics on the same line.

Number of Vehicles in Total Fleet

Report the [number of active vehicles in the fleet](#). These are the vehicles used to carry passengers. Include any operational revenue vehicles used by purchased (PT) service contractors in general public transit service.

Vehicle Type

Using the **Drop-Down** menu, select the vehicle type code. Use the **Add Form Note** to describe a vehicle type not listed. Over-the-road buses (BR) and sport utility vehicles (SV) are now included in the vehicle type menu selections:

An automobile (AO) is a passenger car up to and including station wagons in size.

A bus (BU) is a rubber-tired passenger vehicle powered by diesel, gasoline, battery or alternative fuel engines contained within the vehicle. Vehicles in this category do not include school buses.

A [cutaway](#) (CU) transit vehicle is built on a van or truck chassis by a second stage manufacturer. The chassis is purchased by the body builder, a framework is built for the body, and then the body is finished for a complete vehicle. For example, a truck chassis may be used as the base for a small transit bus.

Typical [minivans](#) (MV) are Dodge Caravans or Honda Odysseys.

An [over-the-road bus](#) (BR) is a bus characterized by an elevated passenger deck located over a baggage compartment (42 U.S.C. 12181(5)).

A [school bus](#) (SB) is a passenger vehicle which is designed to carry more than ten passengers in addition to the driver. School buses are used primarily for the purpose of transporting pre-primary, primary or secondary school students either to such schools from home or from such schools to home.

A [sports utility vehicle](#) (SUV) (SV) is a high-performance four-wheel drive car built on a truck chassis. It is a passenger vehicle which combines the towing capacity of a pickup truck with the passenger-carrying space of a minivan or station wagon. Most SUVs are designed with a roughly square cross-section, an engine compartment, a combined passenger and

Vehicle Type menu selections:

Automobile (AO)
 Bus (BU)
 Cutaway (CU)
 Minivan (MV)
 Over-the-road bus (BR)
 School bus (SB)
 Sports utility vehicle (SV)
 Van (VN)
 Other (OR) (Describe)

cargo compartment, and no dedicated trunk. Most mid-size and full-size SUVs have three rows of seats with a cargo area directly behind the last row of seats. Compact SUVs and mini SUVs may have five or fewer seats.

Typical [vans](#) (VN) are 8 - 18 passenger vehicles such as Ford E-Series or Dodge Ram vans.

For detailed definitions of vehicle types, see the NTD Glossary.

Vehicle Length

Enter the length of the vehicle to the nearest whole foot.

Seating Capacity

Report the [seating capacity](#) of the vehicle. This is the actual number of seats on-board the vehicle and generally is cited in the specification used in manufacturing the vehicle.

Year of Manufacture

Report the original year that the vehicle was manufactured; if the vehicle was rebuilt, use the **Add Form Note** and provide the year of rebuild.

Largest Source of Funding for Purchase / Lease of Vehicles

Using the **Drop-Down** menu, select the largest source of funding for purchase / lease of the vehicle type.

Largest Source of Funding for Purchase / Lease of Vehicles menu selection:

- FTA
- Other Federal
- State or local
- Private

Number of ADA Accessible Vehicles in Fleet

Report the [number of Americans with Disabilities Act of 1990 \(ADA\) accessible vehicles in the fleet](#) at the end of the subrecipient's fiscal year. The vehicles may be equipped with wheelchair lifts or ramps, or may be built with a low floor.

Ownership Code

Ownership code is broken into two categories:

1. Owned
2. Leased

Vehicles can be either owned by the service provider, or owned by a public agency for the service provider. Vehicles can be either leased by the service provider, or leased by a public agency for the service provider.

Ownership Code menu selections:

- Owned by service provider
- Owned by public agency for service provider
- Leased by service provider
- Leased by public agency for service provider

From the **Drop-Down** menu, select the type of vehicle ownership.

Facilities

Maintenance facilities are the garages and buildings where routine maintenance and minor repairs are performed ([general purpose maintenance facility](#)).

Report the number of general purpose maintenance facilities by ownership type at the end of the subrecipient's fiscal year.

Facility Ownership

Report data by four categories:

1. Owned by service provider
2. Owned by public agency for service provider
3. Leased by public agency for service provider
4. Leased by service provider



Do not report maintenance facilities if maintenance services are performed at any other facility. For example, a transit agency contracts with a taxicab company for demand response (DR) service. The taxicab vehicles are taken to the local gasoline service station for routine repairs, oil changes, etc. The local gasoline service station is not reported.

Other Resources

Some subrecipients use volunteer resources or taxicabs for some or all of their service.

If the rural transit service provider uses volunteer resources for some of its service report:

- [Volunteer drivers](#) — report the number of volunteer drivers the agency has available.
- [Personal vehicles in service](#) — report the number of personal vehicles routinely used by the agency. Taxis used for service are not included in the Asset / Infrastructure section.
- Total annual taxicab unlinked trips - If taxicabs are used for some or all of the service, report the number of unlinked passenger trips (UPT).

Service Data

Annual Vehicle Revenue Miles

Report annual vehicle revenue miles (VRM) by mode. [Annual vehicle revenue miles](#) (VRM) are the total amount of miles for the reporting period that all vehicles travel in revenue service. VRM exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

This includes the miles of personal vehicles used in service and the miles of taxi cabs.

Annual Vehicle Revenue Hours

Report annual vehicle hours (VRH) by mode. [Annual vehicle revenue hours](#) (VRH) are the total amount of hours for the reporting period that all vehicles travel in revenue service. VRH include layover but exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

For demand response (DR) mode, annual VRH are the total amount of hours for the reporting period that all vehicles travel from the time they pull-out to go into revenue service to the time they pull-in from revenue service. This includes the hours of personal vehicles used in service.

Regular Unlinked Passenger Trips

Report the number of regular unlinked passenger trips (UPT) by mode. This includes service operated as part of the normal transit schedule. Complementary ADA paratransit trips are regular UPT. Also, bus, vanpool and intercity bus services are regular UPT.

- Taxi trips reported on line 24, Total annual taxicab unlinked trips should be reported as either regular (column d) or sponsored (column e) on line 26, Total.

Sponsored Unlinked Passenger Trips

Report the number of sponsored UPT by mode. A sponsored UPT is public transportation that is paid in whole or in part directly to the transit provider by a third party. They are offered by transit providers as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicare, sheltered workshops, Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs. Sponsored UPT only apply to the DR mode.

- Do not include the sponsored UPT in line 25, column d, Regular Unlinked Passenger Trips.
- Report the number of sponsored UPT in the Service Data portion under line 25, column e, Sponsored Unlinked Passenger Trips.

Total Trips

Internet Reporting automatically calculates the total trips as the sum of the regular UPT trips and sponsored UPT, but excludes taxicab trips.

Safety Data

Report the following safety data for the provider's reporting period:

- Number of [reportable incidents](#)
- Number of [fatalities](#)
- Number of [injuries](#).

The definition of injury requires immediate medical attention away from the scene. Immediate medical attention includes, but is not limited to, transport to the hospital by ambulance. If an individual is transported immediately from the incident scene to

a hospital or physician's office by another type of emergency vehicle, by passenger vehicle, or through other means of transport, this is also considered an injury. An individual seeking medical care several hours after an incident or in the days following an incident is not considered to have received immediate medical attention. In cases that are less clear-cut, reporters should apply their judgment in determining whether the injury sustained caused the individual to immediately seek medical attention.

The medical attention received must be at a location other than the location at which the incident occurred. The intent of this distinction is to exclude incidents that only require minor first aid or other assistance received at the scene. This distinction is not, however, intended to be burdensome for the transit provider. It is not a requirement that an agency follow up on each person transported by ambulance, for example, to ensure that they actually received medical attention at the hospital. It is acceptable to count each person immediately transported by ambulance as an injury. If, however, an agency representative does choose to follow-up with the hospital and finds that, though an individual was transported to the hospital, he did not receive any medical attention, this individual does not need to be reported as an injury.

Reportable Safety Incidents

The existence of one or more of the following conditions constitutes a reportable incident:

- A fatality
- Injuries requiring immediate medical attention away from the scene for one or more persons
- Property damage equal to or exceeding \$25,000.

Intercity Bus

The [intercity bus](#) (IB) mode is intended solely for subrecipients who only receive funds under §5311(f) and who are private operators. §5311(f) is the portion of FTA's Other than Urbanized Area Formula Program funds that are set aside to support intercity bus operations. Under §5311(f), the State must set-aside 15 percent of its annual §5311 apportionment to support intercity bus (IB) service, unless the Governor certifies that these needs of the State are adequately met. Since in most cases it would not be possible for the State to provide a complete RU-20 form on behalf of a private carrier receiving §5311(f) funding, FTA has implemented greatly reduced reporting requirements for §5311(f) private carrier subrecipients.

Click yes for "Is this subrecipient an intercity bus provider?" in the Subrecipient Basic Information section of the form. The State completes the RU-20 form in the name of the intercity bus carrier receiving the §5311(f) funding. In some instances, the subrecipient may be a public transit agency other than the State that contracts for the IB service. The State should complete the RU-20 form in the name of the private company, with a form note describing the relationship, i.e., §5311(f) subrecipient is Private Company "name" under contract to Public Agency "name".

Internet Reporting will generate only those fields applicable to intercity bus providers:

- §5311 planning and capital funds expended
- §5311 operating funds expended
- §5311 funded vehicle revenue miles
- §5311 funded unlinked passenger trips

If the funds expended are for only planning activities or capital projects (intercity bus shelters, joint-use stops and depots), and are not expended for operations (operating grants through purchase-of-service agreements, user-side subsidies, and demonstration projects), then do not need to complete the vehicle revenue miles (VRM) and unlinked passenger trips (UPT) data fields.

If a route is only partially subsidized by the §5311(f) funds, report all the VRM and UPT for that route—it is not necessary to track or allocate service for a partial subsidy of the route.

If intercity bus service goes between States, the following rules apply:

- If all §5311(f) funds come from one State, then the IB data is reported with that State's report.
- If §5311(f) funds come from more than one State, then each State completes an RU-20 form for IB on behalf of the IB provider that is funded for a single route from two States across State lines.

Note that once the form has been saved as an IB provider, it cannot be changed back to reflect a normal subrecipient – the State will have to delete the form and generate a new RU-20 form.

For IB mode, see discussion above under Subrecipient information about who reports. This can only be fixed-route bus service by private companies, so FTA has assigned a unique mode—intercity bus (IB). If the State selects IB in the basic subrecipient information, Internet Reporting displays only IB mode.

Financial Information

For IB, States report only those services for funds received by IB providers as a §5311(f) subrecipient or through a contractual relationship with the State for §5311(f) funds.

The State reports only the amount of §5311(f) funds received by operations activity and capital project category as follows:

- Planning and capital expenses
- Operating expenses and provision of trips.

Planning and capital expenses include:

- Planning and marketing for intercity bus transportation
- Coordinating rural connections between small public transportation operations and intercity bus carriers
- Capital grants for:
 - Intercity bus shelters (and number of shelters)
 - Joint use stops and depots (and number of stops and depots)
 - Revenue vehicles (and number of revenue vehicles)
 - Other capital projects

Operating expenses and provision of trips include:

- User-side subsidies
- Demonstration projects
- Other operating assistance.

FTA §5311 Intercity Bus Grants for Planning and Capital Expenses

Report the annual funds received from §5311(f) grants for planning and capital expenses for the report year.

If the §5311(f) funds received are only used for planning activities or for capital projects, do not report service data — §5311-funded unlinked passenger trips (UPT) and vehicle revenue miles (VRM). In Internet Reporting, the service data section of this form will not be editable.

FTA §5311 Grants for Operating Expenses and Provision of Trips

Report the annual funds received from §5311(f) grants for operating expenses and provision of trips for the report year.

If IB services use any §5311(f) operating assistance, report the §5311 funded UPT and VRM.

Service Data for Intercity Bus

If the §5311(f) funds expended are for only planning activities or capital projects (intercity bus shelters, joint-use stops and depots), and are not expended for operations (operating grants through purchase-of-service agreements, user-side subsidies, and demonstration projects), then do not complete the VRM and UPT data fields.

States report only the annual §5311 bus VRM and the annual §5311 UPT. Only these items will appear in the service portion of the form.

§5311 Intercity Bus Vehicle Revenue Miles

Report the total §5311 VRM. This includes the total amount of miles for the reporting period that all vehicles travel in §5311 revenue service. VRM exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.

If a route is only partially subsidized by the §5311 funds, report all the VRM for that route—it is not necessary to track or allocate service for a partial subsidy of the route.

§5311 Intercity Bus Unlinked Passenger Trips

Report the total §5311 annual UPT. This includes the total amount of UPT for the reporting period that all vehicles travel in §5311 service.

If a route is only partially subsidized by the §5311 funds, report all the UPT for that route—it is not necessary to track or allocate service for a partial subsidy of the route.



The screenshot shows a web application interface with a blue header bar containing navigation tabs: Home, e-File, Annual, Notes, Issues, Reports, Communications, Sys Admin, and Help. Below the header, there is a form area. On the left, the text "Form:" is followed by "Note comments:". To the right of this text is a large, empty text input field with a vertical scrollbar on the right side. At the bottom of the form area, there are two buttons: "Save" and "Cancel".

Form Notes

You can attach a form note to any form to explain unusual circumstances or data discrepancies that impact the data being submitted to NTD. 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.

Line by Line Instructions Rural General Public Transit form (RU-20)

Completing the Rural General Public Transit Service form (RU-20)

Complete one Rural General Public Transit Service form (RU-20) for each State subrecipient or Indian Tribe.

From the **Annual** tab, **Forms Summary** screen, click on the **Add Form** button to generate a RU-20 form for a new subrecipient.

To open a previously saved RU-20 form, click on the **Rural General Public Transit Service form (RU-20)** link for the specific provider from the **Annual** tab, **Forms Summary** screen. Review and complete the form following the instructions in this section.

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

Form Notes: You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information for a specific data field, the entire form or for multiple forms. You can review and / or edit a form note from the **Notes** tab.

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.

Subrecipient ID Number. **Pre-filled** and cannot be edited, review for accuracy.

- The Subrecipient identification number (ID) is the unique alphanumeric number FTA assigns to each subrecipient as the individual RU-20s are saved (e.g., #R##-### or TR##-###).

Reporting Period End. Report the end date for the 12-month reporting period (mm/dd/yyyy). **Pre-filled** for subrecipients who reported in the previous year and cannot be edited. Contact your Analyst if the reporting period changes.

Line 01: Subrecipient Basic Information

- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's full legal name. No abbreviations or acronyms.
- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's organization type. If you are an intercity bus operator, enter private for-profit agency.
- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's mailing address. The street address should always begin on the first line. If the mailing address includes a P.O. Box, enter it in the P.O. Box field.
- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's city, county and 5 or 9-digit zip code. In the county box, enter the counties served by transit. You may enter up to five county names.
- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's acronym used by the subrecipient, if applicable.
- Enter the subrecipient's, intercity bus contractor's or Indian Tribe's URL, if applicable.
- Use the **Radio buttons** to indicate if the subrecipient of a State is an Indian tribe. If you are a directly-reporting Indian Tribe, Internet Reporting automatically enters yes.
- Use the **Radio buttons** to indicate if the subrecipient is an intercity bus provider.

Line 02: Subrecipient Contact Information. **Pre-filled**, review for accuracy, edit as necessary.

- Enter the name of the person responsible for the subrecipient's, intercity bus contractor's or Indian Tribe's report.
- Enter the contact person's telephone number.

Line 03: Service Area. Use the **Drop-Down** menu to select the type of service area.

Line 04: Mode. Use the **Check-Boxes** to indicate the mode(s) operated by the subrecipient:

Financial Information

Line 05, column a: Total Annual Operating Expenses. Enter the [annual operating expenses](#) for [public transit service](#) by the rural service provider for the report year. Include expenses for sponsored programs.

- Sponsored programs are public transportation that is paid in whole or in part directly to the transit provider by a third party. They are offered by transit providers as part of a Coordinated Human Services Transportation Plan. Common sponsors include Veteran Administration, Medicare, sheltered workshops, Association for Retarded Citizens-Arc, Assisted Living Centers, and Head Start programs. Annual operating expenses do not include charter services.
- Operating expenses include salaries and wages, fringe benefits, materials and supplies, insurance, taxes, outside services such as cleaning and utilities, and equipment lease and rental costs. These are used for the day-to-day expenses of operating and maintaining vehicles; maintaining other equipment, buildings and grounds; and general administration costs including marketing and customer support, finance and procurement, planning and service

development, and legal costs, as well as fixed costs such as depreciation of capital, and also interest paid on loans for capital purchases. In addition, FTA allows [preventive maintenance](#) expenses as an eligible §5311 capital expense.

Operating expenses exclude purchase of capital (vehicles, facilities and equipment), charter service, and the costs of providing transportation services not available to the general public or in a Coordinated Human Services Transportation Plan.

- Total Annual Operating Expenses for each subrecipient's RU-20 form (line 05) should equal line 12, Total Annual Operating Revenues Expended, unless the subrecipient operated at a deficit during the previous year.

Sources of Operating Revenue Expended

Line 06, column a: Fare Revenues. Enter the rural public transit service provider's total income received directly from passengers, either paid in cash or through pre-paid tickets, passes, etc., spent on transit operations for the reporting period. Include donations from those passengers who donate money on the vehicle. Include the reduced fares paid by passengers in a user-side subsidy arrangement.

Line 07, column a: Contract Revenues. Enter the total reimbursement by any organization, government, agency, or company, as a result of a formal contractual agreement with the transit service operator, for trips provided to a specific passenger or group of passengers.

Line 08, column a: Local Operating Assistance. Enter the total financial assistance expended from local entities that support the operation of the transit system. Include tax levies, general funds, specified contributions, donations and other revenues such as advertising.

Line 09, column a: State Operating Assistance. Enter the total financial assistance expended from any State agency that supports the operation of the transit system. Include tax levies, general funds and specified contributions.

Line 10: Federal Operating Assistance

- Line 10a, column a: FTA Capital Program funds (§5309). Enter the total financial assistance expended from the FTA Capital Program to assist in paying the operating costs of providing transit service.
- Line 10b, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310). Enter the total financial assistance expended from FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program to assist in paying the operating costs of providing transit service.
- Line 10c, column a: FTA Other than Urbanized Area Formula Program funds (§5311). Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula Program to assist in paying the operating costs of providing transit service. Include §5307 funds plus flexible highway funds transferred to the program and administered through the §5311 program.
- Line 10d, column a: FTA Job Access and Reverse Commute Formula Program funds (§5316). Enter the total financial assistance expended from the FTA Job Access and Reverse Commute Formula Program to assist in paying the operating costs of providing transit service.
- Line 10e, column a: FTA New Freedom Program funds (§5317). Enter the total financial assistance expended from the FTA New Freedom Program to assist in paying the operating costs of providing transit service.
- Line 10f, column a: FTA Alternative Transportation in Parks and Public Lands funds (§5320). Enter the total financial assistance expended from the FTA Alternative Transportation in Parks and Public Lands Program to assist in paying the operating costs of providing transit service.
- Line 10g, column a: [Other Federal funds](#). Enter the total financial assistance expended from other FTA programs not listed on lines 10a through 10f and from Federal sources other than FTA programs to assist in paying the operating costs of providing transit service. Describe the sources and the amount of funding.

Line 11, column a: Total Federal Operating Assistance. This is an **auto-calculated** field and cannot be edited.

- This field displays the total Federal financial assistance expended for operations equal to the sum of lines 10a through 10g, column a.

Line 12, column a: Total Annual Operating Revenues Expended. This is an **auto-calculated** field and cannot be edited.

- This field displays the total annual operating revenues expended for operations equal to the sum of lines 6 through 9 and 11, column a. Total Annual Operating Expenses for each subrecipient's RU-20 form (line 05) should equal line 12, Total Annual Operating Revenues Expended, unless the subrecipient operated at a deficit during the previous year.

Line 13, column a: Annual Capital Costs. Enter the expenses incurred during the year related to the purchase of facilities, vehicles and other capital equipment.

- Annual Capital Costs for each subrecipient's RU-20 form (line 13) should equal line 18, Total Capital Funds Expended.

Sources of Capital Funds Expended

Line 14, column a: Local Capital Assistance. Enter the total amount of financial assistance from local entities to assist in paying capital costs of the transit provider. Include tax levies, general funds, specified contributions, reserve funds and donations.

Line 15: State Capital Assistance. Enter the total amount of financial assistance from any State agency to assist in paying capital costs of the transit provider.

Line 16: Federal Capital Assistance

- Line 16a, column a: FTA Capital Program funds (§5309). Enter the total financial assistance expended from the FTA Capital Program to assist in paying the capital costs of providing transit service.
- Line 16b, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310). Enter the total financial assistance expended from FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program to assist in paying the capital costs of providing transit service.
- Line 16c, column a: FTA Other than Urbanized Area Formula Program funds (§5311). Enter the total financial assistance expended from the FTA Other than Urbanized Area Formula Program to assist in paying the capital costs of providing transit service. Include §5307 funds plus any §5310 or §5317 funds transferred to the program or flexible highway funds transferred to the program and administered through the §5311 program.
- Line 16d, column a: FTA Job Access and Reverse Commute Formula Program funds (§5316). Enter the total financial assistance expended from the FTA Job Access and Reverse Commute Formula Program to assist in paying the capital costs of providing transit service.
- Line 16e, column a: FTA New Freedom Program funds (§5317). Enter the total financial assistance expended from the FTA New Freedom Program to assist in paying the capital costs of providing transit service.
- Line 16f, column a: FTA Alternative Transportation in Parks and Public Lands Program funds (§5320). Enter the total financial assistance expended from the FTA Alternative Transportation in Parks and Public Lands Program to assist in paying the capital costs of providing transit service.
- Line 16g, column a: Other Federal funds. Enter the total financial assistance expended from other FTA programs not listed on lines 16a through 16f and from Federal sources other than FTA programs to assist in paying the capital costs of providing transit service. Describe the sources and the amount of funding.

Line 17, column a: Total Federal Capital Assistance Expended. This is an **auto-calculated** field and cannot be edited.

- This field displays the total Federal financial assistance expended for capital equal to the sum of lines 16a through 16g, column a.

Line 18, column a: Total Capital Funds Expended. This is an **auto-calculated** field and cannot be edited. This field displays the total annual financial assistance expended for capital equal to the sum of lines 14, 15 and 17, column a.

- Annual Capital Costs for each subrecipient's RU-20 form (line 13) should equal line 18, Total Capital Funds Expended.

Asset / Infrastructure Information

Line 19: Vehicle Fleet Information. **Pre-filled**, review for accuracy, edit as necessary.

- Column a: Number of Vehicles in Total Fleet. Group vehicles on the same line that have the same characteristics — dedicated fleet, vehicle type code, vehicle length, seating capacity, year of manufacture, ownership code and funding source.
 - By mode, enter the total number of operational revenue vehicles in the fleet available for general [public transit](#) service, including spare or back up revenue vehicles.
 - The total also should include any operational revenue vehicles used by purchased service contractors in general public transit service. [Service \(non-revenue\) vehicles](#) and [personal vehicles](#) should not be included.
- Column b: Vehicle Type. Use the **Drop-Down** menu to indicate the vehicle type code of the vehicles in column a.
- Column c: Vehicle Length. Enter the length of the vehicles in column a to the nearest whole foot.
- Column d: Seating Capacity. Enter the number of seats on the vehicles in column a.
- Column e: Year of Manufacture. Enter the original year of manufacture of the vehicles in column a.
- Column f: Largest Source of Funding for Purchase/Lease of Vehicles. Use the **Drop-Down** menu to indicate the largest source of funding for purchase/lease of the vehicles in column a.
- Column g: Number of ADA Accessible Vehicles in Fleet. Enter the number of vehicles from column a that meet the requirements of the [Americans with Disabilities Act of 1990](#) (ADA).
 - The vehicles may be equipped with wheelchair lifts or ramps, or may be built with a low floor.

- Column h: Ownership Code. Use the **Drop-Down** menu to indicate ownership of the vehicles in column a, at the end of the reporting period.
 - Complete the information based on whether the vehicles are owned outright or leased.

Line 20, column a: Total Number of Vehicles in Total Fleet. This is an **auto-calculated** field and cannot be edited.

- This field displays the total number of vehicles in the total fleet for all modes equal to the sum of the vehicles on line 19, column a.

Line 20, column g: Total Number of Americans with Disabilities Act (ADA) Accessible Vehicles in Fleet. This is an **auto-calculated** field and cannot be edited.

- This field displays the total number of ADA accessible vehicles in the fleet for all modes equal to the sum of the vehicles on line 19, column g.

Line 21: Number of General Purpose Maintenance Facilities

- Column a: Owned by Service Provider. Enter the number of general purpose maintenance facilities owned by the service provider.
- Column b: Owned by Public Agency for Service Provider. Enter the number of general purpose maintenance facilities owned by the public agency for the service provider.
- Column c: Leased by Public Agency for Service Provider. Enter the number of general purpose maintenance facilities leased by the public agency for the service provider.
- Column d: Leased by Service Provider. Enter the number of general purpose maintenance facilities leased by the service provider.
- Column e: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of maintenance facilities equal to the sum of columns a through d.

Other Resources

Line 22, column a: Number of Volunteer Drivers. Enter the number of volunteer drivers at the end of the reporting period.

Line 23, column a: Number of Personal Vehicles in Service. Enter the number of personal vehicles in use at the end of the reporting period.

Line 24, column a: Total Annual Taxicab Unlinked Trips. Enter the total number of taxicab unlinked passenger trips for the reporting period.

Service Data

Line 25: Service Data

- Column a: Annual Vehicle Revenue Miles. By mode, enter the total number of miles for the reporting period that all vehicles travel in revenue service.
 - Vehicle revenue miles exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.
 - For demand response mode, annual vehicle revenue miles are the total amount of miles for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. This includes the miles of [personal vehicles](#) used in service.
- Column c: Annual Vehicle Revenue Hours. By mode, enter the total amount of time in hours for the reporting period that all vehicles travel in revenue service.
 - Vehicle revenue hours include layover but exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services.
 - For demand response mode, annual vehicle revenue hours are the total amount of hours for the reporting period that all vehicles travel from the time they pull out to go into revenue service to the time they pull in from revenue service. This includes the hours of personal vehicles used in service.
- Column d: Regular Unlinked Passenger Trips. By mode, enter the total number of unlinked passenger trips for the reporting period carried by all vehicles in revenue service.
 - Include the unlinked passenger tips by personal vehicles used in regular service. This includes service operated as part of the normal transit schedule.
 - Complementary ADA paratransit trips are regular unlinked passenger trips.
 - Also, bus, vanpool and intercity bus services are regular unlinked passenger trips.
- Column e: Sponsored Unlinked Passenger Trips. By mode, enter the total number of sponsored unlinked passenger trips for the reporting period carried by all vehicles operated outside of the regular schedule.

- This service is part of a coordinated plan to provide transit service, including social service agency transportation programs, programs for the elderly and medical transportation programs.
- Sponsored unlinked passenger trips only apply to the demand response mode.
- Column g: Total Trips. This is an **auto-calculated** field and cannot be edited.
 - This field displays the total unlinked passenger trips equal to the sum of the trips on columns line 25, columns d, e and f.

Line 26: Total

- Column a: Annual Vehicle Revenue Miles. This is an **auto-calculated** field and cannot be edited.
 - This field displays the total annual vehicle revenue miles for all modes equal to the sum of the miles on line 25, column a.
- Column c: Total Annual Vehicle Revenue Hours. This is an **auto-calculated** field and cannot be edited.
 - This field displays the total annual vehicle revenue hours for all modes equal to the sum of the hours on line 25, column c.
- Column d: Total Regular Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited.
 - This field displays the total annual regular unlinked passenger trips for all modes equal to the sum of the trips on line 25, column d.
- Column e: Total Sponsored Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited.
 - This field displays the total annual sponsored unlinked passenger trips for all modes equal to the sum of the sponsored trips on line 25, column e.

Safety Data

Line 27, column a: Reportable Incidents. Enter the total number of reportable [incidents](#) for the reporting period.

- Reportable incidents include any event involving the operation of a transit system if, as a result, an individual dies either at the time of the event or within 30 days of the event, one or more individuals suffer bodily damage as a result of the event requiring immediate medical attention away from the scene, or property damage in excess of \$25,000.

Line 28, column a: Fatalities. Enter the total number of [transit caused deaths](#) for the reporting period confirmed within 30 days of a transit incident.

Line 29, column a: Injuries. Enter the total number of [injuries](#) for the reporting period.

- Injuries are any physical damage or harm to persons as a result of a reportable incident.

Line by Line Instructions Rural General Public Transit form (RU-20) – Intercity Bus Subrecipients

Completing the Rural General Public Transit form (RU-20) – Intercity Bus Subrecipients

Financial Information

Sources of Operating Revenue Expended

Line 10: Federal Operating Assistance

- Line 10c.1, column a: §5311 Grants for Planning and Capital Expenses.
 - Enter the total financial assistance expended from §5311(f) Grants to assist in paying for planning and capital expenses for intercity bus service.
- Line 10c.2, column a: §5311 Grants for Operating Expenses and Provision of Trips.
 - Enter the total financial assistance expended from §5311(f) Grants to assist in paying for operating expenses and provision of trips for intercity bus service.

Service Data

- Line 25 column b: §5311 Intercity Bus Vehicle Revenue Miles. Enter the total number of miles for the reporting period that all intercity buses in revenue service.
 - This field appears for intercity bus service only.
 - Vehicle revenue miles exclude deadhead, operator training, and vehicle maintenance testing, as well as school bus and charter services. If a route is only partially subsidized by the §5311(f) funds, report all the vehicle revenue miles for that route—it is not necessary to track or allocate service for a partial subsidy of the route.
- Line 25 column f: §5311 Intercity Bus Unlinked Passenger Trips. Enter the total number of unlinked trips for the reporting period that all intercity buses carry in revenue service funded through FTA §5311(f).
 - This field appears for intercity bus service only.
 - If a route is only partially subsidized by the §5311(f) funds, report all the unlinked passenger trips for that route—it is not necessary to track or allocate service for a partial subsidy of the route.

Line 26: Total

- Column b: Total Intercity Bus Vehicle Revenue Miles. This field appears for intercity bus providers only. This is an **auto-calculated** field and cannot be edited.
 - This field displays the total annual vehicle revenue miles for all intercity bus providers equal to the sum of §5311 intercity bus miles on line 25, column b.
- Column f: Total §5311 Intercity Bus Unlinked Passenger Trips. This field appears for intercity bus providers only. This is an **auto-calculated** field and cannot be edited.
 - This field displays the total annual unlinked passenger trips for all intercity bus providers equal to the sum of §5311(f) intercity unlinked passenger trips for on line 25, column f.

Statewide Summary form (RU-30)

Rural Internet Reporting - Statewide Summary form (RU-30)		Logout
NTD ID: #R## or TR## Agency Name: State or Indian Tribe Report: RY 2008		
Home e-File Annual Notes Issues Reports Communications Sys Admin Help		
Form Name: Statewide Summary form (RU-30)		Add Form Note Close Form
<p>Counties Served</p> <p>a Number of counties statewide <input type="text"/></p> <p>b Number of counties with §5311 service <input type="text"/></p>		
<p>Financial Information</p> <p>05 Total Annual Operating Expenses <input type="text"/></p> <p>Sources of Operating Revenue Expended</p> <p>06 Fare revenues <input type="text"/></p> <p>07 Contract revenues <input type="text"/></p> <p>08 Local operating assistance <input type="text"/></p> <p>09 State operating assistance <input type="text"/></p> <p>Federal Operating Assistance</p> <p>10a FTA Capital Program funds (§5309) <input type="text"/></p> <p>10b FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310) <input type="text"/></p> <p>10c FTA Other than Urbanized Area Formula Program funds (§5311) <input type="text"/></p> <p>10d FTA Job Access and Reverse Commute Formula Program funds (§5316) <input type="text"/></p> <p>10e FTA New Freedom Program funds (§5317) <input type="text"/></p> <p>10f FTA Alternative Transportation in Parks and Public Lands Program funds (§5320) <input type="text"/></p> <p>10g Other Federal funds <input type="text"/></p> <p>11 Total Federal Operating Assistance <input type="text"/></p> <p>12 Total Annual Operating Revenues Expended <input type="text"/></p> <p>13 Annual Capital Costs <input type="text"/></p> <p>Sources of Capital Funds Expended</p> <p>14 Local capital assistance <input type="text"/></p> <p>15 State capital assistance <input type="text"/></p>		

Federal Capital Assistance								
16a	FTA Capital Program funds (§5309)	<input type="text"/>						
16b	FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)	<input type="text"/>						
16c	FTA Other than Urbanized Area Formula Program funds (§5311)	<input type="text"/>						
16d	FTA Job Access and Reverse Commute Formula Program funds (§5316)	<input type="text"/>						
16e	FTA New Freedom Program funds (§5317)	<input type="text"/>						
16f	FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)	<input type="text"/>						
16g	Other Federal funds	<input type="text"/>						
17	Total Federal Capital Assistance	<input type="text"/>						
18	Total Capital Funds Expended	<input type="text"/>						
Asset / Infrastructure Information								
		a	b	c	d	e	f	g
		Number of Vehicles in Total Fleet						Number of ADA Accessible Vehicles in Fleet
20	Total	<input type="text"/>						<input type="text"/>
Facilities								
		Owned by Service Provider	Owned by Public Agency for Service Provider	Leased by Public Agency for Service Provider	Leased by Service Provider	Total		
21	Number of general purpose maintenance facilities	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Other Resources								
		a						
22	Number of volunteer drivers	<input type="text"/>						
23	Number of personal vehicles in service	<input type="text"/>						
24	Total annual taxicab unlinked trips	<input type="text"/>						
Service Data								
		a	b	c	d	e	f	g
		Annual Vehicle Revenue Miles	\$5311 Intercity Bus Vehicle Revenue Miles	Annual Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Sponsored Unlinked Passenger Trips	\$5311 Intercity Bus Unlinked Passenger Trips	Total Trips
26	Total	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Safety Data								
		a						
27	Reportable incidents	<input type="text"/>						
29	Fatalities	<input type="text"/>						
29	Injuries	<input type="text"/>						
		<input type="button" value="Save"/>	<input type="button" value="Close"/>	<input type="button" value="Print"/>				

Overview

The Statewide Summary form (RU-30) summarizes the data provided for all subrecipients in the State. For directly-reporting Indian Tribes, the data on the RU-30 form will match the data provided on their own RU-20 form.

Additionally, this form requires the reporting of two statewide data items. States directly enter:

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).

Directly-reporting Indian Tribes should not complete these two data items.

What Has Changed from Prior Year

There are no changes to the RU-30 form for the 2008 report year.

Detailed Instructions

From the **Annual** tab, **Forms Summary** screen click on the **Statewide Summary form (RU-30)** link to open the form.

Review and complete the RU-30 form following the instructions in this section.

Number of Counties Statewide

Report the total number of counties in the State. States are to include counties that are served by directly-reporting Indian Tribes in their county count. Directly-reporting Indian Tribes do not complete this information.

The following link provides the counties for each State:

http://www.naco.org/Template.cfm?Section=Find_a_County&Template=/cfiles/counties/usamap.cfm

Number of Counties with §5311 Service

States report the number of counties in the State that are currently served, in whole or in part, by FTA Other than Urbanized Area Formula Program funds (§5311). States are to include counties that are served by directly-reporting Indian Tribes in their county count.

Directly-reporting Indian Tribes do not complete this information.

Form Notes

You can attach a form note any form to explain unusual circumstances or data discrepancies that impact the data being submitted to NTD. 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.

Line by Line Instructions Statewide Summary form (RU-30)

Completing the Statewide Summary form (RU-30)

For directly-reporting Indian Tribes, the RU-30 form summarizes all information from the RU-20 form. States must complete information about counties served.

From the **Annual** tab, **Forms Summary** screen, click on the **Statewide Summary form (RU-30)** link to open the form. Review and complete the form following the instructions in this section.

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

Form Notes: You can attach a form note to any form. Click on the **Add Form Note** link at the top of the screen and enter the relevant information for a specific data field, the entire form or for multiple forms. You can review and / or edit a form note from the **Notes** tab.

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.

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.

Counties Served

Line a: Number of Counties Statewide. Enter the total number of counties within the State. Directly-reporting Indian Tribes do not complete this information.

- The following link provides the counties for each State:
http://www.naco.org/Template.cfm?Section=Find_a_County&Template=/cfiles/counties/usamap.cfm

Line b: Number of Counties with §5311 Service. Enter the number of counties in the State that are served, in whole or in part, by rural (§5311) [Other than Urbanized Area Formula Program](#) funds. States are to include counties that are served by directly-reporting Indian Tribes in their county count.

Directly-reporting Indian Tribes do not complete this information.

Financial Information

Line 05, column a: Total Annual Operating Expenses. This is an **auto-calculated** field and cannot be edited. This field displays the total annual operating expenses from all of the RU-20 forms.

Sources of Operating Revenue Expended

Line 06, column a: Fare Revenues. This is an **auto-calculated** field and cannot be edited. This field displays the total fare revenues from all of the RU-20 forms.

Line 07, column a: Contract Revenues. This is an **auto-calculated** field and cannot be edited. This field displays the total contract revenues from all of the RU-20 forms.

Line 08, column a: Local Operating Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total local operating assistance from all of the RU-20 forms.

Line 09, column a: State Operating Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total State operating assistance from all of the RU-20 forms.

Line 10: Federal Operating Assistance

- Line 10a, column a: FTA Capital Program funds (§5309). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5309 funds from all of the RU-20 forms.
- Line 10b, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5310 funds from all of the RU-20 forms.
- Line 10c, column a: FTA Other than Urbanized Area Formula Program funds (§5311). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds from all of the RU-20 forms.
 - Line 10c.1, column a: §5311 Grants for Planning and Capital Expenses. This is an **auto-calculated** field and cannot be edited. This field displays the total §5311(f) Grants for planning and capital expenses from all of the Rural General Public Transit Service forms (RU-20) for intercity bus service.

- Line 10c.2, column a: §5311 Grants for Operating Expenses and Provision of Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total §5311(f) Grants for operating expenses and provision of trips from all of the RU-20 forms for intercity bus service.
- Line 10d, column a: FTA Job Access and Reverse Commute Formula Program funds (§5316). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5316 funds from all of the RU-20 forms.
- Line 10e, column a: FTA New Freedom Program funds (§5317). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5317 funds from all of the RU-20 forms.
- Line 10f, column a: FTA Alternative Transportation in Parks and Public Lands Program funds (§5320). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5320 funds from all of the funds from all of the RU-20 forms.
- Line 10g, column a: Other Federal funds. This is an **auto-calculated** field and cannot be edited. This field displays the total Other Federal funds from all of the RU-20 forms.

Line 11, column a: Total Federal Operating Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal operating assistance from all of the RU-20 forms.

Line 12, column a: Total Annual Operating Revenues Expended. This is an **auto-calculated** field and cannot be edited. This field displays the total annual operating revenues expended from all of the RU-20 forms.

Line 13, column a: Annual Capital Costs. This is an **auto-calculated** field and cannot be edited. This field displays the total annual capital costs from all of the RU-20 forms.

Sources of Capital Funds Expended

Line 14, column a: Local Capital Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total local capital assistance from all of the RU-20 forms.

Line 15, column a: State Capital Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total State capital assistance from all of the RU-20 forms.

Line 16: Federal Capital Assistance

- Line 16a, column a: FTA Capital Program funds (§5309). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5309 funds from all of the RU-20 forms.
- Line 16b, column a: FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5310 funds from all of the RU-20 forms.
- Line 16c, column a: FTA Other than Urbanized Area Formula Program funds (§5311). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5311 funds from all of the RU-20 forms.
- Line 16d, column a: FTA Job Access and Reverse Commute Formula Program funds (§5316). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5316 funds from all of the RU-20 forms.
- Line 16e, column a: FTA New Freedom Program funds (§5317). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5317 funds from all of the RU-20 form.
- Line 16f, column a: FTA Alternative Transportation in Parks and Public Lands Program funds (§5320). This is an **auto-calculated** field and cannot be edited. This field displays the total FTA §5320 funds from all of the RU-20 forms.
- Line 16g, column a: Other Federal funds. This is an **auto-calculated** field and cannot be edited. This field displays the total Other Federal funds from all of the RU-20 forms.

Line 17, column a: Total Federal Capital Assistance. This is an **auto-calculated** field and cannot be edited. This field displays the total Federal capital assistance from all of the RU-20 forms.

Line 18, column a: Total Capital Funds Expended. This is an **auto-calculated** and cannot be edited. This field displays the total capital funds expended from all of the RU-20 forms.

Asset / Infrastructure Information

Line 20: Total

- Column a: Number of Vehicles in Total Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of vehicles in total fleet from all of the RU-20 forms.
- Column g: Number of ADA Accessible Vehicles in Fleet. This is an **auto-calculated** field and cannot be edited. This field displays the total number of ADA accessible vehicles in fleet from all of the RU-20 forms.

Line 21: Number of General Purpose Maintenance Facilities

- Column a: Owned by Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities owned by the service provider from all of the RU-20 forms.
- Column b: Owned by Public Agency for Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities owned by a public agency for the service provider from all of the RU-20 forms.
- Column c: Leased by Public Agency for Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities leased by a public agency for the service provider from all of the Rural General Public Transit Service forms (RU-20).
- Column d: Leased by Service Provider. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities leased by the service provider from all of the RU-20 forms.
- Column e: Total. This is an **auto-calculated** field and cannot be edited. This field displays the total number of general purpose maintenance facilities from all of the RU-20 forms.

Volunteer Resources

Line 22, column a: Number of Volunteer Drivers. This is an **auto-calculated** field and cannot be edited. This field displays the total number of volunteer drivers from all of the RU-20 forms.

Line 23, column a: Number of Personal Vehicles in Service. This is an **auto-calculated** field and cannot be edited. This field displays the total number of personal vehicles in service from all of the RU-20 forms.

Line 24, column a: Total Annual Taxicab Unlinked Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of annual taxicab unlinked passenger trips from all of the RU-20 forms.

Service Data

Line 26: Total

- Column a: Annual Vehicle Revenue Miles. This is an **auto-calculated** field and cannot be edited. This field displays the total number of annual vehicle revenue miles for all modes from all of the RU-20 forms.
- Column b: §5311 Intercity Bus Vehicle Revenue Miles. This is an **auto-calculated** field and cannot be edited. This field displays the total number of §5311(f) vehicle revenue miles for intercity bus mode from all of the RU-20 forms.
- Column c: Annual Vehicle Revenue Hours. This is an **auto-calculated** field and cannot be edited. This field displays the total number of annual vehicle revenue hours for all modes from all of the RU-20 forms.
- Column d: Regular Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of unlinked passenger trips for regular transit service for all modes from all of the RU-20 forms.
- Column e: Sponsored Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of sponsored unlinked passenger trips for demand response mode from all of the RU-20 forms.
- Column f: Total §5311 Intercity Bus Unlinked Passenger Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of §5311(f) unlinked passenger trips for intercity bus mode from all of the RU-20 forms.
- Column g: Total Trips. This is an **auto-calculated** field and cannot be edited. This field displays the total number of unlinked trips for all modes from all of the RU-20 forms.

Safety Data

Line 27, column a: Reportable Incidents. This is an **auto-calculated** field and cannot be edited. This field displays the total number of reportable incidents from all of the RU-20 forms.

Line 28, column a: Fatalities. This is an **auto-calculated** field and cannot be edited. This field displays the total number of fatalities from all of the RU-20 forms.

Line 29, column a: Injuries. This is an **auto-calculated** field and cannot be edited. This field displays the total number of injuries from all of the RU-20 forms.

