

Declarations Module

This module contains one declaration:

1. [Chief Executive Officer \(CEO\) Certification](#)

Declarations

The National Transit Database (NTD) program was created to provide a comprehensive public transit database. To meet a high standard of data quality, the Federal Transit Administration (FTA) requires each transit agency to complete declarations stating the validity of the data being reported.

Reporting Requirements and Thresholds

All required declarations must be completed with the original NTD report submission. A transit agency must file a complete NTD Annual report by the report due date. You should refer to the NTD Annual Reporting Timelines exhibit under When to Report in the Introduction section to determine dates.

The CEO Certification form (D-10) is submitted with the other NTD reporting forms.

What Has Changed from Prior Year

There are no changes to the Declarations for the 2011 report year.

Small Systems Waiver 2011 Annual Reporting Manual

Chief Executive Officer Certification (D-10) form

Home e-File Annual Monthly Ridership Safety & Security Notes Issues Reports Communications Sys Admin Help			
Form Name: CEO Certification (D-10)		Add Form Note	
Close Form			
NTD Report Year	2011	NTD ID	3001
Agency Name	Kanawha Valley Regional Transportation Authority	CEO Title	General Manager
CEO Name	Dennis Dawson		
Certification Completion Date			
I hereby certify the following concerning the financial and non-financial / operating data submitted in the Kanawha Valley Regional Transportation Authority NTD report for its fiscal year ending 6/30/2011.			
Part 1 - Overall Data Accuracy			
The following statements are true of the overall accuracy of the NTD Annual report:			
1. The financial and non-financial operating data in this submission are accurate and truthful records of the financial transactions and operations of the Kanawha Valley Regional Transportation Authority	Yes <input type="radio"/>	No <input type="radio"/>	
2. The financial and non-financial operating data in this submission conform in all material respects with the accounting and definitional requirements of the Federal Transit Administration's (FTA) National Transit Database (NTD) Reporting Manuals and Uniform System of Accounts (USOA).	Yes <input type="radio"/>	No <input type="radio"/>	
Part 6 - Unlinked Passenger Trip Data Collection			
Please certify the method used to collect unlinked passenger trip data for each mode and type of:			
5a. FTA Circular 2710.1A (estimated data).			
5b. 100% count of unlinked passenger trip (UPT) data (actual data).			
5c. Alternative sampling procedure determined to meet 95% confidence and ±10% precision levels by a qualified statistician (estimated data).			
5d. None of the Options Listed			
5e. NTD Sampling Method			
Directly Operated Service			
RB	Make Selection		
Save		Close	
Print			

Chief Executive Officer Certification form (D-10)

Overview

Each transit agency is required to submit a CEO Certification with its NTD Annual report. The certification is an NTD form, approved by the transit agency's CEO that endorses and attests to the accuracy of the data submitted in the NTD Annual report.

The D-10 form should identify the title of the CEO and be electronically approved. The CEO is the principal executive in charge of, and responsible for, the transit agency.

The following examples illustrate who is a CEO:

Transit authority general manager

Transit authority administrator

County or city government department head

State Department of Transportation division head

Council of Governments, commission or transit district executive director

City sponsored [demand response](#) (DR) system executive director

Whomever the transit agency board designates to be authorized and accountable for the NTD Annual report.

Examples of a CEO for [purchased transportation](#) (PT) by a private operator filing a separate report are:

Senior operations manager (site specific)

Officers (e.g., the president, vice president or controller at the corporate level would also be acceptable). This includes equivalent positions at operating subsidiaries.

The CEO is required to complete a certification for each NTD report year. The certification must:

Certify the accuracy of the complete data submitted in the overall report

Describe the procedures used to collect [unlinked passenger trip](#) (UPT) data by [mode](#) and [type of service](#) (TOS).

Overall Report

The CEO Certification attests that all data contained in the NTD Annual report are accurate and are collected and reported in accordance with NTD definitions.

Unlinked Passenger Trip (UPT) Data

The CEO Certification describes the UPT data collection or estimation procedure for each mode and type of service using one of the following:

100-percent UPT count (actual data). If available and reliable, you must report 100 percent counts.

FTA or alternative sampling method.

For PT service, [sellers](#) for the same mode may use different data collection or estimation procedures. If this occurs, the CEO Certification for UPT data is for each PT mode by contract.

Chief Executive Officer Certification form (D-10)

The form ensures the certification contains the necessary assurances of data accuracy, data recording and retention procedures, and uniform reporting requirements. The certification has six parts:

1. Attests that the data are accurate, truthful and conform in all material respects with the USOA and Reporting Manuals.
2. Describes the UPT data (estimate or actual) by mode and TOS.

During the validation process, the CEO should document that they concur with revisions to the transit agency's data, and retain a copy of the revisions in the transit agency's files. The CEO should update the D-10 form with each report revision.

When submitting a revised report, Internet Reporting will prompt you to confirm that the CEO certifies the revisions to the report and, if required, that the independent auditor reviewed and concurred with the revisions.

2010 Annual Reporting Manual

Line by Line Instructions CEO Certification form (D-10)

Completing the CEO Certification form (D-10)

Complete one form.

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

Form Note: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. You should 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. You should not use the **Form Notes** feature to answer issues generated from this form. Instead, from the **Issues** tab, you should use the **Add Comments** link next to the specific issue.

Saving or Closing the Form: You should click on the **Save** button prior to exiting the form and continuing with the report. You should click on the **Close** button at the bottom of the screen to close the form without saving.

NTD Report Year. This is an **auto-generated** field and cannot be edited, review for accuracy. The field displays the current report year for which the CEO is certifying the NTD data.

Agency Name. This is an **auto-generated** field and cannot be edited, review for accuracy. The field displays the current agency name as stated on the Identification form (B-10).

NTD ID. This is an **auto-generated** field and cannot be edited, review for accuracy. The field displays the NTD identification number assigned by FTA.

CEO Name. Enter the name of the CEO for your transit agency.

CEO Title. Enter the title of the CEO for your agency.

Certification Completion Date. This is an **auto-generated** field and cannot be edited, review for accuracy. This is the most recent save date of the D-10 form..

Line 01: Overall Data Accuracy. If the CEO certifies to the overall accuracy of the data in the NTD report, select "yes". If "no" is selected for each statement:

The financial and non-financial operating data in this submission are accurate and truthful records of the financial transactions and operations

The financial and non-financial operating data in this submission conform in all material respects with the accounting and definitional requirements of FTA Reporting Manuals and the USOA.

Internet Reporting will display a box for you to explain why the CEO will not certify the data. An explanation is required.

Line 06: Unlinked Passenger Trip Data Collection: For each mode / type of service you should describe how unlinked passenger trips were collected or estimated for the current report year (year is **pre-filled** and cannot be edited) using 6a, 6b, 6c or 6d. For purchased transportation or purchased transportation reported as directly operated the contractor name is **auto-filled**. If there are multiple providers and they use different methods, you should select all that are used. Note that contractors for purchased transportation reported as directly operated applies to only a few reporters. Usually contracted service in an agency's NTD report is reported as purchased transportation type of service.

6a FTA Circular 2710.1A (estimated data).

6b: 100% count of UPT data (actual data). If available and reliable, you must report 100 percent counts.

6c: Alternative sampling procedure determined to meet 95% confidence and $\pm 10\%$ precision levels by a qualified statistician (estimated data).

6d: None of the options listed. Internet Reporting will display a box for you to describe.

6e: NTD Sampling Method. Internet Reporting will display a box for you to describe.