

Federal Funding Allocation Statistics Module

The Federal Funding Allocation Statistics Module contains one form.

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

Federal Funding Allocation Statistics form (FFA-10)

The purpose of the FFA-10 form is to summarize data used in apportioning funds for the Federal Transit Administration's (FTA) [Urbanized Area Formula Program](#) (§5307).

This form is required from transit agencies in or serving urbanized areas (UZAs) using 2010 U.S. Bureau of the Census information. However, the Census bureau will not release the new UZA definitions until the spring of 2012, followed by release of the detailed UZA boundary maps. Therefore, transit agencies will submit NTD reports according to the regular deadlines, but without FFA-10 forms. Upon release of the Census UZA maps, FTA will notify all urbanized area NTD reporters to logon to the NTD Online Reporting System and resubmit their Basic Information form (B-10) identifying the 2010 UZAs in the service area, and to submit FFA-10 forms reflecting the new UZA definitions.

Transit agencies complete separate forms for [directly operated](#) (DO) and for [purchased transportation](#) (PT) services by mode.

Federal Funding Allocation Statistics form (FFA-10)

NTD Internet Reporting - FFA-10 Logout

NTD ID: 0000 Agency Name: State Report: RY 2011

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

Form Name: FFA10 Close Form

Line	Item	a Data from Other Forms	b Non-UZA	c UZA #	i Annual Total
01	Urbanized area (UZA) number (to allocate to UZA fill corresponding checkbox in line 02)		<input type="checkbox"/>	<input type="checkbox"/>	
02	Urbanized area (UZA) and Non-UZA reporting method	Make Selection			
Annual Total					
04	Total actual vehicle revenue hours (VRH)				
06	Total unlinked passenger trips (UPT)				
13	Total actual vehicle revenue miles (VRM)				
15	Total operating expenses (OE)				

Save Close Print

Overview

The FTA uses the statistics from the Federal Funding Allocation Statistics form (FFA-10) to allocate funds for Urbanized Area Formula Program (§5307).

Urbanized Area Formula Program

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

Agencies requesting the Small System Waiver will not qualify for all funding factors listed below for UAF or STIC because the reduced requirements of this waiver do not include some key data items. Agencies wishing to submit all required data for UAF or STIC funding should report a complete Annual NTD report rather than requesting the Small System Waiver.

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

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

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

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

Transit agencies report these data items on the FFA-10 form. For a discussion of these data items, see the Small System Waiver (W-30) form.

Reporting Requirements and Thresholds

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

What Has Changed from Prior Year

There are three changes for the 2011 report year:

1. There are new serve rules for allocation of data among multiple UZA and nonurbanized areas (non-UZA).
2. Allocation methodologies among multiple UZAs and non-UZAs now include an “other” category for the reporter to document any reasonable methodology.
3. FFA-10 forms use 2010 Census UZA and Non-UZA information. However, the Census bureau will not release the new UZA definitions until the spring of 2012, followed by release of the detailed UZA boundary maps. Therefore, transit agencies will submit NTD reports according to the regular deadlines, but without FFA-10 forms. Upon release of the Census UZA maps, FTA will notify all urbanized area NTD reporters to logon to the NTD Online Reporting System and resubmit their Basic Information form (B-10) identifying the 2010 UZAs in the service area, and to submit FFA-10 forms reflecting the new UZA definitions.

Approach

There are two items that determine how to complete the FFA-10 form:

1. Mode of service

2. Census UZAs and non-UZA served by transit.

Mode of Service

The FFA-10 form uses data reported on other NTD forms to develop the statistics used in the allocations of the UAF Program funding. Internet reporting automatically transfers the eligible annual total data from other forms. Therefore, you must complete the source forms before completing this form. In addition, if you change data on the source forms, you must edit any data you entered on the FFA-10 form — there are no automatic re-calculations of UZA and non-UZA area statistics.

Census UZAs and Non-UZAs Served by Transit

Transit agencies determine their service areas based on access to transit (see Basic Information form (B-10). As a result, the geographic service area is not usually consistent with either political or Census-designated boundaries. To complete the FFA-10, you must follow the new rules governing allocation of transit service that connects one or more UZAs or Non-UZAs with one or more UZAs.

See detailed description of new rules under Detailed Instructions.

Detailed Instructions

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

1. You serve only one UZA.
2. You serve a non-UZA or more than one UZA. You may have to report its annual statistics among areas since the apportionments are made by UZA.

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

Urbanized Area Number

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

The following rules apply:

- If you serve only one UZA, check the box under the [UZA number](#), select an allocation method on line 02, save and exit the form. Internet reporting automatically completes the statistics for the UZA.
- If you serve multiple UZAs and non-UZAs, select a UZA and non-UZA reporting method for reporting the statistics used in the funding allocations.

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

Urbanized Area and Other than Urbanized Area Reporting Method

You must follow the reporting rules when you provide transit service in multiple UZAs or UZAs and non-UZAs (see Reporting Rules below). There are three methods permitted for reporting statistics among UZAs and non-UZAs.

1. Actual Data is a direct measurement (or recording) of the actual data
2. VRM is a direct measurement of the actual vehicle revenue miles and is used as the factor to allocate VRH, UPT and OE.
3. Other methodology. Use the **e-file** tab to describe the other methodology and show your calculations.

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

UZA and Non-UZA Reporting Method menu selections:

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

Otherwise, select Other methodology from the drop-down menu. Select the box below each of the UZAs and any non-UZAs to which you will be allocating your service data. Next, if you use VRM method, report your total actual VRM to each of the selected areas.

Internet reporting will then allocate the rest of your service data based on the proportions of your VRM in each area. If you use another method, select Other methodology. Attach in the **e-file** tab a description of the methodology. Include the calculations for the data statistics you report for each UZA and non-UZA.



If you used the actual data or other method of reporting, i.e., you directly entered actual data make sure that the annual total column equals the data statistics automatically transferred from other forms—actual vehicle revenue miles, actual vehicle revenue hours, unlinked passenger trips, and operating expenses.

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

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

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

Under the revised rules, the transit agency determines which UZA or non-UZA that it primarily serves. The transit agency may then:

- Allocate all the data statistics to the UZAs or non-UZAs primarily served
or
- Allocate the data statistics proportionally to the UZAs and non-UZAs served using a reasonable and consistent methodology.

This rule applies to transit service that connects:

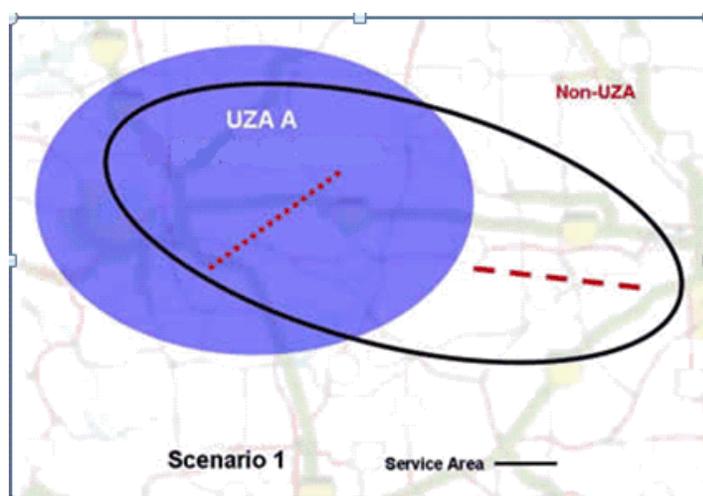
- Two or more large UZAs
- Two or more small UZAs
- Any combination of small and large UZAs, as long as they do not benefit from both FTA Section 5307 and 5311 operating assistance
- One or more large or small UZAs to non-UZAs, as long as no FTA Section 5311 funds benefit the service.

There are two exceptions to the primarily served criterion, each involving FTA Section 5311 funds (operating or capital) and benefiting the service:

1. You must report entirely to non-UZAs (UZA 0) any transit service that benefits from grants provided by FTA's Section 5311.
2. You must allocate service that connects non-UZAs and UZAs (large or small) if the service benefits from both FTA Sections 5307 and 5311 operating assistance. You must use the UZA proportion of operating expenses funded by FTA Section 5307 program (including local matching funds), to allocate the statistics to the UZAs.



For either of these two exceptions, select Other methodology from the UZA and Non-UZA Reporting Method menu. Attach in the e-file tab a description of the methodology. Include the calculations for the data statistics you report for each UZA and non-UZA.



The areas where a vehicle trip starts and ends, and the size of the area help determine service location under the new serve rule requirements, as follows:

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

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

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

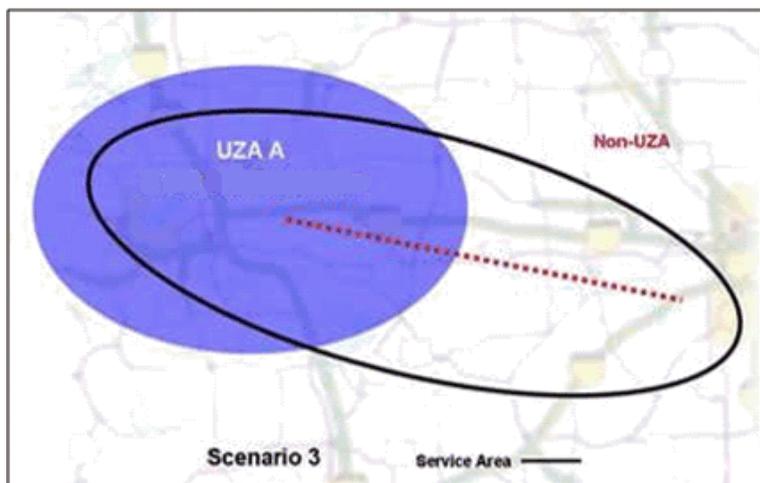
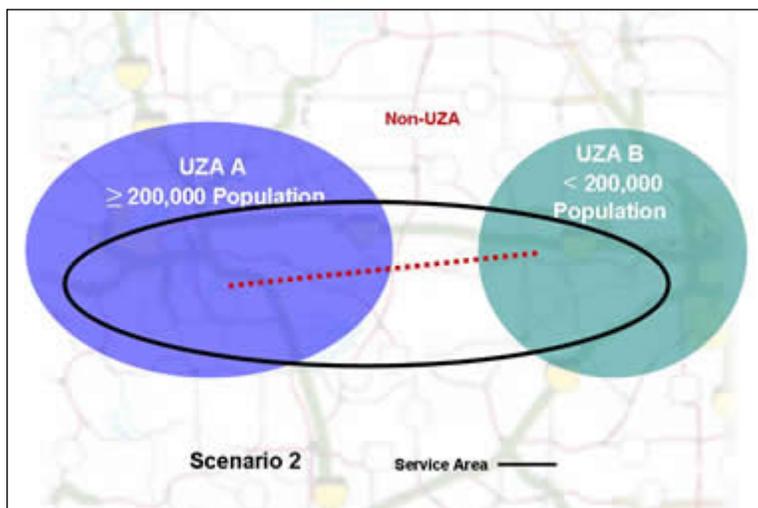
Solution 2:

a) FTA Sections 5307 or 5311 Operating Assistance funds for the service.

The transit agency determines whether UZA A or UZA B is primarily served. You may report all statistics for the formula allocations in the UZA primarily served or allocate statistics between the two UZAs or among the two UZAs and the non-UZA.

b) No FTA Sections 5307 and 5311 Operating Assistance funds for the service.

The transit agency must allocate statistics to the UZAs based on the proportion of FTA Section 5307 operating assistance. For example, if FTA Section 5307 operating assistance for UZA B funded 35% of the operating expenses for the service, then allocate at least 35% of all statistics to UZA B.



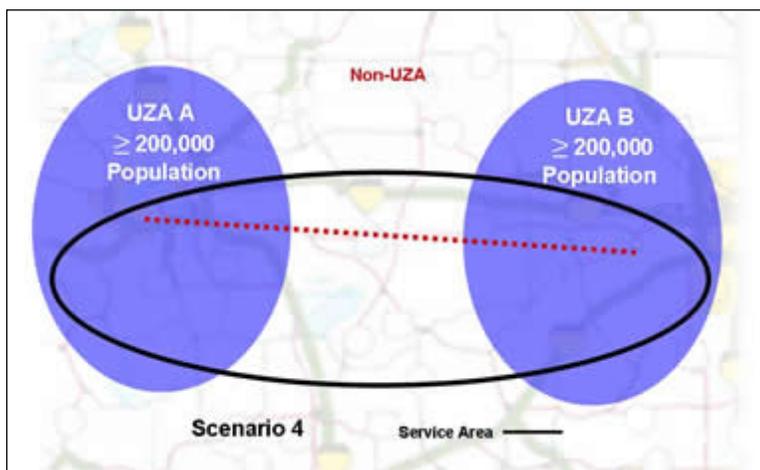
Scenario 3: One end of the vehicle trip is in a non-UZA and the other trip end is in UZA A (any size). The transit agency uses FTA Section 5311 funds for the service.

Solution 3: You must report all statistics in the non-UZA.

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

Solution 4: The transit agency determines whether UZA A or UZA B is primarily served. You may report all statistics for the formula allocations in the UZA primarily served or allocate statistics between the two UZAs. The statistics for the non-UZA can be reported in either UZA A or UZA B or divided between the two UZAs.

Generally, UZAs with 200,000 or more population are not eligible for operating assistance under FTA Section 5307. If the transit service uses operating assistance, then you must allocate statistics as described in Scenario 2.



Small Systems Waiver 2011 Annual Reporting Manual

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

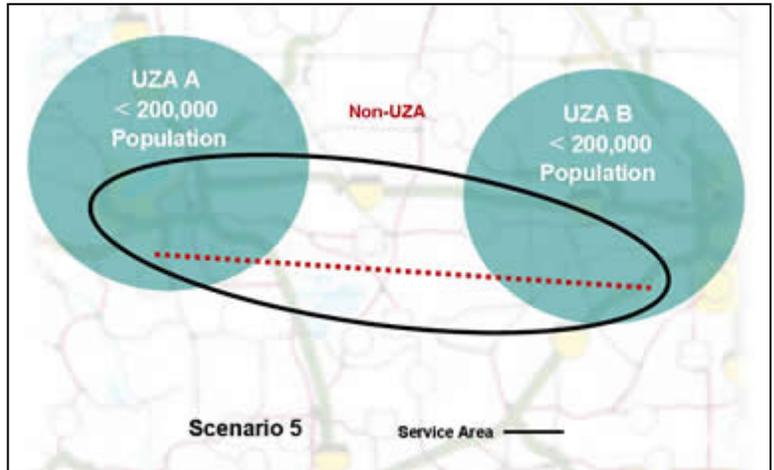
Solution 5:

a) No FTA Section 5307 or 5311 Operating Assistance funds for the service.

The transit agency determines whether UZA A or UZA B is primarily served. You may report all statistics for the formula allocations in the UZA primarily served or allocate statistics between the two UZAs.

b) FTA Operating Assistance funds in UZA A and UZA B and no FTA Section 5311 for the service.

The transit agency must allocate statistics to the UZAs based on the proportion of operating assistance. For example, if FTA Section 5307 operating assistance for UZA A funded 35% and for UZA B 40% of the operating expenses for the service, then allocate at least 35% of all statistics to UZA A and 40% to UZA B. The statistics for the non-UZA can be reported in either UZA A or UZA B or divided between the two UZAs.



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

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

This form is for all transit agencies that serve a UZA as designated by the U. S. Bureau of the Census.

Complete one form for each [directly operated](#) (DO) mode and for each [purchased transportation](#) (PT) mode.

Complete the Small System Waiver (W-30) form prior to completing the FFA-10 form. In addition, if you change data on the source form, you must edit any data you entered on the FFA-10 form — there are no automatic re-calculations of UZA and non-UZA area statistics.

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

Form Note: A form note can be attached to any form. Use the **Add Form Note** link for relevant information to a specific field, to the entire form or to multiple forms. Click on the **Add Form Note** link at the top of the screen and enter your note on the **Notes** screen. You can review and / or edit a form note from the **Notes** tab. Do not use the Form Notes feature to answer issues generated from this form. From the **Issues** tab use the **Add Comments** link next to the specific issue.

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

- Line 01, columns b - y: UZA Number. This field is **pre-filled** with data from the Identification form (B-10) and cannot be edited. This field contains the UZA and non-UZA numbers for your [service area](#). For apportionment purposes, if your transit agency serves multiple UZAs or non-UZAs you may not have statistics reported in all the UZAs or non-UZAs based on the serve rules for allocation of the formula data statistics.

Line 02: UZA Reporting Method. From the drop-down menu, select the methodology used for reporting [vehicle revenue hours](#) (VRH), [passenger miles traveled](#) (PMT), [unlinked passenger trips](#) (UPT) and [operating expenses](#) (OE) between UZAs. If the service is operated in more than one UZA, enter the statistics for each UZA.

- Check the check-box(es) for each UZA and non-UZA to which the methodology should be applied.

Annual Total

Line 04: Total VRH

- Column a: Data from Other Forms. This field is **pre-filled** with data from the W-30 and cannot be edited. This field displays the total actual VRH for your entire service area.
- Columns b – y: By UZA. Enter vehicle revenue hours for each UZA.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of vehicle revenue hours VRH from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 06: Total UPT

- Column a: Data from Other Forms. This field is **pre-filled** with data from the W-30 form and cannot be edited. This field displays the total UPT for your entire service area.
- Columns b – y: By UZA. Enter unlinked passenger trips for each UZA.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of UPT from the UZA and non-UZA columns. Annual total data must equal data from other forms, column a.

Line 13: VRM

- Column a: Data from Other Forms. This field is **pre-filled** with data from the W-30 form and cannot be edited. This field displays the total annual VRM for your entire service area.
- Columns b – y: By UZA. Enter actual VRM for each UZA.
- Column z: Annual Total. This is an **auto-calculated** field and cannot be edited. This field displays the sum of actual vehicle revenue miles from the UZA and non-UZA columns. Annual total data must equal data from other forms (column a).

Line 15: OE

- Column a: Data from Other Forms. This field is **pre-filled** with data from the W-30 form and cannot be edited. This field displays the total annual OE for your entire service area.
- Columns b – y: By UZA. Enter operating expenses for each UZA. If a UZA uses the actual vehicle revenue miles or operating assistance reporting methodology, this field will be **automatically calculated**.

- Column z: Annual Total. This is an auto-calculated field and cannot be edited. This field displays the sum of operating expenses from the UZA and non-UZA columns. Annual total data must equal data from other forms (column a).