ARIZONA DEPARTMENT OF TRANSPORTATION

National Transit Database (NTD) Requirements for 5311 Subrecipients

Presented by Jesse Zaragoza & Luke Taylor

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Icebreaker

What’s your favorite way to unwind after a long day?

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Agenda

- Background Information
- Reporting Requirements
- ADOT Collection Process
- Common Reporting Issues
- Proposed Updates for 2025-2026
- Questions
- Resources
- Closeout

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Background Information

- After data reporting was required by Congress in 1974, the Federal Transit Administration's (FTA) National Transit Database (NTD) was set up to be the repository of data about the financial, operating and asset conditions of transit systems.
- NTD records the financial, operating, and asset condition of transit systems helping to keep track of the industry and provide public information and statistics.
- Designed to support local, state and regional planning efforts and help governments and other decision-makers make multi-year comparisons and perform trend analyses. It contains a wealth of information such as agency funding sources, inventories of vehicles and maintenance facilities, safety event reports, measures of transit service provided and consumed, and data on transit employees.

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Background Information

- Transit agencies report data on a number of key metrics including Vehicle Revenue Miles (VRM), Vehicle Revenue Hours (VRH), Passenger Miles Traveled (PMT), Unlinked Passenger Trips (UPT), and Operating Expenses (OE).
- Reporting is separated by mode:
  - Bus (MB)
  - Commuter Bus (CB)
  - Demand Response (DR)
  - Vanpool (VP)
  - Other

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Background Information

- **Bus (MB)**
  - Fixed-route bus service is the most prevalent transit mode in the country
  - Transit agencies must report any route deviation as MB service
- **Commuter Bus (CB)**
  - Operates with multiple trip tickets, multiple stops in the outlying areas, limited stops in the central city, and at least five miles of closed-door service

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Background Information

- **Demand Response (DR)**
  - Shared-ride demand response service is scheduled in response to calls from passengers

- **FTA uses NTD data to apportion funding to urbanized and rural areas in the United States.**

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Reporting Requirements - Self Reporting Agencies

- Self-reporting Agencies: Any agency that receives FTA funds directly as well as from ADOT
  - Tribes
  - Urban Areas
- ADOT will provide key financial data and will work with subrecipients to verify the figures

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Reporting Requirements - General

- Recipient Basic Information (Address, Website, etc.)
- Service Area
- **Financial Information (Expenditures)**
- **Asset/Infrastructure Information - Vehicle Inventory/Facilities**
- **Service Data (Hours, Miles, etc.)**
- **Safety Data (Violent Incidents, Collisions, Fatalities, etc)**
- **General Transit Feed Specification (GTFS)**

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Reporting Requirements - Transit Award Management System (TrAMS)

If bus, is service deviated fixed route or fixed route only? Select

☐ Vanpool
☐ Other Describe*

	Financial Information	a Operating		b Capital	
05	**Total Annual Expenses**			05	
	Sources of Revenue Funds Expended				
06	Fare revenues				
07	Contract revenues				
08	Local funds			08	
09	State funds			09	
	Federal Assistance				
10a	FTA Capital Program funds (§5309)			10a	
10b	FTA Special Needs of Elderly Individuals and Individuals with Disabilities Formula Program funds (§5310)			10b	
10c	FTA Other than Urbanized Area Formula funds (§5311)			10c	
10d	FTA Tribal Transit funds (§5311)			10d	
10e	ARRA Other than Urbanized Area Formula funds (§5311)			10e	
10f	ARRA Tribal Transit funds (§5311)			10f	
10g	FTA Job Access and Reverse Commute Formula Program funds (§5316)			10g	
10h	FTA New Freedom Program funds (§5317)			10h	
10i	FTA Alternative Transportation in Parks and Public Lands Program funds (§5320)			10i	
10j	ARRA TIGGER (Greenhouse Gas and Energy Reduction)			10j	
10k	Other FTA funds		Describe*	10k	Describe*
10l	Other Federal funds		Describe*	10l	Describe*
11	**Total Federal Assistance**	$0		11	$0
11a	Other Funds		Describe*	11a	Describe*
12	**Total Annual Revenues Expended**	$0		12	$0

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ADOT Collection Process

- ADOT Compiles Expenditures for July 1st to June 30th
- ADOT Reaches out to Subrecipients requesting Safety Data and Reimbursement Information, if not available
- Recipients fill Safety Data and Reimbursement (if applicable) and submit information to ADOT
- ADOT Submits information to NTD every year before October 30th
- Receive feedback from from FTA
- ADOT corrects or clarifies data with subrecipients to resubmit to FTA
- **Report closeout date varies - Feb. 28th, 2025**

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ADOT Collection Process - Service & Financials (E-Grants Report)

5311 App Year	Organization	Document Name	Instance Name	Document Status	Bus Veh Rev Miles	Comm Bus Veh Rev Miles	Demand Res/CP Veh Rev Miles	Vanpool Veh Rev Miles	Total Veh Rev Miles	Bus Deadhead Miles	Comm Bus Deadhead Miles	Demand Res/CP Deadhead Miles	Vanpool Deadhead Miles	Total Deadhead Miles	Bus Veh Rev Hours	Comm Bus Veh Rev Hours	Demand Res/CP Veh Rev Hours	Vanpool Veh Rev Hours	Total Veh Rev Hours	Bus Passenger Trips	Comm Bus Passenger Trips	Demand Res/CP Passenger Trips	Vanpool Passenger Trips	Total Regular Passenger Trips	Demand Res/CP Sponsored Passenger Trips	Demand Res Passenger Total Trips
2022	Subrecipient	5311RRJul-2022	10_July 5311 RR	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Subrecipient	5311RRAug-2022	11_August 5311 RR	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Subrecipient	5311RRSep-2022	12_September 5311 RR	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Subrecipient	5311RROct2-2022	13_October 5311 RR YR2	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Subrecipient	5311RRNov2-2022	14_November 5311 RR YR2	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Subrecipient	5311RRDec2-2022	15_December 5311 RR YR2	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Subrecipient	5311RRJan2-2022	16_January 5311 RR YR2	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Subrecipient	5311RRFeb2-2022	17_February 5311 RR YR2	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Subrecipient	5311RRMar2-2022	18_March 5311 RR YR2	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Subrecipient	5311RRApr2-2022	19_April 5311 RR YR2	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Subrecipient	5311RRMay2-2022	20_May 5311 RR YR2	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2022	Subrecipient	5311RRJune2-2022	21_June 5311 RR YR2	Paid	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
					0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Data - Bus and Demand Response Modes

	BUS	Demand Respon	Total
Revenue Miles	0.00	0.00	**0.00**
Deadhead Miles	0.00	0.00	**0.00**
Revenue Hours	0.00	0.00	**0.00**
Passenger Trips	0.00	0.00	**0.00**

Bus Response Formula						
Funding Type	Federal Match R	Federal	Local	Total	Fares Reported	ORG Revenue
Admin	80%	0.00	0.00	0.00		
Operating	58%	0.00	0.00	0.00		
PM	80%	0.00	0.00	0.00		
Capital	90%	0.00	0.00			
Grand Total				**0.00**	0.00	0.00

Demand Response Formula						
Funding Type	Federal Match R	Federal	Local	Total	Fares Reported	ORG Revenue
Admin	80%	0.00	0.00	0.00		
Operating	58%	0.00	0.00	0.00		
PM	80%	0.00	0.00	0.00		
Capital	90%	0.00	0.00			
Grand Total				**0.00**	0.00	0.00

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ADOT Collection Process - Reimbursement Performance Data by Mode Page - E-Grants

PERFORMANCE DATA BY MODE								
	Vehicle Revenue Miles	Deadhead Miles	Vehicle Revenue Hours	Regular Unlinked Passenger Trips	Sponsored Unlinked Passenger Trips Demand Response Only	Demand Response / Complementary Paratransit Total Trips	Passenger Paid Fare Revenue	Organization Paid Fare Revenue
Bus								
Commuter Bus (CB) / Intercity								
Demand Response / Complementary Paratransit						0		
Vanpool (VP)								
TOTALS	0	0	0	0			$0.00	$0.00
							Performance Data Total Fare Revenue:	$0.00
							Fare Revenue Reported for the Month:	$690.50

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ADOT Collection Process - E-Grants

- As many costs as possible MUST be allocated directly to a mode (i.e. maintenance for a vehicle, etc.)

Direct Expenses by Mode - THIS MAY NOT BE ALLOCATED				
	Admin	Operating	Preventive Maintenance	Other Capital
Bus				
Commuter Bus (CB) / Intercity				
Demand Response / Complementary Paratransit				
Vanpool (VP)				
TOTALS				

Allocated Expenses by Mode				
	Admin	Operating	Preventive Maintenance	Other Capital
Bus				
Commuter Bus (CB) / Intercity				
Demand Response / Complementary Paratransit				
Vanpool (VP)				
TOTALS				

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ADOT Collection Process - Asset/Infrastructure Information - Vehicle Inventory/Facilities

- Transit agencies need to measure and report facility conditions of administrative, maintenance, and passenger facilities to the National Transit Database (NTD)
- **FTA requires that facility condition data be fully updated every three years at a minimum**
- Maintenance and Administrative Facilities:
  - Administrative Facilities
  - Maintenance Facilities
  - General Purpose Maintenance Facilities
  - Heavy Maintenance Facilities
- **Facility Condition Assessment Guidebook**

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ADOT Collection Process - Safety Data

Event Type	Physical Assaults in Transit Vehicle	Physical Assaults in Revenue Facility	Physical Assaults in Non-Revenue Facility	Physical Assaults in Other Location
Major Safety and Security Events	0	0	0	0
Non-Major Events (non-injury)	0	0	0	0
Total	0	0	0	0
Operator Injuries	0			
Other Transit Worker Injuries	0			
Other Injuries	0			
Operator Fatalities	0			
Other Transit Worker Fatalities	0			
Other Fatalities	0			
Event Type	Non-Physical Assaults in Transit Vehicle	Non-Physical Assaults in Revenue Facility	Non-Physical Assaults in Non-Revenue Facility	Non-Physical Assaults in Other LocationOccurs
Major Safety and Security Events *	0	0	0	0
Non-Major Events (non-injury) *	0	0	0	0
Operator Injuries	0	0	0	0
Other Transit Worker Injuries	0	0	0	0
Other Injuries	0	0	0	0
Operator Fatalities	0	0	0	0
Other Transit Worker Fatalities	0	0	0	0
Other Fatalities	0	0	0	0
Additional Details				

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What if my data gets rejected?

1. NTD will flag the data and ask for clarification or correction
    a. ADOT will work with subrecipients to correct
2. If we cannot correct in a reasonable time, we need to submit a waiver
    a. A waiver removes the data from our report for the year
        i. This may reflect in our funding formula
3. We absolutely do not want to file for a waiver for the same issue two years in a row
    a. Massive compliance issue

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ADOT Collection Process - General Transit Feed Specification (GTFS)

- The General Transit Feed Specification, also known as GTFS, is a standardized data format that provides a structure for public transit agencies to describe the details of their services such as schedules, stops, fares, etc.

- It allows public transit agencies to publish their transit data in a format that can be consumed by a wide variety of software applications, most commonly trip planners. This means that users can easily get travel information to access public transit services by using their smartphones or similar devices.

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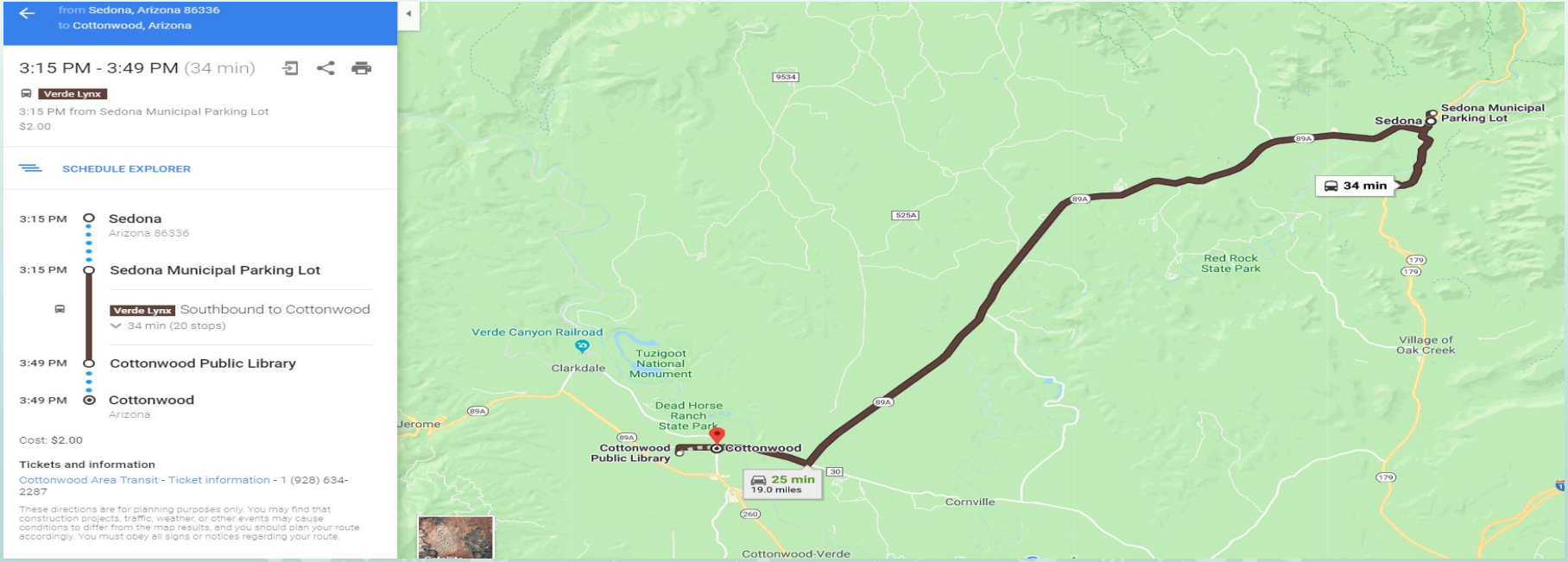
ADOT Collection Process - General Transit Feed Specification (GTFS)



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ADOT Collection Process - GTFS Link

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ADOT Collection Process - National Rural Transit Assistance Program (RTAP)

- The Formula Program for Rural Areas provides funding for the RTAP program. A portion of the funding is reserved for National RTAP
- National RTAP's mission is to address training and technical assistance needs of rural and tribal transit operators across the nation, and support the state RTAP programs.
- Offer comprehensive set of free technical assistance programs and resources includes training materials, webinars, newsletters and technical briefs, peer resources, research, and innovative technology initiatives.

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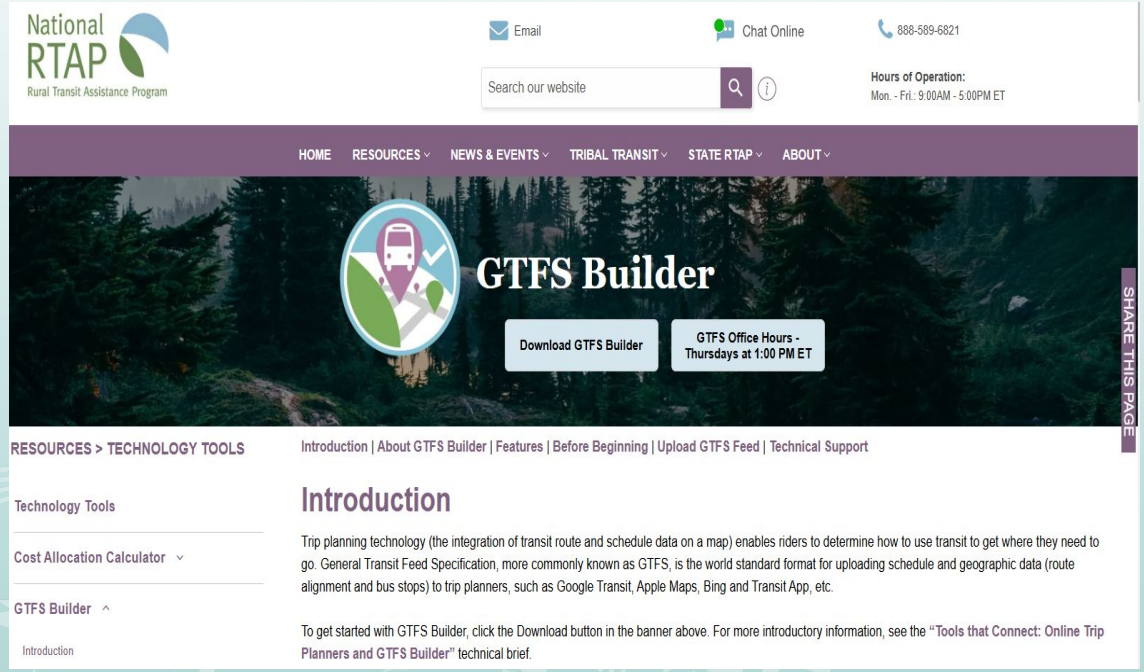
ADOT Collection - National RTAP GTFS Builder

- Free Software to build GTFS
- Guidebook provided
- Host Training/Webinars
- 1:1 support



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Common Reporting Issues for 2024

- Outdated GTFS links
- All Routes need to be reported
- Incorrect reporting of miles, hours, and funding
- Turnaround for relaying information to NTD
- Did not report abnormal service changes
  - Use comment box on performance page!

Proposed Updates for 2025-2026

- Refinements to Geospatial Data Reporting. FTA recently began collecting geospatial data from transit agencies in the form of General Transit Feed Specification (GTFS) feeds. This data helped build the National Transit Map; supports trip planning for transit users; and standardizes information collecting on routes and schedules. This year, **FTA is proposing to standardize agency identification within GTFS and begin requiring shapes.txt files for visual route information.**

- Asset Data Improvements. To better track ADA accessibility of passenger stations and simplify NTD reporting, **FTA is proposing to consolidate stations and facility reporting into a single form and adding three asset categories to improve state of good repair estimation and modeling.**

Proposed Updates for 2025-2026

- NTD System Improvements. **FTA is proposing to expand waivers for NTD full reporters who predominantly serve rural areas. This will lower reporting requirements for eligible agencies, particularly those affected by changes in the 2020 Census. In addition, FTA will add a self-certification for those who report to the NTD voluntarily.**

- **Comment closed on December 30th, 2024**

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Questions?

Resources

FTA NTD Website
https://www.transit.dot.gov/ntd

GTFS.Org
https://gtfs.org/

National RTAP - GTFS Builder
https://www.nationalrtap.org/Technology-Tools/GTFS-Builder

GTFS Link Validator:
https://gtfs-validator.mobilitydata.org/

FTA Facility Condition Assessment Guidebook
https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/Facility%20Performance%20Assessment%20Guidebook.pdf

ADOT 5311 Program
https://azdot.gov/planning/transit-programs-and-grants/5311-rural-public-transportation-program

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