



Nevada DOT National Transit Database Rural Reporting Guide

MULTIMODAL PLANNING, TRANSIT SECTION



Prepared by

MATT BRADLEY | TRANSPORTATION PLANNER/ANALYST | MAY 2018

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The Reporters

States complete a report on behalf of all §5311 rural subrecipients.

The Nevada DOT has developed a monthly reporting tool (NDOT Invoice Workbook) that calculates your annual figures. Although this tool will be helpful to you, it is important you know and understand the annual reporting requirements. The monthly reporting tool should assist you in properly and completely filling out your annual NTD data.

RURAL MODULE

All Nevada §5311 subrecipients qualify for **Reduced Reporting** under the **Rural Module**.

All Nevada subrecipients, however, will begin to report to the Nevada DOT with their monthly reimbursement requests or invoicing. This will improve data accuracy and subrecipient understanding of the performance measures necessary to improve service and operations.

TYPES OF SUBRECIPIENTS

Rural General Public Transit Providers

Intercity Bus

Urban / Tribal

Data Collected on the RR-20 Reduced Reporting Form

The Nevada DOT will collect the following data types from each subrecipient and annually report the data to the NTD. It is vital that the data is correct and accurate for submission to the FTA.

BASIC INFORMATION

Agency and Contact Information are gathered with both the *Physical and Mailing Address* of each subrecipient. In addition, the form will request the *Fiscal Year end date*, the *Organization Type*, the *Subrecipient Website*, and the *Subrecipient DUNS number*.

MODES AND TYPES OF SERVICE

The next section under Basic Information is for the subrecipient to report the *Modes and Type of Service (TOS)* they provide, and the *number of vehicles engaged primarily in that Mode/TOS*. The vehicles are totaled in this section and should equal the number of vehicles in the agency fleet. Types of service include Directly Operated and Purchased Transportation. Modes include Demand Response (DR), Motor Bus (MB), and Commuter Bus (CB).

The most common types are:

Demand Response; Directly Operated (DR/DO) or Purchased Transportation (DR/PT)

Motor Bus; Directly Operated (MB/DO) or Purchased Transportation (MB/PT)

Commuter Bus; Directly Operated (CB/DO) or Purchased Transportation (CB/PT)

CHARACTERIZATION OF SERVICE

A **demand response** system means any system of transporting individuals, including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, which is not a fixed route system. - DR/DO or DR/PT

A **fixed route (bus)** system means any system of transporting individuals (other than by aircraft), including the provision of designated public transportation service by public entities and the provision of transportation service by private entities, including but not limited to specified public transportation service, on which a vehicle is operated along a prescribed route according to a fixed schedule. - MB/DO or MB/PT

ADA Complimentary Paratransit is a specific type of demand response service that is required of public entities that provide non-commuter fixed route service.

A **deviated fixed route (flex bus, route deviation, or point deviation)** system which does not have prescribed routes, or which allows for on-request deviations off prescribed routes, is considered a demand response system if the on-request, off-route deviations are available to all riders. - DR/DO or DR/PT (this does not fulfill any Complimentary Paratransit requirement)

If off-route deviations are made only for certain individuals, such as persons with disabilities, these types of services are considered fixed route. - MB/DO or MB/PT (this fulfills the Complimentary Paratransit requirement)

A **commuter bus** service means fixed route bus service, characterized by service predominantly in one direction during peak periods, limited stops, use of multi-ride tickets, and routes of extended length, usually between the central business district and outlying suburbs. - CB/DO or CB/PT

GENERAL-PURPOSE MAINTENANCE FACILITIES

This section is divided into two segments: Directly Operated facilities and Purchased Transportation facilities.

If your Mode/TOS is DR/DO, MB/DO, CB/DO, or other/DO, you will fill out the three columns under Directly Operated Facility Ownership Types.

If your Mode/TOS is DR/PT, MB/PT, CB/PT, or other/PT, you will fill out the four columns under Purchased Transportation Facility Ownership Types.

Starting with the furthest left column on the *RR-20 Reduced Reporting Form*, we will explain what each column means.

PT/Owned by Service Provider

If you purchase transportation and your provider owns their own maintenance facility, you enter data in this cell.

PT/Owned by Public Agency for Service Provider

If you purchase transportation and a public agency owns and provides the maintenance facility for the service provider, you enter data in this cell.

PT/Leased by Public Agency for Service Provider

If you purchase transportation and a public agency leases and provides the maintenance facility for the service provider, you enter data in this cell.

PT/Leased by Service Provider

If you purchase transportation and service provider leases the maintenance facility, you enter data in this cell.

DO/Owned

If you directly operate transit services and own (or a parent public agency owns, e.g. city or county) the maintenance facility, you enter data in this cell.

DO/Leased from Another Public Agency

If you directly operate transit services and lease (or a parent public agency leases, e.g. city or county) the maintenance facility from another public agency, you enter data in this cell.

DO/Leased from a Private Entity

If you directly operate transit services and lease (or a parent public agency leases, e.g. city or county) the maintenance facility from a private entity, you enter data in this cell.

Calculating

If you operate more than one Mode/TOS, you may find that you need to make some calculations to enter data in each cell. For example, if you operate three modes and have one facility, you cannot simply put 1.00 in each cell because that would reflect that you have three facilities. Instead, you must identify how many vehicles you have with each primary mode and how many

total facilities you have. If you have one DO owned facility and two vehicles in DR, three vehicles in MB, and one vehicle in CB, then you would calculate as follows:

$$X = \text{Number of Facilities} \div (\text{Number of DR Vehicles} + \text{Number of MB Vehicles} + \text{Number of CB Vehicles})$$

Once you have evaluated this expression, you multiply your fleet by X.

$$X * \text{Number of DR Vehicles} \ \& \ X * \text{Number of MB Vehicles} \ \& \ X * \text{Number of CB Vehicles}$$

In our above example, $X = 1 \div (2 + 3 + 1)$ evaluates to $X = \frac{1}{6}$

$$\frac{1}{6} * 2 = \frac{1}{3} \text{ (or 0.33) for DR,} \quad \frac{1}{6} * 3 = \frac{1}{2} \text{ (or 0.50) for MB,} \quad \& \quad \frac{1}{6} * 1 = \frac{1}{6} \text{ (or 0.17) for CB}$$

So, we would enter 0.33 in our DO/Owned column for DR, 0.50 in our DO/Owned column for MB, and 0.17 in our DO/Owned column for CB. Notice that the three figures add up to 1.00, the total number of facilities.

If this seems difficult, worry not, the Nevada DOT has put a special tab on the RR-20 Reduced Reporting Form to do this calculation for you.

FINANCIAL DATA

Throughout the fiscal/operating year, you should be keeping records of operational data and funding with sources. This guide is designed to assist you with that by showing you what data is required for our annual reporting. All data must be actual, collected data and cannot be allocated between modes by percentages.

PART ONE – TOTAL ANNUAL EXPENSES

This section permits you to enter data, by Mode/TOS, for *Total Annual Expenses: Operating and Capital*. Remember, preventative maintenance (under §5311) is considered Capital Assistance Spent on Operations and should be placed under Operating Expenses. All other capital expenses, §5310 and §5339, should be placed under Capital Expenses. Your total annual expenses, Operating and Capital, should be after-the-fact, actual financial data retrieved from your accounting system.

You cannot allocate costs between modes using a percentage.

Operating expenses include expenses incurred for the day-to-day operation and maintenance of vehicles, equipment, buildings, and grounds, as well as the administrative costs of marketing and customer support, finance and procurement, planning and service development, and legal costs.

Capital expenses include expenses related to the purchase of vehicles or equipment and maintenance facilities.

For agencies operating more than one mode, operating expenses must be reported as direct and indirect expenses. You must determine which expenses are direct and can be easily traced to a

particular Mode/TOS. Then you must determine which expenses are indirect expenses and cannot be easily traced to a particular Mode/TOS.

For the purposes of monthly reporting on your Invoice Workbooks provided by the Nevada DOT, once indirect expenses have been identified and separated from direct expenses, they can be allocated between modes based upon Vehicle Revenue Miles for the previous FFY. But only for indirect expenses when completing your monthly reporting. This is not allowable for annual NTD reporting.

PART TWO – DIRECTLY GENERATED FUNDS

The first section permits you to enter data, by Mode/TOS, for *Revenues Directly Generated from Fares: Operating and Capital*. In addition, there is a row for *Other Directly Generated Funds: Operating and Capital*, that can be used for program income that is directly generated by your program.

The second section permits you to enter data, by Mode/TOS, for *Revenues Accrued Through a PT Agreement: Operating and Capital* for NTD and non-NTD Reporting Agencies. Example: if your purchased transportation service provider receives fare revenues for you, then you would enter that data in these cells.

This section allows you to provide the annual funds you generated in the operation of your program.

PART THREE – NON-FEDERAL ASSISTANCE

This section permits you to enter data, by Mode/TOS, for *Non-Federal Assistance Funding Sources: Operating and Capital*. This non-Federal funding section allows you to enter data for Donations, Contract revenues, Local funds, State funds, and Other funds. Be mindful that you classify your non-Federal assistance correctly.

This section allows you to provide the non-Federal assistance you received to support your program.

PART FOUR – FEDERAL ASSISTANCE

This section permits you to enter data, by Mode/TOS, for *Federal Assistance Funding Sources: Operating and Capital*. This Federal funding section allows you to enter data for §5309, §5310, §5311, §5311 ARRA, §5311 Tribal, §5316, §5317, §5320, §5337, §5339, ARRA TIGGER, Other FTA funds, Other USDOT funds, and Other Federal Funds. Be mindful that you classify your Federal assistance correctly.

This section allows you to provide the Federal assistance you received to support your program.

PART FIVE – ANNUAL EXPENSES VERSUS ANNUAL ASSISTANCE

There is a reason you are providing your annual expenses first. The FTA needs to know your funding sources and the amounts used to support your program, but if you generate more funding than you need, you needn't report that excess. You must, however, report all expenses and the Mode/TOS to which it applies. It is important that you have kept detailed track of your expenses, your funding and sources, as well as how much of each funding source was used to support your program and each Mode/TOS.

The key funding sources in this section are any pass-through funds received through the Nevada DOT and your fare revenue. These amounts have already been recorded with the Nevada DOT and FTA through reimbursement requests, so any irregularities will throw up red flags. When you are recording this data, remember the invoice amount you submit to the Nevada DOT is not necessarily the amount you will be disbursed. You must examine your disbursements versus your requests to make certain the numbers match. Sometimes, the NDOT will remove an unauthorized item from an invoice before it is processed.

As you will see on the *RR-20 Reduced Reporting Form*, your annual expenses must match your annual assistance. The form will evaluate itself and provide you with visual warning if the amounts do not match.

DRIVER / VEHICLE RESOURCES

Throughout the fiscal/operating year, you should be keeping records of operational data for each vehicle, driver, and mode. This guide is designed to assist you with that by showing you what data is required for our annual reporting. All data must be actual, collected data and cannot be allocated between mode by percentages.

This first section asks for the number of Volunteer Drivers at your agency and the number of Personal Vehicles in Service.

The second section collects ridership data for each Mode/TOS and vehicle operation information. First, there are a few common terms you need to be familiar with.

Vehicle Revenue Miles (VRM)

The miles that vehicles travel while in revenue service. These miles include revenue service, but does not include deadhead, training, or maintenance mileage.

Vehicle Revenue Hours (VRH)

The hours that vehicles travel while in revenue service. These hours include revenue service and layover/recovery time, but do not include deadhead, training, or maintenance hours.

Vehicle Revenue Speed (VRM ÷ VRH)

Like Miles per Hour (miles divided by hours), revenue speed is the VRM divided by the VRH. This can be calculated by Mode/TOS or by program.

Unlinked Passenger Trips (UPT)

The number of passengers who board public transportation vehicles. Passengers are counted each time they board vehicles no matter how many vehicles they use to travel from their origin to their destination.

Sponsored Unlinked Passenger Trips (SUPT)

The UPT of services that are paid for, in whole or in part, directly to the transit provider by a third-party such as the VA, ADSD, Medicaid, or Assisted Living Centers. This number will be less than the total UPT for the Mode/TOS.

Vehicles Operated in Maximum Service (VOMS)

The number of revenue vehicles operated to meet the maximum service requirement. This is the revenue vehicle count during the peak season of the year; on the week and day that maximum service is provided. This does not include atypical days or one-time special events.

Vehicles Available for Maximum Service (VAMS)

The number of revenue vehicles available to meet the maximum service requirement. Vehicles available for maximum service include operational vehicles, spare vehicles, out-of-service vehicles, and vehicles in or awaiting maintenance, but do not include vehicles awaiting sale and emergency contingency vehicles.

Fares per UPT (Fares ÷ UPT)

The number of fares received per unlinked passenger trip.

Miles per Vehicle (Miles ÷ Number of Vehicles)

The number of miles divided by the number of vehicles. This can be calculated by Mode/TOS or by program.

Trips per Mile (UPT ÷ VRM)

The number of unlinked passenger trips divided by the vehicle revenue miles. This can be calculated by Mode/TOS or by program.

Trips per Hour (UPT ÷ VRH)

The number of unlinked passenger trips divided by the vehicle revenue hours. This can be calculated by Mode/TOS or by program.

Cost per Mile (Operating Expenses ÷ VRM)

This is the operating expenses divided by the vehicle revenue miles. This can be calculated by Mode/TOS or by program.

Cost per Hour (Operating Expenses ÷ VRH)

This is the operating expenses divided by the vehicle revenue hours. This can be calculated by Mode/TOS or by program.

Cost per UPT (Operating Expenses ÷ UPT)

This is the operating expenses divided by the unlinked passenger trips. This can be calculated by Mode/TOS or by program.

Farebox Recovery Ratio (Fare Revenue x 100 ÷ Operating Expenses)

This is the fare revenue multiplied by one hundred and then divided by the operating expenses. This can be calculated by Mode/TOS or by program.

Reportable Event

A safety or security event occurring on transit right-of-way or infrastructure, at a transit revenue facility, at a transit maintenance facility or rail yard, during a transit related maintenance activity or involving a transit revenue vehicle that results in one or more of the following conditions:

Non-Rail Modes:

- A fatality confirmed within 30 days of the event;
- An injury requiring immediate medical attention away from the scene for one or more person;
- Property damage equal to or exceeding \$25,000;
- Collisions involving transit revenue vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle; or
- An evacuation for life safety reasons

Fatality

A death or suicide confirmed within 30 days of a reported incident/event. Does not include deaths in or on transit property that are a result of illness or other natural causes.

Injury

Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene.

All of these terms should be in your vocabulary when you are discussing program performance matters. It is important that you are able to track and compare data points to determine the effectiveness or success of your program. The transit staff at the Nevada DOT is available to assist you with understanding how to evaluate these criteria to improve your service.

Again, the data collected on the *RR-20 Reduced Reporting Form* is for actual, collected data and cannot be allocated between modes by percentages.

The form will again validate itself to make sure that the fleet information matches. Next, you will proceed to the *A-30 Revenue Vehicle Inventory Form* tab.

SUMMARY

It is critical that subrecipient agencies familiarize themselves with the financial and performance reporting requirements for NTD, and to understand the data collected and reported. For this reason, the Nevada DOT has determined it necessary for each §5311 subrecipient to report this data to the NDOT with their monthly reimbursement requests or invoicing. In the event a subrecipient agency does not have a monthly reimbursement request or invoice, they will still be required to submit the data.

Data Collected on the A-30 Revenue Vehicle Inventory Form

The Nevada DOT will collect the following data types from each subrecipient and annually report the data to the NTD. It is vital that the data is correct and accurate for submission to the FTA.

Each section must be filled out in its entirety for each revenue vehicle. Incomplete submissions will be returned for completion.

RVI NUMBER

Revenue Vehicle Inventory number assigned by the FTA/NTD. The RVI number may refer to more than one vehicle if the vehicles are added to the fleet roster at the same time.

AGENCY FLEET ID

The fleet ID number assigned to the individual vehicle by the subrecipient agency.

VEHICLE TYPE

The *RR-20 Reduced Reporting Form* has a dropdown menu for selecting the appropriate vehicle type. The most common types are Cutaway (CU), Bus (BU), and Minivan (MV).

17-DIGIT VIN

A 17-digit vehicle identification number unique to every vehicle.

NUMBER OF MODES/TOS

This column is for entering the total number of Mode/TOS that a vehicle supports from the dropdown menu.

PRIMARY MODE

This column is for entering the primary Mode/TOS for the vehicle from the dropdown menu.

SECONDARY MODE

This column is for entering the secondary Mode/TOS for the vehicle from the dropdown menu.

YEAR MANUFACTURED

This column is for entering the manufacture year of the vehicle, not the vehicle model year.

FUEL TYPE

This column is for entering the fuel type for the vehicle from the dropdown menu.

VEHICLE LENGTH

This column is for entering the total vehicle length, found in the owner's manual, on the purchase order, or by measuring the vehicle from the forwardmost portion of the front bumper to the rearmost portion of the rear bumper.

SEATING CAPACITY

This column is for entering the total seating capacity of the vehicle, including the driver.

OWNERSHIP TYPE

This column is for selecting the ownership type from the dropdown menu.

FUNDING TYPE

This column is for selecting the funding type from the dropdown menu.

MINIMUM USEFUL LIFE BENCHMARK

This column is for selecting the appropriate Minimum Useful Life Benchmark from the dropdown menu.

USEFUL LIFE REMAINING

This column is for inputting the Useful Life Remaining on the vehicle by subtracting the age of the vehicle from the Minimum Useful Life in the previous column.

VEHICLE STATUS

This column is for selecting the correct Vehicle Status from the dropdown menu. Any vehicle that was active during the report period will be marked as "Active."

If a vehicle was retired during the report period, the vehicle will be marked "Active" and you will need to input the date it was retired in the next column.

If a vehicle was retired the entire report year, the vehicle will be marked "Retired." A "Retired" vehicle will not have a Primary or Secondary mode selected.

The *RR-20 Reduced Reporting Form* will compare the number of vehicles on each tab to ensure correctness of the report.

DATE RETIRED

This column is for inputting the date the vehicle was retired.

SUMMARY

It is critical that subrecipient agencies familiarize themselves with the vehicle reporting requirements for NTD, and to understand the data collected and reported. Project vehicles are the backbone of the public service an agency provides, and it is important they are versed in the proper administration of these assets.

Data Provided on the Datasheet

The *Datasheet* is a new tab that may look somewhat familiar to some of you. The *Datasheet* is an Excel form created by the Transit Section to record, track, and compare reporting data. The data has been broken down by Mode/TOS and total program.

This tab in the *RR-20 Reduced Reporting Spreadsheet* is write-protected. It pulls data from the other tabs in the spreadsheet to provide a snapshot of your program. You will use this data, in conjunction with the *Subrecipient Datasheet v2.0* provided to you by the Nevada DOT, to view

your program performance and year-to-year comparisons. This spreadsheet is currently capable of providing a snapshot of seven years.

You can use the *Datasheet* tab to fill out the appropriate fiscal year on the *Subrecipient Datasheet v2.0*. It is highly recommended, for your in-house performance evaluation, that you pull your historical data and input into the *Subrecipient Datasheet v2.0* as well.

Conclusion

It is to the benefit of the people of the State of Nevada, i.e. your service area populations, that we conduct the data collection and reporting process in a clearly defined, well understood method that permits the Nevada DOT and each subrecipient agency to collect, report, and review historical data and performance data with ease. Federal funding is dependent upon the data that is provided to the National Transit Database, and failure to correctly and accurately report data will result in a reduction of funding, statewide.

Data that cannot be validated by the FTA is returned to the NDOT for further explanation. With this reporting program operating at the capacity and efficiency it is capable of, we will spend less time searching for data, correcting incorrect data, and answering validation questions.

As always, any questions or concerns regarding the Annual NTD Reporting can be addressed to the Nevada DOT Transit Section.

At this time, the NTD Reporting Lead for the Nevada DOT is Matt Bradley, mbradley@dot.nv.gov 775-888-7466.

End of Document

