

FEDERAL FUNDING DATA REQUIREMENTS

Reporting Federal Funding Allocation Data (Form FFA-10)

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Reporting requirements for Fixed Guideway (FG) and High Intensity Busway (HIB) Federal funding data

Reporting Federal Funding Allocation Data (Form FFA-10)

The U.S. Census Bureau released the new Urban Area (UA) definitions and detailed UA boundary maps in December 2022 based on the 2020 Census data. RY 2022 was the first year that agencies have used the 2020 Census data in NTD reporting. All agencies reporting to the NTD must use the most recent Census Area designations; by law, FTA must collect and use the most recent UZA data for each year's formula funding apportionments.

Allocations for RY 2022 and onward should reflect service according to 2020 Census geographies and current NTD Serve Rules.

Transit agencies must report data by mode and service type for the urbanized and rural areas they serve. These data are an important part of NTD reporting because they directly affect the amount of funding FTA apportions to each area. FTA uses this information to support the §5307, §5337, §5339, and §5311 formula funding programs. The data agencies report are:

- Unlinked Passenger Trips (UPT)
- Vehicle Revenue Miles (VRM)
- Vehicle Revenue Hours (VRH)
- Operating Expense (OE)
- Passenger Miles Traveled (PMT) (Full Reporters only)
- Directional Route Miles (DRM) (FG and HIB only)

These data are defined in the “[Financial Data Requirements](#)” and “[Service Data Requirements](#)” sections of this manual. Data reported on the FFA-10 must be consistent with data reported in these modules.

National Transit Database Serve Rules

Agencies report annual service data for each mode and Type of Service (TOS) they operate. The “[Service Data Requirements](#)” section of this manual describes policies related to service data in detail.

In addition to agency-wide service totals, FTA requires reporters to report service totals and operating expenses for each of the individual areas the agency serves—urban or rural. Reporters use Federal Funding Allocation (FFA) forms to allocate service and

operating expense totals into subtotals for each served area. Reporting by area is critical because it affects the amount of funding FTA apportions to each area.

Serving an Area

Transit agencies must follow *serve rules* when reporting data for Federal funding. *Serve rules* determine how an agency may report data among the urbanized and rural areas it serves.

FTA defines “serving an area” as operating a transit service that has a trip end (origin or destination) in that specific urbanized or rural area. Transit agencies must analyze each service that they operate and determine if it serves one or multiple urbanized or rural areas. Agencies must report data based on the results of these analyses.

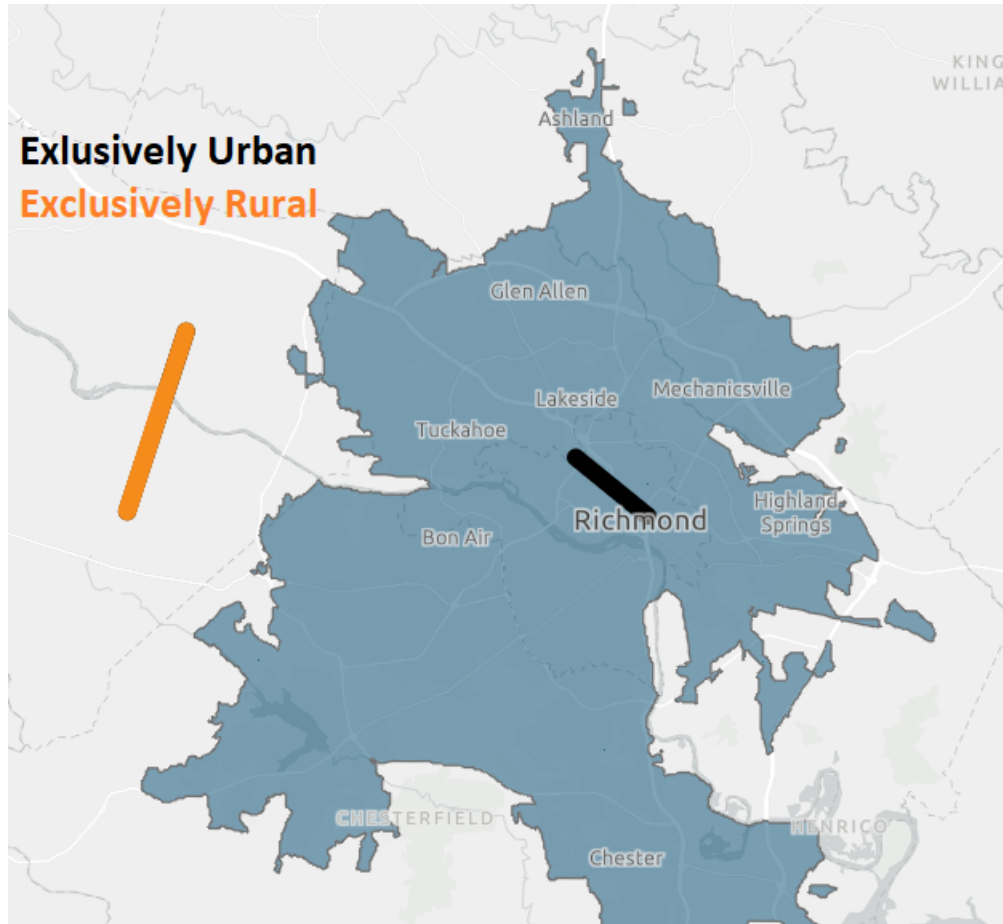
The following exhibits use images from the FTA Census Map. The Census Bureau uses the abbreviation “UA” to signify urbanized areas, while Urbanized Areas (UZAs) are those UAs over 50k in population per 49 U.S.C 5302. UZAs are dark and light blue based on UZA size, rural areas are grey, and teal lines designate UZA boundaries.

Serving One Area

If a transit service operates entirely within one urbanized or rural area, then the transit agency must report the data for the service in that specific service area. The transit agency has no reporting discretion and must follow this reporting rule.

Exhibit 74: Service in One Area

Exclusive Urban or Rural Service: A trip occurs entirely within one UZA (exclusively urban) or entirely outside of one UZA (exclusively rural).



Solution: In both cases, the transit agency reports all data to the area it serves.

Serving Multiple Areas

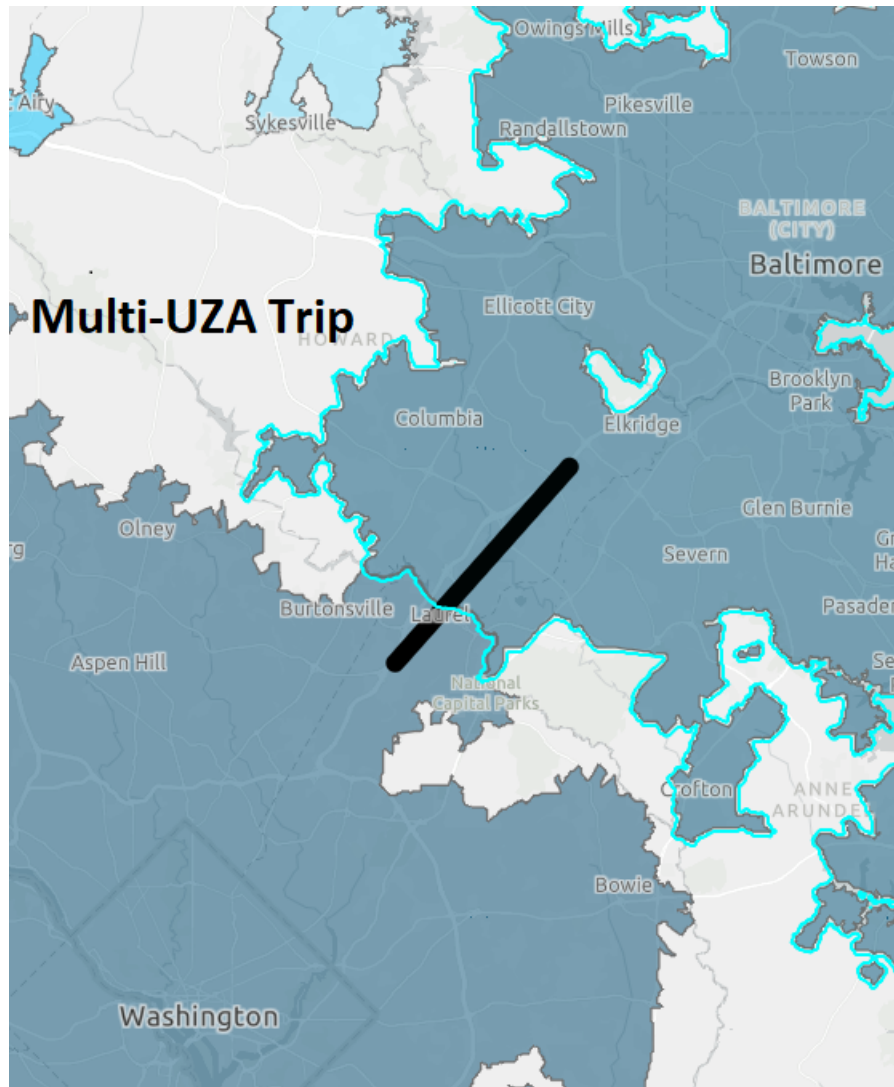
If a transit service serves two or more urbanized or rural areas, then the transit agency has two reporting options:

- If the transit agency determines that the primary intent of the transit service is to serve the travel needs of one urbanized or rural area, then the transit agency reports all Federal funding data to this one area; or
- If the transit agency determines that the intent of the transit service is to serve the travel needs of all or some of the urbanized and rural areas in which it operates,

then the transit agency allocates its Federal funding data to the urbanized and rural areas it serves using a reasonable and consistent allocation method.

Exhibit 75: Service in Two Areas: Urbanized Area to Urbanized Area

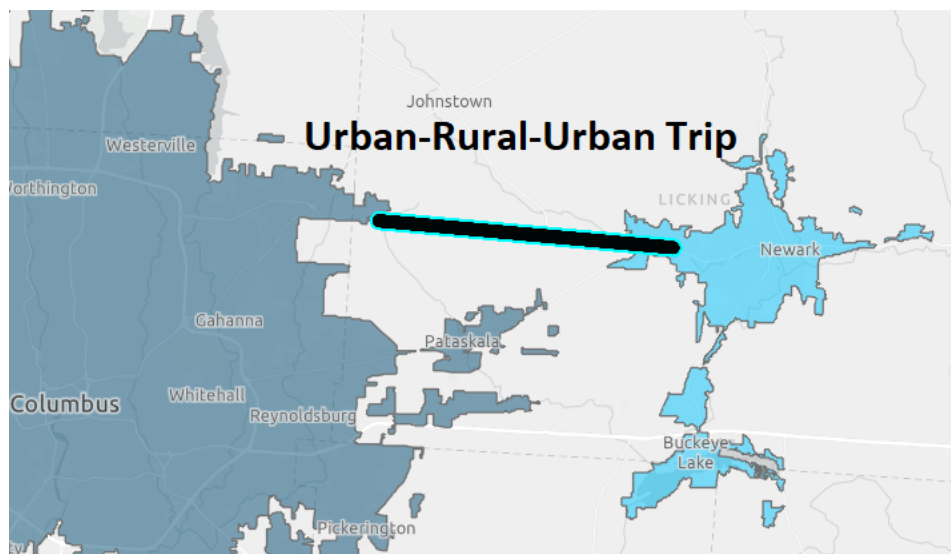
Example: One trip end is in the Washington UZA and the other trip end is in the Baltimore UZA.



Solution: The agency may report all data to its primary UZA or allocate data between the two UZAs.

Exhibit 76: Service in Three Areas: Two Urbanized Areas and a Rural Area

Example: Both trip ends are in UZAs and the trip enters a rural area.



Solution: The agency may report all data to its primary UZA, or it may allocate between the urbanized and rural areas.

§5311 Reporting Rules

The NTD has specific reporting rules for agencies operating between urbanized and rural areas and using funds from the rural program (§5311). Allocation of service is based upon two criteria:

1. How the service is used, and
2. How the service is funded.

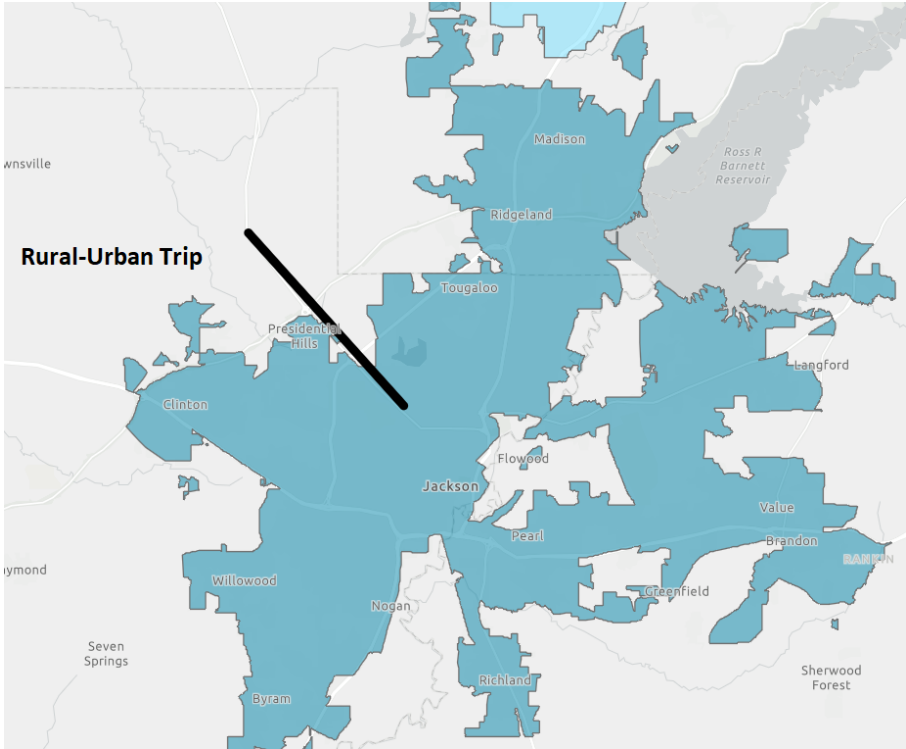
If a portion of the service is used by riders boarding in a rural area and disembarking in a rural area, then you must allocate a portion of the service to that rural area using a reasonable method based on the percentage of the service used to travel within a rural area relative to the total service. Likewise, if a portion of the service is used by riders boarding in an urban area and disembarking in that urban area, then you must allocate a portion of the service to that urban area using a reasonable method based on the percentage of the service used to travel within the urban area relative to the total service.

During NTD report years in which a new census dataset is released (e.g., 2020 Census Data being released in RY 2022), agencies must allocate data according to new UZA/non-UZA areas they serve. This may not align with the funding sources previously awarded,

used for the service. For example, if an agency that primarily uses §5311 is located within an Urbanized Area per the census designation, the agency should allocate data according to which area was served.

The remainder of the service will be composed of those passengers boarding in a rural area and disembarking in an urban area, or vice versa. For services supported by either rural (e.g., §5311) operating or capital assistance, and no §5307 operating funding, you must report the remainder of the service entirely to the rural area. If §5307 capital assistance is used in combination with §5311 operating or capital assistance, you must report the remainder of the service entirely to the rural area. For services supported by both §5311 rural grants (operating or capital) and §5307 urban operating assistance, you must allocate the remaining service data to the urban and rural areas in proportion to the urban and rural operating funding applied to the service.

Exhibit 77: Service in Two Areas: Urban and Rural Trips



Example 1: One trip end is in a UZA and the other trip end is in a rural area. The agency expends both §5311 and §5307 funding for operations.

Solution 1: The agency must allocate data to the urbanized and rural areas using the proportion of §5311 and §5307 operating funds that the agency used to provide the service.

Example 2: One trip end is in a UZA and the other trip end is in a rural area. The agency expends only §5307 funding for operations.

Solution 2: The agency may either allocate to the area primarily served or allocate between the areas.

Commuter Service Federal Funding Allocation

Commuter Rail Federal Funding Data

Commuter Rail (CR) systems provide service to multiple UZAs. To account for the nature of CR service, transit agencies should use PMT to determine the maximum amount of service they may allocate to one urbanized area.

If a CR passenger either boards or alights in a UZA, the transit agency may allocate the respective PMT to that UZA. The agency should then calculate the ratio of that UZA's PMT to the total CR PMT and use this ratio to determine how to allocate other Federal funding data statistics to that UZA. The transit agency should follow this method to allocate the remaining data statistics by any remaining UZAs that they serve.

Intercity Service

Intercity service is not attributable to a UZA. Intercity service that meets the statutory definition of public transportation at 49 U.S.C §5302 is reportable to the NTD as public transportation service. However, only the portion that is located within the boundaries of a UZA may be attributable to that UZA.

Ferry Boat Service

Ferry boat operators may operate multiple ferry services. A ferry service consists of one or more connected ferry segments, traveled by a single vessel in a continuous operation at least part of the time. Multiple ferry services may share one or more ferry terminals.

If one segment of a ferry service qualifies for the Ferry Service for Rural Communities Program, then all segments in that ferry service also qualify. Per §71103(e) of the Bipartisan Infrastructure Law, ferry services that qualify and receive funds from a State through this program cannot be allocated to a UZA and cannot be apportioned funds under 49 U.S.C. §5336 or §5337 within the same fiscal year. These restrictions apply to the entire ferry service. If the restrictions apply to one segment in the service, then the restrictions apply to all segments in that particular ferry service.

Eligibility for the program and the restrictions under §71103(e) only apply to the ferry service. An operator may have other services that are not eligible for the Ferry Service for Rural Communities Program to which the restrictions do not apply.

Reporting Allocation Methods

Transit agencies may use the following methods to allocate Federal funding data among multiple urbanized and rural areas:

- Actual Data
- VRM, or
- Other

Transit agencies use the Actual Data method when they directly record the values for each data item by urbanized and rural areas.

Transit agencies choose the VRM method (passenger car revenue miles for rail modes) when they record actual VRM and then use that data as a factor to allocate other Federal funding data. This is the most common allocation method used by transit agencies.

Transit agencies may use an alternative method of data allocation, which is termed “Other.” Transit agencies must provide documentation that demonstrates the reasonableness of their data allocation methods for review by FTA. One such method is using VRH among different urbanized and rural areas.

Transit agencies should use consistent allocation methods and must explain any changes in methodology.

Federal Funding Data for Fixed Guideway and High Intensity Busway

Rail modes, ferryboat, aerial tramway, trolleybus, bus rapid transit, and certain bus and commuter bus modes qualify for funding in §5307 and §5337 programs for FG and HIB. Agencies report additional data on these fixed segments for this purpose, including VRM, PMT, OE, and DRM.

Multiple Operators or Types of Service on Fixed Guideway or High Intensity Busway Segments

Multiple NTD reporters or types of service may operate over an FG or HIB segment. Transit agencies must report all VRM, PMT, and OE for all service operated over the segments.

FTA apportions Federal funds to DRM once. Therefore, only the transit agency that claims the DRM on Form P-40 should report DRM data to the NTD annually. Local transit agencies and authorities must determine who claims the DRM for multiple providers or service types. Transit agencies must report DRM consistently on an annual basis. Agencies should decide which transit system and mode would claim the segment before proposing the segment to the NTD.

Fixed Guideway and High Intensity Busway in the State of Good Repair Program

For the State of Good Repair Program, transit agencies must report the portion of the actual VRM and DRM on fixed guideway or high intensity bus segments in each UZA that are greater than or equal to seven Federal fiscal years old. Transit agencies must use their schedules and internal records to determine the revenue miles on these segments.

A fixed guideway or high intensity bus segment is eligible for the State of Good Repair Program when revenue service is operated over the segment for seven years and the segment has been reported to NTD on Form P-40 for seven consecutive fiscal years. For example, if a transit agency reported that revenue service started on a new segment before October 1, 2017, the segment becomes eligible for the State of Good Repair Program for the FFY 2025 (which begins October 1, 2024). On its 2023 report, the agency should report VRM and DRM as over seven years old. The 2023 NTD report will provide this information to FTA for the 2025 apportionment.

Reporting Fixed Guideway and High Intensity Busway for Bus Modes

If a transit agency operates on FG or HIB segments that meet the eligibility criteria for funding, the transit agency must report data for FG or HIB and Non-Fixed Guideway operations on FG or HIB segments that meet the following eligibility criteria for funding:

- Segments must have controlled access Right-of-Way (ROW) or exclusive ROW;
- Segments must serve travel corridors with unfavorable Levels of Service (D, E or F, as defined the [“Introduction: Transit Agency Profile Requirements”](#) section of this manual);
- Travel on those segments must have restricted hours during which Single Occupancy Vehicles are prohibited from using any segment.
- Segments on high-speed facilities (expressways) shared with vanpools or carpools must be safely operated.

All transit agencies that operate on FG or HIB segments must report Federal funding data for the respective segment(s). Agencies that claim the segments also report data for the DRM of the segments.

Reporting Example

The following exhibit provides an example of NTD requirements for reporting FG and HIB segment data:

Exhibit 78: FG/HIB Segments

Example: An agency operates MB service in two UZAs. It operates on 20 DRM of FG and 50 DRM of HIB, both spread across the two UZAs. It provided 20,000,000 VRM of service.

Solution: The agency determines that 75 percent of its service operated in UZA A, while 25 percent operated in UZA B. The agency chooses to allocate based on VRM and reports 15,000,000 (75 percent of 20,000,000) VRM in UZA A and 5,000,000 (25 percent of 20,000,000) VRM in UZA B.

Fixed Guideway DRM Reporting:

The agency then determines that 12 DRM of its FG serve UZA A and 8 DRM serve UZA B. The agency reports 12 DRM in UZA A and 8 DRM in UZA B. The agency collects data during the year to determine the number of VRM on FG/HIB segments. On the 12 miles of FG DRM in UZA A, the agency reports 550,000 VRM; on the 8 miles FG DRM in UZA B, it reports 450,000 VRM.

Actual Method	UZA A	UZA B
FG DRM	12	8
VRM	550,000	450,000

State of Good Repair Reporting:

Six of the 12 miles of FG in UZA A are 7 years old or older. The agency determines that of the 550,000 VRM on this FG, 200,000 were on segments more than 7 years old. It reports 200,000 VRM for the State of Good Repair program.

All 8 miles of FG in UZA B are 7 years old or older, and the agency reports the 450,000 VRM for the State of Good Repair Program.

Of the 50 HIB DRM, 30 are 7 years old or older. The agency finds that 15 of these serve UZA A and 15 serve UZA B, so it reports 15 in both UZA A and UZA B. The agency determines that it operated 2,000,000 VRM on the HIB DRM that is more than 7 years old. The agency reports 1,100,000 VRM in UZA A and 900,000 VRM in UZA B.

Actual Method	UZA A	UZA B
FG DRM	6	8
FG VRM	200,000	450,000

Actual Method	UZA A	UZA B
HIB DRM	15	15
HIB VRM	1,100,000	900,000