



**Federal Transit Administration
National Transit Database
Rural Reporting (Section 5311)**



**Tribal Governments that are
Direct Recipients of 5311 Grants**

Who Reports?

By statute, all recipients of FTA Section 5311 funds must report to the NTD. State governments report the data for their subrecipients to the NTD. If your Tribe is a recipient of 5311 rural funding administered by a State DOT, then the State is reporting your Tribe's data. This handout does not apply to your Tribe.

However, if your Indian Tribe is a **direct recipient** of 5311 rural funds through the Tribal Transit Program, then your Tribe must file a Rural NTD report.

What Do I Report?

The Rural NTD report is based on information for a 12 month fiscal year. Therefore, if your 2007 fiscal year ended June 30, 2007 then you need to report data for the period July 1, 2006 through June 30, 2007.

If you are already providing transit service, you will need to file a complete report of financial, operating, and asset data. If you have not begun operations, you will just need to report financial data, and any applicable asset data.

In lieu of filing a report, you may request a reporting waiver, if filing the report would cause your Tribe "unreasonable expense and inconvenience." Waiver requests must be filed through the online reporting system, and include a short justification for the request. FTA typically grants waivers to any reporter in their first year, upon request. FTA also typically grants waivers to any reporter that has not yet begun transit operations, upon request.

When Do I Start Reporting?

You should begin reporting for the fiscal year in which you apply for a Tribal Transit Grant. Your reporting deadline is determined by the end date of your fiscal year. If you plan on seeking a waiver from reporting, you should file your request well in advance of the reporting deadline.

What Is My Reporting Deadline?

Exhibit 2 – Reporting Timeline for Rural NTD			
Your Fiscal Year End Date	June 30, or earlier	Between July 1 – Sept 30	after Oct. 1
2007 Report Due to FTA	February 29, 2008	February 29, 2008	April 30, 2008
2008 Report Due to FTA	November 30, 2008	January 28, 2009	April 30, 2009

How Do I Get Started?

To begin, all NTD reporters are assigned a unique NTD Identification (ID) Number. This ID is used for all correspondence with the NTD and for all data entry. Please call Lauren Tuzikow at (703) 462-5274 or e-mail her at lauren.tuzikow@tspusa.com for your NTD ID number. She is the NTD Rural Analyst, and can help you with all of your reporting questions. Lauren will also help you set up NTD User Names and temporary password for accessing the NTD online reporting system.

How Do I Access the Rural Reporting System?

The NTD Online reporting system is accessible through our Website at: <http://www.ntdprogram.gov> Click on the Internet Reporting Login link, and then enter your User Name and Password.

What Do I Have to Report?

In general, your Tribe must provide a complete report of your transit operations, including both the Federally-funded and the non-Federally-funded aspects of your operations. The NTD report is comprised of three forms, the RU-10, RU-20 and RU-30 Forms. Specific instructions on the data included in your report can be found in the 2007 Rural Reporting Manual and Glossary of Terms available from the NTD website at <http://www.ntdprogram.gov>.

Form 1. Tribal Agency Identification Form (RU-10)

For the RU-10 form, you will enter basic information about your Tribal Transit Agency, including contact information for the transit director and the contact person responsible for filing the Rural NTD report.

Form 2. Rural General Public Transit Form (RU-20)

The RU-20 collects key financial and operating information for your transit operations, most of which has been specified by statute. Information to be reported on this form includes:

- annual operating expenses and capital expenditures
- sources of revenues
- vehicle revenue miles, revenue hours, and ridership
- vehicle fleet information
- basic safety data on fatalities, injuries, and major incidents

If your Tribe is separating your Tribal Transit Grant from FTA to multiple subrecipients, you will need to fill this form out separately for each subrecipient. In most cases, however, you will simply fill out this form for your own Tribes' transit operations.

Form 3. Tribal Summary Form (RU-30)

The Statewide Summary form (RU-30) is a summary of data on the Rural General Public Transit Service forms (RU-20). There are two additional data items to complete:

1. The number of counties or areas in the Tribal territory, if any.
2. The number of counties or areas with § 5311 service.

If your Indian Tribe provides service in counties across multiple States, include the total number of counties with service regardless of state boundaries.

How Can I Get More information?

The Rural NTD Reporting Manual is available on our website at: <http://www.ntdprogram.gov>

For Rural NTD Issues: Lauren Tuzikow, Rural NTD Analyst
lauren.tuzikow@tspusa.com or (703) 462-5274

For General NTD Issues: John D. Giorgis, NTD Performance Manager
john.giorgis@dot.gov or (202) 366-5430

For Tribal Transit Program Issues: Lorna Wilson, Rural and Tribal Transit Program Specialist
lorna.wilson@dot.gov or (202) 366-0893