RUTGERS
Edward J. Bloustein School
of Planning and Public Policy

National Transit Database

2020 Urban Census Updates

Report Year 2022

National Transit Institute

FTA

Disclaimer

The contents of this presentation do not have the force and effect of law and are not meant to bind the public in any way. This presentation is intended only to provide clarity to the public regarding existing requirements under the law or agency policies. Grantees and subgrantees should refer to FTA's statutes and regulations for applicable National Transit Database requirements.

Webinar Goal

- The goal of this webinar to review the changes to the NTD Reporting Process due to the anticipated release of the 2020 US Census Bureau Urban Area data in December 2022

Webinar Outline

- Census Change Process Overview and Resources
- NTD Use of Census Data
- B-10 and FFA-10 Review
- NTD Serve Rules
- Census Task Process
- Validation and Closeout

Contact Information

National Transit Database

943 Glenwood Station Lane, Suite 102

Charlottesville, VA 22901

NTD Reporting Application (Appian) Support

FTAITHelpDesk@dot.gov

M-F 8:00am-8:00pm Eastern

Non-Technical NTD Program Support

NTDHelp@dot.gov

M-F 8:00am-7:00pm Eastern

Presenters

Matt Bonzek
matt.bonzek.ctr@dot.gov
434-299-8803

Lillian Pecoraro
lillian.pecoraro.ctr@dot.gov
434-260-3276

Melissa Conte
melissa.conte.ctr@dot.gov
434-207-8336

FTA Program Contacts

Thomas Coleman
NTD Program Manager, Office of Budget & Policy
thomas.coleman@dot.gov

John Giorgis
Director, Office of Strategic Planning & Analysis
john.giorgis@dot.gov

RUTGERS
Edward J. Bloustein School
of Planning and Public Policy

Census Change Process Overview and Resources

NTI
National Transit Institute

FTA

What Changes Can I Expect?

- Agencies will be asked to re-evaluate the Urban Areas in which they operate after the Census Bureau releases the task.
- Agencies will receive a task which emulates completing the B-10 and FFA-10 forms using the new Census boundaries.
- NTD users who are CEOs, CEO Delegates, or NTD Contacts can log into the reporting system and complete this task.

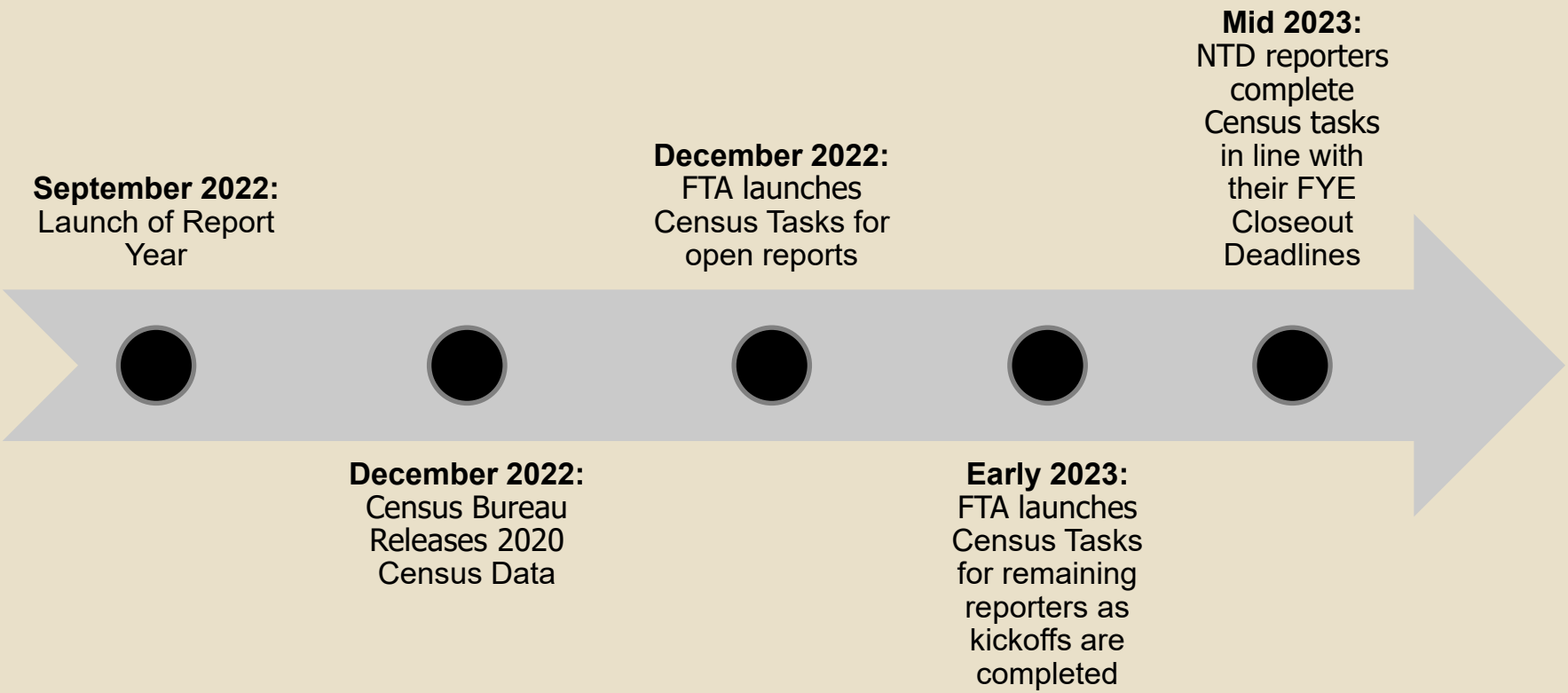
When will the Data be released?

- The US Census Bureau anticipates the release of updated Urbanized Area Data in **December 2022**
  - Census Release Schedule

Release schedule for products:

1. Lists of urban areas with 2020 Census population, housing units, and land area – December 2022
2. Urban Areas Maps – December 2022
3. Shapefiles – December 2022
4. Geodatabases – January 2023
5. TIGERweb – January/February 2023
6. Relationship Files – January 2023
7. Cartographic Boundary Files – May 2023

How Does This Schedule Affect NTD Reporting?



How Does This Affect Submission?

- Original submission due dates will not change
  - Please refer to the NTD Policy Manuals for the list of due dates based on FYE
- You must complete all applicable forms in your RY22 report package, even if this is before the release of the Census task
- You must complete your Census task for FTA to consider your RY22 report complete

Where Can I Find Resources?

- Census Urban and Rural page is the page that FTA will be gathering the new urban area designations: https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html
- FTA will release resources to this page, including a recording of this webinar, that will help agencies understand implications to NTD reports: https://www.transit.dot.gov/ntd/census-updates
  - Crosswalk of UZA Codes to UACE Codes

RUTGERS
Edward J. Bloustein School
of Planning and Public Policy

NTD Use of Census Data

National Transit Institute
FTA

Review: Who Reports to the Urban Module?

- Agencies that receive or benefit from § 5307 funding
  - Agencies that have a § 5307 funded asset still within its useful life
- Agencies that receive or benefit from § 5311 funding and provide public transit services within an urbanized area
- Voluntary reporters that serve an urbanized area

Use of Census Data in NTD

- FTA is required to use the most recent census areas in its apportionment formulas
- Agencies complete two forms that contribute:
  - B-10 Identification – Agencies identify UZAs/Non-UZAs served
  - FFA-10 Federal Funding Allocation – Agencies allocate operational data to each area
- Formulas apportion funding per UZA or Non-UZA

Use of Census Data in NTD – Continued

- The Urbanized Areas listed in the NTD forms are pulled from the most recent available Census Data
  - FTA used the 2010 Census Urban Areas for Report Years 2011-2021 (FFY 2013-2023 apportionments)
  - The 2020 Census Data is expected to be released in December 2022
- FTA must use the 2020 Census Urban Areas in the 2022 Report Year Forms once released

How Will New Census Areas Be Used?

- New UZAs apply to the FY2024 Apportionment
- FY2024 apportionment is based on 2022 NTD Data

Census Criteria Updates

- The US Census Bureau updates its criteria for determining Urbanized Areas every 10 years
  - 2010 was the last update and integrated into the NTD during RY2011
- Census Bureau currently identifies Urban Clusters between 2,500 and 50,000 in population and Urbanized Areas over 50,000 in population
  - Census Bureau will no longer use the terms Urbanized Areas and Urban Clusters
  - Census Bureau will now use the term Urban Areas, to include both Urban Clusters and Urbanized Areas

Census Criteria Updates - Continued

- No impact on FTA programs – 49 USC 5302 requires Urbanized Areas to have 50,000 in population for purposes of FTA programs – including NTD
- Rural Areas will remain any area not in an Urbanized Area

RUTGERS
Edward J. Bloustein School
of Planning and Public Policy

Review of NTD Forms

NTI National Transit Institute

FTA

Basic Information

B-10 FORM

B-10: Demographic Information

Report Demographic Information

- Enter Service Area Square Miles and Service Area Population
  - Note: Service Area data ≠ Urbanized Area data
- Primary UZA is automatically populated
- Select Add UZA to add any Secondary UZAs or Non-UZAs your agency services as applicable

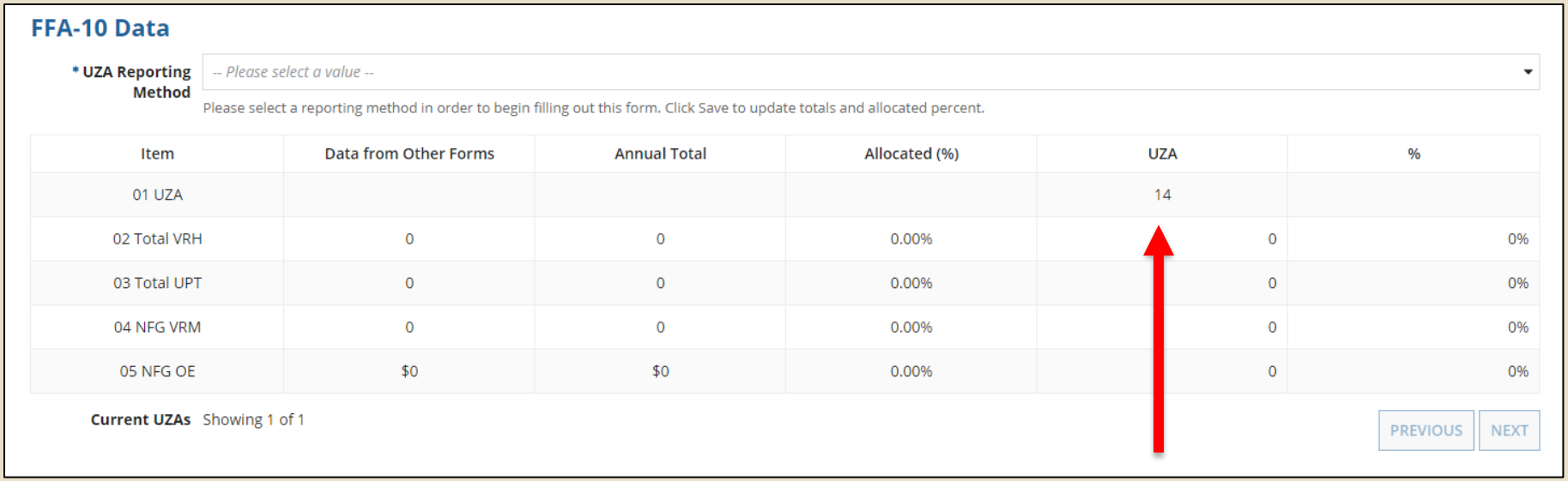
Federal Funding Allocation Statistics

FFA-10 FORM

Federal Funding Allocation Statistics

- Report Miles, Hours, Ridership, and Operating Expenses broken down by each UZA you serve
- Complete one FFA-10 per mode/TOS
  - UZA information based on Demographic Information reported to the B-10
  - If you only operate in one UZA, report 100% of your data here

Federal Funding Allocation Statistics



FFA-10 Data

*** UZA Reporting Method** -- *Please select a value* --

Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.

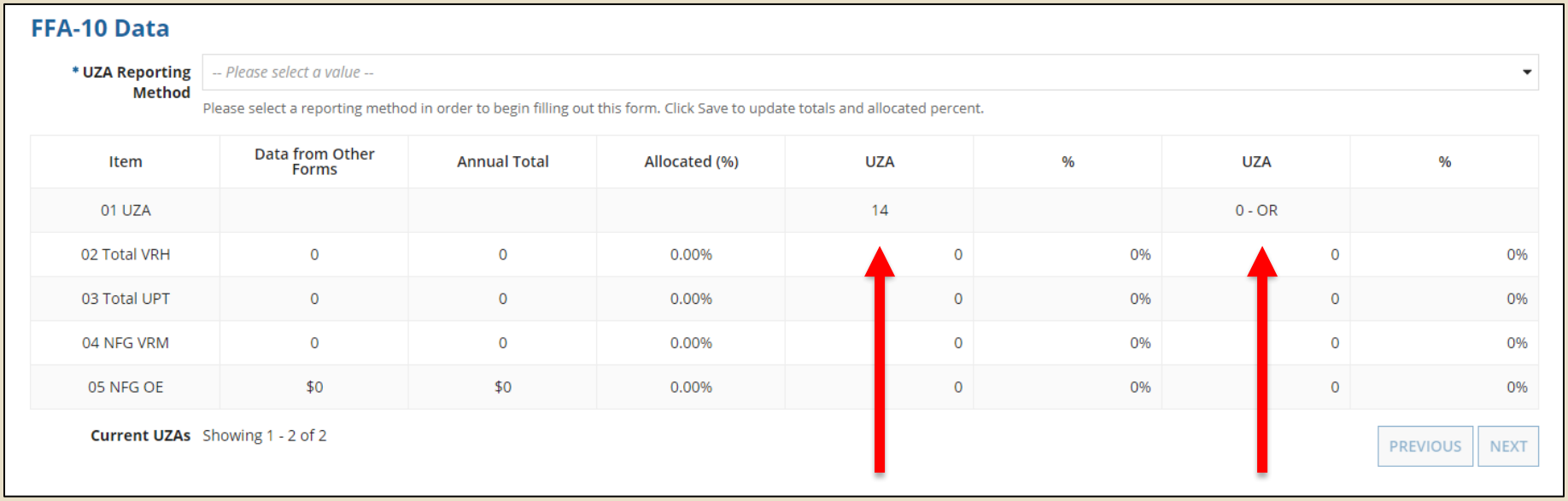
Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%
01 UZA				14	
02 Total VRH	0	0	0.00%	0	0%
03 Total UPT	0	0	0.00%	0	0%
04 NFG VRM	0	0	0.00%	0	0%
05 NFG OE	$0	$0	0.00%	0	0%

Current UZAs Showing 1 of 1

PREVIOUS NEXT

- Example of an FFA-10 form with one UZA
  - One column to enter all service and financial data

Federal Funding Allocation Statistics



FFA-10 Data

*** UZA Reporting Method** -- *Please select a value* --

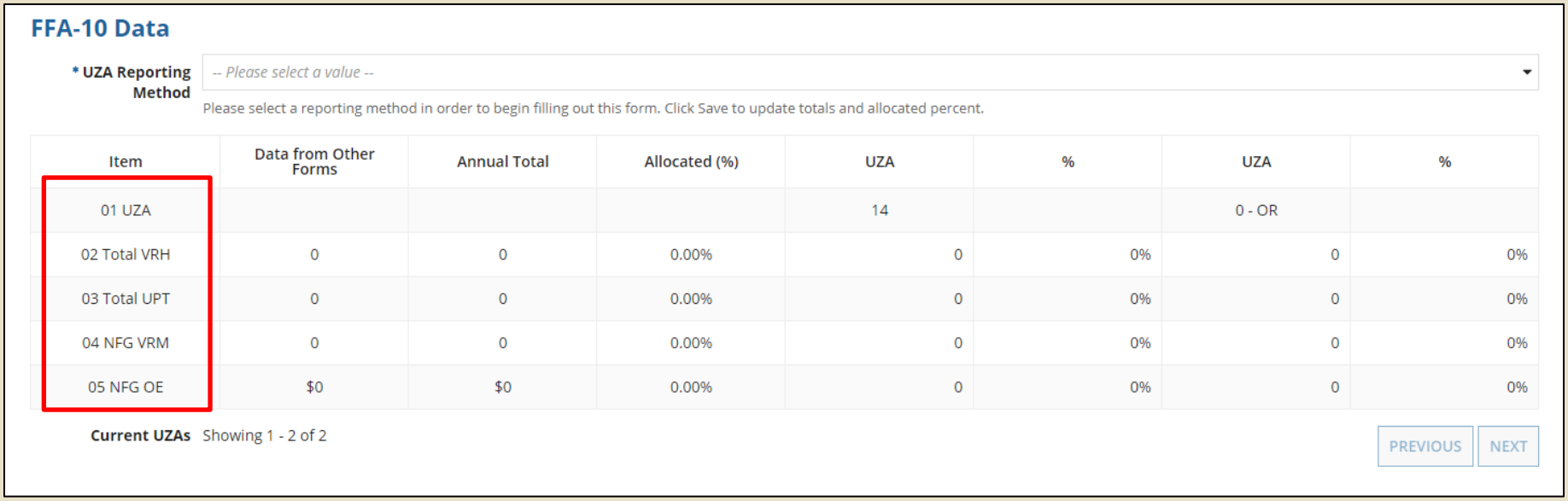
Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.

Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%	UZA	%
01 UZA				14		0 - OR	
02 Total VRH	0	0	0.00%	0	0%	0	0%
03 Total UPT	0	0	0.00%	0	0%	0	0%
04 NFG VRM	0	0	0.00%	0	0%	0	0%
05 NFG OE	$0	$0	0.00%	0	0%	0	0%

Current UZAs Showing 1 - 2 of 2 PREVIOUS NEXT

- Example of an FFA-10 form with two UZAs
  - Two columns to break down all service and financial data

Federal Funding Allocation Statistics



FFA-10 Data

*** UZA Reporting Method** -- *Please select a value* --

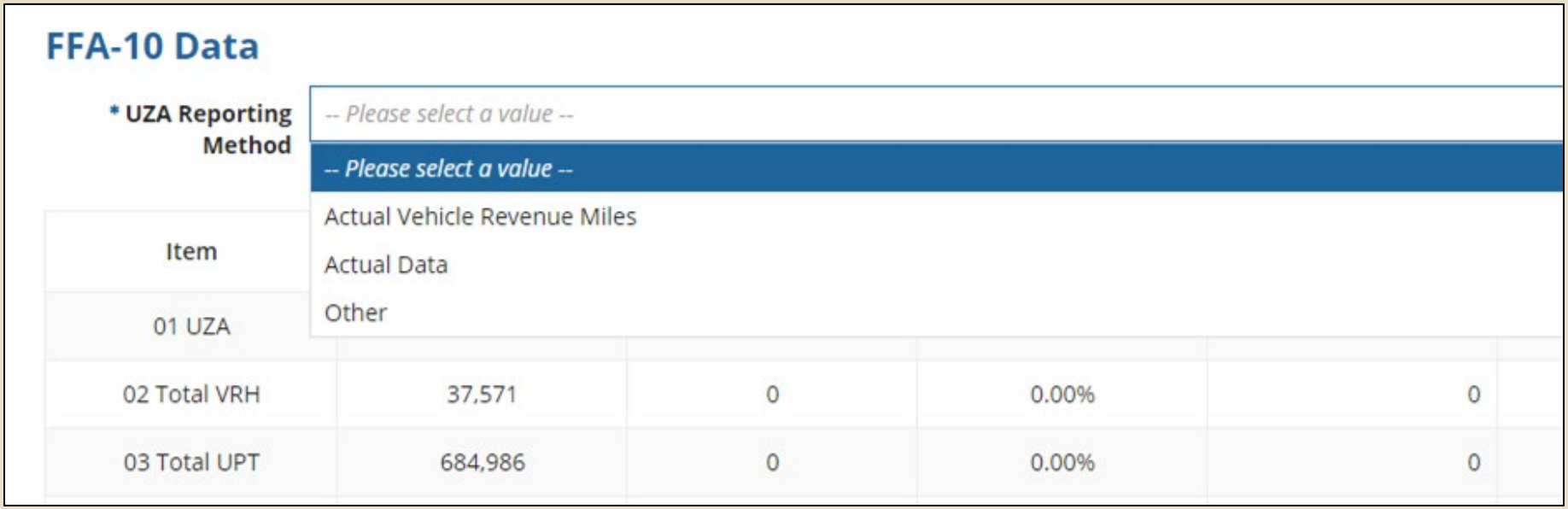
Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.

Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%	UZA	%
01 UZA				14		0 - OR	
02 Total VRH	0	0	0.00%	0	0%	0	0%
03 Total UPT	0	0	0.00%	0	0%	0	0%
04 NFG VRM	0	0	0.00%	0	0%	0	0%
05 NFG OE	$0	$0	0.00%	0	0%	0	0%

Current UZAs Showing 1 - 2 of 2 PREVIOUS NEXT

- VRH (Vehicle Revenue Hours)
- UPT (Unlinked Passenger Trip)
- VRM (Vehicle Revenue Miles)
- OE (Operating Expenses)

FFA-10: UZA Reporting Method



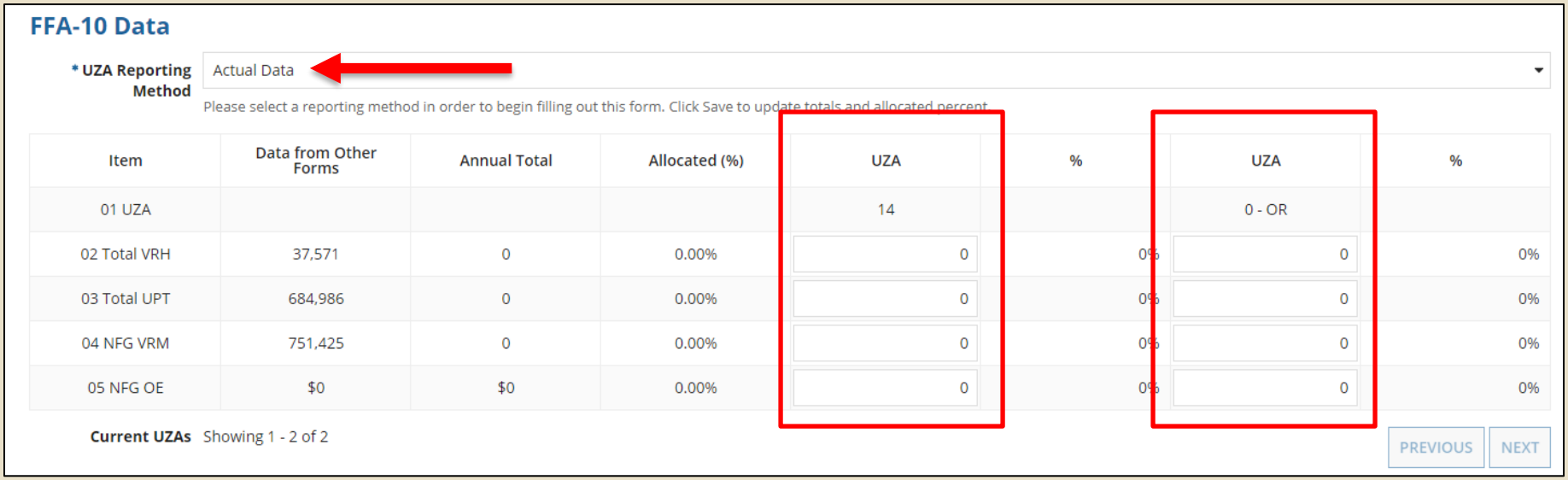
Select your UZA Reporting Method

- Actual Data, Actual Vehicle Revenue Miles, and Other

FFA-10: UZA Reporting Method

- UZA Reporting Methods
  - **Actual Data:** Your agency tracked 100% of VRM, VRH, UPT and OE between UZAs
  - **Actual Vehicle Revenue Miles:** Your agency only tracks VRM operated in each UZA. The system will allocate VRH, UPT, and OE to each UZA
  - **Other:** Your agency used another methodology to track data between UZAs (must describe your methods)

FFA-10: UZA Reporting Method



FFA-10 Data

* UZA Reporting Method: Actual Data

Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent

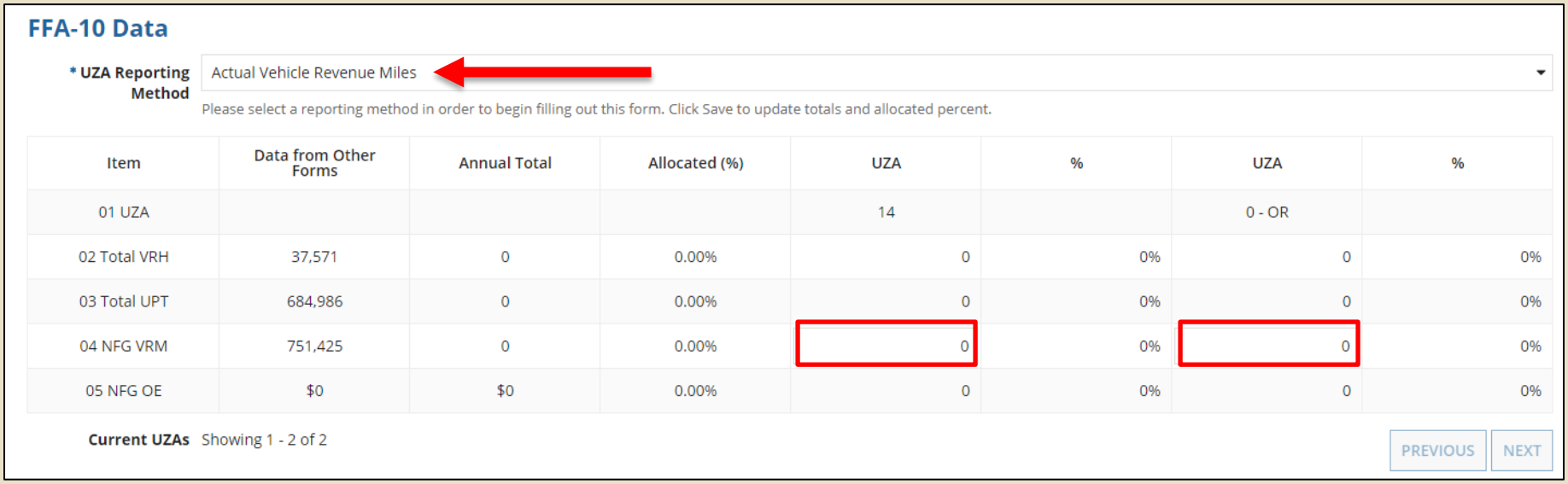
Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%	UZA	%
01 UZA				14		0 - OR	
02 Total VRH	37,571	0	0.00%	0	0%	0	0%
03 Total UPT	684,986	0	0.00%	0	0%	0	0%
04 NFG VRM	751,425	0	0.00%	0	0%	0	0%
05 NFG OE	$0	$0	0.00%	0	0%	0	0%

Current UZAs Showing 1 - 2 of 2

PREVIOUS NEXT

Option 1: If you select “Actual Data,” manually enter the values for VRH, UPT, VRM, and OE into both UZA columns

FFA-10: UZA Reporting Method



FFA-10 Data

* UZA Reporting Method: Actual Vehicle Revenue Miles

Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.

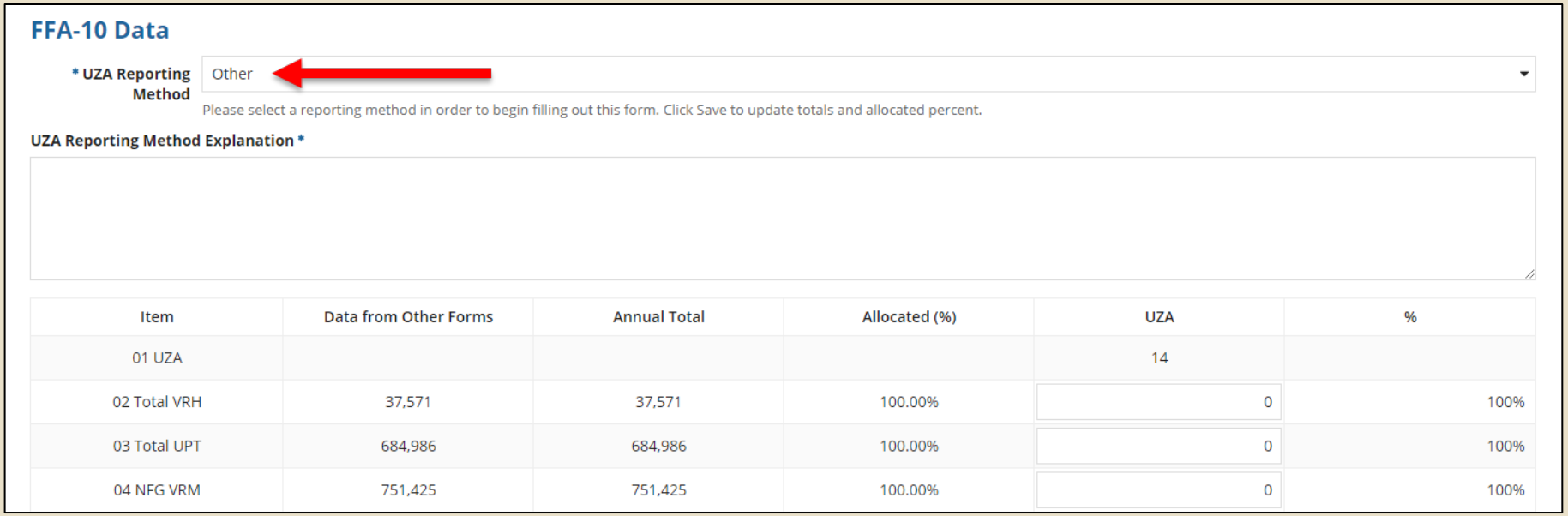
Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%	UZA	%
01 UZA				14		0 - OR	
02 Total VRH	37,571	0	0.00%	0	0%	0	0%
03 Total UPT	684,986	0	0.00%	0	0%	0	0%
04 NFG VRM	751,425	0	0.00%	0	0%	0	0%
05 NFG OE	$0	$0	0.00%	0	0%	0	0%

Current UZAs Showing 1 - 2 of 2

PREVIOUS NEXT

Option 2: If you select "Actual Vehicle Revenue Miles," you may only report VRM to each UZA. The other data points will be automatically allocated

FFA-10: UZA Reporting Method



FFA-10 Data

* UZA Reporting Method: Other

Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.

UZA Reporting Method Explanation *

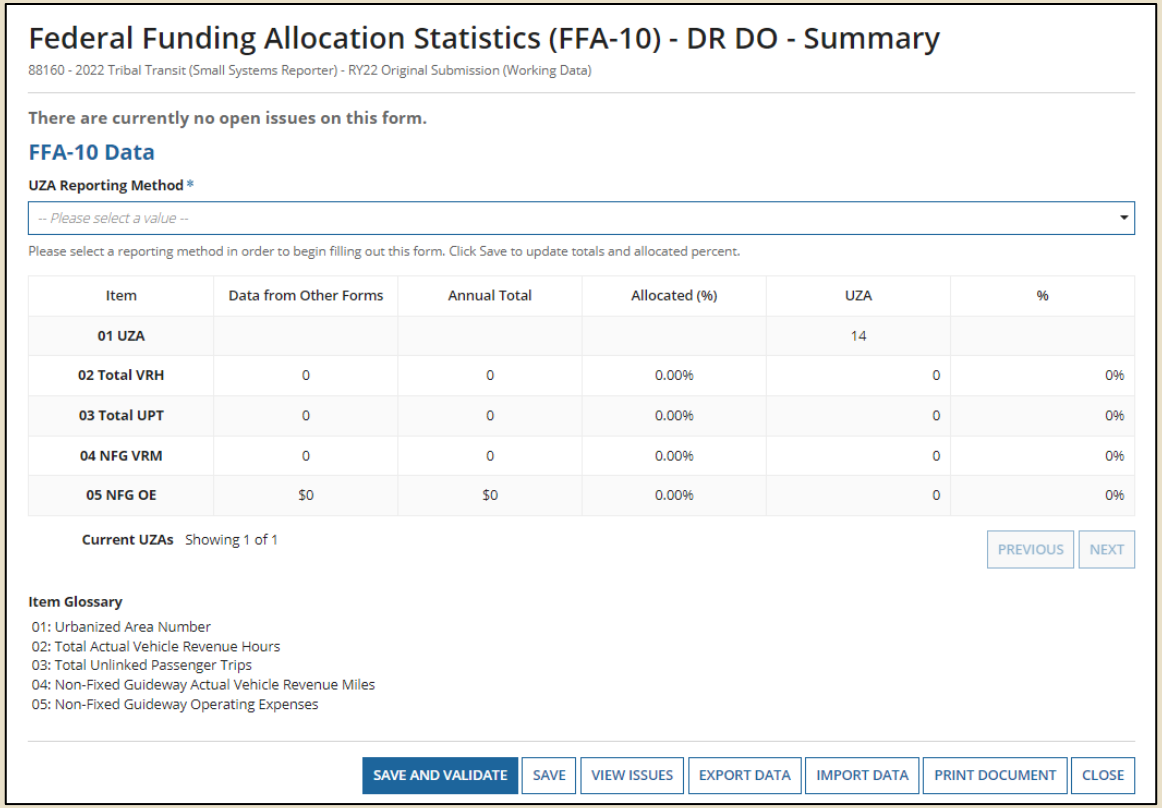
Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%
01 UZA				14	
02 Total VRH	37,571	37,571	100.00%	0	100%
03 Total UPT	684,986	684,986	100.00%	0	100%
04 NFG VRM	751,425	751,425	100.00%	0	100%

Option 3: If you do not allocate your data using either of these methods, select “Other” and provide a detailed explanation of your process

FFA-10: Federal Funding Allocation

- Allocate vehicle revenue miles between multiple States (non-UZA) or Urbanized Areas (UZA) as necessary.
  - If you operate in two States, you will need to report service performed in each state. Divide service and operating expense totals into subtotals for each area served.
- Reporting by area is critical because it impacts the amount of funding FTA apportions to each area

FFA-10 – Federal Funding Allocation Statistics



Federal Funding Allocation Statistics (FFA-10) - DR DO - Summary

88160 - 2022 Tribal Transit (Small Systems Reporter) - RY22 Original Submission (Working Data)

There are currently no open issues on this form.

FFA-10 Data

UZA Reporting Method *

-- Please select a value --

Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.

Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%
01 UZA				14	
02 Total VRH	0	0	0.00%	0	0%
03 Total UPT	0	0	0.00%	0	0%
04 NFG VRM	0	0	0.00%	0	0%
05 NFG OE	$0	$0	0.00%	0	0%

Current UZAs Showing 1 of 1 PREVIOUS NEXT

Item Glossary

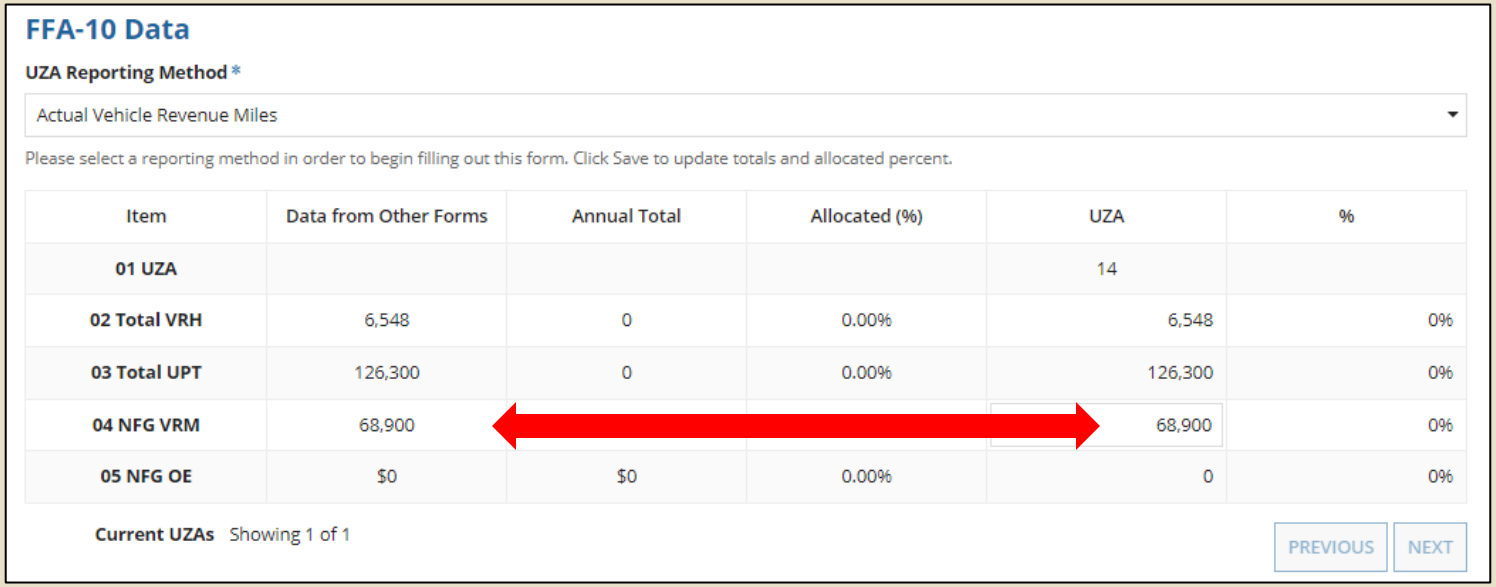
01: Urbanized Area Number
02: Total Actual Vehicle Revenue Hours
03: Total Unlinked Passenger Trips
04: Non-Fixed Guideway Actual Vehicle Revenue Miles
05: Non-Fixed Guideway Operating Expenses

SAVE AND VALIDATE | SAVE | VIEW ISSUES | EXPORT DATA | IMPORT DATA | PRINT DOCUMENT | CLOSE

Select Reporting Method

- One UZA/Non-UZA: select Actual Vehicle Revenue Miles
- Multiple: select Actual VRM, Actual Data, or Other

Enter data for the UZA



FFA-10 Data

UZA Reporting Method *

Actual Vehicle Revenue Miles

Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.

Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%
01 UZA				14	
02 Total VRH	6,548	0	0.00%	6,548	0%
03 Total UPT	126,300	0	0.00%	126,300	0%
04 NFG VRM	68,900			68,900	0%
05 NFG OE	$0	$0	0.00%	0	0%

Current UZAs Showing 1 of 1

PREVIOUS NEXT

- If only one UZA/Non-UZA – total should always match Data from Other Forms
- If multiple, Allocated Percentage should always total 100% between all UZAs
- With every change to the source forms, update the FFA-10 forms accordingly

RUTGERS
Edward J. Bloustein School
of Planning and Public Policy

NTD Serve Rules

National Transit Institute

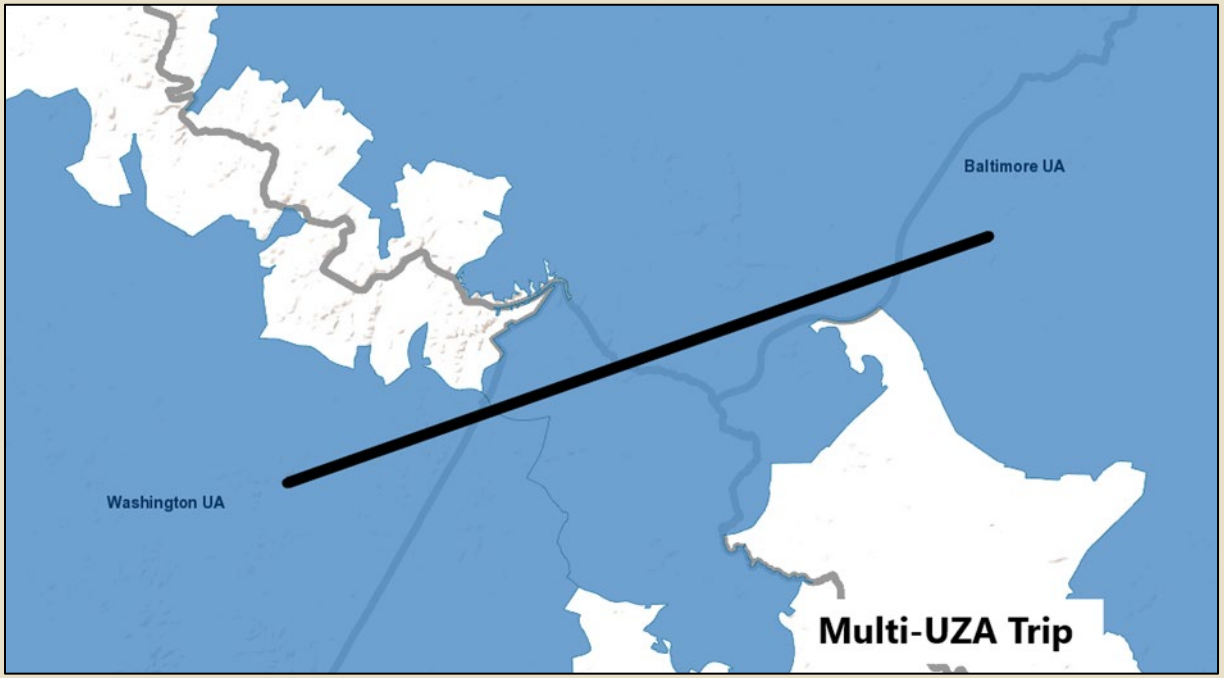
FTA

Reporting Data Among UZAs

- Service within one UZA or within one non-UZA area
  - Report data to that area
- Service operated in more than one area
  - Report all the data statistics for that route to the UZA or non-UZA primarily served, **or**
  - Allocate the data statistics proportionally to the UZAs and non-UZAs served using a reasonable and consistent method

Serve Rule Example

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 the UZA being primarily served, or allocate data between the two UZAs.

Reporting Data When 5311 Funds Are Used

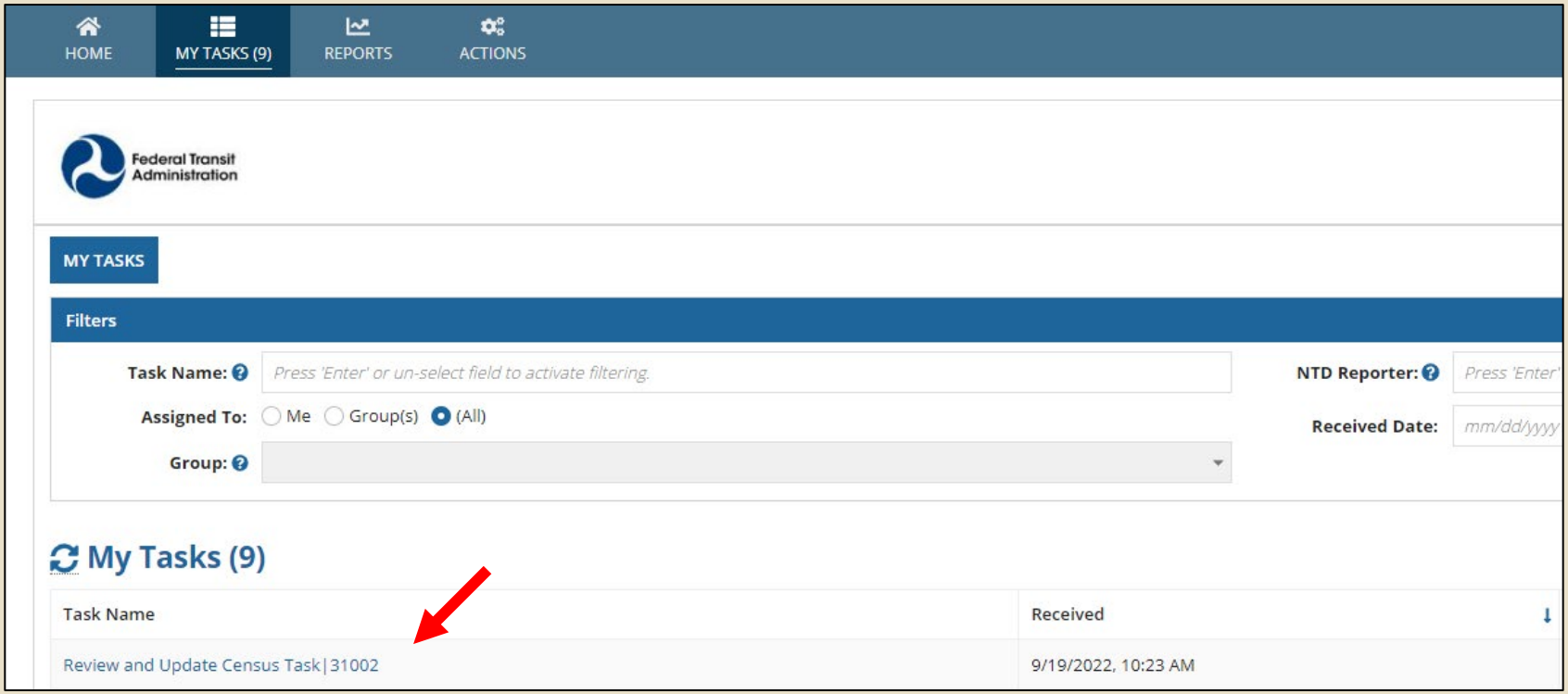
- Apply rules service by service

Funding of Service	Reporting Rule
No funding from Section 5307 Funded by Section 5311	Report entirely to non-UZA
Funded by Section 5307 capital assistance Funded by Section 5311 operating assistance	Report entirely to non-UZA
Funded by Section 5307 operating assistance Funded by Section 5311 operating assistance	Allocate data statistics among UZAs and non-UZAs based on proportions of 5307 and 5311 operating assistance

Census Task Purpose

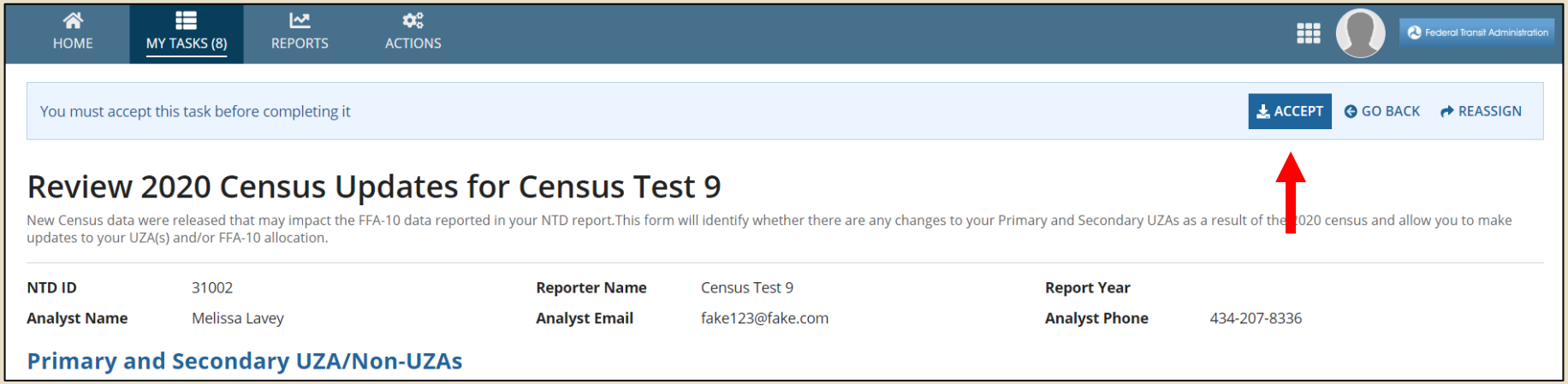
- Once the 2020 Census Data is available, you will see a Census Task deployed to your “My Tasks” list in the system
  - This will apply to any reporters with a kicked off report that typically report an FFA-10 form (excludes planning, building, or sep. service reporters)
- This task will you allow you to report your Primary and Secondary UZAs according to 2020 Census Data
- Then, you will complete your FFA-10 data for all applicable modes based on these new areas

Task List View



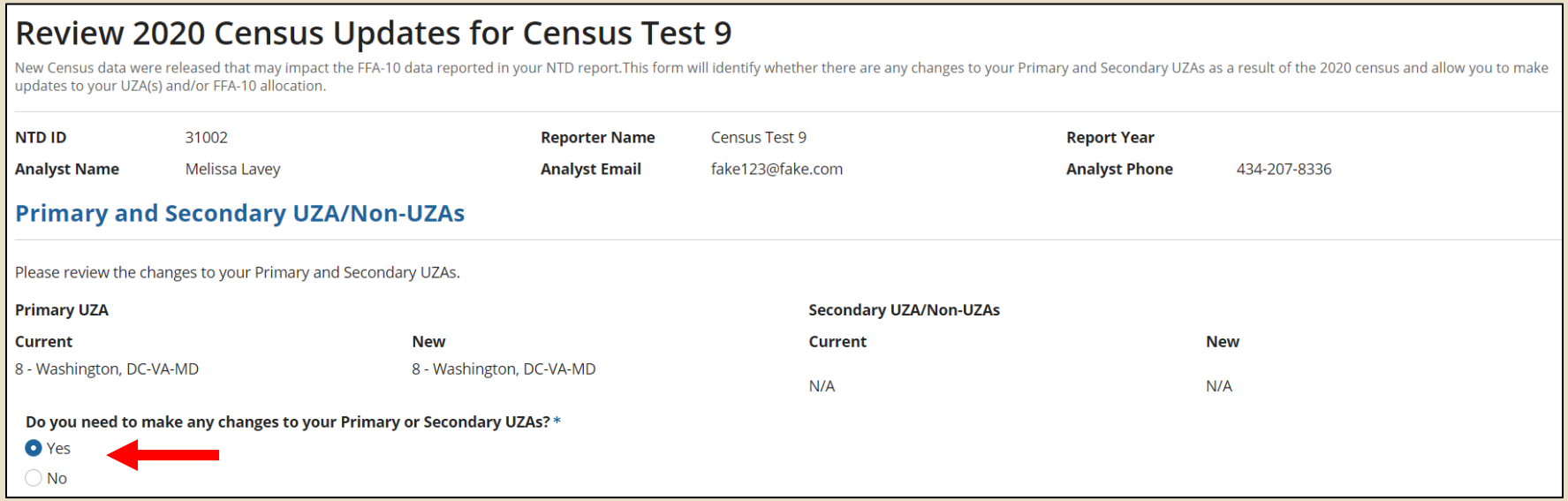
- The Census Task will be deployed to CEO and NTD Contact users roles and can be found under “My Tasks”

Accepting the Task



- You must click “Accept” to begin working on the task
- Once the task is accepted by one user, it cannot be accessed by others

Primary and Secondary UZA Section



Review 2020 Census Updates for Census Test 9

New Census data were released that may impact the FFA-10 data reported in your NTD report.This form will identify whether there are any changes to your Primary and Secondary UZAs as a result of the 2020 census and allow you to make updates to your UZA(s) and/or FFA-10 allocation.

NTD ID	31002	**Reporter Name**	Census Test 9	**Report Year**	
Analyst Name	Melissa Lavey	**Analyst Email**	fake123@fake.com	**Analyst Phone**	434-207-8336

Primary and Secondary UZA/Non-UZAs

Please review the changes to your Primary and Secondary UZAs.

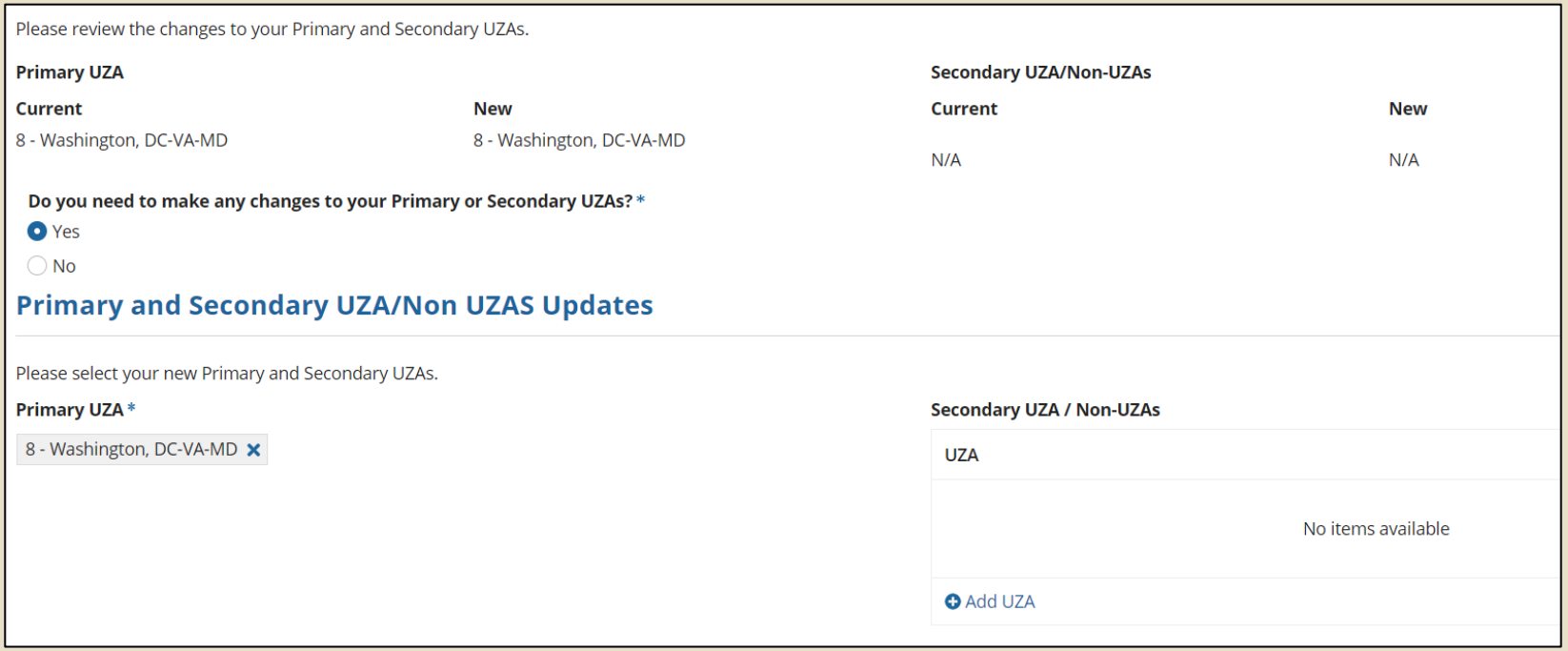
Primary UZA		**Secondary UZA/Non-UZAs**	
Current	**New**	**Current**	**New**
8 - Washington, DC-VA-MD	8 - Washington, DC-VA-MD	N/A	N/A

Do you need to make any changes to your Primary or Secondary UZAs? *

- (•) Yes
- ( ) No

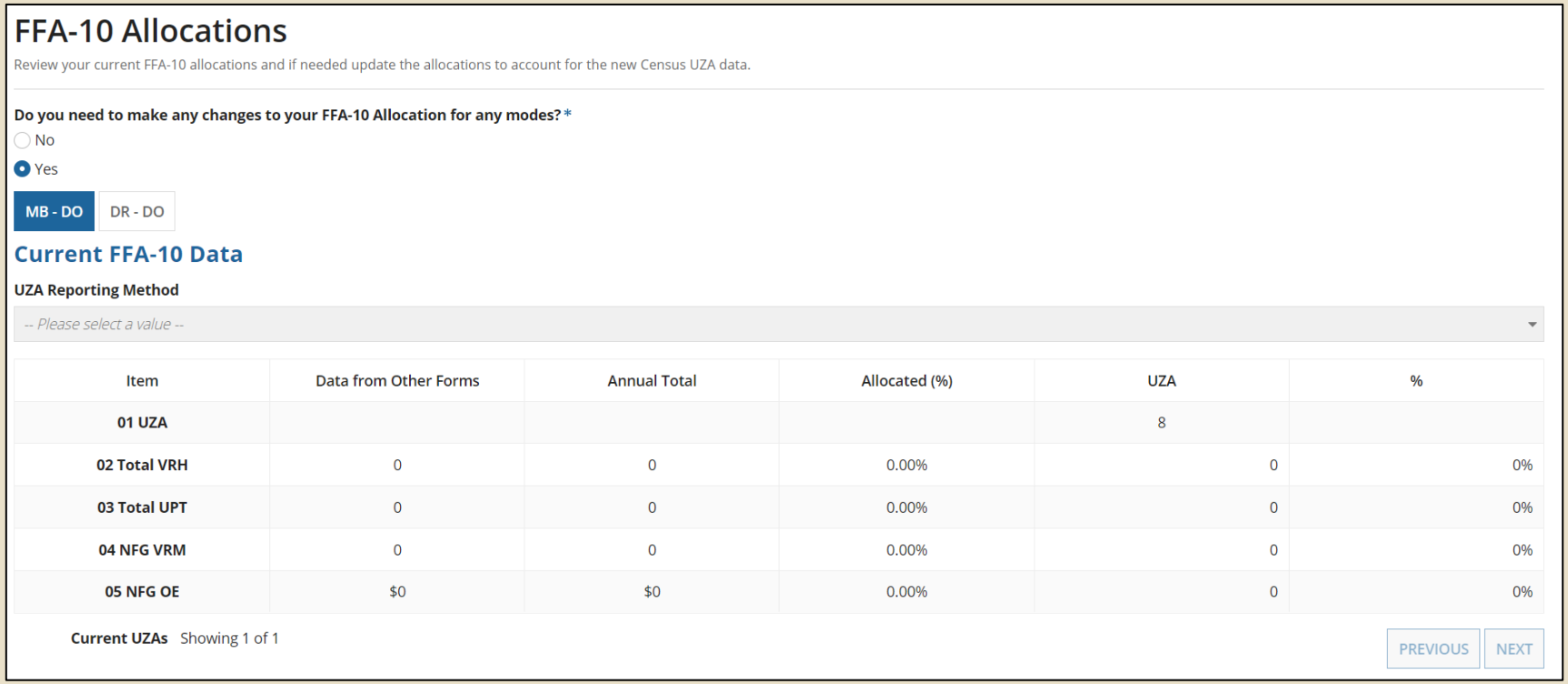
- Once you have accepted the task, the first section will appear for your UZA selections if affected by 2020 census changes
- Please answer the question: “Do you need to make any changes to your Primary or Secondary UZAs?”

UZA Section - Continued



- **If yes,** you will be prompted to select your new Primary or Secondary UZAs as applicable from the dropdown menus
- **If no,** this means your Primary and Secondary UZAs did not change as a result of the 2020 census data

FFA-10 Section – Step 1



FFA-10 Allocations

Review your current FFA-10 allocations and if needed update the allocations to account for the new Census UZA data.

Do you need to make any changes to your FFA-10 Allocation for any modes?*

- ○ No
- ◉ Yes

MB - DO | DR - DO

Current FFA-10 Data

UZA Reporting Method

-- Please select a value --

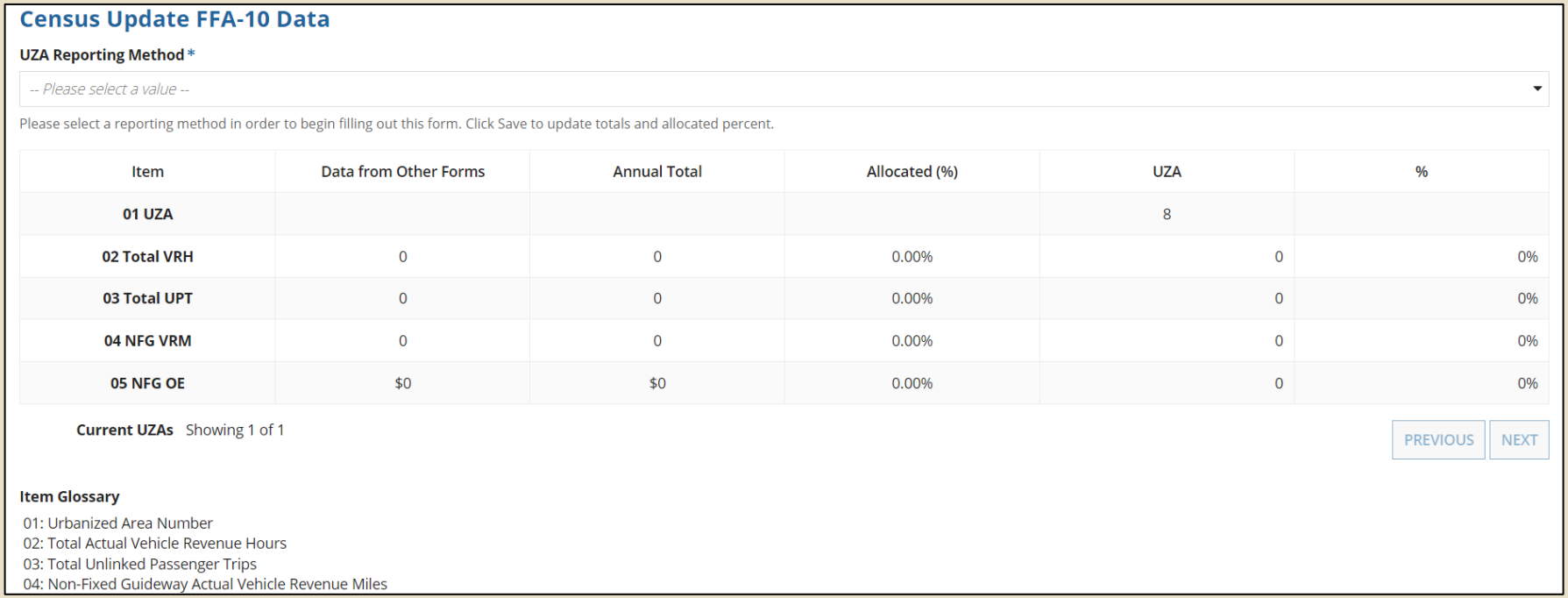
Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%
01 UZA				8	
02 Total VRH	0	0	0.00%	0	0%
03 Total UPT	0	0	0.00%	0	0%
04 NFG VRM	0	0	0.00%	0	0%
05 NFG OE	$0	$0	0.00%	0	0%

Current UZAs Showing 1 of 1

PREVIOUS NEXT

- All agencies should answer “Yes” to the FFA-10 Section of the Census Task, which will allow you to complete the FFA-10 forms for any modes your agency operates
- Once you click “Yes” you can tab between the modes listed

FFA-10 Section – Step 2



Census Update FFA-10 Data

UZA Reporting Method *

-- Please select a value --

Please select a reporting method in order to begin filling out this form. Click Save to update totals and allocated percent.

Item	Data from Other Forms	Annual Total	Allocated (%)	UZA	%
01 UZA				8	
02 Total VRH	0	0	0.00%	0	0%
03 Total UPT	0	0	0.00%	0	0%
04 NFG VRM	0	0	0.00%	0	0%
05 NFG OE	$0	$0	0.00%	0	0%

Current UZAs Showing 1 of 1

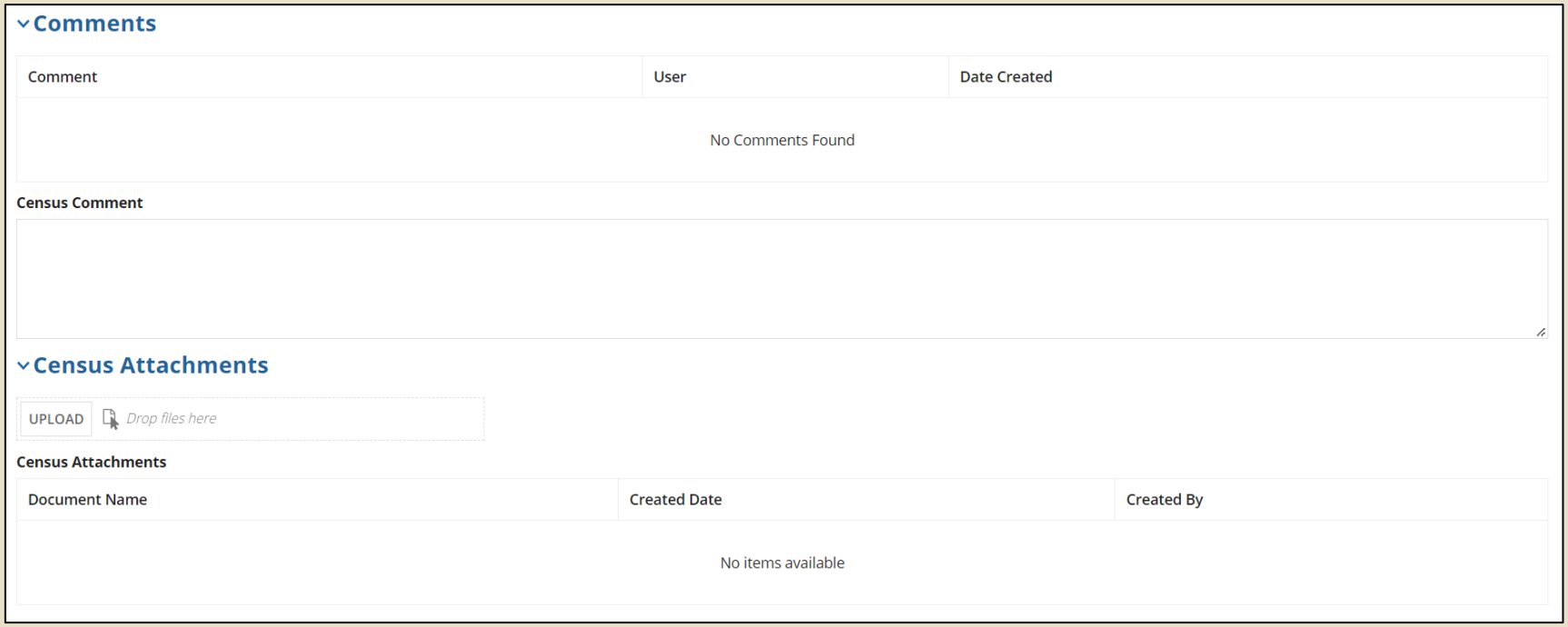
PREVIOUS NEXT

Item Glossary

01: Urbanized Area Number
02: Total Actual Vehicle Revenue Hours
03: Total Unlinked Passenger Trips
04: Non-Fixed Guideway Actual Vehicle Revenue Miles

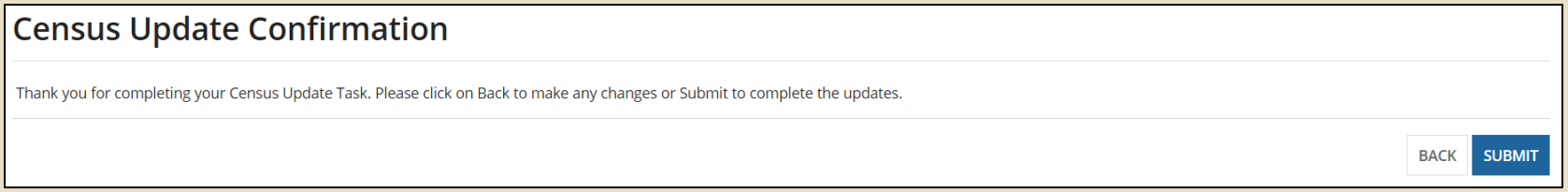
- Scrolling down on the FFA-10 page, you will now see the FFA-10 Form and associated data for the mode selected.
- First, select the UZA Reporting Method desired then, you will complete the form as normal
  - This should reflect the new UZAs selected on the previous section of the task
- **Repeat for all modes**

Comment and Attachments



- **Comments:** If your analyst has any questions or related validation items after their review of the submitted task, you will see them populate under the “Comments” section, similar to the validation interface
- **Attachments:** If you would like to upload any supporting documentation for your census changes, you can do so in the task. Your analyst may also upload attachments here as well

Submission



- After completing all applicable FFA-10 sections, click the “Submit” button at the bottom of the FFA-10 screen
- Next, you will be taken to a confirmation page to confirm submission of your census task
- This will send the task to your analyst for review

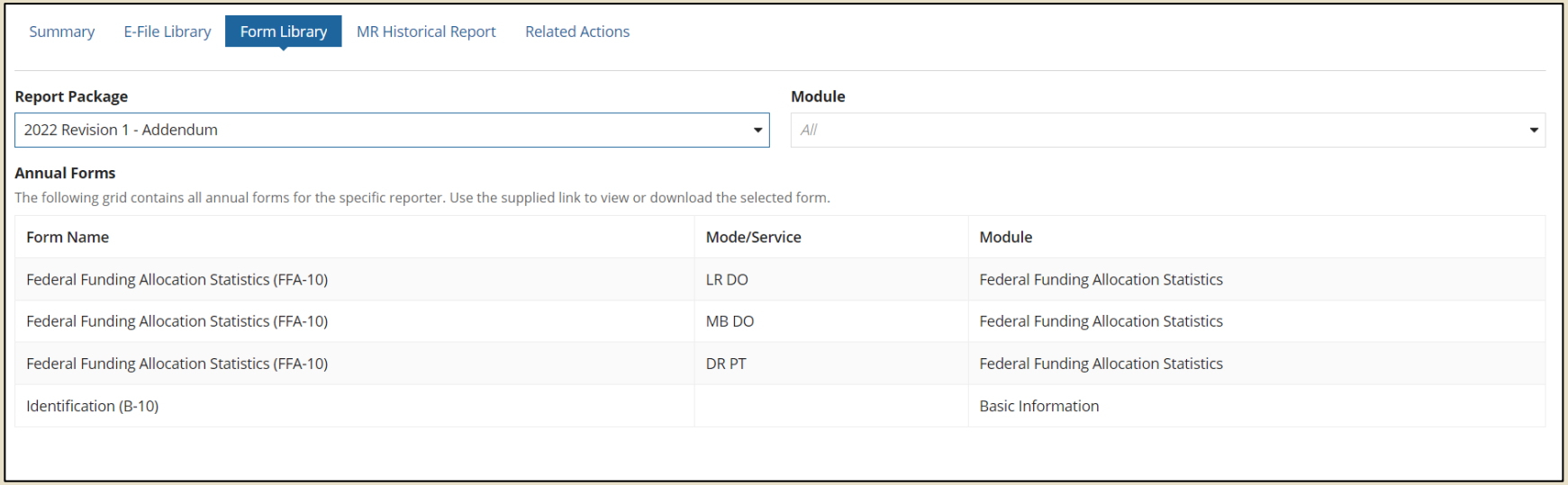
Data Review by Analyst

- Once you submit the census task, it will go to your agency's assigned analyst for review
- Analysts will be reviewing the UZA and FFA-10 Data
  - Applying standard validation checks
- Your analyst will return the task to you for any requested changes or clarifications
  - You will receive an email from your analyst and automated system notification when the task is returned to you

Task Closeout Process

- After the task has been reviewed by the analyst and no open issues remain, they will route the task up for further review
- The NTD QA Team will review the task, if there are no follow up questions, the task will then be sent to FTA for final review and acceptance
- Once FTA accepts your task, this data will be finalized and **cannot be edited**

Form Library Access



- Once approved, all data from the task will be available in the Form Library
- This will list the B-10 and FFA-10 Forms as applicable

Questions and Comments

NTD Operations Center

M-F 8:00 a.m. – 7:00 p.m. (ET)
NTDHelp@dot.gov

NTD Validation Contacts

Melissa Conte
melissa.conte.ctr@dot.gov

Matt Bonzek
matt.bonzek.ctr@dot.gov

Lillian Pecoraro
lillian.pecoraro.ctr@dot.gov

NTD Program Contacts

Thomas Coleman
thomas.coleman@dot.gov