

**RUTGERS**

Edward J. Bloustein School  
of Planning and Public Policy

# National Transit Database

2020 Rural Census Updates  
Report Year 2022

# Disclaimer

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*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

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

# Webinar Outline

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- 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

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## **National Transit Database**

943 Glenwood Station Lane, Suite 102  
Charlottesville, VA 22901

## **NTD Reporting Application (Appian) Support**

[FTAITHelpDesk@dot.gov](mailto:FTAITHelpDesk@dot.gov)

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

## **Non-Technical NTD Program Support**

[NTDHelp@dot.gov](mailto:NTDHelp@dot.gov)

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

# Presenters

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# FTA Program Contacts

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# ***Census Change Process Overview and Resources***



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# What Changes Can I Expect?

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- Agencies will be asked to review rural general public transit subrecipients to indicate which agencies are now operating in an Urbanized Area after the Census Bureau releases the 2020 data
- State DOTs will then need to complete the B-10 and FFA-10 forms using the new Census boundaries for any affected subrecipients
- NTD users who are CEOs, CEO Delegates, or NTD Contacts can log into the reporting system to review and complete this task.

# When will the Data be released?

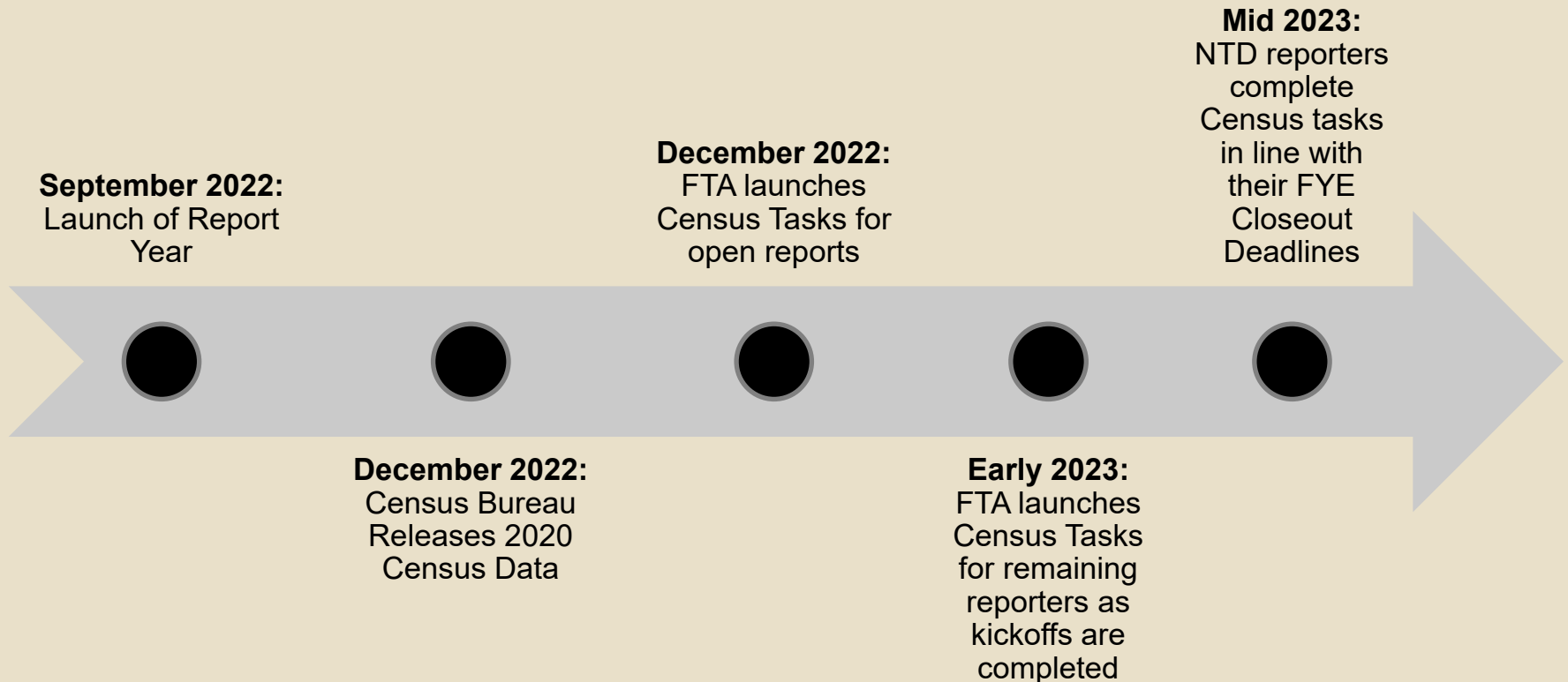
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- The US Census Bureau anticipates the release of updated Urbanized Area Data in **December 2022**
  - [Census Release Schedule](#)

## 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?

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- 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?

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- 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

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# ***NTD Use of Census Data***



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## Review: Who Reports to the Rural Module?

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- All States, Tribes, and Territories benefiting from the FTA Chapter 53 funding
  - States report on behalf of current subrecipients (sub-grantees) that operate public transportation
- Previous subrecipients of 5311 funds that have continuing grant requirements
- Future subrecipients of 5311 funding (voluntary reporters)

## Review: Who Reports to the Urban Module?

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- 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

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- FTA is required to use the most recent census areas in its apportionment formulas
- State DOTs submit Vehicle Revenue Mile service data which is then used in the rural formula for the associated Non-UZA
- Urban 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

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- The Urbanized Areas listed in the NTD forms are pulled from the most recent available Census Data
  - FTA currently uses the 2010 Census Urban Areas
  - 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?

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

# Census Criteria Updates

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- 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 RY2012
- 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 Urbanized Areas

# Census Criteria Updates - Continued

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- No Impact on FTA Programs – 49 USC 5302 require 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

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# *Review of NTD Forms*



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Basic Information

# **B-10 FORM**

# B-10: Demographic Information

### Demographic Information

**Primary UZA**  
8 - Washington, DC-VA-MD

**Secondary UZA / Non-UZAs**

No items available	
<a href="#">+ Add UZA</a>	

[VIEW ALL UZAS](#)

[VIEW UZAS IN MY REGION](#)

**Service Area Square Miles \***

**Service Area Population \***

## 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

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- Report Miles, Hours, Ridership, and Operating Expenses broken down by each UZA or non-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 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 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 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

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- 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

-- Please select a value --

-- Please select a value --

Item	Actual Vehicle Revenue Miles	Actual Data	Other		
01 UZA					
02 Total VRH	37,571	0	0.00%		0
03 Total UPT	684,986	0	0.00%		0

Select your UZA Reporting Method

- Actual Data, Actual Vehicle Revenue Miles, and Other

# 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%	<input type="text" value="0"/>	0%	<input type="text" value="0"/>	0%
03 Total UPT	684,986	0	0.00%	<input type="text" value="0"/>	0%	<input type="text" value="0"/>	0%
04 NFG VRM	751,425	0	0.00%	<input type="text" value="0"/>	0%	<input type="text" value="0"/>	0%
05 NFG OE	\$0	\$0	0.00%	<input type="text" value="0"/>	0%	<input type="text" value="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

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%	<input type="text" value="0"/>	100%
03 Total UPT	684,986	684,986	100.00%	<input type="text" value="0"/>	100%
04 NFG VRM	751,425	751,425	100.00%	<input type="text" value="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

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- 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	%
<b>01 UZA</b>				14	
<b>02 Total VRH</b>	0	0	0.00%	0	0%
<b>03 Total UPT</b>	0	0	0.00%	0	0%
<b>04 NFG VRM</b>	0	0	0.00%	0	0%
<b>05 NFG OE</b>	\$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	%
<b>01 UZA</b>				14	
<b>02 Total VRH</b>	6,548	0	0.00%	6,548	0%
<b>03 Total UPT</b>	126,300	0	0.00%	126,300	0%
<b>04 NFG VRM</b>	68,900			68,900	0%
<b>05 NFG OE</b>	\$0	\$0	0.00%	0	0%

Current UZAs Showing 1 of 1

- 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 RR-20, update the FFA-10 forms accordingly

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# ***NTD Serve Rules***



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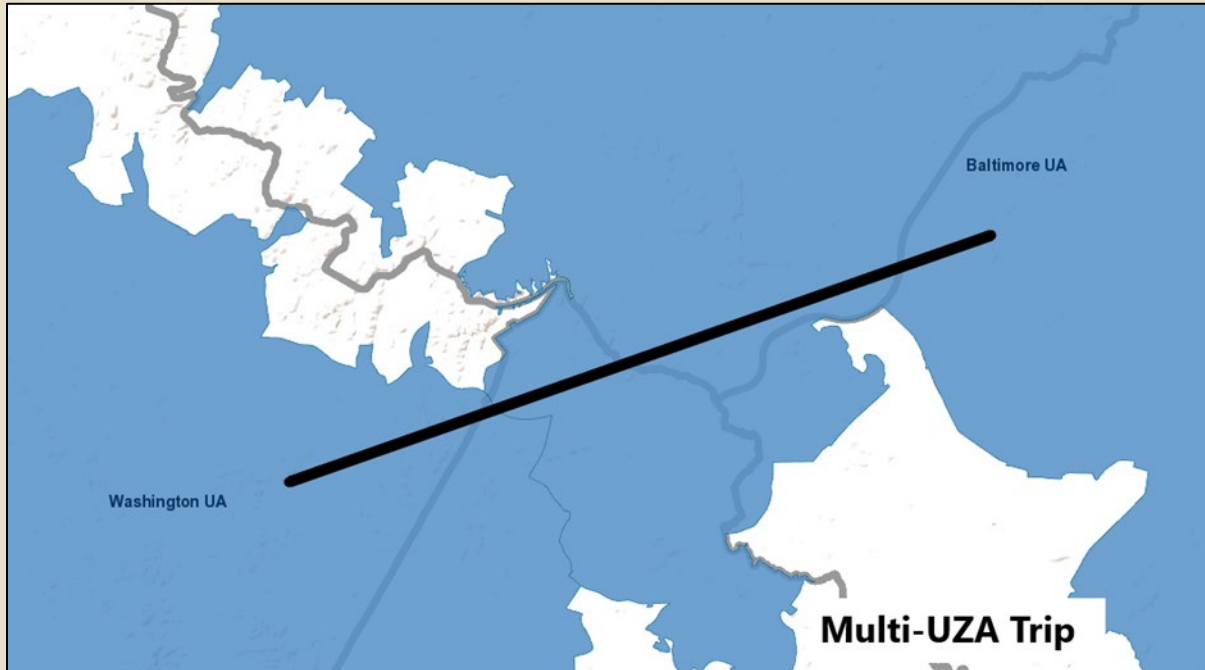
# Reporting Data Among UZAs

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- 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

# 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

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- Once the 2020 Census Data is available, you will see a Census Task deployed to your “My Tasks” list in the system
- This will allow you to select any Rural General Public Transit (RGPT) subrecipients that were affected by the 2020 Census Data and are now providing services within an Urbanized Area
  - For any RGPT subrecipients that were not affected and will remain providing only rural service, no action is required.

# Task List View

MY TASKS (9)

Filters

Task Name:

Assigned To:  Me  Group(s)  (All)

Group:

NTD Reporter:

Received Date:

My Tasks (9)

Task Name	Received
Review and Update Census Task 1R03	9/19/2022, 10:23 AM

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

# Accepting the Task

HOME MY TASKS (123) REPORTS ACTIONS

You must accept this task before completing it

[ACCEPT](#) [GO BACK](#) [REASSIGN](#)

## Review 2020 Census Updates for Census Department of Transportation

New Census data were released that may impact the FFA-10 data reported in your 2021 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.

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

# Overview of Subrecipients

## Review 2020 Census Updates for Census Department of Transportation

New Census data were released that may impact the FFA-10 data reported in your 2021 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.

<b>NTD ID</b>	1R03	<b>Reporter Name</b>	Census Department of Transportation	<b>Report Year</b>	2021
<b>Analyst Name</b>	Loucas Lamkin	<b>Analyst Email</b>	fake123@fake.com	<b>Analyst Phone</b>	434-299-8796

### Managed Sub-Recipient Reports for FY 2021

<input type="checkbox"/>	Sub-Recipient	Type	Self Reporting?	Asset Sub-Recipient	Open Issues	Total Issues
<input type="checkbox"/>	00401 - Berkshire RTA	Rural General Public Transit	No	No	0	4
<input type="checkbox"/>	44944 - DT Migration Test RGPT	Rural General Public Transit	No	No	0	7
<input type="checkbox"/>	10153 - Sebago Transit	Rural General Public Transit	No	No	1	10

- Once you have accepted the task, the first section will appear with a list of your current Rural General Public Transit Subrecipients

# Selection of Subrecipients Operating in Urban Areas

**Review 2020 Census Updates for Census Department of Transportation**

New Census data were released that may impact the FFA-10 data reported in your 2021 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.

<b>NTD ID</b>	1R03	<b>Reporter Name</b>	Census Department of Transportation	<b>Report Year</b>	2021
<b>Analyst Name</b>	Loucas Lamkin	<b>Analyst Email</b>	fake123@fake.com	<b>Analyst Phone</b>	434-299-8796

**Managed Sub-Recipient Reports for FY 2021**

<input type="checkbox"/>	Sub-Recipient	Type	Self Reporting?	Asset Sub-Recipient	Open Issues	Total Issues
<input checked="" type="checkbox"/>	00401 - Berkshire RTA	Rural General Public Transit	No	No	0	4
<input type="checkbox"/>	44944 - DT Migration Test RGPT	Rural General Public Transit	No	No	0	7
<input type="checkbox"/>	10153 - Sebago Transit	Rural General Public Transit	No	No	1	10

Does this Subrecipient now operate in an urbanized area per the 2020 Census?  Yes  No

- Next, you will begin selecting the RGPT Subrecipients that now operate in an Urbanized Area
  - The default selection will be “No” to the question of “Does this Subrecipient now operate in an urbanized area per the 2020 Census?”

# Primary and Secondary UZA Section

Does this Subrecipient now operate in an urbanized area per the 2020 Census?  Yes  No

**Primary and Secondary UZA/Non UZAS Updates**

Please select your new Primary and Secondary UZAs.

**Primary UZA \***

**Secondary UZA / Non-UZAs**

UZA
No items available

[+ Add UZA](#)

- For any subrecipient for which you select “Yes,” you will then be required to select the Primary Urbanized Area (UZA) and Secondary UZAs (State non-UZA) if applicable

# FFA-10 Section

**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	%
<b>01 UZA</b>				8	
<b>02 Total VRH</b>	0	0	0.00%	0	0%
<b>03 Total UPT</b>	0	0	0.00%	0	0%
<b>04 NFG VRM</b>	0	0	0.00%	0	0%
<b>05 NFG OE</b>	\$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

- Then, you will need to allocate the agency’s operational data across their UZA(s) or Non-UZA(s)
  - This includes Service Data and Operating Expenses
  - This will pre-populate from data on the RR-20
  - If there are multiple modes for the Subrecipient, you will need to complete multiple FFA-10 sections



# Comment and Attachments

**▼ Comments**

Comment	User	Date Created
No Comments Found		

**Census Comment**

**▼ Census Attachments**

UPLOAD
📎
Drop files here

**Census Attachments**

Document Name	Created Date	Created By
No items available		

- **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

## Census Update Confirmation

Thank you for completing your Census Update Task. Please click on Back to make any changes or Submit to complete the updates.

BACK SUBMIT

- After completing the task for all affected subrecipients (please be sure to complete the UZA and FFA-10 section for each applicable subrecipient), click the “Submit” button at the bottom of the 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

# Agencies Moving to the Urban Module

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- Agencies that need to move to the Urban Module for reporting will begin reporting directly in RY2023
  - They will be assigned an NTD analyst next year and begin completing and submitting their own reports
  - They must comply with all urban requirements
  - Once identified in the task, they must submit NTD ID request forms for the Urban Module via email
- For RY2022, the task you complete will be recorded as their UZA and FFA-10 Data

# Data Review by Analyst

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- 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

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- 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

Summary   E-File Library   **Form Library**   MR Historical Report   Related Actions

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**Report Package**      **Module**

2022 Revision 1 - Addendum      All

**Annual Forms**

The following grid contains all annual forms for the specific reporter. Use the supplied link to view or download the selected form.

Form Name	Mode/Service	Module
Federal Funding Allocation Statistics (FFA-10)	LR DO	Federal Funding Allocation Statistics
Federal Funding Allocation Statistics (FFA-10)	MB DO	Federal Funding Allocation Statistics
Federal Funding Allocation Statistics (FFA-10)	DR PT	Federal Funding Allocation Statistics
Identification (B-10)		Basic Information

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

# Questions and Comments

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## **NTD Operations Center**

M-F 8:00 a.m. – 7:00 p.m. (ET)

[NTDHelp@dot.gov](mailto:NTDHelp@dot.gov)

### **NTD Validation Contacts**

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