



CT FY25 Operating Statistics Report Updates July 17th and August 12th 2025



Webinar Overview

- Why?
- Deadlines
- Changes to Report
- Accounting Methods
- New NTD Reporting Requirements
- Report Overview
- Live Demo
- Preview FY26 Report

Why?

Federal

- ALL public transit systems are required to report all service and financial data
- Data used to inform federal funding formulas that determine funding back to the states and transit systems, i.e. 5307, 5311, ...

State

- Compare reporting statistics from year-to-year and create transit system, peer group, and statewide profiles
- Economic Benefits
 - Flyer created to show why transit is important in your service area

You!

- Easy way for you to compare your service & financial data year-to-year
- Helps to understand if things changed, then investigate why

OpStats Report Deadlines

Report Deadlines

The reports are due to PTD no later than:

- 1st Quarter: October 31
- 2nd Quarter: January 31
- 3rd Quarter: April 30
- 4th Quarter/Annual Report: August 31
 - Please submit draft report if fiscal year has not been closed out

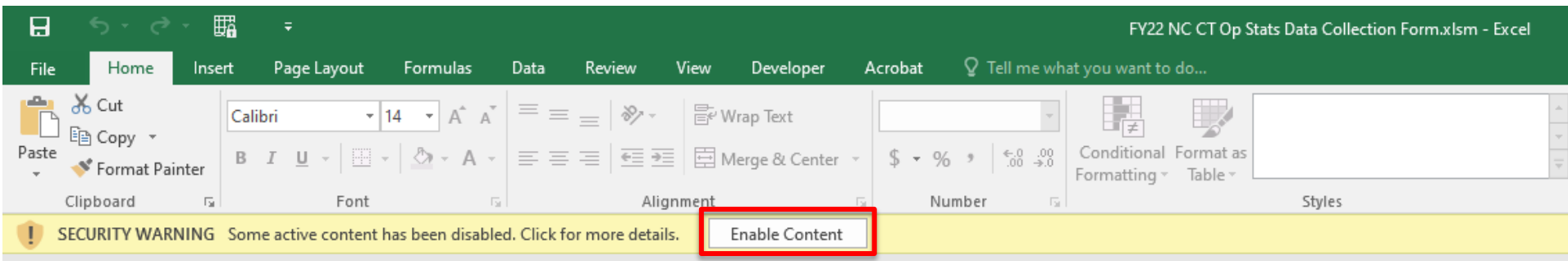
Changes to FY25 Report

- ***Nothing new, but be aware of these changes from last year***
 - ***Overview tab updated***
 - Fares
 - Please report the minimum fare you charge
 - Minimum advanced reservation
 - ***Brokered Medicaid trips and revenue***
 - ***Safety & Security***
 - Physical assaults
 - Non-physical assaults
 - Other safety and security

Accounting Method

- The Capital Expenses should be reported in the fiscal year the vehicle was received, not when it was ordered.
 - Example:
 - A vehicle was purchased on March 1, 2024 but was not received until after July 1, 2024. The expenses and revenues should be reported in FY25
- Similarly for Operating Expenses
 - Report **ALL** expenses incurred during the fiscal year and the revenues used to pay for those expenses
 - This includes grant revenues that are reimbursed in FY26 but were submitted for expenses incurred in FY25
 - Pending FY25 grant claims are assumed to be reimbursed

Enabling Macros



Overview: System Information

System Information			
<u>CTP Grantee's Legal Name</u>			
	First Name	Middle Initial	Last Name
<u>Transit's Contact Person</u>			
<u>Contact Email</u>			
<u>Transit's Website Address http://</u>			
<u>Transit's Telephone Number</u>			
Service Area			
<u>Select service area</u>			
	<u>List counties in Multi-County System (if applicable)</u>		

Only Enter data into
colored cells

Color code for FY25 is

purple

Overview: Operating Modes

Operating Modes

	Operating Modes	Route types
Demand Response Directly Operated (DR DO)	<input checked="" type="checkbox"/>	
Demand Response Purchased (DR PT)	<input checked="" type="checkbox"/>	
Fixed Route Directly Operated (MB DO)	<input type="checkbox"/>	
Fixed Route Purchased (MB PT)	<input type="checkbox"/>	
Microtransit Directly Operated (MT DO)	<input type="checkbox"/>	
Microtransit Purchased (MT PT)	<input type="checkbox"/>	

Be sure to check the "check box" for your operating modes

2. WEEKDAY:

	A	B	C	D	E	F	G
	July	August	September	October	November	December	January
FY2024							
Operating Days							
Demand Response Directly Operated (DR DO)							
Hours							
Miles							
Passenger Trips: Non-Contract							
Medicaid Contract							
Non-Medicaid Contract							
Total Passenger Trips for This Mode	0	0	0	0	0	0	0
Demand Response Purchased (DR PT)							
Hours							
Miles							
Passenger Trips: Non-Contract							
Medicaid Contract							
Non-Medicaid Contract							
Total Passenger Trips for This Mode	0	0	0	0	0	0	0

Overview – Operating Modes cont'd

Fixed Route

Operating Modes		Route types
	Operating Modes	
Demand Response Directly Operated (DR DO)	<input type="checkbox"/>	
Demand Response Purchased (DR PT)	<input type="checkbox"/>	
Fixed Route Directly Operated (MB DO)	<input checked="" type="checkbox"/>	Fixed Route
Fixed Route Purchased (MB PT)	<input checked="" type="checkbox"/>	Deviated Fixed Route
Microtransit Directly Operated (MT DO)	<input type="checkbox"/>	Fixed Route
Microtransit Purchased (MT PT)	<input type="checkbox"/>	Deviated Fixed Route
		Both

Select the route types if check "MB DO" OR "MB PT" mode

Microtransit

Operating Modes		Route types
	Operating Modes	
Demand Response Directly Operated (DR DO)	<input type="checkbox"/>	
Demand Response Purchased (DR PT)	<input type="checkbox"/>	
Fixed Route Directly Operated (MB DO)	<input type="checkbox"/>	
Fixed Route Purchased (MB PT)	<input type="checkbox"/>	
Microtransit Directly Operated (MT DO)	<input checked="" type="checkbox"/>	
Microtransit Purchased (MT PT)	<input checked="" type="checkbox"/>	

Overview – NEW Sections

Report the base fares for each mode operated.

Fares	
Demand Response	
Fixed Route	
Microtransit	

Provide the minimum advanced reservation time in hours and why.

Minimum Advanced Reservation Time (Hours)	
Time	
Explanation	

Weekday, Saturday, & Sunday

2. WEEKDAY:	A	B	C	D	E	F	G	H	I	J	K	L
FY2024	July	August	September	October	November	December	January	February	March	April	May	June
<u>Operating Days</u>												
Demand Response Directly Operated (DR DO)												
<u>Hours</u>												
<u>Miles</u>												
<u>Passenger Trips: Non-Contract</u>												
<u>Medicaid Contract</u>												
<u>Non-Medicaid Contract</u>												
<u>Brokered Medicaid Contract</u>												
Total Passenger Trips for This Mode	0	0	0	0	0	0	0	0	0	0	0	0
Demand Response Purchased (DR PT)												
<u>Hours</u>												
<u>Miles</u>												
<u>Passenger Trips: Non-Contract</u>												
<u>Medicaid Contract</u>												
<u>Non-Medicaid Contract</u>												
<u>Brokered Medicaid Contract</u>												
Total Passenger Trips for This Mode	0	0	0	0	0	0	0	0	0	0	0	0
Fixed Route Directly Operated (MB DO)												
<u>Hours</u>												
<u>Miles</u>												
<u>Passenger Trips: Non-Contract</u>												
<u>Medicaid Contract</u>												
<u>Non-Medicaid Contract</u>												
<u>Brokered Medicaid Contract</u>												
Total Passenger Trips for This Mode	0	0	0	0	0	0	0	0	0	0	0	0

Finance Tab

	Resource	Admin/Operating						TOTAL	Capital						TOTAL	Description
		DR DO	DR PT	MB DO	MB PT	MT DO	MT PT		DR DO	DR PT	MB DO	MB PT	MT DO	MT PT		
EXPENSES	ADMINISTRATIVE															
	Personnel Salaries & Fringes - CTP Object Codes G121-189							0								
	Advertising and Promotion - CTP Object Codes G371-373							0								
	Employee Development - CTP Object Code G395							0								
	Vehicle Insurance Premiums - CTP Object Code G452							0								
	Indirect Services - CTP Object Code G481							0								
	CTP Codes G190-359; 380-394; 396-451; 454-480; 482-491							0								
	Other Admin Expense (describe to the right)							0								
	Total Administrative Expenses	0	0	0	0	0	0	0								
	OPERATING															
	Driver Salaries & Fringes							0								
	Other Operating Staff Salaries & Fringes							0								
	Mechanics Salaries & Fringes							0								
	Indirect Services							0								
	Fuel							0								
	Vehicle Maintenance							0								
	Payment of Insurance Deductible(s)							0								
	Disposal of Vehicle(s)							0								
	Management/Operation Services							0								
	Volunteer Reimbursement							0								
	Other Transit Provider Services							0								
	Other (describe to the right)							0								
	Total Operating Expenses	0	0	0	0	0	0	0								
	Total Admin/Operating Expenses	0	0	0	0	0	0	0								
	CAPITAL															
	Capital Purchases							0								
	Body Work on Wrecked Vehicle							0								
	Facility Renovation or Construction							0								
	Advanced Technology Purchases							0								
	Other (describe to the right)							0								
	Total Capital Expenses	0	0	0	0	0	0	0								
	FEDERAL															
	Urbanized Area Formula Funding-Section 5307							0								
	CARES Act-Section 5307							0								
	CRRSA Act-Section 5307							0								
	ARP Act-Section 5307							0								
	FTA Capital Program Funds-Section 5309							0								
	Elderly and Disabled-Section 5310							0								
	Capital Assistance Spent on Operations-Section 5310							0								
	CARES Act-Section 5310							0								
	CRRSA Act-Section 5310							0								

Financial Information: Changes

- Brokered Medicaid Revenue
 - Trying to capture the impact brokered trips have on your service and Medicaid/Contract revenue

LOCAL									
	<u>Government Funds</u>								0
	<u>Medicaid Revenue</u>								0
	<u>Brokered Medicaid Revenue</u>								0
	<u>Contract Revenue: Full Cost</u>								0
	<u>Other Directly Generated Revenue</u>								0
	<u>Fares from passengers</u>								0
	<u>Donations</u>								0
	<u>Interest Income</u>								0
	<u>Advertising Revenue</u>								0
	<u>Insurance Proceeds from Accident</u>								0
	<u>Proceeds from Sale of Vehicle (used for capital only)</u>								0
	<u>Other Revenue (describe to the right)</u>								0
	Local total	0	0	0	0	0	0	0	0
Total Revenue		0	0	0	0	0	0	0	0

Allocating Finances to Modes

- No longer allowed to proportionalize **ALL** finances based on percentage of service hours by mode
- NTD strongly encourages assigning direct costs whenever possible
 - Examples
 - Vehicles dedicated to a mode should be able to report direct costs
 - Fuel
 - Maintenance
 - Vehicle Insurance Premiums
 - Fares
 - Other Directly Generated Funds/Medicaid Revenue
- Costs that cannot be directly associated with mode may be allocated
 - Allocate fuel and maintenance by percent miles within each mode
 - Allocate driver salaries by percent service hours within each mode
- Do **NOT** allocate finances to modes using a single percent split for all line items

Reporting ROAP Revenues

- Do NOT report total disbursement
 - Any unexpended funds used in the following fiscal year should be reported at that time
- Only report revenues received for expenses incurred in the current fiscal year
- These can be reported under the State revenue section or as Other Directly Generated Funds depending on how the funds are allocated/reimbursed

Typical Federal/State/Local splits

- 5311
 - Admin: 80/5/15
 - Capital: 80/10/10
 - Operating: 50/0/50
- 5339
 - Capital: 80/10/10
- 5307
 - Capital: 80/0/20
 - ADA Capital: 90/0/10
 - Operating: 50/0/50

5311 Federal/State/Local example

- Grant revenues show federal + state allocation
 - 85%
- To calculate splits, follow these steps
 - 5311 grant = \$100,000
 - 5311 allocation = $\$100,000 / 0.85 = \$117,647.06$
 - 5311 federal share = $\$117,647.06 * 0.8 = \$94,117.65$
 - 5311 state share = $\$117,647.06 * 0.05 = \$5,882.35$
 - 5311 local share = $\$117,647.06 * 0.15 = \$17,647.06$

Annual Statistics: Maintenance Information

- Choose whether maintenance is performed In-House, Contracted, or Both

Maintenance Information			
<u>Select your vehicle maintenance method</u>		Both	
	# Owned	In-House	
Maintenance facilities grantee		Contracted	
		Both	
			Total
			0

- Enter 1 if maintenance facility is owned or leased by you
- Otherwise, enter 0
- If county department and use a county garage for maintenance, choose **In-House** and enter **1** in # Owned cell

Safety & Security

- New form in FY23
- Previously collected in the NTD Supplemental Survey
- New tabs in FY24 to collect safety and security information for NTD's S&S-60 form
- If there were no assaults, physical or non-physical, please enter a '0' in the first cell

Major Safety & Security Event

A reportable event that meets **any** of the NTD reporting thresholds in the next slide and:

1. Occurs at a transit revenue facility, maintenance facility, or rail yard;
2. Occurs on transit right-of-way or infrastructure (the underlying framework or structures that support a public transportation system);
3. Occurs during a transit-related maintenance activity; or
4. Involves a transit revenue vehicle

Major Safety & Security Event Thresholds

- NTD Events: any event involving the operation of a transit system if, as a result, one or more of the following occurs
 - An individual dies either at the time of the event or within 30 days of the event
 - An injury requiring immediate medical attention away from the scene for one or more persons
 - A collision, personal casualty, or fire causes property damage in excess of \$25,000
 - Collisions involving transit vehicles that require towing away from the scene for a transit roadway vehicle or other non-transit roadway vehicle
 - An evacuation due to life safety reasons
- NTD Fatalities
 - A transit-caused fatality within 30 days of the a transit event
- NTD Injuries
 - Any damage or harm to persons as a result of an event that requires immediate medical attention away from the scene (should be total persons transported for immediate medical attention).

Physical Assaults

Please provide the number of each occurrence in the corresponding **BLUE** cells below

<u>Physical Assaults</u>	<u>In Transit Vehicle</u>	<u>In Revenue Facility</u>	<u>In Non-Revenue Facility</u>	<u>In Other Location</u>
Total Event Counts				
<u>Major Safety and Security Events</u>				
<u>Non-Major Events (non-injury)</u>				
Injuries Counts				
<u>Operator Injuries</u>				
<u>Other Transit Worker Injuries</u>				
<u>Other Injuries</u>				
Fatalities Counts				
<u>Operator Fatalities</u>				
<u>Other-Transit Worker Fatalities</u>				
<u>Other Fatalities</u>				

Non-Physical Assaults

Please provide the number of each occurrence in the corresponding **BLUE** cells below

<u>Non-Physical Assaults</u>	<u>In Transit Vehicle</u>	<u>In Revenue Facility</u>	<u>In Non-Revenue Facility</u>	<u>In Other Location</u>
Total Event Counts				
<u>Major Safety and Security Events</u>				
<u>Non-Major Events (non-injury)</u>				
Injuries Counts				
<u>Operator Injuries</u>				
<u>Other Transit Worker Injuries</u>				
<u>Other Injuries</u>				
Fatalities Counts				
<u>Operator Fatalities</u>				
<u>Other-Transit Worker Fatalities</u>				
<u>Other Fatalities</u>				

Other Safety & Security Data

Please provide the number of each occurrence in the corresponding **BLUE** cells below

Event Type	<u>Major Events</u>	<u>Fatalities</u>	<u>Injuries</u>
Collisions with Pedestrian(s)			
Collisions with Vehicle(s)			
Collisions with Other (e.g. animal, manhole, shopping cart, etc.)			
Other Major Events			
<u>Total Reportable injuries from non-major events</u>			

Important!

- Enter data into colored cells only
- Report ALL Expenses and Revenues
 - Revenues DO NOT have to equal expenses
- Report Contract Revenue in Other Directly Generated Funds
 - Unless revenues cover full cost of service (admin + operating + capital)
- CA Spent on Operations moved to Admin/Operating column

NTD Validation

- Reports due to NTD by October 31
- ITRE/PTD validate OpStats after submission
- NTD runs analysis comparing current fiscal year to previous fiscal year
 - If current fiscal year values greater than $\pm 10\%$ NTD requires explanation
 - Examples
 - Added/removed service
 - Gained/lost sponsoring agency/funding
 - Higher fuel/maintenance costs
 - Increase in driver salaries
 - etc...

Changes to Service/Financial Data?

- Report causes for changes to service or financial data on Annual Statistics tab

How has your administration and/or operations changed since last year (be detailed)?



FY26 OpStats Report

- Report will be available on IMD website

<https://connect.ncdot.gov/business/Transit/Pages/Transit-Reports.aspx>

1. OVERVIEW:

FY2026

A

B

C

System Information			
CTP Grantee's Legal Name			
	First Name	Middle Initial	Last Name
Transit's Contact Person			
Contact Email			
Transit's Website Address http://			
Transit's Telephone Number			
Service Area			
Select service area			
	List counties in Multi-County System (if applicable)		
Operating Modes			
	Operating Modes	Route types	
Demand Response Directly Operated (DR DO)	<input type="checkbox"/>		
Demand Response Purchased (DR PT)	<input type="checkbox"/>		
Fixed Route Directly Operated (MB DO)	<input type="checkbox"/>		
Fixed Route Purchased (MB PT)	<input type="checkbox"/>		
Microtransit Directly Operated (MT DO)	<input type="checkbox"/>		
Microtransit Purchased (MT PT)	<input type="checkbox"/>		



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