



CT FY23 Operating Statistics Report Updates July 25th and 27th 2023



Webinar Overview

- Deadlines
- Changes to Report
- Accounting Methods
- New NTD Reporting Requirements
- Report Overview
- Live Demo
- Preview FY24 Report

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

Changes to FY23 Report

- **New microtransit operating mode**

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, 2018 but was not received until after July 1, 2018. The expenses and revenues should be reported in FY19
- 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 FY24 but were submitted for expenses incurred in FY23
 - Pending FY23 grant claims are assumed to be reimbursed


Survey for new NTD Reporting Requirements

- **Only required if you do not report to NTD**
- Safety and Security: S&S-60 form
 - Safety Data
 - Physical and non-physical assaults
 - All Other Reportable Safety & Security Data
- GTFS Public Link
- Demand Response-related geospatial data
- Link to the survey will be emailed after the webinars


S&S-60: Safety Data


Safety Data

Physical Assaults

	Physical Assaults in Transit Vehicle	Physical Assaults in Revenue Facility	Physical Assaults in Non-Revenue Facility	Physical Assaults in Other Location 
Total event Counts				
Major Safety and Security Events *	0			
Non-Major Events (non-injury) *				
Injuries Counts				
Operator Injuries				
Other Transit Worker Injuries				
Other Injuries				
Fatalities Counts				
Operator Fatalities				
Other Transit Worker Fatalities				
Other Fatalities				

Non-Physical Assaults

	Non-Physical Assaults in Transit Vehicle	Non-Physical Assaults in Revenue Facility	Non-Physical Assaults in Non-Revenue Facility	Non-Physical Assaults in Other Location 
Total event Counts				
Major Safety and Security Events *	0		<input type="text" value="1"/>	
Non-Major Events (non-injury) *				
Injuries Counts				
Operator Injuries				
Other Transit Worker Injuries				
Other Injuries				
Fatalities Counts				
Operator Fatalities				
Other Transit Worker Fatalities				
Other Fatalities				

Additional Details 

S&S-60: All Other Reportable Safety & Security Data

All Other Reportable Safety & Security Data

Event Type	Major Events	Fatalities	Injuries
Collisions with Pedestrian(s)	<input type="text"/>	<input type="text"/>	0
Collisions with Vehicle(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Collisions with Other (e.g. animal, manhole, shopping cart, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other Major Events	0	<input type="text"/>	<input type="text"/>
Total reportable injuries from non-major events *	<input type="text"/>	<input type="text"/>	0

GTFS

- If you have a fixed route, you are now required to make your GTFS feed publicly available
- We have created a repository to house all GTFS across North Carolina
- Please let us know if you make any updates to your GTFS so we can get the updated feed posted

10 Geospatial Data Questions

1. Do you serve residents in another State?
2. Which counties do you pick up residents for a new trip origination
3. Select the Census Places served in counties above
4. Is your demand response service intended to meet ADA complementary paratransit requirements for a fixed route system?
5. If yes to #4, is your service area limited to the ADA complementary paratransit distance for:
 - a) Your own NTD Reporter ID; or
 - b) Another NTD Reporter ID

10 Geospatial Data Questions cont'd

6. Within your service area, do you have different eligibility requirements or different terms and conditions of service?
7. How many days per week do you operate?
8. For each day of the week, what are your hours of operation, and is your service open to :
 - a) Only those persons found eligible for complementary paratransit under the ADA through your local eligibility process?
 - b) Another specific segment of the population defined by age or disability?
 - c) The general population?
9. What is the minimum advanced reservation time for your service?
10. What is the base fare charged?



NTD Supplemental Information Survey

FTA has requested additional information in the NTD Reporting module this fiscal year. This survey will inform our reporting on your agency's behalf. Please answer all questions to the best of your knowledge.

If you have questions about the survey or need assistance, please contact Jeremy Scott (jscott@ncsu.edu) or Jonah Freedman (jfreedman@ncsu.edu).

Thank you for your assistance with compliance reporting.

What is your Transit System's Name? *

Please choose from the list.

Geospatial Data for Demand Response

The following questions pertain only to Demand Response services.

(1) Do you serve residents in another State besides your State?

Check the box for "Yes"

(2) Select the Counties that you serve, either in whole or in part, where you pick up residents for a new trip origination. *

Select all that apply and type in any out-of-state counties served

(4) Is your demand response service intended to meet the Americans with Disabilities Act (ADA) complementary paratransit requirements for a fixed route system

(5) If yes to #4, is your service area limited to the ADA complementary paratransit distance for:

- a. Your own NTD Reporter ID (your agency); or
- b. Select all those that are not your NTD Reporter ID.

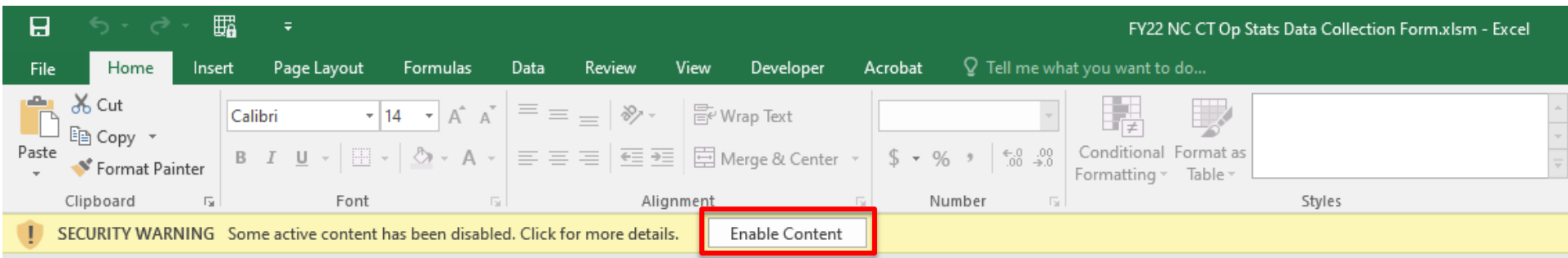
Safety/Security

Did your agency experience any of the following safety/security events? *

Did your agency experience any assaults on transit workers?

Check this box to be directed to an additional reporting worksheet on workplace assaults.

Enabling Macros



Overview: System Information

1. OVERVIEW:			
FY2023			
	A	B	C
System Information			
CTP Grantee's Legal Name	[Green Cell]		
	First Name	Middle Initial	Last Name
Transit's Contact Person	[Green Cell]	[Green Cell]	[Green Cell]
Contact Email	[Green Cell]		
Transit's Website Address http://	[Green Cell]		
Transit's Telephone Number	[Green Cell]		
Service Area			
Select service area	[Green Cell]		
	List counties in Multi-County System (if applicable)		
	[Green Cell]		

Only Enter data into colored cells

Color code for FY23 is **green**

Overview: 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
FY2023	July	August	September	October	November	December	January
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
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"/>	Fixed Route
Microtransit Directly Operated (MT DO)	<input type="checkbox"/>	
Microtransit Purchased (MT PT)	<input type="checkbox"/>	

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

Microtransit

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 checked="" type="checkbox"/>	
Microtransit Purchased (MT PT)	<input checked="" type="checkbox"/>	

Finance Tab

5. FINANCIAL DATA: FY2023		A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Resource	Description	Admin/Operating						Capital								
		DR DO	DR PT	MB DO	MB PT	MT DO	MT PT	TOTAL	DR DO	DR PT	MB DO	MB PT	MT DO	MT PT	TOTAL	
ADMINISTRATIV																
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																
Body Work on Wrecked Vehicle																
Facility Renovation or Construction																
Advanced Technology Purchases																
Other (describe to the right)																
Total Capital Expenses									0	0	0	0	0	0	0	0
FEDERAL																
Urbanized Area Formula Funding-Section 5307								0								0
CARES Act-Section 5307								0								0
CRRSA Act-Section 5307								0								0
ARP Act-Section 5307								0								0
FTA Capital Program Funds-Section 5309								0								0
Elderly and Disabled-Section 5310								0								0
Capital Assistance Spent on Operations-Section 5310								0								0
CARES Act-Section 5310								0								0
CRRSA Act-Section 5310								0								0
ARP Act-Section 5310								0								0

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

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			
Select your vehicle maintenance method			
	# Owned		Total
Maintenance facilities grantee	<input type="text" value=""/>	<input type="button" value="Both"/> <input type="button" value="In-House"/> <input type="button" value="Contracted"/>	<input type="text" value="0"/>

- Enter 1 if maintenance facility is owned or leased by you
- Otherwise, enter 0

Maintenance Information			
Select your vehicle maintenance method			
	# Owned	# Leased	Total
Maintenance facilities grantee	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value="0"/>

- If county department and use a county garage for maintenance, choose **In-House** and enter **1** in **# Owned** cell

Annual Statistics: Safety Statistics

- 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).

Take Note!

- 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 \(be detailed\)?](#)



FY24 OpStats Report

- Report will be available on IMD website

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

1. OVERVIEW:			
FY2024	A	B	C
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>		
Operating Modes			
	Operating Modes	Route types	
<u>Demand Response Directly Operated (DR DO)</u>	<input type="checkbox"/>		
<u>Demand Response Purchased (DR PT)</u>	<input type="checkbox"/>		
<u>Fixed Route Directly Operated (MB DO)</u>	<input type="checkbox"/>		
<u>Fixed Route Purchased (MB PT)</u>	<input type="checkbox"/>		
<u>Microtransit Directly Operated (MT DO)</u>	<input type="checkbox"/>		
<u>Microtransit Purchased (MT PT)</u>	<input type="checkbox"/>		



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