

UTAH TRANSIT AUTHORITY POLICY

UTA.02.04

NATIONAL TRANSIT DATABASE (NTD) RESPONSIBILITY

1) Purpose

The purpose of this Utah Transit Authority (UTA) policy is to assign responsibilities for NTD data gathering, accumulation, and reporting. The Federal Transit Administration (FTA) uses NTD data to allocate billions of federal preventative maintenance dollars to transit agencies through its annual allocation formulas; therefore, NTD data integrity is crucial to the FTA. It is expected that each transit agency will devote the resources necessary to ensure that NTD data submitted is materially correct.

2) Definitions

“NTD” means National Transit Database, which reports on all government funded transit agencies in the United States based on changing requirements defined by the Federal Transit Administration.

“MR20” means monthly reporting form found in NTD online system by mode.

“A forms” means a group of annual forms found in NTD online system to specifically report asset information.

“B forms” means a group of annual forms found in NTD online system to specifically report purchased transportation services.

“F forms” means a group of annual forms found in NTD online system to specifically report financial information.

“R forms” means a group of annual forms found in NTD online system to specifically report employee information.

“S forms” means a group of annual forms found in NTD online system to specifically report statistical information by mode.

3) Policy

A. Use of the NTD online system and any other electronic systems used for the collection, storage, analysis, or submission of NTD data under this SOP must comply with UTA’s Information Security policy, including requirements related to access controls, protection of electronic information, and incident reporting.

B. Authority and Responsibilities

FTA ultimately holds the Executive Director of UTA responsible for its monthly and annual NTD data submittal. The Executive Director has delegated specific responsibilities to the listed departments.

1. Monthly reporting and data responsibility for monthly reporting

- a. Form MR20 reporting is the responsibility of the Accounting department

- b. Data gathering is the responsibility of the various departments as assigned.
2. Annual reporting and data responsibility for yearly reporting
 - a. The reporting of all required year-end forms is the responsibility of the Accounting Department. Data gathering is the responsibility of the various departments as assigned.

C. Compliance with NTD Requirements

At UTA, the Comptroller is responsible for ensuring compliance with NTD requirements. That responsibility includes ensuring that UTA's Chief Officers, Managers, and Directors create the internal teams and processes within their departments that will verify that submitted data complies with NTD requirements. UTA follows the Federal Transit Authority (FTA) standards contained within the current reporting year NTD Policy Manual, Appendix A-245, regarding the data used to compile the annual National Transit Database (NTD) report as described below:

1. Variances greater than or equal to 10 percent from the same time last year are communicated to the division and department management for verification and acknowledgement prior to Accounting submitting the figure to NTD.
2. A system is in place and maintained for recording data in accordance with NTD definitions and agreed-upon data is reviewed to be materially accurate.
3. A system is in place to record data on a continuing basis, and the data gathering is an ongoing effort.
4. Source documents are available to support the reported data and are maintained for FTA review and audit for a minimum of three years following FTA's receipt of the NTD report. The data is fully documented and securely stored.
5. A system of internal controls is in place to ensure the data collection process is accurate and that the recording system and reported comments are not altered (if applicable). Documents are reviewed and signed by a supervisor, as required.
6. The data collection methods are those suggested by FTA or otherwise meet FTA requirements.
7. Data is consistent with prior reporting periods and other facts known about transit agency operations.

D. Oversight of NTD Data Accuracy

Within the Comptroller's Office, the Accountant responsible for NTD receives data from departments, performs specific accuracy analyses, seeks variance explanations, and enters data into the NTD reporting system monthly and yearly. The Comptroller or their designee is the primary person at UTA who communicates questions and concerns from UTA staff to NTD and from NTD to UTA staff. This employee also regularly identifies and rectifies issues through discussions with NTD and UTA staff.

E. Departmental Responsibility for NTD Data Compliance

The Comptroller is responsible for ensuring that departments are aware of their responsibilities for data gathering, aware of NTD training opportunities, accumulating properly internally reviewed data, reporting reviewed data in the NTD system, and that departments create procedures for their responsibilities that comply with current NTD reporting policy and guidance.

F. Issue Resolution

Any issues that the department responsible has with their data that cannot be rectified in a timely manner are to be elevated to the Comptroller for resolution. Any issues that the Comptroller cannot resolve in a timely manner are to be elevated to the Chief Finance Officer. Any issues that the Chief Finance Officer cannot resolve in a timely manner are to be elevated to the Executive Director.

4) Review

This policy will be reviewed four years.

5) Cross-References

- UTA.01.20 Information Security
- 2020 NTD Policy Manual, Appendix A-245.

This UTA Policy was reviewed by UTA’s Chief Financial Officer on 03/03/2026, and approved by the Executive Director on _____. This policy takes effect on the latter date.

Jay Fox
Executive Director

Approved as to form and content:

DocuSigned by:
Mike Bell
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Counsel for the Authority

History

Date	Action	Custodian
12/11/2018	Adopted – Corporate Policy 3.1.11-SOP National Transit Database Adopted – Corporate SOP 3.1.11-1 National Transit Database (NTD)	Chief Financial Officer
08/11/2021	Rescinded – Corporate Policy 3.1.11-SOP National Transit Database Rescinded Corporate SOP 3.1.11-1 National Transit Database (NTD)	Chief Financial Officer
08/11/2021	Board Consent – UTA.02.04 National Transit Database (NTD)	Chief Financial Officer
09/02/2021	Adopted – UTA.02.04 National Transit Database (NTD) Responsibility	Chief Financial Officer
	Board Reviewed – UTA.02.04 National Transit Database (NTD) Responsibility	Chief Financial Officer
	Revised – UTA.02.04 National Transit Database (NTD) Responsibility	Chief Financial Officer

