

UTAH TRANSIT AUTHORITY POLICY

No. UTA.02.04

NATIONAL TRANSIT DATABASE (NTD) RESPONSIBILITY POLICY

1) Purpose.

The purpose of this 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 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 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. 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 data responsibility

a) Form MR20 for all modes (except Vanpool) - Operational Analysis & Solutions (OAS)

b) Form MR20 for Vanpool - Vanpool

2. Annual data responsibility for yearly reporting

a) All B forms - Accounting

b) All F forms - Accounting

c) All A forms (except form type A30) - State of Good Repair (SGR)

- d) The A30 form - Accounting
 - e) All S forms (except S10 for Vanpool) - OAS
 - f) Form S10 for Vanpool - Vanpool
 - g) Form R10 - Accounting
 - h) Form R20 - OAS
 - i) All FFA10 forms - Planning
3. Annual data responsibility for yearly reporting of safety forms
 - a) Safety and Security Director
- B. *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 shall follow the Federal Transit Authority (FTA) standards contained in the 2020 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 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. The correct data are being measured and no systematic errors exist.
 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 are 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 are consistent with prior reporting periods and other facts known about transit agency operations.
- C. *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 Accountant 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.
- D. *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, accumulation of properly internally reviewed data, and reporting in the NTD system, and that departments create NTD procedures that comply with current NTD reporting policy and guidance.

E. Issue Resolution. Any issues that a responsible department 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) Cross-References.

- 2020 NTD Policy Manual, Appendix A-245,

This UTA Policy was reviewed by UTA’s Chief Officers on 07/07/2021, consented by the Board of Trustees on _____ and approved by the Executive Director on _____. This policy takes effect on the latter date.

DocuSigned by:

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 William Greene, Chief Financial Officer
 Accountable Executive

 Mary DeLoretto
 Interim Executive Director

Approved as to form and content:

DocuSigned by:

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 Counsel for the Authority

History

Date	Action	Owner
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
	Rescinded - Corporate Policy 3.1.11 National Transit Database (NTD) Rescinded Corporate SOP 3.1.11-1 National Transit Database (NTD)	Chief Financial Officer
	Approved - UTA.02.04 National Transit Database (NTD) Responsibility UTA Policy	Chief Financial Officer