

INSTRUCTIONS FOR COMPLETING THE ATTACHED FORMS

You will notice that this year the form has been revised slightly. We are hoping these revisions will make your job easier and will allow us to provide a more complete picture of state funding for transit.

All data from last year's survey have been entered into the new format to save you some time. However, you will have to update that information based on your FY 2006 budget expenditures. Because of the restructure of some items, you may need to clarify some of the information provided (or omitted) from last year's form. For example, last year you marked an X if funds were used for capital expenditures, or operating expenses, or both. This year we are asking for the actual dollar amounts for both capital and operating expenses. Therefore, if you had funds that were eligible for both capital and operating expenses, in Column 5 you would specify the dollar amount that was used for capital expenditures and the dollar amount that was used for operating expenses. Instructions for completing each column follow:

Column	Column Heading	Information Needed
Column 1	State Program	Provide the name of the state transit program.
Column 2	FY 2006 Total Prog. Funds	Provide the total amount of funds allocated for the program.
Column 3	State Sources of Funding	Provide the actual dollar amounts from any of the funding sources listed that are used for the program.
Column 4	Eligible Uses by Amount	Provide the actual dollar amounts spent for capital and/or operating expenses.
Column 5	Type of Funding by Amount	Provide the actual dollar amounts that were dedicated funds and/or non-dedicated funds, or other (specify what the other funds were). <u>Dedicated funding</u> is limited to annual state funding that by state statute can only be used for public transportation.
Column 6	Method of Distribution by Amount	Provide the actual dollar amounts that were discretionary, formula-based, local pass-thru, or other (specify what the other funds were). <u>Formula funding</u> is limited to state funding that is annually distributed to individual grantees by a legislatively-mandated formula. <u>Local pass-thru funding</u> is limited to annual state funding that is collected by the state but then directly provided to local agencies for their determination on its use without any state review or approval action being required.

There is a box available for comments on each transit program. You may use that box to describe the formulas used to determine funding distribution (if applicable). Also, attached to this packet is a table showing the latest US Census population figure for each state. This is the figure that will be used to calculate per capita spending for each state. If you have any questions, please don't hesitate to contact June Jones at 202-366-4743 or by email at june.jones@dot.gov.