

Managing the General Transit Feed Specification (P-50) Form

This guide provides an overview of how National Transit Database (NTD) users can access and update their General Transit Feed Specification (GTFS) P-50 form in their NTD Agency Profile. For more information on the GTFS requirement, please refer to the corresponding section in the annual [NTD Reporting Policy Manual](#).

How to Access the P-50 Form

There are two ways to access your agency's P-50 form. One is through your agency's profile and the other is through the three-by-three grid icon on the NTD Home Screen.

Accessing the P-50 Form Through Your Agency Profile

1. From the NTD Home screen, select the Profile tab (Figure 1).

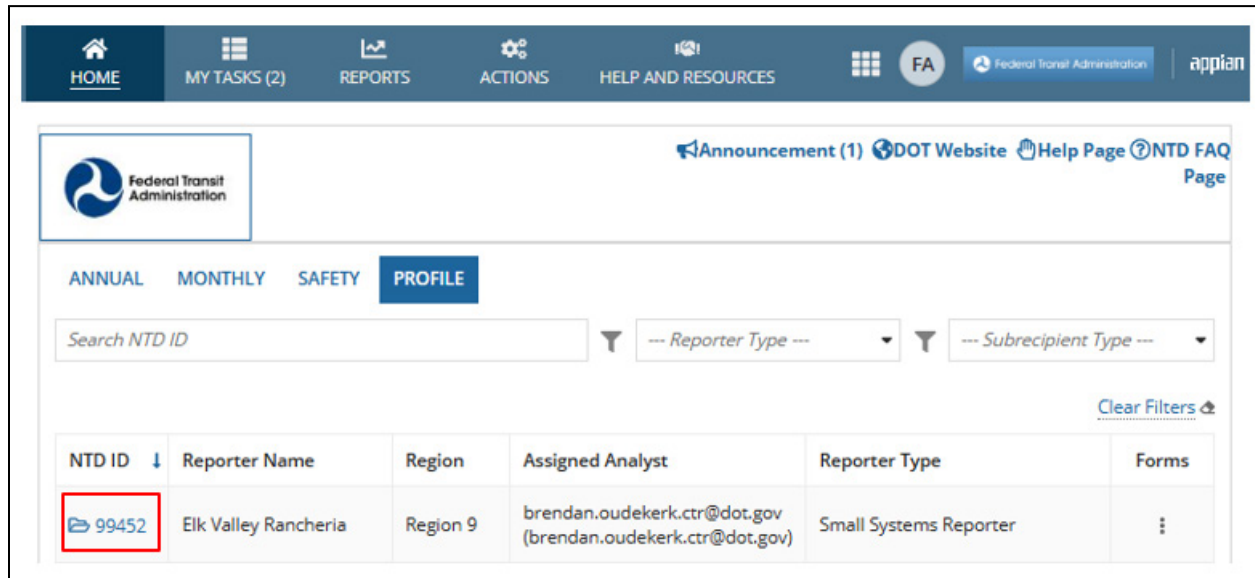
Figure 1: "Profile" Option on NTD Home Page

The screenshot shows the NTD Home Page interface. At the top is a navigation bar with icons for HOME, MY TASKS (2), REPORTS, ACTIONS, HELP AND RESOURCES, and a grid icon. Below the navigation bar is a header section with the Federal Transit Administration logo and links for Announcement (1), DOT Website, Help Page, and NTD FAQ Page. The main content area has tabs for ANNUAL, MONTHLY, SAFETY, and PROFILE. The PROFILE tab is highlighted with a red box. Below the tabs is a search bar labeled 'Search NTD ID' and two dropdown menus for 'Reporter Type' and 'Subrecipient Type'. A 'Clear Filters' link is also present. At the bottom is a table with the following data:

NTD ID	Reporter Name	Region	Assigned Analyst	Reporter Type	Forms
99452	Elk Valley Rancheria	Region 9	brendan.oudekerk.ctr@dot.gov (brendan.oudekerk.ctr@dot.gov)	Small Systems Reporter	

2. Select your agency's NTD identifier (ID) (Figure 2).

Figure 2: Agency NTD ID

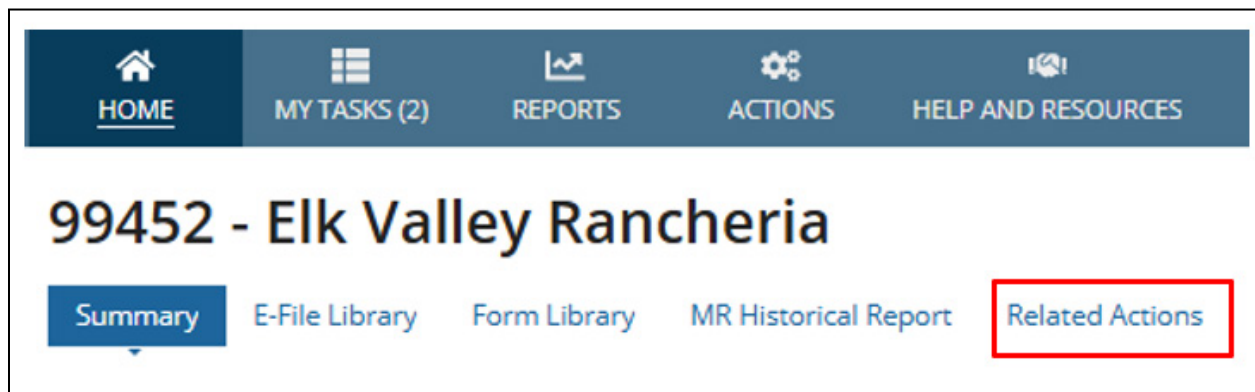


The screenshot shows the FTA NTD ID selection page. The top navigation bar includes links for HOME, MY TASKS (2), REPORTS, ACTIONS, and HELP AND RESOURCES. The main content area has a search bar for NTD ID, filters for Reporter Type and Subrecipient Type, and a table of NTD IDs. The NTD ID 99452 is highlighted with a red box.

NTD ID	Reporter Name	Region	Assigned Analyst	Reporter Type	Forms
99452	Elk Valley Rancheria	Region 9	brendan.oudekerk.ctr@dot.gov (brendan.oudekerk.ctr@dot.gov)	Small Systems Reporter	

3. Select the Related Actions tab (Figure 3).

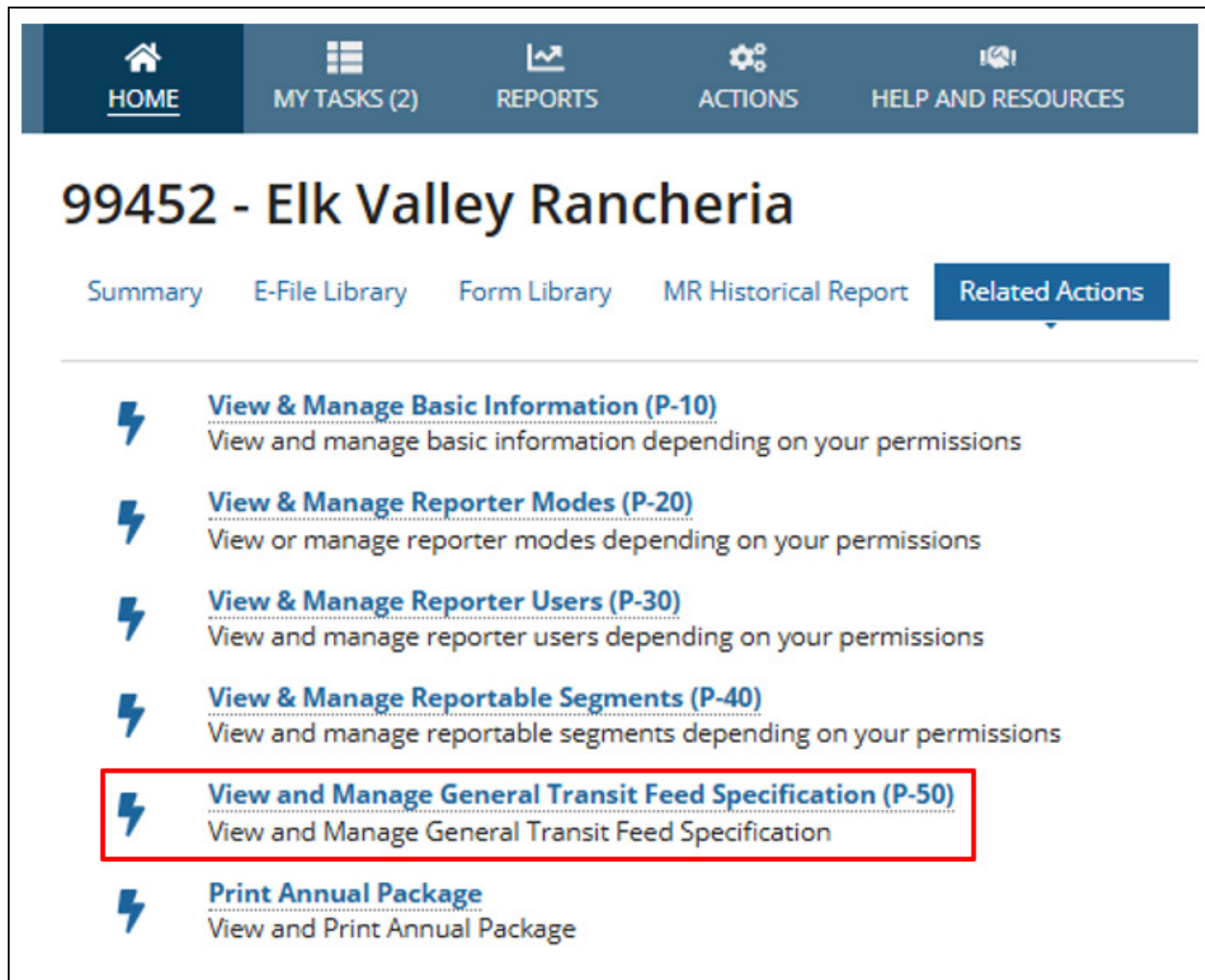
Figure 3: NTD Profile Summary Page



The screenshot shows the NTD Profile Summary Page for NTD ID 99452 - Elk Valley Rancheria. The page has a navigation bar with links for HOME, MY TASKS (2), REPORTS, ACTIONS, and HELP AND RESOURCES. The main content area shows the NTD ID 99452 - Elk Valley Rancheria and a list of tabs: Summary, E-File Library, Form Library, MR Historical Report, and Related Actions. The Related Actions tab is highlighted with a red box.

4. Select the "View and Manage General Transit Feed Specification (P-50)" link (Figure 4).

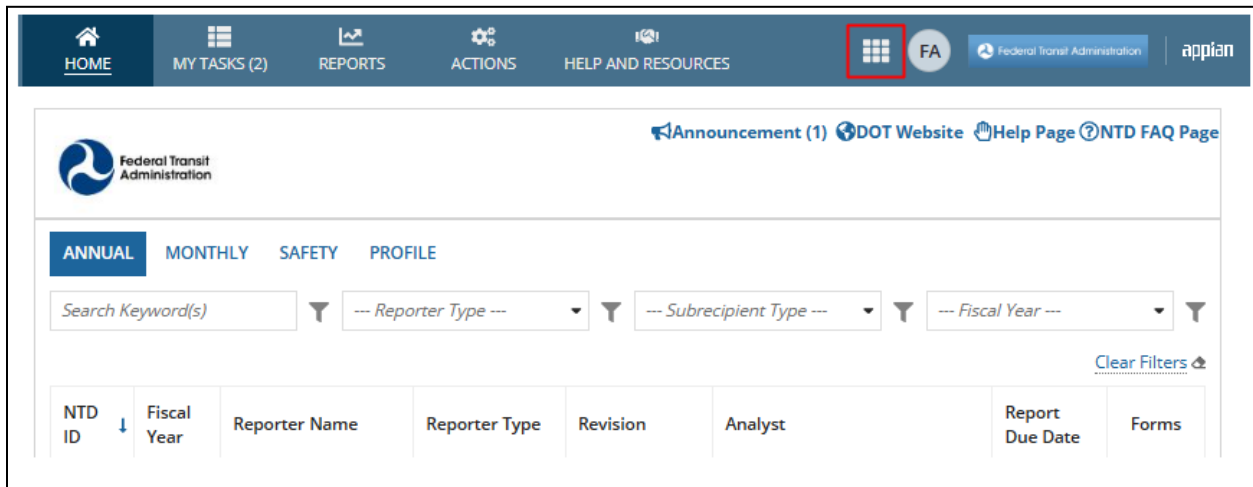
Figure 4: NTD Profile “Related Actions” Menu



Accessing the P-50 Form Through the Home Page Grid

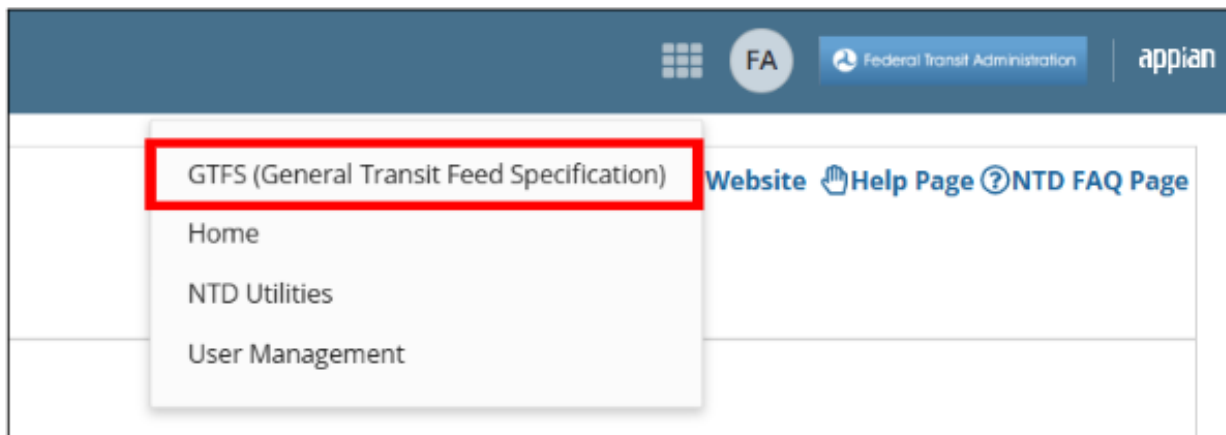
1. From the NTD home screen, select the three-by-tree grid icon in the navigation bar (Figure 5).

Figure 5: Grid Option on NTD Home Page



2. From the grid menu, select GTFS (General Transit Feed Specification) (Figure 6).

Figure 6: Grid Menu Options



Adding a New P-50 Entry

Please refer to the “How to Access the P-50 Form” section, and then proceed with the following steps:

1. Enter the GTFS data for the new entry (Figure 7).

Figure 7: Adding New GTFS Entry

View & Manage General Transit Feed Specification (P-50)

Add New Weblinks
Transit agencies are required to provide GTFS feeds for all fixed route modes. Please click "Add New Weblink" to populate a row for each fixed route mode you operate. If you are unable to provide a weblink with US, below for any fixed route mode, you must instead upload a GTFS file by selecting "Upload" below. If you do upload a file, you will be prompted for justification for why the weblink cannot be hosted online. If you are unable to provide either option, please contact your NTD analyst by email with an explanation.

#	Organization	Mode	Types of Service	Weblink	Agency ID	File	Justification for File	Remove
1	Select an organization	Select a value	Select a value	Example: / 0/500	123456	0055	UPLOAD drop or paste file here	

Agency ID Guidance

- Organization:** Begin entering your 5-digit NTD ID then select your agency.
 - Mode:** From the dropdown menu, select your fixed-route mode.
 - Types of Service (TOS):** From the dropdown menu, select your TOS.
 - Weblink:** Enter the persistent, direct download URL for the GTFS zip file.
 - Agency ID:** The Agency ID reported on the P-50 form must match your agency_id in your agency.txt file. Please refer to: [Locating the Agency ID Within the GTFS Dataset](#) for more information.
 - File:** If your agency cannot host a website, the Federal Transit Administration will accept GTFS zip archive file submissions via the P-50 Form with an approval of a waiver request. Please note that the Rural Transit Assistance Program (RTAP) offers free hosting for GTFS to any federally funded agency that is not able to host the link on their website.
 - Justification for File:** If you have uploaded a GTFS zip file rather than a weblink, you must describe why your agency is unable to host your GTFS through a weblink in addition to a waiver.
2. Select the Submit button (Figure 8).

Figure 8: Submitting New GTFS Entry

View & Manage General Transit Feed Specification (P-50)

Add New Weblinks

Transit agencies are required to provide GTFS feeds for all fixed-route modes. Please click "Add New Weblink" to populate a row for each fixed-route mode you operate. If you are unable to provide a weblink with URL below for any fixed-route mode, you must instead upload a GTFS file by selecting "Upload" below. If you do upload a file, you will be prompted for justification for why the weblink cannot be hosted online. If you are unable to provide either option, please contact your NTD analyst by email with an explanation.

#	Organization	Mode	Types of Service	Weblink ?	Agency ID ?	File	Justification for File ?	Remove ?
1	Select an Organization	---Select A value---	---Select A value---	Exempl 0/500	123456 0/255	UPLOAD Drop or paste file here		✖

Agency ID Guidance ?

CANCEL

SUBMIT

Updating an Existing P-50 Entry

Refer to the "How to Access the P-50 Form" section, and then proceed with the following steps:

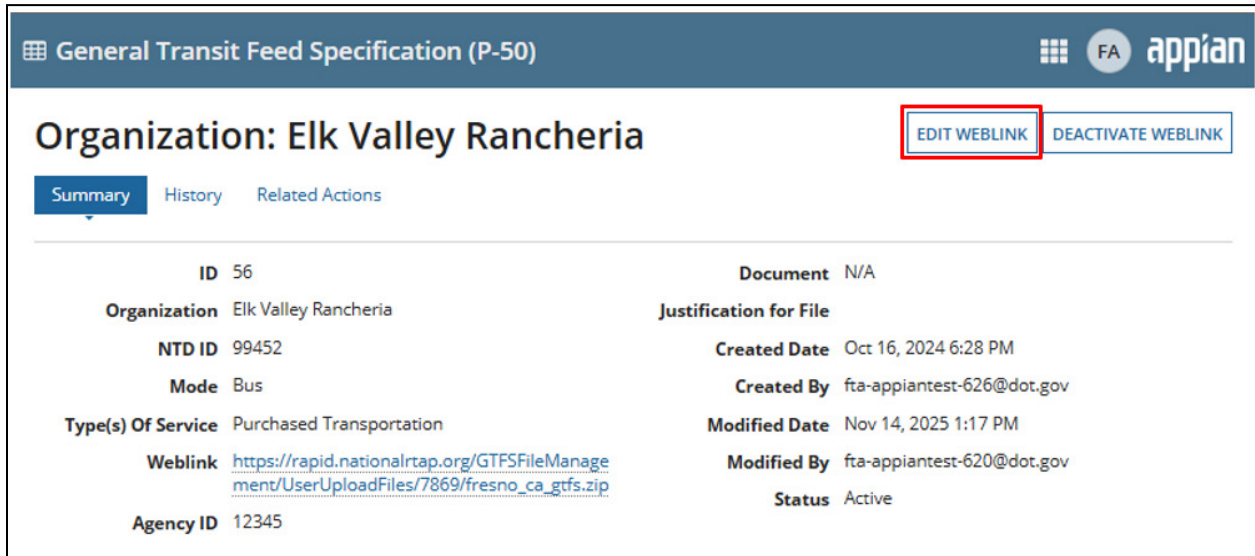
1. Select the ID by the link that you want to revise (Figure 9).

Figure 9: Existing Weblinks

ID ↑	NTD ID	Organization	State	Mode Description	Type of Service Description	Weblink
56	99452	Elk Valley Rancheria	N/A	Bus	Purchased Transportation	https://rapid.nationalrtap.org/GTFSFileManagement/UserUploadFiles/7869/fresno_ca_gtfs.zip

2. Select the “Edit Weblink” button (Figure 10).

Figure 10: GTFS Entry Summary Page



General Transit Feed Specification (P-50)

Organization: Elk Valley Rancheria

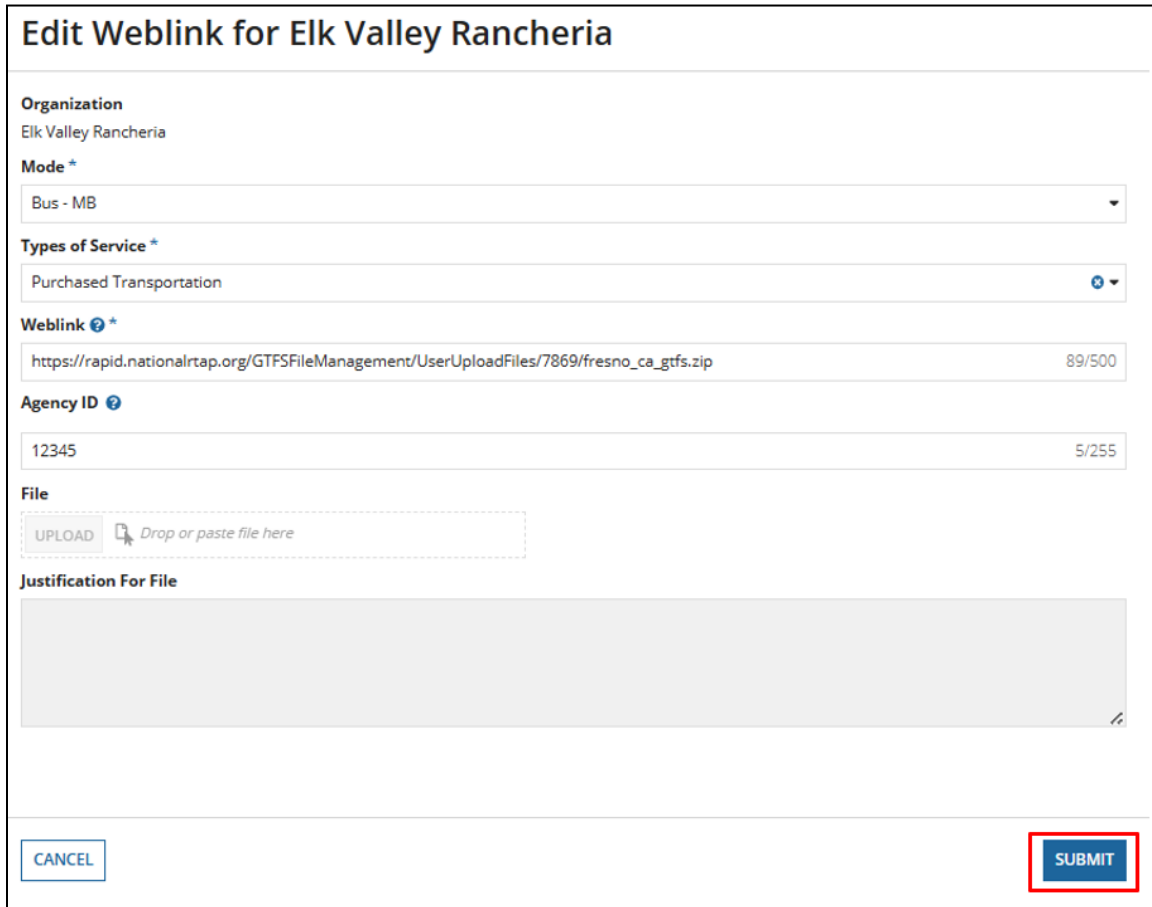
EDIT WEBLINK **DEACTIVATE WEBLINK**

Summary History Related Actions

ID 56	Document N/A
Organization Elk Valley Rancheria	Justification for File
NTD ID 99452	Created Date Oct 16, 2024 6:28 PM
Mode Bus	Created By fta-appiantest-626@dot.gov
Type(s) Of Service Purchased Transportation	Modified Date Nov 14, 2025 1:17 PM
Weblink https://rapid.nationalrtap.org/GTFSFileManagement/UserUploadFiles/7869/fresno_ca_gtfs.zip	Modified By fta-appiantest-620@dot.gov
Agency ID 12345	Status Active

3. Edit the form data as needed and select “Submit”(Figure 11).

Figure 11: Submit Updated GTFS Entry



Edit Weblink for Elk Valley Rancheria

Organization
Elk Valley Rancheria

Mode *
Bus - MB

Types of Service *
Purchased Transportation

Weblink ? *
https://rapid.nationalrtap.org/GTFSFileManagement/UserUploadFiles/7869/fresno_ca_gtfs.zip 89/500

Agency ID ?
12345 5/255

File
UPLOAD Drop or paste file here

Justification For File

CANCEL **SUBMIT**

Locating the Agency ID Within the GTFS Dataset

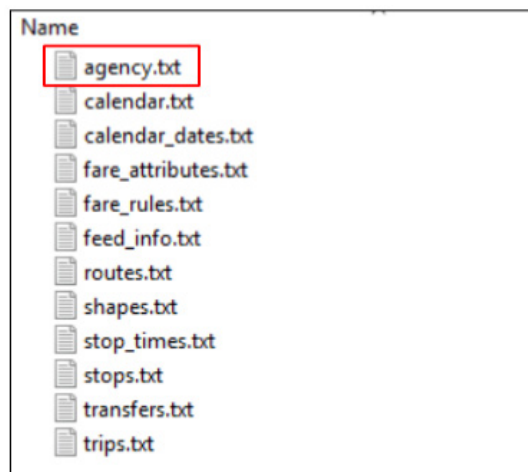
1. From the “View and Manage General Transit Feed Specification (P-50)” form, select the hyperlink in the Weblink column to download your GTFS feed (Figure 12).

Figure 12: View Existing Weblinks

ID ↑	NTD ID	Organization	State	Mode Description	Type of Service Description	Weblink	Agency ID
56	99452	Elk Valley Rancheria	N/A	Bus	Purchased Transportation	https://rapid.nationalrtap.org/GTFSFileManagement/UserUploadFiles/7869/fresno_c_a_gtfs.zip	12345

2. Open the zip file from your browser downloads, then open the “agency.txt” file (Figure 13).

Figure 13: GTFS Files



This step will open a Notepad window where you can locate “agency_id” in the string of text. You will find your agency_id in the subsequent row in the same position you find the “agency_id” label in the first row, as shown in Figure 14.

Figure 14: Agency ID Listed in “agency.txt” File

