

Key RTPA Deadlines

Five Year Responsibilities

Update the Short Range Transit Plan	Last Update: 2016	Due: 2020/21
Update the Regional Transportation Plan	Last Update: 2012	Due: 2017
Update Bike and Pedestrian Master Plan	Last Update: 2012	Due: 2017
Coordinated Human Services Plan	Last Update: 2013	Due: 2018
Class and Comp Study	Last Update: 2013	Due: 2017/18

Three Year Responsibilities

Triennial Performance Audits 14/15, 15/16, 16/17	Last Update: 11/12-13/14	Due: June 30, 2018
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Biannual Responsibilities

Development of the RTIP	Last Update: 2016	Due: 2017
Conflict of Interest Policy	Last Update: 2016	Due: 2018
Title VI Policy		Due: June 2014
Ethics Training		February

Annual Responsibilities

Prepare Annual Work Plan	Draft: March 1	Final: June 30
Prepare/Coordinate Grant App		
Recommend TDA Allocations		February Estimate
Coordinate Unmet Transit Needs	March-May	Final: August 15
Process Work Plan Amendments		Final: May 1
Monitor RTIP/FTIP	Ongoing	

Process Amendments to the FTIP	Ongoing	
Prepare Annual Budgets	Draft: March 1	Final: June 1
Assure Timely Annual Audits		Final: October 1
DBE Exhibit 9-B		Final: June 1
Form 700		April

Quarterly Reporting Requirements

Annual Work Plan Progress Reports	November 15, February 15, May 13, and August 15
Coordinate SSTAC	See Annual Work Plan for SSTAC
Coordinate EMG	Quarterly, As Needed

Semi Annual Reporting Requirements

PTMISEA	February 15 and August 15
CalEMA	April 30 and October 30
DBE (ORIP) Uniform Report	April 1 and October 1