

APPLICATION FOR REVIEW OF ELIGIBILITY EVALUATION REPORT FOR THE SEISMIC MITIGATION PROGRAM

Division of the State Architect (DSA) documents referenced within this form are available on the [DSA Forms](#) or [DSA Publications](#) webpages.

Please print all information or you may fill out online and print for signatures. All fields must be filled in per Instructions on Page 3.

Use this, *DSA 4: Application for Review of Eligibility Evaluation Report for the Seismic Mitigation Program*, when submitting an Eligibility Evaluation Report for DSA review for a building that may qualify as one of the “most Vulnerable Category 2 Buildings” per Section 1859.82, Title 2, California Code of Regulations.

This form is only to be used for report review. The construction plans, specifications and calculations for the actual seismic rehabilitation project must be submitted using form *DSA 1: Application for Approval of Plans and Specification and Instructions*.

PROJECT INFORMATION		
School District:	DSA File #:	-
District Mailing Address:	DSA App. #:	-
City:	State:	Zip Code:

DISTRICT INFORMATION	
Superintendent's Full Name:	
Work Email:	Work Phone No.:
Facilities Director or Contact Person's Full Name:	
Work Email:	Work Phone No.:

CAMPUS INFORMATION			
School Name:			
Address:			
City:	County:	State:	Zip Code:
Building Name:	Building Use/Type:		
Total Floor Area (SF):			
Project Tracking Number (PTN):			

APPLICANT'S STATEMENT OF RESPONSIBILITY		
Applicant's Full Name:	Title:	
Work Email (if different from otherwise listed):		
Firm Name (if different from otherwise listed):		
Firm Mailing Address (if different from otherwise listed):		
City:	State:	Zip Code:

Signature: _____ Date: _____
I certify that I am acting for the School District in the legal capacity of an agent making this application.

APPLICATION FOR REVIEW OF ELIGIBILITY EVALUATION REPORTS FOR SEISMIC MITIGATION PROGRAM

FOR DSA USE ONLY			
Date Application Received:		Application Complete? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date Returned:
Date Fee Received:		Name of Reviewer:	
Date Review		DSA Concurrence? <input type="checkbox"/> Yes <input type="checkbox"/> No (if no, provide reason in space below)	
DSA LETTER:	ELIGIBILITY:	REPLACEMENT:	Date Sent:
	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	

ELIGIBILITY EVALUATION REPORT PREPARED BY			
Structural Engineer:		CA Reg. No.:	Work Phone No.:
Work Email:		Work Fax No.:	
Firm Name:			
Address:			
City:		State:	Zip Code:
GEOLOGIC HAZARD REPORT (IF REQUIRED) PREPARED BY			
Name:		CA Reg. No.:	Work Phone No.:
Work Email:		Work Fax No.:	
GEOTECHNICAL REPORT (IF REQUIRED) PREPARED BY			
Name:		CA Reg. No.:	Work Phone No.:
Work Email:		Work Fax No.:	

Disclaimer: I certify that this form is an exact duplicate (verbatim) of the form provided by the Division of the State Architect (DSA) i.e. Form DSA 4 (Revised 02/09/18). In the event a conflict should exist, the language in the current DSA form will prevail.

DSA 4 INSTRUCTIONS

NOTES:

- The fee to cover DSA costs for review of the Evaluation Report is \$1,000 per building.
- Provide a separate application for each building.
- Make checks payable to "Division of the State Architect."

1. SCHOOL DISTRICT NAME AND MAILING

ADDRESS: Provide the name and district mailing address of the school district.

2. **DISTRICT SUPERINTENDENT:** Provide the full name, work email address and work telephone number of the district superintendent where email notification letters will be sent.

3. **DISTRICT FACILITIES DIRECTOR OR CONTACT:** Provide the full name, work email address and work telephone number of the director of facilities, or appropriate contact person, where copies of email notification letters will be sent.

4. **SCHOOL NAME:** Provide the name of the school campus on which the building is located.

5. **SCHOOL ADDRESS:** Provide the complete work address of the school where the building is located.

6. **COUNTY:** Provide the county in which the school is located.

7. **BUILDING NAME:** Provide the name and number or letter designation of the building. For example: King Auditorium Building 101.

8. **BUILDING USE/TYPE:** List the types of activities that take place in the building in order of most frequent use: e.g., classroom, science, library, restroom.

9. **TOTAL FLOOR AREA (SF):** Provide the approximate total floor area of the building.

10. **PROJECT TRACKING NUMBER (PTN):** A common project tracking number is required for projects located on K–12 campuses. The PTN can be found at the [Office of Public School Construction \(OPSC\)](#) website.

11. **APPLICANT:** Provide the full name and title of the applicant. The applicant is the owner or person legally acting for the owner.

12. **MAILING ADDRESS:** If the applicant is different from the school district representative previously identified or the structural engineer, then provide the firm name, and business email and business mailing address for the applicant.

13. **APPLICANTS STATEMENT OF RESPONSIBILITY:** The applicant must sign and date the form DSA 4 here. Signature certifies that the applicant is acting for the school district in the legal capacity of agent making the application for approval of the Eligibility Evaluation Report.

14. **ELIGIBILITY EVALUATION REPORT PREPARED BY:** Provide the name, CA Reg. No., work telephone and fax numbers, and work email address of the structural engineer who prepared the report.

15. **FIRM NAME:** Enter the firm name and complete work address where the structural engineer is employed and can receive progress notification letters.

16. **GEOLOGIC HAZARD REPORT PREPARED BY:** Enter the name, CA Reg. No., work telephone and fax numbers, and work email address of the engineering geologist used when a Geologic Hazard Report is required.

17. **GEOTECHNICAL REPORT PREPARED BY:** Enter the name, CA Reg. No., work telephone and fax numbers, and work email address of the geotechnical engineer used when a Geotechnical Report is required.

APPLICATION SUBMITTAL INSTRUCTIONS:

Application submittal instructions may be found in DSA Procedure *PR 08-03: School Facility Program/Seismic Mitigation Grant for Accessibility and Fire & Life Safety Requirements*.