



INSTRUCTIONS: FORM 4

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

Print or type all information. Please use black ink as the form will be photocopied for the Division of the State Architect (DSA) use. Use this application form, [DSA 4](#), 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 [DSA 1](#).

Notes:

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

Line 1. Name and Mailing Address of School District: Provide the name and mailing address of the School District.

Line 2. District Superintendent: Fill in the full name, telephone number and email address of the District Superintendent where Notification Letters will be sent via email.

Line 3. District Facilities Director or Contact: Give the full name, telephone number and email address of the Director of Facilities or appropriate contact person where copies of Notification Letters will be sent via email.

Line 4. Name of Campus: Identify the school campus on which the building is located.

Line 5. School Address: Provide the complete address of the school where the building is located.

Line 6. County: Provide the County where the building is located.

Line 7. Name of Building: Use this line to show name and number or letter designation of the building. For example: Building 101, or King Auditorium.

Line 8. Building Use: List the types of activities that take place in the building in order of most frequent use: i.e. classroom, science, library, toilet.

Line 9. Project Tracking Number (PTN): A common project tracking number is required for projects located on K-12 sites.

The PTN can be found or a new one obtained at the [Office of Public School Construction \(OPSC\)](#) website.

Line 10. Approximate Total Floor Area (Sq. Ft.): Indicate Total Floor Area of the building.

Line 11. Applicant's Statement of Responsibility: Applicant must sign and date the DSA 4 here. Signature certifies that the applicant is acting for the School District in the legal Capacity of Agent making application for approval of the Eligibility Evaluation Report.

Line 12. Name of Applicant: Enter the full name and title of the Applicant. The applicant is the owner or person legally acting for the owner.

Line 13. Mailing Address: If the applicant is different from the School District (named in Line #1) or the Structural Engineer (named in Line #15) then provide the mailing address, including the firm's name and email address, of the applicant named in line #12.

Line 14. The Eligibility Evaluation Report was prepared by: Print or type the name, email address, and CA Reg. No. of the Structural Engineer who prepared the report. (List alternates on Line 16.)

Line 15. Firm Name: Enter firm where the Structural Engineer named above works and can receive Progress Notification Letters.

Provide complete mailing address, telephone number, extension, Fax number and email address where the Structural Engineer can be contacted.

Line 16. Geologic Hazard Report, if required, was prepared by:

Enter name, CA Reg. No., telephone and fax numbers, and email address of the Engineering Geologist used when a Geologic Hazard Report is required.

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Line 17. Geotechnical Report, if required, was prepared by:

Enter name, CA Reg. No., telephone and fax numbers, and email address of the Geotechnical Engineer used when a Geotechnical Report is required.

Please submit Eligibility Evaluation Report and Form DSA 4 to:

DSA Headquarters
ATTN: Seismic Mitigation Program Submittal
1102 Q Street, Suite 5100
Sacramento, CA 95811-6550