

March 19, 2024 Tuesday @ 6:00 PM  
**SIERRA COUNTY FIRE PROTECTION DISTRICT # 1**  
**DIRECTORS MEETING AGENDA**

Location: Fire Station 82 @ 102 E Main Street, Sierraville, CA 96126

This meeting will be conducted in person and via video conference. Those who wish to attend via video conferencing should use the following link:

<https://sierracountyfireprotectiondistrictno1-771.my.webex.com/sierracountyfireprotectiondistrictno1-771.my/j.php?MTID=mddde8b46ce168ff8ac4b69f6ae37718d>

Meeting No. 2554 452 4695, Passcode: Sierra

**CALL TO ORDER:**

Roll Call of Directors

{ } Tony Commendatore, Chairperson      { } Thomas Archer      { } Tom Rowson      { } Richard Maddalena  
{ } Candy Hunter      { } Victoria Fisher, Vice Chair      { } Jeff McCollum  
Quorum Yes/No

**PUBLIC INTRODUCTION:**

**PUBLIC COMMENT:** Matters under jurisdiction of the Sierra County Fire Protection District #1, and not on the agenda, may be addressed by the Public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of five minutes.

**CORRESPONDENCE:**

**MINUTES APPROVAL:** Approval of the Minutes: 1/16/24 and 2/20/24

**FINANCIAL STATEMENT:**

1. Review P&L, Balance Sheet, Report of Funds as of February 29, 2024 **H**
2. Approve Bill Payments **H**
3. Update on Fire Mitigation Fees **H**

**REPORTS & REQUESTS FROM DISTRICT CHIEF, BATTALION CHIEFS AND EMS COORDINATOR:**

1. Chief's Report (Response Summary, Fleet, Communications System, Facilities)
2. Training / Recruitment/ Retention
3. Update on wildland turnout purchasing for Volunteer Fire Capacity 50/50 grant

**UNFINISHED BUSINESS:**

1. Public Hearing to hear public comment on the 2024-2025 Capital Improvement Plan – 6:15 pm
2. Resolution 2024-1, Adoption of the 2024-2025 Capital Improvement Plan
3. Approval of MOU with Eastern Sierra Firefighter Auxiliary for Tour de Manure (Tom A) **H**
4. Discussion regarding supply exchange issues (Victoria)

**NEW BUSINESS:**

1. Discussion regarding FY2025 Third Congressional district Appropriations Committee request for unfunded county-wide communications project

**ANNOUNCEMENTS AND COMMENTS:**

**NEXT SCHEDULED MEETING:** April 16, 2024 at 6:00pm in Sierraville

**ADJOURNMENT:**

Key: **T** – Tabled from previous meeting **H** – Handout

**THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER & EMPLOYER, PLEASE CALL 530.604.4013 AHEAD IF YOU NEED ANY ACCOMODATIONS.**

February 20, 2024 Tuesday @ 6:00 PM  
**SIERRA COUNTY FIRE PROTECTION DISTRICT # 1**  
**DIRECTORS MEETING AGENDA MINUTES**

Location: Fire Station 82 @ 102 E Main Street, Sierraville, CA 96126 and  
Verdi History Center, 740 W 2nd Street, Verdi, NV 89439.

This meeting will be conducted in person and via video conference. Those who wish to attend via video conferencing should use the following link:

<https://sierracountyfireprotectiondistrictno1-771.my.webex.com/sierracountyfireprotectiondistrictno1-771.my/j.php?MTID=mddde8b46ce168ff8ac4b69f6ae37718d>

Meeting No. 2554 452 4695, Passcode: Sierra

**CALL TO ORDER: 6:07 pm**

**Roll Call of Directors**

{X} Tony Commendatore, Chairperson      {X} Thomas Archer      {X} Tom Rowson      {X} Richard Maddalena  
{X} Candy Hunter **remote/Verdi**      {X} Victoria Fisher, Vice Chair      {X} Jeff McCollum  
Quorum **Yes**/No

**PUBLIC INTRODUCTION: Nanci Davis, volunteer Ben Edwards, Chief Mick Connolly, Clerk Kelly Champion**

**PUBLIC COMMENT:** Matters under jurisdiction of the Sierra County Fire Protection District #1, and not on the agenda, may be addressed by the Public at the beginning of the regular agenda and any off-agenda matters before the Board for consideration. However, California law prohibits the Board from taking action on any matter which is not on the posted agenda. Any member of the public wishing to address the Board during the "Public Comment" period will be limited to a maximum of five minutes.

**None.**

**Moved item #1 Unfinished Business to here:**

- 1. Presentation of Eastern Sierra Firefighter Auxiliary 2024 Tour de Manure plan- Nanci Davis was present from the non-profit, however, not speaking on behalf of Auxiliary board. Nanci was the individual who initiated the process of creating the 501c3. Mike & Laura joined as three people were needed to create the entity. Nanci saw the need to support the volunteers and felt the Tour was too good of a fundraiser to let go. She felt that it was a great community event for team building, comradery, and appreciation. Nanci told the story of why she felt moved to create the non-profit and gave a brief update of the event plan including registrations and donations received to-date for the June 1, 2024 event.**

**Moved item #2 Unfinished Business to here:**

- 1. Approval of MOU with Eastern Sierra Firefighter Auxiliary for Tour de Manure- Various discussions ensued regarding facility, apparatus and overhead costs. There were additional discussions related to donation collections. Direction was given to remove item J and ending sentence of item 6 from the draft MOU and bring back for approval at the next meeting. Chair Commendatore felt the district should maintain official ownership of the TdM.**

**CORRESPONDENCE: Grant assistance is available through the Sierra County Fire Safe Council for fuels reductions efforts, news article regarding campaign to renew EMS funding, miscellaneous emails received to clerk and forwarded to Directors.**

**MINUTES APPROVAL:** Approval of the Minutes: 1/16/24 **Minutes not available. Director Archer moved to table the item; Director McCollum seconded. 7 Ayes, motioned passed.**

## FINANCIAL STATEMENT:

1. Review P&L, Balance Sheet, Report of Funds as of January 31, 2024 **H**
2. Approve Bill Payments **H**
3. Update on Fire Mitigation Fees **H**  
**Director Fisher moved to approved the financial statements, Director Rowson seconded. 7 Ayes, motioned passed.**

## REPORTS & REQUESTS FROM DISTRICT CHIEF, BATTALION CHIEFS AND EMS COORDINATOR:

1. Chief's Report (Response Summary, Fleet, Communications System, Facilities) **3 medical, 4 MVA and 4 fire calls (3 chimney and one controlled burn at Calpine transfer station). New radios charging up and Ben will program, will be in service this week.**
2. Training / Recruitment/ Retention **Training this week on the new radios. Will have a combined EMR/EMT refresher coming up.**

## UNFINISHED BUSINESS:

1. Presentation of Eastern Sierra Firefighter Auxiliary 2024 Tour de Manure plan **see above, moved to discuss after Public Comment.**
2. Approval of MOU with Eastern Sierra Firefighter Auxiliary for Tour de Manure (Tom A) **H see above, moved to discuss after Public Comment.**
3. Status of MOU Between County and District for Filippini Road Water Storage Project (Tom R) **Dir. Rowson awaiting response from Supervisor Roen, will bring back to board when available.**
4. Review Draft 2024 Capital Improvement Plan (Rick) **H The draft CIP was reviewed and no changes were discussed. Dir. Hunter referred to the nexus between new development and the increase in demand for the infrastructure provided to serve the new development. She noted spending in relationship to the area the mitigation fees came in from. Dir. McCollum revisited installing a generator at the Sattley station.**
5. Update on Radio Replacement Project (Rick, Mick) **The Directors talked with Chief Connolly about the need for more radios and the use of older radios.**
6. Discussion of Hill Lane Realignment (Candy) **Dir. Hunter gave an update on the status of the matter.**
7. Approval of 2023 Annual Accomplishment Report (Candy/Rick) **H Chair Commendatore thanked Dir. Hunter and Maddalena for their work on the report and direction was given to Clerk to post and publish.**
8. Discussion Regarding Supply Exchange Issues (Victoria) **Dir. Fisher updated the Board on her work to gain clarity from EPHC and NorCal EMS on the supply acquisition process for SCFPD#1 and provided information related to one-time EMS inventory needs as well as ongoing supply orders. Collaboration efforts are in process with neighboring districts to update stock in the interim. A budget increase for EMS supplies was discussed.**
9. Update Regarding County MSAG Update/ 911NET Databases and Assisting with Evacuation Planning (Rick) **T Dir. Maddalena followed up with Brandon Pangman, Sierra County Planning Director to review information related to the SCFPD#1 response area.**

## NEW BUSINESS:

1. Discussion, Budget, Action of Helicopter Dunk Tank and Water Storage Tanks Installation at Deerwater Airport in Sierraville (Tom R) **Dir. Rowson introduced the item and it was agreed to pursue the project in collaboration with the County.**

## ANNOUNCEMENTS AND COMMENTS: **None.**

**NEXT SCHEDULED MEETING:** March 19, 2024 at 6:00pm in Sierraville

**ADJOURNMENT: 8:17 pm**

Key: **T** – Tabled from previous meeting **H** –Handout

**THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER & EMPLOYER, PLEASE CALL 530.604.4013 AHEAD IF YOU NEED ANY ACCOMODATIONS.**



## **SIERRA COUNTY FIRE PROTECTION DISTRICT # 1**

### **PUBLIC HEARING NOTICE**

March 19, 2024 Tuesday @ 6:15 PM

Location: Fire Station 82 @ 102 E Main Street, Sierraville, CA 96126

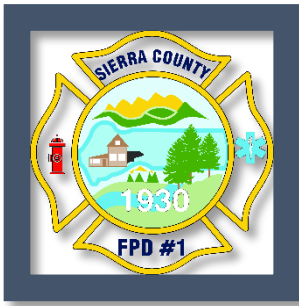
This meeting will be conducted in person and via conference call. Those wishing to attend the meeting by telephone should dial 1-650-479-3208 and enter the meeting number below. Those who wish to attend via video conferencing should use the following link:

<https://sierracountyfireprotectiondistrictno1-771.my.webex.com/sierracountyfireprotectiondistrictno1-771.my/j.php?MTID=mddde8b46ce168ff8ac4b69f6ae37718d>

Meeting No. 2554 452 4695, Passcode: Sierra

### **SCFPD#1 2024-2025 Capital Improvement Plan**

The purpose of this Public Hearing is to hear public comment on the SCFPD#1 2024-2025 Capital Improvement Plan. Copies of the SCFPD#1 2024-2025 Capital Improvement Plan are available upon request by contacting Kelly Champion, District Clerk at (530) 604-4013, PO Box 255, Sierraville, CA 96126, [sierracountyfire1@gmail.com](mailto:sierracountyfire1@gmail.com).



Sierra County Fire Protection District # 1  
PO Box 255  
Sierraville, CA 96126  
[www.sierracountyfireprotectiondistrict1.com](http://www.sierracountyfireprotectiondistrict1.com)

**Directors**  
*Tony Commendatore- Chair*  
*Victoria Fisher*  
*Thomas Archer*  
*Tom Rowson*  
*Rick Maddalena*  
*Candy Hunter*  
*Jeff McCollum*

**RESOLUTION 2024-01**

**A RESOLUTION OF THE BOARD OF DIRECTORS ADOPTING  
2024-2025 CAPITAL IMPROVEMENT PLAN**

**WHEREAS**, the Board of Directors desire to adopt a Capital Improvement Plan (the Plan herein) identifying capital improvements, acquisitions, repair and replacement of District Capital Assets, including Fire Stations, Apparatus and Equipment, necessary for the performance of Fire Protection and the performance and rendering of Emergency Medical Services to the communities and persons within District jurisdictional boundaries, and

**WHEREAS**, the Plan will inform and provide a Nexus for the future establishment, amendment or increase of Fire Mitigation Fees to fund fire protection facilities, apparatus and equipment necessary to mitigate the impact of new development throughout the District,

**BE IT HEREBY RESOLVED**, as follows:

1. That Notice of Public Hearing regarding the Capital Improvement Plan was duly and properly posted in advance and that said Notice was prominently posted in multiple places within the District’s jurisdiction.
2. That the Capital Improvement Plan, attached as **Exhibit A**, is hereby Approved, and Adopted, this 19<sup>th</sup> Day of March, 2024 at the Regular Meeting of the Board of Directors of the Sierra County Fire Protection District #1, by the following Roll Call vote:

**AYES:** \_\_\_\_\_

**NOES:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**APPROVED:** \_\_\_\_\_  
**Tony Commendatore, Chair**

**ATTEST:** \_\_\_\_\_  
**Kelly Champion, District Clerk**

**2024/2025 CAPITAL IMPROVEMENT PLAN  
SIERRA COUNTY FIRE PROTECTION DISTRICT #1**

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Pursuant to Section 66006 of Government Code, the District is required to annually make available to the public specific information related to the prior year's activity for development impact fees within 180 days after the last day of each fiscal year.

Sierra County Fire Protection District #1 collects development impact fees within Fire District boundaries which includes the nincorporated communities of Sierraville, Sattley, Calpine, Sierra Brooks, Loyalton Pines, Long Valley and Verdi and neighboring ranches, farms, and recreation atractions. Development Impact Fees were first approved by the Sierra County Fire District Board of Commissioners and the Sierra County Board of Supervisors in 2011.

The content of this report will outline the spending plan for those fees collected up to and including fiscal year ending 6/30/2024 as well as 5 year projections.

*An annual inventory of fee collection and projects funded since the imposition of the District's Impact Fee is available upon request.*

**FIRE IMPACT FEE SCHEDULE**

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An updated Fire Impact Fee Nexus Study was completed by Hansford Economic Consulting and approved by the Sierra County Fire Protection District Board of Commissioners and the Sierra County Board of Supervisors in 2020. The complete Study is available online at [www.sierracountyfireprotectiondistrict1.org](http://www.sierracountyfireprotectiondistrict1.org) or by calling (530)604-4013.

The purpose of the Fire Impact Fees is to finance public facilities and equipment as described. A detailed list of applicable structure and use projects are outlined in Appendix A of the 2020 Impact Fee Study, and available at [www.sierracountyfireprotectiondistrict1.org](http://www.sierracountyfireprotectiondistrict1.org) or by calling (530)604-4013.

**PLANNED FACILITIES, APPARATUS, VEHICLE & EQUIPMENT**

ADA Building Compliance/Bathroom Remodel-Station 82 Sierraville	\$	50,000
Upstairs Completion/ADA Compliance/Exterior Access-Station 84 Calpine	\$	170,000
New 3 Bay Station & Maintenance Facility-Sattley	\$	1,045,170
Command Vehicle - <i>Purchased 6/2021</i>	\$	4,023
Replacement Water Tenders (2)	\$	650,000
Rescue 4WD Vehicle UTV Truck Style/Stokes EMS Equipment	\$	45,000
Type II Engine - <i>Purchased 9/2021</i>	\$	5,000
Well/Water Storage Tank, Filippini Rd - <i>Completed 1/2024</i>	\$	40,080
Dog Valley Fire Lane - <i>Completed 8/2020</i>	\$	5,000
Deerwater Field Heli Dip Tank	\$	19,520
CIP & Impact Fee Analysis Update - Ongoing	\$	33,207
	<b>\$</b>	<b>2,067,000</b>

Current Fee	Proposed Fee
\$2.08	<b>\$2.08</b>

*\*Fees are adjusted annually according to the Engineering News Record San Francisco Construction Cost Index March to March for a July 1 implementation not to exceed 3%.*

*March 2023-March 2024 CCI - X.XX%*

**SIERRA COUNTY FIRE PROTECTION DISTRICT #1 - IMPACT FEE EXPENDITURE SUMMARY & 5-YEAR PROJECTION**

Following is an account of the 2023/2024 impact fee collection and expenditure detail through June 30th, 2024 with projected 2025-2029 collection and expenditures.

	ACTUAL 2023/2024	PROJECTED 2024/2025	PROJECTED 2025/2026	PROJECTED 2026/2027	PROJECTED 2027/2028	PROJECTED 2028/2029
Beginning Fund Balance	\$ 66,377	\$ 38,325	\$ 28,805	\$ 28,138	\$ 38,138	\$ 48,138
Annual Fees Collected	\$ 12,028	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
Interest Earned						
Adjustments						
<b>Total Revenue</b>	<b>\$ 78,405</b>	<b>\$ 48,325</b>	<b>\$ 38,805</b>	<b>\$ 38,138</b>	<b>\$ 48,138</b>	<b>\$ 58,138</b>
<b>Annual Expenditures</b>	<b>Cost</b>	<b>Total % Funded- Impact Fees</b>				
Station 82 - ADA Bldg Compliance/Bathroom Remodel	\$ 50,000					
Station 84 - Upstairs Completion/ADA Compliance/Exterior Access	\$ 170,000					
Station 83-New 3 Bay Maint. Fac./Fire Stn.	\$ 1,045,170					
Command Vehicle - <i>Purchased 5/11/21</i>	\$ 4,023	34%				
Replacement Water Tenders (2)	\$ 650,000					
Rescue UTV/Stokes EMS Equip.	\$ 45,000					
Type II Engine - <i>Purchased 9/29/21</i>	\$ 5,000	100%				
Well/Water Storage Tank Filippini Rd. <i>Completed 1/2024</i>	\$ 40,080	100%	\$ 40,080			
Dog Valley Fire Lane <i>Completed 8/20/20</i>	\$ 5,000	100%				
Deerwater Field Heli-dip tank	\$ 19,520	100%	\$ 19,520			
CIP & Impact Fee Analysis Update	\$ 33,207	100%		\$ 10,667		
Office Expense/Bank Fees	\$ -					
<b>Total Expenditures by Year</b>	<b>\$ 2,067,000</b>		<b>\$ 40,080</b>	<b>\$ 19,520</b>	<b>\$ 10,667</b>	<b>\$ -</b>
<b>IMPACT FEE BALANCE</b>	<b>\$ 38,325</b>		<b>\$ 28,805</b>	<b>\$ 28,138</b>	<b>\$ 38,138</b>	<b>\$ 48,138</b>

## AGREEMENT RE The TOUR DE MANURE

AKA

### SIERRA VALLEY METRIC CENTURY

This Agreement is by and between **Eastern Sierra Firefighters' Auxiliary**, a California Non-Profit Corporation, (ESFA) and **Sierra County Fire Protection District #1**, a Public Agency, (District).

#### RECITALS

- A. ESFA desires to produce, promote, market and sponsor the 2024 Tour de Manure, a fund-raising event for the benefit of ESFA and in turn, the District, on June 1, 2024 (Event).
- B. District desires to support the Event by providing use of its premises and with additional support, as hereinafter set forth.

**THEREFORE**, in consideration of the terms and conditions set forth below, ESFA and District agree, as follows:

**1) ESFA Duties and Performance.** ESFA agrees to:

- a) Act as sponsor/umbrella organization for the 2024 Tour de Manure Event using its 501 (c) (3) status.
- b) Manage all aspects of the Event including marketing, finance, volunteer procurement, purchasing, solicitation of vendors, and solicitation of donors.
- c) Utilize online registration portal and document all registrants.
- d) Secure execution of Waiver and Release for all registrants, participants and volunteers engaged in the Event.
- e) Procure all necessary permits and licenses for the event, to include Plumas and Sierra Counties, CHP, Alcohol and Beverage Control, or as otherwise required.
- f) Create an opportunity for Event participants to donate directly to the District.
- g) Provide a full accounting of all revenue, costs or expenses paid or incurred by ESFA for the Event upon conclusion of the Event.
- h) To post TdM sign on Sierraville Fire building.
- i) Sierraville Fire Station #82 shall be returned to pre-Event condition at the conclusion of the Event.

**2) District Duties and Performance.** District agrees to:

- a) Allow use of Fire Station #82 Premises and Equipment Bays for registration of Participants, service of food and beverage, including alcohol subject to permitting, and entertainment purposes incident to the Event.
- b) Allow access to the equipment bays on May 30 for Event preparation/set up and on June 1 and June 2, 2024, for the Event and Event cleanup. Event Director and volunteers will be allowed access to the Fire Station, at reasonable times for inventory of materials in advance of and after these dates.
- c) Provide Fire/EMS Volunteers for Event coordination and EMS support to Participants and ESFA Volunteers.
- d) Provide apparatus, such as Command Vehicle, Rescue Vehicles and other vehicles to act as SAG Wagons and Patrol/Sweep to support EMS Services for the benefit of the Event.
- e) District shall not charge for its personnel, including Command, Volunteer Fire Fighter or EMS Technician support or efforts.



- f) District agrees to use its communication system, radios and licensed frequencies to coordinate Event activities to be provided by it and its Volunteer Firefighters and Volunteer EMS personnel.
  - g) Provide Day of the Event liaison with other Fire/EMS/Emergency jurisdictions, such as Eastern Plumas Ambulance Service and Health, Beckwourth Volunteer Fire, Loyalton Fire Department, Sierra County Sheriff and California Highway Patrol.
  - h) Allow use of District logos in connection with the Event, including for marketing materials and purposes.
- 3) Indemnity.** ESFA and District mutually agree to indemnify, defend and hold one and another harmless from or on account of any and all claims, demands, causes of action, judgments, costs and attorneys' fees for bodily injury, death or property damage, as may arise from or be related to the intentional acts, negligence or omissions of either Party, their respective principals, directors, officers, agents, employees or volunteers in the performance of the terms and conditions of this Agreement or related, otherwise, to the conduct of the Event.
- 4) Insurance.** ESFA and District agree to secure and maintain a policy or policies of comprehensive general liability providing coverage for the Event. Said policy or policies shall be issued by a California admitted insurer with a rating of A- Am Best Rating and shall provide Combined Single Limits for Bodily Injury or Death in the minimum sums of Two Million Dollars (\$2,000,000) and One Hundred Thousand Dollars (\$100,000) for Property Damage. ESFA and District shall name one and the other, including their respective, Directors, Staff and Volunteers, Sierra County, Plumas County and Property Owners, adjacent to Fire Station #82 who provide their property for parking of vehicles, as Named Additional Insured under the forgoing insurance required hereby.
- 5) Compensation/Share of Net Proceeds.** Upon conclusion of the Event, ESFA shall prepare and deliver an accounting of all Event income, donations, costs and expenses, including for Event insurance requirements. It is agreed that the net proceeds of the Event shall be controlled, deposited, used and applied by ESFA, which proceeds shall be used solely for charitable or non-profit projects, acquisitions or purposes as the ESFA Board of Directors may determine and as permitted by the ESFA Mission/Purpose Statement, and its qualification as a non-profit entity under State or Federal law.
- 6) Direct Donations to District.** Should Event participants or others choose to make a direct donation to District, which is collected by ESFA, such donations shall be delivered to District, along with the identity, mailing address of each Donor.

Dated: \_\_\_\_\_, 2024      **EASTERN SIERRA FIREFIGHTERS' AUXILIARY**

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**By: Nanci Davis, President**

Dated: \_\_\_\_\_, 2024      **SIERRA COUNTY FIRE PROTECTION DISTRICT #1**

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**By: Tony Commendatore, Chair of the Board of Directors**

# FY2025 Community Project Funding Appropriations Request Form

## Congressman Kevin Kiley

Deadline: March 22, 2024

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Thank you for your interest in the Fiscal Year 2025 Congressional appropriations process. We will be accepting two types of appropriations requests. We will be accepting two types of appropriations requests. The first are **programmatic/language requests**. These requests are for Congress to fund an authorized federal program at a specific level or include language directing a federal agency to carry out a program in a certain way. The second are **Community Project Funding requests**. These requests are to allocate funds for a specific project by a non-federal government entity or not-for-profit organization in district.

If you are interested in submitting a Community Project Funding request, please fill out this form as completely as possible for **each request that you want considered**. To adhere to Appropriations Committee deadlines, electronic copies of this form, in Word format, should be sent no later than close of business on **March 22, 2024**. Due to the high volume of requests, we cannot guarantee your request will be supported, but we will evaluate all requests and be sure to reach out with any questions. Early submissions are welcome and appreciated.

Criteria and guidance can be found here: (to be released by Appropriations Committee soon)

In FY22-FY24, the Committee limited CPF funding to public and not-for-profit entities, i.e., private businesses and other for-profit entities are not eligible for CPF funding. In the previous two fiscal years, a random sample of projects were audited by the Government Accountability Office after funding was made available.

All CPF projects must comply with these rules and requirements. Additionally, the Office of Congressman Kevin Kiley requires that applicants submit at least two letters of support from third parties within the community (or communities) that would benefit from the project if funded. These letters must clearly communicate the benefits that the project would confer upon the community/communities. Should a specific account require a letter of support from a State, Tribal, or local agency, that letter may count towards the two letter requirement.

Completed forms should be sent to [AppropriationsKiley@mail.house.gov](mailto:AppropriationsKiley@mail.house.gov). Please attach all letters to a single email and submit using the following format in the subject line:

"Community Project Funding [Requesting Entity Name] - [Project Name]"

If you have any questions regarding Community Project Funding requests, please email [james.zandstra@mail.house.gov](mailto:james.zandstra@mail.house.gov).

**Please provide the following information:**

**1. Contact Information:**

- a. Name:
- b. Phone:
- c. Email:
- d. Address:

**2. If you are a part of a lobbying organization and making the request on behalf of a client, please list your contact information here:**

- a. Name:
- b. Phone:
- c. Email:
- d. Address:

**3. Name of Requesting Entity of Organization**

**4. Location of Requesting Entity or Organization**

**5. Project Name**

**6. Physical Location/Address Of The Project**

**7. Amount Requested**

**8. Briefly describe what the project is and what the funding would be used for**

**9. How does this program impact CA-03 and/or California in general? Please be specific as possible.**

**10. Is the entity requesting the funding a government entity? If yes, State or Local, and what department/agency?**

**11. Has this project received any previous federal funding? If so, how much and from where (department and grant name)?**

**12. Can the project obligate all appropriated funds within 12 months after enactment? If not, what would the expected date of obligation?**

**13. Estimated start and completion dates?**

**14. Has the request been submitted in another related agency? If yes, which one?**

**15. Does the project have other public (federal, state, local) and/or private funds committed for forecasted costs related to operations and maintenance? If so, what is the source and amount of those funds?**

**16. Does the project require an environmental review? If so, what is the status and/or outcome of the environmental review and National Environmental Policy Act (NEPA) category of action (if applicable)?**

**17. What would the cost-share be between Federal funding and outside/state & local funding? If a state/local match is required are you able to commit to providing the match?**

**18. Federal agency to administer the funding:**

**19. Is the Project Shovel Ready?**

**20. Has the project received previous Federal funding? If so, how much and which public law (e.g., appropriations act or authorization act) provided it? Include both formula funds and any discretionary grants.**