

CalVTP Project Spatial Data Entry User Guide

1. Introduction to the CalVTP and Project Submission Requirements

The Board of Forestry and Fire Protection (Board) certified the California Vegetation Treatment Program (CalVTP) Program Environmental Impact Report (Program EIR) in December 2019. As a Program EIR under CEQA, the CalVTP requires certain information to be publicly available. The geographic area analyzed in the CalVTP Program EIR includes 20.3 million acres primarily within the State Responsibility Area (SRA) and is referred to as the Treatable Landscape. The ability of project proponents to use the CalVTP and prepare a Project-Specific Analysis (PSA) for vegetation treatment projects provides a streamlined mechanism to achieve CEQA compliance and supports opportunities for increased vegetation treatment to contribute to the State’s wildfire management and mitigation efforts. As part of the CalVTP, CAL FIRE and other project proponents would implement vegetation treatment activities in the treatable landscape to help meet the Governor’s goals in response to California’s wildfire crisis.

Throughout the life of tiered activities, project proponents will need to submit documentation and spatial data to the Board so that they can be reviewed and posted on the Board’s webpage so they are accessible to the public. This Data Entry ‘User Guide’ will assist project proponents in fulfilling the documentation and data requirements. Additional components of this User Guide include the following sections:

- **Section 2. Important Terms**
- **Section 3. Description of CalVTP Data and Documentation** – brief overview of the types of spatial data required for CalVTP projects
- **Section 4. Detailed CalVTP Data and Documentation Completion and Submission Requirements** – instructions for how and when to submit spatial data and other environmental documentation throughout the life of the project

2. Important Terms

Common terms used throughout this User Guide are discussed below.

Approved Project

Upon approval of the PSA, the project status is designated as “Approved”. The Board is notified of the approval of these projects by the lead agency or project proponent as described in **Sections 3-B. Approved Projects** and **4-B. Approved Projects**.

Fuel Type

The treatable landscape is divided into three broad categories of hazardous vegetative fuels (referred to as “fuel types”) that exhibit similar fire behavior characteristics: grass, shrub, and tree. While separate spatial data files for Fuel Types are not required, Fuel Type is designated within spatial data for Treatment Activity (see **Treatment Activity**, below).

Project Boundary

The entire area to be treated, encompassing the outer boundary of all areas assessed in the PSA or PSA/Addendum. This area is represented spatially as a polygon that may include areas that are not targeted for treatment (i.e., the Project Boundary). The Project Boundary will be at least equal to, but often larger than, the Treatment Area footprint. Spatial data for the Project Boundary are described in **Sections 3-B-1. Project Boundary** and **4-B-1. Project Boundary**.

Proposed Project

Prior to approval of the PSA, the project status is designated as “Proposed”. The Board is notified of Proposed Projects as described in **Sections 3-A. Proposed Projects** and **4-A. Proposed Projects**.

Treatment Activity

Five treatment activities are covered by the CalVTP: **prescribed fire (pile burning and broadcast burning), manual treatment, mechanical treatment, prescribed herbivory, and herbicides application**. Spatial data for each treatment activity is represented by a separate polygon that shows the extent of each treatment activity that has been completed (see **Sections 3-B-2. Treatment Areas** and **4-B-2. Treatment Areas**).

Treatment Area

Generic term for areas to receive vegetation treatments. While separate spatial data for Treatment Area is not required, Treatment activities are implemented within the Treatment Area, and these areas are represented spatially as a one or more Treatment Areas polygons (see **Treatment Activity**, above). The Treatment Area is one of two layers contained within the [Approved and Completed GDB](#) template, which is used for submission of spatial data on Approved and/or Completed Projects (see **Sections 3-B-2. Treatment Areas** and **4-B-2. Treatment Areas**).

Treatment Type

Three treatment types are covered by the CalVTP Program EIR: 1) ecological restoration, 2) fuel breaks (shaded and non-shaded), and 3) wildland-urban interface (WUI) fuel reduction. While separate spatial data files for Treatment Types are not required, Treatment Type is designated within spatial data for Treatment Activity (see **Treatment Activity**, above).

3. Description of CalVTP Data and Documentation

There are three different types of *spatial data* that you will submit to the Board for public use at different points in time depending on the stage of the project: **1) Proposed Project** point; **2) Project Boundary** polygon(s); and **3) Treatment Areas** polygon(s). Additional documentation may be required at each stage, and is described in this guide. In order of timing of submission, spatial data that may be submitted includes:

A. Proposed Projects – 15 days prior to project approval

The Proposed Project point identifies the approximate center of the area in which the project will occur.

1. Online Submission

- a. Use the [Online Submission Tool](#) to submit your CalVTP Proposed Project information.
- b. This online submission form fulfills all the requirements of form [SPR AD-7](#) as described in the Program EIR.

2. Manual Submission

- a. Complete the [Proposed Projects geodatabase](#) (GDB).
- b. Fill out form [SPR AD-7](#) (Figure 1).
- c. Send completed form [SPR AD-7](#) and the completed and **zipped** [Proposed Projects GDB](#) via email to the Board at CALVTPprojects@fire.ca.gov.

For detailed instructions on submitting your project via either method, see **Section 4-A. Proposed Projects**.

B. Approved Projects – when the project is approved:

Two layers are contained within the [Approved and Completed GDB](#) template: **1) Project Boundary**, and **2) Treatment Area(s)**. These two forms of spatial data may be submitted at various times throughout the life of the project via email to the Board at CALVTPprojects@fire.ca.gov, and are briefly described below. For detailed instructions on completing and submitting data and documentation on your Approved Project, see **Section 4-B. Approved Projects**.

1. Project Boundary

The Project Boundary includes the entire area to be treated, generally encompassing the outer boundary of all areas assessed in the PSA or PSA/Addendum. The project boundary is submitted to the Board as Project Boundary polygon(s). This/ese polygon(s) may include areas that are not targeted for treatment; that is, one or more polygons may be provided to represent the Project Boundary. The determination of how many polygons are needed to represent the Project Boundary

is made by the project proponent and/or lead agency; at a minimum, one polygon representing the Project Boundary should be included, and generally this is sufficient to report the area encompassing planned treatment activities. The Project Boundary will be at least equal to, but often larger than, the footprint of the Treatment Areas.

2. Treatment Areas

Once your project has been approved, it is considered active, and treatment activities may proceed as described in the PSA. These treatment activities will be represented by Treatment Areas polygons. Treatment Areas polygons must show the extent of treated areas partitioned by Treatment Activity (i.e., prescribed burning [broadcast or pile), manual or mechanical treatment, mechanical, prescribed herbivory, herbicides application). Treatment activities may overlap in space and/or time within a project boundary, and individual polygons should be provided for all treatments.

Treatment Areas polygons may be submitted at various points during the life of the project; at a minimum, they should be submitted after the entire project is completed. The requirements, timing, and types of Treatment Areas spatial data that may be submitted are described below.

a. Planned Treatments

Submission of planned treatment activities upon project approval is encouraged, but not required. Planned treatment activities may be submitted at any time during the life of the project, including at the time of initial submission of the signed, approved PSA to the Board, or anytime thereafter as new treatments are previously planned treatments are adjusted.

b. Active Treatments

Treatments Areas polygons are not commonly submitted while in progress, but the project proponent may submit spatial data on active treatment activities (i.e., those currently in progress but have not been completed) at any time.

c. Completed Treatments

Completed treatment activities may be submitted at any time during the life of the project after the PSA is approved by the lead agency. While not required prior to completion of the overall CalVTP Project, the Board encourages project proponents to submit polygons for any completed treatment activities as they are finalized, and ideally on a bi-annual basis. At a minimum, spatial data for completed treatment activities must be submitted after the CalVTP Project has been fully completed and closed out.

d. Withdrawn Treatments

If any previously submitted treatment activities will no longer be implemented for any reason, project proponents may provide that information to the Board at any time, but the Board requests that these be submitted as soon as possible after planned treatments have been cancelled to support agency planning, tracking, and reporting efforts related to vegetation management across the state, particularly if Planned Treatment Areas polygons were submitted previously.

C. Completed Projects

When the CalVTP Project is fully complete and no additional treatment activities will be implemented under the corresponding PSA, spatial data for all treatment activities and a final a [CalVTP Project Specific Analysis Completion Report](#) should be submitted to the Board.

4. Detailed CalVTP Data and Documentation Completion and Submission Requirements

A. Proposed Projects – 15 days prior to approval

At least 15 days prior to project approval, use one of the following two methods to submit your Proposed Project:

1. Online Submission

- a. Navigate to the [Online Submission Tool](#) to submit your CalVTP Proposed Project Information.
- b. Fill out each field in the Online Submission Tool to provide your project information. Fields with an asterisk (*) are required.
- c. This online submission form fulfills all the requirements of form [SPR AD-7](#) (Figure 1) as described in the Program EIR. You do not need to submit the form separately if you choose this submission option.
- d. Upon online submission your Proposed Project, you will receive an automated email to confirm your submission has been received. If additional clarifications or corrections are needed, you will be notified via email.
- e. Once the Board has reviewed your project, it will be posted to the [Proposed Projects Online Viewer](#) and you will receive an email with your CalVTP Project ID. Please use this CalVTP Project ID in all email correspondence to the Board hereafter. If you do not receive an email within two weeks of your online submission, contact the Board via email at CALVTPprojects@fire.ca.gov. If there are any issues with your submission, Board staff will contact you via email or phone with the contact information provided in your initial submission email and files.



Planned CalVTP Projects
SPR AD-7: Information on Planned Treatment Projects

Planned project name:
Planned project latitude (Y): Planned project longitude (X):
Project Proponent/Organization Name:
Contact Name: Contact Address: Contact E-mail:
Contact Phone:

Treatment Type (select all that apply):
 Wildland Urban Interface (WUI) Fuel Reduction
 Fuel Break
 Ecological Restoration

Planned Treatment Activity 1 (select one):
 Prescribed Fire (Broadcast Burn) Manual Treatment Herbicides
 Prescribed Fire (Pile Burn) Mechanical Treatment Prescribed Herbivory
Planned Treatment Activity 1 Acreage:

Planned Treatment Activity 2 (select one):
 Prescribed Fire (Broadcast Burn) Manual Treatment Herbicides
 Prescribed Fire (Pile Burn) Mechanical Treatment Prescribed Herbivory
Planned Treatment Activity 2 Acreage:

Planned Treatment Activity 3 (select one):
 Prescribed Fire (Broadcast Burn) Manual Treatment Herbicides
 Prescribed Fire (Pile Burn) Mechanical Treatment Prescribed Herbivory
Planned Treatment Activity 3 Acreage:

Planned Treatment Activity 4 (select one):
 Prescribed Fire (Broadcast Burn) Manual Treatment Herbicides
 Prescribed Fire (Pile Burn) Mechanical Treatment Prescribed Herbivory
Planned Treatment Activity 4 Acreage:

Planned Treatment Activity 5 (select one):
 Prescribed Fire (Broadcast Burn) Manual Treatment Herbicides
 Prescribed Fire (Pile Burn) Mechanical Treatment Prescribed Herbivory
Planned Treatment Activity 5 Acreage:

Planned Treatment Activity 6 (select one):
 Prescribed Fire (Broadcast Burn) Manual Treatment Herbicides
 Prescribed Fire (Pile Burn) Mechanical Treatment Prescribed Herbivory
Planned Treatment Activity 6 Acreage:

Submit this form to CALVTPProjects@fire.ca.gov at least 15 days prior to project approval (see SPR AD-7 in the CalVTP PEIR).

Figure 1. Form SPR AD-7 for Proposed Projects

2. Manual Submission

- a. Fill out form [SPR AD-7](#) (Figure 1). Required fields in form SPR AD-7 are:
- **Planned project name** – the name of your CalVTP Project; this is often place-based or references the main treatment type or purpose.
 - **Planned project latitude (Y)** – latitude in decimal degrees (dd)

- **Planned project longitude (X)** – longitude in decimal degrees (dd)
 - **Project Proponent-Organization Name** – the project proponent may be the implementing agency or the lead agency
 - **Contact Name** – provide at least one primary contact for your CalVTP Project; if changes in personnel are anticipated, provide at least one contact that can be reached as a back-up contact to answer questions about your project. In addition to the primary contact, provide the address, e-mail, and phone number of the back-up contact as well.
 - **Contact Address**
 - **Contact E-mail**
 - **Contact Phone**
 - **Treatment Type** – indicate all treatment types that apply to your project; one or all options may be selected.
 - **Planned Treatment Activity (1 through 6)**
 - Choose only one treatment activity for each Planned Treatment Activity 1 through 6. You may specify up to six different treatment activities that will be included in your CalVTP Project.
 - You must provide the footprint of estimated acres on which Treatment Activities will be implemented. Footprints of different Treatment Activities may overlap in space, and the sum total of all Treatment Activities acreage may exceed the footprint of the Area in which Treatment Activities will be applied. Report the
 - Treatment Activities may also overlap in time if repeated treatments are planned. For each Treatment Activity, report only the acreage of initial treatments; repeated maintenance treatments are not included in reported Treatment Activity estimates at this stage.
- b. Download the [Proposed Projects GDB](#) template and unzip the files to a known location. Add this Proposed Projects GDB to a new ArcGIS map and fill out the fields following examples in the Projects GDB template. Delete any example records in the template, including only your own CalVTP Project information in the final, submitted GDB. Required information to be provided in the Proposed Projects point GDB is similar to that described above for form SPR AD-7; additional formatting requirements specific to two fields in the Proposed Project GDB template are described below:
- **Project ID** – leave blank; this will be assigned by the Board
 - **Status** – select ‘Proposed’ from the dropdown menu
- c. Send completed form [SPR AD-7](#) and a completed **zipped** [Proposed Projects GDB](#) including only your CalVTP Project information via email to the Board at CALVTPprojects@fire.ca.gov.

If additional clarifications or corrections are needed, you will be notified via email. Once the Board has reviewed your project, it will be posted to the [Proposed Projects Online Viewer](#) and you will receive an email with your CalVTP Project ID prompting you to confirm that your data are accurately reflected. Please use this CalVTP Project ID in all email correspondence to the Board hereafter. If you do not receive an email within two weeks of your online submission, contact the Board via email at CALVTPprojects@fire.ca.gov. If there are any issues with your submission, Board staff will contact you via email or phone with the contact information provided in your initial submission email and files.

B. [Approved Projects](#)

Once your project has been approved, you must submit spatial data and environmental documentation specific to your CalVTP Project to the Board. **All data and documentation for Approved Projects may only be submitted via email at this time.**

Download the [Approved and Completed GDB](#) template, which contains two spatial data layers: **1) Project Boundary**, and **2) Treatment Area(s)**. Each layer within the Approved and Completed GDB template contains examples of how the data fields should be filled out. Example records for each layer in the Approved and Completed GDB template should be deleted prior to submission of your spatial data, so that only your CalVTP Project data are included in your submitted files.

1. [Project Boundary](#)

Once your project has been approved, submit your CalVTP Project Boundary in the [Approved and Completed GDB](#). If the Project Boundary changes at any time, a revised, **zipped** [Approved and Completed GDB](#) should be submitted to the Board.

a. [Instructions for filling out the Project Boundary fields](#)

- **Project Name** – if the project name has changed since submission of the Proposed Project, indicate the revised name here.
- **Project ID** – input the CalVTP Project ID provided to you by the Board in the format YYYY-## (e.g., CalVTP Project ID 2023-12 was the twelfth proposed project received by the Board in the year 2023).
- **Organization** – input the lead agency name
- **Contact Name** – if the primary contact has changed since submission of the Proposed Project, indicate the revised name here. If more than one name is provided, input in format “**First Name Last Name or First Name Last Name**” (e.g., “John Doe or Jane Doe”).
- **Contact Phone** – if the primary contact number has changed since submission of the Proposed Project, indicate the revised contact number

here. If more than one number is provided, input in format “**XXX-XXX-XXXX** or **XXX-XXX-XXXX**”; input those in order corresponding to the order of the Contact Names. If an extension is required, add text “ext. XXX” to the end of the appropriate phone number.

- **Contact Address** – address of the lead agency; if the address has changed since submission of the Proposed Project, indicate the revised address here.
- **Date Proposed** – date that the original Proposed Project was submitted
- **Date Certified** – date of authorized signature on PSA Determination page
- **Total Acres** – the acreage of the footprint of the area in which Treatment Activities will be implemented. This does not include spatiotemporally overlapping Treatment Activities and should represent only the total area to be treated initially, regardless of how much Treatment Activities may overlap in space or time.
- **PSA Link** – leave blank
- **Affiliation** – from the dropdown menu, select “CAL FIRE” or “non-CAL FIRE” based on the identity of the lead agency
- **Treatment Type**

You may indicate from one to three Treatment Types, selecting from the dropdown menu in each of the three fields. If you only have one or two Treatment Types, leave the remaining Treatment Type fields blank.

 - **Treatment Type 1** – Fuel Break, WUI, or Ecological Restoration
 - **Treatment Type 2** – Fuel Break, WUI, or Ecological Restoration, or leave blank
 - **Treatment Type 3** – Fuel Break, WUI, or Ecological Restoration, or leave blank
- **Treatment Activities**

These represent the Treatment Activities as described in the PSA. This does not include spatiotemporally overlapping Treatment Activities of the same kind and should represent only the total area to be treated initially, regardless of how much Treatment Activities may overlap in space or time.

 - **Prescribed Fire Broadcast Burn Acres** – enter the acres to be treated by Broadcast Burning; if none, enter 0
 - **Prescribed Fire Pile Burn Acres** – enter the acres to be treated by Pile Burning; if none, enter 0
 - **Mechanical Treatment Acres** – enter the acres to be treated by Mechanical Treatments; if none, enter 0
 - **Manual Treatment Acres** – enter the acres to be treated by Manual Treatments; if none, enter 0

- **Prescribed Herbivory Acres** – enter the acres to be treated by Prescribed Herbivory; if none, enter 0
- **Herbicides Application Acres** – enter the acres to be treated by Application of Herbicides; if none, enter 0
- **Comments** – enter any information that will be helpful to the Board or interested parties; if corrections or revisions are submitted, indicate these corrections here.

b. Instructions for submitting Project Boundary spatial data:

- ***REQUIRED Submission Files***
 - Download the [Approved and Completed GDB](#) template and unzip the files to a known location. Create at least one record to represent your Project Boundary polygon, inputting your CalVTP Project information using the examples provided within the Project Boundary layer of the [Approved and Completed GDB](#). Example entries in the GDB template should be deleted prior to submission of your spatial data, so that only your CalVTP Project data are included in your submitted files.
 - Submit complete, signed environmental documentation files (e.g., [Project Specific Analysis](#), addenda if any).
 - **NOTE:** All [Environmental Documentation for Approved Projects](#) will be posted publicly online. Confidential documents should not be included in your submitted documentation (e.g., Archaeological Surveys).
- ***OPTIONAL Submission Files***
 - One or more Treatment Areas polygons may also be submitted within the same zipped [Approved and Completed GDB](#) (see **Section 4-B-2. Treatment Areas**, below, for more information). While not required at this stage, as it is assumed treatment activities have not commenced, submission of Treatment Areas polygons is encouraged as treatments are planned, revised, implemented, or withdrawn.
- ***Submission Instructions***
 - Files should be submitted via email to the Board at CALVTPprojects@fire.ca.gov. Indicate the CalVTP Project ID in the subject line and/or text of this email. If additional clarifications or corrections are needed, you will be notified via email. If you do not receive an email within two weeks of your submission, contact the Board via email at CALVTPprojects@fire.ca.gov. If there are any issues with your submission, Board staff will contact you via email or phone with the contact information provided in your initial submission email and files.

- Once complete and in the required format, your Project Boundary polygon(s) will be loaded into the [CalVTP Approved and Completed Projects Online Viewer](#), and you will receive a verification email prompting you to confirm that your data are accurately reflected.

2. Treatment Areas

Treatment Areas polygons must show the extent of treated areas partitioned by Treatment Activity and may overlap in space and/or time within a project boundary.

a. Instructions for filling out the Treatment Areas fields

Once your project has been approved, it is considered active, and treatment activities may proceed as described in the PSA. Individual polygons should be provided for each unique combination of treatment type, treatment activity, and fuel type if completed various times over the course life of the project, regardless of how many times it was performed in the same footprint. Treatment Areas polygons may be submitted at various points during the life of the project: at a minimum, they should be submitted after the entire project is completed.

Download the [Approved and Completed GDB](#) template and unzip the files to a known location. Create at least one record to represent your Treatment Areas polygon, inputting your CalVTP Project information using the examples provided within the Treatment Areas layer of the [Approved and Completed GDB](#). Example entries in the GDB template should be deleted prior to submission of your spatial data, so that only your CalVTP Project data are included in your submitted files.

- **Project ID** – input the CalVTP Project ID provided to you by the Board after your Proposed Project was submitted, in the format YYYY-## (e.g., CalVTP Project ID 2023-12 was the twelfth proposed project received by the Board in the year 2023)
- **Date Completed** – date that the Treatment Activity was completed for the corresponding polygon(s)
- **Treatment Type** – select the appropriate Treatment Type (i.e., Fuel Break, WUI, or Ecological Restoration). Only one Treatment Type per treatment record may be specified.
- **Treatment Activity** – select the appropriate Treatment Activity (i.e., Prescribed Fire (Broadcast), Prescribed Fire (Pile Burning), Mechanical Treatment, Manual Treatment, Prescribed Herbivory, Herbicides Application) from the dropdown menu. Only one Treatment Activity per treatment record may be specified.

- **Treatment Acres** – enter the acres treated by the specified Treatment Activity
- **County** – enter county in which treatments were implemented
- **Fuel Type** – select the appropriate Fuel Type (i.e., Grass, Shrub, Tree) from the dropdown menu. Only one Fuel Type per treatment record may be specified.
- **Coastal Zone** – select the appropriate designation (i.e., Yes, No) from the dropdown menu depending on whether your project is in the Coastal Zone as defined by the California Coastal Commission
- **Grant Type** – select the appropriate funding source (i.e., CAL FIRE Forest Health, CAL FIRE Fire Prevention, CAL FIRE Urban Forestry, Non CAL FIRE, or Not Grant Funded) from the dropdown menu. If funding was not sourced from a Grant, or has not yet been secured for a *Planned* Treatment Activity, indicate “Not Grant Funded”. If Grant funding is later secured for a previously submitted *Planned* Treatment Activity, submit an updated record to the Board. See **Section 4-B-2-i. Planned Treatments** for more information on submitting spatial data for *Planned* Treatment Activities.
- **Status** – select the appropriate designation for the Treatment Activity record (i.e., *Planned, Active, Complete, Withdrawn*) from the dropdown menu. More instructions specific to the various stages of Treatment Activity ‘Status’ are provided in **Section 4-B-2-b. Instructions for submitting Treatment Areas spatial data**.
- **Affiliation** – from the dropdown menu, select “CAL FIRE” or “non-CAL FIRE” based on the identity of the lead agency

b. Instructions for submitting Treatment Areas spatial data

Treatment Areas polygons may be submitted separately, or combined with the Project Boundary in a **zipped [Approved and Completed GDB](#)**. Files should be submitted via email to the Board at CALVTPprojects@fire.ca.gov. Indicate the CalVTP Project ID in the subject line and/or text of this email. If additional clarifications or corrections are needed, you will be notified via email.

If you do not receive an email within two weeks of your submission, contact the Board via email at CALVTPprojects@fire.ca.gov. If there are any issues with your submission, Board staff will contact you via email or phone with the contact information provided in your initial submission email and files.

Once reviewed and confirmed to be in the required format, your Project Boundary polygon(s) will be loaded into the [CalVTP Approved and Completed Projects Online Viewer](#), and you will receive a verification email prompting you to confirm that your data are accurately reflected.

Treatment Areas polygons may be submitted at various times throughout the life of the Approved Project and may represent different treatment statuses (i.e., *Planned*, *Active*, *Completed*, *Withdrawn*). Submission requirements are described in further detail below for each status:

i. Planned Treatments

Submission of *Planned* Treatment Area polygons upon project approval is encouraged, but not required. Planned treatment activities may be submitted at any time during the life of the project, including at the time of initial submission of the signed, approved PSA to the Board, or anytime thereafter as new treatments are previously planned treatments are adjusted.

- Indicate “*Planned*” in the ‘Status’ field and leave the ‘Date Completed’ field blank.
- Once *Planned* Treatment Activities have been implemented, you may submit updated treatment polygons as indicated under **Section 4-B-2-i. Completed Treatments**, below.
- If *Planned* Treatment Areas polygons are intended to correct or replace previously submitted *Planned* Treatment Areas polygons, the project proponent should indicate this in their email with the spatial data attached; the ‘Notes’ field in the GDB file should also indicate changes to previously submitted planned treatments.
- **REQUIRED Submission Files for Planned Treatments**
Spatial data are not required to be submitted for planned treatment activities, but submission is encouraged as treatments are planned and finalized for implementation.
- **OPTIONAL Submission Files for Planned Treatments**
One or more Planned Treatment Areas polygons may be submitted within a zipped [Approved and Completed GDB](#) at the time of your Project Boundary polygon(s) submission (see **Section 3-B-1. Project Boundary**), or they may be submitted separately within a zipped [Approved and Completed GDB](#) at any time throughout the life of the project.

ii. Active Treatments

Treatments Areas polygons are not commonly submitted while in progress (i.e., “*Active*”), but the project proponent may submit spatial data on active treatment activities at any time.

- Indicate “*Active*” in the ‘Status’ field and leave the ‘Date Completed’ field blank.

- If *Active Treatment Areas* polygons are intended to correct or replace previously submitted *Active Treatment Areas* polygons, the project proponent should indicate this in their email with the spatial data attached; the 'Notes' field in the GDB file should also indicate changes to previously submitted *Planned Treatment Areas* polygons.
- Once *Active Treatment Activities* have been completed, you may submit updated treatment polygons as indicated under **Section 4-B-2-i. Completed Treatments**, below.
- **REQUIRED Submission Files for Active Treatments**
Spatial data are not required to be submitted for active treatment activities.
- **OPTIONAL Submission Files for Active Treatments**
One or more *Active Treatment Areas* polygons may be submitted within a zipped [Approved and Completed GDB](#) at any time throughout the life of the project.

iii. **Completed Treatments**

Completed treatment activities may be submitted at any time during the life of the project after the PSA is approved by the lead agency. While not required prior to final completion of the overall CalVTP Project, the Board encourages project proponents to submit polygons for any completed treatment activities as they are finalized, and ideally on a bi-annual basis, to support agency planning, tracking, and reporting efforts related to vegetation management across the state.

- Indicate "*Completed*" in the 'Status' field and indicate the date the Treatment Activity was fully completed in the 'Date Completed' field.
- The project proponent should indicate if the *Completed Treatment Areas* polygons are related to any previously submitted *Planned Treatment Areas* polygons in their email with the spatial data attached. The 'Notes' field should also indicate any previously *Planned Treatment Areas* polygons to which they are related (i.e., planned treatment polygons were submitted, and now those treatment activities have been completed).
- Each time you submit *Completed Treatment Areas* polygons, include only new treatments implemented since your last report. If Treatment Areas polygons are intended to correct or replace previously submitted *Completed Treatments Areas* polygons, the project proponent should indicate this in their email with the spatial data attached; the 'Notes' field in the GDB should also indicate changes to previously submitted completed treatments.

- **REQUIRED Submission Files for Completed Treatments**
Spatial data are not required to be submitted prior to the full completion of the project; however, it is highly encouraged to support agency planning, tracking, and reporting efforts related to vegetation management across the state. See **Section 4-C. Completed Projects**, below, for information on submitting Completed Treatment Areas polygons after the entire CalVTP Project has been fully completed and closed out.
- **OPTIONAL Submission Files for Completed Treatments**
One or more Completed Treatment Areas polygons may be submitted within a zipped [Approved and Completed GDB](#) at any time throughout the life of the project.

iv. **Withdrawn Treatments**

If any previously submitted treatment activities will no longer be implemented for any reason, project proponents may provide that information to the Board at any time, but the Board requests that these be submitted as soon as possible after planned treatments have been cancelled to support agency planning, tracking, and reporting efforts related to vegetation management across the state, particularly if Planned Treatment Areas polygons were submitted previously.

- Indicate “*Withdrawn*” in the ‘Status’ field and leave the ‘Date Completed’ field blank.
- If the *Withdrawn* Treatments Areas polygons being submitted apply to previously submitted Planned or Active treatments polygons, the project proponent should indicate this in their email with the spatial data attached. The ‘Notes’ field in the GDB file should also indicate changes to previously submitted Treatments Areas polygons. Include the reasons for Treatment Activity cancellation in the ‘Notes’ field.
- **REQUIRED Submission Files for Withdrawn Treatments**
Spatial data for Withdrawn Treatment Areas are not required to be submitted but is encouraged.
- **OPTIONAL Submission Files for Withdrawn Treatments**
One or more Withdrawn Treatment Areas polygons may be submitted within a zipped [Approved and Completed GDB](#) at any time throughout the life of the project.

C. **Completed Projects**

When the CalVTP Project is fully complete and no additional treatment activities will be implemented under the corresponding PSA, spatial data for all treatment activities and a

final [CalVTP Project Specific Analysis Completion Report](#) should be submitted to the Board.

Instructions for submitting FINAL CalVTP Project Data and Documentation

- ***REQUIRED Submission Files***

- Provide any previously unsubmitted *Completed* Treatment Areas polygons in a zipped [Approved and Completed GDB](#). See **Section 4-B-2. Treatment Areas** for detailed information on filling out the *Completed* Treatment Areas polygons. An example of a map showing a Proposed Project point, Project Boundary polygon, and Treatment Areas polygons is shown in .
- Complete a [CalVTP Project Specific Analysis Completion Report](#) that includes the size of the treated area, treatment types and activities implemented, dates of work, a list of the Specific Project Requirements (SPRs) and mitigation measures that were implemented, and any explanations regarding implementation if required by SPRs and mitigation measures.

- ***OPTIONAL Submission Files***

While not required, to ensure submission of all relevant data, the project proponent may also include any ***previously*** submitted *Completed* Treatment Areas polygons and *Withdrawn* Treatment Areas polygons. However, in their email, the project proponent should note records which have previously been submitted, and records which are being submitted for the first time; the 'Notes' field in the GDB should also indicate changes to or note any previously submitted *Completed* Treatment Areas polygons.

- ***Submission Instructions***

Files should be submitted via email to the Board at CALVTPprojects@fire.ca.gov. Indicate the CalVTP Project ID in the subject line and/or text of this email. Your data will be reviewed and loaded onto the [CalVTP Approved and Completed Projects Online Viewer](#), and you will receive a verification email prompting you to confirm that your data are accurately reflected.

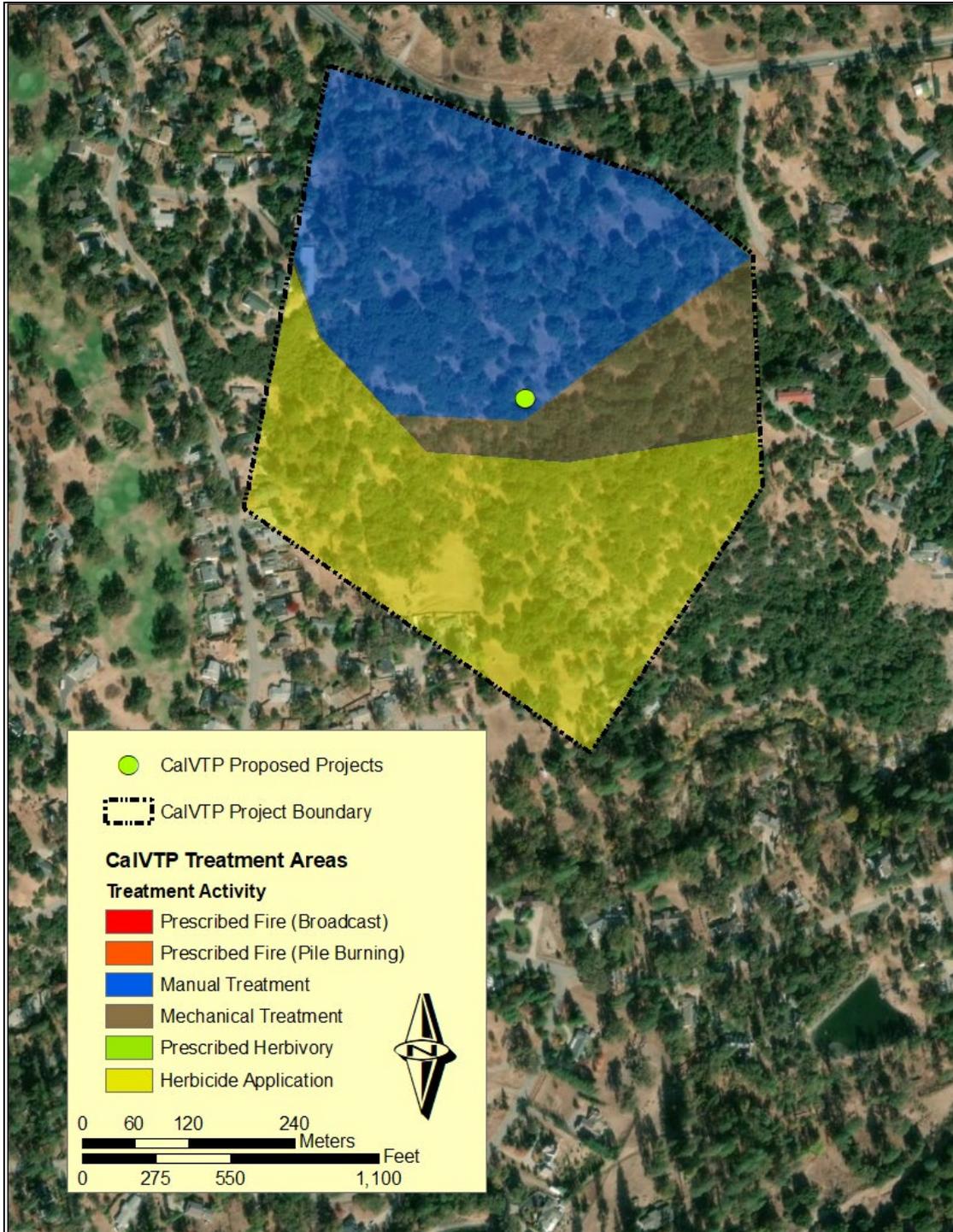


Figure 2. Example Project Point, Project Boundary, and Treatment Activities.