SCHOOL DISTRICT/COUNTY OFFICE OF EDUCATION	FIVE-DIGIT DISTRICT CODE NUMBER (SEE CALIFORNIA SCHOOL DIRECTORY)
COUNTY	
DATE OF SUBMITTAL	

In accordance with Education Code Section 17070.54 and School Facility Program (SFP) Regulation Section 1859.18, a School District that participates in the SFP on or after October 31, 2024, must submit a five-year school facilities master plan or an updated version of the plan, formally approved by the School District's governing board.

GENERAL INSTRUCTIONS

This checklist is designed to support School Districts in the submittal of their Five-Year School Facilities Master Plan (Master Plan) by ensuring all required components are included. For each document provided, the School District must include the corresponding page number and, if applicable, the Uniform Resource Locater (URL) of the Master Plan to ensure clear reference.

Section 1 – Master Plan Type

The local governing board's approval of the submitted Master Plan must have occurred no more than five years earlier than the applicable deadline for submittal of the Master Plan to OPSC in Regulation Section 1859.18.1, based on the type of the associated application for funding. In addition, documented proof of the date of the local governing board's approval must be submitted to OPSC as specified in Regulation Section 1859.18.

Pursuant to Education Code Section 17070.54(f), the School District shall update its Master Plan to reflect any material changes in enrollment, capacity, or other areas, as appropriate for purposes of participating in the SFP. For a period of five years following the date the Master Plan was approved by the school district's governing board, the school district shall submit an updated Master Plan or a governing board resolution updating the required components of the Master Plan that were materially affected and providing a description of what changed, *only if* changes in enrollment, capacity, or other areas have materially affected components of the Master Plan required in Section 3 of this checklist.

Once five years have passed since the date of the local governing board approved a valid Master Plan previously submitted to OPSC, the School District shall submit an updated, valid Master Plan as a required component of additional applications for funding.

☐ New

- Date the Master Plan was approved by the governing board. _____

☐ Update due to Expiration of the Previously Submitted Master Plan

- Date the Master Plan or last update was submitted to OPSC, whichever is later. _____
- Date the updated Master Plan was approved by the governing board. _____
- Which section(s) of the Master Plan were updated? _____

☐ Update due to Material Change in Required Components of the Previously Submitted Master Plan

- Date the Master Plan or last update was submitted to OPSC, whichever is later.

- Date the updated Master Plan or resolution pursuant to Regulation Section 1859.18(b)(2) was approved by the governing board. _____
- Which section(s) of the Master Plan were updated or referenced in the governing board resolution pursuant to Regulation Section 1859.18(b)(2)? _____

☐ Verification of local governing board's approval. Submission to OPSC must include one of the following documents:

- Governing Board Resolution
- Governing Board Minutes

Section 2 – Table of Contents

☐ The Master Plan includes a table of contents identifying all the required components listed in Section 3 of the checklist. Check the box if applicable.

Section 3 – Required Elements

The Master Plan, as required by Education Code ~~(EC)~~ Sections 17070.54(b), (c), and (d), must include the following information:

☐ The Master Plan includes an estimate of eligibility for state bond funding for the following program(s) pursuant to SFP Regulation Section 1859.18(d)(1):

☐ New Construction Program
☐ Modernization Program
☐ Facility Hardship Program/Seismic Mitigation Program
☐ Charter School Facilities Program
☐ Career Technical Education Facilities Program
☐ Any Other Program Under Chapter 12.5 of the Education Code, as applicable

Page Number(s): _____ URL(s), if applicable: _____

☐ The Master Plan includes an inventory of existing, active school facilities, sites, and property pursuant to Education Code Section 17070.54(d) and pursuant to Regulation Section 1859.18(d)(2), which includes all of the following for each school site:

☐ The year each building at the school that is currently used for instructional purposes was constructed. The year constructed shall be determined in accordance with Section 1859.60.

☐ The square footage of each building that is currently used for instructional purposes.

☐ The year, if any, each building that is currently used for instructional purposes was last modernized with local and/or state funds.

☐ The pupil capacity of the school listed by grade level including Special Day Class, Non-severe and Severe pupils.

☐ The age, in accordance with Section 1859.60, and number of portable buildings at the school.

☐ Whether the school has any of the following facilities:

- Cafeteria
- Kitchen
- Library
- Multi-Purpose Room
- Hybrid Gymnasium/Multipurpose room
- Auditorium/Performing Arts Facility
- Athletic Facilities, including but not limited to pools, stadiums, etc.
- Career Technical Education Facilities such as barns, shops and outdoor student work areas

Page Number(s): _____ URL(s), if applicable: _____

☐ The Master Plan includes existing classroom capacity, as determined pursuant to Education Code Sections 17071.10 and 17071.25 and pursuant to Regulation Section 1859.18(d)(3).

Page Number(s): _____ URL(s), if applicable: _____

☐ The Master Plan includes projected enrollment change for the School District over the next five years, accounting for changes pursuant to Education Code Sections 17071.75 and 17071.76 and pursuant to Regulation Section 1859.18(d)(4).

Page Number(s): _____ URL(s), if applicable: _____

☐ The Master Plan includes a capital planning budget outlining the School District's significant projects pursuant to Regulation Section 1859.18(d)(5).

Page Number(s): _____ URL(s), if applicable: _____

☐ The Master Plan includes the financing and other funding sources that would be used to support the acquisition of any new school sites, new construction project(s), modernization project(s), and lead testing and remediation projects pursuant to Regulation Section 1859.18(d)(6).

Page Number(s): _____ URL(s), if applicable: _____

☐ The Master Plan includes verification of the School District's current assessed value from the county audit controller pursuant to Regulation Section 1859.18(d)(7).

Page Number(s): _____ URL(s), if applicable: _____

☐ The Master Plan includes the School District's deferred maintenance plan certified pursuant to Education Code Section 17070.75 and pursuant to Regulation Section 1859.18(d)(8).

Page Number(s): _____ URL(s), if applicable: _____

☐ The Master Plan includes a narrative explaining how the Master Plan aligns with the goals, actions, and services outlined in the School District's Local Control and Accountability Plan (LCAP) for the first state priority, as specified in paragraph (1) of subdivision (d) of Education Code Section 52060 and pursuant to Regulation Section 1859.18(d)(9), as it relates to school facilities.

Page Number(s): _____ URL(s), if applicable: _____

Section 4 – Certifications and Acknowledgements

I certify, as the District Representative, that the information reported on this form is true and correct and that:

☐ I am an authorized representative of the district as authorized by the governing board of the School District; and

☐ This form is an exact duplicate (verbatim) of the form provided by OPSC. In the event a conflict should exist, then the language in OPSC's form will prevail; and,

☐ The School District acknowledges that the Master Plan will be audited under Education Code Section 41024 and understands that any non-compliance may result in the return of funding.

☐ The School District acknowledges that if the Master Plan is web-based, that the website must be accessible until the State Controller's Office has certified the audit pursuant to Education Code Section 41024 and understands that any non-compliance may result in the return of funding.

SIGNATURE OF DISTRICT REPRESENTATIVE	DATE
PLEASE PRINT NAME:	TITLE:
CONTACT NUMBER:	EMAIL ADDRESS: