

Insert Date Here

Office of Public School Construction  
Ziggurat Building  
707 3rd Street  
West Sacramento, CA 95605

**Re: Priority Funding Certification for Career Technical Education Facilities Program**

To Whom It May Concern:

The **District Name/Applicant** requests to receive a reservation of funds apportionment for the following CTEFP project(s).

Site Name                                      Application Number

- The **District Name/Applicant** acknowledges that it must submit the required approval(s) to OPSC within 12 months from the date of Apportionment. If the required submittal(s) is not received within 12 months, the Apportionment shall be rescinded without further Board action pursuant to SFP Regulation Section 1859.197(c)(1).
- The **District Name/Applicant** acknowledges that a valid, signed Form SAB 50-05 must be submitted and received by OPSC within 90 calendar days of the submittal. Failure to do so will result in the rescission of the Apportionment without further Board action.
- The **District Name/Applicant** acknowledges that the Grant Agreement must be submitted pursuant to SFP Regulation Section 1859.90.4 and received by OPSC prior to or concurrently with the Form SAB 50-05.

**Electronic or Scanned Wet Signature  
Superintendent/District Representative**