

Subject: Notification of Intent to File *Application for Charter School Preliminary Apportionment (Form SAB 50-09)* with Office of Public School Construction for the Charter School Facilities Program for New Construction Funding

Dear:

I am writing to notify the superintendent of **(Enter Name of District)** and its governing board of education that **(Enter Legal Name of Applicant)** intends to file an application for new construction funding for its **(Enter Name of Charter School)** with the Office of Public School Construction (OPSC) under the Charter School Facilities Program (CSFP) as provided under Article 12, Chapter 12.5, Part 10, Division 1, Title 2, commencing with Section 17078.50, et seq., of the Education Code (EC).

Per EC 17078.53 and School Facility Program (SFP) Regulation Section 1859.162, **(Enter Legal Name of Applicant)** is required to notify the district superintendent and governing board of education of the school district, in which a charter school project will be physically located and that serves the same grade level that will be housed in the charter school project, of its intent to apply at least (30) days prior to submittal of an *Application for Charter School Preliminary Apportionment (Form SAB 50-09)* to OPSC. Applications may be submitted beginning July 3, 2025, and ending on October 30, 2025. **(Enter Legal Name of Applicant)** intends to file a Form SAB 50-09 for new construction funding for its **(Enter Name of Charter School)** and include a request for up to the following amount of pupil grants:

(Enter Number of Pupil Grants)	Grade K-6
(Enter Number of Pupil Grants)	Grade 7-8
(Enter Number of Pupil Grants)	Grade 9-12
(Enter Number of Pupil Grants)	Special Day Class (SDC) Non-Severe
(Enter Number of Pupil Grants)	SDC Severe

Per SFP Regulation Section 1859.162.1, as part of the application process for a CSFP new construction preliminary apportionment, the school district in which the charter school will be physically located, that serves the same grade level that will be housed in the charter school project, and where new construction eligibility is assessed is required to submit a current *Enrolment/Certification Projection (Form SAB 50-01)* with OPSC for the current California Basic Education Data System (CBEDS) year. Therefore, I respectfully request the **(Enter Name of District)** file an updated Form SAB 50-01 with OPSC for the 2024/2025 year, if not already completed. OPSC requests that this form be submitted within 30 days of this notification to ensure timely processing of the application.

In addition, pursuant to SFP Regulation 1859.162.1, please submit a school board resolution certifying to the number of the district's unhoused pupils that the project will house, supporting documentation that explains the methodology used to generate this number, and the school board meeting minutes that recorded the approval of the

certification. The school board must have discussed the issue as an action item at a regularly scheduled, publicly held board meeting. I respectfully request that these items be generated by district staff, approved by the school board and sent to **(Enter Legal Name of Applicant)** and OPSC for the inclusion in the funding application within 90 days of this notification, as required in regulation.

If you have any questions or require additional information about this notification of intent to file, please contact **(Enter Charter Representative Name)** at **(Enter Phone Number)**, or **(Enter Email Address)**. You may also contact Erin Cunneen at OPSC at erin.cunneen@dgs.ca.gov or (279) 946-8440.

Sincerely,

(Charter Representative Signature)