

**SAMPLE GOVERNING BOARD RESOLUTION ON THE FIVE-YEAR SCHOOL  
FACILITIES MASTER PLAN REQUIREMENT  
FOR  
SCHOOL FACILITY PROGRAM CHARTER SCHOOL FACILITY PROGRAM FUNDING  
APPLICATIONS (Revised 5/15/2026)**

RESOLUTION NO. [\[insert resolution number here\]](#)

RESOLUTION AUTHORIZING FILING OF APPLICATION(S) FOR STATE  
ALLOCATION BOARD–ADMINISTERED CHARTER SCHOOL FACILITIES PROGRAM  
FOR THE [\[insert District name\]](#) SCHOOL DISTRICT ON [\[insert date here\]](#),

WHEREAS, Education Code established multiple programs to be administered by the Department of General Services (DGS) as staff to the State Allocation Board (SAB); and

WHEREAS, the [\[insert District name\]](#) School District intends to file applications for eligibility determination, file applications for funding, and/or certify information under the Charter School Facilities Program (CSFP), a program within the School Facility Program (SFP); and

WHEREAS, the [\[insert District name\]](#) School District is aware of the minimum requirements for the five-year school facilities master plan as outlined in Section 17070.54 of the Education Code and SFP Regulation Section 1859.18; and

NOW, THEREFORE BE IT RESOLVED THAT, as a condition of participating in the CSFP, as administered by the SAB, the [\[insert District name\]](#) School District shall submit to the DGS a five-year school facilities master plan, updated five-year school facilities master plan, or a governing board resolution updating the required components of the master plan that were materially affected and a description of what changed, approved by the governing board of the [\[insert District name\]](#) School District for all *Application for Funding* (Form SAB 50-04) submittals on or after October 31, 2024, are subject to Section 17070.54 of the Education Code and SFP Regulation Section 1859.18; and

NOW, THEREFORE BE IT RESOLVED THAT, pursuant to SFP Regulation Section 1859.18.1(d)(1), if the [\[insert District name\]](#) School District received a Preliminary Charter School Apportionment prior to October 31, 2024, as a condition of CSFP participation, shall submit a complete and valid master plan within 18 months of fund release, or concurrently with submittal of the 100 percent complete Form SAB 50-06 if it is submitted to OPSC less than 18 months following fund release; and

NOW, THEREFORE BE IT RESOLVED THAT, pursuant to SFP Regulation Section 1859.18.1(d)(3), if the [\[insert District name\]](#) School District receives a Preliminary Charter School Apportionment on or after October 31, 2024, as a condition of CSFP participation, shall submit a complete and valid master plan with the Form SAB 50-04 request for Final Charter School Apportionment.; and

NOW, THEREFORE BE IT RESOLVED THAT, pursuant to SFP Regulation Section 1859.18.1(d), the [\[insert District name\]](#) School District acknowledges that the Apportionment may be rescinded for failure to submit a complete and valid master plan within the timeline specified in (d)(1) or (d)(3).

PASSED AND ADOPTED on **[inert date here]** by the **[insert District name]** School District Board of Trustees by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

Date: \_\_\_\_\_

\_\_\_\_\_  
**[Insert name]**, Board President  
**[Insert District name]** School District

CERTIFICATION

I, **[Board Secretary/Clerk name]**, certify that the foregoing is a correct copy of a resolution passed and adopted by the **[insert District name]** School District on **[inert date here]**.

Date: \_\_\_\_\_

\_\_\_\_\_  
**[Insert name]**, Board Secretary/Clerk  
**[Insert District name]** School District

—END OF SAMPLE RESOLUTION—