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## **California Schools Healthy Air, Plumbing, and Efficiency Online System**

# **CalSHAPE Plumbing Program Application Instructions Companion Document**

December 2022



# **CalSHAPE Online System**

## **CalSHAPE Plumbing Program Application Instructions**

### **Companion Document**

The California Energy Commission administers the California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program. The CalSHAPE Online System (system) is the online application and reporting system for the CalSHAPE Program. This system is employed by local educational agencies (LEA) and state agencies to submit applications and final reporting packages for the two CalSHAPE grant programs: CalSHAPE Ventilation Program and CalSHAPE Plumbing Program.

The CalSHAPE Plumbing Program Application Instructions Companion Document provide information to complete and submit an application for the CalSHAPE Plumbing Program. The instructions also include general information and tips on navigating the system. Instructions for the CalSHAPE Ventilation Program application are provided in a separate document.

The [system](https://calshape.energy.ca.gov/) can be accessed at <https://calshape.energy.ca.gov/>.

A user must have an account in the system to apply for a CalSHAPE Program grant. Instructions to register for a user account in the system are provided in the [CalSHAPE Online Registration Instructions](https://www.energy.ca.gov/media/5800) found at <https://www.energy.ca.gov/media/5800>.

This companion document is provided for informational purposes only to assist users with employing the system. It does not include CalSHAPE Plumbing Program information or requirements. CalSHAPE Plumbing Program information and requirements are provided in the *CalSHAPE Plumbing Program Revised Commission Guidelines* (guidelines), found on the [CalSHAPE Program webpage](https://www.energy.ca.gov/publications/2021/california-schools-healthy-air-plumbing-and-efficiency-plumbing-program) at <https://www.energy.ca.gov/publications/2021/california-schools-healthy-air-plumbing-and-efficiency-plumbing-program>.

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## General Information and Navigation

### **Dynamic Buttons:**

- Buttons change color indicating if the application needs action. For example:
  - When creating new applications, the color of text within a button changes from white to black when the maximum number applications is reached. An example is displayed in Table 4.
  - A light blue button indicates an application is incomplete and the system prevents the user from proceeding to the final review page. Once the application has all required information, the system changes the button from light blue to a dark blue and the user can continue to a final review page. An example is displayed in Table 5.

### **Save Information:**

- Users must click on the save button to save any changes made to the application. The system conducts validation checks of new changes. If the user inputs new information and does not save, or moves pages, the system will not save a draft and the user will need to re-enter the information.

### **Multiple Users:**

- Multiple users can be in one application at the same time. A user is able to overwrite another user's information based on the most recent saved information in the system.

### **System Navigation:**

- Navigation buttons are found throughout the application pages:
  - Forward and backward navigation buttons are on the bottom of the page.
  - Internet browser navigation buttons are also an option for use.
  - A light green arrow at the top of the application allows user to navigate backwards in the application.
  - Please note, some internet browsers have the backspace button as a backwards navigation option.

## Log in Information

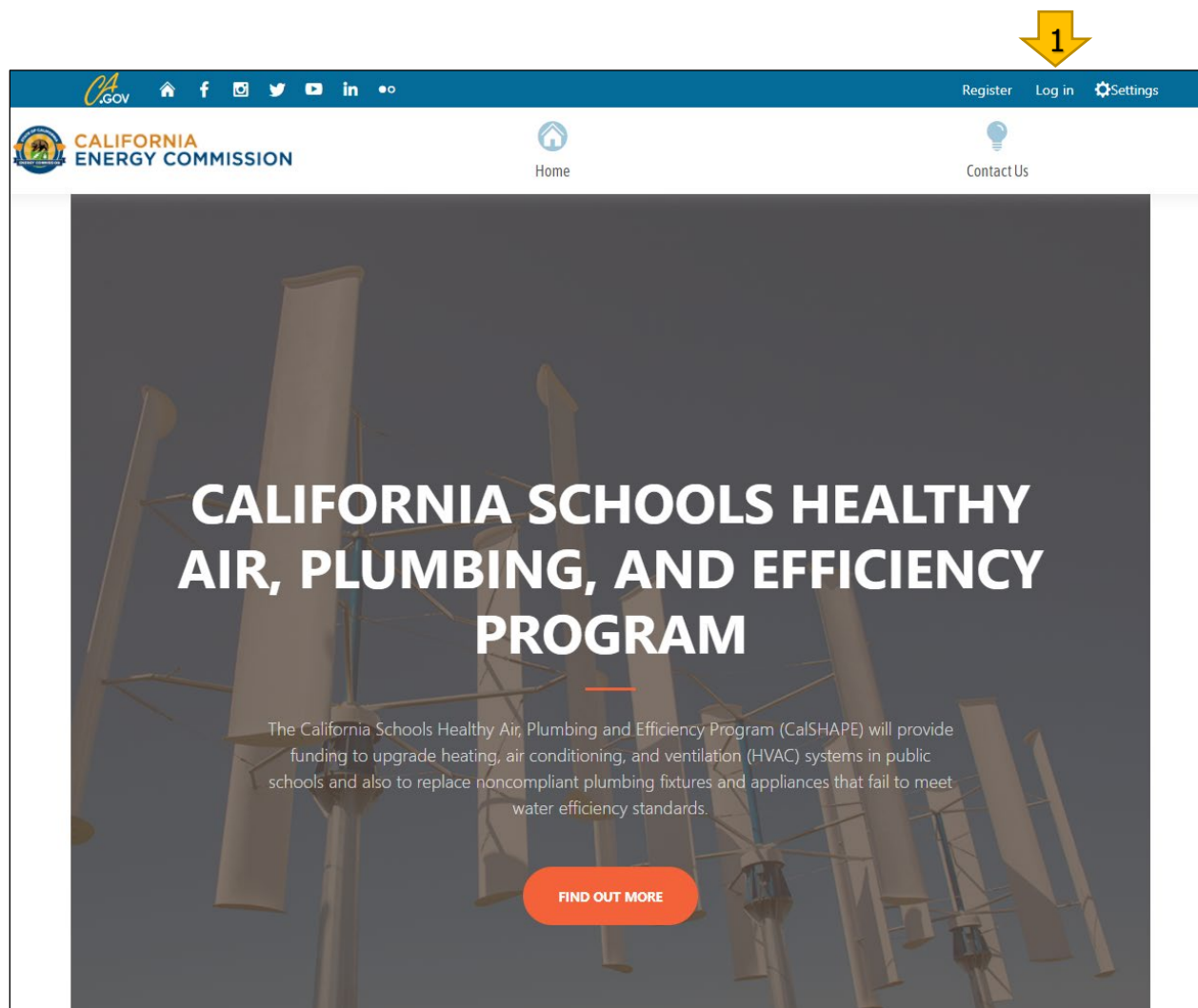
Instructions on system log in and application access are provided in Steps 1 – 3. The steps also include List of Icons tables with information on the function of the buttons on the pages.

### Step 1: CalSHAPE Online System Homepage

#### Instructions



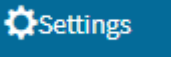


1. Click on "Log in" located at the top of the screen.

**Figure 1: CalSHAPE Online Application Homepage**



Source: California Energy Commission, CalSHAPE Online System

**Table 1: List of Icons on CalSHAPE Online System Homepage**

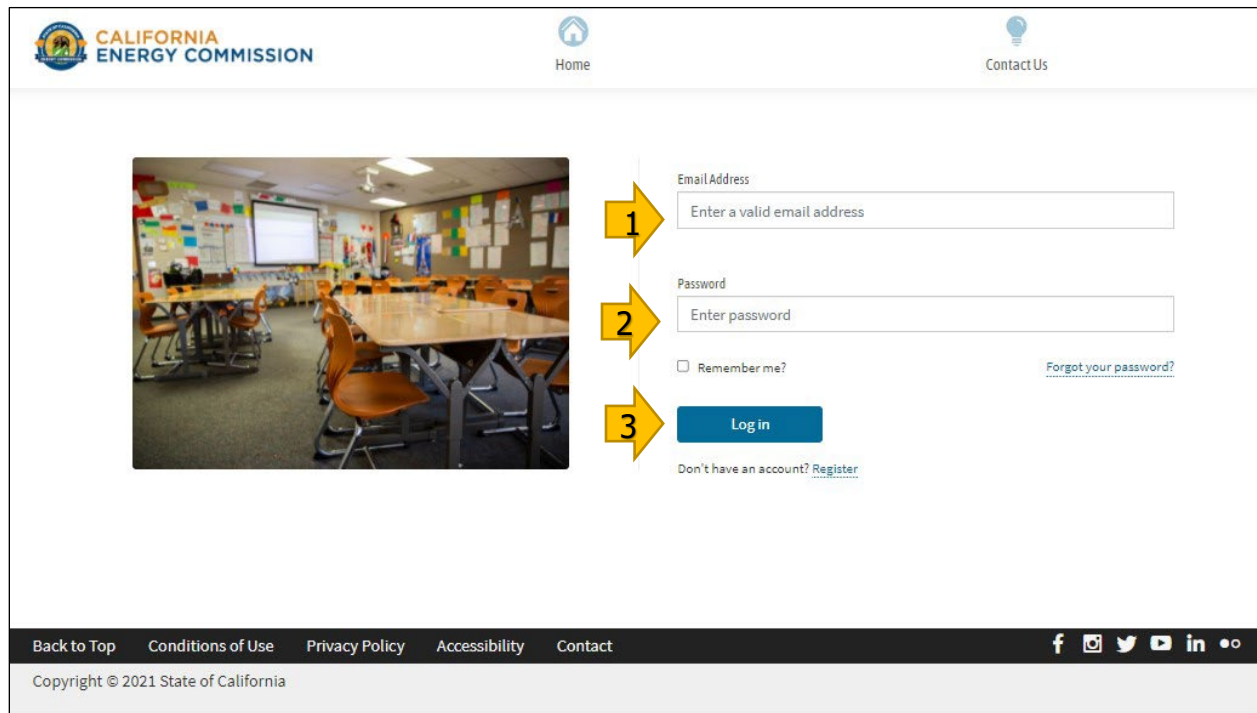
Icons	Name	Description
	Register	Register button brings user to new page. For further instructions on how to register, refer to the registration instructions on <a href="https://www.energy.ca.gov/programs-and-topics/programs/california-schools-healthy-air-plumbing-and-efficiency-program">CalSHAPE Program webpage</a> found at <a href="https://www.energy.ca.gov/programs-and-topics/programs/california-schools-healthy-air-plumbing-and-efficiency-program">https://www.energy.ca.gov/programs-and-topics/programs/california-schools-healthy-air-plumbing-and-efficiency-program</a> .
	Log in	Log in button brings user to a new page. Log in credentials is needed to continue. Please refer to Step 2: Log in Page.
	Settings	Users can change font and contrast of webpage as needed.
 Home	Home	Home button brings user to the CalSHAPE homepage as shown in the figure above.
	Contact Us	User can find information on how to contact CalSHAPE staff.

## Step 2: Log in Page

### Instructions

1. Enter the email address in the box provided.
2. Enter the password for the system account in the box provided.
3. Click on the "Log in" button.

**Figure 2: CalSHAPE Log in Page**



The screenshot shows the CalSHAPE Log in Page. At the top, there is a header with the California Energy Commission logo on the left, a 'Home' button in the center, and a 'Contact Us' button on the right. Below the header, there is a large image of a classroom on the left. To the right of the image, there are three yellow arrows numbered 1, 2, and 3, pointing to the login form. The login form consists of an 'Email Address' field with the placeholder text 'Enter a valid email address', a 'Password' field with the placeholder text 'Enter password', a 'Remember me?' checkbox, a 'Log in' button, a 'Forgot your password?' link, and a 'Don't have an account? Register' link. At the bottom of the page, there is a footer with links for 'Back to Top', 'Conditions of Use', 'Privacy Policy', 'Accessibility', and 'Contact', along with social media icons for Facebook, Instagram, Twitter, YouTube, LinkedIn, and a generic social media icon. The footer also includes the text 'Copyright © 2021 State of California'.

Source: California Energy Commission, CalSHAPE

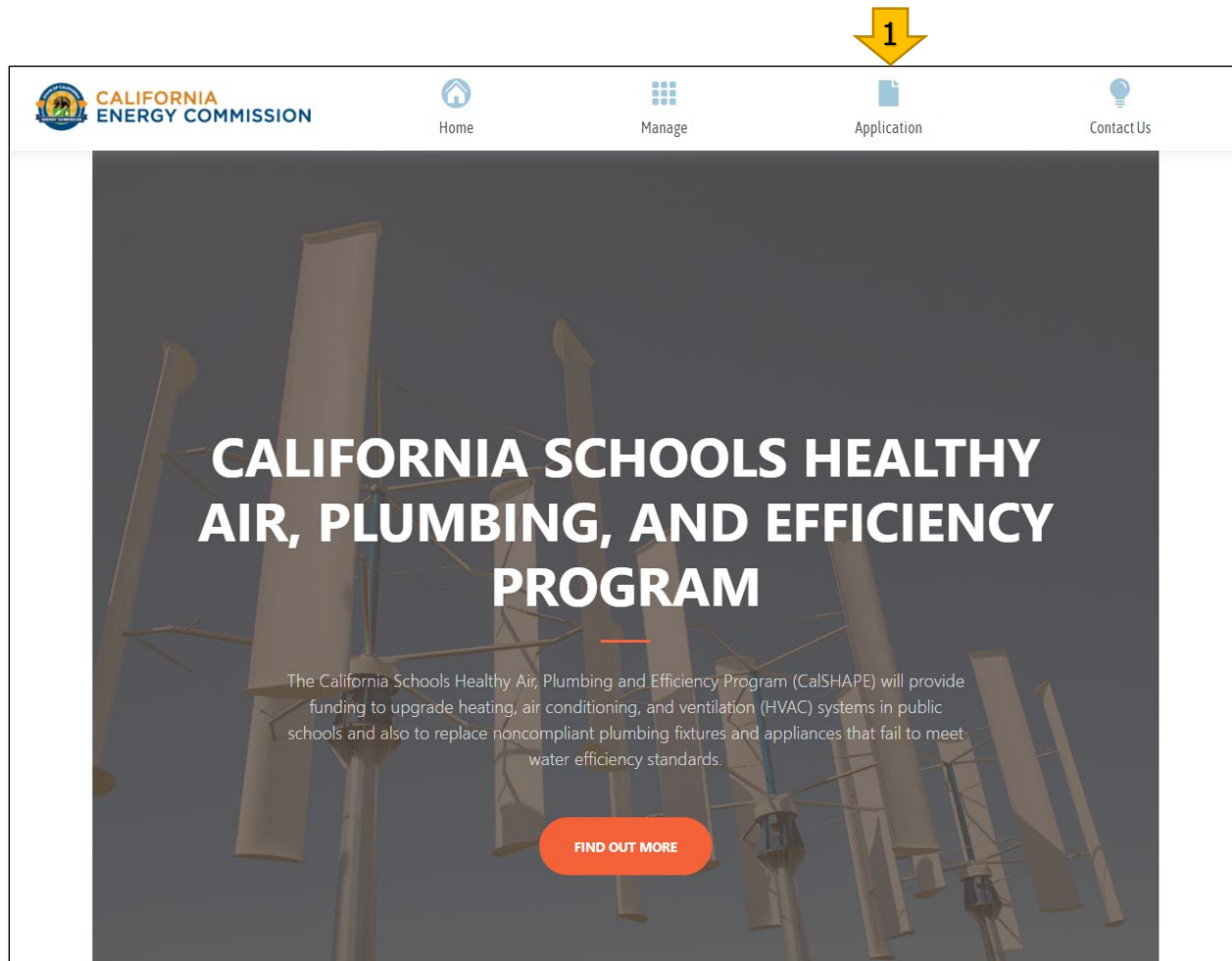
## Step 3: Account Homepage

### Instructions

1. To access the Application Homepage, click on the "Application" button located at the top of the screen.





**Figure 3: CalSHAPE Account Homepage**



Source: California Energy Commission, CalSHAPE

**Table 2: List of Icons on Account Homepage**

Icons	Name	Description
 Manage	Manage	Manage button allows the user to manage their account profile by viewing information or changing their password. <b>Please note</b> , only CalSHAPE Administrators are able to manage user access by approving or rejecting any requests submitted by a user. For more information about requesting access, go to Step 1: Application Homepage Plumbing Application Information.
 Application	Application	Application button brings the user to the application homepage. Users are able to see the sites they registered for and view the status of the application(s). For more information go to Step 1: Application Homepage under Plumbing Application Information.

## Plumbing Application Instructions – Main Pages

Steps 1 – 6 explain how to start an application, upload documents, add eligible sites to the application, and provide applicant information. The steps also include List of Icons tables with information on the function of the buttons on the page.

### Step 1: Application Homepage

The Application Homepage provides applicant information and an Application Summary with the number of the Ventilation and Plumbing applications that are in progress, submitted, and approved.

#### Instructions

1. Click on the “Applicant Dashboard” button to proceed to the Applicant Dashboard.

**Figure 4: Application Homepage**

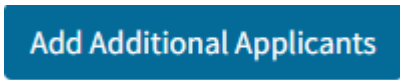
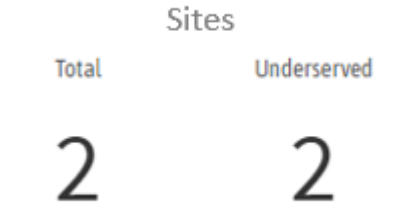
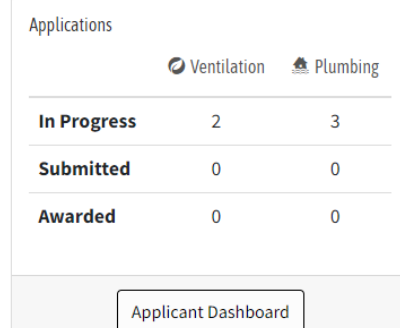
The screenshot displays the 'Application Homepage' for the California Energy Commission. At the top, there is a navigation bar with icons for Home, Manage, Application, and Contact Us. Below the navigation bar, a teal header bar contains the text 'Application Homepage' and 'Eligibility Status: All Sites Eligible'. A button labeled 'Add Additional Applicants' is located on the right side of the header bar. The main content area is divided into two sections. The left section, titled 'CEC Joint Unified' with 'Applicant Code: 000000000000001', contains a table for 'Applicant Contact(s)'. The table has columns for 'Total' and 'Sites Underserved', both showing the value '2'. The right section, titled 'Applications', contains a table with columns for 'Ventilation' and 'Plumbing'. The table has rows for 'In Progress', 'Submitted', and 'Awarded'. The 'In Progress' row shows 2 for Ventilation and 3 for Plumbing. The 'Submitted' row shows 0 for both. The 'Awarded' row shows 0 for both. A yellow arrow labeled '1' points to a button labeled 'Applicant Dashboard' located at the bottom right of the page.

Applicant Contact(s)	Total	Sites Underserved
Applicant Administrator has not registered.	2	2

	Ventilation	Plumbing
In Progress	2	3
Submitted	0	0
Awarded	0	0

Source: Source: California Energy Commission, CalSHAPE

**Table 3: List of Icons on Application Homepage**

Icons	Name	Description
	Add Additional Applicants	Add Additional <b>Applicants</b> button allows registered user to request access to sites. Upon submission request, registered admin will receive an email notification and will need to log into the system to approve or reject new user.
	Sites List	The sites list is an indicator of the total amount of sites under an applicant and the total amount of sites that are in underserved communities.
	Application Summary	The application summary is a view of progress for a draft, submitted, or approved application.

## Step 2: Applicant Dashboard

The Applicant Dashboard displays a list of Ventilation and Plumbing applications and information on each application's project costs, requested amount, and review status. It also provides the option to start a new application until the maximum of three applications in the funding round have been started or all eligible sites have been added to an application. The three application per funding round and eligible sites limits are specific to each program. When the limits are reached, the color of the text on the button that is clicked on to start a new application will change from white to black to indicate that no additional applications can be started. Examples of the buttons are provided in Table 4.

### Instructions

1. Click on the "+ NEW" button in the Plumbing section to start a new plumbing application.

**Figure 5: Applicant Dashboard**

Filter: Enter a site code or site name

**Plumbing** + NEW

Ref	Funding Round	Project Costs	Requested Amount	Status	
Plumbing-1	R2	\$10,100.00	\$9,080.00	NOPA Issued	Submit Grant Docs View
Plumbing-2	R2	\$10,000.00	\$9,800.00	In Progress	View
Plumbing-1	R1	\$469.62	\$393.62	In Progress	View

**Ventilation** + NEW

Ref	Funding Round	Project Costs	Requested Amount	Status	
Ventilation-1	R3	\$0.00	\$0.00	In Progress	View
Ventilation-1	R1	\$1,340.00	\$1,344.00	In Progress	View

Application Homepage

Back to Top Conditions of Use Privacy Policy Accessibility Contact

Source: California Energy Commission, CalSHAPE Online System

**Table 4: List of Icons on Applicant Dashboard**

Icons	Name	Description
	+ NEW Application	When "+ New" is in white text, the user can create a new application. The maximum number of applications allowed per program is three.
	+ NEW Application	When "+ New" is in black text, the user will not be able to create a new application because three applications have been started or all eligible sites were added to an application.
	View	The view button allows the user to view an application.
	Application Homepage	Application Homepage allows the user to return to the previous page.

### Step 3: Application Main

The Application Main page displays specific application information including the number of sites in the application and the total application project costs and requested funding. It also includes a section to enter the Mailing Address Information and a button to navigate to the Uploading Supporting Documents page. **Please note:** The

Mailing Address information must be completed first before the user is able to proceed with completing the other parts of the application.

The “Review & Submit Application” button on this page will be a light blue color until the application is complete, which includes having all site-specific pages in Ready to Submit status, all required supporting documents uploaded, and the mailing address information complete. When the application is complete, the button will turn to a dark blue color and will be enabled to click on to move to the next page. Examples of the button are provided in Table 5 below.

### Instructions

1. Fill in the information in the Mailing Address Information section. The information that must be provided is Attention To, Address, Address (line 2, if applicable), City, State, and Zip Code. **Please note:** the address information entered here must match the address information that will be provided on the STD204, which is a required document after the user receives a Notice of Proposed Award.
2. Click on the “Save Changes” button to save the mailing address information. A confirmation message that shows “Update completed” will appear in a green bar at the top of the screen and the section header will change to read “Mailing Address Information (entry completed).” This section needs to be completed for the user to proceed to the Uploading Supporting Documents and Application Sites parts of the application.
3. Click on the “Upload Supporting Documents” button to upload the required documents to the plumbing application. This will bring the user to the Upload Supporting Documents page, which is described in Step 4: Upload Supporting Documents, below.
4. Click on the “Application Sites” button to advance in the application to the Site Selection page where the user will add eligible sites to the application. The Site Selection page is described in Step 5: Application Sites – Site Selection, below.
5. This will be completed after all sites are in “Ready to Submit” status as described in Step 6: Application Sites – Manage Site Entries, Instruction 4. The “Review & Submit Application” button will now be enabled. Click on the “Review & Submit Application” button to proceed to Review and Submit Application page. Instructions for the Review and Submit Application page are provided in the Plumbing Application Instructions – Submit Application section.

**Figure 6: Application Main**

**Application Main**

District: 00000000000001    CEC Joint Unified    Appl. Ref.: Plumbing-1    Status: In Progress

Application Main    Application Sites    Site Main    Site Replacement Costs

Total Application Project Costs    \$0    Upload Supporting Documents    Uploads Incomplete

Total Application Requested Funding    \$0

Sites in Application    0

Overall Application Status    In Progress

In order to proceed to the Review & Submit Application page, all sites in the application must be in Ready to Submit status, the required supporting documents must be uploaded, and the Mailing Address Information must be completed.

When the above listed items are complete, use Review & Submit Application to proceed.

**Mailing Address Information (entry completed)**

Mailing Address information will be used to capture Payee Data Record (Form STD204) information for ensuring proper routing of grant checks issued by the State Controller's Office. The data entered should match the STD204 form that will be required to be submitted upon issuance of a Notice of Proposed Award.

Attention To    CEC

Address    1516 Ninth Street

Address (line 2)   

City    Sacramento

State    CA

Zip Code    95814

Save Changes    Cancel Changes



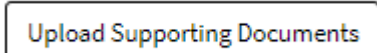
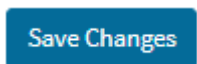


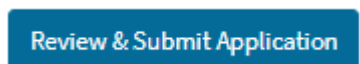
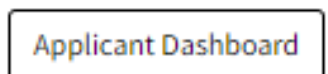
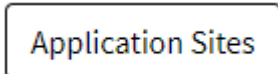
LEA Dashboard    Application Sites

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Source: California Energy Commission, CalSHAPE Online System

**Table 5: List of Icons on Application Main**

Icons	Name	Description
 	Mailing Address Information Accordion	Users need to complete Mailing Address Information before continuing with the application. (+/- signs indicate if the tab is open or closed).
	Upload Supporting Documents	Users are able to upload supporting documents to the application. For more information, please see Step 4: Upload Supporting Documents.
<b>Uploads Incomplete</b> <b>Uploads Complete</b>	Document Upload Indicator	System indicates to user when the documents are missing or completed.
	Save Changes	Use the Save Changes button to update the application.
	Cancel Changes	Use the Cancel Changes button to cancel any changes made in the application.
	Review & Submit Application	Review & Submit Application is light blue indicating that the application is incomplete and in progress.
	Review & Submit Application	When the Review & Submit Application button is dark blue, it signifies that the application is ready for review and submittal.
	Applicant Dashboard	Applicant Dashboard button allows user to go back a page.
	Application Sites	Application Sites Button allows user to go forward a page.

## Step 4: Upload Supporting Documents

All required supporting documents must be uploaded to the Upload Supporting Documents page. The required supporting documents are described in the guidelines, and may include:

- Contractor estimate
- Proof of ownership or complying lease
- Proof of noncompliant plumbing fixture or appliance – for unknown fixtures and appliances only
- Certificate of Good Standing – Charter Schools only
- Letter of authorization – third-party applicants only

### Instructions

1. Click on the "Select File" button under the "Drop files here" box. This will pull up a file browser to choose the file to upload. Click on the document file and confirm that the file name appears in the File name box, then click "Open."

**Figure 7: Upload Supporting Documents**

**Upload Supporting Documents** R1

District: 00000000000001 CEC Joint Unified Appl Ref: Plumbing-1 TIER 2 Status: In Progress

**Instructions:**

1. **Select Files:** Select the files you wish to upload by clicking the "Select File" button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply. As a reminder the contractor estimate must follow CalSHAPE Plumbing Program Revised Commission Guidelines as described in Chapter 3, Section C and H.
2. **Upload Files:** Once your files have been selected, they will appear in the "Files Awaiting Upload" section. Click on the "Upload" button to transfer the files.
3. Do not click on your browser's back or refresh buttons during upload.
4. The following documents are **required** for your application.
  - Contractors Estimate
  - Proof of Ownership or Complying Lease
  - Proof of Noncompliant Plumbing Fixture/Appliance (For Unknown Fixtures and Appliances Only)
5. The following documents are **required** when applicable.
  - Letter of Authorization (Third-Party Applicants only)

Maximum file size: ~50 MB  
Allowed file type: pdf, doc, docx, xls,xlsx, ppt, pptx, rtf, ttf, dwg, dxf, kmz, kml, jpg, jpeg, png, gif, tiff, gif, mp4, avi, wmv, mov, mpeg

Drop files here

Select File 1 Please select file(s) to upload.

**Supporting Documents**

File Name	Date	Document Type	
Budget.xlsx	8/9/2022 8:34:14 AM		<a href="#">Download</a> <a href="#">Remove</a>

[Application Main](#)

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- 
2. The process described in Instruction 1 above can be repeated to upload multiple documents at one time or the documents can be uploaded individually. All documents chosen to be uploaded will be listed in the files awaiting upload section under the "Select File" button. Click on the "Upload" button to upload the documents.

**Figure 8: Upload Selected Documents**

**CALIFORNIA ENERGY COMMISSION**

Home Manage Application Contact Us

**Upload Supporting Documents**

District: 00000000000001 CEC Joint Unified Appl. Ref.: Plumbing-2 TIER 2 Status: In Progress

**Instructions:**

1. **Select Files:** Select the files you wish to upload by clicking the 'Select File' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply. As a reminder the contractor estimate must follow CalSHAPE Plumbing Program Revised Commission Guidelines as described in Chapter 3, Section C and H.
2. **Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files.
3. Do not click on your browser's back or refresh buttons during upload.
4. The following documents are **required** for your application.
  - o Contractor's Estimate
  - o Proof of Ownership or Complying Lease
  - o Proof of Noncompliant Plumbing Fixture/Appliance (For Unknown Fixtures and Appliances Only)
5. The following documents are **required** when applicable..
  - o Letter of Authorization (Third-Party Applicants only)

Maximum file size: ~50 MB  
Allowed file type: pdf, doc, docx, xls, xlsx, ppt, pptx, rtf, txt, dwg, dxf, kmz, kml, jpg, jpeg, png, tif, tiff, gif, mp4, avi, wmv, mov, mpeg

Drop files here

Select File 1 file(s) in queue.

1 Plum App Main.png (image/png) - 2.54 MB (pending) Remove Upload

Supporting Documents

No supporting document...

Application Main

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- 
- 
3. Once the upload is complete, a green bar will display at the top of the screen with a "File upload(s) success." message.
4. The File Name and Date of each of the uploaded documents will be listed under the Supporting Documents header at the bottom of the page. The Document Type must be selected for each document. To select the document type, click on the dropdown arrow in the box to view the list of document types. Click on the correct document type for the document. The document type will highlight in blue after

its selected and will appear in the Document Type box. The selected document types will save automatically.

5. Click on the "Application Main" button to return to the Application Main page.

**Figure 9: Selecting Document Type**

File upload(s) success **3**

### Upload Supporting Documents

District: 00000000000001 CEC Joint Unified Appl. Ref.: Plumbing-2 TIER 2 Status: In Progress

**Instructions:**

- Select Files:** Select the files you wish to upload by clicking the 'Select File' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply. As a reminder the contractor estimate must follow CalSHAPE Plumbing Program Revised Commission Guidelines as described in Chapter 3, Section C and H.
- Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files.
- Do not click on your browser's back or refresh buttons during upload.
- The following documents are **required** for your application.
  - Contractor's Estimate
  - Proof of Ownership or Complying Lease
  - Proof of Noncompliant Plumbing Fixture/Appliance (For Unknown Fixtures and Appliances Only)
- The following documents are **required** when applicable..
  - Letter of Authorization (Third-Party Applicants only)

Maximum file size: ~50 MB  
Allowed file type: pdf, doc, docx, xls,xlsx, ppt, pptx, rtf, txt, dwg, dxf, kmz, kml, jpg, jpeg, png, tif, tiff, gif, mp4, avi, wmv, mov, mpeg

Drop files here

Select File Please select file(s) to upload.

Supporting Documents

FILE NAME	DATE	Document Type	
1_Plum_App_Main.png	8/17/2021 10:31:33 AM	<b>4</b>	<a href="#">Download</a> <a href="#">Remove</a>

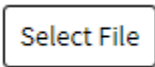
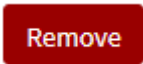


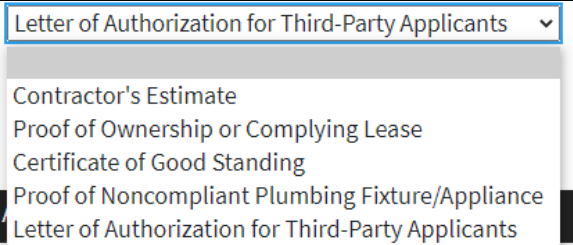
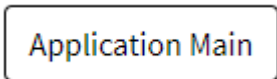
Application Main **5**

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Source: California Energy Commission, CalSHAPE Online System

**Table 6: List of Icons on Application Document Upload**

Icons	Name	Description
	Select File	Select File button is used to upload supporting documents to the application.
	Remove	Remove button is used to delete unwanted files in the application.
	Upload	Upload button is used to have the system save the documents to the application.
	Download	Download button is used to download a file that was uploaded to the application.
	Document Type Dropdown	Document Type Dropdown is used to label the uploaded file.
	Application Main	Application Main button allows user to go back a page.

### Step 5: Application Sites – Site Selection

The Application Sites – Site Selection page is used to add sites to the application. All of the LEA's sites are listed on this page with a "Yes" or "No" indication of Eligible and In Application for each site. A site with "Yes" for Eligible meets the Underserved Community requirements, as defined in the guidelines, and is eligible for funding in the initial phase of program awards. A site with "No" for Eligible does not meet the Underserved Community requirements and is not eligible for funding in the initial phase of program awards. If a site that meets the Underserved Community requirements is missing from the list or shows "No" for Eligible, please send an email to [CalSHAPE@energy.ca.gov](mailto:CalSHAPE@energy.ca.gov) for assistance.

#### Instructions

1. Use filter options at the top of the page to filter and sort sites by category, eligibility, or sites that are already in an application. In entering a site code or site name in the "Filter" search box, an entry of partial text or the last four numbers of the site code can help search for sites. The user has the options of hitting the

“enter” button on the keyboard, clicking on the magnifying glass, or simply leaving the text box for the system to start the search for sites that meet the criteria.

2. To add a site to the application, click on the check box under the Include header for the site. There is no limit on the number of sites that can be included to an application, but each site can only be included in an application once per funding round.
3. Click the “Add Checked Sites to Application” button to move to the Application Sites – Manage Site Entries page, which is described in Step 6: Application Sites – Manage Site Entries. The sites that were checked should be listed on the Manage Site Entries page.

**Figure 10: Application Sites - Site Selection**

**Application Sites**

District: 00000000000001 CEC Joint Unified Appl Ref: Plumbing-1 Status: In Progress

Application Main Application Sites Site Main Site Replacement Costs

**Site Selection** Manage the sites for this application

Filter: Site code or Site Name   Category: All  Underserve: All  In Application: All  Count = 1

Site Code	Site Name	Category	Underserved	In Application
00000000000001	Warren Middle School	PGE 1	Yes	No <input type="checkbox"/>
00000000000002	Alquist High School	PGE 1	Yes	No <input type="checkbox"/>
00000000000003	Renewable Elementary	PGE 1	Yes	No <input type="checkbox"/>


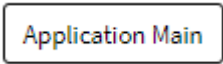
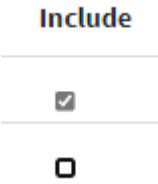





Application Main

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Source: California Energy Commission, CalSHAPE Online System

**Table 7: List of Icons on Application Sites – Site Selection**

Icons	Name	Description
	Add Checked Sites to Application	Add checked sites to application button brings the user to a new page with the selected sites as shown in Step 6: Application Sites - Manage Site Entries.
	Application Main	User returns to main page of application.
	Include	Use the include option to add the intended site in the application.
	Cancel	Cancel button allows user to go back to Manage Site Entries
	Filter Bar	Use the filter option to search sites by name or site code. Partial entry is acceptable.
	Category	Use the category option to filter by funding category.
	Eligible	Use the eligible option to filter by eligibility.
	In Application	Use the In Application option to filter sites by those that are already in an application and those that are not in the application.

### Step 6: Application Sites - Manage Site Entries

The Application Site – Manage Site Entries page shows a list of sites included in the application along with the sites specific application information including the application status, funding category, project cost, and requested funding. There is also an option to add additional sites to the application.

#### Instructions

1. If additional sites need to be added to the application, click the “Add More Sites” button to return to the Site Selection page, which is described in Step 5: Application Sites – Site Selection, above.
2. Click the “Edit” button next to each site listed under Manage Site Entries to move to the Site Main page to complete the application information for the site. This needs to be done for each site included in the application.
3. To remove the site from the application, click the “Remove” button. A box will appear to confirm that you are sure that you want to delete the site, click the “OK”

button to continue with deleting the site from the application or click the “Cancel” button” to keep the site included on the application. If the “OK” button is clicked, the site will no longer be listed under Manage Site Entries.

- This step is completed after information has been entered for all sites in the application and the status for each site is “Ready to Submit”, as described in the Plumbing Application Instructions – Sites-Specific Pages, Step 1: Site Main, Instruction 5. Click the “Application Main” button to return to the Application Main page. The “Review & Submit Application” button on the Application Main page will now be enabled to proceed to Review and Submit Application page, as described in the Plumbing Application Instructions – Submit Application section.

**Figure 11: Application Sites - Manage Site Entries**

Source: California Energy Commission, CalSHAPE Online System

**Table 8: List of Icons on Application Site – Manage Site Entries**

Icons	Name	Description
	Add More Sites	Add more sites button takes user back to the application sites list in Step 5: Application Sites – Site Selection.
	Edit	Use the edit button to continue with the application. Refer to Plumbing Application Instructions – Site-Specific Pages.
	Remove	The remove button removes the site from the application.

## Plumbing Application Instructions – Site-Specific Pages

Steps 1 – 4 provide instructions for the site-specific portion of the application. The steps also include List of Icons tables with information on the function of the buttons on the pages.

### Step 1: Site Main

The Site Main page displays application information for a specific site. The Actual or Estimated Start and End dates for the project at the site are entered on this page. The Total Project Costs and Requested Funding amounts displayed on this page are summed from the information entered on the Site Replacement Costs page described in Step 2: Site Replacement Costs.

#### Instructions

1. Click on the box next to Actual or Estimated Start Date (M/D/YYYY). The box will be outlined in a blue highlight, and the project's actual or estimated start date can be typed in using the format M/D/YYYY or it can be selected from the calendar dropdown.
2. Click on the box next to Estimated Completion Date (M/D/YYYY). The box will be outlined in a blue highlight, and the project's estimated completion date can be typed in using the format M/D/YYYY or it can be selected from the calendar dropdown. Please note that the project term can only be up to 24 months.
3. Click on the "Save Changes" button to save the entered dates. Please note that this button must be clicked on before leaving the page or the dates will not be saved.
4. Click on the "Edit Project Cost" button to continue completing the application on the Site Replacement Costs page, which is described in Step 2: Site Replacement Costs.
5. This step will be completed after the required information for all noncompliant plumbing fixtures or appliances that will be replaced at the site is entered into the application as described in Step 2: Site Replacement Costs, Instruction 5. Once the information for all plumbing fixtures or appliances is added to the Site Replacement Costs page, click on the dropdown arrow in the box next to Site Status and select "Ready to Submit". Click the "Save Changes" button to save the updated Site Status.

**Figure 12: Site Main**

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**Site Main** **Renewable Elementary**

District: 000000000000001 CEC Joint Unified Appl. Ref.: Plumbing-1 TIER 2 Status: In Progress

Application Main Application Sites Site Main Site Replacement Costs

**Site Status** In Progress **5**

For this site, enter project dates and respond to questions regarding the project costs. Use the navigation link, [Edit Project Costs](#), to enter specific detail project costs.

**Actual or Estimated Start Date (M/D/YYYY)** **1**

**Estimated Completion Date (M/D/YYYY)** **2**

Total Project Cost is the sum of project costs less Rebates and Other Funds received. Use the [Edit Project Costs](#) button to navigate to the entry page.

**Total Project Cost** \$0

Requested Funding is the total grant amount.

**Requested Funding** \$0

[Application Sites](#) **Save Changes** **3** [Cancel Changes](#) [Edit Project Costs](#) **4**

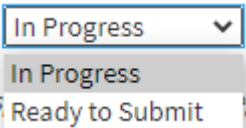
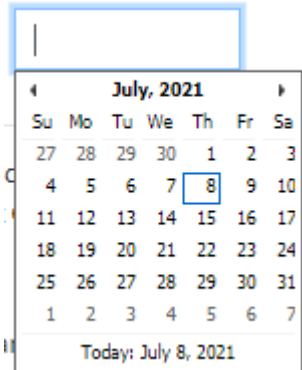
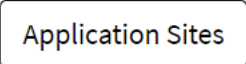
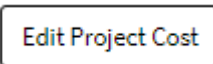
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Source: California Energy Commission, CalSHAPE Online System



**Table 9: List of Icons on Site Main**

Icons	Name	Description
	Site Status	For each site, user is able to set the site status with the dropdown option.
	Actual/Estimated Start and Completion Date	Use the toggle to indicate the start and completion date of the project.
	Application Sites	Application sites button allows user to go back to Step 1: Site Main.
	Edit Project Cost	Edit project costs button allows user to continue with the application in a new page. Refer to Step 2: Site Replacement Costs.

## Step 2: Site Replacement Costs

Information on the plumbing fixtures and appliances that will be replaced at the site is added to the Site Replacement Costs page. This page also displays the total costs of the plumbing fixtures and appliances added to the application and an entry count.


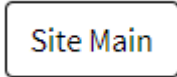
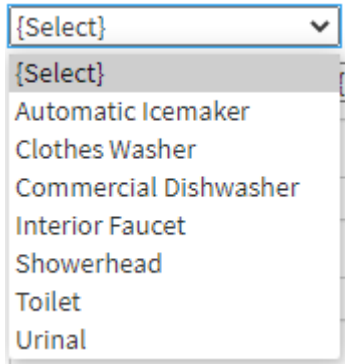
### Instructions

1. Select the type of noncompliant plumbing fixture or appliance that will be replaced at the site from the Fixture/Appliance Type dropdown list.
2. Click on the "Add Fixture/Appliance Entry" button to move along to the Site Replacement Costs - Add Fixture page where detailed information on the noncompliant plumbing fixture or appliance, the replacement water-conserving plumbing fixture or appliance, and cost will be added, as described in Step 3: Site Replacement Costs - Add Fixture/Appliance Entry.
3. Continue to add noncompliant plumbing fixtures or appliances as described in Instruction 2, above, until information on all of the noncompliant plumbing fixtures or appliances that will be replaced at the site is added. Once all of the information is added, return to the Site Main page to change the Site Status to "Ready to Submit" as described in Step 1: Site Main, Instruction 5.

**Figure 13: Site Replacement Costs**

Source: California Energy Commission, CalSHAPE Online System

**Table 10: List of Icons on Site Replacement Costs**

Icons	Name	Description
	Add Fixture Entry	Add fixture entry button allows user to add different types of fixtures as shown in the next page.
	Site Main	Site Main button allows user to move back a page on the application.
	Fixture Type Dropdown	Dropdown option for the type of fixture being added, user is able to select one option and add multiple fixtures if needed.

### Step 3: Site Replacement Costs - Add Fixture/Appliance Entry

The Site Replacement Costs - Add Fixture/Appliance Entry page is where specific information is provided on the noncompliant plumbing fixture or appliance that will be replaced along with information on the replacement water-conserving plumbing fixture or appliance and replacement cost.

The information that must be provided is specific to the type of plumbing fixture or appliance. Separate instructions for automatic ice maker, clothes washer, commercial dishwasher, and plumbing fixtures (interior faucet, showerhead, toilet, and urinal) are provided below.

If the requested noncompliant plumbing fixture or appliance information is unknown, the user needs to upload a written explanation stating the reason that the information is unknown and how it is determined that it meets the requirements, as provided in the guidelines, to qualify as a noncompliant plumbing fixture or appliance. Along with the written explanation, documentation of proof that it qualifies as a noncompliant plumbing fixture or appliance must also be uploaded to the Step 4: page, as described in Step 4: Upload Supporting Documents in the Plumbing Application Information section. Acceptable documentation of proof includes photos or videos of the noncompliant plumbing fixture or appliance.

#### Instructions for Automatic Ice Maker

1. Select Ice Maker Type from the dropdown list. The dropdown options are Air-Cooled Batch-Type Ice Makers (Flake) or Air-Cooled Batch-Type Ice Makers (Nugget).
2. Select Equipment Type from dropdown list. The dropdown options are Ice Making Head (IMH), Remote Condensing Unit (RCU), Remote Condensing Unit (RCU) without Compressor, or Self-Contained (SCU).
3. Enter information for the current appliance in the boxes provided. If any of the information is unknown, click on the checkbox under the information entry box to indicate that the information is unknown and upload a written explanation and proof that the appliance meets qualification requirements to the Upload Supporting Documents page, as described above. The required information includes:
  - a. Manufacturer
  - b. Brand Name
  - c. Model
  - d. Serial Number
  - e. Manufacture Date
  - f. Ice Harvest Rate (lbs ice / 24 hrs)
  - g. Calculated Energy Consumption Limit
  - h. Energy Use Limit (kWh / 100 lbs ice)
  - i. Potable Water Use Limit (gallons / 100 lbs ice)
  - j. Unit Count
4. Enter information for the new appliance. The required information includes:
  - a. Manufacturer
  - b. Brand Name
  - c. Model
  - d. Ice Harvest Rate (lbs ice / 24 hrs)
  - e. Calculated Energy Consumption Limit
  - f. Energy Use Limit (kWh / 100 lbs ice)
  - g. Potable Water Use Limit (gallons / 100 lbs ice)
  - h. Unit Count
5. Enter the cost information in the boxes provided. The required information includes:
  - a. New Unit Cost
  - b. Total Cost – calculated automatically based on the amounts entered for New Unit Cost and Unit Count

- c. Total Rebate Amount
- d. Total Other Funds
- e. Net Cost – calculated automatically by subtracting the Total Rebate Amount and Total Other Funds from the Total Cost

**Figure 14: Site Replacement Costs – Automatic Ice Maker**

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**Site Replacement Costs**
Alquist High School

District: 00000000000001    CEC Joint Unified    Appl Ref.: Plumbing-2    TIER 2    Status: In Progress

Application Main    Application Sites    Site Main    **Site Replacement Costs**

Enter Current and New Fixture/Appliance information and cost.

\* ALL fields are required. Use the 'Unknown' checkbox, if relevant.

Entry Number:

Fixture/Appliance Type:

Ice Maker Type:

Equipment Type:

This link may assist in searching for eligible appliance information that can be copied and pasted here.

[CA State Appliance Database Search](#)

3

Current

Manufacturer:   
☐ Manufacturer unknown  
 Brand Name:   
☐ Brand Name unknown  
 Model:   
☐ Model unknown  
 Serial Number:   
☐ Serial number unknown  
 Manufacture Date:   
☐ Unknown but is before Jan. 1, 2010  
 Ice Harvest Rate (lbs ice/24 hrs):   
☐ Unknown  
 Calculated Energy Consumption Limit:   
 Energy Use Limit (kWh/100lbs ice):   
☐ Unknown but meets requirements  
 Potable Water Use Limit (gallons/100 lbs ice):   
☐ Unknown but meets requirements  
 Unit Count:

4

New

Manufacturer:   
 Brand Name:   
 Model:   
 Ice Harvest Rate (lbs ice/24 hrs):   
 Calculated Energy Consumption Limit:   
 Energy Use Limit (kWh/100lbs ice):   
 Potable Water Use Limit (gallons/100 lbs ice):   
 Unit Count:

5

<b>New Unit Cost</b>	Unit Cost for items in this entry.	<input type="text" value="\$0"/>
<b>Total Cost</b>	Total Cost for items in this entry.	<input type="text" value="\$0"/>
<b>Total Rebate Amount</b>	Total Rebate Amount offsetting costs in this entry.	<input type="text" value="\$0"/>
<b>Total Other Funds</b>	Other Funds received offsetting costs in this entry.	<input type="text" value="\$0"/>
<b>Net Cost</b>	Total Cost less Rebate Amount and Other Funds Amount.	<input type="text" value="\$0"/>

NOTE: For any data fields marked as unknown, documentation must be provided to explain why the information is unavailable and supplemental information such as a picture, video, or other alternative document that confirms the current fixture/appliance meets the noncompliant plumbing fixture/appliance requirements must be uploaded to the application.

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### Instructions for Clothes Washer

1. Select Clothes Washer Type from the dropdown list. The dropdown options are Front Loading or Top Loading.
2. Enter information for the current appliance in the boxes provided. If any of the information is unknown, click on the checkbox under the information entry box to indicate that the information is unknown and upload a written explanation and proof that the appliance meets qualification requirements to the Upload Supporting Documents page, as described above. The required information includes:
  - a. Manufacturer
  - b. Brand Name
  - c. Model
  - d. Serial Number
  - e. Manufacture Date
  - f. Energy Performance Metric (Modified Energy Factor)
  - g. Water Performance Metric (Integrated Water Factor)
  - h. Unit Count
3. Enter information for the new appliance. The required information includes:
  - a. Manufacturer
  - b. Brand Name
  - c. Model
  - d. Energy Performance Metric (Modified Energy Factor)
  - e. Water Performance Metric (Integrated Water Factor)
  - f. Unit Count
4. Enter the cost information in the boxes provided. The required information includes:
  - a. New Unit Cost
  - b. Total Cost – calculated automatically based on the amounts entered for New Unit Cost and Unit Count
  - c. Total Rebate Amount
  - d. Total Other Funds
  - e. Net Cost – calculated automatically by subtracting the Total Rebate Amount and Total Other Funds from the Total Cost

**Figure 15: Site Replacement Costs – Clothes Washer**

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**Site Replacement Costs**
**Alquist High School**

District: 00000000000001 CEC Joint Unified Appl. Ref.: Plumbing-2 TIER 2 Status: In Progress

Application Main Application Sites Site Main Site Replacement Costs

Enter Current and New Fixture/Appliance information and cost.

\* ALL fields are required. Use the 'Unknown' checkbox, if relevant.

Entry Number

Fixture/Appliance Type

Clothes Washer Type

This link may assist in searching for eligible appliance information that can be copied and pasted here.

[CA State Appliance Database Search](#)

**Current**

Manufacturer

☐ Manufacturer unknown

Brand Name

☐ Brand Name unknown

Model

☐ Model unknown

Serial Number

☐ Serial number unknown

Manufacture Date

☐ Unknown but is before Jan. 1, 2010

Energy Performance Metric (Modified Energy Factor)

☐ Unknown but meets requirements

Water Performance Metric (Integrated Water Factor)

☐ Unknown but meets requirements

Unit Count

**New**

Manufacturer

Brand Name

Model

Energy Performance Metric (Modified Energy Factor)

Water Performance Metric (Integrated Water Factor)

Unit Count

**New Unit Cost** *Unit Cost for items in this entry.*

**Total Cost** *Total Cost for items in this entry.*

**Total Rebate Amount** *Total Rebate Amount offsetting costs in this entry.*

**Total Other Funds** *Other Funds received offsetting costs in this entry.*

**Net Cost** *Total Cost less Rebate Amount and Other Funds Amount.*

NOTE: For any data fields marked as unknown, documentation must be provided to explain why the information is unavailable and supplemental information such as a picture, video, or other alternative document that confirms the current fixture/appliance meets the noncompliant plumbing fixture/appliance requirements must be uploaded to the application.

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### Instructions for Commercial Dishwasher

1. Select Dishwasher Type from the drop-down list. The dropdown options are Under Counter, Stationary Single Tank Door, Single Tank Conveyor, or Multiple Tank Conveyor.
2. Enter information for the current appliance in the boxes provided. If any of the information is unknown, click on the checkbox under the information entry box to indicate that the information is unknown and upload a written explanation and proof that the appliance meets qualification requirements to the Upload Supporting Documents page, as described above. The required information includes:
  - a. Manufacturer
  - b. Brand Name
  - c. Model
  - d. Serial Number
  - e. Manufacture Date
  - f. High Temp Idle Energy Rate (kW)
  - g. Low Temp Idle Energy Rate (kW)
  - h. High Temp Water Usage (gallons per rack)
  - i. Low Temp Water Usage (gallons per rack)
  - j. Unit Count
3. Enter information for the new appliance. The required information includes:
  - a. Manufacturer
  - b. Brand Name
  - c. Model
  - d. High Temp Idle Energy Rate (kW)
  - e. Low Temp Idle Energy Rate (kW)
  - f. High Temp Water Usage (gallons per rack)
  - g. Low Temp Water Usage (gallons per rack)
  - h. Unit Count
4. Enter the cost information in the boxes provided. The required information includes:
  - a. New Unit Cost
  - b. Total Cost – calculated automatically based on the amounts entered for New Unit Cost and Unit Count
  - c. Total Rebate Amount
  - d. Total Other Funds
  - e. Net Cost – calculated automatically by subtracting the Total Rebate Amount and Total Other Funds from the Total Cost



## Figure 16: Site Replacement Costs – Dishwasher

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**Site Replacement Costs**
Alquist High School

District: 0000000000001    CEC Joint Unified    Appl. Ref.: Plumbing-2    TIER 2    Status: In Progress

Application Main    Application Sites    Site Main    **Site Replacement Costs**

Enter Current and New Fixture/Appliance information and cost.

\* ALL fields are required. Use the 'Unknown' checkbox, if relevant.

Entry Number: 5
 

Fixture/Appliance Type: Commercial Dishwasher
 

Dishwasher Type: {Select washer type}
 

1

[This link may assist in searching for eligible appliance information that can be copied and pasted here. CA State Appliance Database Search](#)

2

Current

Manufacturer:  ☐ Manufacturer unknown  
 Brand Name:  ☐ Brand Name unknown  
 Model:  ☐ Model unknown  
 Serial Number:  ☐ Serial number unknown  
 Manufacture Date:  ☐ Unknown but is before Jan. 1, 2010  
 High Temp Idle Energy Rate (kW):  ☐ Unknown but meets requirements  
 Low Temp Idle Energy Rate (kW):  ☐ Unknown but meets requirements  
 High Temp Water Usage gal/rack:  ☐ Unknown but meets requirements  
 Low Temp Water Usage (gal/rack):  ☐ Unknown but meets requirements  
 Unit Count:  0

3

New

Manufacturer:   
 Brand Name:   
 Model:   
 High Temp Idle Energy Rate (kW):   
 Low Temp Idle Energy Rate (kW):   
 High Temp Water Usage gal/rack:   
 Low Temp Water Usage (gal/rack):   
 Unit Count:  0

4

New Unit Cost	Unit Cost for items in this entry.	<input type="text"/> \$0
Total Cost	Total Cost for items in this entry.	<input type="text"/> \$0
Total Rebate Amount	Total Rebate Amount offsetting costs in this entry.	<input type="text"/> \$0
Total Other Funds	Other Funds received offsetting costs in this entry.	<input type="text"/> \$0
Net Cost	Total Cost less Rebate Amount and Other Funds Amount.	<input type="text"/> \$0

NOTE: For any data fields marked as unknown, documentation must be provided to explain why the information is unavailable and supplemental information such as a picture, video, or other alternative document that confirms the current fixture/appliance meets the noncompliant plumbing fixture/appliance requirements must be uploaded to the application.

Save

Cancel

Fixture/Appliance List

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### Instructions for Plumbing Fixtures (Interior Faucet, Showerhead, Toilet, and Urinal)

1. Enter information for the current fixture in the boxes provided. If any of the information is unknown, click on the checkbox under the information entry box to indicate that the information is unknown and upload a written explanation and proof that the plumbing fixture meets qualification requirements to the Upload Supporting Documents page, as described above. The required information includes:
  - a. Manufacturer
  - b. Brand Name
  - c. Model
  - d. Serial Number
  - e. Manufacture Date
  - f. Water Usage (gallons per minute)
  - g. Unit Count
2. Enter information for the new fixture. The required information includes:
  - a. Manufacturer
  - b. Brand Name
  - c. Model
  - d. Water Usage (gallons per minute)
  - e. Unit Count
3. Enter the cost information in the boxes provided. The required information includes:
  - a. New Unit Cost
  - b. Total Cost – calculated automatically based on the amounts entered for New Unit Cost and Unit Count
  - c. Total Rebate Amount
  - d. Total Other Funds
  - e. Net Cost – calculated automatically by subtracting the Total Rebate Amount and Total Other Funds from the Total Cost

**Figure 17: Site Replacement Costs – Interior Faucet**

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**Site Replacement Costs**
Alquist High School

District: 00000000000001    CEC Joint Unified    Appl Ref.: Plumbing-2    TIER 2    Status: In Progress

Application Main    Application Sites    Site Main    **Site Replacement Costs**

Enter Current and New Fixture/Appliance information and cost.

\* ALL fields are required. Use the 'Unknown' checkbox, if relevant.

Entry Number: 
 Fixture/Appliance Type:

This link may assist in searching for eligible appliance information that can be copied and pasted here.  
[CA State Appliance Database Search](#)

**1**

**Current**

Manufacturer:   
☐ Manufacturer unknown

Brand Name:   
☐ Brand Name unknown

Model:   
☐ Model unknown

Serial Number:   
☐ Serial number unknown

Manufacture Date:   
☐ Manufacture Date unknown

Water Usage (gallons per minute):   
☐ Unknown but meets requirements

Unit Count:

**2**

**New**

Manufacturer:

Brand Name:

Model:

Water Usage (gallons per minute):

Unit Count:

**3**

<b>New Unit Cost</b>	Unit Cost for items in this entry.	<input type="text" value="\$0"/>
<b>Total Cost</b>	Total Cost for items in this entry.	<input type="text" value="\$0"/>
<b>Total Rebate Amount</b>	Total Rebate Amount offsetting costs in this entry.	<input type="text" value="\$0"/>
<b>Total Other Funds</b>	Other Funds received offsetting costs in this entry.	<input type="text" value="\$0"/>
<b>Net Cost</b>	Total Cost less Rebate Amount and Other Funds Amount.	<input type="text" value="\$0"/>

NOTE: For any data fields marked as unknown, documentation must be provided to explain why the information is unavailable and supplemental information such as a picture, video, or other alternative document that confirms the current fixture/appliance meets the noncompliant plumbing fixture/appliance requirements must be uploaded to the application.

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**Table 11: List of Icons on Site Replacement Costs – Add Fixture/Appliance**

Icons	Name	Description
<a href="#">CA State Appliance Database Search</a>	CA State Appliance Database Search	Link to a CEC quick search for eligible appliance information.

## Plumbing Application – Submit Application

Instructions for the review and submittal of the application are provided in Step 1. The step also includes a List of Icons table with information on the function of the buttons on the page.

### Step 1: Application Review and Submittal

The Review and Submit Application page will display a summary page of the application for a final review by the user before the application is submitted.

#### Instructions

1. Review application summary to confirm that the information entered into the application is complete and accurate.
2. If any of the information needs to be changed, click on the “Application Main” button at the top of the screen to return to the Application Main page. Navigate to the applicable page to make the needed change. After the change is made, return to the Review and Submit Application page and re-review the application summary to ensure that all the information provided is complete and accurate.
3. Read the self-certifications listed in the Submission Panel. Check the box next to each self-certification to confirm that the applicant accepts the self-certification.
4. Read the Submittal Disclaimer. After the “Submit Application” button is clicked on and the application is submitted, no additional changes to the application will be allowed.
5. After the user has confirmed accuracy of the application summary and indicated acceptance of the self-certifications, click on the “Submit Application” button to submit the application.
6. A confirmation message which states “Application has been successfully submitted. You will receive a confirmation email.” will appear in green at the top of the page. The users with access to the application will receive an email with a confirmation that the application has been submitted and important information about the next steps of the application process.

**Figure 18: Review and Submit Application**

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[Manage](#)
[Application](#)
[Contact Us](#)

Review and Submit Application

Application Main

This page provides a summary of the information entered into the application. Review the summary carefully to ensure all the information is correct and accurate prior to submittal of the application. If any changes need to be made, click on the "Application Main" button at the top of the page to return to the Application Main page. Use the links on the Application Main page to navigate to the appropriate sections and make changes as needed.

Applicant Information

Local Educational Agency (LEA) Name	CEC Joint Unified	Tier	TIER 2
LEA Code	00000000000001	Utility	PG&E
Application Program	Plumbing		

Mailing Address Information (STD 204 Payee Data Record)

Attention To	CEC
Address	1516 Ninth Street
Address (line 2)	
City	Sacramento
State	CA
Zip Code	95814

Summary Project Costs and Requested Funding

Total Project Costs	\$7,200	Number of Sites in Application	1
Total Requested Funding	\$7,200		

Sites In Application

CDS Code	Site Name	Status	Project Cost	Requested Funding
00000000000002	Alquist High School	Ready to Submit	\$7,200	\$7,200
Totals			\$7,200	\$7,200

List of Uploaded Documents

Document Type	File Name
Proof of Ownership or Complying Lease	13_Plum_App_Uploads.png
Proof of Noncompliant Plumbing Fixture/Appliance	12_Plum_App_Uploads.png
Letter of Authorization for Third-Party Applicants	11_Plum_App_Uploads.png
Contractor's Estimate	1_Plum_App_Main.png

Submission Panel

The Applicant hereby certifies:

- ☐ It will follow the program guidelines.
- ☐ The information included in the application package is true and correct to the best of the Applicant's knowledge.
- ☐ It will comply with applicable standards and requirements and obtain any required project plan review, approval, or building permits.
- ☐ It acknowledges that the expended funds may be subject to audit, including a financial audit.
- ☐ It will comply with all reporting requirements.
- ☐ It will comply with all Assessment and Maintenance Grant terms and conditions.
- ☐ It will comply with all Skilled and Trained Workforce requirements.
- ☐ All applicable DIR and Labor Code requirements on public works, including the payment of prevailing wage, will be followed.
- ☐ It acknowledges that it may be subject to a post-program site visit and measurement and evaluation study conducted by the CEC or its delegate.


Submittal Disclaimer

This action is final. By submitting this application, you will not be able to make any additions, changes, or revisions to the information provided in the application. Please review and verify that the application package is complete and meets all program requirements. Any missing, incomplete, or inaccurate information will result in a delay in the review of this grant application. This may affect the date and time the application was received and order for funding if the application needs corrections for minor errors or inconsistencies or is rejected for being incomplete.

Submit Application

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**Table 12: List of Icons Review and Submit Application**

Icons	Name	Description
	Submit Application	User is able to submit the application on this page.

## Contact Us

For any questions regarding the system or the application for the CalSHAPE Plumbing Program, please contact [CalSHAPE@energy.ca.gov](mailto:CalSHAPE@energy.ca.gov).