



CalSHAPE Ventilation Application

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Step 1: Logging In

- The CalSHAPE Online System is available at calshape.energy.ca.gov. Click “Log In” to begin

A screenshot of the California Energy Commission website. The top navigation bar is dark blue and contains the CA.GOV logo, social media icons, and links for "Register" and "Log in". A red arrow points to the "Log in" link. Below the navigation bar is the California Energy Commission logo and two menu items: "Home" and "Contact Us". The main content area features a large image of wind turbines with the text "CALIFORNIA SCHOOLS HEALTHY AIR, PLUMBING, AND EFFICIENCY PROGRAM" in white. Below this is a paragraph of text: "The California Schools Healthy Air, Plumbing and Efficiency Program (CalSHAPE) will provide funding to upgrade heating, air conditioning, and ventilation (HVAC) systems in public schools and also to replace noncompliant plumbing fixtures and appliances that fail to meet water efficiency standards." At the bottom of the image is an orange button that says "FIND OUT MORE".



Step 1: Logging In Cont'd

- Enter the account email address and password into the boxes



Home



Contact Us



Email Address

Enter a valid email address

Password

Enter password

Remember me?

[Forgot your password?](#)

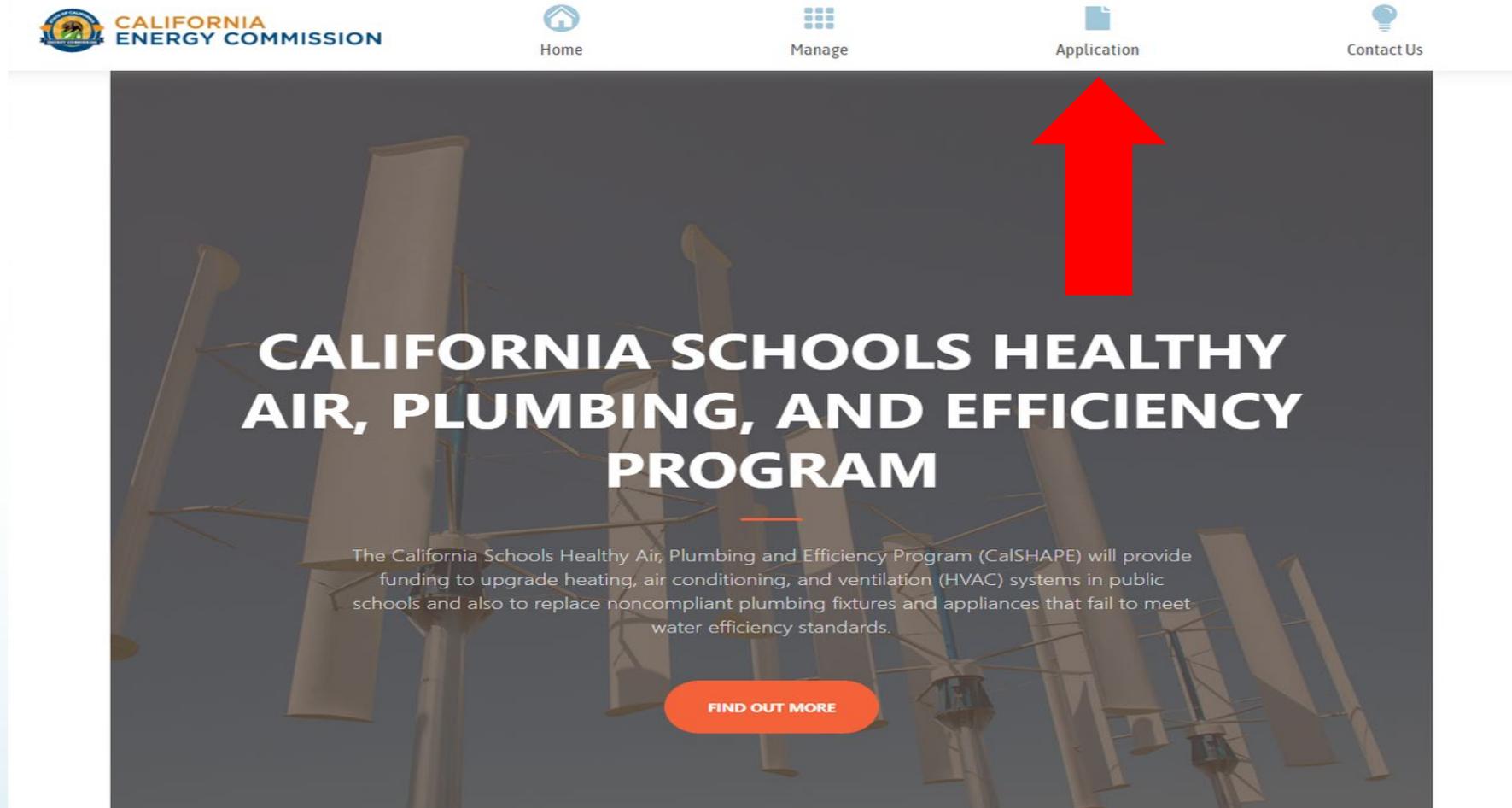
Log in

Don't have an account? [Register](#)



Step 2: Accessing Your Application

- Select the Application icon located at the top of your screen





Step 3: Managing Your Application

- Select the “LEA Dashboard” Icon on the right side of the screen

Application Homepage

[Add Additional LEAs](#)

LEA Contact(s)	Sites	
	Total	Underserved
	3	3

Applications

	Ventilation	Plumbing
In Progress	1	1
Submitted	0	0

[LEA Dashboard](#)

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Step 4: Starting Your Application

- Select the blue “New” icon at the top of the Ventilation section

The screenshot shows the California Energy Commission application dashboard. At the top, there is a navigation bar with icons for Home, Manage, Application, and Contact Us. Below this is a teal header bar containing "LEA Dashboard", "District: 0000000000001", and "CEC Joint Unified".

The main content area is divided into two sections: "Ventilation" and "Plumbing". Each section has a "+ NEW" button. A red arrow points to the "+ NEW" button in the Ventilation section.

Below the "+ NEW" button in the Ventilation section is a table with the following data:

Ref	Project Costs	Requested Amount	Status
Ventilation-1	\$0	\$0	In Progress

Below the table is a "View" button. The Plumbing section has a similar table and "View" button.

At the bottom of the dashboard, there is a footer with links for "Application Homepage", "Back to Top", "Conditions of Use", "Privacy Policy", "Accessibility", and "Contact". There are also social media icons for Facebook, Instagram, Twitter, YouTube, LinkedIn, and a generic social media icon. The footer also contains the text "Copyright © 2021 State of California".



Step 5: Filling Out Address

- First, fill out the address fields for the LEA applying for program funds
- Click blue “Save Changes” button

Application Main

District: 00000000000001 CEC Joint Unified Appl. Ref.: Ventilation-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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Step 6: Uploading Supporting Documents

- Select the “Upload Supporting Documents” icon located at the top of the screen

The screenshot displays the 'Application Main' page for a 'Ventilation-1' application. The page includes a navigation bar with 'Home', 'Manage', 'Application', and 'Contact Us' options. A progress bar shows the current step is 'Site Main', with 'Application Main', 'Application Sites', and 'Site Replacement Costs' as previous steps. A table of application metrics is shown, with a red arrow pointing to the 'Upload Supporting Documents' button. Below the table, there is a 'Review & Submit Application' button and a 'Mailing Address Information' section with various input fields and 'Save Changes' and 'Cancel Changes' buttons.

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		

[Review & Submit Application](#)

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](#)



Step 6: Uploading Supporting Documents

- Click the “Select file” icon located on the left side of the screen to choose files from your computer for upload

The screenshot displays the 'Upload Supporting Documents' interface. At the top, there is a navigation bar with the California Energy Commission logo and icons for Home, Manage, Application, Review, and Contact Us. Below this is a teal header for 'Upload Supporting Documents' and a dark red status bar showing 'District: 0000000000001', 'CEC Joint Unified', 'Appl Ref.: Ventilation-1', 'TIER 2', and 'Status: In Progress'. The main content area is titled 'Instructions:' and contains a list of five numbered steps detailing file selection and upload requirements. Below the instructions, it specifies a maximum file size of ~50 MB and lists allowed file types. A file upload area is shown with a 'Drop files here' box and a 'Select File' button. A large red arrow points to the 'Select File' button. Below the upload area, it shows 'Supporting Documents' and 'No supporting documents uploaded'. At the bottom left, there is an 'Application Main' button.



Step 6: Uploading Supporting Documents Cont'd

- Click the Upload button once you have selected your files. You may select multiple files and upload them all at once



Step 6: Upload Supporting Docs Cont'd

- Once uploaded, your documents will appear in the Supporting Documents table. Label each document using the Document Type drop-down menu
- Click Application Main once you're finished to return to the Application Main page

File upload(s) success

Upload Supporting Documents

District: 00000000000001 CEC Joint Unified Appl. Ref.: Ventilation-1 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
- The following documents are **required** when applicable.
 - Letter of Authorization (Third-Party Applicants only)
 - Proof of Schedule for Replacement such as Facility Master Plan or Contract for Replacement (Scheduled for Replacement Grant Pathway only)
 - Proof of Limited or No Mechanical Ventilation (Limited or No Mechanical Ventilation Grant Pathway)

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		
2_Vent_App_Upload_Files.png	9/1/2021 8:01:13 AM	<input type="text"/>	Download	Remove
1_Vent_App_Main.png	9/1/2021 8:01:10 AM	<input type="text"/>	Download	Remove

Application Main



Step 7: Managing Sites

- Click the “Application Sites” button located at the bottom of the screen

Application Main

District: 0000000000001 CEC Joint Unified Appl. Ref.: Ventilation-1 Status: In Progress

Application Main **Application Sites** Site Main Site Project 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**



Step 7: Managing Sites Cont'd

- Select the sites you wish to include in your application by selecting the check boxes next to each site. Once you have selected the desired boxes, click the “Add Checked Sites to Application” button at the bottom of the screen

Application Sites

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

Application Main > Application Sites > Site Main > Site Project Costs

Site Selection

Manage the sites for this application

Filter: CDS code or Site Name Category: All Eligible: All In Application: All Count = 3

CDS Code	Site Name	Category	Eligible	In Application	Include
000000000000001	Warren Middle School	PGE 1	Yes	No	<input type="checkbox"/>
000000000000002	Alquist High School	PGE 1	Yes	No	<input type="checkbox"/>
000000000000003	Renewable Elementary	PGE 1	Yes	No	<input type="checkbox"/>

Application Main

Add Checked Sites to Application Cancel



Step 8: Editing School Info

- Once sites are added, you will see a confirmation message at the top of the screen
- Select a site by clicking the “Edit” button

CALIFORNIA ENERGY COMMISSION

Home Manage Application Contact Us

School additions completed.

Application Sites

District: 0000000000001 CEC Joint Unified Appl. Ref.: Ventilation-1 Status: In Progress

Application Main Application Sites Site Main Site Project Costs

Total Project Costs \$0

Total Requested Funding \$0

Manage Site Entries

Add More Sites

Filter: CDS code or Site Name Status: All Category: All Count = 1

CDS Code	Site Name	Status	Category	Project Cost	Requested Funding	
00000000000003	Renewable Elementary	In Progress	PGE 1	\$0	\$0	Edit Remove
Totals All Sites				\$0	\$0	

Application Main



Step 9: Start/Completion Dates

- Input the Actual/Estimated start Date and Estimated Completion Date
- Click “Save Changes” button when complete

CALIFORNIA ENERGY COMMISSION Home Manage Application Review Contact Us

Site Main Renewable Elementary

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

Application Main Application Sites Site Main Site Project Costs

Site Status: In Progress

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) Estimated Completion Date (M/D/YYYY)

Total Project Cost is the sum of the Total Cost amounts of all fixture/appliance entries. **Total Project Cost** \$0.00

Requested Funding is the total grant amount. This may be different than the Total Project Cost due to maximum grant limits and the 20% contingency fund. **Requested Funding** \$0.00

Application Sites  Save Changes Cancel Changes Site Project Costs



Step 10: Editing Site Info

- Once you have saved the dates, click the "Site Project Costs" button

CALIFORNIA ENERGY COMMISSION

Home

Manage

Application

Review

Contact Us

Site Main
Renewable Elementary

District: 00000000000001
CEC Joint Unified
AppL Ref.: Ventilation-1
TIER 2
Status: In Progress

Application Main

Application Sites

Site Main

Site Project Costs

Site Status In Progress

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)

Estimated Completion Date
(M/D/YYYY)

Total Project Cost is the sum of the Total Cost amounts of all fixture/appliance entries.

Total Project Cost \$0.00

Requested Funding is the total grant amount. This may be different than the Total Project Cost due to maximum grant limits and the 20% contingency fund.

Requested Funding \$0.00

Application Sites

Save Changes

Cancel Changes

➔

Site Project Costs



Step 11: Entering HVAC Related Project Costs

- First, answer the Ventilation Pathway questions at the top of the screen
- Max grant amount depends on pathway selection

CALIFORNIA ENERGY COMMISSION

Home Manage Application Contact Us

Site Project Costs Renewable Elementary

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

Application Main Application Sites Site Main Site Project Costs

Ventilation Pathway Selection

Q1. Are all of the HVAC systems at this site scheduled for replacement within the next two years? Yes No

Q2. Does this site have limited or no mechanical ventilation? (If only certain classrooms and/or buildings lack ventilation, the answer would be 'no') Yes No

Selection needed for question 1.
Pathway Selection : Selections above required.

	A & M	Filters	Monitors	Contingency (20%)	Total
Project Cost	\$0.00	\$0.00	\$0.00		\$0.00
Requested Funding		\$0.00	\$0.00	\$0	\$0.00

Assessment & Maintenance Filters CO2 Monitors

	Labor Rate	Labor Hours	Labor Cost	Estimated Materials Cost	Category Total Cost
Assess / Adjust / Maintenance	\$0.00	0	\$0.00	\$0.00	\$0.00
Assessment Report	\$0.00	0	\$0.00	\$0.00	\$0.00
Total A & M Costs					\$0.00
Total Other Funds					\$0.00
Other Funding offsetting A & M Costs					\$0.00
Net A & M Costs					\$0.00
Number of Units for A & M	0	Max Award			\$0
Requested Funding					Lesser of Net A & M Costs or Max Award

Save Changes Cancel Changes

Site Main





Step 11: Entering HVAC Related Project Costs Cont'd

- In the “Assessment and Maintenance” tab, enter all applicable project costs and click “Save Changes”

	A & M	Filters	Monitors	Contingency (20%)	Total
Project Cost	\$0	\$0	\$0		\$0
Funding Request		\$0	\$0	\$0	\$0

	Not Applicable	Labor Rate	Labor Hours	Labor Cost	Estimated Materials Cost	Category Total Cost
Assess / Adjust / Maintenance /	<input type="checkbox"/>	\$0	0	\$0	\$0	\$0
Assessment Report	<input type="checkbox"/>	\$0	0	\$0	\$0	\$0
Total A & M Costs						\$0
Total Other Funds						<i>Other Funding offsetting A & M Costs</i>
						\$0
Net A & M Costs						\$0
Number of Units for A & M	0	Max Allowed Cost				
Requested Funding Amount						<i>Lesser of Net A & M Costs or Max Allowed Cost</i>



Save Changes

Cancel Changes

Site Main



Step 11: Entering HVAC Related Project Costs Cont'd

- Next, click the Filters tab and click “Add Filter Entry”

The screenshot shows the California Energy Commission application interface. At the top, there are navigation icons for Home, Manage, Application, and Contact Us. The main header displays "School Replacement Costs" and "Renewable Elementary". Below this, a dark red bar shows project details: District: 0000000000001, CEC Joint Unified, Appl Ref.: Ventilation-1, TIER 2, Status: In Progress. A green progress bar indicates the current step: Application Main, Application Sites, Site Main, and Site Replacement Costs. The main content area is titled "Ventilation Pathway Selection" and contains two questions: Q1. Are all of the HVAC systems at this site scheduled for replacement within the next two years? (Yes/No) and Q2. Does this site have limited or no mechanical ventilation? (Yes/No). A red error message states "Selection needed for question 1. Pathway Selection : Selections above required." Below the questions is a table for cost entry:

	Assessment & Maintenance	Filters	Monitors	Contingency (20%)	Total
Project Cost	\$0	\$0	\$0		\$0
Funding Request		\$0	\$0	\$0	\$0

Below the table, there are tabs for "Assessment & Maintenance", "Filters", and "CO2 Monitors". The "Filters" tab is selected and highlighted with a red box. Below the tabs is an "Add Filter Entry" button, also highlighted with a red box. To the right of the button, it says "Count of Filters = 0". Below the button, it says "No filter records found". At the bottom left, there is a "Site Main" button.



Step 11: Entering HVAC Related Project Costs Cont'd

- Enter all required filter information and click "Save Changes"

School Replacement Costs Renewable Elementary

District: 0000000000001 CEC Joint Unified Appl. Ref.: Ventilation-1 TIER 2 Status: In Progress

Application Main > Application Sites > Site Main > Site Replacement Costs

Ventilation Pathway Selection

Q1. Are all of the HVAC systems at this site scheduled for replacement within the next two years? Yes No

Q2. Does this site have limited or no mechanical ventilation? (If only certain classrooms and/or buildings lack ventilation, the answer would be 'no') Yes No

Selection needed for question 1.
Pathway Selection : Selections above required.

	A & M	Filters	Monitors	Contingency (20%)	Total
Project Cost	\$0	\$0	\$0		\$0
Funding Request		\$0	\$0	\$0	\$0

Assessment & Maintenance Filters CO2 Monitors

*ALL fields are required.

Entry Number: 1

MERV Rating:

Filter Count:

Filter Unit Cost:

Filter(s) Total Cost:

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

Total Other Funds: *Total Other Funds offsetting filter costs in this entry.*

Net Filter Cost: *Filter(s) Cost less Rebate Amount and Other Funds Amount*

Max Allowed Cost: *At allowed max per unit cost of \$75.*

Requested Funding Amount: *Lesser of Net Filter Cost or Max Allowed Cost*



Step 11: Entering HVAC Related Project Costs Cont'd

- Once you've saved the filter, it will now show up in the Filter table
- Add additional filters or edit existing ones as needed

	A & M	Filters	Monitors	Contingency (20%)	Total
Project Cost	\$2,050	\$160	\$0		\$2,210
Funding Request	\$0	\$150	\$0	\$0	\$150

Assessment & Maintenance **Filters** CO2 Monitors

Add Filter Entry Count of Filters = 1

<u>Entry</u>	<u>Filter Type</u>	<u>Unit Count</u>	<u>Unit Cost</u>	<u>Net Filter Cost</u>	<u>Request Amount</u>	
1	MERV 3	2	\$80	\$160	\$150	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Totals				\$160	\$150	



Step 11: Entering HVAC Related Project Costs Cont'd

- When you've finished adding filters, click the CO2 Monitors tab and click "Add Monitor Entry"

The screenshot shows the 'Site Project Costs' section of the application. At the top, there are navigation icons for Home, Manage, Application, and Contact Us. Below the navigation is a header for 'Site Project Costs' and 'Renewable Elementary'. The main content area includes a breadcrumb trail: Application Main > Application Sites > Site Main > Site Project Costs. A 'Ventilation Pathway Selection' section contains two questions with radio button options for 'Yes' and 'No'. Below this is a table for entering project costs, with columns for 'A & M', 'Filters', 'Monitors', 'Contingency (20%)', and 'Total'. The 'CO2 Monitors' tab is selected, and a red arrow points to it. Below the table, there is a field for 'Number of Classrooms at this site' with a value of 0, and a note: 'Total count of all CO2 monitors cannot exceed the Number of Classrooms.' A red arrow points to the 'Add Monitor Entry' button. The status 'Count of Monitors = 0' is displayed. At the bottom left, there is a 'Site Main' button.

Site Project Costs Renewable Elementary

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

Application Main > Application Sites > Site Main > Site Project Costs

Ventilation Pathway Selection

Q1. Are all of the HVAC systems at this site scheduled for replacement within the next two years? Yes No

Q2. Does this site have limited or no mechanical ventilation? (If only certain classrooms and/or buildings lack ventilation, the answer would be 'no') Yes No

Selection needed for question 1.
Pathway Selection : Selections above required.

	A & M	Filters	Monitors	Contingency (20%)	Total
Project Cost	\$0.00	\$0.00	\$0.00		\$0.00
Requested Funding		\$0.00	\$0.00	\$0	\$0.00

Assessment & Maintenance Filters **CO2 Monitors**

Number of Classrooms at this site: *Total count of all CO2 monitors cannot exceed the Number of Classrooms.*

Add Monitor Entry Count of Monitors = 0

No fixtures found

Site Main



Step 11: Entering HVAC Related Project Costs Cont'd

- Enter all required monitor information and click "Save" button

CALIFORNIA ENERGY COMMISSION Home Manage Application Contact Us

Site Project Costs Renewable Elementary

District: 0000000000001 CEC Joint Unified Appl. Ref.: Ventilation-1 TIER 2 Status: In Progress

Application Main Application Sites Site Main Site Project Costs

Ventilation Pathway Selection

Q1. Are all of the HVAC systems at this site scheduled for replacement within the next two years? Yes No

Q2. Does this site have limited or no mechanical ventilation? (If only certain classrooms and/or buildings lack ventilation, the answer would be 'no') Yes No

Selection needed for question 1.
Pathway Selection : Selections above required.

	A & M	Filters	Monitors	Contingency (20%)	Total
Project Cost	\$0.00	\$0.00	\$0.00		\$0.00
Requested Funding		\$0.00	\$0.00	\$0	\$0.00

Assessment & Maintenance Filters CO2 Monitors

Number of Classrooms at this site Total count of all CO2 monitors cannot exceed the Number of Classrooms.

*ALL fields are required.

Entry Number

Manufacturer

Brand Name

Model

CO2 Monitor Count

CO2 Monitor Unit Cost

CO2 Monitor(s) Total Cost

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

Total Other Funds Total Other Funds offsetting monitor costs in this entry.

Net CO2 Monitor Cost Monitor(s) Cost less Rebate Amount and Other Funds Amount

Max Allowed Cost At allowed max per unit cost of \$600.

Requested Funding Amount Lesser of Net Monitor Cost or Max Allowed Cost

Save **Cancel**

Site Main



Step 11: Entering HVAC Related Project Costs Cont'd

- Once saved, the monitor will show up in the Monitor table
- Add or edit additional monitors as needed
- When complete, click “Site Main” to return to previous page

	A & M	Filters	Monitors	Contingency (20%)	Total
Project Cost	\$2,050	\$160	\$400		\$2,610
Funding Request	\$0	\$150	\$400	\$110	\$660

Assessment & Maintenance Filters **CO2 Monitors**

[Add Monitor Entry](#) Count of Monitors = 1

<u>Entry</u>	<u>Model</u>	<u>Manufacturer</u>	<u>Brand Name</u>	<u>Unit Count</u>	<u>Net Monitor Cost</u>	<u>Request Amount</u>		
1	Mondo 3	RyCorp	Monitor Lizard	5	\$400	\$400	Edit	Delete
Totals					\$400	\$400		



Step 12: Submitting Application

- Once finished editing costs and dates for a site, change the site status from In Progress to Ready to Submit using the dropdown menu and click “Save Changes”

CALIFORNIA ENERGY COMMISSION Home Manage Application Contact Us

Site Main Renewable Elementary

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

Application Main Application Sites Site Main Site Replacement Costs

Site Status In Progress

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) Estimated Completion Date (M/D/YYYY)

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. This may be different than the Total Project Cost due to maximum grant limits and the 20% contingency fund. **Requested Funding** \$0

Application Sites Save Changes Cancel Changes Site Replacement Costs

Back to Top Conditions of Use Privacy Policy Accessibility Contact



Step 12: Submitting Application Cont'd

- Once you have finished uploading documents, adding sites and changing site statuses, return to Application Main, click Review and Submit to submit your application

The screenshot shows the 'Application Main' page of the California Energy Commission's application portal. At the top, there is a navigation bar with icons for Home, Manage, Application, and Contact Us. Below this, a teal header reads 'Application Main'. A dark red banner displays application details: District: 00000000000001, CEC Joint Unified, Appl Ref.: Ventilation-1, and Status: In Progress. A progress bar below the banner shows four steps: Application Main (highlighted in green), Application Sites, Site Main, and Site Replacement Costs. The main content area contains several summary items, each with a text label, a value in a grey box, and a button or status indicator. 'Total Application Project Costs' shows '\$0' and an 'Upload Supporting Documents' button. 'Total Application Requested Funding' shows '\$0'. 'Sites in Application' shows '0'. 'Overall Application Status' shows 'In Progress'. To the right of these items, the text 'Uploads Incomplete' is displayed. Below the summary items, a paragraph of text explains the requirements for proceeding to the Review & Submit Application page. At the bottom right, a red arrow points to a blue button labeled 'Review & Submit Application'. At the bottom left, there is a grey box labeled 'Mailing Address Information (entry completed)' with a minus sign.

Application Main

District: 00000000000001 CEC Joint Unified Appl Ref.: Ventilation-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.

Review & Submit Application

Mailing Address Information (entry completed) —



Step 13: Self Certification

- Next, the system will display all basic information from your application to allow you to review for accuracy and completion

CALIFORNIA ENERGY COMMISSION

Home
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			
LEA Code	00000000000001	Tier	TIER 2	
Application Program	Ventilation	Utility	PG&E	

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	\$1,010.00	Number of Sites in Application	1
Total Requested Funding	\$1,010.00		

Sites In Application

CDS Code	Site Name	Status	Project Cost	Requested Funding
000000000000003	Renewable Elementary	Ready to Submit	\$1,010.00	\$1,010.00
Totals			\$1,010.00	\$1,010.00

List of Uploaded Documents

Document Type	File Name
Contractor's Estimate	2_Vent_App_Upload_Files.png
Proof of Ownership or Complying Lease	1_Vent_App_Main.png



Step 13: Self Certification Cont'd

- Last step: Check each box next to the list of self-certifications to attest that all information contained in the application is accurate and the application complies w/ Guidelines
- Check each box and click Submit Application to complete application process

Submission Panel

The LEA hereby certifies:

- It will follow the program guidelines.
- The information included in the application package is true and correct to the best of the LEA's knowledge.
- It will obtain Division of the State Architect (DSA) project approval as applicable under California Code Regulations, Title 24.
- 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](#)



Step 14: Submitted

- Once submitted, you will not be able to edit any information in application
- Can add a note for the application reviewer if needed
- You will receive a system email confirming your application was submitted

The screenshot shows the 'Application Main' page after successful submission. It features a navigation bar with 'Home', 'Manage', 'Application', and 'Contact Us' links. A green confirmation message states: 'Application has been successfully submitted. You will receive a confirmation email.' Below this is a teal 'Review and Submit Application' button. The page content includes a summary of the application information, mailing address, project costs, and a table of sites in the application.

Application 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	\$2,000	Number of Sites in Application	1
Total Requested Funding	\$2,000		

Sites In Application

CDS Code	Site Name	Status	Project Cost	Requested Funding
000000000000003	Renewable Elementary	Ready to Submit	\$2,000	\$2,000
Totals			\$2,000	\$2,000



Step 15: Next Steps & Corrections

- Now you can view your application's status on the **Application Main** page. Be sure to check in on the status of your application regularly



Step 15: Next Steps & Corrections

- If CalSHAPE staff has questions about submitted information, or if an error was made, staff may request corrections via email
- Only changes specified in the List of Corrections Needed table are allowed
- After all corrections have been made, resubmit application for staff review

List of Corrections Needed

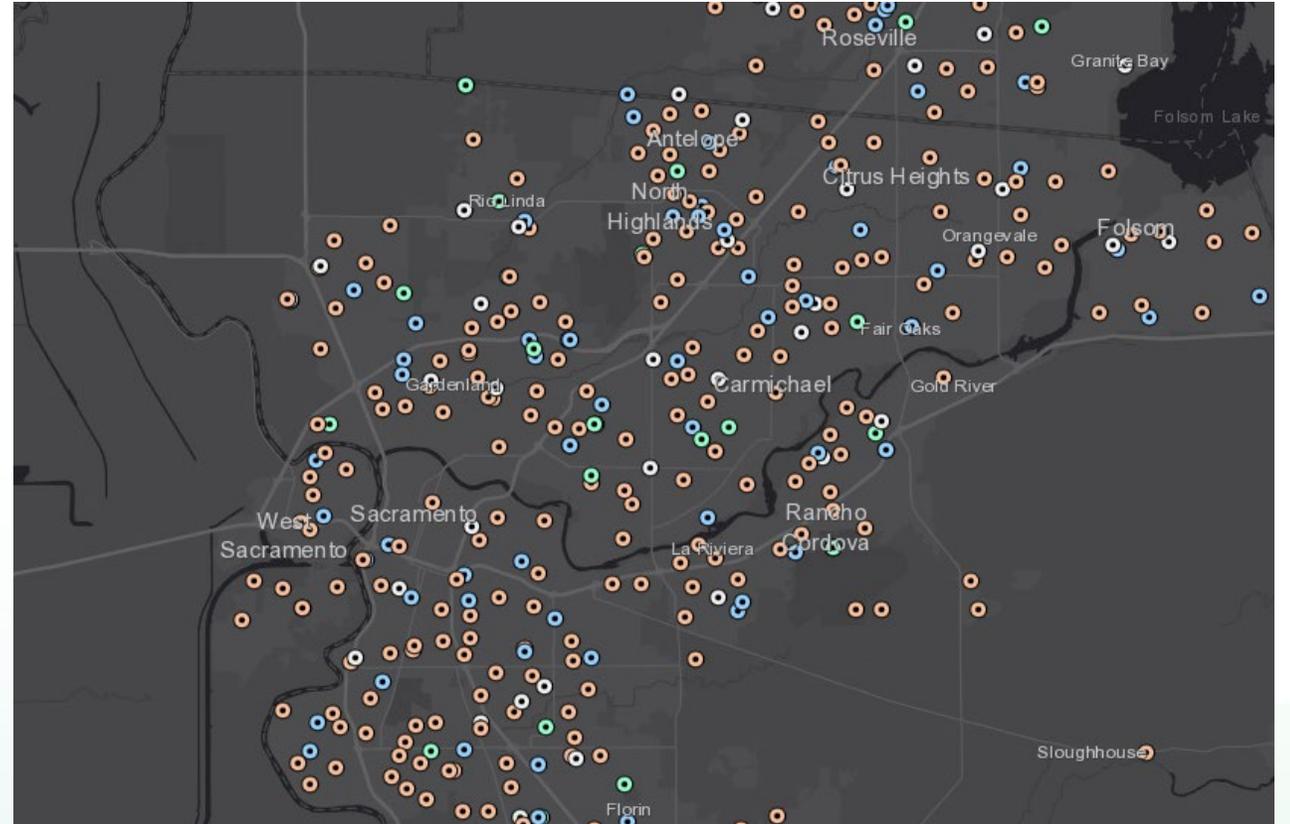
CDS Code	Site	Correction(s)
[CDS Code]	[Site]	



Resources

- CalSHAPE Interactive GIS Map
- CalSHAPE Program Companion Documents
- CalSHAPE Worksheets

<https://www.energy.ca.gov/programs-and-topics/programs/california-schools-healthy-air-plumbing-and-efficiency-program>





Contact Us:
CalSHAPE@energy.ca.gov



Thank You!

