



**CALIFORNIA  
ENERGY COMMISSION**



**CALIFORNIA  
natural  
resources  
AGENCY**

California Energy Commission

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

## **CalSHAPE Plumbing Program Application Checklist**

December 2022



# CalSHAPE Plumbing Program Application Checklist

The California Energy Commission administers the California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program. The CalSHAPE Online 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.

Applicants may use the CalSHAPE Plumbing Program Application Checklist to verify that the application and contractor estimate meet CalSHAPE Program requirements.

This application checklist document is provided for informational purposes only to assist users with completing the application. It does not include all CalSHAPE Plumbing Program information or requirements. CalSHAPE Plumbing Program information and requirements are provided in the CalSHAPE Plumbing Program Guidelines, Third Edition (guidelines), found on the [CalSHAPE Program webpage](https://www.energy.ca.gov/publications/2022/california-schools-healthy-air-plumbing-and-efficiency-plumbing-program-0) at <https://www.energy.ca.gov/publications/2022/california-schools-healthy-air-plumbing-and-efficiency-plumbing-program-0>.

If you have questions about your application or contractor estimate, please email CalSHAPE staff at [CalSHAPE@energy.ca.gov](mailto:CalSHAPE@energy.ca.gov).

## Section I: General LEA info

The following table summarizes general LEA information required by the system before application submittal.

General LEA Information		
LEA Name:		
LEA Code:		
Mailing Address complete?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
All sites complete?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Uploaded documents complete?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Submission Panel certification complete?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## Section II: General Contractor Estimate Information

An answer of "Yes" to the following questions indicates that the contractor estimate likely meets CalSHAPE Program requirements.

General Contractor Estimate Information		
Does the contractor hold a valid California Contractor State Licensing Board license?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the estimate contain a scope of work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all costs included in the contractor estimate eligible? (See <a href="#">CalSHAPE Plumbing Program Guidelines</a> , Chapter 3.I)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the contractor estimate include a timeline for proposed work?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Section III: Site specific information

Complete the following checklist for each site included in the Plumbing Application. The checklist is provided to applicants as an informational resource and is not a submission requirement for the CalSHAPE Program. An answer of "Yes" to the following questions indicates that the contractor estimate likely meets CalSHAPE Program requirements.

Site Name	Site #	1 of xx
Site added to Online System and Contractor Estimate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Project Costs (Site Replacement Costs page)</b>		
Is the total cost for fixtures filled out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were any fixture fields marked as Unknown? A proof of noncompliance must be provided for all fixtures/appliances with unknown fields.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the Current fixtures meet noncompliant qualifications?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the New fixtures meet Energy Star requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For Entries with Unknown, was sufficient proof provided? See proof of noncompliance section, below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Were any appliance fields marked as Unknown?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the total cost for appliances filled out?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the Current appliances meet noncompliant qualifications?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do the New appliances meet Energy Star requirements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For Entries with Unknown, was sufficient proof provided? See proof of noncompliance, below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<b>Site Specific Contractor Estimate Information</b>		
Does the site name in the estimate match the site name in the Online System?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the total estimated project cost match the amount in the Online System?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the fixture/appliance unit count match the Site Replacement Costs page?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

For additional information on noncompliant plumbing fixtures and appliances, please see Chapter 2.B of the [CalSHAPE Plumbing Program Guidelines](#).

<b>Proof of Noncompliant Plumbing Fixtures/Appliances</b>		
Does the proof of noncompliance include information specific to the fixture/appliance that can be used by CEC staff to confirm it qualifies as noncompliant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is there a written explanation on why the fixture/appliance equipment model number, serial number, ENERGY STAR rating, or dates are unknown?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the Proof of Noncompliance include additional information that can be used to confirm it qualifies as noncompliant? Valid information includes the year it was purchased, installed, general information on its approximate age, spec sheets, flow rates for fixtures, or energy usage for appliances.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the information in the proof of noncompliance match the information entered into the Online System?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Proof of Ownership or Complying Lease</b>		
Type of document uploaded?	<b>Attestation</b>	
Is the property leased?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the owner/lessee match the applicant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For leases, does the lease end after the program end date of December 1, 2026? The lease requirement applies to leases in which a school district does not own the property being leased.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

<b>Required Documents</b>		
For Charter Schools, was a Certificate of Good Standing provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For third party applicants, was a Letter of Authorization provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>