



**CALIFORNIA
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California Energy Commission

California Schools Healthy Air, Plumbing, and Efficiency

CalSHAPE Ventilation Program Application Checklist

December 2022



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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 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 Ventilation 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 Ventilation Program information or requirements. CalSHAPE Ventilation Program information and requirements are provided in the CalSHAPE Ventilation Program Guidelines, Second Edition (guidelines), found on the [CalSHAPE Program webpage](https://www.energy.ca.gov/publications/2022/california-schools-healthy-air-plumbing-and-efficiency-ventilation-program) at <https://www.energy.ca.gov/publications/2022/california-schools-healthy-air-plumbing-and-efficiency-ventilation-program>.

If you have questions about your application or contractor estimate, please email 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's estimate eligible? (See CalSHAPE Ventilation Guidelines , Chapter 3.I)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the labor and material costs itemized for Assessment and Maintenance, CO2 monitors, and filters?	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"/>
Was all work contracted or performed after August 1, 2020?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section III: Site specific information

Complete the following checklist for each site included in the Ventilation 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"/>
Project Costs (Assessment & Maintenance page)		
Does the site have at least one HVAC system, as defined in Chapter 2.A of the guidelines, that is not scheduled for replacement within two years of the application submittal date? If yes, select pathway 1 below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all HVAC systems at the site scheduled for replacement within two years of the application submittal date? If yes, select pathway 2 below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the site have an HVAC system, as defined in Chapter 2.A of the guidelines? If no, select pathway 3 below.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Which pathway is selected?	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>	
Does the number of HVAC system at the site match the contractor estimate?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the filter count and total filter cost match the contractor estimate?	N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the CO2 monitor count and total monitor cost match the contractor estimate?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the number of classrooms match the number of CO2 monitors?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do all filters meet the MERV 13 minimum? A MERV filtration of less than 13 is acceptable if it is the highest that can be used in the system without adversely impacting equipment.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Site-Specific Contractor Estimate Information		
Does the site name in the contractor 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"/>

Proof of Ownership or Complying Lease	
Type of document uploaded?	Attestation
Is the property leased?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the owner/lessee match the CalSHAPE applicant?	Yes <input type="checkbox"/> No <input type="checkbox"/>
For leases where the site is not district owned, 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"/>

Required Documents		
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"/>
For Pathway 2 applicants, was a Proof of Schedule for Replacement provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
For Pathway 3 applicants, was a Proof of Limited or No Mechanical Ventilation provided?	Yes <input type="checkbox"/>	No <input type="checkbox"/>