



**CALIFORNIA
ENERGY COMMISSION**



**CALIFORNIA
natural
resources
AGENCY**

California Energy Commission

California Schools Healthy Air, Plumbing, and Efficiency

CalSHAPE Incurred Costs Applicant Checklist

February 2023



CalSHAPE Plumbing Program Incurred Costs 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.

An LEA may receive reimbursement of incurred costs of up to 50 percent of the grant award and may submit up to four incurred cost requests for each grant agreement. According to Chapter 3, Section H of the CalSHAPE Plumbing Program Guidelines, Second Edition (guidelines), "Documentation of incurred costs must provide site-specific information and be itemized to show both the material and labor costs for each plumbing fixture and appliance replacement listed in the grant agreement. In addition, documentation of incurred costs must establish that all work performed complies with any applicable skilled and trained workforce and other labor requirements."

A user must have an account in the system to upload documents and invoices for a Plumbing Incurred Cost request. Instructions to register for a user account in the system are provided in the CalSHAPE Online Registration Instructions found at <https://www.energy.ca.gov/media/5800>.

Applicants may use the CalSHAPE Plumbing Program Incurred Costs Checklist to verify that the incurred costs submitted meet CalSHAPE Program requirements.

This checklist document is provided for informational purposes only to assist users with submitting incurred costs. 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 eligible incurred costs, please email CalSHAPE staff at CalSHAPE@energy.ca.gov.

Plumbing Incurred Costs

The following table summarizes information that should be included in plumbing incurred costs documents. Responses of 'yes' indicate the incurred costs likely meet CalSHAPE requirements.

General LEA Information	
LEA Name:	
Invoice Number:	
Status:	
Are all sites in the invoice included in the application?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Cost Information	
Are costs listed separately for each site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are costs separated by fixture/appliance type?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are unit counts provided for each fixture/appliance type?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do the fixtures/appliances match the type in the application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the unit count match the quantity in the application?	Yes <input type="checkbox"/> No <input type="checkbox"/>
The total invoice cost does not exceed the grant awarded for the LEA	Yes <input type="checkbox"/> No <input type="checkbox"/>
The total cost for each site does not exceed the grant awarded for each site	Yes <input type="checkbox"/> No <input type="checkbox"/>