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California Energy Commission

California Schools Healthy Air, Plumbing, and Efficiency Online System

Plumbing Reconciliation Companion Document

June 2023



Plumbing Reconciliation Companion Document

The California Energy Commission administers the California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program. The CalSHAPE Plumbing Program requires that final documentation be submitted to the online system. After the project has been completed, the grantee must submit a "Final Document and Invoice for Remaining Funds" or Reconciliation (CalSHAPE Plumbing Program Guidelines, Chapter 4).

The Plumbing Reconciliation Companion Document provides step-by-step instructions on how to complete the Reconciliation. The instructions also include general information and tips on navigating the reporting tool.

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

A user must have an account in the system to input information. 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 in the completion of the reconciliation process. It does not include CalSHAPE Plumbing Program information or requirements. CalSHAPE Plumbing Program information and requirements are provided in the CalSHAPE Plumbing Program 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>.

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General Information and Navigation

Multiple Users:

- Multiple users can have access to Reconciliation at the same time. A user can overwrite another user's information based on the most recently saved information in the system.

Reconciliation Navigation:

- Navigation buttons are found throughout Reconciliation process:
 - Internet browser navigation buttons are also an option for use.
 - Please note, some internet browsers have the backspace button as a backward navigation option.

Required Fields:

- All required fields must be filled out to save the section.

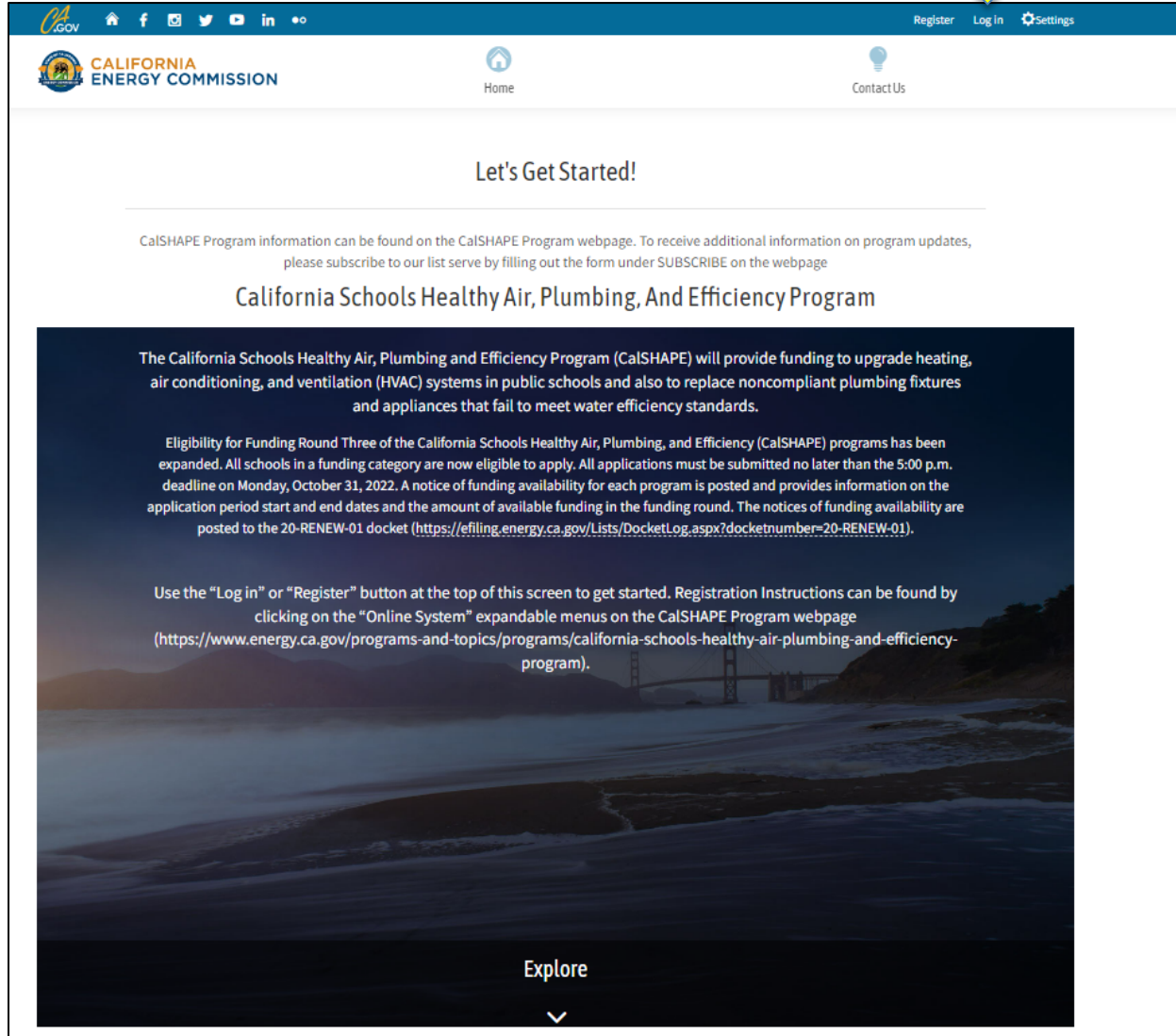
Upload Files Button:

- Upload file button is used for any documents, pictures, or any required materials needed for Reconciliation.
 - This could be any invoices or receipts

Locating the Reconciliation Button

Step 1: CalSHAPE Online System Homepage

Figure 1: CalSHAPE Online Login Page



Source: California Energy Commission, CalSHAPE Online System

Instructions:

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

Step 2: Application Homepage

Figure 2: LEA Dashboard

Application Homepage

LEA Code:

LEA Contact(s)	Total	Sites Underserved
LEA Administrator has not registered.	1	1

Applications

	Ventilation	Plumbing
In Progress	0	0
Submitted	0	0
Awarded	1	1

LEA Dashboard

Funding Round One for the CalSHAPE Plumbing Program has ended. Plumbing applications are currently no longer being accepted.

Ref	Funding Round	Project Costs	Requested Amount	Status
Plumbing-1	R1			Grant Fulfilled

Grant Awarded Information

Grant Reference: Start Date: 6/24/2022 1:04:23 PM End Date: 6/24/2024 1:04:23 PM

Upload Incurred Cost View Grant Detail

Source: California Energy Commission, CalSHAPE Online System

Instructions:

1. Click on the "Application" icon to navigate the "Application Homepage" shown in Figure 2.
2. Locate the Applications section for LEAs that will start Reconciliation and click the "LEA Dashboard" button.
3. Under the Plumbing section on the LEA Dashboard, locate the green "Grant Awarded Information" box and click on the "View Grant Detail" button.

Figure 3: Grant Summary - Reporting Button

The screenshot displays the 'Grant Summary' page. At the top, there is a purple header with the text 'Grant Summary'. Below this, a dark blue bar contains the following information: 'District: Grant #:', 'Program: Plumbing-1', and 'Grant Status: Grant Awarded'. A navigation menu below the bar includes buttons for 'Application Dashboard', 'Grant Summary', 'Invoice', 'Document', and 'Reporting'. A yellow arrow points to the 'Reporting' button. The main content area is titled 'Grant Status History' and includes an 'Extend Grant' button with the text 'Extend the grant End Date by 6 months:'. Below this are several data fields: 'Grant Amount Awarded' (\$15,960.00), 'Grant Start - End Dates' (6/24/2022 to 6/24/2024), 'Reimbursement Amount' (\$14,768.00), 'Funding Round - Tier' (R2, TIER 1), 'Amount Paid Out' (\$0.00), and 'Funding Categ-Activity' (SCE-SCE PLUMB). 'Balance to be Paid' is listed as \$14,768.00. Below the history section is a 'Grant Sites' table with a 'Count: 1' indicator. The table has columns for 'Site Code', 'Site Name', 'Requested Funding', and 'Reimburse Amt'. A 'Reconciliation' button is located to the right of the 'Reimburse Amt' column. A yellow arrow points to this button. At the bottom of the table, there is a 'Totals' row with 'Requested Funding' of \$15,960.00. Below the table are buttons for 'Upload Reconciliation Files', 'Reconciliation Submitted', and 'Recon Verification'.

Site Code	Site Name	Requested Funding	Reimburse Amt
		\$15,960.00	
Totals		\$15,960.00	

Source: California Energy Commission, CalSHAPE Online System

Instructions:

1. To start the reconciliation process, click on the "Reporting" button.
2. Locate the site name and click on the "Reconciliation" button.

Reconciliation

Figure 4: Fixture/Appliance Entry Page

Exclude this site from the grant, grant reimbursement funds, and further completion processes.

Note: If Excluded, further edits to the reconciliation data may be made for the site, however this site will not be included for determining overall grant reporting status or grant reimbursement amounts.

Grant Reporting Status: Reconciliation In Progress

Requested Funding	<input type="text" value="\$26,270.00"/>	
Actual Project Cost	<input type="text" value="\$34,382.00"/>	
Reimbursement Amount	<input type="text" value="\$26,270.00"/>	<i>Lesser of Requested Funding or Actual Project Cost</i>

- Original fixture records cannot be deleted.
- Unit count for a fixture type cannot exceed the original count, so to add a record for existing fixture type first reduce the count on a current record.
- Fixture unit count can be reduced to zero (0) as a method of removing an original record.

Fixture/Appliance Type Entry count = 3

Entry	Type	Model	Manufacturer	Brand Name	Unit Count	Fixture Cost		
1	Interior Faucet	Z86500-XL	Zurn	Zurn	5	\$18,000.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
2	Toilet	FloWise	American Standard	Madera	3	\$7,002.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
3	Automatic Ice Maker	UN324W-1A	Scotsman Ice Systems	Scotsman	1	\$9,380.00	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Total						\$34,382.00		

Source: California Energy Commission, CalSHAPE Online System

Instructions:

- If you do not intend to include a site in the Reconciliation process, click on the checkbox that states "Exclude this site from the grant, grant reimbursement funds, and further completion process."
- Follow instructions on the "Reconciliation of Site Replacement Costs" page.
 - Grayed out boxes cannot be edited.
 - Entries provided during the application process cannot be deleted but can be edited.
 - To update "Fixture Cost" column, click the "Edit" button.

Figure 5: Reconciliation of Site Replacement Costs

Grant Reporting Status: Reconciliation In Progress

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

Entry Number:

Fixture/Appliance Type:

Replaced

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:

Installed

Manufacturer:

Brand Name:

Model:

Water Usage (gallons per minute):

Unit Count:

Material Cost per Unit	<i>Unit Cost for items in this entry.</i>	<input type="text" value="\$0.00"/>
Subtotal - Material Cost	<i>Unit count X Material Cost per Unit</i>	<input type="text" value="\$0.00"/>
Labor Rate per hour		<input type="text" value="\$0.00"/>
Labor Hours	<i>Labor hours to install fixture.</i>	<input type="text" value="20"/>
Subtotal - Labor Cost	<i>Labor Rate X Labor Hours</i>	<input type="text" value="\$0.00"/>
Total Cost	<i>Total Cost for items in this entry.</i>	<input type="text" value="\$0.00"/>
Total Rebate Amount	<i>Total Rebate Amount offsetting costs in this entry.</i>	<input type="text" value="\$0.00"/>
Total Other Funds	<i>Other Funds received offsetting costs in this entry.</i>	<input type="text" value="\$0.00"/>
Project Cost	<i>Total Cost less Rebate Amount and Other Funds Amount.</i>	<input type="text" value="\$0.00"/>

Source: California Energy Commission, CalSHAPE Online System

Instructions:

1. The "Replaced" section to the left of the page is the original entry during the application process and cannot be edited.

2. The "Installed" section to the right of the page can be edited and filled out with the new Fixture/Appliance that was installed.
 - a. Enter all required information below the "Installed" section.
 - b. Click the "Fixture/Appliance List" to go back.
3. Click "Save."

Figure 6: Fixture/Appliance Entry Page

Exclude this site from the grant, grant reimbursement funds, and further completion processes.

Note: If Excluded, further edits to the reconciliation data may be made for the site, however this site will not be included for determining overall grant reporting status or grant reimbursement amounts.

Grant Reporting Status: Reconciliation In Progress

Requested Funding	\$26,270.00	
Actual Project Cost	\$34,382.00	
Reimbursement Amount	\$26,270.00	<i>Lesser of Requested Funding or Actual Project Cost</i>

- Original fixture records cannot be deleted.
- Unit count for a fixture type cannot exceed the original count, so to add a record for existing fixture type first reduce the count on a current record.
- Fixture unit count can be reduced to zero (0) as a method of removing an original record.

Fixture/Appliance Type { Select fixture / appliance } Entry count = 3

Add Fixture/Appliance Entry

Entry	Type	Model	Manufacturer	Brand Name	Unit Count	Fixture Cost	Edit	Delete
1	Interior Faucet	Z86500-XL	Zurn	Zurn	5	\$18,000.00	Edit	Delete
2	Toilet	FloWise	American Standard	Madera	3	\$7,002.00	Edit	Delete
3	Automatic Ice Maker	UN324W-1A	Scotsman Ice Systems	Scotsman	1	\$9,380.00	Edit	Delete
Total						\$34,382.00		

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

Entry Number 4

Fixture/Appliance Type Interior Faucet

Installed

Manufacturer

Brand Name

Model

Water Usage (gallons per minute)

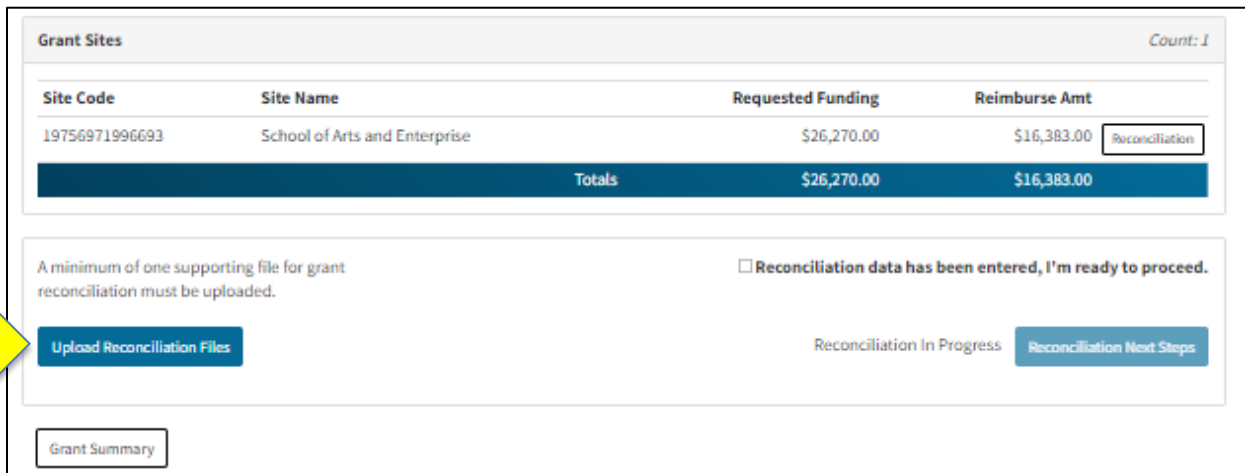
Unit Count

Source: California Energy Commission, CalSHAPE Online System

Instructions:

1. The Unit Count can be reduced to zero as a method of removing an original record and a new entry can be added by clicking on the "Add Fixture/Appliance Entry" button.
 - a. Enter all required information below the "Installed" section.
2. Click "Save."
 - a. New entry added to the Fixture/Appliance Entry Page.
3. Click "Grant Reporting" button at the bottom of the page.

Figure 7: Grant Reporting



The screenshot displays the 'Grant Reporting' interface. At the top, it shows 'Grant Sites' with a 'Count: 1' indicator. Below this is a table with columns for 'Site Code', 'Site Name', 'Requested Funding', and 'Reimburse Amt'. A single row is visible for 'School of Arts and Enterprise' with a 'Reconciliation' button. A 'Totals' row is highlighted in blue. Below the table, there is a section for reconciliation with a text prompt, a checkbox for 'Reconciliation data has been entered, I'm ready to proceed.', and buttons for 'Upload Reconciliation Files', 'Reconciliation In Progress', and 'Reconciliation Next Steps'. A yellow arrow points to the 'Upload Reconciliation Files' button. At the bottom left, there is a 'Grant Summary' button.

Site Code	Site Name	Requested Funding	Reimburse Amt
19756971996693	School of Arts and Enterprise	\$26,270.00	\$16,383.00
Totals		\$26,270.00	\$16,383.00

Source: California Energy Commission, CalSHAPE Online System

Instructions:

1. If fixture and appliance entries and updates are complete, click on the "Upload Reconciliation Files" button and upload any supporting documents, invoices, and receipts.
2. Click on the check box to indicate that the reconciliation data has been entered and is ready to be submitted.
3. Click on the "Reconciliation Next Steps" button to proceed.

Figure 9: Self Certification

The screenshot shows a web form with two main sections. The first section, titled "Jobs Impact", asks "How many jobs were created, worked or will be worked based on this CalShape grant?" and features a text input field. The second section, titled "Self Certification", is headed "LEA representative hereby certifies:" and contains a list of 14 checkboxes, each followed by a certification statement. At the bottom of the form is a blue button labeled "Submit Reconciliation & Verification & Certification".

Jobs Impact

How many jobs were created, worked or will be worked based on this CalShape grant?

Self Certification

LEA representative hereby certifies:

- It followed the program guidelines.
- The information included in the final document package is true and correct to the best of the LEA's knowledge.
- All California Environmental Quality Act (CEQA) requirements are completed.
- It has obtained any required DSA project approvals as applicable under California Code Regulations, Title 24.
- It acknowledges that the expended funds may be subject to an audit, including a financial audit.
- It complied with all reporting requirements.
- It complied with all School Plumbing Fixture and Appliance Replacement Grant terms and conditions.
- All noncompliant plumbing fixtures and appliances have been disposed of or recycled in compliance with its own policies or other applicable state and local end-of-life management and recycling requirements..
- It complied with all skilled and trained workforce and other labor requirements.
- It complied with any applicable labor code requirements on the payment of prevailing wage.
- All DIR requirements for public works, including payment of prevailing wages, were followed.
- It commits to participate with the CEC or its delegate in the assessment of energy savings or GHG emission reductions, including providing access to project sites and project and equipment information.
- 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.

[Submit Reconciliation & Verification & Certification](#)

Source: California Energy Commission, CalSHAPE Online System

Instructions:

1. Enter the number of jobs created/added into the workforce to complete the project. If none, enter zero (0).
2. Check all boxes in the "Self Certification" section.
3. Click the "Submit Reconciliation & Verification & Certification" button to submit Reconciliation.

Contact Us

For any questions regarding the Reconciliation, please contact CalSHAPE@energy.ca.gov.