California Energy Commission

California Schools Healthy Air, Plumbing, and Efficiency Online System

Ventilation Reconciliation Companion Document

June 2023

Ventilation Reconciliation
Companion Document

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

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

The CalSHAPE Online System (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 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 Ventilation Program information or requirements. CalSHAPE Ventilation Program information and requirements are provided in the CalSHAPE Ventilation Program Guidelines, found on the CalSHAPE Program webpage at https://www.energy.ca.gov/publications/2022/california-schools-healthy-air-plumbing-and-efficiency-ventilation-program.

Table of Contents

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

Instructions:

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

Figure 1: CalSHAPE Online Login Page
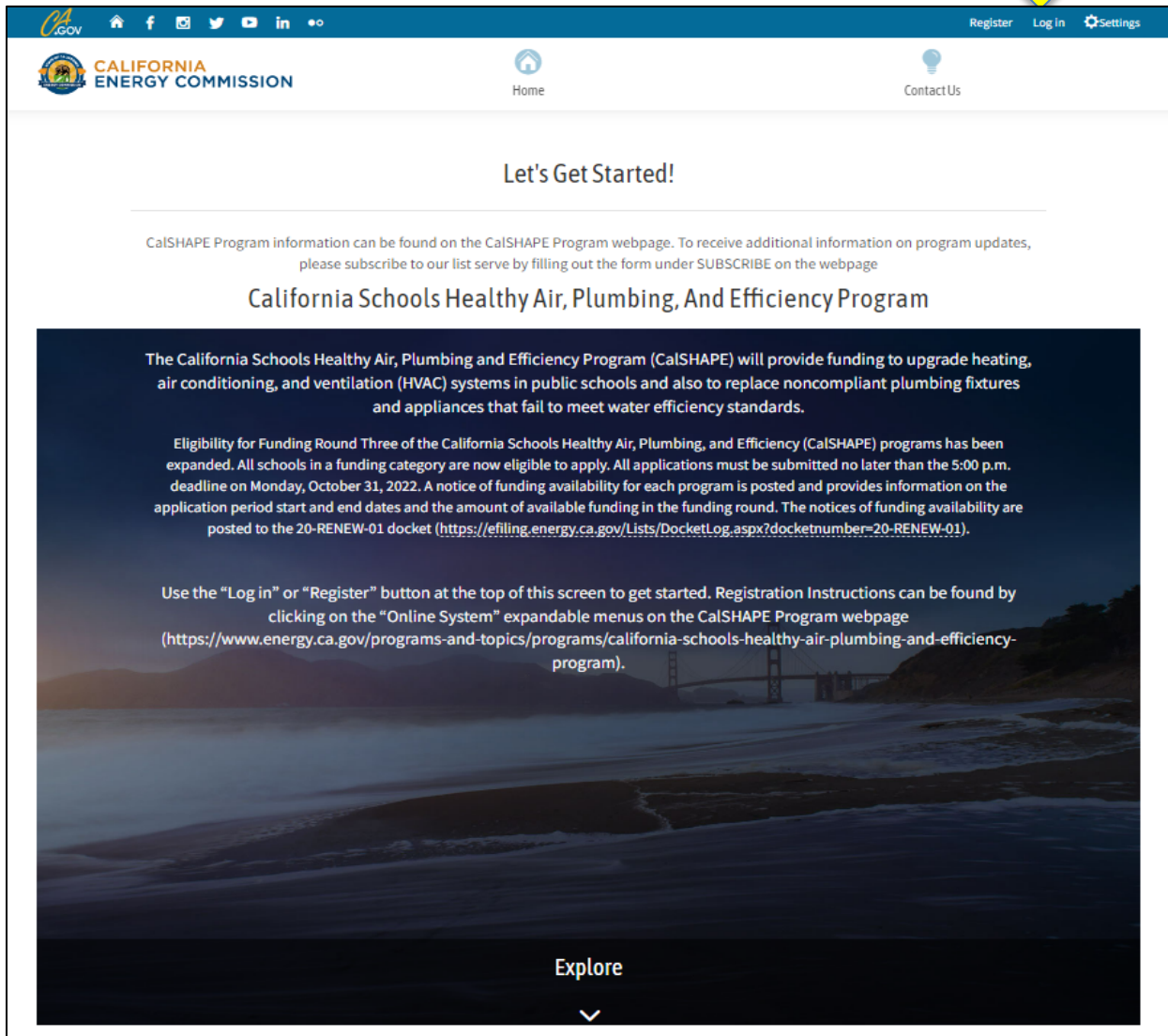
Source: California Energy Commission, CalSHAPE Online System

Step 2: Application Homepage

Figure 2: LEA Dashboard

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 who are ready for the reconciliation process and click the "LEA Dashboard" button.
3. Under the Ventilation 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

Source: California Energy Commission, CalSHAPE Online System

Instructions:
1. To start the reconciliation process, click on the "Reporting" button.
   a. Please take note that the HVAC Assessment Report must be completed and approved before Reconciliation can begin.
2. Locate the site name and click on the "Reconciliation" button.

Reconciliation

Figure 4: Site Project Costs and Tabs

Source: California Energy Commission, CalSHAPE Online System

Instructions:
1. Update the "Assessment & Maintenance" section.
   a. Grayed out boxes cannot be edit.
   b. Entries provided during the application process cannot be deleted but can be edited.
   c. Click the "Save Changes" button and move on to the next section.
2. Click the "Filters" tab.
   a. To make changes, click on the "Edit" button.
      i. Update this section and click the "Save Changes" button.
      ii. If you would like the filter cost to be deducted from the contingency fund, click on the "Contingency Funds Used?" checkbox.
3. Repeat step 2 for the "CO2 Monitors" tab and click the "Save Changes" button.
4. Utilize the "Contingency & Other" tab to enter additional material costs that you would like to be deducted from the contingency fund.
   a. Click "Save."

Figure 5: Upload Reconciliation Files

Source: California Energy Commission, CalSHAPE Online System

Instructions:
1. If all entries and updates are completed, 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 6: Self Certification

Reconciliation Submittal & HVAC Verification Process:

1. **Generate Verification Document**: Use the 'Verification Document' button below to generate a pdf verification document that includes the grant site(s). Inspect your systems 'downloads' folder.
2. **Sign**: Save the document to your local systems, then open and the sign the document. Once signed and saved, it should be uploaded into this CalShape verification page (step 4).
3. **License and Certification Information**: Enter and save license and certification information in the appropriate section below. This information is referenced in Item 10 of the verification document.
4. **Select Verification document**: Select the file to upload by clicking the 'Select File' button. File drag and drop is also available in certain browsers.
5. **Upload Files**: Once your file has been selected, it will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files.
6. Do not click on your browser's back or refresh buttons during upload.
7. **Complete submision**: If License & Certification is completed and the Verification document is uploaded then finish Certification checklist and submit. If not enabled, a step above has not been completed.

!!Note: Completion of this page does not have to be done in one session. You can save data and return to this page to complete the process.

Verification Letter Generation

Use the following button to generate a Verification Document that includes a listing of sites for this grant.

[Verification Document]

License and Certificate Information

REQUIRED: At least 1 each of, TAB Technician and Licensed Professional   OPTIONAL: Contractor and Acceptance Test Technician

[+ Add License]

No license records found

Jobs Impact

How many jobs were created, worked or will be worked based on this CalShape grant?   1

Verification Document Upload

Maximum file size: ~50 MB
Allowed file type: .pdf

Drop files here

[Select]   Please select file(s) to upload.

Document List

No supporting documents uploaded

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.
- ☐ 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 Assessment and Maintenance Grant terms and conditions.
- ☐ 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]

[Grant Reporting]

Source: California Energy Commission, CalSHAPE Online System

Instructions:

1. Follow the instructions provided in the "Reconciliation Submittal & HVAC Verification Process."
2. Check all boxes in the "Self Certification" section.
3. To submit Reconciliation, click the "Submit Reconciliation & Verification & Certification" button.

Contact Us

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