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California Energy Commission

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

## **Ventilation Reconciliation Companion Document**

February 2025



## **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](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 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](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>.

## Table of Contents

General Information and Navigation .....	3
Locating the Reconciliation Button.....	4
Step 1: CalSHAPE Online System Homepage .....	4
Figure 1: CalSHAPE Online Login Page.....	4
Step 2: Application Homepage.....	5
Figure 2: LEA Dashboard .....	5
Figure 3: Grant Summary - Reporting .....	6
Reconciliation.....	7
Figure 4: Site Project Costs and Tabs .....	7
Figure 5: Upload Reconciliation Files.....	10
Figure 6: Self Certification.....	10
Contact Us.....	12

## 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

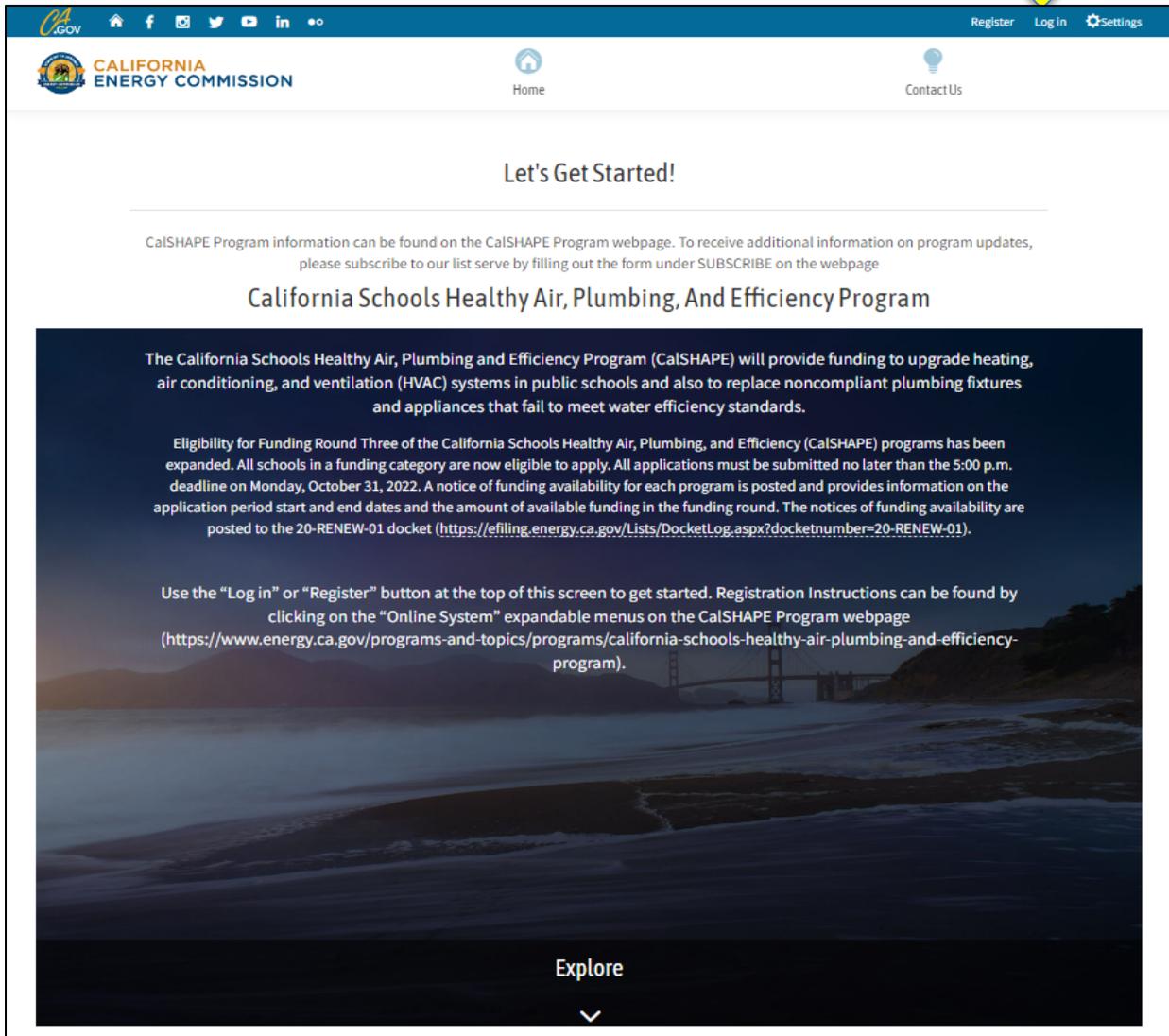
# Locating the Reconciliation Button

## 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

The screenshot displays the LEA Dashboard interface. At the top, there is a navigation bar with icons for Home, Manage, Application, and Contact Us. Below this is a teal header for 'Application Homepage' with an 'Add Additional LEAs' button. The main content area is divided into two sections. On the left, there is a form for 'LEA Code' and a table for 'LEA Contact(s)'. The table shows 'LEA Administrator has not registered.' with 'Total' and 'Underserved' counts of 1. On the right, there is an 'Applications' section with a table for 'Ventilation' and 'Plumbing'. The table shows 'In Progress', 'Submitted', and 'Awarded' counts. Below the table is a 'LEA Dashboard' button. At the bottom, there is a table of 'Grant Awarded Information' with columns for 'Ref', 'Funding Round', 'Project Costs', 'Requested Amount', and 'Status'. The table shows one grant, 'Ventilation-1', with a status of 'Grant Fulfilled'. Below the table is a green box for 'Grant Awarded Information' with a 'View Grant Detail' button. A yellow arrow points to this button.

Ref	Funding Round	Project Costs	Requested Amount	Status
Ventilation-1	R1	\$98,100.00	\$80,760.00	Grant Fulfilled

Grant Reference:	Start Date:	End Date:	View Grant Detail
	3/7/2023 10:35:19 AM	3/7/2025 10:35:19 AM	<a href="#">View Grant Detail</a>

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

District:  
Grant #:
Program:  
Ventilation-1
Grant Status:  
Grant Awarded

Application Dashboard
Grant Summary
Invoice
Document
Reporting

Grant Status History Extend the grant End Date by 6 months: Extend Grant

Grant Amount Awarded	\$80,760.00	Grant Start - End Dates	3/7/2023	3/7/2025
Reimbursement Amount	TBD	Funding Round - Tier	R3	TIER 1
Amount Paid Out	\$40,380.00	Funding Categ-Activity	PGE 1-PGE VENT ELEC	
Balance to be Paid	\$40,380.00			

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Project Costs	\$98,100.00	Requested Funding	\$80,760.00
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Grant Sites Count: 1

Site Code	Site Name	Requested Funding	Reimburse Amt	Assessment
		\$80,760.00	\$67,300.00	Completed
<b>Totals</b>		<b>\$80,760.00</b>	<b>\$67,300.00</b>	

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

Ventilation Pathway Selection -

**Pathway Selection : Pathway 1 - HVAC Assessment & Maintenance maximum award is based on the number of HVAC system units at the site [ \$10000 + (\$1000 x Number of Units)], \$ per unit CO2 Monitor Costs and \$ per filter unit. The total grant award includes a contingency fund of 20% of the total Requested Funding amount.**

### Grant Reporting Status: Reconciliation In Progress

Number of Classrooms at this site  *Total count of all CO2 monitors not flagged as contingent, cannot exceed the Number of Classrooms.*

	A & M	Filters	Monitors	Contingency	Other	Total
<b>Actual Project Cost</b>	\$46,000.00	\$8,100.00	\$44,000.00	\$0.00	\$0.00	\$98,100.00
<b>Awarded Funding</b>	\$46,000.00	\$8,100.00	\$13,200.00	\$13,460.00		\$80,760.00
<b>Reimbursable Amount</b>	\$46,000.00	\$8,100.00	\$13,200.00	\$0.00		\$67,300.00

**Assessment & Maintenance** Filters CO2 Monitors Contingency & Other

	Labor Rate	Labor Hours	Labor Cost	Estimated Materials Cost	Category Total Cost
Assess / Adjust / Maintenance	\$200.00	180	\$36,000.00	\$0.00	\$36,000.00
Assessment Report	\$200.00	50	\$10,000.00	\$0.00	\$10,000.00
Total A & M Costs					\$46,000.00
Total Other Funds			Other Funding offsetting A & M Costs		\$0.00
Net A & M Costs					\$46,000.00
Number of Units for A & M	<input type="text" value="36"/>	Max Award	Per Grant Award		\$46,000.00
A & M Reimbursable Amount			Lesser of Net A & M Costs or Max Award		\$46,000.00

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**Assessment & Maintenance** Filters CO2 Monitors Contingency & Other

\* ALL fields are required.

Entry Number

Contingency Funds Used?

MERV Rating  v

Filter Count  *Number of filters.*

Filter Material Unit Cost  *Material cost per filter (excluding labor).*

Subtotal Material Cost  *"Filter Count" multiplied by "Filter Material Cost".*

Labor Rate  *Hourly labor rate.*

Total Labor Hours  *Total hours to install ALL filters in this entry.*

Assessment & Maintenance   Filters   **CO2 Monitors**   Contingency & Other

**Add Monitor Entry** Count of Monitor Entries = 1

Entry	Model	Manufacturer	Brand Name	Unit Count	Contingency	Monitor Cost	Contg Amount
1					<input type="checkbox"/>	\$44,100.00	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
<b>Totals</b>						\$44,100.00	\$0.00

---

Assessment & Maintenance   Filters   CO2 Monitors   **Contingency & Other**

**Add Other Entry** Count of Other Entries = 0

No records found

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

**Grant Sites**
Count: 1

Site Code	Site Name	Requested Funding	Reimburse Amt	Assessment
		\$80,760.00	\$65,400.00	Completed
<b>Totals</b>		\$80,760.00	\$65,400.00	

A minimum of one supporting file for grant reconciliation must be uploaded.

**Reconciliation data has been entered, I'm ready to proceed.**

Upload Reconciliation Files

Reconciliation In Progress

Reconciliation Next Steps

**Supporting Files for Reconciliation - Instructions:**

1. **Select Files:** Select the files you wish to upload by clicking the 'Select File' button. Multiple files can be selected by clicking the button again or, in certain browsers, selecting multiple files. File drag and drop is also available in certain browsers. Note that file requirements apply.
2. **Upload Files:** Once your files have been selected, they will appear in the 'Files Awaiting Upload' section. Click on the 'Upload' button to transfer the files.
3. Do not click on your browser's back or refresh buttons during upload.

Maximum file size: ~50 MB  
Allowed file type: jpg, jpeg, pdf, xls, xlsx

Drop files here

Select

Please select file(s) to upload.

Supporting Documents

No supporting documents uploaded

Grant Reporting

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.
  - a. Required documents include final invoices, a site-specific project summary of contingency funding, and documentation or proof of all applicable licenses for the TAB Technician(s), Licensed Professional(s), Contractor(s), and Acceptance Test Technician(s), if applicable.
  - b. Workforce requirements can be verified by providing photos or scans of licenses, as well as evidence of certification from the Department of Industrial Relations Division of Apprenticeship Standards.
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 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. Do not click on your browser's back or refresh buttons during upload.
6. **Do not click on your browser's back or refresh buttons during upload.**
7. **Complete submission:** 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?

### 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

### Workforce License and Certificate Information

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

+ Add License

Person Role	First Name	Last Name	License / Certification Number	
Licensed Professional				<div style="display: flex; justify-content: flex-end; gap: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Edit</span> <span style="background-color: #c00000; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span> </div>
TAB Technician				<div style="display: flex; justify-content: flex-end; gap: 5px;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Edit</span> <span style="background-color: #c00000; color: white; padding: 2px 5px; border-radius: 3px;">Delete</span> </div>



**California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE)  
Ventilation Program HVAC Verification Report**

**Grant Agreement No. \_\_\_\_\_** (Grant Agreement)

**Local Educational Agency \_\_\_\_\_** (LEA)

This HVAC Verification Report was prepared upon completion of all project work funded by the CalSHAPE Ventilation Program Assessment and Maintenance Grant as required by Public Utilities Code (PUC) Section 1627 and the CalSHAPE Ventilation Program Guidelines (guidelines).

By signing this report, the individual certifies on behalf of the LEA that they have the authority to sign this report and that all project work funded by the CalSHAPE Ventilation Program Assessment and Maintenance Grant was completed in accordance with the California Public Resources Code section 1600 et seq., the terms and conditions of the Grant Agreement, and the guidelines. The individual on behalf of the LEA further certifies that all of the information provided for Exhibit B is complete and accurate. The LEA understands that all project work is subject to audit and acknowledges that any work not completed or performed as required by the terms and conditions of the Grant Agreement and guidelines, or any misrepresentation of facts, may be considered noncompliance with the Grant Agreement and may result in actions and remedies for noncompliance as described in the terms and conditions.

**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."
  - a. Click the "Verification Document" to generate a Verification PDF document
  - b. Save the document to your computer and sign the PDF

- c. Upload the signed Verification document file by clicking the "Select" button under the Verification Document Upload section
2. Complete the License and Certificate Information section.
3. Click on "Add License".
  - a. Select the person's role from the drop-down menu.
  - b. Fill out all required fields.
  - c. At least one TAB Technician and Licensed Professional are required.
  - d. Click "Save" when completed.
  - e. Applicant will be required to provide a copy of the license for each Workforce Information entry. See previous instructions for Uploading Reconciliation Files.
4. To update a previously entered entry, click the "Edit" button and update the necessary fields.
  - a. To delete a previously entered entry, click "Delete".
5. Check all boxes in the "Self Certification" section.
6. To submit Reconciliation, click the "Submit Reconciliation & Verification & Certification" button.

## Contact Us

For any questions regarding the Reconciliation, please contact [CalSHAPE@energy.ca.gov](mailto:CalSHAPE@energy.ca.gov).