California Energy Commission

California Schools Healthy Air, Plumbing, and Efficiency Online System

Upgrade and Repair Reconciliation Companion Document

July 2025

Upgrade & Repair Reconciliation
Companion Document

The California Energy Commission administers the California Schools Healthy Air, Plumbing, and Efficiency (CalSHAPE) Program. The CalSHAPE Ventilation Upgrade & Repair (U&R) 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 Ventilation Program Guidelines, Chapter 7).

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.
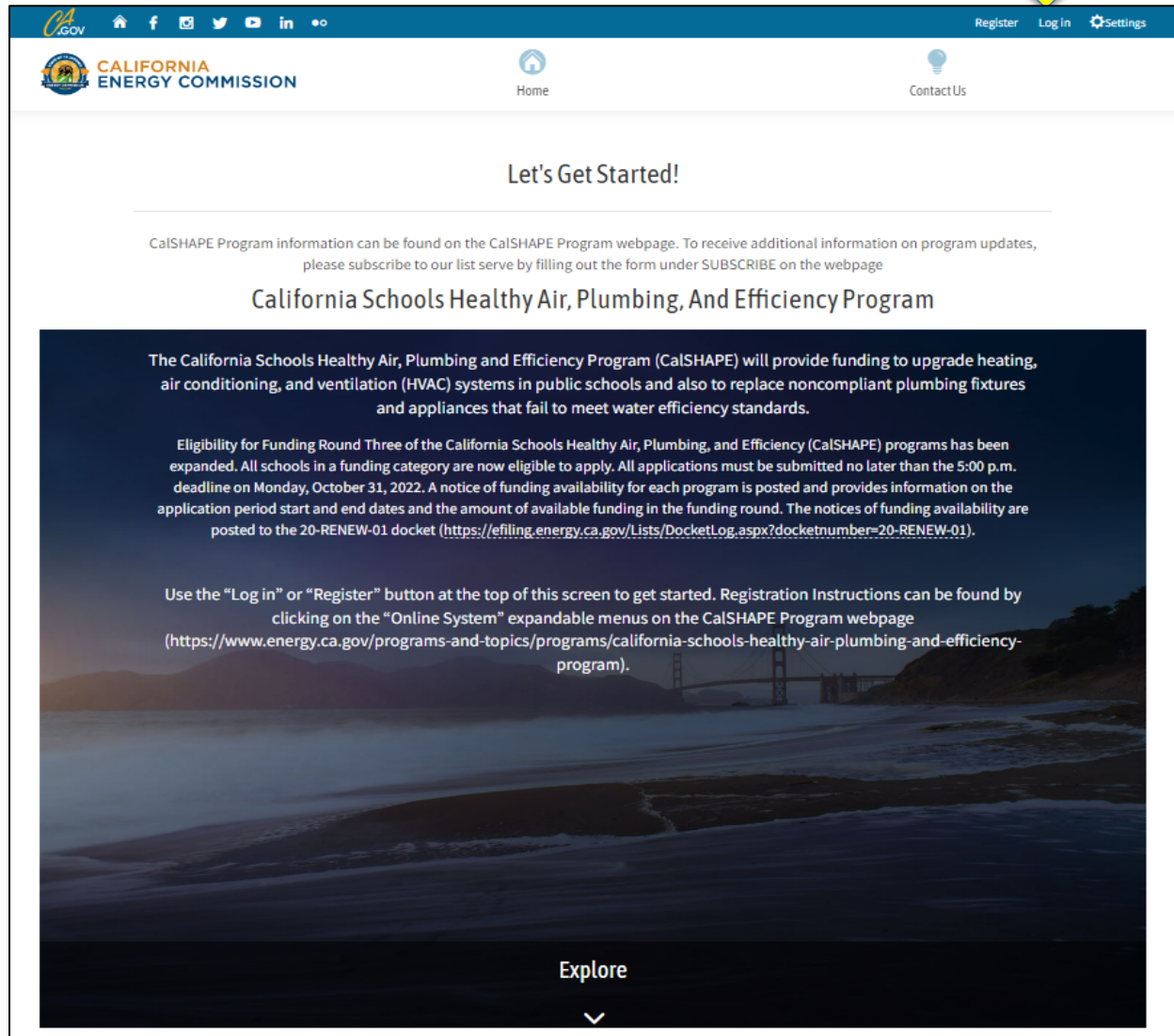 - This could be any invoices or receipts

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

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			
Project Costs	$98,100.00	**Requested Funding**	$80,760.00	

Grant Reporting

District: 30664720000000	Centralia Elementary	Program: UR-1	Grant Status:
Grant #: 23R5UA1143			Grant Awarded

Grant Sites — *Count: 2*

Site Code	Site Name	Requested Funding	Reimburse Amt	Recon Status	
30664726027734	Raymond Temple Elementary	$1,159,593.00	$0.00	Reconciliation Pending	Reconciliation
30664726027742	San Marino Elementary	$1,006,309.00	$0.00	Reconciliation Pending	Reconciliation
	Totals	$2,165,902.00	$0.00		

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

Upload Reconciliation Files

Grant Reporting Status: Reconciliation Pending   **Reconciliation Next Steps**

Grant Summary

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: HVAC Unit Details

HVAC Unit Details

Filter:	Mfg, Model, or Serial #					
	Count = 40					

Site Name	HVAC Name	Model Number	Update Model Number?	Replacement Cooling Model Number	Replacement Heating Model Number
Raymond Temple Elementary	1	48HJL005-651	→		
Raymond Temple Elementary	1	CNPV4217ALA	☐		
Raymond Temple Elementary	10	48HJL005-651	☐		
Raymond Temple Elementary	11	48HJL005-651	☐		
Raymond Temple Elementary	12	48HJL005-651	☐		
Raymond Temple Elementary	13	48HJL005-651	☐		
Raymond Temple Elementary	14	48HJL005-651	☐		
Raymond Temple Elementary	15	48HJL005-651	☐		
Raymond Temple Elementary	15	EAA1048HA050C	☐		
Raymond Temple Elementary	16	48HJL005-651	☐		
Raymond Temple Elementary	16	EAA1048HA050C	☐		
Raymond Temple Elementary	17	48HJL005-651	☐		

1 2 3 4

[Save Model Changes]   [Cancel]

[Grant Reporting]   [Reconciliation Costs]

HVAC Unit Details

Filter:	Mfg, Model, or Serial #					
	Count = 40					

Site Name	HVAC Name	Model Number	Update Model Number?	Replacement Cooling Model Number	Replacement Heating Model Number
Raymond Temple Elementary	1	48HJL005-651	☑	48HJL005-651	48HJL005-651
Raymond Temple Elementary	1	CNPV4217ALA	☑	CNPV4217ALA	CNPV4217ALA

Source: California Energy Commission, CalSHAPE Online System

Instructions:
1. Update the "HVAC Unit Details" section.

a. Provide the model number(s) for the replacement heating and cooling model(s) as needed.
   i. Check the box for "Update model number" if the replacement differs from the original model.
b. Model number entries provided during the application process cannot be deleted or edited.
c. Click "Save Model Changes" when finished with this section.

Figure 5: Project Costs & Contingency

Grant Reporting	Grant Reporting Status: Reconciliation Pending			
	Site Based Cost	**Direct Construction Cost**	**Contingency**	**Total**
Actual Project Cost	$0	$0	$0	$0
Awarded Funding	$20,000	$604,593	$535,000	$1,159,593
Reimbursable Amount	$0	$0	$0	$0

Contingency Details

Max Allocation = % of Direct Construction Cost ($604,593)

Contingency Type	Max Allocation of Awarded Contingency	Actual Project Cost	Reimbursable Amount
Electrical and Structural	$302,297	$0	$0
Functionality/Energy Efficient	$151,148	$0	$0
Architectural and Engineering	$120,919	$0	$0
DSA	$30,230	$0	$0
Contingency Totals		$0	$0

Add Entry

Count of Entries = 0

No records found

*ALL fields are required.

Entry Number	1
Reconciliation Type	-Select- ▾
Contingency Type	-Select- ▾
Material Type	-Select- ▾
Other Material Type	
Manufacturer	
Model	
Material Description	
Material Quantity	0	*Number of items for this entry.*
Material Unit Cost	$0	*Material cost (excluding labor).*
Subtotal Material Cost	$0	*"Item Count" multiplied by "Material Cost".*
Material Only	☐	*Checking will disable labor validations.*
Labor Description		
Labor Rate	$0	*Hourly labor rate.*
Total Labor Hours	0	*Total labor hours to install/ work on this entry*
Subtotal Labor Cost	$0	*"Labor Rate" multiplied by "Labor Hours".*
Total Cost for this entry.	$0	*Sum of "Subtotal Material Cost" and "Subtotal Labor Cost".*

Save   **Cancel**

HVAC Unit Details

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*ALL fields are required.

Entry Number	1
Reconciliation Type	-Select- ▾
Contingency Type	-Select- ▾
Material Type	-Select-
Other Material Type	Site Based
	Direct Construction
Manufacturer	Contingency

Source: California Energy Commission, CalSHAPE Online System

Instructions:
1. Click the "Add Entry" button to create a new project cost entry.
    a. Select the Reconciliation Type from the drop-down list
        i. If entering a contingency cost, please select the contingency category from the Contingency Type drop-down list
        ii. Please see the CalSHAPE Ventilation Guidelines for more information on the different U&R cost categories and contingency category eligible costs
    b. Please complete all other fields for each project cost entry.
    c. When entry is completed, click "Save".
2. Repeat steps 1a-c for each project cost entry for this site as needed.

Figure 6: Upload Reconciliation Files

Site Code	Site Name	Requested Funding	Reimburse Amt	Recon Status	
30664726027734	Raymond Temple Elementary	$1,159,593.00	$20,000.00	Reconciliation In Progress	Reconciliation
30664726027742	San Marino Elementary	$1,006,309.00	$20,000.00	Reconciliation In Progress	Reconciliation
	Totals	$2,165,902.00	$40,000.00		

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, submission pending. **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

Supporting Documents

Drop files here

Select   Please select file(s) to upload.

No supporting documents uploaded

Grant Reporting

Grant Sites   Count: 2

Site Code	Site Name	Requested Funding	Reimburse Amt	Recon Status	
30664726027734	Raymond Temple Elementary	$1,159,593.00	$20,000.00	Reconciliation In Progress	Reconciliation
30664726027742	San Marino Elementary	$1,006,309.00	$20,000.00	Reconciliation In Progress	Reconciliation
	Totals	$2,165,902.00	$40,000.00		

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, submission pending.   **Reconciliation Next Steps**

Instructions:

1. If all entries and updates are completed, click on the "Upload Reconciliation Files" button, and upload any supporting documents, invoices, and receipts. Required documents include:
   a. Final invoices, the Project Completion Report, and a site-specific project summary of contingency funding.
   b. Documentation or proof of all applicable licenses for the Contractor(s), Licensed Professional(s), , Acceptance Test Technician(s), and TAB Technician(s), if applicable.
   c. See Figure 7 for more information on workforce verification information requirements.
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 7: Workforce Information & Self Certification

Reconciliation Submittal & HVAC Verification Process:

1. **License and Certification Information**: Enter and save license and certification information in the appropriate section below.
2. **Jobs Impact**: Enter the number of jobs created, worked, or that will be work as a result of the CalSHAPE grant.
3. **Complete submision**: Complete certification checklist and submit. If submission is 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.

License and Certificate Information

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

OPTIONAL: TAB Technician

+ Add License

Person Role	First Name	Last Name	License / Certification Number		
Contractor	▇▇▇	▇▇▇	▇▇▇	Edit	Delete
Licensed Professional	▇▇▇	▇▇▇	▇▇▇	Edit	Delete

Jobs Impact

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

Workforce Certification Document Upload

File upload instructions

Please provide at least one of the following items in order to confirm the qualifications of the workforce entered above:
1. A letter providing the name of the certification agency and the certification number of the TAB technician/Licensed Professional and a method to publicly verify the certification.
2. A copy of the certification.
3. Additional documentation that confirms the qualifications of the TAB technician/Licensed Professional.

Self Certification

The LEA self-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 Assessment and Maintenance Grant terms and conditions.
- ☐ It has disposed of or recycled all replaced HVAC system units and parts in compliance with its own policies or other applicable state and local requirements, including end-of-life management and recycling requirements.
- ☐ It complied with all skilled and trained workforce and other labor requirements.
- ☐ 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 Information]

[Grant Reporting]

Source: California Energy Commission, CalSHAPE Online System

Instructions:

1. 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, Acceptance Test 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.
      i. Workforce requirements can be verified by providing photos or scans of licenses, as well as evidence of certification or completion of an apprenticeship from the Department of Industrial Relations Division of Apprenticeship Standards.
2. In the Jobs Impact section, provide the number of jobs created by the CalSHAPE U&R grant project.
3. To update a previously entered entry, click the "Edit" button and update the necessary fields.
   a. To delete a previously entered entry, click "Delete".
4. Check all boxes in the "Self Certification" section.

5. To submit Reconciliation, click the "Submit Reconciliation & Verification & Certification" button.

Contact Us

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