

DOCKETED

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CalSHAPE Staff Workshop Comments

See below for comments and questions in response to the updates and changes to the worksheets and HVAC assessment report submission process.

1. When will the Excel spreadsheet be available for use? With CEC suspending any new uploads from March 5 through early April (TBD), this creates a serious scheduling issue for meeting the grant deadlines without any schedule extensions for the program. Some districts have grant deadlines as soon as May 16, 2024 and this delay will leave these districts with a only month to complete a new submission if it isn't available until April.

2. Will the Excel spreadsheet be the only required document to be uploaded? The cover sheet for this workshop still states "these worksheets are intended for optional informational gathering purposes only since the completion of these worksheets does not constitute an HVAC Assessment Report. To comply with grant requirements and be eligible for funding, participants must submit an HVAC Assessment Report electronically by entering the required information through the CalSHAPE Online System as set forth in the most recent CAISHAPE Ventilation Program Guidelines." What is an HVAC Assessment Report? Please clarify in writing that the new Excel spreadsheet is the only document that is required to be uploaded.

3. When the spreadsheet does become available, we assume the program and individual grants will be extended to account for the 22 plus months since April of 2022. There have been multiple delays in using an inconsistent, not clear, and inaccurate reporting tool and there also have been many months of delays in the assessment review process. The submission website and companion document were not available until September 27, 2022, and the assessment reports were not able to be submitted until March 8, 2023. (10 months after grant timelines started)

4. Timeline for future assessment reviews "as of December 2023, only 44 districts have been reviewed and less than 10,000 units of 245,000 units? With the delays in assessment reviews, there is great concern about meeting the existing grant deadlines without schedule extensions. Districts have not be able to find contractors to install filters and CO2 sensors due to the delay in assessment reviews and payments.

5. The cover sheet for the workshop also states "The CalSHAPE Ventilation Program Guidelines, these worksheets, and other program requirements such as data reporting and processes are subject to change by the CEC! It is the participant's responsibility to use the most recent version of these worksheets and otherwise comply with the current requirements of the CalSHAPE ventilation program." As we are now 22 months into the program, we are notified of a major change in the reporting process,

what other changes can we expect?

6. The updated draft worksheet includes pitot-traverse for supply and return airflow as well as classroom inlets and outlets. The pitot-traverse is noted (if available) in the original worksheet and is not included in guidelines. The pitot-traverse requirement should be removed from the worksheet as it is not in the guidelines.

7. The worksheet does not include Exhaust fans. In the workshop, the response was “We decided it was too cumbersome to have yet a second data base for exhaust fans. And so, we are not requiring all that data to get inputted into the database because we wouldn’t be doing anything. We are not going to use it.” If the exhaust fan data is not being used, its requirement should be removed from the guidelines. Why collect useless data?

8. CO2 monitors have also been removed from the worksheet. We have requested that the CO2 monitors be separated from the units as the monitors are to be installed in all classrooms, not per unit. Some units don’t serve classrooms. Also, some units serve multiple classrooms and include multiple monitors. What is the process for reporting CO2 monitor installation?

9. Air temperature Split “ Cooling and Air Temperature Split - Heating
Since we are not doing seasonal testing, we assume these temperatures will be measured in the cooling or heating cycle that the unit is operating in depending on the season. Districts do not want us to switch units from cooling to heating.

10. Original worksheet states, “Upon completion of the HVAC Assessment Report, a Mechanical Engineer shall review and determine if upgrades can be made to the HVAC system to increase energy efficiency, filtration, disinfection, and ventilation.” We assume that the new worksheets will need to be reviewed by a licensed professional as required in the guidelines.

11. District education “ what is the plan for education workshops for districts applying for grants? Districts need to be provided education on what they need to provide as they apply for these grants “ list of filters/MERV ratings, access to BAS systems, approval to open dampers, access to classrooms, changes to expect.