

Energy Company Obligation ECO4 Flex Declaration Data Dictionary V0.1 (DRAFT)

Introduction

This document provides a data dictionary and general information to help Local Authorities (LAs) and Devolved Administrations (DAs) complete the CSV Notification Template for ECO4 Flex household eligibility declarations from 1st April 2022.

PLEASE BE AWARE THIS IS A **DRAFT DOCUMENT**. THE CONTENTS OF THIS DATA DICTIONARY AND THE REQUIRED DATA UNDER ECO4 ARE SUBJECT TO CHANGE!

Background

An ECO4 Flex Declaration CSV notification must be submitted to Ofgem by LAs who wish to refer eligible households under the ECO4 Flex mechanism. Measures within a household retrofit project that are using the ECO4 Flex eligibility route and that have been submitted by a supplier to Ofgem will not be able to be approved until they pass validation checks against data submitted within the CSV file.

Once the measures have been installed and completed, and the retrofit project details submitted to Ofgem from suppliers, the ECO4 Flex Declaration CSV file will be matched against the supplier's project notification for the household. If the household details do not match, the supplier and the LA will need to remediate the error and the supplier will need to renotify the retrofit project and measure details to Ofgem.

This Data Dictionary should be read in conjunction with the ECO4 Guidance: Local Authority and Devolved Government Administration.

This document sets out each of the fields to be completed on the ECO4 Flex Declaration CSV templates, the questions LAs should be answering when completing the field, as well as an explanation of the information LAs should provide. It then sets out the data field type required, the accepted format and validations involved for each field.

Core Data: must be provided in order for a notification to be made. If core data is omitted or provided in a format other than the accepted format, the attempt to notify the measure will fail.

Optional Data: we request LAs / DAs provide this in order to assist our validation and audit processes.

LAs and DAs should be aware that Ofgem's system cannot accept data unless notified in accordance with the accepted format as specified below. The accepted format is case sensitive and includes headings. As noted above, where core data is provided in a format other than the accepted format, the attempt to notify the measure will fail.

Ofgem will perform additional validations to check dependencies of mandatory fields and measure eligibility.

Submitting the Notification Template:

- Format "A" - Alphabetic.
- Format "N" - Numeric.
- File should be submitted in .csv format.
- File should include the heading for each field.

Data	Question	Information	Data Field Type	Accepted Format	Validations	Mandatory	Review Tab
LA_Declaration_Unique_Reference_Number	What is the LA's unique reference number (URN)?	The 'X' should identify the LA making the declaration. Each LA has a 9 digit ONS code. For example, the ONS code for Liverpool is E08000012. The second section of the URN should represent the number of the declaration in the order it has been made. For example, the first declaration can be 00001.	Alpha-numeric	XXXXXXXXX-YYYYY	The reference number must be a valid LA URN. Only entries in the accepted format are valid.	CORE	ECO4 Flex
Referral_Made_Outside_Of_LA's_Recommendation	Was the ECO4 Flex referral made on behalf of another LA/DA?	The LA/ DA can state whether or not the ECO4 Flex referral was made on behalf of another LA.	Alpha	Yes No	The LA/ DA must choose either 'Yes' or 'NO'. Only entries in the accepted format are valid.	CORE	ECO4 Flex

ECO4_Flex_Referral_Route	What was the route that the LA/DA referred the household under?	For properties that are eligible under ECO4 Flex, please state which eligibility route is being claimed. See the ECO4 flex guidance for more details on these eligibility routes.	Alpha-numeric	Route 1 Route 2 Route 3 Route 4	Only entries in the accepted format are valid.	CORE	ECO4 Flex
ECO4_Flex_Proxies	What were the proxies that the household was referred under?	For properties that are eligible under ECO4 flex, please state which proxy is being claimed. See the ECO4 flex guidance for more details on these eligibility proxies.	Alpha-numeric	Route 2 LSOA 1-3 or IMD Route 2 Council Tax Rebate Route 2 NICE Guidance Route 2 Free School Meals Route 2 Utility Bill Support Route 2 Utility Debt Route 2 Supplier PPM data Route 2 Supplier non-PPM data	Only entries in the accepted format are valid	OPTIONAL	ECO4 Flex

				<p>Route 3 A cardiovascular condition</p> <p>Route 3 A respiratory disease</p> <p>Route 3 Limited mobility</p> <p>Route 3 Immunosuppression</p>			
Additional_Route_2_Proxies	What were the proxies (if any) that the household was referred under?	<p>For properties that are eligible under ECO4 flex, please state which additional proxies are being claimed.</p> <p>See the ECO4 flex guidance for more details on these eligibility proxies.</p>	Alpha-numeric	<p>Route 2 LSOA 1-3 or the IMD</p> <p>Route 2 Council Tax Rebate</p> <p>Route 2 NICE Guidance</p> <p>Route 2 Free School Meals</p> <p>Route 2 Utility Bill Support</p> <p>Route 2 Utility Debt</p> <p>Route 2 Supplier PPM data</p> <p>Route 2 Supplier non-PPM data</p>	Only entries in the accepted format are valid	OPTIONAL	ECO4 Flex

Route_4_Application_Number	What is the route 4 application number?	Please provide the unique application number for the ECO4 flex route 4 application	Alpha-numeric	NNNNN N/A	Only entries in the accepted format are valid.	OPTIONAL	ECO4 Flex
Address_Line_1	What is the first line of the property's address?	Please provide the first line of the property's address	Alpha-numeric		Only entries in the accepted format are valid.	CORE	Property /person
Address_Line_2	What is the second line of the property's address?	Please provide the second line of the property's address	Alpha-numeric		Only entries in the accepted format are valid	CORE	Property /person
Post_Code	What is the postcode for the premises?	Please provide the full Royal Mail postcode corresponding to the address provided.	Alpha-numeric with or without 'Space'	AN NAA ANN NAA AAN NAA AANN NAA ANA NAA AANA NAA	Postcodes with and without spaces will be accepted Only entries in the accepted	CORE	Property /person

					format are valid.		
LA_Area_Code	Which LA area is the premises located in?	Please provide the LA code that the property is located in.	Alpha-numeric	ANNNNNNNN	Only entries in the accepted format are valid	CORE	Property / person
Date_Of_Householder_Eligibility	When was the household found to be eligible for the scheme?	Please provide the date on which the household became eligible for the scheme.	Numeric	DD/MM/YYYY	Only entries in the accepted format are valid	CORE	ECO4 Flex
Date_Of_Statement_of_Intent_Publication	When was the Statement of Intent published?	Please provide the date on which the Statement of Intent was published.	Numeric	DD/MM/YYYY	Only entries in the accepted format are valid	CORE	ECO4 Flex
Statement_Of_Intent_Link	N/A	Please provide the internet link to the Statement of Intent.	N/A	N/A	N/A	CORE	ECO4 Flex