

Appendix B – SDHF reporting submissions for 2024

Introduction

Social Housing Decarbonisation Fund (SHDF) Wave 2.1 Data Collection Form

Welcome to the SHDF Wave 2.1 Data Collection Form. The data collected here will be used for monitoring against milestones and Key Performance Indicators, and to produce statistical reports on SHDF Wave 2.1.

Please submit this form into the Data Capture Portal on gov.uk. You will be provided with a login separately to upload the form.

Please review the Guidance tab before submitting this form, which contains instructions for each section of the report.

The form must be returned monthly, a timetable of deadline dates is provided below.

The form includes the following pages which must be completed each month:

Project Summary

Baseline KPIs

Actual & Forecast KPIs

Risk Register

Fraud Register

Property Details

Measure Details

Tenant Details

Installer Details

The deadline each month to return submit the form are as follows:

| Deadline to Submit Report | Reporting Period |
|---------------------------|------------------|
| 16 May 2023 | 45017 |
| 14 June 2023 | 45047 |
| 14 July 2023 | 45078 |
| 14 August 2023 | 45108 |
| 14 September 2023 | 45139 |
| 13 October 2023 | 45170 |
| 14 November 2023 | 45200 |
| 14 December 2023 | 45231 |

| | |
|-------------------|-------|
| 15 January 2024 | 45261 |
| 14 February 2024 | 45292 |
| 14 March 2024 | 45323 |
| 15 April 2024 | 45352 |
| 15 May 2024 | 45383 |
| 14 June 2024 | 45413 |
| 12 July 2024 | 45444 |
| 14 August 2024 | 45474 |
| 13 September 2024 | 45505 |
| 14 October 2024 | 45536 |
| 14 November 2024 | 45566 |
| 13 December 2024 | 45597 |
| 15 January 2025 | 45627 |
| 14 February 2025 | 45658 |
| 14 March 2025 | 45689 |
| 14 April 2025 | 45717 |
| 15 May 2025 | 45748 |
| 13 June 2025 | 45778 |
| 14 July 2025 | 45809 |
| 14 August 2025 | 45839 |
| 12 September 2025 | 45870 |
| 14 October 2025 | 45901 |

If you run into any problems or are not sure of something, please review the guidance and definitions tabs for detailed field descriptions.
If you are still unsure about anything, please contact your Supervisory Officer

Guidance

| Guidance for the SHDF Wave 2.1 Data Collection Form |
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| General Guidance |
| <p>1. Throughout the spreadsheet</p> <p>a) Cells in Dark Green are mandatory. The spreadsheet validation will fail if they are not completed.</p> <p>b) Cells in Light Green are expected to be completed, but may not be available at the time of the report (e.g., the date of completing an installation). These cells may also become mandatory based on how you complete the spreadsheet (e.g., selecting "Other" as a category may cause a text field to explain Other to become mandatory). Not completing these cells may trigger a warning before the spreadsheet is submitted.</p> <p>c) Cells in Yellow are optional. The information in these cells should still be reported wherever possible.</p> |
| <p>2. Data in the spreadsheet must match validation rules set out in the data dictionary, otherwise it cannot be uploaded to the BEIS DMS. Cells will turn red where validation rules are not being met - those cells will fail validation rules when you upload the report, so should be changed. If you are not sure why a cell has turned red, consult the data dictionary or your Supervisory Officer.</p> |
| <p>3. Please complete the following pages and include any revisions, updates or changes since the last submission:</p> <p>Project Summary</p> <p>Baseline KPIs</p> <p>Actual & Forecast KPIs</p> <p>Risk Register</p> <p>Fraud Register</p> <p>Property Details</p> <p>Measure Details</p> <p>Tenant Details</p> <p>Installer Details</p> <p>For more detailed information on each page please see the below guidance and Definitions tab</p> |
| Project Summary |
| <p>1. This page should give an overview of your project as a whole.</p> <p>2. Each milestone completion date should be the date that the entire milestone was or is expected to be complete. E.g., the M54 Completion Date should be the date that all homes are expected to have completed the PAS2035 Risk Assessment.</p> <p>3. The Digitalisation Uplift Funding question has been pre-answered as No, as it does not apply to most projects. If your project is receiving Digitalisation Uplift Funding, you should change this response to Yes.</p> |
| Baseline KPIs |
| <p>1. This page should contain details of your initial baseline forecast for the entirety of the project.</p> <p>2. Baseline data should be entered in the first report, and should match the baseline annex submitted alongside the Grant Funding Agreement. It should not change after the first report, unless you have an approved Project Change Request, in which case you will be asked to update this tab.</p> <p>3. Figures are cumulative, so should add up across each row to the total (shown in Column A1). If any values decrease from one month to the next, cells will highlight Blue as a warning to ensure you are using cumulative values.</p> <p>4. You must enter a value in every blank cell, even if the value is 0, or the spreadsheet will not pass validation in the Data Capture Portal.</p> |
| Actual & Forecast KPIs |
| <p>1. This page should contain details of your projects actual values from previous months, and forecasts for future months. This tab should be updated each month.</p> <p>2. Values for all previous months should be actual values. Values for future months should be forecast values, which may change. E.g., in the report due on 14 September 2023 (the August 2023 report), all values up to including August '23 should be actual values; all future values from September '23 onwards should be forecast values.</p> <p>3. Figures are cumulative (except for the monthly grant claim received/forecasted, see 4. below), so should add up across each row to the total (shown in Column A1). If any values decrease from one month to the next, cells will highlight Blue as a warning to ensure you are using cumulative values.</p> <p>4. The Monthly SHDF Grant Claim received/forecasted should state the amount of grant funding you have received for all previous months, including the reporting period. For the current month, it must state the amount SHDF has previously agreed to pay you at the end of the current month. The value for the next month is the value grant recipients are requesting from SHDF, and will be the value grant recipients receive at the end of the following month subject to approval. For all future months, this is the value you expect to request, which can be updated in future reports.</p> <p>5. As an example of the Grant Claim received/forecasted field, in the report due on 14 September 2023 (the August 2023 report):</p> <p>a) "Previous months" are all months up to and including August 2023, which you should already have received payment for at the time of report submission.</p> <p>b) The "Current month" is the value in September 2023, which you formally requested one month prior and will be paid to you at the end of the current month.</p> <p>c) The "Next month" is the value you are requesting to be paid at the end of October 2023, subject to approval. This value cannot be changed after submitting the report.</p> <p>d) "Future months" are all months from November 2023 onwards, for which you should specify the amount you expect to request, however you will be able to adjust these values in future reports.</p> <p>6. You must enter a value in every blank cell, even if the value is 0, or the spreadsheet will not pass validation in the Data Capture Portal.</p> |
| Risk Register |
| <p>1. The Risk Register should be populated for the first monthly report with the risk information submitted in the application form.</p> <p>2. From the second monthly report onwards, the Risk Register should be updated with new risks, revised risk scores, or revised risk descriptions/actions as necessary.</p> |

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| Fraud Register |
| 1. The Fraud Register should be populated each month with any suspected or confirmed incidences of fraud or error. |
| 2. Fraud or error incidences should be updated with additional information in subsequent reports after they are first reported. Once resolved, they should be left in the report, and not removed. |
| Property Details |
| 1. This page should contain details about each property being treated. Please complete one row per property. |
| 2. Properties should be reported as soon as the Pre-installation SAP Score is known and the property is planned to be treated as part of SHDF Wave 2.1. |
| 3. A Grant Recipient Property Reference (GRPR) must be added for each property. The spreadsheet validation will fail if there are duplicate GRPRs in the spreadsheet. |
| 4. In subsequent months after the property has been reported, additional information should be added including costs, the dates the property completed specific SHDF Wave 2.1 milestones, and pre- and post- installation property details. Do not remove a property from this page once reported, if the house is no longer part of the scheme change column N- Number of Eligible Measures to 0. |
| 5. For each property, you should indicate whether Innovative Technologies not funded by the SHDF Digitalisation Uplift have been installed in properties. This is a mandatory field however you may enter Don't Know for a property. If a property is receiving Innovative Technologies, you should enter the relevant type from A - F, as specified in the Definitions tab. |
| Measure Details |
| 1. This page should contain details about each measure being installed in each property. Please complete one row per measure per property. |
| 2. The Grant Recipient Property Reference (GRPR) field for each measure must match a GRPR in the Property Details tab, so that measures can be tied to properties. The spreadsheet validation will fail if this is not the case. |
| 3. You should enter the TrustMark Licence Number (TMLN) of the installer installing the measure once this is known. This must match a TMLN listed in the Installer Details tab. The spreadsheet validation will fail if this is not the case. |
| 4. Additional information about the measure, such as specific costs, the start and finish date of installation, and the TrustMark Unique Measure Reference should be added when available. Do not remove a measure from this page once it has been completed, if however, the measure will no longer be installed it can be removed. |
| Tenant Details |
| 1. This page should contain information about tenants living in the homes treated. One row per tenant should be reported. |
| 2. The information on this page is used to contact tenants to ask if they would like to participate in the evaluation of SHDF Wave 2.1. |
| 3. Tenant contact information should be added. If the tenant does not have an email address, a Grant Recipient email may be used instead. |
| 4. If the tenant drops out or refuses to participate in the scheme at any point, this should be flagged in the relevant columns of this page. Do not delete the tenant record from this page. |
| Installer Details |
| 1. This page should contain details about the installers installing measures under SHDF Wave 2.1. |
| 2. You should report installers as soon as contracts have been signed with them and they have a TrustMark Licence Number which can be reported. |
| Returning the form to BEIS |
| 1. The form can be returned to SHDF via the web portal on gov.uk. |
| 2. The form should be uploaded to the gov.uk web portal by the deadline each month provided in the timetable on the Introduction tab. |
| 3. If you have any issues completing or uploading the form, please contact your Supervisory Officer. |

Definitions

Key Definitions

This sheet contains definitions of fields used across the reporting template. The reporting lead should review this as necessary when completing the report.

Definitions used throughout the reporting template

| Core Milestones | |
|-----------------|--|
| Milestone 1 | Project Team Established |
| Milestone 2 | Procurement Activity Completed |
| Milestone 3 | Pre-construction Tenant Engagement Completed |
| Milestone 4 | PAS2035 Risk Assessment Stage Completed |
| Milestone 5 | Dwelling Assessment Stage Completed |
| Milestone 6 | Design & Coordination Stage Completed |
| Milestone 7 | Installation Stage Started |
| Milestone 8 | Installation Stage Completed |
| Milestone 9 | Handover and Data Lodgement Completed |

| Key Performance Indicators | |
|---|---|
| KPI1: Number of properties that have completed the PAS2035 Risk Assessment stage | The number of properties that have completed the PAS2035 risk assessment stage (Milestone 4) in month, and total cumulative all months. Performance targets for month and cumulative will be taken from the Project baseline. |
| KPI2: Number of properties that have completed the PAS2035 Dwelling Assessment stage | The number of properties that have completed the PAS2035 Dwelling Assessment stage (Milestone 5) in month, and total cumulative all months. Performance targets for month and cumulative will be taken from the Project baseline. |
| KPI3: Number of properties that have completed the Design & Coordination stage | The number of properties that have completed the design & coordination stage (Milestone 6) in month, and total cumulative all months. Performance targets for month and cumulative will be taken from the Project baseline. |
| KPI4: Number of tenants engaged and signed up to works | The number of tenants who have been engaged as part of the tenant engagement plan and who have signed up to have works completed on their property. Performance targets for month and cumulative will be taken from the Project baseline. |
| KPI5: Number of properties completed | The number of properties that are deemed complete, i.e. completed the installation stage (Milestone 8) and have been registered in the TrustMark Data Warehouse, or equivalent, (Milestone 9) in month, and total cumulative all months. Performance targets for month and cumulative will be taken from the Project baseline. |
| KPI6: Number of properties that have reached EPC C (or EPC D where they started at EPC F/G) | The number of properties that are deemed complete i.e. completed the installation stage (Milestone 8) and have been registered in the TrustMark Data Warehouse, or equivalent, (Milestone 9), and are assessed to have reached EPC C (or EPC D where they started at EPC F/G), in month, and total cumulative all months. Performance targets for month and cumulative will be taken from the Project baseline. |
| KPI7: Total project spend, including grant funding | The amount of funding spent compared to the baseline project spend profile (+/-), including any co-funding, in month, and total cumulative all months. Targets for month and cumulative will be taken from the Project baseline. |
| Unique Property Reference Numbers (UPRNs) | UPRNs are unique identifiers for every addressable location across the UK. If you do not have the UPRNs available for the properties in your project, you may be able to use a public lookup to find them by searching UPRN lookup. UPRNs are not mandatory but you should look to provide them if you have this information available. UPRNs should not be confused with the Grant Recipient Property Reference. UPRNs are a national reference number, the Grant Recipient Property Reference (GRPR) refers to your own internal unique reference number for that property. The GRPR provided for each measure and tenant must match a GRPR in the Property Details tab, or the spreadsheet will fail validation checks. |
| TrustMark License Numbers (TMLNs) | TMLNs are required for each installer on the Installer Details tab, to ensure that all measures are installed by a TrustMark-registered installer. A TMLN should also be added to each row of the Measure Details page, so that measures can be linked to installers. The TMLN provided for each measure must match a TMLN in the Installer Details tab, or the spreadsheet will fail validation checks. |

Project Summary

| Column C: Project RAG Rating | |
|------------------------------|---|
| Green | The project is on track to deliver to its most recently baselined time, budget and scope |
| Amber Green | The project is on track to deliver to its most recently baselined time, budget and scope. There is confidence than any risks or issues are manageable and will not impact the project. |
| Amber | The project is facing risks or issues which may impact its ability to deliver to its most recently baselined time, budget and scope. With effective management, these risks may be resolvable to enable the project to deliver to time, budget and scope. |
| Amber Red | The project is unlikely to be able to deliver to its most recently baselined time, budget and scope. Processes to improve the project's delivery confidence should be underway. |
| Red | The project will not be able to deliver to its most recently baselined time, budget and scope. Processes to address this and improve the project's delivery confidence should be underway. |

| Columns G, I, K, M, O, Q, S, U, W: Milestone RAG Rating | |
|---|---|
| Green | This milestone is proceeding on track, and is expected to be completed according to the project's most recent baseline. |
| Amber | There are risks affecting this milestone, which may impact its completion according to the project's most recent baseline. |
| Red | This milestone is off track, and is unlikely to be completed according to the project's most recent baseline. Actions to address this should be in place. |

Actual & Forecast KPIs

| | |
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| <p>Row 21: Monthly SHDF Grant Claim received/forecasted</p> | <p>This row should contain the amount of SHDF grant funding you request each month (if you do not request funding in a given month, the value should be 0).</p> <p>This value should be the amount paid for all previous months, including the reporting period. It should be the amount SHDF has already agreed to pay you for the current month. For the next month, the amount you enter here will be the amount you request here, which will be paid subject to approval and cannot be changed. For all future months, the value should be a forecast which you can refine in future reports.</p> <p>For example, in the report due on the 14th September 2023 (the August report):</p> <ul style="list-style-type: none"> • Values for each month up to and including August 2023 should be the grant funding you have already received; • The value for September 2023 should be the value SHDF has previously agreed to pay you, which you will receive at the end of the month; • The value for October 2023 should be the value you are requesting to receive at the end of October. Once submitted in this report, that value will be paid to you subject to approval and cannot be changed; • Values for November 2023 and all future months should be the amount of SHDF grant funding you forecast you will draw down, however you will have opportunities to refine these values in later monthly reports. |
|---|--|

Risk Register

| Column H: Likelihood | |
|----------------------|---|
| 1 | Very unlikely: <10% chance of materialising |
| 2 | Unlikely: 10-35% chance of materialising |
| 3 | Possible: 35-65% chance of materialising |
| 4 | Likely: 65-90% chance of materialising |
| 5 | Very likely: >90% chance of materialising |

| Column I: Impact: Time | |
|------------------------|---|
| 1 | Minimal impact to project timelines |
| 2 | Limited impact to project timelines |
| 3 | Moderate impact to project timelines |
| 4 | Significant impact to project timelines |
| 5 | Major impact to project timelines |

| Column J: Impact: Cost | |
|------------------------|--------------------------------------|
| 1 | Minimal impact to project budget |
| 2 | Limited impact to project budget |
| 3 | Moderate impact to project budget |
| 4 | Significant impact to project budget |
| 5 | Major impact to project budget |

| Column K: Impact: Quality | |
|---------------------------|---------------------------------------|
| 1 | Minimal impact to project quality |
| 2 | Limited impact to project quality |
| 3 | Moderate impact to project quality |
| 4 | Significant impact to project quality |
| 5 | Major impact to project quality |

Fraud Register

| | |
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| <p>Column C: Fraud or Error?</p> | <p>Each suspected and/or confirmed fraud/error case should be classified as either fraud or error. Fraud is where an error has occurred with the intention of some benefit. If an error has occurred causing funding to be lost, however it is not clear this was intentional, the case should be recorded as error.</p> |
| <p>Column D: Category of suspected fraud or error</p> | <p>Each reported fraud/error case should be categorised as one of the following list. If you select other, you must explain the category for that case in Column E.</p> <ul style="list-style-type: none"> • Scheme Process - Controls/Rules Not Followed/Applied • Scheme Process - Mandate Fraud • Scheme Process - Internal Fraud/Collusion • Grant Beneficiary - False Declaration Of Eligibility • Grant Beneficiary - Fake Or Hijacked ID • Property - Ineligible/Non-Existent • Property - False ownership declaration • Property - Measure Already Present/Funded By Previous Scheme • Measure - Not Eligible For Scheme • Measure - Sub/Non-Standard • Installer - Not Competent/Qualified In Relevant Measure/Service • Installer - Price Inflation/Overstated Work • Installer - Claimed for Incomplete/Non-Existent Work • Other |
| <p>Columns F and G: Value of prevented and detected loss</p> | <p>Each reported case should include the value the case related to. This should be categorised as either prevented loss or detected loss. Some cases may only include a detected loss, if the loss was not prevented, or some cases may have different values for detected and prevented loss, if only some of the loss was prevented.</p> |

Property Details

| | |
|--|---|
| Column AE: Total PAS costs for the property | <p>You should enter the total costs associated with PAS compliance for this property. This is to help SHDF understand the cost of PAS compliance for projects, in order to inform future policy design.</p> <p>The PAS Costs field may include the cost of Risk assessment (triage), Dwelling assessment inc. ventilation, Heritage impact assessment, Structural condition survey, Intended outcomes, Improvement option evaluation (IOE), Medium term improvement plan (MTIP), Advice, Design and specification, Testing and commissioning/handover, Lodgement process, Lodgement fee</p> |
| Column AF: Innovative Technologies not funded by Digitalisation Uplift | <p>For each property, you should specify whether the property has received any innovative technologies not funded by the SHDF Digitalisation Uplift. For all properties where this does not apply, you should enter No or Don't Know. If the property did receive innovative technologies, you should enter the letter(s) corresponding to the relevant type of technology below (letters must be entered as capitals):</p> <p>A) SMETERS B) Lidar scanning or other sensor technologies C) Thermal imaging D) Building Energy Modelling (BEM) or Building Information Modelling (BIM) E) Digital Twinning F) Other</p> |
| Column AG: Digitalisation Uplift Funding used on property? | <p>This question should only be answered if your project is receiving Digitalisation Uplift Funding. If so, for each property, select from the following options:</p> <ul style="list-style-type: none">• No• Yes - 1. Smart technology sensors and/or monitoring platforms to collect data for the assessment of properties• Yes - 2. Usage of building information modelling technology• Yes - 3. Usage of energy efficiency measurement and electricity demand management tools• Yes - 4. Other innovative digital technologies |

Measure Details

| | |
|--|--|
| Columns E - H: Measure costs | <p>For each measure, you should report the total cost, including grant funding, co-funding, and household contributions.</p> <p>Where available, you should also report the costs of materials, installation, and repair for each measure. This data will be used by SHDF to understand the costs associated with different measures, to help inform future policy design.</p> |
| Column K: TrustMark Unique Measure Reference | <p>For each measure, you should enter the TrustMark Unique Measure Reference, which is generated when the measure is logged with TrustMark. The format of this should be the Project Reference (which starts with a P), followed by 4 characters.</p> |

Project summary

| Field | Project RAG Rating | Progress Update | Plan for Next Reporting Period | MS1 - Project Team Established | MS1 RAG Rating | MS2 - Procurement Activity Completed | MS2 RAG Rating | MS3 - Pre-construction Tenant Engagement Completed, for all homes | MS3 RAG Rating |
|--|--|--|--|--|---|--|---|---|---|
| Description | Select a RAG rating for the project as a whole, according to the RAG definitions provided in the Definitions tab | Describe the current status of the project, qualifying the RAG rating and outlining activities undergone this reporting period | Outline what activities are planned for the next reporting period | Enter the date you completed, or expect to complete, MS1 - Project Team Established. Enter the date in the format DD/MM/YYYY | Enter a RAG rating for Milestone 1, which should reflect your confidence of meeting the Milestone completion date | Enter the date you completed, or expect to complete, MS2 - Procurement Activity Completed. Enter the date in the format DD/MM/YYYY | Enter a RAG rating for Milestone 2, which should reflect your confidence of meeting the Milestone completion date | Enter the date you completed, or expect to complete, MS3 - Pre-construction Tenant Engagement Completed, for all homes. Enter the date in the format DD/MM/YYYY | Enter a RAG rating for Milestone 3, which should reflect your confidence of meeting the Milestone completion date |
| Response for Current Reporting Period | Red | 227 Retrofit Assessments completed with further appointments arranged. PCR submitted Co-funding profile reduced and submitted for consideration Design process underway and continuing with review of IOE's issued. | IOE production to continue. Weekly project team set up to review outputs of IOEs. Review of property list and eligible measures in light of PCR submission decision. Procurement process implemented to meet end of year spend. | 28/07/2023 | Complete | 31/07/2024 | Green | 31/07/2024 | Green |

| MS4 - PAS2035 Risk Assessment Stage Completed, for all homes | MS4 RAG Rating | MS5 - Dwelling Assessment Stage Completed, for all homes | MS5 RAG Rating | MS6 - Design & Coordination Stage Completed, for all homes | MS6 RAG Rating | MS7 - Installation Stage Started, for all homes | MS7 RAG Rating | MS8 - Installation Stage Completed, for all homes | MS8 RAG Rating |
|--|---|--|---|--|---|---|---|---|---|
| Enter the date you completed, or expect to complete, MS4 - PAS2035 Risk Assessment Stage Completed, for all homes. Enter the date in the format DD/MM/YYYY | Enter a RAG rating for Milestone 4, which should reflect your confidence of meeting the Milestone completion date | Enter the date you completed, or expect to complete, MS5 - Dwelling Assessment Stage Completed, for all homes. Enter the date in the format DD/MM/YYYY | Enter a RAG rating for Milestone 5, which should reflect your confidence of meeting the Milestone completion date | Enter the date you completed, or expect to complete, MS6 - Design & Coordination Stage Completed, for all homes. Enter the date in the format DD/MM/YYYY | Enter a RAG rating for Milestone 6, which should reflect your confidence of meeting the Milestone completion date | Enter the date you completed, or expect to complete, MS7 - Installation Stage Started, for all homes. Enter the date in the format DD/MM/YYYY | Enter a RAG rating for Milestone 7, which should reflect your confidence of meeting the Milestone completion date | Enter the date you completed, or expect to complete, MS8 - Installation Stage Completed, for all homes. Enter the date in the format DD/MM/YYYY | Enter a RAG rating for Milestone 8, which should reflect your confidence of meeting the Milestone completion date |
| 26/05/2023 | Complete | 26/04/2024 | Amber | 31/05/2024 | Amber | 25/03/2024 | Green | 28/03/2025 | Green |

| MS9 - Handover and Data Lodgement Completed, for all homes | MS9 RAG Rating | Total Number of Installers | Total Number of Apprentices | Other Information | Digitalisation Uplift Funding |
|--|---|---|--|---|--|
| Enter the date you completed, or expect to complete, MS9 - Handover and Data Lodgement Completed, for all homes. Enter the date in the format DD/MM/YYYY | Enter a RAG rating for Milestone 9, which should reflect your confidence of meeting the Milestone completion date | Enter the total number of installers that have worked across the project, in FTE equivalent | Enter the total number of apprentices that have worked across the project, in FTE equivalent | Enter any additional information you wish to bring to our attention | Select whether you are receiving Digitalisation Uplift Funding from SHDF |
| 25/04/2025 | Green | 0 | 0 | N/A | No |

Risk Register

| Risk ID | Category | Risk Owner (Organisation, contractor, supplier, etc.) | Risk Name | Cause | Effect / Impact | Score | | | | Planned Actions | Contingency Plans |
|---------|--------------------------------------|---|---|---|--|--|------|------|---------|--|--|
| | | | | | | Likelihood | Time | Cost | Quality | | |
| | | | Describe what the risk is. | Describe the risk's cause(s). | Describe the risk's effect(s) or impact(s). | Select the likelihood and impact of the risk, as per the definitions in... | | | | What actions will you take to mitigate this risk? | What will you do if this risk materialises? |
| R001 | Access Issues Customer Refusal | SCDC/Mears | Tenants (both social and non-social) refuse works being carried out on their home, including due to COVID-19 | 1. Tenants do not buy into retrofit measures proposed. 2. Lack of communication/engagement planning. 3. Failure to engage with tenants on face to face basis. | Programme slippage due to no access. 2. Insufficient buy in from tenants to undertake retrofit works due to lack of understanding. | 3 | 3 | 2 | 2 | 1. Organiser (partner/contractor/contractor) to ensure tenants on site to be ongoing key point of contact. Building familiarity with tenants through personal face to face visits in the weeks leading up to survey visits on their homes and ongoing throughout duration of the project. This provides effective 3 way communication between tenants, the Liaison Officers and the operational delivery team to ensure tenants are kept informed at all stages. 2. Pre-visit presentations will be used to ensure tenants are kept informed at all stages. 3. Pre-visit presentations will be used to ensure tenants are kept informed at all stages. 4. Processes implemented for effective data capture and analysis to ensure tenants are kept informed at all stages. 5. Processes implemented for effective data capture and analysis to ensure tenants are kept informed at all stages. | In addition to the planned actions we will also implement the following (where required): 1. Hold additional community engagement sessions at local community hubs. 2. Review no access with Housing and Community teams to assist in no access and for engagements challenges. 3. Implement Retrofit Action Days and visit tenants out of hours where more convenient for tenants. |
| R002 | Planning | SCDC | Planning permission from the relevant department is not received in time. | 1. Lack of informed solution at pre-application stage. 2. Lack of preparation to apply for required planning consent. 3. Planning requirements and application not being approved by Planning Officers. 4. Lack of capacity within the Planning Department. | 1. Start on site for retrofit installs delayed which could result in programme slippage and risk overall deliverability of the project. | 2 | 5 | 2 | 2 | 1. Engage with local planning department for pre-application advice and guidance including lead in time for processing application. 2. Engage with local planning department for pre-application advice and guidance including lead in time for processing application. 3. Engage with local planning department for pre-application advice and guidance including lead in time for processing application. 4. Engage with local planning department for pre-application advice and guidance including lead in time for processing application. 5. Engage with local planning department for pre-application advice and guidance including lead in time for processing application. | In addition to the planned actions we will also implement the following (where required): 1. Use of local supply chains as contingency plan, with SLA in place with major materials suppliers. 2. Engage with local planning department for pre-application advice and guidance including lead in time for processing application. 3. Engage with local planning department for pre-application advice and guidance including lead in time for processing application. 4. Engage with local planning department for pre-application advice and guidance including lead in time for processing application. 5. Engage with local planning department for pre-application advice and guidance including lead in time for processing application. |
| R003 | Design Constraints | SCDC | Properties that are deemed eligible at application stage are found to be ineligible, (EPC C or above) | 1. Not falling initial survey/retrofit assessments and/or failure to identify appropriate measures required to retrofit properties. | 1. Project scope changes and potential risk to scheme deliverability and SHDF performance outcomes of property or properties. | 1 | 5 | 1 | 3 | 1. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EEMs) included in accordance with SHDF performance outcomes expected. 2. Technical surveys and analysis of each property undertaken by retrofit specialists who will provide recommendations on energy efficiency measures (EEMs) included in accordance with SHDF performance outcomes expected. 3. Project delivery in accordance with PAS2035-2019 principles as set out in the project charter. 4. Project delivery in accordance with PAS2035-2019 principles as set out in the project charter. 5. Project delivery in accordance with PAS2035-2019 principles as set out in the project charter. | In addition to the planned actions we will also implement the following (where required): 1. Carry out a further review during application stage and pre-funding period to ensure that all properties continue to be eligible. 2. Retain a reserve property list to backfill properties where required of cost profile needed to deliver more works for the same funding. |
| R004 | Supply Chain | SCDC/Mears/Supplier | Specific materials and supplies are not available in time (e.g. EWI, windows, render, mineral wool) | 1. Key materials supplies risk that affect the project include cavity wall insulation, glazing, other insulative materials. National material supply shortages due to the impacts from the war in Ukraine, continued supply challenges following Brexit and wider inflationary pressures. 2. High demand for compliant materials as part of retrofit design negatively impact on supply and timely availability. | Increased rates in material supply beyond those anticipated in application. 2. Unable to deliver all the programme due to material shortages. 3. Project delays due to risk of supply chain being engaged on other retrofit projects. | 3 | 4 | 2 | 4 | 1. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 2. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 3. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 4. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 5. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. | In addition to the planned actions we will also implement the following (where required): 1. Use of local supply chains as contingency plan, with SLA in place with major materials suppliers. 2. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 3. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 4. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 5. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. |
| R005 | Procurement | Mears | Contracts, for retrofit coordinators or other necessary resources, are not in place in time to support delivery, due to delayed procurements, changing requirements, or lack of supply chain capacity | 1. Lack of PAS2035-2019/MCS Accredited installers to deliver works. 2. Lack of qualified and experienced PAS2035-2019 professionals available to support works. | 1. Programme delays due to labour and resource shortages. 2. Failure to achieve required PAS2035-2019 compliance. 3. Risk to overall deliverability of the project. | 2 | 4 | 1 | 3 | 1. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 2. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 3. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 4. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 5. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. | In addition to the planned actions we will also implement the following (where required): 1. Alternative PAS2035-2019 installers have been identified and are available to support if required. 2. Alternative PAS2035-2019 supply chain specialists identified and are available to support if required. |
| R006 | Cost Inflation | SCDC | There is variation between costs during delivery compared to those used at application stage | 1. Inflationary pressures, material shortages, global and regional events contribute to ongoing cost inflation (e.g. Covid-19 pandemic, war in Ukraine, shortage of materials etc.) Increased costs of materials higher than those anticipated in application. 2. Lack of an agreed cost control and valuation process during application and mobilisation. Higher than anticipated costs for upgrade works beyond preventative measures. | Increased rates in material supply beyond those anticipated in application. 2. Unable to deliver all the programme due to material shortages. 3. Project delays due to risk of supply chain being engaged on other projects. 4. Fewer properties delivered due to budget constraints and/or additional funds required. 5. Risk to overall deliverability of the project such as number of properties that can be delivered as set out in the application. | 4 | 2 | 4 | 3 | 1. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 2. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 3. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 4. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 5. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. | In addition to the planned actions we will also implement the following (where required): 1. Mears has engaged with a number of additional building suppliers to influence material volumes and lock in costs for the entirety of the project. 2. Following previous feedback from BES on market volatility, we are conducting additional market assessments. 3. If there are measures where the costs are higher than reasonably preventable, our Retrofit Delivery team will aim to design this out as early as possible with management and relevant stakeholders. 4. Mears Group SHEQ team function are available for support and advice as required. 5. Investigate all Health & Safety incidents (including near misses) and report to HSE (where required). |
| R007 | Health & Safety | SCDC/Mears | Health & Safety failure due to inadequate controls, monitoring, compliance and preventative activity | 1. Health & Safety failure due to inadequate controls, monitoring, compliance and preventative activity. | 1. Single or multiple death of an employee, other workers, customers or a member of the public - in the event of serious user death, extensive publicity from such an event including press and social media coverage, a Coroner's inquest possibly receiving a report to prevent future deaths in accordance with Regulation 28 of the Health Protection (Coroners and Medical Investigation) Regulations 2013. 2. Incurring enforcement action, notices, fines and charges leading to possible prosecution by external enforcement bodies. 3. Damage to reputation. 4. An increase in claims attracting adverse publicity. | 2 | 4 | 4 | 1 | 1. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 2. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 3. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 4. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 5. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. | In addition to the planned actions we will also implement the following (where required): 1. Mears Group SHEQ team function are available for support and advice as required. 2. Investigate all Health & Safety incidents (including near misses) and report to HSE (where required). |
| R008 | Health & Safety | Mears | Gas Reg 8 | Lack of knowledge regarding current regulations and application | 1. Death / serious injury involving a member of staff. 2. Incurring enforcement action, notices, fines and charges leading to possible prosecution by external enforcement bodies. 3. Damage to reputation. 4. An increase in claims attracting adverse publicity. | 1 | 2 | 2 | 4 | 1. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 2. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 3. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 4. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 5. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. | In addition to the planned actions we will also implement the following (where required): 1. Mears Group SHEQ team function are available for support and advice as required. |
| R009 | Health & Safety | Mears | Lone working safety | Colleagues may visit properties and tenants alone to carry out their duties. | 1. Death / serious injury involving a member of staff. 2. Incurring enforcement action, notices, fines and charges leading to possible prosecution by external enforcement bodies. 3. Damage to reputation. 4. An increase in claims attracting adverse publicity. | 2 | 1 | 3 | 1 | 1. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 2. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 3. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 4. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 5. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. | In addition to the planned actions we will also implement the following (where required): 1. Mears Group SHEQ team function are available for support and advice as required. |
| R010 | Asbestos | SCDC/Mears | Discovery of Asbestos Containing Materials (ACM) during retrofit works | 1. Presence of Asbestos Containing Materials (ACM) identified and 14 day notification period to HSE prior to removal works. | 1. Potential long term health risk to tenant, member of staff or member of the public. 2. Delays in retrofit works on site due to time required for licensed ACM removal. 3. Incurring enforcement action, notices, fines and charges leading to possible prosecution by external enforcement bodies. 4. Damage to reputation. 5. An increase in claims attracting adverse publicity. | 4 | 4 | 4 | 4 | 1. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 2. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 3. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 4. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 5. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. | In addition to the planned actions we will also implement the following (where required): 1. Early recognition and reporting of any suspect materials quickly dealt with by contractors. 2. Revised plan with fallback properties in place moved forward in programme to mitigate delay. |
| R011 | Tenant Engagement | Mears | Tenant dissatisfaction and/or poor customer experience. | 1. Tenant dissatisfaction with works due to disruption, lack of understanding of retrofit and its benefits to them and their home. 2. Poor communication and engagement. 3. Poor quality work delivered. | 1. Reluctance of tenant to provide access for project ongoing and future projects. 2. Lack of trust in the team to deliver works. 3. Informal and formal complaints. 4. Corrective works where poor quality installation. | 3 | 3 | 3 | 4 | 1. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 2. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 3. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 4. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 5. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. | In addition to the planned actions we will also implement the following (where required): 1. Prompt customer service intervention when dissatisfaction is raised, through complaint, ergonomic TLO and customer success team to work with tenants and resolve any issues or complaints. 2. Mears complaints process also involves their 'Voice of the Customer' platform, which aims to resolve customer issues immediately. |
| R012 | Resourcing | SCDC | Design phase duration extended beyond what was expected at time of SHDF submission | 1. Lack of capacity within PAS2035-2019 partners. 2. Lack of clarity of measures in scope, and role types required to deliver PAS2035-2019 requirements (Determined by Risk Pathways) | 1. Start on site for installs delayed, which could result in programme slippage and deliverability of the project. | 1 | 4 | 2 | 3 | 1. All PAS2035-2019 services have been quoted for and pipeline of resources has been confirmed by partnering organisations. 2. All partners are already engaged and have submitted a resource plan. | In addition to the planned actions we will also implement the following (where required): 1. Alternative PAS2035-2019 supply chain specialists identified and are available to support if required. |
| R013 | Weather | SCDC/Mears | Inclement weather | Inclement weather leads to delays in programme delivery | 1. Inclement weather leads to delays in programme delivery. | 4 | 4 | 3 | 2 | 1. Capacity built into programme to deliver works should delays occur with additional contingency provided if needed. 2. Innovative contractors to be affected to scaffold if required to enable works to continue. 3. Works will be maximised in the spring / summer months for application EWI. | In addition to the planned actions we will also implement the following (where required): 1. Mears can accelerate programme (where required) if necessary to ensure programme delivery is not impacted by weather. |
| R014 | Scope Changes | SCDC/Mears | Material specific unintended consequences through design (e.g. External Wall Insulation) and/or SHDF performance outcomes are at risk of not being met | 1. Poor data collection as part of PAS2035-2019 processes. 2. Not achieving EPC Band C or space heating demand of 30kWh/m ² on every property with practical measures and cost. | 1. Additional visits may be required. 2. Time slippages on programme. 3. Quality of Retrofit Design and Install compromised. 4. Failure to meet SHDF performance outcomes on property or properties. | 1 | 4 | 4 | 4 | 1. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 2. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 3. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 4. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. 5. Engage with local supply chains as contingency plan, with SLA in place with major materials suppliers. | In addition to the planned actions we will also implement the following (where required): 1. Engage with the BES Learning Community. 2. Engage with BES Learning Community. 3. Engage with BES Learning Community. 4. Engage with BES Learning Community. 5. Engage with BES Learning Community. |
| R015 | Scope Changes | SCDC/Mears | Additional unforeseen works identified. | 1. Inadequate asset data to inform project and works required at applications stage to identify all remedial/constructive works required. 2. Delay incurred by Project Change Request. 3. Falls with existing installations or property condition identified as project progresses. | 1. Delays in retrofit works on site due to time required for corrective action for issues identified. | 2 | 2 | 2 | 2 | 1. Knowledge of stock within current partnership already has problematic areas identified on certain architect types. 2. Programme of asbestos refurbishment and demolition surveys to be completed for works. 3. Strong relationship with existing asbestos surveying analytical and remediation specialists to ensure works can be carried out quickly and at short notice. 4. Our delivery partner Mears currently has a "two court" policy for all asbestos containing materials (ACM) and asbestos free zones. | In addition to the planned actions we will also implement the following (where required): 1. Early recognition and reporting of any corrective works needed that can be delivered as part of Mears day to day asset management works contract to minimise any delays beyond what has been necessarily built into the project plan. 2. Revised plan with fallback properties in place moved forward in programme to mitigate delay. |
| R016 | Quality | SCDC/Mears | Structural defects are identified in properties during works. | 1. Build type of properties in scope and inherent risk of failure within some properties of structural issues that may be identified during retrofit works. | 1. Additional costs may be incurred via repair activities in advance of installation. 2. Delays to programme due to additional works required in some homes. | 4 | 4 | 4 | 4 | 1. Strong knowledge of all homes in scope within the partnership. 2. No significant issues highlighted as part of Retrofit Assessment process. 3. No significant issues highlighted by Mears following review of repair data. 4. Review of planned investment programme around structural works, factored into solution design. 5. Ongoing consideration of structural and wider building defects identification and mitigation as part of project delivery. | In addition to the planned actions we will also implement the following (where required): 1. Engage with the BES Learning Community. 2. Engage with BES Learning Community. 3. Engage with BES Learning Community. 4. Engage with BES Learning Community. 5. Engage with BES Learning Community. |
| R017 | Fraud | SCDC/Mears | Fraud risk management to ensure appropriate usage of SHDF funding | 1. Inadequate processes and procedures in place to ensure that fraud risk management and reporting is effective. | 1. Outcomes of project are not in line with SHDF requirements and/or inappropriate use of public funding | 1 | 1 | 5 | 5 | 1. Strong Group has been created to meet monthly and includes SCDC, Mears, PAS2035-2019 service providers and tenant representatives, to ensure effective project governance, risk and issue management (including fraud risk management with Mears implementing risk management with the supply chain, reported within project updates), security, delivery against SHDF performance standards and monitoring requirements. | In addition to the planned actions we will also implement the following (where required): 1. Engage with DENZ Monitoring Officer where preventative controls are ineffective. |
| R018 | Other | SCDC | Party Wall Notices (where applicable) | 1. Party Wall Notices not issued early enough and/or correctly or with sufficient resident engagement | 1. Resident not willing to sign up to party wall notice and/or instruct their own party wall surveyor. 2. Delays in retrofit works on site due to time required for corrective action for issues identified. | 3 | 3 | 3 | 3 | 1. SCDC and Mears will identify addresses where Party Wall Notices are required in advance. 2. SCDC and Mears will work collaboratively to enhance with residents concerned and engage at the earliest opportunity to explain works, secure agreement and minimise risk of refusal or delay. | In addition to the planned actions we will also implement the following (where required): 1. Tenant engagement strategy to prevent delays. |

Fraud Register

| Reference number | Fraud or Error? | Category of suspected fraud or error | Category of suspected fraud or error - Other | Value of prevented loss | Value of detected loss | Date suspected fraud or error occurred | Who carried out the fraud or error? | How was the suspected fraud or error detected? |
|---|---|---|---|---|---|---|---|---|
| Enter a unique reference number for each fraud or error instance. ID's should be unique to each instance, and formatted as F001, F002, etc. | Select whether the case is suspected fraud or error | Select the category of each fraud or error instance from the drop-down list | If you selected "Other" as the category, please enter further detail here | Enter the amount that the fraud or error related to in £. | Enter the amount that the fraud or error related to in £. | Enter the date the fraud or error occurred, as DD/MM/YYYY | Select who committed the fraud or error | Please describe how the fraud or error was detected, e.g., routine audit, whistle blower, etc |

| Date of detection | Action taken to resolve suspected fraud or error | Action owner | Changes to processes/controls | Recommendations and Comments | Incident Status |
|---|--|---|---|--|---|
| Enter the date the fraud or error was detected, as DD/MM/YYYY | Describe the mitigation action(s) taken to address the fraud or error. E.g. Corrective action – taken with installer to remedy issue; Admin action – taken against the installer that affects their participation in the scheme; Debt recovery initiated; Prosecution initiated; escalation to BEIS. | Enter the email address of the person responsible for the mitigating action | Describe any changes to processes or controls as a result of the detected fraud or error. E.g., additional and/or more targeted audits; revisions to the Fraud Risk Assessment. | Please add any further recommendations or comments | Please select an option from the dropdown menu describing the status of the incident. |

Property Details

This page covers the details of the properties where measures will be installed under SHDF. Please use one line per address. This page should be updated monthly

| Grant Recipient Property Reference | First line of address | Town | Postcode | Unique Property Reference Number | Property Type | Property Wall Type | Tenure Type | Property Year Built | Smart Meter Installed? | On or off gas grid property | Pre-Installation Heating System Type | Number of eligible measures to install | Pre-Installation SAP Score | Post-Installation SAP Score |
|---|--|----------------------------------|-------------------------------|---|--------------------------|---|---------------------------------|---------------------------------------|--|---|--|--|---|--|
| Enter a grant recipient property reference for each property. The property reference must be unique for every property, and can contain up to 36 characters | Enter the property's first line of address | Enter the property's postal town | Enter the property's postcode | Enter the property's Unique Property Reference Number. This should be the UPRN, up to 12 digits long, provided by Ordnance Survey, available from lookups such as https://www.findmyaddress.co.uk/search . Each property's UPRN must be unique | Select the property type | Select whether the property has cavity or solid walls. You should specify if the home has cavity walls but is being treated with the solid wall cost cap (where this has been permitted because, e.g., the cavities are so thin that they cannot be filled) | Select the property tenure type | Enter the year the property was built | Select whether the property has a smart meter installed, and whether this was installed through SHDF | Select whether the property is on or off the gas grid. The home is off gas grid if it does not use mains gas for heating purposes | Select the main space heating system of the premises prior to installation of measures | Enter the number of eligible measures planned for installation at the property using SHDF funding and associated co-funding. Each measure should be reflected in the measure details tab | Enter the SAP score (from 0 to 100+) of the property before any measures were installed | Enter the SAP score (from 0 to 100+) of the property after all measures were installed. This must be the SAP score taken from the property's updated EPC, not a score from modelled data |

| Pre-Installation Heat Transfer Coefficient (SAP Box 39) | Post-Installation Heat Transfer Coefficient (SAP Box 39) | Pre-Installation total floor area (SAP Box 4) | Post-Installation total floor area (SAP Box 4) | Pre-Installation Space Heating Demand per Metre Square (SAP Box 99) | Post-Installation Space Heating Demand per Metre Square (SAP Box 99) | Pre-Installation Airtightness Test value | Post-Installation Airtightness Test value | MS4: PAS 2035 Risk Assessment Stage Completion Date | MS5: PAS 2035 Dwelling Assessment Stage Completion Date | MS9: Handover and Data Lodgement Completion Date |
|--|---|--|---|---|--|---|---|--|--|--|
| Enter the heat transfer coefficient (SAP Box 39), supplied using full SAP, for the property before measures were installed | Enter the heat transfer coefficient (SAP Box 39), supplied using full SAP, for the property after all measures were installed | Enter the total floor area in m2 (SAP Box 4), supplied using full SAP, for the property before measures were installed | Enter the total floor area in m2 (SAP Box 4), supplied using full SAP, for the property after all measures were installed | Enter the space heating demand per metre square in kWh/m2/yr (SAP Box 99), supplied using full SAP, for the property before measures were installed | Enter the space heating demand per metre square in kWh/m2/yr (SAP Box 99), supplied using full SAP, for the property after all measures were installed | Enter the airtightness test value for the property before measures were installed | Enter the airtightness test value for the property, after all measures were installed | Enter the date that MS4: The PAS2035 Risk Assessment Stage was completed for the property, formatted as DD/MM/YYYY | Enter the date the Dwelling Assessment was completed for the property, formatted as DD/MM/YYYY | Enter the date that handover and lodgement was completed for the property, formatted as DD/MM/YYYY |

| Total cost of all SHDF eligible measures | Of the total cost of all measures, how much is SHDF grant funding? | Of the total cost of all measures, how much is co-funding? | Of the total cost of all measures, how much was contributed by the household? | Total PAS costs for the property | Innovative Technologies not funded by Digitalisation Uplift | If relevant, Digitalisation Uplift Funding used on property? |
|--|---|---|---|--|--|--|
| Enter the total cost for all eligible measures installed in the property, including the cost of equipment, labour, repairs and maintenance. This value should include grant funding, co-funding, and household contributions | Enter the total amount of SHDF grant funding used to install measures in this property This value must not be higher than the total cost (column AA) | Enter the total amount of co-funding used to install measures in this property This value must not be higher than the total cost (column AA) | Enter the total amount of funding from household contributions used to install measures in this property This value must not be higher than the total cost (column AA) | Enter the total costs related to PAS associated with installing SHDF eligible measures into the property The Definitions tab includes a list of relevant PAS costs which may be included here | Select whether you are using innovative technologies that are NOT funded by BEIS Digitalisation Uplift funding to support retrofit installation and/or monitoring at this property? If the property is not, enter No or Dont Know. If the property is, enter the CAPITAL letter(s) from A - F corresponding to type(s) of innovative technology being installed, listed in the Definitions Tab | Select whether measures will be installed in the property using Digitalisation Uplift (DU) funding, and if so, the type of funding that will be used. If you do not receive DU funding from BEIS, ignore this question |

Measure Details

This page covers the details of the measures installed under SHDF. Please enter one row per measure. Each measure's UPRN must correspond to a UPRN in the Property Details tab. This page should be updated monthly

| Grant Recipient Property Reference | Eligible Measure Type | Other Measure | Total Cost of Eligible Measure | Eligible Measure Cost of Material | Eligible Measure Installation Cost | Eligible Measure Repair Cost |
|--|---|---|--|---|---|--|
| Enter the Grant Recipient Property Reference where this measure will be installed. This must match one of the Grant Recipient Property References listed in the Property Details tab | Select the type of eligible measure being installed in the property | If Other Measure Type is selected from the dropdown, please specify the measure type here | Enter the total cost for the specific eligible measure, including grant funding, co-funding, and household contributions | Enter the cost of the materials for the measure installed | Enter the installation cost for the measure | Enter any costs of repair or remediation in the course of installing the measure |

| Installer Name | Installer TrustMark License Number | TrustMark Unique Measure Reference | Date of Starting Installation | Date of Completing Installation |
|--|--|---|---|---|
| Enter the name of the installer who installed this measure | Enter the TrustMark License Number of the installer who installed this measure. This must match a TrustMark License Number listed on the Installer Details tab | Enter the Unique Measure Reference, which is generated when a measure is lodged with TrustMark. This should be the Project Reference followed by 4 characters and should start with a P | Enter the date of starting the measure installation, formatted as DD/MM/YYYY. This date should be the point at which the installer begins working on site to install the measure, including any on-site preparatory work. | Enter the date when the installation of the measure is complete, formatted as DD/MM/YYYY. This date should be the point of handover |

Tenant Details

Please use this page to fill in the details of each tenant. This page should be updated monthly.

| Grant Recipient Property Reference | Tenant Name | Tenant Email Address | Tenant Contact Number | Privacy Notice Issued? | Tenant dropout / refusal to participate in scheme | Reason for tenant dropout / refusal | Reason for tenant dropout or refusal to participate in the scheme – Other reason |
|---|--|----------------------------------|---------------------------------|---|---|---|--|
| Enter the Grant Recipient Property Reference for this tenant. This must match one of the Grant Recipient Property References listed in the Property Details tab | Enter the name of the tenant who will receive/has received the works | Enter the tenant's email address | Enter the tenant's phone number | Select whether the tenant has been issued with a Privacy Notice | Select whether the tenant has dropped out or has refused to participate in the scheme | For tenants who have dropped out or refused to participate in the scheme, select a reason for them dropping out | If you selected "Other" for any tenants, provide the reason here |