



# Clean Energy Credits for Washington Families Grant Program Data Specification

## Background

WA Commerce has teamed up with PromisePay to distribute relief funds to WA residents. This functionality is powered by data sets which contain information on a customer's account.

## Data

In order to identify eligible customers and match household applications to utility accounts, Promise needs each utility to share information about all open accounts before funds can be disbursed. This data will be used to validate applicants' submissions and to confirm that funds disbursed to utilities have been applied to approved accounts. To make this process as quick as possible, Promise has created an [online data portal](#) to facilitate uploads and automatic integration of utility data.

Promise expects to consume this data in a CSV format. This CSV should have one row for each utility account. The table below contains information about each column and what data is required. Optional columns accept blanks, but please submit all information your utility has available to improve our ability to connect households with relief.

Data column	Required/O ptional	Data type	Description
acct_no	Required	String	The utility account number
acct_name	Required	String	The account holder name on the utility account
acct_type	Required	"R", "C"	Whether the account reflects a residential account ("R") or non-residential account ("C")
phone	Optional (Strongly Recommen ded)	String (10 or 11 digits)	The contact phone number for the primary contact for the account
service_address_street	Required	String	The street address portion of the service address for the account
service_address_zip	Required	String (5-digit or 5+4 digit)	The zip code portion of the service address for the account. (ex. 94117-1234)

		zip)	
mailing_address_street	Required	String	The street address portion of the mailing address for the account. Can be the same as service_address_street
mailing_address_zip	Required	String (5-digit or 5+4 digit zip)	The zip code portion of the mailing address for the account. Can be the same as service_address_zip. (ex. 94117-1234)
low_income_benefits	Required	"T" or "F"	Whether a customer has received a qualifying low-income benefit* since 1/1/2022
clean_energy_credit_cents	Optional	Integer	If a credit has been applied through the Clean Energy Credits program, this field should be the credit amount in cents (20000 which is \$200.00). Otherwise, this field should be empty.
clean_energy_credit_date	Optional	Date formatted in YYYY-MM-DD	When "clean_energy_credit_cents" is not empty, the date it was applied to the account. Otherwise, this field should be empty.

\* Qualifying programs include Low-Income Housing Energy Assistance Program (LIHEAP), utility payment plans, or other ratepayer-funded assistance programs

## Additional Account Information

The following fields are optional but strongly recommended. These fields help prioritize awards to struggling customers:

past_due_balance_cents	Optional	Integer	The past due balance owed on the account in cents. E.g. \$123.45 should be represented as 12345
disconnect_risk	Optional	"T" or "F"	Whether the utility account is currently disconnected or at risk of being disconnected. 'T' for true, 'F' for false

## Account Contact Information

The following fields are optional. They help do outreach to customers who may be eligible for these grants.

contact_name	Optional	String	The contact name for the account. If blank, the value for acct_name will be used
email	Optional	String	The contact email address for the primary contact for the account