



Early Spend - Public Sector Decarbonisation Scheme Phase 3b

28 February 2023



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Welcome - format

- This presentation is for PSDS Phase 3b grant recipients who will be claiming early spend for works in the 2022/23 financial year.
- Questions – please note down questions in the chat and we will answer these at the end as well as accepting questions from the audience via the hands up function.
- The slides used in this session will be made available to attendees and other relevant Salix Finance clients via the Salix Finance website.
- These slides will be supported by FAQs and further information that will be available on our website shortly.



Welcome - Introductions

- The Salix team on the webinar today:
 - Simon Pettett – Assistant Director of Programmes
 - Hannah Walker - Senior Comms & PR Manager
 - Arthur Jones – Programme Manager
 - Aerk Dimri – Programme Manager



PSDS 3b Early Spend



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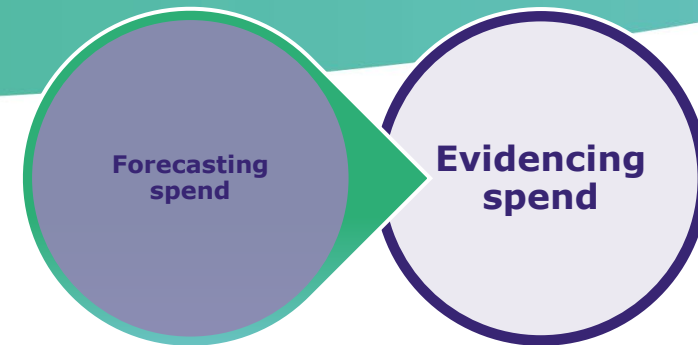
Early Spend

- Offer to grant recipients to submit claims for cost of eligible works incurred between their grant start date and 31 March 2023.
- The grant start date will be the day you sign and return your grant offer letter to Salix.
- We are forecasting an underspend from PSDS Phase 3a projects for FY 22/23 and will this available to Phase 3b projects to start works early.
- If paid for works in FY 22/23, the grant value awarded will not change, but the amount available in FY 23/24 will reduce.
- Salix cannot guarantee the grant recipient will be able to claim for all eligible works up to 31 March 2023. Nevertheless, we do not expect PSDS Phase 3b claims to exceed the underspend available based on current indications.

Key dates

Description	Date
Deadline to submit Phase 3b early spend forecast	Wednesday 15 March
Deadline to submit payment claim	Thursday 20 April
Funds received	Wednesday 17 May

Forecasting spend



Forecasting early spend


- Early spend forecast value must be submitted in the first monthly monitoring report by **Wednesday 15 March 2023**.
- In support, a 3b early spend statement of expenditure must also be submitted.
- The early spend forecast should only include costs expected to be incurred before 1 April 2023.



1. Step 3 Forecast – Monthly Monitoring Report

	Early Spend	Period 2	Period 3	Period 4
Forecast vs Claimed vs Actual:	Forecast	Forecast	Forecast	Forecast
Last day to forecast to Salix:	15/03/2023	15/03/2023	14/04/2023	15/05/2023
Last day to submit payment request:	20/04/2023	27/04/2023	25/05/2023	22/06/2023
To receive payment from Salix on:	17/05/2023	24/05/2023	21/06/2023	19/07/2023
Project approval				
Pre-design stage	1,000.00			
Designs complete		2,000.00		
Out to tender				
Tenders complete			1,000.00	1,000.00
Orders placed				
Works in progress on site				
Completed on site				
Final commissioning				
Total	£1,000.00	£2,000.00	£1,000.00	£1,000.00
% of total grant	10%	20%	10%	10%

2. Statement of Expenditure



PSDS 3b STATEMENT OF EXPENDITURE - YEAR END COST RETURN

All PSDS clients are required to submit this form no later than **Wednesday 15th March 2023** to provide a forecast of all spend expected to be incurred by 31st March 2023 as part of their 3b early spend.

Certification Clause: I certify that the amounts detailed below have been actually, properly and necessarily expended in accordance with the provisions of the PSDS Grant terms and conditions

Organisation Name

Submission ID

Project Reference

Authorising Official (Name)

Position

Signature

Date

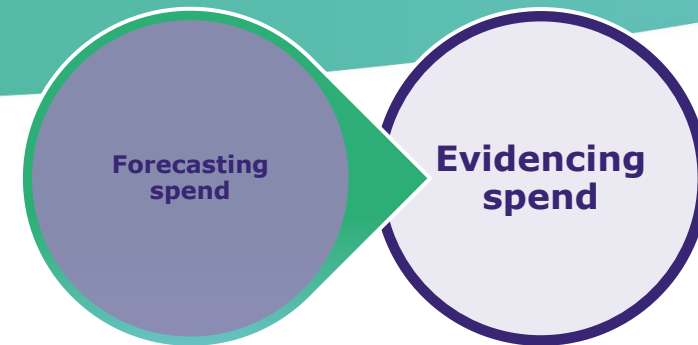
Grant Value

Maximum early spend claim

Forecasted to claim

Column Total	Column Total	Column Total
0.00	0.00	0.00

Evidencing spend



Evidencing spend

- All early spending must be for works that take place on or before **31 March 2023**.
- All invoices and any other supporting evidence must clearly show when the works were undertaken.
- Evidence dated after the 31 March 2023 will only be accepted if it states the works were completed by 31 March 2023.
- *Location, technology, type of expense, dates of work*
- *e.g. 'Head office heat pump – Contractor fees for 01/03/23 to 31/03/23'*

Payment request

- All payment requests for invoiced works are to be submitted to Salix by **Thursday 20 April 2023**.
- We will not be able to confirm the final underspend till early May 2023, once all current PSDS projects have received final payment.
- Should insufficient underspend be available to cover all the grant applicants' claims for works completed before 1 April 2023, all valid funding claims will be partially paid on a pro-rata basis.
- It will not be possible to resubmit claims for works completed in FY 22/23 (before 1 April 2023) for payment in FY 23/24.

Payment request documents

- Schedule 5 Payment Request
 - Template found in your Grant Offer Letter detailing the claim value and bank details
 - Signed by Accountable Officer (can be done via DocuSign)
- Statement of Expenditure
 - Excel document to summarise the invoice evidence provided
 - Signed by Accountable Officer in PDF format (not a typed signature)
 - All fields must be completed
- Evidence (invoices)
 - Clearly states what work has been completed and when this took place
 - Includes your PSDS project reference and the site name(s)
- Please reach out to your Salix relationship manager for further guidance.

Q&A session



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Thank you

Your relationship manager is also on hand to support with any queries you may have on the early spend process for your project.



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