Public Sector Decarbonisation Scheme Phase 3

Change Requests Form

The purpose of this form is to enable you to formally seek approval for any significant changes that you need or want to make to deliver your Public Sector Decarbonisation Scheme (PSDS) project. As projects are delivered, there are occasions when changes to the terms of the grant awarded become necessary to complete the project. We expect you to inform Salix when you become aware of such changes to your project through this form before implementing the change, so that we can provide assurance that the new scope meets the scheme criteria and you are not proceeding at risk, delivering works that do not meet the scheme criteria.

Please Note:

* The deadline for Grant Recipients, whose grant end date is 31 March 2024, to submit a change request is **Monday, 11 September 2023**.
* Until a change request has been approved by Salix, we are unable to approve further payments for measures affected by the proposed changes. This is to ensure that any costs are for eligible expenditures within the scheme criteria. The exception to this is design-related costs.

To support you in completing the form, below is some useful guidance that outlines the key principles involved in a change request to your project. You are required to outline the reason for the request, the options considered, and a revised delivery plan, as appropriate.

Upon receiving your completed form, Salix will seek to make a decision on your change request based on the details of the change to the original application, which was awarded the grant funding, as outlined by you. The outcome of the change request will be communicated, and if approved, you will be issued a letter of amendment to reflect the change. All other elements of the project will be assumed to remain deliverable as approved at the time of the grant award.

# Change request key guidance principles

A ‘change’ is defined as any significant alteration in the scope of the project. This includes adding or removing a site to the scope of Public Sector Decarbonisation Scheme works, any change to the low-carbon heating system, and including additional energy efficiency measures that were not previously in the agreed scope.

If there is a change to the scope of existing energy efficiency measures saving direct carbon, a formal change request will only have to be submitted if the gas is not to be displaced by the proposed low-carbon heating system.

All single-year (SY) Public Sector Decarbonisation Scheme 3b projects must be completed by 31 March 2024. Multi-year (MY) Public Sector Decarbonisation Scheme 3a projects must be completed by the grant end date as agreed in their respective grant offer letters (GOLs). Salix will require the size or nature of the project to be reduced if this is necessary for full completion by this date.

Each change request will be considered by Salix on its merits, and the change of scope or revised completion date will be determined in consultation with the Recipient. Salix will work with each Recipient to support them to achieve the desired outcomes from their Public Sector Decarbonisation Scheme project.

Once you have filled out the Change Request Form, please send it to your relationship manager. Salix will aim to make a decision on your change request within twenty working days, and this will be communicated via your relationship manager.

Supporting documentation should be provided for all change requests. Below is some guidance on the minimum information we would need to consider your request:

|  |  |
| --- | --- |
| Scope Change | * Updated Application Form, ensuring all steps reflect the updated project scope * Updated energy-saving calculations * Finalised, detailed project programme * Updated risk register * Updated cost breakdown with quotes, if available * Any other supporting information as relevant |
| Site Change | In addition to the above:   * Evidence of end-of-life boiler status * Options appraisal * Feasibility study (including heat loss calculations) * Baseline data for gas and electricity consumption * Data sheets for proposed technologies * Any other supporting information as relevant |

# Change Request Form

## This section should be completed by the applicant

Please note **all sections are mandatory** for your change request to be assessed. If a section is left blank, we cannot guarantee the change request will be considered for technical assessment.

|  |  |
| --- | --- |
| **Organisation name** |  |
| **Request made by** |  |
| **Date of request** |  |
| **Project title** |  |
| **Project reference** |  |

### Description of the proposed change

|  |  |
| --- | --- |
| **Change Request type**  Please tick as appropriate | **Site change**  Site removed  Site added  **Scope Change**  Measure(s) removed  Measure(s) added  Measure(s) reduced in scope  Measure(s) increased in scope |
| **Site Change**  Please outline:   1. What site(s) have been removed? What site(s) have been added? 2. Have end-of-life boilers been evidenced for this site? Please reference the name of the document this can be found in. |  |
| **Scope Change**  Please outline:   1. What measure(s) have been removed? 2. What new measure(s) have been added? |  |
| **Evidence provided**  Each element listed must be provided for us to assess your change request, if any of these pieces of evidence are not provided, we cannot assess the change request.  Please confirm that you have provided the requested information by ticking the appropriate box. | Updated Application Form, ensuring all steps reflect the updated project scope:  Step 1 Introduction: Section 1.2  Step 3.1 Building Details  Step 3.2 Heating System  Step 4 Support Tool  Step 5 Project Governance  Updated energy-saving calculations  Finalised, detailed project programme  Updated risk register  Updated cost breakdown with quotes, if available |
| **Reason for change request**  Please outline:   1. Why this is needed – give a short description of the reason for the request. 2. The steps taken to try to meet the original proposal and the options considered. 3. The key changes being proposed - including any revisions to the delivery programme, specification, costs, and payment schedule. |  |
| **Risk mitigation**   1. *In the case that your change request is approved, Salix will need to understand how risks will be managed to ensure the successful delivery of the revised project.* 2. *Please state the key risks and outline the mitigation actions regarding the delivery of the revised project.* |  |
| **The outcome should the change request not be approved**  Please state the risk to your organisation should this change request not be approved.  How will this affect the project and your organisation’s future? |  |

### Revised payment schedule

Please specify here your revised grant value, the payment received to date, and the proposed payment schedule based on your change request and revised delivery timetable.

|  |  |
| --- | --- |
| **Revised grant value** |  |
| **Payment received to date** |  |

| **Payment Period** | **Final day to submit a payment request** | **Month of Payment** | **Payment request value** |
| --- | --- | --- | --- |
| Early spend | Thu, 20 Apr 23 | May 2023 |  |
| Period 2 | Thu, 27 Apr 23 | May 2023 |  |
| Period 3 | Thu, 25 May 23 | Jun 2023 |  |
| Period 4 | Thu, 22 Jun 23 | Jul 2023 |  |
| Period 5 | Thu, 20 Jul 23 | Aug 2023 |  |
| Period 6 | Thu, 24 Aug 23 | Sep 2023 |  |
| Period 7 | Thu, 21 Sep 23 | Oct 2023 |  |
| Period 8 | Thu, 19 Oct 23 | Nov 2023 |  |
| Period 9 | Thu, 23 Nov 23 | Dec 2023 |  |
| Period 10 | Thu, 04 Jan 24 | Jan 2024 |  |
| Period 11 | Thu, 25 Jan 24 | Feb 2024 |  |
| Period 12 | Thu, 22 Feb 24 | Mar 2024 |  |
| FY 24/25 Period 1 (Accruals) | TBC | TBC |  |
| FY 24/25 Period 2 (Accruals) | TBC | TBC |  |
|  |  | Total |  |

### Appendix

Please append any supporting documentation referred to in the above sections when submitting your change request form.

1. Declarations

|  |
| --- |
| 1. I have detailed within this change request all proposed adjustments to the above-specified project explicitly and included all relevant supporting materials. 2. I understand that any alterations which have been included but which are not outlined clearly in “Part I.a)” of this form will not be reviewed by Salix for assessment against the technical compliance of the scheme. All other elements of the project will be assumed to remain deliverable as approved at the time of the grant award. 3. I understand that if any alterations to the original application form have not been clearly outlined in this change request form to Salix, and Salix finds these discrepancies upon due diligence at a later date, Salix will not accept any responsibility if the findings impact the final grant value.   I accept all the above declarations  Accountable Officer’s Signature  Print name |

## This section should be completed by Salix

### Reason for change request (please check appropriate box/s and include summary)

|  |  |
| --- | --- |
| **Site change**  Site removed  Site added  Measure(s) moved to new site |  |
| **Change of scope**  Measure(s) removed  Measure(s) added  Measure(s) reduced in scope  Measure(s) increased in scope |  |

### Implications to the payment schedule

|  |
| --- |
|  |

### Assessment required from Salix Technical Team (please check the appropriate box and include conditions following technical assessment)

|  |  |
| --- | --- |
| **Yes** | **No** |
| Technical conditions: | |

### Any other conditions to include with the change request

|  |
| --- |
|  |

### Salix's recommendation and reason for the recommendation

|  |
| --- |
|  |

### Authorisation

|  |  |
| --- | --- |
| **Salix Finance Authorisation** | |
| **Change request decision** | Approved / Rejected / Pre-tender letter  (Delete as appropriate) |
| **Reason for decision** |  |
| **Programme manager name** |  |
| **Signature** |  |