

# Completing your Public Sector Decarbonisation Scheme project

Completion and final payments guidance for phase 3a & 3b multi-year projects and 3c single year projects



# Agenda

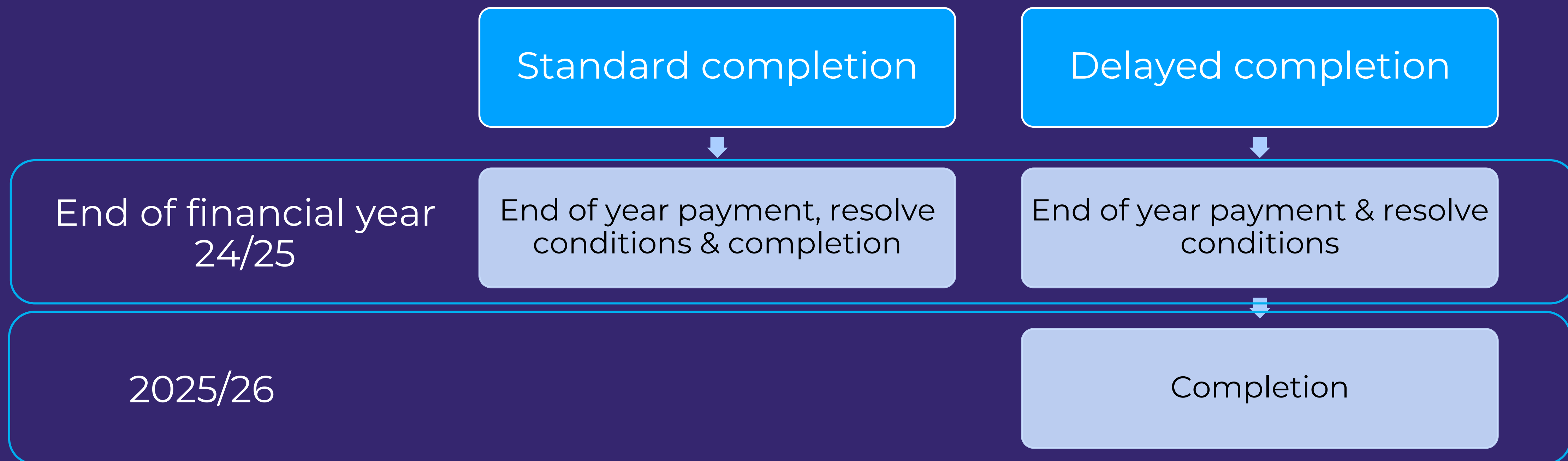
- General information
- Forecasting, final payments and accruals
- Resolving conditions
- The completions process
- Post completion monitoring
- Q & A

# General information

- Webinar will not be recorded
- Slides will be available on the website
- All grant recipients will have received an end of year letter (check junk or ask your relationship manager if you have not received it)
- Guidance on the website
- Templates on the website
- Q&A opportunity at the end or reach out to your relationship manager

# General information

1. Standard completion – project will complete by 31 March 2025
2. Delayed completion – project will complete after 31 March 2025





# Forecasting and final payment information



# Accruals information

Forecast and accruals submission deadline	Payment request deadline	Date payment will be received
15 January (period 12)	21 February	19 March
14 February + 14 March (accruals 1)	21 March	16 April
14 February + 14 March (accruals 2)	17 April	28 May/25 June

Final deadline to submit payment request and all supporting documents

# Accruals information

PSDS Accruals Forecast Statement 24/25						
<p>This document must be used if you wish to claim a Public Sector Decarbonisation Scheme Grant Payment from Salix through the 24/25 accruals process. A list of the accruals claim dates can be found in the table below.                      An excel version and a signed PDF copy of this document must be sent to your Salix relationship manager on the following dates:                      - 14 February                      - 14 March</p> <p>This document is intended to provide Salix with a forecast of your accruals submissions. You may revise your forecast in the second submission, however each submission should be accurate to the best of your knowledge to ensure Salix can draw down appropriate funds to make payment to you.</p>						
Organisation			<i>This table auto-populates</i>			
Submission ID			Total to be claimed	£0.00		
Scheme						
Name			Date to submit claim			
Position			21/03/2025	£	-	Payment claims submitted on this date will receive funds by 16th April 2025 subject to satisfactory information being submitted

- If you want to claim after period 12 you must submit an accruals statement form
- Use this form to forecast claims in accruals period
- Every invoice still to claim should be forecasted here
- Must be as accurate as possible
- Accruals form must be signed by your authorising official



# Accruals information

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Position				21/03/2025	£ -	Payment claims submitted on this date will receive funds by 16th April 2025 subject to satisfactory information being submitted

The form will be sent out by end of January

14 February 2025:

- Submit first draft of accruals form

14 March 2025:

- Opportunity to revise form
- Must be resubmitted



# Final payment

21 March 2025

- Accruals 1 payment request deadline

17 April 2025

- Accruals 2 payment request deadline - **final date to submit payment requests**
- Documents required for final payment:
  - **Schedule 5: payment request**
  - **Invoices**
  - **Vesting certificates** for equipment expected to be delivered after 31 March
  - **Statement of expenditure form** - includes breakdown of your final PSDS payment request, minimum recipient contribution and additional contribution
  - **All conditions** must be resolved



# Evidencing spend

- PSDS funding can only be claimed for works that take place on or before 31 March 2025
- Invoices must clearly show when the works took place
- Invoices dated after 31 March 2025 will only be accepted if it states when the works were completed
- All evidence must clearly state the exact work that took place



# Evidencing spend for orders placed

- Invoices clearly show costs are being claimed for orders placed including the equipment ordered and the terms e.g. 20% deposit
- Order confirmation email or letter with the following information:
  - Exact equipment ordered including number of units
  - Delivery address
  - Expected delivery date
  - Payment amount received
- Where the delivery date is after the grant end date, you must provide a vesting certificate with the following information:
  - Dated on/before 31 March 2025
  - Clear description of items listed, including their quantity and value
  - Addressed to the grant recipient



# Final statement of expenditure

Stage 1:

											Column total	Column total	Column total	Column Total
											0.00	0.00	0.00	0.00
<b>Step 1 - Payment request</b> Please detail the spend incurred on your PSDS project that you wish to claim <i>in this period only</i> . This should be fully evidenced with invoices. Other supporting documents may be accepted on a case by case basis.														
Please complete all columns in this section to be able to claim your payment.														
Description of expenditure	Milestone	Type of expenditure	Related technology type	Make and model	Quantity	Total size	Date of document	Document number (if applicable)	Supplier/contractor name	Type of supporting evidence provided e.g. invoice	Value (£)	Value (inc. VAT) (£)	Retention (£)	
Please provide detail on the exact works relating to the claim e.g. 50% deposit for placing orders, quantity surveying services, asbestos survey				<b>This field must be completed for orders placed</b> e.g. Heat pump manufacturer and model name	<b>This field must be completed for orders placed</b> e.g. number of low carbon heating units/windows	<b>This field must be completed for orders placed</b> e.g. kW thermal output for low carbon heating unit, kWp for solar PV, m2 of insulation					This should be the total invoice value	This should be the total invoice value including VAT	Please indicate the retention amount only if you intend to claim this as part of your final PSDS payment request	
			Low Carbon Heating Measure											

- Final payment request
- Invoices submitted
- Any retention being claimed must be clearly stated











# Resolving conditions



# Where can conditions be found?

- Monthly monitoring report – Step 3 Conditions tab
- Page 17 of your original Grant Offer Letter, under Schedule 2
- If you submitted a change request, any further conditions will be listed in subsequent Grant Amendment Letters

Condition	Original expected discharge date	Milestone associated
To provide to Salix an updated project programme including contingency plan.	03/06/2024	Project Approval
Any changes to the proposed energy savings must be communicated to Salix. Any changes to the proposed energy savings must also be accompanied by an updated application form.	01/10/2024	Detailed Designs Complete
To provide to Salix data sheets for all technologies once the product specifications and manufacturers have been confirmed.	02/12/2024	Orders Placed
To provide to Salix an updated application form with finalised figures for all data including costs and energy values once the project is complete on site.	03/02/2025	Final Commissioning

The approval is subject to the following additional Schedule 2 conditions:

Condition 1: Confirm that the contract for the BMS and AMR upgrades has been awarded by 31<sup>st</sup> October.

**Schedule 2 : Specific conditions**

**Note to Recipient:** The conditions below are to be discharged by providing sufficient evidence to Salix that they have been met and the plan to discharge them is to be set out in schedule 4.

**Conditions prior to receiving first payment:**

#	Condition	Milestone the condition is to be discharged by	Expected discharge date
1.	The client shall provide a completed Schedule 3, part 4 payment forecast 6 weeks in advance of submitting the first payment request, or by the 15 <sup>th</sup> March 2022 at the latest.	N/A	15/03/2022

**Other Conditions:**

#	Condition	Milestone the condition is to be discharged by	Expected discharge date
1.	Planning permissions - Applicant shall investigate and confirm with Salix the requirement for planning permission on both sites to confirm if the installations can be classed as permitted development or if applications will need to be submitted.	Pre tender	01/04/2022
2.	Detailed peak heat loss calculations are to be completed to accurately size the heat load for each building.	Post design	14/04/2022
3.	Feasibility Study - Provide feasibility study as part of final		



# Conditions information

- You cannot receive your final payment until all outstanding conditions are resolved (incl. delayed projects)
- Any remaining conditions (except those associated with the 'final commissioning' milestone) are due on **31 January 2025**
- All conditions should be submitted **20 working days** before your final payment request submission date, to allow sufficient time for these to be reviewed and resolved
- The final deadline for submission of conditions is **17 April 2025**



# Common conditions

- **Updated application form (3a & 3b)/project form (3c)** - Any changes to project costs or energy savings must be updated in the application form and this must be provided to Salix, along with evidence of energy savings and firm costs. The supporting information must match the figures listed in the revised application form support tool.
- **Energy savings calculations** - Excel calculations (unlocked) must be provided for all measures included in the application form to determine how the annual savings have been calculated. The figures listed in the documentation must match the figures listed in the application form. PDFs with summary figures cannot be accepted at the post-tender stage.
- **Data sheets** – Technical specifications must be provided for all measures listed in the application form. The documents should contain technology specific information to evidence the energy saving calculations.

If in doubt, please contact your Salix relationship manager.



# Submitting conditions

- When submitting evidence, please make it as clear as possible what condition it is relating to
- Evidence submitted must be accurate and complete
- If you submit evidence for overdue pre-final commissioning conditions after 31 January, we cannot guarantee these can be assessed in time to approve final payment
- Your relationship manager is available for support



# Completions process



# Standard and delayed completion

## Standard completion:

- Projects completed (fully commissioned and operational) by **31 March 2025**
- All conditions must be resolved
- Final payment documents due **17 April 2025**
- Completion documents due **17 April 2025**

## Delayed completion:

- Project will complete after **31 March 2025**
- Final payment documents due **17 April 2025**
- All conditions must be resolved before final payment is paid
- Letter from authorising official confirming delayed project by **14 March 2025**
- Completion documents due 30 days after practical completion



# Standard completions process - overview

1. Salix is informed of project completion

2. Resolving conditions

3. Submitting final payment and completion documents

4. Salix reviews final payment and completion documents

5. Post completion monitoring begins



# 1. Inform Salix of project completion

- When the project is nearing completion, please let your relationship manager know
- You can prepare for the completion process by:
  - Confirming if there are any final adjustments from the current project scope
  - Identifying if there will be any retention claimed and, if so, the value and payment date
  - Submitting the evidence for any outstanding conditions
  - Gathering all the final invoices for your project and preparing your contractors to invoice promptly after the completion of your grant-funded works



## 2. Salix will confirm any unresolved conditions

- Your Salix relationship manager will be on hand to guide you through the process
- It is important that wherever possible you highlight any potential delays to your relationship manager as soon as possible
- We recommend resolving conditions before March to make the process quicker



# 3. Submitting completion documents

- A final monthly monitoring report confirming project completion
- Practical completion certificates for all sites/works
- Photographic evidence of installation and completion of key measures
- Commissioning certificates (or if not available, warranty certificates or O&M manuals)
- Boiler decommissioning certificates or decommissioning plans
- Application form (3a & 3b projects) or project form (3c projects)
- Client contribution invoices

17 April 2025-  
Deadline for standard  
completion documents



# 4. Salix reviews completion documents

- Should you receive a request for additional information, please respond as quickly as possible and inform your relationship manager if there is any delay in providing this information
- Your relationship manager will confirm when all the required information has been received
- We will issue a letter confirming the final grant value and project closure



# 5. Post completion monitoring

- The project closure letter will detail next steps and information required for the post project monitoring (annual carbon reporting)
- A Salix relationship manager will be on hand to support you with any queries you may have during the monitoring period



# Delayed completions process - overview

1. You request an extension to the completion date

2. Final payment and conditions resolved

3. Salix is informed of project completion

4. Submitting completion documents

5. Salix reviews completion documents

6. Post completion monitoring begins

End of financial year 24/25

Project completion



# Delayed completion documents

End of financial year period 24/25:

- **Letter from your authorising official** confirming delayed completion (by 14 March 2025)
- **Signed Grant Amendment Letter** confirming Salix approval of revised completion date
- Evidence to support the resolution of all **conditions**
- **Documents for the final payment:**
  - Schedule 5
  - Statement of expenditure
  - Invoices

30 days after project completion:

- A final monthly monitoring report confirming project completion
- **Practical completion certificates** for all sites/works
- **Photographic evidence** of installation and completion of key measures
- **Commissioning certificates** (or, if not available, warranty certificates or O&M manuals)
- **Boiler decommissioning certificates** or decommissioning plans
- **Application form** (3a & 3b projects) or **project form** (3c projects)
- **Client contribution invoices**



# Post completion monitoring



# Annual carbon report - overview

We will email you a reminder when your annual carbon report is due

You complete and return the annual carbon report

Our technical team will review the report

We will confirm when the report has been approved



# Annual carbon reporting

- The annual carbon report is a requirement of the scheme and involves monitoring and reporting on your actual carbon savings achieved after the project completes
- Returned annually for three years following project completion
- First year's report should be submitted alongside evidence of any retention paid to contractors, supported by invoices and statement of expenditure
- We will review your annual report and will reach out with any queries
- Once approved, confirmation letter will be sent
- At the end of the three years, you will be notified that the monitoring period is fully complete



**Thanks for listening!**

[www.salixfinance.co.uk](http://www.salixfinance.co.uk)

