

Public Sector Decarbonisation Scheme Guidance: Standard completion

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Introduction

The purpose of this document is to provide guidance on what is required to close your Public Sector Decarbonisation Scheme project once it is fully complete and commissioned, to receive your final payment.

Please note: separate guidance is available for projects following the *delayed completion process* i.e. where project works will not be commissioned and operational by the grant end date.

What is a standard completion?

Projects are defined as standard completions when all works within the agreed scope of your Public Sector Decarbonisation Scheme project will be fully commissioned and operational by the grant end date stated in your Grant Offer Letter.

Key principles

All projects following the standard completion guidance must be completed by the grant end date and all completion documents, information required to resolve conditions, final payment documents and evidence of need (i.e. invoices) must be submitted to us before final payment can be made.

Please note, Public Sector Decarbonisation Scheme funding can only be used for project activities completing within the grant period. Where invoices are dated after the grant end date, the description needs to explicitly state that the works completed before the grant end date. If you foresee any issues with this or expect that your project may not complete before the grant end date, please speak to your relationship manager as soon as possible.

Claiming your final grant payment

For any projects following the standard completion process, all of the below documents must be provided in order to claim your final payment and close your project. Communication confirming the key dates and requirements sent to all grant recipients along with dedicated webinars to talk through the completions and final payment processes in more detail. For projects with grant end date 31 March 2025, the final deadline to submit all documents is **17 April 2025**.

Payment documents:

1. **Invoices*** to evidence eligible Public Sector Decarbonisation Scheme spend
2. **A signed schedule 5** payment request

3. **A final statement of expenditure:** this should cover all the costs included as part of the final grant payment request, your minimum recipient contribution and an overview of any additional contribution you have made to the project costs, above the minimum. Any retention costs being claimed should also be itemised on your final statement of expenditure.

***Invoices**

- These should either be dated on or before 31 March 2025 or, if dated after, clearly specify in the itemised breakdown on the invoice itself that the works were completed within the grant period.
- Other types of evidence may be accepted on a case by case basis.
- Please note that retention costs can only be claimed in your final payment and this will be followed up by Salix in post-completion monitoring to confirm any retention has been paid to third parties. Detailed guidance on how retention can be claimed from your Public Sector Decarbonisation Scheme grant can be found on the [forecasting and requesting grant payments](#) page on our website.

Completion documents:

Once your project has fully completed and commissioned, you are expected to provide the below completion documents by the **17 April 2025** deadline in order to receive final payment:

1. **Evidence to support the closure of all outstanding conditions** from the Grant Offer Letter or Grant Amendment Letter (see 'Addressing grant conditions' section below)
2. **A final updated application form/project form** with accurate data for the project costs, energy savings calculations and buildings details, to confirm the expected carbon savings on completion and verify the final eligible grant value
3. **A final monitoring report** confirming the practical completion date and with the status of all measures listed in 'Step 1 Measure Progress' marked as 'Commissioned and operational'
4. **Invoices to evidence your minimum recipient contribution** to the project costs (equivalent to the costs of replacing the existing fossil fuel system with a like-for-like system or 12% of the total project costs, whichever is higher) final scope of works. Please refer to 'Step 4 Support Tool' in your application form/project form or contact your Salix relationship manager to confirm the amount required to be evidenced. For further guidance on like-for-like costs please see the specific guidance sheet available to download from our website.
5. **Boiler decommissioning certificates**
6. **Commissioning certificates** for each Public Sector Decarbonisation Scheme funded measure (or warranty certificates, operation & maintenance manuals)
7. **Practical completion certificates**
8. **Photographic evidence** of installation and completion of key measures (sufficient photographs of the installed kit – including close ups of serial numbers/name plates where possible and images that indicate the location of installed measures)

If you have any issues providing these documents prior to final payment, please notify your relationship manager at the earliest convenience.

Addressing grant conditions

Specific grant conditions relating to your project are outlined in Schedule 2 of your Grant Offer Letter. If you have received a Grant Amendment Letter following a change request, please also ensure any additional conditions listed in this letter have been addressed. Resolving these conditions ensures that Salix have completed all due diligence checks to confirm that the project meets the scheme criteria. These must be submitted for review and resolved to verify the final total eligible grant value before final payment can be made.

We advise submitting this information as early as possible so that these checks can be completed before they are able to impact on final payment. Please note we require a minimum of 20 working days to process documents prior to submitting a payment claim as this allows time for queries to be raised and responded to.

To ensure the efficient assessment of conditions and timely processing, the information provided to clear your project's conditions must be final and meet the required standards. It is crucial that you provide accurate and complete data to facilitate a swift assessment by our technical team or external assessors. Any information that does not meet the specified standards will be rejected, posing a risk to your final grant payment. Late submission of overdue conditions risks us being unable to assess these in time, putting your final payment at risk. If overdue conditions relating to any milestones pre-final commissioning remain outstanding by 31 January 2025, there is a risk we will not have time to assess and, if required, query the evidence provided. Therefore, putting your final payment at risk. Please contact your relationship manager if you have any issues with submitting your conditions.

Step by step guide to the completion process:

To support you in making this process as smooth as possible, we have some recommendations for how the completion process can be undertaken in three steps:

1. Preparing for completion – steps that may be possible prior to practical completion:
 - Submit evidence to resolve your outstanding conditions
 - Identify any retention, the value and payment date
 - Provide your draft and final accruals forecast statement by the dates required
 - Begin to collect final invoices and prepare your contractors to invoice promptly after your project completes, to ensure you can submit your payment request evidence in time
2. Initiating the completion process – once your project has completed:
 - Submit your final monthly monitoring report

- Submit your final updated application form/project form
 - Submit all completion documents
3. Final payment request submission
- Submit your final schedule 5 payment request and supporting invoice evidence
 - Submit your final statement of expenditure, including evidence of payment of your minimum recipient contribution

Final project closure and post completion annual reporting

Once the above steps have been completed and we have completed our review of the information provided, you will receive a letter confirming project closure.

This letter details the process for annual carbon reporting of your project, which is required for three years to assess whether the Public Sector Decarbonisation Scheme funded measures are achieving the expected outcomes. You must also report when you have made any retention payments to your contractor, if applicable. We will ask you to confirm who will be responsible for providing the annual carbon report and retention evidence, so that we can contact them when the information is due to be submitted.

For more information on this process, please check our website or contact your relationship manager at Salix.