

Public Sector Decarbonisation Scheme PSDS – Standard Completion Guidance

Purpose and outcomes

The standard completion guidance is to be used when PSDS projects complete by the grant end date of 31 March 2022. For grant recipients whose projects are funded under Section 31 of the Local Government Act, there is separate guidance available.

Please note: Separate guidance is available for the following:

- Delayed Completion Process – where grant recipients are completing their project after 31 March 2022 with funding from alternative source
- Partial Completion Process – where grant recipients are unable to complete their project to the agreed scope by 31 March 2022

The purpose of this guidance is to set out the steps to be followed by grant recipients during project completion and to enable Salix to make the final payment. All PSDS projects following this Standard Completion Guidance are to be completed by 31 March 2022 and final payment documents and evidence of need (i.e., invoices) submitted to Salix Finance by 15 April 2022.

The grant end date will be no later than 31 March 2022. The grant can only be used for project activities completing on or before the grant end date and the invoices submitted by contractors are dated within this grant period. For invoices dated after the grant end date, the description needs to explicitly state the works completed before the grant end date.

Retention Payments

The only exception where the final grant payment may cover payments that will be made after 31 March 2022 is retention payments. These are payments held back to ensure that the works undertaken by the contractor have been completed to the desired standard and/or to fix issues that arise after the project has been completed, including snagging. To be eligible for retention payments, grant recipients must provide evidence in the form of contractual documents and/or invoices that clearly show the amount of the retention payment and under what conditions it will be paid. Retention payments will be made as part of the final payment on completion.

Please note that for retention payments, you need to speak to your Salix Finance relationship manager and agree these before you commit to them. Salix Finance will ask to see the evidence to support your final payment before agreeing to any plans for these. Clients should provide firm evidence of both before their final payment is issued.

Commissioning

As a client you may find that you have completed all the project works by 31 March 2022, but for reasons outside the projects' control, e.g., you may be awaiting DNO works to complete or there are other works at the site that prevent the system being switched on and tested. If this is the case, please speak to your Salix Finance relationship manager.

Required documents for completion

1. Completion & Confirmation of Final Value Letter (CCVL)
2. Evidence to support the closure of all outstanding conditions from the Grant Offer Letter (GOL) and Grant Amendment Letter (GAL)
3. Revised support tool, where necessary, if costs or minor scope changes have occurred to finalise the expected carbon savings on completion
4. Photographic evidence of installed kit.

- a) Where several units have been installed, we will accept a sample.
 - b) For those technologies that are not clear to photograph (e.g. loft or cavity wall insulation or pipework) we can accept in-progress photographs
5. Invoices*
 6. Statement of Expenditure (SoE) – Costs should itemise the value and proportion of the retention costs against the total project value,
 7. Schedule 3 project programme with finalised payment profile
 8. Schedule 5 payment request
 9. Completion certificate(s) from the contractor(s)
 10. Contractor name webform (sent by your SRM)
 11. Buildings & Technologies Data (sent by your SRM)

***Invoices - These should either be dated on or before 31 March 2022 or, if dated after, clearly specify in the itemised breakdown on the invoice itself that the works were completed over a period within the grant end date.**

We have suggestions for how the completion process can be undertaken in three steps.

- 1) Preparing for completion – steps that can be taken prior to 31 March 2022
 - a. Complete the Buildings & Technologies Data
 - b. Complete the weblink with names and addresses of all contractors supporting the PSDS project
 - c. Resolve outstanding conditions

- 2) Initiating the completion process – 31 March (or earlier) to 8 April 2022
 - a. Submit the final monitoring report, confirming project status as completed, by 7 April 2022.
 - b. Submit final revised support tool if there have been changes to costs or savings.
 - We would request the support tool is submitted by 1 April 2022 for the technical team to complete assessment. This typically takes two weeks
 - Please clearly reference any permitted spend on a separate line of the support tool where possible
 - c. Submit the Completion & Confirmation of Final Value Letter (CCVL)
 - Ensure the final value matches the support tool
 - Enter the value of PSDS grant funded works only, please do not include any alternative contribution
 - d. Contractor completion certificate
 - e. Photographic evidence of completed works

- 3) Final payment submission – by 14 April 2022
 - a. Invoices
 - b. Statement of expenditure
 - c. Schedule 3 with final payment profile (list all previous payments made accurately, not rounded)
 - d. Schedule 5 payment request

Once the above steps have been completed and Salix Finance have carried out the necessary steps to review and make the final payment, you should receive remittance advice from Salix Finance along with the Post Completion Letter. This letter details the process for post

completion monitoring of your project. For more information on this process, please contact your relationship manager.