



Your partner for
a low carbon future

Completing your Public Sector Decarbonisation Scheme Phase 3a project

15 February 2023



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Welcome - format

- The slides used in this webinar will be made available to attendees and other relevant Salix Finance clients via the Salix Finance website. Please see the PSDS Phase 3a area, [here](#).
- These slides will be supported by FAQs and further information that will be available on our website shortly.
- This presentation is for single-year PSDS Phase 3(a) grant recipients.
- Questions – please note down questions in the chat and we will answer these at the end as well as accepting verbal questions from the audience.



Welcome - introductions

- The Salix team on the webinar today:
 - Chiara Lorenzetti (Chair) – Assistant Director of Programmes
 - Simon Pettett – Assistant Director of Programmes
 - Liam Gillard – Senior Programme Manager
 - Gbenga Adenaike – Programme Coordinator

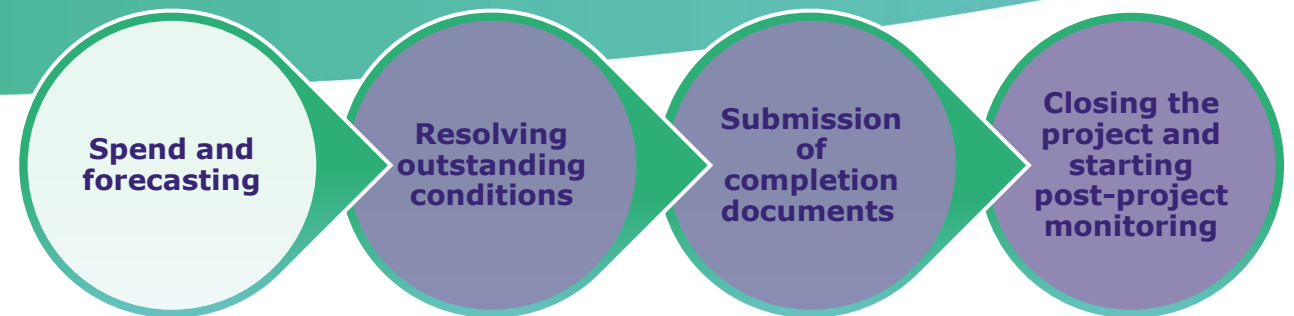


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- Forecasting, payments & accruals
- Evidencing spend
- Resolving conditions
- The completions process
- Post-project monitoring and evaluation
- Questions
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Forecasting, payments, accruals & evidencing spend



Key dates

Forecast, Claim & Payment Timeline		
Forecast & Accruals deadline	Client Claim Submission	Funds Received by Client Date
<i>Passed</i>	Thu-23-Feb	Wed-22-Mar
Wed - 15th Feb	Thu-23-Mar	Wed-19-Apr
Wed - 15th Mar*	Thu-20-Apr	Wed-17-May

*Includes End of year Statement of Expenditure

Forecasting, accruals & underspend

- **Wednesday 15 February 2023**

- Send relationship manager an updated forecast of accruals to be submitted to Salix in March & April for associated payment submissions in April & May 2023 (see below)
- This should only include costs expected to be incurred by 31 March 2023
- Clearly state any forecast underspend

PSDS 3a End of Year Forecast					
Organisation Name					
Submission ID					

Grant Allocation	Paid to date	February invoice	March Forecast	Underspend	Left to Forecast
					£0.00

	Deadline to forecast payment to Salix	Deadline to submit payment request	Funds Received by	Forecast
Period 12	15th February	23rd March	19th April	
Period 13	15th March	20th April	17th May	
				£ -

Forecasting, accruals & underspend

- **Wednesday 15 March 2023**
 - Updated forecast breaking down accruals *by invoice*.
 - Accruals split into Period 12 claim to be submitted to Salix on 23 March for payment in April and Period 13 forecast to be submitted to Salix in April for payment in May 2023.
 - *Year-end Statement of Expenditure* submitted to confirm accruals.
 - This should only include costs expected to be incurred by 31 March 2023.

Organisation Name		Grant Value	
Submission ID		Claimed to date	
Project Reference		Forecasted to claim	£ -
Authorising Official (Name)		Final Y1 Spend	£ -
Position		Underspend	£ -
Signature			
Date			

Column Total	Column Total	Column Total
0.00	0.00	0.00

PART 1
ACTUAL SPEND - Actual spend incurred on your PSDS project for works completed by 31st March 2023, this should be fully evidenced with supporting documents such as invoices. This will need to be submitted a claim to Salix by 23rd March 2023.

Description of Expenditure	Milestone	Type of Expenditure	Date of Document	Document number (if applicable)	Supplier/ Contractor Name	Type of supporting evidence provided e.g. Invoice	Value (£)	Value (inc. VAT) (£)	Can you reclaim VAT from HMRC for this expenditure?	Payment amount to be claimed	Building Name

Column Total	Column Total	Column Total
0.00	0.00	0.00

PART 2
FORECASTED REMAINING SPEND - Please provide the details of all remaining spend you forecast to claim from Salix for works that will be completed by 31st March 2023. This will need to be submitted as a full payment claim to Salix by 20th April 2023.

Description of Expenditure	Milestone	Type of Expenditure	Date you expect to submit the complete payment request to Salix	Document number (if applicable)	Supplier/ Contractor Name	What is the forecast based on? e.g. Purchase Orders, Contracts	Expected type of Evidence e.g. Invoice	Forecasted Value (£)	Forecasted Value (inc. VAT) (£)	Can you reclaim VAT from HMRC for this expenditure?	Payment amount to be claimed	Building Name and Postcode



Payment

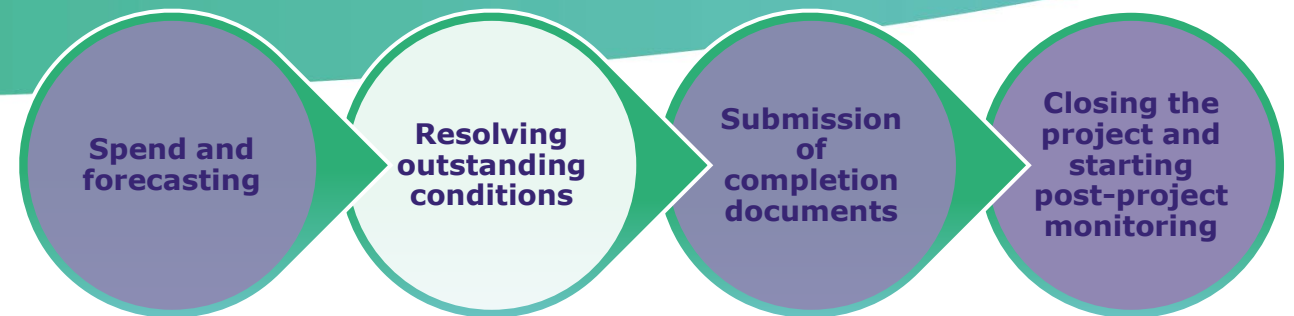
- **Thursday 20 April 2023**

- Final date to submit payment requests.
- Must be accompanied by all supporting evidence, for costs which have been incurred by 31 March 2023.
- All invoices and any other supporting evidence must clearly show when the works were undertaken.

Evidencing Spend

- All grant spending must be for works that take place on or before **31 March 2023**. Salix Finance cannot fund any works that take place after this date.
- 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'*

Resolving conditions



Where can conditions be found?

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

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 th 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		

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 31st October.



Standard conditions – what is required?

- **Updated application form** - Any changes to project costs or energy savings must be updated in the application form and this be provided to Salix along with evidence of energy savings and firm costs. The supporting information must match the figures listed in the new application form and savings calculations must be in an excel format (unlocked).
- **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 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 Finance relationship manager.



Fulfilling outstanding conditions

- Projects cannot receive their final payment until all outstanding conditions are resolved.
- When providing evidence please label it as clearly as possible to support the assessment of those conditions.
- Should you have any questions or concerns about resolving conditions, your Salix Finance relationship manager is there to support.



The completions process



Completions process overview

1. Client informs Salix Finance project is nearing completion

2. Salix Finance will confirm all conditions have been met and any outstanding works

3. Client submits final documentation to Salix Finance

4. Salix Finance validates information and documentation

5. Post-completion monitoring begins



1. Client informs Salix project is nearing completion

- When the project is nearing completion it is important to prepare for the completions process by:
 - Confirming if there are any final adjustments from the current, Salix-approved, works.
 - Identifying if there will be any retention and, if so, the value and payment date.
 - Gathering the information together for any outstanding conditions (from your original Grant Offer Letter and any subsequent Grant Amendment Letters).
 - Gathering all the final invoices for your project and preparing your contractors to invoice promptly after the completion of final PSDS-funded works.
- If you are providing your own funding to complete the project after the 31 March deadline, has your Authorising Official written to Salix Finance to confirm that this funding is in place? If not, please ensure this confirmation is provided promptly.

2. Salix will confirm all conditions have been met and any outstanding works

- Your Salix Finance 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.
- Resolving outstanding conditions in advance as well as providing as much evidence for payment (invoices, contracts etc.) as possible before starting the completions process will make it simpler and quicker to complete.



3. Client submits final documentation to Salix

- The documents required by Salix Finance to close your project are:
 - Statement of Expenditure for all PSDS work supported by invoices (note: evidence should only be for PSDS-funded work, match-funded elements should be excluded/highlighted).
 - Any information required to close out any remaining conditions from your Grant Offer Letter/Grant Amendment Letter.
 - Completion certificates for all sites/works.
 - A final monthly monitoring report.
 - Photographic evidence of the work.
 - Any supplementary evidence of completion. For example, warranty certificates, boiler decommissioning certificates.
 - Contractor company names and contact information forms – further information to follow
 - If remaining work is being funded from other sources then a letter from the Authorising Official confirming that this funding has been allocated to the project.
 - If there have been any final adjustments to the project (e.g. following final invoicing), an updated application form and supporting calculations should also be provided.



4. Validation of documentation and information

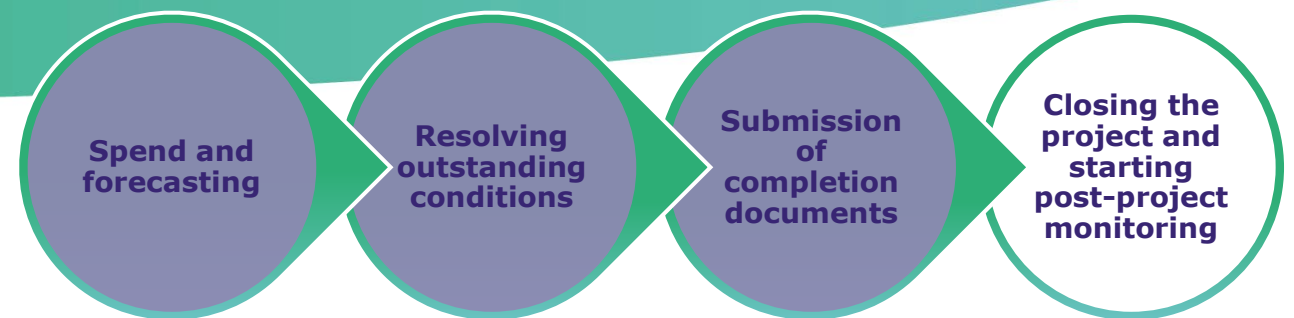
- Your relationship manager will review all the information provided.
- Should you receive a request for additional information, please respond as quickly as possible and inform your relationship manager if there is a delay in getting this information back to Salix Finance.
- Your relationship manager will confirm to you when we have received all the required information from you.
- When all information received has been validated, we will send a letter confirming the final grant value and that your project has been closed.

5. Post-completion monitoring begins

- Once all the required information has been received and validated, we will send a post-completion letter.
- This letter will detail the steps to take and the information required for the post-project monitoring.
- You will continue to have a Salix Finance relationship manager during the monitoring period who will be on hand to support you with any queries you may have.
- Please support us by submitting your Annual Carbon Report in a timely manner.



Post-project monitoring and evaluation



Post-project monitoring process overview

1. Your relationship manager will email you with a reminder

2. You complete and return your Annual Carbon Report

3. Salix's technical team will review the report

4. Salix Finance will confirm when your report has been approved



Annual Carbon Reports

- Your Annual Carbon Report should be returned annually for three years following project completion - the first report is due approximately one year post completion. These reports are collected in Q1 of the financial year.
- The first year's report should include the retention value paid to contractors supported by invoices and a Statement of Expenditure which will be checked against the retention value declared at project completion.
- Salix Finance will complete a technical assessment of your report, resolving any issues in partnership with you.
- Once the reports are approved by the Salix technical team, the relationship manager is notified, and a confirmation letter of approval will be sent.
- At the end of the three years your relationship manager will send you confirmation.



Q&A session



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Thank you

Email: info@salixfinance.co.uk

Call: [020 4542 6439](tel:02045426439)

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



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