

Public Sector Decarbonisation Scheme Section 31 PSDS Projects – Standard Completion Guidance

Purpose and outcomes

The standard completion guidance is to be used when Section 31 PSDS projects complete by the Grant End Date as stated on the Grant Offer Letter/Grant Amendment Letter.

Please note: Separate guidance is available for the following:

- Section 31 Delayed Completion Process
- Section 31 Partial Completion Process

The purpose of this guidance is to set out the steps to be followed by grant recipients during project completion. All PSDS projects following this Standard Completion Guidance are to be completed by the Grant End Date and all grant recipients need to submit all their evidence and the required documentation to Salix Finance within 1 calendar month of their practical completion date.

The Grant End Date as stated on the Grant Offer Letter/Grant Amendment Letter will be no later than 30 June 2022 and this date will only be listed where an extension has been approved in advance. 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 the grant end date 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 30th June 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 for all PSDS works (note: evidence should only be for PSDS funded work, match funded elements should be excluded/highlighted).
7. Completion certificate(s) from the contractor(s)-
8. Contractor name webform (sent by your SRM)
9. Buildings & Technologies Data (sent by your SRM)
10. If remaining work is being funded from other sources, then a letter from the S151 Officer confirming that this funding has been allocated to the project.

***Invoices- These should either be dated on or before the grant end date 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 two steps.

- 1) Preparing for completion – Steps that can be taken prior to the Grant End Date
 - 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
 - d. If remaining work is being funded from other sources, then a letter from the S151 Officer confirming that this funding has been allocated to the project.

- 2) Initiating the completion process
 - a. Submit the final monitoring report, confirming project status as completed
 - b. Submit final revised support tool if there have been changes to costs or savings.
 - ☑ We would request the support tool is submitted as soon as possible, or by the 1st of the month following completion 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, do not include any alternative contribution
 - d. Contractor completion certificate
 - e. Photographic evidence of completed works

Final Project Closure

Once the above steps have been completed and Salix Finance have carried out the necessary steps to review and validate the required information, you should receive a post-completion letter from Salix Finance along. This letter details the process for post completion monitoring of your project. For more information on this process, please contact your Salix Finance relationship manager.