**Phase 3 Public Sector Low Carbon Skills Fund: Completion Statement**

**Organisation name:**

**Project Title:**

**Submission ID:**

**Grant value awarded:**

**Purpose of the Completion Statement**

This statement has been provided at project completion stage and enables your organisation to confirm final details as part of the grant completion and payment process. Final payments will be made after grant recipients have completed and returned the Completion Statement.

The Completion Statement should be completed and signed by the designated Authorising Official.

1. **I confirm the final project cost for producing the Heat Decarbonisation Plan(s) is:**

£ …………………………………….
*Note: Salix will pay for costs incurred up to the value of the grant award as evidenced by invoices submitted. Your claim should exclude any contribution made by your organisation towards the cost of the project. If you cannot reclaim VAT from HMRC and this value was included in your grant award, then please state the final value of LCSF funding required including VAT.*

1. **I have produced and submitted the following number of Heat Decarbonisation Plan(s):**

 ………………………………………

If more than one, please detail the name of each plan and the buildings it covers along with the quality assurance score in Appendix 1, page 3.

1. **I confirm that our plans only include buildings listed in our application or as otherwise approved.**

Yes [ ]  No [ ]  *If no, please contact us to discuss*

1. **I confirm that the submitted plan(s) include the follow contents:**

You are asked to confirm whether your heat decarbonisation plan(s) submitted to Salix has the following contents in order to aid analysis of the findings and inform future policy development. This simple assessment checklist is based on [HDP Guidance](https://www.salixfinance.co.uk/sites/default/files/Phase%203%20LCSF%20-%20HDP%20Guidance_0_0.pdf) on Salix’s website.

* Executive Summary [ ]
* Introduction, Policy and Context [ ]
* Current energy and heating technologies [ ]
* Determining the whole solution [ ]
* Estimating costs and budgets [ ]
* Delivery plan [ ]
* Resources [ ]
* Supporting information [ ]
* Key challenges [ ]
* Approval of HDP ​​​☐

If any elements are absent, please explain your rationale:

1. **I confirm that I have carried out Quality Assurance scoring on the Heat Decarbonisation Plan(s) and the plan(s) have achieved a score of:**

………………%

If more than one plan has been scored and submitted, please detail the name of each plan and the buildings it covers along with the quality assurance score in Appendix 1, page 3.

1. **I confirm that the plan(s) submitted have been approved by my organisation:**

On (date): …………………………………….

By (name and job title or decision-making committee):

……………………………………………………………………

 **If not – how and when will your plan be approved by your organisation?**

On (date): …………………………………….

By (name and job title or decision-making committee):

……………………………………………………………………

As the designated Authorising Official, I confirm that the above information is accurate. I confirm that our Heat Decarbonisation Plan(s) has been completed within the agreed timescale and that the final costs of the project remain compliant with the terms of the Grant Offer Letter.

Authorising Official Name: …………………………………….

Authorising Official Title: …………………………………….

Authorising Official Signature: …………………………………….
*Note: This may or may not be the same person as referenced in Question 3, depending on your organisation’s governance processes.*

Date: …………………………………….

For and on behalf of ……………………………………

**Appendix 1**

**If your organisation has produced and submitted more than one Heat Decarbonisation Plan, please detail the name of each plan and the buildings it covers and its quality assurance score** *(if several HDPs have been submitted, we expect minimum 5 of them to be scored or 10% of the HDPs, whichever is higher)***:**

|  |  |  |
| --- | --- | --- |
| **HDP title** | **Buildings covered** | **Quality assurance score** |
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