

End of year process for your Public Sector Decarbonisation Scheme project

Final 2024-25 payments guidance for phase 3c PSDS multi-year projects



Agenda

- General information
- Forecasting, final payments and accruals
- Resolving conditions
- Q & A

General information

- Webinar will not be recorded
- Slides will be available on the website
- All grant recipients will have received an end of year letter (check junk or ask your relationship manager if you have not received it)
- Guidance on the website
- Templates on website
- Q&A opportunity at the end or reach out to your relationship manager

Forecasting and payment information

Making the most of your grant funding

- Year one PSDS funding has been allocated for financial year 2024-25 and can only be claimed for works that take place on or before 31 March 2025
- Costs incurred for any works that take place from 1 April 2025 can only be claimed from your year two grant allocation (2025-26)
- Unclaimed 2024-25 funding cannot be moved to the next financial year

Accruals information

Forecast and accruals submission deadline	Payment request deadline	Date payment will be received
15 January (period 12)	21 February	19 March
14 February (accruals 1)	21 March	16 April
14 March (accruals 2)	17 April	28 May/25 June

Final deadline to send in payment request with all supporting documents

Accruals information

PSDS Accruals Forecast Statement 24/25						
<p>This document must be used if you wish to claim a Public Sector Decarbonisation Scheme Grant Payment from Salix through the 24/25 accruals process. A list of the accruals claim dates can be found in the table below. An excel version and a signed PDF copy of this document must be sent to your Salix relationship manager on the following dates: - 14 February - 14 March</p> <p>This document is intended to provide Salix with a forecast of your accruals submissions. You may revise your forecast in the second submission, however each submission should be accurate to the best of your knowledge to ensure Salix can draw down appropriate funds to make payment to you.</p>						
Organisation			<i>This table auto-populates</i>			
Submission ID			Total to be claimed	£0.00		
Scheme			Date to submit claim			
Name						
Position			21/03/2025	£	-	Payment claims submitted on this date will receive funds by 16th April 2025 subject to satisfactory information being submitted

- If you want to claim after period 12 you must submit an accruals statement form
- Use this form to forecast claims in accruals period
- Every invoice still to claim should be forecasted here
- Must be as accurate as possible
- Accruals form must be signed by your authorising official

Accruals information

PSDS Accruals Forecast Statement 24/25					
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Organisation			<i>This table auto-populates</i>		
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Name			Date to submit claim		
Position			21/03/2025	£ -	Payment claims submitted on this date will receive funds by 16th April 2025 subject to satisfactory information being submitted

The form will be sent out by end of January

14 February 2025:

- Submit first draft of accruals form

14 March 2025:

- Opportunity to revise form
- Must be resubmitted

Final payment for year one (2024-25)

21 March 2025

- Accruals 1 payment request deadline

17 April 2025

- Accruals 2 payment request deadline - Final date to submit payment requests
- Documents required for final 24/25 payment:
 - Schedule 5 payment request
 - Invoices
 - Vesting certificates for equipment to be delivered after 31 March 2025
 - Statement of expenditure form - includes breakdown of your final 24/25 PSDS payment request and any recipient contribution to date

Evidencing spend

- Your year one PSDS funding can only be claimed for works that take place on or before 31 March 2025
- Invoices must clearly show when the works took place
- Invoices dated after 31 March 2025 will only be accepted if it states when the works were completed
- All evidence must clearly state the exact work that took place

Evidencing spend for orders placed

- Invoices clearly show costs are being claimed for orders placed including the equipment ordered and the terms e.g. 20% deposit
- Order confirmation email or letter with the following information:
 - Exact equipment ordered including number of units
 - Delivery address
 - Expected delivery date
 - Payment amount received
- Where the delivery date is after the grant end date, you must provide a vesting certificate with the following information:
 - Dated on/before 31 March 2025
 - Clear description of items listed, including their quantity and value
 - Addressed to the grant recipient

Statement of expenditure

											Column total	Column total	Column total	Column Total
											0.00	0.00	0.00	0.00
Step 1 - Payment request Please detail the spend incurred on your PSDS project that you wish to claim <i>in this period only</i> . This should be fully evidenced with invoices. Other supporting documents may be accepted on a case by case basis.														
Please complete all columns in this section to be able to claim your payment.														
Description of expenditure	Milestone	Type of expenditure	Related technology type	Make and model	Quantity	Total size	Date of document	Document number (if applicable)	Supplier/contractor name	Type of supporting evidence provided e.g. invoice	Value (£)	Value (inc. VAT) (£)	Retention (£)	
Please provide detail on the exact works relating to the claim e.g. 50% deposit for placing orders, quantity surveying services, asbestos survey				This field must be completed for orders placed e.g. Heat pump manufacturer and model name	This field must be completed for orders placed e.g. number of low carbon heating units/windows	This field must be completed for orders placed e.g. kW thermal output for low carbon heating unit, kWp for solar PV, m2 of insulation					This should be the total invoice value	This should be the total invoice value including VAT	Please indicate the retention amount only if you intend to claim this as part of your final PSDS payment request	
			Low Carbon Heating Measure											

- Final 24/25 payment request
- Invoices submitted

Recipient contribution

- At the end of your PSDS project you will be required to evidence your minimum recipient contribution
- If you do have invoices which you are not claiming grant funding for, it may be useful to make a note of these to include as part of your minimum recipient contribution
- You can find information on minimum recipient contribution on the support tool section of your project form

Conditions information

- Please double check you have submitted all overdue project conditions (found in your Grant Offer Letter and on your monthly monitoring report – Step 3 conditions tab)
- All conditions related to the 'project approval' milestone were expected to be resolved by 3 June 2024 and should be addressed before your final year one payment
- It is important conditions are submitted on time throughout the project's delivery to check your project remains compliant within the scheme criteria
- You should review the conditions listed in your monitoring report each month and if you have any upcoming conditions, send evidence through to your relationship manager as soon as you receive it
- Please note, grant recipients cannot receive their final year two payment until all outstanding conditions are resolved

Change requests

- Any works that are being claimed for from PSDS funding must have passed technical assessment, either by:
 - Original application form
 - Approved change request
- We ask for change requests to be submitted in advance of the works taking place and only when you have completed final designs

Change requests for year one funding

- The deadline for change request for 3c MY projects for any works related to your year one funding was **20 January 2025**, if you have not submitted, please do so as soon as possible
- This ensures our technical team have time to assess the request before the final payment 2024-25 deadline
- Please reach out to your relationship manager if you foresee any delays or issues with this timeline
- Even if changes to your project do not affect this year's funding, you will still be required to submit a change request before proceeding with the revised project

Thanks for listening!

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