Phase 3 Scotland's Public Sector Heat Decarbonisation Fund: Monthly updates and payment forecasting

Your monthly updates should be provided through the Fund's management portal. Each monthly update requires you to complete four steps, these will appear on the Fund's management portal as tasks.

- Project Progress
- Risks and issues
- Forecasts
- General updates

You can also find the Risks and issues section to fill in under the 'My Award' tab, and the Forecasts section under 'My Forecasts' on the Fund's management portal. Please ensure all steps are up to date before submitting the report.

Project progress

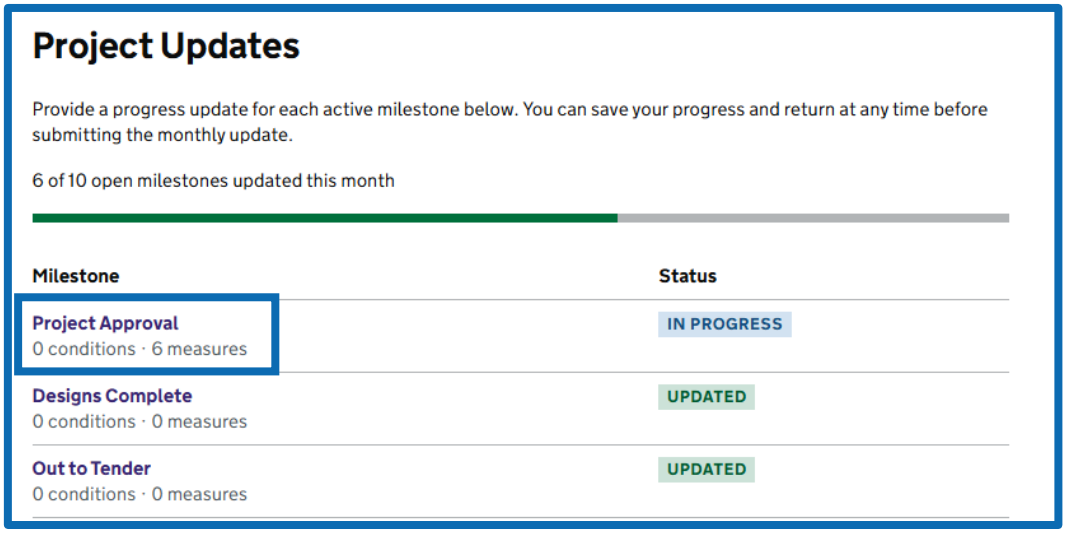
On this tab, you will be asked to report on the progress of each milestone for your project. Under each milestone you can view the measures that have reached this far in the project, and you should change the milestone of any measures that have progressed.

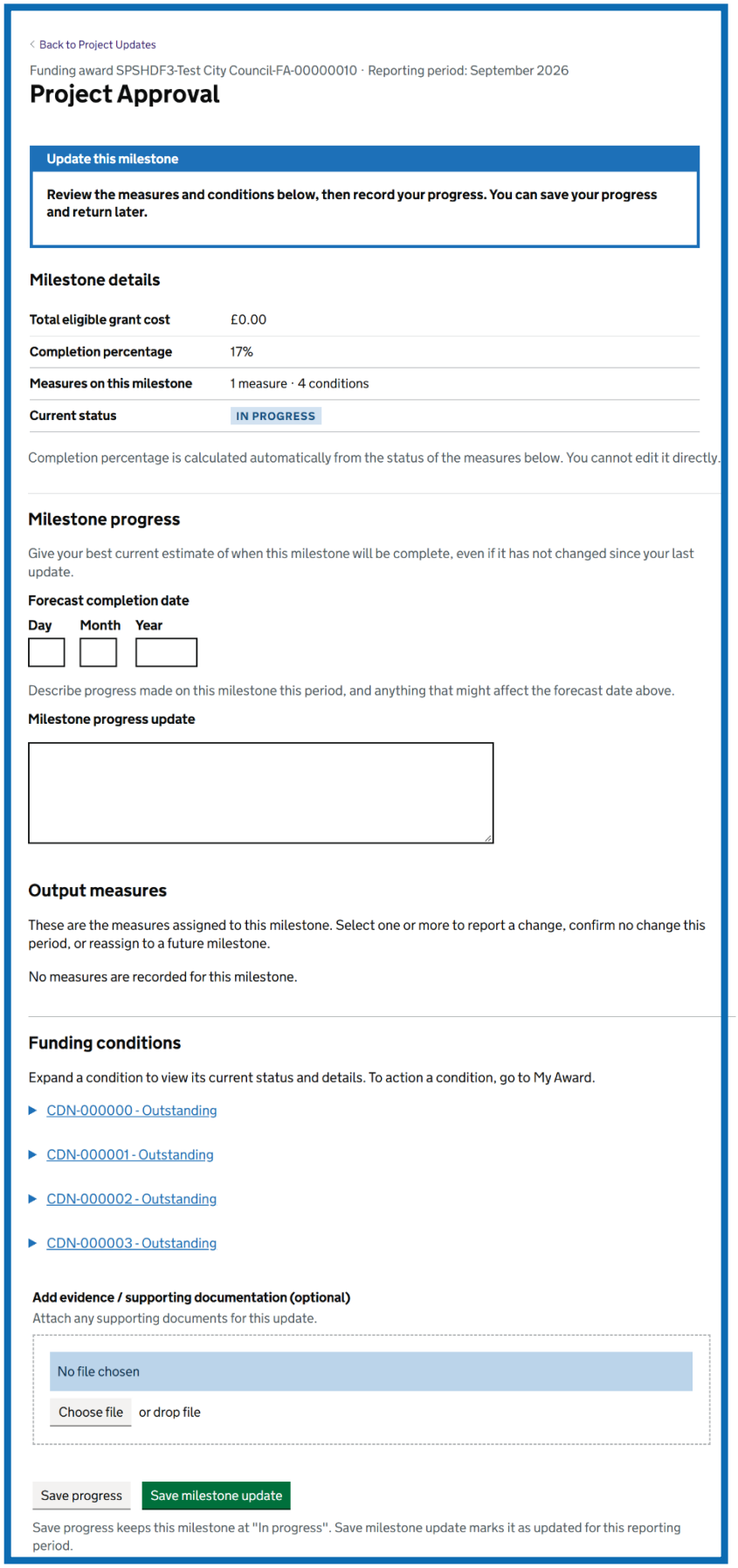
The milestones are defined below:

Milestone	Definition
Project approval	Board, finance, PFI and all other internal approvals necessary for this measure have been obtained.
Designs complete	Final detailed designs for this measure are fully completed, including details of equipment size, performance and cost.
Out to tender	Invitation to tender has been issued and contractors are in the process of bidding. (Note that this can be in the form of different types of procurement routes, including but not limited to a mini competition/call off contract if you are utilising a framework, or direct contract if you are part of a Central Purchasing Body, etc.). More details in relation to the chosen procurement route should be provided within the project status section of the report.
Tenders complete	The tender period has ended and bids for this measure have been evaluated. The chosen contractor and the firm costs relevant to this measure have been approved, and the contract has been awarded.

Order placed	The contractor has placed orders for this measure.
Works in progress on site	Equipment necessary for this technology to be commissioned has been delivered to the respective site, and is ready to be fitted with contractors in the process of installing it.
Completed on site	All equipment related to this technology is installed and the measure can now begin to be tested for its operational features.
Final commissioning	The equipment has been tested and works as per its design. All final snagging works have completed and the technology is operational.
No longer going ahead	The technology is no longer being installed on site (this should be specified as commentary against the measure, as well as detailed in the General updates section where you will be prompted on elements unable to proceed and whether you expect to submit a change request. Please also ensure your Salix relationship manager is informed as a matter of priority if any measures are to be abandoned).

To provide an update on a milestone, please open this by clicking on the milestone name.





Within the milestone record, you will be asked to provide the date you expect the milestone to be completed, i.e. the date that all measures have reached this milestone or further.

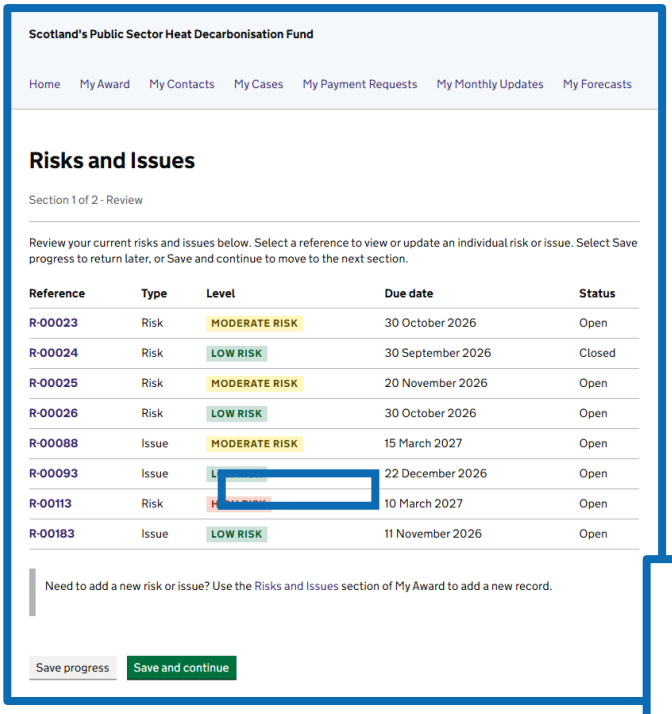
You will also be asked to provide a progress update for the milestone

If there is a condition associated with the milestone, you will have an access link to the condition record, where you will be able to submit your evidence. Please find conditions guidance here.

You will have the option to upload any supporting information for the milestone.

Risks and issues

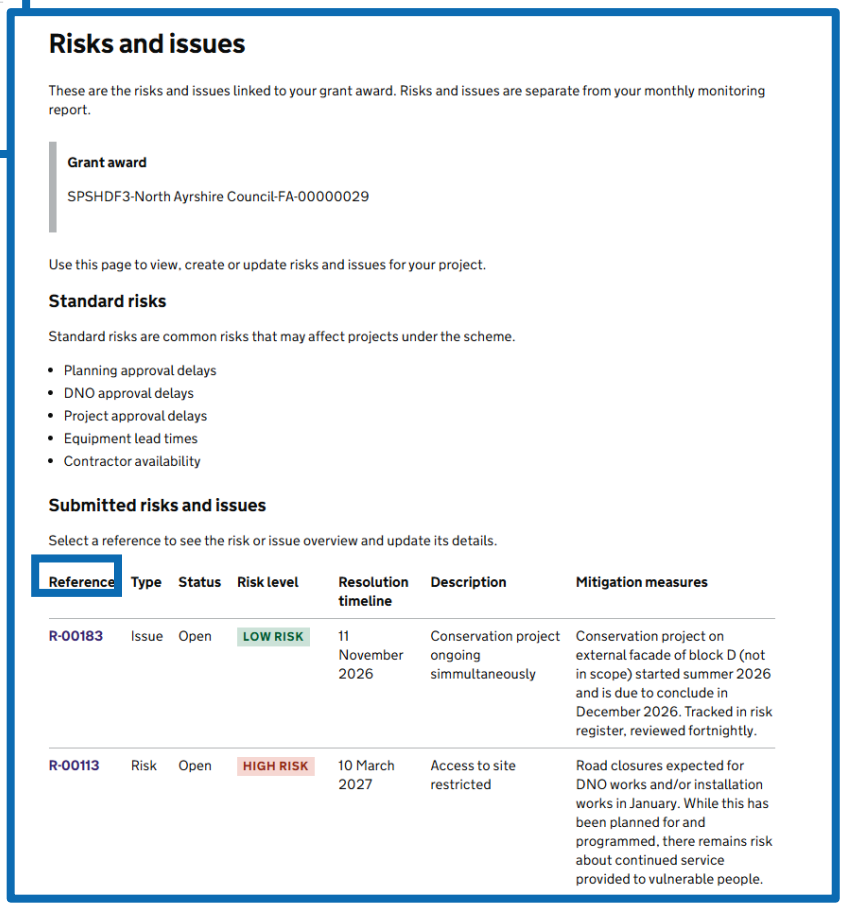
Here, you should inform us of key risks and issues you are facing that may impact the timescales or expected scope/cost of your project. You should include the specific sites/measures affected and the mitigation measures in place.

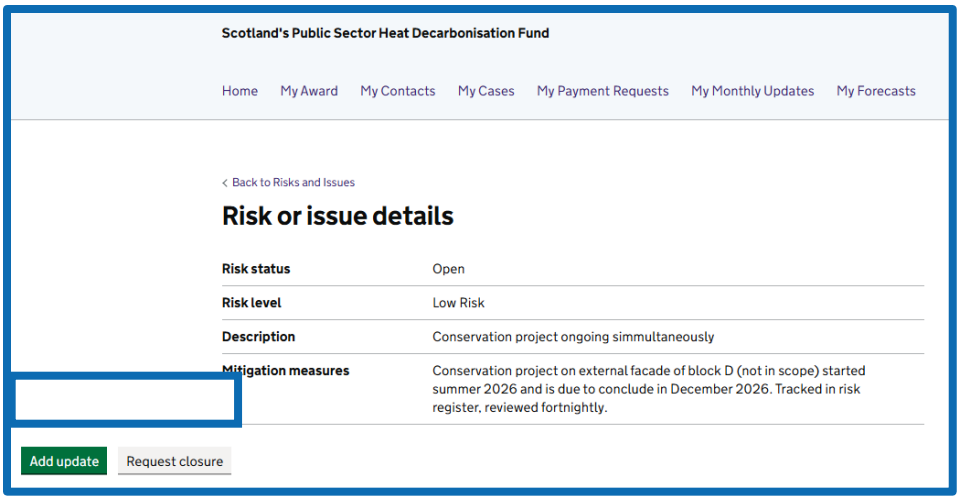


When accessing your risks and issues tab from the monthly updates section, you will access the below record. Here, you should review your current risks and issues, and for any updates you will be redirected outside the monthly report, to the Risks and issues section under the 'My Award' tab. You can later navigate back to the monthly update.

If you wish to add a new risk or issue, you should navigate directly to the 'My Award' tab, there is also a link on this page, as shown in the blue box above.

To open a risk record and provide an update or request closure, you should click on the reference number, as shown in the blue box to the right.



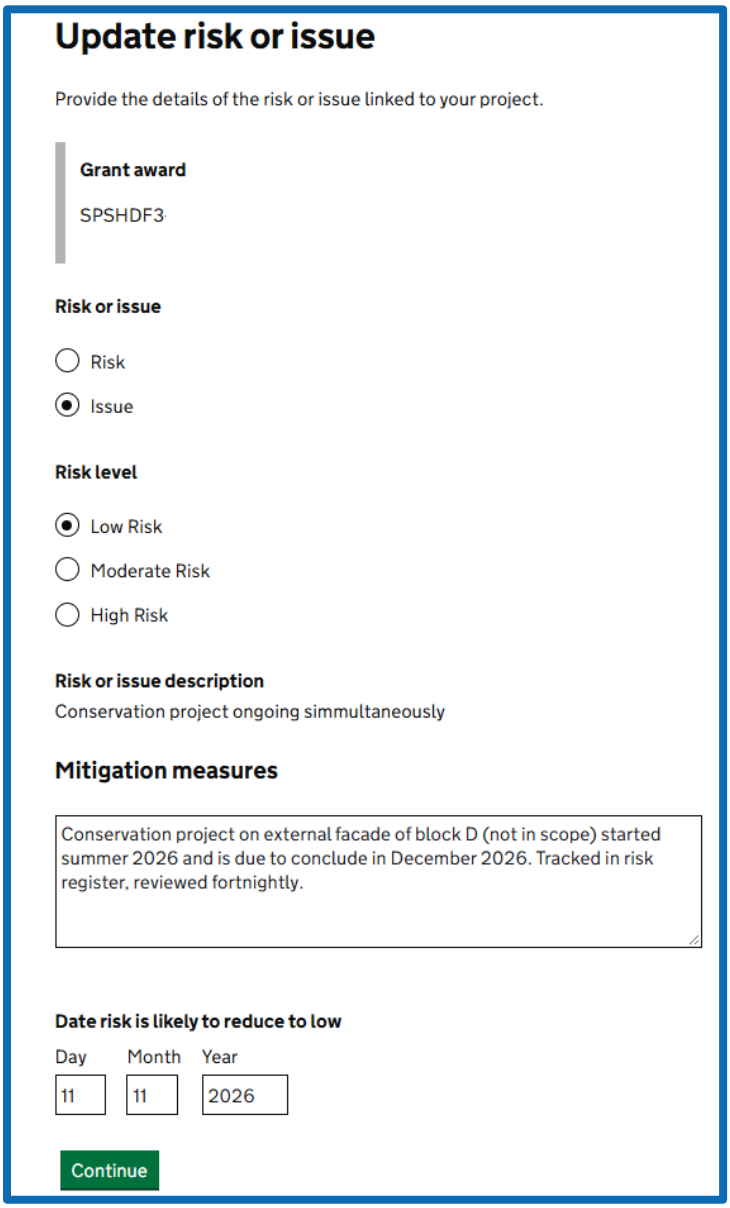


To update a risk, or request closure, you should do this by navigating to the risk record and selecting either 'add update' or 'request closure'.

Updating a Risk or Issue

You will be asked to input the following details:

- **Risk or Issue**
  A risk is considered the potential of a situation or event to impact the successful delivery of the project. An issue is considered a problem that is immediate or is about to occur that prevents project works from continuing.
- **Risk level**
  Low risk: Unlikely to impact successful delivery of the agreed outputs by the grant end date.
  Moderate risk: The impact of the risk is not yet clear and/or mitigating actions are likely to keep the project on track to deliver against the agreed outputs by the grant end date.
  High risk: The risk will prevent the project from delivering in full against the agreed outputs by the grant end date and the project does not yet have sufficient mitigating actions in place to address these.
- **Risk status**

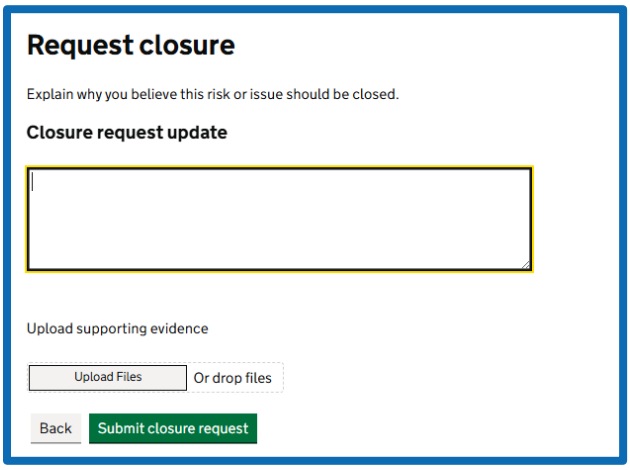


Here, you will be able to request closure of a risk once you are confident the risk will no longer impact your project.

- **Mitigation measures**
  Here, you should detail your actions to mitigate these risks.

Requesting closure of risks

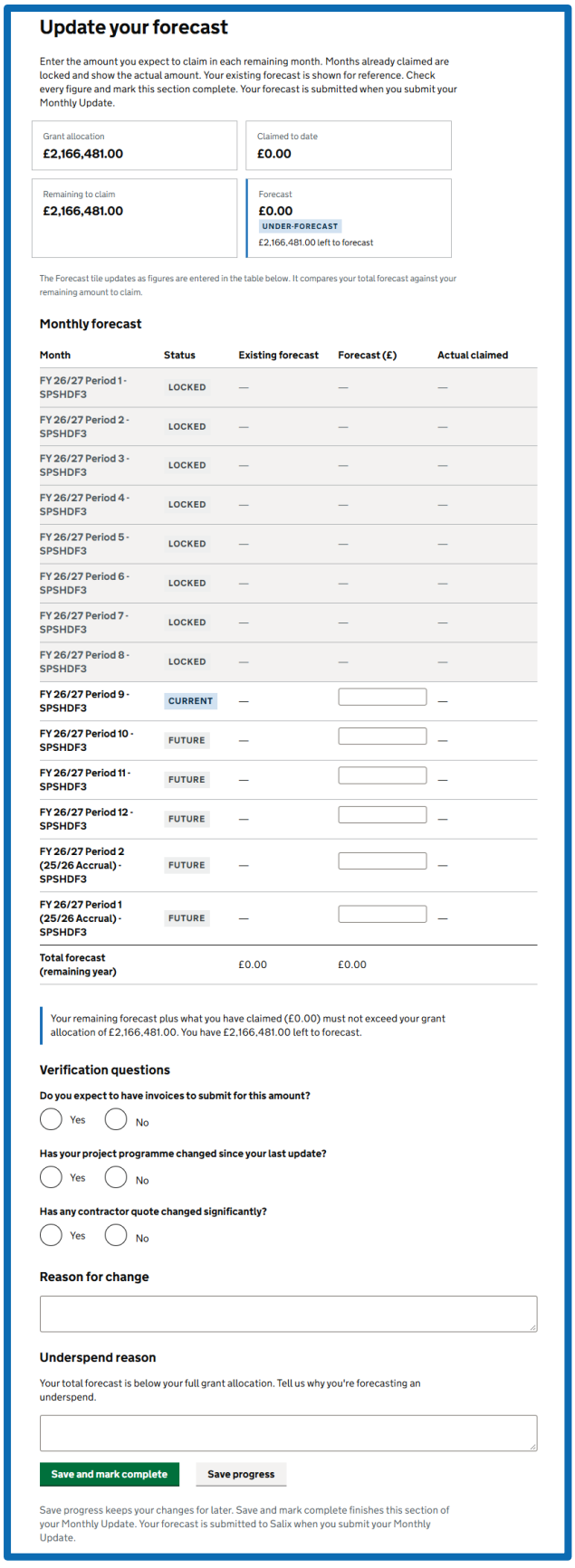
If you wish to close a risk, as it is no longer applicable to your project, you will need to provide commentary of why you believe it should be closed and upload any supporting evidence.



Payment forecasting

- Within each monthly update, we require grant recipients to provide us with an accurate forecast of payment requests.
- Your Phase 3 Scotland's Public Sector Heat Decarbonisation Fund grant can only be drawn down on an evidence-of-need basis, this means that works should have been completed on-site and have been invoiced for before making a payment claim. You cannot draw down the grant award in advance of incurring costs or works taking place on-site.
- Therefore, when submitting your forecast, please only forecast claims where you are confident you will have invoices by the claim submission deadline (please see payment process for full schedule).
- If you are not expecting to claim for a period, please input '0.00' into the forecast amount.
- Inaccurate forecasting may impact our ability to make payments to you.
- The total forecast across the projects term should add up to the grant allocation, unless you have an underspend which you must notify your Salix relationship manager of.

FAQ's



Update your forecast

Enter the amount you expect to claim in each remaining month. Months already claimed are locked and show the actual amount. Your existing forecast is shown for reference. Check every figure and mark this section complete. Your forecast is submitted when you submit your Monthly Update.

Grant allocation
£2,166,481.00

Claimed to date
£0.00

Remaining to claim
£2,166,481.00

Forecast
£0.00
UNDER-FORECAST
£2,166,481.00 left to forecast

The Forecast tile updates as figures are entered in the table below. It compares your total forecast against your remaining amount to claim.

Monthly forecast

Month	Status	Existing forecast	Forecast (£)	Actual claimed
FY 26/27 Period 1 - SPSHDF3	LOCKED	—	—	—
FY 26/27 Period 2 - SPSHDF3	LOCKED	—	—	—
FY 26/27 Period 3 - SPSHDF3	LOCKED	—	—	—
FY 26/27 Period 4 - SPSHDF3	LOCKED	—	—	—
FY 26/27 Period 5 - SPSHDF3	LOCKED	—	—	—
FY 26/27 Period 6 - SPSHDF3	LOCKED	—	—	—
FY 26/27 Period 7 - SPSHDF3	LOCKED	—	—	—
FY 26/27 Period 8 - SPSHDF3	LOCKED	—	—	—
FY 26/27 Period 9 - SPSHDF3	CURRENT	—		—
FY 26/27 Period 10 - SPSHDF3	FUTURE	—		—
FY 26/27 Period 11 - SPSHDF3	FUTURE	—		—
FY 26/27 Period 12 - SPSHDF3	FUTURE	—		—
FY 26/27 Period 2 (25/26 Accrual) - SPSHDF3	FUTURE	—		—
FY 26/27 Period 1 (25/26 Accrual) - SPSHDF3	FUTURE	—		—
Total forecast (remaining year)		£0.00	£0.00	

Your remaining forecast plus what you have claimed (£0.00) must not exceed your grant allocation of £2,166,481.00. You have £2,166,481.00 left to forecast.

Verification questions

Do you expect to have invoices to submit for this amount?
Yes No

Has your project programme changed since your last update?
Yes No

Has any contractor quote changed significantly?
Yes No

Reason for change

Underspend reason

Your total forecast is below your full grant allocation. Tell us why you're forecasting an underspend.

Save and mark complete | Save progress

Save progress keeps your changes for later. Save and mark complete finishes this section of your Monthly Update. Your forecast is submitted to Salix when you submit your Monthly Update.

Updating your forecast on the Fund's management portal

1. Forecasts can be accessed via the 'My Forecasts' tab on your funding award page. A task will be flagged each month, when forecast updates are due.

2. You should update all future months with accurate forecasts of requests you expect to be able to make by the payment submission deadline. A value must be entered for each forecast period, if you are not expecting to submit a payment request during a particular period, please enter £0.00. Please pay special attention to the current period, where you should only forecast a payment you are confident you can submit by the payment submission deadline the following month.

3. Provide commentary explaining any underspend or significant changes to the forecast.

Accurately forecasting your future project payments is a very important part of your Scotland's Public Sector Heat Decarbonisation Fund project delivery.

Each month, the forecast profile for your project should be updated via the Fund's management portal.

We share forecasting information with the Scottish Government up to two months in advance of payments to grantees.

Each payment period usually begins on the 15th of the month*, when your monthly report is submitted, as shown in the table below.

**Please note earlier forecast periods for December due to the holiday period.*

Period	Report/forecast submission date	Last date to submit payment claim	Funds received by
9	15-Oct-26	20-Nov-26	16-Dec-26
10	13-Nov-26	06-Jan-27	27-Jan-27
11	15-Dec-26	22-Jan-27	17-Feb-27
12	15-Jan-27	19-Feb-27	17-Mar-27
Accruals 1	15-Feb-27	TBC	TBC
Accruals 2	15-Mar-27	TBC	TBC

General updates

Within the general updates section, you will be asked for details regarding project updates. You will be able to share overall project commentary and key developments in your project progress.

- **Your current expected completion date.**

  Please keep this updated. If this is beyond the grant end date, please provide commentary.

- **What has changed since your last monthly update?**

  Your commentary here should include:

  - What has changed since your last monthly update?
  - Have any elements progressed or regressed?
  - Have any of your key risks reduced?
  - Have you taken any steps to reduce the key risks?
  - Are you confident that the full project will complete?

- **Total internal project spend to date**

Please indicate the total internal project spend, excluding costs against grant forecasts and claims.

- **Are there any elements of the project that are no longer able to proceed?**
  If selecting yes, please specify the exact measures no longer in scope and comment on why they are unable to proceed. In most cases, this will require a change request submission.

- **Do you expect to submit a request for a change in scope?**
  Please indicate here whether the scope of your project is expected to change. You can detail the reasons for the potential change here.

  Note that if your project scope is due to change, you must submit a change request to your Salix relationship manager.

  A 'change' is defined as any significant alteration in the scope of the project. This includes adding or removing a site to the scope of your project, changes to the clean heating system, or changes to the selection or scope of energy efficiency measures.
  Minor changes that are required to facilitate delivery and do not affect compliance shall not be defined as change requests and will be managed through our usual monitoring processes. An example of this would be design changes to distribution that do not impact the chosen make and model(s), nor any of the specifications, of the clean heating system.
  For more information, please contact your Salix relationship manager if you have any questions or concerns.