

Public Sector Decarbonisation Scheme (PSDS) – Phase 3 Launch

16 February 2022



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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.
- Further re-runs of this webinar will be run on 23, 25 February and 8 March, with different guest speakers.
- These slides will be supported by an FAQ document and other published details.
- Questions – please note down questions in the chat and we will answer these at the end of the presentation as well as accepting 'hands-up'. Please also include whether your question is aimed at one of our guest speakers, or for Salix Finance so that we can direct it at the right person!
- As we have guest speakers today, we are planning to take questions for the guest speakers first, then move into the wider Q & A session.



Welcome - introductions

The Salix Finance team on the webinar today:

- Simon Pettett – Assistant Director of Programmes
- Hannah Walker - Senior Communications and PR Manager
- Will Cook – Senior Programme Manager
- Beth Williams – Senior Programme Manager



Introduction

- Firstly, congratulations!
- Why is the PSDS programme is so important?
- *Phase 1 PSDS is expected to achieve the equivalent carbon savings of taking around 45,000 cars off the road. (Source: www.gov.uk)*

What's next?



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Key information & lessons learned (pt 1)

- For those of you experiencing PSDS funding for the first time:
 - Who is my **relationship manager**?
 - For larger grants awarded – What is the role of the Salix Finance **project sponsor**?

Key information & lessons learned (pt 2)

Lessons Learned

- Early conversations with your relationship manager about the project and any challenges you may face. These should include:
 - Progressing with design works as early as possible
 - Engaging with the DNO early
 - Setting up a programme board
 - Applying for planning permission
 - How to draw down funds from Salix

Key information & lessons learned (pt 3)

Changes to the scheme:

- No funding can be paid to clients for invoices dated prior to April, however there are a number of opportunities prior to April which we will go on to.
- Payments will typically be aligned with key delivery milestones. Milestone payment template shortly on the website
- Improvements made to the Monthly Monitoring Reports

Resolving conditions



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Where can conditions be found?

Page 17 of your Grant Offer Letter under 'Schedule 2'

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	15/03/22

Other Conditions:

#	Condition	Milestone the condition is to be discharged by	Expected discharge date
1	Any changes to the proposed energy savings to be communicated to Salix once contractor(s) on board and final product selected.	Pre tender	01/04/2022
2	An updated Application Form post tender to be provided to Salix with any changes.	Pre tender	01/04/2022
3	Quotation for all of technologies to be provided from the appointed contractors to confirm final pricing for each technology. This should be broken down into equipment, installation, and any other costs.	Post tender award (consultant)	18/04/2022
4	Data Sheets are to be provided to Salix once contractor(s) on board and product specifications and manufacturers confirmed.	Post tender award (consultant)	18/04/2022

The standard conditions – what is required?

These follow similar templates and are based on the information provided during the application.

One of particular note:

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 March 2022 at the latest.



Monthly Monitoring Reports



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Monthly Monitoring Reports

- These are required by the 15th of each month to show progress up to the 10th of that month.
- The information you provide is extremely useful as it:
 - Ensures that expenditure is for the intended purpose
 - Allows us to track your project's progress
 - Ensures we can make timely payments as you reach milestones
 - Helps us to monitor risk against the programme
 - Helps both Salix and BEIS to review the success of the programme

Monthly Monitoring Reports

Delivery milestone reached	Y/N	Date milestone to be completed	Costs associated with completion of milestone	Date payment request/claim to be submitted to Salix	Comments
<i>Tenders complete</i>	<i>N</i>	<i>30/09/2022</i>	<i>£50,000</i>	<i>01/10/2022</i>	<i>e.g. Tenders are due to close 9th Sept. We have allowed 1 week for assessment followed by a 2 week cooling off period. Contracts with chosen contractor are expected to be signed 30th Sept.</i>
Project approval					
Pre-design stage					
Designs complete					
Out to tender					
Tenders complete					
Orders placed					
Works in progress on site					
Completed on site					

Monthly Monitoring Reports

- The report template is an Excel document based on Schedule 4 of your Grant Offer Letter and will be available mid-March.
- It will ask you to provide an update on:
 - Progress of your project
 - Costs incurred per measure
 - Key risks and their impact on project delivery
 - Project governance
 - Project approvals
 - Progress in resolving conditions
 - Forecast of required payments
 - Measures being installed per site

The first report is due by **15 April 2022** to show progress up until **10 April**

Requesting payments

- Payment is subject to accurate forecasting to meet BEIS and HM Treasury process.
 - Agree invoicing schedule with contractors in line with milestones.
- Progress against milestones shown in the monthly monitoring reports will trigger payments.
- Payments will be processed a month post completion of the associated milestone.
- Payment of funds to clients will be on an 'evidence of need' basis e.g. on provision of invoices.

Payment request documents

- Schedule 5 – Payment Request Form
 - Details Value and Bank Details
 - Signed by Authorising Official
- Statement of Expenditure
 - Excel based tool to summarise the evidence provided in each submission
 - Signed by Authorising Official
- Evidence (invoices)

Welcome to:

**Onsmus (Oni) Mazanzi and Paul Spencer, Oxford
City Council**

&

**Martin Lawton and Dr John Hindley - The Greater
Manchester Combined Authority**



Q&A session



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Thank you

Email: info@salixfinance.co.uk

Call: 020 4542 6439

Your Salix 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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