



Your partner for
a low carbon future

Completing your Public Sector Decarbonisation Scheme project

22 June 2022

For clients funded through Section 31 of the Local Government Act



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Contents

- Welcome
- **Evidencing grant spend**
- **Resolving conditions**
- **The completions process**
- **Post-project monitoring and evaluation**
- Questions
- Close

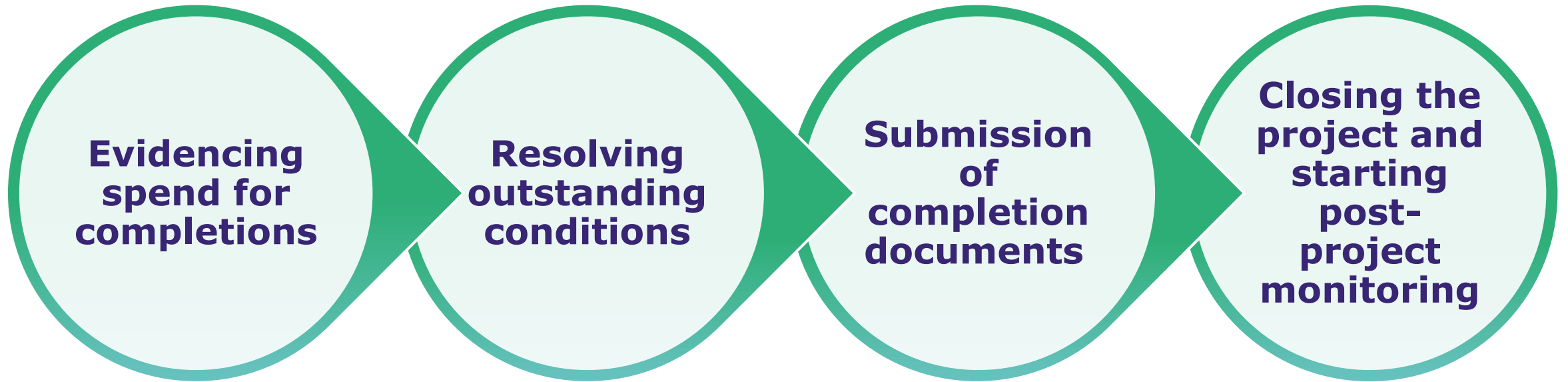


Welcome

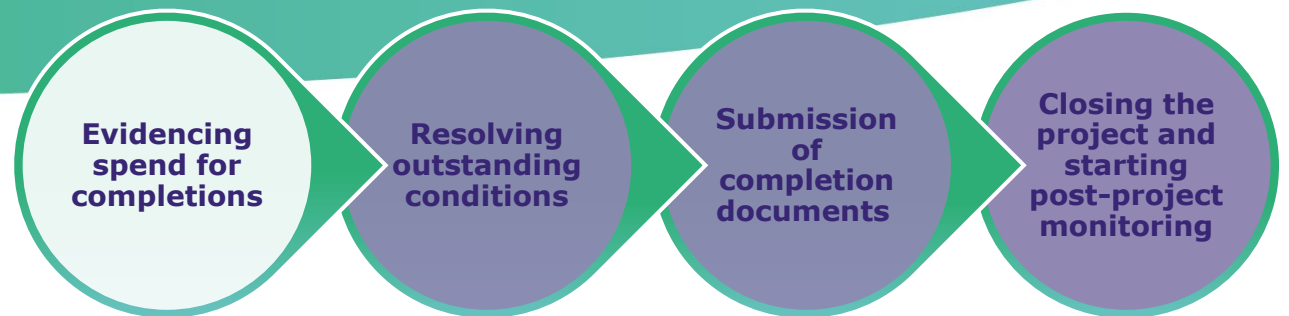
- Introductions
- The slides used in this webinar will be made available to attendees and other relevant Salix clients via the Salix website.
- These slides will be supported by an FAQ document and other published details.
- This presentation is for Local Authorities funded through PSDS Phase 1 - Section 31 (i.e. received funding up front).
- Questions – please note down questions in the chat and we will answer these at the end.



Completing your PSDS project - outline of the steps



Evidencing spend



Evidencing spend

- Statement of Expenditure (SoE)
 - Next submission deadline is 7 July.
 - The 'Amount Total' in the SoE should reflect the invoiced spend to date value up to your Grant End Date.
 - Supporting evidence in the form of invoices must accompany the SoE.
 - The invoices must have sufficient detail to tie them to specific programmes of work and the PSDS project. For example, site name, types of work being invoiced and addressed to grant recipient. If not, they must be backed up with signed contracts and purchase orders which clearly tie the spend to the PSDS project.
 - Please save invoice in a clear file name which matches their name in the SoE. For example, "INV001-£100,000" which is named in the SoE identically.
 - Where internal costs are being claimed, these are evidenced by detailed records, the organisation's capitalisation policy and assurance from someone with delegated authority to confirm that these costs have been capitalised.
- Salix will evaluate your SoE and your relationship manager will be in touch if further information is required.

Evidencing retention

- Statement of Expenditure (SoE)
 - Client should retain a proportion of final grant value on retention and the value should be recorded on the final SoE
 - Should provide evidence to support these retention costs such as invoices or contractual documents
 - Salix will only pay the retention payments due on the work that has been completed by 30th June 2022, except where delayed commissioning works have been agreed.
- Salix will evaluate your SoE and your relationship manager will be in touch if further information is required.



Confirming final value and reclaiming underspend

- As part of the completion process, you will confirm the final grant value with Salix including any retention payments or commissioning costs that are yet to take place.
 - It is important that all funding has been evidenced to the standards required under the conditions of the grant funding.
 - A confirmation of final value letter will be signed by Salix and your Authorising Official as part of the completion process.
- The final grant value will be reported to BEIS.
- If you have any underspend associated with your project, BEIS will be in touch to reclaim any unused funding.

Resolving conditions



Where can conditions be found?

4th page of your original Grant Offer Letter under Schedule 1

Schedule 1: Specific Conditions

- Schedule 2 must be completed and returned to Salix Finance by 1st April 2021.
- Letter outlining agreement in principle to receiving funding through Section 31 of the Local Government Act and the impact of this to be provided to Salix by 20th February 2021.
- Counter Fraud Document is signed and returned to Salix by 20th February.
- Commitment to Heat Decarbonisation Plan is signed and returned to Salix by 20th February.
- Provision of a project risk register must be a condition of funding.
- Any revisions to the energy savings or project costs post tender should be provided to Salix as updated application form and supporting information.
- BEMS upgrade: A condition of funding should be to provide updated energy saving when available.
- Salix are to be updated with any issues in the programme from the applicant due to the tight deadline.

The reasons for your project extension request are:

1. Procurement of project manager delayed initial progression of project.
2. Remedial roofing works needed to enable solar panels to be sited on resulting in re-scope and delayed tendering.

The approval is subject is to the following additional Schedule 1 conditions:

Condition 1: Updated Change Request Form, Support Tool with final costs, and updated project programme to be provided to Salix at the post-tender stage and no later than the 15th November 2021. The project programme must show full project completion even if installation of some elements will not be funded by Salix.

The rest of the terms and conditions for the grant remain unchanged.

If you submitted a change request after the original application any further conditions will be listed in subsequent Grant Amendment Letters



The standard conditions – what is required?

- Experience and Governance – contractor details to be provided for each measure along with examples of their experience with similar projects of this type and scope. Please also detail whether your organisation has an existing relationship with the contractor. This can be provided in email format.
- Firm Pricing – evidence of prices for each measure broken down into design, equipment and installation costs. Explanation of how evidence translates to costs listed on Support Tool.
- Data Sheets – manufacturer brochure showing specifications of equipment installed.
- Energy and Carbon Monitoring Plan – a detailed plan on how the energy savings will be monitored. This can be provided in email format.

If in doubt, please contact your Salix relationship manager.



Fulfilling outstanding conditions

- Projects cannot complete until all outstanding conditions are resolved.
- When providing evidence please label it as clearly as possible to support the assessment of those conditions.
- For technical conditions, primary data is the most useful for our team to review. For example, Microsoft Excel versions of energy savings calculations.
- Should you have any questions or concerns, your Salix relationship manager is there to support.
- A conditions guidance document is available on the Salix website.
- For any changes, an updated support tool in the Application Form will also be required.



Submission of completion documents



Final completion documents

- Statement of Expenditure for all PSDS work supported by invoices (note: evidence should only be for PSDS-funded work, match-funded elements should be excluded/highlighted).
- Any information required to close out any remaining conditions from your Grant Offer Letter/Grant Amendment Letter.
- Completion certificates for all sites/works.
- A final monthly monitoring report confirming project completion.
- Photographic evidence of the work.
- Contractor details webform - please request the link and references required from your relationship manager.
- Final buildings and technologies data – request template from Salix.
- Signed confirmation of final value letter – please request this from Salix.

If there have been any final scope changes, an updated application form and supporting calculations should also be provided.



Completion timelines

- All S31 grant recipients need to submit all their evidence and the required documentation to Salix **within 1 calendar month** of their Practical Completion Date.
- For those projects completing after June, using their own funding, a final Statement of Expenditure and supporting invoices will be required **within 1 calendar month** of their Grant End Date.
 - Majority of projects must supply all information by **31 July**.
- If it is not possible to meet this deadline, this should be communicated to your Salix relationship manager as soon as possible.
- Failing to meet this deadline could put your funding at risk as this project will be considered as a partial completion and therefore non-evidenced spend could be reclaimed.

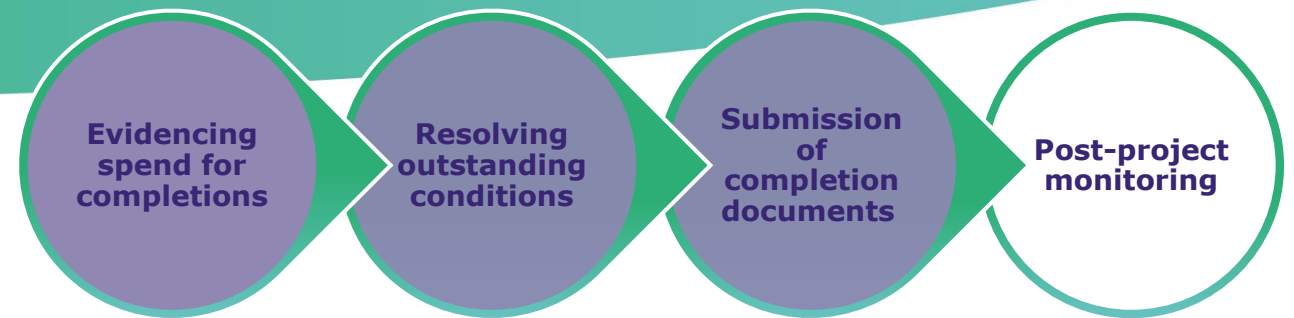
Projects not completing by 30th June

- The grant cannot be spent for any installation works after the Grant End Date.
- The following areas can be included:
 - Technologies or measures that have been ordered subject to providing Vesting Certificates, or if not available, Purchase Orders, Receipt/Contract from supplier accepting the PO, and latest delivery document from supplier.
 - DNO upgrades - DNO works are the only works that can be paid in advance. The quotation would be required showing the works will be completed after the 30th June.
 - Commissioning – works can be paid as retention payments and subject to providing evidence showing what these commissioning costs are, when they are expected to be paid and what the conditions are for paying the contractors.

Formal project closure

- Your relationship manager will review all the information provided.
- Should you receive a request for additional information, please respond as quickly as possible and inform your relationship manager if there is a delay in getting this information back to Salix.
- Your relationship manager will confirm to you when we have received all information. A post-completion letter will then be sent which details the steps to take and the information required for the post-project monitoring.
- Salix will confirm to the Department for Business, Energy and Industrial Strategy (BEIS) if there has been any underspend against your grant allocation by 30th August. They will take steps to reclaim this underspend.

Post-project monitoring and evaluation



Post-project monitoring process overview

1. Your relationship manager will email you with a reminder

2. You complete and return your monitoring and evaluation report

3. Salix's Technical team will review the report

4. Salix will confirm when your report has been approved



Annual monitoring reports

- Your monitoring and evaluation report should be returned annually - the first report is due on the anniversary of the date of Practical Project Completion.
- The first year's report should include the retention value paid to contractors supported by invoices and a Statement of Expenditure which will be checked against the retention value declared at project completion.
- Salix will complete a technical assessment of your report, resolving any issues in partnership with you.
- Once the reports are approved by Technical, the Delivery Team is notified, and a confirmation letter of approval is sent to the client.
- At the end of the three years your relationship manager will send you confirmation of formal project closure.



Thank you

Email: info@salixfinance.co.uk

Call: 020 4542 6439

Your relationships manager is also on hand to support with any queries you may have on the completion process for your project.



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