



Public Sector Decarbonisation Scheme: Application Form - Guidance Notes

The following section is designed to give some clear guidance on how to fill out the Application Form for the Public Sector Decarbonisation Scheme. Any questions regarding the below please contact grants@salixfinance.co.uk.

Please [Enable Editing](#) in order for this Tool to fully function. This is a standard requirement when downloading excel files.

Index:

1. Steps for completing an application
2. Guidance on completing 'Step 2 Support Tool'
3. Completing 'Step 4 Category Details'
4. Low Carbon Skills Fund
5. Strategic Approach
6. Additionality Criteria
7. Mitigating Fraud
8. Carbon Saving Methodology
9. Definitions

1. Steps for completing the Application Form



2. Completing 'Step 2 Support Tool'

Enter project details as shown in the example below.

Start Date	Completion Date	Site Life	Project Description
1/1/20	1/5/21	30	Building improvements and energy efficiency works

For Category 1,2 & 4 (any projects directly saving carbon), enter information for each work type required for the project in the first table. Up to 10 work types may be entered here. Contact technical@salixfinance.co.uk if more measures are to be applied for.

Description of Work	Energy Type	Current p/kWh	Categories	Project Type	Technology - Work Type	Annual kWhs Pre-Project	Annual kWhs Post-Project	Annual kWh savings	% kWh savings	Project Value
Building Fabric	Gas	2.80	2	Insulation - building fabric	Cavity wall insulation	1,000,000	850,000	150,000	15%	£50,000.00

The cells to the right show the calculated values for each work type.

Annual Financial Savings	Payback in Years	tcO ₂ e pa	£/tcO ₂ e LT
£4,200	11.90	27.58	60.43

Missing information for a work type will be flagged up in the 'Data Entry Check' column. The compliance check cannot be completed until all information is entered.

Payback in Years	tcO ₂ e pa	£/tcO ₂ e LT	Data Entry Check
11.90			Check all fields completed correctly
7.14	183.87	86.74	OK

Once all of the required information has been entered correctly, the cells at the top will show the final project figures and whether or not the project is compliant.

	Total Salix Funding Requested	Total Project Value	Payback in Years	Total Financial Savings	Total tcO ₂ e pa	£/tcO ₂ e LT	Compliance
Category 1,2 & 4	£850,000.00	£850,000	15.69	£54,189	255.83	177.27	Compliant
Category 3	£6,000.00	£6,000	Total Project Value	£856,000.00	Total Grant Value	£856,000.00	

If you have a technology that is affecting more than one fuel, please enter each fuel into a separate line in the Compliance Tool.

Description of Work	Energy Type	Fuel Cost p/kWh	Category	Project Type	Technology - Work Type	Annual kWhs Pre-Project	Annual kWhs Post-Project	Annual kWh savings	% kWh savings	Project Value
1 Boiler to Heat pump	Gas	2.80	1	Heating	Air Source Heat Pump (air to water)	1,000,000	0	1,000,000	100%	£200,000.00
2 Boiler to Heat pump	Electricity	11.00	1	Heating	Air Source Heat Pump (air to water)	0	300,000	- 300,000	0%	£0.00

For Category 3 (enabling works), please provide a detailed description of the project and technology each work type is enabling. Please include the number of the project being enabled, this can be found in the far right column of the support tool table. Up to 10 work types may be entered here.

Description of Work	Project Type	Technology - Work Type	Details of Projects Enabled	Project Number	Project Value	Data Entry Check
Sub-metering	Metering	Flow Meters	Low carbon heating	1	£1,000.00	OK
Battery to support solar array	Battery Storage	Battery in combination with renewable	Solar Array	4	£5,000.00	OK

3. Completing 'Step 4 Category Details'

Completion of 'Step 4 Category Details' will depend on which category your project(s) fall into:

Technology Categories:

Category 1:

Technologies that directly contribute to the heat decarbonisation of a building by installation of low carbon heating.

Category 2:

Technologies that do not directly contribute to the heat decarbonisation of a building but reduce overall energy demand so will support future heat decarbonisation.

Category 3:

Technologies that do not reduce carbon emissions but enable future heat decarbonisation projects to take place - these technologies are exempt from the requirement to meet £500/tCO₂e lifetime savings.

Category 4:

Technologies that are only permitted if:

- (a) they are used to replace coal-fuelled heating systems or oil-fuelled heating systems, AND
- (b) if, in Salix's reasonable opinion, it has been demonstrated that it is not viable for a low-carbon heating system to be installed within the building as a replacement for the coal or oil-fuelled heating system.

Projects that fall into Category 2 and Category 3 must meet either one of criteria **A**, **B** or **C** as outlined below. Supporting commentary and evidence is needed to demonstrate each Category 2 and 3 project meets any one of the criteria. The criteria are outlined below, including advice on supporting information required.

Category 2 and Category 3 Projects

Criteria A: Category 2 and 3 measures are combined with measures in Category 1:

In this section, provide an overview of how each Category 2 and 3 measure facilitates the implementation of the Category 1 project.

Criteria B: Category 2 and 3 measures are for buildings that already use low-carbon heating for all their heating requirements:

In this section, provide a detailed description of these buildings including their heating systems and requirements.

Criteria C: A written commitment is made to future heat decarbonisation for the buildings in which measures are installed, which includes all of the following:

(i) A commitment to produce and submit to Salix, a Heat Decarbonisation Plan by **30th September 2021**.

(ii) An explanation within the Heat Decarbonisation Plan setting out how the building(s)' fossil fuel heating systems will be replaced by low carbon heating when the fossil fuel system(s) reach the end of their natural lifetime. It is important to consider what will happen when your current heating plant has reached the end of its life and suitable upgrades have not been made to your building to manage this. The type or types of low carbon heating systems, and the likely timescale for this, must be identified. A template for this Heat Decarbonisation Plan is provided if there isn't an existing document, and this can be used to help create this plan if support is needed.

(iii) The Heat Decarbonisation Plan must include details of how it has been approved by their public body, how this plan is going to be implemented, and that there is a commitment to apply for and utilise funding where available to deliver the Heat Decarbonisation Plan. The Heat Decarbonisation Plan will enable public bodies to plan their approach to decarbonisation and their contribution to meeting the 2050 net zero target.



Step 1: Project Introduction



Project Title:	City Offices and Public Conveniences Energy Efficiency Programme	
Applicant:	Winchester City Council	
Submission date:	#####	
Will you need further use of the Low Carbon Skills Fund?	<input type="text" value="Yes"/>	Low Carbon Skills Fund
Please provide an estimate of how many jobs will be supported by these projects.	<input type="text" value="3"/>	
Grant value requested (£)	<input type="text" value="£257,946.20"/>	
Is the project dependent on any other funding streams?	<input type="text" value="No"/>	
If the project is dependent on any other funding stream, please provide details below.		

Please answer yes/no to the following questions, if any require additional commentary please include this in the box provided:

1. Have you or your team worked with Salix before?	<input type="text" value="Yes"/>
2. Can you confirm your organisation owns the buildings where you wish to undertake these measures?	<input type="text" value="Yes"/>
3. Can you confirm that your organisation pays the energy bills for these buildings?	<input type="text" value="Yes"/>
4. Can you confirm that the proposed measures have not yet started?	<input type="text" value="Yes"/>
5. Upon award of funding, do you have access to frameworks to procure the measures against?	<input type="text" value="Yes"/>
5a. If no, are you in a position to place orders having gone through a procurement process in line with financial regulations?	<input type="text"/>
6. Does the project require planning consent?	<input type="text" value="Yes"/>
7. Have you secured all necessary internal sign off for this project proposal?	<input type="text" value="Yes"/>

If no, please provide detail below

8. Does the project include any Private Finance Initiative (PFI) buildings, if yes please provide detail below.	<input type="text" value="No"/>
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Additional Commentary

Step 2: Support Tool

Version 1.5



Applicant:	Winchester City Council
Project Phase	Pre-tender
Compliance Criteria:	£500 /tCO ₂ e LT

Planned Start Date	Planned Completion Date	Site Life	Project Description
1/2/21	30/9/21	30	City Offices and Public Conveniences Energy Efficiency Programme

	Total Grant Funding Requested	Total Project Value	Payback in Years	Total Financial Savings	Total tCO ₂ e pa	£/tCO ₂ e LT	Compliance
Category 1,2 & 4	£222,369.64	£257,946.20	28.61	£7,772	25.71	360.49	Compliant
Category 3		£0.00	Total Project Value	£257,946.20	Total Grant Value	£222,369.64	

Category 1,2 and 4 projects

	Description of Work	Energy Type	Fuel Cost p/kWh	Category	Project Type	Technology - Work Type	Annual kWhrs Pre-Project	Annual kWhrs Post-Project	Annual kWh savings	% kWh savings	Project Value	Annual Financial Savings	Payback in Years	tCO ₂ e pa	£/tCO ₂ e LT	Data Entry Check
1	LED Lighting Upgrade (toilets)	Electricity	14.50	2	LED lighting	LED - new fitting	54,589	48,115	6,475	12%	£4,956.50	£939	5.28	0.46	433.54	OK
2	Replacement of Hand Dryers (toilets)	Electricity	14.50	2	Hand Dryers	Hand Dryers - replacement to more efficient type	31,754	4,768	26,986	85%	£11,500.00	£3,913	2.94	2.91	481.61	OK
3	Double Glazing (City Offices)	Gas	2.32	2	Insulation - building fabric	Double glazing with metal or plastic frames	246,913	163,024	83,889	34%	£200,000.00	£1,946	102.76	15.42	463.08	OK
4	Solar PV (City Offices)	Electricity	11.45	2	Renewable energy	Solar PV	144,624	139,471	5,153	4%	£7,314.00	£590	12.40	0.38	856.23	OK
5	Ceiling Insulation (City Offices)	Gas	2.32	2	Insulation - building fabric	Loft insulation	246,913	224,690	22,222	9%	£13,044.45	£516	25.30	4.09	118.24	OK
6	Air Source Heat Pump (City Offices - Annexe)	Gas	2.32	1	Heating	Air Source Heat Pump (air to water)	246,913	231,260	15,653	6%	£21,131.25	£363	58.19	2.88	585.50	OK
7	Air Source Heat Pump (City Offices - Annexe)	Electricity	11.45	1	Heating	Air Source Heat Pump (air to water)	144,624	148,942	- 4,318	-3%		-£494	-	0.42	-	OK
8										0%						
9										0%						
10										0%						

If you have more than 10 projects you wish to apply for, please contact: grants@salixfinance.co.uk

Category 3 projects

	Description of Work	Project Type	Technology - Work Type	Details of Projects Enabled	Project Number	Project Value	Data Entry Check
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							



Category 1

Category 3

Category 2

Category 4

Please click on the links above to get a comprehensive list of all technologies included as part of each category

Step 3: Business Case



1. Project Cost Breakdown

If pre-tender please provide cost estimates, and final costs to be provided when available.

Design and engineering costs (£)		0%
Main equipment capital costs (£)	£228,942.00	89%
Installation & commissioning costs (£)		0%
Project delivery costs (£)	£29,005.00	11%
Contingency costs (£)		0%
Other project costs (£)		0%
Total projects costs	£257,946.20	100%

2. Cost Breakdown

Please provide commentary on the project cost breakdown. Salix appreciates that at this stage these costs may not be firm. Please provide commentary around how the costs have been estimated.

Project costs have come from feasibility studies conducted at each site. The project cost breakdown is based upon approximate system ratings, the size and extent of supporting plant plus required alterations for interface with existing infrastructure & systems. Further details are contained in the attachment to this application.

3. Project Details

Project background - please give detail on how this project was selected compared to alternative low carbon solutions.

An ASHP has been identified as appropriate for the City Offices and has been selected as there are no district heating options, no water courses for a WSHP or land available for a GSHP. The ASHP recommendation is combined with other energy saving measures, including the installation of loft insulation and double glazing to improve thermal performance, and Solar PV which will reduce the cost of the additional electricity consumed by the ASHP. Further details are contained in the attachment to this application.

4. Details of Project Energy Saving Calculations

Describe how the programme energy and carbon savings have been calculated, detailing any assumptions. Please attach savings calculations and product specifications alongside your application.

Refer to the attachment to this application for details of workings and assumptions for each project.

5. Energy and Carbon Monitoring Plan Post-completion

- Post-completion do you have plans in place for monitoring your projects?
- Do you agree that you will participate and cooperate with those people who are assessing this project from BEIS?

Energy consumption via data on energy bills is already monitored and will continue to be monitored to ensure a reduction in energy demand is evident. In addition to this, carbon accounting is undertaken every six months thereby monitoring consumption and energy savings of projects in place. Reserach is currently been undertaken with Uni of Southampton to develop a energy tracker dashboard. Winchester City Council's Asset Management Team's Surveyors are qualified to ensure correct installation of the specified works. Therefore, there are already appropriate installation and sign-off protocols in place. This has been shown by previous solar PV works already undertaken. Winchester City Council's (WCC) Energy Manager has responsibility for monitoring ongoing energy costs.

participate and cooperate with BEIS.

WCC agrees to

6. Project Governance

Please define the project team and their roles in the delivery of the project (e.g. consultants, contractors, senior manager etc.).

- Please outline the organisation structure in terms of who has the authority to approve the project and any changes.
- Has a Project Execution Plan been drawn up to state exactly how the project will be managed?
- Please provide commentary to demonstrate how the teams overseeing the works are appropriately trained and skilled for the proposed technologies.
- Please attach a copy of your internal project plan.

The works are to be administered by the in-house Asset Management Team, an MRICS qualified Surveyor will lead on the works project. Specifications will be prepared in accordance with Building Regulations and industry best standards. The works will be overseen by the Asset Management Team and all statutory approvals will be sought. The works will be competitively tendered in accordance with the Council's Contract Procedure Rules. WCC has a project team to manage the decarbonisation of city offices project. The team includes: Project Sponsor (to approve any project changes and maintain oversight); Project Co-ordinator (to co-ordinate internal and external resources ensuring project milestones are met); and Project Administrator (to assist with administration); there is option for additional support if required to meet deadlines. Senior managers at WCC will maintain an overview of the project through regular highlight reports and group meetings detailing project progress. WCC Asset Management Team has considerable experience managing projects of this size and nature including managing contractors, monitoring and signing off work, and post-project monitoring. See attached Implementation Plan with Gantt chart showing different project stages and milestones with associated timescales and dependencies.

7. Previous Experience

Describe any previous experience that you may have with the proposed energy efficiency measure.

- Please also outline the experience members of the project team have with managing projects of a similar scale, including that of any third-party support.

WCC's Asset Management Team has considerable previous experience managing the installation of the proposed energy efficiency measures at other sites and as MRICS qualified surveyors the team has the skills to effectively manage this project. Some PV panels are already installed at City Offices and Air Source Heat Pumps have been installed elsewhere in WCC buildings. Double glazing, LED upgrades, replacement hand dryers and insulation are all relatively simple and well within the capabilities of WCC staff to manage. WCC Asset Management Team includes four chartered building surveyors (RICS).

8. Procurement process

What are your plans for procuring the services needed for this project?

Any engagement with suppliers will be proceeding in accordance with WCC Contract Procedure Rules and UK Public Contract Regulations 2015 (where applicable). Given the relative low estimated value of the planned works, it is anticipated that services and works will be well below their respective £100k and £250k thresholds that would require an open tender process. Three quotations will be required and these shall be evaluated against set criteria with the contract being awarded to the quotation which scores highest when applying the agreed evaluation model.

9. Project Risks & Mitigation

If you have an existing risk register for this project please share this with Salix. If a risk register is not available at this time please provide a provisional date for when you will share a copy with us. Risks and mitigations associated with project timescales will be required due to the importance of projects completing on time.

Do you have a risk register for this project? No
(Yes/No)

If "No" please confirm when you expect this will be available.

Provisional Date 2/14/2021

10. Mitigating Fraud

Please provide detail on the checks in place to mitigate fraud, including checks to ensure false representation and failure to disclose information is mitigated against. Please declare any conflicts of interest as part of this application. To confirm that there has been no abuse of position in the application process or selection of suppliers, please sign on supporting Signature Document which will be sent to you after Application.

Successful tender applications must agree to WCC tendering (collusion) certificate to confirm that: there has been no previous conflicts of interests (if there had been conflicts of interest, details of how these are to be managed); the parties have had no previous convictions against fraud; and that the tender is a bona fide competitive tender. WCC ensures that all information is received before embarking on any project with potential companies. Due to the WCC being a local authority, there is a high level of scrunitisation, with internal audits undertaken.

Step 4: Grant Funding Criteria



For further guidance on individual category criteria please see: [Guidance Notes tab](#)
Please complete Sections 1 to 2 unless otherwise specified.

1. Category 1 Projects - *If you have not applied for Category 1 projects, please move on to section 2*

Provide detailed commentary and supporting evidence for how the proposed work(s) fit into the estate wide decarbonisation strategy. Can you comment on how the site(s) will be made compatible for the low carbon heating system(s)?

A Category 1 Air Source Heat Pump is proposed for the City Offices and this is supported by Category 2 projects including loft insulation, double glazing and Solar PV. The Council will prioritise the implementation of the insulation and glazing measures so that the Air Source Heat Pump is appropriately sized for the reduced heating demand. Please see attached Report for more detail on the Category 1 Project.

2. Category 2 or 3 projects - *If you have not applied for Category 2 or 3 projects, please move on to Step 5.*

These technologies will only be eligible for funding where one of the following criteria (A,B or C) applies:

Please input details below for the option where **yes** is selected.

Criteria A: Do you have both Category 1 and Category 2/3 measures in your application AND do the Category 2/3 measures support measures in Category 1? If yes, please provide an overview outlining how each Category 2/3 project relates to and facilitates the implementation of Category 1 measure.	Yes	A Category 1 Air Source Heat Pump is proposed for the City Offices and this is supported by Category 2 projects including loft insulation, double glazing and Solar PV. The Council will prioritise the implementation of the insulation and glazing measures so that the Air Source Heat Pump is appropriately sized for the reduced heating demand.
Criteria B: Are the Category 2/3 measures for buildings that already use low-carbon heating? If yes, please provide a detailed description of these buildings including their heating systems and requirements.		
Criteria C: If you have answered no to Criteria A and B, please provide your heat decarbonisation plan for all buildings involved in category 2/3 projects. Select Yes to confirm that this heat decarbonisation plan has been provided with your application.		If No is selected, please sign the Signature Document (which will be sent to you after Application) as a written commitment to produce and submit to Salix, a Heat Decarbonisation Plan by 30 September 2021.

3. Category 3 Projects - *If you have not applied for just Category 3 projects, please move onto Step 5*

Please provide commentary on why low carbon heating measures cannot be implemented on site presently.

Step 5 Submit Application

You can upload the completed Public Sector Decarbonisation Scheme Application Form and any further supporting documentation to the Salix online application portal:

[Application Portal](#)

Category List



Project Type	Work Type	Persistence Factor	Status/Comments
Category 1			
Heating	Air Source Heat Pump (air to water)	12.54	Use a separate line for each fuel type
	Ground Source Heat Pump	16.72	Use a separate line for each fuel type
	Water Source Heat Pump	16.72	Use a separate line for each fuel type
	Connect to existing district heating	28.50	
	Heating - Electric Heating	9.50	
Category 2			
Building management systems	BEMS - bureau remotely managed	9.00	
	BEMS - not remotely managed	6.84	
	BEMS - remotely managed	8.42	
Compressor	Compressed Air: air compressor upgrade	14.44	
Computers & IT solutions	CRT to LED monitors	7.20	
	Energy Efficient File Storage Replacement	9.00	
	Energy Efficient Server Replacement	9.00	
	Evaporative cooling for ICT	13.68	
	Free Cooling for ICT	13.68	
	Hot aisle/cold aisle containment	10.83	
	LED monitors instead of LCD (cost difference)	7.20	
	Multi Functional Devices	4.50	
	Network PC power management	4.00	
	Thin client	9.00	
	Uninterruptible Power Supplies	18.00	
	Virtualisation	9.00	
Cooling	Cooling - control system	6.84	
	Cooling - plant replacement/upgrade	8.21	
	Energy Efficient Chillers	14.44	
	Free cooling	13.68	
	Replacement of air conditioning with evaporative cooling	13.68	
Energy from waste	Anaerobic digestion	15.20	
	Incineration	15.20	Use a separate line for each fuel type
Hand Dryers	Hand Dryers - replacement to more efficient type	8.21	
Heating	Heat recovery	10.83	Use a separate line for each fuel type
	Heating - discrete controls	6.84	
	Heating - distribution pipework improvements	15.20	
	Heating - TRVs	6.84	
	Heating - zone control valves	11.88	
	Replace steam calorifier with plate heat exchanger	28.50	
	Steam trap replacements	15.20	
	Thermal Stores	18.00	
Hot water	Flow restrictors	14.00	
	Hot Water - chlorine dioxide dosing and biocide treatment	9.50	
	Hot Water - distribution improvements	18.00	
	Hot Water - Efficient taps	11.00	
	Hot Water - point of use heaters	9.50	
Industrial kitchen equipment	Energy efficient combi-oven	8.10	
	Energy efficient convection-oven	10.30	
	Steriliser to dishwasher replacement	10.80	
Insulation - building fabric	Cavity wall insulation	30.00	
	External wall insulation	30.00	
	Double glazing with metal or plastic frames	28.00	
	Dry wall lining	30.00	
	Loft insulation	27.00	
	Floor Insulation - suspended timber floor	27.00	
	Floor Insulation - solid floor or other type	30.00	
	Roof insulation	30.00	
	Secondary glazing	7.92	
Insulation - draught proofing	Insulation - draught proofing	29.25	
Insulation - other	Air Curtains - ambient	11.40	
	Air Curtains - heated	10.83	
	Automatic speed doors	8.45	

	Automatic/revolving doors	8.45	
	Draught Lobby (external)	29.25	
	Draught Lobby (internal)	29.25	
	Radiator reflective foil (external walls)	8.00	
Insulation - pipework	Heating pipework insulation (external)	9.00	
	Heating pipework insulation (internal)	22.50	
Lab Upgrades	Diode pumped solid state lasers	6.80	
	Energy Efficient Drying Cabinets	12.80	
	Energy Efficient Freezers (-25°C)	12.83	
	Energy Efficient Freezers (-86°C)	8.55	
	Energy Efficient Fume Cupboards	16.25	
	Energy Efficient Growth Cabinets	10.80	
	Energy Efficient X-Ray Generator	10.00	
	Fume Cupboards - Auto Sash Closing + PIR	6.84	
	Fume Cupboards - VAV Controls + Inverter Drives	10.26	
	Heat Recovery on Extract System	10.83	
LED lighting	LED - new fitting	25.00	
	LED - same fitting	13.00	
Lighting controls	Lighting - discrete controls	8.89	
	Lighting control system centralised	10.26	
Motor controls	Fixed speed motor controls	11.40	
	Motors - flat belt drives	11.40	
	Variable speed drives	10.26	
Motor replacement	Motors - high efficiency	15.00	
Office equipment	Office equipment improvements for non-ICT	3.00	
Renewable energy	Small Hydropower	22.80	Use a separate line for each fuel type
	Solar PV	22.50	
	Solar Thermal	17.10	
Time switches	Time switches	6.84	
Transformers	Low loss	30.00	
	Low loss (cost difference)	30.00	
	Low loss+voltage management	30.00	
	Low loss+voltage management(cost difference)	30.00	
	Transformer tapping change	30.00	
Ventilation	Fans - air handling unit	23.75	
	Fans - high efficiency	14.25	
	Phase change material	23.75	
	Ultrasonic Humidifiers	7.22	
	Ventilation - distribution	30.00	
	Ventilation - presence controls	6.84	
Category 3			
Battery Storage	Battery in combination with renewable	N/A	
	Standalone Batteries	N/A	
	Upgrade uninterruptible power supply	N/A	
Electrical Infrastructure	Capacity Improvements	N/A	
	Electrical Distribution	N/A	
	Incoming Electricity Provision	N/A	
Metering	Flow Meters	N/A	
	Heat Meters	N/A	
	Metering Other	N/A	
	Metering Software	N/A	
Category 4			
Boilers	Boilers - control systems	6.84	
	Boilers - replacement combination	7.22	
	Boilers - replacement condensing	14.44	
	Boilers - replacement modular	10.83	
	Boilers - retrofit economiser	10.83	
Combined heat & power	CHP Private Wire Connection	30.00	
	Gas Turbine	11.40	
	Gas Engine CHP	15.20	
Heating	Oil to Gas - boiler fuel switching	7.92	Use a separate line for each fuel type

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