

**Please note:** The following guideline may be updated from time to time. **If there is a discrepancy between this guideline and the grant agreement, the terms of the grant agreement shall prevail.**

**The Quarterly Invoice Report template is the required form to be used by approved applicants (producers) with grant agreements in place who are in production and wish to invoice the Alberta Climate Change Office for support of eligible bioenergy production.**

**Submission of Quarterly Invoice Reports**

- Quarterly Invoice Reports are due by the last day of the month following the quarter to which the invoice pertains unless otherwise stated.
- The Alberta Climate Change Office requires a signed Quarterly Invoice Report in pdf (Adobe Acrobat) format.
- When submitting documents electronically, supporting documents should be submitted as separate documents from the invoice. Producers should submit the certificate of analysis as a separate document.
- Signed Quarterly Invoice Reports in excel file and pdf format should be submitted by email to [BPP@gov.ab.ca](mailto:BPP@gov.ab.ca).
- Email subject line and documents (Quarterly Invoice and supporting documents) must follow the following nomenclature:
  - [Grant Number]\_[Company Name]\_Quarterly\_Invoice\_[Current Month]\_[Year]\_[Document Name (if supporting document)]

**Invoicing and Quarterly Reporting Compliance and Consequences**

Requirements and potential consequences of non-compliance for late or deficient invoices are addressed in Sections 5 and 6 of the grant agreement.

Please refer to Sections 5 and 6 of the grant agreement for other invoice and reporting requirements. Section 5.11 makes some allowances for late or deficient invoicing and quarterly reporting.

If a reduction in the Period Grant occurs as a result of a late or deficient invoice, this will also count as a compliance incident under Section 5.10, which may contribute to grounds for termination under Section 6.1.

	Section on Form	Tips for Producers
<b>A.</b>	<b>General Information</b>	
	Period Covered	The Alberta government’s fiscal year starts in April and ends in March of the following year. Please identify the quarter based on the start month and end month, e.g.:  <b>Program Period 1:</b> <ul style="list-style-type: none"> <li>• Oct-17 to Dec-17 (means Quarter 1 of Program Period 1, October 1 through December 31, 2017)</li> </ul>

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		<ul style="list-style-type: none"> <li>• Jan-18 to Mar-18 (means Quarter 2 of Program Period 1, January 1 through March 31, 2018)</li> </ul> <p><b>Program Period 2:</b></p> <ul style="list-style-type: none"> <li>• Apr-18 to Jun-18 (means Quarter 1 of Program Period 2: April 1 through June 30, 2018)</li> <li>• Jul-18 to Sep-18 (means Quarter 2 of Program Period 2: July 1 through September 30, 2018)</li> <li>• Oct-18 to Dec-18 (means Quarter 3 of Program Period 2: October 1 through December 31, 2018)</li> <li>• Jan-19 to Mar-19 (means Quarter 4 of Program Period 2: January 1 through March 31, 2019)</li> </ul> <p><b>Program Period 3:</b></p> <ul style="list-style-type: none"> <li>• Apr-19 to Jun-19 (means Quarter 1 of Program Period 3: April 1 through June 30, 2019)</li> <li>• Jul-19 to Sep-19 (means Quarter 2 of Program Period 3: July 1 through September 30, 2019)</li> <li>• Oct-19 to Dec-19 (means Quarter 3 of Program Period 3: October 1 through December 31, 2019)</li> <li>• Jan-20 to Mar-20 (means Quarter 4 of Program Period 3: January 1 through March 31, 2020)</li> </ul>
	Company Name	Enter the company name (the “Applicant”) found on page 1 of the grant agreement
	Grant Number	The grant number is found on the upper right-hand corner of the fully executed grant agreement and in the cover letter that was sent with the fully executed agreement.
	Facility Location	Enter the name of the community (or closest community) stated in Section 1.1 of the grant agreement under “Facility”.
	Contact Person, Phone Number and Email	Please provide contact information for the person the Alberta Climate Change Office should contact if they have any questions about the submission or require additional information.
	Bioenergy Product	<p>Enter the product as identified in Schedule A of your grant agreement. This information is located in the first row of the table under the heading “Committed Production and Support”.</p> <p>Examples: first generation ethanol, electricity.</p>
<b>B. Quarterly Report</b>		
	Changes to the Owner or Operator	<p>Please indicate any changes in ownership of the facility or its operators (e.g., addition of a new company principal).</p> <p>Enter Not Applicable or N/A if no changes to report.</p>
	Changes to the Facility or its Operation	<p>Please describe any changes regarding the facility or its operations (e.g., facility expansion, equipment failures).</p> <p>Enter Not Applicable or N/A if no changes to report.</p>

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	Legal Issues	<p>Please indicate any new or unresolved legal issues potentially affecting the facility, bioenergy production or bioenergy product eligibility (e.g., charges under the <i>Environmental Protection and Enhancement Act</i>).</p> <p>Enter Not Applicable or N/A if no changes to report.</p>																										
	Market Related Issues	<p>Please describe any new, emerging or ongoing market-related issues affecting bioenergy production (e.g., cancellation of contracts, feedstock prices, market accessibility) that were not anticipated in production forecasts.</p> <p>Enter Not Applicable or N/A if no changes to report.</p>																										
<b>C.</b>	<b>Feedstock Use</b>	<p>Please indicate the type of feedstock (e.g., canola oil, animal fats, hog fuel) and the quantity used in the bioenergy production for the Eligible production listed in Section J.</p>																										
<b>D.</b>	<b>Production this Quarter</b>	<p>Please indicate whether you are invoicing for production this quarter.</p> <p>If Yes, complete the rest of the form, sign and submit.</p> <p>If No, skip to the bottom of the form, sign and submit.</p>																										
<b>E.</b>	<b>Committed Production</b>	<p>Select the Period (if not already provided in the template), enter the Committed Production and the Period Grant amount.</p> <p>The Period Grant is the amount stated in Schedule A of the grant agreement or amended grant agreement, or a reduced amount due to non-compliance (see Section 5.11 of the grant agreement).</p>																										
<b>F.</b>	<b>Past Eligible Production and Support</b>	<p>The purpose of this section is to confirm the following in the current program year (April 1 through March 31):</p> <ul style="list-style-type: none"> <li>the quantity of eligible production reported to date,</li> <li>the quantity supported, and</li> <li>the amount (in dollars) of support received.</li> </ul> <table border="1" data-bbox="540 1276 1498 1507"> <thead> <tr> <th rowspan="2"></th> <th rowspan="2">Past Eligible Production Reported</th> <th colspan="2">Past Eligible Production Supported</th> <th rowspan="2">Units</th> <th rowspan="2">Support Received \$</th> </tr> <tr> <th>Base Amount</th> <th>Over Base Amount</th> </tr> </thead> <tbody> <tr> <td><b>Q1</b></td> <td>26,131.77</td> <td>26,131.77</td> <td>0</td> <td>MWh</td> <td>\$1,567,906.32</td> </tr> <tr> <td><b>Q2</b></td> <td>21,571.19</td> <td>148.23</td> <td>21,422.96</td> <td>MWh</td> <td>\$373,083.98</td> </tr> <tr> <td><b>Q3</b></td> <td>31,784.61</td> <td>0</td> <td>31,784.61</td> <td>MWh</td> <td>\$540,338.29</td> </tr> </tbody> </table> <p>If production has been reported for a previous quarter but no payment of support has been received, enter the quantity of production reported; enter "0" under Past Production Supported and "\$0" under Support Received.</p> <p>The total values at the bottom of the table should update automatically.</p>		Past Eligible Production Reported	Past Eligible Production Supported		Units	Support Received \$	Base Amount	Over Base Amount	<b>Q1</b>	26,131.77	26,131.77	0	MWh	\$1,567,906.32	<b>Q2</b>	21,571.19	148.23	21,422.96	MWh	\$373,083.98	<b>Q3</b>	31,784.61	0	31,784.61	MWh	\$540,338.29
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<b>G.</b>	<b>Attachments to this Invoice</b>	<p>This section is intended to confirm the types of documents that are required and attached, including those required with the initial invoice.</p> <p><b>Supporting Documentation</b></p> <p>All submissions must include sales invoices, sales receipts or disposition documents to support the quantity of bioenergy production, as well as where it was sold (included</p>																										

	Section on Form	Tips for Producers
		<p>on the invoice).</p> <p>Include production and supporting documentation even if the period grant (or reduced period grant) has been fully utilized.</p> <p>If the quantity of production identified in supporting documentation is not equal to the amount stated on the invoice, receipt or disposition document, please include supporting documentation to show calculations and sources of all values. For example, for calculation of net eligible electricity, you may need to deduct parasitic load used to produce electricity.</p> <p><b>Third party verified lifecycle emission assessment</b></p> <p>This information is required with the initial invoice for any type of bioenergy production. After the initial invoice, this documentation is required with each period report.</p> <p>Guidance on the calculations needed to complete this attachment can be found in the Guideline Document – Lifecycle Assessment on the BPP webpage.</p> <p><b>Certificates of Analysis</b></p> <p>Certificate of analysis is required for liquid biofuels. Certificates of analysis are not required for Electricity.</p> <p>If a certificate of analysis is required, you may propose alternative documentation as an acceptable equivalent. You may submit this alternative documentation for consideration by the Alberta Climate Change Office (<a href="mailto:BPP@gov.ab.ca">BPP@gov.ab.ca</a>) in advance of submitting the invoice.</p> <p><b>Proof of Calibration</b></p> <p>Proof of calibration of the bioenergy output measurement system is required with the initial invoice. After the initial invoice, this documentation is submitted with the Period Report.</p> <p>Acceptable documents include:</p> <ul style="list-style-type: none"> <li>• a calibration certificate issued within the past 12 months, signed by an engineer; or</li> <li>• a receipt or letter confirming compliance with Measurement Canada</li> </ul> <p><b>Engineer’s sign-off on calculations</b></p> <p>This information is required with the initial invoice for heat or electricity production. After the initial invoice, this documentation is required with each Period Report.</p> <p>Calculations that are to be signed off by an engineer include:</p> <ul style="list-style-type: none"> <li>• Calculation of net eligible electricity</li> </ul>
H.	<b>Current Eligible Production Monthly Totals</b>	<p><b>Complete Table J before completing Table H.</b></p> <p>The Production Quantity for each month is the sum of “Quantity of Production” in Table J for all sales and dispositions in that month.</p>
J.	<b>Current Eligible Production</b>	<p>Use this section to identify production being invoiced for the quarter. Note that production must meet all standards and requirements as laid out in Schedule A of the Grant Agreement in order to be eligible.</p>

	Section on Form	Tips for Producers
		<p><b>Date</b></p> <p>Use the date of sale or disposition as shown on supporting documentation. The date must fall within the quarter to which the invoice pertains.</p> <ul style="list-style-type: none"> <li>• Please use the two digit day-month-year format.</li> </ul> <p><b>Sold to / Disposition</b></p> <p>Identify the buyer on the sales invoice or receipt, or identify as “Consumed on site”.</p> <p><b>Invoice or Tracking Number</b></p> <p>Each quantity of production listed should have a unique identifier for the sales transaction, invoice or production unit. This should be clearly identified on the supporting documentation.</p> <p><b>Quantity of Production</b></p> <p>Enter all production that you believe to be eligible from this quarter even if the period grant (or reduced period grant) has been fully utilized.</p> <p>Ensure that the quantity of production corresponds to the unit of measure (e.g. kilowatt hours, Megawatt hours).</p> <p>The minimum number of decimal places for each measurement unit is as follows:</p> <ul style="list-style-type: none"> <li>• Kilowatt hours (kWh): one decimal place, e.g. 10.3 kWh</li> <li>• Megawatt hours (MWh): four decimal places, e.g. 0.0103 MWh</li> <li>• Litres (L): one decimal place, e.g. 1,000,000.1 L</li> </ul> <p><b>Credit Rate</b></p> <p>Please ensure that the credit rate is expressed in the correct order of magnitude relative to the unit of measure.</p> <p>For example, if you report electricity generation from biomass-combustion in MWh, then the credit rate would be \$60.00 per MWh, as opposed to \$0.06 per kWh.</p> <p><b>Units</b></p> <p>Please ensure you enter the correct unit of measure (e.g., kWh, not kW).</p> <p><b>Potential Payable</b></p> <p>Amounts in this column should calculate automatically, e.g.,:</p> $((\text{Quantity of Production Base} \times \text{Credit Rate}) + (\text{Quantity of Production Over Base} \times \text{Credit Rate}))$ <p>The total potential payable amount is the sum of the payable amount for each unit of production.</p> <p>The approved amount payable may be less than the potential amount payable. If production exceeds the Period Committed Production, continue to invoice for production. This information is used by the Alberta Climate Change Office to track the quantity of eligible production that did not receive any support.</p> <p><b>Certificates of Analysis</b></p>

	<b>Section on Form</b>	<b>Tips for Producers</b>
		<p>This column does not apply to electricity</p> <p>If applicable:</p> <ul style="list-style-type: none"> <li>• attach each certificate of analysis as a separate document if submitting electronically;</li> <li>• enter the full unique identifier provided on the certificate of analysis;</li> <li>• each unit of production (line item) identified should have only one certificate of analysis, but you may reference and attach more than one certificate of analysis; and</li> <li>• if you provide a reference number for a certificate of analysis that was submitted with a previous invoice you are not required to submit another copy of this document.</li> </ul>
	<b>Signature</b>	<p>The invoice should be signed by an individual in the capacity of one of the following:</p> <ul style="list-style-type: none"> <li>• the company representative who signed the grant agreement;</li> <li>• the individual identified in Section 9 of the grant agreement for communication purposes;</li> <li>• the designate identified in the original application, or;</li> <li>• an executive officer of the producer company (the Applicant) such as the Chief Executive Officer or Chief Financial Officer, or;</li> <li>• the President or Vice-President of the producer company, or,</li> <li>• an individual designated (temporarily or indefinitely) in writing by one of the above individuals or positions to sign the quarterly report on behalf of the applicant.</li> </ul> <p>Please ensure to include the date, a printed name and the position title for the individual signing the invoice.</p>
	<b>Comments</b>	Please use this space for any comments or questions.