

Invoice and Reporting Guidelines

Version 2.0

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Alberta 

Site Rehabilitation Program Invoice and Reporting Guidelines

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Document Version Register

Version	Version Date	Description of Major Changes
1.0	August 27, 2020	First published version.
2.0	November 6, 2020	<p>Amendments:</p> <ul style="list-style-type: none"> • Clarified when an interim payment request can be made and the invoice amount required to support the request. • Clarified that SRP funding will not cover the GST on an invoice. • Added guidance on what documentation prime contractors can submit as evidence that their sub-contractors have been paid. • Added further guidance on ineligible and eligible costs. • Added further guidance on submission ID numbers and how to submit a final payment request for SRP funded work when the AER does not require a submission ID. • Added an example “Progressive Reclamation Declaration Final Invoice Form” in Appendix C. • Add further guidance on how to report “Section F: Project Data” for both interim and final payment requests. • Included a glossary of statuses an applicant sees in ETS throughout the application workflow in Appendix D.

Site Rehabilitation Program

Contractors who have been approved for an SRP grant must submit invoicing and payment requests to receive their interim and final grant payments. These Invoice and Reporting Guidelines explain the details of submitting payment requests using the online SRP application site – known as the Electronic Transfer System (ETS).

- You can only submit **one** interim and **one** final payment request for each grant, so please ensure that all related work is complete and documentation ready when you make these requests.

Invoice and Reporting Overview

You will need the following to fill out the online forms and submit a payment request:

- a copy of the invoice from your company to the Licensee for the work completed.
 - the invoice must be verified and signed by the Licensee. Electronic signatures are acceptable.
 - the invoice must not include ineligible costs such as:
 - administration fees, commissions and marketing expenses
 - costs of work to prepare for contract bids, grant applications or contracts
 - similar costs not directly incurred in relation to eligible closure activities
 - overhead-related expenses such as cell phone charges, vehicle purchase payments, insurance payments, etc.
 - the invoice may include eligible costs such as:
 - materials and supplies for the work
 - wages
 - equipment rentals
 - laboratory analyses
 - project management and supervision costs
 - costs to prepare required reports for the Alberta Energy Regulator (AER)

- costs to prepare reclamation or remediation certificate applications
 - lease or rental payments for vehicles
- your grant agreement for reference

For interim invoice reports, keep in mind:

- You can only make an interim payment request up to the Interim Invoice Grant Payment amount listed in your grant agreement (Table 1, Schedule A) in ETS. However, the total amount included on your invoice (which you will upload as a single PDF to ETS) will be for the work completed to date through both the initial grant payment you received, and the interim payment you are requesting. In other words, the total invoice amount provides evidence of all work completed to date, and must be equal to or greater than the initial grant payment and the amount of your interim grant payment request.

For final invoice reports, you will need:

- submission ID numbers from AER's OneStop system when a major closure milestone is achieved such as:
 - downhole abandonment
 - surface abandonment
 - phase 1 ESA – report uploaded
 - phase 2 ESA – report uploaded
 - remediation – report uploaded
 - reclamation certificate application – application submitted
- To get these submission ID numbers, the Licensee, or their agent, must enter any reports for completed work into AER's OneStop tool for each stage of closure work. See: <https://www1.aer.ca/onestop/>
- At this time, you cannot upload reports to AER's OneStop for progressive reclamation or certain abandonment work (steps in the abandonment process preceding downhole and surface abandonment), so a submission ID is not available for final invoicing. Instead:
 - Contractors must upload a Progressive Reclamation Declaration Final Invoice Form, outlining the work completed as part of their SRP contract, along with final

invoicing information, in order for the final grant payment to be processed. See sections F and H under [Final Payment Request](#) for further instructions on how to submit the form as part of a final payment request.

- For abandonment work that does not require an AER submission ID (steps in the abandonment process preceding downhole and surface abandonment), enter the number “99999999” into ETS. See sections F and H under [Final Payment Request](#) for further guidance.
- Abandonment, remediation, and reclamation work activities conducted under an SRP agreement are not GST exempt. However, GST is not eligible for SRP grant funding. For this reason, SRP funding will not cover the GST on an invoice from the Contractor to the Licensee. Do not include GST as part of the total amount requested for your interim and final grant payment requests. Contractors will not receive grant funding to cover GST.
 - Applicants and their customers are encouraged to seek advice from their tax advisors about their respective GST obligations, and any other tax obligations under their oil field service contracts.
- Prime contractors must provide sufficient evidence that their sub-contractors have been paid in full when submitting invoicing for interim and final grant payment:
 - Identify each sub-contractor and the amount paid to them
 - Include either a copy of the cheque or the email confirming the electronic transfer sent to the sub-contractor as proof of payment, and attach it as part of the invoice as one PDF file.
- Incorrect or untruthful declarations may result in the Licensee’s sites no longer being eligible for grants under the SRP. The existing regulatory requirements under the [Professional Sign-Off Policy](#) and AER Rules/Directives regarding professional sign-off on remediation and reclamation work apply irrespective of any grants issued under the SRP.
- A glossary of the application statuses an applicant sees in ETS throughout the application workflow is included in [Appendix D](#).

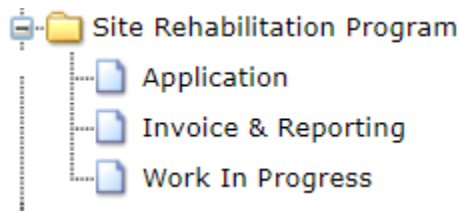
How to Make a Payment Request

- Use your existing [Electronic Transfer System](#) (ETS) Site Rehabilitation Program user account to log in to ETS and make a payment request for a particular application.

- Your interim payment request must be reviewed and approved by the Department before you can submit a final payment request for the same grant.

You can only submit **one** interim and **one** final payment request for each grant – ETS will not accept multiple payment requests for either interim or final payments. Make sure you have all required documentation to make a full interim or final payment request before submitting.

- Once you’ve logged in, click on the “Invoice & Reporting” node under the Site Rehabilitation Program folder to submit your payment request.



Interim Payment Request

- Scroll through the pre-populated list of your grant applications or enter the grant application number for which you would like to request interim payment (Figure 1).

Figure 1

Applications Interim & Final Invoice Reporting					
Request #	Status	Application Date	Period	Interim Payment Request	Final Payment Request
133024	Client Interim Report	30-06-2020 04:04 PM	Period 1	View	-

Showing 1 to 1 of 1 rows

- Under column five (Interim Payment Request) click on “View” to fill out the Interim Invoice and Reporting Form. A sample is attached in [Appendix A](#) for your reference.

Interim Invoice and Reporting Form

- **Sections A to D** will be pre-populated with information from the application’s grant agreement – the application reference number, project description, grant funding

summary, and applicable grant application period. The “First Grant Payment” in Section C: Grant Summary is pre-populated from the Department’s payment information.

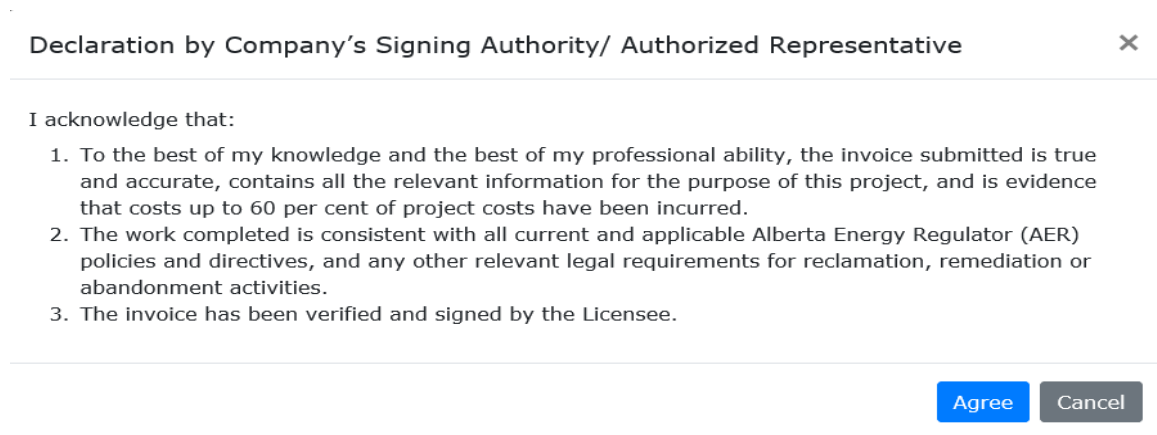
- Fill out **Section E: Payment Requested** – the interim grant payment you are requesting. NOTE: You can only request up to the maximum amount of the interim instalment payment identified in **Section C: Grant Summary**. You cannot request more – doing so will generate an error message and you will not be able to submit the payment request.
 - The amount entered in **Payment Requested** must be supported by an invoice amount for the work completed that includes the initial payment amount. The invoice amount must be equal to or greater than the initial payment amount received plus the interim payment amount requested.
- Fill out all the fields in **Section F: Project Data**. Some are mandatory; some may not be applicable to your project.
 - The following are mandatory fields and must be filled in:
 - Number of hours of work generated since the start of the project or job for which you are invoicing.
 - Number of employees or sub-contractors that reside in the municipality or county where the work is located. **Fill this in, even if the number is zero.**
 - The remaining fields must be filled in if they are applicable to your project – even if the number is zero for now. If they are not applicable to your project, click “Not Applicable”.
 - If your project is underway but not complete (for example, work is 70 per cent complete), you must enter zero in the fields above, but you have the option to enter more information about the project status in the optional “Other” field.
- In **Section G: Attachments**, upload your company’s invoice to the Licensee – verified and signed by the Licensee – as one PDF file.

You can only upload **one** PDF file to ETS for each payment request. Make sure to combine all documents into one PDF before you upload to ETS.

If you upload a second PDF file, the first will be deleted and replaced.

- Once you are done, you can either click “Save” or “Submit” at the bottom of the form.
 - Click “Save” if you want to save your work in order to make changes later, before submitting.
 - If you are ready to submit, click “Submit” and a pop-up Declaration box will appear for the authorization of the Company’s Signing Authority / Authorized Representative (Figure 2).
 - Item 2 in the pop-up box indicates that the invoice submitted should provide evidence that “costs up to 60 per cent of project costs have been incurred”. This wording will be updated to reflect that the invoice must show evidence that the total project costs to date, including the initial payment received, have been incurred.
 - Click “Agree” once you have reviewed the Declaration, and your interim payment request will be submitted.
 - Click “Cancel” to return to the Interim Invoice.

Figure 2 Interim Invoice and Reporting Form Declaration



Final Payment Request

- Scroll through the pre-populated list of your grant applications or enter the grant application number for which you would like to request final payment.

- Under column six (Final Payment Request) click on “View” to fill out the Final Invoice and Reporting Form. A sample is attached in [Appendix B](#) for your reference.

Final Invoice and Reporting Form

- **Sections A to D** will be pre-populated with information from the application’s grant agreement – the application reference number, project description, grant funding summary, and applicable grant application period. The “First Grant Payment” and “Interim Grant Payment” in Section C: Grant Summary are pre-populated from the Department’s payment information.
- Fill out **Section E: Payment Requested** – the final grant payment you are requesting. NOTE: You can only request up to the “Final Grant Payment Available” identified in **Section C: Grant Summary**. You cannot request more – doing so will generate an error message and you will not be able to submit the payment request.
- In **Section F: Activity Completion Report**, you will see that all the infrastructure IDs and activities associated with the application are auto-populated. You must update the status of each infrastructure ID by clicking on the white dot at the far left of the table and then clicking “Update Well Progress” (Figure 3).

Figure 3 Activity Completion Report Example

F. Activity Completion Report

	Well ID	Activity	Complete	OneStop’s Submission ID	Title of Report Uploaded to OneStop
<input type="radio"/>	00/01-07-022-26W4/00	abandonment	<input type="checkbox"/>		
<input type="radio"/>	00/01-07-022-26W5/00	reclamation	<input type="checkbox"/>		

Showing 1 to 2 of 2 rows

In order to submit a final payment request, **all work for the application must be complete**. Keep in mind that you can only submit **one** final payment request.

- Once you click “Update Well progress, an “Update Well Activity Completion” pop up box will appear (Figure 4).

Figure 4 Activity Completion Pop-Up Box Example

Update Well Activity Completion ×

Well ID: 00/01-07-022-26W4/00 **Activity:** abandonment

Complete

OneStop's Submission ID

Title of Report Uploaded to OneStop

Close Update Well

- Click “Complete” and enter the Submission ID received from [OneStop](#) and the corresponding title of the report you uploaded to OneStop. You will need to complete these steps for each infrastructure ID that is part of your application.
 - Enter the number “99999999” for abandonment work that does not require an AER submission ID (steps in the abandonment process preceding downhole and surface abandonment).
 - For reclamation work, OneStop submission IDs are generated only when reclamation certificate applications are submitted. For other types of reclamation work, fill out the Progressive Reclamation Declaration for Final Invoice form. For progressive reclamation work enter the report title in the pop up box, and if the work is complete, click “Complete”. At the bottom of the Final Invoice and Reporting form, a link to download the Progressive Reclamation form will be generated (Figure 5). A sample of the form is attached in [Appendix C](#) for your reference.

Figure 5 Generating and Filling Out the Progressive Reclamation Document

[Click here to GENERATE Progressive Reclamation document.](#)

Final Invoice Declaration Form, Progressive Reclamation Work Conducted under the SRP: complete the form and upload only one pdf file.

Browse

- In the Progressive Reclamation form, provide a brief description of the work that was completed with grant funding, and include the Licensee's signature and your company's authorized representative signature.

- Fill out all the fields in **Section G: Project Data**. Some are mandatory; some may not be applicable to your project.
 - The following fields are mandatory and must be filled in:
 - Number of total hours of work generated for the entire project or job.
 - Number of employees or sub-contractors that reside in the municipality or county where the work is located – **fill this in, even if the number is zero**.
 - The remaining fields must be filled in if they are applicable to your project. If they are not applicable to your project, click “Not Applicable”.
 - Number of Well Abandonments Completed – well abandonment completed including cut and cap and regulatory submissions
 - Number of Pipeline Abandonments Completed – pipeline abandonment completed including regulatory submissions
 - Number of Phase 1 ESAs Completed – sites that were assessed for the potential for contamination with a report uploaded to OneStop
 - Number of Phase 2 ESAs Completed – sites that were sampled for soil and/or groundwater contamination with a report uploaded to OneStop
 - Number of Sites With Remediation Completed – sites that were contaminated and have been remediated with a report uploaded to OneStop
 - Number of Sites With Reclamation Completed – sites that have completed the reclamation process but may not be ready for reclamation certification (ready for a Detailed Site Assessment)
- In **Section H: Attachments**, upload your company’s invoice to the Licensee – verified and signed by the Licensee – as one PDF file.

You can only upload **one** PDF file to ETS for each payment request. Make sure to combine all documents into one PDF before you upload to ETS.

If you upload a second PDF file, the first will be deleted and replaced.

- If a Progressive Reclamation form was generated, upload the completed form in the area indicated on the Final Invoice and Reporting Form (Figure 6).

Figure 6 Uploading the Completed Progressive Reclamation PDF Document

H. Attachments

Contractor's Invoice to Licensee:
Upload only one pdf file for the eligible site rehabilitation work completed. This invoice must be verified and signed by the Licensee.

Choose file

[Click here to **DOWNLOAD** Progressive Reclamation PDF document.](#)

Final Invoice Declaration Form, Progressive Reclamation Work Conducted under the SRP:
complete the form and upload only one pdf file.

Choose file

- Once you are done, you can either click “Save” or “Submit” at the bottom of the form.
 - Click “Save” if you want to save your work in order to make changes later, before submitting.
 - If you are ready to submit, click “Submit” and a pop-up Declaration box will appear for the authorization of the Company’s Signing Authority / Authorized Representative (Figure 7).
 - Click “Agree” once you have reviewed the Declaration, and your final payment request will be submitted.
 - Click “Cancel” to return to the Final Invoice and Reporting Form.

Figure 7 Final Invoice and Reporting Form Declaration

Declaration by Company's Signing Authority/ Authorized Representative

I acknowledge that:

1. To the best of my knowledge and the best of my professional ability, the invoice submitted is true and accurate, contains all the relevant information for the purpose of this project, and is evidence that costs up to Final Grant Payment Available have been incurred.
2. The work completed is consistent with all current and applicable Alberta Energy Regulator (AER) policies and directives, and any other relevant legal requirements for reclamation, remediation or abandonment activities.
3. The invoice has been verified and signed by the Licensee.
4. The work completed and associated reports for each work activity at each site have been entered into the AER's OneStop system. Note: Progressive reclamation work cannot be entered into OneStop.

Appendix A

Interim Invoice and Reporting Form (# 1234567)

Authorized Representative Name:

A. Site Rehabilitation Program's Application Reference Number: 1234567

B. Project Description

The Contractor will perform all the work activities as set out in a contract between **QZ2 Consulting Ltd.** and **XYZ Energy** on **10-07-2020 12:00 AM**, submitted as part of SRP application reference number 1234567 .

C. Grant Summary

Schedule A Table 1: Grant Payment Instalments

First Grant Payment	Interim Invoice Grant Payment	Final Grant Payment	Total Approved Grant
\$3,000.00	\$15,000.00	\$12,000.00	\$30,000.00

D. Period

E. Payment Requested

Interim Invoice Grant Payment Requested

12000.00

F. Project Data

Number of Hours of Work Generated

10

Number of Employees or Sub-Contractors That Reside In The Municipality or County Where The Work Is Located

1

Number of Well Abandonments Completed

NA

Not Applicable

Number of Pipeline Abandonments Completed

NA

Not Applicable

Number of Phase 1 ESAs Completed

NA

Not Applicable

Number of Phase 2 ESAs Completed

NA

Not Applicable

Number of Sites With Remediation Completed

NA

Not Applicable

Number of Sites with Reclamation Completed

NA

Not Applicable

Other (If not listed above)

G. Attachments

Contractor's Invoice to Licensee

Upload only 1 pdf file for the eligible site rehabilitation work completed. This invoice must be verified and signed by the Licensee.

Choose file

Browse

[Click here to view Invoice Document](#)

Save Submit

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Appendix B

Final Invoice and Reporting Form (# 1234567)

Authorized Representative Name:

A. Site Rehabilitation Program's Application Reference Number: 1234567

B. Project Description

The Contractor will perform all the work activities as set out in a contract between **QZ2 Consulting Ltd.** and **XYZ Energy** on **10-07-2020 12:00 AM**, submitted as part of SRP application reference number 1234567.

C. Grant Summary

Schedule A Table 1: Grant Payment Instalments

First Grant Payment	Interim Invoice Grant Payment	Final Grant Payment	Total Approved Grant
\$3,000.00	\$12,000.00	\$12,000.00	\$30,000.00
Final Grant Payment Available			
\$15,000.00			

D. Period

Period 1

E. Payment Requested

Final Invoice Grant Payment Requested

15000.00

F. Activity Completion Report

⤴

Search

	Well ID	Activity	Complete	OneStop's Submission ID	Title of Report Uploaded to OneStop
<input checked="" type="radio"/>	00/01-07-022-26W4/00	abandonment	<input checked="" type="checkbox"/>	12345678	Report Title
<input type="radio"/>	00/01-07-022-26W5/00	reclamation	<input type="checkbox"/>		

Showing 1 to 2 of 2 rows

Update Well Progress

Search

	Pipeline ID	Activity	Complete	OneStop's Submission ID	Title of Report Uploaded to OneStop
No matching records found					

Update Pipeline Progress

Search

	Facility ID	Activity	Complete	OneStop's Submission ID	Title of Report Uploaded to OneStop
No matching records found					

Update Facility Progress

G. Project Data

Number of Hours of Work Generated

Number of Employees or Sub-Contractors That Reside In The Municipality or County Where The Work Is Located

Number of Well Abandonments Completed

 Not Applicable

Number of Pipeline Abandonments Completed

 Not Applicable

Number of Phase 1 ESAs Completed

 Not Applicable

Number of Phase 2 ESAs Completed

 Not Applicable

Number of Sites With Remediation Completed

 Not Applicable

Number of Sites with Reclamation Completed

 Not Applicable

Other (If not listed above)

H. Attachments

Contractor's Invoice to Licensee

Upload only 1 pdf file for the eligible site rehabilitation work completed. This invoice must be verified and signed by the Licensee.

[Click here to view Invoice Document](#)

Appendix C



Final Invoice Declaration Form

Progressive Reclamation Work Conducted Under the Site Rehabilitation Program

A. Contractor Information: 126 ALBERTA INC.

B. Application Reference Number: R133571

C. Description of Work Completed:

Infrastructure (Facility ID): F-0001

Description of work completed:

D. Licensee's Acknowledgement: (The applicant must provide Licensee's acknowledgement.)

As the Licensee, I verify that the description of work in section "C" is accurate and complete.

Licensee Name: XYZ ENERGY

Licensee BA ID: AABB

Date: _____

Signature: _____

E. Contractor's Declaration:

As the Contractor's Authorized Representative, I declare that the description of work in section "C" is accurate and complete.

Company Name: 126 ALBERTA INC.

First Name: _____

Last Name: _____

Date: _____

Signature: _____

*** End of Report ***

Appendix D

ETS Application Status Glossary	
Status	Description
Work In Progress	The applicant is creating the application and has not submitted it to the Department.
Complete	An application has been submitted to the Department for review.
Client Withdrawn	The applicant has withdrawn the application after it is submitted. Functionality is available prior to the Department reviewing the application.
Declined	The application review is complete and the application has been declined by the Department.
Client Approval	The application review is complete and the Department has approved the application. The applicant is notified that the grant agreement is available for download, review and signature.
Client Approved	The applicant has signed the grant agreement and uploaded it for further processing.
Client Declined	The applicant has declined the grant agreement.
Client Cancelled	The applicant has requested that the grant agreement be terminated.
Cancelled Agreement	The Department has approved the applicant's request and the grant agreement is terminated.
Approved	The Province has signed the grant agreement.

ETS Application Status Glossary	
Status	Description
Client Interim Report	The application is ready for the applicant to complete and submit their Interim Invoice and Reporting Form.
Client Interim Report Review	The Interim Invoice and Reporting Form submitted by the applicant is being reviewed by the Department.
Client Final Report	The application is ready for the applicant to complete and submit their Final Invoice and Reporting Form.
Client Final Report Review	The Final Invoice and Reporting Form submitted by the applicant is being reviewed by the Department.
Final Application Summary Report	A final application summary report is sent by email to the applicant 35 business days after the final payment request has been approved. This report summarizes payment amounts and dates when the payment was approved.