

**GRANT APPLICATION – GUIDELINES FOR COMPLETION**

<p><b>Purpose</b></p>	<p>This grant application is inviting applicants to submit proposals for <b>further development and delivery</b> of the Baseline and Reduction Opportunity (BRO) Assessment Program. All applications will be evaluated in a consistent and merit-based competitive process.</p> <p>Desired parameters of the BRO Assessment Program are outlined below. Total funding available for both program administration and delivery through this grant process is up to \$10 million (\$CAD), subject to the discretion of Alberta Environment and Parks and the availability of funds.</p>
<p><b>Eligibility</b></p>	<p>Grant applications will be accepted from organizations that meet the evaluation criteria detailed below.</p>
<p><b>BRO Assessment Program Description</b></p>	<p><b>Program Purpose:</b> The BRO Assessment Program aims to enable small and medium sized conventional oil and gas operators to obtain a detailed inventory of methane emitting equipment, identify and quantify methane emission sources on-site, and determine projects needed to comply with the provincial methane requirements and cost-effective project opportunities that go beyond provincial reduction requirements.</p> <p>The BRO Assessment program will provide small and medium sized conventional producers with the information and data to support project evaluation and enable participation in available provincial and federal initiatives to incent methane emission reduction projects.</p> <p><b>Program Launch:</b> Applicants will be evaluated on their proposed date for the BRO Assessment Program launch to industry (i.e. completion of program design and having support systems in place). Alberta Environment and Parks prefers program launch to occur in early November 2020. Proposed program launch dates after 12:01 pm MST December 1, 2020 will not be accepted.</p> <p><b>Program Eligibility:</b> Eligible applicants for the BRO Assessment Program include operators/facilities within Alberta’s conventional oil and gas sector that meet the following criteria:</p> <ul style="list-style-type: none"> <li>• Operators must produce fewer than 60,000 barrels oil equivalent per day (boepd), according to data reported in Petrinex for 2019;</li> <li>• Facilities must be subject to Section 8 requirements set out under Alberta Energy Regulator (AER) <a href="#">Directive 60</a>;</li> <li>• Operator organizations must not be in a state of insolvency, arears, or undergoing, or intending to enter, a sale of business contract involving the facility in which funding is being requested; and</li> <li>• Operator organization must have good standing in taxes and other regulatory obligations will be verified across government ministries.</li> </ul> <p><b>Program Scope:</b> The BRO Assessment Program must include the following:</p> <p><u>Facility Assessments:</u> The BRO Assessment program will assist oil and gas operators in compiling a detailed quantified inventory of their emissions from vents, leaks, incomplete combustion/flaring/incinerating and natural gas consuming/processing equipment at their facilities. The BRO assessments should include, but are not limited to the following:</p> <ul style="list-style-type: none"> <li>• Perform detailed site device/equipment inventory (including complete identification/quantification of fugitive emissions, device/equipment make/model #, and vent rates) for a site/facility.</li> <li>• Establish vent/fugitive emission rates through approach specified in Directive 060 and in AER Manual 015.</li> <li>• Where gas gathering projects installations to support vent to combustion or vent to conservation is appropriate, perform an extended flow and gas composition analysis, measuring flow rate over a set period of time dependent on equipment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide recommendation(s) on the step(s) forward for potential projects to control emissions sources (i.e. Leak repair, equipment installation, etc.)</li> <li>• Provide a detailed report to facility owners following assessments including, but not limited to:             <ul style="list-style-type: none"> <li>○ Summary of facilities surveyed including a full equipment inventory (including but not limited to leaks, pneumatic devices, compressors, chemical injection pumps, tanks, separators, engines and dehydration units) per site/facility;</li> <li>○ Summary of inspection results;</li> <li>○ Summary of overall emissions per facility and breakdown their associated sources, with recommendation for potential projects to control emissions;</li> <li>○ Assessment of whether recommended project is needed to meet or will exceed the provincial regulatory requirements; and</li> <li>○ Summary of abatement costs of project options to control emission sources.</li> </ul> </li> </ul> <p>The successful delivery agent will be required to determine the current commercial rates/costs of the proposed scope of the facility assessments, as well as what level of financial support is needed to incent industry participation in the program.</p> <p>Applicants may choose to deliver the facility assessments with in-house resources or act as the organizer and administrator of the program and subcontract facility assessments to a qualified alternate party. When resources are subcontracted, applicants will be evaluated on their ability to ensure funding recipients (i.e. operators/facilities) or subcontracted parties, whichever is appropriate, receive payment within 60 days of completion of services. The successful delivery agent will be required to determine how to streamline reimbursements to operators, if applicable.</p> <p><u>Data Management Tool:</u>          The BRO Assessment program will require a data management tool that enables robust tracking of information gathered through facility assessments (inventory of methane emitting devices, device/equipment flow rates, and emissions reduction project opportunities) at oil and gas sites. Data collected and categorized in the tool must be available to the energy companies whose sites were surveyed. Further the tool must provide access to subsets of the data collected to provincial and federal regulators and governments, significantly reducing costs associated with duplicate data reporting to these regulators. Applicants may choose to leverage an existing software tool or develop a new software tool with in-house resources provided the tool is operational for the program launch. If applicants choose to leverage an existing tool, proposals must provide details on the ownership structure of the tool (i.e. partnership, licencing, etc.).</p>
<p><b>Application Process</b></p>	<p>Applications shall include the following materials:</p> <ul style="list-style-type: none"> <li>• Completed grant application form;</li> <li>• Program proposal that includes:             <ul style="list-style-type: none"> <li>○ Details describing how the facility assessment will be funded and completed to ensure delivery of high-quality assessment for operations;</li> <li>○ Details describing how the data management tool will be developed or acquired and customized to meet program needs; and</li> <li>○ Detailed work plan that includes major tasks, resource allocations, milestones, deliverables, and start and end dates.</li> </ul> </li> <li>• Budget proposal that includes:             <ul style="list-style-type: none"> <li>○ Detailed proposal for a milestone-based grant payment schedule linked to program deliverables and timelines; and</li> <li>○ Detailed budget disaggregated by milestone indicating where funding will be directed, specifically identifying estimated administration and program costs (i.e. costs associated with delivery of facility assessments and the data management tool).</li> </ul> </li> <li>• Applicant resume that includes:             <ul style="list-style-type: none"> <li>○ Description of the applicant’s experience developing and implementing government or industry funded methane programs and/or initiatives;</li> <li>○ Description of the applicant’s experience relevant to the BRO Assessment Program scope; and</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Description of the applicant’s team of resources that will be used to develop and deliver the program. <ul style="list-style-type: none"> <li>▪ Resumes of each proposed resource’s education, work experience including duration (month/year), and</li> <li>▪ Brief description of any subcontracted resources (if applicable).</li> </ul> </li> <li>• Any additional information or documentation to support proposed project evaluation, see Application Evaluation section for relevant information.</li> </ul> <p><b>Applications must be received by 5:00 pm MDT on October 12, 2020. Applications received after this deadline will not be accepted. Applicants are encouraged to complete submissions well in advance of the deadline.</b> Applications will be notified of receipt of application by email within 7 days of submission.</p> <p><b>Incomplete or ineligible applications will not be accepted. Fields must not be left blank; operators must denote “N/A” to indicate no response. If a field is left blank, the application will be considered incomplete. Please include all supporting evidence in the application.</b></p> <p>Alberta Environment and Parks (AEP) may request clarification from applicants, but is under no obligation to do so. If AEP decides to request clarifications or additional supporting data from applicants, the ministry will ensure this process does not give any applicant an advantage over the others. In no event can this clarification result in an alteration of the total cost of the project or any substantive element of an application. Only clarifications that do not change the substance or total project cost of an application may be requested and accepted. A request for clarification and response must be submitted in writing. A clarification is acceptable only if it is an explanation of an existing aspect of the application that does not amount to a substantive revision or modification of the application. Applicants cannot update applications during a clarification process.</p> <p>During the submission process, applicants will have the opportunity to give AEP authorization to share submissions with other potential funding organizations, where applicable. Please note, AEP will only share applications for the purposes of exploring further funding opportunities. An applicant’s preference regarding whether to allow sharing of their application will not influence AEP’s assessment of the proposal.</p> <p>Applicants must provide AEP authorization to share submissions with other agencies supporting the evaluation of the submissions. Examples of agencies could include other government departments, the Alberta Energy Regulator, and/or, relevant industry associations. Please note, AEP will only share applications for evaluation purposes.</p> <p>Successful applicants will be contacted as soon as possible to enable the delivery agent to prepare for program launch.</p> <p><b>Please submit applications and questions to:</b> <a href="mailto:AEP.GHG@gov.ab.ca">AEP.GHG@gov.ab.ca</a></p>
<p><b>Application Evaluation</b></p>	<p>Applications will be reviewed and evaluated on the metrics and criteria described below, and must support the following key areas maintained by Alberta Environment and Parks. For full points, applicants must provide supporting evidence that clearly demonstrates how the applicant and/or the proposed program addresses each of the identified key areas.</p> <p><b>Applications will only be evaluated in the following key areas if they first pass both questions in the Relevant Applicant Experience (pass/fail) criteria:</b></p> <p><u>Relevant Applicant Experience:</u> <i>(Evaluated as Pass/Fail)</i></p> <ul style="list-style-type: none"> <li>• Does the applicant have project management experience delivering complex greenhouse gas emissions detection and/or reduction projects across multiple entities within the upstream oil and gas sector. (Minimum 1 example)</li> <li>• Does the applicant have experience utilizing a data management tool/system to track, analyze, and report on large and complex datasets? (Minimum 1 project)</li> </ul>

	<p><u>Program Scope – Facility Assessments:</u> (15% of Total Evaluation Score)</p> <ul style="list-style-type: none"> <li>• Does the proposed approach ensure high quality facility assessments (i.e. site device/equipment inventory, establishment of vent/fugitive flow rates, extended flow and gas composition analysis through credible approaches or quantification methodologies)?</li> <li>• Does the proposed approach enable application of recommended potential projects to control emissions sources to provincial or federal funding programs and/or offset systems?</li> </ul> <p><u>Program Scope – Data Management Tool</u> (10% of Total Evaluation Score)</p> <ul style="list-style-type: none"> <li>• Does the proposed approach ensure data collected through facility assessments at oil and gas sites is effectively managed to meet program requirements?</li> <li>• Does the ownership structure of the data management tool ensure data availability to the Alberta Energy Regulator (AER), Government of Alberta, and the Government of Canada, and others as appropriate, while maintaining operator/facility/site anonymity?</li> </ul> <p><u>Program Timeline</u> (10% of Total Evaluation Score)</p> <ul style="list-style-type: none"> <li>• Does the proposed launch date expedite program delivery to industry?</li> </ul> <p><u>Program Budget</u> (10% of Total Evaluation Score)</p> <ul style="list-style-type: none"> <li>• Does the proposed program budget maximize fund allocation to industry through low delivery/administrative costs?</li> <li>• Does the applicant propose a reliable process to enable payment to operators/subcontractors within 60 days of service for facility assessments?</li> </ul> <p><u>Applicant Resources</u> (30% of Total Evaluation Score)</p> <ul style="list-style-type: none"> <li>• Does the proposed applicant have resources to support successful program delivery?</li> <li>• Does the applicant have experience developing and implementing government or industry funded greenhouse gas emission reduction programs and/or initiatives?</li> <li>• Does the applicant have detailed knowledge of provincial methane regulations?</li> <li>• Does the applicant have detailed knowledge of provincial and federal funded methane emission reduction programs?</li> <li>• Does the applicant have technical knowledge of methane emissions reduction technologies available for the oil and gas sector?</li> </ul> <p><u>Job Creation and Economic Resilience:</u> (25% of Total Evaluation Score)</p> <ul style="list-style-type: none"> <li>• Does selection of this applicant support job creation/maintenance in Alberta?</li> <li>• Does the applicant propose an effectively mitigate strategy to reduce the risk that their delivery of the program creates an unfair commercial advantage to one, or more, private entity involved in the offset development market?</li> </ul>
<p><b>Successful Applicants</b></p>	<p>A grant request may be approved in whole or in part depending on the competitive application evaluation process and calibre of all received project applications. Government will notify successful applicants in writing and provide grant agreements for awarded funding.</p> <p>Grant agreements will outline grant payments and additional financial and legal provisions. Successful applicants will be required to submit progress and financial reports at regular intervals.</p>
<p><b>Freedom of Information</b></p>	<p>Personal information you provide to Alberta Environment &amp; Parks (AEP) for the Baseline and Reduction Opportunity (BRO) Assessment Program Application Form is collected under the authorization of Section 33(c) of the <i>Freedom of Information Protection of Privacy (FOIP) Act</i> and is managed in accordance with Part 2 of the FOIP Act. The personal information will be used by AEP to determine whether applicants are eligible to receive grant funding under the BRO Assessment Program. The personal information will not be used or disclosed for any other purpose than stated, without written consent or unless required to do so by law. Should you wish to have your personal information removed, corrected or have concerns pertaining to the BRO Assessment Program, please contact Heather Carmichael, Director, Strategic Climate Policy, AEP – Policy Division, Air and Climate Policy Branch, at: <a href="mailto:AEP.GHG@gov.ab.ca">AEP.GHG@gov.ab.ca</a> or (780) 644-3022.</p>



The application is hereby made to the Minister of the Environment and Parks (hereinafter called the "Minister") for a grant pursuant to the Baseline and Reduction Opportunity Assessment Program. Please attach a separate page if more information is required. All information is mandatory.

**1. ORGANIZATIONAL INFORMATION**

Organization/Individual(s) Name(s):		
Address: (Indicate Street No./P.O Box, City/Town or Others and Postal Code)		
Phone #	Fax #	E-mail

**Provide name of all Officers and Directors** (if additional space is required, please use attachment).

First Name		Last Name	
Position	Telephone #	Fax #	E-mail
First Name		Last Name	
Position	Telephone #	Fax #	E-mail
First Name		Last Name	
Position	Telephone #	Fax #	E-mail

**If organization is incorporated, please indicate the applicable act by checking one of the following and provide a copy of the incorporation documents if not previously provided:**

<input type="checkbox"/> Societies Act (Alberta) <input type="checkbox"/> Business Corporations Act (Alberta) <input type="checkbox"/> Other <input type="checkbox"/> Individual <input type="checkbox"/> Other (explain below)	Incorporation Number:
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**2. PROGRAM PROPOSAL SUMMARY**

In addition to the information provided below, applicants are required to provide a project proposal detailing how the BRO Assessment Program objectives (i.e. facility assessments, data management tool, etc.) will be met including program timelines, milestones, and deliverables. The program proposal should be submitted as an attachment to this application.

**Please provide a brief description of the design and implementation of the Baseline and Reduction Opportunities (BRO) Assessment Program.**

**Please provide a brief description of the data management tool to be used to meet needs and objectives outlined in the program description.**

**Proposed BRO Assessment Program launch date:**

**3. BUDGET PROPOSAL SUMMARY**

In addition to the information provided below, applicants are required to provide a budget proposal including a detailed breakdown of all BRO Assessment Program costs (i.e. program administration including applicable resource, data management tool development and maintenance, delivery of facility assessments, etc.). The budget proposal should be submitted as an attachment to this application.

**Total BRO Assessment Program Cost, \$CDN:**

**% of Total BRO Assessment Program Costs allocated to administration and implementation of the program by applicant:**

**% of Total BRO Assessment Program Costs allocated to delivery of facility assessments:**

**Please provide a brief description of the proposed grant payment schedule:**



**4. GRANT SUMMARY**

List by Grant Number, the amounts of previous grants paid to your organization by the Ministry of Environment and Parks or other Government of Alberta departments in the current and immediate past fiscal year (April 1 - March 31).

List by Grant Number, all unspent amounts from previous grants paid to your organization by the Ministry of Environment and Parks or other Government of Alberta departments.

**5. REQUIRED SUPPORTING DOCUMENTATION TO ATTACH TO APPLICATION**

- Program proposal;
- Budget proposal;
- Applicant resume; and
- Any additional information to support proposed project evaluation (see Application Evaluation section for relevant information). For full points, applicants must provide supporting evidence that clearly demonstrates how the project addresses each of the key areas.

**6. APPLICATION CONTACT INFORMATION**

Staff will contact this individual if pre-screening identifies additional application and/or project information is required.

First Name		Last Name	
Position	Telephone #	Fax #	E-mail

**10. DECLARATION OF AUTHENTICITY**

The information contained in this application is true, accurate, and complete to the best of my knowledge and belief, and I understand that any false statement made in the application may render it ineligible for Baseline Reduction and Opportunities Program delivery agent or may result in the termination of any grant issued based on the application. This includes that the organization is not in a state of insolvency, arrears, or undergoing, or intending to enter, a sale of business contract.

Date of Application:

Signature:

Name:

Position: