
Site rehabilitation program

Supplemental information and guidelines



Site Rehabilitation Program Supplemental Information and Guidelines – Application Period 6

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Document Version Register

Version	Version Date	Description of Major Changes
1.0	February 12, 2021	First published version.
1.1	March 19, 2021	<p>Amendments:</p> <ul style="list-style-type: none"> • Clarified that single well applications with attached multi-well contracts will be declined (page 9). • Provided an example related to the scope of work and costs for the work in the contract needing to match the details and amounts in the application (page 10). • Clarified that the specific scope of work and estimated costs for each sub-contractor must be detailed in the contract uploaded with the application, and provided an example (page 12).
2.0	June 14, 2021	<p>Amendments:</p> <ul style="list-style-type: none"> • Provided further information about the Indian Resource Council's role and facilitation services (page 7). • Clarified that Licensee's period 5 allocations are available as of April 30, 2021 for Contractor applications independent of the Department receiving period 6 allocation trackers (page 8). • Clarified the payment schedule percentages for Period 6 (page 14).
2.1	October 28, 2021	<ul style="list-style-type: none"> • Clarified that the grant amount requested in ETS must equal the allocation tracker information submitted by the First Nation or Metis Settlement (page 8 and 13).
2.2	January 6, 2022	<ul style="list-style-type: none"> • Updated the contact information for the SRP Indigenous Liaison (page 7).

Version	Version Date	Description of Major Changes
3.0	January 17, 2022	<ul style="list-style-type: none"> • Added that \$33.33 million in unused grant funding is available effective January 31, 2022 (page 4). • Clarified that an allocation balance will also be adjusted when a grant agreement is terminated (page 10). • Removed the sequencing requirements so planned work activities can be applied for at any time even if the preceding work activity is not complete (page 11). • Added guidance that applicants are encouraged to ensure that contracts with Licensees cover those costs for work done that exceeds the amount offered by an SRP grant and for any cost overruns (page 11).

Site Rehabilitation Program Guidelines

There are two sets of guidelines to read before you apply for a Site Rehabilitation Program (SRP) grant. The [SRP Program Guidelines](#) – which provide the overall rules and details of the SRP across all grant application periods – and the application period-specific Supplemental Guidelines – which provide the specific details and criteria of a particular application period. Both must be thoroughly reviewed to prepare a successful grant application. Always read the [SRP Program Guidelines](#) first, followed by the Supplemental Guidelines for the application period to which you are applying.

These Supplemental Guidelines explain the details of SRP grant application Period 6.

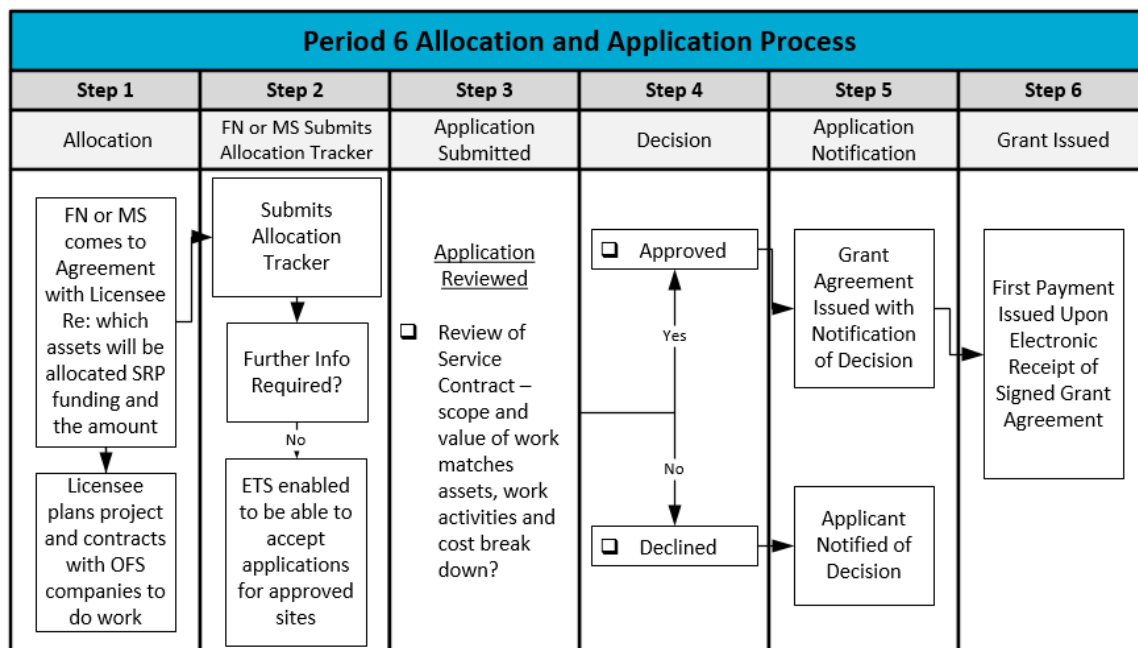
Period 6 Overview – First Nations and Metis Settlements Allocation

- SRP application Period 6 (with \$100 million in available grant funding) is open on February 12, 2021 to March 31, 2022, and allocates \$85 million in grant funding to First Nations, and \$15 million to Metis Settlements. An additional \$33.33 million in grant funding is available to First Nation communities effective January 31, 2022.
 - First Nations Allocations were developed in cooperation with the Alberta member First Nations of the Indian Resource Council working with the council's staff, and are distributed based on the number of eligible well licenses on each First Nations reserve, in proportion to the total number of eligible wells in all First Nations where eligible wells are located.
 - Metis Settlements Allocations were developed in cooperation with the Metis Settlements General Council office, and are distributed based on the number of eligible well licenses on each Settlement, in proportion to the total number of eligible well licenses on all Settlements.
 - Note that producing wells as at the date of data collection were not counted in this allocation methodology. Any wells that become eligible after the allocations were calculated can still be the subject of SRP applications as long as they are eligible for the particular grant period you are applying for. This includes period 6 if the well is held by a Licensee identified in an allocation, and is part of a First Nation's or Metis Settlement's allocation tracker.

- A list of First Nations and Metis Settlement allocations for Period 6 as well as the allocation amounts and eligible licensees are listed on <https://www.alberta.ca/site-rehabilitation-program-apply-for-a-grant.aspx>.
- Each First Nation and Metis Settlement will identify the sites and associated spending that will be eligible for site rehabilitation work using their allocation.
 - When an agreement is reached with a Licensee to complete closure work on a site using the allocation, the First Nation or Metis Settlement will enter this information on an allocation tracker.
 - Eligible closure work spending is for abandonment, Phase 1 environmental site assessments (ESAs), Phase 2 ESAs, remediation and reclamation work activities.
 - First Nations and Metis Settlements can pool their allocation to fund work on sites. If this is the case, Contractors will be required to submit two applications – one application for each First Nation and Metis Settlement and request the specific grant amount approved by each of them.
 - First Nations and Metis Settlements can choose to allocate their funds to a site that is located nearby off the First Nation reserve or Metis Settlement.
- First Nations, Metis Settlements, and Licensees cannot apply for funding. Contractors who are oil field service (OFS) companies can work with the First Nation and Metis Settlement and contract with the Licensees to do closure activities and apply for an SRP grant to do the work.
 - Projects are eligible for up to 50 per cent grant funding of the OFS/Licensee or OFS/WIP contract value. The Licensee/WIP is responsible for paying the remaining 50 per cent.
 - Grant funding will be increased up to 100 per cent of the OFS/Licensee or OFS/WIP contract value if the applicant qualifies for Indigenous business incentives – as set out in the [Indigenous Company Criteria](#) section below.
- Applicants will be able to identify as either an Indigenous company or as a prime contractor that is hiring Indigenous sub-contractors, as part of their grant application. The SRP criteria for being considered an Indigenous company is outlined in the [Indigenous Company Criteria](#) section below.

Allocation and Application Process

- An allocation will remain with the First Nation or Metis Settlement until March 31, 2022.
- Applications that are submitted first reduce the allocation leaving the remaining allocation balance for additional applications that are submitted later, as long as the allocation balance is sufficient.
- If the full approved grant amount for an application is not required, the unused funds are returned to the allocation after the final payment request is approved.
- Applications can be submitted until the allocation is fully utilized or March 31, 2022.



- Each First Nation and Metis Settlement will submit their allocation tracker to the Department.
 - The information will be checked to confirm the well IDs, facility licences and pipeline licences are valid.
 - This information will be uploaded to the online system and the allocation enabled in the [Electronic Transfer System](#) (ETS) to accept applications by Contractors.

Indian Resource Council's Facilitation Role

- For First Nations, the Indian Resource Council – or IRC – is providing facilitation services to Indigenous communities to help prepare allocation trackers. First Nations may still file allocation trackers directly with the Department, and IRC's support will provide important help for communities.
 - The IRC provides support to prepare, review and submit the allocation tracker with the First Nation. Working with each of the First Nation's representatives, IRC can provide additional support to complete the First Nation's allocation tracker, as well as recommendations for work activities, contract costs and project execution. The First Nation allocation trackers can be submitted to FNAP@irccanada.ca. Once a First Nation's Chief has approved the final allocation tracker and returns it to the IRC, the tracker will be submitted to the Department within one business day.
 - For general First Nations Site Rehabilitation Program questions and assistance, IRC has set up an email: FNSRP@irccanada.ca.
 - IRC may ask lead Contractors for program status, updates, costs, and Indigenous contentment throughout Period 6 in order to continue to demonstrate their support of First Nations. These metrics will be used and summarized to define the success of First Nations participation in Period 6.
 - The IRC may ask potential applicants that are prime or lead Contractors working with a First Nation to complete a Contractor Pre-Qualification Form. This ensures confidence for the First Nation that the prime or lead Contractor is able to complete the work; to identify any concerns early in the project planning phase; and to document the prime Contractor's capacity to complete the project safely and efficiently. This also assists the First Nation in their discussions with Licensees.
 - Please contact the SRP Indigenous Liaison for more information, at: candice.hergot@gov.ab.ca or phone 780-644-2529.

Applicant Eligibility to Access Licensee Allocations

- When a Licensee has wells on First Nations Reserves or on a Metis Settlement, or both, their period 5 allocation will not be available until the relevant First Nation or Metis

Settlement submits an allocation tracker under Period 6 to the Department. When a Licensee has wells on both, then one of each must be submitted for First Nations and Metis Settlements (see the following examples).

- Once an allocation tracker is submitted for a community, all the Licensees with wells in that community will have access to their period 5 allocations, regardless of whether they are listed on the allocation tracker.
- **Update:** As of April 30, 2021, all eligible Licensees have access to their Period 5 allocations.

Application Acceptance Criteria

General Details

- Multiple applications (applications from multiple contractors or multiple applications from one contractor) are allowed up to the maximum allocation amount per First Nation or Metis Settlement.

Starting in period 5, the scope of work in your OFS contract must match the assets and work activities in your SRP grant application. The closure work on each asset will be reviewed and compared to the following application details – infrastructure site ID, activity type and grant amount requested. If the scope of work and costs for the work activities in the contract do not match the details and amounts in the application, the application will be declined. Single well applications with attached multi-well contracts will also be declined.

- Contractors are required to request a grant amount for each work activity type by infrastructure site ID, and this amount needs to match the amount in the allocation tracker as well as the scope of work and costs in the OFS contract. Contractors should contact the Licensee if their estimates change and are different from the allocation tracker prior to submitting an application. This enables the Licensee to work with the First Nation/Metis Settlement to ensure the approved allocation tracker is updated, and will support the First Nation/Metis Settlement to maximize their allocated funding.
- SRP grant funding is approved specific to the scope of work and activity type on each site in the application. Schedule A of the SRP grant agreement details the amount approved per infrastructure site ID and activity type.

- The sum of the grant amount requested for all submitted applications cannot exceed the maximum approved allocation per First Nation or Metis Settlement. (A list of Period 6 First Nations and Metis Settlements, along with the allocations can be found on <https://www.alberta.ca/site-rehabilitation-program-apply-for-a-grant.aspx>.)
- An allocation balance will be adjusted at the following stages in the application workflow:
 - when an application is submitted to the Department,
 - when an application is withdrawn,
 - if an agreement is signed by both the Contractor and the Department for less than the requested amount,
 - when an application is declined upon application review,
 - if the grant agreement is declined by the Contractor,
 - when a grant agreement is terminated, and
 - if the final payment request is for less than the amount available as per Schedule A in the SRP grant agreement.
 - For this reason, if the remaining allocation balance is less than a particular grant request, you can only receive the remaining allocation. For example:
 - If the desired grant is for \$10,000, but the remaining allocation balance is \$5,000, the SRP application system will not allow you to enter a grant request amount of more than \$5,000.
 - If the application qualifies for 100 per cent grant funding of the contract value because Indigenous OFS contractors are working on the project, and the allocation balance remaining is \$7,597, the maximum grant requested cannot be greater than \$7,597, irrespective of the value of the contract, or percentage of grant funding identified.
 - If an allocation balance is \$10,000, and the application qualifies for 50 per cent grant funding of the contract value (i.e. government pays for half of the project and the Licensee/WIP pays for the other half), a contract amount of \$20,000 or less could be funded at the 50 per cent level. However, if the contract amount exceeds \$20,000 then the maximum grant application amount would still be \$10,000.

Application Submissions

- Licensees/WIPs must plan the required closure work for each site and ensure that the associated applications submitted by their Contractors are submitted and approved according to their project plans. Effective January 6, 2022, applications for the planned work activities can be submitted at any time even if the current work activity is not complete.
- A single application for all closure work on one inactive site – from abandonment to final remediation and reclamation – will be accepted effective January 6, 2022.
- Applicants are encouraged to ensure that contracts with Licensees cover those costs for work done that exceed the amount offered by an SRP grant and any cost overruns.

Work Activities

- Applications for the same work activity (i.e. remediation) at the same time by different Contractors will be accepted as long as the scope of work in each OFS contract is clearly distinguishable from the other work being done for that activity.
 - For example, one work activity may involve several sub-contractors who are receiving individual grants – such as line locators, equipment operators, and trucking firms. Each of these companies would have their own scope of work and would need to describe it clearly in their OFS contract.
- Conversely, a Prime Contractor may apply for all of the closure work required for one work activity on a site, however, they must identify their sub-contractors in the application, and;
 - the specific scope of work and estimated costs for each sub-contractor must be detailed in the contract used to apply to the program.
 - For example, a scope of work with downhole abandonment as the activity for a value of \$50,000 with four sub-contractors listed and no further details will be declined. Downhole abandonment should be broken down into the related sub-contractor activities and costs such as service rig, wireline, cementing etc.
- One application for the same work activity on multiple sites with the same Licensee Business Associate (BA) code is preferred over providing single well applications. However, it is important to keep in mind as part of your project planning, that you can only submit **one** interim and **one** final payment request for each grant.

- For example, a Licensee/WIP may contract with one Contractor to conduct abandonment activities at fifteen different sites.
- As noted in the [SRP Program Guidelines](#), the SRP does not fund work on active sites. As such, multi-well pads that have an operating well(s) are not eligible for grant funding. Remediation and reclamation work activities are eligible for grant funding if all wells on a multi-well pad have been abandoned prior to submitting an application.
- Identical work activities at the same site that have received grant funding in this or any previous application periods are not eligible for additional grants.

There are approximately 70,000 abandoned sites awaiting surface reclamation in Alberta.

Indigenous Company Criteria

Applicants can declare themselves as either an Indigenous company or as a prime contractor hiring Indigenous sub-contractors, when completing Period 6 applications. In order to be considered an Indigenous company/employer, for the purposes of the SRP, the following criteria must be met.

If the applicant is an OFS company, they must meet one of the four following criteria to be considered an Indigenous company under the SRP:

1. At least 50 per cent or more of the company is Indigenous-owned (sole proprietor, community-owned, or shareholders), and 50 per cent or more of the employees carrying out the work are Indigenous
2. At least 50 per cent or more of the company's board of directors or executive officers are Indigenous, and 50 per cent or more of the employees carrying out the work are Indigenous
3. The company is registered in [Indigenous Services Canada's Indigenous Business Directory](#). (Source: aadnc-aandc.gc.ca/eng)
4. The company is a [Certified Aboriginal Business](#) with the Canadian Council for Aboriginal Business. (Source: ccab.com/membership/certified-aboriginal-business-cab/)

If the applicant is a non-Indigenous prime contractor, they must meet the following criteria or criteria determined by the First Nation or Metis Settlement to be considered an Indigenous applicant:

- All (100 per cent) of the sub-contractors working on all of the sites in the application are Indigenous, as described above.

These criteria were developed with the SRP Indigenous Roundtable, a working group of Indigenous companies and communities.

How to Apply

- Applicants that already have an [Electronic Transfer System](#) (ETS) Site Rehabilitation Program user account with the Department should use this existing account to login to ETS and make an SRP grant application.
- Applicants that do not already have an ETS account will have to register first before being routed to the grant application.
- Follow the instructions in the application portal to fill out your grant application. A sample of the period 6 application you will fill out online is attached in [Appendix A \(page 15\)](#) for your reference.
- You will enter the application information provided to you by the Licensee – this needs to match the allocation tracker information uploaded to ETS. The following information must match or else ETS will flag any errors notifying you to correct the entry:
 - Company's Legal Business Name (Applicant)
 - Infrastructure Licensee's BA ID
 - Surface leaseholder's BA ID
 - First Nation or Metis Settlement name
 - Infrastructure site ID and work activity
 - Grant amount requested (must be equal to community allocation tracker information)

- You will be asked to enter a Licensee Business Associate identification number (BA ID) and the surface leaseholder's BA ID for each application, and the WIP's BA ID if the OFS contract is with a WIP.
- You will be asked to select the First Nation or Metis Settlement Name for each application. If the community is not on the list, the validated Allocation Tracker has not been uploaded. The allocation balance will decrease as applications are submitted and grants approved.
- You must include a targeted work start and end date when completing an SRP grant application.
- You will be asked to indicate if a grant has previously been issued for any of the work listed in your application or in the OFS contract. If you don't know whether an application has been submitted, or a grant issued, you may select "I don't know yet". Be aware that knowingly providing false or misleading information is punishable by law, and may result in your disqualification from the SRP.
- You must provide the company names of any sub-contractors in the OFS contract uploaded with your application that are doing work as part of the project.
- You will be asked if the infrastructure in your application is located on a "Land Nomination Site". This means a site has been nominated for closure under the SRP (for more information about nominated sites visit: <https://www.alberta.ca/landowner-and-indigenous-community-site-nomination.aspx>.) If you don't know whether a site has been nominated, you may select "no".
- You will be asked to provide an accurate estimate of the number of employees or sub-contractors residing within the First Nation or Metis Settlement working on the project. This information is used for important data collection.
- Upon submitting your application, the SRP application system will display the eligible grant amount as 50 per cent or 100 per cent of the contract value. If your requested grant amount is equal to or less than the eligible grant amount calculated by the system, you can "submit" the application or select "cancel" if you would like to make changes to the grant amount requested or any other part of the application. If the grant request exceeds the contract value or calculated value, an error message will be displayed.

After you apply

- Applications must be completed accurately and fully to be considered for the program. Deficient applications will be declined and applicants will be required to reapply.
- If you are deemed eligible for a grant, you will be required to sign an agreement with the Government of Alberta outlining the roles and responsibilities of all parties.
- SRP grant funding is approved specific to the scope of work and activity type on each site in an application. Schedule A of your SRP grant agreement details the amount approved per infrastructure site ID and activity type, as well as the maximum approved amounts for the three grant payments and the total approved grant.
- Failure to meet the requirements laid out in the agreement could result in the loss of all or part of the grant.
- Once the agreement has been approved and signed, you will receive an initial payment of 10 per cent within 30 business days.
 - Interim Payment - the interim payment will equal up to an additional 70 per cent of the total grant amount, upon the completion of an Interim Installment Invoice Report.
 - Final Grant Payment – the balance of the grant amount will be disbursed once a Final Invoice Report is completed. Follow the instructions on <https://www.alberta.ca/site-rehabilitation-program-grant-invoicing-and-payment.aspx> to submit invoicing and payment requests for interim and final grant payments.

Appendix A – sample Period 6 online application form

Site Rehabilitation Program Grant

NOTE: Before you start grant application, please review the [Site Rehabilitation Program Guidelines](#)

Status: Work in Progress

Applicant's Information

Program Period:

Period 6

Company's Legal Business Name (Applicant)

2 - Corporate Registration Number

3 - Contact Information for the Company's Signing Authority.

Name:

Title:

Address:

City/Town:

Province:

Postal Code:

Phone (Office):

Phone (Mobile):

Fax:

Email:

4 - Company's authorized Representative or Agent contact information (if different from #3).

For questions on submission and reporting.

Same as #3

Name:

Title:

Address:

City/Town:

Province:

Postal Code:

Phone (Office):

Phone (Mobile):

Fax:

Email:

5 - Is this site(s) under the care of the Orphan Well Program?

Choose an option.. ▾

6a -

Licensee Legal Name

What is the infrastructure Licensee's BA ID?



6b -

Surface Leaseholder Legal Name

What is the surface leaseholder's BA ID?



The surface leaseholder may or may not be the infrastructure licensee.

6b - Is the contract with a Working Interest Participant (WIP) and not the licensee?

Choose an option.. ▾

If "Yes" what is the WIP's BA ID?



WIP's Legal Name

6c - Do you have a signed contract for the Abandonment/Reclamation work for which the Grant is being requested?

Choose an option.. ▾

Applicant must have a contract signed by both the Licensee/WIP and the oilfield service provider to be eligible for the program and the contract must be provided with this application (see Application Guidelines).

Upload the contract signed by the licensee/WIP and the signing representative for your company

Choose file

Browse

6d - Community Name:

Find...

7a - Has the contract been signed by authorized representatives of both companies?

7b - What is the value of the contract?

7c - Is the contract under a Master Service Agreement?

7d - Is the scope of work included in the contract?

7e - Please enter the work start date and work end date as stated in the contract:

What is the work start date?	<input type="text" value="DD/MM/YYYY"/>
What is the work end date?	<input type="text" value="DD/MM/YYYY"/>

7f - Please enter the contract start date and contract end date as stated in the contract:

What is the contract start date?	<input type="text" value="DD/MM/YYYY"/>
What is the contract end date?	<input type="text" value="DD/MM/YYYY"/>

7g - Has a SRP grant previously been issued for any of the work listed in the application or in the contract?

If a grant was previously received, provide the total approved grant amount.

If a SRP application(s) has previously been submitted for any of the sites in the current application, complete the table below:

<input type="checkbox"/> Period	Application Reference Number
No matching records found	

7h - Are there any other companies or individuals identified in the contract? If so, provide the names of additional parties below.

<input type="checkbox"/> Contract Party Names
No matching records found

8a - Is the applicant an Indigenous company, as defined in the Supplemental Guidelines for Periods 3, 4 and 5?

Choose an option.. ▾

If yes, provide the following information:

Is this company registered in Indigenous Services Canada's Indigenous Business Directory?

Choose an option... ▾

Is this company a Certified Aboriginal Business with the Canadian Council for Aboriginal Business?

Choose an option... ▾

If the two questions above are not applicable, complete the following three questions:

What percentage of the owners (sole proprietor, community-owned, or shareholders) of this company are Indigenous?

Choose an option... ▾

What percentage of the executive officers of this company, or board of directors of this company are Indigenous?

Choose an option... ▾

What percentage of the employees working on all the sites contained in this application are Indigenous?

Choose an option... ▾

8b -

If the applicant is not an Indigenous company, is the applicant a prime contractor who is employing Indigenous sub-contractors?

Choose an option.. ▾

If yes, provide the following information:

What percentage of the sub-contractors who will be working on all the sites contained in this application are Indigenous?

Choose an option... ▾

Provide the company names of all Indigenous sub-contractors:

<input type="checkbox"/>	Indigenous Sub-Contractor
No matching records found	
Remove	Add Indigenous Sub-Contractor...

Well, Pipeline and Facility Information

8c - Specify the type of infrastructure, work activity and whether the site has a Land Nomination

Click here to choose one or more options ▾

8d - Specify the amount of grant requested

It is Government of Alberta's full discretion to determine the final amount of the grant provided.

10 - Has the AER approved the removal of part of a pipeline (or segment)?

Choose an option... ▾

If you choose yes, provide AER's approval letter (see Application Guidelines).

Upload the document, as applicable

Choose file

Browse

11 - What are the estimated number of hours which will be generated during the contract period?

To determine total jobs created.

12 - How many employees or sub-contractors reside within the FN Reserve or Metis Settlement community where the proposed work is located?

To determine local jobs.

13 - Have you previously provided payment information (EFT Form/Cheque) to Alberta Energy under the SRP?

I certify that the information submitted in this application is true and accurate to the best of my knowledge. I further understand that any false information may result in the rejection of my application or termination of the Grant Agreement.

Save

Submit