



Invoice and reporting guidelines

Version 7.1

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.
3.0	February 25, 2021	<p>Amendments:</p> <ul style="list-style-type: none"> • Added new definitions for completed work, partial work completed and reduced scope of work scenarios. • Added an Invoicing and Payment Principles section. • Added new guidance how to submit payment requests for reduced scope of work and partial work completed scenarios in the Payment Request and Review Process section. • Added guidance that the invoice must reference the costs incurred by infrastructure site ID, work activity, and amount requested.

Version	Version Date	Description of Major Changes
		<ul style="list-style-type: none"> Clarified how to report project data accurately for both interim and final payment requests.
4.0	May 12, 2021	<p>Amendments:</p> <ul style="list-style-type: none"> Added new guidance on how to skip submitting an interim payment request for completed projects, and proceed to the final payment request (page 16). Clarified that a Contractor can upload multiple signed invoices, if necessary, per interim or final payment request as a single PDF to ETS. Provided additional guidance on the use of electronic signatures to sign the invoice(s) (page 12). Provided additional guidance on the application details that are needed on an invoice to cross-reference to an application (page 12). Created optional invoice templates in Word and PDF fillable formats (page 12), and a completed example (Appendix E). Provided additional guidance on acceptable proof of sub-contractor payment (page 15).
4.1	September 3, 2021	<ul style="list-style-type: none"> Clarified that only one of the four proof of sub-contractor payment methods listed is required (page 15).
4.2	October 28, 2021	<ul style="list-style-type: none"> Added new guidance on what number to enter in the AER OneStop Submission ID field for completed work on an unlicensed pipeline segment (pages 14 and 24).
5.0	January 6, 2022	<p>Amendments:</p> <ul style="list-style-type: none"> Clarified that carbon tax is an ineligible cost (page 14). Added new guidance on Terminating an Agreement. Updated the glossary of statuses an applicant sees in ETS due to the Terminating an Agreement functionality (Appendix D).

Version	Version Date	Description of Major Changes
6.0	May 12, 2022	<ul style="list-style-type: none"> Added new guidance on Compliance Monitoring and emails the department may send requesting a status update on one or more applications.
6.1	June 3, 2022	<p>Amendments:</p> <ul style="list-style-type: none"> Added new guidance on what number to enter in the AER OneStop Submission ID field for remediation work that does not require an AER OneStop Submission ID (pages 15 and 25). Clarified that proof of sub-contractor payment is required specific to the portion of work for which you are submitting costs in a grant payment request (pages 19 and 23). Added further guidance on how to report “Number of Sites With Reclamation Completed” in “Section H: Project Data” (page 27). Updated the Interim Invoice Reporting Form (Appendix A) and the Final Invoice Reporting Form (Appendix B) examples.
7.0	September 13, 2022	<ul style="list-style-type: none"> Provided additional guidance on the waiver process for proof of sub-contractor payment (page 17 and Appendix F).
7.1	November 17, 2022	<ul style="list-style-type: none"> Created an optional Progressive Reclamation Declaration Form template in PDF fillable format (page 16). Provided additional guidance on acceptable proof of sub-contractor payment (page 17).

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Note to Grant Recipients

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 with documentation when you make these requests.
- You are now able to skip making an interim payment request for completed projects by choosing to submit only one final payment request per grant application. This is a permanent decision that is not reversible in ETS.

Information and Requests for Clarification

- The Department will post updates or amendments to the SRP Invoice and Reporting Guidelines on alberta.ca/site-rehabilitation-program-grant-invoicing-and-payment.aspx.
- Requests for clarification and questions concerning invoicing and grant payment can be submitted to:

Site Rehabilitation Program (SRP)

Program Design Implementation and Monitoring Section

Phone: 780-641-9083

Toll free: 1-833-680-9083

Email Address: Energy.SRPGPP@gov.ab.ca

Alberta Energy, 9945 108 St NW, Edmonton, AB T5K 2G6

Invoice and Reporting Introduction

The original program design assumed that the entire scope of site rehabilitation work in an SRP agreement receiving grant funds would be completed (the “Completed Scope of Work”), and eligible to receive the maximum total approved grant amount. Since then, ETS enhancements have been made to accommodate additional scenarios as per the following definitions:

- Completed Scope of Work – the entire scope of work associated with the infrastructure site IDs and work activities (infrastructure/activities) outlined in the SRP grant agreement must be completed.
- Reduced Scope of Work – a payment request is considered to have a reduced scope of work if the following two conditions are met:
 - Zero per cent scope of work is completed on some of the infrastructure site IDs outlined in the SRP grant agreement (i.e. project work has not or will never be started on these infrastructure site IDs).
 - The rest of the infrastructure site IDs in the SRP grant agreement have or will have a hundred per cent of the work completed by the final invoice stage.
- Partial Work Completed – the entire scope of work is not completed on one or more of the infrastructure site IDs and work activities outlined in the SRP grant agreement at the final invoice stage. A payment request will be considered to have partial work completed for grant period 5 onwards if any of the following two conditions are met:
 - The scope of work is completed on more than fifty per cent of infrastructure IDs in the SRP grant agreement, and the rest of the infrastructure site IDs only have partial work completed, or
 - The scope of work is completed on more than fifty per cent of infrastructure IDs in the SRP grant agreement, and partial work is completed on some of the remaining infrastructure IDs and zero per cent scope of work is completed on one or more of the remaining infrastructure IDs in the SRP grant agreement.

Single asset applications with a single work activity will only be considered for partial work scope payment as an exception on a case-by-case basis.

Invoicing and Payment Principles

The following criteria and requirements apply when receiving payment for the above scenarios.

- In order for you to receive the maximum total approved grant, including the final grant payment, the entire scope of site rehabilitation work in the SRP grant agreement must be completed.
 - SRP grant funding is approved specific to the scope of work and activity type on each site in an application. Schedule A of the 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.

- You will be eligible to receive all three instalment amounts for the approved grant when the entire scope of site rehabilitation work in the SRP grant agreement is complete subject to all conditions of the grant agreement being met.
 - From application period 3 and subsequent periods, you will see the interim amount approved and final grant payment available for each infrastructure site ID and activity type on the Interim and Final Invoice and Reporting Forms. You are required to request a grant amount for the work in progress for interim invoices, and work completed for final invoices on each infrastructure site ID when submitting a payment request.
 - Interim invoice payment requests cannot exceed the amount approved for each infrastructure site ID – activity type.
 - When submitting your final payment request, you are able to move allocated grant amounts from one infrastructure site ID – activity type combination to another infrastructure site ID – activity type combination so long as the entire scope of work for which grant funding was approved is complete on all infrastructure site IDs.
 - Final payment requests with allocated grant amounts moved between infrastructure site ID – activity types cannot exceed the final grant amount available.
- Applicants are encouraged to ensure that contracts with Licensees cover those costs for work done that exceed the amount offered by an SRP grant. SRP funding is meant to accelerate site abandonment and reclamation work and is not meant to be the only source of funding for work completion.
- Licensees and Contractors are responsible to meet all regulatory requirements for any activity conducted on their sites – whether the work is being funded through an SRP grant or not.
 - The infrastructure and site must be left in a safe and secure condition upon completion of partial work scenarios.
 - The SRP grant agreement must remain in good standing.

- The Licensee/WIP has verified and signed the invoice(s) submitted by you as part of the payment request.
 - While only one interim invoice report and one final invoice report can be submitted in ETS per application, a contractor can upload multiple Licensee signed invoices, if necessary, per interim or final payment request as a single PDF to ETS.
- Circumstances that prevent completion of the entire scope of work as per your SRP grant agreement were unforeseeable and beyond your control.
- The Department must be notified as part of the payment request if any of the approved site rehabilitation work will not be completed so the remainder of the total approved grant amount can be returned to the Licensee's/WIP's allocation or in Period 6, the Community's allocation.
- The Department will consider payment requests for partial work due to unforeseen circumstances but only up to the limit of the interim payment amount per infrastructure site ID – activity type combination where the entire scope of work is not complete. You are not eligible for the final grant payment amount allocated for that particular infrastructure – activity type combination.
 - This means that you are eligible for an interim invoice grant payment per infrastructure site ID – activity type combination of up to 60 to 80 per cent (if municipal taxes paid) of the total approved grant amount in your SRP grant agreement with supporting invoice documentation. A final payment will not be issued for that particular infrastructure site ID – activity type combination.
 - Interim payment requests must be for costs incurred, as long as the costs are reasonable and reasons for not completing the entire project are documented in a separate memo.
 - On-site field operations and physical work must be conducted to be eligible for partial payment.
- You will be required to identify reduced scope of work scenarios at the interim payment stage, if known, and final payment request stages. This will allow for the grant amount allocated to that infrastructure site ID to be returned to the Licensee's, WIP's, or Community's allocation, and the site infrastructure cost reasonability limit to be adjusted accordingly. Error messages will not occur if the same scope of work is applied for in future applications.

- If you identify that work will not proceed on an infrastructure site ID at the interim payment stage this is a permanent declaration and you will not be able to reverse your decision at the final payment request stage.
- If you identify that work will not proceed on an infrastructure site ID, the allocated amount for that infrastructure site ID – activity type combination from the initial grant payment will be deducted from the final grant payment.
 - If final payment is not issued, you will be required to repay the allocated amount for that infrastructure site ID – activity type combination for the first grant payment by sending a cheque made payable to:

Alberta Energy Finance

9915 – 108 Street South Petroleum Plaza

Edmonton, Alberta T5K 2G8

Payment Request and Review Process

- Each payment request will be reviewed and compared to application review details such as the number of approved infrastructure site IDs, activity types, approved grant amounts for each infrastructure ID, and the grant instalment amounts.
- The invoice must reference the costs incurred by infrastructure site ID, work activity or service provided, and amount requested.
 - If the information on the invoice (number of assets, infrastructure site IDs, work activity or service provided and payment amount requested) do not match, the payment request will be declined.
- A memo, addressed to the Government of Alberta, must be uploaded with the payment request if site rehabilitation work will not proceed, or be completed on any infrastructure site ID in an SRP grant agreement. The memo should refer to the SRP application reference number and include the following information:
 - An explanation of the partial work completed to date per infrastructure site ID.
 - Rationale for the partial payment amount requested.
 - Reasons for not being able to complete the entire scope of work or project.

- If the work on any infrastructure site ID will not proceed (interim invoice stage) and a final payment request will not be necessary.
- Payment requests for partial work scenarios will be considered for all application periods however, from period 5 onwards, where grant funds were provided for multiple infrastructure site ID applications, at least 50 per cent of the infrastructure site IDs must have the work activities completed.
 - From application period 5 and in subsequent periods, single asset applications with one work activity will only be considered on a case-by-case basis as exceptions. For example, where applicants do not have multiple applications approved within the same period.
- The project data reported in each payment request will be reviewed as this data informs the reporting of program performance measures. It is important that these fields be filled out accurately. See section G under [Final Payment Request](#) for further guidance.
 - The number of total hours of work generated on the Final Invoice and Reporting Form is for the entire project or job, and must include the hours reported in the Interim Invoice and Reporting Form.
 - The reporting of the number of abandonments completed means:
 - well abandonment is completed including cut and cap and regulatory submissions, or
 - pipeline segment abandonment work has been completed including regulatory submissions, or
 - facility abandonment work has been completed including regulatory submissions.

You should report “Not Applicable” if the abandonment work for which you received grant funding is completed but does not meet the criteria above (work does not complete the abandonment process).

- The reporting of the number of sites with reclamation completed means that the reclamation process has been completed; however, the site may not be ready for submission of a reclamation certificate application.
 - You should report “Not Applicable” if the progressive reclamation work for which you received grant funding is completed but does not meet the criteria above.

- The reporting of the number of sites with remediation completed means that the entire site and offsite areas, if applicable, have been remediated and a report has been uploaded to AER's OneStop tool.
- In general, you should **not** enter a value and report “**Not Applicable**” if the scope of work that you completed is a step in the abandonment, remediation or reclamation process, and does not require an AER OneStop submission ID.

Invoice and Payment Request Details

The following is required when submitting a payment request:

- A copy of the main invoice and any other supporting invoices (field tickets are not required) from your company addressed to the Licensee for the work completed. An invoice template is available for use on alberta.ca/site-rehabilitation-program-grant-invoicing-and-payment.aspx. A completed example is attached in [Appendix E](#) for your reference.
 - The invoice must be signed by the Licensee as verification that costs are reasonable and the work being invoiced is complete. If the OFS contract is with a Working Interest Participant (WIP), the WIP signs the invoice. The required sign-off details include:
 - the signer's name and title (can use their stamp from a Professional Regulatory Association in lieu),
 - an actual signature (can be an image of the person's signature), and
 - the date when the invoice was approved.
 - Electronic signatures are acceptable and must include the required items above.
 - The invoice must include the following application details to help cross-reference information:
 - application R number, infrastructure site ID, and associated SRP work activity and cost of services (by infrastructure site ID),
 - the total cost of all services provided on all sites, if the application is for more than one activity/ infrastructure site ID.
 - 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, liability insurance coverage 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

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, remediation, 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. A template is available for use on alberta.ca/site-rehabilitation-program-grant-invoicing-and-payment.aspx. 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.
 - For remediation work that does not require an AER submission ID (work steps in the remediation process that does not lead to the site being remediated and a report uploaded to AER’s OneStop), enter the number “99999999” into ETS. See sections F and H under [Final Payment Request](#) for further guidance.
 - For completed work on unlicensed pipeline segments, enter the number “55555555” into ETS. See section E under [Final Payment Request](#) for further guidance.

- Abandonment, remediation, and reclamation work activities conducted under an SRP agreement are not GST and carbon tax exempt. However, GST and carbon tax are not eligible for SRP grant funding. For this reason, SRP funding will not cover the GST or carbon tax on an invoice from the Contractor to the Licensee. Do not include these as part of the total amount requested for your interim and final grant payment requests. Contractors will not receive grant funding to cover GST or carbon tax.
 - 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.
- 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](#).

Proof of Sub-contractor Payment

- Prime contractors must provide sufficient evidence that their sub-contractors have been paid in full when submitting invoicing for interim and final grant payment, or prime contractors may voluntarily request that the Department waive this requirement by following the [waiver of pre-payment process](#). When providing proof of sub-contractor payment:
 - Identify each sub-contractor and the amount paid to them. The information provided must relate to the sub-contractor invoices for the specific application R number.
 - Attach proof of payment for all sub-contractors, as part of the invoice and one PDF file, a copy of one of the following:
 - an electronic transfer of funds with a bank statement showing financial institution transaction numbers (NOTE: Remittance advice or internal payment system statements without supporting bank transaction information or statement is not sufficient),
 - a processed/cleared cheque with bank endorsement information on the back of the cheque, or

- a document from the sub-contractor confirming payment receipt. The document must reference their invoice number and amount paid.
- Proof of payment submissions must include contact information for third-party payment providers or financial institutions, as the department may contact them to verify proof of payment.

Waiver of Pre-Payment Requirement

- To request that the Department waive the proof of sub-contractor payment requirement, and provide assurances to all parties involved, you can choose to follow the waiver process described in detail in [Appendix F](#). This waiver process involves completing or collecting three different types of documents and providing them as one PDF invoice file in the ETS for each payment request.
 - Templates for all three documents are available for use on alberta.ca/site-rehabilitation-program-grant-invoicing-and-payment.aspx.
- It is the prime contractor's responsibility to follow the waiver process, compile the documentation, and determine which sub-contractor invoices to submit under this process.

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.
 - You are able to proceed directly to submitting your one final payment request if you choose to do so – this decision is permanent and not reversible.
 - 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 have 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.
 - To proceed directly to the final payment request for the application, scroll to the bottom of the form and select “Skip Interim Invoice” (Figure 2).

Figure 2 Skip Interim Invoice

Incomplete Work Memo

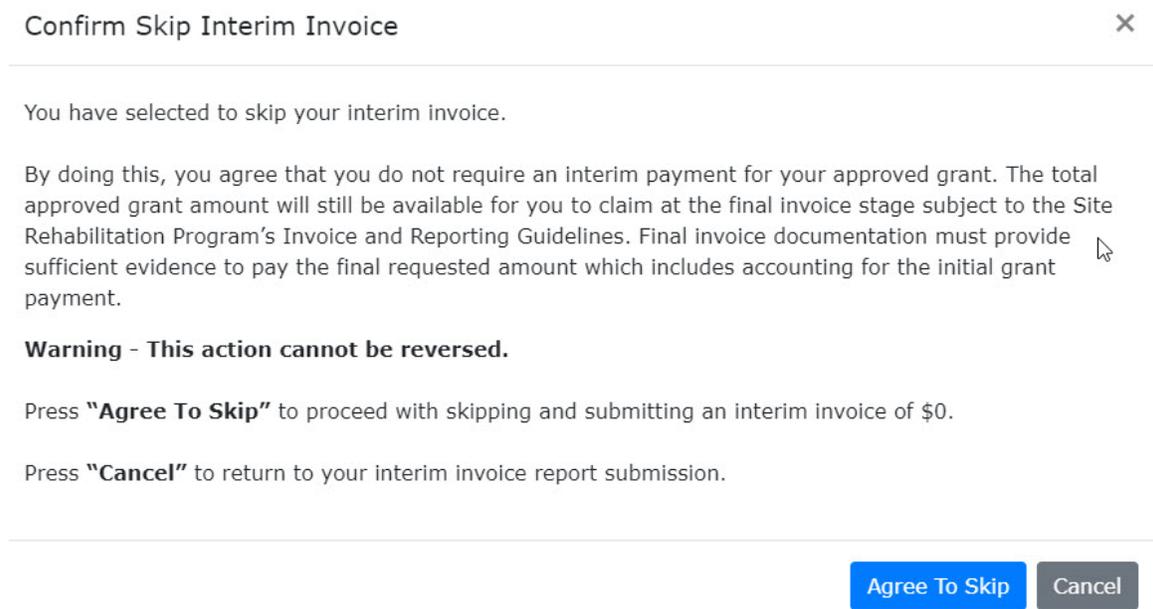
Upload one pdf Memo as per the Invoice and Reporting Guidelines if work on any asset will not proceed or be completed.

Choose file

- Click “Agree To Skip” once you have reviewed the pop-up box (Figure 3), and you will be able to view your application under column six (Final Payment Request) in Figure 1.

- **After selecting “Agree To Skip” you will be able to complete the Final Invoice and Reporting Form.**
- If you do not want to skip the Interim Invoice, click “Cancel” to return to the Interim Invoice.

Figure 3 Confirm Skip Interim Invoice Pop-up Box



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.
- In **Section E: Sub-Contractor**, you are asked to respond whether your company used sub-contractor(s) for the portion of work for which you are submitting costs in this grant payment request. These sub-contractors must be identified in your invoice documentation and the amount paid to them.
- In **Section F: Asset Grant Amount**, you will see that all the infrastructure site IDs, activities, paid and approved amounts associated with the application are auto-populated (this breakdown of approved grant amounts by asset may not be available for period 1 and 2 grant applications). You must request an interim payment amount for each

infrastructure ID by clicking on the white dot at the far left of the table and then clicking “Update Well Amount Requested” (Figure 4).

Figure 4 Asset Grant Amount Well Example

E. Asset Grant Amount

	Well ID	Activity	Interim Amount Requested	Work is not going to Proceed (Reduced Scope)	Initial Amount Paid	Interim Amount Approved	Final Amount Approved	Total Grant Amount Approved
<input type="radio"/>	00/15-19-053-20W5/00	remediation	350	<input type="checkbox"/>	50	350	100	500
<input type="radio"/>	A0/08-20-057-05W4/00	reclamation	350	<input type="checkbox"/>	50	350	100	500

Showing 1 to 2 of 2 rows

- Once you click “Update Well Amount Requested”, a “Well Payment Requested” pop up box will appear (Figure 5).

Figure 5 Pop up Box Well Example

Well Payment Requested ×

Well ID: 00/15-19-053-20W5/00 **Activity:** remediation

Work is not going to Proceed (Reduced Scope)

Interim Grant Amount Requested

50

- If the work is not going to proceed on that infrastructure site ID (Reduced Scope) click on the white square and you will be required to upload a Memo as per the guidance under [Payment Request and Review Process](#). You will not be able to enter an “Interim Grant Amount Requested”. NOTE: Once you identify that work is not going to proceed on an infrastructure site ID and submit your interim payment request, you cannot reverse that decision.
- Enter the “Interim Grant Amount Requested” for that infrastructure site ID and click “Update Well”. You will need to complete these steps for each infrastructure site ID that is part of your application. The “Interim Grant Amount Requested” must be less than or equal to the “Interim Amount Approved” in Figure 4.

- **Section G: Payment Requested** will be calculated and populated with the total amount as you enter the payment amount requested by infrastructure site ID in **Section F: Asset Grant Amount**. NOTE: You can only request up to the maximum amount of the interim invoice grant 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.

Figure 6 Payment Requested

F. Payment Requested
 Interim Invoice Grant Payment Requested
 4200.00

- The amount 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 H: 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.**
 - Number of employees or sub-contractors that reside in the FN Reserve or Metis Settlement community where the proposed work is located (Period 6). **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 I: Attachments**, upload your company’s invoice to the Licensee or WIP – verified and signed by the Licensee/WIP – as one PDF file.
 - If you clicked “Work is not going to Proceed (Reduced Scope) for any infrastructure site ID in the “Payment Requested” pop up box, you will be required to upload a Memo as per the guidance under [Payment Request and Review Process](#). NOTE: Once you identify that work is not going to proceed on an infrastructure site ID and submit your interim payment request, you cannot reverse that decision.

You can only upload **one** PDF invoice 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 7).
 - Item 1 in the pop-up box indicates that the total invoice amount should provide evidence of the “work completed to date”. 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 7 Interim 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 the total invoice amount reflects the work completed to date.
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 contracted party, which may be the Licensee or working interest participant.

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.
- In **Section E: Sub-Contractor**, you are asked to respond whether your company used sub-contractor(s) for the portion of work for which you are submitting costs in this grant payment request. These sub-contractors must be identified in your invoice documentation and the amount paid to them.
- In **Section G: Asset Grant Amount & Activity Completion Report**, for period 3 applications and applications for subsequent periods, you will see that all the infrastructure site IDs, activities, paid and approved amounts associated with the application are auto-

populated. You must request a final payment amount for each infrastructure ID by clicking on the white dot at the far left of the table and then clicking “Update Well Amount Requested” (Figure 8).

- **Note:** If the work completed on some infrastructure site IDs-activities is less costly than the available amount, and the work completed on other infrastructure site IDs-activities is more costly, these costs can be entered up to the final amount available for all infrastructure site IDs-activities listed on the Final Invoice and Reporting Form.
 - For example, if the final cost for “well ABC – abandonment” was \$300 less than the approved amount, and the final cost for “facility XYZ” was \$300 more than the approved amount, the total approved amount has not been exceeded and the final invoice can be submitted.
- You can click the white square only if the entire scope of work associated with the infrastructure site IDs and work activities outlined in your SRP grant agreement is complete (Completed Scope of Work).
- If you clicked “Work is not going to Proceed (Reduced Scope)” for any infrastructure site ID in your Interim Invoice and Reporting Form:
 - You will see a negative number in the “Final Amount Requested” field corresponding to the “Initial Amount Paid”. The initial amount paid will be deducted from the total “Final Invoice Grant Payment Requested” in **Section F. Payment Requested.**
 - You will see that the “Interim Amount Paid” is set to zero.
 - You will not be able to uncheck the “Work is not going to Proceed (Reduced Scope) square.
 - You will not be able to request a final grant amount for this infrastructure site ID – activity combination.

Figure 8 Activity Completion Report Well Example

E. Asset Grant Amount & Activity Completion Report

Have all application assets been completed?

Well ID	Activity	Final Amount Requested	Initial Amount Paid	Interim Amount Paid	Work is not going to Proceed (Reduced Scope) (As per Interim Report)	Final Payment Available	Total Grant Amount Approved	Work is not going to Proc (Reduced Scope) (As per Final Report)
00/15-19-053-20W5/00	remediation	0	50	350	<input type="checkbox"/>	100	500	<input type="checkbox"/>
A0/08-20-057-05W4/00	reclamation	0	50	350	<input type="checkbox"/>	100	500	<input type="checkbox"/>

Showing 1 to 2 of 2 rows

Update Well Amount Requested

- Once you click “Update Well Amount Requested”, a “Well Payment Requested” pop up box will appear (Figure 9).

Figure 9 Activity Completion Pop-Up Box Example

Well Payment Requested
✕

Well ID: 00/15-19-053-20W5/00 **Activity:** remediation

Work is not going to Proceed (Reduced Scope)

Complete

OneStop’s Submission ID

Submission ID

Title of Report Uploaded to OneStop

Report Title

Final Grant Amount Requested

0

Close
Update Well

- If the work is not going to proceed on that infrastructure site ID (Reduced Scope) click on the white square and you will be required to upload a Memo as per the guidance under [Payment Request and Review Process](#). You will see a negative number in “Final Grant Amount Requested” corresponding to the amount of the initial grant payment amount for that infrastructure site ID – activity combination.

- If the work is not complete on the infrastructure site ID (Partial Work) do not click “Complete” on the white square and you will be required to upload a memo as per the guidance under [Payment Request and Review Process](#). NOTE: You are not eligible for final payment on this particular infrastructure site ID – activity type combination, and will only be able to claim up to the interim amount approved and allocated to that infrastructure site ID – activity combination.
- Click “Complete” only if the entire scope of work associated with the infrastructure site ID and work activity type outlined in your SRP grant agreement is complete. Enter the Submission ID received from [OneStop](#) and the corresponding title of the report you uploaded to OneStop.
 - Enter the number “99999999” for remediation work that does not require an AER submission ID (work steps in the remediation process that does not lead to the site being remediated and a report uploaded to AER’s OneStop).
 - 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).
 - Enter the number “55555555” for completed work on unlicensed pipeline segments.
 - 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 10). A sample of the form is attached in [Appendix C](#) for your reference.

Figure 10 Generating and Filling out the Progressive Reclamation Document



- In the Progressive Reclamation form, provide a brief description of the work that was completed with grant funding, and include the Licensee’s

or WIP's signature and your company's authorized representative signature.

- Enter the "Final Grant Amount Requested" for that infrastructure site ID and click "Update Well". You will need to complete these steps for each infrastructure ID that is part of your application.
 - If the entire scope of work for which grant funding was received is complete (Completed Scope of Work), you are able to enter amounts lower and higher than the "Final Payment Available" for that infrastructure site ID – activity combination up to the maximum total approved grant amount in your SRP grant agreement.
- **Section F: Payment Requested** will be populated as you enter the payment amount requested by infrastructure site ID in **Section G: Asset Grant Amount & Activity Completion Report**. 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.
- Fill out all the fields in **Section H: 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**.
 - Number of employees or sub-contractors that reside within the FN Reserve or Metis Settlement community where the proposed work is located (Period 6). **Fill this in, even if the number is zero**.
 - The remaining fields must be filled in if they meet the definitions below and 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 (recontoured, topsoil and subsoil replaced, revegetated etc.) but may not be ready for reclamation certification (ready for a Detailed Site Assessment)
- In **Section I: Attachments** upload your company’s invoice to the Licensee or WIP – verified and signed by the Licensee/WIP – as one PDF file.
 - If you clicked “Work is not going to Proceed (Reduced Scope) for any infrastructure site ID in the “Payment Requested” pop up box, you will be required to upload a Memo as per the guidance under [Payment Request and Review Process](#).
 - If you did not click “Complete” (Partial Work) for any infrastructure site ID in the “Payment Requested” pop up box, you will be required to upload a Memo as per the guidance under [Payment Request and Review Process](#) (Figure 11).

You can only upload **one** PDF invoice 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.

Figure 11 Uploading the Incomplete Memo PDF Document

Incomplete Work Memo

- If a Progressive Reclamation form was generated, upload the completed form in the area indicated on the Final Invoice and Reporting Form (Figure 12).

Figure 12 Uploading the Completed Progressive Reclamation PDF Document

H. Attachments

Contractor's Invoice to Licensee or WIP:
Upload only one pdf file for the eligible site rehabilitation work completed. This invoice must be verified and signed by the Licensee, unless the contract is with a working interest participant (WIP). In that case, the WIP must verify and sign this invoice.

Choose file Browse

[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. Choose file Browse

Incomplete Work Memo
Upload one pdf Memo as per the Invoice and Reporting Guidelines if work on any asset will not proceed or be completed.

Choose file Browse

- Once you are done, you can click either “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 13).
 - 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 13 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 contracted party, which may be the Licensee or working interest participant.
4. The work completed and associated reports for each work activity at each site have been entered into the AER's OneStop system. For progressive reclamation work conducted under the Site Rehabilitation Program, a declaration form has been submitted to the Department of Energy.

Terminating an Agreement

How to Make a Termination Request

- Use your existing [Electronic Transfer System](#) (ETS) Site Rehabilitation Program user account to log in to ETS and make a termination request for a particular grant application.
 - You are only able to submit a termination request using ETS if your application is at the **Client Interim Report** application status. For all other inquiries, contact Energy.SRPGPP@gov.ab.ca.

IMPORTANT: The scope of work approved under the terminated grant agreement is not eligible for future SRP applications and grant funding.

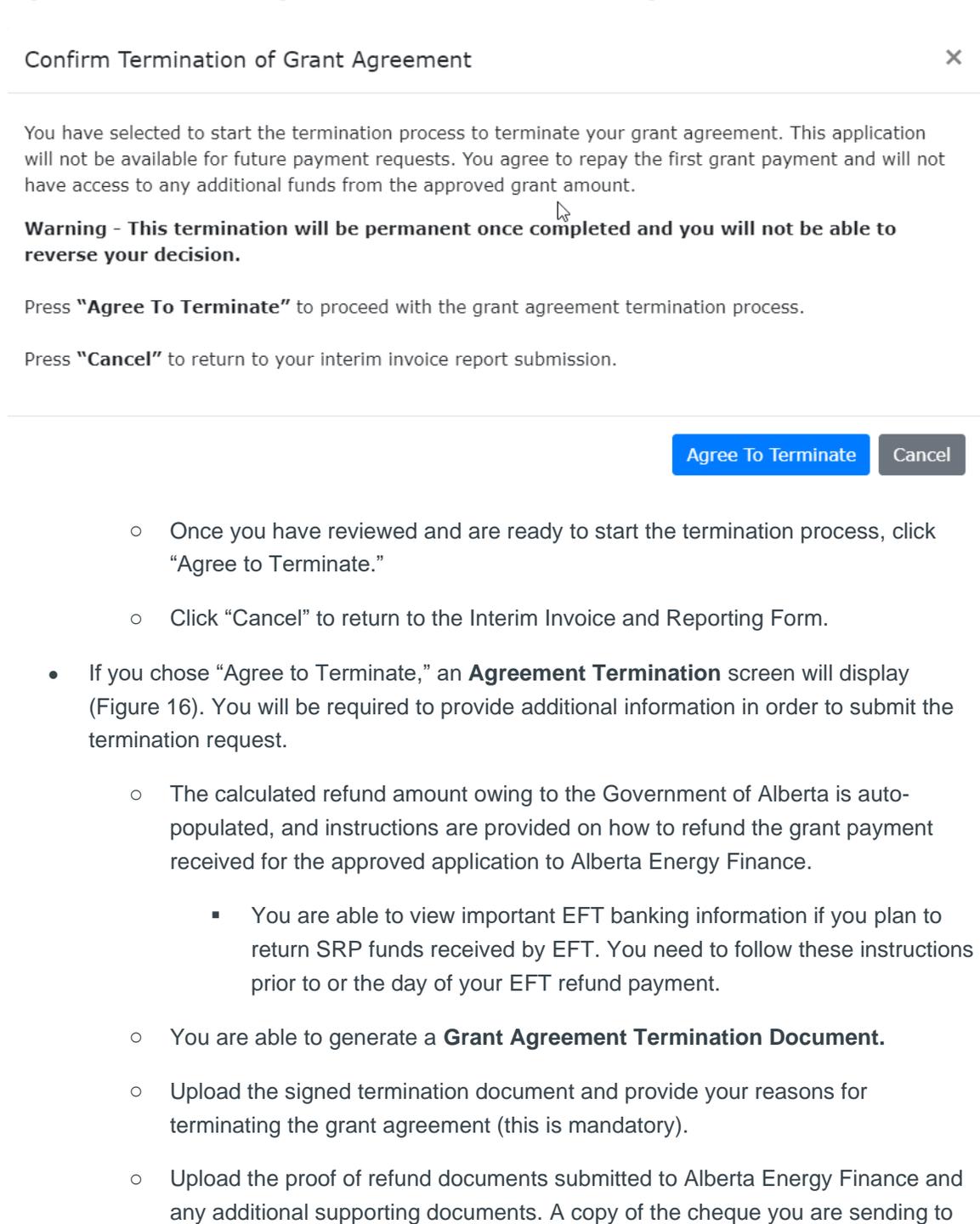
- ETS will only adjust the respective Licensee allocation balance when the grant agreement termination process is complete.
- Scroll through the pre-populated list of your grant applications or enter the grant application number for which you would like to initiate the termination process.
- At the bottom of the Interim Invoice and Reporting Form (below **Section H: Attachments**) click “Terminate Agreement” (Figure 14) and a pop-up box will appear asking you to confirm your intent to terminate your grant agreement (Figure 15).

Figure 14 Terminate Agreement Button



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Figure 15 **Confirming Intent to Terminate Your Grant Agreement**



the “Government of Alberta”, or a screen shot of the submitted EFT from your financial institution is acceptable proof.

- Click on “Save” each time you browse to upload a new document.
- Check the white square beside the **File Name** and click the “Remove” button to remove any uploaded documents.
- Click “Submit” when you have uploaded all the required documents, and are ready to submit the termination request.
- Click “Save” if you are not ready to submit the termination request, or “Cancel” to return to the Interim Invoice and Reporting Form.

Figure 16 Agreement Termination Screen

Agreement Termination (#1234567)

Site Rehabilitation Program’s Application Reference Number: 1234567

- Refund amount **\$600.00**
- Please return all funds received for the grant agreement through **one of the following options**

EFT	Cheque
By EFT using the information provided in the following banking information guide Click here to view SRP Banking Information	By sending a cheque made payable to the “ Government of Alberta ” to: <i>Alberta Energy Finance 9915 – 108 Street South Petroleum Plaza Edmonton, Alberta T5K 2G8 Attention: Nadim Ajib</i>

Agreement Termination Document
[Click here to view the generated Grant Agreement Termination Document](#)
Please upload the signed Agreement Termination Document.

Please enter reasons for terminating this grant agreement:

Supporting Documents
Please be aware that we will not process the termination request until we have confirmation of the funds being received.
Upload agreement termination supporting documents - Proof of refund is required

Uploaded Documents

<input type="checkbox"/>	File Name	
No matching records found		

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Figure 17 Important EFT Banking Instructions

EFT (Electronic Funds Transfer) / Wire / Deposit Information X

PRIOR TO OR DAY OF YOUR EFT payment email G94deposit@gov.ab.ca or fax.
Failure to provide this information may result in your account not being updated or updated late. Your company may then receive an invoice where interest could play a significant factor or monies refunded.

- Application reference number (R#1234567)
- Dollar amount
- Activity ID and/or
- Invoice number
- Client Name

Fax Number: **(780) 422 - 4281**
Fax Recipient: **Payment Processor/Banking Analyst**
Phone No: **(780) 427-8857**
(780) 427-8887

Government of Alberta Information

Department: **Energy / Environment and Parks**
Address: **14th Floor, 9945 - 108 St.
Edmonton, Alberta T5K 2G6**
Telephone: **(780) 427- 8857**

Banking Information

Bank Name: **CIBC (Canadian Imperial Bank of Commerce)**
Beneficiary Name: **PT-Mineral Revenue Account**
Bank Address: **10102 Jasper Ave.
Edmonton, Alberta T5J 1W5**
Bank No: **010**
Swift Code: **CIBCCATT**
Transit No: **00059**
Account No: **00 - 54305**

Close

Termination Request Review Process

- The Department will review each termination request and will not process them until they have confirmed receipt of the grant payment refund.

- You will receive an email from ETS notifying you whether the Department has approved or declined the termination request.
 - If the termination request is approved, the Province will also sign the Grant Agreement Termination Document. ETS will notify you when your SRP Grant Agreement is terminated, and the signed termination document is available for download.
 - If the termination request is declined, ETS will notify you that the termination request has been declined. The application will return to its previous [Application Status in ETS](#).

Department Initiated Termination Request

- You will receive an email notifying you if the Department initiates the termination process for one of your applications. For example, you may receive this notice if there are unresolved non-compliance issues regarding the grant agreement, or the site/applicant is deemed ineligible for the program after Department approval of the application. You are asked to log in to your ETS account to respond to the request, and should do so by the stated deadline or else your company will be in non-compliance with your grant agreement.
- From the **Work in Progress** node in ETS, you will find the application with an **Agreement Termination Client Approval** Status. Click on the application number to open, and then click on the button “Submit/Contest Grant Agreement Termination” (Figure 18) and you will be directed to the **Termination Response Screen** (Figure 19).

Figure 18 **Submit/Contest Grant Agreement Termination**

The screenshot shows the ETS application interface for a Site Rehabilitation Program Grant (#133024). At the top, there is a blue header with the grant title. Below it is a yellow note box with the text: "NOTE: Before you start grant application, please review the Site Rehabilitation Program Guidelines" and the date "June 30, 2020". To the right of the note, the status is displayed as "Status: Agreement Termination Client Approval". Below the note is a blue section titled "Applicant's Information". In this section, a button labeled "Submit/Contest Grant Agreement Termination" is highlighted with a red box. Below the button, there is a grey box with the text "Please review documents and keep a copy for your records." and three links: "Click Here to Original Grant Agreement Document", "Click Here to View Signed Grant Agreement Document", and "Click Here to View Grant Approval Document".

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.

[Submit/Contest Grant Agreement Termination](#)

Figure 19 Termination Response Screen

Agreement Termination (#1234567)

Internally initiated terminations - external comments here

Site Rehabilitation Program's Application Reference Number: 1234567

- The Department of Energy (the "Department") has started the termination process to terminate the grant agreement for your application (R1234567). You may respond to this request by accessing your application through the Electronic Transfer System (ETS) and performing one of the following options
 - Signing the Grant Agreement Termination document and uploading it, or
 - Contesting and submitting any information with supporting evidence in response to the reason(s) for termination provided below by the Department. For example, identifying the need for an extension to work dates for your grant agreement to complete the work.
- By not responding to this request by the stated deadline, your company will be in non-compliance with the grant agreement under Section 4: Reporting and Monitoring, Clause 4.4. Available potential consequences of non-compliance with your agreement are listed in Section 5: Non-compliance.
- To prevent further action by the Department on this issue, please provide a response through ETS within -45 days from when the Department started this termination process and provided you notice. For any questions in relation to this termination, please contact the SRP Grant Payment and Processing (GPP) Team at Energy.SRPGPP@gov.ab.ca.
- Refund amount **\$50,000.00**
- Please return all funds received for the grant agreement through **one of the following options**

EFT	Cheque
By EFT using the information provided in the following banking information guide Click here to view SRP Banking Information	By sending a cheque made payable to the "Government of Alberta" to: <i>Alberta Energy Finance 9915 - 108 Street South Petroleum Plaza Edmonton, Alberta T5K 2G8 Attention: Nadim Ajib</i>

Response to Termination Request

[Submit](#) [Save](#)

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- Once you have reviewed the information and are ready to enter your response to the termination request, choose "Agree to Terminate" or "Contest Termination".
- If you choose "Agree to Terminate," you will be required to provide additional information in order to submit the agreed upon termination request.
 - The calculated refund amount owing to the Government of Alberta is auto-populated, and instructions are provided on how to refund the grant payment received for the approved application to Alberta Energy Finance.

- You are able to view important EFT banking information if you plan to return SRP funds received by EFT. You need to follow these instructions prior to or the day of your EFT refund payment.
- You are able to generate a **Grant Agreement Termination Document**.
- Upload the signed termination document.
- Upload the proof of refund documents submitted to Alberta Energy Finance and any additional supporting documents. A copy of the cheque you are sending to the “Government of Alberta”, or a screen shot of the submitted EFT from your financial institution is acceptable proof.
 - Click on “Save” each time you browse to upload a new document.
 - Check the white square beside the **File Name** and click the “Remove” button to remove any uploaded documents.
- Click “Submit” when you have uploaded all the required documents, and are ready to agree to the Department-initiated termination request.
- Click “Save” if you are not ready to submit your response and want to return to it later.
- If you choose “Contest Termination,” you will be required to provide reasons for appealing the termination request and any additional information to support your response (Figure 20).
 - Click on “Save” each time you browse to upload a new document.
 - Check the white square beside the **File Name** and click the “Remove” button to remove any uploaded documents.

Figure 20 **Choosing Contest Termination**

Response to Termination Request Contest Termination ▾

Reason to Contest:

Upload agreement termination supporting documents - Contest Non-compliance supporting evidence

Click here to upload contest documents Browse

Uploaded Documents

<input type="checkbox"/> File Name
No matching records found

Remove

- Click “Submit” when you have uploaded all the required documents, and are ready to submit your response.
- Click “Save” if you are not ready to submit your response and want to return to it later.

Department Initiated Termination Review

- You will receive an email from ETS notifying you when the Department has reviewed your response to their termination request. The Department will either approve, decline or request additional information for the termination request.
 - If the agreed upon termination request is approved, the Province will also sign the **Grant Agreement Termination Document**. ETS will notify you when your SRP Grant Agreement is terminated, and the signed termination document is available for download.
 - If the Department requires additional information, ETS will notify you that the termination request has been returned for your response by the stated deadline.
 - If the Department accepts or approves your appeal of the Department-initiated termination request, ETS will notify you that the termination request is cancelled. The application will return to its previous [Application Status in ETS](#).
 - If the Department declines your appeal of the grant agreement termination, ETS will notify you that the grant agreement has been terminated. You will be able to log in to your account to download the signed grant agreement termination document.

- If you fail to respond to the notices requesting information by the stated deadline, ETS will notify you that the Province is terminating the grant agreement, and any grant payments received must be repaid within 14 days of receiving this email notice.

Compliance Monitoring

Department Initiated Monitoring Notices

- You may receive an email notifying you that the Department requests a status update on one or more of your applications as per clause 4.4 under Section 4: Reporting and Monitoring in your grant agreement. Please respond to the request within 14 days from the date of the email by logging into your ETS account.
 - If you do not respond to the first email request, the Department will send out a second email notifying you that your company is in non-compliance with your grant agreement under Section 4: Reporting and Monitoring. Log in to ETS to resolve the non-compliance by submitting a response within 14 days from the date of the second email.
 - If you do not respond to the second email request, the Department will send out a third email notifying you that they are terminating the grant agreement, and that all grant payments you have received must be repaid to Alberta Energy Finance within 14 days of the email. When returning the funds, you must provide the application reference number(s) in order to ensure the payment is applied against your accounts receivable. Failure to do so will delay processing and result in further action.
 - If the grant funds are not returned in 14 days from the date of the third notification, your account will be forwarded to Treasury Board and Finance, Crown Debt Collections for further action.
- From the **Compliance Monitoring** node in ETS, you will find any compliance monitoring requests for your applications (Figure 21). Click on “Respond” beside the application number to open up the request, and you will be directed to the **Compliance Monitoring Response** screen (Figure 22) to enter a response.
 - If this is the first monitoring notice for the application, the **Work Start Date** in Figure 21 corresponds to the date you entered when submitting your grant application.

- If you have already responded to a compliance monitoring notice for the application with a new work start date, that date will be displayed as the **Work Start Date**.

Figure 21 Agreements with Compliance Monitoring Requests

Agreements Compliance Monitoring Requested							
Search							
	Request	Monitoring Start Date	Internal Comments	Second Notice Date	Third Notice Date	Status	Work Start Date
Respond	441313	13/04/2022				Initial	02/02/2021
Respond	441996	13/04/2022				Initial	13/08/2020
Respond	441998	04/04/2022		19/04/2022		Second	14/09/2020
Respond	442176	04/04/2022		19/04/2022		Second	03/09/2020

Showing 1 to 4 of 4 rows

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Figure 22 Compliance Monitoring Response Screen

Compliance Monitoring Response - Request #441996

Reason for compliance monitoring

Compliance monitoring response

Will the work proceed?

Choose an option...

- Choose an option...
- No, I want to start the agreement termination process
- Yes, the work has started
- Yes, the work has NOT started

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- Once you have reviewed the reason(s) for compliance monitoring, enter your response to whether the work will proceed by choosing one of the three options listed in the menu.

- If you choose “No, I want to start the agreement termination process,” the **Agreement Termination** screen will display (Figure 16). You will be required to provide additional information as per the guidance [on page 31](#) in order to submit the termination request.
- Choose “Yes, the work has started” if work has started but you have not yet submitted an interim or final payment request.
 - Click “Submit” when you are ready to submit your response, or “Save” if you are not ready to submit your response and want to return to it later.
- Choose “Yes, the work has **NOT** started” if you plan on completing the work as per your grant agreement but have not started work on the project.
 - You will be asked to enter the **New Work Start Date** – the planned date for starting work (Figure 23). **Note:** All work must be completed and invoices must be submitted for the completed work by February 14, 2023 at 4:30 pm.

Figure 23 Compliance Monitoring Response – Work Not Started

Compliance monitoring response

Will the work proceed?

Yes, the work has NOT started

New Work Start Date

Please ensure that the work will be completed and invoiced by Feb 14, 2023

22/04/2022

- Click “Submit” when you are ready to submit your response, or “Save” if you are not ready to submit your response and want to return to it later.

Appendix A

Interim Invoice and Reporting Form (#1234567)

[Skip Interim Invoice](#)

Authorized Representative Name: John Doe

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 **17-01-2021**, 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
\$600.00	\$4,200.00	\$1,200.00	\$6,000.00

D. Period

Period 5

E. Sub-Contractor

For the portion of work for which you are submitting costs in this grant payment request, has the company used sub-contractor(s) to execute the work?

F. Asset Grant Amount

	Well ID	Activity	Interim Amount Requested	Work is not going to Proceed (Reduced Scope)	Initial Amount Paid	Interim Amount Approved	Final Amount Approved	Total Grant Amount Approved
<input type="radio"/>	00/15-19-053-20W5/00	remediation	0	<input checked="" type="checkbox"/>	50	350	100	500
<input type="radio"/>	A0/08-20-057-05W4/00	reclamation	250	<input type="checkbox"/>	50	350	100	500

Showing 1 to 2 of 2 rows

[Update Well Amount Requested](#)

	Pipeline ID	Activity	Interim Amount Requested	Work is not going to Proceed (Reduced Scope)	Initial Amount Paid	Interim Amount Approved	Final Amount Approved	Total Grant Amount Approved
<input type="radio"/>	32805-1	abandonment	1000	<input type="checkbox"/>	200	1400	400	2000

Showing 1 to 1 of 1 rows

[Update Pipeline Amount Requested](#)

	Facility ID	Activity	Interim Amount Requested	Work is not going to Proceed (Reduced Scope)	Initial Amount Paid	Interim Amount Approved	Final Amount Approved	Total Grant Amount Approved
<input type="radio"/>	F-0001650	abandonment	0	<input type="checkbox"/>	100	700	200	1000
<input type="radio"/>	F-1145	abandonment	1100	<input type="checkbox"/>	200	1400	400	2000

Showing 1 to 2 of 2 rows

[Update Facility Amount Requested](#)

G. Payment Requested

Interim Invoice Grant Payment Requested

H. Project Data

This data informs the reporting of program performance measures and guidance is provided on page 26 of the Invoice and Reporting Guidelines. Do not enter a value and report "Not Applicable" if the scope of work that you completed is a step in the abandonment, remediation or reclamation process. Use the Other field to explain and enter any additional comments if the completed scope of work does not fulfill the definitions in the guidelines (e.g. decommissioning work, removal of surface equipment).

Number of Hours of Work Generated (since the start of the project or job)

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

Number of Well Abandonments Completed (including regulatory submissions and will have an AER OneStop submission ID) Not Applicable

Number of Pipeline Abandonments Completed Not Applicable

Number of Facility Abandonments Completed Not Applicable

Number of Phase 1 ESAs Completed (will have a report uploaded to OneStop and a submission ID) Not Applicable

Number of Phase 2 ESAs Completed (will have a report uploaded to OneStop and a submission ID) Not Applicable

Number of Sites With Remediation Completed (sites that have been remediated with a report uploaded to OneStop) Not Applicable

Number of Sites With Reclamation Completed (sites that have completed the reclamation process but may not be ready for a Detailed Site Assessment or have an AER OneStop submission ID) Not Applicable

Other (If not listed above)

I. Attachments

Contractor's Invoice to Licensee or WIP

Upload only one pdf file for the eligible site rehabilitation work completed. This invoice must be verified and signed by the Licensee, unless the contract is with a working interest participant (WIP). In that case, the WIP must verify and sign this invoice.

Maximum file size is 150 MB. If you have a large file size, please try uploading a zipped file.

[Click here to view Invoice Document](#)

Incomplete Work Memo

Upload one pdf Memo as per the Invoice and Reporting Guidelines if work on any asset will not proceed or be completed.

[Click here to view Incomplete Work Memo Document](#)

Appendix B

Final Invoice and Reporting Form (#1234567)

Authorized Representative Name: John Doe

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 **17-01-2021**, 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
\$600.00	\$2,350.00	\$1,200.00	\$6,000.00

Final Grant Payment Available

\$3,050.00

D. Period

Period 5

E. Sub-Contractor

For the portion of work for which you are submitting costs in this grant payment request, has the company used sub-contractor(s) to execute the work?

F. Asset Grant Amount & Activity Completion Report

Have all application assets been completed?

Well ID	Activity	Final Amount Requested	Initial Amount Paid	Interim Amount Paid	Work is not going to Proceed (Reduced Scope) (As per Interim Report)	Final Payment Available	Total Grant Amount Approved	Work is not going to Proceed (Reduced Scope) (As per Final Report)	Complete	C
<input type="radio"/> 00/15-19-053-20W5/00	remediation	-50	50	0	<input checked="" type="checkbox"/>	450	500	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="radio"/> A0/08-20-057-05W4/00	reclamation	100	50	250	<input type="checkbox"/>	200	500	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Showing 1 to 2 of 2 rows

Pipeline ID	Activity	Final Amount Requested	Initial Amount Paid	Interim Amount Paid	Work is not going to Proceed (Reduced Scope) (As per Interim Report)	Final Payment Available	Total Grant Amount Approved	Work is not going to Proceed (Reduced Scope) (As per Final Report)	Complete
<input type="radio"/> 32805-1	abandonment	800	200	1000	<input type="checkbox"/>	800	2000	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Showing 1 to 1 of 1 rows

Facility ID	Activity	Final Amount Requested	Initial Amount Paid	Interim Amount Paid	Work is not going to Proceed (Reduced Scope) (As per Interim Report)	Final Payment Available	Total Grant Amount Approved	Work is not going to Proceed (Reduced Scope) (As per Final Report)	Complete
<input type="radio"/> F-0001650	abandonment	700	100	0	<input type="checkbox"/>	900	1000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="radio"/> F-1145	abandonment	300	200	1100	<input type="checkbox"/>	700	2000	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 2 of 2 rows

G. Payment Requested

Final Invoice Grant Payment Requested

1850.00

H. Project Data

This data informs the reporting of program performance measures and guidance is provided on page 26 of the Invoice and Reporting Guidelines. Do not enter a value and report "Not Applicable" if the scope of work that you completed is a step in the abandonment, remediation or reclamation process. Use the Other field to explain and enter any additional comments if the completed scope of work does not fulfill the definitions in the guidelines (e.g. decommissioning work, removal of surface equipment).

Number of Hours of Work Generated (number of total hours of work generated for the entire project or job)

1

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

1

Number of Well Abandonments Completed (including regulatory submissions and will have an AER OneStop submission ID)

Not Applicable

Number of Pipeline Abandonments Completed

Not Applicable

Number of Facility Abandonments Completed

Not Applicable

Number of Phase 1 ESAs Completed (will have a report uploaded to OneStop and a submission ID)

Not Applicable

Number of Phase 2 ESAs Completed (will have a report uploaded to OneStop and a submission ID)

Not Applicable

Number of Sites With Remediation Completed (sites that have been remediated with a report uploaded to OneStop)

Not Applicable

Number of Sites With Reclamation Completed (sites that have completed the reclamation process but may not be ready for a Detailed Site Assessment or have an AER OneStop submission ID)

Not Applicable

Other (If not listed above)

I. Attachments

Contractor's Invoice to Licensee or WIP:

Upload only one pdf file for the eligible site rehabilitation work completed. This invoice must be verified and signed by the Licensee, unless the contract is with a working interest participant (WIP). In that case, the WIP must verify and sign this invoice.

Maximum file size is 150 MB. If you have a large file size, please try uploading a zipped file.

Choose file

Browse

[Click here to view Invoice Document](#)

Remove Contractor's Invoice

[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.

Choose file

Browse

Incomplete Work Memo

Upload one pdf Memo as per the Invoice and Reporting Guidelines if work on any asset will not proceed or be completed.

Choose file

Browse

[Click here to view Incomplete Work Memo Document](#)

Remove Incomplete Work Memo

Save Submit

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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 Department is reviewing the Interim Invoice and Reporting Form submitted by the applicant.
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 Department is reviewing the Final Invoice and Reporting Form submitted by the applicant.
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.
Terminated Agreement	The termination process for the application is complete and the Grant Agreement Termination document is signed by the Department.
Agreement Termination Cancelled	The Department cancelled your termination request.
Agreement Termination Declined	The Department declined your termination request.
Agreement Termination Pending	Your termination request is submitted to the Department who is reviewing the information provided.
Agreement Termination Client Approval	The Department starts the termination process submitting a request to terminate your grant agreement. The applicant is notified that the termination request is available for review, and must respond by the stated deadline.

Appendix E

QZ2 CONSULTING LTD.

400 Darion Way
 Camrose, AB T42 6G2

INVOICE

INVOICE # 00045634
 DATE: 03/15/2021

LICENSEE INFORMATION:

Licensee Name XYZ Energy
 Job Information XYZ3456
 AFE Number 2020-342
 Representative Name
 Contact Information 780-000-0000

OFS CONTRACT INFORMATION:

Licensee OFS Contract No. MA46789
 SRP Application No.: R 12345678
 Representative Name
 Contact Information xxx.xxx@gmail.com

COMMENTS OR SPECIAL INSTRUCTIONS:

-SRP Grant funded at 50%
 -Final Payment Amount Requested - \$15,452.50 (G.S.T excluded)

INFRASTRUCTURE SITE ID	ACTIVITY TYPE	DESCRIPTION	FIELD TICKET OR INVOICE NO.	COST \$
100/02-14-079-23W4/00	Abandonment	ICC - Cut and Cap	DR001357	\$ 12,400.00
100/02-14-079-23W4/00	Phase 1 ESA	Site visit and report writing		\$ 3,150.00
102/01-11-079-23W4/00	Phase 2 ESA	Heavy Equipment Mob and Demob - plow lease road	HS23456	\$ 1,050.00
102/01-11-079-23W4/00	Phase 2 ESA	Drill wells		\$ 4,560.00
102/01/11-079-23W4/00	Phase 2 ESA	Soil Sample Lab Analysis	AA002567	\$ 2,350.00
100/03-15-079-22W4/00	Reclamation	REC Consulting Equipment	H345678	\$ 5,345.00
100/03-15-079-22W4/00	Reclamation	REC Consulting Services	H345678	\$ 2,050.00

Classification: Public

INFRASTRUCTURE SITE ID	ACTIVITY TYPE	DESCRIPTION	FIELD TICKET NO.	COST \$
			SUBTOTAL	\$ 30,905.00
			G.S.T.	\$ 1,497.00
			TOTAL	\$ 32,402.00

COMMENTS OR SPECIAL INSTRUCTIONS:

-Be sure to attach proof of payment for all sub-contractors – copy of (a) electronic transfer of funds with bank or other financial institution transaction numbers, (b) deposit transaction record, (c) processed/cleared cheque with bank endorsement information, or (d) document from the sub-contractor confirming payment receipt.

SUB-CONTRACTOR COMPANY NAME	INVOICE NO.	SUB-CONTRACTOR COMPANY NAME	INVOICE NO.
1- Hello Sunshine Contracting	HS23456		
2- Downright Abandonment Ltd.	DR001357		
3- Horizon Environmental Consulting	H345678		
4- AA Labs	AA002567		
5-			

LICENSEE AUTHORIZATION	
Signer's Name	
Job Title / Designation	Operations Supervisor
Authorization Signature	
Date Invoice Signed	14-Apr-2021

Appendix F

Waiver Process for Proof of Sub-contractor Payment

Step 1 – Forbearance Certificates signed by your sub-contractors

- Reach out to your sub-contractors and ask if they will voluntarily sign a Forbearance Certificate certifying that they will not pursue legal action against the Government of Alberta if, following waiver of the pre-payment requirement, you are unable to pay them for the invoiced work.
- A sub-contractor must sign a Forbearance Certificate in order for you to submit an SRP invoice report without proof of payment for that sub-contractor. You do not have to have all sub-contractors listed on an invoice sign the certificate, however only those that sign will be included and paid after your financial institution receives the SRP payment.
 - The regular [proof of sub-contractor payment process must be followed](#) for those sub-contractors that do not sign the certificate.
- Include all signed Forbearance Certificates in your invoice submission, attached to the Waiver of Pre-Payment Requirements in Schedule A (Step 2).

Step 2 – Waiver of SRP Pre-Payment Requirement between the prime contractor and the Government of Alberta

- You must complete and sign a Waiver of SRP Pre-Payment Requirement (the “Waiver”) for every SRP invoice report submission. The Waiver is between the prime contractor and the Government of Alberta, pursuant to which the Government will waive the sub-contractor pre-payment requirement upon the prime contractor’s completion of all conditions present in the Waiver.
 - The Waiver is the “umbrella document” for this transaction. All sub-contractor invoices, forbearance certificates and the direction to pay must be attached as schedules to this Waiver, and the compiled PDF submitted to the SRP with your one PDF invoice report file in the ETS.
 - Upon receipt of the Waiver and other required documents, the Government of Alberta shall pay the grant funding to you, without proof of payment of the sub-contractors.

Step 3 – Direction to Pay set up by the prime contractor with their bank

- You must set up a Direction to Pay (Direction) process with your bank, directing the bank to immediately pay each sub-contractor who has signed a forbearance certificate once the funds are deposited into your account.
 - Complete the Direction form, including the names of sub-contractors; invoice number and amounts to transfer; and the sub-contractor's financial institution information.
 - The financial institution reviews the Direction, and if they agree, provides their acknowledgement.
 - Once executed by you and acknowledged by your financial institution, the Direction must be included in your one PDF invoice file in the ETS.

Step 4 – Invoice Report submission with Waiver Agreement

When you submit a payment request and one PDF invoice report file in the ETS, it must include all required documents and information, attached as schedules to the Waiver:

- A signed Forbearance Certificate from each sub-contractor (Step 1). If a sub-contractor is involved in completing work under multiple applications, a single Forbearance Certificate, listing each application in the Appendix, is acceptable to cover all work for that sub-contractor. A separate Forbearance Certificate is not required for each individual invoice or application. Ensure a copy of the Forbearance Certificate is included with each applicable invoice report.
- Invoices from each sub-contractor detailing the work completed and amount owed under the specific SRP grant agreement.
- A list of sub-contractors involved in the scope of work specific to the SRP grant agreement.
- The Waiver signed by you (Step 2).
 - The Government of Alberta will sign the Waiver and provide you with a copy signed by both parties.
 - The Waiver can include multiple applications but you must submit it with each payment request.
- A signed and bank acknowledged Direction to Pay (Step 3).

- A Direction to Pay is required for each application.

Step 5 – Department review and payment of invoices

- The Department will review the compiled PDF Waiver submission and if approved, pay the prime contractor.
 - It is your responsibility to ensure that the payment request and invoice documentation is accurate and complete, and includes specific information on the sub-contractors and amounts to be paid. Any lack of clarity will result in the SRP declining the payment request.
- Your financial institution will then transfer the funds directly to the sub-contractors' accounts, as detailed in the Direction.