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# Site rehabilitation program

Supplemental information and guidelines



Site Rehabilitation Program Supplemental Information and Guidelines – Application Period 8

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# 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 8.

## Period 8 Overview – Species at Risk

- SRP application Period 8 (with \$100 million in available grant funding) is open on August 9, 2021 to March 31, 2022, and provides grant funding for closure work in specific Sage Grouse, native trout and caribou Species at Risk geographic areas.
  - The identified geographic areas are of significant habitat for three priority Species at Risk within Alberta: priority caribou ranges (mountain and woodland: A La Peche, Bistcho, Chinchaga, Cold Lake, Little Smoky, Narraway, and Redrock-Prairie Creek), Sage Grouse, and Alberta's native trout (in the Eastern Slopes and foothills regions, including Athabasca rainbow, bull, and westslope cutthroat trout).
  - The specific geographic areas are identified on maps available on <https://www.alberta.ca/site-rehabilitation-program-apply-for-a-grant.aspx>.
- Application Period 8 allocates grant funding to Licensees with eligible sites in the identified geographic areas for each Species at Risk. Licensees can choose to use their allocation on sites where they are the Working Interest Participant (WIP). These Licensees and their grant allocations are listed on <https://www.alberta.ca/site-rehabilitation-program-apply-for-a-grant.aspx>.
  - Licensee allocations are based on their number of eligible wells within identified geographic areas for each Species at Risk as a percentage of total eligible wells within each of the identified geographic areas. Allocations can be used on sites in any of the three Species at Risk geographic areas.

- As with other SRP application periods, Period 8 Licensees cannot apply for funding. Oil field service (OFS) companies can contract with these Licensees to do closure activities and apply for an SRP grant to do the work.
  - Projects for post-abandonment work activities are eligible for up to 100 per cent grant funding.
    - Eligible work includes phase 1 and 2 environmental site assessments, remediation and reclamation work activities.
  - Well and facility abandonment projects will only be accepted within the identified Sage Grouse area and 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.
    - Licensees are encouraged to plan and submit applications for all the work required on the site up to the phase 2 environmental site assessment stage, if necessary.
- 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.
  - For Period 8, this information is collected for reporting purposes only, and will not influence the eligible amount of grant funding awarded.

## 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 Licensee/WIP.

Starting in period 5, the scope of work in an 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.

- For example, if an application is for the reclamation of 10 wells, the contract must include all and only those 10 wells, and have reclamation activities listed as their scope of work.
- Contractors are required to request a grant amount for each work activity type by infrastructure site ID, and this amount needs to match the scope of work and costs in the OFS contract.
- 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.
- Licensees/WIPs must plan the required closure work for each site and ensure that the associated applications by their Contractors are submitted according to the project plan. Waiting to submit separate applications for different work activities on the same site (application sequencing) is not required – a single application for all closure work from a Phase 1 ESA to reclamation on one well/facility/pipeline will be accepted.
- A Licensee/WIP must ensure that the total grant amount requested by their Contractors will not exceed the Licensee's/WIP's allocation. The sum of the grant amount requested for all submitted applications cannot exceed the maximum approved allocation per Licensee/WIP. (A list of Period 8 Licensees and their grant allocations can be found on <https://www.alberta.ca/site-rehabilitation-program-apply-for-a-grant.aspx>.)
- A Licensee's/WIP's allocation balance will be adjusted (including applications where the Licensee is the WIP) 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, and
  - if the final payment request is for less than the amount available as per Schedule A in the SRP grant agreement.
- If the remaining Licensee/WIP allocation balance is less than a particular grant request, the Contractor can only receive the remaining allocation. For example:

- If the desired grant is for \$10,000, but the remaining Licensee/WIP 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, 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.

## Work Activities

- Two or more 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, environmental consultants, 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 remediation as the activity for a value of \$50,000 with four sub-contractors listed and no further details will be declined. Remediation should be broken down into the related sub-contractor activities and their associated costs such as line locating, drill rig services, contaminated soil removal, trucking, sampling, lab analyses, landfill fees etc.

- One application for various work activities 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 reclamation 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 and the multi-well pad is an eligible site within one of the three Species at Risk geographic areas.
- 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 8 grant 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](http://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/](http://ccab.com/membership/certified-aboriginal-business-cab/))

If the applicant is a non-Indigenous prime contractor, they must meet the following criteria 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 8 application you will fill out online is attached in [Appendix A \(page 11\)](#) for your reference.
- You will be asked to enter a unique identifier code – starting with SRP8 followed by 12 characters that the Licensee will provide so that your company can submit a period 8 application.
- You can find the list of Period 8 Licensees in the How to Apply section on <https://www.alberta.ca/site-rehabilitation-program-apply-for-a-grant.aspx>. You will be asked to enter a Licensee Business Associate identification number (BA ID) for each application, and the WIP's BA ID if the OFS contract is with a WIP. If the Licensee/WIP BA ID is not eligible for Period 8, the application system will display an error message notifying you that the Licensee/WIP is not eligible for grant funding in Period 8.

- The Licensee's/WIP's grant 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 unsure if 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 and to view the interactive map 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 able to add, delete or edit infrastructure in your application.
  - You must provide both a "Grant Requested Amount" and "Asset Contract Amount" for each infrastructure site ID in the question 8c pop up box.
  - The total amount of grant requested in question 8d will auto-populate by adding up the "Grant Requested Amount" for each infrastructure site ID.
  - The total value of the contract in question 8e will auto-populate by adding up the "Asset Contract Amount" for each infrastructure site ID.
- If you are applying for funding to re-enter an abandoned well in the Sage Grouse area and have an approval letter from the AER for the re-entry, contact the Energy Site Rehabilitation Program at [Energy.SRP@gov.ab.ca](mailto:Energy.SRP@gov.ab.ca) with the Licensee/OFS contract and AER approval letter. Your request will be reviewed and you may receive an override code to enter in the application.
- You will be asked to provide an accurate estimate of the number of employees or sub-contractors residing in the municipality or county 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 being 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.

# Appendix A – sample Period 8 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 8

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?

6a -

Licensee Legal Name

What is the infrastructure Licensee's BA ID?



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

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?

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

6d - Unique Identifier Code provided by the Licensee/WIP

This unique code is available from the Licensee/WIP and is required to submit an application form.

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

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?

What is the work end date?

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

What is the contract start date?

What is the contract end date?

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, 5, 6, 7 and 8?

If yes, provide the following information:

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

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

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"/>	<b>Indigenous Sub-Contractor</b>
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.

8e - Value of the contract.

9 -

Is the Licensee current (not in arrears) on Municipal Taxes due within the municipalities where work is being performed?

Choose an option.. ▾

Upload the receipt from the municipality confirming the municipal taxes have been paid

Choose Files No file chosen

Municipal Taxes Documents

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

Remove

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 in the municipality or county 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?

Choose an option... ▾

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