

*Please note: The following guidelines may be updated from time to time*

During a call period, unless otherwise specified for that call period, Alberta Energy will accept applications for the following:

**A. The Application**

- The application consists of the application form and schedules with required signatures and attachments.
- The application form, which provides Alberta Energy with general information about the applicant and their bioenergy facility, must be signed for the application to be considered complete.
- Schedules must be completed in order to provide more detailed information about bioenergy production and the facility to confirm eligibility, to state the annual production quantities that the applicant will commit to produce if approved, and to identify special circumstances.
- Applicants applying for one or more bioenergy products not previously approved for a particular facility must complete: the full BPCP application including the Application Form; Schedules A and B; at least one of the D schedules; and all required attachments.
- Applicants for new or proposed facilities which have not started production must also complete Schedule C.
- Applicants applying to increase their committed production for a bioenergy product(s) already approved under a grant agreement need only complete the Request to Increase Bioenergy Production form.
- **Alberta Energy may reject applications that are incomplete or contain errors.**

*For additional guidance in completing the application and associated schedules, please refer to the guideline for each form. If you have technical difficulties or questions when filling out forms, please email [BPCP.Energy@gov.ab.ca](mailto:BPCP.Energy@gov.ab.ca)*

**B. General Terminology in Application Form, Schedules and Guidelines**

- Reference to “BPCP” in forms and guidelines refer to the “Bioenergy Producer Credit Program” operating from April 1, 2011 to March 31, 2016.
- “The Minister” means the Minister of Energy (Alberta) or the Minister’s designate in Alberta Energy.

**C. Types of Applications**

Two types of applications may be accepted during a call period:

- Application for one or more bioenergy products that are not already approved for a particular facility, including applicants with existing grant agreements wishing to apply for additional bioenergy production (e.g., applying for liquid biofuel under Program 1, in addition to approved electricity generation under Program 2).
- Application for an additional quantity of a bioenergy product already approved for a facility (e.g., to increase the committed production by 40 million litres per year for approved biodiesel production under Program 1).

#### **D. Call for Applications – Timeline**

- Applications are accepted annually by Alberta Energy during a limited call period, subject to funds being available to support additional production in remaining years under the program.
- The opening and closing dates for each call period are stated in Table 1.

**Table 1: Application Call Periods**

<b>Call for Applications</b>	<b>Program Years (April to March)</b>	<b>New Producers Applying Commit to Produce by:</b>
June 30 to July 22, 2011  For small producers of electricity (150 kilowatts to 1 Megawatt): October 17 to November 14, 2011	Year 1 – Year 5 2011/12 – 2015/16	September 30, 2013 (extended)
October 17 to November 14, 2011	Year 2 – Year 5 2012/13 – 2015/16	March 31, 2014
October 22 to November 23, 2012	Year 3 – Year 5 2013/14 – 2015/16	March 31, 2015
October 21 to November 22, 2013	Year 4 – Year 5 2014/15 – 2015/16	March 31, 2015
October 20 to November 21, 2014	Year 5 2015/16	March 31, 2015

#### **E. Application for Additional Production in Future Call Periods**

As stated in Section C of this guideline, during a call period an applicant with a BPCP grant agreement in place may apply for additional production in remaining Program Years by filling out a Request to Increase Bioenergy Production form.

Approval of committed production, annual grants and any increases applied for, is limited by the following:

- The quantity of additional production applied for;
- The maximum annual support for bioenergy production offered per facility in the current call period;
- The Annual Program Maximum under each Program; and
- The Annual Facility Maximum of \$25.5 million per facility per year for support under all programs combined.

#### **F. Application Forms and Attachments**

- Table 2 below summarizes the documentation required for an application to be considered complete when applying under the BPCP.
- Each form requires marking check boxes or entering brief information in response to questions.
- Attachments may also be required or provided as additional information:
  - Required attachments are identified in Table 2.
  - Attachments identified on forms in bold font are required by all applicants, or if applicable.
  - Attachments identified on forms without bold font are optional for applicants wishing to provide additional information.
  - The same attachment may be referenced to address responses to more than one question.
- Most forms have space for comments on the last page.

**Table 2: Required Forms and Attachments**

Required Forms		Required Attachments and Signatures	
Form	When Required	All Applicants	Some Applicants (if applicable)
<b>BPCP Application</b>	Applying for a bioenergy product <b>not previously approved</b>	<ul style="list-style-type: none"> <li>✓ Signature of Applicant(s)</li> <li>✓ Signature of Witness</li> <li>✓ Land title document</li> </ul>	<ul style="list-style-type: none"> <li>✓ Facility Owner(s) Letter authorizing designate</li> </ul>
<b>Schedule A</b> Bioenergy Production	Applying for a bioenergy product <b>not previously approved</b>		<ul style="list-style-type: none"> <li>✓ Description and process flow diagram if applying for multiple bioenergy products</li> </ul>
<b>Schedule B</b> Product Eligibility – Bioenergy Feedstock	Applying for a bioenergy product <b>not previously approved</b>		<ul style="list-style-type: none"> <li>✓ Demonstrating eligibility of municipal waste as a feedstock</li> </ul>
<b>Schedule C</b> New Facility – Not in Production	Applying for a bioenergy product <b>not previously approved</b> and applicants with facilities not yet in production	<ul style="list-style-type: none"> <li>✓ Proof of land ownership or purchase</li> <li>✓ Proof of order/delivery of major equipment</li> <li>✓ Financing status for equipment</li> <li>✓ Permits and approvals allowing construction to proceed</li> <li>✓ Federal approval information – Proof of approval or confirmation if not required</li> </ul>	<ul style="list-style-type: none"> <li>✓ Signature regarding Performance Bond requirement</li> </ul>
<b>Schedule D1</b> Product Eligibility – Liquid Biofuels	Applying for a bioenergy product under <b>program 1 not previously approved</b>	<ul style="list-style-type: none"> <li>✓ Measurement equipment photo or information from manual for producing facilities</li> <li>✓ Demonstration of emissions being at least 25 per cent less than the equivalent fossil fuel.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Copy of product standards or specifications if not published on a web site.</li> </ul>
<b>Schedule D2</b> Product Eligibility – Gas Products	Applying for a bioenergy product under <b>program 2 not previously approved</b>	<ul style="list-style-type: none"> <li>✓ Measurement equipment photo or information from manual for producing facilities</li> <li>✓ Engineer’s sign-off on measurement and calculation.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Copy of product standards or specifications if not published on a web site.</li> </ul>
<b>Schedule D3</b> Product Eligibility – Biomass Pellets, Biocarbon	Applying for a bioenergy product under <b>program 3 not previously approved</b>	<ul style="list-style-type: none"> <li>✓ Measurement equipment photo or information from manual for producing facilities</li> </ul>	<ul style="list-style-type: none"> <li>✓ Copy of product standards or specifications if not published on a web site.</li> </ul>
<b>Schedule D4</b> Product Eligibility – Electricity	Applying for electricity under <b>program 2 or 4 not previously approved</b>	<ul style="list-style-type: none"> <li>✓ Proof of Alberta electric system interconnection.</li> <li>✓ Measurement equipment photo or information from manual for producing facilities</li> <li>✓ Engineer’s sign-off on measurement and calculation.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Illustration of point of measurement if not using a revenue meter.</li> </ul>
<b>Schedule D5</b> Product Eligibility – Heat	Applying for heat under <b>program 2 or 4 not previously approved</b>	<ul style="list-style-type: none"> <li>✓ Measurement equipment photo or information from manual for producing facilities</li> <li>✓ Engineer’s sign-off on measurement and calculation.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Description and diagram for cogeneration or waste heat recovery</li> </ul>
<b>Request to Increase Bioenergy Production</b>	Applying to increase committed production for an approved bioenergy product (must have an existing grant agreement)	<ul style="list-style-type: none"> <li>✓ Signature of Applicant(s)</li> <li>✓ Signature of Witness</li> </ul>	<ul style="list-style-type: none"> <li>✓ Description and diagram supporting the increase in production</li> </ul>

## **G. Submitting Applications**

- To be accepted, applications must be received by Alberta Energy no sooner than 00:01 (12:01 am) Mountain Time<sup>1</sup> of the opening day and no later than 4:30 pm (16:30 hours) Mountain Time at the end of the closing day of the application call period.
- The preferred form of delivery is single or multiple attachments in “pdf” (Adobe Acrobat) format delivered by email to [BPCP.Energy@gov.ab.ca](mailto:BPCP.Energy@gov.ab.ca).
- For emails, the date and time of delivery is based on the date and time it was received by Alberta Energy.
- Alberta Energy will also accept an email providing a link and instructions to download application documents from a file transfer protocol (FTP) site setup by the applicant.
- Late applications will only be accepted if the sender can provide documentation showing the message being undeliverable to the correct email address following at least three attempts.
  - If this occurs, please phone a staff member in the [Alternative Energy Section](#) as soon as possible.
  - Leaving a voice message is not recommended unless it is after hours.
  - Staff will suggest other arrangements.
- The alternate recommended form of delivery is by courier or delivery in person to:

**Attention: Susan Carlisle, Director of Alternative Energy**  
**2<sup>nd</sup> Floor - Energy Reception, North Petroleum Plaza, 9945 – 108 Street**  
**Edmonton, Alberta T5K 2G6**

- Courier and in-person deliveries are only accepted during regular business hours during days of government operation on Monday to Friday, between 8:15 am to 4:30 pm, Mountain Time.
- Due to potential problems with legibility of some attachments, fax transmission is not recommended.
- Alberta Energy will acknowledge receipt of applications within two business days.

## **H. Application Review and Results**

- Table 3 outlines the normal timeframe for key stages in the application process.
- Alberta Energy may accept or reject applications as submitted.
- Initial notification of successful applicants normally occurs by email at the same time that the Department offers an agreement. Unsuccessful applicants are normally notified in the same timeframe.
- The applicant has 45 days to return the signed agreement (two copies with original signatures).
- If a performance bond is required, it must be delivered along with the signed agreements.
- The applicant should notify Alberta Energy within one week of receiving the agreement if they find errors or omissions specific to the applicant, facility or the approved bioenergy product.
- If all requirements have been met for execution of the agreement by the applicant, Alberta Energy will complete execution of the agreement and return a signed original to the applicant.
- If a successful applicant declines an offered agreement, they may not re-apply for the same facility and bioenergy product for one year (e.g., if an applicant declined an agreement offered as a result of their application in the 2<sup>nd</sup> call period for Program Year 2 through 5, they may not re-apply until the 4<sup>th</sup> call period for Program Year 4 and 5.

---

<sup>1</sup> Daylight Savings Time during the summer.

**Table 3: Key Stages of Application**

<b>Activity</b>	<b>Target Timeline</b>
Call for Applications	October-November
Preliminary Screening	December
Unsuccessful Applicants Notified	March
Agreements Issued	March
Applicant Returns Signed Agreement to Alberta Energy	April-May (within 45 days of receipt)
Department Returns Fully Executed Agreement to Applicant	May-June

**I. Confidentiality**

- Alberta Energy may publish information on successful applications following execution of agreements.
- Alberta Energy does not normally publish the names of rejected applicants nor of successful applicants who declined an agreement.
- Information received by Alberta Energy for the purposes of making an application under the Bioenergy Producer Credit Program is considered confidential and will be subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.