

Please note: The following guideline may be updated from time to time. If there is a discrepancy between this guideline and the grant agreement, the terms of the grant agreement shall prevail.

Semi-Annual Reports are required for approved applicants (producers) with grant agreements in place prior to commencement of production

Submission of Semi-Annual Reports

- Semi-Annual Reports are a requirement under Section 5.5 of a Bioenergy Producer Credit Program Grant Agreement issued after March 2011.
- Semi-annual reports are required by applicants with facilities in place which have not yet commenced production of the approved bioenergy product.
- Where applicable, Semi-Annual Reports are due on January 31st and on June 30th until a facility achieves production.
- A Quarterly Report and an Invoice are not normally submitted if an applicant is filing a Semi-Annual Report. However, an applicant may have to file all three reports if production commences in the latter half of a Semi-Annual Reporting period.
- A Fourth Quarter Production Forecast Report is also required, even though production may be zero in the current Program Year.
- Alberta Energy requires a signed Semi-Annual Report to be submitted in pdf (Adobe Acrobat) or paper format.
- If submitting documents electronically, any supporting documents should be submitted as separate documents from the Semi-Annual Report.
- For electronic submissions, Alberta Energy will accept multiple attachments in a single email, a series of emails for the same submission, or an email with instructions for downloading documents from a file transfer protocol (FTP) site set up by the producer.
- Signed Semi-Annual Reports in pdf format should be submitted by email to BPCP.Energy@gov.ab.ca or may be delivered by mail to:

Susan Carlisle, Director of Alternative Energy
10th Floor, North Petroleum Plaza
9945-108 St., Edmonton, AB T5K 2G6

or by courier or in person to:

Attention: Susan Carlisle, Director of Alternative Energy
Alberta Energy Reception
2nd Floor, North Petroleum Plaza
9945-108 St., Edmonton, AB T5K 2G6

Semi-Annual Reporting Compliance and Consequences

Requirements and potential consequences of non-compliance for late or deficient Semi-Annual Reports are addressed in Sections 5 and 6 of the grant agreement.

Please refer to Sections 5 and 6 of the grant agreement for other reporting requirements.

Late or deficient reports may count as a compliance incident under Section 5.12, which may contribute to grounds for termination under Section 6.1.

<i>SECTION ON FORM</i>	<i>TIPS FOR PRODUCERS</i>
Grant Number	Please enter the four digit grant number on the top right corner of the form.
1. General Information	
a. Reporting for the Period Covering:	<p>For applicants approved as a result of the first call for applications, which closed in July 2011, the report to be filed by January 31, 2012 is to cover the period from the date of application to December 31, 2011.</p> <p>For future reporting, the timing for submitting a Semi-Annual Report and the timeframe covered by each report is under review. Based on the current requirements, the time period covered by each Semi-Annual Report is as follows:</p> <ul style="list-style-type: none"> • Report due January 31st: pertains to the period from July 1st to December 31st (2nd and 3rd Quarter); • Report due June 30th: pertains to the period from January 1st to June 30th (4th and 1st Quarter). <p>A Semi-Annual Report is not required starting with the first quarter for which an invoice and quarterly report are to be filed. Therefore:</p> <ul style="list-style-type: none"> • A Semi-Annual Report is not required if commencement of production (as defined in Section 1.1 of the grant agreement) is achieved in the first quarter to which the Semi-Annual Report pertains. For example, a Semi-Annual Report is not required on January 31st if commencement of production is achieved during the 2nd Quarter (July 1st to September 30th) of the Program Year; • A Semi-Annual Report is required if commencement of production is achieved in the second quarter to which the Semi-Annual Report pertains. In this instance, the report would pertain to the first quarter in that reporting period. For example, the Semi-Annual Report filed on January 31st would pertain to the 2nd Quarter (July 1st to September 30th) if commencement of production is achieved during the 3rd Quarter (October 1st to December 31st) of the Program Year.
b. Project Location:	<p>Enter the name of the community (or closest community) stated in Section 1.1 of the grant agreement under "Facility".</p> <p>If the general and specific location of the facility changes, the applicant needs to submit a request to amend the grant agreement for Alberta Energy's consideration.</p>

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c. Company Name:	Enter the company name (the “Applicant”) found on page 1 of the grant agreement
d. Contact Information:	Please provide contact information for the person completing the report to follow up with if Alberta Energy has questions or concerns about the report.
e. Project/Facility Name	Enter the Project/Facility Name as stated in the original application in Question 4 of the Application Form.
f. Bioenergy Product	Enter the product as identified in Schedule A of your grant agreement. This information is located in the first row of the table under the heading Committed Production and Support. Examples: first generation ethanol, wood pellets, biogas, heat, electricity
g. Bioenergy Feedstock	Enter the anticipated feedstock based on current plans. Check the first row of the Product Eligibility table in Schedule A of the grant agreement. If the feedstock has changed from what is stated in the agreement, the applicant may need to request an amendment to the grant agreement.
h. Program Number	Enter the applicable program number (i.e., Program 1, 2, 3 or 4) for the product as identified in Schedule A of your grant agreement. This information is located in the first row of the table under the heading Committed Production and Support.

2. Performance Bond Requirement

Changes in facility development status may affect the requirement for a Performance Bond under Section 3.0 of the grant agreement.

a. Is this Grant currently subject to a Performance Bond?	Answer Yes or No, in accordance with Section 3.0 of the grant agreement.
b. Status of Facility Development	Status at time of accepting the agreement would be based on the project plan in place at that time. Check the appropriate box(es).
c. Status of Land Acquisition	Check the appropriate box. Please elaborate further as necessary. If land status has changed, please attach supporting documentation confirming change (e.g., purchase of land).
d. Status of Major Equipment	Check the appropriate box. Please elaborate further as necessary. If status of major equipment has changed, please attach supporting documentation confirming change (e.g., receipt of delivered equipment).

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	e. Status of Financing for Major Equipment	<p>Check the appropriate box.</p> <p>Please elaborate further as necessary.</p> <p>If status of financing for major equipment has changed, please attach supporting documentation confirming change (e.g., change in source of financing; financing complete).</p>
	f. Status of Permits and Approvals	<p>Please refer to Schedule C Question 6 in your original application.</p> <p>Confirm status of any permits or approvals checked as “Yes, Required” which were not approved at the time of application.</p> <p>Please confirm if the requirement for a permit or approval has changed since the grant application (i.e., a permit thought to be acquired at the time of application is no longer required; a permit thought not to be required is now required; a permit that was not identified in the application is now required).</p> <p>Also confirm the status of any permits or approvals for which the requirement has changed.</p> <p>Please provide supporting documentation confirming the change in status or the change in requirement of a permit or approval.</p>
3. Project Milestones and Significant Delays		
	a. Expected Date for Commencement of Production	<p>Please identify the expected date for commencement of production as defined in Section 1.1 of the grant agreement.</p> <p>The expected date may be the same as the date stated in Schedule A of the grant agreement or it may be earlier or later.</p> <p>See Section 6.1(c) regarding consequences of late commencement of production.</p>
	b. Project Development Milestones	<p>Information provided in this section is based on the applicant’s project plan.</p> <p>With the first Semi-Annual Report, a copy of the project plan in place at the time of accepting the agreement is required. Include a copy of the project plan in place at the time of accepting the agreement or, if applicable, make reference to plan included with application.</p> <p>Please comment on any changes or discrepancies against the current project plan and attach any amendments to the project plan.</p>
4. Other Project Changes or Issues		
	a. Changes in project or facility ownership or management	<p>If a change has occurred, please describe briefly on the form and include date of change. Also, please attach supporting documentation (e.g., updated CORES Registry Report; legal documents.)</p> <p>Examples of changes would include new project manager, new facility owner, new corporation formed as facility owner.</p> <p>Enter Not Applicable or N/A if no changes to report.</p>

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	<p>If the applicant name is to change as a result of a change in ownership, it will be necessary to apply for re-assignment of the grant agreement under Section 8.3.</p>
<p>b. Changes to the planned facility or operations (i.e., product eligibility)</p>	<p>Potential changes include type of product applied for (e.g. change from FAME biodiesel to HDRD renewable diesel technology; change in feedstocks), capacity of facility as applied for, and criteria relating to product eligibility such as feedstocks and production measurement (Schedule A).</p> <p>If a change has occurred, please describe briefly. Attach supporting documentation, if appropriate, to elaborate on the change.</p> <p>Enter Not Applicable or N/A if no changes to report.</p> <p>Changes to planned facility or operations may affect eligibility of the bioenergy product (see Schedule A).</p> <p>If capacity is greater than originally planned, there may be an opportunity during a future call for applications to apply for an increase in the quantity of production committed to and supported.</p>
<p>c. Legal issues that may affect facility completion</p>	<p>Please indicate any new or unresolved legal issues potentially affecting completion of the facility and future bioenergy production (e.g., dispute with contractor; charges under the <i>Environmental Protection Act</i>).</p> <p>Enter Not Applicable or N/A if no issues to report.</p>
<p>d. Market-related Issues affecting future production</p>	<p>Please describe any new, emerging or ongoing market-related issues affecting future bioenergy production (e.g., cancellation of contracts) that were not anticipated in production forecasts.</p> <p>Enter Not Applicable or N/A if no issues to report.</p>
<p>Signature</p>	<p>The Semi-Annual Report should be signed and dated by an individual in the capacity of one of the following:</p> <ul style="list-style-type: none"> • the company representative who signed the grant agreement; • the individual identified in Section 9 of the grant agreement for communication purposes; • the designate identified in the original application; • an executive officer of the producer company (the Applicant) such as the Chief Executive Officer or Chief Financial Officer; • the President or Vice-President of the producer company; or • an individual designated (temporarily or indefinitely) in writing by one of the above individuals or positions to sign the Semi-Annual Report on behalf of the applicant. <p>Please remember to include the date, a printed name and the position title for the individual signing the Semi-Annual Report.</p>