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| ***CLEAN INFRASTRUCTURE RFA TEMPLATE 2016*** |
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| Project and applicant information | | | | | | | | |
| **Project Name** |  | | | | | | | |
| Entity Legal Name(s) |  | | | | | | | |
| Royalty payor code |  | | |  | | | | |
| Project Supervisor |  | | | Contact Phone | |  | | |
| Contact e-mail |  | | | | | | | |
| **PARTNER APPLICANT(S) – PARTNER #1 (if applicable)** | | | | | | | | |
| Entity Legal Name(s) |  | | | | | | | |
| Royalty payor code |  | | |  | | | | |
| Contact Name |  | | | Contact Phone | |  | | |
| Contact e-mail |  | | | | | | | |
| **PARTNER APPLICANT(S) - PARTNER #2 (if applicable)** | | | | | | | | |
| Entity Legal Name(s) |  | | | | | | | |
| Royalty payor code |  | | |  | | | | |
| Contact Name |  | | | Contact Phone | |  | | |
| Contact e-mail |  | | | | | | | |
| **Survey Questions** | | | | | | | | |
| How did you find out about the Clean Infrastructure (Request for Applications) RFA 2016? Please check all that apply: | | | | | | | | |
| Daily Oil Bulletin | |  |  | | Advised by Industry Body (eg. CAPP or EPAC) | |  |  |
| Ministry’s Email Notification | |  |  | | Ministry News Release | |  |  |
| Media | |  |  | | Webinar: | |  |  |
| Word of Mouth | |  |  | | Other (specify): | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
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| ***Please review the Clean Infrastructure RFA 2016, Section E - Application to the Program, for details on the documents to include in an application.*** | | | | | | | | |
| Sections 2.2, 5, and 6, in this Clean Infrastructure RFA Template should be answered fully for evaluation purposes. If these sections are not addressed in the Template, the application will not be eligible to achieve full marks. | | | | | | | | |

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| **FOR EVALUATION CRITERIA - PLEASE COMPLETE THIS TEMPLATE FOR THE RFA SUBMISSION** | |
| 1. **Project Details (double click on box to tick)** | |
| Please select the type of greenhouse gas (GHG) emissions reduction project (select all that apply):  high bleed to low bleed conversions  instrument gas to instrument air conversions  pump conversions  vent gas capture  other (please specify): | |
| Total number of months of project construction:  *(refer to Section 2.2 Step 1)* | months |
| Estimated total project cost:  *(refer to Section 3)* | $ |
| Royalty deduction requested (as dollar amount):  *(refer to Section 2)* | $ |
| Royalty deduction requested (as percentage of total project cost):  *(refer to Section 2)* | % (50% maximum) |
| Estimated total amount of GHG emission reductions over 5 year period:  *(refer to Section 4)* | tonnes CO2e |
| Royalty Credit Emission Reduction Ratio:  *(refer to Section 5)* | ($/tonnes CO2e) |

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| 1. **Detailed Description of the Project** |
| 2.1 Please explain the reasons the Applicant intends to undertake the project. Please explain the project benefits attributable to the Province (e.g., additional economic benefits, employment opportunities, applicability of the technology to other areas in BC). Also provide a description of the project, , including describing the type of GHG emission reduction project, the location of the project, the type of equipment/technology currently in use and related GHG emissions, and the new equipment/technology to be installed and related greenhouse gas emissions reductions expected. [Space is not limited]. |
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| 2.2**. Complete the Summary of Project Work and Step(s) Table on the following page.**  **PLEASE NOTE:** This table will be used to create Schedule A to an Agreement if the Applicant’s project is approved by the Administrator. *If you need more rows or more space, insert them to fit your needs.*  The **Summary of Project Work and Step(s) Table** includes:   * Summary Description of Project * Start and Completion Dates for the Project, including Start and Completion Dates for Construction and Post-Project Verification * Construction and Verification: Components, Expected Completion Dates, and Estimated Completion Costs * Royalty Deduction Request * Estimated GHG Emissions Summary * Royalty Deduction Allocation * Royalty Credit Emissions Reduction Ratio   **Notes:**  **Project Start and Completion Dates** will comprise the timeframe where eligible costs will be incurred for the project. If any costs are incurred before or after these dates they may be deemed an ineligible cost, unless these costs are captured in **Schedule D – Special Equipment, Inventory or Services** contained in the Agreement and approved by the Administrator.  **Please refer to the Clean Infrastructure Royalty Credit Program Guidance Document** for an example of a completed Clean Infrastructure RFA Template including a completed Summary of Project Work and Step(s) Table.  **Project Construction** may not occur prior to the Closing Time of 2:00 PM Pacific Time on October 7, 2016 in order for project costs to be eligible for royalty deductions.  **Estimated Project Costs** are based on Section 3 of this document.  **Estimated GHG Emissions Reductions** are based on Section 4 of this document.  **Royalty Credit Emission Reduction Ratio** is based on Section 5 of this document.  **Use of Steps:** The Clean Infrastructure Royalty Credit Program allows for the use of two steps. Step 1 is Project Construction. Step 2 is Post-Project Verification. Up to 50% of the royalty credit associated with the Project Construction Step may be requested for release within 6 months of the construction completion date (subject to the terms and conditions of the Agreement). The second half of the royalty credit associated with the Project Construction Step, and all of the royalty credit associated with the Post-Project Verification Step, may be requested for release within 6 months of completing Post-Project Verification (subject to the terms and conditions of the Agreement). |

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| *Summary of Project Work and Step(s) Table*  ***GHG Emissions Reduction Project*** | | | |
| **SUMMARY DESCRIPTION OF PROJECT:** Must Include: type of GHG emission reduction project, the amount, make and model of all equipment involved in the project (including existing and new equipment/technology); locations of equipment for the project; and timelines for installation. | | | |
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| ***Project Start Date***  *(must be after the RFA Closing Time)*  *(mm/dd/yyyy)* |  | ***Project Completion Date*** *(on or before the earlier of the fifth anniversary of the Agreement and Jan 31, 2022) (mm/dd/yyyy)* |  |

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| **PROJECT STEP 1: Description of Step 1 - Construction** | | | | | |
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| **Step 1 Start Date**  *(mm/dd/yyyy)* |  | **Step 1 Completion Date** *(on or before the earlier of the third anniversary of the Agreement and Jan 31, 2020 (mm/dd/yyyy)* |  | **Total Number of Months for Step 1** |  |
| **Project Step 1:** *Construction Components* | | | | **Expected Completion**  **Date** (mm/dd/yyyy) | **Step 1 Estimated Completion**  **Costs** |
| **Design** (planning, applications and surveying) | | | |  | $ |
| **Construction**  (installation, labour costs) | | | |  | $ |
| **Equipment** (retrofit or replacement equipment costs) | | | |  | $ |
| **Other:** | | | |  | $ |
| **Total** | | | | DO NOT use this space | **$** |

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| **PROJECT STEP 2: Description of Step 2 - Post-Project Verification** | | | | | |
| **Please provide a Draft Verification Plan:**  Must Include: the expected verification body, the scope of verification activities and schedules, a sampling plan , quantification methodologies, and identification of what data may be required (and how it will be collected) to calculate the GHG emissions reductions in the GHG Emissions Reduction Report. An outline of the GHG Emissions Reduction Report must also be provided as part of the Draft Verification Plan.  The Draft Verification Plan must follow the guidance provided by ISO 14064. Further information on the draft verification plan is available in Appendix B of the RFA.  The Proponent must ensure the plan is approved by the Administrator prior to the completion of Step 1 to ensure that the Administrator will allow royalty deductions requested in respect of Step 1. | | | | | |
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| **Step 2 Start date**  *(mm/dd/yyyy)* |  | | **Step 2 Completion Date** *Completion must occur on or before the earlier of the fifth anniversary of the Agreement and Jan 31, 2022 (mm/dd/yyyy)* | |  |
| **ProjectStep 2:** *Verification Components* | | **Expected Completion**  **Date**  (mm/dd/yyyy) | | **Step 2 Estimated Completion**  **Costs** | |
| **Report development** (sampling, analysis, reporting) | |  | | $ | |
| **Verification** | |  | | $ | |
| **Other**: | |  | |  | |
| **Total** | | DO NOT use this space | | **$** | |
| **Total Estimated Project cost:**  *( Step 1 + Step 2)* | | DO NOT use this space | | **$** | |

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| **Royalty Deduction Request** | |
| **PLEASE NOTE: The amount of royalty deduction requested below will be used to determine the maximum amount of royalty deduction that the Province would allocate to the project if successful under this RFA.\*** | |
| **Total Royalty Deduction Request:**  *(as $ amount, cannot exceed 50% of Total Estimated Project Cost)* | $ |
| **Total Royalty Deduction Request:**  *(as % of Total Estimated Project Cost)* | % (maximum 50%) |
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| **Anticipated Maximum Royalty Deduction Request for Completing Step 1:**  *(cannot exceed 50% of the estimated completion costs for Step 1)* | $ |
| **Anticipated Maximum Royalty Deduction Request for Completing Step 2:**  *(cannot exceed 50% of the estimated completion costs for Step 2)* | $ |

\* Despite any request for royalty deductions by the proponent, the amount of any royalty deductions allowed by the Administrator will be subject to the provisions of, and limits set out in, the *Petroleum and Natural Gas Royalty and Freehold Production Tax Regulation* and any agreement concerning royalty deductions between the Province and the proponent(s).

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| **Royalty Deduction Allocation** *(Please fill out this section if this is a joint application involving multiple producers; add additional rows if necessary; allocated percentages must total exactly 100%)* | |
| **Percent of Requested Royalty Deduction Allocated to Producer #1:** | % |
| **Percent of Requested Royalty Deduction Allocated to Producer #2:** | % |
| **Estimated GHG Emissions Summary** | |
| **Estimated Greenhouse Gas Emissions Reductions:**  *(over 5 year period Jan 1, 2017 – Dec 31, 2021) (refer to Section 4)* | tonnes CO2e |
| **Royalty Credit Emission Reduction Ratio:**  *(refer to Section 5)* | $/tonnes CO2e |

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| **3. Estimated Project Cost** |
| Please include an itemized Project Cost Estimate and Equipment Cost Estimate for the proposed project, including all planning costs, design costs, costs associated with obtaining licenses and approvals or engineering expenditures, construction costs, equipment costs, installation costs, and costs related to the verification of GHG emissions reductions; examples of the level of detail required for GHG emission reduction projects are provided below.  **The Ministry does not accept contingency, applicable federal taxes, administration and overhead costs as part of the cost estimates. Please refer to the Clean Infrastructure RFA 2016, Section D “Key Program Terms and Conditions – 5. Eligible Costs” for further clarification of construction costs.**  Project cost estimates should be provided separately for each equipment type. For example, if a project is applying to replace 100 pneumatic devices and 20 pumps conversions, one set of tables should be completed for the pneumatic device replacement portion of the project, and one set of tables should be completed for the pump conversions.  **Please provide these tables in a separate Excel spreadsheet.** |

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| **PROJECT COST ESTIMATE BREAKDOWN TABLE (GHG Emissions Reduction Project)** | | | | | |
| **DESCRIPTION** | **AMOUNT** | | **UNIT PRICE** | | **TOTAL** |
| Site specific design |  | Hrs | $ | / Hr | $ |
| Approvals and Planning |  | Hrs | $ | / Hr | $ |
| Installation |  | Hrs | $ | / Hr | $ |
| Testing and data verification |  | Hrs | $ | / Hr | $ |
| Reporting |  | Hrs | $ | / Hr | $ |
| **PROJECT COST ESTIMATE** |  |  |  |  | **$** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **EQUIPMENT COST ESTIMATE BREAKDOWN TABLE (GHG Emissions Reduction Project)** | | | | | |
| **DESCRIPTION** | **AMOUNT** | | **UNIT PRICE** | | **TOTAL** |
| Item 1 |  | Unit(s) | $ | / Unit | $ |
| Item 2 |  | Unit(s) | $ | / Unit | $ |
| Item 3 |  | Unit(s) | $ | / Unit | $ |
| **EQUIPMENT COST ESTIMATE** |  |  |  |  | **$** |
| **GRAND TOTAL FOR ALL COST ESTIMATES** | | | | | **$** |
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*Please answer the following questions:*

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| **4. GHG Emissions Reductions** |
| 4.1: Please provide estimates of GHG emissions reductions from the project over the project period. The emissions estimates should begin with the construction completion date for the specific equipment and end on December 31, 2021. If the Step 1 Completion Date occurs prior to January 1, 2017, use January 1, 2017 as the starting period for the purpose of these estimates.  GHG emissions reductions should be estimated using the appropriate quantification methodology as described in Appendix A of the RFA and the **Clean Infrastructure Royalty Credit Program Guidance Document**. This section must include all relevant information required to estimate baseline and project emissions as described in those documents, including a list of relevant equipment, emissions factors, and other operating information that may be required, along with the final estimates completed using the described methodology.  **These estimates must also be provided in an Excel spreadsheet.** |
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| **5. Royalty Credit Emission Reduction Ratio** |
| 5.1: Please calculate the royalty credit emission reduction ratio. The royalty credit emission reduction ratio for each application will be calculated by taking the requested royalty credit and dividing by the GHG emissions reduction estimate from Section 4 above. |
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| **6. Project Business Case** |
| 6.1: The Clean Infrastructure Royalty Credit Program is not intended to support projects that a Producer(s) (as such term is used in the *Petroleum and Natural Gas Act*) would be required to undertake for the purpose of meeting regulatory requirements, or in the case of “business as usual” retrofits. In a maximum of 4 pages, please:   * explain why this project cannot proceed without a royalty deduction, by describing any barriers to implementation (financial, technological, etc.) that may exist and could be overcome if the project is approved, * provide an estimate of the industry payback period (in months), payback is the amount of time that passes before the project cost is recovered through the sale of recaptured (non-vented) natural gas, * confirm whether the project utilizes new or innovative technology and, if so, justify this conclusion in detail, and * identify the project risks and steps that will be taken to control and mitigate them (e.g., insurance, changes in corporate focus and capital budgets, scope revision, construction costs increases, etc.).   See the **Clean Infrastructure Royalty Credit Program Guidance Document** for further information.  **The Industry Payback Period must also be provided in an Excel spreadsheet (template provided).** |
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