

British Columbia Low Carbon Jet Fuel Incentive Program (BC-LCJFIP)

BC-LCJFIP Application Guide

Welcome to the **British Columbia Low Carbon Jet Fuel Incentive Program (BC-LCJFIP)**. This guide is designed to help eligible airlines complete the application process, including the submission of the **BC-LCJFIP Application Form** and the **BC-LCJFIP Delivery Verification Form**. Please follow the instructions below to ensure a smooth and successful application.

1. Program Overview

The BC-LCJFIP aims to support early adoption of Low Carbon Jet Fuel (LCJF) by offering incentives to airlines operating in British Columbia. The program helps to reduce greenhouse gas (GHG) emissions in advance of regulatory requirements by providing financial incentives to offset the higher costs of LCJF.

The process involves two main steps:

1. Submission of the **BC-LCJFIP Application Form** before fuel purchases are delivered.
2. Submission of the **BC-LCJFIP Delivery Verification Form** after the fuel has been delivered.

2. Before You Apply

- **Check Eligibility:** Confirm that your organization is eligible under Canada's Aeronautics Act and is operating flights under the Canadian Aviation Regulations (CARs) (Parts 701, 703, 704, and 705).
- **Decide on Incentive Type:** Choose between a **cash incentive** or an **LCFS credit option** based on your organization's preferences.
- **Prepare Information:** Have details of your planned LCJF purchase ready, including supplier information, estimated volume, and expected delivery dates.

3. Filling Out the Application Form

Section 1: Applicant Information

- **Legal Name of Applying Organization:** Enter the full legal name of your organization as registered.
- **Contact Person Name:** Provide the full name of the individual responsible for the application.
- **Title/Position:** Specify the job title of the contact person.
- **Email and Phone Number:** Include up-to-date contact details for communication.
- **Primary Business Address:** Provide the complete address, including Province/State, Postal Code/Zip Code, and Country.
- **Canadian Aviation Regulation (CARs) Certificate Number:** Enter this certificate number as required for program eligibility.

- **Certificate Type:** Enter the certificate type such as: Domestic, Foreign, Foreign – Code Share, Private, Free Trade Agreement.

Section 2: Low Carbon Jet Fuel (LCJF) Purchase Details

- **Total Volume (litres):** Specify the total volume of LCJF you plan to purchase and deliver to BC.
- **Delivery Date:** Provide the estimated date for delivery.
- **Feedstock Source and Blend Ratio:** Provide information on the feedstock source and the blend ratio anticipated to be used in the fuel.
- **Estimated Low Carbon Jet Fuel Price Premium (CAD/Litre):** Please provide the estimated Low Carbon Jet Fuel price premium (e.g., \$/L above Jet-A) for the planned fuel purchase associated with this application, along with the Jet-A price assumed in your calculation. Prices should be expressed in Canadian dollars (CAD) per Litre (L) and the price premium range must not exceed \$0.25 CAD/L. Exact prices are not required, but ranges should reflect market conditions at the time of the planned uplift in B.C.
 - **Example:** Jet-A Price: \$1.60 | Premium: From \$0.45 to \$0.65 CAD/L

Section 3: Incentive Option Selection

- **Preferred Incentive Option:** Choose either the **Cash Incentive** or **LCFS Credit Option**.
 - Credits are valued at an annual average trading price of the previous year
- **Carbon Intensity:** Enter the estimated carbon intensity (CI) score of the planned fuel purchase.
- **Total Volume LCJF Incentive Requested:** Specify the volume (in litres) for which you are requesting an incentive.
- **Estimated Incentive Amount Requested:** Calculate this based on the Baseline Incentive Rates provided in the form.

Section 4: Declaration

- **Read and Acknowledge** the three declarations.
- **Sign and Date** the form.

Submission Instructions:

- Email the completed form and attachments to lcfs@gov.bc.ca with the subject line: “BC-LCJFIP Application Form – [Organization Name]”. Alternatively, click the “Submit” button which will open a new email message for you.

4. Post-Purchase: Filling Out the Delivery Verification Form

After purchasing and receiving the LCJF, complete the **BC-LCJFIP Delivery Verification Form** to verify the delivery details.

Section 1: Evidence of Purchase & Delivery

- **Legal Name of Applying Organization:** Enter the same name used in the initial application.

- **BC-LCJFIP Application #:** Provide the unique application number assigned to your initial application.
- **Contact Person Details:** Provide the contact details of the primary contact for delivery verification purposes.
- **Invoiced Total:** Indicate the total invoiced amount for the LCJF purchase.
- **Total Litres Delivered:** Specify the actual volume of LCJF delivered.
- **Delivery Completion Date:** Enter the date when the delivery was completed.
- **Delivery Plan Changes:** Note any deviations or changes from the originally stated delivery plan.
- **Additional Details:** Note any additional details to program staff

Required Attachments: Attachments can be uploaded by email when submitting the Delivery Verification Form, however, attachments can alternatively be added directly to the PDF by clicking the “Attach” button.

- **Invoice(s):** Attach copies of invoices for the fuel purchases.
- **Delivery Receipt(s):** Attach copies of delivery receipts to verify fuel receipt at the designated BC airport(s).
- **BC Fuel Code:** Include evidence the fuel delivered has a valid BC-LCFS Fuel Code.
- **Optional Attachments:** Provide any additional relevant documentation supporting the fuel purchase and delivery.

Section 2: Declaration

- **Read and Acknowledge** the three declarations.
- **Sign and Date** the form.

Submission Instructions:

- Email the completed form and attachments to **lcfs@gov.bc.ca** with the subject line: “BC-LCJFIP Delivery Verification – Application #XXXXXXX”. Alternatively, click the “Submit” button which will open a new email message for you.

5. Important Deadlines

- **Application Submission:** Must be completed during the designated application period.
- **Post-Purchase Documentation:** Must be submitted by December 31st of the same year of application. Please reach out to the Low Carbon Fuels Branch prior to this deadline to communicate any delivery delays.

6. Support and Assistance

For questions or assistance with the application or verification forms, contact the Low Carbon Fuels Branch at **lcfs@gov.bc.ca**. Ensure all required information and documentation is complete to avoid delays.

7. Next Steps After Submission

- You will receive a confirmation email upon successful submission.
- The Low Carbon Fuels Branch will review your application and request additional information if needed.
- Upon review, you will be notified of the acceptance or rejection of your application and the estimated incentive award.
- After submitting the **Delivery Verification Form**, the final incentive will be calculated based on verified delivery details.

This guide aims to make the application process for the BC-LCJFIP as smooth as possible. Please ensure that all sections are completed accurately and that supporting documents are attached to expedite the review process.