

# **The Coordinated Interagency**

# **Transmission Authorizations**

# and Permits (CITAP) Program

# Portal

# User Guide for Project Proponents

CITAP User Guide for Project Proponents October 2024

> Grid Deployment Office United States Department of Energy Washington, D.C. 20585

# CITAP Project Proponent User Guide

Part 1: CITAP Portal Overview	3
System Requirements	3
Orientation to Site	
Uploading Attachments	5
Accepted File Types	
Editing Submitted Materials	6
Communication with DOE	
Completing Your Profile	9
Accepting an Invitation	10
Verifying Your Email	10
Changing Your Email Address	12
Status Indicators	
Managing Your Project Team	13
Confidential and Sensitive Information	15
Part 2: Step-by-Step Instructions	16
Sign In	16
Begin a New Project	17
Project Attributes	
Questionnaire Results	18
Verify Your Email	19
Successful Submittal	22
Invite Contacts to Your Project Team	22
Review Period	23
Initiation Request Determination	
IIP Process	25
Initial IIP Meeting and Meeting Summary	25
Resource Reports	26
Add Attachments	26
Revised Attachments	27
Request an IIP Review Meeting	28
IIP Review Meeting Summary	29
Closeout Meeting Request	30
IIP Closeout Meeting Summary	31
Project-Specific Schedule	32
National Environmental Policy Act Section	33
Part 3: Additional Resources	34

# Part 1: CITAP Portal Overview

# System Requirements

- All CITAP Portal users must have a OneID account (see <u>Part 2</u> section for step-by-step instructions).
- Recommended browsers: Firefox, Chrome, Edge, and Safari.
- An asterisk (\*) indicates a required field or attachment. Leaving a required field or attachment incomplete will generate a red outline or red alert indicator, as shown in the example images. below.

Image 1: Incomplete Fields

1. Company contact Information Legal name and principal place of business of project proponent requesting IIP Process initiation	Geospatial Info - Geospatial Information Start Coordinates is Required
- Conpany Legal Name *	Geospatial Info - Geospatial Information End Coordinates is Required
Type of Company     Any missed or incomplete     fields/data, a red outline appears     for that missed information.	Third Party Contact - Company Type is Required
Company Address *	Third Party Contact - Must be either a 5 digit or 9 digit (with hyphen) zip code
State/Tentory	Save Submit

## **Orientation to Site**

- Sign In/Sign Out buttons are located in upper right corner.
- Use the **Profile** page to revise how your name and organization are shown on the site, and to set and edit the email address for notifications.
- Returning CITAP Portal users can click the **Project Dashboard** tab to view your project(s).
  - Each project is listed with a unique **Record Number**.
  - Use the Notifications table to review the activity in your project since you last logged in.

Horas Abo	θ	
Projects	2048 Control Number 1010-0145 Exploration Seeve 10:002027	
Submit an Integrated Interag	nency Pre-Application Initiation Request	
Pending Invitations You have no new invations.		
Notifications Review mover activity in your project, including new article 9, inventur.	itnens, conness, or sacus charges. Some wests may require you to sale action. Oid with term it the solid to visit the page.	
Anger Proper Contents 74833 Contents 74833 Contents 74833 Contents 74833 Contents 74833 Contents 748 Contents 74 Contents 74	The <b>Projects Dashboard</b> consists of the following: 1) <b>Pending Invitations</b> : A card will appear if someone invites you to join their project. 2) <b>Notifications</b> : This table lists the activity that occurred since you last visited the portal (e.g., a status change or new attachment uploaded). 3) <b>Active Projects</b> : This table lists any project(s) that you created or you were invited to access.	
Select a project from the table to open the recard. Q. Search Project Name	Secrification Plane Laneboldy o Sena	
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# **Uploading Attachments**

In the CITAP Portal, the project proponent communicates to the DOE representative by attaching files to the record.

- Use **Select File** to locate and select a file or drag and drop into the **Select File** area. (NOTE: Upload one attachment at a time.)
  - NOTE: When attaching files (revised or multiple), the filenames must not be the same to keep them separate; otherwise, an error appears "A file with that name already exists" and cannot be uploaded.
- Use the + Add Attachment then Upload buttons to upload documents one at a time (see image 3).
- Use the *Description* field to provide a detailed description of the document for your reviewer. *Description* allows up to 25 characters. When uploading a long document, use the *Description* field to note the page number(s) where the reviewer will find the relevant information.
- If a document is uploaded with an error, upload a corrected version. Call the file "Revised" in the *Description* along with an explanatory note (see image 4).

Image 3: Add Attachments

Resource Reports 9 - Soil Resources	Select a file or drag and drop here Excel, JPG, PNG, PDF, and ZIP file types File
Resource Reports 9 - Soir Resources	permitted
earn more about how to prepare a soil resources report.	
Attachments	Description*
No Attachments Found	
+ Add Attachment	"Confidential Information: If any of the documents you will submit below contain
	use the guidance Click "Select File" or "drag-n-
Reviewer Comments	"confidential" the drop" the file to the file
No Comments Found	marked "non-co
No PERSONAL AND	or redacted. DO IOCALION ADOVE of the information
	applicable law. Note the accepted file types
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#### Image 4: Revised Attachment

þ	Electronic Data Tests 001.xlsx	9.9 KB	Remove
Proposed	* d Sch (Revised)		
Limit 25 Ch	aracters		
Click uploa	d to submit.	Cancel	Upload

## Accepted File Types

Upload attachments in the following formats:

- MS Excel
- Adobe PDF
- JPG
- PNG
- ZIP

There is no restriction on file size.

## **Editing Submitted Materials**

Image 5: Remove Attachment

Project proponents may wish to edit information submitted to the portal. Make this request through the portal through the steps below. Alternately, you can email your primary reviewer or <u>citap@hq.doe.gov</u> directly and explain the change you wish to make.

NOTE: All changes are a "request" for the change since your primary reviewer will review and accept the change.

 Remove an Attachment: Click on the 3-dot icon located on the right end of the attachment row (see image 5). Selecting *Request to Remove Attachment* will prompt a pop-up confirmation window. You must provide a reason for making the change, then click the *Request to Remove* button (see image 6).

Related Planning and Anal	lysis		Change Log	
Referent planning and analysis for the p	reject, including regional absorbs transmission planning (	locuments, interconnection requests, and reliability, o	seperitor, or other studies,	Remove Attachment? ×
				Remove Attachment:
$A(t) \ge \exp(t) \left( B t \right),$			(Palasitis 197	Are you sure you want to remove NewTest
				Doc.docx?
Attachments		-		
pload attachments with a detailed desc	cription.			Reason for the change*
+ A (2), A			Q.244	maaning the change
File Barrie	Bearighter	Tatlandad on 4 Kins	Alladia	
Comments	Adopt Planck Knaryst	100320034, 12,47 PM x001 14,3 MB	Andy Applicant	The primary reviewer will approve the change.
Nerr are no messages.				Cancel Request to Remove
( Printed Page			(Next Page 5)	

Image 6: Fill in the reason for the change before submitting the request.

 Editing Information: Open the page containing the field to be modified, then click the *Request to Edit* button located near the field. This action opens the Change Log where you can retype the information. Click the *Submit Request to Edit* button to confirm and submit (see image 7).

(NOTE: This only applies to the few pages with fillable fields.)

The request will be shown as **Pending**, until the DOE reviewer approves the change. Only then will you see the update on the main page.

Image 7: Request to Edit

		Under review
Project Descripti	nc	Change Log
	of the proposed project, including end points, voltage, ownership, intermediate substations, if applicable, and any information about constraints or flexibility.	
ABC Project		
		Request to Edit
Attachments		
Upload attachments with	Psylicity > ABC Psylicit > Psylicit Description > Change Requests	
+ Add Attachment	Change Log: Project Description The prior proposet may report to sense an allocherers or old information. The primary involvem mult approve or data the always.	
NewTest Doc.docx	Request to Edit Type pur brance, the disk the fadent Champen button.	
	Mic Paper 6	
	Previous Information	
	Andy Applicant     Submitted     Submit	(2024, 01:02 PM MDT
	and a structure we require	Extend Request to Edit

To view all requested changes, click on the **Change Log** button located in the upper right corner of each page (see image 8).

Image 8: Change Log Button

ABC Project	
Project Information	Projects > ARC Project > Related Planning and Analysis
Overview	Under review
Project Team	Related Planning and Analysis
	Relevant planning and analysis for the project, including regional electric transmission planning documents, interconnection requests, and reliability, congestion, or other studies.
Request to Use Integrated Interagency Pre-application (IIP)	URL Remove
Company Information	Add a project URL
Third Party Contact Information	(Request to Edit)
Statement of Intent	Attachments
Related Planning and Analysis	Upload attachments with a detailed description.
Potential Routes, Evaluation Criteria, and Methods	+Add Attachment Q. Search

From the **Change Log** you can check if your request is still pending and review previous changes. You can also choose to cancel a requested change (see image 9).

#### Image 9: Sample Change Log

quest to Edit	
your changes, then click the Submit Changes button.	
ABC Project	
Previous Information	
Andy Applicant	Submitted 10/23/2024, 01:02 PM MD7
Project Proponent	
NAME OF PROJECT: ABC Project	
	Cancel Submit Request to Ed
nding Requests	
e requests have been submitted to the primary reviewer to approve or deny.	
Request to Remove Attachment	
Request to Remove Attachment	
Andy Applicant	Submitted 10/23/2024, 03:55 PM MD7
Project Proponent	Submitted Submitted
REASON FOR CHANGE: Applicable changes made	
FILE NAME: NewTest Doc.docx (14.5 kB)	
UPLOADED BY: Andy Applicant ORGANIZATION: National Renewable Energy Laboratory UPLOADED ON: 10/23/2024, 12:48 PM MDT	
DESCRIPTION: Propsed Project Descrip	
	Cancel Request to Remove Fi
tory of Changes	
the complete history of changes to the Project Description.	
Original Content	
Andy Applicant Project Proposed	Submitted 10/23/2024, 01:02 PM MD7

## Communication with DOE

Correspondence with your primary reviewer is critical for meeting the CITAP Program timeline. There are a few different means of communication:

## **Direct Communication**

- Users can write to the DOE using the email <u>citap@hq.doe.gov</u> or directly email the primary reviewer assigned to the project.
- Include the project's Record Number in all emails.

#### **Portal Comments**

- The DOE reviewer will leave comments with instructions and information. The comments section appears on each page with attachments.
- Project proponents may not write a comment, you may respond by uploading an attachment.
- Each comment will include a status indicator.

Image 10: Reviewers will leave comments to the Project Proponent within the CITAP Portal.

	Comments	
RR	Rachel Reviewer Primary Reviewer	10/17/2024, 03:23 PM MDT Deficient (Needs additional information
	Identify additional criteria for adding or modifying potential routes.	

#### **Notification Emails**

- Portal users will receive email notifications to alert them of activity on their project, for example, a reviewer left a comment or the status has been updated.
- The table on the Project Dashboard page lists all the notifications. Click any row of the table to go to that page, as shown in image 11 below.
- IMPORTANT: Project proponents will not receive these notifications until their email address is verified.
- The notification emails will only contain information on your project and are critical to participating in CITAP. If you select "unsubscribe" from the email footer, you will no longer be able to open your project record in the portal.

Image 11: Notifications section

Notifications				
Review recent activity in your project, inclu item in the table to visit the page.	uding new attachments, comm	ents, or status changes. Some e	vents may require you to take action. Click o	on the
Q Search				
Project	Event Page	Event Date $\downarrow$	Event Type	
QA test 10/18 - Verify email via project attribute CTP-00020	Geospatial Information	10/18/2024, 01:20 PM MDT	Comment to Project Proponent	:
QA test 10/18 - Verify email via project attribute CTP-00020	FAST-41	10/18/2024, 01:20 PM MDT	Comment to Project Proponent	:
QA test 10/18 - Verify email via project attribute CTP-00020	Project Participation Plan, Part 2: Public Engagement Plan	10/18/2024, 01:19 PM MDT	Comment to Project Proponent	:
QA test 10/18 - Verify email via project attribute CTP-00020	Project Participation Plan, Part 1: Prior Outreach	10/18/2024, 01:19 PM MDT	Comment to Project Proponent	:
QA test 10/18 - Verify email via project attribute CTP-00020	Relevant Federal and Non- Federal Entities	10/18/2024, 01:18 PM MDT	Comment to Project Proponent	:
QA test 10/18 - Verify email via project attribute CTP-00020	Proposed Schedule	10/18/2024, 01:18 PM MDT	Comment to Project Proponent	:

# **Completing Your Profile**

During your first time logging in, you'll be prompted to complete your profile with information, such as your full name (as you'd like it to appear on the site) your organization. If you have not verified your email, you will also be prompted to finish that process before you are able to open the project (see image 12.)

#### Image 12: Profile Incomplete Prompt

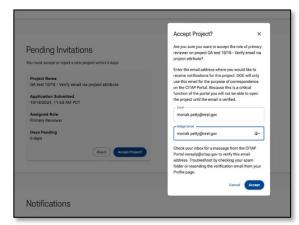


# Accepting an Invitation

There are two ways to join a project record: Either by creating the project yourself, or by accepting an invitation to join a project.

- 1) You will receive an email from CITAP Portal (<u>noreply@citap.gov</u>)
- 2) Click the button in the email to open the webpage.
- 3) Log in to the CITAP Portal (for existing OneID accountholder)
  - a. **Directions for creating new OneID users:** In the OneID pop-up window, choose **Create an account** and complete account information accordingly. For account creation instructions, see the user guide from Login.gov (<u>https://www.login.gov/help/get-started/create-your-account/</u>.
- 4) You will see a *Pending Invitation* with the project details. Click *Accept*.
- 5) In the pop-up window, enter your preferred email address for notifications from the CITAP Portal. It can be different from the email address you use to login to the portal. (See image 13)

Image 13: Preferred Email Address Prompt



- 6) Check your email inbox for a message from CITAP Portal and verify your email.
- 7) You can now log into the CITAP Portal and access your projects under "Active Projects" in the Project Dashboard.

# Verifying Your Email

Check your inbox for a message from CITAP Portal from <u>noreply@citap.gov</u>. It may be in your Spam/Junk folder.

When you click the button in the email, it will open a web browser to the CITAP Portal page. If you are not logged in, you will need to sign-in with your OneID credentials.

Once logged in, you will see the confirmation page (see image 14).

#### Image 14: Successfully Verified



#### Troubleshooting Tips:

- The table will read "Invite Pending" until the email is verified.
- Review the email you typed into the field to ensure the spelling is correct.
- Click the button *Resend Verification Email*, if you don't see the message from CITAP in your inbox (see image 15 below).
- Emails only need to be verified one time. If you begin a new project with the same email address for notifications, you will not need to re-verify.

Notification Sett	ings	
mail address for all your project		e or a new comment from a reviewer. You may choose to use the sais s critical for maintaining the project timeline, you are required to ver Portal to verify each new email address.
Project Name	Email Address	Email Verification Status
	Notifications Email @nrel.gov	Invite Pending Resend Verification Email
	- Notifications Email	Verified
	Notifications Email @gmail.com	Verified
	Notifications Email @gmail.com	Verified

# Changing Your Email Address

To change an email address, go to the CITAP homepage and click on your **Profile** icon in the upper right corner, then select **Profile and Settings** from the drop-down menu.

Locate the **Notification Settings** section and the email address to modify. Type in the new email address and click *Save* (see image 16.)

Notification Set	tings		
email address for all your projec		e or a new comment from a reviewer. You may choose to use the sar s critical for maintaining the project timeline, you are required to ver Portal to verify each new email address.	
Project Name	Email Address	Email Verification Status	
	Notifications Email@nrel.gov	Invite Pending Resend Verification Email	
	- Notifications Email@gmail.com	Verified	
	Notifications Email @gmail.com	Verified	
	Notifications Email @gmail.com	Verified	
			we

# Status Indicators

Status indicators are used throughout the portal to help users track their project and provide additional information as needed (e.g., uploading a revised document).

- Under review Materials have been submitted and are under review by DOE and/or other agencies. This applies to information submittals, meeting requests, and materials such as resource reports.
- Meets requirements The project proponent can proceed to the next step. This applies to various steps, including eligibility for the IIP Process, meeting requests and materials such as resource reports.
- Does not meet requirements The project is not eligible to use the IIP Process, based on the information provided.
- Deficient (Needs additional information) DOE will provide a justification, and the project proponent can provide revised documents that address DOE's concerns for review.

Image	17:	Status	indicators
-------	-----	--------	------------

Under review
Meets requirements
Does not meet requirements
Deficient (Needs additional information)

# Managing Your Project Team

The individual who submits the initial request to use the IIP process is the only user automatically included in the project record. New contacts can be invited to the project record at any time and there is no limit to the number of contacts.

- Open the project from the **Project Dashboard**.
- Using the left navigation panel, select *Project Team*.
- Type in the contact's email address in the blank field and click *Invite* (see image 19). This will send email to the contact inviting them to create a profile in the CITAP Portal and access the project record.
  - By refreshing the browser window, you will see the invitee listed on the table of Team Members with the yellow status indicator, **User Invite Pending**. (See image 18)
  - The contact must open the invitation email and click the *Accept Invitation* button to verify acceptance.



• Once the user accepts the invitation, the status on the table will update to **User Invite Accepted** and turn a green status color.

- NOTE: Contacts will not be able to access the project information until they accept the invitation.
- To remove a contact, locate the user on the Project Team Members table, and on the far right side is a 3-dot icon (see image 19.) Select that icon and click *Remove user*. When a confirmation pop-up window appears, click *Remove User* button to save and remove that contact from the project. Project proponents are only able to remove other proponents, not the admin or reviewers.

ABC Project	Projects > ABC Project > Project Team				
Project Information A	rtujeca / Aburtujeca / Project ream				
Project Team	Manage Project Members				
Request to Use Integrated Interagency Pre-application (IIP)	To invite another user to join this project, type their email address below. Invite project proponent by email				+ Invite
Integrated Interagency Pre- application (IIP) v	Project Team Members Use the three-dot menu to modify project access and settings.				Q. Search
National Environmental Policy Act (NEPA) ~	User	Invitation Status $\downarrow$	Organization	Project Role	
	Abby Admin Bigmail.com	Assigned Automatically	CITAP Team	GD0 Admin	
	RA Rachel Reviewer (@gmail.com	User Invite Pending 10/24/2024, 02:26 PM MDT	GDO	Project Proponent	~ ÷
	Andy Applicant @gmail.com	User Invite Accepted 10/23/2024, 12:40 PM MDT	National Renewable Energ	Rele     Project Proponent	

Image 19: Manage Project Members

# Confidential and Sensitive Information

Confidential Information: If any of the documents you submit contain information you believe to be confidential and exempt from disclosure, you must use the guidance linked below to submit two well-marked copies, one marked "confidential" that includes all the information believed to be confidential, and one marked "non-confidential" with the information believed to be confidential deleted or redacted. DOE will make its own determination about the confidential status of the information and treat it according to its determination, in accordance with applicable law. Please note you must request confidential treatment for all material filed with DOE containing location, character, and ownership information about cultural resources. For additional information, please see 10 CFR 1004.11 -- Handling information of a private business, foreign government, or an international organization.

Critical Electric Infrastructure Information (CEII): If any of the documents you submit contain information you believe to be CEII, you must use the guidance linked below to request CEII designation of information, in accordance with 10 CFR 1004.13 -- <u>Critical electric infrastructure information</u>.

# Part 2: Step-by-Step Instructions

# Sign In

All CITAP Portal users **must** have a **OneID** account. You will be prompted to create a new account if you do not have OneID credentials.

- 1. Select the *Sign In* button on the CITAP Portal home page (image 20) to begin.
- 2. Agree to the DOE Unauthorized Use agreement (image 21) to continue.
- 3. Login using existing credentials or create a new account at the Login.Gov prompt:
  - a) **New users:** In the pop-up <u>Login.Gov</u> window (image 22), choose **Create an account** and complete account information accordingly. For account creation instructions, see user guide: <u>https://www.login.gov/help/get-started/create-your-account/</u>.
  - **IMPORTANT**: This email is only used to securely confirm your identity and login to the CITAP Portal. You will choose a preferred email for notifications and the CITAP correspondence when you create your Profile.
  - *b)* **Existing Account Holders:** In the pop-up window (image 22), choose *Sign in*. Use your preestablished credentials.



#### Image 21: Use agreement

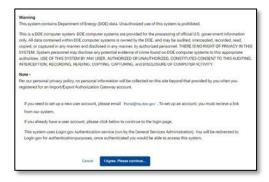


Image 22: OneID



4. After successfully logging on, select **Begin a new project** from the home page.

# **Begin a New Project**

# **Project Attributes**

After successfully logging on, select **Begin a new project** from the home page.

All project proponents must complete the **Project Attributes** questionnaire. These questions preliminarily establish if your project might be a qualifying project for the CITAP Program. Please note DOE will determine if your project is a qualifying project <u>after</u> reviewing your IIP Process Initiation Request.

After answering the (6) questions, type in a *Project Name* and complete the *Contact Information* section. NOTE: The email address used will be sent a validation notification that requires the user to respond. It is important that this validation is completed in order to access the project record and receive project update notices.

Select **Submit** after answering all the questions and a results window will appear. (See image 23)

Image 23: Project attributes

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Normal Project	alion	Click SUBMIT to initiate the request.	
Non-Tor this does not affect the Drugge	endigue are stigo to the 550° Aloss. Alone, Lodone to gaugadones de compositivo architektorpojece.		
Tallana'			

# **Questionnaire Results**

- 1. If all answers are true, you may have a qualifying project. DOE will verify eligibility during the next step of the CITAP process.
  - a. Select the *Project Dashboard* option to open the Active Project list.

Image 24: Successfully Submitted	
	e
<ul> <li>You have successfully created a project record.</li> <li>We have successfully created a project record.</li> <li>The result is many provide any provide system of the file file file file file file file fil</li></ul>	
Onesia Interview Contents The Coordinated Interrugency Terremission Authorizations and Permits (CITAP) Portal Observation	

- 2. If any answers were false, your project does not meet CITAP pre-qualification attributes; however, you can still request to use the process.
  - a. Select *Request to Qualify* to open the form. (See image 25)
  - b. Fill in the form on the next page (see *image 26*) to provide DOE with more information on your project.
  - c. Select **Submit** to issue the request form. (Optionally, users can select **Save** to retain what data was entered to return and submit later.)

Image 25: Project does not meet CITAP pre-qualification.

Home About Project Dashboard	9
⊘ You have successfully created a project record.	
Based on the answers you provided, your project may not meet the CTLAP qualification attributes. However, you may qualify for the CTLAP Program by special request. You may now view your record on the Project Dashboard. Record Number: CTP-00038 Project Name: COPiever Notification Email Address: andyspelicantP/@gmail.com	
Next Steps	
You can request to qualify for the CITAP Program by providing additional information in a digital form. You can save the form at any time and reopen it from the Project Dashboard.	Request to Qualify

#### Image 26: Request to qualify form

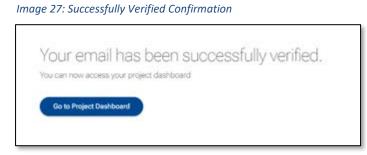
Request to Qualify For Coord	it, you may it in request that DOC consider it as a quality		our a second a request to and the mithauto meether days and					
<ul> <li>making the determination, DOE may consider:</li> <li>Whether the proposed project would benefit from DTAP Program or</li> </ul>	ortination							
Whether the proposed project would result in reduced congestion of     Whether the proposed project would result in mitigation of weather     Whether the proposed project would result in an enhanced diversity	costs for generating and delivering energy, and variable generation uncertainty.							
<ul> <li>Whener the propose project would result in an enhanced averagy</li> <li>Any other relevant factors.</li> </ul>	or supply.							
Fill out the information below to request consideration.								
							_	
							c	MB Control Number: 1 Expiration Date: 0
1. Company Information								
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Hower Consum Address*								
123 USA Blid								
fiste* Colorado	v Golden		- Zip Code*		- Country* United States of Ameri	10		
I the project proponent has a principal office outside of the United	States, please provide an irrevocable power of atto	omey document designating an agent residing	within the United States.					
Designated Point(s) of Contact Within Company								
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## Verify Your Email

Check your inbox for a message from the CITAP Portal (noreply@citap.gov).

Open the email and click on the button in the email. A web browser page will open to the CITAP Portal. If you are not logged in, you will be required to log on using your OneID credentials.

Once logged in, you will see the confirmation page.



The table on your profile will update to indicate the email has been certified. Find troubleshooting tips in Part 1.

Image 28: Notification Settings Email Statuses

Home Abort Project Sanhoort				9
Your Profile Enteryour name and organization as you would like them to appear to all users in the CITAP Portal.				
fulfame"				
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901-955-1224			Eten	sion
Notification Settings The CIUP Ford ands and real realizations with project splates, such as a status change or a new comment from a meker message from the CIUP Portal to writy such new email address.	er. You may choose to use the same email address for all your projects or enter an alternate one. Since this consequentence is o	tical for maintaining the project	timeline, you are required to verify the email before accessing the project. Check	your inbex for a
Project Hame	Email Address	Email Verification Status		
	Settative Unit	Verified		
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	<ul> <li>Netration Start</li> </ul>	Insite Pending	Resend Verification Email	
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## Request to Use the IIP Process

The project proponent will fill in this form and provide the documents the DOE reviewers require to evaluate if the project can use the integrated interagency Pre-Application (IIP). The timeline for review will not begin until the form is submitted.

Complete all required fields marked with an asterisk. An attachment *must be uploaded* to each question in order to submit the form.(See image 29)

Click **Save** at the bottom of the page to pause your work and return at a later time.

Image 30: Saved Confirmation

	aved. or project has been saved to your project dashboard.	
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Next time you log into the portal go to the **Project Dashboard** to reopen the page and pick up where you left off. Reviewers will not be able to review any project with the status "Not Submitted".

Click *Submit* once the form is completed and all attachments are included.

- To activate the button, users must first check the Disclaimer box near the bottom of the page.
- Red outlined boxes identify any missing data. Image 31: Missing Attachment Alert



**IMPORTANT:** The page will lock after submission and the project proponent will be unable to delete attachments or edit fields without requesting the modification in the Change Log. (see <u>Part 1</u>)

NOTE: DOE has provided an additional resource to help complete Question 10 on Geospatial Information. (https://gem.anl.gov/tool/citap/)

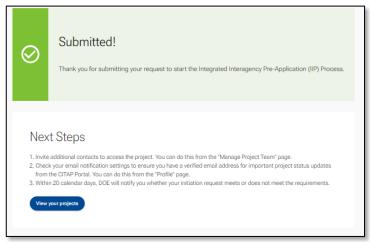
#### Image 29: Request to Use IIP Form

Request to Use the Integrated Intera Training and integraty Training and the any pair	gency Pre-Applicati	on (IIP) Process en: Floor El car al region información and submit de trans
		OMB Control Number 1350,5130 Replexition Street 05/30277
Company Information     Logit name and printpolytics of business of project preparation     Company Logit Name*	unating 10° Process Intelligion.	Complete all required (*)
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<ol> <li>Third Party Contact Information An application may be submitted by the pleasy company or a third mediate is ambited to their company.</li> </ol>	early on behalf of the company.*	
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10 Geospatial information		
Add the property MY coordinates and uphood any relevant maps or parts of this programs information should include increase maps and analidating for any permanent facilities, and a map of the project a	shotses that support the solution plan planes is write shouling of metjor is showing patential shody corridors	
6P8 Reat Countrates*	8P5 End Sourchase	m <sup>2</sup>
T And American File Name insurged	operated as $\phi$	tare added by
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12. Project Participation Plan, Part 2. Public Engag Peorle de public segegement plan, which should		
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# Successful Submittal

Upon submitting the request, project proponents should see a confirmation notice, as shown in image 32. DOE will be notified of the new record and will assign a primary reviewer. Allow 20 calendar days for a response.

Image 32: Success notice



# Invite Contacts to Your Project Team

The project proponent who creates the record automatically has access. If you would like to grant access to additional contacts from your organizations, follow these steps. There is no limit on the number of contacts invited.

- 1) Open the project and select the *Project Team* page from menu.
- 2) Invite your colleague by typing in their email address, then click the +Invite button.

Image 33: Manage Pi	roject Members				
ABC Project					
Project Information	Projects > ABC Project > Project Team				
Overview Project Team	Manage Project Members				
	To invite another user to join this project, type their email address below.				
Request to Use Integrated Interagency Pre-application (IIP)	Invite project proponent by email				+ invite
Integrated Interagency Pre- application (IIP) v	Project Team Members Use the three-dot menu to modify project access and settings.				Q. Search
National Environmental Policy Act (NEPA)	User	Invitation Status $\downarrow$	Organization	Project Role	
	AB Abby Admin abby#8690@gmail.com	Assigned Automatically	CITAP Team	GDO Admin	
	AN Andy Applicant andyapplicant?1(@gmmal.com	User Invite Accepted 10/23/2024, 12:40 PM MDT	National Renewable Energ	Project Proponent	

- After the email is sent, you will see their email appear below in the Project Team table with a "pending" status.
- 4) They must respond, then the table will update showing a "verified" status.

# **Review Period**

Once you have successfully submitted the request form, the documents you uploaded will automatically appear on the corresponding page under Attachments. During this phase, the project proponent will correspond with DOE to provide all remaining information required to use the IIP.

Within 20 days of the receipt of the IIP Process Initiation Request, the DOE reviewer will respond with comments on each page and may attach documents for the project proponent's review. (See example image 34.)

8. Proposed Schedule Provide a proposed schedule for filing necessary Federal and state applications, construction start date, and planned in-service date, assuming receipt of all necessary authorizations. *	Proposed Schedule This is the project proposed schedule for filing necessary Federal and state applications, construction start date, and planned in-service date, assuming receipt of all necessary authorizations.
Q. Search         File Name       Description         Bitetroover, Data State (D)       Purposed project tachedule         10.1 MB       Addr Applicant         57 4/2024, 11:25.07 AM       Image: Comparison of the co	Attachments         Statistical P2-       Proposed Schedule       168 k8       Rachel Reviewer       5/13/2024, 2:14:19 PM         Electronic Transmission P2-       Proposed Schedule       168 k8       Rachel Reviewer       5/13/2024, 2:14:19 PM       Image: Comparison of the schedule         Electronic Transmission P2-       Proposed Schedule       103 k8       Andry Applicant       5/14/2024, 2:11:32 PM       Image: Comparison of the schedule         * Xeld Reviewer       Reviewer PComments       Fertiower Pacifier Reviewer       Reviewer Pacifier Reviewer         Reviewer Status: Meets requirements       Date: Sr14/2024, 3:65:02 PM       Image: Comments       Image: Comments         Att documentation appears to be added properly and reviews for this portion appear to be in place.       Image: Comments       Image: Comments

*Image 34: Receiving comments from reviewers* 

If any sections are marked **Deficient**, read the comments to learn what missing information is needed. Make the revisions, upload any revised documents. Your DOE reviewer will be notified when you add attachments.

# **Initiation Request Determination**

Navigate to the **Initiation Request Determination** page to see all comments and attachments transmitted from DOE. The image below is a preview of a generated Initiation Request Determination:

Image 3	5: Initiation	Request	Determination
---------	---------------	---------	---------------

Project Information +		
Request to Use Integrated Interagency Pre-application (IIP) -	Initiation Request Determination	
Company Contact	Overall Project Approval by Project Manager	
Third Party Contact Information		INITIATION REQUEST
Statement of Intent	Meets requirements	DETERMINATION
Related Planning and Analysis	O Does not meet requirements	Here you will find the reviewers
Potential Routes, Evaluation Criteria, and Methods		overall response with comments.
Project Description	Initiation Request Determination	
Partnering Firms and Subcontractors	Beviewer: Rachel Beviewer	
	Reviewer Type: GDO Project Manager	
Proposed Schedule	Status Meets requirements	
Relevant Federal and Non-	Date: 5r15r2024, 0:15:05 PM	
Federal Entities	Various areas missing details.	
Geospatial Information		
Project Participation Plan, Part 1: Prior Outreach	Company Contact	Meets requirements
Project Participation Plan, Part 2: Public Engagement Plan	Legal name of primary company applying for authorization per	mit
FAST 41		
Report Status	Designated point(s) of contact within company	
Initiation Request Determination	Designated point(s) or contact within company	
integrated Interagency Pre-		

At the top of the form, the DOE reviewer will indicate the overall status of the Request to Use IIP. The status indicators are:

- Meets requirements The project is proceeding to the next step.
- **Does not meet requirements** The project is not eligible for IIP, based on the information provided. DOE will provide a justification for the determination. Project proponents can return to the homepage to begin again with a new or revised project.

Scroll through the **Initiation Request Determination** to view the status of each section in the request.

If the project is marked **Meets Requirements**, DOE will notify the project proponent and schedule an initial meeting for the IIP Process.

# **IIP Process**

The IIP Process is an iterative process anchored by three meetings: the Initial Meeting, the Review Meeting, and the Closeout Meeting. These meetings are milestones in the process and do not preclude any additional meetings or communications between the project proponent and the relevant Federal entities.

# Initial IIP Meeting and Meeting Summary

The Initial meeting will be scheduled by the DOE reviewer. Following the meeting, the project proponent should visit the "Initial Meeting Summary" page to download the summary provided by DOE. (See image 36)

Project proponents may provide any corrections within 10 days of DOE sharing the summary. Use the **+** *Add Attachment* button to upload an annotated version of the summary.

#### Image 36: Initial Meeting Summary

Home About Projects							Sign
Solar Utility	Projects > Solar Utility > Initial Meeting	Summary					
Project Information +	Initial Meeting Summar	У					
Request to Use Integrated nteragency Pre-application IIP) +	An initial meeting summary will be p entities within 10 days of the meetin You must review and provide any co	ng.	with the proiect r	proponent	and relevant Fee	deral and Non-F	ederal
ntegrated Interagency Pre- application (IIP) -	Updated summary notes can be uple DOE is ultimately responsible for fin	oaded here.	by DOE	. Upl	e docum oad an e	dited ve	rsion
Initial Meeting	Attachments		mark	ed R	levised",	li neede	a.
Initial Meeting Summary	Q Search						
Contributed Funds or Cost Recovery Agreement	File Name	Description		Size	Added by	Uploaded on	
Resource Reports	Meeting Summary Details.pdf	Initial Summary		168 kB	Rachel Revie	5/22/2024	Θ
	meeting commany becama.par	initial commany		100 10			
Request a Review Meeting							Θ
Request a Review Meeting Review Meeting Summary	Meeting Summary Copy.pdf	Mtg Summary (Revised)		168 kB	Andy Applicant	3/22/2024	0
	Meeting Summary Copy, odf	Mtg Summary (Revised)		168 kB	Andy Applicant	1-2 of 2	< >
Review Meeting Summary	Meeting Summary Coox off  Add Attachment	Mtg Summary (Revised)		168 kB	Andy Applicant		
Review Meeting Summary Request a Closeout Meeting		Mtg Summary (Revised)		168 kB	Andy Applicant		
Review Meeting Summary Request a Closeout Meeting Closeout Meeting Summary Project Schedule	+ Add Attachment			168 kB	Andy Applicant		
Review Meeting Summary Request a Closeout Meeting Closeout Meeting Summary Project Schedule	Add Attachment Reviewer Comments			168 kB	Andy Applicant		
Review Meeting Summary Request a Closecut Meeting Closecut Meeting Summary Project Schedule	Add Attachment Reviewer Comments Reviewer Type: GD0 Project Manager			168 kB	Andy Applicant		

# **Resource Reports**

Upload documents supporting 13 resource reports. Take care to upload your files into the correct section on the page to ensure reviewers receive your documents.

To download individual resource report requirements and instructions, click the hyperlinked resource report file name (as shown in image 37).

Image 37: Resource Report requirements

Q. Search       All individual sections include this URL hyper-link that opens a "How to"       , updeeded on         Dectoric: Taxandaton Protect.cot       support document for aiding in creating a resources report.       offer the start of the start offer the start	Learn more about how to prepare a soil Attachments	resources report.			
	File Name	hyper-link that opens a "How to" support document for aiding in creating	y eviewer	5/20/2024	-

## **Add Attachments**

Select the **+** *Add Attachment* button within the chosen section, then give the file a descriptive title for the reviewer. (NOTE: Upload one file at a time.) See images 38-41.

Resource Reports	s 9 - Soil Resources
Learn more about how to pr	epare a soil resources report.
Attachments No Attachments Found	
+ Add Attachment	
Reviewer Comme	ents
No Comments Found	
Soil Resources	
"Confidential Information: If g	any of the documents you will submit below contain informatic
"Confidential information: If a you believe to be confidentia to submit two well-marked o information believed to be or information believed to be or determination about the con-	
"Confidential Information: If a you believe to be confidentia to submit two well-marked information believed to be o determination about the con- determination, in accordance treatment for all material filler information about cultural re-	After locating and adding file, add a brief file description

	Select a file or drag and o Excel, JPG, PNG, PDF, an permitted		/pes	Select File	
Description*	/				
"Confidential Info information you use the guidanc "confidential" th marked "non-co or redacted. DO the information	Click "Selec Click "Selec drop" the locat	t File'	' or "c o the	lrag-n-	st one ted
Handling informa organization. Critical Electric In submit below co below to request	Note the ac s. For additional informa- tion of a private busines infrastructure Information tain information you be CEII designation of infor al electric infrastructure i	tion, please s, foreign g (CEII): If an lieve to be ( mation, in a	e see 10 C jovernmen ny of the d CEII, you n accordanc	FR 1004.11	will
nggo /1:	File attachea			Cancel	pload
Resource Report	I S 9 - Soil Resources			Successfu Attached	lly
Q Bench					

# **Revised Attachments**

DOE may provide feedback on the initial Resource Reports that warrant a revised submittal. Locate the left navigation menu and select the Resource Reports page. Scroll to the section where a revision attachment is needed. (See image 42)

Select + Add Attachment, locate and select the revised file to attach, and type a description identifying this is a "revised" file, as shown in example image 25. Again, upload one file at a time. NOTE: You will not be permitted to delete any existing attachments, only add new attachments (remember to modify the filename for the revised file to avoid a "file exists" error).

	Resource Reports 9 - Soil Resources			
Request to Use Integrated nteragency Pre-application IIP) +	Learn more about how to prepare a soil resources report.			
ntegrated Interagency Pre-	Attachments			
Initial Meeting				
Initial Meeting Summary	Q Search	Locate the F	Resource Reports	
Contributed Funds of 12 Recovery Agreement	1 File Name Description		eft navigational pa Il to the section th	
Resource Reports	Electronic Transmission Soil Resource data		revised file, click o	
Request a Review Meeting			nment", locate and	
Review Meeting Summary			file, then type a	· ·
Request a Closeout Meeting			at includes "Revise	d"
Closeout Meeting Summary	+ Add Attachment	dooonpaon are		
Project Schedule				
lational Environmental	Reviewer Comments			
	Resource Reports 9 - Soil Resources		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
Contributed Funds or Cost Recovery Agreement Resource Reports	Resource Reports 9 - Soil Resources Learn more about how to prepare a soil resources report. Attachments	~~~ <b>~</b> ~~ <b>~</b> ~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	<b>~~~~~</b> ~~~
Recovery Agreement	Learn more about how to prepare a soil resources report. Attachments	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	June of the second s
Recovery Agreement Resource Reports Request a Review Meeting Review Meeting Summary	Learn more about how to prepare a soil resources report.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	<u> </u>
Recovery Agreement Resource Reports Request a Review Meeting Review Meeting Summary Request a Closeout	Learn more about how to prepare a soil resources report. Attachments	Size Added by	Uploaded on	~~~~~
Resource Reports Resource Reports Request a Review Meeting Review Meeting Summary Request a Closeout Meeting	Learn more about how to prepare a soil resources report. Attachments Q. Search	Size Added by 168 kB	Uploaded on 5/14/2024, 4:36:43 PM	Θ
Recovery Agreement Resource Reports Request a Review Meeting Review Meeting Summary Request a Closeout Meeting Closeout Meeting Summary	Learn more about how to prepare a soil resources report. Attachments           • Search           File Name         Description			⊙ ⊖ €
Recovery Agreement Resource Reports Request a Review Meeting	Learn more about how to prepare a soil resources report. Attachments Q. Search File Name Description Electronic Transmission Soil Resource data	168 kB	5/14/2024, 4:36:43 PM	
Recovery Agreement Resource Reports Request a Review Meeting Review Meeting Summary Request a Closeout Meeting Closeout Meeting Summary Project Schedule astional Environmental Bicy Act (NEPA) -	Learn more about how to prepare a soil resources report. Attachments Q. Search File Name Description Electronic Transmission Soil Resource data	168 kB 10.1 kB	5/14/2024, 4:36:43 PM 5/14/2024, 4:38:50 PM	⊖ 1-2of2 < >
Recovery Agreement Resource Reports Request a Review Meeting Review Meeting Summary Request a Closeout Meeting Closeout Meeting Summary Project Schedule ational Environmental SIGY Act (NEPA) - Notice of Intent	Learn more about how to prepare a soil resources report. Attachments  C. Sourch File Name Description Electronic Transmission Soil Resource data Electronic Data Tests 00. Soil Resource (Nevised)	168 kB 10.1 kB After the	5/14/2024, 4:36:43 PM	oonded,
Recovery Agreement Resource Reports Request a Review Meeting Review Meeting Summary Request a Closeout Meeting Summary Project Schedule ational Environmental Sicy Act (NEPA) - Notice of Intent Scoping Meetings Draft Environmental Impact	Learn more about how to prepare a soil resources report. Attachments           Carter         Prie Name         Description           File Name         Description           Electronic DataIntestion         Soil Resource (Revised)           Electronic DataIntestion         Soil Resource (Revised)           Madd Attachmeret         30	168 k8 10.1 k8 After the you will	6/14/2024, 4:36:43 PM 5/14/2024, 4:38:50 PM e reviewer has resp see their respons	oonded, e in the
Recovery Agreement Resource Reports Request a Baview Meeting Review Meeting Summary Request a Closeout Meeting Closeout Meeting Summary Project Schedule ational Environmental	Learn more about how to prepare a soil resources report. Attachments	16849 10.148 After the you will Review	5/142024, 436-43 PM 5/142024, 438-30 PM e reviewer has resp see their respons ver Comments ar	oonded, e in the ea just
Recovery Agreement Resource Reports Request a Review Meeting Review Meeting Summary Request a Closeout Meeting Summary Closeout Meeting Summary Project Schedule astional Environmental astery Act (NEPA) - Notice of Intent Scoping Meetings Draft Environmental Impact	Learn more about how to prepare a soil resources report. Attachments           Carter         Prie Name         Description           File Name         Description           Electronic DataIntestion         Soil Resource (Revised)           Electronic DataIntestion         Soil Resource (Revised)           Madd Attachmeret         30	16849 10.148 After the you will Review	6/14/2024, 4:36:43 PM 5/14/2024, 4:38:50 PM e reviewer has resp see their respons	oonded, e in the ea just

Image 42: Attaching a revised Resource Report

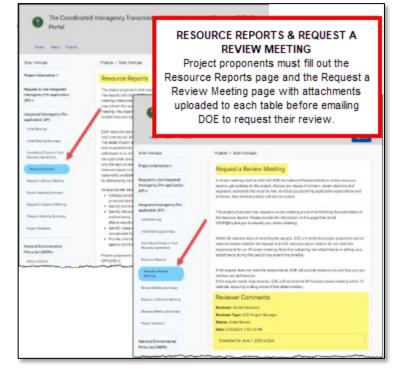
# Request an IIP Review Meeting

Fill out the information on the *Request a Review Meeting* form. All attachments must be uploaded to the *Resource Reports* form and *Request a Review Meeting* to move forward.

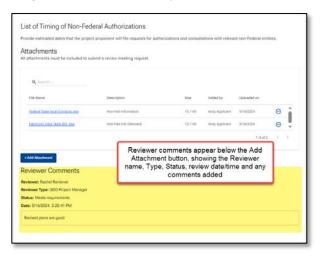
Project proponents must notify DOE when they are ready for a review meeting by emailing <u>citap@hq.doe.gov</u>. There is no **Submit** button during this iterative process.

NOTE: While the forms are still editable at this time, making changes or adding new documents can extend the review period and impact the project timeline.

Sending the email marks the beginning of a 60-day period for Federal/non-Federal to



review and determine if the project is eligible for a review meeting. Reviewers will add comments to the CITAP portal pages (see image 44).



#### Image 44: Reviewer comments by section

On the Review Meeting request page, the DOE reviewer will communicate whether the project is ready for a review meeting. Project proponent will see the status of the project marked as one of two options:

- Meets requirements
- Does not meet requirements
- Deficient (Needs more information)

If a section is marked **Deficient**, project proponents can upload additional information on the following two pages:

- Resource Reports
- Request a Review Meeting

Reference <u>image 42</u> for a model of uploading revised Resource Reports.

Project proponents may upload additional information on the following two pages:

- Resource Reports
- Review Meeting Request

NOTE: This will extend the IIP timeline.

Once the request is marked as **Meets requirements**, DOE will reach out to schedule the IIP Review Meeting.

# **IIP Review Meeting Summary**

The DOE reviewer will transmit a summary of feedback from the review meeting on this page. Download the summary for guidance on revising the IIP documents or providing additional documents.

Project proponents must review and provide any corrections within 10 days of DOE sharing the summary. Upload an annotated version of the summary using the **+** *Add Attachment* button. Remember to add the word "revise" or "revision" to the file description.

Project Information +	Review Meet	ing Summary					
Request to Use Integrated Interagency Pre-application (IIP) +	Attachments						
(ur) +	Q Search						
Integrated Interagency Pre- application (IIP) -	File Name	Description	Size	Added by	Uploaded on		
initial Meeting							
Initial Meeting Summary	Initial Mto Sum.ed		168 kB	Rachel Reviewer	5/16/2024, 4:15:36 PM	Θ	
Contributed Funds or Cost Recovery Agreement	Mtg.Sum.(Revise-	Revised Mtg Summary	168 kB	Andy Applicant	5/16/2024, 4:17:34 PM	Θ	-
Resource Reports					1-2012		
Request a Review Meeting	+ Add Attachment						
Review Meeting Summary	Reviewer Cor	nments					
Request a Closeout Meeting	Reviewer: Rachel Re Reviewer Type: GDC						
Closeout Meeting Summary	Status: Meets require Date: 5/16/2024, 3:5						
Project Schedule		rs clear, planned out enough to o	ontinue.				
National Environmental Policy							
Act (NEPA) - Notice of Intent							
Scoping Meetings							
Draft Environmental Impact Statement and Impact Analysis							
Public Comment Meetings							
Final Environmental Impact Statement and Notice of						Next Pa	ge >

#### Image 45: Review Meeting Summary

# **Closeout Meeting Request**

Use this page to upload documents revised during the IIP process.

If resource reports need to be revised, upload them to the **IIP Resource Reports** page.

All attachments must be uploaded to the form to request a closeout meeting.

Once the form is complete, email <u>citap@hq.doe.gov</u> to request an IIP closeout meeting.

After the email is sent, Federal/non-Federal entities will review and determine if the project is eligible for a closeout meeting. Reviewers will add comments to the CITAP portal pages.

#### Image 47: Without Comments

The summary table should list change and community benefits from improve		ject since the IIP Process	initial meeti	ng, including p	otential enviro	nmental
Attachments All attachments must be included to submit a	review meeting request.					
File Name	Description/comments		Size	Added by	Uploaded on	۲
another file.pdf	Uploader comments	lorem Ipsum dolor set	2.3 KB	John Doue	08/24/2023	Ŧ
💼 file.pdf	Uploader comments	lorem Ipsum dolor set	2.3 KB	John Doue	08/24/2023	Ŧ
+ Add Attachment						
Reviewer Comments						

Within 60 days of receiving the email, the DOE reviewer will determine whether the project is ready for a closeout meeting. Project proponents will see the project status marked as one of three options:

- Meets requirements
- Deficient (needs more information)

Project proponents may upload additional information on the following two pages:

- Resource Reports
- Closeout Meeting Request

NOTE: This will extend the IIP timeline.

Once the request is marked as **Meets requirements**, DOE will schedule the Closeout Meeting.

# Nome Abox Projects Solar Hookups Projects + Solar Hookups Teget: Information + Request a Closeout Meeting

Image 46: Request a Closeout Meeting



Updated Public Enga	gement Plan			D	eficient
Provide an updated public engager received from relevant Federal and	nent plan that shows actions taken since the project pr non-Federal entities.	oponent subr	nitted the initiat	ion request ar	id the input
Attachments					
All attachments must be included to subn	nit a review meeting request.				
File Name	Description/comments	Size	Added by	Uploaded on	۲
another file.pdf	Uploader comments, lorem Ipsum dolor set	2.3 KB	John Doue	08/24/2023	Ŧ
📫 file.pdf	Uploader comments, lorem Ipsum dolor set	2.3 KB	John Doue	08/24/2023	Ŧ
+ Add Attachment					
Reviewer Comments					
Reviewer: Marina Fennel					
Reviewer Type: GDO Project Manage	ir -				
Status: Meets Requirements					
Date: 12/01/2023 11:41 AM					
	por commodo ullamcorper a lacus vestibulum sed arcu cenas volutpat blandit aliquam etiam erat velit sceleris				

Sign Out

# **IIP Closeout Meeting Summary**

The DOE reviewer will transmit a summary of feedback from the closeout meeting on this page. Download the summary for guidance on revising the IIP documents or providing additional documents.

Project proponents must review and provide any corrections within 10 days of DOE sharing the summary. Upload an annotated version of the summary using the **+** *Add Attachment* button. Remember to add the word "revise" or "revision" to the file description.

The IIP closeout meeting concludes the IIP Process.

#### Image 49: Closeout Meeting Summary

Solar Utility Project	Projects > Solar Utility Project > Cl	oseout Meeting Summary				
Project Information - Overview	Closeout Meeting Sur A draft closeout meeting summar	y will be prepared by DOE and				evant
Request to Use Integrated Interagency Pre-application	Federal and non-Federal entities of discussion, a description of key is more information from relevant Fe	sues and information gaps io	lentified during			ests for
(IIP) +	You must review and provide any notes can be uploaded here. DOE within 10 days of close of the corr	is ultimately responsible for				
application (IIP) -	Attachments					
Initial Meeting						
Initial Meeting Summary	Q Search					
Contributed Funds or Cost Recovery Agreement	File Name	Description	Size	Added by	Uploaded on	
Resource Reports	Closeout Meeting Summary.pdf	Closeout Mtg Summary	37.2 kB	Andy Appl	5/21/2024	Θ
Request a Review Meeting	Meeting Summary Copy.pdf	C/O Mtg Sum (Revised)	168 kB	Andy Appl	5/21/2024	Θ
Review Meeting Summary					1-2 of 2 <	>
Request a Closeout Mee						
Closeout Meeting Summary	+ Add Attachment					
Summary	Reviewer Comments					
Project Schedule	Reviewer: Rachel Reviewer					
	Reviewer Type: GDO Project Manag Status: Meets requirements	ger				
National Environmental Policy Act (NEPA) -	Date: 5/21/2024, 12:40:59 PM					
Notice of Intent	Accepted Revision					
Scoping Meetings						
Draft Environmental Impact Statement and Impact Analysis					Next F	age >

# **Project-Specific Schedule**

There is no action for the project proponent on this page.

DOE will provide a schedule for the next phase of the review process, and project proponents download the schedule from the Attachments.

#### Image 50: Project Schedule

Project Information +	Project Schedule									
Request to Use Integrated Interagency Pre-application (IIP) +	generally required to comple- projects. The schedule must	DOE must publish as guidance, and update from time to time, a standard schedule that describes the steps generally required to complete decisions on all Federal environmental reviews and authorizations for qualifying projects. The schedule must include recommended timing for each step such that final decisions on all Federal authorizations would be issued within two years of the publication of a notice of intent to prepare an								
Integrated Interagency Pre- application (IIP) -	environmental impact statem requirements and the need to	ent or as soon as practicable the balance robust analysis with ea blic engagement with potentiall	ereafter with co arly and meaning	nsideration o gful consulta	f other Federal tion with potent	tially				
Initial Meeting	Attachments									
Initial Meeting Summary										
Contributed Funds or Cost Recovery Agreement	Q Search									
Resource Reports	File Name	Description	Size	Added by	Uploaded on					
Request a Review Meeting	Schedule.xlsx	Project Schedule	10.1 kB	Andy Appl	5/21/2024	Θ				
Review Meeting Summary	Schedule - Copy.xlsx	Project Sch (Revised)	10.1 kB	Andy Appl	5/21/2024	Θ				
Request a Closeout Meeting					1–2 of 2 <	>				
Closeout Meeting Summary	+ Add Attachment									
Project Schedule	Reviewer Commen	to								
		llS								
National Environmental Policy Act (NEPA) +	Reviewer: Rachel Reviewer Reviewer Type: GDO Project N	lanager								
FOILCY ACL (NEFA) T	Status: Under Review									
	Date: 5/21/2024, 1:30:15 PM									

# National Environmental Policy Act Section

Work with your primary reviewer to complete the pages under the National Environmental Policy Act (NEPA) section. Project proponents can upload attachments and view comments from reviewers.

#### Image 51: NEPA Section

Request to Use Integrated								Not started						
Notice of Intent							Change Log							
				announcement of intent to prepare an Environmental impact Statement. The Notice of Intent provides a description of the proposed action and a description of the cheduled meetings and how the public can get involved. The purpose of the notice is to notify the public that an Environmental impact Statement will be prepared					National Environmental Policy Act (NEPA)					
National Environmental Polic (NEPA) A					pping Meetings Charge Log					pages Sample pages showing the NEPA pages and where to locate them on the left menu.				
				The public scoping meetings are an opportunity for agencies, interested parties, and the general public to assist the proposing Federal agency or applicant in determining the range of actions,										
Scoping Meetings	application (IIP)	·		natives, impacts, and proposed mitigation measures to be considered in the draft Environmental impact Statement. The Federal agency will schedule the meeting. There is no action for the						Below the NEPA section are two more sections: National History Preservation Act (NHPA) and				
Draft Environmental Impact Statement and Impact Analys	National Environmental F s (NEPA) ^ Y			Draft Environmental Impact Statement and Impact Analysis						Endangered Species Act (ESA), both containing pages that need to be completed.				
Public Comment Meetings	Notice of Intent	Integrated Intera					n understanding of the likely environm osed alternatives and information sub							
Final Environmental Impact Statement and Notice of Availability	Scoping Meeting Draft Environmen Statement and In	tal Impa National Environ		Request to Use Integrated Interagency Pre-application (IIP	Public Comn	nent Me	etinas					Not started		
National History Preservati (NHPA) ~ Endangered Species Act (E	Public Comment	Notice of Intent		Integrated Interagency Pre- application (IIP)	The purpose of pub	lic meetings	e during the draft Environmental Impa alyze the proposed action and alternat					ct Statement,		
Record of Decision	Final Environmen Statement and N Availability	Draft Environm	-	National Environmental Policy A	Request to Use Integrated Interagency Pre-application (IIP)	,	Final Environmental II	mpact Statement and N	otice of Availability					Not started
	National History (NHPA) ~ Endangered Spe	Preser Public Commo		Notice of Intent	Integrated Interagency Pre- application (IIP) V	egrated Interagency Pre-								
	Beard of Decision	Final Environm			National Environmental Policy A	ct	Attachments							
		National History Preservat (NHPA) V Endangered Species Act (		Statement and Impact Analysis Public Comment Meetings	Notice of Intent		Upload attachments with a detail	led description.						
				Final Environmental Impact	Scoping Meetings		+ Add Attachment						Q, Search	
		Record of Deci	sion	Statement and Notice of Availability	Draft Environmental Impact Statement and Impact Analysis		File Name	Description		Uploaded on $\psi$	Size	Added by		
				National History Preservation (NHPA) 🗸	Public Comment Meetings		There are no records to displa	iy.						
Endarg				Endangered Species Act (ESA	Final Environmental Impact Statement and Notice of Availability		Comments							
					National History Preservation ( (NHPA) V	Act	There are no messages.							
					Endangered Species Act (ESA)	,	C Previous Page						(	Next Page >

# Part 3: Additional resources

- Tutorial video of the CITAP Portal (15-minutes):
   <u>https://www.youtube.com/embed/ayWI\_GYBxA0?si=hIdI\_3woi2OW5zpl</u>
- About the CITAP Program: <u>https://www.energy.gov/gdo/coordinated-interagency-transmission-authorizations-and-permits-program</u>
- Contact us: <u>citap@hq.doe.gov</u>
- The Geospatial Energy Mapper is a resource for completing the Request to Use IIP:
  - o <u>https://gem.anl.gov/tool/citap</u>
  - GEM Tutorial Video (10-minutes) https://www.youtube.com/embed/9u6CQ2Zmnb8?si=THp\_6s6sZwtpDmOM