

# DOE GDO CITAP Application Portal Tutorial

## Video

PRESENTER: Hello and welcome to the Department of Energy's Coordinated Interagency Transmission Authorizations and Permits Portal, also known as the CITAP Portal. The CITAP Portal is your one-stop shop for all of your federal transmission permitting needs. This video will demonstrate the steps to navigate the application process within the portal system. To access the CITAP Portal, visit [citap.gov](http://citap.gov). That's C-I-T-A-P dot gov.

In order to use the CITAP Portal, you will first need to create an account through [login.gov](http://login.gov). Instructions for creating an account can be found on the [login.gov](http://login.gov) website. Next on the CITAP Portal homepage, click Sign In. You will then be taken to the Terms and Conditions page. After accepting the terms and conditions, the system will prompt you to enter your [login.gov](http://login.gov) username and password and take you to the Submit and Integrated Interagency Application Initiation Request landing page. To begin submitting an application, click Begin New Project.

The first step in the application is to respond to a series of project attribute questions that will help the Department of Energy prioritize the proposed project. Respond with True or False to each question as appropriate, and click Submit. If you see the message "Your project may not meet the CITAP qualification attributes," you can still request to have the project considered. Please click Request for Consideration and fill in the required information on the form, which is company contact, project description, relevant federal and non-federal entities. And then agree to the disclaimer. When you have completed the form, click Submit.

DOE will then review your request and notify you within 30 calendar days whether your project is accepted for coordination under the CITAP program. If you are taken to the You may have a qualifying project page, you will be able to take the next step, which is to start the Integrated Interagency Pre-Application Initiation request. This step will determine if the project moves on to the full interagency pre-application process.

After you click Begin Initiation Request, the portal will prompt you to provide specific information on the project. This includes company contact, third-party contact information, statement of intent, related planning and analysis, potential routes, evaluation criteria and methods, project description, partnering firms and subcontractors, proposed schedule, relevant federal and non-federal entities, geospatial information, project participation plan part 1, prior outreach, project participation plan part 2, public engagement plan, FAST 41 information if applicable, and finally, agreeing to the terms and conditions. When adding an attachment, please note and review the instructions in the attachment window and follow 10 CFR 1004.13 if you believe that the information being submitted qualifies as Critical Electric Infrastructure Information, also referred to as CEII. Use the Save function at any time to save your progress. Once your application is saved, you can return to it at any time. All required information must be provided before the form can be submitted. Red boxes will identify any missing fields of information after you click Submit.

Note that the application will lock and no changes can occur once you click Submit and no errors are flagged. Once the application has been submitted, please email [citap@hq.doe.gov](mailto:citap@hq.doe.gov) to notify DOE of your

application as soon as possible so that we can promptly respond to your request and initiate the review process. Please include your company name, project name, and point of contact information in your email.

If you believe you have made an error in your submission, please contact DOE immediately so that we can assist you in making the necessary corrections. Within 20 calendar days of the notification of your submission. DOE will review the submittal and send an email notification that the project's report summary is available and the portal. Once notified, you can find the report summary by clicking on Projects from the portal's homepage.

Locating the project under your projects, then scrolling down the left-hand side of the portal, click on Report Summary. The report summary will populate once DOE has made it available. The report summary will either confirm that the project may proceed to the IIP process, where additional project information will be required or inform the applicant that the project is not eligible for the CITAP process. If a project is found ineligible, the applicant can start a new submittal with revised information. Applicants with projects that DOE determines meets requirements will receive notification from DOE about scheduling the first of three formal IIP meetings. The initial meeting will be scheduled within 15 days after DOE notifies the applicant that the project can proceed to the IIP process.

The applicant can track the scheduling of the initial meeting under the Initial Meeting link located on the left-hand side of the portal. Within 10 calendar days after the initial meeting, DOE will post a meeting summary to the portal on the initial meeting page. Applicants will be notified of the availability of the meeting summary and requested to post comments within 10 days.

Following the initial meeting, you may be prompted to participate in contributed funds that may be applicable to agency review during the IIP process. DOE will explain this process during the initial meeting. The next step is to upload the 13 required resource reports. Navigate to the Resource Reports page found on the left-hand side of the portal and use the Add Attachment function to upload a resource report for each of the 13 categories, which are general project description, water use and quality, fish, wildlife and vegetation, cultural resources, socioeconomic, tribal interests, communities of interest, geological resources and hazards, soil resources, land use, recreation and aesthetics, air quality and noise effects, alternatives, and reliability, resilience and safety.

Please review the resource report requirements provided at 10 CFR 900.6 prior to uploading your reports. Further guidance on how to prepare the resource reports will be available on the portal soon. After uploading the resource reports, click Next to be taken to the Request a Review Meeting page. You will be prompted to upload any applicable changes to the project since the initial meeting prior to scheduling the review meeting.

As shown, this includes a summary table of changes, maps and/or drawings of potential routes, schedule for field resource surveys, conceptual plan for implementation and monitoring of mitigation measures, any updates to the public engagement plan, list and timing of federal authorizations, and list of timing of any non-federal authorizations.

DOE will have 60 days to review and respond to the review meeting request and associated submittals. An email notification will confirm whether the information provided meets requirements, or if any deficiencies are identified and how the applicant may rectify such deficiencies. Within 15 days of DOE providing notification that the request meets requirements, DOE will schedule the review meeting with the applicant and relevant federal entities.

Within 10 days after the review meeting, DOE will upload an initial meeting summary to the portal on the Review Meeting Summary page. Applicants will be notified of the meeting summary and will have 10 days to provide any comments. Prior to the next step, scheduling the closeout meeting, applicants are required to first provide revised resource reports that address DOE and other federal agency comments on those reports.

The revised resource reports will be uploaded to the Request Closeout Meeting page found on the left-hand side of the portal. These revised resource reports. And any additional project changes must be uploaded to this page prior to the scheduling of the closeout meeting. DOE will have 60 days to review the information submittal and respond to the closeout meeting request. The DOE response will notify the applicant whether the request meets requirements or if further information is needed.

Within 15 days of providing notification that the request meets requirements, DOE will schedule the closeout meeting with the applicant and relevant federal entities. Within 10 days after the closeout meeting. DOE will post a draft meeting summary to this Closeout Meeting Summary page. Applicants will be notified of the meeting summary and will have 10 days to provide any comments. After considering all comments, DOE will finalize the closeout meeting summary within 10 days.

This step will conclude the IIP process and trigger the start of project review under the National Environmental Policy Act, known as NEPA. The NEPA process and the relevant CITAP Portal functions will be the subject of a separate video tutorial. Thank you for your time and interest. This concludes the tutorial on the CITAP Portal and the IIP process. Thank you for time and interest. This concludes the tutorial on the CITAP Portal and the IIP process.