



The Coordinated Interagency Transmission Authorizations and Permits (CITAP) Program Portal

User Guide for Project Proponents

CITAP User Guide for Project Proponents
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United States Department of Energy
Washington, D.C. 20585

CITAP Project Proponent User Guide

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Part 1: CITAP Portal Overview

System Requirements

- All CITAP Portal users must have a OneID account (see [Part 2](#) 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

Company Legal Name *

Type of Company

Company Address *

State/Territory * City Zip code

If the project proponent resides or has a principal office outside the United States, please provide documentation related attorney of an agent residing within the United States.

Any missed or incomplete fields/data, a red outline appears for that missed information.

Geospatial Info - Geospatial Information Start Coordinates is Required

Geospatial Info - Geospatial Information End Coordinates is Required

Third Party Contact - Company Type is Required

Third Party Contact - Must be either a 5 digit or 9 digit (with hyphen) zip code

Save Submit

Orientation to Site Functionality

- **Sign In/Sign Out** buttons, located in upper right corner.
- **Submit** button
 - Press the **Submit** button only when the form is complete, and all attachments are uploaded and ready to be submitted.

IMPORTANT: Project proponents cannot edit the form after submission without requesting access from DOE.

Attachments

- 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 & Upload** buttons to upload documents one at a time. (See image 2 showing steps and for acceptable file types.)
- Use the **Description** field to provide a brief description of the document for your reviewer. Description allows up to 25 characters. If uploading an extensive 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. Include an explanatory note in the Description field and add the word "Revised". (See image 3)

Image 2: Add Attachments

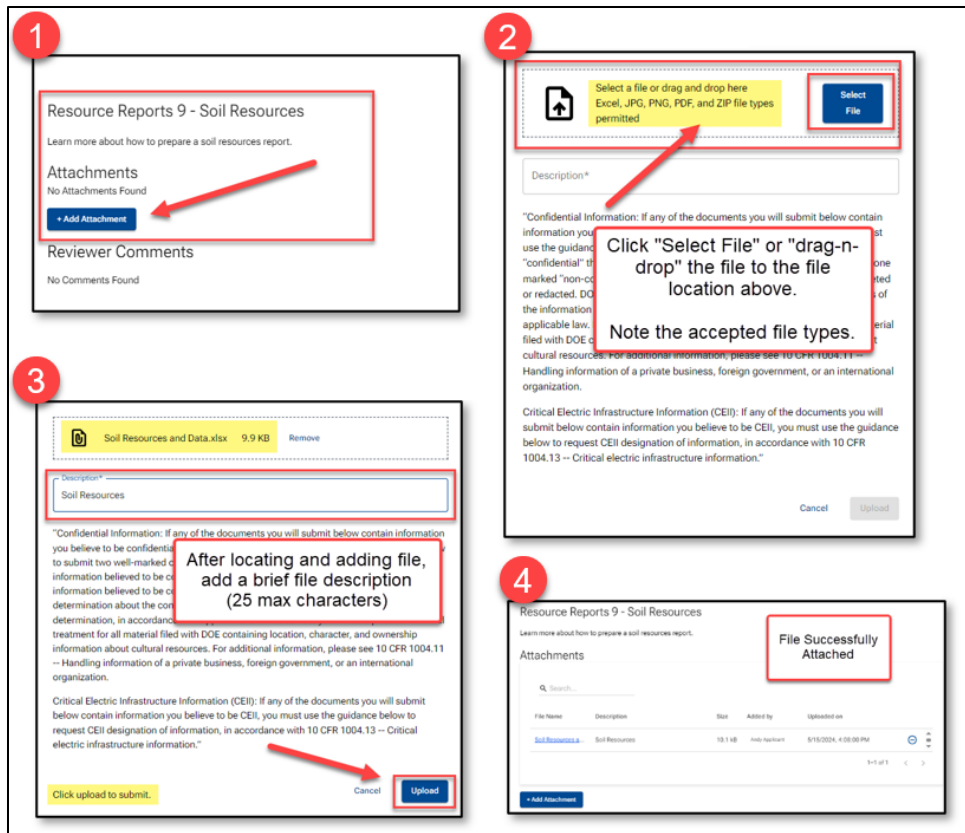
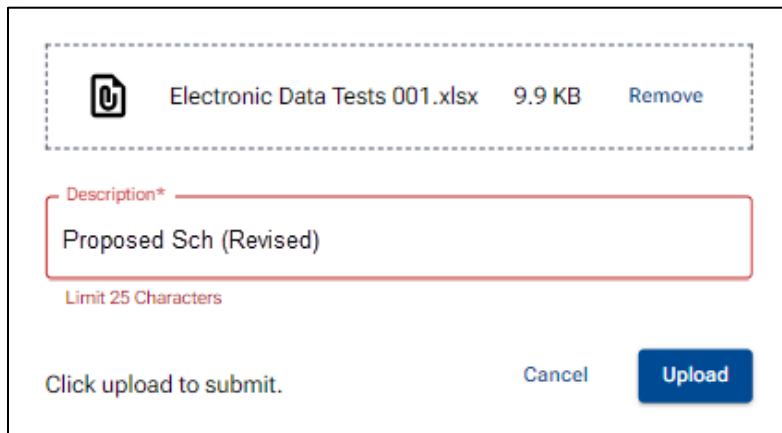


Image 3: Revised Attachment



Accepted File Types

Upload attachments in the following formats:

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

Communication with DOE

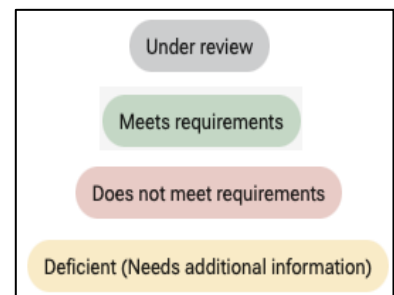
- Project proponents will communicate with the DOE reviewers using the email citap@hq.doe.gov.
- Once a project ID number is assigned, include the ID number in all emails.
- Send a message to DOE when you submit each form, and when you upload revised attachments for sections marked **Deficient** by the reviewer.

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 4: Status indicators



Editing Submitted Materials

- Project proponents may email DOE to request an edit to their information in the portal.
- Sample edit requests:
 - You would like to change your primary point of contact.
 - You uploaded an attachment by mistake and would like it to be removed.

- Email: citap@hq.doe.gov with your project record number, the requested edit, and the reason for the change.

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 -- [Critical electric infrastructure information](#).

Project Dashboard and Overview Gantt Chart

Returning CITAP Portal users can click the **Projects** tab to find a dashboard view of all your projects.

- Each project is listed with a unique Record Number, assigned after the initiation request is submitted. (See image 5)
- Use the Project Overview Chart to review what stage your project is in (Image 6).

Use the +/- icons to expand/collapse the left navigation panel menu items. (Image 7)

Image 5: Project Dashboard

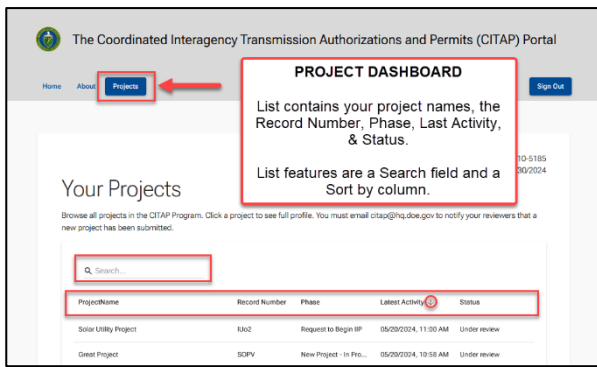


Image 6: Project Overview Chart

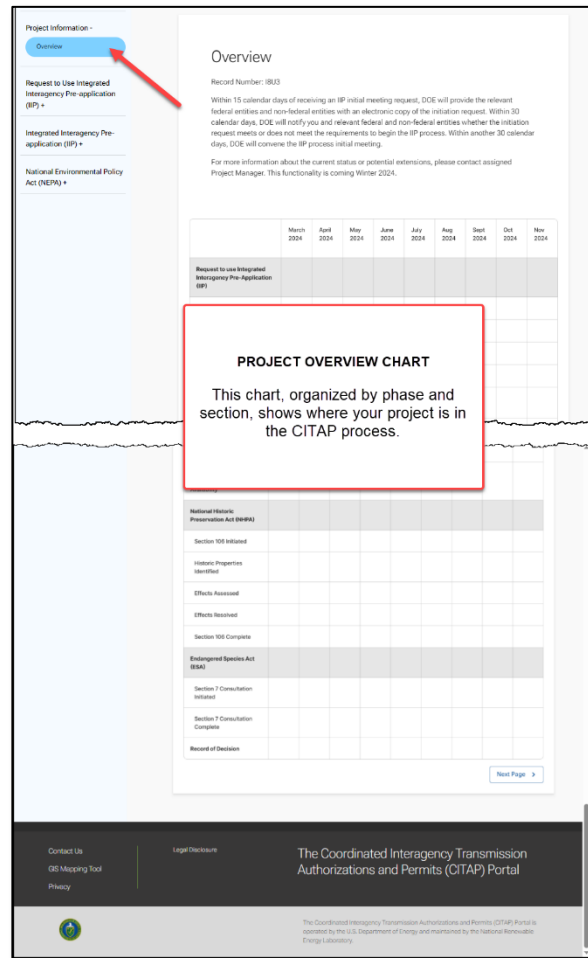
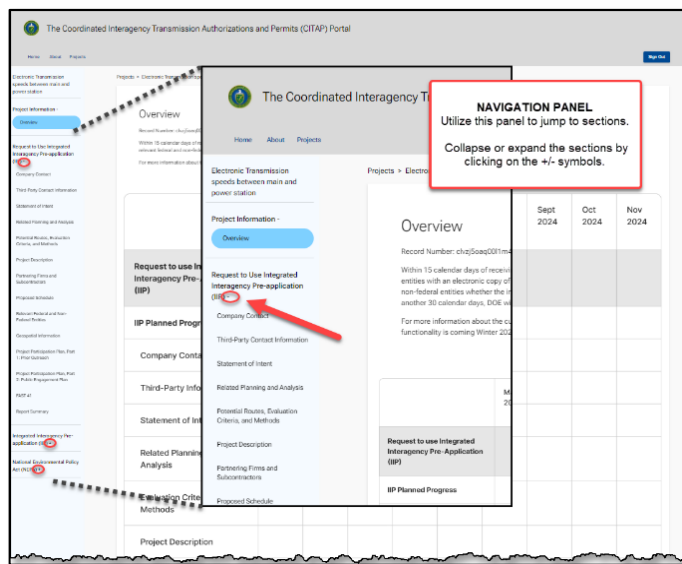


Image 7: Navigation Panel expand/collapse feature



Part 2: Step-by-Step Instructions

Signing 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 8) to begin.
2. Agree to the *DOE Unauthorized Use* agreement (image 9) to continue.
3. Login using existing credentials or create a new account at the Login.Gov prompt:
 - a) **New users:** In the pop-up [Login.Gov](https://www.login.gov) window (image 9), choose **Create an account** and complete account information accordingly. For account creation instructions, see user guide: <https://www.login.gov/help/get-started/create-your-account/>.
 - b) **Existing Account Holders:** In the pop-up window (image 10), choose **Sign in**. Use your pre-established **OneID** credentials.

Image 8: CITAP homepage

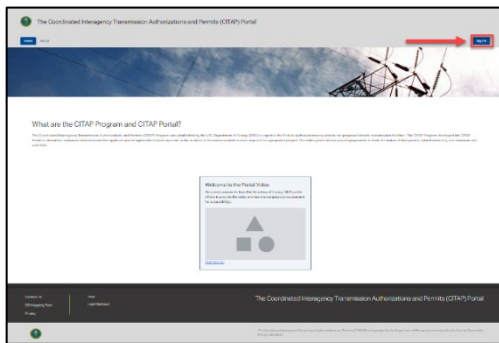


Image 9: Use agreement

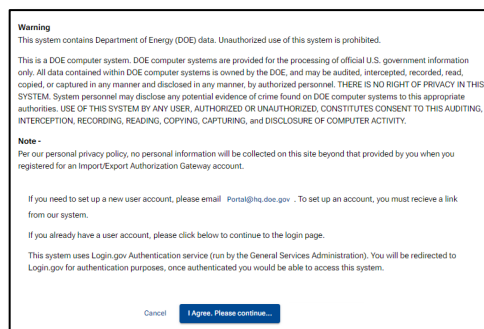
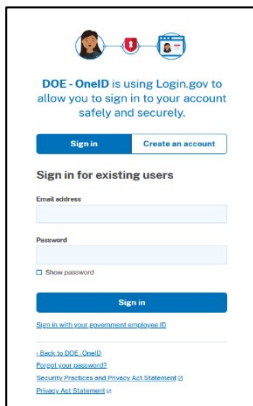


Image 10: OneID



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

Project Attributes

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 after reviewing your IIP Process Initiation Request.

Select **Submit** after answering all the questions and a results window will appear.

Image 11: Project attributes

The screenshot shows a web page titled "The Coordinated Interagency Transmission Authorizations and Permits (CITAP) Portal". The page has a navigation bar with "Home", "About", and "Projects" links, and a "Sign Out" button. The main heading is "Project Attributes". Below the heading, there is an introductory paragraph: "DOE prioritizes a subset of transmission projects for the CITAP Program based on attributes that we believe constitute a project that will benefit the most from our coordinating role. These attributes are listed below. Please indicate if the proposed project fits the attributes listed, to help us determine if this is a qualifying project." This is followed by two explanatory sentences: "If the project meets the attributes listed here, you may submit an initiation request. DOE will review both the attributes and initiation request to establish eligibility." and "If the project does not meet these attributes, you will be directed to a page where you may request consideration for the CITAP Program." The questionnaire consists of six radio button questions:

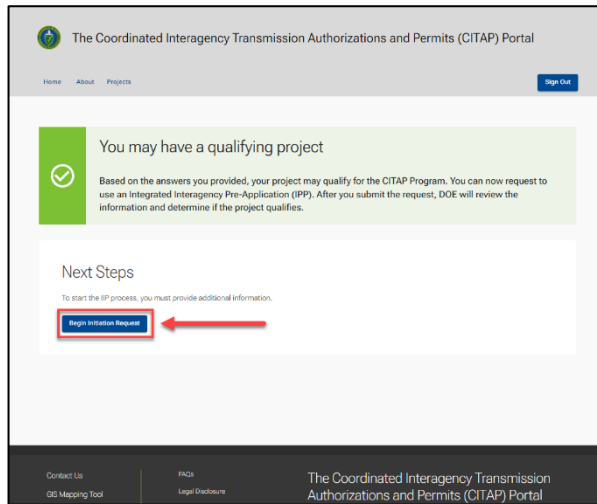
- True False The proposed project will either be a high-voltage (230 kV or above) line or a regionally or nationally significant line. DOE will determine if a project is regionally or nationally significant. Project proponents will have the opportunity to provide information supporting this claim during the initiation request.
- True False All or part of the proposed project will be used for the transmission of electric energy in interstate or international commerce for sale at wholesale.
- True False The proposed project is expected to require preparation of an environmental impact statement.
- True False The proposed project is not proposed for authorization under Section 8 of the Outer Continental Shelf Lands Act in conjunction with a generation project.
- True False The proposed transmission line has not been granted a construction and/or modification permit from the Federal Energy Regulatory Commission.
- True False The proposed project will not be wholly located within the Electric Reliability Council of Texas interconnection.

At the bottom left, there are "Cancel" and "Submit" buttons. The footer contains "Contact Us", "FAQs", and "The Coordinated Interagency Transmission Authorizations and Permits (CITAP) Portal".

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. (See image 12)
 - a. Select the **Begin Initiation Request** button to continue the process.

Image 12



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 for consideration** to open the form. (See image 13)
 - b. Fill in the form on the next page (see image 14) to provide DOE with more information on your project.
 - c. Email citap@hq.doe.gov once the form has been submitted and allow 30 calendar days for a response.

Image 13: Project does not meet CITAP pre-qualification.

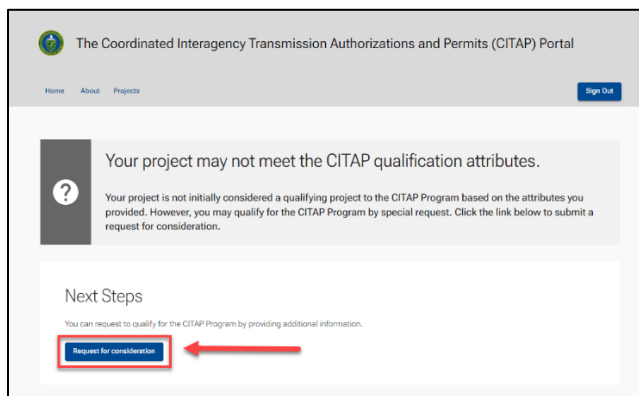


Image 14: Request to qualify form

Request to qualify for coordination under the CITAP Program

If your project does not qualify for the CITAP Program based on attributes, you may still request that DOE consider it as a qualifying project. If approved by DOE, you may then submit an IIP initiation request.

In making the determination, DOE may consider:

- Whether the proposed project would benefit from CITAP Program coordination.
- Whether the proposed project would result in reduced congestion costs for generating and delivering energy.
- Whether the proposed project would result in mitigation of weather and variable generation uncertainty.
- Whether the proposed project would result in an enhanced diversity of supply.
- And any other relevant factors.

Fill out the information below to request consideration.

OMB Control Number: 1910-5185
Expiration Date: 09/30/2024

1. Company Contact

Legal name and principal place of business of project proponent requesting IIP Process initiation

Company Legal Name*

Type of Company

Company Address*

State/Territory* City* Zip Code* Country*
United States of America

If the project proponent resides or has principal place of business outside the United States, please provide documentation related to the project.

Request to Use the IIP Process

During this phase, the project proponent will fill in information and provide the documents that allow the reviewers to evaluate if the project can use the Integrated Interagency Pre-Application (IIP).

Complete all required fields marked with an asterisk. An attachment *must be uploaded* to each question in order to submit the form. (See image 15)

Note: DOE has provided an additional resource to help complete Question 10 on Geospatial Information.

<https://gem.anl.gov/tool/citap>

Remember to click **Save** intermittently; however, you must use the **Submit** button to issue the request.

To activate the **Submit** button, user must first check the Disclaimer box near bottom of the page.

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

- **IMPORTANT:** The page will lock after submission and the project proponent will be unable to upload new attachments, delete attachments, or edit fields, without requesting access from DOE. For example, if the point of contact at your company changes, email citap@hq.doe.gov to request to edit that field.
- All required information must be completed before a form can be submitted. Review sections looking for any red outlined boxes to identify missing data.

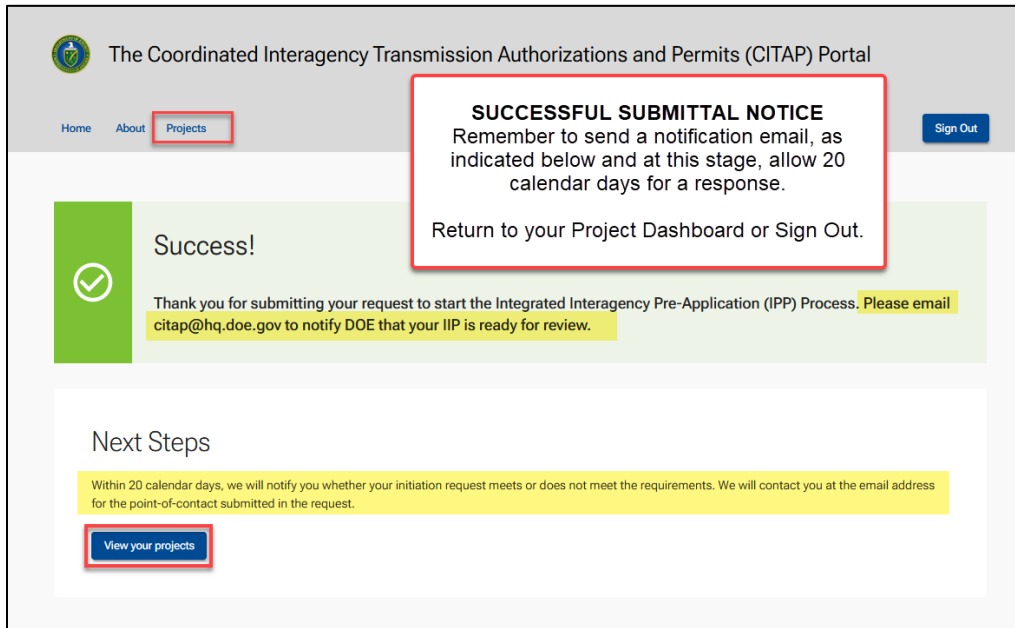
Image 15: Request to Use IIP Form

The screenshot shows the CITAP Portal interface. At the top, it says 'The Coordinated Interagency Transmission Authorizations and Permits (CITAP) Portal'. Below that is the title 'Request to Use the Integrated Interagency Pre-Application (IIP) Process'. A red box highlights the instruction: 'Complete all required (*) fields and required attachments.' The form has several sections, each with an 'Add Attachment' button. A red box highlights section 7, 'Partnering Firms and Subcontractors', with the text: 'There are a total of 13 sections that are required to have a file attachment.' Another red box highlights section 14, 'Disclaimer', with a 'Save' button next to it. A 'REMINDER' box says: 'Use the SAVE button periodically to save your data or for returning later to submit. Be sure to check the Disclaimer box to activate the SUBMIT button.' The bottom of the page has 'Contact Us', 'Legal Disclosure', and 'The Coordinated Interagency Transmission'.

Successful Submittal

Upon submitting the request, project proponents should see a Success notice, as shown in image 16. It is still your responsibility to email the CITAP program at citap@hq.doe.gov to notify DOE. Allow 20 calendar days for a response.

Image 16: Success notice



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 17.)

Image 17: Receiving comments from reviewers

The image shows two side-by-side screenshots of a web application interface. The left screenshot shows a document titled "B. Proposed Schedule" with a table of attachments. The right screenshot shows the same document with reviewer comments and a status of "Meets requirements". A red box with arrows points to the reviewer comments section.

Left Screenshot: 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. *

Search...

File Name	Description	Size	Added by	Uploaded on
Electronic Data Tests 0...	Purposed project schedule	10.1 kB	Andy Applicant	5/14/2024, 11:25:07 AM

1-1 of 1 < >

+ Add Attachment

Right Screenshot: Proposed Schedule

This is the project proponent's proposed schedule for filing necessary Federal and state applications, construction start date, and planned in-service date, assuming receipt of all necessary authorizations.

Attachments

Search...

File Name	Description	Size	Added by	Uploaded on
Electronic Transmission Pr...	Proposed Schedule	168 kB	Rachel Reviewer	5/13/2024, 2:14:19 PM
Electronic Data Tests 001...	Schedule (Revised)	10.1 kB	Andy Applicant	5/14/2024, 2:11:32 PM

1-2 of 2 < >

+ Add Attachment

Reviewer Comments

Reviewer: Rachel Reviewer
Reviewer Type: GDO Project Manager
Status: Meets requirements
Date: 5/14/2024, 3:05:02 PM

All documentation appears to be added properly and reviews for this portion appear to be in place.

If any sections are marked **Deficient**, read the comments to learn what missing information is needed. Make the revisions, upload any revised documents, then email citap@hq.doe.gov to notify your reviewer.

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 18: Initiation Request Determination

The screenshot displays the 'Initiation Request Determination' form. On the left is a sidebar with a navigation menu. The main content area is titled 'Initiation Request Determination'. At the top, there is a yellow box for 'Overall Project Approval by Project Manager' with two radio buttons: 'Meets requirements' (selected) and 'Does not meet requirements'. Below this is a section for 'Initiation Request Determination' with the following details: Reviewer: Rachel Reviewer, Reviewer Type: GDO Project Manager, Status: Meets requirements, Date: 5/11/2024, 9:10:00 PM. A yellow box highlights the text 'Various areas missing details.' Below this is a 'Company Contact' section with a 'Meets requirements' button. The 'Company Contact' section includes fields for 'Legal name of primary company applying for authorization permit' and 'Designated point(s) of contact within company'. A red box highlights the title 'INITIATION REQUEST DETERMINATION' and the text 'Here you will find the reviewers overall response with comments.' A red arrow points to the 'Initiation Request Determination' link in the sidebar.

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 19)

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 19: Initial Meeting Summary

The screenshot displays the CITAP Portal interface for the 'Initial Meeting Summary' page. The left sidebar contains a navigation menu with 'Initial Meeting Summary' highlighted. A red arrow points to this menu item. The main content area features a red-bordered box with the text: 'Download the document provided by DOE. Upload an edited version marked "Revised", if needed.' Below this, there is a table of attachments:

File Name	Description	Size	Added by	Uploaded on
Meeting Summary Details.pdf	Initial Summary	168 kB	Rachel Reviewer	5/22/2024
Meeting Summary Copy.pdf	Mtg Summary (Revised)	168 kB	Andy Applicant	5/22/2024

Below the table is a '+ Add Attachment' button and a 'Reviewer Comments' section with the following details:

- Reviewer: Rachel Reviewer
- Reviewer Type: GDO Project Manager
- Status: Meets requirements
- Date: 5/22/2024, 4:51:20 PM

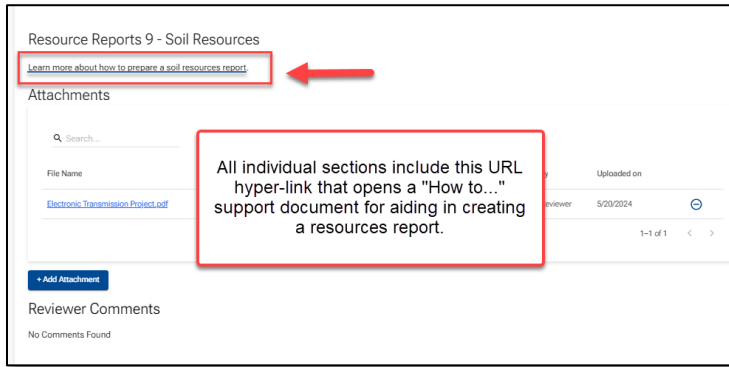
A text box below the reviewer comments contains the text: 'Every area appears in order.'

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 20).

Image 20: Resource Report requirements



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 21-24.

Image 21: Add attachment

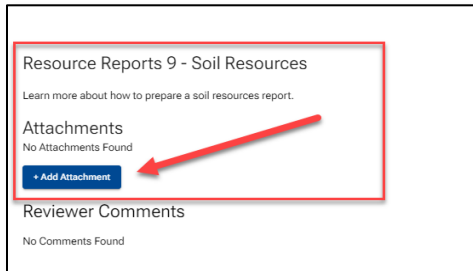


Image 22: Select your file

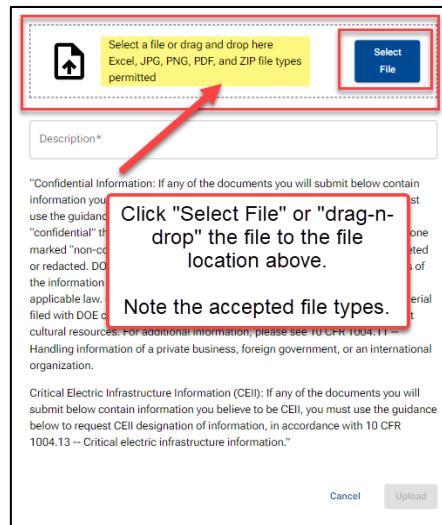


Image 23: Add description and upload

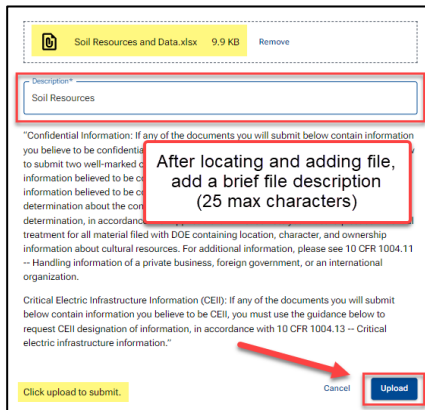
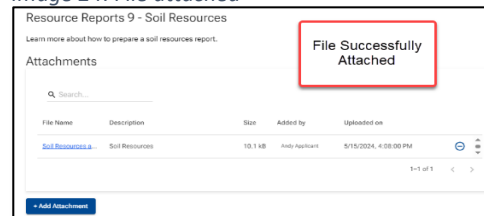


Image 24: File attached



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 25)

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).

Image 25: Attaching a revised Resource Reports

The image consists of two screenshots from a web application. The top screenshot shows the 'Resource Reports 9 - Soil Resources' page. On the left, a navigation menu has 'Resource Reports' highlighted with a red circle and arrow labeled '1'. Below the menu, the 'Attachments' section is visible, with a red box around the '+ Add Attachment' button labeled '2'. A red box on the right contains the text: 'Locate the **Resource Reports** section in the left navigational panel, select it, scroll to the section that requires the revised file, click on **"Add Attachment"**, locate and select the file, then type a description that includes "Revised".' The bottom screenshot shows the same page after an attachment. The 'Attachments' table now lists two files: 'Electronic Transmission...' (168 kB) and 'Electronic Data Tests 00...' (10.1 kB) with a yellow highlight under 'Soil Resource (Revised)'. A red arrow labeled '3' points to the 'Reviewer Comments' section, which shows a comment from Rachel Reviewer: 'Revised soil resources report meets standards.' A red box on the right contains the text: 'After the reviewer has responded, you will see their response in the **Reviewer Comments** area just below the Add Attachment button.'

File Name	Description	Size	Added by	Uploaded on
Electronic Transmission...	Soil Resource data	168 kB		5/14/2024, 4:36:43 PM
Electronic Data Tests 00...	Soil Resource (Revised)	10.1 kB		5/14/2024, 4:38:50 PM

Reviewer Comments

Reviewer: Rachel Reviewer
Reviewer Type: <None>
Status: Meets requirements
Date: 5/14/2024, 3:09:23 PM

Revised soil resources report meets standards.

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 citap@hq.doe.gov. 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 27).

Image 26: Resource Reports form & Request a Review Meeting form

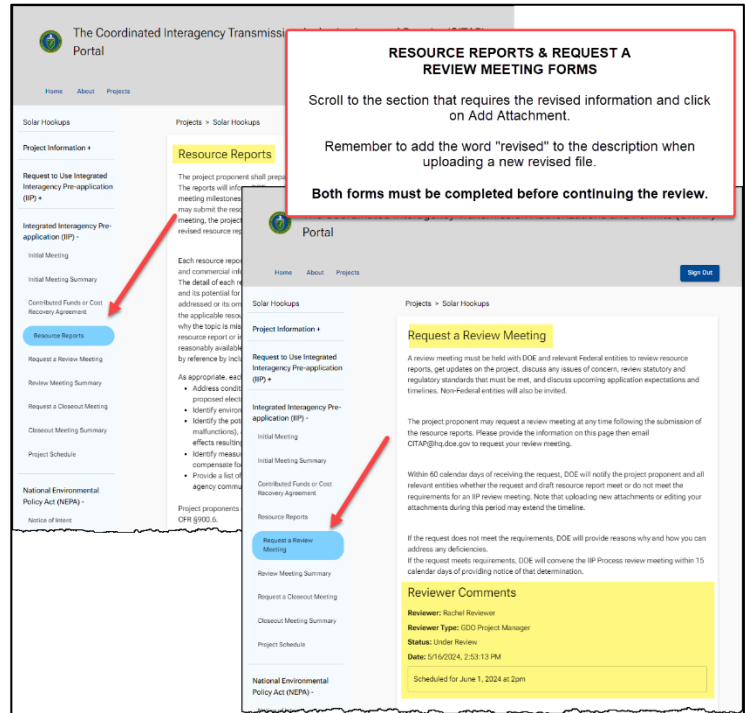
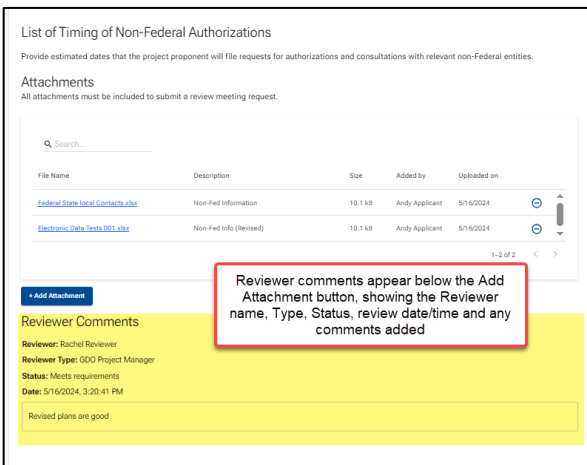


Image 27: Reviewer comments by section



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

See image 25 for a model of uploading revised Resource Reports.

Email citap@hq.doe.gov as you upload revised resource reports and the Review Meeting Request. Note that this activity 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.

Image 28: Review Meeting Summary

The screenshot displays the 'Review Meeting Summary' page. On the left is a sidebar with a navigation menu. The main content area is divided into three sections: 'Attachments', 'Add Attachment', and 'Reviewer Comments'. The 'Attachments' section contains a table with the following data:

File Name	Description	Size	Added by	Uploaded on
Initial.Mtg.Sum.pdf	Review Mtg Summary	168 kB	Rachel Reviewer	5/16/2024, 4:15:36 PM
Mtg.Sum (Revise- Revised Mtg Summary)	Revised Mtg Summary	168 kB	Andy Applicant	5/16/2024, 4:17:34 PM

The 'Reviewer Comments' section shows the following information:

Reviewer: Rachel Reviewer
Reviewer Type: GDO Project Manager
Status: Meets requirements
Date: 5/16/2024, 3:52:41 PM

Overall, data appears clear, planned out enough to continue.

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 citap@hq.doe.gov 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 29: Request a Closeout Meeting

The screenshot shows the 'Request a Closeout Meeting' form in the CITAP Portal. A red box highlights the instruction: "Be sure to upload attachments to each section." The form includes sections for Project Information, Request to Use Integrated Interagency Pre-application (IIP), Initial Meeting, Resource Reports, Reviewer Comments, and Project Schedule.

Image 30: Without Comments

The screenshot shows the 'Summary Table of Changes' section. A yellow box highlights the 'Attachments' table with the note: "All attachments must be included to submit a review meeting request." The table lists two files: "another file.pdf" and "file.pdf", both 2.3 KB, uploaded by John Doe on 08/24/2023. Below the table is a 'Reviewer Comments' section with the text: "There are no comments yet."

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 status of the project marked as one of three options:

- **Meets requirements**
- **Deficient (needs more information)**

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

- Resource Reports
- Closeout Meeting Request

Email citap@hq.doe.gov once revisions are made. Note that this will extend the IIP timeline.

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

Image 31: With Reviewer Comments

The screenshot shows the 'Updated Public Engagement Plan' section. A yellow box highlights the 'Attachments' table with the note: "All attachments must be included to submit a review meeting request." The table lists two files: "another file.pdf" and "file.pdf", both 2.3 KB, uploaded by John Doe on 08/24/2023. Below the table is a 'Reviewer Comments' section with the text: "Reviewer: Marina Fennel, Reviewer Type: GDO Project Manager, Status: Meets Requirements, Date: 12/01/2023 11:41 AM. link to federalregister.gov, Lorem ipsum dolor set amet. Tempor commodo ullamcorper a lacus vestibulum sed arcu non odio euismod lacinia at quis risus sed vulputate odio ut enim blandit volutpat maecenas volutpat blandit aliquam etiam erat velit scelerisque in dictum non consectetur a erat nam at lectus urna."

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.

Image 32: Closeout Meeting Summary

The screenshot displays the 'Closeout Meeting Summary' page for the 'Solar Utility Project'. The page is divided into several sections:

- Project Information - Overview**
- Request to Use Integrated Interagency Pre-application (IIP) +**
- Integrated Interagency Pre-application (IIP) -** (highlighted in yellow)
 - Initial Meeting
 - Initial Meeting Summary
 - Contributed Funds or Cost Recovery Agreement
 - Resource Reports
 - Request a Review Meeting
 - Review Meeting Summary
 - Request a Closeout Meeting
 - Closeout Meeting Summary** (highlighted in blue, with a red arrow pointing to it)
 - Project Schedule
- National Environmental Policy Act (NEPA) -**
 - Notice of Intent
 - Scoping Meetings
 - Draft Environmental Impact Statement and Impact Analysis

The main content area includes:

- Closeout Meeting Summary**
 - A draft closeout meeting summary will be prepared by DOE and shared with the project proponent and relevant Federal and non-Federal entities within 10 days of the meeting. It will include a summary of the meeting discussion, a description of key issues and information gaps identified during the meeting, and any requests for more information from relevant Federal and non-Federal entities.
 - A yellow box contains the text: "You must review and provide any corrections within 10 days of DOE sharing the summary. Updated summary notes can be uploaded here. DOE is ultimately responsible for finalizing the summary based on reviewer edits, within 10 days of close of the corrections window."
- Attachments**
 - Search bar
 - Table with columns: File Name, Description, Size, Added by, Uploaded on
 - Row 1: [Closeout Meeting Summary.pdf](#), Closeout Mtg Summary, 37.2 kB, Andy Appl..., 5/21/2024
 - Row 2: [Meeting Summary Copy.pdf](#), C/O Mtg Sum (Revised), 168 kB, Andy Appl..., 5/21/2024
 - Page indicator: 1-2 of 2
 - + Add Attachment button
- Reviewer Comments** (highlighted in yellow)
 - Reviewer: Rachel Reviewer
 - Reviewer Type: GDO Project Manager
 - Status: Meets requirements
 - Date: 5/21/2024, 12:40:59 PM
 - Accepted Revision
 - Next Page > button

The IIP closeout meeting concludes the IIP Process.

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 33: Project Schedule

Project Information +

- Request to Use Integrated Interagency Pre-application (IIP) +
- Integrated Interagency Pre-application (IIP) -**
 - Initial Meeting
 - Initial Meeting Summary
 - Contributed Funds or Cost Recovery Agreement
 - Resource Reports
 - Request a Review Meeting
 - Review Meeting Summary
 - Request a Closeout Meeting
 - Closeout Meeting Summary
 - Project Schedule**
- National Environmental Policy Act (NEPA) +

Project Schedule

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 environmental impact statement or as soon as practicable thereafter with consideration of other Federal legal requirements and the need to balance robust analysis with early and meaningful consultation with potentially affected Indian Tribes and public engagement with potentially affected stakeholders and communities of interest.

Attachments

File Name	Description	Size	Added by	Uploaded on	
Schedule.xlsx	Project Schedule	10.1 kB	Andy Appl...	5/21/2024	⊖
Schedule - Copy.xlsx	Project Sch (Revised)	10.1 kB	Andy Appl...	5/21/2024	⊖

1-2 of 2 < >

+ Add Attachment

Reviewer Comments

Reviewer: Rachel Reviewer
Reviewer Type: GDO Project Manager
Status: Under Review
Date: 5/21/2024, 1:30:15 PM

Revised version meets requirements

NEPA Section

While the project proponent is in the IIP Process, these 16 pages are **read only** with no option to upload documents.

Users may move through the pages to preview upcoming steps in the process.

Image 34: NEPA Section

The image displays three overlapping screenshots of the Coordinated Interagency Transmission Authorizations and Permits (CITAP) Portal. The portal interface includes a top navigation bar with 'Home', 'About', and 'Projects' links, and a 'Sign Out' button. The main content area shows project details for the 'Solar Utility Project', including a 'Notice of Intent' and a 'Final Environmental Impact Statement and Notice of Availability'. A navigation panel on the left lists various project milestones, with four items highlighted in green and marked with red arrows: 'Notice of Intent', 'Final Environmental Impact Statement and Notice of Availability', 'Section 106 Complete', and 'Section 7 Consultation Complete'. A red-bordered box in the top screenshot contains the text: 'NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) SECTION Sample showing 4 of the 16 sections and where they are located in the navigation panel.'

Part 3: Additional resources

- About CITAP: <https://www.energy.gov/gdo/coordinated-interagency-transmission-authorizations-and-permits-program>
- Contact us: citap@hq.doe.gov
- Geospatial Energy Mapper: <https://gem.anl.gov/tool/citap>