



The Project Management Center (PMC) is a website for Applicants selected for negotiation and Recipients of financial assistance awards to submit the National Environmental Protection Act (NEPA) Environmental Questionnaire and supporting documents, and upload post award deliverables (quarterly reports and final deliverables). The Recipient Resources section on this website is a portal for Applicants selected for negotiation of award and Recipients of an award to submit and manage their NEPA Environmental Questionnaire (EQ-1) submissions and submit documents and files to their DOE contracting and project management officials as part of their award reporting requirements.

The Office of Indian Energy requires all grant Recipients to create an account with the PMC to access this portal for submitting their EQ-1, quarterly progress and financial reports, and final reports at the end of the award. This Appendix 6 to the Recipient's Guide to Award Negotiations and Administration provides step-by-step instructions for registering in the PMC and for submitting required documents and reports.

The purpose of completing the EQ-1 is to gather detailed information about the proposed project from the Applicant selected for negotiation of award before an award can be made. The information in the EQ-1 is required for the DOE National Environmental Policy Act (NEPA) review. NEPA is a federal law requiring ALL federally funded projects to undergo an environmental review.

After awards are made, grant Recipients are required to submit regular progress and financial reports on their projects. **Applicants will not be able to submit reports to the PMC until an award is made and the successful Applicant becomes a Grant Recipient.** Once awards are made, Grant Recipients should refer to their Federal Assistance Reporting Checklist (IE 335) included as part of the award documents to know which reports to submit and when each is due. In general, quarterly progress reports and financial reports are due 30 days after the end of a quarter (i.e., due date of April 30<sup>th</sup> for the quarter ending March 31<sup>st</sup>). Final reports, including as a minimum a Final Technical Report and a final Federal Financial Report (SF424), are due 90 days after the end of the grant period end date (refer to the Period of Performance in box 7 of the Assistance Agreement).

This Appendix is separated into the following three sections:

- (A) Registering for a PMC account (page 2 through 14);
- (B) Completing and submitting an Environmental Questionnaire (EQ-1) (page 15 through 23); and
- (C) Uploading quarterly reports to the PMC (page 24 through 32). Instructions on final reporting to close out an award at project completion will be provided to Grant Recipients at a later date; however, the process for uploading those final reports is similar to that of submitting quarterly reports.



## (1) Registering for an Account in the PMC

**Step A1:** You may create an account with the PMC as soon as your grant application has been selected for award negotiation. To create a Recipient or Applicant account go to the [PMC website \(www.eere-pmc.energy.gov\)](https://www.eere-pmc.energy.gov/) and click on the Recipient Resources tab located on the top banner.

The screenshot shows the EERE Project Management Center website. The top navigation bar includes links for HOME, ABOUT, BUSINESS OPPORTUNITIES, RECIPIENT RESOURCES, MEDIA, GLOSSARY, and DOE OFFICIALS LOGIN. A yellow arrow points to the RECIPIENT RESOURCES tab. The main content area features a welcome message, a list of services, and a help desk section. The right sidebar contains links for LOGIN TO THE PMC, NEPA COMPLIANCE TRACKING, and FEATURES.

**EERE Project Management Center**

U.S. DEPARTMENT OF ENERGY | Energy Efficiency & Renewable Energy

EERE Project Management Center Home | Login: DOE Officials - Public Users

**RECIPIENT RESOURCES**

**Welcome to the EERE Project Management Center Golden Business Services System**

This site is a "virtual hub" of project management information and resources for Energy Efficiency and Renewable Energy (EE) customers, stakeholders, staff and contractors offered by the U.S. Department of Energy's Golden Field Office.

As the Business and Service Center for the U.S. Department of Energy - Energy Efficiency and Renewable Energy Program Support Office, Golden offers a wide range of information and collaborative Cloud and web services for Federal and public use.

The mission of the Golden Field Office is to support The DOE through research and development (R&D) partnerships, outreach to stakeholders nationwide to further the use of EE technologies, and laboratory contract administration.

We hope that the EERE community finds this site useful for:

- Locating and tracking funding opportunities
- Public collaboration and file sharing services
- Accessing federal forms, regulations, & circulars
- Researching EERE projects
- [Submit FOIA request online using the eFOIA request form](#)
- [Applicant, Recipient & Vendor Login](#)
  - [Create a new login account](#)
  - Personal Folders for Public and DOE Officials document collaboration
  - NEPA EQ-1 submission Public and DOE Officials collaboration
  - Award information and document collaboration
- [Uploading and downloading reports and information updates](#)
- [Submit NEPA EQ-1 Compliance Questionnaires](#)
- [Upload FEMP Documents](#)

**Help Desk**

If you need assistance, please contact [ITSiHelp@ee.doe.gov](mailto:ITSiHelp@ee.doe.gov)

**LOGIN TO THE PMC**

Select Login Type:  
Please Select

**NEPA COMPLIANCE TRACKING**

**NEPA Compliance Dashboard**  
Track NEPA Environmental Questionnaire submissions and drill down into the data by fiscal year and state to the individual Environmental Questionnaire, EQ-1, submissions, EQ-2 Reviews and ND Final Determinations.

**FEATURES**

**The Golden Field Office Reading Room**  
The Golden Field Office Reading Room contains electronic documents that were created after November 1, 1996, per the requirements of the Electronic Freedom of Information Act Amendment of 1996. This includes Freedom of Information Act (FOIA), National Environmental Policy Act (NEPA), and National Renewable Energy Laboratory (NREL) documents and Golden's [eFOIA online request form](#).



**Step A2:** After clicking on the Recipient Resources tab, you will land on the following page where you may click on the Create Recipient/Applicant Account (for Applicants, Recipients and Vendors) link located under the Resources header.

The screenshot displays the EERE Project Management Center website. The browser address bar shows <https://www.eere-pmc.energy.gov/Resources.aspx>. The page header includes the U.S. Department of Energy logo and the text "Energy Efficiency & Renewable Energy". The main navigation bar features links for HOME, ABOUT, BUSINESS OPPORTUNITIES, RECIPIENT RESOURCES (highlighted), MEDIA, GLOSSARY, and DOE OFFICIALS LOGIN. A search bar is located on the right side of the navigation bar.


The main content area is titled "EERE Project Management Center » Recipient Resources". It includes a sidebar with links for Recipient/Applicant Login, Submit Reporting Requirements, FEMP Contractor Document Upload, NEPA Compliance Information & Submissions, eFOIA Electronic FOIA Request, State Energy Policy (SEP) Reference Documents, Forms, and Questions & Comments. The main content area is divided into three sections:

- Recipient and PMC Partner Information**: Recipients of financial assistance from EERE may use this site to conduct electronic business with the EERE-PMC on this site, recipients may upload deliverable reports, upload Deliverable Requirements, submit NEPA Environmental Checklists, and download financial and programmatic forms. The Applicant/Recipient area has been put in place to allow Applicants/Recipients to share documents and files with their DOE Contracting and Project Management Officials, Submit and manage EQ-1 NEPA Compliance Environmental Checklist submissions and DOE Award Reporting Requirements.
- Resources**:
  - [Recipient/Applicant Login](#)
  - [Create Recipient/Applicant Account](#) (for Applicants, Recipients and Vendors)
  - [Submit Reporting Requirements](#)
  - [NEPA Compliance Information and Submissions](#)
  - [eFOIA Electronic FOIA Request](#)
  - [State Energy Policy \(SEP\) Reference Documents](#)
  - [Forms](#)
  - [Questions & Comments](#)
- Help Desk**: If you need assistance, please contact [ITSIHelp@ee.doe.gov](mailto:ITSIHelp@ee.doe.gov)

A yellow arrow points to the "Create Recipient/Applicant Account" link in the Resources section.



**Step A3:** On this page, provide your email address and create a password for your new PMC account. Click on Create New Account link as indicated below.

**EERE Project Management Center (PMC)**Close  
**Recipient/Applicant Site Access**

**Recipient/Applicant Login**

**WARNING!**

This computer is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action, and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.


**Help Desk**  
If you need assistance, please contact [ITSIHelp@ee.doe.gov](mailto:ITSIHelp@ee.doe.gov)

**Events and Notifications**

- Accounts will be deactivated after 60 days of inactivity. Users will receive an email warning notification 15 days prior to deactivation. If your account is deactivated, you will need to request a new password to access PMC.
- After 15 minutes of inactivity, users will be automatically logged out of PMC.

**Enter Email and Password**

Internet Explorer 9.0 or higher is required

**Email:**   
**Password:**

[Request Password](#) [Change Password](#) [Create New Account](#)

[Multifactor Authentication Guide \(PDF\)](#) [Multifactor Authentication Video \(MP4\)](#)


Recipient Guide to Award Negotiations and Administration

4





**Step A4:** Next, read the System Rules of Behavior and click on the Accept button to continue the process of requesting an account for the Project Management Center (PMC).

**EERE Project Management Center (PMC)**Close  
**Recipient/Applicant Site Access**

**Recipient/Applicant Site Access**

**System Rules of Behavior**

**Read the EERE Project Management Center (PMC) rules of behavior and click the "Accept" button below to continue creating the account.**

Use of the EERE Project Management Center (PMC) by any user, authorized, or unauthorized, constitutes consent to the auditing, interception, recording, reading, copying, capturing, and disclosure of system activity. There is no right to privacy in using the EERE Project Management Center (PMC).

NOTE: The EERE Project Management Center (PMC) Security Rules of Behavior (ROB) are applicable to all individuals with access to the EERE Project Management Center (PMC) and must be read and accepted before they will be granted access privileges to the EERE Project Management Center (PMC).

**General Guidelines:**

- Do not attempt to view, change or delete data unless you are authorized to do so.
- Do not use your system privileges to obtain information for anyone who is not authorized to do so.
- Do not allow another user to logon to the EERE Project Management Center (PMC) using your username and password.
- Do not attempt to perform actions or processes for which you do not have authorization.
- Do not disable any security features or alter application settings/configurations unless explicitly authorized to do so.
- Do not violate Federal Copyright laws. Observe all software licensing agreements. If you have any questions about copyright or licensing, contact the EERE Project Management Center (PMC) Helpdesk BEFORE using the material in question.

**Security:**

- Promptly report all security incidents, no matter how insignificant they may appear, to the EERE Project Management Center (PMC) Helpdesk. These security incidents can include unauthorized disclosure of information, computer viruses/malware, theft/loss of equipment or data, deliberate alteration or destruction of data or equipment, phishing/spam emails, suspicious calls, etc.
- Protect all Personally Identifiable Information (PII) from disclosure. PII is information that can be used to uniquely identify an individual (such as name, address, and email).
- Do not share or disclose information to unauthorized individuals.

**Passwords:**

- Passwords must meet the minimum password complexity of at least 12 characters, mix of upper-case, lower-case, numerical, and special characters (at least one of each category).
- Protect all of your authentication credentials (username and password) from disclosure.
- Do not program your authentication credentials into automatic script routines or programs. If a login prompt asks to save or remember your username and/or password, do not select/accept this option.
- Immediately change any default passwords for your EERE Project Management Center (PMC) user account. If you think that a password has been compromised, change your password and immediately notify the EERE Project Management Center (PMC) Helpdesk.
- Passwords must be changed every 90 days; EERE Project Management Center (PMC) will inform you when it is time to change your password.

**Social Media and Networking Sites**

- Federal employees, contractors and other government representatives must follow explicit restrictions on the use of social media/networking sites and posting organizational information on public websites. EERE has specific standards for its social media, including blogs, Facebook, Flickr, Twitter, Vimeo, and YouTube. Reference: <https://energy.gov/eere/communicationstandards/social-media-requirements-and-best-practices> for the latest requirements and standards for social media. If you have questions about social media or posting organization information, contact your office's media team contact.

If an EERE Project Management Center (PMC) user violates DOE, EERE, and/or EERE Project Management Center (PMC) policies regarding the rules of the behavior, the individual may be subject to disciplinary action at the discretion of DOE, EERE, and/or the EERE Project Management Center (PMC) Owner. Actions may range from a temporary removal of system access for a specific period of time, or criminal prosecution depending on the severity of the violation and the judgment of the appropriate authority.

By clicking "Accept", the user acknowledges that he has read and will abide by the EERE Project Management Center (PMC) Security Rules of Behavior.

Accept

Decline



**Step A5:** Next, you will be asked to provide your Account Information (email address, name, phone number, organization, address, title, etc.) to be used for your new PMC account. Complete the required fields and then click on the Create button.

**EERE Project Management Center (PMC)** Close

**Recipient/Applicant Site Access**

Enter account information to be used for this account. \* indicates a required field.

- The email address entered will be the username for this account.
- An email will be sent to the email address provided with instructions on how to get access to the site.
- If you have previously submitted NEPA or Reporting Requirements through this web site, please use the same email address you used to make those submissions.

**Account Information**

\* Email Address:

\* Confirm Email Address:

\* First Name:

\* Last Name:

Middle Initial:

\* Phone (999-999-9999):

Phone Ext:

Fax (999-999-9999):

Fax Ext:

\* Organization:

\* Street Address:

Suite:

\* City:

\* State:

\* Zip:

\* Corporate Role: ☐ Business ☐ Technical

\* Title:

DUNS:

TIN:



**Step A6:** When you see the page below then your account has been successfully created and an email will be sent to the email address you provided when you created your PMC account.

The email you receive (see example below) will include a temporary password that you will use to log into your newly created account.

**EERE Project Management Center (PMC)**  
**Recipient/Applicant Site Access**

**Recipient/Applicant Site Access**

Your account has been created successfully and an email has been sent to the email address you supplied. Please check your email and follow the instructions to access the site.

Login

Dear System User,

A new account has been created for you in Project Management Center (PMC).

A temporary password has been assigned to you below. Please use this password to login to PMC. After logging in you will be prompted to change your password. Please use this temporary password in the Old Password text field and create a new (non-temporary) password.

Your temporary password is: [REDACTED]

Do not share your password with others. It is a security violation to allow others to use your password.


If you did not request your password, please contact our system administrators by sending an email to [ITSIHelp@ee.doe.gov](mailto:ITSIHelp@ee.doe.gov).

Thank You,  
The PMC Customer Support Team





**Step A7:** After you have successfully created an account, you may log into the PMC by clicking on the Login button under Step 6 as shown on the previous screen or by going to <https://www.eere-pmc.energy.gov/PMCRecipient/>. Once on the page shown below, enter your email address and your temporary password in the two boxes then click on the Login button on the bottom of the screen.

**EERE Project Management Center (PMC)**Close  
**Recipient/Applicant Site Access**

**Recipient/Applicant Login**

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Unauthorized or improper use of this system may result in administrative disciplinary action, and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

**Help Desk**  
If you need assistance, please contact [ITSIHelp@ee.doe.gov](mailto:ITSIHelp@ee.doe.gov)

**Events and Notifications**

- Accounts will be deactivated after 60 days of inactivity. Users will receive an email warning notification 15 days prior to deactivation. If your account is deactivated, you will need to request a new password to access PMC.
- After 15 minutes of inactivity, users will be automatically logged out of PMC.

**Enter Email and Password**  
Internet Explorer 9.0 or higher is required

Email:

Password:

Login


[Request Password](#) [Change Password](#) [Create New Account](#)

[Multifactor Authentication Guide \(PDF\)](#) [Multifactor Authentication Video \(MP4\)](#)





**Step A8:** After you enter your email address and temporary password and click on Login on the previous screen, you will then be prompted to change your password, as shown on the screen below. Follow the rules for creating a new password and click on the Change Password button.

**EERE Project Management Center (PMC)**Close

**Recipient/Applicant Site Access**

**Recipient/Applicant Login**

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**Events and Notifications**

- Accounts will be deactivated after 60 days of inactivity. Users will receive an email warning notification 15 days prior to deactivation. If your account is deactivated, you will need to request a new password to access PMC.
- After 15 minutes of inactivity, users will be automatically logged out of PMC.

**Change Password**  
Internet Explorer 9.0 or higher is required

Please change your temporary password.

Email:

Password:

New Password:

Confirm Password:

Change Password

[Login](#) [Request Password](#) [Create New Account](#)

**Password Policy**

Based upon DOE Notice and guidance in [M471.3-1](#), all U.S. Department of Energy - EERE-PMC web sites capable of supporting password protection systems must have passwords that are in accord with the following.

- Password contains at least 12 non-blank characters, provided such passwords are allowed by the operating system or application.
- Password contains a combination of letters, number, and at least one allowed special character.
- Allowed special characters are: ! # \$ % & ( ) \* + - : ; = ? @ \_ | ~ ^
- Password **does not** contain the user ID.
- Password **does not** contain same character in more than 3 consecutive places.
- Password **does not** contain 4 consecutive keyboard keys together
- Last character must be a non-numeric.
- Password **does not** include the user's own or, to the best of his/her knowledge, close friends or relatives names, employee serial number, Social Security number, birth date, phone number, or any information about him/her that the user believes could be readily



**Step A9:** Once your newly created password is accepted, the system will take you back to the Recipient/Applicant login page to continue the process of creating your new account. On the page below, enter your email address and your newly created password, as illustrated in the screenshot below.

**EERE Project Management Center (PMC)** Close

**Recipient/Applicant Site Access**

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**Recipient/Applicant Login**

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If you need assistance, please contact [ITSIHelp@ee.doe.gov](mailto:ITSIHelp@ee.doe.gov)

**Events and Notifications**

- Accounts will be deactivated after 60 days of inactivity. Users will receive an email warning notification 15 days prior to deactivation. If your account is deactivated, you will need to request a new password to access PMC.
- After 15 minutes of inactivity, users will be automatically logged out of PMC.

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**Enter Email and Password**

Internet Explorer 9.0 or higher is required

Your password has been changed successfully. Please login using your new password.

Email:


Password:

[Request Password](#) [Change Password](#) [Create New Account](#)

[Multifactor Authentication Guide \(PDF\)](#) [Multifactor Authentication Video \(MP4\)](#)



**Step A10:** Next, you will need to set up a Multifactor Authentication (MFA) for additional security and for protection of your account. If you have used the system in the past, but not previously set up Multifactor Authentication, you may be prompted to do so now. If a MFA needs to be set up, you will see the prompt as illustrated below. Click on Continue to proceed to the next screen.



**EERE Project Management Center (PMC)**  
Recipient/Applicant Site Access


Close

Recipient/Applicant Login

**Set up Multifactor Authentication (MFA)**

Project Management Center Recipient/Applicant Site (PMC) records indicate that you have not yet set up Multifactor Authentication for this system. Please click on the "Continue" button below to set up MFA for PMC Recipient/Applicant Site . You will be automatically redirected to another site for MFA set up and upon completion will return here to complete the PMC Recipient/Applicant Site login process.

Please note that MFA Recipient/Applicant Site must be set up separately for each DOE EERE system. If you have already set up MFA for other EERE system(s), that set up will not work with PMC Recipient/Applicant Site .

Continue

**About Multifactor Authentication (MFA)**

**What is MFA?**  
MFA is a method of confirming a system user's claimed identity. The user is granted access to the system only after successfully providing two or more pieces of evidence, such as a password, security token, or biometric verification.

**Who is affected?**

- MFA will only affect external users.
- MFA is not required for internal users. Internal users should remember to use their internal URL; otherwise MFA will be required.

**What new steps will be required?**  
MFA only requires two additional steps for external users to achieve a successful login - retrieving and entering an additional MFA passcode on the login page.

- Step 1 for New Users: New Users will be directed to a registration page to register for the site. Users will be prompted to verify their default mode of MFA passcode receipt by confirming receipt and entering a security code.
- Step 1 for Registered Users: Registered users will be prompted by the system to select their preferred method to receive an MFA pin number. Users will have three options for receipt: email (default), text, or soft token, such as Google Authenticator.
- Step 2 for All Users: In addition to the normal login process, users will need to enter their MFA passcode every time they log into a system. A new MFA passcode is required whenever logging into a system.

**Tips to help you get used to MFA.**

- MFA passcodes expire. MFA passcodes are intended for one-time use and are available for only a limited amount of time. If expired, users will need to acquire a new passcode.
- Have a backup retrieval method. While only one method of MFA passcode receipt is required to set as the default method (email), it is recommended that users select a second method (text or soft token) to ensure timely receipt in case of service disruption.
- Automatic logout is still in effect. Keeping with the current standard, users will be logged out of systems after 15 minutes of inactivity.

[Multifactor Authentication Guide \(PDF\)](#) [Multifactor Authentication Video \(MP4\)](#)



**Step A11:** An email with a verification code required for the MFA setup will be sent to the email address you previously provided. Check your inbox for an email from EEREMFA for the verification code. Enter that code into the field indicated below then click on the Continue button to proceed to the next screen.

EERE Multifactor Authentication Service

Welcome to the Multifactor Authentication Setup

This setup URL will expire in 13:26 mins.

A code has been sent to your email tweedie.doe@hq.doe.gov. Please enter the code you received below to proceed to the registration process. You may request to resend the code by clicking the resend button.

Code:

[Continue](#) [Resend](#) [Cancel](#)

© 2017 - EERE Authentication Service

**Step A12:** Select the delivery method you would like to use to complete the MFA setup by selecting either SMS or Phone App. Your selected delivery method will be used to deliver a temporary password that you will need to login to the PMC. Click on the Finish button to proceed to the next screen.

EERE Multifactor Authentication Service

Welcome to the Multifactor Authentication Setup

You must complete the setup in 18:43 mins.

Select and configure the delivery methods you would like to use.

☒ Email *Email is required as a delivery method* Default Delivery Method [?](#)

Email: tweedie.doe@hq.doe.gov ✓ Email Verified Read Only [?](#)

☐ SMS *Select to allow code delivery to cell phone by text message* [?](#)

☐ Phone App *Select to allow code verification via Authentication App on Cell Phone* [?](#)

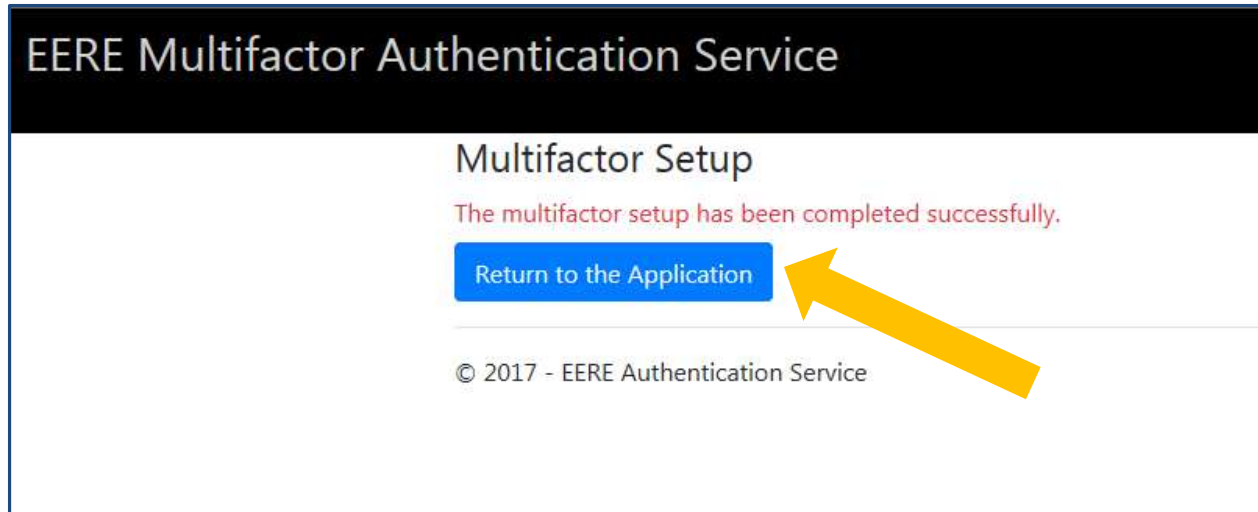
[Finish](#) Select Finish to Save and return to your application. [Cancel](#)

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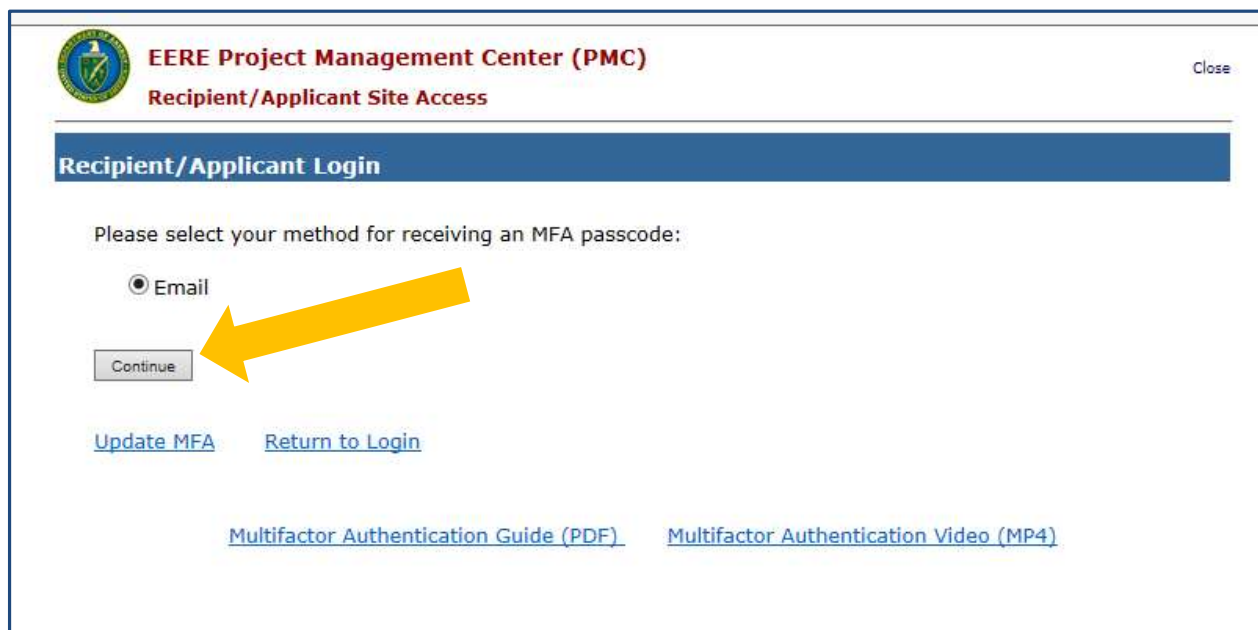




**Step A13:** Upon completing the MFA setup, you will see the confirmation screen presented below. Click on Return to the Application button to proceed to the login screen.



**Step A14:** At the login screen you will be prompted to select a method for receiving an MFA code. Select the appropriate delivery method then click on Continue to proceed to the next screen.





**Step A15:** Check your email (or other delivery method that you selected) for a confirmation email with a temporary MFA passcode. This passcode is valid for 10 minutes after which you will need click on the Request New MFA Passcode link. Enter the temporary MFA passcode as shown in the screen below. Click on Continue to proceed to the next screen.

The screenshot shows the EERE Project Management Center (PMC) Recipient/Applicant Site Access page. The page title is "EERE Project Management Center (PMC) Recipient/Applicant Site Access". Below the title is a blue bar with the text "Recipient/Applicant Login". The main content area states: "An MFA passcode has been sent to the **Email address** you specified when you set up multifactor authentication." Below this is a form with the label "MFA Passcode:" followed by a text input field and a "Continue" button. A yellow arrow points to the "Continue" button. Below the form, it says "The current MFA passcode will expire in 9:53". At the bottom, there are three links: "Request New MFA Passcode", "Change MFA Option", and "Return to Recipient Login Page". At the very bottom, there are two links: "Multifactor Authentication Guide (PDF)" and "Multifactor Authentication Video (MP4)".

**Step A16:** Read the Security Notice and click on the Accept button as noted below to login to your PMC account.

The screenshot shows the EERE Project Management Center (PMC) Recipient/Applicant Site Access page. The page title is "EERE Project Management Center (PMC) Recipient/Applicant Site Access". Below the title is a blue bar with the text "Recipient/Applicant Login". The main content area is titled "Security Notice" and contains the following text: "This web site is part of a Federal computer system used to accomplish Federal functions. The Department of Energy monitors this web site for security purposes to ensure it remains available to all users and to protect information in the system. By accessing this web site, you are expressly consenting to these monitoring activities." Below this is a paragraph: "Unauthorized attempts to defeat or circumvent security features, to use the system for other than intended purposes, to deny service to authorized users, to access, obtain, alter, damage, or destroy information, or otherwise interfere with the system or its operation are prohibited. Evidence of such acts may be disclosed to law enforcement authorities and result in criminal prosecution under the Computer Fraud and Abuse Act of 1986 (Pub. L. 990474) and the National Information Infrastructure Protection Act of 1996 (Pub. L. 104-295), (18 U.S.C. 1030), or other applicable criminal laws." Below the text is a form with two buttons: "Accept" and "Decline". A yellow arrow points to the "Accept" button. At the bottom, there are two links: "Multifactor Authentication Guide (PDF)" and "Multifactor Authentication Video (MP4)".



## (B) Completing and Submitting an Environmental Questionnaire (EQ-1)

**Step B1:** To submit and EQ-1, first login to your PMC account as demonstrated in the previous section (A), then click on the NEPA EQ Submissions tab on the top banner of the screen as indicated in screenshot below.

*You may submit an EQ-1 when you are notified by the Office of Indian Energy that your application has been selected for an award negotiation. It is not necessary to have an award number to complete an EQ-1 for NEPA review of your proposed project.*

**\*After 15 minutes of inactivity, (which means 15 minutes between saving data—i.e., hitting “Next” to save data) users may receive a warning notice, but will automatically be logged out of the PMC. Users may want to complete the EQ-1 Microsoft Word document, in order to cut and paste information into the online EQ-1. The online version of the EQ-1 must still be completed. The EQ-1 Microsoft Word document is located on the PMC Recipients login page.**

Welcome Tweedie Doe  
EERE-PMC User Account Home Sign out

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### Your Document Directories

You may store, upload and download files from any location your system. There is a 50 MB size limitation. Your DOE Officials have full access to this area and may upload documents for your collaboration. Please be sure to notify you DOE officials of the files you upload if they require DOE review.

**WARNING! THIS AREA IS NOT FOR REPORTING REQUIREMENTS, NEPA EQ-1 SUPPORTING DOCUMENT UPLOADS, OR ESCO IDIQ DOCUMENT UPLOADS. Please upload your reporting requirements, and ESCO IDIQ document uploads through the "Submit Your Reporting Requirements" tab, or your NEPA EQ-1 documents through the "NEPA EQ-1 Submission" tab.**

NOTE: All files are monitored for malicious or inappropriate content.

**Select File(s) to Upload**

**Create a New Directory**

**Current Directory:** Home tweedie.doe@hq.doe.gov Actions

Name	Size	Date Modified
0 object(s)		



**Step B2:** Next, click on the Submit a new NEPA Environmental Questionnaire (EQ-1) Form link at the bottom of the screen as indicated below. You may wish to download a blank EQ-1 form to review the questions you will be required to answer as part of the environmental questionnaire. See the link indicated. Also note that an EQ1 Submission Guide is also provided for download from this page.

**Welcome Tweedie Doe**  
EERE-PMC User Account Home Sign out

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### NEPA Compliance Information

**National Environmental Policy Act (NEPA) of 1969 - 42§431-4347**  
All projects receiving financial assistance from DOE must be reviewed under NEPA. The first step in DOE's NEPA review process requires financial assistance recipients to submit information to DOE regarding the potential environmental impacts of the project receiving DOE funds.

**Before Submitting and Environmental Questionnaire (EQ-1) form, you may want to view the sample form:**

- Sample blank EQ-1 form ([Microsoft Word 142 KB](#))
- EQ1 Submission Guide ([Adobe PDF 1.6 MB](#))

**SPECIAL NOTES:**

1. Submissions may be updated until the DOE Project Officer has completed final review by clicking the edit\pencil icon at the top left corner of each submission record in the list below.
2. Additional Documents may be uploaded by clicking the edit\pencil Icon at the top left corner of each submission record in the list below and continuing to Step 2 or on the Final Submission page of the edit page.

[+ Submit a new NEPA Environmental Questionnaire \(EQ-1\) Form](#) [+ Submit a new NREL Environmental Worksheet](#)

### My NEPA Environmental Questionnaire Submissions





**Step B3:** On this page, complete the *required fields* as indicated by the red asterisks. If you have the Financial Opportunity Announcement (FOA) Number or DOE Award Number (CID), select those from the drop down lists or check Not Listed. The Not Listed boxes may need to be checked to allow new Award Number or Funding Opportunity Number to be added. It is essential that you select DOE Technology Office Point of Contact (otherwise known as the DOE Project Officer) to that that person is notified when you have submitted your EQ1. Click Next to continue filling out the EQ-1.

**DOE Environmental Compliance Web Site** Signed in: Tweedie Doe  
Environmental Questionnaire (EQ-1) Submission Page Sign out

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### Environmental Questionnaire Submission Status

#### SECTION I. PROJECT SUMMARY

Please Complete if the Information is Known  
NOTE: If you select a DOE Award Number below, the fields will automatically be populated if the data is available.

DOE Award Number (CID) Financial Opportunity (FOA) Number Subcontract Number

☐ Not Listed - Please Select ☐ Not Listed - Please Select

Financial Opportunity (FOA) Title

**All Information Below is Required**

\*Project Title \*State

\*Recipient/Organization Name

\*DOE Technology Office Point of Contact DOE Grants Management Specialist (If known)

\*Submitter's Name \*Phone \*Email

Tweedie Doe 720-356-1617 tweedie.doe@hq.doe.gov

\*Business Contact's Name \*Phone \*Email

Next >>>



**Step B4:** Upload the Statement of Project Objectives (SOPO) for the proposed project, then click Next to continue. *You are required to upload a document to move to the next step.* If your SOPO is not finalized, upload the Workplan that you submitted with your grant application. Later in the process you will have the opportunity to upload additional documentation, if necessary.

**DOE Environmental Compliance Web Site** Signed in: Tweedie Doe  
**Environmental Questionnaire (EQ-1) Submission Page** Sign out

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**Environmental Questionnaire Submission Status**

**STEP 2 - SECTION I (continued). UPLOAD STATEMENT OF WORK & OTHER SUPPORTING DOCUMENTS**

NOTE: A minimum of 1 document representing a "Statement of Work/Objectives" must be uploaded to continue.


\*Select and Upload Documents  Browse... Click to Upload Selected Document


File Name	Size	File Type	Date Uploaded
-----------	------	-----------	---------------

<<< Back Next >>>



**Step B5:** After uploading your Workplan and clicking Next you will see the instructions below for completing the EQ-1. Please read carefully. Click Next to begin completing the EQ-1.

**DOE Environmental Compliance Web Site**Signed in: Tweedie Doe

**Environmental Questionnaire (EQ-1) Submission Page**Sign out

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**Environmental Questionnaire Submission Status**

**STEP 3 - SECTION II. BACKGROUND AND INSTRUCTIONS**

Pursuant to the U.S. Department of Energy's National Environmental Policy Act (NEPA) implementing regulations (10 C.F.R. Part 1021), the Office of Energy Efficiency and Renewable Energy (EERE) is required to evaluate the potential environmental impact of projects that it is considering for funding. EERE must determine at the earliest possible time whether any proposed project qualifies for a categorical exclusion under 10 C.F.R. § 1021.410 or will require further environmental review within an environmental assessment or an environmental impact statement.

**You are required to answer the questions below for the project as a whole, including all work to be performed by the Recipient, its subrecipients and contractors, including any work outside of the United States. You may not limit your responses to work performed by the Recipient only unless instructed to do so by EERE.** In completing this questionnaire, you must provide specific information regarding the nature of your proposed project, including information on its size, operations, and the types and quantities of air emissions, wastewater discharges, solid wastes, land disturbances, etc. You should identify the location(s) of the proposed project and describe the activities that would occur at each location.


The form should be completed and signed by the Principal Investigator for the project or another member of your organization who has sufficient knowledge of the project to answer the questions truthfully and accurately.

Failure to fully and adequately complete this form will delay EERE's environmental review of your proposed project. Please note that false statements or misrepresentations may result in civil and/or criminal penalties under 18 U.S.C. § 1001.

**BURDEN DISCLOSURE STATEMENT**  
Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Office of Information Resources Management Policy, Plans, and Oversight, AD-241-2-GTN, Paperwork Reduction Project (1910-1800), U.S. Department of Energy, 1000 Independence Avenue S.W., Washington, D.C. 20585; and to the Office of Management and Budget (OMB), Paperwork Reduction Project (1910-1800), Washington, D.C. 20503.

<<< Back

Next >>>





**Step B6:** You should now see the first page of the questionnaire starting with question 1a. Each question will have an example of the type of information you should be entering into the field.

- The EQ-1 has 13 total questions with question 1 having three parts (a, b, and c) and question 2 having eight parts (a, b, c, d, e, f, g and h).
- Please pay close attention to question 1c as displayed below. Only answer “Yes” to question 1c if your project will only include intellectual, academic, and analytical activities, including the examples provided. If your proposed project is a demonstration project, or includes land-disturbances, construction or similar activities, answer “No” to question 1c.
- Answering “Yes” to question 1c means that you have completed the EQ-1.
- If your proposed project includes any activities besides intellectual, academic, and analytical activities, a “No” answer is required to question 1c and you must complete all 13 questions in the EQ-1.
- Click on Next to continue to advance to the next screen.

**DOE Environmental Compliance Web Site** Signed in: Tweedie Doe  
**Environmental Questionnaire (EQ-1) Submission Page** Sign out

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### Environmental Questionnaire Submission Status

**STEP 6: SECTION III. PROJECT EVALUATION (continued)**

**\*1c. Is the proposed project limited exclusively to intellectual, academic, or analytical activities?**

Intellectual, academic, and analytical activities include, but are not limited to:

- Literature searches and information gathering
- Data analysis
- Computer modeling
- Analytical reviews
- Conceptual design
- Feasibility studies
- Document preparation
- Data dissemination
- Paper studies

You must answer "No" to this question if the proposed project involves any laboratory research and/or development, physical experiments, pilot-scale projects, demonstration projects, field tests, land-disturbance, construction, or similar activities.


☐ Yes ☒ No

*If you checked "Yes," proceed directly to Section IV (Certification) and complete the information and signatures as requested. If you checked "No," you must complete the entire questionnaire.*





**Step B7:** Question 2b asks you to describe the locations where proposed project activities would occur. It is helpful to include the associated Task/Subtask number(s) of your Workplan for each activity described. Complete all 13 questions and click on Next at the bottom of the page to continue.

**DOE Environmental Compliance Web Site**

Signed in: Tweedie Doe

Sign out

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U.S. Department of Energy - Office of Energy Efficiency and Renewable Energy

Environmental Questionnaire Submission Status

STEP 8: SECTION III. PROJECT EVALUATION (continued)

**\*2b.** In the chart below, please describe the following four types of identifying information concerning project activities to be performed:

- each location where work would be performed, including address or coordinates, names of facilities, and whether this is a Recipient, Subrecipient, or Contractor location;
- the nature of the location (e.g., urban, industrial, suburban, agricultural, university campus, manufacturing facility) and the current condition and/or use of the site;
- the types of activities to be conducted at that location;
- land administration (e.g., BLM, USFWS, DOD, state, private).

Examples

(1) List all Locations Where Project Activities Would Occur (Facility Name and Address or Coordinates) and Indicate Recipient, Subrecipient, or Contractor	(2) Nature of Location and Current Condition/Use	(3) Activities to be Performed at Each Location	(4) Land Administration
<b>Example 1:</b> Smith Laboratory (recipient) 1234 College Lane Baltimore, MD  XYZ Corporation (subrecipient) 1232 Industrial Drive Golden, CO	Smith Laboratory - Dedicated University Laboratory Facility  XYZ Corporation - Manufacturing Facility in Industrial Park	Activities would include design and fabrication of a gallium-nitrate battery at XYZ Corporation's battery manufacturing facility using existing equipment. The battery would then undergo testing including battery charge/discharge cycling at Smith Laboratory. Data analysis would also occur at Smith Laboratory.	Smith Laboratory - State property  XYZ Corporation - Private property
<b>Example 2:</b> Capital High School (recipient) 1234 Eagle Lane Golden, CO Lat. 39.7405, Long. -105.167	High school property in a suburban environment that has been previously disturbed and is owned by the City.	Activities would include the installation of a 50 kW wind turbine adjacent to the football stadium. The final height for the turbine would not exceed 140 feet (hub height) or 170.6 feet (maximum blade height) with a blade radius of 31.5 feet. There is an airport 15 miles away from project site location.	City
<b>Example 3:</b> Coastal University (recipient) 555 Study Drive Bay Harbor, SC  Bay Harbor Pier Bay Harbor, SC	Coastal University - Dedicated University Laboratory Facility  Bay Harbor Pier - Existing boat launch/dock area of pier - currently utilized by Coastal University for marine studies.	Bird and bat environmental monitoring and data analysis. A model XYZ anabat passive recording device would be installed at the Bay Harbor Pier on an existing platform. This would be used for 12 months and data would be remotely downloaded monthly. The University has a current access and use agreement from Bay Harbor City to conduct research at this location. Data would be analyzed at the Coastal University Laboratory Facility.	City owned and operated pier.
<b>Example 4:</b> Recipient's geothermal leases in Buffalo Valley, Pershing and Lander Counties Nevada. NAD 83 Lat. 40.36 N Long. -117.38 W	Federal leases located on BLM-managed lands and private leases held by the recipient.	Magnetotelluric (MT) survey, 2-meter soil probe survey, seismic survey, temperature gradient (TG) well drilling program (~10 wells) followed by slim well confirmation drilling (~2 wells). Maps showing the locations of the MT, 2 meter soil probe, and seismic surveys have been uploaded into the Project Management Center. Locations of TG and slim wells will be provided once locations have been determined based on the results of the survey work.	BLM (Battle Mountain and Winnemucca District Offices) and private

\*Please enter at least 1 location and description below to proceed

**\* (1) Location (Address or coordinates, Facility Name, Indicate Prime Recipient, Subrecipient or Contractor)**

**\* (2) Nature of Location and Current Condition/Use**

**\* (3) Activities to be Performed at each Location**



**Step B8:** Once all 13 questions are answered, you must certify that you are authorized to submit the environmental questionnaire and that the information is accurate and complete. Check the box and electronically sign by clicking the Submit the Environmental Questionnaire button. Once the EQ-1 is submitted, the Project Officer selected at the beginning of the submission process will automatically be sent an email notifying them of the submission.

**DOE Environmental Compliance Web Site** Signed in: Tweedie Doe

**Environmental Questionnaire (EQ-1) Submission Page** Sign out

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**Environmental Questionnaire Submission Status**

**SECTION IV. CERTIFICATION**

The Environmental Questionnaire is now ready to submit to , Doe, Tweedie, the DOE Technical Project Officer for Review

Upload Additional Documents

\*Select and Upload Documents Browse... Click to Upload Selected Document

File Name	Size	File Type	Date Uploaded	
IE TEST.docx	11.43 KB	application/vnd.openxmlformats-officedocument.wordprocessingml.document	8/29/2018	

Comments for the DOE Technical Project Officer/Environmental Compliance Officer

☒ I hereby certify that I am authorized to submit, and I do so hereby submit, the information in this questionnaire on behalf of the Recipient named below. I certify that the information provided herein is accurate and complete as of the date shown below. I understand that false statements or misrepresentations may result in civil and/or criminal penalties under 18 U.S.C. § 1001. If I receive any information that would indicate that any of the above-referenced answers are no longer correct or complete, I agree to notify EERE immediately. If it is necessary for EERE to modify the information I provide, EERE will request that I recertify the revised form.

I understand that by submitting this form, I am electronically signing this document.

<<< Back Submit the Environmental Questionnaire >>>





**Step B9:** It is important to note that if you wish to return to edit your EQ-1 or upload additional documentation, you will not create a new EQ-1. When you login to the PMC, click on the NEPA EQ Submissions tab found on the top banner. A list of current projects you have created will be displayed. Click on the Update the DOE EQ-1 link for the project you wish to edit.

At this point you may also upload an additional documentation to supplement your environmental questionnaire by clicking on Update the DOE EQ-1 link.

**Welcome Tweedie Doe**  
**EERE-PMC User Account Home** Sign out

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### NEPA Compliance Information

**National Environmental Policy Act (NEPA) of 1969 - 42§431-4347**

All projects receiving financial assistance from DOE must be reviewed under NEPA. The first step in DOE's NEPA review process requires financial assistance recipients to submit information to DOE regarding the potential environmental impacts of the project receiving DOE funds.

**Before Submitting and Environmental Questionnaire (EQ-1) form, you may want to view the sample form:**

- Sample blank EQ-1 form ([Microsoft Word 142 KB](#)).
- EQ1 Submission Guide ([Adobe PDF 1.6 MB](#))

**SPECIAL NOTES:**

1. Submissions may be updated until the DOE Project Officer has completed final review by clicking the edit\pencil icon at the top left corner of each submission record in the list below.
2. Additional Documents may be uploaded by clicking the edit\pencil Icon at the top left corner of each submission record in the list below and continuing to Step 2 or on the Final Submission page of the edit page.

[+ Submit a new NEPA Environmental Questionnaire \(EQ-1\) Form](#) [+ Submit a new NREL Environmental Worksheet](#)

### My NEPA Environmental Questionnaire Submissions

	NEPA Control No:	DOE Award No:	FOA No:	Subcontract No:
<a href="#">Update the DOE EQ-1</a>	Pending	Not Assigned	Not Assigned	Not Assigned

**Project Title:** TEST  
**Organization:** TEST IE

**DOE Project Officer:** Doe, Tweedie  
**Status:** Pending NCO's Signature  
**Submitted:** No Date Given  
**Signed by NCO:** Pending

**Completed Forms:** [DOE EQ-1](#) DOE EQ-2 DOE ND

**Supporting Documents**

IE TEST.docx	Uploaded 8/29/2018
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### (C) Uploading Quarterly Reports to the PMC

You may register for a PMC account and submit an EQ-1 as required for your proposed project. *However, you may not submit reports to the PMC until the Contracting Officer approves your award and your Award Number is available in the PMC.*

In general, quarterly reports submitted to the PMC include the progress report and Federal Financial Report (SF-425). Each quarter, your Project Monitor will send you email reminders to complete and upload these required reports by the due date. As part of that reminder, you will receive a sample progress report format and a blank SF-425 form.

**Quarterly reports are due 30 days after the end of each quarter.** For example, for the quarter ending March 31<sup>st</sup> for the period January 1<sup>st</sup> through March 31<sup>st</sup>, your reports would be due no later than April 30<sup>th</sup>.

Final reports (including Final Technical Report, final Federal Financial Report, and property forms) are due 90 days after your project end date. Instructions on submitting final reports including which reports and forms are required, how to complete them, and where to submit them, will be emailed to you as you approach the end of your project's period of performance.





### **Quarterly Progress Report**

There is not a required template for the progress report. However, each quarter your Project Monitor will provide you with a sample format (see an image of the sample format below) to use. You are not required to use this sample format; however, you are required to provide comparable information as outlined in this template.

*Note that you must complete the report and save the file to your computer before uploading it to the PMC. You cannot complete this report on-line on the PMC.*

**DOE Office of Indian Energy - Quarterly Progress Report**

Recipient Organization:	[Name of Tribe or Tribal Entity]
Project Title:	[Insert Project Title]
Covering Period:	[For example, October 1, 2019 to December 31, 2019]
Date of Report:	[For example, January 30, 2019]
Award Number:	[Insert Award No. DE-IE00000XX]
Technical Contact:	[Name, address, telephone, email address]
Business Contact:	[Name, address, telephone, email address]
Partners:	[List names of all participants doing work on the project, and identify cost-sharing partners.]
DOE Project Officer:	Tweedie Doe – (240) 562-1617 <a href="mailto:Tweedie.Doe@hq.doe.gov">Tweedie.Doe@hq.doe.gov</a>
GO Project Monitor:	Tommy Jones – (240) 562-1739 <a href="mailto:Thomas.Jones@hq.doe.gov">Thomas.Jones@hq.doe.gov</a>

---

- 1. Project Objective:** [Write a brief description (two or three sentences) of the overall project objectives. This Objective should not be updated for the life of this award.]
- 2. Background:** [Outline the reason(s) for the project; the issues being addressed, and a brief summary of work completed in prior projects. This Background does not need to be updated for the life of this award.]
- 3. Publications / Presentations:** [List all publications and presentations made for industry or government groups related to this project. Add to this list as needed.]
- 4. Progress in Past Quarter and Current Status:** [Include the activities performed during the reporting period, and identify any issues or concerns related to tasks, schedule or budget. Progress should be reported relative to the approved tasks identified in the Statement of Project Objectives.]
- 5. Plans for Next Quarter:** [This section should identify activities to be performed during the next quarter.]
- 6. Changes/Problems:** [Describe any changes in approach, problems or delays encountered, and impacts on expenditures.]

All quarterly reports should be publicly disclosable and not contain confidential, proprietary or business sensitive information. Any relevant confidential, proprietary or business sensitive information should be forwarded under separate cover to the Project Officer.

Page 1 of 3

**Quarterly Federal Financial Report (SF-425)**

The financial status report is submitted using a standard Federal Financial Report form (SF-425). See an image of the required form below. This form, along with the progress report sample format on the previous page, will be included in the reminder that you will receive each quarter.

*Note that you must complete the report and save the file to your computer before uploading it to the PMC. You cannot complete this form on-line on the PMC.*

FEDERAL FINANCIAL REPORT									
(Follow form instructions)									
1. Federal Agency and Organizational Element to Which Report is Submitted			2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)				Page 1 of		pages
3. Recipient Organization (Name and complete address including Zip code)									
4a. DUNS Number		4b. EIN		5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)			6. Report Type <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual <input type="checkbox"/> Final		7. Basis of Accounting <input type="checkbox"/> Cash <input type="checkbox"/> Accrual
8. Project/Grant Period From: (Month, Day, Year)				To: (Month, Day, Year)		9. Reporting Period End Date (Month, Day, Year)			
10. Transactions							Cumulative		
(Use lines a-c for single or multiple grant reporting)									
Federal Cash (To report multiple grants, also use FFR Attachment):									
a. Cash Receipts									
b. Cash Disbursements									
c. Cash on Hand (line a minus b)									
(Use lines d-o for single grant reporting)									
Federal Expenditures and Unobligated Balance:									
d. Total Federal funds authorized									
e. Federal share of expenditures									
f. Federal share of unliquidated obligations									
g. Total Federal share (sum of lines e and f)									
h. Unobligated balance of Federal funds (line d minus g)									
Recipient Share:									
i. Total recipient share required									
j. Recipient share of expenditures									
k. Remaining recipient share to be provided (line i minus j)									
Program Income:									
l. Total Federal program income earned									
m. Program income expended in accordance with the deduction alternative									
n. Program income expended in accordance with the addition alternative									
o. Unexpended program income (line l minus line m or line n)									
11. Indirect Expense		a. Type	b. Rate	c. Period From	Period To	d. Base	e. Amount Charged	f. Federal Share	
				g. Totals:					
12. Remarks: Attach any explanations deemed necessary or information required by Federal sponsoring agency in compliance with governing legislation:									
13. Certification: By signing this report, I certify that it is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent information may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)									
a. Typed or Printed Name and Title of Authorized Certifying Official							c. Telephone (Area code, number and extension)		
							d. Email address		
b. Signature of Authorized Certifying Official							e. Date Report Submitted (Month, Day, Year)		
							14. Agency use only:		



## Submitting your Quarterly Reports to the PMC

**Step C1:** After logging into your PMC account, you must click on Submit Your Reporting Requirements tab on the top of the page to begin the process of uploading your quarterly reports.

**Welcome Tweedie Doe**  
**EERE-PMC User Account Home** Sign out

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### Your Document Directories

You may store, upload and download files from any location your system. There is a 50 MB size limitation. Your DOE Officials have full access to this area and may upload documents for your collaboration. Please be sure to notify you DOE officials of the files you upload if they require DOE review.

**WARNING! THIS AREA IS NOT FOR REPORTING REQUIREMENTS, NEPA EQ-1 SUPPORTING DOCUMENT UPLOADS, OR ESCO IDIQ DOCUMENT UPLOADS. Please upload your reporting requirements, and ESCO IDIQ document uploads through the "Submit Your Reporting Requirements" tab, or your NEPA EQ-1 documents through the "NEPA EQ-1 Submission"s tab.**

NOTE: All files are monitored for malicious or inappropriate content.

**Select File(s) to Upload**

Browse...  
 Browse...  
 Browse...

**Create a New Directory**

**Current Directory:** Home tweedie.doe@hq.doe.gov Actions

Name	Size	Date Modified
0 object(s)		



**Step C2:** Next, click on the “Click this Link to Enter Award Number and Submit Reporting Requirements” link to upload your quarterly reports. See below arrow pointing to this link.

**Welcome Tweedie Doe**  
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### Submit Your Reporting Requirements

#### Federal Energy Management Program (FEMP) Contractors

If you are a Federal Energy Management Program (FEMP) ESCO Contractor uploading award documents to your ESPC IDIQ task order, please follow the link below.

[Click this Link if you are an ESCO Submitting Requirements to Task Order](#)

#### Award Recipients

If you are listed as the primary Business or Technical contact on the DOE Award Contract, choose the "Upload New Document to this Award" to upload documents directly to the Award. If you are not listed as the primary Business or Technical contact, you may still upload your reporting requirements through the link provided below.

[Click this Link to Enter Award Number and Submit Reporting Requirements](#)

#### Your Previously Uploaded Reports

If you are listed as the primary Business or Technical contact on the DOE Award Contract, the previously uploaded award documents are listed below by DOE Award number.

DOE AWARD NUMBER: DE-EE0000739	Upload New Document to this Award +
<b>Project Title:</b> EECBG Program - Anne Arundel County, Maryland	View the Printable FARC for this Award
<b>File Name</b>	<b>File Type</b> <b>Uploaded</b>
DOE AWARD NUMBER: DE-EE0000743	
<b>Project Title:</b> EECBG Program - County of Montgomery, MD	Upload New Document to this Award +
	View the Printable FARC for this Award
<b>File Name</b>	<b>File Type</b> <b>Uploaded</b>
DOE AWARD NUMBER: DE-EE0000744	
	Upload New Document to this Award +





**Step C3:** In the box next to “Enter Award Number”, enter your award number starting with IE followed by seven digits (for example IE0000123) and click on the Click to Upload Document to the Award button indicated below.

**Welcome Tweedie Doe** [Sign out](#)

**EERE-PMC Submit Reporting Requirements**

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[Return to the Submit Your Reporting Requirements Area](#)

### Submit Reporting Requirements

**Award Recipients may submit reporting requirements through this page**

The Assistance Agreement for your award includes the award number in the upper left-hand corner. If the award number follows this structure "DE-FG36-09GO12345", please use the last 7 alpha numeric characters in the "Enter Award Number" field. If your award number follows this structure "DE-EE1234567", please use the last 9 alpha numeric characters in the "Enter Award Number" field. (see example below)

DE-FC36-09 **GO12345**  
or  
DE- **EE1234567** Award Number

Enter Award Number  x \* [Click to Upload Document to the Award](#)

[Click here for Question and Comments](#)



**Step C4:** Next, click on the “Your Requirements - Upload Reports” link to upload your completed reports.

**Welcome Tweedie Doe**  
EERE-PMC Submit Reporting Requirements

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Return to the Submit Your Reporting Requirements Area

**Submit Reporting Requirements**

Agreement Information | Your Requirements - Upload Reports

**DOE/EERE Agreement Number:** DE-IE00000

**Project Title**

**Recipient**

**Bus Contact** Phone Email

**Tech Contact**

<b>Agreement Status</b>	<b>Budget Period</b>	
Active, contract in performance from award date to completion date.	7/1/2016	- 6/30/2019
	<b>Project Period</b>	
	7/1/2016	- 6/30/2019


**DOE Information**

<b>Project Officer</b> Tweedie Doe 720-356-1617 <a href="mailto:tweedie.doe@hq.doe.gov">tweedie.doe@hq.doe.gov</a>	<b>Project Monitor</b> Jennifer Luna 720-356-1273 <a href="mailto:Jennifer.Luna@ee.doe.gov">Jennifer.Luna@ee.doe.gov</a>
<b>Contracting Officer</b> Geoffrey Walker 720-356-1808 <a href="mailto:Geoffrey.Walker@ee.doe.gov">Geoffrey.Walker@ee.doe.gov</a>	<b>Financial Assistance Specialist</b> Not assigned

[Click here for Question and Comments](#)



**Step C5:** Under the **Current Deliverable Requirements** section you will see a list of reports by Report Type, the frequency of submission, the reporting period, the due date and the current status of the report. Click on Upload Report for the report you wish to upload. For example, click on Upload Report for Progress Report to upload your completed progress report due by October 2018.


**Welcome Tweedie Doe**
Sign out

**EERE-PMC Submit Reporting Requirements**

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[Return to the Submit Your Reporting Requirements Area](#)

## Submit Reporting Requirements

[Agreement Information](#) | **Your Requirements - Upload Reports**

### Reporting Requirements

**Frequency Indicators**

A - Within (5) calendar days after the event or as specified.  
 F - Final; within 90 calendar days after the expiration or termination of the award.  
 Y - Yearly; within 90 calendar days after the end of the annual reporting period.  
 S - Semiannually; within 30 days after the end of the reporting period.  
 Q - Quarterly; within 30 calendar days after the end of the quarterly reporting period.  
 Y180 - Yearly; within 180 days after the close of the recipient's fiscal year.  
 O - Other: See instructions for further details.

Reporting Period	Date Due
October 1st - December 31st	January 30th
January 1st - March 31st	April 30th
April 1st - June 30th	July 30th
July 1st - September 30th	October 30th

**\*\*Per the EERE 355 FARC Federal Assistance Reporting Checklist and Instructions in the Assistance Agreement, the Scientific/Technical Reporting Requirements must be uploaded to the DOE Office of Scientific and Technical Information (OSTI) [E-Link system](#)**  
[Click here to Upload a Report Not Listed as a Deliverable Requirement \(See Below\)](#)

☐ **Delinquent Deliverable Requirements**

Report Type	Freq	Reporting Period	Due Date	Status	Action
No delinquent Deliverable Requirements					

☐ **Current Deliverable Requirements**

Report Type	Freq	Reporting Period	Due Date	Status	Action
Progress Report (Non-RD&D)	Q	7/1/2018 - 9/30/2018	10/30/2018	Not Received	<a href="#">Upload Report</a>
SF-425 Federal Financial Report	Q	7/1/2018 - 9/30/2018	10/30/2018	Not Received	<a href="#">Upload Report</a>

☐ **Upcoming Deliverable Requirements**

Report Type	Freq	Reporting Period	Due Date	Status	Action
Progress Report (Non-RD&D)	Q	10/1/2018 - 12/31/2018	1/30/2019	Not Received	<a href="#">Upload Report</a>
SF-425 Federal Financial Report	Q	10/1/2018 - 12/31/2018	1/30/2019	Not Received	<a href="#">Upload Report</a>
Progress Report (Non-RD&D)	Q	1/1/2019 - 3/31/2019	4/30/2019	Not Received	<a href="#">Upload Report</a>
SF-425 Federal Financial Report	Q	1/1/2019 - 3/31/2019	4/30/2019	Not Received	<a href="#">Upload Report</a>
Progress Report (Non-RD&D)	Q	4/1/2019 - 6/30/2019	7/30/2019	Not Received	<a href="#">Upload Report</a>
SF-425 Federal Financial Report	Q	4/1/2019 - 6/30/2019	7/30/2019	Not Received	<a href="#">Upload Report</a>
** Final Scientific/Technical Report	F	7/1/2016 - 6/30/2019	9/28/2019	Not Received	<a href="#">Upload Report</a>
SF-425 Federal Financial Report	F	7/1/2016 - 6/30/2019	9/28/2019	Not Received	<a href="#">Upload Report</a>
Final Property Report (SF-428 & SF-428B)	F	7/1/2016 - 6/30/2019	9/28/2019	Not Received	<a href="#">Upload Report</a>
Other "Project Management Reporting"	A	As requested	N/A	Not Received	<a href="#">Upload Report</a>
Other "Project Management Reporting"	O	8/19/2017 - 8/19/2017	N/A	Not Received	<a href="#">Upload Report</a>

[Click here for Question and Comments](#)



**Step C6:** Click on the Browse button to upload your completed report from your computer. Once you have uploaded your report, **you must click on the Submit button in order to complete the submission**. Note that by clicking the Submit button, located on the bottom right of the screen, you are certifying that you are authorized to submit the report on behalf of the Grant Recipient.

Once you have successfully submitted your report, you will receive an email confirmation from EERE-PMC regarding your report submission. DOE will also receive an email notification that your report was submitted to the PMC.

Welcome Tweedie Doe  
EERE-PMC Submit Reporting Requirements

Sign out

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Return to the Submit Your Reporting Requirements Area

### Submit Reporting Requirements

Agreement Information | Your Requirements - Upload Reports

#### Upload a Report not Listed as a Deliverable Requirement

Frequency Indicators  
A - Within (5) calendar days after the event, or as specified.  
F - Final; within 90 calendar days after the expiration or termination of the award.  
Y - Yearly; within 90 calendar days after the end of the annual reporting period.  
S - Semiannually; within 30 days after the end of the reporting period.  
Q - Quarterly; within 30 calendar days after the end of the quarterly reporting period.  
Y180 - Yearly; within 180 calendar days after close of the recipient's fiscal year.  
O - Other: See instructions for further details.

Reporting Period	Date Due
October 1st - December 31st	January 30th
January 1st - March 31st	April 30th
April 1st - June 30th	July 30th
July 1st - September 30th	October 30th

**File to be Uploaded**  **Reporting Period** 7/1/2018-9/30/2018 **Due Date** 10/30/2018

**Report to be Uploaded** **Freq**

Progress Report Q

**\*\*By clicking the 'Submit' button, I certify that I am authorized to submit on behalf of [redacted]**

[Click here for Question and Comments](#)