

# Step-by-Step

## EQ-1 Submission Guide for DOE Award Recipients

The purpose of completing the Environmental Questionnaire (EQ-1) is to gather detailed information about the proposed project from the award recipient. 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 impact review. The following step-by-step instructions will guide you through the EQ-1 submission process. If you have any questions, please contact the Project Officer or Project Monitor assigned to your award, or you can send questions by email to [gonepa@ee.doe.gov](mailto:gonepa@ee.doe.gov).

Note- 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 consider completing 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.

1. Access the Project Management Center (PMC) at <https://www.eere-pmc.energy.gov/>.
  - The PMC is the database used to manage the NEPA process.
2. Click on the “**Recipient Resources**” tab, as depicted below.

The screenshot shows the EERE Project Management Center website. The navigation menu at the top includes: HOME, ABOUT, BUSINESS OPPORTUNITIES, RECIPIENT RESOURCES (circled in red), MEDIA, GLOSSARY, and DOE OFFICIALS LOGIN. The main content area features a welcome message and a list of services. The sidebar on the right contains sections for 'LOGIN TO THE PMC' and 'NEPA COMPLIANCE TRACKING'.

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

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

### EERE Project Management Center

HOME ABOUT BUSINESS OPPORTUNITIES **RECIPIENT RESOURCES** MEDIA GLOSSARY DOE OFFICIALS LOGIN

EERE Project Management Center

#### 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
  - [Access to the Golden Cloud DocShare SharePoint collaboration site](#)
- [Uploading and downloading reports and information updates](#)
- [Submit NEPA EQ-1 Compliance Questionnaires](#)
- [Upload Block Grant Program Environmental Review](#)
- [Energy Efficiency Community Block Grant Program Environmental Reviews Document Upload Page](#)
- [Upload FFMP Documents](#)
- And much, much more

**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](#).

3. As illustrated below, click on the **“Create Recipient/Applicant Account (for Applicants, Recipients and Vendors)”** link at the second bullet, as shown below.
- If you already have a login, and completed the Multifactor Authentication, click on the first bullet of the column on the left, **“Recipient/Applicant Login,”** and then move to Step 18 of these instructions. If you have not completed the Multifactor Authentication, even with a login, you will be required to complete this process, and it is explained starting at Step 11.

The screenshot shows the EERE Project Management Center website. The header includes the U.S. Department of Energy logo and the text 'Energy Efficiency & Renewable Energy'. The main navigation bar has links for HOME, ABOUT, BUSINESS OPPORTUNITIES, RECIPIENT RESOURCES (highlighted), MEDIA, GLOSSARY, and DOE OFFICIALS LOGIN. A search bar is located in the top right corner. The main content area is titled 'EERE Project Management Center » Recipient Resources' and includes a 'Printable Version' link. The page is divided into three columns: a left sidebar with navigation links, a middle main content area, and a right sidebar. The main content area features a section titled 'Recipient and PMC Partner Information' with a description of the site's purpose. Below this is a 'Resources' section with a bulleted list of links. The link 'Create Recipient/Applicant Account (for Applicants, Recipients and Vendors)' is circled in red. A 'Help Desk' section at the bottom provides contact information for ITSIHelp@ee.doe.gov.

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

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

## EERE Project Management Center

HOME ABOUT BUSINESS OPPORTUNITIES **RECIPIENT RESOURCES** MEDIA GLOSSARY DOE OFFICIALS LOGIN

EERE Project Management Center » Recipient Resources [Printable Version](#)

**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**

**Questions & Comments**

### 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)

4. Continue by clicking on, “**Create New Account**” as noted below:

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

**Recipient/Applicant Site Access**

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**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.

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**Enter Email and Password**

Internet Explorer 9.0 or higher is required

Email:

Password:

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

5. Read the *System Rules of Behavior* and click on “**Accept**” as shown below, to continue:

**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 warning, 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/she has read and will abide by the EERE Project Management Center (PMC) Security Rules of Behavior.

6. Once you have entered the required information, click “**Create**” as demonstrated below:

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

**Recipient/Applicant Site Access**

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**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.

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**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:

7. You will then receive an email with a temporary password, like the one below :

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: ██████████

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

8. Click on <https://www.eere-pmc.energy.gov/PMCRecipient/>, and enter your temporary password, in the password box, along with your email address:

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

**Recipient/Applicant Site Access**

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**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.

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**Enter Email and Password**

Internet Explorer 9.0 or higher is required

Email:

Password:

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

9. Once you enter your temporary password, you will be prompted to change your password, in the screen below:

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- After 15 minutes of inactivity, users will be automatically logged out of PMC.

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**Change Password**

Internet Explorer 9.0 or higher is required

Please change your temporary password.

Email:

Password:

New Password:

Confirm Password:

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

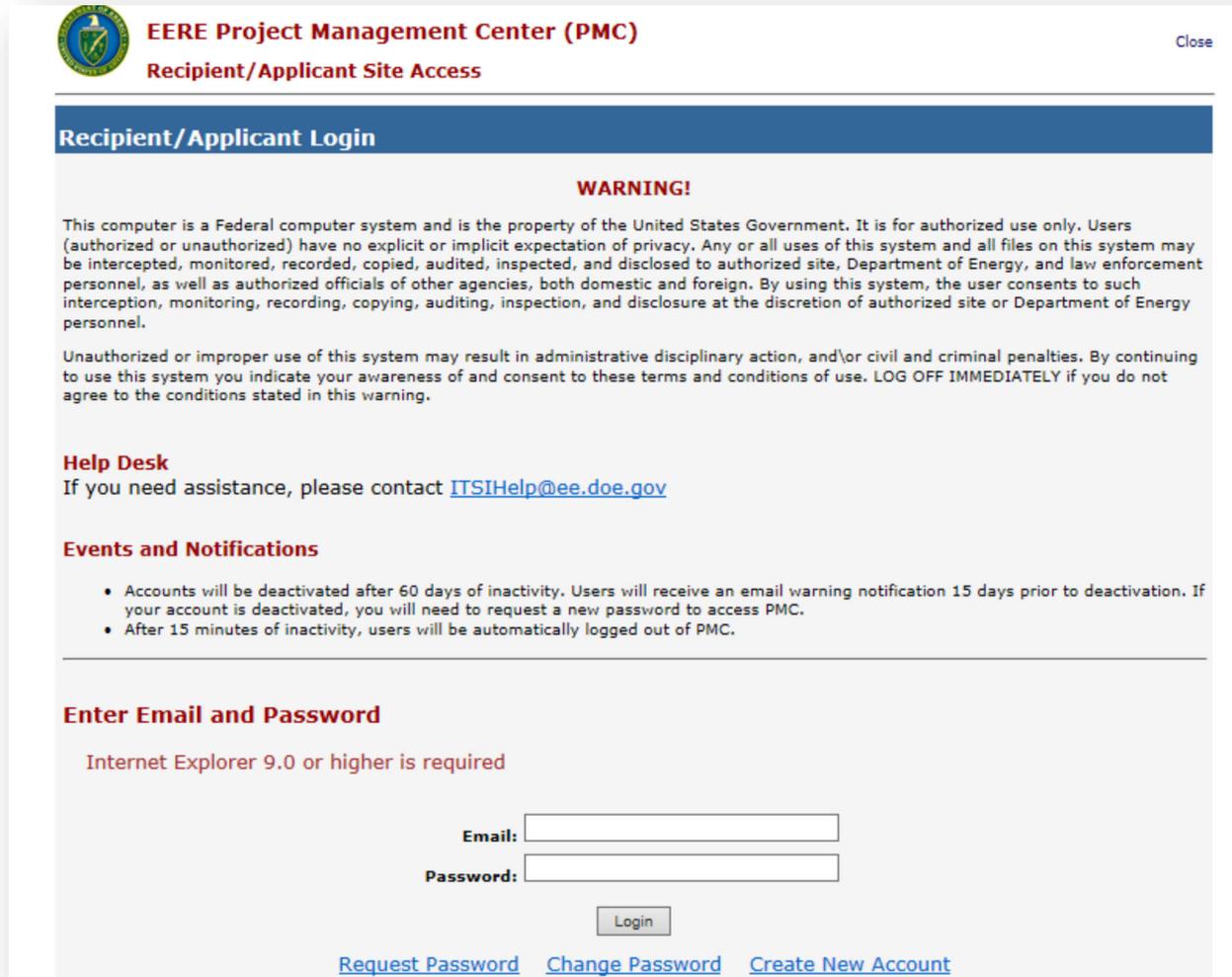
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**Password Policy**

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 learned or guessed.
- Password **does not**, to the best of the user's knowledge, include **common words** that would be in an English dictionary, or from another language with which the user has familiarity.
- Password **does not**, to the best of the user's knowledge, employ **commonly used proper names**, including the name of any fictional character or place.

10. Once your password is accepted, the system will take you back to the Recipient/Applicant login to login with your new password, as demonstrated below:



The screenshot shows the login interface for the EERE Project Management Center (PMC). At the top left is the DOE logo, followed by the title "EERE Project Management Center (PMC)" and "Recipient/Applicant Site Access". A "Close" link is in the top right. Below a blue header bar is the "Recipient/Applicant Login" section. A "WARNING!" is displayed, followed by a paragraph of legal disclaimer text. Below this is a "Help Desk" section with contact information for ITS Help. An "Events and Notifications" section lists account deactivation policies. The "Enter Email and Password" section includes a browser requirement note, input fields for email and password, a "Login" button, and links for "Request Password", "Change Password", and "Create New Account".

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

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**Recipient/Applicant Login**

**WARNING!**

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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.

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**Enter Email and Password**

Internet Explorer 9.0 or higher is required

Email:

Password:

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

11. You will need to set up Multifactor Authentication (MFA) if this is your first time using the system. If you've used the system in the past, you may also be prompted to set up Multifactor Authentication if you haven't yet done so. If MFA needs to be set up, you will see the prompt illustrated below. Click on "**Continue**" to proceed to the next screen.

- If you've already set up MFA, please skip to Step 15.

**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 \(MP4\)](#)

12. An email will be sent to the address you provided previously with a verification code required for MFA setup. Review your inbox for the verification code and enter into the field highlighted below. Click on “**Continue**” to proceed to the next screen.

EERE Multifactor Authentication Service

Welcome to the Multifactor Authentication Setup

This setup URL will expire in 12:42 mins.

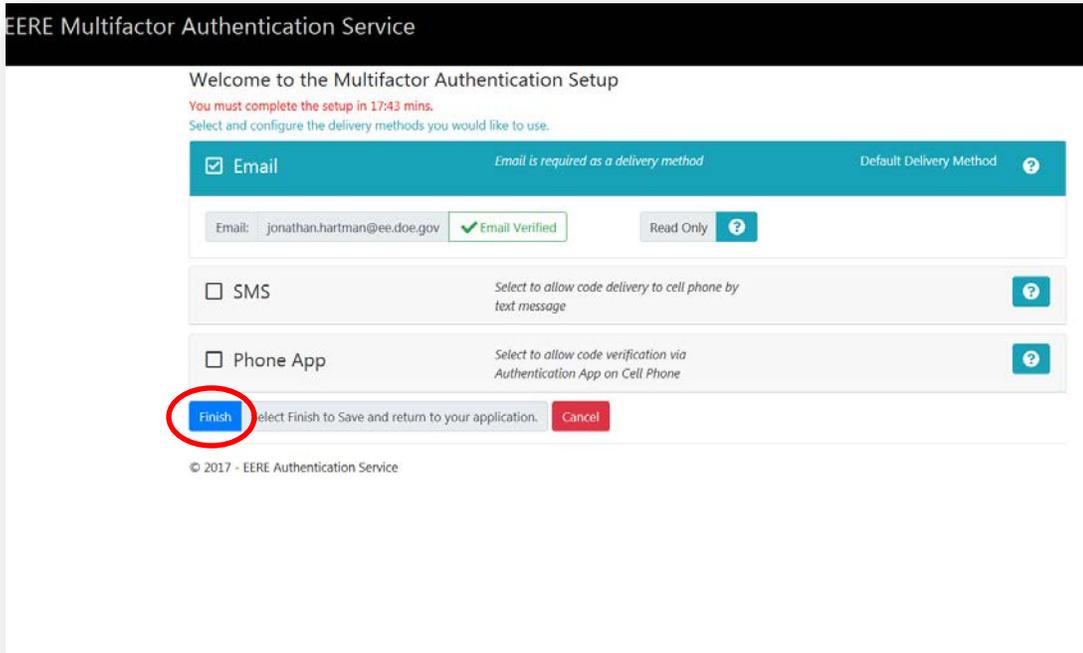
A code has been sent to your email jonathan.hartman@ee.doe.gov. Please enter the code you received below to proceed to the registration process. You may request to resend the code by clicking the Resend button.

Code:

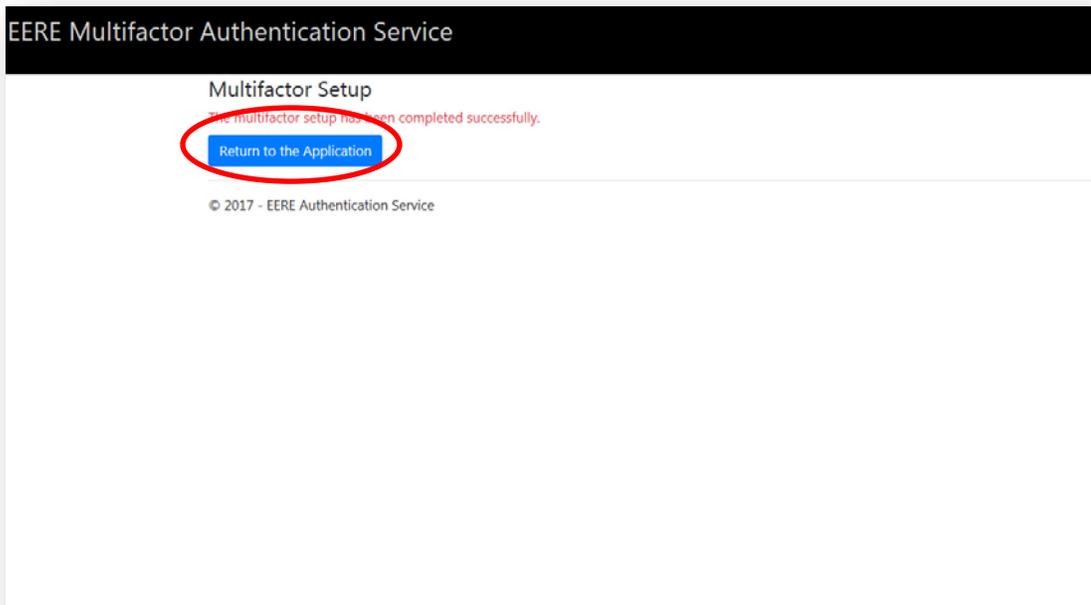
Continue ✓ Resend ✉ Cancel ✕

© 2017 - EERE Authentication Service

13. Select the delivery method you would like to use to complete MFA when logging in. The selected delivery method will be used to receive a temporary password that will be required for login to the PMC. Click on **“Finish”** to proceed to the next screen.



14. Upon completion, you will see the confirmation screen presented below. Click on **“Return to the Application”** to proceed to the login screen.



15. At the login screen you will be prompted to select your method for receiving an MFA code. Select the appropriate delivery method. Click on “**Continue**” to proceed to the next screen.

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

Close

**Recipient/Applicant Login**

Please select your method for receiving an MFA passcode:

Email

**Continue**

[Update MFA](#) [Return to Login](#)

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

16. Review your email (or other delivery method if selected) for a confirmation email with a temporary MFA passcode. Enter the passcode into the screen below. Click on “**Continue**” to proceed to the next screen.

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

Close

**Recipient/Applicant Login**

An MFA passcode has been sent to the **Email address** you specified when you set up multifactor authentication.

MFA Passcode:  **Continue**

The current MFA passcode will expire in 9:48

[Request New MFA Passcode](#) [Change MFA Option](#) [Return to Recipient Login Page](#)

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

17. Read Security Notice and click on “Accept” as noted below to continue:

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

**Recipient/Applicant Login**

**Security Notice**

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.

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.

18. After login, click on the “NEPA EQ Submissions” tab.

**Welcome Diana Heyder** Sign out  
**EERE-PMC User Account Home**

Partnering through innovation U.S. Department of Energy - Golden Field Office

[Personal Directories](#) **[NEPA EQ Submissions](#)** [Your DOE Awards](#) [Submit Your Reporting Requirements](#) [Update Your Account](#)

**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** **Create a New Directory**

**Current Directory:** **Actions**

Home [diana.heyder@ee.doe.gov](#)

Name	Size	Date Modified
0 object(s)		

19. Click on the “Submit a new NEPA Environmental Questionnaire (EQ-1) Form” link highlighted below.

 **Welcome Diana Heyder**  
**EERE-PMC User Account Home** Sign out

Partnering through innovation U.S. Department of Energy - Golden Field Office

[Personal Directories](#) [NEPA EQ Submissions](#) [Your DOE Awards](#) [Submit Your Reporting Requirements](#) [Update Your Account](#)

**NEPA Compliance Information**  
**National Environmental Policy Act (NEPA) of 1969 - 425431-4347**

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(PDF 677 KB). [Download Acrobat Reader](#)

**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**

20. Complete the required fields as indicated by the red asterisks. If you have the Financial Opportunity Announcement (FOA) Number or DOE Award Number (CID), enter those in the appropriate fields, and click on "NEXT" as indicated below. The "Not Listed" box (es) may need to be checked to allow new Award or Funding Opportunity Numbers to be added.

**DOE Environmental Compliance Web Site** Signed in: Diana Heyder

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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.*

<b>DOE Award Number (CID)</b> <input type="text" value="Not Listed - Please Select"/>	<b>Financial Opportunity (FOA) Number</b> <input type="text" value="Not Listed - Please Select"/>	<b>Subcontract Number</b> <input type="text"/>
--	--	---

**Financial Opportunity Opportunity (FOA) Title**

**All Information Below is Required**

**\*Project Title** **\*State**

**\*Recipient/Organization Name**

<b>*DOE Technology Office Point of Contact</b> <input type="text"/>	<b>DOE Grant Management Specialist (If known)</b> <input type="text"/>
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<b>*Submitter's Name</b> Diana Heyder	<b>*Phone</b> 720-356-1574	<b>*Email</b> diana.heyder@ee.doe.gov
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<b>*Business Contact's Name</b> <input type="text"/>	<b>*Phone</b> <input type="text"/> - <input type="text"/> - <input type="text"/>	<b>*Email</b> <input type="text"/>
---	---	---------------------------------------

21. Upload the Statement of Project Objectives (SOPO) for the proposed project, and click **“Next”**.
- You are required to upload a document to move to the next step. If your SOPO isn't final, upload a draft SOPO, indicating the draft status by naming the file “DRAFT SOPO.”
  - Later in the process you will have the opportunity to upload additional documentation, if necessary.

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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

File Name	Size	File Type	Date Uploaded
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16. You will see the instructions for filling out the EQ-1. Please read carefully. Click “Next” to begin filling out the EQ-1.



## 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 >>>

17. 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. Only answer “Yes” to question 1c if your project will not include any activities beyond Intellectual, academic, and analytical activities. If your project has activities composed of laboratory work or field work, you must answer “No” to question 1c.
- Answering “Yes” to question 1c means that you have completed the EQ-1. If your project requires a “No” answer to question 1c, you must complete all 13 questions in the EQ-1.
- Continue to click on “Next” to continue to advance to the next screen.

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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	• Feasibility studies
• Data analysis	• Document preparation
• Computer modeling	• Data dissemination
• Analytical reviews	• Paper studies
• Conceptual design	

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.*

18. 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) if the SOPO is finalized for each activity described.

\*2b.

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**

**\* (4) Land Administration**

**Project Locations and Activities List**

19. The person completing the EQ-1 should certify and submit, as shown below. Once the EQ-1 is submitted, the Project Officer selected at the beginning of the NEPA submission process will be notified automatically.

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**Environmental Questionnaire Submission Status**

SECTION IV. CERTIFICATION

**The Environmental Questionnaire is now ready to submit to the DOE Technical Project Officer for Review**

Upload Additional Documents

\*Select and Upload Documents

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.

20. 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, click on the “**NEPA EQ Submissions**” tab as shown in Step 12. 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.

**Welcome Diana Heyder**  
**EERE-PMC User Account Home** Sign out

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[Personal Directories](#) [NEPA EQ Submissions](#) [Your DOE Awards](#) [Submit Your Reporting Requirements](#) [Update Your Account](#)

### 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(PDF 677 KB). [Download Acrobat Reader](#)

**SPECIAL NOTES:**

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#### 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
<b>Project Title:</b> Test				
<b>Organization:</b> Test				
<b>DOE Project Officer:</b> Parker, Roak		<b>Status:</b> Pending NCO's Signature	<b>Submitted:</b> No Date Given	<b>Signed by NCO:</b> Pending
<b>Completed Forms:</b> <a href="#">DOE EQ-1</a>				DOE EQ-2  DOE ND
<b>Supporting Documents</b>				<b>Uploaded</b>
SOPO.docx				11/9/2017