

Step-by-Step

EQ-1 Submission Guide for DOE Award Recipients

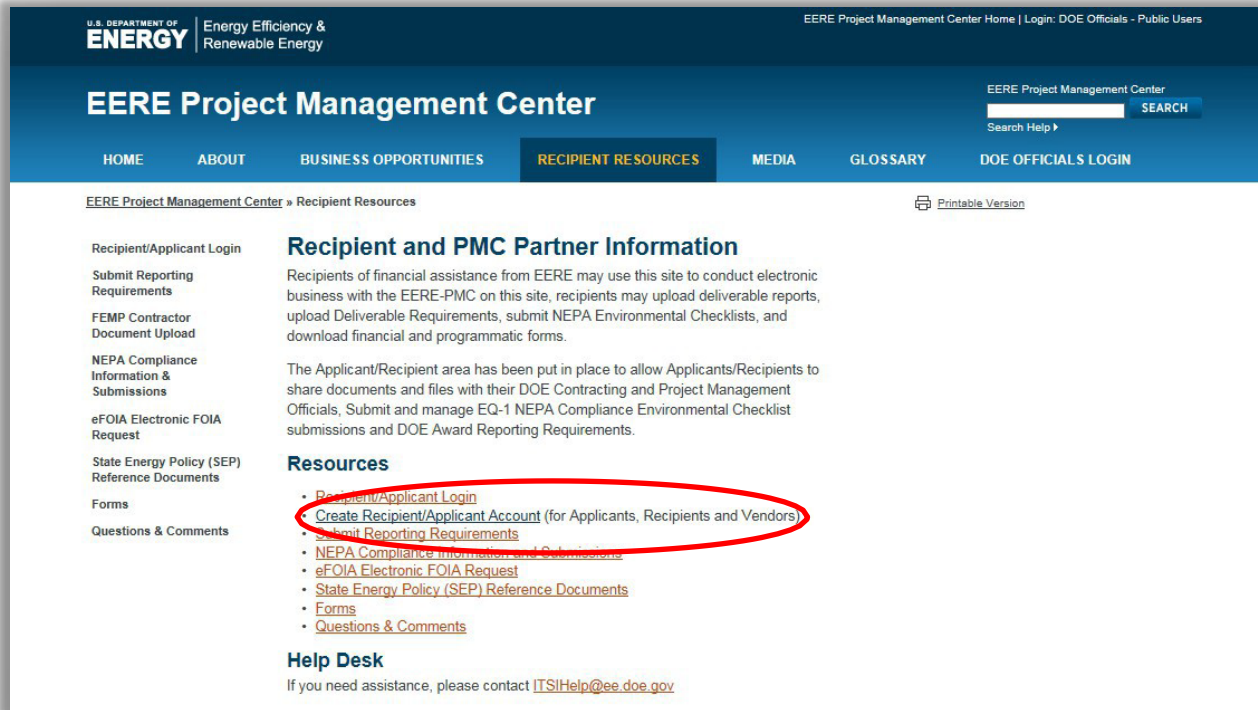
The purpose of completing the Environmental Questionnaire (EQ-1) is to gather detailed information about the proposed project from the award recipient. The information in the EQ-1 is required for the DOE National Environmental Policy Act (NEPA) review. NEPA is a federal law requiring ALL federally-funded 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.

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.



3. As illustrated below, click on the “**Create Recipient/Applicant Account (for Applicants, Recipients and Vendors)**” link at the second bullet after “**Resources**”, as shown below.
- If you already have a login, and completed the Multifactor Authentication, click on the first bullet in the list, “**Recipient/Applicant Login**,” and then jump to Step 17 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 12.



4. Scroll down to the bottom and click on “**Create New Account**” as noted below:


Help Desk
If you need assistance, please contact ITSIHelp@ee.doe.gov

- The PMC was updated on November 5, 2024: implemented Base and BIL/IRA FARC enhancements, made several updates to change "Funding Opportunity Announcement" references to "Notice of Funding Opportunity Announcement", introduced a new method of support: Users can click "Get Support" on the bottom right to submit a support request. Please see the detailed [Release Notes](#) for more information.
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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.

Sign in through OneID or Enter Email and Password



Sign in through [OneID](#). You will be redirected to an internal DOE site to sign in with your PIV, ID.me or Login.gov account.

OR

Sign in by providing your PMC Email and Password below:

Email:

Password:

Login


[Request Password](#)

[Change Password](#)

[Create New Account](#)

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

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

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

Recipient/Applicant Site Access

Project Management Center (PMC) Privacy Act Statement

Authority: Collection of information requested is authorized by 42 U.S.C. § 7101 et seq. and 50 U.S.C § 2401 et seq.

Purpose: The data collected in the PMC is used in the collection of project management reports and information.

Routine Uses: Information provided in this system will become part of the individual's PMC record. It may be used to communicate project updates, system releases, or user requested information.

Disclosure: Disclosure of the information requested on this form is voluntary; however, failure to provide enough information to allow the system administrator to validate the user is associated with EERE may result in system access denial.

System Rules of Behavior

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

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 14 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 365 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.

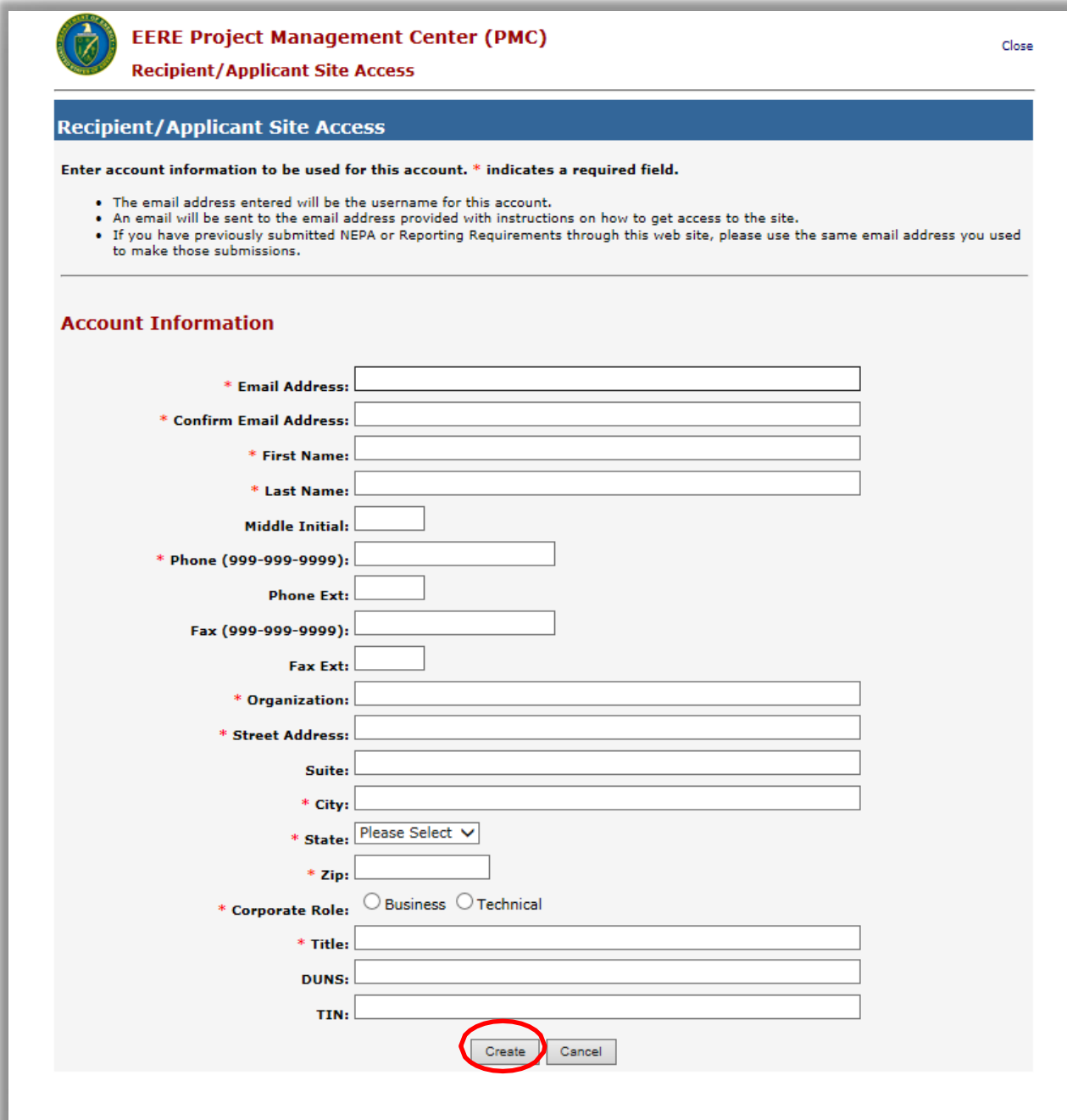
If an EERE Project Management Center (PMC) user violates DOE, EERE, and/or EERE Project Management Center (PMC) policies regarding the rules of the behavior, the individual may be subject to disciplinary action at the discretion of DOE, EERE, and/or the EERE Project Management Center (PMC) Owner. Actions 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.

Accept

Decline

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



 **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:

7. You will then receive an email with a temporary password, like this:

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.

Thank You,
The PMC Customer Support Team

8. Click “Login”:

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

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

9. Scroll down to the bottom and enter your email address, along with your temporary password:

Help Desk

If you need assistance, please contact ITSIHelp@ee.doe.gov

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

Sign in through OneID or Enter Email and Password



Sign in through [OneID](#). You will be redirected to an internal DOE site to sign in with your PIV, ID.me or Login.gov account.

OR

Sign in by providing your PMC Email and Password below:

Email:
Password:

Login

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

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

10. Once you enter your temporary password, you will be prompted to change your password on the screen below (once again, scroll down to the bottom of the page):

Events and Notifications

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OR

Change Password

Please change your temporary password.

Email:

Password:

New Password:

Confirm Password:

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

Password Policy

If you have received a temporary password, please provide it in the 'Password' field. 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 14** 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.
- Printable characters and spaces are allowed.
- 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.

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

11. Once your new password is accepted, the system will take you back to the Recipient/Applicant login to log in with your new password, as demonstrated below (again, scroll all the way down):

Help Desk

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Sign in through OneID or Enter Email and Password



Sign in through [OneID](#). You will be redirected to an internal DOE site to sign in with your PIV, ID.me or Login.gov account.

OR

Sign in by providing your PMC Email and Password below:

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

Email:

Password:


Login

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

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

12. 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 17.

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

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 (MFA) 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.

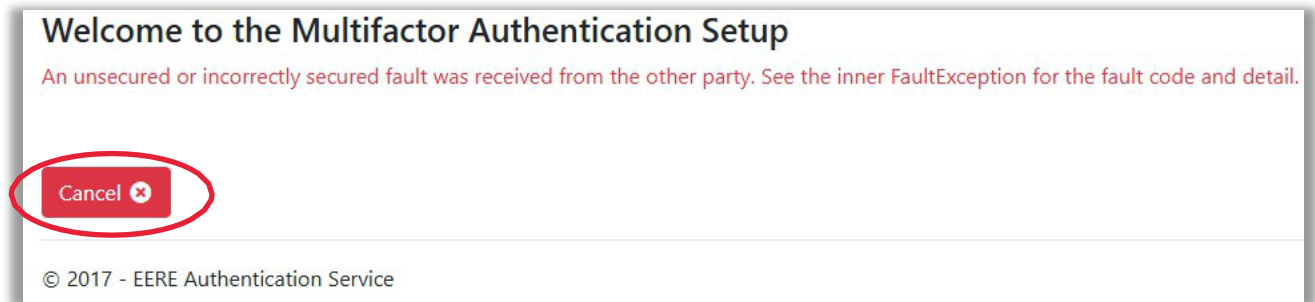
- Step 1 for New Users: New Users will be directed to a registration page to register for the site. Users will be prompted to verify their default mode of MFA passcode receipt by confirming receipt and entering a security code.
- Step 1 for Registered Users: Registered users will be prompted by the system to select their preferred method to receive an MFA pin number. Users will have two options for receipt: 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, 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.

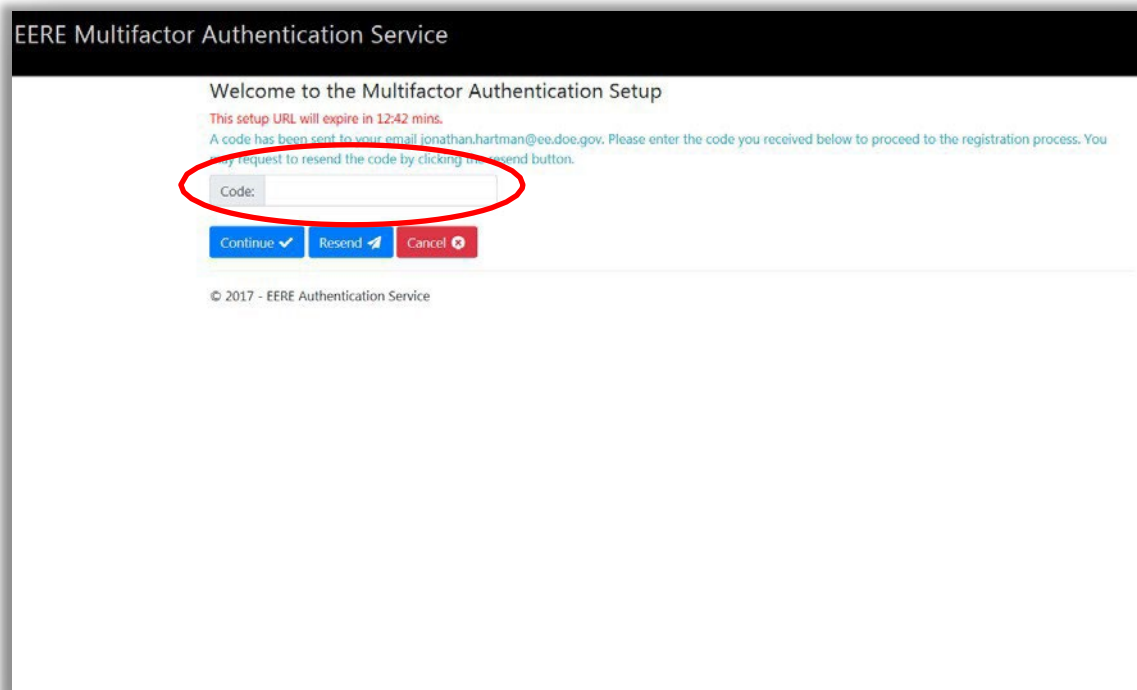
[Multifactor Authentication Guide \(PDF\)](#)

13. Sometimes you'll see this screen. If this happens, click "**Cancel**". If not, skip to Step 14.



You'll be forced to return to the screen shown on Step 3, where this time you'll click "**Recipient/Applicant Login**" (the first option listed under "**Resources**"). This will take you back to Step 11, where you'll have to enter in your email and password again.

14. If the website works as intended, you'll see the screen below and 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 it into the field highlighted below. Click on "**Continue**" to proceed to the next screen.



15. 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 “**Set as Default**” and then click “**Finish**” to proceed to the next screen.

EERE Multifactor Authentication Service

Welcome to the Multifactor Authentication Setup

You must complete the setup in 17:43 mins.
Select and configure the delivery methods you would like to use.

☒ Email *Email is required as a delivery method* Default Delivery Method ?

Email: jonathan.hartman@ee.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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16. Upon completion, you will see the confirmation screen presented below. Click on “**Return to the Application**” to proceed to the login screen.

EERE Multifactor Authentication Service

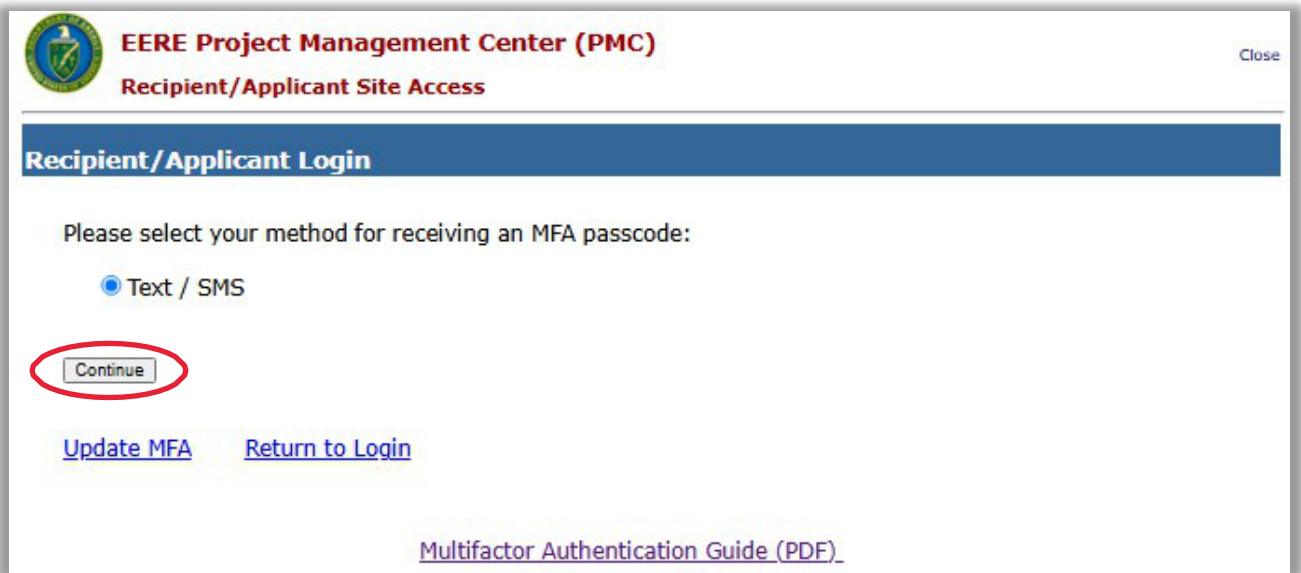
Multifactor Setup


The multifactor setup has been completed successfully.

Return to the Application

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17. After logging in again, 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)** Close

Recipient/Applicant Site Access

Recipient/Applicant Login

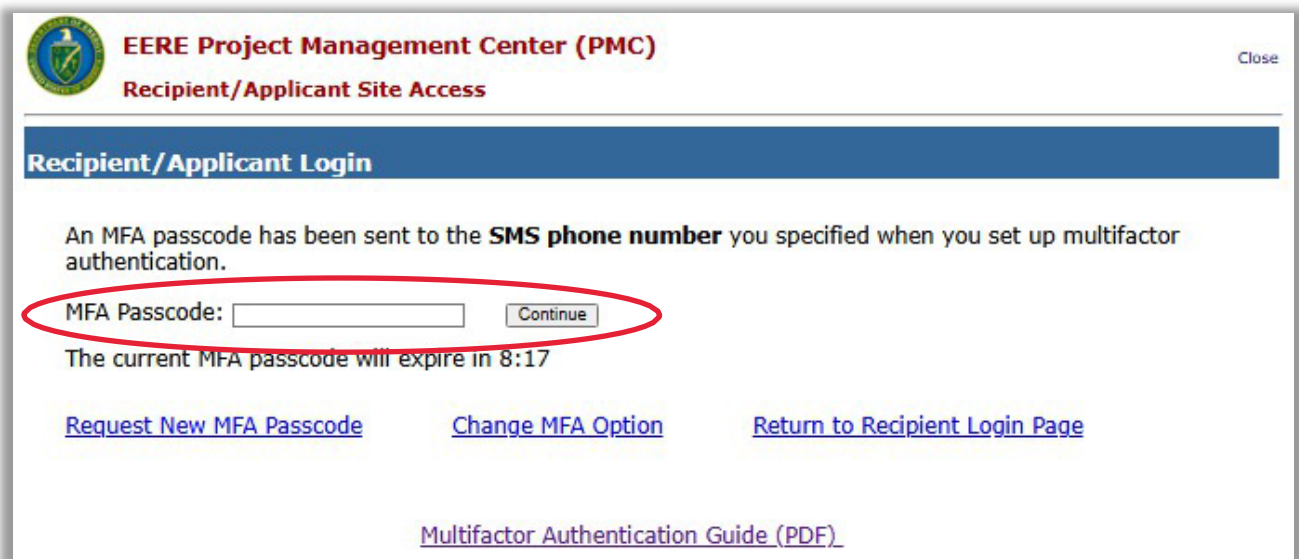
Please select your method for receiving an MFA passcode:


☒ Text / SMS

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

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

18. Review your text messages (or other delivery method if selected) for 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)** Close

Recipient/Applicant Site Access

Recipient/Applicant Login

An MFA passcode has been sent to the **SMS phone number** you specified when you set up multifactor authentication.

MFA Passcode:

The current MFA passcode will expire in 8:17

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

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

19. Read the *Privacy Act Statement* and the *System Rules of Behavior*, scroll all the way down, and click on “**Accept**”, as noted below, to continue:

password has been compromised, change your password and immediately notify the EERE Project Management Center (PMC) Helpdesk.

- Passwords must be changed every 365 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.

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

20. Read the *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.

21. You're in! Now click on the "NEPA EQ Submissions" tab.

Welcome Rod Farva
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](#)

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 Submissions" tab.

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

Select File(s) to Upload

Choose File

No file chosen

Upload File(s)

Choose File

No file chosen

Choose File

No file chosen

Create a New Directory

Create

Current Directory:

Home

Name

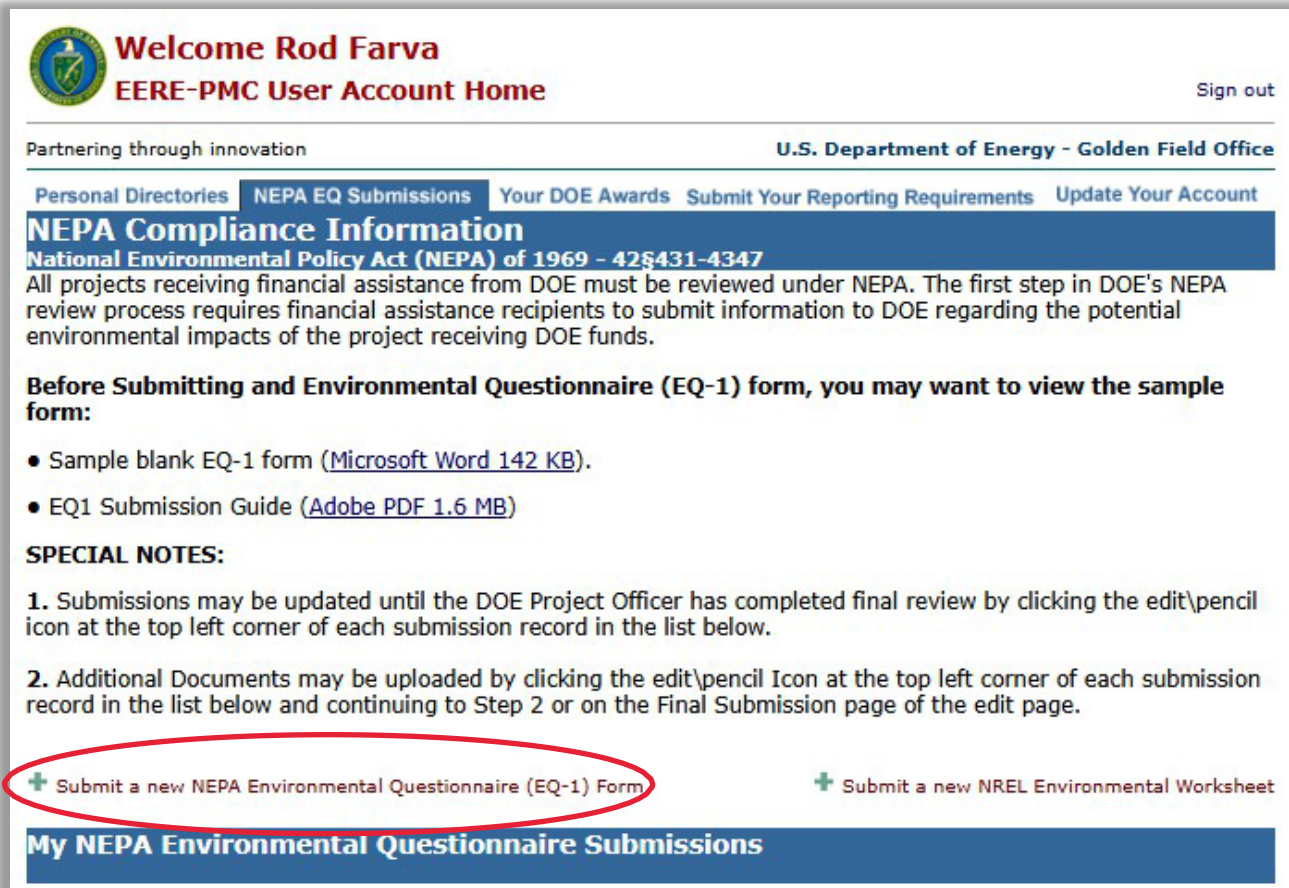
Size


Date Modified

0 object(s)

Actions

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



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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.

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

My NEPA Environmental Questionnaire Submissions

23. 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.

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Environmental Questionnaire (EQ-1) Submission Page

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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)

Not Listed - Please Select

Notice of Funding Opportunity (NOFO) Number

Not Listed - Please Select

Subcontract Number

Notice of Funding Opportunity (NOFO) 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

Rod Farva

*Phone

*Email

*Business Contact's Name

*Phone

*Email

Next >>>

U.S. Department of Energy
Office of Energy Efficiency and Renewable Energy17 | Page
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Version 5.0

24. Upload a Statement of Work, also known as a 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 **Choose File** No file chosen **Click to Upload Selected Document**

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

<<< Back **Next >>>**

25. You will see the instructions for filling out the EQ-1. Please read carefully. Click “Next” to begin filling out the EQ-1.

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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.

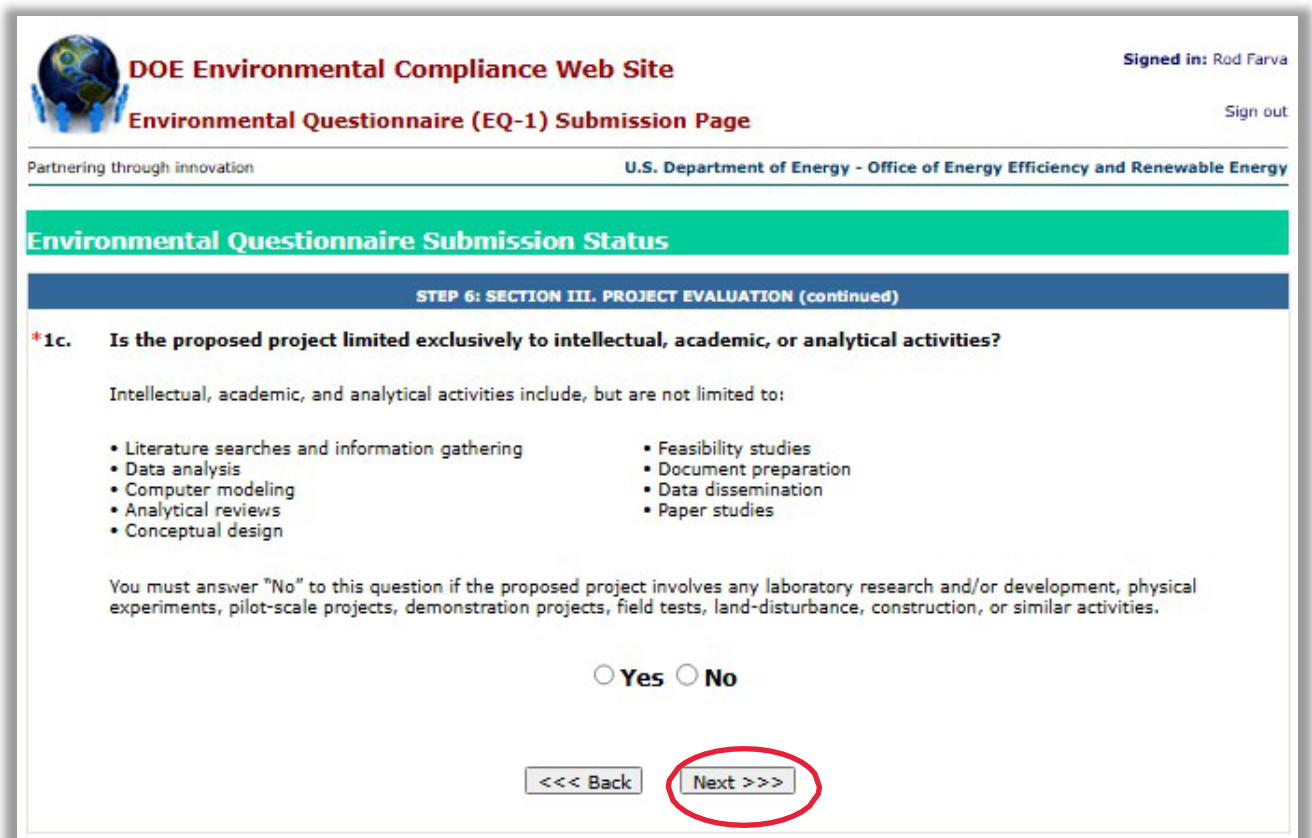
BURDEN DISCLOSURE STATEMENT
Public reporting burden for this collection of information is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection 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.


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Next >>>

26. 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, shown below. Only answer “Yes” to Question 1c if your project consists exclusively of 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 will complete the EQ-1. If your project requires a “No” answer to Question 1c, you must complete all 13 questions in the EQ-1.
- Click on “**Next**” 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
- 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

27. 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.

Example 4: Geothermal leases in Buffalo Valley, Pershing and Lander Counties Nevada. Prime Recipient Lat. 40.36 Long. -117.38	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(a) Is this location the Principal Place of Performance?** ☐ Yes ☐ No

***1(b) Is this a subrecipient location?** ☐ Yes ☐ No

1(c) Facility Name:

***1(d) Is Place of Performance in a foreign country?** ☐ Yes ☐ No

Address:

City: **State:** Please Select State ▼ **Zip+4:** [ZipCode Lookup](#)

And/Or **Lat:** **Long:**

For assistance in determining latitude and longitude, go to Google maps, right click on your location and lat and long will display. Latitude and Longitude will be auto-truncated in excess of 6 digits after the decimal point

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

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

*** (4) Land Administration**

Add Location Entry to Locations List

28. 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.

DOE Environmental Compliance Web Site Signed in: Rod Farva

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 , Lukens, Amy, the DOE Technical Project Officer for Review

Upload Additional Documents

*Select and Upload Documents [Choose File](#) No file chosen [Click to Upload Selected Document](#)

File Name	Size	File Type	Date Uploaded
[REDACTED]	1.32 MB	application/pdf	11/16/2024


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 >>>](#)

29. 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 log in, click on the “**NEPA EQ Submissions**” tab as shown in Step 21. 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.

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My NEPA Environmental Questionnaire Submissions

**Update the DOE EQ-1**

NEPA Control No:
Pending

DOE Award No:
Not Assigned

NOFO No:
Not Assigned

Subcontract No:
Not Assigned

Project Title: Car Ramrod




Organization: Vermont Highway Patrol

DOE Project Officer:
Lukens, Amy


Status:
Pending NCO's Signature

Submitted:
11/16/2024

Signed by NCO:
Pending

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

Supporting Documents



Uploaded
11/16/2024