



Affects Members Of the Public?	<input type="checkbox"/>
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Department of Energy

Privacy Impact Assessment (PIA)

Guidance is provided in the template. See DOE Order 206.1, Department of Energy Privacy Program, Appendix A, Privacy Impact Assessments, for requirements and additional guidance for conducting a PIA: <https://www.directives.doe.gov/directives-documents/200-series/0206.1-BOrder/@images/file>

Please complete form and return via email to Privacy@hq.doe.gov

No hand-written submissions will be accepted.

This template may not be modified.

MODULE I – PRIVACY NEEDS ASSESSMENT

Date	March 1, 2024	
Departmental Element & Site	Office of Energy Efficiency and Renewable Energy, Golden Field Office, National Renewable Energy Laboratory (NREL).	
Name of Information System or IT Project	CITAP.gov	
Exhibit Project UID	DOE Contract DE-AC36-08GO28308	
New PIA Update	<input checked="" type="checkbox"/> X <input type="checkbox"/>	This is a new PNA for CITAP.gov
	Name, Title	Contact Information Phone, Email
System Owner	Daniel Dial Local Privacy Act Officer Official Golden Field Office	Daniel.Dial@ee.doe.gov



MODULE I – PRIVACY NEEDS ASSESSMENT

Local Privacy Act Officer Official	Daniel Dial Local Privacy Act Officer Official Golden Field Office	Daniel.Dial@ee.doe.gov
Cyber Security Expert reviewing this document (e.g. ISSM, CSSM, ISSO, etc.)	Kaia Gavere Information System Security Officer NREL	Kaia.Gavere@nrel.gov
Person Completing this Document	Kaia Gavere Information System Security Officer NREL	Kaia.Gavere@nrel.gov
Purpose of Information System or IT Project	<p>The DOE's Grid Deployment Office (GDO) has funded the creation of an application portal that serves as "a one stop shop for application submission and the federal permitting review process." The portal will serve as a key function within GDO's toolbox by enabling easy access for prospective applicants to submit an environmental review project and throughout the process have the portal guide applicants from submission to a final decision by GDO per a newly enacted DOE Coordinated Interagency Transmission Authorization and Permits rulemaking.</p> <p>The Coordinated Interagency Transmission Authorizations and Permits (CITAP) Program developed the CITAP Portal to streamline communication between the applicant and all applicable Federal agencies in the analysis of the environmental reviews required for a proposed project. The online portal allows project proponents to track the status of their permit, submit materials, and communicate with DOE.</p> <p>Specifically, the application process is as follows:</p> <ul style="list-style-type: none"> • It begins when a transmission project proponent creates an account within the portal (authentication process via Login.gov); • Once an account is created, the proponent answers a series of questions to determine the project status (is it a high voltage transmission line over 230 kv, etc.); • Once determined qualified, proponent may submit an application to DOE to initiate the Integrated Interagency Pre-Application process and an environmental review process; • As part of the application, a project proponent will have a list of questions to answer about their project, identify a proposed schedule, upload a specific data (geographical location of the project, size, project design, et.); • Once submitted and DOE determines that the project is considered a qualifying project, the project proponent continues through the process with the support of a DOE project manager who coordinates the completion of the environmental review process and compliance with all applicable environmental laws. 	



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	<p>Once an application is reviewed by DOE as the lead agency, DOE will provide access to the portal to other federal agencies as cooperating partners for them to review applications and provide comments. At this time, Cooperating agencies are defined as federal agencies that signed the 2023 MOU and committed to participate in the CITAP process. (Please see attached MOU).</p> <p>All applicants will be corporations, not individuals. We are not accepting any applications from individuals.</p>
<p>Type of Information Collected or Maintained by the System:</p>	<p><input type="checkbox"/> SSN Social Security number</p> <p><input type="checkbox"/> Medical & Health Information e.g. blood test results</p> <p><input type="checkbox"/> Financial Information e.g. credit card number</p> <p><input type="checkbox"/> Clearance Information e.g. "Q"</p> <p><input type="checkbox"/> Biometric Information e.g. finger print, retinal scan</p> <p><input type="checkbox"/> Mother's Maiden Name</p> <p><input type="checkbox"/> DoB, Place of Birth</p> <p><input type="checkbox"/> Employment Information</p> <p><input type="checkbox"/> Criminal History</p> <p><input type="checkbox"/> Name, Phone, Address</p> <p><input checked="" type="checkbox"/> Other – Please Specify</p> <ul style="list-style-type: none"> • Company Name • Business Address • Business Phone • Business Email
<p>Has there been any attempt to verify PII does not exist on the system?</p> <p><i>DOE Order 206.1, Department of Energy Privacy Program, defines PII as any information collected or maintained by the Department about an individual, including but not limited to, education, financial transactions, medical history and criminal or employment history, and information that can be used to</i></p>	<p>No, PII does not exist in the system. This data is being stored in NREL's Stratus System (a cloud server powered by Amazon Web Services in an environment that allows storage of "moderate PII". The NREL Status</p>



MODULE I – PRIVACY NEEDS ASSESSMENT

<i>distinguish or trace an individual's identity, such as his/her name, Social Security number, date and place of birth, mother's maiden name, biometric data, and including any other personal information that is linked or linkable to a specific individual.</i>	system already has Authorization to Operate from the DOE Golden Field Office.
If "Yes," what method was used to verify the system did not contain PII? (e.g. system scan)	N/A

Threshold Questions

1. Does system contain (collect and/or maintain), or plan to contain any information about individuals?	NO
2. Is the information in identifiable form?	N/A
3. Is the information about individual Members of the Public?	N/A
4. Is the information about DOE or contractor employees?	<input checked="" type="checkbox"/> Federal Employees <input type="checkbox"/> Contractor Employees

If the answer to **all** four (4) Threshold Questions is "No," you may **proceed to the signature page** of the PIA. Submit the completed PNA with signature page to the CPO.

Module II must be completed for all systems if the answer to any of the four (4) threshold questions is "Yes." All questions must be completed. If appropriate, an answer of N/A may be entered.

The goal of the threshold questions is to legitimately and efficiently determine whether additional assessment is necessary. If there is doubt, it is in the System Owner's best interest to complete Module II.

PIAs affecting Members of the Public are posted on the DOE Privacy website. For this reason, PIAs affecting Members of the Public should be written in plain language and at a high level so they are easily understandable and do not disclose sensitive information.

END OF PRIVACY NEEDS ASSESSMENT



SIGNATURE PAGE		
	Signature	Date
System Owner	<u>Daniel Dial</u> (Print Name) _____ (Signature)	_____ _____
Local Privacy Act Officer	<u>Daniel Dial</u> (Print Name) _____ (Signature)	_____ _____
Ken Hunt Chief Privacy Officer	<u>Ken Hunt</u> (Print Name) _____ (Signature)	_____ _____