Environmental Screening & Permitting Tracking Tool (ESAPTT)

ESAPTT Portal – User Guide

Version: September 2025 Release

National Telecommunications and Information Administration 1401
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CONTENTS

NOTE:

This document is intended solely to assist recipients in better understanding the Broadband Equity, Access, and Deployment (BEAD) Program and the requirements set forth in the Infrastructure Investment and Jobs Act, *Notice of Funding Opportunity (NOFO)*, as modified by the *BEAD Restructuring Policy Notice (RPN)*. This document does not and is not intended to supersede, modify, or otherwise alter applicable statutory or regulatory requirements, the terms and conditions of the award, or the specific application requirements set forth in the NOFO not modified by the RPN. In all cases, statutory and regulatory mandates, the terms and conditions of the award, and follow-on policies and guidance, shall prevail over any inconsistencies contained in this document.

INTRODUCTION

NTIA developed the Environmental Screening and Permitting Tracking Tool (ESAPTT) to support National Environmental Policy Act (NEPA) compliance and permitting obligations for the Broadband Equity, Access and Deployment (BEAD) program. ESAPTT is a web-based solution to assist BEAD recipients (Eligible Entities) in screening grant-funded projects for environmental compliance and tracking permitting requirements and timelines. ESAPTT helps Eligible Entities to fulfill the Environmental and Historic Preservation (EHP) Review requirements established in Section 13 of the BEAD General Terms and Conditions (T&C) and to coordinate effectively with NTIA for NEPA approval and permitting support.

ESAPTT will help Eligible Entities:

- **Perform Environmental Screening and Track NEPA Approval Progress:** ESAPTT assists users in determining the appropriate level of environmental review and generating draft and final NEPA documents for BEAD subgrant projects.
- **Accelerate NEPA Processing Timelines:** ESAPTT expedites NEPA by automating the identification of Categorical Exclusions (CatEx) and ensuring the consideration and documentation of Extraordinary Circumstances (EC).
- **Increase Coordination and Efficiency**: ESAPTT provides a centralized platform that supports the exchange of project specific information that NTIA needs to issue NEPA approvals.
- **Organize and Track Permitting Requirements (Optional)**: ESAPTT can help users to identify, organize, and track federal permits and associated schedules.

This user guide will provide instructions on how Eligible Entities, sometimes referred to as State Broadband Offices (SBOs) and Territory Broadband Offices (TBOs), access and use ESAPTT through the ESAPTT Portal – including navigation, NEPA project creation and management, end-to-end environmental screening questionnaires, NEPA decision validation, permitting milestone dashboard, permitting tracking, and reporting.

ABOUT THE DOCUMENT VERSION

This document contains instructions for the ESAPTT September 2025 release, accessible through the NTIA Grants Portal (NGP) and via the following link: https://permitting.ntia.gov/esapttPortal.

WHO SHOULD USE THIS GUIDE

This guide provides technical information and instruction for the NEPA and permitting expert(s) supporting an Eligible Entity in serving as joint lead agency for NEPA.[1] The NEPA Specialist will complete ESAPTT Environmental Screening for BEAD subgrant projects and may navigate optional ESAPTT Permitting Tracking functionality. This guide demonstrates how to register, log-in, navigate the portal, add and edit Project Records, complete environmental screenings for Project Records, edit and view Permitting Tracking information, and access dashboards and reports.

> ***NOTE FOR AORS:*** *INFORMATION FOR AUTHORIZED ORGANIZATIONAL REPRESENTATIVE (AOR) USERS IS CALLED OUT IN BLUE BOXES THROUGHOUT THE GUIDE.*

ESAPTT USER ROLES

The Eligible Entity AOR will decide whether to review and certify Draft NEPA Decision Memos prior to transmittal to NTIA or to delegate certification authority to the NEPA Specialist (NEPA Delegated Submitter).

AORs will add NEPA Specialists as ***Standard Users*** or ***Delegated Submitters*** following the NGP instructions on *Managing Grant Team & Application Team Members* from the BEAD Initial Proposal Submission Guidance (pages 8-9).

Title	ESAPTT Role & Permissions
AOR	• Create NEPA Standard and NEPA Delegated Submitter Users • May manually create Project Records, upload Project Map & Project Description Files, and complete questionnaires • May delegate authority for a qualified NEPA Specialist to be a Delegated Submitter and directly transmit Draft NEPA Decision Memos to NTIA for approval • If responsibility is not delegated to a NEPA Delegated Submitter, the AOR (or a NEPA

[1] See *BEAD General T&C* Section 13B and *Smart Start: How to Plan and Prepare for NEPA Compliance for BEAD.*

	Delegated Submitter) must certify and transmit Draft NEPA Decision Memos to NTIA for review
NEPA Standard User	• Manually create Project Records, and can upload Project Map & Project Description files • Receive and follow up on responses to NTIA's Tribal notification for Projects • Answer all Environmental Screening questions, select applicable CatEx(es), review and answer Extraordinary Circumstances questions, upload supporting information, identify and explain mitigations, and complete Validation Statement • Transmit the Project Records to AOR and/or NEPA Delegated Submitter for pre-NTIA review
NEPA Delegated Submitter	• Same permissions as NEPA Standard user but may additionally certify & transmit Draft NEPA Decision Memo to NTIA for review and approval (on behalf of the AOR)

NOTE FOR AORS: *CREATING NEPA STANDARD USERS INCREASES YOUR VISIBILITY INTO ENVIRONMENTAL SCREENING BUT ADDS AN INTERNAL APPROVAL STEP BEFORE NEPA DOCUMENTS CAN BE SENT TO NTIA.*

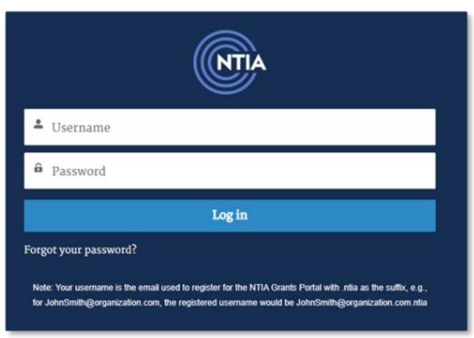
ESAPTT PORTAL

PORTAL REGISTRATION & LOGIN

Registration: Once an AOR has created ESAPTT users, the system will generate and send a welcome email with the ESAPTT Portal URL and a link to setup their password, as displayed in the image below.

Login: Registered ESAPTT users can either access the Portal login from NGP or through the login page here: https://permitting.ntia.gov/esapttPortal.

NOTE FOR AORS ON GAINING ACCESS TO ESAPTT AND REGISTERING NEW USERS: *AORS WILL NEED TO ADD NEPA SPECIALISTS AS* ***Standard Users*** *OR* ***Delegated Submitters*** *(SEE ESAPTT User Roles) FOLLOWING THE NGP INSTRUCTIONS ON Managing Grant Team & Application Team Members FROM THE BEAD Initial Proposal Submission Guidance (PAGES 8-9).*



If a user forgets their ESAPTT password, they can easily regain access by resetting their password (see Appendix: ESAPTT Portal Password Reset).

MULTIFACTOR AUTHENTICATION SETUP

Upon accessing the portal for the first time, the user will be required to set up Multi-Factor Authentication (MFA). The instructions for setup will display on the screen during the setup, but can also be found below:

1. After clicking the link in the "Welcome to ESAPTT Portal" email and creating a password, users will be prompted to set-up MFA.
2. Install the application "Salesforce Authenticator" on a mobile device from the *App Store* or *Google Play*.
3. Open "Salesforce Authenticator" and add the user account.
4. The app will display a two-word phrase. Enter the phrase on the screen.
5. Click "*Connect*."
6. Every time a user logs into the ESAPTT Portal, the Salesforce Authenticator app will prompt a notification to approve login to Salesforce' request from Salesforce for <User's Name>. The user will need to click "*Approve*" on the Salesforce Authenticator App to log into the ESAPTT Portal.

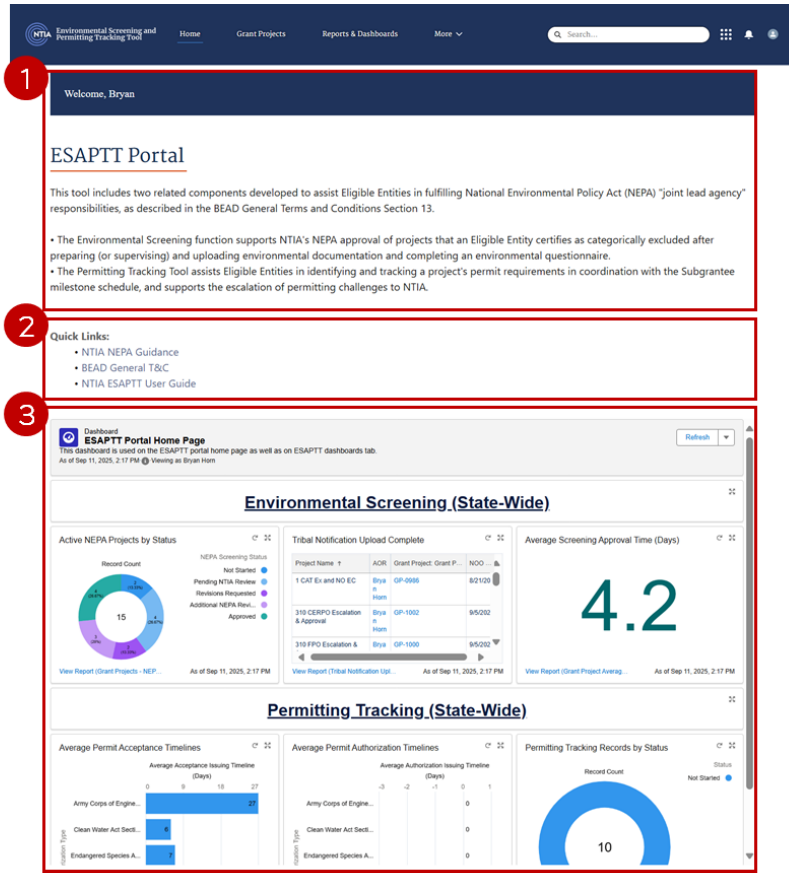
PORTAL NAVIGATION

HOME PAGE & NAVIGATION RIBBON

The ESAPTT Portal Home Page provides an overview of the application's purpose and links for users seeking additional information. The navigation ribbon includes key components such as the Grant Projects tab, access to reports and dashboards, and the Permitting Tracking tab, where users electing to track permits can validate timelines and track schedule progress.

HOME PAGE

The ESAPTT Portal Home Page is the default landing page for users accessing the ESAPTT Portal. The Home Page contains three main sections:



Numbered screen elements correlate to sections below.

1 ESAPTT Portal Overview

This section contains an overview of the ESAPTT tool and portal.

2 Quick Links

- NTIA NEPA Guidance links to NTIA's NEPA procedures.
- BEAD General Terms and Conditions links to the BEAD program requirements, including environmental and historic preservation compliance (Chapter 13).
- NTIA ESAPTT User Guide links to this document.

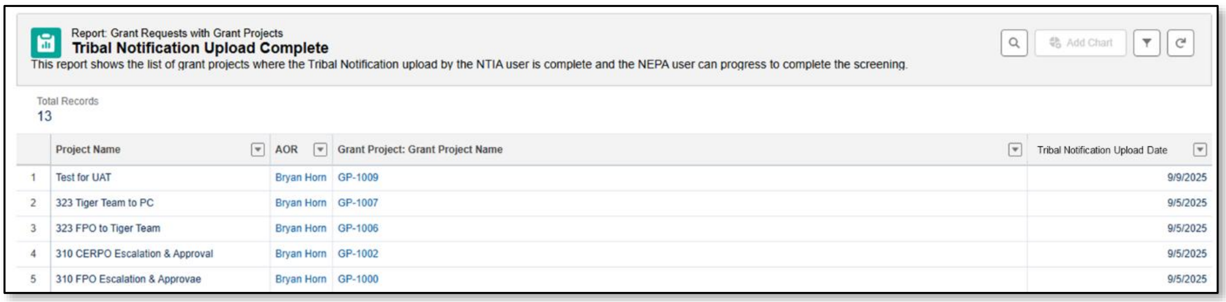
3 ESAPTT Portal Home Page Dashboard

The dashboard section contains separate sections of data visualizations (reports) of metrics associated with Environmental Screening and Permitting Tracking. For more information on dashboards, see the Reports & Dashboards section.

Environmental Screening (State-Wide)

The reports in this section include:

- Active NEPA Projects by Status: displays a bar graph showing the number of records in each screening status.
- Tribal Notification Complete-Ready for Screening: lists project records for which NTIA has completed Tribal notification. This action enables the NEPA Specialist to access related Environmental Screening questions. The NEPA Specialist must review the results of the Tribal Notification and ensure that interested Tribes receive information necessary to complete historic preservation (Section 106) review. Users can click the box preview to expand the view, as shown below.


Report: Grant Requests with Grant Projects
Tribal Notification Upload Complete
This report shows the list of grant projects where the Tribal Notification upload by the NTIA user is complete and the NEPA user can progress to complete the screening.

Add Chart

Total Records
13

	Project Name	AOR	Grant Project: Grant Project Name	Tribal Notification Upload Date
1	Test for UAT	Bryan Horn	GP-1009	9/9/2025
2	323 Tiger Team to PC	Bryan Horn	GP-1007	9/5/2025
3	323 FPO to Tiger Team	Bryan Horn	GP-1006	9/5/2025
4	310 CERPO Escalation & Approval	Bryan Horn	GP-1002	9/5/2025
5	310 FPO Escalation & Approvae	Bryan Horn	GP-1000	9/5/2025

- Average Screening Approval Time (Days): displays the running average duration between Draft NEPA Decision memo submittal and NTIA response.

Permitting Tracking (State-Wide)

The reports in this section include:

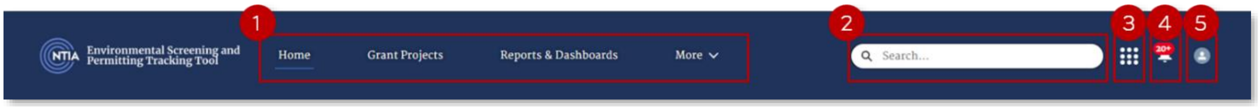
- Average Permitting Acceptance Timelines: displays the average time between federal permit application submission date and acceptance.
- Average Permit Authorization Timelines: displays the average time between federal permit application acceptance date and permit action or authorization.
- Permitting Tracking Records by Status: displays number of permitting action records that the Eligible Entity is tracking by status, including not started, on schedule, authorized, and delayed.

To access more information about these metrics, users can:

1. Hover over any area of the graph to view a pop-up window detailing that section's metrics.
2. Click any of the bars or the link at the bottom of the report to open the full report driving the graph.

NAVIGATION RIBBON

At the top of the browser window, the navigation ribbon provides menu settings, access to notifications, a global search bar, and navigation between tabs.



Numbered screen elements correlate to sections below.

1 Home, Grant Projects, and Reports and Dashboards Tabs

Pinned tabs in the Navigation Ribbon at the top of a portal allow the user to easily navigate through the portal. Users can quickly navigate back to the "*Home"* page, the "*Grant Project"* page, the "*Reports & Dashboards"* page or the "*Permitting Tracking*" page by clicking on the specific tab. The underlined tab (ex. *Home*) identifies the user's location.

Note: Depending on the size of the browser window, one or more of the tabs may be nested under the "*More*" drop-down menu.

2 Global Search Bar

The Global Search Bar allows the user to search the ESAPTT Portal for any Project Record and will return relevant records that are related to or partially match the entered search term.

1. Click into the "*Global Search Bar*"
2. Enter a full or partial Project Name, BEAD Grant Project ID, NEPA Project ID, etc.
3. Users can either click the preview options that display or click the magnify glass icon, which will open the search results page for a full search

Note: Additional search bars may be available on specific tabs to search within list views, but the Global Search Bar will always be available.

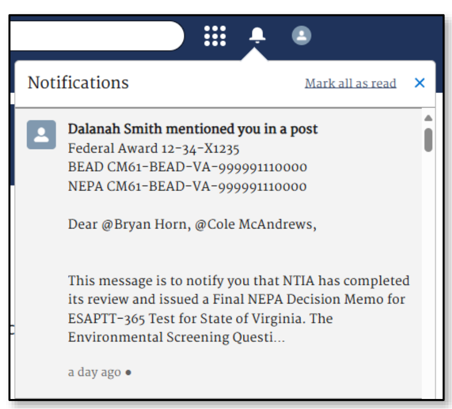
3 App Launcher (Waffle Icon)

The App Launcher is used to access and switch between the NGP application and the ESAPTT Portal.

4 Notification Bell (Bell Icon)

The "*Notification*" button alerts users to important updates and notifications within the ESAPTT Portal.

1. Click on the "*Notification*" bell to see notification messages
2. Scroll through the list of notification messages
3. Click on a specific notification to open the full message screen and:
    - Bookmark the notification

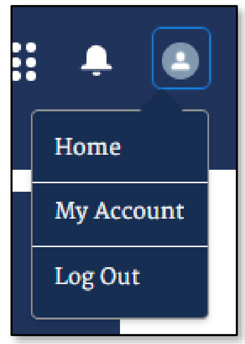


- Respond to messages via the comment section
- Leave comments that tag other users from the same organization by typing "@" followed by their name and then clicking "*Comment*"

Note: Messages will auto clear from the list after they have been read but remain accessible in the Communication section of the Project Record to which they apply.

5 Account and Logout Access (Person or "User" Icon)

Clicking on the "*User*" button displays a dropdown menu with links to return to the "*Home*" page, access the "*My Account*" page, or "*Log Out*" of ESAPTT. The "*My Account*" page allows the user to view information about the Eligible Entity, including the office address and SAM.gov details.



GRANT PROJECT RECORDS

The Grant Projects tab in the Navigation Ribbon allows the user to view and manage all Project Records.

GRANT PROJECTS TAB VIEW

Numbered screen elements correlate to sections below.

1 **Grant Projects Tab View**

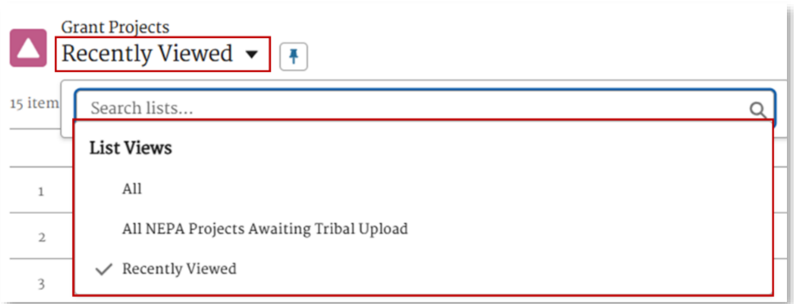
In ESAPTT, each Project Record corresponds to a BEAD project ID (broadband deployment subgrant project), and each is linked to a specific Grant Request record in NGP via the Federal Award ID. ESAPTT can also support subgrant awards that contain two or more NEPA projects if, for example, the BEAD subgrant project will provide service to discontinuous project areas or service areas that have independent utility. Project Records can be created manually or by NTIA via bulk upload. *(See Creating Grant Project Records.)*

- To access a list of the Project Records and/or create new Project Records, click the "*Grant Projects*" tab on the ESAPTT Portal Navigation Ribbon.
    - Select a Grant Project record to access Environmental Screening Questionnaires.
    - Select the New Project option to create a new Project Record.

LIST VIEWS

2 **Grant Projects Records List Views**

Users can generate List Views that display high-level information for all the Eligible Entity's Project Records within the Grant Projects tab. Upon opening the Grant Projects tab, the default view is "*Recently Viewed*," displaying the records that the user most recently accessed.



- To Switch List Views: Click the dropdown arrow next to the list view name and select the preferred list view.
    - Select "*All*" to access the full list of the user's Project Records.
    - Select "*All NEPA Projects Awaiting Tribal Upload*" to view a list of all Project Records for which NTIA has not yet uploaded the Tribal file.
- To Search within a List View: Enter a search term into the list view search bar.

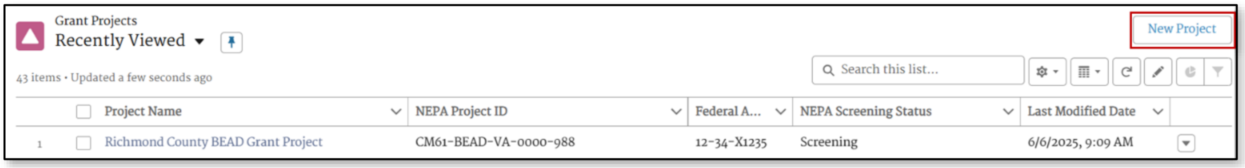
- To Open a Project Record: Click the blue hyperlinked "*Project Name*" field to be redirected to the Project Record page (in an existing browser tab).

CREATING PROJECT RECORDS

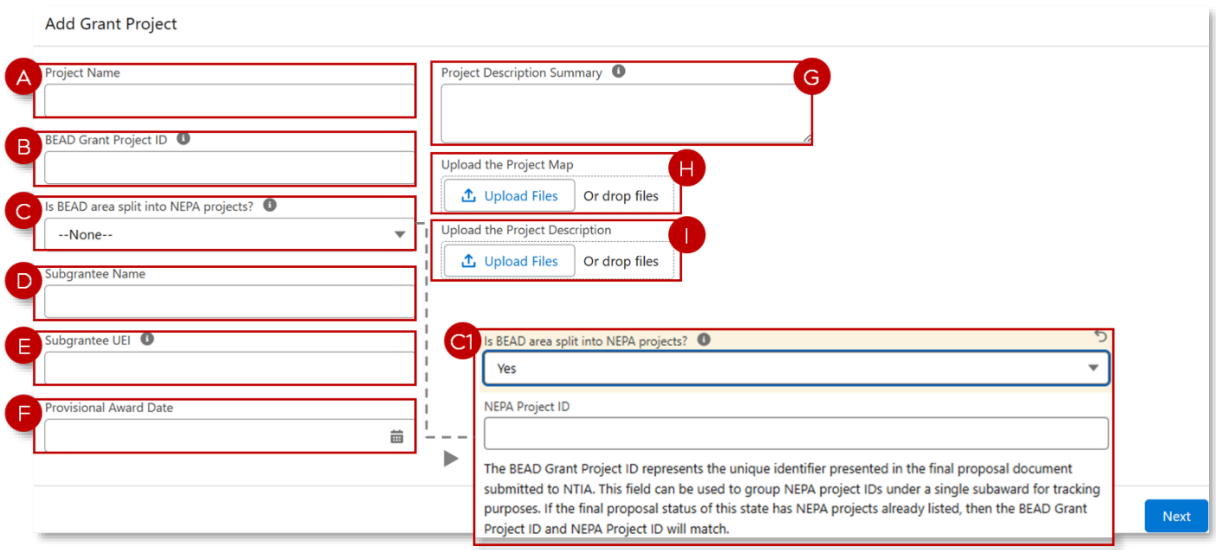
3 "New Project" Button

Note: NTIA will generate most Project Records in bulk using information an Eligible Entity submits with the Final Proposal. Users can then access their Project Records from the Grant Project tab located in the ESAPTT Portal Navigation Ribbon to manually edit or add project details such as subgrantee information, Project Map and Project Description files, and to complete the Environmental Screening process. **If a user cannot find a Project Record that should be in ESAPTT, they should contact their NTIA Federal Program Officer (FPO) prior to manually creating a new record.**

To manually create a NEPA Project Record:



1. Navigate to the "*Grant Projects*" tab on the Navigation Ribbon.
2. Click the "*New Project*" button on the top right of the list view to open the "*Add Grant Project*" window in a new browser tab.



Lettered screen elements correlate to sections below.

3. Provide the following:

A **Project Name**

B **BEAD Grant Project ID**

A BEAD Project ID is a unique identifying code for each Grant Project, typically populated from the Final Proposal CSV. The Project ID field is case sensitive and must follow the format: "CM61-BEAD-[State]-[Project]-[Subproject]" where the state is the two-letter abbreviation of the State or Territory and the Project and Subproject are unique number sets (ex. "CM61-BEAD-HI-1234-7"). Hovering over the "i" icon provides information explaining the Project ID.

C **Is BEAD area split into NEPA projects?**

A NEPA Specialist may determine that a BEAD subgrant project contains discontinuous project areas (or service areas that have independent utility) that should be analyzed as separate NEPA projects.

- If the environmental screening for the BEAD Grant Project ID (B) requires multiple Project Records, the NEPA Specialist will answer "yes" and be prompted to provide a unique NEPA Project ID (shown in C1).
  - The NEPA Project ID must be a unique identifier based on the BEAD Grant Project ID. Refer to NEPA Project Areas CSV Instruction Guide for more information.
- If the BEAD Project ID will be analyzed as a single NEPA project, the NEPA Specialist will answer "no." ESAPTT will automatically copy the BEAD Project ID into the NEPA Project ID field with no additional user action.

D Subgrantee Name

Note: While the Subgrantee Name can be input later, the system will not allow users to start the Environmental Screening Questionnaire without this information.

E Subgrantee Unique Entity Identifier (UEI)

The user must provide the subgrantee's 12-character UEI SAM.gov identifier.

Note: While the Subgrantee UEI can be input later, the system will not allow users to start the Environmental Screening Questionnaire without this information.

F Provisional Award Date

Enter the date the Eligible Entity posted the project for public comment.

G Project Description Summary

Enter a concise summary accurately describing the project. NTIA will use this abbreviated project description to notify potentially interested Tribes, and it will be incorporated into the project's Final NEPA Decision Memo.

H Project Map Upload

Upload a map document file at an adequate scale to illustrate the project area with keyed labels identifying project activities.

Note: The system will not allow users to start the Environmental Screening Questionnaire without this information.

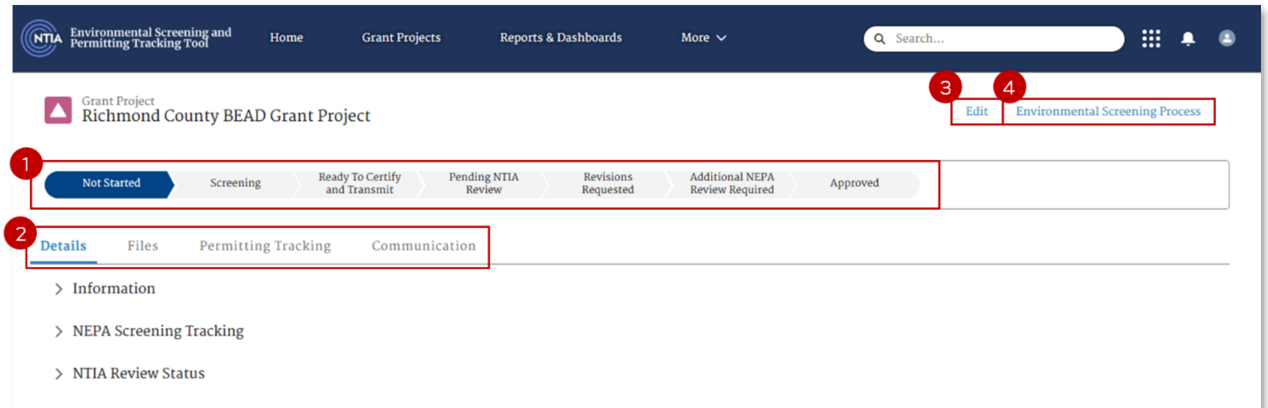
I Project Description Upload

Upload a text file document providing a clear description of the project, with detailed information on the scope, location, and nature of anticipated activities.

Note: The system will not allow users to start the Environmental Screening Questionnaire without this information.

4. After filling out all fields and uploading files, click "*Next*" to navigate to the final screen, which displays a message that the new Project Record has been successfully created.
5. Click the "*Finish*" button to return to the ESAPTT Portal Home page.
6. Click the "*Grant Projects*" tab in the Navigation Ribbon to find the newly created Project Record and click on the correct blue hyperlinked "*Project Name*" to open the new record.

PROJECT RECORD PAGE



Numbered screen elements correlate to sections below.

1 NEPA Screening Status Bar

The NEPA Screening Status bar automatically tracks progress as users complete actions in the Screening Process. Each status is explained below:

- Not Started: Project Record has been created but Environmental Screening Questionnaire has not been started.
- Screening: The Environmental Screening Questionnaire has been started.
- Ready to Certify and Transmit: *(Only if Environmental Screening is submitted by NEPA Standard User)* NEPA Specialist has sent the Environmental Screening Questionnaire to the AOR for final review before submission to NTIA.
  Note: If Environmental Screening is completed by a NEPA Delegated Submitter, this status will not be displayed.
- Pending NTIA Review: The Draft NEPA Decision Memo has been sent to NTIA for review, but NTIA has not yet responded.
- Revisions Requested: NTIA has requested changes or clarifications from the Eligible Entity.
- Additional NEPA Review Required: NTIA has completed its review and confirmed that further NEPA Review is warranted.
- Approved: NTIA has reviewed the record and issued a Final NEPA Decision Memo.

2 Details, Files, Permitting Tracking, and Communication Tabs

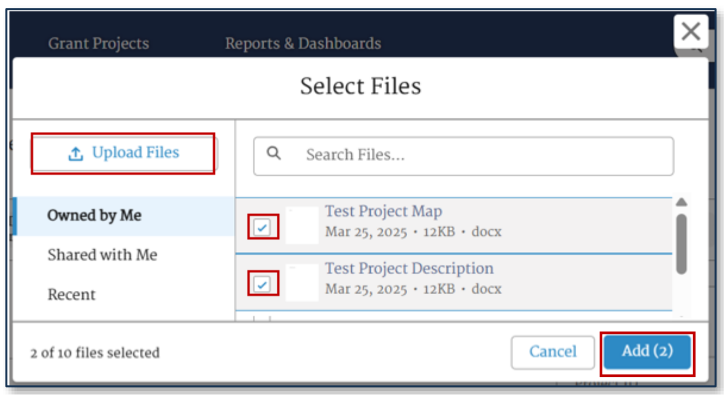
Four key sections of the NEPA Project Record are accessed via the tabs located directly below the NEPA Screening Status bar on the Project Record Page.

The DETAILS tab has three sections:

- The Information section contains general Project Record information, either imported in the bulk upload or manually added, plus the auto-populated Federal Award ID number, Grant Request, the State, and the Final Proposal Status.
- The NEPA Screening Tracking section identifies the status of the Project Record in the environmental review process and the date when the Draft NEPA Decision Memo was transmitted to NTIA.
- The NTIA Review Status section identifies the NTIA reviewer and the date that NTIA completed its review.

The FILES tab stores all documents required to initiate environmental screening.

Adding Files to Project Records:



1. Click the "*Files*" tab on the Project Record page.
2. Click "*Add Files*" in the Files list.
3. In the "*Select Files*" pop-up window, choose an existing file(s) or select "*Upload Files*" to upload file(s) from the user's computer.
4. Click the blue "*Add*" button to add file(s) to the Project Record.
5. Confirm that the files have been added.

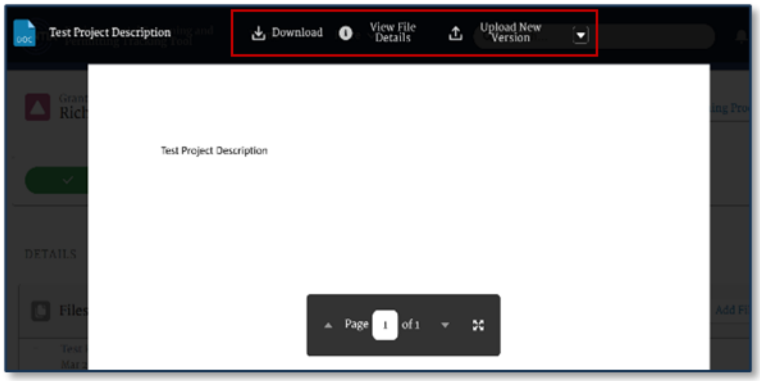
Naming Uploaded Files:

File names should be formatted: **[Document Type]_[Subtype]_[Date Generated]**

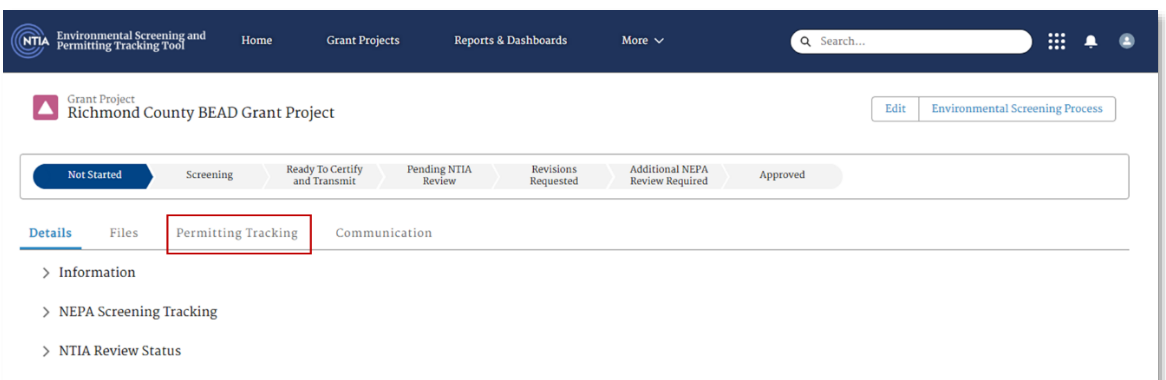
- Document Type: General label for the document (e.g., Map, Project Description, IPaC Report)
- Subtype: More specific title that describes the document (e.g., Wetlands, USFWS Concurrence Letter, SHPO Letter)
- Date Generated: The date the file was created, in MMDDYY format

Accessing Files from Project Record:

1. Click the "*Files*" tab on the Project Record Page.
2. Click the File Name to preview the file.
3. Select from options to download a copy of the file; view the details/metadata of the file; or upload a new version to replace the original document.



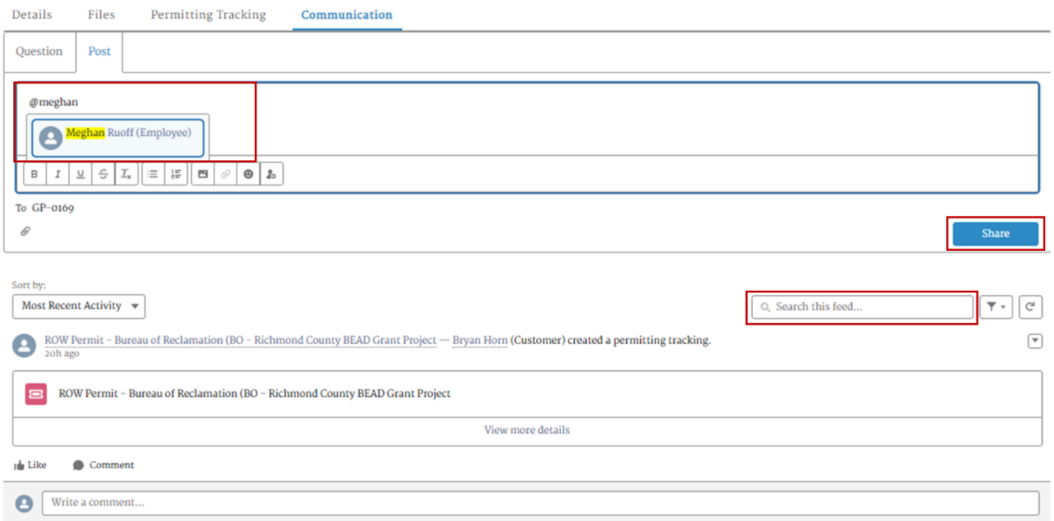
The PERMITTING TRACKING tab provides access to a project's Permitting Tracking records and the Permitting Milestone Dashboard for Eligible Entities electing to use this functionality. See *Permitting Tracking* for additional information.



To view Permitting Tracking records from a Project Record page:

1. Click the "Permitting Tracking" tab.
2. Click the Permitting Tracking Name to be redirected to the Permitting Tracking record.

The COMMUNICATION tab includes any activity, comments, or notifications pertaining to the Project Record.



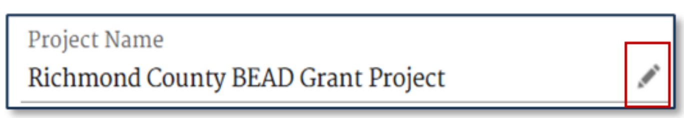
In the Communications tab, users can:

1. **Create a Post**: Add a comment, question, or post by typing an inquiry in the text box and then clicking "*Share*."
2. **Tag Other Users**: Users can tag individuals in comments, questions, or posts by typing the "@" symbol and then entering or selecting their name.
3. **Search Posts**: Search previous posts via the "*Search this feed…*" text box.

3 Edit Button

The "*Edit*" button on the top right of the Project Record page provides access to a pop-up "editing" window. Click "*Save"* after making changes to a selected field.

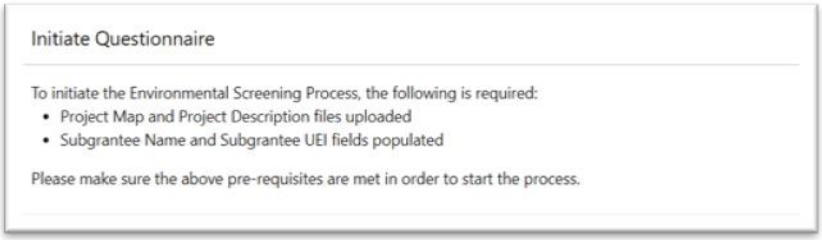
Note: A Project Record field can also be edited by clicking the pencil icon in the text box and selecting "Save" once changes are made.



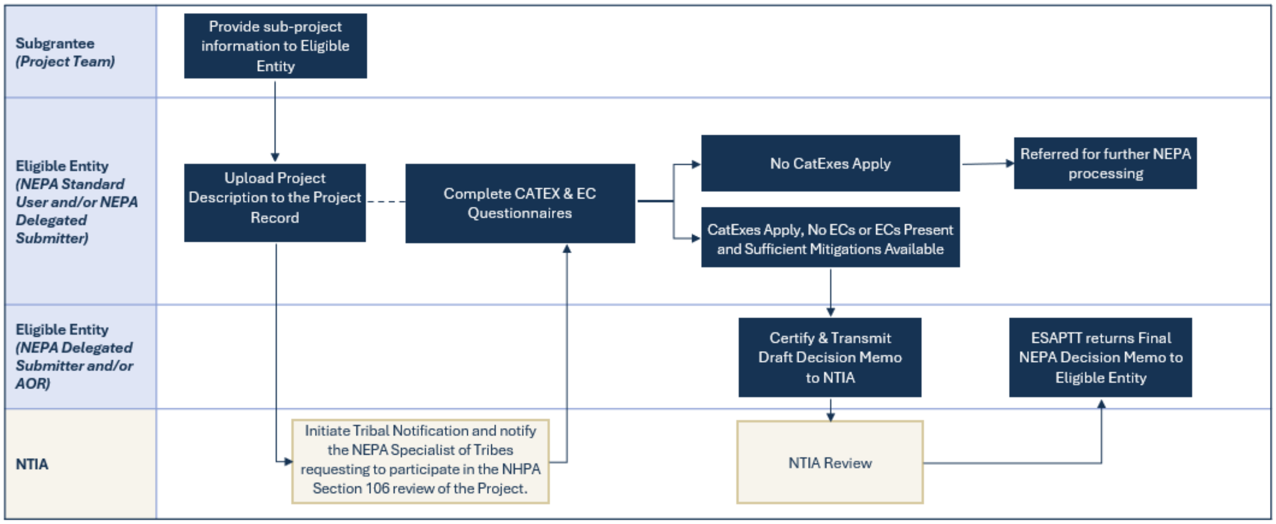
4 Environmental Screening Process Button

This button provides access to the Environmental Screening Questionnaires for the Project Record. After completing the Environmental Screening Questionnaires, ESAPTT renders a list of the CatExes that may apply to a NEPA Project based on information provided by the NEPA Specialist. See *Environmental Screening* for additional information and supporting screenshots.

As described above, the user must upload a Project Map and Project Description and complete the Project Record Details section to initiate environmental screening, or they will receive an error message that identifies any missing information.



ENVIRONMENTAL SCREENING



Environmental screening overall process flow. This is a notional and simplified flowchart, representing the external ESAPTT user experience.

The ESAPTT Environmental Screening section consists of three simple "Screens" with a navigation pane and progress bar that enables users to navigate between the three screens. Each "Screen" corresponds to core components of the Environmental Screening Process:

Screen 1

Environmental Screening Questionnaire

Categorical Exclusion Section

- Categorical Exclusion Questions
  - Conditional Follow-up Questions as Applicable

Extraordinary Circumstances

- Extraordinary Circumstances (1-12)
  - Conditional Follow-up Questions as Applicable
  - Mitigation Commitment Statements

Screen 2

Select Categorical Exclusion(s) and Review Extraordinary Circumstances

Available Categorical Exclusions

- ❑ DOC CatEx(es)
- ❑ NTIA CatEx(es)
- ❑ FirstNet CatEx(es)

Extraordinary Circumstances and Mitigation Commitment Review

Validation Statement

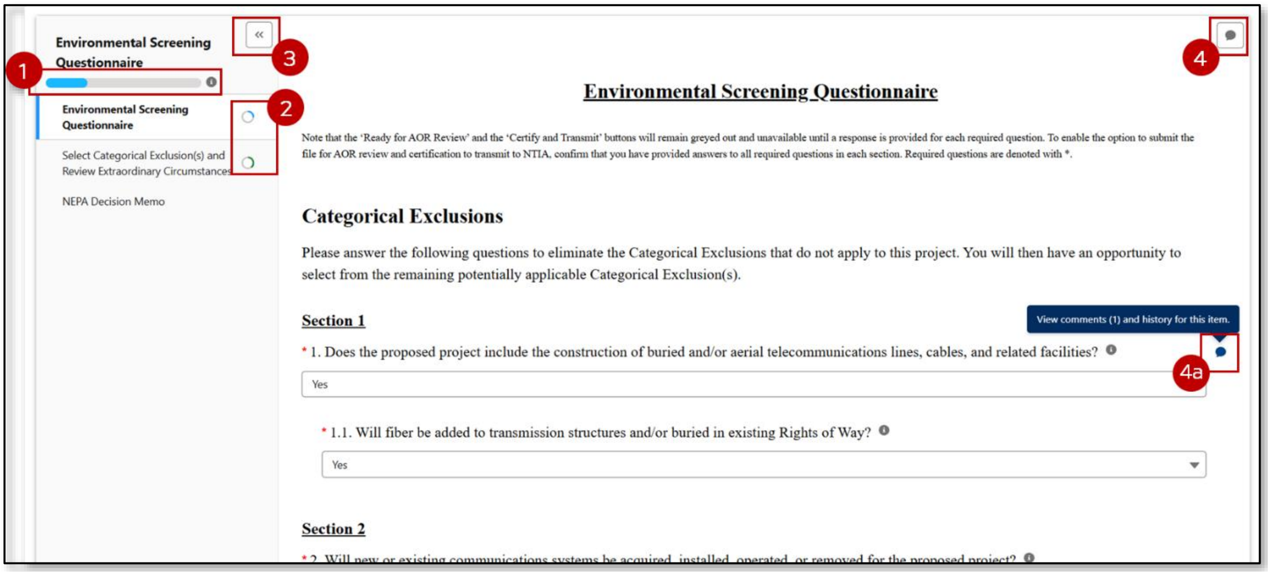
Screen 3

Draft NEPA Decision Memo

Ready for AOR Review Button
(NEPA Standard User)

Certify and Transmit Button
(AOR/NEPA Delegated Submitter)

ENVIRONMENTAL SCREENING OVERVIEW



Numbered screen elements correlate to sections below.

1 Overview Progress Tracker (Navigation Pane)

The blue progress bar on the left allows users to track their progress through environmental screening. Hover over the (i) icon to see details on the completion of required and total fields. (*Note*: Fields may change as users unlock conditionally rendered questions.) The progress bar turns green after all required questions are answered.

2 Screen Progress Tracker (Navigation Pane)

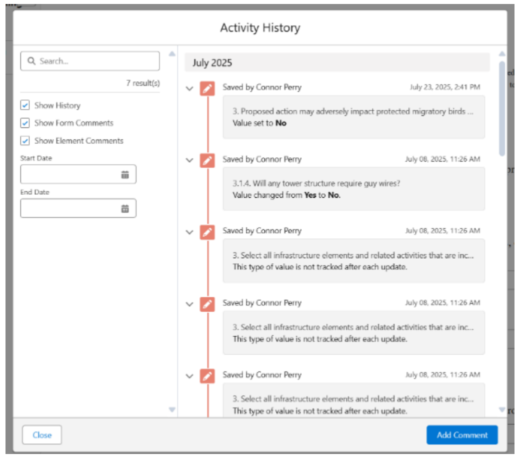
Progress circles associated with Screen 1 (Environmental Screening Questionnaire) and Screen 2 (CatEx Selection) reflect the user's progress towards completing fields and required fields. The progress circle turns green after all required questions are answered for the screen.

3 Minimize Button (Navigation Pane)

The left facing double arrow icon to the right of the **Environmental Screening Questionnaire** label pane allows a user to minimize the navigation pane.

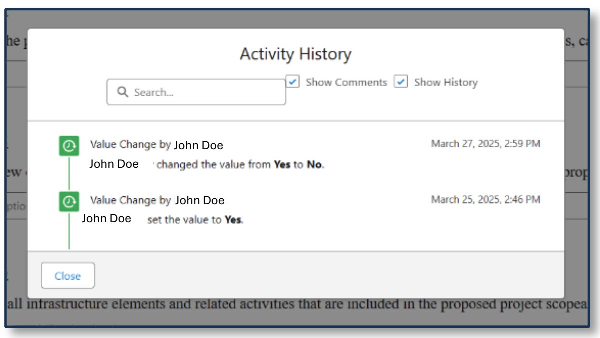
4 Speech Bubble Icon (General)

The speech bubble icon at the top right of the Questionnaire opens an overlay window that displays recent activity, including comments, and allows users to add comments.



4a Speech Bubble Icon (Specific Question)

The speech bubble icon to the right of specific questions opens a pop-up window that contains the question's response history. All changes to questionnaire responses are tracked, and the Activity History will identify the change, when it was made, and by whom.



PRO TIP: LOOK FOR THE INFORMATION ICONS!

Additional instructional help text and tool tips for many ESAPTT questions and fields can be accessed by hovering over the "i" icons wherever they appear.

For example, "i" icons will appear next to every CatEx that ESAPTT displays as available on Screen 2 to explain the Screen 1 responses underlying the result.

LAUNCH THE ENVIRONMENTAL SCREENING PROCESS

Required Information to Launch Environmental Screening

The Environmental Screening questionnaires are not accessible until a user has uploaded the Project Map and Project Description, and populated the fields for Project Description Summary, Subgrantee Name, and Subgrantee UEI.

Tribal Notification

Once the Project Map and Project Description files have been uploaded to a Project Record, NTIA will notify the NEPA Specialist via ESAPTT about Tribes requesting to participate in the National Historic Preservation Act Section 106 review of the Project. The NEPA Specialist must work with the subgrantee to follow up with any interested Tribes to provide them detailed project information and at least 30 days to review and comment on the project. The NEPA Specialist must notify NTIA of any Tribes that identify potential impacts to historic properties of Tribal significance.

Note: Users can access Environmental Questionnaires to initiate environmental screening after completing the required fields and uploads referenced above, however ESAPTT questions on potential impacts to historic and Tribal resources will be locked for completion until NTIA has uploaded Tribal responses to the Project Record.

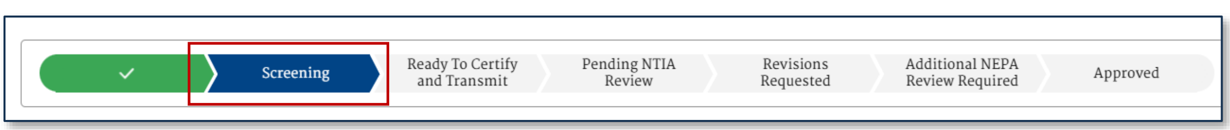
TIPS AND CONSIDERATIONS FOR ENVIRONMENTAL SCREENING

Saving Environmental Screening Drafts in Progress

At any point in the review process, the user can save the screening results as a draft and may return to a previous screen to correct or update information. ESAPTT does not automatically save responses. Users must manually click *"Save as Draft"* before leaving the current page to prevent the loss of information.

Status Bar

Once users have initiated and saved the Environmental Screening, the "*NEPA Screening Status*" bar will advance to the "*Screening*" arrow.

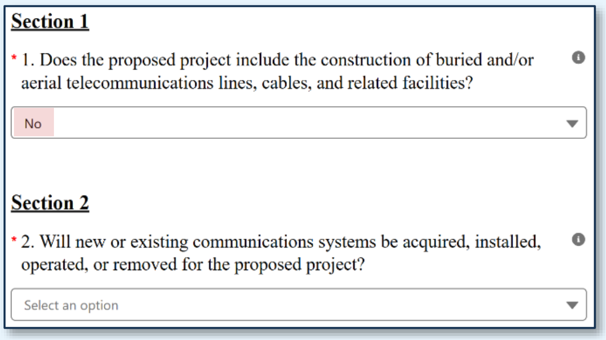
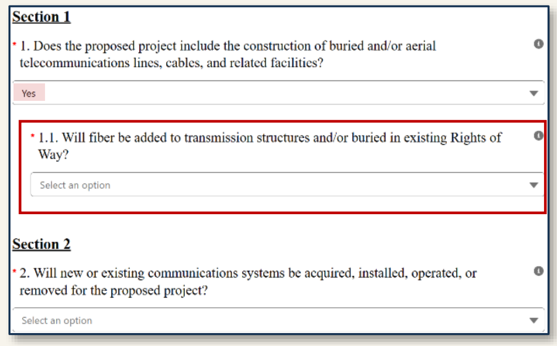


Required Reponses

All mandatory questions marked with red asterisks (*) must be completed before questionnaires can be submitted for further AOR or NTIA review.

Conditionally Displayed Questions

Certain questions will <u>conditionally appear based on the answers to previous questions,</u> as shown in the table below.

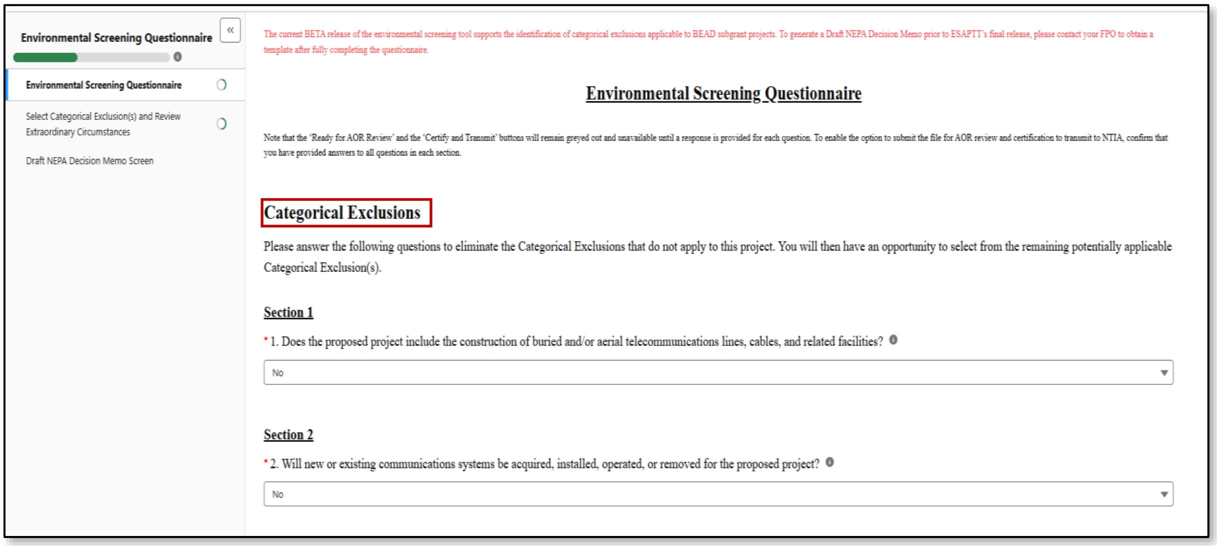
When answering *Question 1* in **Section 1** of the Categorical Exclusion portion of Screen 1:	
User selects "**No**"	User selects "**Yes**"
 **Section 1** * 1. Does the proposed project include the construction of buried and/or aerial telecommunications lines, cables, and related facilities? No **Section 2** * 2. Will new or existing communications systems be acquired, installed, operated, or removed for the proposed project? Select an option	 **Section 1** * 1. Does the proposed project include the construction of buried and/or aerial telecommunications lines, cables, and related facilities? Yes * 1.1. Will fiber be added to transmission structures and/or buried in existing Rights of Way? Select an option **Section 2** * 2. Will new or existing communications systems be acquired, installed, operated, or removed for the proposed project? Select an option
No additional questions in **Section 1** are visible/required	A follow-up mandatory question *(Question *1.1)*

SCREEN 1: COMPLETE THE ENVIRONMENTAL QUESTIONNAIRES

The first screen contains two main sections:

- Categorical Exclusions
- Extraordinary Circumstance questions & Best Management Practices

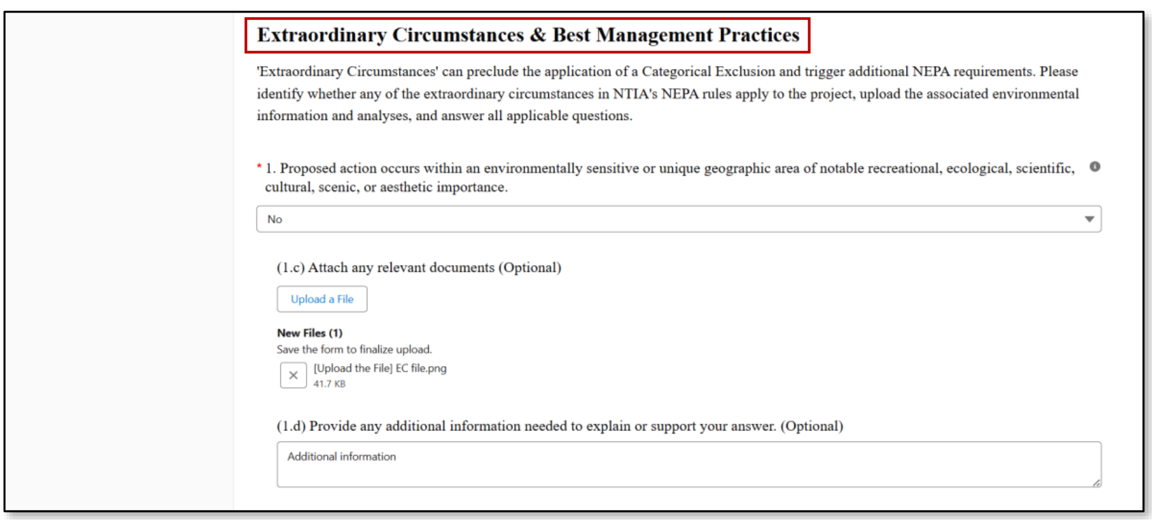
CATEGORICAL EXCLUSIONS



On the Environmental Screening Questionnaire Screen, navigate to the Categorical Exclusions section header and answer the Categorical Exclusion section questions based on the Project Description.

RECOMMENDED: CLICK THE "*SAVE AS DRAFT*" BUTTON.

EXTRAORDINARY CIRCUMSTANCES & BEST MANAGEMENT PRACTICES

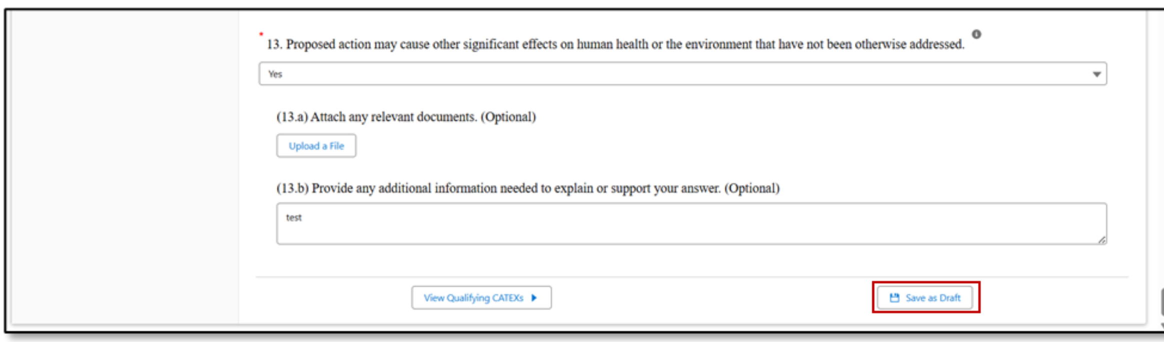


Answer all Extraordinary Circumstance section questions and upload supporting information.

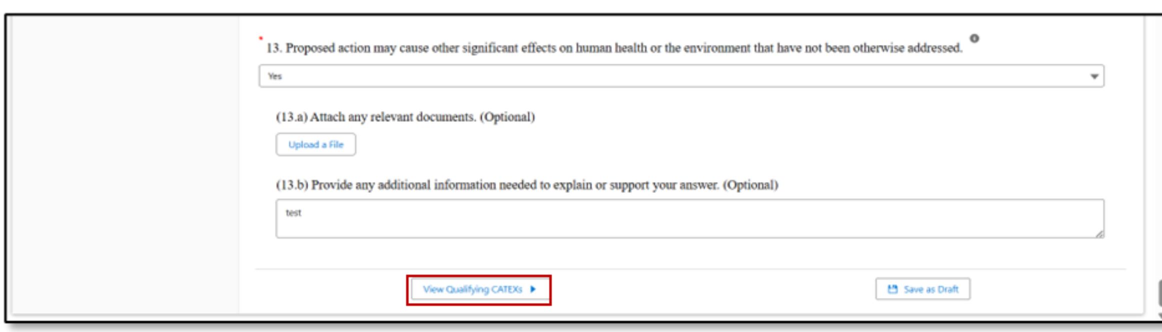
- Mandatory uploads are marked with a red asterisk (*)
- Additional text can be added in comment boxes
- Any applicable Mitigations or Best Management Practices should be marked and explained, especially for questions answered “yes”
- Complete and accurate answers, adequate supporting documents, and clearly identified and explained mitigations will expedite NTIA’s review and approval
- Questions 4 and 5 are only available to edit after Tribal Notification (See section above)

IMPORTANT: All Extraordinary Circumstance questions must be answered before the questionnaire can be transmitted to the AOR or NTIA for review.

COMPLETE SCREEN 1



Scroll to the bottom of the Environmental Screening Questionnaire page of the Environmental Screening Process and click the "*Save as Draft*" button. Responses will not be saved unless the user manually saves the draft.



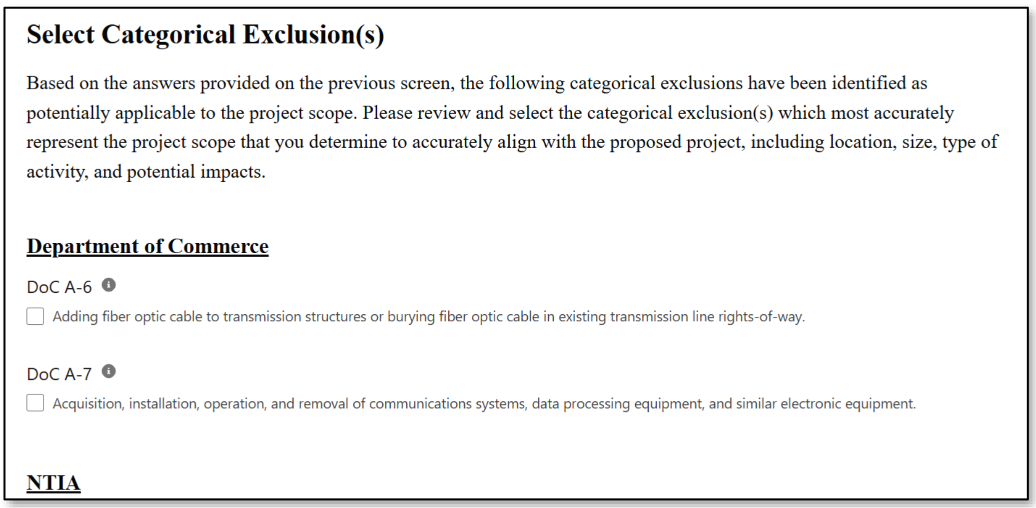
After saving the draft, click "*View Qualifying CatEx(es)*" to progress to Screen 2.

SCREEN 2: SELECT CATEGORICAL EXCLUSION(S) AND REVIEW EXTRAORDINARY CIRCUMSTANCES

The second screen contains three main sections:

- Select Categorical Exclusion(s)
- Review Extraordinary Circumstances
- Validate NEPA Determination

SELECT CATEGORICAL EXCLUSION(S)



Select Categorical Exclusion(s)

Based on the answers provided on the previous screen, the following categorical exclusions have been identified as potentially applicable to the project scope. Please review and select the categorical exclusion(s) which most accurately represent the project scope that you determine to accurately align with the proposed project, including location, size, type of activity, and potential impacts.

Department of Commerce

DoC A-6

☐ Adding fiber optic cable to transmission structures or burying fiber optic cable in existing transmission line rights-of-way.

DoC A-7

☐ Acquisition, installation, operation, and removal of communications systems, data processing equipment, and similar electronic equipment.

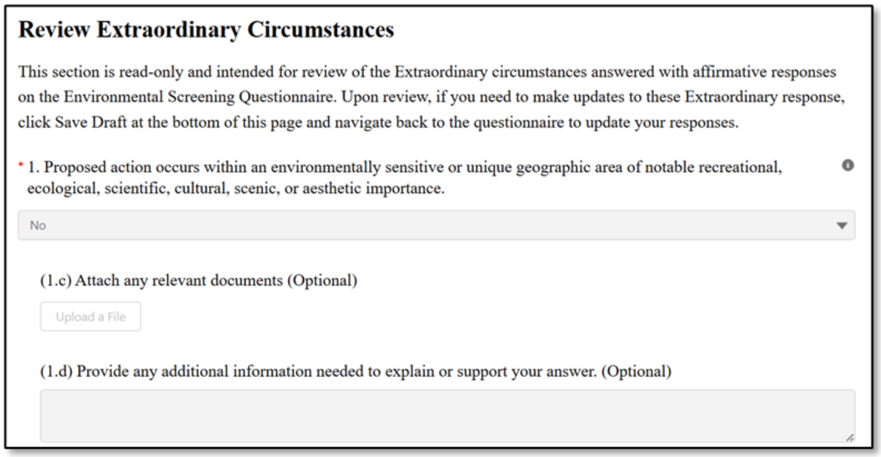
NTIA

Screen 2 will display the “*Select Categorical Exclusion(s)”* section content based on Screen 1 responses. The NEPA Specialist will review the list and determine:

- If a single CatEx sufficiently covers all actions included in the project, the user should select only that CatEx and proceed to review Extraordinary Circumstances.
- If multiple CatExes sufficiently cover all actions included in the project, the user may select multiple CatExes and proceed.
- If No Categorical Exclusions are listed, the user will proceed without action.

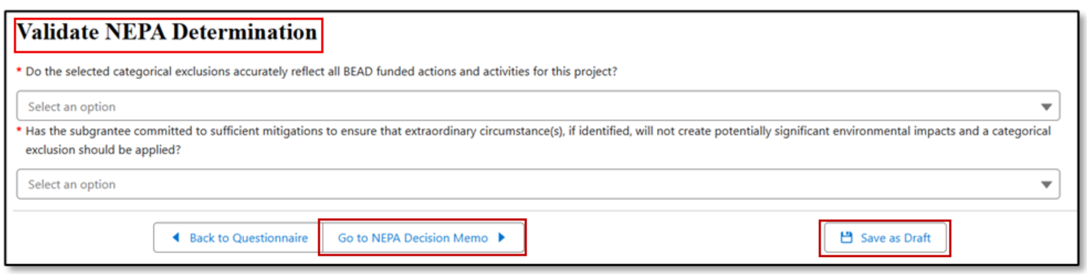
Note: Selecting one or more CatEx(es) will conditionally render the “Validate NEPA Determination” section described below.

REVIEW EXTRAORDINARY CIRCUMSTANCES



The "*Review Extraordinary Circumstances*" section provides a read-only opportunity for the NEPA Specialist to review the Screen 1 Extraordinary Circumstances responses. To revise responses where CatExes have been selected, the user should click "*Save as Draft*" at the bottom of the screen and navigate back to the Questionnaire.

VALIDATE NEPA DETERMINATION

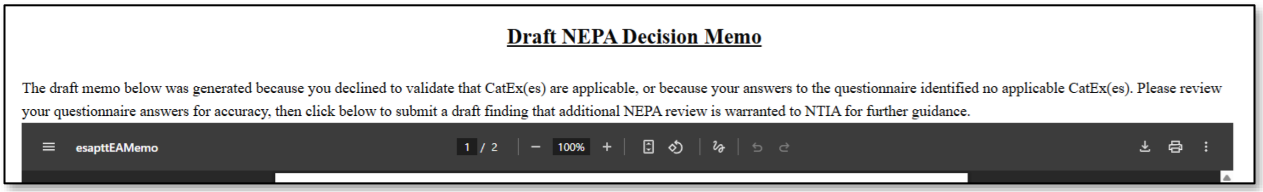


If any CatExes are selected, ESAPTT will conditionally render two yes/no questions asking the NEPA Specialist to validate that:

- The selected CatEx(es) sufficiently reflect the scope of the action
- Their recommendation to apply the CatEx(es) has considered Extraordinary Circumstances

After answering yes to both questions, the NEPA Specialist can "*Save as Draft*" and select the "*Go to NEPA Decision Memo*" button at the bottom of the screen if all required fields on Screens 1 and 2 have been completed.

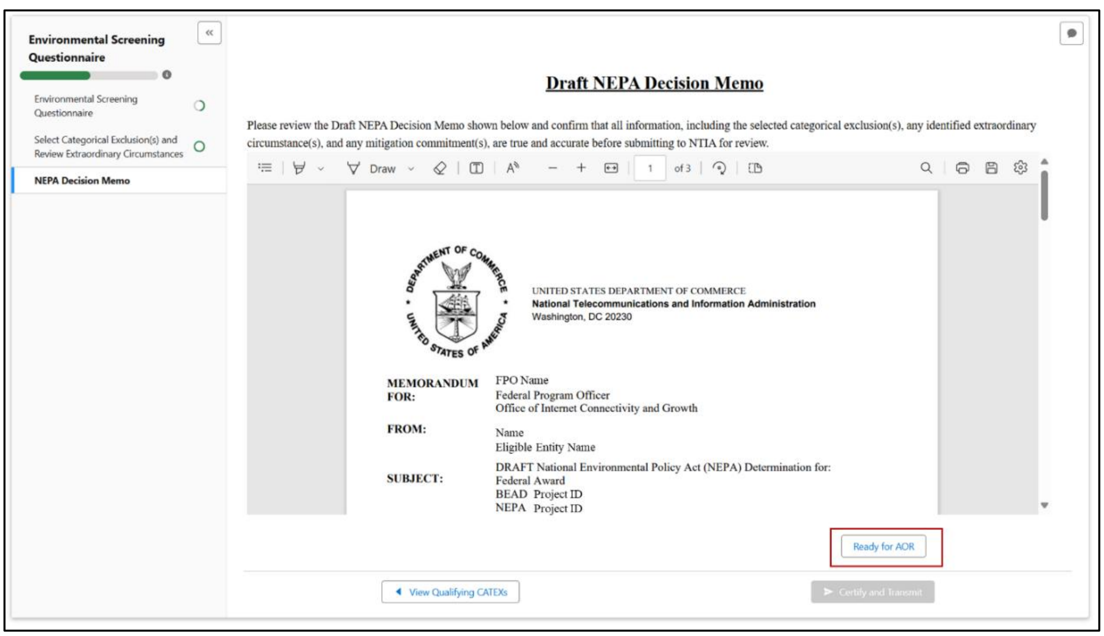
If no CatExes are available or selected, or if the NEPA Specialist answers "no" to either validation question, the user should still "*Save as Draft*" and select the "*Go to NEPA Decision Memo*" button, but the Draft NEPA Decision Memo that appears on Screen 3 will reflect that additional NEPA review is required.



Note: If the user selects one or more CatExes without providing answers to the validation questions, Screen 3 will still display a Draft NEPA Decision Memo but will not provide the option to *"Certify and Transmit."*

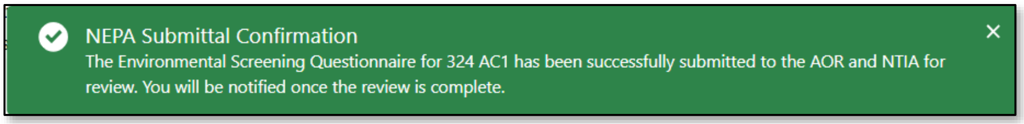
SCREEN 3: COMPLETE AND TRANSMIT DRAFT NEPA DECISION MEMO TO NTIA

This screen displays the Draft NEPA Decision Memo that ESAPTT generates based on the responses in the previous screens, which incorporates the brief Project Description Summary provided at Record creation. At any time, users can click the "*View Qualifying CatExes*" button, or use the navigation tab on the left, to return to the questionnaires.



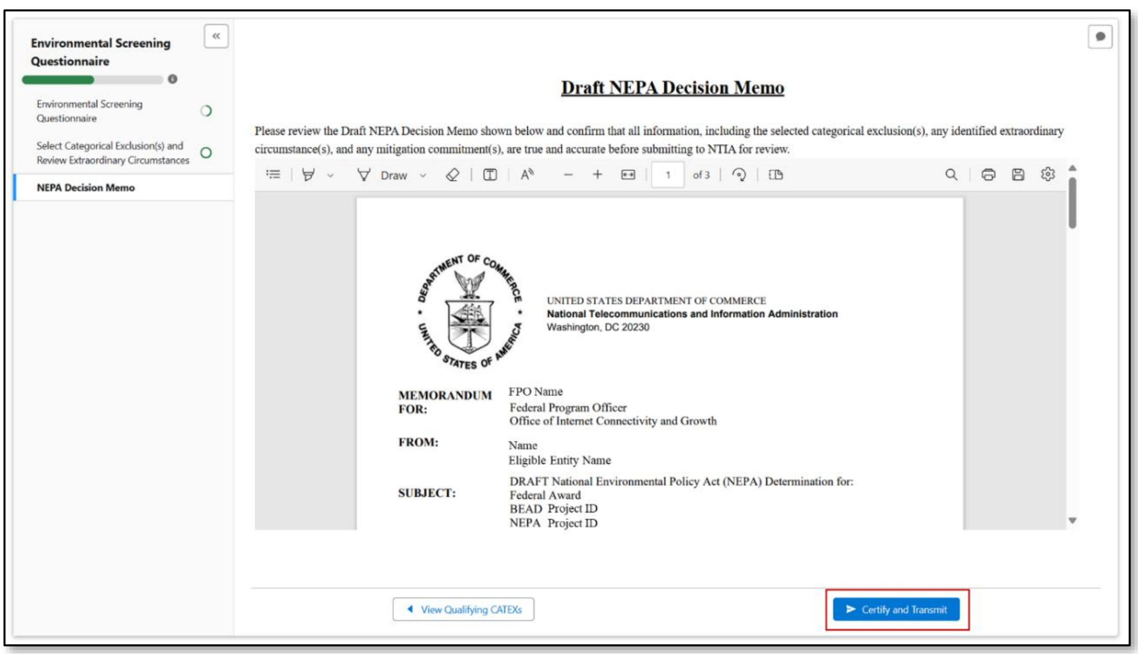
NOTE FOR AORS: *NEPA STANDARD USERS CANNOT CERTIFY AND TRANSMIT MEMOS TO NTIA DIRECTLY WITHOUT AOR OR NEPA DELEGATED USER REVIEW*

1. The Draft NEPA Decision Memo will become available for review on Screen 3 after the NEPA Specialist completes the Screen 2 validation.
2. Screen 3 processing for NEPA Standard Users:
    - NEPA Standard User selects the "*Ready for AOR*" button at the bottom of the screen and receives a pop-up notification confirming a successful transmittal to AOR.



    - The AOR (or NEPA Delegated Submitter) is notified that a Record is "*Ready to Certify and Transmit,*" advancing the NEPA Screening status.

    - The AOR reviews Environmental Screening Record. Reviewers can revise responses as needed until they elect to "*Certify and Transmit*" the Draft NEPA Decision Memo to NTIA by clicking the blue button on Screen 3, which will lock all questions from further editing.



3. Screen 3 processing for NEPA Delegated Submitter Users:
    - The NEPA Delegated Submitter User can "*Certify and Transmit*" the Draft NEPA Decision Memo to NTIA by clicking the blue button at the bottom of Screen 3, which will lock all questions from further editing.

4. Selecting "*Certify and Transmit*" will generate a NEPA SUBMITTAL SUCCESSFUL confirmation and the "*Certify and Transmit*" button will turn grey.

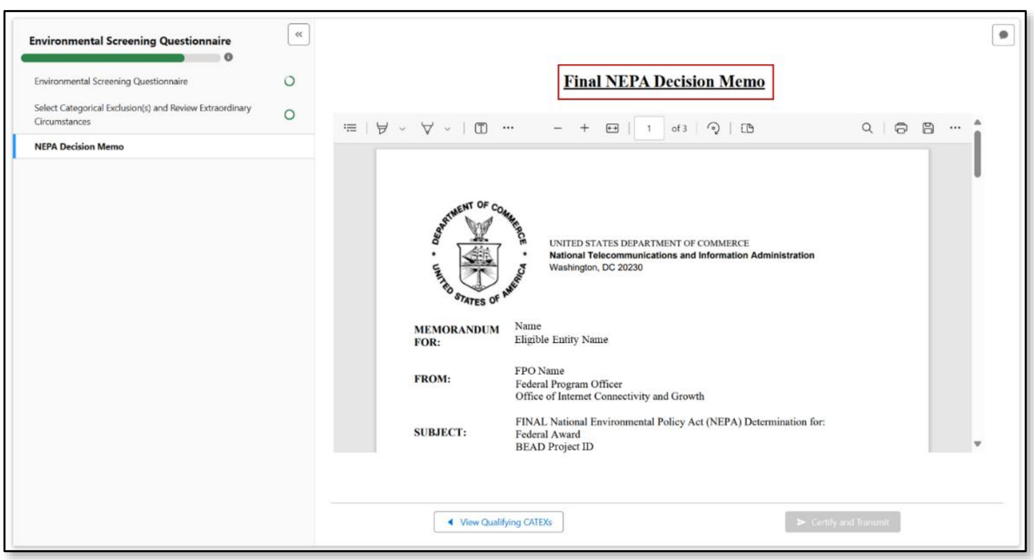
At this point, the status tracker will advance to "*Pending NTIA Review*" status.

NTIA REVIEW OUTCOMES

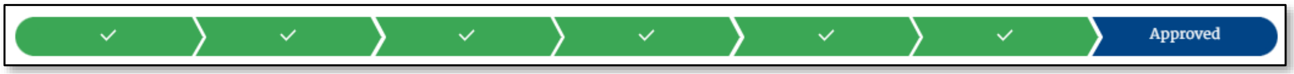
After the user certifies and transmits the Draft NEPA Decision Memo to NTIA for review, the questionnaire remains locked for editing until NTIA responds by:

- Approving the NEPA decision and issuing a Final NEPA Decision Memo
- Requesting revisions
- Ordering additional NEPA review

NEPA DECISION APPROVED



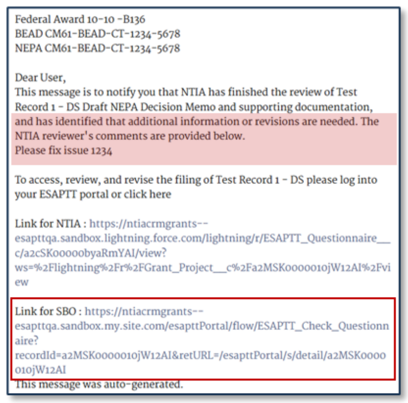
When NTIA approves the Draft NEPA Decision, the AOR and NEPA Specialist receive an email notification with a link to the Final NEPA Decision Memo ("*Link for SBO*"). Users can follow the link to view and download the Final NEPA Decision Memo on Screen 3. The NEPA Screening Status bar will display "*Approved.*"



REVISIONS REQUESTED

If NTIA requests revisions to a Project Record or Environmental Questionnaire:

- The AOR and NEPA Specialists will receive an email notification with comments on the requested revisions and a link to the Record ("Link for SBO")



Federal Award 10-10 -B136
BEAD CM61-BEAD-CT-1234-5678
NEPA CM61-BEAD-CT-1234-5678

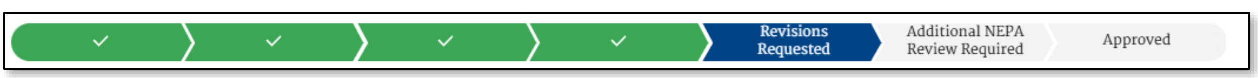
Dear User,
This message is to notify you that NTIA has finished the review of Test Record 1 - DS Draft NEPA Decision Memo and supporting documentation, and has identified that additional information or revisions are needed. The NTIA reviewer's comments are provided below.
Please fix issue 1234

To access, review, and revise the filing of Test Record 1 - DS please log into your ESAPTT portal or click here

Link for NTIA : https://ntiacrmgrants--esapttqa.sandbox.lightning.force.com/lightning/r/ESAPTT_Questionnaire__c/a2cSK00000byaRmYAI/view?ws=%2Flightning%2Fr%2FGrant_Project__c%2Fa2MSK000010jW12AI%2Fview

Link for SBO : https://ntiacrmgrants--esapttqa.sandbox.my.site.com/esapttPortal/flow/ESAPTT_Check_Questionnaire?recordId=a2MSK000010jW12AI&retURL=/esapttPortal/s/detail/a2MSK000010jW12AI
This message was auto-generated.

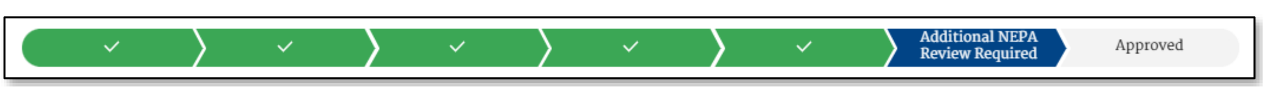
- ESAPTT unlocks the Questionnaire for editing to allow the user to revise and resubmit the Environmental Questionnaire (see <u>Environmental Screening</u>)
- The Status bar will display "*Revisions Requested*" until the user has resubmitted the Draft NEPA Decision Memo to NTIA for review



ADDITIONAL NEPA REVIEW IS REQUIRED

If NTIA requests additional NEPA review:

- The AOR and NEPA Specialist will receive an email notification with a link to view and download the Final NEPA Decision Memo
- The NEPA Specialist should contact NTIA, as instructed in the Decision Memo
- The Status bar will display "*Additional NEPA Review Required*"



PERMITTING TRACKING TOOL

Use of the Permitting Tracking functionality in ESAPTT is not a BEAD requirement.

Permitting Tracking is an **optional tool** created to help Eligible Entities manage and support project-specific permit requirements using information collected from the subgrantee.

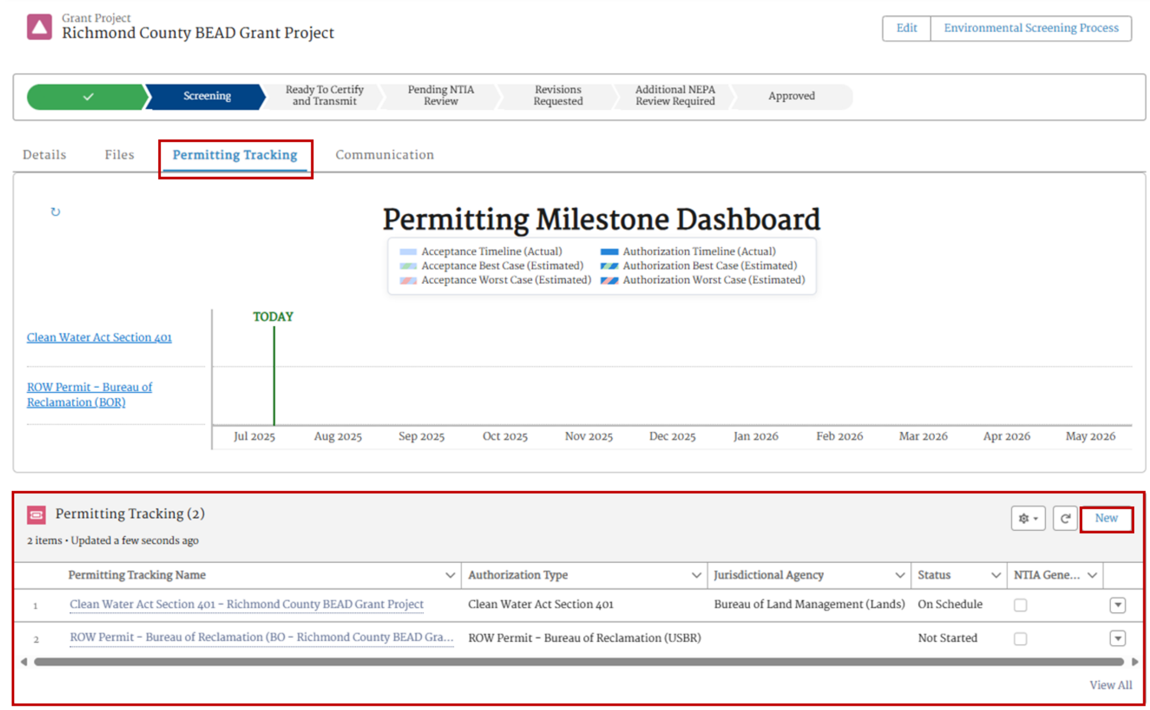
- Upon request to permittingOICG@ntia.gov, NTIA can upload data on federal permits that may be associated with a NEPA Project Record based on GIS data, however, **the subgrantee is responsible for identifying and obtaining all permits and authorizations**. (Note: NTIA will upload data within 10 days of acknowledging receipt of the request.)
- The ESAPTT user will enter permit information from the subgrantee's "milestone schedule" (see BEAD General T&C Section 13.B.3.) and will need to update the dashboard as permits progress with information on application submittal, agency application acceptance, and authorization progress.
- Users can request NTIA's support in resolving permitting issues via escalation using the Permitting Tracking Tool.
- ESAPTT includes best and worst-case federal permit processing information derived from agency presentations at NTIA's Federal Interagency Broadband Permitting Summit and GSA Executive Order 13821 Quarterly Report Data to calculate performance milestone expectations for typical broadband permit types.
- Users can supplement the imported federal permit information by manually adding other (e.g., state, local, private) permit records.
- Eligible Entities using the Permitting Tracking Tool will generate a dashboard of standard reports and can contact their FPO to request custom reports to gauge permitting progress across the state or territory.

The ESAPTT User will primarily create, access, and modify Permitting Tracking records within a specific NEPA Project Record, however records for an entire State or Territory can also be accessed by opening the Permitting Tracking Tab on the navigation ribbon at the top of the screen or through links in the reports that display on the Permitting Tracking Dashboard.

CREATING PERMITTING TRACKING RECORDS

Users will manually create Permitting Tracking records to supplement the limited federal permit data uploaded by NTIA through one of three methods:

1. Create Permitting Tracking Records from the Project Record



Users can create new Permitting Tracking records from the "*Permitting Tracking*" tab on the Project Record:

I. Click the "*New*" button in the lower, Permitting Tracking list section of the page (at the right) below the Permitting Dashboard.
II. The Grant Project Name will be auto populated from the Project Record.
III. Fill out the other fields designated as required (*): Permitting Tracking Name, Filed Permit Type, and Authorization Type, and any optional fields. The Permitting Tracking name will be adjusted to a standard searchable format (authorization type-grant project name).
IV. Confirm that the new Permitting Tracking record has been added to the Permitting Tracking related list.

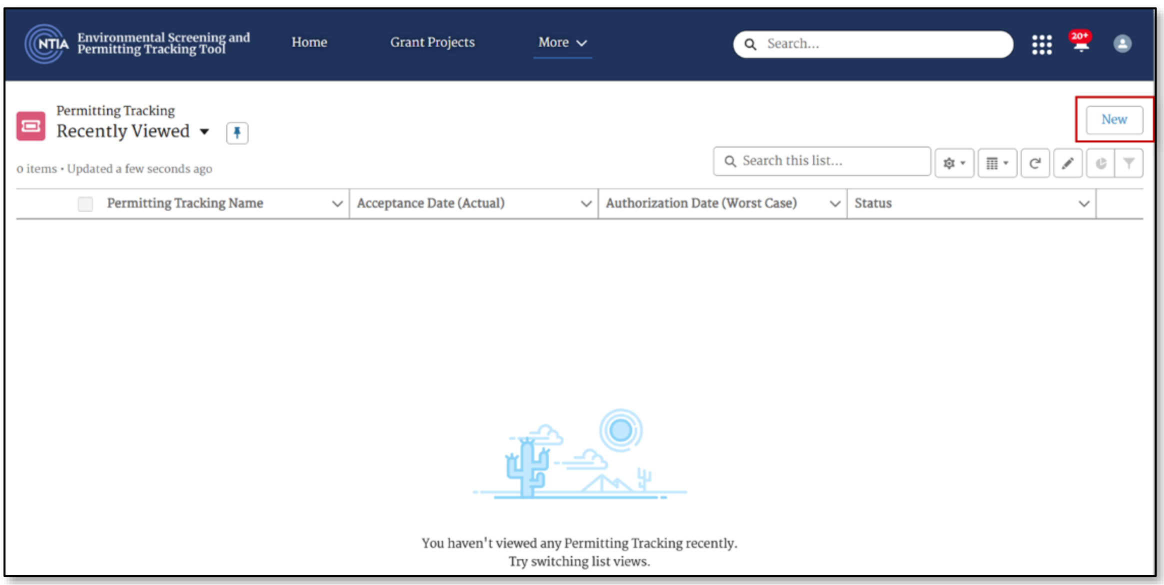
2. Create Permitting Tracking Records by Cloning Another Record

Users can quickly create a new Permitting Tracking record by duplicating and editing an existing record using ESAPTT's "*Clone*" functionality.

To clone Permitting Tracking records:

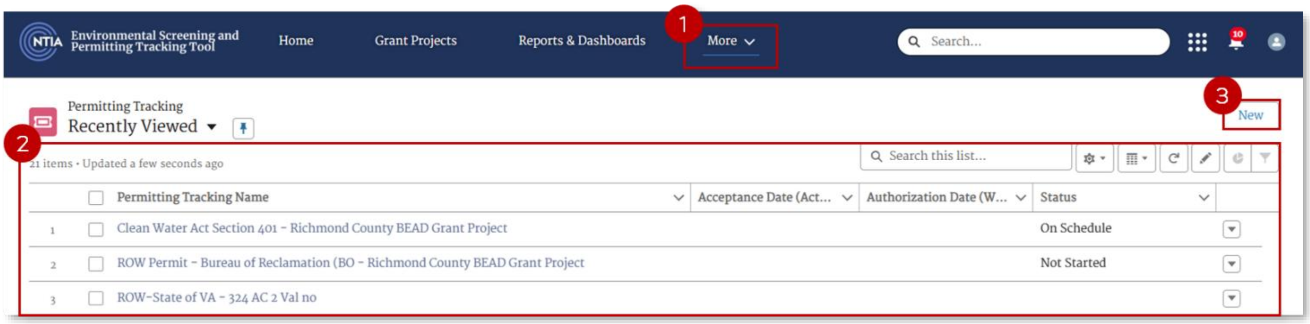
I. Open the Permitting Tracking record you want to duplicate and click the "*Clone*" button on the top right.
II. Information from the original Permitting Tracking record will auto populate in a "New Permitting Tracking" pop-up window.
III. Edit information as necessary and click "*Save*."
IV. Confirm that the new Permitting Tracking record has been added to the Permitting Tracking related list.

3. Create Permitting Tracking Records from the Permitting Tracking List View Page



I. Select the "*Permitting Tracking*" tab in the navigation ribbon.
II. Select the "*New*" button on the top right of the list view.
III. The new Permitting Tracking page will open in a pop-up window.
IV. Fill out the other fields designated as required (*): Permitting Tracking Name, Filed Permit Type, and Authorization Type, and any optional fields. The Permitting Tracking name will be adjusted to a standard searchable format (authorization type-grant project name).
V. Click "*Save*" to create the Permitting Tracking record and be redirected to the new Permitting Tracking record's page.

PERMITTING TRACKING TAB AND LIST VIEWS



Numbered screen elements correlate to sections below.

1 Permitting Tracking Tab in Navigation Ribbon

To access the full list of the Eligible Entity's Permitting Tracking records, click the "*Permitting Tracking*" tab on the ESAPTT navigation ribbon. This tab may be nested under the "*More*" drop-down menu.

2 Permitting Tracking List and List Views

By default, the Permitting Tracking tab will open to the "*Recently Viewed*" list view, displaying the Permitting Tracking records in the order that the user most recently accessed them. Permitting Tracking records displayed in each of the list views are hyperlinked via the Permitting Tracking Name back to the Permitting Tracking record page.

- To Switch List Views: Click the dropdown arrow to the right of the red icon (and active list view name) and select from a list of alternative filtered views. Each list view will display the permitting records to which the filter condition applies and key fields that pertain to the category selected. Optional views include:
    - **All:** displays all the Eligible Entity's Permitting Tracking Records.
    - **Authorized Permits:** displays all Permitting Tracking Records the user has marked as "Authorized" (status).
    - **Delayed Permits:** displays all Permitting Tracking Record the user has marked as "Delayed" (status).
    - **Escalated to NTIA Permits:** displays all Permitting Tracking Records that the user has escalated to NTIA.
    - **On Schedule Permits:** displays all Permitting Tracking Records where the record's progress is within the estimated schedule assumptions, so the status is "On Schedule."
    - **Paused Permits:** displays all Permitting Tracking Records the user has marked as "Pause" (status).
    - **Recently Viewed (Default view):** displays all Permitting Tracking Records that the user has recently viewed.

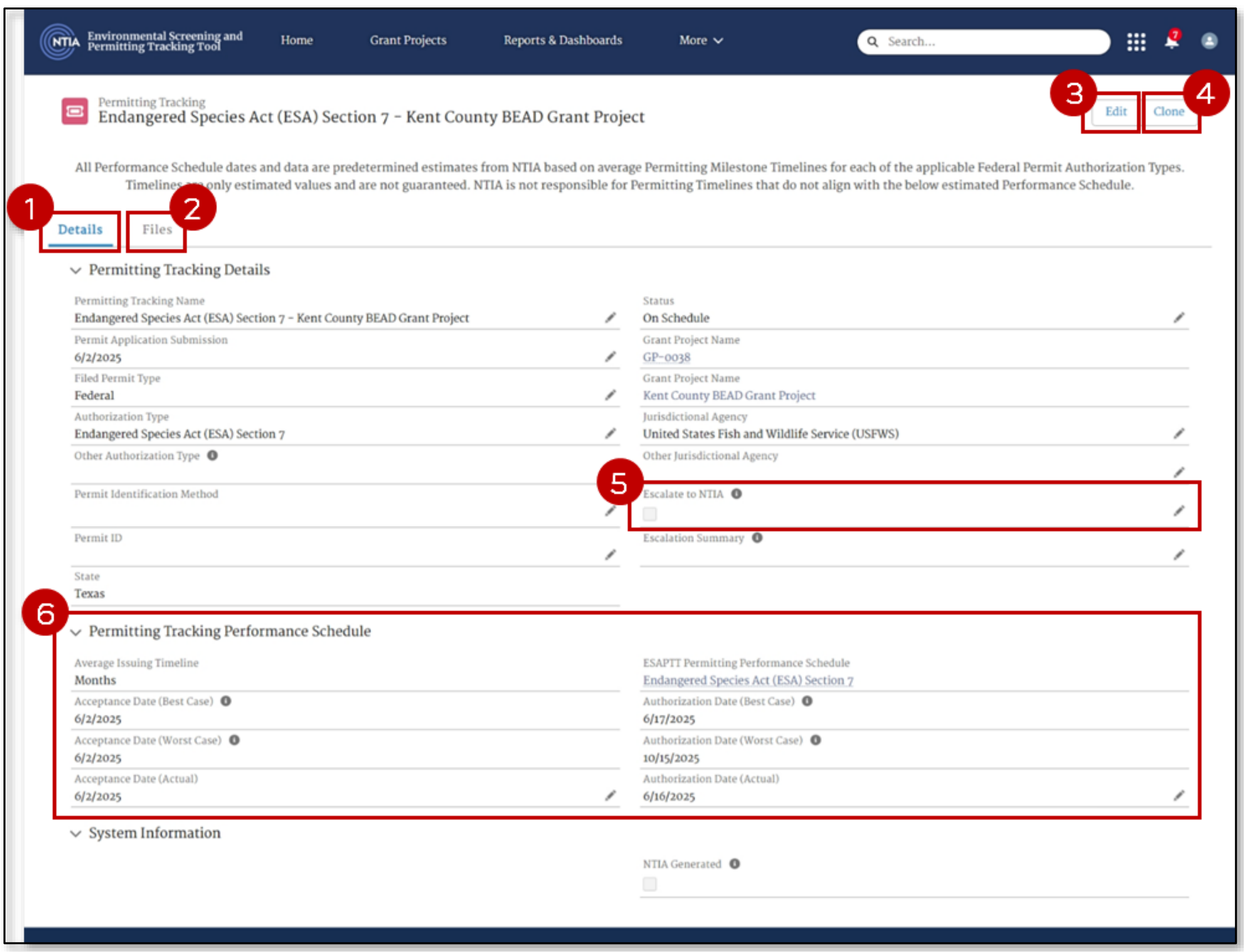
- To Search within a List View: Enter a search term into the list view search bar.
- To Print List View Summaries: The “Printable View” button in the top right corner of each filtered list (except “Recently Viewed”) opens a printer-friendly report of the filtered Permitting records and highlighted information.

3 **“New Button”**

Allows users to create a new permitting tracking record directly from the List View page as described above (Creating Permitting Tracking Records).

PERMITTING TRACKING RECORDS

Permitting Tracking records can be accessed through List View on the Permitting Tracking tab (located on the navigation ribbon at the top of the screen), from the Project Record, or through links in reports and dashboards.



Numbered screen elements correlate to sections below.

1 Details Tab

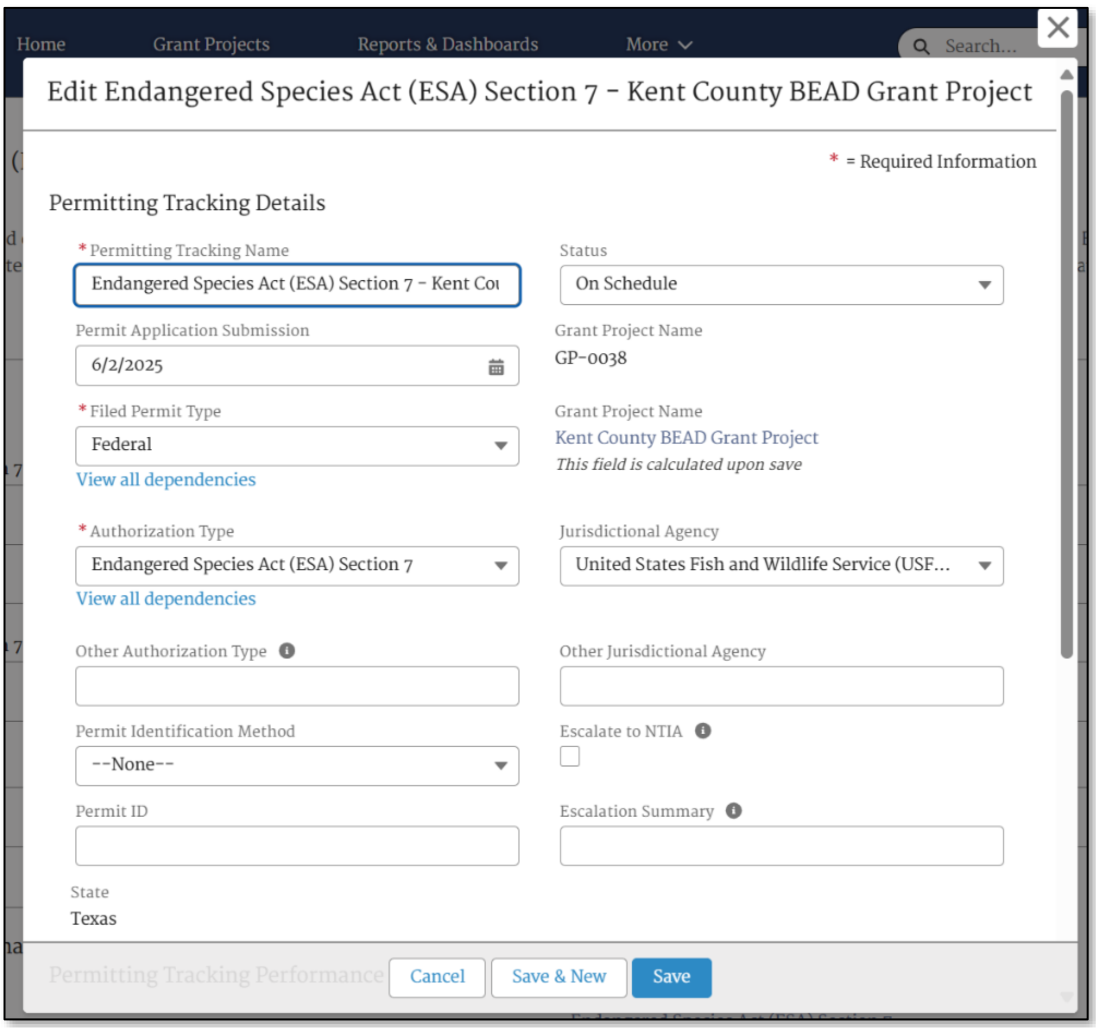
The Details tab contains all the general information about the Permitting record as well as an estimated performance schedule for the federal permit types described in Permitting Tracking Performance Schedules. Users can directly edit fields by clicking the pencil icon, then selecting save. A "Permit Application Submission" date is required to calculate the federal permitting performance schedules, and editing the status of Permitting activities will update timeline tracking and reports.

2 Files Tab

The Files tab stores any files that have been uploaded to a given Permitting Tracking record. Users can add files, open, download, and delete existing files following on screen prompts. Added files can be viewed from the "*Related*" tab.

3 "Edit" Button

Users can also edit a Permitting Tracking record by clicking the "*Edit*" button in the top right to open a pop-up window. Click "Save" before exiting.



4 **“Clone” Button**

Duplicates a record to copy over project information. See Creating Permitting Tracking Records for more information.

5 **Escalate to NTIA**

A user can check “Escalate to NTIA” to request federal agency assistance with a permitting issue. Users should fill out the “Escalation Summary” text box, explaining:

- The agencies or entities involved
- The status of the permit
- Any delays or other timing concerns, including pre-requisites for acceptance or authorization affecting the issue or delay
- Steps the subgrantee and Eligible Entity have taken to resolve the issue
- What specific support is requested from NTIA

PERMITTING TRACKING PERFORMANCE SCHEDULE

6 **Permitting Tracking Federal Permit Performance Schedule**

ESAPTT provides anticipated federal permitting performance schedules[2] to assist Eligible Entities in gauging the milestone timelines for the following federal permits:

- Endangered Species Act
- NHPA Section 106
- BLM ROW
- US Forest Service Special Uses
- Clean Water Act Section 404 (USACE)
- NPS ROW
- USFWS Special Uses Permit
- BOR ROW
- BIA ROW

Entering dates for permit application submission and acceptance for these permit types will populate a notional processing timeline based on the average agency issuance time, including

[2] ESAPTT’s recommended Performance Schedules for broadband were modeled after FAST-41 “recommended performance schedules” that are developed by the Federal Permitting Improvement Steering Council to inform milestone timelines for permitting processes within particular sectors. Performance Schedules timelines have been established as estimates and are not guaranteed. For more information, including citations, select the blue hyperlinked “ESAPTT Permitting Performance Schedule” field on Permitting Tracking records.

best- and worst-case processing scenarios. State, local, and private permits do not have performance schedules in ESAPTT, but users can manually enter timeline information to track permit progress.

To Edit the Permitting Tracking Performance Schedule for a Project Record:

1. In the Permitting Tracking Performance Schedule under the Details tab, click on the pencil icon next to the "*Acceptance Date (Actual)*" field to add or update the date that the federal agency accepted an application as complete. This information will be used to auto populate the Authorization Date (Best Case) and Authorization Date (Worst Case) fields for the federal permit types listed above. Click "*Save.*"
2. Once the Authorization Date is known, click on the pencil icon next to the "*Authorization Date (Actual)*" field to add information to advance the timeline and complete the record. Click "*Save.*"

REPORTS & DASHBOARDS

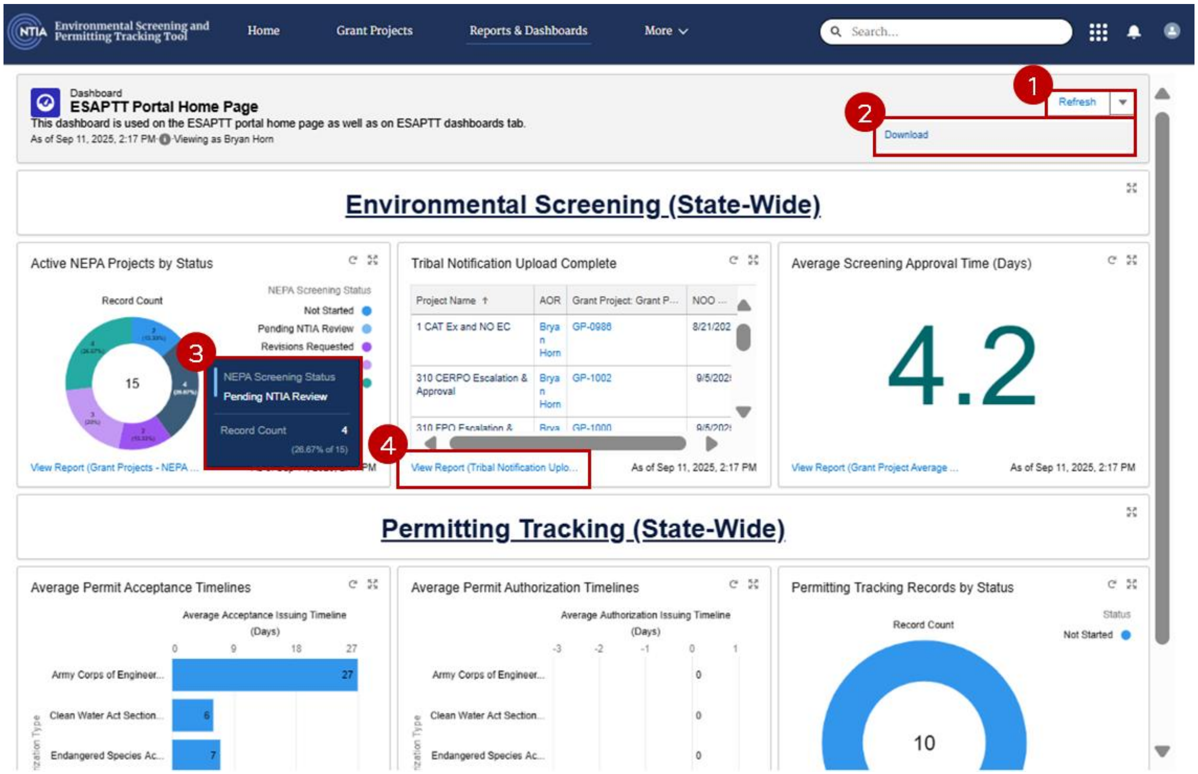
The ESAPTT Portal Dashboard includes a set of standard reports and data and metric visualizations accessed via the Reports & Dashboards tab. These include:

Environmental Screening (State-Wide)

- Active NEPA Projects by Status: displays a bar graph showing the number of records per each screening status.
- Tribal Notification Upload Complete-Ready for Screening: lists grant projects records for which NTIA has completed Tribal notification. The NEPA Specialist should follow up with any interested Tribes and will be granted access to related Environmental Screening questions (on historic and Tribal properties). Users can click the box preview to expand the view, as shown below.
- Average Screening Approval Time (Days): lists the average days between Draft and Final NEPA Decision memos.

Permitting Tracking (State-Wide)

- Average Permitting Acceptance Timelines: displays average time from permit application submission date to acceptance date across key federal permit types.
- Average Permit Authorization Timelines: displays average permit authorization time from application acceptance date to authorization date across key federal permit types.
- Permitting Tracking Records by Status: displays number of permitting records by status, including not started, on schedule, authorized, and delayed.



Numbered screen elements correlate to sections below.

To access more information about the metrics, users can:

1 Refresh the Report

The dashboard will automatically refresh every time users access the page, but a user can click the "*Refresh*" button to manually refresh the reports.

2 Download the Report

To download a copy of the report, click the dropdown arrow next to the "*Refresh*" button and then selecting "*Download*."

3 Dig Into Data

Hover over any area of the chart to view a pop-up window detailing that section's metrics.

4 Open Source-Data Report

Click any of the bars or the link at the bottom of the report to open the full report driving the graph.

> ***NOTE FOR AORS AND NEPA SPECIALISTS:*** *USERS CAN CONTACT AN FPO OR PERMITTING COORDINATOR FOR CUSTOMIZED REPORTS.*

APPENDIX

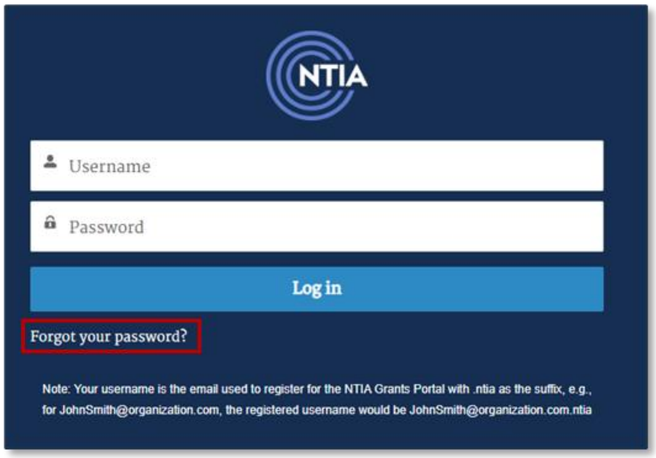
GLOSSARY AND USEFUL ACRONYMS

Term	Meaning
AOR	Authorized Organizational Representative [for Eligible Entity]
BEAD	Broadband, Equity, Access and Deployment
CatEx(es)	Categorical Exclusion(s)
EA	Environmental Assessment
EC	Extraordinary Circumstance
EE	Eligible Entity
EHP	Environmental and Historic Preservation
ES	Environmental Screening [Process/Questionnaire]
EPO	Environmental Program Officer
FONSI	Finding of No Significant Impact
FPO	Federal Program Officer
ISP	Internet Service Provider
NBAM	National Broadband Availability Map
NEPA	National Environmental Policy Act
NGP	NTIA Grants Portal
NHPA	National Historic Preservation Act
NIST	National Institute of Standards & Technology
NOAA	National Oceanic and Atmospheric Administration
NOFO	Notice of Funding Opportunity
NTIA	National Telecommunications and Information Administration
OICG	Office of Internet Connectivity and Growth (NTIA)
ROW	Right of Way
SBLN	State Broadband Leaders Network
SBO	State Broadband Office (aka State Eligible Entity)
SHPO	State Historic Preservation Officers
T&C	Terms and Conditions
TBCP	Tribal Broadband Connectivity Program
TBO	Territory Broadband Office
TTN	Territories Tribal/Native Entities

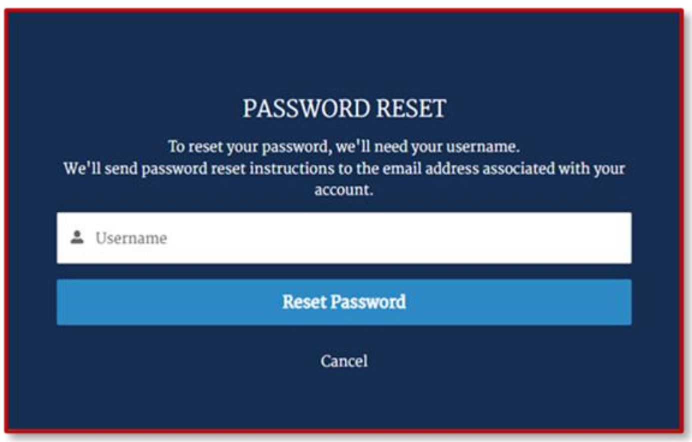
ESAPTT PORTAL PASSWORD RESET

If a user forgets their ESAPTT password, they can easily regain access:

1. On the ESAPTT login page, click the "*Forgot your password?*" link.



2. A new screen will appear and prompt the user to enter their username and click the "*Reset Password*" button. Clicking the link will trigger a password reset link to be sent to the email address associated with the username.



PERMITTING TRACKING KEY TERMS

Permitting Tracking Field	Description & Details
Project Record	A record within ESAPTT that contains information for a single project area and allows environmental screening and permitting tracking for that specified area. If a BEAD subgrant project consists of one project area, there will be one Project Record for that BEAD subgrant project. For cases where BEAD subgrant projects are divided into multiple NEPA project areas, there will be one Project Record for each NEPA project area.
Permitting Record	Auto generated on creation (convention concatenates Authorization Type + Grant Project Name) ***Note: Users are required to enter a value to save the record, but the value they enter will be overwritten by the system on save**
Permit Application Submission	Date the subgrantee submitted the Permit Application to the Jurisdictional Agency or Entity
Filed Permit Type	Federal, Local/Private, State
Authorization Type	The authorization and issuing agency or entity will auto-populate this field when a user selects a specific Authorization Type from the picklist
Other Authorization Type	A user selecting "Other" from the Authorization Type picklist must manually complete this field before saving the record
Permit Identification Method	Name the Jurisdictional Agency uses for the Tracking number given to the subgrantee to track any given permit
Permit ID	Tracking number given to the subgrantee from the Jurisdictional Agency to track any given permit
State	Automatically pulled directly from the corresponding Grant Project on creation.
Status	Status of Permitting Tracking record (On Schedule, Paused, Delayed, Authorized)
Grant Project Name	Automatically populated field used to associate the Permitting Tracking record with a Project Record. For Permitting Tracking records this consists of an ID field and text field, both are automatically populated.
Jurisdictional Agency	Agency responsible for reviewing the permit application and issuing permit authorization
Other Jurisdictional Agency	A user selecting "Other" from the Jurisdictional Agency picklist must manually complete this field before saving the record
Escalate to NTIA	Checkbox to notify NTIA support is needed for any given permit
Escalation Summary	A user selecting "Escalate to NTIA" must manually enter a description of the permitting issue and requested action in this field before saving the record
Average Issuing Timeline	Automatically pulled directly from corresponding Performance Schedule record – estimated average number of months from permit application submission to permit authorization
ESAPTT Federal Permitting Performance Schedule	Automatically populated link to a reference Performance Schedule record based on the Authorization Type entered by the Eligible Entity – Performance Schedules contain estimated general timelines for permitting milestones
Acceptance Date (Best Case)	Automatically populated estimated earliest date for the subgrantee to receive official permit application acceptance from the Jurisdictional Agency.

	Acceptance Date (Best Case) is based on the "Permit Application Submission" date and NTIA's estimated average permitting timelines for the applicable Authorization Type.
Acceptance Date (Worst Case)	Automatically populated estimated latest date for the subgrantee to receive official permit application acceptance from the Jurisdictional Agency. Acceptance Date (Worst Case) is based on the "Permit Application Submission" date and NTIA's estimated average permitting timelines for the applicable Authorization Type
Acceptance Date (Actual)	Manually entered date which the subgrantee received an acceptance notification from the Jurisdictional Agency for the applicable permit application
Authorization Date (Best Case)	Automatically populated estimated earliest date for the subgrantee to receive official permit authorization from the Jurisdictional Agency. Authorization Date (Best Case) is estimated based on the "Acceptance Date (Actual)" date NTIA's estimated average permitting timelines for the Authorization Type.
Authorization Date (Worst Case)	Automatically populated estimated latest date for the subgrantee to receive official permit authorization from the Jurisdictional Agency. Authorization Date (Worst Case) is estimated based on the "Acceptance Date (Actual)" date NTIA's estimated average permitting timelines for the Authorization Type.
Authorization Date (Actual)	Manually entered date which the subgrantee received official authorization for the permit application from the Jurisdictional Agency for the applicable permit application

NEPA PROJECT AREAS CSV INSTRUCTION GUIDE

States or Territories that have BEAD Subgrant Projects with multiple NEPA Project Areas must submit additional information to support bulk upload of ESAPTT projects. Instructions and supporting material for this process are available here: [Dividing BEAD Subgrant Awards into Multiple ESAPTT NEPA Project Areas](). Contact your FPO for additional assistance or support.

TECHNICAL QUESTIONS & SYSTEM SUPPORT

Contact NGP Help Desk: [ngphelpdesk@ntia.gov.]()

(Please contact your FPO for procedural assistance.)