This document provides an overview of the topics addressed during the January 14, 2026 ESAPTT External User Training, along with links to relevant NTIA guidance materials.

1. Welcome
    a. Introduction to ESAPTT's purpose and its role in NEPA compliance for BEAD projects.
        i. [Environmental Screening and Permitting Tracking Tool (ESAPTT) Overview](#)
        ii. [Environmental Screening and Permitting Tracking Tool (ESAPTT) External User Guide](#)
    b. Overview of training objectives and structure.

2. ESAPTT Overview and Key Concepts
    a. Background on BEAD, NEPA, and the need for ESAPTT in broadband grant management.
        i. [Smart Start - How to Plan and Prepare for National Environmental Policy Act (NEPA) Compliance for BEAD](#)
    b. Key benefits and use scenarios for ESAPTT, including:
        i. Environmental screening and NEPA approval tracking
        ii. Project and permitting organization
        iii. Accelerated NEPA processing

3. Getting Started: Portal Registration
    a. Step-by-step demonstration: Registration, multi-factor authentication, and login.
    b. Navigation essentials: Home page, navigation ribbon, and accessing key modules.

4. User Roles and Permissions
    a. Differentiate between AOR, NEPA Standard Users, and NEPA Delegated Submitters.
    b. Walkthrough of role-specific actions (user creation, delegations, certifications).

5. Home Page Overview
    a. Quick Links
    b. Navigation Pane
        i. App Launcher
        ii. Notification Bell
        iii. Profile Details

6. Project Records Management
    a. Creating and Managing Grant Project Records (hands-on demo)
        i. NTIA Bulk Upload of NEPA Project

   ii. Creating New Grant Projects
  b. Updating Project Details
   i. Project Summary Description
   ii. [Sample Project Descriptions and Maps for BEAD Environmental and Historic Preservation (EHP) Review](#)
  c. File Tab Overview
   i. Editing and viewing project entries
  d. Section 106 Tab Overview
  e. Communication Tab Overview
  f. NEPA Exemption workflow
   i. [BEAD Guidance on NEPA and NHPA for LEO Satellite Service](#)

7. Environmental Screening Process
  a. Detailed walkthrough of the environmental screening workflow:
   i. Screen 1: Completing environmental questionnaires
   ii. Screen 2: Selecting Categorical Exclusions (CatEx) and reviewing Extraordinary Circumstances (EC)
   iii. Screen 3: Draft NEPA Decision Memo review
  b. Submitting to NTIA
   i. NEPA Standard User process "Ready for AOR"
   ii. NEPA Delegated Submitter & AOR process "Certify & Transmit"
  c. Screening Outcomes
   i. Approved, Revisions Requested, Additional NEPA Review Required

8. Permitting Tracking Tool
  a. Purpose and benefits of the Permitting Dashboard
  b. [Smart Start Part II: How to Approach and Implement BEAD Subgrant Permitting Conditions](#)
  c. How to:
   i. Enter and update permitting information
   ii. Manage and supplement permit records
   iii. Use escalation and tracking features for federal, state, or local permits
  d. Performance Schedule Overview

9. Reports & Dashboards
  a. Accessing and interpreting prebuilt dashboards and metrics:
   i. Active NEPA Projects by Status
   ii. Average Screening/Approval/Permitting Timelines
   iii. Downloading and refreshing reports
  b. Overview of custom reporting options via FPO.

10. Troubleshooting, Support, and Resources
  a. Where to find help: guidance, support contacts, and documentations.

         i.   NEPA for BEAD Resources

b. Tips for recovering passwords and resolving common issues.