



ESAPTT External User Training

Q&A

January 14, 2026



The questions submitted during the ESAPTT External User Training on January 14, 2026, are presented below, each accompanied by a timestamp indicating when they were asked in the training. NTIA's responses are provided in the corresponding 'Answer' column, and an outline linking timestamps to specific training sections is provided in the appendix.

No.	Question	Answer
Q1.	I'd like clarification on the requirements for beginning construction activities. Does the entire Deployment Project need full NEPA clearance before any work can start, or can construction begin in specific subproject areas that have already received NEPA clearance, even if other areas are still under review? (0:07)	If a BEAD project is divided into NEPA Project Areas, construction-related activities can begin for a NEPA Project Area after NTIA has issued a Final NEPA decision memo through ESAPTT. For the majority of projects, this will document the application of a categorical exclusion. For memos that order that "further NEPA review is required," an NTIA Environmental Program Officer (EPO) will work with the Eligible Entity to establish what is necessary for NTIA to issue a Record of Consideration (REC) or Finding of No Significant Impact (FONSI) to permit construction-related activities begin. Construction may begin within a specific NEPA project area as NTIA issues Final NEPA decisions, even if the entire BEAD project has not yet obtained final NEPA clearance. The Eligible Entity must design subgrant agreements with Specific Award Conditions (SACs) for each NEPA Project Area to ensure that all subgrantees obtain NEPA approval prior to starting construction on the NEPA Project Area. NTIA holds Eligible Entities accountable for ensuring compliance, and the Eligible Entity in turn holds subgrantees accountable for completion and compliance.
Q2.	Is the 15 day turnaround time counted in business days or calendar days? (0:12)	Calendar Days.
Q3.	Does it display entity name? (0:22)	From the Grant Projects list view users are able to see all project records associated with their State or Territory. The fields displayed in the list view include Project Name, NEPA Project ID, Federal Award ID no., NEPA Screening Status, and Last Modified Date. In order to see the subgrantee name, users will have to click into one of the project records.
Q4.	Is this portal available for us to log into now? (0:30)	The ESAPTT Portal is accessible through the NTIA Grants Portal (NGP) and via the following link: ESAPTT Portal Login . Eligible Entity users

		are created by the Authorized Organizational Representative (AOR) once NTIA creates ESAPTT records for the State or Territory following their request to permittingOICG@ntia.gov or to the Federal Program Officer.
Q5.	Are these required questions and documents listed somewhere online? (0:56)	Yes. The ESAPTT questionnaires are available in the Appendix of the NEPA for BEAD FAQ on the Broadband USA website.
Q6.	Is the Environmental screening questionnaire available on NTIA site? (0:56)	The Environmental Screening Questionnaire is available in the NEPA for BEAD FAQ, however users must log in to ESAPTT to access the live questionnaire.
Q7.	Is there a time period for which each project must have a completed ESAPTT record and NEPA final decision memo? (0:58)	No. NTIA encourages states and territories to work with subgrantees to complete NEPA analyses and submit draft NEPA decision memos for NTIA approval as soon as possible. Subgrantees must provide Eligible Entities with a NEPA Milestone schedule illustrating their plan to complete NEPA and permitting within the grant period of performance.
Q8.	Can the data be searched by awardee name rather than just the project IDs? (0:39)	Yes.
Q9.	So, there is no automatic saving feature within the ESAPTT portal? Users must remember to save frequently? (0:53)	That is correct. ESAPTT does not have an automatic save feature. As a best practice, users should manually click “Save As Draft” every time changes are made in the Environmental Screening Questionnaire.
Q10.	Is there a plan to eliminate the SAVE button and have the platform automatically save? (0:53)	Currently the system is unable to autosave due to limitations with ESAPTT’s underlying system, Salesforce. Should future Salesforce updates introduce an autosave function, we will consider implementing it for ESAPTT.
Q11.	Will NTIA be providing ESAPTT access to the EE AOR so that AOR can create the EE needed users with appropriate permissions? (0:31)	Yes. After the EE requests that NTIA create ESAPTT records, NTIA will email the AOR to let them know their data has been uploaded and they can access ESAPTT and create NEPA users.
Q12.	How many individuals can be given user permissions at each user tier? (0:41)	NTIA anticipates providing EEs the ability to create ten total NEPA users (either standard or delegated.)
Q13.	What level of access can be granted to contractors vs. state broadband staff? (1:49)	The state or territory will determine how to fulfill its responsibility, as joint lead agency for NEPA, to ensure that qualified staff prepare, supervise, or substantially review all environmental documents and draft decisions prior to NTIA submittal for review.

Q14.	Do the projects only get loaded in ESAPTT after the Final Proposal is approved? (0:25)	ESAPTT projects are created after NTIA has approved final proposal data, at the request of an EE after it determines whether to subdivide subgrant projects into NEPA projects.
Q15.	When can EE expect their projects to be uploaded and available in ESAPTT? (0:32)	NTIA strives to establish ESAPTT projects within five business days of the EE's request. The State/Territory should decide if it will subdivide BEAD subgrant projects into multiple NEPA projects prior to requesting upload. Additional details are available in the ESAPTT External User Guide and Dividing BEAD Subgrant Awards into Multiple ESAPTT NEPA Project Areas .
Q16.	Will there be bulk upload functions available? (0:34)	Yes, NTIA can create project records in bulk based on data provided by the State/Territory SBO. For detailed guidance, refer to the ESAPTT External User Guide .
Q17.	When can the EE expect the projects to be available for review? (0:37)	Once NTIA creates ESAPTT Grant Project Records, the EE can begin review. Unless a project is identified as exempt, the EE must upload a detailed project description and map to access the questionnaires. For additional details, refer to the ESAPTT External User Guide .
Q18.	If a project is split into multiple NEPA areas, are ESAPTT submissions at the subproject level (maps, project descriptions, required consultations, etc.)? (0:43)	Yes. If a project is split into multiple NEPA areas, each NEPA project will have a unique ESAPTT grant project record and all documentation in the record should pertain only to the NEPA project area.
Q19.	If we add a new project, do we need to notify the FPO or anyone else or get permission to add a new project? (0:46)	No. The EE should discuss with the FPO whether its NEPA analyses will occur for full BEAD subgrant projects or if it plans to subdivide its BEAD projects into multiple projects. NTIA anticipates that most states will request bulk project creation from this data, however ESAPTT can also support manual project creation. If an EE cannot find a project record that should have been bulk uploaded, the EE should contact permittingOICG@ntia.gov prior to manually creating a new one.
Q20.	Will there be a bulk upload option so that we do not have to enter all information manually for each project? (0:58)	Yes, NTIA can create project records in bulk based on data provided by the State/Territory SBO. For detailed guidance, refer to the ESAPTT External User Guide .

Q21.	What is the max character length for the project description? 1000 characters or words? (0:32)	The maximum character length for the ESAPTT Project Description summary is 1,000 characters. For detailed guidance, refer to the Sample Project Descriptions and Maps for BEAD Environmental and Historic Preservation (EHP) Review .
Q22.	Is there a maximum file size for these uploads? (0:35)	The maximum ESAPTT upload file size is 2 GB.
Q23.	Are various formats allowed for the Project Description and Maps? (0:36)	ESAPTT supports various file types (DOCX, PDF, PPT, PNG, JPEG). KMZ and ArcGIS file types cannot be uploaded. For additional details, refer to the Sample Project Descriptions and Maps for BEAD Environmental and Historic Preservation (EHP) Review .
Q24.	For the "Project Description Upload" the user guide says "Upload a text file document..." does this limit the upload type to only .txt or allows for any document with text, such as .docx and .pdf? (1:12)	No, ESAPTT supports the upload of multiple file types.
Q25.	Is NWI sufficient for all projects or are there cases where we need to submit a field wetland delineation? (1:08)	As joint lead agency, the EE must comply with the requirements of all applicable Federal, State, and local environmental laws, regulations, and standards and must ensure that Subgrantees comply with all such requirements as well. If wetlands cannot be avoided through aerial deployment, HDD, or rerouting to avoid the resource, then a delineation may be required, to be determined in consultation with USACE.
Q26.	What is the expected response time on the Communication tab with NTIA? (0:42)	NTIA has a goal of responding to Communications tab inquiries within five business days.
Q27.	Are the questions NTIA within the portal specific to projects? Or is there a more general location to post questions that is not related to a specific project? (0:42)	Communication within ESAPTT are project specific. General questions should be directed through existing communication channels outside of the ESAPTT portal.
Q28.	How will NTIA respond to public record requests for communication that occurs in the ESAPTT? (0:43)	The Broadband Equity, Access and Deployment Program (BEAD), passed under the Infrastructure Investment and Jobs Act of 2021, is exempt from the Freedom of Information Act (FOIA). Actions and decisions made in furtherance of BEAD, including ESAPTT communications, are, in most cases, not subject to public disclosure through FOIA.

Q29.	Will NTIA be reviewing and approving the exempt status for LEO projects? i.e., when can the eligible entity notify the subgrantee that the NEPA process is confirmed by NTIA to be completed. (0:46)	NTIA FPOs receive weekly reports of projects that the EE NEPA specialists have reviewed and submitted to ESAPTT as “Exempt from NEPA.” In submitting these projects marked exempt, the EE (as joint lead agency) is confirming that the project qualifies as exempt from NEPA..
Q30.	Is the "Project Exempt from NEPA" button only available on the project specific page and not on the page with the complete project list for a user to select multiple LEO projects and set to exempt? (0:47)	The “Project Exempt from NEPA” button is only available within individual ESAPTT Project Records to ensure that a qualified EE NEPA specialist has reviewed the specific project and confirmed that it qualifies as exempt.
Q31.	Will LEO Subrecipients have to go through this process in some way? I assume 'no' but can see logically how you might want them to file these forms. (0:54)	All BEAD subgrant projects, including LEO projects, require a project record in ESAPTT for tracking purposes. ESAPTT allows the EE NEPA Specialist to identify the project as exempt from NEPA without completing questionnaires or providing otherwise required supporting material. For additional information, refer to the ESAPTT External User Guide .
Q32.	If you review the decision memo and changes need to be made, how do you do that? (1:08)	Consistent with the BEAD General Terms and Conditions, the AOR and/or the Delegated NEPA Specialist must review the Draft NEPA Decision Memo and supporting materials prior to transmitting them to NTIA. If necessary, the NTIA reviewer can mark the project as “Revisions Requested,” and the project will be unlocked for the Eligible Entity to revise and resubmit.
Q33.	Does the standard cultural mitigation measure of "stop work and notify if undocumented resource found" need to be included as an "Other"? I didn't see it when you went through quickly but maybe it is there checkable. (0:58)	Enforceable inadvertent discovery procedures, consistent with the BEAD General Terms and Conditions Section 13.E, auto-populate into the Draft and Final NEPA Decision Memos for each project.
Q34.	You stated "no" impact to migratory birds for buried fiber in existing ROW - in the west agencies would require pre-construction survey for active nests in the ROW if construction occurred during the breeding season. Does NTIA have an opinion/guidance on migratory birds? (1:07)	Yes. Grant recipients should mitigate potential migratory bird impacts by avoiding construction during the breeding season. See NTIA's Best Management Practices (BMP) and Mitigation Measures and, as relevant, Section 7 Consultation Authorization .
Q35.	How long after final proposal is approved will the Tribal Section 106 information be available? (0:38)	Tribal Section 106 information is tied to the date at which the State or Territory determines if it will subdivide BEAD grants into multiple NEPA project areas and requests ESAPTT project creation. NTIA uses this information for

		Tribal notification. Tribal information should be uploaded to ESAPTT approximately 45 days after ESAPTT projects are created. The EE NEPA Specialist must ensure that Tribal requests for detailed information or inadvertent discovery contact are honored and Section 106 statutory requirements are complete prior to submitting the Draft NEPA Decision Memo to NTIA.
Q36.	RE: Tribal engagement - NTIA makes initial contact with Tribes and provides the information? Then State or subgrantee must follow up with the Tribes with the applicable information and continue the consultation process? (0:39)	Yes. NTIA is providing a state-based preliminary Tribal notification of projects and project types within Tribal areas of interest. Tribal responses are uploaded to ESAPTT and EE NEPA Specialists or subgrantees must provide requesting Tribes with detailed information and seek comments on the project.
Q37.	Where can the "Notification Date" be found for the date that NTIA sent out the initial Tribal notification? (0:39)	The Notification Date is not relevant to the project-specific Tribal requirements and is not tracked in ESAPTT. The EE NEPA Specialist will consider the date they or the subgrantee provides information to requesting Tribes identified in the Section 106 tab as the initiation of the thirty-day review period.
Q38.	If there is no contact for your state in the Section 106 Table, does that imply that Tribal entity did not indicate that they wanted to be notified? (0:41)	The Section 106 tab on a project record will only include responses from Tribes that have expressed interest in further consultation or requested notification in the event of unanticipated archaeological discovery during construction. Once your FPO notifies your State NEPA Specialist that the Section 106 Tribal information has been uploaded for your State, if the Section 106 tab on a project record is empty that indicates that no Tribe responded with interest for further consultation.
Q39.	Generally, the TCNS process takes around 45 days... what is the general start date of that process? The day NTIA does the post to TCNS? (0:56)	NTIA is not using TCNS for BEAD. The EE NEPA Specialist will consider the date they or the subgrantee provides information to requesting Tribes identified in the Section 106 tab as the initiation of the thirty-day review period.
Q40.	Will all of the federal permit background and performance schedule information be available / accessible outside of an individual permit detail drill-down page of the permit tracking module? (1:39)	No, the federal permit performance schedule information is currently only available by clicking into it from an individual permit of that type.
Q41.	Will AOR have access to create reports for their reporting purposes? (1:43)	ESAPTT is programmed to display certain template reports. AORs can request

		customized reports from their FPO or Permitting Coordinator.
Q42.	Can the agencies (such as EPA) see the dashboards? (1:50)	No. ESAPTT is internal to the BEAD program (NTIA, Eligible Entities, and their designated Grant Request Team. Dashboard and report information can be downloaded to share externally.

Appendix

Timestamps (in minutes):

0:00 – 0:04 Welcome
0:04 – 0:05 NEPA partnership with Eligible Entities
0:05 – 0:06 NEPA for BEAD Environmental Screening
0:06 – 0:07 Subgrantee Award Conditions
0:07 – 0:08 Project Description and Map
0:08 – 0:08 Supporting Documentation
0:08 – 0:10 Environmental Screening Process Flow
0:10 – 0:11 Agenda
0:11 – 0:13 Intro to training/Login
0:13 – 0:15 User roles
0:15 – 0:20 EASPTT Portal Overview
0:20 – 0:26 Project Record Management
0:26 – 0:30 Creating New Grant Projects
0:30 – 0:30 Searching for a Grant Project Record
0:30 – 0:33 Project Record Details
0:33 – 0:37 Project Record Navigation Ribbon Files Tab
0:37 – 0:40 Project Record Navigation Ribbon Section 106 Tab
0:40 – 0:42 Project Record Navigation Ribbon Communication Tab
0:42 – 0:46 Project Exempt from NEPA
0:46 – 0:49 Environmental Screening Questionnaire
0:49 – 0:53 CatEx(es)
0:53 – 1:00 EC and Best Management Practices
1:00 – 1:02 Select CatEx and Review EC
1:02 – 1:03 Validate NEPA Determination
1:03 – 1:07 NEPA Decision Memo
1:07 – 1:08 Certify and Transmit (AOR/NEPA Delegated Submitter)
1:08 – 1:15 NTIA Decision Outcomes
1:15 – 1:17 NEPA Standard User View for Draft NEPA Decision Memo (Ready for AOR)
1:17 – 1:25 Permitting Tracking Dashboard
1:25 – 1:32 Creating New Permitting Tracking Record
1:32 – 1:34 Project Record Navigation Permitting Tracking Tab
1:34 – 1:37 Permitting Performance Schedule
1:37 – 1:41 Permitting Tracking Details
1:41 – 1:47 Reports and Dashboard
1:47 – 2:00 Wrap Up and Next Steps