KANSAS
OFFICE OF BROADBAND DEVELOPMENT

BEAD Project Milestone Schedule – Instructions

Kansas Office of Broadband Development (KOBD)
September 2026 (version 1.0)

NTIA Guidance:

Each subrecipient must create a milestone schedule identifying project timelines including, as required, the completion of NEPA, the completion of consultations including National Historic Preservation Act (NHPA) Section 106 and Endangered Species Act (ESA) Section 7, and state and local permits. Schedules should reflect typical NEPA document durations as noted below. Please see the sheet labeled "Sample" for an example milestone schedule for a project that qualifies for a Categorical Exclusion.

In addition to identifying specific deadlines and durations, the Subrecipient must also provide a narrative (as relevant) describing the completion of consultations, NEPA and Section 106 reviews, and submission of EHP documentation.

This workbook is due to KOBD within 30 days after contract execution. It supplements (and does not replace) the KOBD ESAPTT Screening Questionnaire referenced in KOBD's BEAD EHP Guidance. Finally, it must be updated as needed.

	NEPA for BEAD: Milestone Schedule and NEPA Timeline
Categorical Exclusion (CATEX):	~3–6 months
Environmental Assessment (EA):	~6–12 months
Environmental Impact Statement (EIS)*:	>12 months (NTIA will advise on preparation timelines if an EIS is required)

Milestone Schedule Instructions

Step 1	Open the sheet "Subrecipient Milestone Schedule."
Step 2	Enter the Project Start Date, Project Name, BEAD Project ID, and NEPA Project ID # in the yellow cells near the top.
Step 3	Review the pre-filled Kansas BEAD activities, organized into four phase groups modeled on NTIA's milestone schedule example: Project Design & Initiation; Tribal Coordination & Agency Engagement; Environmental Review & Consultations; and Permits & Authorizations. Add project-specific activities below the last group as needed.
Step 4	Once needed permits have been identified, copy the "Permit #" example rows near the bottom of the Permits & Authorizations group — one row per specific permit (e.g., a KDOT permit, a local utility permit) — and rename/fill in each one.
Step 5	Provide a narrative in the Narrative column describing your approach to completing each activity.
Step 6	Use the Remarks column to note any specific challenges or gating items for that activity.
Step 7	Fill in Baseline Start and Baseline End the first time the schedule is set, and do not change them afterward. Fill in Current Start and Current End for the schedule as it stands today, and update these two columns whenever the schedule changes. Duration (business days) auto-calculates from the Current dates.
Step 8	The Activity Timeline shading is automatic: it compares the Baseline and Current dates for you (blue = on track, orange = added/slipped since Baseline, gray = Baseline only). Do not manually shade these cells.
Note	Do not insert or delete rows — this may cause formatting and formula errors.

<*more*>

Milestone Schedule Activities

GROUP 1: PROJECT DESIGN & INITIATION

✓	Subrecipient award and project initiation
✓	Subrecipient obtains expertise for NEPA, NHPA, and Section 7 reviews
✓	NEPA Project Area Approval

GROUP 2: TRIBAL COORDINATION & AGENCY ENGAGEMENT

✓	Subrecipient provides project information to KOBD to initiate Tribal notification through the Project Description tab of the KOBD ESAPTT Screening Questionnaire
✓	Pre-application meetings with permitting agencies

GROUP 3: ENVIRONMENTAL REVIEW & CONSULTATIONS

✓	Conduct resource screening to support completion of the Extraordinary Circumstances tab of the ESAPPT Screening Questionnaire
✓	Conduct ESA Section 7 obligations (NTIA “No Effect” list, IPaC, Biological Assessment, USFWS-Kansas / KDWP consultation)
✓	Conduct Section 106 process, including Kansas SHPO consultation
✓	Screen and address water resources (wetlands, streams, floodplains); pursue USACE Section 404/408 and KDHE Section 401 authorizations as applicable
✓	NEPA level determined
✓	Complete and submit EHP package (ESAPTT Screening Questionnaire and relevant material) to KOBD
✓	Receive NEPA decision document / Notice to Proceed

GROUP 4: PERMITS & AUTHORIZATIONS

✓	Identify required local, state, and federal permits
✓	Begin state and local permit applications
✓	Finalize remaining permits and private authorizations