



# Requesting an NTIA TIER E License

**CostQuest Associates**

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## Requesting a Tier E License

The NTIA Tier E License supports participation in a challenge process organized under a Federal Broadband Granting Agency's (FBGA) broadband grant program(s). The Tier E license is intended for three types of organizations. Eligible organizations include (1) units of local government, (2) non-profits, or (3) other organizations that have signed an FCC Tier 4 license. An FCC Tier 4 Licensee can be a commercial organization, but they can only use Fabric Data Licensed under Tier E to support a unit of local government or non-profit participating in an FBGA challenge process.

Before you complete this form make sure you have the following information:

1. Your organization's FCC Registration Number (FRN).
  - 1.1. You must have an FCC FRN and access to the email address provided. If you don't have an FRN, complete the steps described in
  - 1.2. [Getting an FCC Registration Number \(FRN\) in the Universal Licensing System \(ULS\) | Federal Communications Commission](#)
2. The company name as well as name, title and email address for the person who will administer the Tier D license on behalf of your organization. An Administrator adds counties, changes programs, and distributes the Data, etc.
3. A website (public URL) that describes your organization.

If you have already received a Tier E license and wish to expand your geographic entitlement (county list), please do not submit those requests through this website. There will be a distinct process announced for county modifications in the near future.

As part of the Tier E license request, our system will send you an email to verify the validity of your email address. This is a time-limited link. We recommend initiating the Tier E license request when you can complete the entire process. Our system also tabulates the number of requests from a single domain. We strongly recommend completing this request from your corporate domain rather than a shared domain like yahoo.com, mac.com, gmail.com, etc. To avoid e-mail messages getting trapped by spam filters, please white list [IFAsupport@costquest.com](mailto:IFAsupport@costquest.com).

## License Request Process

The Tier E request process is composed of 3 distinct steps. The first step creates an organizational record and validates the requester’s email address.

### Step 1: Create an organization and validate the email address

This form requests basic information about your organization.

NTIA Tier E License Request

Requesting Company or Entity Name:

FRN associated with your organization:

Full Name of the person requesting the license:

Email Address of the person requesting the license:

Submit Request

Back

### After successful submission:

IFAsupport@costquest.com'."/>

NTIA Tier E License Request

Your request has been submitted. You will receive an email with an authorized link. This link will expire in 3 days. Please complete the license request process within this timeframe.

If your link is expired or you need additional support, please email [IFAsupport@costquest.com](mailto:IFAsupport@costquest.com)

After it has been submitted, you will see this screen. The email address provided will receive a link to the next step in the request process, as well as a document detailing the information you will need for the next step. Please note that the authorized link is time-limited and will expire in 3 days.

## Step 2: Detailed Organization Information

Detailed Organization Information

Enter AuthCode:

FRN:

Continue

After you review the instruction page and gather the required information, click continue. On the next form, enter the same FRN provided previously.

Detailed Organization Information

Enter AuthCode:

FRN:

Please enter the legal name of the entity under which you intend to license the Licensed Materials:

Is your organization a unit of local government?

Is your organization a non-profit?

Is your organization an FCC Tier 4 BDC Licensee?

Please enter the name of the individual who will be administering the license. An administrator adds counties, changes programs, distributes the Data, etc.

Please enter the title of the individual who will be administering the license. An administrator adds counties, changes programs, distributes the Data, etc.

After the FRN is confirmed, you'll be guided to a second page. On this page, you will be asked to answer several detailed questions about your organization and the license request. For reference, a copy of the questions is included as an appendix to this document.

After completing the required fields in this form, press Continue.

If there are any issues with the information entered, you will be prompted to contact our support team.

After you successfully complete the second step, you will be prompted to continue to the final step.

### Step 3: Program Information and Geographic Entitlement

The final step requests information about your participation in federal programs and the related geographic extent. First, information is gathered on the programs your organization plans to participate in. Second, the state and counties relevant to each program will be selected. Press Continue to move to the next screen.

Now, you will be asked to identify the federal programs for which you seek the Tier E license. You may select multiple programs. Complete this form carefully, once you have submitted it, you will not be able to change your selection through this website.

**NTIA** **CQA**

### Program Information

After making the geographic selections for a program, please click the Submit button. Once you have submitted your geographic selections for a program, that program will no longer appear on your program list and no changes can be made here. Reminder: You will not be able to add additional programs. If additional programs are needed, please contact ifasupport@costquest.com. The SHIFT key can be used to select a range of counties/states.

**Select Program:**  
 Challenge Process-USDA

**Geography:**  
 --- Select Geography ---

**Counties:**  
 --- Select Counties ---  
 02013 - Aleutians East  
 02016 - Aleutians West  
 02020 - Anchorage  
 02050 - Bethel  
 02060 - Bristol Bay  
 02068 - Denali  
 02070 - Dillingham  
 02090 - Fairbanks North Star  
 02100 - Haines  
 02105 - Hoonah-Angoon  
 02110 - Juneau  
 02122 - Kenai Peninsula  
 02170 - Kodiak-Cadastre

Select All

**Selected Counties:**

Remove Selected Counties

Submit

For each program identified in the earlier step, select the relevant geography. You can do this by state or as counties within multiple states. You must select at least one county for each program identified earlier. After you have linked a program and a county, you will not be able to modify your selection. After completing this step for all programs, you can close the form.

After steps 1, 2, and 3 have been completed, CostQuest will review your license request. In some cases, we will reach out to the FBGA as well as the program manager to clarify your request.

Once your license request has been approved, you will receive an email from our support system. This email will ask you to create an account in our help desk system and fill out a license information form. The license information form must be completed before CostQuest can send your organization a license for signature.

If you need to modify programs or geographic areas related to an existing Tier E License request, please reach out to [IFASupport@costquest.com](mailto:IFASupport@costquest.com) to receive a link to the modification form.

## Appendix One

Step 2 questions are as follows:

1. Please enter the legal name of the entity under which you intend to license the Licensed Materials:
2. Is your organization a unit of local government? (yes/no)  
IF YES:
  - a. If your organization is a unit of local government, does it represent the government of a county, municipality, town, township, village, or other unit of general government below the State level? (yes/no)
  - b. If your organization is a unit of local government, does it represent a combination of units of local government acting through an areawide agency under a State law or an agreement for the formulation of regional development policies and plans? (yes/no)
3. Is your organization a non-profit? (yes/no)  
IF YES:
  - a. If your organization is a non-profit, please provide your FEIN as found on the IRS lookup tool (do not include a dash): <https://apps.irs.gov/app/eos/>
  - b. If your organization is not in the IRS database will you be able to provide one or more of the following pieces of information? (yes/no)
    1. Proof that the Internal Revenue Service currently recognizes the applicant as tax exempt under section 501(c)(3) of the Internal Revenue Code;
    2. A statement from a State taxing body or the State Secretary of State certifying that:
      - I. The organization is a nonprofit organization operating within the State; and
      - II. No part of its net earnings may lawfully benefit any private shareholder or individual;
    3. A certified copy of the applicant's certificate of incorporation or similar document that clearly establishes the nonprofit status of the applicant;
    4. Any item described in paragraphs (1) through (3) of this section, if that item applies to a State or national parent organization, together with a statement by the State or national parent organization that the applicant is a local nonprofit affiliate of the organization; or

5. For an entity that holds a sincerely held religious belief that it cannot apply for a determination as an entity that is tax exempt under section 501(c)(3) of the Internal Revenue Code, evidence sufficient to establish that the entity would otherwise qualify as a nonprofit organization under paragraphs (1) through (4)
4. Is your organization an FCC Tier 4 BDC Licensee? (yes/no)
  - IF YES:
    - a. What is the name under which your organization is licensed?
    - b. What is an email address for a person in your organization who directly receives the data from CostQuest?
5. Please enter the name of the individual who will be administering the license. An administrator adds counties, changes programs, distributes the Data, etc.
6. Please enter the title of the individual who will be administering the license. An administrator adds counties, changes programs, distributes the Data, etc.
7. Please enter the email of the individual who will be administering the license. An administrator adds counties, changes programs, distributes the Data, etc.
8. Please provide a public webpage that describes your entity:
9. Access to the NTIA Tier E License is predicated on an entity's participation in a Federal Broadband Granting Agency's (FBGA) broadband grant programs through participation in a challenge process. By checking this box, I affirm my understanding that should my organization not or no longer meet these requirements, our License to this data will be terminated. ("I understand" check box)

### Step 3:

At this point in our process, we will ask you about the Federal Broadband Granting Agency's (FBGA) broadband grant program(s) under which your organization wishes to challenge. Please make sure you have the following information available.

1. A list of the FBGAs under which your organization wishes to participate in a challenge process. Participation may be through an availability challenge or a challenge related to the determination of the presence or absence of an enforceable commitment to provide broadband impacting an FBGA program.

The process asks you to assign counties to each FBGA that you wish to request data for. Please carefully select from the FBGAs below. Once you make your initial selection, you can't modify the selection without assistance from [ifasupport@costquest.com](mailto:ifasupport@costquest.com).



Before submitting your selections below, you will be asked to confirm your choices. To expedite your license, please verify your selections before final submission.

1. Are you seeking a Tier E license to support a challenge process to clarify the broadband availability of the location, or if a Fabric location record is covered by an enforceable commitment to provide broadband service under a federal or non-federal program? Please select the applicable program(s). [you can make multiple selections]