



# Requesting an NTIA TIER D License

**CostQuest Associates**

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## Requesting a Tier D License

The NTIA Tier D License is intended for qualified or presumptively qualified, prospective direct recipients or indirect subrecipients, and awarded direct recipients or indirect subrecipients to participate in Federal Broadband Granting Agency's (FBGA) broadband grant programs through either a challenge process, by applying for an award of available funds, or by reporting on an awarded grant/loan (including reporting related to the Broadband Funding Map authorized by IJJA § 60105). As the person requesting this license, you will be asked to provide evidence and certify that your organization meets the Tier D license requirements.

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

- A. Your organization's **FCC FRN**.
  - a. 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 [Getting an FCC Registration Number \(FRN\) in the Universal Licensing System \(ULS\) | Federal Communications Commission](#)
- B. 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..
- C. A **website** (public URL) that describes your organization.
- D. Information on the **federal programs** your organization will participate in. This can be under an award, a prospective award, or a challenge process. To support compliance reporting, CostQuest will prioritize awarded organizations first. As our system organizes and reviews your request within these programs, CostQuest suggests developing three lists, described below.
  - a. A list of the federal programs in which your organization **has been awarded funding** as well as the corresponding state and county names for each program. If your organization does not have an award, this information can be added later.
  - b. A separate list of the federal programs your organization may be **applying for federal funding** as well as the corresponding state and county names for each program. If your organization does not have an award, this information can be added later.
  - c. A separate list of the federal or non-federal programs 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. If your organization does not have an award, this information can be added later.

If your organization currently only has information for a single awarded program, add that program now. You will be able to modify your license request in the future if needed to add additional programs and geographies.

As part of the Tier D 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 D 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>.

If you have already received a Tier D license and wish to expand your geographic and program entitlement, please do not submit those requests through this website. To access that separate form, please reach out to [IFASupport@Costquest.com](mailto:IFASupport@Costquest.com).

### License Request Process

The Tier D 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.

#### After successful submission:



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**

The screenshot shows the 'Detailed Organization Information' form with the NTIA and CQA logos at the top. Below the title, there are two input fields: 'Enter AuthCode:' and 'FRN:'. A 'Continue' button is located at the bottom right of the form.

This screenshot shows the same 'Detailed Organization Information' form, but with the 'Enter AuthCode:' field filled with '378477025-85d7-4843-922a-3d1a1a1028a7' and the 'FRN:' field filled with '1234567890'. Below the fields, there is a paragraph of text regarding Federal Broadband Grant programs and a dropdown menu labeled 'Select Option'. At the bottom, there is a prompt: 'Please enter the legal name of the entity under which you intend to license the Licensed Materials:'.

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

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 states 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 D license. You will be asked to identify your affiliation as either an awardee, prospective or challenger. 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.

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 D 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. Federal Broadband Grant programs require subgrantees/applicants to make an affirmative certification of their understanding of applicable laws, program requirements and demonstrate organizational, technical, managerial and fiscal capacity. Will your entity be able to affirmatively certify these program requirements for the geographic footprint requested by the time the program application is due?
2. Please enter the legal name of the entity under which you intend to license the Licensed Materials:
3. (optional) Has this entity filed information into the FCC Broadband Data Collection (BDC) system?
  - [if yes] Please enter the HOCO Number.
4. Please enter the name of the individual who will be administering the license. An administrator adds counties, changes programs, distributes the Data, etc.
5. Please enter the title of the individual who will be administering the license. An administrator adds counties, changes programs, distributes the Data, etc.
6. Please enter the email of the individual who will be administering the license. An administrator adds counties, changes programs, distributes the Data, etc.
7. Please provide a public webpage that describes your entity:
8. Does the entity you represent have the technical capability to support a broadband network buildout or challenge process across the geographic footprint requested?
9. Does the entity you represent have the fiscal capability to support a broadband network buildout or challenge process across the geographic footprint requested?
10. (optional) We understand that many entities are new and may not have public facing materials, in that case please provide your 9-digit D-U-N-S number.
11. Access to the NTIA Tier D 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, or receiving or by applying for an award of available federal funds. 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.

Step 3 questions, not including geographic selections, are as follows:

1. Are you a prospective direct recipient or indirect subrecipient of Federal Broadband Grant Agencies (FBGA) funds? Please select the applicable program(s). [multi-select or may be left blank]
2. Have you been awarded federal funds as a direct recipient or indirect subrecipient of FBGA funds? If so, please select the applicable program(s). [multi-select or may be left blank]
3. Are you seeking a Tier D license to support reporting related to a FBGA program (including reporting related to the Broadband Funding Map authorized by IIJA § 60105) or a challenge process to clarify the broadband availability of a 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). [multi-select or may be left blank]