**High Cost Universal Service**

Information to be Submitted to Online Eligible Locations Adjustment Process (ELAP) Portal

(Note: This is a representative description of the information to be collected via the online portal and is not intended to be a visual representation of what each applicant will see).

**Participant Information**

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| **Item Number** | **Field Description** | **Purpose/Instructions** |
| 1 | Participant Name | This is the name of the authorized support recipient participating in this process. May be autogenerated by system. |
| 2 | Participant Address | This is the physical and mailing address of the participating support recipient to be used for service and notice purposes.  |
| 2 | Data Contact Name(s) | Name(s) of the person(s) who prepared the submitted data |
| 3 | Data Contact Phone Number(s) | Phone number(s) of Data Contact Name(s)  |
| 4 | Data Contact Phone Number(s) extension | Phone number extension, if any, of Data Contact Name(s)  |
| 5 | Data Contact E-mail address(es) | Email address(es) of Data Contact Name(s) |
| 6 | Study Area Code(s) | Study Area code(s) applicable to data filed.  |
| 7 | State | The state or states for which the carrier is making a filing.  |
| 8 | Location ID | A number that uniquely identifies a reported location in the study area. Automatically generated by the system. |
| 9 | Census Block Code | The census block code of the location. Autogenerated by system based on submitted latitude/longitude of location.  |
| 10 | Latitude of Location | Latitude of the reported location. |
| 11 | Longitude of Location | Longitude of reported location. |
| 12 | Location Address – Number & Street | Number and street address of the location. |
| 13 | Location Address-City | City associated with the street address of the location |
| 14 | Location Address-State | 2 letter postal code abbreviation of the state associated with the street address of the location.  |
| 15 | Location Address-Zip Code | 5-digit ZIP code associated with the street address of the location |
| 16 | Location Address-No Postal Address Available | In those cases where postal address is not available, alternate address information |
|  17 | Number of units | If the location is a building with multiple units, such as an apartment or office building, the number units at that location.  |
| 18 | GPS Method | Identifies primary method (i.e., field research, computer-based geolocation, or automated address geolocation) used to geolocate reported location  |
|  19  | GPS Method as of Date | Date that field research or underlying research for computer-based or automated address geolocation was last confirmed as accurate |
|  20  | Location Type | Identifies reported location as qualifying location, prospective location, ineligible location. |
|  21 | Ineligible Reason Code | Identifies reason why specified location is marked ineligible, using preset drop- down list. |
|  22 | Ineligible Reason Comment | Further explanation if participant selects “other” as reason code for marking location as ineligible. |
|  24 | Methodology for Identifying Eligible Locations | Narrative description (pdf) of methodology or methodologies used to identify all eligible locations within the state |
|  25 | Supporting Evidence | Evidence supporting description of methodology and identification of locations, e.g., copies of (or links to) web-based photography, database pages, and/or public records information for a sample of randomly selected land units (e.g., parcels, plots).  |
|  23 | Officer Certification  | Officer certification that ELAP information is complete and accurate to the best of the officer’s knowledge and belief |
| 24 | Certifying Official Name | Name of certifying official.  |
|  25 | Certifying Official Title | Job title of certifying official |
| 26 | Certifying Official Phone Number | Phone number of the certifying official |
| 27 | Certifying Official Phone Number, Extension | Phone number extension of the certifying official |
| 28 | Certifying Official Email Address | Email address of the certifying official |
| 29 | Date Signed | The date on which the filing is certified. Auto-generated |
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