**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**

|  |  |  |
| --- | --- | --- |
| **Item Number** | **Description** | **Purpose/Instructions** |
| 1 | Participant Name | Name of the authorized support recipient participating in this process. |
| 2 | Participant Address(s) | Address (Primary, Secondary (and Address for Service of Process, if Different from Primary). Autogenerated. |
| 3 | Data Contact Name(s) | Name(s) of person(s) who prepared the submitted information for each filing type, i.e., location data, methodology, and supporting evidence. |
| 4 | Data Contact Phone Number(s) | Phone number(s) of Data Contact(s) |
| 5 | Data Contact Phone Number(s) extension | Phone number extension, if any, of Data Contact(s). |
| 6 | Data Contact E-mail address(es) | Email address(es) of Data Contact(s). |
| 7 | Study Area Code(s) | Study Area code associated with location. |
| 8 | State | State associated with location. |
| 9 | Census Block Code | Census block code associated with location. Autogenerated. |
| 10 | Latitude of Location | Latitude of reported location. |
| 11 | Longitude of Location | Longitude of reported location. |
| 12 | Location Address – Number & Street (Postal) | Number and street address of location. |
| 13 | Location Address-City | City associated with the street address of location. |
| 14 | Location Address-State | Two letter postal abbreviation of the state associated with the street address of location. |
| 15 | Location Address-Zip Code | Five-digit ZIP code associated with the street address of location. |
| 16 | Location Address-No Postal Physical Address Available | In those cases where no postal physical address (line 12) is 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 | Global Positioning System (GPS) Method | Primary method (i.e., field research, computer-based geolocation, or automated address geolocation) used to geolocate location. |
| 19 | GPS Method as of Date | Date that field research or underlying research for computer-based or automated address geolocation method was last confirmed as accurate. |
| 20 | Location Type | Type of location reported, i.e., 1) qualifying location, 2) prospective location, 3) ineligible location. |
| 21 | Ineligible Reason Code | Identifies reason why specified location is marked ineligible, i.e., 1) Empty Parcel/Under Development; 2) Group Quarters; 3) Permanently Vacant; 4) Community Anchor Institution; 5) Recreational or other non-residential, structure; 6) Storage or Agricultural use structure; 7) Other. |
| 22 | Ineligible Reason Comment | Further explanation if participant selects “7) other” (item 21) as Ineligible Reason Code. |
| 23 | Methodology for Identifying Eligible Locations | Narrative description of methodology or methodologies used to identify all eligible locations within the state. |
| 24 | 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 (i.e., parcels, plots). |
| 25 | Officer Certification | Officer certification that ELAP information is true and correct. |
| 26 | Certifying Official Name | Name of certifying official. |
| 27 | Certifying Official Title | Job title of certifying official. |
| 28 | Date Signed | The date on which the filing is certified. Auto-generated. |
|  |  |  |

**Prospective Stakeholder Information to Confirm Identity and Eligibility**

|  |  |  |
| --- | --- | --- |
| **Item Number** | **Description** | **Purpose/Instructions** |
| 1 | Contact Person Name | Name of person (First, Middle, Last) entering information to confirm identity and eligibility of prospective stakeholder. |
| 2 | Contact Person Title | Title of the Contact Person. |
| 3 | Identification of Category of Prospective Stakeholder | Type of entity that is seeking a determination of eligibility to participate in ELAP as a stakeholder, e.g., Individual; Commercial Entity; Non-Profit Entity; Non-Governmental Federal Agency. |
| 4 | Prospective Stakeholder Address(es) (Physical and Mailing) | Physical and Mailing Address(es) of Prospective Stakeholder for purposes of identification and contact. |
| 5 | Prospective Stakeholder Social Security Number (Last Four Digits Only) | Prospective Stakeholders that have been assigned a Social Security Number must submit the last four digits of this number. |
| 6 | Prospective Stakeholder Data Universal Number System (DUNS) | Prospective Stakeholders that are assigned (or are capable of being assigned a Data Universal Number System) must submit the number. |
| 7 | Prospective Stakeholder Taxpayer Identification Number (TIN) | Prospective Stakeholders that have been assigned a Taxpayer Identification Number (TIN) must submit the number. |
| 8 | Prospective Stakeholder Taxpayer Identification Number (ITIN) | Prospective Stakeholders that have been assigned a Taxpayer Identification Number (ITIN) must submit the number. |
| 9 | Address(es) (Physical and Mailing) of Prospective Stakeholder’s (individual or entity) Property and/or Commercial Interest(s) to be Verified. | Address(es) (Physical and Mailing) of Prospective Stakeholder’s (individual or entity) property and/or commercial Interest(s) to be verified. Physical Address: Number, Street Address, City, State (two-letter postal abbreviation), Zip Code (five digits). |
| 10 | Alternative Address Information for Prospective Stakeholder’s (individual or entity) Property and/or Commercial Interest(s) to be Verified-No Postal Physical Address Available | In those cases where physical address (line 9) is not available, alternate address information for property and/or commercial interests to be verified. |
| 11 | Description of Prospective Stakeholder’s (non-Federal governmental entities) Jurisdictional Areas | Description of geographic boundaries of non-Federal governmental agency’s jurisdictional area(s), e.g., county, state, reservation, etc. |
| 12 | Description of Interest(s) to be Verified | Description of Interest(s) to be verified, e.g., lessor, developer, resident, regulatory. |
| 13 | Alternative Information—Unable to Verify | Where verifier cannot confirm identity or interests based on the above fields, prospective stakeholder may submit, on a voluntary basis, alternative information. |
| 14 | Census Block Codes where Interests are Verified | The census block codes of the location(s) or area where the Prospective Stakeholder has established a verified interest in receiving broadband service. Auto-generated. |
| 15 | Acknowledgement of Privacy Act Notice. | Prospective Stakeholder acknowledgement of Privacy Act Notice. |
| 16 | Certification | Certification that the: 1) information submitted for purposes of verification is true and correct and 2) that the prospective stakeholder does not hold a controlling interest in a competitive provider of the relevant participant. |
| 17 | Certifier Name | Name of Certifier. |
| 18 | Certifier Title | Job title of Certifier. |
| 19 | Date Signed | The date on which Certification is made. Auto-generated. |

**Stakeholder Information for Challenge**

|  |  |  |
| --- | --- | --- |
| **Item Number** | **Description** | **Purpose/Instructions** |
| 1 | Stakeholder Name | Name of the individual, entity, or non-Federal governmental agency, including any State or local government, or agency thereof. Auto-generated. |
| 2 | Stakeholder Address (Physical and Mailing) | Address (Physical and Mailing) of Stakeholder (as submitted to establish identity and eligibility). Auto-generated. |
| 3 | Data Contact Name(s) | Name(s) of the person(s) who prepared the submitted location information for each filing type, i.e., location data, methodology, and supporting evidence. |
| 4 | Data Contact Phone Number(s) | Phone number(s) of Data Contact(s). |
| 5 | Data Contact Phone Number(s) extension | Phone number extension(s), if any, of Data Contact(s). |
| 6 | Data Contact E-mail address(es) | Email address(es) of Data Contact(s). |
| 7 | Study Area Code(s) | Study Area code(s) applicable to data filed. |
| 8 | State | The state or states for which the carrier is making a filing. |
| 9 | Census Block Code | The census block code(s) of the location. Auto-generated 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 | Two letter postal abbreviation of the state associated with the street address of the location. |
| 15 | Location Address-Zip Code | Five-digit ZIP code associated with the street address of the location. |
| 16 | Location Address-No Postal Address Available | In those cases where physical address (line 12) 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 | Primary method (i.e., field research, computer-based geolocation, or automated address geolocation) used to geolocate reported location |
| 19 | GPS Method as off Date | Date that field research or underlying research for computer-based or automated address geolocation was last confirmed as accurate. |
| 20 | Location Type | Type of Location reported as per drop-down list: 1) qualifying location, 2) prospective location, 3) ineligible location. |
| 21 | Ineligible Reason Code | Explanation of why location was reported was “3) ineligible location,” (line 20) using preset drop-down list. |
| 22 | Ineligible Reason Comment | Further explanation if participant selects “other” (line 21) as reason code for marking location as ineligible. |
| 23 | Methodology for Identifying Eligible Locations | Narrative description (pdf) of methodology or methodologies used to identify all eligible locations within the state. |
| 24 | 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 (i.e., parcels, plots). |
| 25 | Certification | Certification that all ELAP information is true and correct and that the stakeholder is eligible to participate in ELAP. |
| 26 | Certifier Name | Name of certifier. May be same as Data Contact Name (line 3). |
| 27 | Certifier Title | Title of certifier (must be an official) if Stakeholder is not an individual. |
| 28 | Certifier Phone Number | Phone number of the certifier. May be autogenerated from Data Contact(s) Phone Number (line 4). |
| 29 | Certifier Phone Number, Extension | Phone number extension of the certifier. May be autogenerated from Data Contact Phone Number Extension (line 5). |
| 30 | Certifier Email Address | Email address of the certifier. May be autogenerated from Data Contact(s) Official Email Address (line 6). |
| 31 | Date Signed | Date on which the filing is certified. Auto-generated. |