# **Eligible Locations Adjustment Process (ELAP) Module:** Stakeholder Challenge Data Upload User Guide Release 3.1 Protective Order and Stakeholder Challenge



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# **General Information and System Requirements**

Requirement	Description
Internet Browsers and Versions Supported	<ul> <li>Internet Explorer version 11</li> <li>Safari version 10 and above</li> <li>Edge version 14 and above</li> <li>Chrome version 51 and above</li> <li>Firefox version 46 and above</li> </ul>
User Access	Carrier general counsels (GCs) and Support Operations Officers (SPOs) will be granted access to this system through our e-file system. Additional user access will be granted by the GC or SPO of the company.
Concurrent Accounts	Each organization may have an unlimited number of users. After six months of no usage, however, USAC will deactivate the unused user account.
Session Timeout	Sessions will timeout after 25 minutes of inactivity. You will receive a warning modal five minutes prior to the expiration of your session.



#### Stakeholder Challenge Information Upload

When you are ready to begin uploading challenge information, go to Uploads page. You must identify the service area identification number for which you are uploading information by using the 'Select' drop down menu. The service areas in the dropdown fields are pre-populated.

You must also select the type of file you are uploading: 1) Location Data (csv) (single file only); 2) Methodology (pdf) (single file only); or 3) Evidentiary Support (various formats; more than one Evidentiary file may be uploaded). For the Location Data, you must use the Stakeholder Location Upload Template (LocationsDataUploadTemplate.csv). It is available for download through the 'Help with Uploading' section on the right side of the 'Manage Uploads' page. For more information about template fields and the formatting requirements, refer to the tables at the end of this guide or send an e-mail to elap@usac.org.

Help with Uploading

Stakeholder Data Upload Instructions Stakeholder Location Upload Template

You must upload at least one file of each type (Locations Data, Methodology and Supporting Evidence). Please verify that you are uploading the file you intend for Evidentiary Support and Methodology as there is no validation performed on these files and you will not be able to replace them after the Stakeholder filing window closes. If you upload the incorrect file, you will only have an opportunity to replace it during the open Stakeholder filing window.

uest Participant Information	Challenge Information Upload
Challenge I	nformation Upload
The ELAP module allows you to up	load your locations, evidentiary support, and methodology files at the
	s on how to create a filing for your state, please select the 'Detailed Filing
Please verify that you are upload	ing the file you intend for Evidentiary Support and Methodology as
there is no validation performed Stakeholder Challenge window c	on these files and you will not be able to replace them after the loses.
To begin your upload, follow the	steps listed below.
Use the <b>Location Data</b> Upload Ten	nplate for your location files.
Upload your <b>Methodology</b> File as	a PDF.
Accepted formats for Evidentiary	Support Files are PDF, CSF, SHP, JPG or PNG.

	439073
2. Sel	ect a File Type
	Location Data V
	ect a File for Upload



#### **Recently Uploaded Files**

Once you have successfully uploaded a file, you will see the file name appear in the 'Recently Uploaded Files' table at the bottom of the page. Depending on the file size and server availability, your file may take several minutes or longer to complete processing. You do not have to stay logged into the system to wait for your file(s) to complete processing. Once the upload process is completed, you can return later to view the results. If your file takes longer than two hours to complete processing, please alert USAC using the e-mail address: <u>HUBBOperationsSupport@usac.org</u>.

Once your file(s) have completed processing, you can see the overall validation results for the Locations Data file and download a detailed log of any data errors contained in the file. The 'Locations|Errors' column in this file shows the number of valid locations that were uploaded followed by the number of validation errors, if any, that were detected. If your file contains validation errors, you may correct these errors by downloading and deleting the file, and then uploading a new revised Locations Data File. Refer to the links in the 'Actions' column on the far right of the table. Refer to the **Data Error Codes** section of this guide to troubleshoot locations data errors shown in the log.

Recently Uploa	aded Files Certify Data					/	
Displaying 1-3 of 3 fil	es						
Service Area	File Name	File Type	Uploaded	Progress	Created by	Locations   Errors	Actions
439073	USAC Information Methodo	Methodology	05/03/2022 10:24:57 AM	Completed	stk_OK_stateGo	-	Download   Delete
439073	ELAP CB DATA.csv	Evidentiary Support	05/03/2022 10:23:09 AM	Completed	stk_OK_stateGo	-	Download   Delete
439073	Stk_OK_stategov Location	Location Data	05/03/2022 09:22:37 AM	Completed	stk_OK_stateGo	41569   <mark>851 errors</mark>	Download   Error Log   Delete
Show 25 🗸 fil	les/page						



After your files have finished uploading, you can see if there are any validation errors related to your file upload. Specifically in the Locations Data File. Check the 'Locations | Errors' column to verify there are no validation errors in your file. If you see errors, you can download an 'Error Log' that will show an error message for each row of data in your file that did not pass validation. The 'Locations Data Upload Template' and 'Data Error Codes' section of this manual show the details of what type of data each field in the template requires and what the data error codes mean. If you need to upload a new version of a file, you can delete the old version by selecting the 'Delete' link in the 'Actions' column. If you have questions or are having trouble with errors in your files, please e-mail elap@usac.org.

#### **Certify Information in All Files**

To the right of the 'Recently Uploaded Files' tab is the 'Certify Data' tab. After you complete the file uploads, select this tab. If you select this tab prior to completing an upload of all file types, the table will indicate that files are missing under the 'Filing Status' column, and you will not be able to certify any of the files.

Recen	tly Uploaded Files	Certify Data		
	Service Area	Filing Status	Locations	Certified On
	439073	Missing Evidence	40779	-



When you have uploaded the minimum number of files (and the Locations Data file has been verified), the filing status column will indicate that the files are 'Ready to Certify.' Once the check box is selected, you will see a 'Certify' button at the top of the table.

<b>Recently Uploaded Files</b>	Certify Data			
1 selected Certify			🔀 🛛 Deselect All	
Service Area	Filing Status	Locations	Certified On	
439073	Ready to Certify	40779	-	



When the 'Certify' button is selected, a pop-up screen, 'Sign and Certify,' will appear, requiring a digital signature. Type in your name in the signature box. After you have signed and submitted, a 'Certification Confirmation' pop-up screen will provide you with a Confirmation Number, the date and time of certification, and the associated username. Once you select the 'Okay' button, the certified information will be made available to the associated Participant users that have completed the Protective Order process (by signing the Acknowledgement of Confidentiality and by obtaining the requisite access).

	$\times$
Sign and Certify	
Warning: The location file you are about to certify contains errors. You can rectify these errors before certifying or proceed with certification.	
I certify that, as a stakeholder, my responsibilities include ensuring the truthfulness and accuracy of statements and evidence submitted into the Eligible Locations Adjustment Module (ELAP).	
l attest, under penalty of perjury, that the stakeholder has	
engaged in due diligence to verify the truth and accuracy of statements and evidence presented in ELAP; and that, to the best of my knowledge and belief, all such statements and evidence are true and accurate.	
nter your name to digitally sign your certification.	
/our Signature	
OK State	
Cancel Submit Certification	



## File Types

File Type	(* = required)	Minimum Data Submission Requirement
Evidentiary		FILES SHOULD NOT CONTAIN PERSONALLY IDENTIFIABLE INFORMATION (PII). IF YOU HAVE QUESTIONS     ABOUT THIS PLEASE EMAIL: ELAP@USAC.ORG
		• File(s) contain evidentiary support for treating reported locations submitted in the Locations Data Upload Template as eligible locations, or show cause why supporting evidence is not needed or unavailable.
		<ul> <li>Must be one of the following file types MAX FILE SIZE is 30 MB / FILE         <ul> <li>.pdf</li> <li>.jpg</li> <li>.png</li> <li>.csv</li> </ul> </li> </ul>
		<ul> <li>Polygon Shapefile Formats ZIP folder accepted (.shp, .shx,.dbf,.prj,.sbn, .sbx, .cpg,.xml) MAX is 1 GB / FOLDER</li> </ul>
		Multiple files per service area permitted



File Type (* = required)	Minimum Data Submission Requirement
Locations Data	• FILES SHOULD NOT CONTAIN PERSONALLY IDENTIFIABLE INFORMATION (PII). IF YOU HAVE QUESTIONS ABOUT THIS PLEASE EMAIL: ELAP@USAC.ORG
	<ul> <li>File contains information describing specific eligible locations using geographic data, including, among other data, geocoordinates and addresses (or reasonable alternatives), as specified in the LocationsDataUploadTemplate.csv.</li> </ul>
	LocationsDataUploadTemplate.csv file is available in the 'Help with Uploading' section
	LocationsDataUploadTemplate.csv field definitions are found in the Detailed Filing Instructions
	<ul> <li>As described in the Detailed Filing Instructions, Locations must be more than 36' apart from one another; if the Locations are closer than 36', the filer must explain why the reported coordinates should be treated as separate locations in the 'Location Distance Comment' field of the template. The field contains a drop- down list of possible reasons, e.g., 'Permanently Vacant', but also provides the capability of entering a specific description as "other."</li> </ul>
	One LocationsDataUploadTemplate.csv file per service area
Methodology	• FILES SHOULD NOT CONTAIN PERSONALLY IDENTIFIABLE INFORMATION (PII). IF YOU HAVE QUESTIONS ABOUT THIS PLEASE EMAIL: ELAP@USAC.ORG
	<ul> <li>Must be one of the following file types MAX FILE SIZE is 30 MB / FILE         <ul> <li>.pdf</li> <li>.jpg</li> <li>.png</li> <li>.csv</li> </ul> </li> <li>File must describe the stakeholder's methodology for identifying all locations within the service area that qualify for universal service support. Service areas are also shown on the ELAP map.</li> </ul>
	One file per service area



### Locations Data Upload Template

The table below provides the specification for the Locations Data Upload Template CSV file.

Field (* = required)	Description	Data Type	Max Length	Example
Service Area*	Geographic area where ELAP participants may provide fixed broadband service under the CAF Phase II Auction Universal Service Program	Integer	6	123456
Latitude*	Latitude of the location.	Float	NA	-12.123456
Longitude	Longitude of the location.	Float	NA	-123.123456
Location Distance Comment	Identifies why a location is within 36 feet of another location.	String	100	Locations are attached townhouses
Address*	Number and street address of the location.	String	100	123 Elm Street
City*	City associated with the street address of the location.	String	50	Richmond
State*	The state or states for which the carrier is making a filing.	String	2	VA
Zip Code*	5-digit ZIP code associated with the street address of the location.	Integer	5	12345
# of Units*	The number of units at that location if the location is a building with multiple units, such as an apartment or office building.	Integer	NA	123



Field (* = required)	Description			Data Type	Max Length	Example
GPS Method*	Identifies three primary GPS methods used to geo-locate reported location using preset map, as follows:		Integer	NA	3 (Must be 1,2 or 3)	
	Location_type_id	Description				
	1	Field Research				
	2	Computer-based geolocation				
	3	Automated address geolocation				
GPS Method as of date	Date that field research or underlying research for computer-based or automated address geolocation was last confirmed as accurate. Use MM/YYYY or MM/DD/YYYY format.			Date	NA	06/2020 or 06/01/2020
Location Type*	Identifies reported location by type using preset map, as follows:		iap, as	Integer	NA	3 (Must be 1,2 or 3)
	Location_type_id	Description				
	1	Eligible				
	2	Prospective				
	3	Ineligible				



Field (* = req	uired)	Description		Data Type	Max Length	Example
Ineligible Reason		Identifies reason why specified location is marked ineligible using preset map, as follows:		Integer	NA	3 Must be a number 1,2,3,4,5,6 or 7
		Ineligible_reason_id	Description			
		1	Empty Parcel/Under Development			If '7', then filer
		2	Group Quarters		must explain in the 'Ineligible Reason Comment' field	
		3	Permanently Vacant			
		4	Community Anchor Institution			neiu
		5	Recreational, non-residential, structure			
		6	Storage or Agricultural use			
		7	Other			
Ineligible Reason Comme	nt		ation was designated ineligible n codes 1-6). Required only if lected is 7.	String	100	The location is in the process of being condemned
Issue_Code(s)		Codes describing errors for location data file.	ound during validation of the	String	NA	NA



#### **Data Error Codes**

If submitted data fails validation, you may download the **Error Log** CSV file from the 'Recently Uploaded Files' table on the '**Manage Uploads'** page. The table below provides a list of all file and data error codes generated by the system.

#### **Data Error Codes for Location Data File**

Category	Code or Error Message	Description
File Error	File name contains one or many invalid characters. Please reference the USAC-provided Data Standards for file naming convention instructions.	<ul> <li>Applies to: Location Data File</li> <li>File names cannot have the following invalid characters: <ul> <li>Left curly brace ("{")</li> <li>Backslash ("\")</li> </ul> </li> <li>Non-printable ASCII characters (128–255 decimal characters)</li> <li>Caret ("^")</li> <li>Right curly brace ("}")</li> <li>Percent character ("%")</li> <li>Grave accent / back-tick ("`")</li> <li>Right square bracket ("]")</li> <li>Quotation marks</li> <li>'Greater Than' symbol ("&gt;")</li> <li>Left square bracket ("[")</li> <li>Tilde ("~")</li> <li>'Less Than' symbol ("&lt;")</li> <li>'Pound' character ("#")</li> </ul>
File Error	The uploaded file is not in CSV format. Please reference the USAC-provided template.	<b>Applies to:</b> Location Data File The uploaded file must be in CSV format.



Category	Code or Error Message	Description
File Error	The uploaded file has an incorrect header row. Please reference the USAC-provided template.	<b>Applies to:</b> Location Data File The uploaded file's first row (also known as the header row) must match the first row of the template.
File Error	The uploaded file has no records. Please add records and try again.	<b>Applies to:</b> Location Data File There must be a header row and at least one record.
File Error	This application supports the upload file sizes equal to or less than 30 MB. The uploaded file exceeds this size. You must split-out your data into multiple files and re-upload them separately.	<b>Applies to:</b> Location Data File The file size cannot be greater than 30 MB.
Data Error	DUPLICATE_LOCATION_IN_FILE	Applies to: Location Data File Each row must have at least one unique set of geo-coordinates (Latitude/Longitude) on a file level.
Data Error	SERVICE_AREA_REQUIRED	<b>Applies to:</b> Location Data File The Service Area (SAC) field must be populated.
Data Error	INVALID_ SERVICE_AREA _FORMAT	<b>Applies to:</b> Location Data File The Service Area (SAC) field must be populated with a six-digit integer.
Data Error	LAT_REQUIRED	<b>Applies to:</b> Location Data File The Latitude field must be populated.
Data Error	INVALID_LAT_FORMAT	<b>Applies to:</b> Location Data File The Latitude field must be populated with a numeral.



Category	Code or Error Message	Description
Data Error	INVALID_LAT_DEGREE_RANGE	<b>Applies to:</b> Location Data File The Latitude value must fall between -90 & 90, inclusive.
Data Error	LAT_DECIMAL_MIN_5_DIGITS	Applies to: Location Data File The Latitude Field must be populated with a number that has at least five digits to the right of the decimal.
Data Error	LAT_DECIMAL_MAX_6_DIGITS	<b>Applies to:</b> Location Data File The Latitude Field must be populated with a number that has no more than six digits to the right of the decimal.
Data Error	INVALID_LAT_LON_GEODISTANCE	Applies to: Location Data File For any locations that are not >36' from one another, the user must enter a comment in the 'Location Distance Comment' field.
Data Error	INVALID_LAT_LON_GEODISTANCE_PARTICIPANT_CONFLICT	Applies to: Location Data File For any locations that are not >36' from a location certified Latitude/Longitude coordinate for a given Participant service area., the user must enter a comment in the 'Location Distance Comment' field.
Data Error	LON_REQUIRED	Applies to: Location Data File The Longitude field must be populated.
Data Error	INVALID_LON_FORMAT	<b>Applies to:</b> Location Data File The Longitude field must be populated with a numeral.



Category	Code or Error Message	Description
Data Error	INVALID_LON_DEGREE_RANGE	<b>Applies to:</b> Location Data File The Longitude value must fall between -180 & 180, inclusive.
Data Error	LON_DECIMAL_MIN_5_DIGITS	Applies to: Location Data File The Longitude Field must be populated with a number that has at least five digits to the right of the decimal.
Data Error	LON_DECIMAL_MAX_6_DIGITS	<b>Applies to:</b> Location Data File The Longitude Field must be populated with a number that has no more than six digits to the right of the decimal.
Data Error	LOC_DIST_COMMENT_LENGTH_INVALID	<b>Applies to:</b> Location Data File The Location Distance Comment Field cannot have more than 100 characters.
Data Error	ADDRESS_REQUIRED	<b>Applies to:</b> Location Data File The Address field must be populated.
Data Error	INVALID_MIN_ADDRESS_LENGTH	<b>Applies to:</b> Location Data File The Address field must have at least six characters.
Data Error	INVALID_ADDRESS_LENGTH	Applies to: Location Data File The Address field cannot have more than 100 characters.
Data Error	CITY_REQUIRED	Applies to: Location Data File The City field must be populated.



Category	Code or Error Message	Description
Data Error	INVALID_CITY_LENGTH	Applies to: Location Data File The City field may not exceed 50 characters.
Data Error	STATE_REQUIRED	<b>Applies to:</b> Location Data File The State field must be populated.
Data Error	INVALID_STATE	<b>Applies to:</b> Location Data File The State field must be populated with two alphabetic characters.
Data Error	ZIP_CODE_REQUIRED	<b>Applies to:</b> Location Data File The Zip Code field must be populated.
Data Error	INVALID_ZIP_CODE	<b>Applies to:</b> Location Data File The Zip Code field must be populated with a five-digit integer.
Data Error	NUMBER_OF_UNITS_REQUIRED	Applies to: Location Data File The # of Units field must be populated.
Data Error	INVALID_NUMBER_OF_UNITS_FORMAT	Applies to: Location Data File The # of Units field must be populated with an integer.
Data Error	INVALID_NUMBER_OF_UNITS_RANGE	<b>Applies to:</b> Location Data File The # of Units field must be populated with a value not less than one.
.Data Error	GPS_METHOD_REQUIRED	<b>Applies to:</b> Location Data File The GPS Method field must be populated.



Category	Code or Error Message	Description
Data Error	INVALID_GPS_METHOD_FORMAT	Applies to: Location Data File The GPS Method field must be populated with an integer between 1 and 3.
Data Error	GPS_METHOD_DATE_REQUIRED	<b>Applies to:</b> Location Data File If the GPS Method field is populated with "2" (Desktop Geolocation using web-based maps and imagery), the 'GPS method as of date' field must be populated.
Data Error	INVALID_GPS_METHOD_DATE_FORMAT	<b>Applies to:</b> Location Data File The GPS Method date must be populated in the exact MM/YYYY or MM/DD/YYYY format, hint: format column as text before entering value in this field.
Data Error	INVALID_GPS_METHOD_CALENDAR_DATE	<b>Applies to:</b> Location Data File The GPS Method date must be populated with a valid calendar date. Example of invalid calendar date: 02/29/2019
Data Error	LOCATION_TYPE_REQUIRED	<b>Applies to:</b> Location Data File The Location Type field must be populated.
Data Error	INVALID_LOCATION_TYPE_FORMAT	<b>Applies to:</b> Location Data File The Location Type field must be an integer.
Data Error	INELIG_RSN_REQUIRED	<b>Applies to:</b> Location Data File If the Location Type field is populated with "3" (ineligible), then the Ineligible Reason Code Field must be populated.



Category	Code or Error Message	Description
Data Error	INVALID_INELIG_RSN_FORMAT	<b>Applies to:</b> Location Data File The Ineligible Reason Code Field must be an integer between one and seven.
Data Error	INELIG_RSN_NOT_APPLICABLE	Applies to: Location Data File If the Location Type field is 1 or 2 (eligible or prospective), then the Ineligible Reason Code field must not be populated.
Data	INELIG_RSN_COMMENT_REQUIRED	Applies to: Location Data File
Error		If the Ineligible Reason Code field is 7 (other), then the Ineligible Reason Comment Field must be populated.
		No error code is generated if a valid Ineligible Reason Comment is provided when the Ineligible Reason Code is not 7.
Data	INELIG_RSN_COMMENT_LENGTH_INVALID	Applies to: Location Data File
Error		The Ineligible Reason Comment Field must not contain more than 100 characters.
Advanced	INVALID_SERVICE_AREA	Applies to: Location Data File
Validation Data Error		The Service Area (SAC) Field must be populated with valid SAC listed within the HCLI.
Advanced Validation Data Error	INVALID_SERVICE_AREA	<b>Applies to:</b> Location Data File The Service Area (SAC) Field must be populated from the 'Select a SAC' dropdown menu.



Category	Code or Error Message	Description
Advanced Validation Data Error	USER_NOT_AUTHORIZED_FOR_SERVICE_AREA	<b>Applies to:</b> Location Data File The Service Area (SAC) that the user submits must be part of the user's entitlements.
Advanced Validation Data Error	DUPLICATE_LOCATION_SUBMITTED	Applies to: Location Data File If the Latitude and/or Longitude fields are duplicated (at the fifth decimal place) in one or more rows, then this error code is generated.
Advanced Validation Data Error	INVALID_STATE	<b>Applies to:</b> Location Data File The State Field must be populated with a value that matches both 1) the HCLI State value associated with the SAC (SAC HCLI State Value) and 2) the State selected on the 'Manage Uploads' page (State Input Value). If the state value fails to match either the SAC HCLI State Value or the State Input Value, then this error code is generated.
Advanced Validation Data Error	INVALID_GPS_METHOD	<b>Applies to:</b> Location Data File The GPS Method Field must match an integer value from the hcelap.gps_method_master table.
Advanced Validation Data Error	INVALID_GPS_METHOD_AS_OF_DATE	Applies to: Location Data File If the GPS Method Field is populated with "2" (Desktop Geolocation), then the submitted 'GPS Method as of Date' Field must fall within the one-year period preceding the Month/Year of the ELAP system opening date.



Category	Code or Error Message	Description		
Validation Data	INVALID_LOCATION_TYPE	Applies to: Location Data File The Location Type field must be populated with an integer between one and three (as per the hcelap.location_type_master table).		
Error		Location_type_id	Description	
		1	Eligible.	
		2	Prospective Location.	
		3	Ineligible.	



Category	Code or Error Message	Description	
vanced	INVALID_INELIGIBLE_REASON	Applies to: Location Data File	
Validation Data		The Ineligible Location Re integer between one and	ason Field must be populated wit seven.
Error		Ineligible_reason_id	Description
		1	Empty Parcel/Under Development.
		2	Group Quarters.
		3	Permanently Vacant.
		4	Community Anchor Institution.
		5	Recreational, non- residential, structure.
		6	Storage or Agricultural use.
		7	Other.



#### **External Advanced Validations Data Issue Codes**

Category	Code or Error Message	Description
Issue Code	LAT_LONG_NON_US	<b>Applies to:</b> Location Data File The geo-coordinates (as reported in the Latitude and Longitude Fields) for a location must fall within a United States census block.
Issue Code	LOC_UNFUNDED_CB_CAFII_AUCTION	<b>Applies to:</b> Location Data File The geo-coordinates (as reported in the Latitude and Longitude Fields) for a location must fall within an eligible CAF-II Auction census block for the SAC after applying a parameter-driven buffer.
Issue Code	SYSTEM_ERROR	<b>Applies to:</b> Location Data File This error code is generated if the census block verification results in an exception.

