



E-rate Program

Urban/Rural Lookup Tool

Fall 2014 Applicant Trainings

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Urban/Rural Lookup Tool

Urban/Rural Lookup Tool

- In the E-rate Modernization Order, the FCC directed USAC to “post a tool on its website that will allow schools and libraries to obtain information regarding whether they are classified as urban or rural.”
- The Census Bureau defines urban areas as areas with populations of 50,000 people or more for urbanized areas and 2,500 to 50,000 for urban clusters.
- Rural encompasses all territory not in an urban area.



Urban/Rural Lookup Tool

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- The Urban/Rural Lookup Tool uses the 2010 Census definitions of urban and rural. It allows entities to perform two kinds of searches to locate urban or rural status:
 - Status of an entity (individual school or library)
 - Status of a school district or library system
- If the address of an entity in USAC's database cannot be located or is not correctly formatted, the tool will notify the user that the address cannot be found.



Urban/Rural Lookup Tool

Schools and Libraries (E-rate)

Urban/Rural Lookup Tool

This tool is designed to help school districts, library systems, and individual schools and libraries determine the individual and aggregate urban vs. rural status which could be used in calculating the maximum discount used in a request for funds.

This tool is intended for information purposes only; no data or results from this tool will be submitted to USAC.

Choose the entity type for which you want to determine the rural/urban status

- School district
- Library system
- Individual school
- Individual library



Urban/Rural Lookup Tool

Using the Urban/Rural Lookup Tool – Individual Entity

- To locate the status of a single entity, first choose the radio button for “individual school” or “individual library.”
 - You can use the Billed Entity search to find your entity, or enter your entity number if you know it, or copy and paste your entity number in the text field.
 - When you click the Lookup button, the system will return the result: “U” for Urban, “R” for Rural, or “?” if the address of the entity cannot be located.
- You can call the Call Center at 1-888-203-8100 for help.



Look Up Individual Entity

Schools and Libraries (E-rate)

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Choose the entity type for which you want to determine the rural/urban status


- School district
 Library system
 Individual school
 Individual library

If you are part of a library system, note that the urban or rural status of your library system as a whole will determine your E-rate discount.

Reminder: Do not enter a NIF.

Entity Number

Enter an entity number to see Urban/Rural status.



Look Up Individual Entity

Reminder: Do not enter a NIF.

Entity Number

Enter an entity number to see Urban/Rural status.


Entity Number Search

Select at least one (1) entity type and one or more other criteria below.

Entity type	Name <input type="text"/>		<input type="button" value="Search"/>
<input type="checkbox"/> School District	State/territory <input type="text"/>	Zip code <input type="text"/>	
<input type="checkbox"/> School	<input type="checkbox"/>	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Library	<input type="checkbox"/>	<input type="checkbox"/>	

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7

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Urban/Rural Lookup Tool

Using the Urban/Rural Lookup Tool – School District

- To determine the status of a school district, it is your responsibility to make sure you have correctly entered all of the entity numbers of the schools in the district.
 - Use the search function to find the school entity numbers, or copy and paste entity numbers from a spreadsheet, or enter entity numbers one by one.
 - Exclude non-instructional facilities and include any charter schools that are considered part of the school district.
 - When you click the Lookup button, the system will return the results for each school: “U” or “R” or “?”

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8

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Urban/Rural Lookup Tool

Using the Urban/Rural Lookup Tool – School District

- The percentage of urban, rural, and undetermined schools will be displayed.
 - If 50 percent or more of the schools are urban, the status will be urban. If more than 50 percent are rural, the status will be rural. If there are schools in the school district where the urban/rural status is unknown such that neither is a majority, the urban or rural status of the school district cannot be determined.
 - You can call the Call Center at 1-888-203-8100 for assistance with schools whose status cannot be determined, and perform another search after their addresses are updated.



Urban/Rural Lookup Tool

Using the Urban/Rural Lookup Tool – Library System

- To determine the status of a library system, it is your responsibility to make sure you have correctly entered all of the entity numbers of the libraries in the system.
 - You can use the Billed Entity search to find library entity numbers, copy and paste entity numbers from a spreadsheet, or enter entity numbers one by one.
 - Remember to exclude non-instructional facilities.
 - When you click the Lookup button, the system will return the results for each entity: “U” or “R” or “?”



Urban/Rural Lookup Tool

Using the Urban/Rural Lookup Tool – Library System

- The percentage of urban, rural, and undetermined libraries will be displayed.
 - If 50 percent or more of the libraries are urban, the status will be urban. If more than 50 percent are rural, the status will be rural. If there are libraries in the library system where the urban/rural status is unknown such that neither is a majority, the urban or rural status of the library system cannot be determined.
 - You can call the Call Center at 1-888-203-8100 for assistance with libraries whose status cannot be determined, and perform another search after their addresses have been updated.



Look Up School District

Choose the entity type for which you want to determine the rural/urban status

School district

Library system

Individual school

Individual library


For an accurate result, include the entity numbers for all the schools in your school district.

- Add charter school entity numbers if those schools are part of the school district
- Remove entity numbers for non-instructional facilities (even those with classrooms), including administration buildings
- For a single school with multiple locations, remove all entity numbers but that of the main school.

Reminder: Do not enter NIFs.

Entity Number(s)

Enter one or more entity numbers to see the individual and aggregate Urban/Rural status.



Look Up School District

There were errors found with **3** of the entities entered. [Show/Hide](#)

The percentages of your entities in each status are:

Rural (R):	20%
Urban (U):	20%
Cannot be determined (?):	60%

Discount **CANNOT BE DETERMINED** due to the error(s) encountered. Correct the error(s) and try again.


Results

Entity Number	Name	Street Address	Type	Status
1	ROBINSON PARK ELEM SCHOOL	65 BEGLEY ST AGAWAM MA, 010	SCHOOL	R
2	AGAWAM MIDDLE SCHOOL	68 MAIN ST AGAWAM MA, 01001	SCHOOL	U
3	AGAWAM HIGH SCHOOL	760 COOPER ST AGAWAM MA, 01001	SCHOOL	R
xyz123			SCHOOL	?
4	SOME SCHOOL	AGAWAM MA, 01001	SCHOOL	R

If you believe that any rural or urban status displayed in the table is incorrect or you would like more information, please call the Client Service Bureau at 1-888-203-8100.

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13

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Look Up School District

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14

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Look Up School District

There were errors found with **3** of the entities entered. [\(Show/Hide\)](#)


There were errors found with **3** of the entities entered. [\(Show/Hide\)](#)

Entity Number	Name	Street Address	Type	Error
1	ROBINSON PARK ELEM SCHOOL	65 BEGLEY ST AGAWAM MA, 010	SCHOOL	The address for this entity was not found in the Census data. Please call the Client Service Bureau at 1-888-203-8100 for assistance.
xyz123		,	SCHOOL	Entity not found. Please call the Client Service Bureau at 1-888-203-8100 for assistance.
4	SOME SCHOOL	AGAWAM MA, 01001	SCHOOL	No address found for this entity. Please call the Client Service Bureau at 1-888-203-8100 for assistance.

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15

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Look Up School District

Entity Number	Name	Street Address	Type	Status
1	ROBINSON PARK ELEM SCHOOL	65 BEGLEY ST AGAWAM MA, 010	SCHOOL	? ✘
2	AGAWAM MIDDLE SCHOOL	68 MAIN ST AGAWAM MA, 01001	SCHOOL	U ✘
3	AGAWAM HIGH SCHOOL	760 COOPER ST AGAWAM MA, 01001	SCHOOL	R ✘
xyz123		,	SCHOOL	? ✘
4	SOME SCHOOL	AGAWAM MA, 01001	SCHOOL	? ✘

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16

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Urban/Rural Lookup Tool

Questions?

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With questions, please contact us!

Phone: (888) 203-8100

Fax: (888) 276-8736

Website: www.usac.org/sl

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18

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