Sexual Assault Forensic Exam (SAFE) Hiring and Training Program

Rural Eligibility Documentation

Applicants for the OVW Sexual Assault Forensic Exam (SAFE) Hiring and Training Program that are proposing a project in a rural area and are seeking special consideration of their application must complete the Rural Eligibility Checklist.

A rural area or rural community is defined in 34 U.S.C. § 12291(a)(32) as:

(A) any area or community, respectively, no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget;

(B) any area or community, respectively, that is
   (i) within an area designated as a metropolitan statistical area or considered part of a metropolitan statistical area; and
   (ii) located in a rural census tract; or

(C) any federally recognized Indian Tribe.

All applications, except for those submitted by federally recognized Indian Tribes, must include documentation with their application that their proposed service areas or communities meet either (A) or (B) above.

> ***If an application proposes multiple service areas, supporting documentation is required for all proposed service areas.***

To assist applicants in meeting this requirement, OVW has developed the Rural Eligibility Checklist, a spreadsheet that merges the eligibility criteria above into one simple checklist. All applications must include a completed checklist. Instructions can be found below. ***No other forms of documentation will be accepted.***

For questions about this process, please contact the OVW SAFE Unit at OVW.SAFEProgram@usdoj.gov.

Instructions for Completing the Rural Eligibility Checklist

1. Download the Rural Eligibility Checklist from the OVW website.

2. Using the filter in Column E, "State," select the state for the proposed service area(s).
   a. To filter the state, select the dropdown icon ⬇ in the lower right corner of the cell labeled "State," which will generate a list of all states.
   b. Deselect "Select All," the first option in the list.
   c. Select only the box next to the state(s) for your service area.
   d. Click "OK."

3. Using the filter in Column D, "County," select the county for the proposed service area(s).
   a. To filter the county, select the dropdown icon ⬇ in the lower right corner of the cell labeled "County," which will generate a list of all counties for the selected state.
   b. Deselect "Select All," the first option in the list.
   c. Select only the box(es) next to the county(ies) for your service area(s).
   d. Click "OK."

4. In Column C, "Area Served," place an "x" next to the eligible county/counties or census tract(s) as shown in the image below (see "Additional Tips and Resources Below" for instructions on using a U.S. Census map to identify the census tract(s) in your proposed service area(s)).
   a. Areas highlighted in **red** are marked **INELIGIBLE**. Applications with ineligible service areas will not receive special consideration. Areas in **green** are marked **ELIGIBLE**. Applications with eligible service areas will receive special consideration.
   b. Applicants are not required to serve all eligible census tracts within a county.
   c. If a census tract is ineligible, it is either part of a Metropolitan Statistical Area and/or does not meet the statutory definition of rural based on the most recent census.

Census Tract	Eligibility	Area Served	County	State
1001020100	INELIGIBLE		Autauga County	Alabama
1001020200	INELIGIBLE		Autauga County	Alabama
1001020300	INELIGIBLE		Autauga County	Alabama
1001020400	INELIGIBLE		Autauga County	Alabama
1001020501	INELIGIBLE		Autauga County	Alabama
1001020502	INELIGIBLE		Autauga County	Alabama
1001020503	INELIGIBLE		Autauga County	Alabama
1001020600	INELIGIBLE		Autauga County	Alabama
1001020700	INELIGIBLE		Autauga County	Alabama
1001020801	ELIGIBLE	x	Autauga County	Alabama
1001020803	ELIGIBLE	x	Autauga County	Alabama
1001020804	INELIGIBLE		Autauga County	Alabama
1001020805	ELIGIBLE	x	Autauga County	Alabama
1001020901	ELIGIBLE	x	Autauga County	Alabama
1001020902	ELIGIBLE	x	Autauga County	Alabama
1001021000	ELIGIBLE	x	Autauga County	Alabama
1001021100	ELIGIBLE	x	Autauga County	Alabama
1003010100	ELIGIBLE	x	Baldwin County	Alabama
1003010200	ELIGIBLE	x	Baldwin County	Alabama
1003010300	ELIGIBLE	x	Baldwin County	Alabama
1003010400	ELIGIBLE	x	Baldwin County	Alabama
1003010500	INELIGIBLE		Baldwin County	Alabama
1003010600	INELIGIBLE		Baldwin County	Alabama

5. Once all eligible proposed service areas have been indicated with an "x," using the filter in Column C, Area Served, filter results to ONLY show the proposed service area(s).
    a. Select the dropdown icon ⬇ in the lower right corner of the cell labeled "Area Served."
    b. Deselect "Blanks," the last option in the list.
    c. The list should now only show the area(s) you intend to serve.

Rural Eligibility Checklist				
Census Tract	Eligibility	Area Served (x)	County	State
1001020801	ELIGIBLE	x	Autauga County	Alabama
1001020803	ELIGIBLE	x	Autauga County	Alabama
1001020805	ELIGIBLE	x	Autauga County	Alabama
1001020901	ELIGIBLE	x	Autauga County	Alabama
1001020902	ELIGIBLE	x	Autauga County	Alabama
1001021000	ELIGIBLE	x	Autauga County	Alabama
1001021100	ELIGIBLE	x	Autauga County	Alabama

Note that the final document should only show the service area(s) you are proposing to serve, as shown in the image above. Filter out all other results in Step 5.

6. Save the final completed checklist and upload with the application in JustGrants. Use one of the following formats:
    a. Excel file
    b. Converted to a PDF (see instructions below on saving an Excel file as a PDF)
    c. Paste a snip or screenshot of the final service area selections into a Word document and upload it in JustGrants as is or convert it to a PDF before uploading.

To save the checklist as a PDF:

1. Select the "File" menu in the upper left corner of the document.
2. Select "Save as Adobe PDF" in the options menu on the left side.
3. In the Acrobat PDFMaker menu:
    a. Under "Conversion Range," select "Sheets."
    b. Under "Sheet Selection," move "Rural Eligibility Checklist" from the column on the left to the column on the right by clicking "Add >" in the middle of the two columns
    c. Under "Conversion Options," select "Actual Size."
    d. Click "Convert to PDF" at the bottom.
    e. Select "Yes" to the popup message box indicating that some comments or links may not be converted.
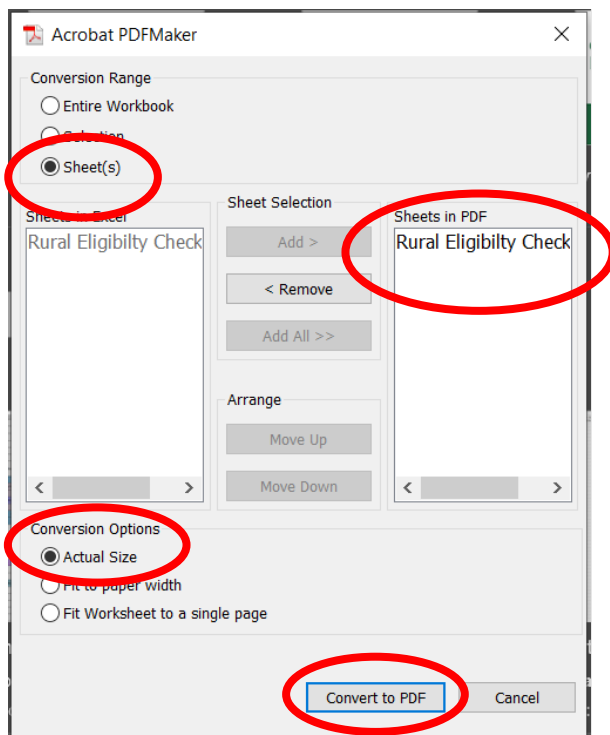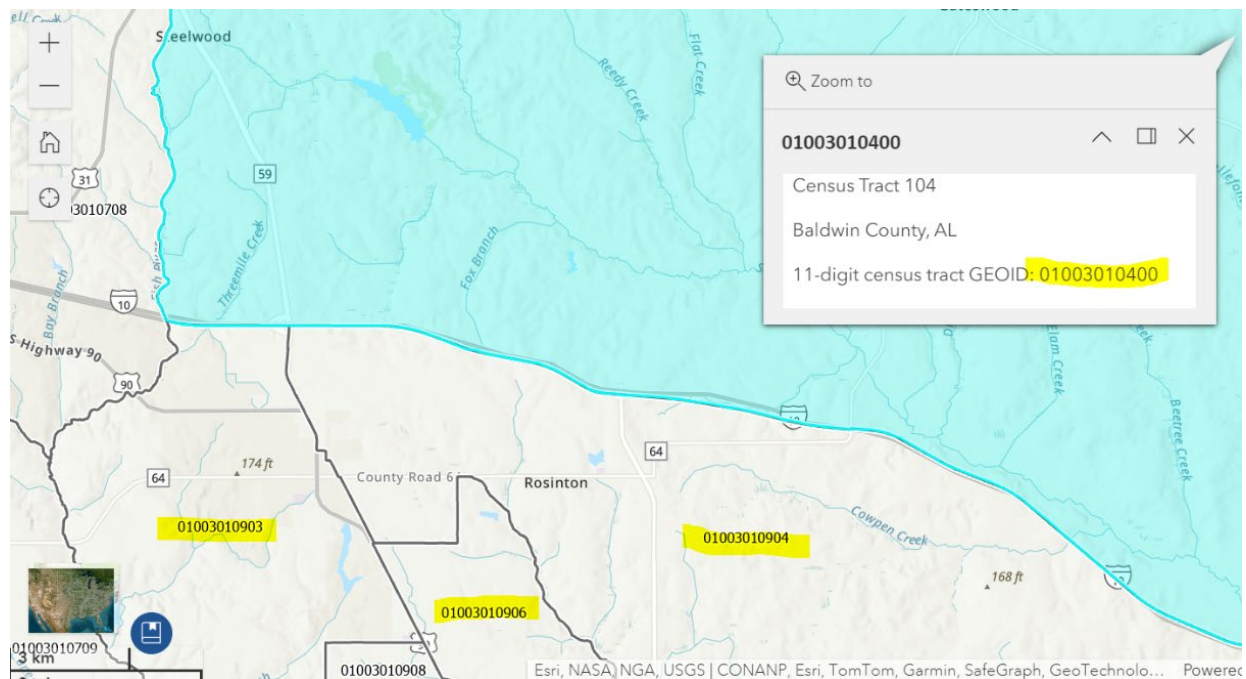
Additional Tips and Resources

To locate a specific census tract on a map, search the location here by opening the magnifying glass icon pictured below. You may search by city, state, address, county, or zip code.

After searching the location in the top right bar, zoom in to see the census tract(s) associated with the proposed service area.

TIP: Use CTRL+F to find the 12 Digit Census Tract within the Excel document. You can also filter the worksheet by state/territory.