

## Rural Eligibility Documentation Process

All applicants for the Rural Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (Rural Program), whether from statutorily defined rural States or non-rural States, must submit eligibility and service area documentation as described below. The only exception is for federally recognized Indian tribes; they are statutorily identified as being rural, regardless of their location, and therefore documentation of rural eligibility is not required.

For the purpose of the Rural Program, a rural area or community is defined 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; or (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. 34 U.S.C. § 12291(a)(26). Rural Program funds **may not** be used to serve victims residing in census tracts that are not rural.

OVW has identified two online tools from other federal agencies for applicants to use to document rural eligibility. The following instructions for using these tools will assist applicants in determining whether the areas which they are proposing to serve are designated as “rural” using the definition above and in documenting the results of this determination. This documentation must be included with the application. If multiple service areas are proposed, supporting documentation is required for all proposed service areas.

### Documenting Rural Eligibility

The following is a step-by-step guide to determine and document whether the proposed service area(s) is(are) rural.

#### **STEP 1: Determine whether the entire county to be served by the project is rural, using the Health Resources and Services Administration (HRSA) tool:**

1. Identify the county(ies) to be served by this project.
2. Click on the following link for the HRSA tool: <https://data.hrsa.gov/tools/rural-health?tab=StateCounty>
3. Select the State or Territory in the drop down menu.
4. Select the county in the drop down menu.
5. Click “Search.”
6. One of three messages will appear:

**a) Message 1: Yes! All locations in this county ([county name], [state or territory]) are eligible for Rural Health Grants.**

Document eligibility for this county by printing out the web page displaying this message and attach it to the application as Eligible Service Area Documentation. No further information is needed for this county.

**Note:** This process must be completed for each and every county that the applicant proposes to serve. Therefore, if the applicant plans to serve additional counties, the applicant must complete the process above for each county and attach the documentation to their application.

**b) Message 2: Some parts of this county ([county name], [state or territory]) are eligible for Rural Health Grants. Use the hyperlink above to check by specific**

**address.** [Note: For any county that produces this message, applicants must go to the Census FactFinder website, as explained below. DO NOT attempt to document the service area by clicking on the referenced hyperlink and entering an address. Using the HRSA website to demonstrate that an “address” is considered rural by HRSA DOES NOT meet the documentation requirements for OVW’s Rural Program.]

- c) Message 3: No location in this county ([county name], [state or territory]) is eligible for Rural Health Grants.**

**STEP 2: Determine whether there are rural census tracts within counties that produced message 2 or 3, using the Census FactFinder tool.**

For counties for which the HRSA tool did not determine that all locations are rural, there may be census tracts within the county that are rural. To determine whether there are any rural census tracts within the county, complete the following:

1. Proceed to the following website:  
<http://factfinder.census.gov/faces/nav/jsf/pages/index.xhtml>
2. Click on “Advanced Search,” then “Show Me All”
3. In the left column click on “Geographies”
4. Under “Select a geographic type” select “census tract - 140” in the drop down list [NOTE: Should be the 7<sup>th</sup> item on the list]
5. Under “Select a state” select your state
6. Under “Select a county” select your county
7. Under “Select one or more geographic areas” select “All census tracts within [county name], [state or territory]” [Note: Should be the first item on the list.]
8. Click “ADD TO YOUR SELECTIONS” [Note: the selected information will appear in the upper left corner under “Your Selections”]
9. Click “Close X” for the Select Geographies box and type “rural” into the first box next to “Refine Your Search Results” (topic or table name box)
10. A drop down list will appear; select “P002: URBAN AND RURAL [6]” from that list
11. Click “GO”
12. Click on the link below the heading “Table, File or Document Title”
13. Click on “2010” in the box to the left of the results  
The resulting information will show the following for each census tract within that county:
  - a. total population
  - b. urban population
  - c. rural population
14. **Create a PDF of this information using either the “Print” or “Download” options and highlight the census tracts that the project plans to serve. Attach this documentation to the application.** Any census tracts in which more than 50% of the total population is listed as “rural” are eligible service areas.

***If the application is proposing to serve a fully rural county, it must include the one-page print out from HRSA that identifies that county is fully eligible. If the application is proposing to serve a county that is partially rural, it must include a print out from the Census factfinder that shows the rural and urban population for each and every census tract in that county, and note which census tracts the project will serve. NO OTHER FORMS OF DOCUMENTATION WILL BE ACCEPTED.***