

## 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>
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: **Yes – 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 Data](#) 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 – 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 Data 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: <https://data.census.gov/cedsci/>  
[NOTE: If possible, use Google Chrome for best results]
2. Click on “Advanced Search,”



## Explore Census Data

The Census Bureau is the leading source of quality data about the nation's people and economy.

[Advanced Search](#) [Help](#) [Feedback](#)

3. In the left column, under “Browse Filters” click on “Geography”

The screenshot shows the 'Advanced Search' interface. At the top, there is a search bar with the text 'Find Tables, Maps, and more ...' and a 'SEARCH' button. Below the search bar, there are links for 'Advanced Search', 'Help', and 'Feedback'. The main heading is 'Advanced Search'. Below this, there is a field for 'Table ID (e.g., DP05)'. The section 'Narrow search with filters' includes a 'FIND A FILTER' button and a search input with the example 'e.g. 336111 - Automobile Manufacturing'. On the left side, under 'BROWSE FILTERS', there are three options: 'Topics', 'Geography', and 'Years'. The 'Geography' option is highlighted with a red box. At the bottom, there is a 'Selected Filters:' section with 'CLEAR' and 'SEARCH' buttons, and a 'SHOW' button with an upward arrow icon.

4. Under “Geography” select “Tract” in the list

The screenshot shows the United States Census Bureau Advanced Search interface. The top navigation bar includes the logo, a search box, and the text 'Advanced Search'. Below the navigation bar are tabs for 'All', 'Tables', 'Maps', and 'Pages'. The main content area is divided into a left sidebar and a main panel. The sidebar contains 'Advanced Search' with a search box for 'Table ID (e.g., DP05)', '0 Filters' with a 'Clear all' button, and a 'Find a Filter' section with a search box and a list of filter categories: 'Codes', 'Geography', 'Surveys', 'Topics', and 'Years'. The 'Geography' category is selected. The main panel is titled 'Select Geography' and has two tabs: 'Geographic Entities' and 'Summary Levels'. Below these tabs is a section titled 'Most Commonly Used Geographies' containing a grid of buttons: 'Nation', 'State', 'County', 'Place', 'Zip Code Tabulation Area', 'Metropolitan Statistical Area', 'Tract', and 'Block Group'. A large red arrow points to the 'Tract' button. Below this section is another section titled 'All Other Geographies' with a list of options: '5-Digit Zip Code', 'Alaska Native Regional Corporation', and 'American Housing Survey Area'.

5. Under “Within (State)” select your state

The screenshot shows the United States Census Bureau Advanced Search interface. The top navigation bar includes the logo, a search box, and the text 'Advanced Search'. Below the navigation bar are tabs for 'All', 'Tables', and 'Pages'. The main content area is divided into a left sidebar and a main panel. The sidebar contains 'Advanced Search' with a search box for 'Table ID (e.g., DP05)', '0 Filters' with a 'Clear all' button, and a 'Find a Filter' section with a search box and a list of filter categories: 'Codes', 'Geography', 'Surveys', 'Topics', and 'Years'. The 'Geography' category is selected. The main panel is titled 'Tract / Select State' and has a sub-section titled 'Within other geographies'. Below this sub-section is a list of options: 'All Census Tracts within United States' (with an unchecked checkbox), and a list of states: 'Alabama', 'Alaska', 'American Samoa', 'Arizona', 'Arkansas', 'California', 'Colorado', 'Commonwealth of the Northern Mariana Islands', 'Connecticut', 'Delaware', 'District of Columbia', 'Florida', 'Georgia', and 'Guam'. A large red arrow points to the 'Tables' tab in the navigation bar.

6. Under “Within (County)” select your county

The screenshot shows the 'Advanced Search' interface. The breadcrumb trail is 'Tract / Alabama / Select County'. A red arrow points to the 'Select County' part of the breadcrumb. Below the breadcrumb, there is a section titled 'Within other geographies' with a plus sign icon. The first item is 'All Census Tracts within Alabama', which is selected with a blue square checkbox. Below it is a list of counties in Alabama, each with a blue square checkbox: Autauga County, Baldwin County, Barbour County, Bibb County, Blount County, Bullock County, Butler County, Calhoun County, Chambers County, and Cherokee County.

7. Under “Within Other Geographies” select “All census tracts within [county name], [state or territory]” [Note: Should be the first item on the list.]

The screenshot shows the 'Advanced Search' interface. The breadcrumb trail is 'Tract / Alabama / Autauga County, Alabama / Select Tract'. A red arrow points to the 'Select Tract' part of the breadcrumb. Below the breadcrumb, there is a section titled 'Within other geographies' with a plus sign icon. The first item is 'All Census Tracts within Autauga County, Alabama', which is selected with a blue square checkbox and underlined in red. Below it is a list of census tracts in Autauga County, Alabama, each with a blue square checkbox: Census Tract 201, Census Tract 202, Census Tract 203, Census Tract 204, Census Tract 205, Census Tract 205.01, Census Tract 205.02, Census Tract 205.03, Census Tract 206, Census Tract 207, and Census Tract 208.

8. Type in “Urban and Rural” in the search bar under “Advanced Search” in the bar that says, “Table ID”

The screenshot shows the Census Bureau's Advanced Search interface. At the top, there is a search bar with the text "Urban and Rural" entered. Below the search bar, there are navigation tabs for "All", "Tables", "Maps", and "Pages". The main content area is titled "Tract / Alabama / Autauga County, Alabama / Select Tract". Underneath, there is a section for "Within other geographies" with a plus sign icon. A list of census tracts is displayed, with the first option, "All Census Tracts within Autauga County, Alabama", checked. The left sidebar contains a "1 Filter" section with a "Clear all" button and a filter for "All Census Tracts within Autauga County, Alabama". Below this is a "Find a Filter" section with a "Search" button and a list of filter categories: "Codes", "Geography", "Surveys", "Topics", and "Years".

9. Click “Search” in the bottom right hand corner of the screen

This screenshot is identical to the previous one, showing the same search interface with "Urban and Rural" in the search bar and the "All Census Tracts within Autauga County, Alabama" option selected. A red arrow points to a teal "SEARCH" button located in the bottom right corner of the page.



10. A list of options under “Tables” should appear, each titled “URBAN AND RURAL.” Click on the table with the information that says, “H2 | URBAN AND RURAL, 2010: DEC Summary File 1” [Note: This should be the 1<sup>st</sup> table on the list]

The screenshot shows the United States Census Bureau website interface. At the top, there is a search bar and navigation tabs for 'All', 'Tables', 'Maps', and 'Pages'. Below the navigation, there are statistics: '1,025 Tables, 1,025 Maps, 99,657 Pages'. A left sidebar contains a filter section with '1 Filter' and a 'Find a Filter' search box. The main content area is titled 'Tables' and lists several tables. The first table is highlighted with a red underline and a red arrow pointing to it. The table title is 'H2 | URBAN AND RURAL' and the subtitle is '2010: DEC Summary File 1'. Other tables listed include 'HCT1 | URBAN AND RURAL' and 'P2 | HISPANIC OR LATINO, AND NOT HISPANIC OR LATINO BY RACE'.

11. The resulting information will show the following for each census tract within that county:

- total
- urban
- rural

The screenshot shows the detailed view of the 'H2 | URBAN AND RURAL' table. The table title is 'H2 | URBAN AND RURAL' and the subtitle is '2010: DEC Summary File 1'. The table is displayed in a grid format with columns for 'Label', 'Census Tract 201, Autaug...', 'Census Tract 202, Autaug...', and 'Census Tract 203, Autaug...'. The data is as follows:

Label	Census Tract 201, Autaug...	Census Tract 202, Autaug...	Census Tract 203, Autaug...
Total:	752	822	1,326
Urban:	620	822	1,326
Inside urbanized areas	620	822	1,326
Inside urban clusters	0	0	0
Rural:	132	0	0
Not defined for this file	0	0	0

12. Click on “Print” on the top right-hand side and then click on “Export to Excel”

The screenshot shows the Census Bureau website interface. The top navigation bar includes the 'United States Census Bureau' logo, a search bar, and an 'Advanced Search' button. Below the navigation bar, there are tabs for 'All', 'Tables', 'Maps', and 'Pages'. The 'Tables' tab is selected. On the left side, there is a '1 Filter' section with a 'Clear all' button and a filter for 'All Census Tracts within Aut...'. Below this is a 'Find a Filter' section with search and filter options. The main content area displays '1025 Results' for 'H2 | URBAN AND RURAL' under the 'Decennial Census' universe. A table is shown with columns for 'Label', 'Census Tract 201, Autaug...', 'Census Tract 202, Autaug...', and 'Census Tract 203, Autaug...'. The 'Print' button in the top right toolbar is highlighted with a red box.

Label	Census Tract 201, Autaug...	Census Tract 202, Autaug...	Census Tract 203, Autaug...
Total:	752	822	1,326
Urban:	620	822	1,326
Inside urbanized areas	620	822	1,326
Inside urban clusters	0	0	0
Rural	132	0	0
Not defined for this file	0	0	0

The screenshot shows the same Census Bureau website interface as above, but with a dialog box overlaid. The dialog box contains the text: 'Printing this table will only include the first page of data and the associated table notes. For the complete table, click Export to Excel.' There are two buttons: 'PRINT ANYWAY' and 'EXPORT TO EXCEL'. A red arrow points to the 'EXPORT TO EXCEL' button.

Printing this table will only include the first page of data and the associated table notes.  
For the complete table, click Export to Excel.





14. In Excel, highlight each of 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 housing units are listed as “rural” are eligible service areas.
  
15. If the Excel spreadsheet is too large for your computer to download, you can take screenshots of the census tracts your project is intending to serve. You must then attach these screenshots to your application.
  - a. To take a screenshot on a Windows computer, you can either click “ctrl + print screen” on your keyboard, or you can use the “snipping” tool that is built-in.
  - b. To take a screenshot on a Mac computer, press “command + shift + 4”NOTE: If you have a computer that does not have the ability to take screenshots, contact OVW for assistance.

***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 Data that shows the rural and urban housing units 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.***