

APPENDIX L

DETERMINING SERVICE AREA

Some CDBG-funded activities may be carried out to benefit an entire jurisdiction, or just a specific area of the jurisdiction, including a combination of incorporated and unincorporated areas. The service area will establish how the proposed Low/Moderate Income (LMI) beneficiaries are determined.

For service areas, a **readable map** must be provided showing the exact area being served. Each service area will require a separate set of tables with the appropriate data. Most Census maps can be obtained by visiting the American Fact Finder website at: [American Fact Finder - Maps](#)

For each activity, indicate whether the proposed activity will be jurisdiction-wide or confined to a service area.

SERVICE AREA AS IT RELATES TO ACTIVITY

If an activity has 100% income-qualified beneficiaries or Limited Clientele, the service area must be Jurisdiction-wide. Since the activity is 100% income-qualified, or Limited-Clientele (LMC), and therefore eligible, it will be scored for Need/Benefit based on jurisdiction-wide Low/Mod percentage. The Department will use the HUD Low/Mod Percentage data in **Appendix A**.

A jurisdiction may use a service area for the purpose of proving eligibility (51%+ Low/Mod level) on activities that are not 100% income-qualified or Limited-Clientele. The Department will score them for Need and for Benefit on the service area, and will require maps.

JURISDICTION-WIDE

- If a project or program is “jurisdiction-wide”, this means that every person/household in the jurisdiction has an opportunity to benefit from a CDBG-funded activity.
- When addressing a community-wide health and safety problem, benefit is generally provided to all the residents of a geographic area or all users of the public facility/service. Typically, only a portion of the beneficiaries of such an activity are Low/Mod persons/households.
- To determine the percent of Low/Mod for jurisdiction-wide activities, refer to the Low/Mod percentages noted in **Appendix A**, or use the results of your valid income survey.
- For those activities using population statistical data for scoring, the Department will use the Census and American Community Survey (ACS) data provided in

Appendix P. *(In 2010, the Census stopped tracking some population characteristics, and charged the ACS with tabulating those characteristics.)*

SERVICE AREA(S)

- A service area is a specific portion of a jurisdiction that will benefit from an activity.
- A service area may include incorporated and unincorporated areas.
- Service areas must have at least 51% of its people/households documented as Low/Mod.
- Select the unit of census data that encompasses the proposed service area:
 - If the service area is completely within a Census Tract, identify the Census Tract.
 - If the service area is completely within a Census Block Group, identify the Block Group(s).
 - If the service area crosses boundary lines for more than one Census Block Group, identify all applicable Census Block Groups.
- To determine the percent of Low/Mod persons/households in a service area, either:
 - Use HUD's income charts, and locate the Census Tract/Block Groups for the Service area:
 - Add up the total number of Low/Mod persons in the service area and divide by the total population in the service area to arrive at the service area Low/Mod percentage.
 - If an Income Survey was performed for the service area, indicate the results of the survey. (Remember to submit all supporting documentation with the application.)