EQUAL HOUSING OPPORTUNITY

Proposal Template Appendix A – Mapping Project Service Area / Low- and Moderate-Income Summary Data (LMISD) Calculation

Appendix A corresponds to the Project Location and Service Area and National Objective sections of the PDIIP Project Proposal Template and provides guidance on how to define a service area.

How to Define a Service Area

Defining a project's service area will play a significant role in DHSEM's evaluation of project proposals. A project service area is the geographic area where residents would benefit from the project. Service areas can range from very small (for a local street repair or neighborhood acequia) to large multi-jurisdictional areas (for large critical infrastructure projects).

Eligible entities must explain, in a clear and reasonable way, the area their project will serve and benefit. The service area should be defined based on who the project is intended to help.

When determining a proposed project's service area, consider the following factors:

1. Nature of the Activity	Consider the size and purpose of the project. Smaller projects (like an acequia) will serve a smaller area, while larger projects (like a community plaza or major roadway) will serve a wider area. The service area should match the scale of the project.
2. Location of the Activity	The service area should include the area immediately around the project. If the project is near the edge of a census block group, the service area can also include nearby parts of adjacent block groups. If the service area is smaller than a full block group, you may need to collect income data directly from residents using a HUD-approved survey.
3. Accessibility	Consider whether people can realistically use the project. Barriers like distance, physical obstacles, fees, language differences, limited hours, transportation, or parking may affect who can benefit.
4. Availability of Comparable Activities	Take into account whether similar services or facilities already exist nearby. The service area should not unnecessarily overlap with another project offering the same benefit.
5. Boundaries for Facilities and Public Services	Some facilities serve specific areas based on official boundaries (like school districts, fire districts, or

	police precincts). In these cases, the service area should follow those established boundaries.

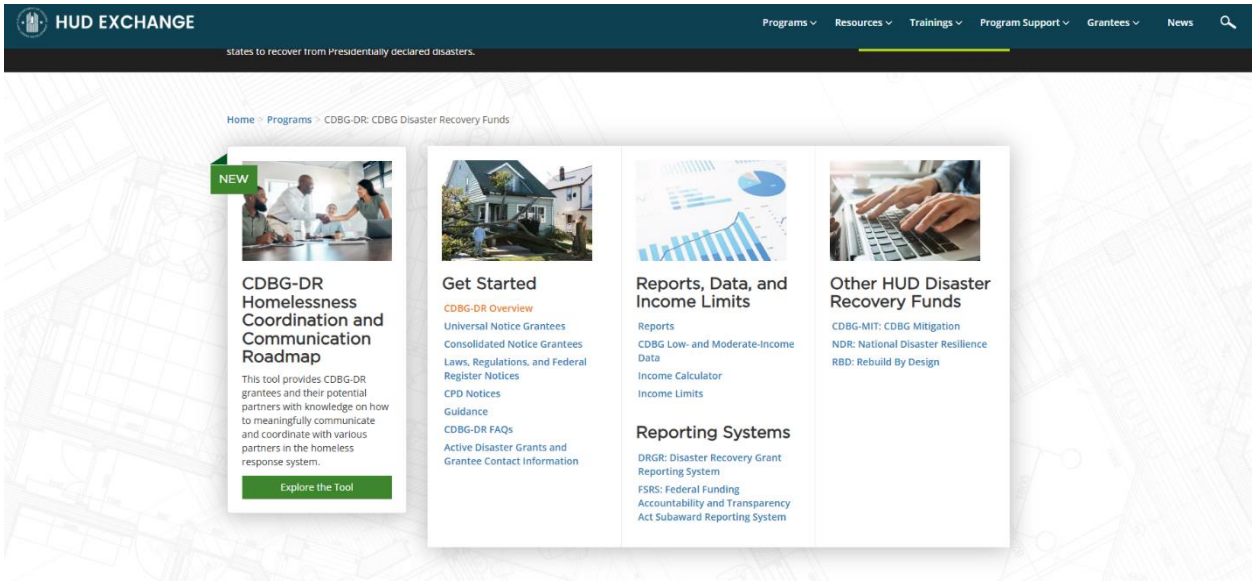
Defining your proposed project's service area accurately is very important. Using the considerations above, identify the census tracts and block groups where your proposed project will provide benefits to residents.

Instructions

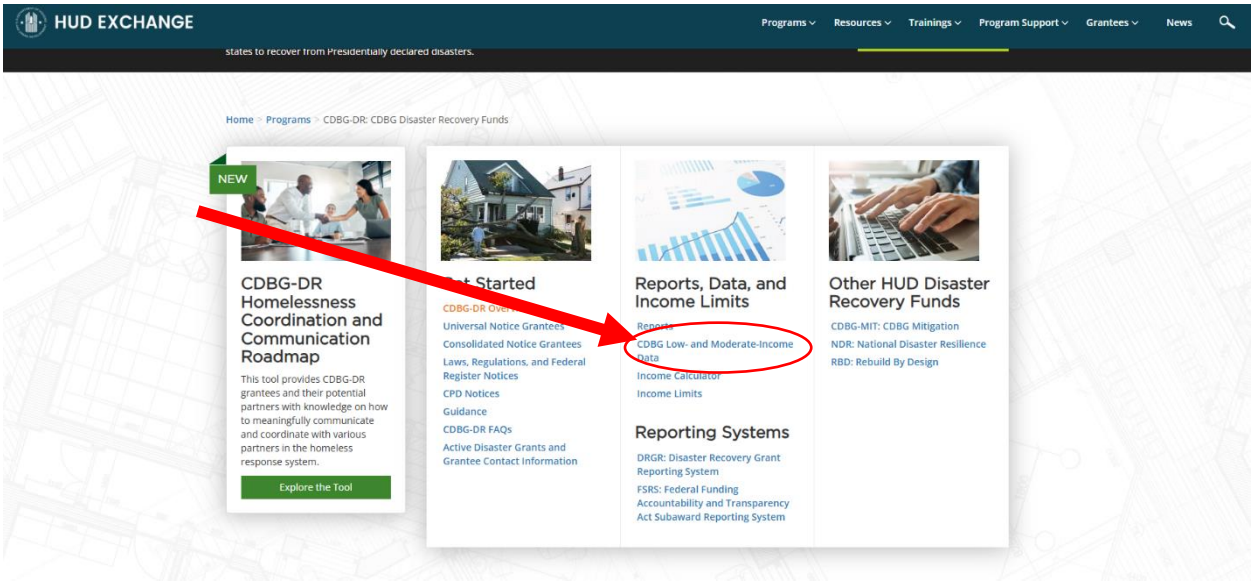
Using the HUD Interactive Mapping Tool to Identify Service Area, Census Tract and Block Groups, Population, and LMI Percentage

HUD provides an online mapping tool that eligible entities can use to define their proposed project's service area, estimate the total population, and calculate the percentage of low- to moderate-income residents that will be served by the proposed project. The tool also allows you to print or save the map as a PDF.

1. Go to the CDBG-DR Funds page on HUD Exchange website at https://www.hudexchange.info/programs/cdbg-dr

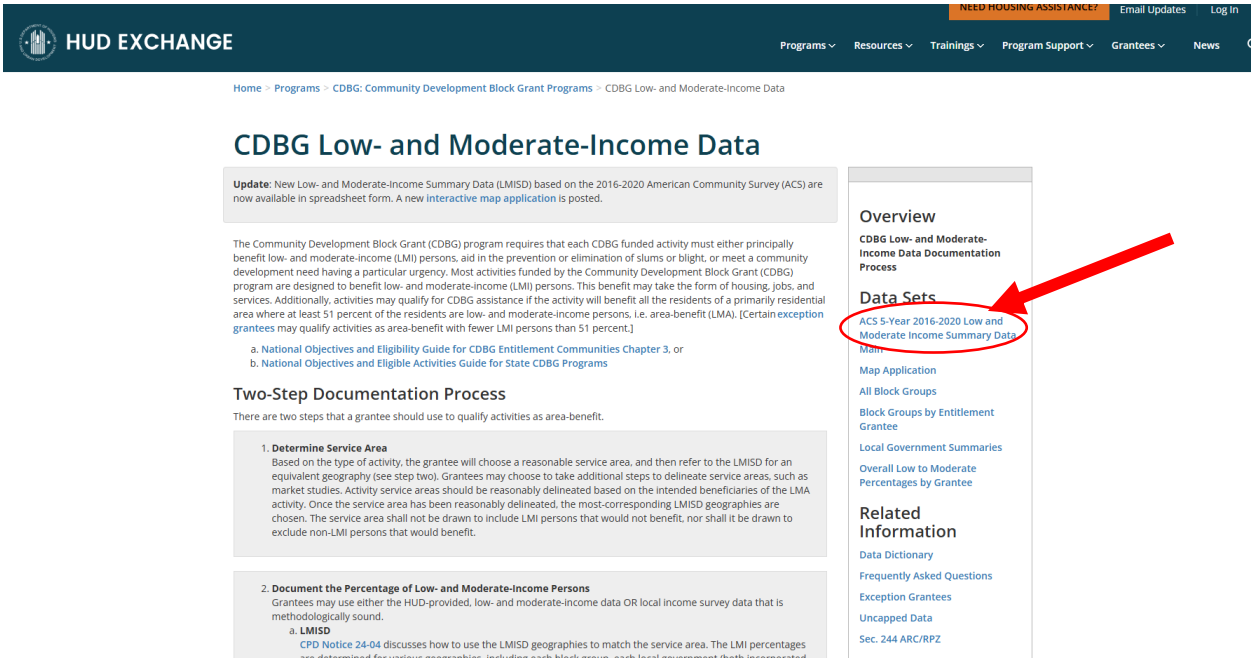


2. Click on “CDBG Low- and Moderate-Income Data” under the Reports, Data, and Income Limits section.

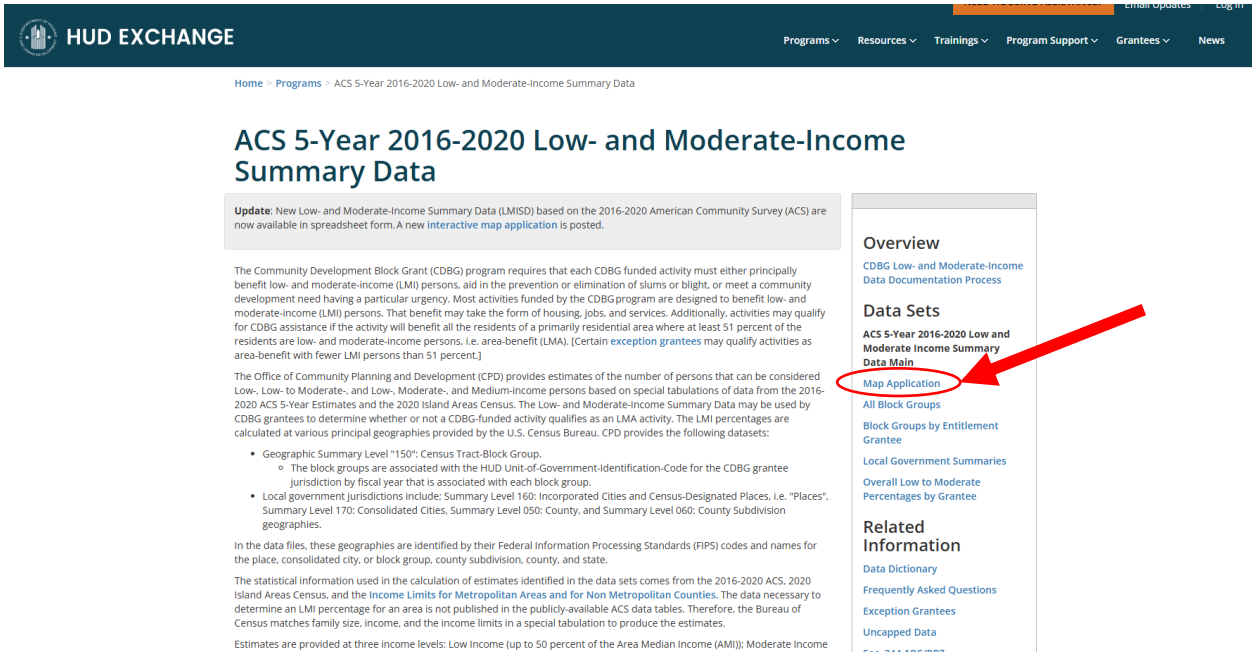


3. Click on “ACS 5-Year 2016-2020 Low and Moderate Income Summary Data Main” in the menu on the right-hand side of the page.

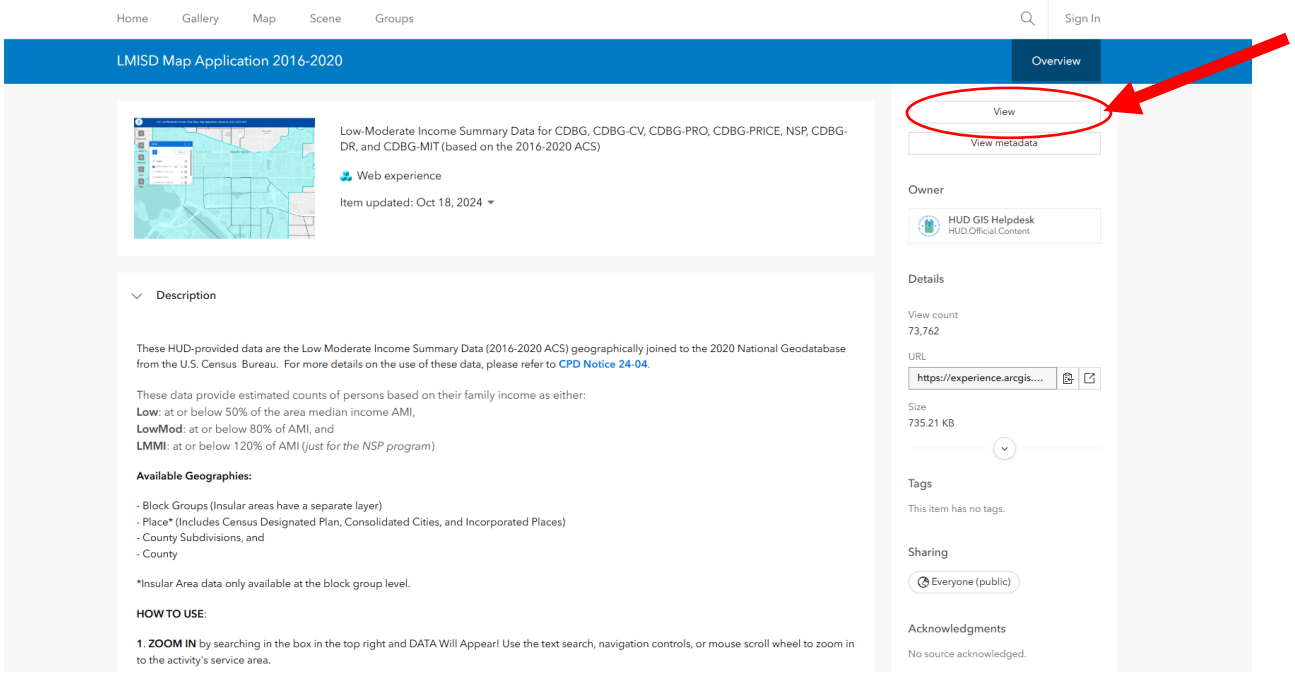
Note: HUD periodically updates the mapping tools and datasets, make sure you use the most current ACS data available.



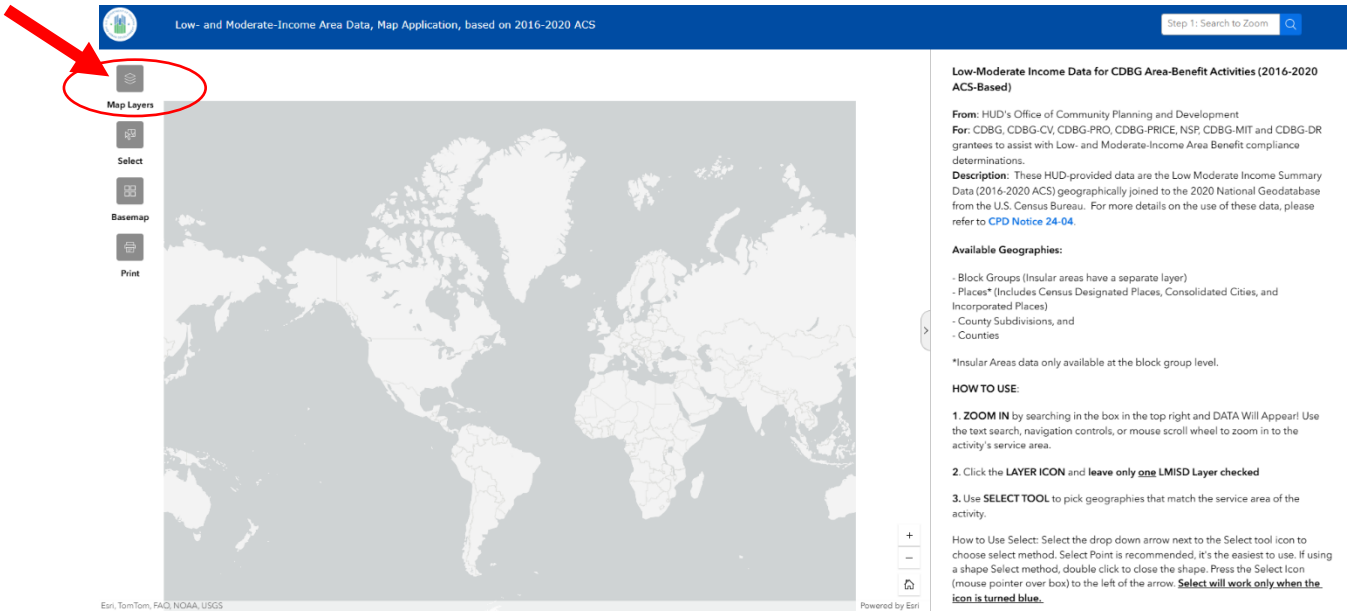
4. Click on “Map Application” under the Data Sets menu option on the right-hand side of the page.



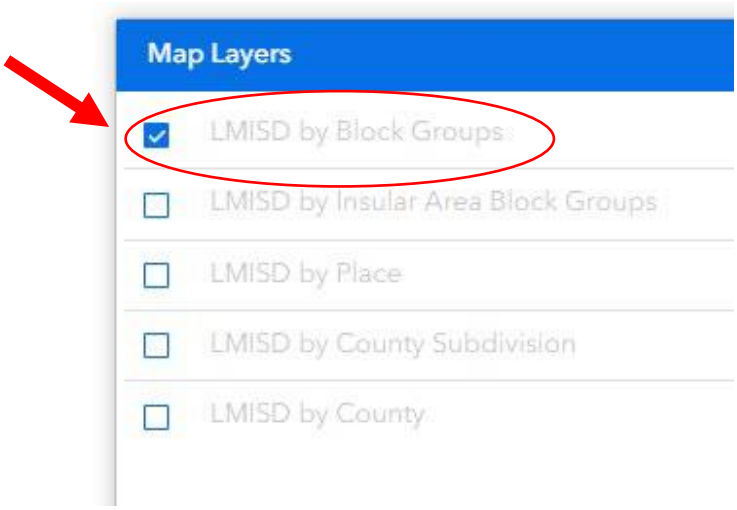
5. Click on the View button in the righthand corner of the page. An interactive GIS map tool will appear in a new browser tab.



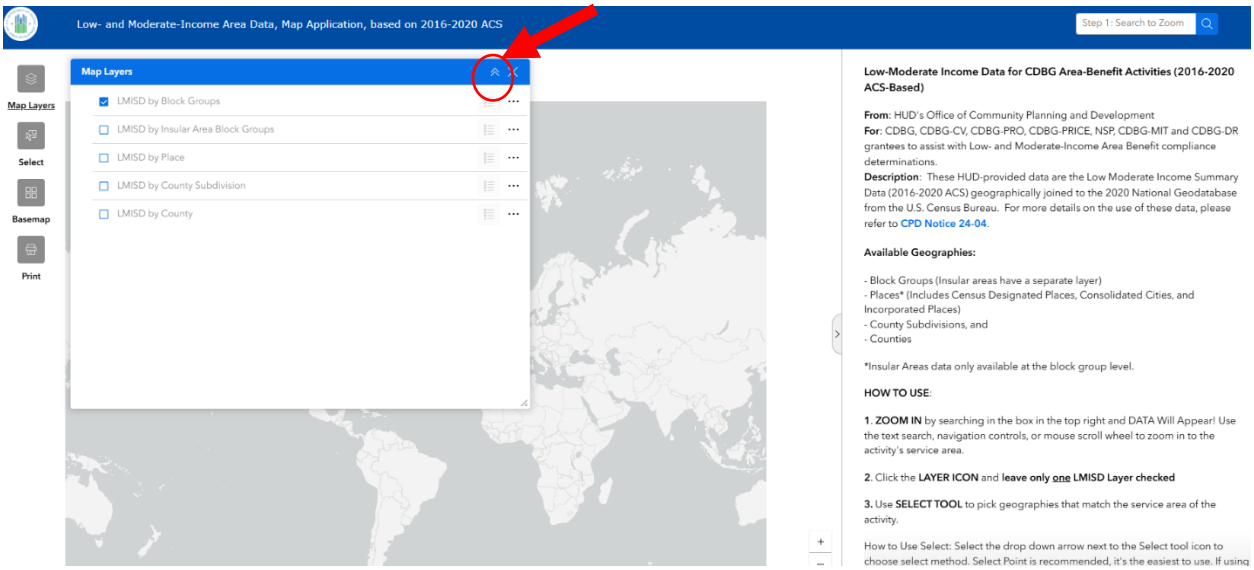
6. Select the appropriate layer for your map by clicking the “Map Layers” icon at the top left corner that looks like layered papers.



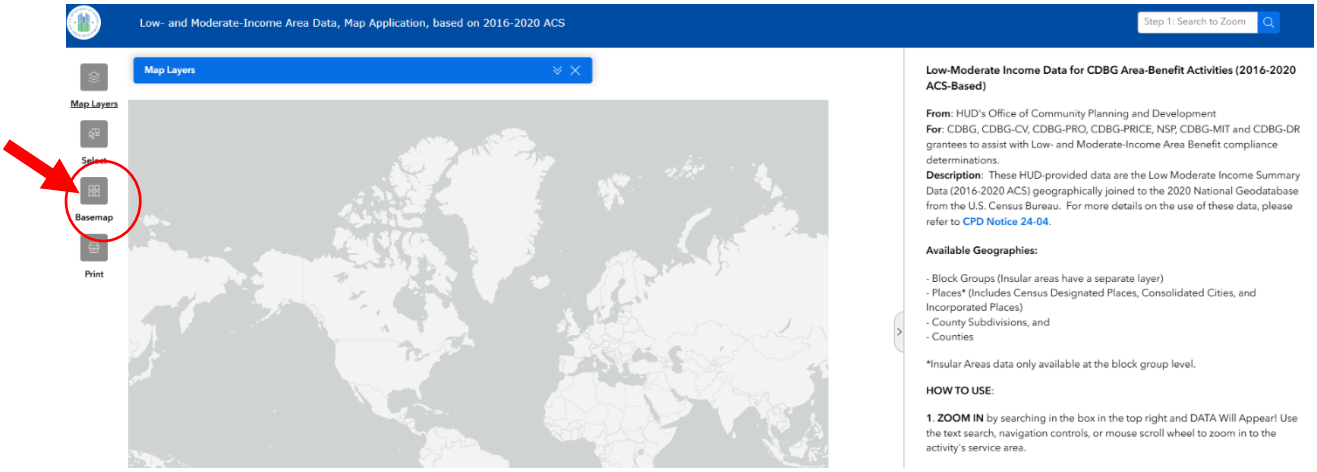
7. Uncheck all boxes in the pop-up window **except** the “LMISD by Block Group” box. **Make sure that the other checkboxes are not selected. Having more than one box selected will result in inaccurate data.**

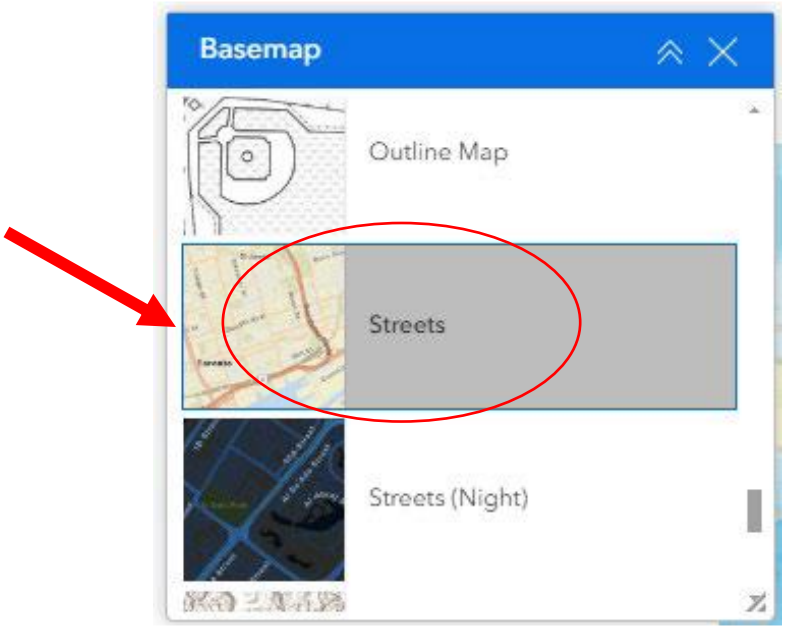


8. Click the up-arrow symbol to minimize the LMISD by Block Group pop-up window.



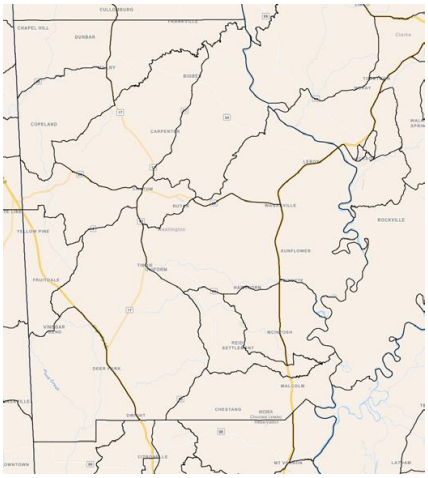
9. For ease of viewing and printing, change the map style by clicking on the "Basemap" icon and selecting "Navigation" or "Streets."





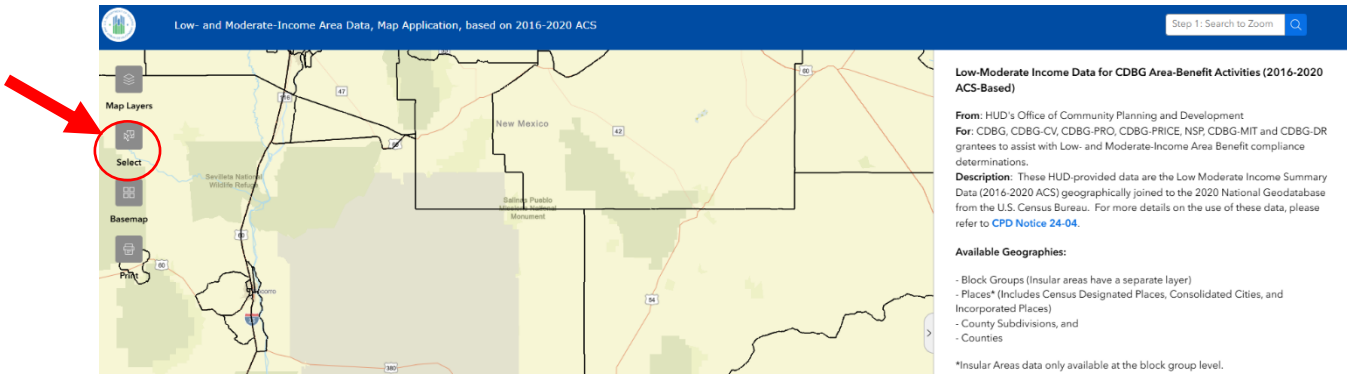
10. With the map settings updated, you can now Zoom the map until you see the black outlines of the block groups. (TIP: The block groups will not show up until you zoom in close enough. Try zooming out and in until you see the black lines for the first time). Zoom in to the level that best illustrates your service area.

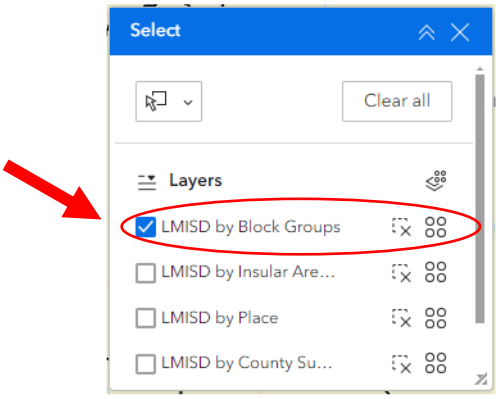
For example:



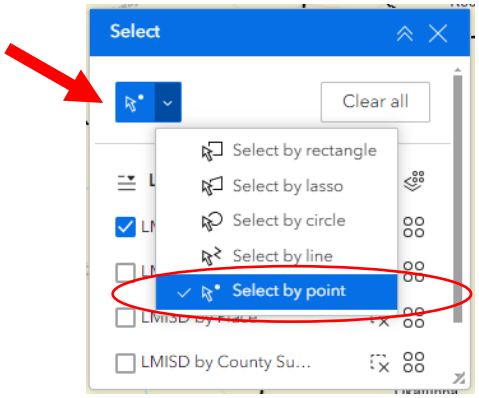
Recall the block groups that you defined as your project's service area and use the following steps to select them, extract population and LMI data, and print the map.

11. **Select the Service Area:** To select your service area's applicable block group(s), click on the "Select" icon and make sure the "LMISD by block group" box is checked.

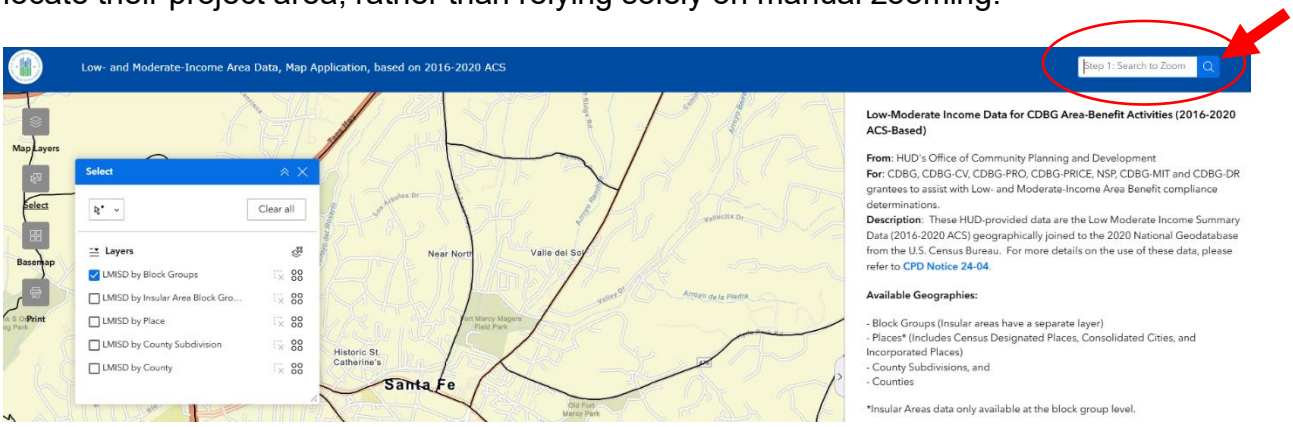




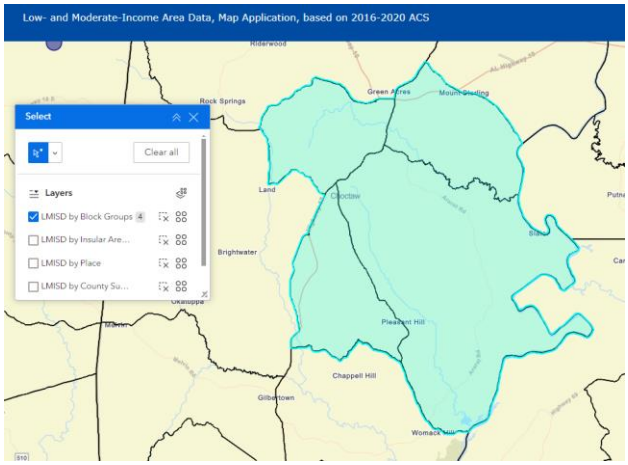
Then, click on the icon at the top left corner and choose "Select by Point". Make sure that the pointer button is highlighted in BLUE.



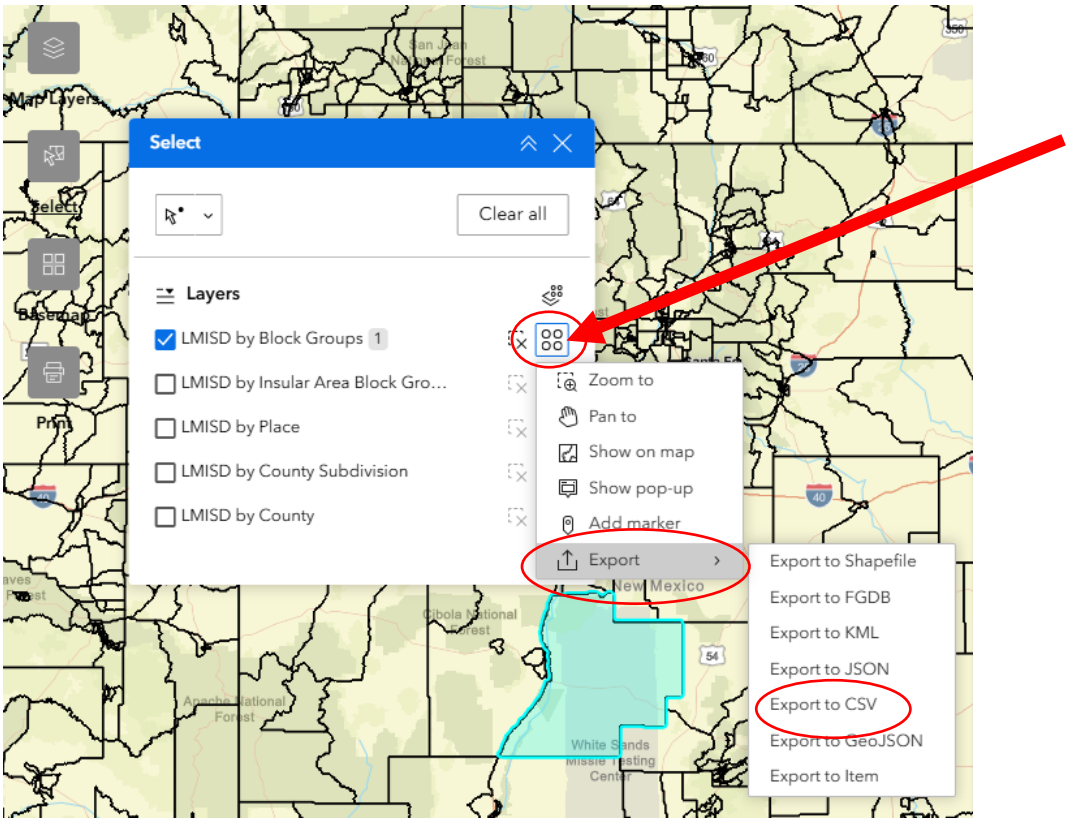
Note: Users may also use the search box in the upper-right portion of the screen to locate their project area, rather than relying solely on manual zooming.



12. Next, click on the applicable block group for your service area. If your service area includes multiple block groups, simply hold down the SHIFT key and click on the applicable block groups. The map will highlight them in bright blue.



13. Extract Data: Once your appropriate service area has been selected, you can now extract the LMI and population data. Click the four (4) dots “Actions” icon and select “Export”, then “Export to CSV”. This will export the data into an Excel spreadsheet.



14. **Calculate your LMI Percentage:** Open the spreadsheet file that was just downloaded. On it, you will see columns that indicate the GEO ID, tract number, block group number, and other stats. The most important columns are the following:

    LOWMODUNIV= Low Mod Universe, or the **total population** of the selected block group(s)
    LOW= number of persons that are **low** income within that block group(s)
    LOWMOD= number of persons that are **low and moderate** income within that block group(s)

    Once you identify the applicable service area block group(s), perform calculations to determine the total population and the LMI percentage of your selected service area by dividing the **total** of your LOWMOD rows by the **total** of your LOWMODUNIV rows.

$$LMI\ Percentage = \left(\frac{Total\ LOWMOD}{Total\ LOWMODUNIV}\right) * 100$$

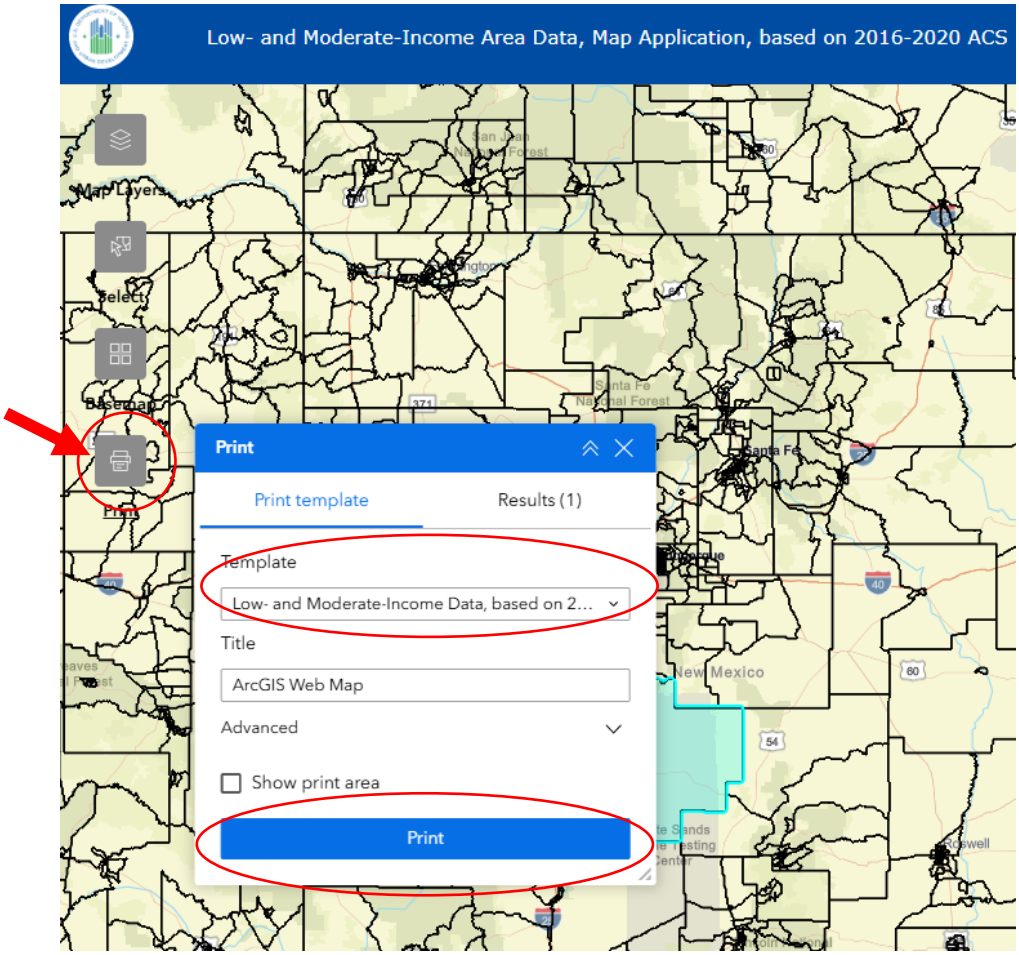
    For example,

GEOID	GEONAME	STUS	COUNTYNAME	STATE	COUNT	TRACT	BLKG	LOW	LOWMOD	LMMI	LOWMODUNIV	LOWMOD_P	MOE_LOWMODP
010539706001	Block Group 1, Census Tract 9706, Escambia County, Alabama	AL	Escambia County	01	053	970600	1	755	885	1,005	1,420	62.30%	+/-18.40%
010539706002	Block Group 2, Census Tract 9706, Escambia County, Alabama	AL	Escambia County	01	053	970600	2	680	750	765	805	93.20%	+/-6.50%
010539706003	Block Group 3, Census Tract 9706, Escambia County, Alabama	AL	Escambia County	01	053	970600	3	205	365	430	430	84.90%	+/-18.40%
010539706004	Block Group 4, Census Tract 9706, Escambia County, Alabama	AL	Escambia County	01	053	970600	4	670	1,060	1,165	1,210	87.60%	+/-11.60%

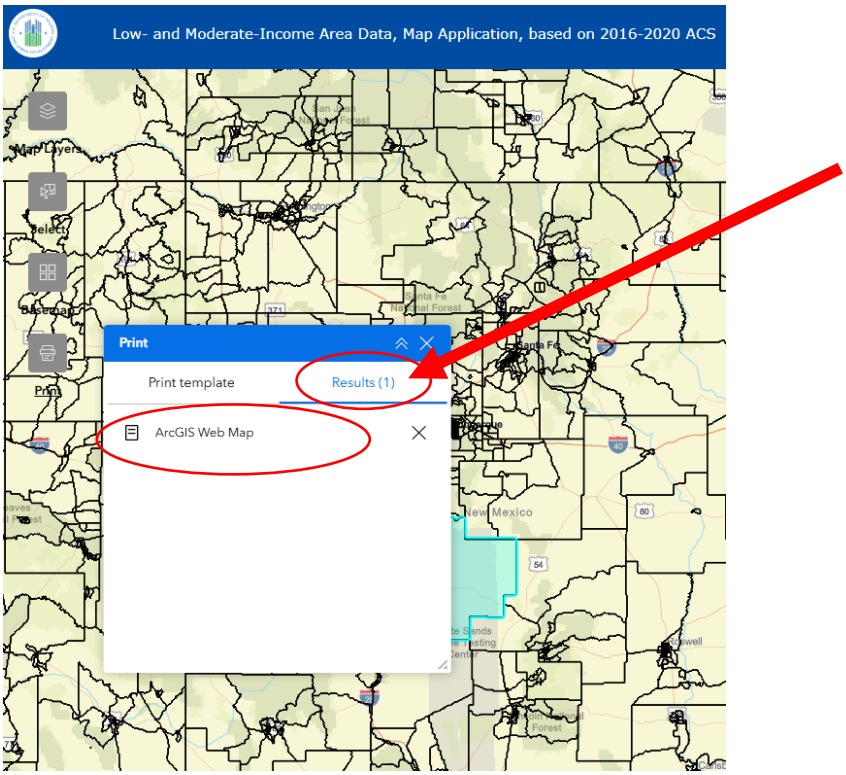
A hypothetical project in Escambia has a service area that encompasses all four block groups of census tract 970600. To calculate LMI percentage, divide the sum of the LOWMOD column (3,060 persons) by the sum of the LOWMODUNIV column (3,865 persons), resulting in 79% LMI for this area.

15. Enter the **LOWMODUNIV**, **LOW, LOWMOD** for your proposed project into the Project Service Area section of the project proposal template.

16. **Print the Map:** Zoom and center your map image as it appears best and select the "Print" icon. Make sure the "Low- and Moderate-Income Data based on 2016-2020" template is selected. Click Print.



17. The system will process the request and provide a downloadable link in the "Results" tab.



Note: Please ensure that the map clearly show project location and selected block group with legible boundaries. If the print image is zoomed too far for DHSEM to understand the project location, zoom out on the image, and re-print/save.

Print and/or save the ArcGIS Web Map as a PDF. Submit the ArcGIS Web Map (PDF export) with your proposed project.