

Guide to Making a CDBG Service Area Map

What is a Location Map?

A location map shows the specific location of a project. It should be precise enough to allow an individual unfamiliar with the project to understand the precise location of the project proposed. The scale of the map should depend on the nature of the project. For example, a map showing the site of a new park will need to be scaled differently than a map showing the precise location of ADA curb cuts to be installed at an intersection. The location of the proposed improvements should be clearly marked.

What is a Service Area Map?

A service area map shows the geographic boundaries of the population served by a particular CDBG project. The service area is the geographic area encompassing the primary beneficiaries of the proposed activities. A map that shows a general area served by a project but does not have specific boundaries to define the service area is **not** a sufficient Service Area Map.

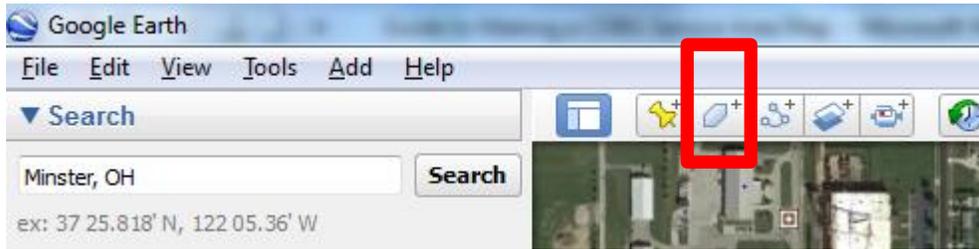
How do I draw a Service Area Map?

There are many different Geographic Information System (GIS) software packages that can be used to draw a Service Area Map. If your community is already using specific GIS software, you should consult with colleagues familiar with the software for assistance. For those unfamiliar with GIS, **Google Earth** is a free, easy-to-use software package that can be used to make location and service area maps. The guide below will outline how to draw a Service Area Map using Google Earth.

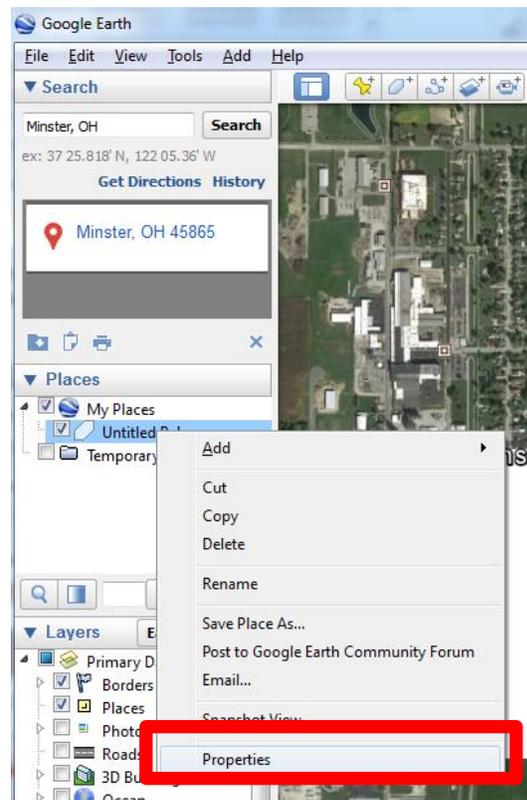
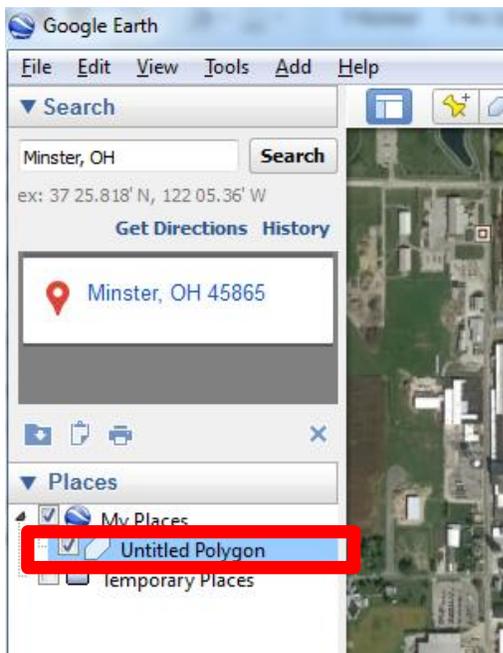
1. Download and install Google Earth on your computer.
 - a. Google Earth can be downloaded at www.google.com/earth.
2. Once Google Earth is open, search for a jurisdiction or landmark associated with the service area.



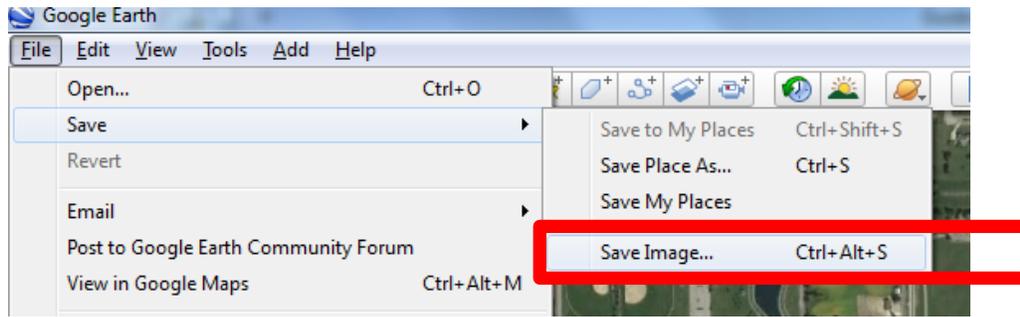
- Use the polygon tool, to draw the boundaries of the service area on the map. Left-Click the mouse once for each corner of the service area.
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- After the polygon is drawn, you can right-click the mouse on the polygon listed in the "Places" menu to the left to adjust the look of the polygon.



- Once the polygon is shaded and outlined appropriately, save the image by clicking File → Save → Save Image"



7. Label the Service Area Map with the Low- and Moderate-Income (LMI) Data Set used to qualify the area. For example, Village of Somerset (82.45% LMI) or Census Tract 960200, Block Groups 1 and 2 (54.2% LMI). Also, denote whether the LMI data was derived from the American Community Survey or an Income Survey.