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| *This form is to be used to request a pre-application service area determination/approval from DEHCR. Pre-application determination/approval is not required but recommended. Submit this form via email to DOACDBG@wisconsin.gov.* | | | | | |
| 1. **DATE OF REQUEST:** | | (Click or tap to select date) | | | |
| 1. **UNIT OF GENERAL LOCAL GOVERNMENT (UGLG):**   *Potential CDBG Applicant (e.g., Village of Yourville)* | | | | |  |
| 1. **REQUESTER INFORMATION:** *Person Completing This Form* | | | | | |
| **Full Name:** | | | | **Organization/Company Name:** | |
|  | | | |  | |
| **Position Title:** | | | | **Email Address:** | |
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| 1. **PROPOSED PRIMARY BENEFIT:** *(Check One)* | | | | | |
| Community-Wide Area Benefit | | | Neighborhood Area Benefit | | |
| Census Tract-Wide Area Benefit | | | Other (Specify): | | |
| 1. **PROPOSED PROJECT LOCATION(S):** | | | | | |
| List the specific street address(es) where the construction or improvement will be made, or specific street location(s), e.g. “111 Wisconsin Avenue, Yourville, WI” (for a building/structure/facility project); or “Wisconsin Avenue – from 1st Avenue to 6th Avenue” (for block-specific street and/or utility infrastructure improvements) | | | | | |
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| 1. **PROJECT SCOPE OF WORK:** | | | | | |
| List the type(s) of improvements and/or construction activities that will be conducted at the project site location(s) listed above. If the same type of improvements will be made at each location, enter the information in item (1) below and indicate it the same for ALL locations. | | | | | |
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| 1. **JUSTIFICATION FOR THE PROPOSED PRIMARY BENEFIT DETERMINATION (SPECIFIED IN #3):** | | | | | |
| **DRIVING FORCE/PRIMARY NEED FOR PROJECT:** | | | | | |
| **OTHER FACTORS FOR JUSTIFICATION FOR SERVICE AREA PROPOSED:** | | | | | |
| 1. **MAP(S) INCLUDED WITH THIS REQUEST:**  *(Check All That Are Attached)* | | | | | |
| A Project Area Map and Service Area Map are required for all requests. These can be combined into one map or presented in multiple maps. Utility Maps are required to show relevant components and provide relevant information (e.g., to show the location(s) and type(s) of improvements being made, service main/lateral connections, main sizes, directional flows, relevant looping and/or dead-end mains, relevant system-wide components, etc.). The type and detail of the Utility Map(s) will depend upon the nature of the improvement(s) and service area(s) proposed.  Refer to map examples in the [State of Wisconsin CDBG Income Survey Guide](https://energyandhousing.wi.gov/Documents/CDBG/Resources/Wisconsin%20CDBG%20Income%20Survey%20Guide.pdf) (see Appendix E). | | | | | |
| Project Area Map(s) *(with project location(s) and borders of the project area(s) marked)* | | | | Service Area Map(s) *(with borders of service area(s) marked)* | |
| Water Utility Location-Specific Map(s) | | | | Sewer Utility Location-Specific Map(s) | |
| Water Utility System-Wide Map(s) | | | | Sewer Utility System-Wide Map(s) | |

*Submit this form to DEHCR via email to* [DOACDBG@wisconsin.gov](mailto:DOACDBG@wisconsin.gov)*.*

*(DEHCR Guidance on Service Area Determinations appears on Next Page)*

**TIPS FOR SERVICE AREA DETERMINATIONS:**

SOURCE: [State of Wisconsin CDBG Income Survey Guide](https://energyandhousing.wi.gov/Documents/CDBG/Resources/Wisconsin%20CDBG%20Income%20Survey%20Guide.pdf) (linked on the Bureau of Community Development [Resources and Trainings website](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-Resources.aspx); see “General Resources” section).

The service area is the location where all primary beneficiaries of a project or potential future projects live, which will include all families/residential homes directly impacted and benefitting from the project after the scope of work is completed. The service area may be community-wide or may be a partial area of a community. Each is discussed in this section. Service area determinations for projects must be made on a case-by-case basis with several factors considered. Consultation with DEHCR staff is strongly advised prior to finalizing the service area determination.

COMMUNITY-WIDE BENEFIT:

Common considerations for determining if the project will have community-wide benefit (and therefore the service area encompasses the entire community) include:

* Does the project have a community-wide focus (e.g., creating a Comprehensive Plan, Economic Development Plan or Downtown Revitalization Plan; completing historic downtown “Main Street” improvements, etc.)?
* Is the historic downtown “Main Street” businesses location of the municipality impacted by the improvements being made? If so, to what extent?
* Is a local government building, school, main hospital/medical facility, library, central community center, central park, or other similar facility generally utilized by all community residents as a whole either the focus of the proposed CDBG project or located in the area being improved as part of the proposed CDBG project? If so, to what extent will the facility users benefit from the improvements?
* Is the facility/are the facilities being built or improved as part of the proposed CDBG project of service/primary benefit to the entire community or only portions/sections of the community?
* Are LMI persons the primary beneficiaries of the project?

The extent of the impact and benefit to all residents in the community is considered when making a determination of whether the proposed CDBG project is deemed to have community-wide benefit.

**Important notices regarding project area and service area eligibility for “public facility” improvements:**

Primarily Residential Benefit Requirement:

CDBG projects for “public facility” improvements (through the [CDBG Public Facilities Program](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PF.aspx) (CDBG-PF)) must be “primarily residential” in nature, either by the project area being located within a primarily residential area and serving the families in residential living units within the area; or the service area (i.e., primary beneficiary area) being deemed to be the residential homes/families living within the community due to the nature of the improvements being made. Infrastructure improvements to wells; wastewater treatment facilities; main thoroughfares to enter/exit the community and/or to access community schools or hospitals; community centers; and other similar community facilities are generally deemed to be of primary benefit to the residents living within the community and therefore are typically eligible PF projects even if the facilities themselves are not located within a residential neighborhood.

Historic Downtown “Main Street” Exception Consideration:

Public facility improvements on the **historic downtown “Main Street”** are also generally deemed to have community-wide benefit to residents and therefore deemed ‘residential’ benefit as well. The historic downtown “Main Street” is considered to be the core central street of the community where the small businesses district is located, with the businesses generally being locally owned, not having affiliation with national or international chains. The ‘surrounding neighborhood’ is the entire residential community, with all or most local residents benefitting from the goods and services provided, therefore triggering community-wide ‘residential’ benefit. However, DEHCR makes service area determinations for proposed projects in historic downtown business districts on an individual basis. If the project activities are not on the “Main Street” or it cannot be reasonably presumed that residents community-wide benefit from the “Main Street” business(es) that may benefit from the proposed CDBG project, then it may be determined that the project area is ineligible.

Other Business and Industrial Districts Ineligibility:

Other business districts (such as those with nationally or internationally affiliated retailers, large shopping malls, or similar) and industrial parks/districts are considered to be of primary benefit to the businesses and/or residents both within and well beyond the community and are therefore ineligible as PF projects. They may be eligible as a job creation or job retention project through the [CDBG Public Facilities for Economic Development Program](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-PFED.aspx) (CDBG-PFED) or [CDBG Economic Development](https://energyandhousing.wi.gov/Pages/AgencyResources/CDBG-ED.aspx) (CDBG-ED) Program, for which income certifications are collected from employees working at the business(es) involved to meet the LMI percentage requirements, rather than conducting a community income survey.

**NEIGHBORHOOD AREA BENEFIT OR OTHER NON-COMMUNITY-WIDE BENEFIT:**

Common considerations for determining which residences/families will be primary beneficiaries of a project when the project is deemed to *not* have community-wide benefit (e.g., *neighborhood-specific* street, utility, sidewalk, park or other facility improvements that benefit only residents in the immediate area in which the work will be performed/improvements will be made [i.e., the project area]) include:

* Who are the users or customers of the facilities (e.g., utility customers, residences located in a fire district, residences in the immediate area of the neighborhood-specific facility, etc.)?
* How will the improvements impact the residences in the project area?
* Which residences and/or driveways are located on the street(s) being improved?
* Which families/residences use the street(s) being improved as a primary route to/from their homes, and to what extent?
* Which residences are connected to the utility services or other infrastructure being improved?
* Will the street and/or utility service and/or other infrastructure improvements have a benefit to any residence that is not located on the section(s) of the street(s) being improved and/or is not directly connected to the utility service(s) or other infrastructure being improved? If so, to what extent?
* Will the proposed project have *more than* community-wide benefit, with the primary beneficiaries including all residents within the local government’s boundaries as well as additional residents living in other jurisdictions? Projects that include residents outside the UGLG’s boundaries (e.g., a fire station that is the *primary* fire protection service provider for residents living within multiple jurisdictions) will require determining LMI eligibility based on more than just one UGLG’s LMI data.

The extent of the impact and benefit to the residents living in or near the project area is considered when making a determination of whether the proposed CDBG project is deemed to have primary or secondary (or “incidental”) benefit to those area residents.