

Urban Waters Small Grants Interactive Mapping Website

Instructions to locate your project area and create the required project area map

Instructions to locate your project area

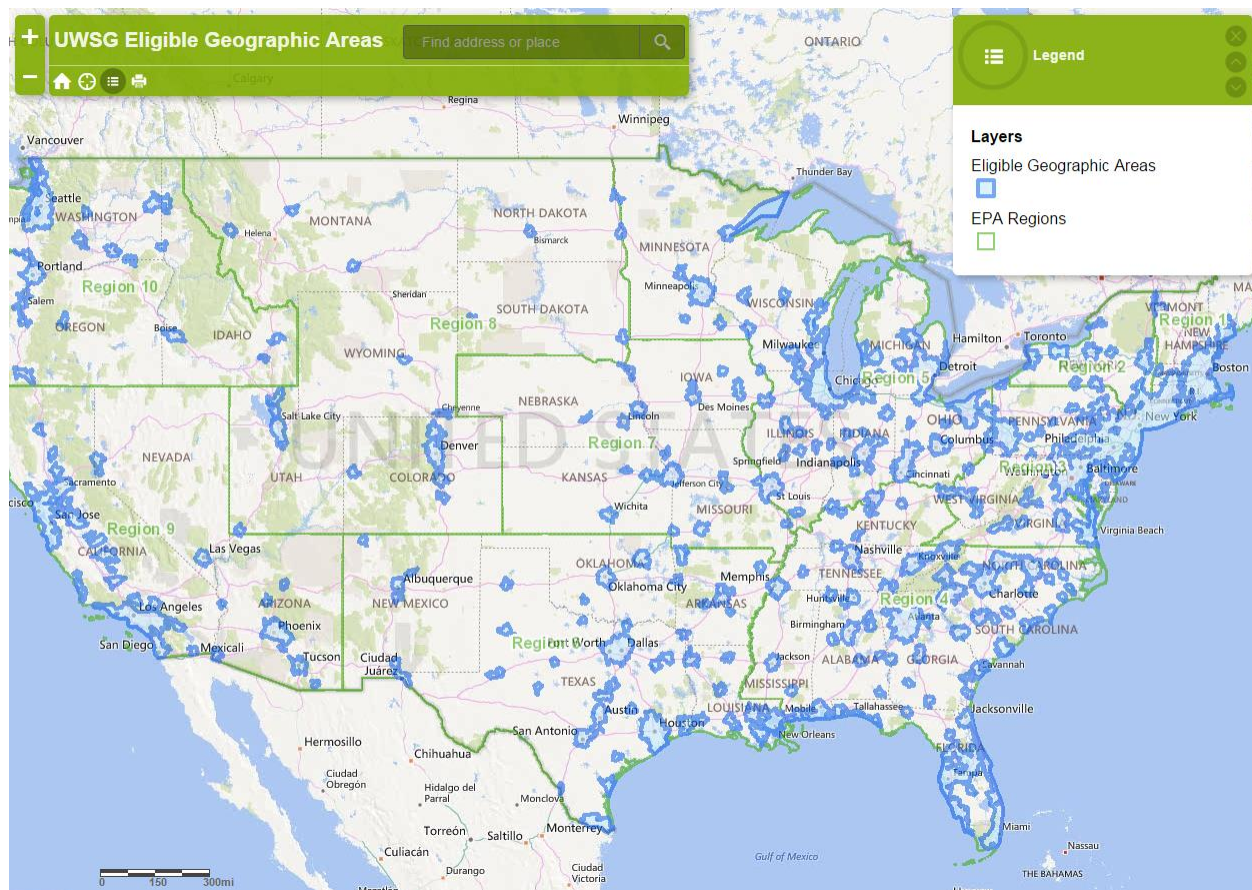
Step (1)

Access the [Urban Waters Small Grants Interactive Mapping Website](http://geoplatform3.epa.gov/UW_SmallGrantsMap/index.html).

Navigate directly to the Urban Waters Small Grants Interactive Mapping Website, at http://geoplatform3.epa.gov/UW_SmallGrantsMap/index.html

-Or-

Click on link from Urban Waters Small Grants Mapping Website, at <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping>.



Step (2)

Locate your project area in one of the following ways:

- Type in a street address, a zip code, or the name of a city and state/territory;
- Double-click in the general area of your project area and continue to double click until you have zoomed in to an appropriate level; or,

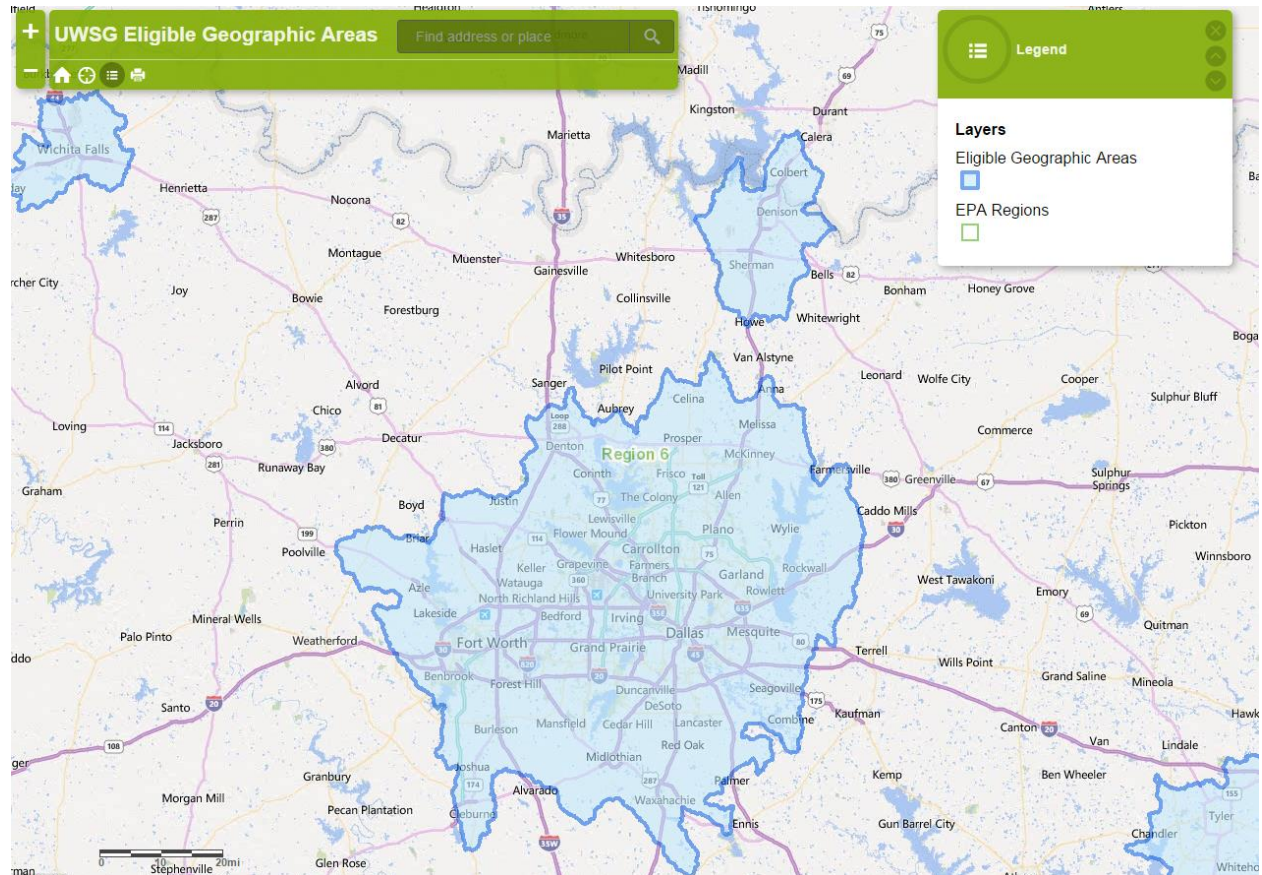
c) Double-click in the general area of your project area and then use the zoom bar on the left-hand side of the map until you have zoomed in to an appropriate level.

Step (3)

Determine whether your project area is located within one of the Eligible Geographic Areas.

The geographic areas that are eligible under this RFP are distinguished by the blue clusters within the Urban Waters Small Grants Interactive Mapping Website.

As discussed in Section III.C of the RFP, proposed project activities must take place entirely within one of the Eligible Geographic Areas (blue cluster).



EPA Region 6 example- project activities within the blue shading are within the Eligible Geographic Area. Project activities in the un-shaded portion of the map are not within the Eligible Geographic Area.

Instructions to create the required project area map:

After locating your project area and zooming to an appropriate level, you will need to take a few more steps in order to create the project area map, as required by the Urban Waters Small Grants Request for Proposals (RFP).

Step (4)

Confirm that you are looking at a map image that contains your project area, and that it is shown at an appropriate scale.

The scale of the map will be based on the nature of your project. If the project involves only a small area, please zoom the map to that scale.

If the project involves a large area, please provide a map that displays that area.

Step (5)

Print your Screen to copy the image of the map. This is also called “screen shot” or “screen capture.”

For PCs: Press the “Print Screen” button on your keyboard, often abbreviated as “PrtScn.” This will copy a picture of the screen, and it will be ready to paste into another application.

For Macs: Press the “Command+Control+Shift+3” buttons on your keyboard. This will copy the picture of the screen, and it will be ready to paste into another application.

Step (6)

Paste the copied map image into a Word document.

Helpful Hint: You will be able to paste in a larger image of the map if you first orient the page layout to “landscape.”

Step (7)

Print the document with the map image.

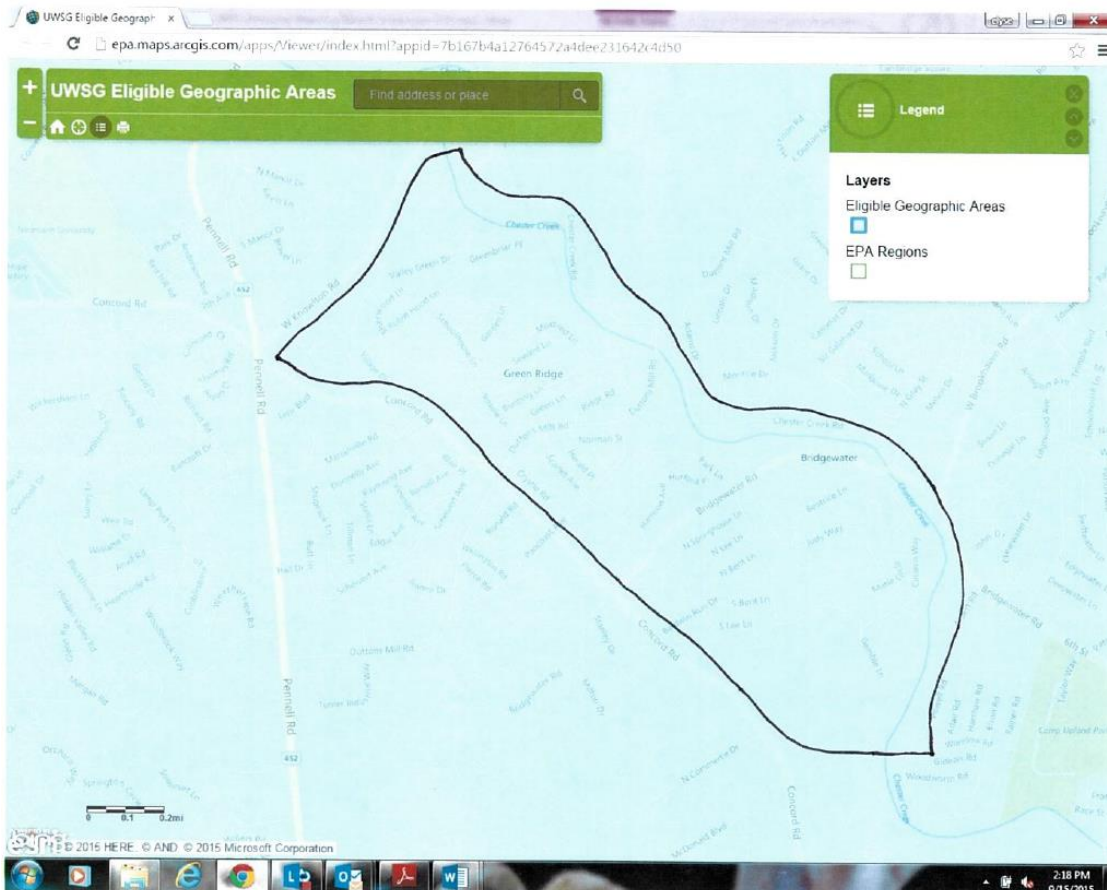
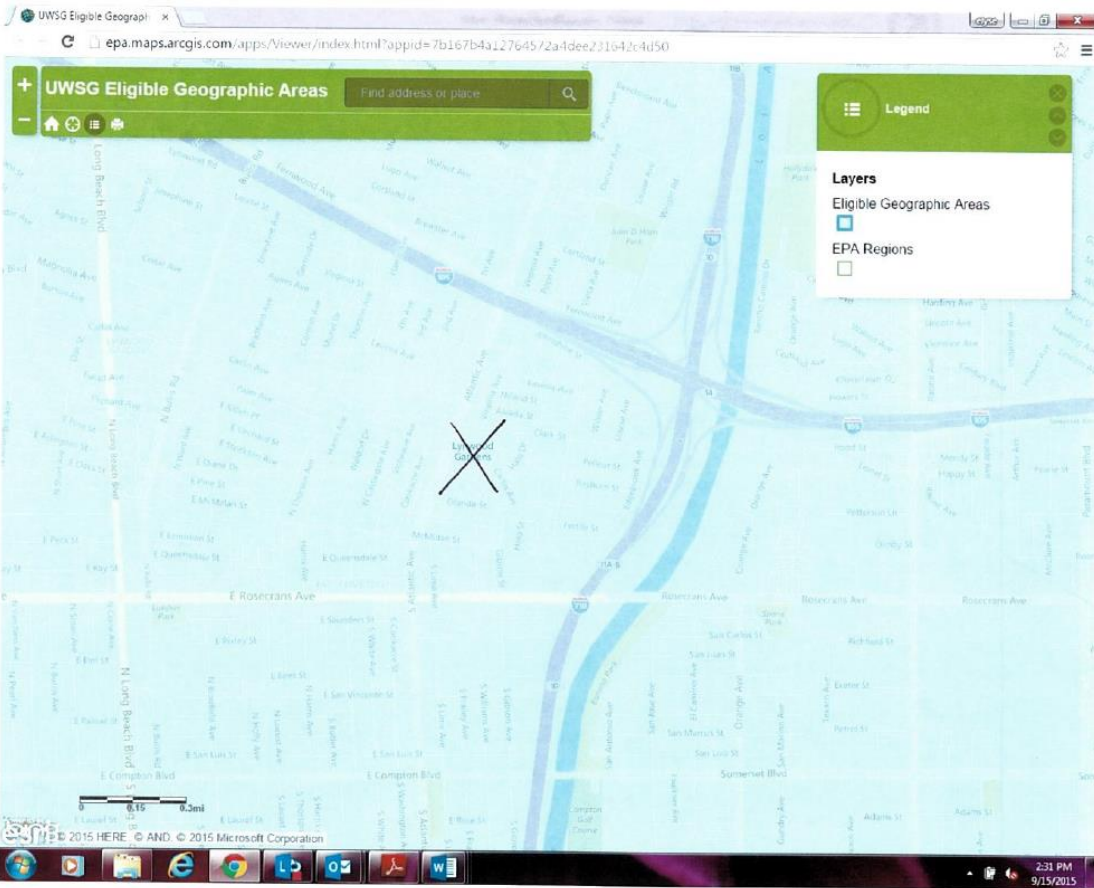
Step (8)

Clearly mark your project area, using a pen or marker.

The markings on your map will be based on the scale of your project.

If the project involves a small, discrete area, you could mark the map with a pinpoint or an “X.”

If the project involves a large area, you could mark the map with a circled or high-lighted area.



Step (9)

Using a scanner, scan your marked map document to create an electronic version of the file.

Save the document to your files.

Please note that you may save as any appropriate file type, such as PDF, JPEG, etc.

Step (10)

Upload the file following the instructions provided on Grants.gov.

Trouble-Shooting Tips

If you are having technical issues with the Urban Waters Small Grants Interactive Mapping Website, please send your question as an email to Kim Balassiano at Balassiano.Kim@epa.gov.

Written responses to frequently asked questions will be posted on EPA's website at: <http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions>. EPA strongly recommends interested applicants refer to the written responses posted on the website prior to submitting a question.

A few trouble-shooting tips:

Issue: The site will not load, it gets stuck, or the screen appears fuzzy.

Tip: Press reload in your web browser, or hit the home button on the Interactive Mapping Website.

Issue: When I press print, I cannot see the whole map image.

Tip: Please review Steps 5-10 of the instructions in order to print, mark, and scan your map. You cannot print directly from the Interactive Mapping Website, as it will cut off part of the map.

Issue: I cannot find my project area on the Interactive Mapping Website.

Tip: Please review Step 2 of the instructions. If one method to locate your project area does not work for you, try another method listed in Step 2. If you still cannot find your project area and you believe your project is located within one of the Eligible Geographic Areas, send an email to the Urban Waters Small Grants mailbox at urbanwaters@epa.gov. Applicants should use "UWSG Question" as the subject of the email.