Urban Waters Small Grants Interactive Mapping Website
Instructions to locate your project area and create the required project area map
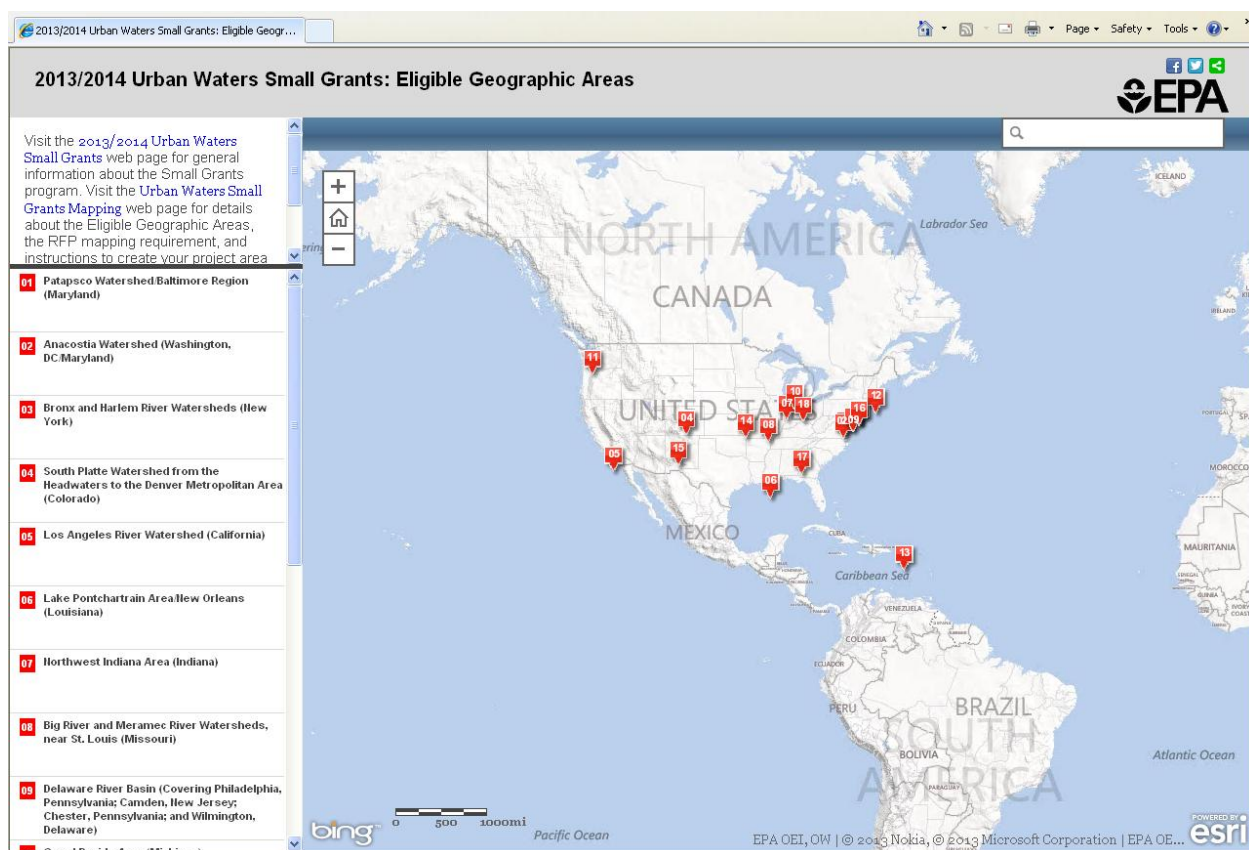
Instructions to locate your project area

Step (1)

Access the Urban Waters Small Grants Interactive Mapping Website.

Navigate directly to the Urban Waters Small Grants Interactive Mapping Website, at
http://geoplatform3.epa.gov/UW_SmallGrantsMap/index.html
-Or-
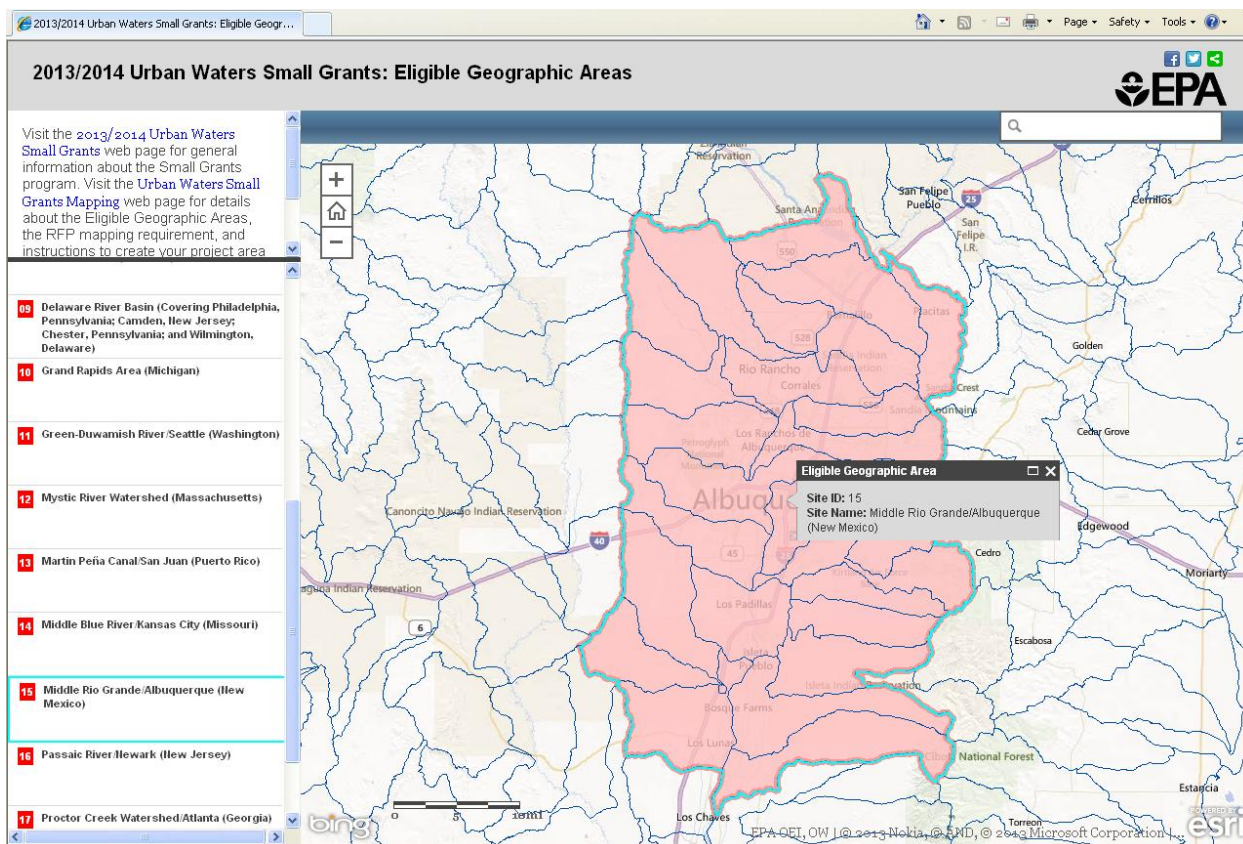Click on link from Urban Waters Small Grants Mapping Website, at http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping.

[Above: image of the home screen of the Urban Waters Small Grants Interactive Mapping Website]
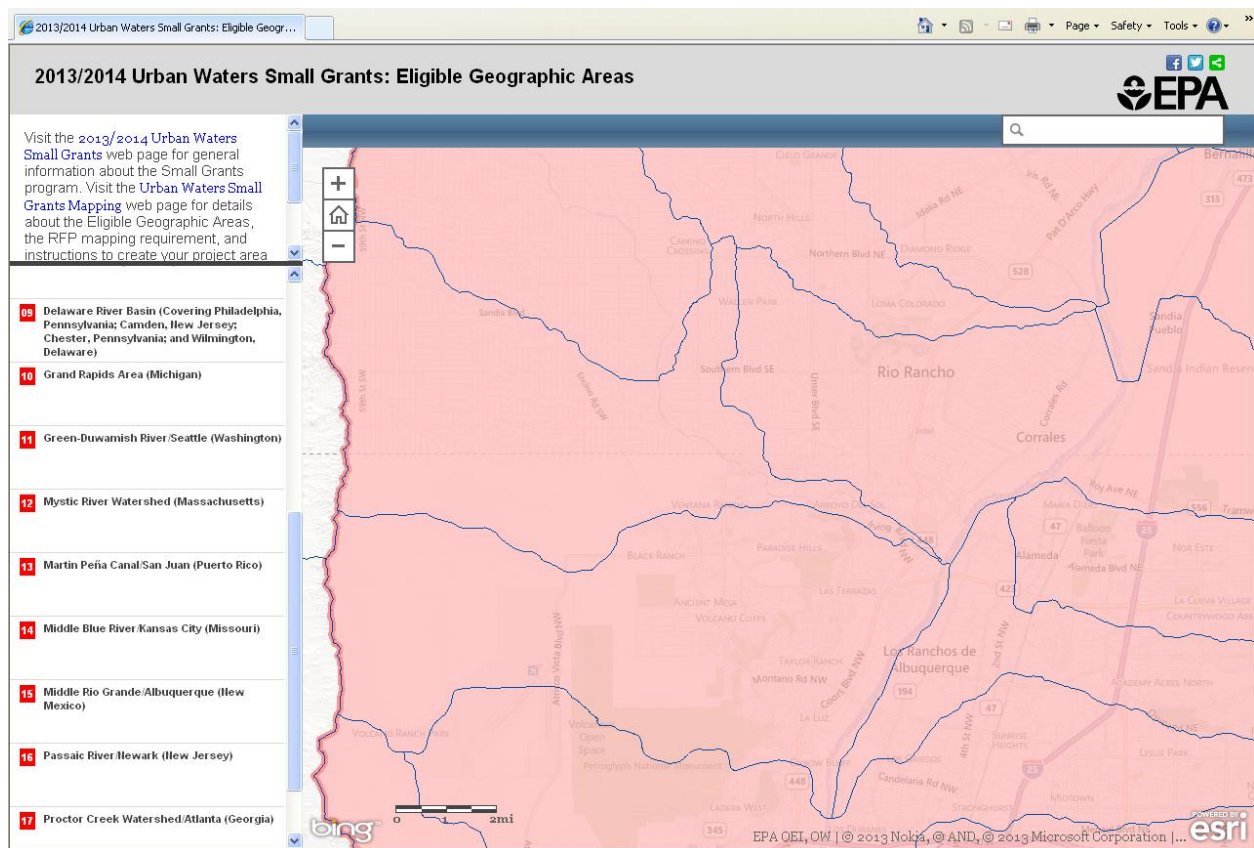
Step (2)

Locate your project area in one of the following ways:

a) Type in a street address, a zip code, or the name of a city and state/territory;
b) Double-click (right side of mouse) in the general area of your project area and continue to double click until you have zoomed in to an appropriate level;
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; or,
d) Double-click on the name of one of the Eligible Geographic Areas, listed on the far left-hand side of the map-making page. Once the image of the full Eligible Geographic Area has loaded, either double-click or use the zoom bar to zoom in to an appropriate level.

Remember, project activities must take place entirely within and focus on one of the Eligible Geographic Areas. Project areas could be small or large, depending on the nature of the project.

[Above: image of Eligible Geographic Area – Middle Rio Grande/Albuquerque (New Mexico)]
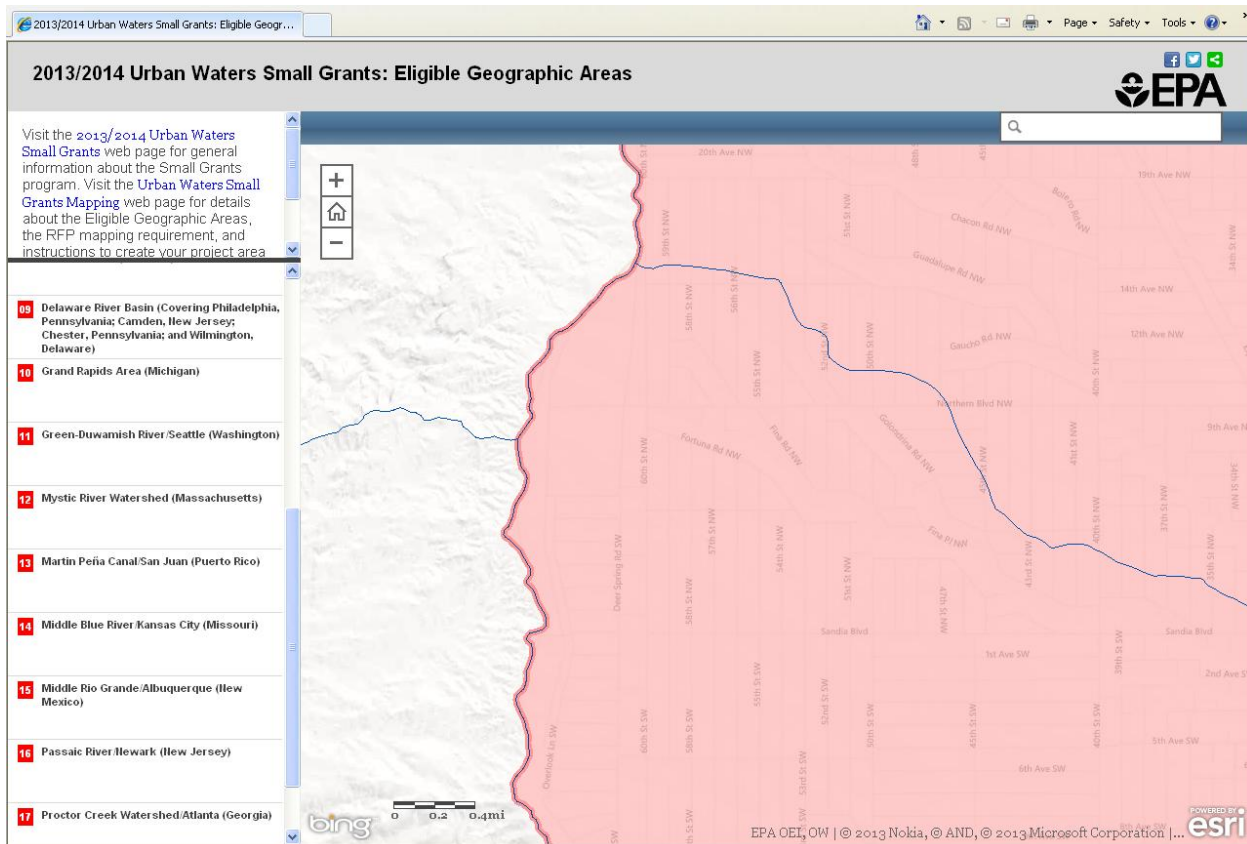
[Above: image of Eligible Geographic Area, with closer zoom.]

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 pink shading within the Urban Waters Small Grants Interactive Mapping Website.

Project activities are only eligible if they will take place entirely within and focus on one of the Eligible Geographic Areas (shaded in pink).

[Above: image of Eligible Geographic Area boundary line. Project activities within the pink shading are within the Eligible Geographic Area. Project activities in the un-shaded portion of the map are not within the Eligible Geographic Area.]
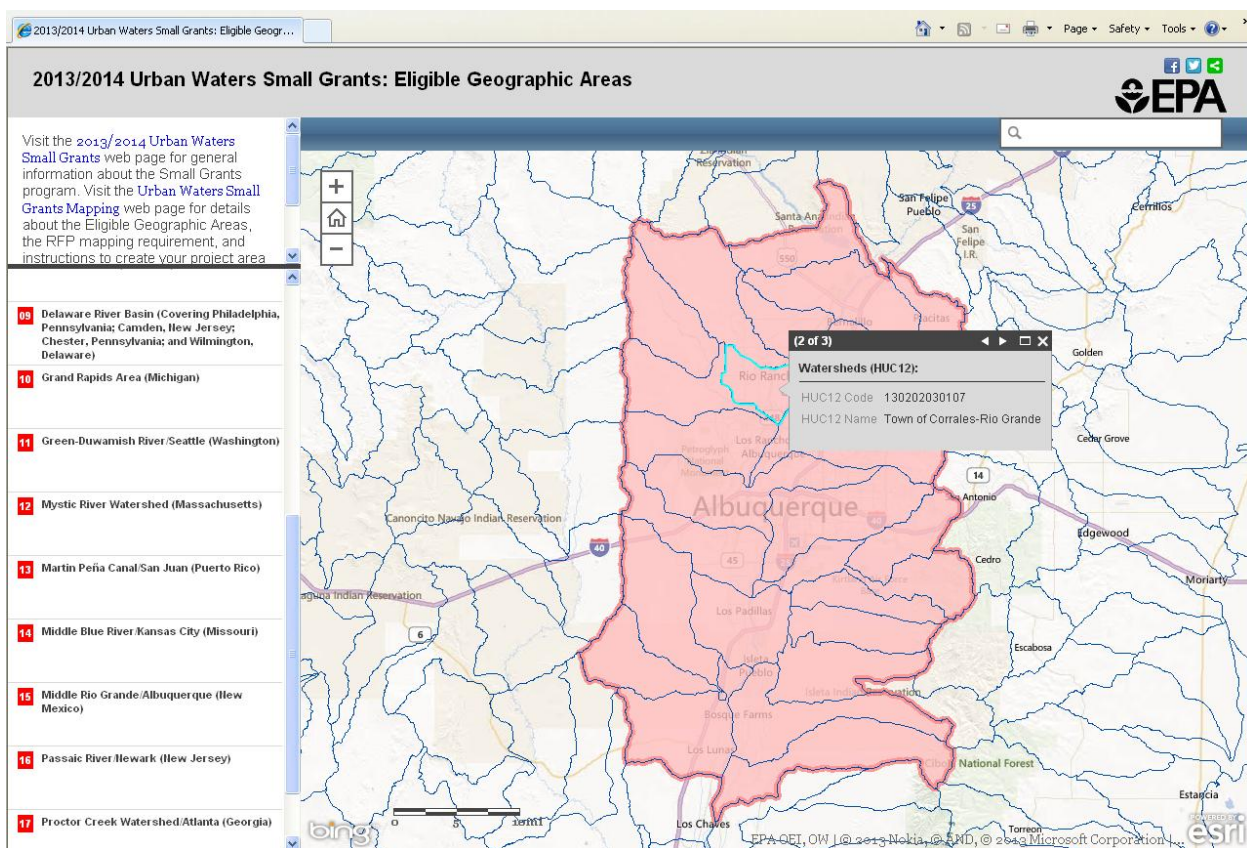
Step (4)

Determine which HUC(s) your project area is located within. You will be asked to include a list of HUCs along with your project area map.

"HUC" means "Hydrologic Unit Code," and it is a sequence of numbers that identifies a hydrologic feature, such as a lake, river, or drainage basin. For this RFP, we rely on 12-digit HUCs, which identify sub-watersheds.

On the Interactive Mapping Website, each HUC is distinguished by a thin, dark blue outline. When you click within the outline, an information box will pop up, containing the HUC12 code and HUC12 name of that sub-watershed.

The Urban Waters Small Grants Mapping Website provides a list of Eligible Geographic Areas, with associated Hydrologic Unit Codes (HUCs) and narrative descriptions of the Eligible Geographic Area boundaries at http://www2.epa.gov/urbanwaters/urban-waters-small-grants-mapping.

[Above: image of Eligible Geographic Area, with one HUC selected and HUC information displayed]

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 (5)

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 (6)

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 (7)

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 (8)

Print the document with the map image.

Step (9)

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." For example, you might offer training workshops in a single location and indicate that single location with an "X" on the map.

If the project involves a large area, you could mark the map with a circled or high-lighted area. For example, you might execute a study or perform education activities over an area that spans many miles. Therefore, you would circle the several neighborhoods or sub-watersheds on the map that will be the subject of the work.

Step (10)

Attach a list of the 12-digit HUC(s) in which the project activities will take place.

Your project area might include one HUC or many HUCs, depending on the scale of your project. Please review Step 4 of the instructions to determine which specific HUCs you should include in the list.

Include the list of HUCs with the marked map document.

Step (11)

Using a scanner, scan your marked map document to create an electronic version of the file. When you scan the marked map document, also include the list of HUCs in the same document.
Save the document to your files.

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

If submitting your application as a hard copy, include two hard copies of the marked map document (project area map) as well as one electronic copy on a CD.

If submitting your application electronically through Grants.gov, 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]().

For other questions related to the Urban Waters Small Grants, review the Questions and Answers document at [http://www2.epa.gov/urbanwaters/urban-waters-small-grants-questions](). If the document does not answer your question, please send your question as an email to the Urban Waters Small Grants mailbox at [urbanwaters@epa.gov]().

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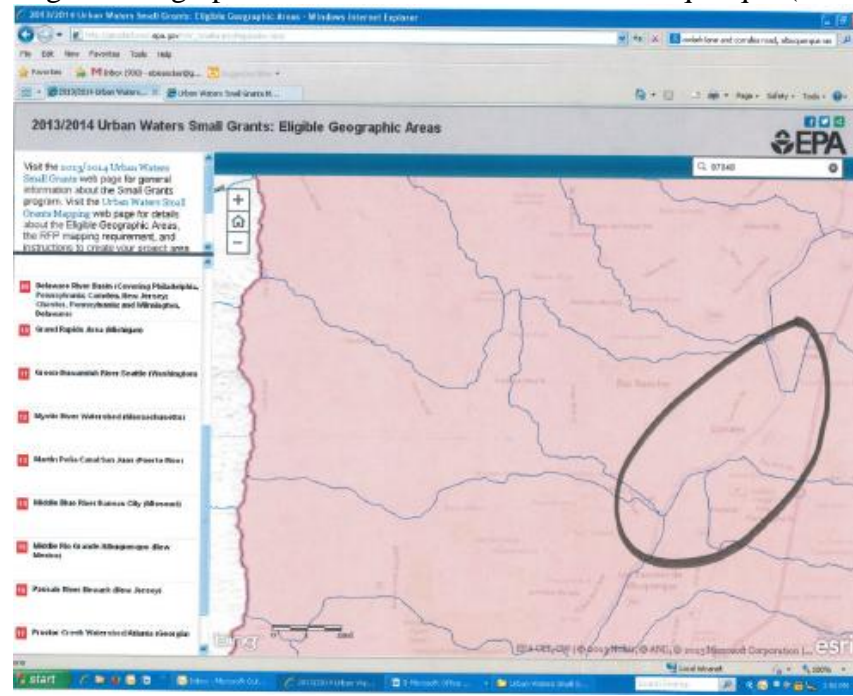**Tip:** Please review Step 2 of the instructions. If one method to locate your project area does not work for you, try another method listed in Step 2. If you still cannot find your project area and you believe your project is located within one of the Eligible Geographic Areas, send an email to the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

Issue: I cannot select the HUC I want. All I see is the information for the Eligible Geographic Area, or for a different HUC.
Tip: When you click the outline of a particular HUC, you should then see a gray pop-up box with the HUC12 Code ad HUC12 Name. If the pop-up box contains different information, click the small white arrow in the upper right of the box to navigate to the next feature.

Example of marked map document and list of HUCs

Eligible Geographic Area: Middle Rio Grande/Albuquerque (New Mexico)

List of HUCs in which the project activities will take place:

HUC12 Code   130202030107
HUC12 Name   Town of Corrales-Rio Grande

HUC12 Code   130202030104
HUC12 Name   Sandia Wash-Rio Grande

HUC12 Code   130202030301
HUC12 Name   Arroyo de Domingo

HUC12 Code   130202030302
HUC12 Name   Arroyo del Pino

HUC12 Code   130202030108
HUC12 Name   City of Paradise Hills-Rio Grande

HUC12 Code   130202030106
HUC12 Name   Outlet Arroyo de Las Calabacillas