CRC Round 1 Project Area Mapping Guide

This Mapping Guide provides detailed instructions for CRC applicants to develop and submit the required Project Area Map, using Google Maps. CRC applicants must submit Project Area maps for Project Development and Implementation grants as a KML or KMZ file so application reviewers can evaluate Project Area eligibility. Applicants who wish to use ArcGIS, instead of Google Maps, to submit the Project Area Map, must upload a KML/KMZ file along with their application.

Project Areas for Project Development and Implementation Grant Applicants must include the CRC Facility and any Campus Amenities included within the application. Campus Amenities must be located within a one-mile radius of the CRC Facility, or on the same or adjoining parcel to the Community Resilience Center. This guidance document only provides instructions on mapping the one-mile radius around the CRC facility to define the Project Area.

- If your application includes Campus Amenities that extend beyond the one-mile radius, please clearly mark any Campus Amenities' location(s) on your map and provide neighboring parcel data, either as an additional map layer on your Project Area Map or in an additional file upload via Submittable (final Submittable application question invites additional file uploads and any additional documentation). Please be sure to describe this in the appropriate application question as well.
- If submitting a Planning Grant application, please reference CRC Round 1 Planning Area Mapping Guide on the CRC Application Materials Page.

See *Section 6.5 Project Area* of the CRC Round 1 Program Details for additional information on Project Area requirements.

Summary

Use Google Maps to document the location of all proposed CRC Facility sites for which you seek funding and the Project Area surrounding each site. If your application contains more than one facility, please upload a separate Project Area Map for each proposed site. The map should include at least 3 layers with the following information:

- CRC Facility Layer: Community Resilience Center (CRC) Facility location
- Radius Layer: One-mile radius around the CRC Facility
- Campus Amenities Layer: any off-building Campus Amenities proposed as a part of the CRC application, which in general should fall within the 1-mile radius around the CRC Facility

Create Google Maps Project

1. First search "Google MyMaps" and open Google MyMaps. Sign-in or create a free account to access Google MyMaps home page. Make sure the window is fully expanded. Click on the button titled "+Create a New Map" at the top left corner of the page.
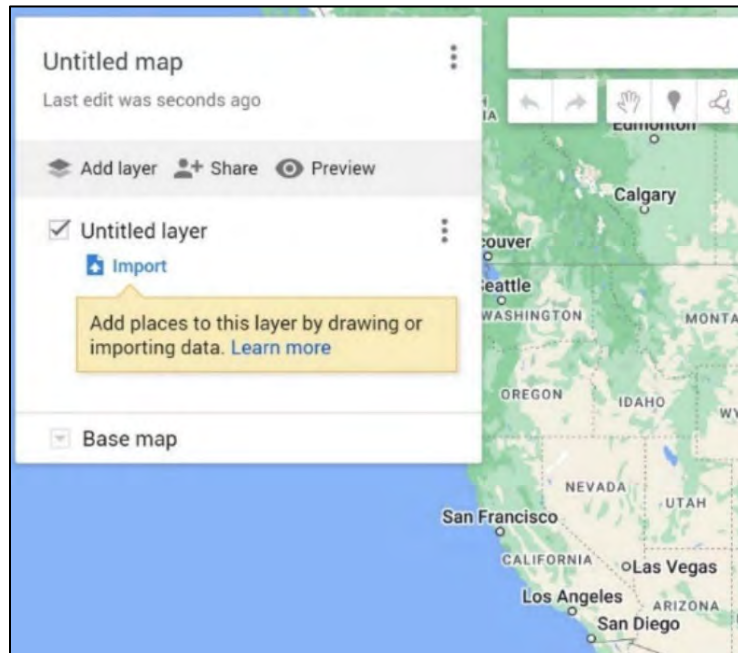
2. You will be directed to a page with a map. A box titled "Untitled Map" will show up on the left side of the page. Click on that text and type your Project Name.
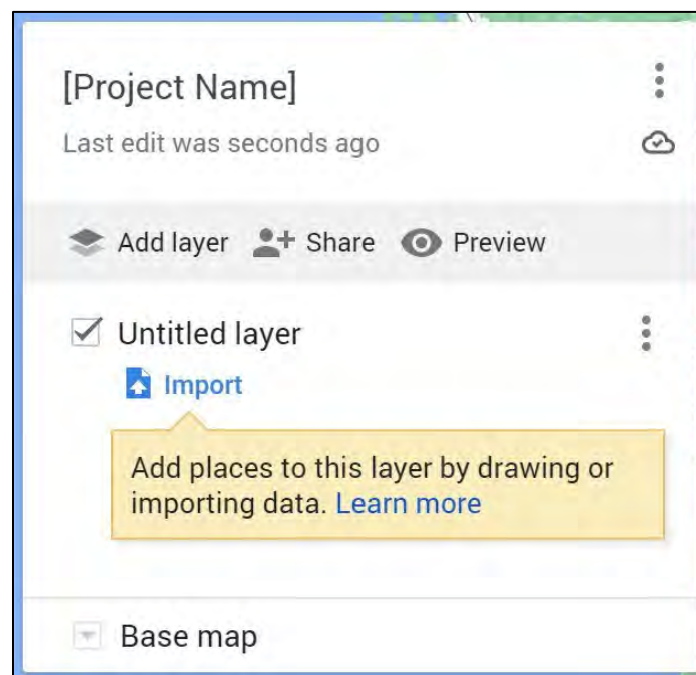
3. The Project Area Map will need to have 3 layers. The first layer is pre-populated and appears as "Untitled Layer". Click on that text and type "CRC Facility". Then, click on the "add layer" button and name that new layer, "Radius". Repeat to add the third layer and name it "Campus Amenities". **You should have all three layers created and named at this point.**


## Map the CRC Project Area

How to Map the CRC Facility

1. To map a CRC Facility location, start by opening your **CRC Facility Layer** by clicking right below the title of the layer. Type in the address or coordinates of the proposed facility and click "search". A green location pin will appear at the address/name you inputted. Click on the pin. A pop-up menu with the written address to the pin will appear. It will say "+Add to map" at the bottom left of the pop-up menu. Click on "+Add to map".
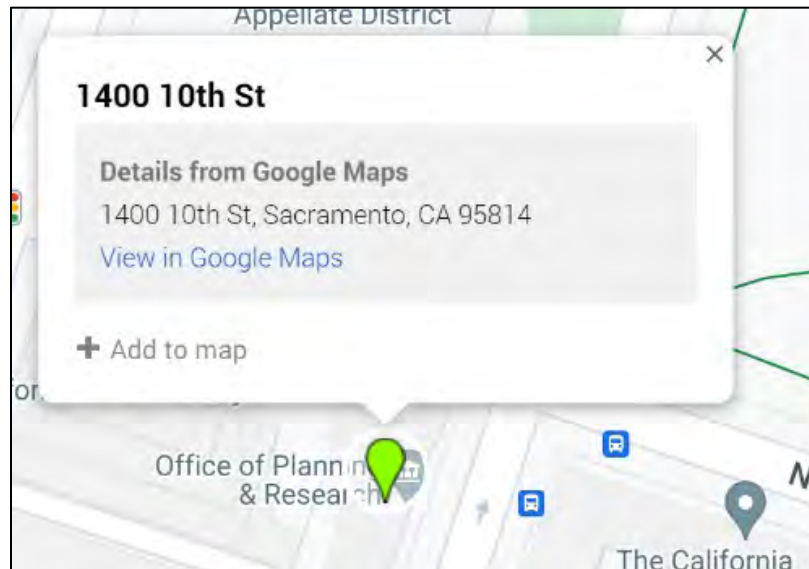
2. Once the proposed facility is added to the map, the pin will change from green to blue. You can change the color and icon used for the pin. To do this, select the pin. The same pop-up menu that displays the pin's address will appear. Clicking on the paint button icon at the bottom of the pop-up opens a separate menu of color and icon options. You may change the color and icon, but please ensure the color used has an appropriate contrast to the colors on the map.
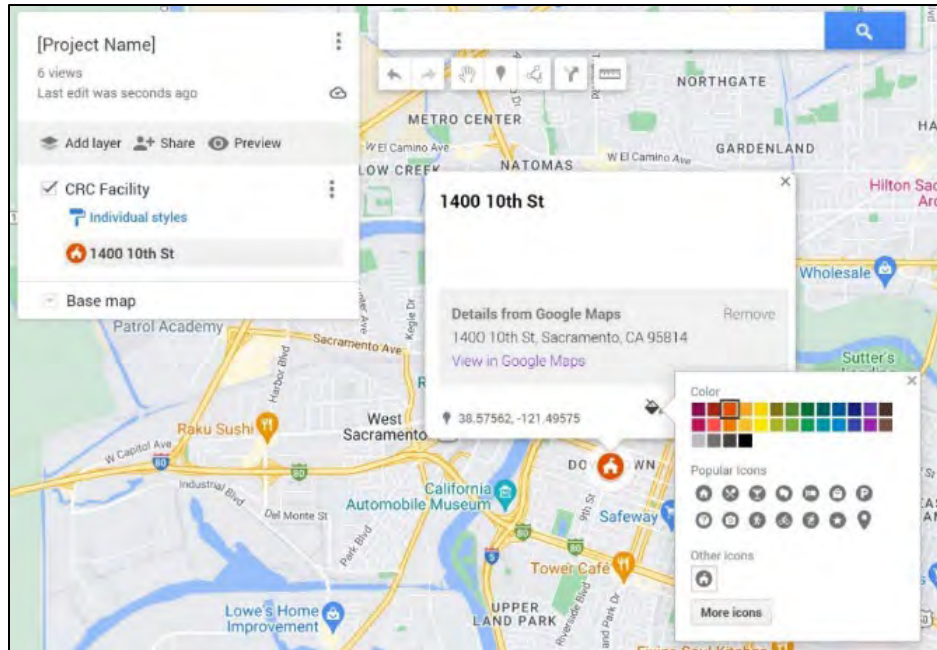
3. Click on the pen icon to edit. The pen icon appears next to the paint bucket icon along the bottom of the pop-up menu (see image below). Rename to the proposed facility name. Then click "Save". **You have just mapped the CRC Facility on your CRC Facility Layer.**
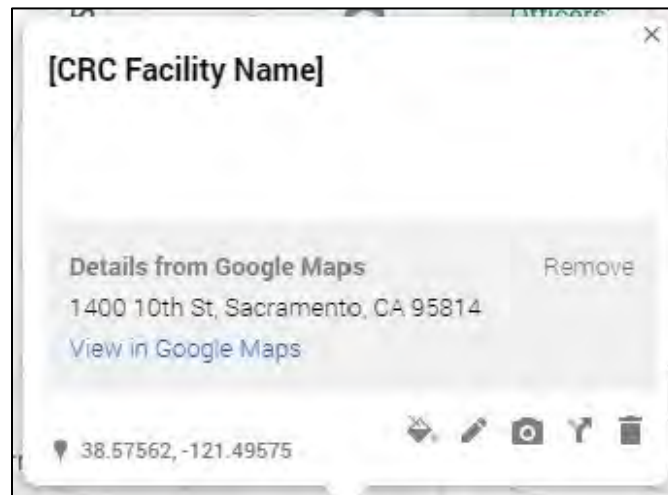
How to Map the Radius

1. Create the 1-mile radius using the Circle Generator website. To do that, first copy & paste the following link in your browser: https://www.scottmurray.me/kml/circle/index.php

    Go to the "Inputs" section of the page that displays four form fields, as seen in the image below. In the "Center" form field, enter the GPS coordinates for the CRC Facility. To find the coordinates of the CRC Facility, input the address in Google Maps. Zoom into the site and right-click the location of the center point desired. Coordinates should appear in a pop-up box. Take

note of the numbers as written. In the "Radius Value" form field, enter the number "1". In the "Radius Units" form field, select "Miles" from the drop-down menu. Finally, in the "Geometry" form field, enter "Linestring" from the drop-down menu. Click the blue "Generate" button.

2. Clicking "Generate" will open a new section below titled "Results" (see image below). Select the blue "Download" button in this section.

3. Go to the Google MyMap that you already set up with the three layers. Click the "Import" button inside your **Radius Layer**. Upload the file that you downloaded from the Circle Generator website that was used to generate the one-mile radius around the facility.

4. Once uploaded, the LineString will appear, marking the 1-mile radius around the CRC Facility. Change the color of the LineString to a color that noticeably contrasts with the map. **You have just created the one-mile radius within the Radius Layer.**
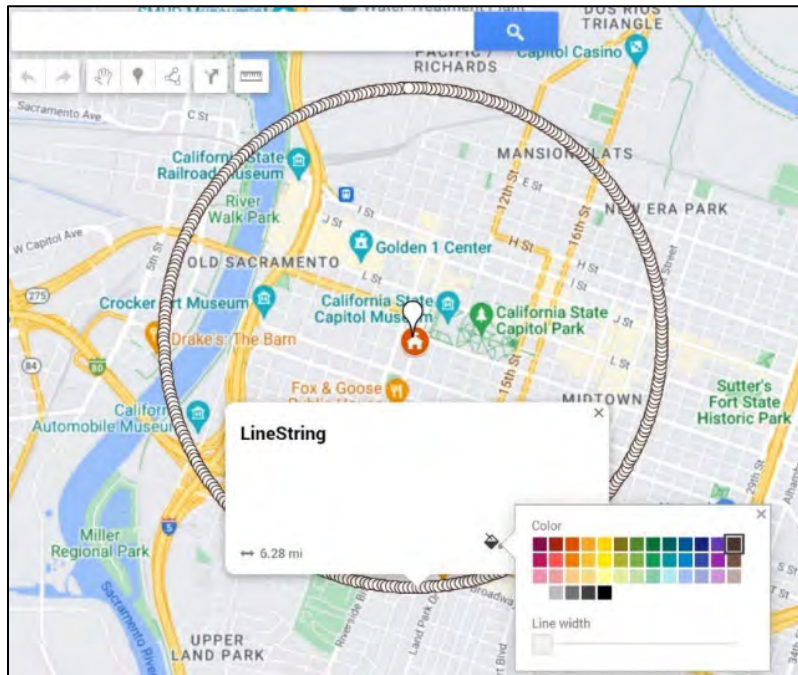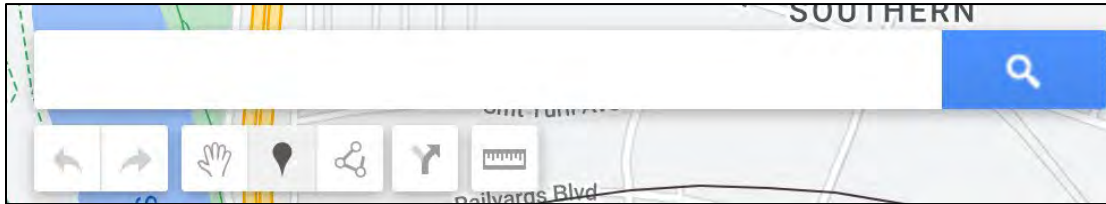

How to Map Campus Amenities

1. To map Campus Amenities, open your **Campus Amenities Layer** by clicking right below the title of the layer. Type in the address or coordinate of the Campus Amenity and click "search". Add the "Campus Amenity" pin to the map by repeating the same process you used earlier to add your CRC Facility pin to the map. Refer to Steps 1-3 in "How to Map the CRC Facility" on pages 3 and 4 of this document to review this process. Repeat as needed for each Campus Amenity.
2. Please give each Campus Amenity a specific name descriptive of the proposed upgrade, such as "off-building solar array" or "shaded play structure." Change the color of the pins to a noticeable color. You may use multiple colors to denote different Campus Amenities, but please choose different colors than the one selected for the CRC Facility pin. **You have just mapped the Campus Amenities on your Campus Amenities Layer.**

Note: All Campus Amenities must fall within the 1-mile radius shown by the LineString on the "Radius" layer. Exceptions to this 1-mile radius include transit routes to and from the CRC Campus, or if the Campus Amenity is on an adjoining parcel to the CRC Facility.

How to Drop a Marker

1. If a Campus Amenity does not have a distinct address or has the same address as the CRC Facility, you may drop a marker on your map to demonstrate the location of the Campus Amenity. To do this, view the icons located under the search bar and select the pin icon, shown in a darker color in the image below.

2. Select the icon, set your marker by clicking on the map in the location of the Campus Amenity, and name your Campus Amenity.

How to Map and Name a Line

1. Some Campus Amenities may be better demonstrated through a line, such as sidewalk repairs. To map a line, begin by locating the starting point. You can do this by moving the map to that location or entering the closest intersections in the address bar.
2. After locating the starting point, click on the segmented line icon located underneath the search bar (see image below). Click on "Add line or shape" from the drop-down menu. The default color for the line is black.
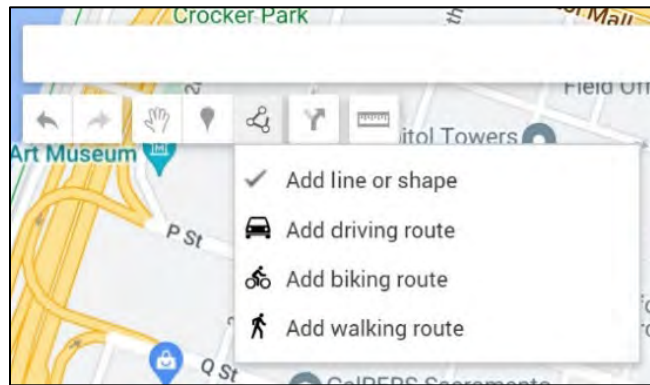
3. Click the location of the starting point for the improvement. If the segment is a straight line, you can drag the line along the improvement until you reach the end point, then **double click** to end the segment. If the segment spans multiple blocks that connect but do not follow a straight line, drag the line along the first block then click **once.** Then drag the line along the next block (it is fine to drag it left or right). Continue until you reach the end of your segment then **double click** to end that line segment.

   The image below shows an example of a non-linear segment. Each white dot represents clicking **once,** except for the last dot, where an applicant would click **twice** to end the segment.
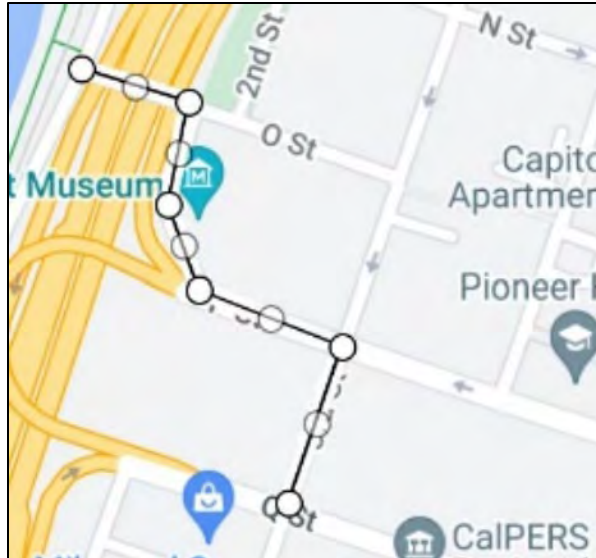
When you **double click** and end that segment a pop-up box will appear with the name "Line [#]". Click on that text and rename with a specific name that describes the upgrade, such as "10th Street bike lane improvements." Repeat and name the segments as needed.

Finalize and Upload

1. Once you have finalized your map and mapped all relevant components on each layer, download the file. To do so, click the three dots to the right of your Map title (this should be your Project name).
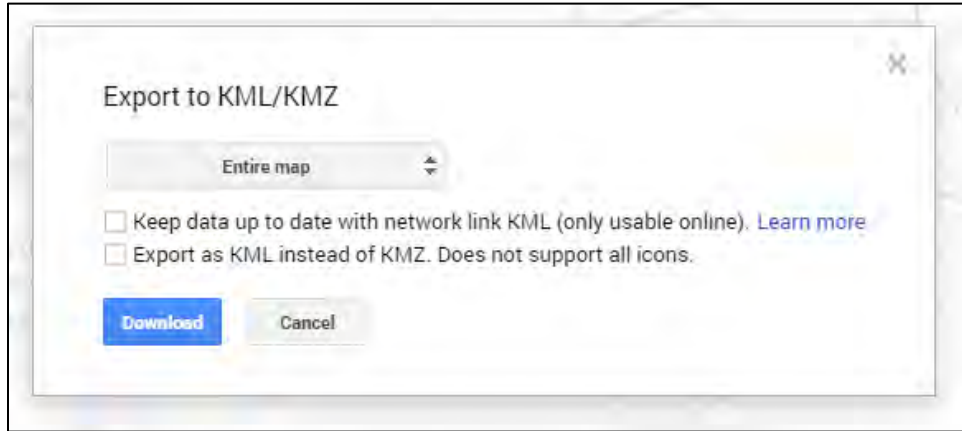

2. Clicking the three dots will open the menu shown in the image below. Click "Export to KML/KMZ".
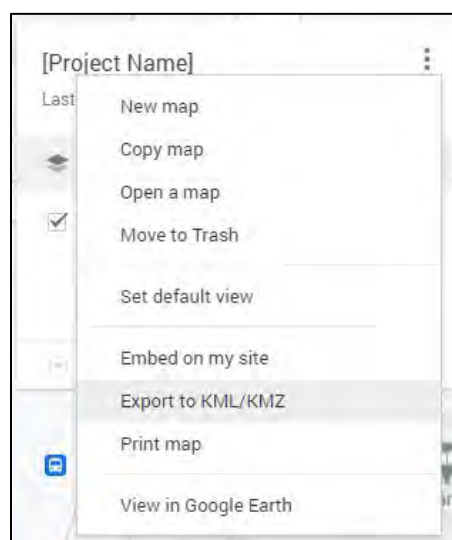
3. A different pop-up window will appear with the option to download. Click the blue "Download" button.

4. Please rename your file(s) using the following naming convention: [Lead Applicant Name_Proposal Name] _Project Area Map_1 of [total # of Project Area maps].
5. After you have downloaded your map as a KML/KMZ file, you will need to convert it to a ZIP file. **If you are using a PC,** right-click the file. A menu of options will appear – select "Send to", then select "Compressed (zipped) folder." The file will automatically save with the same name. Repeat as needed for multiple files.
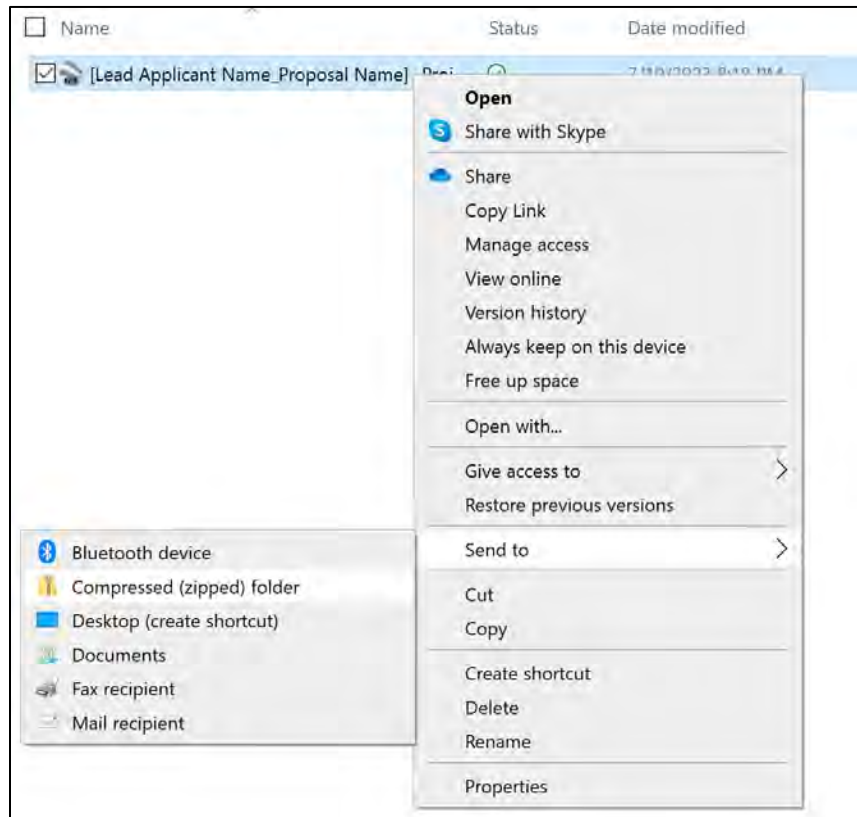
If you are using a Mac, first select the KML/KMZ file itself. Open the "File" menu found on the bar across the top of your Desktop, and select "Compress." The file will automatically save with the same name, ending in "ZIP." Repeat as needed for multiple files.
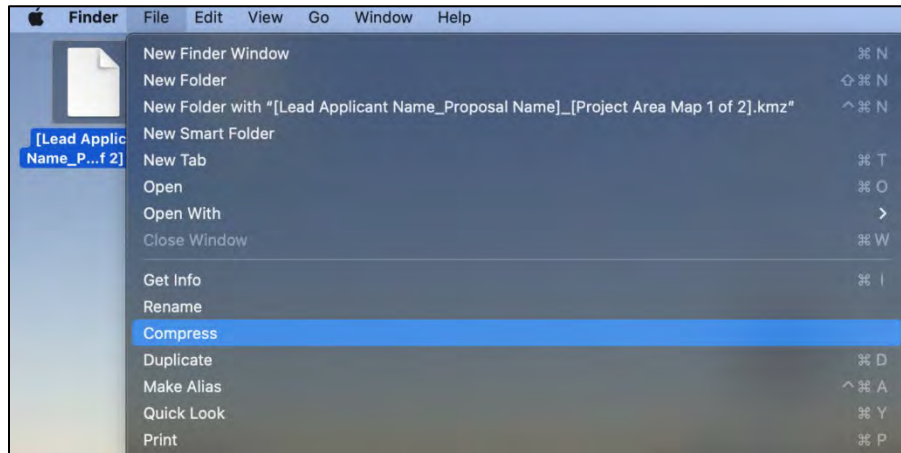
6. When finished converting files, please upload the "ZIP" file to Submittable in the appropriate section.