

# Instructions for Using Mapping Tools to Complete the Applications for Financial Assistance for Clean Water and Drinking Water Projects

**To locate Congressional Districts:** Go to [Congressional Districts](#). Detailed maps of Maryland's current Congressional Districts are located at the bottom of the page. Find the project location on the appropriate map and copy down its associated Congressional District number.

**To locate Legislative Districts:** Go to [Legislative Districts](#). Detailed maps of Maryland's current Legislative Districts are located at the bottom of the page. Find the project location on the appropriate map and copy down its associated Legislative District number.

**To locate River Basin Designation:** Go to [Watershed Profiles](#)

If the **name** of the watershed is **known**, select the name by using the drop down arrow on the left side of the page and select "GO." A new page will open and the Maryland 8-digit watershed number is at the upper left of the new page.

If the **name** of the watershed is **not known**, click on the area of the map where the project is located and a new map will open. Select the project location on the new map by clicking on it. A new webpage will open with the name of the watershed at the top and the Maryland 8-digit watershed number at the upper left of the new page.

**To locate Priority Funding Areas (PFAs):** Go to [Maryland Priority Funding Areas](#)

Click the "More..." box toward the right, scroll down and select "Priority Funding Areas." There are two ways to find project location:

1. Find the project location by **searching the map by hand**. Hold the left-click button down on the mouse and pan the map. Zoom in or out using the mouse (center scroll) wheel or slide the + or – on the left side of the map; or
2. Find the project location by **entering an address**. Enter the address and zip code in the "Find an address" box and select "Locate."

Once the project location is found and the map is sized accordingly, the map needs to be labeled. The map can be immediately printed and then labeled by hand or the user can use the software tools to directly edit the map prior to printing (preferred).

**To print map for labeling by hand:**

To print the PFA map, move your mouse cursor over the "Printer" icon at the top and left click it. A new box will open. Enter the county and project name in the "Title and Subtitle" boxes, left click "Print" and follow the instructions. Under Printer "Preferences" or "Properties", select "Landscape" rather than "Portrait" so that the printed map is not distorted. Mark the location of the project (including linear features) and its service area on the PFA map. Make sure to outline the entire area(s) the application is referencing. If the project area can be identified by a particular point/address, place a marker at the location and denote the full street address.

To **label map using the draw feature** and print for submission:

The project location can be represented with a (user selected) marker showing the exact project address and/or the area can be outlined to show the perimeter of the requested funding area(s). Use the method that best represents the project scope.

To use a marker to show precise project location: Enter the address and zip code in the “Find an address” box and select “Locate.” Select the “Draw and Measure” icon (Painters Palette) at the top of the map. Select the “Draw Point” icon by left clicking on it. Select the marker color and style. Then move your mouse cursor over the map where the project is located and left click on the map. A marker will appear indicating the project location. Left click on the “Add Text” icon in the draw box, select the font size and the color, and enter the text in the text box. Move your mouse cursor over the location of the map where you would like to insert the text and left click. To modify your location and text, click “Clear Drawings” in the draw box and start over.

To use Painters Palette to indicate the linear features and the service area of your project: Select the “Draw and Measure” icon (Painters Palette) at the top of the map. Select the “Draw Line” icon by left clicking on it. Select the line color and style. Then move your mouse cursor over the map where the project is located and left click on the map to indicate your start point. Continue to left click until the area is selected—double-click to end selection process. Repeat process if there are multiple areas to identify. To modify selected areas, click “Clear Drawings” in the draw box and start over.

When the map is ready for printing, see the instructions above **“To print map for labeling by hand.”**

**To locate designated Sustainable Community Areas:** Go to [Approved Sustainable Communities](#). Print a copy of the appropriate “Boundary Map” pdf file. Mark the project location on the printed map.

**To locate registered Sustainable Maryland Certified municipalities:** Go to [Sustainable Maryland](#). On the map of participating communities, click on the colored pin marking the Sustainable Maryland Certified municipality that corresponds with the project location. In the text bubble that opens, click on “View Detail,” which will open a fact sheet in a new webpage. Print the fact sheet.

**To locate Base Realignment and Closure (BRAC) Zones:** Go to [BRAC Revitalization and Incentive Zone Program](#). Print a copy of the State of Maryland BRAC Zones map. Mark the BRAC zone that corresponds with the project location.

**To locate Department of Housing and Community Development Designated Neighborhoods or a designated Main Street/Maple Street:** Go to [MERLIN Online](#) and select the “Designated Neighborhood” or “Main Street Area” layer from the layer list. Zoom to the project location to identify the neighborhood. Print a copy of the map. Mark the site that corresponds with the project location.

**To locate Maryland Environmental Benefits Districts:** Go to [Maryland Environmental Benefits Districts](#). Review the posted fact sheets, paying attention to the geographical boundaries specified. Print the fact sheet that corresponds with the project location.