

Preparing your Project Location File

Purpose of this Job Aid

- This job aid will provide applicants with step-by-step instructions on how to create a project location file for the **Appendix IV: Project Location File** section of the SMART Grants application.
- This file will be used in coordination with other parts of the SMART Grants application. It will help the SMART Grants Program team better understand the location(s) of the project as well as the disadvantaged community designations described in the Key Information Questions and Project Narrative sections of the SMART Grants application.
- Acceptable file types are Shapefile, GEOJSON, or KML/KMZ. This file must be uploaded to Valid Eval along with the other required application components.
- Applicants can only submit **one project location file** as part of their application. These can be zipped folders.
- Applicants may use any GIS software or a publicly available online mapping tool, for example, <u>Google</u> <u>Earth</u>, <u>GEOJSON</u>, or <u>QGIS</u>.

Requirements

- Internet connection
- Internet browser (such as Microsoft Edge, Google Chrome, or Firefox)
- A list of your project's location(s)
 - **Note:** Please be as specific as possible about project location(s). Example scenarios are listed on Page 2 of this job aid.

About this Job Aid

- USDOT does not have a preferred GIS software. Applicants may use any software that can produce a Shapefile, GEOJSON, or KML/KMZ. For the purposes of this Job Aid, Google Earth and Google Chrome will be used. USDOT does not specifically endorse Google. This is just one example of how an applicant could create a project location file.
- The screenshots and icons taken from Google are for informational purposes only and are not an endorsement of Google Maps nor an indication of any partnership with Google.



What should I include in our project location file?

These are examples of common project location scenarios that applicants may encounter as they develop the Project Location File requested in the SMART Grants Notice of Funding Opportunity (NOFO).

The project area(s) identified in the project location file should be **as specific as possible at the time of application submittal.**

The SMART Grants Program recognizes that not all projects will be able to identify exact project sites. The project location file should represent all geographic locations under consideration for the project.

Scenario 1: A deployment project that has **one known, specific physical location** such as an intersection, street, facility, or other infrastructure.

• The Project Location File should indicate the specific physical location of the project. Draw a polygon around the location.

Scenario 2: A deployment project that has several known, specific physical locations such as intersections, streets, facilities, or other infrastructure.

• The Project Location File should indicate all of the specific physical locations. If there is more than one location, draw a polygon around each location on the same map.

Scenario 3: A deployment project that has specific physical sites, but these sites are not known at the time of application submittal.

• The project location file should represent all geographic locations under consideration for the project. This could include a project location file with roadway, neighborhood, community, town, city, county, or State boundaries. Be as specific as possible.

Scenario 4: A deployment project that will not have specific physical sites, but the deployment of the technology will take place in a particular community, town, city, county, or State.

- The project location file should represent all geographic locations where the project may occur. Be as specific as possible.
 - If your project spans an entire county and does not have specific physical sites, you may submit a file that includes the entire county or multiple counties (if applicable).
 - If your project spans an entire city/town/community and does not have specific physical sites, you may submit a file that includes the entire city/town/community boundary or several city/town/community boundaries if applicable.
 - If your project spans an entire State and does not have specific physical sites, you may submit a file that includes the entire State(s).

There are numerous resources available for mapping entire States, counties, cities, towns, and communities. For example, you may wish to reference the <u>FCC U.S. County Overlays for Google Earth site</u> or the <u>U.S. Census</u> <u>Bureau Mapping Files site</u>. You can also draw polygons to represent approximate boundaries using the guide starting on Page 3 of this job aid.



Example for How to Create a Project Location File

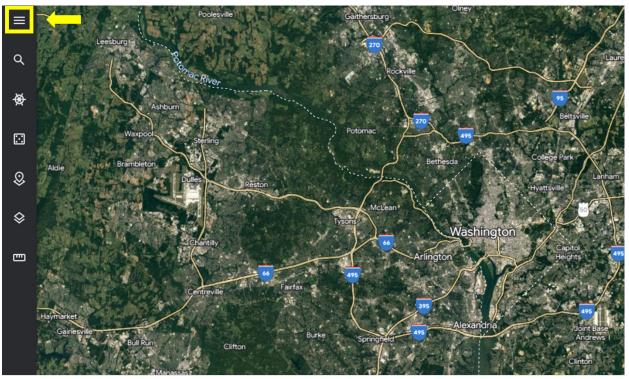
Note: USDOT does not have a preferred GIS software. Applicants may use any software that can produce a Shapefile, GEOJSON, or KML/KMZ. For the purposes of this job aid, Google Earth and Google Chrome will be used. USDOT does not specifically endorse Google. This is just one example of how an applicant could create a project location file.

Task 1: Navigate to Google Earth Online

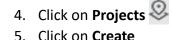
- 1. Open your internet browser and enter <u>https://earth.google.com</u> into the search bar.
 - a. Refer to the Google Earth <u>support page</u> if you run into technical issues.
- 2. A loading screen for Google Earth will appear.
 - a. This loading screen may take a few minutes to appear, depending on your internet speed.
 - b. Zoom to your project location on the map with your mouse or select the Search Icon in the left menu to type in your location.

Task 2: Create a new KML Project File

3. Once the website has loaded, click on the triple bar icon Ξ on the left-side menu.



This image is attributed to Google.





6. Click on Create KML File

A new KML project page will be created and titled "Untitled Project."

- Google Earth automatically saves your progress. Any changes you make to your project will be saved, including changes to the name of the project and any locations added to your map.
 We encourage you to create your project location file in one sitting.
- 7. Select the **pencil icon** to the right of "Untitled Project" to change the name of your project. You do not need to enter a project description unless desired.
 - a. Note: the project name you select will become the name of the downloadable file.

Task 3: Add Project Location(s)

For each project location, you should do the following:

- 8. In the same menu, select "New feature" and then select the following:
 - a. **"Draw line or shape:"** This option allows for you to draw an outline around your project location(s).
 - b. All other options in the "New Feature" menu should not be used.
- 9. Draw your shape using the method above. Remember to be as specific as possible. Approximate boundaries are sufficient. Remember, this file will be used in coordination with other project location information required in the SMART Grants application.
- 10. Click the back arrow at the top of the menu.
 - a. As a reminder, Google Earth automatically saves, and there is not a "save" button. Once you add a location, it will be part of your project location file unless you delete it.
 - b. Repeat steps 8 through 10 for all locations, if applicable.



Task 4: Check Your Work

- 11. Ensure that your project is mapped correctly and is not a single placemark but a shape around the project location(s). Refer to the images below for an example.
 - U.S. Department of Transportation

Do not add a particular placemark to the map.

This image is attributed to Google.

Instead, the location should be a shape.

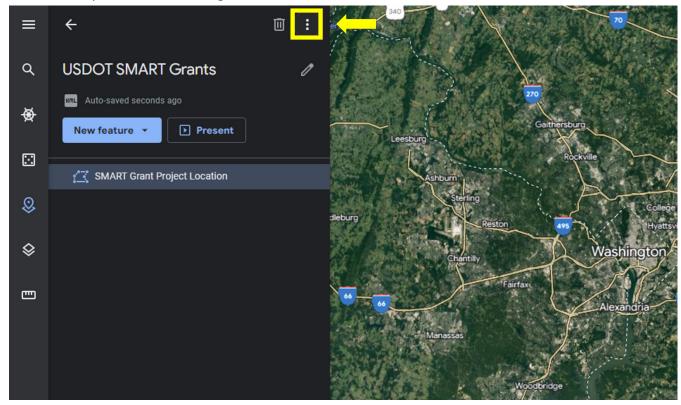


This image is attributed to Google.



Task 5: Save Your KML File

12. Select the triple dots on the right side of the left menu.



This image is attributed to Google.

- 13. Select "Export as KML file."
- 14. Your file will now be downloaded and saved in your preferred location.
 - a. We recommend checking your Downloads, Desktop, or Documents folders if you are unable to locate where it saved.
- 15. Your file is complete. It can now be uploaded to Valid Eval as part of your SMART Grants Application package.

Optional: Check your KML File

- 16. On Google Earth, select the New Project option in the right menu.
- 17. Select "Import KML File from Computer."
- 18. Select your created KML file.
- 19. Your file will appear on Google Earth, and you can check on the map to make sure it looks accurate.
- 20. If you noticed errors, repeat the steps above.

