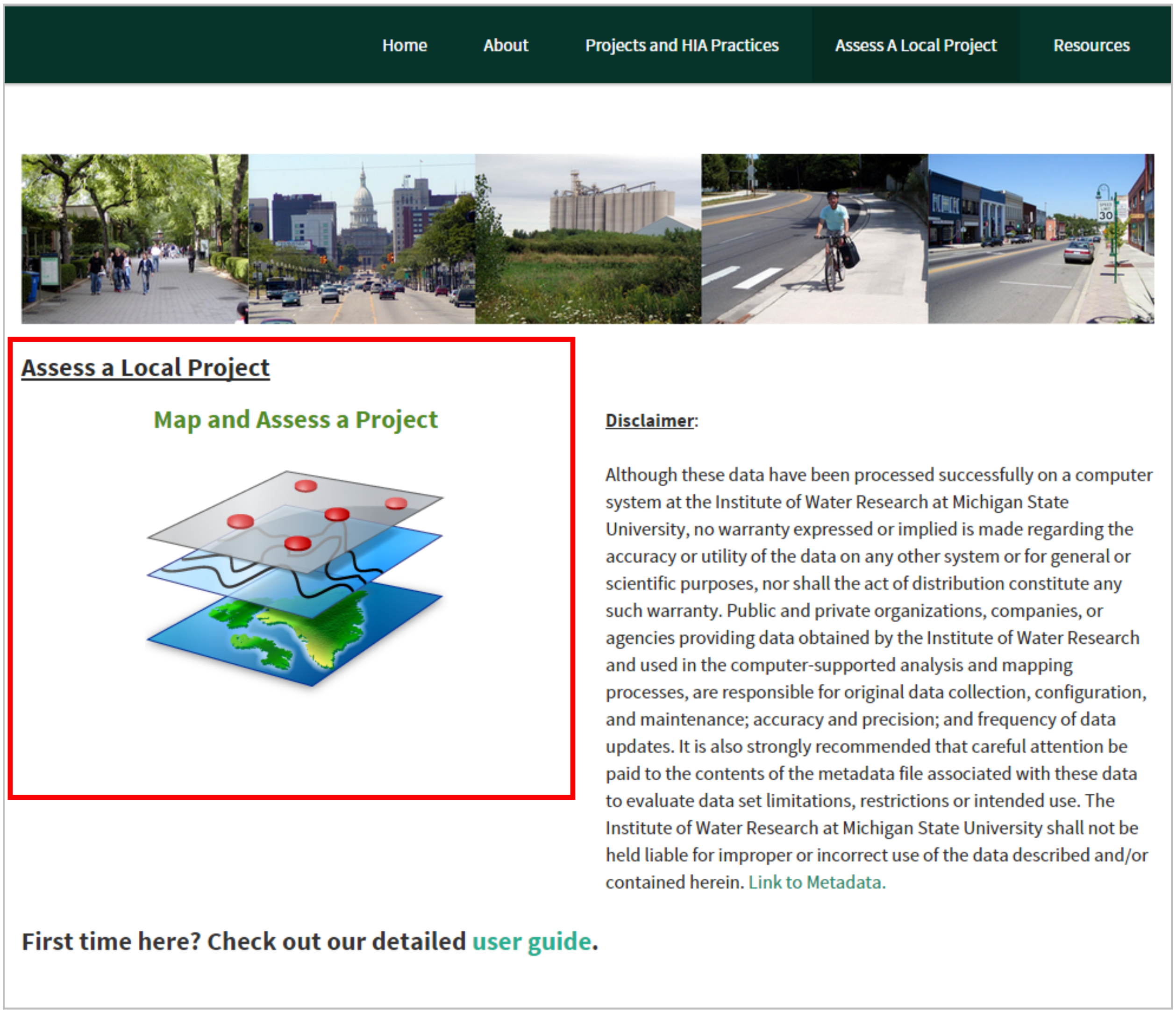
HIA Toolkit User Guide

Map and Assess a Project in Your Community



By clicking on the "Map and Assess a Project" icon on the HIA Toolkit Home Page, you will be directed to the impact assessment application or tool. You will see a "basemap" of the mid-Michigan region with the Clinton, Eaton, and Ingham county boundaries. On the right side of the screen, you will see a group of pull-down menus for the HIA Questionnaire, map layers, and GIS-related tools.

Using the HIA Impact Assessment Application, you will be able to complete the following tasks:

1. Create a user account and log into the system.
2. Locate the site of a project in your community - for example, a new residential development, business, highway, or other proposed action, and draw the location of the proposed site.
3. Access the "proposed action" by answering a series of questions organized in a checklist format.

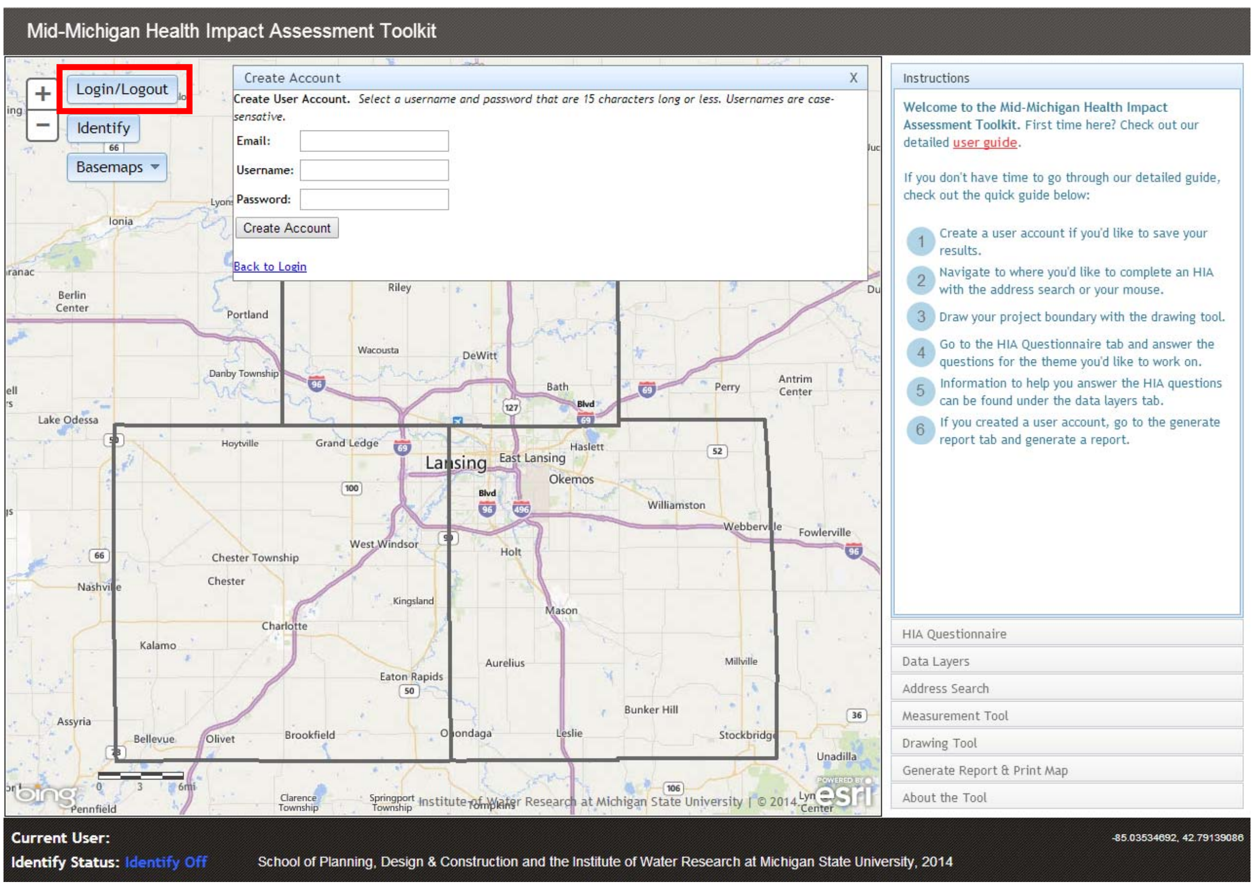
4. Use thematic data layers presented to you in maps, and use this information to visualize and evaluate the questions and submit your answers to each question in a YES/NO response.
5. Compile the results of your assessment and generate a user report.

While conducting an impact assessment of a project, you can always return to the user instructions by clicking on the top menu tab on the right side of the screen.

User Instructions

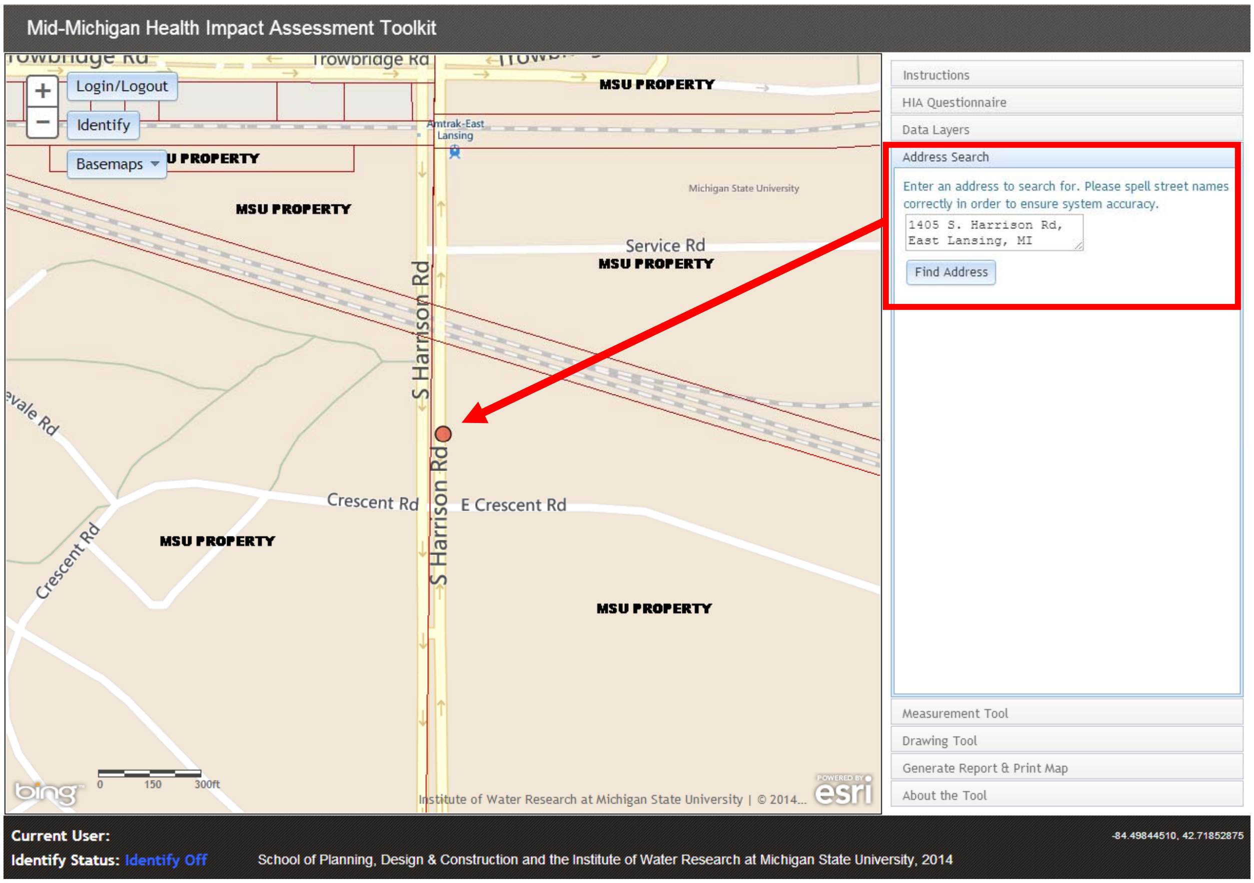
Step 1: Create a user account and log into the system.

Creating your own account on the impact assessment application will allow you to independently assess the potential impacts of a project that is proposed in your community. You will be able to review information about the local area and the region, natural and built environmental conditions and resources, social and cultural amenities, and any constraints or sensitivities that may affect the project or, in turn, may be affected by the project – positive or negative. Your account will allow you to create and save a report at any time during your assessment. You can revisit your project later to make changes as you learn more about the project.



1. To create a user account, click the “Login/Logout” button in the upper left corner of the map screen.

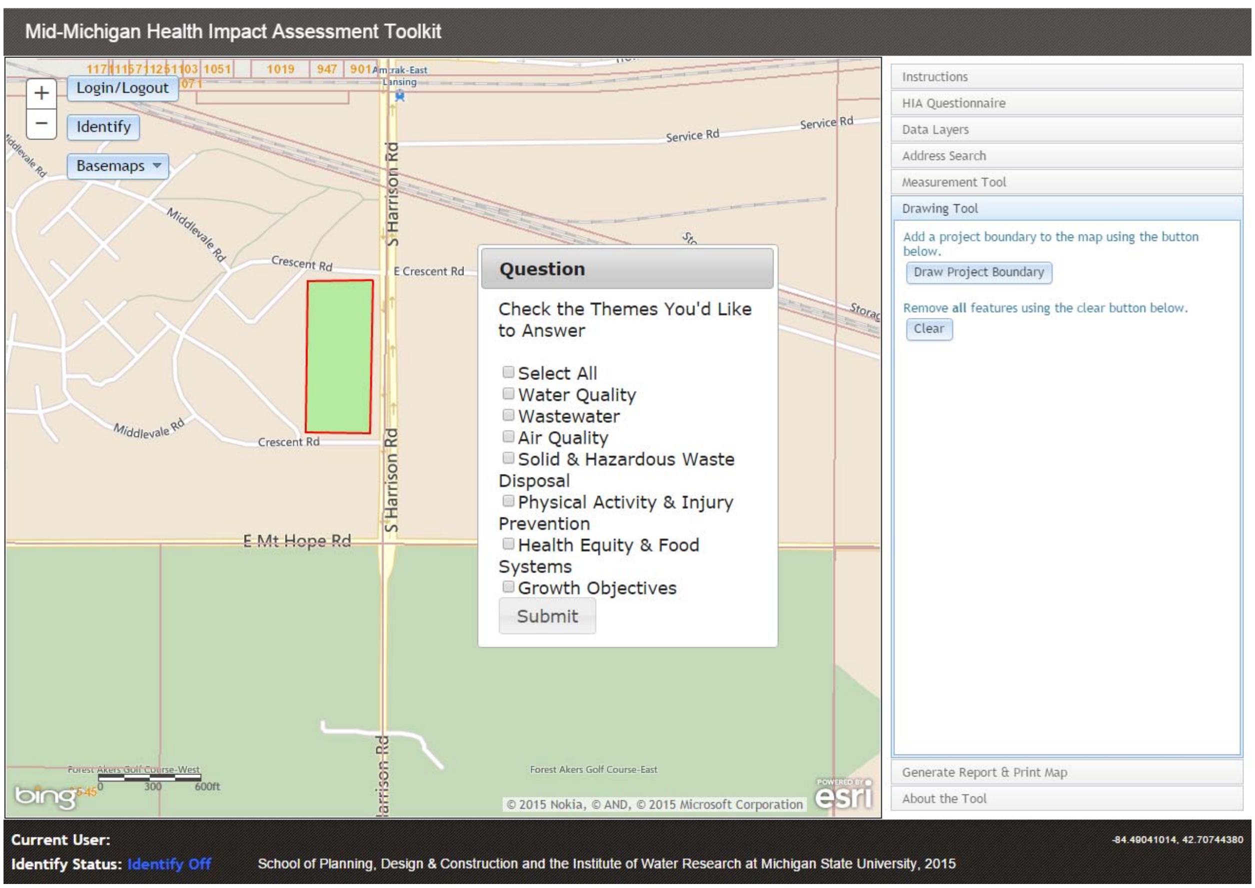
2. Click the "Create a User Account" link below the login boxes. Enter the necessary information into the fields and click the "Create Account" button. Both your username and password must be 15 characters or less.
3. Click the "Login/Logout" button again, except this time you will log into your account. Enter your username and password and click "Login." Your screen should now display your username at the very top of the HIA Questionnaire tab, next to the words "Current User." You can save a project to your account and return to it later by using your login and password.
4. ***Step 2: Locate and draw the site of a project.***



The <u>*impact assessment application*</u> *uses ESRI software, providing the same navigation tools – zoom in/zoom out, pan, address search, and drawing tools – you would use with, for example, Google Earth. You can find a project location by zooming in and following various landmarks – roads and streets, commercial districts, lakes and rivers, and so on; typing in a street address, if known; or typing in a parcel ID (coming soon), if known.*

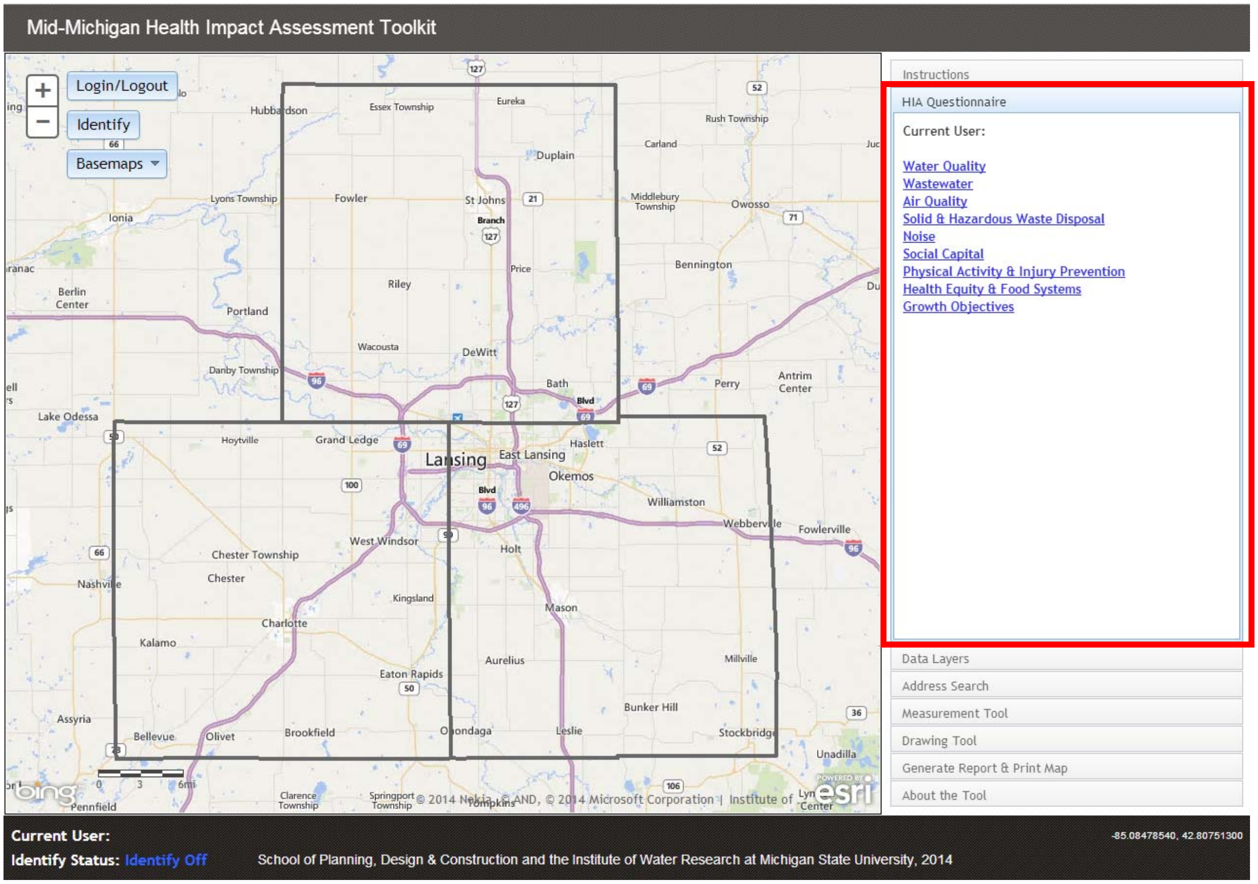
1. You can find the location of the proposed project by using the "Address Search" tool. A project can be located if you know the street address, find the "Address Search" tab on the right-hand side of your screen, enter an address in the text box and click "Find Address". (It may take a few seconds for the new location to load.)

2. You can also toggle between different basemaps with the impact assessment application. Using the button labeled “Basemaps” in the upper-left corner of the map screen, select “Aerial with labels” as your basemap.
3. To draw the location of proposed site, zoom to a portion of the project site and then click the “Drawing Tool” tab in the menu panel on the right-hand side of your screen.
4. Using this tool, you can draw a polygon feature to represent the proposed development. Click on the “Draw Project Boundary” button to activate the drawing tool. By left-clicking on the screen, draw the outline of the development. If you make a mistake, clicking the “Clear” button removes all drawings that currently exist on the map. Double-click to complete the outline.
5. If you would like, you can also use an automated question-answering feature by clicking “Yes” in the prompt box after you finished drawing the site boundaries. Next, select the themes you would like answered and the tool will take care of the rest. Automatically answered questions will be marked under the HIA Questionnaire tab, but will not be saved until you click the "Save" button. If you do not want any questions answered automatically, clicking “No” will exit the automated question-answering feature.

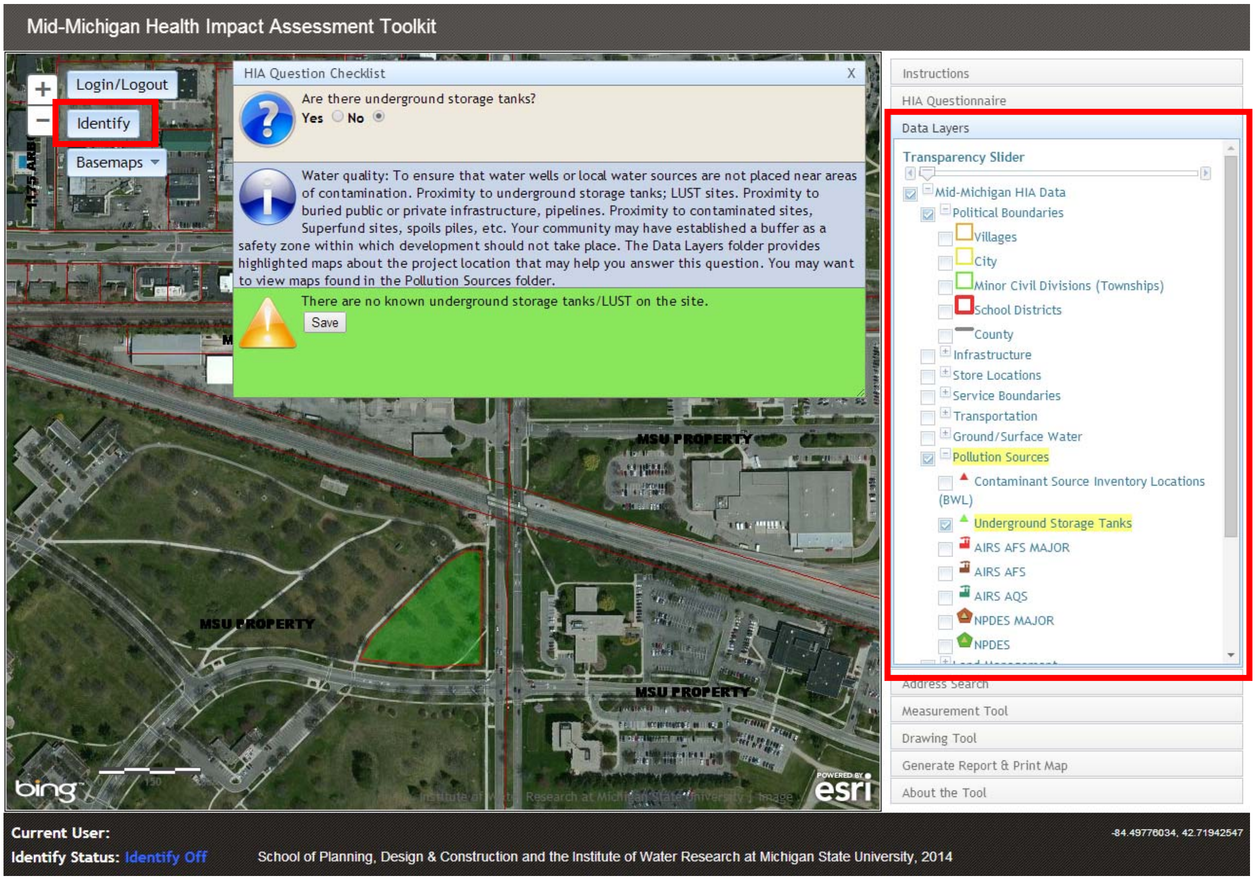


Step 3: Assess the project using the HIA Checklist and mapped data layers.

The <u>impact assessment application</u> uses a checklist containing questions about the project and information that can help in answering the questions. Data in mapped form are provided to help you assess the potential impacts of a proposed project.



1. Going back to the "HIA Questionnaire" tab, click on any of the impact assessment checklist links, which are organized into 9 categories. By clicking on a link, all of the questions pertaining to each category will be displayed.
2. To help you answer each question accurately, find the pertinent data layer under the "Data Layers" tab. Data layers that may help you answer the question have been highlighted in yellow to help you find them more quickly. Data layers can be displayed by simply clicking the checkbox next to their name. You may also retrieve more information about a layer by clicking the identify button and clicking on a layer's symbol. **Note**: Data layers do not have complete coverage for the entire Mid-Michigan area yet.
3. If a question involves calculating distances or area, use the Measurement Tool, which is found under the "Measurement Tool" tab. This tool has three types of functionality that can be found by hovering your mouse pointer over each icon.



Step 4: Using the layers presented to you, evaluate the questions and submit your answers.

The impact assessment application uses a checklist containing questions about the project and information that can help in answering the questions. Each question can be answered by a "YES" or "NO" response. Your response will indicate whether an impact is potentially adverse or not. If an impact is considered adverse, you will get an "Alert!" notification, with additional information about that impact, including referrals to local, county, or state organizations as applicable.

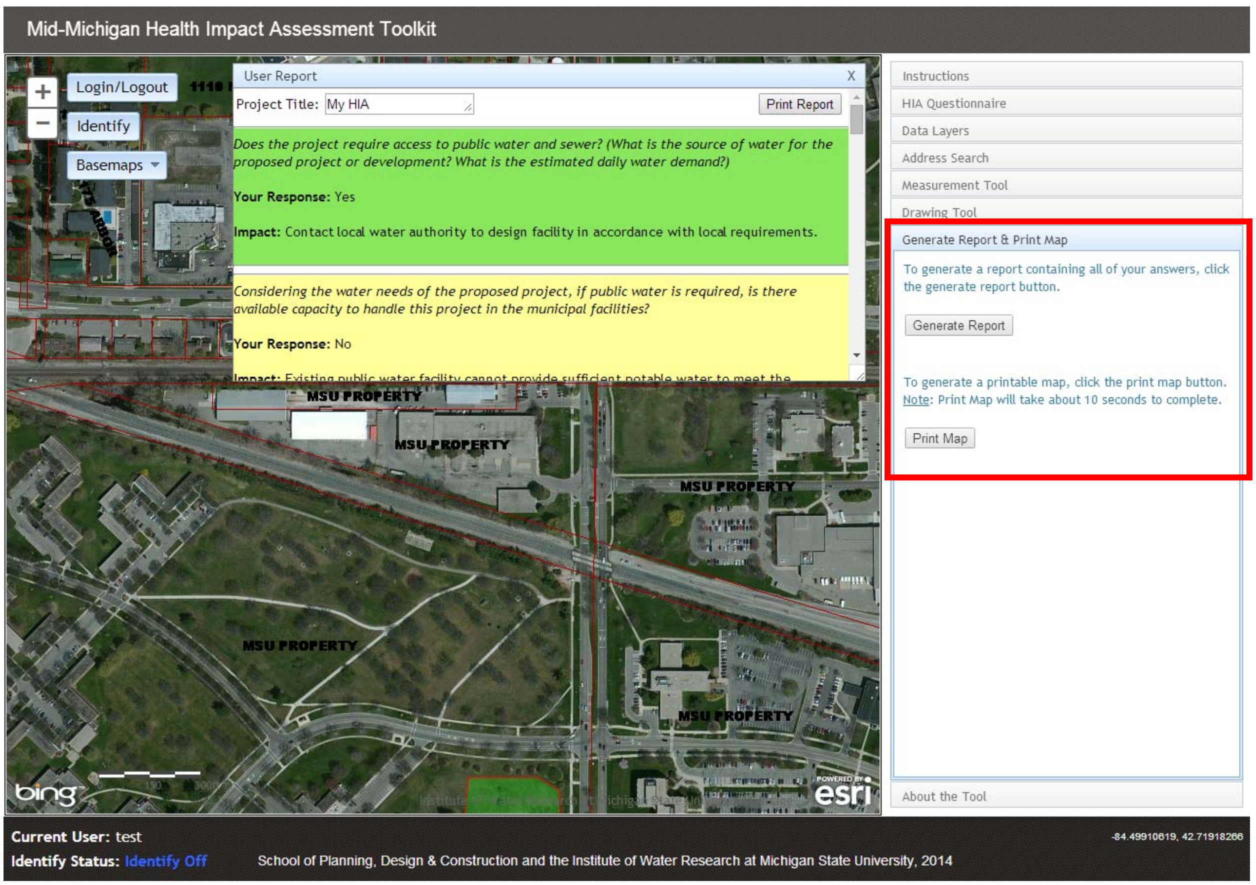
1. To begin answering the questions, click the radio button next to the top question in the list. By clicking the button, the question will be displayed in the "HIA Question Checklist" box identified by a "?" symbol that will appear on your screen over the base map.
2. To answer each question in the "HIA Question Checklist" box, click the radio button next to either "YES", "NO", or "UNKNOWN". Below each question and next to the "i" symbol, a guideline is provided to help the user understand the purpose of the question and help answer the question. After answering the question, an impact assessment statement identified by a "!" symbol is displayed under the information "i" about the question. This statement is color-coded based upon the perceived impact – either quantitative or quantitative – of the project for that question, with red being negative, yellow being neutral, and green being positive.

3. The “HIA Question Checklist” box can be repositioned anywhere on the screen by clicking and dragging the box to a new location. If too much of the screen is obscured by the “HIA Question Checklist” box, clicking on the “X” in the top right corner will disable the box. By clicking on the applicable question, the box will be restored to the screen.

4. Finally, after answering the question, scroll to the bottom of the “HIA Question Checklist” box and click “Save”. This saves your answer to the database and will be used to generate a report. Note: You can change your answer at any time by simply changing either a YES to a NO, or vice versa, and then clicking “Save” again.

Step 5: Compile the results of your assessment and generate a user report.

Your account will allow you to create a report to view the compiled results of your assessment. You can print the report that might be shared with others and presented to your local community planning department, public commissions, city council, or township board.



1. After you have completed answering all of the questions in the theme you are evaluating, click on the “Generate Report” button in the lower left-hand corner of the screen. This button will automatically generate a report that includes:
   a. The questions you answered.
   b. How you answered them.

    c. A color-coded background based upon the potential impact resulting from your answer.

2. You can now print the report or save it as a PDF file by clicking the “Print Report” button.