

## Environmental Justice

Agency projects require the Area Specialist to produce, complete, and sign the Form RD 2006-38, Civil Rights Assessment, complete with the % Minority Map and an Income/Poverty Map. This should be in the Area Office file. For RUS projects, the Area Office also should send these documents to the State Office to place in the Environmental File.

The Form RD 2006-38, Civil Rights Assessment can be found on this web page:

[https://formsadmin.sc.egov.usda.gov/efcommon/eFileServices/eFormsAdmin/RD2006-0038\\_070701V01.pdf](https://formsadmin.sc.egov.usda.gov/efcommon/eFileServices/eFormsAdmin/RD2006-0038_070701V01.pdf)

Click on the above link and if you are not already on line, it will request your eAuthentication Login before allowing you to proceed to the USDA Service Center eForms. Once you login, the page will open directly to the **Specific Form** only.

The form can be completed on line and printed out for signature. It is generally simple to use and understand. The best current source for producing maps is from the EPA web page which can be accessed here:

<http://www2.epa.gov/ejscreen>

EJScreens: Environmental Justice Screening and Mapping Tool | US EPA - Windows Internet Explorer

http://www2.epa.gov/ejscreen

EJScreens: Environmental Justice Screening and Mapping Tool

Launch the EJScreens Tool  
Explore EPA's environmental justice screening and mapping tool

Links

- Environmental Justice at EPA
- Grants and Other Funding Opportunities
- EPA's Environmental Justice in Action Blog
- Sign up to receive updates on EJScreens

In order to better meet the Agency's responsibilities related to the protection of public health and the environment, EPA has developed a new environmental justice (EJ) mapping and screening tool called EJScreens. It is based on nationally consistent data and an approach that combines environmental and demographic indicators in maps and reports.

What is EJScreens?

- What is EJScreens?
- [How was It Developed?](#)
- [How Does EPA Use It?](#)
- [Purposes and Uses](#)

Learn to Use EJScreens

- [Learn to Use EJScreens](#)

Launch the Tool

EJScreens

Check out EPA's environmental justice screening and mapping tool today!

Input a Location

e.g.: city, state, zip

Search

EPA

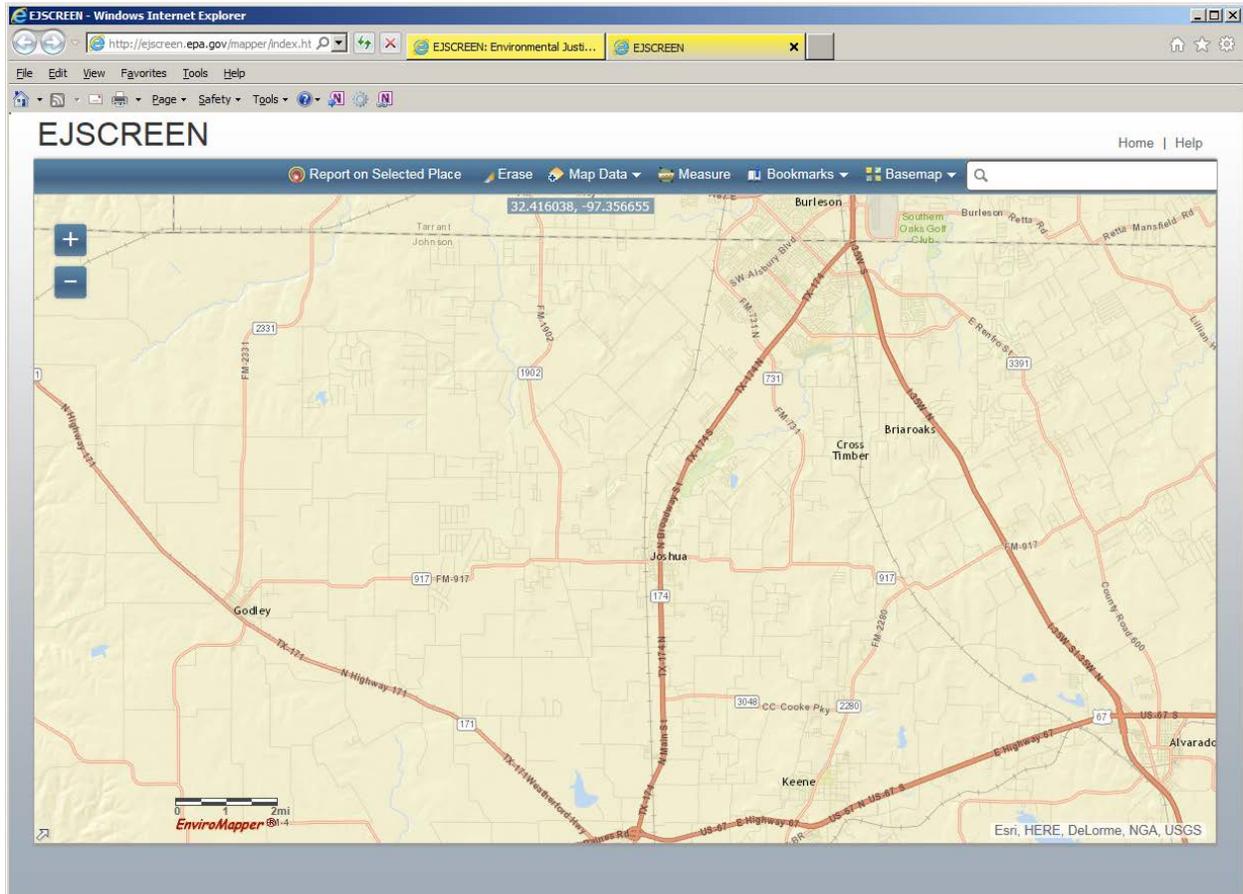
- [Launch the EJScreens Tool](#)

Understanding Results      Technical Information      Additional Resources

If you want the complete online instructions on how to use the EJScreens, click on the "Learn to Use EJScreens" link in the middle of the page. It will open a new page. Then click on "User Guide for EJScreens (PDF)". An, "open, save, or save as" box will appear. Chose what you want to do. The Guide is a 48 page instruction manual on how to use the online tool. There are a

lot of features associated with the tool. The below instructions are a minimum reference to assist Loan Specialist in preparing a % Minority Map and an Income/Poverty Map. Should you want to learn more about the tool, reference the online Guide.

Returning to the original web page, you access the maps by inputting the city, state or zip code in the, "Launch the Tool" box on the right side of the page. When the map comes up, you can pan, zoom in, or zoom out as you need, to produce an area around the project site which appears to be the most appropriate location and best "scale".



It will take a few moments for the map to load. Left click on the mouse and hold to drag the map around for the view you want. The center wheel on your mouse should allow you to zoom in or out as needed. The settings on your mouse could be different. If they are, the + and – icons on the left hand side of the map can be used to zoom in or out.

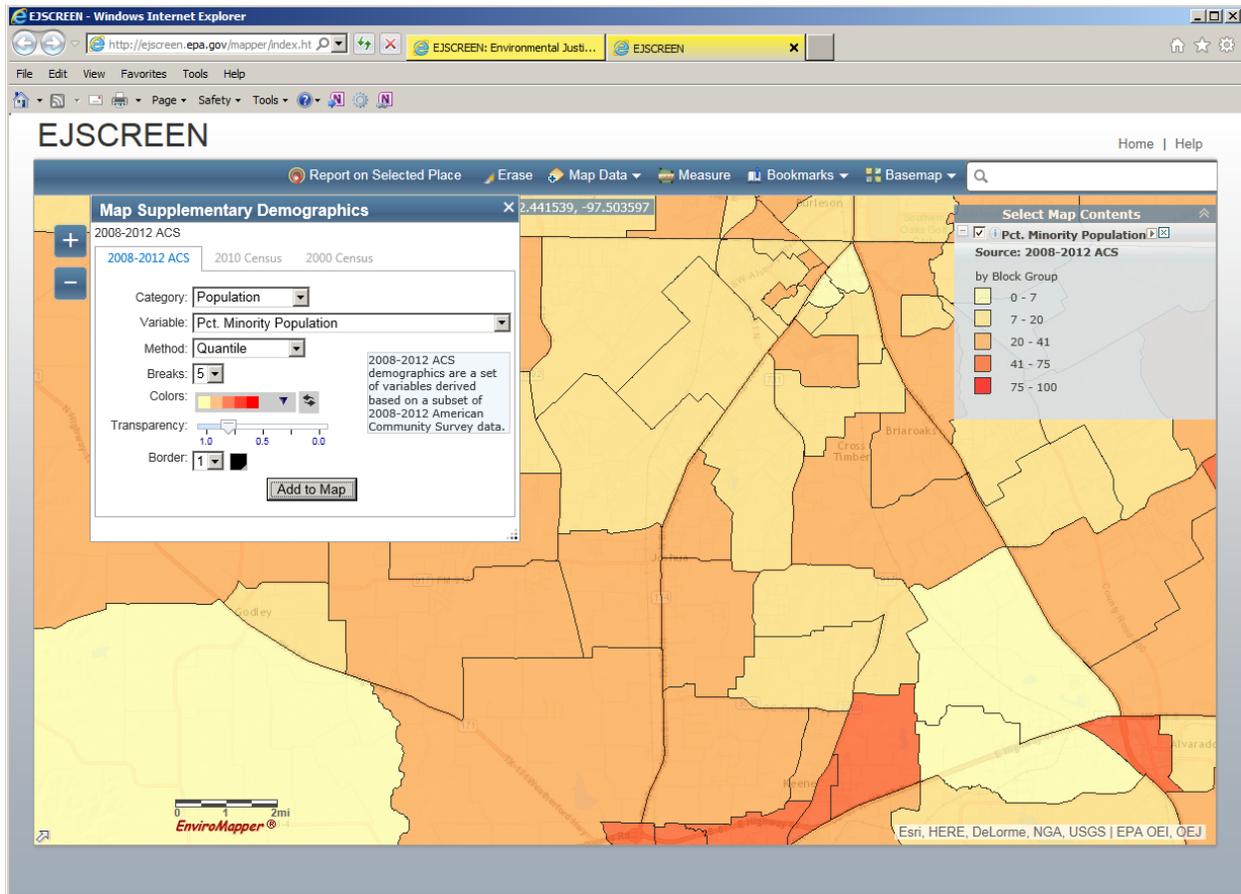
Once you have the right "scale" or area of the map you want to print, do not change the view for the different maps. Keeping them all the same size helps the reader understand the maps quicker. The first map to print is just the background as you now see it on screen. This gives the reader a good understanding of the area. The color maps which will be printed out later, sometime "wash-out" the background and the reader loses the context of the map. Some maps depending on the "scale" may be just one or two colors and just become "blobs" of color. There is a way to help correct this which will be discussed later.

If you want to create a green box at the site location to show its location, refer to the instructions at the end of this narrative.

To print a **base map** you have several options if you don't want to use the standard map which originally loads. It is recommended to just use the standard map, but if you want a different base map, click on the "Basemap" tab along the top of the page. You will have 12 options to choose from. Click on the option you want and it will load. You may be able to use some of these base maps for other areas of the environmental review if you want them in the file. Some of the darker background maps tend to interfere with the color overlays when printing out the EJ maps.

To print the maps, click on the down arrow next to the "printer" icon in the header. Click on the "page setup" in the drop down box. Change the radio button to "landscape" and click the "OK" button. You don't have to change to a landscape view, but it does produce a larger map which is easier to read. Click on the down arrow next to the "printer" icon again and either click on, "print" or "print preview", then just print the page as you normally do from your computer.

To produce a **% Minority Map**, click on the "Map Data" tab along the top of the page and then click on the "Map Supplementary Demographics" from the drop down box. A new control window will open on the screen. There are 7 features which can be adjusted: Category, Variable, Method, Breaks, Colors, Transparency, and Border. You can adjust any and all of these and then click on the, "Add to Map" button and the map will change accordingly. The easiest way to learn what the tool can do is just to experiment with the options.



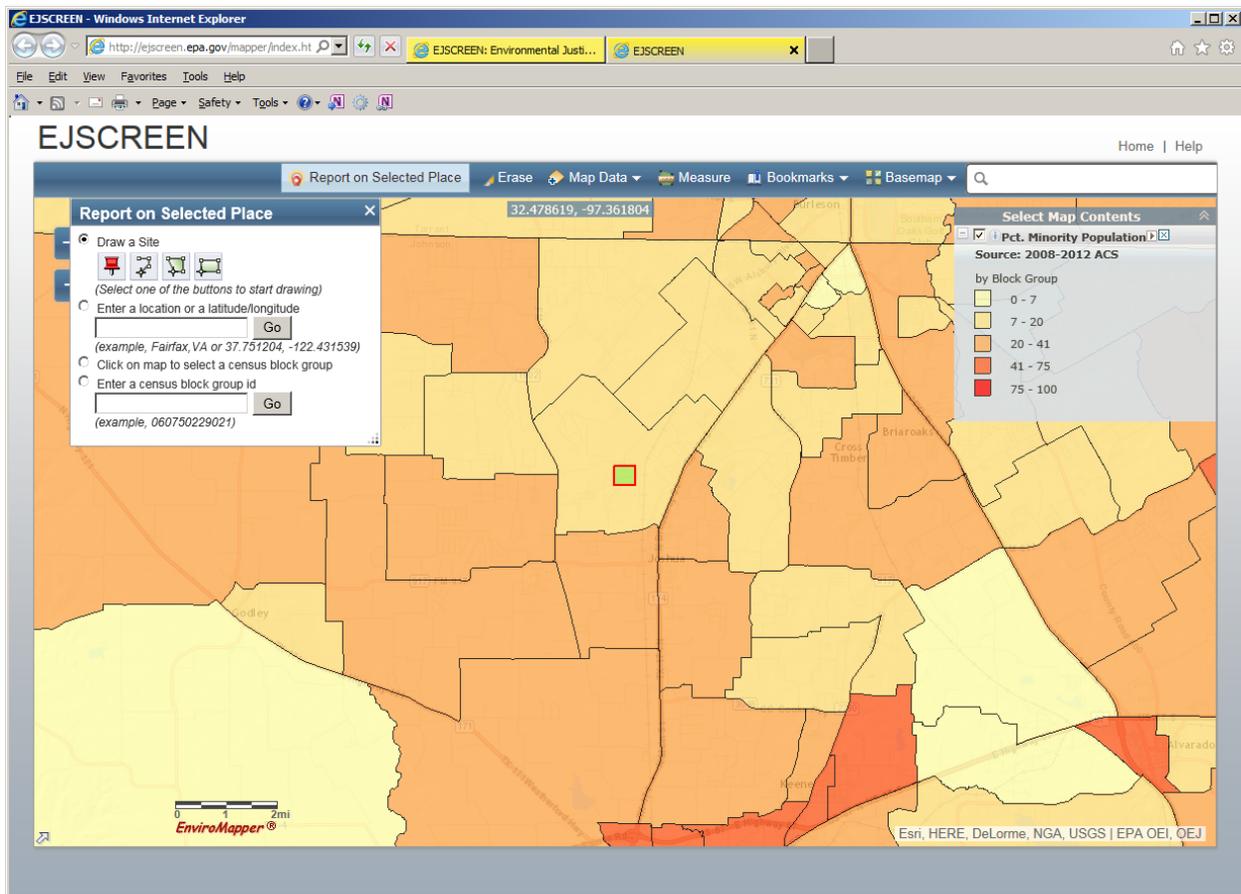
The "Transparency" tool can be adjusted by clicking on and moving the sliding bar. This will control the transparency of the color map overlays on the base sheet. This is where you will need to see what your particular printer quality will produce. If it is too transparent, you cannot "read" the different colors. If it is not transparent enough, you cannot "read" the background.

The default setting for the "Category" is "Population". Retain this setting. The default setting for the "Variable" is "American Indian Population". Change this to, "Pct. Minority Population" by clicking on the down arrow and picking it from the drop down selections. It is recommended that the other default settings remain the same unless you want to change the "Transparency" setting to match your printer's quality of print. Once you have made all your selections, click on the "Add to Map" button.

The map should be loaded as selected. Make any adjustments only if needed by reselecting different options and then clicking on the "Add to Map" button. To print the map, just follow the same instructions provided above to print out the base map. Before you print, remember to remove the, "Map Supplementary Demographics" window by clicking on the "X" in the upper corner of the box, otherwise it will be printed on your map.

To produce an **Income/Poverty Map**, click on the "Map Data" tab along the top of the page and then click on the "Map Supplementary Demographics" from the drop down box. The control window will open on the screen. If you just printed out a % Minority Map, the settings will default to the previous settings. Change the "Category" setting to "Income/Poverty", the "Variable" setting will automatically update as well. The map is ready to print unless you want to make other adjustments to the settings. Click on the "Add to Map" to update the map.

Before you print, remember to remove the, "Map Supplementary Demographics" window by clicking on the "X" in the upper corner of the box, otherwise it will be printed on your map. Also delete the legend for the % Minority Map because any previously used legends remain on the map unless deleted. Remove unwanted legends by clicking on the "X" button near the legend title. Print the map as previously instructed.



To create a green box to help inform the reader where the site is located relative to the map, click on the "Report on Selected Place" tab in the top header. A dropdown menu will appear with the default radio button set on, "Draw a Site". There are four icons to select from, click on the far right icon that looks most like a square or box. You can experiment with the others depending on your site and its configuration, but the square is the simplest to execute and easiest to read regardless of the property's shape.

After you have clicked on the square or box icon, click on the map where you want the upper left hand corner to occur, hold and drag down and to the right the mouse button until you have created the square or rectangle you want. Release the hold on the mouse button will complete the shape. It may take a couple of tries to get it right. If you are not satisfied with the location or shape, click on the "Erase" tab along the top of the page and any and all of the drawings you have made on the map will disappear. You can then repeat the steps to draw a new box.

You can try the stick-pin icon, but the scale of the pin (more of a circle) will be huge at most of the map scales. You have to be at a very high altitude map scale before the graphic looks anything like a stick-pin (more of a cross-hair). Before you print, remember to remove the, "Report on Selected Place" window by clicking on the "X" in the upper corner of the box, otherwise it will be printed on your map.