User Manual
Social Capital Maps
Pilot version (MVP)
Whole Community Resilience Planning Program
Rev. April 2020
INTRODUCTION

The Social Capital Map (SCM) tool is a set of interactive maps which illustrate various social assets in Puerto Rico and which was developed by the Whole Community Resilience Planning Program (WCRP), a joint effort between the Puerto Rico Department of Housing and Foundation for Puerto Rico. The WCRP is funded by the Community Development Block Grant for Disaster Recovery (CDBG-DR) as assigned by the Department of Housing and Urban Development (HUD) and administered by the Puerto Rico Department of Housing as part of the Puerto Rico Disaster Recovery Action Plan.

This tool contains information on social capital assets available at the local level in a set of maps that have been classified according to the following focus areas:

- Health
  - Medical Facilities
- Education
  - Head Start Centers
  - Public Schools
  - Universities
- Security
  - Shelters
  - Police Stations
  - Firehouses
  - Judicial Centers & Courthouses
- Special Communities (*Comunidades Especiales*)
  - *Comunidades Especiales*
  - Community Aqueducts (Non-PRASA)
  - Public Housing
- Community Services
  - Non-governmental Organizations (NGOs)
  - City Halls
Disclaimer: This Social Capital Map MVP was developed in Spanish with Spanish-speaking users as the primary audience. This manual will detail usage of the tool with instructions in English, but the tool and all its data will remain in Spanish for the near future. An English version of the tool will be available at a later date, as part of an enhanced version of the SCM platform.
USING SOCIAL CAPITAL MAPS
USING SOCIAL CAPITAL MAPS – GENERAL

This SCM tool contains a series of interactive maps that illustrate various distinct types of social assets in Puerto Rico. Each page will have a column on the right-hand side of the screen containing a description of the type of information presented in a given section or map.

To move within sections or maps, use the scroll wheel on your mouse to scroll content up or down the screen. To switch between sections or maps, click on the desired title from the list.
USING SOCIAL CAPITAL MAPS – GENERAL

In order to zoom in or out of a map, use the (+) or (-) buttons, respectively, located on the upper-left of the screen. To return to the map to its default size, use the Home button located between the (+) and (-) buttons.

The scroll wheel may also be used to zoom in and out of the map on screen.
USING SOCIAL CAPITAL MAPS – GENERAL

To be able to go up and down between the content of a particular section and the general alternatives of the tool, you must use the bars on the right side of the screen. The shorter bar (represented here with a red arrow) will move the content in the particular section. The longest bar (represented here with a blue arrow) will allow you to move between the theme alternatives of the tool.
USING SOCIAL CAPITAL MAPS – GENERAL

The circular reticle icon located underneath the zoom controls will a user to see their location in the active map. This allows users to orient themselves and observe social assets available near them. A user’s location will be represented with a blue dot in the map.

The tool provides a map key to identify the type of asset displayed on the map. The map key can be accessed by clicking the tab titled “Leyenda” on the right-hand side of the screen.
USING SOCIAL CAPITAL MAPS – GENERAL

In order to display the name of a given municipality, click within the lines of a polygon in an area free of dots in order to display a white box displaying the name of the municipality.

Upon clicking a point of interest in the map, a white rectangular box will appear, displaying available information about that social asset. Different colored dots will represent distinct social capital assets – remember to use the map key in order to understand and differentiate the color coding.
USING SOCIAL CAPITAL MAPS – SHELTERS

In the explanatory text of the shelter map, you will find a map that will allow you to know the schools reported as closed but used as shelters.

If you press any of the points, within the map in the explanatory bar, a screen with the information of the closed school used as a shelter will appear. You will be able to see the largest information if you press the square next to the X. Likewise, if you want to return to its original size, you must press the same icon again.
USING SOCIAL CAPITAL MAPS – SPECIAL COMMUNITIES

In the Special Communities interactive map, each polygon with green outline represent the location of a Special Community (Comunidad Especial) in Puerto Rico. By clicking inside a green polygon will display a white box with information about that community.
USING SOCIAL CAPITAL MAPS – NON-GOVERNMENTAL ORGANIZATIONS (NGOs)

The interactive maps in the NGOs section will display the density or concentration of NGOs across municipalities in Puerto Rico. The map will show areas of high concentration of NGOs in bright yellow, and lower concentrations in shades of blue.

In order to view details on the organizations registered in each municipality, users may click the center of each colored circle to display a white information box. The arrow located on the upper right of the white box will allow users to cycle through the various organizations registered in this area.
USE OF REQUEST FORMS
**COMUNIDADES ESPECIALES – REQUEST FORM**

In the Comunidades Especiales description section, you will find a link to an external form. This form will allow you to request a digital copy of the original Planes de Desarrollo Integral (PDI); where you will be asked to complete all the required information. Then, select the municipality of interest and press the “next” link located at the bottom of the page, this will display a new page with all available PDIs pertaining to the selected municipality. Finally, in order to receive digital copies of the plans, you should select the community(ies) of interest within the list and press “next”.

---

*1. Nombre completo:*

*2. Organización/Comunidad:*

*3. Teléfono:*

*4. Correo(s) electrónico(s) a dónde se le enviará el PDI:*

En caso de necesitar que los PDIs se enviaran más de un (1) correo electrónico, favor de separarlos con un punto y coma.

*5. Municipio de donde le interesa recibir el PDI:*

---

**Solicitud Planes de Desarrollo Integral (PDI)**

6. Cataño
   - Cucharillas
   - La Puntilla
   - Juana Matos
   - Puente Blanco

---

*Paso 1*  
Sign here

*Paso 2*  
Here

*Paso 3*  
Finalizar
NON-GOVERNMENTAL ORGANIZATIONS – REQUEST FORM

If you require information on all the NGOs located in a specific core area, you should press the hyperlink and an external page will be displayed with the required information as a table/spreadsheet format.

Once the hyperlink has been pressed, the following page will be displayed on your computer. On the upper right section, you can verify the selection of the desired NGO.
NON-GOVERNMENTAL ORGANIZATIONS – REQUEST FORM

This filter symbol \( \square \) will have to be selected in order to filter and search for the specific information included in the column. Then, from the drop-down options that will appear, select “create a new temporary filter view”.

![Filter symbol selection](image)

You will notice that your table will now have a black frame, meaning that the option to create filters has been activated. To select a specific filter, you will have to select the three-line icon located next to the column name. This will display the column’s filter options. Then, you can erase other existing filters and select those that you want or prefer. In order for the filter to be added to the table/spreadsheet you always need to select **accept**.

![Filter options](image)
CONTACT US – FORMS

The last page of the Social Capital Maps contains a hyperlink to access an external form that will allow users to notify the administrators of existing errors or to suggest a change within the platform. All fields must be filled in order to submit the form.
CONTACT US – FORMS

Once you have selected this form, depending on what you want to communicate, two different options will appear on the screen. It is important to remember that your response and feedback will be registered once you press “finalize”.

7. Favor explicar lo que no le está funcionando adecuadamente.

7. Favor detallar el error encontrado
USE OF MOBILE DEVICE
USE OF MOBILE DEVICE

The Social Capital Map tool can support vertical (portrait) or horizontal (landscape) layouts on mobile devices. FPR recommends a horizontal view for optimal viewing. Users must ensure their device’s rotate settings are accurate and proceed to rotate the device to a horizontal view.

In order to see the description of each page, you must press the blue information symbol in the upper right corner of the screen. This will cause the description of the page where it is located to appear. To switch pages, you must slide your finger to the right or left on the lower gray stripe at the bottom of the screen. If you want to close the description, you must press the X at the top of the description.
USE OF MOBILE DEVICE

On the pages where maps are included, you can press the blue information icon to be able to read the description of the map as well as the legend. The same options described earlier in this guide for zooming in and out, as well as identifying your location, are available in the mobile version.
USE OF MOBILE DEVICE

If you want to share the tool on social networks, you will have to press the icon with an arrow at the top right corner of the screen. This will cause the available sharing alternatives to appear.

Finally, to see the entire list of the content of the platform, you must press the icon with the three stripes in the upper left corner of your device. This will show you the list of the different page’s titles. You can select exactly which page you want to go to by clicking on the page name.
GENERAL INSTRUCTIONS
GENERAL INSTRUCTIONS

For additional information or to share the tool on the platforms of your interest, you can use the top bar to select different options.

If you click on this icon, you will be redirected directly to the Foundation for Puerto Rico’s Facebook page

If you click on this icon, you will be redirected directly to the Foundation for Puerto Rico’s Twitter page

If you click on this icon, it will generate a link that will allow you to share the Social Capital Map on your preferred social networks.

If you click on this icon, you will be redirected directly to WCRP General Information page