Community FactFinder Handbook

Prop. 68 Statewide Park Program

Technical Assistance

July 1, 2020 – FINAL

California Department of Parks and Recreation
Office of Grants and Local Services (OGALS)

Community FactFinder Overview

This web based tool combines California's Protected Area Database with American Community Survey Projections to calculate park acreage and demographic data within a half-mile radius of all project locations in California.

The use of the half-mile radius is two-fold.

1) Help steer applicants towards placing projects in areas that best meet the Statewide Park Program's highest priority.

2) Uniformly quantify the ratio of park space per 1,000 residents, number of people below poverty, and the median household income in proximity to projects using consistent data available statewide.

If the radius were larger, it could encompass higher income areas, or greater park acreage areas, which would disadvantage or disqualify many statewide applications.

The Community FactFinder will provide the following benefits:

- **Fair and Consistent Grant Process:** Enables a consistent method for identifying median household income, number of people below poverty, and ratio of park acres per 1,000 residents, within a half-mile radius of all project locations throughout California.

- **Technical assistance:** Gives applicants the required data in a one-stop location. The data above would normally require complicated, multi-layered research.

Handbook Overview

By following steps one through eight, you will submit a complete and competitive Community FactFinder report in the Application Packet.

OGALS also uses these steps to review all statewide Community FactFinder reports after the Application deadline.

Project site examples are included. These examples do not intend to promote a specific project or region.
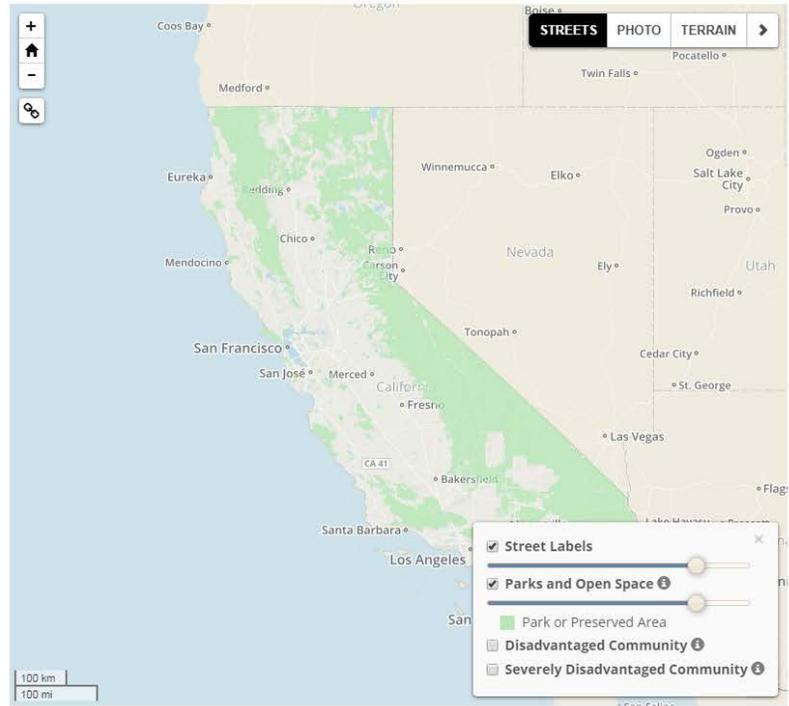
Step 1	**Find the Community FactFinder at ParksforCalifornia.org/communities**	**Handbook Page 3**
Step 2	**Locate an area using the Community FactFinder**	**Handbook Page 4**
Step 3	**Understand the Community FactFinder data tools**	**Handbook Pages 5-7**
Step 4	**Understand what type of land should or should not be counted as park acreage**	**Handbook Page 8**
Step 5	**Look for acreage that should or should not be counted**	**Handbook Pages 9**
Step 6	**Report acreage that should or should not be counted**	**Handbook Pages 10-11**
Step 7	**Select a specific point of the project site for purpose of Project Selection Criteria #1 and #2**	**Handbook Pages 13-16**
Step 8	**Create and submit a final Community FactFinder report for Project Selection Criteria #1 and #2**	**Handbook Pages 17-18**

Step 1	Find the Community FactFinder online	Handbook page 3

Go to ParksforCalifornia.org/communities. This will take you to the Community FactFinder web page as shown below:

Find Your Community:

📌 Click **the pin**, then click a location on the **map**.

OR enter an address below and click **Go!**

Enter an address, city ('city, CA') or latitude/longitude

[Go!]

Street Labels

Parks and Open Space

Park or Preserved Area

Disadvantaged Community

Severely Disadvantaged Community

STREETS   PHOTO   TERRAIN

Step 2	Locate an area using the Community FactFinder	Handbook page 4

If you are searching for a community or have a predetermined project site that does not have a street address:

1. Enter the nearest city and "CA" in the "type project address" box.
   Example: Sunnyvale, CA

2. Click on "GO", which is a tab to the right of the "type project address" box.

3. The Community FactFinder will display a map with a light red circle showing the ½ mile radius.

4. To zoom the satellite view in or out, click the plus or minus button.

5. To move the satellite view to other parts of the community, left click your mouse on and drag the blue pin 📍 tip to a desired location.

6. Once the blue pin 📍 tip is re-located, the ½ mile radius will move to the selected site.

7. You can also click the push pin, 📌 then click on a location.

**If you have a predetermined project site with a street address:**

1. Enter the project site address in the "type project address" box.

   Example Address: 525 Inverness Way, Sunnyvale, CA 94087

2. Include the state and zip code when entering the address

3. Click on "GO", which is a tab to the right of the "type project address" box.

4. The FactFinder will display a satellite view with a light red circle showing the ½ mile radius.

Step 3	Understand the Community FactFinder data tools	Handbook pages 5-7

Step 3 covers the following tools:

1. The ½ mile radius starting point

2. ½ mile radius demographic and park acreage data sources

3. The green overlay

The ½ mile radius starting point:

The blue pin 📍 tip is the starting point of the ½ mile radius.
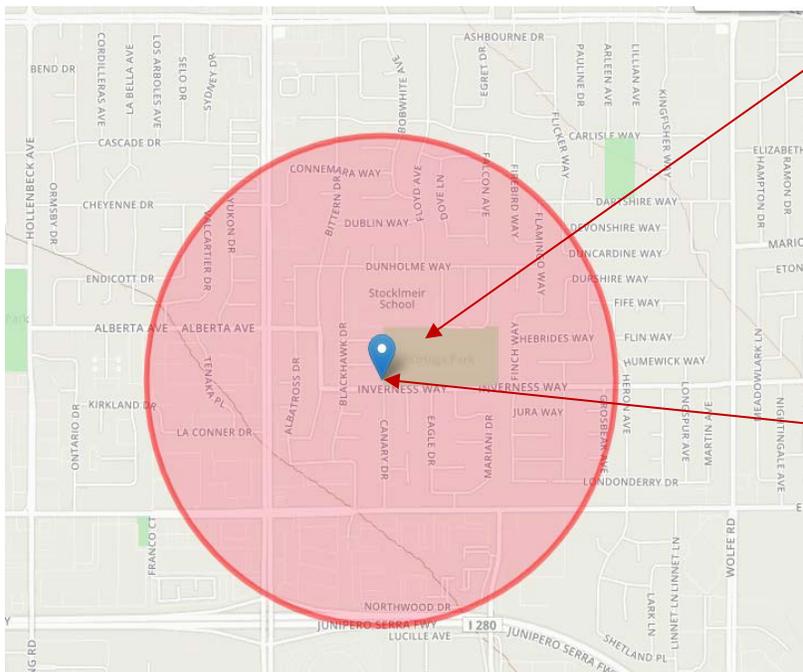
Green overlay: Parcel information from Local, State & Federal agencies stored in California's Protected Area Database.

Point is origin of ½ mile radius

Step 3 (continued)

½ mile radius demographic and park acreage data source
Demographic and park acreage data will appear on the left side. The demographic and park acreage data represents the ½ mile radius of the blue pin

📍 tip using the information sources shown below:

525 Inverness Way, Sunnyvale, CA		Go!

Results for Sunnyvale (County: Santa Clara)

⬇ GET REPORT		
Latitude, longitude	37.3414800, -122.0278900	
Total Population	9,069	ⓘ
Youth Population	2,509	ⓘ
Senior Population	1,051	ⓘ
Median Household Income	$144,302	ⓘ
Per Capita Income	$60,546	ⓘ
People in Poverty	565	ⓘ
Households without Access to a Car	171	ⓘ
Parks total area	18.61 acres	ⓘ
Parks per 1000 people	2.05 acres	ⓘ

Latitude and Longitude Coordinates used for Google Maps.

Criterion #2(A), Application Guide page 16.

Criterion #2(B), Application Guide, page 17.

Parcel information from Local, State & Federal agencies stored in California's Protected Area Database.

Park Acreage divided by Total Population then multiplied by 1,000. Criterion #1, Application Guide, page 15.

Demographic source of information: American Community Survey 2014-18 5-year estimates (B01001_001E), block and block-group population from Census 2010 (P1).

Park acreage source of information: Calif. Protected Areas Database v. 2020a (June 2020). Subject to future updates per Step 5 of this Handbook.

The California Protected Areas Database (CPAD) contains data about lands that are permanently protected for open space purposes: calands.org

Calculation methods: parksforcalifornia.org/methods

Step 3 (continued)

Green overlay

A green overlay may appear on the Community FactFinder satellite interface within or close to the ½ mile radius. It may take a few moments for the green overlay to download.

Follow these steps to get information about green overlay property appearing on the Community FactFinder interface:

1. Click on the green overlay with the hand cursor 🖑
2. Property information will be shown. See the example below.
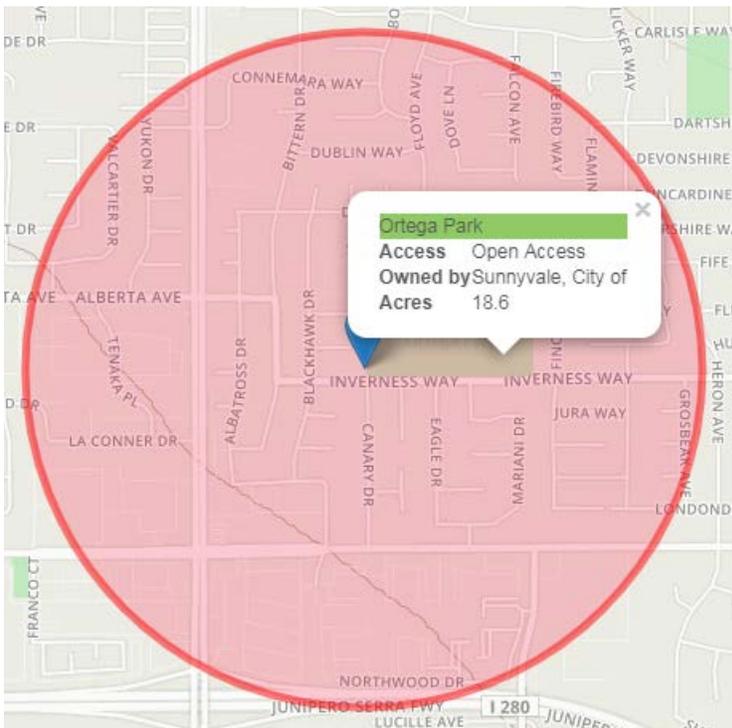
Community FactFinder acreage updates are needed if:

- public park acreage exists within the ½ mile radius, without a green overlay

- green overlay is showing within the ½ mile radius but all or a portion of the acreage needs to be updated.

REQUIREMENT
Review the entire ½ mile radius and report: A) The addition of acreage that should be counted. B) The removal of acreage that should not be counted. See steps 4, 5, and 6 on pages 8 through 11 for guidance.

Step 4	Understand what type of land should or should not be counted as park acreage	Handbook page 8

Should: Land that should be counted as park acreage by the Community FactFinder contains all 3 combined elements below.

1. The property includes a portion of outdoor open-space.
2. The property is open for authorized public recreational use with a formal recreation development such as a trail, etc.
3. The property is owned by a local, state, or federal public agency.

See definition of "park" on page 74 of the Application Guide.

Should not: Land that should not be counted as park acreage.

1. Land that does not include all 3 combined elements above.
2. Outdoor open-space owned by a private entity (not owned by a local, state, or federal public agency).
3. School property that does not involve a joint use agreement <u>and</u> park signage for general public recreation is not considered a park.

Applicant Questions

We have a 10 acre park with two acres that have no facilities. Can that portion be removed from being counted by the Community FactFinder? If the two acres with no facilities are part of the publicly owned park, it must be counted by the Community FactFinder.

We have (federal or state) land, but it is a forest (or desert, or a mountain). Can it be removed from being counted?
If it meets "Should" 1-3 above, the acreage must be counted by the FactFinder.

For example, if an authorized trail exists within the publicly owned land, the land will be counted. In this example, the purpose and function of the property is for the public to experience nature through a trail. Publicly protected nature surrounding the trail is part of the trail's recreational experience.

> **REQUIREMENT**
>
> After understanding this step, it is the applicant's responsibility to review the entire ½ mile radius and report park acreage additions or removals.
>
> See steps 5 and 6 on pages 9 through 11 for guidance.

Step 5	Look for acreage that should or should not be counted by the Community FactFinder.	Handbook page 9

REQUIREMENT

Review all property within the entire ½ mile radius to determine if there is acreage that should or should not be counted by the Community FactFinder. This includes reviewing property without or with a green overlay

Reviewing property without a green overlay:

Look for land in the ½ mile radius that could be a park, but lacks a green overlay on the Community FactFinder satellite interface. If you find land that looks like it could be a park, there are several methods for you to make a final determination:

1. **Drive to the property in question**. If it is public recreation land, there will likely be a sign at the property showing what type of use it has, and what public agency operates it.

2. **Satellite using Google Maps to get a street view:**

   A. Using the Community FactFinder satellite interface, move the pin 📍 tip to the land in question.

   B. Latitude and longitude coordinates for the land in question will appear on the top section of the Community FactFinder statistics. (Handbook page 6 shows were the Lat/Long coordinates are located)

   C. Copy and paste the latitude and longitude coordinates from the Community FactFinder into the Google maps "Search Maps" text box. Google maps: google.com/maps

   D. You will now be able to get a street view of the land in question. A street address will also appear in Google Maps, and you can enter the street address in the Google search engine at google.com to get more information about the property in question.

Reviewing property with a green overlay:

Follow the green overlay explanation on page 7 of the Handbook to get property acreage and land owner information

REQUIREMENT

If Step 5 leads to identifying land that should or should not be counted by the Community FactFinder as described in Step 4 on page 8, it is the applicant's responsibility to report it.

To report it, see Step 6 on pages 10-11 for guidance.

Step 6	Report park acreage addition or removal	Handbook pages 10-11

Send an email to scorp@parks.ca.gov.

1. Include a description/explanation of the issue in the email.

To give a reference point for the property in question, create a report using the Community Finder. Place the pin 📍 tip on the property in question, then click the green "Get Report" tab found under the Results Heading. A PDF report will be created. Save the PDF report to your computer (like you would save a Word document), attach it to the email, and send it.

- Keep a copy of your email request for your records.

- You can include a copy of the request in your Application Packet.

<div style="border:1px solid blue">

REQUIREMENT

Please try to send acreage addition or removal reports at least one month before the Application deadline.

- Within two weeks of receiving the report, OGALS will send an email to the applicant providing a determination.
- It then will take one to two months for updates to be made to the Community FactFinder after OGALS approves the request.
- If OGALS receives a high volume of requests right before the Application deadline, the application review process will be delayed.

Applicants that report an acreage addition prior to the application deadline will be able to submit a new Community FactFinder report after the Community FactFinder update is complete.

</div>

Step 6 (continued)

Applicant Question: What happens <u>if I do not report</u> the addition of acreage that should be counted by the Community FactFinder?

1. <u>OGALS thoroughly reviews</u> the ½ mile radius of all statewide applications after the Application deadline; the acreage will be added to Community FactFinder.

2. OGALS will generate a new report with the pin located <u>in the middle</u> of the project site.

3. The new ratio of park acreage per 1,000 residents will be used for Project Selection Criteria #1.

4. OGALS will not accept a new FactFinder report from the applicant after the acreage is discovered and added by OGALS. <u>It is the applicant's responsibility</u> to thoroughly review the project's ½ mile radius before submitting the Application Packet, and question/report land that may need to be added to the Community FactFinder. Email: scorp@parks.ca.gov

Applicant Question: What happens <u>if I do report</u> the addition or removal of acreage, but the update is not shown on the Community FactFinder by the Application deadline?

1. Include a copy of the request in your Application Packet

2. If OGALS approves the request, you will be notified by email when the Community FactFinder acreage update is complete.

3. OGALS will request a new Community FactFinder report from the Applicant

4. You can then use the same or a different origin of the ½ mile radius at the project site (see Handbook Steps 7-8). OGALS will accept the new report from the Applicant for Project Selection Criteria #1 and #2.

5. Again, please try to email the request to scorp@parks.ca.gov at least one month before the Application deadline.

For these reasons, reporting land that needs to be counted by the FactFinder is in the applicant's competitive interest.

Step 7	Select a specific point of the project site for purpose of Project Selection Criteria #1 and #2	Handbook pages 12-16

The pin 📍 tip <u>must be inserted in the boundary of the project site</u>, not one or more blocks outside the project site.

As you move your pin tip within the boundary of the project site, there may be a competitive edge. Look for these "eligible" and "competitive" factors:

<u>Eligible</u>:

- Less than 3 park acres per 1,000 people **OR**
  (does not need to be both)
- Less than $56,982 median household income

<u>Competitive</u>:

All statewide applications will be ranked based on the:

- Park acres per 1,000 people (Project Selection Criterion #1)
  AND
- Median household income (Project Selection Criterion #2A)
  AND
- Number below poverty (Project Selection Criterion #2B)

<u>Examples</u>:

Pages 13-16 will provide four fictional project site examples. The examples do not intend to promote a specific project site in a specific region.

1. The four examples explain pin 📍 tip placement at the project site to be eligible <u>and</u> competitive for Project Selection Criteria #1 and #2.

2. These examples also explain pin 📍 tip possibilities for different types of projects under Project Selection Criterion #3 (Application Guide pages 18-19, 58).

   The four project type examples are:

   A. Creating a new park (10 of 10 points)

   B. Adding new park space to expand an existing park (8 of 10 points)

   C. Renovating existing park space (6 – 7 of 10 points) – 2 examples

Find Your Community:

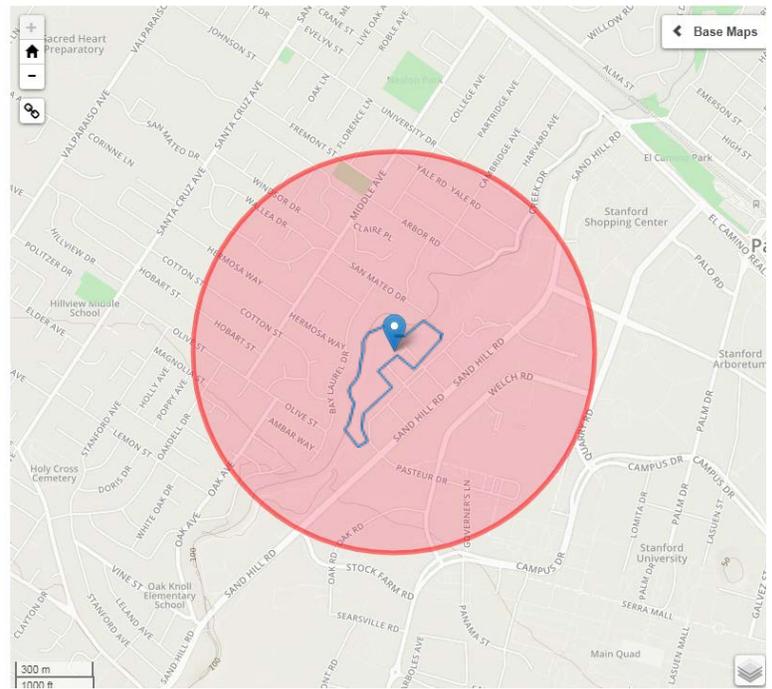📌 Click **the pin**, then click a location on the **map**.

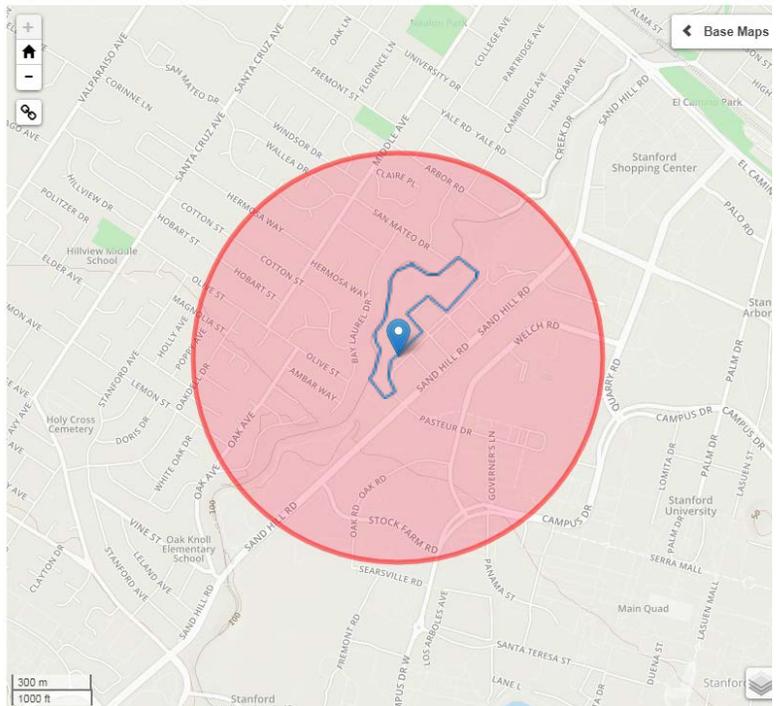**OR** enter an address below and click **Go!**

Varian Way, Palo Alto, CA

Results for Palo Alto (County: Santa Clara)

⬇ **GET REPORT**

Latitude, longitude	37.4381100, -122.1812700	
Total Population	3,783	ⓘ
Youth Population	889	ⓘ
Senior Population	773	ⓘ
Median Household Income	$169,285	ⓘ
Per Capita Income	$100,475	ⓘ
People in Poverty	209	ⓘ
Households without Access to a Car	1,606	ⓘ
Parks total area	2.55 acres	ⓘ
Parks per 1000 people	0.67 acres	ⓘ

Type of Project example A: The "Project site" is the creation of a new park (shown in blue border).

Eligible point: In the top example, the project site is eligible for a grant award due to .68 park acres per 1,000 people within the ½ mile radius.

Competitive point: In the bottom example, the acreage drops down to 0 per 1,000 residents, and the median household income drops by $2,600. The push pin placement below is more competitive than the above example.

Find Your Community:

📌 Click **the pin**, then click a location on the **map**.

OR enter an address below and click **Go!**

Varian Way, Palo Alto, CA

Results for Palo Alto (County: Santa Clara)

⬇ **GET REPORT**

Latitude, longitude	37.4366347, -122.1817017	
Total Population	3,370	ⓘ
Youth Population	783	ⓘ
Senior Population	715	ⓘ
Median Household Income	$166,376	ⓘ
Per Capita Income	$97,041	ⓘ
People in Poverty	182	ⓘ
Households without Access to a Car	1,443	ⓘ
Parks total area	0.00 acres	ⓘ
Parks per 1000 people	0.00 acres	ⓘ

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Find Your Community:

📌 Click the pin, then click a location on the map.

OR enter an address below and click Go!

98 Watkins Ave, Atherton, CA 94027

Results for Atherton (County: San Mateo)

⬇ GET REPORT

Latitude, longitude	37.4619829, -122.1935892	
Total Population	1,974	ⓘ
Youth Population	394	ⓘ
Senior Population	370	ⓘ
Median Household Income	$211,837	ⓘ
Per Capita Income	$116,028	ⓘ
People in Poverty	97	ⓘ
Households without Access to a Car	761	ⓘ
Parks total area	22.19 acres	ⓘ
Parks per 1000 people	11.24 acres	ⓘ
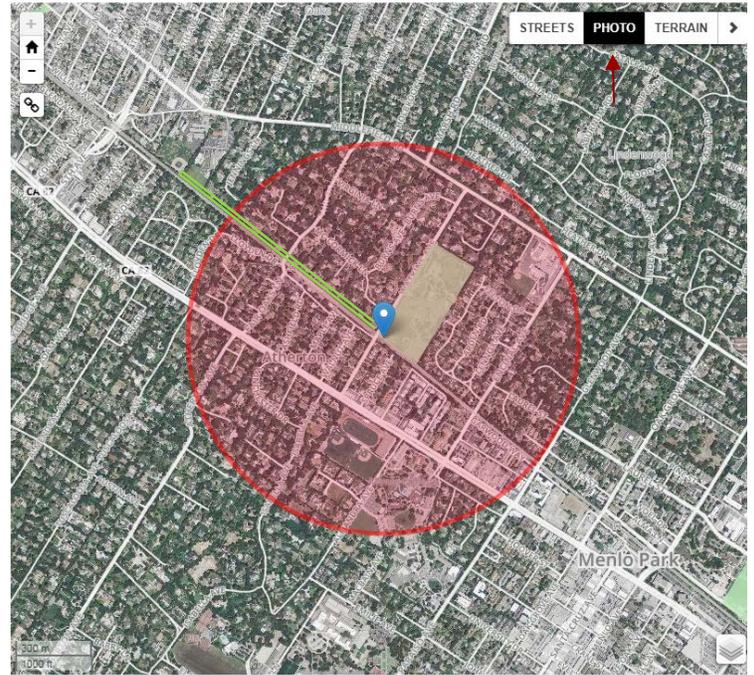
Type of Project example B (This example is shown using the "PHOTO" base map as indicated with the red arrow): The "Project site" is the improvement of an existing park (green overlay) by constructing a new playground, and, expansion of the park by constructing a greenway (shown in green) with jogging path and exercise stations connecting a school to the existing park.

Ineligible point: In the top example, the project site is not eligible for a grant award due to more than 3 park acres per 1,000 people <u>and</u> median household income above $56,982.

Competitive point: In the bottom example, the acreage drops to 0 per 1,000 residents. The median household income also drops. The pin placement below makes the project site eligible and more competitive.

Find Your Community:
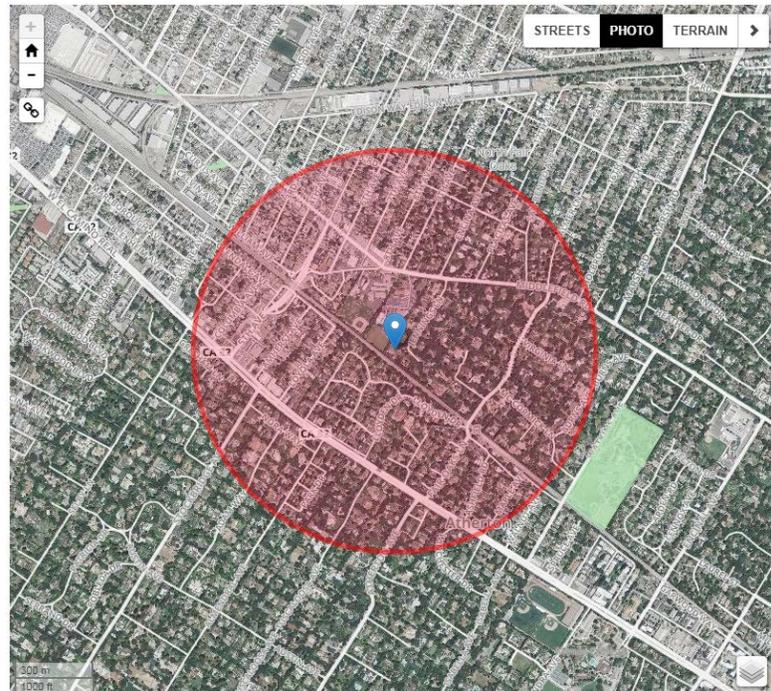

📌 Click the pin, then click a location on the map.

OR enter an address below and click Go!

98 Watkins Ave, Atherton, CA 94027

Results for Atherton (County: San Mateo)

⬇ GET REPORT

Latitude, longitude	37.4669561, -122.2012281	
Total Population	3,786	ⓘ
Youth Population	1,039	ⓘ
Senior Population	350	ⓘ
Median Household Income	$182,416	ⓘ
Per Capita Income	$87,009	ⓘ
People in Poverty	498	ⓘ
Households without Access to a Car	1,243	ⓘ
Parks total area	0.00 acres	ⓘ
Parks per 1000 people	0.00 acres	ⓘ

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Type of Project example C: The "Project site" is the improvement of an existing park (green overlay).

Ineligible point: In the top example, the project site is not eligible for a grant award due to more than 3 park acres per 1,000 people <u>and</u> median household income above $56,982.

Competitive point: In the bottom example, the acreage drops to 2.08 per 1,000 residents. The median household income also drops. The pin placement below makes the project site eligible.

Find Your Community:
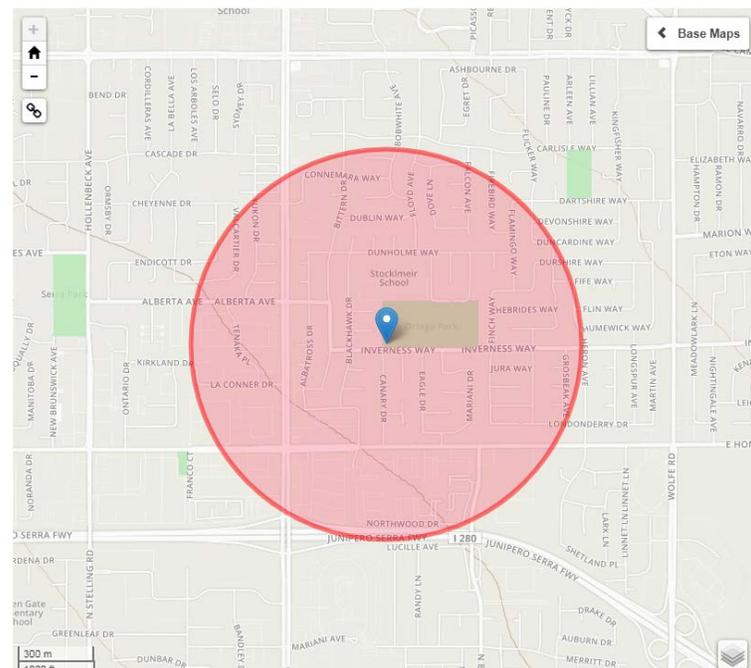
📌 Click **the pin**, then click a location on the **map**.

OR enter an address below and click **Go!**

386 Centennial Avenue, Chico, CA 95928

Results for Chico (County: Butte)

⬇ **GET REPORT**

Latitude, longitude	39.7624821, -121.7900884	
Total Population	588	ⓘ
Youth Population	116	ⓘ
Senior Population	120	ⓘ
Median Household Income	$81,738	ⓘ
Per Capita Income	$39,717	ⓘ
People in Poverty	49	ⓘ
Households without Access to a Car	8	ⓘ
Parks total area	252.52 acres	ⓘ
Parks per 1000 people	429.45 acres	ⓘ
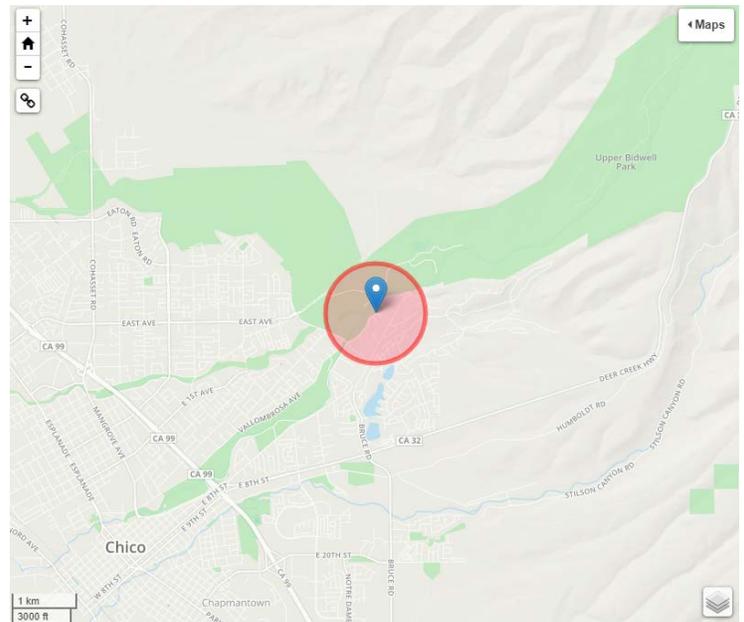
Type of Project example C: (This example is shown with the map zoomed one level out to see the regional park. The red circle is still the half-mile radius.) The "Project site" is the improvement of an existing park (green overlay).

Ineligible point: In the top example, the project site is not eligible for a grant award due to more than 3 park acres per 1,000 people <u>and</u> median household income above $56,982.

Competitive point: In the bottom example, the median household income drops to $36,028. The pin placement below makes the project site eligible.

Find Your Community:

📌 Click **the pin**, then click a location on the **map**.

OR enter an address below and click **Go!**

386 Centennial Avenue, Chico, CA 95928

Results for Chico (County: Butte)

⬇ **GET REPORT**

Latitude, longitude	39.7333961, -121.8315983	
Total Population	2,754	ⓘ
Youth Population	442	ⓘ
Senior Population	294	ⓘ
Median Household Income	$36,028	ⓘ
Per Capita Income	$25,745	ⓘ
People in Poverty	791	ⓘ
Households without Access to a Car	1,227	ⓘ
Parks total area	67.26 acres	ⓘ
Parks per 1000 people	24.42 acres	ⓘ
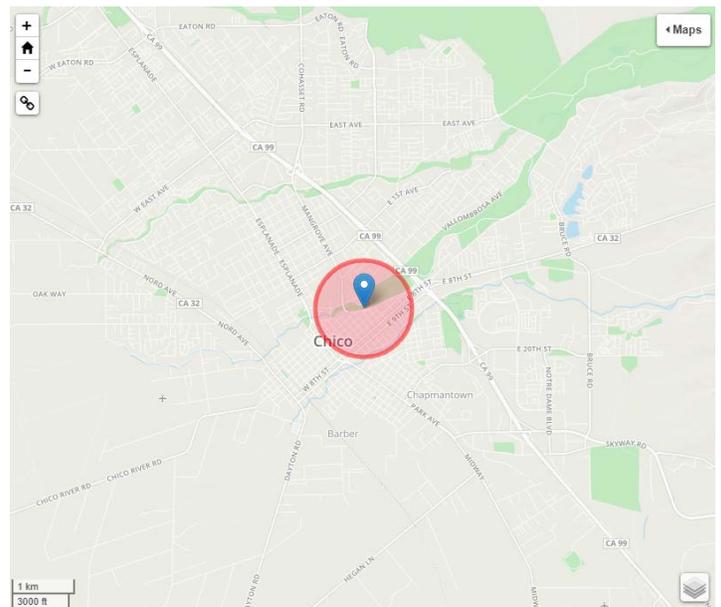
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Step 8	Create and submit a final Community FactFinder report for Project Selection Criteria #1 and #2	Handbook pages 17-18

After completing steps 1 through 7 above, you are now ready to provide a complete and competitive Community FactFinder report in your Application packet!

REQUIREMENT

Before creating the final report, make sure the pin 📍 tip is inserted in the boundary of the project site, not one, or two, or three blocks outside of the project site.

When applications are submitted, OGALS enters the Community FactFinder Report Project ID number into satellite interface which takes OGALS to the precise point where the Community FactFinder report was created. This ensures that all

statewide applicants submit Community FactFinder Reports with the pin 📍 tip inserted at the project site.

To create the Community FactFinder report:

1. Move your hand cursor 🖑 and click the "Get Report" ⬇ GET REPORT tab found under the Results Heading.

2. A window will appear. This may take a few moments. Select "Click here to open it in a new tab" and then print.

3. Include the report in your Application Packet postmarked by the Application deadline.

Step 8 (continued) Applicant Questions:

Can I create more than one report?
You can create an unlimited amount of reports for your own internal use.
However, only one report can be submitted in your Application Packet.

When I printed the map on the Community FactFinder Report, I noticed map features are slightly different than the web view. What should I do?
No action is needed. While the Community FactFinder Report map may differ slightly from the web view, the demographic and park acreage data is the same. OGALS only uses the map on the Community FactFinder Report as a minor reference because OGALS also uses satellite web view.

If my project site is the same as a previous application, can I submit the same Community FactFinder report?
Create and submit a new report for your Application.

Where do I include the Community FactFinder Report in the Application?
See the Application Packet Checklist, page 11 of the Application Guide. The Community FactFinder Report and Certification Form is Checklist Item 3. Please organize your Application using the Checklist.

We hope that you found this Handbook useful!

Applicant Checklist

Use this checklist to make sure Community FactFinder steps 1-8 below are completed before submitting the Application Packet to OGALS. This checklist is a technical assistance tool and does not need to be included in the Application Packet.

Step 1	Find the Community FactFinder at OGALS website	Handbook Page 3	☐
Step 2	Locate an area using the Community FactFinder	Handbook Page 4	☐
Step 3	Understand the Community FactFinder data tools	Handbook Pages 5-7	☐
Step 4	Understand what type of land should or should not be counted as park acreage	Handbook Page 8	☐
Step 5	Look for acreage that should or should not be counted	Handbook Page 9	☐
Step 6	Report acreage that should or should not be counted	Handbook Pages 10-11	☐
Step 7	Select a specific point of the project site for purpose of Project Selection Criteria #1 and #2	Handbook Pages 13-16	☐
Step 8	Create and submit a final Community FactFinder report for Project Selection Criteria #1 and #2	Handbook Pages 17-18	☐