Community Fact Finder Process Tool Kit for Applicants

Prop. 84 Statewide Park Program

Technical Assistance

State of California

Department of Parks and Recreation

Office of Grants and Local Services (OGALS)

Community Fact Finder Overview

This web based tool combines satellite view, mapping (public open space parcel information from local, state, and federal agencies stored in California's Protected Area Database) and demographic data (2010 Claritas projections) to calculate required information 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 Prop. 84 Statewide Park Program's highest priority.

(2) Uniformly quantify the ratio of park space per 1,000 residents, number of families 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 Fact Finder will provide the following benefits:

- **Fair and Consistent Grant Process:** Enables a consistent method for identifying median household income, number of families 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.

Tool Kit Overview

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

OGALS also uses these steps to review all statewide Community Fact Finder reports after the July 1, 2011 application deadline.

Project site examples are included. These examples do not intend to promote a specific project or region.

Step 1	**Find the Community Fact Finder - Round Two - edition at OGALS website**	**Tool Kit Pages 3**
Step 2	**Locate an area using the Community Fact Finder**	**Tool Kit Pages 4**
Step 3	**Understand the Community Fact Finder data tools**	**Tool Kit Pages 5-8**
Step 4	**Understand what type of land should or should not be counted as park acreage**	**Tool Kit Pages 9**
Step 5	**Look for acreage that should or should not be counted**	**Tool Kit Pages 10-11**
Step 6	**Report acreage that should or should not be counted**	**Tool Kit Pages 12-13**
Step 7	**Select a specific point of the project site for purpose of Project Selection Criteria #1 and #2**	**Tool Kit Pages 14-17**
Step 8	**Create and submit a final Community Fact Finder report for Project Selection Criteria #1 and #2**	**Tool Kit Pages 18-19**

Step 1	Find the Community Fact Finder at the OGALS website	Tool Kit page 3

1. Go to http://www.parks.ca.gov/grants

2. The Community Fact Finder link is on the left side. Click on the link.

3. This will take you to a Community Fact Finder web page. Click on the: **California State Parks Community Fact Finder** link.

4. A Community Fact Finder - Round Two - edition will be posted by late February, 2011. The Community Fact Finder heading will state “Round Two”.

   The Community Fact Finder - Round Two - edition will contain 2010 Claritas demographic projections. The Round One edition contained 2008 Claritas demographic projections.

Step 2	Locate an area using the Community Fact Finder	Tool Kit 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 Fact Finder will display a satellite view with a light blue circle showing the ½ mile radius.

4. To zoom the satellite view in or out, move the hand cursor to the zoom bar. Left click the mouse and drag it up or down the zoom bar. Release the left clicker once you select the zoom level on the bar.

5. To move the satellite view to other parts of the community, left click your mouse and drag the hand cursor to a desired location.

6. Once the hand cursor is pointing to a selected site, click the left side of your mouse. This will move the ½ mile radius to the selected site.

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 Fact Finder will display a satellite view with a light blue circle showing the ½ mile radius.

Step 3	Understand the Community Fact Finder data tools	Tool Kit pages 5-8

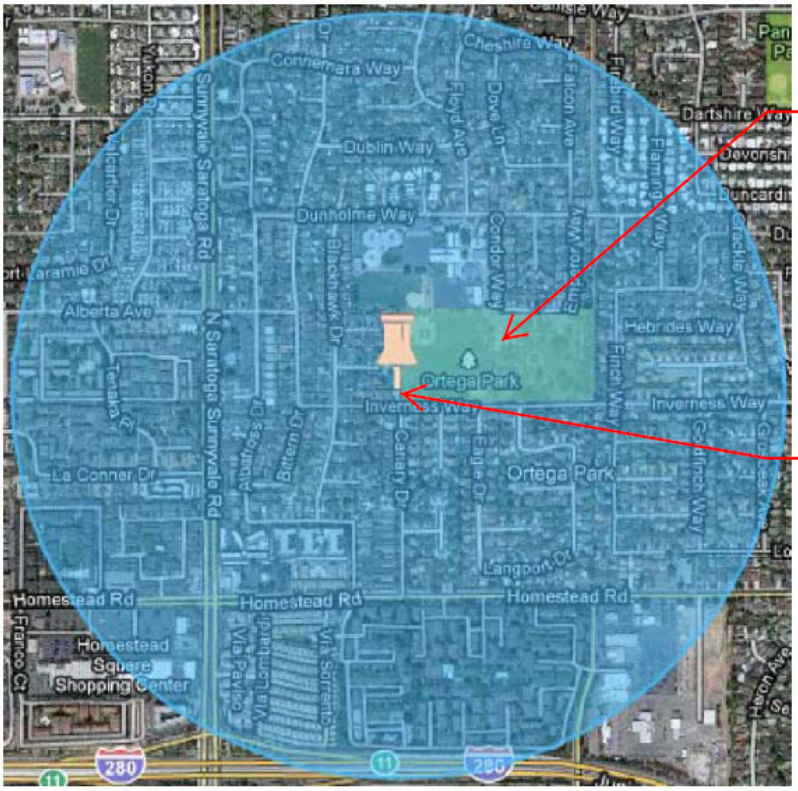
Step 3 covers the following tools:

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:

When you move the hand cursor and click on the left side of your mouse, a push pin will appear.

The push pin needle tip is inserted at the starting point of the ½ mile radius.

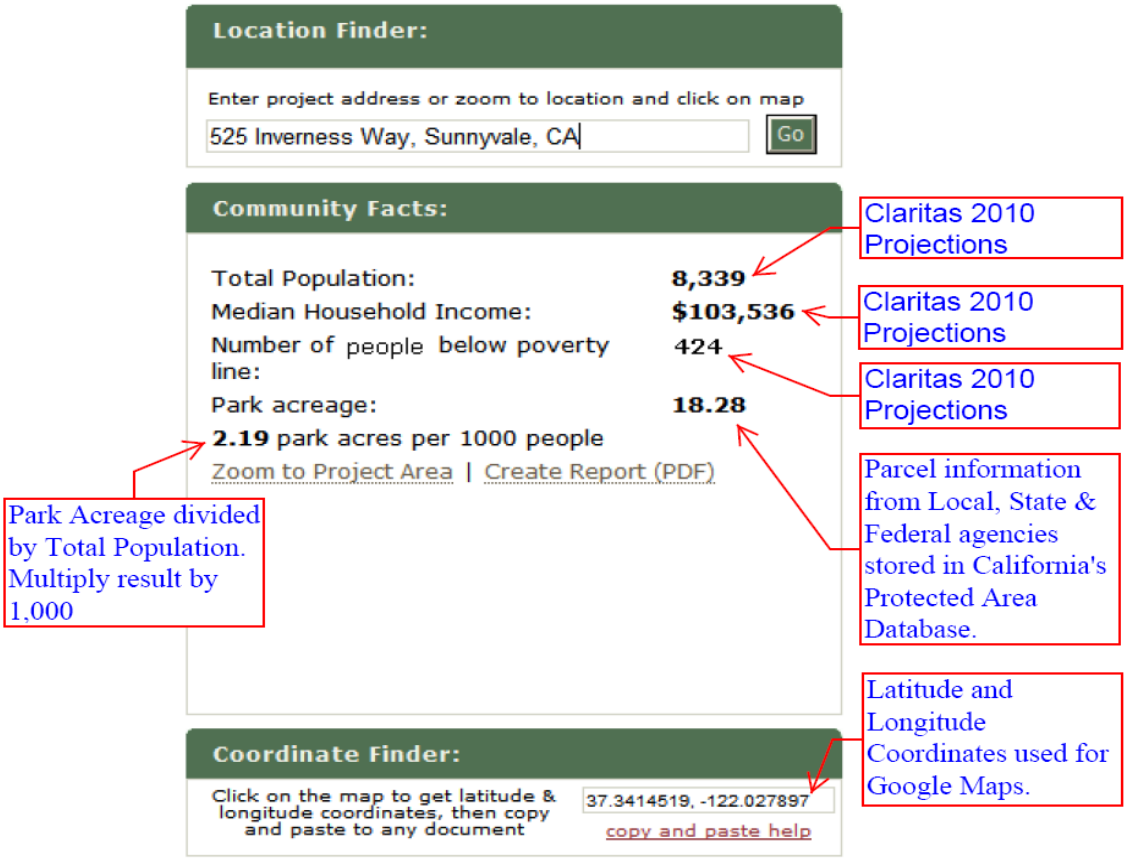


Green overlay: Parcel information from Local, State & Federal agencies stored in California's Protected Area Database.

Needle tip is origin of 1/2 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. It may take a few moments for the data to be generated. The demographic and park acreage data represents the ½ mile radius of the push pin using the information sources shown below:



Park acreage source of information: Calif. Protected Areas Database v. 1.6 (Feb. 2011).
The California Protected Areas Database (CPAD) contains data about lands that are permanently protected for open space purposes: http://www.calands.org/

Demographic source of information: Claritas Pop-Facts, block group level (2010)
Claritas combines the 2009 American Community Survey and 2000 Census block groups and block population counts to create 2010 projections. Statewide Park Program legislation (AB 31) requires OGALS to evaluate median household income, and the 2010 Census did not gather median household income data.

Application Guide page 28 states "families" not "people" below poverty:
The Round One and Two Community Fact Finder number reported was always the number of people below poverty, and will be used for all statewide applications for Criteria #2 – B. Although the label/name is different in the Application Guide, the demographic function has been consistent.

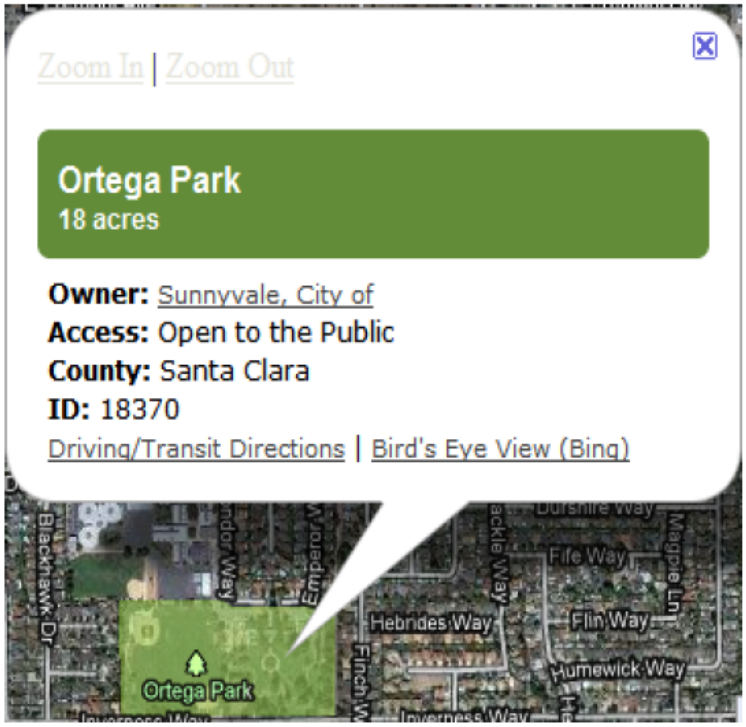
Step 3 (continued)

Green overlay

A green overlay may appear on the Community Fact Finder 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 Fact Finder satellite interface:

1. Click on the leaf symbol to the left of the Community Fact Finder satellite interface.
2. The hand cursor will become a plus + symbol. Use the mouse to move the + symbol to the green overlay property and left click the mouse.
3. Property information will be shown. See the example below.



Step 3 (continued)

Community Fact Finder 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.

Review the entire ½ mile radius and report the addition or removal of acreage that should or should not be counted by the Community Fact Finder.

See steps 4, 5, and 6 on pages 9 through 13 for guidance.

Step 4	Understand what type of land should or should not be counted as park acreage	Tool Kit page 9

Should: Land that should be counted as park acreage by the Community Fact Finder 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.
3. The property is owned by a local, state, or federal public agency.

See definition of "park" on page 61 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. Schools.

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 Fact Finder?
If the two acres with no facilities are part of the publicly owned park, it must be counted by the Community Fact Finder.

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 1-3 above, the acreage must be counted by the Community Fact Finder.

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.

After understanding what type of land should or should not be counted by the Community Fact Finder, as explained above, 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 10 through 13 for guidance.

Step 5	Look for acreage that should or should not be counted by the Community Fact Finder.	Tool Kit pages 10-11

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 Fact Finder. 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 Fact Finder 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 Fact Finder satellite interface, move the hand cursor to the land in question and double click on the left side of your mouse. The push pin will now be on the land in question.

   B. Latitude and longitude coordinates for the land in question will appear on the bottom left section of the Community Fact Finder. (Tool Kit page 6 shows were the Lat/Long coordinates are located)

   C. Copy and paste the latitude and longitude coordinates from the Community Fact Finder into the Google maps "Search Maps" text box. Google maps**:** http://maps.google.com/maps?hl=en&tab=wl

   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 www.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 Tool Kit to get property acreage and land owner information.

If Step 5 leads to identifying land that should or should not be counted by the Community Fact Finder as described in Step 4 on page 9, it is the applicant's responsibility to report it.

To report it, see Step 6 on pages 12-13 for guidance.

Step 6	Report park acreage addition or removal	Tool Kit pages 12-13

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

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

2. To give a reference point for the property in question, create a report using the Community Fact Finder. Place the push pin on the property in question, then click the "Create Report" tab found under the park acres per 1,000 people statistic. 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.

Please try to send acreage addition or removal reports by May 2, 2011.

- 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 Fact Finder after OGALS approves the request.
- If OGALS receives a high volume of requests right before the July 1, 2011, 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 Fact Finder report after the Community Fact Finder update is complete.

See the following questions and answers below.

Step 6 (continued)

Applicant Question: What happens if I don't report the addition of acreage that should be counted by the Community Fact Finder?

It is the applicant's responsibility to thoroughly review the project's ½ mile radius before submitting the Application Packet, and report the addition or at least ask OGALS at parkupdates@parks.ca.gov if the land in question will be added to the Community Fact Finder.

OGALS will also thoroughly review the ½ mile radius of all statewide applications after the July 1, 2011, application deadline. If acreage exists within the ½ mile radius that should be counted, but is not reported by the applicant, OGALS will add the acreage to the Community Fact Finder. OGALS will not accept a new Fact Finder report from the applicant after the acreage is added. Once the acreage is added to the Community Fact Finder, a new report will be generated by OGALS using the same exact origin of the ½ mile radius and the new acreage ratio per 1,000 residents will be used for Project Selection Criteria #1.

Applicant Question: What happens if I do report the addition or removal of acreage, but the update is not shown on the Community Fact Finder by the July 1, 2011, 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 Fact Finder acreage update is complete.

3. OGALS will request a new Community Fact Finder report. You can then use the same or a different origin of the ½ mile radius at the project site (see Tool Kit Steps 7-8)

4. OGALS will use the new report for Project Selection Criteria #1.

5. Again, please try to email the request to parkupdates@parks.ca.gov by May 2, 2011.

Step 7	Select a specific point of the project site for purpose of Project Selection Criteria #1 and #2	Tool Kit pages 14-17

Pages 14-17 will provide three fictional project site examples. The examples do not intend to promote a specific project site in a specific region.

1. The three examples explain push pin placement at the project site to be eligible and competitive. The push pin needle tip must be inserted on the project site, not one or more blocks outside the project site.

Eligible:

- less than 3 park acres per 1,000 people
  OR (does not need to be both)
- less than $47,331 median household income

Competitive:

All statewide applications will be ranked based on the:

- median household income (Project Selection Criteria #2-A),
  AND
- number below poverty (Project Selection Criteria #2-B),
  AND
- park acres per 1,000 people (Project Selection Criteria #1)

See the examples on the next pages and read Application Guide pages 26-29 and 45 for more information about Project Selection Criteria #1 and #2.

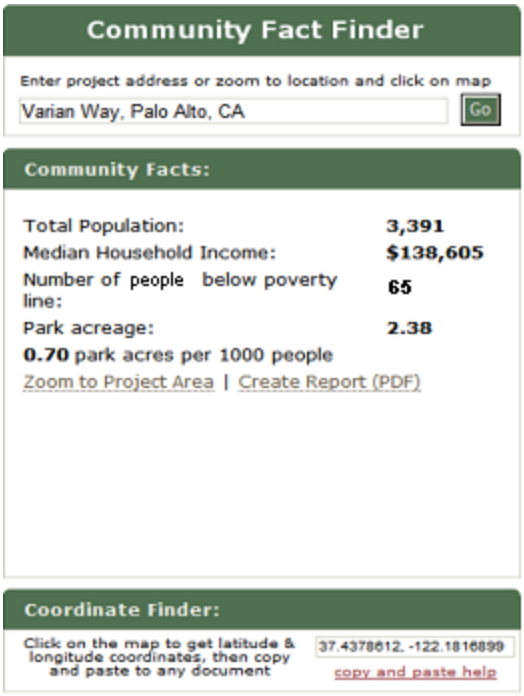
2. The three examples explain push pin placement at the project site for different types of projects under Project Selection Criteria #3 (Application Guide pages 30-31, 46-48).

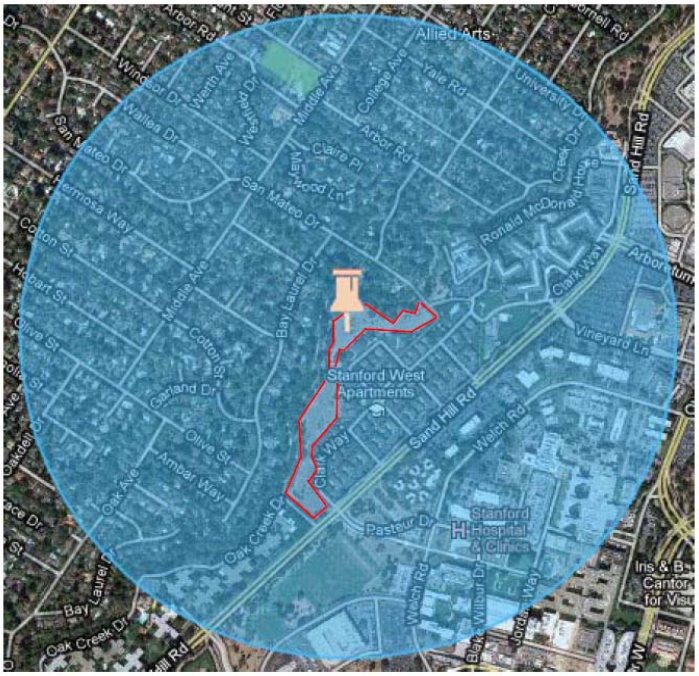
The three project type examples are:

A. Creating a new park (12 of 12 points - Project Selection Criteria #3)

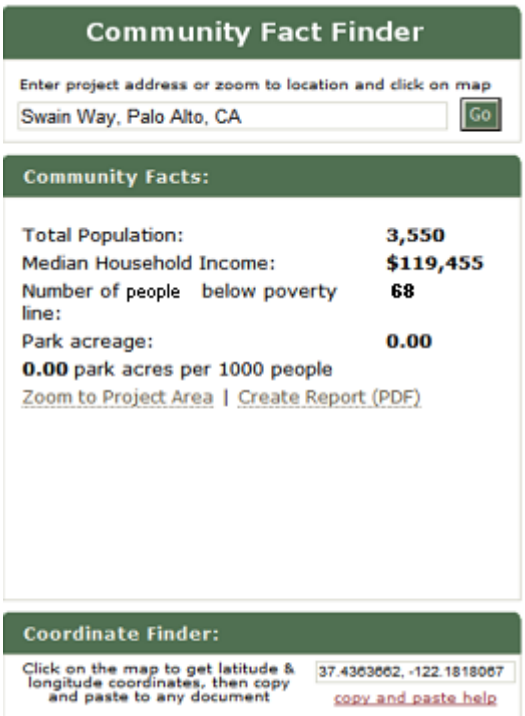
B. Adding new park space to expand an existing park (10 of 12 points - Project Selection Criteria #3)

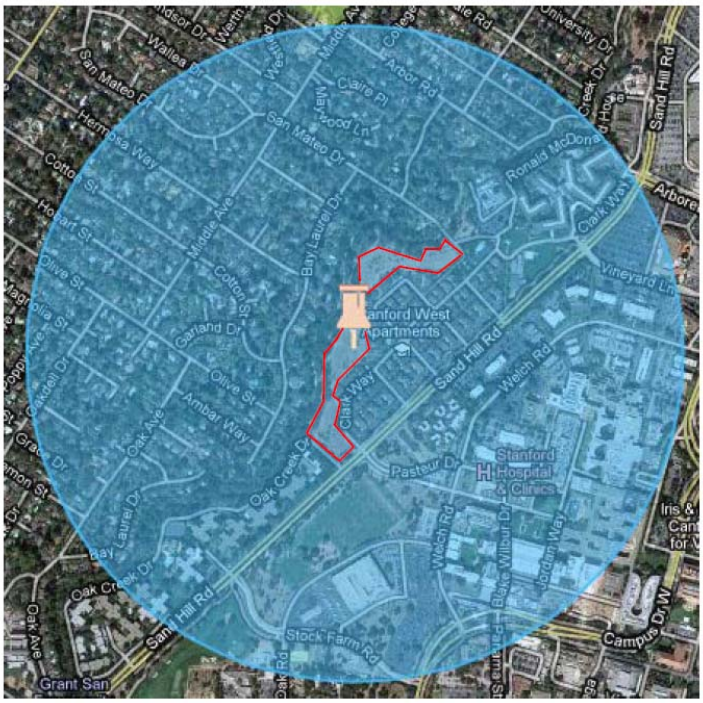
C. Substantially improving existing park space (8 of 12 points - Project Selection Criteria #3)

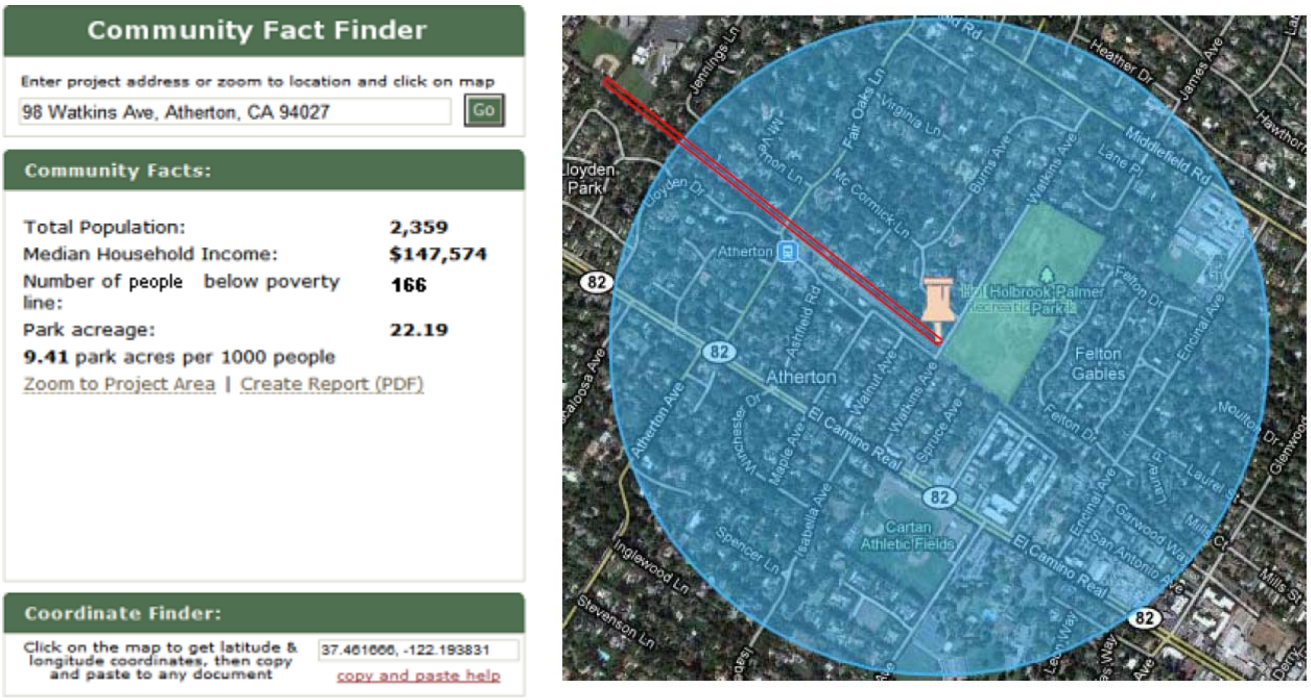




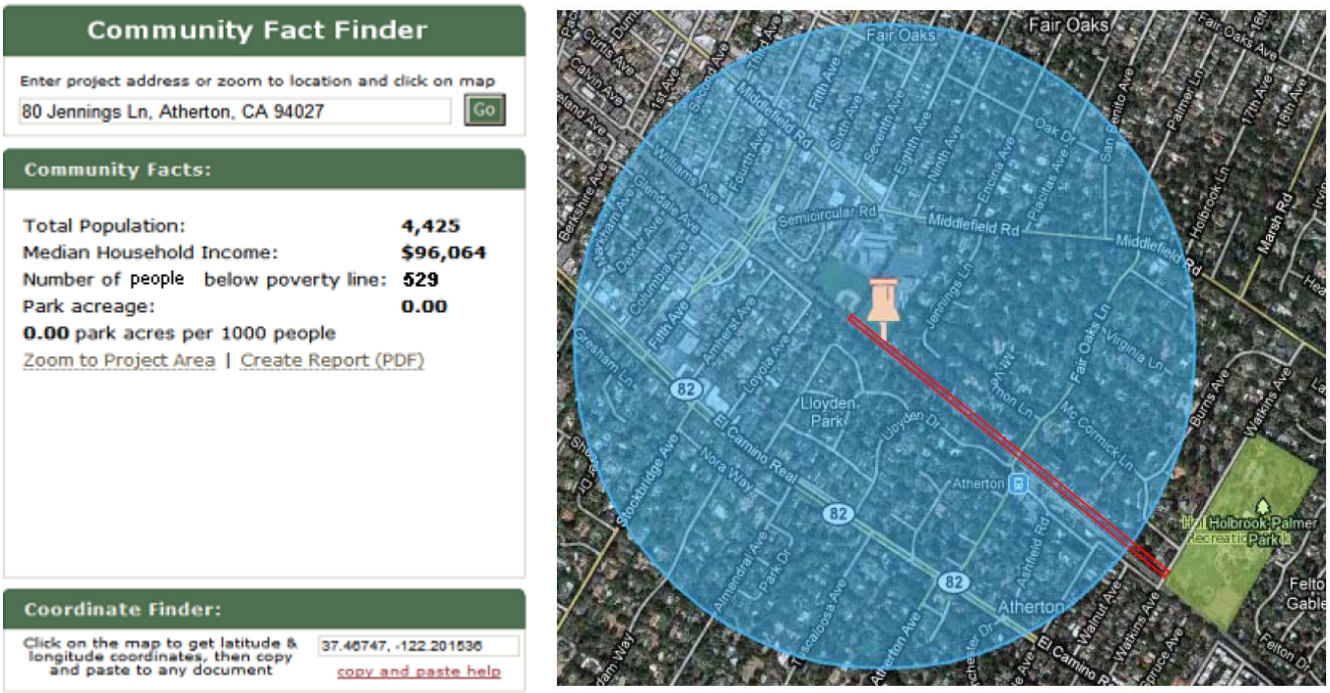
Type of Project example A: The "Project site" is the creation of a new park (shown in red border).
Eligible point: In the top example, the project site is eligible for a grant award due to .70 park acres per 1,000 people within the ½ mile radius.
Competitive point: In the bottom example, the acreage drops down to 0 per 1,000 residents, and the median household income drops by $19,000. The push pin placement below is more competitive than the above example.

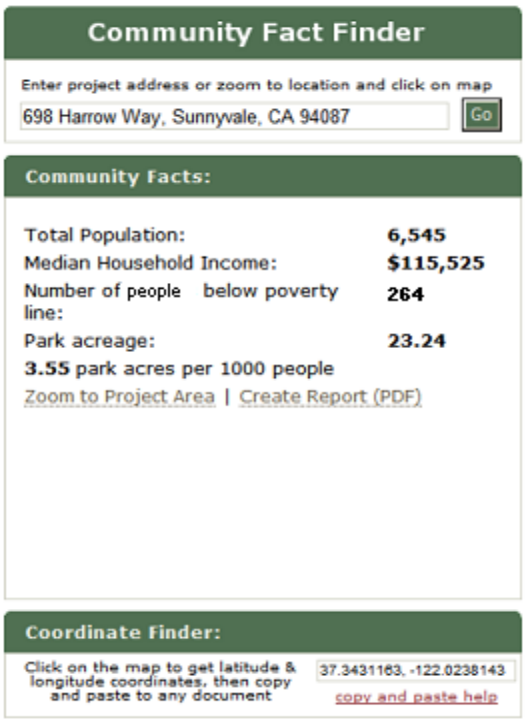


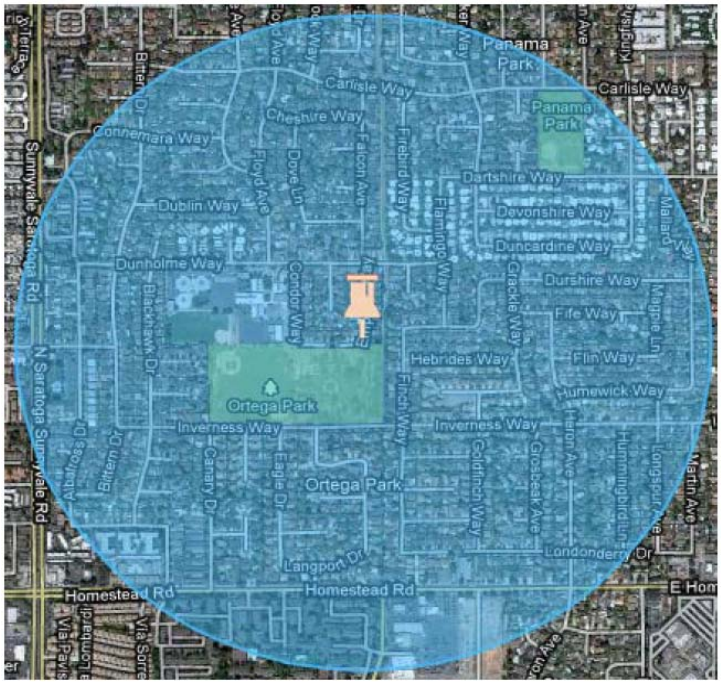




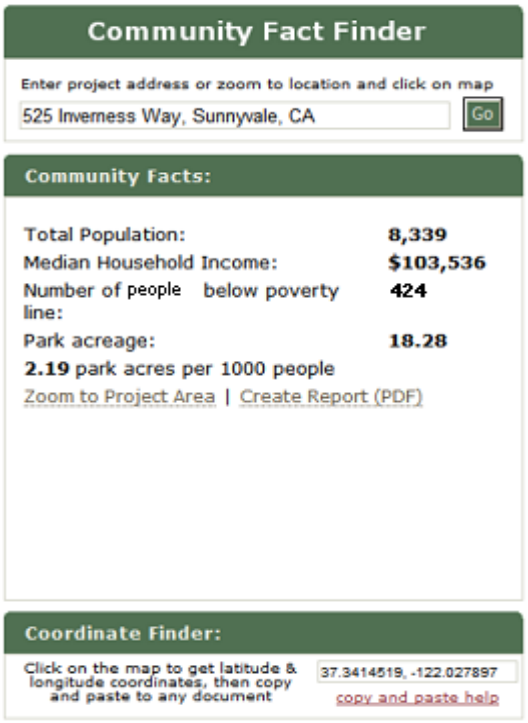
Type of Project example B: The "Project site" is the improvement of an existing park (green overlay) by constructing a new playground, and, expansion of the park by constructing a greenway (shown in red) with jogging path and exercise stations connecting a school to the existing park.
Ineligible point: 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 and median household income above $47,330.
Competitive point: In the bottom example, the acreage drops to 0 per 1,000 residents. The median household income also drops significantly. The push pin placement below makes the project site eligible, and more competitive, than the above example.

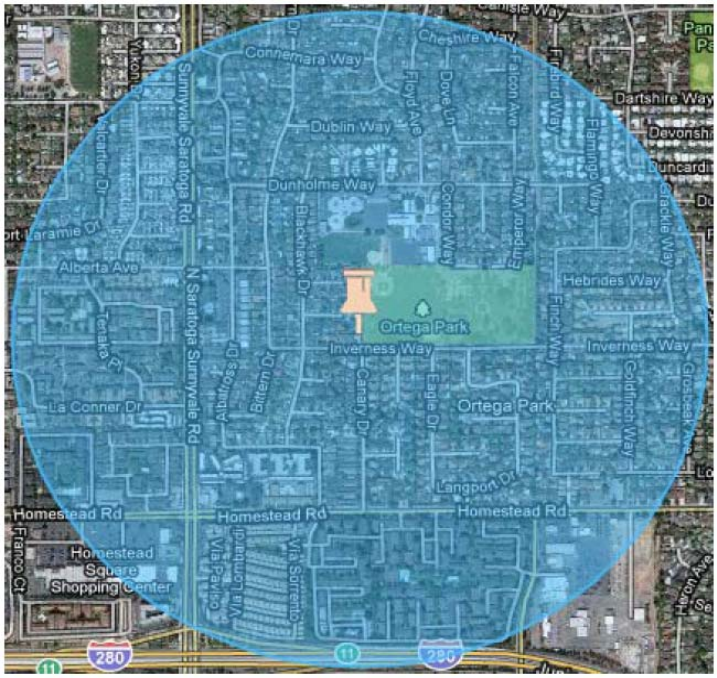






Type of Project example C: The "Project site" is the improvement of an existing park (green overlay).
Ineligible point: In the top example, the project site is not eligible for a grant award due to more than 3 park acres per 1,000 people and median household income above $47,330.
Competitive point: In the bottom example, the acreage drops to 2.19 per 1,000 residents. The median household income also drops. The push pin placement below makes the project site eligible.





Step 8	Create and submit a final Community Fact Finder report for Project Selection Criteria #1 and #2	Tool Kit page 18-19

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

Before creating the final report, make sure the push pin needle tip is inserted at the project site, not one, or two, or three blocks outside of the project site.

When applications are submitted, OGALS enters the Community Fact Finder Report Project ID number into satellite interface which takes OGALS to the precise point where the Community Fact Finder report was created. This ensures that all statewide applicants submit Community Fact Finder Reports with the push pin needle tip inserted at the project site.

<u>To create the Community Fact Finder report:</u>

1. Move your hand cursor and click the “Create Report (PDF)” tab found under the park acres per 1,000 people statistic.

2. A window will appear. This may take a few moments. Select “Open” and then print.

3. Make sure the top portion of the report states “Round Two”.

4. Include the report in your Application Packet postmarked by July 1, 2011.

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 can be submitted in your Application Packet.

When I printed the map on the Community Fact Finder Report, I noticed the streets (or green overlay or park boundaries) are different than the Community Fact Finder satellite interface. What should I do?
Don't worry: while the Community Fact Finder Report map may differ compared to the Community Fact Finder satellite interface, the demographic and park acreage is the same. Using satellite interface, the Community Fact Finder Report Project ID number takes OGALS to the precise push pin needle tip insertion where the Community Fact Finder report was created. OGALS only uses the map on the Community Fact Finder Report as a minor reference, and relies primarily on the Community Fact Finder satellite interface to review the ½ mile radius.

If my project site is the same as my round one application, can I submit the same Community Fact Finder report?
Create and submit a new report for your Round Two application because it will contain 2010 projections from Claritas. The Round One report contained 2008 projections from Claritas. The new Community Fact Finder - Round Two – edition will state "Round Two" in the title section and will be posted at www.parks.ca.gov/grants by late February, 2011.

Where do I include the Community Fact Finder Report in the Application?
Page 7 of the Application Guide provides an Application Packet Checklist. To organize your Application, follow the directions on the top of page 7 of the Application Guide. Checklist Item 11 (Project Location Map) references page 24 of the Application Guide, which directs applicants to include the Community Fact Finder Report.

Applicant Checklist

Use this checklist to make sure Community Fact Finder 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 Fact Finder at OGALS website**	**Tool Kit Page 3**	☐
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