

5/1/2026

Community FactFinder Handbook

Proposition 4 Statewide Park Program

Technical Assistance



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



2026 CFF HANDBOOK OVERVIEW

The information provided in the 2026 CFF Handbook (Handbook) is designed to help APPLICANTS understand and use the Community FactFinder (CFF) tool. The Statewide Comprehensive Outdoor Recreation Program (SCORP) team manages the CFF tool. Steps 4-6, found on pages 9-13, provide guidance on evaluating the accuracy of generated CFF Reports. APPLICANTS should review Steps 4-6 before determining if an error exists in their CFF Report. Users who believe there is an error in their CFF Report must report their finding to scorp@parks.ca.gov.

Words appearing in SMALL CAPS in the Handbook are defined in the SPP Application Guide. The guide is available on the SPP website: www.parks.ca.gov/spp.

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COMMUNITY FACTFINDER (CFF) OVERVIEW

The Community FactFinder (CFF) is a web-based mapping tool that combines California's Protected Area Database (CPAD) with American Community Survey (ACS) Projections to calculate park acreage and demographic data within a half-mile radius of all project locations in California.

PROJECT SITE examples included in this Handbook are for informational use only. The examples do not intend to promote a specific project, region, or community.

The purpose of the half-mile radius.

- 1) It helps guide APPLICANTS to place projects in areas that align with the Statewide Park Program's (SPP) highest priority.
- 2) It uniformly quantifies the ratio of park space per 1,000 residents, number of people below poverty, CLIMATE VULNERABILITY(IES), and the median household income in proximity to projects using consistent data available statewide. If the radius was larger, it could encompass higher income areas or greater park acreage areas, which would disadvantage or disqualify many statewide APPLICATIONS.

The Community FactFinder (CFF) provides the following benefits:

- Enables a consistent method for comparing competitive applications and ensures all projects are evaluated using the same criteria. APPLICANTS are only allowed to submit reports using the CFF Report generating tool.
- Gives APPLICANTS the required data in a one-stop location.

Follow Steps 1 through 8 to create a complete and competitive CFF Report to submit with your online SPP application. Applicants must also submit a CFF Certification Form confirming the submitted report is accurate.

Step 1	Access the Community FactFinder Tool Online	Page 3
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Step 3	Community FactFinder Data Tools	Pages 6-8
Step 4	Counting Park Acreage	Page 9
Step 5	Reviewing Property	Pages 10-11
Step 6	Report Park Acreage Addition or Removal	Pages 12-13
Step 7	Meeting Project Selection Criteria #1 - 3	Pages 14-17
Step 8	Submitting a Final CFF Report	Pages 18-19

Step 1: Access the Community FactFinder Tool Online

Go to ParksforCalifornia.org/communities. This will take you to the Community FactFinder (CFF) web page. “Statewide Parks Program Community FactFinder” program name should display on the main web page. If not, users should use the “Park Access” tab to select the correct program.

The screenshot shows the 'Statewide Parks Program Community FactFinder' web page. Four red boxes with arrows point to specific features:

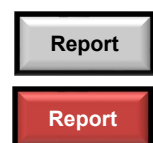
- 1. Program name:** Points to the 'Parks for All Californians' logo and header.
- 2. Park Access tab:** Points to the 'Park Access' dropdown menu in the top navigation bar.
- 3. PROJECT SITE search bar:** Points to the text input field for entering an address or coordinates.
- 4. Report generation button:** Points to the 'Report' button next to the search bar.

The page content includes the title 'Statewide Parks Program Community FactFinder', a description of the tool's data sources, and a 'Resources' section with links to 'Download All GIS Data' and 'Methodology'.

There are four main areas of interest on the main page:

- 1) Program name,
- 2) Park Access tab,
- 3) PROJECT SITE search bar, and the
- 4) Report generation button.

- 1) Each grant program OGALS administers uses specific scoring criteria. Community FactFinder (CFF) information generated for one grant program may not be the same for a different grant program. APPLICANTS should first confirm the correct program name is displayed on the page.
- 2) The Park Access tab allows for switching between grant programs. If SPP is not displayed, click the Park Access tab and select "Statewide Parks Program Community FactFinder."
- 3) PROJECT SITE search bar allows users to search by address, city, or comma-separated latitude, longitude paired. Search examples are provided on pages 4 and 5.
- 4) The Report generation button is black and gray by default. It turns brownish-red and white when information is entered into the search bar.



Step 2: Locate the PROJECT SITE

There are three (3) ways to search for a PROJECT SITE when using the CFF tool:

- 1) By address,
- 2) Using latitude and longitude pair, or
- 3) General area (ex. Sunnyvale, CA).

1) If you have a PROJECT SITE with a street address:

- a) Enter the PROJECT SITE address in the search box. Users are not required to enter the city name or CA if using the zip code.

Example Address: 525 Inverness Way, Sunnyvale, CA 94087

Or

525 Inverness Way 94087

Entering information for a location outside of California will result in an error message. The system will direct users to enter a valid California location.

- b) Click the “Report” button to submit your request.
- c) The Community FactFinder will display a satellite view with a black circle showing the half-mile radius. The black  pin-tip represents the project location. Below is an example of a complete Report page.

Report for half-mile circle centered on 525 Inverness Way 94087

Latitude, Longitude: 37.34144700, -122.02788400

[Download XLSX Report](#)

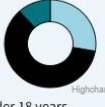
Income and Poverty

	\$228,326 Median Household Income
	239.0% of California Statewide Average Median Household Income
	\$96,690 Per Capita Income
	283.9% of California Statewide Average Per Capita Income
	209 People in Poverty
	8,955 Total People

Parks and Car Access

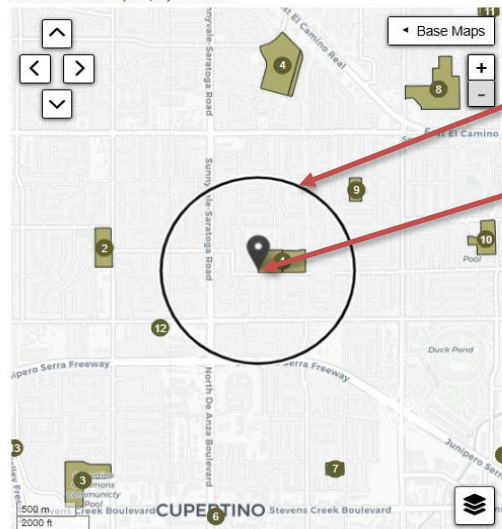
	18.61 Parks Total Area (acres)
	2.08 Park Acres per 1,000 People
	82 Households without access to a car

Population

8,955 Total Population	Population by age category
2,485 (27.7%) Under 18 years	
5,416 (60.5%) 19 to 64 years	- Under 18 years 19 to 64 years 65 years and over
1,054 (11.8%) 65 years and over	

Report Map

To update your report location and automatically run a new report, click on the map, drag and drop the map marker, or use the arrow buttons. Each click of an arrow button will move the project location approximately 151.9 meters (498.4 feet) in the direction indicated on the button. You may also use the plus/minus zoom buttons to zoom in two zoom levels or out one zoom level from your project location.



This map shows a half-mile circle radius around your report location. The map includes layers showing parks and open space. There are currently 13 parks on the map. The current zoom level is 14. The website content below gives a more detailed map description.

2) If you are searching for a predetermined PROJECT SITE using longitude, latitude pair:

- a) Enter the longitude, latitude pair (also referred to as coordinates) in the search box.

Example: Latitude, Longitude: 37.37367630, -122.03657532

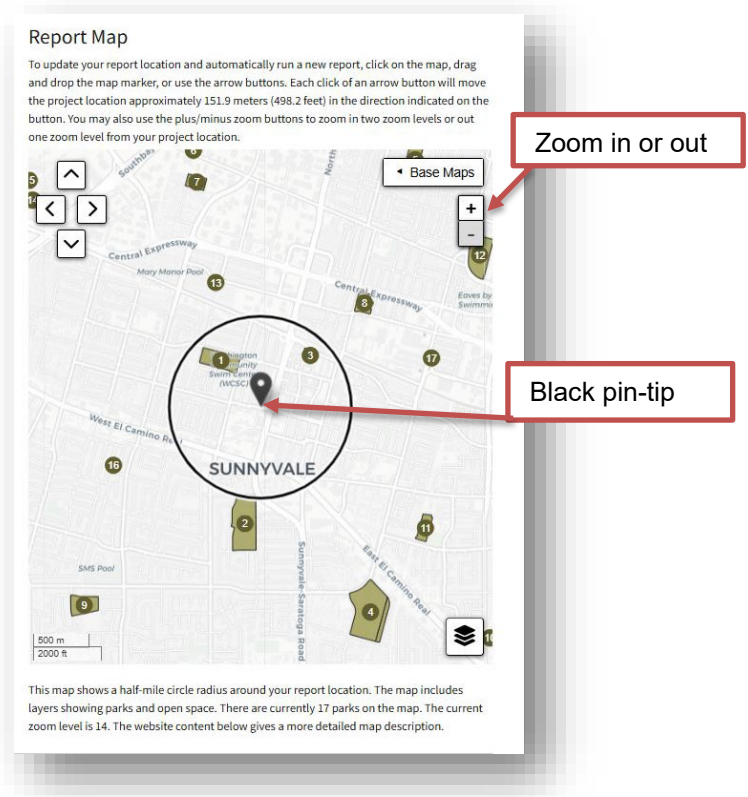
- b) Click the “Report” button.
c) Confirm the selected coordinates accurately display the PROJECT SITE.
d) To zoom the satellite view in or out, click the plus or minus button.
e) Drag the black pin-tip within the PROJECT SITE to determine the best possible position for generating data. Moving the black pin tip will change the coordinates.
f) Once the black pin-tip is re-located, the half-mile radius will move to the selected site and update the Report information.

3) If you are searching for a PROJECT SITE that does not have a street address:

- a) Enter the name of the nearest city in the search box.

Example: Sunnyvale

- b) Click the “Report” button.
c) The Community FactFinder will display a map with a black circle showing the half-mile radius. Users will need to manually find their desired location.
- Page 11 of this Handbook provides guidance on changing the Report Map view between street and satellite.
- d) Zoom in or out as needed.
e) To move the view to other parts of the PROJECT SITE, click and drag the black pin-tip.
f) Take note of the coordinates as they will be used for the PROJECT SITE address.



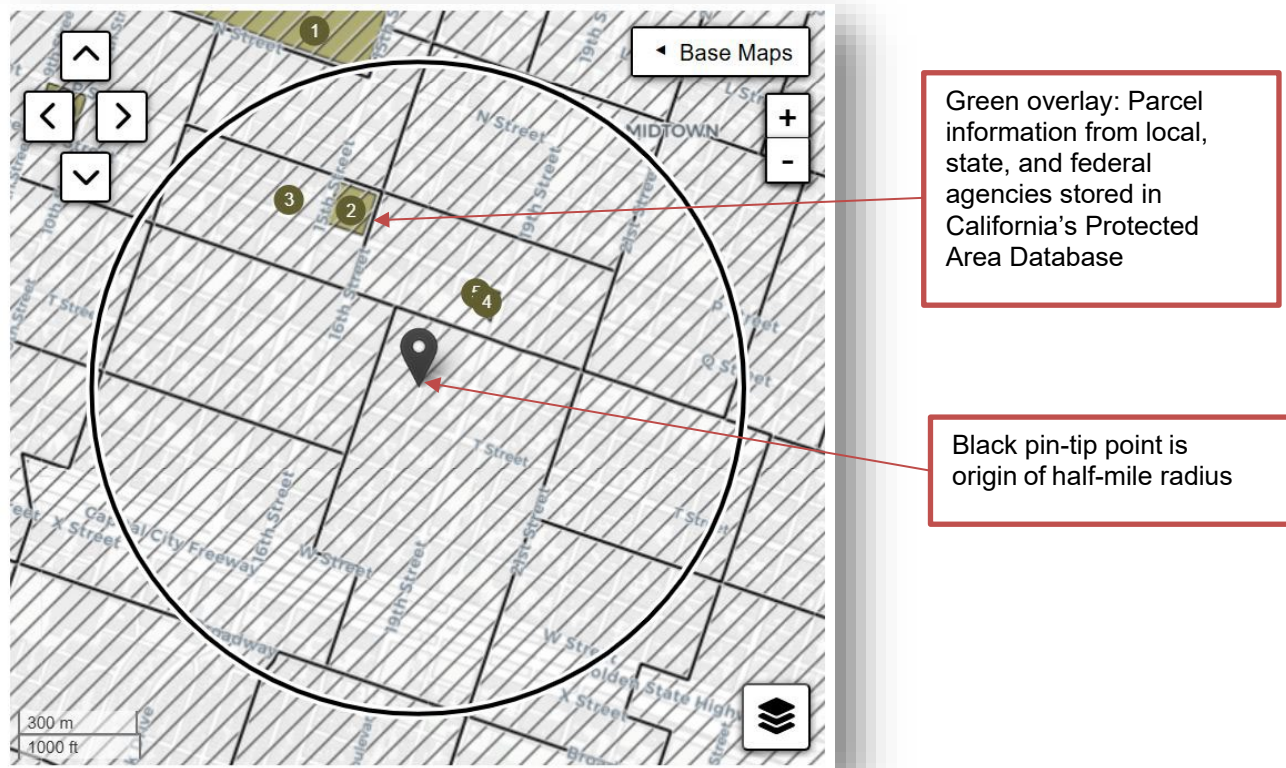
Step 3: Community FactFinder Data Tools

This section covers the following CFF tools:

- The half-mile radius starting point
- The half-mile radius demographic, proximity to climate vulnerability, and park acreage data sources
- The green overlay

The Half-Mile Radius Starting Point

The black pin-tip is the starting point of the half-mile radius. It may be moved anywhere within the PROJECT SITE to generate data.



The Half-Mile Radius Statistical Information

Statistical information for the half-mile radius is divided into three categories:

- 1) Income and Poverty (demographics),
- 2) CLIMATE VULNERABILITY, and
- 3) Parks and Car Access

Income and Poverty

Data for this section is generated using the American Community Survey 2019-2023 5-year estimates (B01001_001E), block and block-group population from Census 2020 (P1).

CLIMATE VULNERABILITY

Data for this section is generated using the Vulnerable Communities Platform:

<https://vcp.lci.ca.gov/>

High Rank Climate Vulnerability Areas:

- Extreme Heat
- Flood
- Sea Level Rise
- Drought
- Wildfire

Parks and Car Access

Data for this section is generated using the California Protected Areas Database (CPAD) 2024b. The CPAD contains data about lands that are permanently protected for open space purposes: calands.org.

Data for this section is subject to future updates per Step 5 of the 2026 CFF Handbook.

Calculation Methods

Calculation methods are available on the Parks for California website:

parksforcalifornia.org/methods

Income and Poverty



\$81,179 Median Household Income

84.3% of California Statewide Average Median Household Income



\$63,686 Per Capita Income

132.7% of California Statewide Average Per Capita Income



1,320 People in Poverty

8,562 Total People

Climate Vulnerability



High Rank Climate Vulnerability Areas

Extreme Heat

Parks and Car Access



3.93 Parks Total Area (acres)



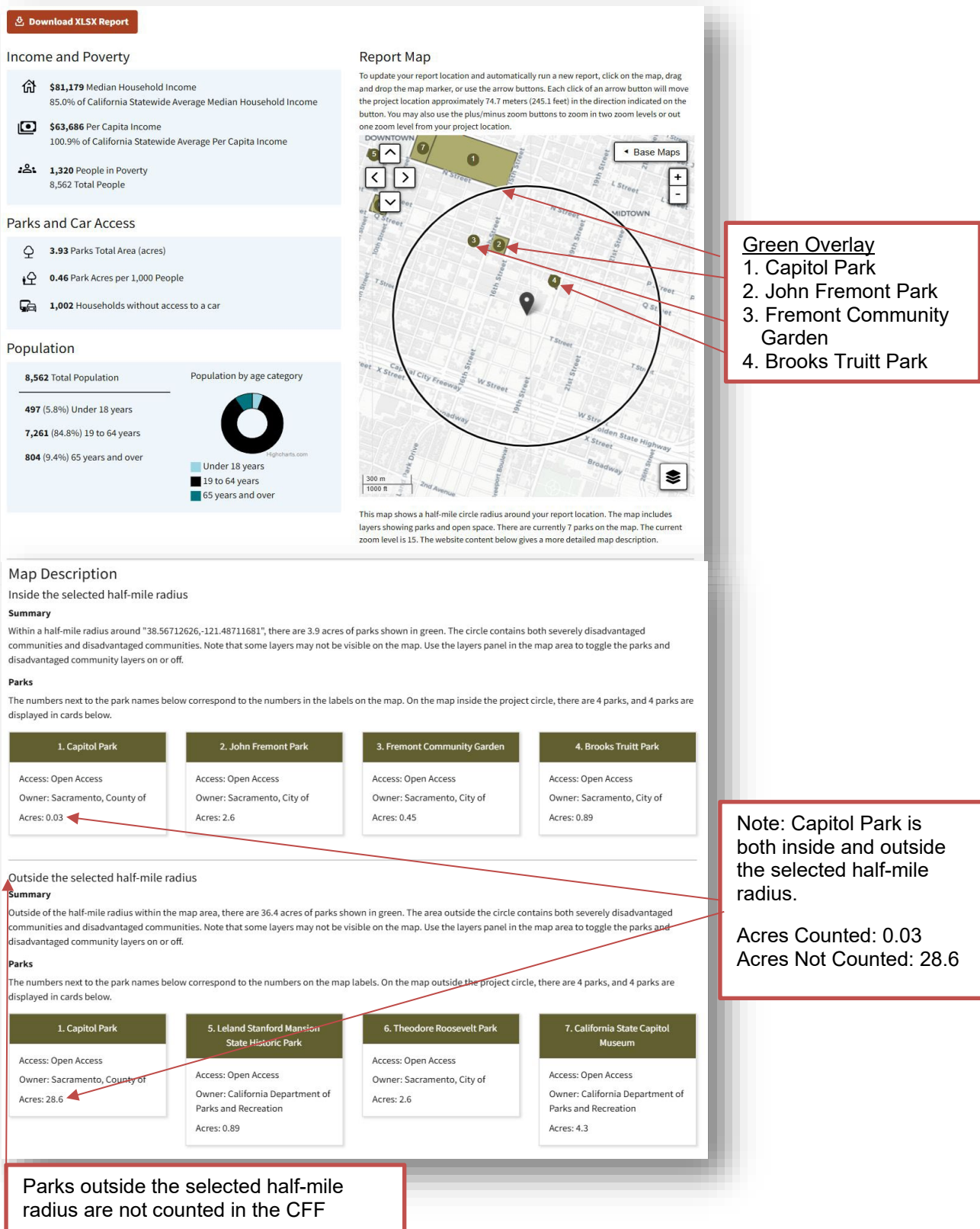
0.46 Park Acres per 1,000 People



1,002 Households without access to a car

Green Overlay

A green overlay will appear on the Community FactFinder (CFF) satellite interface when park acreage is within or close to the half-mile radius. The green overlay identifies parcel information from local, state, and federal agencies stored in California's Protected Area Database.



Step 4: Counting Park Acreage

It is the applicant's responsibility to review the entire half-mile radius and report park acreage additions or removals. Applicants are required to submit a CFF Certification Form confirming all information contained in the report is true and accurate.

APPLICANTS who believe their Community FactFinder (CFF) Report contains a park acreage error/s may submit a request to the SCORP team to have their Report evaluated. Before submitting a request, it is important to understand how OGALS evaluates park acreage. Also, APPLICANTS should review the definition of PARK in the SPP Application Guide.

Parks

The numbers next to the park names below correspond to the numbers in the labels on the map. On the map inside the project circle, there are 4 parks, and 4 parks are displayed in cards below.

1. Capitol Park	2. John Fremont Park	3. Fremont Community Garden	4. Brooks Truitt Park
Access: Open Access	Access: Open Access	Access: Open Access	Access: Open Access
Owner: Sacramento, County of	Owner: Sacramento, City of	Owner: Sacramento, City of	Owner: Sacramento, City of
Acres: 0.03	Acres: 2.6	Acres: 0.45	Acres: 0.89

Example: Parks graphic is from example on page 9.

Should: Land that should be counted as park acreage by the CFF if it contains all 3 combined elements shown (see Parks graphic above):

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. (shown in the CFF as Open Access).
3. The property is owned by a local, state, or federal public agency (shown in the CFF under owner)

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 and park signage for general public recreation is not considered a park.

Applicant Questions

Q1: We have a 10-acre park: eight acres with facilities and a two-acre portion without facilities. Can the two-acre portion be removed from the CFF count?

A1: If the two-acres are part of the publicly owned park, then CFF must count it.

Q2: We have (federal or state) land, but it is a forest (or desert, or a mountain). Can it be removed from being counted?

A2: If a trail exists within the publicly owned land, the land will be counted. The purpose and function of the property is for the public to experience nature through a trail.

Step 5: Reviewing Property

REQUIREMENT

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

Reviewing property with a green overlay:

See the green overlay example, on page 9 of this Handbook, to understand how property acreage and landowner information is summarized on a CFF Report.

- a. Each green overlay displays a number that corresponds to the Map Description section. The Map Description section shows the name of the park, and which agency operates and maintains it. You should then enter the name into Google Maps to confirm the address and that it is a public park.
- b. If the location is not a public park, record the name given for the location.
- c. See Step 6: Report Park Acreage Addition or Removal.

Reviewing property without a green overlay:

Look for property in the half-mile radius that could be a park but lacks a green overlay on the CFF satellite interface. If you find property that looks like it could be a park, there are several methods for making 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 types of use, and what public agency operates and maintains it.
2. **Use Google Maps to get a satellite or street view:**
 - a. Using the CFF tool, move the black pin-tip to the property in question. Latitude and longitude coordinates for the property will appear in the top section of the CFF statistics.
 - b. Copy and paste the latitude and longitude coordinates from the CFF into Google Maps' "Search Maps" text box. Google Maps: [google.com/maps](https://www.google.com/maps)

Latitude and longitude coordinates

Report for half-mile circle centered on 525 Inverness Way 94087
Latitude, Longitude: 37.34144700, -122.02788400

[Download XLSX Report](#)

Income and Poverty

\$228,326 Median Household Income
239.0% of California Statewide Average Median Household Income

Report Map

To update your report location and automatically run a new report, click on the map, drag and drop the map marker, or use the arrow buttons. Each click of an arrow button will move the project location approximately 151.9 meters (498.4 feet) in the direction indicated on the

- c. If the coordinates display a park, click on the park name for an address.
- d. See Step 6: Report Park Acreage Addition or Removal.

Changing the Report Map View

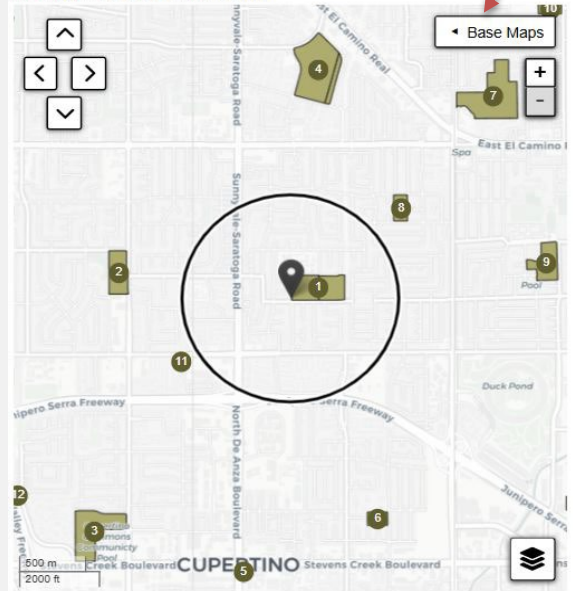
On the Report Map is a tab labeled “Base Maps”. Clicking on the tab allows the user to select either a “Satellite” view or a “Street” view.

APPLICANTS may wish to first view a property in satellite mode before switching to Google Maps.

Base Maps tab

Report Map

To update your report location and automatically run a new report, click on the map, drag and drop the map marker, or use the arrow buttons. Each click of an arrow button will move the project location approximately 151.9 meters (498.4 feet) in the direction indicated on the button. You may also use the plus/minus zoom buttons to zoom in two zoom levels or out one zoom level from your project location.



This map shows a half-mile circle radius around your report location. The map includes layers showing parks and open space. There are currently 12 parks on the map. The current zoom level is 14. The website content below gives a more detailed map description.

Satellite View

Report Map

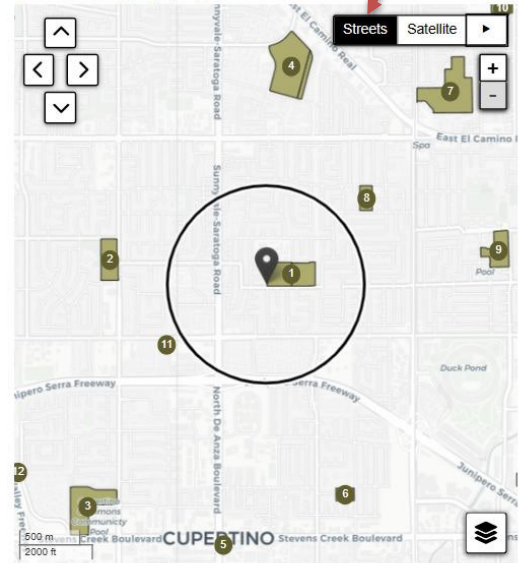
To update your report location and automatically run a new report, click on the map, drag and drop the map marker, or use the arrow buttons. Each click of an arrow button will move the project location approximately 151.9 meters (498.4 feet) in the direction indicated on the button. You may also use the plus/minus zoom buttons to zoom in two zoom levels or out one zoom level from your project location.



Streets View

Report Map

To update your report location and automatically run a new report, click on the map, drag and drop the map marker, or use the arrow buttons. Each click of an arrow button will move the project location approximately 151.9 meters (498.4 feet) in the direction indicated on the button. You may also use the plus/minus zoom buttons to zoom in two zoom levels or out one zoom level from your project location.



This map shows a half-mile circle radius around your report location. The map includes layers showing parks and open space. There are currently 12 parks on the map. The current zoom level is 14. The website content below gives a more detailed map description.

The green property at first glance appears to be an unreported park. It is a school baseball field with restricted public access. The CFF tool will not report the acreage if a public use agreement is not in place.



Step 6: Report Park Acreage Addition or Removal

Steps for Sending an Email to scorp@parks.ca.gov.

1. To give a reference point for the property in question, create an XLSX Report using the Community FactFinder (CFF) tool.
2. Place the black pin-tip on the property in question, then click the “Download XLSX Report” tab, located on the left, directly below the address space. An XLSX Report will be automatically created as an Excel file.



3. Then, save the XLSX Report to your computer (follow the same steps as you would to save a Word document).
4. Next, include a description/explanation of the issue in an email.
5. Attach your XLSX Report and email it to scorp@parks.ca.gov.
6. Upload a copy of your email request to the CFF Report (Checklist Item #3) section, as a placeholder, in your online Application.
7. Keep a copy of your email request for your records.

REQUIREMENT

Send acreage addition or removal requests at least one month before the Application deadline.

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

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

Applicant Questions

Q 1 : What happens if I do not report the addition of acreage that should be counted by the Community FactFinder (CFF)?

A1: It is the APPLICANT's responsibility to thoroughly review the PROJECTS SITE's half-mile radius before submitting the Application Packet, and report land that may or may not need to be added to the CFF. Findings must be reported to the SCORP team: scorp@parks.ca.gov.

OGALS thoroughly reviews the half-mile radius of all statewide Applications after the SPP Application deadline; the acreage will be added to CFF.

1. OGALS will download a new report with the pin-tip located **in the middle** of the PROJECT SITE.
 - OGALS will not accept a new CFF Report from the APPLICANT after the acreage is discovered and added by OGALS.
2. The new ratio of park acreage per 1,000 residents will be used for Project Selection Criteria #1.

Q2: What happens if I do report the addition or removal of acreage, but the update is not shown on the CFF by the Application deadline?

A2: Follow the steps below to report the addition or removal of acreage by the Application deadline.

1. Upload a copy of your email request to the CFF Report (Checklist Item #3) section, as a placeholder, in your online Application.
2. In your response to Project Selection Criteria #1-3, record that a CFF update was requested.
3. If OGALS approves the request, you will be notified by email when the CFF acreage update is complete.
4. OGALS will request a new CFF Report from you.
5. You can then use the same or a different origin of the half-mile radius at the PROJECT SITE (see Handbook Steps 7-8). OGALS will accept this new report from you for Project Selection Criteria #1-3.
6. Send your email request to scorp@parks.ca.gov **at least one month before** the Application deadline.

Step 7: Meeting Project Selection Criteria #1-3

Selecting a specific point of the PROJECT SITE for the purpose of Project Selection Criteria #1-3 requires moving the black pin-tip within the boundary of the PROJECT SITE, not one or more blocks outside the PROJECT SITE.

As you move the black pin-tip within the boundary of the PROJECT SITE, there may be a competitive edge. Be aware of the following eligible and competitive factors:

Eligibility (must meet at least one):

- Less than 3 park acres per 1,000 people
- OR**
- Less than \$77,067 median household income
- OR**
- Project is within proximity to climate vulnerability(ies)

Competitiveness (used for ranking):

All statewide Applications are ranked based on the:

- Park acres per 1,000 people (Project Selection Criteria #1)
- AND**
- Median household income (Project Selection Criteria #2A)
- AND**
- Number below poverty (Project Selection Criteria #2B)
- AND**
- Number of climate vulnerability(ies) {Project Selection Criteria #3} within proximity of the PROJECT SITE

Examples:

Pages 15-17 will provide three fictional PROJECT SITE examples. These examples do not intend to promote a specific PROJECT SITE in a specific region.

1. These examples explain pin-tip placement at the PROJECT SITE to be eligible and competitive for Project Selection Criteria #1-3.
2. These examples also explain pin-tip possibilities for different types of projects under Project Selection Criteria #4.

The three project type examples are:

- a) Creating a new park (maximum 10 points), one example provided.
- b) Renovate of an existing park (maximum 9 points), one example provided.
- c) Expanding an existing park (maximum 8 points), one example provided.

Example A: Creating a New Park

The PROJECT SITE is the creation of a new park (shown with a blue border). Moving the pin-tip within the new park border changes the demographics and makes the PROJECT SITE either more or less competitive when compared to other applications.

Eligible point: In example A-1, the PROJECT SITE is eligible for a grant award due .97 park acres per 1,000 people within the half-mile radius.

Competitive point: In example A-2, the acreage drops down to 0 acres per 1,000 residents, and the median household income drops \$33,923, decreasing from \$186,001 to \$152,078. The black pin-tip placement in example A-2 is more competitive than in A-1.



Example B: Expanding an Existing Park

The PROJECT SITE is the expansion of an existing park (green overlay) by adding a greenway (shown as a green, two-way arrow) with jogging path and exercise stations connecting a school to the existing park.

Ineligible point: In example B-1, the PROJECT SITE is not eligible for a grant award due to more than 3 park acres per 1,000 people, PROJECT SITE is not in proximity to climate vulnerability, and median household income is above \$77,067.

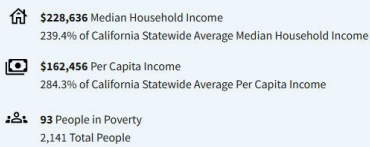
Competitive point: In example B-2, the acreage drops to 0 acres per 1,000 residents. The new pin-tip placement makes the PROJECT SITE eligible and more competitive.

Report for half-mile circle centered on 98 watkins ave. atherton, ca 94027

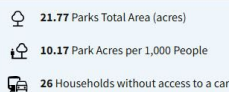
Latitude, Longitude: 37.46166600, -122.19386100

[Download XLSX Report](#)

Income and Poverty



Parks and Car Access

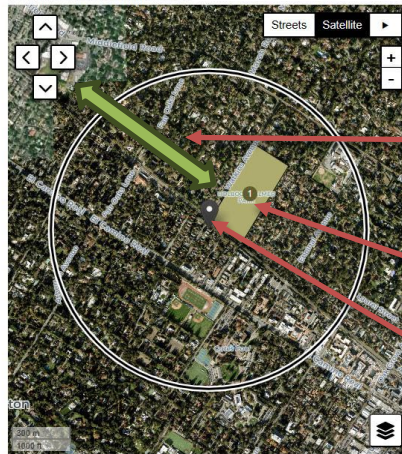


Population



Report Map

To update your report location and automatically run a new report, click on the map, drag and drop the map marker, or use the arrow buttons. Each click of an arrow button will move the project location approximately 75.8 meters (248.8 feet) in the direction indicated on the button. You may also use the plus/minus zoom buttons to zoom in two zoom levels or out one zoom level from your project location.



Example B-1

New greenway

Holbrook-Palmer Recreation Park

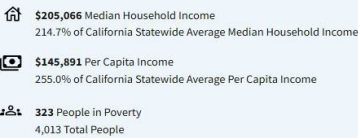
Black pin-tip

Report for half-mile circle centered on 37.46780764,-122.20144272

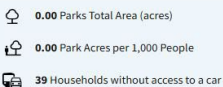
Latitude, Longitude: 37.46780764, -122.20144272

[Download XLSX Report](#)

Income and Poverty



Parks and Car Access

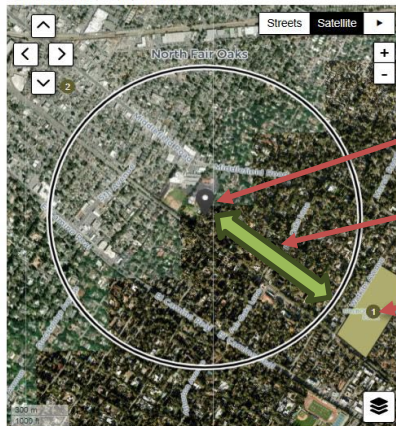


Population



Report Map

To update your report location and automatically run a new report, click on the map, drag and drop the map marker, or use the arrow buttons. Each click of an arrow button will move the project location approximately 75.8 meters (248.8 feet) in the direction indicated on the button. You may also use the plus/minus zoom buttons to zoom in two zoom levels or out one zoom level from your project location.



Example B-2

Black pin-tip

New greenway

Holbrook-Palmer Recreation Park

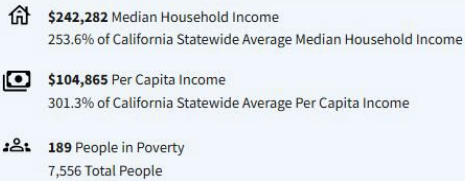
Example C: Improvement of an Existing Park

The PROJECT SITE is the improvement of an existing park (green overlay).

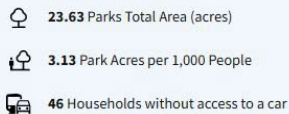
Ineligible point: In example C-1, the PROJECT SITE is not eligible for a grant award due to more than 3 park acres per 1,000 people, PROJECT SITE is not in proximity to climate vulnerability and median household income above \$77,067.

Competitive point: In example C-2, the acreage drops to 2.09 per 1,000 residents. The pin placement below makes the PROJECT SITE eligible.

Income and Poverty



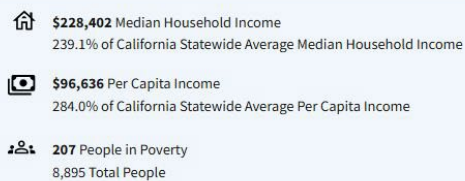
Parks and Car Access



Population



Income and Poverty



Parks and Car Access

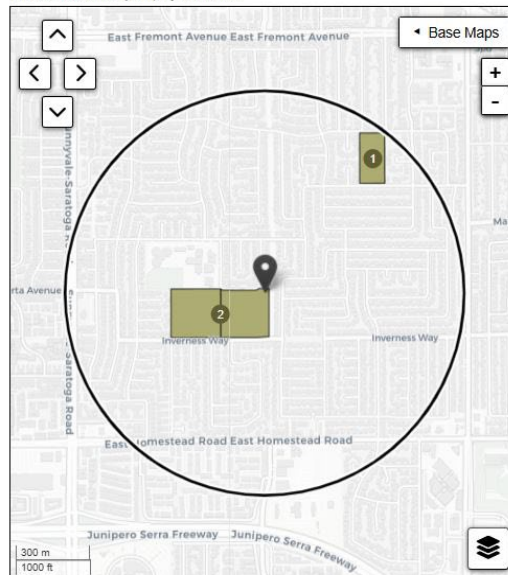


Population



Report Map

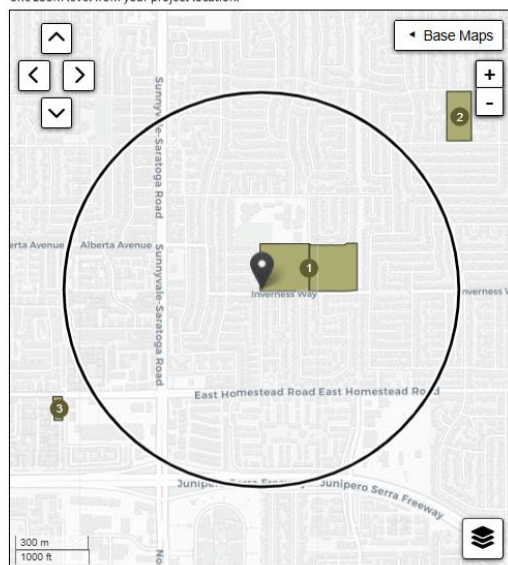
To update your report location and automatically run a new report, click on the map, drag and drop the map marker, or use the arrow buttons. Each click of an arrow button will move the project location approximately 76.0 meters (249.2 feet) in the direction indicated on the button. You may also use the plus/minus zoom buttons to zoom in two zoom levels or out one zoom level from your project location.



Example C-1

Report Map

To update your report location and automatically run a new report, click on the map, drag and drop the map marker, or use the arrow buttons. Each click of an arrow button will move the project location approximately 76.0 meters (249.2 feet) in the direction indicated on the button. You may also use the plus/minus zoom buttons to zoom in two zoom levels or out one zoom level from your project location.



Example C-2

Step 8: Submitting a Final CFF Report

Create and submit a final Community FactFinder Report (CFF) for Project Selection Criteria #1-3.

After completing Steps 1 through 7 above, you are now ready to upload a complete and competitive CFF Report to your online Application.

REQUIREMENT

Before creating the final report, make sure the pin-tip is inserted in the boundary of the PROJECT SITE, not one, or two, blocks outside of the PROJECT SITE.

When applications are submitted, OGALS enters the CFF Report Project ID number into satellite interface; this takes OGALS to the precise point where the CFF was created. This action ensures that all statewide applicants submit CFF Reports with the pin-tip inserted at the project site.

Steps to create the Community FactFinder Report:

- 1) Click "Download Report".
- 2) An XLSX Report will be automatically created as an Excel file.
Then, save this XLSX Report to your computer. Next, follow the same steps as you would to save a Word document.
- 3) Now, upload this XLSX Report to the Community FactFinder Report (Checklist Item #3) section, in your online Application.
- 4) Include this XLSX Report, in your online Application submission, by the Application deadline, **along with** the CFF Certification Form.

Applicant Questions

Q1: How do I find my Project ID number?

A1: The Project ID number is located on the upper left-hand side of the generated Community FactFinder Report.

Q2: Can I create more than one report?

A2: You can create an unlimited number of reports for your own internal use. However, only one Community FactFinder Report can be submitted with your Application Packet.

Q3: When I generated the Community FactFinder Report, I noticed the map features are slightly different than what's on the website. What should I do?

A3: No action is needed. While the Community FactFinder Report map may slightly differ from the web view, all demographic and park acreage data are the same. OGALS only uses the map on the Community FactFinder Report as a reference.

Q4: If my PROJECT SITE is the same as a previous application, can I submit the same Community FactFinder Report?

A4 No. The information may have changed since the last application cycle. APPLICANTS are required to create and submit a new Community FactFinder Report. This 2025 Community FactFinder version provides the most recent demographic data available.

Q5: Where do I include the Community FactFinder Report in the Application?

A5: Upload both your Community FactFinder Report and signed Certification Form to the Community FactFinder Report (Checklist Item #3) section, in your online Application.

CFF CHECKLIST

Use this checklist below, to verify that Community FactFinder Steps 1 through 8 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	Access the Community FactFinder Tool Online	Handbook Page 3	☐
Step 2	Locate the PROJECT SITE	Handbook Page 4	☐
Step 3	Community FactFinder Data Tools	Handbook Pages 6-8	☐
Step 4	Counting Park Acreage	Handbook Page 9	☐
Step 5	Reviewing Property	Handbook Pages 10-11	☐
Step 6	Report Park Acreage Addition or Removal	Handbook Pages 12-13	☐
Step 7	Meet Project Selection Criteria #1-3	Handbook Pages 14-17	☐
Step 8	Submitting a Final CFF Report	Handbook Pages 18-19	☐