



## Instructions to Submit Data for CA Access and Functional Needs (AFN) Web Map

Thank you for contributing to the [CA AFN Web Map](#). Your data will improve the capability of this important tool to be an effective and essential resource in supporting individuals with disabilities and others with access and functional needs in impacted areas.

The Office of Access and Functional Needs has two options for submitting your data for inclusion in the web map. The easiest way to submit your data is by using Microsoft Excel. Use the attached Excel template to input your resource data. Please submit one Excel file per resource type. For example, if you are submitting data for accessible transportation and shelters, please complete separate Excel files for each resource. Email Excel file(s) to: [OAFN@caloes.ca.gov](mailto:OAFN@caloes.ca.gov).

If you are familiar with ESRI files, you can also use the following advanced data formats to submit your information:

- **ESRI Shapefile:** Shapefiles can be created by exporting any data source to a shapefile using ARC/INFO®, PC ARC/INFO®, Spatial Database Engine™ (SDE™), ArcView® GIS, or BusinessMAP™ software;
- **ESRI Geodatabase:** a collection of geographic datasets of various types held in a common file system folder, a Microsoft Access database, or a multiuser relational DBMS (such as Oracle, Microsoft SQL Server, PostgreSQL, Informix, or IBM DB2); or
- **ESRI ArcGIS OnLine (AGOL) feature service link:** link to your current mapping products from ESRI.

Once your data is uploaded into the web map, we will contact you once per year to ensure information remains current. For questions related to data submission, contact: LaCandice McCray, Program Manager, [LaCandice.McCray@caloes.ca.gov](mailto:LaCandice.McCray@caloes.ca.gov) or (916) 845-8884.