

Solano CARE Program Cycle 1 Documentation Requirements

Listed below are the required documentation based on the project's origin and recency of the engagement process:

- **Projects originating from a PB process completed in 2022 or later** must include the originating planning or engagement document and do not require supplemental documentation.
- **Projects originating from a PB process completed in 2021 or earlier** must include the originating planning or engagement document and at least one additional form of supplemental documentation.
- **Projects not generated by a PB process** must include the originating planning or engagement document and at least one supplemental documentation item, depending on the age of the originating plan:
 - **CBTPs or other community-driven plans from 2022 or later:** At least one type of supplemental documentation demonstrating current community support is required.
 - **CBTPs or other community-driven plans from 2021 or earlier:** At least two types of supplemental documentation demonstrating current community support are required.

Projects that do not meet the minimum documentation requirements will be deemed ineligible.

Applicants may submit any of the following forms of supplemental documentation:

- **Letters of Support:** Minimum of three letters from separate community-based organizations (CBOs), non-profit organizations, or local elected officials.
- **Collective Petitions or Sign-On Letters:** At least ten signatures from trusted organizations broadly representing the community (e.g., CBOs, non-profits, Parent Teacher Organizations, food banks, faith-based groups).
- **Formal Endorsements:** Minimum of two official endorsements from community councils, boards, commissions, or advisory committees (e.g., Bicycle and Pedestrian Advisory Committee, Equity Advisory Committee).

- **Community Prioritization Workshops:** Documentation showing that CTAs, city staff, CBOs, and members of the public participated in reviewing and prioritizing candidate projects.
- **Engagement Reports or Completed Plans:** Reports or plans with documented engagement may be submitted in combination with other types of documentation to strengthen evidence of community support.