

### 3.3.4. EVALUATION OF OUTREACH AND ENGAGEMENT FOR MINIMUM REQUIREMENTS

All applicants are required to submit a Community Engagement Plan as part of their application in the GMS. The Community Engagement Plan must describe all outreach and engagement conducted and/or describe all future plans to engage the community about the specific project(s) for which the grant award would be utilized. The Community Engagement Plan must include the following information to show that minimum requirements have been fulfilled or will be fulfilled:

- Dates, frequency, and outreach methods used or planned to be used
- Dates of all engagement, either planned or completed
- Scope of planned and/or conducted engagement activities
- Language access verification
- Supporting documentation (as noted in this section)

For engagement that has been completed no more than 36 months prior to the application date, applicants must submit all supporting documentation at the time of the application.

For applicants planning to conduct engagement for their project throughout the lifecycle of the grant, supporting documentation must be submitted in accordance with the approved budget and timeline in order to remain in good standing. Documentation must support the submitted engagement plan, project scope, budget, and schedule. Failure to implement the Community Engagement Plan as stated could result in a delay of reimbursements and may impact Good Standing status with RPOSD.

Acceptable supporting documentation for outreach and engagement includes the following items, as applicable: vendor invoices, outreach flyers, log of canvassing, media ads, and other graphics; sign-in sheets; photos; activity sheets; public comment cards; and meeting minutes, staff reports, and other summary documents.

RPOSD may request additional documentation within four weeks of submission of supporting documentation and may require additional engagement if deemed necessary. Grant Officers or other RPOSD staff may attend randomly selected engagement meetings to verify quality of engagement being conducted. RPOSD may require grantees to attend periodic trainings to improve best practices in outreach and engagement.