

CARES Inventory Search Tutorial

The CARES Inventory can be searched by one option or several options:

Example 1: Search CARES for “Affordable Housing”

1. Begin by typing “Affordable Housing” in the Resource Name text box and click on **Search**. CARES will return only the resources with “Affordable Housing” in the Resource Name.
2. To broaden your search for “Affordable Housing” resources, click on **Reset** and then type “Affordable Housing” in the Full Text Search box. This will return a greater number of records that include “Affordable Housing” in the Resource Name AND/OR Summary.
3. To search for all resources that include “Affordable Housing” not mentioned specifically in the Resource Name and/or Summary, click on “Sustainability Topic” and choose “Affordable Housing” and click on **Search**. This query will return resources that include “Affordable Housing” somewhere in the full text of the resource.
4. To narrow your search for “Affordable Housing” resources by location, click on **Reset** and then select the “Sustainability Topic” and choose “Affordable Housing”. Begin with a broad geographical scope like “Statewide”. To narrow down your query further, **Reset** and select a “Metropolitan Planning Organization (MPO)”. Narrow that down again by selecting a specific “County”. The further you drill down locations, fewer but more specific resources will be returned.
5. The CARES Inventory only searches down. For example, if you begin a search in “Governmental Jurisdiction” with San Mateo, it will only return resources in that city; it will not search up to the County level. If you choose “San Mateo County”, it will include resources for the entire county and all the cities in San Mateo County. If you search by “Metropolitan Transportation Commission (MTC)”, it will return all the resources for all of the counties and all the cities included in that MPO.
6. The Government Jurisdiction search is for within California only. To use this option, begin typing the MPO, rural county, county or city name and as it appears, select it and click on Search.