21 Elements

2021 RHNA 6 Work Plan – 3 Month Look Ahead

	Outreach	Support and Other Products	Existing Housing Element Review	Housing Needs	Constraints Analysis	Sites Inventory
July	■ Begin Spanish EAG meetings ■ Continue EAG in-language meeting planning ■ Continue collecting housing stories ■ Complete short HEU videos in multiple languages ■ Complete LTH Countywide summaries ■ Begin Topic-Focused Workshop Planning	■ Develop AFFH scope ■ Hire AFFH specialist	■ Pre-summary based on interviews to assist final Housing Element and work plan *(please get edits and comments back)*	■ Complete countywide needs narrative ■ Complete local narratives of housing needs ■ Complete bulleted list of key facts	■ Develop constraints template and instructions	■ Complete one-on-one review of scenario analysis results ■ Request for inventory data ■ Share Middle Housing Best Practices report ■ ADU Guidance Memo
August	■ Continue in-language meetings and outreach ■ Continue collecting housing stories ■ Continue Topic-Focused Workshop Planning	■ Begin update of AFFH assessment			■ Develop countywide non-governmental constraints data and narrative ■ Collect governmental constraints and other data from jxs	■ Begin one-on-one meetings re: sites inventories
September	■ Continue in-language meetings and outreach ■ Edit together housing stories ■ Launch Topic-Focused Workshop series				■ Develop local narratives and draft constraints sections	■ Complete one-on-one meetings re: sites inventories ■ Assist with draft site inventory and write-up

■ **Base** Everyone!

■ **Getting Started (Initial Sites Analysis)** Everyone *except* Belmont, San Carlos and San Mateo City

■ **Foundations (Element Evals, Housing Needs, Constraints)** Everyone *except* Redwood City, San Carlos, San Mateo County, Woodside

■ **Full Package (All the Above + More)** Includes Atherton, Brisbane, Burlingame, Daly City, EPA, Foster City, HMB, Hillsborough, Menlo Park, Millbrae, Pacifica, Portola Valley, San Bruno, SSF