

	Outreach	Support and Other Products	Existing Housing Element Review	Housing Needs	Constraints Analysis	Sites Inventory
June	<ul style="list-style-type: none"> ■ Complete LTH Countywide summaries ■ Targeted outreach planning with Equity Advisory Group (EAG) ■ Plan in-language meetings in Spanish, Tagalog and Chinese ■ Complete short HEU videos in multiple languages ■ Begin collecting housing stories 		<ul style="list-style-type: none"> ■ Pre-summary based on interviews to assist final Housing Element and work plan 	<ul style="list-style-type: none"> ■ Draft countywide needs narrative ■ Start to develop local narratives and draft housing needs based on interviews and supplements to local data 	<ul style="list-style-type: none"> ■ Develop constraints template and instructions 	<ul style="list-style-type: none"> ■ One-on-one review of results ■ Share Middle Housing Best Practices report ■ ADU Guidance Memo
July	<ul style="list-style-type: none"> ■ EAG meeting ■ Begin in-language meetings and outreach ■ Continue collecting housing stories 			<ul style="list-style-type: none"> ■ Complete countywide needs narrative ■ Complete local narratives and draft housing needs 	<ul style="list-style-type: none"> ■ Develop countywide non-governmental constraints data and narrative ■ Collect governmental constraints and other data from jxs 	
August - September	<ul style="list-style-type: none"> ■ Continue in-language meetings and outreach ■ Edit together housing stories 				<ul style="list-style-type: none"> ■ Develop local narratives and draft constraints sections 	<ul style="list-style-type: none"> ■ 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* Burlingame, Redwood City, San Carlos, San Mateo County, Woodside

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