Appendix 6: Public Participation Checklist

Pursuant to Sections 6601, 6602, and 6605, applicants are required to demonstrate how they have engaged in a "Diligent Public Participation Process."

Please complete this checklist, and sign, to confirm that the applicant has complied with this requirement. Attach and reference any comments you received during the process.

Regulation Text	Explanation	Yes	No
Outreach through a variety of methods and languages to ensure access to the public process and provide opportunities for public input.	Applicant should use methods such as newspaper ads, email, social media, fliers, etc., to inform the public that an application has been drafted and posted for public comment. Language access should reflect languages spoken in your local community and should be available in multiple languages in print media or upon request for digital media.	☐	☐
Specific effort to engage all segments of the community, including individuals or representatives of lower-income and special needs households, for-profit and non-profit developers, and special needs service providers.	Individuals and organizations representing lower-income and special needs households, for-profit and non-profit developers, and special needs service providers should be engaged, informed of, and offered an opportunity to comment on the application. Outreach lists utilized for Housing Element compliance would suffice.	☐	☐
Availability of the draft document to the public, including notification to interested parties and all segments of the community, for thirty (30) calendar days and subsequent versions for seven (7) calendar days.	Applicants should post the application in print and digital forms, collect comments, and incorporate those comments into the application if necessary. Making the application available to the public could be satisfied by posting the application online and/or announcements through other mediums (e.g., local newspapers) so long as these forums include diverse segments of the community, including individuals or representatives of lower-income and special needs households, for-profit and non-profit developers, and special needs service providers.	☐	☐
Public hearings and informative meetings.	For the purposes of satisfying this requirement, a City Council or Board of Supervisors meeting informing the public of the jurisdiction's intent to submit a Prohousing Designation Program application, in addition to any subsequent meetings	☐	☐

	necessary to make revisions in response to public comment, will satisfy this requirement.		
Consideration of comments, including incorporation of comments into a jurisdiction's application and Prohousing Policies as appropriate.	Provide all comments received with a description of how the comment was incorporated into the application. If the comment is not appropriate for incorporation, please describe why.	☐	☐

Certification and Authorization:

Signature of Authorized Representative Date

Outreach Summary: Prohousing Designation Application

The City of San Mateo is conducting a public outreach campaign between October 16,2026 and November 16, 2026. The goal is to inform stakeholders, encourage public feedback and ensure transparency throughout the application process.

The noticing and application timeline is:

- September 8, 2026 City Council Meeting in City Council Chambers
- September 22, 2026 City Council Meeting in City Council Chambers
- October 16 – November 16, 2026: PDP Application made available for public review on the City's website. Hard copies made available at City Hall.
- October 21, 2026 Community Relations Commission regular meeting in San Mateo City Hall Conference Room C
- October 27, 2026 Planning Commission regular meeting in City Council Chambers
- November 16, 2026 City Council meeting in City Council Chambers

Key outreach activities were conducted in English and in Spanish where needed, and included:

- **Application was posted in print:**
  1. Newspaper Publications
     San Mateo Daily Journal October 16, 2206

  2. Informational flyers were posted at the following community gathering spaces to broaden awareness:
     San Mateo City Hall
     San Mateo Library Main Branch
     San Mateo Senior Center

- **Application was posted in digital forms (Date)**
  1. Posted October 15, 2026 on City Website: https://www.cityofsanmateo.org/4983/Prohousing-Designation-Program
  2. Sent to City of San Mateo Mayor and City Council, with a request to circulate it among constituents

- **Application was sent via email notifications**
  Emails were sent to announce the public release of the draft Prohousing application, and to invite community feedback through the following outreach lists:
  1. eNews newsletter sent Citywide on October 16, 2026
  2. Constant Contact emails sent to Housing Programs and Policy Updates

3. Constant Contact emails sent to Planning Commission Meeting & eNewsletter

These email lists include individuals and organizations representing lower-income and special needs households, for-profit and non-profit developers, and special needs service providers and encompasses the same groups as the Housing Element outreach list.

- **City Council and Mayor were sent notifications**
  1. September 22, 2026 – Council received an update and provided direction on a 5-year funding strategy for housing programming, and directed staff to pursue Prohousing Designation
  2. October 16, 2026 – a newsletter update with a link to an online draft application published on the City's website was shared with the City Council and Mayor, with a request to circulate it among constituents