

Mock Grant Application Response: Rapid Rehousing and Stabilization Initiative (RRSI)

1. Executive Summary and Project Information

Field	Detail
Funding Program	City of San Mateo Community Funding Program
Funding Stream	Permanent Local Housing Allocation (PLHA)
Applicant Organization	Peninsula Community Services (PCS)
Project Title	Rapid Rehousing and Stabilization Initiative (RRSI)
Activity Type	Rapid Rehousing and Supportive Services
Target Population	Families with children experiencing homelessness in the City of San Mateo
Total Funding Request	\$181,907
Program Period	July 1, 2026 – June 30, 2027 (FY 2026-27)
Contact Person	Manus AI, Program Director (mock@pcs.org)

2. Project Narrative

A. Problem Statement

Homelessness in San Mateo County, while lower than in neighboring counties, remains a critical issue, particularly for families with children. The 2024 Point-in-Time (PIT) Count identified a significant number of unsheltered individuals, with a disproportionate impact on families who often remain hidden in precarious living situations (e.g., doubled-up, in cars) to protect their children. The high cost of rental housing in the City of San Mateo is the primary barrier to stable rehousing, making short-term financial assistance and intensive case management essential to break the cycle of homelessness. The City of San Mateo's

PLHA program specifically targets these unmet housing needs, and the RRSI is designed to provide the necessary bridge to permanent stability.

B. Program Description: Rapid Rehousing and Stabilization Initiative (RRSI)

The Rapid Rehousing and Stabilization Initiative (RRSI) is a low-barrier, housing-first program designed to quickly move families experiencing homelessness from the streets or emergency shelter into permanent housing, followed by time-limited, tailored supportive services. The program will serve **15 families** (approximately 45 individuals) over the one-year grant period.

Core Components:

1. Housing Identification and Placement (0-30 Days):

- A dedicated Housing Navigator will work with families to identify suitable, affordable rental units within the City of San Mateo.
- PCS will establish relationships with local landlords to reduce barriers for families with poor rental histories or credit.
- Financial assistance will cover security deposits, utility deposits, and the first month's rent.

2. Rental Assistance (Up to 12 Months):

- The program provides a flexible, tiered subsidy model. Rental assistance is provided for up to 12 months, with the family's contribution increasing over time (e.g., 0-3 months: 0% contribution; 4-6 months: 10% contribution; 7-12 months: 20% contribution).
- This graduated approach encourages financial independence and prepares the family for full self-sufficiency.

3. Intensive Case Management and Stabilization (12 Months):

- Each family will receive weekly, then bi-weekly, in-home case management focused on housing stability.
- Services include:
 - **Financial Literacy:** Budgeting, debt reduction, and credit repair workshops.
 - **Employment Services:** Resume building, job search assistance, and connection to workforce development programs.
 - **Linkage to Resources:** Enrollment in CalFresh, Medi-Cal, childcare, and mental health services.

- The goal is to ensure the family's income increases and their expenses stabilize before the rental subsidy ends.

C. Goals and Objectives

The RRSI is directly aligned with the City of San Mateo's PLHA objectives to support housing-related projects and programs that assist in addressing the unmet housing needs of the local community.

Goal	Objective (Measurable Outcome)
Housing Stability	90% of families enrolled will be housed in permanent housing within 30 days of program entry.
Self-Sufficiency	75% of adult participants will increase their income (earned or unearned) by the time they exit the program.
Sustained Housing	85% of families will retain their permanent housing placement for at least six months after the rental subsidy ends.
Targeted Service	Serve a minimum of 15 families (approximately 45 individuals) with children experiencing homelessness.

3. Budget Summary (PLHA Funding Request: \$181,907)

The requested funds will be allocated across three primary categories, with a strong emphasis on direct client assistance, in line with PLHA priorities.

Budget Category	Description	Cost	% of Total
Direct Client Assistance	Rental assistance (security deposits, first month's rent, and ongoing subsidy) for 15 families.	\$120,000	65.9%
Program Services	Salary and benefits for 1.0 FTE Housing Navigator/Case	\$50,000	27.5%

	Manager, program supplies, and transportation vouchers for clients.		
Administration	General operating expenses, fiscal management, and required reporting (capped at 10% of total request).	\$11,907	6.6%
TOTAL REQUEST		\$181,907	100.0%

Budget Narrative Justification

- **Direct Client Assistance (\$120,000):** This is the largest component, reflecting the high cost of housing in San Mateo. This amount is projected to cover an average of 6 months of rental assistance per family, plus move-in costs, allowing for a successful transition to self-sufficiency.
- **Program Services (\$50,000):** This funds the salary of the Housing Navigator/Case Manager, who is critical for both housing placement and stabilization services. This position ensures the intensive, tailored support required by the PLHA program.
- **Administration (\$11,907):** This covers necessary administrative overhead, including financial auditing, data entry into the Homeless Management Information System (HMIS), and grant reporting, ensuring compliance with all City and State requirements.

4. Performance Measures and Evaluation Plan

PCS will utilize the Homeless Management Information System (HMIS) to track all required performance measures and ensure data quality. The evaluation will focus on the following key metrics, which align with HUD and PLHA reporting standards:

Performance Measure	Target	Data Source	Frequency
Number of Persons Served	45 (15 families)	HMIS	Quarterly
Length of Time Homeless	Average of 30 days or less at program entry	HMIS	Quarterly

Housing Placement Rate	90% of participants placed in permanent housing	HMIS	Quarterly
Housing Retention Rate	85% of participants remain housed at 6 months post-exit	HMIS / Follow-up Survey	Semi-Annually
Income Increase	75% of adults with increased income at exit	HMIS / Case Files	Quarterly
Non-Cash Benefits	100% of eligible participants linked to non-cash benefits (e.g., CalFresh)	Case Files	Quarterly

Evaluation Plan

The Program Director will conduct a quarterly review of all HMIS data and case files to monitor progress against the objectives. A final report will be submitted to the City of San Mateo Department of Housing at the end of the grant period, detailing outcomes, challenges, and lessons learned, along with a full financial reconciliation. The success of the RRSI will be measured by the sustained housing stability of the families served, demonstrating the effective use of PLHA funds to address the City's most pressing housing needs.