

**2025-2028 UWYC United to Solve Homelessness**

**Community Housing Navigators**

**FAQ**

**What are the eligibility requirements?**

Applicants must meet the following eligibility requirements:

* Have 501(c)3 status or be a government entity
* Have access to or be able to attain access to HMIS & CES.
* Provide services in Yellowstone County
* Have the organizational capacity to hire, supervise & train a **Community Housing Navigator (CHN)**

**What will be funded?**

* Up to $75,000 annually (for CHN salary, overhead & fringe)
* July 1, 2025- June 30, 2028
* Four Community Housing Navigator Positions will be funded, there is no maximum number of position requests per agency.

**What are applicant expectations?**

When an agency partners with the United Way of Yellowstone County, the agency connects their brand to the trusted United Way brand. Therefore, we strive to assure all grantees share core values and practices that support long-term success. Which include but are not limited to:

* **Collaboration** – to ensure that scarce financial and human resources are used effectively, UWYC encourages collaboration among public and private human service providers.
* **Reducing Duplication of Effort** – While having multiple locations provide services is important, United Way shares a community desire to reduce unnecessary duplication of work to streamline our response to community needs.
* **Diversity Equity & Inclusion (DEI) Commitment** – The United Way of Yellowstone County has always stood for coming together to support one another.
* **Supporting United Way as a Community Partner** - This includes co-branding marketing materials as they relate to funding.

**Is this money from a federal source?**

No, all funds related to this RFP and the United to Solve Homelessness program are from non-federal sources and are not subject to the revocation or delays many federal grant recipients are dealing with.

**How are funding decisions made?**

Funding decisions are made through a committee review process led by volunteers. After reviews of applications are made by the committee of volunteers, recommendations are made to the UWYC board. Upon approval, dollars are awarded to selected applicants.

**How much funding is available?**

Funding for four CHNs is available. Each applicant can apply for all four or a portion of the four. Each CHN awarded to an agency comes with up to $75,000 in salary, fringe and admin support funds Per year. In addition, agencies who receive a CHN will be able to access the full Housing Solutions Fund (HSF).



**How many CHNs can I apply for?**

Each agency is free to present a proposal for as many CHNs as they feel they could reasonably maintain. All proposals will be considered along with the budgets submitted for those CHNs. Grant reviewers may decide to fulfill requests for multiple CHNs or may only place a portion of them at your agency. There will be 4 total CHN positions that will be available for agencies to apply to receive funding for.

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**Application & funding timeline?**

* **RFP Release & Applications Open,** April 7, 2025
* **RFP FAQ Session,** April 8, 2025
* **Application Close,** May 2, 2025
* **Award Notification Start Date,** June 2, 2025
* **Funds Available for Disbursement,** July 1, 2025
* **Grant Close Date,** June 30, 2028

**What is the Housing Solutions Fund?**

The Housing Solutions fund (HSF) is a pool of money set aside to be used to remove barriers for families experiencing homelessness. It will primarily be accessed by CHNs but a portion of it will be open to other navigators in the community. The HSF is not tied directly to this grant application and receiving a CHN does not guarantee you any funds outside of your awarded amount.

**When will selected, applicants be expected to have a CHN hired?**

We hope to support selected applicants to have job postings up before October 1st, 2025, but there is no deadline for CHNs to be hired. Agencies who are unable to hire a CHN for an extended period may lose funding in favor of an agency that is able to hire staff.

**What are HMIS & CES?**

The Homeless Information Management System (HMIS) and Coordinated Entry System (CES) are a combination of a collaborative approach and software that helps agencies coordinate client cases across communities. It is open for any agency to join, they will need to work through the CoC and the UWYC to do so.

**What reporting is required?**

The amount of data tracked will be kept to a minimum and be outlined on the Annual Reporting Form due every August.

**How do I apply?**

Link: <https://www.unitedwayyellowstone.org/united-solve-homelessness-chn-application>

**What do I do if I have questions?**

Visit [United to Solve Homelessness | United Way of Yellowstone County](https://www.unitedwayyellowstone.org/united-solve-homelessness#:~:text=United%20to%20Solve%20Homelessness%20is,thriving%20life%20in%20Yellowstone%20County.) where you can:

* Download a paper copy of the application when it is released on April 1st
* See information about and watch the recording of the FAQ session on April 3rd

For additional information and to ask questions contact:

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