

UNITED WAY BLACKHAWK REGION

Housing and Resource Navigator RFP Guidance Community Impact



Beginning in July 2022, United Way Blackhawk Region will award a grant up to \$80,000 to a mission-driven, nonprofit community-based organization with proven success in serving homeless persons to implement a Housing and Resource Navigator position. United Way believes Housing and Resource Navigators play a key role connecting individuals and families with safe, affordable and sustainable housing in the Blackhawk Region.

Proposals should clearly and concisely demonstrate how your organization is well-positioned to create impact in the Blackhawk Region, and how your program will contribute to achieving United Way's focus of placing families in safe, affordable and sustainable housing as measured by specific outcomes and indicators.

Scope

A Housing and Resource Navigator actively networks and builds relationships with housing authorities, homeless coalitions, housing assistance programs, and others supporting safe, affordable, sustainable housing. Other expectations, tasks and activities might include:

- Supporting community members in efforts to find and maintain stable housing through research and networking within communities.
- Assessing client's housing barriers, needs and preferences to develop an individualized action plan to secure housing.
- Helping clients maneuver through housing applications and resources, acting as point of contact for landlords if necessary, accompanying clients on scheduled showings if requested, modeling appropriate and effective prospective landlord/tenant etiquette.
- Actively engaging with supportive housing providers.
- Addressing issues of homelessness, housing crisis interventions, housing instability and transition housing requirements – through building relationships and establishing methods and practices to measure program effectiveness.
- Providing client mentoring, support and assistance in navigating community resources and services in the interest of aiding clients toward greater self-sufficiency as it relates to their basic needs and financial stability.
- Conducting inspections of potential housing units for compliance with requirements for habitability, lead-based paint, and rent reasonableness.
- Serving as an advocate and SME for affordable housing. Support local City and County governments in their efforts to educate people about the criticality of affordable housing and ways to increase housing capacity.
- Familiarity with the Fair Housing Act and help direct victims of housing discrimination to appropriate resources.

To be deemed eligible, organizations must:

- Align with UWBR's mission and agree to adhere to United Way Blackhawk Region's Program Partner Policies.
- Be an entity that operates for non-profit purposes in health and human services with proof of exemption from federal income tax under Section 501(c)(3) or be a government or municipal entity or a school district.

- Be registered as a charitable organization with the State of Wisconsin and/or Illinois, as such the agency must have provided service for a minimum of two (2) years as an incorporated nonprofit entity.
- Maintain a policy of non-discrimination, equal opportunity and comply with the Americans with Disabilities Act.
- Provide program(s) which meet substantiated health and/or human service needs in Rock County, Wisconsin and/or northern Winnebago County, Illinois.
- Demonstrate a need for United Way funds.
- Maintain supporting services (management, general and fundraising expenses) below 25%.
- Be governed by an active, voluntary board of directors with policy/provision for term limits of members and officers.
- Services must be provided in the geographic area that is United Way Blackhawk Region.
- Provide a proposed budget on how your organization plans to expend this grant, up to \$80,000.
- Clearly describe plans to collect and report data on the shared outcomes in the funded period to include, but not limited to:
 - Number of clients housed in permanent housing
 - Number of new landlord relationships
 - Number of accompanied client housing showings
 - Number of clients who were referred to other resources
 - Average number of clients on a waiting list
 - Specific geographic areas served
- Submit proposal via UWBR website link on or before 4:30 p.m. on April 1, 2022.

General tips on submitting proposals:

- Funding is highly competitive. Use current data and success stories to demonstrate why your organization is best suited to take on this position.
- Write for the reader unfamiliar with your program.
- Coordinate with all staff involved in writing the proposal for consistency (budget, narrative, etc.).
- Brevity and clarity are strongly encouraged.
- Have someone unaffiliated with your program read the proposal for clarity, spelling, grammar, and explanation of acronyms.

Award Decision

United Way's volunteer Community Impact Council (CIC) will review proposals and make an award decision in favor of the applicant who implements strategies and best practices that will have the greatest impact on this critical community issue. The decision of the CIC will be final.

Funding

The award recipient will be required to enter into a Memorandum of Understanding with United Way Blackhawk Region. Funds for this one-time award will be distributed monthly beginning July 1, 2022. United Way Blackhawk Region reserves the right to adjust the program's total allocation at any time during the funding period if United Way Blackhawk Region cannot maintain the initial allocation amount due to unexpected decreases in United Way's revenues or reserves. The program will be notified at least 30 days in advance of the required change in the allocation for the remaining months in the funding period. As with all UW funded programs, funding in one year or cycle is not a guarantee of future funding.