

Department New Request Form
Fiscal Year 2026

Program	CPDI	Title of New Request:	Rank: 7
Department	Community Development		
Request Category	New	Property Engagement Specialist	
Request Rating	Expand Level of Service		
Department Goal			# of FTE's in this request 1.00

1. How will request assist in achieving Department Goal and benefit the customer

This is a new position that will lead targeted and intensive property and landlord engagement in order to more effectively house neighbors who are unhoused. Property Engagement Specialist positions are a best practice often hosted at the lead system backbone agency and will play an important role in building housing owner relationships and advocating on behalf of the needs of the housing owner and the prospective tenant. It will help us work towards our goal of housing as many people as possible during the Johnson St housing sprint and minimizing displacement. It will also support future Direct to Housing Encampment Response work to help people living outdoors move directly into housing, decreasing the number of people living outside. Additionally, it has the potential to support our goal to effectively end veterans homelessness by 11/11/26, and our overall leadership of the Missoula Coordinated Entry System.

2. What specifically is needed to achieve this goal?

1.0 FTE Career Ladder CPDI Specialist I; \$65,070.72 Salaries, \$30,280.68 Employer Contributions

3. Cost Impact of New Program:

Account #	Item	Qty	Unit Cost	Requested One-Time	Requested Ongoing	FY 2026 Unfunded	FY 2026 Funded	Proposed FY 2027 Ongoing
Ongoing Expenses								
1000.250.450131.110	Salaries	1	65070.72		65,071	65,071	—	—
1000.250.450131.140	Employer Contributions	1	30280.68		30,281	30,281	—	—
					—	—	—	—
					—	—	—	—
					—	—	—	—
					—	—	—	—
					—	—	—	—
					—	—	—	—
One-time Expenses								
				—		—	—	—
				—		—	—	—
				—		—	—	—
				—		—	—	—
				—		—	—	—
				—		—	—	—
Expense Sub-Total				—	95,352	95,352	—	—

Revenue Offset:

Account #	Revenue Description			Proposed One-time Revenue	Proposed Ongoing Revenue
1000.000.311000.00	T	General Fund			57,212
1000.000.362007.00	N	Opiod Grant Funds			38,140
Revenue Sub-Total				—	95,352

4. What sort of data will be used to report results and outcomes of request?

This position will be responsible for building relationships with housing owners, including landlords and property managers, while also advocating for housing placements for neighbors without housing, all on behalf of the Missoula Coordinated Entry System. Progress can be measured by the number of housing units and rentals for which this position has a relationship with the landlord to: have right of first refusal, hold the unit open while working to fill it, and/or short-term hold for units sitting open. Progress will also be assessed by analyzing system outflow to observe any increases in outflow from homelessness as a result of stronger housing owner relations. We will also assess how many people are able to retain their housing more stably due to light-touch support from this position to liaise between the renter and the landlord if small issues arise once a household secures housing.

Requested/Proposed Funding Source		
	One-time	Ongoing
Tax or Assessment	-	57,212
Non-tax	-	38,140
Fund Balance	-	-
Total	-	95,352