



WASHINGTON  
**YOUTH & FAMILIES FUND**

## 2024 Request for Proposals & Application: *Projects Serving Families*

**Q&A SESSION (VIRTUAL):** Wednesday, February 7, 2024, 10:00–11:30 AM PST ([register](#))

**PROPOSALS DUE:** Monday, March 4, 2024, 11:59 PM PST

**ESTIMATED TIME PERIOD FOR CONTRACT:** May 2024 – May 2027

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All current documents related to this funding opportunity are available online at:  
[bit.ly/2024-wyff-funding](https://bit.ly/2024-wyff-funding)

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## About Building Changes

**Our Vision:** Communities thrive when people have safe and stable housing and can equitably access and use services.

**Our Mission:** Building Changes advances equitable responses to homelessness in Washington State, with a focus on children, youth, and families and the systems that serve them.

**Our Values:** Equity, People, Partnerships, and Integrity.

Building Changes works at the intersections of housing, education, and health to ensure our systems better serve people experiencing homelessness and that policies, practices, and processes are equitable to Black, Indigenous, and people of color who are disproportionately impacted by housing crises.

Guided by our values, we use an interdisciplinary approach to influence systems:



### *About the Washington Youth & Families Fund*

The Washington Youth & Families Fund (WYFF) was created by the Washington State Legislature in 2004 and amended to include youth in 2014. Building Changes administers this fund of public and private dollars to make grants across the state focused on innovative housing interventions and strategies. We fund organizations and tribes that have built trust in their communities and can nimbly and effectively assist youth and families with culturally appropriate services. To date, we have awarded \$62.7 million to 122 grantees, including two tribes, across 26 counties.

Through our WYFF grantmaking, we:

- Identify and test promising practices in partnership with providers and communities.
- Collect data and evaluate interventions, models, and programs.
- Advance strategies informed by research and the communities.
- Support housing and service providers through peer learning, training, and capacity building.

## Funding Opportunity

In 2024, Building Changes will make approximately \$1,975,000 available in funding to support WYFF Family programs. Funding will be available to housing and social service agencies, nonprofit community-based organizations, federally recognized tribes, and culturally specific organizations that are led by and serve Black, Indigenous, and People of the Global Majority (BIPOGM) communities, particularly immigrants and refugees, in Washington State. WYFF will fund projects introducing emerging healing services focused on trauma recovery<sup>1</sup>, culturally informed nutrition, behavioral health access, and flexible housing supports for families experiencing homelessness. It will also provide services related to COVID-19, such as providing communities with education and access to vaccines and treating health complications exacerbated by the virus. Building Changes will provide funding, technical assistance, and support with building capacity for organizations and partners up to three years per project.

## Background

The COVID-19 pandemic disrupted long-standing operating norms and altered the way we live our lives by bringing into focus national and global health, racial equity, interdependence and interconnectedness with each other, access to behavioral health, access to culturally appropriate nutrition, and well-being. The pandemic highlighted the universal challenge of maintaining meaningful connections and communities amid the health crisis. Black Lives Matter and the unjust murder of George Floyd further highlighted racism as a public health threat. Our personal and professional awareness expanded during the pandemic, urging us to examine our individual and collective roles and responsibilities in upholding or dismantling racial inequities in our systems.

Building Changes is dedicated to bringing to life our vision of communities thriving when people have safe and stable housing and can access and use services equitably. We think about root causes and systems to shape our funding priorities and activities, and to improve housing outcomes for children, youth, and families, including immigrants and refugees, especially demographics overrepresented in the homeless population<sup>2</sup>. We believe housing is a human need. Families experiencing homelessness deserve housing justice, access to housing, healing services that are restorative, and resources to strengthen cultural identity and belonging. We believe this can mitigate historical trauma and present-day symptoms of racism.

Projects previously funded by Building Changes through the Family Homelessness Initiative and sponsored by the Gates Foundation in 2018 focused on rehousing families through interventions supporting cultural services. The Enhanced Rapid Rehousing Model developed at Building Changes continues to further capacity for cultural healing services, evidence that solving housing instability alone does not fully recognize a household or community's well-being. By acknowledging this issue, we would like to amplify community-led holistic services from organizations and tribes as an essential component of the homelessness response.

The learnings we have gained through our partnerships and projects with organizations and tribes provided valuable insight into the necessity of culturally appropriate wraparound services. Tribes and organizations

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<sup>1</sup> Tanya Gulliver & Alicia Campney, "Healing The Hurt and Pain: *Dealing With The Trauma of Homelessness*" Canadian Observatory on Homelessness, 2015: <https://homelesshub.ca/sites/default/files/23%20-%20Trauma%20Informed%20Services.pdf>

<sup>2</sup> Center for Social Innovation "SPARC: Supporting Partnerships for Anti-Racist Communities," 2018: <https://c4innovates.com/wp-content/uploads/2019/03/SPARC-Phase-1-Findings-March-2018.pdf>

successfully utilized flexible funds to provide cultural services, helping participants undo historical trauma through cultural healing while delivering tailored housing assistance. Through cultural practices, ceremonies, and customs, they aim to heal historical trauma, which continues to be perpetuated on Indigenous people through political, systemic, institutional, and cultural violence<sup>3</sup>. Through these systems, racism continues to impact immigrants and refugees who are Black, Indigenous, and People of the Global Majority (BIPOGM) and their ability to thrive and experience wellness and well-being.

Our learnings indicate a significant need for additional investment in cultural restorative services (also known as healing services) for immigrants and refugees who are BIPOGM. These learnings include the continued need for flexible funding to support those experiencing housing instability, services to address intergenerational trauma, internalized racism, and loss of community, as well as added resources to support social-emotional learning, and healing through mindfulness, body movement, art therapies, and expressive arts. Centering culture in healing is imperative to restore a positive sense of belonging, identity, and community.

People with lived experience of homelessness, service providers, and [researchers](#) within the system acknowledge the prevalence of trauma within the homeless population. Homelessness trauma looks like exhaustion, hopelessness, despair, loss of humanity and connection, disorientation, and lack of self-care. Renowned trauma expert, Judith Herman M.D., describes trauma as the affiliation of the powerless and the overwhelming loss of control, connection, and meaning<sup>4</sup>. Trauma thus far has been approached by the field of social services through [Trauma Informed Care](#)<sup>5</sup>. While Trauma Informed Care recognizes the existence of trauma, it has primarily focused on organizational practices, building trust and client choice, and with limited focus and attention on healing the level of trauma persisting within bodies. Nonetheless, the Trauma Informed Care framework is an important work highlighting trauma. Healing services can go beyond Trauma Informed Care toward [Healing Centered Engagement](#), a framework developed by Shawn Ginwright<sup>6</sup>. Healing Centered Engagement recognizes that those who have experienced trauma are more than their trauma and deficit. Like Healing Centered Engagement, healing services focus on self-knowledge, self-love, self-identified meaning, and promote internal safety and positive self-orientation.

Another framework at the intersection of Housing and Healing is Maslow's hierarchy of needs, which includes [needs](#) and [motivation](#) and states that basic needs include shelter, food, water, air, sleep, and clothing<sup>7</sup>. Thus, the field of homelessness utilizes the [Housing First](#) approach, which recognizes housing as a fundamental and essential physiological need<sup>8</sup>.

Humans also have psychological and social needs that go beyond survival. These human necessities include safety, security, connection, belonging, respect, self-esteem, and self-actualization, which combine to promote wholeness, health, and wellness. After solidifying safety and security in homeless services via stable housing, the work of supportive services begins. Support services often help to integrate the lives of people who have experienced homelessness with community, self-care, and wellness. Education, health, and social service sectors

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<sup>3</sup> University of Minnesota CYFC "What is Cultural Healing" YouTube, 2015: <https://www.youtube.com/watch?v=l1o7ls7JnxA>

<sup>4</sup> Herman, Judith Lewis. *Trauma and Recovery: From Domestic Abuse to Political Terror*. Rivers Oram Press/Pandora List, 1998.

<sup>5</sup> Trauma Informed Care Implementation Resource Center: <https://www.traumainformedcare.chcs.org/what-is-trauma-informed-care/>

<sup>6</sup> For more background on Healing Centered Engagement, see: Ginwright, Shawn, Ph.D. "The Future of Healing: Shifting from Trauma Informed Care to Healing Centered Engagement," 2018: <https://ginwright.medium.com/the-future-of-healing-shifting-from-trauma-informed-care-to-healing-centered-engagement-634f557ce69c>

<sup>7</sup> Maslow, Abraham. "A Theory of Human Motivation," York University, Toronto, Ontario. 2000: <http://psychclassics.yorku.ca/Maslow/motivation.htm>

<sup>8</sup> National Alliance to End Homelessness, "Housing First" 2016: <https://endhomelessness.org/resource/housing-first/>

have begun to move toward [funding organizations that provide culturally specific services](#) and are led by and serving BIPOC communities. These organizations emphasize and celebrate cultural connection<sup>9</sup>. Positive cultural identity is a pillar of [healing](#)<sup>10</sup>, which [tribes](#)<sup>11</sup> have long identified as a pathway to community and self-actualization.

Maslow's framework reminds us at Building Changes that housing and homeless interventions require more than basic needs. While Maslow presents our needs as fundamental building blocks, Indigenous wisdom believes that needs and motivations are intertwined, where one is not more important than the other. This holistic approach, where homeless services are all-encompassing and promote culture and well-being acts as a blanket that provides successful wraparound services for families to receive homeless services.

The adaptable nature of WYFF in supporting diverse housing interventions, including the ability to provide flexible funds to pay for costs related to securing and stabilizing family housing, healing services, and fostering partnerships with organizations like Freedom Project and Mother Nation, has been eye-opening. This breakthrough at Building Changes has transformed how we approach our work in a more community-centered way.

## Strategy

Recognizing the overrepresentation of Black, Indigenous, and People of the Global Majority (BIPOGM) experiencing homelessness, Building Changes will apply targeted universalism for the 2024 WYFF funding cycle. Organizations currently serving and collaborating with diverse communities may be best positioned to advance housing and healing services. Therefore, we highly encourage organizations led by and serving immigrants and refugees who identify themselves as Black, Indigenous, and People of the Global Majority (BIPOGM) in communities and tribes to apply.

### Strategic Objectives:

- 1. End homelessness through flexible funds housing assistance.**
- 2. Provide healing services that strengthen cultural identity, community, and a sense of belonging.**
- 3. Provide healing services that connect and ensure communities have nutrition access grounded in their culture.**
- 4. Provide healing services that inform, support, and connect communities to information on COVID-19. This includes education and access to vaccines and addressing health complications exacerbated by the virus.**
- 5. Provide healing services that provide access to behavioral health.**

Competitive applicants will demonstrate how their strategies will target one or more of the above focus areas and how they will integrate input from families with lived expertise.

Tribes and organizations may coordinate with new or existing partners to achieve these objectives, and utilize internal and external expertise to design programs that deliver housing and healing services. While healing

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<sup>9</sup> Scientific Research Publishing, "Rethinking Services with Communities of Color: Why Culturally Specific Organizations are the Preferred Service Delivery Model," 2019: [https://www.scirp.org/pdf/SM\\_2019061215164604.pdf](https://www.scirp.org/pdf/SM_2019061215164604.pdf)

<sup>10</sup> Harvard Medical School: News & Research. "A Different Kind of Healing" 2019: <https://hms.harvard.edu/news/different-kind-healing>

<sup>11</sup> Rethinking Learning "Maslow's Hierarchy of Needs and Blackfoot (Siksika) Nation Beliefs," 2019: <https://barbarabray.net/2019/03/10/maslows-hierarchy-of-needs-and-blackfoot-nation-beliefs/>

services are non-clinical, mental and behavioral health clinicians are invited to participate in program design, and be a partner in accepting referrals from organizations' participants requesting clinical therapy to strengthen their healing work already taking place in community groups. Through healing services, we intend to gain insight into what programs and activities are most helpful in supporting long-term housing stability and homelessness trauma recovery.

Building Changes aims to address racial disparity in the homeless response system by funding organizations working closely with and serving communities most impacted by homelessness. Using targeted universalism<sup>12</sup>, tribes and organizations may advance their work by partnering or contracting with experts, practitioners, and facilitators in healing, racial equity, and wellness to deliver healing-centered services to families co-enrolled in housing assistance. The most competitive organizations will demonstrate internal and external efforts to dismantle systemic oppression via racial equity and dedicated culturally responsive strategies for immigrants and refugees who are Black, Indigenous, and People of the Global Majority (BIPOGM). They will pay particular attention to serving immigrant and refugee families who identify as BIPOGM. They must also present a programmatic vision for implementing new or expanded healing services.

### *Ending Homelessness Through Flexible Funding*

Housing assistance given to families should provide flexible funding to acquire, secure, and resolve family homelessness. Organizations and tribes may use flexible funding to help families overcome unique and personal housing obstacles as well as systemic and market-based housing barriers, such as:<sup>13</sup>:

- Housing unaffordability
- Limited rental vacancies
- Landlord bias
- Rental, credit, and legal history barriers
- Work and school distances
- Lack of community and medical care accessibility
- Unplanned emergency expenses

Providers should partner with families to identify their priorities, needs, preferences, and barriers by considering their unique housing circumstances. Providers may utilize a variety of housing approaches to achieve housing resolution. Providers may set up assistance for rental, Diversion, and more immediate hotel and motel needs. Families transitioning out of homelessness may request financial support that will assist them in expanding a support network, information and resources, and additional skills to deal with the conditions surrounding their housing instability, and preparing for identified future housing stability challenges.

### *Healing Services*

Tribes and organizations developing new or expanding current healing service programs should consider the following guidance below.

1. Healing services supported in this project follow the below tenets:
  - Healing is a reclaiming of cultural roots

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<sup>12</sup> Othering & Belonging Institute "Targeted Universalism: Policy & Practice" Haas Institute for a Fair and Inclusive Society, Berkeley, 2019: <https://belonging.berkeley.edu/targeted-universalism>

<sup>13</sup> Desmond, Matthew. *Evicted: Poverty and Profit in the American City*. Thorndike Press Large Print, 2017.

- Healing engages the heart
  - Healing allows participants the opportunity to be seen and heard in safe community spaces
  - Healing is restorative to community and relationships
  - Healing engages the body, mind, and soul to retrieve self-knowledge
  - Healing supports and guides critical thinking
  - Healing is a blanket, as dictated by community needs, to allow participants to meet their needs holistically
2. Healing services may be delivered through a combination of formats and activities, including group work, art activities, play activities, parent-child co-learning, or one-on-one sharing.
  3. Healing services should be facilitated by healing practitioners, cultural leaders, and racial equity practitioners, skilled in Trauma Informed Care and group facilitation, and with the leadership and collaboration of people with lived experience whenever possible. People with lived experience, providers, and practitioners should collaborate in program design and activity selection.
  4. Tribes and organizations may refer clients to clinical services while delivering community care and cultural healing. Where necessary, flexible funding may be used to support family referrals and access to clinical services (e.g., to treat complex post-traumatic stress disorders or co-occurring disorders). These symptoms do not preclude families from participating in community care. However, they may require additional resources to ensure safety and successful participation in the community (e.g., peer navigation support).
  5. Tribes and organizations may engage in any of the recommended program concepts below to achieve the tenets of healing described above. Providers may merge multiple programs based on resources, participants, and community needs.
    - Healing through positive cultural identity
      - Facilitating activities based on cultural celebrations (e.g., drumming, ceremony, humming, dance, singing, learning)
    - Healing through community
      - Facilitating belonging and inclusion by strengthening and promoting community, hosting gatherings, and sharing resources.
    - Healing through building relationships
      - Facilitating intrapersonal skills and opportunities for meaningful and sacred connection
    - Healing through wellness and well-being
      - Facilitating mindfulness<sup>14</sup>, yoga, meditation<sup>15</sup>, art, dance, personal care, and well-being, centered around relevant community interests, and building space and resilience in mind and body
      - Including information, education, and immunization against COVID-19 and access to behavioral health services as part of wellness, including access to culturally relevant nutrition
    - Healing through safer spaces
      - Facilitating Peace Circles, Listening Circles, Breathing Circles, Learning Circles, Truth Telling Circles, where grace and courage are offered and encouraged by everyone
    - Healing through personal storytelling, narrative identification, and spoken word

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<sup>14</sup> Magee, Rhonda V. *The Inner Work of Racial Justice the Inner Work of Racial Justice: Healing Ourselves and Transforming Our Communities through Mindfulness*. Tarcher Perigee, 2019.

<sup>15</sup> Free resource for pre-recorded meditations <https://www.audiodharma.org/>



- Facilitating personal narrative identification<sup>16</sup> and opportunities to be seen and heard while storytelling and sharing relevant cultural artifacts and information, and sharing personal stories of people’s journeys
  - Healing by reclaiming radical self-love, joy, play, and celebration
    - Facilitating the embodiment of self-love and joy, relearning the embodiment of happiness and joy, engaging in play and celebration<sup>17</sup>
  - Healing by reconnecting with the body
    - Facilitating engagement with bodily sensations, awareness of trauma in the body<sup>18</sup>, resilience with [Somatic Experiencing Techniques](#) to build internal safety, and awareness of the body’s fight, flight, or freeze system ([Peter Levine](#))<sup>19</sup> and recognizing trauma is held in the body<sup>20</sup>
6. Program learnings should also aim to raise individual and collective critical consciousness and awareness of underlying systemic issues impacting individual and collective experience and well-being. Systemic issues may include homelessness, intergenerational trauma, internalized racism, dominant culture norms and impacts, patriarchy and violence, and decolonization.

Participants should be enabled to connect their individual experiences under systemic structures to the collective impact on the community. They should recognize that we are more than our trauma and deficit and that our health and well-being are deeply interconnected and interdependent. Programs should encourage positive cultural identification and personal regard based on self-love and self-knowledge<sup>21</sup>.

### Flexible Funds

Flexible funds may be used to maximize flexibility in assisting families to overcome homelessness. Funds may be used to acquire, secure, or maintain safe housing, as well as additional family needs, preferences, and priorities essential to family housing success. The list below indicates some examples of flex funds uses:

- Any reasonable cost associated with acquiring, securing, or maintaining safe housing.
- Costs assisting families making cultural connections or individual connections in the community.
- Supporting families in accessing healing services and community activities such as supplies for artmaking, drum-making, dance, food, and other community gatherings where culture is uplifted and celebrated.
- Reintroducing participants to personal self-care and wellness activities, which homelessness previously disrupted. Participants who experienced trauma may no longer have routine care activities that promote positive self-regard. Activities that encourage wholeness, self-esteem, self-regard, and self-care, such as hair care, nail care, and body care.
- Helping families access specific foods and medicines tied to cultural identity.
- Working with families in non-traditional office or case management settings where they can build rapport and strengthen trust and relationship with service providers, such as meeting outdoors and in a participants’ location of significance that will serve to promote a sense of community belonging and has ties and history to the community.

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<sup>16</sup>Where I am from Project <https://iamfromproject.com/about/>

<sup>17</sup> Napawan, Anna. *Happiness Workbook: A CBT-Based Guide to Foster Positivity and Embrace Joy*. Rockridge Press, 2021.

<sup>18</sup> Menakem, Resmaa. *My Grandmother’s Hands: Racialized Trauma and the Pathway to Mending Our Hearts and Bodies*. Penguin Books, 2021.

<sup>19</sup> For more information on Somatic Experiencing visit Peter, Levine PHD. <https://traumahealing.org/>

<sup>20</sup> Van der Kolk, Bessel A. *The Body Keeps the Score: Mind, Brain and Body in the Transformation of Trauma*. Penguin Books, 2015.

<sup>21</sup> Mitchell, Sherri. *Sacred Instructions: Indigenous Wisdom for Living Spirit-Based Change*. North Atlantic Books, 2018.

- Service providers may incorporate participants' support networks by covering costs associated with meetings, meals, or other activities that promote support network involvement and participation. This can include funds to cover costs to support healing connection points.
- Acquiring new or donated items that can help participants feel at home by enhancing their built environment. This may include supporting the participant in selecting colors, fabrics, and items such as printed family photos or acquiring frames and symbols that help the participant in establishing a safe place that reflects the family's positive cultural identity and history, as well as their personal preferences.
- Other activities identified by service providers and families that enhance and reinforce positive cultural identity and unique abilities to heal and build community.
- Flexible funds do not cover medical procedures outside of mental and behavioral health therapies.

### *What Does Success Look Like?*

Attaining stable housing for families experiencing homelessness or at risk of homelessness will be considered a success. Flexible funding can be used toward Rapid Re-Housing, Diversion, or motel and hotel assistance. Further success looks like the following:

- Exits to permanent housing
- Increased confidence in maintaining stable housing
- Families reporting satisfaction with their housing resolution
- Increased sense of safety and stability

Success with healing services can look like developing or expanding programs that are reported as helpful by participants and accomplish the following:

- Increased connection to cultural identity, indigeneity, ancestry, and cultural roots
- Increased sense of belonging and interconnectedness
- Increased sense of positive self-regard, self-love, and self-knowledge
- Increased knowledge of the impacts of systems of oppression on an individual and collective experience and well-being
- Increased self-awareness of body, mind, and spirit resilience
- Increased knowledge and information about historical and racial trauma
- Increased understanding of healing and care options, as well as opportunities for well-being

### *Learning Goal and Technical Assistance*

Building Changes aims to learn how healing services improve housing stability for families, particularly those programs rooted in cultural identity and led by Black, Indigenous, and People of the Global Majority (BIPOGM). Demographic information and the measures identified will be used to track learnings about housing stability with information via the Homeless Management Information System (HMIS). Grantees are expected to participate as a cohort in Learning Circles, as well as complete narrative and financial reports.

Selected grantees will be encouraged to develop a collaborative working relationship with their local Coordinated Entry partner. Grantees will share project learnings and support coordination between public systems of care to better serve families, particularly for families in demographics that are overrepresented in the homeless population.

Building Changes will provide technical assistance and training to grantees in accessing and using HMIS as needed, and support making connections with local Coordinated Entry partners.

### *Evaluation*

This project aims to understand how healing services can support participants in recovering from experiencing homelessness. We will measure which healing services are requested, attended, and described as helpful by both participants and service providers so that we may learn which services should be further funded for greater access to homeless and housing services. Where possible, all measures will be disaggregated by race or ethnicity and other factors. Successful programs will capture program attendance and feedback from participant surveys.

## Application Information

### *Eligible Applicants*

Nonprofit community or neighborhood-based organizations, regional and statewide nonprofit housing assistance organizations, federally recognized Indian Tribes, local housing authorities, and public development authorities are invited to apply.

**Culturally-specific organizations or smaller organizations led and staffed by persons of color primarily serving communities of color (By-For Organizations) are encouraged to apply, even if they are not currently delivering homeless and housing services. Building Changes will provide training and technical assistance if selected as a grantee.**

### *Target Population*

- Families enrolled in or receiving housing services such as Rapid Re-Housing, Diversion, or hotel or motel assistance
- Families experiencing homelessness
- Families at risk of homelessness
- Families interested in healing services
- Families made up of immigrants and refugees who are Black, Indigenous, and People of the Global Majority (BIPOGM)

### *Geography*

Organizations and agencies across Washington State are invited to apply. Applicants are encouraged to use data in their application to demonstrate the need for greater resources for immigrants and refugees who are BIPOGM in their community.

## Expectations for Funded Projects

### *Outcomes and Evaluation*

- Expected outputs include:
  - Exits to permanent housing
  - Families reporting confidence in maintaining stable housing
  - Families reporting satisfaction with housing, safety, stability
- Other outputs tracked include:

- Use of Flexible Funding
- Participation in healing services such as:
  - program enrollment
  - attendance
  - satisfaction surveys
  - informational interviews
  - staff and participant feedback or assistance in service design
- Outcomes measured and compared to the baseline include:
  - The number or percentage of exits to permanent housing
  - The number or percentage of family enrollment in healing services
  - The number or percentage of families who exit with increased feelings of cultural identity, community connectedness, sense of belonging, wellness, and well-being
  - The number or percentage of families who exit with increased feelings of personal growth and self-awareness
  - Length of time accessing services

Grantees will be evaluated on client experience via client feedback loop and regular data reporting.

## Review, Selection, and Notification Process

This is a competitive RFP process. Once proposals are submitted, they will go through the process listed below.

### *Initial Proposal Review*

Building Changes staff will complete the initial review. Proposals will be checked to determine if they were received by the deadline and to make sure they contain all required elements.

### *Panel Review of Proposals*

Building Changes will appoint an ad hoc Community Review Panel to review proposals using a standard rubric. The Community Review Panel may be comprised of Building Changes staff, and external stakeholders and community members with subject matter and lived expertise. Finalists will be invited for an interview before final funding recommendations are made.

### *Review Criteria*

Proposals will be read and evaluated on the following criteria (percentages indicate weighing of categories for review):

#### **1. Program Design Description (30%):**

- a. Applicant has a clear understanding of trauma and its connection to homelessness, and the role their organization or agency can play in supporting families in healing and establishing housing stability.
- b. Applicant describes the impact their project will make.
- c. Applicant presents a strong program design or proposal with underlying objectives connecting families to healing services and housing stability:

- Demonstrates a strong understanding of the resources that will be needed to achieve program success, including core competencies of facilitators of healing services, as well as a clear plan to engage families in healing services.
  - Describes the housing services they currently provide, as well as a plan on how they will use flexible funds to enhance these housing services.
- d. Applicant has thought through project design and identified potential implementation challenges and offers forethought on overcoming any potential project challenges.
  - e. Applicant clearly understands what internal resource assets are available within the organization, as well as what additional resources (including training) are needed and necessary to deliver housing and healing services.
  - f. Applicant offers a realistic plan for what data will be collected.

**2. Racial Equity Focus (30%):**

- a. Applicant demonstrates a strong grasp of the role of structural racism and discrimination as a root cause of homelessness and housing instability for families in their community.
- b. Applicant provides demographics and analysis on family homelessness in their community and describes the impacts of racism and discrimination on the families they currently serve.
- c. Applicant describes the organizational racial equity goals and priorities that could be achieved through services and activities in their project.
- d. Applicant demonstrates commitment to advance racial equity practices and priorities, including efforts to ensure that staff and organizational leadership reflect the demographics of the people being served, training and ongoing assessment to provide racially equitable services, and strategies to solicit participant feedback to create more racially equitable services.

**3. Community Partnership & Capacity (20%):**

- a. Applicant meaningfully shares what housing and healing means to their organizational mission and scope. The response highlights how the project aligns, supports, or enhances the mission and scope.
- b. Applicant provides information on current housing services practices, how families experience or navigate their services, including areas for improvement and gaps in services.
- c. Applicant provides information on their partnership with HMIS or Coordinated Entry.
- d. Applicant describes relevant partnerships that the organization or agency currently has, or can proficiently build, partnerships with cultural healers, racial equity practitioners, trauma-informed facilitators, and people with lived experience ready to assist this project.
- e. Applicant has identified key staff that will provide project leadership and will deliver services in housing and healing services, including external partnerships to fill roles or new positions that the organization will hire for.

**4. Project Timeline (10%)**

- a. Project has a realistic timeline for the implementation of relevant programming.

**5. Application Budget (10%)**

- a. Project budget reflects realistic costs.
- b. Budget narrative makes a clear and compelling case for how the project budget will support meeting the intended outcomes.
- c. Budget narrative reflects planning for project sustainability beyond the grant term.

**WYFF funds programs throughout Washington State. Geography will be considered as one of the factors of the overall selection process.**

*Notification*

Once the review and selection process is completed, Building Changes staff will make final funding recommendations to the Building Changes Board of Directors, considering all activities and criteria outlined above. Executive directors of applicant agencies will be notified regarding the status of their funding award on April 4, 2024. Project contracts are expected to begin in May 2024.

*Appeal Process*

Building Changes’ appeal process:

1. Grounds for an Appeal: Applicants may only submit an appeal on the following grounds: Failure by Building Changes to follow procedures outlined in this Request for Proposal; and/or discrimination or conflict of interest on the part of a rater.
2. When to Submit an Appeal: Appeals will be considered from April 5, 2024 through April 11, 2024.
3. How to Submit an Appeal: Building Changes must receive all appeals in writing during the window for appeal from April 5, 2024 through April 11, 2024. Appeals will be reviewed by the Director of Practice Innovation. Appeals must be emailed to the Director of Practice Innovation, Mehret Tekle-Awarun, at Mehret.Tekle@BuildingChanges.org. Applicants should indicate the grounds for their appeal and a short description of why they are appealing.
4. Review of an Appeal: All materials (application, score sheets, reviewer comments, supplemental materials) pertaining to the applicant along with the appeal letter will be reviewed by the Director of Practice Innovation, who has the authority to have a new reviewer read and consider the application. Building Changes will have 10 business days to review the materials and provide a written decision back to the applicant.

**Estimated Timeline of Activities and Notifications\***

Issue Request for Proposals	Tuesday, January 23, 2024
Q&A Session (Virtual)	Wednesday, February 7, 2024
FAQ and Q&A Session Recording Posted on Building Changes Website	Wednesday, February 14, 2024
Proposals due to Building Changes by 11:59 pm	Monday, March 4, 2024
Finalists Interview Notification	Monday, March 25, 2024
Successful Applicants Notified of Awards and Email Notifications Sent to Unsuccessful Proposers	Thursday, April 4, 2024
Appeal Window	April 5, 2024 through April 11, 2024
Contracts in Place with New Grantees	May 2024

*\*Building Changes reserves the right to revise the above timeline.*

### Details of Q&A Session (Virtual)

<p><b>Wednesday, February 7, 2024</b> <b>10:00 to 11:30 AM</b></p>	<p><b>Please register for Washington Youth &amp; Families Fund 2024 RFP for Projects Serving Families Q&amp;A Session by clicking <a href="#">HERE</a>.</b></p> <p><b>After registering, you will receive a confirmation email containing information about joining the Zoom session.</b></p>
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Please submit questions in advance via email by COB Tuesday, February 6, 2024, to [WYFF@BuildingChanges.org](mailto:WYFF@BuildingChanges.org)

## Submission Instructions

### Proposal Submission

Completed proposals must be received by Building Changes **no later than 11:59 PM Pacific Standard Time on Monday, March 4, 2024**. Proposals must be submitted using our [ONLINE APPLICATION FORM](#). All responses and materials should be prepared before beginning the online application form. Uploads submitted via the online application form must be in Microsoft Word or PDF format. Budgets must be submitted in Microsoft Excel format. Fax transmissions cannot be received by Building Changes and cannot be used for submission of proposals.

Proposals that do not follow the specified format and/or do not meet the submission requirements will not be reviewed. Late proposals will not be accepted, unless Building Changes' online platform is found to be at fault, at Building Changes' sole determination.

### Completed proposals must include the following:

- **Completed [online application form](#) with required applicant information, project information, and file uploads noted below.**
- **Application Narrative:** Written responses to all narrative questions (see below) in Microsoft Word or PDF format submitted as one file upload with the online application form.
  - Option to respond to Program Design Description narrative questions A-E and Community Partnerships & Organizational Capacity narrative questions via video as Vimeo or YouTube video link(s)\* submitted with the online application form (see video submission instructions below)
  - If submitting a video response to Program Design Description narrative questions A-E, be sure to include a written response to Program Design Description question F (Project Goals) as part of the Application Narrative file upload with the online application.
- **Budget Worksheet:** Completed budget worksheet in Microsoft Excel format submitted as one file upload with the online application form. Download the budget worksheet from <https://bit.ly/2024-wyff-funding>.
- **Supplemental Materials:** Additional information in PDF format submitted as separate file uploads with the online application form:
  - Applicant agency's organizational chart
  - Any existing relevant MOUs or other existing documentation of partnership

- Documents certifying tax-exempt status of applicant’s organization or agency *(Examples include IRS determination letter for 501(c)(3)/nonprofit organization or an IRS W-9 form. A resolution from the board of the applicant’s organization, or if time does not allow, a letter signed by the applicant’s organization’s board president affirming the agency’s request. Please note that a board resolution will be required from finalists.)*
- Applicant agency’s current year operating budget (sources and uses)

**\*Video submission instructions for responses to Program Design Description narrative questions A-E and Community Partnerships & Organizational Capacity narrative questions only:**

- Be mindful of the word count associated with the written application. Please allow two (2) minutes or less for your answer per question under Program Design Description (questions A-E) and/or Community Partnerships & Organizational Capacity.
- Submit up to two (2) video links (via Vimeo or YouTube) total: **one video responding to Program Design Description narrative questions A-E (20 minutes max) and/or one video responding to narrative questions on Community Partnerships & Organizational Capacity (20 minutes max).**
- No supplemental video materials will be accepted.
- Try to minimize background noise and focus on sound quality as much as possible.
- For Vimeo and YouTube account support, see:
  - Vimeo Help Center: <https://help.vimeo.com/hc/en-us>
  - YouTube: <https://www.youtube.com/watch?v=iT9ScMAe5yQ>

## Application Form Requirements

**IMPORTANT: The following information and materials should be prepared in advance of beginning the [online application form](#). Online applications must be completed and submitted in one session. Online applications may NOT be started, saved, and resumed later for submission.**

### *Application Form*

Applicants will be required to enter the following information into the online application form:

#### *Applicant Information*

- Organization Name and Address
- Primary Contact for Application (Name, Title, Email Address, Phone Number)
- Contact information for person submitting the application (if different from Primary Contact for Application)

Checkbox/Yes or No Questions:

- The applicant organization is a nonprofit community or neighborhood-based organization; regional/statewide nonprofit housing assistance organization; federally recognized tribe; local housing authority; or public development authority.
- The applicant organization is a culturally-specific and/or Black, Indigenous, People of the Global Majority (BIPOGM)-led and -serving organization that supports BIPOGM Immigrants and Refugees.
- The applicant organization has Homeless Management Information System (HMIS) access.
- The applicant organization is currently involved with Coordinated Entry in their community.



## Project Information

- Title of Proposed Project
- Geographic Area Served by Project (Specify counties and/or other geographic area)
- Families Served by Project (Describe families applicant hopes to serve with these funds)
- Proposed Use of WYFF Funds (Summarize in 2 or 3 sentences how the WYFF funds would be used)
- Total Proposed WYFF Budget (Total request should not exceed \$550,000), including the amount of:
  - Flexible Funds \$ \_\_\_\_\_
  - Other Costs \$ \_\_\_\_\_
  - Indirect Costs \$ \_\_\_\_\_
  - Sub-contracted costs, if applicable \$ \_\_\_\_\_
  - = Total WYFF Request: \$ \_\_\_\_\_

## Application Narrative (90%)

Completed proposals must include responses to ALL questions below. Percentages indicate weighting of categories for review. For written responses, use 12-point font and keep responses to a maximum of 10 pages. Written responses to all questions should be submitted as one file upload in .DOC or .PDF format with the online application form. Please include applicant organization name in uploaded file name. Example: "(YourOrgName)-ApplicationNarrative"

Responses to Program Description questions A-E and all Community Partnerships & Organizational Capacity questions may be submitted via video as Vimeo or YouTube video link(s). See Submission Instructions on pages 13-14. If submitting a video response to Program Design Description narrative questions A-E, be sure to include a written response to Program Design Description question F (Project Goals) as part of the Application Narrative file upload with the online application.

### 1. Program Design Description (30%):

- a. Please describe your understanding of the connections between trauma and homelessness.
  - How will your project promote healing for families experiencing homelessness?
- b. Please describe your program design according to the strategic objectives: ending homelessness through flexible funds and housing assistance and healing services that strengthen cultural identity, community, and belonging. In your responses, please specifically respond to the following questions (provide examples where possible):
  - Describe how you will implement the healing services you wish to deliver.
    - What programmatic goals and objectives do your healing services promote with family participants?
    - Will facilitators or staff leading healing services be employed in-house or contracted? Are they trained in trauma-informed care and racial equity best practices? Do they have experience in facilitation and/or have experience leading healing services in group or one-on-one settings?
    - Do you plan to contract healing services to an external partner? How will you ensure an effective and cohesive partnership is made through shared goals and values?
    - How do you currently make or plan to make referrals based on clients' needs for clinical support?
  - Describe how you will implement the use of flexible funds to meet the housing needs of families.

- Does your agency already provide housing support services? If so, which ones? What does eligibility, services, and support look like in those services (e.g., Rapid Re-Housing, Diversion, receiving assistance to temporarily stay in hotels/motels)?
- How will this project add to/enhance existing services?
- c. Describe anticipated challenges that may arise during project implementation. Which strategies will be used to address them?
- d. What additional resources will you need to deliver housing flexible funding and healing services? What additional resources will you need, training or otherwise, to deliver the healing services you wish to expand on?
- e. How will you measure progress towards the project’s goals and which data will you use?
- f. Please complete the table below with project goals. **(Note: This should be submitted in writing as part of the Application Narrative file upload with the online application.)**

PROJECT GOALS	# of families receiving housing & healing services	# of families exiting to permanent housing	% of families surveyed indicating positive cultural identity & community belonging	Average flex fund expenses per family
Grant Year 1 Goals				
Grant Year 2 Goals				
Grant Year 3 Goals				

**2. Racial Equity Focus (30%):**

- a. Please describe the racial inequities of family homelessness in your community. How does structural racism and discrimination show up as root causes of homelessness and housing instability for families? Please respond to the following questions in your response:
  - How is your organization or agency working to address or dismantle structural racism and discrimination? What are the outcomes and/or learnings from those efforts?
  - Describe how many families experience homelessness in any given year in your geographical area.
  - What are the racial/ethnic demographics of these families?
  - Describe the racial/ethnic demographics of your agency’s clients. Please include relevant demographic reports, if possible.
  - How has systemic and institutional racism directly affected these families?
- b. Please describe the racial equity practices and priorities for your organization or agency. In your responses, please specifically respond to the following questions:
  - What are the racial equity goals that would be prioritized by your organization/agency if awarded WYFF funding? What are the main services and/or activities that would be used to help fulfill those goals?
  - How do your organization’s leaders and direct support service staff reflect the demographics of the families being served in your work?
- c. What kind of training and assessment or racially equitable services does your organization or agency currently provide?
- d. How do you assess whether your organization’s practices are racially equitable? How do you consistently reflect and improve on your work to provide equitable services?
- e. What existing infrastructure is in place to receive and review feedback from participants? How will you use this information to change policies, procedures, practices, and services so that they are more racially equitable?

### 3. Community Partnerships & Organizational Capacity (20%):

- a. Please describe what “housing and healing strategies” mean to your organization or agency? How does it align, support, enhance your scope and mission?
- b. How does your organization or agency deliver housing services to families? Please respond to the following questions in your response.
  - Describe the experience of a family accessing and navigating through housing services.
  - How do you receive referrals and what determines whether or not a referral is accepted?
  - What other needs do families have that current housing support services (e.g., Rapid Re-Housing, Diversion) do not fulfill? What other housing interventions and supports does your organization offer families?
  - Are you connected to the Homeless Management Information System (HMIS) or Coordinated Entry?
- c. Please describe partnerships your organization or agency has or work you have done to support families navigating homelessness.
  - Whether these partnerships are currently in place or need to be developed, please describe how partnerships can enhance the work of your organization or agency in establishing housing stability for families?
  - Describe formal (e.g., contracts, MOUs) or informal partnerships that can strengthen healing services delivery.
  - If there are no such partnerships in place, please describe strategies for engaging them.
- d. Describe key staff you will deploy (existing or new) to fulfill the objectives and obligations of this grant. Include any educational, professional, or personal experiences, expertise, or skills, that staff might have to effectively deliver on the housing and healing strategies.
- e. What existing infrastructure and resources (e.g., existing services, other fund sources, data tracking and reporting capacity, supervisory capacity, etc.) does your agency have in place that can support and contribute to the success of the housing and healing strategy?
  - If existing infrastructure is minimal, please describe plans to develop infrastructure to support this project.

### 4) Project Timeline (10%):

- a. Please provide an estimated timeline for project roll-out (beginning July 1<sup>st</sup>, 2022). In your timeline, please specifically include the following:
  - Project planning
  - Hiring
  - Initial outreach and enrollment of families
  - Initial training
  - Launch of housing and healing services

## Application Budget (10%)

Budget forms and instructions are provided in an Excel Budget Worksheet, which can be downloaded from <https://bit.ly/2024-wyff-funding>. The first worksheet is labeled "Instructions" and contains important information on filling out the budget forms. Please read the instructions carefully before filling out the budget forms. Budget forms will not count towards application narrative page limit. The completed Budget Worksheet should be submitted as one file upload in Excel format with the online application form. Please include applicant organization name in uploaded file name. Example: "(YourOrgName)-BudgetWorksheet"

## Supplemental Materials

All applicants must submit the following additional information with their completed applications. Supplemental materials will not count towards application narrative page limit. Supplemental materials should be submitted as separate file uploads in PDF format with the online application form. Please include applicant organization name in uploaded file name. Example: "(YourOrgName)-OrgChart"

- Applicant agency's organizational chart
- Any existing relevant MOUs or other existing documentation of partnership
- Documents certifying tax-exempt status of applicant's organization or agency  
*(Examples include IRS determination letter for 501(c)(3)/nonprofit organization or an IRS W-9 form. A resolution from the board of the applicant's organization, or if time does not allow, a letter signed by the applicant's organization's board president affirming the agency's request. Please note that a board resolution will be required from finalists.)*
- Applicant agency's current year operating budget (sources and uses)

## Proposal Checklist

- Prepared applicant information and project information for entering into [online application form](#).
- Application Narrative: Written responses to all narrative questions in one Microsoft Word document or PDF saved as "(YourOrgName)-ApplicationNarrative" for uploading with online application form.
  - Vimeo or YouTube video link(s), if responding to Program Design Description narrative questions A-E and Community Partnerships & Organizational Capacity narrative questions via video.
- Budget Worksheet: Completed Excel budget worksheet saved as "(YourOrgName)-BudgetWorksheet" for uploading with online application form. Download the budget worksheet from <https://bit.ly/2024-wyff-funding>
- Supplemental Materials: Separate files in PDF format (see list above) saved as "(YourOrgName)-OrgChart", etc. for uploading with online application form.