



## 2024 Request for Proposals: Projects Serving Youth & Young Adults Frequently Asked Questions (FAQ)

### OPPORTUNITY & SCOPE

#### **When are applications due? Will late materials or edits be accepted past the due date?**

*Applications are due on Monday, March 4, at 11:49 PM. Unfortunately, we cannot accept edits or late materials as application reviews and scoring will begin immediately following the due date.*

#### **What is the scope and scale of this funding?**

*A total of \$1.975 million will be shared between two to four organizations over the course of three years.*

#### **Is the maximum request amount of \$500,000 per year, or for the entire grant cycle? Can the funding be spent down before the end of the grant cycle?**

*We are asking for initial applications to build proposals budgeted at \$500,000 for the entire three-year cycle of the grant. This would allow us to support a cohort of two to four organizations and is in alignment with prioritizing innovative services that may typically go unfunded, as well as incubating organizations growing their capacity and services.*

*Funds may be spent down and projects may be completed before the end of the three-year grant cycle. Participation in reporting, research and evaluation activities, and the cohort for the duration of the three-year grant cycle will still be an expectation.*

#### **There are two RFP opportunities currently available—one for families, and one for young people. Can my organization apply to both?**

*Yes, an organization may apply to both opportunities. However, each strategy is population-specific and has distinct application and submission processes, so you must apply to each separately.*

*You can access the 2024 Request for Proposals: Projects Serving Families [here](#).*

### APPLICANT ELIGIBILITY & SELECTION PRIORITIES

#### **Who can apply and does the organization have to have provided “traditional” homeless services in the past?**

*Nonprofit community or neighborhood-based organizations, regional and statewide nonprofit housing assistance organizations, federally recognized Indian tribes, local housing authorities, and public development authorities in Washington State that are focused on providing housing-based services and financial assistance for young people experiencing housing instability are invited to apply.*

*Our homeless response system is complex and encompasses a diverse range of work and services. We encourage applications from organizations that have not provided homeless and housing stability services—or have been historically unrecognized in providing those services—but are confident in their ability to fulfill the strategic objectives and meet the needs of their community.*

#### **Are audited financial statements required?**

*During the contracting process, we ask that grantees complete a financial risk assessment to help us understand more about their organization’s financial profile and to adequately plan for our partnership. Recent audited financial statements are a part of that assessment, along with an updated Form 990 and year-to-date (YTD) financial statements.*

*In lieu of audited financial statements, an organization may submit:*

- *Certificate of Incorporation from Washington State;*
- *501(c)3 Letter from the IRS;*
- *Documentation of internal controls and infrastructure; and*
- *Supporting YTD financials*

#### **Will priority be given to any geographic regions?**

*Geographic diversity will be considered in the application review process, with the goal of promoting resources and services across the state, including rural, suburban, and urban communities. Applicants should make every effort to describe the need in their community and how they intend to implement services that are in alignment with the strategy to improve transitions from juvenile detention facilities.*

#### **How are “culturally-specific” and “BIPOC-led and -serving organizations” defined?**

*Applicants are invited to apply their own standard/definition in determining whether their organization identifies as a culturally-specific and/or BIPOC-led and -serving organization.*

## **PROGRAM FOCUS & REQUIRED ACTIVITIES**

#### **What is the eligible population that this funding can serve? Is that different than the “focus” population?**

*Funding from the Washington Youth & Families Fund can be used to serve young people between the ages of 12 and 24 who are experiencing housing instability/homelessness. “Doubled-up” and/or couch-surfing is included in that definition.*

*The strategy in the current RFP is intended to specifically—but not exclusively—focus on BIPOC, LGBTQ2S+ young people ages 16-21 who are exiting detention without a stable housing option. In this way, it is a prevention strategy, and ongoing support can be provided until housing stability is established.*

*Applications that make a strong case and demonstrate the ability to fulfill the strategy for other groups of young people who are experiencing housing instability/homelessness after exiting detention will be considered.*

#### **Can we only work with young people exiting juvenile detention? Does that include county-based juvenile detention?**

*The goal of the strategy in the current RFP is to improve transitions from state DCYF juvenile detention facilities into safe and stable housing, because discharge and transition-planning doesn’t receive the level of attention and support that young people in these detention settings deserve. This is in alignment with*

*Building Changes' commitment to address racism that perpetuates disparities among young people and to dismantle systems of oppression.*

*This strategy was informed by data limited to detention settings at the state level, but we understand that this problem likely also exists for young people who exit local and county-based juvenile detention facilities. Applications that make a strong case to apply this strategy to young people exiting local and county-based facilities will be considered.*

**What are the expectations for tracking how young people use their direct cash assistance?**

*According to this strategy, young people will be invited to access at least twelve (12) months of direct cash assistance. The primary objective of this program component is to support young people in building money management skills and financial independence.*

*Grantees will be required to track this spending in financial reporting and collect W-9s from the young people who choose to participate.*

**Is there a specified timeline for the length of time young people can access services? Can they receive aftercare?**

*While there is not a prescribed timeline for the length of time young people will qualify for services, grantees will be supported in project planning to focus on moving young people toward independence and exiting the program to achieve the desired program outcomes over the three-year grant.*

*Aftercare is a permissible activity as long as it is feasible within the capacity and program outcomes of the organization.*

**What does data collection and reporting look like? Where does research and evaluation come into play?**

*Building Changes facilitates a regular financial and program reporting schedule with grantees. We provide templates and set up systems to make it easy for grantees to understand what needs to be reported periodically.*

*Building Changes has a strong research and evaluation team that focuses on supporting grantees to understand which data needs to be assessed to promote their work, set up data tracking tools, and track lessons learned along the way. This can help grantees iterate and communicate innovative design approaches from their programs.*

*We will work with grantees during the contract development process and program design period to learn where they may need to find more data or alter a program in response to the data that has been gathered. We understand that a program may change and evolve throughout its lifespan, and Building Changes' research and evaluation team is here to support that.*

**Is it required to participate in HMIS? If an organization currently has access to HMIS, can they use the same set-up?**

*The Homeless Management Information System (HMIS) is a nationwide electronic record system that enables information-gathering about people accessing services and tracks case management across a community.*

*Participation in HMIS is required for grantees upon program implementation. This requirement is in alignment with best practices within our homeless response system, and is used to capture demographics, services, and outcomes of the project.*

*Funded organizations will be supported to gain access and training on using HMIS.*

## ALLOWABLE EXPENSES & ASSISTANCE

### **What are the allowable uses for the housing assistance dollars? Can they be used for prevention and temporary housing?**

*Funding from the Washington Youth & Families Fund is intended for housing-based services and financial assistance tied to a housing outcome. Prevention and temporary housing are both allowable uses for assistance dollars (as long as the recipients meet eligibility), and flexible funding is a reported spending category.*

*That said, all of these uses should be in alignment with implementation and programmatic considerations, such as whether assistance is intended to be long- or short-term, service delivery, level of impact over the life of the grant, etc. It is also recommended that applicants consider how these flexible dollars will interact with other funding sources and requirements.*

*Here is an overview of the allowable areas of direct client assistance:*

- *Rent and utility assistance*
- *Move-in costs*
- *Interpreter fees*
- *Legal fees resulting from an eviction*
- *Transportation costs (including relocation, employment, childcare, or education)*

### **What are the allowable indirect expenses and is there a cap to those costs?**

*Allowable expenses:*

- *Personnel (all direct personnel costs, including benefits)*
- *Travel (direct travel expenses for service delivery)*
- *Equipment/Supplies*
- *Occupancy costs*
- *Staff training*

*We recommend that applicants apply a 15% cap to their initial program proposal. However, you should structure your budget per your program's needs.*

*Building Changes wants to meet applicants where they are at. We do not want an applicant to dismiss an important expense or cost, or to decide not to apply because of an indirect cost that is important for their capacity. We use the contract development phase to talk with new grantees about their budget, which allows us to have real-time discussions.*