



WASHINGTON
YOUTH & FAMILIES FUND

2025 Request for Proposals: Projects Serving Families Frequently Asked Questions (FAQ)

OPPORTUNITY & SCOPE

How many awards do you anticipate granting?

2025 WYFF Projects Serving Families will award between two to four grant awards.

Can multiple organizations apply together?

Building Changes has previously worked with projects representing partnerships across multiple organizations and will consider applications that take this approach. Two organizations can partner together for a single proposal. However, awards will be allocated to only one organization named as the primary grantee.

How much is set aside for each grantee, and how long will contracts be?

Award amounts range from \$250,000 to \$500,000 per grantee, for a three-year contract. This allows us to ensure that resources are made available to community members over a meaningful time commitment, as well as support our learning efforts.

Are 1- or 2-year projects eligible?

For the goal of ensuring that sustainable services are available over time, and so we can mutually build some learnings on the impact of the work, BC is requiring that applications plan for three-year projects.

APPLICANT ELIGIBILITY & SELECTION PRIORITIES

Will organizations that do not have a mission or programs specifically focused on homelessness be eligible for this RFP?

Eligible applicants for the Washington Youth & Family Fund must be 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 focused on providing housing-based services and financial assistance for families. Organizations that are advocating, assisting, and navigating families experiencing housing instability are invited to apply, even if their primary mission does not focus solely on homelessness.

Are newer agencies eligible?

Yes, newer agencies are eligible to apply for funding. Capacity and ability to fulfill the intent of the strategy will be taken into consideration for final awards.

Are organizations that are currently funded by Building Changes for other projects eligible to apply?

Yes, because this RFP represents a new iteration and body of work, organizations with current contracts in place with Building Changes are eligible to apply. For these organizations, current project performance and completion status will be taken into consideration for final awards.

Will organizations only be considered that primarily serve the target population?

The strategy in the current RFP is intended to specifically—but not exclusively—focus on BIPOGM, families who are refugees and/or immigrants and are LGBTQIA2S+. Our goal is to award funding to two to four organizations that accurately reflect the myriad of communities in this landscape; organizations do not have to exclusively serve that population, but it is expected that applications are responsive to the strategic priorities.

Could you provide more information on what qualifies as culturally rooted healing services and healing-centered engagement?

The RFP outlines examples of culturally rooted healing services and healing-centered engagement. However, because this approach to services should be shaped and led by the voiced needs of community members, this description is not to be taken as exclusive or finite. Applicants are encouraged to apply and share their definition of culturally rooted healing services, particularly to reflect efforts they have taken to be responsive to the needs of their specific community.

Is food access support a required strategy, or just a prioritized strategy alongside flexible funding and healing supports?

The strategy in the RFP is intended to lay out the strategic priorities, and access to culturally-relevant food has been identified as a critical component by previous partners responding to community members' needs. That said, applications that make a strong case to focus on another need that advances the housing and healing focus of the project in place of food access will be considered.

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.

Is there a commitment to funding organizations across the state?

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. Projects are not expected to provide services statewide.

Are organizations headquartered out of state eligible?

The Washington Youth & Families Fund will only award grants to organizations currently operating within Washington state at the time the application is submitted, and awarded projects must focus on providing services to community members residing in Washington .

APPLICATION REQUIREMENTS & GRANT GUIDELINES

Is it a requirement to use HMIS (the Homeless Information Management System)? Given that this RFP has a focus on immigrant families and other targeted communities, how will we mitigate putting them at risk?

Participation in HMIS is a requirement of this grant as part of standard best practices within our homeless response system, and is used to capture demographics, services, and outcomes of the project.

That said, all individuals and families can choose to remain anonymous by refusing to provide personally identifiable information. Doing so does not constitute a reason to deny services, as HMIS policies respect the ability for participants to not provide sensitive information. This is called remaining “de-identified”. It allows us to capture the impact of services without putting people at risk, and our Research & Evaluation team can provide more information and support for understanding this process.

Building Changes will support grantees to understand these policies! Learn more here:

<https://kcrha.org/news-data-qa-hmis-and-homelessness-response/>

Current HMIS access is not required to apply but will be taken into consideration in final funding decisions.

What does data collection and reporting look like? What does support for evaluation activities look like?

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 supports grantees in understanding 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 build out and/or integrate systems within their current capacity and data-tracking processes. We understand that a program may change and evolve throughout its lifespan and Building Changes’ Research & Evaluation team is here to support that (within appropriate capacity).

Measurement and evaluation goals for this funding are called out in the RFP, but there aren't specific measurement questions in the application questions. Are you expecting to see an organization include the measurement information they will track spelled out in the narrative? Will all of the outcomes related to success be measured?

The Evaluation section in the RFP outlines the outcomes that will be tracked for all awarded grantee projects; these are the priorities to understand what culturally competent care and service delivery looks like. We’ll be asking more specific questions relevant to the evaluation goals for applicants invited to the finalist round. Building Changes will provide capacity and technical assistance to develop the measurement strategies to ensure we are capturing the information we want to learn.

When considering the grant compliance, what is the estimated type of compliance and reporting?

Grant reporting compliance consists of quarterly financial reports, twice annual narrative reports and participation in extra monitoring activities as dictated by the cohort and curriculum. A reporting schedule will be provided if awarded.

ALLOWABLE EXPENSES & ASSISTANCE

Would this grant cover proposed programs, activities, or staff? And are there any funding limited areas?

Yes, the WYFF grant would cover proposed programs, activities and staff required to fulfill the project. Funding is limited to the award amount, and finalist applicants will be invited to provide a more specific budget proposal. The maximum indirect rate will be capped at 15%.

Are audited financial statements required?

During the contracting process, we ask that grantees complete a financial risk assessment to help us understand more about the 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*

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. If the organization has identified prioritizing rental arrears, Building Changes recommends building this into the budget and program design in order to plan strategically with the limited assistance dollars available.

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*

As mentioned, BC applies a standard 15% cap to indirect costs. However, applicants that have a strong case to go slightly above that cap are still encouraged to apply. This will be taken into consideration in the finalist application review, and, if awarded, budget discussions during the contract development phase will help us observe needs and establish expectations.

MISCELLANEOUS

Can one organization submit multiple applications for the different funding strategies under the Washington Youth & Families Fund?

Organizations are welcome to submit one application for Projects Serving Families and one application for Projects Serving Youth & Young Adults.

If we are interested future opportunities, but we do not currently have the capacity to implement these services, are there any trainings or programs that Building Changes offers for organizations to begin learning and implementing this service model?

Building Changes invites organizations and providers across the state to reach out and participate in any open trainings and convenings, regardless of formal contract. If you are unsure whether to apply based on your current capacity, please do so and name your support needs; Building Changes has capacity to provide some support (like with HMIS access), and we'll take that into consideration during the review process.