

Behavioral Health Facilities Notice of Funding Opportunity

LOCAL GOVERNMENT DIVISION
COMMUNITY CAPITAL FACILITIES

Closure prevention

Behavioral Health Facilities Program grants establish and maintain behavioral health service capacity in communities through acquisition, renovation, or new construction of real property.

This notice of funding opportunity is for \$8,417,863 in funds appropriated in the 2024 supplemental capital budget to the Department of Commerce for behavioral health community capacity grants.

Funding is provided solely for grants to community providers to prevent the closure of existing behavioral health facilities. Funds are available on a first-come, first-served basis to qualifying project proposals that satisfy the goal of long-term preservation of behavioral health facilities.

As a condition of receiving this funding, the grantee must use the facility for the purposes stated in the contract with the Department of Commerce for at least 10 years.

Email us at BHFInquiry@commerce.wa.gov.

Document revision history

This is a historical record of revisions made to this notice of funding opportunity.

Original version of document	Date of revision	Revision
02/19/2025	Original	Original version published February 19, 2025.

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I. Best practices for a noncompetitive process

The Behavioral Health Facilities Program, operated by the Department of Commerce, adopts these elements as best practices for our noncompetitive processes.

- Public notice will be provided for all noncompetitive solicitations on the [Behavioral Health Facilities Program](#) webpage of the [Department of Commerce](#) website and on the [Washington Electronic Business Solution](#) website.
- Notification will be provided through the GovDelivery system to interested parties that have signed up for communications through the BHF Program webpage.
- All evaluators will sign conflict and confidentiality statements prior to evaluating submissions.
- A clear and transparent debrief process will be provided at the request of an applicant.

II. Funding round timeline

Funding round event	Date
Notice of funding opportunity posted to web	02/19/2025
Application open in ZoomGrants	02/19/2025
Technical assistance period	02/19/2025 until all closure prevention funds have been awarded
Commerce and subject matter expert application review	Weekly to review applications in order they were received
Notification of award	As applicants and their projects are deemed eligible or ineligible for funds
Application debrief period	Available for a two-week period post notification
Contract negotiation, drafting, and execution	After the debrief period has concluded

The Department of Commerce reserves the right to conduct an interview with an applicant regarding the information provided in the application prior to making award decisions. Administrative information may also be shared with the Behavioral Health Facilities Advisory Group as defined in the authorizing proviso.

Updates to the application process – including revisions to the timeline, notice of funding opportunity, and [Behavioral Health Facilities Program Guidelines](#) – and award announcements will be published to the [BHF Program](#) webpage.

III. Funding availability

Funds in the amount of \$8,417,863 are available on a first-come, first-served basis to qualifying project proposals that satisfy the goal of long-term preservation of behavioral health facilities.

IV. Conditions of funding

General requirements

See the following sections in the [Behavioral Health Facilities Program Guidelines](#) for general requirements:

- Facilities eligible for funding
- Services established through funding (these services must be maintained with closure prevention funds)
- Conditions of funding
- Pre-contracting

All grant funds must be expended by the end of the contract term, which is June 30, 2027. All grantees must commit to serve persons who are publicly funded for the 10-year commitment period of the grant.

Closure prevention requirements

This funding is provided solely for grants to community providers to prevent the closure of existing behavioral health facilities.

Applicants must demonstrate that without state investment the facility for which they are applying would likely close.

V. Who may apply

Per the 2024 supplemental capital budget, the Behavioral Health Facilities Program may fund nonprofits, for-profit businesses, public entities, or Tribes that are community hospitals or community-based behavioral health providers.

Grantees who received a direct appropriation or previous competitive or noncompetitive funding through our program are eligible to apply for a competitive or noncompetitive grant provided that it is not for the same project that received prior funding.

VI. What is a project

A project is defined as the capital work the applicant proposes in their application. All capital work identified as a project must be unique from all other capital work for which the applicant has previously received funding.

Closure prevention funds can be applied to:

- Repairs and upgrades inside or outside the facility, within its property line
- Capital maintenance needed to ensure the facility is compliant with current or impending licensing standards
- Capital improvements to a facility that will free up more cash on hand for operations

In limited circumstances, state funds may be used to purchase a non-state funded facility to keep that site operational.

In all cases, the project must result in licensed behavioral health facility that is no longer in jeopardy of closure.

Project costs

Examples of common allowable costs could include but are not limited to the following:

- Outdoor activity space upgrades
- Perimeter fencing
- Delayed egress
- Signal system upgrade
- Elevator repairs
- Water damage repairs
- Major appliance upgrades
- Equipment upgrades specific to the provision of behavioral health services
- Built-in or fixed equipment upgrades
- Locked storage area upgrades
- Fire protection upgrades
- Fire alarm systems upgrades
- Employee accommodations upgrades
- First aid supply upgrades (nondisposable)
- Windows and screens repair and upgrades
- Carpet and flooring upgrades
- Roof repairs or replacement
- ADA upgrades and other upgrades to improve mobility and accessibility
- HVAC repairs
- Repairs or upgrades to bedrooms, bathrooms and showers, common areas, kitchens (note: repairs or upgrades may not increase square footage of the facility)
- Seismic upgrades to applicable facility types with two stories or more
- Solar panel purchasing, installation, and other upgrades that will reduce long-term operating costs
- Other sustainable/green or energy-efficient building upgrades

Eligible and ineligible project costs are outlined in the [Behavioral Health Facilities Program Guidelines](#) cost reimbursement section.

VII. Applying

The application is available through a third-party, on-line provider called ZoomGrants. When the application opens, a [direct link to the application](#) on ZoomGrants will be included in the notification provided through the GovDelivery system and posted to the [Behavioral Health Facilities Program](#) webpage.

How to get started

Eligibility screening

The applicant must respond to the eligibility screening. To respond to the eligibility screening, provide your answers to the questions, upload the documents requested, and then click the Submit button.

Once the eligibility screening is received, the Behavioral Health Facilities Program will either approve the applicant to move forward with the remainder of the application or decline the application because the applicant or project does not meet the eligibility requirements.

You will be notified of the eligibility screening results via email within three business days of submittal as defined in [RCW 46.04.079](#).

Remainder of the application

When the applicant and project passes the eligibility screening, you will receive a communication from ZoomGrants allowing you to access the remainder of the application.

All questions must be answered and all documents associated with the application must be uploaded into the ZoomGrants application for the application to be considered complete. An incomplete application will be considered non-responsive and will not be reviewed.

ZoomGrants

User accounts

If you have a [ZoomGrants](#) account, log in and search for applications available through the Department of Commerce or use the [direct link to the application](#). This link is also included in the notification provided through the GovDelivery system and posted to the [Behavioral Health Facilities Program](#) webpage.

If you are a new user to ZoomGrants, use the [direct link to the application](#) and complete the required information for a new applicant account. When you create your account profile, do not use “The” as the first word in the agency name.

For more information about using ZoomGrants, see the [How-To Guide for Applicants](#) provided by ZoomGrants.

Completing application questions

ZoomGrants automatically saves your answers to application questions after each response. You do not need to complete an application in a single session and can come back to where you left off with your application whenever necessary.

A response to all questions is required unless otherwise indicated. Answer all questions thoroughly and according to the directions provided. Note that some questions are multi-step or require a document to be uploaded.

Questions that are not responded to according to the directions provided will be considered incomplete. If enough information is missing throughout the application, the application will be considered incomplete and will not be reviewed.

Uploading requested documents

Indicated as required

If a document is indicated as required, then this is information that is required for your eligibility screening or application to be submitted. This means you will not be able to submit the eligibility screening or application without uploading the requested document.

Don't upload a document telling us you don't have the requested information. The requested information is a required part of a complete application.

If the document is a letter from a third-party and you've done the outreach to get the letter but the third-party has not provided it to you in time to submit with the application. You may upload the email correspondence between you and the third-party to prove you tried to get the requested information.

If required information is not provided, the application to be considered incomplete and it will not be reviewed.

Not indicated as required

If a document is not indicated as required, then it is not required for all applicants. You will be able to submit the application without uploading the requested document, but that does not guarantee that your application is complete.

Instructions in italics below certain questions indicate certain scenarios where additional documentation is required to be eligible for funding. These documents are indicated as required if applicable in the documents requested section or the eligibility screening and application.

If required information is not provided, the application to be considered incomplete and it will not be reviewed.

For all other documents, providing the optional requested information will help us better understand your proposal.

Submission format

Only applications and documents associated with the application submitted through ZoomGrants will be accepted. No mailed hardcopy or emailed applications or documents will be accepted.

Sharing application information with other public entities

The Department of Commerce may share application information submitted through our application process with other public entities that fund capital projects, operations, or services associated with the Behavioral Health Facilities Program.

If an applicant receives an award from Commerce and we have shared that applicant's information with another public entity, this neither guarantees nor should it be taken as an offer of funding from any other public entity. If an applicant receives an award for funding from a public entity that Commerce shared application information with, this is in no way to be taken as an award from Commerce.

VIII. Application

Applications for this noncompetitive process will be evaluated based on responses to the questions provided below. When answering questions, be as thorough as possible. Assume the person reading the application does not know about your project, services, or facility. You must answer all applicable questions pertaining to your grant request to be considered for funding.

Do not attach documents and reference those documents as your answer to any of the questions in the application. If you do this, your response to the questions will be considered incomplete and the application will not be reviewed.

The following questions are provided for applicant review in preparation to complete the application in ZoomGrants. In order to fit within the formatting parameters of ZoomGrants, the questions below may look different in the actual application from how they appear below. The questions below are for information purposes only.

Eligibility Screening tab

Questions

1. What type of entity is the applicant?

- Local government
- Tribal government
- Tribal enterprise doing business on the reservation
- Tribal member doing business on the reservation
- Nonprofit corporation
- Public benefit corporation
- General partnership
- Limited partnership
- Limited liability limited partnership
- Corporation
- Limited liability company
- Sole proprietorship

2. If the applicant is a subsidiary of or is in partnership with another organization, then the applicant must have that entity's support for the long-term commitment and success of this proposed project in order to apply. Provide the name of the parent/holding company or partnering organization. If the applicant is not a subsidiary of or in partnership with another organization, then enter N/A as the response

To be eligible for funding if the applicant is a subsidiary of or is in partnership with another organization, then you must upload a letter of support from the parent/holding company or partnering organization.

3. Are there other facilities operated by the same governing agents as the applicant, or are there other entities made up of the same governing agents as the applicant (e.g., the applicant operates more than one LLC)?

To be eligible for funding if the answer is yes, you must upload a document listing the facilities, entities, and/or additional LLCs and the applicant's relationship to them.

- Yes. Document uploaded.
- No

4. What is the address of the site where the grant funds will be used?

Answer in the format: address, city, zip code, and county.

5. Does the facility serve persons who are publicly funded?

- Yes
- No

6. Does the facility provide a licensed behavioral health service supported through our funding?

See the services established through funding section in our program guidelines. Our program does not fund BHAs without the specified certifications or ALFs without the specified contracts.

- Yes, licensed by DOH as a BHA
- Yes, licensed by DSHS as an ESF
- Yes, contracted by DSHS for EARC with CSS
- Yes, contracted by DSHS for EARC with SDCP
- No

7. Applicants must have relationships with the Behavioral Health Administrative Service Organization and Integrated Managed Care Organization entities in the region where the facility is sited. Tell us which BH-ASO and MCO entities the applicant is currently working with for behavioral health services.

- o Great Rivers
- o Greater Columbia
- o King
- o North Central
- o North Sound
- o Pierce
- o Salish
- o Southwest
- o Spokane
- o Thurston-Mason
- o Carelon Coordinated Care of Washington
- o Community Health Plan of Washington
- o Molina Healthcare of Washington
- o United Healthcare Community Plan
- o Wellpoint

8. Based on your response to questions #7, describe the history the applicant has working with the selected BH-ASO and selected MCOs to behavioral health services.

The applicant must upload letters of support from both the BH-ASO and the selected MCOs.

9. If the application is successful, how will the Behavioral Health Facilities Program grant be used? Review our program guidelines to know what is eligible for reimbursement.

Select all that apply.

- Physical repairs and upgrades on an approved facility's property, including inside or outside the facility, within its property line.
- Capital maintenance needed to ensure the facility is compliant with current or impending licensing standards.
- Capital improvements to a facility that will free up more cash on hand for operations.
- Purchase a non-state funded facility in order to keep that site operational.

10. In question #9, you gave us a high-level view of how the grant will be used if your application is successful. Now provide more details that explain ALL of the items selected above. If the capital work on a facility is phased and this application is for a single phase of a larger capital project, be sure to tell us what phase is being applied for and the status of any completed phases. This preliminary Scope of Work will help us understand what is being proposed for the capital project so we can determine if the project is eligible for funding.

Capital funds can't be used for operations or services, so don't include narrative about what the operational or service outcomes will be in your Scope of Work.

11. Is this facility at risk of closing without the use of these funds?

- o Yes
- o No

12. Has a direct appropriation or competitive award through the Behavioral Health Facilities Program previously been awarded for any part of the proposed capital project or any other capital project at the site? Indicate yes or no, and if yes, tell us the contract number(s) for the other project(s) and how the scope of work for this proposed capital project is different than all other scope(s) of work funded through our program at this site.

A definition of project is provided in the notice of funding opportunity.

13. By submitting this application, I understand that my organization must commit to all of the following, as specified in the 2024 supplemental Washington State capital budget (revised 2023-2025 capital budget) and programmatic requirements:

- 1) Develop application in collaboration with one or more regional behavioral health entities that administer the purchasing of services.
- 2) Meet gaps in geographical availability of behavioral health services.
- 3) Meet applicable licensing and certification requirements.
- 4) Serve persons who are publicly funded and persons detained for involuntary commitment under RCW 71.05.
- 5) Maintain and operate beds or a facility for a time period commensurate to state investment, but for at least ten years.
- 6) Provide construction and modification completion dates as a response to appropriate questions in the application.
- 7) Provide a detailed estimate of costs as a response to appropriate questions within the application.

- 8) Provide a financial plan demonstrating your ability to operate and maintain your facility as a response to appropriate questions in the application.
- 9) Work with local courts and prosecutors to ensure they are available to conduct involuntary commitment hearings and proceedings under RCW 71.05.
- 10) Use the grant for the facility type applied for, in the county identified, and if a site is identified the proposed project will be established at that location. If modifications to these criteria are needed they will be pre-approved by Commerce.
- 11) Comply with all applicable Public Works (RCW 39.80 and 39.04), Prevailing Wage (RCW 39.12), and Apprenticeship requirements.
- 12) Propose funding for a project that is not already complete or for a project that will be complete by the date of an award letter.
- 13) Provided accurate information in the application.
 - o Yes, my organization has read and is able to commit to all of the above at this time.
 - o No, explain:

Documents requested

Refer back to the eligibility screening question for addition information about these documents.

Document requested	Requested in question	Required?
Parent or partner organization support	2	Required if applicable
Facilities, entities, additional LLCs	3	Required if applicable
Letter of support from the BH-ASO	8	Required
Letters of support from selected MCOs	8	Required

Application Questions tab

General application questions

1. Specific to the site where the grant funds will be used, does the applicant currently own or lease the property?

Upload title/deed and a copy of the county assessor record from owner of property, or if real property is leased, submit the lease agreement.

- o Own
- o Lease of less than 10 years remaining on the term and owner is not aware we have applied for this funding
- o Lease of less than 10 years remaining on the term and owner is supportive of extending the lease to meet the requirements of the Behavioral Health Facilities Program
- o Lease of 10 or more years remaining on the term

2. How does the applicant anticipate managing delays due to material and labor shortages and increases in material costs?

Provide any backup documentation you have demonstrating contingencies.

3. Project readiness is an important component in our funding decision. Keep in mind that it may take several months to get under contract once the award is made and factor that time into your plan accordingly. We must be able to understand where the applicant is in the planning and development process.

NOTE: The contract term will be identified as a four-year period, but the grantee should be aware that Washington operates under a biennial budget, with the current budget ending on June 30, 2025. Each appropriation in the capital budget must, by law, lapse at the close of the biennium. Commerce will request one reappropriation of any unspent funds, which would allow funds allocated in the current budget to be spent until June 30, 2027. However, we cannot guarantee the legislature will agree to extend funding, nor can we legally obligate funds from one biennium to another. Grantees are encouraged to get under contract and expend their funding in a timely manner.

Provide dates, even if projected, for all of the following. If an activity does not apply to your project, then answer N/A. Provide documentation if available.

Activity	Date
If funds in addition to this grant are needed in order to complete the capital project outlined in the Scope of Work, date funds committed	

Activity	Date
If funds in addition to this grant are needed to complete capital work that is not outlined in the Scope of Work so the facility may become operational, date funds committed	
If the proposed capital project is being built in coordination with some other capital project on the same site (e.g., an affordable housing development), date funds for this other capital project committed	
Date of finalized construction budget for the capital project outlined in the Scope of Work	
Date of finalized equipment budget for the capital project outlined in the Scope of Work	
Date project put out for construction bid	
New construction start date for the capital project outlined in the Scope of Work	
Renovation start date for the capital project outlined in the Scope of Work	
Completion date for new construction or renovation for the capital project outlined in the Scope of Work	

4. What is the status of this capital project’s DOH construction review?
- o Not yet started a DOH construction review but will once funding for this capital project is secured
 - o Initiated a DOH construction review for this capital project
 - o Completed a DOH construction review for this capital project
 - o N/A – DOH construction review is not applicable to this project

5. Then tell us about the current behavioral health services.

- 1) The name of the service provider.
- 2) What services is the site licensed and certified to provide?
- 3) What is the current staffing pattern?
- 4) If beds are provided at the site:
 - a. How many beds is the site licensed for in total?
 - b. How many beds is the site licensed for each specific service type provided?
 - c. How many people were served with those beds in 2021, 2022, and 2023?
- 5) If healthcare recliners are in use at the site:
 - d. How many healthcare recliners do you have?
 - e. How many people were served in 2021, 2022, and 2023?
- 6) If out-patient services are provided, how many people were served in 2021, 2022, and 2023?

The response must include an answer to each of the questions. If all questions are not answered, then the applicant will receive zero points on this question.

6. What ages are served at the facility?

To be eligible for funding if the site is currently operational, you must upload licensure and certification documentation showing the current status of the behavioral health facility. Select all that apply.

- Early childhood (birth to age 5)
- Middle childhood (ages 6 through 12)
- Adolescence (ages 13 through 17)
- Young adult (18 through 25)
- Adult (over 25)
- N/A

7. How will your staffing pattern ensure resident safety and sustainability? How will staff be recruited and retained at the facility?

Questions specific to closure prevention

8. In the Eligibility Screening, you stated that the facility would close without the use of these funds. Describe the solution that addresses the problem/opportunity.
9. Does the preliminary Scope of Work in your Eligibility Screening fully resolve the problem/opportunity? If not, how do you plan to resolve it?
10. Describe the outcomes or benefits that are anticipated with the proposed solution. Include any information regarding the reduction of overall cost of preserving the facility affected.

11. How will long-term sustainability of the finished project and its associated outcomes be achieved?
12. What are the impacts to the local community if this project is not funded? How would your jurisdiction address these impacts?
13. If this project will be completed in partnership with other organizations, agencies, or regionalized efforts, list those partnerships below and describe the role of each partner.

Budget tab

Budgets that outline the project's Sources of Funds and Uses of Funds are a required part of the application. If you have not thoroughly reviewed the [Behavioral Health Facilities Program Guidelines](#) for costs that are allowed for reimbursement by the program, it is strongly suggested a review be completed before submitting this budget information. If the guidelines do not provide you with enough information to determine if costs you will incur for the proposed project are allowable, you should email the program at BHFInquiry@commerce.wa.gov.

Sources of Funds table

The Sources of Funds table is a breakdown of capital funding for facility completion. This table includes the Behavioral Health Facilities Program grant amount you are requesting along with all other funding sources. There are three columns to this table.

Column #1

Column #1 is specific to the funding needed to complete the Scope of Work as indicated in the application. This will include the BHF Program grant amount requested as well as any other funding needed to complete the Scope of Work. Costs that are not covered by the grant must be covered by some other source identified in Column #1 of the Sources of Funds table.

Column #2

Column #2 is specific to any other additional funding needed to complete work associated with the behavioral health facility that is not identified in the Scope of Work of the application. This is work that will happen simultaneous to the work being completed as outlined in the Scope of Work. We want to know the funding sources associated with completing the behavioral health facility so that it will be operational.

Don't include the grant amount requested in this column. You do not need to complete Column #2 if there is no other work that will occur at the behavioral health facility site for it to be operational other than what is identified in the Scope of Work.

Column #3

Column #3 is to identify other funding sources needed if there is anything else being built on the site. Don't include the grant amount requested in this column.

Column #3 should only be completed if the behavioral health facility is paired with another capital project at the same site. For example, if the behavioral health facility is paired with an affordable housing development, then Column #3 should show the sources of funding used to complete the affordable housing development.

Uses of Funds table

The Uses of Funds table is a breakdown of capital and related equipment costs. There are three columns on this table.

Column #1

Column #1 is specific to the costs to complete the Scope of Work as indicated in the application. The total costs will either be equal to the BHF Program grant amount requested, if there is no other funding needed to complete the project, or equal to the total of Column #1 in the Sources of Funds table above if there are additional sources needed to complete the Scope of Work.

Applicants must review costs input into this column to the [Behavioral Health Facilities Program Guidelines](#) eligible and ineligible costs section. If you indicate a cost in this column and it is not allowable by the program, we will not cover the cost if you are awarded a grant. Costs that are not covered by the program grant must be covered by some other source identified in Column #1 of the Sources of Funds table.

Column #2

Column #2 is specific to any other additional costs to complete work associated with the behavioral health facility that is not identified in the Scope of Work of the application. This is work that will happen simultaneous to the work being completed as outlined in the Scope of Work. We want to know the costs associated with completing the behavioral health facility so that it will be operational.

You do not need to complete Column #2 if there is no other work that will occur at the behavioral health site for it to be operational beyond what is identified in the Scope of Work.

Column #3

Column #3 is to identify other costs if there is anything else being built on the site. This third column should only be used if the proposed early behavioral health facility is paired with another capital project at the same site. For example, if the behavioral health facility is paired with an affordable housing development, Column #3 should show the total costs to complete the affordable housing development.

NOTE: The totals of each set of columns of the Sources of Funds table must balance with the totals of each set of columns in the Uses of Funds table. Documents that substantiate costs outlined in Columns #1 and #2 are required on the Documents tab.

Documents tab

Requested on the Application Questions tab

Refer back to the application question for addition information about these documents.

Document requested	Requested in question	Required?
Site control	1	Required
Contingencies	2	Optional
Project readiness	3	Optional

Requested on the Budget tab

The following documents are required for all applicants to substantiate the information in the both the Sources of Funds table and the Uses of Funds table for Column #1 and Column #2.

- Funding commitment statements
 - For funds that are committed, upload documentation that shows the funds are committed.
 - If funds are not committed, upload a plan and timeline for getting funds committed.
 - If the Behavioral Health Facilities Program grant is the only funding source, upload a statement indicating this is the only funding source to complete the proposed capital project.
- Preliminary construction and equipment bids
 - If preliminary construction and equipment bids are available for the project, then provide those documents.
 - If preliminary construction and equipment bids are not yet available for the project, then the applicant may submit an estimate for costs if that estimate is produced by an authority that has a solid reputation estimating construction project costs and can accurately estimate costs within the parameters of the proposed project. In the estimate, identify the name of the business providing the estimate, the name of the estimator, and the date the estimate was developed.

Additional documents

Document requested	Required?
Projected expenditure of grant*	Required
Uses of funds narrative*	Required
Final construction bid	Optional
Final equipment bid	Optional
Operating plan	Required
Operating budget*	Required

*Applicants must use the template provided on ZoomGrants to complete this requirement.

If the applicant wishes to request confidentiality of proprietary information, then a letter following the process outlined in [Section XII Proprietary information and public disclosure](#) of this notice of funding opportunity should be uploaded so that the Department of Commerce may consider the request.

IX. Technical assistance

Technical assistance for completing an application is available according to the [Section II Funding round timeline](#).

ZoomGrants

For questions specific to ZoomGrants, please contact ZoomGrants:

- Online at <https://www.zoomgrants.com/about-us/request-technical-help/>
- By phone at 866-323-5404 extension 2, Monday – Friday 9AM – 4PM (Pacific)

Behavioral Health Facilities Program

Questions and clarifications

For questions about the application, notice of funding opportunity, or program guidelines, contact the Behavioral Health Facilities Program at BHFInquiry@commerce.wa.gov. Allow two business days from submittal for a response as defined in [RCW 46.04.079](#).

X. Application debriefing

If an applicant has questions about how the solicitation was conducted or about the evaluation process, the applicant may request a debrief with the Behavioral Health Facilities Program after the announcement of successful awardees. The applicant must make a request for debrief during the application debrief period outlined in [Section II Funding round timeline](#). We will allow applicants to request debrief for any of the following:

- To receive feedback about the applicant's submitted application
- A matter of bias, discrimination, or conflict of interest on the part of an evaluator
- Non-compliance with procedures described in the notice of funding opportunity

The BHF Program shall provide a meeting time so that the applicant and program staff can meet for the debrief. The meeting will be scheduled no more than 10 business days from the receipt of the request for a debrief unless additional time is needed. The BHF Program shall notify the applicant if additional time is needed.

The funding decision is final, and no appeal process is allowed.

XI. Disclaimer

The Behavioral Health Facilities Program reserves the right to revise this notice of funding opportunity and the [Behavioral Health Facilities Program Guidelines](#) at any time. Updated information will be published on the [Behavioral Health Facilities Program](#) webpage. Be advised that numbers for application questions and the order of questions as outlined in this notice of funding opportunity may change in the actual ZoomGrants application.

XII. Proprietary information and public disclosure

All applicants should be aware that applications submitted in response to this notice of funding opportunity shall be the property of the Department of Commerce. All applications received shall remain confidential until funding decisions are announced; thereafter, the applications and all submitted materials shall be deemed public records as defined [RCW 42.56 Public records act](#).

Any information in the proposal that the applicant desires to claim as proprietary and exempt from disclosure under the provisions of [RCW 42.56](#), or other state or federal law that provides for the nondisclosure of your document, must be clearly designated. The information must be clearly identified and the particular exemption from disclosure upon which the applicant is making the claim must be cited.

Each answer to an application question or page of supplemental information provided that contains the information claimed to be exempt from disclosure must be clearly identified by the words “proprietary information.” A document should be uploaded into the documents section of your application identifying all application questions and supplemental information that the applicant has indicated as proprietary information and also the particular exemption citation. Marking the entire proposal exempt from disclosure or as proprietary information will not be honored.

If a public records request is made for the information that the applicant has marked as proprietary information, Commerce will notify the applicant of the request and of the date that the records will be released to the requester unless the applicant obtains a court order enjoining that disclosure.

If the applicant fails to obtain the court order enjoining disclosure, Commerce will release the requested information on the date specified. If an applicant obtains a court order from a court of competent jurisdiction enjoining disclosure pursuant to [RCW 42.56](#), or other state or federal law that provides for nondisclosure, Commerce shall maintain the confidentiality of the applicant's information per the court order.