Washington State Department of Commerce

Behavioral Health Facilities Notice of Funding Opportunity

LOCAL GOVERNMENT DIVISION
COMMUNITY CAPITAL FACILITIES

Non-Competitive Closure Prevention Grants

Behavioral Health Facilities (BHF) 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 $9,700,000.00 in funds appropriated in the 2025-27 capital budget to the Department of Commerce (Commerce) for behavioral health facilities.

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. Funds cannot be used for expansion.

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

For more information please visit our webpage and sign up for updates to receive information at: https://www.commerce.wa.gov/capital-facilities/bhf/

You may also send inquiries to the BHF inbox 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
28 September 2026	Original published version - NA	This is the original version published to the Commerce webpage.

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I. Best practices for a noncompetitive process

The Behavioral Health Facilities (BHF) Program, operated by Washington State Department of Commerce, adopts these elements as best practices for our noncompetitive processes.

- Public notice will be provided for all noncompetitive solicitations on our program webpage of the Commerce website.
- Notification will be provided through the GovDelivery system to interested parties that have signed up for communications through our program webpage. Washington State Federally Recognized Tribal Leadership will also be notified via email.
- 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	
Application open in ZoomGrants	
Closure Prevention Webinar	
Commerce and subject matter expert application review	Reviewed weekly in order applications were received
Notification of award decision	As applicants and their projects are deemed eligible or ineligible for funds
Application debrief period	Available for 10 business days post notification at applicant's request
Contract negotiation, drafting, and execution	After the debrief period has concluded

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 BHF Advisory Group as defined in the authorizing proviso.

Updates to the application process — including revisions to the timeline, notice of funding opportunity, and our program guidelines — and award announcements will be published to our program webpage.

III. Funding availability

The 2026 Supplemental Capital Budget appropriated $10,000,000 for the Behavioral Health Facilities Program. After Commerce administrative expenses have been removed, $9,700,000 is available on a first-come, first-served basis to qualifying project proposals from eligible organizations that satisfy the goal of long-term preservation of existing licensed and operational behavioral health facilities.

IV. Conditions of funding

General requirements

See the following sections in our program guidelines for general requirements:

- Facilities eligible for funding
- Services established or maintained through funding

- Conditions of funding

All grant funds must be expended by the end of the contract term, which is June 30, 2027 with on expected appropriation through June 30, 2029. All grantees must commit to preserving existing licensed and operational facilities that serve persons who are publicly funded for the 10-year commitment period of the grant. These funds are exclusively for maintaining existing services and cannot be used for any expansion activities.

Closure prevention requirements

This funding is provided solely for grants to community providers including Tribes and Indian Health Care Providers to prevent the closure of existing behavioral health facilities.

Applicants must show that without state investment, the facility would be at significant risk of closure and unable to continue providing long-term behavioral health services within two years.

V. Who may apply

Per the 2025-27 capital budget, our program may fund nonprofits, for-profit businesses, public entities, Tribes and Indian Health Care Providers, Community Hospitals, and community-based behavioral health providers to prevent the closure of an existing licensed and operational facilities.

Grantees who received a direct appropriation or previous competitive or noncompetitive funding through our program are eligible to apply for a noncompetitive closure prevention grant provided that it is not for the same project facility that received prior funding unless that facility has fulfilled the term of commitment designated in the contract(s) with Commerce

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 Commerce funding.

Closure prevention funds can be used for physical repairs and upgrades on an approved, existing, licensed and operational facility's property. Eligible activities may include:

- 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 all cases, the project must result in at least ten years of capital improvements necessary to keep a licensed behavioral health facility from closing.

Project costs

See the Eligible and ineligible costs section of the CCF Grantee Toolkit – Commerce.

Funds appropriated in the capital budget and awarded through Community Capital Facilities (CCF) programs may only be used to pay for capital expenditures outlined by the Office of Financial Management (OFM) capital budget instructions webpage.

Funds are solely for capital costs associated with prevention of the closure of Licensed Behavioral Health facilities. The following facilities preservation costs are allowed by the OFM in Chapter 4: Financing Guidelines.

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 our 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, our program staff will either approve the applicant to move forward with the remainder of the application or decline the application due to the applicant or project not meeting 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 pass the eligibility screening, you will receive an email 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 our program webpage.

If you are a new user of 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 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.

Instructions in italics below specific 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 will 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 documentation, but that does not guarantee that your application is complete.

For all other documents, providing the optional requested information will help us better understand your proposal. If the requested information applies to your project but you do not upload documentation, this may be considered as non-responsive and your application may not be reviewed.

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.

If AI is used in any way to complete this application it must be disclosed in how it was utilized as part of the response to each question it was used within, where and with what tool.

Sharing application information with other public entities

Commerce may share application information submitted through our application process with other public entities that fund capital projects, operations, or services associated with our 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 shares 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

1) Is this facility at risk of closing without the use of these funds?

   - Yes
   - No

2) If the application is successful, how will the BHF 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 is 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.

3) What is the address of the site where the grant funds will be used? Answer in the format: Address, City, Zip code, and County or Tribe.

4) Which behavioral health service(s), licensed and certified by the Department of Health (DOH) and supported through our funding (listed in the following order in our program guidelines), will be provided at the proposed facility? Services contracted by the Health Care Authority (HCA) are marked with an asterisk. Select all that apply.

   To be eligible for funding, you must upload your behavioral health agency (BHA) license and proof of your HCA contract if applicable.

   - 23-hour crisis relief center
   - Crisis stabilization unit
   - Youth Residential Crisis Stabilization Program*
   - Intensive behavioral health treatment
   - Evaluation and treatment – Adult
   - Evaluation and treatment – Youth
   - Children's Long Term Inpatient Program*
   - 90- and 180-day civil commitment*
   - Secure withdrawal management – Adult
   - Secure withdrawal management – Youth
   - Mental health peer respite
   - Opioid Treatment Program

- Outpatient services
- Residential and inpatient mental health treatment – Adult
- Residential and inpatient mental health treatment – Youth
- Residential and inpatient substance use disorder – Adult
- Residential and inpatient substance use disorder – Youth
- Withdrawal management – Adult
- Withdrawal management – Youth
- N/A

5) Which behavioral health service(s), contracted by the Department of Social and Health Services (DSHS) and supported through our funding (listed in the following order in our program guidelines), will be provided at the proposed facility? Select all that apply.

   To be eligible for funding, you must upload proof of your DSHS contract if applicable.

   - Enhanced adult residential care with community stability support
   - Enhanced adult residential care with specialized dementia care
   - Enhanced services facility
   - N/A

6) 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
   - Non-Tribal / Urban Indian Health Care Provider
   - Nonprofit corporation
   - Public benefit corporation
   - General partnership
   - Limited partnership
   - Limited liability limited partnership
   - Corporation
   - Limited liability company
   - Sole proprietorship

7) If the applicant is a subsidiary 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 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, you must upload a letter of support from the parent/holding company or partnering organization if the applicant is a subsidiary or is in partnership with another organization.

8) 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

9) Applicants must have relationships with the Behavioral Health Administrative Service Organization (BH-ASO) and Integrated Managed Care Organization (MCO) 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. Tribes without active BH-ASO or MCO relationships may submit Tribal Community Letters of Support in place of the standard BH-ASO and MCO support letters.

   BH-ASO List

   - Great Rivers
   - Greater Columbia
   - King
   - North Central
   - North Sound
   - Pierce
   - Salish
   - Southwest
   - Spokane
   - Thurston-Mason

   MCO List

   - Community Health Plan of Washington
   - Molina Healthcare of Washington
   - United Healthcare Community Plan
   - Wellpoint

   Tribal
   - Tribal BHASO/MCO Statement

10) Based on question #9 above, describe in detail the history the applicant has working with the selected BH-ASO and selected MCO entities and how the applicant will continue to work with them if this application is successful.

    To be eligible for funding, the applicant must upload letters of support from both the BH-ASO and one of the MCOs selected above unless otherwise specified. Tribal applicants may state N/A if using Tribal BHASO/MCO Statement.

11) Provide a preliminary scope of work that explains ALL of the items selected in question #2 above. 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.

12) Has a direct appropriation, competitive award, or non-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 checking the boxes below, the applicant commits to the requirements specified in the 2025-27 Washington State capital budget.

Each of the following must be committed to for the eligibility screening to be considered.

- Develop the application in collaboration with one or more regional behavioral health entities that administer the purchasing of services.
- Meet applicable licensing and certification requirements in the facility that will be used to provide services.
- Serve persons who are publicly funded.
- Serve persons detained for involuntary commitment, as applicable by facility type, under 71.05 RCW.
- Maintain and operate beds or a facility for a time period commensurate to state investment, but for at least a 10-year period.
- Provide the date upon which structural modifications or construction would begin and the anticipated date of completion of the project.
- Provide a detailed estimate of the costs associated with opening the beds.
- Provide a financial plan demonstrating the applicant's ability to maintain and operate the facility.
- Work with local courts and prosecutors as applicable to ensure that prosecutors and courts in the area served by the hospital or facility will be available to conduct involuntary commitment hearings and proceedings under chapter 71.05 RCW.

Documents requested

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

Document requested	Question	Required?
Service licenses and contracts as applicable	4, 5	Required
Parent or partner organization support	7	Required if applicable
Facilities, entities, additional LLCs	8	Required if applicable
Letter of support from the BH-ASO or Tribal BHASO Statement	10	Required
Letter of support from selected MCO or Tribal MCO Statement	10	Required

Application Questions tab

1) Grantees are required to commit to 10 years of service at the site where the grant funds will be used. Does the applicant currently own or lease the property where the grant funds will be used?

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

- Own
- Lease of less than 10 years remaining on the term and owner is not aware we have applied for this funding

- 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
- Lease of 10 or more years remaining on the term

2) Facilities that provide beds and treatment must utilize DOH Construction Review Services (CRS). What is the status of this capital project's CRS review?

- Not yet started a CRS review but will once funding for this capital project is secured
- Initiated a CRS for this capital project
- Completed a CRS review for this capital project
- CRS review is not applicable to this project

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, 2027. 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, 2029. 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 documentation (e.g., a letter of intent from another funding source or an existing purchase and sale agreement) 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	
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 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) 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.

5) What is the name of the service provider at the facility?

6) What ages are currently served at the facility? Select all that apply.

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

7) Enter the number of currently licensed beds in the facility for each specific service. Enter N/A for services that are not applicable.

   - Crisis stabilization unit
   - Youth Residential Crisis Stabilization Program
   - Intensive behavioral health treatment
   - Evaluation and treatment – Adult
   - Evaluation and treatment – Youth
   - Children's Long Term Inpatient Program
   - 90- and 180-day civil commitment
   - Secure withdrawal management – Adult
   - Secure withdrawal management – Youth
   - Residential and inpatient mental health treatment – Adult
   - Residential and inpatient mental health treatment – Youth
   - Residential and inpatient substance use disorder – Adult
   - Residential and inpatient substance use disorder – Youth
   - Withdrawal management – Adult
   - Withdrawal management – Youth
   - Enhanced adult residential care with community stability support
   - Enhanced adult residential care with specialized dementia care
   - Enhanced services facility

8) For the beds identified in #7 above, enter the number of people served with those beds for the past three years. Enter N/A if applicable.

   - People served in 2023
   - People served in 2024
   - People served in 2025
   - N/A

9) What other behavioral health services is the facility currently licensed, certified, or contracted to provide?

   - 23-hour crisis relief center
   - Mental health peer respite
   - Opioid Treatment Program

- Outpatient crisis outreach, observation, and intervention
- Outpatient intervention, assessment and treatment services
- N/A

10) Enter the number of healthcare recliners currently in the facility and the number of people served with those recliners for the past three years. Enter N/A if applicable.

- People served in 2023
- People served in 2024
- People served in 2025
- N/A

11) Enter the number of people who received outpatient services for the past three years. Enter N/A if not applicable.

- People served in 2023
- People served in 2024
- People served in 2025
- N/A

12) How does the facility meet the staffing requirements to provide the services identified above? Describe the staffing pattern. Explain how staff ensures the safety of all clients at the facility. Include details on co-mingling of age groups.

Questions specific to closure prevention

13) 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.

14) Does the preliminary Scope of Work in your Eligibility Screening fully resolve the problem/opportunity? If not, how do you plan to resolve it?

15) 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.

16) How will long-term sustainability of the finished project and its associated outcomes be achieved?

17) What are the impacts to the local community if this project is not funded?

18) 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 CCF Grantee Toolkit – Commerce for costs that are allowed for reimbursement by our 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, email our 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 grant amount you are requesting along with all other funding sources. There are three columns on this table.

Column #1

Column #1 is specific to the total funding amount needed to complete the Scope of Work as indicated in the application. This will include the 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.

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 equal to total of Column #1 in the Sources of Funds table above to complete the Scope of Work.

Applicants must review costs input into this column to the CCF Grantee Toolkit – Commerce eligible and ineligible costs section. If you indicate a cost in this column and it is not allowable by our program, we will not cover the cost if you are awarded a grant. 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 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 simultaneously 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 additional information about these documents.

Document requested	Question	Required?
Site control	1	Required
Contingencies	4	Optional
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.

The following documents are required for all applicants to substantiate the information in 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 BHF 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.

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 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

For questions about the application, notice of funding opportunity, or program guidelines, contact our program at BHFInquiry@commerce.wa.gov. Allow three 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 our 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 a 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

Our 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. Our program shall notify the applicant if additional time is needed.

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

XI. Disclaimer

Our program reserves the right to revise this notice of funding opportunity and our program guidelines at any time. Updated information will be published on our 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 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.