



Department of Commerce

Behavioral Health Facilities (BHF) Program Guidelines for 2019-2021 Competitive Awards — Round One

September 2019

**This round opens September 6, 2019 and closes
November 6, 2019 at 5:00 p.m.**

Local Government Division
Community Capital Facilities

[Behavioral Health Facilities Program](#)

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Welcome to Commerce’s 2019-2021 Behavioral Health Facilities (BHF) Grant Program. We have developed these guidelines to help you understand our program.

These guidelines cover:

- Competitive application requirements and timelines
- Competitive application scoring
- Competitively awarded funding conditions
- Contracting process
- Invoicing and reimbursement processes

The **2019-2021 Legislature’s [capital budget](#)** appropriated **\$47,000,000 for BHF Program’s competitive process** and **\$71,543,000 for direct appropriations**. All funds contracted through the BHF Program are issued as grants and are specifically for community hospitals or other community providers to expand and establish new capacity for behavioral health services in communities. Funds will be used for construction and equipment costs associated with establishment of facilities. Funding for the acquisition of a facility or land is also allowed under the legislation as long as it results in an increased capacity in behavioral health services.

This publication is available in an alternative format upon request. Commerce opportunities are accessible to persons with disabilities. Accommodations may be arranged with a minimum of 10 working days’ notice.

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For questions related to facility and service types, go to our website and on the right side of the page see the "Need Help?" section for contact information of advisory group members.

FIVE STEPS TO OBTAIN A GRANT

STEP 1: Decide whether you are eligible and ready to apply

This is a highly competitive grant program, so before submitting your grant application, please read these guidelines thoroughly and carefully.

STEP 2: Completing Your Application

When the Fall 2019 Round One application becomes available on September 6, 2019, please visit our webpage where a direct link to ZoomGrants can be found. Before submitting your grant application, we strongly encourage you to have the planning and development of your project well underway.

Depending on the project type, applications for the 2019-2021 competitive funding rounds will either be submitted through ZoomGrants, our online grant management system, or electronically via email.

STEP 3: Application Review

All Commerce's BHF grants are awarded through a competitive process. The applications will be reviewed and scored by the Behavioral Health Facilities Advisory scoring committee.

STEP 4: Contract Development

If you are awarded a BHF grant, Commerce will draft and negotiate a contract with your organization. The contract must be executed, the grant securitized, and the Department of Health (DOH) Construction Review completed before disbursement of funds can occur.

STEP 5: Incur Costs and Request Reimbursement

This is a reimbursement-style grant. This means, Commerce does not provide any advance payments nor pay contractors/subcontractors directly.

APPLYING FOR A COMPETATIVE GRANT

Who May Apply

Our program is open to nonprofits, public entities, for-profit businesses and tribes. You must be a registered business in the State of Washington and be able to meet all applicable licensing and certification requirements under specific RCWs or WACs pertaining to the behavioral health services you are offering.

Funded Project Types

The BHF Program supports Washington's commitment to expanding and to establishing new capacity for behavioral health services in communities. The Commerce 2019-2021 BHF Program offers funding in the following categories:

In-Patient and/or Residential Treatment

- Enhanced Service Facilities (ESF)
- Enhanced Adult Residential Care Facilities providing:
 - ◊ Long-term Placement for People with Dementia
- Mental Health Peer Respite Centers
- Hospitals and Residential Treatment Facilities (RTF) providing at least one of the following services:
 - ◊ Secure Withdrawal Management and Stabilization
 - ◊ Crisis Diversion or Crisis Stabilization
 - ◊ Treatment for persons on 90-180 civil commitment order
 - ◊ Evaluation and Treatment
 - ◊ Intensive Behavioral Health Treatment
 - ◊ Behavioral health treatment that address regional needs.
 - ◊ Services for children and minor youth including but not limited to: substance use disorder treatment, sexual assault and traumatic stress, anxiety, or depression, and interventions for children exhibiting aggressive or depressive behaviors.

Out-Patient Treatment

- Facilities providing behavioral health services for children and minor youth including, but not limited to: substance use disorder treatment, sexual assault and traumatic stress, anxiety, or depression, and interventions for children exhibiting aggressive or depressive behaviors.
- Behavioral health treatment that address regional needs.

Application Submission

Applications must be submitted through ZoomGrants, our online grant management system.

Go to the [ZoomGrants](#) website to sign-up for an account and get started with your application.

ZOOMGRANTS

If you have a ZoomGrants account, log in and search for applications available through Department of Commerce or click on the links below.

If you are a new user, go to [ZoomGrants](#) and complete the required information for a new ZoomGrants “Applicant” account .

- Please do not use “The” as the first word in the agency name when creating your ZoomGrants account profile.

Click on the link below to go to an applicable application:

- [2019-2021 BHF Grant Program Applications for SWMS or Community Providers to Increase Behavioral Health Services and Capacity for Children and Minor Youth](#); or
- [2019-2021 BHF Grant Program Applications for ESF or SDC Facilities](#)

For technical assistance, contact [ZoomGrants](#) directly by clicking on the link above or calling 866-323-5404 x.2

TAB 1: APPLICATION SUMMARY

This section includes basic information concerning your organization and project. This section must be completed in its entirety. Complete the information on this tab before completing the Threshold questions.

TAB 2: THRESHOLD

Answering the questions on the Threshold Tab is required to move forward in completing an application. Answer the questions, click the submit button, and then Commerce program staff will notify you if your application can move forward. You will be notified by staff, via email, within 48 hours, Monday through Friday, of your status for continuation.

TAB 3: APPLICATION QUESTIONS

Please answer all questions thoroughly. Pay attention to the directions provided for each question because some questions are multi-step. Answers to application questions are automatically saved after each response.

TAB 4: BUDGET

When completing your project budget:

- For Sources of Funds, indicate **all sources** of funding that will be used to complete the project. Each source of funding should be listed on a separate line in the budget.
- For Use of Funds, we want to know the **total cost** associated with the project (or phase of a project) that in which the Commerce funds will be used.
- The total for Sources of Funds and the total for Use of Funds should balance. If the totals do not balance, provide an explanation as an attached document.

TAB 5: DOCUMENTS

The Documents section of the application is where you will upload documents required or that further explain your project.

- Save forms or documents on your computer, complete and then upload to ZoomGrants using the “Upload” button provided.
- Emailed or paper copies of documents will not be accepted by BHF Program staff and must be uploaded with your application in the ZoomGrants system.
- Failure to provide the requested information in the application, inaccurate or incomplete information, or required documentation by the submittal deadline will result in the proposal being disqualified.

Funding Availability and Timing

Our 2019-2021 program will have multiple rounds of competition. There is a total of \$47,000,000 available. Commerce uses a competitive process to distribute grants.

The maximum amount of funds an applicant can receive is **\$2,000,000 per project**.

Awarded Commerce grants are subject to an administrative fee. We will deduct two-percent (capped at \$50,000) from all 2019-2021 grant awards for our administrative fee. The fee will reduce your total grant amount and will be reflected as a net grant amount in your contract.

Note:

1. Commerce reserves the right to modify your grant request amount based on application demand. Additionally, final awards may take into account fair and equitable geographic distribution and applicant’s access to other sources of funds necessary to complete the project.
2. Funds in this application round are only for projects that are not subject to federal funding restrictions that apply to institutions of mental diseases (IMD).

Fall 2019 Round One

There is a total of \$20,000,000 available for this round in four competitive grants categories:

- \$4,000,000 is provided solely for enhanced service facilities for long-term placement of patients discharged or diverted from the state psychiatric hospitals; **or**
 - \$10,000,000 is provided solely for enhanced adult residential care facilities for long-term placements of dementia discharged or diverted from the state psychiatric hospitals; **or**
 - \$2,000,000 is provided to increase behavioral health services and capacity for children and minor youth including, but not limited to, services for substance use disorder treatment, sexual assault and traumatic stress, anxiety, or depression, and interventions for children exhibiting aggressive or de-pressive behaviors. Consideration will be given to programs that incorporate outreach and treatment for youth dealing with mental health or social isolation issues; **or**
 - \$4,000,000 is provided solely for secure withdrawal management and stabilization treatment beds.
- Application opens September 6, 2019
 - Application closes November 6, 2019 at 5 p.m.
 - Application and required documentation must be submitted through ZoomGrants.

Spring/Summer 2020 Round

There is a total of \$21,000,000 available for this round in three categories:

- \$5,000,000 is provided solely for at least four mental health peer respite centers. No more than one mental health peer respite center should be funded in each of the nine regions; **or**

- \$8,000,000 is provided solely for community hospitals, freestanding evaluation and treatment providers, or freestanding psychiatric hospitals to develop capacity for beds to serve individuals on ninety-day or one-hundred eighty-day civil commitments. Funding must increase capacity to serve individuals who will be transitioned from or diverted from the state hospitals. Awardees of these funds must demonstrate that they are able to meet the applicable licensing and certification requirements for the facility as outlined by the Department of Health and the Health Care Authority and the awardee must demonstrate that the Health Care Authority intends to contract with the facility for operating costs; **or**
 - \$8,000,000 is provided solely for at least four intensive behavioral health treatment facilities for long-term placement of behavioral health patients with complex needs.
- Application opens: More information will be provided early in 2020
 - Application closes: TBD
 - Application and required documentation must be submitted through **ZoomGrants**.

Trueblood 2019-2020 Round

There is a total of \$2,000,000 available for this grant category to provide solely for crisis diversion or stabilization facilities to add sixteen beds in the Spokane region that will address both urban and rural needs, consistent with the settlement agreement in *A.B., by and through Trueblood, et al., v. DSHS, et al.*

- Application opens: TBD
- Application closes: TBD
- Application and required documentation will be submitted via a methodology that is TBD.

Eligible Project Costs

Commerce's capital budget funds may generally be used to pay for real property and construction and equipment related expense listed below. Commerce can reimburse for these expenses **only** if they were incurred after May 21, 2019. Any expenses before this date **cannot be reimbursed**.

- Acquisition of facility or land if it results in increased behavioral health services capacity (costs directly associated with such purchase);
- Design, engineering, architectural, and planning;
- Construction management and observation (from external sources only): This is onsite management and/or supervision of the work site and workers. This does not include work performed by off-site consultants or consultant organizations, grant writers, or employees of the grantee, unless the employee is hired solely and specifically to perform on-site construction management as defined above;
- Construction costs including, but not limited to, the following:
 - Site preparation and improvements;
 - Permits and fees;
 - Labor and materials;
 - Taxes on project good and services;
 - Capitalized equipment (such as beds);
 - Information technology infrastructure (cables and wiring);
 - Landscaping.

Ineligible Project Costs

All our grants are intended to fund bricks and mortar unless otherwise designated in the budget or supporting legislative materials. The following costs below are not eligible for reimbursement.

- Internal administrative costs, in-house labor, or activities;
- Feasibility studies (unless associated with project development such as required by local government transportation studies for new construction);
- Computers or office equipment (Furnishings and equipment are considered eligible costs as long as they average useful life of the item purchase is 13 years or more);
- Rolling stock (such as vehicles);
- Lease payments for rental of equipment or facilities;
- Maintenance costs associated with operations of the facility, operating costs associated with the treatment of patients using services of the facility, costs associated with moving of equipment, furniture, etc. within or between facilities.

2019-2021 CONDITIONS OF FUNDING

Grant Awards

- 1) An applicant may apply for more than one grant under the following conditions:
 - a. Each grant being applied for is for a different project; and
 - b. If you've previously received a BHF grant for a project you were not able to complete, you **cannot** apply for more funding for the same project.

Note: If your project received a direct appropriation in the 2017-2019 state capital budget and/or the 2018 state capital supplemental budget and/or the 2019-2021 state capital budget, you may still apply for a competitive grant, but **not** for the same project you received your direct appropriations for.

- 2) Funds are provided solely to community hospitals or other community providers to expand and to establish new capacity for behavioral health services in communities.
- 3) All acquisition projects must provide a current (within the past nine months) appraisal or county assessment of the site to be purchased.
- 4) Projects must be developed in collaboration with one or more regional behavioral health entity that administer the purchasing of services.
- 5) Projects must address gaps in geographical behavioral health service needs in the region. Commerce prioritizes projects that increase capacity in unserved and underserved areas of the state focusing on geographic distribution and allocation of funding based on population and the area's service needs.
- 6) Applicants must meet applicable licensing and certification requirements in the facility that will be used to provide services.
- 7) Applicants must serve persons who are publicly funded and persons detained under the involuntary treatment act under chapter [71.05 RCW](#). Applicants must also show a commitment to work with local courts and prosecutors to ensure that these entities in the area served by the hospital or facility will be available to conduct involuntary commitment hearings and proceedings under chapter [71.05 RCW](#).
- 8) Applicants must maintain and operate the beds and facility for a time period commensurate to the state investment, but for at least a fifteen-year period.

SCORING INFORMATION

Applications for the Fall 2019 Round One will be scored based on responses to the following questions. When answering these questions, please be as thorough as possible. Some questions are Yes/No but also require additional information elsewhere in the application in order to substantiate the response. If the additional information is not provided, the question will be scored as a No response. Do not assume the person reading and scoring the application knows anything about your project. You must answer all applicable questions pertaining to your grant request.

Competitive applications for BHF Program grants will be scored on the following information (if applicable):

1. Has provided evidence the application was developed in collaboration with one or more behavioral health organizations (BHO) as defined in [RCW 71.24.025](#), or entities that assume the responsibilities of the BHO in regions in which the Health Care Authority (HCA) is purchasing medical and behavioral health services through fully integrated contracts as defined in [RCW 71.24.025](#) and pursuant to [RCW 71.24.380](#).
2. Has provided evidence the applicant has assessed and would meet gaps in geographical behavioral health services needs in their region.
3. Attests to a commitment by the applicant to serve persons who are publicly funded and persons detained under the involuntary treatment act under chapter [71.05 RCW](#).
4. Attests to a commitment by the applicant to maintain and operate the beds or facility for at least a fifteen-year period.
5. Has provided the date upon which structural modifications or construction would begin and the anticipated date of completion of the project.
6. Has provided a detailed estimate of the costs associated with opening the beds.
7. Attests to the applicant's commitment to work with local courts and prosecutors 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](#).
8. Has provided evidence of any local or partner resources applied to the project, including, but not limited to, regional non-Medicaid operating reserves or fund balances.
9. Has provided evidence that the grant, if awarded, will establish new capacity for behavioral health services in the community.
10. Has provided evidence that the applicant is able to meet applicable licensing and certification requirements in the facility that will be used to provide services.
11. Has provided a financial plan demonstrating the ability to maintain and operate the facility.

Competitive applications for Enhanced Service Facilities (ESF) will be scored on the following questions:

1. Explain your commitment to serving people with personal care and complicated behaviors who are discharging or diverting from state hospitals into services provided through the Department of Social and Health Services (DSHS) Aging and Long-Term Support Administration (AL TSA).
2. Are you working with AL TSA to understand the need for an ESF that serves AL TSA clients in the county in which you propose to develop an ESF?
3. Are you familiar with the licensing requirements of an ESF as outlined in Chapter [388-107 WAC](#)?
4. Have you contacted the local city/county planning department to discuss zoning requirements in the city/county in which you propose to develop an ESF?

Competitive applications for Specialized Dementia Care Facilities (SDC) will be scored on the following questions:

Threshold: Grant applications for funding SDC facilities, absent these two assurances, the application will be rejected.

1. Applicant must provide written assurance that the proposed facility will provide more than 50% of the beds to serve only Medicaid clients for at least 15 years.
2. Applicant must provide written assurance that the proposed facility will commit to accept Medicaid clients with no prior private-pay requirements for at least 15 years

General Questions for SDC Facilities:

1. Is the city/county in which you propose to develop an SDC facility in King, Snohomish, or Clark County?
2. Explain your experience in serving clients with dementia.
3. Are you working with AL TSA to understand the need for an specialized dementia care facility in the county in which you are proposing to develop this facility?
4. Are you familiar with the licensing requirements for an Assisted Living Facility found in [WAC 388-78A](#)?
5. Are you familiar with the Specialized Dementia Care program contractual requirements and standards of care found in Chapter [388-110 WAC](#)?

Note: Grant applicants who are successful and are awarded grant funds are not guaranteed a SDC contract with AL TSA. In order to receive a SDC contract, the applicant must submit a Technical Proposal to AL TSA; the Technical Proposal must be approved before the facility receives an SDC contract.

Competitive applications for Secure Withdrawal Management Services Treatment (SWMS) will be scored on the following questions:

1. Explain your commitment to work with Designated Crisis Responders.
2. Verify your commitment to establishing and maintaining working relationships with local hospitals in order to comply with the WAC requirements under (patients transfers) if beyond your level/scope of care.
3. Provide letters of Agreement from MCOs that they will contract with your facility or otherwise purchase Secure Withdrawal Management Services from your facility.
4. Provide letters of commitment showing support from your sponsoring organization to the long-term (at least fifteen years) success of the project.
5. Provide a plan demonstrating clinical understanding of SWMS facilities including: *staffing of unit; Medical Services; Assessment, Treatment services, planning and discharge components; Medication and Medication Assisted Treatment; Role of the DCR and Court Process.*
6. Explain your commitment to work with local courts & prosecutors to ensure that prosecutors & courts in the area served by the hospital or facility will be available to conduct involuntary commitment hearings & proceedings under chapter [71.05 RCW](#).

Competitive applications for facilities that provide behavioral health services and capacity for children and minor youth will be scored on the following information:

1. Explain how many youth your program expects to serve in years 1, 2 and 3.
2. Explain how your agency will maintain a high level of empathy to create an environment of acceptance and comfort.
3. Explain how your agency facilitates an environment that feels supportive and safe.
4. Explain your experience in providing trauma-focused therapy.
5. Indicate the practices you employ in working with youth with trauma and clients who have tendencies toward self-harm.
6. Indicate your experience in treating survivors of sexual assault treatment and trauma in a therapeutic process.
7. Provide a plan to increase behavioral health services for children and youth. Include the type of services you will provide and for how long the duration of services will be provided.
8. Indicate your experience in treating or providing services for substances use disorder treatment.
9. Explain how your agency will sustain the increase in service capacity.

CONTRACT SPECIFICATIONS

Overview

All Grantees are required to have a signed executed contract with Commerce for their project. Generally, contracts can take up to three weeks to execute once all required information is provided to Commerce. It can take longer if a Grantee wishes to request any change to state approved contract language. Any contract language change must be reviewed and agreed upon by Commerce's Assistant Attorney General.

Awarded funds from the 2019-2021 state capital budget must be expended by June 30, 2021. Washington operates under a biennial (two-year) budget and all funding appropriated in the 2019-2021 capital budget, must, by law, lapse at the close of the biennium (June 30, 2021). Since projects may take more than two years to complete, Commerce will request a re-appropriation of any unspent funds as of that date. However, we cannot guarantee that the Legislature will agree to extend funding, nor can we legally obligate funds from one biennium to the next.

Site Control and Project Feasibility

Grantees must demonstrate site control and project feasibility. Site control must be for a minimum of 15-years after final grant payment either through outright ownership of the subject property or a long-term lease. This does not apply to awards solely for acquisition and some direct appropriations may have a different term requirement. Site control can be shown by providing any of these documents:

- Property tax statement
- Deed of Trust
- County Assessor record

Project feasibility is shown in the application's budgeting documents as well as during the contracting process.

DOH Technical Assistance Review and Construction Review

Projects in the pre-design phase (typically this means plans for new construction, re-hab or renovation have not been completed) **and** that include acquisition of a building, new construction, renovation or re-hab on a structure where in-patient services will be provided must utilize the Department of Health's (DOH) Technical Assistance Review. Awardees must show progress in following through with the technical assistance provided before Commerce will execute a contract.

If the architectural drawings or plans are completed, the awardee does not necessarily need to go through the Technical Assistance Review but should work with DOH on the construction review. The DOH Construction Review must start prior to beginning project construction. Grantees must comply with this review. For more information go to [WA State Department of Health Construction Review Services](#).

Insurance and Securitization

All projects performed by **for-profit businesses and nonprofits** for construction, acquisition, and renovation receiving \$500,000 or more in state funds must provide:

- Property title insurance
- Deed of trust or leasehold deed of trust
- Promissory note

The deed of trust or leasehold deed of trust must be recorded and the title insurance provided to Commerce before reimbursement can begin.

All public entities being awarded funding are exempt from security/collateral requirements.

All Grantees must provide certification of liability and fidelity insurance for the project.

Our Capital Community Facilities Security Manager will contact grantees to move forward with this process.

Historic and Archeological Review

Some projects may need to be reviewed for archaeological and cultural resources. This is required of projects not undergoing a federal Section 106 review under the National Historic Preservation Act if the project:

- Acquires property; or
- Disturbs ground; or
- Involves structures more than 45 years

If your project falls into any of these categories, please contact the [WA Department of Archeology and Historic Preservation](#) (DAHP). DAHP will determine what your next steps need to be and whether or not you need to comply with the Governor's Executive Order 05-05. Also please contact the [Governor's Office of Indian Affairs](#) to determine what tribes in your area may be affected by your project. Communications with affected tribes must to be sent by [Certified Mail](#). A scanned copy of the letters sent and the confirmation of delivery, received once the Tribe(s) receives the letter, must be emailed to your contract manager. Please allow the Tribe(s) 30 days to respond from the date they receive the letter. If you do not hear back from the Tribe(s), when the 30 days is up, email your contract manager letting them know that no further communication from the tribe was received. If there is any communication with the Tribe(s), your contract manager must receive a copy of the communication.

State Public Works and Apprenticeship

All projects awarded to public entities (i.e. cities, counties, public hospitals, special purpose districts, etc.) must comply with public works statutes. See [RCW 39.80](#) to [RCW 39.04](#) that cover ordinary public works contracting. Apprenticeships are required on all construction costs over \$1 million dollars. For more information about public works, go to [MRSC's](#) website and for information on apprenticeships go to [WA State Department of Labor and Industries' Apprenticeship](#) site.

State Prevailing Wage

As a result of a court ruling, construction projects (including landscaping) receiving our grant funds may be required to pay state prevailing wages. Prevailing Wage requirements apply to awards as of the date on the award letter provided by the BHF Program. Projects that have incurred construction costs or are completed prior to the date indicated on the award letter, BHF Program funds used for reimbursement of those costs are exempt from Prevailing Wage requirements. Construction costs incurred on the day of and following the date indicated on the award letter, and that our funds are utilized for reimbursement, those costs must reflect payment of prevailing wage. Acquisition only projects are exempt. If your project receives any federal funds then you are required to pay whichever wage class rate is higher, either the Davis-Bacon Act federal wage scale or state prevailing wage. If you need technical information about prevailing wage, contact the state Department of Labor and Industries at (360) 902-5335 or PW1@lni.wa.gov.

State Lead-Based Paint

If a project involves remodeling, repairing, or painting a residential property, or child occupied facility built before 1978 the project must employ a Certified Lead Renovation Firm, who must assign an Individual Certified Lead Renovator to lead the activities.

Option 1: The Grantee needs to ensure that they hire someone fully certified with Firm and Individual Certifications (ask to see the contractor's certifications).

Option 2: The grantee can have their own Certified Lead Renovation Firm and Individual Certified Lead Renovator assigned to lead their project. (Reasonable cost of approx. \$275 to complete).

For technical assistance, contact the Lead-Based Paint Program at Commerce, lbinfo@commerce.wa.gov or call (360) 586-5323.

Rescinding of an Award

Your grant may be rescinded under the following conditions:

- The project scope of work does not match what was indicated in the application; or
- The grantee does not have funding to complete the project; or
- The grantee cannot demonstrate sufficient operating funding for the project.

Binding Agreements with Contractors

All grant awards are contingent on grantees reaching binding agreements with their contractors.

Contract Amendments

Commerce may grant contract amendments due to unforeseen circumstances. Changes to the Scope of Work will cause the application to be rescored. This may result in rescinding your award or a lower award amount. It is the Grantee's responsibility to request an amendment from Commerce and to work in a timely manner with BHF Program staff.

INCURRING COSTS AND REQUEST REIMBURSEMENT

Cost Incurred Start Date

Costs incurred as of May 21, 2019 may be reimbursed with funds awarded in the 2019—2021 biennium.

Cost reimbursement

Funds will be made available once a contract is executed. Funds are reimbursement based and cannot be advanced under any circumstances. Reimbursement costs are those the grantee has already incurred and paid. If the funds are needed to purchase real property, the grantee must contact us prior to using grant funds in this manner.

All reimbursements requests will be substantiated with appropriate backup documentation. Commerce does require submission of a [Reportable Expenses](#) form (aka Diverse Spend) listing every subcontractor and sub-subcontractor and if they are M/WBE. Your contract manager will provide more information to you when you receive your contract.

Accessing Funds

Grantees may draw down funds as frequently as once per month. Requests for reimbursement must be submitted on an A-19 form supplied by Commerce. Only one contracted project can be represented on an A-19. An individual authorized by the grantees organization must sign each A-19 submitted. Copies of invoices and proof of payments clearly documenting expenses claimed must accompany all requests for payment.

You are encouraged to submit your A-19 form and the back-up information either electronically through email or through our secure online access portal. Click [here](#) for more information about our secure online access portal.

Funds are electronically transferred using a Statewide Vendor Account (SWV) number you provide to us. If you need to set up a SWV account number, please review the [Office of Financial Management Statewide Vendor/Payee Services](#) page to learn how to create an account. This process may take a couple of weeks, so please make sure you have this information available for us in time for the application.

Minority/Women Business Enterprises (M/WBE)

Commerce does not require a percentage of the project work be given to small businesses or M/WBE companies. However, if your local jurisdiction has such laws they must be followed.

Program Glossary of Acronyms & Terms

Acronyms

- ALTSA—Aging and Long-Term Support Administration
- BHF—Behavioral Health Facilities
- BHO—Behavioral Health Organization
- COM—Department of Commerce
- DAHP—Department of Archeology and Historic Preservation
- DOH—Department of Health
- DSHS—Department of Social and Health Services
- ESF—Enhanced Services Facility
- GOIA—Governor’s Office of Indian Affairs
- HCA—Healthcare Authority
- LNI—WA State Labor and Industries
- MCO—Managed Care Organization
- MWBE—Minority & Women Business Enterprise
- RCW—Revised Code of Washington
- SDC—Specialized Dementia Care
- SUD—Substance Use Disorder
- SWMS—Secure Withdrawal Management Services
- WAC—Washington Administrative Code

Glossary

Amount Requested – Under the application summary tab in ZoomGrants, the field “Amount Requested,” must be completed. This field is where applicants indicate the Commerce grant amount being requested. This amount also must be included when filling out the “Sources of Funds,” table under the budget tab.

Scope of Work – Defines what work is to be completed by the project. It details mile-

stones, reports, deliverables, and outlines the end goal expected to be providing by performing the project.

Statements of Commitment – A statement of commitment letter documents how much money a funder is providing to an applicant. The letter(s) provide support for funds listed in the sources of funds table under the budget tab that have been secured or are in the process of being secured. Below are examples of who commitment letters can come from:

- Banks
- Private Investors
- Philanthropic Organizations
- Public Entities

Sources of Funds Table – The sources of funds table found under the budget tab of the online application, is a breakdown of where the funds of your project are coming from. This includes the Commerce grant amount you are requesting along with other non-state funding sources. **Note:** The total of the sources of funds **must be equal** to the total of the use of funds table.

Title Insurance – It is specific to each person giving money or loan to a property and/or grantee. It ensures that value of money being lent.

Total Project Costs – Under the application summary tab in ZoomGrants, the field “Total Project Costs,” must be completed. This field is where applicants indicate the total cost of the project. This can include purchasing property (land) or a building or remodeling either an existing facility or new facility. The total project cost amount must match the totals in the sources of funds and use of funds tables under the budget tab.

Use of Funds Table – The use of funds table under the budget tab of online application, is a breakdown of what you plan to spend the funds on. **Note:** The total of the use of funds **must be equal** to the total of the sources of funds table.