ZoomGrants

Introduction and Guidance for Reviewers – HCDAB Members

IN THIS GUIDE

Email LOGIN - New Members have been added to ZoomGrants using the email address listed on the Board Roster. Your email is your LOGIN

PASSWORD - An email from ZoomGrants Notices with the subject "ZoomGrants Password Reminder" will have the temporary password and needs to be changed after you Log In. If you do not receive the email in your Inbox, check the Spam or Junk folders.

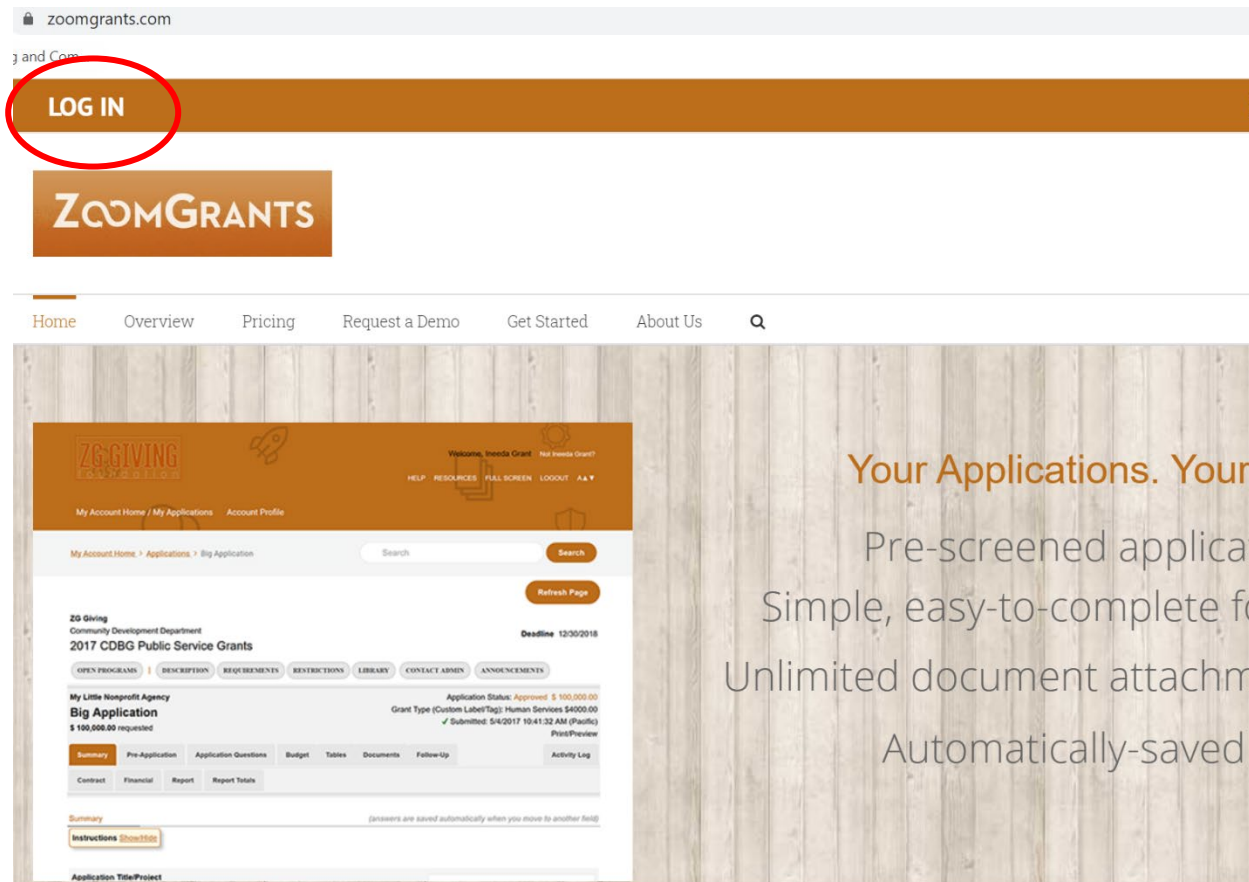*Email with the password and link to ZoomGrants home page for log in*

Click the link or enter the URL directly in Browser of choice.

NOTE: Suggest using Mozilla Firefox, Safari, Chrome, or Edge

ZoomGrants – http://www.zoomgrants.com

ZG homepage – click LOG IN

LOG IN

LOGIN Screen: Enter Email Login and Password (use Temporary Password from ZG Notices email - if it's your first time logging in, this will be Temp1234

Then you will see the SECURITY QUESTION screen where you will set up questions and answers for your user account/login/password

Security Questions

In order to better protect your account, your data, and your privacy, we have added password recovery questions to your profile. Please select the three questions / answer pairs below.

Question #1: Select ▾

Answer #1:

Question #2: Select ▾

Answer #2:

Question #3: Select ▾

Answer #3:

Save

Once you've entered and saved the Security Questions, you will see the Programs you have access to Review.

NOTE: ==Account Settings== allows you to change Password; but you'll need to click ==Programs== to see the screen below to access the ==FY25/26 Program Applications== you are reviewing.

Click on one of the two FY25/26 Programs, to see the Application Dashboard, as seen in screenshot on next page.

City of Mesa Housing and Community Development

Account Settings   Programs   Help

nnouncements

Administrators   Reviewers   ZoomGrants   Add New

Show Announcements

otal messages

> FY25/26 Public Services: CDBG, ESG, HOME TBRA and Human Services/ABC

ew Items Submitted

Show New Items

> FY25/26 HOME Investment Partnership Program for Development

asks

ity of Mesa Housing and Community Development General Instructions

dd General Instructions

Current Programs   All Programs   Add a Program

★ **My Favorite Programs**

★ FY25/26 Public Services: CDBG, ESG, HOME TBRA, and Human Services/ABC
closed 10/2/2024

★ FY25/26 HOME Investment Partnerships Programs for Development
closed 10/2/2024

★ FY24/25 Public Services: CDBG, ESG, HOME TBRA, and Human Services/ABC
closed 10/9/2023

★ FY24/25 CDBG Non-Public Services
closed 10/9/2023

This is the Program's Dashboard - screenshot shows the *FY25/26 Public Services applications* being reviewed; you will be able to access the applications in a couple of different ways:

1. *Click the **Applications** tab at the top **OR,** click **View All** - this will bring up all applications in alphabetical order (regardless of funding source requested);*
2. ***OR,** click in the **Pie Chart** for a specific Funding Source/Activity (such as CDBG Public Services) – that will bring up all the CDBG Public Services applications*

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Powered by ZoomG

City of Mesa Housing and Community Development

Account Settings   Programs

1

2

Programs > FY25/26 Public Services ... SG, HOME TBRA, and Human Services/ABC > Dashboard

FY25/26 Public Services: CDBG, ESG, HOME TBRA, and Human Services/ABC

| Dashboard | Applications | Scoring | Financial | Reporting | Data | Program Setup |

Program Dashboard

Announcements

| Administrators | Reviewers | Applicants | Add New |

➕ Show Announcements

total messages

New Items Submitted

➕ Show New Items

Tasks

Group Emails Sent

Date	# Sent	Sent By
9/18/2024 9:05:28 AM	2	Aaron Eaton
9/18/2024 8:44:06 AM	3	Constance Bachman

Program Instructions

Add Program Instructions 🖊

Program Online Meeting

Join Meeting

Applications

█ Approved   █ Declined   █ Undecided   ░ Not Submitted

Official Decisions

0   20   40   60   80

$ 0.00 Approved

52 Submitted [32 New]   (View All)

Applications Submitted - By Funding Sources

● CDBG - Public Service
● ESG
● HOME - TBRA
● Human Services
● TESTING APPLICATION ONLY

17.3%

67.3%

Not Assigned	
CDBG - Public Service	9
ESG	5
HOME - TBRA	2
Human Services	35
TESTING APPLICATION ONLY	1

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$ 8,949,461.00 Available
Deadline: 10/13/2022

| Dashboard | Applications | Data |

Applications

Submitted Applications

|<< < > >>|

Page 1 of 1

Number Rows Per Page: All ▾   Sort By: Alphabetical ▾

Submitted Applications		Date Submitted	$ Requested	My Scores		Trial Decisions *(Committee)*	Official Decisions *(Committee)*
AGENCY NAME *APPLICATION TITLE*		10/12/2022 12:43:19 PM	$ 123,327.00	Print | PDF		Undecided	Undecided
AGENCY NAME *APPLICATION TITLE*		10/13/2022 3:07:28 PM	$ 104,786.00	Print | PDF		Undecided	Undecided
AGENCY NAME *APPLICATION TITLE*	w	10/13/2022 4:42:25 PM	$ 51,200.00	Print | PDF		Undecided	Undecided
AGENCY NAME *APPLICATION TITLE*	als New	10/13/2022 5:50:37 PM	$ 105,590.00	Print | PDF		Undecided	Undecided
AGENCY NAME *APPLICATION TITLE*	New	10/12/2022 6:30:51 PM	$ 500,000.00	Print | PDF		Undecided	Undecided
AGENCY NAME *APPLICATION TITLE*		10/13/2022 11:36:09 AM	$ 160,392.87	Print | PDF		Undecided	Undecided
AGENCY NAME *APPLICATION TITLE*	on MESAOU New	10/13/2022 11:34:09 AM	$ 71,819.02	Print | PDF		Undecided	Undecided
AGENCY NAME *APPLICATION TITLE*	urt Navigation New	10/12/2022 2:32:25 PM	$ 396,515.00	Print | PDF		Undecided	Undecided
AGENCY NAME *APPLICATION TITLE*		10/13/2022 3:39:49 PM	$ 80,055.00	Print | PDF		Undecided	Undecided
AGENCY NAME *APPLICATION TITLE*	LP) New	10/13/2022 8:49:58 PM	$ 114,492.00	Print | PDF		Undecided	Undecided
AGENCY NAME		10/13/2022 2:39:29 PM	$ 170,005.00	Print | PDF		Undecided	Undecided

To select an application, click on the Application Title (this is the Title the applicant gave to this proposal)

Here, you see the Summary, and other tabs at the top of the application. You will be most interested in the following three Tabs:

==Application Questions==, ==Budget==, and ==Review Tools==, but you can explore the other tabs that provide additional information as well.

USD$ **0.00** Availabl
Deadline: **11/24/20**

Dashboard	Applications	Scoring	Funding Allocations	Financial	Reporting	Data	Program Setup

A New Leaf

APPLICATION TITLE port Services

USD$ 85,000.00 Requested

Print/Preview

Next

Application	Application Summary	Application Questions	Budget	Tables	Uploads	Extra

Post-Decision

Official Decision [Undecided ▾]   USD$ [0.00]   ☐ **Notified of Official Decision** *(Applicant can view Official Decision, and access Post-Decision functions)*   **Review Tools**

APPLICANT INFORMATION

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APPLICANT INFORMATION

355 E University Dr

Application Submitted: 11/18/2020 12:48:04 PM

APPLICANT INFORMATION

SAM Expires 9/3/2021

APPLICANT INFORMATION

Settings

Primary Contact
[Not assigned ▾]

Applications Submitted - By Funding Sources
[CDBG - Public Service ▾]

☐ Open for Editing
(post-Deadline, this application only)

Official Decision Comment

Funding Instructions

Funding Date (mm/dd/yyyy)

IRS Verification

✓ **Verified Exempt Organization**

View IRS Record *Last updated 12/1/2019 9:11:20 AM*

Additional Contacts
Email Addresses, separated by comma

Applicant History
3 Approved ($215,000.00)
1 Declined
5 Undecided

Full Applicant History

SAM Verification

After reviewing the application, when you are ready to SCORE click the REVIEW TOOLS, which brings you to the HCDAB Scoring Questions.

NOTE – If you have a Conflict, PLEASE DO NOT ENTER A SCORE (not even a -0-). Leave Blank and mark as Conflict at the bottom of the Scoring page and initial where indicated

As you scroll down the page, you will see the Section that you will be scoring, as seen below.

Click to "show/hide" instructions – and you will see that each question is worth a max score of 5 points. Use the drop down to select the score for each question.

The space below each scoring question is for your comments/notes. Please know that the comments entered will be available for others to see.

The NOTES section you will see after you Scroll further down, are for your Personal Notes to use while evaluating the application.

Scoring

Instructions Show/Hide

The instructions you will see are available on next page

HCDAB Scoring Questions	Score	Weight	Ext. Score
1 Has the agency fully explained the development of this program/project? Has the agency identified how the program/project will be sustained long term? (Q.28) Comment *(limit 250 char.)* Comments go here	‒ ⌄	X 1 =	
2 Has the agency fully described the urgency and need for the program/project service in Mesa. (Q.29) Comment *(limit 250 char.)* Comments go here	‒ ⌄	X 1 =	
3 Has the agency fully described the impact of the program/project? Does the proposed program/project support and impact Mesa residents? (Q.30) Comment *(limit 250 char.)* Comments go here	‒ ⌄	X 1 =	
4 Has the agency fully described their accomplishments with past awarded funds for programs/projects? If this is a new program/project, has the agency explained their accomplishments with other funding sources for similar program/projects? (Q.31) Comment *(limit 250 char.)* Comments go here	‒ ⌄	X 1 =	
5 Goals, outcomes, objectives for their program/project. Comment *(limit 250 char.)* Comments go here	‒ ⌄	X 1 =	
6 Address their target clientele/beneficiaries, number of Mesa residents they propose to assist, and if applicable reason for an increase in service. Other funding sources for their program/project and any leveraged or matched funds. Comment *(limit 250 char.)* Comments go here	‒ ⌄	X 1 =	

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INSTRUCTIONS (click show/hide):

Scoring

Instructions Show/Hide

Housing and Community Development Advisory Board Members will score each question on a scale of 1 to 5:

1 – Poor

2 – Weak

3 – Satisfactory

4 – Above Average

5 – Excellent

These questions were included in the **Application Questions** under the section titled **HCDAB Priorities,** which begins with question **#28 on the Public Services: CDBG, ESG, HOME TBRA, and Human Services/ABC application.**

CONFLICT OF INTEREST - PLEASE DO NOT ENTER SCORES IF YOU HAVE A CONFLICT! *If you do have a conflict, please know that* **you must acknowledge and initial the Conflict of Interest Statement** *which is located near the bottom of the Scoring page, or it will appear as though you have not completed your scoring, and that you missed the application.*

NOTE: The HOME Development Application Questions will start with #30

SCROLL DOWN to CERTIFY - you will need to select one option to certify that you <mark>DO NOT have a Conflict,</mark> OR, that <mark>you DO have a Conflict</mark>, add initials, then click CERTIFY. This will allow the system to recognize that you are not going to submit a score and the average of the points will be based upon those that were able to Score without a Conflict. Please know that this does not take the place of the Statement that Board Members sign each year.

<mark>Be sure to check one of these boxes and initial on EVERY application.</mark>

Conflict Statement

As a member of the Housing and Community Development Advisory Board ("HCDAB"), I understand that it is my responsibility to disclose to the City of Mesa any personal interest in any matter pending before the HCDAB and shall not participate in any discussion or take action on such matter, as outlined in the City's Conflict of Interest Statement I've completed prior to participating in the FY2020/2021 Application Process.

I do not have any personal or professional potential conflict of interest with this applicant. Additionally, I do not have any immediate family members with personal or professional potential conflicts of interest with this applicant.

◉ I certify this statement is true.
◯ I have a conflict. *(explain below)*

Initials [   ] **Certify**

My Private Notes

Your Notes will **NOT** be viewable to anyone else.

APPLICANT INFORMATION

Part II - Application Questions *top*

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #5.

When an application has been deemed Ineligible/Not Qualified, here's what the Reviewers will see and what happens if they try to open one of the applications that has been marked as Not Qualified: