

# ZoomGrants

## **Introduction and Guidance for Reviewers – HCDAB Members**

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**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*

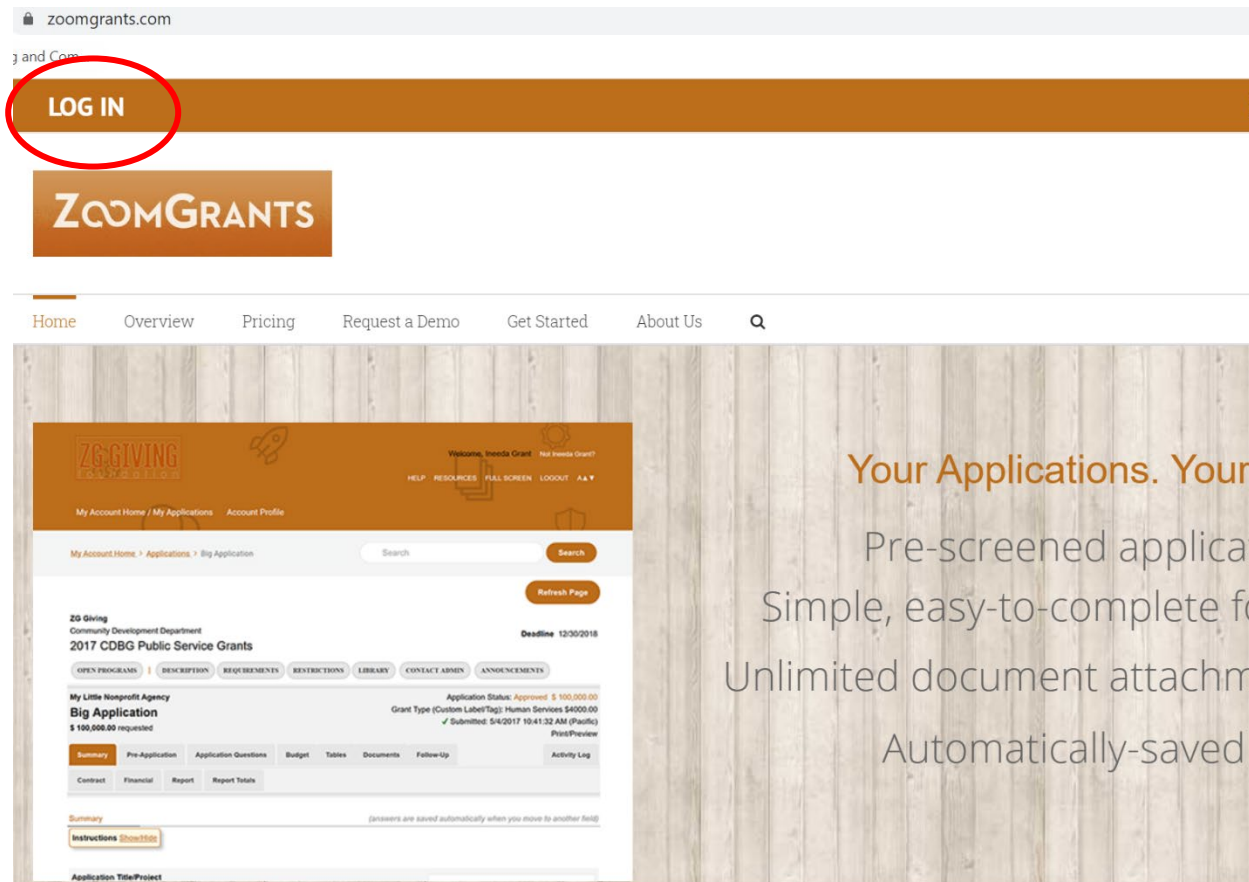


*Click the link or enter the URL directly in Browser of choice.*

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

## ZoomGrants – <http://www.zoomgrants.com>

ZG homepage – click LOG IN



Great Technology is a Given. Exceptional Service is our Promise.

Our features, flexibility, customization and support set ZoomGrants apart.

SIGN UP NOW

LOG IN

ZoomGrants

Home Overview Pricing Request a Demo Get Started About Us

## Login

Home Login

Email Login:

Password:

Remember me! (for Administrators and Reviewers only)

[Forgot Password](#)  
If you received an invitation, you need to Log in to Invitations here.

Clients Include

***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***



Welcome, Constance TESTING-REV

Programs

### 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:

Answer #1:

Question #2:

Answer #2:

Question #3:

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

**Announcements**

Administrators Reviewers ZoomGrants Add New

Show Announcements  
Total messages

**New Items Submitted**

Show New Items

**Tasks**

City of Mesa Housing and Community Development General Instructions  
Add 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

**mes**  
Powered by ZoomG  
City of Mesa Housing and Community Development

Account Settings Programs

Programs > FY25/26 Public Services > ESG, 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  
1 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 Decline Undecided Not Submitted

Official Decisions

52 Submitted 32 New View All

\$ 0.00 Approved

#### Applications Submitted - By Funding Sources

Legend: CDBG - Public Service, ESG, HOME - TBRA, Human Services, TESTING APPLICATION ONLY

Funding Source	Count	Percentage
Human Services	35	67.3%
CDBG - Public Service	9	17.3%
ESG	5	
HOME - TBRA	2	
TESTING APPLICATION ONLY	1	



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

- Dashboard
- Applications
- Data

### Applications

Submitted Applications

Navigation: |<< < > >>|  
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 <i>APPLICATION TITLE</i>	10/12/2022 12:43:19 PM	\$ 123,327.00 <a href="#">Print</a>   <a href="#">PDF</a>	<input type="text"/>	Undecided	Undecided
AGENCY NAME <i>APPLICATION TITLE</i>	10/13/2022 3:07:28 PM	\$ 104,786.00 <a href="#">Print</a>   <a href="#">PDF</a>	<input type="text"/>	Undecided	Undecided
AGENCY NAME <i>APPLICATION TITLE</i>	10/13/2022 4:42:25 PM	\$ 51,200.00 <a href="#">Print</a>   <a href="#">PDF</a>	<input type="text"/>	Undecided	Undecided
AGENCY NAME <i>APPLICATION TITLE</i>	10/13/2022 5:50:37 PM	\$ 105,590.00 <a href="#">Print</a>   <a href="#">PDF</a>	<input type="text"/>	Undecided	Undecided
AGENCY NAME <i>APPLICATION TITLE</i>	10/12/2022 6:30:51 PM	\$ 500,000.00 <a href="#">Print</a>   <a href="#">PDF</a>	<input type="text"/>	Undecided	Undecided
AGENCY NAME <i>APPLICATION TITLE</i>	10/13/2022 11:36:09 AM	\$ 160,392.87 <a href="#">Print</a>   <a href="#">PDF</a>	<input type="text"/>	Undecided	Undecided
AGENCY NAME <i>APPLICATION TITLE</i>	10/13/2022 11:34:09 AM	\$ 71,819.02 <a href="#">Print</a>   <a href="#">PDF</a>	<input type="text"/>	Undecided	Undecided
AGENCY NAME <i>APPLICATION TITLE</i>	10/12/2022 2:32:25 PM	\$ 396,515.00 <a href="#">Print</a>   <a href="#">PDF</a>	<input type="text"/>	Undecided	Undecided
AGENCY NAME <i>APPLICATION TITLE</i>	10/13/2022 3:39:49 PM	\$ 80,055.00 <a href="#">Print</a>   <a href="#">PDF</a>	<input type="text"/>	Undecided	Undecided
AGENCY NAME <i>APPLICATION TITLE</i>	10/13/2022 8:49:58 PM	\$ 114,492.00 <a href="#">Print</a>   <a href="#">PDF</a>	<input type="text"/>	Undecided	Undecided
AGENCY NAME <i>APPLICATION TITLE</i>	10/13/2022 2:39:29 PM	\$ 170,005.00 <a href="#">Print</a>   <a href="#">PDF</a>	<input type="text"/>	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.

The screenshot shows a web application interface for managing applications. At the top, a navigation bar includes tabs for Dashboard, Applications, Scoring, Funding Allocations, Financial, Reporting, Data, and Program Setup. Below this, a secondary navigation bar contains Application Summary, Application Questions, Budget, Tables, Uploads, and Extra. A 'Review Tools' button is also visible. The main content area is divided into several sections: 'APPLICANT INFORMATION' (repeated three times), 'Additional Contacts', 'Applicant History', 'IRS Verification' (showing 'Verified Exempt Organization'), and 'SAM Verification'. A 'Settings' panel on the right includes fields for Primary Contact, Applications Submitted - By Funding Sources, Open for Editing, Official Decision Comment, Funding Instructions, and Funding Date. A 'Review Tools' button is located in the top right of the main content area. Red arrows from the text above point to the 'Application Questions', 'Budget', and 'Review Tools' tabs.

USDS 0.00 Available  
Deadline: 11/24/20

Dashboard Applications Scoring Funding Allocations Financial Reporting Data Program Setup

APPLICATION TITLE Support Services

USDS 85,000.00 Requested

Print/Preview

Next

Application Application Summary Application Questions Budget Tables Uploads Extra

Post-Decision

Official Decision Undecided USDS 0.00  Notified of Official Decision (Applicant can view Official Decision, and access Post-Decision functions) Review Tools

Ap **APPLICANT INFORMATION**

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

**APPLICANT INFORMATION**

**APPLICANT INFORMATION**

SAM Expires 9/3/2021

**APPLICANT INFORMATION**

Additional Contacts  
Email Addresses, separated by comma

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

IRS Verification  
✓ Verified Exempt Organization  
View IRS Record Last updated 12/1/2019 9:11:20 AM

SAM Verification

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)

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**

The screenshot displays the 'Application Summary' page in a web application. At the top right, it shows '\$ 8,949,461.00 Available' and a 'Deadline: 10/13/2022'. The main header includes 'AGENCY NAME' (redacted) and 'Print/Preview' button. Below the header, a navigation bar contains 'Application', 'Application Summary', 'Application Questions', 'Budget', 'Tables', 'Uploads', and 'Extra'. The 'Application Summary' section shows 'Official Decision' as 'Undecided' and a requested amount of '\$ 0.00'. A 'Review Tools' button is visible. The 'Application Submitted' date is '10/12/2022 12:43:19 PM'. There are two large grey boxes labeled 'APPLICANT INFORMATION'. A 'Settings' panel on the right includes 'Primary Contact' (set to 'Not assigned'), 'Applications Submitted - By Funding Sources: CDBG - Public Service', and 'Awarded Applications Only - by Funding Source: -none-'. There is also an 'Open for Editing' checkbox.

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
<p>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)</p> <p>Comment (limit 250 char.)</p> <p>Comments go here</p>	--	X 1 =	
<p>2 Has the agency fully described the urgency and need for the program/project service in Mesa. (Q.29)</p> <p>Comment (limit 250 char.)</p> <p>Comments go here</p>	--	X 1 =	
<p>3 Has the agency fully described the impact of the program/project? Does the proposed program/project support and impact Mesa residents? (Q.30)</p> <p>Comment (limit 250 char.)</p> <p>Comments go here</p>	--	X 1 =	
<p>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)</p> <p>Comment (limit 250 char.)</p> <p>Comments go here</p>	--	X 1 =	
<p>5 Goals, outcomes, objectives for their program/project.</p> <p>Comment (limit 250 char.)</p> <p>Comments go here</p>	--	X 1 =	
<p>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.</p> <p>Comment (limit 250 char.)</p> <p>Comments go here</p>	--	X 1 =	

**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 **DO NOT have a Conflict**, OR, that **you DO have a Conflict**, 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.

**Be sure to check one of these boxes and initial on EVERY application.**

The screenshot shows a web-based application form. On the left, there is a white box containing the 'Conflict Statement' section. It includes a paragraph of text, a second paragraph, and two radio button options. Below the options is a large text input field for initials, a small 'Initials' label, and a brown 'Certify' button. Below this is the 'My Private Notes' section with a note that notes are not viewable to others and a large text input field. On the right, there is a large grey box labeled 'APPLICANT INFORMATION'. Below this box, there is a link for 'Part II - Application Questions' and a yellow warning box stating that some answers will not be presented based on the answer to question #5.

**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

**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:**

The screenshot shows a web browser window with the URL `zoomgrants.com/rlist2.asp?rfpid=2924&dtype=official&ftype=&f=&settingcustomfilters=true&f_custom=`. The page displays a table of grant applications. A modal dialog box is open, displaying the message: "www.zoomgrants.com says This application is Not Qualified and does not need to be reviewed." with an "OK" button. A red circle highlights the dialog box and the "Not Qualified" status in the table below.

AGENCY NAME	APPLICATION TITLE	AMOUNT	CURRENCY	STATUS	QUALIFICATION
AGENCY NAME	APPLICATION TITLE	500,000.00	USD\$	Undecided	Not Qualified
AGENCY NAME	APPLICATION TITLE	607,555.00	USD\$	Undecided	Undecided
AGENCY NAME	APPLICATION TITLE	220,600.00	USD\$	Undecided	Undecided
AGENCY NAME	APPLICATION TITLE	63,000.00	USD\$	Undecided	Undecided
AGENCY NAME	APPLICATION TITLE	37,674.00	USD\$	Undecided	Not Qualified
AGENCY NAME	APPLICATION TITLE	24,745.50	USD\$	Undecided	Not Qualified
AGENCY NAME	APPLICATION TITLE	188,435.00	USD\$	Undecided	Undecided
AGENCY NAME	APPLICATION TITLE	500,000.00	USD\$	Undecided	Not Qualified
AGENCY NAME	APPLICATION TITLE	45,000.00	USD\$	Undecided	Undecided
AGENCY NAME	APPLICATION TITLE	300,000.00	USD\$	Undecided	Undecided
<b>AGENCY NAME</b>		<b>3,593,272.50</b>	<b>USD\$</b>	<b>USD\$ 0.00</b>	<b>USD\$ 0.00</b>
<b>AGENCY NAME</b>			<b>USD\$</b>	<b>2,983,590.00</b>	<b>2,983,590.00</b>
<b>AGENCY NAME</b>			<b>USD\$</b>	<b>2,983,590.00</b>	<b>2,983,590.00</b>