

ZoomGrants

Introduction and Guidance for Reviewers – HCDAB Members

IN THIS GUIDE

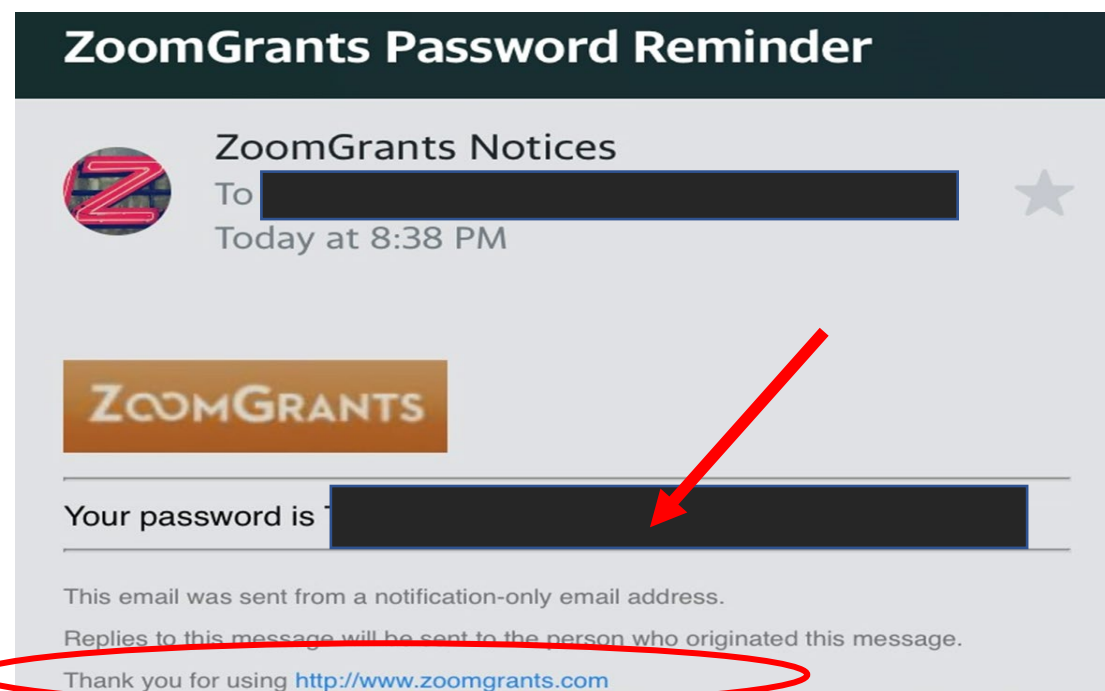
New Members – Accessing ZoomGrants and Account Set-up	page 3
Homepage - Account Settings & Programs	page 7
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Email LOGIN - New Members have been added to ZoomGrants using the email address listed on the Board Roster. Your email is your LOGIN

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.

If you have issues, please contact **Constance Bachman** at constance.bachman@mesaaz.gov or **480-644-3364**.

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

zoomgrants.com

LOG IN

ZOOMGRANTS

Home Overview Pricing Request a Demo Get Started About Us

Your Applications. Your

Pre-screened applicat

Simple, easy-to-complete fo

Unlimited document attachm

Automatically-saved

My Account Home / My Applications / Account Profile

My Account Home > Applications > Big Application

Search

Refresh Page

2017 CDBG Public Service Grants

My Little Nonprofit Agency Big Application

Application Status: Approved \$ 100,000.00

Grant Type (Custom LabelTag): Human Services \$4000.00

Submitted: 5/4/2017 10:41:32 AM (Pacific)

Summary Pre-Application Application Questions Budget Tables Documents Follow-Up Activity Log

Summary

Instructions [Show/Hide]

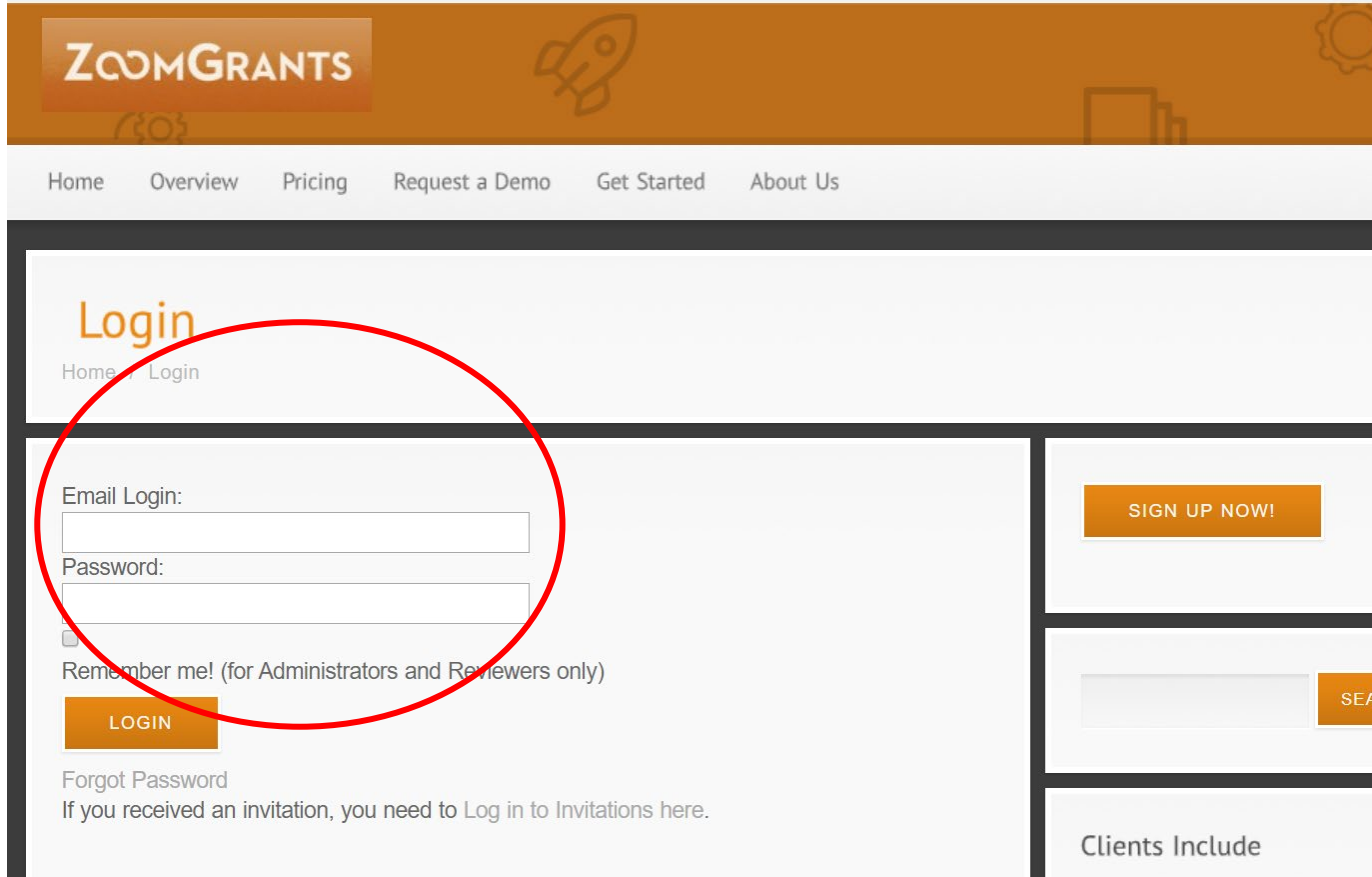
Application TitleProject

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

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

SIGN UP NOW

LOG IN



The image shows the ZoomGrants login page. At the top is a brown header with the ZoomGrants logo and navigation links: Home, Overview, Pricing, Request a Demo, Get Started, and About Us. Below the header is a dark grey bar. The main content area has a light grey background. On the left, there's a 'Login' section with a red circle around the email and password fields. The fields are labeled 'Email Login:' and 'Password:'. Below them is a 'Remember me!' checkbox and a 'LOGIN' button. To the right of the login fields is a 'SIGN UP NOW!' button. Below the sign up button is a search bar with a 'SEARCH' button. At the bottom right, there's a section titled 'Clients Include'.

ZoomGrants

Home Overview Pricing Request a Demo Get Started About Us

Login

Home Login

Email Login:

Password:

☐ Remember me! (for Administrators and Reviewers only)

LOGIN

Forgot Password

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

SIGN UP NOW!

SEARCH

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



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 **FY26/27 Program Applications** you are reviewing.

Click on one of the two FY26/27 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

1d General Instructions

All Account Programs Current Department Programs All Department Programs A

★ **My Favorite Programs**

★ [FY26/27 Public Services: CDBG, ESG, HOME TBRA, and Human Services/ABC](#)
closed 10/1/2025

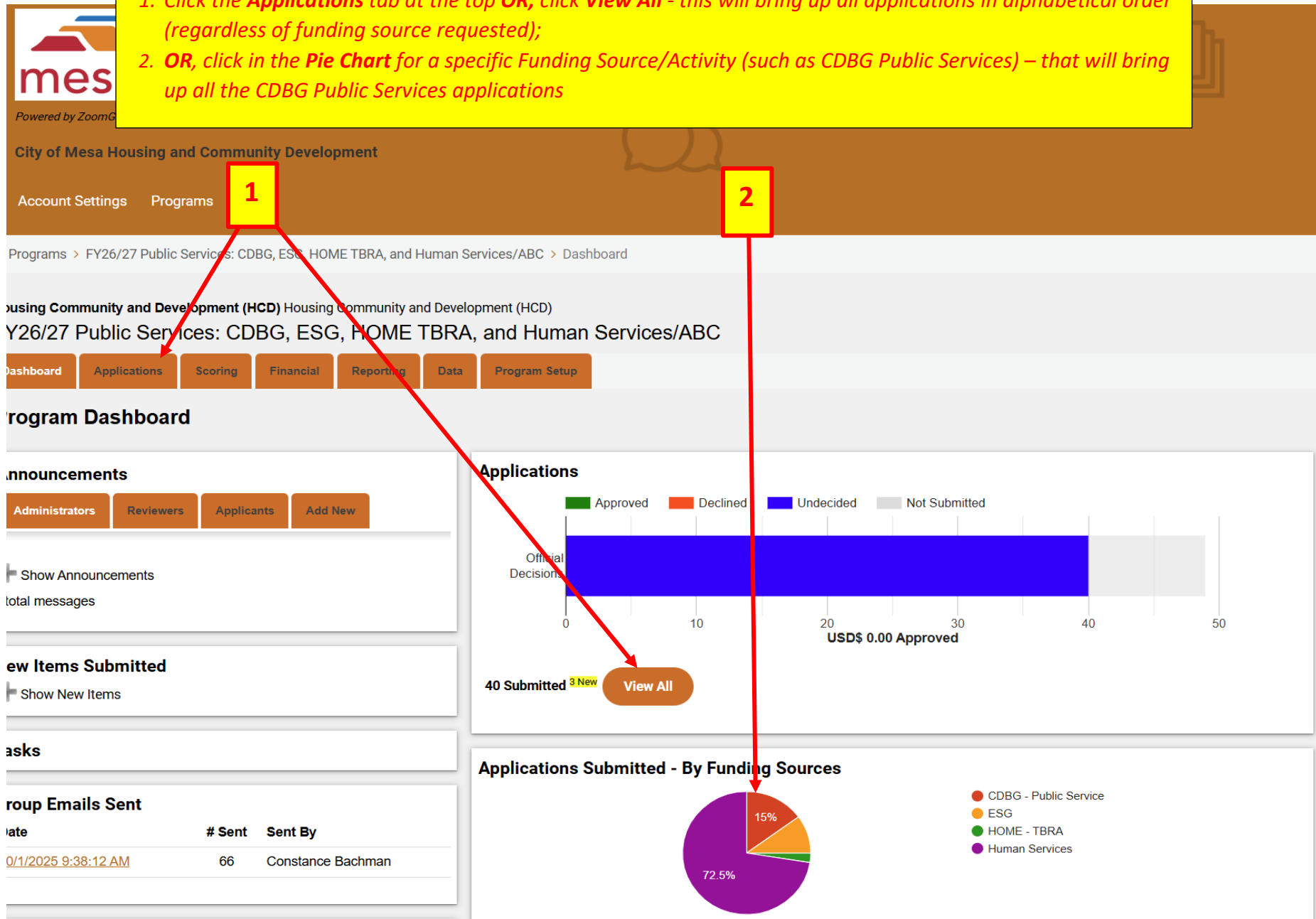
★ [FY26/27 HOME Investment Partnerships Programs for Development](#)
closed 10/1/2025

★ [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

This is the Program's Dashboard - screenshot shows the **FY26/27 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



\$ 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	10/13/2022 4:42:25 PM	\$ 51,200.00 Print PDF		Undecided	Undecided
AGENCY NAME APPLICATION TITLE	10/13/2022 5:50:37 PM	\$ 105,590.00 Print PDF		Undecided	Undecided
AGENCY NAME APPLICATION TITLE	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	10/13/2022 11:34:09 AM	\$ 71,819.02 Print PDF		Undecided	Undecided
AGENCY NAME APPLICATION TITLE	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	10/13/2022 8:49:58 PM	\$ 114,492.00 Print PDF		Undecided	Undecided
AGENCY NAME APPLICATION TITLE	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.

The screenshot shows a web application interface for managing applications. At the top, there is a navigation bar with tabs: Dashboard, Applications, Scoring, Funding Allocations, Financial, Reporting, Data, and Program Setup. Below this, a secondary navigation bar contains tabs: Application Summary, Application Questions, Budget, Tables, Uploads, and Extra. A third navigation bar includes 'Official Decision' (Undecided), 'USD\$ 0.00', a checkbox for 'Notified of Official Decision', and a 'Review Tools' button. The main content area is divided into several sections: 'APPLICANT INFORMATION' (repeated three times), 'APPLICANT INFORMATION' (repeated once), 'Additional Contacts', 'Applicant History', 'IRS Verification', 'SAM Verification', and 'Settings'. The 'Settings' section includes fields for Primary Contact, Applications Submitted - By Funding Sources, Open for Editing, Official Decision Comment, Funding Instructions, and Funding Date. Red arrows point from the text above to the 'Application Questions', 'Budget', and 'Review Tools' tabs.

USD\$ 0.00 Available
Deadline: 11/24/20

Dashboard Applications Scoring Funding Allocations Financial Reporting Data Program Setup

APPLICATION TITLE Support 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

Ap **APPLICANT INFORMATION**

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

APPLICANT INFORMATION

APPLICANT INFORMATION

SAM Expires 9/3/2021

APPLICANT INFORMATION

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)

Dashboard Applications Data

AGENCY NAME [REDACTED]

Application Summary Support Services

\$ 123,327.00 Requested

Print/Preview

[Next Submitted Application](#)

Application | **Application Summary** | Application Questions | Budget | Tables | Uploads | Extra

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

Application Summary

APPLICANT INFORMATION

Application Submitted: 10/12/2022 12:43:19 PM

Additional Contacts

Email Address(es), accepted by owner:

Settings

Primary Contact
Not assigned

Applications Submitted - By Funding Sources: CDBG - Public Service

Awarded Applications Only - by Funding Source: -none-

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

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.26) Comment (limit 1250 char.) Comments go here	-- v	X 1 =	
2 Has the agency fully described the urgency and need for the program/project service in Mesa. (Q.27) Comment (limit 1250 char.) Comments go here	-- v	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.28) Comment (limit 1250 char.) Comments go here	-- v	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.29) Comment (limit 1250 char.) Comments go here	-- v	X 1 =	
5 Goals, outcomes, objectives for their program/project. Comment (limit 1250 char.) Comments go here	-- v	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 1250 char.) Comments go here	-- v	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 #26 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 #25

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.

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 applications. A red circle highlights a modal dialog box that appears when an application is clicked. The dialog box contains the text: "www.zoomgrants.com says This application is Not Qualified and does not need to be reviewed." with an "OK" button.

AGENCY NAME	APPLICATION TITLE	Amount	PDF	Print	Decision	Status
AGENCY NAME	APPLICATION TITLE	500,000.00	PDF	Print	Undecided	Not Qualified
AGENCY NAME	APPLICATION TITLE	607,555.00	PDF	Print	Undecided	Undecided
AGENCY NAME	APPLICATION TITLE	220,600.00	PDF	Print	Undecided	Undecided
AGENCY NAME	APPLICATION TITLE	63,000.00	PDF	Print	Undecided	Undecided
AGENCY NAME	APPLICATION TITLE	37,674.00	PDF	Print	Undecided	Not Qualified
AGENCY NAME	APPLICATION TITLE	24,745.50	PDF	Print	Undecided	Not Qualified
AGENCY NAME	APPLICATION TITLE	188,435.00	PDF	Print	Undecided	Undecided
AGENCY NAME	APPLICATION TITLE	500,000.00	PDF	Print	Undecided	Not Qualified
AGENCY NAME	APPLICATION TITLE	45,000.00	PDF	Print	Undecided	Undecided
AGENCY NAME	APPLICATION TITLE	300,000.00	PDF	Print	Undecided	Undecided
AGENCY NAME	APPLICATION TITLE	3,593,272.50			USD\$ 0.00	USD\$ 0.00
					USD\$ 2,983,590.00	USD\$ 2,983,590.00
					USD\$ 2,983,590.00	USD\$ 2,983,590.00