mesa·az

Revised 10/27/2025

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

Accessing Applications and the Review Tool page 8

Conflicts, Comments, and Scoring page 11

Certifying (Final Step for each application) page 14

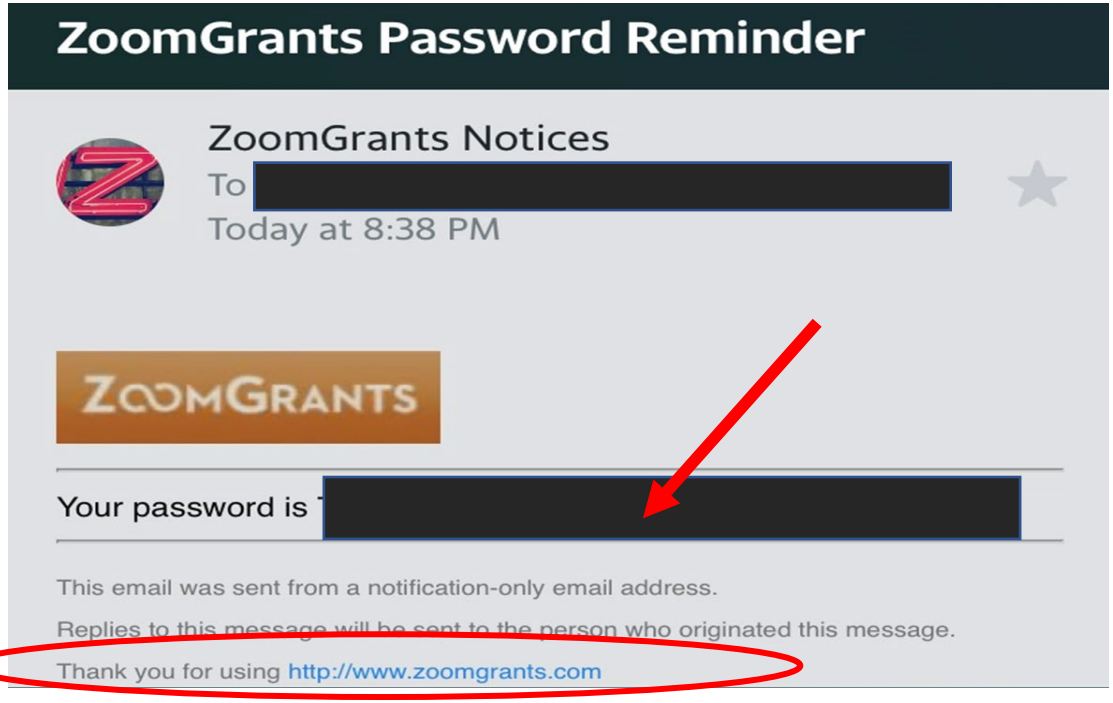
Ineligible Applications page 15

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

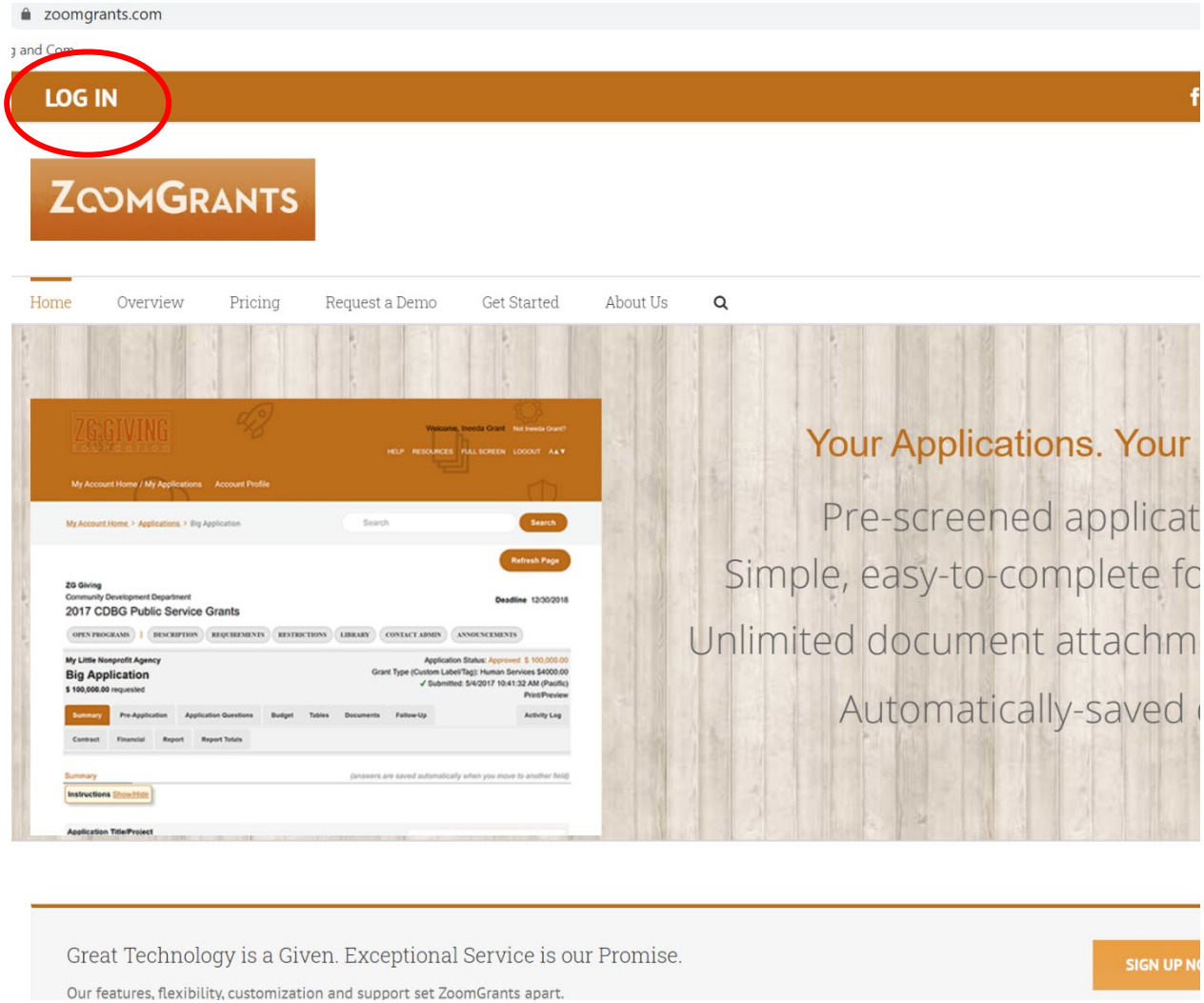


Click the link or enter the URL directly in Browser of choice.

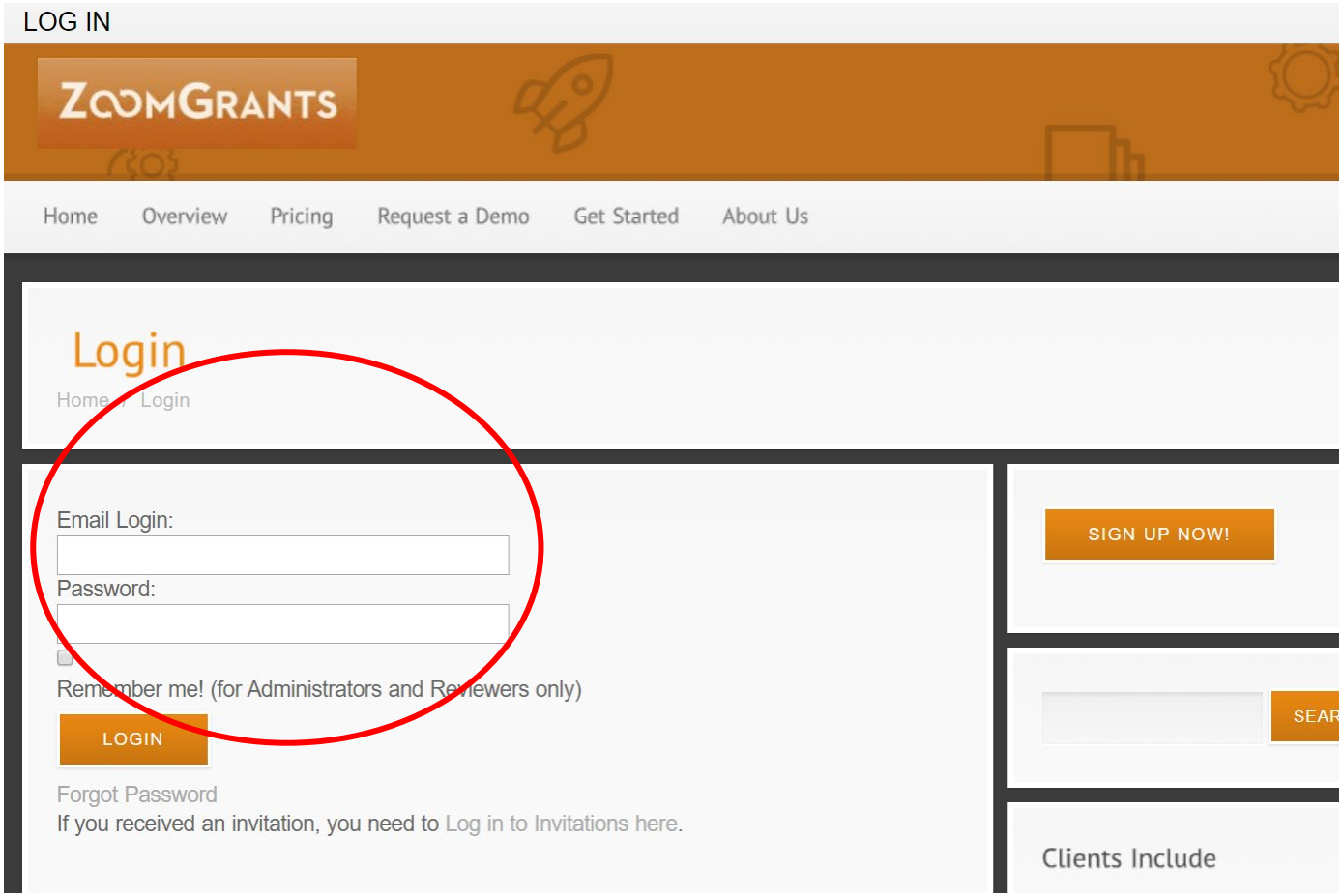
NOTE: Suggest using Mozilla Firefox, Safari, Chrome, or Edge

ZoomGrants – http://www.zoomgrants.com

ZG homepage – click LOG IN

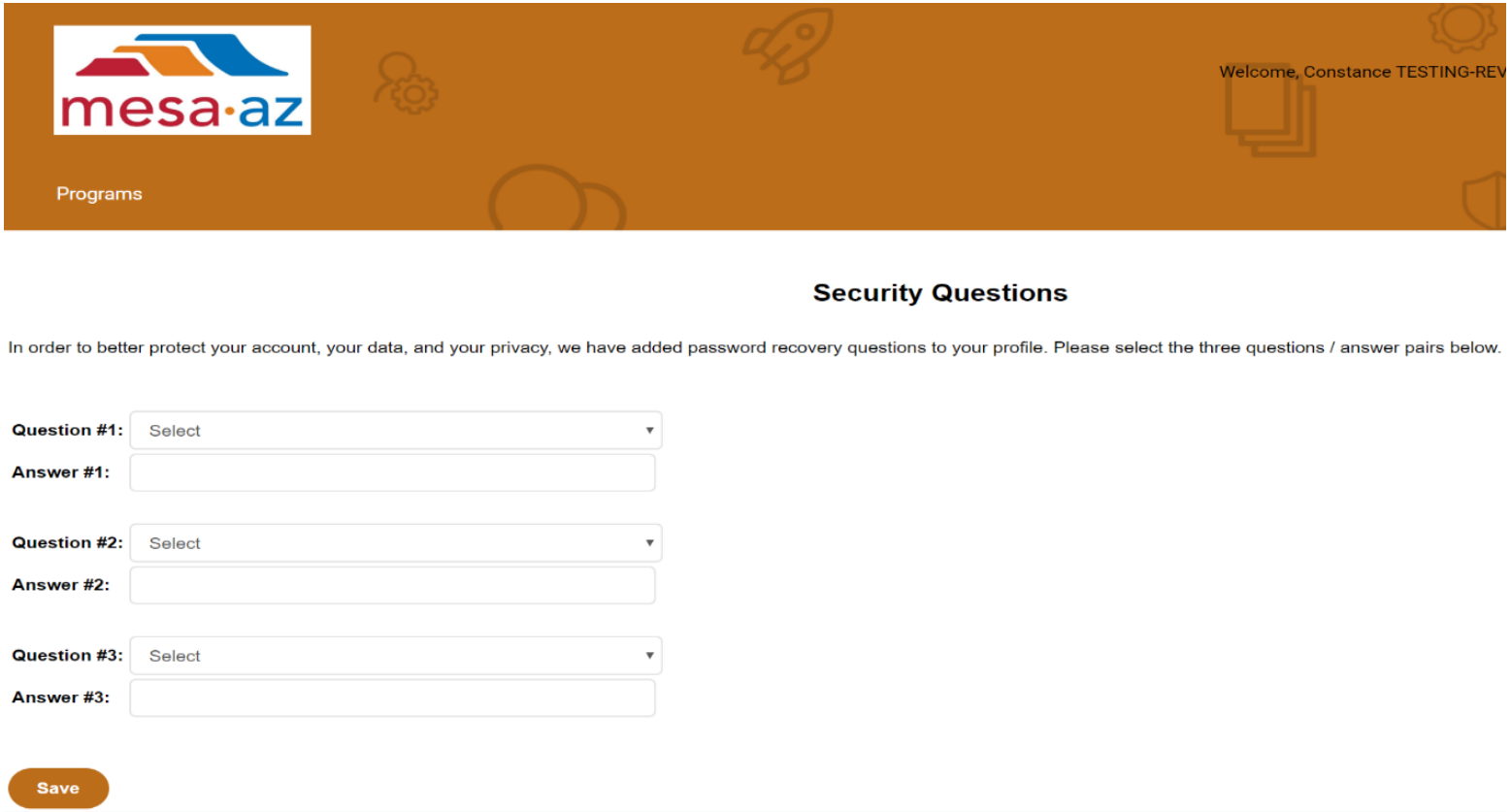


LOG IN



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

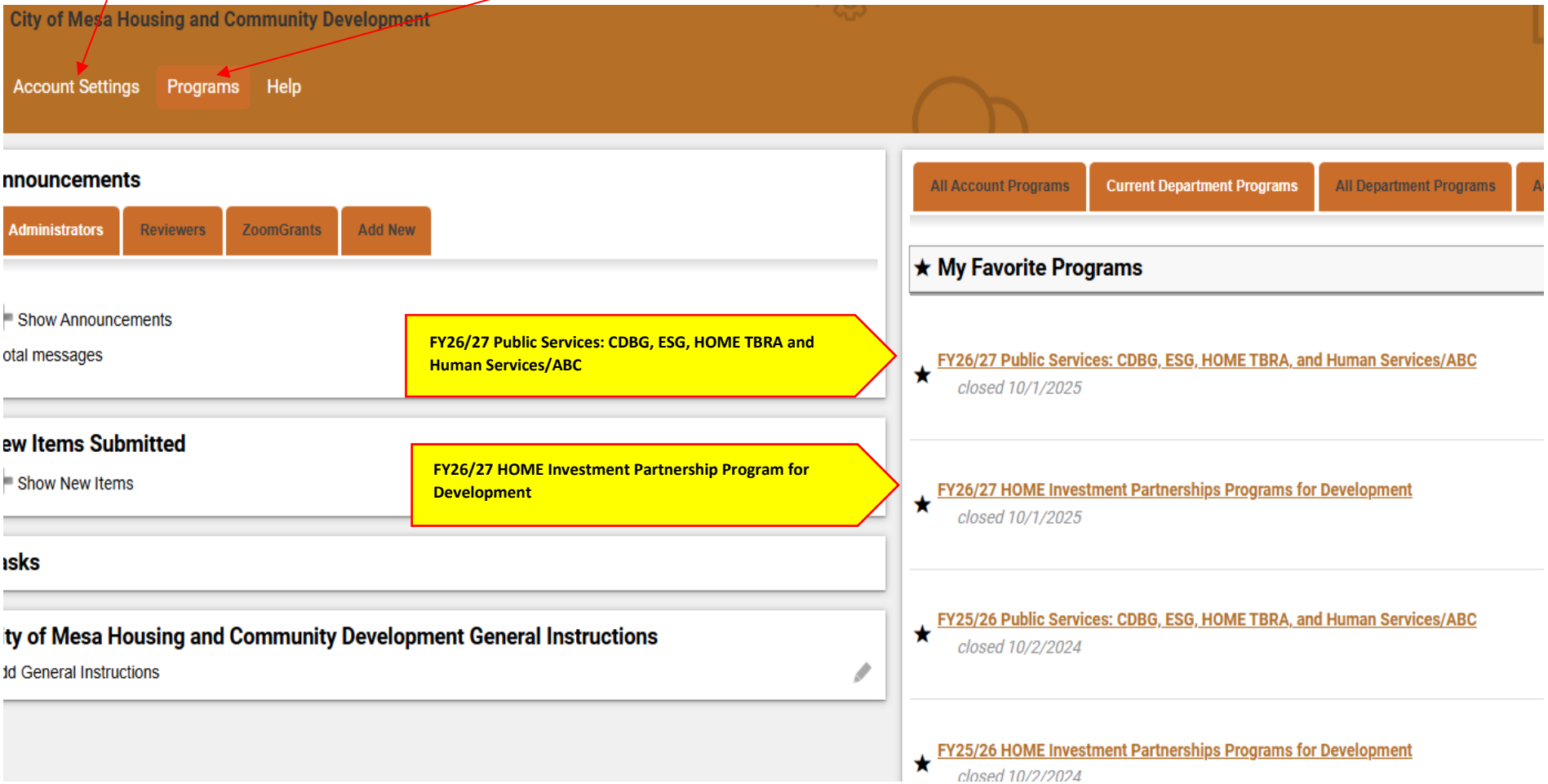
Then you will see the SECURITY QUESTION screen where you will set up questions and answers for your user account/login/password



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

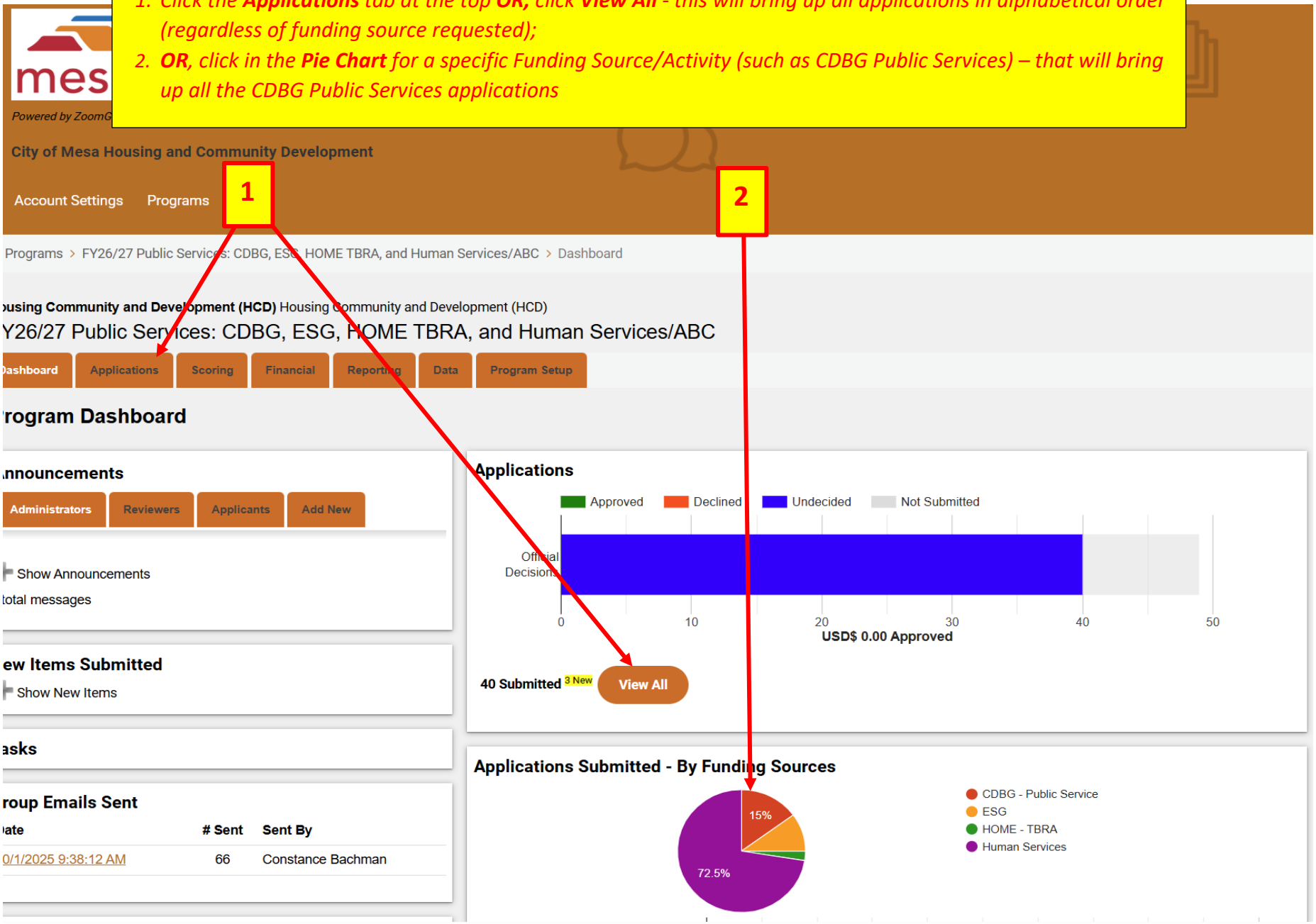
*NOTE: **Account Settings** allows you to change Password; but you'll need to click **Programs** to see the screen below to access the FY26/27 Program Applications you are reviewing.*

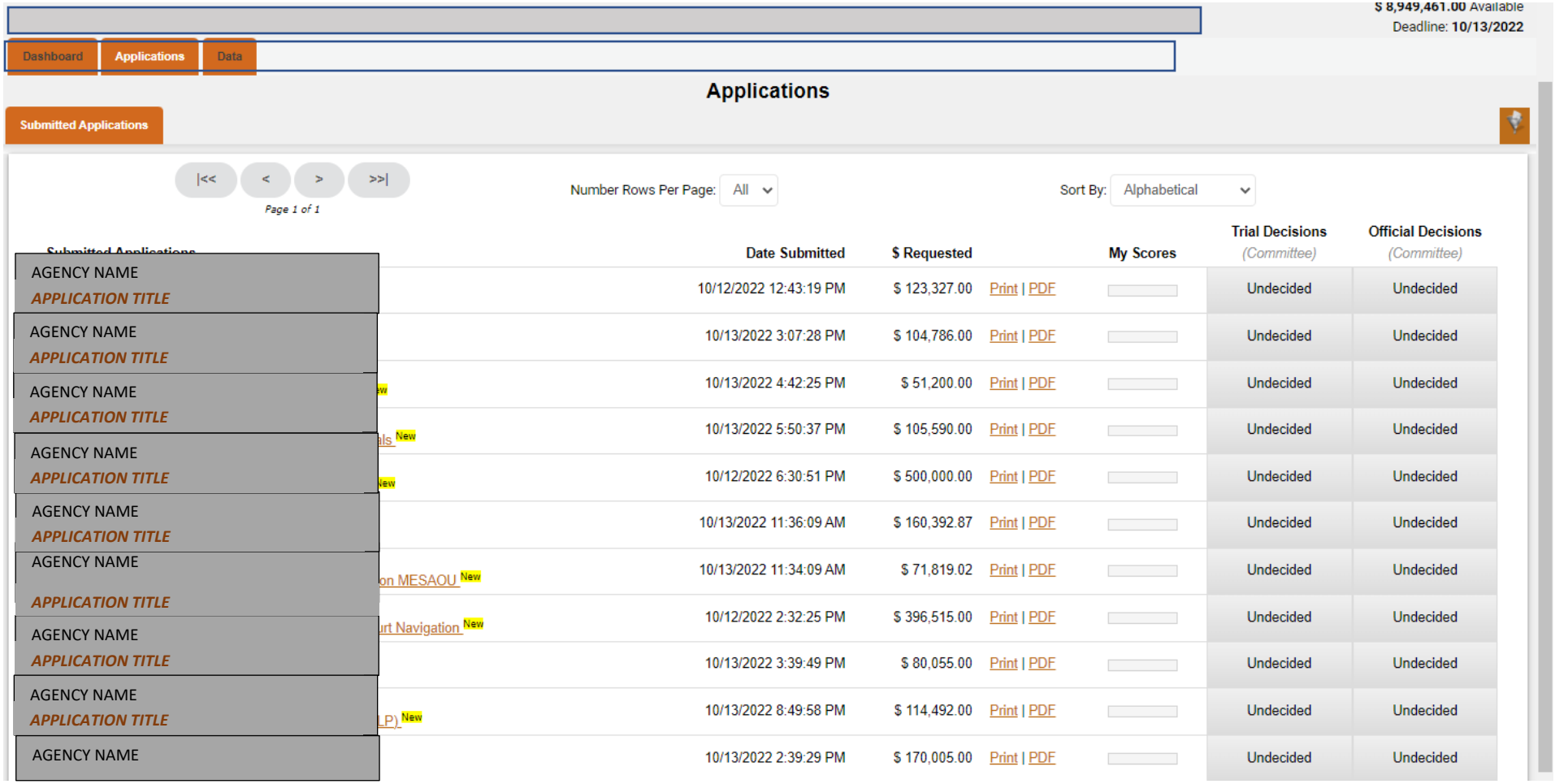
Click on one of the two FY26/27 Programs, to see the Application Dashboard, as seen in screenshot on next page.



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*

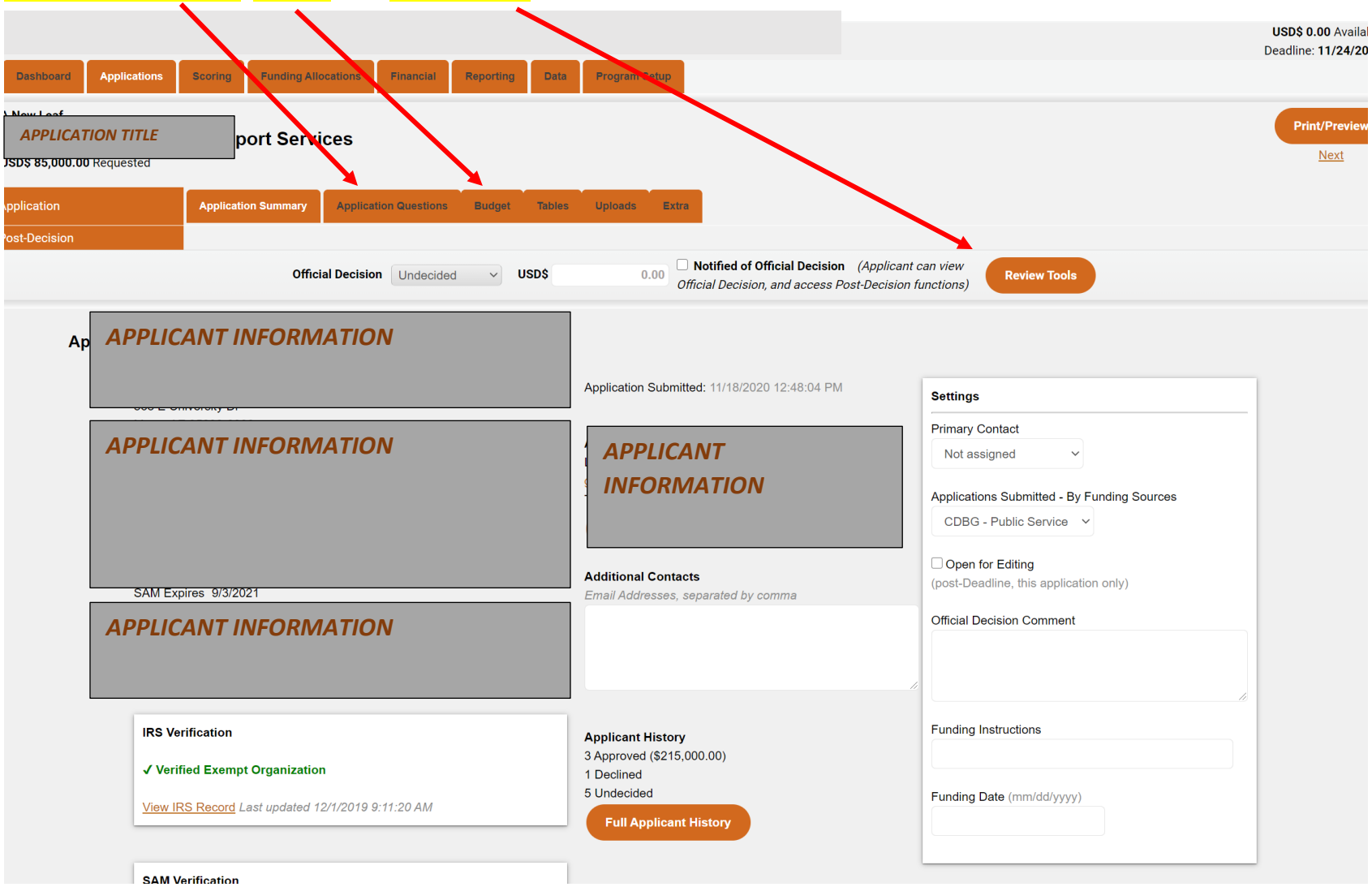




To select an application, click on the Application Title (this is the Title the applicant gave to this proposal)

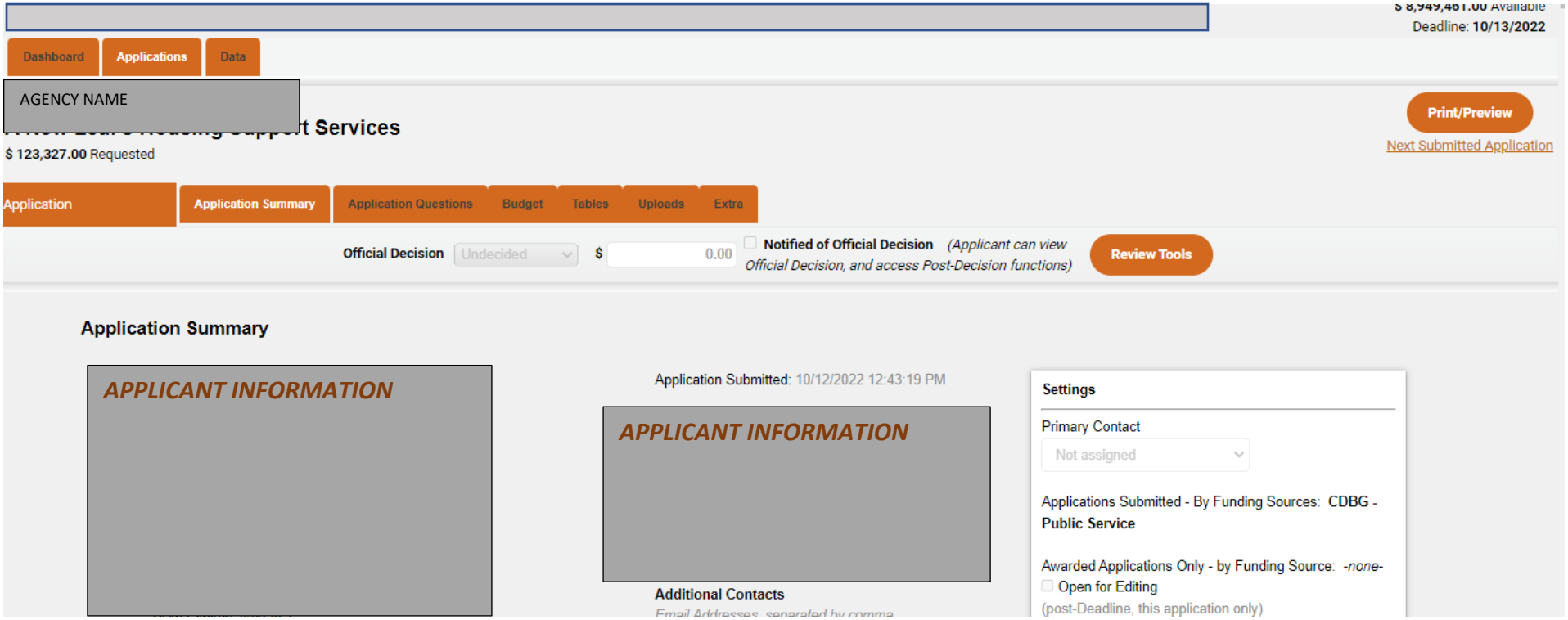
Here, you see the Summary, and other tabs at the top of the application. You will be most interested in the following three Tabs:

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



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

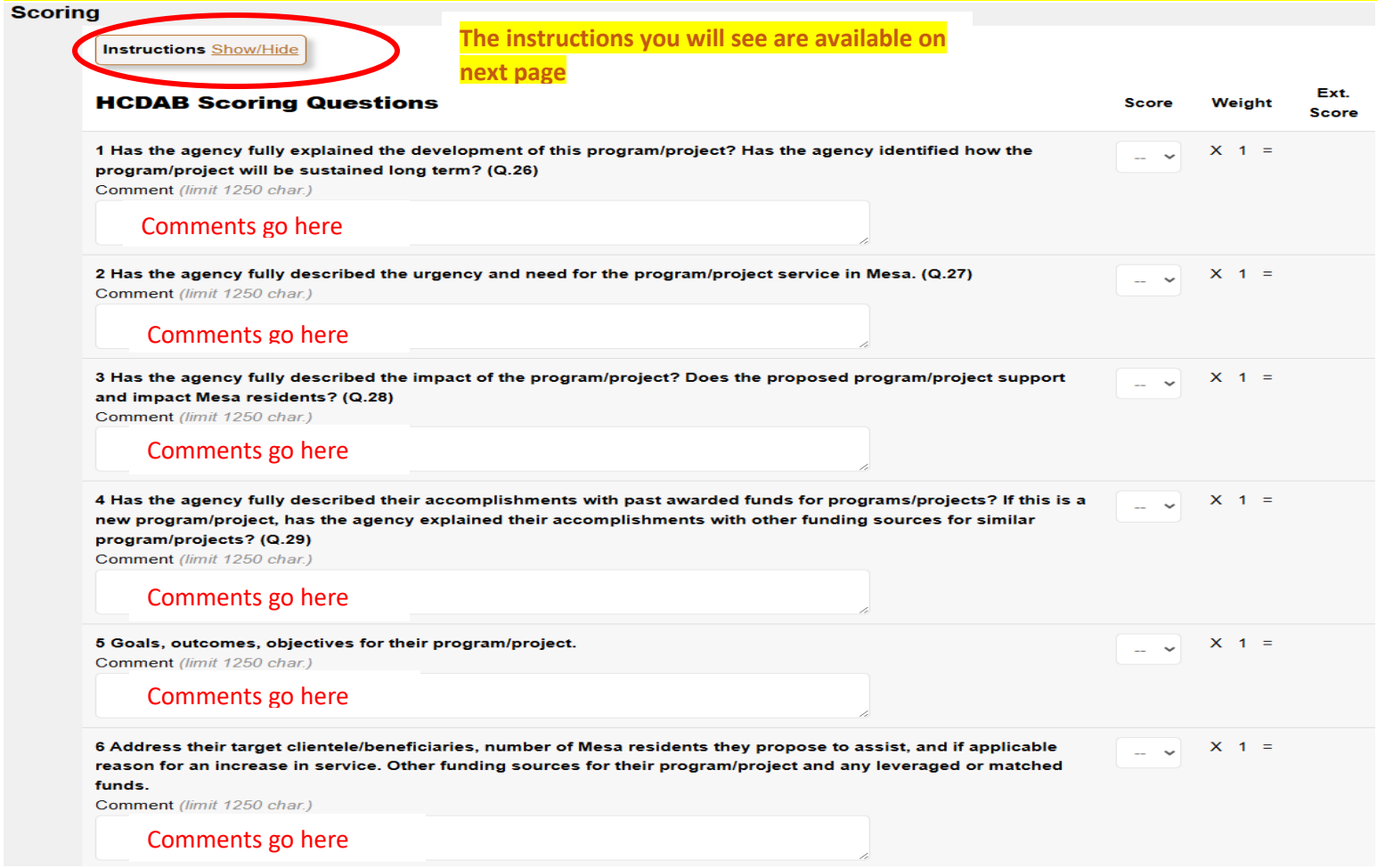


As you scroll down the page, you will see the Section that you will be scoring, as seen below.

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.



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

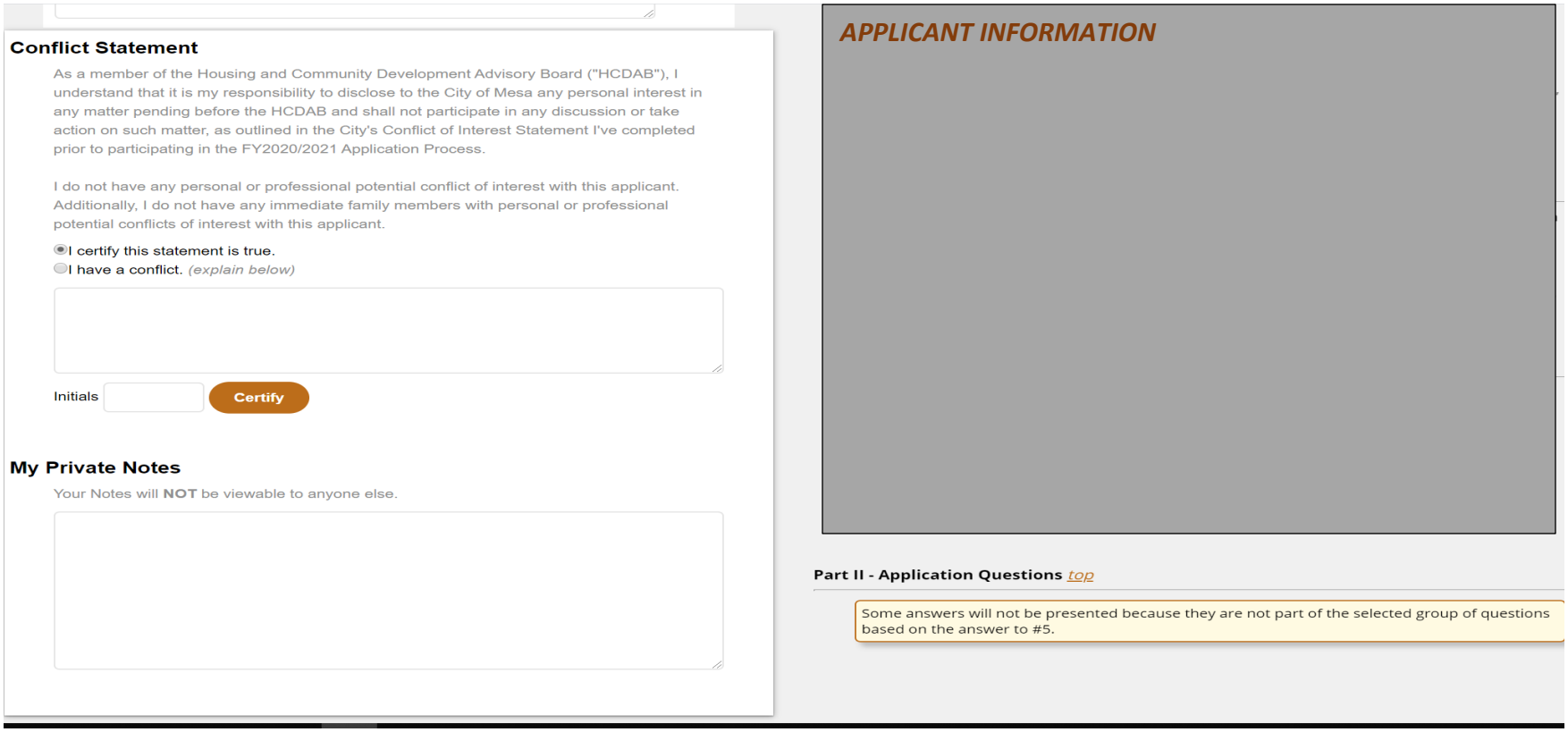
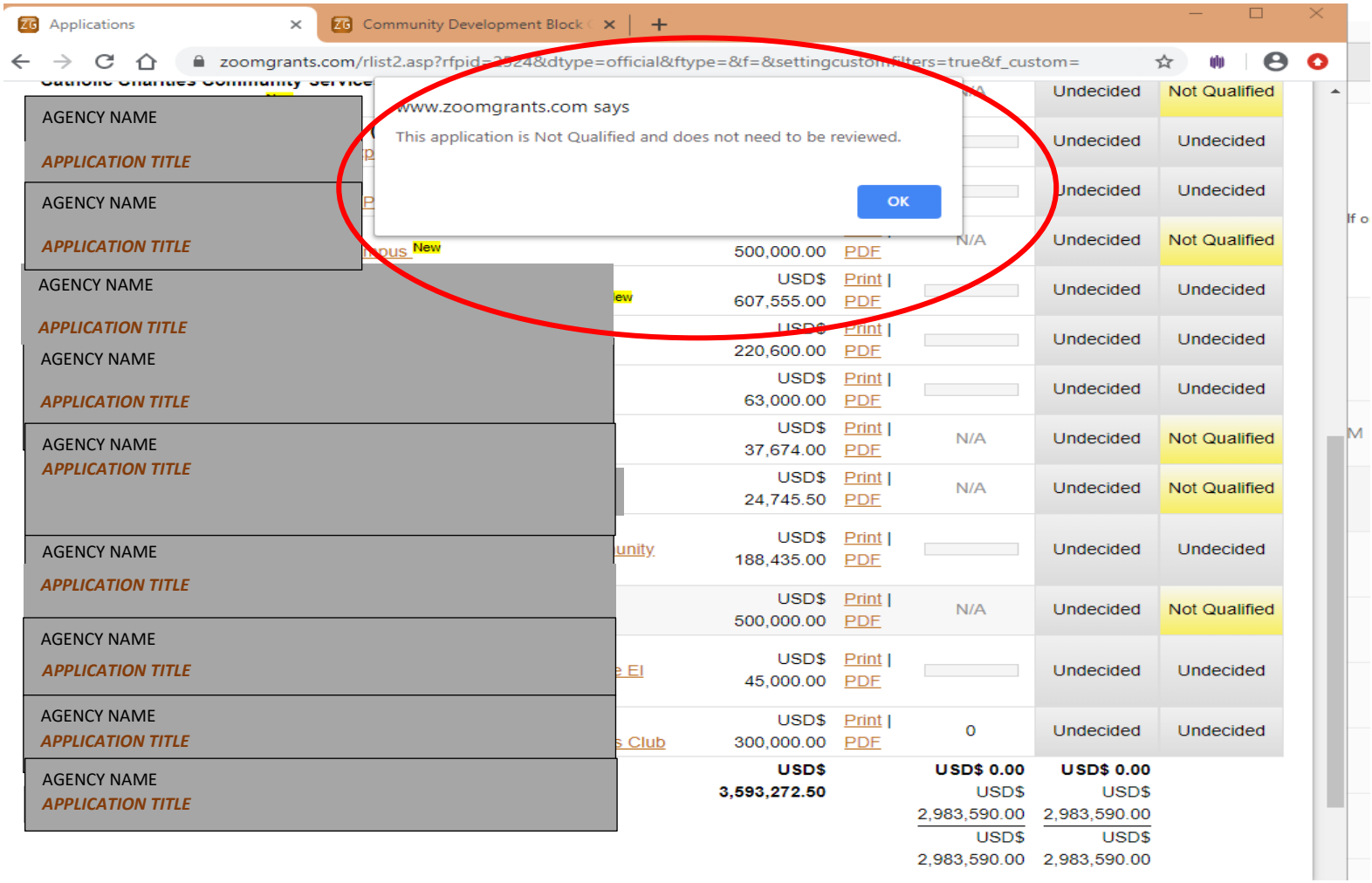
These questions were included in the ***Application Questions*** under the section titled ***HCDAB Priorities,*** which begins with question **#26 on the Public Services: CDBG, ESG, HOME TBRA, and Human Services/ABC application**.

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.



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: