

ZoomGrants

Introduction and Guidance for Reviewers – HCDAB Members

IN THIS GUIDE

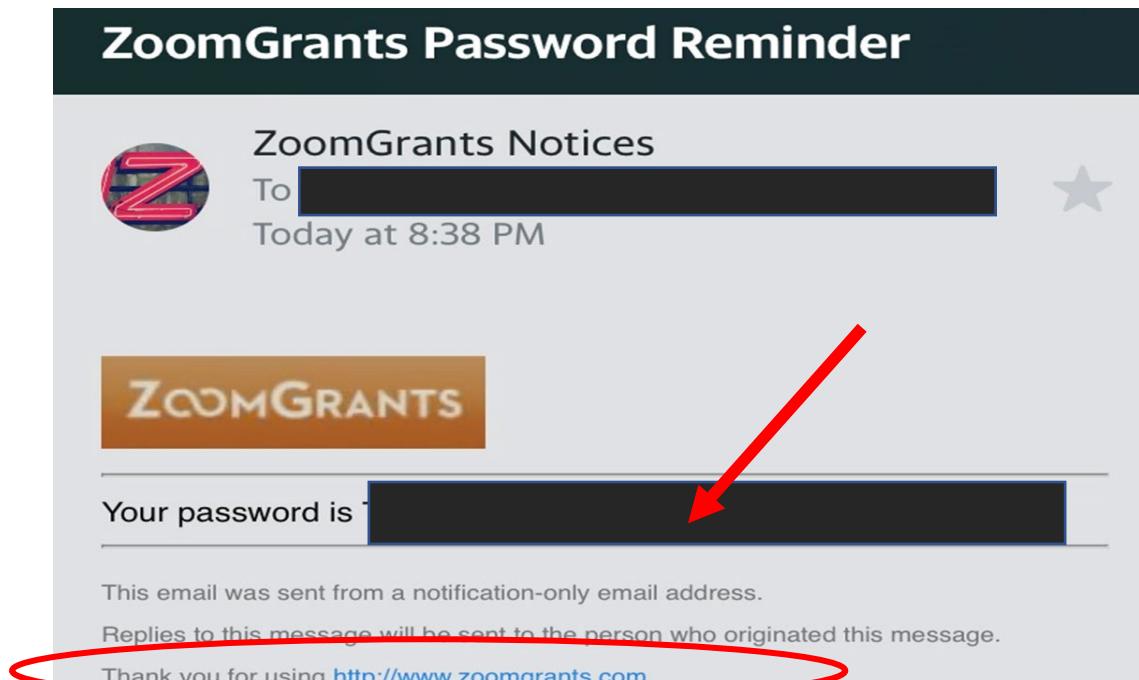
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Email LOGIN - New Members have been added to ZoomGrants using the email address listed on the Board Roster. Your email is your LOGIN

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



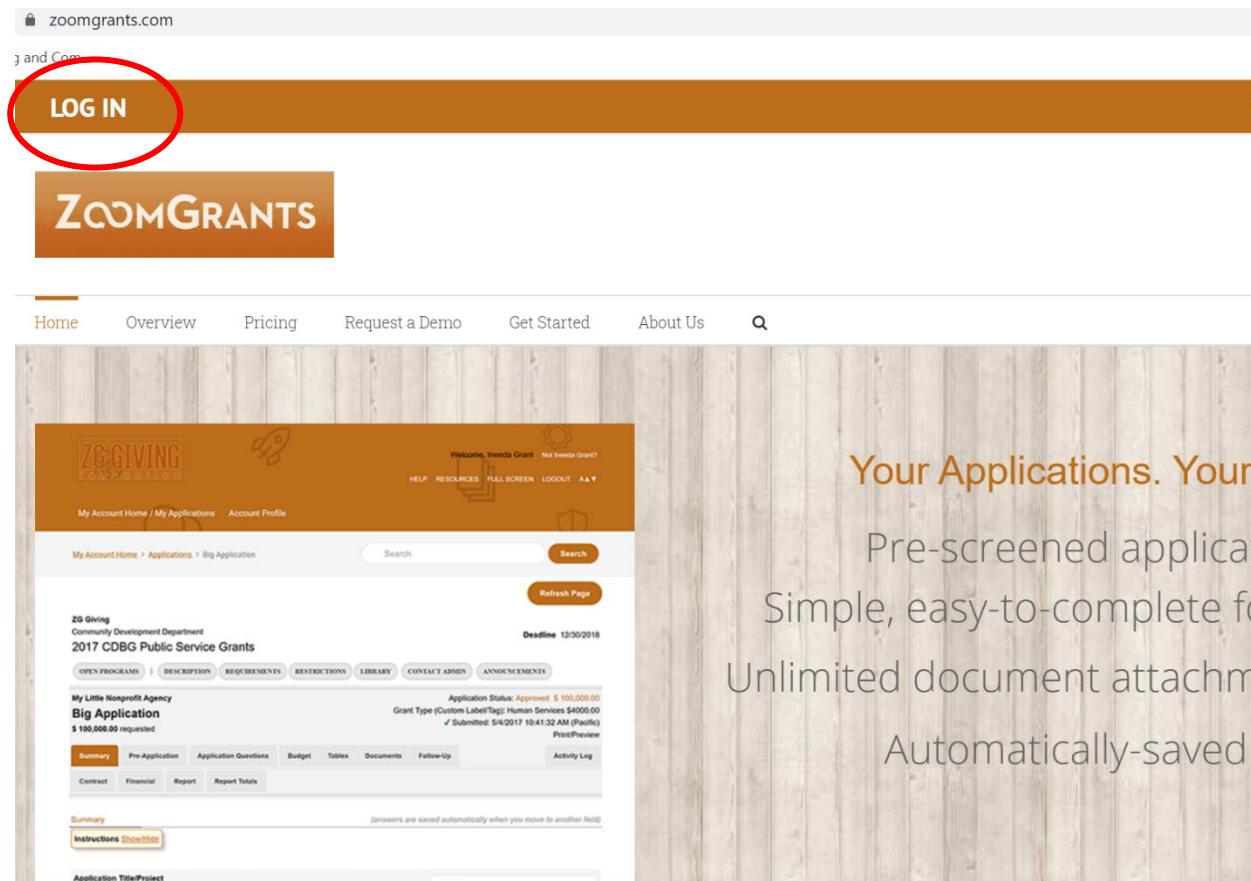
The screenshot shows an email inbox item for 'ZoomGrants Notices'. The subject is 'ZoomGrants Password Reminder'. The email is from 'ZoomGrants Notices' and was sent 'Today at 8:38 PM'. The message body contains a 'ZOOMGRANTS' logo, a password reminder line 'Your password is [REDACTED]', and a note: 'This email was sent from a notification-only email address. Replies to this message will be sent to the person who originated this message.' At the bottom, there is a link 'Thank you for using <http://www.zoomgrants.com>'. A red arrow points to the password field, and a red circle highlights the link at the bottom.

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

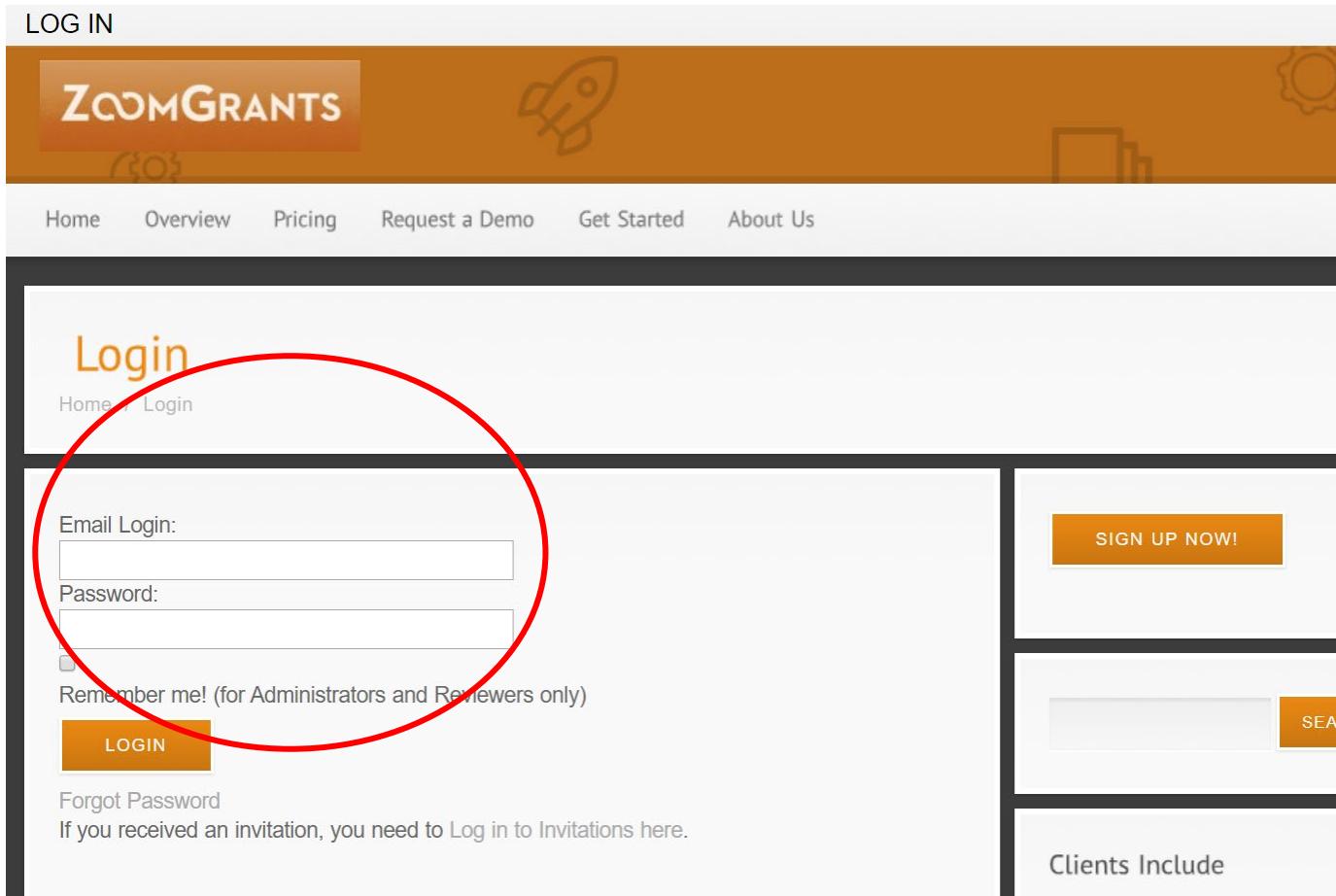


The screenshot shows the ZoomGrants homepage. At the top, there is a navigation bar with links for Home, Overview, Pricing, Request a Demo, Get Started, and About Us. A search icon is also present. Below the navigation bar, there is a large orange banner with the text "Your Applications. Your". To the left of the banner, a screenshot of the application interface is displayed, showing a grant application for "My Little Nonprofit Agency" with a budget of \$100,000.00. The application status is "Approved". To the right of the banner, there are three bullet points: "Pre-screened applications", "Simple, easy-to-complete forms", and "Unlimited document attachments". At the bottom of the page, there is a footer with the text "Great Technology is a Given. Exceptional Service is our Promise." and a "SIGN UP NOW" button.

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

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

SIGN UP NOW



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 [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

Announcements

Administrators Reviewers ZoomGrants Add New

Show Announcements

FY26/27 Public Services: CDBG, ESG, HOME TBRA and Human Services/ABC

Show New Items

FY26/27 HOME Investment Partnership Program for Development

Tasks

City of Mesa Housing and Community Development General Instructions

General Instructions

All Account Programs Current Department Programs All Department Programs

★ 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



City of Mesa Housing and Community Development

Account Settings Programs

1

2

Programs > FY26/27 Public Services: CDBG, ESG, HOME TBRA, and Human Services/ABC > Dashboard

Housing Community and Development (HCD) Housing Community and Development (HCD)

FY26/27 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

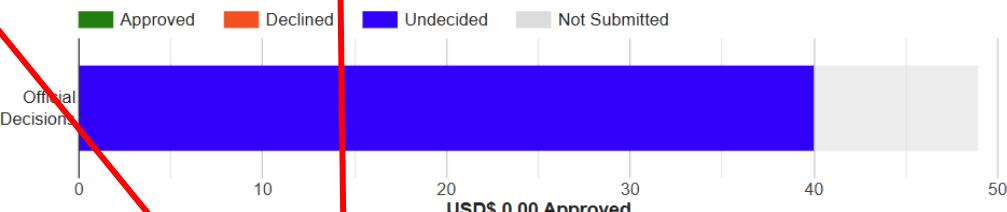
Show New Items

Tasks

Group Emails Sent

Date	# Sent	Sent By
01/2025 9:38:12 AM	66	Constance Bachman

Applications



Applications Submitted - By Funding Sources



\$ 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	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-based application interface for managing grants or funding requests. At the top, there is a navigation bar with several tabs: Dashboard, Applications, Scoring, Funding Allocations, Financial, Reporting, Data, and Program Setup. Below the navigation bar, there is a header section with the application title 'Port Services', the amount requested 'USD\$ 85,000.00', and a deadline '11/24/20'. On the right side of the header, there are buttons for 'Print/Preview' and 'Next'. The main content area is divided into several sections:

- Application Summary:** Shows the application status as 'Undecided' and the amount as 'USD\$ 0.00'. It includes a checkbox for 'Notified of Official Decision' and a 'Review Tools' button.
- APPLICANT INFORMATION:** This section contains three separate boxes, each with the heading 'APPLICANT INFORMATION'. The first box includes the address '600 E University Dr'. The second box notes 'SAM Expires 9/3/2021'. The third box shows 'IRS Verification' status as 'Verified Exempt Organization' with a link to 'View IRS Record'.
- Additional Contacts:** A field for entering email addresses separated by commas.
- Applicant History:** Displays a summary of past applications: '3 Approved (\$215,000.00)', '1 Declined', and '5 Undecided'. A 'Full Applicant History' button is available.
- Settings:** A sidebar with the following options:
 - Primary Contact: 'Not assigned'.
 - Applications Submitted - By Funding Sources: 'CDBG - Public Service'.
 - A checkbox for 'Open for Editing' (post-deadline, this application only).
 - Official Decision Comment: A text input field.
 - Funding Instructions: A text input field.
 - Funding Date (mm/dd/yyyy): A text input field.

After reviewing the application, when you are ready to SCORE click the REVIEW TOOLS, which brings you to the HCDA 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 shows the HCDA application scoring interface. At the top, there is a banner with the text "8,949,401.00 Available" and "Deadline: 10/13/2022". Below the banner, there are three orange buttons: "Dashboard", "Applications", and "Data". The "Applications" button is highlighted. The main area shows the "AGENCY NAME" and "Requesting Entity Services". A grey box covers the agency name. Below this, it says "\$ 123,327.00 Requested". On the right, there are "Print/Preview" and "Next Submitted Application" buttons. A navigation bar below the main area includes "Application", "Application Summary", "Application Questions", "Budget", "Tables", "Uploads", and "Extra". The "Application Summary" tab is selected. In the center, there is a section for "Official Decision" (set to "Undecided") and a "Notified of Official Decision" checkbox. To the right of this is a "Review Tools" button. The "Application Summary" section contains two large boxes labeled "APPLICANT INFORMATION". The left box is empty. The right box contains the text "Additional Contacts" and "Email Addresses generated by comma". To the right of these boxes is a "Settings" section with a "Primary Contact" dropdown set to "Not assigned". Below this are two status messages: "Applications Submitted - By Funding Sources: CDBG - Public Service" and "Awarded Applications Only - by Funding Source: -none-". The "Open for Editing" checkbox is checked, with the note "(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	Score	Weight	Ext. Score
HCDAB Scoring Questions					
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					
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					
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					
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					
5 Goals, outcomes, objectives for their program/project.					
Comment (limit 1250 char.)					
Comments go here					
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					

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 **Certify**

APPLICANT INFORMATION

My Private Notes

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

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:

