



ZOOMGRANTS INSTRUCTIONS:

Getting Started with ZoomGrants

New Or Existing Users

1. Click on the link below to log in to an existing account or create a new account. **If you already have an account, and have applied for Pima County CDNC funds via ZoomGrants before, DO NOT CREATE A NEW ACCOUNT.**

Click here to access the application:

<https://zoomgrants.com/gprop.asp?donorid=2163&limited=1150>

2. To create a new account:

Email: Provide an email, preferably issued by your agency. After creating your ZoomGrants account, you will be asked for this email each time you log in.

It is critical that each applicant use the *same* email log in for each application submitted on behalf of their agency. Applications are linked by email.

Password: The password must be at least 8 characters, and contain 1 letter and 1 number. Please keep this information in a safe and secure location. After creating your ZoomGrants account, you will be asked for this password each time you log in.

First Name: Enter your first name; initial capitalization is fine (e.g., John).

Last Name: Enter your last name; initial capitalization is fine (e.g., Smith).

Existing ZoomGrants™ Users: Email Password

Stay logged in? (Admins and Reviewers only)

[Forgot password?](#)

HELP RESOURCES ▲▼

Powered by ZoomGrants™

Pima County CDNC

[How do I do this?](#)

Open Programs

New ZoomGrants™ Account

Email

Password

First Name

Last Name

Account Type

- Password must be 8-16 characters and contain at least 1 letter and 1 number.
- We do not sell or rent your personal information to anyone. Ever.

The Library

The Library Tab provides documents and other reference tools to assist agencies through the application process.

The Library tab is located at the top of the Program Summary page after an application has been opened.

Refer to this section first for any programmatic questions.

The screenshot shows the Pima County CDNC application interface. At the top left is the Pima County logo with the text "PIMA COUNTY" and "Powered by ZoomGrants™". At the top right, it says "Welcome, Pima County" with a link "Not Pima County?". Below this are navigation links: "HELP", "RESOURCES", "FULL SCREEN", "LOGOUT", and "A ▲ ▼". A green bar contains "My Account Home". The main content area is titled "Pima County CDNC" and "CDNC Outside Agency" with a "Deadline 10/30/2016". A navigation bar includes "Open Programs", "Description", "Restrictions", "Library", "Contact Admin", and "Announcements 9". Below this, it shows "Pima County CDNC" and "Application Status: Not Submitted" with an "Apply Now/Start Application" button. A section for "\$ 0.00 requested" includes tabs for "Program Summary", "Pre-Application", "Application Questions", "Budget", "Tables", "Documents", and "Activity Log". The "Program Summary" section is highlighted, with a note "(answers are saved automatically when you move to another field)". Below this are input fields for "Application Title/Project Name" and "Amount Requested \$".

Additional Contacts & Collaborators

This feature, located on the Program Summary page, allows applicants to designate additional contacts who can receive ZoomGrants notification emails, but do not have privileges to make modifications to applications.

Collaborators can be added to the application with access to edit content.

Collaborators

Collaborators can only edit application data (answers). They cannot submit, archive, or delete this application.

Email Address	Editing Access	Status
	Application	
<input type="text" value="Email Address"/>	<input type="checkbox"/>	<input type="button" value="Invite"/>
<input type="checkbox"/> Add to Additional Contacts (below)		

Additional Contacts for this Application

Additional Contacts will be copied on all emails sent to the application owner regarding this application. Enter ONLY email addresses separated by a comma. No names. No titles. No phone numbers.

**The Pre-Application is DUE
Friday, January 13, 2017
4:30 p.m., Mountain Standard Time**

The Pre-Application allows Pima County CDNC staff to review initial funding requests, and provide technical assistance to assess applicant eligibility for the type of funding requested based upon the project description.

Submission of the Pre-Application is mandatory. Applicants cannot submit a full Application without CDNC staff approval of the Pre-Application.

**The full Application is DUE
Friday, February 10, 2017
4:30 p.m., Mountain Standard Time**

SAVE THE DATE

New program information will be provided at Technical Assistance sessions on October 19, 2016 and November 7, 2016.

Attendance of one Technical Assistance session is mandatory for all applicants.

**Technical Assistance Location:
Pima County Housing Center, 801 W. Congress St.,
Tucson, AZ 85745**

Questions or concerns?

**Contact Erin Badger, Special Staff Assistant at 520-724-6767 or
erin.badger@pima.gov**

COMMUNITY DEVELOPMENT BLOCK GRANT ELIGIBILITY CONSIDERATIONS

The CDBG program affords residents of Pima County with the opportunity to improve their communities by funding activities that provide decent housing and a suitable living environment, and expanding economic opportunities, principally for low-and moderate-income persons. Grant awards are made to implement a wide range of community development activities directed toward neighborhood revitalization, community development and the provision of improved community facilities and services. Projects that are located or serve populations in unincorporated Pima County; designated Community Development Target Areas; Marana; and, South Tucson are given priority. Non-profit agencies or public entities are eligible to receive CDBG funding.

Income Eligibility

Programs must meet income eligibility requirements by directly benefiting persons or households that are low- to moderate-income or project must be located in an area where the majority (51%) of the residents are low-and moderate-income individuals or households.

EMERGENCY SOLUTIONS GRANT ELIGIBILITY CONSIDERATIONS

Who May Apply:

ESG Applications will be accepted from any private non-profit corporation, or a unit of general purpose local government, capable of carrying out the scope of work described in this Application. ESG funds must serve individuals and families who meet HUD's definition of homeless.

ESG applicants MUST be currently using the Homeless Management Information System (HMIS) or demonstrate the capacity to utilize HMIS at the time of contracting for services.

Note: Applicants MUST be an active participant of the Tucson Pima Collaboration to End Homelessness (TPCH) or will be an active member prior to contracting for services.