



Getting Started with ZoomGrants

For New and Returning Users

To access the FY 20-21 ESG-CDBG Pre-Application, click on the link provided below to login to an existing account or, for new applicants, to create a ZoomGrants account.

<https://www.zoomgrants.com/gprop2.asp?donorid=2163&limitd=2483>

If your agency has applied to the Pima County Department of Community Development and Neighborhood Conservation (CDNC) for funding via ZoomGrants before, do not create a new account.

Each agency can have only one ZoomGrants account to start, edit, and submit Applications to Pima County CDNC. Agencies can submit unlimited applications to multiple programs with one ZoomGrants account. This is important because if your agency has applied to Pima County in the past, a new ZoomGrants account holder for the same agency will not have access to the agency's submission history or activity for prior fiscal years.

We strongly recommend that new applicants create a ZoomGrants account with a general agency email address (example: info@thegivingfoundation.org) and password that will be accessible to current and future agency staff responsible for creating, editing, and submitting applications and reports to Pima County CDNC.

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.

Library

The Library tab provides documents and other reference tools to assist agencies through the application process, located at the top of the Program Summary page after an application has been started.

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™". To the right, it says "Welcome, Pima County" with a link "Not Pima County?". Below this are navigation links: "HELP", "RESOURCES", "FULL SCREEN", "LOGOUT", and a user menu icon. A green bar contains "My Account Home". The main content area shows "Pima County CDNC" and "CDNC" with a "Deadline 10/30/2016". The application title is "Outside Agency". 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. The amount requested is "\$ 0.00". A secondary navigation bar includes "Program Summary", "Pre-Application", "Application Questions", "Budget", "Tables", "Documents", and "Activity Log". The "Program Summary" section is active, with a note "(answers are saved automatically when you move to another field)". Below this are two input fields: "Application Title/Project Name" and "Amount Requested" with a "\$" symbol.

Collaborators & Additional Contacts

This feature, located on the Program Summary page, allows the agency account holder to invite additional persons to work on an open Application as a “Collaborators.”

Collaborators can access an existing application to edit or add content, but cannot open new applications or submit completed applications.

The agency’s account holder can also add email addresses as “Additional Contacts” who can receive ZoomGrants notification emails, but do not have access to Applications.

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 Monday, December 2, 2019

The Pre-Application is a screening tool to determine if the proposed project or program meets eligibility requirements for funding. Specific documents, such as the Evidence of Good Standing, 501(c)3 Certification, Proof of Liability Insurance, etc., must be uploaded into ZoomGrants as part of the Pre-Application. Pre-Applications that are missing requested documents are not considered complete and cannot be approved. After reviewing each Pre-Application, as well as all uploaded documents, Pima County CDNC staff will approve qualified Pre-Applications that meet all requirements. As staff approves each Pre-Application, agencies will receive a notification email from ZoomGrants.

Prior to the Pre-Application submission deadline, CDNC staff is available to provide programmatic technical assistance to agencies. Programmatic technical assistance is not available for the full Application, however. Technical support for ZoomGrants users and all issues related to the ZoomGrants site itself is always available. Contact Jennifer Felix, Program Coordinator, at (520)724-2464 or Jennifer.Felix@pima.gov for questions about ZoomGrants.

Applicants cannot access the full Application in ZoomGrants without CDNC staff approval of the Pre-Application.

The Application is DUE Friday, January 31, 2020

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.