

ZOOMGRANTS INSTRUCTIONS FOR P-CHIP CFP 2021-2022

Getting Started with ZoomGrants

A. Create a New ZoomGrants Account

1. If you DO NOT already have a ZoomGrants account, you will have to create a new account. Please copy and paste the following link and go to <https://zoomgrants.com/gprop.asp?donorid=2208&limited=3354> and enter the following information:
 - a. **Email.** Enter an agency email that is easy to remember. After creating your ZoomGrants account, you will be asked for this email every time you log in.
 - b. **Password.** The password must conform to ZoomGrants instructions as regards # of characters, etc. The program is very user-friendly and will guide you through the process. Please keep this information in a safe and secure location. After creating your ZoomGrants account, you will be asked for this password every time you log in.
 - c. **First Name:** Enter your first name; initial capitalization is fine (e.g., John).
 - d. **Last Name:** Enter your last name; initial capitalization is fine (e.g., Smith).
2. Click the “New Account” button. A new window should appear, which confirms your successful account creation.

B. If You Already Have a ZoomGrants Account

Go to <https://zoomgrants.com/gprop.asp?donorid=2208&limited=3354> and log in at the top right-hand corner of the screen. Go to “Available Programs” and click on “**City of Tucson Housing and Community Development Dept. HCDD – Planning Division.**”

Please note: the weblinks as advertised link an applicant specifically to the application referenced; i.e.

<https://zoomgrants.com/gprop.asp?donorid=2208&limited=3354> is for ‘P-CHIP Call for Projects 2021-2022’

It is strongly recommended that applicants have a second, back-up person, with a login that can complete and submit the application in the event of an emergency.

Once you click on “City of Tucson Housing and Community Development Dept.”, you will be brought to a page with the following tabs at the top:

- Description
- Requirements
- Funding
- Library

Description, Requirements, Funding and Library Sections

These sections will provide you with full information for this funding opportunity. If you have any questions regarding the Pre Application and/or Full Application of this ZoomGrants-based Call for Projects process, please contact:

- **CDBG & GENERAL FUNDS**
Latifah Bowser at Latifah.Bowser@tucsonaz.gov
- **ESG & HOPWA**
Thelma Magallanes at Thelma.Magallanes@tucsonaz.gov
- **GENERAL QUESTIONS/ZOOMGRANTS INFORMATION:**
Jodie Barnes at Jodie.Barnes@tucsonaz.gov
Elaine Raviele at Elaine.Raviele@tucsonaz.gov

Note: Applicants can apply for more than one project; however, *separate* applications will be necessary. If submitting for more than one project, ensure that the description, budget, etc., are specific to each proposal.

The **LIBRARY SECTION** provides documents/links that may be useful to you as you prepare all the sections of your ZoomGrants application for this particular RFP. No matter where you are electronically as you move through the ZoomGrants application process, you will be able to scroll to the top of whatever page you are on, and be able to view the “Library” headline and access its contents.

Below are the current Library resources available:

People, Communities, and Homes Investment Plan (P-CHIP)
City of Tucson Ward Map
HUD 30/50/80% Income Limit tables
Annual Action Plan
CAPER
ESG Guidance
ESG Program Components
ESG Interim Rule
CDBG Target Area Map
HOPWA Eligibility Requirements
HOPWA Regulations
CDBG Regulations
FY 2020-2021 Public & Human Services Funding
TPCH Written Standards
City of Tucson Poverty & Urban Stress Report 2020
Vulnerability Map – City of Tucson
Consolidated Plan
Mayor & Council Resolution 23260
TPCH ESG Performance Standards
P-CHIP PROPOSAL SCORING SHEET

Info & FAQ's – this will be added/updated with any clarifications or documents as necessary.

Proposal Summary

1. Provide the name of the proposal for which you seek funding
2. Indicate the amount you are applying for (Minimum: \$50,000)
3. Provide applicant information (the person filling out the ZoomGrants pre-application)
First name - Last name – Telephone - Email address
4. Provide details of organization applying for the funding
 - a. Organization legal name
 - b. Address 1
 - c. Address 2
 - d. City
 - e. State
 - f. Zip
 - g. Country
 - h. Telephone
 - i. Fax (optional)
 - j. Website (optional)
 - k. EIN
 - l. DUNS
 - m. (N)Cage code
 - n. SAM expiration (MM/DD/YYYY)
5. **Provide information that pertains to the CEO/Executive Director of the organization seeking funding**
 - a. CEO's first name
 - b. CEO's last name
 - c. Their title
 - d. Their email address

Pre Application

The Pre Application provides an overview of proposed activities as well as which P-CHIP Priorities/Goals and Mayor & Council key priorities will be addressed. It also enables staff to sort submitted proposals for the Scoring Committees.

There are fifteen (15) questions in the Pre Application section. Each question requires a specific type of response. Here is the first question – note that it requires one multiple choice selection:

1. Does your organization have a 501(c)(3) or 501(c)(4) certificate or is it a governmental entity, or faith-based organization?

- 501(c)(3)
- 501(c)(4)
- Faith based
- City of Tucson Department
- Other, please explain

1. Applicants are required to complete the Pre Application and Full Application prior to the deadline date for receipt of proposals, i.e., February 28, 2021.
2. Your answers are automatically saved as you progress through the questions. You can leave ZoomGrants and return to your proposal – it does not have to be completed in one sitting.
3. A completed Pre Application is necessary in order to move on to the Full Application.
 - If any section does not apply, enter “N/A” into the applicable field; if you do not, your application may not be considered ‘complete’ by ZoomGrants – and you ultimately won’t be able to submit the proposal.
 - Answer ALL questions.
 - Attach ALL requested documents.
4. Only **after** your Pre Application is completed will you be able to automatically proceed to the Full Application for this Call for Proposals. Changes can be made to your proposal up until you submit it, prior to the February 28, 2021 deadline.

Full Application

The Full Application allows your organization to fully detail the proposal.

There are fourteen (14) questions in this section – here is the first one:

1. Provide a detailed description of your project, outlining major activities, best practices and how the need is not currently being met. How will your activities advance racial and social equity? Will your project sustain or increase a service? Will there be collaboration with other community partners? How will project impact be maximized? If providing shelter services, outline if couples/families/pets allowed, Housing First approach, shelter participation rules, sobriety requirements, participation in Community Point, etc.

This question allows your organization to clearly detail the proposed project. Explain the potential for your project to enable long-term solutions

There is a character limit associated with each narrative response.

You will need to answer each question – note that the 14th question ‘The future of social services in Tucson’ is optional.

Budget

Provide all requested information to fully detail program funding – both committed and non-committed - as well as sources. Note that a budget narrative is needed to discuss:

- Personnel
- Fringe Benefits
- Rent and Utilities
- Operating Services
- Travel
- Support Services
- Staff Development
- Materials and Supplies
- Professional and Outside Services

Documents

Ensure all required documents are attached as specified.

Begin early as you may need assistance and absolutely no applications will be accepted past the deadline!

Please do not submit your proposal until you are certain it is complete and all requirements fulfilled.

SUBMIT your proposal by midnight on February 28TH, 2021! Late or incomplete proposals will not be accepted after this time.

ZOOMGRANTS UNIVERSITY has many useful articles that can assist! Go to: <http://help.zoomgrants.com/>