READING AND SCORING APPLICATIONS IN ZOOMGRANTS

YOUR ZOOMGRANTS ACCOUNT

In order to review applications on ZoomGrants, you must have an account. If you do not have a ZoomGrants account, Community Resources Management (CRM) staff will set up your account using your email address and will create a password for you. This information will be emailed to you. If you have an account and have forgotten your username or password, please contact Donna Daniels at donna.daniels@clarkcountynv.gov.

READING APPLICATIONS

1. **Log in.** Log onto ZoomGrants at www.zoomgrants.com, using your username (your email address) and password. The site will open a page titled "My Account," which includes a listing of the grant programs to which you have access. You will see the list of grant programs that you are assigned to review (circled in red below.)

2. **Choose the grant program to review.** Click the link for the grant program you wish to review (for example, ESG or HOME.) The link will open your Program Dashboard for that program. The Program Dashboard includes graphs and information pertaining to all the grants under that program. Across the top of the page, you will see a series of tabs that include: Dashboard, Applications, Scoring, Financial, Data and My Profile. To see the applications, click the Applications link (circled in red below.)

3. **Click the link for each grant in the list.** You will see a list of Submitted Applications (circled in red below.) Under each applicant organization name is the title of their application. The application title is a link that you click in order to view the application.

4. **Read information for each grant.** Clicking the application title link will open the full application, which consists of a series of tabs (circled in red below), including the following:

Application Summary: Includes contact information for the applying agency, IRS verification that the agency is a nonprofit, and verification that the organization is registered on the System for Award Management (SAM), among other items.

Pre-Application: Reveals the applicant's responses to the pre-application questions, which help determine whether an organization meets the threshold to complete the full application.

Application Questions: Contains the bulk of the information that reviewers need to read. Questions are specific to the grant program for which the organizations are applying.

Budget Snap Shot: Provides a literal snap shot of the budget funding sources and expenses and a brief narrative explaining budget items.

Documents: Includes uploaded documents required of all applicants. At a minimum, reviewers should read the documents related to budget and performance measures, but feel free to review anything on the page.

SCORING APPLICATIONS

1. **Open the Review Tools link.** When you have an application open, the header will include a button that links to Review Tools (circled in red below.) **When you are ready to score the application, click on Review Tools** to open a page that provides scoring criteria and allows you to select your scores for the application you are currently viewing.

2. **Respond to the questions.** Scoring requires responding to a series of questions about the application (circled in red.) Please note that the questions will be different for different grant programs, but the same for all applications within each grant program. Score each application based on its merits. For each question, select a score in the **Score dropdown menu**. The lower number indicates a poorer applicant response. If applicable, you may also enter a comment for each scoring question. You may also enter private notes in the field to the right. Only you can see the notes you enter into My Private Notes.
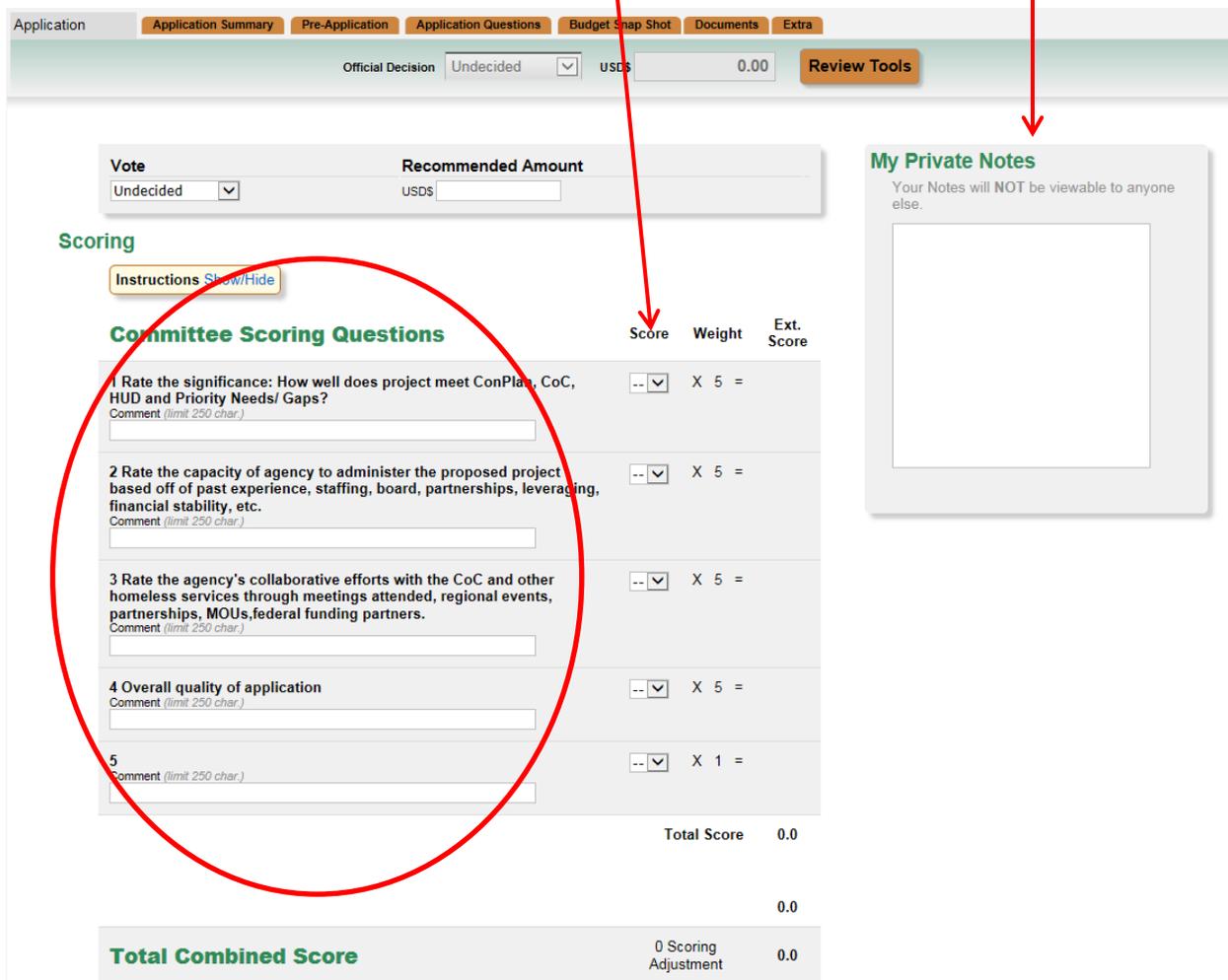
3. **Enter comments for CRM to see, if desired.** At the bottom of the Review Tools page is an additional space for general scoring comments (circled in red below.) You may enter comments here, if applicable. Please note that these comments can be viewed by CRM staff.

4. **Record your recommendation.** Near the top of the Review Tools page (circled in red below) is a field labeled "Vote" and an area to enter a recommended funding amount. In the "Vote" field, please select from the drop down menu to record your recommendation. Options are "Approve, Decline or Abstain/Recuse." In the Recommended Amount field, enter the funding amount you recommend for the application. Note that, despite the label that is assigned by ZoomGrants, the "Vote" field is not tallying a vote for official decisions. As in the past, CDAC members will discuss applications prior to final decisions and recommendations to the Commissioners.

5. **ZoomGrants saves automatically, but you may go back and change scores, if desired.** When you are finished scoring the questions, adding any comments and making your recommendation for approval/disapproval and funding amount, **the ZoomGrants system will automatically save your responses**. If you wish to change a score, comment or recommendation to any application, you may go back to the Review Tools page for that application and do so. This allows you to give a preliminary score to

applications and then return to adjust the score if your understanding of a project changes after the applicant presentations, for example.

6. **Return to the list to score the next application.** To score the next application, return to the list of applications by clicking on the Applications tab in the set of tabs at the top of the page (circled in red below.) This will return you to the full list of applications, where you may choose the next application and continue the scoring process. Go through the scoring process, responding to all questions, for each application. You may logout and return, as needed, if you cannot get through all the applications in one sitting.

7. **Be sure to score online this year!** CRM staff will run a scoring report for the applications by program and will bring this report to the CDAC meeting at which final funding decisions will be made. **Please note that we will NOT be using paper ballots at the meeting this year. All applications must be scored online.** CRM staff will provide CDAC members with a deadline for entering the final scores online in order for their recommendations to be included in the scoring report.

A WORD ABOUT ACCESSIBILITY

Community Resources Management does not intend for the online review and scoring process to be an obstacle to participation for anyone who is unable to access the applications online. If you are unable to review applications or to do your scoring online, CRM staff will provide you with electronic copies of the applications and a scoring template on which to record your scores. CRM will use your completed scoring template to enter the scores into ZoomGrants, so that they are included in the scoring report. Any CDAC members who use the scoring template must submit their scores by the specified deadline in order for their scores to be in the report and therefore considered in the scoring process.

Note: These instructions and all scoring templates are available online at:

http://www.clarkcountynv.gov/social-service/crm/Pages/Citizen-Participation.aspx.