

2022 Coronavirus Fiscal Recovery Grant Program ZoomGrants User Guide

Overview

The City of Boise will utilize ZoomGrants to accept, manage, and monitor subaward agreements under the 2022 Coronavirus Fiscal Recovery Grant Program. Subrecipients will submit all required project documentation, invoices, and progress reports through this site. Please see below instructions for additional information.

Using ZoomGrants

All applications must be submitted through ZoomGrants, which can be accessed through the link provided in the Notice of Funding Opportunity.

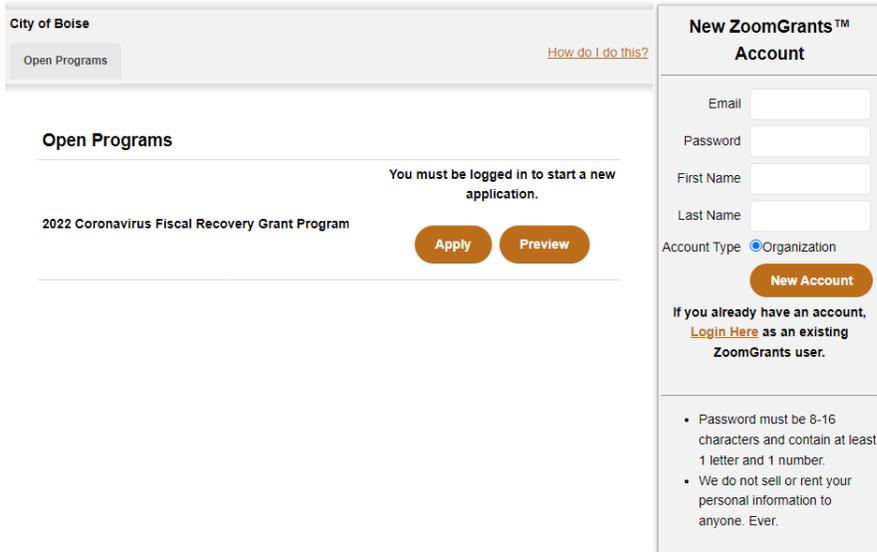
- If you have used ZoomGrants for previous applications, you do not need to create a new account. For password assistance, click 'Forgot Password.'

Step 1: Log into ZoomGrants



If you already have a ZoomGrants account:

1. Enter the email and password associated with your existing account
2. Click 'Login'



If you have **not** used ZoomGrants for previous applications, follow these steps to create an account:

1. Fill in the requested information
2. Click 'New Account'

Step 2: Click 'Apply' next to the 2022 Coronavirus Fiscal Recovery Grant Program Application applicable to your project

The screenshot shows the top navigation bar of the City of Boise website. It includes the City of Boise logo, a user greeting "Welcome, Mary Brown" with a "Not Mary Brown?" link, and navigation links for "HELP", "RESOURCES", "FULL SCREEN", and "LOGOUT". Below the navigation bar is a search bar with a "Search" button. The main content area is titled "City of Boise" and contains a "Open Programs" button. Underneath, the "Open Programs" section lists the "2022 Coronavirus Fiscal Recovery Grant Program" with two buttons: "Apply" and "Preview". A green arrow points to the "Apply" button.

Step 3: Complete All Application Tabs

Provide the requested information regarding the applicant organization.

➤ **Organization Information**

The screenshot shows the "Organization Information" form. At the top, there are five tabs: "Organization Information" (selected), "Application Questions", "Required Templates", "Supporting Documentation", and "Activity Log". Below the tabs, the form is titled "Organization Information" with a note "(answers are saved automatically when you move to another field)". The form contains two sections: "Project Name" and "Amount Requested" (with a "\$" symbol), and "Applicant Information" which includes fields for "First Name", "Last Name", "Telephone", and "Email".

➤ Application Questions

Answer all of the required application questions. Refer to the Application Package on the City of Boise's website for a complete list of required questions. See link to website here: <https://www.cityofboise.org/departments/mayor/arpa/>

Organization Information	Application Questions	Required Templates	Supporting Documentation	Activity Log
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Application Questions

(answers are saved automatically when you move to another field)

Organization Type

1. Applicant Organization Type: Select the appropriate organization type. Use the space after the associated checkbox to specify the IRS section (for non-profits) or describe an entity not listed.

Instructions: Organizations must be incorporated to do business in Idaho and have a Federal Employer Identification Number/Federal Tax Identification Number (FEIN/FTIN).

- Non-profit organizations with 501(c)(3) status, including hospitals and local providers
- For-profit organizations, including hospitals and local providers

Organization Background and Experience

2. Enter the applicant organization's formation date and date of incorporation (if applicable).

Instructions: Enter the date and year of your organization's formation.

Maximum characters: 255. You have 255 characters left.

➤ Required Templates

Complete all required templates, including the Work Plan Template, Detailed Budget Template, and/or Match Contributions Template as requested.

Organization Information	Application Questions	Required Templates	Supporting Documentation	Activity Log
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Required Templates

(answers are saved automatically when you move to another field)

Instructions [Show/Hide](#)

Work Plan Template

The 'Total' column will calculate automatically when you reload the page. Fill in the table, as applicable, then use the grey 'Refresh Page' button in the upper right corner of the page to reload the page and show the latest calculated values.

Task/Activity	Description	Timeframe	Responsible Parties	Expected Outcome/Result	Amt Requested	Match Total
<input type="text"/>	\$	\$ \$				
<input type="text"/>	\$	\$ \$				

➤ Supporting Documentation

Upload the requested supporting documentation for your organization. For the Risk Assessment Questionnaire, please upload the completed questionnaire and required supporting documents as one file, if possible. If you have any additional documentation

you'd like to provide or if you need additional file upload space, please utilize the "Other" attachment category.

Organization Information Application Questions Required Templates **Supporting Documentation** Activity Log

Supporting Documentation

Instructions [Show/Hide](#)

Documents Requested *	Required?	Uploaded Documents *	
Attachment A - Risk Assessment Questionnaire Download template: Attachment A - Risk Assessment Questionnaire	Required	-none-	<input type="button" value="Upload"/>
Letters of Support		-none-	<input type="button" value="Upload"/>
Negotiated Indirect Cost Rate Agreement (NICRA), if applicable		-none-	<input type="button" value="Upload"/>
Proof of SAM.gov Registration	Required	-none-	<input type="button" value="Upload"/>
Organization Type Verification, if applicable		-none-	<input type="button" value="Upload"/>
Other		-none-	<input type="button" value="Upload"/>