

ZOOMGRANTS

Training for
Applicants

ACCESSING THE ONLINE APPLICATION

- Agencies ***cannot*** access Clark County funding opportunities by going directly to the ZoomGrants website.
- Accessible by
 - Email link sent to stakeholders
 - Online through Clark County's website
 - www.clark.wa.gov/cdbg/applications

The screenshot shows the Clark County Washington website. The header includes navigation links: Home, Find It!, A-Z Index, Departments & Programs, Jobs, and Contact Us. Below the header is a search bar with a 'Google search' button. The main content area is titled 'Applications' and 'Community Development Block Grant'. It states that the 2013 Request for Application is now closed. It explains that applications are released at the beginning of October for the following year's funding allocations and are due by December 1st. The Urban County Policy Board (UCPB) reviews the applications in January and applicants have the opportunity to present their Program applications to the board in February. The UCPB also visits the proposed Project application sites in February. It mentions that 'Selection and final recommendations' for these funds are made by the Urban County Policy Board at their regularly scheduled meeting the second Monday in March. Contracts are intended to begin in August. A red arrow points to the 'Apply via ZoomGrants' link. Below this, there is a section for 'Application Related Links and Documents' with a link to 'CDBG and HOME Project Comparison Chart (PDF)'. A sidebar on the left lists various services: Community Development Block Grant (CDBG), Community Action, HOME Investment Partnership, Fair Housing, Advisory Boards, Housing Preservation, Projects, Documents, Contacts, FAQ, Links, and Applications.

LOGIN SCREEN

1. Funding Opportunity

2. New Users

3. Existing Users

CLARK COUNTY Washington

Powered by ZoomGrants™

Existing ZoomGrants™ Users

Email

Password

Stay logged in?

[Forgot password?](#)

RESOURCES HELP A▲▼

Available Programs

Available Programs: Clark County, WA

2014 HOME Investment Partnerships Program
Community Services
12/16/2013 - Organizations Only

New ZoomGrants™ Account

Email

Password

First Name

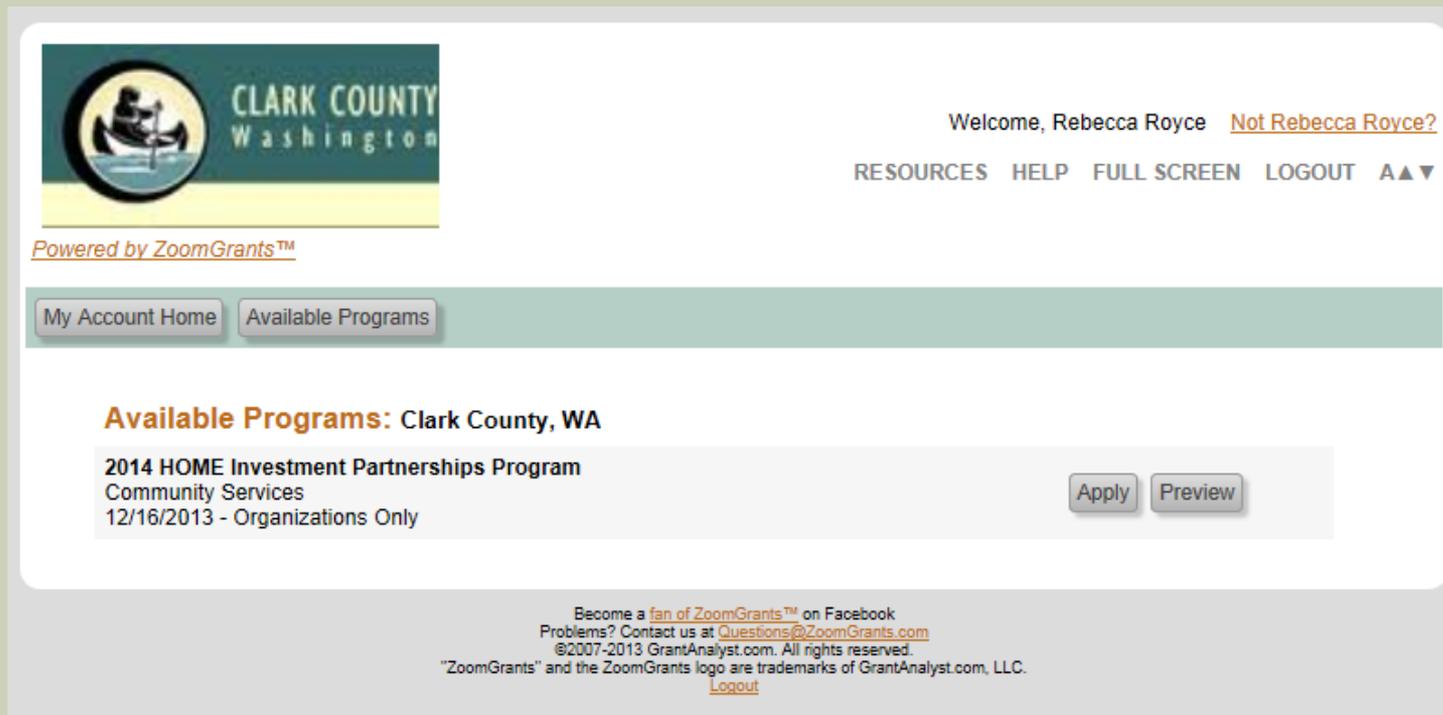
Last Name

Account Type Organization Individual

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

AVAILABLE PROGRAMS

- List of available programs
 - Unique to each funding program
- Apply or Preview



 Welcome, Rebecca Royce [Not Rebecca Royce?](#)

RESOURCES HELP FULL SCREEN LOGOUT ▲▲▼

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My Account Home Available Programs

Available Programs: Clark County, WA

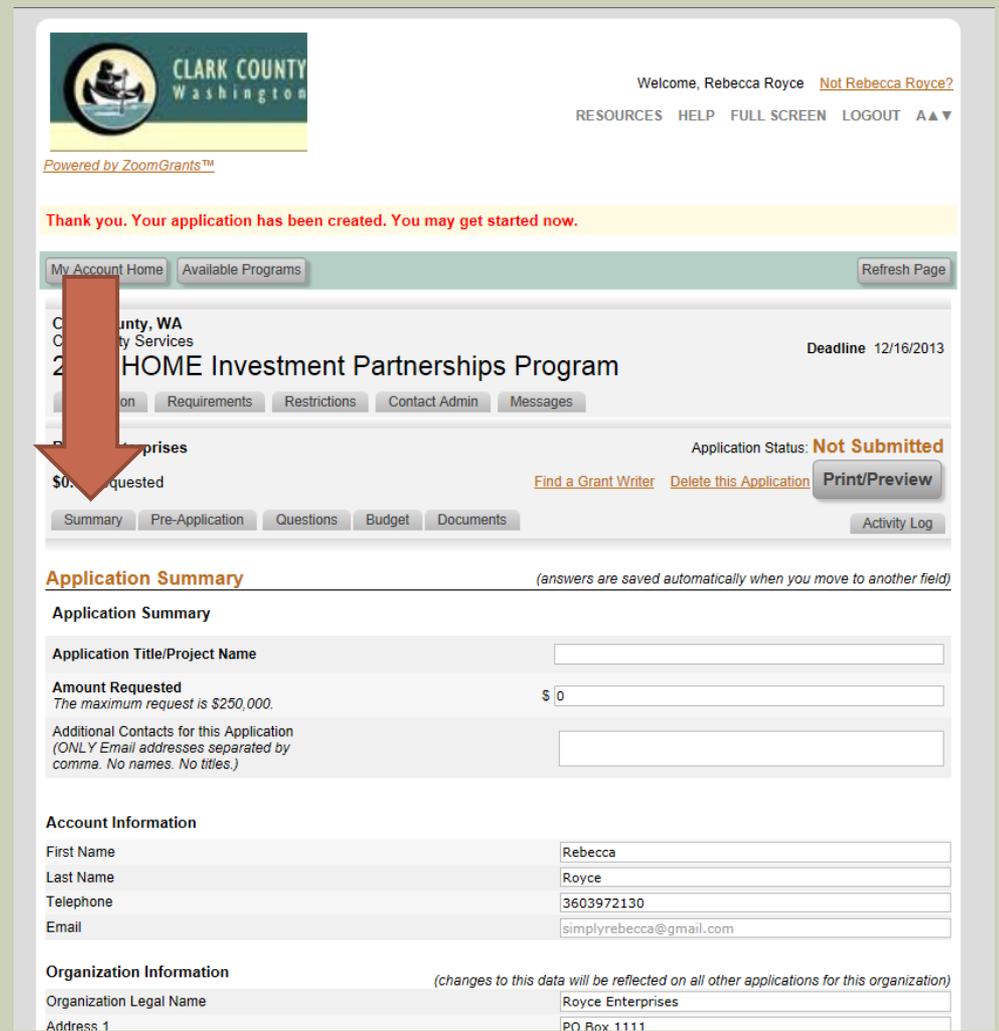
2014 HOME Investment Partnerships Program
Community Services
12/16/2013 - Organizations Only

Apply Preview

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Problems? Contact us at Questions@ZoomGrants.com
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[Logout](#)

SUMMARY PAGE

- First page when logging into application
- Includes:
 - General information about application
 - Contact information



CLARK COUNTY
Washington

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Thank you. Your application has been created. You may get started now.

My Account Home Available Programs Refresh Page

Clark County, WA
County Services

2 HOME Investment Partnerships Program Deadline 12/16/2013

on Requirements Restrictions Contact Admin Messages

Application Status: **Not Submitted**

\$0.00 requested [Find a Grant Writer](#) [Delete this Application](#)

Summary Pre-Application Questions Budget Documents Activity Log

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

Application Summary

Application Title/Project Name

Amount Requested The maximum request is \$250,000. \$

Additional Contacts for this Application
(ONLY Email addresses separated by comma. No names. No titles.)

Account Information

First Name

Last Name

Telephone

Email

Organization Information (changes to this data will be reflected on all other applications for this organization)

Organization Legal Name

Address 1

CONTACT ADMIN/MESSAGES TABS

1. Contact Admin Tab

1 → Automatically pops up an email to the grant administrator

2. Messages

2 → Lists all messages sent/received for this application

The screenshot illustrates the user interface for the Clark County WA Community Services website and an email client. The website displays the 'Contact Admin' and 'Messages' tabs, with arrows indicating their locations. The email client window shows an email from pete.munroe@clark.wa.gov, with contact information for Rebecca Royce, Office Assistant, Community Housing & Development, Clark County Community Services. The contact information includes phone numbers (360-397-2130, 360-759-6725) and an email address (Rebecca.royce@clark.wa.gov).

Website details visible in the screenshot:

- Clark County WA Community Services
- 2014 Community Development Block Grant Funds
- Deadline: 12/2/2013
- Navigation tabs: Description, Requirements, Restrictions, Contact Admin, Messages
- Messages section: Messages [hide this]

Email client details visible in the screenshot:

- From: pete.munroe@clark.wa.gov
- Subject: [Blank]
- Body text:

Rebecca Royce
 Office Assistant
 Community Housing & Development
 Clark County Community Services
 P: 360-397-2130
 F: 360-759-6725
Rebecca.royce@clark.wa.gov

IMPORTANT INFORMATION



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[RESOURCES](#) [HELP](#) [FULL SCREEN](#) [LOGOUT](#) ▲▲▼

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Thank you. Your application has been created. You may get started now.

[My Account Home](#)

[Available Programs](#)

[Refresh Page](#)

Clark County, WA
Community Services

Deadline 12/16/2013

2014 HOME Investment Partnerships Program

[Description](#) [Requirements](#) [Restrictions](#) [Contact Admin](#) [Messages](#)



Description [\[hide this\]](#)

The purpose of the RFA is to solicit applications from the community to address and alleviate the identified needs of the 2010–2014 Clark County Housing and Community Development Plan.

The Home Investment Partnerships Program (HOME) is funded by the U.S. Department of Housing and Urban Development (HUD) through an entitlement formula that provides funds to over 650 cities, counties and consortiums. The HOME Program, established under Title II (Home Investment Partnerships Act) of the National Affordable Housing Act, represents an affirmation of the federal government's commitment to providing decent, safe, and affordable housing for all Americans and to alleviating the problems of severe rent burdens, homelessness, and deteriorating housing. HOME assistance is targeted to ensure that the program serves the affordable housing needs of households who are low- and very low-income.

The Clark County HOME program provides funds for eligible construction, acquisition, and reconstruction of affordable housing projects. Homeownership, rental subsidies and Community Housing Development Organization (CHDO) operating funds are also eligible activities.

CHDO operating funds will only be awarded to CHDO's that apply for and receive HOME CHDO funds. Minimum CHDO project award is 15% of the entitlement amount and the maximum CHDO operating award is 5% of the entitlement amount. CHDO's may elect to use the operating funds towards project costs.

Questions regarding this Request for Application must be directed in writing, via email, to the contact person. The deadline for submitting such questions is three business days prior to the due date for applications. Answers will be issued through ZoomGrants to all applicants no later than two business days prior to the application due date.

Application Review and Selection:

Pre-applications are mandatory and will be reviewed for project eligibility. An internal County review team will assess administrative capability which includes turnover in upper staff levels; weaknesses identified in prior onsite reviews; cash flow issues; and audit or financial statements and management letter, if applicable.

After passing the internal review, the Urban County Policy Board (UCPB) evaluates and recommends HOME eligible projects for potential funding. Clark County CDBG and HOME program staff serves as support to the UCPB. The final decision of the expenditure of HOME funds is vested with the Board of County Commissioners.

Projects that leverage other resources, demonstrate an attempt to obtain other funds or can show an ability to get under way in the timeliest manner will be given additional consideration.

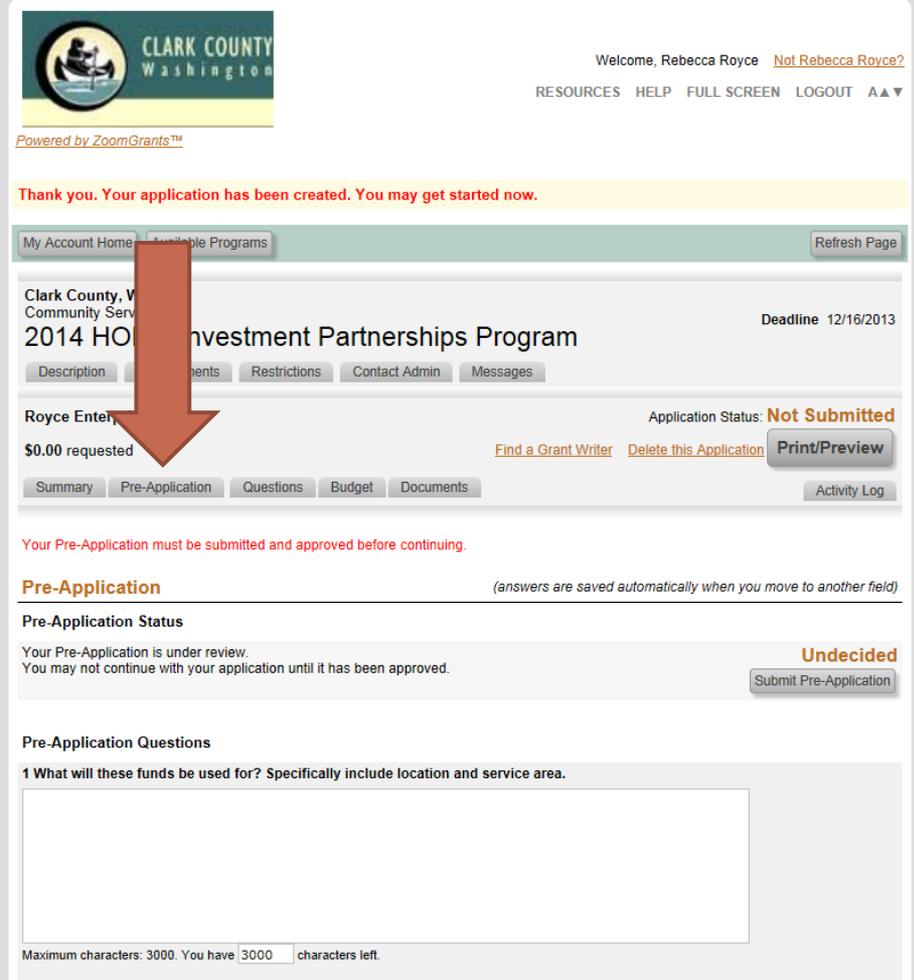
Days Estimated

Application Status: **Not Submitted**

- Description
- Requirements
- Restrictions
- Contact Admin
- Messages

MANDATORY PRE-APPLICATION

- MANDATORY
- Used to determine eligibility of proposed program/project
- Required pre-application documents must be uploaded before you can submit your pre-application
- Due October 31st
- Cannot proceed with application until approved by County staff
 - Notified by November 6th



Clark County Washington

Welcome, Rebecca Royce [Not Rebecca Royce?](#)

RESOURCES HELP FULL SCREEN LOGOUT ▲▼

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Thank you. Your application has been created. You may get started now.

My Account Home Available Programs Refresh Page

Clark County, V Community Serv
2014 HO Investment Partnerships Program Deadline 12/16/2013

Description Documents Restrictions Contact Admin Messages

Royce Enter Application Status: **Not Submitted**

\$0.00 requested [Find a Grant Writer](#) [Delete this Application](#) [Print/Preview](#)

Summary Pre-Application Questions Budget Documents Activity Log

Your Pre-Application must be submitted and approved before continuing.

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

Pre-Application Status

Your Pre-Application is under review.
You may not continue with your application until it has been approved.

Undecided [Submit Pre-Application](#)

Pre-Application Questions

1 What will these funds be used for? Specifically include location and service area.

Maximum characters: 3000. You have 3000 characters left.

APPLICATION QUESTIONS

CLARK COUNTY
Washington

Welcome, Rebecca Royce [Not Rebecca Royce?](#)

RESOURCES HELP FULL SCREEN LOGOUT ▲▲▼

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My Account Home Available Programs Refresh Page

Clark County, WA
Community Services

2014 HOME Investment Partnerships Program Deadline 12/16/2013

Description Requirements Questions Contact Admin Messages

Royce Enterprises Application Status: **Not Submitted**

\$0.00 requested [Find a Grant Writer](#) [Delete this Application](#) [Print/Preview](#)

Summary Pre-Application **Questions** Budget Documents Activity Log

Your Pre-Application must be submitted and approved before continuing.

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

Application Questions

1 Please provide the location and brief summary of your program/project.
No points assigned

2 Need Statement: Describe why HOME funds are needed. Detail the issues and known special characteristics of tenants/participants that would be served. Include age, homelessness, special needs, mental health issues, substance use, HOPWA, etc.
20 points maximum - 20% of total

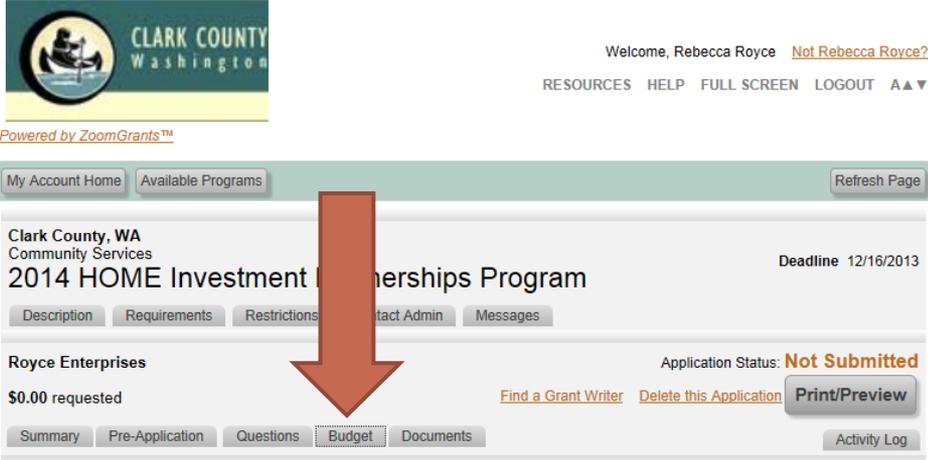
Maximum characters: 3000. You have characters left.

3 Solution Statement: Describe the program/project and how it will address the needs identified in Question 2. Include a list of objective measurable outcomes and how your proposed solution is the most effective at achieving those outcomes.
15 points maximum - 15% of total

- Limited space to complete your answers – be concise!
- Must answer all questions
- Answers saved automatically

BUDGET TAB

- Every applicant must complete the Budget tab



Clark County, WA
Community Services

2014 HOME Investment Partnerships Program

Deadline 12/16/2013

Description Requirements Restrictions Contact Admin Messages

Royce Enterprises

Application Status: **Not Submitted**

\$0.00 requested

Find a Grant Writer Delete this Application Print/Preview

Summary Pre-Application Questions **Budget** Documents Activity Log

Your Pre-Application must be submitted and approved before continuing.

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

Complete the Proposed Funding table below. For Program applications, complete and upload the Program Use of Finances form. For Project applications, complete and upload a Development Budget (a template is provided, but any version that provides the same information is acceptable.)

Proposed Funding
Enter all funds for this project. Specify if funds are Committed, Conditional or Proposed.

Item Description	Committed	Conditional	Proposed
HOME (this request)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
HOME City of Vancouver	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
State Housing Trust Fund	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Low-Income Housing Tax Credits	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Federal (specify)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Local Government; non-federal (specify)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Applicant	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Private	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other (specify)	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

DOCUMENTS

- Several documents marked “required” for all applicants
 - Application cannot be submitted until these documents are uploaded
- Some documents not marked “required,” but are still required depending on the application type.
 - For example, floodplain documentation is required for some applications, but not for others.

Clark County, WA
Community Services

Welcome, Rebecca Royce [Not Rebecca Royce?](#)

RESOURCES HELP FULL SCREEN LOGOUT A▲▼

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My Account Home Available Programs Refresh Page

Clark County, WA
Community Services
2014 HOME Investment Partnerships Program

Deadline 12/16/2013

Description Requirements Restrictions Contact Act Messages

Royce Enterprises Application Status: **Not Submitted**

\$0.00 requested [Find a Grant Writer](#) [Delete this Application](#) [Print/Preview](#)

Summary Pre-Application Questions Budget Documents Activity Log

Your Pre-Application must be submitted and approved before continuing.

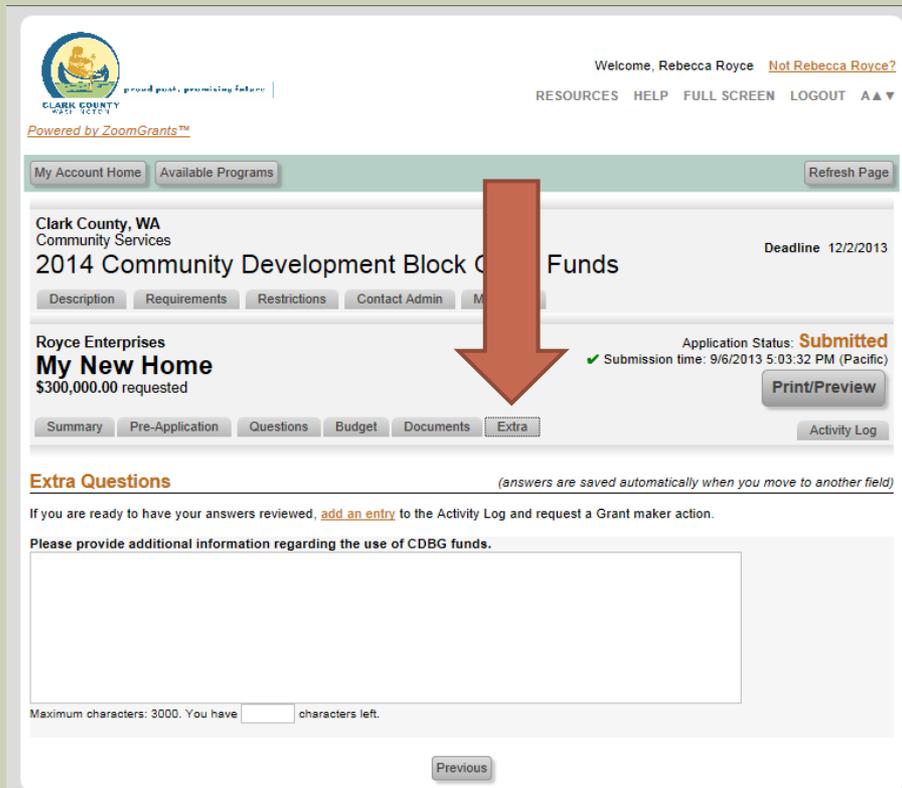
Supporting Documents

Instructions for Documents Requested [Show/Hide](#)

Documents Requested *	Required?	Uploaded Documents *	
Documentation of Other Committed Funds	<input type="checkbox"/>	-none-	Upload
Public Meeting Documentation	<input type="checkbox"/>	-none-	Upload
Authorization by Governing Body to Submit Application	<input checked="" type="checkbox"/>	-none-	Upload
Timeline	<input checked="" type="checkbox"/>	-none-	Upload
Project Pictures	<input type="checkbox"/>	-none-	Upload
20 Year Operating Proforma download template	<input type="checkbox"/>	-none-	Upload
Market Analysis or Feasibility Study	<input type="checkbox"/>	-none-	Upload
MAI Independent Appraisal	<input type="checkbox"/>	-none-	Upload
Lead Hazard Evaluation	<input type="checkbox"/>	-none-	Upload
Building Inspection Report	<input type="checkbox"/>	-none-	Upload

FOLLOW UP

- This tab is only displayed if a question is added to your application.



Clark County, WA
Community Services
2014 Community Development Block Grant Funds
Deadline 12/2/2013

Royce Enterprises
My New Home
\$300,000.00 requested

Application Status: **Submitted**
✓ Submission time: 9/6/2013 5:03:32 PM (Pacific)

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

If you are ready to have your answers reviewed, [add an entry](#) to the Activity Log and request a Grant maker action.

Please provide additional information regarding the use of CDBG funds.

Maximum characters: 3000. You have characters left.

Activity Requested: My New Home

Inbox x



ZoomGrants Notices <Notices@zoomgrant
to me ▾

11:17 AM (4 minutes ago) ☆

ZOOMGRANTS

A new activity has been requested...

Grant Program: 2014 Community Development Block Grant Funds
Proposal: My New Home

Activity Request: Applicant action requested: Please complete the additional questions posted in the Extra tab of your application. Responses are due by October 12th.

Please log in to your ZoomGrants™ account and complete the activity requested.

Thank you.

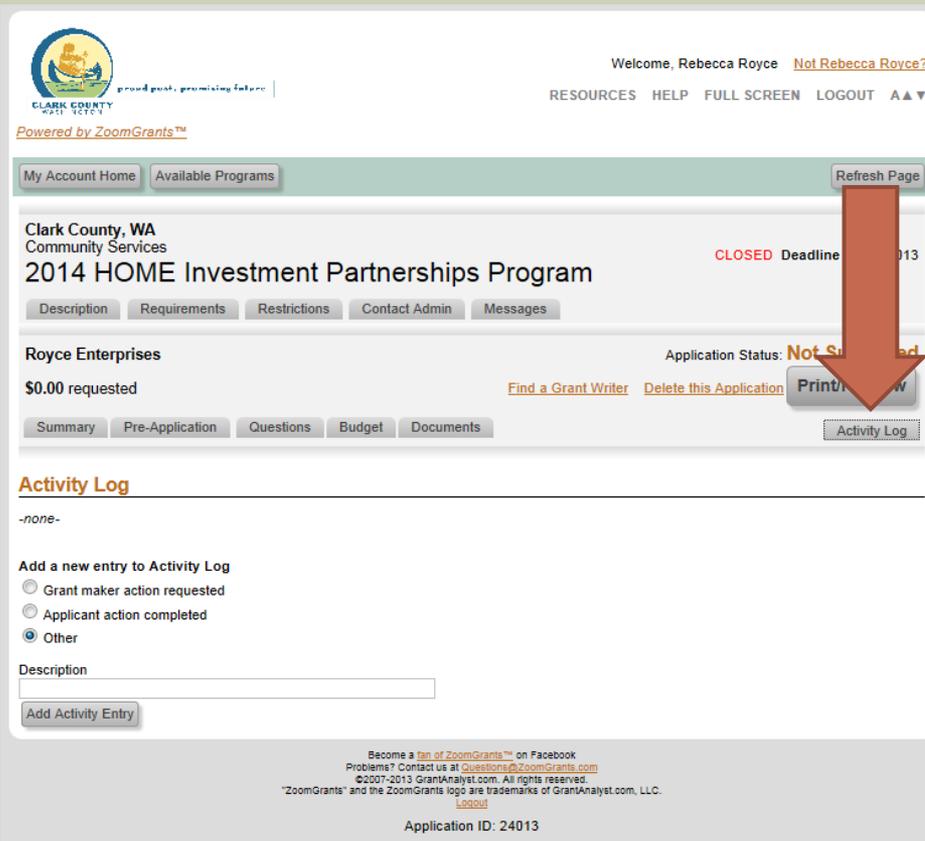
This email was sent from a notification-only email address.

Replies to this message will be sent to the person who originated this message.

Thank you for using <http://zoomgrants.com>

- Agencies will receive an email from ZoomGrants Notices if there are additional questions to be answered.

ACTIVITY LOG



The screenshot displays the ZoomGrants user interface for a user named Rebecca Royce. The page shows details for the '2014 HOME Investment Partnerships Program' with a status of 'CLOSED' and a deadline of '013'. The application status is 'Not Submitted'. A red arrow points to the 'Activity Log' button in the application details area.

Activity Log

-none-

Add a new entry to Activity Log

Grant maker action requested

Applicant action completed

Other

Description

Add Activity Entry

Application ID: 24013

- Automatically logs activities
 - Pre-application submittal
 - Pre-application approval/denial
 - Application submittal
 - Application approval/denial
- Applicants and Administrators can add activities

AFTER SUBMISSION

- Clark County staff will contact you through ZoomGrants if further information regarding your application is needed.

Activity	Date
Project Review/Program Presentations	February 2015
Funding Recommendations	March 2015
30 Day Action Plan Public Comment	April/May 2015
HUD Funding Award	July 2015
Contracts	August 2015

QUESTIONS?

- Technical Assistance
 - Contact ZoomGrants



- Program Questions
 - Contact Pete Munroe
 - Pete.munroe@clark.wa.gov
 - 360-397-2130