2022 Coronavirus Fiscal Recovery Grant Program
ZoomGrants User Guide

Overview

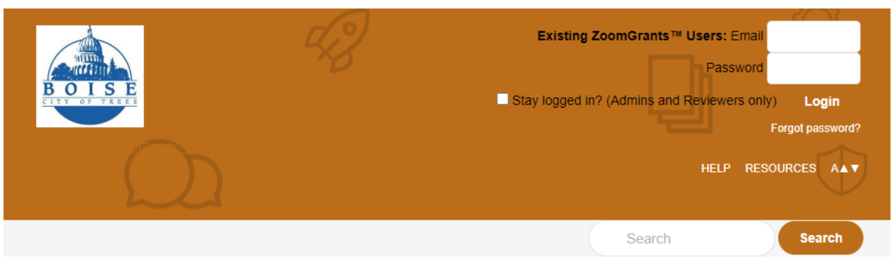
The City of Boise will utilize ZoomGrants to accept, manage, and monitor subaward agreements under the 2022 Coronavirus Fiscal Recovery Grant Program. Subrecipients will submit all required project documentation, invoices, and progress reports through this site. Please see below instructions for additional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

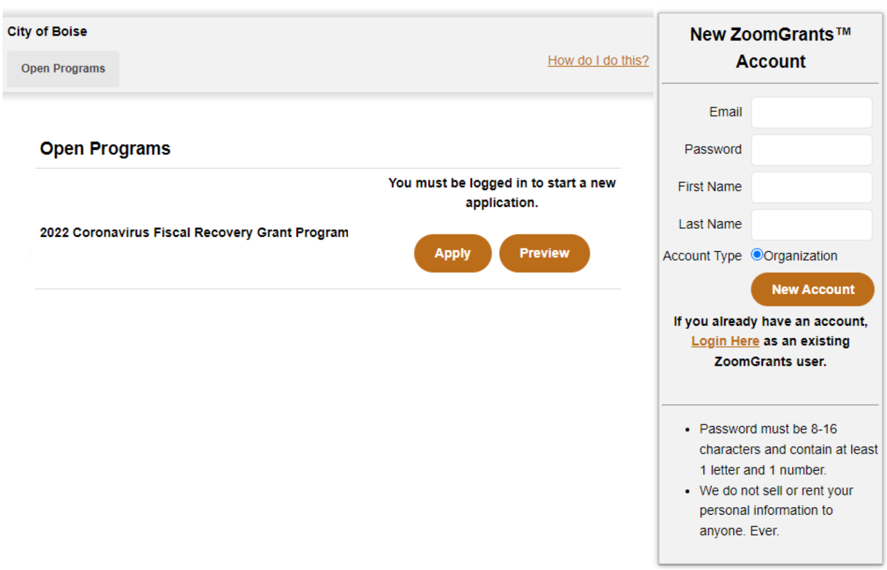
Step 1: Log into ZoomGrants



If you already have a ZoomGrants account:

1. Enter the email and password associated with your existing account

2. Click 'Login'

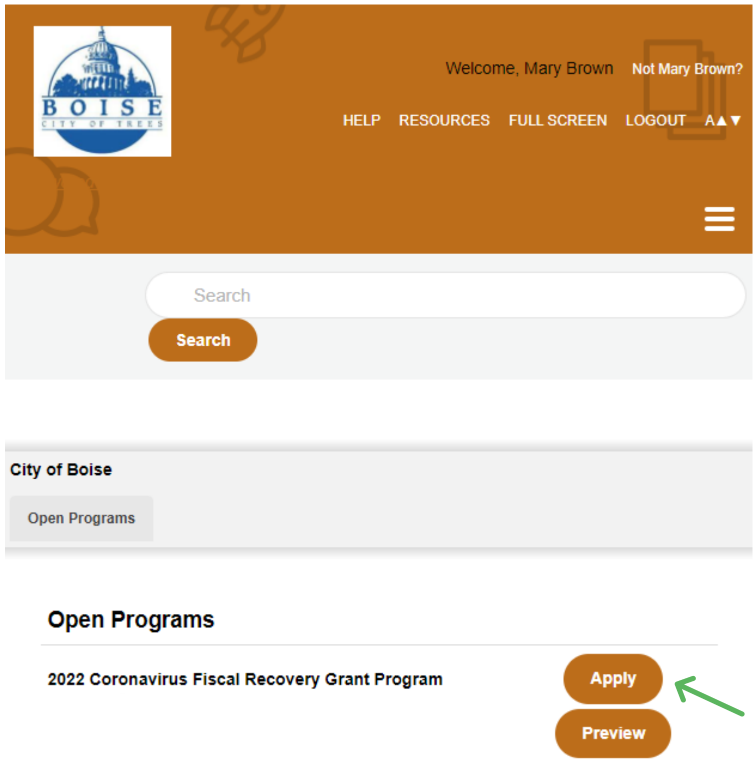


If you have **not** used ZoomGrants for previous applications, follow these steps to create an account:

1. Fill in the requested information

2. Click 'New Account'

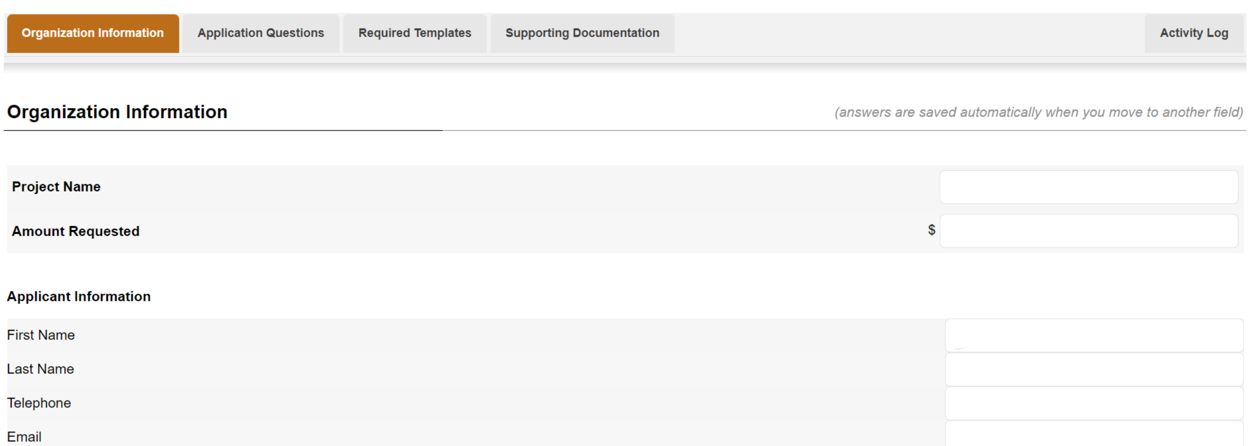
Step 2: Click 'Apply' next to the 2022 Coronavirus Fiscal Recovery Grant Program Application applicable to your project



Step 3: Complete All Application Tabs

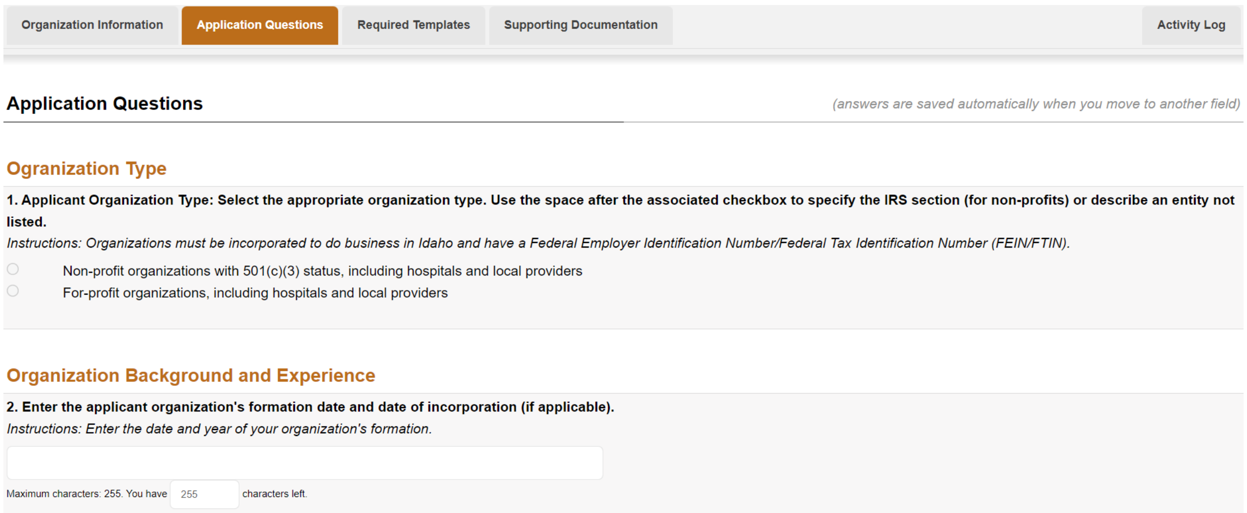
Provide the requested information regarding the applicant organization.

- ### Organization Information



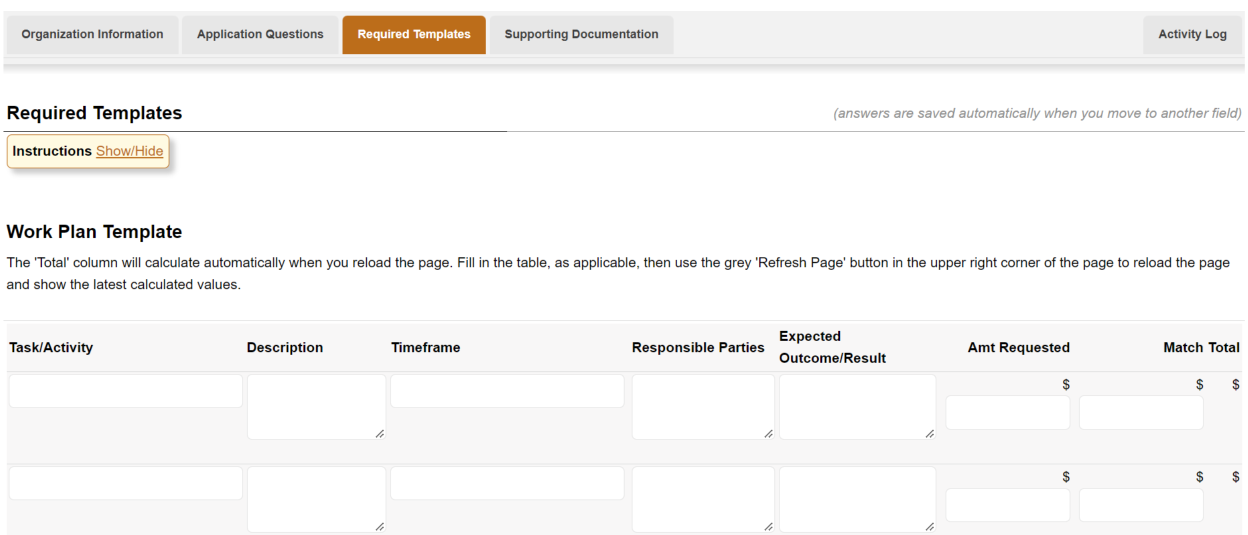
➢ Application Questions

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/



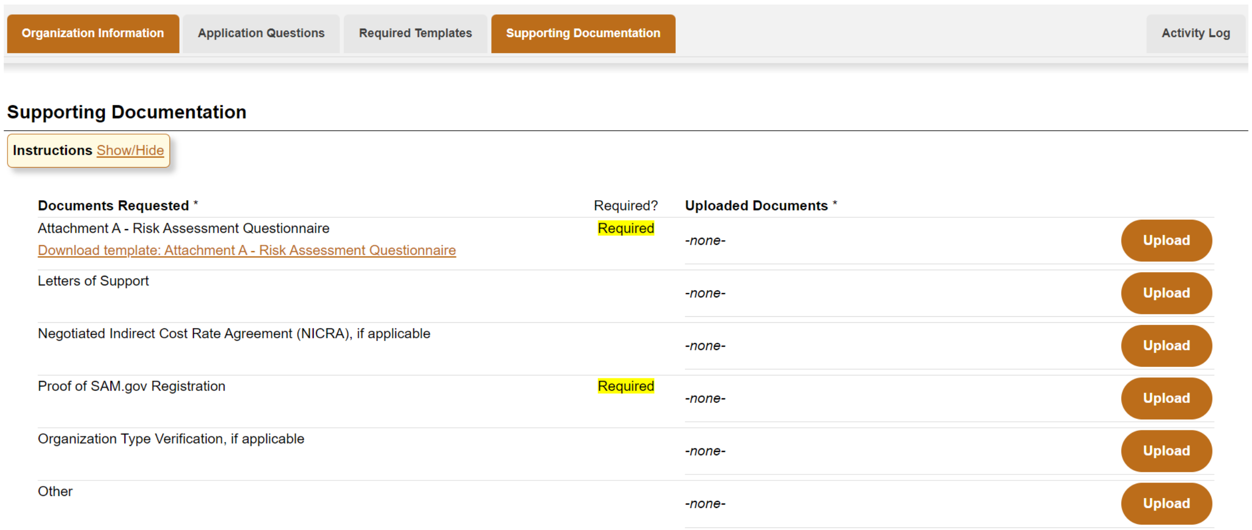
➢ Required Templates

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



➢ 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-	Upload
Letters of Support		-none-	Upload
Negotiated Indirect Cost Rate Agreement (NICRA), if applicable		-none-	Upload
Proof of SAM.gov Registration	Required	-none-	Upload
Organization Type Verification, if applicable		-none-	Upload
Other		-none-	Upload