



Hidalgo County Purchasing Department  
2812 S. Business Highway 281  
New Administration Building  
Edinburg, Texas 78539  
(956) 318-2626/ Fax: (956) 318-2629

## MEMORANDUM

### “SOLE SOURCE DECLARATION”

TO: Hidalgo County Commissioner’s Court

FROM: Martha L. Salazar, CPPB  
Hidalgo County Purchasing Agent *mls*

DATE: September 11, 2018

RE: “Sole Source Declaration” – Grant Analyst.com, LLC, dba, Zoom Grants

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The Hidalgo County Urban County Program applies for all sub-recipient grant applications through funding from U.S. Dept. of Housing and Urban Development [HUD] Community Planning and Development [CPD] Programs [CDBG, HOME, HOPWA, ESG, COC, etc.]. Currently this process is tedious and quite time consuming as the process is manually conducted and submitted in like manner.

In order to improve grant management processing by streamlining all aspects of the lifecycle of the grant funds. As HUB requests local governments to do more with less funding, the HC-UCP must find a method of efficiently and effectively to apply and submit sub-recipient applications.

Grant Analyst.com, dba, Zoom Grants began providing this solution for local government programs in 2008. Zoom Grants is the only vendor providing online federal grant management technology that offers HUD CPD-focused training, consultation, and application content directed related to the programs that the Hidalgo County Urban County Program manages. Zoom Grants is the only online application management provider to integrate with an All-In-One Cloud Solution for Managing Residential Rehabilitation.

ZoomGrants has confirmed that they are the developer and owner of the product since 2002 under the name GrantAnalyst.com. In 2008 the name was changed to ZoomGrants and states it owns all the intellectual property. ZoomGrants confirms that the system is copyrighted, has secret processes.

Thus due to the facts contained herein, ZoomGrants is the sole source for the system that the Hidalgo County Urban County Program requires for its operations. This sole source declaration is to remain in effect unless revoked by Hidalgo County Commissioners Court.

Zimbra

martha.salazar@co.hidalgo.tx.us

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**Re: Hidalgo County Urban County Program**

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**From :** Martin Greenlee  
<Martin.Greenlee@zoomgrants.com>

Thu, Aug 30, 2018 07:31 PM

**Subject :** Re: Hidalgo County Urban County Program

**To :** martha salazar  
<martha.salazar@co.hidalgo.tx.us>

**Cc :** dina trevino <dina.trevino@co.hidalgo.tx.us>,  
darlene betancourt  
<darlene.betancourt@co.hidalgo.tx.us>

External images are not displayed. [Display images below](#)

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Marty,

Below are answers to your questions:

Can you confirm and provide [supporting documentation] Hidalgo County such as:

1. Is ZoomGrants the developer and owner of the product? **Yes.**
2. Does ZoomGrants own any patents, copyrights or secret processes; **Yes. Our system was created in 2002 under the name GrantAnalyst.com, and in 2008 we changed our name to ZoomGrants. Our system is copyrighted and we own all intellectual property associated with ZoomGrants including but not limited to Copyrights, secret processes, etc.**

*©2002-2018 GrantAnalyst.com. All rights reserved. "ZoomGrants" and the ZoomGrants logo are trademarks of GrantAnalyst.com, LLC.*

3. What other Texas County's or Cities with Urban County Programs have Sole Sourced ZoomGrants?

Please reply as soon as possible with the supporting documentation. **It's my understanding that McAllen, Corpus Christi, Bexar County, Travis County, Longview, Plano, and Arlington. Other customers of ours that I think completed a price quote or went through a solicitation is Austin, Fort Worth, McKinney, and Frisco.**

Thank you!

*Martin Greenlee*

Customer Relations Manager

Portland, Oregon

(office) 866.323.5404 x 4

(cell) 360.931.5617

[Martin.Greenlee@ZoomGrants.com](mailto:Martin.Greenlee@ZoomGrants.com)

<http://www.ZoomGrants.com>

Check out the new **ZoomGrants Tuesday Training Schedule** or **Add it to your calendar**

Find ZoomGrants on Facebook, Twitter or LinkedIn

*This email and any attachments are Confidential per the Electronic Communications Privacy Act 18 U.S.C. 2510 ET SEQ.*

On Thu, Aug 30, 2018 at 2:12 PM martha salazar  
<[martha.salazar@co.hidalgo.tx.us](mailto:martha.salazar@co.hidalgo.tx.us)> wrote:

Mr. Greenlee:

Can you confirm and provide [supporting documentation] Hidalgo County such as:

1. Is Zoom Grants the developer and owner of the product?
2. Does Zoom Grants own any patents, copyrights or secret processes;
3. What other Texas County's or Cities with Urban County Programs have Sole Sourced Zoom Grants?

Please reply as soon as possible with the supporting documentation.

Yours truly,  
Marty Salazar  
HC Purchasing Dept.

July 11, 2018

Hidalgo County Urban County Program  
Attention: Nellie Flores  
427 E Duranta Ave #107  
Alamo, TX 78516

Nellie,

ZoomGrants is currently established as an S Corporation with the federal government and solely owned by Mr. Geoff Hamilton, Chief Executive Officer. The company was originally established in October, 2002 and is registered in the state of Colorado as GrantAnalyst.com. In 2008, GrantAnalyst.com began doing business as ZoomGrants when it rebranded the company.

The software is copyrighted and built with proprietary information that the ZoomGrants team has solely developed. No other entity or organization has the same technology combined with the expertise of HUD Community Planning and Development (CPD) Programs. ZoomGrants has not entered into any other reseller agreements with any other companies or individuals. Hidalgo County can not find this software solution anywhere else than through the current communication established.

I hope this answers your questions. Should there be more, please contact me or Martin Greenlee at 866-323-5404 x4 or [Martin.Greenlee@ZoomGrants.com](mailto:Martin.Greenlee@ZoomGrants.com).

Sincerely,



Geoff Hamillton  
CEO, Founder  
ZoomGrants  
[Geoff.Hamilton@ZoomGrants.com](mailto:Geoff.Hamilton@ZoomGrants.com)  
866-323-5404 x7

**HIDALGO COUNTY PURCHASING DEPARTMENT**  
**SOLE SOURCE AFFIDAVIT**

THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER.

Before me, the undersigned official, on this day, personally appeared Martin Ryan Greenlee a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath, deposed and said:

1. My name is Martin Greenlee. I am over the age of 18, have never been convicted of crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: ZoomGrants.
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):  
Online Grant Application Management Services  
FOR HUD CPD Entitlement Jurisdictions.
4. Competition in providing the above named item(s), product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 262.024(a)(7)(A), of the Local Government Code. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuations of any/all business with Hidalgo County.

Signature [Handwritten Signature]  
May 31 2018  
May 18 2008

SWORN AND SUBSCRIBED TO under oath before me on 3 day of May, 2008.



[Handwritten Signature]  
NOTARY PUBLIC  
Indigo Sage Kerr-Harding  
PRINTED NAME  
March 08, 2022  
MY COMMISSION EXPIRES

COMPANY NAME: GrantAnalyst.Com LLC (DBA: ZoomGrants)  
ADDRESS, CITY, STATE & ZIP CODE: 855 E. Fairmount Drive #1221 DENVER  
PHONE: 866 323 5404 NUMBER: CO. 80230  
CONTACT NAME AND TITLE: Martin Greenlee  
WEB ADDRESS: WWW.ZoomGrants.com EMAIL: Sales@ZoomGrants.com  
FEDERAL TAX ID NUMBER: 32-0034181 TEXAS SALES TAX NUMBER: \_\_\_\_\_

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2018-334745

Date Filed:  
04/05/2018

Date Acknowledged:  
04/05/2018

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

ZoomGrants  
Denver, CO United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

Hidalgo County

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

n/a  
Online grant technology

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.

### 6 UNSWORN DECLARATION

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_ (street) \_\_\_\_\_ (city) \_\_\_\_\_ (state) \_\_\_\_\_ (zip code) \_\_\_\_\_ (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

## OFFICE USE ONLY CERTIFICATION OF FILING

1. Name of business entity filing form, and the city, state and country of the business entity's place of business.  
 ZoomGrants  
 Denver, CO United States

Certificate Number:  
 2018-334745

Date Filed:  
 04/05/2018

2. Name of governmental entity or state agency that is a party to the contract for which the form is being filed.  
 Hidalgo County

Date Acknowledged:

3. Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.  
 n/a  
 Online grant technology

4.	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5. Check only if there is NO Interested Party.

### 6 UNSWORN DECLARATION

My name is Geoff Hami Han and my date of birth is 2-7-72

My address is 8155 E Fairmount Dr 1221, Denver, CO, 80230, USA  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Denver County, State of Colorado, on the 4 day of April, 2018.  
(month) (year)



Signature of authorized agent of contracting business entity  
 (Declarant)

Username <input type="text"/>	Password <input type="password"/>	<a href="#">Log In</a>
<a href="#">Forgot Username?</a>	<a href="#">Forgot Password?</a>	<a href="#">Create an Account</a>

ALERT: You must submit a [notarized letter](#) appointing the authorized Entity Administrator before your registration will be activated. This requirement now applies to both new and existing entities. Read [our FAQs](#) to learn more about this process change.

# Search Results

## Current Search Terms: zoomgrants\*

Your search for "zoomgrants\*" returned the following results...

**Notice:** This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can [download the PDF](#) and [print it](#).

<b>Entity</b>	Grantanalyst.com, LLC	<b>Status:</b> Active
<b>DUNS:</b> 192237977	<b>CAGE Code:</b> 5BQ40	<a href="#">View Details</a>
<b>Has Active Exclusion?:</b> No	<b>DoDAAC:</b>	
<b>Expiration Date:</b> 07/25/2018	<b>Debt Subject to Offset?:</b> No	
<b>Purpose of Registration:</b> All Awards		



- Search Records
- Data Access
- Check Status
- About
- Help
- Disclaimers
- Accessibility
- Privacy Policy
- FAPIS.gov
- GSA.gov/IAE
- GSA.gov
- USA.gov

IBM v1.P.13.20180427-1347

WWW6

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY." This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

## Online Grant Management: Sole Source Justification

While there are many vendors providing online grant management systems, **ZoomGrants provides the optimal solution** to local governments that manage pass-through funding from the U.S. Department of Housing and Urban Development (HUD) Community Planning and Development (CPD) Programs (CDBG, HOME, HOPWA, ESG, COC, etc.).

**“ZoomGrants is the only service I’ve found that is built for the public sector by people who have worked in the public sector.”**

*S. Bontrager, Housing Program Manager  
City of Elk Grove, CA*

Since ZoomGrants’ inception in 2002, we have worked closely with many governments across the country and have experienced a variety of procurement processes. While we understand the need to follow proper bidding and quote procedures, **ZoomGrants is easily justifiable as a Sole Source for online federal grant management services.** Because we would love to help simplify your procurement process, we developed this document, which answers the most important question to ask when considering a Sole Source vendor, to provide significant justification for Sole Source use of ZoomGrants as an online grant management solution provider. We’ve also created a template from which you can copy and paste content as you build your own justification materials to present to the decision-making body in your organization.

### **Q: Why and in what ways is ZoomGrants the only vendor that can provide this particular service?**

**A: ZoomGrants has provided technology to and been a trusted advisor for HUD CPD Entitlement Communities across the country since 2008.**

**A: ZoomGrants was originally designed to increase efficiency and efficacy in HUD CPD Entitlement Communities and Urban Counties and has been constantly improved ever since.**

- ∞ The technology and user interface developed by ZoomGrants offers unique tools targeted directly to program managers who administer HUD CPD funding.
- ∞ Our uniquely optimized reporting and post-funding management tools (i.e. checklists, tasks, monitoring, site visit tools, etc.) can be customized with HUD specific language to streamline connectivity and data entry into the IDIS system and increase the ease of overall program management and administration.
- ∞ Our technology connects users with a library of HUD CPD focused application content and reporting resources as well as contacts from other HUD CPD Entitlements utilizing the ZoomGrants system.

**A: ZoomGrants is the only online federal grant management vendor with HUD-CPD-Entitlement-trained staff.**

**A: ZoomGrants is the only vendor of its kind to belong and/or participate with several of the most influential community development associations in the United States:**

- ∞ National Community Development Association (NCDA) [www.ncda-online.org](http://www.ncda-online.org)
- ∞ National County Community and Economic Development Association (NACCED) [www.nacced.org](http://www.nacced.org)
- ∞ Council of State Community Development Agencies <http://www.coscda.org/>
- ∞ Ohio Conference of Community Development (OCCD) <https://www.occd.org/>
- ∞ Florida Community Development Association (FCDA) <http://www.fcda-online.org/>
- ∞ Northwest Association of Community Development Managers (NWACDM) <http://nwacdm.org/>

## Sole Source Business Rationale

This procurement for \_\_\_\_\_ is for the purchase of ZoomGrants for the purpose of managing our HUD CPD grant programs and applications online. More specifically, this purchase is for 'Federal Online Grant Management Services' and will be used for accepting, reviewing, managing, and awarding grant applications as well as automatically checking the IRS and SAM databases and managing post-decision activities like disbursement tracking, monitoring, and reporting. This unique product or service is economically only available from ZoomGrants because of ZoomGrants' HUD-CPD-Entitlement-Community-focused content, expertise, consultation, access to resources, and robust reporting features that simplify the entire grant administration process and make reporting to the IDIS system much more efficient and sustainable.

### What is ZoomGrants?

ZoomGrants is a cloud-based (Internet) solution to federal grant management. ZoomGrants transforms our paper or spreadsheet-based grant application process into a streamlined system that is simplified for all involved, including administrators, reviewers, and applicants.

### Why do we need to purchase ZoomGrants?

Today, when local governments are striving for a leaner (Kaizen) style of government, ZoomGrants is an innovative partner that can help us achieve our goals for effectiveness, efficiency, and sustainability by saving countless hours and freeing up budget space for other priorities, thereby reducing government waste.

### How will ZoomGrants be used?

ZoomGrants will be used by our department to accept, review, and manage HUD CPD funding applications (like CDBG, HOME, HOPWA, and ESG) online. ZoomGrants is designed for HUD CPD Programs and the system would improve our grant management process by streamlining all aspects of the lifecycle of those funds. As HUD continues to ask local governments to do more with less funding, ZoomGrants would help our department use a unique technology to spend less time on grant management so we can focus on other important tasks.

### Why can only ZoomGrants provide our needed product or service?

ZoomGrants is the only provider of online federal grant management technology that offers HUD CPD-focused training, consultation, and application content directly related to the programs our department manages, and is already a trusted partner of numerous cities and counties across the country. Staff at ZoomGrants have spent significant time working with and managing HUD CPD Programs. Their experience, coupled with a product that is optimized for communities like ours, makes ZoomGrants a unique vendor that provides the best solution for our grant management needs

ZoomGrants is the only online application management provider to integrate with an All-In-One Cloud Solution for Managing Residential Rehabilitation. Rehab Pro Direct is specifically tailored to assist HUD CPD programs and State Housing Improvement Programs with their Housing Rehabilitation on-site inspections, work write-ups, site visits, reports, etc. all from an iPad®. Subscribing to both ZoomGrants and Rehab Pro Direct will allow the data received from the initial application, followed by the review and approval for funding to be seamlessly sent directly into your Housing Inspectors Rehab Pro Direct account without having to manually enter the data. This unique integration between these two solutions allows city and county governments who manage these funds to do more with less and streamline the way they deliver funding and services to their respective communities.



## Proposed Solution

### A Comprehensive HUD CPD focused Online Grant Application Management System

We offer a robust, personalizable, and fully customizable system that can help the **County of Hildago** put its grant programs online. Our system includes the following powerful features:

- **Pre-Application** – Pre-qualify potential applicants
- **Custom Content** – Your diverse question types, unique character limits, etc.
- **Budgets** – Simple or complex budgets, including calculated columns
- **Document Attachments** – Unlimited number of pertinent documents, photos, and other files
- **Decision Tools** – Trial balance, scoring reports, comments, private notes, and more
- **Custom Reports** – Pull data from specific fields to generate ad hoc reports
- **Post-Funding Features** – Manage Reporting, Invoices, Payments, and Automatic Reminders
- **Activity and Audit Logs** – Track actions by all users at the program and application levels

The screenshot displays the 'Program Dashboard' for 'The Generous Foundation Community Development Department 2015 CDBG - Community Development - Public Services'. The dashboard is divided into several sections:

- Applications:** Shows 10 Approved, 2 Rejected, 4 Application Not Submitted, and 12 Total Submitted.
- Pre-Application/Eligibility:** Shows 14 Approved, 4 Rejected, 4 Not Submitted, and 14 Total Submitted.
- Active Grants:** Lists 12 grants with details such as dates and statuses (e.g., 'PreApp Unlocked', 'PreApp Approved', 'PreApp Unsubmitted').
- Contract Stage:** Lists stages like 'Not Awarded', 'Contract Set', 'Signed Contract Received', 'Funds Disbursed', and 'Final Contract'.
- Saved Reports:** Lists reports like 'Project Summary Report', 'Monthly Verification', 'Agency Background #2', and 'Factual Report'.
- Invoices and Payments:** Shows financial data including Total Deposits, Current Balance, and Approved Balance.
- Map:** A map of Washington, DC, with several location markers.

All those components, plus:

- Batch Emails
- Data Export to .CSV
- Automatic Email Notifications

And, best of all, the ZoomGrants™ auto-save feature.

### What Makes Us Good

ZoomGrants™ provides an online platform that can **simplify** and **expedite** the entire grant process, allowing staff to **do more with less** and focus on the application *content* rather than the process.

### What Makes Us Better

The ZoomGrants™ system is **more intuitive, more user-friendly, and more powerful** than other grant management systems. We continue perfecting our system with the help of user feedback and team brainstorming sessions where we design and develop new features.

### What Makes Us the Best

With ZoomGrants™, users get more than a top-of-the-line application management system, because we become a **critical part of our clients' teams, helping them harness our system to best meet their needs.** With ZoomGrants™, users get a great system *and* free access to our knowledgeable team of helpful consultants.

**Price Estimate**

ZoomGrants™ Pro Subscription <i>(paid annually)</i>	Price Per Year \$2,500	Year(s) 1	\$2,500
Per-Program Fee	Price per Program \$2,000	Estimated Program(s) per Year 4 (CDBG, HOME, ESG, Rehab)	\$8,000
Post Funding Program Fee	\$1,750	1 (2013-2017)	\$1,750
Account Activation <i>(one time only)</i>			\$500

\*The total price quoted is for the duration of the contract. Appropriate payments will be made annually, and applicable taxes and fees will be included, where required by law.

**TOTAL**

**\$12,750**

**Our Pricing includes...**

- UNLIMITED Applications received
- UNLIMITED User accounts
- UNLIMITED Technical support

**Plus, with ZoomGrants™, there's...**

- NO Software to install
- NO Servers to maintain
- NO Hidden fees

Visit the ZoomGrants™ Savings Calculator - <https://zoomgrants.com/pricing.asp> -- to calculate your financial and environmental savings when you switch from a paper-based system to the ZoomGrants™ cloud-based application system.

**Optional Add-Ons:**

<b>On-Site Training</b>	A ZoomGrants™ expert conducts training(s) for users at a location determined by the county. Training(s) are customized to best fit the needs of Hidalgo and are based on attendees' technological literacy, experience, etc. as well as the goals of the county.	\$1,000/day
<b>Data Entry</b>	A ZoomGrants™ specialist works directly with county staff to build a new application or enter or adjust an existing one.	
<b>Data Manipulation outside of ZoomGrants™</b>	A ZoomGrants™ specialist exports data out of the system and manipulates it in external software such as Excel, Word, etc. to generate additional report(s) for an Administrative user.	\$110/hour

## ZoomGrants™ Comes Highly Recommended

\*\*\*\*\*

We specialize in happy customers.

Time and again, we hear from users who rave about the **simplicity, elegance, and versatility** of the ZoomGrants™ system.

### **They love how easy it is to use.**

- “ZoomGrants is by far the easiest grant submission system that I have seen. Even someone with no experience in grant submissions can do this.”
- “ZoomGrants makes applying for grants a simple, painless procedure...and as a grantwriter, I know how painful the process can be at times. Thank you ZoomGrants!”
- “ZoomGrants has been the best experience I've had applying for a grant online.”

### **They love the helpful features.**

- "ZoomGrants maximizes a candidate's effectiveness to express their qualifications while minimizing any fears of technological blunder."
- “ZoomGrants eliminates the need to spend hours on logistical details, allowing you to fully focus on putting together the best grant application possible!”

### **They especially love the technical support.**

- “The technical support was fantastic!!“
- “The technical support received and the friendly, approachable tech staff took out the fear of stepping into the future of grant writing.”
- "Superb tech support, always available, made completing the application far more simple than it would have if I had been entirely on my own."
- “Technical problems are rare, but support is always available and responsive. I highly recommend it.”
- “Probably the best thing about it, for me, was that the technical help that supports the system IS available, usually very quickly, and the person will keep helping you until you understand what you should do and you get it right.”

## Frequently Asked Questions

**Q:** How long does it take to get up and running?

**A:** We've helped users sign up and go live with their programs in the same day. Our staff can introduce administrative users to the ZoomGrants™ system as well as help put a pre-existing application into the system or consult as a new application is developed.

**Q:** We're ready to move forward with ZoomGrants™. What's next?

**A:** Go to <https://ZoomGrants.com> and click Sign Up Now to create an administrative account. Our staff would also be happy to help set up the account. Then, if you're the do-it-yourself type, after you've created your account, you can explore and get acquainted with the system. If you're a read-the-manual-first type, we have a set of Getting Started videos to watch before you dive in.

**Q:** What if we need help?

**A:** Call (866) 323-5404 x2 or email [Questions@ZoomGrants.com](mailto:Questions@ZoomGrants.com). The ZoomGrants™ Support team loves providing prompt assistance to all users. Because the system is so intuitive, however, we don't hear from many of our users – we average only three Support inquiries per workday, and about 90% of the inquiries can be addressed in five minutes or fewer.

**Q:** What about the data that we already have?

**A:** We can help you migrate your data into the ZoomGrants™ system. Our Applicant History section provides an overview of each Applicant's submittal history. Pre-ZoomGrants™ history can even be uploaded into that section, too.

**Q:** What would happen if we discontinued our use of ZoomGrants™?

**A:** Your data is always your data. If you choose to stop using ZoomGrants™, we can help export your data, or you can continue your subscription indefinitely to maintain your access to both your data and ZoomGrants™ administrative tools.

## Helpful Links

Click on the links below for more information. These slideshows and videos are also available on our website.

### System Overview:

- Video <http://youtu.be/fUlkBQjZwCM>
- Slideshow <https://www.zoomgrants.com/welcome/overview.pdf>

### User Experiences:

#### Applicants

- Video <http://youtu.be/4vKgUEcl6eA>
- Slideshow <https://www.zoomgrants.com/welcome/applicantslideshow.pdf>

#### Reviewers

- Video <http://youtu.be/mz5jdOTNh2g>
- Slideshow <https://www.zoomgrants.com/welcome/ReviewerSlideshow.pdf>

#### Administrators

- Slideshow <https://www.zoomgrants.com/welcome/adminslideshow.pdf>

### “Getting Started” Guide for New Administrative Users:

- Video [http://youtu.be/\\_EaGksbJEtc](http://youtu.be/_EaGksbJEtc)

## Technical Specifications

**ZoomGrants™ requires only one thing: a browser with an Internet connection.**

**You and your users can access your programs ...**

**24 x 7 x 365 from ANYWHERE at ANY time using ANY Internet browser on ANY operating system**

Installing ZoomGrants™ requires only one line of HTML to be embedded on your website. No software will be installed on your servers.

### Security/Availability:

ZoomGrants™ has security measures that ensure the protection and availability of your data, including:

- Requiring all users to log in with their own user ID and password, giving them access only to the information that they are authorized to access. Once logged in, they are automatically logged out after a period of inactivity.
- Providing the option to encrypt your pages and data transfers using our Secure Socket Layer (SSL) certificate. While this will encrypt data transfers for you and your users, it would require that the pages on your website also be encrypted.

The datacenter that houses everything also has significant security and redundancy features, such as:

- Multiple SAS 70 Type II Certified data centers
- Parallel, redundant, multi-tiered network architecture
- Multiple Tier 1 telecom providers and direct Internet connections
- Complete redundancy in supplying data center power to servers and HVAC
- 24x7x365 redundant monitoring from multiple locations
- State-of-the-art network monitoring software
- Distributed Denial of Service (DDoS) attack response
- Secured physical entrances/exits
- Nightly security updates

**This proposal is valid until June 30, 2018 at 5:00pm Mountain Time. To accept the Proposed Solution and Price Estimate as described herein, please sign and write the date in the spaces below and return the signed copy to ZoomGrants™.**

Prices for additional years (up to three years total) can be locked in at these price levels by indicating the appropriate duration in the Proposal Acceptance portion, below.

Note that additional grant programs administered by the County of Hidalgo that begin and end in the next 12 months can be added according to the price table presented on page two of this proposal, with no additional activation or subscription fees.

*Please also note that ZoomGrants™ shall not be responsible for any software, hardware, or information technology not provided or maintained by ZoomGrants™.*

We would be happy to answer questions or hear your comments. Feel free to call – (866) 323-5404 ext. 4 – or send an email – [Martin.Greenlee@ZoomGrants.com](mailto:Martin.Greenlee@ZoomGrants.com) .

We hope to have the privilege of working with the County of Hidalgo in the future.

Kind Regards,



Martin Greenlee  
Sales and Customer Relations Manager  
ZoomGrants™

Thank you for this opportunity to manage your upcoming application processes.

**PROPOSAL ACCEPTANCE**

I accept, for the duration indicated below, the ZoomGrants™ Proposed Solution and Price Estimate as described in this Proposal.



County of Hidalgo, TX

*Select Duration Initial to Confirm*

- 1 year \_\_\_\_\_
- 2 years \_\_\_\_\_
- 3 years \_\_\_\_\_

Signature

Printed Name

Title

Date

## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>GrantAnalyst.com, LLC</b>	
2 Business name/disregarded entity name, if different from above <b>ZoomGrants</b>	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____ <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	4 Exemptions (codes apply only to certain entities; not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. <b>8155 E Fairmount Dr #1221</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>Denver, CO 80230</b>	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number																					
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3	2	-	0	0	3	4	1	8	1												

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>1-3-18</b>
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amounts reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*