



2022 NOTICE OF FUNDING AVAILABILITY NEIGHBORHOOD SUPPORT SERVICES PROPOSAL CHECKLIST

Thank you for your interest in submitting a proposal for the Denver Economic Development & Opportunity (DEDO), Division of Neighborhood Equity & Stabilization (NEST) 2022 Notice of Funding Availability (NOFA). The following instructions and checklist of attachments are provided as tools to assist you in ensuring that adequate information is available as you begin the application submission process. The online application includes requests for attachments that must be uploaded to the *Zengine* application system to complete your proposal.

NOTE: if any of the links do not open when you "CTRL+CLICK", simply copy and paste the url into your browser for access.

Zengine System Requirements

In order to begin, you must:

- Have a valid email address
- Use a computer with Internet Access to complete the online application. If you do not have a computer, visit a Denver Public Library. Locations are listed [here](#).

Also, we recommend that you:

- Utilize Internet Explorer 9 or above, Mozilla Firefox, or Google Chrome
- Use Microsoft Office 2007 or above
- Adjust the resolution on your computer screen to a minimum of 1024 x 768.

A. Using the Zengine System to Create an Application

The first time you enter the [Zengine system](#) you will be instructed to enter an email address and create a password in the "Signup" area. In subsequent visits, you will be required to enter the same email and password in the "Login" area.

In an effort to help you retain the data that you've entered into the application, save your work often.

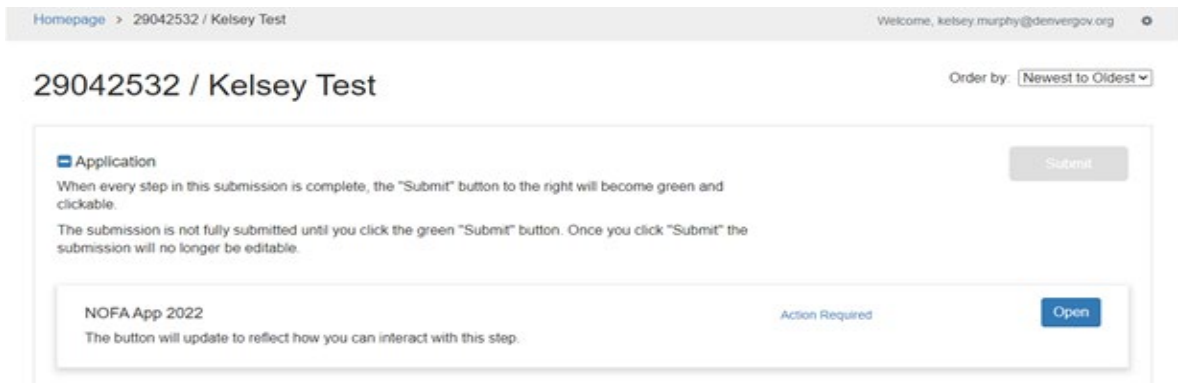
Take the following two steps to be sure to save all you work:

1. Select "Save Draft" at the top of the application
2. Only mark the application complete once you have finished filling out all the required questions as shown below:

A screenshot of the Zengine application interface for NOFA App 2022. The browser address bar shows "Homepage > 29042532 / Kelsey Test > NOFA App 2022" with a "Draft" status indicator. The page title is "NOFA App 2022" and the user is logged in as "Welcome, kelsey.murphy@denvergov.org". At the top right, there are three buttons: "Save Draft", "Mark Complete", and "Close". Below the title, there is a message: "Please complete all required fields. You can save as a draft and return later to complete by clicking 'Save Draft' at the bottom of the page. When you are ready to submit this step, please click the blue 'Save' button at the bottom of the page." A large text box contains the following information: "The City & County of Denver - Denver Economic Development and Opportunity (DEDO) is accepting applications for 2022 neighborhood services programs. Applications will be accepted for neighborhood services and activities ONLY. Applications for Housing Services will NOT be accepted under this NOFA. Please see the DEDO Funding Opportunities webpage for the Housing Services NOFA. Similarly, applications for Housing Development projects, Business Development projects, Catalytic projects, Neighborhood Improvement, Public Facilities & Improvement, and Brownfields Environmental Clean-Up projects will not be accepted or funded under this NOFA either; applications for these projects are accepted on a rolling, year-round basis depending on the availability of funds. Please see the DEDO website for further information on these rolling applications."

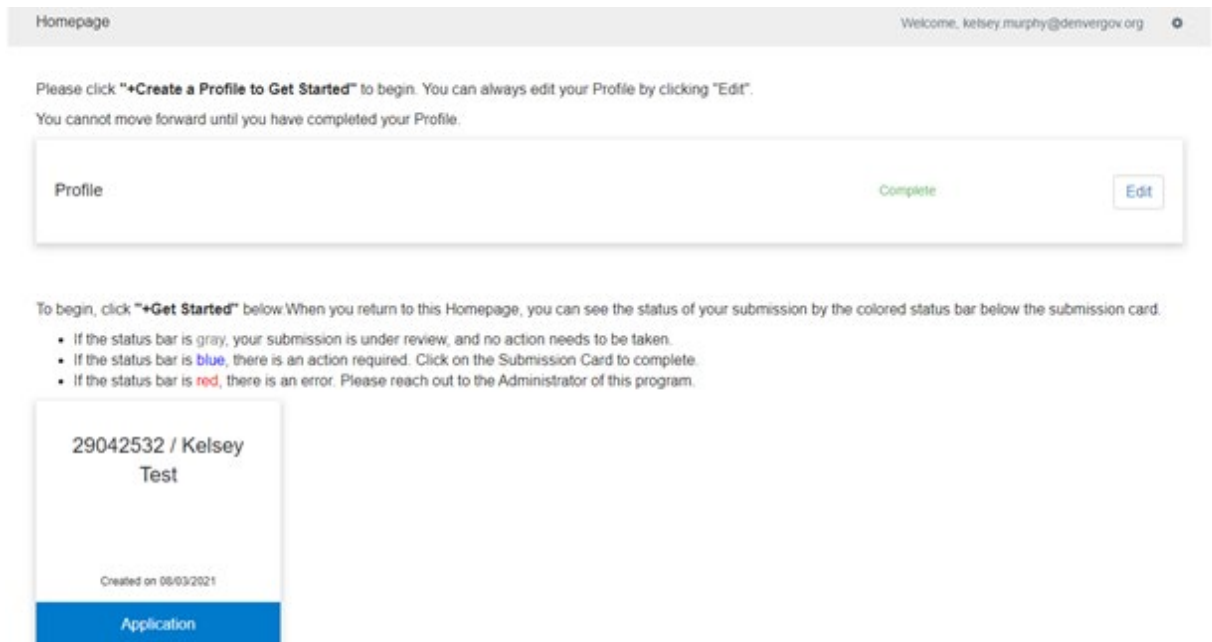
Once you have completed the application and uploaded all attachments, you may proceed to submit your application by:

1. Select "Submit" in the top right corner of the application homepage. The (radio) button will automatically turn green once the application is marked complete and no further action is required.



NOTE: Zengine will not allow you to submit the application until you have completed all required fields. It will indicate the missing information with the following message after the first incomplete field: **Please enter all required fields**. Once all fields have been completed, you may try to submit the application again.

2. Once you submit the application, you will be redirected to the Zengine entry confirmation page. Once submitted, the bar under your application name will turn gray, indicating your submission is under review and no further action needs to be taken.
- 3.



4. Your submission is now complete. You will be able to access a copy of your application anytime by logging into your portal with the login credentials you created at the beginning.

B. Creating Multiple Applications in the Zengine System

Organizations may submit more than one project proposal. We recommend that you submit the first

application utilizing the complete process outlined in section B above. Additional proposals for different projects can be created from the Main Menu by clicking the “Create a New Submission” button. As an aid in creating additional applications, basic information from the prior application will pre-populate in several of the text fields. Review the pre-populated data fields, as one or more may be incorrect and will need to be adjusted for the new application. Some uploads will transfer to the new application. If new uploads are attached, it will replace the previously uploaded attachment.

C. Uploading Attachments in the *Zengine* System

The attachments below are itemized according to the Section names at the top of each part of the application. Multiple pages must be uploaded as a single attachment in .pdf format. Be careful when uploading an attachment, as the *Zengine* system will only accept one attachment per individual response. If a document is uploaded incorrectly, press the “Select a File” button to replace the incorrect document. You may then browse the documents on your computer to select and upload the correct document (the system will only retain the last attachment uploaded per response).

- Section I: Program Details – No attachment required
- Section II: Organization Information – J. Attach Federal Tax Exemption Determination Letter
- Section II: Organization Information – K. Attach Certificate of Good Standing with the Secretary of State
- Section II: Organization Information – L. Attach IRS W9 Form
- Section III: Contact Information – No attachment required
- Section IV: Executive Director / CEO information – J. Attach ED/CEO Résumé
- Section V: Organizational Capacity – A. Attach Board of Directors list
- Section V: Organizational Capacity – B. Attach certification/resolution authorization
- Section VI: Financials – A. Attach most recent fiscal year-end financial statements (audited statements preferred)
- Section VI: Financials – B. Attach most recent fiscal Single Audit (organizations expending more than \$750,000 in federal funds in the fiscal year)
- Section VI: Financials – C. Attach most recently filed IRS Form 990 (if applicant is non-profit organization)
- Section VI: Financials – E. Attach Funding History spreadsheet
- Section VI: Financials – G. Attach Schedule of Federal Awards
- Section VI: Financials – J. Attach CFO’s Résumé
- Section VII: Project Information – C. Project Funds, 1. Attach Budget Document
- Section VII: Project Information – C. Project Funds, 2. Attach Budget Narrative
- Section VII: Project Information – C. Project Funds, 3. Attach Funds Source form
- Section VII: Project Information – D. Project Staff, 1. Attach Entity Organizational Chart
- Section VII: Project Information – D. Project Staff, 2. Attach Résumés
- Section VIII: Outcomes – No attachment required
- Section IX: Required Certifications – C. Attach Lobbying Certification
- Section IX: Required Certifications – E. Attach Drug-free Workplace Certification
- Section IX: Required Certifications – F. Diversity and Inclusiveness in City Solicitations Information Request Form **[this form is an e-form that must be submitted outside of Zengine]**
- Section X: Optional Information – A. Community Support Letters (not required)
- Section X: Optional Information – C. Project Brochures, Marketing Materials, etc. (not required)

D. Miscellaneous Reference Tools:

- [Map of Denver's City Council Districts:](#)
- [Map of Denver's statistical neighborhoods:](#)
- [HUD Map Tool:](#) Enter address and click to access Block Groups, Census Tracts and percentage of low- and moderate-income (LMI) households: