# **Post Council Approval - Next Steps Checklist**

**Subject:** Next Steps Checklist

Congratulations! On November 25, 2025, the Salt Lake County (SLCo) Council approved the Tier I + Zoological (TI+Z) Advisory Board's funding recommendations for 2026, and your organization has been approved. This notification contains important information regarding 1. your qualifying expenditure (QE), projected funding award and disbursement percentage amounts for 2026, 2. how to sign your contract and two exhibits, 3. funding disbursement schedule, 4. the Advisory Board's scores and feedback, and 5. ZAP's CPA Revised Qualifying Expenditure (QE) Worksheet and Financial Health Test (FHT) Results Checklist.

Below are provided eight (8) checkboxes  $\Box$  (A-G) to help you act on the next steps for receiving grant award funding and understanding your application feedback for this 2026 cycle.

- All information and action items below are now available in ZoomGrants (ZG) as of this message sent on **Friday, December 5**, and must be completed by **5:00 PM on Friday, December 19, 2025**.
- 1. QUALIFYING EXPENDITURE, PROJECTED AWARD, DISBURSEMENT PERCENTAGE AMOUNTS For your organization, the final QE amount, initial projected funding award and disbursement percentage for this funding cycle can be found in the ZG email letter sent on December 5, 2025.
- ☐ A. Please be sure to download and keep that email letter for your records. Additionally, download your organization's documents while in ZoomGrants, as you will not have access after December 2025.

Updated projections for 2026 will be shared in spring 2026 after revenue projections are finalized by the County. Funding is contingent upon ZAP revenues meeting or exceeding projections. If revenues fall below projections, your award will be reduced proportionally.

## 2. CONTRACT SIGNER & WORKSHOP WEBINAR RECORDING

■ B. Your contract and two (2) standard exhibits (I. your application and II. ZAP Logo Usage and Acknowledgement Guide) are available in your 2026 ZG application under **ZAP Contract**. They must be signed by someone with authority to legally bind your organization. If this person is not the application contact, they must be <u>added as a Collaborator</u> and given contract access before they can sign.

C. The individual signing the contract **must** view the 12-minute **contract workshop webinar recording**. This requirement applies every year, even if your organization has received ZAP funding previously. The workshop will walk through the contract signing instructions and ZAP's recipient

contractual obligations. We **recommend** that your marketing and financial staff also view the recording.

D. Verify viewing the workshop webinar recording through this **form**.

## 3. FUNDING DISBURSEMENT SCHEDULE

Grant disbursements will occur **June 2026 through April 2027**. To receive payment (direct deposit or check) your organization **must** be registered as a vendor with SLCo through PaymentWorks.

June 2026 – February 2027: Regular Monthly Payments

March 2027: No Payment

April 2027: Final Revenue Reconciliation Payment

□ E. If your organization is already registered with PaymentWorks, please review your profile to ensure banking and contact information is up to date. If your organization is not already registered, you've already received an invitation to do so from Samantha/PaymentWorks.

## 4. SCORES & APPLICATION FEEDBACK

Advisory Board scoring and reviewer feedback comments for your organization are available in ZG under the **Results** tab. However, for your reference, the final scores matrix for 2026 is below.

ZAP Tier I + Zoological Scores Matrix - 2026				
Review Criteria Categories	Weight	Bottom 25%	Median	<b>Top 25%</b>
Artistic/Cultural/Zoological Vibrancy	30%	184.3	188.6	192.9
Public Benefit/Outreach	20%	114.3	122.9	125.7
Governing Board	20%	105.7	108.6	117.1
Management & Organizational Capacity/Stability	15%	81.4	90	92.1
Financial Health	15%	90	105	105
Total Score	100%	577.14	617.86	635.71

The Advisory Board and ZAP staff request that your organization:

F. Review and share scores and comments with your leadership team and board to strengthen your next application.

## CPA REVIEW: REVISED QE WORKSHEETS & FHT RESULTS CHECKLIST

ZAP's independent CPA completed review of the 2026 QE Worksheet and conducted a FHT for your organization. In ZG's **Documents** tab, under **Administrative Documents**, every organization will have a CPA FHT Results Checklist which includes Findings, Observations and Exceptions. Most organizations will also have a CPA Revised QE Worksheet.

The Advisory Board and ZAP staff request that your organization:

☐ G. Share the FHT Results Checklist with your auditor and board treasurer to work with your financial leadership to address identified issues before the next fiscal audit that will be used for your 2027 application.

Only <u>3</u> Tier I's Failed the FHT. If your organization failed, your Financial Health Improvement Plan is due in 90 days, on March 6, 2026. You will receive another email from me stating this information again.

☐ H. Use the Revised QE Worksheet (if provided) as the starting point for developing next year's QE Worksheet. Only **4** TI+Z's did **NOT** receive a CPA Revised QE Worksheet.

**ZAP Website: Contract Signing Resources** 

Congratulations again!

Best,

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