Fluxx User Guide

CalEPA Grant Management System

January 2025

The Program aims to provide support to users navigating the Fluxx system with this User Guide. This is a living document that will be revised as the CalEPA Grants Portal develops. Program Staff will identify on the Program website and the title page of this document when it has been updated.

Contact the Program
Environmental Justice Action Grants Program Website

Section 1. About the System

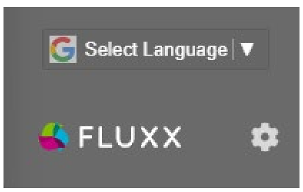
1.1. General User Tips

- Fluxx does not auto-save. Click the **Save** button often!
- Google Chrome is the preferred browser for Fluxx. Other browsers will work, but some features may not run properly.
- Once in edit-mode, use the Table of Contents at the top of each form to quickly advance to a particular section.
- Click on a section's arrow to the left of the section title expand or collapse that section.
- If you'd like to print a copy of your responses, be sure you are not in edit-mode. Select the Print icon at in the top right corner of the page.

1.2. Google Translate

Fluxx utilizes the Google Translate feature for their sites. If you would like to change the language being displayed on the Grant Portal, follow one of the two options outlined below.

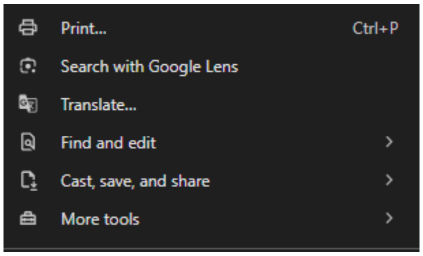
Via Fluxx Grants Portal



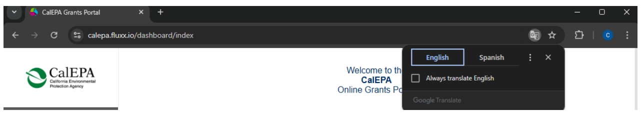
1. Refer to Section 4.1 of the User Guide to log into the Grants Portal.
    a. To register for an account:
        i. Applicants - Section 2 of the User Guide
        ii. Nonapplicants - Section 3 of the User Guide
2. Once logged in, navigate to the menu bar on the left side.
3. Above the Fluxx logo at the bottom of the menu bar, you'll see the Google "G" icon and an option to "Select Language."
4. Click the down arrow and select your desired language.
    a. If you change the Grants Portal language through this method, you will most likely need to "Zoom in" and "Zoom out" within your browser window to see the full list of languages.
        i. For PC users: "Ctrl" + "Shift" + "-" to Zoom Out within your browser window, "Ctrl" + "Shift" + "+" to Zoom In to your desired browser magnification level.
        ii. For Mac users: "Command" + "Shift" + "-" to Zoom Out within your browser window, "Command" + "Shift" + "+" to Zoom In to your desired browser magnification level.

Via Google Chrome Browser

1. Select the three vertical dots icon on the right side of your browser window, in line with the search bar. This will open a drop-down menu.



2. Select Translate.



3. Select the language you would like to translate this page into and customize your translation settings.

1.3. Troubleshooting

If a field or the webpage is non-responsive while completing the application, try clicking **Save** to refresh.

- **If you refresh the browser and have not saved, <u>you will lose your progress.</u>**

For any issues or questions, please [email the program] and include the following in your message:

- Request ID
  - This can be found in the top right corner of your application.
- Description of the issue
- Screenshots, if applicable

1.4. Types of Form Fields

As you complete forms within the Grant Portal, the form may adapt to your responses. Depending on your selection, there may be additional qualifying questions that appear. There also may also be additional questions once you click “Save” and the form has time to refresh. These are live forms and they are not a piece of paper. Be sure to double check your work and ensure all questions have been answered.

Below is a break down of the types of fields you will encounter within the CalEPA Grants Portal.

Text Fields

Short descriptions, maximum of 255 characters. Text fields may be formatted to accept a particular input style.

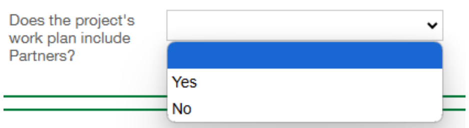
Text Areas

Narrative areas that do not include the ability to format. Character limits vary and display in grey text beneath the text area.

Multi-select Transfer

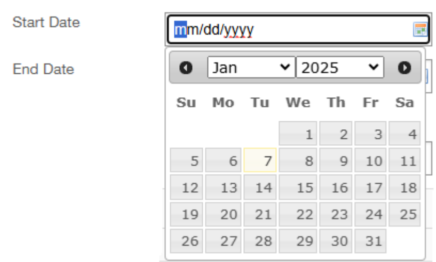
Select multiple fields via left and right arrows. The right column indicates the fields being selected.

Single-select Dropdown



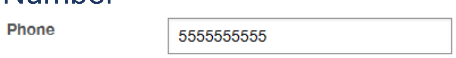
Dropdown menu, select one only.

Date fields



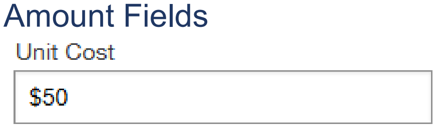
Calendar pop-out to type or select date.

Number



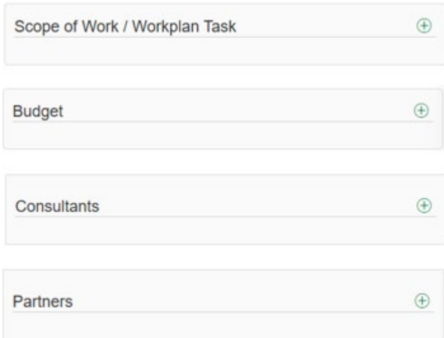
Number fields do not allow any text and may be formatted to accept a particular input style.

Amount Fields



For currency – these may be calculated in the form.

Components (Workplan, Deliverables, Budget, Consultant, Partners)



Unique tools for particular sections of a form. Please see Section 4.2 for more details on each.

Document Uploads

Space to upload required or supplemental documentation.

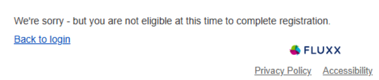
Section 2. Applicant Registration

All new users will need to perform a registration process that creates credentials for them to access the CalEPA Grants Portal. This section outlines Applicant Registration. If you are a Nonapplicant (Fiscal Sponsor, Partner, or Consultant), please refer to Section 3 of the User Guide for more information on Nonapplicant Registration.

2.1. Creating an Account

Note: Fiscal Sponsors and Partners/Consultants will register through a different link. Please refer to *Section 3 of the User Guide for guidance on adding these users to your application.*

1. Type https://calepa.fluxx.io into your browser to access CalEPA's Grant Portal.
2. Click "Create Account" to create a new account.
3. You will be taken to a page with an "Eligibility Quiz" – select the answers that are most reflective of the entity you are applying to the program as.
    a. This quiz provides clarity to users on whether they are eligible to apply for CalEPA's EJ Action Grants Program.
    b. Eligible applicants will proceed to the next step in Registration and ineligible applicants will not.
    c. Ineligible applicants will receive the following message:



    d. If you believe you have been wrongly rejected from the registration:
        i. Confirm you have selected the appropriate option for the applicant entity in the drop-down menu for each question.
        ii. Contact EJActionGrants@calepa.ca.gov immediately for troubleshooting.
4. Enter basic information about the applicant entity and the primary contact for this applicant.
    a. If multiple users from within your entity will be contributing to a single application, please refer to the Section 2.2 of the User Guide.
    b. If an applicant is being fiscally sponsored by a 501(c)(3) nonprofit, please be sure to provide all applicable Fiscal Sponsor information in the text area provided.
5. After completing all fields on the registration form, click "Submit Request" to submit this form to Program Staff.
6. Once approved, you will receive an email with an assigned username and a link to set up your password.
    a. Approval may take 1-2 business days – be sure to register ASAP to avoid delays accessing the portal.
    b. If you're not seeing the "New User" email, be sure to check your spam folder!

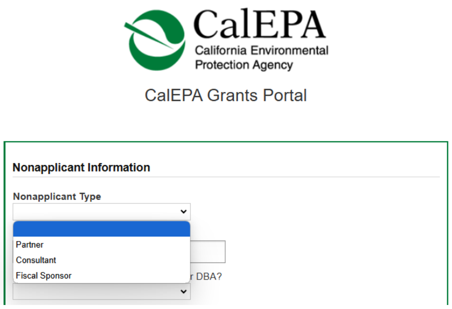
2.2. Registering Multiple Users

If multiple users will be interacting on behalf of the applicant within the EJ Action Grants application, please review this section. Only Program Staff has the ability to link a user to an entity and/or an application, so be sure all users register as far in advance as possible to avoid any delays accessing the Grant Portal.

1. All users must go through the Applicant Registration process outlined in Section 2.1 of the User Guide.
    a. Users must identify the Entity they wish their account to be linked to in the "Applicant Information" section of the Registration.
2. Once a user has created an account and received their confirmation email, they will be able to log in and navigate through the Portal.
3. Only users that have identified they have permission to edit in the Registration Form will be able to edit forms beyond their own "People" profile.
    a. All other staff will have view-only access to the "Entity" Profile and the Application.
    b. If you are having any issues with user permission levels, please email EJActionGrants@calepa.ca.gov with the Request ID (located in the top right corner of your application), screenshots, and as much description of the issue as possible.

Section 3. Nonapplicant Registration

All new Users will need to perform a registration process that creates credentials for them to access the CalEPA Grants Portal. This section outlines Nonapplicant (Fiscal Sponsor, Partner, Consultant) Registration. If you are an Applicant, please see Section 2 of the User Guide for more information on Applicant Registration.



3.1. Fiscal Sponsors

1. Fiscal Sponsors must register using the Nonapplicant Registration link.
2. Complete the “Eligibility Quiz” to confirm whether you are or are not eligible to provide support to the applicant as their Fiscal Sponsor.
3. Select “Fiscal Sponsor” in the “Nonapplicant Type” drop-down menu and complete both sections in the form below.
4. Once a user has created an account and received their confirmation email, they will be able to log in and navigate the portal.
    a. An application will only appear in the Fiscal Sponsor’s Grant Portal once Program Staff has confirmed relationship with the Applicant and linked the application to the Fiscal Sponsor’s user profile.

3.2. Consultants and Partners

1. If Consultants and Partners would like read-only access to the application, they must undergo a Nonapplicant Registration process.
    a. It is not required for an applicant to have their Consultants and/or Partners register for an account.
2. Consultants and Partners must register using the Nonapplicant Registration link.
3. Complete the “Eligibility Quiz” to confirm whether you are or are not eligible to provide support to the applicant as their Partner or Consultant.
4. Select “Partner” or “Consultant” in the “Nonapplicant Type” drop-down menu and complete both sections in the form below.
    a. For clarification on roles, please confirm with the Applicant and refer to Section 3.2 of the Program Guidelines.
5. Once a user has created an account and received their confirmation email, they will be able to log in and navigate the portal.
    a. A read-only copy of the application will appear in the Consultant or Partner’s Grant Portal once Program Staff has confirmed relationship with

the Applicant and linked the application to the Consultant or Partner’s user profile. See Section 5.4 of the User Guide for more details.

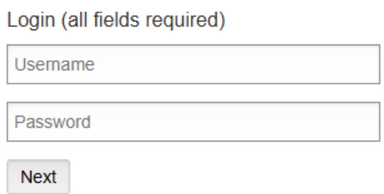
Section 4. Grant Portal

Once a user has logged into their account, they will be sent to the CalEPA Grant Portal landing page. Navigate the Grant Portal using the menu bar on the left side.

4.1. Portal Navigation

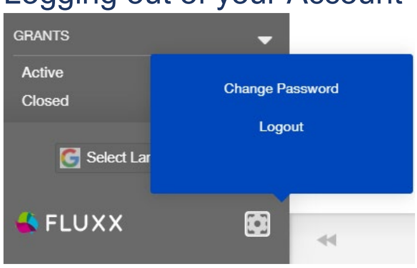
Logging into your Account

Once you have received your registration email, please use the login credentials received to set up your password and log into your account.



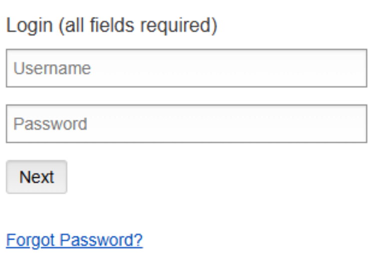
1. Type https://calepa.fluxx.io into your search bar to visit the CalEPA Grants Portal.
2. Type both your username and your password into the Login field.
3. Select "Next" to log into your account and access the Grant Portal landing page.

Logging out of your Account

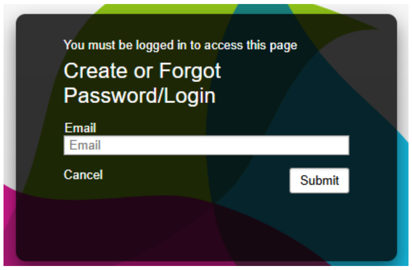


Navigate to the gear icon in the bottom right corner of the menu bar on the left side. Select Logout.

Resetting your Password



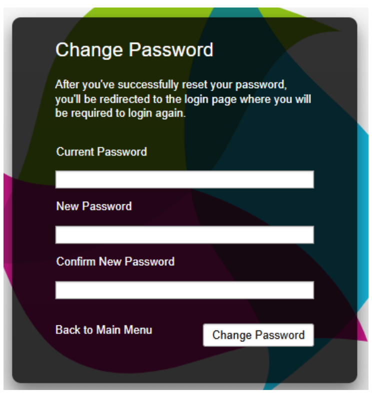
1. Type https://calepa.fluxx.io into your search bar to visit the CalEPA Grants Portal.
2. Select "Forgot Password?" underneath the Login field.



3. Type in the email used to access the Grants Portal and select “Submit.”
4. You will receive an email – follow the prompts to set up a new password.

Changing your Password

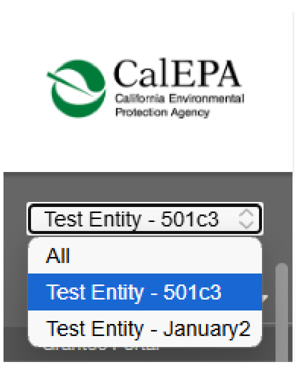
1. Follow the steps above to log into your account.
2. Navigate to the gear icon in the bottom right corner of the menu bar on the left side.
3. Select “Change Password” in the pop-up window.



4. Complete the form and select “Change Password” to complete.

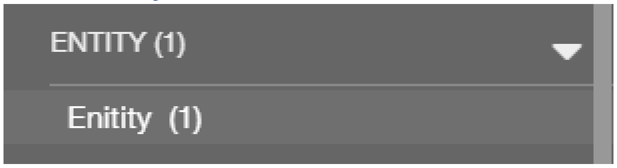
Shifting Entity Views

If you are a user connected to multiple entities, you can shift the view in the menu bar on the left side to show records associated with “All” entities, or just one entity.



1. Navigate to the dropdown menu at the top of the menu bar on the left side.
2. Select “All” to view all records in the menu bar together or select one entity at a time to view the records in the menu bar separately.

4.2. Entity Profile

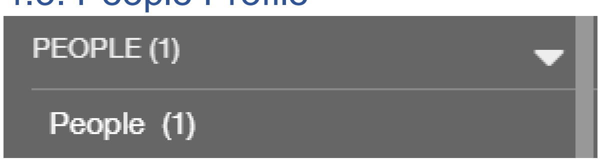


Navigate to the “Entity” section in the menu bar on the left side. This is where you can view and manage your central entity’s profile. This information will need to be completed for an application to be considered complete.

Be sure to click “Save” often so you do not lose your work.

1. Select the Entity you would like to view/edit in the column to the right of the menu bar.
2. Select “Edit” in the upper right corner to enter edit-mode.
    a. Only users who have permissions to edit this section will be able to see the “Edit” button.
3. Complete all form sections on behalf of your Entity.
    a. For adding Fiscal Sponsors, please refer to Section 3.1 of the User Guide.
    b. Authorization Check Links
        i. California Secretary of State’s Business Search
        ii. Internal Revenue Service Tax Exempt Organization Search
        iii. Department of Justice’s Registry of Charitable Trusts Search
4. Once complete, please click “Save and Close.”
    a. This will save your work and close the window.
5. Once the Entity profile is complete, select “Update” in the bottom right corner. This will send the updated Entity information to the Program.
    a. A pop-up box will appear to confirm your submission.
    b. Select “OK” to continue.

4.3. People Profile



Navigate to the “People” section in the menu bar on the left side. This is where you can view and manage your Entity’s contacts. This information will need to be completed for an application to be considered complete.

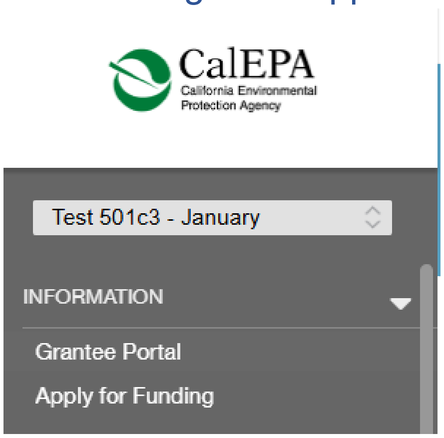
Be sure to click “Save” often so you do not lose your work.

1. Select the User you would like to view/edit in the column to the right of the menu bar.
2. Select “Edit” in the upper right corner to enter edit-mode.
3. Complete all form sections for your User Profile.

4. Once complete, please click “Save and Close.”
    a. This will save your work and close the window.

Section 5. Application

5.1. Starting Your Application



1. Select "Apply for Funding" under the "Information" section in the menu bar on the left side.
2. Select "Start your Application." A new application will open in edit-mode.
3. Be sure to save your application early and often.
    a. "Save" allows you to save your work and continue entering information.
    b. "Save and Close" will save your work and close the application window.
    c. "Cancel" will exit edit-mode, no new changes will be saved.
    d. "Save" or "Save and Close" does not submit your application. This action saves your application as a "Draft."

5.2. Continuing a Saved Application

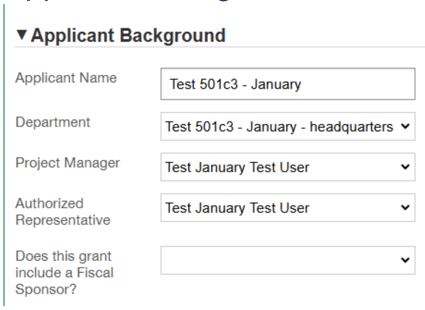
1. Select "Draft Applications' under the "Applications" section in the menu bar on the left side.
2. Select the appropriate draft application to review.
    a. If you have started multiple drafts, confirm you are selecting the intended application.
3. To enter edit-mode, select "Edit" in the top right corner.
4. **Be sure to click "Save" often so you do not lose your work.**

5.3. Application Elements

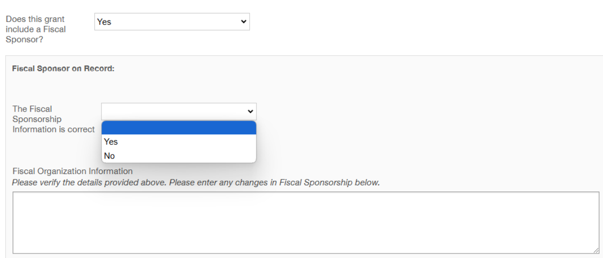
Character Limits

As noted in Section 1.4 of the User Guide, text areas in the application have character limits that will update as the user populates the field. Character limits are denoted in grey underneath the text field.

Applicant Background



1. Department is pre-filled and does not need to be adjusted.
2. Project Manager and Authorized Representatives will be pre-filled with users who have been linked to your entity.
    a. These are not open text fields and users must be registered and associated with your entity prior to appearing as dropdown options in this field.
    b. To add multiple users to your entity profile, please refer to Section 2.2 and Section 5.4 of the User Guide.
    c. Once users are added to these fields, they will be linked to the application (if they aren't already) and have edit-mode permissions.



3. If this application is achieving eligibility by utilizing a Fiscal Sponsor, please indicate so in the field provided.
    a. The system will search to see whether a Fiscal Sponsor has been linked to the Applicant.
    b. If a Fiscal Sponsor is linked, the information will appear, and the Applicant will be asked to confirm accuracy.
        i. If the information is incorrect, please provide updated information for Program Staff in the text area provided. You may also email the Program to provide updated Fiscal Sponsor information.
4. **Be sure to click "Save" often so you do not lose your work.**

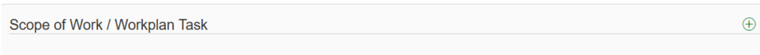
Objectives and Vision

If the applicant is planning on uploading an image to attach to the EJ Purpose section, please utilize the "Screenshot/Citation" Document Upload tool.

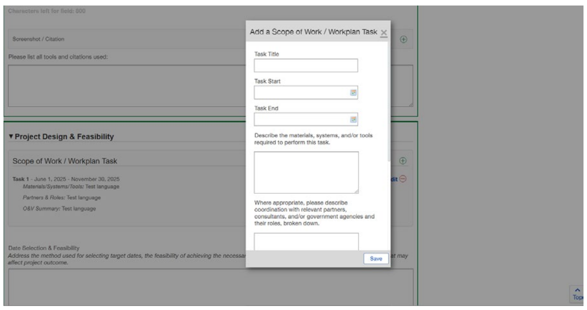
Project Design & Feasibility: Workplan Component

Be sure to click "Save" often on the application itself (outside the Workplan Component) so you do not lose your work.

Adding a Workplan Task



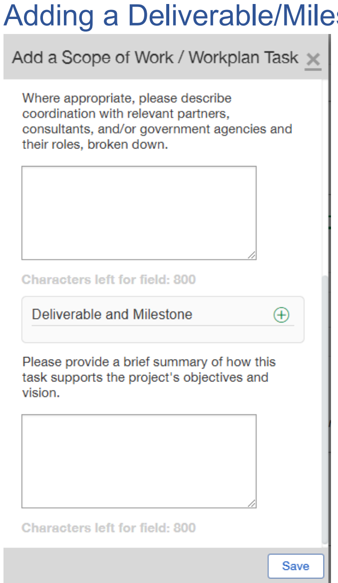
1. Navigate to the green circle with the plus (+) icon to the right of the line.
2. Clicking on this icon will open a new window to complete task fields.



3. Once complete, select "Save" in the right corner to save and close the section.
4. The completed fields will populate into a list preview format underneath the "Scope of Work/Workplan Task" section of the application.
    a. Workplan tasks are listed in the order they are created. Tasks will not automatically organize by timeline.

Deliverable Component

Adding a Deliverable/Milestone



All deliverables and milestones must be associated with a Workplan task. The Deliverable Component is located inside the Workplan Component. If you have not created the associated task in the Workplan, please see the "Adding a Workplan Task" section above.

1. Navigate to the green circle with the plus (+) icon to the right of the "Deliverable and Milestone" line.
2. Clicking on this icon will open a new window to complete deliverable fields.
3. Once complete, select "Save" in the right corner to save and close the section.
4. The completed fields will populate into a list preview format underneath the "Deliverable and Milestone" section of the Task.
    a. Deliverables/Milestones are not shown in the "Scope of Work/Workplan Task" list preview.

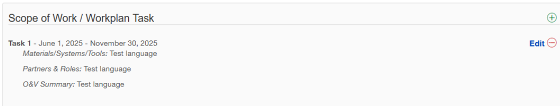
Editing a Deliverable/Milestone

1. Navigate to the "Deliverable and Milestone" section of the appropriate workplan task.
    a. If unsure how to enter edit-mode, see steps for "Editing a Workplan Task" below.
2. Select "Edit" on the right side of the line to enter edit-mode.
3. A window will pop up that contains the information previously populated.
4. Once complete, click "Save" to save and close the window.

Removing a Deliverable/Milestone

1. Navigate to the "Deliverable and Milestone" section of the appropriate workplan task.
    a. If unsure how to enter edit-mode, see steps for "Editing a Workplan Task" below.
2. Hover your cursor over the line item in the list of deliverables you would like to remove.
    a. A red circle with a minus (-) icon will appear.
3. Select the red minus icon to remove the line item.
4. A pop-up window from the Fluxx system will appear to confirm your deletion request.
5. Select "OK" to continue with removing the Deliverable.
    a. Deliverables/Milestones that are removed from the system are not able to be recovered.

Editing a Workplan Task



1. Navigate to the line of the workplan task you would like to edit.
2. Select “Edit” on the right side of the line to enter edit-mode.
3. A window will pop-up that contains the information previously populated.
4. Once complete, click “Save” to save and close the window.

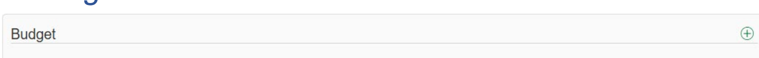
Removing a Workplan Task

1. Navigate to the line of the workplan task you would like to remove.
2. Click on the red circle with the minus (-) icon to the right of the “Edit” option on the right side of the line.
3. A pop-up window from the Fluxx System will appear to confirm your deletion request.
4. Select “OK” to continue with removing this task.
   a. Deleted workplan tasks are removed from the system and are not able to be recovered.

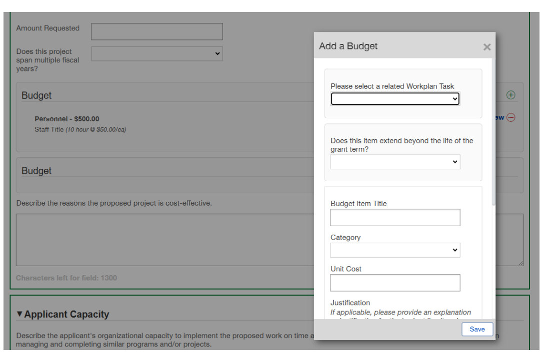
Dates & Financials: Budget Component

Be sure to click “Save” often on the application itself (outside the Budget Component) so you do not lose your work.

Adding a Line Item



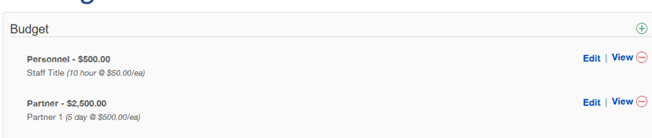
1. Navigate to the Budget Component in the “Date & Financials” section of the application.
2. Select the green circle with the plus (+) icon to the right of the title line.
3. Clicking on this icon will open a new window to complete line item fields.



4. Select the appropriate Task to associate with each line item in the single select dropdown field.
   a. All budget line items must be associated with a Workplan task.

    b. If you have not completed the Workplan Component, the single-select field will not populate with options for you.
        i. See the "Project Design & Feasibility: Workplan Component" section of the User Guide above for more information on the Workplan Component.
5. If this line includes an item whose lifespan extends beyond the grant term and requires justification, please select "Yes" in the dropdown field and complete the text area that appears.
6. Select the line item category from the list of dropdown values in the "Category" field.
7. Indicate unit cost, unit quantity, and the unit type (e.g. hours, days, item).
    a. The system will calculate the total based on multiplying unit cost by unit quantity.
8. Once complete, select "Save" in the bottom right corner to save and close the window.

Editing a Line Item



1. Navigate to the line of the budget line item you would like to edit within the Budget Component.
2. Select "Edit" on the right side of the line to enter edit-mode.
3. A window will pop-up that contains the information previous populated.
4. Once complete, click "Save" to save and close the window.

Removing a Line Item

1. Navigate to the line of the budget item you would like to remove within the Budget Component.
2. Click on the red circle with the minus (-) icon to the right of the "Edit" option on the right side of the line.
3. A pop-up window from the Fluxx System will appear to confirm your deletion request.
4. Select "OK" to continue with removing this task.
    a. Deleted budget items are removed from the system and are not able to be recovered.

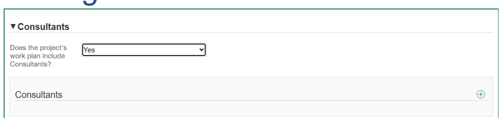
Consultant Component

If a Project includes consultants, select "Yes" when prompted in the Consultant section and use the Consultant Component to identify Consultants to staff and provide information. If a user is giving consultants view-only access to the application, Program Staff will use this section to verify permission levels.

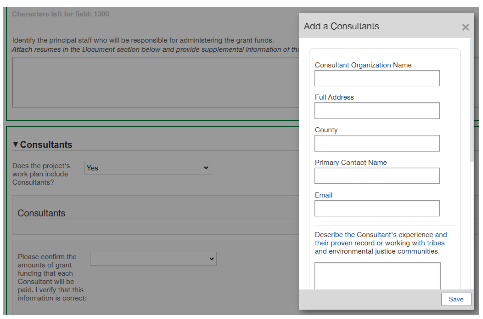
Please follow the instructions provided and email EJActionGrants@calepa.ca.gov to verify consultants who would like read-only access to the application.

Be sure to click "Save" often on the application itself (outside the Consultant Component) so you do not lose your work.

Adding a Consultant

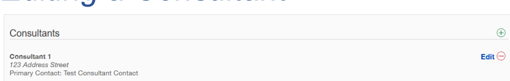


1. Select the green circle with the plus (+) icon to the right of the Consultant title line.
2. Clicking on this icon will open a new window to complete consultant fields.



3. Once complete, click "Save" to save and close the window.

Editing a Consultant

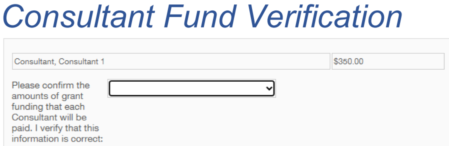


1. Navigate to the Consultant line you'd like to edit.
2. Select "Edit" on the right side of the line to enter edit-mode.
3. A pop-up window will appear with information previously saved.
4. Once complete, click "Save" to save and close the window

Removing a Consultant

1. Navigate to the Consultant line you'd like to remove.
2. Click on the red circle with the minus (-) icon to the right of the "Edit" option on the right side of the line.
3. A pop-up window from the Fluxx system will appear to confirm your deletion request. Select "OK" to continue with removing this consultant.
    a. Deleted consultants are removed from the system and are not able to be recovered.

Consultant Fund Verification



Once the Consultant portion of an application's budget is completed and saved, the line items that have been placed into the "Consultant" category will be copied into the Consultant section of the application for verification.

- If you are not seeing the budget fields populating correctly in this section, save your application.
- This should refresh the application and populate the section correctly.

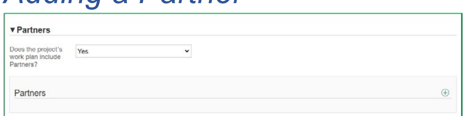
Partner Component

If a Project includes Partners, select "Yes" when prompted in the Partners section and use the Partner Component to identify Partners to staff and provide information. If a user is giving Partners view-only access to the application, Program Staff will use this section to verify permission levels.

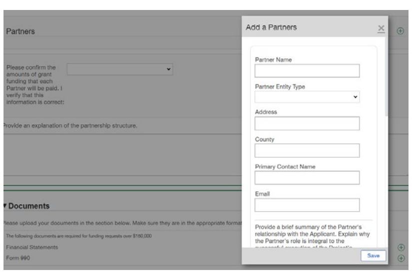
Please follow the instructions provided and email EJActionGrants@calepa.ca.gov to verify Partners who would like read-only access to the application.

Be sure to click "Save" often on the application itself (outside the Partner Component) so you do not lose your work.

Adding a Partner

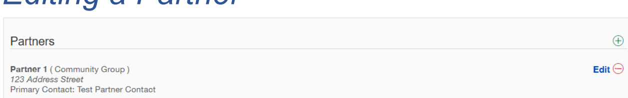


1. Select the green circle with the plus (+) icon to the right of the Partners title line.
2. A pop-up window will appear.



3. Once complete, click "Save" to save and close the window

Editing a Partner

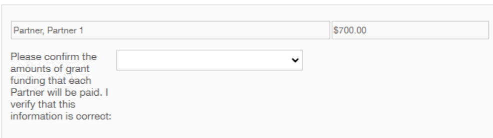


1. Navigate to the Partner line you'd like to edit.
2. Select "Edit" on the right side of the line.
3. A pop-up window will appear with information previously saved.
4. Once complete, click "Save" to save and close the window

Removing a Partner

1. Navigate to the Partner line you'd like to remove.
2. Click on the red circle with the minus (-) icon to the right of the "Edit" option on the right side of the line.
3. A pop-up window from the Fluxx System will appear to confirm your deletion request. Select "OK" to continue with removing this consultant.
    a. Deleted Partners are removed from the system and are not able to be recovered.

Partner Fund Verification



Once the Partner portion of an application's budget is completed and saved, the line items that have been placed into the "Partner" category will be copied into the Partner section of the application for verification.

- If you are not seeing the budget fields populating correctly in this section, save your application.
- This should refresh the application and populate the section correctly.

5.4. Adding Users to an Application

For users to be added to an Entity Profile or to an Application, Program Staff must link the user on the back-end of the system. There is no way for applicants to link other users, so be aware of this element that involves Program Staff. If you would like to add users (staff, fiscal sponsors, partners, consultants) to an application, **be sure to not wait until the last minute for approval.**

Applicants

1. See Applicant Registration in Section 2 of the User Guide.
2. Once a user has been linked to the Applicant Entity, they will appear as a dropdown value in the "Project Manager" and "Authorized Representative" fields in the Applicant Background section of the application.
    a. If a user is selected in one of these fields, they will be linked and have editing permissions to the application. For context, please see "Applicant Background" in Section 5.3 of the User Guide.
3. If a user has identified themselves as having permission to edit Entity and Application materials on the Registration Form and is NOT serving as one of these roles within the application, they will need to be identified using the "Other" field in the Project Role section of the "People" profile.
    a. Program Staff will need to link them directly to the application on the backend of the system.

   b. For more information on the “People” profile, see Section 4.3 of the User Guide.

Fiscal Sponsors (Nonapplicants)

1. All Fiscal Sponsors must go through a Nonapplicant Registration process to have access to the application.
   a. See Nonapplicant Registration in Section 3 of the User Guide.
2. Once the Fiscal Sponsor relationship has been confirmed, Program Staff will link users associated with the Fiscal Sponsor entity to the application.
   a. All users associated with the Fiscal Sponsor entity must register using the Nonapplicant Registration form.
3. Fiscal Sponsors have edit access to the application and have a responsibility to complete their required sections, review, and “sign” the application prior to submission.

Consultants and Partners (Nonapplicants)

1. All Consultants and Partners who would like read-only access to the application must go through a Nonapplicant Registration process.
   a. See Nonapplicant Registration in Section 3 of the User Guide.
2. Applicants must complete the Consultant and/or Partner Component of the application for Program Staff to verify permission and access levels for Consultant and/or Partner users.
   a. For more information on the Consultant and Partner Components, please see their respective sections in Section 5.3 of the User Guide.
3. Once identified within the Consultant and/or Partner Component of the application, please email EJActionGrants@calepa.ca.gov with the Consultant and/or Partner’s entity name, primary contact, and their contact information.

5.5. Submitting an Application

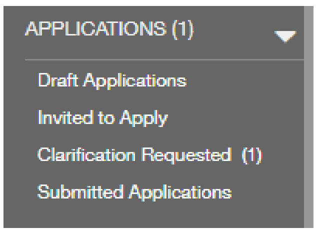
Please make sure all People, Entity, and Application fields have been completed. **It is possible to submit an application without completing all fields, so be sure you are thorough in your review and double check all Components within the application.**

1. If you are not currently editing an application, repeat steps 1 and 2 in Section 5.2 of the User Guide.
2. Double check your work! Make sure all was saved from your last session!
3. After reviewing, select “Submit” in the bottom right corner.
   a. A pop-up box will appear to confirm you would like to submit this application.
   b. Select “OK” to proceed.
4. You will see the status bar at the top of the application move from “Draft” to “Submitted.”
   a. This area is where you can check application status at anytime during the review period.

5. Once submitted, the application will shift into a read-only format that is available to view in “Submitted Applications” under the “Applications” section of the menu bar.
6. Authorized Representatives and Program Managers associated with the Applicant Entity will receive an email to inform them that their application has been recieved by Program Staff for review.

5.6. Post-Submission: Clarification Requested

Program Staff may ask the applicant to revise and resubmit a portion of their application. Applicants will receive an automated email with clear instructions on the areas of the applications that need attention. Do not edit sections that are not included in this revision request.



1. Navigate to “Clarification Requested” under the “Applications” section within the menu bar.
2. Select “Edit” in the upper right corner to enter edit-mode within your application.
3. Paying attention to what Program Staff has requested, revise the noted application sections and do not touch the other areas of your application.
4. Select “Save” or “Save and Close.”
5. Once complete, exit edit-mode and select “Submit” in the bottom right corner to re-submit your application.