Environmental Justice Action Grants Program

FLUXX QUICK START GUIDE, JANUARY 2025

FLUXX GRANT PORTAL

FLUXX USER GUIDE, JANUARY 2025 (PDF)

PROGRAM WEBSITE

EJACTIONGRANTS@CALEPA.CA.GOV

Quick Start Guide Overview

About the System	Applicant Registration	Nonapplicant Registration
Grant Portal Navigation	Application	Troubleshooting

Fluxx User Guide

This Quick Start Guide is intended to provide a brief overview of the main points covered in the full Fluxx User Guide, which is available on the Program website for download.

If you'd like to follow along, User Guide sections are referenced throughout this document.

Fluxx User Guide, January 2025 (PDF)

Section 1: About the System

Fluxx does not auto-save.

Click the **SAVE** button often!

Google Chrome

is the preferred browser for Fluxx

Google Translate available

If a page is non-responsive

Try clicking **SAVE** to refresh the form. If you refresh the browser and have not saved, you will lose your progress.

Troubleshooting:
EJActionGrants@ calepa.ca.gov
Request ID, description of the issue, screenshots (if applicable)

Section 2: Applicant Registration (1/3)

Creating an Account

CalEPA Grants Portal

Eligibility Quiz

Determines whether potential applicants are eligible to apply to the Program

Eligible applicants will move to the next Registration form

CalEPA Grants Portal

Eligibility Quiz

Is the entity registering for an account a federally-recognized tribe, 501(c)(3) nonprofit organization, or an organization recieving fiscal sponsorship from a 501(c)(3) organization?

Select Option

Is the entity organized in the State of California or legally authorized to conduct business in the State of California?

Select Option

Cancel   Submit

Section 2: Applicant Registration (2/3)
Creating an Account

Registration will look different depending on the "Applicant Type" selected
- ◦ Screenshot shows a 501(c)(3) nonprofit applicant

Complete all fields in Applicant Information (Entity Information)

Applicant Information

Applicant Type
`501(c)(3) nonprofit organization`

Name

Does this entity also have an Acronym or DBA?

Street Address 1

Street Address 2

City

Country
`United States`

State

Postal Code (Zip)

E-mail

This is for a general inbox or grants-specific inbox only! Your personal email will be asked in a different section.

Phone

Section 2: Applicant Registration (3/3)
Creating an Account

Complete all fields in Contact Information
- Email will be your login email

"Submit Request" to send to Program Staff

You will receive a "New User" email in 1-2 business days
- Check your Spam folder!
- REGISTER EARLY! Program Staff will need to approve registration before you can log in.

Section 3: Nonapplicant Registration (1/4)

Fiscal Sponsors, Partners, Consultants

[Program Guidelines](#)

Fiscal Sponsorship (Program Guidelines, Appendix 1)

- All Fiscal Sponsors must register for an account and complete their application requirements.

Partners/Consultants (Program Guidelines, Section 3.2)

- If Consultants and/or Partners would like <u>read-only</u> access to the application, they must undergo a Nonapplicant Registration process.
- It is not required for applicants to have their Consultant and/or Partners register for an account.

Fiscal Sponsors, Partners, Consultants

[Nonapplicant Fluxx Registration](#)

Eligibility Quiz

Determines whether potential nonapplicants are eligible to support an application

Eligible nonapplicants will move to the next Registration form

Fiscal Sponsors, Partners, Consultants

Choose Nonapplicant Type:

CalEPA
California Environmental
Protection Agency

CalEPA Grants Portal

Nonapplicant Information

Nonapplicant Type

| Partner |
| Consultant |
| Fiscal Sponsor |

r DBA?

Complete all fields in the top Nonapplicant Information (Entity Information) section:

Nonapplicant Information

Nonapplicant Type

Name

Does this entity also have an Acronym or DBA?

Street Address 1

Street Address 2

City

Country
United States

State

Postal Code (Zip)

E-mail

This is for a general inbox or grants-specific inbox only! Your personal email will be asked in a different section.

Phone

Fiscal Sponsors, Partners, Consultants

Complete all fields in Contact Information
- Email will be your login email

"Submit Request" to send to Program Staff

You will receive a "New User" email in 1-2 business days
- Check your Spam folder!
- REGISTER EARLY! Program Staff will need to approve registration before you can log in.

Contact Information

First Name

Last Name

Title

Project Role

E-mail

Phone

Are you a member of any CalEPA or Air Resources Board (ARB) Advisory Body?

Government Code 87104 restricts (a) members of advisory bodies to a state agency (among others) (b) from making formal or informal appearances or oral or written communications (c) to the member's state agency (d) for the purpose of influencing a decision on a contract, grant, loan, license, permit, or other entitlement for use (e) if the appearance or communication is compensated by a third party. **Advisory Body members are prohibited from all grant applications and communications.**

For more information on if this applies to your tribe or organization, please refer to the FAQ on CalEPA's website: https://calepa.ca.gov/wp-content/uploads/sites/6/2024/01/FAQ-Gov-Code-87104.final-Dec-2023.pdf

Cancel   Submit Request

Section 4: Grant Portal Navigation (1/4)

Logging into your account

CalEPA Grants Portal

1. Enter login credentials and click "Next"
   - Users receive login credentials via email after Registration is approved

2. Forgot Password?
   - Select the link under the login field to reset.
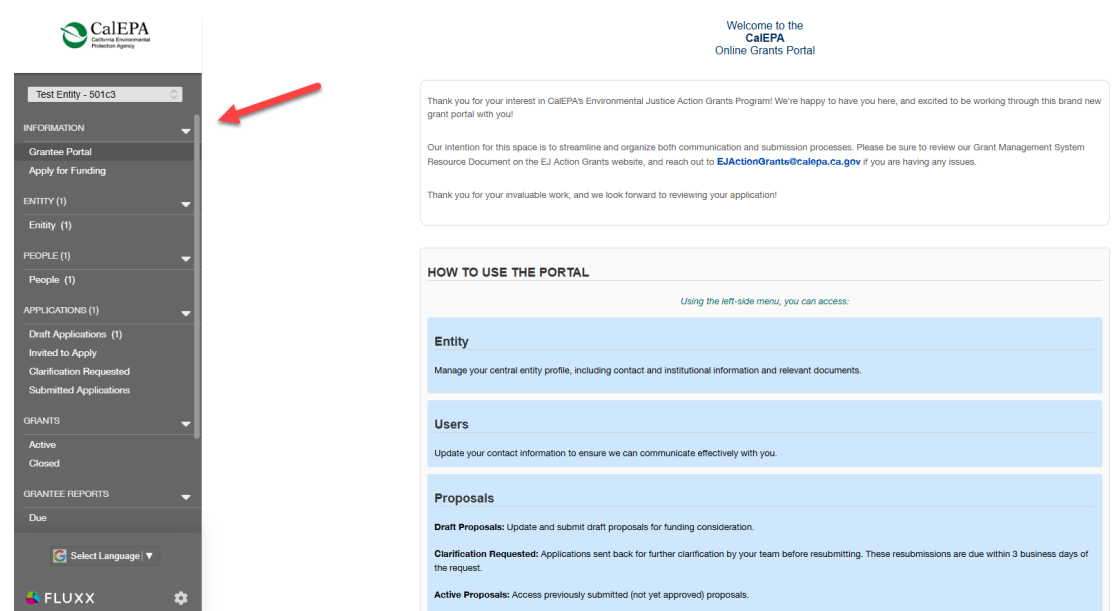
About the Menu

Users use the menu bar to navigate the Grant Portal

Collapse sections using arrow to the right of section title
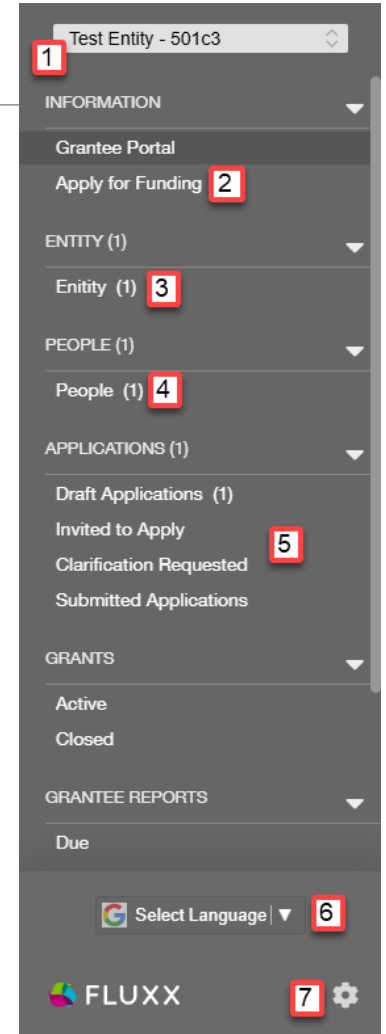
Parentheses indicate amount

Section 4: Grant Portal Navigation (3/4)

1. Entity View Selection
   ◦ If a user is connected to more than one entity

2. Start your Application (Section 5.1, Apply for Funding)

3. Entity Profile (Section 4.2)

4. People Profile (Section 4.3)

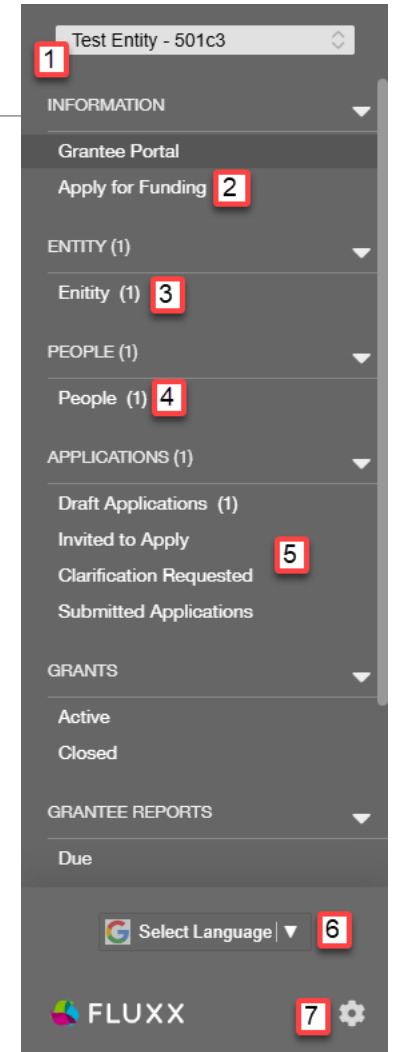# Section 4: Grant Portal Navigation (4/4)

5. Application Section
   ◦ Continuing applications (Section 5.2, Draft Applications)
   ◦ Post-submission clarification requested (Section 5.6)
   ◦ Submitted Applications (Section 5.5, read-only)

6. Google Translate (Section 1.2)
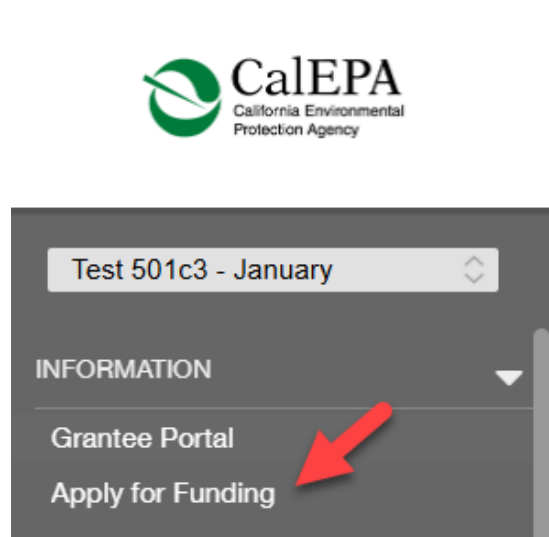
7. Gear Icon
   ◦ Change your password
   ◦ Log out of your account

Section 5: Application (1/5)

Starting your Application (Section 5.1)

Application Elements (Section 5.3)

◦ Character Limits
◦ Applicant Background
◦ Objectives & Vision
◦ Project Design & Feasibility
  ◦ Workplan Component
  ◦ Deliverable Component
  ◦ Budget Component
◦ Consultant Component
◦ Partner Component

Section 5: Application (2/5)

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.

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.**

If you have user access issues: EJActionGrants@calepa.ca.gov

Section 5: Application (3/5)

Adding users to an application

APPLICANTS

Applicant Registration (Section 2)

Project Role
- "Authorized Representative" or "Project Manager"

If Project Role is Other:
- People Profile (Section 4.3)
- Confirm permission to edit materials in Registration

▼ Applicant Background

Applicant Name	Test Entity - 501c3
Department	Test Entity - 501c3 - headquarters
Project Manager	Test User 1
Authorized Representative	

Project Role

Project Manager
Authorized Representative

Other

Project Role Description: Development Associate

Section 5: Application (4/5)

Adding users to an application

NONAPPLICANTS: FISCAL SPONSORS

Nonapplicant Registration (Section 3)

User permissions: edit access

Applicant who is receiving Fiscal Sponsorship must have already registered and identified Fiscal Sponsor

Section 5: Application (5/5)

Adding users to an application

NONAPPLICANTS: PARTNERS/CONSULTANTS

Nonapplicant Registration (Section 3)

User permissions: read-only access

Applicant must complete contact section of Partner and/or Consultant Component (Section 5.3)

Applicant must email Program Staff to request Partner/Consultant link

Troubleshooting

Having issues with the CalEPA Grants Portal?

1. **SAVE** your work!

2. Read the Program's User Guide: Fluxx User Guide (January 2025, PDF)

3. Contact the Program: EJActionGrants@calepa.ca.gov