

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 receiving 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)

The screenshot displays a registration form titled "Applicant Information". The form includes the following fields and options:

- Applicant Type:** A dropdown menu with "501(c)(3) nonprofit organization" selected.
- Name:** A text input field.
- Does this entity also have an Acronym or DBA?:** A dropdown menu.
- Street Address 1:** A text input field.
- Street Address 2:** A text input field.
- City:** A text input field.
- Country:** A dropdown menu with "United States" selected.
- State:** A dropdown menu.
- Postal Code (Zip):** A text input field.
- E-mail:** A text input field.
- Phone:** A text input field.

Below the E-mail field, there is a note: "This is for a general inbox or grants-specific inbox only! Your personal email will be asked in a different section."

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.

Contact Information

First Name

Last Name

Project Role

Title

E-mail

Phone

Do you have permission to edit Entity and Application materials?

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>

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 read-only 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.

Section 3: Nonapplicant Registration (2/4)

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



CalEPA Grants Portal

Trying to apply as an Applicant? Please [click here](#) to submit an applicant registration form.

Eligibility Quiz

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 3: Nonapplicant Registration (3/4)

Fiscal Sponsors, Partners, Consultants

Choose Nonapplicant Type:



CalEPA Grants Portal

Nonapplicant Information

Nonapplicant Type

- Partner
- Consultant
- Fiscal Sponsor

Does this entity also have an Acronym or 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

Section 3: Nonapplicant Registration (4/4)

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.**

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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.

CalEPA
California Environmental
Protection Agency

CalEPA Grants Portal

1

Login (all fields required)

Username

Password

Next

[Forgot Password?](#) 2

CREATE ACCOUNT STAFF LOGIN

Grant applications must be completed and submitted through the Fluxx Grants Portal. Emailed copies of the grant application will not be accepted. If an applicant has access needs regarding submission, please refer to the FAQ on our website: <https://calepa.ca.gov/ejactiongrants>

If you have not previously logged-in to our portal and would like to be considered for funding, click the “Create Account” button to start your registration.

If your registration is approved, an automated email will be sent asking you to set up a password. Use this password, and your Primary Email (provided in registration), to access the Grantee portal where you may submit and track your grant applications.

FLUXX

[Privacy Policy](#) [Accessibility](#)

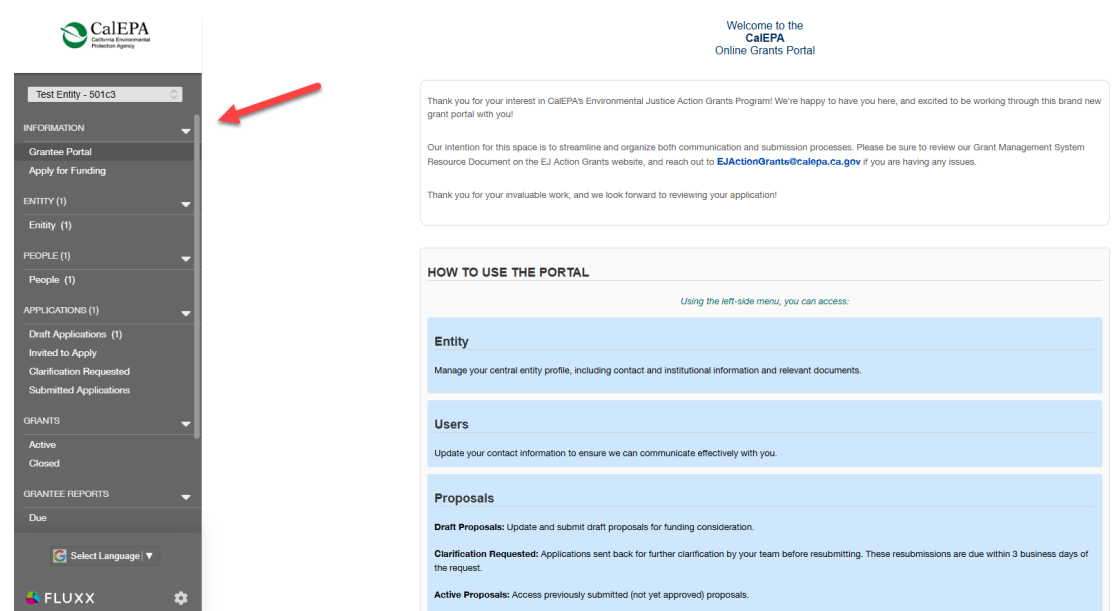
Section 4: Grant Portal Navigation (2/4)

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

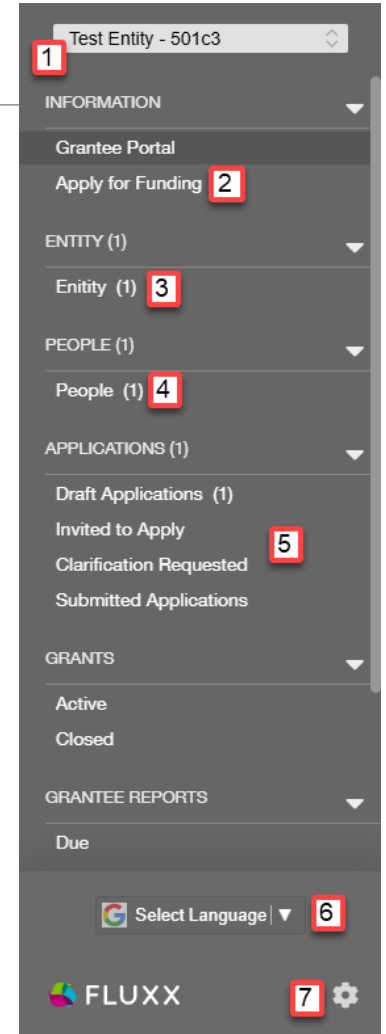


The screenshot displays the CalEPA Grant Portal interface. On the left is a dark grey sidebar menu for user 'Test Entity - 501c3'. The menu is organized into sections: INFORMATION (Grantee Portal, Apply for Funding), ENTITY (1) (Entity (1)), PEOPLE (1) (People (1)), APPLICATIONS (1) (Draft Applications (1), Invited to Apply, Clarification Requested, Submitted Applications), GRANTS (Active, Closed), and GRANTEE REPORTS (Due). A red arrow points to the right-pointing arrow next to the 'ENTITY (1)' section title, indicating how to collapse the menu. At the bottom of the menu are 'Select Language' and 'FLUXX' with a settings icon. The main content area on the right features the CalEPA logo and 'Welcome to the CalEPA Online Grants Portal'. Below this is a welcome message and a 'HOW TO USE THE PORTAL' section with three blue boxes: 'Entity' (Manage your central entity profile), 'Users' (Update your contact information), and 'Proposals' (Draft Proposals, Clarification Requested, Active Proposals).

SAVE YOUR WORK EARLY AND OFTEN!

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)



SAVE YOUR WORK EARLY AND OFTEN!

Section 4: Grant Portal Navigation (4/4)

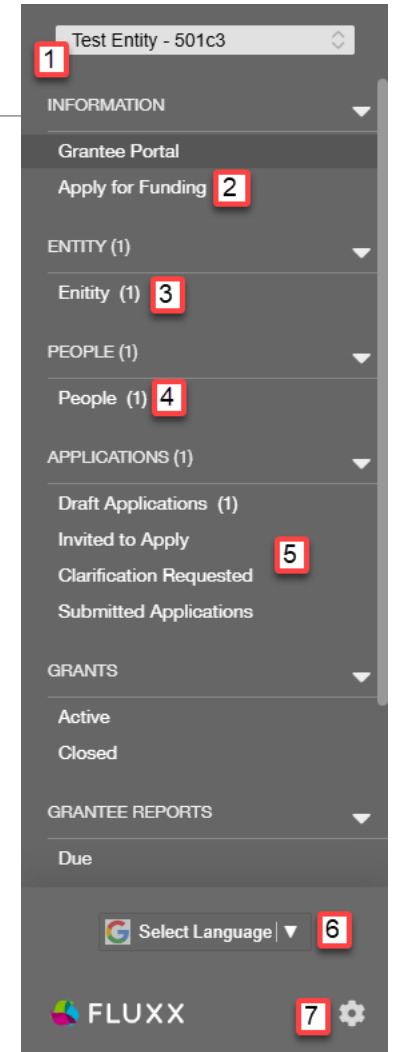
5. Application Section

- 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)

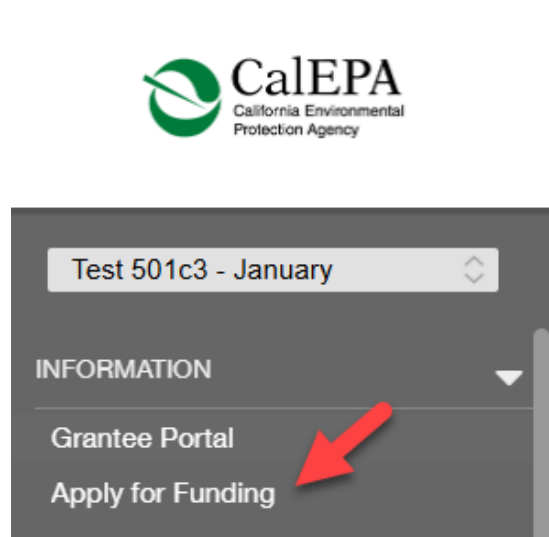
7. Gear Icon

- 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: [Empty dropdown menu]

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

The image shows two side-by-side registration forms. The left form is titled 'Add a Consultants' and contains the following fields: Consultant Organization Name, Full Address, County, Primary Contact Name, and Email. The right form is titled 'Add a Partners' and contains the following fields: Partner Name, Partner Entity Type (a dropdown menu), Address, County, Primary Contact Name, and Email. Both forms have a close button (X) in the top right corner.

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