

# FLUXX GRANT MANAGEMENT SYSTEM EXTERNAL USER GUIDE

May 2026



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## Creating an Account

As a new user of Fluxx, you will need to establish a unique username and password in order to access the system. During system development Council staff reached out to grantee organizations to confirm and update users that should be set up in the new system. If your name was included in that request for information you will have a user account already established. Please review the options below to determine which course of action is best for you.

### Pre-launch account set up in Fluxx

If your name was included in request for users sent by Council staff during system development, you already have an account established in Fluxx.

- Using your email address, you can navigate to the [Fluxx](#) login page and click “Forgot Password.”
- You will then be asked to enter your email address and will subsequently receive an email to your login email address.
- You can then click the link included in the email, which will take you to a page to set up a new password.
  - Passwords must be at least 8 characters with no more than 2 characters repeated in a row and contain an uppercase letter, a lowercase letter, and a number.
- Once you have set up your new password, you can access the login page again to log into your dashboard.

### New User – Known Organization Moderator

If you are a new user and know the identity of your organization’s moderator, you can ask that they add you as a new user to the organization. Once you’ve been added, you will need to reset your password by clicking “Forgot Password” on the Fluxx login page and following the prompts.

### New User – Unknown Organization Moderator

If you are a new user and do not know the identity of your organization’s moderator, reach out to Council Staff at [grants@metc.state.mn.us](mailto:grants@metc.state.mn.us).

### New Organization

If you are a brand-new organization and wish to apply for Council funding through Fluxx, you can reach out to Council Staff at [grants@metc.state.mn.us](mailto:grants@metc.state.mn.us). Once your organization is confirmed to be eligible for Council funding, a unique registration link will be sent to you via email. Once you complete your registration, Council staff will review and be in touch with any questions.

### Consultant/Developer – Multiple Organizations

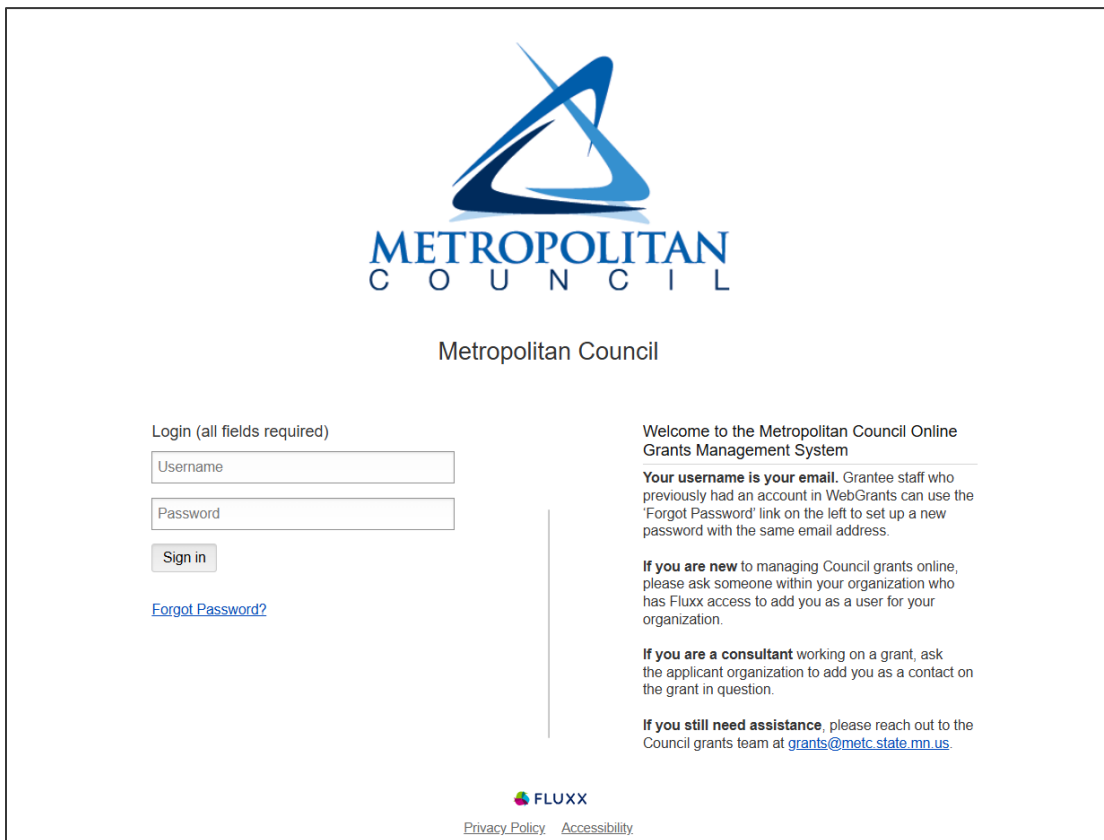
If you are attempting to add a consultant/developer and receive an error, it is likely the individual’s email address is already linked to an account in Fluxx and the user linked to a different organization. This means you will need to work with Council Staff to add this user to your organization. Contact Council Staff at [grants@metc.state.mn.us](mailto:grants@metc.state.mn.us) with the name and email address of the consultant/developer you wish to link to your organization.

## Logging In

When logging in to the Fluxx Grant Management System, you will need to know your unique username and password. If you do not have an account set up in the Fluxx Grant Management System, please reference the section of this document entitled “[Creating an Account](#)” for instructions on how to set up an account or contact the Moderator for your organization to request an account.

### Steps to Log in to Fluxx

1. Go to: [https://metropolitancouncil.fluxx.io/user\\_sessions/new](https://metropolitancouncil.fluxx.io/user_sessions/new)
2. Enter your unique username – this is your email address
3. Enter your password
  - a. Please note that your password is case sensitive
4. Click the Sign in button



The screenshot shows the login page for the Metropolitan Council Online Grants Management System. At the top center is the Metropolitan Council logo, which consists of a stylized blue triangle with a white outline, above the text "METROPOLITAN COUNCIL" in blue. Below the logo is the text "Metropolitan Council".

On the left side, there is a login form with the following elements:

- A heading: "Login (all fields required)"
- A text input field labeled "Username".
- A text input field labeled "Password".
- A "Sign in" button.
- A link labeled "Forgot Password?".

On the right side, there is a welcome message and instructions:

- "Welcome to the Metropolitan Council Online Grants Management System"
- "Your username is your email. Grantee staff who previously had an account in WebGrants can use the 'Forgot Password' link on the left to set up a new password with the same email address."
- "If you are new to managing Council grants online, please ask someone within your organization who has Fluxx access to add you as a user for your organization."
- "If you are a consultant working on a grant, ask the applicant organization to add you as a contact on the grant in question."
- "If you still need assistance, please reach out to the Council grants team at [grants@metc.state.mn.us](mailto:grants@metc.state.mn.us)."

At the bottom center, there is the "FLUXX" logo and two links: "Privacy Policy" and "Accessibility".

If you need to change your password, click the “Forgot Password?” link. You will be required to enter your email address. Once you do so, you will receive an email with a link to reset your password. Passwords must be at least 8 characters with no more than 2 characters repeated in a row and contain an uppercase letter, a lowercase letter, and a number.

Login (all fields required)

Username

Password

Sign in

[Forgot Password?](#)

If you need additional assistance, please contact your program's grant administrator.

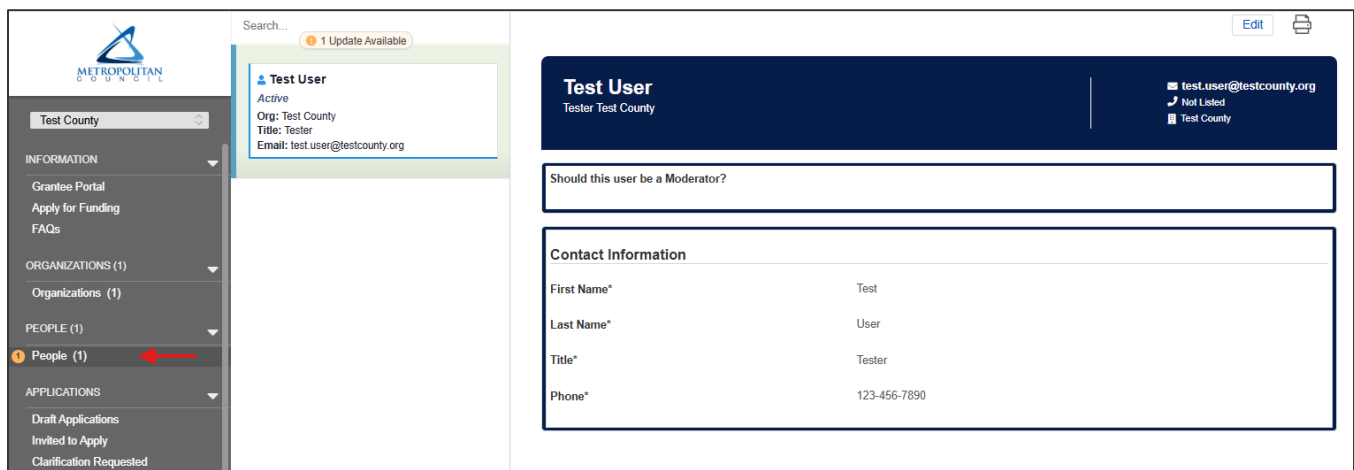
## System Layout and Home Page

Once you have successfully logged in to the Fluxx Grant Management System, you will be greeted with the home page that includes the navigation pane and viewing pane. The homepage provides an overview of the grantee portal. This page will always open when you first log in.

The screenshot shows the Metropolitan Council Online Grants Portal. On the left is a grey navigation pane with the Metropolitan Council logo at the top. Below the logo is a search bar with 'All' selected. The navigation pane is divided into sections: INFORMATION (with sub-links: Grantee Portal, Apply For Funding, FAQs, Contact Council Staff), ORGANIZATIONS (with sub-link: Organizations), PEOPLE (1) (with sub-link: People (1)), and APPLICATIONS. The main content area on the right has a header that says 'Welcome to the Metropolitan Council Online Grants Portal'. Below this is a 'Welcome' section with text: 'The Metropolitan Council is the regional policy-making body, planning agency, and provider of essential services in the seven-county Twin Cities region. We provide the infrastructure to help support communities and businesses and ensure a high quality of life for residents. Our mission is to foster efficient and economic growth for a prosperous region where everyone can thrive.' This is followed by text about the 'Imagine 2050' development guide and the Council's grant making efforts. A 'How to Use This Portal' section contains a note: 'Note: For some Regional Solicitation Grantees: Some of the following information about claims, payments, and amendments will not apply, as this will be managed through CHIMES. Council staff will inform you if that's the case.'

On the left side of the screen, you will see a grey navigation pane. You can use the links in the pane to move between the different areas of the system.

Clicking on the links will display information in the viewing pane.



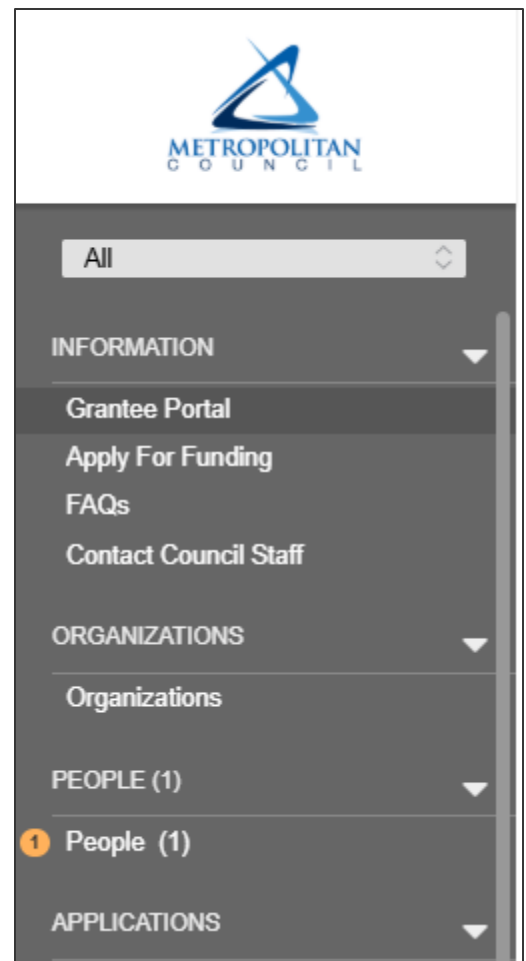
## Navigation Pane

The navigation pane, on the left side of the homepage, is organized into nine sections: Information, Organizations, People, Applications, Grants, Grantee Reports, Claims, Payments, Amendments. Within each section, there are sub-sections detailed below.

### Information

This section contains information for using this portal and navigating the Metropolitan Council’s grant process.

- **Grantee Portal:** This will serve as your home page when you log into Fluxx. This page is populated with general instructions for navigating Fluxx. Any announcements or updates concerning the grant management system appear here.
- **Apply for Funding:** When you are ready to start a new application, you will find a list of open funding opportunities here. All of the Council’s open funding opportunities are listed here. Please ensure you are eligible to apply for the opportunity before you begin an application.
- **FAQs:** Frequently asked questions and their answers can be found here. This list will continue to grow and adapt as we learn and improve the system. If you have a question that is not listed here, please reach out to Council Staff.



### Organizations

Use this section to update and review information related to your organization’s contact details. If any of the information is incomplete or no longer accurate, please contact your organization’s Moderator for assistance.

Some users may be linked to multiple organizations depending on their needs. If you are linked to multiple organizations you can toggle between each organization by utilizing the drop-down list at the top of the Navigation Pane. In order to make updates you will need to be sure the appropriate organization is selected in this drop-down list or the edit button will not appear.

## People

Access this section to update your individual contact information and to view the other users associated with your organization. Please work with your organization's Moderator to keep this information up to date.

## Applications

While applications are in progress, they can be accessed from this section. In addition, if your application is returned for revisions, it can be accessed here. Once an application has been submitted, you will be able to view a read-only version under this section.

- **Draft Applications:** Any initial application that you have begun working on and saved.
- **Submitted Applications:** Once you have submitted or re-submitted an application, a read-only version is available for viewing.
- **Clarification Requested:** If Program Staff have questions about your application or your application requires a revision, you will receive an email alert to log in and edit the application prior to re-submission.
- **Assign Signatories and Contacts:** Once an application is ready for grantee signatures, it will appear here. You will then enter the name, email address, and title of each person who needs to sign the agreement.
- **Signing in Process:** Once all signers have been designated the system will route the agreement for electronic signatures through Adobe Sign.

## Grants

Once grants are underway, they will be visible in this section. Many key functions will be initiated from this section including claim submission and amendment requests.

- **Granted:** You can think of this section as your organization's active portfolio.
- **Pending Close:** Once the closeout process has been initiated by final claim submission, end of the grant term, or project completion, grants will appear in this section.
- **Closed:** Once all closeout documentation has been received, the final claim has been paid, and internal Council closeout processes are completed the grant will appear here. You can use this section to review historical grant records.

## Grantee Reports

Each grant awarded by the Met Council will have associated reporting requirements. These reports vary in frequency depending on the grant program but will be assigned to individual grant records as they are required. The system will issue notifications when reports are due soon.

- **Overdue:** Any report that has not been submitted by its due date will appear here. Reports listed as overdue are considered outstanding and depending on the grant program could suspend payment.

- **Due Soon:** Reports with upcoming deadlines will appear here. Reports will only appear for grants that users are linked to. If you do not see an expected report please ensure that you are linked as a user to the grant record.
- **Clarification Requested:** If Program Staff or Grant Administrators have follow up questions relating to your report submissions they will be sent back for clarification.
- **Submitted:** Reports that have been completed and submitted for review will appear here.
- **Approved:** Once Program Staff and Grant Administrators have reviewed a submitted report and confirmed its completion it will be marked as approved. You can return to this section to reference previous reports.

## Claims

Once a grant agreement is executed you can begin to submit claims for reimbursement against your grant. To do this you will need to access the individual grant record. Depending on the grant program's requirements you will submit a claim cover sheet as well as supporting documentation detailing your reimbursable expenses.

- **Draft (Unsubmitted):** Claims you have started and saved will appear here. You can continue to return and work on these claims until you are ready to submit.
- **Clarification Requested:** If Council Staff have questions or requests upon reviewing your claim submission they will return it for edits. Returned claims can be found here. All claims sent back with questions will need to be resubmitted.
- **Submitted:** Claims that have been submitted and are pending review will appear here.
- **Approved:** Claims that have been approved and are awaiting payment scheduling will appear here.

## Payments

Once a claim has been approved it will be sent along for payment.

- **Scheduled:** Claim payments that have been scheduled but not yet paid will appear here.
- **Paid:** Claims that have been paid will appear here. If you notice a discrepancy or see a claim listed here but have no record of receipt, contact your grant administrator as soon as possible.

## Amendments

Most grants awarded by the Council are able to be amended. Specific amendment opportunities are determined by grant program, but all amendments should be submitted via the individual grant record.

- **Draft:** Amendment requests that have been initiated but not submitted will appear here.
- **Clarification Requested:** If Council Staff have questions or requests upon reviewing your amendment request, they will return the request for edits. Returned amendment requests will need to be resubmitted.
- **Submitted:** Amendment requests that have been submitted and are awaiting review will appear here.
- **Approved:** Once an amendment request has been approved it will appear here. Depending on the type of amendment needed you may be required to provide signatory information.

- **Assign Signatories and Contacts:** Once an amendment is ready for grantee signatures, it will appear here. You will then enter the name, email address, and title of each person who needs to sign the amendment
- **Signing in Process:** Once all signers have been designated the system will route the amendment for electronic signatures through Adobe Sign.
- **Executed:** Once an amendment has been finalized either by administrative action or by formal contract amendment signed by authorized signatories it will appear here.

## Roles in Fluxx

There are a variety of different roles in Fluxx, and your ability to perform actions within the system is directly tied to these roles. It is essential to understand what each role allows a user to access so you can determine how best to assign these roles within your organization.

### The Contact Cohort

The Contact Cohort are the five contacts assigned to a grant application and/or awarded grant. They are the only users who can view and edit that application and/or view and edit awarded grants in the system. To avoid losing access after saving, make sure at least one user from your organization is linked to the application. Depending on the application type, members of the Contact Cohort may be grantees or developers/consultants.

### Grantee

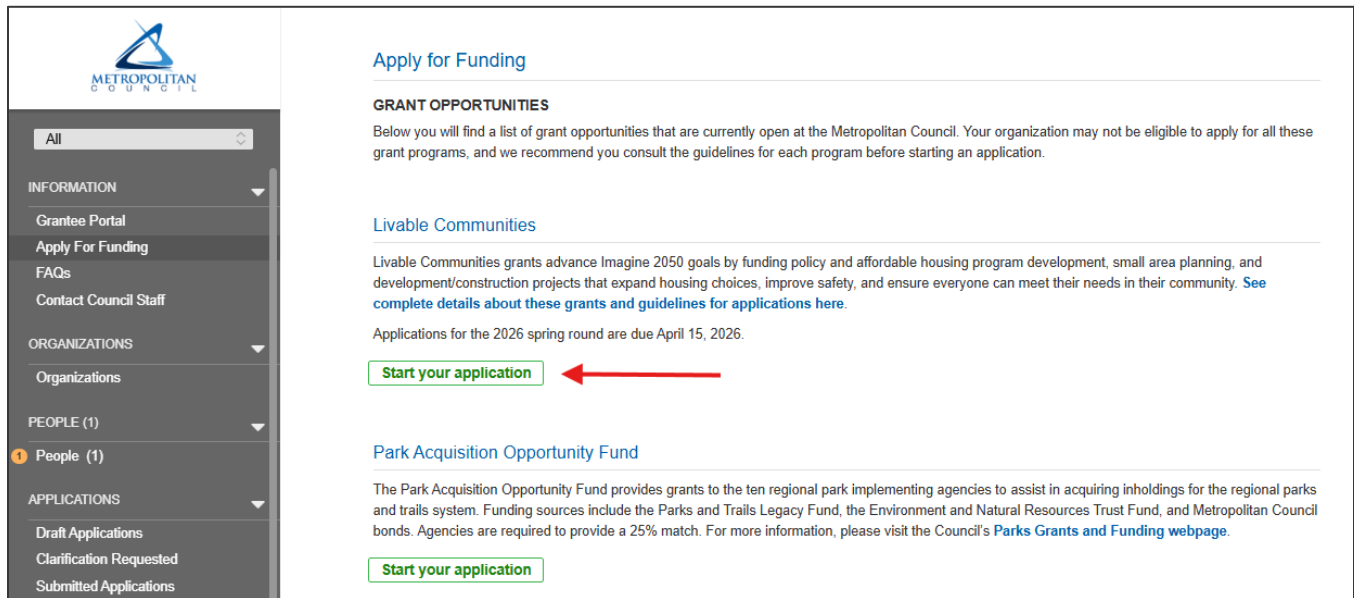
A grantee is the primary user role in Fluxx. Grantees can create new applications and submit them once they are complete. Only users who are added to an application are able to view it in their portal. If a user cannot find an expected application, confirm that they are listed as one of the contacts on that application.

### Developer/Consultant

A developer/consultant role is intended for users outside of your organization who need to collaborate on grant applications. These users can view and edit assigned items but cannot submit applications. External professionals not employed by the grantee organization should only be entered into the system as developers/consultants.

## Starting a New Application

Now that you are logged in and familiar with the layout of the homepage, you can apply for a grant. You can access applications for a variety of grant programs by selecting “Apply for Funding” under the Information section of the navigation pane. Once you have determined which program you wish to apply for, you can follow the steps below to start your application.



1. Select the program for which you would like to apply and click on the “Start your application” button.
2. A new application will open in edit mode. In edit mode, you can enter information into your grant application.
3. Each application will start with a few questions regarding your organization and contact information. Most of your organization’s contact information should auto-populate into the application. Please ensure the information is accurate prior to submitting your application.
4. **It is essential that you list yourself as a contact for the application. You will be unable to access your application if you are not listed as a contact.**
5. While filling out your application, please be sure to save frequently. The application does not automatically save. At the bottom right of your screen, you will find buttons to save, save and close, or cancel your application.
  - a. **Save:** The save button will allow you to save your work in the application. Use this button frequently to ensure that your information is saved while you continue working.
  - b. **Save and Close:** The save and close button will save your work and close the application. You can revisit the application by navigating to the Draft Applications section of the Navigation Pane.
  - c. **Cancel:** The cancel button will exit edit mode without saving.
6. Finally, to save your application and return later, click the Save and Close button at the bottom of the page. This allows you to return to your application and continue to edit until you are ready to submit.

## Collaboration on Applications

To collaborate on applications, individuals must be added as contacts to the application. If your organization works with external developers or consultants to complete applications, please ensure that they are listed as such. When adding collaborators to an application, you will have the ability to select from your organization’s list of users via the drop-down.

### Grant Administration

Project Title

Grantee/Implementing Agency

Department/Location (if applicable)

Primary Contact  [Add New](#)

Additional Contact  [Add New](#)

Additional Contact  [Add New](#)

Additional Contact  [Add New](#)

Additional Contact  [Add New](#)

You can add new users or users not in your organization by clicking “Add New” and entering the appropriate contact information.

Add New ✕

✉ Not Listed

📞 Not Listed

📄

*Required fields are indicated with an asterisk (\*).*

Should this user be a Moderator?

**Contact Information**

First Name\*

Last Name\*

Title\*

Email\*

Phone\*

If a user from your organization does not see an application in their grantee portal, please confirm they are listed on the application as a contact.

## Entering Geographic Information (GIS)

Depending on the funding opportunity you are applying for, you may be asked to enter geographic information for your project. Entering geographical data will require you to complete an external form in the Council's Geographic Information System (GIS).

In order to access the external form, you need to generate a link in your draft application. A link will be generated once you've answered the project description question in the application and saved the application. Note: Please ensure that you are listed as a contact on the application before clicking save. If you are not listed as a contact, you will lose access to the application.

As part of this application process, you must enter your project location(s) information into our Geographic Information System (GIS) via the link below.

*The GIS link is not generated until a project description has been added to the question "What is your project?" above and the application has been saved. For multiple locations, you will refresh the window to add additional locations. If you make a mistake, please refresh and add the correct location and add a comment describing the error and correction. The project location(s) are used to determine some of the outcomes below. Please note that it may take several minutes for the GIS data to be populated in the application below.*

Please ensure you've answered the project description question and then save the form to generate the link.

I acknowledge that I clicked the GIS link and entered the required information.

Once a link is generated it will appear in the application as indicated in the image below.

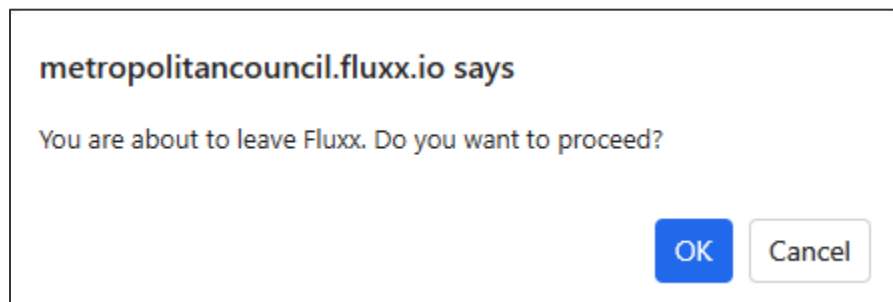
As part of this application process, you must enter your project location(s) information into our Geographic Information System (GIS) via the link below.

*The GIS link is not generated until a project description has been added to the question "What is your project?" above and the application has been saved. For multiple locations, you will refresh the window to add additional locations. If you make a mistake, please refresh and add the correct location and add a comment describing the error and correction. The project location(s) are used to determine some of the outcomes below. Please note that it may take several minutes for the GIS data to be populated in the application below.*

Please click the following link which opens in a new window: [Draw Project Location](#)

I acknowledge that I clicked the GIS link and entered the required information.

When you click on the link, your browser may warn you about leaving Fluxx. This is expected. The GIS form is external and will open in a new tab.



Note: If you have a pop-up blocker installed in your browser, you may have difficulty opening the form in a new tab. Please ensure you have disabled any pop-up blockers before clicking the "Draw Project Location" link.

When you have successfully opened the "Draw Project Location" link you will be brought to a page where you can digitize your project area. Confirm that the grant program you are applying for is correctly listed at the top left of the page and under the Project Grant Type heading.

**Livable Communities Grants**

**Digitize Project Area**

**Project Grant Type**  
LCA\_DEV ←

**Project Application ID**  
2026-04377

**Project Area Outline\***  
Use the search box or move the map to navigate to your project location. Then, click the "area" button and click on the map to begin drawing. Double-click to finish drawing. Shown on the map are transit-oriented development grant areas (rounded gray areas) and environmental justice areas (pink polygons).

To begin drawing your project area outline, navigate to your project location using the embedded map. There is a search bar at the top of the map where you can enter your project's address. The map will automatically adjust to show the address entered.

**Project Area Outline\***

Use the search box or move the map to navigate to your project location. Then, click the "area" button and click on the map to begin drawing. Double-click to finish drawing. Shown on the map are transit-oriented development grant areas (rounded gray areas) and environmental justice areas (pink polygons).

Find address or place

Minneapolis

Minnetonka

Eden Prairie

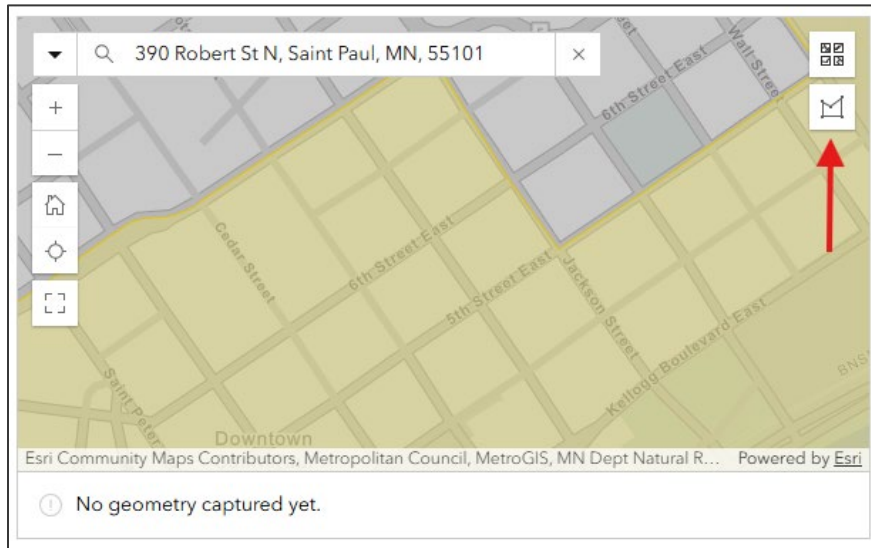
Mississippi National River and Recreation Area

Minnesota

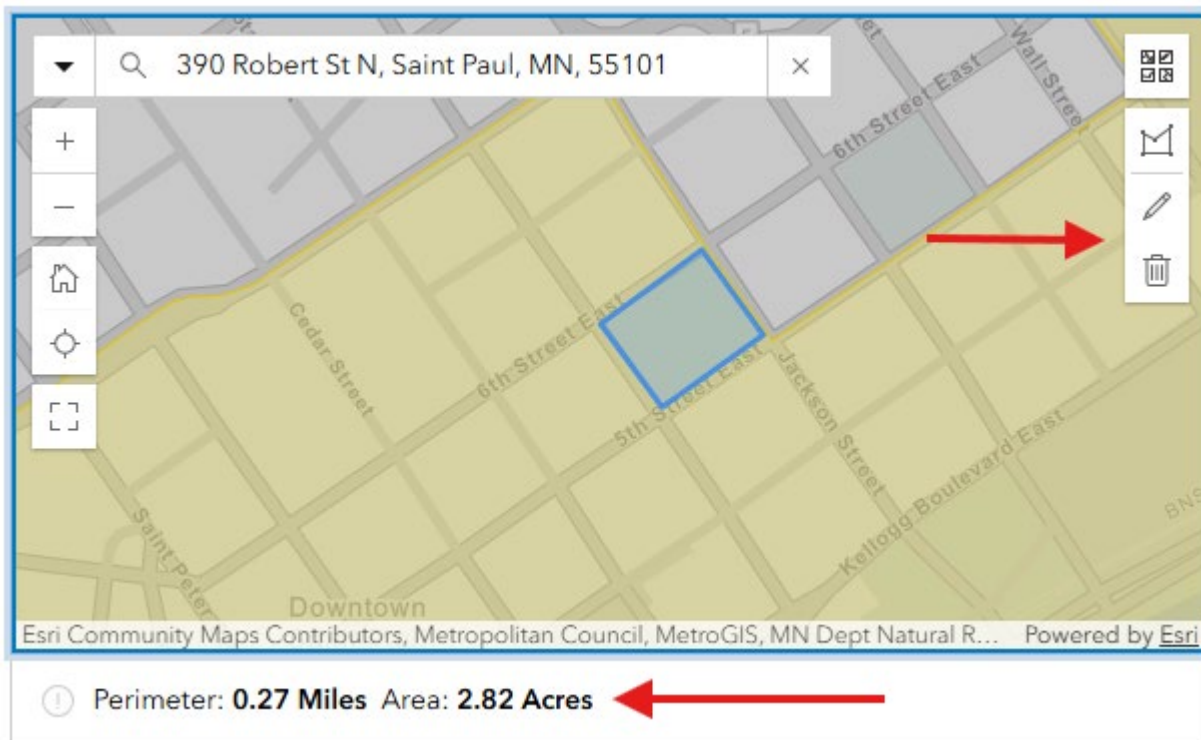
Metropolitan Council, MetroGIS, MN Dept Natural Resources, Esri, TomTom, Garmin, Saf... Powered by Esri

No geometry captured yet.

In order to start drawing your project area outline or polygon, click on the “Area” button located on the right side of the map. Once this button is clicked your cursor will become a point that can be used to create your polygon on the map.



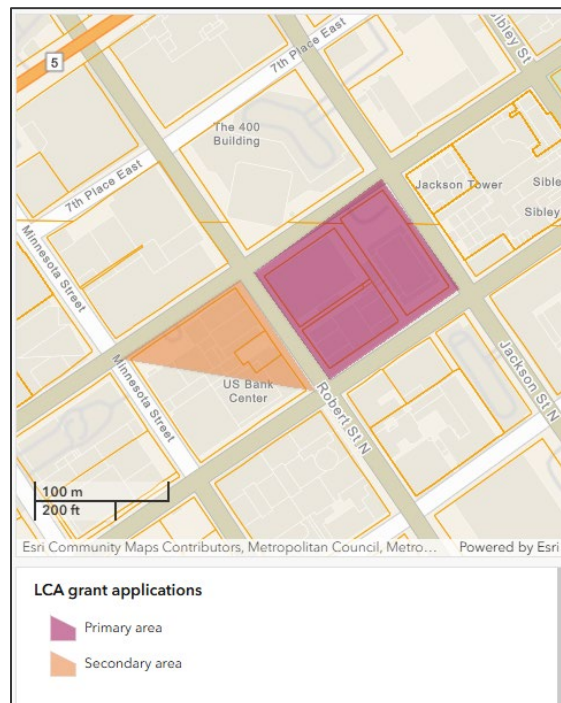
On the map, click on each corner of your project area to place points on the map to create your polygon. To complete your polygon, click on your initial point. If you need to edit or delete your polygon, use the appropriate button located on the right side of the map. These buttons will only appear once your polygon is captured on the map.



When you have completed your polygon, indicate if this is your primary project area. If there is only one area for this request, you can click Submit and return to your application in Fluxx.

For applications with multiple project areas, identify your polygon as primary or secondary and click Submit. You will be brought to a screen confirming your submission. If you are ready to add additional polygons, refresh the page and complete the process for your other project locations.

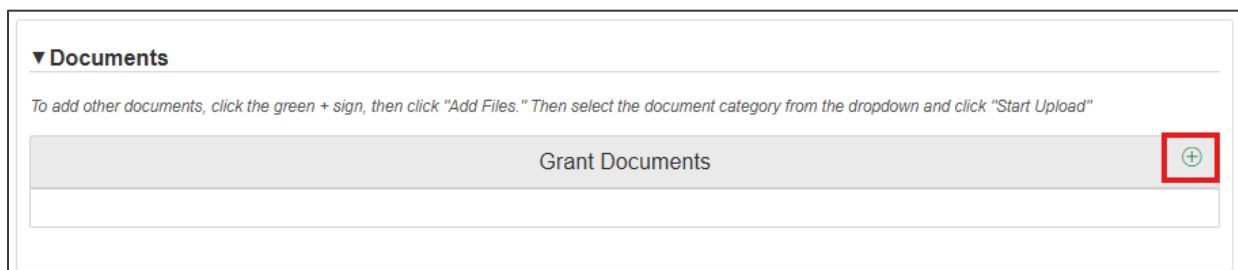
To see previously submitted polygons you can expand the left-hand sidebar. Your primary and any secondary locations should be visible.



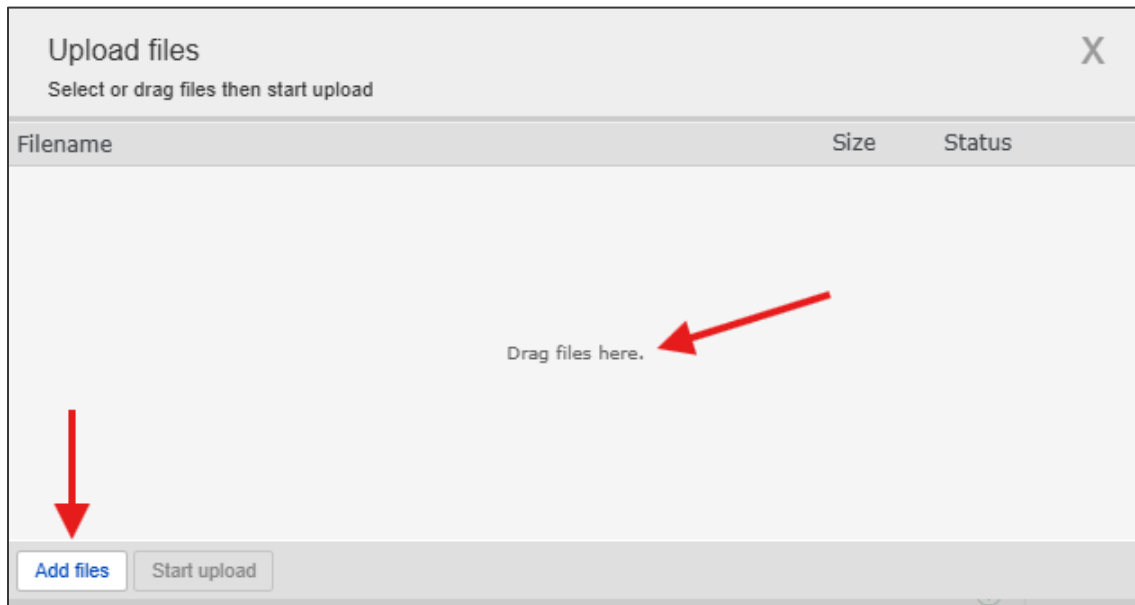
When you are happy with your project areas, you can close the Council's GIS tab and return to your application in Fluxx. If you need to add additional project areas, you can return to the mapping system by selecting the link in your draft application.

## Adding Attachments

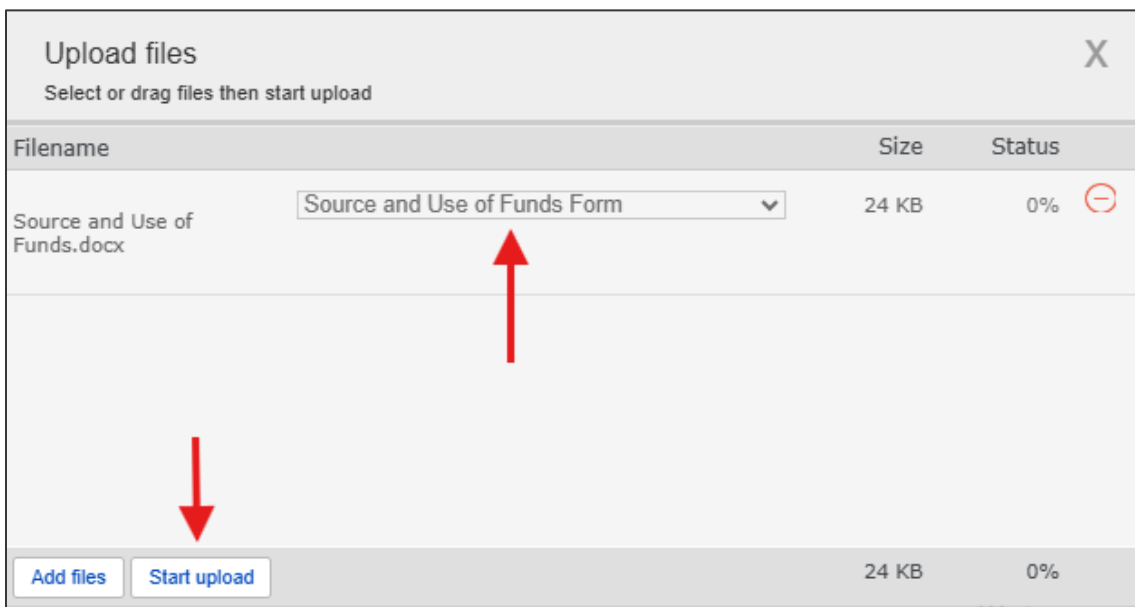
Depending on the requirements of the grant application you are completing, you may be required to upload attachments to your application. When you are ready to upload a document, click on the green + sign.



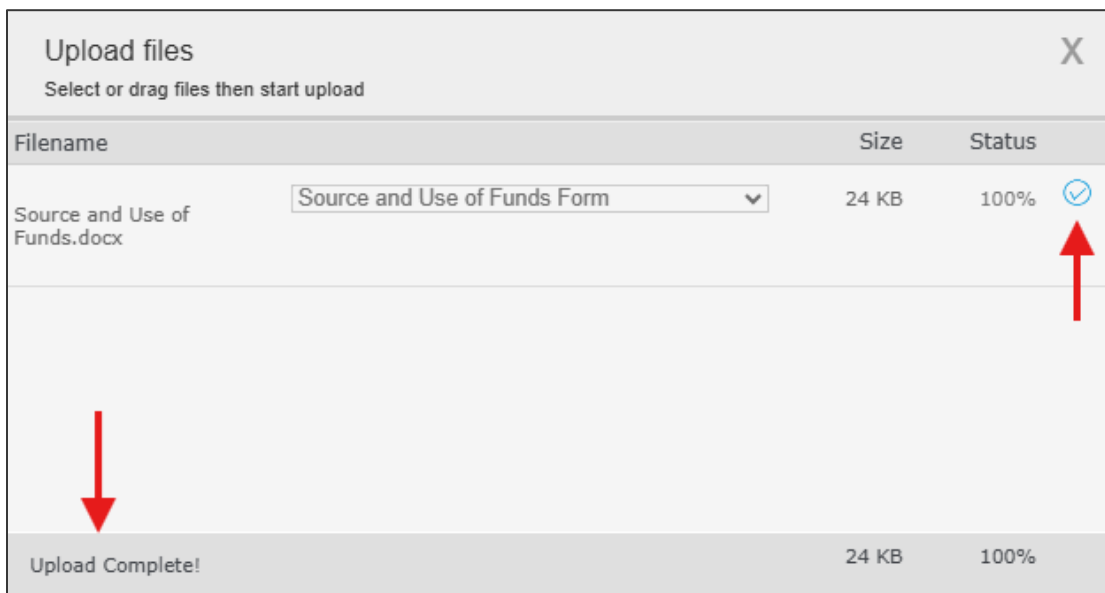
Once you click the green + sign, a pop-up will appear and ask you to upload your files. You can add files by selecting the “Add Files” button or by simply dragging and dropping files from your computer.



Once files have been added, they will appear in the pop-up. If applicable, you have the option to classify your document using the dropdown menu to the right of the file name. Please be diligent about selecting the appropriate file description, as some applications have specific document requirements. Once you have added the appropriate file and classified the document correctly, click on the “Start Upload” button to upload your attachment to the application.



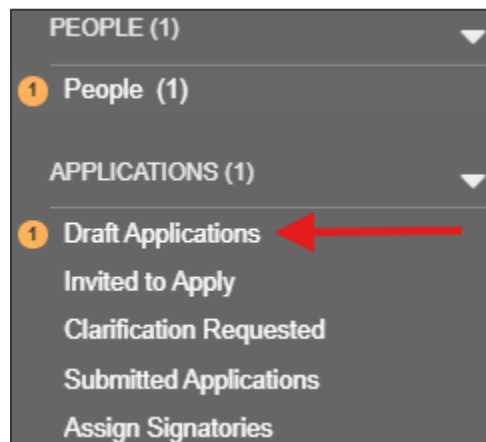
Once your upload is complete, you will receive confirmation in the pop-up. You can then close the pop-up and continue with the application or upload additional documentation as needed. You can only upload one document of each classification.



## Saving an Application

When getting ready to save and close an application, please ensure you are listed as a contact on the application. If you are not listed as a contact, you will be unable to access the application once it is saved.

Once you've clicked the "Save and Close" button on your draft application, the edit window will close. A gold dot with the number one inside will appear next to the Draft Applications section of the Navigation Pane to indicate that the draft was saved.



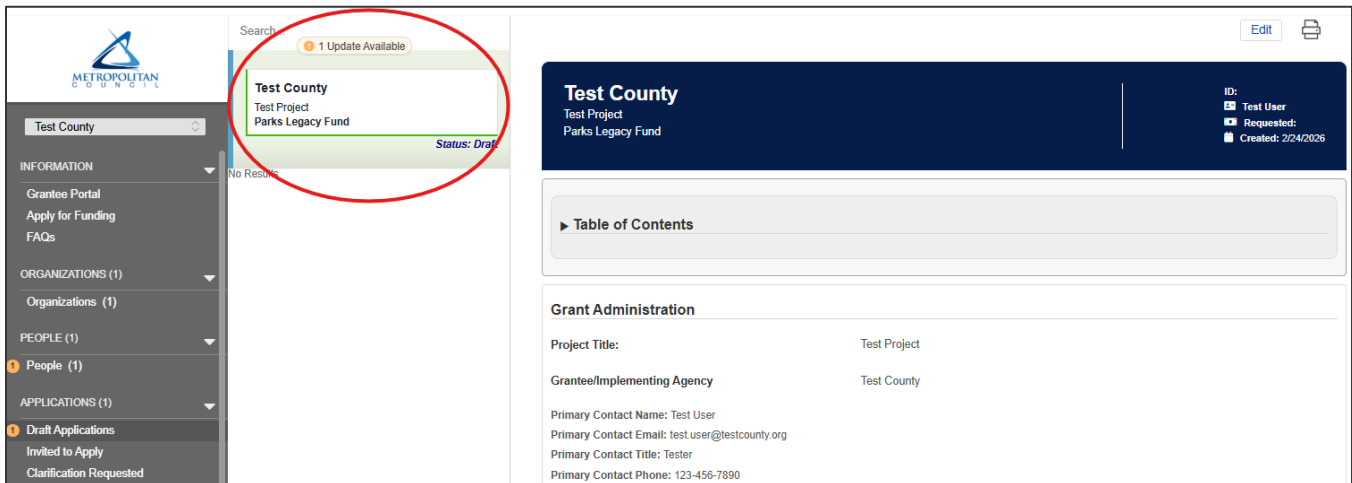
## Detailed Application Instructions

Each grant program is unique. Program Staff and Grant Administrators have developed additional guidance specifically to assist grantees as they navigate the grant process. To find this guidance, please visit <https://metrocouncil.org/About-Us/why-we-matter/Grants.aspx> for additional information on the Council's grant programs.

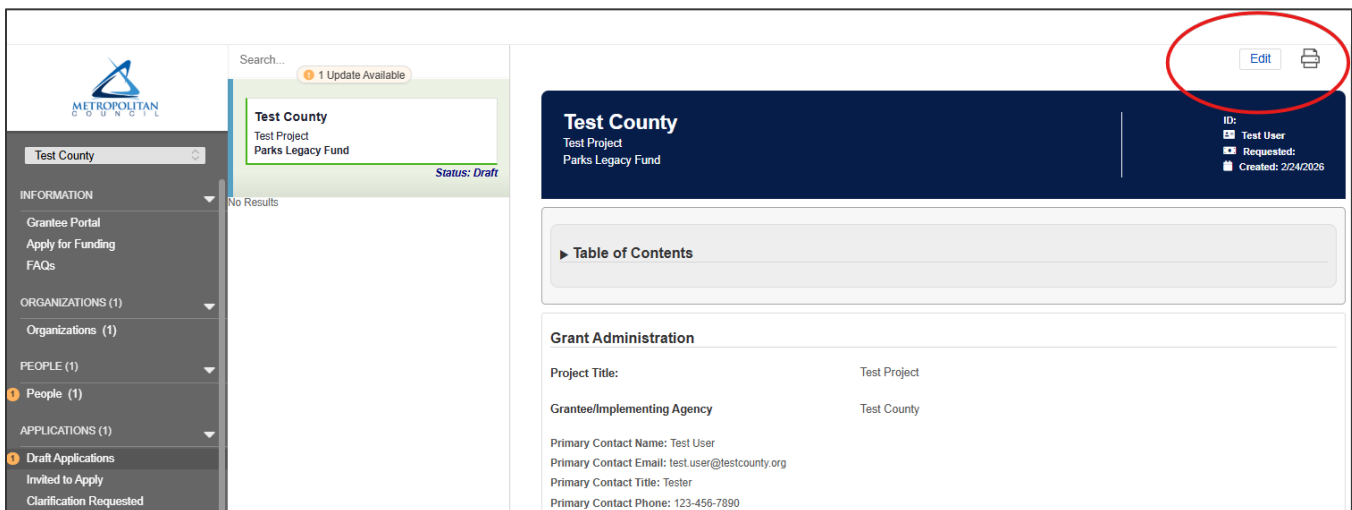
# Accessing Saved Application in the Applications Section

When you are ready to revisit a saved application, you can access it under the Applications section of the navigation pane. A gold dot with a number inside will appear next to the Draft Applications section to indicate how many saved drafts there are.

1. Click on the Draft Applications section to access your draft.
2. Two additional columns will appear to the right of the navigation pane. The first column lists all of your applications currently in Draft status (list view). The second column displays the application selected from the first column (display view).
  - a. **List View:** You will notice a gold banner that says “1 update available” at the top of the column. This message will appear any time there is an update in the system. In this case, it is notifying you that you have saved your draft application. Clicking the banner will refresh the column, bringing the updated record to the top. If you only see the banner and no applications below, click on the banner to refresh, and your saved application should appear.



- b. **Detail View:** You can use the “Edit” button at the top right of your screen to edit your application.



- When you are ready to submit your application, you will find the green submit button located at the bottom right of your screen. You must have clicked Save and Close to exit edit mode before the Submit button will appear.

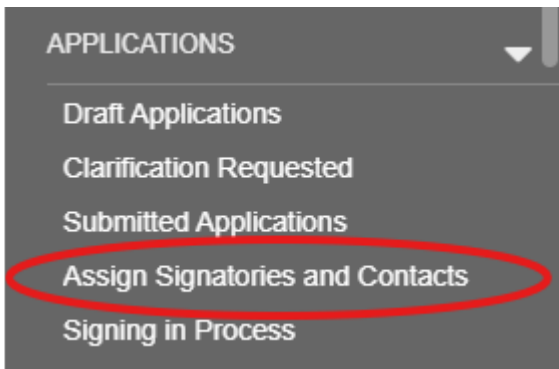
The screenshot shows a web interface for a grant application. At the top right, there are 'Edit' and print icons. Below is a dark blue header with 'Test County' and 'Parks Legacy Fund' on the left, and user information (ID: Test User, Requested, Created: 2/24/2026) on the right. A 'Table of Contents' section is visible. The main content area is titled 'Grant Administration' and contains a list of fields: Project Title (Test Project), Grantee/Implementing Agency (Test County), Primary Contact Name (Test User), Primary Contact Email (test.user@testcounty.org), Primary Contact Title (Tester), Primary Contact Phone (123-456-7890), and several 'Additional Contact' fields. At the bottom right, a green 'Submit' button is circled in red, with a red arrow pointing to it from the right.

**For Regional Solicitation Grantees whose awards will be managed by MnDOT:**

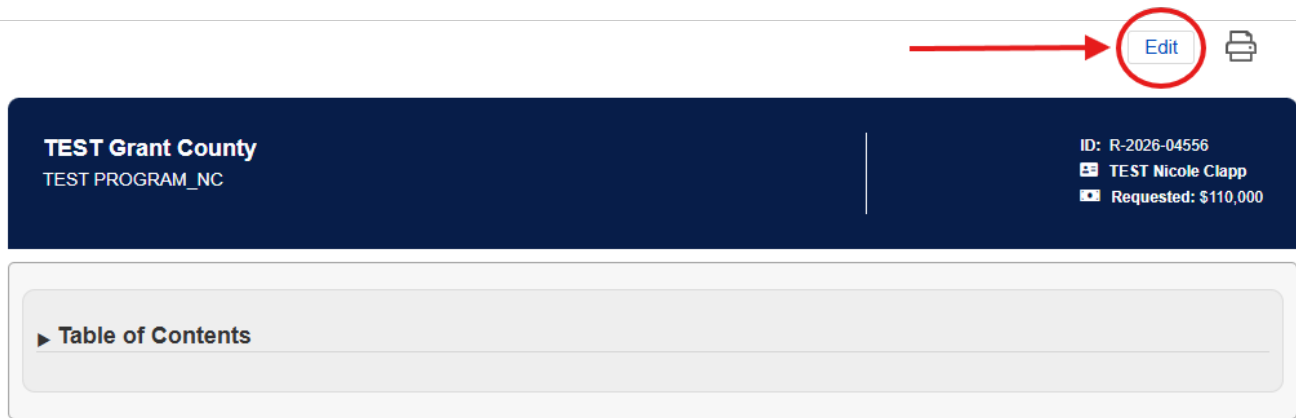
The following information regarding agreements, claims, payments, reports, and amendments will not apply as MnDOT will manage these grants through MnDOT Capital Highway Information Management Enterprise System (CHIMES). Council staff will inform you if this applies to your grant award.

## Assign Signatories and Contacts

Once an application has been submitted, reviewed, approved for funding, and the grant agreement is ready for signatures it will appear in the Assign Signatories and Contacts tab of the Navigation Pane.



To complete the updates in this workflow state, navigate to the appropriate grant in your portfolio. In the top right corner of the detail pane, you will see an edit button. Select this button to begin updating contact and entering signatory information.



## Update the Contact Cohort

Once in Assign Signatories and Contacts grantees will have the opportunity to update the Contact Cohort, to reflect those users that will be involved in day-to-day administration during the grant term (e.g. reporting, claims, amendments and closeout processes), if those individuals differ from the users involved with the application process. If the contacts do not need to be updated you can simply move to the next section for assigning signatories.

Primary Grant Contact	<input type="text" value="Test Grantee 2 Metco Test"/>	<input type="button" value="Add New"/>
Authorized User	<input type="text" value="Test Grantee 3 Metco Test"/>	<input type="button" value="Add New"/>
Grant Administrator	<input type="text" value="Test Grantee Metco Test"/>	<input type="button" value="Add New"/>
Developer/Consultant 1	<input type="text"/>	<input type="button" value="Add New"/>
Developer/Consultant 2	<input type="text"/>	<input type="button" value="Add New"/>

The labels for the Contact Cohort will vary by grant program and some programs may not include Developer/Consultant contacts.

## Assign Signatories

Grantees will also need to enter the names, email addresses, and titles of each individual who is required to sign the grant agreement.

There are five unique signatory fields for you to complete. If your organization does not require five individuals to sign agreements simply complete as many as are necessary.

**▼ Grant Signatories**

For federal fund subrecipients: Please enter your federal Unique Entity Identifier (UEI) and ensure that your registration is active in [SAM.gov](https://sam.gov). Contact your Grant Administrator if you are unfamiliar with UEI.

UEI

**Signatories:** Please enter the signatories from your organization, in the order that they will sign the grant agreement. This can be between one and five individuals.

**Approved as to form:** if your organization requires an attorney to sign as confirmation that the grant agreement meets legal structure and format requirements, please check the box under their name in the signing order.

**Approver:** Do you require an approver to review or hold the agreement before it goes to signatories? (Y/N)

**Non-signatories:** If you have a non-signatory who should also receive a copy of the executed agreement, enter that one email address here.

**Signatory 1**

**Full Name**

**Email**

**Title**

Approved as to form

**Signatory 2**

**Full Name**

**Email**

**Title**

Approved as to form

The order that you enter signatories will be the order that the agreement is routed. Please ensure you are entering your signatories' information in the order which they should sign the agreement.

If you realize there has been an error in your signatory entries, please contact Council staff as soon as possible.

If your organization requires a staff person to approve and/or hold the agreement prior to releasing for signatures please list their email address so that they can complete approval prior to the agreement being routed for signature.

If you have any people you would like to receive a copy of this agreement once it is executed please list their email addresses in the appropriate field. Executed grant agreements will be linked to each Fluxx grant record for reference.

## Adobe Sign

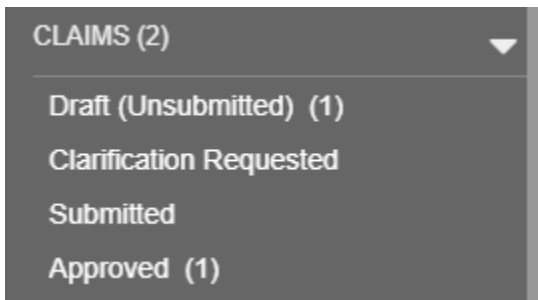
Once signatories have been reviewed by Council staff the agreement will be created and routed through Adobe Sign. Listed signatories can expect to receive an email directly from Adobe Sign requesting that they sign the grant agreement. While signatures are being obtained the application will appear in the “Signing in Process” tab of the Navigation Pane.

Electronic signatures are the Council’s preferred process, however, if your organization requires physical signatures, you will still complete the assign signatories process in Fluxx. Once an agreement is created with signature fields based on your responses you will be able to download a copy from Fluxx and route it through your internal signature process. Once complete, you will return to your grant administrator so that it can be routed for executing signature.

Once all signatures are obtained your application will officially become a grant. This will shift the record from “Submitted Applications” to “Granted” in the Navigation Pane.

## Submitting a Claim

Grants provided by the Met Council operate primarily on a reimbursement basis. For most grants reimbursement claims can be submitted immediately following the execution of the grant agreement. For some claims there are additional documents, such as recorded declarations, that must be provided before claims can be submitted.



To submit a claim, navigate to the individual grant record. In the detail pane scroll down to the “All Claims” section. On the right-hand side of the screen select the “+ create new claim request” link. This will open a pop-up window where you will begin to enter the details of your claim.

▼ All Claims + create new claim request

---

ID: 5441 / \$45,000.00 / 3 Line Items / Status: Approved Review Claim

Expenses	Recommended
Consultant/Contracted Services	45,000
Personnel Costs	0
Supplies and Materials	0
<b>Total</b>	<b>45,000</b>

1 - 1 of 1 Record ← 1 → Jump to Page

You will begin by entering your claim period. These will be the start and end dates of the expenses included in your claim. Next you will select whether this is a partial reimbursement or a final reimbursement. Then you will enter the claim amount requested. Please ensure that the amount submitted here matches all supporting documentation provided in the claim submission.

Claim Request
✕

**Details**

ID: \_\_\_\_\_

**Claim Period From**

**Claim Period To**

**Payment Type**

**Amount Requested**

\*In order to submit the claim for consideration, you will click "Save" on this expense claim and then click "Submit" from the Grant. If you do not click "Submit" it will not be considered for consideration.

**Payment request form template download**

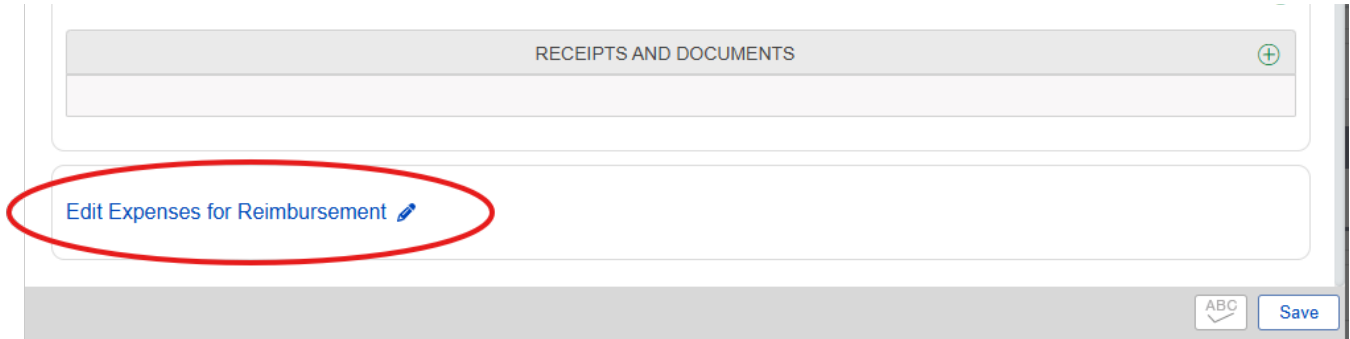
Payment Request +

RECEIPTS AND DOCUMENTS +

ABC 
Save

You will then be able to attach receipts and documents. Examples of items that would be provided are detailed invoices, proof of payment for submitted expenses, applicable contracts with vendors, and the reimbursement request form.

Once you have uploaded all of your files, you will be able to edit expenses for reimbursement. Click on the provided link, which will open a new window, and enter the expenses you are submitting against each of the grant's budget line items. At this stage in the process, you will also link any documents and receipts to the appropriate budget line. Once this is complete click Save and Close to exit the window.



Claim Request: New Expenses

Tools

		Period 1 2025-07-01 - 2029-06-30				Total			
	Budget Category	Budgeted	Previous Claims	Balance Before This Claim	This Claim	New Claims	Receipts	Grantee Comments	Staff Feedback
1	Consultant/Contracted Services	250,000	45,000		0	0	Select...		
2	Personnel Costs	100,000	0		50,000	50,000	TEST Claim Docs.docx X		
3	Supplies and Materials	50,000	0		0	0	Select...		
Request Total		400,000	45,000	0	50,000	50,000			

Total Claimed: 50,000

Save Save and Close

**Claim Request** ✕

**TEST Claim Docs.docx** 🔗 + 📄  
 Payment Request  
 Added by TEST Nicole Clapp at 2:42 PM on May 4, 2026

▼ **Claims**

Edit Expenses for Reimbursement **Edit** 📝

**Open Periods**  
 Period 1: 07/01/2025 – 06/30/2029

Category	Budgeted	Claimed
Consultant/Contracted Services	250,000	50,000
Personnel Costs	100,000	50,000
Supplies and Materials	50,000	0
<b>Total</b>	<b>400,000</b>	<b>100,000</b>

ABC **Save**

Finally, after all of your claim request information has been added you can click Save to exit out of the pop up. This will return you to the detail pane of your grant record. You will see the claim you started on the grant record listed in Draft Status. In order to submit this claim for review you will need to then click on the Submit Claim button from the grant record.

**ID: 5446** / \$50,000.00 / 3 Line Items / Status: Draft **Submit Claim**

Expenses	Claimed
Consultant/Contracted Services	0
Personnel Costs	50,000
Supplies and Materials	0
<b>Total</b>	<b>50,000</b>

If you realize an error and need to make a correction prior to submission return to the Draft (Unsubmitted) section of Claims in the Navigation Pane. From there you will be able to select the draft claim you wish to edit. Click on the edit button in the top right of the detail view to edit your claim. Then continue to submit when you are ready.



Edit

### Details

ID:

Claim Period From: 5/1/2026

Claim Period To: 5/31/2026

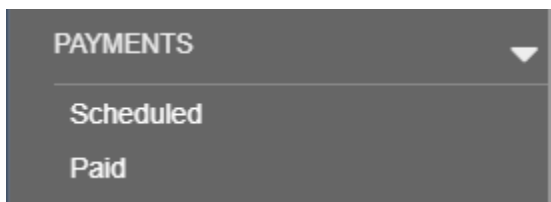
Payment Type: Partial

Amount Requested: \$50,000.00

*\*In order to submit the claim for consideration, you will click "Save" on this expense claim and then click "Submit" from the Grant. If you do not click "Submit" it will not be considered for consideration.*

While reviewing claims there is a chance questions are raised by Grant Administrators. When this happens, claims will be sent back via Fluxx for clarification. Email notifications will be provided by the system but in order to respond to claim questions grantees will visit the Clarification Requested section of Claims in the Navigation Pane. When a claim is sent back it is no longer considered submitted, so once you have responded to any questions and provided any additional documentation you will be required to resubmit your claim for review. If you do not resubmit your claim, it will not be reviewed, even if you have provided additional comments or documents. Please ensure that once you have made edits you resubmit your claim in the system.

## Payments



Once a reimbursement claim has been approved, it becomes a payment. Payments are scheduled through our accounting system and paid on a set date after approval. Grantees can track the status of any payment by visiting the Payments section of the Navigation Pane.

When a payment is in scheduled status you will be able to view the payment amount, the date the payment will be made, and if the payment is a re-issue of a previously voided payment.

Once a payment has been issued it will move to the Paid status. Once a payment is in this state you will be able to confirm the paid date and amount paid. If you see a payment record listed in Fluxx as paid but do not have record of receiving the payment, contact your grant administrator as soon as possible.

## Amendments

Amendment requests can be made on most grants provided by the Met Council. The types of amendments allowed will vary based on the grant program so always consult your program specific materials for additional information.

To request an amendment, you should navigate to the individual grant record. In the top right corner of the detail pane, you will see a button labeled “Request Amendment.”

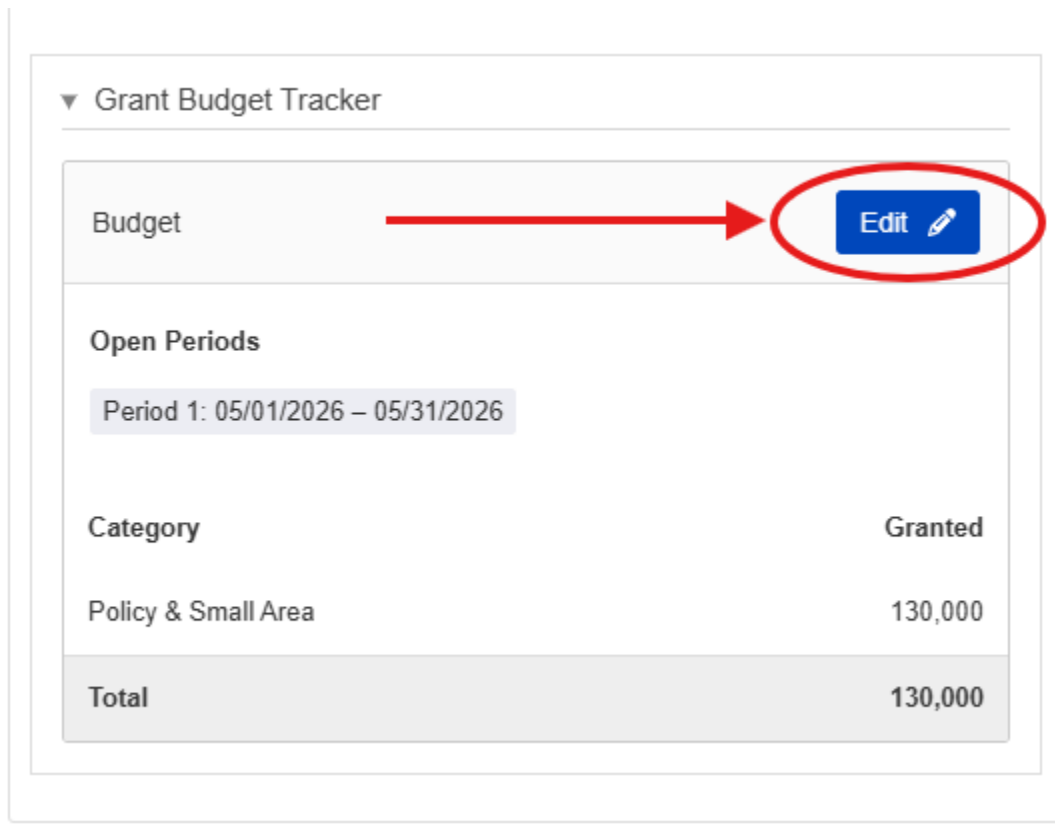


From here a pop up will appear where you can begin to submit information specific to your amendment. First select the type(s) of amendment you are looking to request. Depending on the type(s) of amendment you request you may be required to submit additional documentation such as a signed amendment request letter on your organization’s letterhead.

A screenshot of a form titled "Amendment Information". It contains several sections: "Amendment Type" with four checkboxes: "Minor Budget Modification (up to 20% of total grant award)", "Major Budget Modification (over 20% of total grant award)", "Change in project scope", and "Extension of grant term". Below this is a "New End Date" field with a calendar icon and the date "5/31/2026". There is also a section for "Original Project Description" with the text "FINAL Description test test test" and a "New Project Description" field which is currently empty.

Complete the additional questions to provide additional detail regarding your request. For example, if you are requesting an extension to the grant term you should include the requested New End Date. If you are looking to change your grant’s project description you should include the new project description you are requesting.

If you are requesting a budget modification you will have the ability to edit the Grant Budget Tracker by clicking the Edit button in the upper right corner. Once you've entered your amended budget click Save and Close.



Edit Budget ×

Tools ▾

		Period 1 2026-05-01 - 2026-05-31		+ Total					
	Budget Category	Granted	Amended	Granted	Amended	Percentage	Grantee Comments	Staff Feedback	Staff Comments (Internal)
1	Policy & Small Area > City Staff Time	30,000	40,000	30,000	40,000	23.08%			
2	Policy & Small Area > Consultant Time	100,000	90,000	100,000	90,000	76.92%			
+ Hide Item									
<b>Request Total</b>		<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>100%</b>			

Total Recommended: 130,000 | Total Granted: 130,000

Save Save and Close

Once you have completed all of the appropriate questions and attached any required documents you can save and submit your amendment request. Like applications and claims, amendments can be started, saved, and returned to without submission. Please ensure that you have officially submitted your amendment once you are ready, an amendment that has been submitted for review will appear in the Submitted tab of the Amendments section in the Navigation Pane.

After an amendment is submitted it will be reviewed by Council Staff. If there are any questions the amendment request will be returned to the grantee via Fluxx with comments that identify any areas of clarification. Once you have made any edits you will be able to resubmit your amendment request.

When Council Staff recommends an amendment for approval, they will determine whether the amendment is administrative or formal. If an amendment is administrative, it can be processed in the grant record immediately. If an amendment is formal it will require, at minimum, an amendment document to be routed between the grantee's organization and the Met Council. Depending on the nature of the formal amendment the request may need to be brought before a Met Council committee or advisory board as an official request.

If your amendment request requires additional signatures from members of your organization, you will be required to provide signatory information within Fluxx.

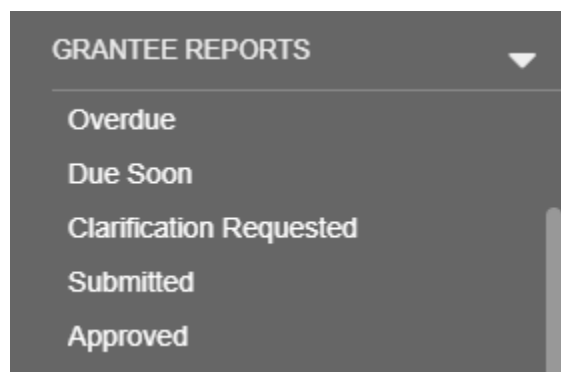
When an amendment is completed it will be visible under the Executed tab of the Amendments section of the Navigation Pane. You can also visit the individual grant record that was amended and view the amendment via the detail pane. If there has been more than one amendment made to a grant record it will be recorded here.



Created	Type	State
05/03/26	Change in project scope, Extension of grant term	Approved

## Reports

Progress Reports will be assigned to all grants with the frequency determined by the grant program. These reports can be accessed via the Grantee Reports section of the Navigation Pane.



Reports will be assigned to your individual grants as they are required for your program. Generally, reports will fall under one of two categories, progress reports and closeout reports. While your grant is active you will be asked to report on the status of any grant activities. You will receive notifications from Fluxx when a report is nearing its due date.

If you miss a report submission deadline, please ensure that you communicate with your Grant Administrator and submit the report as soon as possible. Delinquent reports may result in a pause on claim processing.

## Closing a Grant

In order to close any grant provided by the Met Council you will need to submit a closeout report, accessed via the Grantee Reports section of the Navigation Pane. Closeout reports should be assigned to each grant and available for you to complete at any point during the grant term. Best practice would be to submit your closeout documentation once your final claim has been approved. This way you can accurately report on the funds spent on eligible activities and if any funds were relinquished. Once your closeout report is submitted it will be reviewed just like any other report. If it is approved your grant will be closed, if Council Staff has questions they will return the report to you for editing. You can then resubmit the closeout report for approval.

Once a grant is closed it will remain available for reference so long as you are listed on the grant record. If you would like to reference a closed grant while developing a future application, you can find them listed under Closed in the Grants tab of the Navigation Pane.

## General Tips

- For optimal performance, we recommend that you use one of these four browsers when using the portal: Google Chrome, Microsoft Edge, Safari, or Firefox.
- The portal will resize to fit your browser's window size.
- There is no auto-save function in the portal. **Be sure to save your work frequently.**
- Keep in mind that applications, grants, claims, and reports will move to different sections of the portal as they are reviewed and approved.
- When editing a record, the sidebar will become grey, and options cannot be selected until Save or Cancel is clicked. This ensures that you cannot click away and lose your work before saving.
- The portal is designed so that you can edit and save your application and/or report as many times as you wish before submitting it.
- Be sure to click the Submit button after you have saved your application or report when it is complete and ready to be submitted. If the application or report is not submitted, Council Staff will assume you are still working on it.
- Only the people named as Contacts in an application will have access to the record in the portal. Be sure that those who need access are named in the application.
- Be sure to keep the contacts for your organization current, especially if they are among the people named on the application. Your organization's Moderator can remove users.
- Each person in your organization should have their own login credentials. Do not share your login credentials with other people.

- Your organization’s Moderator can add new users to your organization.
- For questions regarding how to answer specific application questions, please review the relevant program guides and direct any lingering questions to Council Staff.

## Frequently Asked Questions

- How do I update my contact information?
  - From the navigation pane click on “People” to view the list of people in your organization. Select the user for which you wish to update contact information. If you have permission to update this information an edit button will be visible in the top right corner of the screen. Click the “Edit” button and make any necessary changes. Once complete click “Save.”
- How can I delete inaccurate GIS information?
  - You cannot delete inaccurate GIS information. If you made an error or something changed, please use the link in the application to enter the GIS interface and enter the correct information. Use the comment box to explain the error and the correction, and Council staff will make the adjustment.
- I am a current grantee. How do I log into Fluxx for the first time?
  - When logging in for the first time, you will access the login page and click ‘Forgot Password’.
  - Enter your email address, and you will receive an email to your login email address.
  - Click the link included in the email, which will take you to a page to set up a new password.
  - Once you have set up your new password, access the login page again to log into your dashboard.
- I’ve forgotten which email address I used in the old system. What should I do?
  - Please email [grants@metc.state.mn.us](mailto:grants@metc.state.mn.us) with the subject “User Help”
- How do I register for a Fluxx account?
  - If you have received a grant from the Metropolitan Council in the past, you should have an account established in Fluxx. You can access this account by resetting your password. Be sure to use the email that was associated with your previous WebGrants account.
- What should I do if I do not receive an email to reset a password after selecting ‘Forgot Password?’
  - Please contact Council Staff and we will confirm your account exists within the system.
- Can I log out of Fluxx and continue my grant application later?
  - Yes. Do not begin a separate draft application each time you log in to Fluxx. Save your draft application before you log out of Fluxx. The “Save” button is at the bottom right of the screen. After you save your draft, you can return to it at any time by clicking on “Draft Applications” in the Navigation Pane.
- I accidentally started multiple drafts of a grant application. How can I delete the ones I do not need?

- o Please contact Council Staff, and we will delete any unnecessary records. To avoid creating multiple drafts, check your “Draft Applications” folder in the Navigation Pane each time you log into Fluxx.
- I uploaded the wrong document to my grant application. How can I remove it and replace it with the correct one?
  - o If your application is still in draft, you can delete any incorrect documents at the bottom of your application.
  - o If your application is already submitted, Council staff will need to remove the incorrect document(s). Please contact us with any concerns.
- I’ve gotten a “Missing Documents” error message, but I have uploaded all the required documents. What should I do?
  - o Most likely, this message means that the documents you uploaded were classified incorrectly. Please return to the draft application and change the documents’ classification. Use the drop-down menu to update the document type. Then click “Update Document.” Then save the application again. If this doesn’t resolve the error, contact Council Staff.

## Additional Support Materials

If you are looking for additional support as you navigate Fluxx you can visit our website at <https://metro council.org/About-Us/why-we-matter/Grants/Fluxx-Information.aspx>.

If you have not found the answer to your question within this document or our website, please contact the Program Staff or Grant Administrator associated with your funding opportunity.

The Met Council's mission is to foster efficient and economic growth for a prosperous metropolitan region.

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## Metropolitan Council Members

Robin Hutcheson	Chair	Diego Morales	District 9
Judy Johnson	District 1	Peter Lindstrom	District 10
Reva Chamblis	District 2	Gail Cederberg	District 11
Tyronne Carter	District 3	Mark Jenkins	District 12
Deb Barber	District 4	Chai Lee	District 13
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Yassin Osman	District 7	Wendy Wulff	District 16
Anjuli Cameron	District 8		



The Metropolitan Council is the regional planning organization for the seven-county Twin Cities area. The Met Council operates the regional bus and rail system, collects and treats wastewater, coordinates regional water resources, plans and helps fund regional parks, and administers federal funds that provide housing opportunities for low- and moderate-income individuals and families. The 17-member Council board is appointed by and serves at the pleasure of the governor.

On request, this publication will be made available in alternative formats to people with disabilities. Call Metropolitan Council information at 651-602-1140 or TTY 651-291-0904.





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