



# USING FLUXX for Proposers

Using UWNYC's Grants Management Portal to Submit the Powering Possibility Utility Assistance Application of Interest



# Welcome to UWN NYC's Grants Management Portal for Proposers

United Way of New York City's Procurement Portal – FLUXX - is the gateway for agencies / organizations, for-profit companies and sole proprietors to complete a Request for Proposal or Request for Quote to provide services through UWN NYC.

This portal can manage and track

- Proposals / Applications for open grant / contracting opportunities
- Budgets submitted with each proposal (as needed)
- Collateral documentation required
- Approvals & Declinations of grants / contracts

# Registration: Who Should Register for FLUXX

Individuals who perform the following roles should set-up individual accounts in the system so that they can log in and perform the necessary tasks

## **Proposal author / grant writer**

- Answer the proposal questions
- Provide follow-up to requests for clarifying information / documentation

## **Contract Signatory**

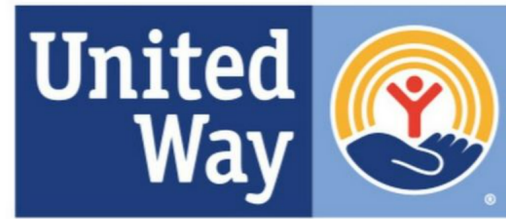
- The Individual who will sign any contract(s) awarded

# Preparing to Register for the FLUXX System

Every individual who will be interacting with UWNYP's FLUXX Procurement Portal must first register.

1. Go to the FLUXX Portal: <https://uwnyc.fluxx.io/>
2. Select "Create an account now"
3. Please have the following information for the Organization / Company:
  - Legal name
  - The EIN #

**PLEASE NOTE: You must sign in using your own name/log-in. UWNYP and FLUXX follow very strict security guidelines to keep your organization's information safe and confidential. These guidelines prohibit the sharing of usernames or passwords. All users must be registered.**



United Way  
of New York City

Initial Registrars use the section on the right-hand side

Welcome to the United Way of New York City's Grants Portal

Login Now:

Sign in

[Reset or create password](#)

Use the section on the left-hand side for regular login after you have Registered

#### New to the Grants Portal?

##### Create Your Organizational Profile

The first step to be considered for funding with United Way of New York City (UWNYC) is to tell us about your organization. Please click the "Create an account now" button below to start. You will not be able to edit your profile after submission, so please ensure you have entered accurate information (including your email address) while completing the registration form.

Upon completion and acceptance of your registration, you will receive an email from UWNYC with login information, giving you access to the portal, including active Requests for Proposals. If funded by UWNYC, this portal will be your reporting and invoicing site.

Create an account now





United Way  
of New York City

Welcome to the United Way of New York City's Grants Portal

### Registration Form

Please complete the information below for your personal profile and organization. Fields marked with \* are required.

#### Primary Contact Info

First Name\*

New

Last Name\*

User

Title\*

Program Director

E-mail\*

new@gmail.com

Work Phone(###-###-####)\*

212-222-2222

Work Phone Extension

Are you a Primary Contact or Executive of this organization?

▼

Primary  
Executive  
Other

Organization Info

# Registration: Completing the Form

## Primary Contact Info

- This is the information for the individual registering for access to the UWNYC system
- The system allows multiple users from organizations
- Please use E-mail and Work Phones that are actively monitored

## Are you a Primary Contact / Executive / Other of this organization?

- **Primary:** If you are completing and submitting the proposal
- **Executive:** If you are the Executive Director / CEO / Owner and have signing authority for contracts
- **Other:** You will be submitting reports and/or invoices

# Registration: Completing the Form

## Organizational Name

Please use the full, legal name as registered with government entities (i.e.: IRS)

The Organizational Status can apply to companies and sole-proprietors

Select from

- 501 (c)3 – not-profit / tax exempt
- For-Profit

## Organizational E-Mail

This should be the main / generic contact email address for the organization

Tax ID is a 9-digit number

### Organization Info

#### GuideStar Profile Lookup

The [Search](#)

#### Organization Name\*

The New Organization

#### Doing Business As:

TNO

#### Organization Status\*

501(c) 3  
For-Profit

#### Address 2

#### Country\*

United States

#### State\*

#### City\*

#### Zip Code\*

#### Organization E-mail\*

#### Organization Phone (###-###-####)\*

#### Tax ID (XX-XXXXXXX)\*

Cancel

Submit Request

# Need to Know: Errors When Submitting

The System will flag any errors, including missed fields, by not accepting your submission and giving you an “Error” message at the top of the page.

Look for any text in **RED** - showing you where the error is.

In this case, a required field was left blank.

Errors were found. Error messages are displayed near each form field below.

Work Phone Extension

Are you a Primary Contact or Executive of this organization?  
Primary

Organization Info

GuideStar Profile Lookup  
 [Search](#)

Organization Name:\*

Doing Business As:

Organization Status:\*  
  
**This field is required.**

Address 1\*

Address 2

Country\*  
United States

# Registration: Pending Review

Thank you for submitting your organization information. You will receive an email from us within two business days.

[Return to login screen](#)

**United Way  
of New York City**



- UWNYC will review your Registration and respond as quickly as possible (in 8 hours during business days)
- You will receive an email acknowledging receipt of your registration.

**[Procurement@uwnyc.org](mailto:Procurement@uwnyc.org)**

**Email us if your registration is urgent!**

From: <[do-not-reply.grants07-us-east-1@fluxx.io](mailto:do-not-reply.grants07-us-east-1@fluxx.io)>  
Date: Mon, May 15, 2023, 2:36 PM  
Subject: Awaiting Approval by UWNYC  
To: <[sandy.maskell@gmail.com](mailto:sandy.maskell@gmail.com)>

Dear Sandra M Francis,

Thank you for registering to UWNYC's Fluxx Portal. Please note, it can take up to 5 business days for your account to be approved.

If you have any questions, please [procurement@uwnyc.org](mailto:procurement@uwnyc.org)

Thank you,  
UWNYC Procurement Team  
[procurement@uwnyc.org](mailto:procurement@uwnyc.org)

# Registration: Approval / Rejection

If your Registration is **Approved**, you will receive an email with your

- User Name
- A link to set-up your Password

**From:** [do-not-reply.grants07-us-east-1@fluxx.io](mailto:do-not-reply.grants07-us-east-1@fluxx.io)  
**To:** [Sandra Maskell](#)  
**Subject:** New User Information  
**Date:** Friday, February 10, 2023 8:45:09 AM

---

EXTERNAL: This email originated from outside UWNYP.

Dear Sandra,

Your registration has been approved!

You have been assigned the user name: smaskell@uwnyc.org. These credentials allow you to login at <https://uwnyc.fluxx.io>.

Please use the link below to setup your password:

<https://uwnyc.fluxx.io/token/997c7abf85799461d720e021d78d0365ebc22490bce3ccbce1>

Thank you,  
UWNYP ProcurementTeam  
[procurement@uwnyc.org](mailto:procurement@uwnyc.org)

If your Registration is **Rejected**, you will receive an email with a contact email for any questions you may have.

**From:** "do-not-reply.grants07-us-east-1@fluxx.io" <do-not-reply.grants07-us-east-1@fluxx.io>  
**To:** "sandycbb@aol.com" <sandycbb@aol.com>  
**Sent:** Sun, Feb 12, 2023 at 8:56 AM  
**Subject:** Registration Rejected

Dear Sandy Maskell,

Your registration was rejected at this time. If you have questions, please contact [procurement@uwnyc.org](mailto:procurement@uwnyc.org)

Thank you,  
UWNYP Procurement Team

USING FLUXX for PROPOSERS

# Submitting the Application of Interest:

## Finding and Completing the Application



# Everything you need is in one place:

## Applying for Funding

- Listing the Open and Active RFPs

## Requests

- Drafts
- Requests to Edit – proposal is open to edit
- Submitted Requests – under review

## Grants

- Active Contracts
- Inactive Contracts

## Reports

- Invoices / Report Due
- Invoices / Reports to Edit
- Invoices / Reports Submitted



Tester for UWNKYC

INFORMATION

Grantee Portal

Apply for Funding

Apply for Mayor's Action Plan (MAP) or Crisis Management System (CMS) RFPs.

ORGANIZATIONS (1)

Organizations (1)

REQUESTS (14)

Drafts (3)

Requests to Edit

Submitted Requests (11)

GRANTS (13)

Active (7)

Closed (6)

REPORTS (3)

Invoices / Reports Due (2)

Invoices / Reports to Edit

Submitted Invoices (1)

### This Procurement portal will manage and track

- Proposals for open grant / contracting opportunities
- Budgets submitted with each proposal
- Collateral documentation required
- Approvals & Declinations of grants / contracts
- Reports: submission of reports due
- Invoicing: submission of receipts, budget modifications, and tracking

### HOW TO USE THE PORTAL

The icons on the left-hand side are called "cards". When you click on a card, it will take you to the corresponding page.

#### REQUESTS

- Pending Requests  
Once you have submitted a proposal, you can find a read-only view of your proposal in the Pending Requests section.
- Edits Needed  
Once you have been invited to submit a proposal, the application will be in the Edits Needed section. You will receive an email alert to login. You can find the proposal in the Edits Needed section.
- Submitted  
Once you have submitted your proposal, the proposal appears in the Submitted section.

#### CONTRACTS

- Active  
After the staff has received the countersigned agreement, you will see the contract in the Active section.
- Closed  
When the contract is complete and all payments are made and received, the contract will move to the Closed section.

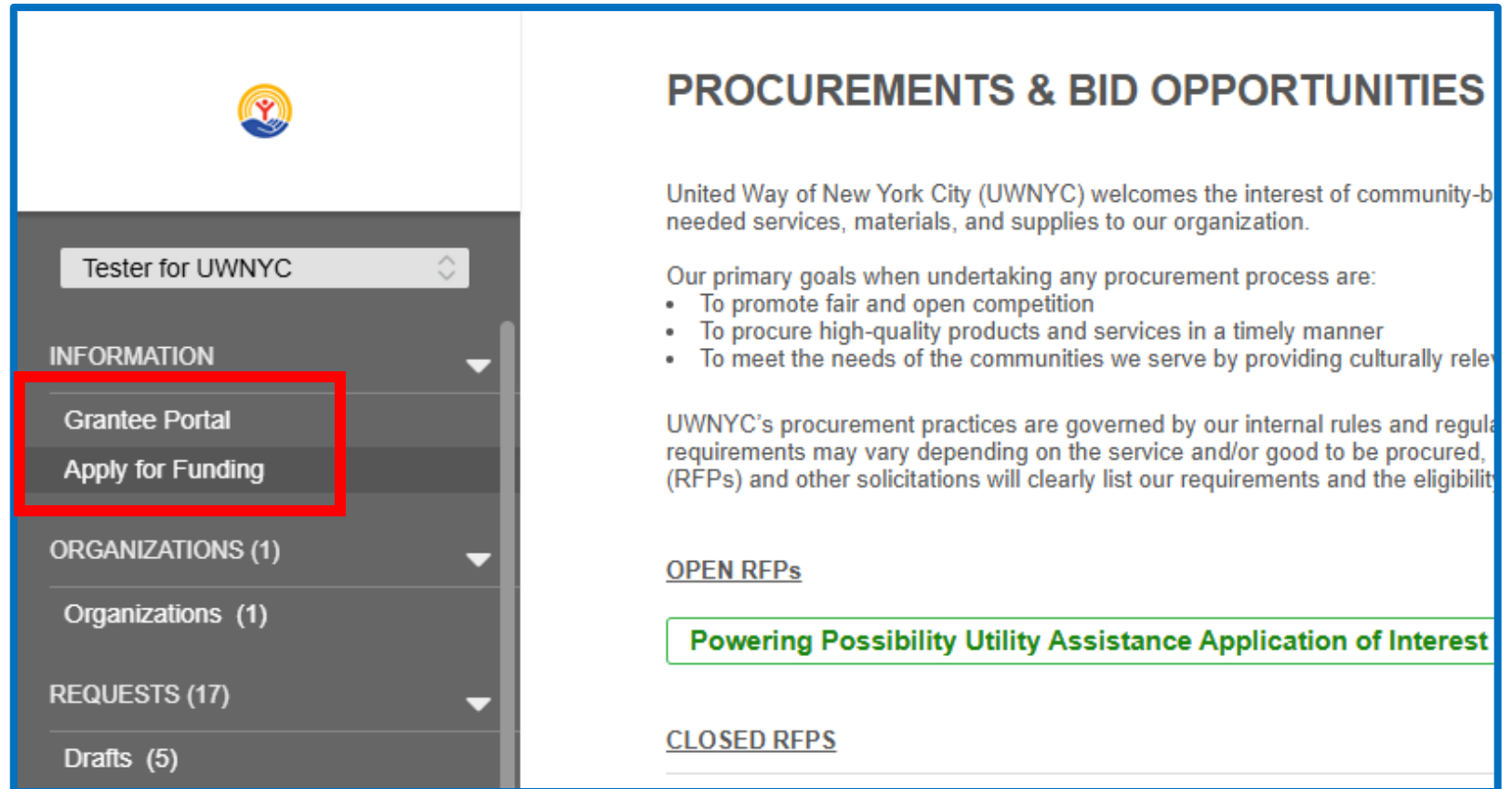
# Selecting the Application

## Grantee Portal

“How to Use the Portal” page.

## Apply for Funding

This will take you to the current, open RFPs / RFQs / Applications



**PROCUREMENTS & BID OPPORTUNITIES**

United Way of New York City (UWNYC) welcomes the interest of community-based organizations in providing needed services, materials, and supplies to our organization.

Our primary goals when undertaking any procurement process are:

- To promote fair and open competition
- To procure high-quality products and services in a timely manner
- To meet the needs of the communities we serve by providing culturally relevant services

UWNYC's procurement practices are governed by our internal rules and regulations. Requirements may vary depending on the service and/or good to be procured, and all solicitations will clearly list our requirements and the eligibility criteria.

**OPEN RFPs**

**Powering Possibility Utility Assistance Application of Interest**

**CLOSED RFPS**

# Selecting the RFP/Application you are Seeking

1. Click on “Apply for Funding”
2. To go to a specific RFP / Application, look at the bottom of the page
  1. The open RFPs/Applications will be in Green
  2. They will show the Open / Close Dates
3. Click on the RFP / Application you want to submit.

**PROCUREMENTS & BID OPPORTUNITIES**

United Way of New York City (UWNYC) welcomes the interest of community-based organizations, consultants, vendors, and suppliers to our organization.

Our primary goals when undertaking any procurement process are:

- To promote fair and open competition
- To procure high-quality products and services in a timely manner
- To meet the needs of the communities we serve by providing culturally relevant, equity-focused services and products

UWNYC's procurement practices are governed by our internal rules and regulations as well as by various donor and government requirements. Requirements may vary depending on the service and/or good to be procured, and for which program or office the procurement is being conducted. All RFPs and other solicitations will clearly list our requirements and the eligibility requirements for those partners that are interested in submitting a proposal.

**OPEN RFPs**

**Powering Possibility Utility Assistance Application of Interest – Queens Providers: Open 2/1**

**CLOSED RFPs**

# The Application Page: An Overview

When you click on the Program / Service you are applying to, you will be sent to the Application page.

At the top of the page, you will be able to find the **“Request Status”** section that will update as you move through the procurement process.

The **“Chat with UWN NYC”** section is where UWN NYC will message you with follow-up questions or requests (we’ll show you how this works in a later slide).

The **“Table of Contents”** is just that and will allow you to jump between sections of the proposal.



Tester for UWN NYC

ID: I-202611-02006  
Program Lead:

Amount Recommended:

Request Status

Proposal Drafting and Submission

With Applicant

Review

Active

Closed

Request Status

Idea

Proposal Drafting and Submission

Review

Active

Closed

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

▼ Organization Background

Please review your Organization information, as well as the titles and e-mail addresses for the primary grant contact and authorized signatory users are up-to-date below.

If Organization information needs to be updated, please do so by navigating to "My Organization" in the left-hand column.

If the Primary Grant Contact and/or Primary Signatory information needs to be updated, please do so by logging in to the account and navigate to "My Contact Info" in the left-hand column.

Organization

Tester for UWN NYC

Location

Tester for UWN NYC - headquarters

Primary Contact

Francis Maskell

Primary Signatory

Francis Maskell

Updates from United Way of New York City:  
Check this space for RFP updates

Chat with UWN NYC

▶

Message (0 Messages)

▼ Table of Contents

Organization Background

RFP Overview

Organizational Information

Organizational Background

Documents

# Need to Know: Finding Your Draft

Once you have started, ALWAYS return to the draft of what you started!

1. Under “Requests,” click on “Drafts”
2. Select the draft you will be working on (it will then highlight in green)

3. As long as you are in **Draft** status (and have not yet Submitted), you can find the **Edit** button in the top right-hand corner.

You can always print a copy of your work

The screenshot displays the United Way New York City portal interface. On the left sidebar, the 'REQUESTS (13)' menu is expanded, and the 'Drafts (4)' option is highlighted with a red dashed box labeled '1'. The main content area shows a list of draft requests. The first draft, 'Tester for UWNYC R-202504-01259', is highlighted in green and marked with a red dashed box labeled '2'. The details for this draft are: ID: R-202504-01259, Program Officer: [blank], and Project Title: YLC Workflow - 4/16. In the top right corner, an 'Edit' button and a print icon are highlighted with a red dashed box labeled '3'. Below the draft list, the details for the selected draft are shown, including the 'Request Status' bar with 'Proposal Drafting and Submission' as the active status, and the 'Organization Background' section.

# Need to Know: Saving / Editing

**Tester for UWNYPC**

ID: R-202306-00013  
Program Lead: \_\_\_\_\_ Amount Recommended: \_\_\_\_\_

**Request Status**

Proposal Drafting and Submission | With Applicant | Review | Active | Closed

Please note: The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

**Chat with UWNYPC**

Message (0 Messages)

**Table of Contents**

- Organization Information
- Grant Information
- Experience
- Organizational Capacity
- Mission Alignment
- Startup / Implementation
- Proposal Budget
- Documents

**Instructions**

Please Note: Proposers must submit the proposal all at once. Proposers will not be able to start and save progress in the proposal form. Please keep a record of the narrative for internal reference. For a WORD copy of the proposal template, download it here:

[Link to proposal template](#) (link opens in new window.)

If you have any questions on this RFP, please email [procurement@uwnyc.org](mailto:procurement@uwnyc.org) using the following naming convention in the email subject line: "Atlas FFT-Adult Program Application- Organization Name".

Contact with any other member of UWNYPC or MOG-L or the selection team directly will be redirected to [procurement@uwnyc.org](mailto:procurement@uwnyc.org). All communications must be in writing in...

Cancel Save and Close **Save**

As long as you are in **Draft** status (and have not yet Submitted), you can find the **Edit** button in the top right-hand corner.

**Tester for UWNYPC**

Grant ID: G-202306-00065  
Report Type: Monthly Invoice / Report

Due: May 27, 2023  
Report ID: 10

Edit Print

You must click on **“Save”** to save your work and return back to it.

The system does **NOT** Autosave

# The Application Page: Introduction, Organization and Project Info

The Instructions will be specific to each Program / Service Proposal. It may include links to attachments, templates, overview docs and/or tip sheets.

## Organizational Information

- This will be pre-filled with your Organization Name

## Location

- This will be based on the Organization's file. There may be drop-down options if your Organization has multiple offices

## Primary Contact

- The person UWNYP should contact re: questions about your Proposal

## Primary Signatory

- The person who will sign any contract(s) your organization is awarded

**Tester for UWNYP**

ID: R-202602-02635  
Program Lead:

Amount Recommended:

**Request Status**

Proposal Drafting and Submission	With Applicant	Review	Active	Closed
----------------------------------	----------------	--------	--------	--------

**Request Status**

Idea	Proposal Drafting and Submission	Review	Active	Closed
------	----------------------------------	--------	--------	--------

**Please note:** The portal does not autosave; therefore, you must click the [Save] button to ensure your data will not be lost.

**▼ Organization Background**

Please review your Organization information, as well as the titles and e-mail addresses for the primary grant contact and authorized signatory users are up-to-date below.

If Organization information needs to be updated, please do so by navigating to "My Organization" in the left-hand column.

If the Primary Grant Contact and/or Primary Signatory information needs to be updated, please do so by logging in to the account and navigate to "My Contact Info" in the left-hand column.

Organization	Tester for UWNYP
Location	Tester for UWNYP - headquarters ▼
Primary Contact	Francis Maskell ▼
Primary Signatory	Francis Maskell ▼

# The Application: Table of Contents and Application Overview

## ▼ Table of Contents

[Organization Background](#)  
[RFP Overview](#)  
[National Grid Foundation Utility Assistance Application Documents](#)

## RFP Overview

### BACKGROUND INFORMATION

United Way of New York City (UWNYC), in partnership with the National Grid Foundation, is seeking to identify community-based organizations that provide utility assistance to households in Queens. This funding is intended to support programs that help residents avoid utility shutoffs, reduce utility arrears, and access energy assistance resources.

Funding through the Powering Possibilities initiative is solely for providing direct utility assistance to National Grid customer accounts. Grant funds may only be used to pay utility arrears or current balances for National Grid and Con Edison accounts. No operating, administrative, staffing, or overhead costs may be charged to this grant.

Grant funds can be used to provide direct utility assistance to accounts from December 1, 2025 through December 30, 2026. All funds must be expended within this time frame.

You can use the hyperlinks in the Table of Contents to jump to the areas for the Proposal you are working on.

The RFP Overview provides you with links to the Full RFP and Budget Template to be used in planning your budget.

# Responding to the Application Questions

You must click on “**Save**” to save your work and return back to it.

The system does **NOT** Autosave.

▼ Organizational Information

Organization annual revenue (please indicate which category is most accurate for the most recent fiscal year, or most recent year for which financial information is available).

▼ Organizational Background

1. Briefly describe your organization's mission and core programs/services (150 words max.)

Mission and Vision (150-word max)

T B I U S S : =

The text field boxes do allow for some formatting, including use of bullets, numbering, etc.

Please note the maximum word count!

2. Indicate your Primary Service Areas (select all that apply)

Bronx  
Brooklyn  
Manhattan  
Queens  
Staten Island

>  
<

3. Please indicate the Zip Codes of Primary Service Area(s). Please use a comma between multiple zip codes)

T B I U S S : =

USING FLUXX for PROPOSERS

# Collateral Documents & Submitting the Application:

- The Documents you will Need
- How to Upload
- Submitting the Application



# Uploading Collateral Documents: The Documents

▼ Documents

Applicants are required to provide the following documents:

- Copy of 501(c)3 status issued by the Internal Revenue Service
- Current IRS 990
- Recent Financial Audit or Annual Agency Budget
- Current W9 (signed in 2026)
- Electronic Fund Transfer Form and scan of VOIDED/Cancelled check ([link to EFT form](#))

501(c)3	⊕
Cancelled Check Copy	⊕
Current Fiscal Year Budget	⊕
Current IRS 990 or Financial Statement	⊕
Electronic Fund Transfer Form	⊕
W-9	⊕

# How to Upload Documents

▼ Documents

Applicants are required to provide the following documents:

- Copy of 501(c)3 status issued by the Internal Revenue Service
- Current IRS 990
- Recent Financial Audit or Annual Agency Budget
- Current W9 (signed in 2026)
- Electronic Fund Transfer Form and scan of VOIDED/Cancelled check ([link to EFT form](#))

501(c)3

Cancelled Check Copy

Current Fiscal Year Budget

Current IRS 990 or Financial Statement

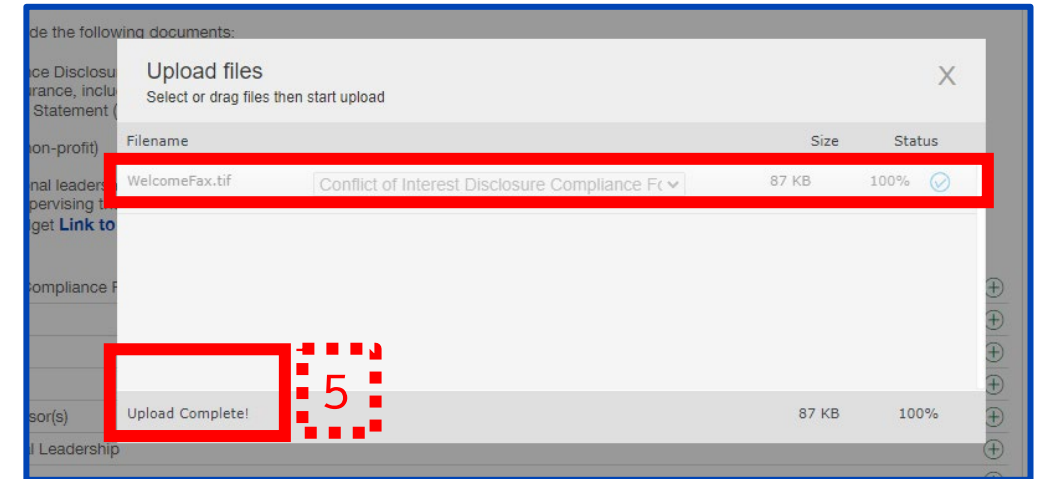
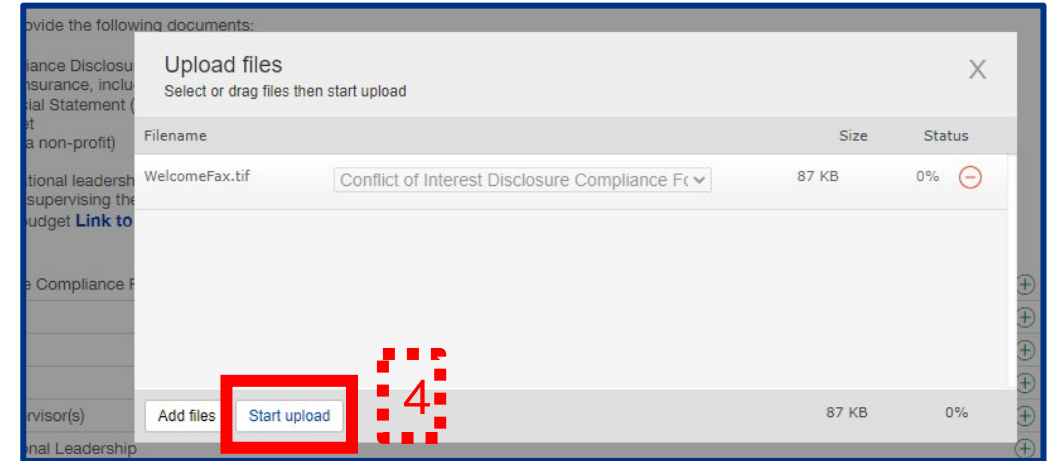
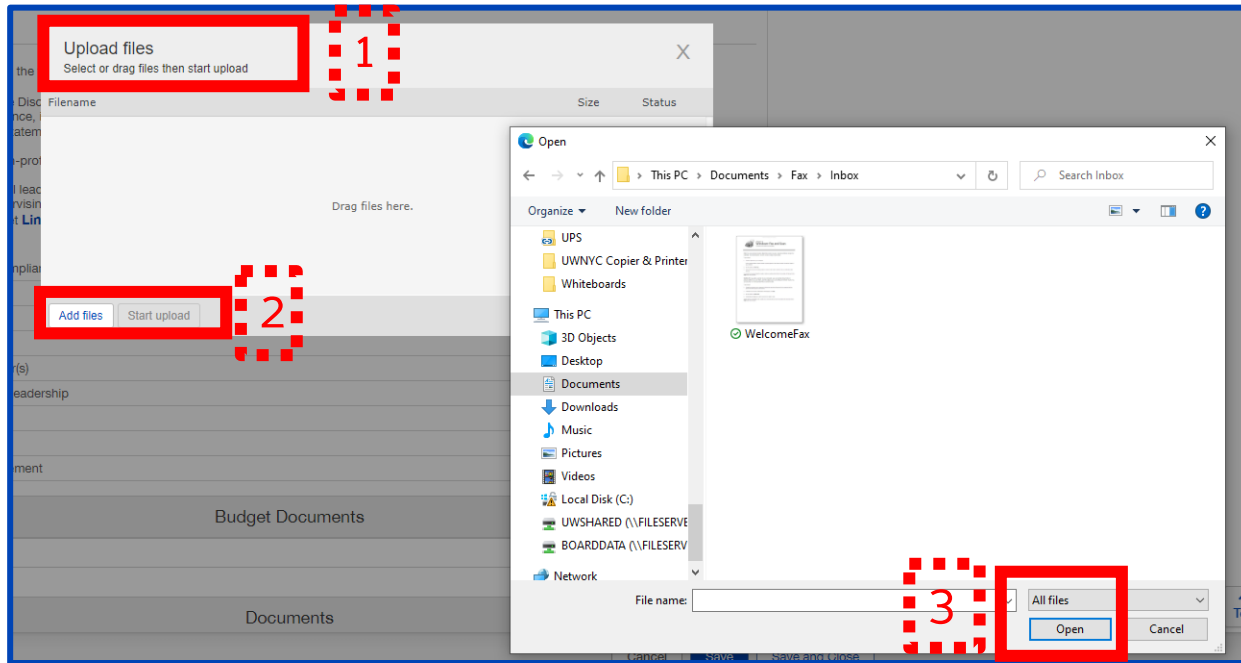
Electronic Fund Transfer Form

W-9

Click on the **Green +**


# How to Upload Documents

1. Drag and Drop your File or
2. Click on “Add Files”
3. Select the file you want to upload and click “Open”
4. Click “Start upload”
5. Look for the “Upload Complete!” in the bottom left-hand corner



# Submitting the Application

- You must first **“Save and Close”** to make the **“Submit”** button appear
- **“Submit”** only when everything is complete
- Once you submit, you will **not** be able to edit
- Notice that your **“Status”** will change as you move through the system

[Edit](#) 

**Tester for UWNYP**  
YLO Workflow - 4/16

ID: R-202504-01259  
Program Lead:

Amount Recommended:

**Request Status**  

Proposal Drafting and Submission	With Applicant	Review	Active	Closed
----------------------------------	----------------	--------	--------	--------

**Request Status**  

Idea	Proposal Drafting and Submission	Review	Active	Closed
------	----------------------------------	--------	--------	--------

**▼ Organization Background**

Please review your Organization information, as well as the titles and e-mail addresses for the primary grant contact and authorized signatory users are up-to-date below.

If Organization information needs to be updated, please do so by navigating to "My Organization" in the left-hand column.

If the Primary Grant Contact and/or Primary Signatory information needs to be updated, please do so by logging in to the account and navigate to "My Contact Info" in the left-hand column.

**Organization:** Tester for UWNYP

**Primary Signatory:** Sandra M Francois

Organization Name:	Tester for UWNYP
Address	123 Smith St.  Lewes, Delaware United States 19958
Phone:	222-222-2222
Email:	sandy.maskell@gmail.com
Website:	

[Submit](#)

# Submitting the Application: Next Steps

## After you Submit the Application

- The **“Status”** will change to **“Under Review”**
- You may print a copy for your files
- In the far-left column, it will indicate the number of **“Submitted Requests”**
- Click on **“Submitted Requests”** to open up your submissions

United Way of New York City

Search...

Tester for UWNYC  
ID: R-202305-00012  
Program Officer:  
Project Title: Grantee Testing

No Results

Tester for UWNYC  
Grantee Testing

ID: R-202305-00012  
Program Lead:

Amount Recommended:

Status Under Review

Chat with UWNYC

Message (0 Messages)

▼ Table of Contents

- Organization Information
- Grant Information
- Experience
- Organizational Capacity
- Mission Alignment
- Startup / Implementation
- Proposal Budget
- Documents

▼ Instructions

Please Note: Proposers must submit the proposal all at once. Proposers will not be able to start and save progress in the proposal form. Please keep a record of the narrative for internal reference. For a WORD copy of the proposal template, download it here:

[Link to proposal template](#) (link opens in new window.)

If you have any questions on this RFP, please email [procurement@uwnyc.org](mailto:procurement@uwnyc.org) using the following naming convention in the email subject line: "Atlas FFT-Adult Program Application- Organization Name".

Contact with any other member of UWNYC or MOCJ or the selection team directly will be redirected to [procurement@uwnyc.org](mailto:procurement@uwnyc.org). All questions must be in writing to ensure all information is available to all proposers. Any addendums to the RFP will be made available publicly on the [United Way of New York City's website](#).

1 Entry

# Confirming Receipt of the Application

## Confirming Receipt of Submission

- You will receive an email that includes your
  - Program Name
  - ID #
- The email will acknowledge that the submission has been reviewed and is moving to the next stage: Evaluation
- If there is missing documentation or questions about your submission, you will receive a different email: **“Action Required”**



From: <[do-not-reply\\_grants07-us-east-1@fluxx.io](mailto:do-not-reply_grants07-us-east-1@fluxx.io)>  
Date: Mon, Jun 26, 2023 at 9:04 PM  
Subject: Proposal to UWNYPC has been Received  
To: [REDACTED]

Dear Sandra M,

We have received your proposal submission for Atlas-ONS Email Test, ID number R-202306-00065. We appreciate the opportunity to consider your proposal. The next steps in the process are:

- Proposal Review to ensure all fields are complete and all collateral documents are uploaded
- Evaluation by the evaluation team

United Way of New York City (UWNYPC) staff will connect with you via the Chat / Messaging feature that can be found at the top of your Proposal. You may use this feature to read and respond to messages from UWNYPC staff.

If you have any questions, please contact us referencing the ID number above.

Thank you,

UWNYPC Procurement Team  
[procurement@uwnyc.org](mailto:procurement@uwnyc.org)

# FollowUp Action Required:

Chat

Responding

# Email Request for Follow-Up: Action Required

## Email Request for Follow-up: Action Required

- You will receive an email acknowledging that the submission has been reviewed and needs additional information.
- It will point you back to FLUXX, to check the Chat / Message Section for the proposal you submitted.

From: <[do-not-reply.grants07-us-east-1@fluxx.io](mailto:do-not-reply.grants07-us-east-1@fluxx.io)>  
Date: Tue, Jun 27, 2023, 9:48 AM  
Subject: Action Required for UWNYPC Proposal  
To: [REDACTED]

Dear Sandra M,

Thank you for submitting a proposal to United Way of New York City (UWNYPC). We have reviewed your submission for Atlas-ONS Email Test. Your proposal ID number is R-202306-00065.

In order to adequately assess the merits of your proposal, we need more information.

Please use your previously assigned username and password to return to the Fluxx portal and look at the instructions noted in the Chat / Message section of the proposal you submitted. Provide the requested clarifying information within 5 business days to assure your proposal continues to move through the review process.

If you have any questions, please contact us referencing the ID number above.

UWNYPC Procurement Team  
[procurement@uwnyc.org](mailto:procurement@uwnyc.org)

# Managing Requests for Follow-Up

1. The “**Status**” will change to “**Edits Required**”
2. Click on the “**Requests to Edit**” in the far-left column
3. The proposals that need to be edited will be highlighted
4. Read the Messages under “**Chat with UWNYP**” to see details of the edits requested
5. Click on “**Edit**” and provide the additional information, then
6. Click “**Re-Submit**”

The screenshot displays the United Way New York City portal interface. On the left, a sidebar menu lists various sections: INFORMATION, GRANTEE PORTAL, APPLY FOR FUNDING, APPLY FOR CMS, ORGANIZATIONS (1), PEOPLE (1), REQUESTS (3), and REQUESTS TO EDIT (1). The 'REQUESTS TO EDIT (1)' option is highlighted with a red box and a red dashed circle labeled '2'. The main content area shows the details for a 'Tester for UWNYP' with ID R-202305-00016 and Project Title 'Grantee Testing'. The status is 'Edits Required', indicated by a red box and a red dashed circle labeled '1'. Below the status, there is a chat section titled 'Chat with UWNYP' showing a message from Sandra Maskell. The message content is highlighted with a red box and a red dashed circle labeled '4'. At the bottom right, there is a 'Re-Submit' button highlighted with a red box and a red dashed circle labeled '6'. A search bar and a top navigation bar are also visible.

# After Re-Submitting the Application

1. The “**Status**” will change back to “**Under Review**”
2. You may print a copy for your files
3. In the far-left column, it will indicate the number of “**Submitted Requests**”
4. Click on “**Submitted Requests**” to open up your submissions
5. The highlighted Proposal will be the one you are viewing
6. While “**Under Review**” the “**Submit**” button is not available

The screenshot displays the United Way New York City application portal interface. The left sidebar contains a navigation menu with categories: INFORMATION, ORGANIZATIONS (1), PEOPLE (1), REQUESTS (2), GRANTS, and REPORTS. The 'REQUESTS (2)' category is expanded, showing 'Submitted Requests (2)' highlighted with a red box. The main content area shows the details for a proposal titled 'Tester for UWNYC' with ID R-202305-00016. The status is 'Under Review', indicated by a blue bar with the text 'Under Review' and a red box. A red box with the number '1' is placed over the status bar. A red box with the number '2' is placed over the top right corner, containing a print icon. A red box with the number '3' is placed over the 'Submitted Requests (2)' link in the sidebar. A red box with the number '4' is placed over the 'Table of Contents' section, which lists various application components. A red box with the number '5' is placed over the proposal details. A red box with the number '6' is placed over the bottom right corner, containing a red box.

# The Evaluation Phase

During the Evaluation Phase, the proposal is unavailable for edit.

The timeline for this phase varies, dependent upon the number of proposals received.

- All applications accepted by UWNYP will be reviewed to determine whether they are responsive or nonresponsive to the requirements of the application.
- Applications that are determined by UWNYP to be incomplete and/or nonresponsive will be rejected and not further considered.
- An Evaluation Committee will review and rate each responsive application.

