



USING FLUXX for Proposers

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



Welcome to UWNYC'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 UWNYC.

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

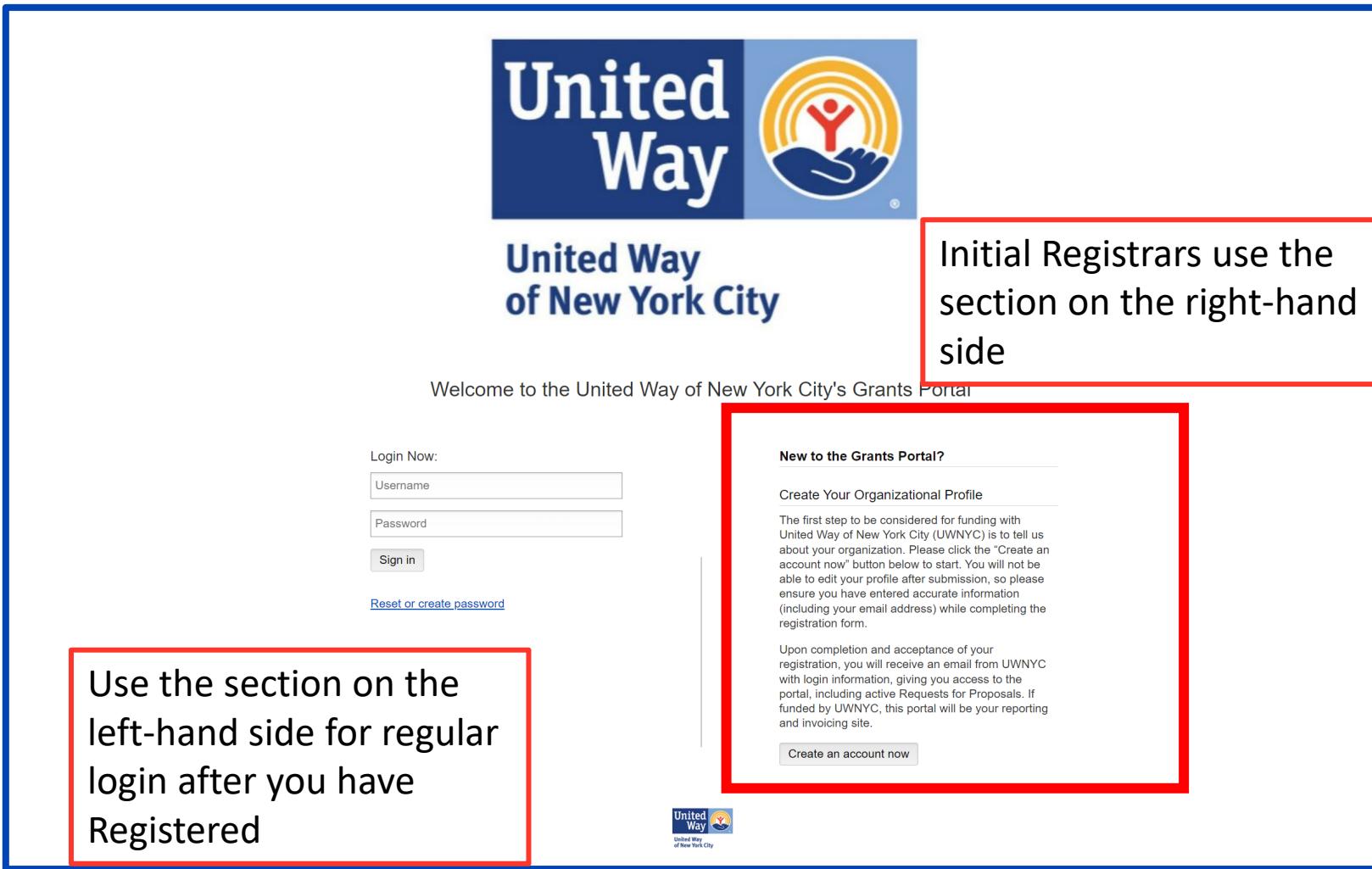
Every individual who will interacting with UWNYC's FLUXX Procurement Portal must first register.

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. UWNYC 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.

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

Initial Registrars use the section on the right-hand side



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

United Way of New York City

United Way 

Login Now:

[Reset or create password](#)

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.





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

Organization Name:^{*}

Doing Business As:

Organization Status:^{*}

Address 2

Country^{*}

State^{*}

City^{*}

Zip Code^{*}

Organization E-mail^{*}

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

Tax ID (XX-XXXXXXX)*

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

Organization Name:*

Tester for UWNYC

Doing Business As:

Organization Status:*

This field is required.

Address 1*

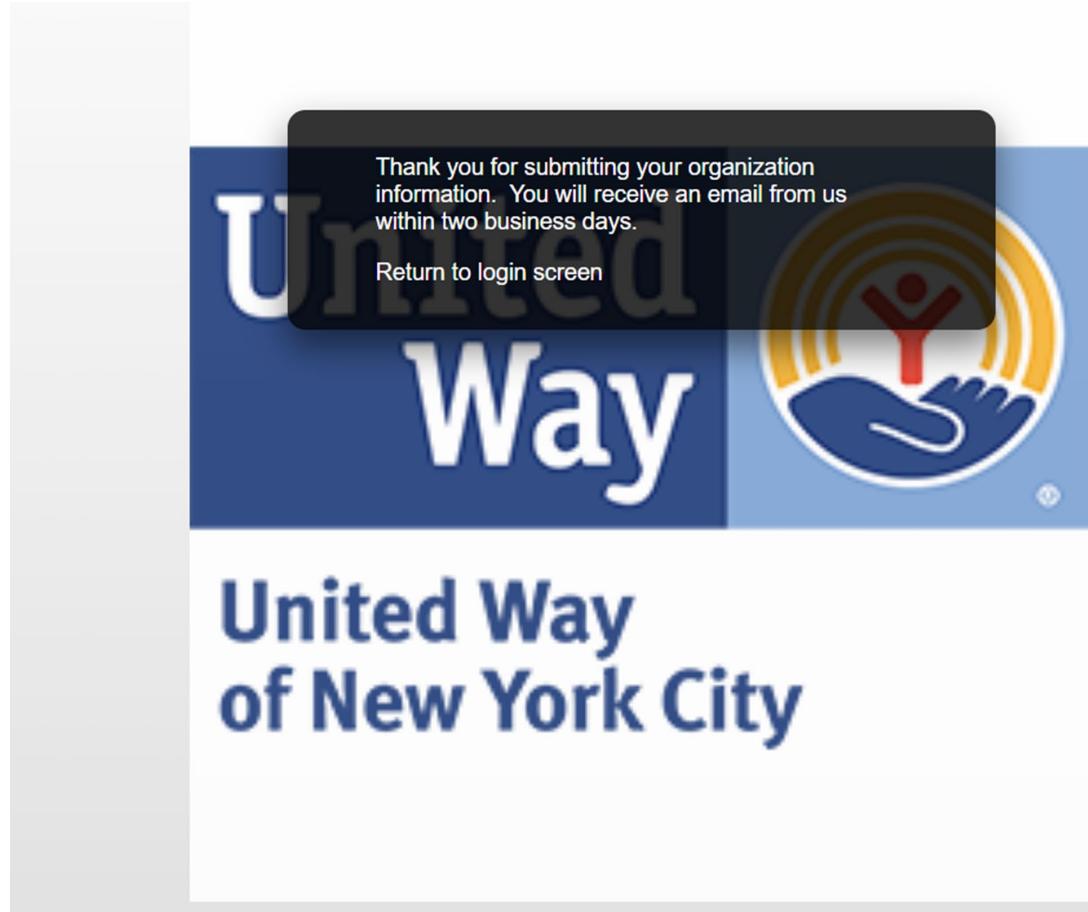
123 Smith St.

Address 2

Country*

United States

Registration: Pending Review



- 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

Email us if your registration is urgent!

From: <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>

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

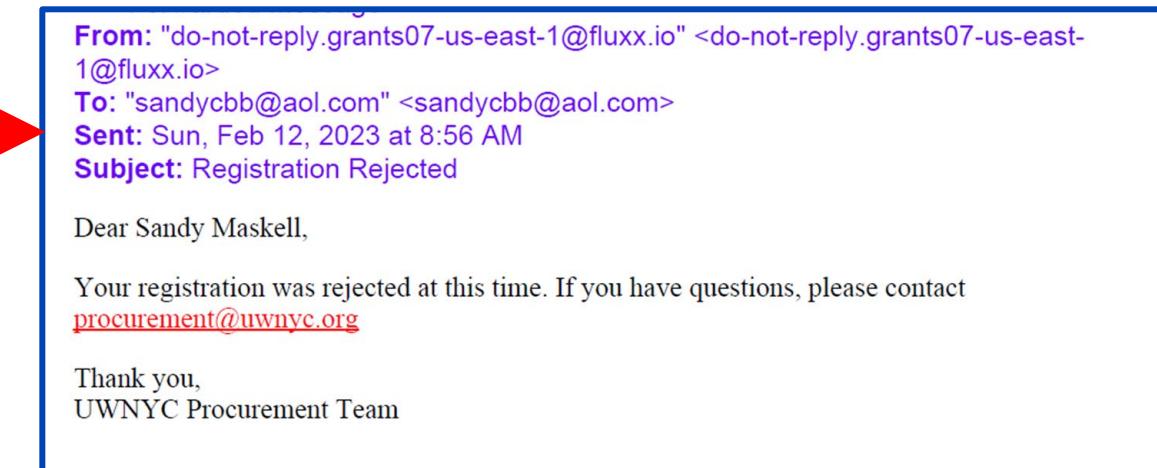
Thank you,
UWNYC Procurement Team
procurement@uwnyc.org

Registration: Approval / Rejection

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

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

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



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 UWNYC

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 trad

HOW TO USE THE PORTAL

The icons on the left-hand side are called "cards". When you click on

REQUESTS

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

CONTRACTS

- Active
After the staff has received the countersigned agreement, you
- Closed
When the contract is complete and all payments are made and

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



Tester for UWNYC

INFORMATION

Grantee Portal

Apply for Funding

ORGANIZATIONS (1)

Organizations (1)

REQUESTS (17)

Drafts (5)

PROCUREMENTS & BID OPPORTUNITIES

United Way of New York City (UWNYC) welcomes the interest of community-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

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. (RFPs) and other solicitations will clearly list our requirements and the eligibilit

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 service providers 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 programmatic requirements. These requirements may vary depending on the service and/or good to be procured, and for which program or office the request is made. All RFPs and other solicitations will clearly list our requirements and the eligibility requirements for those partners that are invited to apply.

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 UWNYC”** section is where UWNYC 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 UWNYC

ID: I-202611-02006
Program Lead: Amount Recommended:

Request Status

Proposal Drafting and Submission	With Applicant	Review	Active	Closed
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 UWNYC
Location	Tester for UWNYC - 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 UWNYC

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 shows the United Way New York City grant application portal. On the left, a sidebar menu includes 'INFORMATION', 'ORGANIZATIONS (1)', 'REQUESTS (18)', and 'Drafts (4)'. The 'REQUESTS (18)' section is highlighted with a red box and a red '1' icon. The 'Drafts (4)' section is also highlighted with a red box and a red '2' icon. The main content area shows a list of grants. The first grant in the list, 'Tester for UWNYC R-202504-01259', is highlighted with a red box and a red '2' icon. This grant is in 'Draft' status. To the right, a detailed view of this grant is shown, including its ID, Program Officer, and Project Title. The 'Edit' button in the top right corner of this view is also highlighted with a red box and a red '3' icon. The detailed view also includes sections for 'YLO Workflow - 4/16', 'Amount Recommended', 'Request Status' (with tabs for 'Proposal Drafting and Submission' and 'With Applicant'), and 'Organization Background'.

Need to Know: Saving / Editing

Tester for UWNYC

ID: R-202305-00013
Program Lead: [redacted]
Amount Recommended: [redacted]

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 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 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 MOG or the selection team directly will be redirected to procurement@uwnyc.org. All communications must be in writing.

Save **Save and Close** **Cancel**

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 UWNYC

Grant ID: G-202306-00065
Report Type: Monthly Invoice / Report
Due: May 27, 2023
Report ID: 10

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 UWNYC should contact re: questions about your Proposal

Primary Signatory

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

Tester for UWNYC

ID: R-202602-02635 Amount Recommended:

Program Lead:

Request Status

Proposal Drafting and Submission	With Applicant	Review	Active	Closed
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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	<input type="text" value="Tester for UWNYC"/>
Location	<input type="text" value="Tester for UWNYC - headquarters"/>
Primary Contact	<input type="text" value="Francis Maskell"/>
Primary Signatory	<input type="text" value="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 S1 := =

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 S1 := =

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

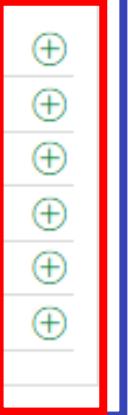
Current Fiscal Year Budget

Current IRS 990 or Financial Statement

Electronic Fund Transfer Form

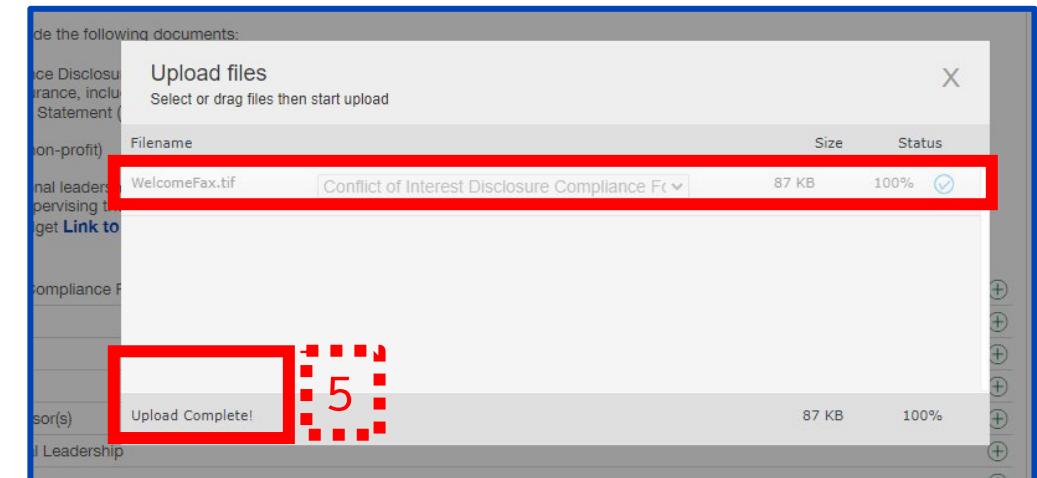
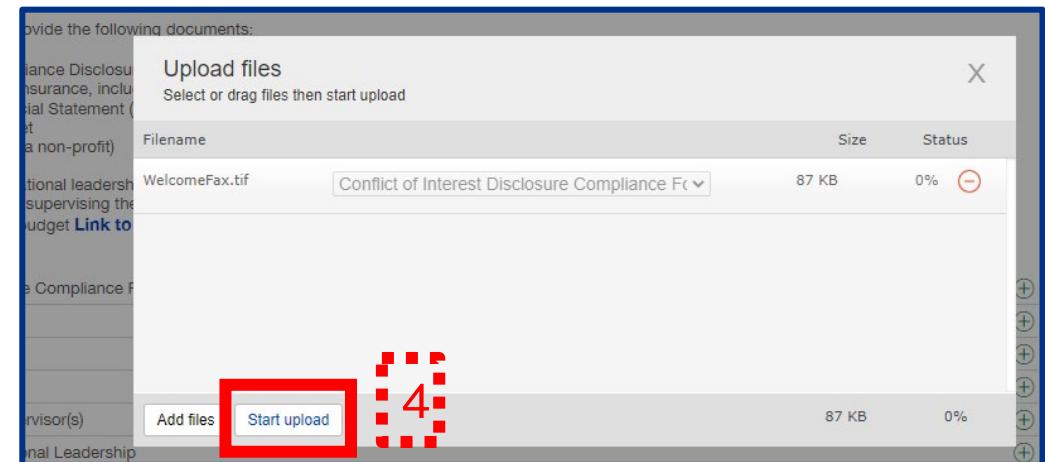
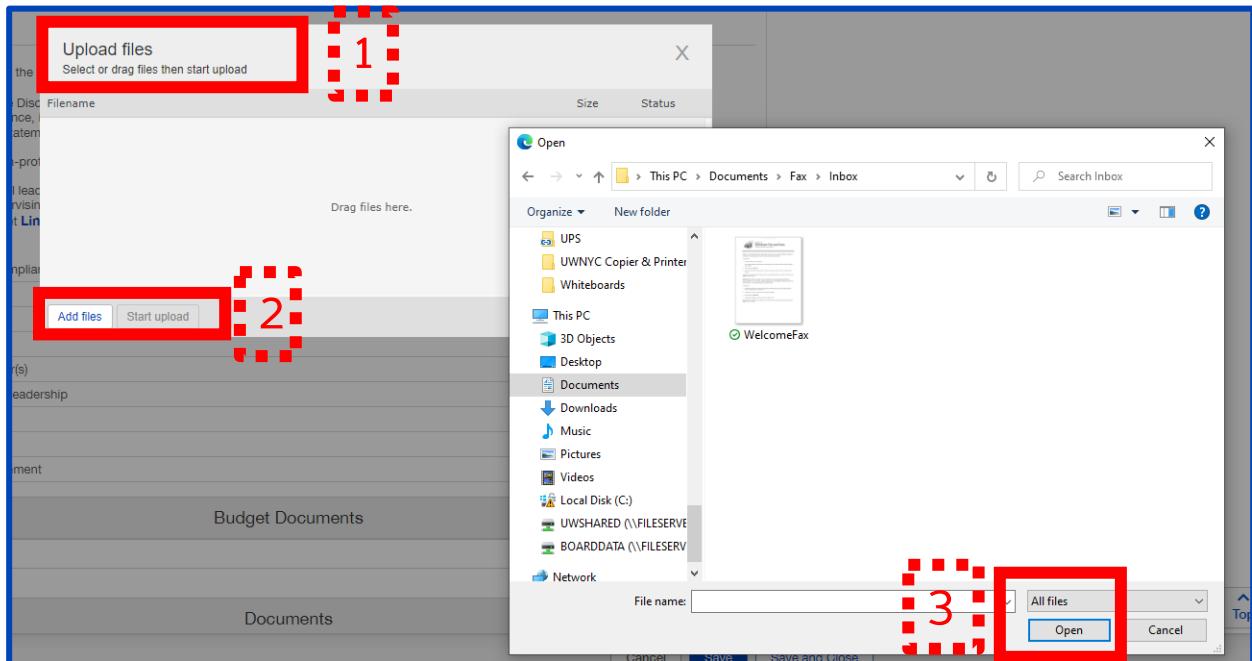
W-9

■ Click on the **Green +**



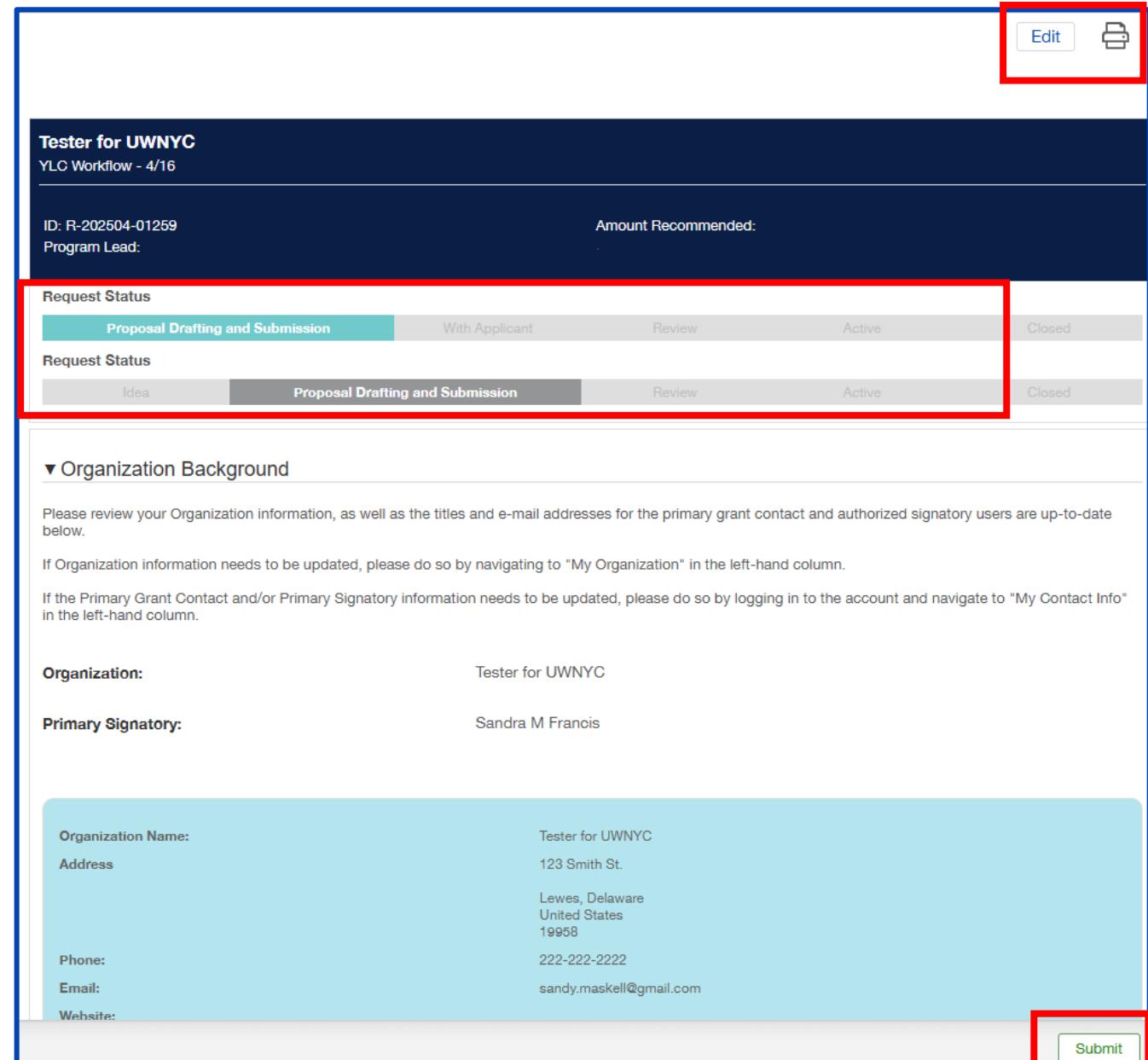
How to Upload Documents

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

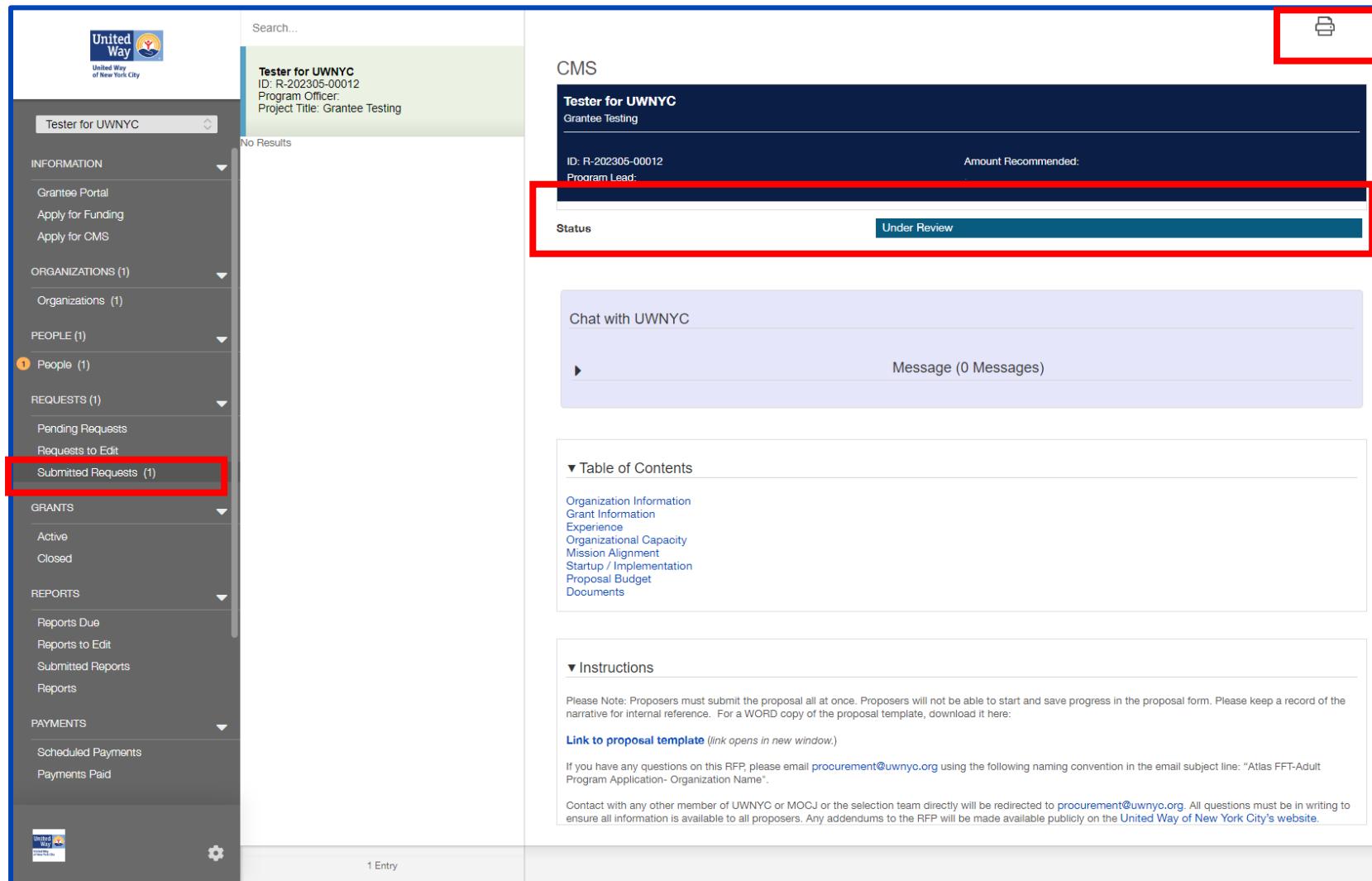


The screenshot shows a web-based application for managing grant proposals. At the top right, there are 'Edit' and 'Print' buttons. The main header reads 'Tester for UWNYC' and 'YLC Workflow - 4/16'. Below this, the proposal ID is listed as 'ID: R-202504-01259' and the 'Program Lead' is listed as ' '. The 'Amount Recommended:' field is empty. A 'Request Status' section is highlighted with a red box, showing two tabs: 'Proposal Drafting and Submission' (which is active) and 'With Applicant', 'Review', 'Active', and 'Closed' status indicators. Another 'Request Status' section below it also has a red box around its tabs: 'Idea', 'Proposal Drafting and Submission' (active), 'Review', 'Active', and 'Closed'. A section titled 'Organization Background' follows, with instructions to review organization information and primary grant contact details. Below this, the 'Organization' is listed as 'Tester for UWNYC' and the 'Primary Signatory' as 'Sandra M Francis'. A large light-blue box at the bottom contains fields for 'Organization Name' (Tester for UWNYC), 'Address' (123 Smith St., Lewes, Delaware, United States, 19958), 'Phone' (222-222-2222), 'Email' (sandy.maskell@gmail.com), and 'Website'. At the bottom right of this box is a 'Submit' button, which is also highlighted with a red box.

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



The image displays two screenshots of the United Way of New York City application interface. The left screenshot shows the 'Submitted Requests' section, with a red box highlighting the 'Submitted Requests (1)' link. The right screenshot shows the 'Under Review' status of a specific application entry, with a red box highlighting the status field and a red box around the print icon in the top right corner.

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>

Date: Mon, Jun 26, 2023 at 9:04 PM

Subject: Proposal to UWNYC 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 (UWNYC) 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 UWNYC staff.

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

Thank you,

UWNYC Procurement Team
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>

Date: Tue, Jun 27, 2023, 9:48 AM

Subject: Action Required for UWNYC Proposal

To: [REDACTED]

Dear Sandra M,

Thank you for submitting a proposal to United Way of New York City (UWNYC). 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.

UWNYC Procurement Team
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 UWNYC” to see details of the edits requested
5. Click on “Edit” and provide the additional information, then
6. Click “Re-Submit”

Tester for UWNYC
ID: R-202305-00016
Program Officer:
Project Title: Grantee Testing

3

2

1

Edits Required

5

4

6

Re-Submit

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 of New York City application interface. The left sidebar contains navigation links for 'INFORMATION', 'ORGANIZATIONS (1)', 'PEOPLE (1)', 'REQUESTS (2)', 'GRANTS', and 'REPORTS'. The 'REQUESTS (2)' section is highlighted with a red box and a red '3/4' counter. The main content area shows two request cards. The first card, highlighted with a red box and a red '5' counter, displays 'Tester for UWNYC' with ID R-202305-00016, Program Officer, and Project Title: Grantee Testing. The second card displays 'Tester for UWNYC' with ID R-202303-00005, Program Lead, and Project Title: FFT- Test 2 by Sandy. Below the cards is a 'Status' section with a red '1' counter and a 'Under Review' button. A 'Chat with UWNYC' section shows a message from 'UWNYC' with a red '4' counter. The bottom right features a 'Table of Contents' with a red '6' counter, listing sections like Organization Information, Grant Information, Experience, Organizational Capacity, Mission Alignment, Startup / Implementation, Proposal Budget, and Documents. The top right corner shows a red '2' counter and 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 UWNYC will be reviewed to determine whether they are responsive or nonresponsive to the requirements of the application.
- Applications that are determined by UWNY to be incomplete and/or nonresponsive will be rejected and not further considered.
- An Evaluation Committee will review and rate each responsive application.



UNITED WAY
New York City

