

FLUXX GRANT MANAGEMENT SYSTEM PRE-AWARD EXTERNAL USER GUIDE

March 2026



METROPOLITAN
C O U N C I L

Table of Contents

- Creating an Account 1
 - Previously Had an Account in WebGrants..... 1
 - New User – Known Organization Moderator 1
 - New User – Unknown Organization Moderator 1
 - New Organization 1
- Logging In 1
 - Steps to Log in to Fluxx 2
- System Layout and Home Page 3
- Navigation Pane 4
 - Information 4
 - Organizations 4
 - People 4
 - Applications 4
- Roles in Fluxx 5
 - The Contact Cohort 5
 - Grantee 5
 - Developer/Consultant 5
- Starting a New Application 5
 - Collaboration on Applications 6
 - Entering Geographic Information (GIS) 8
 - Adding Attachments 11
 - Saving an Application 13
 - Detailed Application Instructions..... 13
- Accessing Saved Application in the Applications Section..... 14
- General Tips 15
- Frequently Asked Questions..... 16
- Additional Support Materials 17
 - 18
 - Metropolitan Council Members 18

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. Depending on your history with the Metropolitan Council's previous grant management system, an account may already be established for you. Please review the options below to determine which course of action is best for you.

Previously Had an Account in WebGrants

If you previously had an account in WebGrants, you already have an account established in Fluxx.

- Using the same email address associated with your account in WebGrants, 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.

New Organization

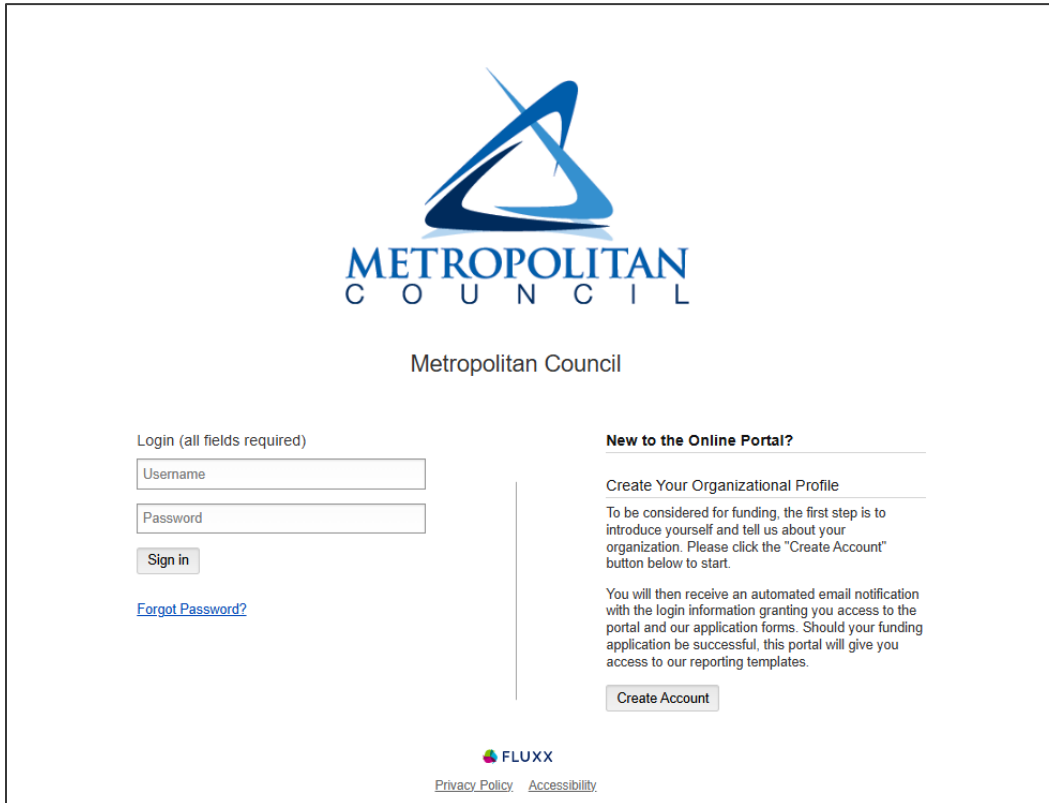
If you are a brand-new organization and wish to apply for Council funding through Fluxx, you can reach out to Council Staff at grants@metc.state.mn.us. Once your organization is confirmed to be eligible for Council funding, a unique registration link will be sent to you via email. Once you complete your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

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
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



Metropolitan Council

Login (all fields required)

Username

Password

Sign in

[Forgot Password?](#)

New to the Online Portal?

Create Your Organizational Profile

To be considered for funding, the first step is to introduce yourself and tell us about your organization. Please click the "Create Account" button below to start.

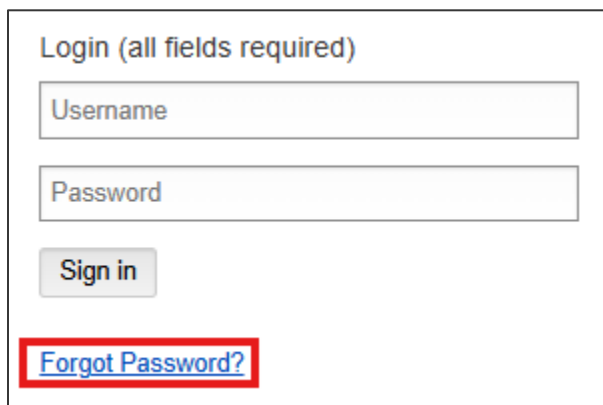
You will then receive an automated email notification with the login information granting you access to the portal and our application forms. Should your funding application be successful, this portal will give you access to our reporting templates.

Create Account

FLUXX

[Privacy Policy](#) [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

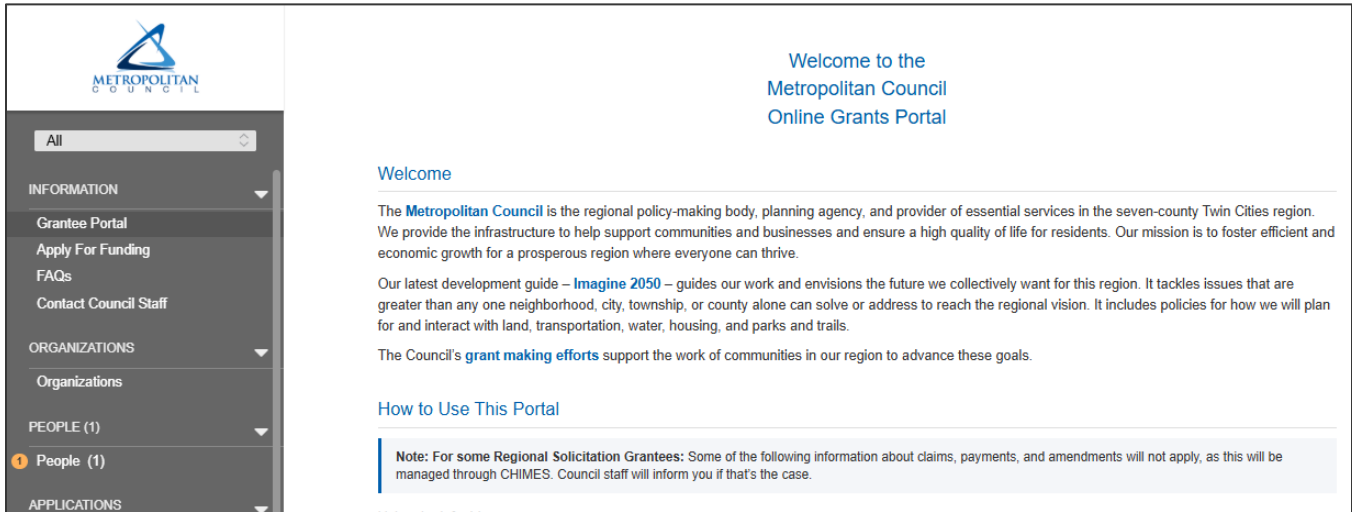
Sign in

[Forgot Password?](#)

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

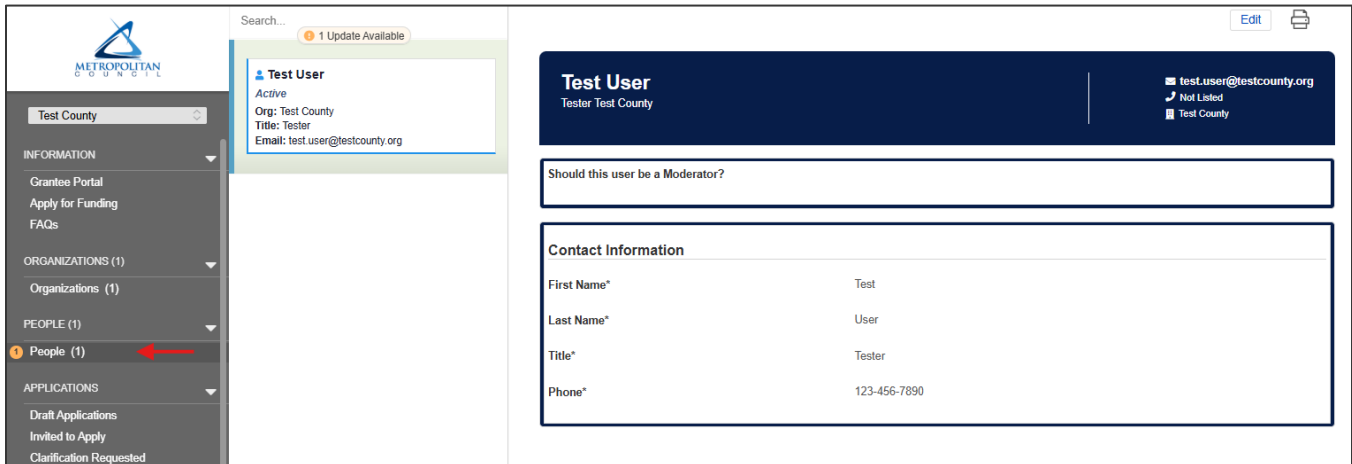
System Layout and Home Page

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.



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.



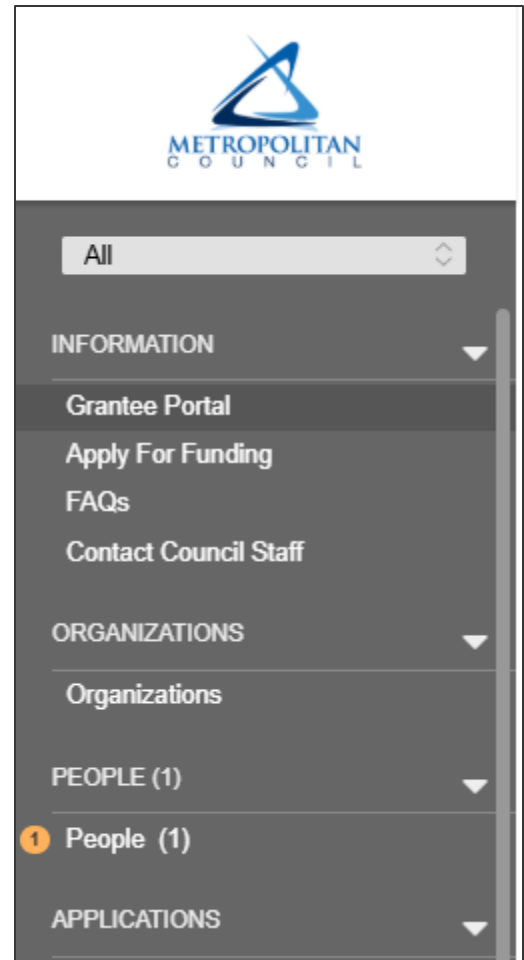
Navigation Pane

The navigation pane, on the left side of the homepage, is organized into four sections: Information, Organizations, People, and Applications. 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.

People

Access this section to update your individual contact information. 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:** 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.

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. They are the only users who can view and edit that application 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.

Apply for Funding

GRANT OPPORTUNITIES
Below you will find a list of grant opportunities that are currently open at the Metropolitan Council. Your organization may not be eligible to apply for all these grant programs, and we recommend you consult the guidelines for each program before starting an application.

Livable Communities
Livable Communities grants advance Imagine 2050 goals by funding policy and affordable housing program development, small area planning, and development/construction projects that expand housing choices, improve safety, and ensure everyone can meet their needs in their community. [See complete details about these grants and guidelines for applications here.](#)
Applications for the 2026 spring round are due April 15, 2026.
[Start your application](#)

Park Acquisition Opportunity Fund
The Park Acquisition Opportunity Fund provides grants to the ten regional park implementing agencies to assist in acquiring inholdings for the regional parks and trails system. Funding sources include the Parks and Trails Legacy Fund, the Environment and Natural Resources Trust Fund, and Metropolitan Council bonds. Agencies are required to provide a 25% match. For more information, please visit the Council's [Parks Grants and Funding webpage](#).
[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.

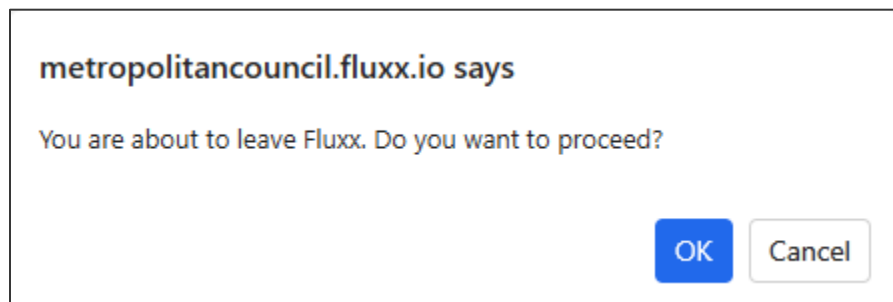
As part of this application process, you must enter your project location(s) information into our Geographic Information System (GIS) via the link below.

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).

The screenshot shows a web interface for digitizing project areas. On the left, a red arrow points to the 'Livable Communities Grants' header. On the right, a blue header reads 'Digitize Project Area'. Below this, there are three sections: 'Project Grant Type' with a dropdown menu set to 'LCA_DEV' (indicated by a red arrow), 'Project Application ID' with the value '2026-04377', and 'Project Area Outline*' with instructions on how to use the map. Below the text is an embedded map of Minneapolis, MN, with a search bar at the top that says 'Find address or place'. The map shows various colored polygons representing grant areas. At the bottom of the map, a message states 'No geometry captured yet.' The map is powered by Esri.

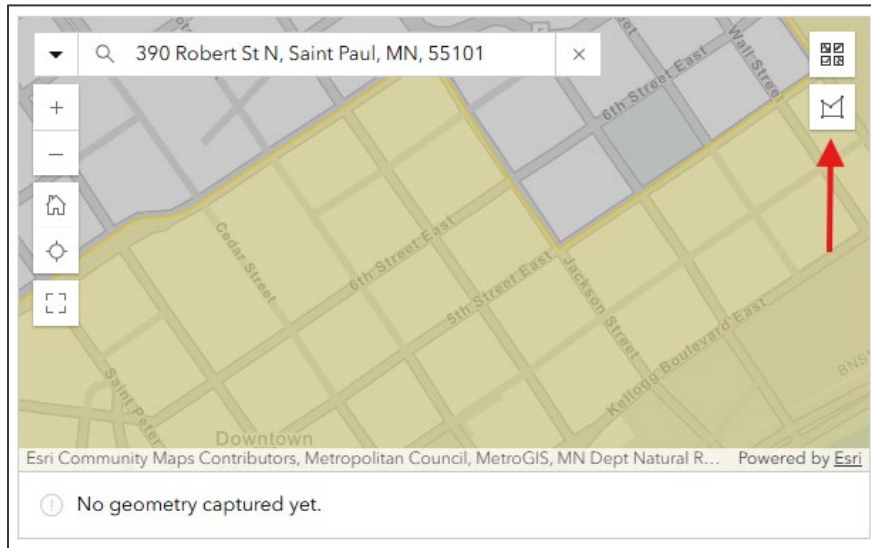
To begin drawing your project area outline, navigate to your project location using the embedded map. There is a search bar at the top of the map where you can enter your project's address. The map will automatically adjust to show the address entered.

Project Area Outline*

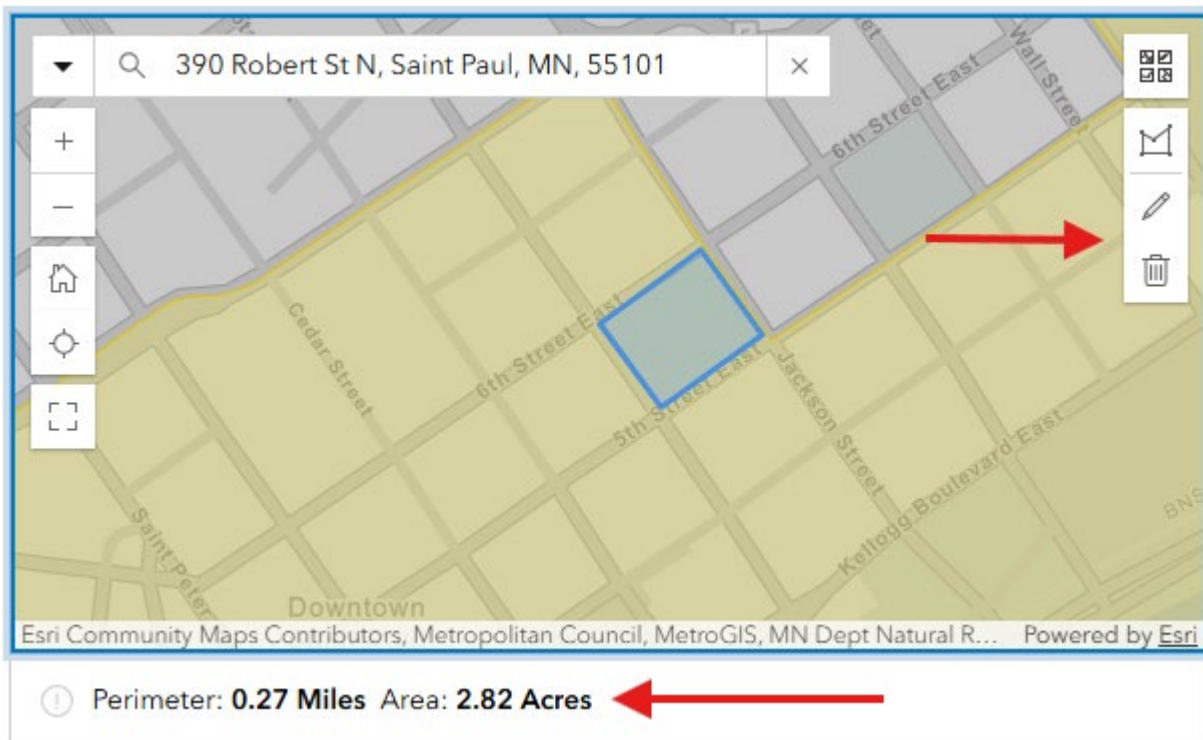
Use the search box or move the map to navigate to your project location. Then, click the "area" button and click on the map to begin drawing. Double-click to finish drawing. Shown on the map are transit-oriented development grant areas (rounded gray areas) and environmental justice areas (pink polygons).

This is a close-up view of the 'Project Area Outline*' section. It features the same text and instructions as the previous image. The map below shows a search bar with the placeholder text 'Find address or place'. The map itself displays the Minneapolis area with various colored polygons. At the bottom of the map, the text 'No geometry captured yet.' is visible. The map is powered by Esri.

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.



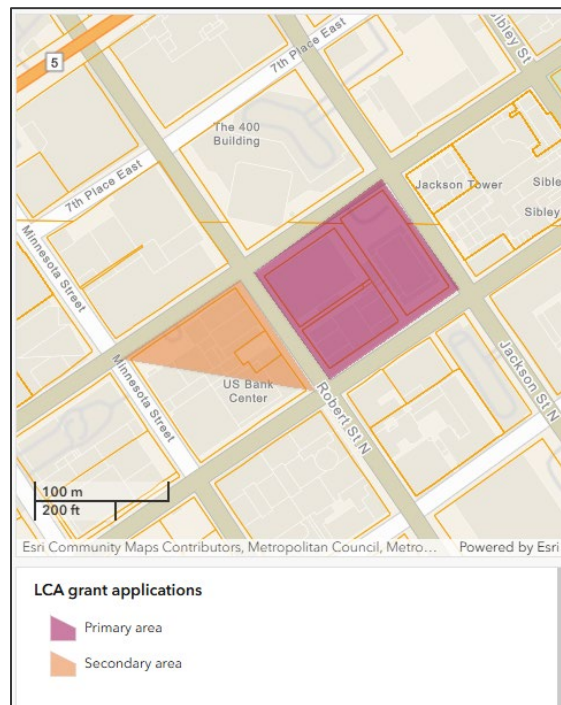
On the map, click on each corner of your project area to place points on the map to create your polygon. To complete your polygon, click on your initial point. If you need to edit or delete your polygon, use the appropriate button located on the right side of the map. These buttons will only appear once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

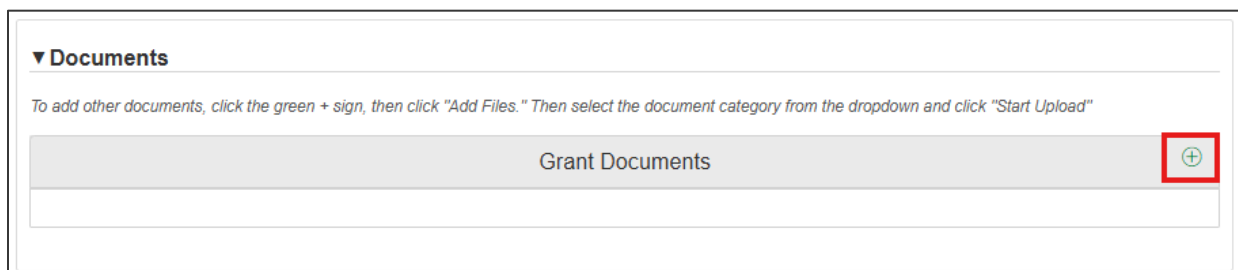
To see previously submitted polygons you can expand the left-hand sidebar. Your primary and any secondary locations should be visible.



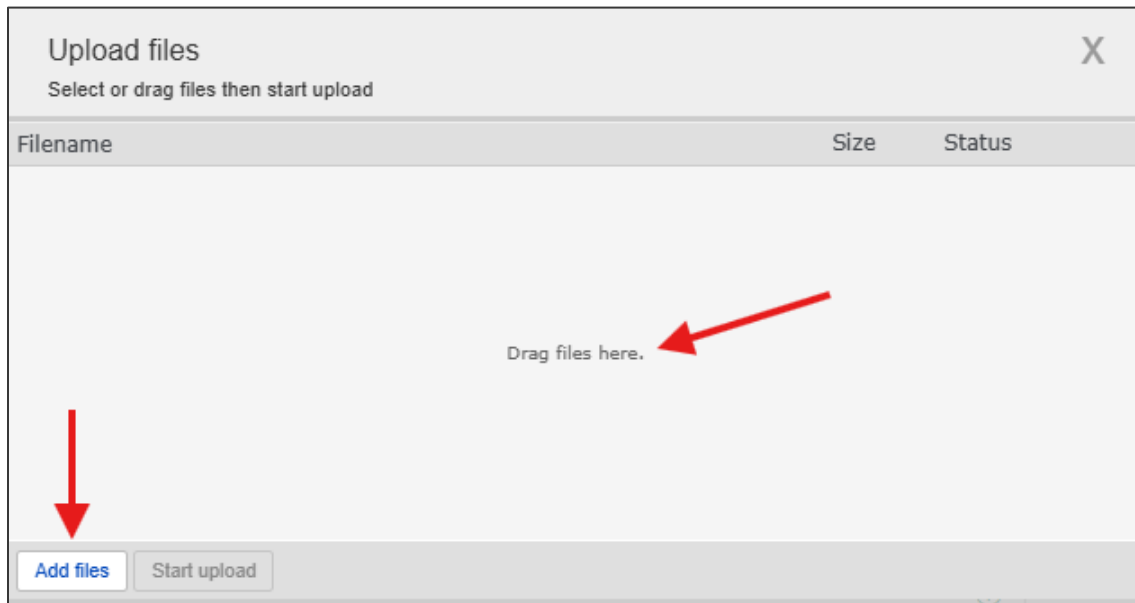
When you are happy with your project areas, you can close the Council's GIS tab and return to your application in Fluxx. If you need to add additional project areas, you can return to the mapping system by selecting the link in your draft application.

Adding Attachments

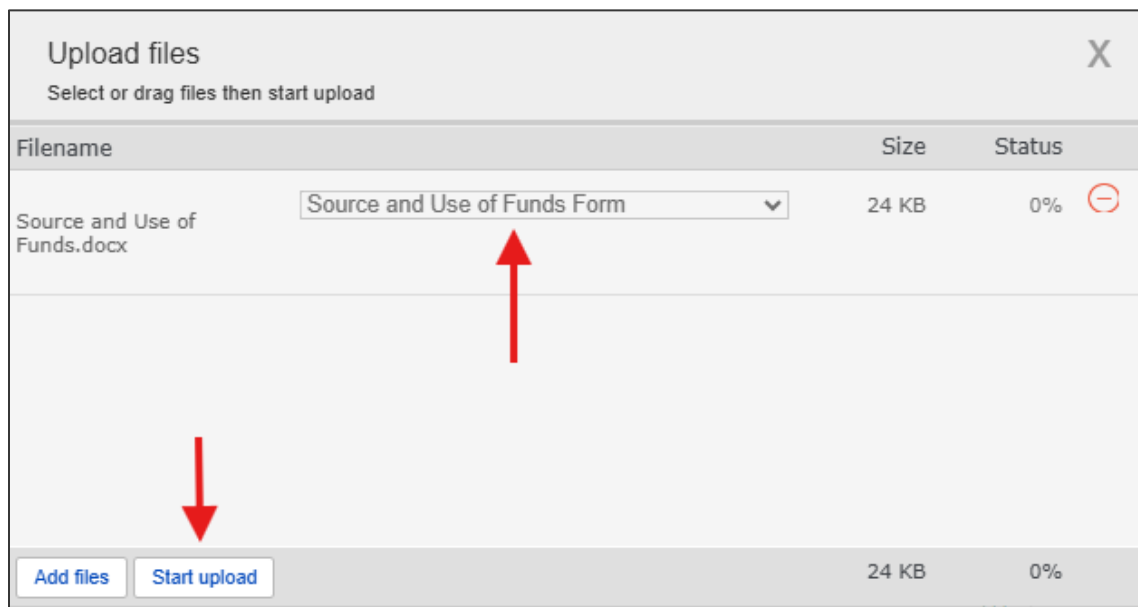
Depending on the requirements of the grant application you are completing, you may be required to upload attachments to your application. When you are ready to upload a document, click on the green + sign.



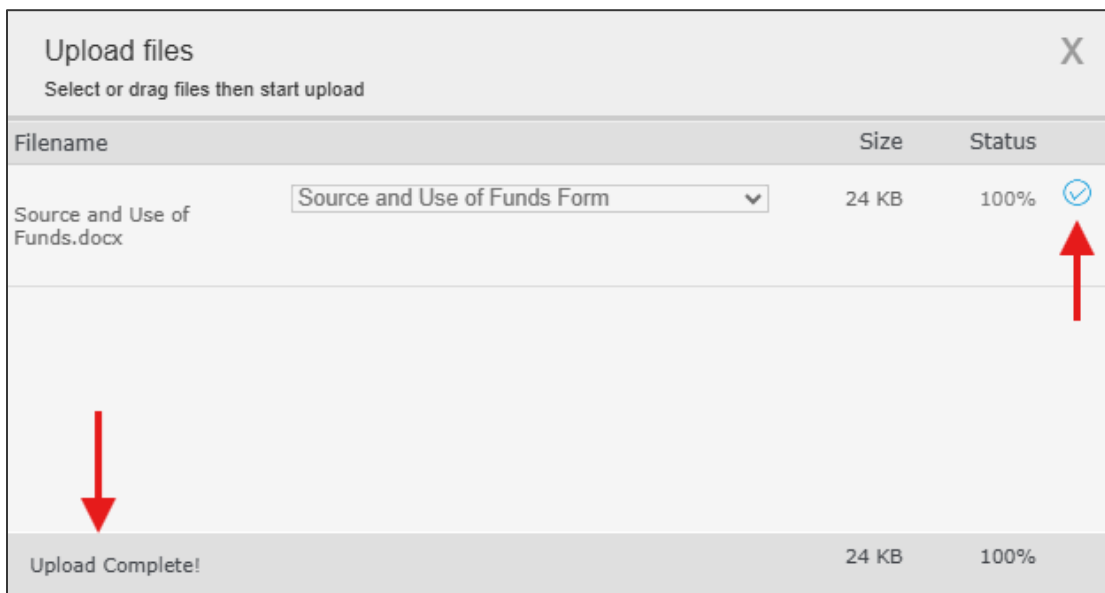
Once you click the green + sign, a pop-up will appear and ask you to upload your files. You can add files by selecting the “Add Files” button or by simply dragging and dropping files from your computer.



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.



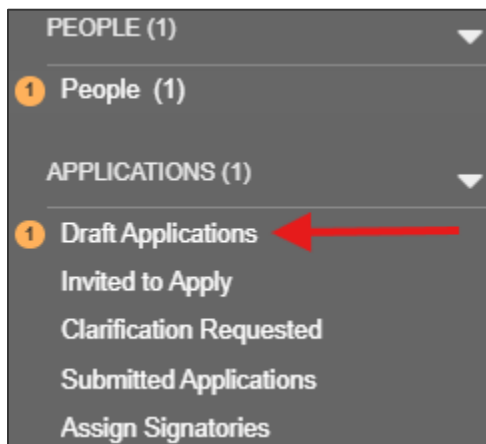
Once your upload is complete, you will receive confirmation in the pop-up. You can then close the pop-up and continue with the application or upload additional documentation as needed. You can only upload one document of each classification.



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.



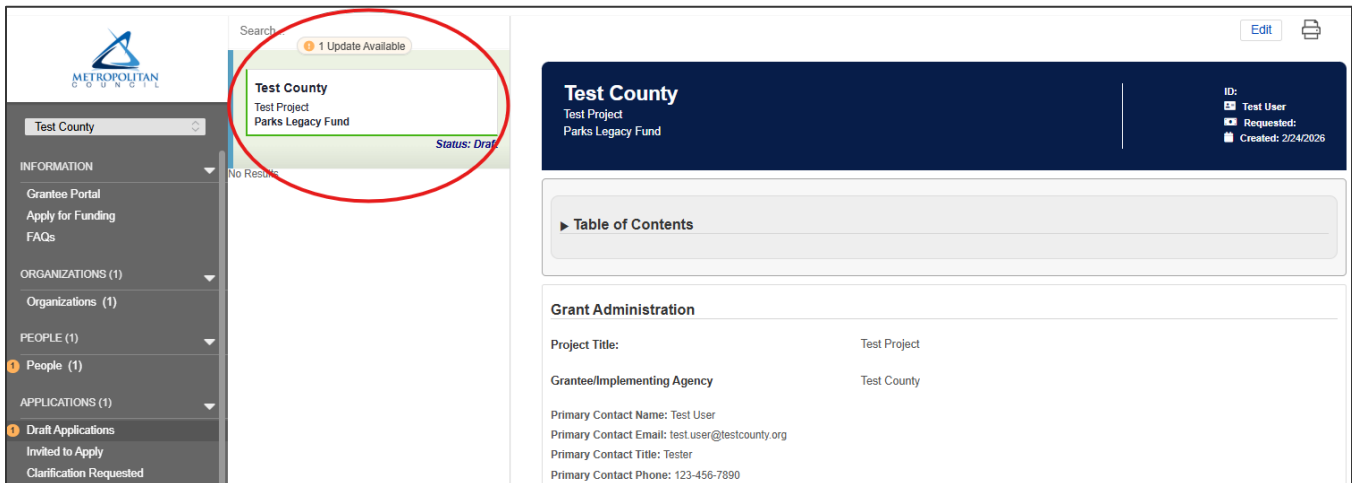
Detailed Application Instructions

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.

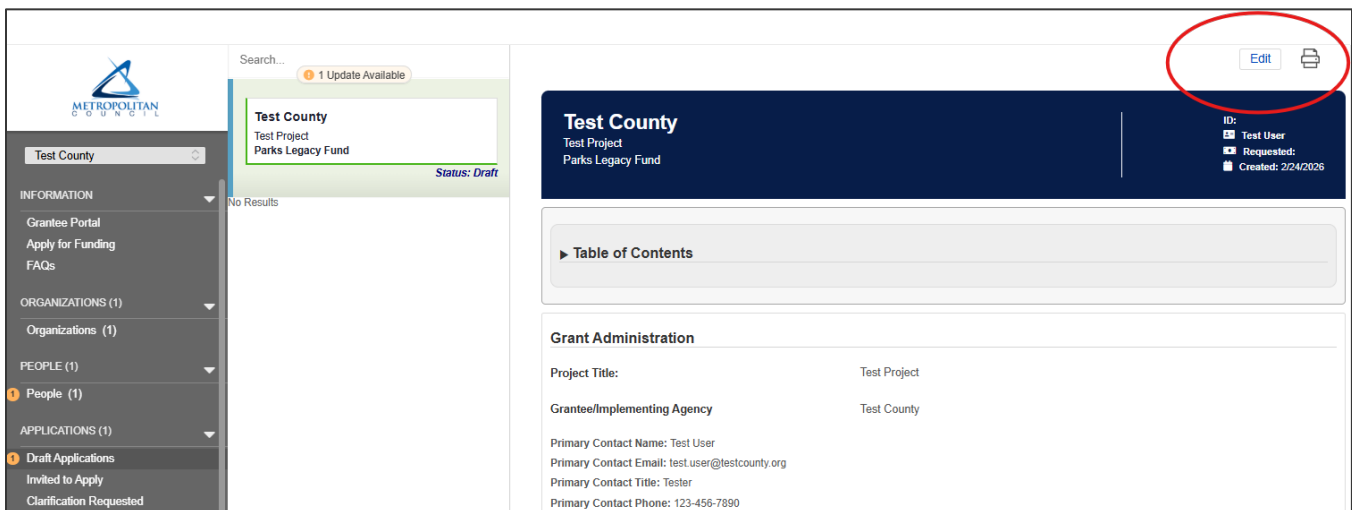
Accessing Saved Application in the Applications Section

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 application interface for Test County. At the top right, there are 'Edit' and print icons. The main header is dark blue with 'Test County' in white, and 'Test Project' and 'Parks Legacy Fund' below it. On the right side of the header, there is a user profile section with 'ID: Test User', 'Requested:', and 'Created: 2/24/2026'. Below the header is a 'Table of Contents' section with a right-pointing arrow. 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 for Name, Email, and Phone. At the bottom right of the form, a green 'Submit' button is circled in red, with a red arrow pointing down to it from the right side of the page.

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 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?
 - 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?
 - If your application is still in draft, you can delete any incorrect documents at the bottom of your application.
 - 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?
 - 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.

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
John Pacheco Jr.	District 5	Toni Carter	District 14
Robert Lilligren	District 6	Victor Obisakin	District 15
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.



390 Robert Street North
Saint Paul, MN 55101-1805

651-602-1000

TTY 651-291-0904

public.info@metc.state.mn.us

metro council.org

Follow us on:

Bluesky: @metcouncilmn.bsky.social

Facebook: Metropolitan Council

Instagram: @metcouncilnews

LinkedIn: Metropolitan Council of the Twin Cities