

Year 2 and 3 Renewal Request Guide



HEALTH COMMISSION
SERVING SOUTH SNOHOMISH COUNTY

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Overview

When submitting a Year 2 and 3 Renewal Request, the majority of the information will be pulled directly from your original request. These fields will be locked and you will be unable to update this info. You may update your contacts, however this is not required.

You will need to complete the outcomes and budget requests as well as uploading current financial documents for your organization and completing the acknowledgements section. Please reach out if we can be of any support.

Budget Overview

For Year 2 and 3 of multiyear grants, you must propose a budget for each year for Verdant Board approval. The budget should include a description of all included costs and information regarding any line item where you are requesting an increase or decrease. The budget must be in alignment with the contracted scope

Outcomes Overview

For Year 2 and 3 of multiyear grants, you must propose outcomes for each year for Verdant Board approval.

These outcomes must be in alignment with the contracted scope of work, should replicate or build on your previous year's goals, and must include the number of individuals served as a metric. Year 2 awards are contingent upon successfully meeting the previous year's outcomes and contract terms.

Accessing the Request Renewal:

Log in to your Fluxx account using your email and the password you set up.

user_sessions/new



Verdant Health Commission Grant Portal

Login Now:

Sign in

[Reset or create password](#)

Welcome to the Verdant Health Commission grant portal. If you are interested in applying for funding, please create an organizational profile by clicking the "Create an account now" button below. Please note that you will not be able to edit this information after submitting, so please ensure it is accurately entered. As part of the account creation process, you will also need to answer a series of five questions that determine your eligibility for Verdant funds. After you create your account, you will receive a validation email to confirm your account is set up.

Once established, you will be able to submit applications for funding and if successful, access your contract and reporting documents via your Fluxx profile.

Thank you for setting up your organizational profile. We look forward to getting to know you!

Create an account now



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

Once you sign in you will be taken to your portal homescreen.

Verdant Health Commission De x +

verdanthealth.fluxx.io

verdant
HEALTH COMMISSION

Zoe's Pet Palace

INFORMATION

- Grantee Portal
- Apply for Funding

ORGANIZATIONS (1)

- Organizations (1)

PEOPLE (1)

- 1 People (1)

REQUESTS (6)

- Pending Requests (1)
- Requests to Edit
- Submitted Requests (5)

GRANTS

- Active
- Closed

REPORTS

- Reports Due
- Reports to Edit
- Submitted Reports

PAYMENTS

- Scheduled Payments
- Payments Paid

GRANTEE BUDGETS

FLUXX

Welcome to the Grantee Portal!

From this webpage, you can . . .

- Submit a proposal for funding
- Track the status of your pending proposal
- Upload your signed grant agreement
- Review your current grants and report due dates
- Submit reports
- Monitor grant payments

HOW TO USE THE PORTAL

The icons on the left-hand side are called "cards". When you click on the link beneath each card, you are access the following:

REQUESTS

- Pending Requests
Once you have submitted a proposal, you can find a read-only version here.
- Request to Edit
Once you have been invited to submit a proposal, the application is available via this link. If the staff have any questions about your proposal or would like a revision, you will receive an email alert to login. You can find the proposal here, available for editing.
- Submitted
Once you have submitted your proposal, the proposal appears in the Submitted Requests link.

GRANTS

- Active
After the staff has received the countersigned agreement, you can find a read-only version here via this link.
- Closed
When the grant is complete and all payment made and report approve, you can find the closed grants here.

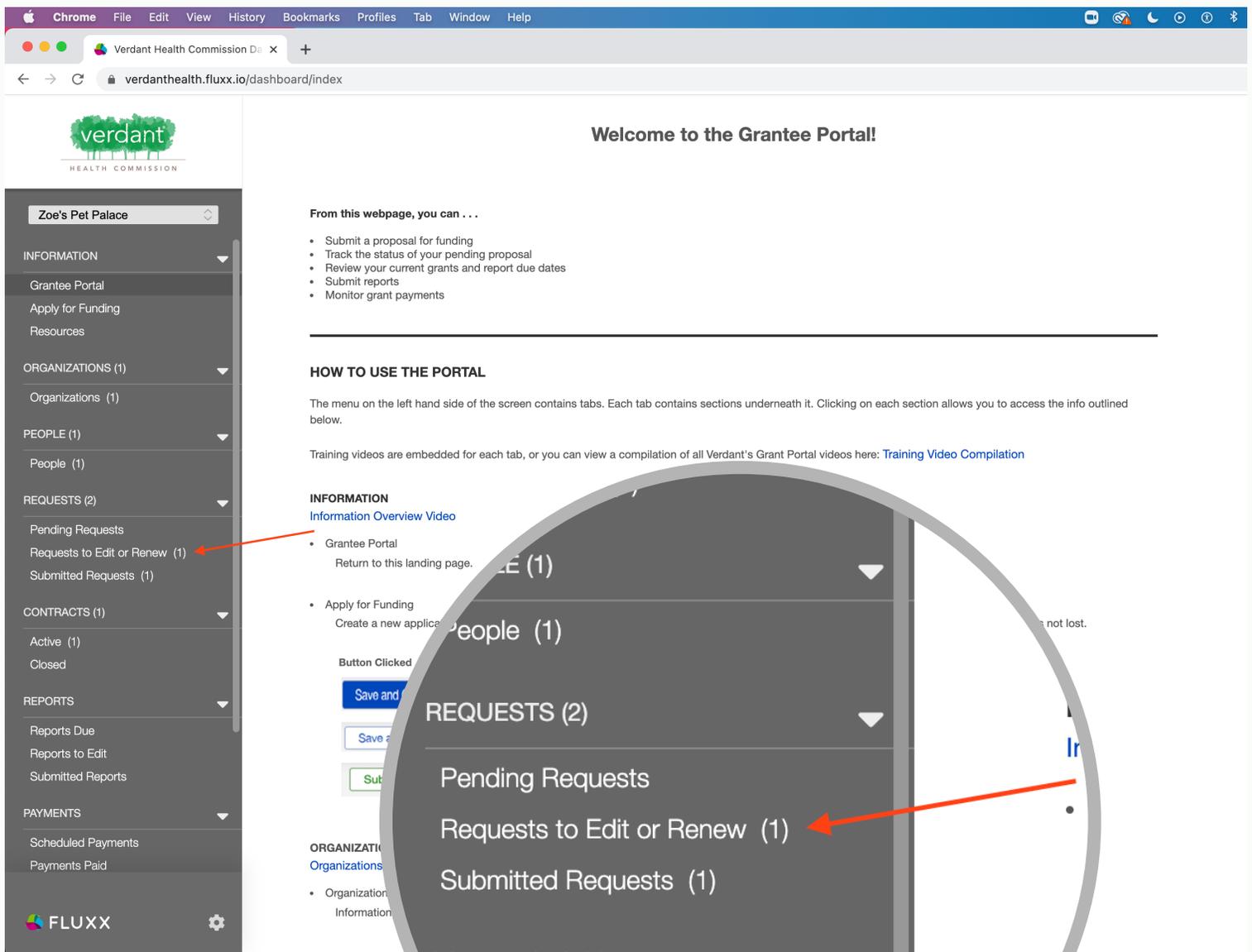
GRANTEE REPORTS

- Reports Due
Reports (to be submitted) for all active grants appear here until you have submitted them. You will receive reminders as the due date approaches.
- Submitted Reports
Once you have submitted a report, you can find a read-only version here.

PAYMENTS

- Scheduled
Scheduled payments for all of your active grants appear here until they are paid.
- Paid

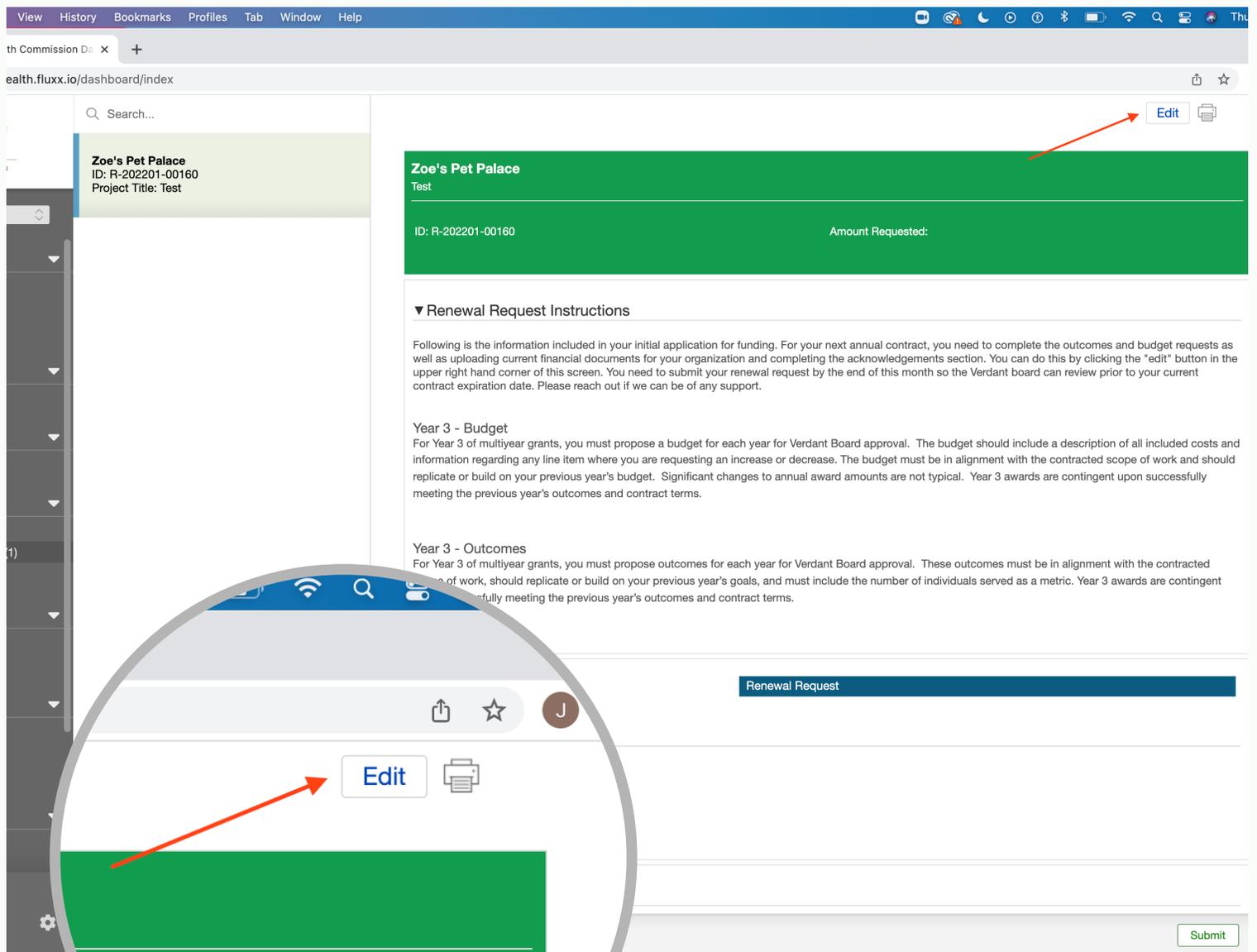
Select "Requests to Edit or Renew" if you would like to submit a Renewal Request.



Select the Grant Request which you would like to renew.

The screenshot shows a web browser window displaying the Verdant Health Commission dashboard. The browser's address bar shows the URL `verdanthealth.fluxx.io/dashboard/index`. The dashboard features a sidebar menu on the left with categories like INFORMATION, ORGANIZATIONS, PEOPLE, REQUESTS, CONTRACTS, REPORTS, and PAYMENTS. The main content area displays a search bar and a list of grant requests. One request is highlighted in a light green box, with a red arrow pointing to it. The highlighted request is for "Zoe's Pet Palace" with ID: R-202201-00160 and Project Title: Test. A circular magnifying glass is overlaid on the bottom half of the image, focusing on the highlighted request card. The card contains the following text: "Zoe's Pet Palace", "ID: R-202201-00160", and "Project Title: Test".

Hit the "Edit" button in the top right corner to begin your Renewal Request.



The top of the renewal requests contains instructions to completing the request.

The screenshot shows a web browser window with the URL `danthealth.fluxx.io/dashboard/index`. The page displays a renewal request form for "Zoe's Pet Palace" with ID `R-202201-00160`. The form includes a "Please note" section stating that the portal does not autosave and that users should click "Save and Continue" to save their progress. Below this, there are sections for "Renewal Request Instructions", "Year 3 - Budget", "Year 3 - Outcomes", "Table of Contents", and "Organization Information". A red arrow points to the "Renewal Request Instructions" section, which contains the following text:

▼ Renewal Request Instructions

Following is the information included in your initial application for funding. For your next annual contract, you need to complete the outcomes and budget request, as well as uploading current financial documents for your organization and completing the acknowledgements section. You can do this by clicking the "edit" button in the upper right hand corner of this screen. You need to submit your renewal request by the end of this month so the Verdant board can review prior to your current contract expiration date. Please reach out if we can be of any support.

Year 3 - Budget

For Year 3 of multiyear grants, you must propose a budget for each year for Verdant Board approval. The budget should include a description of all included costs and information regarding any line item where you are requesting an increase or decrease. The budget must be in alignment with the contracted scope of work and should replicate or build on your previous year's budget. Significant changes to annual award amounts are not typical. Year 3 awards are contingent upon successfully meeting the previous year's outcomes and contract terms.

Year 3 - Outcomes

For Year 3 of multiyear grants, you must propose outcomes for each year for Verdant Board approval. These outcomes must be in alignment with the contracted scope of work, should replicate or build on your previous year's goals, and must include the number of individuals served as a metric. Year 3 awards are contingent upon successfully meeting the previous year's outcomes and contract terms.

▼ Table of Contents

- [Organization Information](#)
- [Program Details](#)
- [Budget](#)
- [Outcomes](#)
- [Acknowledgment](#)
- [Documents](#)

▼ Organization Information

At the bottom of the form, there are three buttons: "Cancel", "Save and Continue", and "Save and Close".

Saving:

After filling out each section, we recommend you hit "Save and Continue" to save your changes. This button may be used at any point to save your changes as you fill out your Renewal Request.

The image shows a screenshot of a web application interface for 'Zoe's Pet Palace' on the 'verdanhealth.fluxx.io' website. The interface includes a sidebar with navigation options like 'Grantee Portal', 'Apply for Funding', 'Organizations', 'People', 'Requests', and 'Grants'. The main content area displays 'Organization Information' for 'Zoe's Pet Palace', with fields for 'Location' (Zoe's Pet Palace - headquarters), 'Primary Contact', and 'Primary Signatory'. A red arrow points to the 'Save and Continue' button in the bottom right corner of the form. Another red arrow points to the 'Save and Continue' button in a modal dialog box that is overlaid on the screen. The modal dialog box also contains 'Cancel' and 'Save and Close' buttons. The bottom of the screen shows a taskbar with multiple 'Screen Shot' thumbnails and their corresponding timestamps.

Budget:

For instructions on how to fill out the Budget portion of your Renewal Request please refer to documents linked in each section.

If so, please include a letter of support from each partner meeting this criteria in the Documents section below

How will this program be staffed and what is the organizational capacity to support this program had with delivering the services in the program? *

Test

In addition to completing the budget form below, how do you intend to use the funds and what allocated to this program? *

Test

▼ Budget

Budget will be finalized annually and the budget amount indicated below should reflect the request from Vera

After Adding your Year 3 Verdant Request, you can use the Edit  button to update them. Please contact budget.

More information: [How to Fill Out your Budget](#) 

Grantee Budgets

Outcomes:

For instructions on how to fill out the Outcomes portion of your renewal request please refer to documents linked in each section.

Subcontractor Expense
Other
Total

% of Program funded by Verdant (Year 3): 50.00%

▼ **Outcomes**

Outcomes will be finalized annually and the outcomes indicated below should reflect Year 3 only. All grantees are required to include at least 2 outcomes. Additional outcomes may be added by clicking the + icon. You must hit the + for each outcome you choose to add we suggest including at least 2 additional outcomes.

More information: [Outcomes](#) 

Outcome

Acknowledgements:

In the Acknowledgments section there are four statements you will need to acknowledge.

Commission Dir X Home - Canva X Multi-Year Health Program Fun X +

verdanthealth.fluxx.io/dashboard/index

I have added "Number of Individuals Served" as an Outcome Metric*

▼ Acknowledgment

Please select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting elements. *

I acknowledge that I can provide evidence of liability insurance meeting minimum criteria. *

Choose one: I can restrict funds received to approved budget OR I am willing to learn how to restrict funds received to approved budget. *

To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application. *

▼ Documents

All applications are required to upload the following: (BOD, Financial).

If you indicated a partnership that provides facilities and/or roles that are critical to meeting your outcomes, include a letter of support from each partner.

Please use the + button beside the document names below to upload the following documents:

1. List of organization's Board of Directors with their affiliations
2. Two years of organization's financial statements and audits. Audit requirements may be waived for small organizations

Cancel Save and Close Save and Continue

The first two you will acknowledge by selecting yes or no using the drop downs.

Multi-Year Health Program Fun x Verdant Health Commission De x +

fluxx.io ☆

I have added "Number of Individuals Served" as an Outcome Metric*

▼ Acknowledgment

Please select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting elements. *

I acknowledge that I can provide evidence of liability insurance meeting minimum criteria. *

Choose one: I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget. *

I have added "Number of Individuals Served" as an Outcome Metric*

▼ Acknowledgment

Please select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting elements. *

I acknowledge that I can provide evidence of liability insurance meeting minimum criteria. *

Choose one: I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget. *

zations

Save and Continue Save and Close

You will acknowledge the third statement by selecting the statement from the drop down that best applies to you program/organization.

Multi-Year Health Program Fun x Verdant Health Commission De x +

fluxx.io ☆

I have added "Number of Individuals Served" as an Outcome Metric*

▼ Acknowledgment

Please select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting elements. *

I acknowledge that I can provide evidence of liability insurance meeting minimum criteria. *

Choose one: I can restrict funds received to approved budget OR I am willing to learn how to restrict funds received to approved budget. *

To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application. *

▼ Documents

All applications are required to upload
If you indicated a partnership that pro

Please use the + button beside the
1. List of organization's Board of Di
2. Two years of organization's finan

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can

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I can restrict funds received to approved budget

I am willing to learn how to restrict funds received to approved budget

And then like the first two, you will acknowledge the fourth and final acknowledgement by selecting yes or no from the drop down.

The screenshot shows a web browser window with two tabs: "Multi-Year Health Program Fun" and "Verdant Health Commission Da". The URL is "health.fluxx.io". The page contains a form with several sections:

- I have added "Number of Individuals Served" as an Outcome Metric
- ▼ Acknowledgment**

Please select an answer for each dropdown below.

I acknowledge that I can track and report outcomes and required reporting elements. *

I acknowledge that I can provide evidence of liability insurance meeting minimum criteria. *

Choose one: I can restrict funds received to approved budget OR I am willing to learn how to restrict funds received to approved budget. *

To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application. *
- ▼ Documents**

All applications are required to upload the following: (BOD, Financial).

If you indicated a partnership that provides facilities and/or roles that are critical to meeting your outcomes, include a letter of support from each partner.

Please use the + button beside the document names below to upload the following documents:

 - List of organization's Board of Directors with their affiliations
 - Two years of organization's financial statements and audits. Audit requirements may be waived for small organizations

A dropdown menu is open over the final acknowledgment question, showing a checkmark icon and two options: "Yes" (highlighted in pink) and "No". A red arrow points to the dropdown arrow of the question.

At the bottom of the page are three buttons: "Cancel", "Save and Continue", and "Save and Close".

Documents:

The last section of the Renewal Request is the Documents section. There are two required documents to upload. The first is your Board of Directors.

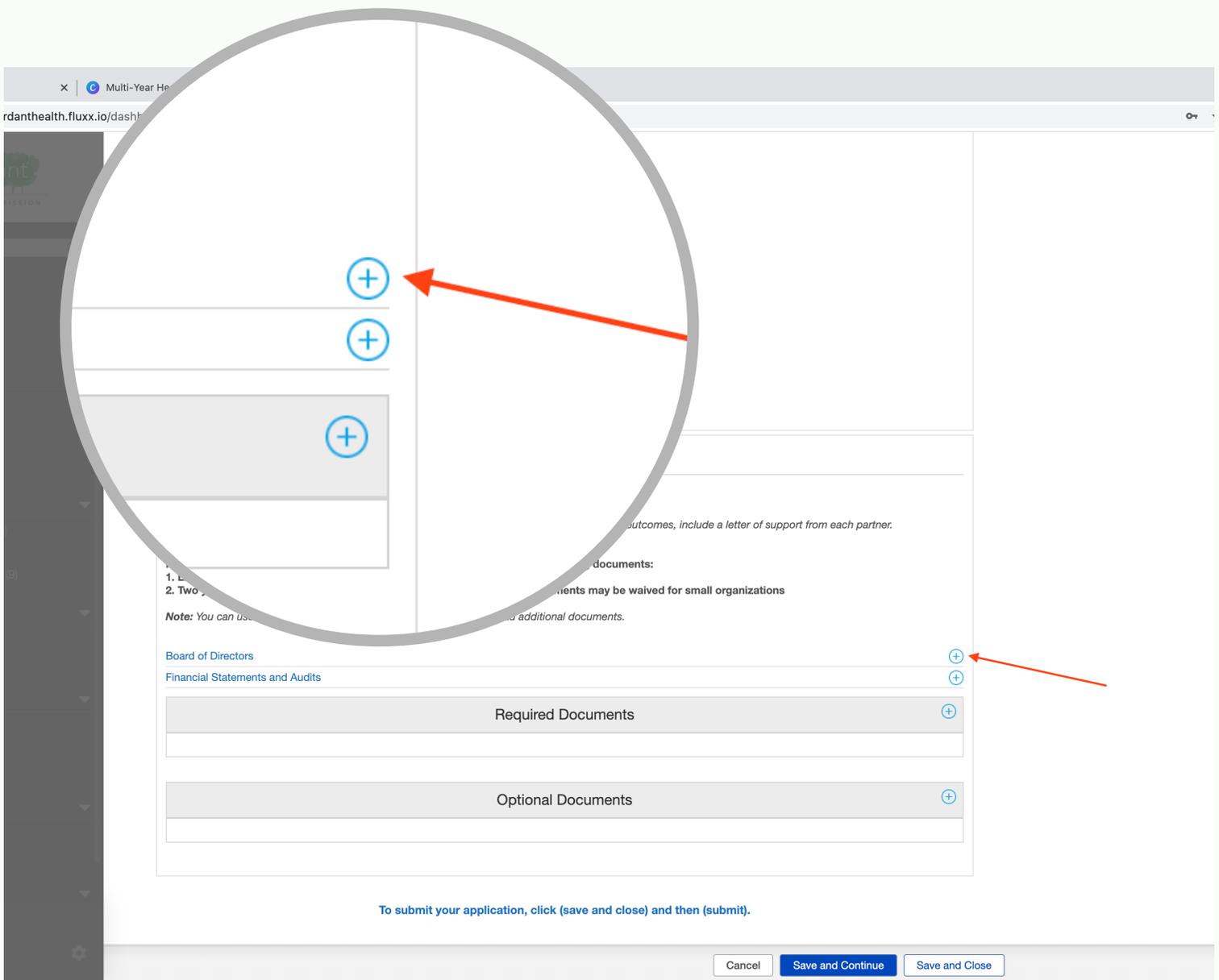
The screenshot shows a web browser window with two tabs: 'Multi-Year Health Program Fun' and 'Verdant Health Commission Da'. The address bar shows 'erdanthealth.fluxx.io/dashboard/index'. The main content area is a form with several sections:

- Choose one: I can restrict funds received to approved budget OR I am willing to learn how to restrict funds received to approved budget. *** (Dropdown menu)
- To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application. *** (Dropdown menu)
- ▼ Documents**
 - All applications are required to upload the following: (BOD, Financial).*
 - If you indicated a partnership that provides facilities and/or roles that are critical to meeting your outcomes, include a letter of support from each partner.*
 - Please use the + button beside the document names below to upload the following documents:**
 - List of organization's Board of Directors with their affiliations
 - Two years of organization's financial statements and audits. Audit requirements may be waived for small organizations
 - Note: You can use the + button in the Request Documents box to upload additional documents.*
 - Board of Directors** (+)
 - Financial Statements and Audits** (+)
 - Required Documents** (+)
 - Optional Documents** (+)

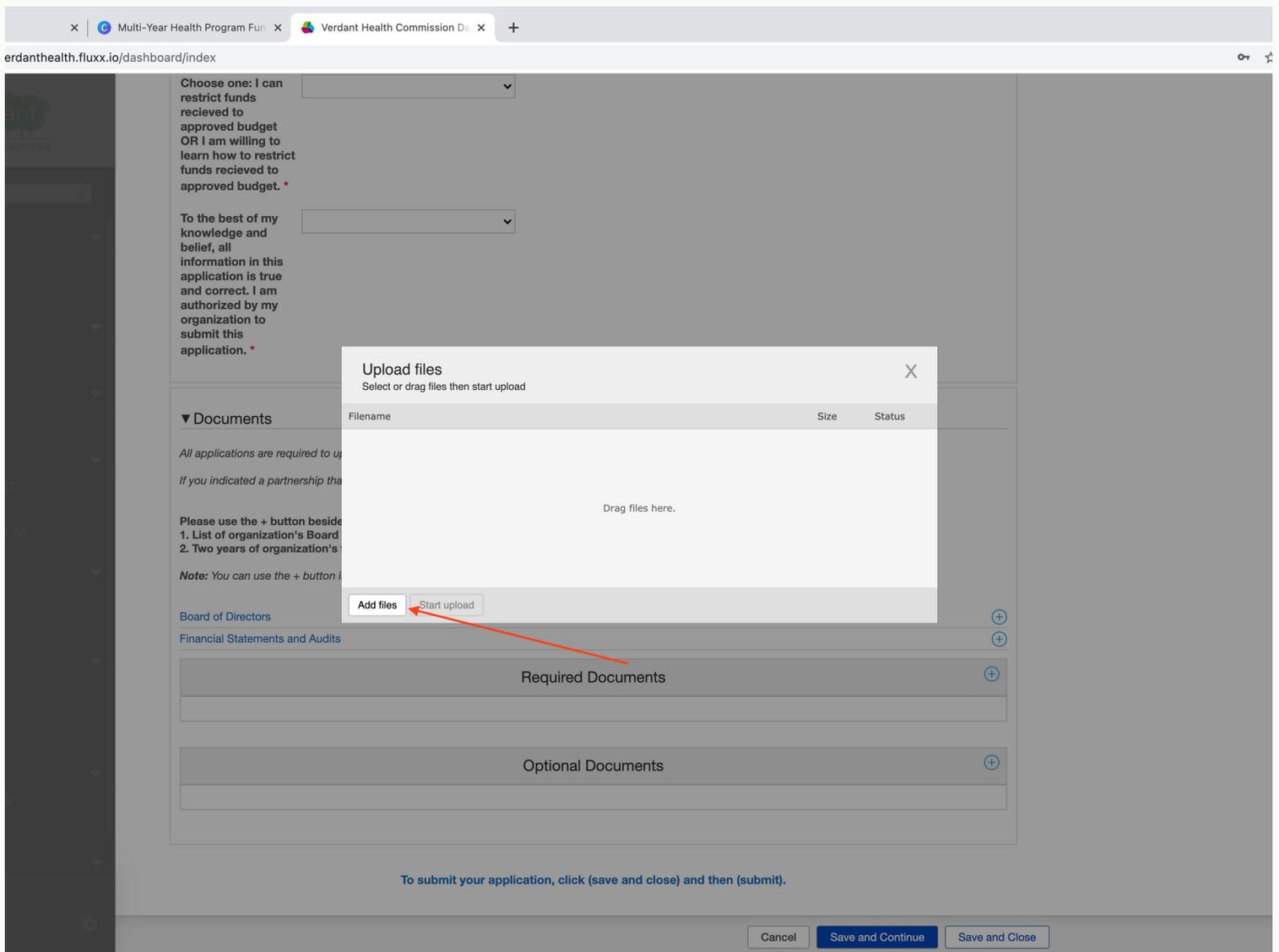
At the bottom of the form, there is a blue instruction: **To submit your application, click (save and close) and then (submit).**

At the bottom of the page, there are three buttons: **Cancel**, **Save and Continue**, and **Save and Close**.

The Board of Directors is not required unless it has changed since the original application had been submitted. To upload your board of directors press the blue "+" icon to the right of "Board of Directors".



An "Upload Files" pop up will appear. Select add files. You will then select find your Board of Directors file in your computer and double click on it to upload it to Fluxx.



Hit "Start Upload" and wait for your file to be completely uploaded by watching for the "Upload Complete!" in the bottom left corner.

Bookmarks Profiles Tab Window Help

Multi-Year Health Program Fun x Verdant Health Commission Da x +

shboard/index

Choose one: I can restrict funds recieved to approved budget OR I am willing to learn how to restrict funds recieved to approved budget. *

To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application. *

▼ Documents

All applications are required to up

If you indicated a partnership tha

Please use the + button beside the document names below to upload the following documents:

ions

Save and Continue Save and Close

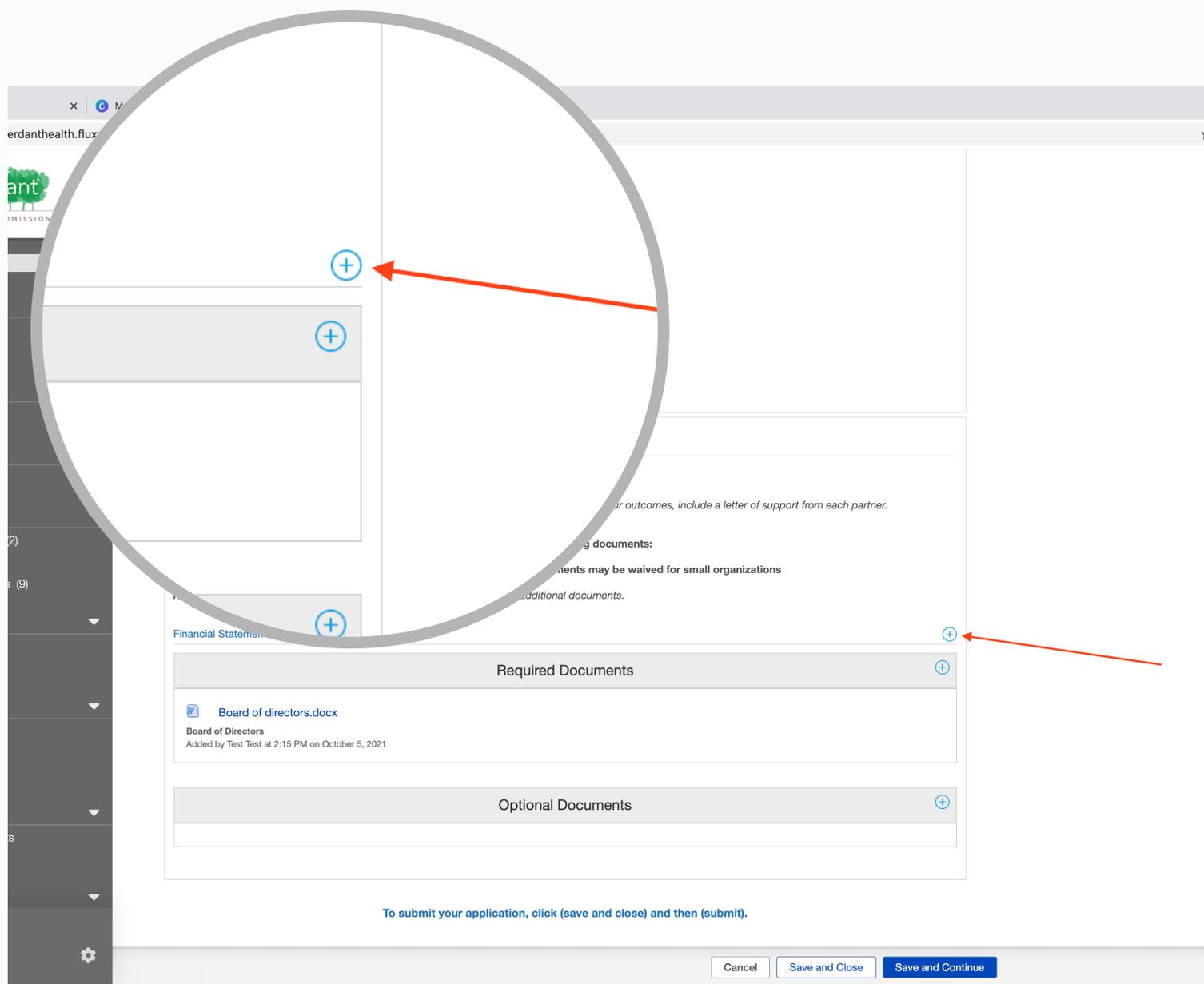
Upload Complete!

Filename	Size	Status
Board of directors.docx	12 KB	0%
Board of directors.docx	12 KB	100%
Board of directors.docx	12 KB	100%

Hit the "X" in the top left hand corner. The pop up will close and your Board of Directors document will appear under "Required Documents".

The screenshot displays the Verdant Health application portal interface. On the left is a navigation sidebar with categories like INFORMATION, ORGANIZATIONS, PEOPLE, REQUESTS, GRANTS, REPORTS, PAYMENTS, and GRANTEE BUDGETS. The main content area shows a form with a text field containing a declaration: "To the best of my knowledge and belief, all information in this application is true and correct. I am authorized by my organization to submit this application." Below this is a "Documents" section with instructions: "All applications are required to upload the following: (BOD, Financial)." and "Please use the + button beside the document names below to upload the following documents: 1. List of organization's Board of Directors with their affiliations 2. Two years of organization's financial statements and audits. Audit requirements may be waived for small organizations." A note states: "Note: You can use the + button in the Request Documents box to upload additional documents." Under the heading "Financial Statements and Audits", there is a "Required Documents" section containing a document entry: "Board of directors.docx" with a sub-entry "Board of Directors" and a timestamp "Added by Test Test at 2:15 PM on October 5, 2021". An "Optional Documents" section is also visible. An "Upload files" pop-up window is overlaid on the top right, showing a table with columns "Filename", "Size", and "Status". It lists "Board of directors.docx" with a size of "12 KB" and a status of "100%". A red arrow points to the "X" close button in the top right corner of the pop-up. At the bottom of the page, there are three buttons: "Cancel", "Save and Close", and "Save and Continue".

Click the "+" icon to the right of "Financial Statements and Audits" and repeat the same process as the Board of Directors document to upload either a financial statement or an audit. An new annual financial statement is required.



When you are done the Documents section should look something like this.

application is true and correct. I am authorized by my organization to submit this application. *

▼ Documents

All applications are required to upload the following: (BOD, Financial).

If you indicated a partnership that provides facilities and/or roles that are critical to meeting your outcomes, include a letter of support from each partner.

Please use the + button beside the document names below to upload the following documents:

1. List of organization's Board of Directors with their affiliations
2. Two years of organization's financial statements and audits. Audit requirements may be waived for small organizations

Note: You can use the + button in the Request Documents box to upload additional documents.

Required Documents (+)

-  **Financial Statement or Audit.docx**
Financial Statements and Audits
Added by Test Test at 3:04 PM on October 5, 2021
-  **Board of directors.docx**
Board of Directors
Added by Test Test at 2:15 PM on October 5, 2021

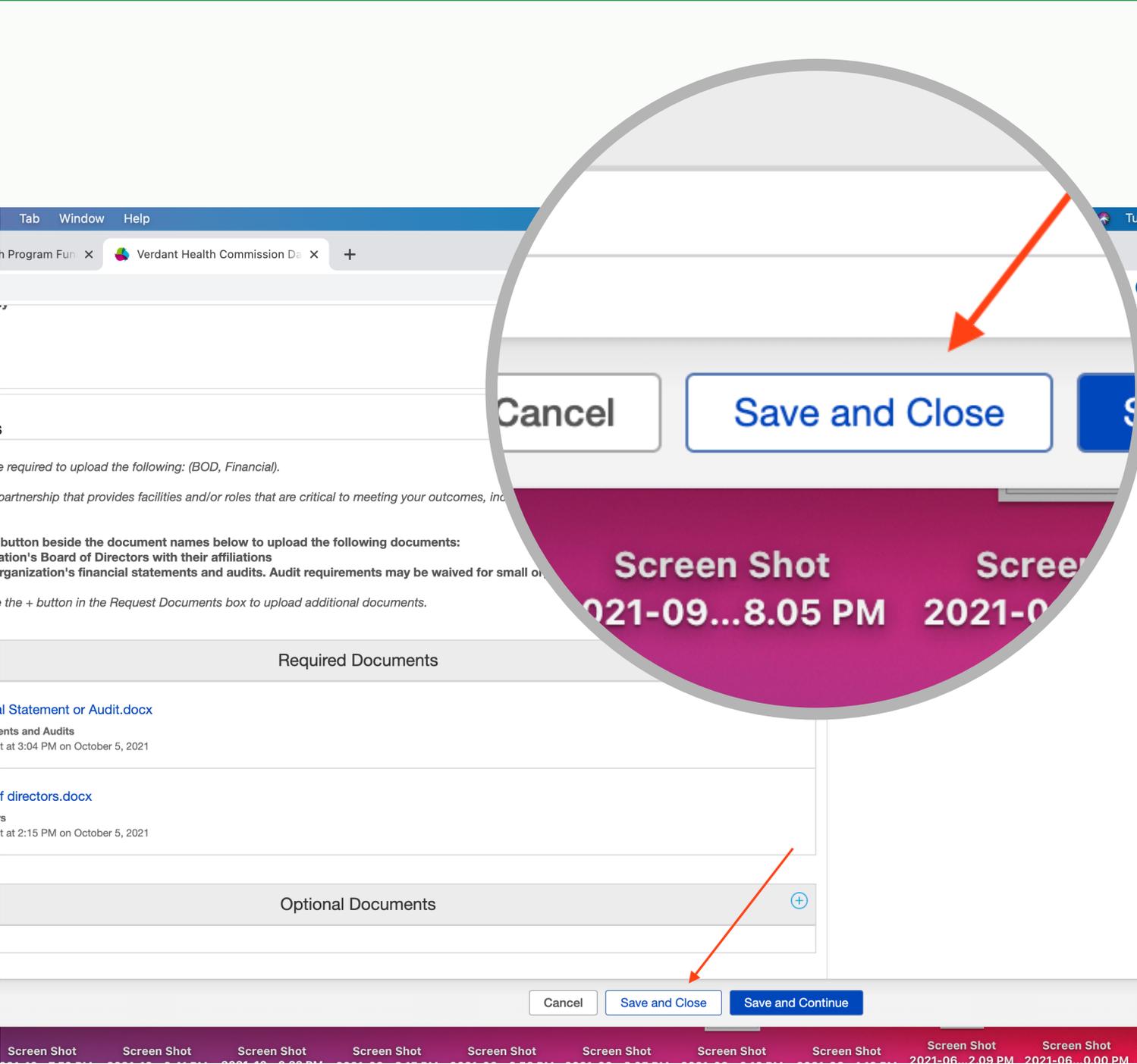
Optional Documents (+)

To submit your application, click (save and close) and then (submit).

Cancel Save and Close Save and Continue

Submitting:

If you are finished filling out your Request Renewal hit "Save and Close".



Review your Request Renewal and if your are finished and ready to submit hit "Submit".

