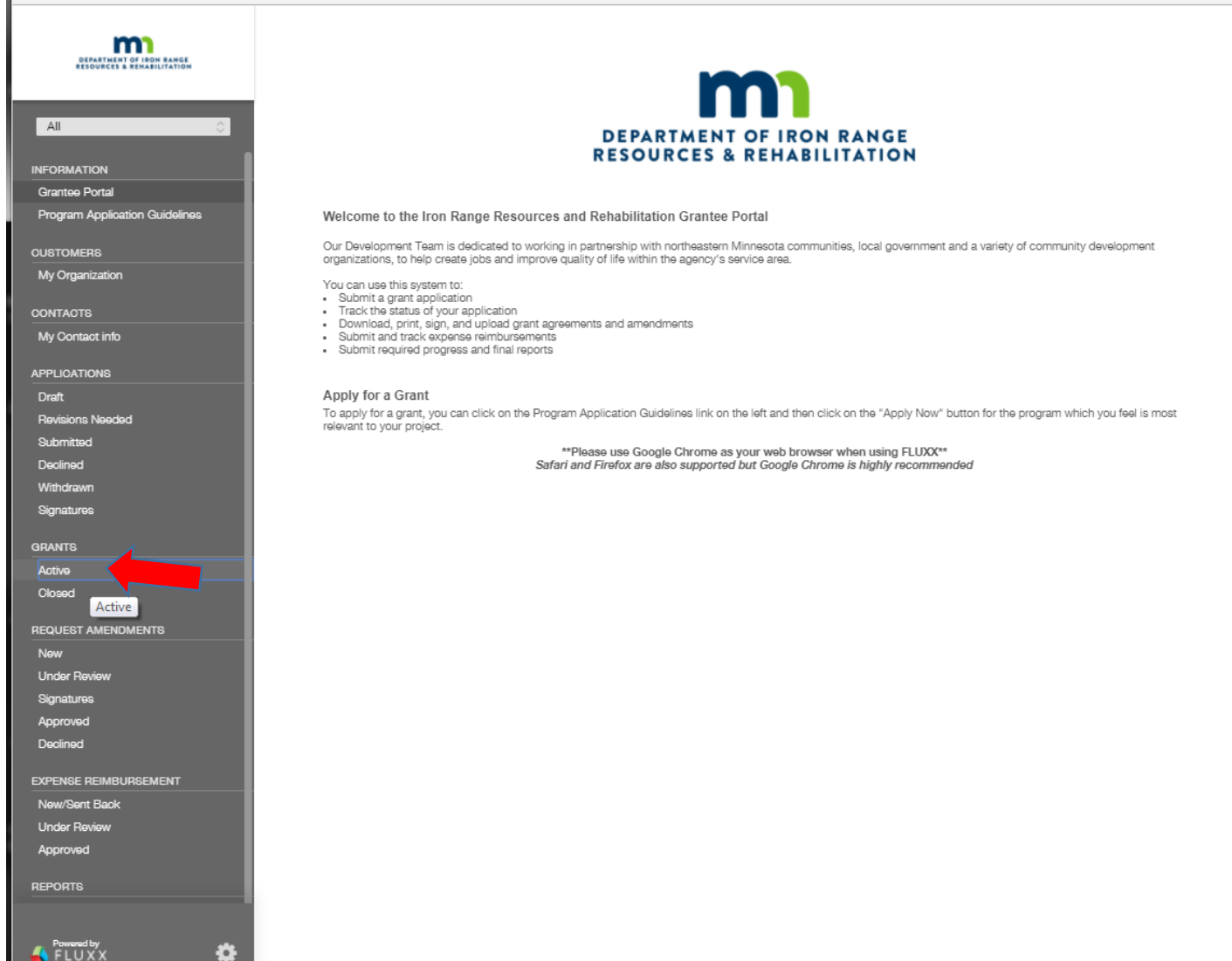


**How to Request an Expense Reimbursement**  
Go to the Grants Portal located at [https://irrrb.fluxx.io/user\\_sessions/new](https://irrrb.fluxx.io/user_sessions/new)  
Enter your user name and password under “Login Now” and click “Sign In”

1. To request reimbursement, click on “Active” under the GRANTS category on the sidebar



**m**  
DEPARTMENT OF IRON RANGE  
RESOURCES & REHABILITATION

All

INFORMATION  
Grantee Portal  
Program Application Guidelines

CUSTOMERS  
My Organization

CONTACTS  
My Contact info

APPLICATIONS  
Draft  
Revisions Needed  
Submitted  
Declined  
Withdrawn  
Signatures

GRANTS  
**Active**  
Closed

REQUEST AMENDMENTS  
New  
Under Review  
Signatures  
Approved  
Declined

EXPENSE REIMBURSEMENT  
New/Sent Back  
Under Review  
Approved

REPORTS

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FLUXX

**m**  
DEPARTMENT OF IRON RANGE  
RESOURCES & REHABILITATION

Welcome to the Iron Range Resources and Rehabilitation Grantee Portal

Our Development Team is dedicated to working in partnership with northeastern Minnesota communities, local government and a variety of community development organizations, to help create jobs and improve quality of life within the agency's service area.

You can use this system to:

- Submit a grant application
- Track the status of your application
- Download, print, sign, and upload grant agreements and amendments
- Submit and track expense reimbursements
- Submit required progress and final reports

**Apply for a Grant**

To apply for a grant, you can click on the Program Application Guidelines link on the left and then click on the "Apply Now" button for the program which you feel is most relevant to your project.

**\*\*Please use Google Chrome as your web browser when using FLUXX\*\***  
*Safari and Firefox are also supported but Google Chrome is highly recommended*

2. Locate the grant that you would like to submit an expense reimbursement for by clicking ‘Active’ under the GRANTS category, and then choosing the grant from the list

All

INFORMATION

- Grantee Portal
- Program Application Guidelines

CUSTOMERS

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APPLICATIONS

- Draft
- Revisions Needed
- Submitted
- Declined
- Withdrawn
- Signatures

GRANTS

- Active
- Closed

REQUEST AMENDMENTS

- New
- Under Review
- Signatures
- Approved
- Declined

EXPENSE REIMBURSEMENT

- New/Sent Back
- Under Review
- Approved

REPORTS


- New/Sent Back
- Under Review
- Approved


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Ely - Demolition and removal of the old JFK school  
State: Active Grant  
Created by: (9/17/2015)

Ely, City of  
GCR-353 | Commercial Redevelopment |  
Ely City of - demolish Old County Garage and adjacent buildings  
State: Active Grant  
Created by: (5/13/2013)

Ely, City of  
GRR-1712-01728 | Residential Redevelopment | \$27,030.00  
Ely Residential Demolition Project  
State: Active Grant  
Created by: Harold Langowski (12/1/2016)



3. The grant will open on the right of your screen. Scroll down and click on the  sign to the right of “Expense Reimbursement”

Ely, City of  
GCR-353 | Commercial Redevelopment |  
Ely City of - demolish Old County Garage and adjacent  
buildings  
State: Active Grant  
Created by: (5/13/2013)

Ely, City of  
GRR-1712-01728 | Residential Redevelopment |  
\$27,030.00  
Ely Residential Demolition Project  
State: Active Grant  
Created by: Harold Langowski (12/1/2016)

**Project Start Date:** 12/6/2016

**Project End Date:** 6/1/2017

Please estimate grant amount requested by multiplying total square footage for demo x \$3. The grant award amount will be calculated during the application review process.

**Amount Requested:** \$27,030.00

**Total Project Cost:** \$50,706.00

### Expense Reimbursement

Reimbursement Amount: \$25,000.00  
Reimbursement State: Sent Back

[Add a Expense Reimburse](#)



Provide data for all of the properties planned for demolition

4. The “Add a Expense Reimbursement” pop up will prompt you to complete the fields and upload invoices

**Add a Expense Reimbursement** [X]

Reimbursement Request Amount

Percentage Project Complete

Final Reimbursement Request

Please upload invoices and/or supporting documentation for eligible project costs.

DOCUMENTS +

I certify that the information contained in this report is true and correct

Sign Off Name

Sign Off Title

August 10, 2016

ABC Save

**Add a Expense Reimbursement** [X]

Reimbursement Request Amount

Percentage Project Complete

Final Reimbursement Request

Please upload invoices and/or supporting documentation for eligible project costs.

DOCUMENTS +

Invoices.pdf  
 Added by TEST Jeri TEST Venne at 10:22 AM on August 10, 2016

I certify that the information contained in this report is true and correct

Sign Off Name

Sign Off Title

ABC Save

5. Complete the fields (as shown on the right), upload invoices, click the certification field and enter your Full Name and Title. Click **Save** ***\*\*Please note that the request still has not been submitted. Keep following the instructions***

\*If you are submitting a final reimbursement request, you will also need to submit a final report which will be assigned to you when we receive your reimbursement request (and you will also receive an e-mail notification). You may still proceed with submitting the grant reimbursement prior to accessing or submitting the final report.

***\*further instructions below on submitting your expense reimbursement request***

6. Go back to the expense reimbursement by clicking on the "New/Sent Back" tab in the EXPENSE REIMBURSEMENT" category on the left side bar. The grant will then pop up in the middle column. Click on it and then you will see the expense reimbursement detail.

- Submitted
- Declined
- Withdrawn
- Signatures

---

GRANTS

- Active
- Closed


---

REQUEST AMENDMENTS

- New
- Under Review
- Signatures
- Approved
- Declined

---


EXPENSE REIMBURSEMENT

- New/Sent Back 
- Under Review
- Approved

---

REPORTS

- New/Sent Back
- Under Review
- Approved
- Close Out Acknowledge
- Close Out Review

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Title of Project: Cook City of - improve utility and drainage for 4th Street

PO ID#: 3000000672

Grant Effective Date: December 14, 2011

Grant Expiration Date: December 31, 2013

Total Grant Amount: \$65,000.00


Reimbursement Request Amount: \$500.00

Percentage Project Complete: 25

Final Reimbursement Request: No

Please upload invoices and/or supporting documentation for eligible project costs.

Documents

 [Invoices.pdf](#)  
Added by TEST Jeri TEST Venne at 10:22 AM on August 10, 2016

I certify that the information contained in this report is true and correct: Yes

Sign Off Name: Jane Smith

Sign Off Title: City Administrator

August 10, 2016

***\*further instructions below***

**7.** If you are ready to submit the expense reimbursement, scroll down and click "**Submit**" at the bottom right of the screen.

- Active
- Closed
- REQUEST AMENDMENTS
- New
- Under Review
- Signatures
- Approved
- Declined
- EXPENSE REIMBURSEMENT
- New/Sent Back
- Under Review
- Approved
- REPORTS
- New/Sent Back
- Under Review
- Approved
- Close Out Acknowledge
- Close Out Review

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FLUXX

Reimbursement Request Amount: \$500.00

Percentage Project Complete: 25

Final Reimbursement Request: No

Please upload invoices and/or supporting documentation for eligible project costs.

Documents +

[Invoices.pdf](#)

Added by TEST Jen TEST Venne at 10:22 AM on August 10, 2016

I certify that the information contained in this report is true and correct:  Yes

Sign Off Name: Jane Smith

Sign Off Title: City Administrator

August 10, 2016

1 - 1 of 1

Submit

**\*The status of the expense reimbursement will change to “Under Review”. Once approved, you will see the status move to “Approved”. The payment will then be scheduled and may take up to 2 weeks before the payment is processed. You may then log in periodically and check for the payment status by going to the “Payments” category on the left sidebar.**

Approved

REPORTS

- New/Sent Back
- Under Review
- Approved
- Close Out Acknowledge
- Close Out Review
- Close Out (Closed)

PAYMENTS

- Scheduled
- Approved
- Paid

Scheduled

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FLUXX