

FY27 Community Advisor Board Request for Qualifications

Questions and Answers

1. How do I submit my application?

All applications and required supplementary documentation must be submitted in Family League's grants management system FLUXX/FUNDINGtrack by the posted due date.

2. How do I obtain FUNDINGtrack credentials?

You can find detailed instructions on obtaining FUNDINGtrack credentials and completing your application in the Pre-Proposal Conference slide deck and video on the Funding Opportunities page of the Family League website:

<https://familyleague.org/funding-opportunities/>

If you are new to the system, please request your credentials as soon as possible to avoid processing delays that may prevent you from accessing and completing your applications. It can take up to three business days from the time of your request to availability of your credentials.

3. Can I submit my application first and then the supplementary documentation?

No, all responses and required supplementary documentation must be submitted in the grants management system by the posted deadline.

4. If I have business credentials in FUNDINGtrack, should I use those to apply for this RFQ?

No, because this is an opportunity for individuals and not organizations, please request separate FUNDINGtrack credentials per the instructions provided in response to Question 2.

5. How do you ensure that CAB Members serving as procurement reviewers do not have conflicts of interest with applicant organizations?

We use a two-step process to address conflicts of interest. Prior to assigning reviews to CAB Members, we provide the applicant list and ask CAB Members to identify conflicts of interest. If they identify any conflicts with applicants, we do not assign any applications from that organization to them.

Additionally, once reviews are assigned and accessed by CAB Members, the first page of each review contains Family League's Conflict of Interest and Confidentiality Policy and asks if the reviewer has a conflict. If they respond yes, the review immediately closes for them and they are no longer able to access the application information.

