Fluxx - Create and Submit an Application

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Table of Contents

Background

This job aid is intended to instruct applicants on how to create and submit a grant application in Fluxx. Instructions embedded within each application are specific to the grant type. Please refer to the embedded instructions while completing the application.

Training Video

Video (03:28 minutes)

Step by Step Instructions

Creating a New Application

1. Click on **Apply for Funding**, found under the "Information" section of the Grantee Portal menu.
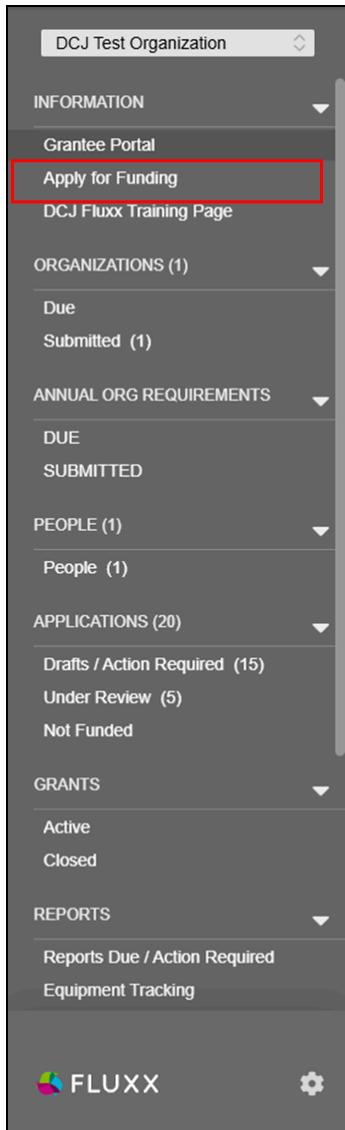
2. Find the applicable funding program and click **Create a New [Program Name] Application**.

2025 National Criminal History Improvement Program

Offered through the Office of Adult and Juvenile Justice Assistance (OAJJA)

Please read the 2025 National Criminal History Improvement Program (NCHIP) Announcement of Availability of Funds and the Application instructions in their entirety before completing the application. Frequently Asked Questions and other resources are also available on DCJ's NCHIP's webpage.

Announcement of Availability of Funds (AAF)

Application Instructions

APPLICATION DEADLINE: MONDAY, MAY 19, 2025

Create a New 2025 NCHIP Application

3. Click the **Save** button in the bottom right corner to retain any changes. Click the **Save and Close** button to retain changes and close the draft application to continue later.
   a. Save often, as Fluxx does not auto-save.
   b. Some functions require saving to update certain fields or compliance errors.

Opening a Draft Application or Action Required Application

1. To continue working on a draft application that has been previously started and saved and closed, click on **Drafts / Action Required**, found under the "Applications" section of the Grantee Portal menu, and click on the application in List View to open it again.
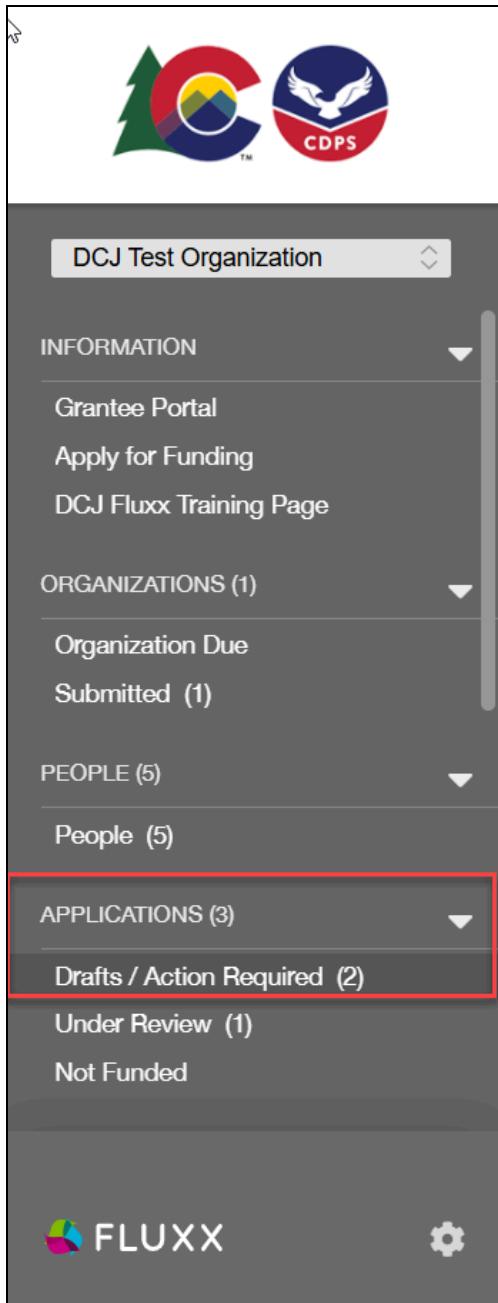
    a. Click the **Edit** button in the top right corner of the open application again to edit it.

Completing an Application

Application Instructions

1. Application Specific Instructions are shown in yellow boxes.
2. Required fields are in **Bold.**

Calculations

3. Click the **Save** button to update calculation fields.

Compliance Warnings

4. Shown in red boxes.

Submitting an Application

Application must be in View mode.

1. Click the **Submit** button in the lower right corner and then click the **OK** button on the pop-up that appears.

Error Messages

1. If error messages appear when an application is submitted, they will need to be corrected in order to

submit it successfully.

2. The error message will be displayed in a pink banner at the top of the application, as well as next to the field that has the error. Quick navigation between errors can be done by clicking the **Jump to previous/next error** buttons in the pink banner at the top of the screen.

3. After error(s) is corrected, click the **Save and Close** button.
4. Click the **Submit** button, and then click the **OK** button on the pop-up again.
    a. Please note: Fluxx conducts two separate error searches: Blank required fields and Compliance Warnings.
        i. If both error types are present, users will need to correct any blank required fields first and attempt to submit the application again. Then, users will receive another error message to correct Compliance Warning errors before submitting again.

Access PDF of Application

1. When an application has been successfully submitted, the status will change to **Under Review** and will move to the **Under Review** section in the Grantee Portal.
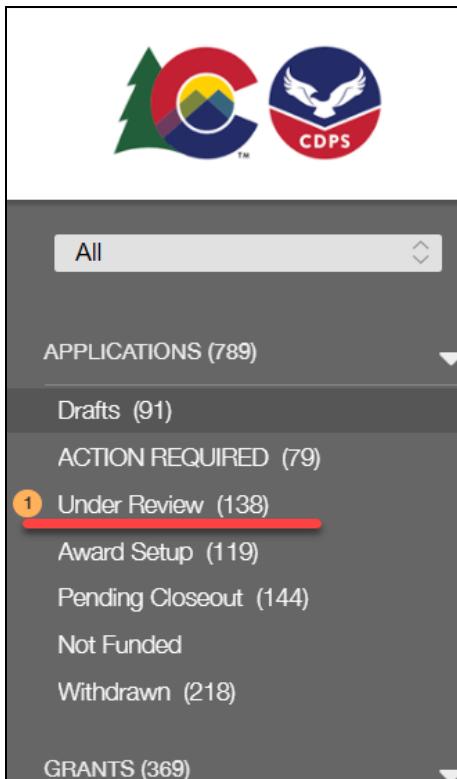
2. Click on the **Under Review** section in the menu on the left and then click on the submitted application to display it to the right.

3. Go to the **Documents** section of the application. Click on the document called **PDF Snapshot (DCJ Generated)**. This document is a PDF copy of the application as it was when it was submitted.

    a. Please note: The PDF Snapshot (DCJ Generated) document is sometimes titled the name of one of the documents uploaded to the application.

Need More Help?

○ For questions about using Fluxx, please contact dcjgms@state.co.us or 720-582-4510.