



Fluxx - Create and Submit an Application

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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.

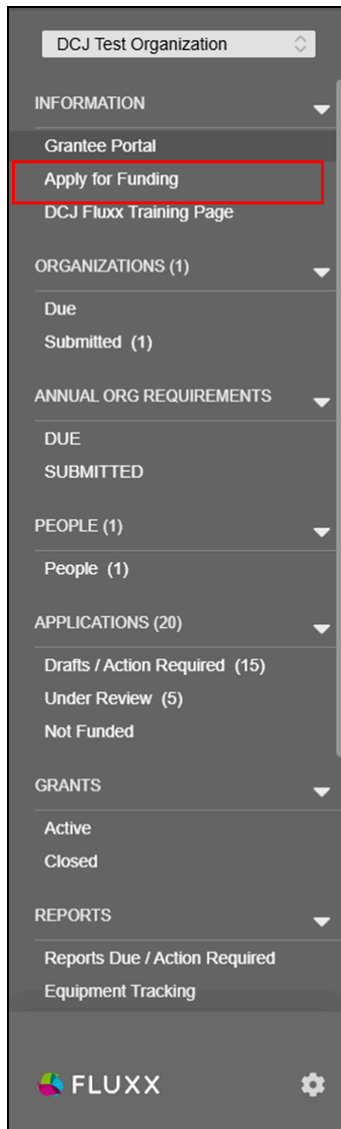
Training Video

[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.
- Save often, as Fluxx does not auto-save.
 - Some functions require saving to update certain fields or compliance errors.

DCJ Test Organization

Title:

NCHIP 2025
10/1/2026 to 9/30/2027

SAM Expiration Date:
Not for Profit

ID: App # 403
Amount Requested:
Budget Total:
Draft

Action Required
Status: Draft

Under Review

Post Award

Closed

The application does not autosave.
You must click a Save option to ensure your data will not be lost.

Once you've completed your application and wish to submit it for consideration, click 'Save and Close' to access the "Submit" button.

Save	Save Often. Data entry does not autosave.
Save and Close	Saves your progress and returns you to your dashboard.
Cancel	Does not save progress and returns you to your dashboard.

Application Instructions - National Criminal History Improvement Program (NCHIP)

[Introduction and Instructions \(the link and fiscal year will change annually\)](#)

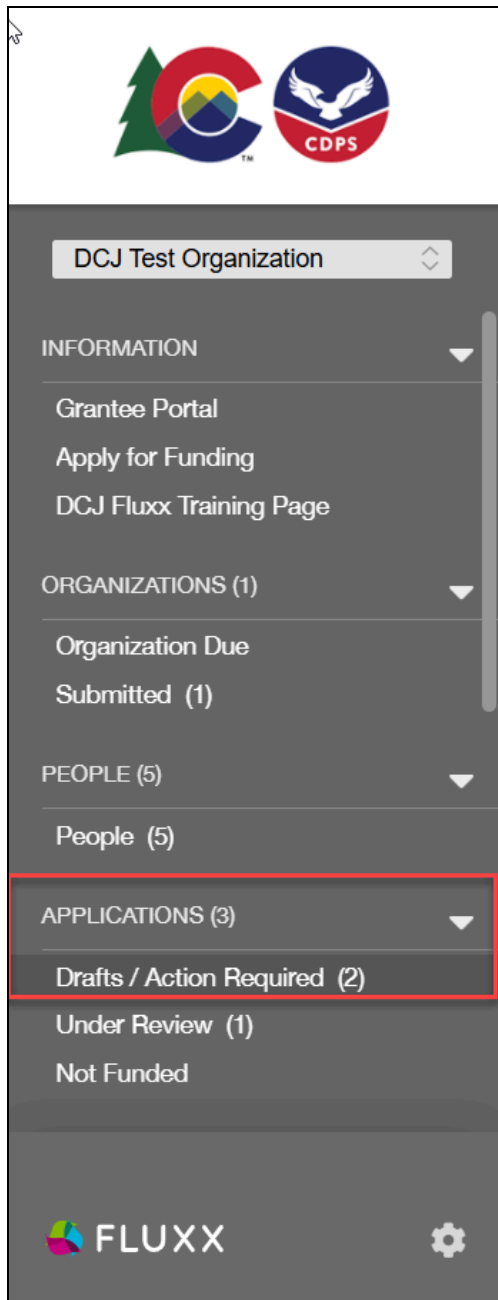
▼ Table of Contents

- Organization Information & Project Officials
- Project Overview
- Project Details
 - Problem Statement
 - Priority Areas
 - Project Plan
 - Goals and Objectives
- Budget and Budget Narrative
- Application / Grant Documents

Cancel **Save** Save and Close

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.

The screenshot shows the '4th Judicial District Attorney's Office' application form. The top section includes the office name, project details (GT DV test 7/23/2024, Project Duration: 1/1/2022 to 12/31/2023), and application status (ID: Grant #, App # 4056, Requested, Awarded, Application). Below this is a progress bar with stages: Initial Application Status: Draft, Under Review, Documentati..., Post Award, and Closed. A message box instructs the user to click the 'Edit' button in the top right corner to edit the application and the 'Submit' button in the bottom right corner when finished. The 'Status' section shows 'Draft'. At the bottom right, the 'Submit' button is highlighted with a red box and a red arrow pointing to it.

The screenshot shows a 'Submit' confirmation pop-up. The pop-up has a title bar with 'Submit' and a close button (X). The main text reads: 'You are about to Submit this Applications form. Please confirm that you would like to proceed.' At the bottom, there are two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red box and a red arrow pointing to it.

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.

Unable to promote. These error messages were found:
Project Summary: can't be blank, can't be blank.
[Jump to previous error](#) :: [Jump to next error](#)

DCJ Test Org 23

Crime Victim Services - VOCA

GT CVS 7/18/2024

Project Duration: 1/1/2024 to 12/31/2025

ID: Grant #

App # 4051

Requested:

Awarded:

Draft

SAM Date: September 2, 2021

FMQ Status:

Audit Status: Past Due

Next Audit/FMQ Due Date: 2023-05-01

Initial Application

Status: Draft

Submitted

Under Review

Pending Ap...

Granted

The application does not autosave.

You must click a Save option to ensure your data will not be lost.

Save Often

Once you've completed your application and wish to submit it for consideration, click 'Save and Close' to access the "Submit" button.

Will clients served under this proposed CVS grant funded project be charged for services?

No

Cancel

Save

Save and Close

Unable to promote. These error messages were found:
Project Summary: can't be blank, can't be blank.
[Jump to previous error](#) :: [Jump to next error](#)

Click "Save" to refresh warning messages and to save your work

Project Summary

Characters left for field: 1500
can't be blank

Character Limits:

Includes characters, spaces, and hard returns. If you go over the character limits, you will be prompted to correct it when you attempt to "Save" or " Save and Close".

▼ Source of Funding Selection

► Funding Source Descriptions (click to open for more info)

Choose Source of Funding

☒ VOCA

☐ VAWA

☐ SASP

VOCA

Top

Cancel

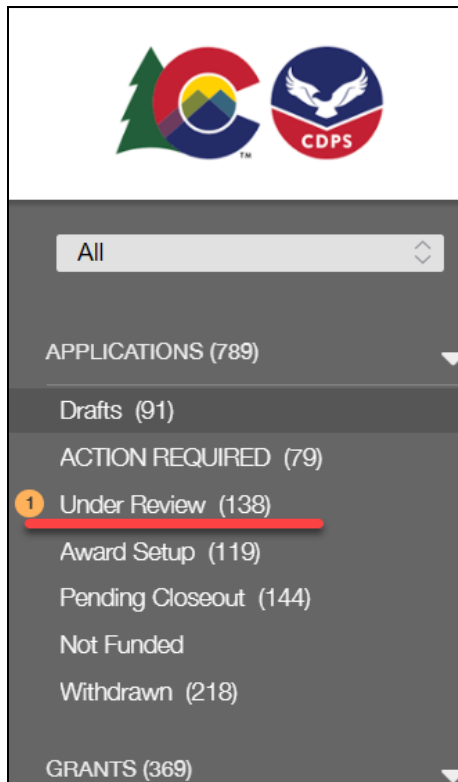
Save

Save and Close

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.

The screenshot shows the FLUXX application interface. On the left, a sidebar menu lists various sections: All, SUBMITTED (3), PEOPLE (9), APPLICATIONS (20), GRANTS, and REPORTS (7). The 'Under Review' section is highlighted in the menu. The main content area displays three application cards, each with details like App #, Title, Dates, and Amount Requested. The top card is highlighted with a red box. The right sidebar shows a detailed view of the selected application, including its status and a table of contents.

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.

The screenshot shows the 'Documents' section in the FLUXX application. It displays a list of documents under the heading 'Documents'. A red box highlights a document titled 'CVS-2025-04051-Application-202407182052.pdf' with the subtitle 'PDF Snapshot (DCJ Generated)'. A red arrow points to this document. Below this, there is a section for 'Organization Documents' with another document titled 'Test doc for Fluxx_20230821.pdf'.

Need More Help?

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