



Colorado COVID Relief Fund Grant Report

To submit the final report for your Colorado COVID Relief Fund Grant, please follow these steps:

1 – Log in to the portal: <https://helpcoloradnow.fluxx.io>

*Your username is your email. If you do not remember your password, you can reset it by selecting the “reset or create password” link.

Login Now:

[Reset or create password](#)

2 – Navigate to the “Upcoming Reports” section of the Portal and select the report from the Report Column.

The screenshot displays the State of Colorado #DoingMyPart.CO portal interface. On the left is a dark sidebar with a navigation menu. The 'REPORTS (1)' section is expanded, and 'UPCOMING REPORTS (1)' is highlighted with a red circle. The main content area shows a search bar at the top, with a search result for 'Organization Name' circled in red. This result includes the following details: Grant ID: R-202005-11718, Due: November 30, 2020 | Type: Final Report, Report ID: 877, and Status: New. Below the search results, the 'Organization Name' report detail view is shown. It features a dark header with the report ID (R-202005-11718) and due date (November 30, 2020). The main body contains a 'Narrative Information' section with two text prompts: 'Please describe how the grant funds you received were utilized based on your proposal:' and 'Actual number of people served with these funds:'. A second prompt asks for a description of the overall impact of the funding. At the bottom of the page, there is a 'Submit' button and a page indicator '1 - 1 of 1'.

3 – Enter your report by selecting “Edit.”

The screenshot displays the FLUXX reporting interface for the State of Colorado. The top left features the state logo and the slogan "#DoingMyPartCO". A search bar is located at the top center. The left sidebar contains a navigation menu with the following items: Organization Name, INFORMATION, Portal Information, PEOPLE (1), People (1), ORGANIZATIONS (1), Organizations (1), REQUESTS, SUBMITTED REQUESTS, GRANTS, ACTIVE GRANTS, CLOSED GRANTS, REPORTS (1), UPCOMING REPORTS (1), and SUBMITTED REPORTS. The main content area is split into two columns. The left column shows a search result for "Organization Name" with details: Grant ID: R-202005-11718, Due: November 30, 2020 | Type: Final Report, Report ID: 877, and Status: New. The right column displays a detailed view of the organization name, including the same grant details and a "Narrative Information" section. This section contains two prompts: "Please describe how the grant funds you received were utilized based on your proposal:" followed by "Actual number of people served with these funds:", and "Please describe the overall impact of this funding and what it achieved (e.g. information about those reached, items purchased, communities impacted, or any other details that illustrate the overall outcome of this grant):". An "Edit" button is circled in red in the top right corner of the main content area. At the bottom of the page, there is a "Submit" button and a page indicator "1 - 1 of 1".

*All three prompts must be answered in order to submit.

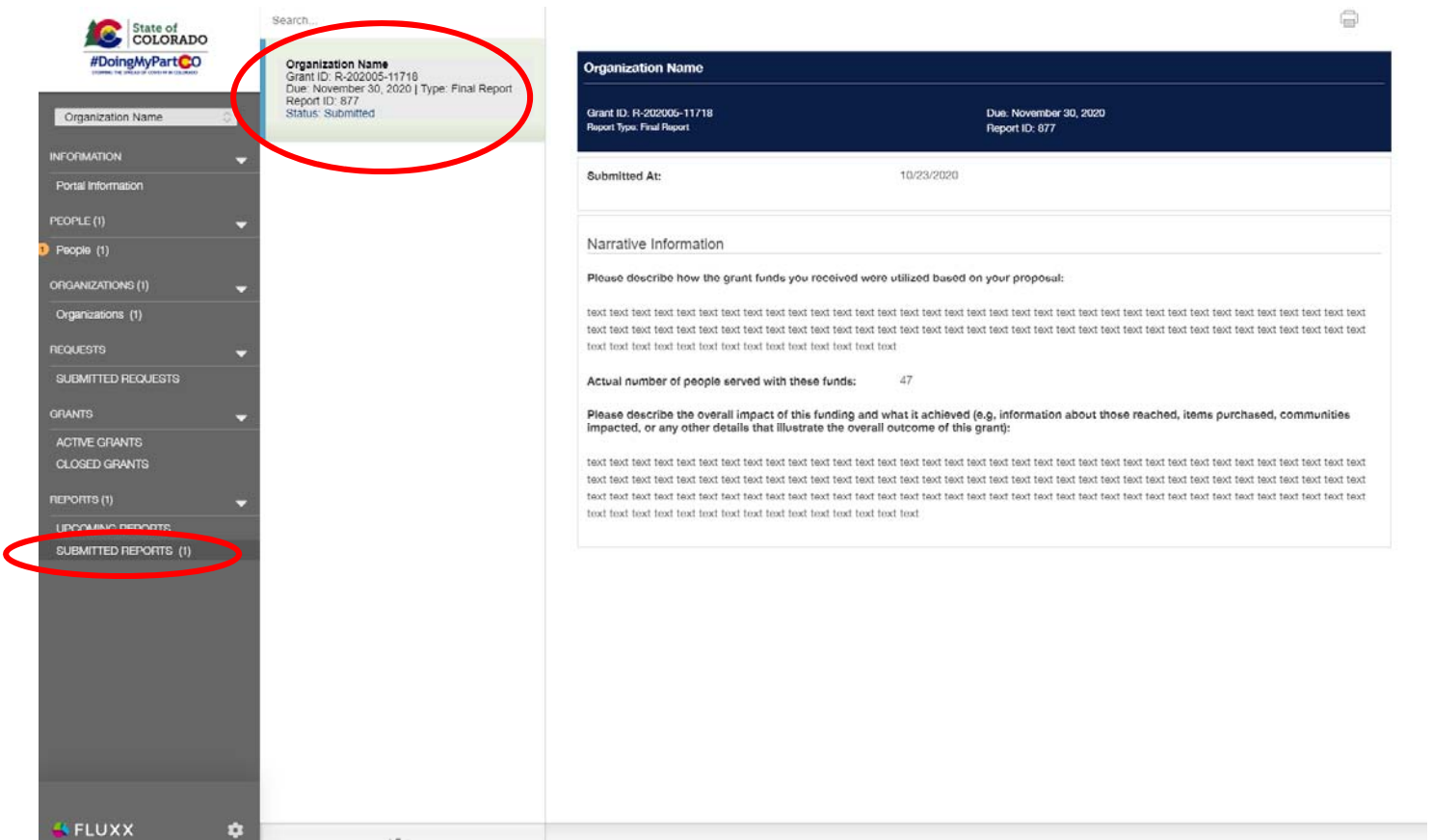
*The narrative fields include Character Limits of 1,500 (spaces are included in the limit).

5 – When ready, submit your report by selecting the “Submit” button.

The screenshot displays the FLUXX reporting interface. On the left is a navigation sidebar with categories like INFORMATION, PEOPLE (1), ORGANIZATIONS (1), REQUESTS, SUBMITTED REQUESTS, GRANTS, ACTIVE GRANTS, CLOSED GRANTS, REPORTS (1), and UPCOMING REPORTS (1). The main content area shows a report form for 'Organization Name' with details: Grant ID: R-202005-11718, Due: November 30, 2020, Type: Final Report, Report ID: 877, Status: New. The form includes a 'Narrative Information' section with two text areas. The first text area is titled 'Please describe how the grant funds you received were utilized based on your proposal:' and contains placeholder text. The second text area is titled 'Please describe the overall impact of this funding and what it achieved (e.g., information about those reached, items purchased, communities impacted, or any other details that illustrate the overall outcome of this grant):' and also contains placeholder text. A 'Submit' button is located at the bottom right of the page, circled in red. The footer shows the FLUXX logo and a page indicator '1 - 1 of 1'.

***IMPORTANT: SAVING IS NOT SUBMISSION. ONCE SAVED, SUBMIT NEEDS TO BE SELECTED IN ORDER TO SUBMIT.**

6 – Review your submission at any time by navigating to the Submitted Reports section of the Portal and select the report from the Report Column.



*Once submitted, you can no longer edit the report. It is available for viewing at any time in this section of the portal.

*Should you wish to print a copy for your records, you can do so by selecting the print icon in the top right corner.