

# HOW TO COMPLETE YOUR ELDF ANNUAL REPORT

This guide will cover how to fill out and submit the ELDF Grantee Annual Report in Excel for Amplifund. The Excel spreadsheet must be completed and attached to your ELDF Annual Report Form and submitted via AmpliFund.

Questions can be emailed to [EvictionLegalDefenseFund@judicial.state.co.us](mailto:EvictionLegalDefenseFund@judicial.state.co.us)

## CONTENTS

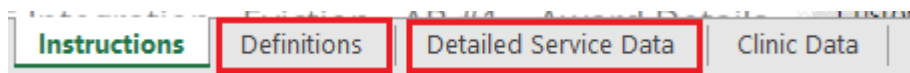
- STEP 1: RENAME THE FILE ..... 2**
- STEP 2: FILL OUT DETAILED SERVICE DATA REPORT TAB ..... 2**
- STEP 3: FILL OUT CLINIC DATA TAB ..... 3**
- STEP 4: UPLOAD THE COMPLETED REPORT IN AMPLIFUND..... 3**

## STEP 1: RENAME THE FILE

The first step to completing the ELDF report is to rename the Excel document with your organization's name. The renamed report should be **FY24 Annual Report** followed by your organization's name. For example, if your organization is called **ABC Non-Profit**, the renamed report would be **FY24 Annual Report ABC Non-Profit**.

## STEP 2: FILL OUT DETAILED SERVICE DATA REPORT TAB

The second step is to fill out the Detailed Service Data tab, this data is required by statute. Definitions of the types of services can be found in the definitions tab and should be reviewed before you start filling out the Detailed Service Data page.



On the Detailed Service Data page provide data for each eligible client served with ELDF funds during the reporting period, including those with pending or unresolved cases. All columns must be completed for each client. If you are missing data, provide an explanation in the narrative portion of the AmpliFund report.

Narrative

1) Describe the impacts of the grant funds during the reporting period\*

2) If you are unable to provide any of the required elements on the Excel Detailed Service Data tab, describe in detail the reason that you were not able to provide the data that was required. (Required if applicable)

3) Describe any unmet needs for eligible clients during the reporting period (Optional)

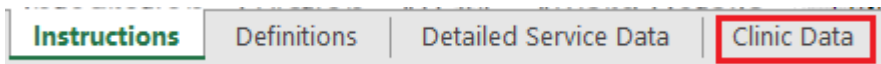
4) Describe any issues related to the usage of grant funds during the reporting period (Optional)

If a column features a drop-down menu, you are required to use the drop-down options. An error message will occur if you do not use the drop-down option.

(II) Nature of Assistance Provided	(III) T Viola
dropdown only	
<input type="text" value=""/>	
<ul style="list-style-type: none"> <li>Educational Clinic</li> <li>Legal Advice</li> <li>Legal Information</li> <li>Full/Direct Legal Representation</li> <li>Limited Legal Representation</li> <li>Mediation Services</li> <li>None</li> </ul>	

Formulas and formatting continue through row 2500, if you have more rows to report, simply copy the rows down.

If your organization does not keep detailed data on individuals attending clinics and similar events, report summary data on the Clinic Data tab.



### STEP 3: FILL OUT CLINIC DATA TAB

Information in the Clinic Data tab is required by statute.

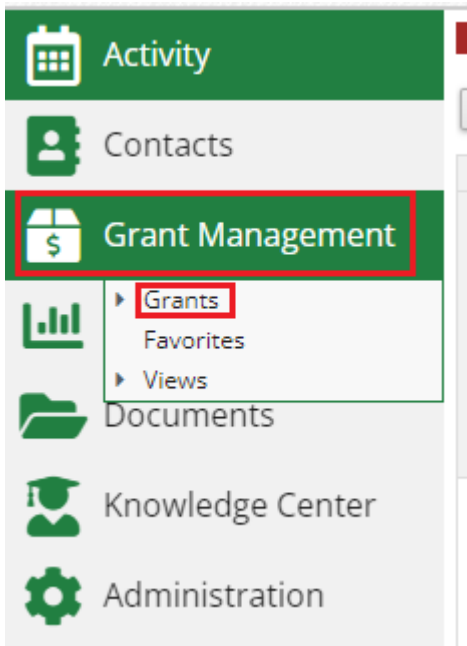
Before entering information in the Clinic Data tab, review the definition of educational clinic. Classes, training courses, resource fairs, and similar events may count as clinics.

Fill out this tab only if your organization does not collect detailed data on individuals attending clinics and similar events.

### STEP 4: UPLOAD THE COMPLETED REPORT IN AMPLIFUND

After you have completed the ELDF Annual Report, you will upload the Excel file into AmpliFund.

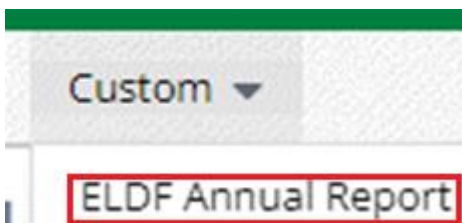
To upload your report, first log into AmpliFund. In AmpliFund go to your grant by selecting Grants under the Grant Management tab.



Select your award by clicking on the link in the Name column.

Name	Grantor	Award Status	Total Awarded Amount
<a href="#">CORE Integration - Court Security-AB #1</a>	Colorado Judicial (Sandbox Environment)	Approved	\$20,000.00

Under the Custom tab select ELDF Annual Report.



Fill out the Required narrative sections of the report and upload your completed service data file in Excel format. **DO NOT UPLOAD A PDF OR ANY OTHER FORMAT; IT WILL BE REJECTED.**

## Narrative

1) Describe the impacts of the grant funds during the reporting period\*

2) If you are unable to provide any of the required elements on the Excel Detailed Service Data tab, describe in detail the reason that you were not able to provide the data that was required. (Required if applicable)

3) Describe any unmet needs for eligible clients during the reporting period (Optional)

4) Describe any issues related to the usage of grant funds during the reporting period (Optional)

---

---

## Upload Excel Data

Upload the Excel file with your detailed service data by client and education clinic data

The Excel Report Template was emailed to you on 9/21/2023. Email [EvictionLegalDefenseFund@judicial.state.co.us](mailto:EvictionLegalDefenseFund@judicial.state.co.us) with any questions.

Upload

No file chosen