QUICK REFERENCE GUIDE DSF APPLICANT

OPIOID RECOVERY FUNDS GRANTS MANAGEMENT SYSTEM

SOUTH CAROLINA OPIOID RECOVERY FUND BOARD



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1. Introduction

1.1 Purpose of the Manual

This manual serves as a step-by-step guide for applicants using the SCORF Grant Management System. It provides detailed instructions on how to submit a grant application, respond to revision requests, track application status, and fulfill reporting requirements if awarded a grant. The goal is to ensure a smooth and efficient experience for users navigating the system.

1.2 Overview:

The SCORF Grant Management System is an online portal designed to facilitate the grant application and management process. The system enables applicants to:

- Submit grant applications electronically
- Receive and respond to revision requests
- Track application status in real-time
- Track awarded grants, including reporting and financial tracking

1.3 Intended Audience

This training manual is designed for individuals and organizations applying for funding through the SCORF Grant Management System. It serves as a comprehensive guide for the following user:

• Discretionary Subdivision (DSF) Applicants

This manual is intended to support:

- New applicants submitting a grant application for the first time
- **Returning users** managing their applications or responding to revision requests
- Awarded grantees submitting reports and tracking disbursements

1.4 About This Manual

This training manual provides step-by-step guidance for DSF applicants on how to submit and track their DSF application within the system.

• Applicable to DSF applicants submitting DSF applications."

2. Getting started with the DSF Application

2.1 Logging into the SCORF Grant Management System

DSF Applicants Applying for DSF Applications

If you are a DSF applicant applying for the DSF application, you will need to create an account first. After creating your account, verify it and reset your password if needed. Once done, use your new login credentials to log in and start the DSF application process.

Step by Step Guide to Logging in for the First Time:

Step 1: Access the Login Page

- 1. Open a web browser (Google Chrome, Firefox, Microsoft Edge, or Safari).
- 2. Go to the SCORF Grant Management System login page: portal.scorf.sc.gov

Step 2: Create Your User Account

- 1. On the login screen, click the "Sign Up" or "Create Account" button.
- 2. Fill in the required fields:
 - Entity Type (e.g., Medical Health Provider)
 - First Name
 - Last Name
 - Email Address (This will be your registered username)
- 3. Once all fields are completed, click the "Create Account" button.

***Note:** Ensure the email address you provide is accurate, as a verification link will be sent to this address to activate your account.

Step 3: Verify Your Email

- 1. After signing up, the system will prompt you to verify your email.
- 2. Check your inbox (the one associated with your SCORF account).
- 3. Open the email from SCORF Grant Management System and click the verification link.

Step 4: Reset Your Password (For Security)

- 1. After verifying your email, the system will ask you to create a new password.
- 2. Enter a password that meets the following criteria:
 - At least 8 characters long
 - Includes one uppercase letter

- Includes one number
- Includes one special character (e.g., @, #, \$)
- 3. Confirm your password by re-entering it.
- 4. Click "Save" to complete the process.

Change Your Password	
Enter a new password for mishruti+scorfportal@uciny.com. Make sure to include at least:	
 8 characters 1 letter 1 number 	
* New Password	
* Confirm New Password	
*=required	
Change Password	l
Password was last changed on 6/15/2025, 4:42 AM.	

Step 5: Log in With Your New Password

- 1. Return to the login page.
- 2. Enter your username and the new password you just created.
- 3. Click "Login" to access your account.

*Note: If you select County or Political Subdivision as the entity type, the system will display an error message: "Please contact your admin."





Figure 1: DSF application - First time user

Returning User Login:

- 1. If you have already set up your account, go directly to the login page. Portal.scorf.sc.gov
- 2. Enter your username and password.
- 3. Click "Login" to access your account.





Figure 2: DSF Application - Returning User

2.2 Navigating to the Dashboard – DSF Application

Homepage/Dashboard

When you log in to the 'SCORF Grant Management System' Portal, you will be directed to the **Homepage** (also referred to as the **Dashboard**).

This page serves as your central hub, where you can quickly navigate to all the features you need for managing your application.

- 1. When a DSF user logs in, they land on the **Home** i.e. Dashboard.
- 2. On the **left side** of the page, you will find easy-to-use tabs:
 - **Projects** Access the details of all the applications you've submitted.
 - **Reports Tab** View or submit any required reports.
 - Close Out Package Submit or manage the close-out process for your awarded projects.
- 3. On the **top right** of the homepage on the Navigation bar, you can navigate to the following application options:
 - **DSF Application** Apply for a Discretionary Subdivision Funding grant.
- 4. On the top-right corner of the homepage, click the profile icon 🕒 to log out of your account.





2.3 Submitting the DSF Application

Once you have registered and successfully logged into the SCORF portal, you can start applying for the DSF application **once per year**. If your initial application is approved, you may apply for a **continuation application within the same year**.

DSF Application Availability

If you navigate to the DSF Application and see the message: "Thank you for reaching out. We are currently not accepting applications."

This means the funding cycle is currently closed. You will need to log in later when the application period reopens.



Figure 4: Application Availability

Navigate to the DSF Application Tab

- 1. On the homepage, locate the navigation bar at the top of the screen.
- 2. Click on the "DSF Application" tab.
- 3. This will open the **DSF Grant Application** form.
- 4. After selecting the DSF Application, you will automatically be redirected to the **Organization Information.**

POPUD RECOVERY FUND BOARD	Home	DSF Application] 0
<complex-block></complex-block>			Kim
*Indicate whether this request is for funds from the Guaranteed Political Subdivision Fund (GPS for/on behalf of participating political subdivisions only) or Discretionary Subfund (DSF)? DSF *Applicant Name *Children Servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves line-item servability throughout the technical A Select an Option *Dest he requesting Entity approves l	\pproval?	•	
*Was the requesting Entity a Itligating subdivision?			

Figure 5: DSF Application Form

Complete the Application Form

- 1. Complete all required fields marked with an asterisk (*).
- 2. Select the **entity type** from the picklist.
- * Entity Type

Mental Health Treatment Provider

3. Application cycle type:

- By default, it will be set to "Initial Application", as applicants can apply for DSF applications only once per year.
- It will be set to **"Continuation Application"** for applicants approved in the first application within the same funding cycle and confirmed eligible for continuation.

```
* Application Cycle Type
```

Initial

4. Complete all required fields before clicking "Next" to proceed to the next section.

Completing Abatement Strategies

- In the "Abatement Strategies" section, you will see a list of core strategies (A to I) and its "Approved Uses" (A to L)
- 2. Select at least one or more strategies relevant to your project.

-

4. Click on a sub-strategy, and you will be required to enter requested budget amount for each strategy.

💼 Clear

5. If needed, you can **clear** an entry by selecting it and clicking.



Figure 6: Completing Abatement Strategies

- 6. After selecting and adding a budget for all chosen strategies, click ^{Next→} to navigate to "Next" section i.e. Budget Information.
- 7. You can also go back to making any changes by clicking <u>revious</u> "Previous."

D	D: Address the Needs of Criminal Justice-Involved Persons	~
0	E: Address the Needs of Pregnant or Parenting Women and Their Families, including Babies with Neonatal Abstinence Syndrome (NAS).	~
Ø	F: Prevent Over-Prescribing and Ensure Appropriate Prescribing and Dispensing of Opioids	~
G	G: Prevent Misuse of Opioids	~
H	H: Prevent Overdose Deaths and Other Harms (Harm Reduction)	~
0	l: First Responders	~
0	J: Leadership, Planning, and Coordination	~
ß	K: Training	~
0	L: Research	~
(+ Pr	evious	Next →

Figure 7: Navigating Abatement Strategies

Completing Budget Information Section:

- 1. After selecting strategies and adding budget information, click **Next** to proceed to the final section: **Budget Information**.
- 2. For Technical Proposal,
 - a. Click the **Technical Proposal** link to review the requirements.
 - b. Upload your completed proposal to ¹ Upload Files Or drop files</sup>
 - c. Use the **trash icon a** to delete a file if needed.
- 3. **Overall Budget Information**: This will be the sum of all selected strategies and their associated budget amounts.

***Note**: Click on the provided link for quick access to the SCORF website for more information on technical proposals.

	Organization Abatement Budget	
	Information Strategies Information	
Technical Proposal		
To be approved for funding, all requests must upload a tect	hnical proposal.	
For more information about what must be included in your	Technical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Prop	osal Information
For more information about what must be included in your Site.	Technical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Prop	osal Information
For more information about what must be included in your Site.	Technical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Prop	osal Information
For more information about what must be included in your Site. ¹ Upload Technical Proposal Upload File Or droo files	Technical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Prop	osal Information
For more information about what must be included in your Site. Upload Technical Proposal Upload File Or drop files	Technical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Prop	osal Information
For more information about what must be included in your Site. * Upload Technical Proposal Upload File Upload File Sample - Authorization Letter.pdf 🖀	Technical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Prop	io <u>sal I</u> nformation
For more information about what must be included in your Site. * Upload Technical Proposal Upload File Upload File Concentration Controp files Sample - Authorization Letter.pdf 🛱	Technical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Prop	osal Information
For more information about what must be included in your Site. *Upload File Upload File Concentrate Or drop files Sample - Authorization Letter.pdf 💼	Technical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Prop	osal Information
For more information about what must be included in your Site. *Upload Technical Proposal Upload File Concentrate Or drop files Sample - Authorization Letter.pdf 💼 Overall Budget	Technical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Prop	osal Information

Figure 8: Completing Technical Proposal & Overall Budget

- 4. After entering the budget information, sign the application. The Date field will auto-fill with the current date.
- 5. Click "Save & Preview" to proceed after signing.

Total Project Budget		
\$50,000.00		
Cartification of Contanto		
The information provided in this application for SC Opioid Recovery Funds is the	true, complete, and accurate, and all funds requested will only be used for approved purp	oses. In the event an applicant entity/organiza
is approved to receive funds from the SC Opiold Recovery Fund, the undersig subject him or her to criminal, civil, or administrative penalties.	gned (authorized official signing for the applicant entity/organization) certifies that any false	e, fictitious, or fraudulent statements or claims
is approved to receive funds from the SC Oploid (Recovery Fund, the undersig subject him or her to criminal, civil, or administrative penalties.	ned (authorized official signing for the applicant entity/organization) certifies that any false	e, fictitious, or fraudulent statements or claims
is approved to receive runds from the SC Opioid Recovery Fund, the undersig subject him or her to criminal, civil, or administrative penalties.	Date Mar 28, 2025	e, fictitious, or fraudulent statements or claims
is approved to receive funds from the SC Opioid Recovery Fund, the undersig subject him or her to criminal, civil, or administrative penalties. Electronic Signature John Doe	Date Mar 28, 2025	e, fictitious, or fraudulent statements or cla

Save & Preview, and Submit the Application

- 1. Complete all sections and click "Save and Preview."
- 2. A popup will display all entered information, including **budget details**.

- 3. **Review** carefully to ensure accuracy. Check the consent box and click "Submit" if everything is correct.
- 4. To make changes, click "Edit" icon **Control** to modify any section

₽°	Approved Uses	
В	: Support People in Treatment and Recovery	
	B.1: Provide comprehensive wrap-around services to individuals w transportation, education, job placement, job training, or childcare.	th OUD and any co-occurring SUD/MH conditions, including housing,
	Total Budget : \$20000	
Bud	get Information	~
P	Budget Information	
C Tota	Budget Information	Date : 2025-03-28
Tota Elec	Budget Information Il Project Budget : \$50,000.00 :tronic Signature : John Doe	Date : 2025-03-28
Tota Elec	Budget Information Il Project Budget : \$50,000.00 Etronic Signature : John Doe By submitting this form, I confirm that I have read and understood the provid stated terms.	Date : 2025-03-28

Figure 10: Save & Preview, and Submit the Application

***Note:** After submitting, your application will be finalized, and no further edits can be made unless revisions are requested by the SCORF team.

5. After submission, you will land on the **Projects Tab**, click the **eye** icon ^(O) on the portal to view your application. Edits are only allowed if the SCORF team requests revisions.

	IN CAROLARIA DID RECOVERY ID BOARD				Home DSF Application
John Doe	•	Approved 0	Rejected 0	Revision 0	Total 1
N/A	All Projects				
Projects	Action	Application ID	Application Status	Submitted Date	Request Type
A • • •	1 🐵	FA-204	Submitted	Jun 16, 2025	DSF
gure 11: View	Submitted A	oplication			

Email Alert – Application Submission: An email confirmation with a **copy of the submitted application attached** will be sent immediately after submission for your future reference.

noreply@salesforce.com on behalf of SCORF To:	٢	← Reply	≪ Reply a	II 🤿 Forwar	d 🔄 🔇 Mon 3/	8 🔠 31/2025 2:14 PM
A We can't verify that this email came from the sender so it might not be safe to respond to it. Learn more						Delete email
DSF_Application_FA-359.pdf ~						
Dear Midlands Wellness Foundation,						
Thank you for submitting your application to the South Carolina Opioid Recovery Fund (SCORF). Please find records. Your application has been received and is currently under review. You will be notified of any updates regardi	attach ng you	ed a copy ır applicat	of your sub ion status.	omitted appli	cation foi	r your
Best Regards, South Carolina Opioid Recovery Fund (SCORF)						
Septy Porward						

Reviewing Submitted Application

- 1. Go to the **Projects** tab.
- 2. View the application status to see the current stage or track the status for the current submitted application.
- 3. Select the application you want to check by clicking **eye** icon ⁽¹⁾ on the portal
- 4. Review the organization, budget information and technical proposal file from the submission.

*Note: The progress path helps track the current status of your application.

3	ROND RUEDWERY FUND BOARD	Home DSF Application
John Doe	← test FA-204 Organization Information	v
Projects Projects Cose Out Package	Organization Information Indicate whether this request is for funds from the Guaranteed Political Subdivision Fund (GPS for/on behalf of participating political subdivision only) or Discretionary Subfund (DSP): DSF Name of Individual Completing the Application: John Doe Title of Individual Completing the Application: John Doe Organization Name : Midlands: Wellness Foundation Organization Email: Johndoe@test.com SCEES Vendor Number: 1243/67090	Application Cycle Type : Initial Does The Requesting Entity Approve Line-Item Severability Throughout The Application? : No Was the requesting Entity a Elitipating subdivision? : No Is the requesting Entity a South Carolina Betweether Plaintif? : No Does the requesting Entity, ser any of its board members or employees, have any personal, financial, or other relationship with any Member of the SC Opioid Recovery Fund Board that may reasonably be viewed as a conflict of Interest for that Member? : No
	Entity Type : Mental Health Treatment Provider	Address Line 2 : State : South Carolina Address Line 2 :

Figure 12: Reviewing Submitted Application

Application Submission Limit

*Note: Each applicant is allowed to submit only one application per funding cycle. Once submitted, you cannot submit another, regardless of whether it is approved or denied. You may apply again in the next funding cycle when applications reopen.



Figure 13: Application Submission Limit

2.4 Application Decision Outcomes & Tracking – DSF Applications

Once you submit your application, the SCORF team will carefully review it to ensure it meets the required criteria. Based on their evaluation, your application status may be updated as follows:

- 1. **Does Not Meet Technical Requirements** You will receive an email stating your application does not meet technical requirements, with the "DMTR letter" attached.
- Approved If your application meets the criteria, it will be approved. You will receive a confirmation email with an Approval Letter and Disbursement Authorization Form confirming your acceptance, and you can track the status in the system.
- 3. **Denied** If denied, you will receive an email with a "Denial letter". No further actions is required unless otherwise stated in the letter.

In all cases, the application status will be updated accordingly. You can track the status on the Projects tab within the portal for the current funding cycle.

Email Alert – Application Approved: The applicant receives an email at the registered address with the Application ID and an attached approval letter.

Sandbox: Funding Application Approval Letter							^
⊘ 📃 DSF_ApFA-432.pdf							
s noreply@salesforce.com on behalf of scorf <gms@scorf.sc.gov> To:</gms@scorf.sc.gov>) 🔇 Fri 6/1	⊘
DSF_Application_ApprovalLette							
Hi Mishruti,							
Please find attached the approval letter for your funding application. Below are th processing:	e key d	detail	ls for	your	referer	ice a	nd further
Funding Application ID : FA-432 Funding Award ID : BER10062025							
Best Regards, SCORF Team							
← Reply → Forward							

You can track your application status by:

- 1. Going to the **Projects** tab and locating the application submitted in the current funding cycle.
- 2. Locate the application and view the application status to track.



3. Click the **eye** icon ^(O) to view the application and all the status of submitted applications

IOROLNA DID RECOVERY D BOARD					Home DSF Application
	•	Approved 1	Rejected 0	Revision 0	Total 1
	All Projects				
Projects	Action	Application ID	Application Status	Submitted Date	Request Type
	1 ⊗	FA-359	Approved	Mar 31, 2025	DSF
leports		14-555	Approved	Mai 51, 2025	031
lose Out Package					

Figure 14: Application Status & Tracking

***Note:** Once the funding cycle closes, any application not approved for that cycle will be automatically deleted from your portal. However, you can always find a copy of your submitted application in your registered email for reference.

Decision Notification & Disbursement Authorization

If your application is **Approved**, you will receive a confirmation email with an attached **Approval Letter** for your records. This letter includes,

- DSF Application Approval Letter
- Disbursement Authorization Form (with payee details and disbursement amount)

Uploading the Signed Service Letter Agreement (SLA)

After approval, you will receive a **Service Letter Agreement (SLA)** from the SCORF team via registered email.

Email Alert: SCORF Team sent Signed Letter Agreement



Email Alert: Reminder to upload Signed Service Letter Agreement



- 1. Download & Complete: Open the email, download the SLA, and fill it out.
- 2. Log in to the Portal: Use your registered credentials to access the system.
- 3. Navigate to Projects: From the Dashboard/Homepage, click on Projects in the left menu.
- 4. Upload the Signed SLA: Locate your submitted application and upload the completed SLA.

*Note: Funds will not be disbursed until the signed SLA is uploaded to the portal.

Ť	POINT RECOVERY FLAN DOWN	Heme DSF Application 💿				
John Doe	← Inct FA-204 Organization Information	Upload Service Letter Agreement 🕁				
Projects	R Organization Information					
C Reports	Indicate whether this request is for funds from the Guaranteed Political Subdivision Fund (UPS for/Yon behalf of participating political subdivision only of Directedoury Subfund (DSSF): USS Name of Individual Completing the Application : John Doe	Application cycle type : initial Does The Requesting Entity Approve Line-Item Severability Throughout The Application? : No				
C ^{al} Close Out Package	Title of Individual Completing the Application : Program Manager Oraanization Name : Midlands: Wellness Foundation	Was the requesting Entity a Bitigating subdivision? : No Is the requesting Entity a South Carolina Bellwether Plaintiff? : No				
	Organization Contact Number : 224-567-8765	Does the requesting Faiting, or any of its board members or employees, have any personal, financial, or other relationship with any Member of the SC Opioid Recovery Fund Board that may reasonably be viewed as a conflict of interest for that Member?: No				
	Urganization Email : join.doetitest.com SCEIS Vendor Number : 12345/7890					
	Entity Type : Mental Health Treatment Provider					
	C: Payment Remit To(As per SCEIS) Address Line 1 : 2003 Worlford Way	Address Line 2 :				
	City: Batesburg Zip: 2006	State : South Carolina				
	K Organization Address					
	Address Line 1 : 2202 Wexford Way	Address Line 2 :				

Figure 15: Uploading the Signed SLA

Upload Service Letter Agreement					
* Upload Your Service	Letter Agreement Or drop files				
		Cancel Upload			

Figure 16: Upload the Signed SLA file

5. View the Uploaded SLA:

- Go back to the **Projects** tab.
- Locate and open your approved application.
- Scroll to the bottom to the **Uploaded Documents** section.
- You will see the signed SLA listed there. You can also download it and keep for your records.

	Zip : 29006							
John Doe	Application Point of Contact							
	Program Manager Name : Alex Carter	Fiscal Manager Name : Jordan Wells						
III Projects	Program Manager Email : alex.carter@emailtest.com	Fiscal Manager Email : jordan.wells@emailtest.com						
	Program Manager Phone Number : 222-222-3456	Fiscal Manager Phone Number: 634-678-7654						
Close Out Package	E Core Abatement Strategy							
	A: Naloxone or Other FDA-Approved Drug to Reverse Opioid Overdoses							
	A.1: Expand training for first responders, schools, community support groups, and families.							
	Total Budget : \$50000							
	A.2: Increase distribution to individuals who are uninsured or whose insurance does not cover the needed sen	ice.						
	Total Budget : \$20000	Will these Funds be used for Naloxone? : Yes						
	How many Boxes will be Purchased? : 50	Budget Amount for the Purchase : \$500						
	Budget Information	×						
	Uploaded Documents	۷						
	FileName - Sample - Signed SLA Download							
	FileName - Sample - Authorization Letter Download							

2.5 Reporting Submission & Management

Once the funds have been disbursed, the reporting phase begins. At this stage, the applicant will receive an email from the SCORF team detailing the **reporting cycle timelines** and a link to the **Grant Management Portal**.

Email Alert – Reporting: At this stage, the applicant will receive an email from the SCORF team detailing the **reporting cycle timelines** and a link to the **Grant Management Portal**.

***Note:** The email will outline key dates and deadlines for submitting financial reports, including expenditure, performance metrics.

Important: It is essential to follow the reporting cycle and submit all required reports on time to stay in compliance with the grant requirements. Missing deadlines may impact future funding or eligibility.

Sandbox: Reminder: Submit Fiscal and Project Reports for your FA-432 - BER10062025							
S noreply@salesforce.com on behalf of scort <gms@scort.sc.gov> ⊗ ⊖ < < > ⊕ ⊘ ⊞ … ToToToToTO _T</gms@scort.sc.gov>							
Hi Alex Taylor ,							
This is a reminder that y	our fiscal and project reports are due prior to July 3 is or need clarification on any aspect of the report.	31, 2026 . Please submit it through our grant mai	nagement system. Please let us know				
Dates are listed in the fu	nding reporting timeline document						
	Reporting Period Start Date	Reporting Period End Date	Reporting Due Date				
Reporting 1	May 1, 2025	July 31, 2025	October 31, 2025				
Reporting 2	August 1, 2025	October 31, 2025	January 31, 2026				
Reporting 3	November 1, 2025	January 31, 2026	April 30, 2026				
Reporting 4	February 1, 2026	April 30, 2026	July 31, 2026				
Link to Portal- https://sc	orfdev.sandbox.my.site.com/scorf						
Best Regards,							
SCORF Team							
🔶 Reply 🏐 Reply a	II 🔗 Forward						
Best Regards, SCORF Team							

Submitting Reports

To submit a report against the approved/conditionally approved application,

- 1. Log in to the Portal: Use your registered login credentials to access the system and you will land on the Homepage/Dashboard.
- 2. Navigate to the Reports Tab: On the left side of the homepage, click on Reports.
- 3. Select the Application: Choose the application for whom you want to submit the report for.

*Note: The application you want to submit a report against will appear as 'Reporting'.



Completing Reports:

Once you select the application for which you want to submit the report, you will see three report tabs:

- 1. Expenditure Report
- 2. Performance Report
- 3. Naloxone Report (conditionally visible based on selected strategies Core Strategy A2 or Approved Uses H1/H2.)

FUND BOARD			Home DSF Application 3
John Doe	Reports Select an Application FA-204 - DSF061626 - Reporting		•
Projects	Expenditure Report	Performance Report	Naloxone Report
C Reports	* Approval Number	" Date	
Close Out Package	DSF061626	Jun 16, 2025	
C close out ractage	* Name of Person Completing Form	* Email	
	John Doe	john.doe@test.com	
	* Organization Name	- Year	
	Midlands Wellness Foundation	12/31/2024 - 12/30/2025	
	* Phone Number		
	876-543-2345		
	2 Core Abatement Strategy		
	A.1: Expand training for first responders, schools, community support gr	roups, and families.	~

Figure 18: Completing Reports

Expenditure Report:

To complete Expenditure Report against application:

- 1. **Select** the application to report against.
- 2. Fill out all required basic information.
- 3. Review all **Core Abatement Strategies** and **Approved Uses**, including those selected by your partners during the application submission.
 - ***Note:** The **Strategy Budget** will display the total amounts combining your selections and your partners' selections for each selected strategy.
 - Example: Selected 'Strategy A1' will show the combined total of all partners and your own approved amount.
- 4. Enter the funds used within that reporting cycle under the open reporting field.
- 5. ***Note:** Reporting timelines are emailed to you before each reporting cycle begins for approved applications.
- 6. Only fields for the **current or missed cycles** are editable; others remain locked until their reporting window opens.
- 7. Click Submit to complete your report.

3	PORIDI RECOVERY FUND BOARD						Home	DSF Application	Θ
John Doe	Reports Select an Application RA-204 - DSF061626 - Reporting								
Projects	Expenditure F	Report		Performa	nce Report			Naloxone Report	
C Reports	Approval Number				• Date				
	DSF061626				Jun 16, 2025				
C ^{II} Close Out Package	* Name of Person Completing Form				• Email				
	John Doe				john.doe@test.com				
	Organization Name				• Year				
	Midlands Wellness Foundation				12/31/2024 - 12/30/2025				
	* Phone Number								
	876-543-2345								
	2 Core Abatement Strategy								
	A.1: Expand training for first responders, school	s, community support groups, and families.							Ŷ
		12/31/2024 - 3/30/2025	3/31/2025	5 - 6/29/2025		6/30/2025 - 9/29/2025		9/30/2025 - 12/30/2025	
			\$300.00						
	\$50,000.00	Expenditure through 12/31/2024	Total Project Expenditure		Total Project Expenditure	Total Project Expenditure		Balance/Carry Forward	
		\$200.00			\$500.00		\$49,500.00		
-igure 19: Ext	penditure Report								

Financial Summary Fields

- Expenditure through 12/31: Total of all funds reported within the financial year.
- Total Project Expenditure: Total funds reported to date for the project.
- Balance/Carry Forward: Strategy Budget minus Total Project Expenditure.

*Note: Only fields for the current or missed cycles are editable; others remain locked until their reporting window opens.

🔏 Core Abatement Strategy								
A.1: Expand training for first responders, schools, community support groups, and families.								
	4/27/2025 - 7/26/2025	7/27/2025 - 10/26/2025		10/27/2025 - 1/26/2026		1/27/2026 - 4/19/2026		
Strategy Budget \$50,000.00	Expenditure through 12/31/2025		Total Project Expenditure		Balance/Carry Forward			
	\$0.00		\$0.00		\$50,000.00			

Performance Report:

To complete Performance Report against application:

- 1. Go to the Performance Report tab.
- 2. Fill in all **basic details** at the top.
- 3. Answer questions based on the **strategies** selected by you and your partners.
- 4. Enter values for each **reporting cycle** for every question, including partner data.
- 5. Total values will auto-calculate based on inputs for each cycle.
- 6. Click **Submit** to complete the report.

*Note: Only fields for the current or missed cycles are editable; others remain locked until their reporting window opens.

Ť	OPIOD RECOVERY FUND BOARD					Home	DSF Application	Θ	
John Doe	Reports Select an Application FA-204 - DS7061626 - Reporting							•	
## Projects	Expendit	ure Report	Perfo	rmance Report			Naloxone Report		
C Reports	Approval number			Partner Agency					
C ^{al} Close Out Package	DSF081626 Midlands Wellness Foundation								
	Name of person completing form John Doe								
	Questions								
	No. of persons educated on how to respon	d to an overdose							
	12/31/2024 - 3/30/2025	3/31/2025 - 6/29/2025	6/30/2025 - 9/29/2025	9/	30/2025 - 12/30/2025		Total Value		
	100	50					150		
	No. of Naloxone kits distributed to at-risk in	ndividuals							
	No. of Fentanyl test kits distributed to at-ris	k individuals							

Figure 20: Performance Report

Naloxone Report – This tab is Visible only if Naloxone-related strategies were selected.

To complete Performance Report against application:

- 1. Go to the Naloxone Reports tab.
- 2. View Total Boxes Allowed, Boxes Distributed, and Boxes Remaining these auto-calculate as you enter data.
- Enter the number of boxes distributed each month.
 *Note: Only previous and current cycle fields are open; future months are locked until their cycle begins
- 4. Click **Submit** to complete the report.

lect an Application				
A-207 - ABE062025 - Reporting				
Expenditure Report	Perfo	ormance Report	Naloxone	Report
Naloxone Distribution				
Enter the number of boxes distributed for each month.				
Total Boxes Allowed	Box	tes Distributed		Boxes Remaining 39
ecember, 2024	January, 2025		March, 2025	
3	2		5	
arch, 2025	May, 2025		May, 2025	
i	1		1	
ly, 2025	July, 2025		August, 2025	
	October, 2025		December, 2025	
tober, 2025				

Figure	21:	Nal	loxone	Report
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Review a Submitted Report:

- 1. Go to the **Reports** tab.
- 2. Select the application you submitted the report for.
- 3. Navigate the specific report tab to view all submitted details.
- *Note: Submitted reports are read-only and cannot be edited.

°*	CONDERECOVERY FUND BOARD				Home	DSF Application	0
John Doe	Reports Select an Application Ru-204 - DSF061626 - Reporting						•
Projects	Expend	liture Report	Performan	ce Report		Naloxone Report	
C Reports	Approval number			Partner Agency			
	DSF061626 Midlands Wellness Foundation						
C ⁻ Close Out Package	• Name of person completing form John Doe						
	Questions						
	No. of persons educated on how to respo	end to an overdose					
	12/31/2024 - 3/30/2025	3/31/2025 - 6/29/2025	6/30/2025 - 9/29/2025	9/30/2025 - 12/30/20	25	Total Value	
	100	50				150	
	No. of Naloxone kits distributed to at-risk	t individuals					
	No. of Fentanyl test kits distributed to at-	risk individuals					

Figure 22: Review Submitted Report

Email Alert – Report Reminder & Schedule

- For Expenditure and Performance Reports,
 - The **first reminder** will be sent **10 business days after** the initial email tied to its reporting cycle.
 - **Subsequent reminders** will be sent **every 10th business day** thereafter until both Expenditure and Performance reports are submitted.
- For Naloxone Reports,
 - o The first reminder will be sent 8 business days after the initial email
 - **Subsequent reminders** will be sent **every 8th business day** thereafter until the naloxone report is submitted.

Note: Each reporting cycle reminder email will include the associated **reporting cycle timeline** addressed in the email.

Reminder Email to submit Expenditure and Performance Report - for a specific reporting cycle



Reminder Email - Submit Naloxone Reports.



OPIOID RECOVER

Reports: Additional Information Requests

If the SCORF team finds a discrepancy in your submitted report:

- 1. You'll receive an **email** specifying the report type with the **Application ID**, **report link**, and **comments** detailing the required information.
- 2. Log in to the portal and go to the **Reports** tab.
- 3. Find the application marked with the status "Additional Information Required."
- 4. Make the necessary updates and **resubmit the report**.

*Note: When additional info is requested, the report becomes editable; otherwise, it remains locked.



Return of Funds (DSF Application)

Email Alert – Return of Funds: For DSF applications with unspent funds, a reminder email will be sent **every 10th business day**. Reminders will continue until the closeout process is completed in the system.



2.6 Close Out Package

Once all reporting cycles are completed and submitted, the final step is to complete the **Close-Out Package**, which includes submitting three final reports:

- 1. Tangible Property Report
- 2. Final Project Report
- 3. Payroll Report

Submitting a Close Out Package

To submit a report within close out package against the approved/conditionally approved application,

- **1.** Log in to the Portal: Use your registered login credentials to access the system and you will land on the Homepage/Dashboard.
- 2. Navigate to the Close Out Package Tab: On the left side of the homepage, click on Close Out Package.
- 3. Select the Application: Choose the application for which you want to submit the report for.

3	WOOD REDUCEN FRADED AND C	Home	DSF Application	0
John Doe	C Close Out Package Select an Application C Choose an option 3			v
Projects				
C Reports				
C ⁴ Close Out Package	•			

Figure 23: Submit a Closeout package

Tangible Property Report:

To complete Tangible report against application,

- 1. Go to the **Close-Out Package** on the left and click on the **Tangible Property** tab.
- 2. In the "Do you have tangible property?" picklist, select Yes or No. If yes, the report form will appear.
- 3. Fill in the basic information.
- 4. For Business Equipment, Computer Equipment, Vehicles, Property, Select 'Yes' if used
- 5. Related fields will appear for you to enter details.
- 6. Use the 🙂 icon to add rows for adding multiple entries and the 🙃 icon to delete as needed.
- 7. Click **Submit** to complete the form.

1	KONIGARAN GARGA RECOVERY FIND BOARD	Home DSP Application
John Doe	Close Out Package Select an Application FR-204-(DS7081606)	•
Projects	Tangible Property Report	Final Project Report Payroll Report
C Reports	* 1. Award Approval Number	• 2. Vendor Number
C ^I Close Out Package	DSF061626	54344345
	· 2b. Interest Earned	3. Comments
	\$2,000.00	Tangible Property Report Comments
	4. Typed or Printed Name and Title of Authorized Certifying Official	
	• Prefix	* Title
	Mr	Project Manager
	* First Name	Last Name
	John	Doe
	 4b. Signature of Authorized Certifying Official 	 4c. Telephone (area code; number, extension)
	John Doe	565-435-6787
	4d. E-Mail Address	4e. Date report submitted
	john.doe@test.com	Aun 16, 2025

Figure 24: Tangible Property Report

Final Project Report:

To complete the Final Project report against application,

- 1. Download the word template by clicking the **Download ±** Download File button
- 2. Complete the template, then save your answers as a **PDF or Word doc**.
- 3. Log in to the portal.
- 4. Navigate to the **Close-Out Package** tab on the left.
- 5. Select the **Final Project Report** section.
- 6. Click **Upload File** to upload your completed PDF. If you upload the wrong file, use the it trash icon to delete it.
- 7. Click **Submit** to finalize the report.

SCORF Portal User – Quick Reference Guide for DSF Applicants

T FUND BOARD			nome	USF Appication	0	
	C ⁴ Close Out Package					
-	Select an Application					
John Doe	FA-204 - (D5F061626)					
	Tangible Prope	rty Report Final Project Report	Pa	yroll Report		
Projects	Final Project Report Details					
Reports	Label	Value				
Close Out Package	Project Overview A project overview should include the project's purpose, the required abatement strategies and how those strategies worked in action. It also includes a bind look at the issue or opportunity that was addressed, the project objectives a success metrics. This includes the initial goals of the project, how many of those goals were achieved and what objectives may have adjusted during the project. Your overview, can also include a summary statement at the end that indicates whether project includes.					
	Success Criteria Performance	This section refers to the KPIs, performance metrics and how success was defined for this specific project. Explain how, when or if the project achieved its performance goals.				
	Accomplishments, Outcomes and Results	In a section below the overview please explain what key performance indicators (8Pig) were used to measure success, the outcome targets and any achievements in hitting those targets. Consider listing the outcome targets in a table that describes what the target was, the project completion date and the actual completion date. This section analyzes the entire project in relation to these success metrics and recounts what caused each positive or negative outcome.				
	Challenges and Barriers	This section details the challenges and risks faced throughout the project timeline and includes information like how these challenges affected other areas of the project, such as the budget and timetable. You can also list barriers, such as working conditions or budget limitations. This can be helpful for future reference when planning other projects.				
	Lessons Learned/Solutions	Listing the challenges that were overcome during the project and what was learned in the process that may be helpful for future reference. When working on future projects you may look at this information to avoid the same challenges. Please list future recommendations to implementing or completing projects based on the experiment. These recommendations can include timeles suggestions, conserved to the projects. Recommendations can include timeles suggestions, conserved to the sugge				
	Budget Performance	This section describes the schedule and budget set for the project and if the project stayed within those limits in this section. If the project didn't stay within those limits, list the reasons.				
	Financial Summary	The financial summary of the project closure report lists the cost of each abatement strategy, orgging costs, the projected budget and the actual money spent. You can format this section as two tables separated by the abatement strategy's cost and orgging costs and orgging costs and orgging costs and orgging costs. The bottom of the table may also include a notes section to explain any variances in cost or additional reasons for requesting more finand information. The bottom of the table may also include a notes section to explain any variances in cost or additional reasons for requesting more funding flows.				
	Upload File					
	1. Unload Files Or drop files			(Download d	

Figure 25: Final Project Report

Payroll Report:

To complete the Payroll report against application,

- 1. Complete the **basic information**.
- 2. Complete the **staff line items**.
- 3. To add multiple staff entries, click the \oplus icon; to delete an entry, click the icon.
- 4. Click Submit to complete the report.

OPIOID RECOVER FUND BOARD	Ÿ					Home DSF Application	0
John Doe	Close Out Packag Select an Application FA-204 - (DSF061626)	10					•
	Т	angible Property Report		Final Project Report		Payroll Report	
Projects	Payroll Report Details						
C Reports	* Time Period			* Approval Number			
C ^I Close Out Package	Jun 16, 2025 🔠	1:24 PM ()		DSF061626			
	* Name of Person Completing Form						
	John Doe						
	Staff Line Items						
	© • STAFF NAME	* STAFF TYPE (INCLUDE PARTNER NAME)	* HOURS WORKED	* TOTAL AMOUNT PAID	* FRINGE AMOUNT	* TOTAL COMPENSATION	ACTION
	Sara James	SC Recovery Initiative	10	\$10,000.00	\$500.00	\$2,000.00	•
			•	변 Submit			_

Reminder Email – Closeout Process: A Closeout reminder email will be automatically sent every 10th business day. Reminders will continue until the closeout process is completed in the system.

Sandbox: Reminder: Closeout Package Now Due – Immediate Action Required - FA-427				
s noreply@salesforce.com on behalf of scorf <gms@scorf.sc.gov> To:</gms@scorf.sc.gov>	※ 🐵 ← Reply ≪ Reply all 🤿 Forward 🔟 🔗 🗄 🛛 Fri 6/13/2025 5:24 PM			
Hi Midlands Wellness Foundation,				
This is a reminder that the closeout package for your award is now due. Please submit all required documents as soon as possible to ensure timely processing.				
You can review the instructions and submission guidelines here: SCORF Award Closeout Requirements.				
If you have any questions or need assistance, feel free to contact us.				
Thank you for your prompt attention to this matter.				
Best Regards,				
SCORF Team				
Reply Reply all Forward				

Review a Submitted Close Out Package:

- 1. Go to the Close Out Package tab.
- 2. Select the application you submitted the report for.
- 3. Navigate the specific report tab to view all submitted details.

*Note: Submitted reports are *read-only* and cannot be edited.

OPIOID RECOVERY FUND BOARD		Home DSF Application				
	C Close Out Package Select an Application					
John Doe	FA-204 - (D57061625)					
	Tangible Property Report	Final Project Report Payroll Report				
Projects	Tangible Property Details					
C Reports	* 1. Award Approval Number	*2. Vendor Number				
CI Close Out Package	D5F061626	4567654				
	* 2b. Interest Earned	3. Comments				
	\$500.00	Tangible Report Property comments				
	4. Typed or Printed Name and Title of Authorized Certifying Official					
	" Prefix	* Title				
	Mr	Project Manager				
	* First Name	*Last Name				
	John	Doe				
	*4b. Signature of Authorized Certifying Official	*4c. Telephone (area code, number, extension)				
	John Doe	765-434-5678				
	* 4d. E-Mail Address	*4e. Date report submitted				
	johndoe.test@test.com	Jun 16, 2025 🔠				

Figure 27: Review a submitted Closeout Package

2.7 Continuation Application

A Continuation Application allows **previously approved applicants to request funding** for an additional cycle. Only applicants who received approval will get an email invitation to apply. The application process follows the same steps as the initial submission, with "Continuation" selected under the Application Cycle.



Applicants whose **initial DSF application have been approved** will receive an email invitation from the SCORF team to submit a Continuation Application.



To submit continuation application:

- 1. Check Your Email: Approved applicants will receive an email with instructions and a link to apply.
- 2. Log in to the Portal: Use your registered credentials to access the system.
- 3. Start a **New Application**:
 - Navigate to the DSF Applications tab on the top navigation bar.
- 4. Complete the Form: Fill out all required fields and upload any necessary documents.

***Note:** The 'Application cycle type field' would be prepopulated when applying for continuation application.

5. Complete all the sections and submit once you're done.

***Note:** Only applicants whose initial applications have been approved will receive an email invitation to apply for continuation.

The continuation process mirrors the initial application process. <u>Please refer to Section 4</u> of this manual for detailed step-by-step instructions.

Assumptions

This training manual is intended for grant applicants using the SCORF Grant Management Portal and is based on the following assumptions:

- Users are applying under **Discretionary Funds (DSF)**.
- Users have access to a **device with stable internet connectivity** and are using a **modern web browser** (e.g., Chrome, Edge, Safari).
- Users have a **basic level of digital literacy**, including the ability to navigate web pages, fill out online forms, and upload required documents.
- This manual does **not cover back-office functions** intended for SCORF internal staff or reviewers.
- All users are expected to comply with SCORF **Portal's terms of use, privacy policy, and data security protocols**.

For DSF Applicants:

- DSF applicants are required to **self-register to create an account** on the SCORF Portal.
- Only upon successful signup, DSF applicants will be able to access the system and begin their grant application submission process.