QUICK REFERENCE GUIDE GPS USER

OPIOID RECOVERY FUNDS GRANTS MANAGEMENT SYSTEM

SOUTH CAROLINA OPIOID RECOVERY FUND BOARD



Table of Contents

1.	Introduction
	1.1 Purpose of the Manual 5
	1.2 Overview:
	1.3 Intended Audience
	1.4 About This Manual 5
2.	Getting Started with GPS Application – GPS User
	2.1 Logging into the SCORF Grant Management Portal
	2.2 Navigating to the Dashboard – GPS Application
	2.3 Submitting the GPS Application11
	GPS Application Availability11
	Navigate to the GPS Application Tab11
	Complete the Application Form12
	Save & Exit as 'Draft'13
	Continuing Draft Application14
	Completing the Technical Proposal15
	Completing Abatement Strategies16
	Providing Personnel & Budget Information16
	Adding a Partner or Proceeding Without a Partner17
	Completing Abatement Strategies: For Partner18
	Completing the Budget Information Section19
	Save & Preview, and Submit the Application20
	Managing Partner Applications: View, Edit, or Delete
	Reviewing Submitted Application23
	Application Submission Limit23
	2.4 Application Status: Revision Requested & Deferred24
	Update and Resubmit the Application – Revision Requested25
	SCORF Team Review & Deferred Status27

2.5	Application Decision Outcomes & Tracking29
2.6	Reporting Submission & Management31
Sub	omitting Reports
Со	npleting Reports:
Rev	view a Submitted Report:
Rep	oorts: Additional Information Requests37
Em	ail Alert – Report Reminder & Schedule38
2.7 Cl	ose Out Package
Sub	omitting a Close Out Package40
Rev	view a Submitted Close Out Package:43
3. Gettiı	ng Started with LOI Application - GPS User45
3.1 Lo	gging into the SCORF Grant Management Portal45
3.2 N	avigate to the 'Letter of Intent' Application Tab45
LOI	Submission Rule – SCORF Portal46
3.3 Sı	bmitting the LOI Application Form47
Bue	dget Limit for LOI Applications48
Rev	viewing Submitted LOI Applications49
Ар	olication Request Decision50
3.4 Re	eports – LOI
Sub	omitting Reports51
Со	npleting Reports
4. Gettiı	ng Started with DSF Application
4.1 Lo	gging into the SCORF Grant Management System56
4.2 N	avigating to the Dashboard – DSF Application57
4.3 Sı	bmitting the DSF Application58
Rev	viewing Submitted Application64
Ар	olication Submission Limit65
4.4 Aj	oplication Decision Outcomes & Tracking – DSF Applications
De	cision Notification & Disbursement Authorization67

Uploading the Signed Service Letter Agreement (SLA)	67
4.5 Reporting Submission & Management	70
Submitting Reports	71
Completing Reports:	72
Review a Submitted Report:	75
Email Alert – Report Reminder & Schedule	76
Reports: Additional Information Requests	77
Return of Funds	77
4.6 Close Out Package	78
Submitting a Close Out Package	78
Review a Submitted Close Out Package:	82
4.7 Continuation Application	83

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 users

• Guaranteed Political Subdivision (GPS) Users

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 is divided into three sections, each designed to guide different types of applications through the system:

- GPS Applications
- Letter of Intent (LOI) Applications
- DSF Applications

***Note:** Each section provides step-by-step instructions tailored to the specific application process. Please refer to the section relevant to your application for detailed guidance.

2. Getting Started with GPS Application – GPS User

*Note: This section is specifically for GPS users applying for GPS applications.

2.1 Logging into the SCORF Grant Management Portal

As a **GPS applicant**, you will receive your login credentials from the **SCORF team**. Each political subdivision registered in South Carolina will be provided with a unique username. Once you receive your credentials, follow these steps to access the system for the first time.

*Note: The screenshot below is for reference only. The actual email content and link may differ.



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

Step 1: Access the Login Page

- 1. Launch 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: Verify Your Email

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

Step 3: Reset Your Password - (For additional security)

- 1. Once your email is verified, the system will ask you to create a new password.
- 2. Enter a **new password** following these requirements:
 - o At least 8 characters long

- Includes one uppercase letter
- Includes **one number**
- Includes one special character (e.g., @, #, \$)
- 3. Confirm your new password by re-entering it.
- 4. Click Save.

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
Password was last changed on 6/15/2025, 4:42 AM.

Step 4: Enter Your Credentials – Login with your new password

- 1. In the **Username** field, enter the username provided by the SCORF team.
- 2. In the **Password** field, enter the new password created
- 3. Click Login.





Log in

Logging In – Returning GPS Users

If you are a returning GPS user, follow the steps below to log into the SCORF system:

- 1. Go to the SCORF Portal Login Page.
- 2. In the login fields, enter your:
 - Registered Email Address
 - Password provided by the SCORF team during your initial system access
- 3. Click the **Login** button to access your dashboard.

*Note: If you forgot your password, click "Forgot your Password" on the login screen to reset it or contact SCORF Team

GPS User Error:

GPS user accounts are pre-created by the SCORF team. If you try to create an account, the system will display the error:

"If you are a county or political subdivision user, please log in or contact your admin - SCORF team."



Entity Type	
County or Political Subdivision	•
First Name	
John	
Last Name	
Doe	
Email	
test@abc.com	
Create Account	

Figure 2: GPS User Account Error

2.2 Navigating to the Dashboard – GPS 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 GPS User **Dashboard**).

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

On the homepage, you can also view **Reports** customized for each user, showing details such as:

- Approved applications
- Total applications submitted
- Total amount requested and more. These reports are tailored to your user profile.



Figure 3: Homepage/Dashboard

- 1. 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.
 - Letter of Intent (LOI) Applications Manage your LOI applications *Note: LOI applications guidelines are provided in detail in section 3.
 - **Reports Tab** View or submit any required reports.
 - **Close Out Package** Submit or manage the close-out process for your awarded projects.
- 2. On the **top right** of the homepage on the Navigation bar, you can navigate to the following application options:
 - GPS Application Apply for a Guaranteed Political Subdivision grant.



- **DSF Application** Apply for a Discretionary Subdivision Funding grant.
- Letter of Intent (LOI) Application Apply for funding through the LOI process.
- 3. On the **top-right corner** of the homepage, click the profile icon \bigcirc to log out of your account.

OPIOD RECOVERY		Home Gi	2S Application DSF Application Letter of Intent
	Dashboard GPS User Dashboard As of the 25, 2025. 127 AM Vening as Alex Taylor		Refeat
N/A	Approved Applications 20	Total Applications 30	Total Amount Requested 25
1 Dashboard	20		CG 21
Projects	Z U		φυ.οινί
Letter of Intent	View Report (Approved Applications)	68 View Report (Total Applications)	View Report (Amount Requested By Programs)
C Reports	Total Applications		×
C ⁴ Close Out Package	20 10 10 10 10 10 10 10 10 10 1		<u> </u>
Figure 4: Dashbo	ard - Quick Find Tabs		

No Projects Submitted

If there are no submitted projects for your account, a message will appear stating:

"No projects submitted. There are no records currently to display." This indicates that no project applications have been entered or submitted yet.



Figure 5: No Projects Submitted

2.3 Submitting the GPS Application

Once you have successfully logged into the SCORF Grant Management System, you can apply for a **GPS application** during an open funding cycle. The SCORF team opens the application timeline **four times a year**, during which registered GPS applicants can submit their grant requests.

GPS Application Availability

If you navigate to the **GPS 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 6: GPS Application Availability

Navigate to the GPS Application Tab

- 1. On the **homepage**, locate the **navigation bar** at the top of the screen.
- 2. Click on the "GPS Application" tab.
- 3. This will open the GPS Grant Application form.



Figure 7: Navigate to the GPS Application Tab

If the **funding cycle is open**, after selecting the **GPS Application**, you will be automatically redirected to the **Application Form** page.



Figure 8: GPS Application Form

Complete the Application Form

- 1. Complete all required fields marked with an **asterisk** (*).
- 2. The Entity Type field will be pre-populated as this application is exclusively for Counties or Political Subdivisions.

```
*Entity Type
County or Political Subdivision
```

3. Collaborating with a Partner?

While completing the GPS application form:

- Select "Yes" if you are working with a partner—this will prompt you to select the **partner's** county.
- Select "No" to continue without adding a partner.

* Are you collaborating with any other partner?



4. Click Upload File to attach your Authorization Letter

Upload Authorization	Letter
1 Upload Files	Or drop files

- Select your file (PDF), and it will appear as an attachment. (25 MB size limit)
- Click " 💼 " to **remove** and upload a new file.



Save & Exit as 'Draft'

If you're not ready to submit, click "**Save & Exit as Draft**" to save your progress. The system will automatically save your work and redirect you to the **Projects** tab.

***Note:** Your draft will remain available until the application deadline. Be sure to complete and submit it before the grant cycle closes!

Address Line 1	Address Line 2
2202 Wextord Way	
City	* State
Batesburg	South Carolina .
Zip	
29006	
Project Point of Contact	
Program Manager Name	* Fiscal Manager Name
Alex Carter	Jordan Wells
Program Manager Email	* Fiscal Manager Email
Program Manager Email alex.carter@emailtest.com	*Fiscal Manager Email Jordan wells@emailtest.com
Program Manager Email alex carter@emailtest.com Program Manager Phone Number	*Fiscal Manager Email Fiscal Manager Phone Number
Program Manager Email alex.carter@emailtest.com Program Manager Phone Number 803-123-4567	*Fiscal Manager Email Jordan wells@emailtest.com *Fiscal Manager Phone Number 803-321-8765
Program Manager Email alex carter@emailtest.com Program Manager Phone Number 803-123-4567	*Fiscal Manager Email Jordan wells@emailtest.com *Fiscal Manager Phone Number 803-321-8765



Continuing Draft Application

To resume later,

- 1. **Open the Projects Tab** and select your saved draft.
- 2. Click the pencil icon 🖋 to continue filling out the application.
- 3. All the details you've filled in before will be **automatically populated** in the respective sections.
- 4. Click "Next" to proceed to the next section, "Technical Proposal".

SOUTI-CARGUAR OPIOID RECOVERY FUND BOARD				Home GPS Application [DSF Application Letter Of Intent
Alex Taylor	•	Approved 0	Rejected	Revision 0	Total 1
	All Projects				
n Dashboard	Action	Application ID	Application Status	Submitted Date	Request Type
Projects	1 /	FA-192	Draft	Jun 4, 2025	GPS
Letter of Intent					
실 Close Out Package					

Figure 10: Continue Draft Application

*Note: Review your details and move to the next section using the Next button.

* Program Manager Name	• Fiscal Manager Name
Alex Carter	Jordan Wells
* Program Manager Email	* Fiscal Manager Email
alex.carter@emailtest.com	jordan.wells@emailtest.com
* Program Manager Phone Number	* Fiscal Manager Phone Number
803-123-4567	803-321-8765

Figure 11:Navigating to Next Section

Completing the Technical Proposal

- 1. In the **Technical Proposal** section, fill out all required fields.
- 2. Once you've completed the section, click "Next" to proceed to the next part of the application.

*Note: If any required field is missing, the system will prompt you to fill it before moving forward.

		3	4		
	Organization Information	Technical Abatem Proposal Strateg	ies Information		
rechnical Proposal					
Partner Name					
South Carolina Recovery Initiative					
N	141 - 44 - 4 44				
The SCORF Grant Management Program provides recovery services, prevention initiatives, and commu-	financial support to local communities, nonprofits inity outreach efforts to combat opioid addiction.	s, and health organizations aime	d at reducing the impact of the op	oid crisis across South Carolina.	The program allocates funds for
escribe any existing efforts (either provided by you	r organization or others in the community) and	provide an explanation of how	this new effort will not be duplica	tive or will substantially expand	existing efforts.
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Completing Abatement Strategies

- 1. 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.
- 3. Upon selecting a strategy, an accordion menu will expand, displaying related sub-strategies.
- 4. Click on a sub-strategy, and you will be required to enter requested budget amount and other necessary information.

💼 Clear

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

***Note:** Accordions will be automatically **highlighted** once you enter information under a strategy. This helps you quickly identify which sections have been completed or updated.

		1		4			
		Organization Information	Technical Proposal	Abatement Budget Strategies Information			
ore Abatement Strate	ју						
A A: Naloxone or Othe	r FDA-Approved Drug to Reverse	Opioid Overdoses					~
1 A.1: Expan	d training for first responders, schoo	ols, community support gro	oups, and families.			💼 Clear	^
*Budget Amount				* Initial or Continuation			
\$50,000.00				Initial			•
*Budget Narrative							
The SCORF Grant Mar and conduct valuable	agement Program is committed to makir research, the program plays a critical role	g a lasting impact in the fight in strengthening community	against opioid addic responses to the opi	tion in South Carolina. By offering financia oid crisis.	al support to programs that provide es	sential services, raise awareness,	-
and conduct valuable research, the program plays a critical role in strengthening community responses to the option class. *Implementation Plan In a scorer stratt Management program is committed to making a lasting impact in the right against option adoiction in south carolina, by offening financial support to programs that provide essential services, raise a and conduct valuable research, the program plays a critical role in strengthening community responses to the option crisis.							•
*Implementation Plan The SCOKF Grant Mar and conduct valuable	research, the program plays a critical role	in seeingelening community	*Outrome Messures				
* Implementation Plan The SCORF Grant Mar and conduct valuable * Outcome Measures	research, the program plays a critical role	in strengthening community					

Figure 13: Completing Abatement Strategies

Providing Personnel & Budget Information

- 1. After completing the **budget details** for your selected abatement strategies, proceed to the **Personnel Information** section
- 2. Navigate to the Budget Information section. Fill in all required fields
- 3. Click on the **Action** button $\textcircled{\bullet}$ to **add multiple entries** as needed.
- 4. If needed, you can **delete** (a) an entry by selecting it and clicking **Delete**.

	POSITION	* KEY STAFF ANNUAL SALARY * LEV	VEL OF EFFORT * TOTAL CHARGED	TO AWARD ACTION
Alex Taylor	Project Manager	\$60,000.00	% \$30,000.00	÷
Budget Information * ITEM	* PURPOSE	CALCULATION	* TOTAL CHARGED TO AWARD	ACTION
			\$20,000,00	
Equipments	Oversight and execution	20 laptops x \$1000 each	320,000.00	

Figure 14: Filling Out Personal and Budget Information

***Note:** If the total amount exceeds the **requested budget amount**, the system will display an error message and prevent submission until necessary adjustments are made. The total charged award for personnel and budget information should be the sum of the requested budget amount for each specific strategy.

ecoverv	0	error The total award charges for both Personal and Budget Information should not exceed the total budget strategy.	×	

Adding a Partner or Proceeding Without a Partner

1. Once you have filled out all the details for the **Core Abatement Strategies** and their associated **approved uses**, you have the option to add a partner.

To Proceed Without a Partner

If you do not wish to partner with anyone, simply click "Next" to proceed to the next section.

***Note:** Adding a partner is optional. If you choose to proceed without a partner, skip this step and continue to the next part of the application.

To Add a Partner

- 1. Click on the "Add Partner" button.
- 2. You will be redirected back to the **Technical Proposal** section.
- 3. In the Technical Proposal section, you will see a table displaying **Partner 1**, indicating that the partner has already filled out their part.
- 4. Here, you will need to fill out the **partner's information** just as you did for your own organization, including:
 - Technical Proposal details
 - Abatement Strategies
- 5. Once the partner's information is complete, you can either proceed with additional entries or click "Next".

		Organization	Technical	Abatement	Budget		
		Information	Proposal	Strategies	Information		
Partner Table							
	Organization					Status	
1	South Carolina Recovery	/ Initiative				Completed	
Technical Proposa	11						
Partner Name							
Opioid Recovery Services Inc							
Clearly identify the geographic a	area and/or communities that the request f	for funds will impact, inclu	uding the population	of the proposed se	rvice area, the poverty	level of the service area.	
Clearly identify the geographic a The SCORF Grant Management conduct valuable research, the	area and/or communities that the request f nt Program is committed to making a lasting program plays a critical role in strengthenin	for funds will impact, inclu g impact in the fight again: ng community responses t	uding the population st opioid addiction in to the opioid crisis.	n of the proposed se South Carolina. By	rvice area, the poverty	level of the service area. t to programs that provide essential services, raise awareness, and	Û
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Clearly identify the geographic to The SCORF Grant Management conduct valuable research, the Describe any existing efforts (el The SCORF Grant Management conduct valuable research, the	area and/or communities that the request It Program is committed to making a lasting program plays a critical role in strengthenin ther provided by your organization or other It Program is committed to making a lasting program plays a critical role in strengthenin	for funds will impact, inclu g impact in the fight again, ng community responses t ers in the community) and g impact in the fight agains ng community responses t	uding the population st opioid addiction in to the opioid crisis.	n of the proposed se south Carolina. By thion of how this new South Carolina. By	rvice area, the poverty offering financial suppor effort will not be duplid offering financial juppor	level of the service area. It to programs that provide essential services, raise awareness, and calive or will substantially expand existing efforts. It to programs that provide essential services, raise awareness, and	
Clearly identify the geographic <i>i</i> The SCORF Caral Manageme conduct valuable research, the Describe any existing efforts (e) The SCORF Caral Manageme conduct valuable research, the Please provide a description of	area and/or communities that the request of Program is committed to making a lasting- program plays a critical role in strengthenin ther provided by your organization or other at Program is committed to making a lasting program plays a critical role in strengthenin any existing budget, funding or resources	for funds will impact, inclu g impact in the fight agains ng community responses to sets in the community) and g impact in the fight agains ng community responses to that you have received, i	uding the population st opioid addiction in to the opioid arisis. I provide an explana st opioid addiction in to the opioid crisis.	of the proposed se South Carolina. By ation of how this new South Carolina. By units that support th	vice area, the poverty offering financial suppor effort will not be duplic offering financial juppor	level of the service area. It o programs that provide essential services, raise awareness, and calive or will substantially expand existing efforts. It o programs that provide essential services, raise awareness, and posed project and/or are being leveraged to support the proposed	project.
- Clearly identify the geographic at The SCORF Grant Managemer conduct valuable research, the - Describe any existing efforts (el The SCORF Grant Managemer conduct valuable research, the - Please provide a description of The SCORF Grant Managemer conduct valuable research, the	area and/or communities that the request f If Program is committed to making a learing program plays a critical role in attengthenin ther provided by your organization or offlet If Program is committed to making a learing program plays a critical role in strengthenin any existing budget, funding or resources If Program is committed to making a learing program plays and role in strengthening a learing program by a critical role in strengthening in program by a critical role in strengthening a learing program by a critical role in strengthening and the strengthening a learing program by a critical role in strengthening and the strengthening a learing program by a critical role in strengthening and the strengthening a learing program by a critical role in strengthening and the strengthening a learing program by a critical role in strengthening and the strengthening and the strengthening and the strengthening and the strengthening a critical role in strengthening and thening program by a critical role in strengthening and the strengthening and the strengthening and thening program by a critical release the strengthening and the strengthening and the strengthening and the strengthening and the strengthening and the strengthening a critical role in strengthening and the strengthening and the strengthening and thening thening and the strengthening and then strengthening and then strengthening and the strengthening and then strengthening and thening thening and then strengthening and then strengthening and thening and thening the strengthening and then strengthening and then strengthening and thening the strengthening and thening and thening thening and thening and thening the strengthening and thening thening and thening thening the strengthening and thening thening and thening thening thening thening thening thening thening thening the strengthening thening the strengthening thening thening thening thening thening thening thening the strengthening thening thening thening thening the strengthening t	for funds will impact, includ g impact in the fight agains g community responses I ers in the community) and g impact in the fight agains g community responses I that you have received, i, j impact in the fight agains g community responses	uding the populatior st opioid addiction in to the opioid crisis. I provide an explana st opioid addiction in to the opioid addiction in ncluding dollar arms st opioid addiction in to the opioid crisis.	of the proposed se South Carolina. By teion of how this new is South Carolina. By units that support th South Carolina. By	rvice area, the poverty offering financial support effort will not be dupling offering financial support foundation of the prop offering financial support	level of the service area. It to programs that provide essential services, raise awareness, and calive or will substantially expand existing efforts. It to programs that provide essential services, raise awareness, and proped project and/or are being leveraged to support the proposed to programs that provide essential services, raise awareness, and	project.
Clearly identify the geographic at The SCORF Grant Managemer conduct valuable research, the Describe any existing efforts (el The SCORF Grant Managemer conduct valuable research, the Please provide a description of The SCORF Grant Managemer conduct valuable research, the	area and/or communities that the request If Program is committed to making a learing program plays a critical role in atrengthenin ther provided by your organization or other program is committed to making a learing program plays a critical role in strengthenin any existing budget, funding or resources in Program is committed to making a learing program plays a critical role in strengthenin program plays a critical role in strengthenin	for funds will impact, inclu impact in the fight againsing on groommunity responses to it in the community and in mpact in the fight againsing on groommunity responses to that you have received, i, in groommunity responses to	uding the population st opioid addiction in to the opioid crisis. I provide an expland st opioid addiction in to the opioid crisis.	n of the proposed se South Carolina. By Million of how this new South Carolina. By Units that support th South Carolina. By	rvice area, the poverty offering financial support effort will not be duplish offering financial support offering financial support offering financial support	level of the service area. It is programs that provide essential services, raise awareness, and calive or will substantially expand existing efforts. It is programs that provide essential services, raise awareness, and posed project and/or are being leveraged to support the proposed to programs that provide essential services, raise awareness, and	project.
Clearly identify the geographic at The SCORF Grant Manageme conduct valuable research, the Describe any existing efforts (eff The SCORF Grant Manageme conduct valuable research, the Please provide a description of The SCORF Grant Manageme conduct valuable research, the	area and/or communities that the request of Program is committed to making a learing program plays a critical role in strengthenin ther provided by your organization or offlee for program is committed to making a learing program plays a critical role in strengthenin any existing budget, funding or resources of Program is committed to making a learing program plays a critical role in strengthenin program plays a critical plays a critica	for funds will impact, inclu impact in the fight againsing on groommunity responses to itris in the community and in impact in the fight againsing in groommunity responses to that you have received. I in groommunity responses to on groommunity responses to	uding the population st opioid addiction in to the opioid crisis. I provide an explana st opioid addiction in to the opioid addiction in ncluding dollar arms st opioid addiction in to the opioid crisis.	n of the proposed se south Carolina. By ation of how this new South Carolina. By units that support th South Carolina. By	vice area, the poverty offering financial support effort will not be duplic affering financial support of oundation of the prop offering financial support	level of the service area. It is programs that provide essential services, raise awareness, and calive or will substantially expand existing efforts. It is programs that provide essential services, raise awareness, and posed project and/or are being leveraged to support the proposed It is programs that provide essential services, raise awareness, and	project.
Clearly identify the geographic at The SCORF Grant Manageme conduct valuable research, the Describe any existing efforts (ef The SCORF Grant Manageme conduct valuable research, the Please provide a description of The SCORF Grant Manageme conduct valuable research, the	rea and/or communities that the request of Program is committed to making a lating program plays a critical role in strengthenin ther provided by your organization or other any model of the strengthenin any existing budget, funding or resources the Program plays a critical role in strengthenin program plays a critical role in strengthenin progr	for funds will impact, inclu impact in the fight againsi prog community responses t ins in the community responses t in the community responses t that you have received, i g impact in the fight againsi that you have received, i g or community responses th	using the population st opioid addiction in to the opioid criss. I provide an explana to opioid addiction in to the opioid crisis.	I of the proposed se South Carolina. By Islon of how this new South Carolina. By units that support th South Carolina. By	vice area, the poverty offering financial support effort will not be duplic differing financial support e foundation of the prop offering financial support	level of the service area. It to programs that provide essential services, raise awareness, and affive or will substantially expand existing efforts. It to programs that provide essential services, raise awareness, and posed project and/or are being leveraged to support the proposed t to programs that provide essential services, raise awareness, and	project.

Completing Abatement Strategies: For Partner

For eg: here completing the information for 'Opioid Recovery Services Inc. Partner.

- 1. 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.
- 3. Upon selecting a strategy, an accordion menu will expand, displaying related sub-strategies.
- 4. Click on a sub-strategy, and you will be required to enter requested budget amount and other necessary information.
- 5. If needed, you can **clear** an entry by selecting it and clicking a Clear

***Note:** Accordions will be automatically **highlighted** once you enter information under a strategy. This helps you quickly identify which sections have been completed or updated.

		1	2	3	4		
		Organization Information	Technical Proposal	Abatement Strategies	Budget Information		
Partner Table							
	Organization					Status	
1	South Carolina Recovery In	nitiative				Completed	
A: Naloxone or Othe	9 Gy r FDA-Approved Drug to Reverse Oploid	Overdoses					
A: Naloxone or Othe	9 Gy rr FDA-Approved Drug to Reverse Opioid I training for first responders, schools, comr	Overdoses munity support groups, ar	d families.				~
A: Naloxone or Oth A: Naloxone or Oth A:	2 Gy rr FDA-Approved Drug to Reverse Opioid I training for first responders, schools, comr se distribution to individuals who are uninsu	Overdoses nunity support groups, ar ured or whose insurance d	Id families.	needed service.			🕆 Clear
A: Naloxone or Oth A: Naloxone or Oth A1: Expand A1: Expand A1: Expand Budget Amount	2 gy rr FDA-Approved Drug to Reverse Opioid I training for first responders, schools, comr se distribution to individuals who are uninsu	Overdoses munity support groups, ar ured or whose insurance d	Id families.	needed service.	nuation		€ Clear
A: Naloxone or Oth A: Naloxone or Oth A: A: Expand A: A: Expand A: A: Expand A: Budget Amount S30,000,00	2 9y rr FDA-Approved Drug to Reverse Opioid I training for first responders, schools, comr se distribution to individuals who are uninsu	Overdoses munity support groups, ar ured or whose insurance d	id families. Joes not cover the	• needed service. • Initial or Conti Initial	nuation		the clear

Figure 16: Completing Abatement Strategies: For Partner

Completing the Budget Information Section

- 1. In the **Budget Information** section, fill out the details for the **Overall Budget**:
 - **Total Project Budget**: This is the amount requested by you or your partners (summation of all partners).
 - **Minus Estimated Carry Forward Amount**: This is the remaining balance from the last funding you received.
 - Minus Estimated Interest Earned: Enter any interest accrued from previous funds.
 - **Total Amount Requested**: The system will automatically calculate this as:

(Total Project Budget – Minus Carry Forward Amount – Minus Interest Earned = Total Amount Requested)

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

	Organization Technic	Abatement	Budget	
	information Propos	I Strategies	Information	
Overall Budget				
		60.01		
Total Project Budget		* Minus Estimated	Carry Forward Amount	
\$80,000.00		\$3,000.00		
Minus Estimated Interest Earned		* Total Amount Rec	quested	
\$2,000.00		\$75,000.00		
\$2,000.00 Certification of Contents The information provided in this application for SC Opioid Recovery funds from the SC Opioid Recovery Fund, the undersigned (authoriz administrative penalties. Electronic Signature	Funds is true, complete, and accurate, and all ed official signing for the applicant entity/orga	inds requested will only ization) certifies that any Date	be used for approved purposes. In the ever y false, fictitious, or fraudulent statements o	t an applicant entitylorganization is approved to re- c claims may subject him or her to criminal, civil, or
\$2,000.00 Certification of Contents The information provided in this application for SC Opioid Recovery funds from the SC Opioid Recovery Fund, the undersigned (authoriz administrative penalties. Electronic Signature Alex Taylor	Funds is true, complete, and accurate, and all ed official signing for the applicant entity/orga	S75,000.00 ands requested will only zation) certifies that any Date Jun 4, 2025	be used for approved purposes. In the ever y false, fictitious, or fraudulent statements o	t an applicant entitylorganization is approved to re- c claims may subject him or her to criminal, civil, or
S2.000.00 Certification of Contents The information provided in this application for SC Opioid Recovery funds from the SC Opioid Recovery Fund, the undersigned (authoriz administrative penalties. Electronic Signature Alex Taylor	Funds is true, complete, and accurate, and all ed official signing for the applicant entity/orga	S75,000.00 ands requested will only ization) certifies that any Date Jun 4, 2025	be used for approved purposes. In the ever y false, fictitious, or fraudulent statements o	t an applicant entitylorganization is approved to re- r claims may subject him or her to criminal, civil, or

Figure 17: Completing the Budget Information Section

Save & Preview, and Submit the Application

- 1. Complete all sections and click "Save and Preview."
- 2. A popup will display all entered information, including all the partner and 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 **edit** to modify any section or any partner details.

Managing Partner Applications: View, Edit, or Delete

- You can click view button next to each partner to see the information they've submitted.
- To make changes, click **L** button this will take you back to **Step 2: Technical Proposal**.
- If you need to remove a partner's application entirely, click the **button** for that partner. ***Note:** Deleting a partner's application will adjust the overall budget amount accordingly.

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

nty .	Batesburg		State : South Carolina	
(ip : 2	9006			
Ap	oplication Point of Contact			
rogra	am Manager Name : Alex Carter		Fiscal Manager Name : Jordan welts	
rogra	am Manager Email : alex.carter@emailtest.com		Fiscal Manager Email : jordan.welts@emailt	est.com
Progra	am Manager Phone Number : 213-456-7543		Fiscal Manager Phone Number : 234-567-8	765
Η	Bastner Name	Actions	Ealie	Delete
IM .	Besteen Name	A stiens	E dia	Delete
1	Partner Name South Carolina Recovery Initiative	Actions	Edit	Delete
1	Partner Name South Carolina Recovery Initiative	Actions View 	Edit Edit	Delete
1	Partner Name South Carolina Recovery Initiative Opioid Recovery Services Inc	Actions View View 	Edit Edit Edit	Delete
1	Partner Name South Carolina Recovery Initiative Opioid Recovery Services Inc	Actions View View 	Edit Edit Edit Edit	Delete
1 2	Partner Name South Carolina Recovery Initiative Opioid Recovery Services Inc	Actions View View 	Edit Edit Edit Edit	Delete
1 2 udge	Partner Name South Carolina Recovery Initiative Opioid Recovery Services Inc t Information	Actions View View 	Edit Edit Edit	Delete
1 2 udge By sta	Partner Name South Carolina Recovery Initiative Opioid Recovery Services Inc the Information submitting this form, I confirm that I have read- ted terms.	Actions View View View and understood the provide	Edit Edit Edit Edit dinformation, and I consent to the processing of	Delete
1 2 Judge J By sta	Partner Name South Carolina Recovery Initiative Opioid Recovery Services Inc t Information submitting this form, I confirm that I have read a ted terms.	Actions View View View Actions	Edit Edit Edit Edit dinformation, and I consent to the processing of H. Submit	Delete

Figure 18: Save & Preview and Submit the Application

Editing Partner's Application

If you click on "Edit", you will be redirected back to the Technical Proposal section. This page will display:

- 1. The number of partners included in the application and their current status.
- 2. If no edits are made, the status will show as "Completed".
- 3. For any partner application that you are actively editing, the status will appear as "Editing" next to that partner organization's name.

		Organization Information	Technical Proposal	Abatement Strategies	Budget Information		
Partner Table							
	Organization					Status	
1	South Carolina Recovery Initiative					Completed	
2	Opioid Recovery Services Inc					Editing	
0						3	
0						3	
D Technical Proposal						6	
Technical Proposal Partner Name							
Technical Proposal Partner Name Opioid Recovery Services Inc							
Technical Proposal Partner Name Opioid Recovery Services Inc						3	
Technical Proposal Partner Name Opioid Recovery Services Inc Clearly identify the geographic area and/or cor The South Contin Decourse End SS	mmunities that the request for funds will impo	ict, including the po	pulation of the prop	osed service area, th	ie poverty level of the se	3 srvice area.	
Technical Proposal Partner Name Opioid Recovery Services Inc Clearly identify the geographic area and/or cor The South Carolina Opioid Recovery Fund (SC	mmunities that the request for funds will impu CORF) program was established to manage and	rct, including the po	pulation of the prop	osed service area, th	e poverty level of the se	3 srvice area.	

Figure 19: Editing Partner's Application



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

After submission, you will land on the **Projects Tab**, click the **eye** icon ⁽²⁾ on the portal to view your application. Edits are only allowed if the SCORF team requests revisions.

	Approved O	Rejected 0	Revision 0	Total 1
All Projects				
Action	Application ID	Application Status	Submitted Date	Request Type
1 📀	FA-187	Submitted	May 28, 2025	GPS
	Atl Projects Action 1	Atlon Application ID 1 ©	Action Application ID Application Status 1 ● FA-187	Action Application ID Application Status Submitted Date 1 FA-187 Submitted May 28, 2025

Figure 20: View Submitted Application

Email Alert – Application Submission: Upon submission, you will receive a confirmation email at your registered email address. This email will include a receipt of submission and your **Unique Application ID** for future reference.





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 review by clicking **eye** icon ⁽¹⁾ on the portal.
- 4. Review the organization and budget information, along with partner details and all uploaded files from the submission.

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

OPIOID RECOVERY I FUND BOARD		Home GPS Application DSF Application Letter Of Intent
Alex Taylor	← teck FA-187 Organization Information	~
A Dashboard	Organization Information Indicate whether this request is for funds from the Guaranteed Political Subdivision Fund (GPS for/on behalf of maticipation and final and divides and as Discretizease Subdivid (USE) 2, COS	Does the requesting Entity approves line-item servability throughout the technical Approval? : No
Projects	Applicant Name : Alex Taylor	Are you collaborating with any other partner? : Yes If so, please select the county from the list? : Abbeville
Letter of Intent	Organization Title : Program Manager Organization Name : South Carolina Recovery Initiative	Was the requesting Entity a litigating subdivision? : No
C ^I Close Out Package	Organization Contact Number : 123-456-7876 Organization Email :	is the requesting limitly of a south carolina believener viaintitr'. No Does the requesting Entity, or any of its board members or employees, have any personal, financial, or other relationship with any Member of the SC Opiold Recovery Fund Board that may reasonably be viewed as a conflict of
	SCEIS Vendor Number : 1234567890 Entity Type : County or Political Subdivision	Interest for that Member? : No
	C: Payment Remit To	
	Address Line 1 : 2202 Wexford Way	Address Line 2 :
	City : Batesburg 7/m : 20006	State : South Carolina

Figure 21: Reviewing Submitted Applications

Application Submission Limit

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 22: Application Submission Limit

2.4 Application Status: Revision Requested & Deferred

The SCORF team will request a **revision** when an application is **incomplete**, **unclear**, **contains errors**, **or does not meet program guidelines**. The application status will update to "**Requested Revision**".

Email Alert – Revision Requested: The applicant receives an email at the registered address with the Application ID and a note outlining the required changes.



Update and Resubmit the Application – Revision Requested

- 1. Go to the Projects tab and locate the application marked as "Revision Requested."
- 2. Click the **pencil** icon 🖋 to open it for editing.
- 3. Review the changes requested by the SCORF team.
- 4. Update the necessary fields and upload any required documents.
- 5. Verify all modifications for accuracy.
- 6. **Confirm your consent again** by checking the **checkbox**.
- 7. If you are ready to submit, click "Submit" to resubmit the application for further review.
- 8. Once submitted, you will be redirected to the **Projects** tab, where the status will update to **"Resubmitted."** Further edits will no longer be possible.

***Note:** The application remains in "Revision Requested" status until resubmitted.

GPIOID RECOVERY FUND BOARD				Home GPS Application	DSF Application Letter Of Intent	0
Alex Taylor		Approved 0	Rejected 0	Revision 1	Total 1	
	All Projects					
A Dashboard	Action	Application ID	Application Status	Submitted Date	Request Type	
	1 /	FA-187	Revisions requested	May 28, 2025	GPS	
 Letter of Intent Reports Close Out Package 						

Figure 23: Update the Application – Revision Requested

Once the applicant has **made the required changes and resubmitted** the application for review, the application status on the portal will update to **"Resubmitted."**

OPIOID RECOVERY FUND BOARD				Home GPS Application	DSF Application Letter Of Intent
Alex Taylor	0	Approved O	Rajected	Revision 0	Total
	All Projects				
A Dashboard	Action	Application ID	Application Status	Submitted Date	Request Type
III. Particula	1 🐵	FA-187	Resubmitted	May 28, 2025	GPS
Projects					
Letter of Intent					
C Reports					
Clore Out Package					
Close Out rackage					

Figure 24: Resubmit the Application - Revision Requested

Email Alert – Resubmission Confirmation (Revision Requested): After the applicant resubmits the updated application, a confirmation email is sent to their registered email address with the unique Application ID.





SCORF Team Review & Deferred Status

The "**Deferred**" status indicates the SCORF team requires additional updates or information **to meet BOARD requirements**. Applicants must address the feedback and resubmit the application.

Email Alert – Deferred: If any **discrepancies are found** during the Board review, the **applicant will receive an email** from the SCORF team at their registered email address with **details of the required updates**.

Sandbox: Your Application FA-195 is Deferred
so noreply@salesforce.com on behalf of South Carolina Opioid Recovery Fund <gms@scorf.sc.gov> ※ @ ら も アー・・・ To: Thu 6/5/2025 3:13 PM</gms@scorf.sc.gov>
Hi Alex Taylor,
Your application has been reviewed by Board staff and may benefit from revisions before being presented to the Board. Please reach out to staff via email at contact@scorf.sc.gov to request an appointment for review. Be sure to include:
County/municipality Application ID Times and dates available
Requested Revision: Provide more specific details in the following areas: Budget Narrative: Clarify how the \$20,000 allocated for equipment directly supports training under Strategy A.1. Implementation Plan: Tailor the plan to focus on naloxone training for first responders, schools, and families, rather than general grant system functions. Outcome and Process Measures: Replace generic system descriptions with measurable outcomes specific to overdose reversal training and community impact.
Portal URL: https://scorfdev.sandbox.my.site.com/scorf/s/?c_activeTab=projects
Best Regards, SCORF Team
← Reply ← Reply all → Forward

- 1. In the Projects tab, you will now see the application marked as "Deferred."
- 2. Follow the same process as a **Revision Requested** status to update and resubmit the application.
- 3. Once you resubmit it, you will be redirected to the Projects tab, where the status will change to "**Revised**". No further edits will be allowed.

*Note: The key difference is that the status will now be "Deferred" instead of "Revision Requested."

OPIOID RECOVERY FUND BOARD				Home GPS Application	DSF Application Letter Of Intent
Alex Taylor	•	Approved 0	Rejected 0	O Revision 0	Total 1
	All Projects				
A Dashboard	Action	Application ID	Application Status	Submitted Date	Request Type
	1	FA-187	Deferred	May 28, 2025	GPS
Letter of Intent					
C ^{al} Close Out Package					

Figure 25: Update the Application - Deferred

Once the applicant makes the **required changes requested by the Board and resubmits** the application, the status on the portal will update to **"Revised."** The application will then proceed with the Board review again to verify the updates made.

COPIOID RECOVERY FUND BOARD				Home	GPS Application	DSF Application	Letter Of Intent	0
Alex Taylor	•	Approved O	Rejected 0	0	Revision O		Total 1	
	All Projects							
1 Dashboard	Action	Application ID	Application Status	S	ubmitted Date		Request Type	
	1 ©	FA-187	Revised		May 28, 2025		GPS	
 Letter of Intent Reports Cⁱ Close Out Package 								
Figure 26: Resub	omit the Applicatio	on – Deferred	1					

Email Alert – Resubmission Confirmation (Deferred): After the applicant resubmits the updated application, a confirmation email is sent to their registered email address with the unique Application ID.

Sandbox: Application: FA-201 Resubmitted		
noreply@salesforce.com on behalf of South Carolina Opioid Recovery Fund <gms@scorf.sc.gov></gms@scorf.sc.gov>		
		Wed 6/11/2025 2:27 PM
Hello		
neilo,		
The Application FA-201 is Re-Submitted please review it.		
Post regards		
best regards,		
Salesforce		
← Reply ← Reply all → Forward		

2.5 Application Decision Outcomes & Tracking

The SCORF and Board teams collaboratively review the application to ensure it meets eligibility criteria. A decision is then issued and emailed to the applicant, along with the required status letter. The possible decision outcomes are as follows:

- Approved with Conditions: If conditionally approved, you will receive an email with an Approved with Conditions Letter and Disbursement Authorization form, outlining the required approval conditions.
- 2. Approved: If approved, you will receive an email with an Approval Letter and Disbursement Authorization form confirming your acceptance.
- 3. **Denied** If your application is not approved, you will receive an email. No further action 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: Approved with Condition Application

Sandbox: Approval Letter for Chester			
s noreply@salesforce.com on behalf of scorf <gms@scorf.sc.gov> To: OMishruti Panchal</gms@scorf.sc.gov>			
ApprovalLetter_Chester.pdf			
Hello Alex Taylor			
Please find attached the approval letter for your funding application.			
Best Regards, SCORF Team			
S Reply > Forward			

Email Alert: Approved Application



Email Alert: Denied Application



You can track your application status by:

- 1. Going to the **Projects** tab and locating the application submitted in the current funding cycle.
- 2. View the application and track its status by seeing the **application status**, as shown in the provided screenshot.
- 3. Click the eye icon ^(O) to view the application and all the submitted details

OPIOID RECOVERY FUND BOARD				Home GPS Application	DSF Application Letter Of Intent	8
Alex Taylor	•	Approved 1	Rejected 0	Revision 0	Total 1	
	All Projects					
A Dashboard	Action	Application ID	Application Status	Submitted Date	Request Type	
	1 🐵	FA-187	Approved	May 28, 2025	GPS	
Projects						
Letter of Intent						
2						
C Reports						
C ^I Close Out Package						
C there exists						

Figure 27: Application Status & Tracking

2.6 Reporting Submission & Management

Once the funds have been disbursed, the reporting phase begins.

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, and naloxone reports if applicable.

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 you	ır FA-195 - AEB-06-04-25					
s noreply@salesforce.com on behalf of South Carolina Opioid Recovery Fund <gms@scorf.sc.gov> (الله الله الله الله الله الله الله الل</gms@scorf.sc.gov>							
Hi Alex Taylor,							
This is a reminder f management syste	that your fiscal and project reports are du m. Please let us know if you have any qu	ue prior to June 30, 2026 . Please subm restions or need clarification on any asp	it it through our grant sect of the report.				
Dates are listed in	Dates are listed in the funding reporting timeline document						
	Reporting Period Start Date	Reporting Period End Date	Reporting Due Date				
Reporting 1	April 1, 2025	September 30, 2025	December 31, 2025				
Reporting 2	October 1, 2025	December 31, 2025	March 31, 2026				
Reporting 3	January 1, 2026	March 31, 2026	June 30, 2026				
Reporting 3 January 1, 2026 March 31, 2026 Link to Portal- https://scorfuat.sandbox.my.site.com/s/ Best Regards, SCORF Team SC Reply (Reply all /* forward							

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'.

Select an Application							
Choose an option							•
FA-187 - ABE052825 <mark>- Reporting</mark>							
CPIOL CAPOLINA OFICID RECOVERY FUND BOARD			Home	GPS Application	DSF Application	Letter of Intent	0
	C Reports						
	Select an Application Choose an option						•
↑ Dashboard	Ī						
Projects							
Letter of Intent							
Reports							
C ^{II} Close Out Package							
Figure 28: Submit	tting Report						

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	GPS Application	DSF Application	Letter Of Intent	0	
Alex Taylor	Reports Select an Application FA-187 - ABE052825 - Reporting							
	Expenditure Report	Performance Report			Nalo	xone Report		
Dashboard	Application							
Projects	*Approval Number	* Date						
etter of Intent	ABE052825	May 28, 2025						
	*Name of Person Completing Form	* Email						
Reports	Alex Taylor	alex.t@test.com	1					
lose Out Package	*Organization Name	* Year						
,	South Carolina Recovery Initiative	3/31/2025 - 3/	30/2026					
	* Phone Number							
	765-434-5678							
	2 Core Abatement Strategy							
A.1: Expand training for first responders, schools, community support groups, and families.								
	A.2: Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service.							
		년 Submit						
e 29. Comr	leting 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.

***Note:** Reporting timelines are emailed to you before each reporting cycle begins for approved applications.

5. Click Submit to complete your report.

	T FUND BOARD			Home GPS Application	DSF Application Letter of Intent				
	FA-412 - BER041528 - Reporting					•			
 	Expenditure	Report	Performance Report		Naloxone Report				
Alex Taylor	P Application								
	* Approval Number		* Date						
1 Dashboard	BER041528		May 6, 2025			=			
	* Name of Person Completing Form		* Email						
### Projects	Alex Taylor		alext@test.com						
Letter of Intent	Organization Name		• Year						
A D D	Alex Taylor		12/31/2024 - 6/29/20	.26					
C Reports	Phone Number								
C ^I Close Out Package	987-654-3456								
	A Core Abatement Strategy								
	A.1: Expand training for first responders, schools, o	ommunity support groups, and families.				~			
		12/31/2024 - 6/29/2025	6/30/2025 - 12/30/2025		12/31/2025 - 6/29/2026				
	Strategy Budget								
	\$50,000.00	Expenditure through 12/31/2024	Total Project Expendit	ure	Balance/Carry Forward				
		\$0.00	\$0.00		\$50,000.00				
	A.2: Increase distribution to individuals who are un	insured or whose insurance does not cover the need	led service.			Ŷ			

Figure 30: Expenditure Report

Financial Summary Fields – Expenditure Report

- 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.							
	12/31/2024 - 6/29/2025	6/30/2025 - 12/30/2025	12/31/2025 - 6/29/2026				
Strategy Budget \$50,000.00	Expenditure through 12/31/2024	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.

OPIOID RECOVERY FUND BOARD				Home	GPS Application	DSF Application	Letter of Intent	0
Alex Taylor	Reports Select an Application RA-412 - BERD41528 - Reporting							
1 Dashboard	Expenditure Re	pport	Performance Report			Nalox	one Report	
Projects	* Approval number		* Partner Agency					
Letter of Intent	BER041528		Alex Taylor					
-	*Name of person completing form		Guaranteed Political	Subdivision				
C Reports	Alex taylor		Abbeville					•
C ^{II} Close Out Package	Questions							
	No. of persons educated on how to respon	d to an overdose						
	12/31/2024 - 6/29/2025	6/30/2025 - 12/30/2025	12/31/2025 - 6/29/202	26		Total Value		
						0		
	No. of Naloxone kits distributed to at-risk	ndividuals						
	No. of Fentanyl test kits distributed to at-ri	sk individuals						

Figure 31: 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.

Ť	POPOD RECOVERY FUND BOARD			Home GPS A	pplication DSF Application	Letter of Intent	Θ
Alex Taylor	Reports Select an Application FA-412 - 82F0041528 - Reporting						
Dashboard	Expenditure Report Image: Naloxone Distribution		Performance Report			Naloxone Report	
Projects	* Enter the number of boxes distributed for each month. Total Boxes Allowed 50		Boxes Distributed				Boxes Remaining
C Reports	December 2024	January 2025			March 2025		
C ⁴ Close Out Package							
	March, 2025	May, 2025			May, 2025		
	July, 2025	July, 2025			August, 2025		
	October, 2025	October, 2025			December, 2025		
			L ^a Submit				
Figure 32: Na	aloxone Report						

Review a Submitted Report:

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

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

PIOD RECOVERY FUND BOARD		Home	GPS Application	DSF Application	Letter of Intent	0
Alex Taylor	Reports Select an Application FA-412 - BERION1528 - Reporting					
A Dashboard	Expenditure Report Pe	rformance Report		Nalo	cone Report	
Projects	* Approval Number	* Date				
Letter of Intent	BER041528	May 6, 2025				=
	* Name of Person Completing Form	* Email				
C Reports	Alex Taylor	alex.t@test.com				
C ^I Close Out Package	* Organization Name	* Year				
	Alex Taylor	12/31/2024 - 6/29/2026				
	* Phone Number					
	987-654-3456					
	2 Core Abatement Strategy					
	A.1: Expand training for first responders, schools, community support groups, and families.					~
	A.2: Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service	e.				~
	Approved lises					

Figure 33: Review Submitted Report
Reports: Additional Information Requests

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

Email Alert - Report (Additional Information Requested): You'll receive an **email** specifying the report type with the **Application ID**, and **comments** detailing the required information.

Sandbox: Additional Information Required - FA-424	
s noreply@salesforce.com on behalf of scorf <gms@scorf.sc.gov> To:</gms@scorf.sc.gov>	※ ② ← ← → │ ¹ ⊗ │ ¹ → Fri 6/13/2025 1:39 PM
Hi Alex Taylor,	
This email is to request additional information for your fiscal/data report for Func- the SCORF team to set up an appointment to review reporting.	ding Application: FA-424. Please reach out to
Here are the Notes -	
Please adjust the budget for the A1 strategy accordingly.	
Additional Information requested for: Performance	
Best Regards,	
SCORF Team	
← Reply Forward	

- 1. Log in to the portal and go to the **Reports** tab.
- 2. Find the application marked with the status "Additional Information Required."
- 3. Make the necessary updates and **resubmit the report**.

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

C Reports	
Select an Application	
Choose an option	•
FA-167 - ABE752825 - Additional Information Required	

OPIOID RECOVERY		Home	GPS Application	DSF Application	Letter Of Intent	0
	e Reports Select an Application					
Alex Taylor	TA-187 - ABE032825 - Additional Information Required Expenditure Report	Performance Report		Nalo	xone Report	
Dashboard	P Application					
Projects	* Approval Number	* Date				
Letter of Intent	ABE052825	May 28, 2025				
	* Name of Person Completing Form	* Email				
Reports	Alex Taylor	alex.t@test.com				
Close Out Package	* Organization Name	* Year				
	South Carolina Recovery Initiative	3/31/2025 - 3/30/2026				
	* Phone Number					
	987-654-3456					
	2 Core Abatement Strategy					
	A.1: Expand training for first responders, schools, community support groups, and families.					
	A.2: Increase distribution to individuals who are uninsured or whose insurance does not cover	r the needed service.				
		🕒 Submit				

Figure 34: Additional Information Required-Reporting

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,
 - 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**, which will be clearly displayed within the email content.

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



Reminder Email - Submit Naloxone Reports.



2.7 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

Email Alert – Closeout Package: Once the **reporting has been submitted and finalized** by the SCORF team, the applicant will receive **an email** confirming the completion of the **Closeout Package**.



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 you want to submit the report for. Once selected, its status will display as **Reporting**.



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** Submit to complete the form.

OPIOID RECOVERY I FUND BOARD		н	GPS Application	DSF Application Letter Of Intent	0
Alex Taylor	C ^e Close Out Package Select an Application FA-187 - (ABE0552823)				•
 Dashboard Projects 	Tangible Property Report Do you have any Tangible Report? Yes	Final Project Report		Payroll Report	•
Letter of Intent	Tangible Property Details Aud Approval Number ABE052825	*2. Vendor Number 945677			
C ⁴ Close Out Package	* 2b. Interest Earned \$900.00 1. Recipient Ornanization (Name and complete address including zip code)				
	* Recipient Organization Wellness Centre Inc	* Street 1 123 Oakwood Drive			
	*Sate South Carolina	Batesburg * County Abbevile			

Figure 36: 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 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 **u** trash icon to delete it.
- 7. Click **Submit** to finalize the report.

FUND BOARD				Home	GPS Application	DSF Application	Letter Of Intent	0
	C ⁴ Close Out Package							
-	Select an Application							
Alex Taylor	FA-187 - (ABE052825)							
	Tangible Prope	rty Report	Final Project Report			Pa	yroll Report	
A Dashboard	Final Project Report Details							
Projects	Label	Value						
Letter of Intent	Project Overview	A project overview should include the project's purpose, the required a success metrics. This includes the initial goals of the project, how many or the report includes.	abatement strategies and how those si of those goals were achieved and what i	trategies worked in objectives may have	action. It also includes a bri adjusted during the project.	ef look at the issue or oppor Your overview can also includ	tunity that was addressed, the e a summary statement at the	project objectives end that indicates v
C Reports	Success Criteria Performance	This section refers to the KPIs, performance metrics and how success wa	s defined for this specific project. Explai	n how, when or if th	e project achieved its perforr	nance goals.		
Close Out Package	Accomplishments, Outcomes and Results	In a section below the overview, please explain what key performance describes what the target was, the project completion date and the actual describes what the target was the project completion date and the actual describes what the target was the project completion date and the actual describes what the target was the project completion date and the actual describes what the target was the project completion date and the actual describes what the target was the project completion date and the actual describes the target was the project describes actual describes what the target was the project completion date and the actual describes actual describes actual describes actual describes actual describes actual describes actual describes actual describes actual describes actual describes actual describes actual describes actual describes describes actual describes desc	indicators (KPIs) were used to measure al completion date. This section analyze	success, the outco the entire project	me targets and any achiever in relation to these success m	ments in hitting those targets retrics and recounts what cause	Consider listing the outcome red each positive or negative o	targets in a table t utcome.
	Challenges and Barriers	This section details the challenges and risks faced throughout the proj working conditions or budget limitations. This can be helpful for future r	ect timeline and includes information I eference when planning other projects.	ike how these chall	enges affected other areas o	f the project, such as the but	dget and timetable. You can al	lso list barriers, such
	Lessons Learned/Solutions	Listing the challenges that were overcome during the project and what is list future recommendations for implementing or completing projects ba include timeline suggestions, comments on the use of resources or budg	was learned in the process that may be ased on the experiences of the project l get adjustments for similar projects.	helpful for future re being reported. The	ference. When working on fu e recommendations can imp	ture projects you may look at rove the overall completion a	this information to avoid the s nd reception of other projects.	same challenges. Ple . Recommendations
	Budget Performance	This section describes the schedule and budget set for the project and if	the project stayed within those limits in	n this section. If the	project didn't stay within the	e limits, list the reasons.		
	Financial Summary	The financial summary of the project closure report lists the cost of eac costs and ongoing costs to improve readability and effectively organize funds if you needed them to complete the project.	h abatement strategy, ongoing costs, t e the project's financial information. Th	he projected budge e bottom of the tal	t and the actual money sper le may also include a notes	it. You can format this section section to explain any varian	as two tables separated by th ces in cost or additional reaso	ve abatement strateg ns for requesting m
	Upload File							e
	⊥ Upload Files Or drop files							Download 🛓

Figure 37: 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 \bigoplus icon.
- 4. Click **Submit Submit** to complete the report.

OPIOID RECOVERY				-	Home GPS Application	DSF Application Letter	Df Intent 🙆
	C ^I Close Out Package	•					
	Select an Application						
Alex Taylor	FA-187 - (ABE052825)						
	Та	angible Property Report		Final Project Report		Payroll Report	
A Dashboard	Payroll Report De	tails					
Projects	* Time Period			* Recipient Organization	n Payroll		
Letter of Intent	May 28, 2025 📰 1	12:58 PM					
C Reports	Partner Agency Payroll			* Approval Number			
C ⁴ Close Out Package	* Name of Person Completing Fo	orm					
	Staff Line Items						
	* STAFF NAME	* STAFF TYPE	• HOURS WORKED	* TOTAL AMOUNT PAID	* FRINGE AMOUNT	* TOTAL COMPENSATIO	N ACTION
							•
				년 Submit			
ïgure 38: Pavro	ll Report						

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 GPS Application	DSF Application Letter Of Intent	Θ
	C ⁴ Close Out Package Select an Application				
Alex Taylor	FA-187 - (ABE052825) Tangible Property Report	Final Project Report		Payroll Report	•
Projects	Do you have any Tangible Report!				¥
 Letter of Intent Reports 	Instance includer to because Associated and a second sec	*2. Vendor Number 345677			
Close Out Package	* 28. interest Earned \$500.00				
	Recipient Organization (Hame and complete address including zip code) Recipient Organization Weilness Centre Inc	* Street 1 123 Oakwood D	rive		
	Street 2	• City Batesburg			
	*State South Carolina	* County Abbevile			

Figure 39: Review Submitted Close Out Package

Email Alert – Close Out Package Reminder & Schedule

- 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 all the reports are submitted.

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 do	ocuments as soon as possible to ensure timely processing.					
You can review the instructions and submission guidelines here: SCORF Award Closeout Requirement	<u>is.</u>					
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						

3. Getting Started with LOI Application - GPS User

***Note:** This section is for GPS users only applying for the LOI applications.

Once you have successfully logged into the SCORF Grant Management System, you can apply for a LOI application once every 3 years regardless of whether it is approved or denied.

3.1 Logging into the SCORF Grant Management Portal

Logging In – Returning GPS Users

If you are a returning GPS user, follow the steps below to log into the SCORF system:

- 1. Go to the SCORF Portal Login Page.
- 2. In the login fields, enter your:
 - Registered Email Address
 - **Password** provided by the SCORF team during your initial system access
- 3. Click the Login button to access your dashboard.

*Note: If you forgot your password, click "Forgot your Password" on the login screen to reset it or contact SCORF Team

3.2 Navigate to the 'Letter of Intent' Application Tab

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 GPS User **Dashboard**).

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

- 1. On the **homepage**, locate the **navigation bar** at the top of the screen.
- 2. Click on the "Letter of Intent" tab.
- 3. This will open the LOI Request Application form.

FUND BOARD			Home G	SPS Application DSF Application	in Letter Of Intent	0
Alex Taylor	Desthoard GPS User Dashboard Ar of May 28, 2023, 711 Alf Venning as Alex Taylor Approved Applications	* Total Applications		t Total Amount Requested		Refresh 💌
Dashboard Projects Letter of Intent	View Report (Reprived Applications)	Ver Repar (Told Apple dam)	18 -	Sever Report (Annuard Requested By Pro	80ĸ	
C ^{al} Close Out Package	Total Applications	Approved Application States		•		36

Figure 40: Navigate to the LOI Tab

-				
T	The SCORF Board is offering the opportunit plans.	ty for political subdivisions to submit a Letter of Intent (LOI), rat	ther than an application, to develop comprehensive long-term opioid re	mediation
T R	This is an opportunity for political subdivision approved opioid abatement strategies.	ons to bring together stakeholders to prioritize addressing the op	pioid crisis in their communities and develop a community action plan t	based on the
1	Approved Abatement Strategy is in line with	this initiative:		
	J. Leadership, Planning, and Coordination			
5	Statewide, regional, local, or community reg populations with the greatest needs for treat	gional planning to identify root causes of addiction and overdos- tment intervention services. Support training and technical assi	se, set goals for reducing harms related to the opioid epidemic, and targ istance and other strategies to abate the opioid epidemic described in t	get areas and this opioid
	abatement strategy list.			
i F	abatement strategy list. Political subdivisions must upload a Letter of of the community action plan. This Letter of	of Intent to develop and implement a community action plan to t Intent must be signed by a chief elected official or chief admini	the Board, seeking up to \$25,000 of their allocated funds to support the istrative official for the political subdivision.	e development
i F C	abatement strategy list. Political subdivisions must upload a Letter o of the community action plan. This Letter of • Budget Amount	of Intent to develop and implement a community action plan to Intent must be signed by a chief elected official or chief admini • Organization Email	the Board, seeking up to \$25,000 of their allocated funds to support the istrative official for the political subdivision. • Program Manager Email	e development
; ; ;	abatement strategy list. Political subdivisions must upload a Letter o of the community action plan. This Letter of * Budget Amount	of Intent to develop and implement a community action plan to t Intent must be signed by a chief elected official or chief admini • Organization Email	the Board, seeking up to \$25,000 of their allocated funds to support the istrative official for the political subdivision.	e development
4 	abatement strategy list. Political subdivisions must upload a Letter of of the community action plan. This Letter of * Budget Amount The Letters of Intent will be reviewed and ap award.	of Intent to develop and implement a community action plan to t Intent must be signed by a chief elected official or chief admini • Organization Email pproved by SCORF staff within 10 days of submission. Political	the Board, seeking up to \$25,000 of their allocated funds to support the istrative official for the political subdivision. • Program Manager Email	e development
	abatement strategy list. Political subdivisions must upload a Letter of of the community action plan. This Letter of * Budget Amount The Letters of Intent will be reviewed and an award. This is an open-ended opportunity as there	of Intent to develop and implement a community action plan to t Intent must be signed by a chief elected official or chief admini • Organization Email pproved by SCORF staff within 10 days of submission. Political is no deadline for submission. A political subdivision may make	the Board, seeking up to \$25,000 of their allocated funds to support the istrative official for the political subdivision. Program Manager Email I subdivisions must submit developed plans to the SCORF Board 6 mo e this request once every 3 years.	e development mths post-
	abatement strategy list. Political subdivisions must upload a Letter of of the community action plan. This Letter of * Budget Amount The Letters of Intent will be reviewed and ap award. This is an open-ended opportunity as there Political subdivisions may apply for GPS fur	of Intent to develop and implement a community action plan to t Intent must be signed by a chief elected official or chief admini • Organization Email pproved by SCORF staff within 10 days of submission. Political is no deadline for submission. A political subdivision may make nds, if needed, during the planning process when the portal is of	the Board, seeking up to \$25,000 of their allocated funds to support the istrative official for the political subdivision. • Program Manager Email il subdivisions must submit developed plans to the SCORF Board 6 mo e this request once every 3 years. open and accepting applications.	e development

Figure 41: LOI Request Application Form

LOI Submission Rule – SCORF Portal

While applying for a Letter of Intent (LOI) in the SCORF portal, if you see a message indicating that **"you can apply once every 3 years,"** it means:

Once you submit an LOI, **regardless of whether it is approved or denied** - you must wait **3 years from the date of submission** before you are eligible to apply again.





3.3 Submitting the LOI Application Form

Complete all required fields marked with an asterisk (*).

- 1. Enter the requested budget amount.
- 2. Provide your organization and program manager's email.
- 3. Upload the authorization letter by clicking the Upload File button.
- 4. Click **Submit** to complete the application.

The SCORF Board is offering the opportunity for	or political subdivisions to submit a Letter of Intent (LOI), rather than an ap	plication, to develop comprehensive long-term opioid remediation plans.
This is an opportunity for political subdivisions abatement strategies.	o bring together stakeholders to prioritize addressing the opioid crisis in th	heir communities and develop a community action plan based on the approved opioid
Approved Abatement Strategy is in line with thi	s initiative:	
J. Leadership, Planning, and Coordination		
Statewide, regional, local, or community region greatest needs for treatment intervention service	al planning to identify root causes of addiction and overdose, set goals for es. Support training and technical assistance and other strategies to abate	reducing harms related to the opioid epidemic, and target areas and populations with the e the opioid epidemic described in this opioid abatement strategy list.
Political subdivisions must upload a Letter of In action plan. This Letter of Intent must be signed	tent to develop and implement a community action plan to the Board, see i by a chief elected official or chief administrative official for the political su	king up to \$25,000 of their allocated funds to support the development of the community ibdivision.
* Budget Amount	* Political Subdivision Email	* Program Manager Email
\$25,000.00	john.doe@test.com	Alex.t@test.com
The Letters of Intent will be reviewed and appr	oved by SCORF staff within 10 days of submission. Political subdivisions n	nust submit developed plans to the SCORF Board 6 months post-award.
This is an open-ended opportunity as there is r	o deadline for submission. A political subdivision may make this request o	nce every 3 years.
Political subdivisions may apply for GPS funds	if needed, during the planning process when the portal is open and accept	pting applications.
ronaed subdivisions may apply for or o funds		
Upload Authorization Letter :	Files Or drop files	

Figure 43: Complete the Application Form

Budget Limit for LOI Applications

When completing an LOI application:

- If you enter a **budget amount above \$25,000**, the system will display an **error message**: **"Budget amount cannot exceed \$25,000."**
- To successfully submit the LOI request, the **budget amount must be less than or equal to** \$25,000.

Valid submission: Budget amount ≤ \$25,000

X Invalid submission: Budget amount > \$25,000

	* Budget Amount		* Political Subdivision Email	Program Manager Email
	26000		john.doe@test.com	alex.t@test.com
	Budget amount cannot exceed \$25,000			
Fi	gure 44: Budget Limit for	LOI		

Email Alert – LOI Submission: Once the applicant successfully submits the Letter of Intent (LOI) application, they will receive a confirmation email at their registered email address. This email will include the unique Application ID for reference.



Reviewing Submitted LOI Applications

- 1. Once you submit your LOI, you'll be redirected to the Letter of Intent tab.
- 2. You will see a list of all submitted LOIs, including current and past submissions.
- 3. Click the **eye icon** next to the application you wish to view.
- 4. The application will open in a **non-editable preview mode** for your reference.

T FUND BOARD				Home GPS Application DSF App	lication Letter Of Intent 😝
	🕒 All Letter of Intent				
-	Action	Application ID	Funding Award	Application Status	Budget Amount
Alex Taylor	1 ©	LOI-175		Submitted	\$25.000.00
Dashboard					
Projects					
Letter of Intent					
Reports					
Close Out Package					
ure 45: Review	/ Submitted An	plication			

Application Request Decision

Once the SCORF team determines the application meets eligibility and has no discrepancies, SCORF Team approves it. The applicant will also receive an **approval letter via email**, including the **Application ID**.

Steps:

- 1. Log in to the portal.
- 2. Go to the Letter of Intent tab from the left navigation panel.
- 3. View all submitted applications (past and current).
- 4. Check the Budget Status column if approved, it will show "Approved" next to the application.

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

FUND BOARD				Home GPS Application	DSF Application Letter Of Intent	0
	🕒 All Letter of Inter	nt				
	Action	Application ID	Funding Award	Application Status	Budget Amount	-
Alex Taylor	1 🛛	LOI-175		Approved	\$25.000.00	
1 Dashboard						
Projects						
Letter of Intent						
C Reports						
C ^{al} Close Out Package						

Figure 46: Application Request Decision - Approved



Email Alert: LOI Approval

Upon approval, applicants receive an email with the approved LOI Application ID and the attached Approval Letter PDF.

Sandbox: Approval Letter for Chester	^
Approvaester.pdf	
s noreply@salesforce.com on behalf of scorf <gms@scorf.sc.gov> To:</gms@scorf.sc.gov>	
ApprovalLetter_Chester.pdf	
Hello	
Please find attached the approval letter for your funding application.	
Best Regards, SCORF Team	
← Reply	

3.4 Reports – LOI

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**.

Submitting Reports

To submit a report for an approved application:

- 1. Log in to Portal using your registered login credentials to access the system. You will land on the GPS Homepage/Dashboard.
- 2. Navigate to the Letter of Intent Tab on the left-hand panel.
- 3. Locate the application you want to report on.
- 4. The application will appear with a **"Reporting"** status. Click the **pencil icon** *I* next to it to open the reporting form.

***Note:** Applications requiring reports will have a **status of "Reporting"** and display a **pencil icon** along with the Funding Award ID and Approved Budget Amount

OPIOID RECOVERY					Home GPS Application	DSF Application Letter Of Intent	Θ
	A	ll Letter of Intent					
		Action	Application ID	Funding Award	Application Status	Budget Amount	
Alex Taylor	1	/	LOI-175	ABE-LOI-2025	Reporting	\$25,000.00	
▲ Dashboard							
Projects							
Letter of Intent							
C Reports							
C ⁴ Close Out Package							
Figure 47: Subm	nitting	g a Report					

Completing Reports

Follow the steps below to submit a report or request an extension for your application:

To Submit

- 1. Locate and select the application for which you want to submit the report.
- 2. Apply for Extension Field Choose one of the options: **3 months**, **6 months**, or **None**.
- 3. If No Extension is Required: Select None from the options.
 - A conditional field will appear. Upload your **Community Action Plan** using the **Upload Files** button.

*	Uplo	ad	Your	Com	muni	ty Pla	n /	Actio	n
	<u>ث</u>	U	oload	Files	0	r dro	p fi	iles	
)	

4. Click **Submit** to complete the report submission.

OPIOID RECOVERY FUND BOARD	Home GPS Application DSF Application Letter Of Intent
	← lack
-	E, Reporting
	*Apply For Extension
A Dashboard	* Upload Your Community Plan Action Or drop files
Projects	Sample - Community Plan Action pdf 🏛
Letter of Intent	La Submit
C Reports	👼 Opiold Remediation Planning Program
C ^I Close Out Package	The SCORF Board is offering the opportunity for political subdivisions to submit a Letter of Intent (LOI), rather than an application, to develop comprehensive long-term opioid remediation plans.
	This is an opportunity for political subdivisions to bring together stakeholders to prioritize addressing the opioid crisis in their communities and develop a community action plan based on the approved opioid abatement strategies.
	Approved Abatement Strategy is in line with this initiative:
	J. Leadership, Planning, and Coordination
	Statewide, regional, local, or community regional planning to identify root causes of addiction and overdose, set goals for reducing harms related to the opoid epidemic, and target areas and populations with the greatest needs for treatment intervention services. Support training and technical assistance and other strategies to abate the opoid epidemic described in this opioid abatement strategy list.
	Political subdivisions must upload a Letter of Intent to develop and implement a community action plan to the Board, seeking up to \$25,000 of their allocated funds to support the development of the community action plan. This Letter of Intent must be signed by a chief elected official or chief administrative official for the political subdivision.
	Budget Amount : \$25,000.00

Figure 48: Completing Report

Requesting an Extension:

- 1. Choose Extension Duration: Select either 3 months or 6 months.
- 2. **Provide Justification**: A justification field will appear. Enter a brief explanation for why the extension is needed.
- 3. Click Submit: Your extension request will be sent to the SCORF team for review.

***Note:** Once the SCORF team approves your extension request, your new report due date will be automatically extended by 3 or 6 months from the approval date.

PIOD RECOVERY FUND BOARD					Home	GPS Application	DSF Application	Letter Of Intent	0
	← Back								
	₽ Reporting								
Alex Taylor	Apply For Extension		* Justification						
	3 Months		•			6			
A Dashboard									💾 Submit
Projects	🗟 Opiold Remediation Planning P	rogram							
Letter of Intent	The SCORF Board is offering the opportunit	ty for political subdivisions to subr	mit a Letter of Intent (LOI), rather than	n an application, to develop o	comprehensive	long-term opioid remed	liation plans.		
C Reports	This is an opportunity for political subdivisio	ns to bring together stakeholders	to prioritize addressing the opioid crit	sis in their communities and	develop a com	munity action plan base	d on the approved opioi	d abatement strategies.	
C ^{al} Close Out Package	J. Leadership, Planning, and Coordination	and moutre.							
	Statewide, regional, local, or community reg intervention services. Support training and t	ional planning to identify root cau echnical assistance and other stra	ses of addiction and overdose, set grategies to abate the opioid epidemic	cals for reducing harms relat described in this opioid abate	ted to the opioid ement strategy	d epidemic, and target a list.	reas and populations wi	th the greatest needs for	treatment
	Political subdivisions must upload a Letter of be signed by a chief elected official or chief	f Intent to develop and implement administrative official for the politi	t a community action plan to the Boar ical subdivision.	rd, seeking up to \$25,000 of	their allocated	funds to support the de-	velopment of the commu	nity action plan. This Let	ter of Intent must
	Budget Amount : \$25,000.00								
	Political Subdivision Email : john.doe@	test.com							
	Program Manager Email : alex.t@test.c	om							
	The Letters of Intent will be reviewed and ap	oproved by SCORF staff within 10) days of submission. Political subdivi	isions must submit develope	d plans to the	SCORF Board 6 months	post-award.		
iguro 10: Comr	lating Papart								

Figure 49: Completing Report

Email Alert - Extension is Approved: The applicant will receive an email with an updated reporting timeline.

Sandbox: Extension Request Approved - LOI-087				
s noreply@salesforce.com on behalf of scorf <gms@scorf.sc.gov></gms@scorf.sc.gov>			→ ¹ / ¹ / ¹ / ² ⊗ ¹ / ¹ / ² → ¹ / ² Wed 6/11/2025 1:23 PM	1
Hi Chester,				
We're happy to let you know that your extension request has been granted. Your upload your report by this date.	updated d	eadline is	s March 10, 2026. Kindly	
Best Regards,				
SCORF Team				
$\begin{array}{c c} \leftarrow & Reply & \textcircled{\begin{subarray}{c} \ll & Reply all \\ \hline \end{array} & \overleftarrow{\begin{subarray}{c} \leftarrow & Forward \\ \hline \end{array} \end{array}$				

Email Alert - Extension is Rejected: The applicant will receive an email confirming the original reporting deadline.

Sandbox: Extension Request Denied For LOI - LOI-087			
s noreply@salesforce.com on behalf of scorf <gms@scorf.sc.gov> To</gms@scorf.sc.gov>	<i>☆</i> ⊕ ←		⑪ 🔗 🕮 … Fri 6/13/2025 1:50 PM
Hello, This is an email to inform you that your request for an extension on the LOI-087 applica June 10, 2026 remains in effect. Please submit by then to avoid delays.	ation has been	rejected.The ori	ginal deadline of
Best Regards,			
SCORF Team			
← Reply ≪ Reply all ← Forward			

Submitting the Community Action Plan:

If the extension request has been **approved or rejected**, the applicant can proceed to submit the *Community Action Plan* by following these steps:

- 1. Locate the application and click the pencil icon 🖋 to edit.
- 2. Upload the required file "Community Action Plan."
- 3. Click **Submit** to complete the process.

Reporting Without Extension:

If an **extension was granted** for the previous cycle and you now wish to submit without requesting another extension:

- 1. Locate the application and click the pencil icon 🖋 to edit.
- 2. Select **None** for the extension.
- 3. Upload the required file "Community Plan Action".
- 4. Click Submit

4. Getting Started with DSF Application

*Note: This section is for GPS users applying for DSF applications.

Logging into the SCORF Grant Management System 4.1

GPS Users Applying for DSF Application

As a GPS user applying for the DSF application, you can use the credentials provided by the SCORF team to log in directly. Once logged in, locate the DSF application and begin the application process.

- 1. Log in using the credentials provided by the SCORF team.
- 2. Accounts for each county will be pre-created, so no additional setup is required.

*Note: The overall flow and process closely mirror the GPS application, with only a few minor differences.

Returning User Login:

- 1. Navigate directly to the login page. Portal.scorf.sc.gov
- 2. Enter your username and password.
- 3. Click "Login" to access your account.

BB 5CORF



4.2 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 GPS users log in, they land on the **Home** i.e. GPS User Dashboard.
- 2. From the navigation bar, they can locate and apply for DSF applications.



Figure 51: Dashboard View for GPS Users



4.3 Submitting the DSF Application

Once you have 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 52: 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.**



Figure 53: DSF Application Form

Complete the Application Form

- 1. Complete all required fields marked with an **asterisk (*)**.
- The Entity Type field will be pre-populated as this application is exclusively for Counties or Political Subdivisions.

County or Political Subdivision

- 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.

- 3. Upon selecting a strategy, an accordion menu will expand, displaying related sub-strategies.
- 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 54: 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 (Previous "Previous."

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

Figure 55: 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 techn	ical proposal.	
For more information about what must be included in your Te	chnical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Pro	posal information
For more information about what must be included in your Te Site.	chnical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Pro	posal information
For more information about what must be included in your Te Site. * Upload Technical Proposal	chnical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Pro	posal Information
For more information about what must be included in your Tr Site. * Upload Technical Proposal Upload File	chnical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Pro	posal information
For more information about what must be included in your Te Site. * Upload Technical Proposal Upload File	chnical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website Technical Pro	p <u>osal</u> information
For more information about what must be included in your Tr Site. "Upload Technical Proposal Upload File Or drop files	chnical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website <u>Technical Pro</u>	posal information
For more information about what must be included in your Te Site. "Upload Technical Proposal Upload File Or drop files Sample - Authorization Letter pdf	chnical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website <u>Technical Pro</u>	posal information
For more information about what must be included in your Tr Site. "Upload Technical Proposal Upload File Sample - Authorization Letter pdf	chnical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website <u>Technical Pro</u>	posal information
For more information about what must be included in your Tr Site. */upload Technical Proposal Upload File Sample - Authorization Letter pdf	chnical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website <u>Technical Pro</u>	posal information
For more information about what must be included in your Tr Site. *Upload Technical Proposal Upload File Control of drop files Sample - Authorization Letter.pdf	chnical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website <u>Technical Pro</u>	posal information
For more information about what must be included in your Tr Site. * Upload Technical Proposal Upload File Sample - Authorization Letter.pdf	chnical Proposal for both Guaranteed Political Subdivisions and Discretionary Subfunds, please visit the SCORF Website <u>Technical Pro</u>	posal information

Figure 56: 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.

upplicant entity/organizat
applicant entity/organizat
applicant entity/organiza nt statements or claims

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	
B: Support People in Treatment and Rec	overy
B.1: Provide comprehensive wrap-arou transportation, education, job placeme	nd services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, nt, job training, or childcare.
Total Budget : \$20000	
Budget Information	
Budget Information 또 Budget Information	
Budget Information 또 Budget Information Total Project Budget : \$50,000.00	Date : 2025-03-28
Budget Information 또 Budget Information Total Project Budget : \$50,000.00 Electronic Signature : John Doe	Date : 2025-03-28
Budget Information Image: Budget Information Total Project Budget : \$50,000.00 Electronic Signature : John Doe Image: By submitting this form, I confirm that I have stated terms.	Date : 2025-03-28 read and understood the provided information, and I consent to the processing of my data in accordance with the

Figure 58: 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 ⁽²⁾ on the portal to view your application. Edits are only allowed if the SCORF team requests revisions.

OPIOID RECOVERY				Home GPS Application	DSF Application Letter Of Intent
Alex Taylor		Approved 1	Rejected 0	Revision 0	Total 5
	All Projects				
n Dashboard	Action	Application ID	Application Status	Submitted Date	Request Type
Brojects	1 🐵	FA-207	Submitted	Jun 17, 2025	DSF
Projects	2 🐵	FA-205	Approved	Jun 17, 2025	GPS
Letter of Intent	3 🐵	FA-201	Submitted	Jun 11, 2025	GPS
	4 ⊚	FA-197	Submitted	Jun 5, 2025	GPS
C Reports	5 💿	FA-195	Submitted	Jun 4, 2025	GPS
C ^{II} Close Out Package					

Figure 59: View Submitted Application

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:	ⓒ ← Reply ≪ Reply all → Forward Solution 3/31/2025 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 fi records. Your application has been received and is currently under review. You will be notified of any updates rega	ind attached a copy of your submitted application for your arding your application status.
Best Regards, South Carolina Opioid Recovery Fund (SCORF)	
← Reply ← Forward	

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.

OPIOID RECOVERY FUND BOARD		Home	GPS Application	DSF Application	Letter Of Intent	0	
Alex Taylor	← Back FA-207 Organization Information					~	
A Balland	R Organization Information						
Dashboard	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	Application Cycle Type	: Initial				
Projects	Name of Individual Completing the Application : Alex Taylor	Does The Requesting Entity Approve Line-Item Severability Throughout The Application? : $\ensuremath{\mathbb{N}}$ No					
Letter of Intent	Title of Individual Completing the Application : Program Manager	Was the requesting Ent	ity a litigating subdivisio	n? : No			
Reports	Organization Name : South Carolina Recovery Initiative	Is the requesting Entity	tity or any of its board n	her Plaintiff? : No	ave any nerronal finan	cial or	
	Organization Contact Number : 234-567-8765	other relationship with viewed as a conflict of	any Member of the SC O interest for that Member	pioid Recovery Fund Bo ? : No	ard that may reasonably	be	
C ^{al} Close Out Package	Organization Email : alext@test.com						
	SCEIS Vendor Number : 1111114567876543						
	Entity Type : County or Political Subdivision						
	G Payment Remit To(As per SCEIS)						
	Address Line 1 : 2202 Wexford Way	Address Line 2 :					

Figure 60: 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 61: Application Submission Limit

4.4 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					^
⊘ SF_ApFA-432.pdf					
s noreply@salesforce.com on behalf of scorf <gms@scorf.sc.gov> To:</gms@scorf.sc.gov>					
DSF_Application_ApprovalLette					
Hi Mishruti,					
Please find attached the approval letter for your funding application. Below are th processing:	e key de	tails for	your	referenc	e and 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

FOPIOID RECOVERY FUND BOARD				Home GPS Application	DSF Application Letter Of Intent
Alex Taylor		Approved 1	Rejected 0	Revision 0	Total 2
	All Projects				
n Dashboard	Action	Application ID	Application Status	Submitted Date	Request Type
III parta a	1	FA-207	Approved	Jun 17, 2025	DSF
Projects	2 🐵	FA-201	Submitted	Jun 11, 2025	GPS
Letter of Intent					
Reports					
Close Out Package					

Figure 62: 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.

OPIOID RECOVERY FUND BOARD		Home GPS Application DSF Application Letter Of Intent	0
Alex Taylor	← Back FA-207 Organization Information	Upload Service Letter Agreeme	nt ±
Dashboard	離 Organization Information		
	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	Application Cycle Type : Initial	
Projects	Name of Individual Completing the Application : Alex Taylor	Does the Requesting Entity Approve Line-Item Severability Inroughout The Application? : No	
🗎 Letter of Intent	Title of Individual Completing the Application : Program Manager	is the requesting Entity a South Carolina Beliwether Plaintiff? : No	
Reports	Organization Name : South Carolina Recovery Initiative	Does the requesting Entity or any of its board members or employees, have any personal finance	ial.or
	Organization Contact Number: 234-567-8765	other relationship with any Member of the SC Opioid Recovery Fund Board that may reasonably viewed as a conflict of interest for that Member? : No	be
C ^{II} Close Out Package	Organization Email : alex.t@test.com		
	SCEIS Vendor Number : 1111114567876543		
	Entity Type : County or Political Subdivision		
	다 Payment Remit To(As per SCEIS)		
	Address Line 1 : 2202 Wexford Way	Address Line 2 :	

Figure 63: Uploading the Signed SLA

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

Figure 64: 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.

	Application Point of Contact	
	Program Manager Name : Alex Carter	Fiscal Manager Name : Jordan Wells
—	Program Manager Email : test@abc.com	Fiscal Manager Email : jordan.wells@emailtest.com
Alex Taylor	Program Manager Phone Number : 345-676-5432	Fiscal Manager Phone Number : 123-456-7894
	8₀ Core Abatement Strategy	
h Dashboard	A: Naloxone or Other FDA-Approved Drug to Reverse Opioid Or	erdoses
Projects	A.1: Expand training for first responders, schools, community	support groups, and families.
Letter of Intent	Total Budget : \$50000	
C Reports	A.2: Increase distribution to individuals who are uninsured or	whose insurance does not cover the needed service.
C ^{II} Close Out Package	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	
	FileName - Sample - Singed SLA Download	

Figure 65: View Uploaded Signed SLA

4.5 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								
noreply@salesforce.com on behalf of scorf <gms@scorf.sc.gov> ※ ロート ペート ロ シー ロー To: Frie/12003.2111</gms@scorf.sc.gov>								
Hi Alex Taylor ,								
This is a reminder that y if you have any question Dates are listed in the fu	our fiscal and project reports are due prior to July s or need clarification on any aspect of the report. nding reporting timeline document	11, 2026 . Please submit it through our grant mar	nagement system. Please let us know					
	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 Best Regards, SCORF Team	Reporting 4 February 1, 2026 April 30, 2026 July 31, 2026 Link to Portal- https://scorfdev.sandbox.my.site.com/scorf Best Regards, SCORF Team SCORF Team Image: Compare the second							

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.)

POPIOID RECOVERY FUND BOARD			Home	GPS Application	DSF Application	Letter Of Intent	0
	C Reports						
Alex Taylor	FA-207 - ABED62025 - Reporting						•
↑ Dashboard	Expenditure Report	Performance Report			Naloxone F	Report	
Projects	*Approval Number	• Date					
Letter of Intent	ABE062025	Jun 17, 3	2025				iii
2	* Name of Person Completing Form	* Email					
C Reports	Alex Taylor	alex.t@t	est.com				
Close Out Package	* Organization Name	• Year					
C close out rackage	South Carolina Recovery Initiative	12/31/2	024 - 12/30/2025				
	* Phone Number						
	643-456-7898						
	2 Core Abatement Strategy						
	A.1: Expand training for first responders, schools, community support groups	, and families.					~

Figure 67: 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.
| 1 | POPOD RECOVERY
L FUND BOARD | | | Home | GPS Application | DSF Application | Letter Of Intent | Θ |
|---------------------|---|---|-----------------------|---------------------------|-----------------------|-----------------|------------------------|---|
| | C Reports | | | | | | | |
| Alex Taylor | FA-207 - ABE062025 - Reporting | | | | | | | |
| | Expenditure I | Report | Perform | ance Report | | | Naloxone Report | |
| A Dashboard | P Application | | | | | | | |
| Projects | Approval Number | | | • Date | | | | |
| Letter of Intent | ABE062025 | | | Jun 17, 2025 | | | | ŝ |
| | Name of Person Completing Form | | | * Email | | | | |
| Reports | Alex Taylor | | | alex:t@test.com | | | | |
| C Close Out Packane | Organization Name | | | • Year | | | | |
| C close out rounge | South Carolina Recovery Initiative | | | 12/31/2024 - 12/30/2025 | | | | |
| | Phone Number | | | | | | | |
| | 643-456-7898 | | | | | | | |
| | 2 Core Abatement Strategy | | | | | | | |
| | A.1: Expand training for first responders, school | is, community support groups, and families. | | | | | | ~ |
| | | 12/31/2024 - 3/30/2025 | 3/31/2025 - 6/29/2025 | | 6/30/2025 - 9/29/2025 | | 9/30/2025 - 12/30/2025 | |
| | | \$200.00 | \$300.00 | | | | | |
| | Strategy Budget
\$50,000.00 | Expenditure through 12/31/2024 | | Total Project Expenditure | | Balance/Car | ry Forward | |
| | | 6200.00 | | 8500.00 | | £40.500.00 | | |
| igure 68: Ex | 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.

2 Core Abatement Strategy							
A.1: Expand training for first responders, schools, comm	nunity 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	
\$50,000.00	Expenditure through 12/31/2025		Total Project Expenditure		Balance/Carr	ry 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	OF OD RECOVERY FUND BOARD			Home GPS Application	DSF Application	Letter Of Intent	Θ
Alex Taylor	Reports Select an Application FA-207 - ABE063025 - Reporting						•
A Dashboard	Expense	liture Report	Performance Report			Naloxone Report)
Projects	Approval number		Partner Agen	icy			
Letter of Intent	ABE062025		South Caroli	ina Recovery Initiative			
	• Name of person completing form		 Guaranteed F 	Political Subdivision			
C Reports	Alex taylor		Select an Op	otion			•
C ^{al} Close Out Package	Questions						
	No. of persons educated on how to respo	and 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	
	200	300				500	
	No. of Naloxone kits distributed to at-ris	k individuals					
	No. of Fentanyl test kits distributed to at	risk individuals					
			법 Submit				
Figure 69: Per	formance 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.

1	POPOD RECOVERY FUND BOARD		Home GPS	Application DSF Application	Letter Of Intent		
Alex Taylor	Reports Select an Application F4-207 - ABERGR020 - Reporting				•		
Dutterd	Expenditure Report	Perfor	mance Report		Naloxone Report		
T Dashboard	Naloxone Distribution						
Projects	* Enter the number of boxes distributed for each month.						
Letter of Intent	Total Boxes Allowed 50	Box	es Distributed		Boxes Remaining		
C Reports							
C ^{II} Close Out Package	December, 2024	January, 2025		March, 2025			
	3	2		5			
	March, 2025	May, 2025		May, 2025			
	5	1		1			
	July, 2025	July, 2025		August, 2025			
	October, 2025	October, 2025		December, 2025			
		_					
			3 Submit				
Figure 70: Na	loxone Report						

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.

1	EXCHINATION AND A CONTROL OF A				Home	GPS Application	DSF Application	Letter Of Intent	Θ
Alex Taylor	Reports Select an Application FA-207 - ABE082025 - Reporting								
A Dashboard	Expenditure R	sport		Performance Re	port			Naloxone Report	
Projects	Approval Number			• Dat					
Letter of Intent	ABE062025			Ju	n 17, 2025				10
	Name of Person Completing Form			* Ema	al .				
C Reports	Alex Taylor			ale	ext@test.com				
C ^{II} Close Out Package	Organization Name			• Year	r				
	South Carolina Recovery Initiative			12	/31/2024 - 12/30/2025				
	Phone Number								
	123-456-7890								
	2 Core Abatement Strategy								
	A.1: Expand training for first responders, schools,	, community support groups, and families.							~
		12/31/2024 - 3/30/2025	3/31/2025	- 6/29/2025		6/30/2025 - 9/29/2025		9/30/2025 - 12/30/202	5
	Starton Dudant	\$200.00	\$300.00						
	\$50,000.00	Expenditure through 12/31/2024		Tota	I Project Expenditure		Balance/Ca	rry Forward	
		\$200.00		\$5	00.00		\$49,500.0	0	

Figure 71: 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

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.



4.6 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.

Ť	NR BOARD	Home	GPS Application	DSF Application	Letter Of Intent	Θ	
Alex Taylor	C ⁴ Close Out Package Select an Application						
▲ Dashboard	0						
Projects							
Reports C ¹ Close Out Package 2							
Figure 72: Sub	omit 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	CONCERNENCERY FUND BOARD			Home	GPS Application	DSF Application	Letter Of Intent	0
Alex Taylor	C ^{et} Close Out Package Select an Application F8-207 - (ABG02025)							Ţ
1 Dashboard	Tangible Property Report Tangible Property Details	Final Pro	oject Report				Payroll Report	
Projects	• 1. Award Approval Number		2. Vendor Number					
Letter of Intent	ABE062025		76567					
db survey	2b. Interest Earned		3. Comments					
G Reports	\$2,000.00		Tangible Property R	leport Commer	its			
C ⁴ Close Out Package	4. Typed or Printed Name and Title of Authorized Certifying Official							
	• Prefix		• Title					
	Mr							
	First Name		Last Name					
	Alex							
	4b. Signature of Authorized Certifying Official		• 4c. Telephone (are	a code, numb	er, extension)			
	Alex Taylor		234-567-8543					
	• 4d. E-Mail Address		• 4e. Date report su	bmitted				
	alext@test.com		Jun 17, 2025					11
	• 5. Do you have any Business Equipment?							
	No	*						

Figure 73: 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.

OPIOID RECOVERY				Home	GPS Application	DSF Application	Letter Of Intent	0		
	C ^I Close Out Package									
	Select an Application									
Alex Taylor	FA-207 - (ABE062025)									
	Tangible Prope	rty Report	Final Project Report			Pa	yroll Report			
A Dashboard	Final Project Report Details									
Projects	Label	Value								
Letter of Intent	Project Overview	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 brief look at the issue or opportunity that was addressed, the project objectives and 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 includes a summary statement at the end that indicates what the regret modes.								
C Reports	Success Criteria Performance	This section refers to the KPIs, performance metrics and how s	success was defined for this specific project. Expla	ain how, when or if the p	project achieved its perform	ance goals.				
Close Out Package	Accomplishments, Outcomes and Results	In a section below the overview, please explain what key performance indicates (IP/R) 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 analyses the entire project in relation to these success metrica and recounts what caused each positive or negative outcome.								
	Dailenges and Barriers This section details the challenges and risis 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. Ist future recommendations for implementing or completing, include timeline suggestions, comments on the use of resource	and what was learned in the process that may be projects based on the experiences of the project es or budget adjustments for similar projects.	e helpful for future refer I being reported. These	ence. When working on fu recommendations can imp	ture projects you may look at rove the overall completion a	this information to avoid the s nd reception of other projects.	ame challenges. Plea Recommendations c		
	Budget Performance	This section describes the schedule and budget set for the pro-	oject and if the project stayed within those limits i	in this section. If the pro	oject didn't stay within thos	e limits, list the reasons.				
	Financial Summary	The financial summary of the project closure report lists the costs and ongoing costs to improve readability and effective funds if you needed them to complete the project.	cost of each abatement strategy, ongoing costs, ly organize the project's financial information. Th	the projected budget a he bottom of the table	nd the actual money spen may also include a notes	t. You can format this section section to explain any varian	as two tables separated by th ces in cost or additional reason	e abatement strateg ns for requesting mo		
	Upload File						10	Contract of the second		
	1 Upload Files Or drop files							Download 🛓		

Figure 74: 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 1 icon.
- 4. Click Submit to complete the report.

FUND BOARD				Hor	ne GPS Application	DSF Application Letter Of Intent	Θ
Alex Taylor	C Close Out Package Select an Application FA-207 - (A8E062025)						•
A Dashboard	Tang	jible Property Report		Final Project Report		Payroll Report	
Projects	* Time Period			* Approval Number			
Letter of Intent	Jun 17, 2025 🗰 1:14	4 PM (O)		ABE062025			
C Reports	*Name of Person Completing Form Alex taylor	n					
C ⁴ Close Out Package	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	21	\$3,000.00	\$400.00	\$1,200.00	Ð
			l	년 Submit			-

Figure 75: Payroll Report

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>	 ※ ③ < ← Reply < Keply all Forward 10
Hi Midlands Wellness Foundation,	
This is a reminder that the closeout package for your award is now due. Please submit all required do	ocuments as soon as possible to ensure timely processing.
You can review the instructions and submission guidelines here: SCORF Award Closeout Requirement	<u>ts.</u>
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	

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.

FUND BOARD				Home	GPS Application DSF Application	Letter Of Intent
	C ^I Close Out Package					
Alex Taylor	Select an Application FA-207 - (ABE062025)					
ushboard	Tangible	Property Report	Final	Project Report		Payroll Report
ojects	Payroll Report Details Time Period			* Approval Number		
tter of Intent	Name of Person Completing Form Alex taylor	0		ABEUGEU23		
ose Out Package	Staff Line Items					
	Staff Name	Staff Type (Include Partner Name)	Hours Worked	Total Amount Paid	Fringe Amount	Total Compensation

Figure 76: Review a submitted Closeout Package

4.7 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 either applying under the Guaranteed Political Subdivision Sub Funds (GPS) or the 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 GPS Users:

- Login credentials will be **provided by the SCORF team**.
- County users shall not have the ability to sign up.
- Access to the portal will be granted **after credentials are shared** with the applicant by the SCORF team.