

**OPIOID RECOVERY FUNDS
GRANTS MANAGEMENT SYSTEM**

QUICK REFERENCE GUIDE

GPS USER

Table of Contents

1. Introduction.....	5
1.1 Purpose of the Manual	5
1.2 Overview:	5
1.3 Intended Audience.....	5
1.4 About This Manual.....	5
2. Getting Started with GPS Application – GPS User	6
2.1 Logging into the SCORF Grant Management Portal.....	6
2.2 Navigating to the Dashboard – GPS Application	9
2.3 Submitting the GPS Application	11
GPS Application Availability.....	11
Navigate to the GPS Application Tab.....	11
Complete the Application Form	12
Save & Exit as ‘Draft’	13
Continuing Draft Application	14
Completing the Technical Proposal.....	15
Completing Abatement Strategies.....	16
Providing Personnel & Budget Information	16
Adding a Partner or Proceeding Without a Partner	17
Completing Abatement Strategies: For Partner	18
Completing the Budget Information Section.....	19
Save & Preview, and Submit the Application.....	20
Managing Partner Applications: View, Edit, or Delete	20
Reviewing Submitted Application.....	23
Application Submission Limit.....	23
2.4 Application Status: Revision Requested & Deferred	24
Update and Resubmit the Application – Revision Requested	25
SCORF Team Review & Deferred Status.....	27

- 2.5 Application Decision Outcomes & Tracking29
- 2.6 Reporting Submission & Management31
 - Submitting Reports32
 - Completing Reports:32
 - Review a Submitted Report:36
 - Reports: Additional Information Requests.....37
 - Email Alert – Report Reminder & Schedule38
- 2.7 Close Out Package.....39
 - Submitting a Close Out Package.....40
 - Review a Submitted Close Out Package:.....43
- 3. Getting Started with LOI Application - GPS User..... 45**
 - 3.1 Logging into the SCORF Grant Management Portal45
 - 3.2 Navigate to the ‘Letter of Intent’ Application Tab45
 - LOI Submission Rule – SCORF Portal46
 - 3.3 Submitting the LOI Application Form47
 - Budget Limit for LOI Applications48
 - Reviewing Submitted LOI Applications49
 - Application Request Decision50
 - 3.4 Reports – LOI51
 - Submitting Reports51
 - Completing Reports52
- 4. Getting Started with DSF Application 56**
 - 4.1 Logging into the SCORF Grant Management System56
 - 4.2 Navigating to the Dashboard – DSF Application.....57
 - 4.3 Submitting the DSF Application.....58
 - Reviewing Submitted Application.....64
 - Application Submission Limit.....65
 - 4.4 Application Decision Outcomes & Tracking – DSF Applications66
 - Decision Notification & Disbursement Authorization67

Uploading the Signed Service Letter Agreement (SLA)67

4.5 Reporting Submission & Management70

 Submitting Reports71

 Completing Reports:72

 Review a Submitted Report:75

 Email Alert – Report Reminder & Schedule76

 Reports: Additional Information Requests.....77

 Return of Funds.....77

4.6 Close Out Package78

 Submitting a Close Out Package.....78

 Review a Submitted Close Out Package:.....82

4.7 Continuation Application83

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.*

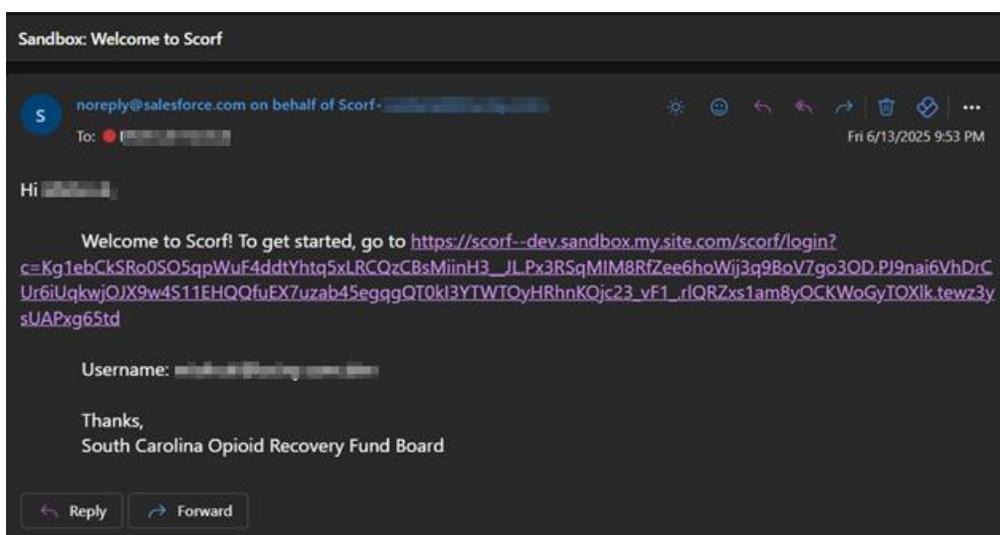
2. Getting Started with GPS Application – GPS User

**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:
 - At least **8 characters long**

SCORF Portal User – Quick Reference Guide for GPS Users

- 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**.

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**.



Figure 1: Enter Your Credentials

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.”



Figure 2: GPS User Account Error



Entity Type
County or Political Subdivision ▼

First Name
John

Last Name
Doe

Email
test@abc.com

[Create Account](#)

If you are a County or Political Subdivision user, please log in or reach out to your admin.

Already have an account?

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.

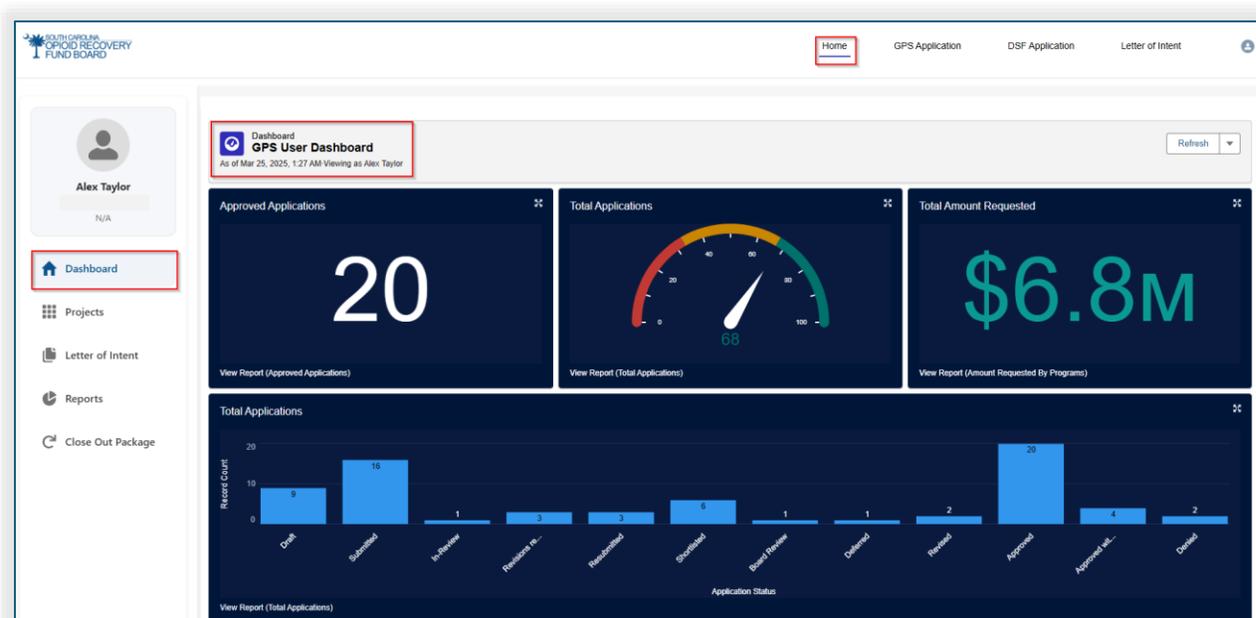


Figure 3: Homepage/Dashboard

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 to log out of your account.

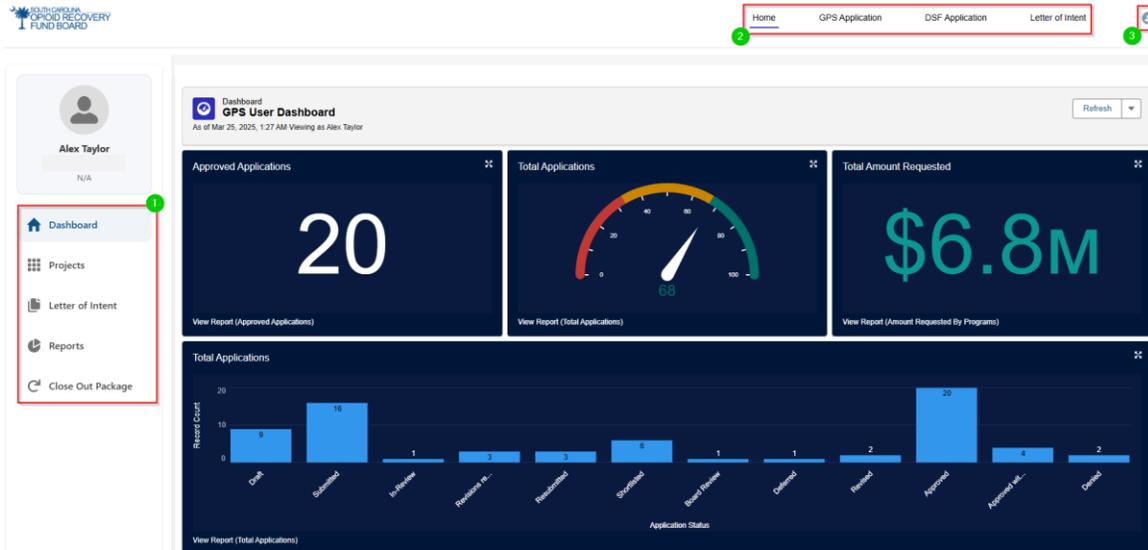


Figure 4: Dashboard - Quick Find Tabs

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.

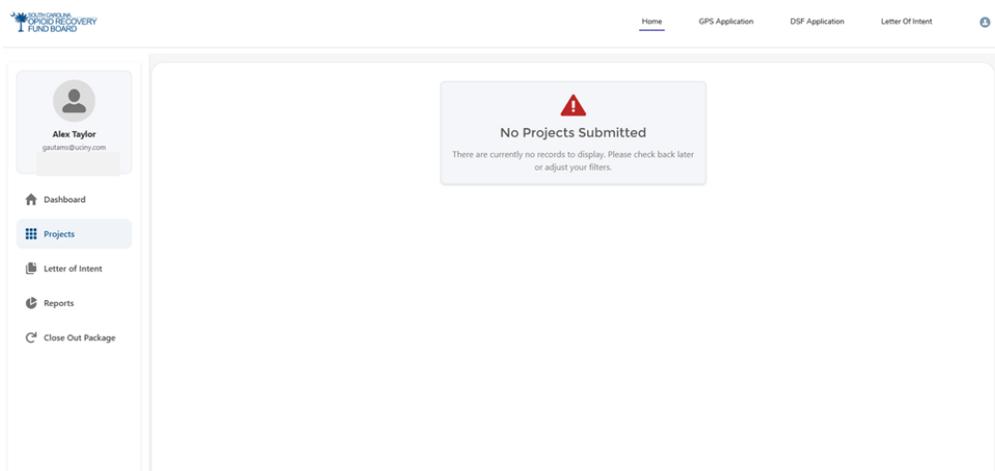


Figure 5: No Projects Submitted

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.

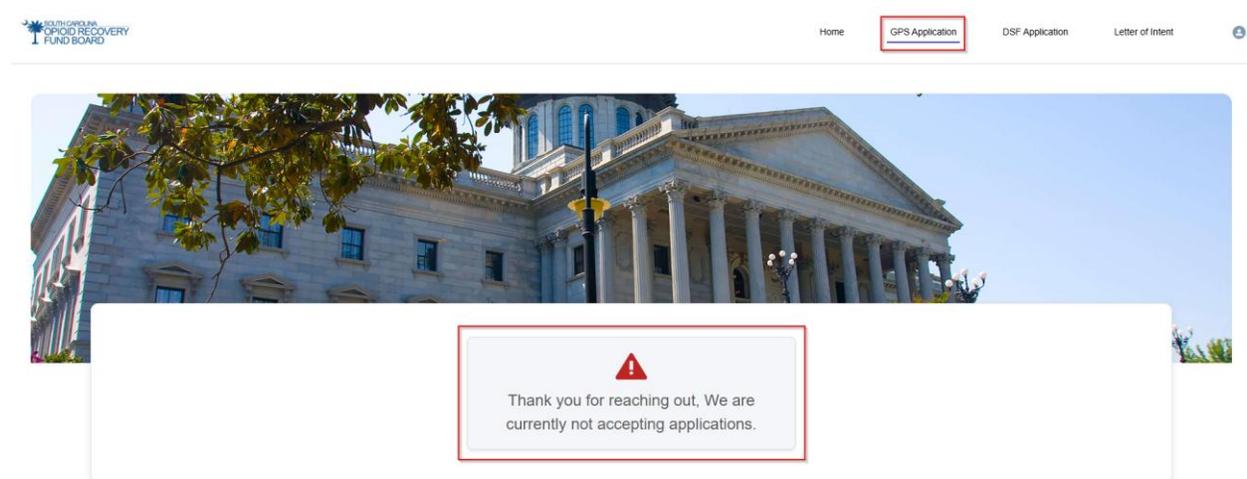


Figure 6: GPS Application Availability

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.

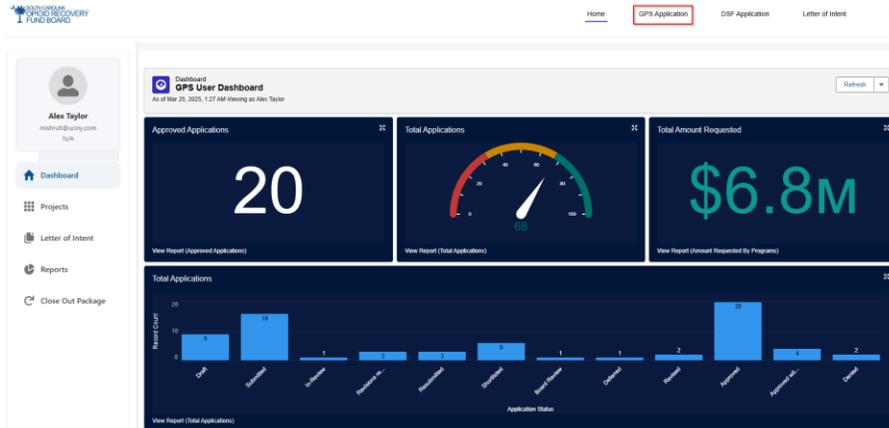


Figure 7: Navigate to the GPS Application Tab

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

The screenshot shows the 'GPS Application' form with a progress indicator at the top: 1. Organization Information (highlighted with a red box), 2. Technical Proposal, 3. Abatement Strategies, and 4. Budget Information. The 'Political Subdivision Information' section contains several required fields marked with an asterisk (*):
 * 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)?
 * Entity Type
 * Name of Individual Completing the Application
 * Are you collaborating with any other partner?
 * Does The Requesting Entity Approve Line-Item Servability Throughout The Application?

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.

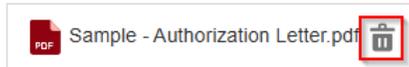
* Are you collaborating with any other partner?

4. Click **Upload File** to attach your Authorization Letter

Upload Authorization Letter

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

* Upload Authorization Letter



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: 2202 Wexford Way

Address Line 2: [Empty]

*City: Batesburg

*State: South Carolina

*Zip: 29006

Project Point of Contact

*Program Manager Name: Alex Carter

*Fiscal Manager Name: Jordan Wells

*Program Manager Email: alex.carter@emailtest.com

*Fiscal Manager Email: jordan.wells@emailtest.com

*Program Manager Phone Number: 803-123-4567

*Fiscal Manager Phone Number: 803-321-8765

Save&Exit
Next →

Figure 9: Save&Exit as Draft

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”**.

Navigation: Home | GPS Application | DSF Application | Letter Of Intent

Stats: Approved 0 | Rejected 0 | Revision 0 | Total 1

Action	Application ID	Application Status	Submitted Date	Request Type
	FA-192	Draft	Jun 4, 2025	GPS

Figure 10: Continue Draft Application

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

Project Point of Contact

* Program Manager Name <input type="text" value="Alex Carter"/>	* Fiscal Manager Name <input type="text" value="Jordan Wells"/>
* Program Manager Email <input type="text" value="alex.carter@emailtest.com"/>	* Fiscal Manager Email <input type="text" value="jordan.wells@emailtest.com"/>
* Program Manager Phone Number <input type="text" value="803-123-4567"/>	* Fiscal Manager Phone Number <input type="text" value="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.

1 —
 2 —
 3 —
 4

Organization Information Technical Proposal Abatement Strategies Budget Information

Technical Proposal

* Partner Name

* Clearly identify the geographic area and/or communities that the request for funds will impact, including the population of the proposed service area, the poverty level of the service area.

* Describe any existing efforts (either provided by your organization or others in the community) and provide an explanation of how this new effort will not be duplicative or will substantially expand existing efforts.

* Please provide a description of any existing budget, funding or resources that you have received, including dollar amounts that support the foundation of the proposed project and/or are being leveraged to support the proposed project.

Figure 12: Completing Technical Proposal

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.
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.

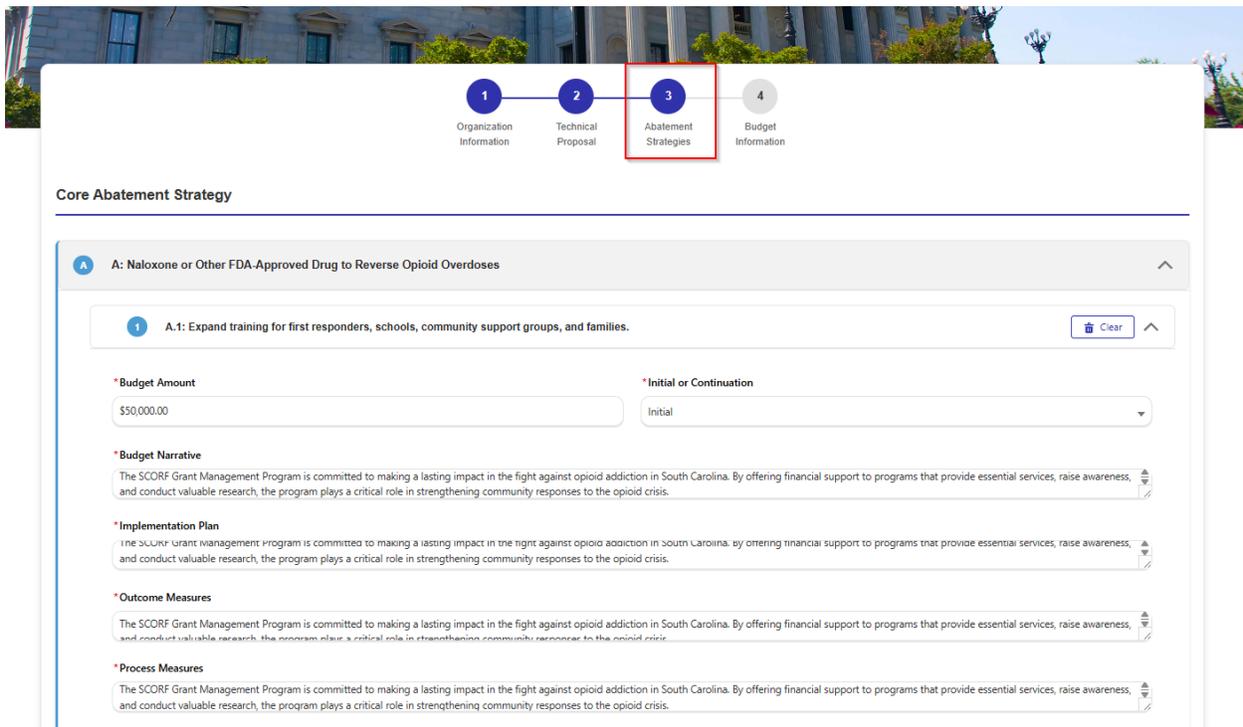


Figure 13: Completing Abatement Strategies

Providing Personnel & Budget Information

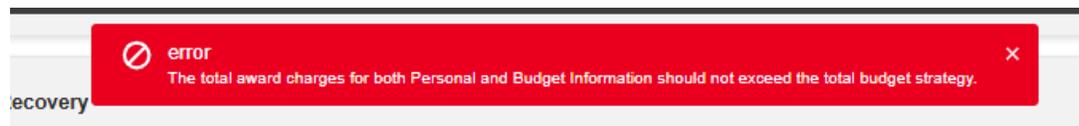
1. After completing the **budget details** for your selected abatement strategies, proceed to the **Personnel Information** section
2. Navigate to the **Budget Information** section. Fill in all **required fields**
3. Click on the **Action** button  to **add multiple entries** as needed.
4. If needed,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

Personnel Information					
NAME	POSITION	KEY STAFF ANNUAL SALARY	LEVEL OF EFFORT	TOTAL CHARGED TO AWARD	ACTION
Alex Taylor	Project Manager	\$60,000.00	50%	\$30,000.00	[+]

Budget Information				
ITEM	PURPOSE	CALCULATION	TOTAL CHARGED TO AWARD	ACTION
Equipments	Oversight and execution of grant activities	20 laptops x \$1000 each	\$20,000.00	[trash]
				[+] [trash]

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.



Adding a Partner or Proceeding Without a Partner

- 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

- Click on the "Add Partner" button.
- You will be redirected back to the **Technical Proposal** section.
- In the Technical Proposal section, you will see a table displaying **Partner 1**, indicating that the partner has already filled out their part.
- 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
- Once the partner's information is complete, you can either proceed with additional entries or click "Next".

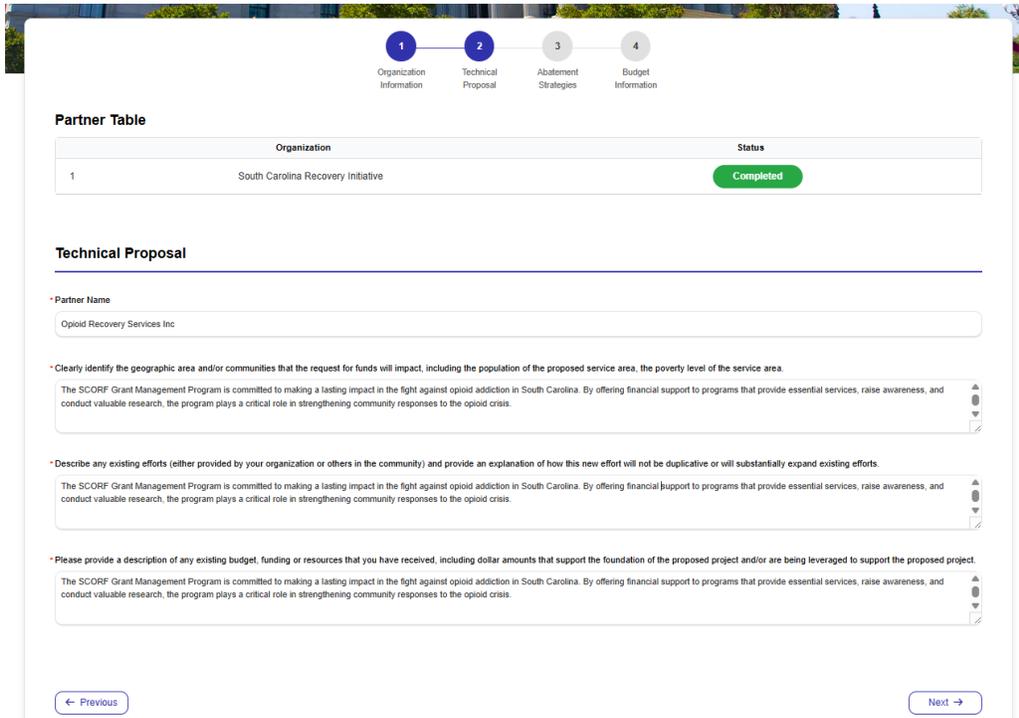


Figure 15: To Add a Partner

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 

***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.

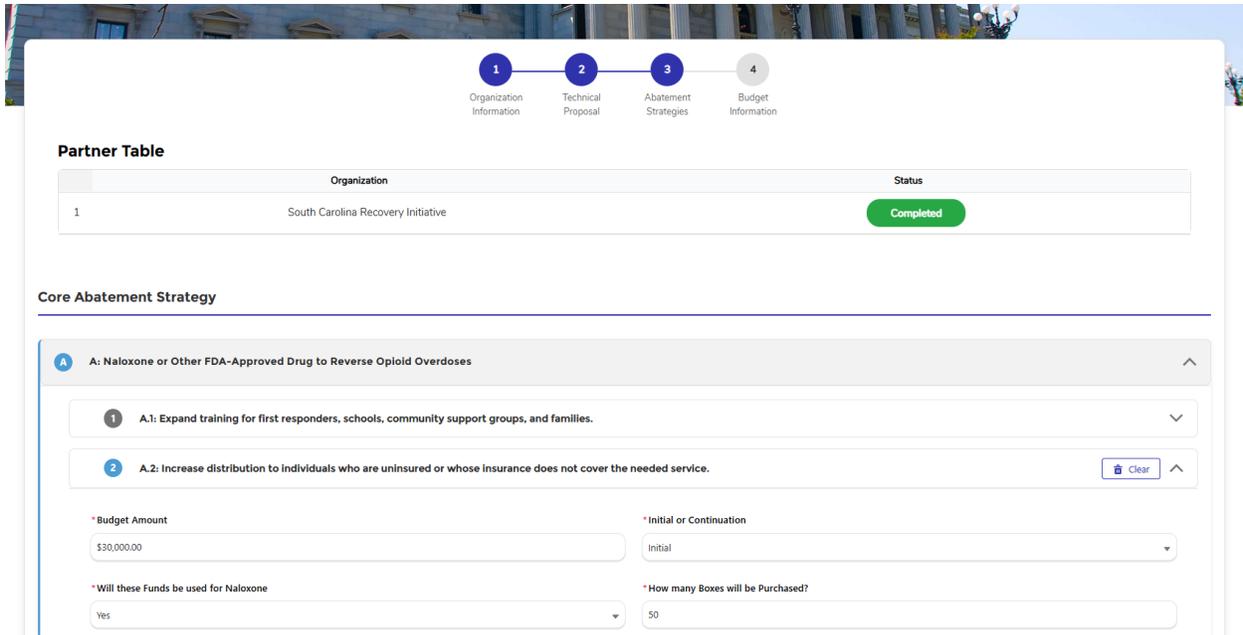


Figure 16: Completing Abatement Strategies: For Partner

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.

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  to modify any section or any partner details.

Managing Partner Applications: View, Edit, or Delete

- You can click  button next to each partner to see the information they've submitted.
- To make changes, click  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.*

City : Batesburg State : South Carolina
Zip : 29006

Application Point of Contact

Program Manager Name : Alex Carter Fiscal Manager Name : Jordan welts
Program Manager Email : alex.carter@emailtest.com Fiscal Manager Email : jordan.welts@emailtest.com
Program Manager Phone Number : 213-456-7543 Fiscal Manager Phone Number : 234-567-8765

Partner Table

Partner Name	Actions	Edit	Delete
1 South Carolina Recovery Initiative	View	Edit	Delete
2 Opioid Recovery Services Inc	View	Edit	Delete

Budget Information

By submitting this form, I confirm that I have read and understood the provided information, and I consent to the processing of my data in accordance with the stated terms.

[Edit](#) [Submit](#)

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.

1 Organization Information 2 Technical Proposal 3 Abatement Strategies 4 Budget Information

Partner Table

Organization	Status
1 South Carolina Recovery Initiative	Completed
2 Opioid Recovery Services Inc	Editing

Technical Proposal

* Partner Name
Opioid Recovery Services Inc

* Clearly identify the geographic area and/or communities that the request for funds will impact, including the population of the proposed service area, the poverty level of the service area.
The South Carolina Opioid Recovery Fund (SCORF) program was established to manage and distribute funds received from national opioid settlements.

* Describe any existing efforts (either provided by your organization or others in the community) and provide an explanation of how this new effort will not be duplicative or will substantially expand existing efforts.
The South Carolina Opioid Recovery Fund (SCORF) program was established to manage and distribute funds received from national opioid settlements.

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** on the portal to view your application. Edits are only allowed if the SCORF team requests revisions.

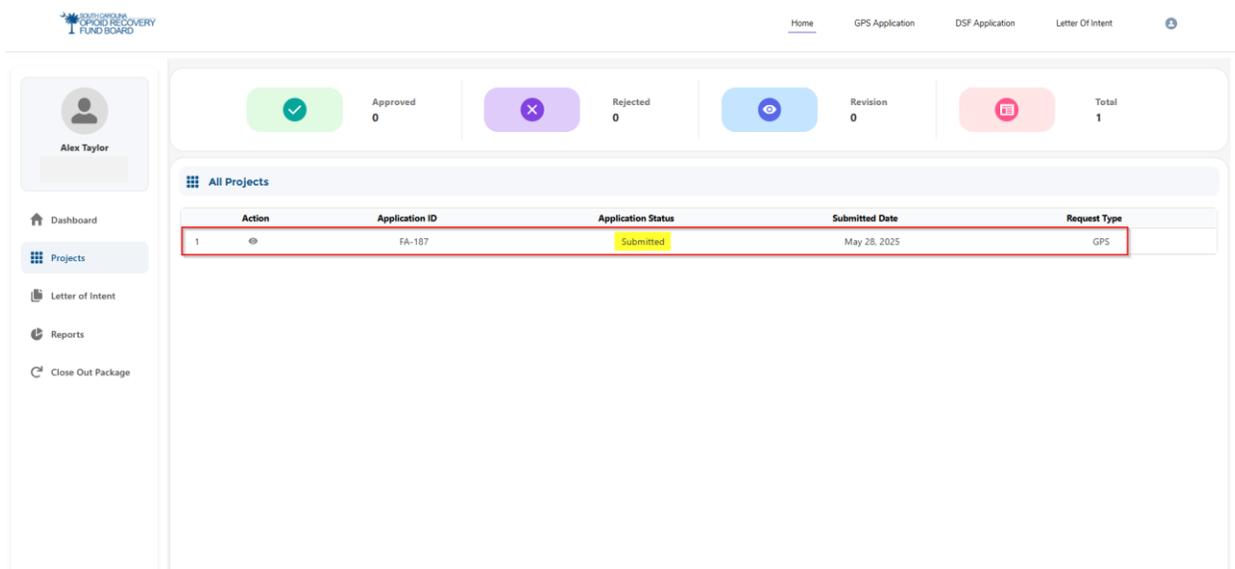
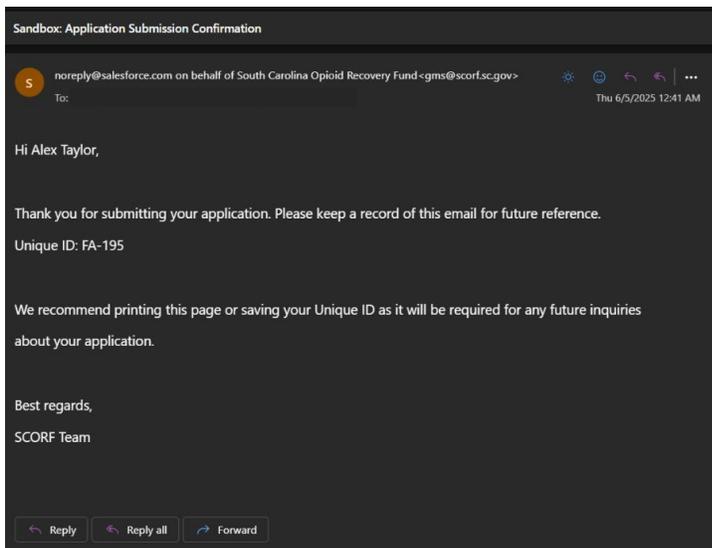


Figure 20: View Submitted Application

 **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**  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.*

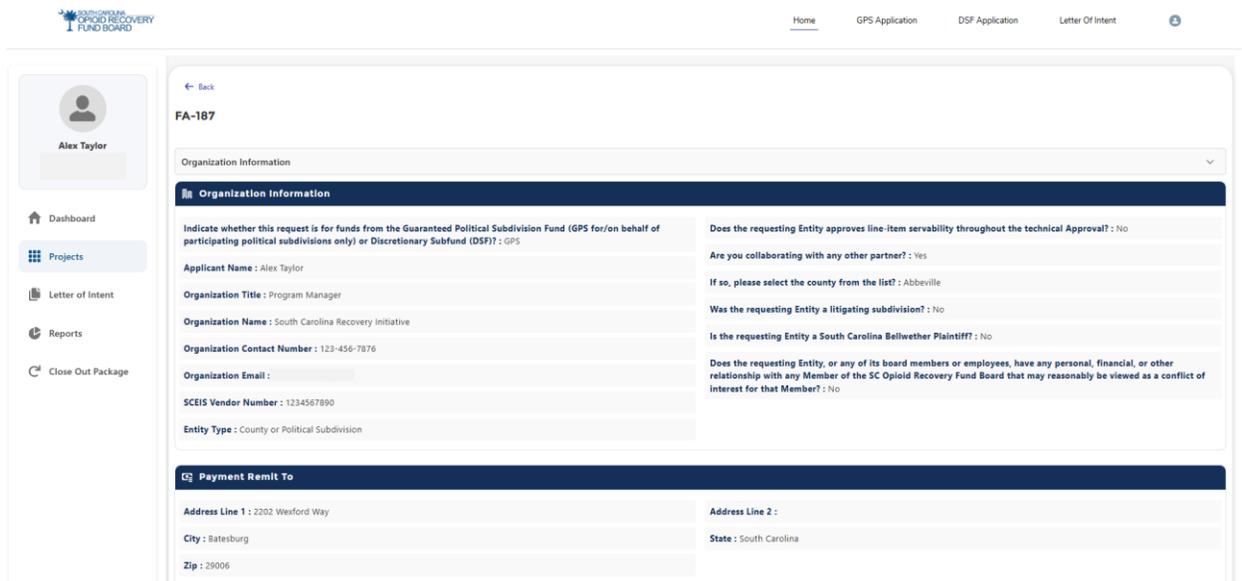


Figure 21: Reviewing Submitted Applications

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.

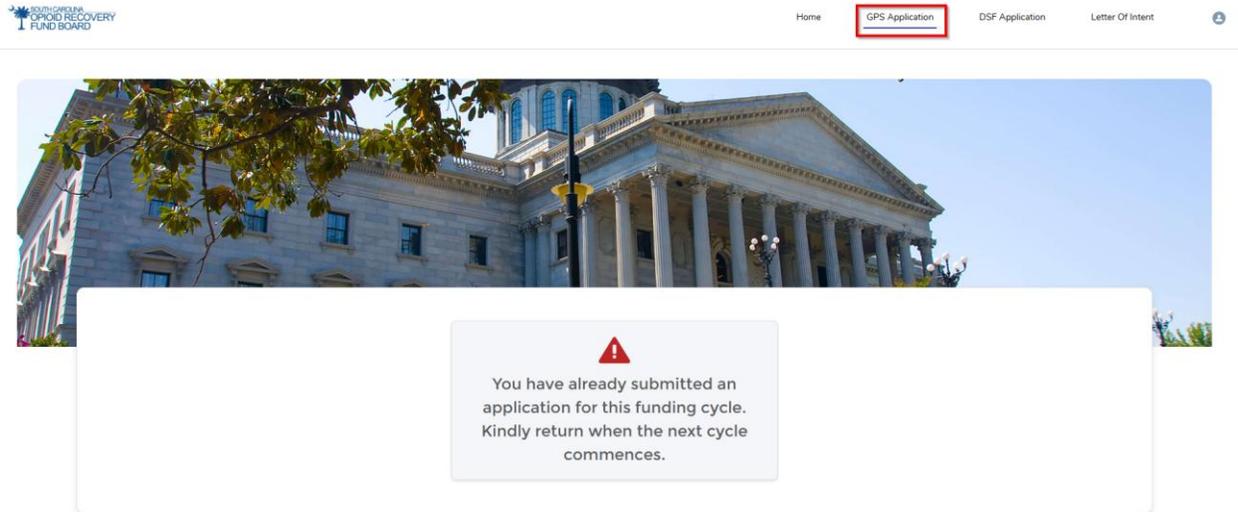


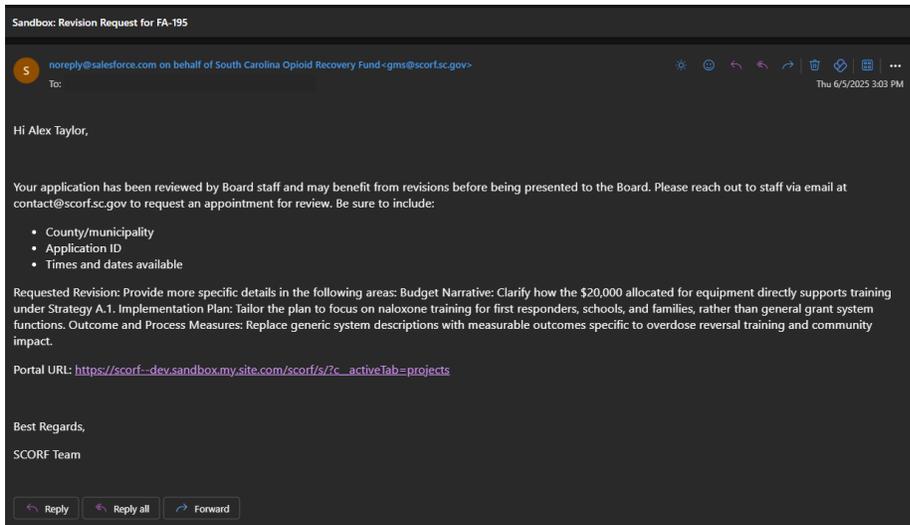
Figure 22: Application Submission Limit

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.

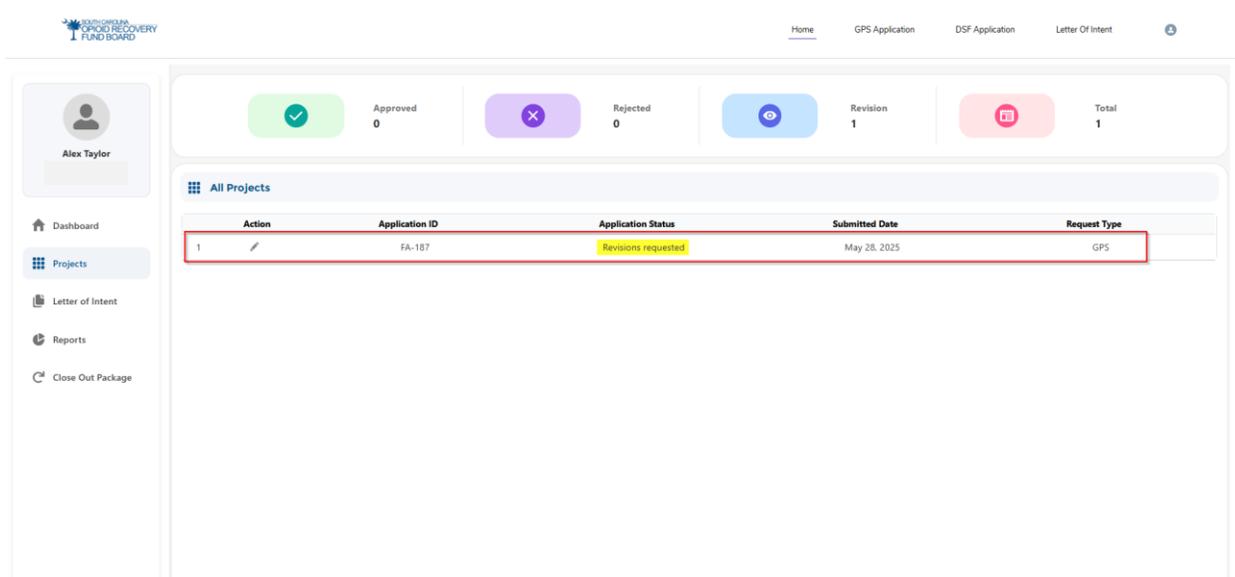


Figure 23: Update the Application – Revision Requested

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

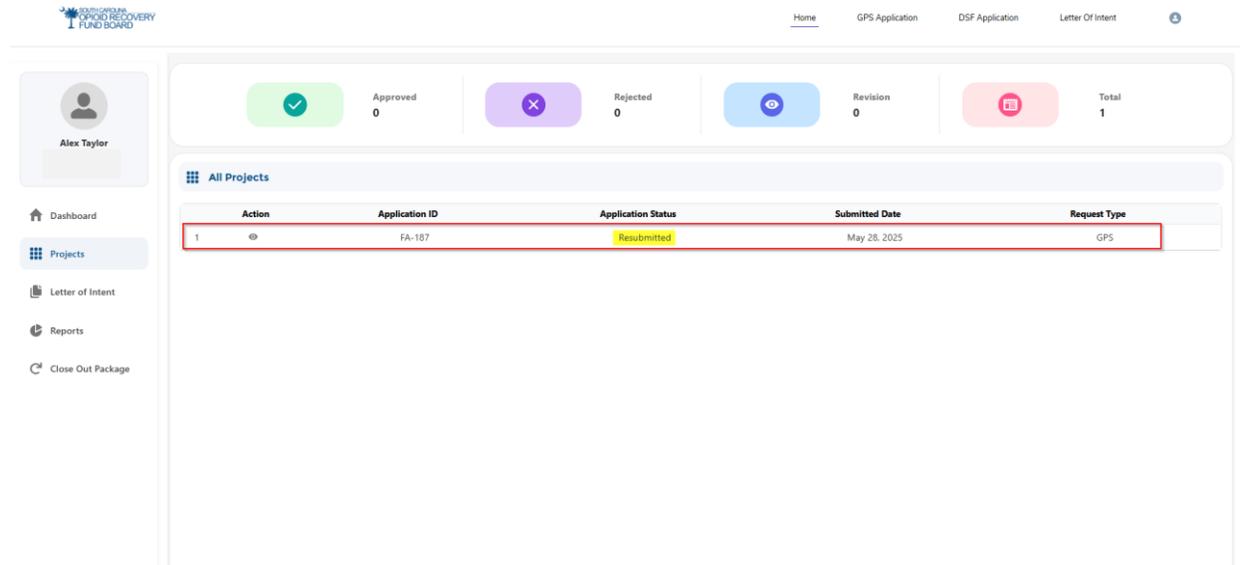
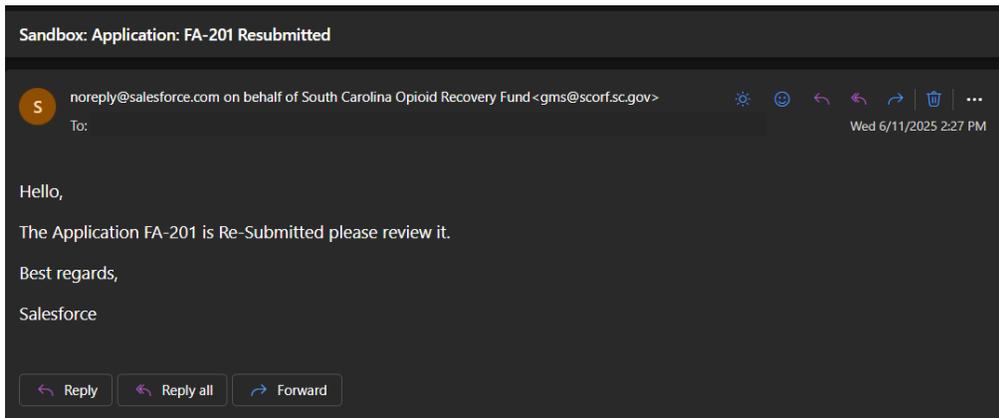


Figure 24: Resubmit the Application - Revision Requested

 **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.

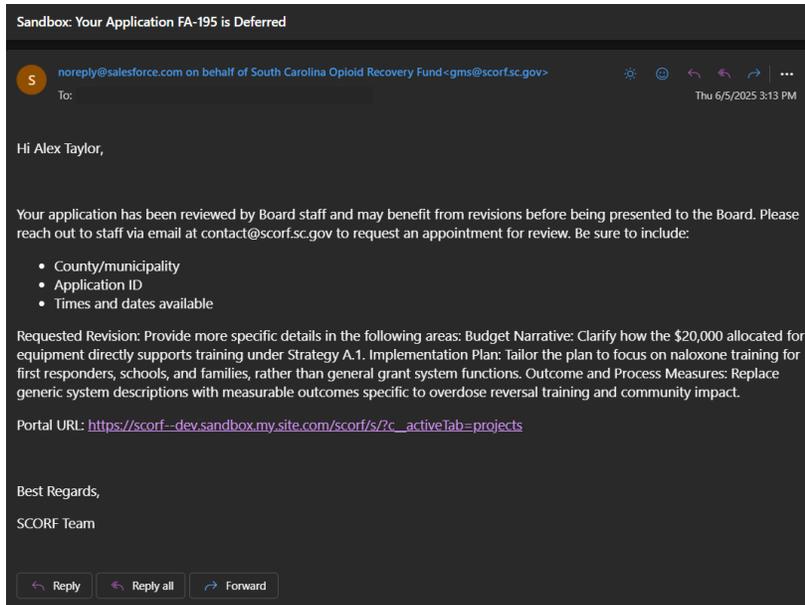


SCORF Team Review & Deferred Status

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**.



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.**”

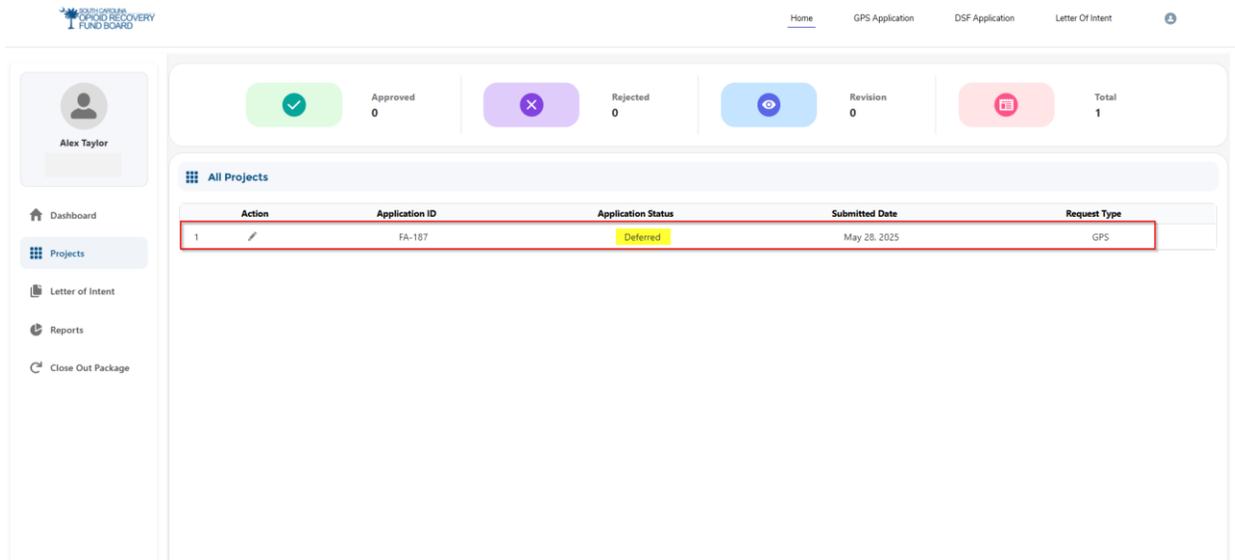


Figure 25: Update the Application - Deferred

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.

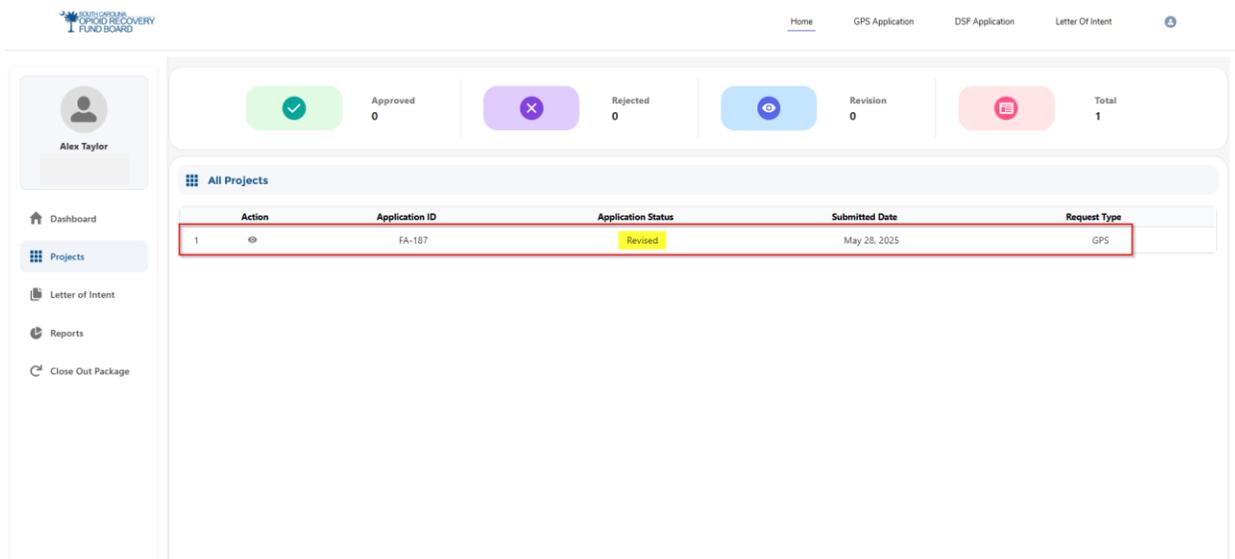
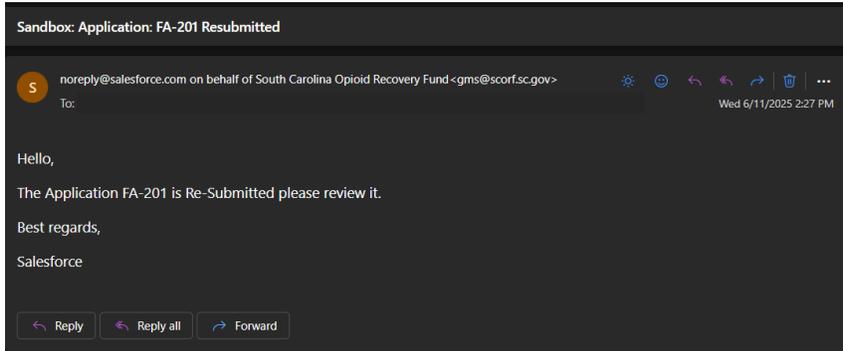


Figure 26: Resubmit the Application – Deferred

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.



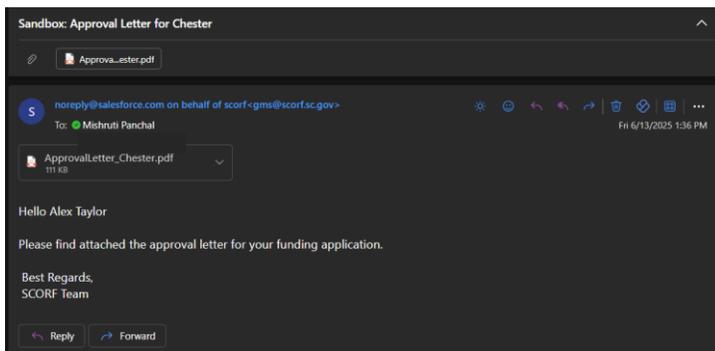
2.5 Application Decision Outcomes & Tracking

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:

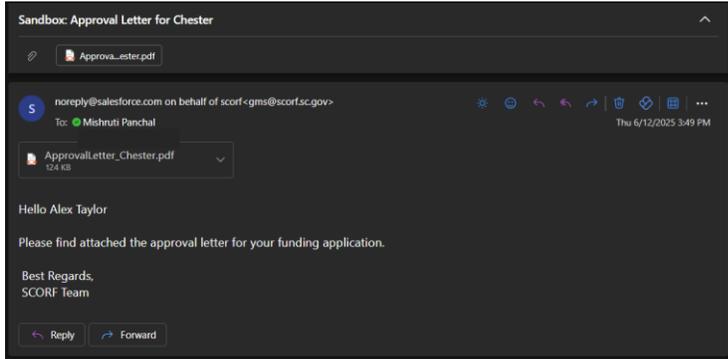
1. **Approved with Conditions:** If conditionally approved, you will receive an email with an **Approved with Conditions Letter and Disbursement Authorization form**, outlining the required approval conditions.
2. **Approved:** If approved, you will receive an email with an **Approval Letter and Disbursement 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.

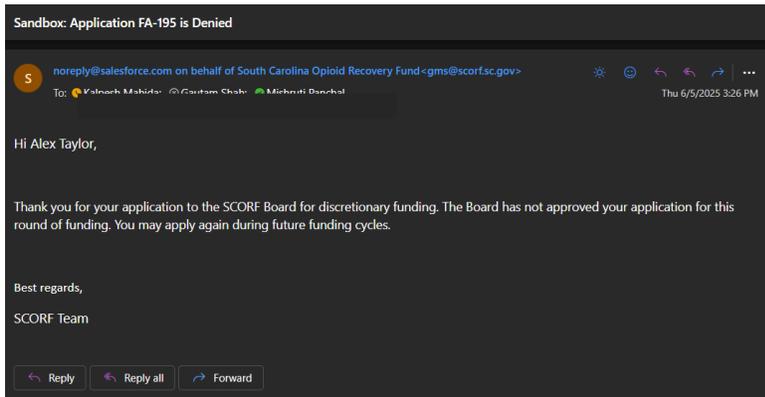
Email Alert: Approved with Condition Application



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** to view the application and all the submitted details

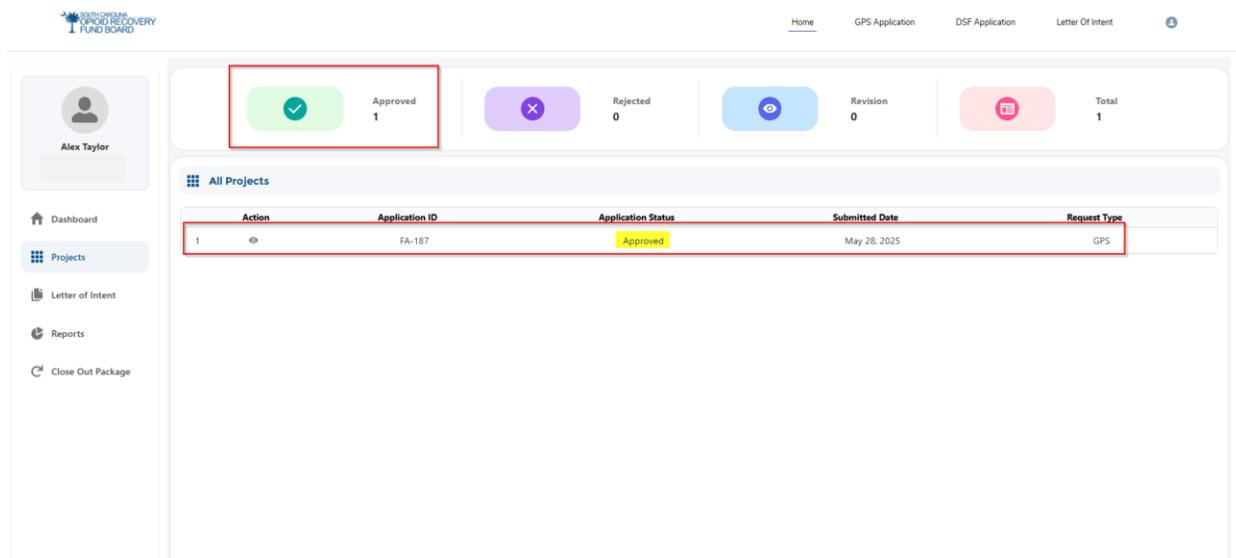


Figure 27: Application Status & Tracking

2.6 Reporting Submission & Management

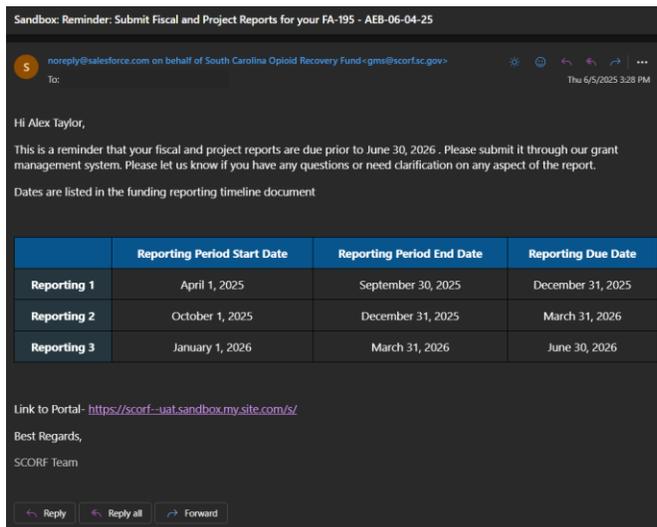
Once the funds have been disbursed, the reporting phase begins.



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.



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'.*

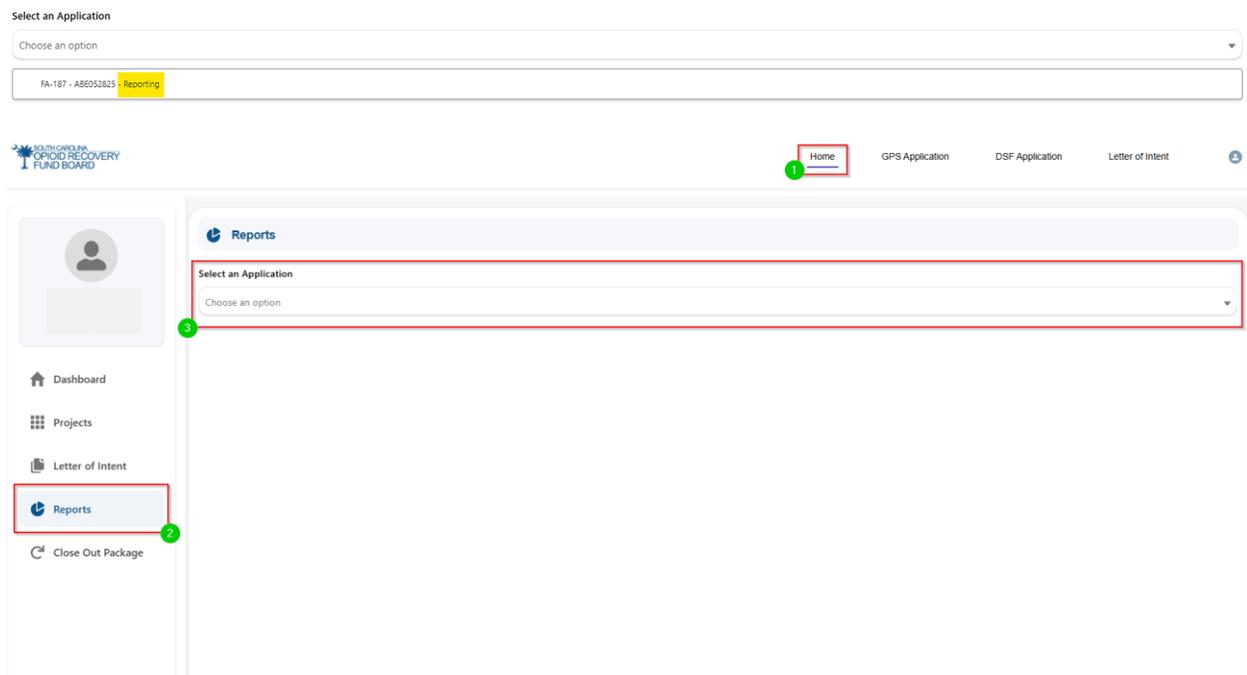


Figure 28: Submitting Report

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.*)

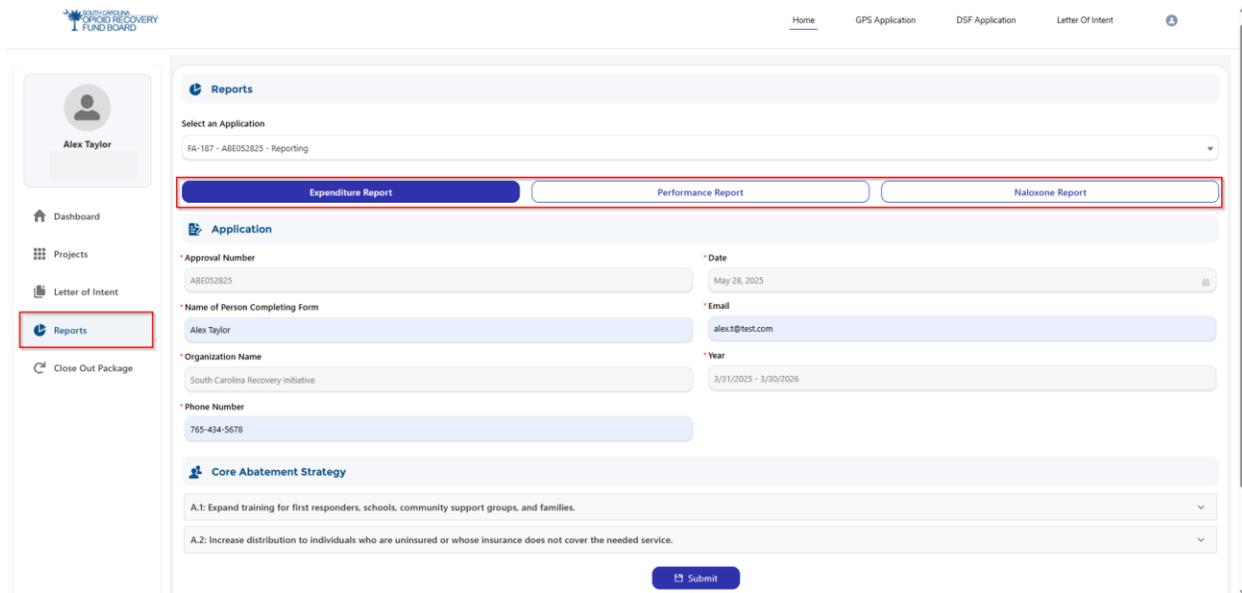


Figure 29: Completing Reports

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.
**Note: Reporting timelines are emailed to you before each reporting cycle begins for approved applications.*
5. **Click Submit**  to complete your report.

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.*

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.

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.
3. 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.

Figure 32: Naloxone 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.

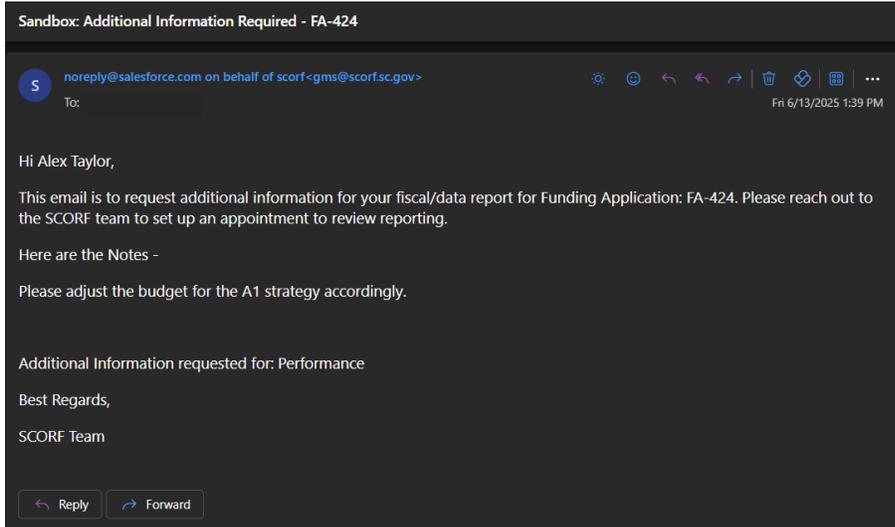
Figure 33: Review Submitted Report

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.



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.*



The screenshot shows the 'Reports' section of the SCORF Portal. At the top, there is a navigation bar with 'Home', 'GPS Application', 'DSF Application', and 'Letter Of Intent'. On the left, a sidebar shows the user profile 'Alex Taylor' and navigation options: 'Dashboard', 'Projects', 'Letter of Intent', 'Reports' (highlighted), and 'Close Out Package'. The main content area is titled 'Reports' and features a dropdown menu for 'Select an Application' with the selected item 'IA-187 - ABE052825 - Additional Information Required' highlighted with a red box. Below this are three buttons: 'Expenditure Report' (active), 'Performance Report', and 'Naloxone Report'. The 'Application' section contains a form with the following fields:

- Approval Number: ABE052825
- Date: May 28, 2025
- Name of Person Completing Form: Alex Taylor
- Email: alex.t@test.com
- Organization Name: South Carolina Recovery Initiative
- Year: 3/31/2025 - 3/30/2026
- Phone Number: 987-654-3456

 The 'Core Abatement Strategy' section includes two dropdown menus:

- 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.

 A 'Submit' button is located at the bottom right of the form.

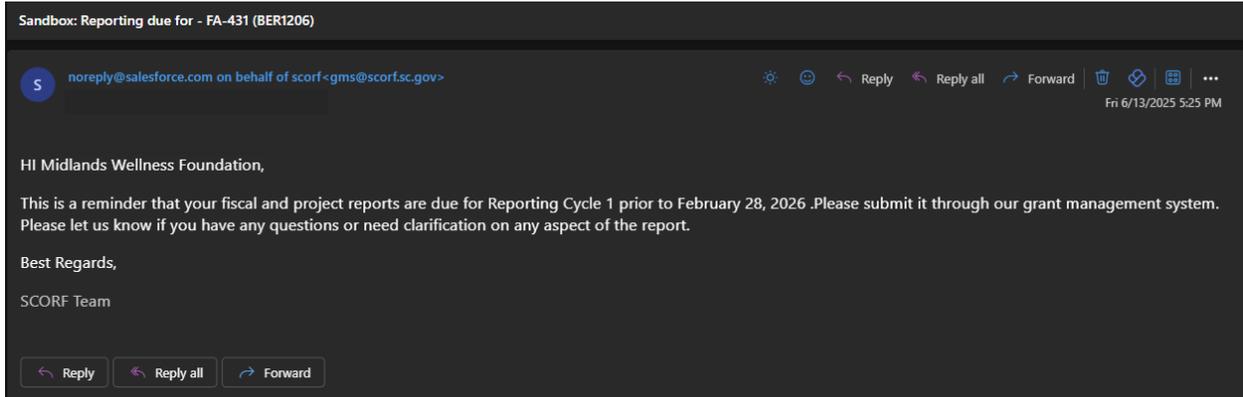
Figure 34: Additional Information Required-Reporting

Email Alert – Report Reminder & Schedule

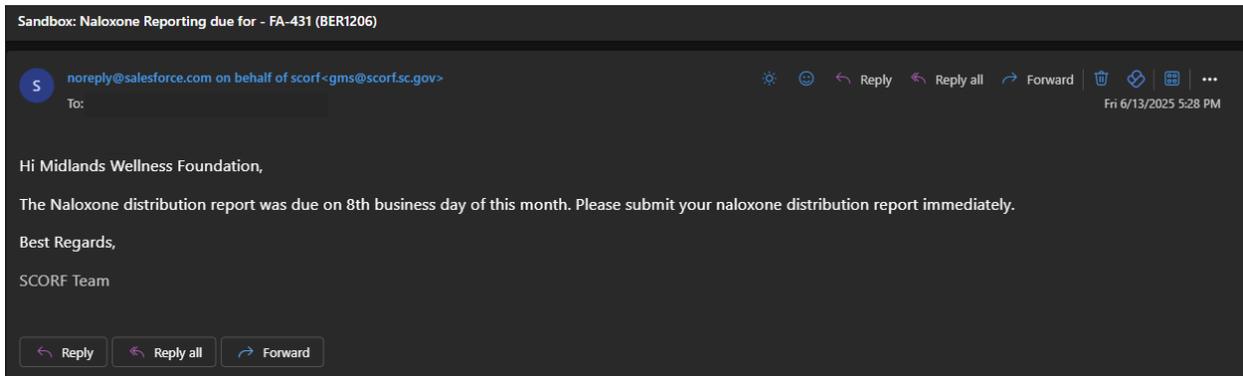
- For Expenditure and Performance Reports,
 - The **first reminder** will be sent **10 business days after** the initial email tied to its reporting cycle.
 - **Subsequent reminders** will be sent **every 10th business day** thereafter until both Expenditure and Performance reports are submitted.
- For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

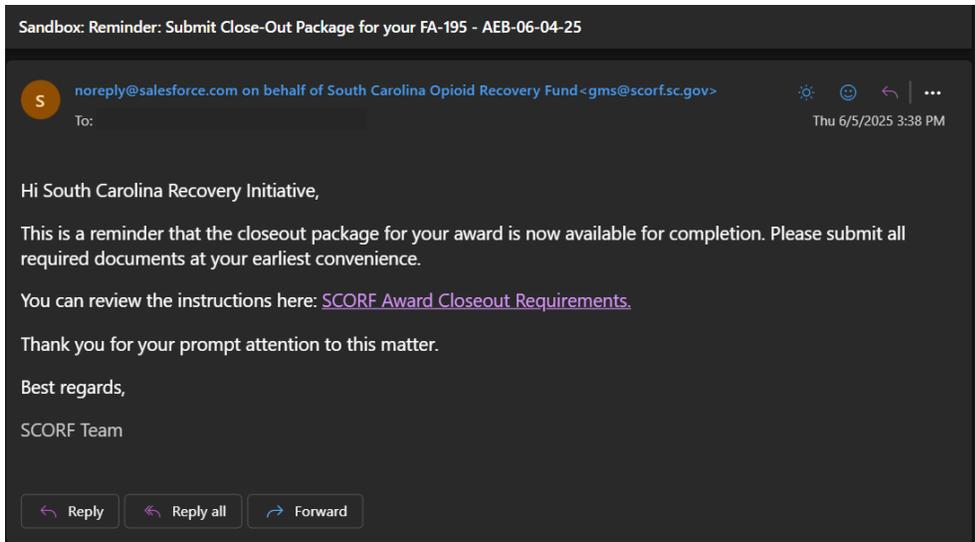


2.7 Close Out Package

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**.

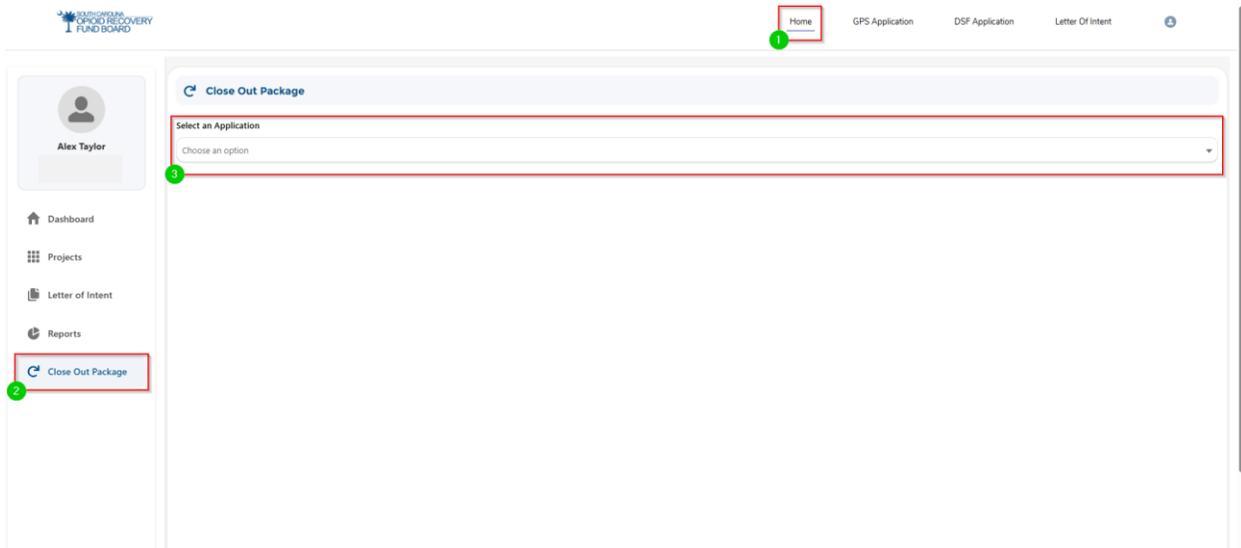


Figure 35: Submitting Close Out Package

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.

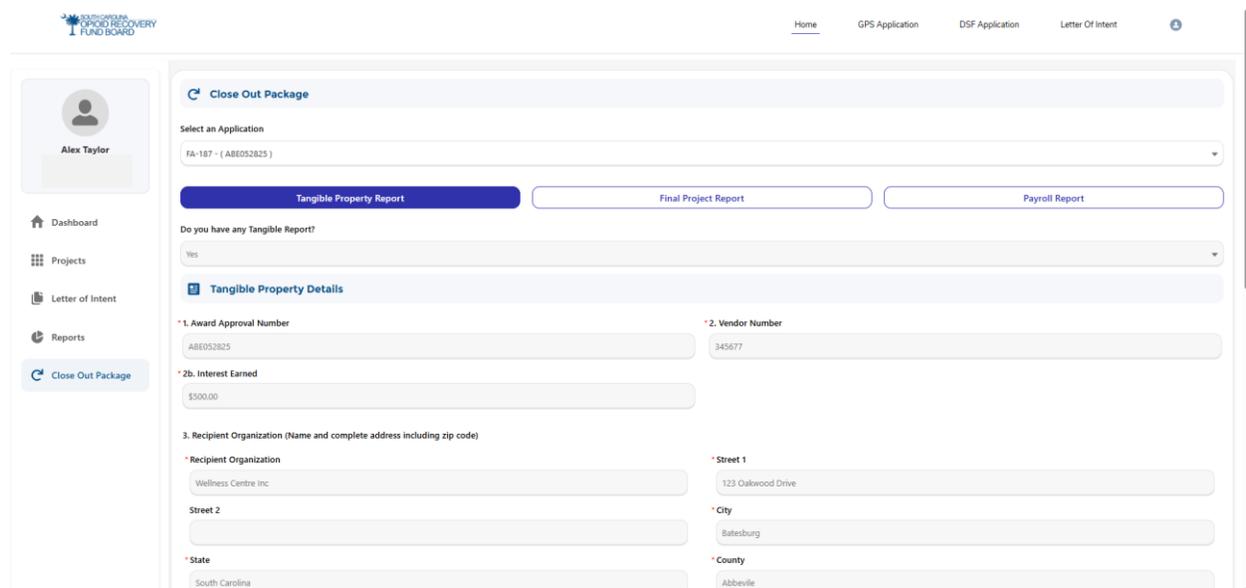


Figure 36: Tangible Property Report

Final Project Report:

To complete the Final Project report against application,

1. Download the word template by clicking the  **Download 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  trash icon to delete it.
7. Click **Submit**  to finalize the report.

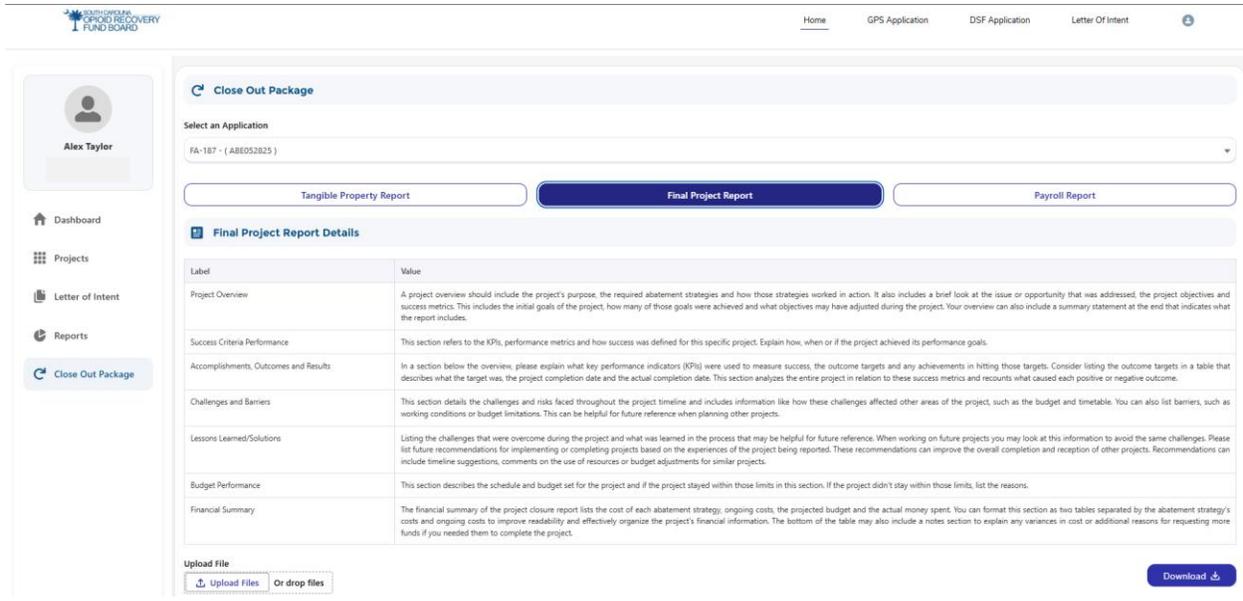


Figure 37: Final Project Report

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 icon; to delete an entry, click the icon.
4. Click **Submit** to complete the report.

The screenshot shows the 'Close Out Package' interface. At the top, there are navigation links: Home, GPS Application, DSF Application, and Letter Of Intent. The user profile 'Alex Taylor' is visible in the top left. The main content area is titled 'Close Out Package' and contains a dropdown menu for 'Select an Application' with the value 'FA-187 - (ABE052825)'. Below this are three tabs: 'Tangible Property Report', 'Final Project Report', and 'Payroll Report'. The 'Payroll Report' tab is active. Underneath, there is a 'Payroll Report Details' section with fields for 'Time Period' (May 28, 2025, 12:58 PM), 'Recipient Organization Payroll', 'Partner Agency Payroll', 'Approval Number' (ABE052825), and 'Name of Person Completing Form'. At the bottom, there is a 'Staff Line Items' table with columns for 'STAFF NAME', 'STAFF TYPE', 'HOURS WORKED', 'TOTAL AMOUNT PAID', 'FRINGE AMOUNT', 'TOTAL COMPENSATION', and 'ACTION'. A 'Submit' button is located at the bottom center.

Figure 38: Payroll 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.

The screenshot shows the 'Close Out Package' interface for a 'Tangible Property Report'. The 'Close Out Package' tab in the sidebar is highlighted with a red box. The main content area is titled 'Close Out Package' and contains a dropdown menu for 'Select an Application' with the value 'FA-187 - (ABE052825)'. Below this are three tabs: 'Tangible Property Report', 'Final Project Report', and 'Payroll Report'. The 'Tangible Property Report' tab is active. Underneath, there is a 'Tangible Property Details' section with fields for '1. Award Approval Number' (ABE052825), '2. Vendor Number' (34567), '2b. Interest Earned' (\$500.00), and '3. Recipient Organization (Name and complete address including zip code)'. The recipient organization details include 'Wellness Centre Inc', '123 Oakwood Drive', 'Batesburg', 'South Carolina', and 'Abbeville'.

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

 noreply@salesforce.com on behalf of scorf<gms@scorf.sc.gov>
To: Fri 6/13/2025 5:24 PM

Hi Midlands Wellness Foundation,

This is a reminder that the closeout package for your award is now due. Please submit all required documents as soon as possible to ensure timely processing.

You can review the instructions and submission guidelines here: [SCORF Award Closeout Requirements](#).

If you have any questions or need assistance, feel free to contact us.

Thank you for your prompt attention to this matter.

Best Regards,
SCORF Team

Reply Reply all Forward

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.

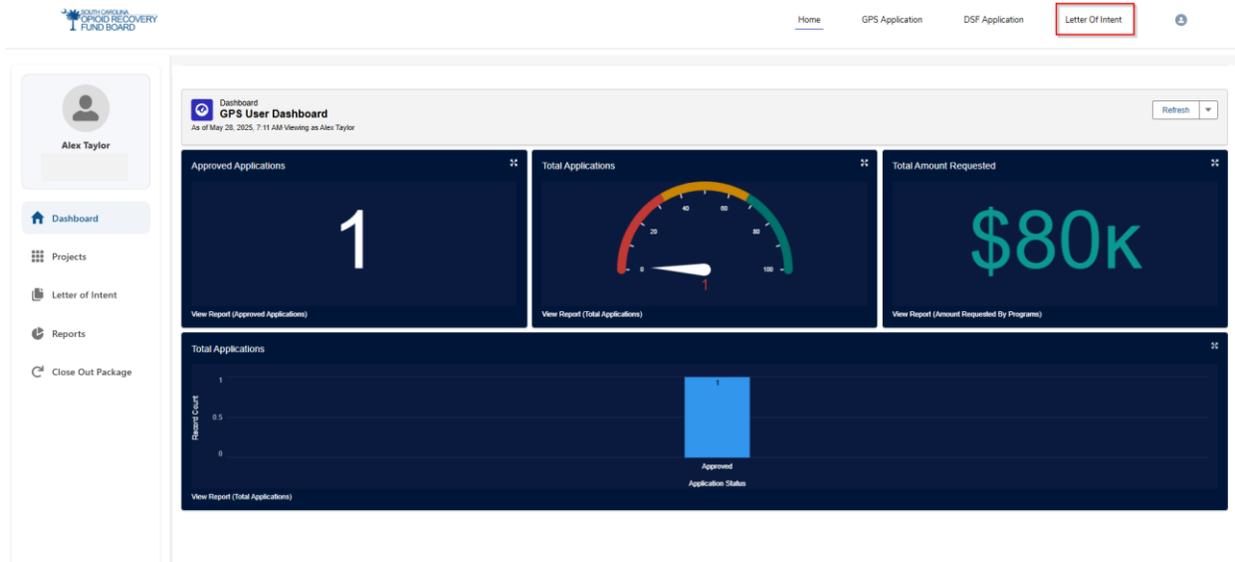


Figure 40: Navigate to the LOI Tab

Opioid Remediation Planning Program

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 opioid 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 opioid 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**

*** Organization Email**

*** Program Manager Email**

The Letters of Intent will be reviewed and approved by SCORF staff within 10 days of submission. Political subdivisions must submit developed plans to the SCORF Board 6 months post-award.

This is an open-ended opportunity as there is no deadline for submission. A political subdivision may make this request once every 3 years.

Political subdivisions may apply for GPS funds, if needed, during the planning process when the portal is open and accepting applications.

*** Upload Authorization Letter :** Or drop files

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.

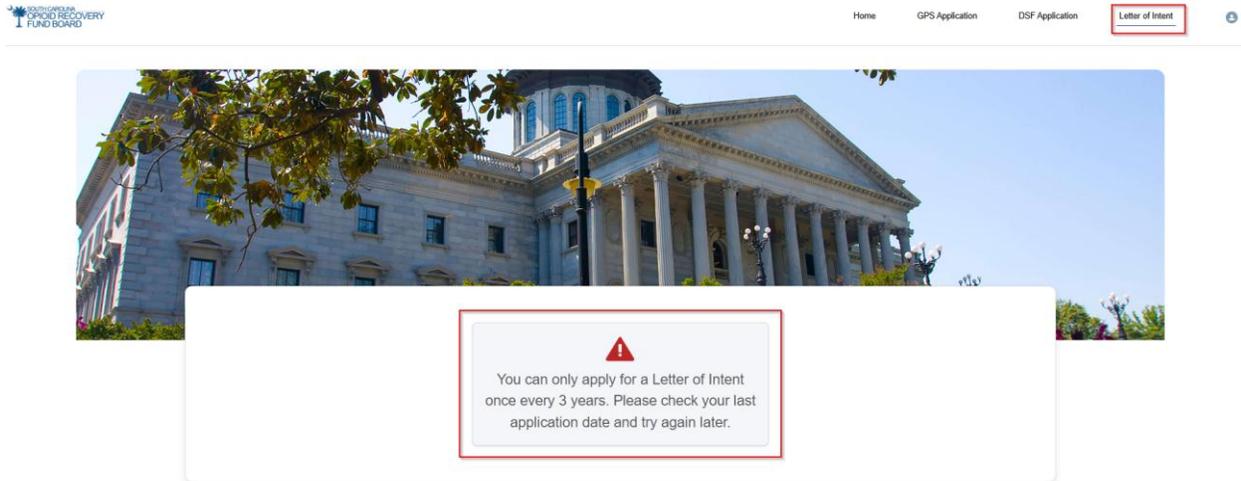


Figure 42: LOI Submission Rule

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.

Opioid Remediation Planning Program

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.

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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**

* **Political Subdivision Email**

* **Program Manager Email**

The Letters of Intent will be reviewed and approved by SCORF staff within 10 days of submission. Political subdivisions must submit developed plans to the SCORF Board 6 months post-award.

This is an open-ended opportunity as there is no deadline for submission. A political subdivision may make this request once every 3 years.

Political subdivisions may apply for GPS funds, if needed, during the planning process when the portal is open and accepting applications.

* **Upload Authorization Letter :** Or drop files

Sample - Authorization Letter.pdf

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

✘ **Invalid submission:** Budget amount > \$25,000

* **Budget Amount**

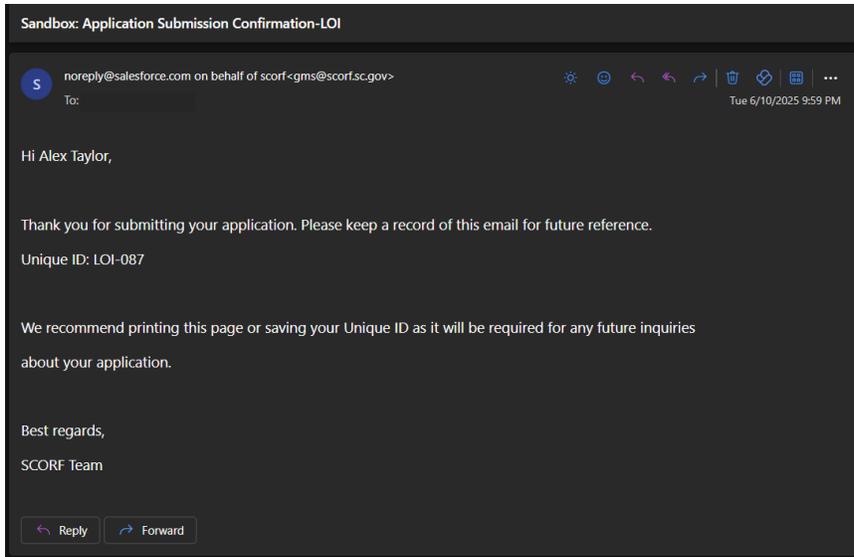
* **Political Subdivision Email**

* **Program Manager Email**

Budget amount cannot exceed \$25,000

Figure 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.

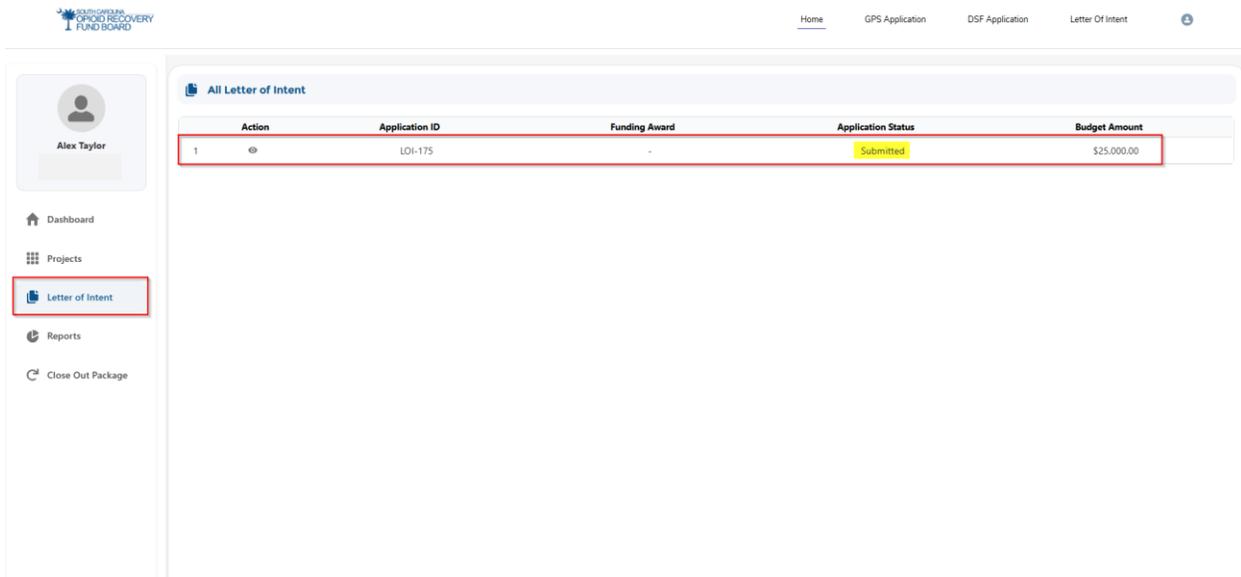


Figure 45: Review Submitted Application

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.*

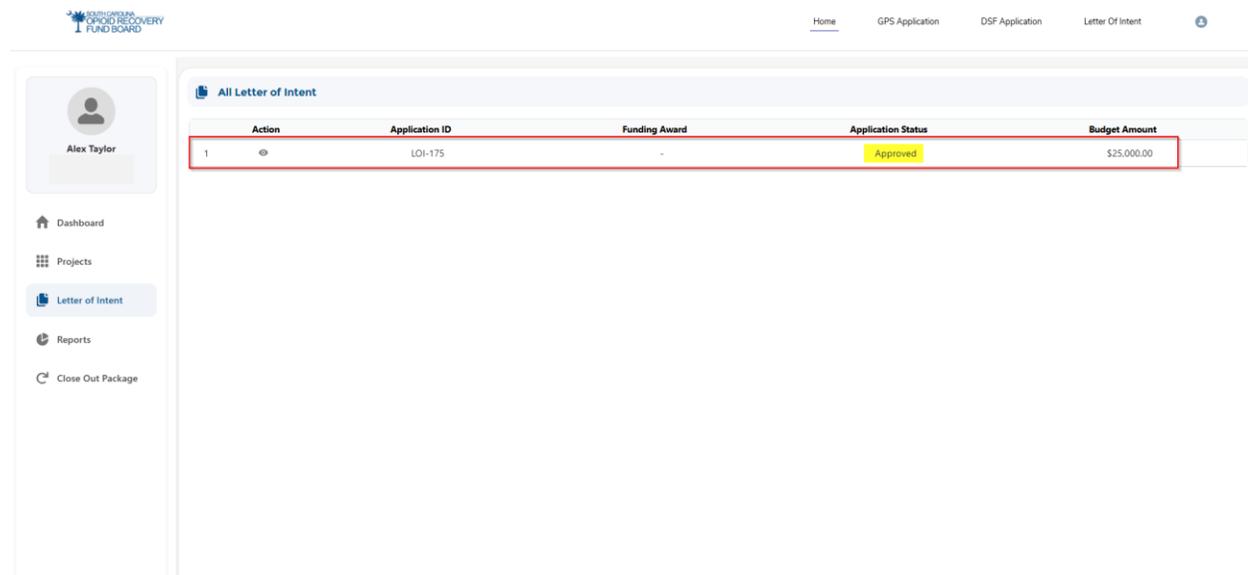
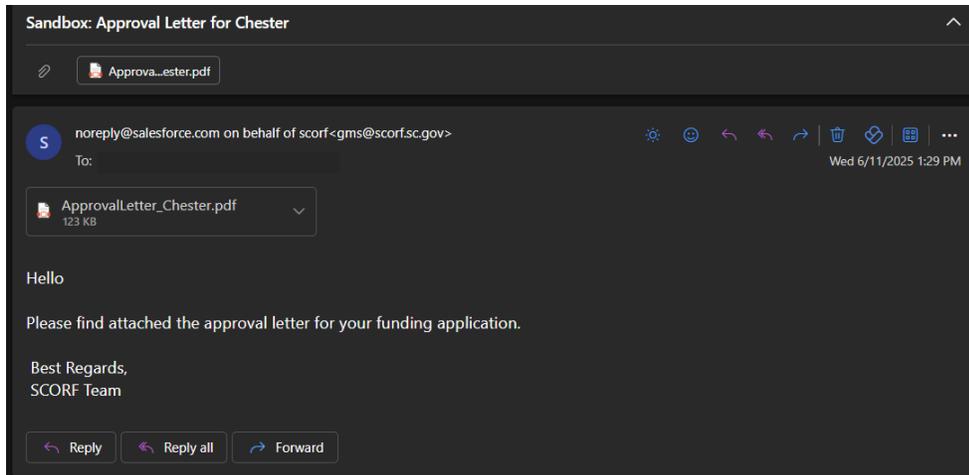


Figure 46: Application Request Decision - Approved

Email Alert: LOI Approval

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



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**  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**

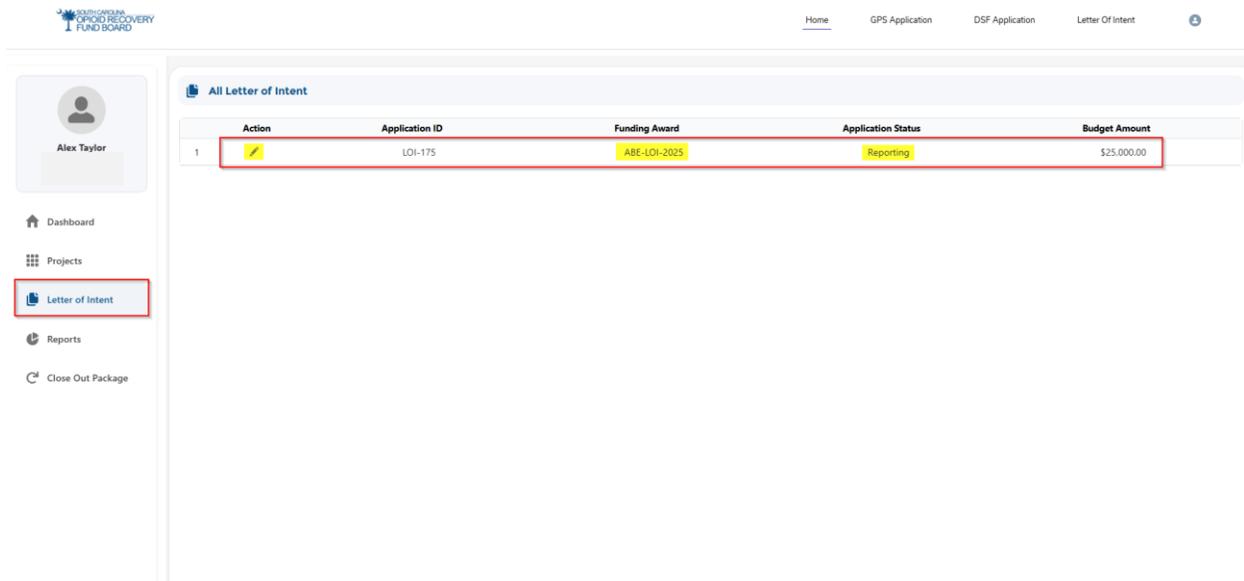


Figure 47: Submitting a Report

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.

* Upload Your Community Plan Action



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

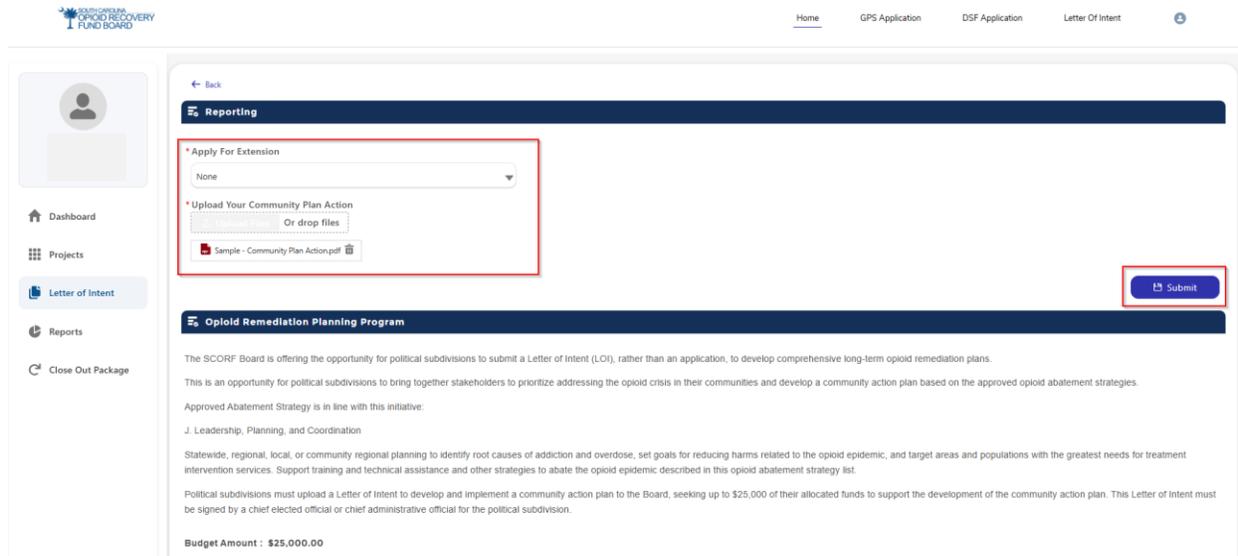


Figure 48: Completing Report

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.

Reporting

* Apply For Extension: 3 Months

* Justification: [Text Input Field]

Opioid Remediation Planning Program

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 opioid 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 opioid 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

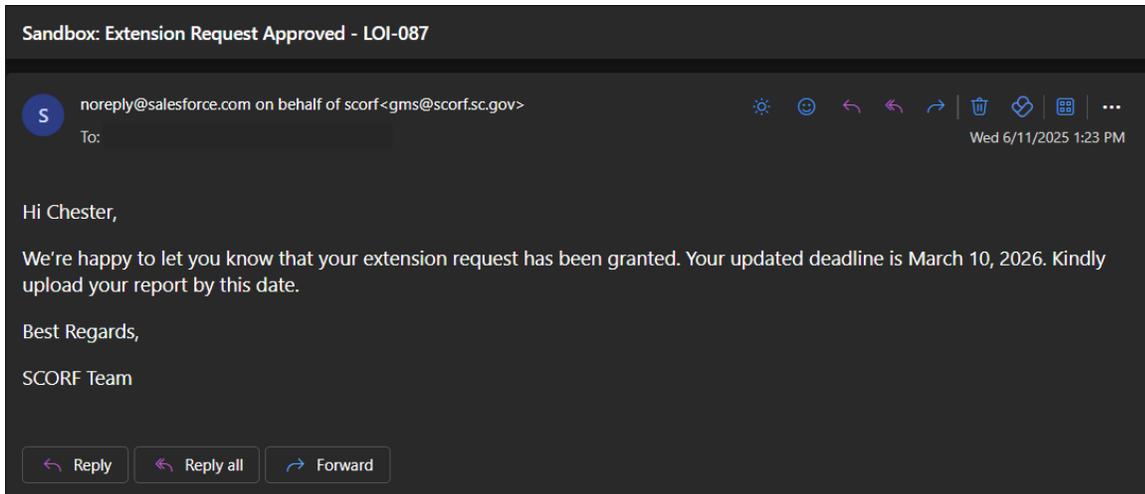
Political Subdivision Email : john.doe@test.com

Program Manager Email : alex.t@test.com

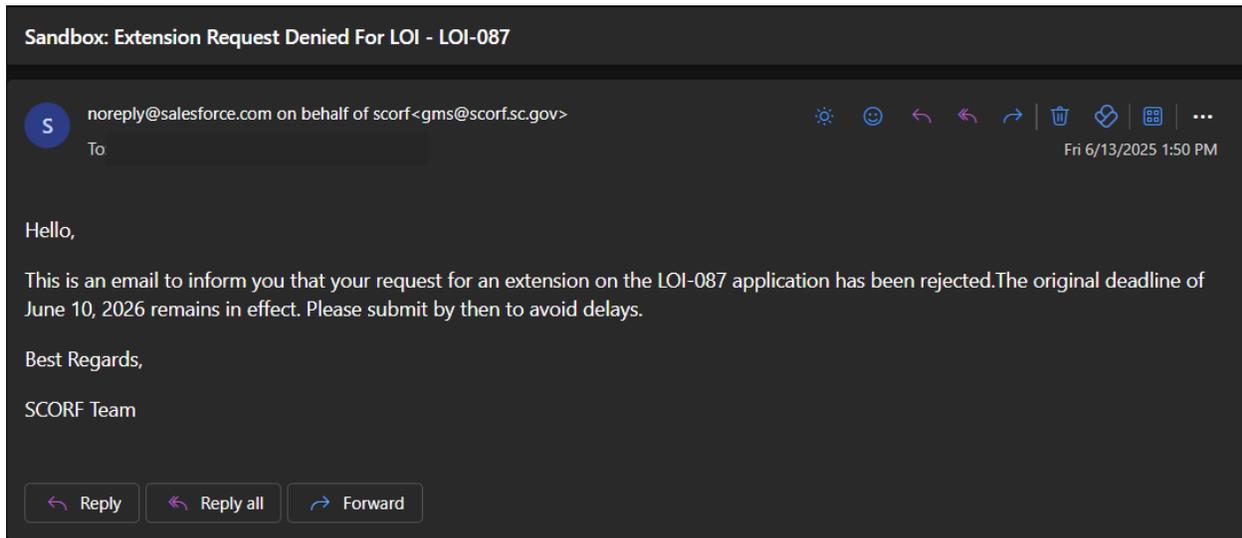
The Letters of Intent will be reviewed and approved by SCORF staff within 10 days of submission. Political subdivisions must submit developed plans to the SCORF Board 6 months post-award.

Figure 49: Completing Report

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



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



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.*

4.1 Logging into the SCORF Grant Management System

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](https://portal.scorf.sc.gov)
2. Enter your username and password.
3. Click “Login” to access your account.

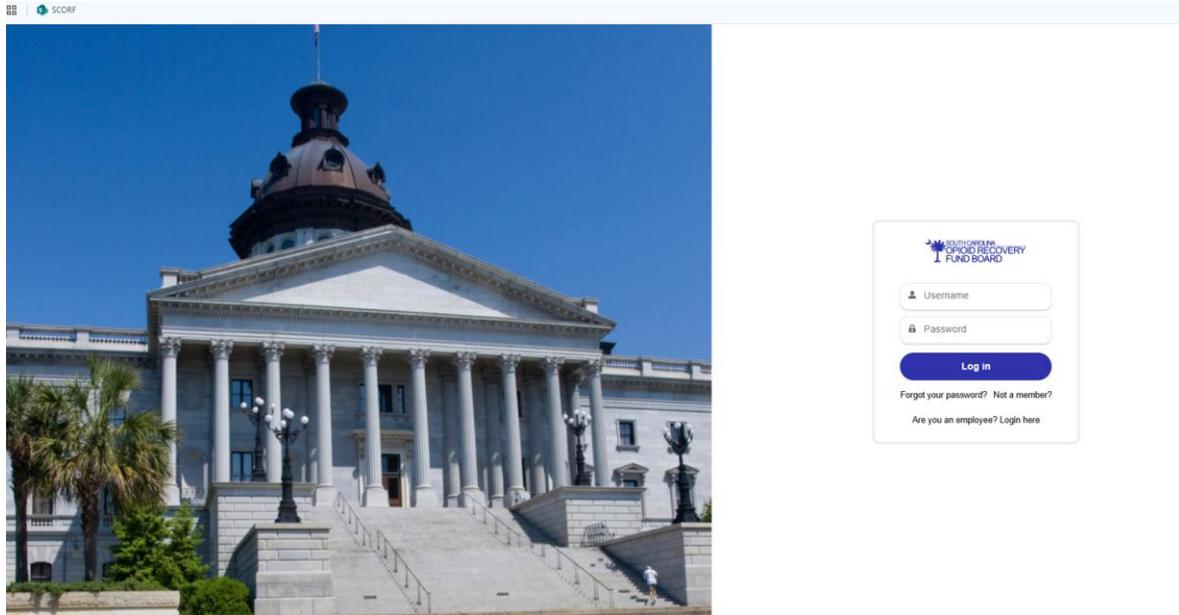


Figure 50: DSF Application - Returning User

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**.

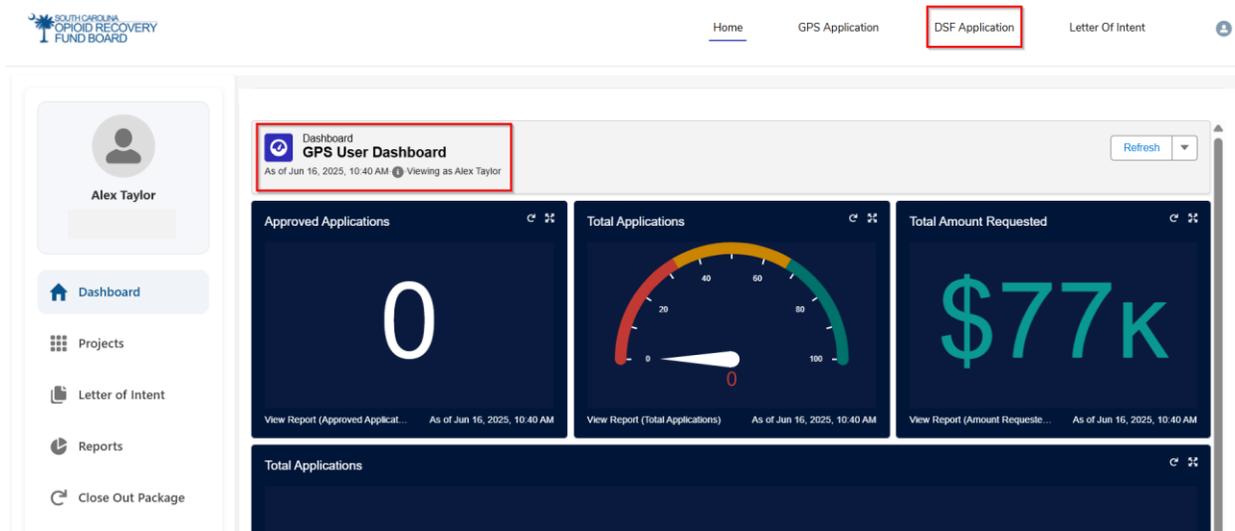


Figure 51: Dashboard View for GPS Users

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.

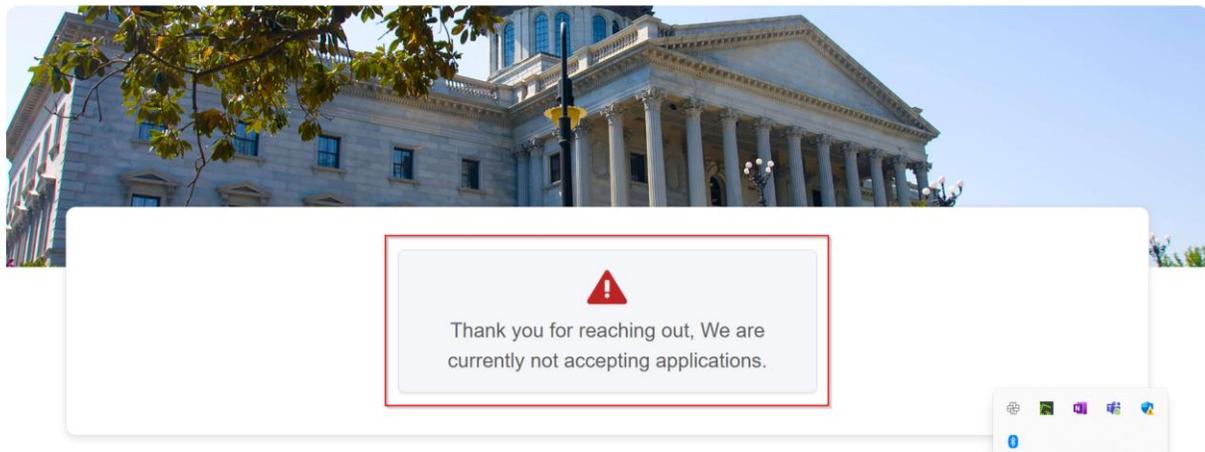


Figure 52: Application Availability

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 (*)**.
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. 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

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

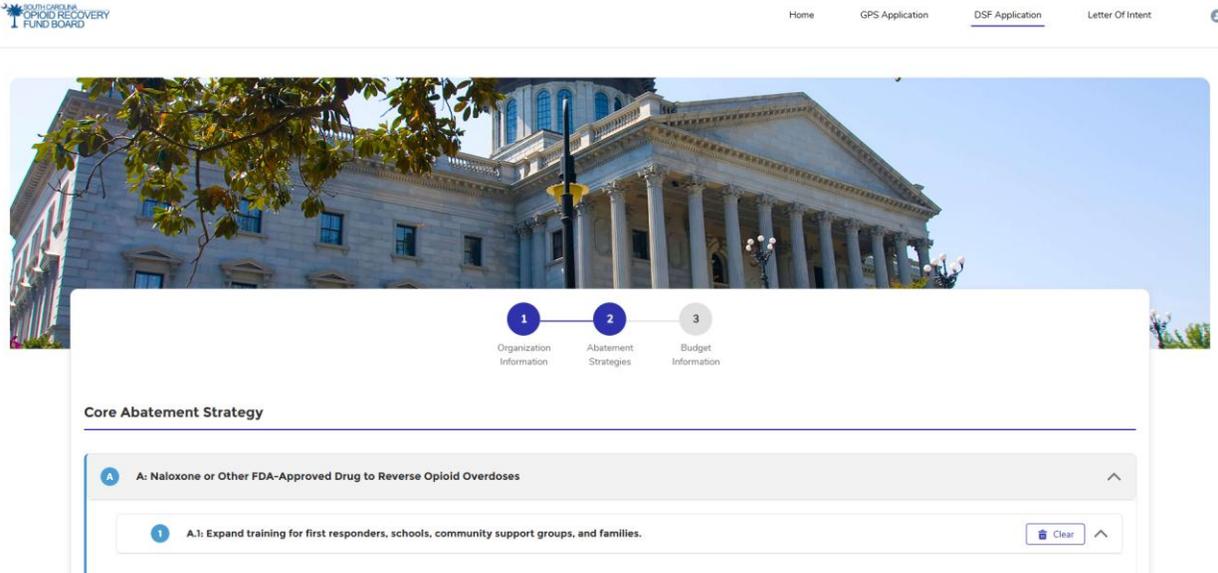


Figure 54: Completing Abatement Strategies

6. After selecting and adding a budget for all chosen strategies, click  to navigate to "Next" section i.e. Budget Information.
7. You can also go back to making any changes by clicking  "Previous."

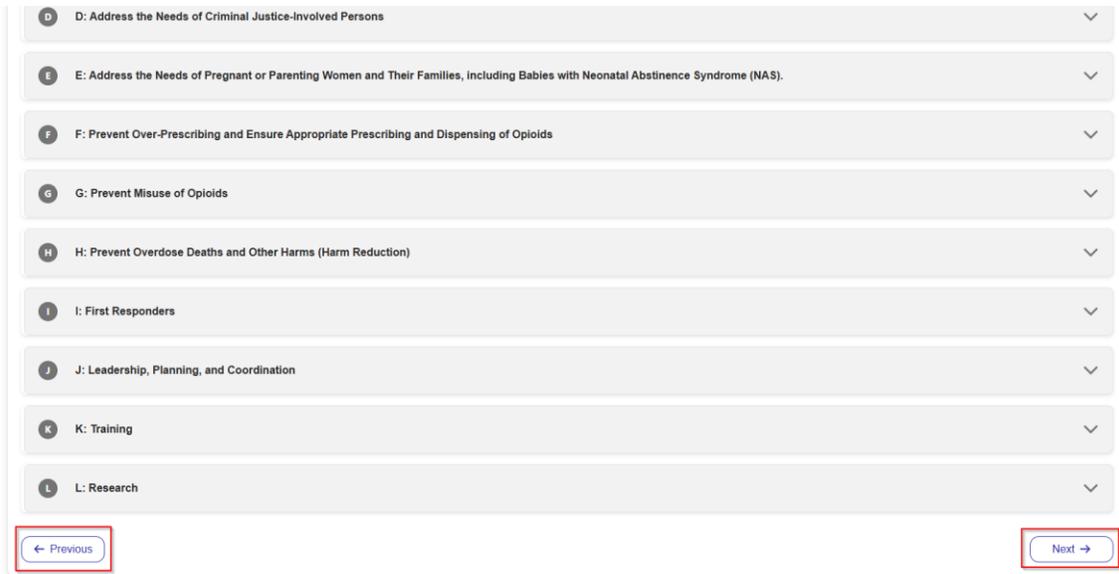


Figure 55: Navigating Abatement Strategies

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 Or drop files
 - c. Use the **trash icon**  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.

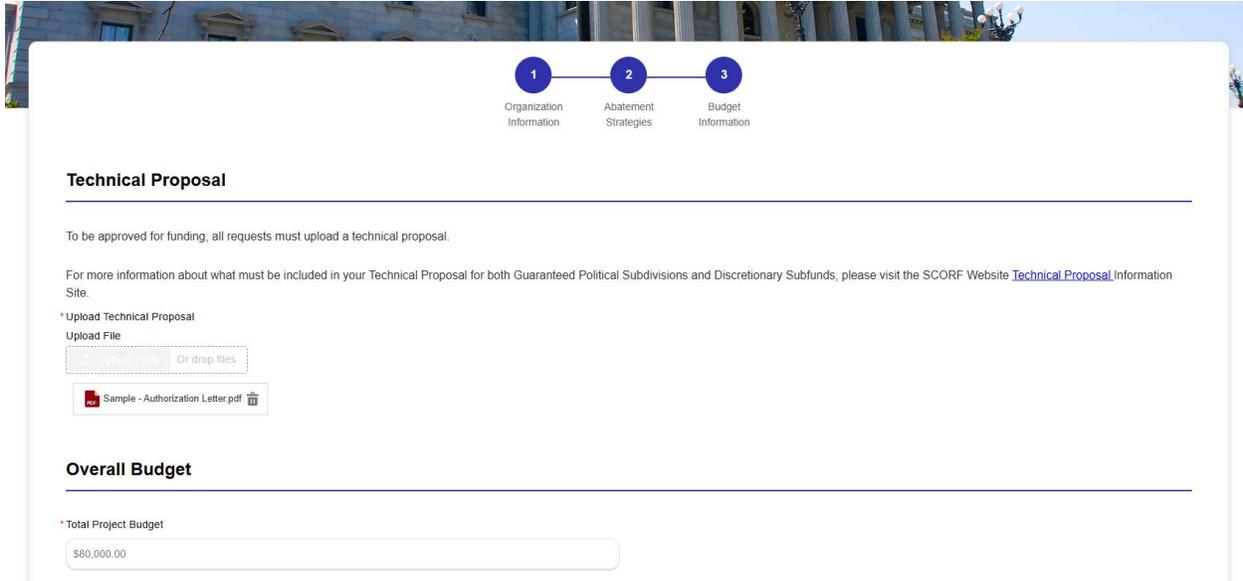


Figure 56: Completing Technical Proposal & Overall Budget

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.

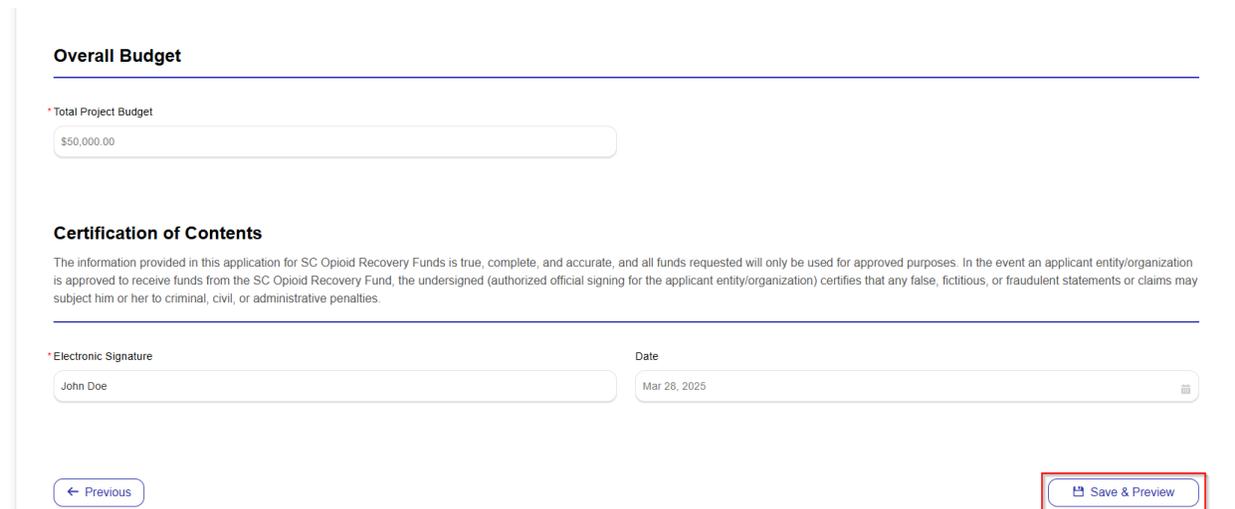


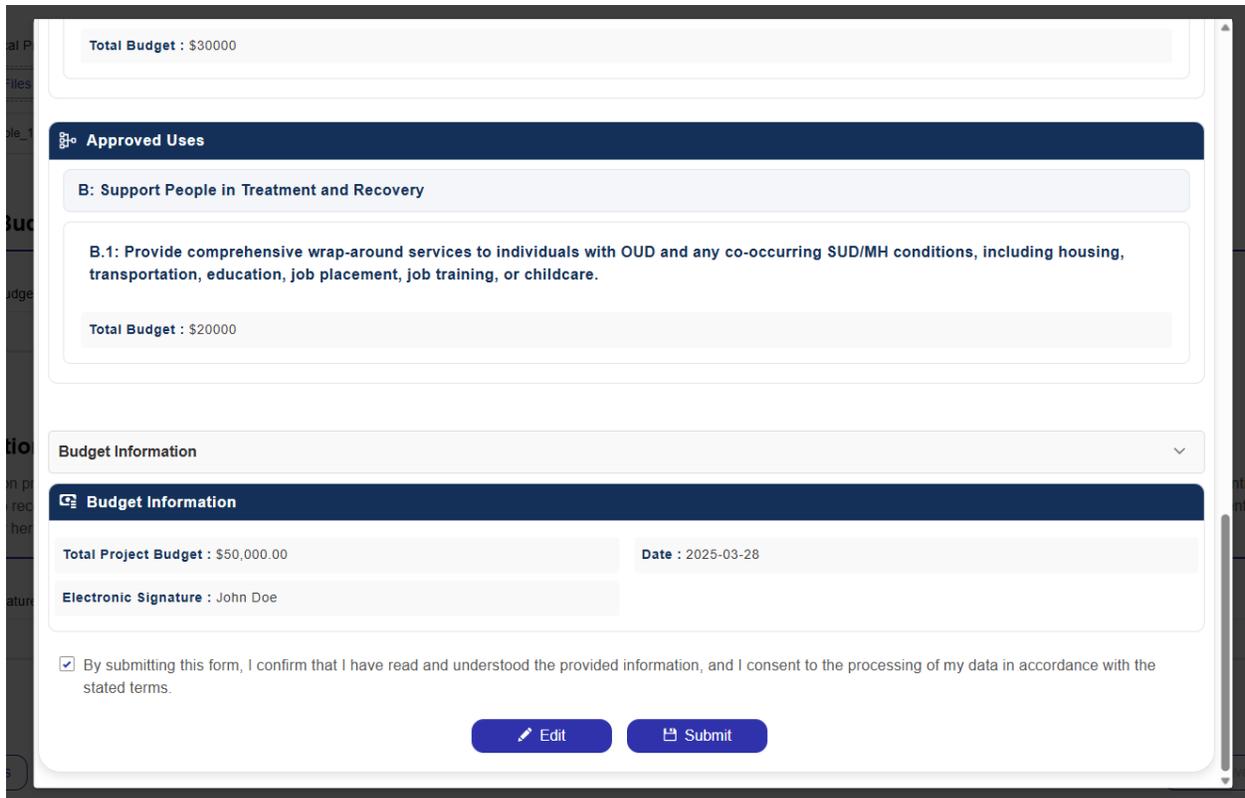
Figure 57: Sign the Application

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**.

SCORF Portal User – Quick Reference Guide for GPS Users

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



The screenshot displays a web form for an application. At the top, a light gray box shows "Total Budget : \$30000". Below this is a dark blue header for "Approved Uses". Underneath, a light gray box contains "B: Support People in Treatment and Recovery". A text area below that reads "B.1: Provide comprehensive wrap-around services to individuals with OUD and any co-occurring SUD/MH conditions, including housing, transportation, education, job placement, job training, or childcare." Another light gray box shows "Total Budget : \$20000". A dropdown menu labeled "Budget Information" is expanded to show a dark blue header "Budget Information". Below this, two light gray boxes display "Total Project Budget : \$50,000.00" and "Date : 2025-03-28". A third light gray box shows "Electronic Signature : John Doe". A checkbox is checked, with the text "By submitting this form, I confirm that I have read and understood the provided information, and I consent to the processing of my data in accordance with the stated terms." At the bottom, there are two dark blue buttons: "Edit" with a pencil icon and "Submit" with a document icon.

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  on the portal to view your application. Edits are only allowed if the SCORF team requests revisions.

The screenshot shows the SCORF Portal interface. At the top right, there are navigation links: Home, GPS Application, DSF Application, and Letter Of Intent. On the left is a sidebar with a user profile for Alex Taylor and menu items: Dashboard, Projects, Letter of Intent, Reports, and Close Out Package. The main content area features a summary bar with four categories: Approved (1), Rejected (0), Revision (0), and Total (5). Below this is a table titled 'All Projects' with the following data:

Action	Application ID	Application Status	Submitted Date	Request Type
1	FA-207	Submitted	Jun 17, 2025	DSF
2	FA-205	Approved	Jun 17, 2025	GPS
3	FA-201	Submitted	Jun 11, 2025	GPS
4	FA-197	Submitted	Jun 5, 2025	GPS
5	FA-195	Submitted	Jun 4, 2025	GPS

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.

The screenshot shows an email notification from noreply@salesforce.com on behalf of SCORF. The email body contains the following text:

Dear Midlands Wellness Foundation,

Thank you for submitting your application to the South Carolina Opioid Recovery Fund (SCORF). Please find attached a copy of your submitted application for your records. Your application has been received and is currently under review. You will be notified of any updates regarding your application status.

Best Regards,
South Carolina Opioid Recovery Fund (SCORF)

The email also includes an attachment: DSF_Application_FA-359.pdf (107 KB).

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  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.

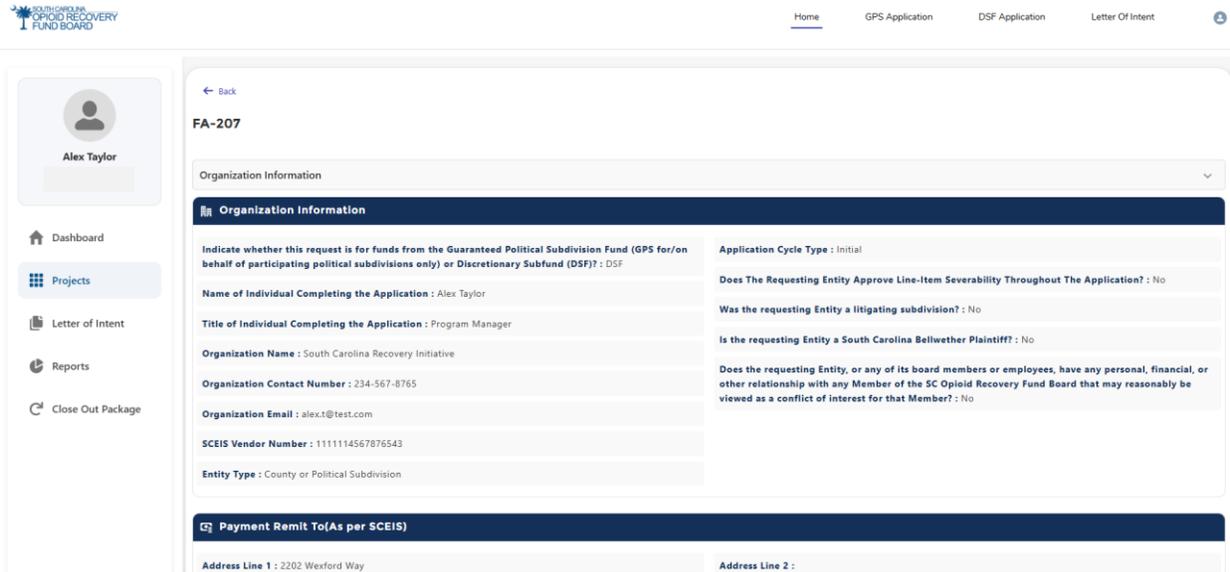


Figure 60: Reviewing Submitted Application

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.

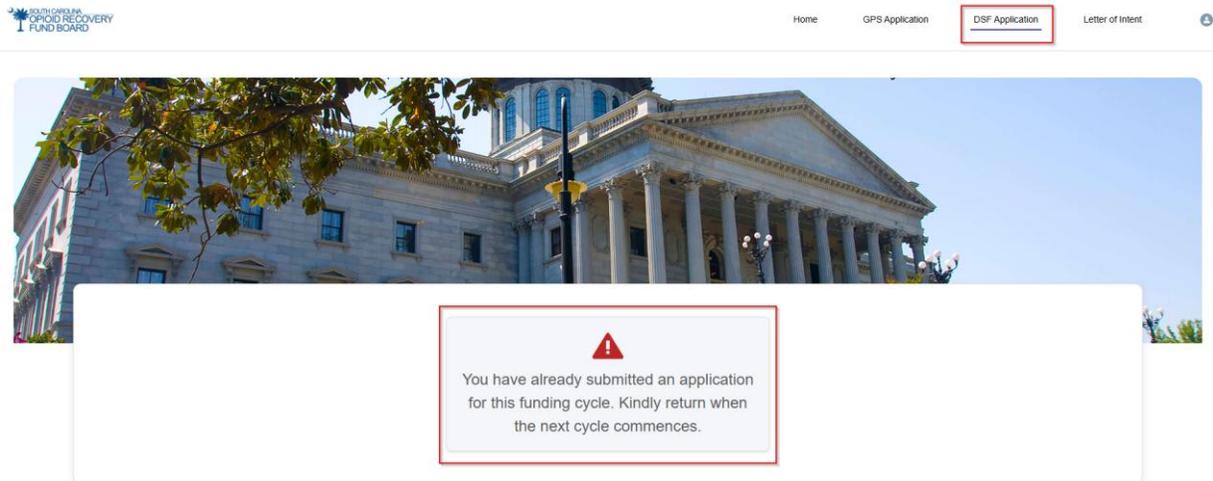


Figure 61: Application Submission Limit

4.4 Application Decision Outcomes & Tracking – DSF Applications

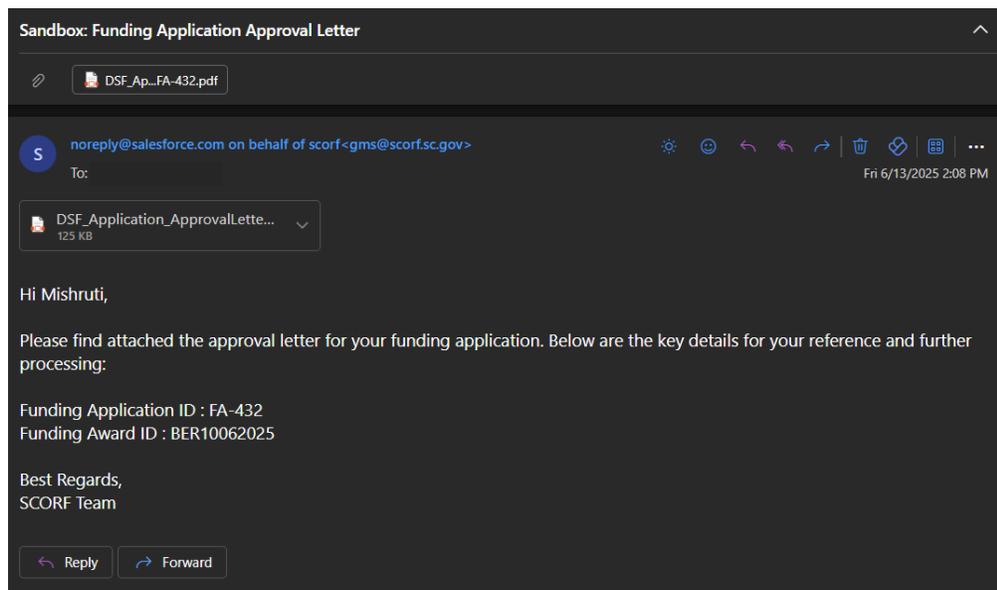
Once you submit your application, the SCORF team will carefully review it to ensure it meets the required criteria. Based on their evaluation, your application status may be updated as follows:

1. **Does Not Meet Technical Requirements** – You will receive an email stating your application does not meet technical requirements, with the “DMTR letter” attached.
2. **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.



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**  to view the application and all the status of submitted applications

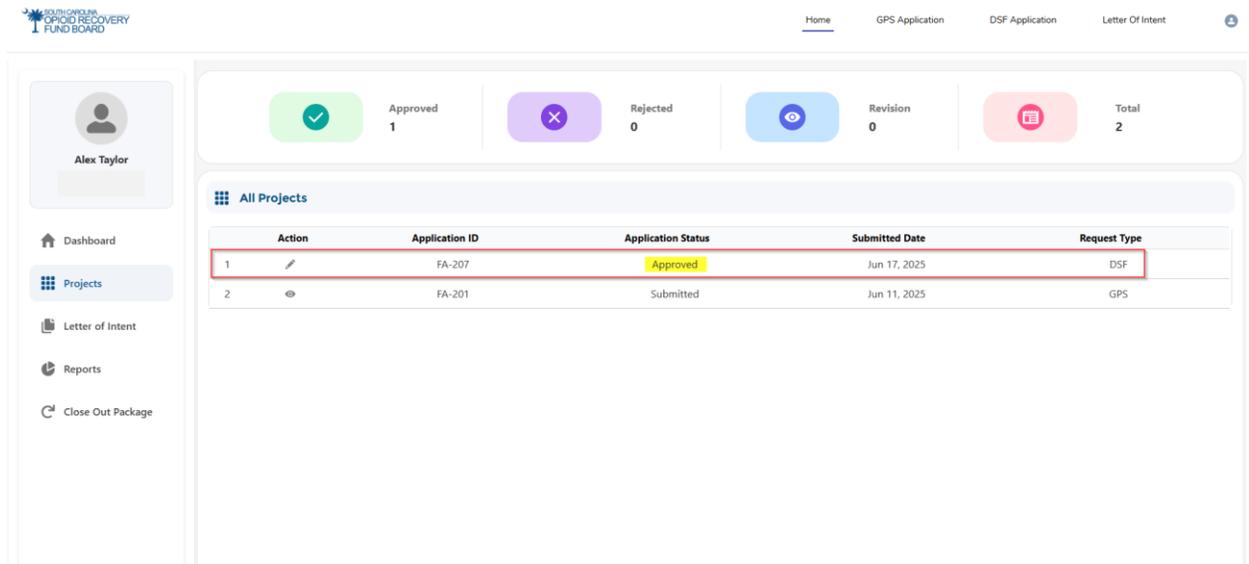


Figure 62: Application Status & Tracking

***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

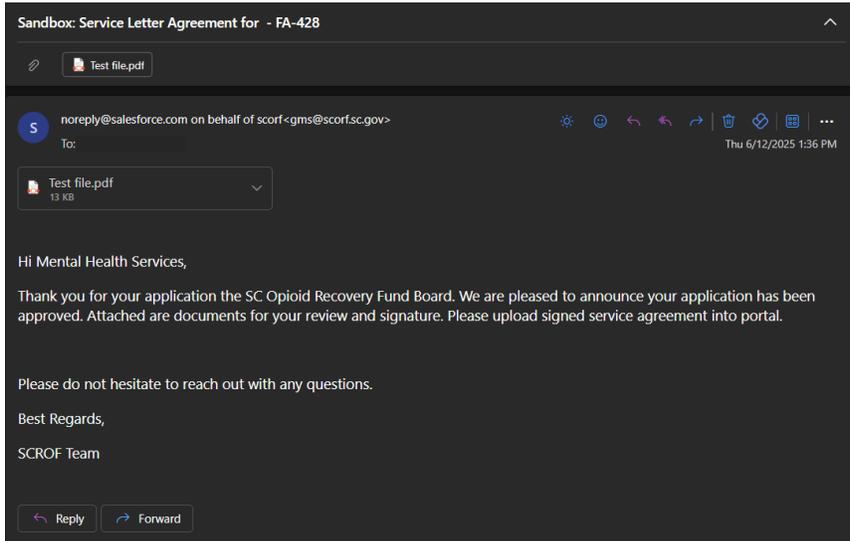
If your application is **Approved**, you will receive a confirmation email with an attached **Approval Letter** for your records. This letter includes,

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

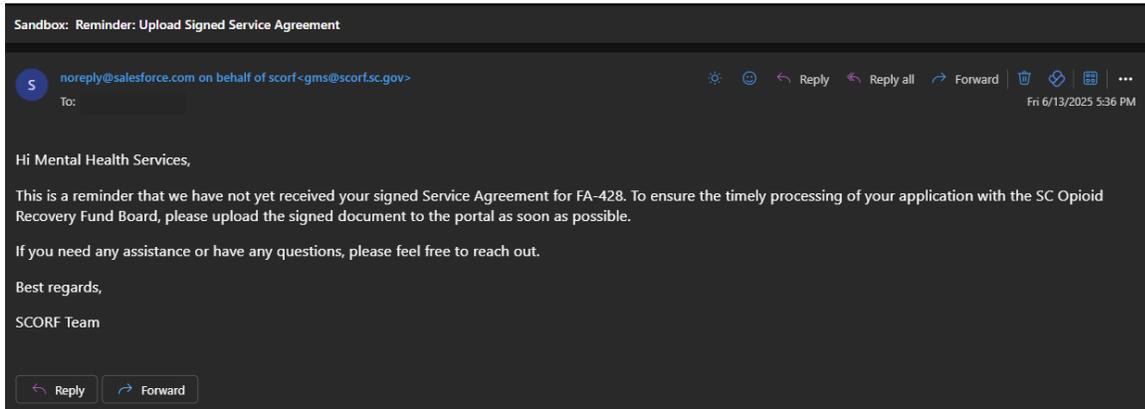
Uploading the Signed Service Letter Agreement (SLA)

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.

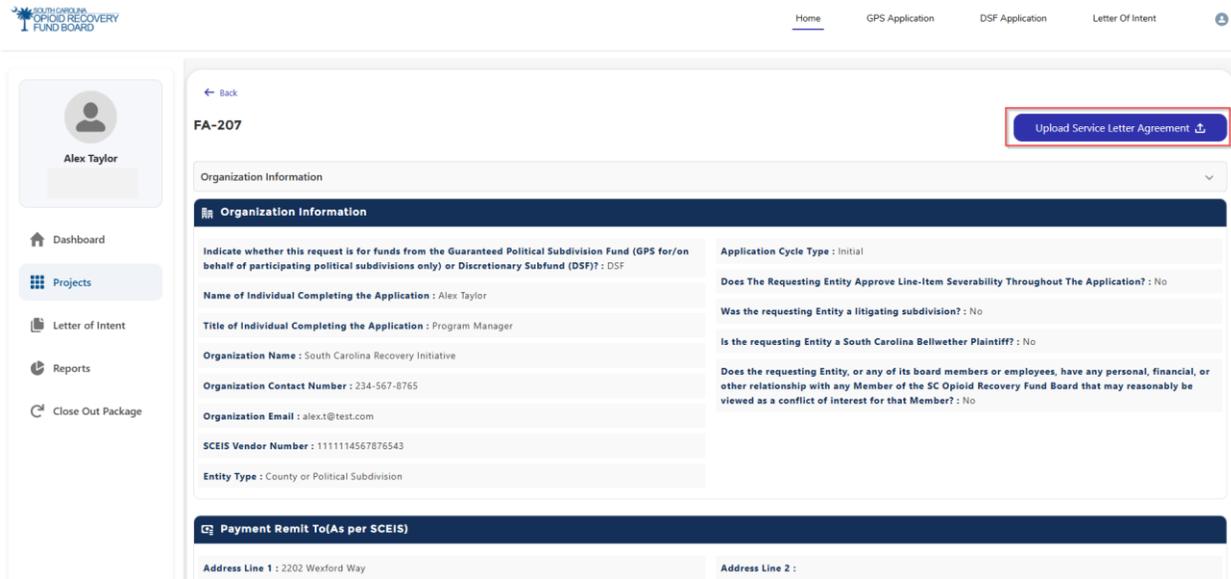


Figure 63: Uploading the Signed SLA



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.

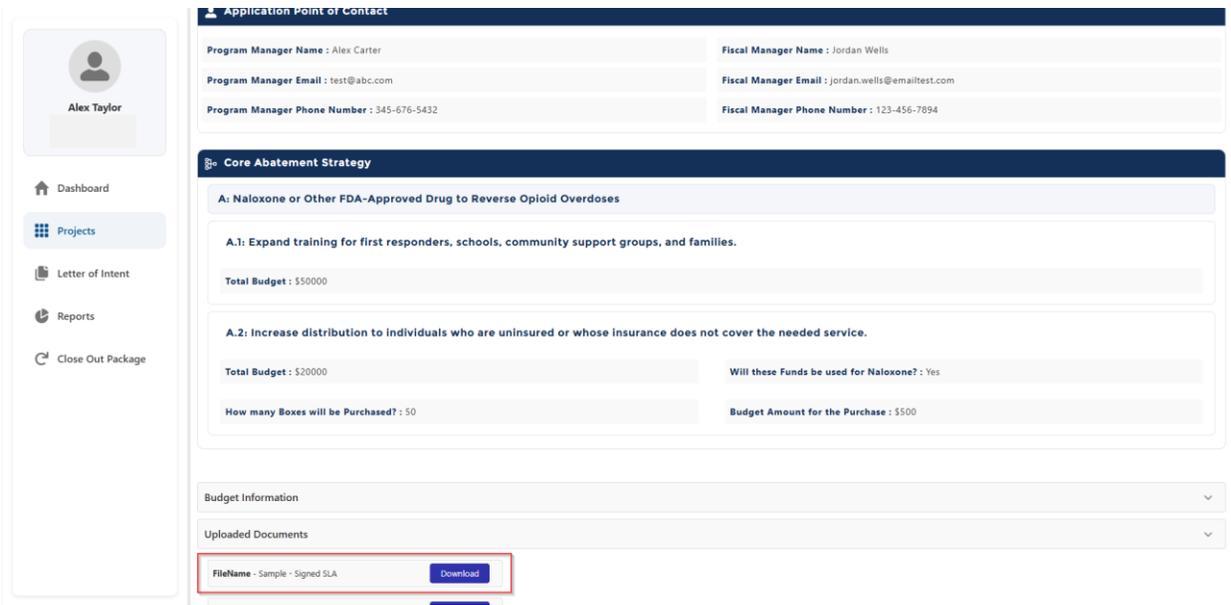


Figure 65: View Uploaded Signed SLA

4.5 Reporting Submission & Management

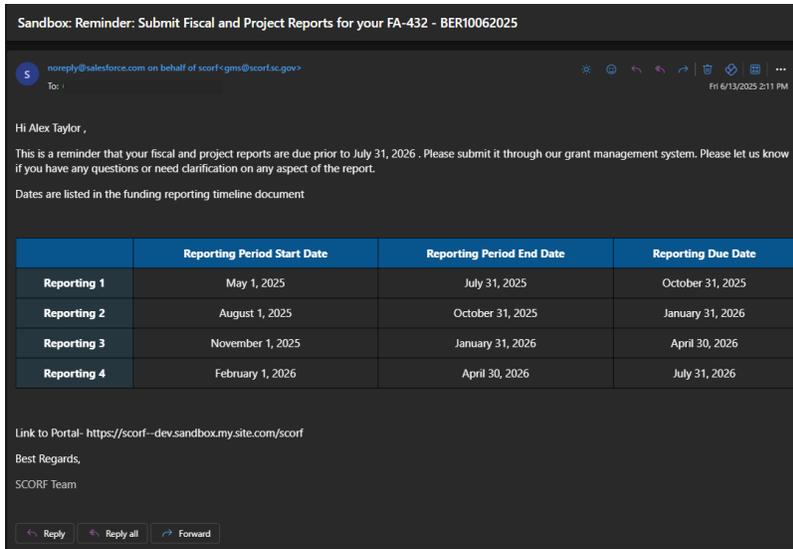
Once the funds have been disbursed, the reporting phase begins. At this stage, the applicant will receive an email from the SCORF team detailing the **reporting cycle timelines** and a link to the **Grant Management Portal**.



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.



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'.*

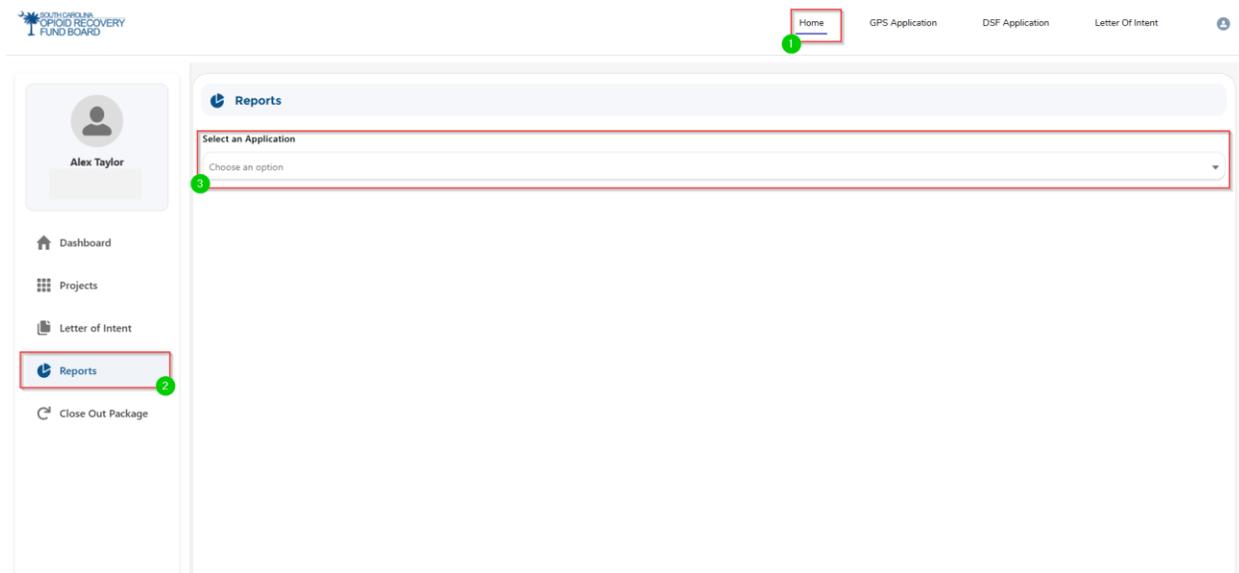


Figure 66: Submitting Report

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.*)

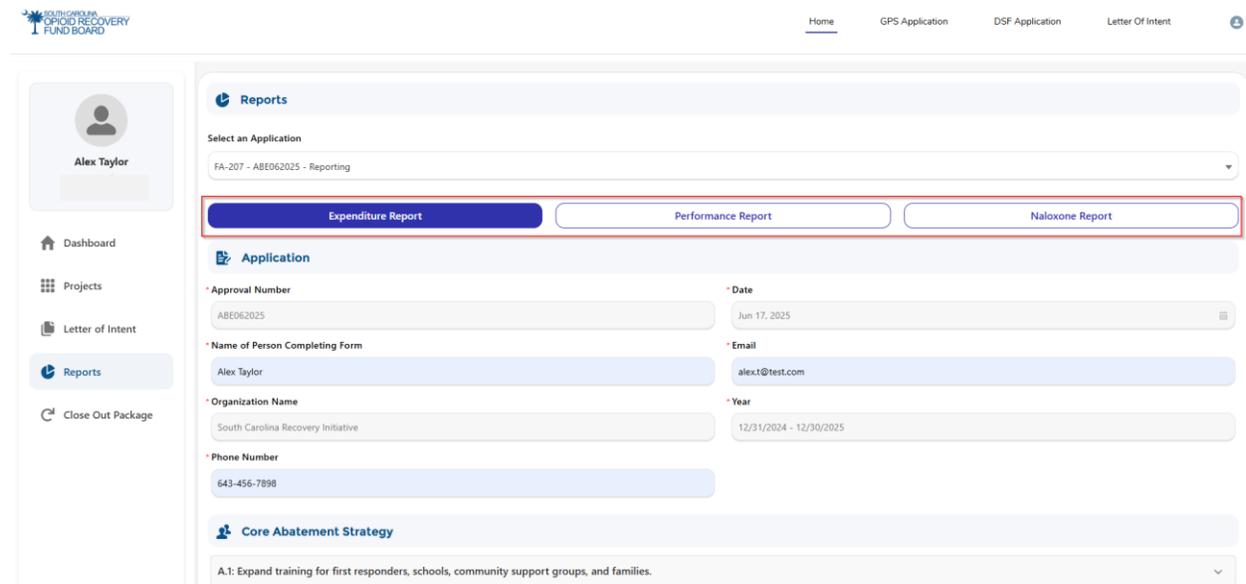


Figure 67: Completing Reports

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**  **Submit** to complete your report.

Figure 68: Expenditure 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.*

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.

The screenshot shows the 'Performance Report' form in the SCORF Portal. The user is Alex Taylor. The application is 'FA-207 - ABED062025 - Reporting'. The 'Application' section includes:

- Approval number: ABED062025
- Partner Agency: South Carolina Recovery Initiative
- Name of person completing form: Alex Taylor

 The 'Questions' section has a table for 'No. of persons educated on how to respond 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

 Below the table are fields for 'No. of Naloxone kits distributed to at-risk individuals' and 'No. of Fentanyl test kits distributed to at-risk individuals'. A 'Submit' button is located at the bottom right of the form.

Figure 69: 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.
3. 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.

Figure 70: Naloxone 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.

	12/31/2024 - 3/30/2025	3/31/2025 - 6/29/2025	6/30/2025 - 9/29/2025	9/30/2025 - 12/30/2025
Strategy Budget	\$200.00	\$300.00		
Expenditure through 12/31/2024	\$200.00			
Total Project Expenditure		\$500.00		
Balance/Carry Forward				\$48,500.00

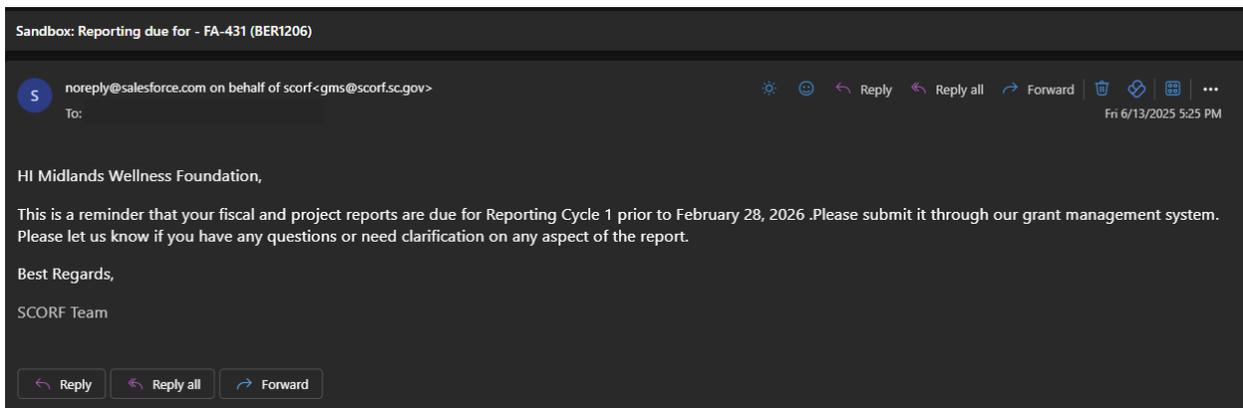
Figure 71: Review Submitted Report

Email Alert – Report Reminder & Schedule

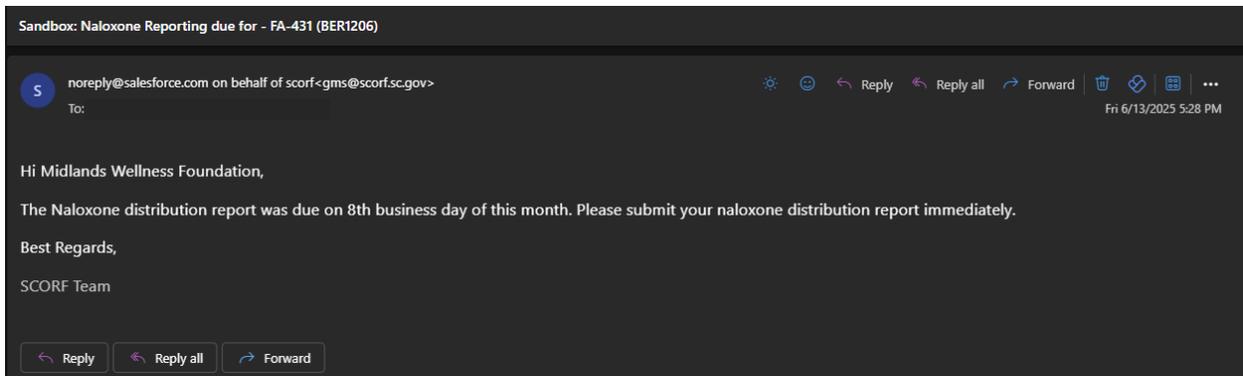
- For Expenditure and Performance Reports,
 - The **first reminder** will be sent **10 business days after** the initial email tied to its reporting cycle.
 - **Subsequent reminders** will be sent **every 10th business day** thereafter until both Expenditure and Performance reports are submitted.
- For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

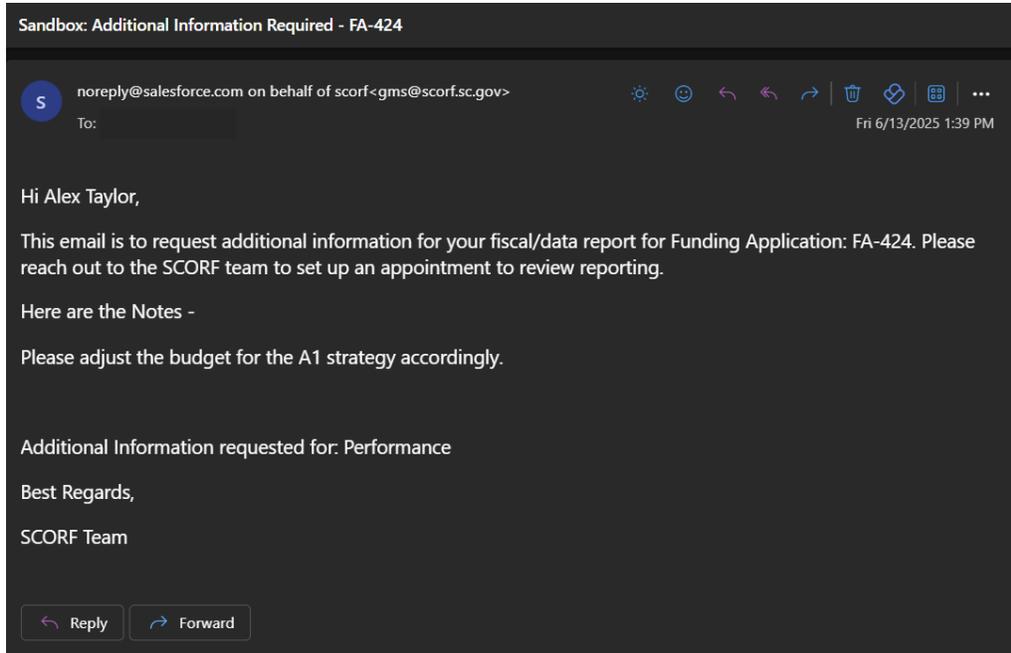


Reports: Additional Information Requests

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

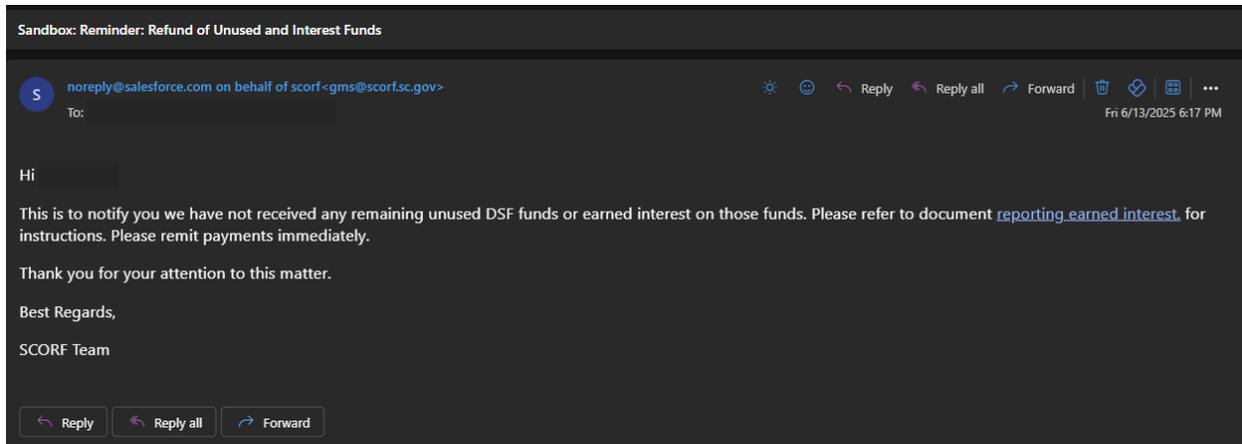
1. You'll receive an **email** specifying the report type with the **Application ID**, **report link**, and **comments** detailing the required information.
2. Log in to the portal and go to the **Reports** tab.
3. Find the application marked with the status **“Additional Information Required.”**
4.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

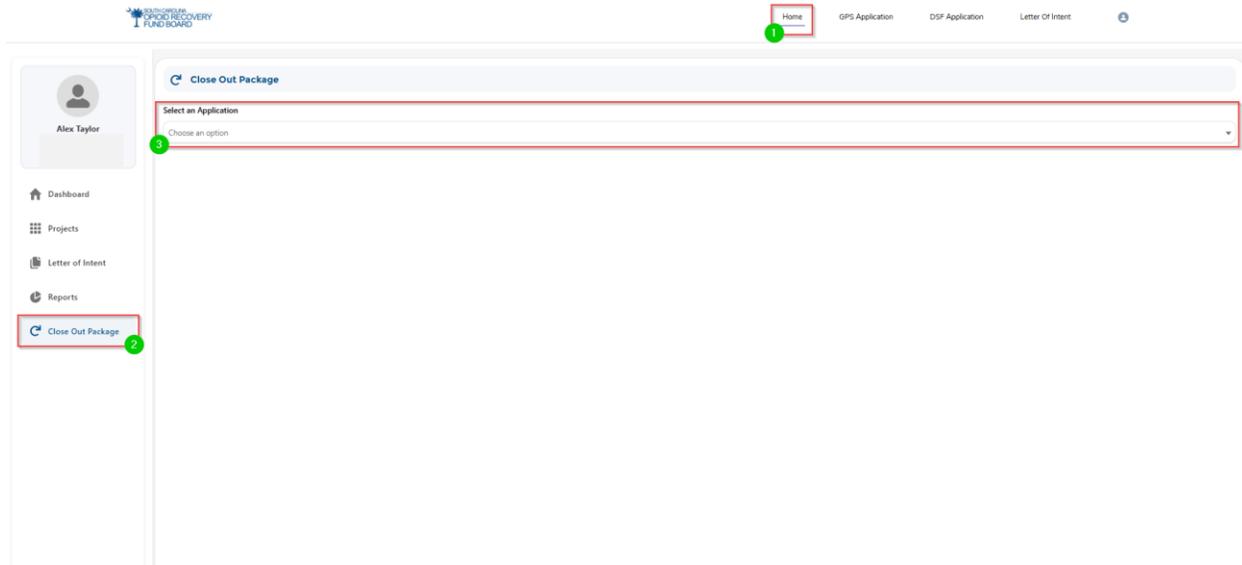


Figure 72: Submit a Closeout package

Tangible Property Report:

To complete Tangible report against application,

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

The screenshot shows the 'Close Out Package' interface. At the top, there are navigation links for 'Home', 'GPS Application', 'DSF Application', and 'Letter Of Intent'. The user profile 'Alex Taylor' is visible on the left. The main content area is titled 'Close Out Package' and contains a dropdown menu for 'Select an Application' with the value 'FA-207 - (ABED02025)'. Below this are three tabs: 'Tangible Property Report' (selected), 'Final Project Report', and 'Payroll Report'. The 'Tangible Property Details' section contains the following fields:

- 1. Award Approval Number: ABED02025
- 2. Vendor Number: 76567
- 2b. Interest Earned: \$2,000.00
- 3. Comments: Tangible Property Report Comments
- 4. Typed or Printed Name and Title of Authorized Certifying Official:
 - Prefix: Mr
 - First Name: Alex
 - 4b. Signature of Authorized Certifying Official: Alex Taylor
 - 4c. Telephone (area code, number, extension): 234-567-8543
 - 4d. E-Mail Address: alex.t@test.com
 - 4e. Date report submitted: Jun 17, 2025
- 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  trash icon to delete it.
7. Click **Submit** to finalize the report.

Figure 74: Final Project Report

Payroll Report:

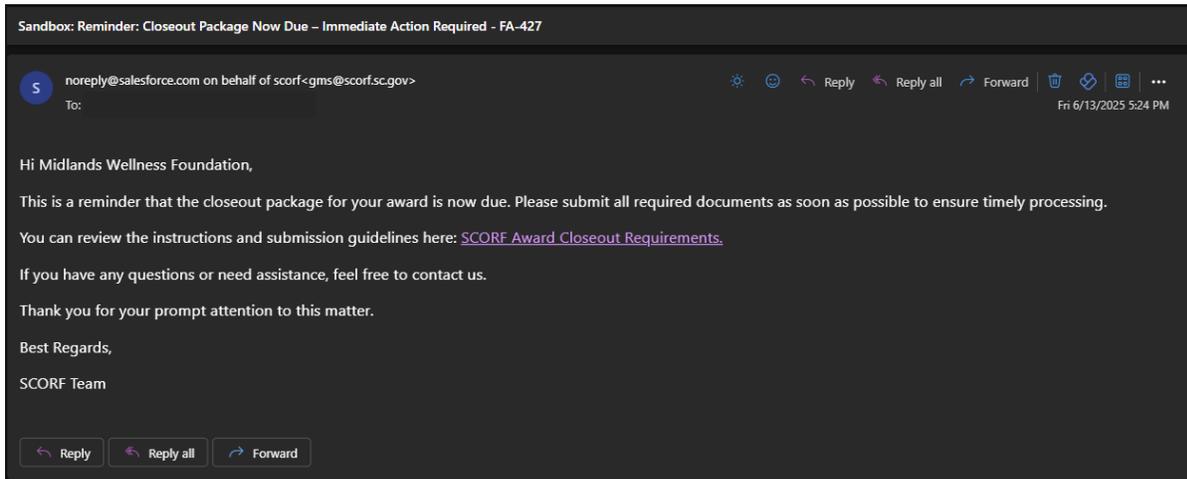
To complete the Payroll report against application,

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

* 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	

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.



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.

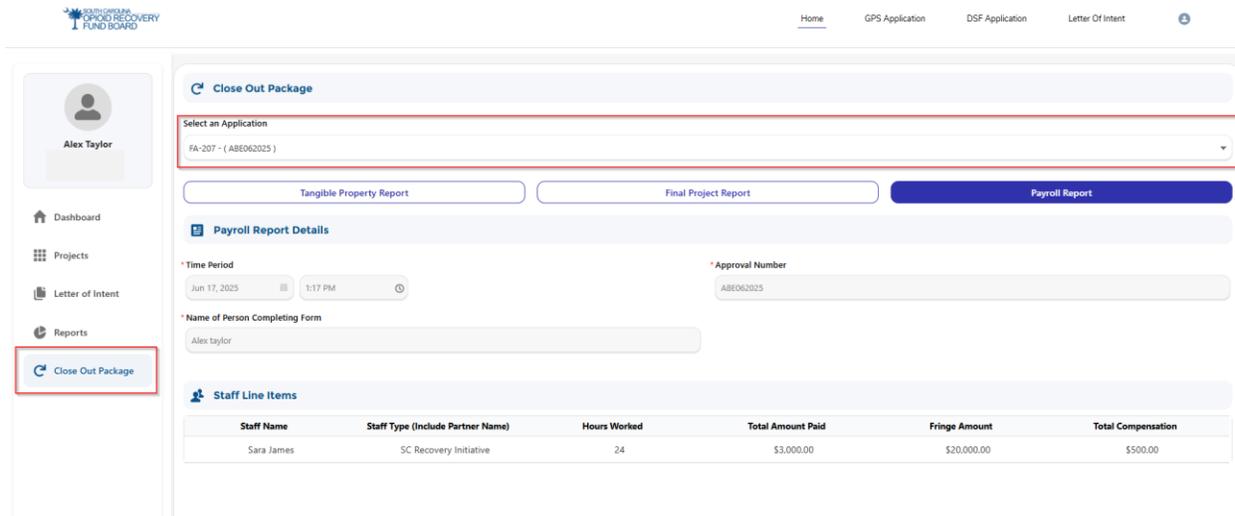
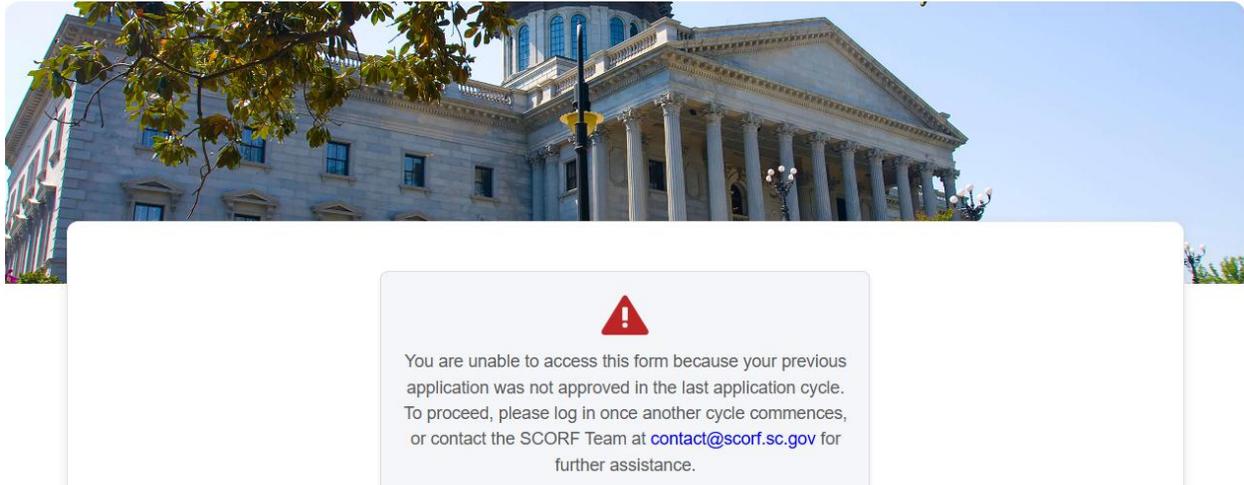


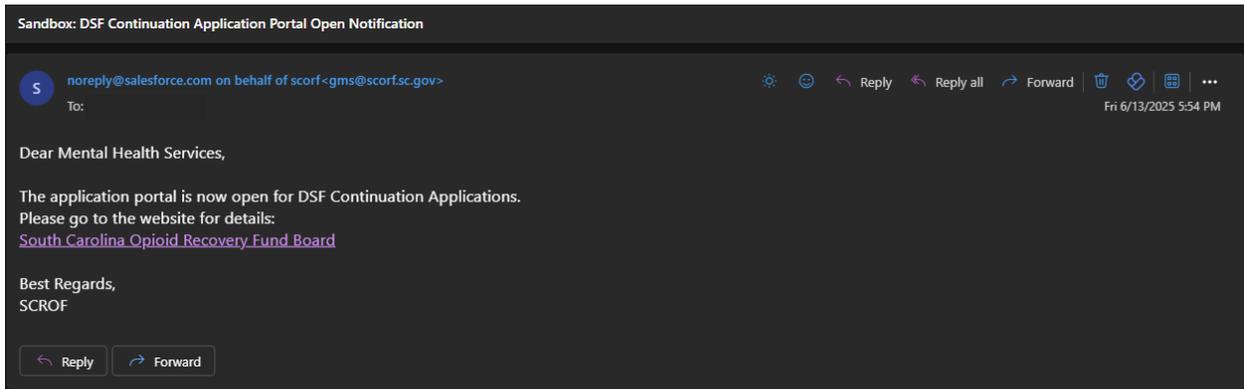
Figure 76: Review a submitted Closeout Package

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. Please refer to Section 4 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.