



COFFEE CHAT

- Reporting: Program and Fiscal
- Award closeout requirements
- Post Award Amendment
- Point of Contact Form
- Naloxone Reporting
- Dates for applications

Fiscal and Program Reporting

SCORF has set in motion a reporting procedure that has continued to evolve.

Making Sense of the Grant Reporting Process

Sub-recipient give their reporting data to GPS recipient .	→	GPS recipients submit all required data to SCORF .	→	SCORF will publish annual report on SCORF website .
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What kinds of data are SCORF recipients expected to include in their reporting?
Financial data, such as expenses paid for with SCORF funds and project data highlighting progress and/or community impact.

Both recipients and the SCORF Board may use this information, in part, to gauge the success of the programs and initiatives.

Fiscal and Program Reporting

The required information may be collected through several different channels, including regular progress reports, site visits, and audits.

Progress Reports

GPS recipients submit regular reports (called "Performance Progress Reports" and "Expenditure Reports") documenting a project throughout its lifespan.

These reports include both expense-related data and quantitative information about the project's impact.

Technical Assistance

Technical assistance provided by the SCORF staff is an opportunity to support the GPS and their sub recipients and is also a means for ensuring that the grant recipient is complying with the award agreement.

Site Visits

GPS and partner recipients may receive site visits from the SCORF staff. Such visits provide an opportunity for two-way communication between the SCORF and the fund recipient.

The site visit aims to ensure compliance with the settlement agreement and review financial information, including expenses paid for with SCORF funds.

Expenditure (Fiscal) Reporting

Program reporting

Project Closeout

After the expiration or termination of the project period recipients are required to submit various reports and documents to close the project.

<https://scorf.sc.gov/information-resources/forms-and-report-information>

Post Award Amendment Request

GPS recipients must submit a post award amendment in order to change the scope or objectives for any projects.

A Post Award Amendment is required for:

Changes to the abatement strategies, aims, or purposes, changes to the service area or elimination of a sub-recipient.

Budget revisions that cause a project to change substantially from that which was approved.

<https://scorf.sc.gov/information-resources/forms-and-report-information>

Point of Contact Form

This form must be completed at time of project approval and resubmitted for any changes during the project period

<https://scorf.sc.gov/information-resources/forms-and-report-information>

Naloxone distribution reporting

Naloxone distribution reporting is required monthly. Due on the 8th working day of the month. For example, naloxone distribution for the month of December is due on January 11

January is due on February 12 and so on....

Application dates

Dates for 2024 GPS Applications				
TYPE	Application portal open	Application portal close	Project period start date	Project period end date
GPS	9/14/2023	10/15/2023	1/1/2024	12/31/2024
GPS	12/20/2023	2/5/2024	4/1/2024	3/31/2025
GPS	4/1/2024	5/3/2024	7/1/2024	6/30/2025
GPS	7/3/2024	8/5/2024	10/1/2024	9/30/2025
Dates for 2024 DSF Applications				
New Applicants	11/1/2023	2/15/2024	10/1/2024	9/30/2025
DSF Continuation Applications	4/1/2024	5/15/2024	10/1/2024	9/30/2025

Reporting Dates

Reporting dates for 2024 GPS Applications							
project start date	end of 1st period	reports due	end of 2nd period	reports due	end of 3rd period	report due	Final report due
1/1/2024	6/30/2024	10/1/2024	12/31/2024	3/31/2025			3/31/2025
4/1/2024	9/30/2024		12/31/2024		3/31/2025		6/30/2025
7/1/2024	12/31/2024		6/30/2025				9/30/2025
10/1/2024	12/31/2024		6/30/2025		9/30/2025		12/31/2025



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