



South Carolina Emergency Management Division

Office of the Adjutant General
2779 Fish Hatchery Road, West Columbia, S.C. 29172

Submit a Quarterly Report

1. Once logged in to screcoverygrants.org, there will be a module on the right hand side of the home page titled "Next Quarterly Reports Due". Click the link of the appropriate quarter to access the report that is due.

The screenshot shows the user interface of the screcoverygrants.org website. At the top, there is a navigation bar with icons for Home, Accounts, Projects, and Finances, along with a search icon. The user is logged in as "John Doe" and has a "LOGOUT" button. The main content area is titled "My Home" and contains several modules. The "Next Quarterly Reports Due" module is highlighted with a red arrow, showing a link for "Feb 29 2016 Q1: Oct-Dec" with a sub-link for "4166 (HMGP) / Spartanburg, County O...".

Grant #	Grant Name	Applicant Name	Proj Count	Closed Date
4166	Severe Winter Storm	Spartanburg, County Of	1	



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2. A screen will appear that contains a summary of the report that is to be submitted. To move on to the next step, click “Projects” on the left hand side of the screen.

4166 Severe Winter Storm (HMGP) > Spartanburg, County Of > Account for 4166 (HMGP) - Spartanburg...

2016 Q1: Oct-Dec

Routing in Progress: Applicant Submission (Step 1 of 3)

Submit

- Summary
- Projects**
- Form
- Notes
- Documents
- Workflow
- History

Quarterly Report Details

This form is to report the progress of projects on a quarterly basis. The quarter end dates are December 31, March 31, June 30, September 30 and this form is due within 15 days of each end date.

Quarter:	2016 Q1 (Oct 1, 2015 - Dec 31, 2015)
Project Count:	1
Viewed Count:	1 Project (100.0%)
100% Complete Count:	0 Projects (0.0%)
Fully Closed Count:	0 Projects (0.0%)

Grant

4166 Severe Winter Storm
Hazard Mitigation Grant Program
Declared: March 12, 2014

Applicant

Spartanburg, County Of
Spartanburg County
FIPS #: 083-99083-00
Type: County
Physical: 9039 Fairforest Road
Spartanburg, SC, 29301
Mailing: PO Box 5666
Spartanburg, SC, 29304

Workflow Summary

Current Step:	1) Applicant Submission Description: Reports in data entry or requiring Applicant review.
Submission:	Nov 1, 2015 at 2:26 AM by System Admin 45 days ago



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3. Click on the desired project to edit information that is required for the Quarterly Report.

The screenshot shows a web application interface for the South Carolina Emergency Management Division. The top navigation bar includes 'ACCOUNTS', 'PROJECTS', and 'FINANCES'. The main content area displays '2016 Q1: Oct-Dec' and 'Routing in Progress: Applicant Submission (Step 1 of 3)'. A 'Submit' button is visible. On the left, a sidebar contains 'Summary', 'Projects', 'Form', 'Notes', 'Documents', 'Workflow', and 'History'. The 'Projects' section is active, showing a table with the following data:

Proj #	Type	Title	% Complete	Est. Completion
9999	Inf	Test	50	

A red arrow points to the 'Test' project entry in the table.



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4. **Complete all fields.** If you wish to attach a note or submit supporting documentation, select the relevant option on the left hand sidebar.

All changes must be saved before a completed form is able to be submitted for state review.

Test

[Save Changes](#) [Discard Changes](#) *You've made changes to this form. To accept the changes, you must click the save button.*

F #9999 S #1 - Test ([View Project](#))

Category: **Inf Infrastructure Retrofit** Last Viewed By: **John Doe** (Dec 21, 2015)

Eligible Amount: **\$10,000.00** Last Saved By: **John Doe** (Dec 21, 2015)

Work Deadline:

Note

If the Estimated Completion Date is greater than the Work Deadline, a Time Extension may be required ([Create New](#)).

If the project scope of work has deviated from the original as approved by FEMA a Scope Change may be required. ([Create New](#)).

If this project is 100% complete a Project Closeout is required ([Create New](#)).

General

Current Percent Complete: %
The percentage of actual work that has been completed at the end of the reporting period (not a % of funds expended).
Last Quarter: 50%

Total Funds Expended to Date: \$
The amount that has been spent on the project to date.
Last Quarter: \$0.00

Anticipated Final Amount: \$
The estimated cost of a project at completion (which may even exceed the obligated amount).
Last Quarter: \$0.00

Anticipated Completion Date:
The date you expect the work to be completed.

Projected Funds to be Requested for Reimbursement

Estimated Jan 1, 2016 - Mar 31, 2016: \$

Status

Work Status:



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- To submit a completed Quarterly Report, select the “Submit” button at the top of the screen. Your report will then be advanced to SCEMD for review and approval.

2016 Q1: Oct-Dec
Routing in Progress: Applicant Submission (Step 1 of 3)

Submit

Summary

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