



# 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](http://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.

Quick Start Guides?

Welcome to the updated [screcoverygrants.org](http://screcoverygrants.org)! For an introduction to the system, see the help guide available in the top-right corner of the screen.

Accounts

Quick Search: 4 results

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

My Inbox Summary

- > Inbox | 0 total
- > Drafts | 0 total

Next Quarterly Reports Due

- > **Feb 29** 2016 Q1: Oct-Dec  
4166 (HMGP) / Spartanburg, County  
O...



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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%)

### 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

### 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



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

The screenshot displays the web application interface for the South Carolina Emergency Management Division. The top navigation bar includes links for ACCOUNTS, PROJECTS, and FINANCES. The main header shows the current routing progress: "2016 Q1: Oct-Dec" and "Routing in Progress: Applicant Submission (Step 1 of 3)". A "Submit" button is visible on the left. The "Projects" section on the right contains a table with the following data:

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

A red arrow points to the "Test" project title, indicating the desired project to click for editing.



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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.

**Submit**

**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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5. 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**

- Projects
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