



# 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.

The screenshot shows the user interface of the screcoverygrants.org system. 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 widgets. On the left, there is a 'Quick Start Guides?' widget with a welcome message. Below it is an 'Accounts' widget with a table of grant information. On the right, there is a 'My Inbox Summary' widget showing 0 total items in both 'Inbox' and 'Drafts'. Below that is the 'Next Quarterly Reports Due' widget, which contains a link for 'Feb 29' (2016 Q1: Oct-Dec) for grant 4166 (HMGP) / Spartanburg, County. A red arrow points to this link.

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.

The screenshot displays a web application interface for grant management. At the top, there is a breadcrumb trail: "4166 Severe Winter Storm (HMGP) > Spartanburg, County Of > Account for 4166 (HMGP) - Spartanburg...". Below this, the header shows "2016 Q1: Oct-Dec" and "Routing in Progress: Applicant Submission (Step 1 of 3)". A "Submit" button is visible in the top left. The left sidebar contains a menu with options: Summary, Projects (highlighted with a red arrow), Form, Notes, Documents, Workflow, and History. The main content area is divided into three sections: "Quarterly Report Details", "Grant", and "Workflow Summary".

**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.

The screenshot displays a web application interface for managing a project. On the left is a sidebar with navigation options: Summary, Projects, Form, Notes, Documents, Workflow, and History. The 'Notes' option is circled in red. The main content area is titled 'Test' and contains a 'Save Changes' button, also circled in red, next to a 'Discard Changes' button. A yellow banner above the buttons reads: 'You've made changes to this form. To accept the changes, you must click the save button.' Below this is the project title 'F #9999 S #1 - Test (View Project)'. The form fields include: Category: Inf Infrastructure Retrofit; Eligible Amount: \$10,000.00; Work Deadline: (empty); Last Viewed By: John Doe (Dec 21, 2015); Last Saved By: John Doe (Dec 21, 2015). A 'Note' section contains three lines of text: '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).', and 'If this project is 100% complete a Project Closeout is required (Create New)'. The 'General' section has several input fields: Current Percent Complete: 50%; Total Funds Expended to Date: \$ 6,000.00; Anticipated Final Amount: \$ 10,000.00; Anticipated Completion Date: Jan 29, 2016. The 'Projected Funds to be Requested for Reimbursement' section has: Estimated Jan 1, 2016 - Mar 31, 2016: \$ 7,500.00. The 'Status' section has: Work Status: Work in Progress.



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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**

- Projects
- Form
- Notes
- Documents
- Workflow
- History

**Quarterly Report Details**

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