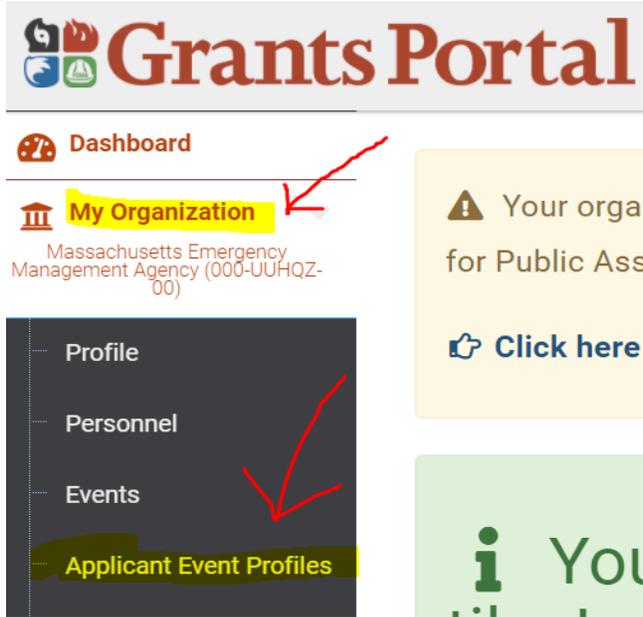
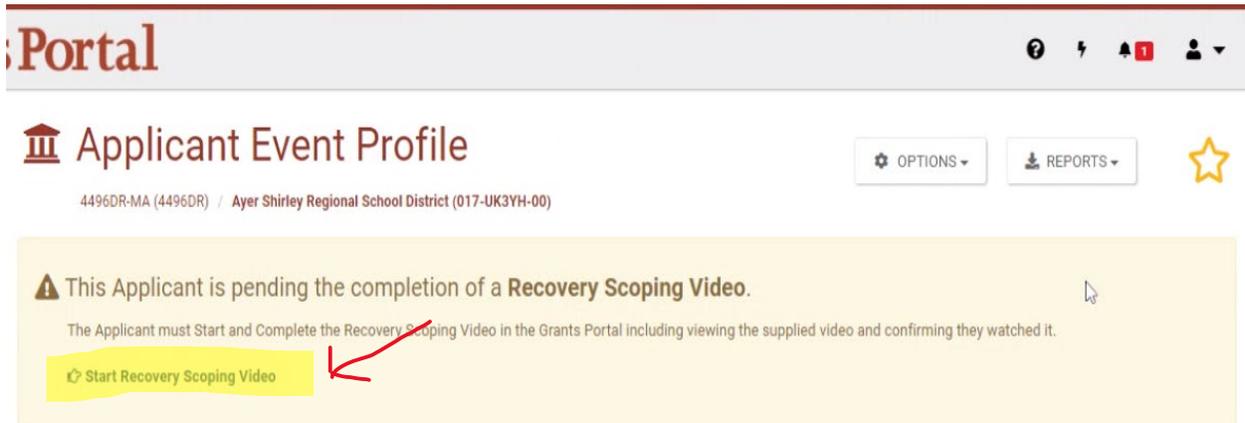


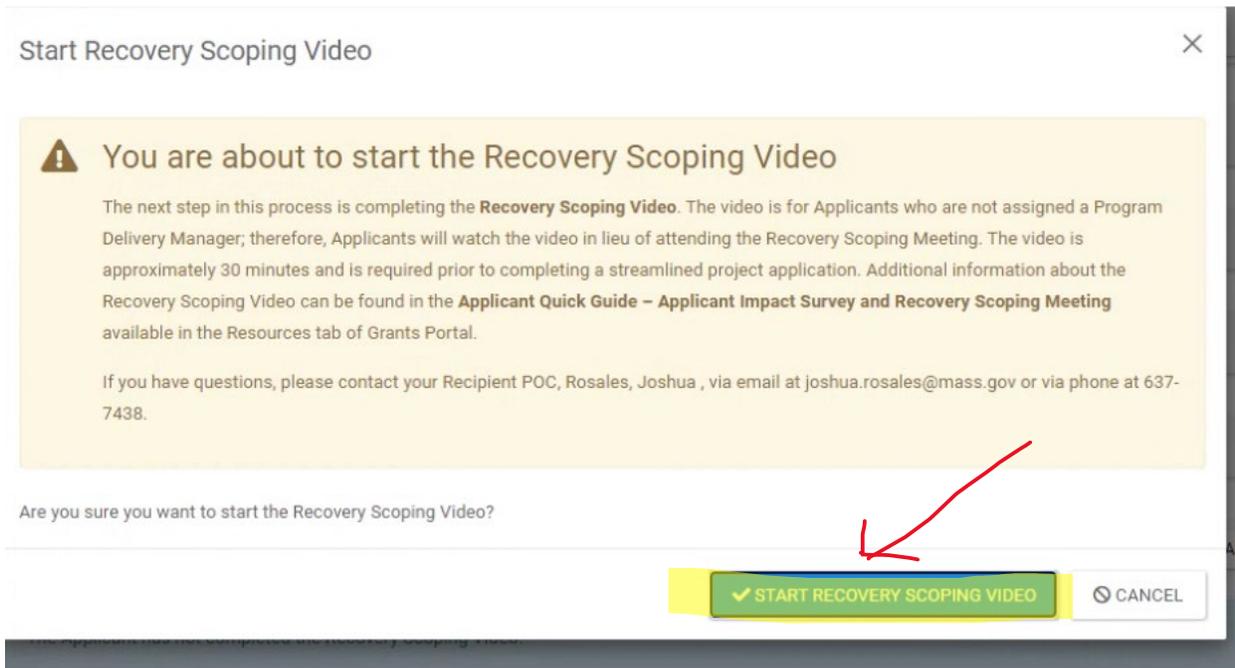
1) Log into [Grants Portal](#). In the left side menu list select “My Organization” to open the drop-down menu. Select “Applicant Event Profiles” from the list. In the “My Applicant Event Profiles” screen select “Event # 4496”.



2) In the applicant event profile, an option to “Start Recovery Scoping Video” will be available in the light-yellow shaded box at the top of the page.



3) A pop-up window will confirm the user would like to start the recovery scoping video.



4) The portal will navigate to the video that needs to be watched. Note in the top right corner you will see a light blue button that says, "Complete Recovery Scoping Video", this will not be active until the video has been certified. The inactive button will be indicated by a light shade of blue.



5) Scroll down the page and hit play to watch the video. Once the video has been watched make sure to scroll to the bottom of the page to certify that the video has been watched. The certification can be missed since it is small text right below the video.

Next Steps:

- Complete and submit your project application(s) in Grants Portal
- Requests for Information
- Reviews
- Funding
- Amendments
- Closeout

FEMA Federal Emergency Management Agency 21

certify that I have watched the Recovery Scoping informational video. By certifying that you have viewed the video, the first substantive meeting is met as described in 44 CFR 206.202(b) and must identify and report impact(s) by either: 60-days from the end of the Public Health Emergency or 60-days from the approval of their Request for Public

6) After the “certify” box has been checked scroll back up to the top of the page. The “complete recovery scoping video” button will now be active. This will be indicated by a darker shade of blue. Complete the next confirmation pop-up and the portal will navigate back to the main applicant event profile page.

***Note if the button is not active scroll back to the bottom of the video and confirm that the certification box has been checked.**

Applicant Profile Recovery Scoping Video

4496DR-MA (4496DR) / Ayer Shirley Regional School District (017-UK3YH-00) / Recovery Scoping Video

COMPLETE RECOVERY SCOPING VIDEO

i The streamlined application is the formal request for Public Assistance funding under the Public Assistance program. The streamlined application enables the Applicant to apply directly without relying on FEMA or Recipient staff. For more information about the direct application process using the streamlined application see the **Applicant Quick Guide Process Overview** available in the Resources tab of the Grants Portal.

To assist with this process, FEMA created the Recovery Scoping informational video. The 30 minute (approx.) video is required prior to completing a streamlined project application. Upon certifying the video was watched, your organization will have the duration of the Public Health Emergency to identify and report impact(s) through submitting COVID-19 streamlined project applications to FEMA.

Recovery Scoping Video

7) At the main applicant event profile page, the ability to “Start Streamlined Project Application” will now be available and active. Begin the streamlined project application.

Applicant Event Profile

4496DR-MA (4496DR)
/ Ayer, Town of (017-03005-00)

[START STREAMLINED PROJECT APPLICATION](#)

OPTIONS

REPORTS

⚠ Ayer, Town of is pending grant completion.

A completed online Project Application is required in order to submit your funding request to FEMA. FEMA will no longer accept Project Applications uploaded as a .pdf document.

[Start Streamlined Project Application](#)

[View Pending Streamlined Project Applications](#)

8) If there are any issues attempting to complete certification of the recovery scoping video, please contact the MEMA project coordinator assigned in the portal.