Completing the Recovery Scoping Video in FEMA’s Grants Portal

Step-by-Step Guide

This document is intended to be a supplemental resource used to view and sign off on the Recovery Scoping Video. The Recovery Scoping Video will only become available once FEMA has approved your Request for Public Assistance (RPA). Here, screenshots and brief explanations will serve as a step-by-step guide which will provide visuals as you navigate through the process.

1. Log in to FEMA’s Grants Portal at grantee.fema.gov.

1. Once signed in, navigate to the menu on the left side of the screen.
2. Select “Applicant Event Profiles” and click the magnifying glass image to the left of the profile corresponding to COVID-19 (DR4507-OH).
3. A yellow banner will appear within the Applicant Event Profile. Select “Start Recovery Scoping Video.”

4. If the banner does not appear, scroll down to “Recovery Scoping Video” within the Applicant Event Profile and select “Start Recovery Scoping Video.”

5. The following popup will require that “Start Recovery Scoping Video” is selected again.
6. View the entire video.

7. Once the video has finished, select the check box pictured below, certifying that the entire video has been viewed.

8. Select “Complete Recovery Scoping Video” located at the top of the screen.
9. Next, select “Complete Recovery Scoping Video” one final time to confirm that this requirement has been satisfied.