If your District has not registered to be able to request FEMA Public Assistance, this email is to guide you through the registration process.

In order to register your District, you must:

1. Go to the FEMA registration website- https://grantee.fema.gov
2. You will see the following screen:

3. Select the last sentence "Register your Organization and Request Public Assistance"
4. You will be taken to this welcome screen:
5. After you determine if you are not a robot, this Basic Information screen will appear:

![Grants Portal](image)

**Register Your Organization and Request FEMA Public Assistance**

Please provide the following basic information to help us quickly set up your organization’s account and process your request for FEMA Public Assistance Funding. Once completed your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

**Basic Information**

**Organization**

**Contact Info**

**Locations**

**Submit**

**Please select your state and the applicable emergency/disaster where you are applying for funding.**

**Within Which State / Territory Is Your Organization?**

**Which Emergency / Disaster Do You Want to Request Public Assistance For?**

6. From the pop down, select your state “California”, then you will be given one selection for the emergency related to the Public Assistance Request, “California COVID-19 (4482DR-CA)”. Select “Next”.

7. The Organization screen will appear:

![Grants Portal](image)

**Register Your Organization and Request FEMA Public Assistance**

Please provide the following basic information to help us quickly set up your organization’s account and process your request for FEMA Public Assistance Funding. Once completed your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

**Basic Information**

**Organization**

**Contact Info**

**Locations**

**Submit**

**State/Territory** California

**Disaster/Emergency** California COVID-19 (4482DR-CA)

**Organization Name**

**Organization Type**

**Select...**

**EIN Number**

**DUNS Number**

8. Type in your District name, then under “Organizational Type”, select “Independent School District” from the pop down. You will need your District’s federal ax ID number (EIN), and your DUNS number. If you do not know your DUNS number or do not have one, click on the “?” to the left of the “DUNS Number” and you will receive a pop up of instructions on what to do. Select “Next”.

9. The Contact Information Screen will appear as shown below:
### Register Your Organization and Request FEMA Public Assistance

Please provide the following basic information to help us quickly set up your organization’s account and process your request for FEMA Public Assistance Funding. Once completed your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

#### Basic Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization</td>
<td>Information about your organization</td>
</tr>
<tr>
<td>Contact Info</td>
<td>Details about the primary contact person</td>
</tr>
<tr>
<td>Primary Location</td>
<td>Address information for the primary location</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Address information for mailing purposes only if different from primary location</td>
</tr>
</tbody>
</table>

### Note:

To expedite your account and request approval process, only official government email addresses (.gov) and no personal email addresses should be used.

10. Complete the contact information. Then select “Next”.

11. The next screen asks for the location of your District Office.

12. Complete the location address and mailing address (only if different). Then select “Next”.

13. You now will be given the opportunity to review what you have input. The following screen will appear:
How to Register Your District for FEMA Assistance

Register Your Organization and Request FEMA Public Assistance

Please provide the following basic information to help us quickly set up your organization’s account and process your request for FEMA Public Assistance Funding. Once completed your account and request will be submitted to your state/territory Emergency Management representative and FEMA for review and approval.

Basic Information
Organization Contact Info Locations Submit

When you review the information below to ensure everything is entered correctly, click the Submit button below to proceed.

Organization Information
- STATE/TERRITORY
- DISASTER/EMERGENCY
- ORGANIZATION NAME
- ORGANIZATION TYPE
- EIN NUMBER
- DUNS NUMBER

Primary Contact Info
FIRST NAME
LAST NAME
TITLE
PHONE NUMBER
EMAIL

Alternate Contact Info
FIRST NAME
LAST NAME
TITLE
PHONE NUMBER
EMAIL

Primary Location
ADDRESS 1
ADDRESS 2
CITY
STATE
ZIP CODE
COUNTY

Mailing Address
ADDRESS 1
ADDRESS 2
CITY
STATE
ZIP CODE
COUNTY

Submit Your Organization Registration

14. After you verify the information, select “Submit Your Organization Registration” bar at the bottom of the page.
15. You will receive a notification below that your registration has been properly submitted.

Congratulations!

Your account registration and Request for Public Assistance (RPA) through FEMA has been successfully submitted for review. Once your request has been approved by your state/territory Emergency Management representative and FEMA, you will receive a username and temporary password for this site. Once approved, your profile will be created, and you will be able to use this site to upload necessary documentation and manage your application for FEMA Public Assistance funding. If you require additional assistance with the FEMA Grants Portal, please contact the Grants Portal Hotline at (866) 337-8448, or FEMA-Recovery-PA-Grants@fema.dhs.gov (mailto:FEMA-Recovery-PA-Grants@fema.dhs.gov?subject=Requesting%20Assistance%20with%20Grants%20Portal%3A%20Registering%20a%20New%20Organization).

16. You will be notified by email (that you entered on the Contact Information screen) of your FEMA username and temporary password. This will take one or two days. The email will look like the following:

FEMA PA Notification - Your organization is now active.

Hello Garry,

The Monterey County Office of Education has been made active and is now available in Grants Portal. You may now log in to the Grants Portal with the temporary username and password:

Username: gbousum@montereycoe.org
Password: xxxxxxxxxxxxxxxxxxx

Please click here to sign in with your temporary password. You will be required to change your password upon login.

If you require assistance with the FEMA Grants Portal, contact the PA Grants Manager/Grants Portal Help Line at (866) 337-8448

-FEMA PA Support Team

FEMA-PA-Grants@fema.dhs.gov
https://grantee.fema.gov
17. Once you have that email, you can go back into the FEMA portal at https://grantee.fema.gov and on the log in screen (shown below) and enter your Username and Password.

18. You will be able to create your account and submit your Request for Assistance with the documentation needed to request funds. See FEMA Coronavirus (COVID-19) Pandemic: Public Assistance Simplified Application FACT SHEET, dated March 23, 2020 that will be attached to the email that includes this registration procedure.