

POST-DECLARATION ACTIVITIES

1. The Federal Coordinating Officer (FCO) and State Coordinating Officer (SCO) conduct an organizational meeting of all Federal and State program officers to coordinate the administration of disaster relief.
2. Ohio EMA contacts the Butler County Emergency Management Agency for assistance in locating a Disaster Application Center (DAC) and/or Disaster Recovery Center (DRC) locations, designation of mitigation teams, and locations to conduct applicant's briefings, if warranted.
3. FEMA establishes a Disaster Field Office (DFO) in the disaster area.
4. FEMA, in conjunction with the state and volunteer agencies, determines the location and opening dates for DAC's/DRC's.
5. The FCO alerts FEMA reservists to work the disaster, and the SO designates Ohio EMA personnel to act as state DAC/DRC managers, and alerts state agencies for participation in DAC's/DRC's. The Butler County Emergency Management Agency will alert local agencies for participation in DAC;s/DRC's.
6. The DAC/DRC staff is briefed and the centers are opened and operated for the designated time frame, or until no longer needed. Applicants may also make applications through the toll-free tele-registration number.
7. If a Public Assistance declaration is received, Ohio EMA, in conjunction with FEMA, schedules applicants briefings in the designated area(s). Facilities are provided by local governments.
8. The Butler County Emergency Management Agency will invite appropriate officials of all prospective applicants of City, Village, County, Township, private non-profit facilities, and special districts to attend the applicant's briefings.
9. Prospective applicants are advised of the assistance available and the procedures for obtaining the assistance.
10. Each local government applying for assistance, must, through executive action, appoint an authorized agent to act on behalf of the jurisdiction.
11. Each applicant completes and submits a Request for Assistance (RFA) for the Public Assistance Program to the State Public Assistance Officer.
12. Project Worksheets (PW) are prepared by federal/state engineers, along with qualified local

representatives who guide the team to specific disaster locations.

13. **FEMA reviews each PW for eligibility** and returns them to local governments, through the Ohio EMA. The state is the grantee, and all applicants are sub-grantees under the Public Assistance Program.
14. Aspects of the Public Assistance Program are determined by the Public Assistance Officer in conjunction with FEMA. The Public Assistance Program is considered closed once all projects are completed, approved, and monies disbursed.