

# **Preparing for the Florida Recovery Obligation Calculation (F-ROC)**



*Certified Public Accountants*



# Meet Our Speakers



John Beall, MBA, PMP

Sr. Consultant, Governmental Consulting  
Services Department

Thomas Howell Ferguson P.A. CPAs



Toree Ennis, FCCM

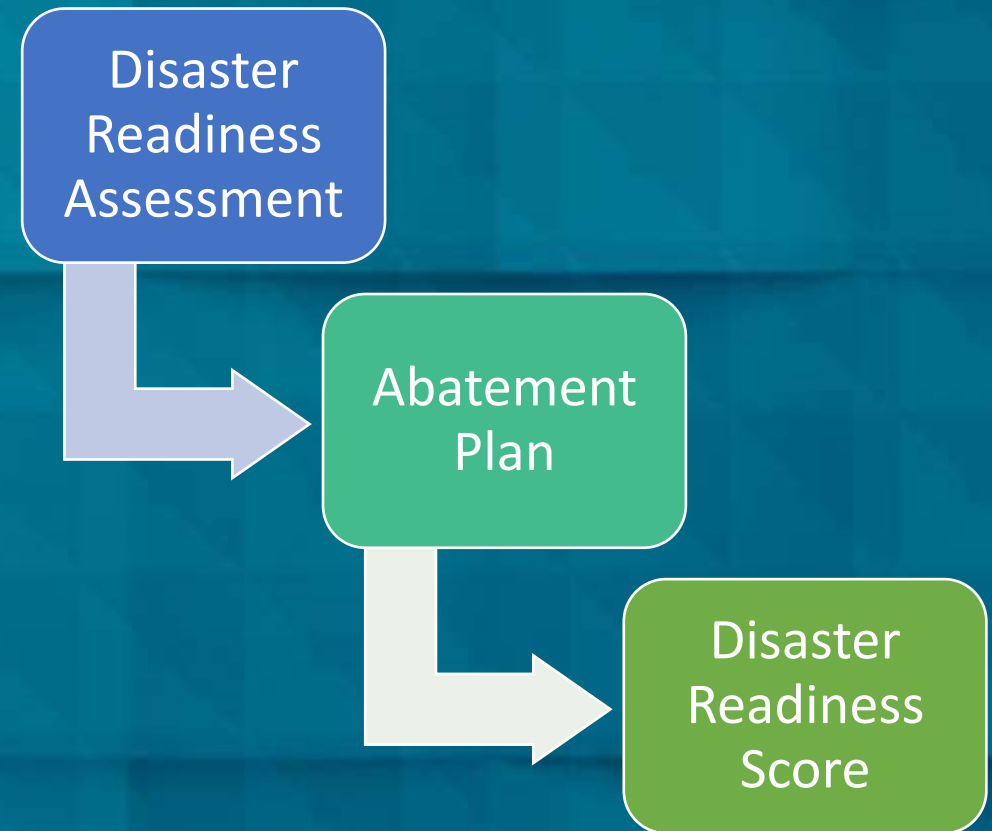
Consultant, Governmental Consulting Services  
Department

Thomas Howell Ferguson P.A. CPAs



# What is F-ROC?

- A program created by the Florida Division of Emergency Management (FDEM)
  - Designed to standardize, streamline and simplify the Public Assistance program for applicants
  - Goal: to provide applicants with quicker funds for recovery and reduce overall applicant risk
- Key Points of the F-ROC program





# Disaster Readiness Assessment

- 39 Questions relating to the FEMA Public Assistance Program
- The assessment is grouped by the two Emergency Work Categories: Category A and Category B
- The types of questions in the assessment are:
  - Applicant Experience
  - Documentation
  - Policy and Procedure
  - Contract Administration
  - Procurement
- [F-ROC Disaster Readiness Assessment Questionnaire.pdf](#)



# Abatement Plan

- During this phase, the applicant has the chance to review the recommendations provided by FDEM
- The applicant has the chance to either accept the score or generate an Abatement Plan
- Generating the Abatement Plan will provide the applicant the opportunity to detail how they will respond to the recommendations

☐ Ensure all disaster-related plans and policies are reviewed, updated, and tested (as applicable).

Abatement Activities\*

Owner\*

Estimated Due Date\*

mm/dd/yyyy





# Disaster Readiness Score Expectations

- Score is categorized by:

High: 20-40 Points

Medium: 41-60 Points

Low: 61-80 Points

- Expectation is the Applicant will have a Low Disaster Readiness Score



# What can help improve a Disaster Readiness Score?





# Updating Written Policies and Procedures

- Written Policies and Procedures need to comply with the following:
  - 2 CFR 200 Uniform Guidance
    - Link: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
  - FEMA's Procurement Disaster Assistance Team (PDAT) Field Manual
    - Link: [https://www.fema.gov/sites/default/files/documents/fema\\_PDAT-field-manual\\_102021.pdf](https://www.fema.gov/sites/default/files/documents/fema_PDAT-field-manual_102021.pdf)
  - FEMA's Public Assistance Program and Policy Guide (PAPPG)
    - Link: [https://www.fema.gov/sites/default/files/documents/fema\\_pappg-v4-updated-links\\_policy\\_6-1-2020.pdf](https://www.fema.gov/sites/default/files/documents/fema_pappg-v4-updated-links_policy_6-1-2020.pdf)



# What are Key Policies and Procedures to Review for Compliance for your Organization?

1. Procurement Policy
2. Labor Policy
3. Emergency Response Procedures





# What needs to be reviewed in a Procurement Policy for Compliance?

- Important Sections in 2 CFR 200 Uniform Guidance:

- § 200.317 Procurements by states
- § 200.318 General procurement standards.
- § 200.319 Full and open competition
- § 200.320 Methods of Procurement
- § 200.321 Contracting with small and minority, women's business enterprises

- § 200.322 Procurement of recovered materials
- §200.323 Contract cost and price
- 200.324 Federal awarding agency or pass through entity review
- §200.326 Contract provisions

- Link:

[https://www.fema.gov/sites/default/files/documents/fema\\_contract-provisions-guide\\_6-14-2021.pdf](https://www.fema.gov/sites/default/files/documents/fema_contract-provisions-guide_6-14-2021.pdf)



# What needs to be reviewed in a Procurement Policy for Compliance? Continued

- FEMA's Procurement Disaster Assistance Team (PDAT) Field Manual
  - Written procedures that ensure all solicitation documents include a clear description of the need for the goods and services being procured
  - Written procedures on how the applicant will maintain contract oversight and conduct covering conflict of interests
  - Process in place to document the determination that a prospective contractor qualifies as responsible and the basis for that determination
  - Written method for conducting technical evaluations for Emergency Management proposals received and for selecting offerors
- FEMA's Public Assistance Program and Policy Guide (PAPPG)
  - Cooperative or joint-purchasing contracts
    - **Biggest Tip: No Piggy-backing allowed**





# What needs to be reviewed in a Labor Policy for Compliance?

- FEMA's Public Assistance Program and Policy Guide (PAPPG)
  - Pre-disaster Labor policy
    - Outlines how the employee is paid on a regular basis
  - Disaster Pay Policy
    - Notes how an employee is paid during an emergency event
    - Important to note that reassigned and backfill employees are paid at their normal rate
- Centralized system for employee's time
  - Must account for all types of pay
  - Timesheet needs to identify time billed to the disaster
  - A way to accurately calculate employees' fringe benefits during a disaster
- Verbiage in place to show that employees receive meals during Emergency work if the employee isn't receiving per diem





# What needs to be included in Emergency Response Procedures?

- 2 CFR 200 Uniform Guidance
  - § 2 CFR 200.302
    - System in place to account for FEMA funds on a project-by-project basis
  - § 2 CFR 200.406
    - Internal controls to prevent duplication of benefits
- System in place to document Management costs
- From FEMA's Public Assistance Program and Policy Guide (PAPPG)
  - Document procedures for Donated Resources
  - Internal controls and procedures in place for duplication of benefits
  - Predetermined list of all locations for their temporary reduction sites and permanent disposal sites
  - Outline routine maintenance schedules for facilities





# Important Training Courses and Conferences to Attend

- F-ROC Training Courses:
  - Approach and Overview for Leaders
  - Mandatory Opt-in e Learning
  - Risk Mitigation, an introduction to the Disaster Readiness Assessment and the Risk Abatement Plan
  - General Emergency Management and Public Assistance
  - Implementing Category A and Category B using the F-ROC Approach
  - Procurement using the F-ROC Approach
  - Utilizing F-ROC tools and processes in your project documentation and project worksheet
  - Link to course calendar:
    - [https://portal.floridadisaster.org/projects/FROC/Lists/FROC\\_Calendar/calendar.aspx](https://portal.floridadisaster.org/projects/FROC/Lists/FROC_Calendar/calendar.aspx)
  - Link to register for courses:
    - <https://trac.floridadisaster.org/trac/trainingcalendar.aspx>
- Conferences
  - Governor's Hurricane Conference
- Emergency Management Institute in-person courses:
  - E0202 Debris Management Planning for State, Tribal, Territorial and Local Officials
  - E0376 State Public Assistance Operations
  - E0705 Fundamentals of Grants Management
  - E0708 Procurement Under Grants
  - Course calendar link:  
<https://training.fema.gov/emcourses/schedules.aspx>



# Important Training Courses and Conferences to Attend Continued

- Emergency Management Institute Independent Study courses:

- IS - 1000 Public Assistance Eligibility
- IS - 1001 Public Assistance Delivery Model Orientation
- IS - 1002 FEMA Grants Portal
- IS - 1004 FEMA Site Inspection Process
- IS - 1005 Public Assistance Alternative Procedures
- IS - 1006 Documenting Disaster Damage and Developing Project Files
- IS - 1007 Detailed Damage Descriptions and Dimensions
- IS - 1008 Scope of Work Development
- IS - 1009 Conditions of the PA Grant
- IS - 1011 Roads and Culverts
- IS - 1012 Direct Administrative Costs

- IS - 1014 Integrating 406 Mitigation Considerations into your Public Assistance Grant
- IS - 1015 Insurance Considerations, Compliance, and Requirements
- IS - 1016 Environmental and Historic Preservation Considerations/Compliance for Public Assistance Grants
- IS - 1017 Scope Change Requests, Time Extensions, Improved/Alternate Project Requests
- IS - 1018 Determination Memorandums and Appeals
- IS - 1019 Codes and Standards
- IS - 1020 Public Assistance Donated Resources
- IS - 1021 Bridge Damage Considerations
- IS - 1022 Substantiating Disaster Related Damages to Buildings, Contents, Vehicles, and Equipment
- IS - 1023 Electrical Systems Considerations
- IS - 1026 Eligibility of Private Nonprofit Organizations
- IS - 1027 Fire Management Assistance Grants
- Course listing link:  
<https://training.fema.gov/is/crslist.aspx?lang=en>





# Why is Hiring a Front-End Contractor Helpful?

- Assistance with logistics and management during a disaster which includes:
  - Verifying storm documentation comply with FEMA's and FDEM requirements.
  - On-site assistance with any **damage assessments** needed.
  - Applying for the **Request for Public Assistance** when funding was open in Grants Portal.
  - Attending FEMA meetings, which includes:
    - The **Exploratory call** with FEMA
    - **Recovery Scoping Meeting**
    - FEMA follow-up meetings
    - Site Inspection meetings if needed
    - **Recovery Transition Meeting**
  - Collecting, organizing, verifying, and validating documentation associated with reimbursement to submit to FEMA for review.
    - Uploading documents to **Grants Portal**
    - The documents are **audit ready** to expedite the reimbursement process
    - Assisting with Requests for Information from FEMA in Grants Portal
  - Assisting with uploading the final documents into FLPA, creating Reimbursement Requests and responding to Requests for Information from FDEM



# Key Takeaways for Hiring a Front-End Contractor

- A Front- End Contractor can verify:
  - The correct period of performance dates for a disaster
  - If there are any duplication of benefits
  - Adequate documentation required for reimbursement
  - Creating audit ready packages which includes proof of payment



pixtastock.com – 49478312



# Biggest Tip: Be Prepared!



# Contact Information



**John Beall, MBA, PMP**

Sr. Consultant, Governmental Consulting Services Department

Thomas Howell Ferguson P.A. CPAs

Main: 850.668.8100 | Direct: 850.312.1612 | Fax: 850.668.8199

2615 Centennial Blvd., Ste. 200

Tallahassee, Florida 32308

[Email: jbeall@thf-cpa.com](mailto:jbeall@thf-cpa.com)



**Toree Ennis, FCCM**

Consultant, Governmental Consulting Services Department

Thomas Howell Ferguson P.A. CPAs

Main: 850.668.8100 | Direct: 850.328.5142 | Fax: 850.668.8199

2615 Centennial Blvd., Ste. 200

Tallahassee, Florida 32308

[Email: tennis@thf-cpa.com](mailto:tennis@thf-cpa.com)



# Questions?

