

**2025 PARTICIPATION REQUEST AND RENEWAL FORM  
FLORIDA RECOVERY OBLIGATION CALCULATION (F-ROC) PROGRAM**

\_\_\_\_\_ (hereinafter referred to as the “Applicant”), requests to opt-in/renew its participation in the Florida Recovery Obligation Calculation (“F-ROC”) program. The F-ROC program is an initiative, sponsored by the Florida Division of Emergency Management (“Division”), that assists Applicants in identifying risk in their organization and develops a clear action plan that will abate those risks, while standardizing and streamlining the Public Assistance process.

Applicant's name:	
Applicant's FEIN:	
Applicant's Address:	

**(1) DEFINITIONS**

1. Disaster Readiness Assessment (“DRA”): The DRA is a questionnaire completed prior to a disaster that evaluates the Applicant’s risk of de-obligations in the Public Assistance (“PA”) program.
2. Post Disaster Questionnaire (PDQ): The PDQ is completed after each federally declared event to gather Applicant specific information regarding training and utilization of forms.
3. Expedited Projects: Applicants may submit Expedited Projects to FEMA if they have an immediate need for funding to continue life-saving emergency protective measures. If approved, the Applicant will be awarded 50% of the federal portion of the FEMA-confirmed project cost based on initial documentation.
4. Obligated: FEMA obligates funding once a project meets the Stafford Act eligibility requirements.
5. De-obligated: FEMA de-obligates funding if previously obligated costs have been determined to be ineligible under the PA program.
6. Emergency Management Accreditation Program (EMAP): A voluntary “standards, assessment, and accreditation” process for disaster preparedness programs.

**(2) CONTACT**

Applicant Point of Contact:	
Telephone:	
Email:	

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Division Point of Contact:	Recovery Bureau
Telephone:	(850) 815-4400
Email:	F-ROC@em.myflorida.com

- a. In the event that different representatives or addresses are designated by either party after submittal of this Form, a notice of the name, telephone, and email of the new representative will be provided to the other party in writing via letter or electronic email.

**(3) TERMS AND CONDITIONS**

Upon the Applicant submitting, via electronic mail to F-ROC@em.myflorida.com, this Form for the F-ROC program, completing the mandatory Opt-In training course, and submitting the mandatory Disaster Readiness Assessment, the Applicant will receive the minimum/baseline score of 10% for work completed projects and work to be completed projects.

- a. Pursuant to this Form, the opt-in/renewal will be for one (1) year and will only cover large, non-expedited, Category A (Debris Removal) and Category B (Emergency Protective Measures) projects. Annual renewal of this Form will begin in June of the year in which the Form is set to expire.
- b. To complete the participation process and receive the 10% baseline, the Applicant must:
  - i. Complete the Opt-In training course with a score of 100%;
  - ii. Submit the signed Participation Opt-in and Renewal Form; and
  - iii. Submit the 2025 DRA.
- c. If an Applicant wishes to increase their score, they can do so by completing the optional items listed below:
  - i. Complete the recommended abatement activities following submittal and review of the DRA.
  - ii. Complete the Post Disaster Questionnaire ("PDQ").
  - iii. Utilize the Division's standardized F-ROC forms.
  - iv. Training (excluding the Opt-in and Leadership courses).
- d. This Form will not apply to any Expedited Projects.
- e. The deadline to opt-in or renew participation in the 2025 term of the F-ROC program, is August 31, 2024.

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- f. The implementation of the F-ROC program does not guarantee funding for Applicants. Funding will remain contingent upon obligation by FEMA and the Applicant will be liable for repayment (See (7) REPAYMENTS) upon de-obligation by FEMA of any disbursed funds. Any de-obligation of funding is within FEMA's sole discretion and the Division shall not be liable for FEMA's exercise of its discretion.
- g. If the Applicant seeks to "opt-out" of F-ROC, the Applicant must make a request to that effect in writing to the Division, on their letter head and duly signed by an authorized representative of the Applicant.
- h. The deadline to complete the 2025 DRA, pursuant to this Form, is October 31, 2024.
- i. The deadline to complete any abatement activities shall be March 31<sup>st</sup> of the calendar year after this Form has been executed.
- j. The Applicant shall have sixty (60) days from the date their County is designated under the disaster declaration to complete the applicable PDQ. The PDQ must be completed in order to access additional points and increase the locked-in score. If the Applicant requests an extension on completing the PDQ, such an extension request must be made prior to the obligation of funds for it to impact the Applicant's score and therefore, reflect upon the obligation attaching thereto.
- k. The Applicant and the Division will identify the key Points of Contact (POC) respectively.
- l. The Division reserves the right to remove an Applicant from the program. Furthermore, if the Division has reason to believe that the Applicant is engaged in fraud, waste, abuse, or noncompliance of State and/or Federal laws, the Division may impose a one (1) year prohibition upon the Applicant from participation in the program.
- m. The Applicant's failure to complete the criteria set forth in this Form shall result in a default to the traditional method of disbursing obligated Public Assistance funds; Meaning, the Division will consider failure to complete the requirements as the Applicant voluntarily "opting-out" of the program.
- n. Opt-in/participation renewal duration shall be one (1) year with annual "opt-in" renewals.

**(4) PERIOD OF PERFORMANCE**

This Form survives and remains in effect after termination, for the herein referenced State and Federal audit requirements and the referenced required records retention periods. Work may only be performed during the timeframes established and approved by the State and/or FEMA for each Category of Work type.

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**(5) FUNDING**

- a. Participation in the F-ROC program does not guarantee funding and is dependent upon FEMA's obligation.
- b. By signing and returning this Form for F-ROC, Applicants have the potential to receive a score up to 80%. This score is made up of three components:
  - 1. 10% Baseline score for signing and returning this Form. Applicants will receive the baseline score upon submittal of the 2025 DRA.
  - 2. Up to a 50% score for completing the DRA and applicable abatement activities.
  - 3. Up to a 20% score for completing the PDQ.
- c. Applicants who have received EMAP accreditation will receive an additional 5%.
- d. Scores related to any activities completed as a result of this form shall be applied to any Presidentially declared events from July 1, 2025, through June 30, 2026 (this period shall be the relevant period for Disaster Readiness Assessment [DRA]).
- e. The Applicant may choose to receive a lesser score than the score earned through the completion of the above components on a one-time basis per disaster. The Applicant must make a request to that effect in writing to the Division, on their letter head and duly signed by an authorized representative of the Applicant. Such a request must be made prior to the obligation of funds for it to impact the Applicant's score and therefore, reflect upon the obligation attaching thereto.
- f. The Applicant's score directly corresponds to the percent of the eligible obligated amount that will be disbursed to the Applicant upon obligation of the Public Assistance project. After validation of all supporting documentation is complete, the Applicant will receive the remainder of the validated, obligated amount.
- g. If the Applicant has any open receivables with the Division, those receivables must be satisfied before any disbursements are made through the F-ROC program.

**(6) PAYMENT**

- a. The payment method used by the Division is either a Cost Reimbursement or an Advance Payment. Advance Payments are governed by Chapter 216, Florida Statutes. Documentation to support the F-ROC payment must be provided to the Division within 90 days of the disbursement of funds via a Request for Reimbursement in FloridaPA.org. The Division, in its sole discretion, may release funds during or after the term of this form, subject to the availability of funds.
- b. The Division's Grant Manager, as required by section 215.971(2)(c), Florida Statutes, shall reconcile and verify all funds received against all funds expended during the agreement period and

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produce a final reconciliation report. The final report must identify any funds paid in excess of the expenditures incurred by the Applicant.

**(7) REPAYMENTS**

- a. Refunds or repayments of obligated funds may be paid to the Division via offset with another obligated Public Assistance project, check, or a payment plan, as approved by the Department of Financial Services.
- b. All refund or repayments due to the Division under this Agreement are to be made payable to the order of "Florida Division of Emergency Management" and must include the invoice number and the applicable Disaster and Project number(s) that are the subject of the invoice, and be mailed directly to the following address:

Florida Division of Emergency Management Cashier  
2555 Shumard Oak Boulevard  
Tallahassee FL 32399-2100

For the purposes of execution and opt-in/renewal, this Form shall terminate upon the expiration date of June 30, 2025, unless the Applicant renews annually. The Division reserves the right to remove an Applicant from the program. The Division and Applicant agree that all records will be maintained until the conclusion of all applicable record retention periods.

IN WITNESS WHEREOF, the Applicant hereto has executed this Form.

Applicant: \_\_\_\_\_

By: \_\_\_\_\_ (Signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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**ATTACHMENT A: APPLICANT POINTS OF CONTACT**

**F-ROC SMART GRANTS CONTACTS**

	Name	Email Address
Authorized Agent*		
Alternate**		
Alternate		
Alternate		
Alternate		
Alternate		
Alternate		

*\*All Applicants must identify an Authorized Agent. The Authorized Agent is the only person who can submit the DRA.*

*\*\*An alternate can do all tasks within the system with the exception of submitting the DRA.*

**F-ROC COMMUNICATIONS DISTRIBUTION LIST**

Name	Email Address

*This list will be for anyone you would like to receive F-ROC communications and updates.*