



FEPA 2024 Annual Meeting

Forms, Forms, Forms, Filling Out F-ROC Forms
January 29, 2024





With You Today



Melissa Foggy



Collin Kenline



Barry Flink



Matt Ramirez



Now It's Your Turn



Introduce yourself to someone you don't know:

1. Name
2. Organization
3. Position



Course Objectives



01

Describe the importance of the F-ROC program

02

Review the Abatement process

03

Be able to accurately complete F-ROC forms

04

Know the different types of forms and how to use them



Course Agenda



01 | F-ROC Overview

02 | F-ROC Abatement

03 | F-ROC Forms



F-ROC Overview

- What do you hope to get out of today's session?
- How familiar are you with F-ROC and the impact it's had?
- What are areas of opportunity for F-ROC to improve the needs of your organization?





What will Help Change Public Assistance?



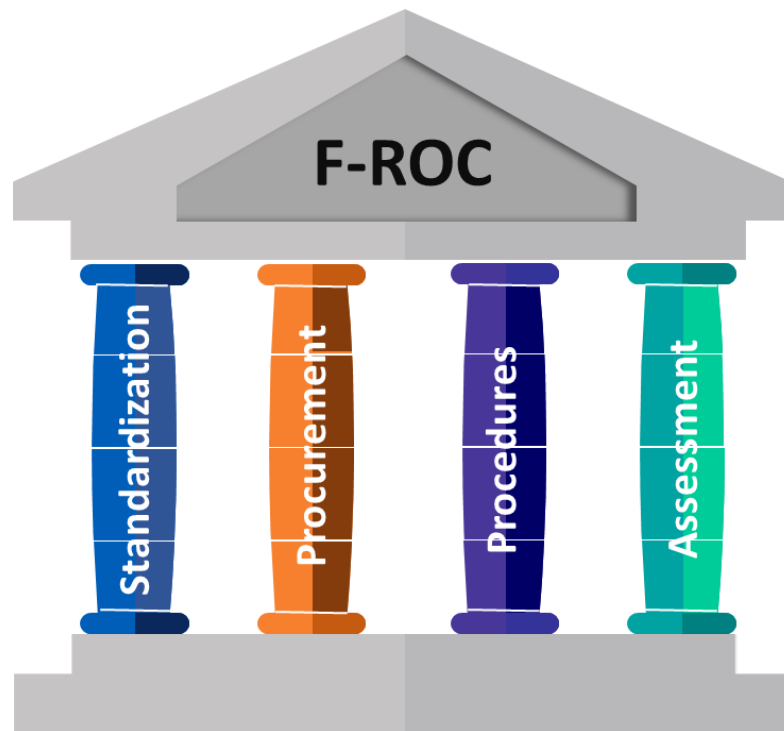
The State-sponsored F-ROC initiative addresses current-state challenges by encouraging a proactive and streamlined approach to recovery, reducing risk, and implementing measures that enhance Applicants' ability to successfully navigate the Public Assistance process.

PILLAR 1: STANDARDIZATION

F-ROC standardizes and simplifies forms, making it easier to **submit accurate documentation** for Public Assistance and receive funding timely.

PILLAR 2: PROCUREMENT

F-ROC helps you to ensure you have contractors and vendors in place and your **procurement plans meet federal regulations.**



PILLAR 3: PROCEDURES

F-ROC helps you prepare for events by ensuring you have **policies and procedures** that are accurate, **up-to-date**, and follow **FEMA guidelines.**

PILLAR 4: ASSESSMENT

The Disaster Readiness Assessment provides you with the insights needed to be successful. You can opt-in **for free** and receive **up to 80% of funding** upfront.



Benefits of F-ROC



**Gives Support
you need**

**Partner
with
Applicants**



**Disaster
Readiness
Assessment**



**Insight to be
Successful**

**Better
Procurement
Process**



**Simplified
Application**



**Enhances
Recovery Efforts**

**Frees up
your time**

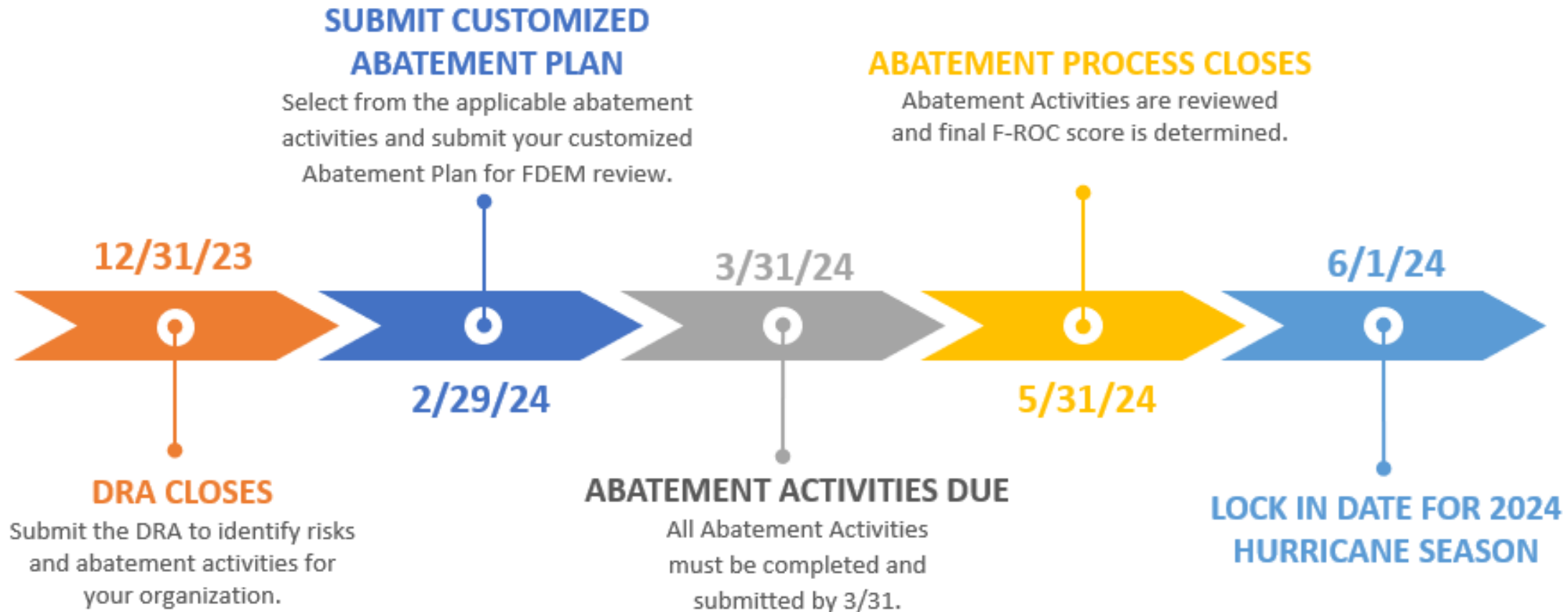




F-ROC Abatement



Abatement Timeline





F-ROC Training – Abatement Activities



Training Courses

Implementing the F-ROC Approach: Understanding the Basics of Emergency Management and Public Assistance

Implementing the F-ROC Approach: Debris Removal and Emergency Protective Measures (Categories A and B)

Implementing the F-ROC Approach: Procurement

Implementing the F-ROC Approach: Project Worksheet Fundamentals

Making F-ROC Work for You: Abatement and F-ROC Forms



Completing your Abatement Plan



To complete the abatement plan you will need to select recommendations and click the “Add to Abatement Plan” button.

1. Scroll down to the Assessment Summary and review the Recommendations.
2. Select one or more Recommendations. When at least one recommendation is selected, you can click ‘Add to Abatement Plan’.



Completing your Abatement Plan



Smart Grants Platform FEMA PA | City of Sunshine | Notification | Emily Ourzline | Logout

Home | Assessments | Entity Requests | Contact Request | Abatement Plan | Reports | Document Management | Disaster Readiness Score | User Guide

Disaster Readiness Assessment Review | Request for Information | Recommendations | **Abatement Plan** | Comments

Recommendation for abatement plan [Remove]

Recommend the Applicant include specific language in their labor policy outlining that backfill employees (employee that is temporarily replacing an employee that is responding to the incident-work performed does not need to be eligible work) should be paid at their normal pay rate. Upload a copy of the updated and approved policy.

Abatement Activities*

Owner* | **Estimated Due Date*** (mm/dd/yyyy)

[Clear] [Save]

Rows per page: 25 | 1 - 1 of 1

[Accept Score] [Generate Abatement]

Note: Please select recommendations to add to your Abatement Plan. Once all chosen recommendations have been selected, please click the Add to Abatement Plan button. You can then navigate to the Abatement Plan tab to complete all mandatory fields. Once all fields have been completed, the Generate Plan button will become enabled.

3. Navigate to the Abatement Plan tab and for each recommendation selected, complete the required information for that recommendation, including when it will be complete by, who from your organization will be responsible to complete it, and what exactly will be done.

4. Click save once completed with the recommendation.



Completing your Abatement Plan



Smart Grants Platform FEMA PA | City of Sunshine | Notification | Emily Ourzdine | Logout

Home | Assessments | Entity Requests | Contact Request | Abatement Plan | Reports | Document Management | Disaster Readiness Score | User Guide

Disaster Readiness Assessment Review | Request for Information | Recommendations | Abatement Plan | Comments

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Abatement Activities*

Our entity will update our labor policy to include a section on backfill employees which includes the definition of backfill employees and their pay rates.

Owner* | Estimated Due Date*

Kevin Smith | 03/19/2024

Clear | Save

Rows per page: 5 (dropdown) | 1 of 1

Accept Score | **Generate Abatement**

Note: Please select recommendations to add to your Abatement Plan. Once all chosen recommendations have been selected, please click the Add to Abatement Plan button. You can then navigate to the Abatement Plan tab to complete all mandatory fields. Once all fields have been completed, the Generate Plan button will become enabled.

5. Once you have added the required information for the Recommendations, you can select 'Generate Abatement' to submit your abatement plan for State Review.



F-ROC Forms



Challenge – What if 214s Went Away?



Access your device (phone or laptop)

Find the **CURRENT** FEMA policy or guideline that states that your documented time **MUST** be on a 214.



Daily Activity Reports - Overview



Great News! With F-ROC, you have access to a standardized form to replace 214s!

- **Daily Activity Reports** record event-related and non-event-related activities performed by an individual or team.
- These forms are general in nature and can be used by a wide variety of Applicants/Departments to document event-related activities.
- Use these forms to easily provide the Category, Work Performed, Location, and Start/End Times.
- You will also be able to provide Equipment, Vehicles, and Materials used during events.



Daily Activity Reports – When Applicant Forms are Required



- Forms are **optional** for Applicants who are capturing time that will end up in their own projects.
- Forms are **required** for Applicants deploying on behalf of FDEM who are capturing time to receive reimbursement from FDEM (mutual aid).



Let's Review F-ROC Forms





The F-ROC Homepage



1

The screenshot shows the Florida Disaster ORG homepage. At the top, there is a navigation menu with links for ABOUT THE DIVISION, EVENTS, PLAN & PREPARE, BUSINESS & INDUSTRY, NEWS & MEDIA, RSS MORNING SITREP, RSS DAILY INCIDENT REPORT, RSS 5 DAY WEATHER OUTLOOK, PRIVACY, and SPECIAL NEEDS REGISTRY. Below the menu, there are several news items: JANUARY SEVERE WEATHER UPDATES, EMERGENCY INFO FOR IDALIA, TROPICAL STORM NICOLE, and HURRICANE IAN. The main content area features a large heading "F-ROC" and a sub-heading "New to F-ROC? Here's what you need to know". Below this, there is a section titled "What is F-ROC?" which includes a paragraph about the initiative and an "IMPACT" box stating "Quicker Recovery and Reduced Risk for Applicants". To the right, there is a table titled "IMPORTANT F-ROC DATES" with the following entries:

IMPORTANT F-ROC DATES	
September 30, 2023	2023/2024 Opt-in Period Closed
December 31, 2023	Disaster Readiness Assessment Closes
March 31, 2024	Abatement Activities Due
June 1, 2024	Lock In Date for 2024 Hurricane Season

Below the table, there is a "Did You Know?" section with a small icon.

2

The screenshot shows the F-ROC documentation page. At the top, there is a heading "What does F-ROC standardize?". Below this, there is a table with two columns: "Applicant's Projects" and "Forms and Documentation".

Applicant's Projects	Forms and Documentation
All Projects will have the same look and feel which will result in fewer questions, faster approvals, and a more streamlined Public Assistance process.	Simplifying the process by using intuitive features such as drop-down menus, limited free text, structured data, and essential data fields.

Below the table, there is a section titled "Key Pillars of F-ROC" with four pillars: Standardization, Procurement, Procedures, and Assessment. Each pillar has a brief description. At the bottom, there is a call to action: "Complete Your DRA Before 12/31!". On the right side of the page, there is a list of links: "F-ROC Upcoming Key Milestones", "F-ROC Overview Video", "Upcoming Training Opportunities", and "Access the F-ROC Forms". The "Access the F-ROC Forms" link is highlighted with a red box.

1. Navigate to the link [F-ROC | Florida Disaster](#) for an overview of the F-ROC Program including:

- e-Learning courses and F-ROC Training Dates
- FAQs
- Disaster Readiness Assessment (DRA)

2. To access F-ROC Documentation, including Daily Activity Reports, scroll down and click [Access the F-ROC Forms](#)



FloridaDisaster.org/FROC



F-ROC Documentation Overview



3

All Documents

✓	Name	Modified	Modified By	Checked Out To	Version
✓	1. F-ROC Participation Request Form	... June 15, 2023	Melissa Foggy		3.0
✓	2. F-ROC Training Materials	... June 15, 2023	Melissa Foggy		1.0
✓	3. Disaster Readiness Assessment (DRA)	... November 6, 2023	Randi 'Pepper' Fleischer		1.0
✓	Activity Reports	... April 17, 2023	Melissa Foggy		1.0
✓	Damage Assessment	... April 17, 2023	Melissa Foggy		1.0
✓	Debris	... April 17, 2023	Melissa Foggy		1.0
✓	Donated Resources	... April 17, 2023	Melissa Foggy		1.0
✓	FEMA Policies and Fact Sheets	... February 22, 2023	Melissa Foggy		1.0
✓	Informational One Pagers	... December 6, 2022	Melissa Foggy		1.0
✓	Labor, Equipment, Materials	... April 17, 2023	Melissa Foggy		1.0
✓	Mutual Aid	... April 17, 2023	Melissa Foggy		1.0
✓	Procurement, Permitting, Insurance	... April 17, 2023	Melissa Foggy		1.0
✓	All F-ROC Forms (Downloadable File) ✱	... Yesterday at 10:27 AM	Randi 'Pepper' Fleischer		2.0
✓	F-ROC Document Crosswalk	... August 7, 2023	Randi 'Pepper' Fleischer		2.0
✓	F-ROC Document Table of Contents ✱	... Yesterday at 11:12 AM	Randi 'Pepper' Fleischer		2.0

3. Here you will find resources to aid you in navigating F-ROC. Bookmark this page for easier access to the forms and documentation you need on-the-go including:

- **Participation Request Forms**
- **Training Materials**
- **Disaster Readiness Assessment (DRA)**
- **Activity Reports**
- **FEMA Policies**
- **Procurement, Permitting, and Insurance Documents**



Daily Activity Reports – Quick Reference Guides



- From the **Activity Reports folder**, you will find the Individual/Team Daily Activity Reports for different roles including:
 - **EMS**
 - **Firefighter**
 - **Law Enforcement**
 - **National Guard**
- Familiarize yourself with the standards of completing your form by navigating to the **Quick Reference Guide** folder and click the relevant form for an in-depth guide on how to accurately fill your Daily Activity Report.

4

Activity Reports

All Documents

Find a file

Name	Modified	Version
How To Videos	July 18	1.0
Quick Reference Guides	June 20	1.0
Daily Activity Report - Inmates (FROC-LOG-008)	May 10	3.0
Daily Activity Report - Inmates (FROC-LOG-008)	August 15, 2022	2.0
Daily Activity Reports - Individual - EMS (FROC-LOG-001-EMS) v3	June 20	1.0

5

Quick Reference Guides

All Documents

Find a file

Name	Modified	Version
Daily Activity Report - Inmates (FROC-LOG-008) QRG	June 21	1.0
Daily Activity Reports - Individual - EMS (FROC-LOG-001-EMS) QRG	June 21	1.0
Daily Activity Reports - Individual - Firefighter (FROC-LOG-001-FF) QRG	June 21	1.0
Daily Activity Reports - Individual - Law Enforcement (FROC-LOG-001-LE) QRG	June 21	1.0
Daily Activity Reports - Individual (FROC-LOG-001) QRG	June 21	1.0
Daily Activity Reports - Team (FROC-LOG-002) QRG	June 21	1.0
Expanded Daily Activity Reports - Team - National Guard (FROC-LOG-001-NG) QRG	June 21	1.0
First Push Activity Log (FROC-LOG-007) QRG	June 21	1.0



Daily Activity Report – Individual (F-ROC-LOG-001)



The Daily Activity Log - Individual form is used to record event-related and non-event-related activities performed by an individual.

The fields provide a drop-down menu to quickly fill in the form. The form will automatically calculate your hours based on the start and end times you provide.

Use the [Quick Reference Guide](#) for further details!

INDIVIDUAL DAILY ACTIVITY REPORT

Applicant:		DATE:				
Employee Name:		EMPLOYEE ID:				
Emergency Work Categories: A (Debris Removal) B (Emergency Protective Measures) Permanent Work Categories: C (Roads and Bridges) D (Water Control) E (Buildings and Equipment) F (Utility Systems) G (Recreational & Other)						
<i>Note: If conducting <u>temporary</u> repairs to a Cat C – G site, please utilize Cat B for this activity</i>						
LABOR						
Category	Description of Work Performed	Work Location	Start Time	End Time	Labor Hours	Event Related (Y/N)
B.	EPM - Safety Inspections		1:00	1:45	0.75	Y
A.	▼				0.00	



Daily Activity Report – Firefighter (F-ROC-LOG-001-FF)



The Daily Activity Log - Individual - Firefighter form is used to record event-related and non-event-related activities performed by an **individual firefighter**.

The fields provide a drop-down menu to quickly fill in the form. The form will automatically calculate your hours based on the start and end times you provide.

Use the [Quick Reference Guide](#) for further details!

INDIVIDUAL DAILY ACTIVITY REPORT - Firefighters						
Applicant:				DATE:		
Employee Name:				EMPLOYEE ID:		
Emergency Work Categories: A (Debris Removal) B (Emergency Protective Measures) Permanent Work Categories: C (Roads and Bridges) D (Water Control) E (Buildings and Equipment) F (Utility Systems) G (Recreational & Other)						
<i>Note: If conducting temporary repairs to a Cat C – G site, please utilize Cat B for this activity</i>						
LABOR						
Category	Description of Work Performed	Work Location	Start Time	End Time	Labor Hours	Event Related (Y/N)
B	EPM - Firefighting		1:00	3:00	2.00	Y
					0.00	



Daily Activity Report – Law Enforcement (F-ROC-LOG-001-LE)



The Daily Activity Log - Individual – Law Enforcement form is used to record event-related and non-event-related activities performed by a **Law Enforcement individual**.

The fields provide a drop-down menu to quickly fill in the form. The form will automatically calculate your hours based on the start and end times you provide.

Use the [Quick Reference Guide](#) for further details!

INDIVIDUAL DAILY ACTIVITY REPORT - Law Enforcement						
Applicant:			DATE:			
Employee Name:			EMPLOYEE ID:			
Emergency Work Categories: A (Debris Removal) B (Emergency Protective Measures) Permanent Work Categories: C (Roads and Bridges) D (Water Control) E (Buildings and Equipment) F (Utility Systems) G (Recreational & Other)						
<i>Note: If conducting <u>temporary</u> repairs to a Cat C – G site, please utilize Cat B for this activity</i>						
LABOR						
Category	Description of Work Performed	Work Location	Start Time	End Time	Labor Hours	Event Related (Y/N)
B	EPM - Traffic Control (Law Enforcement)		1:00	2:30	1.50	Y <input type="button" value="v"/>



Daily Activity Report – National Guard (F-ROC-LOG-001-NG)



The Daily Activity Log – Team – National Guard form is used to record event-related and non-event-related activities performed by a **National Guard team**.

The fields provide a drop-down menu to quickly fill in the form. The form will automatically calculate your hours based on the start and end times you provide.

Use the [Quick Reference Guide](#) for further details!

Team Daily Activity Log - National Guard

Team Lead: **Unit:** **Date:**

Emergency Work Categories: A (Debris Removal) B (Emergency Protective Measures)
Permanent Work Categories: C (Roads and Bridges) D (Water Control) E (Buildings and Equipment) F (Utility Systems) G (Recreational & Other)

*Note: If conducting **temporary** repairs to a Cat C – G site, please utilize Cat B for this activity*

Category	Description of Work Performed	Work Location	Start Time	End Time	Labor Hours	Event Related
B	EPM - Search and Rescue		12:00	16:00	4.0	✔



Labor Backfill Form(FROC-FOR-006)



Labor Backfill Form

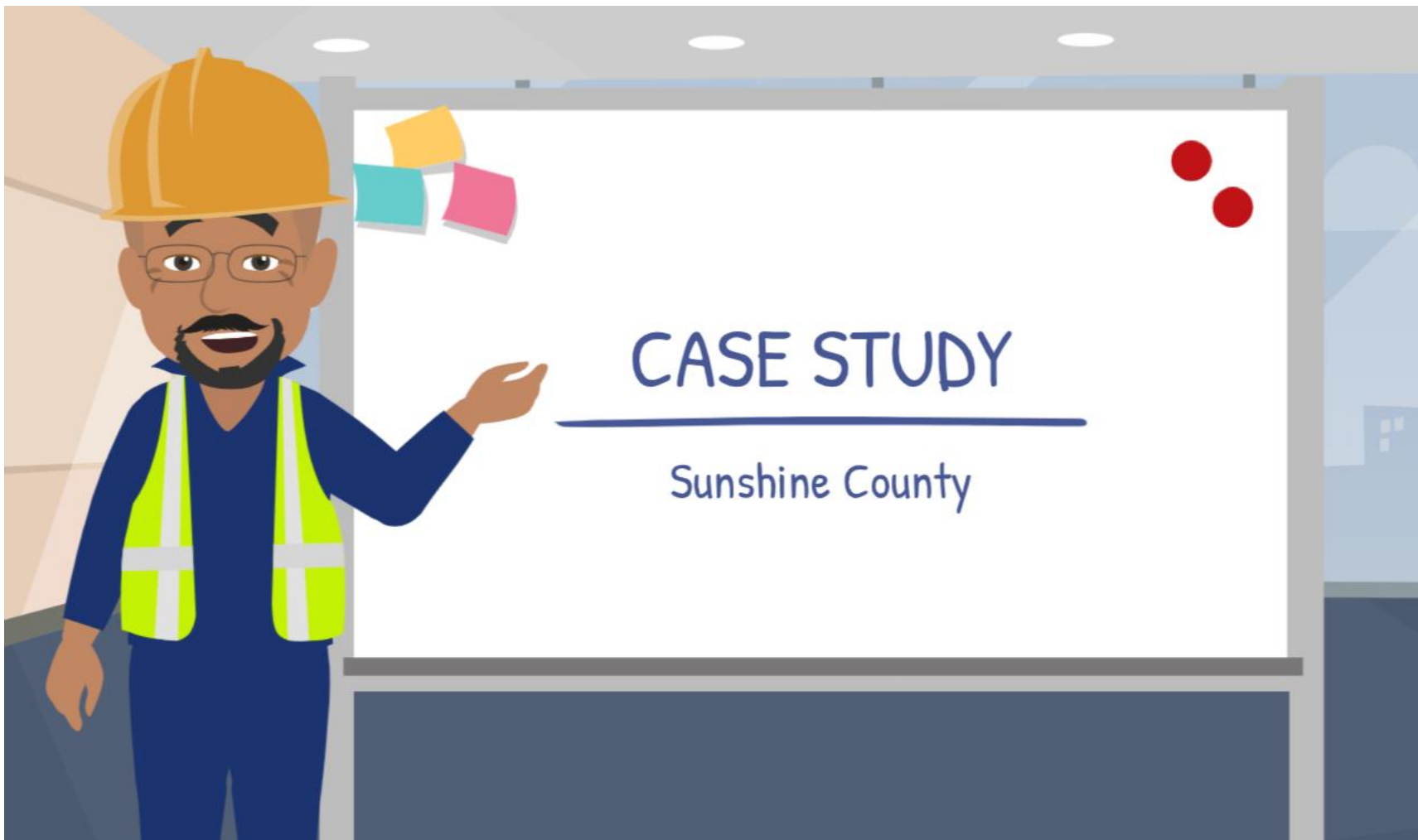
Backfill Name	Backfill ID	Deployed Name	Deployed ID	Backfill Pay Rate	Backfill Benefit Rate	Amount Claimed	Type of Pay	Date of Backfill	Hours Backfilled
					0.00%	\$ 0.00			
					0.00%	\$ 0.00			
					0.00%	\$ 0.00			
					0.00%	\$ 0.00			
					0.00%	\$ 0.00			
					0.00%	\$ 0.00			
					0.00%	\$ 0.00			
					0.00%	\$ 0.00			

Total Claimed: \$ 0.00

Signature: _____

Position: _____

Date: _____





Case Study – Sunshine County



The Road to Recovery for Sunshine County

- This case study will focus on efforts of Sunshine County, a picturesque beach community on Florida's West Coast, as it grapples with the impact of Hurricane Sofia, a Category 3 Hurricane.
- The case study will explore steps and activities that Sunshine County can do after an event.
- Tools and resources available on the F-ROC website should be used throughout this activity.





Sunshine County – Post Storm Activities



Activity 1:

Background: Hurricane Sofia has come through Sunshine County. You need to get the cut crew together for the removal of hazardous leaning trees and hanging branches left in the wake of the storm.

In your group:

1. Review and identify items from Activity 1. Are there any documents, forms, or information that could be updated?
2. What are additional steps you could be doing at this moment to prepare to recover?





Sunshine County Debrief



Here are some things you may have included.

1. Take photos of properties to document damage accurately.
2. Ensure you are equipped to document notes and findings.
3. Properly account for debris removal equipment.
4. Properly document procurement activities.





Sunshine County – Post Storm Activities

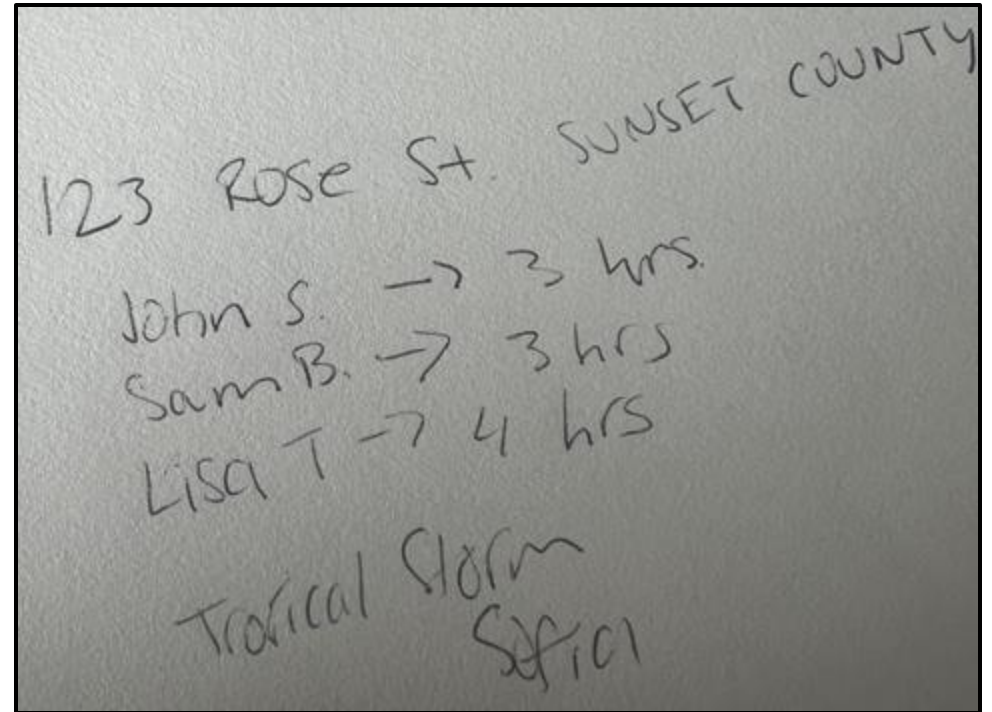


Activity 2:

Background: John, Lisa, and Sam were assigned to clean Rose Street which is affected by leaning trees and hanging branches. The image on the right was provided as a Team Activity Report.

In your group:

1. Is this enough information to fill out the form?
2. What additional information is needed?





Mutual Aid Program and Processes Slides Review



Reimbursement: Documentation Requirements

Time

- Timesheets
- Paystubs
- F-ROC Daily Activity Reports
 - F-ROC Daily Activity report includes personnel activity, equipment usage and mileage
- F-ROC Labor Backfill Form

Equipment

- F-ROC Equipment Inventory Log
- Damage Reports, Receipts, and Justification (if claiming damages)



Reimbursement: Documentation Requirements

Travel

- Proof of mileage
 - Picture of starting and ending mileage each way
 - Print out of trip miles on MapQuest, etc.
- Invoices and Detailed Receipts for all travel costs
 - Meals, lodging, flights, etc.
- Proof of Payment
 - Check register, credit card statement, reimbursement to employee for Per Diem (if applicable and outline within your entity travel policy)

Rental

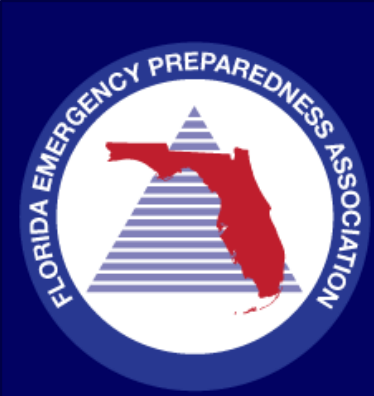
- Rental agreement
- Receipts/Invoices
- Justification for why the rental was necessary
- Proof of Payment
 - Check register, credit card statement, reimbursement to employee, etc.



Reimbursement: Documentation Requirements

Materials & other

- Receipts/Invoices
- Proof of Payment
 - Check register, credit card statement, reimbursement to employee, etc.
- Justification
 - Repair and miscellaneous expenses must have an explanation on how the expenses were needed for response.



Reimbursement: Documentation Requirements

FDEM Mutual Aid – Required F-ROC Reporting Forms:

- F-ROC Daily Activity Reports
 - Includes daily activity for deployed personnel, equipment usage, and miles
 - F-ROC Labor Backfill form
- F-ROC Equipment Inventory Log

FDEM additional F-ROC Forms available (*but not required*):

- F-ROC Labor Roster
- F-ROC Fringe Benefit Calculation Worksheet
- F-ROC Crewe Time Report
- F-ROC Sign-in Sheet
- F-ROC Unmanned Equipment Usage Log
- F-ROC On-Hand Materials and Supplies Usage Log

FDEM Recovery team will present F-ROC forms specifics in the afternoon session




Sample Project Worksheets




Sample Individual Daily Activity Report





Individual Daily Activity Report



VEHICLE AND EQUIPMENT ACTIVE (DRIVER / OPERATOR ONLY) - HOURS ONLY

Category	Equipment ID#	Vehicle Equipment Description	Work Location	Hours	Event Related
B	999	Automobile - Ford Expedition	Sadowsky Building	8.00	✓
C	970	Automobile - Kawasaki Motorcycle	JFO Parking Lot	5.00	

Total Non-Event Related Hours: Total Event Related Hours:

VEHICLE AND EQUIPMENT ACTIVE (DRIVER / OPERATOR ONLY) - MILEAGE ONLY

Category	Equipment ID#	Destination	Start Odometer	End Odometer	Miles	Event Related
B	999	Automobile - Ford Expedition	78374	79374	1,000	✓
C	970	Automobile - Kawasaki Motorcycle	21212	21312	100	

Total Non-Event Related Miles: Total Event Related Miles:

MATERIALS USED (ATTACH RECEIPTS/INVOICES)

Category	Item Description and Purpose	Invoice/Receipt Number	Amount	Event Related
B	Tables	651324AA1	5000	✓
B	Chairs	4561564BB2	20000	✓
C	Tarps	651ASD	50	
D	Tarpon	F15H	4008	



I CERTIFY THE INFORMATION ON THIS FORM IS ACCURATE

Employee Signature: Ismael Colon
Date: _____

Digitally signed by Ismael Colon
Date: 2023.08.11 14:32:07 -04'00'

Reviewer Signature: Ismael Colon
Date: _____

Digitally signed by Ismael Colon
Date: 2023.08.11 14:32:19 -04'00'

Version 3

FROC-LOG-001

4



Sample Project Generator



	A	B	C	D	E	F	G	H
1								
2								
3								
4								
5								
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22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
32								
33								

(Event Name) Summary Workbook

FORCE ACCOUNT LABOR	\$	14,171.74
LABOR BACKFILL	\$	-
FORCE ACCOUNT EQUIPMENT	\$	-
MATERIALS & SUPPLIES	\$	-
CONTRACTS	\$	-
TOTAL COSTS	\$	14,171.74



Sample Project Generator



Employee Name	Employee ID	Applicant	Department	Date	Equipment Category	Equipment ID	Equipment Description
	4215		Roads Department	10/05/2022	A	0940/5174	2006 Mack Dump Truck
	4215		Roads Department	10/05/2022		0940/5174	2006 Mack Dump Truck
	4783		Roads Department	10/12/2022	A	0940/8633	2016 Sewer Vac Truck Freightliner M2112
	4783		Roads Department	10/13/2022	A	0940/8633	2016 Sewer Vac Truck Freightliner M2112
	4783		Roads Department	9/29/2022	F	0940/8633	2016 Freightliner M2112 Vac Truck
E10064			Fleet	9/24/2022	B	CAD8323	2015 Ford Escape
E4771			Roads And Bridges	10/1/2022	B	3200/8647	2016 Chipper Vermeer Bc 1500
E4771			Roads & Bridges	10/3/2022	B	3200-8647	Chipper Vermeer 2016 Bc 1500
E4771			Roads & Bridges	10/4/2022	B	0940-7043	Chipper Container Box Truck Ford 2011 F750 4X2 6 Tons
E4771			Roads And Bridges Kl	10/11/2022	B	CSD/9187	Clam Truck 2017 Frieightliner 12 Tons
E4771			Roads And Bridges Kl	9/29/2022	B	RB 10289	2019 Ford Bucket Truck
E4771			Roads And Bridges	9/30/2022	B	R&B5176	Mack Dump Truck 2005 18 Ton
E4786			Facilities Mtnc	10/11/2022	A	FAC1058	Bucket Truck
E4786			Facilities Mtnc	10/13/2022		FAC1058	Dump Truck
			Building	10/7/22		10294	White Dodge Truck
			Building	10/8/22		10294	White Dodge Truck
			Building	10/9/22		10294	White Dodge Truck
E3659			Roads & Bridges Kl	10/5/2022	B	3200-9187	Clam Truck 2017 Frieightliner 12 Ton
E3659			Roads And Bridges Kl	9/29/2022	B	3200-9187	Clam Truck
77777			Fdem	7/11/2023	B	999	Automobile - Ford Expedition
77777			Fdem	7/11/2023	C	970	Automobile - Kawasaki Motorcycle
888888			Fdem	7/11/2023	B	999	Automobile - Ford Expedition
888888			Fdem	7/11/2023	C	970	Automobile - Kawasaki Motorcycle



Sample Project Generator



AutoSave ON F-ROC Project Summary Workbook - TEST Search (Alt+Q) Collin Kenline

File Home Insert Draw Page Layout Formulas Data Review View Developer Help Inquire Acrobat Power Pivot

Clipboard Font Alignment Number Styles Cells Editing Sensitivity Adobe Ac

N2 =IFERROR(IFS(AND(K2>40,K2-40>H2),H2,AND(K2>40,K2-40<40),K2-40), 0)

	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
	Employee Classification	Date Worked	Reg Time Rate of Pay	Event Related Hours	Non-Event Related Hours	Total Hours	Daily Grand Total	Pay Cycle	Cumulative Hours	Cumulative Total	Reg Time Hours	Overtime Hours	Bi-Monthly Helper Column	Bi-Weekly Helper Column	Month Number		Week Number	Select rows 1 & 2 and drag downward to flash fill formulas as needed		
1	OPS	7/11/2023	\$ 50.00	12	4	16	\$ 600.00	Pay Cycle 1	16.00	\$ 600.00	\$ 16.00	0	0	29	7	Weekly	28			
2	FTE	7/11/2023	\$ 60.00	11.5	10	21.5	\$ 690.00	Pay Cycle 1	21.50	\$ 690.00	\$ 21.50	0	0	29	7	Weekly	28			
3	OPS	7/11/2023	\$ 50.00	14.75	1	15.75	\$ 737.50	Pay Cycle 1	15.75	\$ 737.50	\$ 15.75	0	0	29	7	Weekly	28			
4	FTE	7/11/2023	\$ 60.00	14.5	6	20.5	\$ 870.00	Pay Cycle 1	20.50	\$ 870.00	\$ 20.50	0	0	29	7	Weekly	28			
5	OPS	7/11/2023	\$ 50.00	6	0	6	\$ 300.00	Pay Cycle 1	6.00	\$ 300.00	\$ 6.00	0	0	29	7	Weekly	28			
6	FTE	7/11/2023	\$ 60.00	7.5	13	20.5	\$ 450.00	Pay Cycle 1	20.50	\$ 450.00	\$ 20.50	0	0	29	7	Weekly	28			
7	OPS	7/11/2023	\$ 50.00	8	6	14	\$ 400.00	Pay Cycle 1	14.00	\$ 400.00	\$ 14.00	0	0	29	7	Weekly	28			
8	FTE	7/11/2023	\$ 60.00	9.75	15	24.75	\$ 585.00	Pay Cycle 2	24.75	\$ 585.00	\$ 24.75	0	0	29	7	Bi-Weekly	29			
9	OPS	6/29/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	13.75	\$ 550.00	\$ 13.75	0	1	27	6	Bi-Weekly	27			
10	OPS	6/30/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	27.50	\$ 1,100.00	\$ 13.75	0	1	27	6	Bi-Weekly	27			
11	OPS	7/1/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	41.25	\$ 1,650.00	\$ 12.50	1.25	0	27	7	Bi-Weekly	27			
12	OPS	7/2/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	55.00	\$ 2,200.00	-	13.75	0	27	7	Bi-Weekly	27			
13	OPS	7/3/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	68.75	\$ 2,750.00	-	13.75	0	27	7	Bi-Weekly	28			
14	OPS	7/4/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	13.75	\$ 550.00	\$ 13.75	0	0	29	7	Bi-Weekly	28			
15	OPS	7/5/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	27.50	\$ 1,100.00	\$ 13.75	0	0	29	7	Bi-Weekly	28			
16	OPS	7/6/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	41.25	\$ 1,650.00	\$ 12.50	1.25	0	29	7	Bi-Weekly	28			
17	OPS	7/7/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	55.00	\$ 2,200.00	-	13.75	0	29	7	Bi-Weekly	28			
18	OPS	7/8/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	68.75	\$ 2,750.00	-	13.75	0	29	7	Bi-Weekly	28			
19	OPS	7/9/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	82.50	\$ 3,300.00	-	13.75	0	29	7	Bi-Weekly	28			
20	OPS	7/10/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	96.25	\$ 3,850.00	-	13.75	0	29	7	Bi-Weekly	29			
21	OPS	7/11/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	110.00	\$ 4,400.00	-	13.75	0	29	7	Bi-Weekly	29			
22	OPS	7/12/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	123.75	\$ 4,950.00	-	13.75	0	29	7	Bi-Weekly	29			
23	OPS	7/13/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	137.50	\$ 5,500.00	-	13.75	0	29	7	Bi-Weekly	29			
24	OPS	7/14/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	151.25	\$ 6,050.00	-	13.75	0	29	7	Bi-Weekly	29			
25	OPS	7/15/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	165.00	\$ 6,600.00	-	13.75	0	29	7	Bi-Weekly	29			
26	OPS	7/16/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	178.75	\$ 7,150.00	-	13.75	0	29	7	Bi-Weekly	29			
27	OPS	7/17/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	192.50	\$ 7,700.00	-	13.75	0	29	7	Bi-Weekly	30			
28	OPS	7/18/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	13.75	\$ 550.00	\$ 13.75	0	1	31	7	Bi-Weekly	30			
29	OPS	7/19/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	27.50	\$ 1,100.00	\$ 13.75	0	1	31	7	Bi-Weekly	30			
30	OPS	7/20/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	41.25	\$ 1,650.00	\$ 12.50	1.25	0	31	7	Bi-Weekly	30			
31	OPS	7/21/2023	\$ 50.00	11	2.75	13.75	\$ 550.00	Pay Cycle 2	55.00	\$ 2,200.00	-	13.75	0	31	7	Bi-Weekly	30			



Sample Project Generator



Employee Name	Employee ID	Applicant	Department	Date	Equipment Category	Equipment ID	Equipment Description
	4215		Roads Department	10/05/2022	A	0940/5174	2006 Mack Dump Truck
	4215		Roads Department	10/05/2022		0940/5174	2006 Mack Dump Truck
	4783		Roads Department	10/12/2022	A	0940/8633	2016 Sewer Vac Truck Freightliner M2112
	4783		Roads Department	10/13/2022	A	0940/8633	2016 Sewer Vac Truck Freightliner M2112
	4783		Roads Department	9/29/2022	F	0940/8633	2016 Freightliner M2112 Vac Truck
	E10064		Fleet	9/24/2022	B	CAD8323	2015 Ford Escape
	E4771		Roads And Bridges	10/1/2022	B	3200/8647	2016 Chipper Vermeer Bc 1500
	E4771		Roads & Bridges	10/3/2022	B	3200-8647	Chipper Vermeer 2016 Bc 1500
	E4771		Roads & Bridges	10/4/2022	B	0940-7043	Chipper Container Box Truck Ford 2011 F750 4X2 6 Tons
	E4771		Roads And Bridges Kl	10/11/2022	B	CSD/9187	Clam Truck 2017 Frieightliner 12 Tons
	E4771		Roads And Bridges Kl	9/29/2022	B	RB 10289	2019 Ford Bucket Truck
	E4771		Roads And Bridges	9/30/2022	B	R&B5176	Mack Dump Truck 2005 18 Ton
	E4786		Facilities Mtn	10/11/2022	A	FAC1058	Bucket Truck
	E4786		Facilities Mtn	10/13/2022		FAC1058	Dump Truck
			Building	10/7/22		10294	White Dodge Truck
			Building	10/8/22		10294	White Dodge Truck
			Building	10/9/22		10294	White Dodge Truck
	E3659		Roads & Bridges Kl	10/5/2022	B	3200-9187	Clam Truck 2017 Frieightliner 12 Ton
	E3659		Roads And Bridges Kl	9/29/2022	B	3200-9187	Clam Truck
	77777		Fdem	7/11/2023	B	999	Automobile - Ford Expedition
	77777		Fdem	7/11/2023	C	970	Automobile - Kawasaki Motorcycle
	888888		Fdem	7/11/2023	B	999	Automobile - Ford Expedition
	888888		Fdem	7/11/2023	C	970	Automobile - Kawasaki Motorcycle



Sample Project Generator



Searching Emergency Contracts & Downloading													
A	B	C	D	E	F	G	H	I	J	K	L	M	N
	Employee Name	Employee ID	Applicant	Department	Date	Category	Description	Work Location	Start Time	End Time	Labor Hours	Event Related	
2	Bob Sample	77777	State Of Florida	Fdem	7/11/2023	B	Epm - Safety Inspections	Sadowski Coalition	4:00:00 AM	8:00:00 AM	4	Off	
3	Bob Sample	77777	State Of Florida	Fdem	7/11/2023	C	Roads - Roadway Components (Event Related)	Sadowski Building	8:00:00 AM	3:00:00 PM	7	Yes	
4	Bob Sample	77777	State Of Florida	Fdem	7/11/2023	D	Wcf - Irrigation Systems (Event Related)	Sadowski Parking Lot	3:00:00 PM	8:00:00 PM	5	Yes	
5	John Test	888888	State Of Florida	Fdem	7/11/2023	B	Epm - Safety Inspections	Sadowski Coalition	4:00:00 AM	8:00:00 AM	4	Off	
6	John Test	888888	State Of Florida	Fdem	7/11/2023	C	Roads - Roadway Components (Event Related)	Sadowski Building	8:00:00 AM	3:00:00 PM	7	Yes	
7	John Test	888888	State Of Florida	Fdem	7/11/2023	D	Wcf - Irrigation Systems (Event Related)	Sadowski Parking Lot	3:00:00 PM	8:00:00 PM	5	Yes	
8		4783		Roads Department	9/24/2022	B	Storm Preparations-Secured P & B'S Equipment		7:30:00 AM	2:00:00 PM	6.5	Yes	
9		4783		Roads Department	9/24/2022	B	Storm Preparations-Secured Roads Equip/Trucks		2:00:00 PM	4:15:00 PM	2.25	Yes	
0		E10064		Fleet	9/24/2022	B	To Support Public Works Preparations For The Ts Ian Transport Vehicle To The Plantion Keycourthouse From The Rockland Yard.		7:00:00 AM	3:00:00 PM	8	Yes	
1		4783		Roads Department	9/26/2022	B	Storm Preparations-Secure Roads Equip/Trucks		7:30:00 AM	4:30:00 PM	9	Yes	
2		E10033		Parks And Beaches	9/27/2022	B	Epm - Safety Inspections		8:00:00 AM	10:00:00 AM	2	Yes	
3		E10033		Parks And Beaches	9/27/2022	G	Parks - Playground Equipment (Event Related)	Office Hours	11:00:00 AM	5:00:00 AM	6	Off	
4		E4269		Budget & Finance	9/27/2022		Regular Work	Remote	8:00:00 AM	8:30:00 AM	0.5	Off	
5		E4269		Budget & Finance	9/27/2022	B	Operations Briefing	Remote	8:30:00 AM	9:00:00 AM	0.5	Yes	



Sample Project Generator



	A	B	C	D	E	F	G
1	Date	Invoice Number	Item Description	Employee Name	Employee ID	Amount	
2	10/7/2022	N/A	Chainsaw		E4786		
3	10/7/2022	N/A	Gasoline And Oil		E4786		
4	10/11/2022	N/A	Chainsaw		E4786		
5	10/11/2022	N/A	Gasoline And Oil		E4786		
6	9/29/2022	N/A	Blower/Chainsaw		E4786		
7	9/30/2022	N/A	Blower		E4786		
8	09/27/2022		Zip Ties, Ladder, Rope		E10033		
9	9/29/2022	NA	Use For Cleaning/ Bucket, Mops, Bleach & Windex		E10194		
10	10/5/2022	TICKET # 00456103	Storm Debris 1.86 Ton 3720 Lb		E3659		
11	10/5/2022	TICKET# 00456150	Storm Debris 2.01 Ton 4020 Lb		E3659		
12	9/29/2022		12.18 And 7.91 Tons Of Debris Removed From Roadway		E3659		
13	7/11/2023	651324AA1	Tables		77777	5000	
14	7/11/2023	4561564BB2	Chairs		77777	20000	
15	7/11/2023	651ASD	Tarps		77777	50	
16	7/11/2023	F15H	Tarpon		77777	4008	
17	7/11/2023	651324AA1	Tables		888888	5000	
18	7/11/2023	4561564BB2	Chairs		888888	20000	
19	7/11/2023	651ASD	Tarps		888888	50	
20	7/11/2023	F15H	Tarpon		888888	4008	
21							
22							
23							



Next Steps





Feedback:

- What was the most important item you learned today?

Next Steps:

- Share what you learned in today's workshop with your team.
- Discuss the next steps you plan to take with F-ROC.

Be Prepared:

- Download and start filling out the F-ROC forms use the "All F-ROC Forms" zip.
- Download or print the appropriate Quick Reference Guides.
- Reach out to FDEM if you have any questions!





How Can I Stay Informed?

Have
feedback or
ideas?



FloridaDisaster.org/FROC



Want to
receive
updates?



QUESTIONS?



FloridaDisaster.org/FROC