

STEP TASKS TO BE COMPLETED BY COUNTY

TASK 1. (October 17, 2017)

Execute and process agreement with State of Florida Division of Emergency Management (DEM) for STEP PROGRAM.

TASK 2. (October 18, 2017)

County contacts Broward County cities inviting them to participate.

TASK 3. (November 1, 2017)

County receives City procedures for program.

TASK 4. (November 17, 2017)

County receives required FEMA reports from City that list:

- The number of ROE's obtained;
- The number of properties inspected; and
- The number of properties withdrawn or determined ineligible upon inspection.

TASK 5. (December 17, 2017)

County receives from City items listed for each structure under City TASK 5, to include:

- Address of the structure;
- Name of the structure owner;
- Proof that the structure is the owner's primary residence;
- Proof of ownership of the structure;
- The owner's FEMA registration number;
- Confirmation that the COUNTY obtained an executed Right of Entry from the owner of the structure;
- Confirmation that all necessary permits have been obtained;
- Confirmation that all necessary parties signed the Statement of Work.
- Copy of ROE
- Statement of work for each structure

TASK 6. (December 19, 2017)

County submits paperwork to Division within 2 business days, Division shall notify the County within 2 business days which structures are approved by the Division for STEP repairs. County will notify cities of Division approval within 2 business days of receipt.

TASK 7. (February 17, 2018)

County receives from city a final inspection report which:

- Lists when work was initiated;
- Lists when work was completed;
- Certifies that all emergency repairs identified in the Statement of Work were successfully completed;

- Certifies that all code compliance, safety inspection, and occupancy requirements have been satisfied;
- Lists the cost of the emergency repairs; and,
- Lists the name of the contractor who performed the work.

Additionally, the final inspection report signed by the following:

- The owner of the residence;
- The contractor who conducted the emergency repairs; and,
- The CITY.

And, an itemized billing for costs paid by City.

TASK 8.

County issues reimbursement payment for costs incurred by City.