

STEP TASKS TO BE COMPLETED BY CITY

NO CONSTRUCTION SHALL COMMENCE UNTIL THE CITY COMPLETES TASKS 1 THROUGH 5.

Task 1 Administration: (to be completed by November 1, 2017)

No later than 15 days after execution of this Agreement, the CITY shall establish clear procedures for its administration of the STEP program, to include:

- Public outreach (to include photographs of eligible repairs);
- Site identification;
- Site inspections;
- Structure eligibility;
- Repair eligibility;
- Procurements;
- Permitting;
- Licensing requirements; and,
- Rights of entry (see Attachment E);

Task 2 Public Outreach: (to be completed by November 17, 2017)

For the first 30 days following execution of this Agreement, the CITY shall conduct a public outreach campaign that:

- Highlights the goals of the STEP Program; and,
- Addresses program eligibility.

As part of the public outreach campaign, the following language must be included in any outreach efforts:

“Work authorized under STEP is meant to provide the most basic, life sustaining needs for emergency sheltering – it is not meant to restore homes to their pre-disaster condition.

Survivors must register for FEMA assistance to participate in STEP. Homeowners do not have to qualify for FEMA assistance in order to participate in STEP, though it is strongly encouraged to register for potential additional assistance.

STEP participants may register with FEMA online at www.DisasterAssistance.gov or by calling 1-800-621-3362 or 1-800-462-7585 (TTY). Those who use 711 relay or Video Relay Service (VRS) may call 800-621-3362 directly.”

Additionally, the outreach efforts must include the pictures included above.

Task 3 Identification: (by November 17, 2017)

No later than 30 days after execution of this Agreement, the CITY shall identify structures eligible for the STEP program. As part of the identification process, the CITY shall:

- Identify the owner of the structure;
- Confirm that the owner has registered with FEMA;
- Determine whether the structure is a primary residence for the owner;
- Obtain a Right of Entry ("ROE") for the structure and accompanying property (see Attachment E);
- Conduct an inspection of the structure;
- Identify the eligible repairs needed to transform the structure into an emergency shelter;
- Determine if the eligible repairs needed to transform the structure into an emergency shelter repairs can be completed for \$20,000 or less; and,
- Determine what permits, if any, would be necessary to conduct the emergency repairs.

In order to establish the structure is the primary residence of the owner, the CITY must obtain one of the following (required by FEMA):

- Utility Bill;
- Merchant's statement;
- Driver's License;
- Voter's Registration card; or,
- Employer's Statement such as a wage or earnings statement.

In order to verify home ownership, the CITY must obtain one of the following (required by FEMA):

- Structural Insurance;
- Tax Bill or other tax records available through the tax office;
- Official's Records (notarized document confirming long-term ownership or an original deed or deed of trust to the property listing the applicant as the legal owner);
- Mortgage Payment Book;
- Affidavit; or,
- Title Number after viewing an official government document verifying the home address and applicant to own the dwelling.

Additionally, no later than 30 **(by November 17, 2017)** days after execution of this Agreement, the CITY shall submit a list to the County that lists the following (required by FEMA):

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

Task 4 Statement of Work: (by December 2, 2017)

No later than 15 days after the successful completion of Task #3, and for each structure that will be transformed into an emergency shelter, the CITY shall prepare a Statement or Work that identifies:

- The actual, eligible repairs that will be conducted; and,
- The total cost of the repairs.

The Statement of Work must be signed by the following:

- The owner of the residence;
- The contractor responsible for conducting the emergency repairs; and,
- The CITY.

Task 5 Division Approval: (by December 17, 2017)

No later than 30 days after the successful completion of Task #3, and for each structure that will be transformed into an emergency shelter, the CITY shall submit a list to the County that lists the following:

- 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.

Along with the list above, the CITY shall provide a copy of the Right of Entry and the Statement of Work for each structure. The COUNTY will submit the paperwork to the Division, and within two (2) business days of receipt of the list and accompanying documentation, the Division shall notify the COUNTY which structures on the list are approved by the Division for STEP repairs. The COUNTY will notify the CITY of the Division's determination within two (2) business days of receipt of approval.

Task 6 Construction: (by January 17, 2018)

After the Division notifies the COUNTY of the structures approved under Task #5, and no later than 60 days after the successful completion of Task #3, the CITY shall complete all emergency shelter repair measures identified in the Statement of Work. The CITY may use a contractor to perform the repairs; however, a licensed Florida contractor shall supervise all work.

Task 7 Final Inspection: (by February 17, 2018)

Upon completion of the emergency shelter repair measures identified in the Statement of Work, and no later than 90 days after execution of this Agreement, the CITY shall conduct a final inspection of the repaired structure. The City shall submit to the County a final inspection report that:

- 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.

DELIVERABLE:

Provided the City successfully completes all of the Tasks identified above, and provided the cost of emergency repairs does not exceed the amount listed in the Statement of Work, the COUNTY will reimburse the CITY for the actual amount of emergency repairs successfully completed. However, the amount of emergency repairs cannot exceed \$20,000 per residence.

SCOPE OF WORK AND BUDGET
FEMA/DEM STEP PROGRAM
FOR BROWARD COUNTY CITIES

A. The Program Generally

To address the sheltering needs created by Hurricane Irma, the Federal Emergency Management Agency (“FEMA”) authorized Public Assistance (“PA”) funding under Section 403 of the Stafford Act for a Sheltering and Temporary Essential Power (STEP) Pilot Program. Properly administered, STEP qualifies as an emergency protective measure (Category B).

Work authorized under STEP is meant to provide the most basic, life sustaining needs for emergency sheltering – it is not meant to restore homes to their pre-disaster condition.

Where safe and practicable, the STEP Program:

- Authorizes Federal reimbursement for emergency work and power restoration in disaster-damaged single-family owner-occupied residences;
- Provides basic, minimal work to survivors’ homes to allow survivors to shelter in place for an extended period; and,
- Enables residents to return to or remain in their homes as a form of shelter while permanent repairs are completed.

B. Program Goals

Within the communities impacted by the disaster, STEP:

- Eliminates or lessens immediate threats to lives, public health, or safety;
- Eliminates or lessens immediate threats of significant additional damage to improved public or private property in a cost-effective manner;
- Bridges the gap between immediate sheltering and long term housing;
- Enables survivors to shelter at home (in lieu of a public shelter);
- Allows survivors to remain in their communities;
- Lessens community disruption;
- Reduces the number of individuals requiring assistance through other temporary housing and emergency sheltering programs (e.g. congregate

- sheltering or transitional sheltering assistance);
- Reduces the need for temporary manufactured homes;
- Facilitates the return of public and private facilities to their pre-disaster function (e.g. schools instead of public shelters; hotels instead of transitional sheltering locations);
- Reduces the risk for further degradation of impacted homes;
- Reduces to need for demolition;
- Saves taxpayer money; and,
- Expedites a community's recovery.

C. Eligible Repairs

All work under STEP must comply with local, State, and federal codes. Eligible repairs under STEP are limited to:

- Work necessary to provide essential electrical supply, HVAC, and hot water;
- Work necessary to restore natural gas supply if required for HVAC, hot water, and/or food preparation;
- Work necessary to provide potable water supply - this may include well decontamination if only source of potable water;
- Weatherproofing to include roof, wall, and windows;
- Securing broken windows, and repair or replacement of nonfunctioning exterior and/or necessary interior doors;
- Removal of disaster-related debris to curbside necessary to safely enter, inspect, and perform eligible emergency work, and safely shelter in place;
- Minor interior and/or exterior work to provide safe access (e.g. stairs, ramps) and living environment;
- Drywall replacement for the purpose of safely covering any exposed electrical work, or to ensure the home is properly insulated;
- Ensure one useable bathroom vanity, sink, toilet, and tank;
- Ensure functional kitchen facilities to include minimal cooking and refrigeration appliances necessary to shelter in place (not to exceed \$500) and/or mini fridges for doctor prescribed medical needs;
- Ensure safe and adequate sleeping accommodations for all household members; and,
- Items and work necessary to ensure safe shelter for individuals with access and functional needs.
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The following pictures provide examples of eligible repairs:







D. Program Limitations

STEP is only authorized for single family, owner-occupied residential properties damaged by Hurricane Irma; it does not include recreational vehicles or houseboats. Additionally, commercial properties and commonly owned areas, structures, or equipment are not eligible for removal, maintenance, repair, or replacement under this program. Also, to be eligible, owners of the properties must register with FEMA.

E. Program Cap

Temporary emergency repairs under STEP must be reasonable and necessary and cannot exceed \$20,000 per resident. Additionally, the repairs must be limited to those that make the home safe for sheltering purposes. If a home cannot be made safe for shelter purposes for less than the cap, that property is not eligible for STEP assistance. Additionally, if it is determined that a home is not suitable to safely shelter in place due to the presence of toxic or hazardous materials, that property is not eligible for STEP assistance.

F. Effect on other Forms of FEMA Assistance

STEP assistance is an emergency protective measure provided under FEMA's PA Program. It support efforts to save lives and protect public health and safety, including the provision of emergency sheltering; therefore, STEP emergency protective measures do not affect a FEMA Individual Households Program ("IHP") applicant's eligibility for repair, replacement, or permanent or semi-permanent housing construction assistance under FEMA's Individual Assistance ("IA") Program and its implementing regulations.

Participation in STEP shall make a FEMA IHP applicant ineligible for further TSA or other FEMA sheltering assistance, if authorized, once emergency work is completed and the home approved for sheltering occupancy.

There should not be overlap between the type and/or extent of damage that is appropriate for STEP and the type and/or damage that would result in the need for direct housing. Consequently, participation in STEP shall most likely mean that the participant shall not receive an MHU, travel trailer, or other direct housing assistance.

G. Private Property Considerations

As an emergency protective measures conducted on private property, TSA is eligible under the PA Program if:

- The immediate threat is widespread, affecting numerous homes and businesses in a community such that it is a threat to the health and safety of the general public in that community;
- The Applicant has legal authority to perform the work; and,
- The Applicant obtains rights-of-entry and agreements to indemnify and hold harmless the Federal Government.

The first criteria (immediate threat) has already been satisfied in any county for which FEMA has authorized STEP. However, the second and third criteria must be satisfied going forward.