



**BERTHA W. HENRY**, County Administrator

115 S. Andrews Avenue, Room 409 • Fort Lauderdale, Florida 33301 • 954-357-7362 • FAX 954-357-7360

October 17, 2017

CITY Manager  
CITY Address

**RE: FEMA Sheltering and Temporary Essential Power (STEP) sub-agreement**

Dear City Manager:

As of September 28, 2017, the Federal Emergency Management Agency authorized the implementation of the Sheltering and Temporary Emergency Power (STEP) program to address any ongoing sheltering needs your municipality may be experiencing. The STEP program authorizes Federal reimbursement to provide the most basic, life sustaining emergency repairs to single family, owner-occupied residential properties damaged by Hurricane Irma; it does not include recreational vehicles or houseboats, commercial properties and commonly owned areas, structures, or equipment.

Please note that the STEP program does not allow the restoration of homes to their pre-disaster condition. Any work performed is limited to the minimum necessary to allow survivors to shelter in place for an extended period while they make arrangements for permanent repairs. Please reference the images in the draft cooperation agreement (Attachment A) for examples of the types of repairs allowed, e.g. plywood bathroom sink supports.

Temporary emergency repairs under STEP cannot exceed \$20,000 per residence. 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 ineligible for STEP.

Attachment A contains a scope of work and draft cooperation agreement between Broward County and your municipality. The current maximum reimbursement amount for the entire County is \$10,000,000 and may be increased should the need for additional funds be identified.

Please review the scope of work for further details about the STEP program and execute and return the cooperation agreement by Friday, October 20, 2017 should your municipality elect to participate in the STEP program to receive reimbursement for eligible expenses. Please be advised that the extremely tight timeframes required to participate along with the lack of federal, state and county staff resources dictate that failure to sign the cooperation agreement will result in the ineligibility of your residents for STEP program funding.

I apologize for the short turnaround time, but we initially became aware of STEP program eligibility after business hours on September 28<sup>th</sup> and were just advised of the time sensitivity on October 2<sup>nd</sup>. The agreement contains multiple short duration time limits and the Florida Division of Emergency Management advises that, as this is considered an emergency protective measure, time is of the essence.

Thank you for your response efforts to date and for your leadership during this exceptional storm. Your execution of the cooperation agreement may be of significant assistance to residents of your municipality in their efforts to recover from Hurricane Irma.

Sincerely,

Bertha W. Henry  
Broward County Administrator  
cc: