



Hurricane Irma/DR-4337-FL



# Sheltering and Temporary Essential Power (STEP) Program

# How STEP Helps Survivors

The Sheltering and Temporary Essential Power (STEP) is a rapid repair program which enables eligible individuals or families whose homes were damaged due to Hurricane Irma to take shelter in their own homes while they rebuild.



# What is STEP?



- STEP is not a permanent repair program
- STEP is meant to provide the most basic, life sustaining needs for emergency sheltering



# Counties Authorized for STEP

1. Broward County
2. Charlotte County
3. Collier County
4. Glades County
5. Hendry County
6. Lee County
7. Miami-Dade County
8. Monroe County
9. Palm Beach County



# Eligible Properties Under STEP

- Disaster-damaged **single family owner-occupied residential properties only**, to include duplexes and townhomes.
- *Travel trailers, mobile homes or RVs are not eligible.*
- Other types of owner occupied residences may only be approved by the FCO on a case-by-case basis.
- Commercial properties and commonly owned areas, structures, or equipment are **not** eligible for STEP.



# Emergency Work Under STEP

- STEP repairs are capped at \$20,000 (though most properties will not require \$20,000 of work).
- Repairs must be reasonable, necessary, and low-cost options to make the home safe for sheltering purposes.
- A home is not eligible if it cannot be made safe for sheltering purposes, including due to the presence of excessive toxic or hazardous materials, for less than \$20,000.
- FCO may waive the cap on a case-by-case basis to repair accessibility features to make the home safe for a person with a disability.



# Emergency Work Under STEP



- Eligible emergency work includes providing elements necessary for survivors to safely shelter at home:
  - Utilities essential for potable water, hot water, HVAC, and food preparation
  - Functional kitchen, bathroom, and sleeping accommodations
  - Securing and/or weatherproofing to include roof, walls, doors, and windows
  - Work necessary to meet access and functional needs



# Other Eligible STEP Costs

- Permitting fees and inspections for code compliance or safety are eligible for funding and not subject to the cap
- Project management and oversight activities, and State or local direct administrative costs are eligible and not subject to the cap





# STEP Implementation Requirements

- Legal responsibility and authority requirements
- Outreach and messaging
- Data collection and reporting (templates available)
- Right of Entry (ROE), Participation Agreement, and proofs of ownership and primary residence
- Site inspections and performance of work or contracting for the performance of work



# FEMA Registration Requirement

STEP participants are required to register for FEMA assistance if they have not already done so.



[www.disasterassistance.gov](http://www.disasterassistance.gov)

or

1-800-621-FEMA



# STEP Technical Assistance Team

The State, in coordination with FEMA, can provide assistance to local governments administering STEP. This assistance includes support for:

- Program Questions
- Messaging Materials
- Data Collection and Reporting
- Procurement and EHP Requirements



# STEP Technical Assistance Team

- Marc McAteer, State of Florida
- Jason Pettus, State of Florida
- K.J. Retherford, FEMA/STEP Coordinator
- Tori Roth, FEMA/Procurement
- Franklin Ayetin, FEMA/Procurement
- Jennifer Beerman, FEMA/Legal
- Liza Davis, FEMA/Legal
- John Sarles, FEMA/Environmental and Historic Preservation
- Melissa Sedlacik, FEMA/Data Analytics and Reporting
- Laura Jo Brunson, FEMA/External Affairs



# Messaging and Outreach

FEMA and the State of Florida can provide communications products about the program that emphasizes the scope of the program, and provide guidance on program requirements.

## Three Audiences

1. Local Governments
2. Contractors Performing Work
3. Homeowners Interested in STEP



# Procurement Disaster Assistance Team (PDAT)

- Project Management costs are eligible for reimbursement by FEMA.
- No need to do it yourself. You can hire a contractor to do it!
- PDAT can help guide you through the Federal procurement process to maximize your potential reimbursement from FEMA.
- Expedited Procurement Methods (where applicable):
  - Micro Purchase Procedures (< \$3,500 or state/local equivalent, whichever is less)
  - Small Purchase Procedures (< \$150,000 or state/local equivalent, whichever is less)
  - Exigent/Emergency Exception for Noncompetitive contracting (no minimum dollar threshold, but immediate action required under certain limitations)



# Environmental and Historic Preservation (EHP)

- Unusable equipment, debris, and material, including asbestos-containing materials, must be disposed of in an approved manner and location.
- All actions must occur within the existing building footprint or within previously disturbed areas (cleared or landscaped) within the property boundaries.
- In the unlikely event that human remains or archaeological resources are discovered, all work shall stop and the appropriate agencies must be notified, including FDEM and FEMA.



# STEP Timeline (from date of agreement)

## TASKS: 30 DAYS

**1** PROGRAM  
MANAGEMENT  
PLAN IN PLACE

**2** IDENTIFY  
SITES

**3** OUTREACH  
AND ROEs



## TASKS: 60 DAYS

**4** SCOPE OF  
WORK

**5** DETERMINE  
ELIGIBILITY



## TASKS: 90 DAYS

**6** COMPLETION  
OF WORK

**7** FINAL  
INSPECTIONS





# Impact on Other FEMA Assistance

If an applicant accepts STEP assistance:

- STEP will not affect an applicant's eligibility for assistance available under Individual Assistance programs  
<https://www.fema.gov/individual-disaster-assistance>
- Once STEP repairs are complete and the property cleared for emergency sheltering at home, the applicant will no longer be eligible for further TSA or other sheltering assistance
- In the event the STEP scope of work is not properly completed, the applicant may be authorized to continue receiving assistance for TSA



# Reimbursement Under STEP

- STEP work is reimbursed like any other PA project
- The local government is responsible for contracting for the work and providing payment
- FEMA will obligate grant funds through its PA grant program to the State who will act as the pass-through entity, and the State will provide reimbursement for eligible work



# Questions?

Contact:

POC: Marc McAteer

[Marc.McAteer@em.myflorida.com](mailto:Marc.McAteer@em.myflorida.com)

W:850-559-9660

C:334-477-7502

