

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.

DR-4337-FL STEP Timeline
 Subaward and Grant Agreement

