



**Department of Public Safety
Division of Emergency Management**

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MEMORANDUM

TO: All LMS Members
FROM: Shane Ratliff, Special Projects Coordinator
DATE: August 16, 2017
RE: Project Submission to Local Mitigation Strategy (LMS) Coordinator

The period to submit new projects to update the Project Prioritization List (PPL) will begin on September 15, 2017 and will continue until close-of-business (5 p.m.) on October 6, 2017. New projects with supporting documentation will only be accepted electronically through the LMS WebEOC® Project/Initiative Form by going to: webec.pbcgov.com. Instructions for how to use WebEOC® LMS Boards and a new project submission guidance document with box-by-box instructions is available on our webpage at <http://discover.pbcgov.org/publicsafety/dem/Sections/Planning-Local-Mitigation-Strategy.aspx>.

Username and passwords were issued previously to all agency/municipalities for the WebEOC® system. If you are having password issues, please use the link on WebEOC® to reset your password. If the designated person at your agency/municipality is no longer at your agency/municipality, please contact LMS Coordinator Shane Ratliff at SRatliff@pbcgov.org to have your municipality/agency username reset to a new person. Please take the time to login to WebEOC® **before** the project submission period begins to verify your ability to access the system, or else your ability to submit projects may be delayed.

Existing projects in the PPL are also found in WebEOC® and can be re-submitted for evaluation and scoring. After all projects are received, they will be evaluated and scored by the LMS Evaluation Panel and ranked for the update of the PPL during the LMS Evaluation Period (October 11 – October 22). The Steering Committee will approve and adopt the draft of the PPL as submitted or with modifications at their next regularly scheduled meeting in November.

We also request that before October 6, 2017, you review your organization's projects in the PPL to identify and request in writing to Shane Ratliff those projects that need to be removed either because they have been completed or are no longer deemed necessary.

Updates to existing projects that do not need to be re-evaluated can also be made in WebEOC®. Those projects that remain in the list after the Evaluation Period ends will be consolidated into the revised PPL and approved by the LMS Steering Committee.

The PPL contains a variety of proposed and planned projects that address identified local hazards, vulnerabilities, and mitigation strategies. New projects submitted for consideration in the PPL should address a comprehensive range of mitigation actions in order to reduce the effects of hazards. The Project & Initiative Submission Form has a number of categories to choose from. Anything outside of the pre-filled boxes should fall under the category of "Other".

This streamlined submission and scoring process has been utilized by the LMS program to efficiently and effectively apply for and secure funding for mitigation initiatives on behalf of Palm Beach County's LMS partners. Please feel free to contact me with any questions via email or phone (561-712-6481). Thank you for your support of the LMS.