



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

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MEMORANDUM

TO: All LMS Members
FROM: Shane Ratliff, Special Projects/LMS Coordinator
DATE: March 20, 2018
RE: Project Submission to Local Mitigation Strategy (LMS) Coordinator

The period to submit new projects to update the Prioritized Project List (PPL) will begin on April 9, 2018 and will continue until close-of-business (5 p.m.) on April 20, 2018. New projects with supporting documentation will only be accepted electronically through the LMS WebEOC® Project/Initiative Form by going to: <http://weeoc.pbcgov.com>. Instructions for how to use the WebEOC® LMS Boards and a 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>. Note – we will be using the same guidance document as last time, labeled *2017 Project Submission Instructions*, as nothing has changed about the form since then. The new WebEOC® LMS Board interface will go online after this submission period ends for final testing and issuance of login credentials.

Username and passwords were issued previously to all agency/municipalities for the WebEOC® LMS 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 working there, 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 on 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 Evaluation Period (April 23 – May 5). The Evaluation Panel will meet on May 8 for final approval of scores and ranking, and you are invited to attend to observe, but all projects will be scored based on the contents of the application only. The Steering Committee will approve the new PPL at their regular meeting on May 9. This will lock-in our projects for the Hurricane Irma HMGP application period.

Updates to existing projects that do not need to be re-evaluated may also be made in WebEOC® during this time, in the event project costs, scope changes, etc. have occurred since it was first submitted.

The PPL contains a variety of proposed and planned mitigation 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 and 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.