

PALM BEACH COUNTY

LMS PROJECT/INITIATIVE INSTRUCTIONS

Instructions for Submitting Projects for Palm Beach County's Local Mitigation Strategy

In order to aid you in submitting projects the Division of Emergency Management and the LMS Evaluation Panel have developed the following guidelines for a successful application process:

1. All projects must be submitted electronically. No faxes or regular mail will be accepted. A fillable form can be found on Palm Beach County's Division of Emergency Management (DEM) Website; http://www.pbcgov.com/dem/sections/planning/mitigation_recovery.htm, requested from the municipal LMS Representative, or from the DEM LMS Coordinator at (561) 712-6481. Only submit your project through this new fillable format.
2. Put the *Date* of submission, *Name* of your municipality, department or organization, *Primary Contact* for the project along with their *Phone Number* and *Email Address*, *Title of the Project*, the *Estimated Cost*, and the *Agency Director Approval* name and signature (this is a new item).
3. Please use 11-point Times New Roman font. Do not use **bold**, underline, or *italics* as emphasis. Please do not use headers or footers in your document or any other means of changing the form. Do not list multiple projects on a submission form, only one (1) project per form. Note: We encourage jurisdictions to submit a variety of projects to be ranked.
4. Several smaller projects may be better than one large one. For example, if you want to shutter several buildings on your property, try to make each building a separate project rather than make them all one. However, there may be exceptions to this.
5. Check the box that your project corresponds with. For example, if you wish to submit a project that involves dredging a canal in order to improve floodwater flow in the community then check- **Flood Control/Reduction and Waterway Management**. Or if you want to conduct a controlled/prescribed burn to mitigate the impact of wildfires, then check- **Other**. Once again, any questions please consult your community's LMS Representative or Palm Beach County Division of Emergency Management's LMS Coordinator.
6. Submit a short narrative paragraph that identifies what the project is that you want to have completed and how it benefits the community. We ask that you also submit an approximate project cost such as: Estimated cost \$100,000. A detailed write-up and budget for the actual application will be required once a funding source has been identified and becomes available for application.
7. Please keep your narratives concise. It is necessary to include supporting documentation in your application about the project and its benefit to the community. Please omit your municipality/agency characteristics, size, need, etc. from the narrative.
8. Lastly, answer the 12 questions as directly as possible and again, please PROVIDE SUPPORTING DOCUMENTATION. New projects can be submitted continually throughout the year. The Evaluation Panel will, at a minimum, rank and update the PPL twice a year (January & July).

Should you have any further questions please contact Emergency Management's LMS Coordinator, Gustavo Vilchez, gvilchez@pbcgov.org, 561-712-6481