



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

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MEMORANDUM

TO: ALL LMS Members

FROM: Gustavo Vilchez, Special Projects Coordinator
Division of Emergency Management

DATE: October 11, 2016

RE: Project Submission to Local Mitigation Strategy (LMS) Coordinator

The period to submit new projects to update the Project Prioritization List (PPL) started on October 3 and will continue through November 4, 2016. New projects with supporting documentation will only be accepted electronically through the LMS WebEOC[®] Project/Initiative Form by going to: <https://webeoc.pbcgov.com/eoc7/>. Instructions on using the LMS WebEOC[®] boards and the submission of projects are available for use. LMS WebEOC[®] usernames and passwords were either provided to LMS members that attended training sessions on the use of the boards or will be sent electronically to LMS Working Group members listed in the distribution list. Only one username and password will be provided for agency/municipal use.

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 (November 7 – December 9). The Steering Committee will approve and adopt the draft of the PPL as submitted or with modifications.

We also request that by November 4, 2016 you review your organization's projects in the PPL in WebEOC[®] to identify and request in writing to Gustavo Vilchez (gvilchez@pbcgov.org) 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 for projects including Shuttering and Wind Proofing, Flood Control/Reduction and Waterway Management, Public Information & Education, Counter Terrorism/Homeland Security Initiative, and Mechanical Maintenance/Improvement. Other mitigation projects such as Beach and Dune Restoration, Tree Trimming, Prescribed Burns, Land Acquisition, and Sea Level Rise are also encouraged. These projects 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 by phone (561-712-6481). Thank you for your support in the LMS.