PALM BEACH COUNTY
LMS PROJECT/INITIATIVE INSTRUCTIONS

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

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. The LMS Project Prioritized List (PPL) is used by the Division of Emergency Management to submit a consolidated list of mitigation projects from LMS partners during the availability of Hazard Mitigation Grant Program (HMGP) funds. The list is also used to show evidence and progress of mitigation strategies and projects pursued by LMS partners to reduce the impact of disasters from identified local hazards. Twice a year, new projects are accepted, evaluated, scored, and ranked in the PPL. Existing projects can also be re-submitted (if new information is included) for evaluation, scoring, and ranking in the PPL for the possibility that the project will rank in a higher standing within the PPL.

2. All projects must be submitted electronically through WebEOC® no later than the due date of the Project Submission Period, COB: https://webeoc.pbcgov.com/eoc7/.   No faxes or regular mail will be accepted.   Usernames and passwords to access WebEOC® have been provided to LMS partners – one username and password per agency.   If you did not obtain one, please contact Gustavo Vilchez, LMS Coordinator at gvilchez@pbcgov.org, 561-712-6481.

3. When accessing WebEOC® a fillable electronic form called "LMS Project/Initiative Form" will be found by clicking the "New Record" button in the "Local Mitigation Strategy (LMS) Project List" in WebEOC. ® An LMS WebEOC® board training presentation is attached to familiarize one on the use of WebEOC® and the LMS boards.

4. Fill in information about the project being submitted through the "LMS Project/Initiative Form" which contains dropdown menus and free text entry fields.   Make sure to include as much detailed information about the project as possible.   Make sure to attach **supporting documentation** such as evidence of public support, photos of the impacted area, and pages of plans where the project is mentioned (or supported by the plan).   There are three (3) attachment buttons in the form that can be used to upload materials (e.g., photos and PDFs). It makes it easier if a series of attachments are labeled and referenced in the application (e.g., Attachment A – Public Support; Attachment B – Site Photos).   The attachment buttons can withhold a lot of information from documents, but it is best to scan no more than 20 pages of materials at a time to upload to make it easier to read and review. Any portion of the project that is not defined in the fields, leave it blank or choose/type "N/A."

5. You can use the 2016 LMS Fillable Form as reference for the criteria used by the Evaluation Panel in the evaluation and scoring process of LMS projects submitted. The final score will determine the rank of the project within the PPL.   The Evaluation Panel will meet ONLY during the Project Evaluation Period which immediately follows the Project Submission Period. You will be invited to attend the evaluation of your project and answer questions should the Evaluation Panel have any. It is optional to attend the project evaluation.

6. Projects started in WebEOC® can be saved as drafts. Once completed, click "Submit for Scoring" at the bottom of the "LMS Project Initiative Form." Completed forms can be saved as PDFs or printed out.

7. We <u>encourage</u> jurisdictions to submit a variety of projects to be ranked. 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.

8. Submit a concise narrative paragraph(s) 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.

9. Please keep your narratives concise. It is not necessary to include anything other than information about the project and its benefit to the community.   Please omit your municipality/agency characteristics, size, need, etc. from the narrative.

10. Send an email to Gustavo Vilchez, LMS Coordinator, at gvilchez@pbcgov.org when you submit a project for scoring. Also email Gustavo if you are re-submitting an existing project from the PPL that you would like to be re-evaluated, scored, and ranked; email Gustavo if you only made an update to your project and **do not** want the project re-evaluated.

11. Gustavo will confirm your project submission for evaluation and will alert you if the project submission needs further documented support. Gustavo is also available to provide feedback on any drafts of project submissions.

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