



## MEMORANDUM

TO: All LMS Members

FROM: Shane Ratliff, Emergency Program Coordinator - Planning

DATE: March 2, 2021

RE: Project Submission to Prioritized Project List (PPL) – Spring 2021

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

20 South Military Trail  
West Palm Beach, FL 33415  
(561) 712-6400  
FAX: (561) 712-6464  
www.pbcgov.com



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The spring cycle for submission of new or revised projects to update the Local Mitigation Strategy Prioritized Project List (PPL) will begin on March 22, 2021 and will continue until close-of-business (5:00 p.m.) on April 2, 2021. New projects with supporting documentation will only be accepted electronically through the LMS WebEOC® LMS Board online form by going to: <http://webeoc.pbcgov.com>. Instructions for how to use the WebEOC® LMS Boards and a project submission guidance document with box-by-box instructions is currently available on our webpage at [Submission Guidance/Instructions](#).

Usernames and passwords were issued previously to all agency/municipalities for the WebEOC® LMS System. Please remember that your LMS login is **not** the same as your regular login, the usernames all begin with LMS followed by the name of your municipality or agency (i.e., LMS Lake Park). 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 Shane Ratliff at [SRatliff1@pbcgov.org](mailto:SRatliff1@pbcgov.org) or 561-712-6344 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 your ability to submit projects may be delayed.

Existing projects on the PPL are also found in WebEOC® and if unfunded, can be re-submitted for re-evaluation and re-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 7 – 23, 2021). The Evaluation Panel will meet before May 12, 2021 (date TBD) for final approval of scores and ranking, and you are invited to virtually attend to observe. All projects will be scored based on the contents of the application only. The Steering Committee will motion to approve the new PPL at a virtual meeting on May 12, 2021.

Updates to existing projects that do not need to be re-evaluated may also be made in WebEOC® during this time in the event that expected project costs have changed. Please notify me if you need your project “reopened” so that those minor technical changes can be made.

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”.

Our 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 (561-712-6344). Thank you for your continued support of the Local Mitigation Strategy.