



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

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MEMORANDUM

TO: All LMS Members
FROM: Joe Mercurio, Special Projects/LMS Coordinator
DATE: March 8, 2019
RE: Project Submission to Local Mitigation Strategy (LMS) Coordinator

The spring cycle for submission of new or revised projects to update the Local Mitigation Strategy Prioritized Project List (PPL) will begin on April 8, 2019 and will continue until close-of-business (5 p.m.) on April 19, 2019. New projects with supporting documentation will only be accepted electronically through the LMS WebEOC® Project/Initiative 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 available on our webpage at <http://discover.pbcgov.org/publicsafety/dem/Sections/Planning-Local-Mitigation-Strategy.aspx>.

Note – we will be using the guidance document titled *2018 LMS Guidance Document/Instructions*.

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 the LMS Coordinator Joe Mercurio at jmercuri@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 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 22 – May 3). The Evaluation Panel will meet on May 6th or 7th 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 motion to approve the new PPL at the regular meeting on May 8.

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 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".

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 (561-712-6481). Thank you for your continued support of the Local Mitigation Strategy.