



STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis
Governor

Kevin Guthrie
Director

December 1, 2021

MEMORANDUM

TO: County Director of Emergency Management
Local Mitigation Strategy Working Group Chair/Coordinator

FROM: Miles E. Anderson, Mitigation Bureau Chief
State Hazard Mitigation Officer
Florida Division of Emergency Management

SUBJECT: Annual request for update, per 27P-22.004(4)(e) Florida Administrative Code

The purpose of this memo is to remind the Local Mitigation Strategy (LMS) Chairperson of the Florida Administrative Code 27P-22.004, which requires an annual update of information regarding the LMS plan and working group.

Please provide the following materials:

- Current list of members of the LMS working group, identifying current chairperson, vice chairperson, and/or coordinator (and contact information for each including email, phone, and mailing address)
- Documentation showing that within the preceding year the county has issued a written invitation to each municipality to participate in the LMS working group
- Current list of mitigation measures, associated funding sources, and their estimated costs (also referred to as action item list, mitigation initiatives, or prioritized project list)
- Major changes (if applicable) to the local hazard assessment, critical facilities list, repetitive properties list, or plan maps occurring in the last year

The Florida Administrative Code 27P-22.004 is enclosed for your reference. Please note that this is not a request for your 5-year plan update.

Please email this updated information by the last working weekday of January 2022 (Monday, January 31, 2022) to MitigationPlanning@em.myflorida.com. Or you may mail your documents to the following address:

Florida Division of Emergency Management
Attention: Mitigation Planning Unit
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Upon submittal, our office will issue a letter of compliance. If your county does not submit the annual update information by the deadline, our office will issue a non-compliance letter on the first working day of February.

Please contact your LMS Liaison with any questions. Thank you in advance for your cooperation.