



# STATE OF FLORIDA DIVISION OF EMERGENCY MANAGEMENT



Ron DeSantis, Governor

Kevin Guthrie, Executive Director

## **MEMORANDUM**

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

FROM: Laura Dhuwe, Mitigation Bureau Chief  
State Hazard Mitigation Officer  
Florida Division of Emergency Management

SUBJECT: Annual request for LMS 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 fill out the 27P-22 Fillable Form and 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 the county has issued a written invitation to each municipality to participate in the LMSWG, within the preceding year.
- Current list of mitigation measures, identifying responsible agency/department, associated funding sources and their estimated costs, and expected timeframes for completion (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 2026 (Friday, January 30, 2026) to [MitigationPlanning@em.myflorida.com](mailto:MitigationPlanning@em.myflorida.com).**

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 2026.

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

Regions 1, 2, and 4	Regions 3, 5, and 8
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Regions 6, 7, 9, and 10	Mitigation Planning Unit Manager
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