



STATE OF FLORIDA

# DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT  
Governor

BRYAN W. KOON  
Director

October 1, 2014

## MEMORANDUM

TO: Local Mitigation Strategy Working Group Chair/Coordinator

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

RE: State approval of LMS plans under Program Administration by States (PAS)

Florida is currently operating under PAS with regard to the review and approval of Local Mitigation Strategy (LMS) plans.

Under this designation, the Florida Division of Emergency Management (FDEM) will manage the approval of LMS plans with minimal Federal Emergency Management Agency (FEMA) oversight. FEMA will continue to send final approval letters to local communities for their mitigation plans.

### The process:

Plan updates should be submitted to the state for review six (6) months prior to the plan expiration date. Once received, FDEM will complete the first review of each LMS plan within 30-days of receipt whenever possible. Once the plan has been reviewed by FDEM, the county will be notified that the plan is either in need of revisions, approved pending adoption, or approved.

- **Needs Revisions:** If the plan is determined to be insufficient the FDEM Mitigation Planning Unit will provide technical assistance to the local jurisdiction until they believe that the plan adequately meets the regulations according to FEMA's standards.
- **Approved Pending Adoption (APA):** After FDEM reviewers determine that the plan adequately meets all regulations according to FEMA's standards, they will notify the local jurisdiction by email and letter that the plan is ready to be adopted.
- **Approved:** Once a plan is adopted, FDEM will notify FEMA that the LMS plan is approved and provide a copy of the adoption resolution, the final plan, and a completed Plan Review Tool. FEMA will issue a formal approval letter for FDEM to transmit to the local community.

If you have any questions or need any further information regarding this change please do not hesitate to contact your state LMS liaison.

MEA/jlp