



STATE OF FLORIDA

# DIVISION OF EMERGENCY MANAGEMENT

Ron DeSantis  
Governor

Kevin Guthrie  
Executive Director

## MEMORANDUM

**TO:** Local Mitigation Strategy Working Group Chair  
**FROM:** Laura Dhuwe, Mitigation Bureau Chief, FDEM  
**DATE:** December 1, 2022  
**SUBJECT:** Local Mitigation Strategy Plan Review Process

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Florida operates under Federal Emergency Management Agency's (FEMA) Program Administration by States (PAS) with regard to the review and approval of Local Mitigation Strategy (LMS) plans. Under this designation, the Florida Division of Emergency Management (FDEM) manages the approval of LMS plans with minimal FEMA oversight. FEMA sends final approval letters to the state for dissemination their county jurisdictions.

Updated LMS plans must be submitted to the FDEM six (6) months prior to the plan expiration date. Plans submitted later than this timeframe will be reviewed in the order they are received after timely submissions have been attended to. FDEM will attempt to complete reviews within 30 days whenever possible. The official submission shall consist of:

- Electronic copy (Excel version) of the Florida LMS Review Tool, completed as described in the Review Tool's instructions
- Electronic copy (email or file share platform e.g. SharePoint, Dropbox) of all the plan document(s) to be reviewed

The LMS working group must notify their state LMS liaison (via email or phone call) that their plan has been submitted. The assigned state mitigation planner will provide a confirmation of receipt. Upon completion of the review the state mitigation planner will inform the LMS chairperson that the plan is:

- a. Approved Pending Adoption (APA)  
**OR**
- b. In need of revision. In this case, the plan must be revised and resubmitted to FDEM within 30 days of notification.

Once the county receives FDEM's APA letter, you may then take it to your jurisdictions to begin the adoption process. There is no specific order requirement for jurisdiction adoption. A copy of all adoption Resolutions must be submitted to FDEM for transmittal to FEMA.

Upon FDEM's receipt of each of your jurisdiction's resolutions, the FDEM Mitigation Planning Unit will send them to FEMA and await their approval letter. Once FDEM receives it, we will send it to the county for their records and further disbursement to your jurisdiction.

If you have any questions about this process, please speak with your state LMS liaison.