



DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

WORK PLAN FOR ARCHAEOLOGY
FISCAL PERIOD OCTOBER 1, 2013 - SEPTEMBER 30, 2015

The purpose of this plan is to establish staff time allotments within the six program areas recognized by the National Park Service Historic Preservation Fund (HPF) grant guidelines. The archaeology branch is currently comprised of six professional, advanced degree staff members that regularly conduct HPF grant eligible activities with an allocated payroll budget of \$332,282.00. The HPF grant allocates \$101,532.00 towards this budget, which is matched with \$67,688.00 of state funds, for a total of \$169,220.00, or 51% of the total archaeology branch payroll. The remainder of the archaeology payroll budget is covered by state funds as allocated by the legislature. Local government sources fund a seventh staff person (O’ahu assistant archaeologist I) who conducts some activities (under supervision) that are eligible for HPF grant funding.

Individual work plans for archaeology staff members have been developed based on the professional experience and research interests of each person. The HPF grant monies will fund directed research and field work by staff in the survey and inventory and National Register program areas. Other HPF areas, such as Education and Certified Local Government (CLG), involve direct interaction with the local community; CLG activities also include a significant education component. The HPF grant also funds long range planning and approximately 30% of the review and compliance activities; these include federal agency assistance, Section 106 consultation and review, and review of survey reports generated by federal projects. Review and compliance work that is in support of Hawaii Revised Statutes Chapter 6E projects is funded by non-matching state monies. It should be noted that the Chapter 6E review and compliance work is in conformance with federal historic preservation review and SOI standards. Hawaii Administrative Rules (HAR) governing Chapter 6E compliance are based on federal guidelines and regulations; this conformance is being clarified in the pending HAR revisions.

The breakdown of time spent by each staff member is shown in the table below and is detailed in the following pages. Overall, the six staff members partially funded through the HPF grant will spend an average of 57% of their time conducting activities that are clearly eligible for funding; this exceeds the actual amount of time funded through the HPF grant and matching funds (51%).

Position	Survey and Inventory	Education	Review and Compliance	National Register	CLG	Long Range Planning	Total %
Branch Chief	15	10	50 (25)*	5	5	15	100 (75)*
Hawai'i Lead	15	5	75 (30)	-	5	-	100 (55)
O'ahu Lead	5	5	80 (35)	5	-	5	100 (55)
Hawai'i Assistant III	10	10	75 (25)	-	-	5	100 (55)
Maui Assistant III	10	5	80 (25)	-	-	5	100 (45)
O'ahu Assistant III	-	5	80 (35)	15	-	-	100 (55)
O'ahu Assistant I	-	-	90 (na)	10	-	-	100 (na)

*Percentage clearly eligible for HPF grant in parentheses

Activity Breakdown by Position (shown as percentage of time)



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Archaeology Branch Chief Work Plan

Survey and Inventory (15% of time, 100% HPF Grant)

1. Oversee fieldwork to map and document Hilo Bay Heiau (see survey plan for details).
2. Conduct ongoing background research and field reconnaissance as needed for Hawai'i Island landing sites survey (see survey plan for details).
3. Assist GIS specialist with site documentation protocols and site database definitions and structure.
4. Oversee intensive survey fieldwork and site documentation, Greenbank Estate, North Kohala (see survey plan).
5. Ensure final reports are completed in timely manner for all SHPD survey projects.

Public Education (10% of time, 100% HPF Grant)

1. Design presentations and guidelines for staff to use in providing information to the public regarding the goals of historic preservation, the review process in Hawai'i as it relates to federal and state preservation law, and related issues.
2. Consult and meet with agencies (federal, state and county) to educate and improve historic preservation awareness. Discuss procedures and mechanisms for improving review turn-around time and submittals from various agencies.
3. Advise staff on potential projects and programs for college student intern assistance to SHPD.

Review & Compliance (50% of time, 25% HPF Grant)

1. Respond to Federal agencies regarding inquiries and requests for consultation/concurrence pursuant to Section 106 of the NHPA; includes meetings, phone calls. Review and edit staff letters responding to requests for concurrence or information; sign letters within the prescribed 30 day review period (25% of time, HPF Grant).
2. Review, edit and sign staff letters regarding local and State permits, pursuant to HRS Chapter 6E; includes meetings, phone calls, review of submittals as needed to ensure staff letters are accurate and timely (25% of time, State funds)

National Register (5% of time, 100% HPF Grant)

1. Advise staff on procedures to complete National Register nomination forms for archaeological sites; review information and format; assist in background research as needed.
2. Complete National Register nomination form for Hilo Bay Heiau and Lalakea Fishpond; identify eligible landing sites of Hawai'i Island for a multiple site listing.

Certified Local Government (5% of time, 100% HPF Grant)

1. Advise CLGs state-wide (Kaua'i, Maui, Hawai'i) on archaeological surveys for conformance with federal SOI standards and documentation in conformance with State Inventory of Historic Places and the National Register of Historic Places.
2. Advise staff attending Maui or Hawai'i Island CLG meetings on providing technical support and information.
3. Assist CLG efforts state-wide to identify potential heritage areas for survey and inclusion in National Register.

Long Range Planning (15% of time, 100% HPF Grant)

1. Revise and clarify procedural SOPs for archaeology branch operations.
2. Review and recommend revisions to HAR §13-275 through 284 regarding the historic preservation review process in Hawai'i; ensure that rules are consistent with federal rules and SOI standards governing the historic preservation review process at the federal level.
3. Monitor and assist staff in completion of their individual work plans; revise work plans every two years as needed. Assist with development of historic contexts and selected themes for current fiscal period.



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Hawai'i Island Lead Archaeologist Work Plan

Survey and Inventory (15% of time, 100% HPF Grant)

1. Information update and district boundary revisions, Kona Field System (see survey plan for details).
2. Assign State Inventory of Historic Places site numbers and review Kona Field System data for inclusion in National Register, State Inventory of Historic Places and SIHP database; enter Kona Field System legacy and survey data into State Inventory Database/GIS, geo-reference maps.
3. Conduct field work to verify condition of known sites and identify new sites (reconnaissance survey).
4. Assist in intensive survey fieldwork and site documentation, Greenbank Estate, North Kohala (see survey plan).

Public Education (5% of time, 100% HPF Grant)

1. Provide information to the public regarding the goals of historic preservation, the review process in Hawai'i as it relates to federal preservation law, and related issues.
2. Consult and meet with agencies (federal, state and county) to educate and improve historic preservation awareness and improve agency submittals so that review turn-around time is decreased.

Review & Compliance (75% of time, 25% HPF Grant)

1. Respond to Federal agencies regarding inquiries and requests for consultation/concurrence pursuant to Section 106 of the NHPA; includes meetings, phone calls. Compose response letters within the prescribed 30 day review period (20% of time, HPF Grant).
2. Conduct reviews of inventory survey reports pursuant to the Secretary of Interior's (SOI) Standards and review/concur with eligibility determinations pursuant to National Register criteria. Incorporate inventory data resulting from Section 106 activities into the State Inventory of Historic Places (5% of time, HPF Grant)
3. Conduct reviews of local and State permits, pursuant to HRS Chapter 6E; includes meetings, phone calls, letter composition, site visits or inspections as needed; review assistant letters (45% of time, State funds).
4. Administrative duties including tracking time, filing, staff meetings, etc. (5% of time, State funds).

Certified Local Government (5% of time, 100% HPF Grant)

1. Attend monthly Hawai'i Island CLG meetings to provide technical support and information, assist CLG efforts to identify potential Hawai'i Island heritage areas for survey and inclusion in National Register.

O'ahu Island Lead Archaeologist Work Plan

Survey and Inventory (5% of time, 100% HPF Grant)

1. Assign State Inventory of Historic Places site numbers and review submitted data for inclusion in State Inventory of Historic Places and SIHP site database; review National Register eligibility determinations.
2. Assist in intensive survey and site documentation, Greenbank Estate, North Kohala.

Public Education (5% of time, 100% HPF Grant)

1. Provide information to the public regarding the goals of historic preservation, the review process in Hawai'i as it relates to federal and state preservation laws, and related issues.
2. Consult and meet with agencies (federal, state and county) to educate and improve historic preservation awareness, to improve agency submittals and SHPD review turn-around time.

Review & Compliance (80% of time, 35% HPF Grant)

1. Respond to Federal agencies regarding inquiries and requests for consultation/concurrence pursuant to Section 106 of the NHPA; includes meetings, phone calls. Compose response letters within the prescribed 30 day review period (25% of time, HPF Grant).



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2. Conduct reviews of inventory survey reports pursuant to the Secretary of Interior's (SOI) Standards and review/concur with eligibility determinations pursuant to National Register criteria; incorporate inventory data resulting from Section 106 activities into the State Inventory of Historic Places (10% of time, HPF Grant).
3. Conduct reviews of local and State permits pursuant to HRS Chapter 6E; includes meetings, phone calls, letter composition, site visits or inspections as needed. Review and sign assistant letters (40% of time, State funds).
4. Administrative duties including tracking time, filing, staff meetings, etc. (5% of time, State funds).

National Register (5% of time, 100% HPF Grant)

1. Conduct background research and complete National Register nomination form for Heiau sites located within the Kukui'ula area on Kaua'i. Assist O'ahu staff in completing additional nomination forms.

Long Range Planning (5% of time, 100% HPF Grant)

1. Develop historic contexts for contact era archaeological sites, specifically addressing artifact-based models of pre- and post-contact sites and land use, and identifying architectural variation associated with contact.

Hawai'i Island Assistant Archaeologist III Work Plan

Survey and Inventory (10% of time, 100% HPF Grant)

1. Regional synthesis of the Ka'u District, Hawai'i Island (see survey plan for details).
2. Assign State Inventory of Historic Places site numbers and review Ka'u legacy data for National Register eligibility and inclusion in State Inventory of Historic Places and SIHP database; enter data into State Inventory Database/GIS, geo-reference maps.
3. Conduct field work to verify known site conditions and identify new sites (reconnaissance survey).
4. Assist in mapping and background research, Hilo Bay Heiau project.
5. Assist in intensive survey, site documentation, and background research, Greenbank Estate, North Kohala.

Public Education (10% of time, 100% HPF Grant)

1. Provide information to the public regarding the goals of historic preservation, the review process in Hawai'i as it relates to national and state preservation laws, and related issues.
2. Interface with representative of UH-Hilo and Kamehameha Schools regarding internship program with SHPD to allow students meaningful volunteer opportunities at SHPD Hawai'i Island offices. Train and assist interns in assigned duties.

Review & Compliance (75% of time, 25% HPF Grant):

1. Respond to Federal agencies regarding inquiries and requests for consultation/concurrence pursuant to Section 106 of the NHPA; includes meetings, phone calls. Compose response letters within the prescribed 30 day review period (15% of time, HPF Grant).
2. Conduct reviews of inventory survey reports pursuant to the Secretary of Interior's (SOI) Standards and review/concur with eligibility determinations pursuant to National Register criteria. Incorporate inventory data resulting from Section 106 activities into the State Inventory of Historic Places (10% of time, HPF Grant)
3. Conduct reviews of local and State permits pursuant to HRS Chapter 6E; includes meetings, phone calls, letter composition, site visits or inspections as needed. (45% of time, State funds)
4. Administrative duties including tracking time, filing, staff meetings, etc. (5% of time, State funds).

Long Range Planning (5% of time, 100% HPF Grant)

1. Develop historic contexts for Ka'u District of Hawaii Island based on findings of regional synthesis and survey. Consider and elaborate on existing contexts that are applicable to the district.



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Maui Island Assistant Archaeologist III Work Plan

Survey and Inventory (10% of time, 100% HPF Grant)

1. Archival research and reconnaissance survey, plantation landscapes of East Maui (see survey plan).
2. Assign State Inventory of Historic Places site numbers and review legacy data for East Maui plantations, enter Maui legacy and survey data into State Inventory Database/GIS, geo-reference maps.
3. Conduct field work to verify known site conditions and identify new sites (reconnaissance survey).
4. Assist in intensive survey and site documentation, Greenbank Estate, North Kohala.

Public Education (5% of time, 100% HPF Grant)

1. Provide information to the public and county agencies regarding the goals of historic preservation, the review process in Hawai'i as it relates to state and national preservation laws, and related issues.
2. Interface with Maui College faculty for internship program with SHPD to allow students meaningful volunteer opportunities at SHPD Maui Island office. Train and assist interns in assigned duties.

Review & Compliance (80% of time, 25% HPF Grant)

1. Respond to Federal agencies regarding inquiries and requests for consultation/concurrence pursuant to Section 106 of the NHPA; includes meetings, phone calls. Compose response letters within the prescribed 30 day review period (15% of time, HPF Grant).
2. Conduct reviews of inventory survey reports pursuant to the Secretary of Interior's (SOI) Standards and review/concur with eligibility determinations pursuant to National Register criteria. Incorporate inventory data resulting from Section 106 activities into the State Inventory of Historic Places (10% of time, HPF Grant)
3. Conduct reviews of local and State permits pursuant to HRS Chapter 6E, includes meetings, phone calls, letter composition, site visits or inspections as needed. (55% of time, State funds)
4. Administrative duties including tracking time, filing, staff meetings, etc. (5% of time, State funds).

Long Range Planning (5% of time, 100% HPF Grant)

1. Develop historic contexts for evaluating plantation landscapes based on findings of regional synthesis and East Maui survey. Consider and elaborate on existing contexts that are applicable to the theme.

O'ahu Island Assistant Archaeologist III Work Plan

Public Education (5% of time, 100% HPF Grant)

1. Provide information to the public and city/county agencies regarding the goals of historic preservation, the review process in Hawai'i as it relates to state and national preservation laws, and related issues.

Review & Compliance (80% of time, 45% HPF Grant)

1. Respond to Federal agencies regarding inquiries and requests for consultation/concurrence pursuant to Section 106 of the NHPA; includes meetings, phone calls. Compose response letters within the prescribed 30 day review period (15% of time, HPF Grant).
2. Conduct reviews of inventory survey reports pursuant to the Secretary of Interior's (SOI) Standards and review/concur with eligibility determinations pursuant to National Register criteria; inventory data resulting from Section 106 activities are incorporated into the State Inventory of Historic Places (10% of time, HPF Grant).
3. Conduct reviews of local and State permits, pursuant to HRS Chapter 6E, includes meetings, phone calls, letter composition, site visits or inspections as needed (55% of time, State funds).
4. Administrative duties including tracking time, filing, staff meetings, etc. (5% of time, State funds).



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National Register (15% of time, 100% HPF Grant)

1. Conduct background research and complete National Register nomination form for State-owned lo'i kalo site located at Aliamanu, O'ahu.
2. Research additional state-owned historic properties that are currently listed on the Hawaii Register of Historic Places and update National Register nomination forms for submittal to the Keeper of the National Register.

O'ahu Island Assistant Archaeologist I Work Plan

Review & Compliance (90% of time, no HPF grant allocation)

1. Conduct reviews of local and State permits, pursuant to HRS Chapter 6E, includes phone calls, letter composition. Site visits or inspections accompanied by O'ahu lead archaeologist as needed.
2. Administrative duties including tracking time, filing, staff meetings, etc.
3. Respond to Federal agencies regarding inquiries and requests for consultation/concurrence for minor undertakings pursuant to Section 106 of the NHPA. Compose response letters within the prescribed 30 day review period (15% of time, HPF Grant).
4. Assist O'ahu staff archaeologists as needed with file searches or background research in connection with specific state or federal permit reviews.

National Register (10% of time, no HPF grant allocation)

1. Conduct background research and complete National Register nomination form for archaeological complexes located on Department of Hawaiian Homelands (DHHL) property, Nanakuli, O'ahu.