



United States Department of the Interior

NATIONAL PARK SERVICE

1849 C Street, N.W.
Washington, DC 20240

H36(2256)

Ms. Nicki Ann Thompson
Acting Administrator
State Historic Preservation Division
Department of Land and Natural Resources
P.O. Box 621
Honolulu, Hawaii 96809

Dear Ms. Thompson:

I am writing to acknowledge receipt of the Hawaii State Historic Preservation Division's (SHPD) Second Corrective Action Plan (CAP2) progress report, submitted via email to the National Park Service (NPS) on September 20, 2013.

Having completed our review of the SHPD's submission, it is clear that the SHPD has made continued progress toward satisfying CAP requirements in several program areas. The Survey and Work Plans submitted for the Archaeology and GIS Programs demonstrate a thorough understanding of the program missions and the goals of CAP2. We cannot conclude however, that at this time the SHPD has met all the CAP2 milestones that were due by September 30, 2013. The following items that were due to the NPS for review by September 30 were not included in the SHPD's submission:

- SHPD office strategic plan and work plan for the current SHPD fiscal year (FY14)
- SHPD employee work plans and time/budget breakdowns for the current SHPD fiscal year (FY14)

Additionally, we found the plans submitted for the Architecture Branch and the IT Program to be lacking the required information outlined in the CAP2 report. Specifically, the Architecture Survey Plan did not satisfactorily address a survey methodology, strategy, justification and research design for specific survey projects in the coming year. We are also concerned that the IT Strategic Plan does not address the digitization of SHPD archival records until April 2013, and does not discuss the integration of various SHPD databases with inventory of historic properties.

In order to successfully meet the first benchmark in the CAP2, please submit the following items to the NPS for review and approval by October 18, 2013:

- Revised Survey Plan for Architecture that includes a concise summary of the strategic plan for the survey program, a list of proposed survey projects for the current fiscal year, justifications for why these projects were selected, percent of staff time to be spent on these actions (Hawaii SHPD CAP2, Survey and Inventory Mandated Actions, page 7)
- Revised IT Strategic Plan that focuses on the SHPD archives and Docushare system, plans and timelines to move forward with Docushare and integrate it with the intake and inventory databases (Hawaii SHPD CAP2, Survey and Inventory Mandated Actions, page 7)
- Revised IT Strategic Plan that focuses on the Intake Databases, plans and timelines to improve the intake database and integrate this with the inventory database (Hawaii SHPD CAP2, Review and Compliance Mandated Actions, page 9)
- SHPD Office and Strategic Plan work plan for FY14 (Hawaii SHPD CAP2, Historic Preservation Program Administration Mandated Actions, page 14)
- Individual Employee Work Plans for FY 14 (Hawaii SHPD CAP2, Historic Preservation Program Administration Mandated Actions, page 14-15)

Additionally, please submit updates on the SHPD's progress toward satisfying all the CAP2 mandatory corrective actions that must be completed before May 31, 2014, including, but not limited to updates on the following:

- Contracting with an independent firm to conduct an impartial audit of SHPD administrative operations (Hawaii SHPD CAP2, Historic Preservation Program Administration Mandated Actions, page 14)
- Revised Survey and Inventory Standard Operating Procedures (Hawaii SHPD CAP2, Survey and Inventory Mandated Actions, page 9)
- Revised Review and Compliance Standard Operating Procedures (SOP)s (Hawaii SHPD CAP2, Review and Compliance Mandated Actions, page 9)
- Revised Standard Operating Procedures for the National Register Program (Hawaii SHPD CAP2, National Register of Historic Places Mandated Actions, page 10)
- SHPD Office Procedures Manual outlining SOPs for all administrative practices, including work flows for incoming and outgoing documents, position descriptions and expected output for staff members, procedures for performance management, procurement, property management, hiring, and points of contact for each program area (Hawaii SHPD CAP2, Historic Preservation Program Administration Mandated Actions, page 15)

Because the next set of benchmarks are not due to the NPS until May 2014, it is important that the SHPD demonstrate now, in this first progress report, that work and planning has begun for

the satisfactory completion of all the CAP2 mandated corrective actions. Satisfactory progress in both the Architecture Branch's survey program and in the development of a working IT infrastructure for the office, specifically the development of an organized and accessible inventory of historic properties, are critical to the success of the SHPD in meeting the goals of CAP2.

In conclusion, I would like to commend the Survey and Work Plans submitted for the Archaeology Branch and the GIS program. Both documents presented the information requested by the CAP2 in a clear and concise format.

Thank you for your commitment to the success of the Hawaii State Historic Preservation Division. The NPS recognizes that you stepped into a challenging position by assuming the role of Acting SHPD Administrator, and have admirably worked to help the SHPD achieve success. I look forward to working with you and the SHPD staff in the coming months during the completion of CAP2.

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Toothman".

Stephanie Toothman, Ph.D.
Associate Director, Cultural Resources, Partnerships,
and Science

cc: William Aila, Chair, Department of Land and Natural Resources
Esther Kia'aina, Deputy Chairperson, Department of Land and Natural Resources