



## DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

### ***Overview***

#### ***FISCAL PERIOD OCTOBER 1, 2013 - SEPTEMBER 30, 2015***

---

This report is the response of the State Historic Preservation Division (SHPD) to the requested mandated actions required by the National Park Service (NPS) through a Corrective Action Plan (CAP-2) to be completed by June 30 2014. This is the first response including information as required for the September 30, 2013 deadline. Included with this report are the following specific plans and updates:

- Survey Plan for Archaeology
- Work Plan for Archaeology
- Survey Plan for Architecture
- Work Plan for Architecture
- Information Technology Work Plan
- Cultural Resources GIS Strategic Plan (Draft)
- Fiscal Update

The professional staff of SHPD has prepared these plans which will be the core to the workflow of their areas over the next two years. These plans will be sufficiently flexible to accommodate economic, strategic and personnel changes as may occur. We welcome the assistance of the NPS during the implementation of these plans.

This overview will provide updates for the status of employee hires, the fiscal update, status of Statewide Plan initiatives and the status of the office administrative operations.

### ***Administrative Update***

In July, 2013, after the resignation of the Administrator, an acting administrator was assigned to the division. The acting administrator is expected to be in place until a permanent SHPD administrator is appointed. The priorities during this interim period, which is expected to last through November 2013, are to gain understanding of the budget and financial condition of the division, to obtain approvals from appropriate authorities to fill vacant positions, to implement the information technology work plan through appropriate office procedures, training and hiring, to maintain the necessary operation of the division and to identify needs of the employees, stakeholders and community to move forward with the functions of the division.

The following is the status of all vacant positions:

- Archaeologist IV, Maui: Offer extended to candidate. Anticipated start date October, 2013.
- Archaeologist IV, Kauai: Awaiting approval from Governor.
- Office Assistant, Oahu: Probationary employee begins September 23, 2013.
- Office Assistant, Maui: Interviews conducted. Offer will be made prior to September 30, 2013.



## DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

### *Overview (continued)*

---

- History & Culture Program Manager: In recruitment. Hiring to be determined by incoming administrator.
- Burial Sites Specialist, Kauai: In recruitment. Position will be temporarily filled with employee to assist with digitization of documents on Oahu. Estimate fill date with permanent hire is December.
- Burial sites Specialist, Maui: Awaiting approval from Governor.
- Cultural Historian, Oahu: Awaiting position description. Requesting approval in October, 2013.
- Architectural Historian: Approved to fill, awaiting recruitment. Position is temporarily filled with an employee assisting with HRS 6E reviews.
- Architectural Historian: Awaiting approval from Governor. Will fill with temporary employee during recruitment.
- Certified Local Government Grant Specialist: Position not established. Anticipated for 2014.
- Librarian/Archivist: Position described. Placement on organization chart is under consultation with Hawaii Government Employees Association (HGEA). Anticipated to fill in 2014.

In summary, as of July, 2013, there were 11 vacant and unfilled positions, with 3 approved and in recruitment. As of October, 2013, there will be 9 vacant positions, with 3 of the 9 filled with temporary hires and 6 in recruitment.

The existing employees are working together to define the intake process and to allow significant strides in the digitizing of all incoming paper. This is collaboration among the administrative, program and information technology employees. With the addition of the office assistant and the temporary hires, this process will show significant progress by the end of 2013.

There has been a keen focus on assessing the fiscal status of SHPD during this time. Included with this report are financial updates which indicate the funds expended in the past fiscal year and the estimated breakdown of expenses in year two. (Fiscal Update, Attachment 7) SHPD received reimbursement from NPS for the first time since August 2012. The employees involved with the reimbursement process have dedicated time and attention to preparing and understanding what is required to achieve reimbursement.

Additionally, there has been focus on the attendance, working hours and priorities for existing employees, specifically in the Oahu location. Communication plans are in place for reporting absences, meeting attendance and planning for office coverage during business hours.



DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION  
*Overview (continued)*

---

### ***Statewide Plan Update***

In 2012, the Hawai'i State Historic Preservation Plan for years 2012 through 2017 was adopted. Four major goals were adopted in this plan:

Goal 1: Increase awareness, understanding and support for historic preservation throughout the State.

Goal 2: Develop and maintain an inventory process supported by an easily accessible database of sites and an associated Geographic Information System (GIS).

Goal 3: Increase the number of identified, protected and properly maintained historic properties reflective of the diversity of the State.

Goal 4: Strengthen the infrastructure for historic preservation in Hawai'i.

The objectives for 2013 are not complete. Updates to these objectives and actions are as follows:

#### **GOAL 1**

- Provide information on aspects of historic preservation to the public via website and other media, including information on preservation rules, procedures, standards, techniques, products professionals and resources provided by partner organizations.  
RESULT: Due to staff constraints this action has not been accomplished.
- Work with Native Hawaiian Organizations to increase the knowledge and understanding of the benefits of historic preservation and clarify specific issues including contemporary use of historic sites, perpetuating cultural practices, and effective participation in preservation opportunities.  
RESULT: This is an ongoing process by staff and community partners.
- Develop and share a white paper on the economic benefits of historic preservation for the State and Counties in Hawai'i.  
RESULT: Due to staff constraints this action has not been accomplished.
- Support Certified Local Governments (CLGs):
  - Provide the CLGs on Kaua'i and Maui with clearly defined responsibilities and annual training.
  - Provide technical assistance to encourage the implementation of the CLG on Hawai'i Island. Engage the City & County of Honolulu on the benefits of a CLG.
  - Provide training for staff in each County that works with Permitting and historic preservation.
  - Encourage the Counties to provide archaeological and architectural expertise on staff at the County level.



## DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

### ○ *Overview (continued)*

---

RESULT: The CLG program is in place for the counties of Kaua'i and Maui. Hawai'i Island is implementing the CLG program in October, 2013.

- Continue to conduct regular telephone meetings between SHPD and County Permitting and Planning Departments.

RESULT: These meetings have not been held regularly with the exception of City and County of Honolulu. Meetings to share knowledge of Historic Preservation, to improve communications between the agencies and to define a clear process of review are being held on a monthly basis.

- Conduct workshops annually with Permitting and Planning Departments of every County to discuss issues related to historic preservation and how to better align and prioritize efforts. Rotate meeting hosts and location by County.

RESULT: This will be planned for 2014.

### GOAL 2

- Design a centralized site database and GIS for identified and eligible historic properties as defined by NHPA. Collaborate with others to ensure that survey and inventory methods are flexible enough to capture resources characteristics and values important to different communities throughout the State.

RESULT: The centralized GIS database has been designed. Communications are ongoing to implement appropriate survey and inventory methods from others.

- Develop the protocols and guidelines to manage the security of sensitive, private information, including resource locations. [This may require new rules and regulations.]

RESULT: Not accomplished at this time.

- Populate the database and GIS first with those sites with sufficient data that SHPD currently has in digital format.

RESULT: The digital data and GIS has been collected and input into a single GIS database.

- Develop and implement a survey inventory plan that includes a prioritization of both archaeological and architectural sites.

RESULT: Included with this report are the survey plans for both archaeological and architectural sites.

### GOAL 3

- Support existing tax incentives for historic preservation at the County level.

RESULT: This is an ongoing process.



## DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION

### *Overview (continued)*

---

- Continue to support the Island Burial Councils by providing training and orientation to new members and annual refreshers for existing members. Resume the attendance of representatives from the Attorney General's office at the meeting. The training will include their duties/responsibilities as outlined in Chapter 6E, HRS as well as the requirements set forth in the Sunshine and Ethics Laws.

RESULT: This is an ongoing process.

- Invite cultural (e.g. Japanese Cultural Center), professional (e.g. Ranchers Association), and community groups (e.g. I love Kailua) to Historic Preservation Day at the Capital (1.3.2) to learn more about the benefits and process of historic preservation.

RESULT: There no longer exists the Historic Preservation Day at the Capitol. Alternative events will be planned for 2014.

- Identify and meet with the leadership of two groups that express interest in learning more about the historic register nomination process.

RESULT: The professional staff has been focused on the importance of educating the stakeholders in the nomination process.

- Meet with the head of The Society of Hawaiian Archaeology and encourage the restart of the working group on this issue.

RESULT: Professional staff are attending the Society of Hawai'ian Archaeology meetings and events.

### GOAL 4

- Improve the efficiency and timeliness of the compliance review process between SHPD, State Agencies, other government agencies and counties. Document with Programmatic Agreements. Review progress and potential improvements annually at the Agency meeting (1.4.1) and County meeting (1.5.2).

RESULT: This is in process with the collaboration of the City and County of Honolulu.

- Continue providing CLGs with clearly defined responsibilities and annual training updates.

RESULT: This is ongoing.

- Continue providing training and orientation to new and current Hawai'i Historic Review Board members that includes their duties/responsibilities as outlined in Chapter 6E, HRS as well as the requirements set forth in the Sunshine and Ethics Laws.

RESULT: This will be implemented beginning in 2014. New staff assignment for the Review Board.

- Provide training for those responsible for enforcing historic preservation laws. Training to include modules for division staff, Department's Division of Conservation and Resource Enforcement and county police departments.

RESULT: Not completed at this time.



DEPARTMENT OF LAND AND NATURAL RESOURCES - HISTORIC PRESERVATION DIVISION  
***Overview (continued)***

---

***Conclusion***

The SHPD employees believe that results are being achieved to address the concerns of the CAP-2. Ongoing communications between staff and stakeholders, hiring and training of additional employees and creating systems and plans to complete the necessary objectives of the division are in process. With the creation of the work plans, the employees will have the requisite guidelines to bring success to the division.