

State of Hawaii  
DEPARTMENT OF LAND AND NATURAL RESOURCES  
Engineering Division  
Honolulu, Hawaii 96813

October 23, 2015

Board of Land and Natural Resources  
State of Hawaii  
Honolulu, Hawaii

**Request Authorization to Select Consultants and Authorize the Chairperson to Enter Into Contracts or Agreements and Sign the Necessary Related Documents Needed to Perform Activities Required Under the Community Assistance Program-State Support Services Element (CAP-SSSE) Grant**

The Department of Land and Natural Resources, Engineering Division (DLNR) is the state coordinating agency for the National Flood Insurance Program (NFIP) in Hawaii. The role of DLNR as the State Coordinating Agency for the NFIP, is to assist the Federal Emergency Management Agency (FEMA) at the local level by providing technical assistance to each of the four counties, monitoring and evaluating their regulations and administration of the NFIP to ensure that they continue to be in good standing with the Program, and to conduct public outreach and educational activities throughout the State to promote awareness of the NFIP. Good standing by a county in the NFIP ensures the availability of flood insurance for the participating county, as well as allowing the state to be eligible for disaster relief funding.

FEMA provides funding to DLNR through an annual CAP-SSSE grant to undertake this responsibility. A number of core elements are required to be conducted as part of the FEMA grant agreement. They include, but are not limited to:

- Technical Assistance Activities
  - Site Visits to each community.
  - Conduct Training Workshops to assist community stakeholders.
  
- Regulatory Activities (Monitor and Evaluate)
  - Conduct Community Assistance Visits (CAV) audits and site visits.
  - Attend annual Regional CAP meetings at FEMA Region IX office in Oakland, California.
  - Attend annual ASFPM, FMA, and/or National Flood Insurance Conferences.
  - Host and Maintain the Hawaii Flood Hazard Assessment Tool.
  - Develop Mobile Inspection and related applications for regulatory activities.

**ITEM L-4**

Public Outreach and Educational Activities

- Participation in the Building Industry of Association Annual Home & Remodeling Shows and other Emergency Preparedness and Disaster Assistance Outreaches
- Participation in Preliminary and Final Flood Insurance Rate Map Update Outreaches.
- Host an annual Hawaii Floodplain Manager's Conference for Federal, State, local, and private sector stakeholders.
- Publish Quarterly Newsletter (Wai Halana)

All procurements will be made in accordance with the State Procurement Code, Chapter 103D, Hawaii Revised Statutes.

The State's failure to perform any of these tasks would result in a reduction of funding and support from FEMA. Failure to perform specific tasks such as Community Assistance Visits, attendance at Regional CAP meetings, and providing technical assistance would jeopardize future participation in the CAP-SSSE program.

**RECOMMENDATION:**

1. That the Board of Land and Natural Resources (Board) authorize the Chairperson to enter into contracts or agreements and sign the necessary related documents needed to perform activities required under the CAP-SSSE Grant, subject to the review and approval as to form by the Department of Attorney General's, and authorize the selection of consultants required to implement these activities.
2. That the Board authorize the Chairperson, subject to available funding and review and approval as to form by the Department of the Attorney General, to enter into supplemental contracts to address unforeseen conditions and sign the necessary documents to implement the additional work.

Respectfully submitted,



← CARTY S. CHANG  
Chief Engineer

APPROVED FOR SUBMITTAL:



SUZANNE D. CASE, Chairperson  
Board of Land and Natural Resources