

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

December 7, 2018

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

**Delegation of Authority to the Chairperson to: (1) Procure, Award and Enter Into Contracts, and Sign Necessary Related Documents to Implement and Administer Projects and Activities in Support of, and Required by, the Cooperating Technical Partners (CTP) Grant and/or the Community Assistance Program- State Support Services Element (CAP-SSSE) Grant; (2) Declare a Project Exempt from the Preparation of an Environmental Assessment, or Approve an Environmental Assessment and Issue a Finding of No Significant Impact, if Appropriate**

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. This is done by providing technical assistance to each of the four counties, monitoring and evaluating their flood regulations and ordinances to ensure that they continue to be in good standing with the NFIP, and by conducting 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 the CAP-SSSE and/or the CTP grants to undertake this responsibility. Several elements are required to be conducted as part of the FEMA grant agreements. The projects, activities and tasks include, but are not limited to, entering into and executing contracts or agreements with consultants, technical assistance activities, regulatory activities, and public outreach and educational activities.

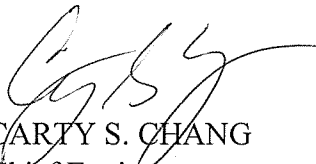
All procurements will be made in accordance with the State Procurement Code, Chapter 103D, Hawaii Revised Statutes.

The State's failure to perform any of these tasks could 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, could jeopardize future participation in the CAP-SSSE program.

RECOMMENDATION:

- 1) That the Board of Land and Natural Resources (Board) delegate authority to the Chairperson to procure, award, and enter into contracts and, if necessary, supplemental agreements, in accordance with HRS Chapter 103D, for various projects and activities that are funded under the Cooperating Technical Partners (CTP) and/or Community Assistance Program- State Support Services Element (CAP-SSSE) Grants, and authorize the Chairperson to sign the necessary documents pertaining to the procurement and execution of the contracts and implementation of the projects and activities, subject to available funding.
- 2) That the Board delegate authority to the Chairperson to declare a project covered by this request exempt from the preparation of an Environmental Assessment (EA) or to approve an EA and issue a Finding of No Significant Impact, if appropriate, and authorize the Chairperson to sign the necessary documents pertaining to the individual projects to make such declarations.

Respectfully submitted,



CARTY S. CHANG  
Chief Engineer

APPROVED FOR SUBMITTAL:



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