



Section 7. Plan Maintenance



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¹ Section Cover Photo: Wai‘ānapanapa State Park, Maui. Photo courtesy of DLNR





SECTION 7. PLAN MAINTENANCE

2023 SHMP Update Changes

- ❖ For the 2023 SHMP Update, changes to this section are based on an evaluation of the operational feedback regarding the effectiveness of the plan maintenance procedures outlined in the 2018 SHMP.

The development of a plan maintenance process ensures that the SHMP remains a “living” document that is intended to be changed and updated throughout its performance period. Maintaining momentum in mitigation strategy implementation can lead to significant long-term changes and overall risk reduction. As such, a formal process is required to ensure that the SHMP will remain an active and relevant document. HI-EMA is the responsible agency for the preparation and maintenance of the SHMP; and the SHMO is the individual responsible for overseeing the coordination, implementation, and maintenance of the plan collaboratively across the state.

This section evaluates the challenges and successes of the 2018 SHMP maintenance procedures and outlines an updated strategy to maintain the 2023 SHMP Update to ensure it remains current and reflects changes to the statewide mitigation program over time.

7.1 REVIEW OF THE 2018 SHMP MAINTENANCE PROCEDURES

It is the state’s intent to ensure this plan remains a “living” document that will be updated and revised as appropriate and as new information becomes available. In recognition of the need for implementing the formal maintenance process, HI-EMA, the lead to update and maintain the SHMP, analyzed whether the previously approved plan’s method and schedule for monitoring, evaluating, and updating the plan was appropriate and successful. It determined that the method and schedule in the previous plan were appropriate. However, as in previous years, the mitigation process was interrupted.

HI-EMA recognizes that the HI-EMA Mitigation Section is limited in staffing capacity, as discussed further in Section 5 (Capability Assessment) and that Forum meetings and support since the adoption of the 2018 SHMP have not been consistent on a quarterly basis. In addition, the frequency of hazard events and the state’s necessity to redirect attention to disaster response and recovery diverted attention and resources away from the outlined 2018 SHMP maintenance process.

Since the adoption of the 2018 SHMP, HI-EMA experienced several significant staffing changes. In October 2018, the SHMO became semi-retired after more than two decades of service at HI-EMA. An interim SHMO stepped into the role temporarily. Then a new SHMO was hired to fill the position from January 2020 to June 2022, after which there was an abrupt change in staff. A mitigation planner in the HI-EMA Mitigation Section was appointed as the new acting SHMO in August 2022. In February 2023, there was a change in the HI-EMA Administrator.

In terms of Forum support, only one meeting was held in 2019 which included support for the Kīlauea eruption recovery. In-person and virtual Forum meetings were held in 2020; however, meeting summaries were not available to consult and summarize in this update. Despite the challenges of meeting during the COVID-19 pandemic, the Forum held three virtual meetings in 2021. Four regular Forum meetings and one special session





devoted to the SHMP Update were held in 2022 with a hybrid format so attendees could participate in-person or virtually. Forum activities in 2022 and 2023 included supporting the review of propose projects under FEMA DR-4510 (COVID-19) and updating the SHMP.

Without enough capacity to dedicate to mitigation, there were increased challenges in executing the plan maintenance procedures outlined in the 2018 SHMP; therefore plan maintenance was not fully actualized (refer to Table 7-1). During the 2018 plan performance period, HI-EMA tracked progress on FEMA HMA-funded plans and projects and their implementation progress. In addition, the Forum met periodically to discuss the prioritization of projects to be submitted for FEMA HMA funding as well as special topics of interest.

Table 7-1. Implementation Schedule of the 2018 SHMP

Year	Implementation Milestone	Progress Status
October 2018	<ul style="list-style-type: none"> FEMA-approval and state adoption of the 2018 SHMP Update 	<ul style="list-style-type: none"> HI-EMA led the 2018 SHMP Update
2019 (Year 1)	<ul style="list-style-type: none"> Continue Forum meetings In August 2019, solicit Forum and stakeholder assistance to document mitigation action implementation progress to date using the BAToolSM Evaluate the 2018 SHMP Update utilizing the framework above Develop the annual review report by the end of September 2019, include in Appendix H of the 2018 SHMP Update, and update the HI-EMA website with the new information 	<ul style="list-style-type: none"> One Forum meeting (August) Staffing limitations prevented progress on stated items BAToolSM was not utilized
2020 (Year 2)	<ul style="list-style-type: none"> Continue Forum meetings In August 2020, solicit Forum and stakeholder assistance to document mitigation action implementation progress over the past year using the BAToolSM Evaluate the 2018 SHMP Update using the framework above Develop the annual review report by the end of September 2020, include in Appendix H, and update the HI-EMA website with the new information 	<ul style="list-style-type: none"> In-person and virtual Forum meetings Staffing limitations prevented progress on stated items BAToolSM was not utilized New mitigation actions were identified, confirmed by the Forum, and added to the mitigation strategy in 2020
2021 (Year 3)	<ul style="list-style-type: none"> Continue Forum meetings Apply for FEMA PDM planning grant to develop the 2023 SHMP Update In August 2021, solicit Forum and stakeholder assistance to document mitigation action implementation progress over the past year using the BAToolSM Evaluate the 2018 SHMP Update using the framework above Develop annual review report by September 2021, include in Appendix H, and update the HI-EMA website with the new information 	<ul style="list-style-type: none"> Virtual Forum meetings (April, August, October) PDM grant period of performance start date: August 4, 2020 Plan enhancements were suggested and the schedule discussed for the 2023 SHMP Update. Staffing limitations prevented progress on other stated items BAToolSM was not utilized
2022 (Year 4)	<ul style="list-style-type: none"> Continue Forum meetings Commence 2023 SHMP Update Request mitigation action progress by July 2022 Develop annual review report by September 2022, include in Appendix H, and update the HI-EMA website with the new information 	<ul style="list-style-type: none"> Virtual and in-person Forum meetings (March, June, August, October (special session), and November) 2023 SHMP Update began in July Starting in August 2022, BAToolSM was utilized to report action progress
2023 (Year 5)	<ul style="list-style-type: none"> Continue Forum meetings Continue preparation of the 2023 SHMP Update Submit updated SHMP to FEMA by August 2023 	<ul style="list-style-type: none"> Virtual and in-person meeting held in March 2023 SHMP Update in progress as of March 2023





Due to limited staffing and the number of disaster declarations that occurred, HI-EMA focused its priorities on sustaining those communities most affected by the hazard events as well as other unanticipated needs. Additional interruptions or delays in plan maintenance resulted from staffing and logistic complications due to the COVID-19 pandemic. The HI-EMA Mitigation Section staff met with each county individually at least twice each year between 2019 and 2023 to discuss the mitigation program, mitigation planning, and mitigation project development.

7.2 MONITORING, EVALUATING, AND UPDATING

Element S17 and 44 CFR 201.4(c)(5)(i): The state plan must describe the method and schedule for keeping the plan current, including the process to monitor, evaluate, and update the plan. The description must include the responsible agency/office and the schedule.

As discussed in Section 2, the 2023 SHMP Update was led by HI-EMA and overseen by the SHMO, with guidance and input from other state departments, the Forum, stakeholders, and the public. The 2023 SHMP Update will be maintained on the HI-EMA website at [Hawai'i Emergency Management Agency | Hazard Mitigation Plans](#). The SHMO will continue to lead the SHMP maintenance throughout the plan's performance period (2023 to 2028).

Through the coordination of the SHMO and/or the Chair of the Forum, the Forum will continue to meet quarterly, as per their bylaws updated in August 2017 (Appendix B), throughout the 2023 SHMP Update performance period to support implementation of and discuss amendments to the 2023 SHMP Update. In addition to these meetings, the SHMO and Forum Chair may request the Forum meet following disaster events to ensure that procedures and resources are appropriate for plan maintenance and implementation. The SHMO may continue to invite additional stakeholders that were invited to Forum meetings during the 2023 SHMP Update to ensure continuity of involvement and subject matter expertise. The continuous review and evaluation of the SHMP will help determine its overall effectiveness and ensure its ongoing relevance to the state's mitigation needs.

At a minimum of one Forum meeting per year, the SHMO will lead the SHMP update discussion to evaluate the content of the plan and specifically review and discuss progress on the mitigation strategy. Agencies not already represented on the Forum that are responsible for implementing the 2023 SHMP Update mitigation strategy will be invited to participate in this annual meeting. The framework and questions listed below will be asked. At the conclusion of these Forum meetings, HI-EMA will capture the changes and progress discussed and combine them into an annual review report. The annual review report will be structured to align with the main sections of the 2023 SHMP Update and be included in Appendix H. This will facilitate the incorporation of changes and progress made in the 2028 SHMP Update. The SHMO will continue to host the current version of the 2023 SHMP Update on the HI-EMA website and ensure the annual review reports are included in Appendix H and uploaded to the site.

- Planning Process
 - What milestones in plan integration have been made (e.g., updated State Strategic Plan and THIRA)?
 - Are there any changes needed to the Forum membership to ensure broad participation across all sectors and counties?





- State Profile
 - Have there been any significant changes in terms of demographics, development, state assets, or other factors?
- Capability Assessment
 - What changes in programs and policies have occurred at the local, state, and federal levels?
 - As local HMPs are updated, integrate their updated local capabilities into the State Capability Assessment.
- Risk Assessment
 - Have the nature and magnitude of hazard risks and/or development changed?
 - Is there any updated climate science data to integrate into the plan?
 - Is there updated data regarding socially vulnerable communities to integrate into the plan?
 - Document new disaster declarations and impacts incurred.
- Mitigation Strategy
 - What progress has been made toward the SHMP's goals?
 - Do the goals still address current and expected conditions?
 - Discuss any change in state's priorities.
 - Report mitigation action implementation progress (discussed further below).
 - Review existing mitigation action items to determine appropriateness of funding.
 - Discuss changes in available funding sources, programs, and priorities.
 - Re-prioritize state-level potential mitigation projects, if needed, using the methodology described in the plan.

In addition to the annual review report on the SHMP, a summary of the FEMA annual consultation will be included in the appendix as well. Table 7-2 outlines the updated plan maintenance strategy that HI-EMA will implement, in coordination and collaboration with the Forum, and other state agencies/departments over the next five years.

7.3 SYSTEM FOR TRACKING PROGRESS

Element S18 and 44 CFR 201.4(c)(5)(ii) and 201.4(c)(5)(iii): The state plan must describe the system for monitoring implementation and reviewing progress, including tracking implementation of the mitigation activities and projects identified in the mitigation strategy. The description must include the responsible agencies/offices, role of the agencies/offices, and criteria and process for evaluating progress.

Tracking progress on state-level mitigation activities shall continue to be led by HI-EMA. To standardize and facilitate collection of progress data and information on the specific mitigation actions in the SHMP, HI-EMA will utilize the BAToolSM Program plan review module, an online plan review service that will allow Forum members and other state agencies and stakeholders to login to a secure site and provide a status update to their mitigation actions.





Table 7-2. Plan Maintenance Strategy for the 2023 SHMP Update

Year	Implementation Milestone	Responsible Entity
October 2023	<ul style="list-style-type: none"> FEMA-approval and state adoption of the 2023 SHMP Update 	HI-EMA
2024 (Year 1)	<ul style="list-style-type: none"> Quarterly Forum meetings 	HI-EMA will schedule Forum meetings in coordination with the Forum Chair
	<ul style="list-style-type: none"> In August 2024, document mitigation action implementation progress to date using the BAToolSM Program 	Agencies in the Mitigation Strategy will update their actions
	<ul style="list-style-type: none"> Evaluate the 2023 SHMP Update utilizing the framework above 	HI-EMA and Forum
	<ul style="list-style-type: none"> Explore state and other federal funding opportunities to implement mitigation actions when FEMA mitigation grant funding is not available 	HI-EMA and Forum
	<ul style="list-style-type: none"> Develop the annual review report by the end of September 2024, include in Appendix H of the 2023 SHMP Update, and update the HI-EMA website with the new information 	HI-EMA
2025 (Year 2)	<ul style="list-style-type: none"> Quarterly Forum meetings 	HI-EMA will schedule Forum meetings in coordination with the Forum Chair
	<ul style="list-style-type: none"> In August 2025, document mitigation action implementation progress to date using the BAToolSM Program 	Agencies in the Mitigation Strategy will update their actions
	<ul style="list-style-type: none"> Evaluate the 2023 SHMP Update using the framework above 	HI-EMA and Forum
	<ul style="list-style-type: none"> Explore state and other federal funding opportunities to implement mitigation actions when FEMA mitigation grant funding is not available 	HI-EMA and Forum
	<ul style="list-style-type: none"> Develop the annual review report by the end of September 2025, include in Appendix H and update the HI-EMA website with the new information 	HI-EMA
2026 (Year 3)	<ul style="list-style-type: none"> Quarterly Forum meetings 	HI-EMA will schedule Forum meetings in coordination with the Forum Chair
	<ul style="list-style-type: none"> Apply for FEMA planning grant to develop the 2028 SHMP Update 	HI-EMA
	<ul style="list-style-type: none"> In August 2026, document mitigation action implementation progress to date using the BAToolSM Program 	Agencies in the Mitigation Strategy will update their actions
	<ul style="list-style-type: none"> Evaluate the 2023 SHMP Update using the framework above 	HI-EMA and Forum
	<ul style="list-style-type: none"> Explore state and other federal funding opportunities to implement mitigation actions when FEMA mitigation grant funding is not available 	HI-EMA and Forum
	<ul style="list-style-type: none"> Develop annual review report by September 2026, include in Appendix H and update the HI-EMA website with the new information 	HI-EMA
2027 (Year 4)	<ul style="list-style-type: none"> Quarterly Forum meetings 	HI-EMA will schedule Forum meetings in coordination with the Forum Chair
	<ul style="list-style-type: none"> Commence 2028 SHMP Update 	HI-EMA
	<ul style="list-style-type: none"> Request mitigation action progress by July 2027 using the BAToolSM Program 	Agencies in the Mitigation Strategy will update their actions
	<ul style="list-style-type: none"> Explore state and other federal funding opportunities to implement mitigation actions when FEMA mitigation grant funding is not available 	HI-EMA and Forum
	<ul style="list-style-type: none"> Develop annual review report by September 2027, include in Appendix H, and update the HI-EMA website with the new information 	HI-EMA
2028 (Year 5)	<ul style="list-style-type: none"> Quarterly Forum meetings 	HI-EMA will schedule Forum meetings in coordination with the Forum Chair
	<ul style="list-style-type: none"> Explore state and other federal funding opportunities to implement mitigation actions when FEMA mitigation grant funding is not available 	HI-EMA and Forum
	<ul style="list-style-type: none"> Continue preparation of the 2028 SHMP Update 	HI-EMA, Forum, and stakeholders
	<ul style="list-style-type: none"> Submit updated SHMP to FEMA by June 2028 	HI-EMA

Notes:

BAToolSM Baseline Assessment Tool Program





The service has been established and populated with SHMP mitigation actions prior to FEMA approval of this plan. The link, instructions, and login credentials will be distributed prior to the next scheduled Forum meeting, and a training session on the BAToolSM Program will be provided. HI-EMA will collect progress on an annual basis and report progress in the annual review report appended to this plan to facilitate integration into the 2028 SHMP Update. While tracking progress on documented actions, this will be an opportunity for HI-EMA, the Forum, and stakeholders to identify modifications to existing actions and add new mitigation actions to the state mitigation strategy, all of which can be accomplished in the BAToolSM Program.

The BAToolSM Program services have been secured for the first year after FEMA approval (October 2023 – October 2024). HI-EMA is currently identifying a funding mechanism to continue using the program for the full 2023 SHMP performance period. The BAToolSM Program will automatically send email reminders to state entities with actions in the plan 60, 30, 15, and 7 days prior to HI-EMA's progress review deadline requesting their review and report progress on each of their mitigation actions. At the defined HI-EMA deadline, the BAToolSM Program will automatically draft and email a populated report to HI-EMA summarizing action progress entered for all mitigation actions to date. If HI-EMA decides not to utilize the BAToolSM Program beginning year 2, or is unable to secure funding to extend its service term, the report template developed in year 1 may be used by HI-EMA to further customize and update in subsequent years to facilitate the continued documentation of action progress.

Local mitigation projects funded by FEMA are administered through HI-EMA and are tracked from initiation. Counties that receive project grant awards are required to submit progress reports on the status of their projects. Currently, HI-EMA uses a grant-tracking program for this purpose.

7.4 DOCUMENTING AND SUPPORTING LOCAL HAZARD MITIGATION PLANS

The SHMO or representative from HI-EMA sends an email notification to the Counties with plans expiring within 24 months of upcoming funding cycles. The HI-EMA Mitigation Section staff provides technical assistance, when requested, to the four counties during their local mitigation plan development and update. Due to limited staffing at the HI-EMA Mitigation Section, technical assistance has been somewhat limited over the past five years. As the HI-EMA Mitigation Section capacity increases, so will the technical assistance it can provide to the counties. A final plan review is made by HI-EMA to ensure all requirements of the program have been met before forwarding the updated plan to FEMA for final review and approval.

During the period of performance of the 2018 SHMP, limited resources were available to provide a linkage between the local plans and the SHMP. However, HI-EMA conducted training, as part of the state technical assistance program, for local county hazard mitigation plans and mitigation activities to implement an annual review coordinated with and through the annual mitigation program consultation with the FEMA Pacific Area Office. During this consultation for the performance period of the 2023 SHMP Update, methods and progress on linking the 2023 SHMP Update and local HMPs will be discussed and evaluated.

