

**HIGICC 2008 NSDI CAP Category 3**  
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**2008 NSDI CAP Category 3: Fifty State Initiative  
Strategic and Business Plan Development for the  
Hawai`i Geographic Information Coordinating Council (HIGICC)**

***(0) Proposal Summary***

**(a) Applicant Organization:** Hawai`i Geographic Information Coordinating Council (HIGICC)

**(b) Collaborating Organizations:**

USGS Hawai`i and Pacific Islands NSDI Partnership Office, Geospatial Liaison  
Pacific Basin Information Node (PBIN), NBII  
National Park Service, Pacific Islands Office  
US Fish and Wildlife Service, Hawai`i Islands Refuges  
NOAA Coral Reef Ecosystem Division  
Army Corps of Engineers  
Marine Corps Base Hawai`i  
State of Hawai`i, Office of Planning, GIS Program  
University of Hawai`i Library  
University of Hawai`i Biodiversity and Mapping Group  
University of Hawai`i School of Ocean and Earth Science and Technology (SOEST)  
City and County of Honolulu  
County of Hawai`i  
County of Kauai  
County of Maui  
Pacific Disaster Center  
Malama Maunalua  
ESRI

**(c) Organization Internet Address:** <http://www.higicc.org/>

**(d) Relevant National Digital Clearinghouse Node:** <http://www.hawaii.gov/dbedt/gis/>

**(e) Principal Investigator:**

Ron Salz, President, HIGICC  
PO Box 10678  
Honolulu, Hawai`i 96816-0678  
808-341-9608  
[rsalz@geocgi.com](mailto:rsalz@geocgi.com)

**(f) Other key contacts**

Henry B. Wolter  
USGS Hawai`i and Pacific Islands  
NSDI Partnership Office

Geospatial Liaison  
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Honolulu, Hawai`i 96813  
808-587-2409

Royce Jones, Vice President, HIGICC  
808-943-0993  
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Craig Tasaka  
State of Hawai`i, Office of Planning  
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**(g) Geographic Scope:** State of Hawai`i

**(h) Previous CAP Participation**

- 2007 – Application for FGDC Category 3 CAP Grant – not awarded
- 2001 - \$6,000 to HIGICC - Don't Duck Metadata grant for metadata training.
- 2000 - \$16,220 to HIGICC to support metadata training and Hawai`i's Metadata Clearinghouse

**(i) Project Description**

The Hawai`i Geographic Information Coordinating Council (HIGICC) is committed to assisting agencies, organizations and individuals in developing and accessing geospatial data. Through conferences, meetings, curriculum development, social events and consortia, HIGICC encourages formal and informal partnerships. An all-volunteer organization, HIGICC members are dedicated to enriching the geospatial understanding of professionals, students and the general public.

We think we can do even more through a participatory approach to a visioning and implementation strategy. This project will engage multiple stakeholders as never before. The result will be an overarching vision for statewide GIS coordination and data stewardship in Hawai`i. We will identify programmatic goals to be pursued to realize that vision and will develop a business plan for a priority programmatic goal focused on coordination. HIGICC and the community will achieve a new level of communication that benefits data producers, consumers and the National Spatial Data Infrastructure.

**(1) Project Scope (40 points)**

**a) Existing status of geospatial coordination activities and plans**

A significant challenge to geospatial management in Hawai`i is that no governmental organization is chartered, authorized or funded to provide overall, statewide coordination.

(Table C documents HIGICC's progress in implementing the nine coordination criteria defined by the National States Geographic Information Council (NSGIC)).

The State of Hawai'i's GIS office is located in the Department of Business, Economic Development and Tourism's (DBEDT) Office of Planning. They have 2 ½ full time GIS personnel, responsible for managing GIS data, contracts, licenses, and GIS activities for all State agencies. The State office manages the National Digital Clearinghouse Node as a recipient and host of statewide data. Each of the four counties is responsible for data management and providing services to their county agencies and the public. The USGS Hawai'i and Pacific Islands NSDI Partnership Office Geospatial Liaison Henry Wolter, coordinates and funds many data acquisitions, but as the others, is not chartered to provide overall, state-wide coordination. NOAA is also a major contributor to data development in Hawai'i but doesn't provide overall coordination.

In 1998, the State of Hawai'i Office of Planning received a CAP Grant from the FGDC to initiate the formation of a group to coordinate geographic information activities in Hawai'i. The geographic information council concept, which was already in place in a number of other states, was introduced at a Statewide Geographic Information System (GIS) conference. The concept was embraced by the GIS community and led to the official formation of the Hawai'i Geographic Information Coordinating Council (HIGICC).

The HIGICC was granted public charity status as a non-profit group in 1999 with the ultimate goal of coordinating all geospatial activities occurring within Hawai'i. The HIGICC includes members from a wide range of spatial data users in Hawai'i including, but not limited to, Federal, State and County government agencies, academia, the military services, private sector and community groups. HIGICC strives to bring together and continues to build the geographic community into a cohesive, recognized coordinating body that facilitates the use, development, sharing, and management of geographic data and communicates the value of geographic information to citizens and decision-makers. In Hawai'i, GIS is recognized and effectively used as an invaluable tool by the government, business and the citizens for understanding and managing our environment. The Hawai'i GICC is a shared mechanism for the diverse community to identify, explore, and solve problems with geospatial information.

One of the first tasks identified by the charter HIGICC members was development of a strategic plan. Although some preliminary work was done to create a plan, a final document has not been completed, in part due to the all-volunteer nature of HIGICC.

At the same time HIGICC began its strategic plan, the FGDC was promoting the development of Implementation Plans (I-Plan) to State geographic councils. HIGICC saw the benefit of having an I-Plan for the State of Hawai'i and worked hard to successfully complete Version 1.1 of the Hawai'i I-Plan for Spatial Data in July 2003 ([www.higicc.org/iplan.html](http://www.higicc.org/iplan.html)) with an update in 2005. Hawai'i's I-Plan is a comprehensive document identifying available data and what data needs to be developed. It estimates the costs associated with creating, updating and maintaining data sets.

From this experience, HIGICC has concluded that completing the strategic plan and implementing the I-Plan would require additional resources and outside support.

The Hawai`i I-Plan is a valuable document and can be a solid foundation for a programmatic goal of data development, maintenance and distribution of key framework data sets. However, it does not define the strategic vision of how to strengthen data collaboration efforts, improve recognition from legislators and funding bodies of the need to continue and improve statewide coordination, or identify sustainable funding mechanisms for continuing geospatial initiatives.

This project will mitigate these deficiencies, define a vision and programmatic goals, and create a practical business plan for advancing statewide coordination.

**(b) Proposed strategic plan development and implementation, including project approach.**

If funded, HIGICC proposes to develop a strategic plan following the NSGIC process. The strategic planning process will engage multiple stakeholders representing the diversity of data developers, providers and consumers in Hawai`i. The goal is to find the common themes and articulate a shared vision, one that allows us to work towards common goals.

HIGICC envisions a result of the strategic planning process being the identification and prioritization of programmatic goals. Without predefining the results, programmatic goals could include: a sustainable funding strategy for HIGICC; the use of the I-Plan to develop and distribute FGDC and locally defined framework data layers; or the authorship of a geospatial curriculum that can be shared with schools throughout the state. The programmatic goals will be used to prioritize business plan development. In short, HIGICC will use the FGDC grant to enable completion of the strategic planning process and development of a project plan (business plan) for the primary programmatic goal. We understand that we may require multiple business plans for priority projects, but as a volunteer organization we don't want to 'bite off more than we can chew.'

To accomplish the strategic planning process, HIGICC, working with a contractor funded by the CAP program, proposes to hold facilitated workshops and individual interviews with geospatial data providers and consumers throughout the state. The workshops will engage multiple stakeholders in the HIGICC strategic planning process. The State of Hawai`i, each of the four counties and numerous other organizations have agreed to participate in this process. At least one workshop will be held on Kauai, Oahu, Maui and the Island of Hawai`i, with additional interviews to be held with critical stakeholders. The project schedule includes: selection of a Project Manager and contractor within 3 months after award; initiate the project within 1 month after award of contract; complete workshops within 2-3 months; 1-2 months to prepare the strategic plan and business plan documents; and 1-2 months for final review and acceptance of strategy by stakeholders.

The workshops and interviews will enable HIGICC to understand stakeholder data needs and to solicit their recommendations for enhancing coordination and giving further definition to the roles and responsibilities for HIGICC. The result will be an overall vision of HIGICC, and data coordination in general, that members and other stakeholders can align with and that enhances Hawai`i's participation in the National Spatial Data Infrastructure, tailored to our circumstances.

In contrast to states that have a government agency that provides overall coordination or councils that were created by the executive or legislative branches, HIGICC is an all-volunteer organization supported through membership. The current recognition among HIGICC members and others across the state of Hawai`i of the importance of an overall coordination strategy is a significant opportunity for HIGICC. HIGICC is best positioned to develop the vision and a sustainable strategy and plan for realizing it. With the contractor support that can be funded through a CAP Grant, HIGICC will be able to advance geographic information coordination for data, programs and services that are desired across our state.

***(2) Skills and Capabilities (15 points)***

**(a) Experience, special qualifications and skill:**

The Board of Directors is committed to the successful development of a strategic and business plan for the HIGICC. The Board is comprised of stakeholders from across the State of Hawai`i, each with the expertise and knowledge to see the project through to completion (see <http://www.higicc.org/about.html>) In addition, HIGICC members as well as the extended community of geospatial professionals are willing to participate in the strategic planning process, as evident in the letters of support accompanying this proposal.

HIGICC has a well-documented history of completing projects with volunteer involvement. Recent examples include the Pacific Geospatial Conference in 2006, the completion of the I-Plan, the running of GIS Day and the subsequent in-process activity of developing a transportable GIS Day curriculum. We believe that the development of a Strategic Plan is critical to the ongoing success of HIGICC and as a result our members and stakeholders are willing to commit their time and energy to creating the plan.

Lastly, HIGICC plans to use the CAP funding to hire a consultant that possesses the special qualifications and skills necessary to facilitate and develop a strategic plan. The consultant will have to demonstrate their experience developing custom methodologies to create strategic plans for geospatial coordinating bodies and will be required to receive input from HIGICC to ensure that Hawai`i's unique environment and culture are taken into consideration.

**(b) Previous NSDI CAP efforts and accomplishments**

HIGICC submitted a proposal for the 2007 FGDC NSDI Category 3- Fifty States Initiative Cooperative Agreement Program. Hawai`i did not receive a CAP award.

HIGICC is currently administering a USGS Assistance Award for the “Hawai`i Indigenous Names Project.” Craig Tasaka of the State Office of Planning is the Principal Investigator and HIGICC is administering the funds. This isn’t a CAP Grant, but is an example of HIGICC building capacity through a unique project specific to Hawai`i.

In 2001, HIGICC received a CAP Grant for \$6,000 under the “Don’t Duck Metadata” category. The funds supported metadata training at the local HIGICC conference, Geographic Information Systems Mapping in Asia and the Pacific (GISMAP) Conference in 2002.

In 2000, a \$16,220 CAP Grant was awarded to HIGICC to support a Hawai`i metadata clearinghouse. The grant supported the first-ever metadata training in Hawai`i . Over five classes were held with over 160 participants covering basic metadata writing, hands-on training with metadata software and creating and populating clearinghouse nodes. The grant also resulted in the creation of Hawai`i’s NSDI Clearinghouse Node.

### **(c) Principle Investigator’s abilities and experience**

The Principle Investigator for this project is Ron Salz, the current President of the HIGICC. Mr. Salz has extensive experience in geospatial organization and data management. He is currently a Senior Consultant with Geospatial Consulting Group International and is implementing the US Marine Corps Facilities and Environment GEOFidelis program in Hawai`i. Mr. Salz has been a member of the HIGICC Board of Directors since 2003, was the co-editor of the Hawai`i Geospatial Implementation Plan (I-Plan) and has been active member of the Hawai`i geospatial community since 1994. Mr. Salz’ resume is attached in Appendix A.

Like all members of the HIGICC Board, Mr. Salz is a volunteer. Other members of the Board will take responsibility for portions of the project, such as coordinating meeting locations on various islands. As documented in the budget document, a portion of the CAP Grant will be used to hire a part time project manager.

### **(3) *Commitment to Effort (15 points)***

The HIGICC has been in existence as an organization since 1998. To formalize its status, HIGICC applied for 501(c)(3) non-profit status in 2001, received approval in 2002, and has operated as a non-profit organization since that time. The HIGICC holds meetings every seven weeks, has sponsored numerous statewide GIS conferences, has completed the Hawai`i I-Plan, has hosted GISDAY activities, created a web page and held a number of data sharing meetings. HIGICC is currently collaborating on a geospatial curriculum to extend GISDAY to a year round opportunity for students. From prior to the establishment of HIGICC to the present, all activities have been managed by volunteers.

HIGICC has a history of supporting statewide geospatial data initiatives, including imagery consortiums, LIDAR, DRG updating, and the State Board of Geographic Names. And HIGICC is again submitting a CAP Category 3 proposal to move the strategic planning process forward. The members of HIGICC and other stakeholders are supportive of proposed strategic plan and have committed to participating in the process.

***(4) Organizational and Managerial Capacity (30 points)***

Many members of the HIGICC Board of Directors and individual members have direct responsibility in their respective organizations for geospatial data and systems coordination and management. (See Table A for list of current board members). There is agreement from the Board, the members and many cooperating individuals and organizations to participate in the strategic planning process. HIGICC will hire a contractor with experience in developing Geographic Council strategic plans to facilitate the workshops, conduct the individual interviews, and complete draft and final documents. The HIGICC Principal Investigator and members of the Board will provide oversight and collaborative writing.

The Board plans to hire a local project manager through an employment agency to deal with project logistics and administration, freeing the HIGICC staff to focus on strategic plan content. The President and Vice President of HIGICC have committed to volunteering an additional 100 hours to completing the project.

The fact is that HIGICC and our colleagues throughout the State are prepared to engage in the Fifty States Initiative strategic planning process. There will be constant interaction between all parties, and a clear understanding of roles and responsibilities, both between the consultant and HIGICC and within HIGICC itself. The time is right, the need is great and there is agreement to initiate and complete this process. We have a record of success. We are confident that with paid, professional assistance that we will succeed again.

**Table A. HIGICC Board Members, 2007-2008**

Officers of the HIGICC

- Ron Salz, President
- Royce Jones, Vice President
- Joan Delos Santos, Treasurer
- Rob James, Secretary

Board Members

At Large

- Barbara Gibson (2008), Hawaii Biodiversity and Mapping Program, University of Hawaii at Manoa
- Royce Jones (2008), Hawaii-Pacific Region Manager, ESRI
- Ron Salz (2009), Senior Consultant, Geospatial Consulting Group International (GeoCGI) LLC

Federal

- Henry Wolter (2009), USGS Geospatial Liaison, Hawaii and Pacific Basin Islands; NSDI Partnership Office
- Susan Vogt (2008), NOAA Coral Reef Ecosystems Division

State

- Joan Delos Santos (2008), IT Specialist, Office of Planning, State GIS Program, State of Hawaii
- Arthur Buto (2009), Department of Land and Natural Resources, State of Hawaii

County

- Lea Kaiakamalie (2008), GIS Analyst, Department of Finance, Information Technology Division, County of Kauai
- Carol Kennedy (2008), GIS Analyst, County of Maui

Other

- Brain Loomis (2009), Developer, Hi-Tech Urban Solutions
- Rob James (2008), GIS Analyst and Cartographer, Helber Hastert & Fee, Planners

**Table B: Project Budget**

**Budget for Cap Grant**

**Matching Funds**

		Hour	Rate	Amount	
Ron Salz	GEOCGI		100	\$100	\$10,000
Royce Jones	ESRI		100	\$200	\$20,000
State of Hawaii					\$7,000
			Total		\$37,000

**Expenses**

		Item	Subtotals	
	NSGIC	NSGIC Midyear	\$2,400	\$2,400
	NSGIC	NSGIS Annual	\$2,400	\$4,800
	Local Travel	Kauai	\$400	\$5,200
		Oahu	\$200	\$5,400
		Maui	\$400	\$5,800
		Hawaii	\$400	\$6,200
	Local Site Rental and supplies	Kauai	\$350	\$6,550
		Oahu	\$350	\$6,900
		Maui	\$350	\$7,250
		Hawaii	\$350	\$7,600
	Contractor		\$35,000	\$42,600
	Local Project Mgr		\$3,000	\$45,600
	Indirect Charges (O/H)		\$4,400	\$50,000
		<b>Total Expenses from Federal Grant</b>		<b>\$50,000</b>

**Table C: Nine Coordination Criteria**

HIGICC's Progress and Activities Related to NSGIC's Coordination Criteria	
<b>1) Full-time, paid coordinator, with authority to implement</b>	The State of Hawaii Department of Business Economic Development and Tourism Office of Planning (DBEDT/OP) has a full-time, paid GIS coordinator position with some authority to implement the State's geospatial strategic and business plans. A staff member presently serves on the HIGICC Board. HIGICC works closely with their office on statewide geospatial initiatives. It is anticipated that the HIGICC strategic plan will identify ways to strengthen this alliance to the benefit of data producers and consumers.
<b>2) Clearly defined authority for statewide coordination</b>	The DBEDT/OP Statewide GIS Coordinator has authority, established by legislation, for statewide geospatial coordination among State agencies. HIGICC extends this coordination to other governmental and non-governmental levels operating in Hawaii. While no specific authority or powers have been clearly defined for HIGICC by the executive or legislative branch, HIGICC has been effective at consensus building and coordinating geospatial activities statewide. It is anticipated that the HIGICC strategic plan will identify ways to more clearly define and develop HIGICC's authority for statewide coordination.
<b>3) Relationship with state's CIO</b>	The DBEDT/OP GIS Coordinator has a working relationship with the State CIO who is in the Department of Accounting and General Services. HIGICC presently has no relationship with the State CIO. It is anticipated that the HIGICC strategic plan will identify ways that HIGICC can improve its profile and influence with the State CIO.
<b>4) Champion involved in coordination</b>	The DBEDT/OP Director is a champion for geospatial technologies and has worked to promote its use to other directors in State government. The DBEDT/OP Director has also worked to develop a geospatial strategic plan for all State agencies.
<b>5) Assigned responsibilities for NSDI and State Clearinghouse</b>	DBEDT/OP has maintained an NSDI State Clearinghouse node for several years now, created with support from an earlier NSDI CAP Grant. HIGICC has also created an I-Plan that identifies which agencies are the de-facto stewards of NSDI framework layers, as well as other layers important in Hawaii.
<b>6) Work and coordinate with local governments, academia and the private sector</b>	HIGICC works regularly with federal, state, and local government agencies, as well as academia, the military and the private sector. The HIGICC Board is structured to guarantee representation of federal, state, county and other interests, as well as general interests. It is not anticipated that this would change in the HIGICC strategic plan.
<b>7) Sustainable funding to meet projected needs</b>	HIGICC relies on grants, membership dues and conference income to meet its ongoing expenses. This creates an uneven cash flow. More stable and sustainable sources of funding are desired. HIGICC has become more active with HANO, the Hawaii Association of Non-Profit Organizations. It is anticipated that the business plan elements will help identify and obtain sustainable funding.
<b>8) Coordinator has authority to enter into contracts and receive/expend funds</b>	HIGICC is a registered 501(c)(3) organization with full authority to enter into contracts and to receive and expend funds. This authority has been used to implement past grants and to conduct statewide and regional geospatial conferences. It is anticipated that the HIGICC strategic plan and business plan elements will identify areas where HIGICC can further develop partnerships to improve contracting for data and services.
<b>9) Federal government works through statewide coordinating agency</b>	HIGICC has representatives from the Federal government on its Board. HIGICC Bylaws insure that at least two Federal representatives are always on the HIGICC Board. HIGICC has already served as a clearinghouse for grant opportunities and will continue to do so. It is anticipated that the HIGICC strategic plan will enhance HIGICC's ability to partner with Federal agencies.

*Appendix A: Principal Investigator Resume – attached as separate pdf.*