



Kapāpala Koa Canoe Management Area Log Allocation Protocol

This protocol outlines establishing eligibility and awarding permits to applicants seeking to harvest koa logs from the Kapāpala Koa Canoe Management Area (KKCMA) for wa‘a (canoe) building or obtaining koa wood for canoe repair. KKCMA is a 1,257-acre unit of native forest designated by the Board of Land and Natural Resources for sustainable koa harvesting to promote the native Hawaiian tradition of canoe building. This allocation protocol ensures that a transparent, predictable, and consistent process is applied to all applicants.

Organizations interested in harvesting koa resources from KKCMA shall apply to the Division of Forestry and Wildlife (DOFAW). DOFAW developed the application form in partnership with the Kapāpala Koa Canoe Working Group (KKCWG), which includes a diverse representation of stakeholders, including kūpuna and residents of Ka‘ū, canoe clubs and associations, cultural practitioners, canoe builders, conservationists, and adjacent landowners. The application form and all applicable information will be posted on the DOFAW website.

By this KKCMA Log Allocation Protocol, all applications received will be reviewed and subject to a standardized scoring system. Applicants will be prioritized or ranked based on application scores during each application period. The scoring system utilizes several criteria, including the applicant’s need, purpose, use, expertise, capacity, and follow-on cultural and stewardship practices in KKCMA and/or other forested areas in Hawai‘i. This Log Allocation protocol is for the legitimate use of koa canoe logs for building canoes that may be used for racing, voyaging, fishing, display, education, or other traditional and customary practices.

This protocol and application process applies to koa trees living, dead, or downed within KKCMA and may be used for other koa logs on a case-by-case basis with DOFAW in collaboration with the KKCWG. In addition to this protocol, DOFAW provides permits for collecting salvage dead or downed koa logs on other lands managed by DOFAW. That practice will continue and be handled separately. The KKCMA allocation protocol and permits are intended to supplement this existing process.

This document is meant to be a guiding document that may be amended occasionally by DOFAW in collaboration with the KKCWG. Some components, including the permit application, application scoring system, application periods, makeup and membership of

the review committee, and interaction with applicants', may be revised to allow for adaptive management as these protocols are implemented and need to be adjusted to increase efficiency and achieve program outcomes.



Log Allocation Process

1. DOFAW will survey the KKCMA, identify suitable koa canoe log(s) and their location, and determine the amount available for allocation for a given application period. The harvest limits outlined in the 2023 Kapāpala Koa Canoe Management Area Plan will determine the amounts made available.
2. An application period is determined, and interested organizations can submit applications to DOFAW (see application below).
3. The KKCMA log harvest application & salvage canoe log waitlist is entirely separate. Applying for this process has no impact on the existing queue on the salvage canoe log waitlist.
4. DOFAW will conduct a preliminary review of applications for completeness and compliance with application guidelines. DOFAW staff will work with applicants to submit missing information or revise required elements needing clarification. Staff may collaborate with the Kapāpala Koa Canoe Working Group (KKCWG) to determine whether clarification is needed.
5. Application Review Process.
 - a) An evaluation committee recommended by and comprising KKCWG members and/or other appropriate evaluators will score all completed applications. The committee will review applications using the scoring sheet found below.
 - b) The committee will create a ranked list of all applications submitted during that application period based on scores.
 - c) The evaluation committee submits scores and recommendations to DOFAW.
 - d) DOFAW will review the submitted scores and recommendations and, upon approval, determine log allocation based on the scores and recommendations.
6. Organizations that have their applications approved will work with DOFAW through the canoe log selection process. Logs will be selected from those DOFAW determines are available for harvest at the beginning of the application period.

7. DOFAW reviews the permittee's harvest plan and implementation timeline and will issue a Special Use Collection Permit for koa canoe log harvest once approved. Permit holders will be responsible for adhering to all requirements of the Hawaii Revised Statutes and Hawaii Administrative Rules.
8. After the DOFAW Administrator approves the permit, copies of the permit will be provided to the Division of Conservation and Resource Enforcement (DOCARE).
9. DOFAW follows up with permittees to ensure all aspects of the harvest and log utilization are carried out according to the permittees' harvest plans. The Kapāpala Koa Canoe Working Group and the Hawaii Canoe Racing Association (HCRA) or other agreed-upon steward(s) implement the monitoring plan for 1) log removal, 2) log shaping, and 3) completion and documentation of the final product(s).
10. Tracking. The koa canoe is put into a tracking program with the HCRA or other agreed-upon steward(s) to ensure the koa resource will be used for the purpose described on the permit application and to prevent logs from being lost, stolen, or sold:
 - a) A database will contain a picture of each log > canoe with a corresponding name that identifies a log or lumber from the time of harvest.
 - b) Photos will be taken during each processing step (log extraction, building, and the finished canoe).
 - c) During the curing process, the log shall be marked with painted ID numbers visible in the photographs. The ID numbers must remain visible on the log during the curing process.
 - d) The log/koa canoe's name must be documented in the tracking system and updated as needed.
 - e) The organizations must provide an annual report of the location and status of the log/canoe.

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Kapāpala Koa Canoe Management Area Koa Log Application Scoring System

Date of Review:

Reviewer Name:

Date of Application:

Name of Applicant:

Mailing Address:

Phone Number:

Email Address:

Canoe Type:

Scoring criteria: Koa log will be used for traditional, customary, and/or educational uses perpetuating Hawaiian culture.

Not used for traditional, customary, or educational uses (0pts); display only (5pts); for educational purposes, not actively using the canoe (10pts); for traditional/customary, no education (20pts); active application of practice (traditional, customary, & education, racing, voyaging, fishing, etc) (30pts). Points = 0 to 30 pts.

Location of Applicant:

Ka'ū / Hawaii Island / Other Islands

Scoring criteria: Koa log will located in Ka'ū District (10 pts), on Hawaii Island (5pts), or transported to another island (2pts). Points = 0 to 10 pts. Ahapuaa?

Current number of Canoes:

0 1 2 3 4 5+

Scoring criteria: The organization does not have an existing koa canoe and have rented _____ canoe from _____ organization (please provide contact information of the org) (20pts); has one koa canoe but it is damaged (15pts); has one functional koa canoe OR the organization has no experience with a koa canoe (10pts); has between two to four koa canoes (2-5pts); has more than five functional koa canoes (0pts). Points = 0 to 20 pts.

Stewardship Plan:

- 1. Stewardship plan and activities

Scoring criteria: The organization has a pre-existing and well-thought-out stewardship plan with identified participants, inclusion of members, stakeholders, outreach to the community, etc., with contributions of time and resources (20pts); The organization has a well-thought-out stewardship plan with identified participants, inclusion of members, stakeholders, outreach to the community, etc., with contributions of time and resources (15pts); less developed (10pts); still needs additional thought (5pts); stewardship activities do not relate to koa forestry (2pts). Points = 0 to 20 pts.

What have they done previously for stewardship in the area? Please attach a letter of commitment from your designated stewardship partner.

NOTE: There are a variety of ways and places organizations can give back, which can include at the Kapāpala Koa Canoe Management Area, other lands, or with other forest stewardship volunteer activities provided by forestry and conservation groups across the state. Some examples could include outplanting native or culturally significant species, weed control, outreach events, trail maintenance, etc. All applicants are encouraged to discuss stewardship plans with DOFAW for projects at the Kapāpala Koa Canoe Forest, or other DOFAW-managed lands.

Before any work is done on state lands, DOFAW must approve all activities and materials, such as out-planting species, invasive species to be removed, etc.

2. Location: *The organization plans to contribute time and resources to Kapāpala Koa Canoe Forest (20pts); in a koa forest on Hawai'i Island (15pts); in a koa forest on another island (10pts); in a forest in Hawaii (5pts); another area (2pts). Points = 0 to 20 pts.*

3. What type of contribution to perpetuation of cultural and traditional practices, reforestation, etc. What is the overall impact? *No impact (0pts); Minimal impact (5pts); Moderate impact (10pts); Significant impact (15pts). Points = 0 to 15 pts.*

Cultural/Educational Outreach:

Scoring criteria: The applicant includes consideration for education of people about the native Hawaiian tradition of carving and provides for outreach to its members and a diverse group of people outside of the organization (20pts); consideration for education of people about the native Hawaiian tradition of carving and provides for outreach to its members and some people outside of the organization (15pts); consideration for education of people about the native Hawaiian tradition of carving and provides for outreach to its members (10pts); consideration for education of people about the native Hawaiian tradition of carving (5pts); display only to no educational value (0-2pts). Points – 0 to 20 pts.

Canoe Building Plan:

- | | | |
|----------------------|--------------|-----------------|
| 1. Traditional Tools | Modern Tools | Combo (explain) |
|----------------------|--------------|-----------------|

Scoring criteria: Building method is well described and connects to traditional, customary, and educational use for koa canoes. Points = 0 to 10 pts.

Please attach supporting documents to affirm the builder is aware, the intent for the log and it's entirety, specifications for the desired canoe, and is committed to their part in this application. If there are modifications to your selected builder, please update DOFAW.

2. Involvement of organization, community, and/or public in the building process.

Scoring criteria: The plan includes the involvement of the users, community, and a diverse group of people (20 pts); includes apprentices and users (15pts); includes apprentices (10pts); will be showcased/highlighted within the community or public (5pts); does not include any involvement or education opportunities (0pts). Points = 0 to 20 pts.

How will the builders and organizations use this log and an opportunity for education, repairs, and making the most out of the log?

3. Utilization of tree

Scoring criteria: The plans include the utilization of the log with minimal wasted materials (10pts); most of the log will be utilized, and scraps will be purposed for other canoe-related needs (scale from 1-9); the plan is unclear on the use of extra material (0pts). Points = scale from 1-10, 0 to 10 pts.

4. Storage during curing

Scoring criteria: The koa log will be stored in a secure and weather protected location and monitored by the organization to prevent theft (20pts), the log will be stored in a secure location and monitored (15pts), organization has identified a storage site with weather protection, but no plan for avoiding theft (10pts), organization has identified a storage site but no plans for theft prevention (5pts), organization hasn't identified a location for storage (0pts). Points 0 -20 pts

There is interest in having some assurance that if the log were somehow unfit for its intended use, once the carver begins, there is a contingency plan in place, so it isn't wasted. DOFAW & Kapāpala Koa Canoe Working Group should make all possible investigation that the log is good before it leaves the forest, which should be apparent when cut down. We do not want logs to rot once they leave forest and are onsite. Logs cannot be left on ground or they will rot.

Preliminary Harvest Plan:

1. Log harvesting and extraction *Who are you selecting for your harvester? Please provide their contact information. Would you be open to collaborating with other organizations during the harvest with the same harvester?*
(No points – but this is where DOFAW would talk to them about their plan)

2. Timeline

3. *Scoring criteria: The organization has a well-thought-through timeline for extracting the log or lumber once it is made available (10pts); timeline was provided (5pts); timeline needs additional considerations (2pts). Points = 0 to 10 pts. When does the club wish to harvest a log? What's the timeframe that the organization wishes to harvest? There will be a section later to discuss the timeline of financing.*

4. Use of traditional ceremony before harvesting
Scoring criteria: The organization will include appropriate cultural protocols before harvesting (10pts); a ceremony will be completed (5pts); no ceremony will be completed (0pts). Points = 0 to 10 pts. Is there a special practice or something else that needs to be accommodated for?

Financial Plan:

Scoring criteria: The organization has sufficient financing to harvest, transport, and carve the log (20pts); financing is identified but not secured (10pts); financing is identified for most of the process (5pts); financing is not secured (1pts). Points – 0 to 20 pts.

Succession Plan:

Scoring criteria: A succession plan is provided, and the organization has thought through ownership, maintenance, and tracking. the plan includes verification criteria (20pts): less than the best but still very good > less but good > minimal > none (sliding scale) Points – 0 to 20 pts. We want to see a plan for the canoe/log should the organization dissolve. We also would like to know how they plan to treat their koa canoe with maintenance and storage. Do they properly value the koa? Lastly, we would like the name and position of the person who will have the responsibility of submitting annual reports and documentation.

Additional comments or considerations:

Scoring criteria: The evaluation committee can award up to 5 points for exceptional plans or purposes pertaining to the abovementioned criteria. Justification must be provided. Points = 0 to 5 pts.