

Kapapala 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 must apply to the Division of Forestry and Wildlife (Division). The Division 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 Division website.

By this KKCMA Log Allocation Protocol, all applications received will be reviewed and subjected 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 the Division in collaboration with the KKCWG. In addition to this protocol, the Division provides permits for collecting salvage dead or downed koa logs on other lands managed by the Division. 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 the Division 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.

Allocation Process

1. The Division 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 the Division.
3. The Division will conduct a preliminary review of applications for completeness and compliance with application guidelines. Division staff will work with applicants to submit missing information or revise required elements needing clarification. Staff may collaborate with the Kapāpala Working Group to determine whether clarification is needed.
4. Application Review Process.
 - a) An evaluation committee recommended by and comprising Kapāpala Koa Canoe Working Group 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 the Division.
 - d) The Division will review the submitted scores and recommendations and, upon approval, determine log allocation based on the scores and recommendations.
5. Organizations that have their applications approved will work with the Division through the canoe log selection process. Logs will be selected from those the Division determines are available for harvest at the beginning of the application period.
6. The Division 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.
7. After the Division Administrator approves the permit, copies of the permit will be provided to the Division of Conservation and Resource Enforcement (DOCARE).
8. The Division 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).

9. 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 Application Scoring System

Date of Review: _____

Reviewer Name: _____

Date of Application:

Name of Applicant:

Canoe Type:

Scoring criteria: Koa log will be used for traditional, customary, and/or educational uses perpetuating Hawaiian culture. Points = 0 to 30 pts.

Location of Applicant:

Ka'ū / Hawaii Island / Other Islands

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

Current number of Canoes:

0 1 2 3 4 5+

Scoring criteria: The organization does not have an existing koa canoe (20pts); has one koa canoe but it is damaged (15pts); has one functional 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.

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.

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.

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 location and monitored by the organization to prevent theft (20pts); the organization has identified a storage site but does not have a plan for avoiding theft (10pts); the organization has not identified a location for storage (0pts). Points = 0 to 10 pts.

Preliminary Harvest Plan:

1. Log harvesting and extraction

Scoring criteria: The organization has a well-thought-out preliminary harvesting plan that includes an identified harvester, logistics, and financing and provides consideration for minimizing impact to the surrounding forest (20pts); financing is less secure, but harvesting details are sound (10pts); preliminary harvesting plan does not include considerations for minimizing impacts (5pts); harvesting plan is not complete or sound (0pts). Points = 0 to 20 pts.

2. Timeline

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.

3. 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.

Stewardship Plan:**1. Stewardship plan and activities**

Scoring criteria: 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 (20pts); less developed (10pts); still needs additional thought (5pts); stewardship activities do not relate to koa forestry (2pts). Points = 0 to 10 pts.

2. Location

Scoring criteria: 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. Person-hours of service per member/in total

Scoring criteria: 0-50 (1pt) / 50-100 (2pts) / 100-150 (3pts) / 150-200 (5pts) / 200-250 (7pts) / 250-300 (9pts) / 350-400 (11pts) / 400+ (15pts). Points = 0 to 15 pts.

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.

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); less than the best but still very good (15pts); less but good (10pts); less (5pts); minimal to none (0-2pts). 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.

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.