



Native American/Native Hawaiian Museum Services

Sample Application MN-260719-OMS-26

Hi'ohia

Amount awarded by IMLS:	\$235,590
Amount of cost share:	\$2,400

Hi'ohia will document and preserve the knowledge of contemporary Native Hawaiian kapa practitioners through a culturally governed digital repository and virtual exhibition. Project activities will include recording oral histories of ten master kapa practitioners from across Hawai'i, documenting their work through photography, and developing metadata describing their techniques, materials, and design traditions. The materials will be organized in a digital platform accessible to community members and the public, designed to reflect Indigenous knowledge protocols and community review processes. Project outcomes will be a structured, practitioner-controlled record of their work and knowledge that can be shared with apprentices, fellow practitioners, and the broader kapa community while respecting cultural governance principles.

Attached are the following components excerpted from the original application.

- Narrative
- Schedule of Completion
- Digital Products Plan
- Performance Measurement Plan

When preparing an application for the next deadline, be sure to follow the instructions in the current Notice of Funding Opportunity for the grant program and project category to which you are applying.

1. PROJECT JUSTIFICATION

Ka ‘Eke ‘Upena o Kapa is a one-year Native American/Native Hawaiian Museum Services (NANH) project proposed by Hi‘ohia to document and preserve the knowledge of contemporary Native Hawaiian kapa practitioners through a culturally governed digital repository and virtual exhibition. The project will bring together ten master kapa practitioners from across the Hawaiian Islands to record oral histories, document their work through professional photography, and develop Hawaiian-language metadata describing the techniques, materials, and design traditions embedded in 40–60 kapa works. These materials will be organized within a Mukurtu-based digital platform designed to reflect Indigenous knowledge protocols and community review processes. The repository will be introduced to the practitioner community at the annual kapa convention and then launched publicly, providing long-term access to practitioner-centered kapa knowledge while strengthening Hi‘ohia’s capacity to steward Native Hawaiian cultural collections.

NANH Objective: This project directly advances NANH Objective 1 by preserving and perpetuating Native Hawaiian cultural practice through the documentation, stewardship, and intergenerational transmission of contemporary kapa knowledge.

Kapa, the traditional Native Hawaiian art of transforming wauke bark into cloth, nearly disappeared during the 19th and early 20th centuries as imported textiles displaced handmade barkcloth, colonial assimilation policies disrupted cultural transmission, and disease devastated the Native Hawaiian population. After two hundred years of upheaval of the native culture and the abrupt introduction of many different outside cultural influences, many Hawaiian arts were lost — including, in the case of kapa, the land, natural resources, and craftspeople who made necessary tools. The Hawaiian Renaissance of the 1970s and 1980s sparked a revival of the art, and the kapa community has steadily rebuilt knowledge and practice since that time.

Need: Despite this revival, contemporary kapa practice remains deeply vulnerable to knowledge loss. There are only 12 master kapa practitioners in the state, roughly 20 apprentices, and the two surviving original revivalists are aging. Much of the knowledge these practitioners hold — including fermentation timing, watermark techniques, regional design lineages, and wauke cultivation practices — exists primarily in embodied form rather than in written archives. Without deliberate documentation, this knowledge risks being lost.

The urgency of preserving kapa knowledge exists within a broader context affecting Native Hawaiian culture. Three prominent factors threaten the existence of the Native Hawaiian community: cultural degradation, economic hardship, and climate change impact (Hu et al., 2023). Since the early 1800s, educational policy in Hawai‘i emphasizing assimilation has resulted in institutional structures that have degenerated Hawaiian culture, self-image, and sovereignty (Hu et al., 2023). National recognition of the importance of Indigenous knowledge systems has grown in response to these challenges. Recent federal directives have also emphasized the role of museums and cultural institutions in preserving and interpreting the nation’s historical and cultural heritage. Executive Order 14253, “Restoring Truth and Sanity to American History,” issued in 2025, directs federal agencies and affiliated cultural institutions to ensure accurate stewardship and interpretation of historical narratives within public heritage spaces (Executive Order 14253, 2025). In March 2024, the Advisory Council on Historic Preservation unanimously adopted a Policy Statement on Indigenous Knowledge and Historic Preservation (Advisory Council on Historic Preservation, 2024b) calling for stronger integration of Indigenous knowledge into preservation decision-making.

Despite the revival of kapa practice, there is currently no practitioner-led digital repository where the knowledge of contemporary kapa masters is systematically documented, culturally governed, and shared across islands and generations. This need was identified directly through surveys and ongoing conversations with both the kapa practitioner community and the Hawai‘i archivist community from 2023-2025. Practitioners consistently emphasized the importance of documenting techniques, design knowledge, and resource networks while ensuring that cultural authority remains with practitioners themselves.

Audience: The primary audience for the project is the statewide community of active kapa practitioners, including the ten master practitioners and approximately 20 apprentices currently practicing across the Hawaiian Islands. The project also serves a broader network of 2,000–5,000 kapa learners and enthusiasts, as well as Native Hawaiian practitioners living in the diaspora who seek continued connection to the practice. Members of this community have been actively involved in planning the project through surveys, participation in Kūkū Kapa ‘E cohorts that support intergenerational transmission of the art, and through the annual kapa convention that serves as the central gathering space for practitioners. Master kapa practitioner Dalani Tanahy has played a central role in shaping the project design.

Beneficiaries: While practitioners represent the immediate audience, the long-term beneficiaries extend far beyond those directly documented. Future generations of kapa practitioners in Hawai‘i and across the diaspora will gain enduring access to techniques, oral histories, and material knowledge that might otherwise disappear with the passing of the current generation of masters. Native Hawaiian communities more broadly will benefit through strengthened cultural identity and renewed connection to an ancestral art that was nearly extinct within living memory. Cultural educators and Hawaiian language immersion programs will gain access to Hawaiian-language primary source materials that support culturally grounded teaching, while researchers and scholars working within Hawaiian knowledge frameworks will benefit from a digitally accessible collection centered on practitioner authority rather than external interpretation.

Strengthening Museum Services: Ka ‘Eke ‘Upena o Kapa will significantly strengthen Hi‘ohia’s museum services by establishing the organization’s first formal digital collections infrastructure dedicated to Native Hawaiian cultural materials. While Hi‘ohia has experience producing and distributing Hawaiian cultural and language resources, the organization has not yet developed the collections management systems, oral history documentation protocols, or digitally governed repositories that characterize contemporary museum practice. Through this project, Hi‘ohia will establish metadata standards aligned with archival best practices, implement Mukurtu-based access governance consistent with Indigenous museum practice, and train staff and interns in cultural documentation, metadata creation, and digital stewardship.

The repository will also employ emerging technologies to strengthen collections documentation. AI-assisted features within Adobe Lightroom will help identify visual attributes of kapa works and organize descriptive metadata records. These tools will operate under practitioner and archivist supervision, allowing the project team to improve the efficiency and consistency of collections documentation while ensuring that cultural interpretation and authority remain with the kapa practitioners and cultural advisors involved in the project.

Collection Condition: The collections and knowledge documented through this project currently exist in a fragmented and largely undocumented condition. Major institutions in Hawai‘i steward important historic kapa collections — the Bernice Pauahi Bishop Museum houses more than 150 documented historic kapa artifacts along with related manuscripts and photographs contextualizing

Hawaiian material culture, while the Kaua‘i Museum holds an estimated 15–20 historic kapa pieces. However, these materials remain dispersed across institutions and are not integrated within a practitioner-centered digital platform that connects historic objects with contemporary knowledge.

The contemporary materials at the heart of Ka ‘Eke ‘Upena o Kapa are even more vulnerable. The knowledge of living master practitioners currently exists almost entirely in undocumented form, with no systematic record of the 40–60 contemporary kapa works that will be photographed through this project, no transcribed oral histories from the ten masters who will be interviewed, and no Hawaiian-language metadata framework through which these materials can be culturally organized and governed. By documenting living practitioners, creating Hawaiian-language metadata, and establishing a Mukurtu-based repository governed by community protocols, Ka ‘Eke ‘Upena o Kapa directly addresses this condition while ensuring that stewardship of kapa knowledge remains in community hands.

2. PROJECT WORK PLAN

Project Activities, Timeline, and Personnel (ED, PD, CDS, MMIL, CAL, KMAS, Intern)

Timeline	Activity	Personnel
Months 1-2	Convene advisory group	(CAL)
	Create onboarding and training of new staff and contractors	(ED, PD)
	Finalize consent protocols and schedule oral history interviews	(PD)
	Develop metadata schema	(PD, CDS)
	Configure Mukurtu instance	(PD, MMIL)
	Set up all Federal reporting and payment systems, as needed	(ED)
Months 3-7	Conduct 10 oral history interviews	(PD, CDS)
	Photograph 40–60 kapa works and record and transcribe interviews	(CDS, Intern)
	Collect contextual information	(PD, CDS)
	Begin creation of kapa resource directory	(CAL, Intern)
Months 6-9	Create structured metadata in spreadsheet	(PD, MMIL)
	Import metadata and digital assets into Mukurtu	(MMIL, Intern)
	Assign and manage cultural protocol levels	(MMIL, Intern)
	Develop glossary of kapa terminology	(CDS, MMIL)
Months 9-11	Curate 1 themed virtual exhibition on Mukurtu. The exhibition layer will contextualize repository materials through thematic curation, increasing usability and public engagement.	(PD, MMIL, Intern)
	Import and integrate oral history clips, images, descriptions	(PD, MMIL)
	Advisory cultural review	(PD, CAL)

	Prepare demonstration and informational materials for kapa convention	(PD, CDS, MMIL)
Month 12	Public launch of Ka ‘Eke ‘Upena o Kapa at annual kapa convention	(PD, CDS, MMIL, CAL)
	Offer one training workshop on Mukurtu at kapa convention (navigation and community contribution)	(PD, CDS, MMIL)
	Create display table for the kapa convention	(PD, CDS, MMIL)
	Gather practitioner feedback	(PD, MMIL)
	Gather and compile feedback from conference attendees and practitioners on the virtual exhibition	(PD, CDS, MMIL)
	Implement revisions	(PD, MMIL)
	Final evaluation report	(ED)

Risk Mitigation: Hi‘ohia has identified potential risks to the successful implementation of Ka ‘Eke ‘Upena o Kapa and developed strategies to address them while maintaining practitioner trust and cultural accountability. All participating practitioners will sign written agreements prior to documentation outlining their right to review, edit, or withdraw oral history contributions before publication. This ensures that practitioners maintain authority over how their ‘ike (knowledge) is documented and shared.

Because the project involves culturally sensitive knowledge, all materials will undergo cultural review by the Cultural Advisory Committee before public release. Cultural access protocols will be implemented through the Mukurtu platform, which allows tiered permissions reflecting Indigenous knowledge governance. Mukurtu hosting and managed updates further reduce technical risk during the project period.

Digital preservation is addressed through redundant storage systems that combine local and cloud-based backups for oral histories, images, and metadata. Staff and interns will receive Mukurtu training early in the project timeline to ensure platform continuity. To prevent staffing disruptions, interns will be cross-trained in documentation, metadata entry, and repository management so that no single role represents a critical point of failure.

Project Team: Ka ‘Eke ‘Upena o Kapa will be implemented by a focused team whose expertise spans archival practice, cultural documentation, Indigenous digital stewardship, and kapa practitioner knowledge.

Ka‘iulani Kauihou will serve as Executive Director (ED) and provide organizational oversight, fiscal management, and federal reporting compliance. Gailyn Bopp will serve as Project Director and Lead Archivist (PD) and oversee project implementation, oral history documentation, metadata schema development, and Mukurtu repository configuration while ensuring adherence to archival standards.

Kina‘u McKeague will serve as Cultural Documentation Specialist (CDS) and lead practitioner engagement and documentation. With experience conducting oral history interviews with kūpuna at the Hula Preservation Society and contributing culturally informed metadata to the OHA Papakilo Database, a Native Hawaiian digital knowledge repository, he brings directly relevant expertise to this project. He

will conduct the ten oral history interviews with kapa masters, photograph 40–60 kapa works, develop Hawaiian-language metadata in consultation with practitioners, and coordinate cultural review of repository materials.

Tia Mo‘o will serve as Metadata and Mukurtu Implementation Lead (MMIL) and manage digital asset organization, metadata preparation, and Mukurtu platform implementation. Her experience managing Hawaiian collections metadata and digital exhibitions supports the project’s digital preservation and access goals.

Master kapa practitioner Dalani Tanahy will serve as Cultural Advisory Lead (CAL) and guide cultural protocol review while serving as liaison to the broader practitioner community. The Kapa Master Advisory Council (KMAC)—composed of the ten participating master practitioners—will contribute oral histories, provide access to private kapa works for documentation, and review descriptive content prior to publication to ensure the repository remains practitioner-centered and community-governed.

A Project Intern will support transcription, metadata entry, and development of the kapa resource directory while receiving training in Indigenous digital stewardship and archival workflows.

Resources: The project requires the full twelve-month period because each phase builds sequentially from platform configuration and practitioner documentation to metadata development, exhibition curation, and public launch. Implementation depends on the coordinated work of the project team and the participation of the ten master practitioners who will contribute oral histories and allow documentation of kapa works from their private collections. Each participating practitioner will receive an honorarium recognizing their contribution to the perpetuation of the art.

Key project resources include personnel compensation and practitioner stipends; professional video and photography equipment for oral history and kapa documentation; hardware and software for digital asset management; Mukurtu platform hosting and configuration; interisland travel for Hi‘ohia staff to conduct practitioner interviews; and participation in the annual kapa convention, where the repository will be introduced and a Mukurtu training workshop will be offered.

Progress Tracking: Hi‘ohia will track progress using clearly defined milestones aligned with the project’s intended results. Indicators include completion of ten oral history interviews, photographic documentation of 40–60 kapa works, development of Hawaiian-language metadata records, and configuration and launch of the Mukurtu repository.

Project leadership will conduct regular internal reviews to monitor progress and address challenges. Cultural advisors and practitioners will review repository materials prior to publication to ensure cultural accuracy and appropriate knowledge sharing. Feedback collected from practitioners and attendees during the repository launch at the annual kapa convention will inform final revisions before project completion.

3. PROJECT RESULTS

Intended Result	How it Addresses the Need	How We Will Track Progress
Digital knowledge infrastructure established	No practitioner-led digital repository currently exists for contemporary kapa practice. The Mukurtu-based repository will provide the first centralized, culturally governed platform for documenting and preserving practitioner ‘ike, including oral histories, photographic documentation, and Hawaiian-language metadata.	Mukurtu site fully configured by Month 8; 75–100 metadata records imported by Month 9; repository publicly launched at annual kapa convention

Practitioner knowledge preserved in culturally governed form	Critical ‘ike held by aging master practitioners (regional designs, fermentation and watermark techniques, and wauke cultivation knowledge) remains largely undocumented and at risk of loss. The repository ensures this knowledge is preserved with practitioner consent, tiered access controls, and community review	10 oral histories completed by Month 7; 10 transcripts finalized by Month 9; tiered cultural protocol levels assigned to all content; advisory cultural review completed by Month 11
Increased access for dispersed practitioners	Practitioners across the Hawaiian Islands and in the diaspora currently have no shared platform for accessing peer knowledge, techniques, or kapa-making resources. The repository and kapa resource directory will provide statewide and diaspora access to documented ‘ike and supplier information.	Kapa resource directory completed (Mo. 9); virtual exhibition completed (Mo. 11); practitioner and attendee feedback gathered (Mo. 12); social media highlights published to reach diaspora
Hawaiian-language metadata model implemented	Existing institutional collections are not described using Hawaiian-language frameworks or Indigenous epistemology. The project will develop a Hawaiian-language primary description schema and a practitioner-informed glossary of kapa terminology, centering Indigenous ways of knowing and naming throughout the repository.	Hawaiian-language metadata schema developed by Month 2; glossary of kapa terminology completed by Month 9; all 75–100 metadata records carry Hawaiian-language primary descriptions
Community accountability strengthened	Ensures repository reflects practitioner priorities	Public presentation completed; feedback forms collected; revisions implemented
CC BY-NC 4.0 license will be applied.	All publicly released materials will be shared under a CC BY-NC 4.0 license to allow free educational reuse while protecting practitioner knowledge from commercial exploitation.	CC BY-NC 4.0 license statement put into Mukurtu platform; license language embedded in metadata records files; collected release forms

Knowledge, Skills, Behaviors, and Attitudes

Ka ‘Eke ‘Upena o Kapa will strengthen the knowledge, skills, and professional practices of the statewide community of kapa practitioners by providing a centralized, practitioner-governed repository where oral histories, photographic documentation of kapa works, and Hawaiian-language metadata can be accessed and shared across islands and generations. Practitioners, many of whom work in relative geographic isolation, will gain expanded access to the accumulated ‘ike of their peers, strengthening their understanding of regional design lineages, diverse techniques, and current approaches to kapa making. The kapa resource directory will also improve practitioners’ ability to sustain their work by increasing access to tools, dyes, wauke, and other materials that are often difficult to source. In addition, the project will provide hands-on training for a project intern in Indigenous digital stewardship, oral history documentation, metadata creation, and Mukurtu repository management, helping prepare emerging professionals in Libraries, Archives, and Museums (LAMs) and Native Hawaiian cultural studies for careers in community-centered cultural stewardship. Collectively, these outcomes support a broader shift in which digital documentation and stewardship of Native Hawaiian knowledge are recognized as expressions of community sovereignty and cultural perpetuation.

Products and Product Accessibility

Product	Product Accessibility
Mukurtu-based digital repository	Hosted on the Mukurtu Content Management System and accessible via direct links from both the Hi‘ohia and Kapa Hawai‘i websites. The platform will be fully mobile-responsive, provide free public access where culturally appropriate, and implement tiered access controls for sensitive materials. The completed repository and exhibition will be introduced at the annual kapa convention.
10 oral histories (audio + transcript)	Hosted in the Mukurtu repository; access level determined by each participating practitioner through consent agreements and cultural protocol designations
Photo documentation of 40–60 kapa works	Housed within the Mukurtu repository alongside associated Hawaiian-language metadata records and practitioner descriptions
Kapa resource directory	Accessible Mukurtu; verified and reviewed by the cultural advisory team prior to publication; open to community updates over time
Curated virtual exhibition	Freely accessible to the public via the Mukurtu platform; launched formally at the annual kapa convention in Month 12
Convention presentation and Mukurtu training	Open to all kapa convention attendees; display table provided for community members to explore the platform in person

Benefit Sustainability

Hi‘ohia is committed to ensuring that the benefits of Ka ‘Eke ‘Upena o Kapa extend well beyond the twelve-month grant period. The repository will be maintained under Hi‘ohia’s ongoing stewardship using a stable Mukurtu platform with both local and cloud-based backup systems to protect all digital assets. Master video and photographic files will be preserved on redundant storage systems with off-site backup to ensure long-term preservation. The organizational infrastructure, community partnerships, and technical capacity developed through this project will position Hi‘ohia to expand the repository in future phases, incorporating additional practitioners, kapa works, and related knowledge domains as resources allow. The annual kapa convention will provide an ongoing venue for promoting the repository, onboarding new contributors, and gathering practitioner feedback, supporting the long-term growth of Ka ‘Eke ‘Upena o Kapa as a living digital resource for the kapa community.

Care, Condition, Management, and Access

Through this project, the contemporary materials at the center of Ka ‘Eke ‘Upena o Kapa will be professionally documented, described using a Hawaiian-language metadata schema, and preserved within a community-governed digital repository with clearly defined cultural access protocols. For the first time, participating practitioners will have a structured, practitioner-controlled record of their work and knowledge that can be shared with apprentices, fellow practitioners, and the broader kapa community while respecting cultural governance principles. By establishing this infrastructure, the project significantly improves the care, management, accessibility, and long-term preservation of traditional kapa knowledge.

Performance Period: September 1, 2026 - August 31, 2027	
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Digital Products Plan

Ka ‘Eke ‘Upena o Kapa

Hi‘ohia | IMLS Native American/Native Hawaiian Museum Services | FY2026 | Project Period: September 1, 2026 – August 31, 2027

1. Type of Digital Products

The Ka ‘Eke ‘Upena o Kapa project will generate the following categories of digital products through documentation activities conducted between September 2026 and August 2027. All digital products are either born-digital or digitized from primary cultural materials and are created in alignment with established archival and digital preservation standards.

1.1 Oral History Recordings (10 practitioners)

- **Preservation masters:** High-bitrate video (MOV or high-quality MP4, minimum 1080p) and lossless audio (WAV, 24-bit/96kHz) captured during each interview session.
- **Access derivatives:** Compressed video (MP4, H.264) and audio (MP3, 192kbps minimum) optimized for streaming through the Mukurtu platform.
- **Transcripts:** Full verbatim transcripts in plain text (TXT) and archival PDF (PDF/A-2b), including Hawaiian-language passages with English translation notes prepared by the Cultural Documentation Specialist.

1.2 Photographic Documentation (40–60 Kapa Works)

- **Preservation masters:** Uncompressed TIFF files at a minimum resolution of 400–600 dpi, captured with a calibrated color target and consistent lighting using the project’s LED soft-box kit. Naming convention: [HIOHIA]-[YYYY]-[PractitionerID]-[ItemID]-[SequenceNumber].tif
- **Access derivatives:** JPEG files (sRGB, maximum quality, minimum 1200px on the longest dimension) exported from preservation masters for Mukurtu delivery.

1.3 Metadata Records (75–100 records)

- **Format:** Structured descriptive metadata created in CSV format and imported into Mukurtu CMS. Records use a DACS-informed structure with Dublin Core elements embedded within Mukurtu fields. Hawaiian-language primary description fields are included for all practitioner-contributed materials, with English secondary fields.
- **Schema:** Mukurtu’s built-in metadata schema, supplemented with Local Contexts TK Label fields where practitioners elect to apply Traditional Knowledge designations. Metadata schema documentation will be retained as a separate CSV reference file alongside preservation masters.

1.4 Kapa Resource Directory

- **Format:** A structured digital directory of kapa-making resource suppliers (tools, wauke, dyes, materials) maintained as a searchable record set within the Mukurtu platform and exported as a CSV file for long-term preservation and potential future migration.

1.5 Hawaiian-Language Kapa Terminology Glossary

- **Format:** A structured glossary of kapa-making terminology with practitioner-informed definitions, maintained within Mukurtu and exported as a CSV and PDF/A for preservation. The glossary will be reviewed and approved by the Cultural Advisory Lead before publication.

1.6 Virtual Exhibition (Digital Exhibition)

- **Format:** A curated online exhibition hosted within the Mukurtu platform, presenting selected kapa works, practitioner profiles, and contextual narrative. Exhibition content will be presented in both Hawaiian and English. Exhibition copy will be composed by the Program Director in consultation with the Cultural Advisory Lead and reviewed by contributing practitioners before publication.

- **Timeline:** Exhibition content will be prepared in Months 10–11 and launched publicly at the Annual Hi‘ohia Kapa Convention in Month 12.

1.7 File Naming and Organization Convention

All digital files will follow a consistent naming convention designed for long-term legibility without proprietary software:

- **Oral history audio/video:** [HIOHIA]-[YYYY]-OH-[PractitionerID]-[Format].[ext] (e.g., HIOHIA-2026-OH-P03-PRES.wav)
- **Photography:** [HIOHIA]-[YYYY]-PH-[PractitionerID]-[ItemID]-[Seq].[ext] (e.g., HIOHIA-2026-PH-P07-K02-001.tif)
- **Transcripts:** [HIOHIA]-[YYYY]-TR-[PractitionerID].[ext] (e.g., HIOHIA-2026-TR-P03.pdf)
- **Metadata exports:** [HIOHIA]-[YYYY]-META-[BatchDate].csv

A master file log documenting all created assets will be maintained in CSV format and updated continuously throughout the project year.

1.8 Format Summary

Digital Product	Preservation Format	Access Format	Standard / Guideline
Oral History Video	MOV / High-Quality MP4	MP4 (H.264, 1080p)	FADGI, LOC Recommended Formats
Oral History Audio	WAV (24-bit / 96kHz)	MP3 (192kbps min)	FADGI, IASA TC-04
Transcripts	TXT + PDF/A-2b	PDF/A-2b	ISO 19005-2
Kapa Photography	TIFF (400–600 dpi)	JPEG (sRGB, max quality)	FADGI Still Image Guide
Metadata Records	CSV (UTF-8)	CSV / Mukurtu display	Dublin Core, DACS, Local Contexts
Resource Directory	CSV (UTF-8)	CSV / Mukurtu display	Dublin Core
Glossary	CSV + PDF/A-2b	Mukurtu display + PDF	ISO 19005-2
Virtual Exhibition	HTML/Mukurtu native	Web browser (public)	WCAG 2.1 AA accessibility

2. Availability and Access

All digital products created through IMLS funding will be made freely available to the public at no cost and without subscription or paywall barriers, consistent with IMLS open-access expectations. Access will be provided through the following channels:

2.1 Mukurtu CMS Platform

The primary access point for all digital products is the Ka ‘Eke ‘Upena o Kapa Mukurtu CMS repository, hosted by Mukurtu Hosting (mukurtuhosting.org), a service operated by the Center for Digital Scholarship and Curation at Washington State University. The repository will be publicly accessible via a stable URL linked from Hi‘ohia’s organizational website and the Kapa Hawai‘i website. The platform is mobile-responsive and accessible through standard web browsers without specialized software.

Access derivatives only will be served through the Mukurtu interface (MP4, MP3, JPEG, PDF/A, metadata). Preservation master files (WAV, high-bitrate video, TIFF) will be retained in Hi‘ohia’s local preservation storage and will not be distributed publicly, consistent with responsible preservation practice and Mukurtu’s own recommendations for managing large file sizes.

2.2 Repository Launch Timeline

The Mukurtu instance will be configured and tested in Months 1–2 of the project year. Content will be uploaded progressively as documentation is completed. The public repository will launch formally at the Annual Hi'ohia Kapa Convention in Month 12 (August 2027), with a physical display table and informational handouts providing direct access information to practitioners and the public.

2.3 Accessibility

The Mukurtu platform and all published exhibition content will conform to Web Content Accessibility Guidelines (WCAG) 2.1 Level AA to the extent supported by the hosting platform. The Program Director will review published content for accessibility compliance prior to public launch. All video content will include written transcripts as an access accommodation. All photographs will include descriptive alt text in both Hawaiian and English.

2.4 Discoverability

Metadata records published in Mukurtu will include standardized Dublin Core fields to support indexing and discoverability. The repository URL will be submitted to relevant digital heritage aggregators and cultural heritage networks as appropriate following launch.

3. Rights, Licensing, and Cultural Governance

Hi'ohia recognizes the importance of maximizing public access while fully respecting the cultural authority, intellectual property rights, and personal privacy of contributing practitioners.

3.1 Licensing

Digital products publicly released through the Mukurtu repository will be shared under a Creative Commons Attribution-NonCommercial license (CC BY-NC 4.0) as the organizational default. This license permits reuse with attribution while preventing unauthorized commercial exploitation of cultural knowledge. Where a contributing practitioner elects a more open license (such as CC BY or CC0), that preference will be honored and documented in the consent agreement. Intellectual property and cultural authority remain with contributing practitioners at all times.

3.2 Practitioner Consent and Control

Written consent agreements will be executed with each practitioner before any documentation session. Consent agreements will specify: the scope of documentation, intended use of materials, licensing terms, review rights before publication, and the practitioner's right to withdraw consent or restrict specific items from public release. No materials will be published without practitioner review and written approval.

3.3 Cultural Protocol Statements and TK Labels

Mukurtu's built-in cultural protocol system will be used to apply community-defined access controls where appropriate. Traditional Knowledge (TK) Labels developed by Local Contexts will be applied to materials where practitioners elect to use them, providing culturally specific provenance and use guidance. The Cultural Advisory Lead (Dalani Tanahy) will review all metadata and access protocol settings for cultural accuracy before repository launch.

3.4 Restricted Materials

Materials deemed culturally sensitive, subject to practitioner withdrawal of consent, or otherwise inappropriate for public release will be excluded from the public repository. Hi'ohia will maintain a documented record of restricted materials and the basis for restriction. Restricted materials will be retained securely in Hi'ohia's preservation storage but will not be made publicly accessible.

4. Sustainability and Long-Term Stewardship

4.1 Preservation Storage Infrastructure

Hi'ohia will implement a three-copy preservation storage model for all master files throughout the project year and beyond:

- **Copy 1 (Primary):** SanDisk Extreme Portable SSD 2TB, maintained at Hi'ohia's primary workspace and managed by the Program Director.
- **Copy 2 (Local Backup):** Identical SanDisk Extreme Portable SSD 2TB, stored separately from Copy 1 (different physical location), providing protection against local hardware failure, theft, or damage.
- **Copy 3 (Offsite Cloud):** Backblaze B2 Cloud Storage (2TB annual subscription), providing geographically distributed offsite backup with 30-day file versioning. Cloud backup will be synchronized on a weekly basis or after each significant documentation event.

Preservation master files will be stored separately from access derivatives. The master file log (CSV) will be retained with each storage copy.

4.2 Access Platform Sustainability

The Mukurtu Hosting Large plan (\$5,000/year) covers managed hosting, platform updates, security monitoring, and technical support on an annual basis. Following the conclusion of the IMLS grant period (August 31, 2027), Mukurtu hosting and storage costs will be incorporated into Hi'ohia's annual organizational operating budget. The Executive Director has committed to sustaining the repository as a core organizational responsibility, with annual budget allocations confirmed in Hi'ohia's organizational financial plan.

4.3 Curation and Review Schedule

Hi'ohia will conduct an annual review of all published digital products to verify:

- All links and access points remain functional
- Metadata records are accurate and reflect any corrections requested by practitioners
- Cultural protocol settings remain appropriate and consistent with current practitioner preferences
- Preservation master files are intact and checksums verified

Materials will be retained according to the following schedule:

- **Oral histories, master images, transcripts, metadata records:** Long-term / permanent retention
- **Exhibition and derivative web content:** Maintained as long as relevant to community use; subject to periodic review and updates
- **Working files and draft materials:** Retained for a minimum of three years following the project close date

4.4 Migration Planning

All preservation formats selected (WAV, TIFF, PDF/A, CSV, MP4/H.264, JPEG) are widely supported open or near-universal formats with documented long-term viability. Structured metadata crosswalks, file naming conventions, and workflow documentation will be retained alongside preservation files to facilitate future migration into successor repository systems if needed. Hi'ohia will monitor relevant standards bodies (FADGI, LOC Sustainability of Digital Formats) and update format selections in future project phases if necessary.

4.5 Organizational Commitment Beyond the Grant Period

Hi'ohia commits to the following institutional responsibilities beyond the IMLS grant period:

- Designated staff member (Program Director or successor) responsible for repository administration and community liaison
- Continued funding of Mukurtu hosting and Backblaze cloud storage from Hi'ohia's operating budget
- Annual practitioner review outreach to maintain cultural accuracy and community trust
- Use of the Annual Hi'ohia Kapa Convention as a recurring dissemination and community engagement venue for the repository

- The Ka ‘Eke ‘Upena o Kapa repository is designed as the foundation for a Phase II expansion that will extend documentation to additional practitioners and kapa traditions across the Hawaiian island chain

Organizational Attestation

Hi‘ohia certifies that the digital products described in this plan will be created, managed, and stewarded in accordance with the standards, access commitments, and sustainability practices outlined above, and in compliance with the terms of the IMLS Native American/Native Hawaiian Museum Services grant program.

Executive Director Signature:		Date:	
Printed Name:	Ka‘iulani Kauihou	Title:	Executive Director, Hi‘ohia

Applicant Name: Hi‘ohia

Project Title: Ka ‘Eke ‘Upena o Kapa

Performance Measure	Data We Will Collect	Source of Our Data	Method We Will Use	Schedule
Effectiveness: The extent to which activities contribute to achieving the intended results	Each month, the Project Director will compile an activity log comparing the cumulative count of completed oral history interviews, photographically documented kapa works, and created metadata records against the targets proposed in the project narrative (10 oral histories, 40–60 kapa works documented, 75–100 Hawaiian-language metadata records). At project close (Month 12), the Project Director will prepare a final deliverables report confirming public launch of the Mukurtu repository and overall project completion against all intended results.			
Efficiency: How well resources (e.g., funds, expertise, time) are used and costs are minimized while generating maximum value for the target group	Each quarter, the Project Director will conduct a budget variance review comparing actual staff and contractor expenditures against approved budget line items, calculating a cost-per-oral-history-documented figure as a per-unit efficiency measure. Contractor milestone completion will be assessed quarterly against flat-rate contract terms using invoices and deliverable logs, with findings reviewed by the Executive Director to determine whether any scope or timeline adjustments are needed.			
Quality: How well the activities meet the requirements and expectations of the target group	At Month 11, the Cultural Advisory Lead and the Kapa Master Advisory Council will conduct a formal review of all oral history transcripts, metadata records, and repository content for cultural accuracy and appropriate knowledge-sharing protocols, prior to public repository launch. At Month 12, structured feedback forms will be distributed to practitioners and attendees at the annual kapa convention to gather community opinions on the repository’s usability, cultural appropriateness, and tiered access controls, informing any final revisions before project close.			
Timeliness: The extent to which each task/activity is completed within the proposed timeframe	Each month, the Project Director will compare actual milestone completion dates against the proposed Schedule of Completion, noting any delays and identifying corrective actions where needed. At project midpoint (Month 6) and project close (Month 12), the Project Director will submit a summary milestone status report to the Executive Director documenting progress against all proposed activity completion dates.			