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Logging and Forestry Education Grant Program Guidance Document

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SECTION 1. PURPOSE, SCOPE, AND APPLICABILITY

A. Purpose

Pursuant to 12 MRS §1859, the purpose of this logging and forestry education grant program is to provide grants to eligible education programs to develop loggers capable of working on the State's public reserved lands.

B. Scope

This guidance covers the Bureau of Parks and Lands' administration of an educational grant program for public secondary or public postsecondary institutions or career and technical education centers that are related to logging or forestry.

SECTION 2. DEFINITIONS

The following terms are defined as follows:

1. **Department** means the Department of Agriculture, Conservation and Forestry.
2. **Bureau** means the Bureau of Parks and Lands.
3. **Commissioner** means the Commissioner of the Department of Agriculture, Conservation and Forestry.
4. **Director** means the Director of the Bureau of Parks and Lands.
5. **Deputy Director** means the Deputy Director of the Bureau of Parks and Lands.
6. **Eligible Educational Program** means an educational program at a public secondary or public postsecondary educational institution or career and technical education center that is related to logging and forestry approved by Maine Department of Education.
7. **Public Reserved Lands**. have the same meaning as in 12 MRS §1801(8).
8. **Regional Manager** means the manager of each of the three administrative regions of the Bureau.
9. **The Grant Review Committee** shall include the Director, Deputy Director, a Regional Manager, a representative from the Department of Education, and a representative of the forest products industry

SECTION 3. REQUESTS FOR PROPOSALS

The Department will issue a request for proposals (RFP) for grant applications. The Grant Review Committee will review all proposals. Criteria for the Grant Review Committee's evaluation of proposals consistent with this rule will be set forth in the RFP. The Grant Review

Committee will make recommendations to the Commissioner. The Commissioner will make the final decision on grant awards. The Department will notify applicants of the Commissioner's decision. Award decisions may be appealed to the Director of Bureau of General Services pursuant to 18-544 C.M.R. ch. 120, *Rules for Appeal of Contract and Grant Awards*.

SECTION 4. CRITERIA FOR ELIGIBILITY

- A. Any educational program at a Maine public secondary or public postsecondary educational institution or career and technical education center approved by Maine Department of Education that is related to logging or forestry
- B. Any grants issued to an eligible educational program must supplement, not supplant, existing school funding.
- C. Any eligible educational program that receives funding through the grant program must currently include or agree to develop curriculum that covers timber harvesting on Public Reserved Lands according to policies outlined in the Bureau's Integrated Resource Policy. Public Reserved Lands staff may assist with the development and delivery of this curriculum if requested. All applicants must actively provide instruction that covers:
 - a. Basic understanding of Forestry principles, law and regulations for students.
 - b. Include a clear statement of current curriculum or plans to develop additional curriculum that provides students with a clear understanding of the integrated resource policies and procedures governing timber harvesting and related activities on Public Reserved Lands.
- D. The proposal must include an itemized budget for the project. The budget must identify sources of current and pending support, including in-kind and matching funds, and must specify which itemized items would be funded using the grant funds sought by the applicant.
- E. Proposals must include a viable plan for education prior to equipment purchase, rental, or repair.
- F. All proposals must include measurable outcomes as to how the funds proposed to be used will benefit Public Reserved Lands.
- G. The Grant Committee will review past performance and compliance with reporting requirements when evaluating future proposals received by eligible educational programs

SECTION 5. FUNDING REQUIREMENTS

- A. Grants received through the grant program may be used only for educational purposes, including but not limited to upgrading existing logging equipment.
- B. An eligible educational program may receive grants of up to \$50,000, if available, from the grant program.

- C. Grants will be awarded over a two-year period, with 20% of the total granted in the first year and the remaining 80% granted in the second year.
- D. The initial 20% disbursement must be used to develop educational materials, purchase classroom materials such as, software, handheld devices, and provide educational field training relating to the understanding of forestry principles, statutes, and regulations. Educational materials must include a statement of the additional development of the current curriculum that provides students with a clear understanding of the integrated resource policy governing timber harvesting and related activities on public reserved lands.
- E. Distribution of the remaining 80% is contingent on documentation of implemented curriculum that provides students with a understanding of forestry principles, statutes, regulations.
- F. Grant recipients must submit a final report at the end of the grant period detailing the program outcomes achieved as a result of the grant. Second year funding is contingent upon meeting performance standards.

SECTION 6. ACCOUNTABILITY AND REPORTING

- A. Grant recipients must:
 - 1. Within 30 days of the end of the first grant year, submit a written progress report detailing accomplishments and setbacks and steps taken to overcome any setbacks. Reports must include an accounting of how grant funds have been expended according to the budget lines identified in Section 5(F). Expenditures must be supported by adequate documentation.
 - 2. Within 30 days of the end of the second grant year, submit a written final report detailing accomplishments and setbacks. Reports must include accounting of how grant funds have been expended according to the budget lines identified in Section 5(F). Expenditures must be supported by adequate documentation.
- B. Modifications within the scope of any grant award must be approved by the Bureau in writing. Requests for modification must be submitted to the Bureau in writing at least 30 days prior to implementation of the requested change. The Bureau is not obligated to fund any changes made without the Bureau's prior written approval.
- C. Grant recipients must immediately notify the Bureau in writing of developments that have a significant impact on the activities supported under this award. Also, grant recipients must notify the Bureau of problems, delays or adverse conditions arise that materially impair the recipient's ability to meet the objectives of the award. This notification must identify the action taken or contemplated, and any assistance needed to resolve the situation.
- D. Grant recipients must maintain all records for a period of three years following the expiration of a grant and must make such records available for

inspection by the Bureau.

SECTION 7. PAYMENTS TO GRANT RECIPIENTS

- A. The Bureau will make one payment to grant recipients within 60 days of issuing a notice of award equal to 20% of the total grant award.
- B. The Bureau will make one payment to grant recipients within 30 days of receiving a satisfactory annual report equal to 80% of the total grant award.
- C. The Director may withhold payment of any or all grant funds to a grant recipient if the Director determines that the grant recipient is not capable of fulfilling the terms and conditions of the grant or if the grant recipient has not complied with these rules. Such determination must be issued in writing.

SECTION 8. WAIVER

The Director may waive the terms set forth in sections 5(C), (D), and (E) as well as in sections 8(A) and (B) if requested in writing by a grant recipient and if the Director, at the Director's sole discretion, determines that such alternative terms are in the best interest of the Bureau and the State.
