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Bureau of Parks and Lands
Chapter 57
Logging and Forestry Education Grant Program

DEPARTMENT OF AGRICULTURE,
CONSERVATION, AND FORESTRY
BUREAU OF PARKS AND LANDS
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DEPARTMENT OF AGRICULTURE, CONSERVATION, AND FORESTRY

BUREAU OF PARK AND LANDS

Chapter 57: LOGGING AND FORESTRY EDUCATION GRANT PROGRAM

AUTHORITY: 12 M.R.S. § 1859 (P.L. 2017, ch. 289, § 9)

Summary: This rule establishes standards for 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 1. PURPOSE, SCOPE, AND APPLICABILITY

A. Purpose

Pursuant to 12 M.R.S. § 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.

The purpose of this logger education grant program is to provide grants to eligible education institutions to develop loggers capable of being mentored by timber harvesting contractors who work on the public reserved lands of the state either now or in the future.

B. Scope

This rule governs 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.

C. Applicability

This rule applies to any public secondary or public postsecondary institutions or career and technical education centers that are related to logging or forestry and which seek to obtain a grant from the Bureau of Parks and Lands to implement eligible education programs.

SECTION 2. DEFINITIONS

1. For the purpose of 12 M.R.S. §1859 and this rule, the following terms are defined as follows: Bureau means the Bureau of Parks and Lands.

2. Department means the Department of Agriculture, Conservation, and Forestry.

3. Commissioner means the Commissioner of the Department of Agriculture, Conservation, and Forestry.
4. **Deputy Director** means the Deputy Director of Public Lands.

5. **Director** means the 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.** "Public reserved lands" means:
   A. All the public reserved lots of the State, including any ministerial and school lands in the unincorporated areas of the State;
   B. All lands acquired with proceeds from the sale of public reserved lands;
   C. All lands received by the State in exchange for or pursuant to relocation of public reserved lands; and
   D. All lands acquired by the State and expressly designated as public reserved lands by the director or otherwise by law

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

1. **Bureau** means the Bureau of Parks and Lands, Department of Agriculture, Conservation, and Forestry.

2. **Commissioner** means the Commissioner of the Department of Agriculture, Conservation, and Forestry.
3. Deputy Director means the Deputy Director of Public Lands.

4. Director means the Director of the Bureau of Parks and Lands.

5. 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.

6. Public reserved lands have the same meaning as in 12 M.R.S. §1801(8).

7. Regional Manager means the manager of each of the three administrative regions of the Bureau.

SECTION 3. REQUESTS FOR PROPOSALS

A. The Bureau will issue a request for proposals on a form developed by the Bureau.

B. Proposals must be submitted to the Bureau, using a form developed by the Bureau, no later than a date specified by the Bureau and must:

1. Address all of the criteria specified in Section 4 of this rule;

2. Contain a complete program budget in a format specified by the Bureau; and,

3. Identify the expected outcomes from the grant.

A. 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. PROPOSAL EVALUATION CRITERIA FOR ELIGIBILITY

A. Proposals must address the following criteria in order to be considered.

1. Submit a curriculum that shows improved expectations and capabilities over any existing program, including components to:

   a. provide students a basic understanding of forestry principles, laws, and regulations. Grant recipients may solicit the services of District Foresters of the Bureau of Forestry (aka Maine Forest Service) or Foresters in the Bureau of Parks and Lands to fulfill this requirement;
b. provide students with a clear understanding of the policies and procedures governing timber harvesting and related activities on public reserved lands;

c. provide students with the skills necessary to operate a timber harvesting simulator;

d. provide students with the business management and accounting skills necessary to succeed in the logging industry;
e. develop students' skills to communicate effectively verbally and in writing; and,

f. train students in the basics of strategic planning of a timber harvesting operation.

2. Training to standards acceptable to the Bureau.

3. Establish rigorous criteria to select students willing and able to enter the Bureau's mentoring program upon completion of training.

4. Demonstrate how the program will establish and build a working relationship with Bureau foresters and timber harvesting contractors operating on public reserved lands during the program.

5. Demonstrate how the program will be evaluated based on the success or failure to provide students capable of being mentored.

6. Provide adequate space and student time to periodically accommodate timber harvest equipment simulator training which will be offered by an outside entity at no cost to the grant recipient.

A. Any educational program at a 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. Timber harvesting on Public Reserved Lands use policies outlined in the integrated resource policy, public reserved managers may be involved with, any eligible educational program that receives funding through the grant program. All applicants must provide:

1. Basic understanding of Forestry principles, law and regulations for students

2. Include a clear statement of the additional development of the current 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.
The Grant Committee will review past performance and compliance with reporting requirements when evaluating future proposals received by eligible educational programs.

SECTION 5. PROPOSAL BUDGET FUNDING REQUIREMENTS

A. Proposal budgets must not exceed $50,000 for a two-year period.

B. Up to 25% of a proposal budget may be allocated to equipment purchase, lease, repair, or maintenance.

C. Proposal budgets must identify how the grant will be allocated among the following budget lines:

1. Personnel (salaries)
2. Fringe benefits
3. Travel
4. Equipment
5. Supplies
6. Contractual
7. Construction
8. Other (specify)
9. Total Direct Charges
10. Indirect Charges

11. Grant Total

Indirect cost rates must not exceed 15 percent.

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 grant 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. PROPOSAL EVALUATION AND GRANT AWARDS

A. The Director, who will serve as chair, the Commissioner or Commissioner’s designee, Deputy Director, at least one Regional Manager, and a representative of the Department of Education will review, evaluate, and prioritize proposals according to the criteria specified in Section 4.

B. Proposals will undergo a preliminary review to dismiss those that are incomplete or ineligible. The interagency review team will complete the review of applications and develop a recommended ranked list of eligible proposals within 60 days of the deadline for proposal submission.

C. Grants may be awarded for a period of two years.

D. Individual grant awards will not exceed $50,000 during any two-year budget period.

E. Total grant awards will not exceed $300,000 during any two-year budget period.
SECTION 67. 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 85(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 85(G). Expenditures must be supported by adequate documentation.

B. Modifications within the scope of any grant award must be made by mutual consent of the parties, by the issuance of a written modification signed and dated by all properly authorized signatory officials, prior to any changes being performed. Requests for modification should be made, in writing, at least 30 days prior to implementation of the requested change. The Bureau is not obligated to fund any changes not properly approved in advance.

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, notification of problems, delays or adverse conditions that 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 8. 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 45% 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 48% of the total grant award.

C. The Bureau will make one final payment to grant recipients within 30 days of receiving a satisfactory final report equal to 10% of the total grant award.

D. The Director may alter the terms specified in subsections A through C and B of this section 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.

E. 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 9. EFFECTIVE DATE

A. The effective date of these rules shall be 02 January 2019.