

Environment and Natural Resources Trust Fund (ENRTF) 2010 Work Program

Date of Report: January 15, 2010
Date of Next Progress Report: December 31, 2010
Date of Work Program Approval:
Project Completion Date: June 30, 2013

I. **PROJECT TITLE:** Linking Habitat Restoration to Bioenergy and Local Economies

Project Manager: Barb Spears
Affiliation: MN Department of Natural Resources, Ecological Resources Division
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Web Site Address: <http://www.dnr.state.mn.us/grants/habitat/biomass.html> (for current woody biomass project, will be updated as appropriate)

Location: The primary target area of focus is within an approximate 75 -mile radius of St. Paul encompassing the Metro (primarily), Central, and Southeast regions of Minnesota and include all or significant portions of Anoka, Benton, Blue Earth, Carver, Chisago, Dakota, Dodge, Goodhue, Hennepin, Isanti, Kanabec, Le Sueur, McLeod, Meeker, Mille Lacs, Nicollet, Olmsted, Pine, Ramsey, Rice, Scott, Sherburne, Sibley, Stearns, Steele, Wabasha, Waseca, Washington, and Wright Counties. This distance was determined based on project management activities, such as site visits; ecological considerations and available potential markets/uses for the woody biomass material (see Attachment C).

Total ENRTF Project Budget:	ENRTF Appropriation	\$600,000
	Minus Amount Spent:	\$ 0
	Equal Balance:	\$ 600,000

Legal Citation: ML 2010, Chap.[____], Sec.[____], Subd.____.

Appropriation Language:

II. **PROJECT SUMMARY AND RESULTS:**

This innovative project restores critical habitats and high quality native plant communities by removing ecologically inappropriate woody vegetation (exotic and/or native species such as common buckthorn, Amur maple, eastern red cedar, pine plantations, and box elder) while stimulating local economies through established and emerging markets for the woody biomass.

This project builds on the success of a one-time legislative appropriation in 2007 that piloted the "Linking Habit Restoration to Bioenergy" project by expanding market

opportunities for the biomass and assesses the feasibility of market-driven ecological restoration.

Funding will be granted to public and private landowners through a competitive process. Critical requirements include ecological value and recovery potential of the project site, current ecologically-based management plan, project-specific harvest plan, post-harvest restoration plan and demonstrated capacity and long-term commitment to effectively manage the site to achieve and maintain restoration goals. Limited funding may be provided to bridge budget gaps for restoration activities immediately following biomass harvest based on demonstrated need.

DNR staff will identify viable markets for the woody biomass (such as mulch, pellets, animal bedding, firewood, and other products) and develop and manage a formal bid process to connect potential buyers and users to the material. Funds raised from the sale of woody biomass will be reinvested for further purposes of the project.

The goals of this project are to enhance biodiversity, utilize woody material traditionally burned or landfilled, stimulate local woody biomass markets, support local businesses and NGO's, and utilize and employ labor crews (such as Sentencing to Service and Minnesota Conservation Corps) to provide direct benefits to ecosystems and economies.

III. PROGRESS SUMMARY AS OF:

IV. OUTLINE OF PROJECT RESULTS:

RESULT 1: Woody Biomass Harvest and Post-Harvest Restoration Projects

Description:

Remove ecologically inappropriate woody vegetation (exotic and/or native species such as common buckthorn, Amur maple, eastern red cedar, pine plantations, and box elder) from critical habitats and high quality native plant communities. More than 7,000 acres of public and private lands needing restoration have been identified within 75 miles of St. Paul. These acres include critical priority habitats in subsets of the Eastern Broadleaf Forest and Prairie Parkland Provinces. Priority will be given to project sites ranked as outstanding or high by the MN County Biological Survey and the "key key" habitats (prairie and surrogate grasslands, savanna and jack pine woodland, upland and lowland coniferous forest, wetlands, rivers and streams, and lakeshores) as described in "Tomorrow's Habitat for the Wild and Rare: Minnesota's State Wildlife Action Plan"

Harvesting will be conducted only under appropriate site conditions and with proper equipment and techniques to protect the site. It is anticipated that the majority of the projects will occur during frozen ground conditions with adequate snow cover which generally means December through February. Immediate post-harvest restoration activities are anticipated to occur during the growing season from March through November.

Funding for the cutting, moving, and preparation of the woody biomass material for transport will be provided to public and private landowners through a competitive process. Additional project-related costs may be covered. See Attachment D for more specific details on project selection criteria and process, granting process, and grantee requirements. Attachment E, referenced in Attachment D, is a template outline for the harvest plan required by grantees.

Limited funding may be provided to a Grantee to bridge budget gaps for immediate post-harvest restoration activities (such as initial prescribed burning, chemicals and chemical application, stump grinding, site preparation, etc.), based on a DNR approved restoration plan and demonstrated need, for up to 1 year after harvest; after which time the landowner is expected to fully implement the required restoration plan. Funding need and amount will be determined and agreed upon prior to final project selection.

The goal is to implement a minimum of 12 biomass harvest projects for a minimum total of 300 acres of critical habitats and high quality native plant communities under restoration.

The Woody Biomass Project Coordinator will work with project partners throughout the granting process and project implementation, and monitor and report project progress and accomplishments.

Summary Budget Information for Result 1:

ENRTF Budget:	\$563,100
Amount Spent:	\$0
Balance:	\$563,100

The below estimated budget numbers are based on project costs for previous woody biomass projects conducted through the “Linking Habitat Restoration to Bioenergy” project. The average project size in acres was 19 for a total of 14 projects completed in 2 years. The average cost per acre was \$1,500 for the cutting, moving and staging of the woody material. The highest per acre rate paid was approximately \$2,300.

Deliverable	Completion Date	Budget
1. Round 1 - harvest biomass from a minimum of 150 acres at an estimate of \$1,500/ac	February 2011	\$225,000
2. Round 1 – Immediate post-biomass harvest restoration activities, as needed.	November 2012	\$ 46,050
3. Round 2 - harvest biomass from a minimum of 150 acres at an estimate of \$1,500/ac	February 2012	\$225,000
3. Round 2 - Immediate post-biomass harvest restoration activities, as needed.	November 2012	\$ 46,050
4. Round 3 - biomass harvest projects and post-biomass harvest restoration with additional eligible landowners (if project funds are available).	May 2013	\$ 21,000

Result Completion Date: June 30, 2013

Result Status as of December 31, 2010:

Result Status as of June 30 2011:

Result Status as of December 31, 2011:

Result Status as of June 30, 2012:

Result Status as of December 31, 2012:

Final Report Summary: June 30, 2013

RESULT 2: Expand Woody Biomass Market Opportunities

Description: Expand opportunities for competitive woody biomass markets by identifying viable woody biomass markets and buyers/users and develop a formal process to connect them to the material from the woody biomass harvest projects. Buyers/users must be confirmed prior to biomass harvesting to ensure that the material will be used. Revenues collected will offset project costs and be made available for additional projects. Current market variables and volatility prevents an estimate of potential revenues.

Technical experts in biomass marketing and utilization have agreed to assist in this aspect: Mark Lindquist, DNR Biofuels Program Manager; Anna Robertson, DNR Forestry Biomass Program Coordinator; Keith Jacobson, DNR Forestry Utilization and Marketing Program Director; Lance Sorenson, DNR Forestry Regional Utilization and Marketing Staff; Mohammed Iddrisu, RC&D Forester; Steve Bratkovich, Dovetail Partners, Inc.; and Don Arnosti, Institute for Agriculture and Trade Policy. Specific project partners will vary as projects are selected and will represent public and private landowners, biomass market interests, small businesses and restoration companies, NGO's and others as identified.

The Woody Biomass Project Coordinator will work with project partners throughout the contracting process and project implementation, and monitor and report project progress and accomplishments.

Summary Budget Information for Result 2: ENRTF Budget: \$24,600
Amount Spent: \$0
Balance: \$24,600

Deliverable	Completion Date	Budget
1. List of woody biomass markets and buyers/users; developed at the outset of the project and regularly updated.	February 2013	\$8,200
2. Contracts with buyers/users of woody biomass material for collection of material from harvest projects completed as each project is implemented.	February 2013	\$8,200
3. Record of disposition of material, volumes, and revenues collected.	June 30, 2013	\$8,200

Result Completion Date: June 30, 2013

Result Status as of December 31, 2010:

Result Status as of June 30 2011:

Result Status as of December 31, 2011:

Result Status as of June 30, 2012:

Result Status as of December 31, 2012:

Final Report Summary: June 30, 2013

RESULT 3: Analyze, evaluate, and disseminate results

Description: Compile and analyze project data to articulate lessons learned. Information will be communicated to target markets, landowners, resource professionals and others.

Summary Budget Information for Result 3: ENRTF Budget: \$12,300
Amount Spent: \$0
Balance: \$12,300

Deliverable	Completion Date	Budget
1. Database, reports on multiple metrics including costs and revenues	June 30, 2013	\$4,100
2. Assessment of the feasibility of market-driven ecological restoration	June 30, 2013	\$4,100
3. Mechanisms and strategy to communicate and disseminate information	June 30, 2013	\$4,100

Result Completion Date: June 30, 2013

Result Status as of December 31, 2010:

Result Status as of June 30 2011:

Result Status as of December 31, 2011:

Result Status as of June 30, 2012:

Result Status as of December 31, 2012:

Final Report Summary: June 30, 2013

V. TOTAL ENRTF PROJECT BUDGET: \$600,000

Personnel: \$123,000 for 0.75 unclassified FTE to serve as the project manager.

Grant Agreements: \$563,100 with selected public and private landowners to implement woody biomass harvest and post-harvest restoration projects.

Equipment/Tools/Supplies: \$500 for project management supplies and safety equipment (i.e. hard hat, safety glasses, safety vest, insect repellent, etc.). **Acquisition (Fee Title or Permanent Easements):** \$0

Travel: \$1,500 for project site visits and meetings

Additional Budget Items: \$0

TOTAL ENRTF PROJECT BUDGET: \$600,000

Explanation of Capital Expenditures Greater Than \$3,500: N/A

VI. PROJECT STRATEGY:

A. Project Partners: Primary project team members are Barb Spears, DNR Woody Biomass Project Manager, Jan Wolff, DNR Eco Central Region Manager, and Hannah Texler, DNR Regional Plant Ecologist. Other project partners providing technical assistance include Mark Lindquist, DNR Biofuels Program Manager; DNR Forestry staff; Anna Robertson, DNR Biomass Program Coordinator and Keith Jacobson, DNR Utilization and Marketing Program Director; Lance Sorenson, DNR Regional Utilization and Marketing Staff; Mohammed Iddrisu, RC&D/DNR Forester; and Don Arnosti, Institute for Agriculture and Trade Policy. Specific project partners will vary as projects are selected and will represent public and private landowners, biomass market interests, small businesses and restoration companies, NGO's and others as identified.

Note: These project partners serve as technical resources and will not receive any funding from this appropriation.

B. Project Impact and Long-term Strategy: Future expansion of this project could include: broadening the scope to include forest health initiatives (such as emerald ash borer); replicating this approach in other parts of the state as biomass markets develop; focusing efforts on one specific project area and associated local economy to efficiently and effectively accomplish multiple objectives; and creating a landowner-based woody biomass cooperative to support local biomass markets.

The long-term vision for this effort is to achieve an ecologically sound and systematic approach that addresses: current and future issues of habitat restoration and enhancement; renewable energy and climate change; invasive species, and natural resources conservation planning and implementation – all of which are effected, to some degree, by the impacts and opportunities of woody biomass.

C. Other Funds Proposed to be Spent during the Project Period: An estimated \$88,000 in-kind directly related to this project (e.g. DNR Staff as outlined in Attachment B; and volunteers and STS crews) is expected to be contributed to this project (but not tracked for reporting purposes). Approximately \$84,000 in Department Operations and Division Support charges accruing to this project will be covered by Division general funds or other eligible Division funds (see Attachment B.)

In addition, this Environment and Natural Resource Trust Fund appropriation may be supplemented by other state funding (e.g. bonding and potentially L-SOHC, invasives species, heritage enhancement, and RIM match) and non-state funds (e.g. Federal SWG, private funds, and partial landowner donations) as needed and appropriate.

D. Spending History: The Department of Natural Resources, Division of Ecological Resources (DNR) received \$500,000 from the legislature as part of the 2007 environment, natural resources, energy, and commerce finance bill, Laws of 2007, Chapter 57, Article 2, Sec. 3, subd. 6 (see Attachment F). That project began December 2007 and will conclude June 30, 2010. The one-time funds were used to pilot an innovative woody biomass project that directly addresses habitat and energy recommendations in three strategic areas identified in the *LCCMR Six-year Strategic Plan* (SSP) adopted in 2009: 1) Land and Water Restoration and Protection; 2) Sustainable Practices; and 3) Economic Incentives for Sustainability.

VII. DISSEMINATION: Information relating to this project will be disseminated in a variety of ways including a website currently located at www.mndnr.gov/grants/habitat/biomass.html that will be updated as appropriate for this project. Articles and presentations will be provided as requested or otherwise identified. A fact sheet will be updated and shared electronically and at meetings to generate interest in project proposal submissions. The RFP will be posted on the DNR website (linked to the Office of Grants Management). Data documentation is accomplished through spreadsheets, electronic files for documents as well as project images, and project management folders. Project status reports will be prepared for LCCMR and others as requested.

VIII. REPORTING REQUIREMENTS: Periodic work program progress reports will be submitted not later than December 31, 2010; June 30, 2011; December 31, 2011; June 30, 2012; and December 31, 2012. A final work program report and associated products will be submitted between June 30 and August 1, 2013 as requested by the LCCMR.

IX. RESEARCH PROJECTS: N/A

Attachment A: Budget Detail for 2010 Projects - Summary and a Budget page for each partner (if applicable)										
Project Title: Linking Habitat Restoration to Bioenergy and Local Economies										
Project Manager Name: Barb Spears										
Trust Fund Appropriation: \$600,000										
2010 Trust Fund Budget	<u>Result 1 Budget:</u>	<u>Amount Spent</u> (date)	<u>Balance</u> (date)	<u>Result 2 Budget:</u>	<u>Amount Spent</u> (date)	<u>Balance</u> (date)	<u>Result 3 Budget:</u>	<u>Amount Spent</u> (date)	<u>Balance</u> (date)	TOTAL BUDGET
	Biomass Harvest Projects			Expand Woody Biomass Market Opportunities			Analyze, Evaluate and Disseminate Results			
BUDGET ITEM										
PERSONNEL: wages and benefits Barb Spears, .75 FTE @ \$41,000/yr x 3 yrs	86,100	0	86,100	24,600	0	24,600	12,300	0	12,300	123,000
Grant Agreements: Biomass Harvest Projects and Post Harvest Restoration. Grant Agreements with landowners for pre-project planning, project management, stump treatment/removal, immediate post-harvest restoration activities (if needed) and reporting;	450,000	0	450,000	0	0	0	0	0	0	475,000
Contracts: Contracts with buyers/users of biomass material will provide assurance to collect the material and legal protection of the site during biomass collection operation.	0	0	0	0	0	0	0	0	0	0
Non-capital Equipment / Tools: Hard hat, safety glasses, safety vest and other safety equipment and supplies.	500	0	500	0	0	0	0	0	0	500
Printing	0	0	0	0	0	0	0	0	0	0
Supplies : Office supplies for organizing and managing project files.		0		0	0	0	0	0	0	
Travel expenses in Minnesota	1,500	0	1,500	0	0	0	0	0	0	1,500
Other:	0	0	0	0	0	0	0	0	0	0
COLUMN TOTAL	\$538,100	\$0	\$538,100	\$24,600	\$0	\$24,600	\$12,300	\$0	\$12,300	\$600,000

Attachment B: Budget Detail for 2010 Projects - SUMMARY OF TOTAL PROJECT COSTS	
Project Title: Linking Habitat Restoration to Bioenergy and Local Economies	
Project Manager Name: Barb Spears	
Trust Fund Appropriation: \$600,000	
2010 Trust Fund Budget	TOTAL PROJECT COST
BUDGET ITEM	
PERSONNEL: wages and benefits	123,000
Contracts	
Grant Agreements for Biomass Harvest and Post-Harvest Restoration Mitigation	475,000
Contracts with biomass buyers/users	0
Other direct operating costs	0
Non-capital Equipment / Tools	250
Office equipment & computers - NOT ALLOWED	0
Capital equipment over \$3,500	0
Land acquisition	0
Easement acquisition	0
Professional Services for Acq.	0
Printing	0
Supplies	250
Travel expenses in Minnesota	1,500
Travel outside Minnesota	0
Other:	
SUBTOTAL	600,000
ADDITIONAL PROJECT COSTS NOT SUPPORTED THROUGH ENRTF: e.g., Shared services and other support costs (Dept. Ops support*=6.5% of SUBTOTAL; Division-wide support**=7.5% of SUBTOTAL) = \$84,000 Other in-kind contributions: DNR staff time for Regional Plant Ecologist, Regional Nongame Specialist, Regional Utilization and Marketing Staff, RC&D/Utilization Forester, 2 DNR Staff Foresters, and Assistant Regional Forester. = \$88,000	172,000
TOTAL	\$772,000
*Dept. Ops. Support includes support services at the Dept. level in the following areas: human resources, financial management, procurement, facilities management, information and education and information technology	
**Division-wide Support includes support services at the Division level in the following areas: office and storage space, computer hardware, clerical services, administrative and managerial services.	

Project Area for Linking Habitat Restoration to Bioenergy and Local Economies



DRAFT – Project Criteria and Grant Guidelines

For ENRTF 2010 Work Program

Project: Linking Habitat Restoration to Bioenergy and Local Economies

(Adapted from the DNR Woody Biomass Project Guidelines for Grantees used for the previous project “Linking Habitat Restoration to Bioenergy”)

Who May Apply: Any public or private landowner (or their representative) whose project meets the Project Site Selection Criteria listed below.

What is Funded:

- Cutting, moving and staging of ecologically inappropriate woody plant material for transport from the project site(s) for the purpose of ecological restoration as described in the Grant Agreement (or other funding mechanism).
- Costs of additional direct biomass harvest-related activities such as temporary road access modifications or other unforeseen contingencies **MAY** be allowed with prior approval by the DNR Woody Biomass Project Coordinator and LCCMR staff.
- Project-related signage, as appropriate, with prior approval by the DNR Woody Biomass Project Coordinator.
- Immediate post-harvest restoration activities (such as initial prescribed burning, chemicals and chemical application, stump grinding, site preparation or other post-harvest restoration activities, based on the approved restoration plan and demonstrated need, for up to 1 year after harvest, **MAY** be allowed with prior approval by the DNR Woody Biomass Project Coordinator.

What is Not Funded:

- Time and travel for project management activities.
- Other TBD

Funding Requirements:

- In-kind and matching funds are not required, but successful applicants will be asked to provide in-kind amounts so total costs for the project can be calculated (i.e. project management time, supplies, equipment, volunteer hours, or other costs incurred to implement this project).
- These funds are to be used to accelerate restoration work and cannot supplant existing funds.
- Non-governmental organizations will be required to submit one of the following upon request: 1) an internal financial statement; 2) IRS Form 990; or, 3) certified financial audit if their proposal is selected and before the grant is awarded.

Compensation:

- Compensation is on a reimbursement basis for stated deliverables under a Grant Agreement with the MN DNR.
- Compensation is based on a 'per unit' estimate, not to exceed \$2,500 per acre which is negotiable depending on specific site conditions.
- Maximum funding request: \$80,000/landowner project (may include multiple project sites on one property).

Grant Agreements:

The sponsors of selected proposals will be entering into a Grant Agreement (or other funding mechanism) with the State of Minnesota. This legal document will need to be executed by an authorized individual. If local governments require authorization by a governing body prior to entering into such an agreement, it is recommended that the topic of woody biomass grant acceptance, and authorization to sign pertinent agreements, be placed on their governing board meeting agenda well in advance of receipt of the Grant Agreement. A signed Grant Agreement will then be processed as soon as it is received. A vendor number may need to be assigned as well, which may result in additional processing time. **Work conducted prior to the time the Grant Agreement has been fully executed by all parties will not be reimbursed.**

Project Site Selection Criteria:

- Distance: project site(s) should be located within 100 miles of St. Paul by road. This distance can be flexible based on availability of local markets for the woody biomass.
- Ecological value and recovery potential of the project site(s): priority will be given to sites ranked as outstanding or high by the MN County Biological Survey and considered "key key habitats" as described in "Tomorrow's Habitat for the Wild and Rare: Minnesota's State Wildlife Action Plan."
- Conservation easements: priority will be given to sites protected under a conservation easement, upon review and acceptance of the conservation easement language.
- Suitable road and site access must exist for equipment required to harvest, skid, collect, and transport woody material; proposed staging area for biomass material and equipment must be adequate with limited or no modifications.
- Current Management Plan (10 years or less) that clearly articulates ecological restoration goals for the project site(s).
- Demonstrated capacity to provide project management services to coordinate all aspects of this project with the MN DNR Woody Biomass Project Coordinator and contracted biomass harvest service provider and/or buyer/user; and to track and report fiscal information relating to the project.
- Demonstrated capacity to write a detailed Harvest Plan consistent with a template provided by the MN DNR, including a Post-Harvest Plan indicating short-term treatments, mid-term management, and long-term maintenance and monitoring.
- Demonstrated capacity and commitment for post-biomass harvest monitoring and restoration to achieve and maintain long-term restoration goals.

Project Site Selection is also dependent on available markets for the woody biomass material. This determination will be made by the MN DNR Woody Biomass Project Coordinator. Project funding will not be made available until a market for the woody biomass material has been confirmed.

Project Selection Process:

- Proposals received on or before the due date will be reviewed by the DNR Woody Biomass Project Coordinator, DNR Regional Plant Ecologist, and other DNR Ecological Resources staff as appropriate.
- Projects that appear to meet selection criteria require a site visit with the DNR Woody Biomass Project Coordinator, landowner/Project Manager, potential woody biomass buyer/user and other interested parties to assess biomass volume, road and site access, and proposed staging area(s).
- Final selection will be based on how well the proposed project meets the selection criteria and site visit assessment.
- Final project acreage is subject to negotiated modification based on cost estimate.

DNR Granting Process:

- Grantee must provide the following to the DNR:
 - contact information for the Authorized Representative for the Grant Contract.
 - contact information for the Project Manager/Technical Contact if different than the Authorized Representative.
 - contact information for the official landowner if different from the other contacts.
 - timeline for project implementation (i.e. effective dates for the Grant Contract).
 - confirm the actual unit of compensation (i.e. acreage, days of harvest, etc.) to finalize the total amount of Grant Agreement.
- DNR will create the Grant Agreement (or other appropriate funding mechanism) and provide original copies to Grantee for appropriate signatures.
- Grantee returns all signed original copies to DNR for appropriate signatures.
- DNR will return one fully executed signed original copy to the Grantee.

Grantee Project Requirements:

- Management Plan: describes the habitat restoration objectives for each project site involved in the removal of woody vegetation, short-term treatments, mid-term management, and long-term maintenance and monitoring strategies, invasive species considerations, benefits to threatened and endangered species, and other pertinent information.
 - Provide a file copy to the DNR.
 - If the current Management Plan does not adequately address the project site(s) involved, an amendment must be provided.
 - If none, one must be written and approved prior to the start of biomass harvest. A TEMPLATE/EXAMPLE will be provided by the DNR if needed.
 - If one exists but is more than 10 years old, an amendment must be provided.
 - Management Plan review – all management plans are reviewed and approved by DNR staff.
- Harvest Plan: A TEMPLATE/EXAMPLE will be provided by the DNR and must be followed. The Harvest Plan relates directly to the Management Plan but provides more details and information directly relating to the project site(s) involved in the woody biomass removal.
 - Provide a review copy to the DNR.
 - Harvest Plan review – all Harvest Plans are reviewed by DNR staff in consultation with Ever-Green Energy and others as appropriate. Harvest Plans must be approved by the DNR prior to the start of actual cutting.
 - DNR will notify Grantee and Project Manager when the Harvest Plan has been approved and project work can begin.
- Conservation Easement: provide a copy to the DNR for review and acceptance by the DNR.

- Project Management:
 - Provide project management services and work closely with the DNR and others to coordinate project activities.
 - Contract with biomass harvesting service provider(s) and inform DNR of selected service provider for further coordination of staging and collection of woody biomass material:
 - A Potential Contractor List will be provided by the DNR as a resource. Feel free to contact others not on this list and alert the DNR if others should be added.
 - Obtain a minimum of 3 bids in order to match the best service provider with the project site(s) and associated prescription(s), and to ensure reasonable costs.
 - Recommend: prepare a written service contract to be signed by the service provider selected. A TEMPLATE/EXAMPLE is available from the DNR upon request. This document relates directly to the Harvest Plan. Incorporate standard best management practices for invasive species prevention from the approved Harvest Plan into the written contract to document their responsibility regarding invasive species prevention.
 - Coordinate with the DNR, as appropriate, on media/press/public relations relating to the project.
 - Monitor biomass harvesting to ensure service provider is operating as agreed in the written contract.
 - Monitor collection of woody biomass material to ensure operations are proceeding as agreed.
- Provide post-harvest information:
 - all bids received
 - copy of service contract
 - images and media pieces
 - public relations pieces (e.g. signs, letters, flyers, meetings, etc.)
 - in-kind documentation of the value of staff time on project management and writing/updating Management Plan and Harvest Plan; any direct project costs borne by the Grantee; value of any volunteer time, etc.
 - accomplishment report or annotated Harvest Plan

“PROJECT NAME”

BIOMASS HARVEST PLAN

Date

Address and/or Legal Description

County

Total Biomass Project Acres: “##”

Number of Biomass Project Sites: “##”

Prepared by:

Name, Title

Company Name

Street Address

City, State, Zip Code

Phone Number

Prepared for:

Landowner Name or Organization

Street Address

City, State, Zip Code

Phone Number

Management Plan Dated “##”

Prepared by:

Name, Title

Company Name

Street Address

City, State, Zip Code

Phone Number

Technical Contact for Project:

Name, Title

Company Name

Street Address

City, State, Zip Code

Phone Number

LANDOWNER MANAGEMENT GOALS AND OBJECTIVES:

These goals should be clearly defined in the Management Plan and include short-term (5-10 year) and long-term (50-100 year) objectives for the entire property. Note any changes that have occurred since the Management Plan was completed. If none, a simple reference to the Management Plan is adequate.

GENERAL PROPERTY DESCRIPTION:

This section provides a description of the general condition of the property in terms of plant communities, cover types, wildlife habitat and any special areas of concern or interest. A list of native plant communities existing on the site, classified using the Minnesota DNR classification, should be included here. (reference: <http://www.dnr.state.mn.us/npc/index.html>). Also, include any known information about wildlife that use the stand and any rare plants or animals documented there. Note any changes that have occurred since the Management Plan was completed. If none, a simple reference to the Management Plan is adequate.

INTERACTION WITH NEARBY PROPERTIES AND SITE ACCESS:

This section provides a description of adjacent land uses, ownership(s) and other factors relating to nearby properties that could affect harvest activity or other proposed management. Note any access or visibility issues for equipment and trucks, and if permission by adjacent landowner is warranted. Note if special consideration for time of day or day of the week for operations is necessary due to adjacent land uses. Also, note public access restrictions to be implemented during operations. Provide additional information as warranted by the project.

PUBLIC RELATIONS:

This section addresses considerations for public relations in the immediate vicinity of the project site, the local community, and greater media outreach. Specific issues may involve concerns by the public over removing trees and shrubs, project-related noise and truck traffic in the immediate vicinity and through the community, end-use of the material, and others. Explain how public relations concerns and opportunities will be addressed.

IDENTIFICATION AND PROTECTION OF CULTURAL, HISTORICAL & ARCHEOLOGICAL RESOURCES

This section provides a description of any culturally significant resources that occur on the property. These should have been identified in the Management Plan, and if so, a simple reference to that section(s) is adequate. Explain how the harvest design considers these resources and implements the management recommendations for these features.

SITE LEVEL (AREA TO BE HARVESTED) INFORMATION:

For each individual site that will be included in the biomass harvest, the following information must be provided:

1. Site-specific management goals and objectives as they relate to the site(s) involved in the harvest (i.e. target native plant community).
2. Site number or other specific designation of the site(s) as noted on the map (to be included).
3. Size of the individual site(s) in acres .
4. Inventory data reporting the woody vegetation to be removed including species and volume estimates (if possible).
5. Description of current site characteristics, including native plant communities, wildlife, rare plants and animals, and existing non-native invasive plant species and measures to protect them.
6. Harvest Design and Implementation Details: must expand significantly on what is provided in the Management Plan and, at a minimum, should include information about:

- Timing of harvest and required ground conditions
 - Tree, road, trail, staging area and boundary marking procedure (e.g. for property and harvest site boundaries)
 - Specific site prescriptions and marking guidelines (e.g. sensitive areas, species of concern, leave/take)
 - Equipment and techniques to be used on the site(s)
 - Equipment access and movement logistics
 - Area and site limitations and operational restrictions (e.g. sensitive areas to avoid, steep slopes)
- Damage restrictions and prevention measures (e.g. residual trees, soil)
 - Applicable BMP's and Site Level Guidelines (erosion control, riparian areas, etc.)
 - Safety measures for general public, service contractors, volunteers, etc. (i.e. restricted access, hazard signage, road closure, required equipment, power lines, industry standards (OSHA), etc.)
 - Insect and disease issues or concerns
7. Invasive Species Prevention. Incorporate appropriate standard best management practices as outlined in the MN DNR "Invasive Species Prevention Measures for Woody Biomass Projects" (document provided).
 8. Post-harvest Plan. This section must expand significantly on what is provided in the Management Plan to include a proposed activity schedule and strategy for short-term treatments, mid-term management, and long-term maintenance and monitoring for each site.

EXHIBITS:

At a minimum, the Harvest Plan must include an aerial photo or topographic map with:

- labeled site(s) to be harvested and property boundaries accurately outlined
- existing and potential roads, skid trails and staging area(s) marked
- Riparian Management Zones designated
- any other significant features identified

Adapted from: **Umbrella Certification System Operations Manual Appendix**, developed by the **Community Forestry Resource Center, Institute for Agriculture and Trade Policy, Mpls, MN.**

2007 Environment, Natural Resources, Energy, and Commerce Finance Bill

Laws of 2007, Chapter 57, Article 2, Sec. 3, subd. 6

Of this amount, \$500,000 is transferred to the Department of Natural Resources for the Ecological Services Division to prepare, authorize, and implement habitat restoration plans on public or private properties to fulfill ecological principles of restoration ecology, while providing roadside access to the byproduct of the management actions at no cost to the operator of a biomass-fueled cogeneration facility located in St. Paul. The division may provide grants or otherwise transfer some or all of these funds to other public or private entities to accomplish these purposes. If a higher value nonbiomass market is available for some of the byproduct of this management, the division is authorized to sell the material to that market, provided that all of the proceeds are spent for the further purposes of this appropriation. The nonbiomass market sales of material from this management cannot exceed 20 percent by weight of the total byproducts produced by all approved activities under this appropriation. The restoration activities shall take place on land located within 75 miles by road of the city of St. Paul. The division shall consult with the operator of the biomass facility and other appropriate parties regarding planned projects to be funded with this appropriation. The division shall report annually to the legislative policy and finance committees for natural resources and energy regarding the expenditures and results of the program. This appropriation does not cancel but is available until spent.