



# Environment and Natural Resources Trust Fund (ENRTF)

## M.L. 2019 ENRTF Work Plan (Main Document)

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**Today's Date:** 06/10/2019

**Date of Next Status Update Report:** March 1, 2020

**Date of Work Plan Approval:**

**Project Completion Date:** 06/30/2024

**Does this submission include an amendment request?** \_\_

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**PROJECT TITLE:** Increasing Diversity in Environmental Careers

**Project Manager:** Mimi Daniel

**Organization:** Minnesota Department of Natural Resources

**College/Department/Division:** Operations Services Division

**Mailing Address:** 500 Lafayette Rd.

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**Web Address:** <http://www.dnr.state.mn.us/index.html>

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**Location:** Statewide

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**Total Project Budget:** \$250,000

**Amount Spent:** \$0

**Balance:** \$250,000

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**Legal Citation:** M.L. 2019, First Special Session, Chp. 4, Art. 2, Sec. 2, Subd. 5d

**Appropriation Language:** \$250,000 the first year is from the trust fund to the commissioner of natural resources in cooperation with Conservation Corps Minnesota and Iowa to encourage a diversity of students to pursue careers in environment and natural resources through internships and mentorships with the Department of Natural Resources, the Board of Water and Soil Resources, and the Pollution Control Agency. This appropriation is available until June 30, 2024, by which time the project must be completed and final products delivered.

## **I. PROJECT STATEMENT:**

The Increasing Diversity in Environmental Careers: Fellowships, Internships, Mentorships project provides a college to workforce pathway for under-represented students (women, ethnic and racial minorities, and individuals with disabilities) who are enrolled in and are pursuing science, technology, engineering and math (STEM) degree programs at state and tribal colleges and technical schools. Through a strategic partnership between the Minnesota Department of Natural Resources (MNDNR), the Minnesota Pollution Control Agency (MPCA), the Board of Water and Soil Resources (BWSR) and Conservation Corps Minnesota and Iowa (CCMI), this collaborative project intends to reduce and eliminate barriers that inhibit under-represented students from successfully completing STEM degrees and obtaining environmental employment post-graduation.

The project initially received two appropriations (\$487,000-M.L.2017 and \$550,000-M.L.2018) totaling \$1,037,000 to serve 26 students. The M.L.2019 appropriation of \$250,000 (recommended) will be used to build upon the existing project and provide opportunities for an additional 17 students to experience a unique internship/fellowship experience in an environmental career path.

The MNDNR is the project lead; in consultation with the partners, MNDNR will design, administer and evaluate the overall project. MNDNR will contract with CCMI to recruit student applicants; administer fellowship/stipends; deliver contracted internships, and provide outreach and training to participants and their support networks. The state agencies will provide in-kind funding for mentors and the state-sponsored internships. In total, this \$1.287 million project will serve 43 students over the duration of the project and provide up to 159 paid internships, 43 of which will be funded through ENRTF dollars to CCMI.

Students selected for this program will participate in fellowships, learning opportunities, paid internships, and experiential on-site learning opportunities and mentoring throughout their post-secondary STEM educations. They will gain invaluable skills and direct work experience in areas such as water resources and wildlife management, recreation, conservation practices, surveying, engineering, habitat restoration, and management. Because of this work effort, student interns will be prepared for natural resources careers within the public sector upon graduation. The long-term goal of this project is that the experiences of these 43 students are shared within their communities in ways that further awareness of and interest in environmental careers. As students embark on career planning they will seek experiential opportunities within state agencies ultimately resulting in broader diversity among Minnesota citizens engaged in natural resources and environmental careers.

## **II. OVERALL PROJECT STATUS UPDATES:**

**First Update March 1, 2020**

**Second Update September 1, 2020**

**Third Update March 1, 2021**

**Fourth Update September 1, 2021**

**Fifth Update March 1, 2022**

**Sixth Update September 1, 2022**

**Seventh Update March 1, 2023**

**Eighth Update September 1, 2023**

**Ninth Update March 1, 2024**

**Final Report between project end (June 30) and August 15, 2024**

**III. PROJECT ACTIVITIES AND OUTCOMES:**

**ACTIVITY 1 Title: Fellowship/Stipend Program Administration**

**Description:** Under contract with the DNR, CCMI will recruit and support students enrolling in two or four-year STEM degree programs (to total three cohorts/43 students over the duration of the total project; 17 students from the M.L. 2019 appropriation). CCMI’s program manager will administer the fellowship program including training and support; fellowship/stipend agreements and awards; STEM career guidance; student vocational support and outreach.

**ACTIVITY 1 ENRTF BUDGET: \$121,275**

<b>Outcome</b>	<b>Completion Date</b>
<b>1.</b> CCMI recruits additional program applicants for cohort 2, through educational institutions, online, media, and other outlets. Coordinate application process for MNDNR; forwards list of program applicants to MNDNR.	May 31, 2020
<b>2.</b> CCMI notifies all applicants about the status of their application; CCMI notifies the selected participants (up to 10 additional students for cohort 2) about their acceptance into the program.	July 31, 2020
<b>3.</b> CCMI awards fellowships/stipends and provides educational funding information to cohort 2 and STEM degree/career information to cohort 2 and their support networks.	August 31, 2020
<b>4.</b> CCMI provides regular outreach to cohort 2 and their support networks throughout the academic year.	April 30, 2021
<b>5.</b> CCMI recruits additional program applicants for cohort 3, through educational institutions, online, media, and other outlets. Coordinate application process for MNDNR; forwards list of program applicants to MNDNR.	May 31, 2021
<b>6.</b> CCMI notifies all applicants about the status of their application; CCMI notifies the selected participants (up to 7 additional students for cohort 3) about their acceptance into the program.	July 31, 2021
<b>7.</b> CCMI awards fellowships/stipends and provides educational funding information and STEM degree/career information to cohort 2, cohort 3, and their support networks.	August 31, 2021
<b>8.</b> CCMI provides regular outreach to cohort 2, cohort 3 and their support networks throughout the academic year.	April 30, 2022
<b>9.</b> CCMI awards fellowships/stipends and provides educational funding information and STEM degree/career information to cohort 2, cohort 3, and their support networks.	August 31, 2022
<b>10.</b> CCMI provides regular outreach to cohort 2, cohort 3 and their support networks throughout the academic year.	April 30, 2023
<b>11.</b> CCMI awards fellowships/stipends and provides educational funding information and STEM degree/career information to cohort 2, cohort 3, and their support networks.	August 31, 2023
<b>12.</b> CCMI provides regular outreach to cohort 3 and their support networks throughout the academic year.	April 30, 2024
<b>13.</b> Final LCCMR report	June 30, 2023

**First Update March 1, 2020**

**Second Update September 1, 2020**

**Third Update March 1, 2021**

**Fourth Update September 1, 2021**

**Fifth Update March 1, 2022**

**Sixth Update September 1, 2022**

**Seventh Update March 1, 2023**

**Eighth Update September 1, 2023**

**Ninth Update March 1, 2024**

**Final Report between project end (June 30) and August 15, 2024**

**ACTIVITY 2 Title: Internship and Mentorship Programs Administration**

**Description:**

CCMI, in consultation with its partners, will manage the contracted internships for students who successfully complete the first year program with CCMI. Funding appropriated in M.L.2017/M.L.2018 will pay for up to 26 internships, contracted through CCMI and funding appropriated in M.L.2019 will pay for up to 17 additional internships, contracted through CCMI. In total, the project will provide up to 43 paid internships, contracted through CCMI. Internship locations will be provided by the partner agencies: MNDNR, MPCA, and BWSR. Eligible student interns will be enrolled in STEM degree programs and have completed one year of post-secondary education. MNDNR, MPCA, and BWSR will provide in-kind funding for the second and third-year internships within the state agencies. Returning student participants will be able to secure consecutive, annual internships with the state agencies. In total, MNDNR and its partners will provide up to 159 total internships to under-represented students.

Funding appropriated in ML 2017 and ML2018 will support MNDNR staff member to coordinate, train and assign up to 17 additional mentors. MNDNR, MNPCA, and BWSR will use in-kind funding and work collaboratively to recruit, train and match 43 agency-mentors to student interns over the duration of the project. The agencies will administer the overall program to include mentor recruitment, training, program evaluation, mentorship agreements and payments, site visits, and mentor/student matching with assistance from CCMI. The agencies will provide leadership and support services to the mentor for the duration of the program.

**ACTIVITY 2 ENRTF BUDGET: \$128,725**

<b>Outcome</b>	<b>Completion Date</b>
<b>1. Train up to 10 additional state-agency professionals to serve as student mentors for cohort 2.</b>	May 31, 2020
<b>2. Assign mentors to cohort 2</b>	July 31, 2020
<b>3. Mentors and students meet regularly during the academic year to increase student retention in STEM educational programs and address cultural barriers.</b>	April 30, 2021
<b>4. Train returning mentors and up to 7 additional state-agency professionals to serve as student mentors for cohort 3.</b>	May 31, 2021

5. CCMI implements the contracted internship program in coordination with the state agencies and offers internships to cohort 2 students who completed their first-year program with CCMI.	May 31, 2021
6. Assign mentors to cohort 3	July 31, 2021
7. Cohort 2 completes the CCMI contract internship program; returning students are assigned agency-sponsored internships for the upcoming academic year and summer.	August 31, 2021
8. Mentors and students meet regularly during the academic year to increase student retention in STEM educational programs and address cultural barriers.	April 30, 2022
9. CCMI implements the contracted internship program in coordination with the state agencies and offers internships to cohort 3 students who completed their first-year program with CCMI.	May 31, 2022
10. Cohort 2 completes first agency-sponsored summer internship	August 31, 2022
11. Cohort 3 completes the CCMI contract internship program; returning students are assigned agency-sponsored internships for the upcoming academic year and summer.	August 31, 2022
12. Mentors and students meet regularly during the academic year to increase student retention in STEM educational programs and address cultural barriers.	April 30, 2023
13. Cohort 2 completes second agency-sponsored summer internship	August 31, 2023
14. Cohort 3 completes first agency-sponsored summer internship	August 31, 2023
15. Mentors and students meet regularly during the academic year to increase student retention in STEM educational programs and address cultural barriers.	April 30, 2024
16. Final LCCMR report	June 30, 2024
<b>Outcome</b>	<b>Completion Date</b>

**First Update March 1, 2020**

**Second Update September 1, 2020**

**Third Update March 1, 2021**

**Fourth Update September 1, 2021**

**Fifth Update March 1, 2022**

**Sixth Update September 1, 2022**

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**Ninth Update March 1, 2024**

**Final Report between project end (June 30) and August 15, 2024**

#### **IV. DISSEMINATION:**

**Description:** The MNDNR, MPCA, BWSR, and CCMI will disseminate program information and will provide links on their websites. The partners have experience recruiting STEM students through existing relationships with environmental and engineering department at several universities. CCMI has been successful at attracting student interest in similar programs, such as the Minnesota Conservation Apprentice Academy. MNDNR, MPCA and BWSR's websites will offer descriptions of the program and links to CCMI's website for more information. This project will also build on the foundation's work and achievements of the ENRTF-funded project, *Bridges to Diversifying Involvement in the Natural Resources Community*. At project end, a report will be

provided that summarizes the project, including its successes and challenges, so that others may benefit from any lessons learned.

The Minnesota Environment and Natural Resources Trust Fund (ENRTF) will be acknowledged through the use of the trust fund logo or attribution language on project print and electronic media, publications, signage, and other communications per the [ENRTF Acknowledgement Guidelines](#).

**First Update March 1, 2020**

**Second Update September 1, 2020**

**Third Update March 1, 2021**

**Fourth Update September 1, 2021**

**Fifth Update March 1, 2022**

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**Eighth Update September 1, 2023**

**Ninth Update March 1, 2024**

**Final Report between project end (June 30) and August 15, 2024**

**V. ADDITIONAL BUDGET INFORMATION:**

**A. Personnel and Capital Expenditures**

**Explanation of Capital Expenditures Greater Than \$5,000:** N/A

**Explanation of Use of Classified Staff:** Any classified staff position paid for by ENRTF will either:  
1) Be backfilled with a new position OR 2) The work done by this position will be delayed, eliminated, or completed by the start of the project. Funding appropriated in M.L.2017 and M.L.2018 will support MNDNR and CCMI Program Coordinator positions for the duration of this project.

**Total Number of Full-time Equivalent (FTE) Directly Funded with this ENRTF Appropriation:** N/A

Enter Total Estimated Personnel Hours for the entire duration of the project:	Divide total personnel hours by 2,080 hours in 1 yr = TOTAL FTE:
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**Total Number of Full-time Equivalent (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation:** CCMI's program manager will administer the CCMI contracted internship program with DNR, BWSR, and PCA. This appropriation would fund CCMI contracted internships for 17 additional students. Each internship is estimated to last 480 hours (full-time for 12 weeks). ENRTF funded intern positions

Enter Total Estimated Contract Personnel Hours for the entire duration of the project: 8,160	Divide total contract hours by 2,080 hours in 1 yr = TOTAL FTE: 3.9
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**VI. PROJECT PARTNERS:**

**A. Partners outside of the project manager’s organization receiving ENRTF funding**

- Conservation Corps of Minnesota and Iowa will receive ENRTF funding for this project via contract for program administration to include the fellowship/stipend awards, contracted internships (ENRTF funded), on-going student support.
- MNDNR will receive funding through the appropriation to coordinate the inter-agency mentorships and internships as well as program administration.

**B. Partners outside of the project manager’s organization NOT receiving ENRTF funding**

- MPCA and BWSR – provide intern supervisors and mentors, fund second and/or third-year internships.

**VII. LONG-TERM- IMPLEMENTATION AND FUNDING:**

This project provides fellowships, multiple internship opportunities for 43 (26 with ML2017 and ML2018 funds and an additional 17 with ML2019 funds) under-represented students (women, ethnic and racial minorities, and individuals with disabilities) over the course of a five-year project and will break down barriers that inhibit those students from pursuing post-secondary science, technology, engineering and math (STEM) educations and careers. Despite Minnesota’s change demographics and more than a decade of both national and state focus on directing more students – particularly women and minorities – toward STEM careers, research shows that the STEM workforce is no different today than in 2001. Through this project, under-represented students will receive financial support, learning and experiential opportunities that will encourage graduation rates and post-graduation placements into career fields that will benefit Minnesota’s environment and natural resources for generations to come.

**VIII. REPORTING REQUIREMENTS:**

- Project status update reports will be submitted March 1 and September 1 each year of the project
- A final report and associated products will be submitted between June 30 and August 15, 2024

**IX. SEE ADDITIONAL WORK PLAN COMPONENTS:**

- A. Budget Spreadsheet
- B. Visual Component or Map (N/A)
- C. Parcel List Spreadsheet (N/A)
- D. Acquisition, Easements, and Restoration Requirements (N/A)
- E. Research Addendum (N/A)

**Attachment A:**

**Environment and Natural Resources Trust Fund**

**M.L. 2019 Budget Spreadsheet**

**Legal Citation: M.L. 2019, First Special Session, Chp. 4, Art. 2, Sec. 2, Subd. 5d**

**Project Manager: Mimi Daniel**

**Project Title: Increasing Diversity in Environmental Careers: Fellowships, Internships, Mentorships**

**Organization: Minnesota Department of Natural Resources**

**Project Budget: \$250,000**

**Project Length and Completion Date: 5 years, June 2024**

**Today's Date: June 14, 2019**



<b>ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET</b>	<b>Budget</b>	<b>Amount Spent</b>	<b>Balance</b>
<b>BUDGET ITEM</b>			
<b>Professional/Technical/Service Contracts</b>			
<i>Fellowship/Internship Administration: Contract with Conservation Corps Minnesota &amp; Iowa (CCMI) for fellowships and internships (augments ML2017 and ML2018 funding, \$223,400 for internships and fellowships)with the following components:</i>	\$ 223,400	\$ -	\$ 223,400
<i>Equipment: Contract with CCMI for equipment, tools and supplies (augments ML2017 and ML2018 funding, \$3,400)</i>	\$ 3,400	\$ -	\$ 3,400
<i>Recruitment: Contract with CCMI to recruit students and conduct background checks (augments ML2017 and ML2018 funding, \$3,400)</i>	\$ 3,400	\$ -	\$ 3,400
<i>Training: Contract with CCMI to train 17 additional students (augments ML2017 and ML2018 funding, \$7,650)</i>	\$ 7,650	\$ -	\$ 7,650
<i>Summer internships site visits and travel related expenses, such aslodging, meals and mileage (augments ML2017 and ML2018 funding, \$6,325)</i>	\$ 6,325	\$ -	\$ 6,325
<i>Printing: Contract with CCMI for publishing and print materials related to the entire project (five year duration): \$5,825</i>	\$ 5,825	\$ -	\$ 5,825
<b>COLUMN TOTAL</b>	\$ 250,000	\$ -	\$ 250,000

<b>OTHER FUNDS CONTRIBUTED TO THE PROJECT</b>	<b>Status (secured or pending)</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
<b>Non-State:</b>		\$ -	\$ -	\$ -
<b>State:</b> MNDNR, MPCA and BWSR-awarded Sophomore and Junior Internships: awarded during summer following students' sophomore and junior years; total of 34 sophomore and junior internships awarded over duration of project.		\$ -	\$ -	\$ -
<b>In kind:</b>		\$ -	\$ -	\$ -
Mentor for each Student: 21 @ 40 hours/year @ \$30.01/hour for 4 years	Secured	\$ 100,821	\$ -	\$ 100,821
Intern Supervisor for each Student; 1 Supervisor FTE/13 Interns (cohort 2 and 3) for 12 weeks each summer @ 30% of time dedicated to supervisory duties for 2 summers.	Secured	\$ 283,758	\$ -	\$ 283,758
Supplies and equipment for Interns (including laptops and field equipment such as GPS units, maps, data, first-aid and safety equipment); 16 interns@ \$1,000 each	Secured	\$ 16,000	\$ -	\$ 16,000
		\$ -	\$ -	\$ -

<b>PAST AND CURRENT ENRTF APPROPRIATIONS</b>	<b>Amount legally obligated but not yet spent</b>	<b>Budget</b>	<b>Spent</b>	<b>Balance</b>
<b>Current appropriations:</b>		\$ 1,037,000	\$ -	\$ 1,037,000
<b>M.L. 2017, Chp. 96, Sec. 2, Subd. 5b</b>		\$ 487,000		\$ 487,000
<b>M.L. 2018, Chp. 214, Art. 4, Sec. 2, Subd 5l</b>		\$ 550,000		\$ 550,000
<b>Past appropriations:</b>		\$ -	\$ -	\$ -



