



**Environment and Natural Resources Trust Fund (ENRTF)
M.L. 2011 Work Plan Main Document**

Date of Status Update:

Date of Next Status Update: 6/1/2013

Date of Work Plan Approval:

Project Completion Date: 6/30/2014

Is this an amendment request? _____

Project Title: Minnesota Conservation Apprentice Academy

Project Manager: Steve Woods

Affiliation: MN Board of Water and Soil Resources

Address: 520 Lafayette Road

City: St. Paul **State:** MN **Zipcode:** 55155

Telephone Number: (651) 297-7748

Email Address: steve.woods@state.mn.us

Web Address: <http://www.bwsr.state.mn.us>

Location:

Counties Impacted: Statewide

Ecological Section Impacted: Statewide

Total ENRTF Project Budget:	ENRTF Appropriation \$:	200,000
	Amount Spent \$:	<u>0</u>
	Balance \$:	200,000

Legal Citation: M.L. 2011, First Special Session, Chp. 2, Art.3, Sec. 2, Subd. 09a

Appropriation Language:

\$100,000 the first year and \$100,000 the second year are from the trust fund to the Board of Water and Soil Resources in cooperation with Conservation Corps Minnesota to train and mentor future conservation professionals by providing apprenticeship service opportunities to soil and water conservation districts. This appropriation is available until June 30, 2014, by which time the project must be completed and the final products delivered.

I. PROJECT TITLE: Minnesota Conservation Apprenticeship Academy

II. PROJECT SUMMARY: Familiarizing future conservation leaders with Minnesota's various land-use practices, water and soil resources, plant and animal habitats, and landowner concerns is needed to maintain the capacity of local organizations to deliver conservation on the ground. Many of the conservation districts' most experienced conservation professionals and practitioners are nearing retirement age but due to budget constraints will not be replaced until they have left employment. Consequently, Minnesota is missing a great opportunity to transfer professional knowledge and experience to the next generation.

While university graduates with conservation-related degrees are knowledgeable in technology, theory, and research methods, their practical, on-the-ground skills need development. Communicating with landowners and adjusting designs for field nuances are vital to the success of conservation projects and best learned alongside seasoned professionals. In turn, apprentices will bring knowledge of emerging technologies to improve the quality and productivity of conservation efforts.

This program will approach environmental-related departments at several universities beginning in the fall of 2012 to recruit current students for apprenticeship positions during the summers of 2013 and 2014. The Conservation Corps of Minnesota and Iowa (CCMI) will be the employer of record, however Soil and Water Conservation Districts will provide a workplace, mentor, and daily supervision. CCMI will recruit candidates, pay a monthly stipend, and provide for AmeriCorps service credit and educational rewards.

III. PROJECT STATUS UPDATES:

Project Status as of June 1, 2013:

Project Status as of October 30, 2013:

Project Status as of June 1, 2014:

Project Status as of December 30, 2014:

IV. PROJECT ACTIVITIES AND OUTCOMES:

ACTIVITY 1: develop academy structure, recruit participating SWCDs, and develop employment agreements

Description: The intent is to create a solid foundation for running an apprentice program for multiple years. Result one is administratively focused as the details of the employment arrangements are critical for all parties—CCMI, SWCDs, and the prospective apprentice.

CCMI will contact SWCDs about interest in the program and solicit some notion of the quality of the experience they can provide the apprentices. The same needs are there for finding the students at institutions. We need to re-connect contacts at schools, evaluating the programs in which the candidates are enrolled so they have the background necessary to take advantage of the placement, and create selection criteria. The screening and selecting of individuals for the program will be carried out by CCMI as well.

CCMI staff will administer the AmeriCorps enrollment requirements for those selected. For example, an initial training session is necessary prior to placement to orient the participants similar to other CCMI corps members.

Summary Budget Information for Activity 1:

ENRTF Budget: \$ 14000
Amount Spent: \$ 0
Balance: \$14000

Activity Completion Date:

Deliverable/Outcome	Completion Date	Budget
1. executed contract between BWSR and CCMI	August 1, 2012	\$ 0
2. employment agreement format and program documentation describing schedule and duties; employment agreements and structure	October 15, 2012	2,000
3. list of interested SWCDs (incl. primary mentor) and individual agreements	November 30, 2012	5,000
4. year two employment agreements structure	May 1, 2012	2,000
5. year two interested SWCDs list and individual agreements	November 30, 2011	5,000

Project Status as of June 1, 2013:

Project Status as of October 30, 2013:

Project Status as of June 1, 2014:

Project Status as of December 30, 2014:

Final Report Summary:

ACTIVITY 2: Recruit, select, and train academy participants; and repeat for year two

Description: BWSR and CCMI will approach University of Minnesota, MnSCU, and other university environmental programs for assistance in recruiting candidates. CCMI will work to match potential participants with willing SWCDs and Technical Service Areas (TSA – a joint powers entity of SWCDs). Both the SWCD and the apprentices will be provided training to clarify expectations and requirements for successful participation in the program. CCMI will serve as the employer of record and handle all payroll and personnel related issues (e.g. AmeriCorps credits) until conclusion of summer employment.

Summary Budget Information for Activity 2:

ENRTF Budget: \$ 186,000
Amount Spent: \$ 0
Balance: \$186,000

Activity Completion Date:

Deliverable/Outcome	Completion Date	Budget
1. recruiting time and materials for use at educational institutions	October 15, 2012	\$ 4,000
2. match candidates with interested SWCDs	January 31, 2012	3,000
3. employ and manage 20 apprentices in year one	October 15, 2013	99,450
4. close out year one and evaluate	December 31, 2013	2,000
5. match candidates with interested SWCDs	January 31, 2014	3,000
6. employ and manage 13 apprentices in year two	October 15, 2014	72,550
7. close out and evaluate	November 30, 2014	2,000

Project Status as of June 1, 2013:
Project Status as of October 30, 2013:
Project Status as of June 1, 2014:
Project Status as of December 30, 2014:
Final Report Summary:

V. DISSEMINATION: The CCMI will be the primary disseminator and provide a link on their website (www.conservationcorps.org) describing the program. BWSR and MASWCD will also offer a brief description of the program and a link to the CCMI site. MASWCD has already been spreading this idea nationally through the National Association of Conservation Districts.

Project Status as of June 1, 2013:
Project Status as of October 30, 2013:
Project Status as of June 1, 2014:
Project Status as of December 30, 2014:
Final Report Summary:

VI. PROJECT BUDGET SUMMARY:

A. ENRTF Budget:

Budget Category	\$ Amount	Explanation
Personnel:	\$ 3000	0.04 FTE of non-general fund BWSR staff fo revaluation and training assistance
Professional/Technical Contracts:	\$197,000	CCMI for recruiting hosts and apprentices, developing sub-0agreements, and summer employment management for apprentices
TOTAL ENRTF BUDGET:	\$200,000	

Explanation of Use of Classified Staff: NA

Explanation of Capital Expenditures Greater Than \$3,500: NA

Number of Full-time Equivalent (FTE) funded with this ENRTF appropriation: One non-general funded BWSR employee will be used to provide consultation and analysis of annual and longitudinal measures being collected. Her time will be approximately 0.04 FTE.

Number of Full-time Equivalent (FTE) estimated to be funded through contracts with this ENRTF appropriation: The two-year program will fund 33 apprentice positions over two years for 540 hours per position. This equates to approximately six FTEs.

B. Other Funds:

Source of Funds	\$ Amount Proposed	\$ Amount Spent	Use of Other Funds
Non-state			
	\$	\$	
State			
	\$	\$	
TOTAL OTHER FUNDS:	\$	\$	

VII. PROJECT STRATEGY:

A. Project Partners: CCMI via contract, MN Association of SWCDs, individuals SWCDs, University and State College systems, field staff of NRCS, BWSR, and other agencies.

B. Project Impact and Long-term Strategy: Effort provides immediate technical assistance to accelerate conservation delivery utilizing typical funding sources such as RIM, WRP, CRP, EQIP, flood recovery, cost-share, and the constitutional funds for habitat and clean water. In the long-term we expect the participants will enlighten each other—the interns gain experience, the SWCDs gain emerging technologies. Our hope is that, following the completion of LCCMR participation, that the program can ultimately utilize the new Clean Water Fund as it is not a program which previously existed and is therefore not supplanting of existing efforts.

C. Spending History:

Funding Source	M.L. 2005 or FY 2006-07	M.L. 2007 or FY 2008	M.L. 2008 or FY 2009	M.L. 2009 or FY 2010	M.L. 2010 or FY 2011
Environment and Natural Resources Trust Fund					\$368,000

VIII. ACQUISITION/RESTORATION LIST: NA

IX. MAP(S): NA – Exact participants will not be known until early 2013.

X. RESEARCH ADDENDUM: NA

XI. REPORTING REQUIREMENTS:

Periodic work plan status update reports will be submitted not later than June 1, 2013, October 30, 2013 and June 1, 2014. A final report and associated products will be submitted after completion of the summer work season and analysis of exit interviews and before December 30, 2014 as requested by the LCCMR.

Attachment A: Budget Detail for M.L. 2011 (FY 2012-13) Environment and Natural Resources Trust Fund Projects								
Project Title: <i>Minnesota Conservation Apprentice Academy</i>								
Legal Citation: <i>M.L. 2011, First Special Session, Chp. 2, Art. 3, Sec. 2, Subd. 9a</i>								
Project Manager: <i>Steve Woods</i>								
M.L. 2011 (FY 2012-13) ENRTF Appropriation: \$ 200,000								
Project Length and Completion Date: <i>December 30, 2014</i>								
Date of Update: <i>Fill in the date of report submission</i>								
ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Activity 1 Budget	Amount Spent	Balance	Activity 2 Budget	Amount Spent	Balance	TOTAL BUDGET	TOTAL BALANCE
BUDGET ITEM	<i>program structure and hosts</i>			<i>apprentice recruit, train, hire</i>				
Personnel (Wages and Benefits) Angie Becker-Kudelka training coordinator @0.04 FTE (non-general fund employee) for	0			3,000			3,000	
Professional/Technical Contracts Conservation Corps of Minnesota and Iowa for manager time (\$39,080) and stipends paid to 33 apprentices (\$129,260). Included in contract are funds for background checks, recruitment ads (\$9,200), orientation facility charges and materials (\$22,800).	14,000			183,000			197,000	
COLUMN TOTAL	\$14,000			\$186,000			\$200,000	