



# Environment and Natural Resources Trust Fund (ENRTF)

## M.L. 2013 Work Plan

**Date of Status Update Report:** November 20, 2012

**Date of Next Status Update Report:** June 1, 2014

**Date of Work Plan Approval:**

**Project Completion Date:** December 30, 2014

**Is this an amendment request?** \_\_\_\_\_

**PROJECT TITLE:** Minnesota Conservation Apprenticeship Academy

**Project Manager:** Steve Woods

**Affiliation:** MN Board of Water and Soil Resources

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**Location:** Approximately 30 counties to be determined early in 2014 as Soil and Water Conservation Districts make decisions whether or not to apply to the program.

**Total ENRTF Project Budget:**

**ENRTF Appropriation:** \$186,000

**Amount Spent:** \$0

**Balance:** \$186,000

**Legal Citation:** M.L. 2013, Chp. xx, Sec. xx, Subd. xx

**Appropriation Language:**

**I. PROJECT TITLE:** Minnesota Conservation Apprenticeship Academy

**II. PROJECT STATEMENT:** The Conservation Apprentice Academy transfers knowledge from experienced professionals to the next generation of conservation managers. Real-world experience gained with Soil and Water Conservation Districts (SWCDs) during their busy construction season is experience that textbooks cannot convey. The first year of this program during the summer of 2011 demonstrated the knowledge transfer goes both ways.

The Conservation Corps of Minnesota and Iowa (CCMI) works under a grant from BWSR to recruit interested Soil and Water Conservation Districts (SWCD) and university students and  
A cohort of 30 apprentices was funded by the ENRTF for the summers of 2011 and 2012. Partial funding for the summers of 2013 and 2014 has also been received from the ENRTF. This work plan would provide increased support so 30 apprentice positions can be offered in each of the 2013 and 2014 field seasons. We intend apply this appropriation to the work associated with the preparation and implementation for the summer of 2014.

Future conservation leaders need to be familiar with Minnesota’s widely varying land-use practices, water and soil resources, plant and animal habitats, and landowner concerns if we hope to maintain the capacity of local organizations to deliver conservation on the ground. While college graduates with conservation-related degrees are knowledgeable in technology, theory, and research methods, their 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 from seasoned professionals. In turn, apprentices will bring knowledge of emerging technologies and other innovations to improve the quality and productivity of current conservation efforts.

**III. PROJECT STATUS UPDATES:**

**Project Status as of December 30, 2013:**

**Project Status as of June 1, 2014:**

**Project Status as of December 30, 2014:**

**IV. PROJECT ACTIVITIES AND OUTCOMES:**

**ACTIVITY 1:** Align host districts with CCMI

**Description:** This activity relates to securing agreements with the host SWCDs and clarifying expectations between the employer of record (CCMI) and those of the Districts who provide daily assignments. Review contract and employment structures, recruit SWCDs, and develop 30 employment agreements

**Summary Budget Information for Activity 1:**

**ENRTF Budget: \$ 6,000**

**Amount Spent: \$ 0**

**Balance: \$**

**Activity Completion Date:**

<b>Outcome</b>	<b>Completion Date</b>	<b>Budget</b>
1. review contract between BWSR and CCMI	August 1, 2013	\$ 0
2. employment agreement format and program documentation describing schedule and duties; employment agreements and structure	October 15, 2013	1,000
3. list of interested SWCDs (incl. primary mentor)	November 30, 2013	2,000
4. 2014 interested SWCDs list and employment agreements	April 30, 2013	3,000

**Project Status as of December 30, 2013:**

**Activity Status as of June 1, 2014:**

**Activity Status as of December 30, 2014:**

**Final Report Summary:**

**ACTIVITY 2:** Employ apprentices

**Description:** This activity relates to the tasks needed to recruit, select, train, and employ academy participants for the summer of 2014. The overwhelming majority of the expense in this activity is related to the wages paid to the apprentices via CCMI.

**Summary Budget Information for Activity 1:**

**ENRTF Budget: \$ 180,000**  
**Amount Spent: \$ 0**  
**Balance: \$**

**Activity Completion Date:**

<b>Outcome</b>	<b>Completion Date</b>	<b>Budget</b>
1. recruiting time and materials for use at educational institutions	October 15, 2013	\$ 1,000
2. match candidates with interested SWCDs	January 31, 2014	2,000
3. employ, train, and manage 30 apprentices during 2014	October 15, 2014	173,000
4. close out year and evaluate all four program cohorts 2011-14	December 30, 2014	4,000

**Project Status as of December 30, 2013:**

**Activity Status as of June 1, 2014:**

**Activity Status as of December 30, 2014:**

**Final Report Summary:**

**V. DISSEMINATION:**

**Description:** The CCMI will be the primary disseminator and provide a link on their website describing the program ([www.conservation-corps.org](http://www.conservation-corps.org)). The program recruiting through environmental and engineering departments at several universities has been successful in garnering significant student interest from around the state. BWSR and the MN Association of Soil and Water Conservation Districts will also offer descriptions of the program and link to the CCMI site. MASWCD has been spreading this idea nationally through the National Association of Conservation Districts. BWSR has done likewise through the National Association of State Conservation Agencies.

**Status as of December 30, 2013:**

**Status as of June 1, 2014:**

**Status as of December 30, 2014:**

**Final Report Summary:**

**VI. PROJECT BUDGET SUMMARY:**

This is (potentially) grant three funded by the LCCMR for the apprentice program. Grant one addressed the cohorts working during the summers of 2011 and 2012. Grant two will be addressing the summer of 2013 once a

grant amendment is requested and processed during the winter of 2012-13. This work plan assumes grant three is approved and applied toward the summer of 2014 apprentice cohort.

**A. ENRTF Budget:**

Budget Category	\$ Amount	Explanation
Personnel:	\$ 3000	0.04 FTE of non-general fund BWSR staff to assist with evaluation protocols and training
Professional/Technical/Service Contracts:	\$183,000	CCMI for recruiting hosts and apprentices, developing sub-agreements, and summer employment management for apprentices
<b>TOTAL ENRTF BUDGET:</b>	<b>\$186,000</b>	

**Explanation of Use of Classified Staff:** Project management and field visit time - none seeking reimbursement.

**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:**

This is a one-year program to fund 30 apprentice positions for approximately 540 hours per position. This equates to approximately six FTEs.

**B. Other Funds:** NA

**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 (ENRTF) participation, that the program can ultimately utilize the new Clean Water Fund as it is not a previously existing general fund program and therefore not supplanting of existing efforts.

**C. Spending History:**

Funding Source	M.L. 2007 or FY08	M.L. 2008 or FY09	M.L. 2009 or FY10	M.L. 2010 or FY11	M.L. 2011 or FY12-13
LCCMR				\$368,000	
LCCMR					\$200,000

**VIII. ACQUISITION/RESTORATION LIST:** NA

**IX. MAP(S):** NA – Exact participants will not be known until early 2014. Status Reports will add in the map when it becomes possible to construct it.

**X. RESEARCH ADDENDUM:** NA

**XI. REPORTING REQUIREMENTS:**

Periodic work plan status update reports will be submitted not later than December 30, 2013, June 1, 2014, and December 30, 2014. (The final report and associated products require completion of the summer work season and analysis of exit interviews so final reports are not possible until the fourth quarter of the year.)

**Attachment A: Budget Detail for M.L. 2013 Environment and Natural Resources Trust Fund Projects**

**Project Title:** Minnesota Conservation Apprenticeship Academy

**Legal Citation:** *Fill in your project's legal citation from the appropriation language*

**Project Manager:** Steve Woods

**M.L. 2013 ENRTF Appropriation:** \$ 186,000

**Project Length and Completion Date:** December 30, 2014

**Date of Update:** November 20, 2012

<b>ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET</b>	<b>Activity 1 Budget</b>	<b>Amount Spent</b>	<b>Balance</b>	<b>Activity 2 Budget</b>	<b>Amount Spent</b>	<b>Balance</b>	<b>TOTAL BUDGET</b>	<b>TOTAL BALANCE</b>
<b>BUDGET ITEM</b>	<b>Align host districts with CCMI</b>			<b>Employ apprentices</b>				
<b>Personnel (Wages and Benefits)</b> Jenny Giesecke BWSR training coordinator and member of our organization development section @0.04 FTE (non-general fund employee). (71% salary and 29% benefits)				3,000	0	3,000	3,000	3,000
<b>Professional/Technical/Service Contracts</b> Conservation Corps of MN and IA for manager time and stipends paid to 30 apprentices. Included in contract are funds for background checks, recruiting ads, and materials.	6,000	0	6,000	177,000	0	177,000	183,000	183,000
<b>COLUMN TOTAL</b>	<b>\$6,000</b>	<b>\$0</b>	<b>\$6,000</b>	<b>\$180,000</b>	<b>\$0</b>	<b>\$180,000</b>	<b>\$186,000</b>	<b>\$186,000</b>