



Environment and Natural Resources Trust Fund (ENRTF) M.L. 2017 LCCMR Work Plan

Date of Submission: October 18, 2016

Date of Next Status Update Report: December 31, 2017

Date of Work Plan Approval: close of 2017 Legislative session

Project Completion Date: June 30, 2022

Does this submission include an amendment request? ___

PROJECT TITLE: Increasing Diversity in Environmental Careers: Fellowships, Internships, Mentorships

Project Manager: Denise Legato

Organization: Minnesota Department of Natural Resources

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Location: Statewide

Total ENRTF Project Budget:

ENRTF Appropriation: \$1,487,000

Amount Spent: \$0

Balance: \$1,487,000

Legal Citation: M.L. 2017, Chp. xx, Sec. xx, Subd. xx

Appropriation Language:

[To be inserted following the MN Legislative Session in Spring 2017. This will be blank for the initial submission and will be provided to you at a later date.]

I. PROJECT TITLE: Increasing Diversity in Environmental Careers: Fellowships, Internships, Mentorships

II. 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 program intends to reduce and eliminate barriers that inhibit under-represented students from successfully completing STEM degrees and obtaining environmental employment post-graduation.

The MNDNR is the project lead; in consultation with the partners, MNDNR will design, administer and evaluate the overall program. 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 program will reach 80 students over the duration of the program and provide up to 120 paid internships, 60 of which will be funded through ENRTF dollars to CCMI.

Students selected for this program will participate in 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. As a result 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 80 students are shared within their communities in ways that further an 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.

III. OVERALL PROJECT STATUS UPDATES:

Project Status as of December 31, 2017:

Project Status as of June 30, 2018:

Project Status as of December 31, 2018:

Project Status as of June 30, 2019:

Project Status as of December 31, 2019:

Project Status as of June 30, 2020:

Project Status as of December 31, 2020:

Project Status as of June 30, 2021:

Project Status as of December 31, 2021:

Project Status as of June 30, 2022:

Overall Project Outcomes and Results:

IV. PROJECT ACTIVITIES AND OUTCOMES:

ACTIVITY 1: DNR Program Administration: Design, build and manage a high quality program for under-represented students enrolled in STEM programs at two and four-year public and private colleges and universities.

Description: This activity is focused on the designing and managing the program. DNR will enter into a contract with CCMI to manage the CCMI awareness internships, fellowships/stipends, research financial tools and provide outreach. DNR and CCMI will each hire program managers for each program. In consultation with the partners, DNR will design the overall program to include: program goals and outcomes; key performance measures and standards; recruitment, application and selection process; agency-sponsored mentorship and internship programs; program evaluation; and reporting.

Summary Budget Information for Activity 1:

ENRTF Budget: \$ 339,961
Amount Spent: \$ 0
Balance: \$ 339,961

Outcome	Completion Date
1. <i>MNDNR executes contract with CCMI for their program deliverables (recruitment, outreach, fellowship/stipend and contracted internship programs)</i>	August 31, 2017
2. <i>CCMI and DNR hire program staff to deliver program.</i>	October 31, 2017
3. <i>MNDNR, in consultation with its partners, will design the program to achieve overall program objectives; build key program elements such as the student application and selection process; agency mentorship program; CCMI fellowships/stipends program for students; cohort structure; recruitment and outreach; and evaluation tools.</i>	January 31, 2018
4. <i>MNDNR and its partners apply selection criteria to applicant pool and select up to 20 new students enrolling in two or four-year STEM degree programs to participate in the year one program. DNR, BWSR and MPCA select mentors for students.</i>	June 30, 2018
5. <i>MNDNR and its partners will design the CCMI contracted internship program, including experiential learning opportunities at each agency and program logistics.</i>	January 31, 2019
6. <i>MNDNR and its partners will select up to 20 new students and mentors to participate in the CCMI program based on established criteria. Refine based on previous year's evaluation.</i>	April 30, 2019
7. <i>MNDNR, in consultation with its partners will design the state-agency internship program, including supervision, site visits, student placement, evaluation, and monitoring.</i>	January 31, 2020
8. <i>MNDNR and its partners will select up to 20 new students and mentors to participate in the CCMI program based on established criteria. Refine program based on previous year's evaluation.</i>	April 30, 2020
9. <i>MNDNR and its partners will select up to 20 new students and mentors to participate in the CCMI program based on established criteria. Refine program based on previous year's evaluation.</i>	April 30, 2021
10. <i>Final report</i>	June 30, 2022

Activity 1 Status as of December 31, 2017:

Activity 1 Status as of June 30, 2018:

Activity 1 Status as of December 31, 2018:

Activity 1 Status as of June 30, 2019:

Activity 1 Status as of December 31, 2019:

Activity 1 Status as of June 30, 2020:

Activity 1 Status as of December 31, 2020:

Activity 1 Status as of June 30, 2021:

Activity 1 Status as of December 31, 2021:

Activity 1 Status as of June 30, 2022:

ACTIVITY 2: CCMI Program Administration: Operationalize and administer the contracted internship and fellowship/stipend program elements in collaboration with agency partners. Develop recruitment, outreach and evaluation tools to support up to 4 cohorts/80 students over the project duration (approximately 20 new students each year). Administer fellowships/stipends to new and returning students; manage contracted internships.

Description: Under contract with DNR, CCMI will operationalize the contracted program elements into a program that supports up to 20 new students each year of the program starting in FY19. CCMI will hire a program manager to administer the contracted portions of the program including: training and support; fellowship/stipend agreements; site visits and hands-on learning; contracted internships for students; STEM career guidance; student vocational support and outreach.

Summary Budget Information for Activity 2:

ENRTF Budget: \$ 696,000
Amount Spent: \$ 0
Balance: \$ 696,000

Outcome	Completion Date
1. CCMI works in collaboration with MNDNR and the partners to build its contracted program elements, including CCMI fellowships/stipends; recruitment and outreach; student application process.	January 31, 2018
2. CCMI recruits potential program applicants through educational institutions, online, media and other outlets. Coordinate application process for MNDNR; forwards list of program applicants to MNDNR.	April 30, 2018
3. CCMI notifies all applicants about the status of their application; CCMI notifies the selected participants (up to 20 students) about their acceptance into the program.	July 31, 2018
4. CCMI awards fellowships/stipends and provides educational funding information and STEM degree/career information to students and their support networks.	August 31, 2018
5. CCMI works in collaboration with MNDNR and partners to operationalize the contracted internship program.	March 31, 2019
6. CCMI recruits potential applicants through educational institutions, online, media and other outlets for next year's program. Coordinate application process for MNDNR; forwards list of program applicants to MNDNR.	April 30, 2019

6. <i>CCMI provides regular outreach to enrolled students and their support networks throughout the academic year.</i>	April 30, 2019
7. <i>CCMI offers the contracted internship program to students who completed their first year program with CCMI.</i>	May 31, 2019
8. <i>CCMI notifies all program applicants about the status of their application; CCMI notifies the selected participants (up to 20 new students) about their acceptance into the program.</i>	July 31, 2019
9. <i>CCMI awards fellowships/stipends and provides educational funding information and STEM degree/career information to incoming and returning students and their support networks.</i>	August 31, 2019
10. <i>CCMI implements the contracted internship program in coordination with the state agencies. At the end of the internship, students are provided information about their state-agency internships for the upcoming academic year.</i>	August 31, 2019
11. <i>CCMI recruits potential program applicants through educational institutions, online, media and other outlets. Coordinate application process for DNR; forwards list of program applicants to MNDNR.</i>	April 30, 2020
12. <i>CCMI provides regular outreach to enrolled students (new and returning) and their support networks throughout the academic year.</i>	April 30, 2020
13. <i>CCMI offers the contracted internship program to students who completed their first year program with CCMI.</i>	May 31, 2020
14. <i>CCMI notifies all applicants about the status of their application; CCMI notifies the selected participants (up to 20 new students) about their acceptance into the program.</i>	July 31, 2020
15. <i>CCMI awards fellowships/stipends and provides educational funding information and STEM degree/career information to incoming and returning students and their support networks.</i>	August 31, 2020
16. <i>CCMI implements the contracted internship program in coordination with the state agencies. At the end of the internship, students are provided information about their state-agency internships for the upcoming academic year.</i>	August 31, 2020
17. <i>CCMI recruits potential program applicants through educational institutions, online, media and other outlets. Coordinate application process for MNDNR; forwards list of program applicants to MNDNR.</i>	April 30, 2021
18. <i>CCMI provides regular outreach to enrolled students (new and returning) and their support networks throughout the academic year.</i>	April 30, 2021
19. <i>CCMI offers the contracted internship program to students who completed their first year program with CCMI.</i>	May 31, 2021
20. <i>CCMI notifies applicants about the status of their application; CCMI notifies the selected participants (up to 20 new students) about their acceptance into the program.</i>	July 31, 2021
21. <i>CCMI awards fellowships/stipends and provides educational funding information and STEM degree/career information to incoming and returning students and their support networks.</i>	August 31, 2021
22. <i>CCMI implements the contracted internship program in coordination with the state agencies. At the end of the internship, students are provided information about their state-agency internships for the upcoming academic year.</i>	August 31, 2021
23. <i>CCMI provides regular outreach to students and their support networks.</i>	April 30, 2022
24. <i>Final report</i>	June 30, 2022

Activity 2 Status as of December 31, 2017:

Activity 2 Status as of June 30, 2018:

Activity 2 Status as of December 31, 2018:

Activity 2 Status as of June 30, 2019:

Activity 2 Status as of December 31, 2019:

Activity 2 Status as of June 30, 2020:

Activity 2 Status as of December 31, 2020:

Activity 2 Status as of June 30, 2021:

Activity 2 Status as of December 31, 2021:

Activity 2 Status as of June 30, 2022:

ACTIVITY 3: Internship and Mentorship Programs: CCMI, in consultation with its partners, will manage the contracted internships for students who successfully complete the first year program with CCMI. This internship, paid for from ENRTF dollars, will give students the opportunity to experience work at each of the three state agencies.

MNDNR, MNPCA and BWSR will use in-kind funding to select and train up approximately 80 mentors (up to 20 each year) for students starting in their first year of the program. MNDNR and its partners will also provide fully-funded student internships to participants in years three through five of the program (second year and returning students). MNDNR will work with MPCA and BWSR to support and train up to 80 natural resources mentors to work with the students.

Description: This funding will pay for up to 60 paid internships with CCMI, which will be under contract with MNDNR. The 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, third and fourth year internships within the state agencies. Returning student participants will be able to secure consecutive, annual internships with the state agencies depending on the year they enter the program. In total, MNDNR and its partners will provide up to 120 total internships to under-represented students.

MNDNR, MPCA and BWSR will work collaboratively to recruit, train and match agency-mentors to student interns. MNDNR will administer the overall program to include mentor recruitment, training, program evaluation, mentorship agreements, 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. The agencies will recruit up to 80 agency mentors to pair with students over the program's duration.

Summary Budget Information for Activity 3:

ENRTF Budget: \$ 451,039

Amount Spent: \$ 0

Balance: \$ 451,039

Outcome	Completion Date
1. Train up to 20 state-agency professionals to serve as student mentors.	April 30, 2018
2. Assign mentors to incoming students.	July 31, 2018
3. Mentors and students meet regularly during the academic year to increase student retention in STEM educational programs and address cultural barriers.	April 30, 2019

4. <i>Train up to 40 state-agency professionals to serve as student mentors. This training includes new and returning mentors.</i>	April 30, 2019
5. <i>Assign mentors to incoming students.</i>	July 31, 2019
6. <i>Students complete CCMI contract internship program; returning students are assigned agency-sponsored internships for the upcoming academic year and summer.</i>	August 31, 2019
7. <i>Mentors and students meet regularly during the academic year to increase student retention in STEM educational programs and address cultural barriers.</i>	April 30, 2020
8. <i>Train up to 60 state-agency professionals to serve as student mentors. This training includes new and returning mentors.</i>	April 30, 2020
9. <i>Assign mentors to incoming students.</i>	July 31, 2020
10. <i>Students complete CCMI contracted internship program; returning second and third students are assigned agency-sponsored internships for the upcoming academic year and summer.</i>	August 31, 2020
11. <i>Mentors and students meet regularly during the academic year to increase student retention in STEM educational programs and address cultural barriers.</i>	April 30, 2021
12. <i>Train up to 60 state-agency professionals to serve as student mentors. This training includes new and returning mentors.</i>	April 30, 2021
13. <i>Assign mentors to incoming students.</i>	July 31, 2021
14. <i>Students complete CCMI contracted internship program; returning second, third and fourth year students are assigned agency-sponsored internships for the upcoming academic year and spring.</i>	August 31, 2021
15. <i>Mentors and students meet regularly during the academic year to increase student retention in STEM educational programs and address cultural barriers.</i>	April 30, 2022
16. <i>Final report</i>	June 30, 2022

Activity 3 Status as of December 31, 2017:

Activity 3 Status as of June 30, 2018:

Activity 3 Status as of December 31, 2018:

Activity 3 Status as of June 30, 2019:

Activity 3 Status as of December 31, 2019:

Activity 3 Status as of June 30, 2020:

Activity 3 Status as of December 31, 2020:

Activity 3 Status as of June 30, 2021:

Activity 3 Status as of December 31, 2021:

Activity 3 Status as of June 30, 2022:

Final Report Summary:

V. 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 foundations work and achievements of the ENRTF-funded project, *Bridges to Diversifying Involvement in the Natural Resources Community*.

Status as of December 31, 2017:

Status as of June 30, 2018:

Status as of December 31, 2018:

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Status as of June 30, 2020:

Status as of December 31, 2020:

Status as of June 30, 2021:

Status as of December 31, 2021:

Status as of June 30, 2022:

Final Report Summary:

VI. PROJECT BUDGET SUMMARY:

A. Preliminary ENRTF Budget Overview:

***This section represents an overview of the preliminary budget at the start of the project. It will be reconciled with actual expenditures at the time of the final report.**

Budget Category	\$ Amount	Overview Explanation
Personnel:	\$ 300,300	MNDNR Program Coordinator to administer program, identify, train and coordinate up to 80 MNDNR MPCA and BWSR mentors and 120 internship placements. 5 years @ 0.7 FTE; Salary and fringe (medical,
Travel:	\$15,825	Travel expenses, years 1-5 of the program to visit sites statewide.
Professional/Technical/Service Contracts: Contract with Conservation Corps Minnesota & Iowa (CCMI) to manage and administer project with the following components:	\$1,147,039	
CCMI Program Manager and Administrator: 5 years @ 1.00 FTE; 80/20; estimated cost \$400,000		

CCMI Contracted Internships: \$372,039 Total of 60 internships awarded over the duration of project.		
CCMI Fellowships: first year award - \$2,000; second, third and fourth year award - \$1,000/year; estimated cost \$280,000		
CCMI Equipment/Tools/Supplies: 80 students total @ \$200/ea.; estimated cost \$16,000		
CCMI Site Visits: summer internship site visits during first, second and third year; up to 120 site visits @ \$225/site visit; estimated cost \$27,000		
CCMI Recruitment: 80 students including background checks@ \$200 each; estimated cost \$16,000		
CCMI Training: 80 students @ \$450 each; estimated cost \$36,000		
Other: Direct and Necessary Costs	\$23,836	MNDNR's costs to design and oversee the program: HR support (~\$5,149); Safety Support (~\$1,442); Financial Support (~\$4,426), Communication Support (~\$1,316), IT Support (~\$10,395), Planning Support (~\$912), Procurement Support (~\$197)
TOTAL ENRTF BUDGET:	\$ 1,487,000	

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. The internship, CCMI and MNDNR Program Coordinator positions will not be created until the commissioner of natural resources is appropriated funding and the LCCMR has approved this work plan.

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

Total Number of Full-time Equivalent (FTE) Directly Funded with this ENRTF Appropriation: One MNDNR position will provide program coordination for the 80 mentors and 120 internship placements. This position will be 0.7 FTE each year for five years or the equivalent of 3.5 FTEs.

Total Number of Full-time Equivalent (FTE) Estimated to Be Funded through Contracts with this ENRTF Appropriation: This is a five year program to fund 18.8 FTEs through the CCMI contract. CCMI will hire one (1) FTE to manage and administer the program through CCMI and select 80 students to participate in the program, 60 of which will be offered contracted internships over the duration of the program. Each internship is estimated to last 480 hours; with up to 60 interns, ENRTF funded intern positions (contracted internship program with DNR) is to be 13.8 FTE over the duration of the project.

B. Other Funds:

Source of Funds	\$ Amount Proposed	\$ Amount Spent	Use of Other Funds
Non-state			

Federal education awards leveraged by the Conservation Corps Minnesota and Iowa for Year 1 Interns (<i>Pending</i>)	\$90,000	\$0	
State			
MNDNR, MPCA and BWSR's agency-sponsored internships: up to 60 state-agency funded internships awarded over duration of project	\$ 403,042	\$0	
Mentor for each student: up to 80 mentors, 40 hours/year@ \$30.01/hour for 4 years	\$240,080	\$0	
Intern supervisor for each student; 1 supervisor per FTE, 30% time for 13 weeks dedicated to supervisory duties	\$515,923	\$0	
Supplies and equipment for interns (including laptops and field equipment such as GPS units, maps, data, first-aid and safety equipment); 120 internships @ \$1,000 each	\$120,000	\$0	
TOTAL OTHER FUNDS:	\$1,369,045	\$0	

VII. PROJECT STRATEGY:

A. Project Partners:

Partners 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 80 inter-agency mentorships and internships as well as program administration.

Partners NOT receiving ENRTF funding

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

B. Project Impact and Long-term Strategy:

This project provides fellowships, multiple internship opportunities for 80 under-represented students (women, ethnic and racial minorities, and individuals with disabilities) over the course of a five-year program 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 program, 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.

C. Funding History: This is a newly developed program without precedent. As a result there is no budget history for reference.

Funding Source and Use of Funds	Funding Timeframe	\$ Amount
N/A		\$
		\$
		\$

VIII. REPORTING REQUIREMENTS:

- The project is for 5 years, will begin on July 1, 2017, and end on June 30, 2022.
- Periodic project status update reports will be submitted by December 31 and June 30 of each year.
- A final report and associated products will be submitted between June 30 and August 15, 2022.

IX. VISUAL COMPONENT or MAP(S): See attached visual component and map

**Environment and Natural Resources Trust Fund
M.L. 2017 Project Budget**



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

Legal Citation: M.L. 2017, Chp. Xx,

Project Manager: Denise Legato

Organization: Minnesota Department of Natural Resources

M.L. 2017 ENRTF Appropriation: \$1,487,000

Project Length and Completion Date: 5 Years, June 30, 2022

Date of Report: September 14, 2016

ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	Activity 1 Budget	Amount Spent	Activity 1 Balance	Activity 2 Budget	Amount Spent	Activity 2 Balance	Activity 3 Budget	Amount Spent	Activity 3 Balance	TOTAL BUDGET	TOTAL BALANCE
BUDGET ITEM	Program Administration - DNR			Program Administration - CCMI			Internship & Mentorship Programs				
Personnel (Wages and Benefits)											
<i>Project Manager, \$300,300 (71% salary/29% benefits, 70% FTE each year for five years)</i>	\$300,300	\$0	\$300,300	\$0	\$0	\$0	\$0	\$0	\$0	\$300,300	\$300,300
Professional/Technical/Service Contracts											
<i>Contracts with Conservation Corps Minnesota & Iowa (CCMI) to manage project with the following components:</i>											
<i>CCMI Program Manager and Administrator: 5 years @ 1.0 FTE; 80/20; estimated cost \$400,000</i>				\$400,000	\$0	\$400,000				\$400,000	\$400,000
<i>CCMI Contracted Internships: \$372,039. Total of 60 internships award over the duration of the project.</i>							\$372,039	\$0	\$372,039	\$372,039	\$372,039
<i>CCMI Fellowships: first year award - \$2,000; second, thirds and fourth year award - \$1,000/year; estimated cost \$280,000</i>				\$280,000	\$0	\$280,000				\$280,000	\$280,000
<i>CCMI Equipment/Tools/Supplies: 80 students total @ \$200/ea.; estimated cost \$16,000</i>							\$16,000	\$0	\$16,000	\$16,000	\$16,000
<i>CCMI Site Visits: summer intership site visits during first, second and third year; up to 120 site visits at \$225/site visit; estimated cost \$27,000</i>							\$27,000	\$0	\$27,000	\$27,000	\$27,000
<i>CCMI Recruitment: 80 students including background checks @ \$200 each; estimated cost \$16,000</i>				\$16,000	\$0	\$16,000				\$16,000	\$16,000
<i>CCMI Training: 80 students@ \$450 each; estimated cost \$36,000</i>							\$36,000	\$0	\$36,000	\$36,000	\$36,000
Travel expenses in Minnesota											
<i>Travel related expenses, years 2-5 of the program to visit program sites statewide. Estimated lodging ~\$3,500; ~meals ~\$1,700; mileage ~ \$6,743</i>	\$15,825	\$0	\$15,825							\$15,825	\$15,825
Other											
<i>Direct and Necessary for MNDNR's costs to design and oversee the program: HR support (~\$5,149); Safety Support (~\$1,442); Financial Support (~\$4,371); Communication Support (~\$1,316); IT Support ~\$14,850); Planning Support (~\$912); Procurement Support ~(\$197)</i>	\$23,836	\$0	\$23,836							\$23,836	\$23,836
COLUMN TOTAL	\$339,961	\$0	\$339,961	\$696,000	\$0	\$696,000	\$451,039	\$0	\$451,039	\$1,487,000	\$1,487,000