



Environment and Natural Resources Trust Fund (ENRTF) M.L. 2018 ENRTF Work Plan (Main Document)

Today's Date: June 1, 2018

Date of Next Status Update Report: January 31, 2018

Date of Work Plan Approval: 06/05/2018

Project Completion Date: June 30, 2023

Does this submission include an amendment request? ___

PROJECT TITLE: Increase Diversity in Environmental Careers to Serve Minnesota's Changing Demographics

Project Manager: Denise Legato

Organization: Minnesota Department of Natural Resources

College/Department/Division: Operations Services Division

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Location: Statewide

Total Project Budget: \$1,037,000 (\$487,000 ML 2017, Chp. 96, Sec. 2, Subd. 5b; \$550,000 ML 2018, Chp. 214, Art. 4, Sec. 2, Subd 5I)

Amount Spent: \$0

Balance: \$1,037,000

Legal Citation: M.L. 2018, Chp. 214, Art. 4, Sec. 02, Subd. 05I

Appropriation Language: \$550,000 the second year is from the trust fund to the commissioner of natural resources in cooperation with Conservation Corps Minnesota and Iowa to provide a college-to-work pathway for students of diversity to pursue natural resources careers through internships and mentorships with state agencies. This appropriation is available until June 30, 2023, by which time the project must be completed and final products delivered.

Legal Citation: M.L. 2017, Chp. 96, Sec. 2. Subd. 5b; M.L. 2018, Chp. 214, Art. 4, Sec. 2, Subd. 5I

Appropriation Language: M.L. 2017 Language: b) Increasing Diversity in Environmental Careers

\$487,000 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, 2022, 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 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 26 students over the duration of the program.

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 26 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.

II. OVERALL PROJECT STATUS UPDATES:

First Update January 31, 2019

Second Update June 30, 2019

Third Update January 31, 2020

Fourth Update June 30, 2020

Fifth Update January 31, 2021

Sixth Update June 30, 2021

Seventh Update January 31, 2022

Eight Update June 30, 2022

Ninth Update January 31, 2023

Final Update June 30, 2023

III. 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.

ENRTF BUDGET: \$338,274

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, 2018
2. <i>CCMI and DNR hire program staff to deliver program.</i>	October 31, 2018
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, 2019
4. <i>MNDNR and its partners apply selection criteria to applicant pool and select up to 10 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, 2019
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, 2020
6. <i>MNDNR and its partners will select up to 10 new students and mentors to participate in the CCMI program based on established criteria. Refine based on previous year's evaluation.</i>	April 30, 2020
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, 2021
8. <i>MNDNR and its partners will select up to 6 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
9. <i>Final LCCMR report</i>	June 30, 2023

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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 3 cohorts/26 students over the project duration. 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 10 new students in the first two years of the program starting in FY20, and up to 6 new students in the third year of the program. 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.

ENRTF BUDGET: \$ 469,226

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, 2019
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, 2019
3. CCMI notifies all applicants about the status of their application; CCMI notifies the selected participants (up to 10 students) about their acceptance into the program.	July 31, 2019
4. CCMI awards fellowships/stipends and provides educational funding information and STEM degree/career information to students and their support networks.	August 31, 2019
5. CCMI works in collaboration with MNDNR and partners to operationalize the contracted internship program.	March 31, 2020
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, 2020
7. CCMI provides regular outreach to enrolled students and their support networks throughout the academic year.	April 30, 2020
8. CCMI offers the contracted internship program to students who completed their first year program with CCMI.	May 31, 2020

9. <i>CCMI notifies all program applicants about the status of their application; CCMI notifies the selected participants (up to 10 new students) about their acceptance into the program.</i>	July 31, 2020
10. <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
11. <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
12. <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, 2021
13. <i>CCMI provides regular outreach to enrolled students (new and returning) and their support networks throughout the academic year.</i>	April 30, 2021
14. <i>CCMI offers the contracted internship program to students who completed their first year program with CCMI.</i>	May 31, 2021
15. <i>CCMI notifies all applicants about the status of their application; CCMI notifies the selected participants (up to 6 new students) about their acceptance into the program.</i>	July 31, 2021
16. <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
17. <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
18. <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, 2022
19. <i>CCMI provides regular outreach to enrolled students (new and returning) and their support networks throughout the academic year.</i>	April 30, 2022
20. <i>CCMI offers the contracted internship program to students who completed their first year program with CCMI.</i>	May 31, 2022
21. <i>CCMI provides regular outreach to students and their support networks.</i>	April 30, 2023
22. <i>Final LCCMR report</i>	June 30, 2023

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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 10 mentors (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 26 natural resources mentors to work with the students.

Description: This funding will pay for up to 26 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 52 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 26 agency mentors to pair with students over the program’s duration.

ENRTF BUDGET: \$ 229,500

Outcome	Completion Date
1. <i>Train up to 10 state-agency professionals to serve as student mentors.</i>	April 30, 2019
2. <i>Assign mentors to incoming students.</i>	July 31, 2019
3. <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
4. <i>Train up to 10 state-agency professionals to serve as student mentors. This training includes new and returning mentors.</i>	April 30, 2020
5. <i>Assign mentors to incoming students.</i>	July 31, 2020
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, 2020
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, 2021
8. <i>Train up to 6 state-agency professionals to serve as student mentors. This training includes new and returning mentors.</i>	April 30, 2021
9. <i>Assign mentors to incoming students.</i>	July 31, 2021
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, 2021

11. Mentors and students meet regularly during the academic year to increase student retention in STEM educational programs and address cultural barriers.	April 30, 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. Final LCCMR report	June 30, 2023

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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 foundations 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.*

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V. PROJECT BUDGET SUMMARY:

A. Preliminary ENRTF Budget Overview: See spreadsheet

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. 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.

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

Enter Total Estimated Personnel Hours: 7,280	Divide by 2,080 = TOTAL FTE: 3.5
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This appropriation would fund 0.7 FTE for five years. One MNDNR position will provide program coordination for the 26 mentors and 52 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:

Enter Total Estimated Personnel Hours: 22,880	Divide by 2,080 = TOTAL FTE: 11.0
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This proposal would fund 1.0 FTE for five years. This is a five year program to fund 14.2 FTEs through the CCMI contract. CCMI will hire one (1) FTE to manage and administer the program through CCMI and select 26 students to participate in the program who will be offered contracted internships over the duration of the program. Each internship is estimated to last 480 hours; with up to 26 interns, ENRTF funded intern positions (contracted internship program with DNR, PCA and BWSR) is to be 6.0 FTE over the duration of the project. Fellowships are excluded from this calculation.

B. Other Funds:

SOURCE OF AND USE OF OTHER FUNDS	Amount Proposed	Amount Spent	Status and Timeframe
Other Non-State \$ To Be Applied To Project During Project Period:			

Federal education awards leveraged by Conservation Corps Minnesota and Iowa for Year 1 Interns	\$ 90,000	\$ 0	Pending
Other State \$ To Be Applied To Project During Project Period:			
DNR, PCA and BWSR operating budgets. Includes intern salaries (40 hours for 13 weeks at \$15/hr); intern supplies (est. \$1,000/intern) and salaries for state employee mentors and supervisors	\$ 664,295	\$0	Secured
Past and Current ENRTF Appropriation:			
ML 2017, Chp 96, Sec. 2, Subd 5b	\$ 487,000	\$ 0	Will expend the ML 2017 appropriation for this project before expending ML 2018 appropriation.
Other Funding History:			
	\$	\$	

VI. PROJECT PARTNERS:

A. 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 receiving funding through the appropriation to coordinate the inter-agency mentorships and interships as well as program administration.

B. Partners NOT receiving ENRTF funding

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

VII. LONG-TERM- IMPLEMENTATION AND FUNDING:

This project provides fellowships, multiple internship opportunities for 26 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.

VIII. REPORTING REQUIREMENTS:

- **The project is for 5 years, will begin on July 1, 2018 and end on June 30, 2023.**
- **Periodic project status update reports will be submitted January 31 and June 30 of each year.**
- **A final report and associated products will be submitted between June 30 and August 15, 2023.**

IX. SEE ADDITIONAL WORK PLAN COMPONENTS:

- A. Budget Spreadsheet**
- B. Visual Component or Map**
- 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. 2018 Budget Spreadsheet

Project Title: Increase Diversity in Environmental Careers to Serve Minnesota's Changing Demographics

Legal Citation: M.L. 2018, Chp. 214, Art. 4, Sec. 02, Subd. 05I

Project Manager: Denise Legato

Organization: Minnesota Department of Natural Resources

College/Department/Division: Operations Services Division - HR

M.L. 2018 ENRTF Appropriation: \$550,000; M.L. 2017 ENRTF Appropriation: 487,000

Project Length and Completion Date: (2018) 5 years, June 30, 2023; (2017) 5 years, June 30, 2022

Date of Report: June 1, 2018



ENVIRONMENT AND NATURAL RESOURCES TRUST FUND BUDGET	TOTAL BUDGET	TOTAL SPENT	TOTAL BALANCE
BUDGET ITEM			
Personnel (Wages and Benefits)			
<i>Project Manager, \$300,300 (71% salary/29% benefits, 70% FTE each years for five years)</i>	\$300,300		\$300,300
Professional/Technical/Service Contracts			
<i>Contracts with Conservation Corps Minnesota and 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		\$400,000
<i>CCMI Contracted Internships: \$161,226. Total of 26 internship awards over the duration of the project.</i>	\$161,226		\$161,226
<i>CCMI Fellowship: first year award - \$2,000; second, third and fourth year awards - \$1,000/year; estimated costs \$191,000</i>	\$108,000		\$108,000
<i>CCMI Equipment/Tools/Supplies: 26 students total @ \$200/ea.; estimated cost \$5,200</i>	\$5,200		\$5,200
<i>CCMI Site Visits: summer internship site visits during first, second and third year; up to 56 site visits at \$225/site visit; estimated cost \$12,600</i>	\$12,600		\$12,600
<i>CCMI Recruitment: 26 students including background checks @ \$200 each; estimated cost \$5,200</i>	\$5,200		\$5,200
<i>CCMI Training: 26 students @ \$450 each; estimated cost \$11,700</i>	\$11,700		\$11,700
Travel expenses in Minnesota			
<i>Travel related expenses in years 1-5 of the program to visit potential and existing program sites statewide. Estimated lodging ~\$2,500; ~estimated meals \$1,500; ~estimated mileage \$5,238</i>	\$9,238		\$9,238
Other			
<i>Direct and Necessary for MNDNR's costs to design and oversee the program: HR support(~\$5,196); Safety Support (~\$1,194); Financial Support (~\$4,044); Communications Support (~\$1,271); IT Support (~\$10,760); Planning Support (~\$1,072)</i>	\$23,536		\$23,536
COLUMN TOTAL	\$1,037,000	\$0	\$1,037,000