



June 13, 2018

Rep. Jim Knoblach, Chair
House Ways and Means Committee
453 State Office Building
St. Paul, MN 55155

Sen. Julie Rosen, Chair
Senate Finance Committee
3235 Minnesota Senate Building
St. Paul, MN 55155

Dear Senator Rosen and Representative Knoblach:

In accordance with M.S. 16A.10, this letter provides notification of the proposed budget forms and format for the 2020-21 biennial budget.

MMB has worked closely over the last several biennia with the Governor's Office, the legislature and agencies to expand the information that is included in both the budget narratives and fiscal reports that comprise the biennial budget document. For the 2020-21 biennial budget document we are not proposing any substantive changes to the budget document forms or format, but we are adding a Change Summary fiscal report that will supplement the current document, by itemizing base budget changes and governor's proposed change items by agency and fund. The goals for the document continue to be the following:

1. To provide a description of the work of agencies and convey the public good or outcome that is a result of the investments being made in a way that decision-makers and the public can easily understand.
2. To demonstrate how well programs and activities are doing with performance measures that show how much is provided (the **quantity**), how well it is done (the **quality**) and whether or not anyone is better off (the **result**).
3. To provide accurate reporting of agency historical and budget fiscal information.

The proposed form and format for the 2020-21 biennial budget document continues to focus on performance information in the context of an agency budget. It will include the "at-a-glance" box for a snapshot view of the agency, as well as expanded background context and budget information. The budget document will also include the full Change Item Summary for Governor's budget proposals. Agency presentations of budget information will continue to be organized by programs and activities. Attached to this letter are:

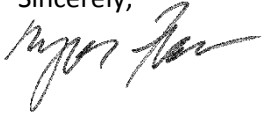
- Budget Narrative Templates
 - Agency Profile
 - Small Agency Profile
 - Program/Activity Summaries
 - Change Item Overview
 - Federal Funds Summary
- A sample budget document, including budget narratives and fiscal reports.

The biennial budget will be prepared throughout the rest of this calendar year with base budget information provided to the legislature, including legislative fiscal staff access to reports in Budget Planning and Analysis System (BPAS), on November 30. Below is the 2020-21 biennial budget timeline:

Activity	Date
Agency Narratives Published to MMB Website	October 1
Base Budget Data Due in Budget Planning and Analysis System (BPAS)	October 15
Agency Budget Proposals due to MMB	October 15
Base Budget Data Submitted to the Legislature	November 30
Governor's Budget Submitted to the Legislature	February 19, 2019

If you or your staff have questions or feedback on the proposed 2020-21 budget forms and format, please contact either Britta Reitan, State Budget Director, at britta.reitan@state.mn.us or 651-201-8028, or Robyn Rupp, Budget Operations Director, at robyn.rupp@state.mn.us or 651-201-8098.

Sincerely,



Myron Frans
Commissioner

Enclosures

cc: Senator Richard Cohen
Representative Lyndon Carlson
Eric Nauman, Senate Chief Fiscal Analyst
Bill Marx, House Chief Fiscal Analyst

www.website.gov

AT A GLANCE

- Provide some brief statistics on your agency
- Describe, with numbers if possible, the population you serve

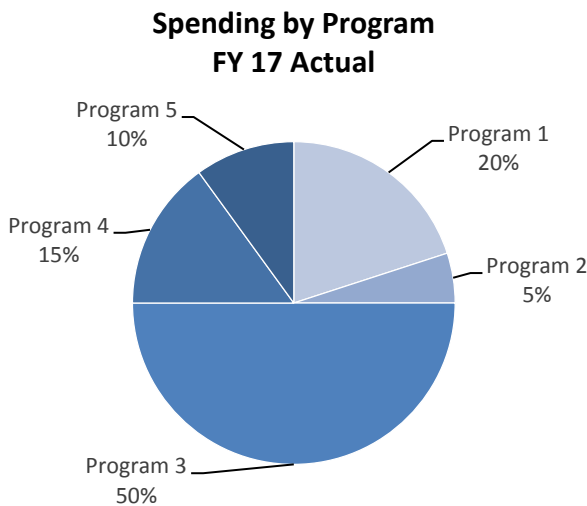
*** Our goal is to have the At A Glance box, purpose statement and budget charts on the first page. Please limit your text in these sections to achieve this goal.**

PURPOSE

What do you do and why are you here? What’s your mission statement? What is the role of your agency in contributing to statewide outcome(s)? Please note which outcome(s) (listed below) by bolding them in your response.

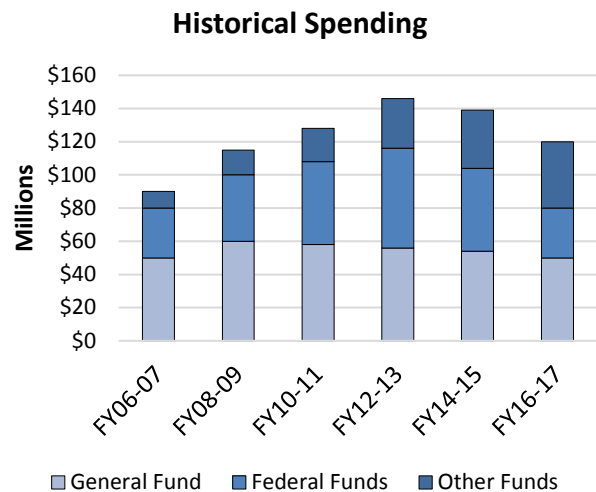
- A thriving economy that encourages business growth and employment opportunities
- Minnesotans have the education and skills needed to achieve their goals
- All Minnesotans have optimal health
- Strong and stable families and communities
- People in Minnesota are safe
- A clean, healthy environment with sustainable uses of natural resources
- Sustainable options to safely move people, goods, services & information
- Efficient and accountable government services

BUDGET



Add any footnotes on charts above

Source: BPAS



Add any footnotes on charts above

Source: Consolidated Fund Statement

Refer to the **Completing the Budget Charts in the Agency Profile** instruction on [MMB’s website](http://www.mn.gov/mmb/budget/budget-instructions/bibudprep/) (<http://www.mn.gov/mmb/budget/budget-instructions/bibudprep/>) for information about the data for completing these agency charts for Spending by Category/Program or Historical Spending.

Please complete the Spending by Program FY 17 Actual chart by clicking on the chart, navigating to the “Chart Tools – Design” tab on the top ribbon, and then clicking on edit data. An Excel document will pop up. Using FY 17 actual data, enter the names of your agency’s budget programs and the associated percent of spending. If more (or less) programs are needed, please add (or remove) them and the associated percentages, and then drag the purple and blue boxes so the new information cells will be included in the chart. Close the spreadsheet and the Word document chart should update to reflect your changes. If it does not update automatically, click on the chart, navigate to the “Chart Tools – Design” tab on the top ribbon, and then click on the Select Data button. Make sure the correct data cells are selected in the data range. Follow the same steps to update the Historical Spending by Fund chart to reflect the fund information for your agency from the historic Consolidated Fund Statement information document provided.

Please note: all charts and graphs must be accessible. Please be sure to include the alt text description of the chart or graph that you have added. Also, please work with your agency’s accessibility officer prior to submitting this completed template to MMB.

Please provide a brief narrative description of your agency’s budget. Answer the question, “How are your agency’s activities financed?” Please include a description of the major funding source(s) and amounts for your agency. Focus on providing context for your readers to explain the graphs, rather than specific data.

STRATEGIES

Please provide a narrative description of your agency’s strategies. Answer the questions:

- How do you achieve your mission?
- Describe what you do within the role you identified above in the purpose section. Describe how it leads to more equitable outcomes for the people of Minnesota.

Use this endnote section to provide the specific legal citations for the statutes that apply to your agency. For example, M.S. 16A (<https://www.revisor.mn.gov/statutes/?id=16A>) provides the legal authority for MMB.

www.website.gov

AT A GLANCE

- Provide some brief statistics on your agency
- Describe, with numbers if possible, the population you serve

*** Our goal is to have the At A Glance box, purpose statement and budget charts on the first page. Please limit your text in these sections to achieve this goal.**

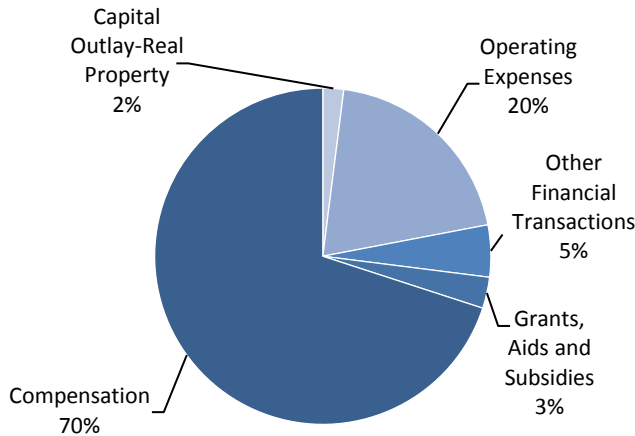
PURPOSE

What do you do and why are you here? What’s your mission statement? What is the role of your agency in contributing to statewide outcome(s)? Please note which outcome(s) (listed below) by bolding them in your response.

- A thriving economy that encourages business growth and employment opportunities
- Minnesotans have the education and skills needed to achieve their goals
- All Minnesotans have optimal health
- Strong and stable families and communities
- People in Minnesota are safe
- A clean, healthy environment with sustainable uses of natural resources
- Sustainable options to safely move people, goods, services & information
- Efficient and accountable government services

BUDGET

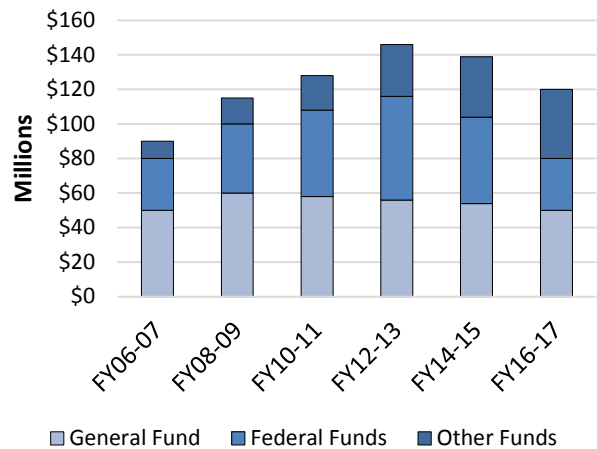
**Spending by Category
FY 17 Actual**



Add any footnotes on charts above

Source: BPAS

Historical Spending



Add any footnotes on charts above

Source: Consolidated Fund Statement

Refer to the **Completing the Budget Charts in the Agency Profile instruction on [MMB’s website](http://www.mn.gov/mmb/budget/budget-instructions/bibudprep/)** (<http://www.mn.gov/mmb/budget/budget-instructions/bibudprep/>) for information about the data for completing these agency charts for Spending by Category/Program or Historical Spending.

Please complete the Spending by Category FY 17 Actual chart by clicking on the chart, navigating to the “Chart Tools – Design” tab on the top ribbon, and then clicking on edit data. An Excel document will pop up. Using FY 17 actual data, enter the names of the spending categories and the associated percent of spending. If more (or less) categories are needed, please add (or remove) them and the associated percentages, and then drag the purple and blue boxes so the new information cells will be included in the chart. Close the spreadsheet and the Word document chart should update to reflect your changes. If it does not update automatically, click on the chart, navigate to the “Chart Tools – Design” tab on the top ribbon, and then click on the Select Data button. Make sure the correct data cells are selected in the data range. Follow the same steps to update the Spending by Fund chart to reflect the fund information for your agency from the historic Consolidated Fund Statement information document provided.

Please note: all charts and graphs must be accessible. Please be sure to include the alt text description of the chart or graph that you have added. Also, please work with your agency’s accessibility officer prior to submitting this completed template to MMB.

Please provide a brief narrative description of your agency’s budget. Answer the question, “How are your agency’s activities financed?” Please include a description of the major funding source(s) and amounts for your agency. Focus on providing context for your readers to explain the graphs, rather than specific data.

STRATEGIES

Please provide a narrative description of your agency’s strategies. Answer the questions:

- How do you achieve your mission?
- Describe what you do within the role you identified above in the purpose section. Describe how it leads to more equitable outcomes for the people of Minnesota.

RESULTS

Option 1: Use performance measures charts or graphics produced by your agency.

- Include charts for 3-5 performance measures used within your agency.
- For each measure, include at least two data points from different points in time to demonstrate a trend.
- In your description of the charts indicates if the measure displayed is a quantity, quality or result type of measure.
- Please note: **All charts and graphs must be accessible.** Reference the accessibility instructions and work with your agency’s accessibility officer before you submit your completed template to MMB.

Option 2: Use the chart below, if your agency has not produced performance measurement charts.

- Indicate 3-5 performance measures that are used for performance management within your agency.
- In the Type of Measure column, include:
 - “Quantity” if you are including an output measure,
 - “Quality” for an efficiency measure, and
 - “Result” for an outcome measure.
- For each measure, include two data points from two different points in time to demonstrate a trend. Put the dates of those two data points in the Date column.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity				
Quality				

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Results				

Use this endnote section to provide the specific legal citations for the statutes that apply to your agency. For example, M.S. 16A (<https://www.revisor.mn.gov/statutes/?id=16A>) provides the legal authority for MMB.

AT A GLANCE

- Quick stats on the program/activity; avoid repeating performance measures.

PURPOSE & CONTEXT

Please provide a narrative description of the purpose of this activity and the context in which it operates. State the goal of this program or activity, and answer the questions:

- What is the role this activity plays in contributing to the agency’s mission?
- Is there a particular segment of the population served by this program/activity?

SERVICES PROVIDED

Please provide a narrative description of the services provided through this activity. Answer the questions:

- What do you do within this program or activity to achieve the stated goal?
- What specific services are provided?

RESULTS

Describe the results achieved by this activity by providing performance measures. There are two options for graphically displaying your performance measures:

Option 1: Use performance measures charts or graphics produced by your agency for this program or budget activity.

- Include charts for 3-5 performance measures used within your agency.
- For each measure, include at least two data points from different points in time to demonstrate a trend.
- In your description of the charts indicates if the measure displayed is a quantity, quality or result type of measure.
- Please note: **All charts and graphs must be accessible.** Reference the accessibility instructions and work with your agency’s accessibility officer before you submit your completed template to MMB.

Option 2: Use the chart below, if your agency has not produced performance measurement charts.

- Indicate 3-5 performance measures that are used for performance management within your agency.
- In the Type of Measure column, include:
 - “Quantity” if you are including an output measure,
 - “Quality” for an efficiency measure, and
 - “Result” for an outcome measure.
- For each measure, include two data points from two different points in time to demonstrate a trend. Put the dates of those two data points in the Date column.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity				

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quality				
Results				

Use this endnote section to provide the specific legal citations for the statutes that apply to this program or budget activity (e.g., M.S. 16A.14 - 26 provides the legal authority for MMB's Accounting Services).

Program: [Program Name]

Activity: [Activity Name]

[Program/Activity website](#)

AT A GLANCE

- Quick stats on the program/activity; avoid repeating performance measures.

PURPOSE & CONTEXT

Please provide a description of the purpose of this activity and the context in which it operates. State the goal of this program or activity, and answer the questions:

- What role does this activity play in contributing to the agency's mission?
- Is there a particular segment of the population served by this program/activity?

SERVICES PROVIDED

Please provide a description of the services provided through this activity. Answer the questions:

- What do you do within this program or activity to achieve the stated goal?
- What specific services are provided?

RESULTS

Describe the results achieved by this activity by providing performance measures. There are two options for graphically displaying your performance measures:

Option 1: Use performance measures charts or graphics produced by your agency for this program or budget activity.

- Include charts for 3-5 performance measures used within your agency.
- For each measure, include at least two data points from different points in time to demonstrate a trend.
- In your description of the charts indicate if the measure displayed is a quantity, quality or result type of measure.
- Please note: **All charts and graphs must be accessible.** Reference the accessibility instructions and work with your agency's accessibility officer before you submit your completed template to MMB.

Option 2: Use the chart below, if your agency has not produced performance measurement charts.

- Indicate 3-5 performance measures that are used for performance management within your agency.
- In the Type of Measure column, include:
 - "Quantity" if you are including an output measure,
 - "Quality" for an efficiency measure, and
 - "Result" for an outcome measure.
- For each measure, include two data points from two different points in time to demonstrate a trend. Put the dates of those two data points in the Date column.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity				
Quality				
Results				

Use this endnote section to provide the specific legal citations for the statutes that apply to this program or budget activity. For example, [M.S. 16A.14 - 26](https://www.revisor.mn.gov/statutes/?id=16A) (<https://www.revisor.mn.gov/statutes/?id=16A>) provides the legal authority for MMB's Accounting Services.

Agency Name

FY 2020-21 Biennial Budget Change Item

Change Item Title:

Fiscal Impact (\$000s)	FY 2020	FY 2021	FY 2022	FY 2023
General Fund				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Other Funds				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	0	0	0	0
FTEs	0	0	0	0

Request:

Describe the change item request. Include:

- What the funds will be used for
- Amount requested, by each relevant fund

What is the change relative to your budget as a whole?

Rationale/Background:

- Describe the story behind the problem that you're addressing.
- What indicator is this proposal intended to impact? The indicator may be a population measure (i.e., the graduation rate), or one currently used by your agency.
- What is the current trend of that indicator? What is driving that trend?

Proposal:

In your description of the change item, please address the following:

- Is this a new initiative or a change to an existing program?
- Describe in specific detail what the proposal will buy. Examples of type of funds may include :
 - Grants – Include information on who receives grants currently, the average size of current grants, and how the use might be expanded - for example through the number of grants provided, the size of each grant award, or the geographic area where grants will be made available.
 - Administrative or programmatic capacity – Include a comparison of dollars and FTEs for the increase relative to the unit that currently performs that work where applicable. Describe the results of that increased capacity – for example indicate if it leads to faster response times, a larger number of clients served, a higher number of inspections completed within the target time, or better outcomes for program clients.
 - Equipment or supplies – Include a description and cost estimate of the equipment and/or supplies, and an explanation of how that purchase will impact or change programmatic work- for example indicate if it is replacing equipment that has reached the end of its useful life, or if the equipment will add program capacity.
 - Forecasted (Uncapped) Programs – Describe the specific group and number of people that will be impacted, as well as the nature of the change that will impact them – for example benefits value, number eligible, rate increase, etc.

- Indicate where the proposal compliments or overlaps with work that is occurring in your agency and in other agencies.
- Describe any partners you may need to achieve your desired result.
- How will this proposal help address the problem you described in the “Rationale” section?
- What is the effective implementation date and what steps need to occur?

Equity and Inclusion:

In the equity description of the change item, please address the following questions:

- What groups are impacted by the proposed change item? (Racial and Ethnic groups, Lesbian, Gay, Bisexual and Transgender groups, Persons with Disabilities and Veterans) What is the nature of the impact? Have representatives from these groups been consulted and collaborated with in order to determine how to address these impacts?
- Is the proposed change item submitted to reduce or eliminate any disparities for Racial and Ethnic groups, Lesbian, Gay, Bisexual and Transgender groups, Persons with Disabilities and Veterans? Please explain how implementation of the proposed item will reduce or eliminate these disparities;
- Are there potential positive or negative impacts on the identified groups? Explain those impacts. If negative, please adjust the proposal to achieve a more equitable outcome.
- Can the change item be sustainably successful? Discuss the on-going funding, implementation strategies/opportunities, and performance measures/accountability mechanisms.

IT Related Proposals:

If this is an information technology recommendation, also include project costs for the FY 24-25 biennium. Specify the purposes of the funding recommendation, such as infrastructure, hardware, software, or training.

Results:

- Describe the findings from [rigorous evidence of the effectiveness](#) of the proposed investment, as implemented in Minnesota or elsewhere. If no such evidence exists, indicate whether you plan to evaluate the impact of the proposed investment.
- If this is an existing program, what performance measures are currently used?
- What are the current trends on those performance measures? Describe current program performance. Agencies are encouraged to use accessible charts to display performance information. If your agency does not currently have graphical information to display performance information, you may use the chart below.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity				
Quality				
Results				

If this is a new program, what specific program performance measures will be used? The measures included here should answer the following questions about the program’s performance:

- **Quantity:** How much did we do?
- **Quality:** How well did we do it?
- **Result:** Is anyone better off?
- How will you collect the performance data, and how will you communicate it?

Statutory Change(s):

If the proposal will require statutory changes, include the statute number here.

(Dollars in Thousands)

Federal Agency and CFDA #	Federal Award Name and Brief Purpose	New Grant	FY 2018 Actuals	FY 2019 Budget	FY 2020 Base	FY 2021 Base	Required State Match or MOE?	FTEs
	Budget Activity Total							
	Program Total							
	Federal Fund – Agency Total							

Narrative:

Please provide a brief narrative overview of all the agency's federal funds to give a general overview of the role of the federal funds within the agency. The narrative should be written in plain language, and should be approximately a half page in length. Please also include the following information, where applicable:

- Maintenance of effort levels (MOE)
- Changing funding levels or trends that may impact future awards
- Major state funding related to federal awards
- Basis for award estimates.

Federal Funds Summary Instructions

Overview

The federal funds table is a mandatory element of the budget presentation for all agencies that receive and spend federal funds. According to [Minnesota Statute 3.3005](#), the table must include:

- The name of all received and anticipated federal awards
- The federal agency from which the funds are available
- The federal identification number
- A brief description of the purpose of the grant
- An indication of whether the grant is new or ongoing
- An indication of whether a match or MOE is required
- Federal spending amounts for FY 2018, budget for 2019, and estimated amounts for FY 2020-21
- The number of full-time equivalent positions needed to implement the grant.

The federal funds summary table and narrative are due by November 30 and must be saved to the [MMB Budget Division SharePoint site](#) (<https://mn365.sharepoint.com/sites/MMB-Budget/SitePages/Home.aspx>) in your agency's Biennial Budget/2020-21 Biennial Budget/Narratives folder. **The agency total on the federal funds summary should tie to the total shown on your agency's fiscal reports.** The Federal Fund Summary template as shown below is available on [MMB's Biennial Budget Instructions webpage](#) (<https://www.mn.gov/mmb/budget/budget-instructions/bibudprep/>).

Instructions for Completing the Table

1. **Federal Agency and CFDA #:** Name the federal agency granting the award, and the CFDA number for the award.
2. **Federal Award Name and Brief Purpose:** Identify federal grants by a short name. Spell out all acronyms so that the purpose description is clear and understandable to the general public.
 - a. Give each grant its own row in the spreadsheet. Distinct federal programs should, in general, be listed separately. Small grants may be consolidated.
 - b. Group the federal awards by program. If awards are allocated to multiple programs, agencies have the option to include the award in one program area, or to list the award proportionally by program area.
 - c. Include a brief description with the general purpose of the award, whether the grant will fund agency activities or will be granted to another agency or organization.
3. **New Grant:** For any new grants seeking legislative review, please enter the word "New" in the new grant column.
4. **Data by Fiscal Year:**
 - a. Federal awards that require legislative review for the current fiscal year, FY 2019, should be included in Budget Planning and Analysis System (BPAS) and the table.
 - b. Enter the totals for the grant in the 2018-2021 columns. 2020 and 2021 should be base numbers. These amounts should tie to the agency change summary and agency/program/ budget activity fiscal reports.
 - c. Enter dollar amounts in the thousands.
5. **Required State Match and MOE:** Indicate whether a state match or MOE is required. Agencies should include additional information about the amount of the match or MOE in either the table or the narrative.

6. **FTEs:** Include the number of full-time equivalent positions needed to implement the grant, or that are paid from the grant.
7. **Totals:** Provide summary level totals for the budget activity, program, and agency, as applicable in the rows following the pertinent grants. The agency total on the federal funds summary should tie to the total shown in an agency's budget fiscal reports. In this context, revenues should describe funds actually drawn by the state in a given fiscal year.

Instructions for Completing the Narrative

Please provide a brief narrative overview of all the agency's federal funds to give a general overview of the role of the federal funds within the agency. The narrative should be written in plain language, and should be approximately a half page in length. Please also include the following information, where applicable:

- a. Maintenance of effort levels (MOE)
- b. Changing funding levels or trends that may impact future awards
- c. Major state funding related to federal awards
- d. Basis for estimates

Example of Completed Federal Funds Summary Table

Federal Agency and CFDA #	Federal Award Name and Brief Purpose	New Grant	FY2016 Actuals	FY2017 Budget	FY2018 Base	FY2019 Base	Required State Match or MOE?	FTEs
Environmental Protection Agency 66.454	Water Quality Management Planning: Measures for the prevention and control of surface and ground water pollution, includes monitoring coordination and water assessments.		\$325	\$325	\$300	\$300	MOE	2.2
Interior/Fish and Wildlife Service 15.608	Invasive Species Prevention Implementation of state plan for invasive species prevention, research and monitoring.	New	\$150	\$150	\$145	\$140	Match	1.5
	Budget Activity Total		\$475	\$475	\$445	\$340		3.7

www.mda.state.mn.us/

AT A GLANCE

- 450 employees across the state
- Analyzed over 5300 dairy product samples and 2700 meat and poultry samples in partnership with the MDA Laboratory Division
- Provided over 80 outreach and training sessions on food and feed related issues: training on new regulations related to the Food Safety Modernization Act, on the use of antibiotics in feed, and on the new cottage foods program
- Certified 1.6 billion pounds of ag products for export to 70 countries by 136 MN companies
- 29 species of invasive and noxious weeds regulated, controlled or eradicated
- Annual \$10.235 million state investment matched by \$60.3 million in private investment with estimated 980 jobs created through AGRI program
- 1,300 farms and famers’ markets licensed to use the Minnesota Grown logo
- In partnership with 86 counties, collected over 400,000 pounds of waste pesticides in 2015

PURPOSE

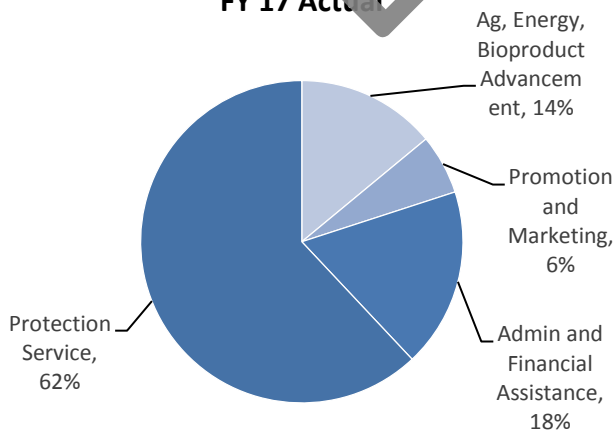
Our mission is to enhance Minnesotans' quality of life by ensuring the integrity of our food supply, the health of our environment, and the strength of our agricultural economy.

The Minnesota Department of Agriculture (MDA) provides many services to Minnesota farmers, their consumers, and the Agriculture economy. Among our many efforts, we:

- Invest in farmers through education and grants aimed at modernizing the family farm,
- Invest in the future of the agricultural economy with grants for research and value-added processing,
- Ensure that state and federal regulations for food and health safety are followed,
- Educate producers, suppliers, and consumers on proper production and handling of food products,
- Educate Minnesotans about environmental hazards to keep our farms, homes, businesses and neighborhoods safe,
- Promote the consumption of Minnesota-grown foods, and
- Promote the export of Minnesota crops and livestock.

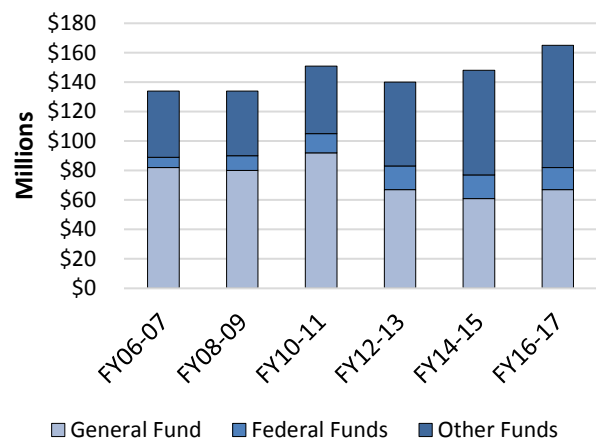
BUDGET

**Spending by Program
FY 17 Actual**



Source: BPAS

Historical Spending



Source: Consolidated Fund Statement

Our budget comes from three primary sources. The largest funding resource is fee revenues. These revenues must be spent to support the activities from which they are collected and currently make up about 45 percent of the agency's budget. The state's General Fund is also a large part of the agency's budget at 35-40 percent. Roughly one third of the general fund budget passes through MDA in AGRI (Agricultural Growth, Research and Innovation) and other assistance programs. Federal funds currently account for about 10 percent of MDA's budget.

STRATEGIES

We use a range of regulatory and voluntary strategies to support our mission. This includes the use of registration, labeling, licensing, permitting, inspection and enforcement efforts. Additionally, we coordinate and conduct outreach activities such as workshops, conferences, and field demonstration projects.

Our staff conducts inspections and verifies samples to ensure that producers, processors, wholesalers, haulers, grocery and convenience stores and other industry personnel are producing and handling dairy, food, meat and feed products in a safe manner to protect them from unintended alteration and contamination.

We ensure that Minnesota plant products meet the import requirements of our trading partners, meet grading standards established in contracts, that seeds meet viability and purity standards, that general health standards are met for nursery stock, and that standards for freedom from harmful plant pests are met.

Our marketing and promotional initiatives offer producers technical and financial assistance on a variety of issues, including dairy and livestock development, business planning, and emerging water quality and conservation practices.

Our staff facilitates access to markets through the Minnesota Grown Directory, international trade market research and client support for trade missions and export assistance. We also support the organic industry through education, direct financial support, and skill development.

Minnesota Statutes Chapter 17, (<https://www.revisor.mn.gov/statutes/?id=17>) creates the Department of Agriculture and provides specific authority to the commissioner.

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<u>Expenditures by Fund</u>								
1000 - General	29,219	37,286	32,520	43,437	40,286	40,447	44,274	44,973
2000 - Restrict Misc Special Revenue	3,897	1,372	1,760	1,331	1,778	1,884	1,778	1,884
2001 - Other Misc Special Revenue	3,957	4,125	4,666	4,092	5,671	5,737	5,671	5,737
2018 - Agriculture Fund	26,045	27,106	32,067	37,630	40,153	39,614	41,785	41,246
2050 - Environment & Natural Resource	249	594	373	406	187	151	187	151
2302 - Clean Water Fund	3,742	10,001	13,208	13,663	989		9,797	8,808
2403 - Gift	92	83	5	13	33	33	33	33
2801 - Remediation Fund	1,902	1,945	2,044	2,063	2,048	2,048	2,053	2,057
3000 - Federal	7,286	7,314	8,686	12,088	16,850	10,857	16,850	10,857
6000 - Miscellaneous Agency	57	51	61	190	190	79	190	79
8200 - Clean Water Revolving Fund	5,041	26						
Total	81,486	89,902	95,390	114,913	108,185	100,850	122,618	115,825
Biennial Change				38,914		(1,268)		28,140
Biennial % Change				23		(1)		13
Governor's Change from Base								29,408
Governor's % Change from Base								14
<u>Expenditures by Program</u>								
Protection Service	48,964	56,023	52,606	69,385	58,367	56,424	69,884	67,898
Promotion and Marketing	4,799	5,315	6,749	7,752	7,937	7,986	7,937	7,986
Ag, Energy, Bioproduct Advncmt	9,053	12,744	13,170	25,277	28,266	22,649	28,266	22,649
Admin and Financial Assist	18,690	15,821	12,864	12,499	13,615	13,791	16,531	17,292
Total	81,486	89,902	95,390	114,913	108,185	100,850	122,618	115,825
<u>Expenditures by Category</u>								
Compensation	35,482	36,537	38,306	40,954	42,433	41,407	47,010	46,589
Operating Expenses	25,890	32,559	36,304	37,595	30,766	30,257	39,474	38,957
Grants, Aids and Subsidies	12,353	19,971	20,249	34,667	34,739	29,152	35,794	30,207
Capital Outlay-Real Property	251	619	120	1,102	103	2	185	29
Other Financial Transaction	7,510	216	411	595	144	32	155	43
Total	81,486	89,902	95,390	114,913	108,185	100,850	122,618	115,825
Total Agency Expenditures	81,486	89,902	95,390	114,913	108,185	100,850	122,618	115,825
Internal Billing Expenditures	4,292	4,804	5,254	5,273	5,786	5,795	6,538	6,547
Expenditures Less Internal Billing	77,194	85,099	90,136	109,640	102,399	95,055	116,080	109,278

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<u>Full-Time Equivalents</u>	431.96	438.30	447.17	460.53	472.29	452.22	520.49	502.02

Example

Agriculture

Agency Financing by Fund

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
1000 - General								
Balance Forward In	560	3,852	1,414	5,608	462	516	462	516
Direct Appropriation	31,625	34,779	51,376	49,217	49,139	48,964	53,477	53,840
Transfers In	168	1,381	3,349	4,996	45	45	45	45
Transfers Out	484	1,765	18,176	15,675	8,844	8,844	9,194	9,194
Cancellations		789	42	247				
Balance Forward Out	2,650	172	5,402	462	516	234	516	234
Expenditures	29,219	37,286	32,520	43,437	40,286	40,447	44,274	44,973
Biennial Change in Expenditures				9,452		4,776		13,290
Biennial % Change in Expenditures				14		6		18
Governor's Change from Base								8,514
Governor's % Change from Base								11
Full-Time Equivalents	128.20	126.55	129.77	152.76	160.60	159.60	173.50	174.10

2000 - Restrict Misc Special Revenue

Balance Forward In	11,875	12,097	12,410	11,241	10,830	6,268	10,830	6,268
Receipts	3,813	1,669	3,207	1,580	1,767	1,756	1,767	1,756
Transfers In	170	170	150	1,876				
Transfers Out			1,182	1,793				
Net Loan Activity		(182)	(484)	(743)	(4,551)	(1,187)	(4,551)	(1,187)
Balance Forward Out	11,962	12,082	11,342	10,830	6,268	4,953	6,268	4,953
Expenditures	3,897	1,377	1,760	1,331	1,778	1,884	1,778	1,884
Biennial Change in Expenditures				(2,178)		571		571
Biennial % Change in Expenditures				(41)		18		18
Governor's Change from Base								0
Governor's % Change from Base								0
Full-Time Equivalents	11.67	11.20	11.29	8.74	12.40	12.60	12.40	12.60

2001 - Other Misc Special Revenue

Balance Forward In	5,744	6,079	6,859	7,382	8,660	8,170	8,660	8,170
Receipts	4,290	4,844	5,308	5,373	5,228	5,325	5,228	5,325
Internal Billing Receipts	4,267	4,832	5,265	5,296	5,185	5,285	5,185	5,285
Transfers Out				3	47	47	47	47
Balance Forward Out	6,077	6,798	7,501	8,660	8,170	7,711	8,170	7,711
Expenditures	3,957	4,125	4,666	4,092	5,671	5,737	5,671	5,737
Biennial Change in Expenditures				676		2,650		2,650
Biennial % Change in Expenditures				8		30		30
Governor's Change from Base								0
Governor's % Change from Base								0

Agriculture

Agency Financing by Fund

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
Full-Time Equivalents	33.69	34.56	35.28	38.11	30.14	30.14	30.14	30.14

2018 - Agriculture Fund

Balance Forward In	18,880	17,701	16,047	18,350	24,625	24,782	24,625	24,782
Receipts	25,872	25,694	30,803	34,169	31,824	32,109	32,856	33,141
Transfers In	3,740	3,621	7,089	13,098	10,835	9,883	11,185	10,233
Transfers Out	4,254	4,135	2,902	3,362	2,349	1,397	2,349	1,397
Balance Forward Out	18,193	15,776	18,970	24,625	24,782	25,763	24,782	25,763
Expenditures	26,045	27,106	32,067	37,630	40,153	39,614	41,785	41,246
Biennial Change in Expenditures				16,546		10,070		13,334
Biennial % Change in Expenditures				31		14		19
Governor's Change from Base								3,264
Governor's % Change from Base								4
Full-Time Equivalents	183.86	185.17	183.26	176.61	205.21	196.81	206.21	197.81

2050 - Environment & Natural Resource

Balance Forward In	105	435	667	295	400	213	400	213
Direct Appropriation	590	621		511	0	0	0	0
Balance Forward Out	446	463	294	400	213	62	213	62
Expenditures	249	594	373	406	187	151	187	151
Biennial Change in Expenditures				(64)		(441)		(441)
Biennial % Change in Expenditures				(8)		(57)		(57)
Governor's Change from Base								0
Governor's % Change from Base								0
Full-Time Equivalents	2.06	3.61	4.34	3.55	0.92	0.92	0.92	0.92

2302 - Clean Water Fund

Balance Forward In	3,015	6,473	8,127	6,985	989		989	
Direct Appropriation	7,310	7,460	8,584	7,582	0	0	8,808	8,808
Transfers In				173				
Transfers Out	722	170	500	83				
Cancellations		7	783	5				
Balance Forward Out	5,860	3,755	2,219	989				
Expenditures	3,742	10,001	13,208	13,663	989		9,797	8,808
Biennial Change in Expenditures				13,128		(25,882)		(8,266)
Biennial % Change in Expenditures				96		(96)		(31)
Governor's Change from Base								17,616
Governor's % Change from Base								
Full-Time Equivalents	18.28	23.97	29.35	31.43	9.07		43.37	34.30

Agriculture

Agency Financing by Fund

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21

2403 - Gift

Balance Forward In	68	69	50	45	80	80	80	80
Receipts	86	63	0	48	33	33	33	33
Transfers In				30				
Transfers Out		2		30				
Balance Forward Out	62	47	45	80	80	80	80	80
Expenditures	92	83	5	13	33	33	33	33
Biennial Change in Expenditures				(156)		48		48
Biennial % Change in Expenditures				(89)		257		257
Governor's Change from Base								0
Governor's % Change from Base								0
Full-Time Equivalents	0.50	0.86	0.10					

2801 - Remediation Fund

Balance Forward In		30		15				
Direct Appropriation	388	388	388	388	388	388	393	397
Open Appropriation	1,044	1,080	1,171	1,560	1,560	1,560	1,560	1,560
Transfers In	500	500	500	100	100	100	100	100
Cancellations		53						
Balance Forward Out	30		15					
Expenditures	1,902	1,941	2,044	2,063	2,048	2,048	2,053	2,057
Biennial Change in Expenditures				261		(11)		3
Biennial % Change in Expenditures				7		(0)		0
Governor's Change from Base								14
Governor's % Change from Base								0
Full-Time Equivalents	2.68	2.47	2.68	2.85	2.67	2.67	2.67	2.67

3000 - Federal

Balance Forward In	1,390	1,194	585	58	2		2	
Receipts	6,377	6,501	8,290	12,046	16,848	10,857	16,848	10,857
Transfers Out			150	14				
Balance Forward Out	481	380	39	2				
Expenditures	7,286	7,314	8,686	12,088	16,850	10,857	16,850	10,857
Biennial Change in Expenditures				6,174		6,933		6,933
Biennial % Change in Expenditures				42		33		33
Governor's Change from Base								0
Governor's % Change from Base								0
Full-Time Equivalents	50.16	49.66	50.80	46.17	50.98	49.18	50.98	49.18

Agriculture

Agency Financing by Fund

(Dollars in Thousands)

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY16	FY17	FY18	FY19	FY20	FY21	FY20	FY21

6000 - Miscellaneous Agency

Balance Forward In	52	48	57	54	159	46	159	46
Receipts	(12)	(5)	7	245	2	2	2	2
Transfers In	65	65	50	83	75	75	75	75
Transfers Out				33				
Balance Forward Out	48	57	53	159	46	44	46	44
Expenditures	57	51	61	190	190	79	190	79
Biennial Change in Expenditures				142		18		18
Biennial % Change in Expenditures				131		7		7
Governor's Change from Base								0
Governor's % Change from Base								0
Full-Time Equivalents	0.26	0.25	0.30	0.31	0.30	0.30	0.30	0.30

8200 - Clean Water Revolving Fund

Balance Forward In	20,891	24,561	26,540	26,614	25,163	23,663	25,163	23,663
Receipts	8,515							
Transfers Out	(195)							
Net Loan Activity		2,005	74	(1,451)	(1,500)	(5,000)	(1,500)	(5,000)
Balance Forward Out	24,560	26,540	26,614	25,163	23,663	18,663	23,663	18,663
Expenditures	5,041	26,540						
Biennial Change in Expenditures				(5,067)		0		0
Biennial % Change in Expenditures				(100)				
Governor's Change from Base								0
Governor's % Change from Base								

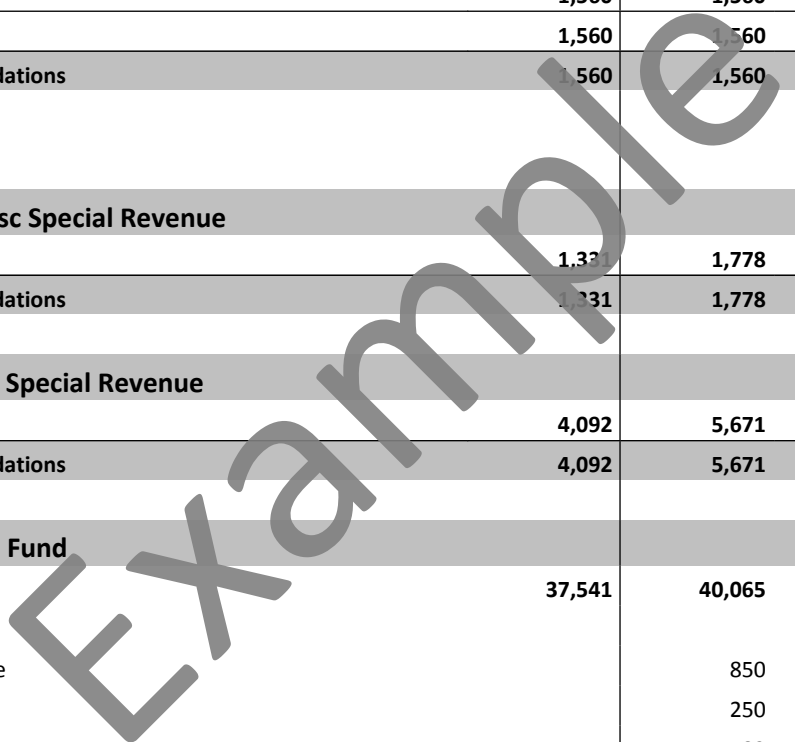
8250 - Rural Finance Administration

Balance Forward In	2,315	2,310	2,289	3,432	3,460	3,422	3,460	3,422
Receipts	48	40	58	84	22	25	22	25
Transfers In	0		1,064					
Transfers Out	53	31	33	97				
Net Loan Activity			43	41	(60)	(7)	(60)	(7)
Balance Forward Out	2,310	2,320	3,420	3,460	3,422	3,440	3,422	3,440

	FY19	FY20	FY21	Biennium 2020-21
Direct				
Fund: 1000 - General				
FY2019 Appropriations	49,217	49,217	49,217	98,434
Base Adjustments				
All Other One-Time Appropriations		(3,349)	(3,349)	(6,698)
One-Time IT Appropriations		(64)	(64)	(128)
Biennial Appropriations		175		175
Approved Transfer Between Appropriation		836	836	1,672
Current Law Base Change		2,324	2,324	4,648
Subtotal - Forecast Base	49,217	49,139	48,964	98,103
Change Items				
Maintaining Current Service Levels		741	1,326	2,067
Continuous Improvement to Customer Experience		750	750	1,500
Critical Core Capacity for Plant Pathogens and Pests		500	500	1,000
Pollinator Protection Account		500	500	1,000
Developing Minnesota's Next Generation of Crops		1,000	1,000	2,000
Noxious Weed, Invasive Plant and Pollinator Protection Program		300	300	600
Industrial Hemp Development Program		200	200	400
Food Certificate Fee Account		(50)	(50)	(100)
Agricultural Emergency Account		350	350	700
Establish Goal to Improve Water Quality 25% by 2025		47		47
Total Governor's Recommendations	49,217	53,477	53,840	107,317
Fund: 2050 - Environment & Natural Resources				
FY2019 Appropriations	511	511	511	1,022
Base Adjustments				
All Other One-Time Appropriations		(511)	(511)	(1,022)
Subtotal - Forecast Base	511	0	0	0
Total Governor's Recommendations	511	0	0	0
Fund: 2302 - Clean Water Fund				
FY2019 Appropriations	7,582	7,582	7,582	15,164
Base Adjustments				
One-Time Legacy Fund Appropriations		(7,582)	(7,582)	(15,164)
Subtotal - Forecast Base	7,582	0	0	0
Change Items				
Monitoring for Pesticides in Surface Water and Groundwater (Clean Water Fund Activities)		350	350	700
Nitrate in Groundwater (Clean Water Fund Activities)		2,085	2,086	4,171
Pesticide Testing of Private Wells (Clean Water Fund Activities)		1,000	1,000	2,000
Irrigation Water Quality Protection (Clean Water Fund Activities)		110	110	220
AgBMP Loan Program (Clean Water Fund Activities)		75	75	150
Agricultural Water Quality Certification Program (Clean Water Fund Activities)		2,750	2,750	5,500
Technical Assistance (Clean Water Fund Activities)		1,200	1,200	2,400
Academic Research/Evaluation (Clean Water Fund Activities)		663	662	1,325
Research Inventory Database (Clean Water Fund Activities)		50	50	100
Forever Green Initiative (Clean Water Fund Activities)		450	450	900

EXAMPLE

	FY19	FY20	FY21	Biennium 2020-21
Vegetative Cover and Soil Health (Clean Water Fund Activities)		75	75	150
Total Governor's Recommendations	7,582	8,808	8,808	17,616
Fund: 2801 - Remediation Fund				
FY2019 Appropriations	388	388	388	776
Subtotal - Forecast Base	388	388	388	776
Change Items				
Maintaining Current Service Levels		5	9	14
Total Governor's Recommendations	388	393	397	790
Open				
Fund: 2801 - Remediation Fund				
FY2019 Appropriations	1,560	1,560	1,560	3,120
Subtotal - Forecast Base	1,560	1,560	1,560	3,120
Total Governor's Recommendations	1,560	1,560	1,560	3,120
Dedicated				
Fund: 2000 - Restrict Misc Special Revenue				
Planned Spending	1,331	1,778	1,884	3,662
Total Governor's Recommendations	1,331	1,778	1,884	3,662
Fund: 2001 - Other Misc Special Revenue				
Planned Spending	4,092	5,671	5,737	11,408
Total Governor's Recommendations	4,092	5,671	5,737	11,408
Fund: 2018 - Agriculture Fund				
Planned Spending	37,541	40,065	39,525	79,590
Change Items				
Waste Pesticide Collection Fee		850	850	1,700
Pollinator Protection Account		250	250	500
Food Certificate Fee Account		182	182	364
Agricultural Emergency Account		350	350	700
Total Governor's Recommendations	37,541	41,697	41,157	82,854
Fund: 2403 - Gift				
Planned Spending	13	33	33	66
Total Governor's Recommendations	13	33	33	66
Fund: 3000 - Federal				
Planned Spending	12,088	16,850	10,857	27,707
Total Governor's Recommendations	12,088	16,850	10,857	27,707
Fund: 6000 - Miscellaneous Agency				
Planned Spending	190	190	79	269
Total Governor's Recommendations	190	190	79	269



	FY19	FY20	FY21	Biennium 2020-21
Revenue Change Summary				
Dedicated				
Fund: 2000 - Restrict Misc Special Revenue				
Forecast Revenues	1,580	1,767	1,756	3,523
Total Governor's Recommendations	1,580	1,767	1,756	3,523
Fund: 2001 - Other Misc Special Revenue				
Forecast Revenues	5,373	5,228	5,325	10,553
Total Governor's Recommendations	5,373	5,228	5,325	10,553
Fund: 2018 - Agriculture Fund				
Forecast Revenues	34,169	31,824	32,109	63,933
Change Items				
Waste Pesticide Collection Fee		850	850	1,700
Food Certificate Fee Account		182	182	364
Total Governor's Recommendations	34,169	32,856	33,141	65,997
Fund: 2403 - Gift				
Forecast Revenues	48	33	33	66
Total Governor's Recommendations	48	33	33	66
Fund: 3000 - Federal				
Forecast Revenues	12,046	16,848	10,857	27,705
Total Governor's Recommendations	12,046	16,848	10,857	27,705
Fund: 6000 - Miscellaneous Agency				
Forecast Revenues	245	2	2	4
Total Governor's Recommendations	245	2	2	4
Fund: 8250 - Rural Finance Administration				
Forecast Revenues	84	22	25	47
Total Governor's Recommendations	84	22	25	47
Non-Dedicated				
Fund: 1000 - General				
Forecast Revenues	4,198	4,022	4,022	8,044
Change Items				
Food Certificate Fee Account		(110)	(110)	(220)
Total Governor's Recommendations	4,198	3,912	3,912	7,824
Fund: 2801 - Remediation Fund				
Forecast Revenues	136	127	127	254
Total Governor's Recommendations	136	127	127	254
Fund: 8250 - Rural Finance Administration				

	FY19	FY20	FY21	Biennium 2020-21
Forecast Revenues	2,047	29	30	59
Total Governor's Recommendations	2,047	29	30	59

Example

Agriculture

FY 2020-21 Biennial Budget Change Item

Change Item Title: Noxious Weed, Invasive Plant and Pollinator Protection Program

Fiscal Impact (\$000s)	FY 2020	FY 2021	FY 2022	FY 2023
General Fund				
Expenditures	300	300	300	300
Revenues	0	0	0	0
Other Funds				
Expenditures	0	0	0	0
Revenues	0	0	0	0
Net Fiscal Impact = (Expenditures – Revenues)	300	300	300	300
FTEs	3.5	3.5	3.5	3.5

Request:

The Governor recommends \$300,000 annually from the general fund for additional funding for the Noxious Weed, Invasive Plant and Pollinator Protection Program (NWIPPP) which is mandated to oversee enforcement of the Noxious Weed Law (Minnesota Statutes 18.75 – 18.91) and Invasive Species exclusion, management and eradication (Minnesota Statutes Chapter 18G). Funds will be used to provide needed resources and trained staff to continue oversight and enforcement of the Noxious Weed Law and Plant Protection Statutes with county and municipal partners. This proposal would also expand the program to prevent new invasive plants from establishing, contain existing noxious weed populations, and provide statewide support for the many stakeholders committed to protecting Minnesota's precious native habitats, agricultural lands and pollinator refuges from the costly impacts of noxious weeds and invasive plants.

Rationale/Background:

In 2009, the Minnesota Legislature expanded the Noxious Weed Law significantly by including the duties of the MDA and local enforcement partners at the county, township and city level. The revised noxious weed law also necessitates that MDA address invasive plant and pollinator issues, thus creating the need for an all-inclusive program. Proper funding of the NWIPPP will be essential for providing the resources needed for implementing and maintaining noxious weed and invasive plant control programs throughout Minnesota and in addressing priority invasive plant problems statewide. Without adequate funding, the MDA will not have the resources to effectively address the increasing problems with existing noxious weeds and emerging terrestrial invasive plant threats.

The recent invasion of Palmer amaranth into Minnesota through native seed mixes is an example of why a strong proactive noxious weed program is needed in the state. Based on Minnesota's corn and soybean acreage, estimates extrapolated from states already trying to manage this species suggest that corn and soybean production inputs could increase by as much as \$25 per acre or \$3 billion dollars annually. Palmer amaranth is just one of many examples of destructive plant species that threaten Minnesota's agricultural industries and natural resources.

This proposal will address the protection of agricultural and conservation lands, pollinator habitats, natural areas, and other private and public lands throughout the state from the impacts of invasive terrestrial plants.

Proposal:

This proposal will be an expansion of the existing Noxious Weed/Invasive Weed and Biological Control Program within the Plant Protection Division of the MDA.

The proposed budget recommendation will be used to pay for salary and benefits for three full-time staff (\$200,000), ½ -time OAS assistance (\$50,000), and MN.IT geographic information systems support (\$50,000). Currently, the Noxious Weed Program budget is \$200,000 and supports two full-time staff with limited overhead costs and operating resources.

This proposal expands the current MDA Noxious Weed/Invasive Weed and Biological Control Program and compliments the activities already underway by MN DNR (Invasive terrestrial and aquatic programs) and MN DOT (Integrated Vegetation). Furthermore, the proposal is unanimously supported by all representatives of the Noxious Weed Advisory Committee (MS 18.91).

MDA will continue to collaborate with and be supported by the following partners: MN Association of County Agricultural Inspectors, MN Association of Townships, League of MN Cities, University of Minnesota, MN Department of Natural Resources, MN Department of Transportation, Board of Water and Soil Resources, MN Association of Soil and Water Conservation Districts, MN Association of County Land Commissioners, MN Nursery and Landscape Association, MN Crop Improvement Association, The Nature Conservancy, MN Timber Industries, MN Farmer’s Union.

The funds recommended in this proposal will allow the MDA to work closely with its partners, citizen groups and the Noxious Weed Advisory Committee to develop a comprehensive proactive noxious weed program that will address existing and the increasing number of new threats from invasive terrestrial plants to the state.

Implementation of the proposed work will occur immediately upon funding. The Noxious Weed Advisory Committee has already worked with MDA to develop a statewide management plan that would address the necessary steps to implement the proposed work.

Results:

This is an expansion of the current MDA Noxious Weed/Invasive Weed and Biological Control Program. The following chart shows key measures and performance evaluations. Performance measures are calculated through end-of-year project summaries, Noxious Weed Advisory Committee (NWAC) recommendations and annual work plans with partners.

<i>Type of Measure</i>	<i>Description of Measure</i>	<i>Previous (Prior to 2009)</i>	<i>Current (2009 – Present)</i>	<i>Trend (Assuming increased Funding)</i>
Regulatory Actions	Eradication, Control, Bio Control	Limited to county participation in enforcement. State cuts to program decrease confidence	County participation is increasing, but some counties still reluctant to put time into this initiative.	Majority of counties participating with confidence the state has a legitimate program to back them up.
Education/Outreach	Survey, Mapping, Best Management Practices	Limited to MDA budget	2009 Changes increase MDA’s role, thus increasing outreach for program.	Increased outreach by MDA, local governments and all NWAC partners.
Key Partnerships	Counties, Municipalities, Townships	Few partnerships due to severely limited financial resources for noxious weeds	Partnerships increase with the creation of NWAC in 2009	Partnerships will continue to increase with more resources dedicated
Feedback from Citizens and Partnerships	Respond to Critical Challenges, Existing Noxious Weeds	Negative – Noxious Weeds looked at by local enforcement partners as a strain	Increasing positivity and support from local governments as they see MDA and NWAC	Noxious weed program is viewed positively as something the state takes serious by having a funded program

	and New Invasive Plant Threats	to their time and resources.	moving forward with renewed interest.	
Management Implementation	Treatment Application, Restoration, Prevention	Low to non-existent. Limited resources make management and implementation difficult to administer.	Increasing – MDA LCCMR supplemental noxious weed grants have allowed partners to improve management and implementation activities	Management and implementation will increase steadily throughout the state and become more consistent among counties.

Statutory Change(s):

This proposal does not require statutory changes.

Example

Program: Protection Services
Activity: Plant Protection Division

<http://www.mda.state.mn.us/about/divisions/plantprotection.aspx>

AT A GLANCE

- 1.6 billion pounds of agriculture products certified for export to 70 countries by 136 MN companies
- 632 million hundredweights of seed sold under MN permit
- \$10.1 billion tons grain purchased under grain licenses and bonds
- 1.2 billion pounds of potatoes inspected and certified
- 24.7 million lbs of fruits and vegetables inspected
- 1,200 seed samples tested for quality to protect farmers
- 15,000 Gypsy moth traps set and 50,000 acres treated for Gypsy Moths
- Discovered two incidents of exotic insects imported into the U.S., enabling control efforts
- Enforced quarantines to contain emerald ash borer (EAB) and gypsy moth as well as exclude mountain pine beetle and an exotic walnut disease

PURPOSE & CONTEXT

The Plant Protection Division (PPD) has two broad areas of responsibility. First, PPD is responsible for detecting, excluding, containing and managing invasive or exotic plant pests that threaten both agriculture and MN forests and the environment. Second, PPD inspects and certifies agricultural commodities for export, grade and freedom from specific pests. These activities contribute to the mission of the agency by protecting agriculture and the environment from pest threats and by verifying the quality of Minnesota products for sale or export. Minnesota farmers are protected by grain bonds, seed inspection, noxious weed programs and many other PPD programs designed to protect public and private land as well as critical pollinator habitat

SERVICES PROVIDED

We ensure that plants sold, planted, exported or stored in Minnesota meet purity, viability and health standards, and that the environmental, societal and recreational impacts of plant pests such as noxious weeds, gypsy moth and emerald ash borer are reduced or eliminated.

These goals are achieved by:

- Inspecting and certifying plants and plant parts (such as seed, grain, fruit, logs, lumber). Inspection and certification programs ensure Minnesota's plant commodities meet standards for import and export requirements, viability and purity of seeds, health of nursery stock, and the absence of harmful plant pests.
- Excluding, eradicating, or managing plant pests that threaten Minnesota's agriculture or environment. We keep Minnesota as free as possible from harmful plant pests. Our surveying, auditing, quarantines, and treatment programs benefit farmers, the timber industry, the recreation industry, critical pollinator habitat and the general public.

Fee-generated dedicated funds comprise over 45 percent of the division activities. About 30 percent of our programs are funded through federal grants. About 25 percent of our funds are from the state General Fund and are used to support regulatory programs and to conduct surveys.

RESULTS

Minnesota plant products are exported to markets without delays; produce for sale is quickly inspected; nursery stock, seeds and seed potatoes sold in Minnesota are viable and free of serious plant pests. The damaging effects of invasive plant pests are kept out of Minnesota or their impacts on agriculture and the environment are minimized.

<i>Type of Measure</i>	<i>Name of Measure</i>	<i>Previous</i>	<i>Current</i>	<i>Dates</i>
Quantity	Export certificates issued (all within 1-3 business days)	3,645	4,392	2015, 2016
Quality	Species evaluated as noxious weeds	13	29	2015, 2016
Results	Wholesale dealer and grain licenses issued within 2 days of application receipt	100%	100%	2012, 2013
Quantity	Number of emerald ash borer (EAB) biocontrol wasps released	46,496	182,512	2015, 2016

M.S. Section 3.737 (<https://www.revisor.mn.gov/statutes/?id=3.737>) and 3.7371 (<https://www.revisor.mn.gov/statutes/?id=3.7371>) provides the authority to compensate farmers and landowners for loss caused by wolf or elk.

M.S. Section 17.445 (<https://www.revisor.mn.gov/statutes/?id=17.445>) provides the authority to provide apiary inspection services for interstate commerce

M.S. Chapter 18G (<https://www.revisor.mn.gov/statutes/?id=18G>) provides the authority to exclude and manage invasive and exotic plant pests and to certify commodities for export

M.S. Chapter 18H (<https://www.revisor.mn.gov/statutes/?id=18H>) provides the authority to inspect and certify nursery dealers and growers

M.S. Section 18.75 (<https://www.revisor.mn.gov/statutes/?id=18.75>) provides the authority to administer a state noxious weed program

M.S. Chapter 21 (<https://www.revisor.mn.gov/statutes/?id=21>) provides the authority to inspect and certify seed potatoes.

M.S. Section 21.80 (<https://www.revisor.mn.gov/statutes/?id=21.80>) provides the authority to inspect and certify seeds for distribution and enforce seed label requirements.

M.S. Chapter 27 (<https://www.revisor.mn.gov/statutes/?id=27>) provides the authority to provide a wholesale produce dealer bonding program.

M.S. Chapter 223 (<https://www.revisor.mn.gov/statutes/?id=223>) provides the authority to provide a bond program for grain.

M.S. Chapter 231 (<https://www.revisor.mn.gov/statutes/?id=231>) provides the authority to provide a bond program for warehouses

Plant Protection

Activity Expenditure Overview

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
<u>Expenditures by Fund</u>								
1000 - General	1,650	1,887	1,781	2,368	1,977	1,952	2,477	2,452
2018 - Agriculture Fund	3,807	3,732	3,779	3,998	4,782	4,844	4,782	4,844
2050 - Environment & Natural Resource	249	594	373	406	187	151	187	151
3000 - Federal	1,452	1,210	1,547	1,149	1,630	1,629	1,630	1,629
6000 - Miscellaneous Agency				125	102		102	
Total	7,158	7,423	7,480	8,046	8,678	8,576	9,178	9,076
Biennial Change				945		1,728		2,728
Biennial % Change				6		11		18
Governor's Change from Base								1,000
Governor's % Change from Base								6
<u>Expenditures by Category</u>								
Compensation	4,632	4,658	4,862	4,817	5,243	5,325	5,593	5,675
Operating Expenses	2,464	2,635	2,612	2,928	3,152	3,191	3,247	3,286
Grants, Aids and Subsidies	50	119	126	126	67	47	122	102
Capital Outlay-Real Property		5	6	6	101		101	
Other Financial Transaction	12	6	6	159	115	13	115	13
Total	7,158	7,423	7,480	8,046	8,678	8,576	9,178	9,076
Total Agency Expenditures	7,158	7,423	7,480	8,046	8,678	8,576	9,178	9,076
Internal Billing Expenditures	646	616	728	647	735	895	735	895
Expenditures Less Internal Billing	6,512	6,807	6,752	7,399	7,943	7,681	8,443	8,181
<u>Full-Time Equivalent</u>								
	68.68	66.19	68.49	65.86	65.08	65.08	69.58	69.58

Plant Protection

Activity Financing by Fund

(Dollars in Thousands)

	Actual FY16	Actual FY17	Actual FY18	Estimate FY19	Forecast Base		Governor's Recommendation	
					FY20	FY21	FY20	FY21
1000 - General								
Balance Forward In		225		342		75		75
Direct Appropriation	1,873	1,763	2,018	2,093	2,052	1,877	2,552	2,377
Transfers In	40	25	41	66				
Transfers Out	40	56		120				
Cancellations		70		13				
Balance Forward Out	223		278		75		75	
Expenditures	1,650	1,887	1,781	2,368	1,977	1,952	2,477	2,452
Biennial Change in Expenditures				612		(220)		780
Biennial % Change in Expenditures				17		(5)		19
Governor's Change from Base								1,000
Governor's % Change from Base								25
Full-Time Equivalents	15.46	16.57	15.09	14.69	15.09	15.09	19.59	19.59

2018 - Agriculture Fund

Balance Forward In	1,912	1,929	2,075	2,693	3,397	3,356	3,397	3,356
Receipts	4,143	4,197	4,782	5,024	5,083	5,083	5,083	5,083
Transfers In				20				
Transfers Out	322	322	403	342	342	342	342	342
Balance Forward Out	1,926	2,072	2,676	3,397	3,356	3,253	3,356	3,253
Expenditures	3,807	3,732	3,779	3,998	4,782	4,844	4,782	4,844
Biennial Change in Expenditures				238		1,849		1,849
Biennial % Change in Expenditures				3		24		24
Governor's Change from Base								0
Governor's % Change from Base								0
Full-Time Equivalents	35.86	33.85	34.24	34.65	34.25	34.25	34.25	34.25

2050 - Environment & Natural Resource

Balance Forward In	105	435	667	295	400	213	400	213
Direct Appropriation	590	621		511	0	0	0	0
Balance Forward Out	446	463	294	400	213	62	213	62
Expenditures	249	594	373	406	187	151	187	151
Biennial Change in Expenditures				(64)		(441)		(441)
Biennial % Change in Expenditures				(8)		(57)		(57)
Governor's Change from Base								0
Governor's % Change from Base								0
Full-Time Equivalents	2.66	3.61	4.34	3.55	0.92	0.92	0.92	0.92

3000 - Federal

Plant Protection

Activity Financing by Fund

(Dollars in Thousands)

	Actual	Actual	Actual	Estimate	Forecast Base		Governor's Recommendation	
	FY16	FY17	FY18	FY19	FY20	FY21	FY20	FY21
Balance Forward In	500	340	343					
Receipts	1,084	871	1,204	1,149	1,630	1,629	1,630	1,629
Balance Forward Out	132							
Expenditures	1,452	1,210	1,547	1,149	1,630	1,629	1,630	1,629
Biennial Change in Expenditures				34		563		563
Biennial % Change in Expenditures				1		21		21
Governor's Change from Base								0
Governor's % Change from Base								0
Full-Time Equivalents	14.70	12.16	14.82	12.97	14.82	14.82	14.82	14.82

6000 - Miscellaneous Agency

Balance Forward In	0	0	0		102		102	
Receipts	0	0	0	277				
Balance Forward Out	0	0	0	102				
Expenditures				125	102		102	
Biennial Change in Expenditures				125		(23)		(23)
Biennial % Change in Expenditures								
Governor's Change from Base								0
Governor's % Change from Base								

Example