

Administrative Responsibilities of the Southwest Initiative Foundation

The responsibilities of the Southwest Initiative Foundation (SWIF) for the \$38,500 administrative contract include the staff and infrastructure to support a \$1.617 million project. It is crucial to have a sound base when managing a large, public project. Two SWIF staff members will work with this program in different roles including grant administration and financial accounting. In short, SWIF commits the following:

- 501(c)3 designation and 23 years experience in leveraging and managing resources for the benefit of the region
- Oversight by a dedicated board of directors with diverse experience and unwavering commitment to the vitality of southwest Minnesota
- .2 FTE in accounting to oversee funds management, general ledger accounting, audit preparation, etc.
- .35 FTE in grant administration to manage and oversee the work plan deliverables and relationship with the funder
- Independently audited financials of the Foundation to provide the transparency and oversight that is expected when using state funds

This proposed administration and management budget realization will vary based on actual time committed to this project. This estimate is based on four land acquisitions and an unknown level of fiscal reporting. These numbers set forth in this document are based on the prior level of responsibility associated with projects of this magnitude.

Accountant – This staff position directs, oversees and manages the accounting operations providing accurate data and reports for making sound financial decisions. The position supervises accounting and administrative staff to ensure efficiency and accuracy of accounting functions and internal controls, partners with staff in management of information technology, assists with human resources concerning payroll and serves as a part of the Investment and Finance and Audit Committees to provide information and carryout committee and board decisions. Margie Nelson holds this position at the Foundation and has been with the organization eight years.

This position will work directly to insure the financial responsibility associated with managing the resources of the Green Corridor Project including:

- Software Set-up
- Project Planning with Auditor
- Budget Process
- Budget Review
- Financial Reports
- Fund Requests
- Fund Reconciling
- Preparation of Checks

- Review of Financial Statements
- General Program Discussions
- Audit Review

Grants Officer - This position helps the Southwest Initiative Foundation accomplish the program area's goals and objectives. Primary responsibilities include project and program administration, organizational evaluation, and fund development. This position is a professional presence in the Hutchinson office. Nancy Fasching fills this role at the Foundation and has been with the organization for nine years.

This position will work directly with the land transactions of the Green Corridor Project.

SWIF provides the essential leadership to carry out the fiduciary tasks related to the land transactions. SWIF prepares all of the essential information to carry out the land transfers:

- Consultant management
- Coordination of efforts with the Department of Natural Resources
- Compilation of reporting requirements of funder
- Compile all necessary land transaction documentation for funding transfer from the State of Minnesota
- Coordinate legal review of the purchase agreements
- Coordinate legal drafts of closing documents
- Coordination of all of the necessary documentation that will appropriately deliver the land to the long-term management organization
- General Program Discussions
- Monthly project meetings

The SWIF staff will work with Mr. Cobb to carry out the outcomes and deliverables directly associated to the Green Corridor Legacy project, but no LOHC dollars will be used to compensate Mr. Cobb's activity. All administrative support received by SWIF will cover SWIF personnel expenses related to this project. The Green Corridor Board will compensate Mr. Cobb for all of his activities related to the project with their own resources, committing this contribution to the project. These activities include, but are not limited to:

- Coordinate the completion of normal DNR land acquisition documents
- Coordinate an appraisal to meet the DNR/State of Minnesota Certified Appraisal Standard
- Negotiate the terms of the acquisition with landowners
- Compile required deed/abstract documents from the landowner
- Administer the County Board notification process
- Coordinate acquisition closing
- General follow-up to make sure the process is moving forward

Activity Provided By:	Hours	Quantity	Total
Accountant			
Software Set-up	10	1	10
Project Planning with Auditor	5	1	5
Budget Process	3	1	3
Budget Review	1	12	12
Financial Reports	4	12	48
Fund Requests	4	12	48
Preparation of Checks	3	12	36
Fund Reconciling	8	12	96
Review of Financial Statements	2	12	24
General Program Discussions	4	12	48
Audit Compliance	35	2	70
			400 @ \$35/hour \$14,000

Grants Officer			
Land dealings with Consultant	25	12	300
Coordination of efforts with the Department of Natural Resources	8	12	96
Compilation of reporting requirements of funder	20	3	60
Compile all necessary land transaction documentation for funding transfer from the State of Minnesota	8	4	32
Coordinate legal review of the purchase agreements	3.5	4	14
Coordinate legal drafts of closing documents	3.5	4	14
Coordination of all of the necessary documentation that will appropriately deliver the land to the long-term management organization	4	4	16
General Program Discussions	4	12	48
Monthly project meetings	10	12	120
			700 @ \$35/hour \$24,500

Total
SWIF
Administrative
Dollars \$38,500

Activities related to sound financial and program general administration	544	@ \$35/hour	\$	19,040
Activities related to land acquisition	376	@ \$35/hour	\$	13,160
Activities related to both	180	@ \$35/hour	\$	6,300
				\$38,500

The \$1,925 of travel related to this project is broken down with estimates of:

- 10 trips to Saint Paul from Hutchinson (150 miles) @ \$.55 = \$825
- 12 trips to Redwood Falls from Hutchinson (130 miles) @ \$.55 = \$858
- 22 meals for above mentioned trips @ \$11 = \$242