

Capital Grants of FOBWR

A report to the Board of Directors

Friday, November 4, 2011

[http://refugeefriends.org/Grant Tracking/index.php](http://refugeefriends.org/Grant_Tracking/index.php)

Objectives

- Understanding of current status of our grants
- Get Board decisions on issues of grants:
 - ✓ Agreement to place unassigned McGovern donations into general funds
 - ✓ Reconcile cash imbalances of some grants
 - ✓ Assign administrator to new grants
 - ✓ Approve/Reject/Modify in-kind cash requests
 - ✓ Institute discipline in documenting board actions on grants

Grant History

- Since 1996:
 - 29 Grants Completed
 - \$445,593 spent
- Current Grants
 - 10 Active
 - \$867,195 in cash awards plus in-kind obligations

Survey of Past Grants

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 - No reporting requirements

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- Really Operating Income, not Grants
- Can become “in-kind” part of a grant upon Board approval.

McGovern Donations to BNWR

Date	Transaction	Balance	Date of Board Approval	Notes
14-Jan-08	\$5,000.00	\$5,000.00		
15-Dec-08	\$10,000.00	\$15,000.00		
7-Jan-10	\$6,000.00	\$21,000.00		
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????	-\$19,500.00	\$9,500.00	18-May-09	Authorized \$15,000 for Discovery Center Display
?????	\$9,750.00	\$19,250.00	6-Jun-10	50% recovery from Challenge Cost Share contract #20181-A-J617. USFWS \$20,000 cost share grant money was approved. Sanchez and Tvedt to modify the contract with Rosie to include the extra money. (board minutes)

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Expected Pending Transactions

-\$7,000.00	\$12,250.00	cost of Discovery Center Display
\$3,500.00	\$15,750.00	50% recovery from Challenge Cost Share contract
-\$3,899.00	\$11,851.00	cost of Discovery Center Display
\$1,949.50	\$13,800.50	50% recovery from Challenge Cost Share contract
-\$1,153.00	\$12,647.50	Friends match for 2011 Dow Community Grant, Otter Slough Boardwalk. No record of board authorization.
-\$2,200.00	\$10,447.50	Friends match for Birding Initiative Grant #20110926. No record of board authorization.
-\$3,000.00	\$7,447.50	Friends match estimate for Fish Casting pavilion Grant #
\$1,500.00	\$8,947.50	50% recovery from Challenge Cost Share contract

McGovern Donations to SBNWR

Date	Transaction	Balance	Date of Board Approval	Notes
14-Jan-08	\$5,000.00	\$5,000.00		
15-Dec-08	\$10,000.00	\$15,000.00		
7-Jan-10	\$6,000.00	\$21,000.00		
22-Dec-10	\$8,000.00	\$29,000.00		
????	-\$5,000	\$24,000.00	????	Part of Friends match to the Wolfweed pavilion spend on/before 15Mar08. No record of board approval found in board minutes.
Expected Pending Transactions				
	-\$16,000.00	\$8,000.00		Reserve for costs of Dow Woods Trails. Board approval not documented in minutes.
	-\$900.00	\$7,100.00		Per request of Jennifer Sanchez, spent on a project at SBNWR. Not documented in Board Minutes.
	-\$7,100.00	\$0.00		Proposed additional reserve for Dow Woods trails pending board approval.

Motion

“The board authorizes the allocation of unassigned donations from Kathrine McGovern to the general funds of the Friends of Brazoria Wildlife Refuges, separately accounting for expenditures of those donations designated by Mrs. McGovern to the San Bernard National Wildlife Refuge and to the Brazoria National Wildlife Refuge. By authorization of the board, portions of these donations may be assigned to various projects at these refuges.”

Wolfweed Shelter #20080717

As of 10Oct11 a residual of \$2,720.98 is still on the books. Board action is needed; perhaps moving to general funds.

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Motion: “Since the shelter at Wolfweed has been completed, it is moved to reallocate the remaining funds currently dedicated to this project to the general fund.”

Native Tree Restoration #20080303

- As of 8Oct11, no expenses have been charged against this \$500 grant.
- Friends paid, out of our general fund, expenses for 6Dec08 tree planting at the refuge complex office.
- Lois Morgan was the grant administrator.
- A new administrator is needed. (see next slide)
- Need a plan from refuge management.

Reforestation Program #20110401

- Christopher Zurita via court order
- \$2,500.00
- Need to assign a Friends administrator of this grant.
- Need a plan from refuge management.

Discovery Center Exhibits #20100909

- 20Apr07 Union Pacific grants \$10,000
- ??? Money spent for touch screen, cone to project sound, etc.
- 18May09 board approves \$15,000 McGovern funds to this project.
- 12Feb10, Friends paid \$3,500 to contractor.
- 6Jun10 Friends accepts \$20,000 CCS Grant from USFWS
- This grant obligates Friends to \$20,000 cost share. (the \$3,500 does not count because it pre-dates the CCS agreement.)
- Sep10 additional \$30,000 CCS Grant, no Friends obligation.
- Date??? Friends pays net \$9,750.
- 28Sep11 Refuge asks Friends for \$1,450 more.

Discovery Center Exhibits #20100909

Motion: “It is moved to allocate \$1,450 of McGovern funds to pay for the final costs of the Discovery Center exhibits.”

Dow Woods #20091123 & #20100623

- Grants and in-kind cash: \$291,625.00
- Spent to date: \$266,036.75
- Remaining funds: \$25,588.25*
- Yet to do: Culvert Crossing of Bastrop Bayou
- Board discussed McGovern: \$16,000.00
- Un-allocated McGovern: \$7,100.00
- Total available: \$48,688.25

*From 18May09 board minutes: "Marty motioned Friends allocate \$2,100 for the Dow Woods project, second by Neal. Motion Approved."

Dow Woods #20091123 & #20100623

Motion: “It is moved to allocate \$23,100 of McGovern funds to pay for the costs of the projects at the Dow Woods Unit of the San Bernard National Wildlife Refuge.”

Dow Woods #20091123 & #20100623

Recommendation: At the completion of these projects, a thank you letter should be written to Mrs. McGovern, with photographs, for her contributions.

Otter Slough Boardwalk #20110825

- Dow Community Grant
- \$25,000.00
- \$1,153 match from Friends part of our grant application.
- No record of authorization in board minutes.

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- \$25,000.00
- \$1,153 match from Friends part of our grant application.
- No record of authorization in board minutes.
- Motion: “It is moved to allocate \$1,153.00 of McGovern funds for the Otter Slough Boardwalk grant #20110825 to satisfy our match obligation.”

Pentagon Marsh Project, Mottled Duck Conservation - Phase IV #20110729

Per Ron Bisbee 10Oct11: "Pentagon Marsh Restoration project has spend \$2,956 for water control structures out of the \$32,000 Grant. The principal work of the project is mostly completed with the help of some outside non-match funds. We are now exploring the possibility of improving the production of an existing irrigation well in the project area. This may costs us \$5-7 k in the next few weeks."

Birding Initiative Grant #20110926

- \$5,000 from NFWF
- Denis asked for an 80% advance (\$4,000).
- \$2,200 match from Friends
- No record of authorization in board minutes.

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- \$2,200 match from Friends
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- Motion: “It is moved to allocate \$2,200.00 of McGovern funds for the Birding Initiative grant #20110926 to satisfy our match obligation.”

Fish Casting Pavilion Grant #20110928

- Stimulated by a \$3,000.00 directed grant from the family of Al Clark.
- Build replica of the "Bug Sweeping" pavilion in the area where fish casting is taught at the BNWR.
- Bill of Materials for Bug Sweeping pavilion was \$3,269 in June, 2007, Contract labor \$1,500.
- An undetermined Friends match will be needed.
- No Friends administrator has been assigned.

Columbia Bottomlands Discovery Grant #201111??

- \$300,000.00 from Houston Endowment
- Mike Lange will coordinate with contractor.
- Marty Cornell is grant administrator.

Survey of all Grants

- Documentation of Board decisions is poor (as evidenced from Board minutes January 2007 to August 2011).
- Final reports of a few grants have never been made.

Documentation of Authorization of Expenditures

The minutes of the Board of Directors of the Friends of Brazoria Wildlife Refuges are the official record of expenditure authorization not associated with approved grant contracts.

Minutes should not be approved until this documentation of all such authorizations are properly recorded.