



**Lessard-Sams Outdoor Heritage Council  
The State of Minnesota**

**State Office Building, Room G95    100 Dr. Rev. Martin Luther King Jr. Blvd.    Saint Paul, Minnesota 55155**

Date: July 14, 2010

To: FY 11 OHF Project Managers

From: Bill Becker, Executive Director, Lessard-Sams Outdoor Heritage Council

Re: FY 11 Accomplishment Plan Leverage Tables

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This is a quick note of clarification regarding the Leverage Table in your Accomplishment Plans.

Since the Accomplishment Plan is incorporated into the Grant Agreement, it contains data that could be audited. This possibility may not have been clear when you put together your Plan. Therefore, you may wish to review the Leverage Section of your Plan to ensure that what is delineated—either as in-hand or anticipated—are still accurate descriptions funds, services or materials that can be tracked. Your files might be expected to show proof of receipt.

For example, for resources listed in hand, your file should contain items such as copies of wire transfers, checks made out to your organization, or enumerated lists of hours of service provided (including rate and type of work).

For leverage yet-to-be received an auditor would expect to see a letter of commitment describing what is committed and when your organization would receive the funds, materials, or personnel time. Once received the same type of documentation as described in the preceding paragraph would be expected.

If in reviewing the table, you wish to make any changes at this point, please let us know what those might be and Heather Koop will tell you how those changes, if any, should be received. Any modifications to the table will not change the status of your Accomplishment Plan, and will have minimum if any impact on the date when the DNR will send out your grant agreement for signature.

If you have any questions, please feel free to call.