



**Office of Lt. Governor/  
Department of Culture, Recreation & Tourism  
Funding Agreement Checklist**

**Agency/Program:** DCRT, Office of Tourism

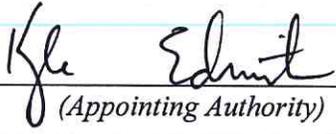
**Recipient:** Greater New Orleans Sports Foundation, Inc.

- Indicate:**
- Cooperative Endeavor
  - Professional Services Contract
  - Personal Services Contract
  - Consulting Services Contract
  - Social Services Contract
  - Grant: Indicate Specific
  - Line Item Appropriation
  - Letter of Agreement

- | Yes                                 | No                       |  |
|-------------------------------------|--------------------------|--|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include Budget Worksheet?   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include anticipated uses?   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include estimated duration of the project?                                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement include goals, objectives, and measures of performance?                   |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement indicate requirement of written progress report every six (6) months?     |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Does the agreement notify the recipient of Louisiana Audit Law (R.S. 24:513)?                |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been approved by the appointing authority?                      |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Has the comprehensive budget been properly transmitted to the Louisiana Legislative Auditor? |

Signatures:   
(Contract Monitor)

7-26-13  
(Date)

  
(Appointing Authority)

7/29/13  
(Date)

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT

*(Line Item Appropriation)*

THIS COOPERATIVE ENDEAVOR AGREEMENT (“Agreement”), is made and entered into by and between the Department of Culture, Recreation and Tourism, Office of Tourism of the State of Louisiana, hereinafter referred to as “State” and/or “Agency”, and the Greater New Orleans Sports Foundation, Incorporated, officially domiciled at 2020 St. Charles Avenue, New Orleans, LA 70130 hereinafter referred to as “GNOSF” or “Contracting Party”.

ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that “for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;” and

1.2 WHEREAS, Act 14 of the 2013 Regular Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of state funds, and Act 14 contains an appropriation within the Agency’s budget for the benefit of the Greater New Orleans Sports Foundation of which the sum of **THREE HUNDRED NINETY-FOUR THOUSAND FIFTY & NO/100 (\$394,050) DOLLARS** has been allocated for this project, as set forth in **Attachment A (the “Plan”)**, which is attached to this Agreement and made a part hereof; and

1.3 WHEREAS, in accordance with La. R.S. 51:1254, the Office of Tourism was established to be responsible for the design, planning, development and implementation of the effective and accurate promotion of Louisiana’s history, culture, art, folklife, recreational and leisure opportunities, natural and scenic resources, transportation, cuisine, sites, attractions, accommodations, and events, and the Office of Tourism is mandated to encourage and assist local governmental and private sector development for the promotion of tourism; and

1.4 WHEREAS, the Greater New Orleans Sports Foundation, Incorporated is a non-profit 501(c)(4) corporation that recruits, bids on, organizes, and manages sporting events on behalf of the State of Louisiana and the City of New Orleans for tourism and economic development purposes; and

1.5 WHEREAS, the public purpose of this endeavor is to attract, coordinate, and manage sporting events that will have a positive economic impact on Louisiana, as well as the Greater New Orleans area; and

1.6 WHEREAS, it is anticipated that the public benefits are proportionate to obligations undertaken by the State. Louisiana’s economy and tourism industry will benefit from this endeavor; and

1.7 WHEREAS, the Contracting Party has provided all required information in accordance with Act 14 of 2013, if applicable, and the governor’s Executive Order BJ 2008-30 on accountability for line item appropriations; and is attached to this Agreement and made a part hereof by reference as “Attachment E”.

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

**ARTICLE II**  
**SCOPE OF SERVICES**

2.1 The Contracting Party shall collaborate with governing bodies of nationally known sports organizations (event owners, coordinators, managers and representatives) to stay informed regarding opportunities to host sports events and engage in bidding procedures to secure prospective events for Louisiana. GNOSF will develop budgets, evaluate and analyze potential events to estimate the potential economic impact on the state and New Orleans and bid on the event if economically feasible. Upon securing an event, GNOSF will be responsible for fulfilling all obligations to include planning, coordinating activities, building collaborations, marketing, execution and management to ensure event success.

2.2 **Deliverables** shall include: 1) public acknowledgements of the State's support of the Greater New Orleans Sports Foundation and associated events as detailed in Attachment A (Plan); 2) the securing of media and public relations opportunities for the State, through the Lieutenant Governor and/or other designated tourism representative(s), to speak on behalf of and represent Louisiana's tourism industry at events and during publicity activities, such as press conferences, strategic planning/organizational meetings, bid presentations, and sporting events that are secured or supported by GNOSF, when possible; 3) at least quarterly **Progress Reports** (referenced below); 4) **Cost Reports** (referenced below); and 5) a **Final Report** at the expiration and/or termination of this Agreement that summarizes activities that GNOSF engaged in during the entire contract period.

The Contracting Party will provide to State written quarterly **Progress Reports (Attachment C)** outlining the Contracting Party's current status and/or progress, including resources, initiatives, activities, services and performance, consistent with the provisions, goals and objectives of this Agreement and at least quarterly **Cost Reports (Attachment D)** which shall provide detailed cost information outlining the use of the appropriated funds. **Attachment C, the Progress Report and Attachment D, the Cost Report** are attached to this Agreement and are made a part thereof by this reference.

Each Report, whether Progress or Final, shall include measurable performance data and/or information to show achievement of goals and objectives, such as the number of events hosted and/or attended, estimated public attendance at events, scheduled and/or attended meetings and media events, scheduled bidding presentations, number and name of event bids and outcomes, proof that the State has been acknowledged for its support in print media and other publicity settings, and information regarding the economic impact of individual events on the city and state.

2.3 **Budget:** The **Budget** for this project is incorporated herein as "**Attachment B**" which is attached hereto and by this reference is made a part hereof, and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The **Budget** for this project shall not exceed the total sum of **THREE HUNDRED NINETY-FOUR THOUSAND FIFTY & NO/100 (\$394,050.00) DOLLARS** which sum shall be inclusive of all costs or expenses to be paid by State in connection with the services to be provided under this Agreement. This is the total sum that has been appropriated for this project. **No State funds shall be paid for any one phase of this Agreement that exceeds the categories shown on the Budget attached as "Attachment B," without the prior approval of State.**

2.4 The Contracting Party is notified that no funds appropriated under Act 14 of the 2013 Regular Legislative Session shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the State unless the Contracting Party executes a copy of this Agreement and submits to the State for approval a Comprehensive Budget showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing specific goals and objectives for the use of such funds, including measures of performance. The State shall submit the Agreement, the Budget, and any other required

information to the Legislative Auditor for approval at [ebudgets@lla.la.gov](mailto:ebudgets@lla.la.gov).

### **ARTICLE III** **CONTRACT MONITOR**

**3.1** The Contract Monitor for this contract is Jack Warner, Deputy Assistant Secretary of the Office of Tourism, or his supervisor, designee, or successor.

**3.2 Monitoring Plan:** During the term of this Agreement, the Contracting Party shall discuss with State's Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. Contract Monitor shall review and analyze the Contracting Party's **Plan** to ensure the Contracting Party's compliance with the requirements of the Agreement.

The Contract Monitor shall also review and analyze the Contracting Party's written **Progress Reports** and **Cost Reports** and any work product for compliance with the Scope of Services and shall:

1. Compare the Reports to the Goals/Results and Performance Measures outlined in this Agreement to determine the progress made;
2. Contact the Contracting Party to secure all missing deliverables;
3. Maintain telephone and/or e-mail contact with the Contracting Party on Agreement activity, and if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to ensure that performance goals are being achieved, and to verify information when needed; and
4. Ensure that expenditures or reimbursements requested in **Cost Reports** are in compliance with the approved **Budget**. Contract Monitor shall coordinate with Agency's fiscal office for reimbursements to the Contracting Party and shall contact the Contracting Party for further details, information, or documentation when necessary.

Between required performance reporting dates, the Contracting Party shall inform the Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. The Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party and any assistance which may be needed to resolve the situation.

### **ARTICLE IV** **PAYMENT TERMS**

**4.1** Provided that the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of the State, payments shall be made by the State on a reimbursement basis, after receipt from the Contracting Party and approval by the State of quarterly **Cost Reports**, requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (e.g., copies of invoices, financial and/or billing statements, signed agreements, checks and other appropriate records reflecting that expenses have been incurred) shall be attached to the Cost Report. All original documentation supporting the Reports shall be maintained by Contracting Party, and shall be subject to audit, as hereinafter stated.

**4.2** Travel expenses, if any, shall be reimbursed only in the event that this Agreement provides for such

reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Louisiana Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to the invoices for reimbursement.

4.3 Reimbursements under this Agreement will be allowed only for expenditures occurring between and including the dates of **July 1, 2013 and June 30, 2014**, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of funds and upon the approval of this Agreement by the Office of Contractual Review.

4.4 The Contract Monitor shall monitor payments on at least a quarterly basis. Under circumstances such that the Contracting Party has not demonstrated substantial progress towards the achievement of the goals and objectives, based on the established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the Contracting Party has justified to the satisfaction of the Agency, the reasons for the lack of progress. If the Agency determines that the Contracting Party failed to use the Appropriation within the estimated duration of the Project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the Agency shall demand that any unexpended funds be returned to the state treasury unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. The transferring Agency shall forward to the Legislative Auditor, the Division of Administration, and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted no later than May 1, 2014.

If the Contracting Party has defaulted on this Agreement, breached the terms of the Agreement, ceases to do business, or ceases to do business in Louisiana it shall be required to repay the State, in accordance with the terms of the State.

4.5 Taxes: Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this Agreement and/or legislative appropriation shall be Contracting Party's obligation and identified under Federal tax identification number 72-1129835.

**ARTICLE V**  
**TERMINATION FOR CAUSE**

5.1 The State may terminate this Agreement for cause based upon the failure of the Contracting Party to comply with the terms and/or conditions of the Agreement; provided that the State shall give the Contracting Party written notice specifying the Contracting Party's failure. If within thirty (30) days after receipt of such notice, the Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct the said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contracting Party in default and the Agreement shall terminate on the date specified in such notice. The Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this Agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

**ARTICLE VI**  
**TERMINATION FOR CONVENIENCE**

6.1 The State may terminate this Agreement at any time by giving thirty (30) days' written notice to Contracting Party. Upon receipt of notice, the Contracting Party shall, unless the notice directs otherwise,

immediately discontinue the work and placing of orders, for materials, facilities, services and supplies in connection with the performance of this Agreement. The Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

**ARTICLE VII**  
**OWNERSHIP**

7.1 All records, reports, documents and other material delivered or transmitted to the Contracting Party by the State shall remain the property of the State, and shall be returned by the Contracting Party to the State, at the Contracting Party's expense, at termination or expiration of this Agreement. All records, reports, documents, or other material related to this Agreement and/or obtained or prepared by the Contracting Party in connection with the performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by the Contracting Party to the State at the Contracting Party's expense at termination or expiration of this Agreement.

**ARTICLE VIII**  
**ASSIGNMENT**

8.1 The Contracting Party shall not assign any interest in this Agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to the Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

**ARTICLE IX**  
**FINANCIAL DISCLOSURE**

9.1 The Contracting Party shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the Agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives.

**ARTICLE X**  
**AUDITOR'S CLAUSE**

10.1 It is hereby agreed that in accordance with La. R.S. 24:513, the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration, and/or the Department of Culture, Recreation and Tourism auditors shall have the option of auditing all records and accounts of the Contracting Party which relate to this Agreement.

10.2 The Contracting Party and any subcontractors paid under this Agreement shall maintain all books and records pertaining to this Agreement for a period of three years after the date of final payment under the prime contract and any subcontract entered into under this Agreement.

**ARTICLE XI**  
**AMENDMENTS IN WRITING**

11.1 Any alteration, variation, modification, or waiver of provisions of this Agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of Contractual Review, Division of Administration.

**ARTICLE XII**  
**FISCAL FUNDING CLAUSE**

**12.1** The continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the Agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Agreement, the Agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

**ARTICLE XIII**  
**TERM OF CONTRACT**

**13.1** This Agreement shall begin on **July 1, 2013** and shall terminate on **June 30, 2014**.

**ARTICLE XIV**  
**DISCRIMINATION CLAUSE**

**14.1** The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. The Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 6<sup>th</sup> day of August month, \_\_\_\_\_ 2013.

WITNESSES:

**DEPARTMENT OF CULTURE, RECREATION AND TOURISM**

Marlene Curcio  
Judy K. Halloran

Kyle Edmiston 7/29/13  
Kyle Edmiston, Assistant Secretary  
Office of Tourism

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 6 day of August month, \_\_\_\_\_ 2013.

WITNESSES:

Benny Gray  
Charles R. Davis

Charles R. Davis 7/31/13  
Charles R. Davis, Deputy Secretary  
Office of the Lieutenant Governor  
Department of Culture, Recreation and Tourism

THUS DONE AND SIGNED AT New Orleans, Louisiana on the 8<sup>th</sup> day of AUGUST month, \_\_\_\_\_ 2013.

WITNESSES:

**Greater New Orleans Sports Foundation, Inc.**

Randy Haynie  
[Signature]

[Signature]  
John J. Cicero, President/CEO  
Greater New Orleans Sports Foundation

<p><b>“ATTACHMENT A” PLAN</b></p>	<p><b>NAME OF CONTRACTING PARTY:</b> Greater New Orleans Sports Foundation, Inc.</p>
	<p><b>NAME AND BRIEF NARRATIVE OF PROGRAM OR PROJECT:</b>          The Louisiana Legislature appropriated funding for the Contracting Party, which shall be utilized to supplement expenditures associated with the normal business operations of the Greater New Orleans Sports Foundation, which includes maintaining a professional staff for the solicitation and bidding for events, public relations activities, promotional efforts, and for coordination, hosting, and management of sporting events held in and around the Greater New Orleans region.</p>
<p><b>Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). <u>What are the goals, objective(s), expected outcomes/results for this program:</u></b> Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.</p>	
<p><b>1. Program Goal</b> (<i>Goals are the intended broad, long-term results. The goal is a clear concise statement of the general end purposes toward which efforts are directed</i>)          The Louisiana tourism goal is to carry out the intent of the Legislature, to provide funding to the GNOSF to represent Louisiana’s interest in hosting sports events by working collectively with local officials, sports organizations and their representatives, stakeholders, and other potential partners to maintain New Orleans’ and Louisiana’s competitiveness in the solicitation of sports events for economic reasons.</p>	
<p><b>2. Program Objective(s)</b> (<i>Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal. They identify the specifics of the expected outcomes and results to be achieved</i>).</p> <ol style="list-style-type: none"> <li>1. Maintain standard operations by retaining qualified and experienced professional staff to solicit and manage events, and ensure financial accountability for general operating expenses and services associated with solicitation, management, and the hosting of sporting events as per the approved budget, Exhibit B.</li> <li>2. Ensure reasonable progress towards coordinating successful event(s) when contracted and/or secured, by efficiently implementing and managing, with financial accountability, all operations.</li> <li>3. Actively participate in sports related meetings and/or conferences on a national level to remain knowledgeable and informed on new events that will stimulate economic growth, as well as business transactions that will generate tax revenue for the state and local economy.</li> <li>4. Preserve Louisiana’s eminence as a unique and desirable travel destination for tourism related activities and sporting events by performing the necessary research, to produce bid documents and presentations that are vital when submitting bids and securing events.</li> <li>5. Ensure that public acknowledgements are made regarding the State’s support at events and in general meeting environments through verbal, audio and visual media, and other publicity means.</li> <li>6. Maintain regular communication with the State to keep the State informed of activities and progress.</li> <li>7. Seek opportunities to provide the Louisiana Lieutenant Governor or his identified staff with opportunities to participate in media and other events that afford opportunities to promote Louisiana’s tourism industry.</li> </ol>	
<p><b>3. Relevant Activity (Activities)</b> (<i>An activity is a distinct subset of functions or services that will be implemented within a program.</i>)</p> <ol style="list-style-type: none"> <li>1. Assist local officials, sports representatives/stakeholders, and potential event partners with event(s) logistics as needed, and attend, host and/or coordinate meetings to ensure successful sports events in Louisiana.</li> <li>2. Actively or through an intermediary, ensure timelines, and logistical needs and support (event transportation, signage, hospitality, equipment, supplies, etc.), to successfully implement contracted events.</li> <li>3. Attend at least one sports related national meeting or conference during the contract period.</li> <li>4. Provide the State with summarized research that is conducted for bid submissions.</li> <li>5. Offer opportunities to the Office of the Lieutenant Governor to make presentations regarding Louisiana’s tourism assets during bidding presentations when possible.</li> <li>6. Acknowledge the State’s sponsorship support of the GNOSF as follows:</li> </ol>	

- a) Use best efforts to publicly acknowledge the State's support in the endeavor through verbal mention in media and other publicity settings and through the placement of the State's official tourism logo in publicity materials and bid packages.
  - b) When feasible display prominent onsite Louisiana tourism signage at events and/or media events (request signage when needed from the Office of Tourism)
  - c) Provide opportunities for the Lieutenant Governor or his designated representative to speak on behalf of the Louisiana tourism industry at a nationally recognized sports event, when possible.
  - d) The Contracting Party shall use best efforts to secure opportunities for the Louisiana Office of Tourism's representative(s) to attend event activities and to obtain media publicity to represent the State's tourism interests, when possible.
  - e) Incorporate the State's official tourism logo in publicity materials, when feasible, including maintaining a banner ad for Louisiana tourism, prominently placed on the GNOSF website to ensure internet publicity and an active link to [www.LouisianaTravel.com](http://www.LouisianaTravel.com) (the State's official tourism website).
7. Maintain continuous communication with the State:
- a) Immediately inform the State's Contract Monitor of any deficiencies and/or matters of concern relating to operational needs that may affect Louisiana's competitiveness with other states for sports events.
  - b) Submit Progress Reports (see Attachment C) and Cost Reports (see Attachment D) with supporting documentation for all requests for payment to the State at least quarterly as noted in the Scope of Services.
  - c) Upon conclusion of all services, submit to the State a **Final Report** as noted in the Scope of Services.

**Performance Measure(s):**

1. Number of sporting event bids and events secured in New Orleans and Louisiana
2. Increases number of room nights generated as a result of events
3. Successful implementation of event(s)
4. Submission of timely and relevant Progress Reports
5. Timely notifications of publicity activities and sports related events
6. Cost Reports submitted with adequate supporting documentation for expenses as per the Budget, B.
7. The Economic Impact of sports event(s) on the city and state (measures by attendance at events, and sales revenue collected)
8. Amount of Media and Marketing publicity and/or attention that Louisiana receives as a result of events
9. Number of significant publicity opportunities that are provided to the State to represent Louisiana's tourism industry
10. Submission of adequate documentation that shows prominent acknowledgement of the State's support in media and other publicity efforts at events, and other media setting, including internet publicity

**“ATTACHMENT B”**

Budget Page 1 of 3

**Project Budget (2013-2014)**  
**Greater New Orleans Sports Foundation, Inc.**  
**General Operations**

**Anticipated Income or Revenue**

<b><u>Income Sources</u></b>	<b><u>Amounts</u></b>
State Treasury	\$1,000,000.00
DCRT, Office of Tourism (State Appropriation)	\$394,050.00
Membership	\$300,000.00
Events	\$437,000.00
Other Sponsorships	\$0.00
Miscellaneous	\$9,500.00
<b>TOTAL ANTICIPATED INCOME/SUPPORT</b>	<b>\$2,140,550.00</b>

**Anticipated Expenses**

<b>Expense Categories</b>	<b>Total Amount <sup>1</sup></b>	<b>Line Item Appropriation (LOT) Amount <sup>2</sup></b>
Gross Salaries (see Exhibit B-1)	\$1,065,312.00	\$310,716.00
Related Staff Benefits	\$345,817.40	\$83,334.00
Travel	\$25,000.00	\$0.00
Operation Services	\$ 0.00	\$0.00
Marketing/Advertising	\$0.00	\$0.00
Printing	\$6,000.00	\$0.00
Insurance	\$28,500.00	\$0.00
Maintenance of Office Equipment	\$25,000.00	\$0.00
Office Space (Lease)	\$66,330.00	\$0.00
Software Licensing	\$4,000.00	\$0.00
Dues and Subscriptions	\$6,000.00	\$0.00
Telephone & Internet Services	\$48,500.00	\$0.00
Postage	\$4,500.00	\$0.00
Miscellaneous Expenses (Licenses & Permits; Seminars, Community Youth Programs, Volunteer & Signage)	\$70,100.00	\$0.00
Office Supplies	\$25,000.00	\$0.00
Professional & Contract Services	\$78,400.00	\$0.00
Other Charges (Event Expenses see Exhibits B-2, B-3)	\$342,090.60	\$0.00
<b>Total Use of the Appropriation</b>	<b>\$2,140,550.00</b>	<b>\$394,050.00</b>

1. Budget categories listed above reflect a typical budget and may be adjusted by the agency and/or Contracting Party to reflect actual categories necessary for each individual programs and services.

2. Salaries and Professional & Other Contract Services shall be detailed using pages 2 and 3 of Attachment B.

**ATTACHMENT B2  
Budget Page 2 of 3  
STAFFING CHART**

**Name of Organization:** Greater New Orleans Sports Foundation, Incorporated

**Name of Program:** General Operations

Name	Title	Total Salary	Total Salary Paid by Appropriation		Total Benefits Paid by Appropriation	Full or Part Time # of Months
			Amount	Percentage		
Boyce, Jeremy	Dir. Community Affairs	\$55,000.00	\$16,041.67	29%	\$4,903.75	Full Time
Cicero, Jay	President/CEO	\$234,000.00	\$68,250.00	29%	\$6,902.21	Full Time
Comeaux, Alison	Dir. Event Services	\$55,000.00	\$16,041.67	29%	\$6,804.91	Full Time
Delgado, Theresa	Accounting Assistant	\$27,500.00	\$8,020.83	29%	\$2,955.05	Full Time
Dupepe, Derek	Dir. Group Sales	\$32,500.00	\$9,479.17	29%	\$2,060.38	Full Time
Ferrante, Jr., William	VP Marketing & Operations	\$105,000.00	\$30,625.00	29%	\$8,735.37	Full Time
Forshag, Craig	Group Sales Assistant	\$24,787.00	\$7,229.54	29%	\$1,739.08	Full Time
Baznik-Hjortsberg, Allison	Media Assistant	\$27,500.00	\$8,020.83	29%	\$4,095.81	Full Time
Joffray, Sam	VP Communications	\$110,000.00	\$32,083.33	29%	\$8,009.65	Full Time
Krane, Stewart	Volunteer Coordinator	\$27,500.00	\$8,020.83	29%	\$1,792.63	Full Time
Lanasa, Kristen	Assistant of Group Sales	\$27,500.00	\$8,020.83	29%	\$2,761.22	Full Time
Lowe, Tricia	Dir. Membership	\$95,400.00	\$27,825.00	29%	\$7,630.49	Full Time
Luke, Maria	Receptionist	\$26,250.00	\$7,656.25	29%	\$2,761.22	Full Time
Murphy, Cristin	Event Coordinator Housing	\$43,600.00	\$12,716.67	29%	\$2,984.35	Full Time
Phillips, Yve	Mgr. Accounting	\$20,800.00	\$6,066.67	29%	\$481.95	Full Time
Rossi, Jeffery	Dir. Of Volunteers	\$62,500.00	\$18,229.17	29%	\$7,633.13	Full Time
Ruth, Gayle	Exec. Assistant/Office Manager	\$45,475.00	\$13,263.54	29%	\$4,420.75	Full Time
Sanderson, Michelle	Dir. Of Accounting	\$45,000.00	\$13,125.00	29%	\$6,662.08	Full Time

**Totals: \$1,065,312.00 \$310,716.00 \$83,334.00**

**ATTACHMENT B3**

**Budget Page 3 of 3**

**SCHEDULE OF PROFESSIONAL AND OTHER CONTRACT SERVICES**

**Name of Organization:** Greater New Orleans Sports Foundation, Incorporated

**Name of Program:** General Operations

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
No Sub-Contracting Parties or Professional Contract Services will be paid under the terms of this Agreement.			

**“ATTACHMENT C”**

**Progress Report**

*(To be submitted at least quarterly showing progress achieved. Duplicate pages as needed.)*

**Organization:** Greater New Orleans Sports Foundation, Incorporated  
**Contact Name:** John J. Cicero, President/CEO  
**Telephone:** (504) 525-5678      **Fax:** (504) 529-1622

**Please note and/or list the outcome to include performance indicators**

<p><b>Goal:</b> The Louisiana tourism goal is to carry out the intent of the Legislature, to provide funding to the GNOSF to represent Louisiana’s interest in hosting sports events by working collectively with local officials, sports organizations and their representatives, stakeholders, and other potential partners to maintain New Orleans’ and Louisiana’s competitiveness in the solicitation of sports events for economic reasons.</p>	
<p><b>Objective(s):</b></p> <ol style="list-style-type: none"> <li>1. Maintain standard operations by retaining qualified and experienced professional staff to solicit and manage events, and ensure financial accountability for general operating expenses and services associated with solicitation, management, and the hosting of sporting events as per the approved budget, Exhibit B.</li> <li>2. Ensure reasonable progress towards coordinating successful event(s) when contracted and/or secured, by efficiently implementing and managing, with financial accountability, all operations.</li> <li>3. Actively participate in sports related meetings and/or conferences on a national level to remain knowledgeable and informed on new events that will stimulate economic growth, as well as business transactions that will generate tax revenue for the state and local economy.</li> <li>4. Preserve Louisiana’s eminence as a unique and desirable travel destination for tourism related activities and sporting events by performing the necessary research, to produce bid documents and presentations that are vital when submitting for bids and securing events.</li> <li>5. Ensure that public acknowledgements are made regarding the State’s support at events and in general meeting environments through verbal, audio and visual media, and other publicity means.</li> <li>6. Maintain regular communication with the State to keep the State informed of activities and progress.</li> <li>7. Seek opportunities to provide the Louisiana Lieutenant Governor or his identified staff with opportunities to participate in media and other events that afford opportunities to promote Louisiana’s tourism industry.</li> </ol>	
<p><b>Activity(Activities) Performed:</b></p> <ol style="list-style-type: none"> <li>1. Assist local officials, sports representatives/stakeholders, and potential event partners with event(s) logistics as needed, and attend, host and/or coordinate meetings to ensure successful sports events in Louisiana.</li> <li>2. Actively or through an intermediary, ensure timelines, and logistical needs and support (event transportation, signage, hospitality, equipment, supplies, etc.), to successfully implement contracted events.</li> <li>3. Attend at least one sports related national meeting or conference during the contract period.</li> </ol>	

<ol style="list-style-type: none"> <li>4. Provide the State with summarized research that is conducted for bid submissions.</li> <li>5. Offer opportunities to the Office of the Lieutenant Governor to make presentations regarding Louisiana’s tourism assets during bidding presentations when possible.</li> <li>6. Acknowledge the State’s sponsorship support of the GNSF as follows: <ol style="list-style-type: none"> <li>a. Use best efforts to publicly acknowledge the State’s support in the endeavor through verbal mention in media and other publicity settings and through the placement of the State’s official tourism logo in publicity materials and bid packages.</li> <li>b. When feasible display prominent onsite Louisiana tourism signage at events and/or media events (request signage when needed from the Office of Tourism)</li> <li>c. Provide opportunities for the Lieutenant Governor or his designated representative to speak on behalf of the Louisiana tourism industry at a nationally recognized sports event, when possible.</li> <li>d. The Contracting Party shall use best efforts to secure opportunities for the Louisiana Office of Tourism’s representative(s) to attend event activities and to obtain media publicity to represent the State’s tourism interests, when possible.</li> <li>e. Incorporate the State’s official tourism logo in publicity materials, when feasible, including maintaining a banner ad, prominently positioned for Louisiana tourism on the GNOSF website to ensure internet publicity and maintain an active link to <a href="http://www.LouisianaTravel.com">www.LouisianaTravel.com</a> (the State’s official tourism website).</li> </ol> </li> <li>7. Maintain continuous communication with the State: <ol style="list-style-type: none"> <li>a. Immediately inform the State’s Contract Monitor of any deficiencies and/or matters of concern relating to operational needs that may affect Louisiana’s competitiveness with other states for sports events.</li> <li>b. Submit Progress Reports (see Attachment C) and Cost Reports with supporting documentation for all requests to payment to the State at least quarterly as noted in the Scope of Services.</li> <li>c. Upon conclusion of all services, submit to the State a <b>Final Report</b> as noted in the Scope of Services.</li> </ol> </li> </ol>	
<p><b>Performance Measure(s):</b></p> <ol style="list-style-type: none"> <li>1. Number of sporting event bids and events secured in New Orleans and Louisiana</li> <li>2. Increases in hotel occupancy percentages as a result of events</li> <li>3. Successful implementation of event(s)</li> <li>4. Submission of timely and relevant Progress Reports</li> <li>5. Timely notifications of publicity activities and sports related events</li> <li>6. Cost Reports submitted with adequate supporting documentation for expenses as per the Budget, B.</li> <li>7. The Economic Impact of sports event(s) on the city and state (measures by attendance at events, and sales revenue collected)</li> <li>8. Amount of Media and Marketing publicity and/or attention that Louisiana receives as a result of events</li> <li>9. Number of significant publicity opportunities that are provided to the State to represent Louisiana’s tourism industry</li> <li>10. Submission of adequate documentation that shows prominent acknowledgement of the State’s support in media and publicity efforts at events, and other media settings, including internet publicity</li> </ol>	

**“ATTACHMENT D”**

**Organization:** Greater New Orleans Sports Foundation, Incorporated  
**Contact Name:** John J. Cicero, President/CEO  
**Telephone:** (504) 525-5678 **Fax:** (504) 529-1622  
**Contract Period:** July 1, 2013 through June 30, 2014

**Cost Report for the Period of:** \_\_\_\_\_ **Start date:** \_\_\_\_\_ **Ending date of expense period:** \_\_\_\_\_

Expense Category	Approved Total Amount	(Quarterly) Expenditures (Monthly)*	Total Cumulative Year to Date Expenditures	Balance Remaining
Gross Salaries	\$310,716.00			
Related Benefits	\$83,334.00			
Travel	\$0.00			
Operating Services	\$0.00			
Advertising	\$0.00			
Printing	\$0.00			
Insurance	\$0.00			
Maintenance of Office Equipment	\$0.00			
Office Space (Lease)	\$0.00			
Software Licensing	\$0.00			
Dues & Subscriptions	\$0.00			
Telephone & Internet	\$0.00			
Postage	\$0.00			
Misc. Expenses	\$0.00			
Office Supplies	\$0.00			
Professional & Contract Services	\$0.00			
Other Charges	\$0.00			
<b>TOTAL ANTICIPATED EXPENSES</b>	<b>\$394,050.00</b>			

*(Expense categories must reflect budget categories listed in "Attachment B" budget.)*

*\* Should reflect contract payment terms, either quarterly or monthly.*

# “ATTACHMENT E”

## Disclosure and Certification Statement

**Contracting Party’s Name:** Greater New Orleans Sports Foundation, Inc.

**Contracting Party’s Mailing Address:** 2020 St. Charles Avenue, New Orleans, Louisiana 70130

**Organization Type:** Non-Profit Corporation

Private entities required to register with the Secretary of State’s office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Please see attached listing

Names and Addresses of all key personnel responsible for the program or functions funded through this Agreement:

Please see attached listing

List any person receiving anything of economic value from this Agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official Include the amount of anything of economic value received, the position held within the organization. Identify the official and the public position held.

I hereby certify that this organization has no outstanding audit issues or findings.

I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.

I hereby certify that the above information is true and correct, to the best of my knowledge, and I am the duly authorized representative of the organization.

Greater New Orleans  
John J. Cicero, President/CEO, Sports Foundation, Inc.  
(Name and Title of Contracting Party)

\_\_\_\_\_  
(Authorized Signature of Contracting Party)