

267-200819

DCRT-0T-12-56
CFMS 710982

STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE
PARISH OF JEFFERSON

COOPERATIVE ENDEAVOR AGREEMENT

THIS COOPERATIVE ENDEAVOR AGREEMENT is made and entered into by and between the Louisiana Department of Culture, Recreation and Tourism, Office of Tourism, hereinafter referred to as "CRT" or the "State," and the Fore! Kids Foundation, Incorporated, officially domiciled at 11005 Lapalco Boulevard, Avondale, Louisiana 70094, hereinafter referred to as "Contractor," under the following terms and conditions:

WITNESSETH:

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

WHEREAS, in accordance with RS 51:1254, the Louisiana Office of Tourism was established to be responsible for the design, plan, 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 is also mandated to assist local government and private sector development for the promotion of tourism; and

WHEREAS, the Audubon Golf Trail is a collection of public and private golf courses in Louisiana that meet specified standards of quality and have agreed to participate in a cooperative marketing program created and promoted by the State for the purpose of increasing golf tourism in Louisiana; and

WHEREAS, Fore! Kids Foundation is a 501 (c)(3) nonprofit corporation whose mission and passion since 1958 has been to raise money to fund children's service organizations through golf events such as the Zurich Classic of New Orleans, the Golf Ball Gala, a kids' summer junior tour and several other charitable golf tournaments; and

WHEREAS, the Fore! Kids Foundation has helped to raise nearly \$21 million to date to support healthcare and other educational programs that serve more than 200,000 kids annually. The program goals are to improve the lives of children, educate and instill confidence to kids and encourage them to pursue their dreams. Services include providing full tuition for the mentally challenged and supporting preschool and after-school programs for underprivileged youth; and

WHEREAS, the Fore! Kids Foundation in 2005 partnered with Zurich Financial Services, an insurance-based financial service provider with a global network in key markets located in North American and Europe, where Zurich became the title sponsor of the Zurich Classic of New Orleans ("Zurich Classic"), the tournament however, originated in 1938 as the Greater New Orleans Invitational and was played at the New Orleans City Park Golf Course; and

WHEREAS, since the inception of the partnership between Fore! Kids Foundation and Zurich, the event has raised nearly \$8 million dollars for more than 40 charities that serve the more than 200,000 children throughout Louisiana annually. The event generates more than \$30 million annually for the local New Orleans economy and generates approximately \$17 million annually in national television coverage and exposure, consisting of over four days of broadcast seen in more than 116 countries, a major benefit to the

state; and

WHEREAS, the upcoming Zurich Classic, a Professional Golf Association (PGA) TOUR event, is scheduled to be held April 23 – 29, 2012 at the Tournament Players Club in the Parish of Jefferson; and

WHEREAS, the State will receive recognition as a sponsor of the tournament at the event and in marketing and publicity efforts associated with radio and television advertisements, public relations efforts, promotional materials, kiosks, displays and other media efforts before, during and after the golf tournament and through media coverage in both sports and travel news publications; and

WHEREAS, the public purpose of this endeavor is to provide Louisiana with (a) increased economic activity associated with hosting the participants, community sponsors, production staff, spectators, and other attendees for the event, (b) a venue for marketing Louisiana attractions to the event attendees and viewers of the television broadcast, and (c) opportunity to present positive images of Louisiana as a golf and tourism destination through associated marketing and media coverage of the event; and

WHEREAS, it is anticipated that the public benefit of increasing in-state travel and maintaining awareness and a positive image of Louisiana as a unique and desirable travel destination is proportionate to the obligations undertaken by the State. The State also will receive economic benefits and Louisiana tourism recognition as sponsor of Zurich Classic of New Orleans through broadcast and internet media, verbal acknowledgements, printed promotional materials and in other related publicity effort.

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

Scope of Services

Contractor shall utilize funding to support marketing and advertising activities associated with planning and promoting the annual Zurich Classic of New Orleans, to be held April 23 - 29, 2012, at the Tournament Players Club, a PGA TOUR event, in the Parish of Jefferson. To ensure that the State receives a reasonable return on the investment in this Event, the Contractor shall prominently recognize the **Office of the Lieutenant Governor and the Department of Culture, Recreation and Tourism, Office of Tourism** as supporting sponsors of the event to promote the tourism industry of Louisiana. Contractor shall generate positive local, national and international publicity and media exposure for the city and state, utilizing every opportunity to show hospitality and present Louisiana as a unique and inviting tourism destination, inclusive of many recreational opportunities for golf and other sports, as well as promote other Louisiana tourism assets in the following manner:

- 1) Contractor shall provide a full Cypress Suite or two (2) half Cypress Suites on the 18th green, April 23 – 29, 2012, and a total of 100 Cypress Suite tickets (25 per day) and parking passes to be utilized by the Louisiana Department of Culture, Recreation and Tourism and the Office of Tourism Program Development staff, and to be used as incentives to promote the Audubon Gulf Trail to tourism partners and travel writers to encourage patronage. Tickets and passes should be sent to Charlotte Galloway, DCRT, Office of Tourism, 1051 North Third Street, Room 342, Baton Rouge, LA 70802, or mailed to Post Office Box 94291; Baton Rouge, LA 70804-9291, for tracking purposes.
- 2) Contractor will provide speaking opportunities to promote tourism and provide the State with an opportunity for on-site tourism exposure, to include an information booth available to distribute

tourism information and brochures and marketing materials on the Audubon Golf Trail during the tournament event in the designated Fan Fest area that will be available on the tournament grounds.

- 3) Contractor will provide the State one full-page color (5" x 8") ad in the Zurich Classic Preview Guide to be provided to participants, other attendees, potential customers, and public outlets throughout New Orleans and the Gulf South. The Preview Guide will be distributed to the public free of charge (40,000 distribution quantity).
- 4) Contractor will provide prominent recognition to the Audubon Golf Trail in the daily pairings sheets distributed to all fans arriving to support the tournament competitors and other observers. Sheets are different every day reflecting the daily pairings of the Pros (75,000 distribution quantity).
- 5) Contractor will provide the State one full-page color (8" x 11") ad in the Official Magazine of the Zurich Classic of New Orleans to be distributed to corporate sponsors, hospitality venues and the general public (approx. 5,000 distributed).
- 6) Contractor will provide recognition of the Audubon Golf Trail by prominently displaying sponsorship signage on one of the 18-hole signs throughout the duration of the tournament.
- 7) Contractor will provide recognition to the Audubon Golf Trail by displaying 15 video/static spots on the *Jumbo Tron Video Board* located at the highest traffic area on the course (State will receive a minimum of two 15 second spots per hour, every hour throughout the tournament).
- 8) Contractor shall prominently insert Louisiana's official tourism logo "**Louisiana Pick Your Passion**" on the sponsor page of the official website of Zurich Classic at www.zurichgolfclassic.com and shall provide a link to www.LouisianaTravel.com, and shall also provide a banner ad logo and hyperlink to the Audubon Golf Trail webpage www.audubongolf.com from the Zurich Classic website to support Louisiana tourism, as part of the benefits for sponsorship. Contractor shall contact the State's Programs and Service Department for information regarding the appropriate use of the Louisiana Tourism logo. The mark "**Louisiana Pick Your Passion**" is owned by the Louisiana Department of Culture, Recreation and Tourism and may only be used with the permission of DCRT.
- 9) Contractor agrees to recognize the Office of the Lieutenant Governor and the Louisiana Department of Culture, Recreation and Tourism, Office of Tourism and Audubon Golf Trail as sponsors in the event program, and through verbal mention when the opportunity is present, and by prominently displaying the State's official tourism logo and Audubon Golf Trail logo in other marketing and publicity materials produced and distributed to promote the event. **Questions regarding the Audubon Golf Trail, advertising and publicity requirements of the State's tourism industry, shall be directed to Mr. Steve Windham, Executive Director of Encore Louisiana, Office of the Lieutenant Governor, his supervisor, designee, or successor.**
- 10) Contractor shall submit a **Progress Report (Exhibit C)** providing details regarding the status of activities including information on marketing and advertising efforts and documented proof of acknowledgement of the State's sponsorship of the event. **Progress Report** shall be provided at least 60 days prior to the implementation of the event.
- 11) Upon completion of all services, Contractor agrees to submit a **Final Report** which shall include

but is not limited to providing a recapitulation of activities and events consistent with the goals, objectives and performance measurements listed in **Exhibit A**. Contractor shall also provide documentation of recognition of the State as a supporting sponsor of the event by submitting copies of the preview guide, pairing sheets and the official Zurich Classic program, associated media/press clippings that were derived from publicity and other printed materials that recognize the State as a supporting sponsor. The Final Report shall also include information that pertains to the economic impact of the event such as number of tournament competitors, attendance, a comparative analysis of attendance for the last several years on demographics in-state v. out-of-state, the media impact, and publicity value derived from this endeavor and other economic impact statistics or data regarding the effect of the event on the city and state. Contractor agrees to submit the **Final Report** not later than **June 15, 2012**.

PAYMENT TERMS

In consideration of the services described above, the State hereby agrees to pay the Contractor in an amount not to exceed the total sum of **THREE HUNDRED FOURTEEN THOUSAND, ONE HUNDRED EIGHT AND NO/100 (\$314,108.00) DOLLARS**, which sum is inclusive of all costs or expenses to be paid by the State in connection with the services and deliverables to be provided under this agreement. No state funds shall be remitted for any items that are not listed in the **Budget (Exhibit B)**, without written prior approval of the State. Travel expenses, if any, shall be listed in the attached Budget (Exhibit B), and are reimbursable only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Payment will be made only upon approval of the State's assigned Contract Monitor, Jack Warner, Deputy Assistant Secretary, his supervisor, designee or successor.

Payments will be disbursed in the following manner:

Upon completion of services, Contractor shall submit a **Final Report (Exhibit C)** and an **Itemized Cost Report**, accompanied by an original invoice on organization official letterhead, with supporting documentation for all expenses. Supporting documentation shall include copies of invoices, billing statements, agreements, requisitions, receipts, checks and other appropriate records that reflect incurred expenses in accordance with the attached Budget, **Exhibit B**. Other items of proof of services and activities may include copies activity/event programs, publicity materials, attendance records, etc. All original documentation must be maintained by the Contractor and is subject to audit, as hereinafter stated.

Payment is contingent upon the continued availability of funds and upon the approval of this agreement by the director of the Louisiana Division of Administration, Office of Contractual Review.

If it is determined by the State's Contract Monitor or by any audit that State funds were expended on non-reimbursable expenses, the Contractor will be required to repay the State in accordance with the State's terms.

If it is found in any audit that the Contractor defaulted on the agreement, breached the terms of the agreement, or ceased to do business in Louisiana, it shall be required to repay the State in accordance with the State's terms or requirements.

The Contractor is notified that no funds appropriated under Act 12 of the 2011 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 Contractor executes a copy of this Agreement and submits to Agency 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 Agency shall submit the Agreement, the Budget, and any other required information to the Louisiana Legislative Auditor for approval at ebudgets@lla.la.gov.

TAXES

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be Contractor's obligation and identified under Federal tax identification number 58-1940111-01.

TERMINATION FOR CAUSE

The State may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the agreement; provided that the State shall give Contractor written notice specifying Contractor's failure. If within thirty (30) days after receipt of such notice, Contractor 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 said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place Contractor in default and the agreement shall terminate on the date specified in such notice. Contractor 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 Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

TERMINATION FOR CONVENIENCE

The State may terminate this agreement at any time by giving thirty (30) days written notice to Contractor. Upon receipt of notice, Contractor 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. Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

OWNERSHIP

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

ASSIGNMENT

Contractor 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 Contractor 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.

AUDITOR'S CLAUSE

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 Contractor's that relate to this agreement. If the amount of public funds received by the Contractor 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.

Contractor 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.

AMENDMENTS IN WRITING

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 Louisiana Division of Administration, Office of Contractual Review.

FISCAL FUNDING CLAUSE

The continuation of this agreement is contingent upon the legislative appropriation of funds to fulfill the requirements of the agreement. 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.

TERM OF CONTRACT

This agreement shall begin on July 1, 2011 and shall terminate on June 30, 2012.

DISCRIMINATION CLAUSE

The Contractor 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, 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 Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor 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 Contractor, 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 1st day of February, 2012.

WITNESSES:

Department of Culture, Recreation and Tourism,
Office of Tourism

[Signature]
[Signature]

[Signature]
LeAnne Weill, Interim Assistant Secretary
Office of Tourism

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 2nd day of Feb, 2012.

WITNESSES:

Office of the Lieutenant Governor and
Department of Culture, Recreation and Tourism

[Signature]
[Signature]

[Signature]
Charles R. Davis, Deputy Secretary

THUS DONE AND SIGNED AT Avondale, Louisiana on the 16 day of February, 2012.

WITNESSES:

Fore! Kids Foundation, Incorporated

[Signature]
[Signature]

[Signature]
Steve Worthy, C.E.O.

APPROVED
Office of the Governor
Office of Contractual Review

MAR 27 2012

[Signature]
DIRECTOR.

EXHIBIT A

Agency Name: Office of Tourism
Contractor's Name: Fore! Kids Foundation, Incorporated
Contract Monitor: Jack Warner, Deputy Assistant Secretary

Brief Description of Services

In the 2011-12 Appropriations Act; the Louisiana Legislature appropriated within the Office of Tourism's budget \$314,108.00 to Fore! Kids Foundation, Incorporated. The objectives include funding program components associated with marketing and publicity to increase attendance at the 2012 Zurich Classic of New Orleans, a PGA TOUR event, on April 23-29, 2012 held at the Tournament Players Club primarily in Jefferson Parish for economic purposes. The Contractor will ensure efforts to provide Louisiana tourism information in associated publicity efforts and shall recognize the State as a supporting sponsor of the event.

Detailed Goal and Objectives:

The goal in this endeavor is to support an effort that serves as an economic stimulus for the area, with an estimated economic impact of over \$30 million on the region and an additional \$17 million in television exposure for the state through national and international coverage of the PGA TOUR event, which is broadcast on CBS, and reaches approximately 116 countries, reflecting positively on the City of New Orleans, Parish of Jefferson and the state. The event impacts tourism and economic development measured by increased hotel occupancies and increased retail activity for local merchants, including restaurants. The event also provides opportunities for tourism development through the sale of extended promotional packages associated with golf and other available tourism packages.

The State tourism goal is to increase the economic impact of tourism in Louisiana and to utilize this opportunity to present Louisiana as a unique and desirable travel destination, in order to support Louisiana's overall economy and tourism industry.

Deliverables:

Deliverables include 1) a **Progress Report** at least 60 days prior to the event, providing details of activities and efforts 2) documented proof of recognition of the Office of the Lieutenant Governor, the Louisiana Office of Tourism and Audubon Golf Trail as prominent supporters of the Zurich Classic of New Orleans 3) tickets and passes to attend the event as specified, 4) **Itemized Cost Reports** with supporting documentation for expenses and 5) the **Final Report** as specified in Exhibit C.

Performance Measures:

Contractor's performance will be measured by 1) the economic impact on tourism for the city and state, 2) the amount of tourism exposure received, 3) the quality of the publicity and the inclusion of the State in publicity efforts providing public acknowledgement of the State as an official sponsor and/or promotion of the Audubon Golf Trail* (through the insertion of the Louisiana official logos in promotion pieces providing links to Louisiana websites when possible) 4) speaking opportunities provided to promote tourism 5) the number and quality of publicity outlets and 6) information provided in the final report regarding attendance figures, statistics, economic data, etc.

Monitoring Plan:

The State's assigned Contract Monitor for this agreement is Jack Warner, Deputy Assistant Secretary, of the Office of Tourism, his designee, supervisor, or successor, who will be responsible for ensuring compliance with requirements of this agreement in the following manner:

Contractor Monitor shall:

- Review the Contractor's written **Progress Report (Exhibit C)** and supporting documentation to ensure compliance with the terms of the Scope of Services, and to ensure that goals and objectives are being achieved.
- Secure any missing deliverables that are needed to validate services.
- Review the invoice and **Itemized Cost Report** to ensure compliance prior to authorizing the release of any payment.
- Upon the completion of all services, complete a performance evaluation and submit to the DCRT, Office of Management and Finance within 45 days of the completion of services or the expiration of this agreement.

Utility of Final Product: Services provided under the terms of this agreement involve promoting and implementing the PGA Tournament event, Zurich Classic; an event that supports the State's goals of increasing travel activity to Louisiana, and presenting the state as a unique and desirable travel destination. Local, national and international media interest in the annual Zurich Classic Golf Tournament is expected because of professional golf and celebrity contenders participating in the event. The intent is to incorporate Louisiana tourism publicity with advertising and media coverage of the event to emphasize the state's tourism assets, such as the promotion of the Audubon Golf Trail in order to stimulate interest and attract more visitors, prolong visitor stay, improve the travel experience, and increase visitor spending.

EXHIBIT B

Budget Projections (2011-2012)

Fore! Kids Foundation Inc.

REVENUE	11-'12 Budget	
Advertising/Fan Fest	240,000	
Special Events-Tournament	18,500	
Contributions/Charity Golf Events	700,000	
Cooperative Endeavor Agreement/Grants	314,108	
Suites/Venues	1,689,500	
Foundation/Membership	100,000	
Golf Ball/Masters/TPC	174,500	
Pro-Ams	1,168,000	
Rights Sales	3,330,000	
Ticket Sales/Pkgs/Parking	195,000	
Volunteers/Uniforms	40,000	
Total	7,969,608	
EXPENSES	11-'12 Budget	Budgeted to LOT
Adv/Mrktng/Fan Fest/Media/PR	400,000	\$314,108
Contributions/Charity Golf Events	1,000,000	
Suites/Venues	1,010,000	
Equipment/Tournament Week	1,000,000	
Foundation Management	820,000	
Miscellaneous/Office	389,608	
Printing/Postage	25,000	
PGA TOUR Players	200,000	
Pro Ams	275,000	
Professional Services	20,000	
Purse	2,480,000	
Special Events/Economic Forum	50,000	
Tickets/Badges/Parking	165,000	
Insurance	75,000	
Volunteer/Pkgs	60,000	
Total	7,969,608	\$314,108

Budget categories listed above reflect a typical budget and may be adjusted by the agency and recipient to reflect actual categories necessary for each individual program.

EXHIBIT C

Progress and Final Report Format

Contractor shall submit a Progress Report at least 60 days prior to the start of the event and upon conclusion of all services a Final Report in compliance with the Scope of Services as follows:

Provide a 1–2 page typed detailed summary of events and/or activities to inform the State regarding the status or outcome of activities that have taken place, taking into careful consideration the goals, objectives and the measures for performance, addressing the following:

- 1) **Goal**-State the goals and provide the overall measurement to show achievement of goals.
- 2) **Objectives Accomplished**-List accomplishments in compliance with the stated objectives in **Exhibit A**.
- 3) **Performance Measurements -Outcome** – Address items listed in **Exhibit A**.
- 4) **Tourism Publicity** - Provide information regarding all benefits that the Louisiana Office of Tourism received as a sponsoring supporter of Zurich Classic of New Orleans.
- 5) **Economic Indicators** – Provide updates on number of participants, attending sponsors, community supporters, volunteers, and other attending viewers, as well as statistics and/or data to support the projected economic impact of the events and associated activities on the tourism industry including hotels, restaurants and other venues in locations where events have taken place.
- 6) **Prominent Support/Partners**-Provide list of collaborates that have developed and prominent support that has been provided for the event.
- 7) **Media Relations** - Provide support documentation for media relations and publicity efforts to include copies of the official Zurich preview guide, magazine, paring sheets and other publicity pieces as well as copies of newspaper ads, magazine articles, advertisements and other media publications that will verify acknowledgment of the State's support of Zurich Classic of New Orleans.
- 8) **Accountability for Expenditures** – Provide the **Itemized Cost Report**, accompanied by supporting documentation for expenses to include invoices, receipts, agreements, expense logs, and other documents of proof as requested in the Payment Terms to support incurred expenses. ** The Itemized Cost Reports must coincide with the Payment Terms in compliance with the budget, and must be supported with documents of proof for incurred costs.*
- 9) **Final Report**- Please see the Scope of Services, Bullet 11 for added details.

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

Agency/Program: 267/Tourism

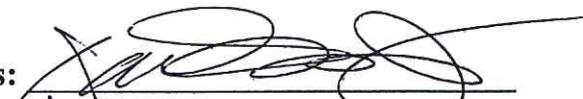
Recipient: Fore! Kids Foundation, Incorporation

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

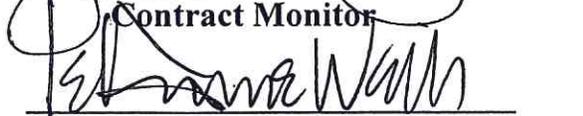
Yes No

- | | | |
|-------------------------------------|--------------------------|--|
| <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)? (See attached schedule) |
| <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



Appointing Authority

2/1/11
Date

2/1/11
Date

