

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

Agency/Program: DCRT/Office of Tourism, Marketing

Recipient: Louisiana Senior Olympic Games Inc.

- 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

10-31-11

Date



Appointing Authority

10/31/11

Date

**STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE**

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 Louisiana Senior Olympic Games, Inc. officially domiciled at 160 Industrial Parkway, Lafayette, LA 70508 hereinafter referred to as "Contractor,"

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 R.S. 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, Act 12 of the 2011 Regular Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 11 of the Constitution of the State of Louisiana contains an appropriation within the Agency's budget for the benefit of the Louisiana Senior Olympics for which the sum of **THIRTY THREE THOUSAND SEVEN HUNDRED FIFTY AND NO/100 (\$33,750.00) DOLLARS** has been allocated; and

WHEREAS, Louisiana Senior Olympic Games, Incorporated is a not-for-profit organization that is supported by annual membership fees and sponsored donations, whose mission includes promoting physical fitness and an improved quality of life for people over the age of 50 through sports and physical training; and

WHEREAS, studies have shown that physically active people require less corrective medicine and medical care, for this reason the organization has become effective in motivating and reinforcing healthy lifestyles through planning, promoting, and conducting statewide programs and activities involving sports including competitive games that are held in various geographic areas that are broken down into eight districts (8) located throughout the state. The organization also organizes and hosts the annual Louisiana Senior Olympic Games; and

WHEREAS, many district host sites are sanctioned to qualify athletes for **Louisiana Senior Olympic Games** "State Games" that are associated with particular sports, many of which are held in the spring. State Game qualifications this year will begin in mid August and continue through October, with the official Louisiana Senior Olympic Games to be held November 6 - 20, 2011 in Lafayette, Louisiana, where medals will be presented to qualifying athletes based on sex and age group. Awards are given to first, second, and third place winners; and

WHEREAS, this year the Contractor will hosts over 71 different events, which will involve approximately 20 different sports with participants representing all districts of the state, as well as those who will go on to participate in biennial National Senior Games. Activities are expected to attract

between 3,000 to 4,000 athletes and nearly 1,000 volunteers, including officials and representatives from diverse groups and organizations; and

WHEREAS, the tourism goal in this endeavor is to capitalize on the opportunity to increase in-state travel through promotional activities that publicize the Senior Olympic program and the State's tourism program conjointly; and

WHEREAS, it is anticipated that the public benefit of increasing in-state travel and maintaining awareness and a positive image of the state as a unique and desirable travel destination, is proportionate to the obligations undertaken by the State. The endeavor will generate economic benefits for Louisiana and State recognition as sponsor of Senior Olympics program through internet media, verbal acknowledgement, printed promotional materials and in other related publicity efforts.

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

SCOPE OF SERVICES

Contractor shall use the funds appropriated to assist with maintaining administrative staff responsible for carrying out program objectives and for carrying out general administrative functions that involve payment of program expenses, as listed in the **Budget, Exhibit B**, which by this reference is incorporated into the terms of this agreement. Contractor shall ensure that Senior Olympic program activities will be held throughout the year, and shall provide the following:

- **Program** - Promote healthy lifestyles for individuals ages 50 years and above and provide athletic opportunities consistent with the goals and objectives for the overall program.
- **Membership** - Maintain and/or exceed 4,000 athletes and 1,000 volunteers as program participants. Provide opportunities for community and family participation on regional levels in preparation for the Louisiana Senior Olympic Games that are held annually and to ensure that qualifying participants take active roles in competitions at the National Senior Games.
- **Compliance** - Maintain full compliance with all safety standards that are set forth on the local, state and national levels, for the protection of participating citizens, including athletes and volunteers.
- **Progress Reports** - Provide at least quarterly **Progress Reports (Exhibit C)**, which shall include a complete list of events and activities, such as the number in attendance for major program events, meetings, and fund raising activities, and provide updates on membership including number of athletes, volunteers, family support and other supporters. Contractor shall include with the Progress Report, copies of programs, promotional materials, event schedules, and other documents that verify program activities, resources, initiatives, services and other items that serve to measure performance consistent with the provisions, goals and objectives of this agreement.
- **Financial Accountability for Expenses** - Continuously maintain financial accountability for all funds provided to support operations and programs. Submit a **Progress Report (Exhibit C)** and an **Itemized Cost Report** with every invoice submitted to the State for reimbursement in compliance with the projected **Budget (Exhibit B)**.

State Sponsorship Recognition

Contractor shall ensure that the State is prominently recognized as a supporter of Louisiana Senior Olympic Games in the following manner:

Contractor shall:

- Prominently insert Louisiana's official tourism logo "**Louisiana Pick Your Passion**" on the sponsor page of the official website of **Louisiana Senior Olympic Games Program** (<http://www.lsog.net/newCONTACT%20US.htm>) and shall provide a link to www.LouisianaTravel.com. Contractor shall contact the Programs and Service department for information regarding the 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.
- Provide speaking opportunities for the State's tourism representatives to participate in major press conferences and/or events to address audiences, welcome visitors, and promote Louisiana tourism and to acknowledge the State's support of the program.
- Request a banner or other appropriate tourism promotional items to be hung or placed at all major events to acknowledge the State's support when sponsors are recognized at Senior Olympics activities, events and/or formal programs.
- Verbally recognize the State as an official sponsor in publicity efforts, including advertisements, speaking engagements, and media sets that promote program activities.
- Provide the State with complimentary tickets/passes and parking passes in quantities necessary to attend any major event. Tickets/passes shall be provided to the State at least fourteen (14) days prior to the event if fees are required to attend. The State must also be given access to any available media attending the event in order to promote Louisiana tourism.
- Upon conclusion of all activities, Contractor shall provide a Final Report, which shall include a summary of activities and information to determine the effectiveness of this endeavor as it relates to the specific goals and objectives that are outlined in Exhibit A. Contractor shall submit documentation to verify acknowledgement of the State as an official sponsor of Louisiana Senior Olympic Games, such as copies of printed promotional materials, press releases, DVDs of media coverage, newspaper clippings, CDs of commercial spots used in broadcast that acknowledge State support, photos taken of Louisiana banners or other signage displayed at activities, and other documents of proof that validate public recognition of the State as sponsor. Contractor shall also include any available economic impact data that is available to support the State's investment in the program, membership information, financial statements, information regarding fundraising results, and a full accounting of expenditures to validate cost associated with the State funds that are being provided through this agreement. Contractor agrees to submit the Final Report not later than June 30, 2012.

PAYMENT TERMS

In consideration of the services described above, the State hereby agrees to reimburse the Contractor in an amount not to exceed the total sum of **THIRTY THREE THOUSAND SEVEN HUNDRED FIFTY AND NO/100 (\$33,750.00) 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 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 on a reimbursement basis in the following manner:

Contractor shall submit at least quarterly **Progress Reports (Exhibit C)** and **Itemized Cost Reports**, accompanied by original invoices on organization official letterhead with supporting documentation for all expenses. Supporting documentation shall include copies of invoices, billing statements, 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 of activity/event programs, publicity materials, attendance records, etc., which shall also be attached to the Progress Report. All original documentation to support the reimbursement request 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 an audit that State funds were expended on non-reimbursable expenses, the recipient 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 Legislative Auditor for approval at ebudgets@lla.la.gov.

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 58-1714010.

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 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 State 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, sexual orientation, 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 31st day of October, 2011.

WITNESSES:

Department of Culture, Recreation and Tourism,
Office of Tourism

Helma Gray

James "Jim" Hutchinson

James "Jim" Hutchinson, Assistant Secretary
Office of Tourism

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 3rd day of November, 2011.

WITNESSES:

Amie B. B.

Charles R. Davis

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

J. Roque

THUS DONE AND SIGNED AT Lafayette, Louisiana on the 7th day of November, 2011.

WITNESSES:

Louisiana Senior Olympic Games, Inc.

Helma Gray

Jason Wall

Jason Wall, Executive Director

J. Roque

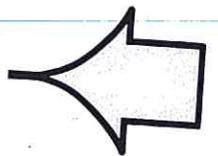


EXHIBIT A

Agency Name: Office of Tourism
Contractor's Name: Louisiana Senior Olympic Games, Incorporated (LSOG)
Contract Monitor: Jack Warner, Deputy Assistant Secretary

Brief Description of Services

The goal is to provide funding in support of the 2011 Louisiana Senior Olympic Games to maximize the impact of Special Olympics program by encouraging sufficient publicity associated with activities in conjunction with encouraging the branding of Louisiana as a travel destination for recreation including sporting activities through the LSOG. Sporting events make up a significant segment of in-state and regional tourism travel.

Detailed Goal and Objectives:

The goal of the Louisiana Senior Olympic Games is to fulfill the mission and objectives of the organization, to promote physical fitness and quality life for people age 50 and over. Objectives include 1) expanding outreach efforts to include as many eligible age 50 and above athletes as possible. 2) include as many volunteers and supporters of the program as possible in the program activities, 3) to increase participation in all geographical areas 4) provide opportunities for participants to improve their self-image and quality of life, 5) promote public awareness regarding health and well-being, and 6) striving for excellence in all sporting events and/or activities.

The State tourism goal is to increase the economic impact of sports 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) **Progress Reports** to validate successful program, complete with details on activities, including publicity efforts 2) documented proof of recognition of the State as prominent supporters of Louisiana Senior Olympic Games 3) **Itemized Cost Reports** with supporting documentation for expenses, and the 4) the **Final Report** as specified in the Scope of Services.

Performance Measures: Contractor's performance will be measured by the number of participating athletes, volunteers, supporting sponsors and activities provided to support program achievement. Additionally, performance will be measured by the ability of the Contractor to provide the financial accounting of all expenses in accordance with the approved budget, and by the amount of exposure and recognition that is provided through web media, printed publicity materials, media coverage, and public recognition at events and in other publicity efforts that benefits Louisiana tourism.

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 and analyze the Contractor's written **Progress Reports (Exhibit C)** and **Itemized Cost Reports** with 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.
- Maintain telephone and/or e-mail contact and potentially schedule visits with the Contractor to

discuss activities if necessary.

- Ensure that requests for reimbursements are in compliance with the approved **Budget (Exhibit B)**. Review and approve all **Progress Reports** and **Itemized Cost Reports** 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: The services that are being provided under this agreement will support the tourism goal of increasing in-state travel through the promotion of recreation and leisure activities throughout Louisiana. The State's tourism industry will benefit from publicity associated with Louisiana Senior Olympic promotions, and the activities and will also assist the State in presenting Louisiana as a unique and desirable travel destination in order to increase in-state travel. The State will receive both economic benefits and recognition as sponsor through internet media, verbal acknowledgement, printed promotional materials and in other related publicity efforts.

EXHIBIT B
Project Budget (2011-2012)
Louisiana Senior Olympic Games, Inc.

Anticipated Income or Revenue

<u>Sources</u> <i>(list all sources of revenue)</i>	<u>Amounts</u>
Private Support:	\$ 10,000.00
Sponsor Donations	\$ 6,000.00
Fundraising Events	\$ 2,000.00
Business Donations	\$ 1,000.00
Total Private Support:	\$ 19,000.00
Public Support:	
State Funding	
Total State Funding (Public Support)	\$33,750.00
Self Generated Income:	
Memberships	\$ 10,000.00
District Dues	\$ 1,500.00
Entry Fees	\$ 15,000.00
Souvenir sales (gross)	\$ 500.00
Interest Income	\$ 25.00
Total Self Generated Income	\$ 27,025.00
Total Income:	\$79,775.00

Anticipated Expenses

<u>Expense Categories</u>	<u>Total Amount</u>	<u>State Funds Appropriated</u>
Salaries <i>(See Exhibit C for details)</i>	\$ 44,000.00	\$ 33,750.00
Wages (Officials)	\$ 1,000.00	\$ 0
Payroll taxes	\$ 3,000.00	\$ 0
Rental (Storage Units)	\$ 3,500.00	\$ 0
Phones	\$ 1,200.00	\$ 0
Utilities	\$ 3,000.00	\$ 0
Equipment rental (truck)	\$ 300.00	\$ 0
Printing and promotions	\$ 500.00	\$ 0
Travel	\$ 2,000.00	\$ 0
Supplies & Equipment (maintenance)	\$ 300.00	\$ 0
T-shirts (Athletes & Volunteers)	\$ 1,200.00	\$ 0
Postage & Shipping	\$ 240.00	\$ 0
Accounting & Auditing	\$ 1,500.00	\$ 0
Insurance	\$ 8,500.00	\$ 0
Celebration of Athletes (expenses)	\$ 100.00	\$ 0
NSGA Dues & Sanctioning fees	\$ 500.00	\$ 0
Facility fees (state games)	\$ 2,000.00	\$ 0
Miscellaneous Expenses	\$ 500.00	\$ 0
Checking Acct, Svc. & Interest	\$ 1,500.00	\$ 0
Total Expenses:	\$74,840.00	\$33,750.00

Please note that budget categories listed above represent only examples of potential budget line categories and should be adjusted to accurately represent actual budget projections. When allocating funds for Professional Service contracts, Contractor must disclose to the state, the names of contractor, contact information, amount being paid and the services being provided.

EXHIBIT C

**STAFFING
CHART**

Name of Organization: Louisiana Senior Olympic Games, Incorporated

Name of Program: Louisiana Senior Olympics activities and competitions

Name	Title	Total Salary Amount	Total Salary Paid by Appropriation Amount Percentage		Related Benefits	Full time or Part Time # of months
Jason Wall	Executive Director	\$44,000.00	\$33,750.00		N/A	Full-time
TOTALS			\$33,750.00			

EXHIBIT D

Progress and Final Report Format

At least quarterly, Contractor shall submit a **Progress Report** 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 outcome of activities that have taken place, taking into careful consideration the goals, objectives and the measures for performance. With each report, please submit the following:

- 1) **Goal**-State the goals and provide the overall measurement to show achievement of the goal.
- 2) **Objectives Accomplished**-List accomplishments in compliance with the stated objectives.
- 3) **Measure of Performance Outcome** – Address items listed under the Scope of Services
- 4) **Tourism Publicity** - Provide information regarding all benefits that the Louisiana Office of Tourism received as a sponsoring supporter of Louisiana Senior Olympic Games.
- 5) **Economic Indicators** – Provide participant updates on number of athletes and volunteers, locations of events, statistics and/or data to support the projected economic impact of events and activities on the tourism industry where events are taking place.
- 6) **Prominent Support/ Partners** - Provide list of collaborators that have developed and prominent support that has been provided.
- 7) **Media Relations** - Provide support documentation for media relations and publicity efforts to include copies of newspaper ads, magazine articles, advertisements and other publicity materials that will verify acknowledgment of the State's support of Louisiana Senior Olympic Games.
- 8) **Accountability for Expenditures** – Provide the **Itemized Cost Report**, accompanied by copies of vendor invoices, receipts, expense logs, and other documents of proof for expenses as requested in the Payment Terms to support incurred expenses. ** Itemized Cost Reports must reflect contract payment terms in compliance with the budget with documented proof of incurred expenses submitted at least quarterly.*
- 9) **Final Report**- Please see the Scope of Services for details.