



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

**Agency/Program:** Office of Tourism

**Recipient:** Louisiana Senior Olympic Games

- 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

5-28-13  
Date

5/21/13  
Date

STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE  
PARISH OF RAPIDES

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, officially domiciled at 209 East Shamrock, Pineville, LA 71360 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 La. R.S. 51:1254, the 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 the Office of Tourism is mandated to encourage and assist local governmental and private sector development for the promotion of tourism; and

WHEREAS, Act 13 of the 2012 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 the said Act contains an appropriation within the State's budget for the benefit of "Senior Olympics" of which the sum of **THIRTY THREE THOUSAND SEVEN HUNDRED FIFTY& NO/100 (\$33,750.00) DOLLARS** has been allocated; and

WHEREAS, Louisiana Senior Olympic Games is a non-profit organization that operates under the direction of the National Senior Games Association, and is supported by annual membership fees and sponsored donations. The organization's mission is to promote physical fitness and an improved quality of life for people over the age of 50 through sports and physical training; and

WHEREAS, studies show that physically active people require less corrective medicine and medical care, for this reason the organization motivates and reinforces healthy lifestyles for people over 50, through planning, trainings, promoting, and conducting statewide athletic programs and related activities for these individuals; and

WHEREAS, statewide local community organizations that serve senior citizens are encouraged by the Contractor to participate in Senior Olympic athletic activities. Participating community organizations that choose to participate are placed in one of eight Senior Olympic districts in Louisiana. District coordinators operate under the direction and with the assistance of the Contractor; and

WHEREAS, the Senior Olympic district coordinators receiving direction from the Contractor, provide program activities throughout the year to prepare senior athletes for competition in the annual Louisiana Senior Olympic State Games ("State Games") coordinated and hosted by the Contractor each year in the months of August, September and/or October, where medals are awarded to the first, second and third place winners of athletic competitions, to encourage participation. Winners of State

Game competitions are expected to participate in the National Senior Games that are held biennially; and

WHEREAS, in 2012 the eight Senior Olympic districts of Louisiana were responsible for the facilitation of over 73 athletic events, and 20 different athletic sports activities. Statewide activities attracted between 3,000 and 4,000 athletes, and nearly 1,000 volunteers including officials and representatives from many diverse groups and organizations, including some out-of-state participants; and

WHEREAS, the State's goal in this endeavor is to promote Louisiana's tourism assets, and travel to Louisiana in conjunction with Senior Olympic activities; and

WHEREAS, the public purposes of this endeavor are to increase travel to Louisiana, promote awareness of Louisiana's tourism assets, and to maintain a positive image of Louisiana as a unique and desirable travel destination. The State has a reasonable expectation that the public benefits or value is at least equivalent to the amount to be expended under this agreement. The endeavor will generate economic benefits and publicity for Louisiana's tourism industry.

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 offset costs associated with program expenses, business operations, program promotions, and for administrative program staff responsible for carrying out program objectives as listed in the **Budget, Exhibit B**, which by this reference is incorporated into this agreement. Contractor shall ensure that Senior Olympic program activities will be held in various communities throughout the year, and shall provide the following:

##### **Administrative Functions**

- **Program** – Maintain compliance with the National Senior Games Association's policies and procedures, providing opportunities for Louisiana's senior athletes ages 50 years and older to participate in sports activities that promote healthy lifestyles. Contractor is expected to achieve the goals and objectives of the overall program, which include providing direction to districts to plan and implement year round athletic training activities and events; coordinating activities to plan and host the annual Louisiana Senior Olympic Games; and ensuring that winning participants of the State Games are supported and provided with opportunities to participate in National Senior Games competitions biennially.
- **Membership** – Maintain or exceed the membership of approximately 4,000 athletes and 1,000 volunteers, necessary to maintain the program for senior participants. Provide direction to Senior Olympic districts throughout the state, and assist in publicity to encourage athletes, local community organizations, and family members to participate in events and activities, in preparation for participation in State Games that lead to the National Senior Games.
- **Compliance** - Maintain full compliance with all national, state, and local safety standards for the protection of participants, including athletes and volunteers.
- **Financial Accountability for Expenses** - Continuously maintain financial accountability for all revenue and expenses. With any invoice submitted to the State for reimbursement of expenses, Contractor must submit either a **Progress Report** or a **Final Report** (see **Exhibit**

D), accompanied by an **Itemized Expense Log** and supporting documentation for expenses in compliance with the projected **Budget (Exhibit B)**.

### **State Requirements and Tourism Sponsorship Benefits**

Contractor shall ensure that the State is prominently recognized as a supporter of the Louisiana Senior Olympic Games at all activities, throughout the term of this agreement in the following manner:

**Contractor shall:**

- Acknowledge the State's support when addressing the public, the media, in meetings, when hosting game activities both large and small, and in all other publicity settings.
- Insert and maintain the State's official tourism logo "**Louisiana Pick Your Passion**" in all printed publicity materials and prominently insert the logo in the form of a banner ad on the official LSOG website (home page preference), with a link to [www.LouisianaTravel.com](http://www.LouisianaTravel.com). **The State recognizes that the official LSOG website was temporarily removed or disabled prior to finalizing this agreement; however, the Contractor agrees to do all things necessary to develop and activate a new website prior to June 15<sup>th</sup>, 2013.**
- Acknowledge the State's support in information packets to be developed in June of 2013, by inserting the State's official logo on printed materials that are produced and/or placed in the packets. Packets will be mailed to Senior Olympic district offices, local community partners and service organizations, senior citizen organizations, and other potentially interested seniors to notify the public of the upcoming 2013 Louisiana Senior Olympic Games. **Packets must be mailed prior to June 21, 2013.**
- Purchase advertisement space on billboards to be placed at, but not limited to, the entrance into the state at I-49 in Shreveport and I-10 at Lake Charles, to notify the traveling public regarding the upcoming 2013 Louisiana Senior Olympic Games. The billboards must also include the State's official tourism logo "**Louisiana Pick Your Passion**" and the link to the State's official tourism website [LouisianaTravel.com](http://LouisianaTravel.com). Contractor is responsible for contacting the State's Programs and Services department regarding the appropriate use of the State's tourism logos. Information can also be found at <http://www.crt.state.la.us/tourism/industrypartners.aspx#C>. **The billboard advertisements must be placed and activated prior to June 30<sup>th</sup>, 2013.**
- Design posters to be distributed and placed throughout Louisiana parishes to notify the public regarding the upcoming 2013 Louisiana Senior Olympic Games, prior to June 30<sup>th</sup>, 2013.
- Encourage Special Olympic district partners to prominently insert the State's official tourism logo "**Louisiana Pick Your Passion**" on their websites in the form of a banner ad and provide a link to [LouisianaTravel.com](http://LouisianaTravel.com) to encourage Louisiana tourism support.
- Submit a **Final Report** (see **Exhibit D** for details), an original invoice, and **Itemized Cost Report** accompanied by supporting documentation for incurred expenses that qualify for State reimbursement, **prior to June 30, 2013**. Expenses must be incurred in the state's **Fiscal Year 2012-2013** (July 1, 2012 - June 30, 2013), and must be submitted in compliance with the attached **Budget, Exhibit B**.

## PAYMENT TERMS

In consideration of benefits 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 reimbursed by the State in connection with the activities sponsored under the terms of 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 and related expenses have not been budgeted and shall not be reimbursed by the State. Payments for reimbursements will be made only upon approval of the State's assigned Contract Monitor, Jack Warner, Deputy Assistant Secretary of the Office of Tourism, his supervisor, designee or successor.

Payments for reimbursements shall be made in the following manner:

The Contractor shall submit **Progress Reports or the Final Report (Exhibit D)** with any payment request(s). Original invoices must be dated and submitted on the Contractor's official organization letterhead, and must be accompanied by **Itemized Expense Logs** and documentation to support expenses in compliance with the **Budget (Exhibit B)**. **The Final Report must be submitted to the State not later than June 30, 2013.**

Supporting documentation for expenses may include copies of vendor invoices, service agreements, payroll and financial statements, requisitions, receipts, paid checks and other appropriate records that reflect incurred costs. All original documentation to support expenses and reimbursement requests must be maintained by the Contractor and is subject to audit, as hereinafter stated.

Payment is contingent upon the continued availability of funds and 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 Contractor will be required to repay the State in accordance with the State's terms.

If the Contractor defaults on the agreement, breaches 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 State's terms or requirements.

The Contractor is notified that no funds appropriated under Act 13 of the 2012 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 the CRT 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. CRT 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).

## 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 **58-1714010**.

### 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 the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the 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 the Contractor in default and the agreement shall terminate on the date specified in such notice. The 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, the Contractor shall, unless the notice directs otherwise, immediately discontinue the work and the placing of orders for materials, facilities, services and supplies in connection with the performance of this Agreement. The Contractor shall be entitled to payment for deliverables and activities in progress, to the extent that the Contractor has been in compliance and proceeding 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 activities 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

The 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 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.

In accordance with La. R.S. 24:513 H (2)(a), quasi public agencies or bodies shall designate an individual who shall be responsible for filing annual financial reports with the Legislative Auditor and shall notify the Legislative Auditor of the name and address of the person that is designated. A quasi public agency or body is defined in La. R.S. 24:513A(1)(b).

In accordance with La. R.S. 24:513 J (1)(c), any local auditee that receives fifty thousand dollars or less in revenues and other sources in any one fiscal year shall not be required to have an audit, but must file a certification with the legislative auditor indicating that it received fifty thousand dollars or less in funds for the fiscal year.

The 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, 2012** and shall terminate on **June 30, 2013**.

#### **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 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 Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

The 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 21 day of May, 2013.

WITNESSES:

Department of Culture, Recreation and  
Tourism, Office of Tourism

[Signature]  
[Signature]

Kyle Edmiston 5/21/13  
Kyle Edmiston, Assistant Secretary  
Office of Tourism

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 22<sup>nd</sup> day of May, 2013.

WITNESSES:

[Signature]  
[Signature]

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

THUS DONE AND SIGNED AT Pineville, Louisiana on the 17<sup>th</sup> day of May, 2013.

WITNESSES:

Louisiana Senior Olympic Games, Inc.

[Signature]  
[Signature]

[Signature]  
Juanita Forbes Vanderhoeven,  
President/Treasurer

## EXHIBIT A

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

### **Purpose/Goal:**

The purpose of this endeavor is to carry out the legislative intent to support "Senior Olympics" and to ensure that the State receives an adequate return on its investment, by utilizing every available publicity opportunity to promote Louisiana's tourism resources and assets in conjunction with the promotion of 2012 Senior Olympic Games and statewide activities, that are held throughout the year.

### **Deliverables:**

Deliverables include: 1) documented proof of ongoing program to include planning meetings and sports related activities at district and state levels, 2) documented proof of recognition of the State as a prominent supporter of the Louisiana Senior Olympic Games and related activities 3) **Progress Reports and a Final Report** as specified in **Exhibit D**, and 4) original invoices and **Itemized Expense Logs** accompanied by supporting documentation to verify expenses.

Proof of activities may include photos of activities, copies of event programs, meeting records and agendas, activity records, publicity materials, attendance records, etc.

**Performance Measures:** Performance measures include: 1) the total membership in the Louisiana Senior Olympic Games organization; 2) number of athletes (Objective: 3,000) and volunteers (Objective: 1,000) who participate in program events/activities; 3) number of community organizations that support the program on both local and state levels (Objective: 100); 4) number of statewide community activities/events provided (Objective: minimum 50) and the estimated number of attendees; 5) number of individuals that traveled from other states to participate in State Game competitions, district programs, and other program activities; 6) amount and quality of publicity benefits that were provided to the State in compliance with the terms of the Scope of Services; 7) reported increases in economic activity in areas where activities have taken place; 8) the ability of the Contractor to maintain accountability for program, reporting, and finances in compliance with the terms of the Agreement.

### **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 and/or Final Reports (Exhibit D)** 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 verify activities performed and benefits received.
- 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)**.
- Upon the completion of all activities, complete a performance evaluation and submit it to the DCRT, Office of Management and Finance within 45 days of the completion of activities or the expiration of this agreement.

**Utility of Final Product:** Louisiana Special Olympic Games program supports the tourism goals of increasing travel to Louisiana and promoting Louisiana's tourism assets. Louisiana's tourism industry will benefit from publicity associated with year-round Senior Olympic activities and increased visitor spending. The State will receive recognition as a sponsor in all publicity efforts used to promote Louisiana's Senior Olympic program and increased tax revenues.

**EXHIBIT B**  
**Project Budget (2012-2013)**  
**Louisiana Senior Olympic Games, Inc.**

**Anticipated Income/Revenue**

July 1, 2012 - June 2013

INCOME	Revenue	Budgeted to LOT	LSOG Local funds
Registration	24,890.00		24,890.00
Sponsors	4,000.00		4,000.00
Interest Income	25.00		25.00
Total State funds	\$33,750.00	33,750.00	
<b>Total Income</b>	<b>\$62,665.00</b>	<b>\$33,750.00</b>	<b>\$28,915.00</b>

EXPENSES	EXPENDITURE	BUDGETED	Budgeted to LOT	LSOG
	Taxes - IRS	4,580.00		4,580.00
	Telephone	800.00		800.00
	National Senior Olympic Membership	500.00	500.00	
	Storage - equipment	3,500.00	3,500.00	
	travel	2,040.00		2,040.00
	Administrative/Program (Staff Salary)	16,500.00	16,500.00	
	Payroll Taxes	1,650.00	1,650.00	
	Misc. Expenditures	620.00		620.00
	Office supplies	500.00		500.00
	Office Equipment	1,700.00		1,700.00
	Acct. & Audit	4,320.00	3,170.00	1,150.00
	Web Page Development & hosting	1,900.00	1,900.00	
<b>Subtotal -Administrative Expenses</b>		<b>\$38,610.00</b>	<b>\$27,220.00</b>	<b>\$11,390.00</b>

<b>Games Expenses</b>				
	<b>Food &amp; Drinks</b>	<b>1,600.00</b>		<b>1,600.00</b>
	<b>Medals</b>	<b>200.00</b>		<b>200.00</b>
	<b>Statewide Promotions</b>	<b>5,470.00</b>	<b>5,030.00</b>	<b>440.00</b>
	<b>Registration Refunds</b>	<b>1,090.00</b>		<b>1,090.00</b>
	<b>Facilities</b>	<b>1,600.00</b>		<b>1,600.00</b>
	<b>Insurance</b>	<b>1,815.00</b>		<b>1,815.00</b>
	<b>T-Shirts</b>	<b>3,630.00</b>		<b>3,630.00</b>
	<b>Reg. Forms</b>	<b>1,500.00</b>		<b>1,500.00</b>
	<b>postage</b>	<b>700.00</b>		<b>700.00</b>
	<b>Banner</b>	<b>450.00</b>		<b>450.00</b>
	<b>Games - Consultants &amp; Officials</b>	<b>6,000.00</b>	<b>1,500.00</b>	<b>4,500.00</b>
<b>Total Game Expenses (only)</b>		<b>24,055.00</b>	<b>6,530.00</b>	<b>17,525.00</b>
<b>Grand Total</b>		<b>62,665.00</b>	<b>33,750.00</b>	<b>28,915.00</b>

*The Budget as listed above represents an estimate of projected or anticipated budget line item expenses, and may be adjusted within the approved line item categories to reflect actual expenses. When allocating funds for Professional Services and staff salaries, the Contractor must fully disclose to the State the names of recipients and/or the staff members, the program function or service provided, contact information, and the amount paid for each service rendered.*

**EXHIBIT C**

**STAFFING CHART**

**Name of Organization:** Louisiana Senior Olympic Games, Incorporated

**Name of Program:** Louisiana Senior Olympics activities and competitions

<b>Name</b>	<b>Title/Program Function</b>	<b>Total Salary Amount</b>	<b>Total Salary Paid by LOT Appropriation Amount/Percentage (%)</b>		<b>Related Benefits/ Payroll Taxes</b>	<b>Full time or Part Time (# of months)</b>
Jason Wall	Program Executive / Staff	\$16,500.00	\$16,500.00		\$1,650.00	Full-time (temporary-6 months)

## EXHIBIT D

### Progress/Final Report Format

With any request for payment, the Contractor must submit either a **Progress or Final Report** of program activities (approximately 2-3 typed pages). The report must include the State sponsorship benefits that were provided during the term of this agreement (July 1, 2012 through June 30, 2013).

#### **Reports must include the following information:**

- 1) **Tourism Publicity** – List Louisiana tourism publicity benefits that the State received as a sponsoring supporter of Louisiana Senior Olympic Games (see the full Scope of Services, pages 2-3).
- 2) **Performance** - Please note your performance outcomes, using the list of Performance Measures that have been provided on Exhibit A.

*Economic Indicators may include reported increases in hotel occupancy resulting from program activities, increases in tax revenue generated and/or increases in local spending during the period that activities are taking place in the various areas.*

- 3) **Prominent Support/Partners** - Provide a list of your community collaborators and partners who support the program.
- 4) **Media Relations** - Provide support documentation for publicity efforts, e.g., copies of advertisements, posters, photos of billboards, publicity packets and notices sent to organizations and local communities, copies of articles published about activities/events, and other publicity materials that verify publicity activities, and/or acknowledged the State's support of the program and related activities.
- 5) **Accountability for Expenditures** – Provide Itemized Cost Reports and supporting documentation for incurred expenses in accordance with the **Budget (Exhibit B)** and the Payment Terms when submitting invoices.

*Documentation for expenses may include copies of payroll or financial statements, requisitions, copies of invoices and receipts, copies of paid checks, service agreements, work orders, accounting records, etc.*

**Contractor agrees to submit the Final Report not later than June 30, 2013.**