

STATE OF LOUISIANA
PARISH OF EAST BATON ROUGE
PARISH OF RAPIDES

COOPERATIVE ENDEAVOR AGREEMENT

THIS COOPERATIVE ENDEAVOR AGREEMENT ("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 14 of the 2013 Regular Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of state funds, and 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 ("LSOG") is a non-profit organization that operates under the direction of the National Senior Games Association, and is supported by sponsor donations and event registration fees. 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 are placed in one of eight Senior Olympic districts in Louisiana; and

WHEREAS, the Senior Olympic district coordinators receive direction from the Contractor to provide program activities throughout the year to prepare senior athletes for competition in the annual Louisiana Senior Olympic State Games ("State Games"), which are coordinated and hosted by the Contractor each year in the months of August, September and/or October. Winners of State Game competitions may participate in the National Senior Games that are held biennially; and

WHEREAS, in 2013 the eight Senior Olympic districts of Louisiana were responsible for the facilitation of over 25 athletic events, that focused on a variety of athletic sports activities. Statewide activities attracted approximately 2,300 athletes and 300 volunteers, including officials and representatives from many diverse groups and organizations, including 55 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 districts throughout the year, and shall provide the following:

Administrative Functions

- **Program** – Maintain compliance with the National Senior Games Association's policies and procedures and provide 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.
- **Public Support and Participation** – Maintain or exceed the 2013 program participation of approximately 2,300 athletic participants and 300 volunteers to maintain the program for seniors. Provide direction and encourage all Senior Olympic districts to participate in and contribute to the support of the program throughout the year, and assist in publicity to encourage athletes, local community organizations and family members to support and 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, the Contractor must submit a **Progress Report** on activities (must be submitted at least quarterly), and a **Final Report** (see **Exhibit D**) at the conclusion of this Agreement, 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, including billboards 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
- Acknowledge the State's support in Information Packets that are distributed to the public by inserting the State's official tourism logo on printed materials. Information Packets will be mailed to Senior Olympic district offices, local community partners, service organizations, senior citizen organizations, and other potentially interested parties to notify the public of the upcoming district events and information regarding the State Games that will be held in the summer of 2014. **Information Packets for State Games must be distributed to the public prior to June 30, 2014.**
- Purchase advertisement space on billboards to be placed at, but not limited to, the entrance into the state at I-49 in Shreveport, I-10 at Lake Charles, and either I-10 or I-12 near Slidell to notify the traveling public of the 2014 State Games. The billboards must also include the State's official tourism logo "**Louisiana Pick Your Passion**" and the website address **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 30th, 2014.**
- Design and produce posters and flyers to be distributed and placed throughout Louisiana parishes to notify the public of the upcoming activities, including the 2014 State Games, prior to June 30, 2014.
- 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**.

PAYMENT TERMS

In consideration of listed requirements and 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 at least quarterly **Progress Reports** and the **Final Report (Exhibit D)** when submitting invoices for reimbursement of expenses. 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, 2014.**

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 14 of the 2013 Regular Legislative Session shall be transferred to a public or quasi-public agency or entity which is not a budget unit of the State unless the Contractor executes a copy of this Agreement and submits to the State for approval, a Comprehensive Budget showing all anticipated uses of the appropriation, an estimate of the duration of the project, and a plan showing specific goals and objectives for the use of such funds, including measures of performance. The State shall submit the Agreement, the Budget, and any other required information to the Legislative Auditor for approval at ebudgets@lla.la.gov.

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 non-cancellable expenses 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, 2013 and shall terminate on June 30, 2014.

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 17th day of February, 2014.

WITNESSES:

Department of Culture, Recreation and
Tourism, Office of Tourism

[Signature]
Marlene Curued

[Signature] 2/17/14
Kyle Edmiston, Assistant Secretary
Office of Tourism

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 18th day of February, 2014.

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 ___ day of _____, 2014.

WITNESSES:

Louisiana Senior Olympic Games, Inc.

Juanita Forbes Vanderhoeven
President/Treasurer

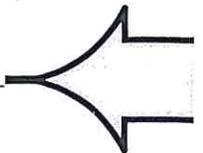


EXHIBIT A

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 tourism in conjunction with the promotion of 2014 Senior Olympic Games and other 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) quarterly **Progress Reports** on activities and a **Final Report** as specified in **Exhibit D**, and 4) original invoices, **Itemized Expense Logs**, and supporting documentation to verify expenses when requesting reimbursement for expenses.

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

Performance Measures: Performance measures include: 1) number of athletes (Objective: 2,300 minimum) that participated in program events/activities, 2) number of volunteers (Objective: 300 minimum) who participated in program events/activities, 3) number of community organizations that supported the program on both local and state levels (Objective: 50); 4) number of statewide community activities/events provided (Objective: minimum 30), 5) number of individuals that travel from other states to participate in 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; and 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 information in the Contractor's written **Progress Reports** and the **Final Report (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 and related program activities support the tourism goal of increasing travel to Louisiana. The Louisiana tourism industry will benefit from tourism publicity associated with year-round Senior Olympic activities, and the State will receive recognition as a sponsor in all publicity efforts. The State will also benefit from economic activities associated with hosting athletic events throughout the state and throughout the year.

EXHIBIT B

**Project Budget (2013 - 2014)
Louisiana Senior Olympic Games, Inc.**

Anticipated Income/Revenue

INCOME				
	Revenue	TOTAL BUDGET	LOT	LSOG Local Funds
	Registrations	40,250.00		40,250.00
	Sponsors	15,000.00		15,000.00
	Golf sponsors	4,500.00		4,500.00
	Donations	200.00		200.00
	LOT	33,750.00	33,750.00	
	Total State Funds			0.00
Total Income		93,700.00	33,750.00	59,950.00

Adm. EXPENSES		TOTAL BUDGET	LOT	LSOG -Local Funds
	Administrator - Will be disclosed after hire	14,500.00	9,500.00	5,000.00
	Business Telephone	1,200.00		1,200.00
	National Senior Olympic Membership	500.00	500.00	
	Storage - Equipment	3,500.00	3,500.00	
	Misc. Expenditures	2,000.00		2,000.00
	Office Supplies	1,600.00		1,600.00
	Accounting Services & Audit	5,000.00	3,500.00	1,500.00
	Web Page Maintenance and & Hosting	250.00		250.00
Subtotal Admn. Expenses		28,550.00	17,000	11,550.00

Games Expenses		TOTAL BUDGET	LOT	LSOG -Local Funds
	Administration	2,000.00		2,000.00
	Bowling	1,750.00		1,750.00
	Celebration of Athletes	7,200.00		7,200.00
	Contract labor	2,000.00		2,000.00

Facilities	2,600.00		2,600.00
Facility Rentals	2,500.00	2,500.00	
Food & Drinks	2,000.00		2,000.00
Golf Fees	5,400.00		5,400.00
Insurance	2,000.00	2,000.00	
Medals	6,000.00	1,500	4,500.00
Game Officials/Referees, & Athletic Trainers	3,000.00	3,000.00	
Postage	2,000.00	2,000.00	
Posters & fliers	500.00	250.00	250.00
Printing & rules books	7,500.00		7,500.00
Promotional billboards	5,500.00	5,500.00	
Supplies	1,000.00		1,000.00
5 k Run	1,000.00		1,000.00
Travel - Mileage & Misc.	1,100.00		1,100.00
Total Game Expenses	55,050.00	16,750.00	38,300.00
Grand Total Expenses	83,600.00	33,750.00	49,850.00

The Budget as listed above represents an estimate of projected or anticipated budget line item expenses, and may be adjusted with the approval of the State within the appropriated 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

Name	Title/Program Function	Total Salary Amount	Total Salary Paid by LOT Appropriation Amount /Percentage (%)		Related Benefits/ Payroll Taxes	Full-time or Part-time
Contractor shall fully disclose the name and contact information for the administrator upon hire.	Administrator	\$14,500.00	\$9,500.00	65.52%		
William E. Hughes Jr. CPA,	Accountant	\$5,000.00	\$3,500.00	70%		

EXHIBIT D

Progress/Final Report Format

Contractor must submit quarterly Progress Reports and a **Final Report** at the conclusion of this Agreement of program activities (approximately 2-3 typed pages). A Progress Report must be submitted with any request for payment.

Reports must include the following information:

- 1) **Tourism Publicity** - List all Louisiana tourism publicity benefits that were provided to the State as a sponsoring supporter of Louisiana Senior Olympic Games (see the full Scope of Services on pages 2-3).
- 2) **Measurable Performance Indicators** - Please note your performance outcomes (activities beginning **July 1, 2013** until current). See specific details in the **Performance Measures** that have been provided on Exhibit A.
 - i. Estimated number of athletes that have participated in events/activities
 - ii. Estimated number of volunteers that have participated in events/activities
 - iii. Estimated number of current community partners supporting the program
 - iv. Estimated number of statewide activities already held (list event/activities)
 - v. Estimated number of out-of-state participants at events/activities
- 3) **Economic Indicators** - May include available data on increases in hotel occupancy resulting from program activities, attendance and participation in events/activities, tax revenue being generated and/or increases in local spending as a result of the events.
- 4) **Prominent Support/ Partners** - Provide a list of your community and business partners and/or supporters of your program. Briefly describe their role in supporting the program.
- 5) **Media and Public Relations** - Provide support documentation of 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 acknowledged the State's support of the program.
- 6) **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 for reimbursement of expenses.

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, 2014.

**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	<u>2-14-14</u> Date
 _____ Appointing Authority	<u>2/17/14</u> Date

