

## CONTRACT FISCAL INFORMATION SHEET

PLEASE COMPLETE THIS FORM AND ATTACH TO CONTRACT WHEN IT IS TIME TO ROUTE CONTRACT FOR APPROVALS AND SIGNATURES.

CONTRACTOR'S NAME: Louisiana Senior Olympic Games

CONTRACTOR'S ADDRESS: 209 East Shamrock, Pineville, LA 71360

CONTRACTOR'S FEDERAL ID# or 58-1714010

SOCIAL SECURITY # \_\_\_\_\_

CONTRACTOR'S CONTACT PERSON: Juanita Forbes Vanderhoeven

CONTRACTOR'S TELEPHONE: 318-487-1561

EMAIL ADDRESS: [juvande@attglobal.net](mailto:juvande@attglobal.net) or [forbesmonitor@attglobal.net](mailto:forbesmonitor@attglobal.net)

TOTAL CONTRACT AMOUNT: \$33,750.00      Amendment Amount: N/A

CONTRACT PERIOD: July 1, 2014-June 30, 2015

FUNDING AGENCY: DCRT, Office of Tourism

SOURCE OF FUNDS: Agency Appropriation (N/A)  
State: \_\_\_\_\_ Percent  
Federal \_\_\_\_\_ Percent  
Self-generated 100%      Percent

Organ. 6786	Object 4160	Sub object _____	Reporting Cat. 7513
Organ. _____	Object _____	Sub Object _____	Reporting Cat. _____
Organ. _____	Object _____	Sub Object _____	Reporting Cat. _____

### **BRIEF DESCRIPTION OF SERVICES:**

The Louisiana Legislature appropriated funds to "Senior Olympics" to assist in maintaining Senior Olympics programs throughout the state and throughout the year. The funds will be utilized for general operating expenses, and to promote activities in order to assist in building the program.

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**ORGANIZATION TYPE:** Non-Profit Corporation

**CONTRACT MONITOR:** Jack Warner

## 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 2015 Senior Olympic Games and other statewide activities that are held throughout the year.

### **Deliverables:**

Deliverables include: 1) quarterly **Progress Reports (Exhibit D)** supported by documented proof of ongoing program activities, which may include photos of activities, copies of event programs, meeting records and agendas, athletic and volunteer training records, and records of sports related activities held at district and state levels; 2) documented proof that the State was recognized as a prominent supporter of the Louisiana Senior Olympic Games and related activities, such as copies of publicity and program materials, and photos of billboards and tourism signage displayed at activities, 3) original dated invoices on organization letterhead, 4) **Itemized Expense Logs**, and supporting documentation of expenses to be reimbursed, and 5) the **Final Report** as specified in **Exhibit D**.

**Performance Measures** 1) number of athletes (Objective: 2,500 projected) that participated in program events/activities, 2) number of volunteers (Objective: 600 projected) 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 (80 projected); 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 email 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 ( 2014 – 2015 )**  
**Louisiana Senior Olympic Games, Inc.**  
**Anticipated Income/Revenue**

**LSOG**

**LOT FUNDS**

July 1, 2014- June 2015

<b>INCOME</b>				
		<b>Budget</b>	<b>LSOG FUNDS</b>	<b>LOT</b>
	Registrations	22,050.00	22,050.00	
	Sponsors	15,580.00	15,580.00	
	Celebration of Athletes Sponsors	6,200.00	6,200.00	
	La Office of Tourism	33,750.00		33,750.00
<b>Total Income</b>		<b>77,580.00</b>	<b>43,830.00</b>	<b>33,750.00</b>

<b>ADMINISTRATIVE OPERATIONAL EXPENSES</b>	<b>Total</b>	<b>LSOG Funds</b>	<b>LOT Funds</b>
Administrator	14,500.00		14,500.00
Staff travel & Per Diem	3,200.00	3,200.00	
2014 Audit/CPA Services	3,000.00		3,000.00
Tax Accountant	1,400.00	1,400.00	
Bookkeeping Services	2,000.00		2,000.00
Copying & Printing	1,200.00	1,200.00	
Miscellaneous expenses	2,400.00	2,400.00	
Office supplies	1,000.00	500.00	500.00
Postage & Fed X	590.00	590.00	
Printer, maintenance, supplies	3,200.00	2,560.00	640.00
Staff Cell Phone	1,200.00	1,200.00	
<b>Subtotal Adm.</b>	<b>33,690.00</b>	<b>13,050.00</b>	<b>20,640.00</b>

<b>Games Expenses</b>			
Advertisements/Marketing	5,000.00		5,000.00
Fliers & other publicity	1,200.00		1,200.00
Bowling Fee	1,400.00	1,400.00	
Celebration of Athletes	7,600.00	7,600.00	
Equipment replacement	670.00	670.00	
Facilities & fees (sports program)	1,600.00	1,600.00	
Copying & printing	1,200.00	1,200.00	
Food & Drinks	2,200.00	2,200.00	
Golf fees	4,600.00	4,600.00	
Insurance	1,352.00		1,352.00
LSOG volunteer mileage	1,500.00	1,500.00	
National Senior Olympic Games (membership)	500.00		500.00
Officials & security	1,148.00		1,148.00
Games postage	540.00		540.00
Registration Forms & schedule	1,320.00	1,320.00	
Registration Refunds	190.00	190.00	
Rules book	4,200.00	4,200.00	
T-shirts	3,300.00	3,300.00	
Games Supplies	1,000.00	\$740.00	260.00
Storage	3,110.00		3,110.00
<b>Subtotal Games Expenses</b>	<b>43,630.00</b>	<b>30,520.00</b>	<b>13,110.00</b>
<b>Grand Total Administrative &amp; Games</b>	<b>77,320.00</b>	<b>43,570.00</b>	<b>33,750.00</b>

*The Budget as listed above represents 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.*