

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: Special Olympics Louisiana

CONTRACTOR'S ADDRESS: 1000 E. Morris Avenue
Hammond, Louisiana 70403

CONTRACTOR'S FEDERAL ID# 72-0706608

Or SOCIAL SECURITY # _____

CONTRACTOR'S TELEPHONE # (985) 345-6644

CONTRACT AMOUNT \$250,000.00

CONTRACT PERIOD From: July 1, 2012 To: June 30, 2013

SOURCE OF FUNDS: State: _____ Percent
State: _____ Percent
Federal _____ Percent
Self-generated 100 Percent

Organ. 6786 Object 4160 Sub Object _____ Reporting Cat. 7313
Organ. _____ Object _____ Sub Object _____ Reporting Cat. _____
Organ. _____ Object _____ Sub Object _____ Reporting Cat. _____

BRIEF DESCRIPTION OF SERVICES: Funding provided under this agreement will be used to assist Special Olympics Louisiana to fulfill the mission of the national organization; which is to provide year-round sports training and athletic competitions in a variety of olympic-type sports for children and adults with intellectual disabilities. The program provides continuing opportunities for participants to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community. Additional program goals are to increase athlete retention, properly train participants, promote public awareness, enhance overall participation and understanding of needs, improve the quality of life and self-image of athletes, and provide athletes the means to better their own health and well-being.

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT

(Line Item Appropriation)

THIS COOPERATIVE ENDEAVOR AGREEMENT is made and entered into by and between the Department of Culture, Recreation and Tourism, Office of Tourism of the State of Louisiana, hereinafter referred to as "State" and/or "Agency", and Special Olympics Louisiana, Inc., officially domiciled at 1000 E. Morris Avenue, Hammond, Louisiana 70403, hereinafter referred to as "SOLA" or "Contracting Party."

ARTICLE I

WITNESSETH:

1.1 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

1.2 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 Act 13 contains an appropriation within the Agency's budget for the benefit of Special Olympics Louisiana which the sum of TWO HUNDRED FIFTY THOUSAND & NO/100 (\$250,000.00) DOLLARS has been allocated for this project, as set forth in Attachment A (the "Plan"), which is attached to this agreement and made a part hereof; and

1.3 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

1.4 WHEREAS, Special Olympics Louisiana is a not for profit organization founded in 1968 by the late Eunice Kennedy Shriver to provide people with intellectual disabilities opportunities to realize their potential through physical fitness opportunities. Special Olympics Louisiana's overall goal is to fulfill the mission of the national organization, to provide year-round sports training, athletic competitions and other related programs for athletes. With the assistance of volunteers and other participants, the organization has formed networks throughout the state, and serve as a community model in providing program opportunities for participants to build strength and confidence in self; and

1.5 WHEREAS, some of the goals of Special Olympics Louisiana (SOLA) include 1) striving for excellence in all programs and providing opportunity for Louisiana participants to attend the World Special Olympics Summer Games held every four years 2) expanding outreach efforts to include as many eligible SOLA athletes as possible, with family support, 3) increasing the number of volunteers continuously, and 4) increasing the participation and support at local (community) and state levels, in a Unified Sports® program; and

1.6 WHEREAS, in the State's fiscal year 2011-2012 SOLA reported the participation of over 13,000 athletes, over 14,000 volunteers, and approximately 27,000 family members, as well as, officials, and numerous others. These activities generate positive economic benefits for the state and promote a positive image of the state to regional, national, and international audiences; and

1.7 WHEREAS, the public benefit of this endeavor is to maintain awareness and a positive image of Louisiana as a supporter of Special Olympics Louisiana and to present Louisiana as a unique and desirable travel destination. It is anticipated that the public benefit is proportionate to the obligations undertaken by the State. The State will also receive recognition for its support through verbal acknowledgement, printed promotional material and in other related publicity and advertisements associated with publicizing Special Olympics Louisiana programs; and

1.8 WHEREAS, the Contracting Party has provided all required information in accordance with Act 13 of 2012, if applicable, and the governor's Executive Order BJ 2008-30 on accountability for line item appropriations which information is attached to this agreement and made a part hereof by reference as "Attachment E".

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

ARTICLE II **SCOPE OF SERVICES**

2.1 **The Contracting Party shall:** shall do all things necessary to ensure an adequate return on the State's investment by utilizing the appropriated funds to assist with general operations and Special Olympics Louisiana programs that will be held throughout the state and throughout the year, that are designed to support individuals with developmental disabilities.

2.2 **Deliverables:** shall include 1) staff and general operations to provide continuous program opportunities throughout the year; 2) at least quarterly **Progress Reports** providing updates on services and activities as per the "Plan", Attachment A, and **Cost Reports** with supporting documentation for expenses; 3) proof of public acknowledgements of the State's support to Special Olympics Louisiana and associated events, through verbal mention and in media and other publicity efforts/settings including media and the placement of the official tourism logo "Louisiana Pick Your Passion" in publicity materials, when feasible, internet publicity, and prominent onsite Louisiana tourism signage at events (TBD); 4) the **Final Report** summarizing the achievement of goals and objectives, supported by data such as number of events, attendance at events, membership information, list of collaborates and/or partnerships, information regarding fundraising results, information regarding the economic impact of events on the city and state, if possible, and any other relevant data related to the outcome of events, and 5) a copy of the **Special Olympics Louisiana Annual Report**.

Additionally the Contracting Party shall offer opportunities for the Louisiana Office of Tourism's representative(s) to attend major events to acknowledge the State's support or to address the audience to represent the State's tourism industry.

Additional details are provided in "Attachment A" the Plan.

The Contracting Party will provide to State at least quarterly written **Progress Reports (Attachment C)** outlining the Contracting Party's current status and/or progress, including resources, initiatives, activities, services and performance, consistent with the provisions, goals and

objectives of this agreement, and at least quarterly **Cost Reports (Attachment D)** which shall provide detailed cost information outlining the use of the appropriated funds. **Attachment C, the Progress Report and Attachment D, the Cost Report** are attached to this agreement and are made a part thereof by this reference.

2.3 Budget: The **Budget** for this project is incorporated herein as “**Attachment B**” and by this reference is made a part hereof, and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The **Budget** for this project shall not exceed the total sum of **TWO HUNDRED FIFTY THOUSAND & NO/100 (\$250,000.00) DOLLARS** which sum shall be inclusive of all costs or expenses to be paid by State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated for this project. **No state funds shall be paid for any one phase of this agreement that exceeds the categories shown on the Budget attached as “Attachment B”, without the prior approval of State.**

2.4 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 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.

ARTICLE III **CONTRACT MONITOR**

3.1 The Contract Monitor for this contract is Patrick Roque, Contracts/Grants Reviewer, of the Office of Tourism, his supervisor or successor.

3.2 Monitoring Plan: During the term of this agreement, the Contracting Party shall discuss with State’s Contract Monitor the progress and results of the project, ongoing plans for the continuation of the Project, any deficiencies noted, and other matters relating to the project. The Contract Monitor shall review and analyze the Contracting Party’s **Plan** to ensure the Contracting Party’s compliance with contract requirements.

The Contract Monitor shall also review and analyze the Contracting Party’s written **Progress Reports** and **Cost Reports**, and all work products for compliance with the Scope of Services; and shall:

1. Compare the Reports to the Goals/Results and Performance Measures outlined in this contract to determine the progress made.
2. Contact the Contracting Party to secure all missing deliverables.
3. Maintain telephone and/or e-mail contact with the Contracting Party on contract activity, and if necessary, make visits to the Contracting Party’s site in order to review the progress and completion of the Contracting Party’s services, to ensure that performance goals are being achieved, and to verify information when needed.
4. Ensure that expenditures or reimbursements requested in **Cost Reports** are in compliance with the approved **Budget**. The Contract Monitor shall coordinate payments to the Contracting Party with Agency’s fiscal office and shall contact the Contracting Party for further details, information or documentation when necessary.

Between required performance reporting dates, the Contracting Party shall inform the Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. The Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party and any assistance which may be needed to resolve the situation.

ARTICLE IV **PAYMENT TERMS**

4.1 Provided that the Contracting Party's progress and/or completion of the Contracting Party's services are to the reasonable satisfaction of State, payments shall be made by the State up receipt of the **Progress Reports** and at least quarterly **Cost Reports** from the Contracting Party, accompanied by an original invoice and adequate supporting documentation for services, certifying that such expenses have been incurred. Adequate supporting documentation shall include copies of invoices, payroll statements, financial and/or billing statements, signed agreements, checks and other appropriate records reflecting that expenses have been incurred. All original documentation supporting the Reports shall be maintained by Contracting Party, and shall be subject to audit, as hereinafter stated.

4.2 Travel expenses, if any, shall be reimbursed only in the event that this agreement provides for such reimbursements, such travel expenses are included in the attached Budget, if allocated, and will be paid only in accordance with Louisiana Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to the **Cost Reports**.

4.3 Payments under the terms of this agreement will be allowed only for expenditures occurring between and including the dates of **July 1, 2012 and June 30, 2013**, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of funds and upon the approval of this agreement by the Office of Contractual Review.

4.4 The Contract Monitor shall monitor payments on at least a quarterly basis. Under circumstances such that the Contracting Party has not demonstrated substantial progress towards the achievement of the goals and objectives, based on the established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the Contracting Party has justified to the satisfaction of the Agency, the reasons for the lack of progress. If the Agency determines that the Contracting Party failed to use the Appropriation within the estimated duration of the Project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the Agency shall demand that any unexpended funds be returned to the state treasury unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget. The transferring Agency shall forward to the Legislative Auditor, the Division of Administration, and the Joint Legislative Committee on the Budget a report showing specific data regarding compliance with this Section and collection of any unexpended funds. This report shall be submitted no later than May 1, 2013.

If it is found that the Contracting Party has defaulted on this agreement, breached 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 terms of the State.

4.5 Taxes: The 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 the Contracting Party's obligation and identified under Federal tax identification number **72-0706608**.

ARTICLE V
TERMINATION FOR CAUSE

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

ARTICLE VI
TERMINATION FOR CONVENIENCE

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

ARTICLE VII
OWNERSHIP

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

ARTICLE VIII
ASSIGNMENT

8.1 The Contracting Party 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 the Contracting Party 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.

ARTICLE IX
FINANCIAL DISCLOSURE

9.1 The Contracting Party shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the Contracting Party is below the amount for which an audit is required under R.S. 24:513, the Agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives.

ARTICLE X
AUDITOR'S CLAUSE

10.1 It is hereby agreed that in accordance with La. R.S. 24:513, the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration, and/or the Department of Culture, Recreation and Tourism auditors shall have the option of auditing all records and accounts of the Contracting Party which relate to this agreement.

10.2 The Contracting Party 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.

ARTICLE XI
AMENDMENTS IN WRITING

11.1 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 Office of Contractual Review, Division of Administration.

ARTICLE XII
FISCAL FUNDING CLAUSE

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. 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.

ARTICLE XIII
TERM OF CONTRACT

13.1 This agreement shall begin on **July 1, 2012** and shall terminate on **June 30, 2013**.

ARTICLE XIV
DISCRIMINATION CLAUSE

14.1 The Contracting Party 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 the Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. The Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by the Contracting Party, 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 _____ day of _____ month, _____ 2012.

WITNESSES:

DEPARTMENT OF CULTURE, RECREATION AND TOURISM

[Signature]
Harley Curran

Kyle Edmiston 8/13/12
Kyle Edmiston, Assistant Secretary
Office of Tourism

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 7 day of August month, _____ 2012.

WITNESSES:

Ami B. B.
Kinda Smith

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

THUS DONE AND SIGNED AT Hammond, Louisiana on the 8th day of August month, 2012 2012.

WITNESSES:

SPECIAL OLYMPICS LOUISIANA, INC.

[Signature]
Marvin Lambert

Pat Carpenter Bourgeois
Pat Carpenter Bourgeois, President/CEO

“ATTACHMENT A” PLAN**NAME OF CONTRACTING PARTY:** Special Olympics Louisiana, Inc. (SOLA)**NAME AND BRIEF NARRATIVE OF PROGRAM OR PROJECT:**

Special Olympics Louisiana is a program designed for individuals with intellectual disabilities. Training, competitions, and events are held locally, regionally, statewide, and nationally, leading to Special Olympics World games every four years. The program is designed to provide a gateway to empowerment, competence, acceptance and joy. Theme “We are More Than Sports – We Build Greatness!”

Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program: Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.

1. Program Goal (Goals are the intended broad, long-term results. The goal is a clear concise statement of the general end purposes toward which efforts are directed)

The overall goal of Special Olympics Louisiana is to fulfill the mission of the national organization; which is to provide year-round sports training and athletic competitions in a variety of olympic-type sports for children and adults with intellectual disabilities. The program provides continuing opportunities for participants to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community. Additional program goals are to increase athlete retention, properly train participants, promote public awareness, enhance overall participation and understanding of needs, improve the quality of life and self-image of athletes, and provide athletes the means to better their own health and well-being.

2. Program Objective(s) (Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal. They identify the specifics of the expected outcomes and results to be achieved).

- 1) In addition to serving over 13,000 athletes and 14,000 volunteers, the objective is to offer at least 1,000 new athletes and also 1,000 new partners, with a remaining potential number of 120,000, the opportunity to participate in organizing more games that lead to the National and World game competition.
- 2) Increase by 10% the number of athletes that participate in Healthy Athlete programs and increase the number of safety professionals in attendance at all events.
- 3) Become self-sufficient in raising the \$2.7 million annual budget needed to maintain program, relying on the generosity of corporate and individual donations, civic groups, foundation grants, and special events to fund its programs.

3. Relevant Activity (Activities) (An activity is a distinct subset of functions or services that will be implemented within a program.)

- 1) Maintain standard operations by retaining qualified and experienced professional staff to provide services and ensure financial accountability for general operating expenses and services involving the management of events, athletes, volunteers, and partners as per the approved budget, Exhibit B.
- 2) Continue to engage in year-round sports training and other activities for athletes in preparation for games and competitions.
- 3) Maintain the current number of athletes and volunteer support to serve and increase participation.
- 4) Uphold optimum activeness within the communities throughout the state in order to meet program objectives.
- 5) Maintain Initiatives, including: Unified Sports, Healthy Athletes, Get Into It, Family Support Network, Young Athletes Program, Athlete Leadership Program, and Camp Shrivvers.
- 6) Maintain staff to implement programs and outreach services to include: Outreach Directors, Sports and Competitions Director, Volunteer and Program Management Director and numerous others.
- 7) Continue provisions for over 100 training and sports competitions in over 20 different Olympic-type sports.
- 8) Create an Education Leadership Network to promote Project Unify in Louisiana schools.
- 9) Promote a healthy lifestyle and year-round activities that are inclusive for persons with and without intellectual disabilities.
- 10) Ensure that public acknowledgements are made regarding the State’s support for the events through verbal mention in media and other publicity settings and through such means as the placement of the official tourism logo “Louisiana Pick Your Passion” in publicity materials, when feasible, including placement of a banner ad for Louisiana tourism on the SOLA website ensuring internet publicity and a link to www.LouisianaTravel.com (the State’s official tourism website), and prominent placement of signage at program and media events, when feasible (TBD).

- 11) Maintain communication with the State's Contract Monitor and inform of any deficiencies and/or matters of concern relating to operational needs immediately as they arise.
- 12) Submit Quarterly Progress Reports and Cost Reports with supporting documentation for all requests for payment to the State.
- 13) Use best efforts to publicly acknowledge the State's support in the endeavor through verbal mention in media and other publicity settings and through the placement of the State's tourism logo "Louisiana Pick Your Passion" in publicity packages, and offer opportunities to allow the Louisiana Office of the Lieutenant Governor to address larger audiences to speak on behalf of the state's tourism industry.

4. Performance Measure(s) *(Measures the amount of products or services provided and/or number of customers served. Specific quantifiable measures of progress, results actually achieved and provided for to assess the program impact and effectiveness.)*

- 1) Maintain membership of the current 13,000 athletes and nearly 14,000 volunteers, and provide opportunities for the 120,000 persons with intellectual disabilities in the state who wish to participate in the organizations activities.
- 2) Positive feedback received from surveys to be conducted and reviewed after every event to ensure proper implementation of program initiatives.
- 3) The submission of timely and relevant quarterly **Progress Reports** providing updates on initiatives and activities and **Cost Reports** with adequate supporting documentation for all payment requests.
- 4) The submission of a **Final Report** and **Annual Reports** to the State complete with details on membership and volunteerism.
- 5) The submission of adequate documentation showing proof of recognition of the State's prominent support of Special Olympics Louisiana, on website with link to www.LouisianaTravel.com, in media clippings, and through photos showing State Tourism signage at major events.

“ATTACHMENT B”

Budget Page 1 of 3

Project Budget (2012-2013) Special Olympics Louisiana Incorporated General Operations

Anticipated Income or Revenue

<u>Income Sources</u>	<u>Amounts</u>
Contributions, Projects, & Promotions	\$2,498,493.00
DCRT, Office of Tourism (State Appropriation)	\$250,000.00
Interest Income; Souvenir Sales	\$15,000.00
TOTAL ANTICIPATED INCOME/SUPPORT	\$2,763,493.00

Anticipated Expenses

<u>Expense Categories</u>	<u>Total Amount</u>	<u>LOT Contribution</u>
Gross Salaries	\$628,430.00	\$144,927.00
Related Staff Benefits	\$191,408.00	\$31,567.00
Travel	\$193,167.00	\$0.00
Operation Services		
Marketing/Advertising	\$30,500.00	\$0.00
Printing	\$0.00	\$0.00
Maintenance of Office Equipment	\$44,253.00	\$0.00
Maintenance of Office	\$7,500.00	\$0.00
Office Rentals	\$2,140.00	\$0.00
Software Updates/Licensing	\$9,097.00	\$9,097.00
Dues and Subscriptions	\$0.00	\$0.00
Telephone	\$14,390.00	\$0.00
Postage	\$13,780.00	\$0.00
Utilities	\$11,000.00	\$0.00
Office Supplies	\$27,220.00	\$4,285.00
Program Services	\$1,439,720.00	\$21,000.00
Professional & Contract Services	\$13,475.00	\$0.00
Program Insurance	\$40,000.00	\$35,424.00
Other Charges (Program Expenses)	\$13,700.00	\$3,700.00
Acquisitions & Major Repairs	\$26,500.00	\$0.00
Total Use of the Appropriation	\$2,706,280.00	\$250,000.00

Budget categories listed above reflect a typical budget and may be adjusted by the agency and/or Contractor to reflect actual categories necessary for each individual programs and services. Salaries and Professional & Other Contract Services shall be detailed using pages 2 and 3 of Attachment B.

**ATTACHMENT B2
Budget Page 2 of 3
STAFFING CHART**

Name of Organization: Special Olympics Louisiana, Incorporated

Name of Program: General Operations

Name	Title	Total Salary Amount	Total Salary Paid by Appropriation Amount	Percentage	Related Benefits	Full time or Part Time # of months
Pat Carpenter-Bourgeois	President/CEO	115,940	53,510	46%	12,074	Full-time
(Currently not filled)	Dir of External Mktg	30,780	13,022	42%	1,205	Full-time
Tiffany Harvey/Gautier	Dir of Internal Mktg	42,100	19,430	46%	5,537	Full-time
April Knopf	Dir of Program & Fund Development	30,000	13,846	46%	1,382	Full-time
Carlos Alessi	Dir of Program & Fund Development	34,040	14,400	42%	3,242	Full-time
Katie Bird	Dir of Special Projects-SW	35,780	16,513	46%	4,227	Full-time
Maria Sanchez	Dir of Special Projects-SE	30,780	14,206	46%	3,900	Full-time
TOTALS		\$319,420.00	\$144,927.00		\$31,567.00	

ATTACHMENT B3

Budget Page 3 of 3

SCHEDULE OF PROFESSIONAL AND OTHER CONTRACT SERVICES

Name of Organization: Special Olympics Louisiana, Incorporated

Name of Program: General Operations

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
No Sub-Contractors or Professional Contract Services will be paid under the terms of this agreement.			

“ATTACHMENT C”
Progress Report

(To be submitted at least quarterly showing progress achieved. Duplicate pages as needed.)

Organization: Special Olympics Louisiana, Incorporated
Contact Name: Pat Carpenter Bourgeois, President/CEO
Telephone: (985) 345-6644 **Fax:** (985) 345-6649

Please note and/or list the outcome to include performance indicators

<p>Goal: The overall goal of Special Olympics Louisiana is to fulfill the mission of the national organization; which is to provide year-round sports training and athletic competitions in a variety of olympic-type sports for children and adults with intellectual disabilities. The program provides continuing opportunities for participants to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community. Additional program goals are to increase athlete retention, properly train participants, promote public awareness, enhance overall participation and understanding of needs, improve the quality of life and self-image of athletes, and provide athletes the means to better their own health and well-being.</p>	
<p>Objective(s):</p> <ol style="list-style-type: none"> 1) In addition to serving over 13,000 athletes and 14,000 volunteers, the objective is to offer at least 1,000 new athletes and also 1,000 new partners, with a remaining potential number of 120,000, the opportunity to participate in organizing more games that lead to the National and World game competition. 2) Increase by 10% the number of athletes that participate in Healthy Athlete programs and increase the number of safety professionals in attendance at all events. 3) Become self-sufficient in raising the \$2.7 million annual budget needed to maintain program, relying on the generosity of corporate and individual donations, civic groups, foundation grants, and special events to fund its programs. 	
<p>Activity(Activities) Performed:</p> <ol style="list-style-type: none"> 1) Maintain standard operations by retaining qualified and experienced professional staff to provide services and ensure financial accountability for general operating expenses and services involving the management of events, athletes, volunteers, and partners as per the approved budget, Exhibit B. 2) Continue to engage in year- round sports training and other activities for athletes in preparation for games and competitions. 3) Maintain the current number of athletes and volunteer support to serve and increase participation. 4) Uphold optimum activeness within the communities throughout the state in order to meet program objectives. 5) Maintain Initiatives, including: Unified Sports, Healthy Athletes, Get Into It, Family Support Network, Young Athletes Program, Athlete Leadership Program, and Camp Shrivvers. 6) Maintain staff to implement programs and outreach services to include: Outreach Directors, Sports and Competitions Director, Volunteer and Program Management Director and numerous others. 7) Continue provisions for over 100 training and sports competitions in over 20 different Olympic-type sports. 	

<ul style="list-style-type: none"> 8) Create an Education Leadership Network to promote Project Unify in Louisiana schools. 9) Promote a healthy lifestyle and year-round activities that are inclusive for persons with and without intellectual disabilities. 10) Ensure that public acknowledgements are made regarding the State’s support for the events through verbal mention in media and other publicity settings and through such means as the placement of the official tourism logo “Louisiana Pick Your Passion” in publicity materials, when feasible, including placement of a banner ad for Louisiana tourism on the SOLA website ensuring internet publicity and a link to www.LouisianaTravel.com (the State’s official tourism website), and prominent placement of onsite signage at program and media events, when feasible (TBD). 11) Maintain communication with the State’s Contract Monitor and inform of any deficiencies and/or matters of concern relating to operational needs immediately as they arise. 12) Submit Quarterly Progress Reports and Cost Reports with supporting documentation for all requests for payment to the State. 13) Use best efforts to publicly acknowledge the State’s support in the endeavor through verbal mention in media and other publicity settings and through the placement of the State’s tourism logo “Louisiana Pick Your Passion” in publicity packages, and offer opportunities to allow the Louisiana Office of the Lieutenant Governor to address larger audiences to speak on behalf of the state’s tourism industry. 	
<p>Performance Measure(s):</p> <ul style="list-style-type: none"> 1) Maintain membership of the current 13,000 athletes and nearly 14,000 volunteers, and provide opportunities for the 120,000 persons with intellectual disabilities in the state who wish to participate in the organizations activities. 2) Positive feedback received from surveys to be conducted and reviewed after every event to ensure proper implementation of program initiatives. 3) The submission of timely and relevant quarterly Progress Reports providing updates on initiates and activities and Cost Reports with adequate supporting documentation for all payment requests. 4) The submission of a Final Report and Annual Reports to the State complete with details on membership and volunteerism. 5) The submission of adequate documentation showing proof of recognition of the State’s prominent support of Special Olympics Louisiana, on website with link to www.LouisianaTravel.com, in media clippings, and through photos showing State Tourism signage at major events. 	

“ATTACHMENT D”

Organization: Special Olympics Louisiana, Incorporated
Contact Name: Pat Carpenter Bourgeois, President/CEO
Telephone: (985) 345-6644 **Fax:** (985) 345-6649
Contract Period: July 1, 2012 through June 30, 2013

Cost Report for the Period of: _____ **Start date:** _____ **Ending date of expense period:** _____

Expense Category	Approved Total Amount	(Quarterly) Expenditures (Monthly)*	Total Cumulative Year to Date Expenditures	Balance Remaining
Gross Salaries	\$144,927.00			
Related Benefits	\$31,567.00			
Travel	\$0.00			
Operating Services	\$0.00			
Advertising	\$0.00			
Printing	\$0.00			
Maintenance of Office Equipment	\$0.00			
Maintenance of Office	\$0.00			
Office Rentals	\$0.00			
Software Updates & Licensing	\$9,097.00			
Dues & Subscriptions	\$0.00			
Telephones	\$0.00			
Postage	\$0.00			
Utilities	\$0.00			
Office Supplies	\$4,285.00			
Program Services	\$21,000.00			
Professional & Contract Services	\$0.00			
Program Insurance	\$35,424.00			
Other Charges (Program Expenses)	\$3,700.00			
Acquisitions/Major Repairs	\$0.00			
TOTAL ANTICIPATED EXPENSES	\$250,000.00			

(Expense categories must reflect budget categories listed in “Attachment B” budget.)

** Should reflect contract payment terms, either quarterly or monthly.*

“ATTACHMENT E”

Disclosure and Certification Statement

Contractor’s Name: Special Olympics Louisiana, Inc.

Contractor’s Mailing Address: 1000 East Morris Avenue, Hammond LA 70403

Organization Type: (For example, local government, non-profit, corporation, LLP, etc.) **Non Profit Corporation**

Private entities required to register with the Secretary of State’s office must be in good standing with that office.

Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:

Pat Carpenter Bourgeois, President & CEO	1000 East Morris Avenue, Hammond, LA 70403
Ricky D. Ouber, Board Chair	805 Murray Street, Alexandria, LA 71301-7462
Steven H. Deist, Vice Chair	245 S. Club Avenue, Saint Gabriel, LA 70776-4439
Edward Gautier, Secretary	15476 Carlou Drive, Ponchatoula, LA 70454
Kathleen Quatroy, Treasurer	212 Eden Isles Blvd., Slidell, LA 70458

Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:

Pat Carpenter Bourgeois, President/CEO	1000 East Morris Avenue, Hammond, LA 70403
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List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official Include the amount of anything of economic value received, the position held within the organization. Identify the official and the public position held.

- I hereby certify that this organization has no outstanding audit issues or findings.
- I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.
- I hereby certify that the above information is true and correct, to the best of my knowledge, and I am the duly authorized representative of the organization.

Special Olympics Louisiana, Inc., Non Profit Corp.
(Name and Title of Contractor)

Pat Carpenter Bourgeois, President/CEO
(Authorized Signature of Contractor)



Special Olympics

Louisiana

Be a fan.

Sponsorship Benefits

Mission Partner (\$250,000)

Overview:

- Right to promote statewide
- Exclusive to entire Program
- Duration 1 year

Marketing and Special Events:

- Right to provide volunteers for Special Olympics Louisiana state events
 - State Indoor Games, Baton Rouge, March
 - State Golf and Cycling, Monroe, April
 - State Summer Games, Hammond, May
 - State Fall Classic, Lafayette, October
- State or OLG and LOT logo and link on SOLA website as State Games Sponsor (laso.org)
- Recognition as a Mission Partner in event publication
- State or OLG and LOT recognized in SOLA Newsletters:
 - Inside SOLA E-Newsletter: sent to 3,500 email addresses quarterly
 - The Flame E-Newsletter: sent to 1,200 email addresses bi-monthly
 - Volunteer E-Newsletter: sent to 1,500 email addresses bi-monthly
- State or OLG and LOT logo and website link in all 4 state games event programs
- Logo of State or OLG and LOT on sleeve of State Games Volunteer T-shirt (3,650) and Law Enforcement Torch Run T-shirt (2,000)
- State or OLG and LOT to be included in one Sponsor Spotlight in the Inside SOLA Newsletter
- Right to provide State or OLG and LOT banner for display at (4) state games events
- Right to use event marks and logo in advertising and promotions
- Right to wear State or OLG and LOT shirt approved by SOLA
- Right to use event marks and logo in advertising and promotions
- Product display/sampling at event, if applicable
- Right to priority assignment of volunteers
- Cosponsor of one of the following:
 - Polar Plunges, Golf Tournaments, etc.
- Year-round ID as a program partner, and component sponsor, in program and area publications (Signage & name ID at state events-11 Area events, Torchbearer Newsletter-Quarterly; -Inside SOLA quarterly)
- Cosponsor of all of Opening Ceremonies:
 - State Games (verbal recognition, signage, company shirts worn)
- Cosponsor of one of the following:
 - Cosponsor (includes all events within program)
 - Unified Sports, Torch Run
- 30+ Area and local Ceremonies (verbal recognition & print)

- Cosponsor of one of the following:
 - Cosponsor (includes all events within program)
 - Unified Sports, Torch Run
- Title/presenter of One:
 - Sports Awards Banquet
- Right to have representation on the field at Opening Ceremonies of State Games
- Send **1** representative to National or World Special Olympics Games

Special Activities:

- **18** complimentary invitations to state events Patrons' Reception
 - State Indoor Games, State Summer Games, State Fall Classic
- Recognition at state Patrons' Receptions
 - State Indoor Games, State Summer Games, State Fall Classic
- **12** complimentary invitations to the annual Sports Awards Banquet
- Recognized at the annual Sports Awards Banquet
- One recognition award that can be proudly displayed in office
- Opportunity for company executive to be Honorary Chair.