Transmittal to Louisiana Legislative Auditor of Comprehensive Budget Information

Transferring Agency: Office of the Lt. Governor/Department of Culture, Recreation & Tourism

Agency #: Tourism **Program #: 200**

Receiving Agency or Entity

Name	Type	$ Amount
Special Olympics Louisiana, Inc	CEA	$250,000.00
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Please attach email submission/documentation.

Submitted by: _____ **Date Submitted:** 8/14/13

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, Inc.

CONTRACTOR'S ADDRESS: 1000 East Morris Avenue, Hammond, LA 70403

CONTRACTOR'S FEDERAL ID#72-0706608 or

SOCIAL SECURITY # _____

CONTRACTOR'S CONTACT PERSON: Pat Carpenter, President/CEO

CONTRACTOR'S TELEPHONE: 1-985-345-6644

EMAIL ADDRESS: pcarpenter@laso.org

TOTAL CONTRACT AMOUNT: $250,000.00 Amendment Amount: N/A

CONTRACT PERIOD: 07/01/13-06/30/14

FUNDING AGENCY: DCRT, Office of Tourism

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

Organ. 6786	Object ~~3000~~ 4160	Sub object	Reporting Cat. 7413
Organ. _____	Object _____	Sub Object _____	Reporting Cat. _____
Organ. _____	Object _____	Sub Object _____	Reporting Cat. _____

BRIEF DESCRIPTION OF SERVICES:

The Louisiana Legislature appropriated funds to supplement the Contractor's general operations and program expenses for providing Special Olympics programs and related services to individuals with intellectual disabilities.

CHECK OFF IF APPLICABLE TO THE CONTRACTOR AND ***PROVIDE THE***

STATE OF LOUISIANA

COOPERATIVE ENDEAVOR AGREEMENT

(Line Item Appropriation)

THIS COOPERATIVE ENDEAVOR AGREEMENT ("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 sometimes 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 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 Act 14 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 nonprofit 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, serving as a community model for providing program opportunities that enable 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 2012-2013 SOLA reported that the organization maintained approximately 13,000 athletes (1,647 were new athletes), and over 14,000 volunteers as participants in program activities, to include family members, representatives of community and business organizations, game officials, and numerous others. Program activities generate positive economic benefits for the state and present a positive image of the state to regional, national, and international audiences; and

1.7 WHEREAS, the public benefits to be achieved by this endeavor include maintaining awareness and a positive image of Louisiana through the SOLA program, and promoting Louisiana as a unique and desirable travel destination for sports and special events. It is anticipated that the public benefits are proportionate to the obligations undertaken by the State. The State will also receive recognition for its support through verbal acknowledgements, printed promotional materials, and in other related publicity and advertisement efforts that are associated with publicizing program activities; and

1.8 WHEREAS, the Contracting Party has provided all required information in accordance with Act 14 of 2013, 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 supplement cost for maintaining staff for program and general operations, program expenses, and general operational expenses, to efficiently carry out program activities throughout the state and throughout the year for individuals with developmental disabilities as specified in Attachment A and budgeted in Attachment B.

2.2 **Deliverables** shall include: 1) documentation of continuous program activities, submitted with **Progress Reports** (Attachment C), which may include advance listings and/or schedules of upcoming events/activities, activity brochures, copies of programs/agendas, photographs of events, invitations to events, etc.; 2) acknowledgements of the State's support of SOLA programs and activities as noted in Attachment F, inclusive of printed promotional materials (must include prominent placement of the State's official tourism logo **"Louisiana Pick Your Passion"**); 3) proof of verbal acknowledgement of the State's support as per **Attachment F** and in media setting, including major events, print media, television, and radio publicity, as applicable, 5) prominent placement of the State's official tourism logo on the SOLA official website http://laso.org/ with a link to www.louisianatravel.com, 6) prominent placement of the State's tourism signage, hung at major events to recognize the State's support: 7) a **Final Report** at the end of the agreement period, which shall summarize the achievement of goals and objectives, supported by data such as the number of events, list of events, attendance at events, membership information, list of corporate supporters and/or partnerships, information regarding fundraising results, available information regarding the economic impact of activities/events on local communities and the state, and any other relevant data related to program outcomes, and 8) a copy of the most recent **Special Olympics Louisiana Annual Report.**

Additionally the Contracting Party shall offer opportunities for representatives of the Office of the Lieutenant Governor and/or the Department of Culture, Recreation and Tourism, Office of Tourism to attend major events to acknowledge the State's support and/or to address audiences to represent the Louisiana's tourism industry.

Additional details regarding services, reporting, and benefits are provided in "Attachment A" the Plan and Attachment F.

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 the State.**

2.4 The Contracting Party 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 Contracting Party 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 Agreement is the Deputy Assistant Secretary of the Office of Tourism, Jack Warner, or his designee, supervisor, or successor.

3.2 **Monitoring Plan:** During the term of this Agreement, the Contracting Party shall maintain regular communication with the State's Contract Monitor to provide updates, and discuss progress and results of the project, ongoing plans for the continuation of program services, and any deficiencies and matters of concern relating to the Project. The Contract Monitor shall review and analyze the Contracting Party's **Plan,** to ensure compliance with requirements of this Agreement.

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 Agreement 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 Agreement 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 upon 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 expenses, 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 attached to the **Cost Reports** to receive reimbursement.

4.3 Payments under the terms of this Agreement will be allowed only for expenditures occurring between and including the dates of **July 1, 2013 and June 30, 2014,** 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, 2014.

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 Agreement 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 AGREEMENT

13.1 This Agreement shall begin on **July 1, 2013** and shall terminate on **June 30, 2014.**

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 Agreement 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 2nd *day of* August *month,* 2013.

WITNESSES:

DEPARTMENT OF CULTURE, RECREATION AND TOURISM

Kyle Edmiston 8/2/13

Kyle Edmiston, Assistant Secretary
Office of Tourism

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 6th *day of* August *month,* 2013.

WITNESSES:

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 9 *day of* August *month,* 2013.

WITNESSES:

SPECIAL OLYMPICS LOUISIANA, INC.

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 physical fitness program, organized under the standards of the national Special Olympics organization, designed for individuals with intellectual disabilities. Training, competitions, and events are held locally, regionally, statewide, and nationally, leading to the Special Olympics World Games that are held 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 goal for the Office of Tourism is to carry out the Louisiana Legislative intent to provide funding to support SOLA in fulfilling the mission of the national and state organizations; to provide year-round sports training and athletic competitions in a variety of Olympic -type sports related activities for children and adults with intellectual disabilities. The program provides continuous opportunities for participants to develop in 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. The State will receive a return on the investment through tourism advertising, and promotional benefits that are provided to the State in conjunction with activities, and when promoting the program and activities. The public purposes achieved by this endeavor include maintaining awareness and a positive image of Louisiana through the SOLA program and promoting Louisiana as a unique and desirable travel destination for sports and special events.

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) Maintain serving over 13,000 athletes and 14,000 volunteers through programs, while offering at least 1,000 new athletes and 400 new volunteers and partners, the opportunities to participate in activities that lead to the National and World Game competition. The remaining potential for participants is approximately 120,000 athletes.
2) Provide over 100 training and/or competitive activities and/or games to be held in various locations across the state, in preparation for athlete competition in National and World Game competitions.
3) Work diligently to increase the number of athletes by 10% that participate in Healthy Athlete programs (980 participated in 2012-2013).
4) Increase the number of safety professionals that are in attendance for all games and/all events.
5) Raise 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 staff for 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) Uphold optimum activeness within the communities throughout the state in order to meet program objective, by continuing to engage in year- round sports training and other activities to prepare athletes for games and competitions.
3) Strengthen communications and publicity to promote awareness regarding opportunities and to maintain the current number of athletes and volunteer to support program and increase participation.
4) Maintain initiatives, including: Unified Sports, Healthy Athletes, Get Into It, Family Support Network, Young Athletes Early Intervention Program, Athletic Leadership Program, Camp Shrivers, and others.

5) Strengthen the Education Leadership Network at the state level to promote Project Unify, a program developed specifically to attract athletes and volunteers from Louisiana schools.
6) Ensure that the State is acknowledged for its support as per Attachment F, in print media, verbal mention in television and radio broadcast media, internet publicity, and other publicity settings, etc.
7) Prominently place the State's official tourism logo **"Louisiana Pick Your Passion"** in printed publicity materials, and materials distributed at events and activities.
8) Prominently place the State's official tourism logo on the http://laso.org/ website with link to **www.LouisianaTravel.com**
9) Prominently display Louisiana tourism signage at major events including media events, to acknowledge the State's support, when feasible (TBD).
10) Maintain communication with the State's Contract Monitor and inform of any deficiencies and/or matters of concern relating to program or operational needs immediately as they arise.
11) Submit Quarterly Progress Reports, Cost Reports with supporting documentation for expenses with all requests for payment, a Final Report, and the 2013 SOLA Annual Report.
12) Provide opportunities to for representatives from the Louisiana Office of the Lieutenant Governor and/or the DCRT, Office of Tourism to address larger audiences and speak on behalf of the state's tourism industry at major or large scale events.

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) Reported participation in program (anticipated 13,000 athletes and nearly 14,000 volunteers)
2) Number of new athletes and volunteers added for program (anticipated 1,000 athletes and 400 volunteers)
3) Number of events held (at least 100 anticipated)
4) Positive feedback regarding programs and services from the media and the public
5) Timely submission of quarterly **Progress Reports** with details as specified in the Scope of Services
6) Timely submission of quarterly **Cost Reports** with adequate supporting documentation to verify expenses.
7) Timely submission of the **Final Report** and the most current **Annual Report** with details on membership, funding, and volunteerism.
8) The submission of adequate documentation showing proof of recognition of the State's prominent support in print media, verbal communications and internet publicity.
9) Adequate opportunities provided to the State to participate in large events and other activities that draw media attention, to promote Louisiana's tourism industry.

"ATTACHMENT B"

Budget Page 1 of 3

Project Budget (2013-14)
Special Olympics Louisiana Incorporated
General Operations

Anticipated Income or Revenue

Sources *(list all sources of revenue)*	**Amounts**
Contributions, Projects & Promotions	$2,505,246
Revenue – Interest Income, Souvenir Sales	$ 15,000
State of Louisiana – Other	
DCRT, Tourism	$ 250,000
Total Anticipated Revenue	$2,770,246

Expense Categories	**Total Amount**	**Amount of Appropriation**
Salaries	$ 627,574	$154,305
Related Benefits	$ 209,583	$ 31,567
Travel	$ 192,095	$
Advertising	$ 22,250	$
Maintenance of Equipment	$ 43,003	$
Maintenance of Office	$ 7,500	$
Office Rentals	$ 2,140	$
Software Updates/Licenses	$ 9,097	$ 10,600
Telephones	$ 14,390	$
Postage	$ 21,292	$
Utilities	$ 11,000	$
Office Supplies	$ 27,770	$ 4,285
Program Services	$1,399,490	$ 21,000
Professional & Contract Services	$ 15,120	$
Program Insurance	$ 40,000	$ 24,543
Other Charges (Program Expenses)	$ 32,810	$ 3,700
Acquisitions & Major Repairs	$ 22,000	$
Total Use of the Appropriation	**$2,697,114**	**$250,000.00**

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

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%	10,940	Full-time
Tiffany Harvey-Gautier	Director of Internal Communications & Marketing	42,100	19,430	46%	7,137	Full-time
April Knopf	Director of Program & Fund Development	30,000	13,846	46%	1,384	Full-time
Katie Bird	Director of Special Projects - SW Region	35,780	16,513	46%	3,864	Full-time
Maria Sanchez	Director of Special Projects-SE Region	30,780	14,206	46%	3,614	Full-time
Janice (Fay) Harris	Director of External Marketing	40,780	18,800	45%	313	Full-time
Ann Spicer	Director of External Marketing	40,000	18,000		4,315	Full-time
TOTALS		**$335,380.00**	**$154,305.00** **46% of Total**		**$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
Goal: The goal for the Office of Tourism is to carry out the Louisiana Legislative intent to provide funding to support SOLA in fulfilling the mission of the national and state organizations; which is to provide year-round sports training and athletic competitions in a variety of Olympic-type sport related activities for children and adults with intellectual disabilities. The program provides continuous opportunities for participants to develop in 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. The State will receive a return on the investment through tourism advertising, and promotional benefits that are provided to the State in conjunction with activities, and when promoting the program and activities.	
Objective(s): 1) Maintain serving over 13,000 athletes and 14,000 volunteers through programs, while offering at least 1,000 new athletes and 400 new volunteers and partners, the opportunities to participate in activities that lead to the National and World Game competition. The remaining potential for participants is approximately 120,000 athletes. 2) Provide over 100 training and/or competitive activities and/or games to be held in various locations across the state, in preparation for athlete competition in National and World Game competitions. 3) Work diligently to increase the number of athletes by 10% that participate in Healthy Athlete programs (980 participated in 2012-2013). 4) Increase the number of safety professionals that are in attendance for all games and/all events. 5) Raise 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.	
Activity(Activities) Performed: 1) Maintain staff for 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) Uphold optimum activeness within the communities throughout the state in order to meet program objective, by continuing to engage in year- round sports training and other activities to prepare athletes for games and competitions. 3) Strengthen communications and publicity to promote awareness regarding opportunities and to maintain the current number of athletes and volunteer to support program and increase participation. 4) Maintain initiatives, including: Unified Sports, Healthy Athletes, Get Into It, Family Support Network, Young Athletes Early Intervention Program, Athletic Leadership Program, Camp Shrivers, and others. 5) Strengthen the Education Leadership Network at the state level to promote Project Unify, a program developed specifically to attract athletes and volunteers from Louisiana schools. 6) Ensure that the State is acknowledged for its support as per Attachment F, in print media, verbal mention in television and radio broadcast media, internet publicity, and other publicity settings, etc. 7) Prominently place the State's official tourism logo **"Louisiana Pick Your Passion"** in printed publicity materials, and materials distributed at events and activities. 8) Prominently place the State's official tourism logo on the http://laso.org/ website with link to **www.LouisianaTravel.com.** 9) Prominently display Louisiana tourism signage at major events including media events, to acknowledge the State's support, when feasible (TBD). 10) Maintain communication with the State's Contract Monitor and inform of any deficiencies and/or matters of concern relating to program or operational needs immediately as they arise. 11) Submit Quarterly Progress Reports, Cost Reports with supporting documentation for expenses with all requests for payment, a Final Report, and the most current SOLA Annual Report. 12) Provide opportunities for representatives from the Louisiana Office of the Lieutenant Governor and/or the DCRT, Office of Tourism to address larger audiences and speak on behalf of the state's tourism industry at major or large scale events.	
Performance Measure(s): 1) Reported participation in program (anticipated 13,000 athletes and nearly 14,000 volunteers) 2) Number of new athletes and volunteers added for program (anticipated 1,000 athletes and 700 volunteers) 3) Number of events held (at least 100 anticipated) 4) Positive feedback regarding programs and services from the media and the public 5) Timely submission of quarterly **Progress Reports** with details as specified in the Scope of Services 6) Timely submission of quarterly **Cost Reports** with adequate supporting documentation to verify expenses. 7) Timely submission of the **Final Report** and the most current **SOLA Annual Report** with details on membership, funding, and volunteerism. 8) The submission of adequate documentation showing proof of recognition of the State's prominent support in print media, verbal communications and internet publicity. 9) Adequate opportunities provided to the State to participate in large events and other activities that draw media attention, to promote Louisiana's tourism industry.	

"ATTACHMENT D"

Organization: Special Olympics Louisiana, Incorporated
Contact Name: Pat Carpenter Bourgeois, President/CEO
Telephone: *(985) 345-6644* ***Fax:*** *(985) 345-6649*
Agreement Period: July 1, 2013 through June 30, 2014

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	$154,305.00			
Related Benefits	$31,567.00			
Travel	$0.00			
Advertising	$0.00			
Maintenance of Office Equipment	$0.00			
Maintenance of Office	$0.00			
Office Rentals	$0.00			
Software Updates & Licensing	$10,600.00			
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	$24,543.00			
Other Charges (Program)	$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 Agreement payment terms, either quarterly or monthly.*

"ATTACHMENT E"

Disclosure and Certification Statement

Contracting Party's Name: Special Olympics Louisiana, Inc.

Contracting Party'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
Steven H. Deist, Board Chair	245 S. Club Avenue, Saint Gabriel, LA 70776-4439
Charles Trent, Vice Chair	212 River Ranch Blvd., Lafayette, LA 70508-6626
William McDonald, Secretary	74504 Holly Ln., Covington, LA 70435-6149
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

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 Contracting Party)

Pat Carpenter Bourgeois

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

ATTACHMENT F

Mission Partner (2013-2014)
($250,000)

Overview:

- Exclusive to Entire Program
- Duration 1 Year
- Verbal Recognition
- Print & Online Recognition
- Company & Staff, Event & Media Participation

Company Benefits at Events:

- Right to priority assignment of volunteers at State Events (4) (BR; Hammond; Monroe: Lafayette)
- Recognized as Partner at all events
- Invitations to area and local Ceremonies (verbal recognition & print) (30+)
- Right to have representation on the field at Opening Ceremonies of State Games

Special Activities:

  - Recognition at Law Enforcement Torch Run "LETR" Capitol steps ceremony
  - Recognition at LETR Annual Conference
  - Recognition at LETR events (4)
  - 18 complimentary invitations to state events (Patrons' Reception (3))
  - Recognition at state Patrons' Receptions (3)
  - 12 complimentary invitations to the annual Sports Awards Banquet
  - Recognized at the annual Sports Awards Banquet
  - Opportunity for company executive to be Honorary Chair
  - Send 1 representative to National or World Special Olympics Games

Online Media Benefits:

- Name/logo and link on SOLA website
- Recognized in SOLA E-Newsletters distributed from partner Corporations (i.e. Saints)
- Recognized in 5 SOLA E-Newsletters:
  - Inside SOLA (Corporate): sent to 3,500 email addresses quarterly
    - **Included as "Sponsor Spotlight" in multiple newsletters**
  - The Flame (Law Enforcement Officers): sent to 1,600 email addresses 6 times per year
  - Volunteer: sent to 1,500 email addresses 12 times per year
  - SOLA Heat (Athletes & Family) 2,000+ quarterly
  - Torchbearer: sent to entire database of 40,000+ once a year
- Wordpress Blog 1 post (annually 14,500 views)
- Twitter 1 tweet (800 followers)
- Facebook 1 post (2,250 fans)
- On air TV/Radio appearance with SOLA

Print & Promotional Benefits:

- Recognition as a Partner in all event publications
- Name in state games event programs (4)
- Right to use event marks and logo in advertising and promotions
- Logo on State Games Volunteer T-shirts (4,000)) & Law Enforcement Torch Run T-shirt (2,000)
- One recognition award that can be proudly displayed in office
- Right to provide company/organization banner for display at state events (4)
- Right to wear company/organization shirt approved by SOLA
- Product display/sampling at event, if applicable
- Access to mailing list
- Right to have vehicle in LETR showcase runs