



# 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# \_\_\_\_\_ or

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

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

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

EMAIL ADDRESS: [pcarpenter@laso.org](mailto:pcarpenter@laso.org)

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

CONTRACT PERIOD: 07/01/14-06/30/15

FUNDING AGENCY: DCRT, Office of Tourism

SOURCE OF FUNDS: Agency Appropriation (N/A)

State: 100%

Federal \_\_\_\_\_ Percent

Self-generated \_\_\_\_\_ Percent

Organ. 6786                      Object ~~3000~~<sup>4160</sup>                      Sub object \_\_\_\_\_                      Reporting Cat. 7513 *mw*  
Organ. \_\_\_\_\_                      Object \_\_\_\_\_                      Sub Object \_\_\_\_\_                      Reporting Cat. \_\_\_\_\_  
Organ. \_\_\_\_\_                      Object \_\_\_\_\_                      Sub Object \_\_\_\_\_                      Reporting Cat. \_\_\_\_\_

## BRIEF DESCRIPTION OF SERVICES:

The Louisiana Legislature appropriated funds in the FY 2014-15 Budget to supplement the Contractor's general operations and program expenses for providing Special Olympics programs and related services to individuals with intellectual disabilities.

**Organization Type:** Nonprofit Corporation

**Contract Monitor:** Jack Warner

**“ATTACHMENT A” PLAN**

**NAME OF CONTRACTING PARTY:** Special Olympics Louisiana, Inc.

**NAME AND BRIEF NARRATIVE OF PROGRAM OR PROJECT:**

SOLA 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 athlete retention, properly train athletes and volunteers and other 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 with the support of approximately 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 that participate in Healthy Athlete programs by 10% (1,561 participated in 2013-2014) and increase the total number of athletes by 5% .
- 4) Increase the number of safety professionals that are in attendance for all games and/all events.
- 5) Recruit at least 15 new Project Unify coaches, and ensure that they complete the “Coaching Unified Sports” training that is provided online.
- 6) Recruit at least 100 athletes from new schools that offer Project Unify programs.
- 7) Raise the estimated \$2.7 million annual budget needed to maintain programs, 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 Shrivvers, 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 recognize the State as a sponsor as per Attachment F, by including 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](http://www.LouisianaTravel.com)
- 9) Prominently display Louisiana tourism signage at major events including media events and the State Summer Games Opening Ceremony to acknowledge the State's support).
- 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 and Cost Reports with original invoices and supporting documentation for expenses with all requests for payment, a Final Report, and the 2013 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, including the State Summer Games Opening Ceremony.

**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 (2014-15) Special Olympics Louisiana Incorporated General Operations

#### Anticipated Income or Revenue

<u>Sources</u> (list all sources of revenue)	<u>Amounts</u>
Contributions, Projects & Promotions	\$2,612,208
Revenue – Interest Income, Souvenir Sales	\$ 18,000
State of Louisiana – Other	
Office of Tourism	\$ 250,000
<b>Total Anticipated Revenue</b>	<b>\$2,880,208</b>

<u>Expense Categories</u>	<u>Total Amount</u>	<u>Amount of Appropriation</u>
Salaries	\$ 744,878	\$150, 600
Related Benefits	\$ 203,793	\$ 37,280
Travel	\$ 248,826	\$
Advertising	\$ 14,000	\$
Maintenance of Equipment	\$ 36,500	\$
Maintenance of Office	\$ 7,500	\$
Office Rentals	\$ 2,140	\$
Software Updates/Licenses	\$ 12,100	\$ 10,600
Telephones	\$ 14,225	\$
Postage	\$ 26,043	\$
Utilities	\$ 12,000	\$
Office Supplies	\$ 28,390	\$ 4,285
Program Services	\$1,415,739	\$ 20,235
Professional & Contract Services	\$ 12,500	\$
Program Insurance	\$ 38,000	\$ 27,000
Other Charges (Program Expenses)	\$ 38,325	\$
Acquisitions & Major Repairs	\$ 19,750	\$
<b>Total Use of the Appropriation</b>	<b>\$2,874,709</b>	<b>\$250,000.00</b>

*Budget categories listed above reflect an anticipated 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.*