**Columbus City Schools**

 **Application for LEDE Certification**

 **Local Economically Disadvantaged Enterprise**

 **Please return all applications to:**

**The Office of Outreach Services**

 3700 S. High Street Suite 143  Columbus, Ohio 43207

 Email: outreachservices@columbus.k12.oh.us |Office: 614-365-8869

# BUSINESS STRUCTURE/OWNERSHIP

Company Name*:*

CCS Vendor #☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Liability Company (LLC)

☐ 50% of employees reside within the boundaries of the school district\*

**\*If your company is based outside of Franklin County, but more than 50% of your employees reside within the school district boundaries, please submit proof of payroll records to validate.**

**Upon request please be prepared to supply a copy of one of the following documents during the onsite visit:**

* Articles of Organization
* Operational Agreement or By-Laws
* Copy of a bank signature card or letter from your bank
* One year of business tax forms

**\*Also include a copy of your most recent Personal Net Worth Statement**

# SOCIALLY & ECONOMICALLY DISADVANTAGED/LOCAL BUSINESS INFORMATION

**Please check one of the following AND attach a copy of any and all certificate(s)**:

[ ] US Small Business 8(a) [ ]  Disadvantaged Business (DBE) [ ]  EDGE [ ]  FBE/WBE [ ]  City of Columbus [ ]  SCOMSDC

[ ]  Unified Certification Program (UCP) [ ]  None/Non-Applicable

**Please check one of the following boxes:**

☐Male ☐ Female ☐ Not Applicable If not applicable, please explain:

**Please check one of the following boxes:**

☐ African-American ☐ Hispanic-Latino ☐ Asian Pacific ☐ Indian Subcontinent ☐ Native American ☐ Caucasian

**Columbus City Schools does not award business on the basis of minority status, gender, or location or have a “set aside program.”**

Acceptance of this application is not intended to imply any assurances that the company will be awarded any contract from Columbus City Schools. Additionally, Columbus City Schools reserves the right to request additional information or documentation

## COLUMBUS CITY SCHOOLS USE ONLY

Outreach Services Coordinator Signature Date

|  |  |
| --- | --- |
| Person notified after application is approved Notes/Comments:  | Phone Number  |

The Columbus City School District does not discriminate because of race, color, national origin, religion, sex or handicap with regard to admission, access, treatment or employment. This policy is applicable in all district programs and activities.

**COLUMBUS CITY SCHOOLS**

**LOCAL ECONOMICALLY DISADVANTAGED ENTERPRISE**

The Board of Education seeks to include Local Economically Disadvantaged Enterprises (LEDEs) in all aspects of its contracting for construction, professional and non-professional services as well as the procurement of all goods. The Columbus City Schools (“CCS”) seeks to achieve the goal of awarding contracts and procurements to LEDEs which represent at least twenty percent (20%) of all dollars spent on an annual basis. CCS is committed to ensuring that all citizens and/or lawfully admitted permanent residents in the school district community who are qualified contractors, subcontractors, professionals, suppliers and other service providers have a fair and equitable opportunity to participate in contracting and procurement activities. As such, qualified contractors, subcontractors, professionals, suppliers, and other service providers that satisfy the requirements of the LEDE program are encouraged to complete this certification.

**DEFINITIONS:**

“Local” means with respect to an enterprise, that the enterprise has (A) its principal place of business within Franklin

County, Ohio as determined by the payment of real or personal property taxes on property located in such county for not

less than one taxable year immediately prior to the date of determination or (B) more than 50% of its full-time employees residing within the boundaries of the school district.

“Economically Disadvantaged” means with respect to an enterprise that the enterprise is at least 51% owned and controlled directly or indirectly by one or more individuals, each with a personal net worth equal to or less than $750,000. Personal Net Worth of an individual includes the net worth of the individual’s spouse, if any, but does not include (1) the individual’s ownership interest in the enterprise being considered in connection with the school district’s contracting and procurement activities or (2) the individual’s equity in his or her primary residence. Additionally, a contingent liability does not reduce an individual’s personal net worth.

“Enterprise” means a sole proprietorship, partnership, company, corporation or joint venture that has been in business for at least one year prior to the date of determination in connection with the school district’s contracting or procurement activities and that meet certain size limitations based on the federal Small Business Administration regulations set forth in 13 C.F.R. 121.201 and revisions thereto.

By completing this application, you are acknowledging that:

1. The enterprise seeking certification is a Local Economically Disadvantaged Enterprise as defined above;
2. The questions on the CCS LEDE Certification Application and attachments thereto pertaining to the LEDE program have been answered truthfully.
3. The records and documents submitted as part of the CCS LEDE Certification process are true and accurate records.
4. If certified as a LEDE, the enterprise will provide CCS with additional information or documentation as CCS may request and will submit to site visits or desk audits if requested.
5. If certified as an LEDE, the enterprise will report changes in its location, ownership, structure or operations to the Community Inclusion Coordinator of CCS within ten (10) business days of the change.
6. If certified as an LEDE, the enterprise will cooperate with the Community Inclusion Coordinator by submitting information or documentation in a timely fashion that may be requested by CCS concerning participation in the LEDE program.
7. False statements or material misrepresentations or omissions made on behalf of the enterprise may be grounds for immediate disqualification from the LEDE program.

Enterprise Representative’s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Enterprise Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CCS Vendor Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COLUMBUS CITY SCHOOLS**

**LOCAL ECONOMICALLY DISADVANTAGED ENTERPRISE**

**INSTRUCTIONS**

This Application is used by the Columbus City Schools, Outreach Services department to assist in certifying companies as Local Economically Disadvantaged Enterprises or (LEDEs), as defined by the [Community Inclusion Policy 6400.](https://go.boarddocs.com/oh/columbus/Board.nsf/Public?open&id=policies)

**GENERAL INFORMATION**

You must first be a registered vendor with Columbus City Schools. To register, go to [www.ccsoh.us](http://www.ccsoh.us/) and click on the Vendors link in the center of the bottom of the page. From there, click on Vendor Self Service Web Page. Next, on the left-hand side of that page, in the gray, click on Registration and follow the instructions. Include what commodities (products & services) you will provide, and upload a copy of your certificate of liability insurance and a current copy of your W-9.

The LEDE Application must be complete and include all required documentation. If an incomplete Application is received, the form and all supporting documents will be returned to the applicant.

Outreach Services shall make a prompt determination of the certification of all companies interested in obtaining LEDE Certification. Applicants shall be notified within sixty (60) days after receipt of a complete Application and all required documentation.

If you are currently certified as a Local EDGE, DBE or 8(a) vendor, a reciprocal certification may be granted.

If you are not currently certified by a certifying entity an on-site visit is required to complete the certification process and shall be scheduled during the sixty-day period at a mutually agreed time.

During the site visit, the applicant will be required to substantiate all information contained in this Application through submittal of supporting documentation as required by Outreach Services. All information divulged or submitted with this Application shall be considered CONFIDENTIAL.

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