



## **INSTRUCTIONS**

This Application is used by the Columbus City Schools, Office of Outreach Services to assist in certifying companies as Local Economically Disadvantaged Enterprises or (LEDEs), as defined by the [Community Inclusion Policy 6400](#).

## **GENERAL INFORMATION**

You must first be a registered vendor with Columbus City Schools. To register, go to [www.ccsdh.us](http://www.ccsdh.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 SBA 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.

Please forward all requested information to:

**Columbus City Schools**  
Office of Outreach Services  
889 17<sup>th</sup> Ave., Suite #119  
Columbus, OH 43211  
Email: [outreachservices@columbus.k12.oh.us](mailto:outreachservices@columbus.k12.oh.us) | Office: 614-365-5603

# Columbus City Schools

## Application for LEDE Certification

Local Economically Disadvantaged Enterprise

Please return all applications to:

The Office of Outreach Services

889 E. 17<sup>th</sup> Ave., Ste. 119 | Columbus, Ohio 43211

Email: [outreachservices@columbus.k12.oh.us](mailto:outreachservices@columbus.k12.oh.us) | Office: 614-365-5603



### BUSINESS INFORMATION

Company Legal Name: \_\_\_\_\_

Doing Business As (DBA) Name: \_\_\_\_\_

Company Address: \_\_\_\_\_  
Street Address City State Zip

Company Phone: \_\_\_\_ (\_\_\_\_) \_\_\_\_\_ Columbus City Schools Vendor No.: \_\_\_\_\_  
(Area Code)

Website: \_\_\_\_\_ Company Email: \_\_\_\_\_

Legal Structure: ☐ Sole Proprietorship ☐ Partnership ☐ Corporation ☐ Limited Liability Company (LLC)

Number of Full-Time W2 Employees: \_\_\_\_\_ Number of Part-Time W2 Employees: \_\_\_\_\_

Does 50% or more of the company's employees live within the boundaries of the school district? ☐ Yes ☐ No

List of Products & Services: \_\_\_\_\_

NAICS Code(s): \_\_\_\_\_

### OWNER INFORMATION

Columbus City Schools does not award business on the basis of minority status, gender, or location nor has a set aside program. The information below is used only for LEDE reporting purposes.

Owner Name (First/Last Name)	Owner Title	Owner Gender	Owner Race	Ownership %
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Applicable Please explain:	<input type="checkbox"/> African-American <input type="checkbox"/> Hispanic-Latino <input type="checkbox"/> Asian Pacific <input type="checkbox"/> Indian Subcontinent <input type="checkbox"/> Native American <input type="checkbox"/> Caucasian <input type="checkbox"/> Other	
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Applicable Please explain:	<input type="checkbox"/> African-American <input type="checkbox"/> Hispanic-Latino <input type="checkbox"/> Asian Pacific <input type="checkbox"/> Indian Subcontinent <input type="checkbox"/> Native American <input type="checkbox"/> Caucasian <input type="checkbox"/> Other	
		<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Not Applicable Please explain:	<input type="checkbox"/> African-American <input type="checkbox"/> Hispanic-Latino <input type="checkbox"/> Asian Pacific <input type="checkbox"/> Indian Subcontinent <input type="checkbox"/> Native American <input type="checkbox"/> Caucasian <input type="checkbox"/> Other	

### CERTIFICATIONS

Please check one of the following AND attach a copy of any and all small business certification(s):

☐ SBA 8(a) ☐ DBE ☐ Ohio EDGE ☐ Ohio MBE ☐ Ohio WBE ☐ Columbus MBE ☐ Columbus WBE  
☐ NMSDC-MBE ☐ WBENC-WBE ☐ VBE ☐ Other ☐ None/Non-Applicable

**SUPPORTING DOCUMENTS**

- Ohio Secretary of State registration (required)
- Copy of a company bank signature card or letter from your bank (required)
- Most recent business federal tax return (required)
- Copy of lease, mortgage statement, or deed if company is located in Franklin County. (required)
- The most recent Personal Net Worth Statement for all owners. Include spouse's personal net worth, if married. (required)
- Payroll record if more than 50% of employees reside within the school district boundaries.
- Copies of any and all other small business certifications (ie. DBE, Ohio MBE, etc.)

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:**

"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.

"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.

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. The enterprise will provide CCS with additional information or documentation as requested by CCS and will submit to site visits or desk audits if necessary.
5. If certified as an LEDE, the enterprise will report changes in its location, ownership, structure or operations to the Outreach Coordinator of CCS within ten (10) business days of the change.



6. If certified as an LEDE, the enterprise will cooperate with the Outreach 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.

Owner's Signature:

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Owner's Printed Name:

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Date:

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Company Name:

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CCS Vendor Number:

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Contact Phone Number:

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Contact Email Address:

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**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

Phone Number

Notes/Comments: