



Opportunity Caddo Program Caddo Parish School Board

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To whom it may concern:

Thank you for your interest in the Opportunity Caddo Program (OCP) with the Caddo Parish School Board (CPSB). The OCP was adopted by CPSB in February 2004. This program is designed to enhance economic development through the growth and development of small and economically disadvantaged businesses, which ultimately will provide for a better educational system.

OCP Certification process:

- 1) Fill out the information requested in the application below
- 2) Complete the Louisiana Economic Development's (LED) online certification process
 - a. Go to the LED website at: www.louisianaeconomicdevelopment.com
 - b. Choose [Small Businesses](#) link
 - c. Under "Incentives and Programs," Select [Special Programs for Small Businesses](#)
 - d. Now Select [Small and Emerging Development Program](#)
 - e. Below "The Process" choose [Apply Now](#)
- 3) Complete and sign the OCP Affidavit (attached)
- 4) When you receive your LED certification letter by electronic mail; submit your OCP Certification Application, LED certification letter, and your OCP Affidavit to the OCP administrator via U.S. mail, electronic mail, facsimile, or in-person. Once all information is received, you will be notified of your OCP Certification acceptance/rejection.

OCP Certification Application

Business Name: _____ Year Established: _____

Federal tax ID (Social Security Number if Federal Tax ID not used): _____

State Tax ID: _____ Business Structure (LLC, LLP, etc): _____

Contact Person: _____ Title: _____ Phone: _____ Fax: _____

Business Address: _____

Street Suite City State Zip
Email: _____ Website: _____

Product/Service/Construction: _____
(i.e. office supplies, printing, electrical contractor, etc)

Business Type: _____ Construction _____ Non Construction