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