Ohio DAS General Services Division
Office of Procurement from Community Rehabilitation Programs
Service · Support · Solutions

4200 SURFACE ROAD COLUMBUS, OHIO 43228

Application for Certification as a Qualified Non-Profit Agency

APPLICATION BY A NONPROFIT CORPORATION FOR CERTIFICATION AS A QUALIFIED NONPROFIT AGENCY FOR THE OFFICE OF PROCUREMENT FROM COMMUNITY REHABILITATION PROGRAMS PURSUANT TO SECTION 125.605 OF THE OHIO REVISED CODE AND AMPLIFIED IN SECTION 123:5-3-02 OF THE OHIO ADMINISTRATIVE CODE.

Applicant Entity Name _____

Address _____

City, State, Zip Code _____

Telephone Number: (_____)_____ **Fax: (_____)_____**

CEO: _____ **E-Mail:** _____

Primary Contact:_____ **E-Mail:** _____

THE ABOVE NAMED APPLICANT REQUESTS CERTIFICATION AS A **QUALIFIED NONPROFIT AGENCY** WITHIN THE MEANING OF SECTION 125.60 (A)(1)-(6) OF THE OHIO REVISED CODE AND AMPLIFIED IN OHIO ADMINISTRATIVE CODE 123:5-3-02. TO OBTAIN CERTIFICATION, THE APPLICANT MUST ASSURE THE OFFICE OF PROCUREMENT FROM CRPS THAT IT IS IN COMPLIANCE WITH THE FOLLOWING STATEMENTS AND WILL MAKE THIS INFORMATION AVAILABLE UPON REQUEST AS EVIDENCE OF COMPLIANCE. THE OFFICE OF PROCUREMENT FROM CRPS RETAINS THE RIGHT TO REVIEW THE AGENCY'S RECORDS TO ENSURE COMPLIANCE WITH THE STATEMENTS BELOW OR TO REQUEST ADDITIONAL INFORMATION.

Initial Certification: The applicant nonprofit corporation must submit necessary documentation for demonstration of compliance and fulfillment of requirements named in statements #1a, #2, #3, #4, & #5 below.

Renewal Certification: If the applicant nonprofit corporation has *changed its name or incorporated status* since the initial application for certification, then documentation described in statement #1-a below must be submitted. If the *applicant's name and incorporated, status is unchanged* since the initial application for certification, then the documentation described in #1-b should be submitted. Documentation in fulfillment of the requirements named in statement #5 must be submitted with each renewal application.

1. Applicant has obtained and/or maintained certification from the Ohio Secretary of State as a nonprofit corporation according to Section 1702.01 to 1702.58 of the Ohio Revised Code as evidenced by:

   - a) A copy of the applicant's certificate of nonprofit incorporation, or
   - b) A copy of the applicant nonprofit corporation's most recent "Statement of Continued Existence".

2. A legible copy of the applicant's Letter of Determination from the U.S. Internal Revenue Service acknowledging their status as a nonprofit corporation and being tax exempt under Section 501(C)(3) of the Federal Internal Revenue Code.

3. Applications for ***Initial*** Certification must include a legible copy of each of the listed documents. Applications for ***Renewal*** Certification shall include these documents ***only*** if this information has changed since the time of initial or most recent certification.

   - Articles of Incorporation
   - Bylaws of the Corporation
   - Constitution
   - Mission Statement

4. With the notarized signature on this application, the Chief Executive Officer attests to the compliance of the nonprofit corporation to the below listed requirements:

   - Applicant entity is in current and ongoing compliance with all applicable Occupational Safety and Health Administration (OSHA) Laws, Rules, Codes, and Standards promulgated by any jurisdiction of competent authority.
   - Applicant entity is in current and ongoing compliance with the letter and intent of Sections 123:5-3-02 (B) 6 a. - b. - c. of the Ohio Administrative Code pertaining to the required ratio and quota of people with work limiting disabilities employed in direct labor capacities for the named applicant. Further that the applicant entity maintains such records as are necessary and appropriate to demonstrate that complete compliance.

   Upon request of the Office of Procurement from CRPs, applicants shall provide evidence necessary to demonstrate their compliance with the above requirements.

5) Applications for ***Initial or Renewal Certification*** from nonprofit corporations which pay commensurate wages must include a legible copy of the most recently issued and current FLSA Section 14(c) Special Minimum Wage Certificate issued by the US DOL Wage Hour Division.

   ☐ Commensurate Wages Paid (*Attach FLSA Section 14(c)*)

   ☐ Prevailing or Minimum Wages Paid

It is expressly understood and acknowledged by the undersigned on behalf of the applicant entity that willful failure or inability to comply with all OSHA Laws, Rules, Codes, and Standards as well as with the policies, procedures and requirements of the Office of Procurement from CRPs may result in revocation of this certification in accordance with Section 123:5-3-02 (D)-(E)-(G) of the Ohio Administrative Code. The undersigned attests to the ongoing truthfulness and accuracy of the statements of fact contained herein.

_____
(Signature - Chief Executive Officer)

_____
(Printed Name & Title)

Sworn to before me and subscribed in my presence this ____ day of _____ 20___.

(Notarial Seal)

Signature Notary Public
My Commission Expires: _____

OPCRP OFFICE:
Application / Attachments Reviewed: _____

Cert. Granted: _____ Certification Number: _____

Approved By: _____ Date: _____

Letter Sent: _____