

TEXAS COUNCIL FOR PURCHASING FROM PEOPLE WITH DISABILITIES

APPLICATION FOR CERTIFICATION

INSTRUCTIONS FOR COMPLETING THIS APPLICATION

The form is to be completed in blue or black ink. It may be typed or written. If writing is used, please print as legibly as possible. The following are suggestions for supplying needed information in order that the application can be submitted promptly to the Certification Subcommittee of the Council.

BASIC INFORMATION

- Include the full legal name of the proposed CRP and its main facility's physical address. Include mailing address if it is different.
- List all physical locations for offices and/or work sites. If services will be offered off-site, submit general descriptions such as:
Highways and streets Lubbock, Texas
Client offices Houston, Texas
State Rest Stops Harris County, Texas

REQUIRED ATTACHMENTS

Please read carefully. It is important that all requested information be included. Note the following:

- Insurance:
 - 1.) A copy of the current Certificate of Liability Insurance for the CRP, naming TIBH Industries, Inc., as the Certificate Holder;
 - 2.) A copy of the current Automobile Liability Insurance policy, if applicable;
 - 3.) A copy of the current Worker's Compensation Insurance, if applicable
- A copy of the current fire inspection certificate, if required by city, county, or state regulations, for each location where clients will be served or where persons with disabilities will be employed (or a statement of unavailability from the appropriate city, county, or state entity); and
- A copy of the building inspection certificate or occupancy certificate, if required by city, county, or state regulations, for each location where clients will be served or where persons with disabilities will be employed (or a statement of unavailability from the appropriate city, county, or state entity).

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CONFLICT OF INTEREST

Note that the council recognizes that on rare occasions, a perceived conflict of interest may occur. In such situations, the applicant is required to contact TIBH or the council prior to submission of the application. The council will consider any possible conflict on an individual basis.

AFFIRMATION AND NOTARIZED SIGNATURE

As a part of the application process, the applicant must sign a notarized statement to affirm the following:

No less than 75% of all direct labor for services and the production of products will be performed by employees that have documented disabilities consistent with the description of disability from the Texas Administrative Code, Title 40, Chapter 189 : Disability—a mental or physical impairment, including blindness, that impedes a person who is seeking, entering, or maintaining gainful employment.

It is important that the applicant be familiar with the Texas Administrative Code, Title 40, Chapter 189. The State Use Program is specifically designed to help the disabled employee and the council is committed to safeguarding its purposes and integrity. Applicants will be expected to establish and maintain compliance with all requirements.

**If additional information or help is required, please contact
TIBH Industries, Inc. (512) 451-8145.**

CRP Certification Checklist

CRP Name: _____

Contact Person: _____

Contact Phone: _____

Required Attachments:

- A copy of the IRS non-profit determination – Sec. 501(c) or other, if required by law;
- A copy of the Articles of Incorporation granted by the Secretary of State, if required by law;
- A list of the board of directors, including names, addresses, and telephone numbers;
- A copy of the organizational chart with job titles and names;
- Insurance:
 - 1.) A copy of the current Certificate of Liability Insurance for the CRP, naming TIBH Industries, Inc., as the Certificate Holder;
 - 2.) A copy of the current Automobile Liability Insurance policy, if applicable;
 - 3.) A copy of the current Worker's Compensation Insurance, if applicable;
- A copy of the current fire inspection certificate, if required by city, county, or state regulations, for each location where clients will be served or where persons with disabilities will be employed (or a statement of unavailability from the appropriate city, county, or state entity);
- A copy of the building inspection certificate or occupancy certificate, if required by city, county, or state regulations, for each location where clients will be served or where persons with disabilities will be employed (or a statement of unavailability from the appropriate city, county, or state entity); and
- A copy of the wage exemption certificate (WH-228) if sub-minimum wages will be paid to clients and a statement of the circumstances requiring sub-minimum wages.

NOTE: The application must be signed by the TIBH Region Manager.