

ECONOMIC DISCLOSURE STATEMENT INSTRUCTIONS

Overview

Community College District No. 508 ("CCC") requires disclosure of the information requested in this Economic Disclosure Statement and Affidavit ("EDS") before any CCC department or CCC Board action regarding the matter that is the subject of this EDS. Please fully complete each statement, with all information current as of the date this EDS is signed. If a question is not applicable, answer with "N.A." An incomplete EDS will be returned and any CCC action will be delayed.

Please print or type all responses clearly and legibly. Add additional pages if needed, being careful to identify the portion of the EDS to which each additional page refers.

For purposes of the EDS:

"**Applicant**" means any entity or person making an application to CCC for action requiring CCC or CCC Board approval including bids, solicitations and other contract and lease proposals.

"**Disclosing Party**" means any entity or person submitting an EDS. If the Disclosing Party is participating in a matter in more than one capacity, please indicate each such capacity in Section 1.F. of the EDS.

"**Entity**" or "**Legal Entity**" means a legal entity (for example, a corporation, partnership, joint venture, limited liability company or trust).

"**Person**" means individual.

WHO MUST SUBMIT AN EDS

An EDS must be submitted by Persons or Entities that are:

1. Applicants: An Applicant must always file this EDS. If the Applicant is a Legal Entity, state the full name of that Legal Entity. If the Applicant is a Person acting on his/her own behalf, state his/her name
2. Entities holding an interest in the Applicant: Whenever a Legal Entity has a beneficial interest (i.e. direct or indirect ownership) of more than 7.5% in the Applicant, each such Legal Entity must file a separate EDS on its own behalf
3. Controlling entities: Whenever a Legal Entity directly or indirectly controls the Applicant, each such controlling Legal Entity must file a separate EDS on its own behalf

Instructions

Please complete every field that requires information or insert N/A (not applicable) where appropriate.

SECTION I -- GENERAL INFORMATION

A. Legal name of Disclosing Party submitting this EDS. Include d/b/a/ if applicable:

1

Check ONE of the following three boxes:

Indicate whether Disclosing Party submitting this EDS

☐ the Applicant

OR

2

☐ a legal entity holding a direct or indirect interest in the Applicant.

State the legal name of the Applicant in which Disclosing Party holds an interest:

OR

☐ a specified legal entity with a right of control (see Section II.B.1.b.).

State the legal name of the entity in which Disclosing Party holds a right of control:

1. Enter the name of the individual, organization or representative of an organization that is applying to become a vendor here
2. Select one of the three boxes given
 1. If you are an individual or a representative of the applying company, please select box 1
 2. If you are a parent organization applying for your associate company, please select box 2
 3. If you are a company that holds controlling interest in the applying corporation, please select box 3

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B. Business address of Disclosing Party: 1

Address:

City: State/Province: Zip/Postal Code:

C. Telephone: Email:

D. Name of contact person:

2 E. Federal Employer Identification No. (if you have one):

F. Brief description of contract, transaction or other undertaking (referred to below as the "Matter") to which this EDS pertains. (Include project number and location of property, if applicable):

3

1. Enter the address and contact information of the business applying for application. The address must be a physical address belonging to the entity and not a P.O. Box
2. If you are an individual please enter your social security number here. If you are applying for a corporation please enter your EIN/Tax ID number here
3. List the goods/services you are going to provide City Colleges under this section. If you are applying under a specific project/engagement please provide that information here

SECTION II -- DISCLOSURE OF OWNERSHIP INTERESTS

A. NATURE OF DISCLOSING PARTY

1 1. Indicate the nature of the Disclosing Party:

- | | |
|---|---|
| ☐ Individual | ☐ Limited liability partnership* |
| ☐ Privately held business corporation | ☐ Joint venture* |
| ☐ Publicly registered business corporation | ☐ Limited partnership* |
| ☐ Trust | ☐ Limited liability company* |
| ☐ Sole proprietorship | ☐ General partnership* |
| ☐ Not-for-profit corporation | |

(Is the not-for-profit corporation also a 501(c)(3))?

Y ☐

N ☐

☐ Other (please specify)

* Note and complete B.1.b below.

2 For legal entities, the state (or foreign country) of incorporation or organization, if applicable:

2

For legal entities not organized in the State of Illinois: Has the organization registered to do business in the State of Illinois as a foreign entity? **3** Yes ☐ No ☐ N/A ☐

1. Select the type of entity you are applying as here. If you are applying as a Not-for-profit corporation, please note that as well
2. If you are a corporation please submit your state of origin (incorporation) here
3. Please select if you are registered with the Illinois Secretary of State to do business in the state

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B. IF THE DISCLOSING PARTY IS A LEGAL ENTITY:

- 1.a. List below the full names and titles of all executive officers and all directors of the entity. For not-for-profit corporations, also list below all members, if any, that are legal entities. If there are no such members, write "no members." For trusts, estates or other similar entities, list below the legal titleholder(s).

Name	Title

- 1.b. If you checked "General partnership," "Limited partnership," "Limited liability company," "Limited liability partnership" or "Joint venture" in response to Item A.1. above (Nature of Disclosing Party), list below the name and title of each general partner, managing member, manager or any other person or entity that controls the day-to-day management of the Disclosing Party. **NOTE:** Each legal entity listed below must submit an EDS on its own behalf

Name	Title

1. Fill out this this portion to the best of your ability. Put all Senior Executive members in this field if applicable. If not please put "no members"
2. If your business is a partnership of any kind or joint venture, list all parties involved in this section. If not please put "N/A"

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2. Please provide the following information concerning each person or entity having a direct or indirect beneficial interest (including ownership) in excess of 7.5% of the Disclosing Party. Examples of such an interest include shares in a corporation, partnership interest in a partnership or joint venture, interest of a member or manager in a limited liability company, or interest of a beneficiary of a trust, estate or other similar entity whether held in its or their own name or through intermediaries or nominees. If none, click "None." None ☐ 1

NOTE: CCC may require any such additional information from any applicant which is reasonably intended to achieve full or additional disclosure of ownership.

2	Name	Business Address	Percentage Interest in the Disclosing Party

1. This section is used to notate any person or entity that owns or has a beneficial interest of more than 7.5% in the corporation. If no person or entity owns or has a beneficial interest of more than 7.5% in the corporation, please select "NONE" in this box
2. Please notate any person or entity that owns or has a beneficial interest of more than 7.5% in the corporation here

SECTION III -- COMPLIANCE WITH CCC ETHICS POLICY

The CCC Ethics Policy imposes certain duties and obligations on persons or entities seeking CCC contracts, work, business, or transactions. The full text of CCC's Ethics Policy may also be obtained from CCC Ethics Office at 180 N Wabash Ave, 3rd Floor, Chicago, Illinois, 60601.

By signing this EDS, the Disclosing Party certifies that it and its officers, agents and employees have not by action or omission, breached the CCC Ethics Policy or induced, caused to result in or caused a breach of CCC Ethics Policy by a CCC officer, contractor, agent or employee and will not do so.

SECTION IV -- DISCLOSURE OF SUBCONTRACTORS AND OTHER RETAINED PARTIES

On the next page, the Disclosing Party must disclose the name and business address of each subcontractor, attorney, lobbyist, accountant, or consultant whom the Disclosing Party has retained or expects to retain in connection with the Matter and any other person who will be paid a fee for communicating with CCC employees of officials when such communications are intended to influence the issuance of a contract or lease, as well as the nature of the relationship, and the total amount of the fees paid or estimated to be paid. The Disclosing Party is not required to disclose employees other than Lobbyists who are paid solely through the Disclosing Party's regular payroll. "Lobbyist" means any person or entity who undertakes to influence any legislative or administrative action on behalf of any person or entity other than: (1) a not-for-profit entity, on an unpaid basis, or (2) himself. "Lobbyist" also means any person or entity any part of whose duties as an employee of another includes undertaking to influence any legislative or administrative action.

If the Disclosing Party is uncertain whether a disclosure is required under this Section, the Disclosing Party must either ask the CCC whether disclosure is required or make the disclosure. (Add sheets if necessary)

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1 Name <i>(Indicate whether retained or anticipated to be retained)</i>	Business Address	Relationship to Disclosing Party <i>(subcontractor, attorney, lobbyist, etc.)</i>	Fees <i>(Indicate whether paid or estimated)</i>

2 ☐ Check here if the Disclosing party has not retained, nor expects to retain, any such persons or entities.

1. In this section, provide the requested information of any subcontractors or lobbyist you expect to utilize with this matter. You do not have to disclose individuals who are on your regular payroll
2. Select this box if you have not retained or do not intend to retain any such persons or entities.

SECTION V -- CERTIFICATIONS

A. COURT-ORDERED CHILD SUPPORT COMPLIANCE

Substantial owners of business entities that contract with CCC must remain in compliance with their child support obligations throughout the term of the contract.

Has any person who directly or indirectly owns 10% or more of the Disclosing Party been declared in arrearage on any child support obligations by any Illinois court of competent jurisdiction?

1 ☐ Yes ☐ No ☐ No person owns 10% or more of the Disclosing Party.

If "Yes," has the person entered into a court-approved agreement for payment of all support owed and is the person in compliance with that agreement?

☐ Yes ☐ No

All of the Contractor's Substantial Owners who directly or indirectly owns 10% or more of the Contractor must remain in compliance with any such child support obligations (1) throughout the term of the contract and any extensions thereof; or (2) until the performance of the contract is completed, as applicable. Failure of Contractor's Substantial Owners to remain in compliance with their child support obligations in the manner set forth in either 1 or 2 constitutes an event of default.

1. You must disclose if any member, who owns more than 10% of your company, is in arrears on their court ordered child support payments and their current status of compliance. If no person owns more than 10% or everyone is in compliance, please select it here

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DEFINED PERSONS LIST, THE UNVERIFIED LIST, THE ENTITY LIST AND THE DEBATED LIST.

6. The Disclosing Party understands and shall comply with all the applicable rules and regulations of the Board of Trustees of CCC now in effect or hereafter adopted by the Board.
7. If the Disclosing Party is unable to certify to any of the above statements in Parts V.B. (Certain Offenses Involving CCC and Sister Agencies) or V.C. (Further Certifications), the Disclosing Party must explain below:

1

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Disclosing Party certified to the above statements.

1. Please read sections B. CERTAIN OFFENCES INVOLVING CCC AND SISTER AGENCIES and this section carefully. These sections pertain to possible legal proceedings and convictions involving your company and any sister agencies of CCC. Once you have reviewed the sections, please explain the legal proceedings on the form or place "N/A" or "None" to certify you or your company have had no legal proceedings with CCC and its sister agencies

D. CERTIFICATION OF STATUS AS FINANCIAL INSTITUTION

For purposes of this Part D, under the Municipal Code of Chicago ("CMC") Section 2-32-455(b), the term "financial institution" means a bank, savings and loan association, thrift, credit union, mortgage banker, mortgage broker, trust company, savings bank, investment bank, securities broker, municipal securities broker, securities dealer, municipal securities dealer, securities underwriter, municipal securities underwriter, investment trust, venture capital company, bank holding company, financial services holding company, or any licensee under the Consumer Installment Loan Act, the Sales Finance Agency Act, or the Residential Mortgage Licensing Act. However, "financial institution" specifically shall not include any entity whose predominant business is the providing of tax deferred, defined contribution, pension plans to public employees in accordance with Sections 403(b) and 457 of the Internal Revenue Code. (Additional definitions may be found in CMC Section 2-32-455(b).)

1. CERTIFICATION

The Disclosing Party certifies that the Disclosing Party (check one)

1

☐

is

☐

is not

a "financial institution" as defined in Section 2-32-455(b) of the CMC.

2. If the Disclosing Party IS a financial institution, then the Disclosing Party pledges:

"We are not and will not become a predatory lender as defined in Chapter 2-32 of the CMC. We further pledge that none of our affiliates is, and none of them will become, a predatory lender as defined in Chapter 2-32 of the CMC. We understand that becoming a predatory lender or becoming an affiliate of a predatory lender may result in the loss of the privilege of doing business with the CCC.

If the Disclosing Party is unable to make this pledge because it or any of its affiliates (as defined in Section 2-32-455(b) of the CMC) is a predatory lender within the meaning of Chapter 2-32 of the CMC, explain here (attach additional pages if necessary):

2

If the letters "NA," the word "None," or no response appears on the lines above, it will be conclusively presumed that the Disclosing Party certified to the above statements.

1. Please read and select if your business is or is not a financial institution by the definitions found in section D
2. If the disclosing party is a financial institution, please read and certify you will not participate or be associated in predatory lending practices. If this does not apply, place "N/A" or "None" here. If you are unable to make this pledge please submit your explanation as to why here

E. CERTIFICATION REGARDING INTEREST IN CCC BUSINESS

Any words or terms that are defined in CCC Ethics Policy have the same meanings when used in this Part E.

1. In accordance with CCC Ethics Policy: To the best of your knowledge after diligent inquiry does any Board Member, official or employee of CCC have a "special interest" in his or her own name or in the name of any other person or entity in the Matter?

☐ Yes **1** ☐ No

NOTE: If you checked "Yes" to Item E.1., proceed to Items E.2. and E.3.

If you checked "No" to Item E.1., proceed to E.4.

1. Please select yes or no if any employee or board member of CCC has a special interest in this matter. If you select no please proceed to question 4

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2. Unless sold pursuant to a process of competitive bidding following public notice, no employee or Board member shall have a financial interest in the purchase of any property that belongs to the Board. Before participating in the competitive process, the employee or Board member shall disclose his financial interest.

Does the Matter involve a CCC Property Sale? ¹ ☐ Yes ☐ No

3. If you checked "Yes" to Item E.1., provide the names and business addresses of the CCC officials or employees having such interest and identify the nature of such interest:

² Name	Business Address	Nature of Interest

1. Please select yes or no if this matter involves the sale of CCC property
2. If you selected yes to question 1 please fill out the information for the interested party here

4. No employee or spouse of any employee, or entity in which an employee or his or her spouse has a financial interest, has applied for, solicited, accepted or received a loan of any amount from the Disclosing Party, any Applicable Party or any Affiliated Entity; provided, however, that nothing in this section prohibits application for, solicitation for, acceptance of or receipt of a loan from a financial lending institution, if the loan is negotiated at arm's length and is made at a market rate in the ordinary course of the lender's business.

¹ ☐ Yes ☐ No

5. If you checked "Yes" to Item E.4., provide the names and addresses of the CCC officials or employees who applied for, solicited, accepted or received such loan:

² Name	Business Address	Amount of loan

1. If an employee or spouse or board member has applied and received a loan from the company please select Yes here, if not please select No
2. Please write the name of the party(s) that received said loan here

SECTION VI -- ACKNOWLEDGMENTS, CONTRACT INCORPORATION, COMPLIANCE, PENALTIES, DISCLOSURE

CERTIFICATION

Under penalty of perjury, the person signing below: (1) warrants that he/she is authorized to execute this EDS on behalf of the Disclosing Party, and (2) warrants that all certifications and statements contained in this EDS are true, accurate and complete as of the date furnished to the CCC.

(Name of disclosing Party)

Date:

By:
(sign here)

(Name of person signing)

(Title of person signing)

1. Please enter the name of your company or individual here
2. Enter the signing date here
3. The company representative signs here
4. Print the name of the representative here
5. The representatives title with the company should go here

