



# **CENTRAL CERT CERTIFICATION MONTHLY WORKSHOPS**

**Are you a local, small business?**

**Are you a woman or minority-owned business?**

**Are you interested in local government contracting?**

**.....THEN THIS WORKSHOP IS FOR YOU!**

Hosted by The Central (CERT) Certification Program, these workshops are aimed at providing small business resources and assisting the owners of established small businesses in applying for CERT Certifications through a hassle-free, expedited process, with one-on-one assistance. There will be a brief introduction to the CERT Program, certification benefits, and the online bidding process for the CERT Collaborative Partners.

To register, please call CERT at 651-266-8900 or *e-mail at [cert@ci.stpaul.mn.us](mailto:cert@ci.stpaul.mn.us)*.

*To apply, please visit: [www.cert.smwbe.com](http://www.cert.smwbe.com)*

**Present at each workshop will be:**

Procurement Departments for City of St. Paul, City of Minneapolis, Ramsey County, and Hennepin County. Also present will be the St. Paul SCORE program, LegalCORPS, the U.S. Small Business Administration (SBA), and the St. Paul Dept. of Safety and Inspections.

**2017 Workshop Dates - 4<sup>th</sup> Wednesday of Each Month:**

January 25, February 22, March 22, April 26, May 24, June 28, July 26,  
August 23, September 27, October 25, November 29, and December 27

**Exception:** Wed., November 29 (5<sup>th</sup> Wednesday of the Month)

**1:30 to 4:30 PM**

**Location:**

Rondo Community Outreach Library, 461 North Dale St., Saint Paul, MN 55103, 651.266.7400

*Please Note: In order to complete your CERT application during the workshop, please bring all required documents in a USB flash drive. Please see list of documents at the back of this sheet.*



St. Paul



U.S. Small Business Administration



## CERT Application Required Documents List:

<h3>Individual / Sole Proprietorship</h3> <p><b>Certificate of Assumed Name</b></p> <p><b>Resume</b> You can use the attached form or submit your own.</p> <p><b>Statement of Responsibility</b> On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or primary officer(s) within the company.</p> <p><b>Proof of Revenues (provide ONLY one of the following)</b></p> <ol style="list-style-type: none"> <li>1. Three Years of Company's Most Recent Tax Return, or</li> <li>2. Three Years of Company's Internal Financial Documents (showing annual gross revenues), or</li> <li>3. For companies in operation for less than a year, please provide Signed/Dated Contract, Invoice, or Copy of Payment Check for work recently done.</li> </ol> <p><b>If Applicable:</b></p> <ol style="list-style-type: none"> <li>1. <b>Business / Professional License.</b> Only submit, if the industry you are in requires you to have one, i.e. Electricians.</li> <li>2. <b>Vehicle / Equipment List.</b> Any equipment or property owned by company valued over \$1,000.</li> <li>3. <b>Certificate by other Government Agencies.</b> For example: DBE, TGB/ED, WBENC, NMSDC</li> </ol>	<h3>Limited Liability Company (LLC)</h3> <p><b>Articles of Organization / Certificate of Assumed Name</b></p> <p><b>Article Amendments (if applicable)</b></p> <p><b>Company By-Laws / Statutes</b></p> <p><b>Corporate Minutes / Written Action</b></p> <p><b>Operating Agreement / Member Control Agreement (if applicable)</b></p> <p><b>Certificate of Assumed Name (if applicable)</b></p> <p><b>Stock Certificates (if applicable)</b></p> <p><b>Resume</b> You can use the attached form or submit your own.</p> <p><b>Statement of Responsibility</b> On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or primary officer(s) within the company.</p> <p><b>Proof of Revenues (provide ONLY one of the following)</b></p> <ol style="list-style-type: none"> <li>1. Three Years of Company's Most Recent Tax Return, or</li> <li>2. Three Years of Company's Internal Financial Documents (showing annual gross revenues), or</li> <li>3. For companies in operation for less than a year, please provide Signed/Dated Contract, Invoice, or Copy of Payment Check for work recently done.</li> </ol> <p><b>If Applicable:</b></p> <ol style="list-style-type: none"> <li>1. <b>Business / Professional License.</b> Only submit, if the industry you are in requires you to have one, i.e. Electricians.</li> <li>2. <b>Vehicle / Equipment List.</b> Any equipment or property owned by company valued over \$1,000.</li> <li>3. <b>Certificate by other Government Agencies.</b> For example: DBE, TGB/ED, WBENC, NMSDC</li> </ol>
<h3>Partnership</h3> <p><b>Articles of Organization / Certificate of Assumed Name</b></p> <p><b>Article Amendments (if applicable)</b></p> <p><b>Company By-Laws / Statutes</b></p> <p><b>Corporate Minutes / Written Action</b></p> <p><b>Certificate of Assumed Name</b></p> <p><b>Partnership Agreement (if applicable)</b></p> <p><b>Operating Agreement / Member Control Agreement (if applicable)</b></p> <p><b>Stock Certificates (if applicable)</b></p> <p><b>Resume</b> You can use the attached form or submit your own.</p> <p><b>Statement of Responsibility</b> On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or officer(s) within the company.</p> <p><b>Proof of Revenues (provide ONLY one of the following)</b></p> <ol style="list-style-type: none"> <li>1. Three Years of Most Recent Tax Return, or</li> <li>2. Three Years of Company's Internal Financial Documents (showing annual gross revenues), or</li> <li>3. For companies in operation for less than a year, please provide Signed/Dated Contract, Invoice, or Copy of Payment Check for work recently done.</li> </ol> <p><b>If Applicable:</b></p> <ol style="list-style-type: none"> <li>1. <b>Business / Professional License.</b> Only submit, if the industry you are in requires you to have one, i.e. Electricians.</li> <li>2. <b>Vehicle / Equipment List.</b> Any equipment or property owned by company valued over \$1,000.</li> <li>3. <b>Certificate by other Government Agencies.</b> For example: DBE, TGB/ED, WBENC, NMSDC</li> </ol>	<h3>Corporation (S and C Corporations)</h3> <p><b>Articles of Incorporation / Certificate of Assumed Name</b></p> <p><b>Article Amendments (if applicable)</b></p> <p><b>Company By-Laws / Statutes</b></p> <p><b>Corporate Minutes / Written Action</b></p> <p><b>Operating Agreement / Member Control Agreement (if applicable)</b></p> <p><b>Stock Certificates (if applicable)</b></p> <p><b>Resume</b> You can use the attached form or submit your own.</p> <p><b>Statement of Responsibility</b> On company letterhead, please describe the day to day roles and responsibilities of the owner(s) and/or officer(s) within the company.</p> <p><b>Proof of Revenues (provide ONLY one of the following)</b></p> <ol style="list-style-type: none"> <li>1. Three Years of Most Recent Tax Return, or</li> <li>2. Three Years of Company's Internal Financial Documents (showing annual gross revenues), or</li> <li>3. For companies in operation for less than a year, please provide Signed/Dated Contract, Invoice, or Copy of Payment Check for work recently done.</li> </ol> <p><b>If Applicable:</b></p> <ol style="list-style-type: none"> <li>1. <b>Business / Professional License.</b> Only submit, if the industry you are in requires you to have one, i.e. Electricians.</li> <li>2. <b>Vehicle / Equipment List.</b> Any equipment or property owned by company valued over \$1,000.</li> <li>3. <b>Certificate by other Government Agencies.</b> For example: DBE, TGB/ED, WBENC, NMSDC</li> </ol>