

Contents

Program Eligibility.....	2
Additional Program Eligibility Information	5
MnUCP (Minnesota Unified Certification Program)	5
State of Minnesota (Equity in Procurement)	8
CERT (Central Certification Program)	9

Program Eligibility

The following table provides information regarding eligibility for each program application. If the eligibility requirement is marked as N/A (gray), the requirement is either not applicable to the program, or is not supported by the program.

Category	Sub-category	CERT (SMWBE – Small, Minority-owned, or Woman-owned Business Enterprise)	MNUCP (DBE – Disadvantaged Business Enterprise)	State (TG/ED/VO - Targeted Group, Economically Disadvantaged Area, or Veteran-owned Business Enterprise)
Ownership	Woman or minority owned business	At least 51% owned by a woman or minority for W/MBE certifications. Does not apply if application is for an SBE (Small Business Enterprise) certification.	At least 51% owned by a woman or minority.	At least 51% owned by a woman or minority.
Ownership	Small Business	Owner does not also own a business in the same industry which is dominant in its field of operation.	N/A	N/A
Ownership	Veteran	N/A	N/A	At least 51% owned by a U.S. Service veteran or service-disabled veteran.
Ownership	Physically Disabled	N/A	N/A	At least 51% owned by a physically disabled person.
Ownership	Disadvantaged individual	N/A	At least 51%-owned by a socially and economically disadvantaged individual(s). Definition of socially and economically disadvantaged individuals	N/A
Ownership	Citizenship / Lawfully Admitted Resident.	Majority owner(s) is U.S. citizen or lawfully admitted permanent resident of U.S.	Majority owner(s) is U.S. citizen or lawfully admitted permanent resident of U.S.	Majority owner(s) is U.S. citizen or lawfully admitted permanent resident of U.S.

Category	Sub-category	CERT (SMWBE – Small, Minority-owned, or Woman-owned Business Enterprise)	MNUCP (DBE – Disadvantaged Business Enterprise)	State (TG/ED/VO - Targeted Group, Economically Disadvantaged Area, or Veteran-owned Business Enterprise)
Ownership	Personal Net Worth	N/A	Personal Net worth below 2.047 Million	Personal Net worth below 2.047 Million
Firm	Size	Meet SBA Size Standards Small Business Administration Size Standards	Meet SBA Size Standards Small Business Administration Size Standards	Meet State of MN Size Standards State of MN Size Standards
Firm	Non-dominate Small Business	Small businesses that are not dominate in their field of operation or held as a subsidiary of a dominant firm.	N/A	N/A
Firm	Operations structure	<ul style="list-style-type: none"> • Sole Proprietorship • Partner • Corporation • Limited Liability Partnership • Limited Liability Corporation 	<ul style="list-style-type: none"> • Sole Proprietorship • Partner • Corporation • Limited Liability Partnership • Limited Liability Corporation 	<ul style="list-style-type: none"> • Sole Proprietorship • Partner • Corporation • Limited Liability Partnership • Limited Liability Corporation
Firm	Operations structure exclusions (program does NOT allow)	<ul style="list-style-type: none"> • Brokers • Manufacturer’s Representative • Franchisees 	N/A	<ul style="list-style-type: none"> • Brokers • Third Party Lessors • Franchisees
Firm	Primary business location	MN Counties: Anoka, Benton, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Stearns, Washington, Wright WI Counties: Pierce, St. Croix	Within the United States	Within the State of MN

Category	Sub-category	CERT (SMWBE – Small, Minority-owned, or Woman-owned Business Enterprise)	MNUCP (DBE – Disadvantaged Business Enterprise)	State (TG/ED/VO - Targeted Group, Economically Disadvantaged Area, or Veteran-owned Business Enterprise)
Firm	Economically Disadvantaged Areas	N/A	N/A	Counties within the State of MN that have been designated as economically disadvantaged areas. Minnesota Economically Disadvantaged Counties
Firm	Gross receipts	The firm’s annual gross receipts do not exceed \$23.98 million (averaged over three years) See Firm (Size) for more detailed information.	The firm’s annual gross receipts do not exceed \$30.72 million (averaged over three years) For airport concessionaires, annual gross receipts do not exceed \$56.42 million (averaged over three years). See Firm (Size) for more detailed information.	The firm’s annual gross receipts do not exceed \$30.72 million (averaged over three years) See Firm (Size) for more detailed information.
Firm	Legal structure	The firm is organized as a for-profit business	The firm is organized as a for-profit business	The firm is organized as a for-profit business, or is a (non-profit) certified rehabilitation center or extended employment provider.
Certification reviews	Review interval	Every 36 months	Annual	Annual

Additional Program Eligibility Information

MnUCP (Minnesota Unified Certification Program)



The Minnesota Unified Certification Program (MnUCP) has established a Disadvantaged Business Enterprise (DBE) program in accordance with regulations of the U.S. Department of Transportation (DOT), 49 C.F.R. Part 26 and 23. Agencies that comprise the MnUCP have received Federal financial assistance from DOT and, as a condition of receiving this assistance, have signed an assurance that they will comply with 49 C.F.R Part 26 and 23.

The current certifying agencies are:

- City of Minneapolis (Small and Underutilized Business Program – SUBP)
- Metropolitan Airports Commission
- Metropolitan Council
- Minnesota Department of Transportation

A federal law mandates that each state has its own Unified Certification Program, which provides "one stop shopping" for DBE certification in that state. In the past, firms were required to apply for certification with each agency in Minnesota which received funds from the United States Department of Transportation (USDOT).

Now once a business is certified with one MnUCP certifying agency, they are a certified DBE with all agencies in the State of Minnesota who use funds from the USDOT.

It is the policy of MnUCP that, DBEs as defined in 49 C.F.R. Part 26 and 23 shall have the maximum feasible opportunity to participate in contracts financed in whole or in part with public funds. Consistent with this policy, MnUCP agencies will not allow any person or business to be excluded from participation in, denied the benefits of, or otherwise be discriminated against in connection with the award and performance of any DOT assisted contract because of race, color, sex, or national origin.

Any firm wishing to apply to the MnUCP for certification as a DBE should complete this application.

Government Regulations and Codes

For the rules and regulations governing the DBE program visit the U.S. DOT DBE Program page: [US DOT Certification](#).

For definitions of the terms and procedures, which are relevant to the certification process, please review the federal regulations, 49 C.F.R. Part 26 and 23

Public Law 99-272, the "Consolidated Omnibus Budget Reconciliation Act of 1985," which amends Section 16 of the Small Business Act, establishes penalties of up to \$50,000 fine or imprisonment of up to five years, or both, for misrepresenting, in writing, the status of any concern or person as a small business concern or small business owned and controlled by socially and economically disadvantaged individuals (a "DBE") in order to obtain for oneself or another any prime or subcontract to be awarded as a result, or in furtherance, of any other provision of federal law that specifically references Section 8 (d) of the Small Business Act for a definition of eligibility.

Sec. 26.107 of "49 CFR Part 26," if at any time, the Department or a recipient has reason to believe that any person or firm has willfully and knowingly provided incorrect information or made false statements, the Department may initiate suspension or debarment proceedings against the person or firm under 49 CFR Part 29, take enforcement action under 49 CFR Part 31, Program Fraud and Civil Remedies, and/or refer the matter to the Department of Justice for criminal prosecution under 18 U.S.C. 1001, which prohibits false statements in Federal programs.

As Section 105(f) of the Surface Transportation Assistance Act of 1982 specifically refers to Section 8(d), this amendment applies to many transit and transportation projects. Anyone who believes that a person or firm has willfully and knowingly provided incorrect information or made false statements should call them to the attention of:

Minnesota Department of Transportation, Office of Civil Rights

Contact Person: Emma Fletcher

MnDOT Office of Civil Rights

Transportation Building, MS 170

395 John Ireland Blvd

St. Paul, MN 55155-1899

651-366-3073 (main office line)

651-366-3129 (fax)

Email:

ocrformsubmissions.dot@state.mn.us

Emma.Fletcher@state.mn.us

Website: <https://www.dot.state.mn.us/civilrights/>

Metropolitan Airports Commission

Contact Person: Jeffrey Weinhagen

6040 28th Ave South

Minneapolis, MN 55450

612-726-8193 (Voice)

612-726-8152 (TDD)

612-794-4406 (FAX)

Jeffrey.Weinhagen@mspmac.org

Website: <https://metroairports.org/doing-business/small-disadvantaged-businesses>

Metropolitan Council

Office of Equal Opportunity

Contact Person: Eli Brandenburg

390 Robert Street North

St. Paul, MN 55101

612-900-8570

dbe@metc.state.mn.us

Website: <https://metro council.org/About-Us/What-We-Do/DoingBusiness.aspx>

City of Minneapolis

Department of Civil Rights

Contact Person: Kailleen Perez Garcia

350 5th Street South, Room 239

Minneapolis, MN 55415

612-299-2652

contractcompliance@minneapolismn.gov

Website: <https://www2.minneapolismn.gov/government/departments/civil-rights/contract-compliance-division/>

State of Minnesota (Equity in Procurement)



Equity in Procurement Program

The Office of State Procurement (OSP) operates a program for Targeted Group, Economically Disadvantaged and Veteran-Owned small businesses. The division of OSP that administers this program is called the Office of Equity in Procurement (OEP). Visit our [website](#) for more information.

Businesses eligible to participate in this program must first of all be Minnesota-based small businesses.

In 2015, OSP adopted variable size standards by industry as set by the US Department of Transportation in order to determine what represents a small business.

[Targeted Group Business](#)

The commissioner of Administration periodically designates businesses that are majority-owned and operated by women, persons with a substantial physical disability, or specific minorities as targeted group businesses within purchasing categories as determined by the commissioner. Businesses which are DBE certified by the MN Unified Certification Program, and tribal entities which are 8(a) certified by the U.S. Small Business Administration, are also eligible for certification as a Targeted Group business.

[Economically Disadvantaged](#)

To be certified as an Economically Disadvantaged small business, the business must be located (or the owner must reside) in an Economically Disadvantaged Area in Minnesota. These areas include labor surplus areas, as designated by the federal government, and low income counties in Minnesota. Economically Disadvantaged small businesses must be certified as such by OEP in order to participate in the program.

[Veteran-owned Businesses](#)

To be certified as a Veteran-Owned small business, the business must be at least 51% owned by a veteran or service-disabled veteran as determined by the Minnesota Department of Veterans Affairs. In addition, the business must be operated and controlled on a day-to-day as well as long-term basis by the qualifying owner. In other words, ownership is not enough; operational control is also required. Businesses which have been verified by the U.S. Small Business Administration's Veteran Small Business Certification (VetCert) program are also eligible for certification as a Veteran-owned business.

[Small Business Program Application](#)

To be certified, businesses must complete the Small Business Program Application and all required documents.

Contact: OEP Information

Phone: 651-201-2402

Email: procurement.equity@state.mn.us

CERT (Central Certification Program)



About the CERT Program

The Central Certification (CERT) Program is a small business certification program recognized by [Hennepin County](#), [Ramsey County](#), [The City of Minneapolis Target Market Program](#), and [The City of Saint Paul](#). The CERT Program includes certification for Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), and Small Business Enterprise (SBE). Visit our website at [CERT Certification](#).

We are committed to helping small businesses grow and thrive and, as a result of our commitment, this central system exists to assist small businesses, including those owned and operated by women and minorities.

The CERT Program seeks to promote market growth, increase competitiveness, and create jobs among participating businesses, as well as to improve the quality of life for area residents.

The City of Saint Paul currently serves as the contact point for the CERT Program. (The previous website govcontracts.org now redirects to this website.)

CERT Monthly Workshops

The CERT Certification Program holds a monthly workshop at the Rondo Community Library. These events are to reach out to local Small, Woman-owned, and Minority-owned businesses with the aim of introducing local government contracting programs and assisting the business owners with applying for CERT Certifications. At each of these events, we will have on hand several of the following partners - City of St. Paul's Procurement Department, City of Minneapolis Procurement, Ramsey County and Hennepin County's Procurement Departments, St. Paul SCORE Program (business mentorship), LegalCORPS, US Small Business Administration's 8(A) Program to provide resources and answer your questions.

Email: cert@ci.stpaul.mn.us

15 West Kellogg Boulevard 280 City Hall

Saint Paul, MN 55102

Phone: 651-266-8966

Phone: 651-266-8900

Fax: 651-266-8919