

**The City of Burlington Minority and Women Enterprise Program
Self-Certification Application**

Trade name of small business concern

Street address of business

Mailing address of business (if different)

City

State

Zip Code

E-mail address

Contact person

Telephone

Fax

Legal Structure of Business (check only one):

____ Sole Proprietor

____ Other, please specify: _____

____ Partnership _____

____ Corporation _____

Type of Ownership (check all that apply):

____ Minority-Owned Business Enterprise (MBE)

____ Woman-Owned Business Enterprise (WBE)

____ Other Socially & Economically Disadvantaged Business Enterprise (DBE)

Please explain: _____

1. Is this firm certified as an MBE, WBE or DBE by any agency in any state? ____ YES ____ NO

If YES, please list state(s), agency(s) and date(s):

2. Does this firm have any MBE, WBE or DBE applications pending in any agency in any state?

____ YES ____ NO

If YES, please list state(s) and agency(s):

3. Has this firm or any of its owners, members of the Board of Directors, officers, or management personnel ever been denied Certification or Decertified as a MBE, WBE, or DBE by any agency in any state? ___ YES ___ NO

If YES, please list state(s), agency(s) and date(s):

Please use the following M/WBE codes to indicate minority and/or woman eligibility status when requested in the following sections of this application:

<u>Eligibility Status</u>	<u>M/WBE Code</u>
African American	AF
Hispanic American	H
Asian American	AS
American Indian/Alaskan Native	N
Woman	W
Other, please specify: _____	O

Name of owner/partner/shareholder	M/WBE Code
_____	_____
_____	_____
_____	_____
_____	_____

% of Ownership _____ # of Shares Authorized _____
 # of Shares Issued _____ # of Shares Owned by M/WBE _____

If Corporation:

Names of Officers	Title	M/WBE Code
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please return the completed Self-Certification Application, Certification Affidavit, and Qualifications Statement to: City of Burlington M/WBE Registry, Community and Economic Development Office (CEDO), Room 32 – City Hall, 149 Church Street, Burlington, VT 05401. With questions, call (802) 865-7144 / (TTY) 865-7142.

Certification Affidavit

I(We), the undersigned, agree to the following conditions:

1. To abide by all of the definitions and procedures of the City of Burlington's self-certification process for the Minority and Women Enterprise Program.
2. To notify the City of Burlington immediately in writing of any changes in the firm's ownership, control, management, or status as an ongoing concern.
3. That the City of Burlington, and its official representatives, has the right to conduct on-site review and to investigate the financial records of the owners of the firm, contracts, company structure, facilities, and to require documentation and additional information needed to monitor the eligibility of a firm as a bona fide minority and/or woman-owned enterprise.
4. CEDO reserves the right to remove any business if it finds that the undersigned have willfully submitted false, inaccurate, or misleading information or if after an investigation CEDO determines that the firm does not meet the program's eligibility criteria.

I (We) certify under the pains and penalties of perjury that the information supplied on the application for status as a minority-owned and/or woman-owned enterprise, or otherwise qualified enterprise, is correct and agrees to the above conditions.

Signature _____

Qualifications Statement

Please write a short narrative of the products and/or services your firm is qualified to provide.

References: Please provide the name, address, phone number and (if available) e-mail address of references who can be contacted by prospective clients/customers.

Request For Documentation List

Please **do not** submit any of the documents in this list unless requested to by the City of Burlington. However, all applicants to the Minority and Women Enterprise Program should be prepared to provide documentary evidence of eligibility for the program to include, but not be limited to, all relevant documents on this list.

Please provide the following documents, **if checked**:

All Applicants:

- _____ A resume of the education, technical training, and business and employment experience for each officer and key employee including employer's name, dates of employment, and nature of employment. (All time must be accounted for.)
- _____ A brief description and history of the business.
- _____ Business organizational chart with name identification and responsibilities.
- _____ A current balance sheet and profit and loss statement signed by the Chief Executive Officer for the business no older than 90 days from the date of this request for documentation, including an aging of accounts receivable and payable.
- _____ Financial statements of any subsidiaries or affiliates for each of the three preceding fiscal year-end periods.
- _____ If bonding is required by your industry, a statement of bonding limit from surety company. Statement must specify single job limit and aggregate limit.
- _____ Copies of the firm's Federal Tax returns, including all schedules, filed for the past three years.
- _____ Copy of lease agreement(s) or proof of ownership of business facilities.
- _____ Copy of business insurances (Comprehensive, Liability, Worker's Compensation, etc.).

If a Sole Proprietorship:

- _____ Personal eligibility statement for proprietor claiming M/WBE status.
- _____ Personal financial statements for proprietor, spouse, and minor children.
- _____ Personal history statement for proprietor or any other person, including a hired manager, who has authority to make decisions that commit the firm to legal obligations.

If a Partnership:

- _____ Personal eligibility statement for each partner claiming M/WBE status.
- _____ Personal financial statement for each partner, spouse, and minor children.
- _____ Personal history statement for each partner or any other person, including a hired manager, who has the authority to make decisions that commit the firm to legal obligations.
- _____ Partnership agreement, including a buy/sell agreement.
- _____ Proof of payment on behalf of each partner for their share of the firm, including both sides of canceled checks.

If a Corporation

- _____ Personal eligibility statement for each officer, director or stockholder claiming M/WBE status.
- _____ Personal financial statements for each officer, director, and stockholder having more than a 10% ownership, and for their spouse and minor children.
- _____ Personal history statement for each officer, director, and stockholder having more than a 10% ownership, or any other person, including a hired manager, who has authority to make decisions that commit the firm to legal obligations.
- _____ Articles of Incorporation, signed by state official.
- _____ Corporate By-Laws, including all amendments.
- _____ Copies of all minutes of stockholders meetings that elected Board of Directors.
- _____ Copies of all minutes of Board of Director meetings and resolutions of the Board of Directors.
- _____ Copies of stock certificates (front and back) and stock register.