

# WASHINGTON METROPOLITAN TRANSIT AUTHORITY

## Small Business Programs Office

WMATA • 600 Fifth Street, N. W., 3rd Floor • Washington, D. C. 20001 • (202) 962-6493

### Initial Application General Instructions

#### **A. DBE/SBE Applicants (Home State):**

For purposes of DBE/SBE certification, Home State status applies to firms located in the District of Columbia only. If a firm is not located in the District, it **must** be certified as a DBE/SBE in its home state before applying to DBE/SBE certification with WMATA. Please see Interstate Certification information below.

1. **Complete** the [Uniform Certification Application](#) Form and the [Personal Net Worth Statement](#)
2. Application Form and the Personal Net Worth Statement must be **notarized**.
3. **Provide** the supporting documentation (see page 15 of the certification application).
4. **Register:** To register using [WMATA's Supplier Portal](#). A temporary password will be sent to the email provided during registration.
5. **Apply for Certification:** Sign-In using your User Id and Password into [WMATA's Supplier Portal](#). Sign-In using your User ID and Password into [WMATA's Supplier Portal](#). Navigate to *HOME > SUPPLIER PORTAL HOME PAGE > SMALL BUSINESS SERVICES*.

**B. DBE/SBE Applicants (Interstate Certification)** applies to firms located outside the District of Columbia. In accordance with 49 CFR Part 26.85, when a firm is currently **DBE certified\*** in its home state and applies for DBE/SBE certification with WMATA, the following streamlined procedures are applicable:

1. Firm must be certified as a DBE/SBE in its home state and make sure that their information is displayed accurately on the home state's DBE directory.
2. Firm may seek DBE certification with WMATA by providing a copy of their certification notice from its home state.
3. WMATA will confirm that the firm has a current valid certification from its home state by reviewing the electronic directory of the firm's home state or obtaining written confirmation from the home state certifying agency.

Applying for DBE/SBE Interstate Certification is a two-step process:

1. **Register:** To register use the [WMATA's Supplier Portal](#). A temporary password will be sent to the email provided during registration.
2. **Apply for Certification:** Sign-In using your User Id and Password into [WMATA's Supplier Portal](#). Sign-In using your User Id and Password into [WMATA's Supplier Portal](#). Navigate to *HOME > SUPPLIER PORTAL HOME PAGE > SMALL BUSINESS SERVICES*.

### C. MBE/SBP/MBP Certification

The initial process of registering your business through the Supplier Portal (Steps 1 and 2 above) also applies to the MBE/SBP/MBP application process. Businesses may not apply for any WMATA certification program unless this step has been completed.

For purposes of MBE certification, businesses headquartered in the District of Columbia, State of Maryland or the Commonwealth of Virginia ("the DMV") ARE NOT REQUIRED to have their home state certification before applying for WMATA's MBE Program. However, without home state certification, DMV MBE applicants must complete and submit the Combined MBE/SBP/MBP Certification Application, the WMATA Personal Net Worth (PNW) Statement, and all other required supporting documentation.

DMV firms that have current home state certification may submit a copy of the certification letter and the WMATA Personal Net Worth (PNW) Statement to complete the MBE application.

All other out-of-state (non-DMV) MBE applicants must already be certified as a DBE or MBE in their home state before applying for WMATA's MBE Program. This requirement is waived if the home state does not offer DBE/MBE certification.

**\*\*\*ALL DOCUMENTS MUST BE UPLOADED THROUGH OUR SUPPLIER PORTAL\*\*\***

To be considered for the SBP and MBP certifications, your principal place of business must be located within the DMV. There is no out of state option for these two programs.

**In order to keep track of all documentation, for security purposes and to better serve you , all documents must be uploaded through our [supplier portal](#), do not submit by email.** Should you need assistance uploading these documents or with the username and password, please contact the Hotline at 202-962-6493 or [SBPOHotline@wmata.com](mailto:SBPOHotline@wmata.com)