



# WMATA CERTIFICATION PROGRAMS (WCP) FAQ

## What does WMATA stand for?

Washington Metropolitan Area Transit Authority

## What does DBE stand for?

Disadvantaged Business Enterprise.

## What does SBE stand for?

Small Business Enterprise.

## What does MBE stand for?

Minority Business Enterprise

## What does SBP stand for?

Small Business Programs

## What does MBP stand for?

Micro Business Programs

## What does DCUCP stand for?

District of Columbia Unified Certification Program

## How would DBE/SBE certification help my business?

DBE certification helps you compete for contracts on federally funded transportation projects in the District of Columbia, and on WMATA (Metro) projects in the entire Greater Washington, DC area. Federal law guarantees DBEs prompt payment of undisputed invoices. Your firm can also receive supportive services for free or at reduced cost.

## How would MBE/MBP/SBP certification help my business?

MBE/MBP/SBP certification helps you compete for contracts on non-federal funded projects on WMATA (Metro) projects.

## Does my business need DBE certification to bid on federally funded projects?

No. But since prime contractors seek to meet federal equal opportunity goals on such projects, certification levels the playing field and helps small minority- and woman-owned businesses compete against larger, equally-qualified bidders.

## Do DBEs as the prime contractor on a project meet the project's federal minority-inclusion goals?

Yes, so long as the prime contractor is certified as a DBE and not a subcontractor.

## Does my business qualify for DBE certification?

Your firm must be an independent business owned (at least 51%) and controlled by a member or members of a socially or economically disadvantaged group. Individual owners must have a personal net worth not exceeding \$1,320,000 (excluding ownership interest in the firm, retirement fund assets, and equity value of primary residence). The firm's average gross receipts over the last three years must not exceed \$28.48 million. There are different size limits for various categories of businesses.

## Where do I find the DBE certification application?

You can find a link at Metro's Small Business Programs Office website.

<https://www.wmata.com/business/Small-Business-Programs-Office/Disadvantaged-Business-Enterprise-Program.cfm>

## Does my business qualify for MBE certification?

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## Does my business qualify for SBP/MBP certification?

The SBP is the race-neutral local business-focused set aside component of the MBE program. In order to be certified as a small business through Metro, a business must be headquartered in MD, DC or VA and must meet the following business size criteria:

- 3-year average revenues must be  $\leq$  \$10 million and business must have 50 or fewer employees.

There is a separate micro-business certification that targets very small businesses. To qualify as a micro-business (MBP), the following size criteria must be met:

- 3-year average revenues must be  $\leq$  \$3 million and the business must have 25 or fewer employees.



**What are socially or economically disadvantaged individuals?**

Socially or economically disadvantaged individuals are US citizens (or permanent residents) from the following groups: Black Americans, Hispanic Americans, Native Americans, Alaska Natives, Asian-Pacific Americans, Subcontinent Asian Americans, and Women (as per 49 CFR Part 26 and SBA).

**Any others?**

Individual business owners who are not members of these groups but feel they should be certified may appeal to the US Department of Transportation External Civil Rights Programs Division within 90 days of denial of DBE status by WMATA, but they have the burden of proving that they are members of an unrecognized but disadvantaged class.

**How do we apply for DBE/MBE/MBP/SBP status?**

Applications must be submitted online through Metro's vendor/supplier portal.

[https://supplier.wmata.com/psc/supplier/SUPPLIER/ERP/c/NUI\\_FRAMEWORK.PT\\_LANDINGPAGE.GBL](https://supplier.wmata.com/psc/supplier/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL)

**What are NAIC Codes?**

NAIC codes can be viewed at The North American Industry Classification System (a US Government standard). The DBE Program follows SBA regulations in establishing small business size limits for each industry.

**How long does certification take?**

After you submit your completed application, certification may take from 30 to 90 days, and includes a site visit. If your application is missing information or required documents, the process will take longer.

**How long are DBE/SBE certifications valid?**

Until the certification is formally removed by the review panel. Certified companies are re-evaluated every three years, and must submit an annual affidavit.

**How long are MBE/MBP/SBP certifications valid?**

MBE, SBP and MBP certification must be renewed every two years.

**Is the DBE certification needed to do business with the WMATA Government?**

No. The Office of Contracting and Procurement handles direct purchasing for District Government. For information to assist eligible businesses, information may be found at The Department of Small and Local Business Development (DSLBD) or call (202) 727-3900.

**Our organization is a nonprofit corporation. May we apply for DBE/MBE certification?**

No. Applicants must qualify as 'for-profit' small businesses as defined by the US Small Business Administration (SBA).

**What Supportive Services may DBEs receive?**

DBE/MBE/MBP/SBP firms are listed in a database used by many prime contractors, and may take advantage of supportive services including (but not limited to):

- updates on procurement opportunities and training activities;

**If my business is certified as a CBE with a DBE designation by the DC Department of Small and Local Business Development (DSLBD), then are we already certified for WMATA DBE program?**

No. DSLBD certification will help when you bid on contracts with District Government agencies. It has no bearing on federally funded highway projects.

**My business is certified as a DBE/MBE/SBE by the Maryland Department of Transportation (MDOT). Does that mean I'm already certified for your program?**

No. But your business is eligible to use an expedited process to apply for DBE certification in DC through WMATA.

**My business is certified as a DBE by the Virginia Department of Transportation (VDOT). Does that mean I'm already certified for your program?**

No. But your business is eligible to use an expedited process to apply for DBE certification in DC through WMATA.

**My business is certified as a DBE by the District of Columbia Department of Transportation, does that mean I'm already certified for your program?**

Yes. Check the DCUCP directory DBE; your business should be listed there.

**My business is located in DC. If we get certified as a DBE by WMATA, will we automatically be certified in other jurisdictions?**

WMATA DBE certification also certifies your firm with DDOT. It makes your DC firm eligible for DBE certification in other states, but you will need to apply to each jurisdiction.

**My firm is located in another state, but we do a lot of business in the District of Columbia. Can we register as a WMATA DBE/SBE?**

Yes, but you must register as a DBE/SBE in your home state first before you apply for WMATA registration.

**How do I reset my password credentials?**

Please send an email to [PRMT\\_SupplierSupport@wmata.com](mailto:PRMT_SupplierSupport@wmata.com) for assistance in resetting your password and include the following:

- (1) Legal name and address of the Company;
- (2) W-9;
- (3) TIN/EIN; and
- (4) Username and email address you believe to be associated with the supplier portal account and the preferred username and email address.

**Who can I contact for additional questions?**

Email the SBPO Hotline at [SBPOHotline@wmata.com](mailto:SBPOHotline@wmata.com)