

**METROPOLITAN WASHINGTON  
UNIFIED CERTIFICATION PROGRAM**

District Department of Transportation

55 M Street S.E. 3<sup>rd</sup> Floor

Washington, D.C. 20003



Dear Applicant:

Welcome and thanks for your interest in the District Department of Transportation (DDOT)/Metropolitan Washington Unified Certification Program (MWUCP).

The MWUCP consists of the one-stop certification program for DDOT and the Metropolitan Washington Area Transit Authority (WMATA). The MWUCP represents our first step towards complying with the U.S. Department of Transportation (US DOT's) efforts to streamline the certification process for applicants seeking DBE certification.

All applicants seeking certification as a Disadvantaged Business Enterprise (DBE) **must** comply with the guidelines described in **49 CFR Part 26 (Final Rule, effective July 16, 2003)**. We strongly encourage you to apply on line at <http://dbe.ddot.dc.gov>

Applicants must submit the Unified Certification Application (UCA) and meet the following general qualification requirements:

- Applicants **must** be at least 51% owned and controlled by one or more socially and economically disadvantaged individuals.
- Applicants **must** be an independent business; and the 51% socially and economically disadvantaged individuals must control the day-to-day operations of the firm.
- **Only** existing for-profit "Small Business Concerns" as described by the Small Business Administration (SBA) regulations may be certified.
- Applicants **must** first meet the small business size standards established for the applicable NAICS Codes that best describes the services the firm provides: <http://sba.gov/size/indextableofsize.html>; and the firm's average gross receipts over a three (3) year period **must not** exceed the U.S. Department of Transportation's (US DOT's) cap of \$22.410 million (April 2009).
- The Personal Net Worth (PNW) of each socially and economically disadvantaged owner **must not** exceed \$1.32 million (effective 02/28/11), excluding the individual's ownership interest in the applicant firm and the equity in his/her primary residence.

**Home State Certification required:**

- All applicants whose principal office is located outside of the District of Columbia must submit proof of DBE certification by their Home State.

**Required Documentation:**

All applicants must submit the completed UCA and supporting documents; and:

- Personal Financial Statement
- Identification of applicable NAICS Codes (Areas of Certification)
- Proof of status (ex. Driver's License or Birth Certificate, Green Card; Tribal Card; Tribal Voter Registration Certificate; letter from a community group, a religious leader or a government agency verifying membership in a claimed group, etc.).
- DBE Trucking Addendum (required for all trucking firms).
- Three (3) largest contracts over the last three (3) years

**Streamline Reciprocity**

On September 12, 2008 at the regional summit which addressed transportation and safety issues in the metro area, the District of Columbia's Mayor Fenty, Maryland's Governor O'Malley and Virginia's Governor Kaine committed to a new Memorandum of Understanding (MOU) agreeing to streamline the certification process for Disadvantaged Business Enterprise (DBE) firms and Airport Concession Disadvantaged Business Enterprises (ACDBE) wanting to participate in federally funded transportation projects throughout the Washington metropolitan region.

Any MD, VA or DC firm that is certified as a DBE/ACDBE in its Home State by one of the following five agencies is eligible to participate:

- the District Department of Transportation (DDOT);
- the Washington Metropolitan Area Transit Authority (Metro);
- the Maryland Department of Transportation (MDOT);
- the Virginia Department of Minority Business Enterprise (DMBE); and
- the Metropolitan Washington Airports Authority (MWAA).

Under the MOU, DBE firms applying for certification in the District Department of Transportation (DDOT) that operate their business in this metropolitan area and are already certified by one of the agencies above will need to submit only the following documents to DDOT to initiate the certification process:

- the Uniform Certification Application;
- a Personal Net Worth statement;
- individual federal tax return for latest tax year;

- firm's federal tax return for the latest tax year;
- a copy of the latest letter of certification received by the DBE/ACDBE from its Home State.

The goal of the regional certification consortium and streamlined application process is to increase the number of certified DBEs and ACDBEs in the local marketplace and, subsequently, to increase the participation of small disadvantaged businesses in federally funded contracts in the Washington region.

Please forward all application packages to:

**District Department of Transportation (DDOT)  
Office of the Director/Office of Civil Rights  
55 M Street S.E. 3rd Floor  
Washington, D.C. 20003**

Please be assured that all information submitted with your application will be held in strict confidence.

Contact DDOT, Office of Civil Rights on (202) 299-2190 or (202) 671-0479 if you have any questions or require further assistance.

Enclosure