

# METROPOLITAN WASHINGTON UNIFIED CERTIFICATION PROGRAM

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Dear Applicant:

Thank you for your interest in the District Department of Transportation (DDOT)/Metropolitan 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 (USDOT) efforts to streamline the certification process for applicants seeking Disadvantaged Business Enterprise (DBE) certification.

All applicants seeking DBE certification must comply with the guidelines as described in 49 CFR Part 26 (Final rule, effective October 1, 2014). You may download and print the required documents for completion at: <http://ddot.dc.gov/node/540802>.

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 all the small business size standards for the applicable NAICS Codes that best describes the services the firm provides: [http://www.sba.gov/size/indexable\\_of\\_size.html](http://www.sba.gov/size/indexable_of_size.html); and the firm’s average gross receipts over a three (3) year period must not exceed the U.S. Department of Transportation’s (USDOT) cap of \$23.8 million (Revised October 2014).
- The Personal Net Worth (PNW) of each socially and economically disadvantaged owner must not exceed \$1.32 million (Revised October 2014), excluding the individual’s ownership interest in the applicant firm and the equity in his/her primary residence.

Effective January 2, 2012 49 CFR Part 26.83 has been expanded to accept “Interstate Certification”. This means that the DDOT and WMATA MWUCP will accept the following documents from firms certified by other states: Home State certification letter, a copy of all documents submitted to their home state (including UCP application, the most current three (3) year individual and corporate tax, Corporate Balance Sheet, a personal financial statement no older than six (6) months and a current DBE affidavit signed and notarized by the 51% or more owner(s).

**Additional Required Documentation:**

All applicants must submit the completed UCA with supporting documents; AND;

- Personal Financial Statement
- Identification of applicable NAICS Codes (area of certification)
- Proof of status (ex. Driver License 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

Documents may be submitted to Leutisha Stills, DBE Program Certification Specialist/Equal Opportunity Specialist at DDOT to the above address. **PLEASE DO NOT BIND AND/OR STAPLE INFORMATION AND WHERE POSSIBLE AVOID LEGAL PAPER.** Should you have any questions regarding this matter, please contact Leutisha Stills at [Leutisha.stills@dc.gov](mailto:Leutisha.stills@dc.gov) or (202) 671-0479. All information will be held in strict confidence.

Thank you for your interest in DDOT's DBE program.

Sincerely,

*Tyra L. Redus*

Tyra L. Redus, Esq.  
Transportation Equity and Inclusion Officer  
Office of Civil Rights

Enclosures