

METROPOLITAN WASHINGTON UNIFIED CERTIFICATION PROGRAM

55 M Street S.E. 3rd Floor
Washington, D.C. 20003



Dear Applicant:

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://www.sba.gov/size/indextable_of_size.html; and the firm's average gross receipts over a three (3) year period must not exceed the U.S. Department of Transportations (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.

Effective January 1, 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 DBE 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 Sheets, 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)).

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

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.

You may contact DDOT’s Civil Rights Division at (202) 671-0479 or (202) 671-0630 if you have any questions or require further assistance.

Enclosure