

# Apply for Certification with WMATA

## *Job Aid*

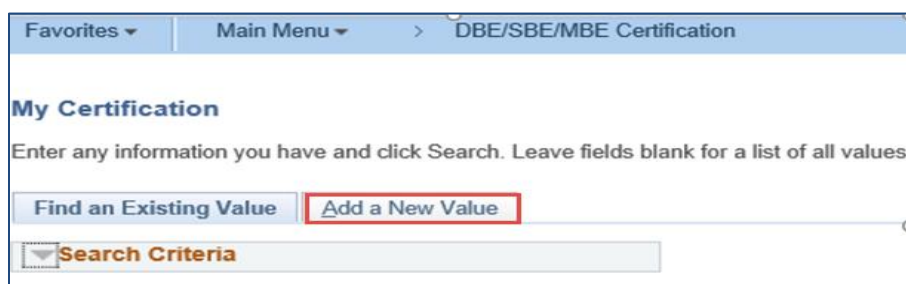


## Introduction:

When a supplier registers to do business with WMATA, the supplier has the ability to apply for the various certification programs that are available.



| Step | Action                                                                                                                              |
|------|-------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Navigate to <b>DBE/SBE/MBE Certification</b> page using the following menu path:<br><i>Main Menu &gt; DBE/DBE/MBE Certification</i> |



| Step | Action                                |
|------|---------------------------------------|
| 2.   | Click the <b>Add a New Value</b> tab. |

[Favorites](#) ▾ | [Main Menu](#) ▾ | [DBE/SBE/MBE Certification](#)

**Certification**

Welcome, R B Fulton Company, Inc. User: R B Fulton Company

**Existing WMATA Certification** ?

| Certification Type | Certification Number | Certificate Start Date | Certificate Expiration | Certification Status | Download Certificate |
|--------------------|----------------------|------------------------|------------------------|----------------------|----------------------|
|                    |                      |                        |                        |                      | Download Certificate |

Please review all documents for completeness before submission. The primary cause of delayed certification is lack of documentation supporting the certification submitted. Please use the check off list provided and check off all necessary documents prior to submission.  
For further information please visit our website at [http://www.wmata.com/business/disadvantaged\\_business\\_enterprise/](http://www.wmata.com/business/disadvantaged_business_enterprise/)

▼ **Step-1 Address and Contact Information** ?

[Add/Verify Address and Contact](#)
[Upload W9](#)

▼ **Step-2 Demography Information** ?

\*Ethnicity Black ▾ | \*Women-Owned Business No ▾

| Step | Action                                                                        |
|------|-------------------------------------------------------------------------------|
| 3.   | Select the <b>Certification Review</b> tab                                    |
| 4.   | Select the <b>Add/Verify Address and Contact</b> link to validate information |

**Maintain Addresses**

**Current Addresses**

NuCrest, LLC

**Address List** Personalize | Find |  |  First 1 of 1 Last

| Addresses                          | Address Use  |
|------------------------------------|--------------|
| Description                        | Address Type |
| <b>Auction Generated Address 1</b> | Business     |

[Edit](#) [Delete](#)

| Step | Action                                                                   |
|------|--------------------------------------------------------------------------|
| 5.   | Select the <b>Auction Generated Address 1</b> link to review information |

**Maintain Addresses**

**Address Information**

NuCrest, LLC

**Description:** Auction Generated Address 1

**Address Type:** Business

**Country:** USA United States

**Address 1:** 613 Maccubbin Lane

**Address 2:**

**Address 3:**

**City:** Gambrills

**County:** Anne Arundel **Postal:** 21054

**State:** MD Maryland

**Email ID:** dummy@wmata.com

**Telephone Information** [Personalize](#) | [Find](#) | [First](#) | [1 of 1](#) | [Last](#)

| Type           | Prefix | Phone | Ext |
|----------------|--------|-------|-----|
| Business Phone |        |       |     |

**Date Change Will Take Effect:** 05/11/2020

[Return to Current Addresses](#)

| Step | Action                                                                                                  |
|------|---------------------------------------------------------------------------------------------------------|
| 6.   | After review, click <a href="#">Return to Current Addresses</a> link to return to Maintain Address page |

**Step-2 Demography Information** ?

\*Ethnicity  \*Women-Owned Business

| Step | Action                                                                                                                                                         |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.   | <b>Demography Information (Step-2)</b><br>Select <i>Ethnicity</i> type from the dropdown menu.<br>Select <i>Women-Own Business</i> type from the dropdown menu |



▼ Step-3 Certification Application ?

Newer Application 1 of 1 Older Application

Application Status: New -Not Submitted Number: Type:

▼ Step-3A Revenue and Employee Information ?

Current Year Revenue and Employees

Current Year: 2021 Revenue: \$32,390.34 Number of Employees: 2

Last Three Years Revenue and Employees

Year-1: 2020 Gross Receipts: \$23,873.00 Average: \$25,597.00

Year-2: 2019 Gross Receipts: \$27,321.00

Year-3: 2018 Gross Receipts: 31297

Please Note: Receipts are considered total income plus cost of goods sold.

Owner Title: President Owner Name: Joe Doe

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 8.   | <p><b>Revenue and Employee Information (Step-3A)</b></p> <p>Enter in the following information:</p> <ul style="list-style-type: none"><li>• <i>Current Year</i></li><li>• <i>Revenue</i></li><li>• <i>Number of Employees</i></li><li>• <i>Last three years Revenue and Employees</i> section</li></ul> <p><b>Note:</b> The average revenue and the number of employees will determine your eligibility to local programs. (SBP and MBP)To update, click <b>Edit</b> button</p> |



▼ Step-3B Certificate Information ?

Apply For: ☒ DBE ☒ SBE ☐ MBE ☐ SBP ☐ MBP

Step-3C Eligibility Requirements Find First 1-7 of 7 Last

Is your firm organized as a for-profit business? ☒ Yes ☐ No

Is your firm at least 51% owned by socially and economically disadvantaged individual(s) who also controls it? ☒ Yes ☐ No

Are firm's disadvantaged owner(s) U.S. citizens or lawfully admitted permanent residents of the U.S.? ☒ Yes ☐ No

Did your firm's gross receipts, averaged over the past three years, not exceed NAICS code size limitations? ☒ Yes ☐ No

Is your firm's (including all affiliates) average gross receipts, over the previous three years, less than \$26.29 million? ☒ Yes ☐ No

Is the owner(s) personal net worth less than \$1.32 million? ☒ Yes ☐ No

Are you prepared and able to provide all applicable supporting documentation, such as the most recent 3 years business Federal tax returns, organizational documents, applicable licenses, insurance certificates, owner & key management resumes, ☒ Yes ☐ No

| Step | Action                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.   | <p><b>Certification Information (3B) - Apply For:</b><br/>Select the desired certification program you would like to apply for.</p> <p><b>Note:</b> Available certification programs will display based upon eligibility.</p> <ul style="list-style-type: none"><li>• When DBE is selected, SBE will be automatically selected as well.</li><li>• When SBE is selected, the application will be for SBE only.</li></ul> <p>For additional information on certification program eligibility requirements, please see the <b>eligibility guide</b>.</p> |
| 10.  | <p><b>Eligibility Requirements (Step – 3C)</b><br/>For each question, please select <b>Yes or No</b></p> <p><b>Note:</b> All questions must be answered prior to proceeding to the next step.</p>                                                                                                                                                                                                                                                                                                                                                     |

**Step-3D Download Templates and Instructions**

| Document Description          | Document Template                         |
|-------------------------------|-------------------------------------------|
| Instructions                  | Instructions.pdf                          |
| DBE Certification Application | DBE_Uniform-Certification-Application.pdf |
| Personal Network              | DBE_PNW_Statement.pdf                     |

Comments - Click (+) to add or (-) to remove Comment

Find | View All First 1 of 1 Last

Comment By Date Time

**Step 3E Upload Documents - Click (+) to add document.**

Find | View All First 1 of 3 Last

| Doc Type  | Attached File | Description     | Attach View        | Date Time | Attached By |
|-----------|---------------|-----------------|--------------------|-----------|-------------|
| DBE Certi |               | DBE Application | Attach View Delete |           |             |

Save Draft Submit Application to WMATA

| Step | Action                                                                                                                                                                                                                                                                                     |
|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 11.  | <b>Download Template and Instructions (Step – 3D)</b><br>Select the link to download the displayed documents.<br><br><b>Note:</b> The list of documents will depend on the certification program selected.                                                                                 |
| 12.  | <b>Comments – Optional</b> , this free-form field can be used to provide any additional information relevant to the processing of the application.                                                                                                                                         |
| 13.  | <b>Upload Documents (3E)</b><br>Upload all required documents need to complete the application. <ul style="list-style-type: none"> <li>Select <b>Doc Type</b> from the dropdown menu</li> <li>Enter document <b>Description</b></li> <li>Click <b>Attach</b> button to continue</li> </ul> |

**Step-3C Eligibility Requirements**

Is your firm organized as a for-profit business? ☒ Yes ☐ No

Are firm's disadvantaged owners, officers, or directors? ☒ Yes ☐ No

Are you prepared and able to file Federal tax returns, organized as a business? ☒ Yes ☐ No

**Step-3D Download Templates and Instructions**

Document Description

MBE Certification Application

Comments - Click (+) to add or (-) to remove Comment

Find | View All First 2 of 2 Last

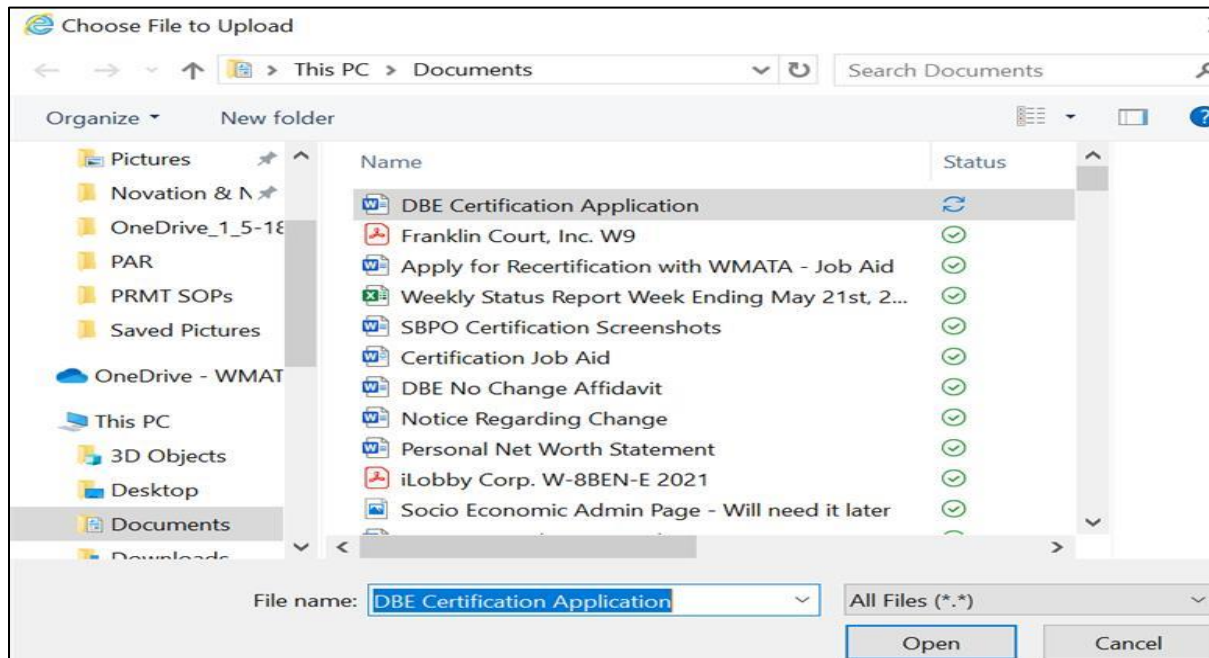
Comment By Date Time

**File Attachment**

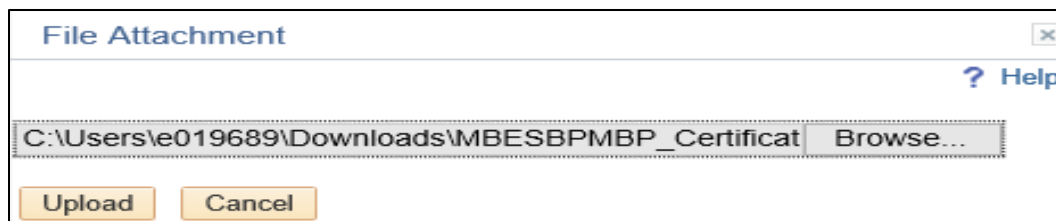
Browse...

Upload Cancel

| Step | Action                                            |
|------|---------------------------------------------------|
| 14.  | Click <b>Browse</b> on the File Attachment screen |



| Step | Action                                                                   |
|------|--------------------------------------------------------------------------|
| 15.  | Select the desired document to upload and click <b>Open</b> to continue. |



| Step | Action                           |
|------|----------------------------------|
| 16.  | Select the <b>Upload</b> button. |

**Step 3E Upload Documents - Click (+) to add document.** Find | View All First 1 of 3 Last

| Doc Type    | Attached File                      | Description     | Attach View        | Date Time | Attached By |
|-------------|------------------------------------|-----------------|--------------------|-----------|-------------|
| DBE Certifi | DBE_Certification_Application.docx | DBE Application | Attach View Delete |           |             |

Save Draft Submit Application to WMATA

| Step | Action                                                                                                                                                                                                        |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17.  | Document upload complete.<br><br><b>Note:</b> To upload additional documents click the <b>plus</b>  sign to add a new row. |
| 18.  | Click <b>Submit Application to WMATA</b> button to submit application                                                                                                                                         |

**WMATA Acknowledgement Receipt**

 Do-not-reply@wmata.com  
To Amadi, Bekwele I.

Retention Policy WMATA 180 Retention Policy (6 months) Expires 11/8/2021

 If there are problems with how this message is displayed, click here to view it in a web browser.  
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

 **WMATA Acknowledgement of Application**

Dear Joe Doe

This is to acknowledge receipt of your ("SBP", "MBP") application. Your application package number is 0000003946. Your application package will be screened for completeness before starting the review process. Any request(s) for missing or incomplete information/documentation, will be communicated via e-mail or telephone. Once the application is determined complete, the review process will begin, and you will be notified in writing within 90 business days. If there are any change(s) or omission(s) to the information provided, please contact [sbpohotline@wmata.com](mailto:sbpohotline@wmata.com) immediately.

Your interest in WMATA(s) ("SBP", "MBP") Program is appreciated.

Please do not reply back to this email, as it is not monitored.

| Step | Action                                                                                                                                                                           |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 19.  | You will receive a confirmation email that your certification application was successfully submitted to the email address listed on application.<br><br><b>End of procedure.</b> |