

# CERTIFICATION: What Comes Next?



Washington State Office of  
**MINORITY &  
WOMEN'S**  
Business Enterprises

## FEDERAL CERTIFICATION

90 Days - 49.C.F.R.26.83(k)

Site Visit - Mandatory

## STATE CERTIFICATION

60 Days - WAC 326-20-130

Site Visit - Not Mandatory

**STEP 1** Submit application and pay fee  
(federal or state or both)

**STEP 2** Exchange documents and  
information during the review period

**STEP 3** Federal applications require a site  
visit (USDOT may allow virtual on-site  
visits during COVID-19 pandemic)

**STEP 4** Analyst works through the application  
(answers questions about eligibility,  
ownership, control, independence,  
and business size. This step typically  
takes the most time.)

**STEP 5** OMWBE notifies applicant of  
certification decision. (If yes, we send  
an approval email with the  
certification letter. If no, we send a  
denial letter with appeal rights.)

## CERTIFICATION REQUIREMENTS

Acronyms:

C.F.R. - Code of Federal Regulations

NAICS - North America Industry Classification System

USDOT - United States Department of Transportation

WAC - Washington Administrative Code

## ELIGIBILITY

- Social Disadvantage: Owner of 51% or more MUST be a member of a "presumptively disadvantaged group" (minority and/or woman); if not presumed disadvantaged, an applicant owner may be deemed disadvantaged on a case-by-case basis.
- Economic Disadvantage: Owner of 51% or more MUST have a personal net worth of \$1.32 million or less. (49 CFR § 26.67; WAC 326-20-049)

## OWNERSHIP

- Business MUST be at least 51% owned by socially and economically disadvantaged individuals. (49 CFR § 26.69; WAC 326-20-050)

## CONTROL

Eligible individual MUST:

- Control the business
- Have experience/knowledge of the business's industry
- Be independent - must not depend on any other business to exist or continue operations. (49 CFR § 26.65; WAC 326-20-099)

## SIZE

- Must be a small business (size below NAICS code amount AND statutory amount, \$28.48 million) (49 CFR § 26.65; WAC 326-20-099)

## QUESTIONS?

Please send your questions about certification to  
[technicalassistance@omwbe.wa.gov](mailto:technicalassistance@omwbe.wa.gov)