



Minority, Women, Veteran and Small Business Certification Guide

The Office of Minority and Women’s Business Enterprises (OMWBE) certifies small businesses owned by women, minorities, and socially and economically disadvantaged persons. The Department of Veterans Affairs certifies businesses owned by veterans. The Department of Enterprise Services offers online self-certification for small businesses.

WHY BECOME CERTIFIED?

- Being certified may increase your marketability:
 - o In the larger business community
 - o To state and local government
 - o To contractors who are hired by government and offer subcontracting opportunities.
 - o Agencies and prime contractors can find certified firms in centralized state databases.
- State and local agencies set participation goals, and recognize that improving opportunities for small and minority-, women-, and veteran-owned businesses drives innovation and economic growth and translates to stronger Washington communities.
- U.S. Department of Transportation (USDOT) Disadvantaged Business Enterprises (DBE) regulations require state and local transportation agencies that receive USDOT financial assistance to establish goals for the participation of DBEs.
- State certification makes you eligible to apply for the Linked Deposit Program that can decrease interest rates on qualified small business loans up to 2 percent.

TYPES OF CERTIFICATIONS

Use the chart on Page 2 to find types of certifications, basic requirements, and where you can go to get more information and apply. The certifications and certifying agencies listed are the only ones recognized by the State of Washington.

Tip: Submitting the right documents the first time will save you time. We encourage you to contact the certifying agency before filling out your application and ask questions throughout the process.

RESOURCES

- Below are a few additional resources for firms. Please see OMWBE’s website for more information.
- Procurement Technical Assistance Center (PTAC) – No-cost assistance: Helps companies find and bid on contracts for work with local, state and federal governments. washingtonptac.org, info@washingtonptac.org (360) 464-6043
 - Native PTAC - Helps native- and tribally-owned businesses apply for and fulfill government contracts. [Nativeptac.org](http://nativeptac.org), info@nativeptac.org, (888) 467-0240
 - Washington State Department of Transportation (WSDOT) DBE Support Services – Provides services to federally-certified firms interested in working on WSDOT highway projects. wsdot.wa.gov/EqualOpportunity/dbe, DBESS@wsdot.wa.gov, (888) 259-9143

	Types of certification	Certification requirements	How do I apply for certification?
USDOT funded transportation projects	• Disadvantaged Business Enterprise (women and minority owned businesses) (DBE) • Federal Small Business Enterprise (SBE) • Airport Concessionaire Disadvantaged Business Enterprise (ACDBE)	Business must be: • A for-profit business. • A small business according to the U.S. Small Business Administration (see application for more information). Eligible owner(s) must: • Be a U.S. Citizen or permanent resident. • Own at least 51% of the business. • Control managerial and day-to-day operations. • Be female, African American, Asian American, Pacific Islander, Hispanic American, Native American or an Alaska Native¹. • Have personal net worth of less than \$1.32 M	Office of Minority and Women's Business Enterprises www.omwbe.wa.gov 360-664-9750 1-866-208-1064 email: receptionist@omwbe.wa.gov
		Same as above, except: • Business must be able to independently perform the services necessary to fulfill the contract. • Owner’s personal net worth limit does not apply unless applying for SEDBE.	
	Veteran or Service Member Owned Business	• Proof of honorable veteran or service member status. • Proof of 51% ownership. • Licensed to do business in Washington. • Register as a vendor in Washington Electronic Business Solutions (WEBS).	Department of Veterans Affairs www.dva.wa.gov 1-800-562-0132 option “1” email: vob@dva.wa.gov
	State Small Business	• Register as a vendor in WEBS. • Washington state business. • 50 or fewer employees, or gross revenue less than \$7 million.	Department of Enterprise Services http://bit.ly/WEBSforVendors 360-902-7400 email: webcustomerservice@des.wa.gov

¹ Other individuals may be found to be socially and economically disadvantaged on a case-by-case basis.