Benefits of Becoming Certified

- Small business certifications, similar to professional certifications document a special capability or status that will help you compete in the marketplace.

- Increases your visibility to prime contractors. Prime contractors are required to meet SBE or DBE utilization goals – as a certified firm you are critical to the prime contractors towards successfully meeting these goals.

- Levels the playing field by providing small businesses owned and controlled by socially and economically disadvantaged individuals a fair opportunity to compete for federally or non-federally funded transportation contracts.
Metro currently certifies and accepts two types of certifications: Disadvantaged Business Enterprise (DBE) and Small Business Enterprise (SBE).

Disadvantaged Business Enterprise (DBE)
- DBE program requires that the applicant(s) be socially and economically disadvantaged as outlined in CFR 49 Part 26. Metro is a member of the California Unified Certification Program (CUCP) and accepts DBEs certified by other member agencies.

Small Business Enterprise (SBE)
- SBE Program is unique to Metro and mirrors the DBE program but is race and gender neutral.

Disabled Veteran Business Enterprise (DVBE)
  - Metro does not process DVBE certification, but through MOU, accepts DVBE certifications provided by the Department of General Services (DGS).
Requirements for DBE and SBE

- Independent business organized for profit.
- Personal net worth is less than $1.32 million.
- Annual gross receipts three-year average less than $30.40 million
- The qualifying individual is in control of management and daily business operations.
- 51% ownership by one or more economically disadvantaged individuals
DBE’s must also be socially disadvantaged

Socially and economically disadvantaged individual means any individual who is a citizen of the United States (or lawfully admitted permanent resident) who is a member of the following groups: African Americans, Hispanics, Native Americans, Asian-Pacific Americans, Subcontinent Asian Americans and Women
The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments: [https://www.census.gov/naics/](https://www.census.gov/naics/)

NAICS Codes requested should match your primary line of work

Five-year annual gross receipts average utilized for NAICS Code size standard calculations

Once certified with Metro, approved NAICS codes will be listed with your firm in the DBE and/or Metro’s SBE certified firm directory. Entities looking for certified firms use these databases to find businesses that have the NAICS codes that match the goods and services they want to contract for or buy.
Application Process – NAICS Codes

https://www.census.gov/naics/

North American Industry Classification System

Introduction to NAICS

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collecting, analyzing, and publishing statistical data related to the U.S. business economy.

NAICS was developed under the auspices of the Office of Management and Budget (OMB) and adopted in 1997 to replace the Standard Industrial Classification (SIC) system. It was developed jointly by the U.S. Economic Classification Policy Committee (ECPC), Statistics Canada, and Mexico’s Instituto Nacional de Estadística y Geografía, to allow for a high level of comparability in business statistics among the North American countries.

This official U.S. Government Web site provides the latest information on plans for NAICS revisions, as well as access to various NAICS reference files and tools. Additional information on the background and development of NAICS is available in the History section of this Web site.

2017 NAICS Manual

View or download this publication
Personal Net Worth Statement

- The PNW shall be completed by each socially and economically disadvantaged owner that make up the 51% majority ownership of the firm.

- If the owner is married, he or she should only list all assets and liabilities for the qualifying 51% owner(s).
Personal Net Worth Statement

Application Process

1. Submittal and Intake

2. Verification of Documents

3. Questionnaire Review for SBE /or On-site visit for DBE

4. Final Recommendation

5. Certification GRANTED or DENIED
Annual Update Affidavit

- All DBE firms are required to submit an Annual Update Affidavit (aka **No Change Declaration**) each year.
- The firm’s owner is declaring under **penalty of perjury** that there has been no changes affecting the firms ability to meet size standards, disadvantaged status, ownership, or control requirements as per 49 CFR, Part 26, and
- The past year’s taxes for the firm must also be submitted.

Five (5) Year Comprehensive Review

- Every five(5) years, each DBE or SBE certified firm will undergo a comprehensive certification status review.
Metro was the first California Unified Certification Program (CUCP) member agency to implement an on-line certification and management system. This application has been designed to streamline the process for applicants and eliminate the need for hard copy submissions.

Only one application is required for both DBE and SBE.

**Online Certification Key Features**
- User-friendly platform
- Tracking tool to check on the status of applications
- Free webinar system training to walk you through the form and process
- 24-hour technical support
Your Role After Certification

- You must be proactive
- Educate yourself – training, new skills, etc.
- Actively market your firm
- Attend Metro Events – Meet the Primes and How To Do Business with Metro
- Register as a Vendor with agencies you are seeking to do business with
- Network with other businesses
On-line certification is available at:  
https://metro.gob2g.com

CUCP database for DBE firms:  
https://californiaucp.dbesystem.com/  
https://dot.ca.gov/programs/civil-rights/dbe-search

Metro database for SBE firms:  
https://smallbusinessquery.metro.net/


North American Industry Classification System (NAICS):  
https://www.census.gov/naics/
Metro Team

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Contact us at (213) 922-2600 or certificationunit@metro.net
Online application: https://metro.gob2g.com

Thank You for Attending!