MBE/WBE and ACDBE Certification

Business Diversity Development

February 28, 2023
St. Louis Lambert International Airport is committed to increasing the opportunities to involve minority, women-owned and disadvantage businesses (M\WBE and DBE) in all Airport and City contracting and concession opportunities.

To this end, Business Diversity Development (BDD) is responsible for administering the following programs:

- Certification
- DBE and ACDBE Program
- City of St. Louis MWBE Program
- Outreach and Technical Assistance
- City of St. Louis Living Wage Program
- Title VI
Objectives

- Provide information regarding certification as a federal Airport Concessions Disadvantaged Business Enterprise (ACDBE) and the local City of St. Louis Minority Business Enterprise (MBE) Women’s Business Enterprise (WBE)

- Eligibility Criteria

- Steps on certification process
Definition of an ACDBE

- Pursuant to 49 (CFR) Part 23, a concession that is a for profit small business concern located in an airport that engages in the sale of consumer goods or services to the public under agreement with an airport or the owner of a terminal.
- An ACDBE is a business that provides goods and services to the airport and to other concessionaires.
- A sole proprietorship, partnership, limited liability company, or corporation owned, operated and controlled by **socially & economically individuals** who:
  - Have at least 51% ownership
  - Maintain daily operational & managerial control
  - Have interest in capital and earnings commensurate with ownership percentage
Local M/WBE Program

City of St. Louis Minority and Women-Owned Business Enterprise Program

- Program governed by Ordinance 70767 and related rules
- Projects with City of St. Louis funds or financial incentives
- Goals and incentives based on ordinance and rules
- Wide variety of construction, service and other contract types
- Firms must be in the St. Louis Metropolitan Statistical Area
Definition of an MBE

Minority Business Enterprise (MBE)

- A sole proprietorship, partnership, limited liability company, or corporation owned, operated and controlled by Minority Group Members who:
  - Have at least 51% ownership
  - Maintain daily operational & managerial control
  - Have interest in capital and earnings commensurate with ownership percentage
  - A Local Firm
Minority Group Members

- African-American
- Asian-American
- Native-American
- Hispanic-American
- Native-American Tribes
- Native-Hawaiian Organization
- Alaska Native Corporation
Definition of a WBE

Women’s Business Enterprise (WBE)

- A sole proprietorship, partnership, limited liability company, or corporation owned, operated and controlled by **Women** who:

  - Have at least 51% ownership
  - Maintain daily operational & managerial control
  - Have interest in capital and earnings commensurate with ownership percentage
  - A Local Firm
MBE/WBE Certification

Local Firm

A business entity authorized to do business in the State of Missouri that maintains a facility within the St. Louis Metropolitan Statistical Area with adequate personnel, equipment, materials and facilities to perform its local work.
## Eligibility Criteria - Local

**St. Louis Metropolitan Statistical Area**

<table>
<thead>
<tr>
<th>Missouri Counties</th>
<th>Illinois Counties</th>
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<tbody>
<tr>
<td>City of St. Louis</td>
<td>Bond</td>
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<td>City of Sullivan</td>
<td>Calhoun</td>
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<td>Warren</td>
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<td>Franklin</td>
<td>St. Clair</td>
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St. Louis Metropolitan Statistical Area
Eligibility Criteria
Ownership

- Majority ownership (at least 51% owned)
- Real, Substantial and Continuing
- Initial Capitalization

Ownership supporting documents – Certification and Denials, Federal Tax Returns (signed with all statements and schedules), Loans and Bonding Forms, Meeting Minutes, Operating Agreement, Partnership or JV Agreements, Promissory Notes, Proof of Contributions (for each owner) Shareholders’ Agreements, Stock Certificates and Ledger, Transfers and Trusts
Eligibility Criteria

Control

- Independence
- No formal or informal restrictions
- Management authority/power
- Expertise & competence

Control supporting documents – Articles of Incorporation/Organization, Bank signatory Cards, Corporate Bank Resolution, Corporate By-laws, Certifications and Denials, Documentation for Trucks, Equipment and Vehicle List, Licenses, List of employees, Loans & Bonding Forms, Meeting Minutes, Operating Agreement, Partnership or JV Agreements, Real Estate, Resumes, Schedule of Salaries, Shareholders’ agreement(s), Transfers, Warehouse/Storage Facilities
Control is Key

Experience
- Resume with detailed work history
- Completed contracts/projects (with this firm or previously)
- Detailed experience in requested areas of work

Expertise
- Specific roles on projects
- Complexity of projects completed
- Related Certifications/Licenses

Education
- Degrees, apprenticeship programs, etc.
- Generally does not carry the same weight as real-world experience

What does it take to control a firm?
How to apply on-line
www.flystl.com/bdd

Sign up for our Certification Workshop
Here at St. Louis Lambert International Airport, we have a large, dynamic, and efficient operation that depends on working with contractors and entrepreneurs in the St. Louis area, regardless of their size or background. Our Business Diversity Development (BDD) department is the certifying body for the City of St. Louis’ local Minority and/or Women Business Enterprise (MWBE) program, as well as STL’s federal Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs.

The BDD is committed to offering the best environment for companies to receive the top technical assistance and certification training, develop partnerships with prime contractors in their industries, and compete successfully for Airport contracts and other opportunities.

You can view our full 2018 BDD Annual Report below. These numbers show that we are dedicated to helping disadvantaged businesses compete for, win, and perform on meaningful contracts for the Airport. See how we can help you.

Certification can be a great development tool. Before filling out an application consider attending one of our certification workshops.

Are you interested in working at St. Louis Lambert International Airport? Sign up to receive notifications of contracting opportunities with our interested parties list.

You can also find current and upcoming contracting opportunities here.
Online Certification System

How to Get Started

The department utilizes the Certification and Compliance Management System for our online certification process. This online certification system is developed and managed by B2G Now, Inc., which is currently used by a number of government agencies, airports, and other public entities. Use of the system allows for efficient and faster processing of applications and records management. We encourage small businesses to use this system to complete all applications for certification.

The process to apply for MBE/WBE certification with the City of St. Louis involves two steps:

- Create an account in our vendor management system
- Fill out and submit, along with the documents required, the Electronic Certification Application
- Please click link below to review the list of REQUIRED documents for certification
- Please note you will need a tax id number in order to complete the application

APPLY FOR CERTIFICATION

Certification Login

If additional assistance is needed in completing the application, sign up for one of our certification workshops. During this workshop, you will have the opportunity to discuss the certification process in-depth and ask additional questions. Please register here or RSVP by calling the BDD office at (314) 426-8111

Certification Program Overview
Online Certification Portal

https://flystl.diversitycompliance.com
Steps to Certification

1. Submit Application through Online Portal
2. Receive Acknowledgement Email
3. Receive Phone Call from Analyst (within two days)
4. Receive Notification from Analyst about any Missing or Additional Documents (within two weeks)
5. Submit Requested Documents
6. Site Visit
7. Receive email notification of recommendation and PRC meeting (Local Program Only)
8. Receive certification approval or denial
Steps to a Successful Application

1. Have a plan for your next steps
2. Ask questions
3. Provide additional documentation requested in a timely manner
4. Be responsive to correspondence from our office
5. Save a copy of everything submitted
6. Gather the necessary documentation
7. Answer questions for online entry and complete application
8. Determine if certification is right for your firm (and which program(s) apply)
For more information contact our office at
314-890-1314
or email us at
bddccertification@flystl.com
Q & A