

## Local Program (MBE/WBE)

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**1. What is a Minority Business Enterprise (MBE)?**

- Ownership by minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more such individuals. Further, the management and daily operations are controlled by those minority group members.

**2. What is a Women-Owned Business Enterprise (WBE)?**

- A Women's Business Enterprise, commonly referred to as a WBE, is an independent business concern that is at least 51% owned and controlled by one or more women who are U.S. citizens or legal resident aliens; whose business formation and principal place of business are in the U.S. or its territories; and whose management and daily operation is controlled by a woman with Industry expertise. NOTE: A WBE is the business, not the individual.

**3. What are the MBE/WBE program objectives?**

- To maximize opportunities for the legitimate participation of legitimate Minority and Women's Business Enterprises ("MBEs, WBEs or M/WBEs") in contracting opportunities made available by City of St. Louis funding and/or other incentives ("City Contracting Opportunities"); and to foster positive relationships between M/WBEs and other businesses that lead to long-term opportunities for M/WBE success in both the public and private sectors.

**4. What are the criteria for MBE/WBE certification?**

- At least 51% owned and controlled by 1 or more minority individuals or women, 51% MBE or WBE operational and managerial control in the business entity, local firm in the St. Louis Metropolitan Statistical Area.

**5. If I do not fall within the presumptive groups, can I still be considered an MBE/WBE**

- No

**6. Which business owner should fill out the financial section of the online application?**

- The majority-disadvantaged owner(s) whose ownership and control is/are being relied upon for DBE certification should provide a personal financial statement. Usually this person owns 51% or more of the firm. If two disadvantaged owners make up a majority of 51% ownership, both will be required to complete the PFS. For example, if Owner A owns 33%, Owner B owns 33% and Owner C owns 34%, the two disadvantaged owners whose ownership and control is being relied up must complete personal financial statements.

**7. Why is it required to have an on-site evaluation of my business?**

- An on-site visit is required by the rules to establish the business has a local presence and meets the eligibility requirements.

**8. If my business is MBE or WBE certified, how long is the certification good for?**

- Your firm is certified until your certification is removed or you withdraw from the program.
- However, program eligibility must be reviewed annually. This is called an annual eligibility review. The affidavit must affirm that there have been no changes in your firm's circumstances that would affect its ability to meet size, disadvantaged status, ownership, and control requirements. This update requires you to submit the most recent business taxes. If your eligibility documentation is not submitted timely, it may be cause for removal from the program for failure to cooperate.

**9. I am an out-of-state business seeking work in City of St. Louis; can I be certified as an MBE or WBE?**

- 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 in the area(s) of expertise designated in the Utilization Plan can be certified.

**10. Is there a cost to the applicant for the certification process?**

- No. The application is completely and entirely online at no additional cost to the applicant.

**11. I have questions regarding the MBE/WBE application; whom can I contact for assistance?**

- Email: [bddcertification@flystl.com](mailto:bddcertification@flystl.com)

**12. What are my appeal rights if I am denied MBE/WBE certification?**

- The aggrieved entity must file its appeal in writing with the Administrative Review Officer within thirty (30) calendar days following receipt of notice of the PRC's adverse decision. Such filing shall include:
  - A written statement of the aggrieved party's reasons for believing that the decision was in error and should be reversed, together with documentation supporting the appellant's position; and
  - A copy the decision of the Authority or Program Review Committee being appealed, together with all supporting documents submitted by the Authority to the Contracting Agency and the PRC, as applicable, in conjunction with the application or decision.
  - If desired by the Appellant and if applicable, the Appellant may also provide evidence that Appellant has cured any circumstance that resulted in a denial of or removal of eligibility.

**13. How long is the certification process from start to finish?**

- Due to the major influx of new applications, we must work each application in the order received. The Department will only act on complete applications. Incomplete applications will not be processed. Home office/on-site reviews are required by regulation. An out-of-state firm's home state is asked to forward the firm's home office/onsite review to the Department. We strive to complete within 75 days.

**14. Does MBE or WBE certification have reciprocity with other agencies such as the Small Business Administration (SBA)?**

- The City of St. Louis only recognizes certification by the City of St. Louis for the MBE WBE program.

**15. I am a prime contractor; how can I find MBE/WBE firms?**

- <https://www.flystl.com/business/business-diversity-development-1/directories>

**16. My business is certified as an MBE/WBE; what resources are available to help me locate business?**

- DBE Supportive Services are provided by MODOT. Details can be found on their website at <https://www.modot.org/supportive-services>
- Additional resources for small and certified businesses are available at the following sites:
  - [Small Business Administration](#)
  - [U.S. DOT Office of Small and Disadvantaged Business Utilization](#)
  - [Missouri Office of Equal Opportunity St. Louis Score](#)
  - [Legal Services of Eastern Missouri - Community Economic Development Program](#)
  - [Airport Minority Advisory Council](#)
  - [Minority Business Entrepreneur](#)
  - [Saint Louis Construction Cooperative](#)
  - [MOKAN St. Louis Construction Contractors Assistance Center](#)
  - [St. Louis Contractor Loan Fund](#)
  - [U.S. DOT Short Term Lending Program](#)

**17. How do I apply for MBE/WBE Certification in City of St. Louis?**

- <https://www.flystl.com/business/business-diversity-development-1/get-certified>

**18. How do I submit my annual eligibility review documents to support my MBE/WBE Certification in City of St. Louis?**

- <https://www.flystl.com/business/business-diversity-development-1/get-certified>

**19. What should I do if I have issues with the software?**

- From the main Certification and Compliance Management System homepage: <https://flystl.diversitycompliance.com/>.
- Click Apply for/Maintain Certification; Click on Download the user manual.

**20. Will there be any training classes on how to use the new system?**

- From the main Certification and Compliance Management System homepage: <https://flystl.diversitycompliance.com/>.

**21. How should I let the Business Diversity Development office know that my MBE/WBE firm's address has changed or that we have a new telephone number?**

- Changes should be made through the online [Certification and Compliance Management System](#).
- After logging in, you can click on the link for Maintain / Apply for Certification and click on "Your firm is currently certified by STL Airport."
- This will give you the option "You would like to report a change to your business structure, commodity codes, phone number and address."
- Then select the option for "Your Company would ONLY like to update your business address, phone number, fax and/or email address," and complete the application.

**22. What types of documents do I need to submit with my annual Notice of Changes Affidavit (Notice of No Change)?**

- Signed and notarized affidavit.
- Copy of previous tax year tax return.

**23. How can I find contracting opportunities with the City of St. Louis and St. Louis Lambert Airport?**

- You can find city **construction** contracting opportunities on the Board of Public Service website <https://www.stlouis-mo.gov/government/departments/public-service/>
- You can find **non-construction** opportunities at the St. Louis Lambert International Airport website <https://www.flystl.com/business/contract-opportunities>.

**24. Where can I find more information regarding the Certification and Compliance Management System?**

- You can access training through the system at [flystl.diversitycompliance.com](http://flystl.diversitycompliance.com) or attend a certification workshop (details on our web page under [Certification Workshops](#)).

**25. What if I have not filed my taxes for the most recent tax year?**

- We will accept a profit/loss statement for that year.