



MBE/WBE and ACDBE Certification

Business Diversity Development

February 28, 2023

BDD Programs Overview

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.

Local M/WBE Program

Eligibility Criteria - Local St. Louis Metropolitan Statistical Area

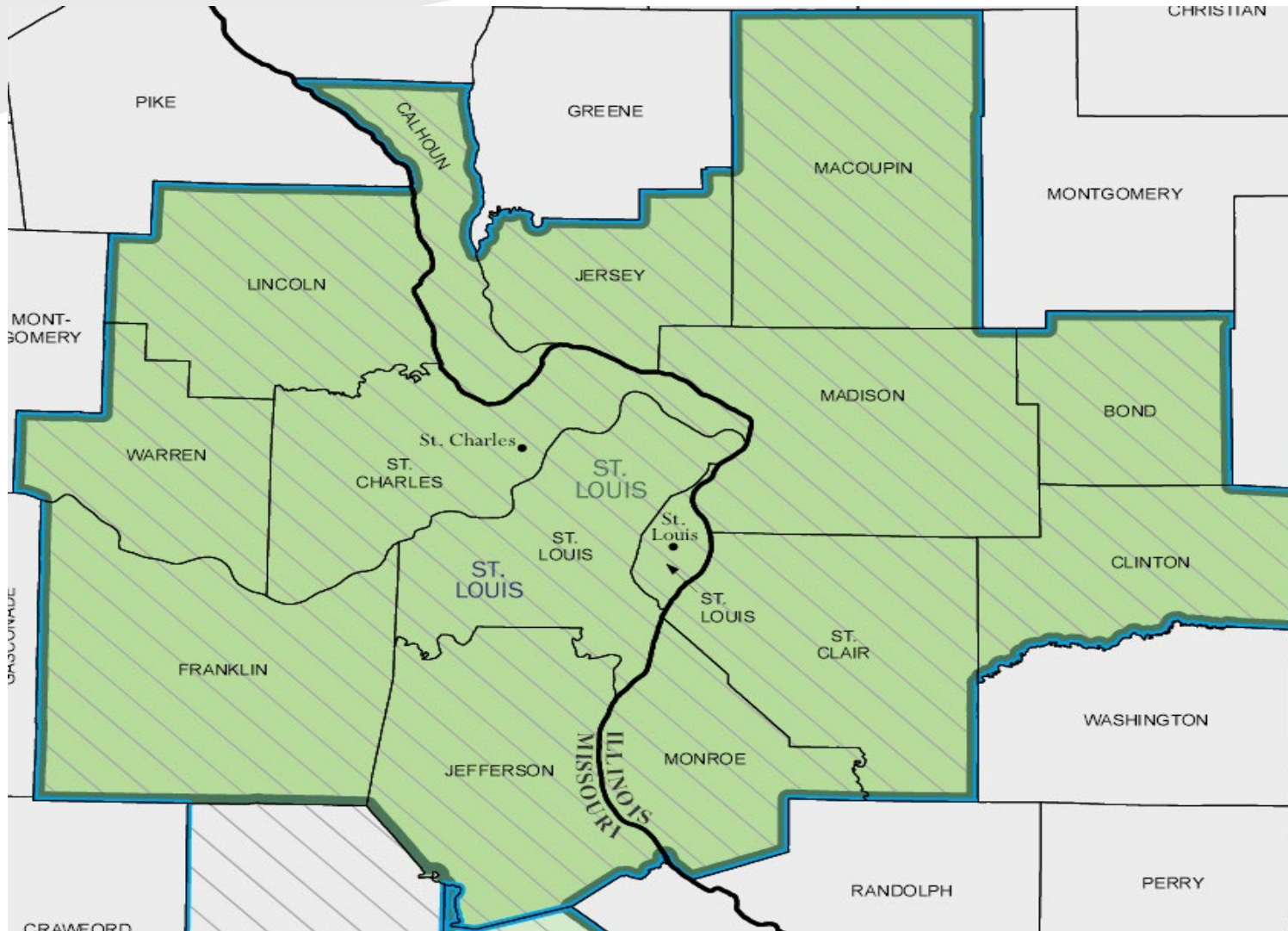
Missouri Counties

City of St. Louis
City of Sullivan
St. Louis
Jefferson
Lincoln
St. Charles
Warren
Franklin

Illinois Counties

Bond
Calhoun
Clinton
Jersey
Macoupin
Madison
Monroe
St. Clair

St. Louis Metropolitan Statistical Area



Eligibility Criteria

Ownership

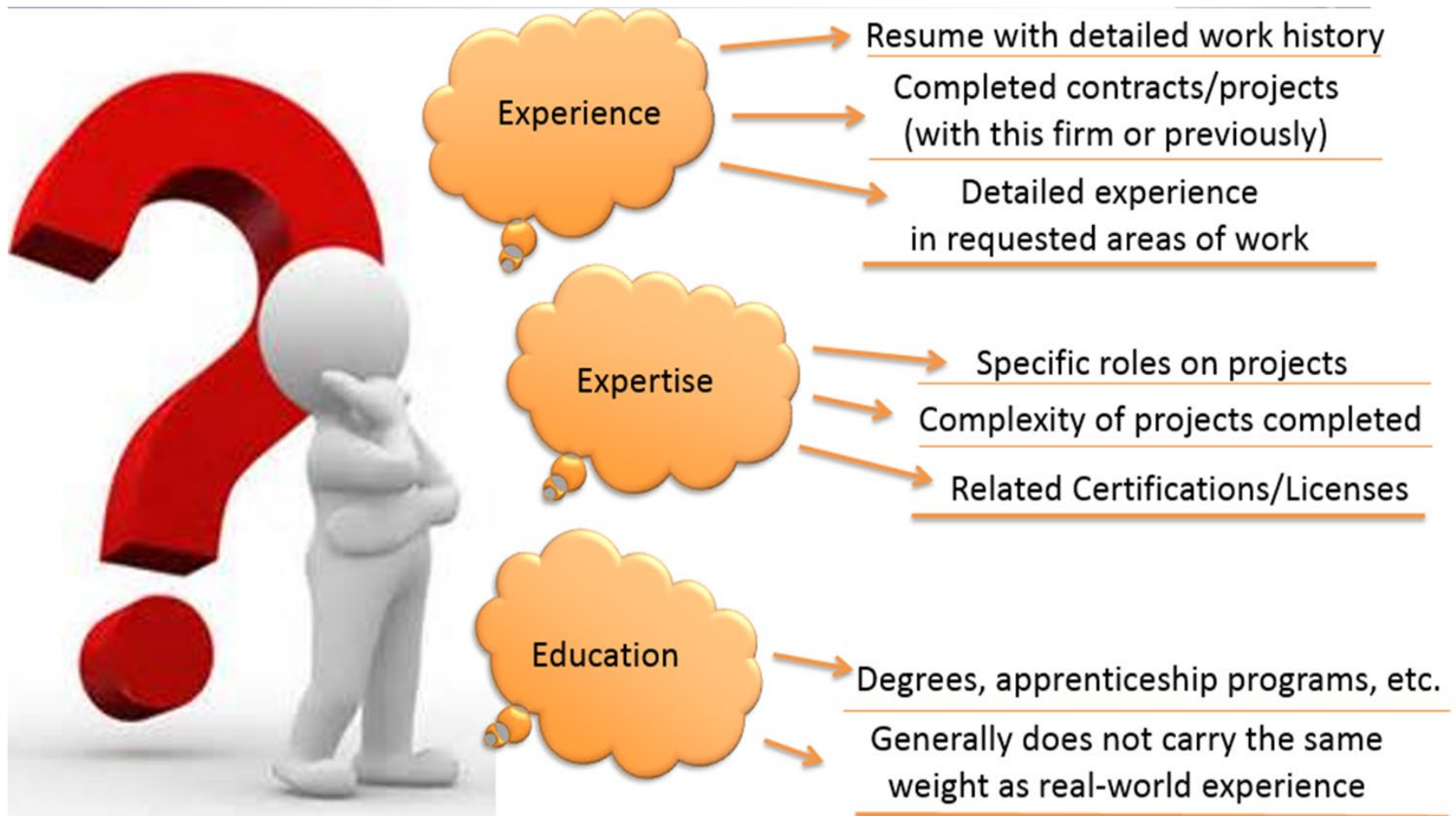
- Majority ownership (at least 51% owned)
- Real, Substantial and Continuing
- Initial Capitalization
- **Ownership supporting documents** – Certification and Denials, Federal Tax Returns (signed with all statements and schedules), Loans and Bonding Forms, Meeting Minutes, Operating Agreement, Partnership 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



What does it take to control a firm?

How to apply on-line

www.flystl.com/bdd

**Sign up for our Certification
Workshop**

Online Certification System

BUSINESS DIVERSITY DEVELOPMENT

Business Diversity Development

- [Get Certified](#)
- [Certification Workshops](#)
- [Contract Opportunities](#)
- [Find Certified Firms](#)
- [Compliance Resources](#)
- [Living Wage](#)
- [Programs](#)
- [Success Stories](#)
- [BDD Frequently Asked Questions](#)
- [Contact BDD](#)
- [2019 Business Diversity Forum](#)
- [BDD Achievements](#)
- [Missouri Regional Certification Committee \(MRCC\)](#)

Business Diversity Development

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](#).

-  [Directions To The Business Diversity Development Office](#)
-  [Fiscal Year 2016 BDD Annual Report](#)

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>

CERTIFICATION AND COMPLIANCE MANAGEMENT SYSTEM

Log In

Vendor Certification

Search and/or join our database of certified vendors

[Apply for/ Maintain Certification](#)

[City of St. Louis M/WBE Directory](#)

[Missouri State DBE Directory](#)

System Training

Learn how to fully utilize our system with a live trainer

[Training List](#)

Upcoming Events

View our upcoming events

[Events List](#)

About the System

Learn more about this system and how it works today

[Information for Vendors](#)

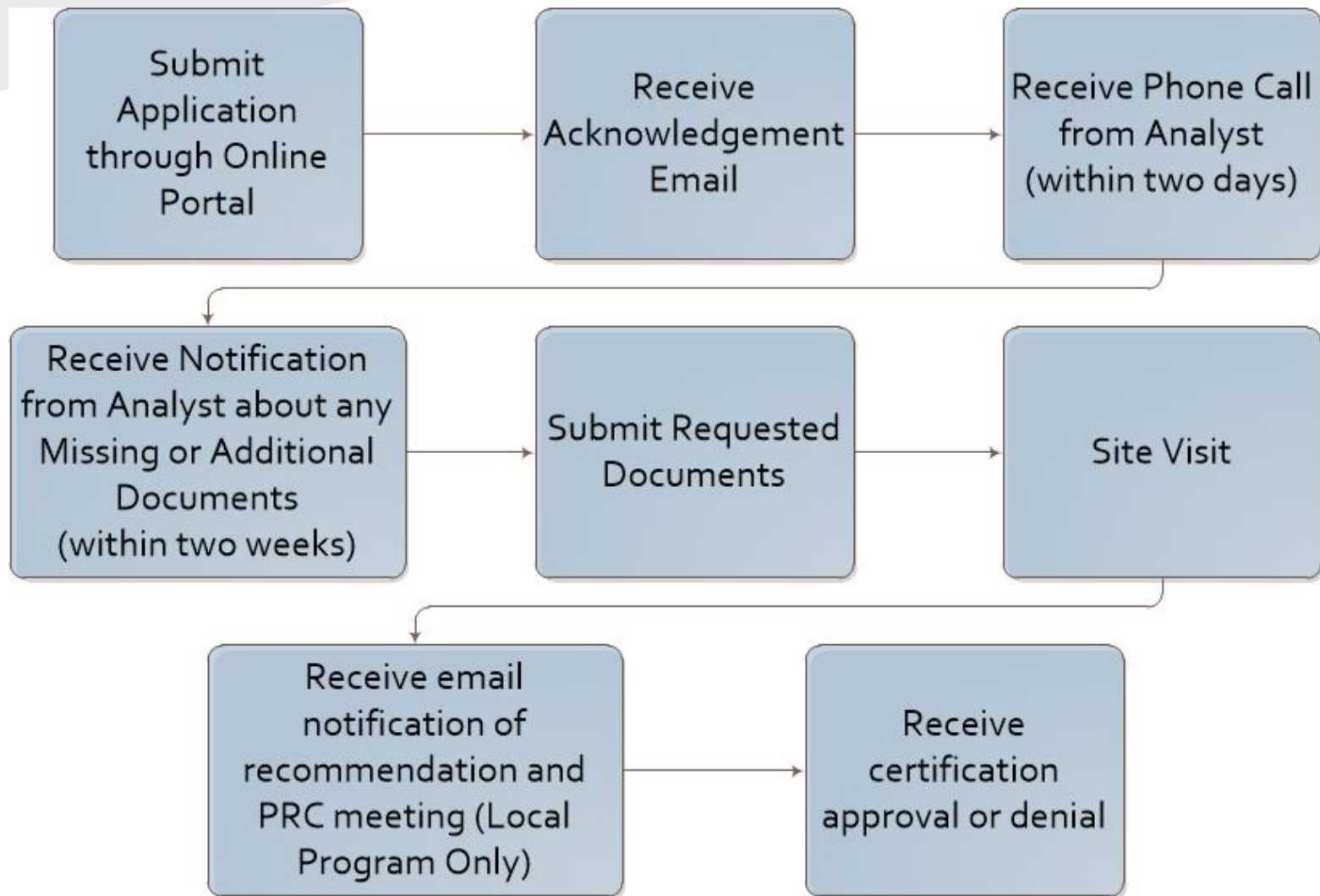
Account Access

Lookup Vendor accounts or reset user passwords

[Account Lookup](#)

[Forgot Password](#)

Steps to Certification



Steps to a Successful Application

Have a plan for your next steps

Ask questions

Provide additional documentation requested in a timely manner

Be responsive to correspondence from our office

Save a copy of everything submitted

Gather the necessary documentation

Answer questions for online entry and complete application

Determine if certification is right for your firm (and which program(s) apply)

Business Diversity Development Contact Information

For more information contact our office at

314-890-1314

or email us at

bddcertification@flystl.com

Business Diversity Development Contact Information

Q & A