LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT
Business Diversity Development

Online Portal User Manual

Contents

Introduction

The Business Diversity Development office at Lambert-St. Louis International Airport handles certifications for the federal Disadvantaged/Airport Concessions Disadvantaged Business Enterprise (DBE/ACDBE) programs and the local, City of St. Louis Minority and Women Owned Business Enterprise (MWBE) program.

In order to expedite the application process, we have implemented an online application. This manual outlines the process for new firms applying for certification as well as how currently certified firms can access the portal to submit required documentation.

Getting Started

To begin the certification process, you will need to create a user account for the online portal. <u>NOTE</u>: Firms that are currently certified but did not apply online have an established account. Please contact your Certification Analyst for log in information. See below for more information.

Creating a User Account

To create a user account, go to the Business Diversity Development website (www.flystl.com/businessdiversity). On the right-hand menu, click on Apply for Certification.

On the Apply for Certification screen, click on the Click Here link under Register and Apply Online.

NOTE: Review the "To apply online" section below the Certification Portal box for additional information regarding the online application process.

On the Register and Apply Online page, enter a User Name, password, confirm the password and enter an email address, then click Register.

After clicking Register, you will receive a screen with Registration Instructions indicating you will receive an email with further instructions.

The email confirmation to complete your registration (see below) will include a link which you will click to complete your registration.
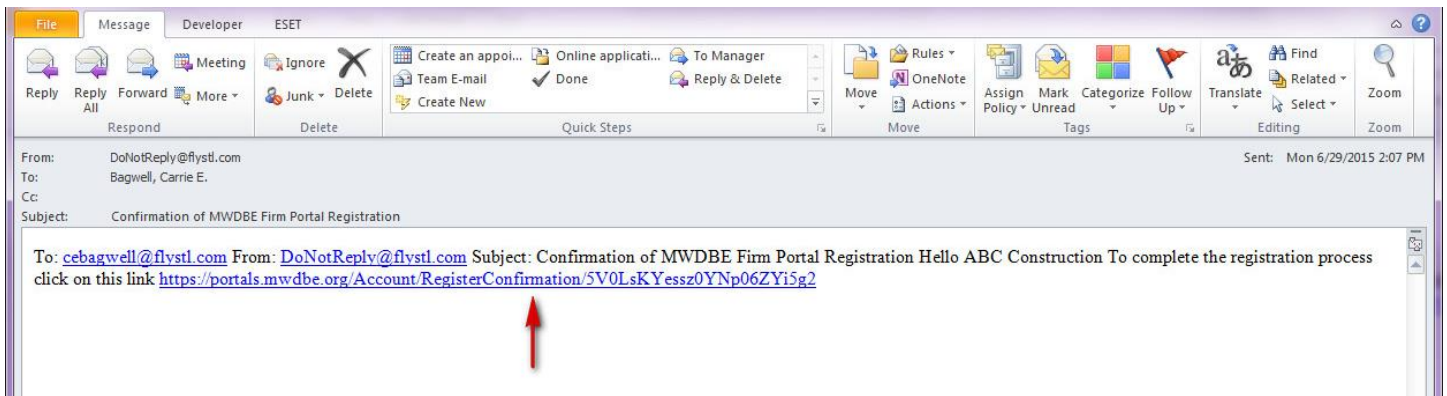
Click on the link to confirm your email address and complete your registration. This will take you to the Registration Completed page. On this page, you can now log in to your account by clicking on Hello, Guest Log in in the upper left-hand corner.

This will take you to the MWDBE Portal Log in screen.

On the MWDBE Portal Log In screen, enter the User Name and Password you entered before when creating the account. Click Log in.

MWDBE Portal Log in

User name ABC Construction

Password ●●●●●●●●

Log in

If you are currently certified in this program,
please contact your program analyst for a login to this site.

If you wish to apply for certification of your firm
and have not already created an account

Please Click Here

If you wish to change your password

Please Click Here

This will take you to the online portal Welcome screen. This is where you will begin your application.

Welcome to the Online Portal!

My Firm

Application

Question

M/W/DBE Directory

Next

If you want to apply online:
  1. Please click on the "Application" button on the left side of your screen.

  2. You can then choose to apply for one of the following:
    1) The Federal DBE/ACDBE Program
    2) The City of St. Louis Local M/WBE Program
    3) Both, the Federal DBE/ACDBE program and the City of St. Louis Local M/WBE Program

  3. You will then be prompted to answer a series of basic questions about your firm.

  4. Once you've answered all the questions, you will then be directed to a page to download the appropriate fillable PDF application to complete along with the affidavit that requires your signature and notarization

  5. Also included in the fillable PDF application is the "Supporting Documents Checklist" to use for gathering the documents that supports your application.

  6. The final step will be to upload the Completed PDF along with all the supporting documentation needed for processing your application.

  7. Once you submit your application, a member of the Program office will contact you.

City of St. Louis
Lambert-St. Louis International Airport
DBE Program Office
P. O. Box 10212
St. Louis, MO 63145

Please note that the process cannot begin until all the notarized and required documentation is submitted

Documentation List for Federal DBE/ACDBE Application
Documentation List for Local M/WBE Application

Before beginning the application process, there are a few steps you can take to make the process go more quickly and smoothly.

Applying for Certification

Preparing for the Online Application

The online application process will go much more smoothly if you take a few steps to get organized before beginning the application. In particular, we recommend two things.

First, complete the attached questionnaire (Attachment A). This questionnaire covers all the preliminary information you will need to input regarding your firm before completing the application and uploading the supporting documents.

Second, on the portal Welcome screen, we have included the lists of required documents for both the federal DBE/ACDBE program and the local MWBE program (see below). Downloading the appropriate list will allow you to collect the required documents before (or during) the application process so your application is not delayed when it is time to upload the documents.

NOTE: All required documents must be uploaded before you will be able to submit your application.

Please note that the process cannot begin until all the notarized and required documentation is submitted

→ Documentation List for Federal DBE/ACDBE Application
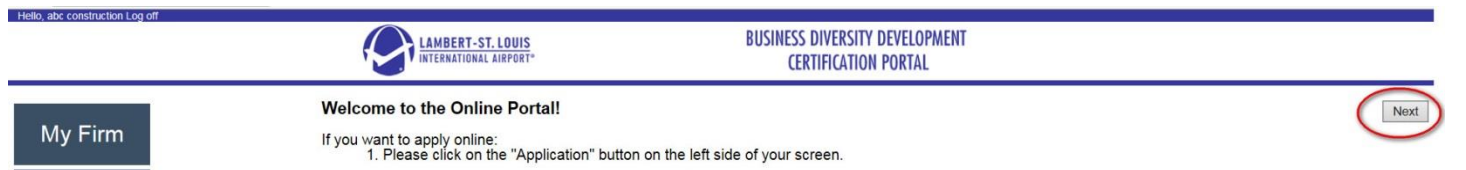→ Documentation List for Local M/WBE Application
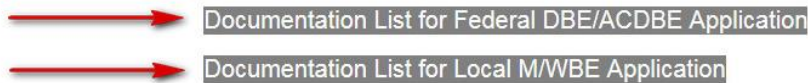
NOTE: For applicants seeking both federal DBE and/or ACDBE and local MBE and/or WBE certification, please use the Documentation list for Federal DBE/ACDBE Application.

Online Application Process

Application Selection

Once you are ready to begin the online application, you will click Next in the upper right-hand corner of the Welcome screen.

Hello, abc construction Log off

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BUSINESS DIVERSITY DEVELOPMENT CERTIFICATION PORTAL

| My Firm |

Welcome to the Online Portal!

If you want to apply online:
    1. Please click on the "Application" button on the left side of your screen.

Next

This will take you to the certification selection screen. On this screen, you will select the certification(s) you are seeking. You may select a federal only application, a local only application or apply for both programs at the same time.

TIP: Before selecting which certification(s) to pursue, we strongly recommend that you review the Certification Overview (Attachment B) to determine which certification(s) are appropriate for the work you are performing or intend to perform. You may always come back for additional certification(s) in the future if you expand work or find there are opportunities in another area.

On the Application Selection screen, click on the appropriate application option.

This will take you to the certification selection screen. Mark the box next to each certification you are seeking and then click Next. This will take you to the firm information screens where you will enter the information you entered on the Preparation Questionnaire (Attachment A).

Entering Firm Data

Firm Profile

The firm profile page requests basic information regarding the firm that is seeking certification. As noted earlier, these questions are all included in the Preparation Questionnaire.

Save | Exit | Prev | Next

Please answer the following questions about your firm.

Some of the fields are required.

Legal Name of Firm:
ABC Construction test

Federal Tax ID:

Type Business Structure:
Select the Type...

Number of Employees:

Firm Established Date: please enter format mm/dd/yyyy

Website:

Phone Number:

Fax Number:

Describe the primary activities of your firm:

Primary Contact.
First Name:

Last Name:

Title:

Contact Phone Number:

Email:

NOTE: As noted on the screen, some of the fields are required; however, required fields may not be marked as such on the screen. The following are required:

- Federal Tax ID (if the firm is a sole proprietorship operating under the owner's social security number, you may enter 0 here)
- Type Business Structure
- Number of Employees
- Firm Established Date
- Phone Number
- Describe the primary activities of your firm
- Primary Contact
    - First Name
    - Last Name
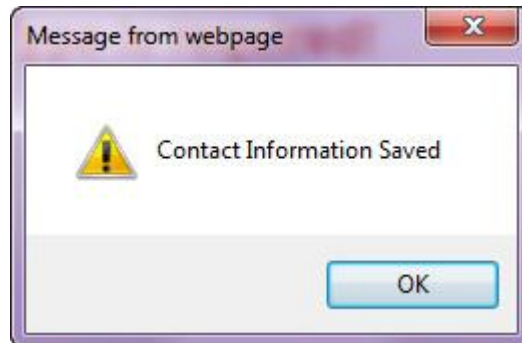   - Contact Phone Number
    - Email

After entering the information on this screen, click Next in the upper right-hand corner to proceed to the next section.

Addresses

The address screen allows you to add the relevant address(es) for the firm. To add an address, click on Add.

When you click Add, you will see a pop-up Message from webpage that says Contact Information Saved (see below), click OK to proceed.

After clicking OK on the pop-up screen, you will see the add an address screen.

Addresses

Add a Firm Address

Type
Street: ☑ Mailing: ☑

Address Line One
| 123 Main Street |

Address Line Two
| |

City
| Anytown |

County
| |

State
| Missouri ▾ |

Zip
| 63108 ✕ |

[Create] [Cancel]

As on the firm profile screen, although they may not be marked, the following fields are required:

- Type
- Address Line One
- City
- State
- Zip

After the required information is entered, click Create to add this address to the firm's record. This will return you to the address screen. Repeat the steps above for all applicable addresses. When all addresses have been entered, click Next in the upper right-hand corner to proceed to the next section.

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BUSINESS DIVERSITY DEVELOPMENT
CERTIFICATION PORTAL

[Exit] [Prev] [Next]

Addresses

Some of the fields are required.

Please add the firm's mailing or street addresse by clicking "Add" below.

Action	Type	Address	City	State	Zip
Edit	Delete	Street,Mailing	123 Main Street	Anytown	MO	63108

[Add]

NOTE: At least one (street) address is required.

Owners

The ownership screen is where you enter information on all the firm's owners. As with the addresses screen, you will click on Add to add each owner.

This will bring up the Ownership screen. Enter the information for the first owner. (This should be the qualifying owner or first qualifying owner if there are multiple qualifying owners.)

The following fields are required on this page

- Owner's First Name
- Owner's Last Name
- Owner's Title
- Home Phone Number
- Gender
- Percentage Owned
- Ethnic Group Membership

After entering the required information, click Save, which will return you to the Owners page. If there are multiple owners, repeat the process above for each owner.

<u>NOTE</u>: All owners must be entered with all required fields, regardless of whether they are one of the qualifying owners. Also, the totals entered for each owner's Percentage Owned must equal 100%.

Once you have entered all owners, you can click Next in the upper right-hand corner of the ownership screen to proceed to the next section.

NAICS Code Selection

The BDD office uses the North American Industry Classification System (NAICS) to identify firm's primary activities. Therefore, firms are required to enter the appropriate NAICS code(s). his is done by finding the NAICS code in the dropdown list provided, then clicking add. Repeat this for each code in which the firm will perform.

After adding each code, you will see a pop-up window indicating the code has been saved.
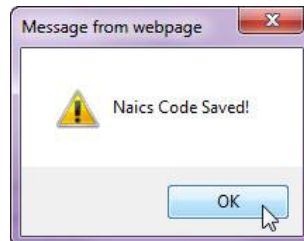
NOTE: We have provided a link to the website where you can review NAICS codes and identify the appropriate ones for your business (www.census.gov/naics). On this site, you are able to search the codes by keyword or code.

Once you have entered all codes you are requesting, click Next in the upper right-hand corner.

Select Fillable PDF

Once you have entered all required information, you are ready to complete the application and upload it along with the required documents. Based on the certification(s) you selected, the appropriate application, along with any other documents that are required to be notarized will be listed on this screen. <u>NOTE</u>: You will need to have Adobe Reader to complete the application. If you do not currently have the program, it is available for download for free at https://get.adobe.com/reader/.


Click on Certification Application to open the application. <u>NOTE</u>: This should open in a new window. Depending on your browser and its settings, it may download the file instead or prompt you to save the file. See examples below.

<u>Example A – File opens in new window</u>

If the file opens in a new window, it should look something like the example below. (NOTE: The exact appearance will depend on the browser, version of browser, the version of Adobe Reader you have and your browser settings. This example is with Internet Explorer.) Click on the file disk symbol (circled in red below) to save a copy of the file to your computer (for example, to

your desktop or on your C drive). You may name the file as you see fit and then click Save. This is the copy you will complete and later upload to the system.
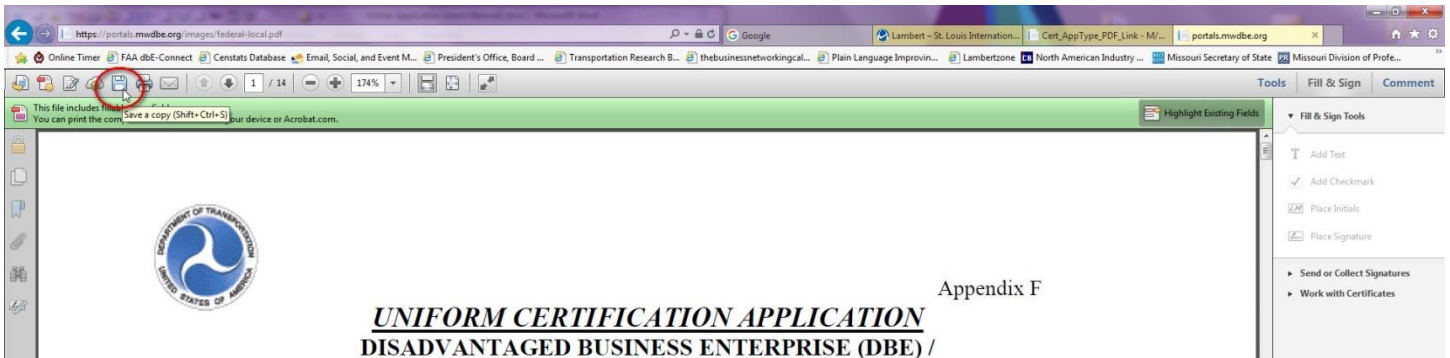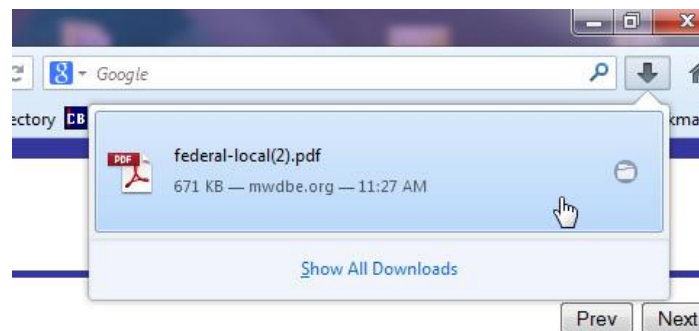

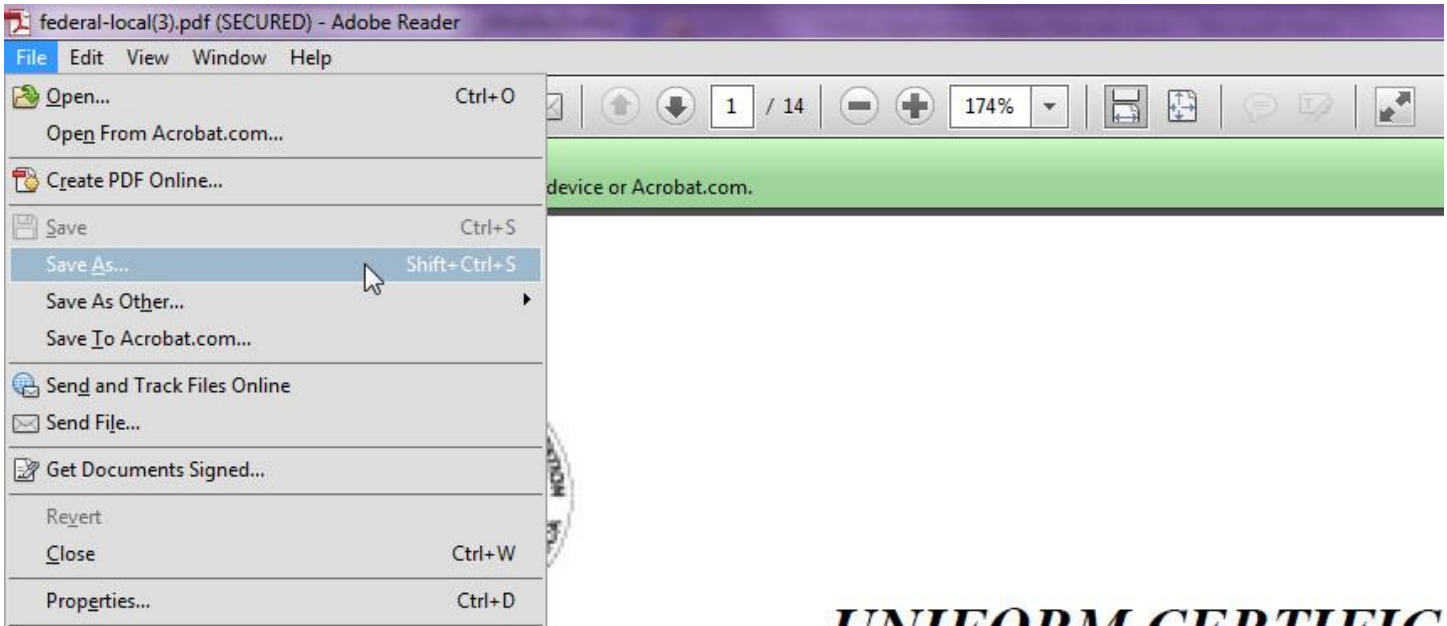Example B – File automatically downloads

If you are using Firefox and your browser automatically downloads the file, you should see a green arrow that will appear larger and then shrink down to the arrow on the bookmark bar.
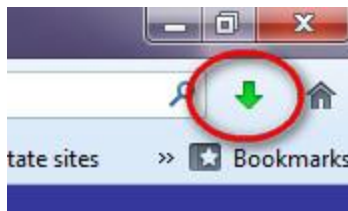

Click on the arrow and pull down to the file, click on it and it should open the file.

In Adobe Reader, click on File and pull down to Save As.

In the Save As dialogue box, navigate to your desired location and save the file to your computer (for example, to your desktop, My Documents or on your C drive). You may name the file as you see fit and then click Save. This is the copy you will complete and later upload to the system.
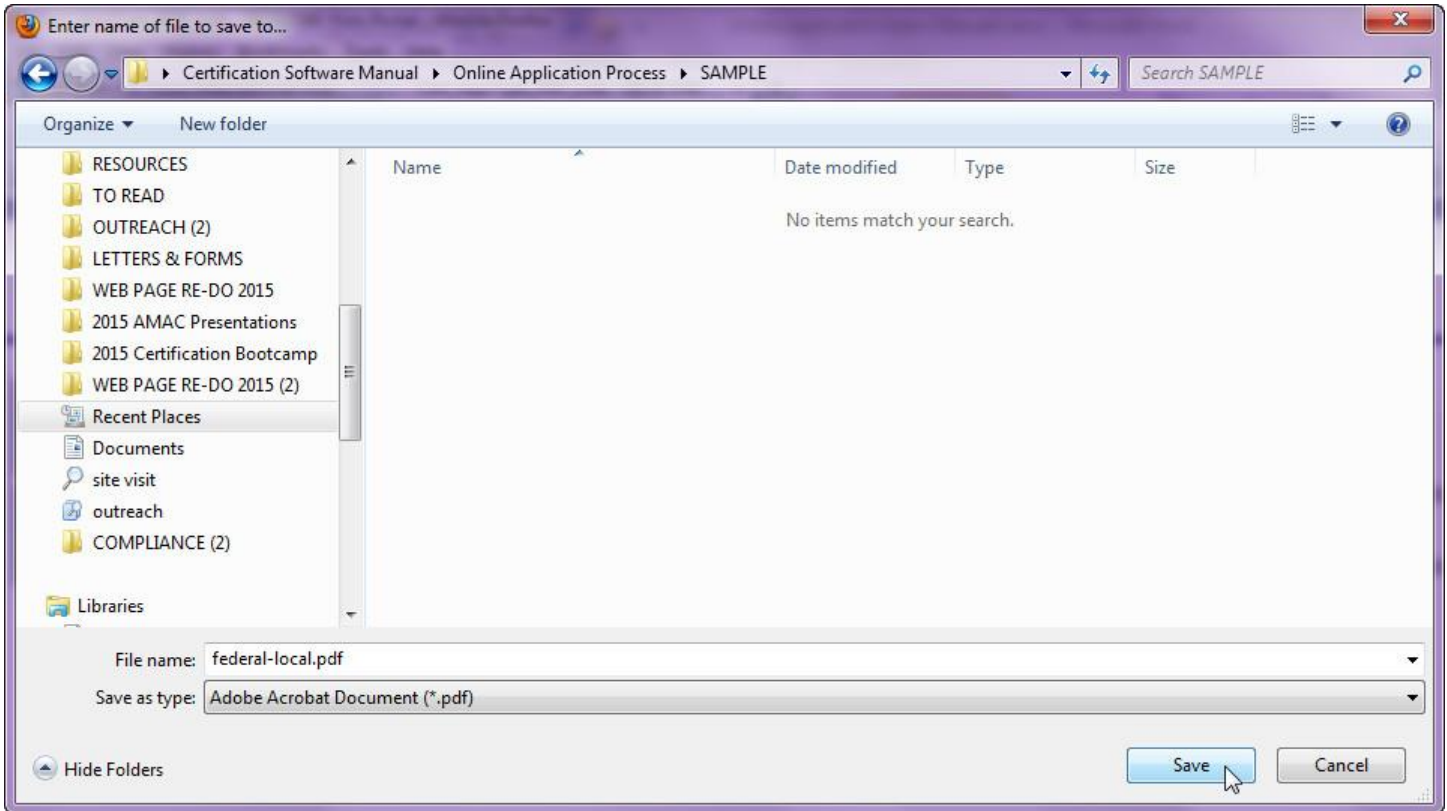
Example C – Browser prompts you to save the file

Depending on the settings for your browser, clicking the link may open a Save As dialogue box for you to save the file. In the Save As dialogue box, navigate to your desired location and save the file to your computer (for example, to your desktop, My Documents or on your C drive). You may name the file as you see fit and then click Save. This is the copy you will complete and later upload to the system.
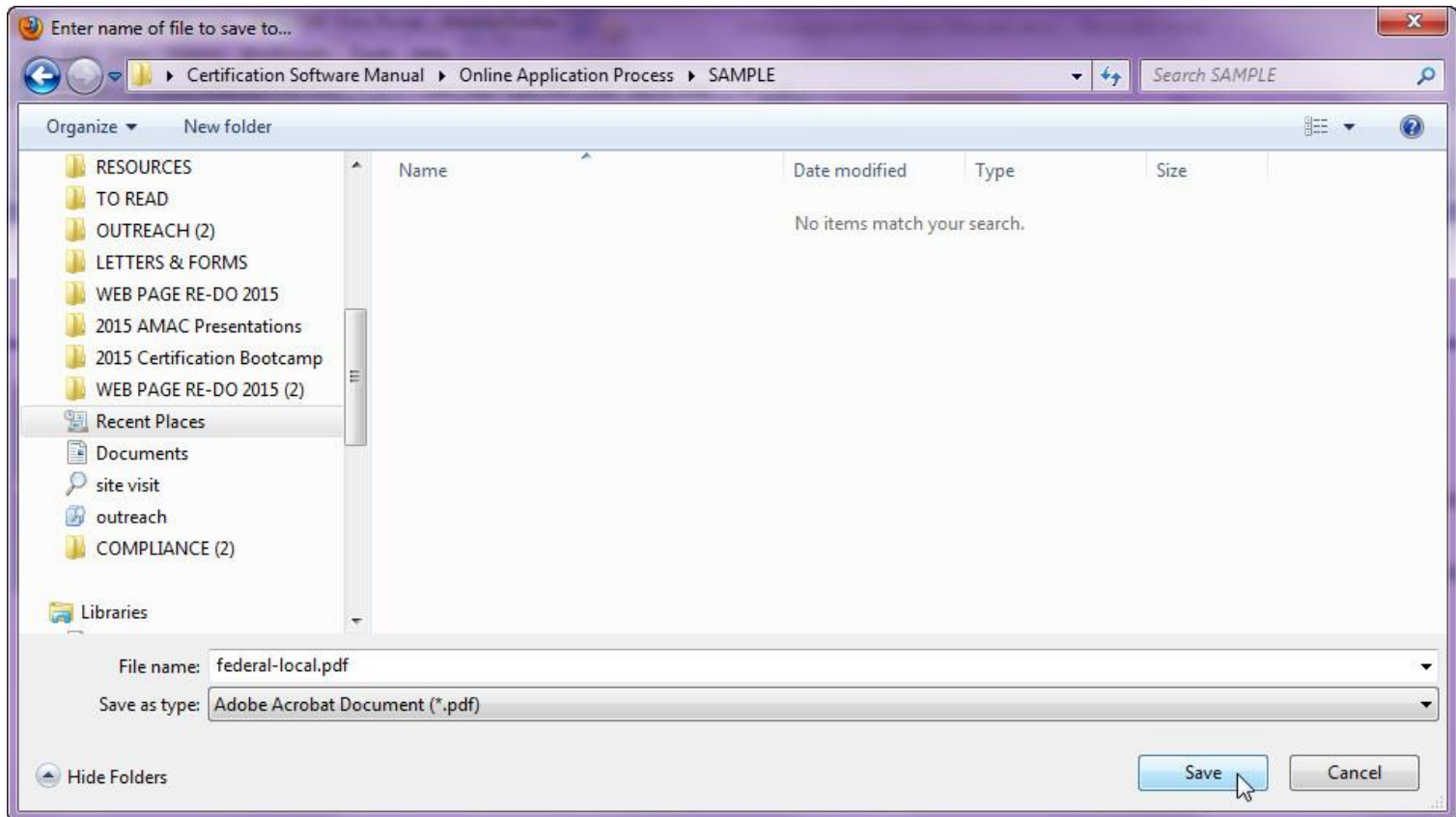
The important thing to note in all of these examples is that the first thing you will want to do is save a copy of the application locally to your computer (for example, to your desktop, My Documents or on your C drive). This is the copy you will complete and later upload to the system.

Once you have downloaded the application, you should repeat the steps for all other documents on this page. All of these documents will need to be completed, signed and notarized before they are submitted.

NOTE: When completing the application, be sure you enter an answer in every field. If something is not applicable, you may enter NA. The first four pages of the application include detailed instructions providing additional information for each question asked. If you have additional questions, please attend one of our workshops or contact our office (at 314.426.8111 or via email at dbeprogramoffice@flystl.com).

Logging into the System

As you are completing your application (either the online portion or the PDF file), you may need to leave the system and return to it later. In order to log in after you have created an account, you will once again go to the portal log in (https://portals.mwdbe.org/). On the Portal Log In screen, enter your User name and Password, then click Log in.

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MWDBE Portal Log in

User name | TEST Co |
Password | •••••••• |

[Log in]

If you are currently certified in this program, please contact your program analyst for a login to this site.

If you wish to apply for certification of your firm and have not already created an account

Please Click Here

If you wish to change your password

Please Click Here

This will take you to your firm page. If you have an open application, it will be indicated on the screen. To continue working on that application, click on Continue. The system should take you to the last portion of the online application that you completed. NOTE: If you have completed all sections of the online application, the system will return you to the last page of the online application (NAICS Code Selection). To get to the Select Fillable PDF page, just click Next. **To get to the Document Upload page**, click Next on the Select Fillable PDF page, too (i.e., click Next twice.)

LAMBERT-ST. LOUIS INTERNATIONAL AIRPORT® **BUSINESS DIVERSITY DEVELOPMENT CERTIFICATION PORTAL**

Open Application

I would like to:

◉ You have 45 days to continue to complete your existing application to apply for federal and local certification
◯ Delete incomplete application and begin a new application

[Continue]

Firm Upload Document to Support Application

Once you have completed your application and other required application documents (e.g., MWBE Affidavit (if applying for both the federal and local programs) and/or Personal Net Worth (PNW) Statement (for the federal program), you will print them out, sign them and have them notarized. You are then ready to upload your documents and complete the application process. After logging into the system, navigate to the Firm Upload Document to Support Application page (see details [above](#)). This page is where you will upload all of the required documents.

NOTE: The documents in the first table are required for all applicants at the time of application submission. The documents in the second table are required for all LLCs and Corporations at the time of application submission. **You will not be able to submit your application until all Mandatory documents are uploaded**. The final table includes documents that are required but do not have to be submitted at the time of application submission; however, **uploading the Required documents at the time of application submission will help expedite your application review**.

Uploading Files

To upload a file, you will first click on the Browse button at the top of the Firm Upload Document to Support Application screen.

This will open a Choose Files to Upload dialogue box. In this box, navigate to the first file you want to upload. (In this example we are uploaded the application which has been named "federal-local.pdf".) Click on the file to select it, then click Open.
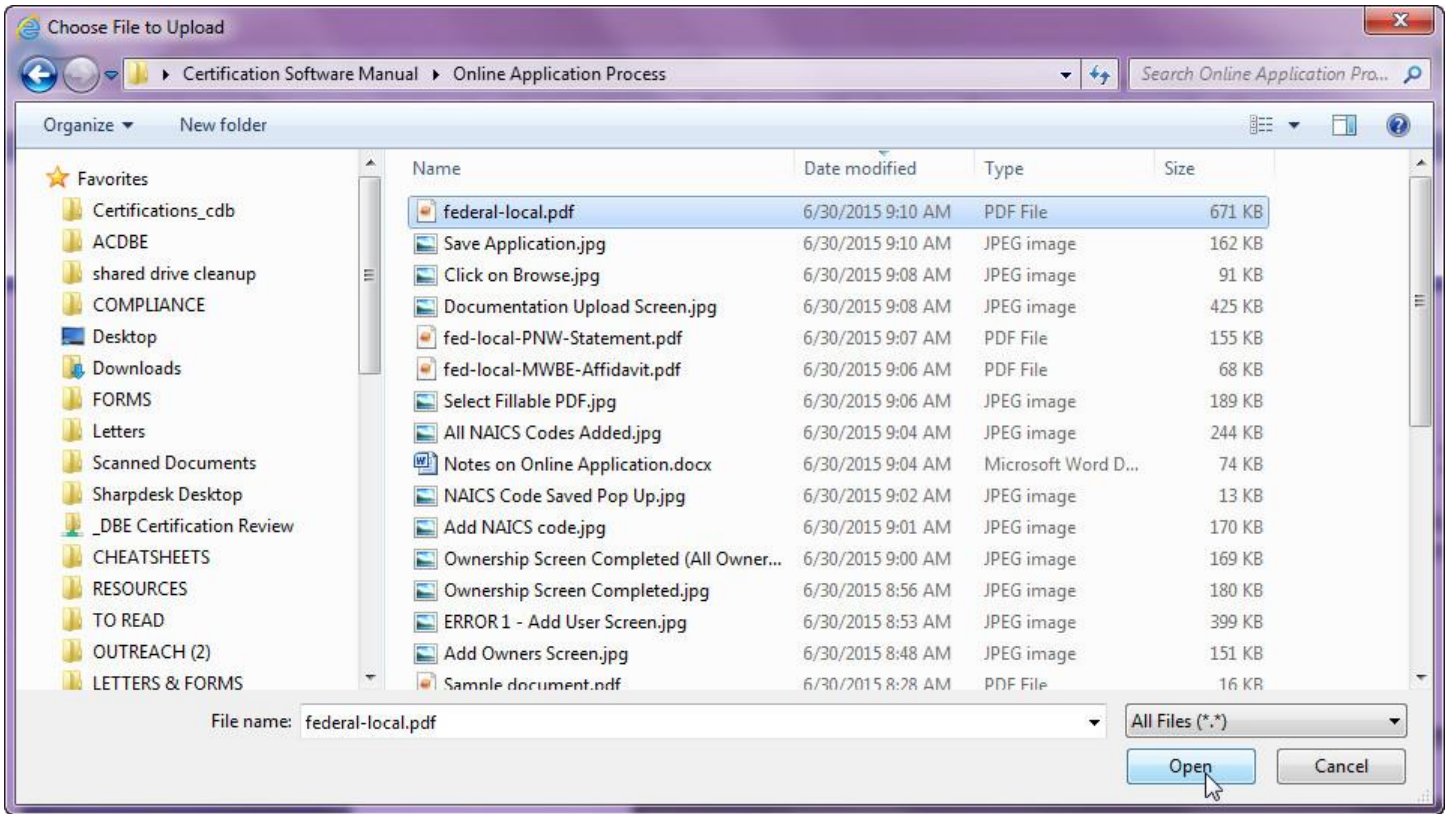
Once you have selected the appropriate file, it will be populated in the File box on the Document Upload page. To complete the upload, click on the Upload button next to the appropriate document description. In this example we are uploading the application, so we click on the Upload button next to Completed PDF application.

After clicking the Upload button, you will get a pop-up box indicating that the file has been uploaded.

Repeat this process for each of the Mandatory documents and Required documents. (As noted above, the application cannot be submitted until all Mandatory documents are uploaded. Uploading the Required documents at the time of application submission will expedite the review of your application.)
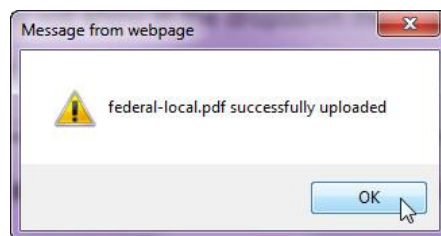
As you upload documents, you will see a box on the page that includes a list of all documents that have been uploaded, when it was uploaded, and what document type it was uploaded as (this is based on the Upload button you selected based on the Description).

In addition, as you upload each document, you will see a green check mark in the Status column. After all files have been uploaded, click Next

Complete Application

This will take you to the Application Completion screen. This is the screen where you will actually submit your application. To submit your application, click on the Complete button. **You must click the Complete button to submit your application**. NOTE: The warning on this page "Please note that you will not be able to make any further changes to the application!" is regarding the PDF application itself. You will still be able to upload documents after your application is completed and submitted.

After you click the Complete button, your application is submitted to our office for review. After clicking Complete, the system will take you back to the Document Upload screen. The screen will now indicate that "Your application is in the process of being reviewed, a representative from the MWDBE office will be contacting you soon". **If you do not see this message, your application has not been submitted**.

Application Review

After you have submitted your application, you will receive an email acknowledging your submission and letting you know the name and contact information for the Certification Analyst assigned to your application. S/he will contact you to review the application process and, after conducting a desk audit of the application and supporting documents submitted, will send you a list of additional documentation that needs to be uploaded (if applicable).

Uploading Documents during Application Review

If additional documents are requested by the Certification Analyst, you will need to <u>log in</u> to the system and <u>upload</u> the documents. When you log in to the portal while your application is being reviewed, you will be taken to the Document Upload page (see below). From this page you can upload the requested documents.

Using the Portal for Certified Firms

Portal for Firms that Applied Online

If you have submitted your application through the online portal, you should have a User name and Password. The log in process is the same as during the application / review process.

Portal for Firms that Did Not Apply Online

For firms that submit a paper application or that were certified prior to the online portal, you will need to contact your Certification Analyst to get your User name. Once you have your User name, go to the web portal (https://portals.mwdbe.org/) and click on Click Here under If you wish to change your password.

This will send an email to the address on record. Note: You can verify this address in the MWBE directory or with your Certification Analyst when you get your User name. Click on the Reset Password Link.

On the Password Reset page, enter your new password in the New Password and Confirm new password boxes, then click Reset. <u>NOTE</u>: You can click on the eye icon (circled below) to display your password.

After resetting your password, you will get a Password Reset Completed screen. As directed on the screen, click on Log in in the upper left-hand corner of the screen. This will take you to the Log in screen, where you will enter your User name and Password to log into the portal.

My Firm

When you log in as a certified firm, you will see the My Firm page. This page includes your firm's contact Information (as it is listed in our system and in the MWBE directory), Important Dates, Approved NAICS codes, and the option to Upload Documents.

Information

The My Firm Information page displays the contact information for your firm. The contact information displayed here is what will appear in our directories. If your information is not correct or if you have a change in contact information, please contact the BDD office or your Certification Analyst.

To navigate to another page within My Firm, click on the desired name at the top of the screen.

Important Dates

The My Firm Important Dates page displays the firm's annual update due dates for the local and/or federal program(s). Renewal Status indicates whether or not a reminder notice has been sent regarding the renewal. If it shows "NOT STARTED", no reminders have been sent yet.

Last Update	NextRenewal Date	Renewal Type	Renewal Status
	09/08/2016	LOCAL	NOT STARTED
	09/08/2016	DBE	NOT STARTED
	09/08/2016	ACDBE	NOT STARTED

(Tabs shown: Information | Important Dates | Approved NAICS | Upload Documents)

Approved NAICS

The My Firm Approved NAICS page displays your firm's currently approved areas of work. For information on how to request additional NAICS codes through the online portal, see Requesting Additional NAICS Codes.

(Tabs shown: Information | Important Dates | Approved NAICS | Upload Documents)

NAICS Code	Description
561720	Janitorial Services

Upload Documents

The My Firm Upload Documents page allows certified firms to upload documents such as annual updates or requests for additional NAICS codes.

(Tabs shown: Information | Important Dates | Approved NAICS | Upload Documents)

FIRM UPLOAD DOCUMENT TO SUPPORT APPLICATION

Select the file you wish to upload from your computer by clicking the browse button. After the name appears select the type of document you are uploading. Next click Upload to upload it. You will receive a message acknowledging your upload and stating its success.

File Upload [   ] Browse...

Select the document type you are uploading:
[Select Document Type... ▼]

[Upload] [Cancel]

If You Have Previously Uploaded Files, they will show in the dropdown menu below:

File Name --- Time Uploaded --- Document Type:
[Your Uploaded Files ▼]

To upload a document, you will click on the Browse button next to File Upload.

FIRM UPLOAD DOCUMENT TO SUPPORT APPLICATION

Select the file you wish to upload from your computer by clicking the browse button. After the name appears select the type of document you are uploading. Next click Upload to upload it. You will receive a message acknowledging your upload and stating its success.

File Upload   [_____]   Browse...

Select the document type you are uploading:

[Select Document Type...   ▼]

[Upload]   [Cancel]

In the Choose File to Upload window, navigate to the desired file and click on Open.
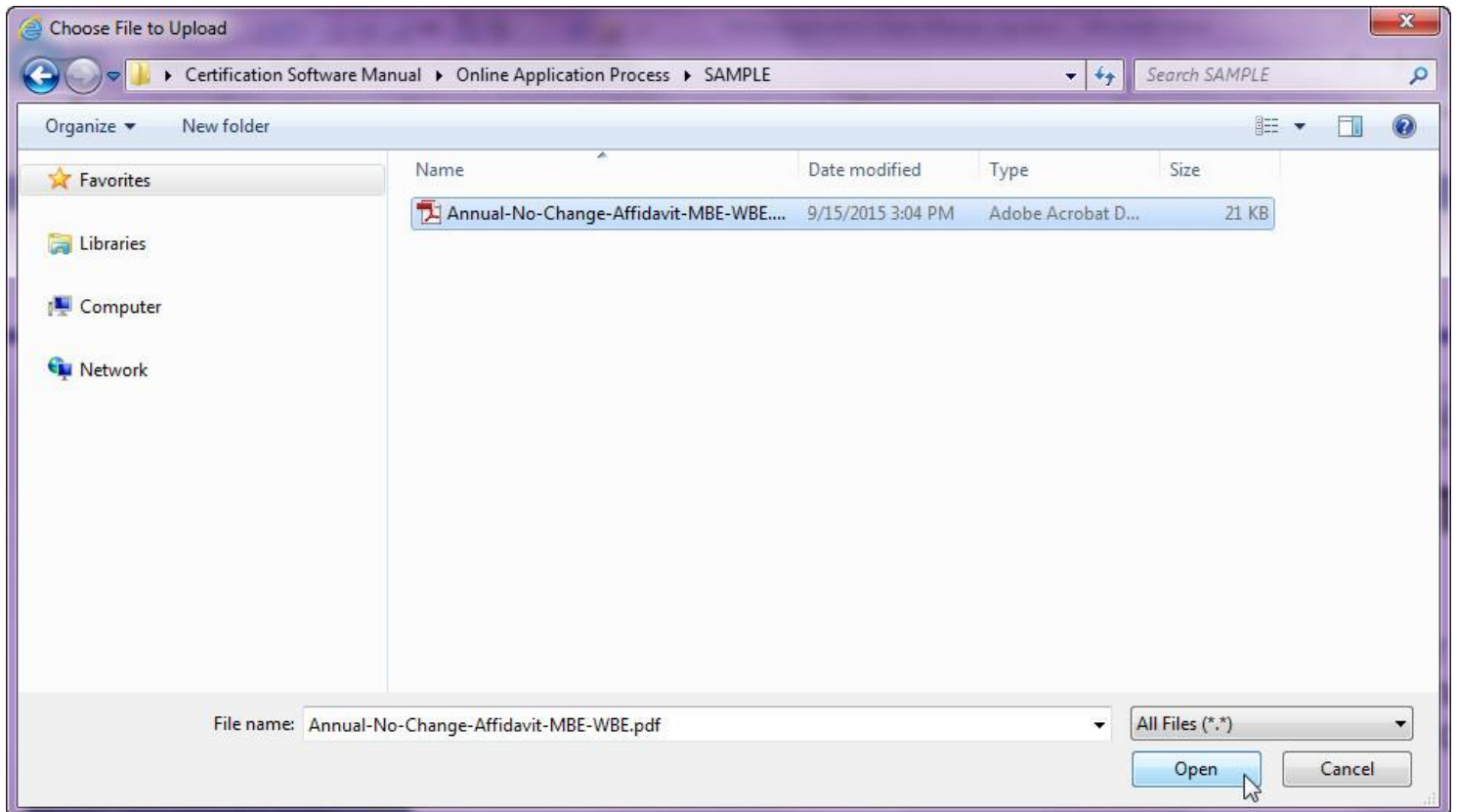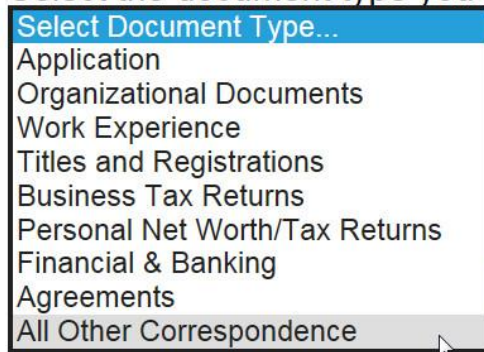
Once you have selected the file, it will show in the File Upload box. Select the document type from the Select Document Type dropdown list. NOTE: For annual updates, select All Other Correspondence for the annual no-change affidavit and Business Tax Returns for your tax return(s).

FIRM UPLOAD DOCUMENT TO SUPPORT APPLICATION

Select the file you wish to upload from your computer by clicking the browse button. After the name appears select the type of document you are uploading. Next click Upload to upload it. You will receive a message acknowledging your upload and stating its success.

File Upload C:\Users\cebagwell\Desk Browse...

Select the document type you are uploading:

| Select Document Type... |
| Application |
| Organizational Documents |
| Work Experience |
| Titles and Registrations |
| Business Tax Returns |
| Personal Net Worth/Tax Returns |
| Financial & Banking |
| Agreements |
| All Other Correspondence |

ed Files,
menu below:

Once you've selected the file and document type, click on upload to upload the file to your firm's record.

FIRM UPLOAD DOCUMENT TO SUPPORT APPLICATION

Select the file you wish to upload from your computer by clicking the browse button. After the name appears select the type of document you are uploading. Next click Upload to upload it. You will receive a message acknowledging your upload and stating its success.

File Upload C:\Users\cebagwell\Desk Browse...

Select the document type you are uploading:
All Other Correspondence ▼

Upload   Cancel

After uploading the file, you will get a confirmation message that it has been uploaded successfully. Click OK to close this window.
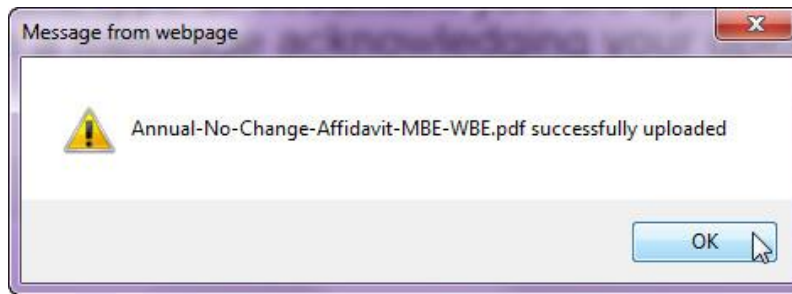
After files have been uploaded, they will be displayed in the Previously Uploaded Files dropdown list. Click on the arrow next to Your Uploaded files to display all files that have been uploaded to the firm.

Application

Certified firms may seek additional certification(s) through the online portal. To do so, click on the Application button and proceed with the application steps listed above.

Question

Firms may submit a question through the online portal. Click on the Question button on the left-hand side of the screen. Enter your question and click on Send. This will send an email to the BDD Certification Manager.

M/W/DBE Directory

Clicking on the M/W/DBE Directory button will take you to the online directory for the local MWBE program.

You can access the federal DBE/ACDBE directory at http://tinyurl.com/mrcc-directory.

Annual Updates

Annually, certified firms are required to submit a signed, notarized no-change affidavit for each program (MWBE, DBE/ACDBE) they are certified in; along with their most recently filed federal tax return(s) for the business and any affiliates. You can find the date your affidavit is due on the Important Dates page.

To submit these documents through the online portal, you will upload the required documents and then contact the BDD office at dbeprogramoffice@flystl.com to let us know the documents have been submitted. NOTE: Annual no-change affidavits should be categorized as All Other Correspondence. Tax returns are categorized as Business Tax Returns. See above for more information.

Reporting Changes to Firm

When a firm has any changes in the ownership, control, physical address, mailing address, e-mail address, telephone number or fax number of your firm, you may submit the information regarding changes through the online portal. This should include an explanation of the change(s) and any supporting documentation. For changes in contact information only, please submit the Contact Information Update Form.

To submit these documents through the online portal, you will upload the required documents and then contact the BDD office at dbeprogramoffice@flystl.com to let us know the documents have been submitted. NOTE: Annual no-change affidavits should be categorized as All Other Correspondence. Tax returns are categorized as Business Tax Returns. See above for more information.

Requesting Additional NAICS Codes

Certified firms may also request additional NAICS codes through the online portal. To do so, you will need to complete the Request for Certification in Additional Area(s) of Expertise for the local MWBE program and/or the Request for Certification in Additional NAICS Code(s) for the federal DBE/ACDBE program. Each form must be signed and notarized. In addition, you must submit supporting documentation as indicated on the form(s).

To submit these documents through the online portal, you will upload the required documents and then contact the BDD office at dbeprogramoffice@flystl.com to let us know the documents have been submitted. Requests for additional NAICS codes should be categorized as Application.

Contact Us

If you have additional questions regarding the online portal, please contact the Business Diversity Development office at dbeprogramoffice@flystl.com or by phone at 314.426.8111.

Preparation Questionnaire

Are you applying for the Federal DBE program, the City of St. Louis M/WBE program, or both? _____

Legal Name of Firm _____

Federal Tax ID _____

Type of Business Structure _____

Number of Employees _____

Firm Established Date (Month-Day-Year) _____

Website _____

Phone Number _____

Fax Number _____

Describe the primary activities of your firm. _____

Primary Contact _____

First Name _____

Last Name _____

Title _____

Contact Phone Number _____

Email _____

Firm Address _____

Type (Street or Mailing or both) _____

Address Line One _____

Address Line Two _____

City _____

County _____

State _____

Zip _____

Owner (complete for each owner) _____

Owner's First Name _____

Owner's Last Name _____

Owner's Title _____

Home Phone Number _____

Email Address _____

Gender _____

Percentage Owned _____

Ethnic Group Membership _____

NAICS Code(s) www.census.gov/naics _____

Certification Overview

Disadvantage Business Enterprise (DBE) / Airport Concessions Disadvantaged Business Enterprise (ACDBE)

Minority Business Enterprise (MBE)/ Women Business Enterprise (WBE)

Certification Criteria:

	ACDBE	DBE	MBE/WBE
Type of Contract:	Concession contracts at airports that are recipients of federal USDOT funds	Federal USDOT funded contracts (e.g., airport, highway, bridge, or other transit construction)	Most City-funded contracts and City incentives
Ownership & Control:	At least 51% owned <u>and</u> controlled by one or more socially and economically disadvantaged individuals**	At least 51% owned <u>and</u> controlled by one or more socially and economically disadvantaged individuals**	At least 51% owned <u>and</u> controlled by one or more minority* individuals or women
Qualifying Owner's Personal Net Worth Limit:	Less than $1.32 million (excluding equity in primary residence, applicant business)	Less than $1.32 million (excluding equity in primary residence and applicant business)	Not Applicable
Size Standards: (Avg. of 3 yrs gross receipts, including affiliates0	$75.23 M - Car Rental firms $1B in assets – Banks/Fin. 350 employees – Auto dealers 1,500 employees – Pay phones $56.42 M – All other ACDBEs	Small Business Administration Size Standards specific to work type ($22.41 million USDOT cap)	Not Applicable
Type of Business:	Any for-profit, independent business pursuing concession contract as prime, joint venture partner, subtenant or providing goods and services to concession	Any for-profit, independent business pursuing work as a subcontractor or prime	Any local for-profit, independent business pursuing work as a subcontractor or prime
Participation Goals:	ACDBE goal set on a per concession contract basis	DBE goal set on a per contract basis	25% MBE 5% WBE

*Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, or Subcontinent Asian Americans;

**Members of the minority groups listed above and women are presumed to be disadvantaged. Any other individual may be determined to be socially and economically disadvantaged on a case-by-case basis.

Certification Workshops:

The Missouri Regional Certification Committee offers bi-monthly certification workshops. The purpose of this workshop is to provide potential applicant firms with information pertaining to the various programs, including the certification processes. No fee is required. Visit News and Events on www.flystl.com/BusinessDiversity for the workshop schedule and registration.

Benefits of MBE/WBE/DBE/ACDBE Certification:

1. Certification can raise a firm's profile in competing against non-certified subcontractors and contractors.

2. Certification provides marketing exposure to prime contractors and government agencies through the City of St. Louis' online Directory of Certified Businesses (http://directory.mwdbe.org/) and the Missouri Regional Certification Committee's statewide DBE database (www.modot.org/.../contractor_resources/External_Civil_Rights/mrcc.htm). The DBE and ACDBE certifications are honored by agencies with DBE and ACDBE programs throughout Missouri *(City of St. Louis, City of Kansas City, METRO, Missouri Department of Transportation, Kansas City Area Transportation Authority, Mid America Regional Council and East-West Gateway Council of Governments)*.

3. Certified firms are provided with training seminars to promote the growth & development and assist in firms' potential for successful participation on City contracts.

Attachment B

Roster of Missouri (MRCC)UCP DBE Certifying Agencies:

Area	Submit Application Package to:	
St. Louis Area	**Bi-State Development	Metro** 211 North Broadway, Suite 700 St. Louis, MO 63102 314-982-1400 ext. 1352 314-335-3430 (fax) www.metrostlouis.org/dbe	**City of St. Louis – Lambert Airport** P. O. Box 10212 St. Louis, Missouri 63145 314-426-8111 314-890-1305 (fax) www.flystl.com\businessdiversity
Kansas City Area	**City of Kansas City, Missouri** **Human Relations Dept. & KCI Airport** 4th Floor, City Hall 414 East 12th Street Kansas City, Missouri 64106 816-513-1836 816-513-1805 (fax) www.kcmo.org	**Kansas City Area Transportation** **Authority** 1350 E. 17th Street Kansas City, Missouri 64108 816-346-0224 816-346-0336 (fax) www.kcata.org
Mid-Missouri, Rural Areas, St. Louis Area and Kansas City Area	**Missouri Department Of Transportation** 1617 Missouri Boulevard P.O. Box 270 Jefferson City, Missouri 65102 573-526-2978 dbe@modot.mo.gov www.modot.mo.gov www.mrcc-mo.org	
Other Active MRCC Participating Agencies	**Mid-America Regional Council (KC)** www.marc.org **East-West Gateway Council Of Governments (STL)** www.ewgateway.org	

Frequently Asked Questions:

1. If I apply for certification today, how long would it take for you to process my application package?

Answer: The standard for completing the DBE certification process is 90 days from the time a complete application package and all required submittals is received by the Business Diversity Development (BDD) office. The standard for completing the MBE/WBE certification process is 60 days. The clock does not start until all required documentation has been satisfactorily submitted.

2. My firm is certified by another agency. Do I need to go through the certification process again?

Answer: The City of St. Louis recognizes DBE certification from any agency in the Missouri Regional Certification Committee (MRCC) to satisfy only DBE participation goals. Any firm that wants MBE and/or WBE certification recognized by the City of St. Louis must apply to and go through the certification process with the City of St. Louis – Lambert Airport BDD office.

3. What is the cost to apply for certification?

Answer: Free. There is no application fee to apply for certification.

For more information or to complete the On-Line Certification Application, visit www.flystl.com/businessdiversity. You can also contact the **Business Diversity Development office at dbeprogramoffice@flystl.com or 314-426-8111. Mailing address is P.O. Box 10212, St. Louis, MO 63145.**