

BDD SMALL BUSINESS NEWSLETTER

BREAKING NEWS: CHANGES TO THE DISADVANTAGED BUSINESS ENTERPRISE (DBE) AND AIRPORT CONCESSION DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) CERTIFICATION & COMPLIANCE PROGRAMS



Business Diversity Development (BDD) moved in December 2023 to a new space. BDD is located on the second floor of the Airport Office Building located at 11495 Navaid Road, Bridgeton, Missouri 63044.



Francoise Lyles-Wiggins, Assistant Airport Director, Community Programs/BDD address attendees during Industry Day that focused on the upcoming Consolidated Terminal Project.

DBE/ACDBE Certification Changes

BDD CERTIFICATION TEAM

In May 2024, USDOT modernized the DBE and ACDBE Certification and Compliance Programs that addressed eligibility and Interstate Certification requirements. Some changes implemented are below.

Applicant Firms Operations

For firms seeking DBE/ACDBE designations applicant firms are required to have operations in the type of business it seeks to perform before applying for certification.

Reasonable Person Standard

USDOT eliminated the six-(6) factor test known as the “ability to accumulate substantial wealth” and replaced it with a “reasonable person” standard.

Individual Determination

As it relates to individual determinations of social and economic disadvantage, Appendix E of 49 CFR Part 26 was removed. Individuals not within the presumptive groups as outlined by the Small Business Administration (SBA) must submit a personal narrative in addition to other required documentation with their application.

Declaration of Eligibility

The Affidavit of Certification was replaced with the Declaration of Eligibility (DOE) and does not need to be notarized. Issues encountered during the height of COVID proved problematic for socially and economically disadvantaged owners (SEDO) when attempting to get the form notarized (see [DECLARATION OF ELIGIBILITY | US Department of Transportation](#)).

Business Size

Effective March 1, 2024, the business size limit for applicant and certified DBEs seeking to participate in [FHWA](#) and [FTA](#)-assisted contracts is adjusted for inflation from \$30.40 million to **\$30.72 million**. A DBE firm must still meet the size standard(s) appropriate to the type(s) of work the firm seeks to perform in DOT-assisted contracts. These standards vary by industry according to the NAICS code(s) defined by the Small Business Administration (SBA). The adjusted gross receipts cap does not apply to determining a firm’s eligibility for participation in FAA-assisted projects. DBE firms working on FAA-assisted projects must meet the size standard(s) appropriate to the type(s) of work based solely on the applicable NAICS code(s) size standard(s). Unified Certification Program (UCP) directories must clearly indicate which firms are only eligible for counting on FAA-assisted work (see additional information at [DBE/ACDBE Size Standards | US Department of Transportation](#))

NAICS code size calculations went from an average of three (3) years to five

DBE/ACDBE Compliance Monitoring & Enforcement Updates

BDD COMPLIANCE TEAM

USDOT implemented changes to compliance monitoring & enforcement making recipients more accountable. Some of the major changes that impact monitoring, working and/or bidding on a USDOT funded project. You can review a few of the changes below.

Bidders list

In accordance with 49 CFR § 26.11 St. Louis Lambert International Airport® (SLA) is required to maintain the following information on every bidder who submits a quote/bid who seeks to perform work on SLA federally assisted contracts. SLA is required to collect information about all Disadvantaged Business Enterprises (DBEs) and Non-Disadvantaged Business Enterprises (non-DBEs) who bid as prime contractors and subcontractors on each federally assisted contract. *The prime bidder/consultant must fill out this form with their information and ALL subcontractors/suppliers, regardless of tier, must fill out this form in its entirety and submit to the prime contractor/consultant. The prime bidder/consultant will submit all forms with their bid/proposal.*

Distributor Category

USDOT added a subset of DBE suppliers-distributor. A DBE distributor is an established business that engages in the regular sale or lease of the items specified by the contract. A DBE distributor assumes responsibility for the items it purchases once they leave the point of origin (e.g., a manufacturer's facility), making it liable for any loss or damage not covered by the carrier's insurance. A DBE distributor performs a CUF when it demonstrates ownership of the items in question and assumes all risk for loss or damage during transportation, evidenced by the terms of the purchase order or a bill of lading (BOL) from a third party, indicating Free on Board (FOB) at the point of origin or similar terms that transfer responsibility of the items in question to the DBE distributor. If these conditions are met, DBE distributors may receive 40 percent for drop-shipped items. Terms that transfer liability to the distributor at the delivery destination (e.g., FOB destination), or deliveries made or arranged by the manufacturer or another seller do not satisfy this requirement.

(5) years. Examination five (5) years within each NAICS code firms must be conducted now.

For concession joint ventures, receipts are calculated in proportion to the ACDBE’s ownership interest.

Personal Net Worth (PNW) Cap

The PNW Statement and Worksheets was updated (see [Personal Net Worth \(PNW\) Statement | US Department of Transportation](#)) The PNW cap was raised from \$1.32 million to \$2,047,000. Retirement assets in full are excluded from the calculation, state or marital laws or community property rules are removed and household contents of primary residence included but if owner resides with spouse or domestic partner, owner may exclude half.

Ownership Requirement

It was determined that only one level of ownership above the firm seeking certification is allowed-Holding companies and that there can be a subsidiary and parent but not a grandparent above them.

Control Requirement

SEDO must be “run the show”, have managerial oversight, revocable delegation of authority and have the ability to make critical and independent decisions. However, licensing, differences in remuneration, outside employment, family relationships, transfer of firm when non-SEDO remains involved.

To apply for DBE and/or ACDBE certification visit our webpage at [Lambert – St. Louis Airport Business Diversity Contract Compliance System](#)

CHANGES TO THE DBE/ACDBE PROGRAMS

BDD will review Changes virtually on Zoom, Monday, February 24, 2025 from 2 p.m.-3:30 p.m. Click the link below to log in:

Join Zoom Meeting
One tap mobile: US: +13017158592,,85250919510# or +13052241968,,85250919510#

Meeting URL:
<https://flystl.zoom.us/j/85250919510?pwd=GGNoR7hjAlFDpMcPTgdqnbvMeLf79.1>
Meeting ID: 852 5091 9510
Passcode: 670950
Join by Telephone
For higher quality, dial a number based on your current location.
Dial: +1 301 715 8592 US (Washington DC)
+1 305 224 1968 US
+1 309 205 3325 US
+1 312 626 6799 US (Chicago)
+1 646 558 8656 US (New York)
+1 646 931 3860 US
+1 346 248 7799 US (Houston)
+1 360 209 5623 US
+1 386 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 669 444 9171 US
+1 669 900 9128 US (San Jose)
+1 689 278 1000 US
+1 719 359 4580 US
+1 253 205 0468 US
+1 253 215 8782 US (Tacoma)
Meeting ID: 852 5091 9510



Active Participants List Data Collection Form

In accordance with 49 CFR § 23.27 St. Louis Lambert International Airport® (SLA) is required to collect information on all firms that have participated or attempted to participate in airport concession activities and submitted proposals or initial responses to negotiated procurements. SLA is required to collect information about all firms who sought to participate in the opportunity, successfully or not. *The prime concessionaire must fill out this form with their information and ALL sub-concessionaires, goods & service providers, etc. must fill out this form in its entirety and submit to the prime concessionaire. The prime concessionaire will submit all forms with their bid/proposal.*

DBE Open Ended Performance Plans

Open Ended Performance Plans are required on design-build projects. Primes are required to detail the types of work the prime will solicit DBEs to perform work and give a projected timeframe.

Written Certification (Acknowledgement of Compliance Monitoring & Enforcement)

49 CFR § 26.37(b) requires that SLA monitors every federally assisted contract, including professional services, on which Disadvantaged Business Enterprise (DBE) participation is claimed, including race-conscious DBE participation in response to a contract goal and race-neutral DBE participation towards SLA’s overall goal. SLA is required to document, date and sign a confirmation of its monitoring efforts. This written certification should be completed and uploaded to each federally assisted contract and made available to FAA upon request.

DBE Regular Dealer/Distributor Affirmation Form

Sections 26.53(c)(1) of Title 49 Code of Federal Regulations requires recipients to make a preliminary counting determination for each DBE listed as a regular dealer or distributor to assess its eligibility for 60 or 40 percent credit, respectively, of the cost of materials and supplies based on its demonstrated capacity and intent to perform as a regular dealer or distributor, as defined in section 26.55(e)(2)(iv)(A),(B),(C), and (3) under the contract at issue. The regulation requires the recipient's preliminary determination to be made based on the DBE’s written responses to relevant questions and its affirmation that its subsequent performance of a commercially useful function will be consistent with the preliminary counting of such participation. Each regular dealer/distributor is required to fill out the affirmation form, submit to the prime and the prime submits with their bid. Review the form at [DBE regular dealer distributor affirmation | US Department of Transportation](#).

Small Business Element (DBE & ACDBE Programs)

Recipients must include an element to structure contracting requirements to facilitate competition by small business concerns, taking all reasonable steps to eliminate obstacles to their participation, including unnecessary and unjustified bundling of contract requirements that may preclude small business participation in procurements as prime contractors or subcontractors.



DBE/ACDBE Interstate Certification Requirements

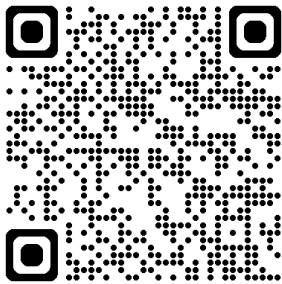
USDOT updated the requirements surrounding Interstate Certification. Firms can apply for DBE and ACDBE certification with various Unified Certification Programs throughout the United States. Unified Certification Programs (UCPs) are required to process interstate certification applications within ten-(10) days.

Firms applying for DBE/ACDBE Interstate Certification with the Missouri Regional Certification Committee (MRCC) through St. Louis Lambert International Airport/BDD must provide the following information along with their electronic Interstate Application

- Cover letter with the application that specifies the DBE/ACDBE is applying for Interstate Certification. The letter should include a list of other UCPs the firm is certified with under 49 CFR Part 23 and/or Part 26.
- The Jurisdiction of Original Certification (JOC) The JOC is the state in which the firm maintains its principal place of business at the time of original application unless and until the firm loses certification in that jurisdiction
- The specific certification type(s) for which the firm is applying.
- An electronic image of the UCP directory of the JOC that shows the DBE/ACDBE certification
- A new Declaration of Eligibility (DOE) Owners claiming Native American group membership, submit proof of enrollment in a state or federally recognized tribe. Owners claiming Native Hawaiian or Alaska Native group membership must submit documentation legally recognized under State or Federal law attesting to the individual's status as a Member of that group.



Jacqueline Taylor, BDD Contract Compliance Officer, conducts certification workshop demonstrating to attendees how to access St. Louis Lambert Certification and Compliance Management System.



Code of Federal Regulations-49 CFR Part 26, Appendix A to Part 26, Appendix C to Part 26 and Appendix C to Part 26.

City of St. Louis
Living Wage Update

BOARD BILL 128

Alderman Bret Narayan introduced an ordinance amending Chapter 3.99 of the Revised Code of the City of St. Louis to clarify the applicability of living wage requirements on November 7, 2024.

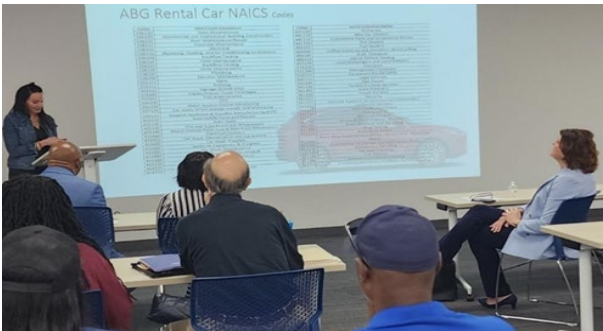
Ordinance 71948 removes any exemption for otherwise subject employees during a training period. In effect, any subject employee must be paid the full hourly living wage amount (with or without health benefits that an employer may offer, as indicated by the Ordinance from the first day of employee under the agreement with the City of St. Louis.

The ordinance becomes effective 3/2/2025 (see [2024-2025 Board Bill 128 -- Living Wage Requirements](#))

Please be aware that the Living Wage Bulletin for 2025 will be posted no later than April 1, 2025. Also, a virtual Zoom meeting will be set up to review the 2025 calculations once Airport Legal has completed their review.

Upcoming Events

BDD posts upcoming outreach events on its webpage at [Lambert – St. Louis Airport Business Diversity Contract Compliance System](#) on a regular and routine basis. The events list contains all upcoming webinars, in-person workshop & educational sessions, networking events, opportunities various professional service firms and prime contractors have across the St. Louis Metropolitan Area, City of St. Louis Board of Public Service (BPS) lettings, small business networking opportunities and educational sessions.



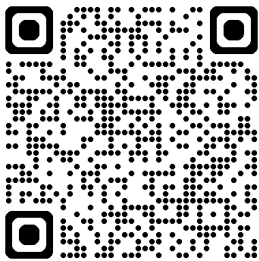
Currently the following Airport projects are out for bid:

RFQ - Engineering Design Services for the Reconstruction of Runway 12L-30R from Taxiway Sierra to Taxiway Lima; Reconstruction of Runway 6-24 - Projects 1 & 2 at St. Louis Lambert International Airport, bids are due to BPS on 2/27/2025 @ 1 p.m.

Relocation of Airfield Maintenance (AFM) and Snow Removal Equipment (SRE) Facilities at St. Louis Lambert International Airport, bids are due to BPS on 3/25/2025 @ 1:45 p.m.

For information on the above projects please contact Helen Bryant, Contracts Supervisor, City of St. Louis Board of Public Service, 314.622.3535

BDD is hosting a Small Business Networking event on Friday, February 21, 2025 from 11 a.m-1:00 p.m.. Meet small businesses within your industry and others, build additional relationships and enjoy some traditional cuisine. RSVP required-see QR code below.



Location: BDD Office-Airport Office Building-2ND Floor, 11495 Navaid Road, Bridgeton, MO 63044

Meet the BDD Team

Francoise Lyles-Wiggins, Asst. Airport Director

Mrs. Lyles-Wiggins has over 29 years-experience working in the certification and compliance arena in various capacities. Ms. Lyles-Wiggins started her career with the City of St. Louis in 2001 as a Contract Compliance Officer. Ms. Lyles-Wiggins’s experience is in policy development and implementation; implementing certification requirements; performing compliance monitoring; conducted third party investigations and investigations pertaining to fraud, waste and abuse within the DBE and ACDBE Programs; established DBE and ACDBE goals; performed over-concentration analyses in order to prevent reverse discrimination; developed capacity building initiatives and assisted small businesses in growth development and sustainability. Ms. Lyles-Wiggins received the Joe Rinke Owner Award, Pride of St. Louis Construction (2012); named Small Business Monthly’s Diversity Hero (2018), a recipient of MOKAN is Public Sector Executive of the Year award (2018) and was among the Small Business Monthly 100 St. Louisans You Should Know To Succeed In Business (2021). Ms. Lyles-Wiggins holds a Bachelor of Arts degree in Sociology, Master’s degree in Public Administration with an emphasis in Urban Management, a Master of Contract Administrator certification. Additionally, Ms. Lyles-Wiggins serves as an At Large Member for the Conference of Minority Transportation Officials (COMTO)-St. Louis Chapter; American Contract Compliance Association-Educational Committee Member; member of the Small Business Transportation Resource Center (SBTRC)-Central Region Planning Committee; Victim Impact Speaker for Mothers Against Drunk Driving (MADD)-St. Louis and a Member of Delta Sigma Theta Sorority, Inc.

Barbara Carter, Administrative Assistant III

Barbara Carter, Administrative Assistant III, has been dedicated to Civil Service in various capacities within the City of St. Louis for 31 years. Prior to the DBE Program Office, Mrs. Carter was a Program Supervisor to a team of 11 individuals in the Traffic Violations Division in City Courts. She was responsible for overseeing all parking tickets/court payments, warrant cancellation fees and bond funds. Because of her desire to help minorities and disadvantaged people become successful in their business endeavors Mrs. Carter began in the DBE Program Office in 1998. As administrative Assistant III, she oversees clerical staff, all administrative duties and manages the No Change Affidavit process for currently certified vendors and assisting vendors navigate the Certification & Compliance Monitoring System (B2Gnow). In this capacity, Mrs. Carter exercises her abilities of patience, organizational and problem-solving skills. Mrs. Carter also served as the Event Coordinator for Aero at the Airport where she assisted clients create and execute their special events, i.e., weddings, receptions, proms, etc. on Concourse B in the Aero Event Space. Mrs. Carter is results driven and detailed oriented. She enjoys traveling, reading, entertaining at home, swimming and the outdoors

Tynetta Bruce, Program Manager I

Tynetta K. Bruce has worked for more than 20 years with organizations and small businesses to enhance strategic planning, forward thinking and growth to compete successfully today and tomorrow. Tynetta has experience in construction project management, sales, property management in both residential and commercial real estate, hotel management, financial services-loan services for small businesses, foreclosure prevention, payroll and accounting, grant administration, Section 3 coordination and compliance monitoring and enforcement. Currently, Tynetta is a Program Manager I-Compliance in the Business Diversity Development office at Lambert handling MWDBE certification, assisting with Title VI, monitoring Living Wage and performing compliance and enforcement on both city and federally funded contracts at the Airport. Tynetta holds a Sequential Master of Arts degree in Management & Leadership and Human Resource Development as well as a Contract Compliance Administrator Certificate. Tynetta is a licensed Real Estate Broker, Loan Signing Agent and a Notary Public for the State of Missouri.

Jeffrey Flake, Contract Compliance Officer

Mr. Flake has a diverse background including internal audit, compliance, contract negotiations and procurement. Mr. Flake has been with the City of St. Louis since 2018. In the City of St. Louis Water Division, Mr. Flake handled commercial water accounts, performed troubleshooting and audited commercial accounts. Some of his duties and responsibilities include oversight of the Living Wage for the City of St. Louis, contract compliance monitoring and enforcement and performing community outreach opportunities. Mr. Flake has a passion for utilizing his unique skillset to contribute to the advancement of entrepreneurs seeking certification and assisting small businesses grow and develop. Mr. Flake holds a Bachelor of Arts degree in Business Administration. Additionally, Mr. Flake is a Notary Public for the State of Missouri and provides e-Notary Services.

Joey Hollins, Contract Compliance Officer

Mr. Hollins began his career with the City of St. Louis 20 plus years ago in the City of St. Louis Fire Department. Mr. Hollins served as a Fire Fighter, Trainer & Inspector. In 2000, Mr. Hollins came to St. Louis Lambert International Airport where he worked as an Aircraft Rescue Fire Fighter (ARFF). Mr. Hollins is a licensed Real Estate Broker in the State of Missouri. Additionally, he has worked in the City of St. Louis-Comptroller’s Office Real Estate Division and with the Real Estate Department at the Urban League Regional Headquarters.

Juanita Kalu, Contract Compliance Officer

Juanita Kalu began her career with the City of St. Louis as an Executive Secretary in the Business Diversity Development (BDD) office in 2021. In 2024, Ms. Kalu was promoted to Contract Compliance Officer collaborating with the Missouri Regional Certification Committee (MRCC) and the City of St. Louis Local Minority and Women Business Enterprise Program Review Committee (PRC). Prior to BDD, Mrs. Kalu was employed as an Administrative Financial Data Coordinator with St. Louis Public Schools. In that capacity, she handled compliance for the No Child Left Behind Initiative and worked with the budget for Students in Transition. Additionally, she has serviced as a Tax Analyst with H & R Block for 22 years. Ms. Kalu holds an Associate’s degree in Business Administration, Bachelor of Arts in General Studies and Master’s degree in Biblical Theology.

Jacqueline Taylor, Contract Compliance Officer

Jacqueline Taylor began her career with the City of St. Louis in April 1992 in the Disadvantaged Business Enterprise (DBE) Program Office. Mrs. Taylor was instrumental in the development of policy and procedure and program implementation within the DBE Program Office. Mrs. Taylor assists applicants in navigating the online certification system and brings a wealth of historical knowledge in the implementation of the Airport’s federal DBE Program, the local Minority Business Enterprise (MBE) Program and the Women Business Enterprise (WBE) Program, Policies and Outreach. With 32 years-experience, Mrs. Taylor has a burning passion to see small, minority and disadvantaged businesses succeed in the marketplace. As the “Resident Expert” and Office Historian, Jackie finds it rewarding to see small, minority, women and disadvantaged firms complete the certification review process and receive their applicable certifications. A recipient of the MOKAN Public Sector Executive of the Year Award (2015) for her work and dedication in assisting the small businesses community, Mrs. Taylor feels that small businesses are our foundation and assisting them grow, develop and sustain makes the economy evolve.

Marie Yancey, Contract Compliance Officer

Marie Yancey a native of Memphis, TN and a veteran of the US Air Force started with the City of Saint Louis as a Public Information Officer with St. Louis Lambert International Airport in 1994. She joined the Business Diversity Development (BDD) staff in 2004. As a Contract Compliance Officer, she assists applicants who are seeking certification with the airport, conducts certification workshops, and enjoys the opportunity working with small businesses to help them navigate BDD’s online certification process. During her tenure as a member of the BDD office she has been involved in various areas of the department to include the City’s local Minority Business Enterprise (MBE) & Women Business Enterprise (WBE) Programs, the Airport's federal Airport Concession Disadvantaged Business Enterprise (ACDBE) & Disadvantaged Business Enterprise (DBE) certification, compliance monitoring and enforcement Programs, ACDBE Program Implementation and Outreach. In November 2023, she received MOKAN’s Public Sector Executive of the Year Award for her commitment to diversity and inclusion in the St. Louis metropolitan area. Recognized as a Diversity Champion in 2012 as a catalyst for increased utilization of Minorities and Women in Construction by the St. Louis Council of Construction Consumers she strives to see small businesses succeed.



