

# LOS ANGELES WORLD AIRPORTS CERTIFICATION ADMINISTRATION

## FREQUENTLY ASKED QUESTIONS

### DBE/ACDBE Certification

**1. What are the criteria to become a certified Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE)?**

The following table summarizes the certification criteria:

	DBE	ACDBE
<b>Ownership &amp; Control:</b>	At least 51% owned <u>and</u> controlled by one or more socially and economically disadvantaged individuals (Asian Pacific, Black, Hispanic, Native American, Subcontinent Asian, Women)	
<b>Qualifying Owner's Personal Net Worth:</b>	< \$1,320,000 (excluding equity in primary residence and applicant business)	
<b>Size Standards:</b> (Avg. of 3 yrs gross receipts, including affiliates)	Small Business Administration Size Standards up to \$23.98 million	< \$56.42 million
<b>Type of Business</b>	Any	A business that is: (a) located on the airport providing goods or services to the public (excludes taxi, custodial & security services, and aeronautical activities) <b>or</b> (b) A business not located at the airport that provides goods and services to concessions. (includes management, advertising and web-based contractors)

**2. What are the benefits of being a certified firm?**

**Answer:** For firms certified as DBE and ACDBE, the California Unified Certification Program (CUCP) provides “one-stop shopping” certification services to small businesses seeking to participate in contracts funded by the USDOT. The CUCP eliminates the need for DBE-certified firms to obtain certifications from multiple agencies within the State. The program also increases marketing and business exposure of your business through a statewide database and directory: <https://dot.ca.gov/programs/business-and-economic-opportunity/dbe-search>

**3. How does a firm become certified with the City of Los Angeles?**

**Answer:** Applicants may request an application by writing to the Bureau of Contract Administration, Office of Contract Compliance (OCC), 1149 South Broadway, Suite 300, Los Angeles, CA 90015 or by calling (213) 847-2684. You may also download the applications from the Certification Applications link at <https://bca.lacity.org/certification>

**4. How can I get assistance with completing the application forms?**

**Answer:** Contact Centralized Certification at (213) 847-2684 for assistance.

**5. My firm is certified by another CUCP certifying agency. Do we need to go through all the certification processing steps again?**

**Answer:** No, if you have a DBE certification with another certifying agency in the CUCP, you do not need to apply for the City's DBE program to participate in City projects. The City recognizes DBE/ACDBE certification with the following CUCP member agencies Statewide:

- California Department of Transportation (CALTRANS)
- City of Fresno
- Los Angeles County Metropolitan Transportation Authority (METRO)
- San Diego County Regional Airport Authority (SAN)
- San Francisco Bay Area Rapid Transit District (BART)
- San Francisco International Airport (SFO)
- San Francisco Municipal Transportation Agency (SFMTA)
- San Mateo County Transit District (SAMTRANS)
- Santa Clara Valley Transportation Authority (VTA)

**6. What are the DBE/ACDBE certification process steps?**

**Answer:** The certification process consists of four stages:

- Preliminary Intake Review – Submitted documents are checked for completeness. All applications must be signed and notarized. Applications that are not notarized or signed will be returned.
- Desk Audit – Supporting documents are reviewed and additional information may be requested.
- Site Visit – A Certification analyst team interviews the business owner(s) at the business location.
- Final Review for Approval/Denial – A recommendation for approval or denial is made after a thorough review of the application, submitted documents, and the Site Visit Report.

**7. What recourse does a firm have if it is denied certification?**

**Answer:** DBE/ACDBE applicants have the right to appeal the denial in writing to the USDOT within 90 calendar days from the date of the denial letter. MBE/WBE applicants may submit a written appeal to the Office of Contract Compliance. Denied applicants can reapply after one year.

**8. How long is the certification valid?**

**Answer:** DBE/ACDBE certifications do not expire, they are valid unless the CUCP certifying agency removes a firm's certification since that vendor no longer meets eligibility standards or fails to cooperate with requests for information. DBE/ACDBE certified firms are required to confirm their continued eligibility on an annual basis by submitting a "No Change Declaration".

**9. Question:** Once certified, how do firms procure contracts?

**Answer:** The Business Assistance Virtual Network (BAVN) is a free service provided by the City of Los Angeles and the Mayor's Office of Small Business Services. You can view and download information about all contractual opportunities offered by the City of Los Angeles in one convenient location and find certified sub-contractors to complement your project bid. If you wish to be notified of future City contract opportunities, please register in the BAVN at: <http://labavn.org>.