

How to Get Certified ACDBE/ DBE

South Central Texas Regional Certification Agency

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**Charles Johnson
Executive Director**



OVERVIEW OF ACDBE PROGRAM

Program

- Issued in 2005
- ACDBE is an acronym for Airport Concessions Disadvantaged Business Enterprise. The ACDBE Program is similar to the DBE program in that it is a Department of Transportation (DOT) program designed to level the playing field for small businesses who wish to participate in contracting opportunities at airports.
- Governs the participation of ACDBE in the concessions activities of airports receiving Federal financial assistance from the airport improvement program of the Federal Aviation Administration (49 CFR Part 23)



ACDBE DEFINITION

Airport Concession Disadvantaged Business Enterprise (ACDBE)

- for-profit small business concern
- at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged
- in the case of a corporation, 51 percent of the stock is owned by one or more such individuals
- management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it



CONCESSION DEFINITION

A business, located on an airport subject to this part, that is engaged in the sale of consumer goods or services **to the public** under an agreement with the recipient, another concessionaire, or the owner or lessee of a terminal, if other than the recipient.

A business conducting one or more of the following covered activities, even if it does not maintain an office, store, or other business location on an airport subject to this part, as long as the activities take place on the airport:

- Management contracts and subcontracts
- Web-based or other electronic business in a terminal or which passengers can access at the terminal
- Advertising business that provides advertising displays or messages to the public on the airport
- Business that provides goods and services to concessionaires



“LOCATED ON THE AIRPORT” DEFINITION

Businesses Located on the Airport

- Taxi Operator
- Dispatcher
- Limousine
- Booth selling tickets to the public
- Car rental company
- Hotel located anywhere on airport property

Businesses NOT Located on the Airport:

- Taxi
- Limousine
- Car Rental
- Hotel Services



PROGRAM ELIGIBILITY CRITERIA

DBE	ACDBE
Race and Gender Conscious	Race and Gender Conscious
SBA Size Standard with an overall cap of \$23.98 million (Averaged over 3 years)	Overall cap of \$56.42 million (Averaged over 3 years)
At least 51% of owners must be members of economically and socially disadvantaged groups (Woman, Hispanic, Asian, Black, Native American)	At least 51% of owners must be members of economically and socially disadvantaged groups (Woman, Hispanic, Asian, Black, Native American)
Actively in business	Actively in business
51% of owners must be under the Personal Net Worth Standard Less than \$1.32 million excluding primary residence and ownership interest in applicant business enterprise	51% of owners must be under the Personal Net Worth Standard Less than \$1.32 million excluding primary residence and ownership interest in applicant business enterprise
Construction Related Architectural and Engineering	Concessionaire

CAN A FIRM BE A DBE AND AN ACDBE?

YES

- Firms may be certified as a DBEs, ACDBE, or both.
- Firms that qualify as DBEs will also qualify as ACDBEs providing that they can demonstrate that the disadvantage owners control the firm's concession activities.
- Firms that qualify as ACDBEs may not be necessarily meet the size standard for DBE certification as the SBA standard is lower than the part 23 size standard.
- For example: A firm that provides insurance services has an average annual gross receipts of \$25 million over the last three years. The firm will not qualify as a DBE because their average annual gross receipts exceeds the \$7.0 million SBA size standard for that NAICS codes. However the same firm would qualify as an ACDBE because their gross receipts are less than \$54.62 million.
- The UCP directory must clearly indicate if a firm is certified as a DBE, ACDBE or both.

IS AN ACDBE DIFFERENT THAN A DBE?

YES

The Primary difference between a DBE and an ACDBE is the application of a different size standard for eligibility. The Size standard for ACDBE businesses are not based on a SBA size standard.

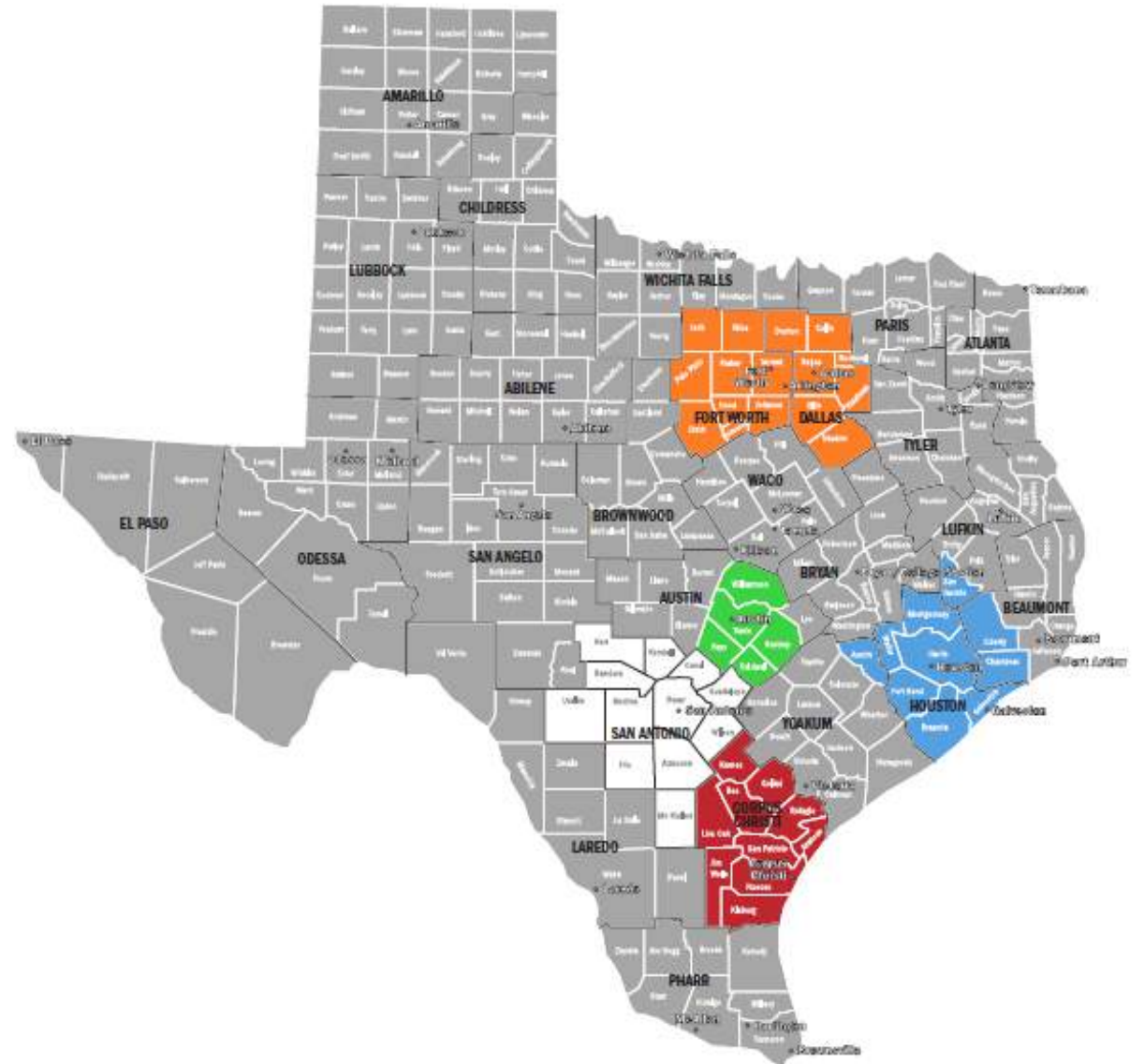
Industry	Size Standard
Banks and financial institutions	\$1 Billion in Assets
Car rental companies	\$75.23 million average annual gross receipts over the firm's three previous fiscal years
Pay telephones	1,500 Employees
Automobile dealers	350 Employees

FEDERAL PROGRAM DBE/ACDBE

DBE Service Counties:

Atascosa
Bandera
Bexar
Comal
Frio
Guadalupe
Kendall
Kerr
McMullen
Medina
Uvalde
Wilson

TEXAS UNIFIED CERTIFICATION PROGRAM CERTIFYING AGENCY REGION MAP



HOW LONG DOES THE PROCESS TAKE?

Local Program

The Local program's time frame is about 45 days.

*Random Site Visits

Federal Program

The Federal Program's time frame is no less than 30 days and can take up to 90 days from when the application is deemed complete.

*Mandatory Site Visit

***Note: Site Visits can take anywhere from 45 minutes – 2 hours**

HOW OFTEN DO YOU HAVE TO RENEW AND/OR UPDATE CERTIFICATIONS?

-Local certifications need to be renewed every two years. A four page renewal application and a small checklist that is on page of the renewal application is require when submitting your information.

-DBE/ACDBE certifications do not expire but they do need to be updated ever year to verify that the firm still meet the eligibility requirement. An Annual Update Affidavit is required with the most current business income tax returns as well.

Both Programs:

1. If there are any changes made before the anniversary date, you must notify the agency and submit documentation within 30 days of the change. **ESPECIALLY EMAIL ADDRESSES**
2. Encourage you to submit copies of everything
3. We do not process your renewal or affidavit until the anniversary month
4. We will notify you via email 60 days and 30 days prior to your anniversary date. We will also email you when you have lapsed. If we still do not have your documentation, we will give you a courtesy call.

HOW TO RETRIEVE OUR APPLICATIONS

1. Website – www.sctrca.org
2. In our office – 3201 Cherry Ridge, Building B, Suite 210, San Antonio, TX 78230
3. Events
4. Through our online application system via B2G

Federal Program

The image displays three pages of a federal application form, likely for a Small Business Administration (SBA) program. The pages are numbered 1, 2, and 3.

Page 1: Titled "FEDERAL CERTIFICATION APPLICATION" and "SMALL BUSINESS ADMINISTRATION". It includes a section for "Business Information" and "Business Description".

Page 2: Titled "A. Bank Check Information" and "B. Financial Certifications and Application". It includes a table for "Bank Check Information" and a section for "Financial Certifications and Application".

Page 3: Titled "C. Additional Information" and "D. Declaration". It includes a section for "Additional Information" and a "Declaration" section.

14 Pages

Note: Depending on the application and structure of the business, there is different documentation required to submit.

RESOURCES

Here is one our resources that can assist you with filling out our application



UTSA PTAC (Procurement Technical Assistance Center)
(210) 458-2458

Questions?



**South Central Texas Regional Certification
Agency**

SCTRCA

**3201 Cherry Ridge St. Building B, Suite 210
San Antonio, TX 78230
(210)227-4722**

cjohnson@sctrca.org