

LAWA ACDBE Program Quick Tips

The Airport Concessions Disadvantaged Business Enterprise (ACDBE) Program is regulated by the U.S. Department and Transportation and by the Federal Aviation Administration (FAA) (see Title 49 CFR Part 23). LAWA's policy is to provide concession opportunities to compete for and participate in the performance of all LAWA contracts.

How do I apply for ACDBE Certification?

- Application is available online at:

<https://lacity.diversitysoftware.com>



What do I need to apply?

Please have ready for the qualifying owner and your firm/company:

- Personal Financial Information (loan and brokerage accounts, secondary real estate holdings, etc.) to complete the Personal Net Worth Form.
- Federal Employer Tax ID Number
- Multiple years of Federal Individual and Corporate Income Tax Returns
- Company Name and Type (LLC, Corporation, etc.)
- Email, Phone, and Address
- Contact Name, Email, and Phone

What is the general process?

The certification process consists of four stages:

1. Preliminary Intake Review – Submitted documents are checked for completeness. **Please note, prior to submission, all applications Affidavit of Certification and Personal Net Worth Forms must be signed and notarized.**
2. Desk Audit – Supporting documents are reviewed for eligibility and additional information may be requested.
3. Mandatory Site Visit – A Certification analyst team interviews the business owner(s) at the business location. Also, additional required information may be requested during and after the Site Visit.
4. Approval/Denial – A recommendation for approval or denial is made after complete and thorough review of the items above.

Where can I find more information?

- Information is available on LAWA's website www.lawa.org under Business Inclusivity Programs (ACDBE) or at the following link:
<https://www.lawa.org/lawa-businesses/lawa-administrative-requirements/airport-concessions-disadvantaged-business-enterprises-program>
- You can get assistance with completing the application forms by contacting LAWA's Centralized Certification Unit at (213) 847-2684 or via email at: bca.certifications@lacity.org.