

## FREQUENTLY ASKED QUESTIONS:

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### **Q: WHAT IS CERTIFICATION?**

A: Certification is the process through which MNAA examines the ownership and control of the businesses seeking designation as a Small, Minority or Woman-Owned Business Enterprise (SMWBE) the Metropolitan Nashville Airport Authority's local certification program or as a Disadvantaged Business Enterprise (DBE), a Statewide Federal Funded program.

The certification process requires a thorough investigation of the company's owner including, but not limited to, financial statements, by-laws, charter, stock certificates, lease agreements, salaries of owners, number of employees, licenses/authorities etc.

- All business seeking certification must already be established and have a business license.
- Businesses must be ready, willing and able to provide the product or service as described.
- The firm must meet ownership criteria.
- The firm must be willing to participate in annual reviews and updates as required.
- An Onsite visit will be performed as part of each firm seeking DBE/ACDBE certification or as part of a firm seeking SMWBE certification if deemed necessary to make a certification decision.

Within the MNAA -SMWBE certification program, firms are certified in one of the following classification:

- SBE – Small Business Enterprise (Small Male)
- MBE– Minority Business Enterprise (Minorities Male and Female )
- WBE – Women Business Enterprise (Non-Minority Female)

### **METROPOLITAN NASHVILLE AIRPORT AUTHORITY (MNAA)**

The Metropolitan Nashville Airport Authority (MNAA) Office of the Business Diversity Development (BDD) has two options when seeking certification.

#### **Option: 1**

#### **SMALL, MINORITY, AND WOMAN-OWNED BUSINESS ENTERPRISE (SMWBE):**

To promote, encourage and stimulate participation of the Airport's local Small, Minority and Woman-Owned Business Enterprises (SMWBE). SMWBE firms must be a for-profit business, as defined in 49 CFR, Part 26.

To obtain a SMWBE Certification Application go to <https://flynashville.diversitycompliance.com>

#### **Option: 2**

#### **DISADVANTAGED BUSINESS ENTERPRISE (DBE) OR AIRPORT CONCESSIONAIRE DISADVANTAGED BUSINESS ENTERPRISE (ACDBE) STATEWIDE CERTIFICATION:**

MNAA partners with the Tennessee Uniform Certification Program (TNUCP) to ensure economic participation in contracting opportunities created by FAA financial assistance programs for Disadvantaged Business Enterprises (DBE) or Airport Concessionaire Disadvantaged Business Enterprises. DBE firms must be for-profit businesses, as defined in 49 CFR, Part 26.

To obtain a TNUCP-DBE/ACDBE Certification Application go to <https://flynashville.diversitycompliance.com>

If your firm is located within our 16-MSA counties served, you will automatically qualify for SMWBE certification.

### **QUESTIONS/ANSWERS**

#### **Q: Is there a cost to become certified?**

A: No. There is no cost.

#### **Q: How long does it take to become certified?**

A: On the average, it takes up to 90 days to process a certification application, provided all required documents and complete answers to all questions have been submitted.

**Q: Will the certification application be processed if all answers are not provided?**

A: No. Incomplete applications will not be reviewed until a complete application is submitted. It is important to submit all required information and answer questions accurately and completely.

**Q: Is there a geographic location requirement for SMWBE certification?**

A: Yes. Firms seeking SMWBE certification must be located in the one of the following counties: Bedford, Cannon, Cheatham, Davidson, Dickson, Hickman, Macon, Maury, Montgomery, Robertson, Rutherford, Smith, Sumner, Trousdale, Williamson or Wilson.

**Q: Is there a geographical location requirement for DBE/ACDBE certification?**

A: No. Firm must be located within the State of Tennessee.

If your firm is located outside of the State of Tennessee, the firm must be certified in its home state first, before seeking certification within the State of Tennessee.

**Q: How long does certification last?**

A: The certification is valid until the firm is deemed decertified by MNAA. All certifications are required to be renewed annually on the anniversary date. Renewal packets are submitted by MNAA within 45-days in advance of the annual certification/expiration date.

**Q: Does the Metropolitan Nashville Airport accept reciprocity by other entities?**

A: Yes. MNAA accepts reciprocity from the TNUCP and the Governor's Office of Diversity Business. Visit MNAA's website at <https://flynashville.diversitycompliance.com> to apply for certification.

**Q: Where Can I Verify or View A Copy of the SMWBE Directory of Certified Businesses?**

A: Visit MNAA's website at <http://www.flynashville.com/business/minority.aspx>. Click on the Documents tab to view SMWBE the directory.

**Q: Where Can I Verify or View A Copy of the DBE/ACDBE Directory of Certified Businesses?**

A: Visit MNAA's website at <http://www.flynashville.com/business/minority.aspx>. Click on the TN Uniform Certification DBE Directory.

**Q: Do I Have To Be Certified To Do Business with the Metropolitan Nashville Airport Authority?**

A: No. A business is not required to be certified to do business with MNAA. However, any work performed as a prime contractor or subcontractor will not be credited as meeting the established contract goal.

**Q: Who Should I Contact For Assistance With Certification Questions?**

A: Certification questions can be emailed to [BDD\\_Certification@NASHINTL.com](mailto:BDD_Certification@NASHINTL.com)

**Q. What If My Application/Certification Is Denied Or Revoked?**

A: The firm has one of the three options:

1. Request an informal appeal hearing within 30 days of receipt of denial letter.
2. Waive informal hearing and make a written appeal submission within fifteen 15-days of receipt of denial letter.
3. Do not request a hearing or make further submissions and allow the determination decision to stand. The decision is good for one year and the firm is not eligible to apply for certification for one full year.

*MNAA Business Diversity Development*

*One Terminal Drive, Suite 501*

*Nashville, TN 37214*

*615-275-1755*

[www.flynashville.com](http://www.flynashville.com)