



INSTRUCTIONS FOR PERSONAL NARRATIVE FOR DBE OR ACDBE PROGRAM:

Overview:

As mandated by the United States Department of Transportation's (USDOT) Interim Final Rule (IFR), "Disadvantaged Business Enterprise Program (DBE) and Disadvantaged Business Enterprise in Airport Concessions Program (ACDBE) Implementation Modifications," each individual who held a DBE or ACDBE certification based on a presumption of race or gender must be reevaluated to participate in the DBE or ACDBE program going forward. Those wishing to apply for the DBE or ACDBE program will be evaluated under the Interim Final Rule standards after all reevaluations of previously certified firms have been completed by the Idaho Transportation Department (ITD).

Submission Instructions for Reevaluation:

Firms that were previously certified and that are seeking to reapply for the DBE or ACDBE program under the IFR, must submit completed application in system called "25 Reevaluation".

Along with the Personal Narrative (PN), DBEs/ACDBEs seeking reevaluation must also submit a current personal net worth (PNW) statement, complete copy of the latest filed personal tax return, including all schedules and W-2s, and complete copy of the latest filed business tax return, including all schedules.

Submit your PN, the PNW statement, and all required supporting documentation through www.itd.dbesystem.com

Failure to submit all required documentation fully and completely may result in delays or could affect your certification status.

Submission Instructions for New Applications and Non-Idaho Based Firms:

Firms seeking to apply or submit a new application (have not been previously certified) to be considered a DBE or ACDBE by ITD will not be accepted until after all reevaluations have

been processed and approved by USDOT. This is the same for interstate (non-Idaho based firms) applications.

Firms seeking to be considered a DBE or ACDBE must submit a PN along with a complete application and required documentation, which is noted in the application.

Submit your PN and all required supporting documentation through www.itd.dbesystem.com

Failure to submit all required documentation fully and completely may result in delay or may be grounds for denial of application.

Certification Requirements:

The qualifying individual must establish the existence of disadvantage by a preponderance of evidence (e.g., more likely than not). Evaluators will consider the personal narrative comprehensively to determine whether the individual's narrative has provided sufficient proof of social and economic disadvantage as defined by the DBE/ACDBE Interim Final Rule.

In general, your narrative should:

- Be based on individualized experiences within American society.
 - Be specific to each individual and avoid general statements.
- Describe and provide supporting documentation of specific incidents of economic hardship, systemic barriers, and denied opportunities, including dates, context, and outcomes.
 - Use measurable details when possible.
- Demonstrate how these incidents impeded the owner's progress or success in education, employment or business.
- Compare your experiences to others who did not face the same disadvantages.
- NOT rely on or refer to race or sex, in whole or in part.
 - Do NOT use reference to race or sex in the narrative (e.g., Mr., Mrs., woman, minority, etc.).

Personal Narrative:

Personal Narrative must pertain to your individual experience. The personal narrative can be either for social disadvantage and/or economic disadvantage.

Social Disadvantage:

In all cases, explain the impact, magnitude, and frequency of the impediment(s) as it pertains to you personally. Do not rely on generalizations or group experiences. Do not rely on or refer to race or sex, in whole or in part.

❖ Education

If applicable, describe specific instances of economic hardship, systemic barriers, and denied opportunities in education, and the negative impact that each specific occurrence has had on your entry or advancement in the business world.

- Provide supporting documentation of these instances, such as:
 - Communication(s) from colleges, universities, or vocational schools
 - Dates in which you applied to colleges, universities, or vocational schools
 - Proof of income, or lack thereof, at the time the denial of access to higher education or continued education occurred
 - Evidence of barriers or hindrances that prevented entry into or completion of continuing education

❖ Employment

If applicable, describe specific instances of barriers to employment, denial of opportunities, financial struggles, and the impact it has had on your entry or advancement in the business world.

- Provide supporting documentation of these instances, such as:
 - Positions held
 - Check stubs
 - Salary or wages
 - Complaints filed
 - Correspondence from employers or potential employers

❖ Business History

If applicable, describe specific instances of economic hardship, systemic barriers, and denied opportunities that impeded the owner's progress or success in business.

- Provide supporting documentation, such as:
 - Denial letters for credit, loans, insurance or surety bonds
 - Contractor termination notices
 - Insurance rates compared to similarly situated, non-disadvantaged person(s)
 - Financing terms compared to similarly situated, non-disadvantaged person(s)

- Business purchases, including source, purpose, item, dollar amount, and the circumstances under which they created a hardship
 - Monies owed for services performed but not received (e.g., failure to meet or receive prompt payment commitments)
 - Gross receipts of current business and other firms previously owned
- ❖ Other Experiences and Circumstances
- Describe any other specific instances of economic hardship, systemic barriers, and denied opportunities outside of education, employment, or business history that impeded the owner's progress or success, and the impact of the impairment.
- Provide supporting documentation or relevant information.

Economic Disadvantage:

This section does not satisfy any component of the Personal Net Worth Statement (PNW) requirements of the reevaluation process.

Describe specific instances or impediments in which your ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same or similar line of business who are not socially disadvantaged. Describe the financial and/or business consequences of these impediments and the impact it has had on the owner's entry into the business world or advancement in business, including the magnitude and frequency of harm.

- Provide supporting documentation, such as:
 - Fair market value of all assets
 - Dollar value of working capital
 - Copies of tax liability statements, judgments, or levies
 - Proof of diminished capital
 - Personal income, including loss of income, dates and reasons
 - Proof of unexpected expenses