

DELAWARE UNIFIED CERTIFICATION PROGRAM (DE-UCP)

DBE / ACDBE REEVALUATION - PERSONAL NARRATIVE WORKSHEET

49 CFR Part 26 | Final Rule Effective September 25, 2026

IMPORTANT INSTRUCTIONS

Purpose. This worksheet is provided by the Delaware Department of Transportation (DelDOT) to assist owners in organizing information relevant to the Personal Narrative requirements of 49 CFR § 26.67. **It does not limit** the information, experiences, circumstances, or other relevant information you may provide for DelDOT's consideration.

Your Personal Narrative must describe your own individual experiences and circumstances within American society and provide sufficient information for DelDOT to evaluate whether you meet the applicable social and economic disadvantage requirements of 49 CFR Part 26.

Additional Information. You may provide additional narrative pages, attachments, or information in another format as needed to fully describe your individual experiences and circumstances. If you need additional space for any response, attach additional pages and identify the question number to which the additional information relates. There is no limit on the number of additional pages you may provide.

Your Personal Narrative consists of the information you submit for DelDOT's consideration, which may include this completed Worksheet, additional narrative pages, attachments, and other relevant information you provide. DelDOT will consider the information presented as part of the complete reevaluation record.

There is no prescribed number of experiences or circumstances that you must describe. Your Personal Narrative should provide sufficient individualized information to demonstrate the applicable requirements of 49 CFR § 26.67. USDOT explains that a Personal Narrative should reflect a pattern of specific instances and demonstrate disadvantage that is chronic and substantial rather than isolated or fleeting. The quality and substance of the information presented - not simply the number of examples - are important to the evaluation.

Supporting Information. You may provide documents or other information that help explain or support your Personal Narrative. Independent supporting documentation is not required for every experience or circumstance described. DelDOT may request additional information or clarification when necessary to complete its review.

SECTION 1 - OWNER AND FIRM INFORMATION

Owner Name	Firm Name
Business Address	
City / State / ZIP	Telephone
Email	DelDOT Vendor/Certification ID, if known

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SECTION 2 - OBJECTIVE DISTINGUISHING FEATURE (ODF)

Under 49 CFR § 26.67(a)(2), your Personal Narrative must identify at least one objective basis for your disadvantaged status. The regulation provides that this basis may be any identifiable status or condition and refers to it as an objective distinguishing feature (ODF). The ODF must relate to your own individual experiences and circumstances.

2.1 Identify at least one objective distinguishing feature (ODF) that you believe is relevant to your disadvantaged status.

2.2 Explain why you believe the objective distinguishing feature identified above prompted the economic hardship, social barriers, or denied opportunities you experienced.

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SECTION 3 - AREAS OF IMPACT (OPTIONAL)

The following are examples of areas in which you may have experienced economic hardship, social barriers, or denied opportunities. Check any areas that are relevant to your individual experiences. You are not required to address every area listed, and you may identify an area that is not listed.

- ☐ Education ☐ Employment ☐ Business opportunities
☐ Access to capital/financing ☐ Contracting/procurement ☐ Other

Other (if applicable):

SECTION 4 - INDIVIDUAL EXPERIENCES AND CIRCUMSTANCES

Describe the individual experiences and circumstances you want DelDOT to consider in evaluating your disadvantaged status. Provide sufficient factual detail to explain what occurred and how the experience relates to the objective distinguishing feature(s) you identified.

You may describe additional experiences or circumstances using the Additional Experience section, additional pages, attachments, or another narrative format. There is no limit on the number of additional pages you may provide.

4.1 What happened? Describe the experience or circumstance.

4.2 When did this occur? (Approximate dates or time periods are acceptable if exact dates are not known.)

4.3 Where did this occur?

4.4 Who or what was involved?

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SECTION 4 - INDIVIDUAL EXPERIENCES AND CIRCUMSTANCES (CONTINUED)

4.5 Explain how you believe this experience or circumstance was connected to the objective distinguishing feature(s) you identified in Section 2.

4.6 How did this experience or circumstance affect your progress, opportunities, or ability to compete on an equal basis?

4.7 Explain how and to what extent this experience or circumstance caused you economic harm. Describe the type and magnitude of the economic harm to the extent known or reasonably estimated. If an exact dollar amount is not known, describe the economic impact as specifically as you reasonably can.

4.8 Describe, to the extent known to you, whether a non-disadvantaged individual with comparable qualifications received different or more favorable treatment in a similar circumstance. Explain the basis for the comparison.

Comparable qualifications may include relevant education, professional credentials, work history, experience, industry qualifications, or other qualifications relevant to the opportunity or circumstance. You are not expected to obtain another person's private or confidential information.

4.9 Is there anything else about this experience or circumstance that you want DelDOT to consider?

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ADDITIONAL EXPERIENCE OR CIRCUMSTANCE (OPTIONAL)

Use this section if you would like DelDOT to consider another experience or circumstance. You may also use additional pages or another narrative format.

What happened, and when and where did it occur?

Who or what was involved?

How do you believe the experience was connected to your ODF(s)?

How did it affect your progress or opportunities?

Explain how and to what extent it caused you economic harm. Describe the type and magnitude to the extent known or reasonably estimated.

To the extent known to you, describe whether a non-disadvantaged individual with comparable qualifications received different or more favorable treatment. Explain the basis for the comparison.

You may provide additional experiences or circumstances on additional pages or in another narrative format.

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SECTION 5 - OVERALL IMPACT

5.1 Considering the experiences and circumstances described in your Personal Narrative as a whole, explain how they have affected your ability to obtain opportunities, advance, or compete on an equal basis. You may also describe any continuing or cumulative effects you believe are relevant to DeIDOT's evaluation.

OPTIONAL - ADDITIONAL NARRATIVE

This Worksheet is provided to help organize information relevant to the Personal Narrative requirements of 49 CFR § 26.67. It does not limit the information, experiences, circumstances, or other relevant information you may provide for DeIDOT's consideration.

If there is additional information you would like DeIDOT to consider regarding your individual experiences or circumstances, you may provide it below or attach additional pages. You may also provide additional information in another narrative format if needed to fully describe your individual experiences and circumstances.

If additional pages relate to a particular question in this Worksheet, please identify the applicable question number. There is no limit on the number of additional pages you may provide.

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SECTION 6 - OWNER CERTIFICATION

I certify that the information provided in my Personal Narrative and any attachments is true and correct to the best of my knowledge.

I understand that DeIDOT will consider my Personal Narrative, current Personal Net Worth Statement, supporting information, and other relevant information in the reevaluation record in determining whether I meet the applicable eligibility requirements of 49 CFR Part 26.

I understand that DeIDOT may request additional information or clarification if necessary to complete its review.

Owner Name	Date
Owner Signature	

SUBMISSION INSTRUCTIONS

Submit your Personal Narrative and current Personal Net Worth (PNW) Statement through DeIDOT's B2GNow Civil Rights Compliance Reporting System.

You are strongly encouraged to submit your information as soon as possible. Early submission provides DeIDOT time to review your information, request additional information or clarification if necessary, and provide you time to respond during the reevaluation process.

Under USDOT's reevaluation procedures, DeIDOT must allow firms until December 24, 2026 to submit the required Personal Narrative and current PNW Statement.

If you need additional space for your Personal Narrative, you may attach additional pages or provide additional narrative information as described in this Worksheet.