

# Instructions for Form CIV-PN, "Personal Narrative Statement"

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## Overview:

As mandated by the United States Department of Transportation's (USDOT) Interim Final Rule, "[Disadvantaged Business Enterprise Program and Disadvantaged Business Enterprise in Airport Concessions Program Implementation Modifications](#)," each individual who holds a DBE or ACDBE certification based on a presumption of race or gender must be reevaluated to participate in the DBE or ACDBE program.

On behalf of the Texas Unified Certification Program (TUCP), the Texas Department of Transportation (TxDOT) has created Form CIV-PN, "Personal Narrative Statement," to assist eligible DBEs/ACDBEs with this requirement.

If you need language translation or an accommodation to complete these documents, please contact the Civil Rights Division at [CivilRights@txdot.gov](mailto:CivilRights@txdot.gov) or 512-416-4700 for assistance. Please be aware that advance notice is requested as some accommodations may require time for the Texas Department of Transportation to arrange.

## Eligibility:

Form CIV-PN may be used by any Texas-based DBEs/ACDBE whose jurisdiction of original certification (JOC) is within the Texas Unified Certification Program: the Texas Department of Transportation, North Central Texas Regional Certification Agency, South Central Texas Regional Certification Agency, City of Houston, City of Austin, and Corpus Christi Regional Transportation Authority.

A qualifying individual is an individual owner whose ownership and control are relied upon for DBE/ACDBE certification. If there is more than one qualifying individual of a firm whose ownership and control are relied upon for DBE/ACDBE certification, each owner must complete a separate Form CIV-PN.

Texas-based DBEs/ACDBEs who do not wish to seek reevaluation may withdraw from the program by submitting a Technical Support Ticket through your portal with "Withdraw DBE Certification" in the ticket subject

Interstate DBEs/ACDBEs are delisted in the State of Texas. Individuals may reapply for interstate certification following reevaluation from their JOCs. Texas will resume interstate certifications upon completion of its reevaluation process for Texas-based DBEs and ACDBEs.



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## **Submission Instructions:**

Along with the CIV-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 a current company bank statement.

Submit Form CIV-PN, the PNW statement, and all required supporting documentation through your certification agency.

*Failure to submit all required documentation fully and completely may result in delay or may be grounds for decertification.*

## **Filling out the form:**

The CIV-PN must be filled out thoroughly. Incomplete or insufficient information may cause a delay in reevaluation or may be grounds for decertification.

### Section 1: Qualifying Individual Information

- Company Name: Use the company name under which your original DBE Certification was approved. Do not use a DBA.
- Owner's Name: Use the qualifying individual named in the existing certification. Each qualifying individual must fill out a separate Form CIV-PN.
- Title: Use the title of the qualifying individual named in the existing certification.
- Ownership %: List the percentage of ownership the qualifying individual holds.
- Phone: List an active phone number for the qualifying individual.
- Email: List an active email address for the qualifying individual.
- Certification(s): Check all that apply.

### Section 2: 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 CIV-PN 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.

Attach additional sheets for any section, as necessary.

In general, your narrative should:

- Be based on individualized experiences within American society
- Describe and provide supporting documentation of specific incidents of economic hardship, systemic barriers, and denied opportunities, including dates, context, and outcomes
- 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



a. Summary of Individual Background/History

Provide a summary of your background that offers individualized proof of economic hardship, systemic barriers, and denied opportunities that impeded the owner's progress or success in education, employment, or business.

b. Social Disadvantage

Complete only those sections that pertain to your individual experience; however, fill out all that apply. 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.

i. 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

ii. 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

iii. 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 persons



- Financing terms compared to similarly situated, non-disadvantaged persons
- 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, i.e. failure to meet or receive prompt payment commitments
- Gross receipts of current business and other firms previously owned

iv. 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.

c. 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

Section 4: Owner's Signature

The form must be signed by the owner.



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IFR@txdot.gov



**Form CIV – PN, Personal Narrative Statement**  
Disadvantaged Business Enterprise (DBE) and  
Airport Concession Disadvantaged Business Enterprise  
(ACDBE)

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For assistance filling out this form, including detailed instructions on each section, see "Instructions for Form CIV-PN, Personal Narrative Statement."

If you have questions, or if you need language translation or accommodation to complete these documents, please contact the Civil Rights Division at [CivilRights@txdot.gov](mailto:CivilRights@txdot.gov) or 512-416-4700 for assistance. Please be aware that advance notice is requested as some accommodations may require time for the Texas Department of Transportation to arrange.

**Qualifying Individual Information**

Company Name: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Ownership %: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Certification(s): DBE  ACDBE  FAA Assisted

**Certification Requirements**

*Attach additional pages as necessary.*

Summary of Individual Background/History:



125 E. 11<sup>th</sup> Street, Austin, TX 78701  
[IFR@txdot.gov](mailto:IFR@txdot.gov)



Social Disadvantage:

Education:

Employment:



Business History:

Other Experiences and Circumstances:



Economic Disadvantage:

**Owner's Signature**

Providing false information on this governmental record is a violation of Texas Penal Code §37.10 and could result in criminal penalties.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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