

WELCOME!

Understanding What is Required for DBE/ACDBE Reevaluation

A Technical Review

JANUARY 23, 2026

10AM-11AM



NJUCP and Introduction

New Jersey Unified Certification Program

New Jersey Unified Certification Program (NJUCP)

- NJDOT, NJ TRANSIT, Port Authority
 - Coordinates certification procedures and standards
 - Certifies DBEs and ACDBEs (Port Authority only)
 - Provides "one-stop shopping" for applicants
 - Cross honors certifications in New Jersey
 - Maintains a directory of eligible DBE and ACDBE firms certified by the UCP (including interstate firms)



NJUCP Partners 1/12/2026 Notice

Each NJ Unified Certification Program(UCP) Partner listed below issued a notice on January 12, 2026 requesting the submission of Personal Narrative(s), Current Personal Net Worth (PNW) Statement(s) and other relevant financial documentation deemed appropriate by **February 12, 2026.**

- NJ TRANSIT (NJT)
- NJ Department of Transportation (NJDOT)
- Port Authority of NY & NJ (PANYNJ)

Individual Socially and Economically Disadvantaged Owner/Owners (SEDO) in your firm are required to submit a Personal Narrative (PN) that demonstrates individualized and specific instances of social and economic disadvantage from any point in the owner's life within American society.

Each SEDO is required to submit a current Personal Net Worth (PNW) statement, along with any financial documentation relevant to your eligibility determination.

Submission must be through your agency's certification **B2G Portal.** All submissions are confidential.

Notice attachments: USDOT Interim Final Rule and Frequently Asked Questions, and a list of free resources to help firms with certifications

Objectives for Today's Session

1. Understand what we must do to restart the DBE Program at NJUCP
2. Broadly review the key changes for DBE/ACDBE Certification
3. Review the technical requirements of the Personal Narrative
4. Review the technical requirements of the Personal Net Worth Statement
5. Review the submittal process for PNs and PNWs
6. Reevaluation Notification and Determination
7. Brief Question and Answer Session

DBE Program Key Changes

Reevaluations: What must be done!

DBE/ACDBE Firms:

- Complete and submit a **Personal Narrative (PN)**
 - As defined under 49 CFR Part 26.67
 - The same requirements apply to the ACDBE program
- Complete and submit a **Personal Net Worth (PNW) Statement**
 - Ensure accuracy and completion with supporting documents

NJUCP

- Evaluate Submitted Documents
 - Issue Decision Letters to all firms that submitted a PN and PNW
- Notify USDOT that all Reevaluations are Completed
- Update Agency Goal

The Impact of the Interim Final Rule on the Core of the DBE Program and Eligibility

**Eliminates the
Presumption of
Disadvantage Based on
Race or Sex**

**Removes All References to
“Race-conscious” and
“Race-neutral”**

**Redefines Social and
Economic Disadvantage**

**Requires Business Owners
to Demonstrate Social and
Economic Disadvantage
without regard for race or
sex**

**Requires All DBE Firms to
be Reevaluated Under the
New Guidelines for Social
and Economic
Disadvantage**



Social Disadvantage – What Changed?

PRIOR TO OCT 3, 2025 – 2 PATHS

1. Members of certain groups were presumed to be socially disadvantaged.

- Women & certain minority groups

2. Members not part of those groups could demonstrate social disadvantage on a case-by-case basis.

- Objective Distinguishing Feature

AFTER OCT 3, 2025 – 1 PATH

1. All DBEs/ACDBEs must demonstrate on a case-by-case basis that they meet the new criteria of social disadvantaged under 49 CFR §26.67.

- Disadvantage must be based on individual experience within American society and
- Without regard to race or sex.

Who Must Submit a Personal Narrative and a Personal Net Worth Statement?

Socially and Economically Disadvantaged Owner (SEDO)

- To be an eligible DBE, a firm must be at least 51 percent owned by socially and economically disadvantaged individuals.
- Owners who are relied upon for socially and economically disadvantaged ownership eligibility will each have to submit a personal narrative and Personal Net Worth Statement.

One Owner

- Owner is a SEDO
- Only one PN and PNW

Two Owners

- 51% Owner is the SEDO
- Only one PN and PNW

Three or More Owners

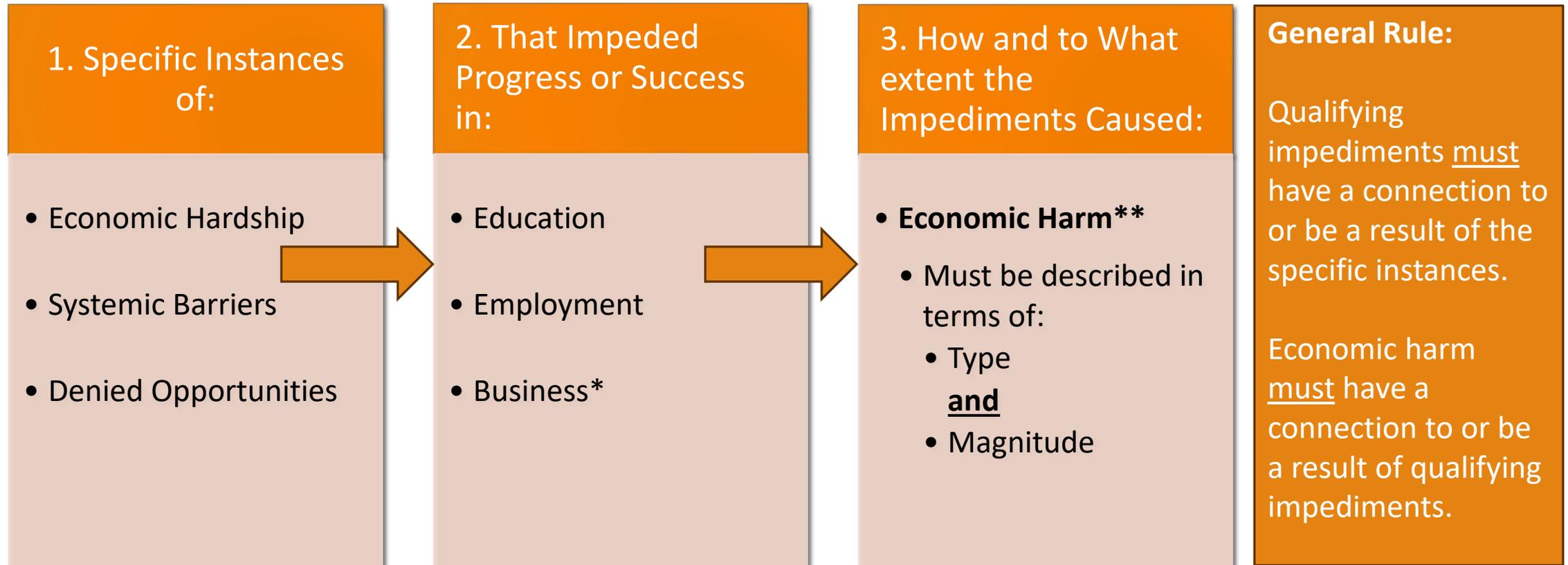
- SEDOs contributing to Majority Ownership
- Each SEDO submit a PN and PNW

The Personal Narrative

What does 49 CFR §26.67 Actually Say?

- All owner(s) **must establish** the:
 - Existence of disadvantage based on individualized proof regarding *specific instances* of:
 - Economic Hardship
 - Systemic Barriers
 - Denied Opportunities
 - That *impeded* the owner's progress or success in:
 - Education
 - Employment or
 - Business
 - Including obtaining financing on terms available to similarly situated, non-disadvantaged persons.
- The PN must state how and to what extent the impediments caused the owner **economic harm**.
 - Including a full description of *type and magnitude*.

The Personal Narrative Must Flow and Connect like “1-2-3”

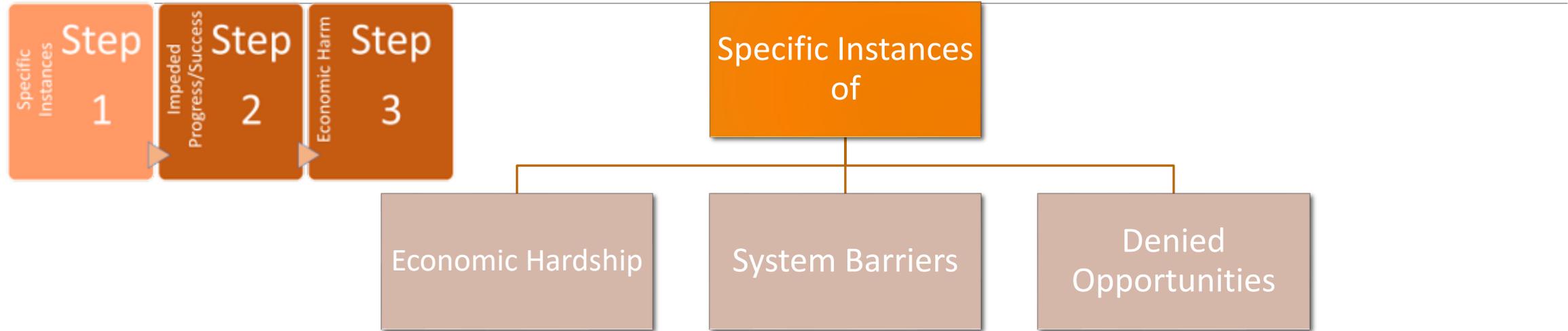


*Including obtaining financing on terms available to similarly situated, non-disadvantaged persons.

**Must establish the owner is economically disadvantaged in fact relative to similarly situated non-disadvantaged individuals

The Personal Narrative

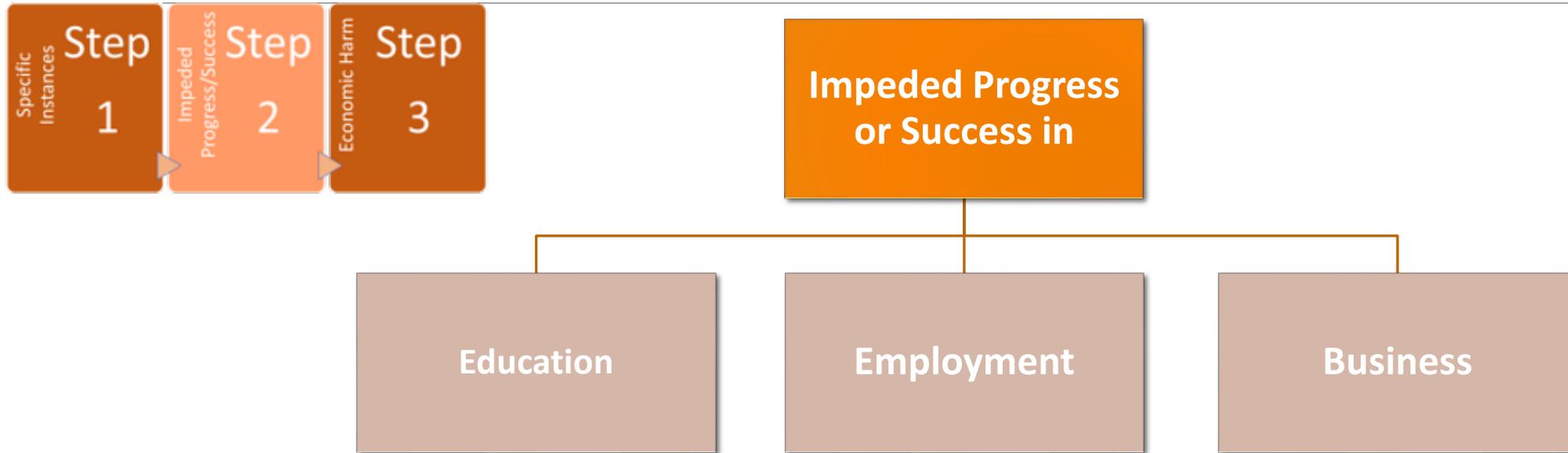
1. Specific Instances



- SEDO does not have to show instances of disadvantage in all categories. Only one category of Economic Hardship, Systemic Barrier or Denied Opportunity is required to be proven by a preponderance of the evidence. (FAQ C-10 dated 12/1/2025.)
- The PN can discuss incidents and experiences of economic hardship, systemic barriers, and/or denied opportunities from any point in an owner's life within American Society. However, the incidents or experiences discussed in the narrative must not rely, in whole or in part, on race or sex. (FAQ C-11 dated 12/1/2025)

The Personal Narrative

2. Impeded Progress or Success



- 💡 **Remember:** Qualifying impediments must have a connection to, or be a result of, the specific instances.
It is up to you to explain the connection!

The Personal Narrative

2. Impeded Progress or Success (cont.)

Education – factors such as **denial of equal access to institutions of higher education**; exclusion from social and professional association with students or teachers; denial of education honors rightfully earned; and social patterns or pressures which discouraged the individual from pursuing a professional or business education.

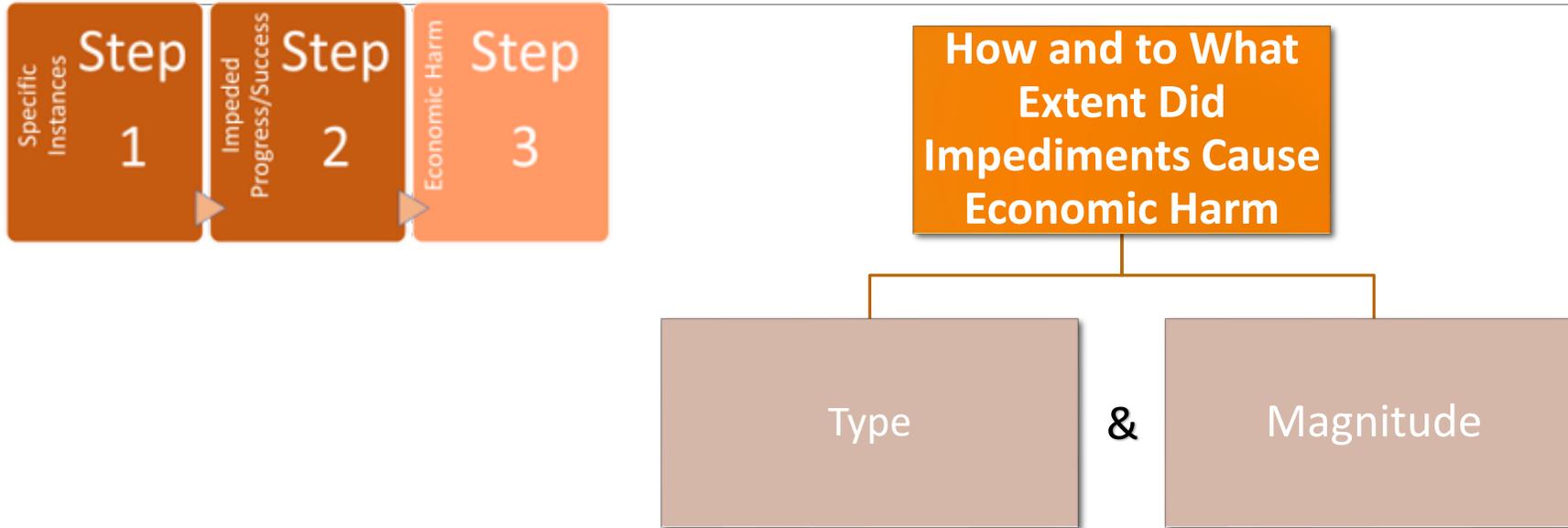
Employment – factors such as **unequal treatment in hiring**; promotions and other aspects of professional advancement; pay and fringe benefits; low salary, other terms and conditions of employment; retaliatory or discriminatory behavior by an employer; and social patterns or pressures which have channeled the individual into nonprofessional or non-business fields.

Business history – factors such as **lost income**, collateral requirements, unequal access to credit or capital; acquisition of credit or capital under commercially unfavorable circumstances; higher rates and fees, unequal treatment in opportunities for government contracts or other work; unequal treatment by potential customers and business associates; and exclusion from business or professional organizations, delayed growth, margins or capacity constraints.

Other relevant evidence may be considered, but the incidents or experiences discussed in the narrative must not rely, in whole or in part, on race or sex. See (FAQ C-11 dated 12/1/25)

The Personal Narrative

3. Economic Harm



USDOT October 3, 2025, Guidance letter: “State how and to what extent the impediments caused the owner economic harm, including a full description of type and magnitude, and establish the owner is economically disadvantaged in fact relative to similarly situated non-disadvantaged individuals.”

- 💡 **Remember:** Qualifying economic harm must have a connection to, or be a result of, impediments.
It is up to you to explain the connection!

The Personal Narrative

Don't Skip the Details!

Details establish your Personal Narrative as credible and verifiable. **NJUCP may request additional information, if needed.**

- **Details means Specific Instances and Impediments are described with:**

• WHO	• WHAT	• WHEN	• WHY	• WHERE	• HOW
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Burden of Proof

- Personal Narratives (PN) must establish the existence of disadvantage by a **“preponderance of the evidence.”**
 - Preponderance of evidence means “more likely than not.”
 - Certifiers must consider all the information **viewed as a whole.**

The Personal Narrative Recap

Remember:

- Your narrative must be complete, including:



- Details are key!
 - **Dates, Locations, Formal Names of Schools, etc.**
- Determinations of disadvantage **cannot** be based in whole, or in part, on race or sex.
- Disadvantage must be based on individual experience in American society.

The Personal Net Worth Statement

Personal Net Worth Statement (PNW)

An individual's PNW includes assets and liabilities that the SEDO owns or is deemed to own without regard to community property or equitable distribution laws.

A current PNW must be submitted with the Personal Narrative.
[USDOT PNW PDF Form Link](#)

USDOT revised PNW Form on May 9, 2024.

Note: SEDO may exclude the fair market value of their primary residence, value of their primary business, and retirement account assets from the total PNW calculation.

Current DBE PNW Cap Limit: \$2,047,000.00.

If the PNW of the majority owner(s) of the firm exceeds the PNW cap, the firm is not eligible for DBE or ACDBE certification

Important: The NJUCP agency partners cannot provide "advice or opinions" on topics like accounting and valuation.

PNW GUIDE: <https://www.transportation.gov/DBEPNW>

Important:

SEDO(s) must provide supporting documentation related to their entries disclosed on a PNW form.

Examples may include:

- Most recent Bank Statements
- Real estate property estimates (i.e. Zillow, Realtor.com)
- 3 years of personal tax returns, including all schedules
- Investment account statements
- Bank Notes payable/receivable
- Mortgage Statements on Real Estate Properties
- Additional documentation to show value or liability on PNW worksheets

Personal Net Worth Statement Form - Calculation Sheet



U.S. Department of Transportation

OMB APPROVAL NO: 2105-0586
EXPIRATION DATE: (05/31/2027)

Personal Net Worth Statement

As of [Redacted]

This form is used by all participants in the U.S. Department of Transportation's Disadvantaged Business Enterprise (DBE) and Airport Concession DBE (ACDBE) Programs. Each individual owner of a firm applying to participate as a DBE or ACDBE, whose ownership and control are relied upon for DBE certification must complete this form. Each person signing this form authorizes the certifying agency to make inquiries as necessary to verify the accuracy of the statements made. The agency you apply to will use the information provided to determine whether an owner is economically disadvantaged as defined in the DBE program regulations 49 C.F.R. Parts 23 and 26. Return form to appropriate certifying agency, not U.S. DOT.

Name			
Residence (As reported to the IRS) Address, City, State, and Zip Code			
Company's Legal Name		Phone:	
Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married/Domestic Partnership		Business Phone:	
Assets	(Omit Cents)	Liabilities	(Omit Cents)
1. Cash and Cash Equivalents (checking and savings accounts, CDs etc.) (Complete Worksheet 1)		10. Mortgages on Real Estate Other Than Primary Residence (Complete Worksheet 10)	
2. Investment Accounts and Individual Securities (Complete Worksheet 2)		11. Loans on Life Insurance (Complete Worksheet 11)	
3. Value of Your Ownership Interest in Real Estate, Excluding Primary Residence (Complete Worksheet 3)		12. Other Liabilities (Complete Worksheet 12)	
4. Personal Property and Other Assets (Complete Worksheet 4)			
5. Ownership in Other Businesses (Complete Worksheet 5)			
6. Life Insurance (Cash Surrender Value) (Complete Worksheet 6)			
7. Amounts Owed to You (Complete Worksheet 7)			
8. Assets Held in Trust (Complete Worksheet 8)			
9. Assets Transferred to Related Parties Within the Past Two Years (Complete Worksheet 9)			
Total Assets:		Total Liabilities:	

Personal Net Worth: [Redacted]

Each individual SEDO whose ownership and control are relied upon for DBE/ACDBE certification **MUST** complete this form.

Consider this form as "Snapshot in Time" statement indicating PNW based on a **As of Date**

The USDOT PNW statement form (Expiration date: 05/31/2027) **must be signed & dated.**

ASSETS: Applicant must disclose personal assets that can be assigned a monetary value.
Cash in Banks, Investment accounts, Real Estate Property (excluding primary home), Personal Property, Ownership in Other Businesses, Life Insurance (cash surrender value), Amounts Owned to SEDO, Assets held in Trust, Assets transferred to parties within 2 years.

LIABILITIES: Applicant must disclose financial liabilities.
Examples: Mortgages on Real Estate (other than primary home), Loan on Life Insurance, Other Liabilities (Loan Notes on Personal Property payable to banks, Unpaid taxes)

The amount difference between **Total Assets vs Total Liabilities** is the **Personal Net Worth.**

Personal Net Worth Statement Form



U.S. Department of Transportation

OMB APPROVAL NO: 2105-0586
EXPIRATION DATE: (05/31/2027)

Worksheet 5—Ownership in Other Business Investments (excluding applicant firm) Sole Proprietorships, General Partners, Joint Ventures, Limited Liability Companies, Closely-held and Public Traded Corporations. (Attach additional sheets as necessary)

	Business 1	Business 2	Business 3	Business 4
Business name				
Address				
Value				
				<i>Total</i>

Worksheet 6— Life Insurance (do not list term life insurance) (Attach additional sheets as necessary)

Policy	Insurance Company	Cash Surrender Amount
		<i>Total</i>

Worksheet 7—Amounts Owed to You (loans to other individuals and entities including applicant firm) (Attach additional sheets as necessary)

Debtor	Description	Balance
		<i>Total</i>

Worksheet 8—Assets Held in Trust (Attach additional sheets as necessary)

Trust Name	Description/Additional Information	Value
		<i>Total</i>



U.S. Department of Transportation

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Worksheet 9— Assets Transferred to Related Parties Within the Past Two Years (Attach additional sheets as necessary)

Asset	Description	Value
		<i>Total</i>

Worksheet 10—Mortgages on Real Estate Other Than Primary Residence (Itemize by loan, attaching additional sheets if necessary)

	Property 1	Property 2	Property 3
Type of Property			
Address			
Name of all Mortgage Holders			
Loan Balance			
			<i>Total</i>

Worksheet 11— Loan on Life Insurance (do not list term life insurance) (Attach additional sheets as necessary)

Policy	Insurance Company	Loan Amount
		<i>Total</i>

WORKSHEETS

Worksheet No. 5
(Ownership in other businesses)

Worksheet No. 6
(Life Insurance)

Worksheet No. 7
(Amount Owed to Owner)

Worksheet No. 8
(Assets held in Trust)

Worksheet No. 9
(Assets transferred to within 2yrs)

Worksheet No. 10
(Mortgages on Real Estate other than Primary Residence)

Worksheet No. 11
(Loan on Life Insurance)

Submittal of Personal Narrative and Personal Net Worth Statement

Personal Narratives and Personal Net Worth Statements are to be submitted by **February 12, 2026.**
Log into your respective NJUCP Agency B2Gnow DBE Portal.

Select: **2025 Reevaluation Application**

Upload your PN and PNW statement attachments with required supporting documentation

<https://njdot.dbesystem.com/>

<https://njtransit.sdbbe.com/>

<https://panynj.diversitysoftware.com/>

Notice to All DBE/ACDBE Firms:

Effective October 3, 2025, the U.S. Department of Transportation (DOT) has issued an [Interim Final Rule \(IFR\)](#) that immediately changes how the Disadvantaged Business Enterprise (DBE) and Airport Concession DBE (ACDBE) Programs operate nationwide.

What This Means:

- All DBE/ACDBE certifications will be reevaluated under new federal eligibility standards.
- Until reevaluations are complete, existing DBE/ACDBE certifications are not valid for contracting purposes and cannot be counted toward goals.
- Our Agency and all sub-recipients have paused goal setting and awards that include DBE/ACDBE goals.

Next Steps for DBE/ACDBE Firms:

- You will be contacted by the Certification Department with instructions to complete recertification.
- Be prepared to provide a personal narrative, a Personal Net Worth (PNW) statement, and other supporting documents.

Notice to All DBE/ACDBE Firms:

Effective October 3, 2025, the U.S. Department of Transportation (DOT) has issued an [Interim Final Rule \(IFR\)](#) that changed how the Disadvantaged Business Enterprise (DBE) and Airport Concession DBE (ACDBE) Programs operate nationwide.

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- Our Agency and all sub-recipients have paused goal setting and awards that include DBE/ACDBE goals.

Next Steps for DBE/ACDBE Firms:

- You will be contacted by the Certification Unit of the Office of Business Development with instructions to complete recertification.
- Be prepared to provide a personal narrative, a Personal Net Worth (PNW) statement, and any other relevant financial information and other supporting documents that reinforces your narrative.
- Please do not submit new certification applications or change requests on existing certifications until further notice.
- If you are an Interstate firm, reach out to your Jurisdiction of Original Certification (home state) for your re-evaluation process. Each Interstate DBE/ACDBE certified firm must be re-evaluated by their home state prior to being accepted and certified by the NJUCP.

The Office of Business Development is working closely with the U.S. DOT and state partners to establish a clear process for these changes.

Important Notice Regarding DBE and ACDBE Status:

As of October 3, 2025, the U.S. Department of Transportation issued an Interim Final Rule that requires all existing DBE and ACDBE certifications to be re-evaluated. Certifications appearing in this directory are currently under review and may not be used to meet contract goals or counted for compliance purposes until re-evaluation is complete.

The Port Authority of New York and New Jersey ("Port Authority") is aware that our vendors may be targeted by bad actors sending emails claiming to be from the Port Authority and requesting personal or business information.

Please be advised that the Port Authority of New York and New Jersey will not ask Vendors, Consultants or Contractors to validate their contact details with the Procurement Department via a link in any email advising about upcoming solicitations. Nor will you be asked to share your password or other login credentials, either via email or by phone.

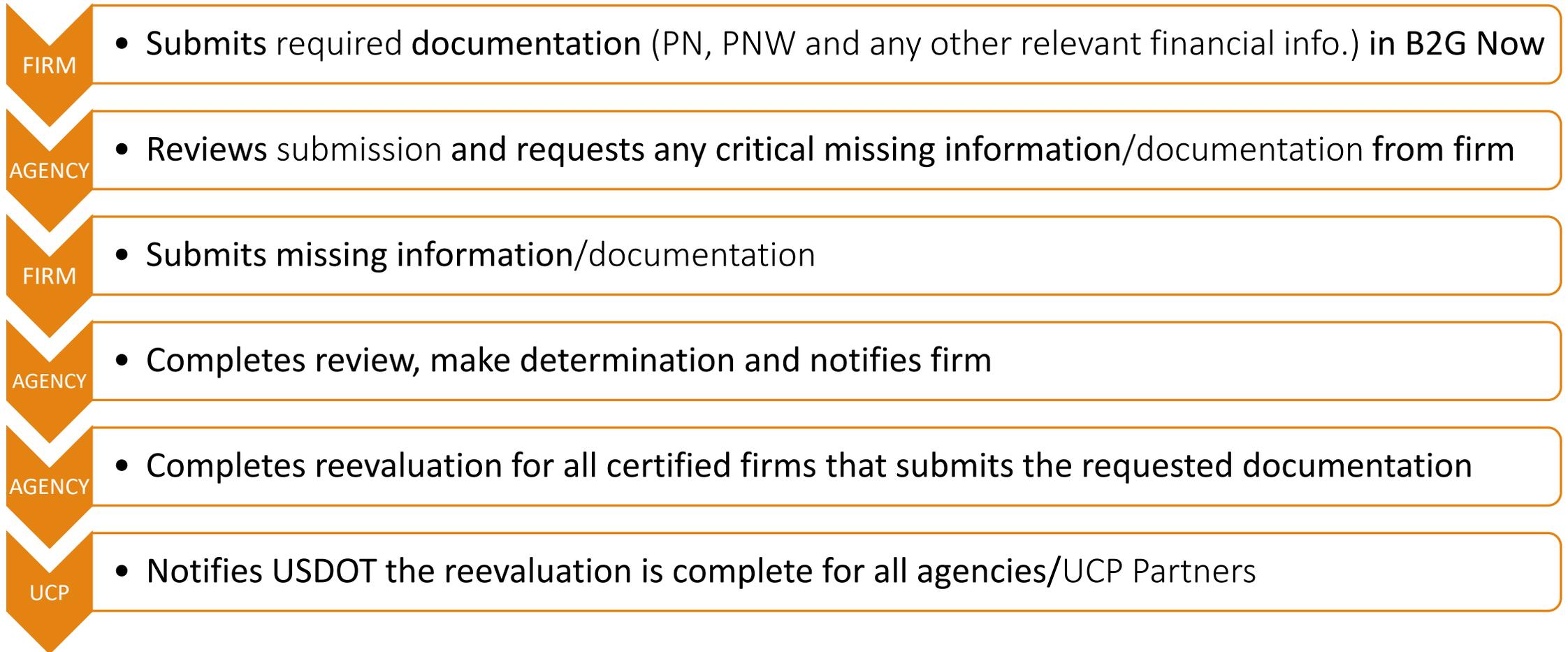
If you received a message to update your information AND clicked on the link, please contact the Port Authority Cyber Security Operations Center (CSOC) at (201) 216-2880 and provide your company name, contact person and a call back telephone number.

Reevaluation Notification and Determination

When the reevaluation process is completed, you will be issued a written decision indicating whether your firm is recertified or decertified.

If your firm is Recertified	If your firm is Decertified
Maintain the original certification anniversary date	§26.87 <i>Decertification</i> right to an informal hearing DOES NOT APPLY
Remain in the NJUCP Directory	Able to Appeal to USDOT under §26.89 <i>Appeals to the Department</i>
Can apply/reapply for Interstate Certifications	No longer in the NJUCP Directory

Reevaluation Workflow Overview



End of Reevaluation Review Session

Q&A

**NJDOT Disadvantaged and Small
Business Programs Unit**

Email: DOT-CRAA.DBE@dot.nj.gov

Hotline: 609-963-2051



**Port Authority of NY & NJ
Certifications Unit**

Email: certhelp@panynj.gov



**NJ TRANSIT
Office of Civil Rights**

Email: DBEoutreach@njtransit.com

