

NYSUCP DBE/ACDBE Re-evaluation Personal Narrative (PN) Guide

Personal Narrative Development Process Template

This template is intended as a structural guide. It does not provide sample narrative language.

Structured Response & Self-Assessment Guide Under 49 CFR §26.67

This template is designed to guide you through developing a Personal Narrative. Complete each response section before drafting your narrative. After drafting, complete the corresponding review checklist. **DO NOT SUBMIT THIS FORM.**

Identify the Specific Instance(s) (select at least one)

- Economic Hardship
- Systemic Barriers
- Denied Opportunities

Guided Prompt
Describe at least one specific instance (example) from the list above:
When did this occur?
Where did this occur?
Who was involved (business, person, employer, financial, or educational institution)?
What specifically happened?
Do you have any relevant documentation you would like to submit?

Review – Specific Instance

- The specific instance (example) must be clearly identifiable.
- The specific instance (example) identified does not rely on race or sex.
- The specific instance (example) should include a timeframe (month/year or month/day/year).
- The specific instance (example) must be based on individual experience(s) within American Society.

If documentation is attached to support the specific instance (example), it should be described or noted in the narrative.

Impeded (hindered, delayed, disrupted, etc.) Progress

Guided Prompt
How did the specific instance (example) impede (hinder, delay, disrupt, etc.) your education, employment, or business?
What was the impact on education, employment, or business?
How long did the impediment (obstacle) affect your education, employment, or business?

Review – Impeded Progress

- The impediment must be clearly explained.
- The impact on education, employment, or business operations should be fully described.
- The narrative must describe how the specific instance (example) caused the impediment (obstacle).
- If documentation is attached to support the impediment (obstacle), it should be described or noted in the narrative.

Economic Harm (Type & Magnitude)

Guided Prompt

Identify the type of economic (monetary) harm:

- What was lost?
- What was delayed?
- What was limited?
- What was restricted?
- What were you prevented from doing that you otherwise would have done?

Identify the magnitude of the economic (monetary) harm:

- How much did the impediment (obstacle) harm you or your business financially?

How did this affect overall business capacity or profitability?

Review – Economic Harm

- The type of economic (monetary) harm must be identified and described.
- The magnitude of the harm must be measured or estimated.
- The economic (monetary) harm must be directly connected to the impediment (obstacle).
- If documentation is attached to support the economic (monetary) harm, it should be described or noted in the narrative.

Final Narrative Assembly Review

Use your responses to the questions above to draft your narrative. Then confirm the following:

- The narrative should follow the sequence: Specific Instance (example) → Impeded (hindered) Progress → Economic (monetary) Harm.
- The cause-and-effect relationship must be clearly explained.
- The narrative should avoid generalized or unsupported statements.
- If supporting documentation is provided, it should be described or noted in the narrative.
- The supporting documentation should directly relate to the specific instance (example) described.