



Division of Small Business Opportunity
www.denvergov.org/dsbo
certificationinfo@denvergov.org

Steps to Write and Submit your Personal Narrative in Accordance with the Interim Final Rule (IFR)



Denver International Airport
www.flydenver.com
DEN-ACDBE@flydenver.com

You will securely upload your Personal Narrative (PN), Personal Net Worth (PNW) statement, and any relevant supporting documentation via the [Small Business Certification and Contract Management System](#) (or B2G). Follow the steps outlined in this document. **Emailed documentation will not be accepted!**

Once your materials have been received, your eligibility will be re-evaluated by the Colorado Unified Certification Program (CUCP) and you will be notified of the CUCP's determination via letter.

Please submit all materials before January 16, 2026. If your PN and PNW are not received by January 16, your firm will be removed from the ACDBE/DBE online directory, and you will remain ineligible for the ACDBE/DBE program until you have been re-evaluated.

**If you recently submitted your 2025 Annual Update or 3-Year Review and it is currently pending, a member of the Certification team will reach out to you directly with instructions. If you submit your materials with your Annual Update or 3-Year Review, you do not need to submit a separate Reevaluation Application.*

If you have any questions, please contact us:

- DEN ACDBE questions: DEN-ACDBE@flydenver.com
- DSBO DBE questions: certificationinfo@denvergov.org

STEP 1: Write your Personal Narrative

Per revised 49 CFR 26.67, your PN must include:

- **Specific** (who, what, when and where) instances or economic hardship, systemic barriers, and/or denied opportunities you have faced within American society and how those experiences that have **impeded your progress or success** in:
 - Education
 - Employment
 - Business, and/or
 - Obtaining financing
- How and to what extent the impediments caused you **economic harm**. Include a full description including the type and magnitude of harm.
- How **your experience differed** from similarly situated non-disadvantaged persons.



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Remember:

- The burden is on you to establish, by a preponderance of the evidence, that you are socially and economically disadvantaged under the revised definition.
- The PN is about your unique, personal experiences. Do not rely on generalizations or experiences faced by specific groups to establish disadvantage. Focus on facts, experiences, and outcomes, not assumptions that are based on race or sex.
- Connect past instances of hardship and denied opportunities with resulting economic harm.
- Disadvantage is based on your experiences in the United States.

STEP 2: Complete a new Personal Net Worth (PNW) Statement

- You can download the [PNW Form](#) here or through the reevaluation application.
- If you need help or have questions, check out the [Personal Net Worth \(PNW\) Guide](#).

STEP 3: Gather relevant supporting documentation

- Additional supporting documentation is not required but may help you establish social and economic disadvantage.

STEP 4: Submit your materials via B2G

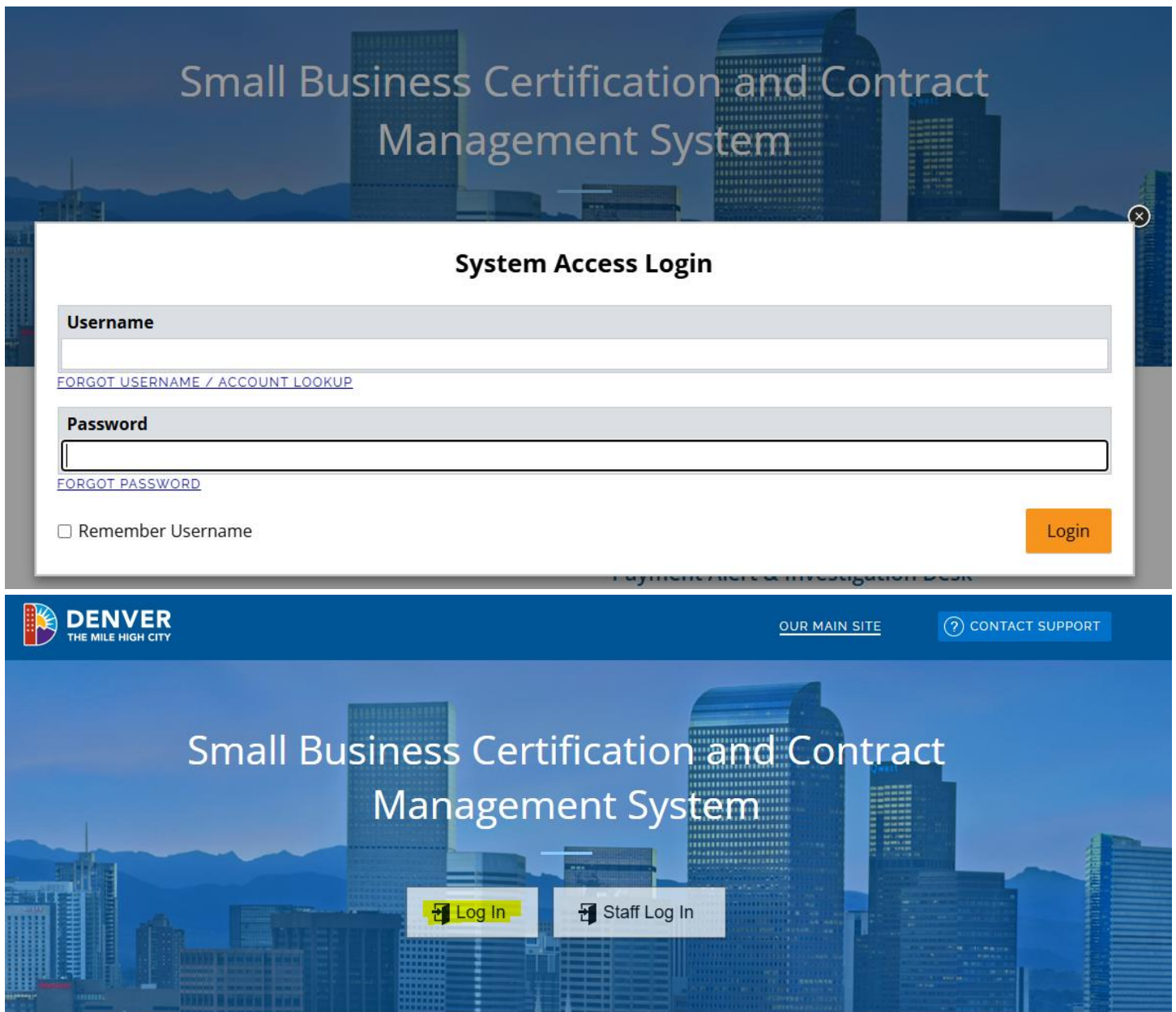
**If you recently submitted your 2025 Annual Update or 3-Year Review and it is currently pending, a member of the Certification team will reach out to you directly, via B2G, with instructions on how to securely submit your PN, PNW, and any supporting documentation within that application.*

1. Go to the Small Business Certification & Contract Management System (B2G) (<https://denver.mwdbe.com>) and log in to your vendor account.
2. On your Dashboard under Key actions, select [Renew/Apply for Certification](#)
3. Under Select Options select (Follow the decision tree prompts):
 - a. You are an existing DBE and would like to submit for re-evaluation.
 - b. Submit a **2025 Re-evaluation Application**
4. Upload your Personal Narrative, your PNW and any supporting documentation you wish to provide for each owner necessary for certification.
5. Complete, Sign and Submit the application.

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6. If your Annual Update or 3-Year Review is due during the reevaluation timeframe, you can submit the reevaluation materials with that application. Follow the normal process for your annual update and attach your documents under “Required Documents-Additional supporting documentation not listed above.” If you do this, you do not need to submit a separate Re-evaluation Application.

Step 1.



Small Business Certification and Contract Management System

System Access Login

Username

[FORGOT USERNAME / ACCOUNT LOOKUP](#)

Password

[FORGOT PASSWORD](#)

Remember Username Login

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Small Business Certification and Contract Management System

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Step 2:

Key Actions

1 Certification Applications pending

[Start/Renew Contractor Prequalification Application](#)

Renew/Apply for Certification

[Take a Training Class](#)

[Watch a Training Video](#)

Step 3:

Select an Option

[You are an existing DBE and you would like to submit for re-evaluation.](#)

[Submit a 2025 Re-evaluation Application.](#)

[Your firm is currently certified by the City and County of Denver.](#)

[Your firm is **not** currently certified by the City and County of Denver.](#)