Instructions:

Preview the following questions and directions to help you complete the Disadvantaged Business Enterprise/Airport Concessions Disadvantaged Business Enterprise Program Reevaluation

Review these questions to prepare your answers for the DBE/ACDBE Reevaluation Form. All questions require answers, except for the questions relating to "Instance B."

Business information

- Business name
- Socially and economically disadvantaged owner (SEDO) name
- SEDO email address
- Ownership percentage

Reevaluation

Experiences of disadvantage in education, employment or business

The PN must identify at least one objective basis for the owner's disadvantaged status. The basis may be any identifiable status or condition. The PN must describe this objective distinguishing feature (ODF) in sufficient detail to justify the owner's conclusion that it prompted economic hardship, social barriers, or denied opportunities that the owner experienced. Include in the narrative how and to what extent the impediments caused you economic harm, including a full description of the type and magnitude.

Instance A (required)

- What happened?
    - Describe specific instances of economic hardship, social barriers, and denied opportunities that impeded your progress or success in education, employment or business, including obtaining financing on terms available to non-disadvantaged individuals with comparable qualifications. Your answer must describe an objective distinguishing feature (ODF) and explain how the status or condition prompted your disadvantage. Without additional facts, a mere assertion that the action was the result of a social barrier or disadvantage is not enough to support a claim of social disadvantage. The PN should reflect a pattern of specific instances of discrimination and demonstrate that the disadvantage was chronic and substantial, not isolated or fleeting.
- How did this situation affect your education, employment or business?
    - Explain how the instances of economic hardship, social barriers, or denied opportunities effected your progress or success in education, employment, or business, including a full description of the type and magnitude. (e.g., because X happened, it affected an opportunity for me to do Y because of [reason]).
- Compare your experience to other non-disadvantaged individuals with comparable qualifications.

- This requirement serves as a comparison to prove the owner experienced discrimination or was placed at a disadvantage. Non-disadvantaged individuals with comparable qualifications may simply refer to a classmate, a former coworker, a peer, or another business owner who received more favorable treatment despite having comparable qualifications (e.g., similar training, skills, or experience in the field).

- When did it happen?
    - Include the time period or specific date indicating when the incident happened (e.g. Spring 2025 or May 15, 2025)

- Where did it happen?
    - Include the specific place(s) where it happened and the city and state (e.g. [Name of Bank] in [Name of City], [Employer Name] in [Name of City], and/or [Name of College] in [Name of City]). The location must be in the United States, including U.S. territories and military bases.

- Who were the parties involved in the incident(s)?
    - Include the people and/or organization who took negative action. It may have been one person or multiple people. Include each person's role to the best of your knowledge (e.g. Loan Officer, Human Resources, or Guidance Counselor) or exact name to the extent possible.

Instance B (optional)

- What happened?
    - Describe specific instances of economic hardship, social barriers, and denied opportunities that impeded your progress or success in education, employment or business, including obtaining financing on terms available to non-disadvantaged individuals with comparable qualifications. Your answer must describe an objective distinguishing feature (ODF) and explain how the status or condition prompted your disadvantage. Without additional facts, a mere assertion that the action was the result of a social barrier or disadvantage is not enough to support a claim of social disadvantage. The PN should reflect a pattern of specific instances of discrimination and demonstrate that the disadvantage was chronic and substantial, not isolated or fleeting.

- How did this situation affect your education, employment or business?
    - Explain how the instances of economic hardship, social barriers, or denied opportunities effected your progress or success in education, employment, or business, including a full description of the type and magnitude. (e.g., because X happened, it affected an opportunity for me to do Y because of [reason]).

- Compare your experience to other non-disadvantaged individuals with comparable qualifications.
    - This requirement serves as a comparison to prove the owner experienced discrimination or was placed at a disadvantage. Non-disadvantaged individuals with comparable qualifications may simply refer to a classmate, a former coworker, a peer, or another business owner who received more favorable treatment despite having comparable qualifications (e.g., similar training, skills, or experience in the field).

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- Who were the parties involved in the incident(s)?
    - Include the people and/or organization who took negative action. It may have been one person or multiple people. Include each person's role to the best of your knowledge (e.g. Loan Officer, Human Resources, or Guidance Counselor) or exact name to the extent possible.

Attach a personal net worth (PNW) statement (required)

- Download and complete the Personal Net Worth Statement. Then upload it in the space provided on DBE/ACDBE Reevaluation Form.

Attach supporting documents or additional instances you consider relevant (optional)

- If you are providing additional instances, be sure to include the details outlined in the questions for Instance B (above).