



U.S. Department of  
Transportation

Personal Net Worth Statement  
For DBE/ACDBE Program Eligibility

As of \_\_\_\_\_

Appendix G

OMB APPROVAL NO:  
EXPIRATION DATE:

**This form is used by all participants in the U.S. Department of Transportation's Disadvantaged Business Enterprise Programs as set forth in 49 CFR Parts 23 and 26 and must be submitted to determine whether an owner is economically disadvantaged. Complete this form separately for: (1) each disadvantaged proprietor, (2) each limited partner who owns 51% or more interest and each general partner, and (3) each stockholder owning 51% or more of voting stock.**

**Do not make adjustments to your figures pursuant to the DBE Program Regulation. The agency you apply to will use the information provided on this statement to determine your personal net worth. Please send form to appropriate Unified Certification Program member, not U.S. DOT.**

Full Name		Business Name of Applicant Firm	
Residence Address (As reported to the IRS)		Business Address	
City, State and Zip Code		City, State and Zip Code	
Residence Phone		Business Phone	
Marital Status: Married, Divorced, Never Married, Widowed		Spouse's Full Name	
<b>ASSETS</b> (Omit Cents)		<b>LIABILITIES</b> (Omit Cents)	
		Joint Asset?	
Cash and Cash Equivalents (Complete Section 1A)	\$		Mortgages on Real Estate Excluding Primary Residence (Complete Section 2) \$
Retirement Accounts (IRA, 401Ks, 403Bs, Pensions, etc) (Report Full Value and Complete Section 1B)	\$		Loan on Life Insurance (Complete Section 3) \$
Brokerage, Investment Accounts (Complete Section 1C)	\$		Notes, Obligations on Personal Property (Complete Section 4) \$
Assets Held in Trust (Complete Section 1D)	\$		Notes & Accounts Payable to Banks and Others (Complete Section 6) \$
Shareholder Loans & Other Receivables (Complete section 1E)	\$		Other Liabilities (Complete Section 7) \$
Real Estate Excluding Primary Residence (Complete Section 2)	\$		Unpaid Taxes (Complete Section 8) \$
Life Insurance (Cash Surrender Value Only) (Complete Section 3)	\$		
Other Personal Property and Assets (Complete Section 4)	\$		
Other Business Interests (Complete Section 5)	\$		
<b>Total Assets</b>	<b>\$</b>		<b>Total Liabilities</b> <b>\$</b>

**ASSETS** (Provide Current Account Statements)

**SECTION 1A: Cash on Hand, Checking, Savings, Money Market, Certificates of Deposit**

Name on Account (including co-owners)	Type of Account (checking, savings, revolving credit, IRA, other, (explain)	Bank Name and Address	Account number	Account Status (joint, single, trust)	Current Balance
Total					

**Section 1B: Retirement Accounts, IRA, 401Ks, 403Bs, Pensions**

Name on Account (including co-owners)	Type of Account	Bank Name and Address	Account number	Current Balance
Total				

**SECTION 1C: Brokerage/Investment Accounts**

Name of Brokerage Firm And account number)	Type of Account	Market value as of date of form
Total		

**SECTION 1D: Assets Held in Trust: (Submit trust agreements and amendments, and document the valuation of assets)**

Name of Settlor	Type of trust (revocable, irrevocable, etc.)	Date Trust established	Specific Assets held and Value	Date and Method of Valuation	Trustee	Names of Beneficiaries

**Section 1E: Securities Not reported in Section 1C and Shareholder Loans, Promissory Notes and Other Receivables Not Listed Above: Provide amount and describe:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SECTION 2: Real Estate Owned (Including Personal Residence, Investment Properties, Personal Property Leased or Rented for Business Purposes, Farm Properties, or any Other Income Producing property.**

(List each parcel separately. Submit copies of deeds for each parcel, mortgage note, instrument of conveyance) Add additional sheets if necessary.

	Primary Residence	Property B	Property C
Type of Property			
Address			
Date Acquired and Method of Acquisition (purchase, inherit, divorce, gift, etc.)			
Names on Deed			
Purchase Price			
Present Market Value			
Source of Market Valuation			
Name & Address of all Mortgage Holders, including			
Mortgage Account Number			
Mortgage Balance As of Date of Form:			
Equity line of credit Balance			
Amount of Payment Per Month/Year (Specify)			

**SECTION 3: Life Insurance Held**

(Submit policies and most recent statement)

(Give face amount and cash surrender value of policies, name of insurance company and beneficiaries).

Insurance Company	Face Value Amount	Cash Surrender Amount	Beneficiaries	Loan on Policy Information

**SECTION 4: Other Personal Property and Assets**

(Other documentation may be required upon request, such as invoices, bill of sale, valuation documents, insurance policies)

Type of Property or Asset	Total Present Value	Amount of Liability (Balance)	Is this asset insured? (If so, attach a copy of the policy)	Lien or Note amount and Terms of Payment (Attach a copy of the instrument)
Automobiles and Vehicles (including recreation vehicles, motorcycles, boats, etc.) Include personally owned vehicles that are leased or rented to businesses or other individuals.				
Household Goods				
Jewelry				
Other (List)				
Accounts and Notes Receivables				

Total Present Value: \$ \_\_\_\_\_

Total Liability: \$ \_\_\_\_\_

**Total Personal Property \$ \_\_\_\_\_**

**SECTION 5: Other Business Investments, Other Businesses Owned (excluding applicant firm)**

Sole Proprietorships, General Partners, Joint Ventures, Limited Liability Companies, Closely-held and Public Traded Corporations  
(Provide the information below and submit business financial statements, balance sheets including net worth, Federal tax returns)

Name of Sole Proprietorship, partnership, Joint Venture (Indicate % of ownership)	Address	Business Value in \$	Date Acquired	Names of Partners, Unit holders, % of Ownership, and Date Acquired	Primary scope of Operations
Name of Corporation or LLC	Address	Business Value in \$	Date Acquired	Name of Stockholders on Certificates, Date Stock Acquired, Total Outstanding Shares of Stock or Units, Market Value and Date of Quotation/Exchange,	Primary scope of Operations

**LIABILITIES**

**SECTION 6: Notes and Accounts Payable to Bank and Others (Including Installment accounts)**

(Submit copy of note/security agreement, and most recent account statement)

Name of Borrower(s)	Name of Noteholder(s)	Date of Instrument	Original Balance	Current Balance	Payment Amount and Terms	How Secure/By Whom Guaranteed, Collateral

**SECTION 7: Other Liabilities**

(Submit copy of most recent statement, or any other debt instrument)

Name of Individual Obligated	Name of Co-signer(s)	Description	Name and Address of Entity Owed	Date of Obligation	Amount	Payment Amount and Terms (frequency)


**SECTION 8: Unpaid Taxes**

(Describe in detail, as to type, to whom payable, when due, amount, and to what property, if any, a tax lien attaches).

Name of Individual Obligated	Name of Co-signer(s)	Type of Unpaid Tax	Payable to Whom	Date Due	Amount	Property Attached with Tax Lien (if any)

**SECTION 9: Transfer of Assets: Have you transferred, within 2 years of this personal net worth statement, transferred assets to a spouse, domestic partner, relative, or entity in which you have an ownership or beneficial interest including a trust?** Yes  No

(Provide a brief description of all transfers of assets within 2 years from date of application. List the names of individuals on deed, title, note or other instrument receiving assets and relation to transferor. (Submit Bill of Sale or Invoice, transfer document (title, deed, etc., date of transfer, estimate or valuation of the consideration received))

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**AFFIDAVIT**

I declare under penalty of perjury that the information provided in this application and supporting documents is complete, true and correct. I certify that no assets have been transferred to any beneficiary for less than fair market value in the last two years. I recognize that the information submitted in this application is for the purpose of inducing certification approval by a government agency. I understand that a government agency may, by means it deems appropriate, determine the accuracy and truth of the statements in the application, and I authorize such agency to contact any entity named in the application or this personal financial statement, including the names banking institutions, credit agencies, contractors, clients, and other certifying agencies for the purpose of verifying the information supplied and determining the named firm's eligibility. I acknowledge and agree that any misrepresentations in this application or in records pertaining to a contract or subcontract will be grounds for terminating any contract or subcontract which may be awarded; denial or revocation of certification; suspension and debarment; and for initiating action under federal and/or state law concerning false statement, fraud or other applicable offenses.

\_\_\_\_\_  
Signature (DBE/ACDBE Applicant)

\_\_\_\_\_  
Date

**NOTARY CERTIFICATE: (Insert applicable state acknowledgment, affirmation, or oath)**

In collecting the information requested by this form, the Department of Transportation (Department) complies with the provisions of the Federal Freedom of Information and Privacy Acts (5 U.S.C. 552 and 552a). The Privacy Act provides comprehensive protections for your personal information. This includes how information is collected, used, disclosed, stored, and discarded. Your information will not be disclosed to third parties without your consent. The information collected will be used solely to determine your firm's eligibility to participate in the Department's Disadvantaged Business Enterprise Program as defined in 49 CFR section 26.5 and the Airport Concession Disadvantaged Business Enterprise Program as defined in 49 CFR section 23.3. You may review DOT's complete Privacy Act Statement in the Federal Register published on April 11, 2000 (65 FR 19477).



## General Instructions for Completing the Personal Net Worth Statement for DBE/ACDBE Program Eligibility

Please do not make adjustments to your figures pursuant to U.S. DOT regulations 49 CFR Parts 23 and 26. The agency that you apply to will use the information provided on your completed Personal Net Worth Statement to determine whether you meet the economic disadvantage requirements of 49 CFR Part 26. If there are discrepancies or questions regarding your form, it may be returned to you to correct and complete again.

An individual's Personal Net Worth according to 49 CFR Part 26 includes only his or her own share of assets held separately, jointly, or as community property with the individual's spouse and excludes the following:

- Individual's ownership interest in the applicant firm;
- Individual's equity in his or her primary residence;
- Tax and interest penalties that would accrue if retirement savings or investments (e.g., pension plans, Individual Retirement Accounts, 401(k) accounts, etc.) were distributed at the present time.

Be sure to indicate whether the figures reported are jointly held.

If your personal net worth according to 49 CFR Parts 23 and 26 exceeds the \$1.32 million cap and you, individually, or you and other individuals are the majority owners of an applicant firm, the firm is not eligible for DBE or ACDBE certification. If the personal net worth of the majority owner(s) exceeds the \$1.32 million cap at any time after your firm is certified, the firm is no longer eligible for certification. Should that occur, it is your responsibility to contact your certifying agency in writing to advise that your firm no longer qualifies as a DBE or ACDBE. You must fill out all line items on the Personal Net Worth Statement. If necessary, use additional sheets of paper to report all information and details. If you have any questions about completing this form, please contact one of the UCP certifying agencies.

### Assets

All assets must be reported at their current fair market values as of the date of your statement. *Assessor's assessed value for real estate, for example, is not acceptable.* Assets held in a trust generally should be included.

**Cash and Cash Equivalents:** In Section 1A Enter the total amount of cash or cash equivalents in bank accounts, including checking, savings, money market, certificates of deposit held domestic or foreign. Provide copies of the bank statement.

**Retirement Accounts, IRA, 401Ks, 403Bs, Pensions:**  
Enter the total present value of all accounts (including Roth

IRAs) and other retirement accounts, including any deferred compensation and pension plans in Section 1B.

**Brokerage/Investment Accounts:** Enter the name of brokerage firm and account number; type of account and current market value of the account as of the date of the PNW statement.

**Assets Held in Trust:** Enter the specific assets held in trust, the names of beneficiaries and trustees, and other information. Complete Section 1D.

**Securities Not Reported Above, including Shareholder Loans, Promissory Notes, and Other Receivables not listed:** Enter amounts loaned to you from your firm, from or any other business entity in which you hold an ownership interest, and other receivables not listed above. Complete Section 1E.

**Real Estate:** Complete Section 2, beginning with your primary residence (be sure to identify it as your primary residence); enter the type of property, address, method of acquisition, date of acquired, names of deed, purchase price, present fair market value, source of market valuation, name and address of all mortgage holders, mortgage account number, mortgage balance, equity line of credit balance, and amount of payment, for all real estate held. Please ensure that this section contains all real estate owned, including rental properties, vacation properties, commercial properties, personal property leased or rented for business purposes, farm properties and any other income producing properties, etc. Attach additional sheets if needed.

**Life Insurance:** Enter the name of the insurance company, the face value of the policy, cash surrender value, beneficiary names, and any loans on the policy in Section 3.

**Other Personal Property and Assets:** Enter personal property and other assets owned in Section 4. Personal property includes motor vehicles, boats, trailers, jewelry, furniture, household goods, collectibles, clothing, and personally owned vehicles that are leased or rented to businesses or other individuals. Enter the present value of the personal property owned, amount of liabilities, and whether the asset is insured. For accounts and notes receivable, enter the total value of all monies owed to you personally, if any. This should include shareholder loans to the applicant firm, if any. If the asset is insured, please attach a copy of the policy. Also attach a copy of any liens or notes on the property and indicate in the space provided the terms of payment. Total the present value and liabilities at the bottom of the form.

**Other Business Investments/Other Businesses Owned Interests:** Enter information concerning any businesses you

hold an ownership interest in, such as sole proprietorships, partnerships, joint ventures, corporations, or limited liability corporations (other than the applicant firm) in Section 5. Do not reduce the value of these entries by any loans from the outside firm to the DBE/ACDBE applicant business.

### **Liabilities**

**Mortgages on Real Estate:** Enter the total balance on all mortgages payable on real estate in section 2.

**Loans on Life Insurance:** Enter the total value of all loans due on life insurance policies in Section 3.

**Notes & Accounts Payable to Bank and Others:** Enter the name of borrowers, noteholders, date of note, original and current balances, payment terms, and security/collateral information in Section 6. The entries should include automobile installment accounts. This should not, however, include any mortgage balances as this information is captured in section 2. Do not include loans for your business or mortgages for your properties in Section 6. Submit copy of note/security agreement, and the most recent account statement)

**Other Liabilities:** Enter the total value due on all other liabilities not classified in the previous entries. Report the name of the individual obligated, names of co-signers, a description of the liability, the name and address of the entity owed, the date of the obligation, payment amounts and terms. Note: Do not include contingent liabilities in this section. Contingent liabilities are liabilities that belong to you only if an event(s) should occur. For example, if you have co-signed on a relative's loan, but you are not responsible for the debt until your relative defaults, that is a contingent liability. Contingent liabilities do not count toward your net worth until they become actual liabilities.

**Unpaid Taxes:** Enter the total amount of all taxes that are currently due, but are unpaid in Section 8. Contingent tax liabilities or anticipated taxes for current year should not be included. Describe in detail the name of the individual obligated, names of co-signers, the type of unpaid tax, to whom the tax is payable, due date, amount, and to what property, if any, the tax lien attaches. If none, state "NONE." You must include documentation, such as tax liens, to support the amounts.

### **Transfers of Assets:**

**Transfers of Assets:** Detail all asset transfers (within 2 years of the date of this personal net worth statement) to a spouse, domestic partner, relative, or entity in which you have an ownership or beneficial interest including a trust. Include a description of the asset; names of individuals on the deed, title, note or other instrument indicating ownership rights; the names of individuals receiving the assets and their relation to the transferor; the date of the transfer; and the

value or consideration received. Submit documentation requested on the form related to the transfer.

### **Affidavit**

Be sure to sign and date at the statement. The Personal Net Worth Statement must be notarized.



