



STATE OF TENNESSEE
DEPARTMENT OF TRANSPORTATION
Civil Rights Division

Suite 1800, James K. Polk Building
505 Deaderick Street, Nashville, Tennessee 37243
Telephone No. 615-741-3681, Fax No. 615-741-3169 Toll Free No. (888) 370-3647

Tennessee Uniform Certification Program

Member Agencies

Tennessee Department
of Transportation

Metropolitan Knoxville
Airport Authority

Chattanooga Metropolitan
Airport Authority

Memphis Shelby County
Airport Authority

Metropolitan Nashville
Airport Authority

Chattanooga Area Regional
Transportation Authority

Memphis Area
Transit Authority

Jackson Transit Authority

Smyrna Airport Authority

Tri-Cities Airport Commission

Clarksville Transit System

Regional Transportation
Authority [Middle TN]

Nashville Metropolitan
Transit Authority

Knoxville Area Transit

Jackson Airport Authority

Johnson City Transit

Bristol Tennessee Transit

Murfreesboro Rover
Public Transit

Kingsport Area Transit Service

March 10, 2020

Ms. Jolene Dressel
HQ Direct, LLC
535 Spence Lane
Nashville, TN 37210

RE: DBE Name Change

Dear Ms. Dressel:

Your documentation concerning the change from Trojan Labor, LLC to HQ Direct, LLC for your Disadvantaged Business Enterprise (DBE) firm has been reviewed. The Small Business Development Program (SBDP) is pleased to inform you that you will remain as a DBE firm under the TDOT TNUCP Program, and that the prior firm name of Trojan Labor, LLC will be updated in all correspondence and databases as HQ Direct, LLC.

As always, the SBDP will be monitoring the operation of your firm from time to time to ensure that it operates as represented within the Federal regulations. Certification will be revoked upon a determination that your firm is not in compliance.

Your DBE certification must be updated annually by the submission of a new "No Change Declaration," with supporting documents. Also, the SBDP must be notified if and when there is any change in the ownership or control of the firm. Your company will be reminded approximately 45 days prior to your required annual update. However, the responsibility to assure continued certification is yours.

Sincerely,


David W. Neese
Director, Small Business Development Program

DWN/sb