



**STATE OF TENNESSEE  
DEPARTMENT OF TRANSPORTATION**

**CIVIL RIGHTS DIVISION**  
SUITE 1800, JAMES K. POLK BUILDING  
505 DEADERICK STREET  
NASHVILLE, TENNESSEE 37243-1402  
(615) 741-3681

**JOSEPH GALBATO III**  
INTERIM COMMISSIONER

**BILL LEE**  
GOVERNOR

March 11, 2022

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

RE: DBE Continued Certification

Dear Ms. Tate:

Your request for continued Disadvantaged Business Enterprise (DBE) status has been reviewed. The Small Business Development Program (SBDP) is pleased to inform you that your company's certification will remain as a Tennessee Department of Transportation (TDOT) certified DBE for the following work categories:

**561320 - Temporary Help Services**  
**561311 - Employment Placement Agencies**

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.

This 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/mm

**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