



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

BUTCH ELEY
 DEPUTY GOVERNOR &
 COMMISSIONER OF TRANSPORTATION

BILL LEE
 GOVERNOR

January 24, 2023

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/my

**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