



Small & Disadvantaged Business Enterprise

UNIFIED CERTIFICATION PROGRAM



OHIO DEPARTMENT OF
TRANSPORTATION

WWW.OHIOUCP.ORG

1980 WEST BROAD STREET, MS 3270 • COLUMBUS, OHIO 43223 • (614) 466-2878 • DOT.SDBE@DOT.OHIO.GOV

June 11, 2019

Carolyn Francis
President, Owner
Williams Interior Designs, Inc.
2168 Citygate Dr.
Columbus, OH 43219
carolyn@williamsinteriordesigns.com

Dear Ms. Francis:

We have reviewed your firm's application to obtain certification as a Disadvantaged Business Enterprise (DBE) in Ohio. We are pleased to inform you that Williams Interior Designs, Inc. has been certified by the Ohio Department of Transportation (ODOT) as a DBE with the following NAICS codes:

NAICS Code	NAICS Title	Descriptor(s)
541410	Interior Design Services	n/a
541420	Industrial Design Services	n/a

DBE certification allows Williams Interior Designs, Inc. to participate as a DBE on federally assisted transportation-related projects and/or contracts. All Federal Highway Administration, Federal Transit Administration, and Federal Aviation Administration recipients and subrecipients in Ohio will accept this DBE certification. Williams Interior Designs, Inc. is subject to the requirements of the DBE regulations (49 CFR Part 26, as amended) and all laws of the State of Ohio applicable to the transaction of business. A DBE certificate for Williams Interior Designs, Inc. may be viewed or printed from the Ohio Unified DBE directory at www.ohioucp.org (click the Ohio Unified DBE Directory link).

Williams Interior Designs, Inc. is required to inform ODOT in writing of any change in circumstances affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of the DBE regulations or any material change in the information provided in the firm's application form. The notice must take the form of a sworn affidavit or of an unsworn declaration executed under penalty of perjury of the laws of the United States. The written notification along with supporting documentation describing in detail the nature of the change(s) must be submitted within 30 days of the occurrence of the change(s). Failure to provide timely notification will result in ODOT's action to decertify Williams Interior Designs, Inc. as a DBE in Ohio.

As a DBE, Williams Interior Designs, Inc. is also required to submit an Annual Declaration attesting that there have been no changes in circumstances affecting its ability to meet the size, disadvantaged status, ownership, or control requirements of the DBE regulations or any material changes in the information provided in its application form (except for the changes about which it has already notified ODOT, if any) along with its current Federal business tax return (and those of its affiliates, if any) each year on its anniversary date, which is **June 11**. To submit the Annual Declaration form, follow the instructions in the Forms for Certified DBE Firms section of the Ohio Unified Certification Program (UCP) website, www.ohioucp.org.

AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER OF SERVICES

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DBE certifications do not have an expiration date; however, Williams Interior Designs, Inc. must submit the Annual Declaration annually on or before its anniversary date. Failure to provide the requested documents in a timely manner will result in ODOT's action to decertify Williams Interior Designs, Inc. as a DBE in Ohio.

Please be advised a firm is not eligible to retain NAICS codes in all or some of the areas of work grouped under the NAICS codes if that firm exceeds the size standard listed under the NAICS codes. If a firm exceeds the size standard in any of its approved NAICS codes, it is no longer certified as a DBE under that specific NAICS code. If a firm exceeds the size standard in all of its approved NAICS codes or if the firm's controlling owner(s) exceed the established Personal Net Worth standard, it is no longer eligible to participate as a DBE.

If Williams Interior Designs, Inc. expands in its line of work or if additional lines of work are added to its capabilities, one or more additional NAICS codes and/or descriptors may be needed. To request additional NAICS codes please submit the NAICS Code/Descriptor Request Form by following the instructions in the Forms for Certified DBE Firms section of the Ohio UCP website, www.ohioucp.org.

We encourage you to contact the Office of Outreach to learn more about upcoming matchmaking events and contracting opportunities with ODOT and transit systems. For more information contact Lynn Stevens, Regional Outreach Manager, at (740) 833-8042 or lynette.stevens@dot.ohio.gov, or go to www.transportation.ohio.gov/odi and click on the Office of Outreach's webpage.

If you have any questions please contact the Office of Small & Disadvantaged Business Enterprise at (614) 466-2878 or DOT.SDBE@dot.ohio.gov.

Respectfully,



Deborah M. Green
Administrator
Office of Small & Disadvantaged Business Enterprise

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