



Charles D. Baker, Governor
Karyn E. Polito, Lieutenant Governor
Stephanie Pollack, MassDOT Secretary & CEO

massDOT
Massachusetts Department of Transportation

DBE Certification Office | MassUCP

October 10, 2019

Ms. Alice Domm
Richard Grubb and Associates, Inc.
259 Prospect Plains Road, Building D
Cranbury, NJ 08512

This letter serves as sole and exclusive proof of your firm's DBE certification

Dear Ms. Domm:

Congratulations! The Massachusetts Unified Certification Program (MassUCP), is pleased to notify you that we have renewed your company as a disadvantaged business enterprise (DBE). Your company continues to be assigned **NAICS Code(s) 541720, 541620, 541618, 541690 and 115310** with the certified business description of **CULTURAL RESOURCE COMPLIANCE SERVICES (TRANSPORTATION), ARCHITECTURAL HISTORY, HISTORICAL RESEARCH & ARCHEOLOGICAL NEEDS - INCLUDING PUBLIC INVOLVEMENT, INTERPRETATION & CONSULTING. CULTURAL RESOURCE SURVEYS, STATE HISTORICAL PRESERVATION OFFICE (SHPO)** and will remain listed in our certified business directory.

As a DBE, you must inform MassUCP in writing of any change in circumstances affecting your ability to meet size, disadvantaged status, ownership, control requirements or any material change in the information provided in your application form. Changes in management responsibility among members of a limited liability company are covered by this requirement. You must attach supporting documentation describing in detail the nature of such changes. The notice must take the form of an affidavit sworn to by the owners of the firm before a person who is authorized by state law to administer oaths or of an un-sworn declaration executed under penalty of perjury of the laws of the United States. You must provide the written notification within 30 days of the occurrence of the change. If you fail to make timely notification of such a change, you will be deemed to have failed to cooperate under 49 CFR 26.109(c).

To renew your firm's DBE certification and if it continues to meet the applicable criteria, on or before your firm's certification anniversary date of **October 19, 2020**, and each year thereafter, please send the MassUCP the following documents:

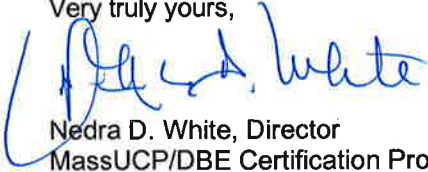
- (1) No Change Affidavit (**will be sent with reminder letter**)
- (2) A **signed** copy of your company's, and all of its affiliates', U.S. Tax Returns including all schedules and attachments for the year(s) indicated.
- (3) A **signed** copy of your personal tax returns for years(s) indicated.
- (4) If a sole proprietor, **a signed** copy of your Schedule C for year(s) indicated.
- (5) A **statement** of the **number only** of full and part-time employees (including owner) for each year indicated.

If you have changed your company name or address, please notify Ms. Nedra D. White, in writing on the company's letterhead in order to update your state vendor file.

MassUCP reserves the right to monitor, perform random spot checks, re-evaluate the firm or revoke the firm's certification if it no longer meets the certification criteria.

During the period of your certification, if you have further questions regarding annual review, please contact Ms. Nedra D. White, Director, MassUCP at (857) 368-8659.

Very truly yours,



Nedra D. White, Director
MassUCP/DBE Certification Program