



STATE OF NORTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

ROY COOPER  
GOVERNOR

J.R. "JOEY" HOPKINS  
SECRETARY

April 22, 2024

Ketchie-Houston, Inc.  
Courtney Silver, *President*  
201 Winecoff School Road  
Concord, NC 28027

**SUBJECT: Approval of Annual DBE/WBE Certification Eligibility Review - Vendor # 115614**

Dear Ms. Silver:

The annual review of your Disadvantaged Business Enterprise (DBE) certification with a Woman Business Enterprise (WBE) designation has been approved by the North Carolina Department of Transportation.


In order to remain as an eligible DBE firm, you will be required to submit a declaration of no change to this office by your anniversary date of **October 13, 2024**. **Please be advised that failure to submit the declaration with appropriate supporting documentation on an annual basis will result in removal of your firm's DBE certification.** The declaration will attest to the fact that no changes have occurred affecting your status as a DBE and that your personal net-worth has not exceeded \$1.32 million as required by federal regulations for economically disadvantaged individuals.

Should you experience any changes in ownership, management responsibility, specialty, address, email address, and/or telephone numbers, you are required to notify this office in writing within thirty (30) days of the change. Failure to inform this office of a change may result in the removal of your firm's DBE certification status.

Please note that, as a certified firm, you are eligible to receive supportive services through our Business Opportunity and Workforce Development (BOWD) Unit. For more information regarding supportive services, please contact our BOWD Unit at [BOWD@ncdot.gov](mailto:BOWD@ncdot.gov) or at 984-236-1234.

Thank you for participating in the DBE program. If you have any questions, then please contact me directly at [ecruz@ncdot.gov](mailto:ecruz@ncdot.gov).

Sincerely,

DocuSigned by:  
  
9A7B6192AA304BD...

Elizabeth Cruz  
*Lead DBE Certification Officer*

*Mailing Address:*  
NC DEPARTMENT OF TRANSPORTATION  
OFFICE OF CIVIL RIGHTS  
1511 MAIL SERVICE CENTER  
RALEIGH, NC 27699

*Telephone:* (984) 233-9094  
*Customer Service:* (984)236-1245  
*Website:* [www.ncdot.gov](http://www.ncdot.gov)

*Location:*  
8305 UNIVERSITY EXECUTIVE PARK DRIVE  
SUITE 320  
CHARLOTTE, NC 28262