



Metropolitan Transportation Authority

State of New York

September 26, 2016

Ms. Nancy Castro, President
NJ & C Associates, Inc.
9 Fair Street
Carmel, NY 10512

Re: DBE CERTIFICATION ANNUAL REVIEW NOTICE- AMENDED

Dear Ms. Castro:

The Metropolitan Transportation Authority (MTA), a Certifying Partner in the New York State Unified Certification Program (NYSUCP), has completed its review of the Affidavit of No Change and supporting documentation submitted on behalf of your firm, **NJ & C Associates, Inc.**, in fulfillment of its annual submission requirement. We are pleased to advise you that your firm continues to meet the eligibility criteria established by the U.S. Department of Transportation Disadvantaged Business Enterprises regulation, codified at 49 CFR, Part 26, and remains **CERTIFIED** as a Disadvantaged Business Enterprise (DBE) with MTA and the NYSUCP providing the services below:

**LESSOR OF CONSTRUCTION FIELD OFFICES AND TRAILERS
PROJECT SUPPORT FOR CONSTRUCTION FIELD OFFICES
PORTABLE TOILET RENTING & SERVICING
TRAFFIC REPORTING SERVICES AND PUBLIC OUTREACH
CLERICAL, STAFFING, AND TECH SUPPORT SERVICES
JANITORIAL SERVICES**

Your firm's certification status with the NYSUCP will remain effective for as long as your firm continues to meet all DBE certification eligibility requirements and the ownership and control of the firm, upon which DBE certification was granted, has not changed. However, your firm's compliance with DBE certification eligibility criteria will be reviewed on an annual basis.

You are required to submit, annually, a sworn affidavit affirming that there have been no changes in your firm's economic disadvantaged status, ownership or control. In the event that there are changes, you must notify the MTA, within 30 days, of any changes in your business' ownership, control and/or operations including address, telephone number, business services and capabilities. Failure to adhere to these requirements may result in the removal of your firm's DBE certification status. Your firm's next annual submission will be due on or before May 29, 2017.

Your firm will continue to be included in the NYSUCP Directory which is located at <https://nysucp.newnycontracts.com>. The directory will indicate the type of work your firm has been certified to perform.

Please note that any of the Certifying Partners of the NYSUCP reserve the right to review your firm's certification eligibility prior to your firm's participation on a federally assisted project for their agency or at any time that it is determined that such reevaluation is warranted.

We are pleased to have you as a continued participant in the NYSUCP and wish you much success.

Should you have any questions or concerns, please contact me at rmccune@mtahq.org or call me at (646) 252-1378.

Sincerely,



Ron McCune, Assistant Director
Certification Programs
Department of Diversity and Civil Rights

cc: M. Garner, MTA
N. Din, MTA
K. Rivers, MTA