



Unified Certification Program



Disadvantaged Business Enterprise
Airport Concession Disadvantaged Business Enterprise

WWW.OHIOUCP.ORG

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December 9, 2022

Linda Shepard
Owner
Shepard Art Studio, LLC
842 Edgewater Lane
Marysville, OH 43040
linda@shepardartstudio.com

Dear Ms. Shepard:

Having reviewed your Annual Declaration, we are pleased to inform you Shepard Art Studio, LLC is eligible to remain certified as a Disadvantaged Business Enterprise (DBE) in Ohio, effective December 9, 2022. Shepard Art Studio, LLC is currently certified in the following NAICS code:

NAICS Code	NAICS Title	Descriptor(s)
541430	Graphic Design Services	—

DBE certification allows Shepard Art Studio, LLC 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. Shepard Art Studio, LLC 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 Shepard Art Studio, LLC may be viewed or printed from the Ohio Unified DBE directory at www.ohioucp.org (click the Ohio Unified DBE Directory link).

Shepard Art Studio, LLC 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 Shepard Art Studio, LLC as a DBE in Ohio. To submit a declaration of change, follow the instructions in the Forms for Certified DBE Firms section of the Ohio Unified Certification Program (UCP) website, www.ohioucp.org.

As a DBE, Shepard Art Studio, LLC is also required to submit an Annual Declaration attesting 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. Shepard Art Studio, LLC’s next Annual Declaration is due on **11/30/2023**. 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

DBE certifications do not have an expiration date; however, Shepard Art Studio, LLC must submit the Annual Declaration annually on or no more than 30 days before its anniversary date. Failure to provide the requested documents in a timely manner will result in ODOT's action to decertify Shepard Art Studio, LLC 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 Shepard Art Studio, LLC 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, <https://www.transportation.ohio.gov/wps/portal/gov/odot/programs/business-economic-opportunity/ucp/ucp-forms>.

We encourage you to contact the Office of Outreach to learn more about upcoming matchmaking events and contracting opportunities with ODOT and transit systems. To locate the Regional Outreach Manager in your area, please go to www.transportation.ohio.gov/odi and visit the Office of Outreach's webpage.

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

Respectfully,



Deborah M. Green
Administrator
Office of Business & Economic Opportunity

DG:CLW