



**U.S. Department of
Transportation**

Office of the Secretary
of Transportation

1200 New Jersey Avenue, SE
Room W78-338
Washington, DC 20590

August 19, 2021

Irma Licea, Program Manager
Metropolitan Transportation Authority -Los Angeles
Diversity & Economic Opportunity Department
One Gateway Plaza, Mail Stop 99-8-4
Los Angeles, CA 90012

Reference No.: 21-0112

Dear Ms. Licea:

AMKD Consulting, LLC has appealed the Metropolitan Transportation Authority -Los Angeles adverse DBE certification decision. Please forward a copy of the complete administrative record to this office within 20 calendar days so that we may timely process the appeal and render a decision. If you cannot comply, please email the undersigned during that period, state good cause for the delay, and request an extension of up to 10 calendar days. Not timely providing the complete administrative record is a failure to cooperate, which may subject you to enforcement action.

Administrative records include but are not limited to certification applications, investigative reports, interview records, hearing transcripts, memoranda, and correspondence. By rule, the record must be well organized, indexed, and paginated. Please provide your conforming record on thumb drive or another electronic format. Please indicate in your response whether the appellant has filed a similar appeal with your office (and if so the status of that appeal).

In your letter of denial, please have the firm send their appeal to: S33Appealsmanagementrecords@dot.gov.

We enclose a copy of the appeal letter for your review. You may respond if you choose, in which case you must provide the firm a copy of any supplemental information you provide to us.

If you have questions regarding this request, please contact us. Thank you for your cooperation.

Sincerely,

Babette L. Salmon
Equal Opportunity Specialist
Departmental Office of Civil Rights

babette.salmon@dot.gov