



# North Carolina Department of Administration

Beverly Eaves Perdue, Governor  
Britt Cobb, Secretary

Office for Historically Underutilized Businesses  
Bridget L. Wall-Lennon, Asst. to the Secretary  
for HUB Outreach

August 24, 2009

RE: Statewide Uniform Certification Informational Letter to Existing HUB Firms

Dear HUB Firm,

The Office for Historically Underutilized Businesses (HUB Office) launched its new Statewide Uniform Certification (SWUC) Program on July 1, 2009. The SWUC Program was developed to streamline the certification process, reduce the redundancy in certifying minority and women-owned businesses, and to create a centralized HUB, minority and women business database. The HUB Office has taken the lead with certifying HUB/MWBE firms, which previously had to apply for certification through the HUB Office, as well as the local M/WBE program offices. Effective July 1, 2009, HUB firms must be certified through the HUB Office in order to be counted by local and state entities for HUB reporting purposes.

What does the new Statewide Uniform Certification Program mean to you? Since you are **currently certified** as a HUB firm through the IPS/Vendor Link system, you were *automatically transferred* to the new SWUC Program. When your current certification expires, you may request certification under the new Statewide Uniform Certification Program. The new SWUC Certification will be valid for four (4) years from the date of the approval letter as oppose to the previous two (2) year certification timeframe. Before your certification expires, you will receive a 60-day and a subsequent 30-day email notice reminding you to reapply for HUB Certification. This email reminder will provide you with instructions on how to request certification.

Eligibility requirements for the SWUC Program are in accordance with N.C.G.S. § 143-128.4(a) and 143-48.4(a), which defines "Historically Underutilized Business" (HUB) to mean a business that meets all of the following conditions:

(1) *At least Fifty-One Percent (51%) of the business is owned by one or more persons who are members of at least one of the groups set forth in subsection (b) (noted below)*

(2) *The management and daily business operations are controlled by one or more owners of the business who are members of at least one of the groups in subsection*

*(b) To qualify as a HUB, a business must be owned and controlled by one or more citizens or lawful permanent residents of the United States who are members of one or more of the following groups: (1) Black, (2) Hispanic, (3) Asian American, (4) American Indian, (5) Female, (6) Disabled, (7) Disadvantaged.*

Mailing Address:  
Office for Historically Underutilized Businesses  
Department of Administration  
1336 Mail Service Center  
Raleigh, N.C. 27699-1336

Telephone (919) 807-2330  
Fax (919) 807-2335  
State Courier #51-01-00

Location:  
116 West Jones Street  
Administration Building  
Suite 4109  
Raleigh, North Carolina 27603

During the on-line certification request, you will be provided with a "List of Supporting Documentation." You must submit the supporting documentation, which also includes a "Supplemental Application" to be considered for certification. A 15-day first notice and a 30-day second notice will be sent to you via email if the documents for your firm have not been received. Failure to submit the supporting documentation will result in the withdrawal of your request for HUB Certification.

It is important to keep your eligibility status and contact information current. You must submit the required "Annual Status Update Affidavit" for each of the three (3) years prior to your fourth (4<sup>th</sup>) year certification expiration date. You will receive a 60-day and a subsequent 30-day email reminder notice; however, it is your responsibility to submit the Annual Status Update Affidavit and to apply for recertification every four years. As a courtesy, the email reminder notice will be sent to the email address that you have provided in the IPS/Vendor Link system.

In an effort to assist you in the certification process, the following links have been provided for you to obtain a copy of the List of Supporting Documentation and Supplemental Application:

- List of Supporting documentation - [www.doa.state.nc.us/hub/documents/Required%20Documents%20List%2006-29-09%20\\_2\\_.pdf](http://www.doa.state.nc.us/hub/documents/Required%20Documents%20List%2006-29-09%20_2_.pdf)
- Supplemental Application - [www.doa.state.nc.us/hub/documents/Supplemental\\_Application.pdf](http://www.doa.state.nc.us/hub/documents/Supplemental_Application.pdf)

The above information will also be provided to you during the online request for certification. Also included are the steps to request HUB Certification/Recertification:

1. Go [www.doa.nc.gov/hub](http://www.doa.nc.gov/hub)
2. Click "**Request HUB Certification**"
3. Click "**Request HUB Certification**" (*again*)
4. Click on top box for "**Change Vendor Information**"
5. Enter your **User ID** and **Password** (if you have forgotten ID/Password call Peggy Crawley, Purchasing and Contract at 919-807-4502.)
6. Click "**Add/Modify HUB Information**" and follow the prompts. On the last page - Click "**Return to Change Menu**" and Click on "**Logout**"
7. Return to [www.doa.nc.gov/hub](http://www.doa.nc.gov/hub) and at Quick Links click on "**Statewide Uniform Certification (SWUC)**"
8. Go to "**Listing of Documents and Forms**" - Based on your business type, submit supporting documents
9. Click "**Certification Supplemental Application (pdf)**" and download application (**COMPLETE AND SUBMIT WITH REQUIRED DOCUMENTS**)

We believe you will find the new Statewide Uniform Certification Program beneficial. We encourage you to obtain more information, by visiting our website at [www.doa.nc.gov/hub](http://www.doa.nc.gov/hub) . Once you are on the website, click on the link entitled "**Statewide Uniform Certification (SWUC)**" in the Quick Link box.

If you have any questions, feel free to call the HUB Office at (919) 807-2330 for further assistance.

Sincerely,



Sheryl Cromedy  
Lead Certification Specialist