

N.C. DEPARTMENT OF ADMINISTRATION
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES

NC HUB RECIPROCITY GUIDANCE

(this information is provided to assist in gathering information for the online HUB certification)

You are using this reciprocity application because you are certified by one of the certification entities listed below. To participate in the NC HUB Reciprocity Program, please follow the instructions below:

To get started, you must register your business electronically in the electronic Vendor Portal (eVP): <https://evp.nc.gov>. Click "Sign In or Register". Then click "Register" and "Login". Complete the registration process. In addition, you are required to upload the documentation listed below in the eVP system within 30 days of your on-line request for certification in eVP.

Firm Name: _____ Federal Tax ID _____

Email Address: _____

Reciprocity applications are accepted from the following states only:

Georgia

North Carolina

South Carolina

Tennessee

Virginia

eVP will prompt for which certification(s) your firm holds:

State Certification Program Name: _____ Expiration Date: _____

US Small Business Administration

- 8(a) Business Development Program
 Woman Owned Small Business

Expiration Date: _____
Expiration Date: _____

US Department of Veteran's Affairs

- Service-Disabled Veteran-Owned Small Business
 National Minority Supplier/Development Council Certification
 Women's Business Enterprise National Council

Expiration Date: _____
Expiration Date: _____
Expiration Date: _____

**Failure to submit the required documents within the specified time will result in an administrative withdrawal. All required documents must be addressed. (N/A's will not be accepted)*

**If any of the documentation required does not pertain to you or your business, please upload an explanation at the time of submission on your company's letterhead as to why the documentation requested does not pertain to you or your company.*

<input checked="" type="checkbox"/>	All Applicants are required to upload the following documents:
<input type="checkbox"/>	Approval letter from Federal and/or State certifying agency or any of the organizations mentioned above
<input type="checkbox"/>	Current Copy of proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License.
<input type="checkbox"/>	Proof of Ethnicity based upon the ethnic groups identified in N.C.G.S. § 143-128.4 (b): Black, Hispanic, American Indian, or Asian American. Provide a copy of your Passport, Green Card, Birth Certificate; if none of these documents prove ethnicity, then complete a signed and notarized Ethnicity Affidavit .
<input type="checkbox"/>	Copies of signed lease for office space or a statement on company letterhead indicating location of business
<input type="checkbox"/>	Proof of disability, if applicable (Please provide a Disability Affidavit , note from your doctor or US Veterans Affairs disability determination letter)

I understand that the HUB Office may access all publicly available information in reviewing my firm's application.

NOTE: TO AVOID DELAY IN PROCESSING YOUR CERTIFICATION, PLEASE ENSURE THAT YOUR COMPANY INFORMATION AND SUPPORTING REQUIRED DOCUMENTS ARE IN THE EVP SYSTEM.

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