



**Historically  
Underutilized Businesses**  
Department of Administration

## **Disadvantaged Business Enterprise - Historically Underutilized Businesses Reciprocity**

### **H** **ISTORICALLY UNDERUTILIZED BUSINESSES PROGRAM for the State of North Carolina**

The Office for Historically Underutilized Businesses (HUB) was established to allow businesses owned by minorities, women and persons with disabilities to obtain certification as a HUB firm in the State of North Carolina procurement system. Included also for HUBs are disabled business enterprises, non-profit work centers for the blind and severely disabled and businesses owned by socially and economically disadvantaged individuals. The HUB Office is managed by the **North Carolina Department of Administration** under G.S. 143-48, 143-128.2 and 143-128.4.

#### **Eligibility Requirements for the HUB Program per N.C.G.S. 143-128.4(a) and 143-48.4(a):**

To qualify as a historically underutilized business, a business must be:

- at least 51% owned, controlled and managed, by one or more citizens or lawful permanent residents of the United States, and must be:
- members of one or more of the following groups: (1) Black, (2) Hispanic, (3) Asian American, (4) American Indian, (5) Female, (6) Disabled and (7) Disadvantaged.

#### **Rights and Responsibilities of certification in the State of North Carolina HUB Program:**

The HUB Office works to increase the amount of goods and services acquired by the State from businesses owned and controlled by HUBs. This is accomplished by providing technical assistance to HUB firms; partnering with agency purchasing officers, and business and industry professionals to identify and eliminate barriers or constraints that may restrict HUBs from doing business with the state or local agencies.

**\*As you are applying for the Disadvantage Business Enterprise (DBE) certification, you may be eligible for the Historically Underutilized Businesses (HUB) certification. If you are interested in HUB Certification, you will need to follow these instructions:**

1. Once approved for DBE Certification, you will need to contact the HUB office at: (919) 807-2330 and send a copy of your letter of approval to: Office of Historically Underutilized Businesses, 1336 Mail Service Center, Raleigh, NC 27699-1336 or email your letter to [huboffice.doa@doa.nc.gov](mailto:huboffice.doa@doa.nc.gov) or bring your letter in person to: 116 West Jones Street, Suite 4109 (4<sup>th</sup> Floor) Raleigh, NC 27603.
2. The Office will direct you to register your firm in the NC eVP System, seeking HUB Status.
3. Once you have registered your firm in the NC eVP System, along with the NCDOT approval letter, you will receive your HUB Certification thru reciprocity.

Additional information on the HUB Program can be found at <http://www.doa.state.nc.us/hub/>

HUB firms are required to notify the HUB Office in writing of any subsequent changes in business ownership and or management within 30 days.

**\*HUB Certification**