



North Carolina Department of Administration

Michael F. Easley, Governor
Britt Cobb, Secretary

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

TO: All Public Entities

FROM: Rick Baskett Sr., Deputy Director

DATE: March 21, 2006

SUBJECT: HUBSCO Training Classes, Reporting Building Construction Projects,
HUBSCO Construction Reporting System

Please be advised, NC General Statutes § 143-128.2, § 143-128.3, and § 143-131 (originally parts of Senate Bill 914, Session Law 2001-496 that went into effect January 1, 2002) require all public entities to submit minority business utilization and construction project data to the State of North Carolina's Office for Historically Underutilized Businesses (HUB Office). The HUBSCO Construction Reporting System, a web-based application, is the system that you are to use to submit your data. This system is made available to all public entities to enable you to meet the aforementioned statutory reporting requirements. Even when a public entity does not have any construction projects within a particular quarter, the entity needs to complete and submit a "No Quarterly Projects Submittal" form in the system.

To further assist public entities, the HUB Office provides "free" HUBSCO training. The training is designed to assist your respective public entity with understanding how to access and use the HUBSCO Construction Reporting System. Upcoming training dates, forms required to attend training classes and to gain access to the HUBSCO system site are located on our website at www.doa.state.nc.us/hub.

- 1) **HUBSCO Training Registration Form** – A direct link to this form can be accessed at www.doa.state.nc.us/hub/hubtrfm.doc. The training schedule can be accessed at <http://www.doa.state.nc.us/hub/HUBTRAIN.pdf>.
- 2) **HUBSCO Construction Reporting System Access Form** - To gain access to the **HUBSCO on-line training** and the **live-production sites**, each entity must also complete this form by clicking on <http://www.doa.state.nc.us/hub/hubscofm.doc>. Please fax (919-807-2335) your completed forms with **all required signatures** to the HUB Office HUBSCO System Administrators. Please forward your original forms to the mailing address listed below. HUBSCO System Administrators will send an e-mail granting your designated Systems Administrator access to the training and live-production sites. Your systems administrator may then add "users" of the system.

If you have any questions, please contact HUBSCO System Administrators Darin Nalls or Mathew Idiculla via phone at 919-807-2330 or via email at huboffice.doa@ncmail.net.

cc: Bridget L. Wall, Director
Greg Driver, Interim Director - State Construction Office

Britt Cobb, Secretary of Administration
Speros Fleggas, Chief Deputy Secretary

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