

HUB/NCSBE Recertification

Introduction

Vendors can electronically re-certify as a Historically Underutilized Business (HUB) or North Carolina Small Business Enterprise (NCSBE) if their current certification is expiring or has expired. While the [HUB Registration](#) and [NCSBE Registration](#) job aids instruct on applying for initial certification under HUB or NCSBE, this process guide provides the steps to take when requesting to be re-certified as a HUB or NCSBE vendor.



Learning Objectives

At the end of this job aid, **you will be able to:**



Submit a HUB recertification application in eVP.



Submit a NCSBE recertification application in eVP.

HUB/NCSBE Recertification

HUB Recertification

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An email notification is sent to the HUB Main Contact when a vendor becomes eligible for re-certification. A vendor is eligible for recertification if their HUB Certification is already expired or if their HUB Certification Status Reason is **Approved - Current Term Active** but the Certification End Date is within 60 days. Another email notification will be sent when the Certification End Date is within 30 days. Once a certification reaches its expiration date, there will be a grace period of 30 days to begin the recertification process.

To re-certify as a Historically Underutilized Business:

- A. Navigate to **Vendor Profile** then the **Certifications** page.
- B. Click the **Recertify** button that is displayed on the existing HUB Certification card.

The screenshot shows the Vendor Profile page with a sidebar on the left containing links for Overview, Company Information, Contacts, Addresses, Locations, Billing, Tier 2 Spend Data, and Certifications. The Certifications link is highlighted with a callout '1A'. The main content area is titled 'Certifications' and shows 'All HUB Certifications'. A card for HUB-4001010 is displayed with the status 'Approved - Current Term Active'. The card includes details: Location: Raleigh Office, Documents Received: Yes, Start: 05/16/2023, End: 05/16/2027, HUB Certification Category: Minority, and Minority Type: Black. At the bottom of the card are buttons for 'Edit HUB', 'Manage Owners', and 'Recertify'. The 'Recertify' button is highlighted with a callout '1B'.

- C. The existing HUB Certification record will be cloned to create a new record. The status for this new Certification will be set to **Recertification in progress** and the **Start** and **End** dates will be blank. **Documents Received** will also be set to **No** until the HUB office confirms receipt.

The screenshot shows two HUB Certification cards side-by-side under the heading 'All HUB Certifications'. The left card is for HUB-4001010 with the status 'Approved - Current Term Active'. It includes details: Location: Raleigh Office, Documents Received: Yes, Start: 05/16/2023, End: 05/16/2027, HUB Certification Category: Minority, and Minority Type: Black. At the bottom are buttons for 'Edit HUB' and 'Manage Owners'. The right card is for HUB-4001010 with the status 'Recertification in progress'. It includes details: Location: Raleigh Office, Documents Received: Yes, Start: (blank), HUB Certification Category: Minority, and Minority Type: Black. At the bottom are buttons for 'Edit HUB' and 'Manage Owners'.

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- D.** For HUB Recertifications, the following pages and their fields are automatically copied to and prepopulated in the new Certification:
- I.** Contributions or Transfer of Assets
 - II.** Officers and Board of Directors
 - III.** Daily Management Functions
 - IV.** Professional Licenses
 - V.** Owners
- E.** Click on **View HUB** on the new Certification record to make any updates. In the HUB Application section, updates can be made to **HUB Main Contact**, and **HUB Main Location** fields to reflect changes since Certification was last approved.

If notification bar displays to prompt vendors to **Please update Years Owned field to reflect the current number**. The **Owners** page can be updated before editing the HUB application or after.

Edit HUB Certification

Please update Years Owned field to reflect the current number

HUB Application

Vendor*
Greenhills LLC

HUB Main Contact*
John Doe

HUB Main Location*
Raleigh Office

- F.** In the **Certifications** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
- G.** In the **Firms Identification** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
- H.** In the **Firms Relationship with other Businesses** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
- I.** In the **References** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.

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J. In the **Documents Submission** section, although recertifications do not require all documents, additional HUB application documents can be submitted electronically. To re-upload a document, click the arrow next to the document then the **Upload** button.

Certification Document Name ↑	Status Reason
Articles of Organization	Received <input type="button" value="v"/>
Bank Statement listing signature authority	Received <input type="button" value="v"/>
Copies of Professional Licenses	Received <input type="button" value="v"/>
Copies of signed leases for office and/or storage space	Received <input type="button" value="v"/>

K. After all information is updated and documents are uploaded where necessary, click **Submit**.

In situations where the HUB Office determines the documents provided are not sufficient to complete recertification, the HUB Office will add a new folder in the **Documents Submission** section named **Additional Documentation** and notify the HUB Main Contact via email about which documents should be added to that folder. The HUB Main Contact will then add those documents by clicking **Upload** to the right of that folder before clicking **Submit** again.

Certification Document Name ↑	Status Reason
Additional Documentation	Not Received <input type="button" value="v"/>
Articles of Organization	Received <input type="button" value="v"/>
Copies of signed leases for office and/or storage space	Received <input type="button" value="v"/>

L. Back on the Certifications page, click on the **Manage Owners** button on the Certification record to update owner(s) information .

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- M. On the **Owners** page, click the **Add Owners** button to add a record if necessary. In the pop-up window, populate all required fields then click **Apply Changes**. To remove the current owner, click the dropdown arrow next to the owner record, then **Remove**.

The **Percent Owned** values of all owners must add up to exactly 100% after any additions or removals. If not, the user will receive an error message after clicking **Apply Changes** and will not be able to continue the process until 100% is reached.

Please update Years Owned field to reflect the current number

Ownership total must equal 100%. If you make any changes to your ownership records you must click the **Apply Changes** button at the bottom of this page. Your ownership records will be considered incomplete until all changes have been applied successfully.

Owners

Current Total Ownership Percentage: 100

First Name	Last Name	Years Owned	Percent Owned	Voting Percent	Race	Sex	Disabled	Disadvantaged	Status	Modified On
HUB Owner	One	10	80	60	Hispanic	Female	No	No	Active	8/8/2024 2:08 PM
HUB Owner	Three	10	20	20	Caucasian	Female	No	No	Active	

Buttons: **Add Owners**, **Apply Changes**, **View/Edit**, **Remove**

- N. To update current owner record, click **View/Edit** in the dropdown. Click in the **Years Owned** field and update the years owned to reflect the current number. After all necessary changes have been made, click **Submit** to close the edit window. Click **Apply Changes** once again if the **Owners** page is fully updated to return to **Certifications**.

View details

US Citizen or Permanent Resident *

No Yes

First Name * Last Name *

Percent Owned * **Years Owned** Voting Percent

Work for an entity w/relationship to this business Owner exert daily management and control of firm

Buttons: **Submit**, **Add Owners**

- O. The recertification application is then reviewed and audited by the HUB Office. Once completed, an email is sent to the Main HUB Contact on file regarding the decision on the vendors HUB application.

HUB/NCSBE Recertification

NCSBE Recertification

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An email notification is sent to the Main NCSBE Contact when a vendor becomes eligible for recertification. A vendor is eligible for recertification if their NCSBE Certification is already expired or if their NCSBE Certification Status Reason is **Approved - Current Term Active** but the Certification End Date is within 60 days. Another email notification will be sent when the Certification End Date is within 30 days. Once a certification reaches its expiration date, there will be a grace period of 30 days to begin the recertification process.

To re-certify as a North Carolina Small Business Enterprise:

- A. Navigate to **Vendor Profile** then the **Certifications** page.
- B. Click the **Recertify** button that is displayed on the existing HUB Certification card.

The screenshot shows the 'Vendor Profile' page with a sidebar on the left containing menu items: Overview, Awards, Contacts, Addresses, Locations, Billing, Tier 2 Spend Data, and Certifications. The 'Certifications' item is highlighted with a blue box and labeled '2A'. The main content area is titled 'Certifications' and shows 'All NCSBE Certifications'. A single certification card is displayed for 'NCSBE-4001010' with the status 'Approved - Current Term Active'. The card includes details: Location: Raleigh Office, Documents Received: Yes, and Start: 06/15/2019. A 'Recertify' button is highlighted with a blue box and labeled '2B'. Below the card are 'Edit NCSBE' and 'Manage Owners' buttons.


- C. The existing NCSBE Certification record will be cloned to create a new record. The status for this new Certification will be set to **Recertification in progress** and the **Start** and **End** dates will be blank. **Documents Received** will also be set to **No** until the HUB office confirms receipt.

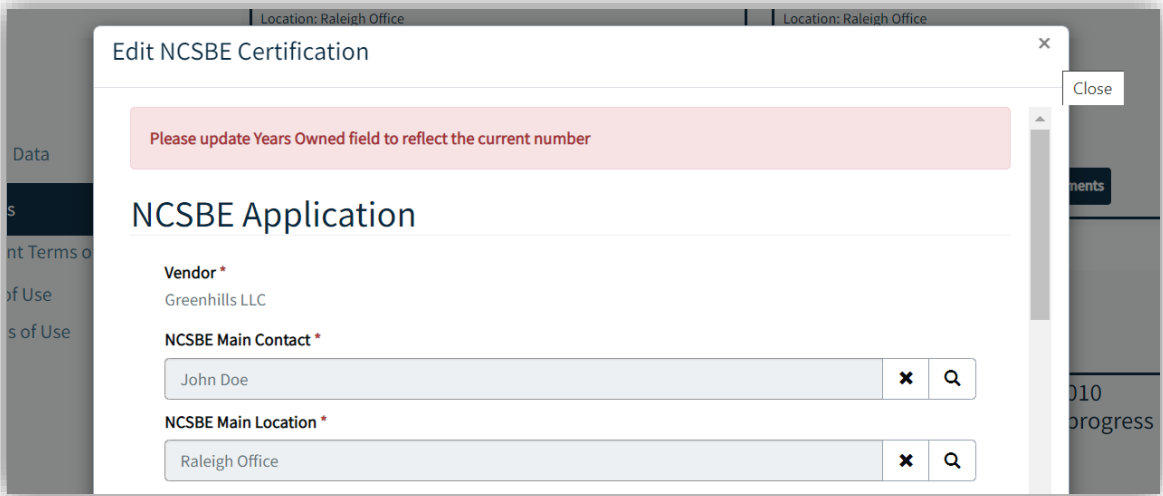
The screenshot shows the 'All NCSBE Certifications' page with two certification cards side-by-side. The left card is for 'NCSBE-4001010' with status 'Approved - Current Term Active', Location: Raleigh Office, Documents Received: Yes, Start: 06/15/2019, and End: 06/15/2023. The right card is for 'NCSBE-4001010' with status 'Recertification in progress', Location: Raleigh Office, Documents Received: No, and blank Start and End dates. Both cards have 'Edit NCSBE' and 'Manage Owners' buttons.

- D. For NCSBE Recertifications, the **Owners** pages and fields are automatically copied to and prepopulated in the new Certification.

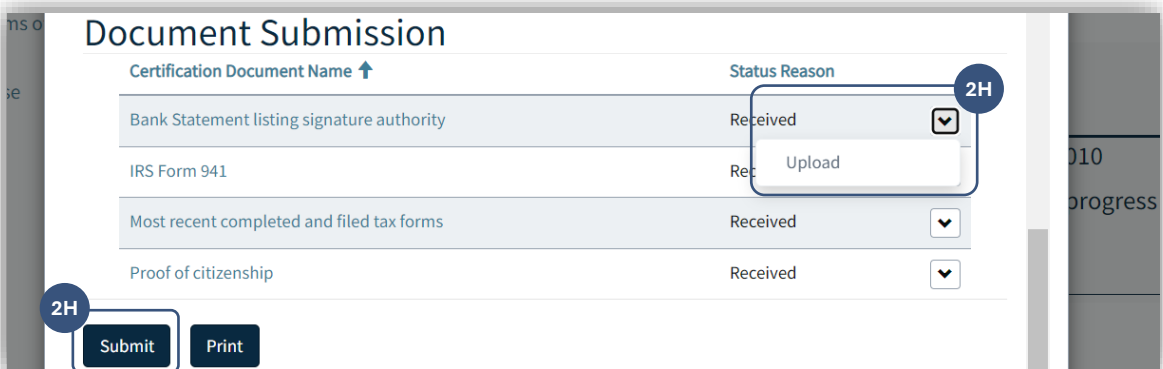
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- E. Click on **Edit NCSBE** on the new Certification record to make any updates. In the **NCSBE Application** section, updates can be made to **NCSBE Main Contact**, **NCSBE Main Location**, **Annual Net Income**, and **Total Number of Employees** fields to reflect changes since Certification was last approved.

 A notification bar displays to prompt vendors to **Please update Years Owned field to reflect the current number**. The **Owners** page can be updated before editing the NCSBE application or after.



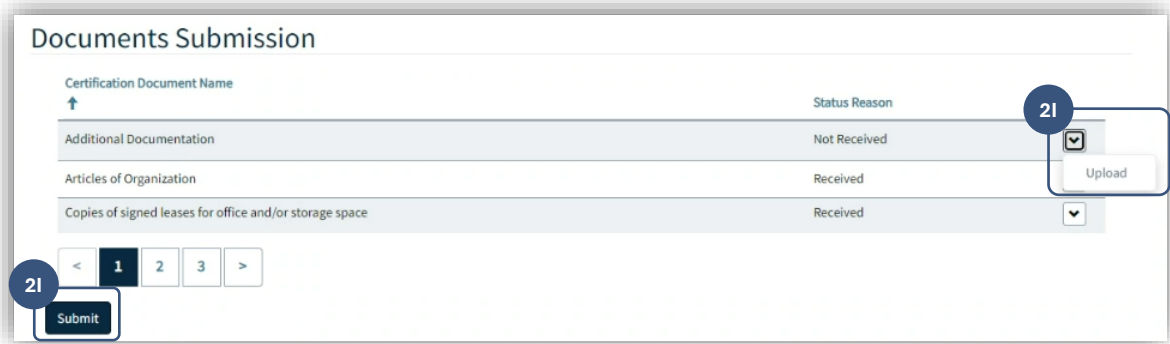
- F. In the **Business Information** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
- G. In the **Business Relationships** section, make all relevant updates to applicable fields to reflect changes since Certification was last approved.
- H. In the **Documents Submission** section, although NCSBE recertifications do not require document uploads, additional NCSBE application documents can be submitted electronically. To reupload a document, click the arrow next to the document then the **Upload** button.



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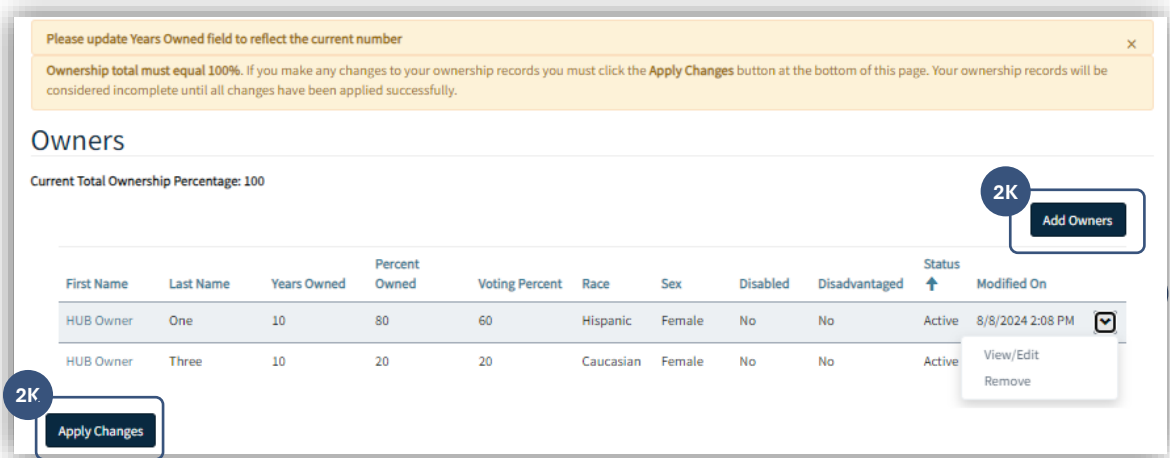
- I. After all information is updated and documents are uploaded where necessary, click **Submit**.

In situations where the NCSBE Office determines the documents provided are not sufficient to complete recertification, the NCSBE Office will add a new folder in the Documents Submission section named Additional Documentation and notify the NCSBE Main Contact via email about which documents should be added to that folder. The NCSBE Main Contact will then add those documents by clicking Upload to the right of that folder before clicking Submit again.



- J. Back on the Certifications page, click on the **Manage Owners** button on the Certification record to update owner(s) information.
- K. On the **Owners** page, click the **Add Owners** button to add a record if necessary. In the pop-up window, populate all required fields then click **Apply Changes**. To remove the current owner, click the dropdown arrow next to the owner record, then **Remove**.

The **Percent Owned** values of all owners must add up to exactly 100% after any additions or removals. If not, the user will receive an error message after clicking **Apply Changes** and will not be able to continue the process until 100% is reached.



HUB/NCSBE Recertification

- L. To update current owner record, click **View/Edit** in the dropdown. Click in the **Years Owned** field and update the years owned to reflect the current number. After all necessary changes have been made, click **Submit** to close the edit window. Click **Apply Changes** once again if the Owners page is fully updated to return to Certifications.

The screenshot shows a 'View details' modal window for an owner record. The form contains the following fields and options:

- US Citizen or Permanent Resident ***: Radio buttons for No and Yes (Yes is selected).
- First Name ***: Text input field containing 'John'.
- Last Name ***: Text input field containing 'Doe'.
- Percent Owned ***: Text input field containing '100'.
- Years Owned**: Text input field containing '4', highlighted with a blue circle and '2L'.
- Voting Percent**: Text input field containing '100'.
- Race**: Dropdown menu with 'Black' selected.
- Sex**: Dropdown menu with 'Male' selected.
- Disabled**: Radio buttons for No and Yes (No is selected).
- Disadvantaged**: Radio buttons for No and Yes (No is selected).
- Work for an entity w/relationship to this business**: Checkbox (unchecked).
- Owner exert daily management and control of firm**: Checkbox (unchecked).

A 'Submit' button is located at the bottom left of the modal. The background shows a sidebar with 'Owners' and a 'Submit' button.

- M. The recertification application is then reviewed and audited by the NCSBE Office. Once complete, an email is sent to the Main NCSBE Contact regarding the decision on the vendors NCSBE application.