



North Carolina Department of Administration

Pat McCrory, Governor
Bill Daughtridge, Jr., Secretary

Office for Historically Underutilized Businesses
Dennis M. English, Jr., Asst. to the Secretary for
HUB Outreach

October 10, 2013

Richard Tucker
Commercial Fabricators, Inc. (Minority Owned)
P.O. Box 165
Newton, NC 28658

Dear Richard Tucker:

The Office for Historically Underutilized Businesses (HUB Office) is pleased to inform you that your company is now certified as a Historically Underutilized Business. Your firm is listed in the Statewide Uniform Certification (SWUC) Program database. This certification will remain in effect for four (4) years from the date of this letter, contingent upon submission of your 'Annual Status Update Affidavit' each year prior to your certification date.

You must notify the HUB Office in writing within 30 days of any changes affecting your compliance with SWUC Program eligibility requirements, including changes in ownership, day-to-day management and operational control. Failure to notify the HUB Office of these changes, submit the Annual Status Update Affidavit or reapply for certification in a timely manner may cause your HUB Certification to be revoked.

The HUB Office collaborates with local Minority/Women/Small Business (M/W/SBE) Offices who offer assistance to certified HUB firms with identifying contract opportunities with state and local government. Many of these offices also offer assistance with business development. Please visit our website at www.doa.nc.gov/hub/swuc.htm to locate the local office near you. Another great resource is the Small Business and Technology Development Center at www.sbtcd.org for free personalized business assistance and counseling.

It is important to note that although your status as a certified HUB firm greatly improves your access to state and local government contracts, this certification does not guarantee contract awards. Your ability to research opportunities and bid competitively will be important to your success in this program.

Thank you for your interest and participation in the SWUC Program as a Historically Underutilized Business firm with the State of North Carolina.

Sincerely,

Sheryl Cromedy

Sheryl Cromedy
Certification Specialist

Mailing Address:

Office for Historically Underutilized Businesses
Department of Administration
1336 Mail Service Center
Raleigh, NC 27699-1336

Telephone (919) 807-2330
Fax (919) 807-2335
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Location:

116 West Jones Street
Administration Building
Suite 4109
Raleigh, NC 27603



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MEMO

To: All HUB Certified Businesses

From: Dennis English Jr., MPA, Director, Office for Historically Underutilized Businesses

Date: January 4, 2016

Subject: Annual Status Affidavit Change

In an effort to further eliminate barriers for HUB certified businesses throughout the state, the North Carolina Office for Historically Underutilized Businesses ("HUB") announces the discontinuation of the Annual Status Affidavit requirement for all HUB certified firms effective January 4, 2016.

Since the implementation of the Statewide Uniform Certification Program (SWUC) in 2009, businesses have been required to submit the Annual Status Affidavit to report whether or not changes in ownership and/or daily management occurred. The requirement proved to cause a significant administrative burden for firms, most often resulting in a lapse in HUB certification for not submitting the document. The discontinuation of the form and requirement allows firm to maintain HUB certification which is renewable every four years.

Although the Annual Status Affidavit requirement has been removed, businesses must continue to inform the HUB Office of any changes to ownership and/or daily management of the business within 30 days of the change. Notification of this change must be submitted to the HUB Office using the Status Affidavit Update form located at the HUB website: www.doa.nc.gov/hub.

If a HUB certified business or individual believes that a firm does not meet the requirements of HUB Certification a Third Party Challenge form is available on the HUB website. The HUB Office will follow the outlined procedure in investigating any claim that a firm no longer meets the requirement for HUB Certification.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. English', written over a light blue horizontal line.

Dennis M. English, Jr. MPA

Director

