N.C. DEPARTMENT OF ADMINISTRATION
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES
NC HUB RECIPROCITY GUIDANCE

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 Expiration Date: _____________
- Woman Owned Small Business Expiration Date: _____________

US Department of Veteran’s Affairs

- Service-Disabled Veteran-Owned Small Business Expiration Date: _____________
- National Minority Supplier/Development Council Certification Expiration Date: _____________
- Women’s Business Enterprise National Council 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.

All Applicants are required to upload the following documents:

- Approval letter from Federal and/or State certifying agency or any of the organizations mentioned above
- Current Copy of proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License)
- 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.
- Copies of signed lease for office space or a statement on company letterhead indicating location of business
- 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.

Effective: 2/2018
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