

N.C. DEPARTMENT OF ADMINISTRATION
OFFICE FOR HISTORICALLY UNDERUTILIZED BUSINESSES

1336 Mail Service Center, Raleigh, NC 27699-1336 • 984-236-0148 • Fax (919)-807-2335

Website: www.doa.nc.gov/hub • Email Address: hub.retoolnc@doa.nc.gov

**DOCUMENTATION REQUIRED FOR NC BUSINESS IMPACT GRANT PROGRAM
RETOOLNC 3.0 CERTIFICATION APPLICATION**

Based upon your company business structure (i.e. sole proprietorship, corporation), you are required to submit the following documentation to the HUB Office within 10 days of your request for certification. **Failure to submit the required documents within the specified time will result in an administrative withdrawal.** **PLEASE NOTE: THIS APPLICATION IS FOR HUB CERTIFICATION ONLY.**

UPON APPROVAL OF HUB CERTIFICATION, YOU MAY APPLY FOR THE GRANT UTILIZING THE PORTALS FROM NATIONAL INSTITUTE OF MINORITY ECONOMIC DEVELOPMENT(A-K) or CAROLINA SMALL BUSINESS DEVELOPMENT FUND (L-Z and Special Characters).

All items must be addressed to be considered a complete packet. (N/A's will not be accepted) *Should you feel that any of the documentation required does not pertain to you or your business, please provide an explanation on your letterhead and/or email as to why the documentation requested does not pertain to you or your company.

<input checked="" type="checkbox"/>	All Applicants are required to submit the following documents:
<input type="checkbox"/>	Statewide Uniform Certification Application. Application must be signed and dated
<input type="checkbox"/>	Work experience resumes for all owners. Include places of ownership/employment with corresponding dates
<input type="checkbox"/>	Current Copy of proof of citizenship or Permanent Residence (Birth Certificate, Passport, Voter's Registration Card, Green Card, Military ID, or Driver's License all must be up to date)
<input type="checkbox"/>	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 the items listed indicate or state ethnicity, please complete a signed and notarized Ethnicity Affidavit https://files.nc.gov/ncdoa/documents/EthnicityAffidavit..pdf
<input type="checkbox"/>	Schedule of Salaries paid to all officers, managers, owners, or directors of the firm. (W-2; Quick Books, or statement on company letterhead or email, if possible)
<input type="checkbox"/>	Documented proof of contributions used to acquire ownership for each owner
<input type="checkbox"/>	Proof of disability, if applicable
Corporations must provide the following <u>additional</u> information:	
<input type="checkbox"/>	Official Articles of Incorporation (signed by State Official)
<input type="checkbox"/>	Both sides of all Corporate Certificates and Stock and Transfer Ledger or Schedule K Tax Returns
<input type="checkbox"/>	Assumed Name Certificate, if applicable
<input type="checkbox"/>	Shareholders Agreement or Schedule K Tax Returns
<input type="checkbox"/>	Corporate Bylaws and any amendments
Limited Liability Companies, including PLLC must also provide:	
<input type="checkbox"/>	Articles of Organization (LLC)
<input type="checkbox"/>	Operating Agreement (LLC)
Partnerships, including LLP must also provide:	
<input type="checkbox"/>	Partnership Agreement
Franchises must also provide:	
<input type="checkbox"/>	Franchise Agreement