HUBSCO Reporting for Construction Projects
John Guenther, Compliance Officer
NC Office for Historically Underutilized Businesses
What you will know when this training is done:

1. Types of reporting.
2. Recent reported spending.
3. Who needs to report on building construction spending.
4. When to report.
5. How to report in HUBSCO.
Two Types of HUB Reporting and Who has to report

- **Construction spending (covered by this training)**
  - Reporting Systems:
    - HUBSCO (Public Schools Systems, County Governments, Municipalities, other local public entities)
    - InterScope+ (State Agencies, Public Universities, Community Colleges)

- **Purchasing of Goods and Services (separate training exists)**
  - Reporting System: Interactive Purchasing System (IPS)
  - State Agencies, Public Universities, Community Colleges, Public School Systems
NC Public Entity Goals and Spending

Goal of 10%, spending reported to the HUB Office
Quarterly reporting for Goods & Services as well as Construction

FY 21-22 Construction Spending (as of December 22, 2021)
- Total Spending: $440,051,854
- Spending with HUBs: $92,441,966
- % Spending with HUBs: 21.01%

FY 21-22 Purchases of Goods and Services (as of December 22, 2021)
- Total Spending: $2,866,418,453
- Spending with HUBs: $205,068,647
- % Spending with HUBs: 7.15%

Only Certified HUBs count toward HUB $ and HUB %
Local Government contributions to HUB participation FY 21-22

<table>
<thead>
<tr>
<th>STATE REPORTING ENTITIES</th>
<th>Total Dept. ($)</th>
<th>B($)</th>
<th>H($)</th>
<th>AA($)</th>
<th>Al($)</th>
<th>WF($)</th>
<th>SE($)</th>
<th>D($)</th>
<th>Total HUB ($)</th>
<th>Total HUB (%)</th>
<th># Reporting</th>
<th># achieving 10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counties</td>
<td>$4,158,827</td>
<td>$0</td>
<td>$30,840</td>
<td>$0</td>
<td>$0</td>
<td>$342,790</td>
<td>$0</td>
<td>$0</td>
<td>$373,630</td>
<td>8.98%</td>
<td>13</td>
<td>1</td>
</tr>
<tr>
<td>Municipalities</td>
<td>$35,630,096</td>
<td>$2,228,485</td>
<td>$1,398,609</td>
<td>$353,397</td>
<td>$0</td>
<td>$1,521,616</td>
<td>$0</td>
<td>$0</td>
<td>$5,502,107</td>
<td>15.44%</td>
<td>28</td>
<td>3</td>
</tr>
<tr>
<td>Public Schools</td>
<td>$33,549,648</td>
<td>$614,136</td>
<td>$878,157</td>
<td>$0</td>
<td>$0</td>
<td>$4,881,662</td>
<td>$0</td>
<td>$0</td>
<td>$6,373,955</td>
<td>19.00%</td>
<td>37</td>
<td>6</td>
</tr>
<tr>
<td>TOTALS</td>
<td>$73,338,571</td>
<td>$2,842,621</td>
<td>$2,307,606</td>
<td>$353,397</td>
<td>$0</td>
<td>$6,746,088</td>
<td>$0</td>
<td>$0</td>
<td>$12,249,692</td>
<td>16.70%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Reminders are e-mailed quarterly to all HUBSCO users.

Dates are always available on the HUB Office website: [NC DOA : HUB Construction Expenditure Reporting](https://www.ncdoa.state.nc.us/HUB/Expenditure.html)

### Reporting Periods

<table>
<thead>
<tr>
<th>Period</th>
<th>Dates</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Quarter</td>
<td>July 1 to September 30</td>
<td>October 10</td>
</tr>
<tr>
<td>2nd Quarter</td>
<td>October 1 to December 31</td>
<td>January 10</td>
</tr>
<tr>
<td>3rd Quarter</td>
<td>January 1 to March 31</td>
<td>April 10</td>
</tr>
<tr>
<td>4th Quarter</td>
<td>April 1 to June 30</td>
<td>July 10</td>
</tr>
</tbody>
</table>
What projects have to be in HUBSCO

Building projects that are $30,000 or more need to be in HUBSCO (total cost)

Best practice recommended by the HUB Office is to seek minority participation at lower levels ($5,000 and above).

- Building construction or repair projects:
  Includes wastewater treatment systems, wastewater collection systems, water supply systems and water conservation projects (dependent on grant fund / loan requirements).

- Exception: “purchase and erection of prefabricated or relocatable buildings or portions thereof, except that portion of work which must be performed at the construction site” - GS 143-128.2 (j)

- Street and Utility projects are not required to be reported.
What is HUBSCO?

• HUBSCO is an online reporting system:
  
  • Developed in 2003 by the NC HUB Office and the State Construction Office
  
  • For complying with minority business participation reporting requirements on building projects
Submit HUBSCO Access Form to request a public entity account

Two levels of access:

• **User** can enter information about projects.

• **System Administrator** can enter information about projects, add/modify users, indicate no projects completed

Includes Verifiable Percentage Goal

Who can make User changes:

• Your HUBSCO System Administrator

• John Guenther: john.guenther@doa.nc.gov

• Emanuel McGirt: emanuel.mcgirt@doa.nc.gov
Situations that can make it hard to enter data

• The person who ran the project is no longer with the organization, is on vacation or is out for some extended time

• That person didn’t give you their project documentation (or they kept it in their head)

• You don’t have all the information you need

• The contractor isn’t cooperating (or is no longer in business)
Formal and Informal Project Information Forms

Lists all fields in HUBSCO so you can find out the information before you start entering data.

Sections:
1. Project Information
2. Design Related Services
3. Construction Contract – General Information
4. Construction Contractors Contacted Directly
5. Construction Contractors Used
6. Construction Sub-Contractors Chosen (if applicable)

Informal Projects $30,000 to $300,000

Formal Projects: $300,000 or more
https://files.nc.gov/ncdoa/hub/documents/HUBSCO%20Formal%20Project%20information%20%283%29.doc
Key Tips

• Know what information you will need BEFORE the project starts
• Start gathering information early
• Use the Formal / Informal Information Sheets
• Keep the information in a physical or digital folder that multiple people know how to access
• Fill in every required field

• If you did not finalized any projects in a quarter use the “No Quarterly Project Submittal” Screen
• Hold off on “Submit Award Info” until all work is done
• The Project Finalization Screen error report is your friend, use it to help yourself
• Reach out to the HUB Office if you are stuck
Welcome to the HUBSCO Reporting System. Please enter your information.

Login ID: [ ]
Password: [ ]

Submit
Inbox – what you see upon Log in

### Informal Projects

<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Name</th>
<th>Created Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>676-852</td>
<td>Test pave</td>
<td>6/29/2015</td>
<td>Edit - Delete</td>
</tr>
<tr>
<td>PO 791059</td>
<td>Grounds Storage Shed #3</td>
<td>6/12/2015</td>
<td>Edit - Delete</td>
</tr>
<tr>
<td>PO 791060</td>
<td>Grounds Storage Shed #4</td>
<td>7/7/2015</td>
<td>Edit - Delete</td>
</tr>
<tr>
<td>PO 791061</td>
<td>Grounds Storage Shed #5</td>
<td>7/9/2015</td>
<td>Edit - Delete</td>
</tr>
<tr>
<td>Tip test</td>
<td>White Lake test</td>
<td>7/30/2015</td>
<td>Edit - Delete</td>
</tr>
</tbody>
</table>

### Formal Projects

<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Name</th>
<th>Created Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15264</td>
<td>bib</td>
<td>7/2/2015</td>
<td>Edit - Delete</td>
</tr>
<tr>
<td>F20-07-06</td>
<td>Paving &amp; Grading</td>
<td>6/12/2015</td>
<td>Edit - Delete</td>
</tr>
<tr>
<td>F20-07-2015</td>
<td>Paving &amp; Grading – Barr-Mill Park, Greensboro, NC</td>
<td>7/9/2015</td>
<td>Edit - Delete</td>
</tr>
</tbody>
</table>
Navigating in HUBSCO

• “Take Me To” Drop down menu:
  • Project Inbox
  • Main Page
  • Search for Projects
  • Reports

• System Administrators have additional options:
  • System Administration
  • No Quarterly Projects Submittal

• Remember to click on GO after making your selection.
In Take Me Too dropdown select “System Administration”
- Edit will allow changes to be made of Public Entity Information
- Security will allow changes to be made to who has access to HUBSCO for your public entity
Public Entity Information Screen

- Can change basic information about public entity
- Update Primary Contact
- Update Responsible Official
List of Users

- Can Add new users
- Can Edit Existing Users
- Can Delete Existing Users

- Edit and Add screens are the same, Add is just blank.

- Password is not visible but can be reset by typing a new password and confirmation

- Security: Choose between Public Entity User and Public Entity System Administrator
No projects to report?

• When a Public Entity does not have any completed projects within a particular quarter, the Entity needs to submit a “No Quarterly Projects Submittal” form in the system.
• Only accessible by users with “Public Entity System Administrator” security access.

• 1. In the Take Me To: drop-down box, select No Quarterly Projects Submittal and click on the Go button

• 2. In the No Quarterly Projects Submittal page click the No Projects This Fiscal Quarter button at the bottom of the page

• Submittal will identify which Fiscal Quarter does not have ANY projects completed.

• You cannot change the Quarter.

• Be careful of when you submit No Projects.
HUBSCO flow when adding projects

- Inbox - Add Formal or Informal
- Project Main data entry screen
- Primary Designer screen
- Construction Contract screen
- Construction Contractor Contacted Directly screen
- Construction Contractor screen (Contractor and Subcontractor)
- Project View
- Finalize Project
How to Add a Project

- Click Add in either Informal or Formal Projects.
- Be sure you click Add in the correct type of Project, you can’t go back later and change it.
- You can also Add Formal or Informal Projects from the Take Me To drop down menu.

Here is an example of an Inbox for Guenther, John:

**Informal Projects**

<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Name</th>
<th>Created Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>676-852</td>
<td>Test pave</td>
<td>6/29/2015</td>
<td>Add</td>
</tr>
<tr>
<td>PO 791059</td>
<td>Grounds Storage Shed #3</td>
<td>6/12/2015</td>
<td>Edit - Delete</td>
</tr>
</tbody>
</table>

**Formal Projects**

<table>
<thead>
<tr>
<th>Project #</th>
<th>Project Name</th>
<th>Created Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>15264</td>
<td>bib</td>
<td>7/2/2015</td>
<td>Edit - Delete</td>
</tr>
<tr>
<td>F20-07-06</td>
<td>Paving &amp; Grading</td>
<td>6/12/2015</td>
<td>Edit - Delete</td>
</tr>
</tbody>
</table>
Required fields:
- Project Number
- Project Name
- Type of Project (Informal or Formal)
- Location of Project
- Total Square Footage
- Original Project Value
- Project Includes State Appropriation or State Grant Funds
- Verifiable Percent Goal: default is 10%, can be changed.

Options: Cancel Addition, Reset Form, Save Project

Construction Method Used Options include:
- Construction Manager At Risk
- Separate Prime
- Single Prime
- Other
- Alternative contracting method
- Design-build bridging
- Public-private partnership

These fields will be required to finalize the project.

Final Project Value Calculated by HUBSCO.
Project Main View

- Project “tabs”
- Project Main
- Designers
- Contracts
- Project View
- Finalize Project

- Project Main
  - Review Main Project Data
  - Edit Project Main Data
Designers “tab”

- Add a New Prime Designer Used
- No Prime Designers for Design Build
Add Primary Designer Screen

Design-Related Services Designer / Consultant

Type of Service Options:

Architectural
Engineering
Construction Manager Agent
Other Design-Related Service

Discipline Options:

Asbestos Consultant
Acoustical/Sound
Architectural
Civil Engineer
Cost Consultant
Environmental Engineer
Electrical Engineer
Food Service
Mechanical Engineer
Landscaping
Museum Consultant
Parking/Deck

Programming/Design
Security
Sprinkler Consultant
Special Services
Structural Engineer
Site Concepts
Theater
Track Layout Services
Traffic Engineer
Radio Tower
Construction Manager
Once Prime Designer is saved you can:

- **Edit**
- **Delete**
- **Submit Award Information**
- **Add Consultant**
  - Looks the same as the Add Primary Designer Screen except that the Prime Designer is already listed
Submit Award Information

• Submit Award Information
  • Needed to capture design related services dollars
  • Cannot make edits after submitting
Add/Edit Formal Project
Project DPS01: DPS Formal Test

Construction Contracts

Project Main Designers Contracts Project View Finalize Project

Add a New Construction Contract

* No Construction Contracts have been defined for this Project *

* Not Required on Formal Projects
Construction Contract Addition

<table>
<thead>
<tr>
<th>Contract Description / ID:</th>
<th>DPS Formal Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Method of Advertisement:</td>
<td>Both Published and Electronic</td>
</tr>
<tr>
<td>Bid Opening Date:</td>
<td>2/10/2017</td>
</tr>
<tr>
<td>Contract Date:</td>
<td>3/3/2017</td>
</tr>
<tr>
<td>Notice to Proceed / Contract Start Date:</td>
<td>03/6/2017</td>
</tr>
<tr>
<td>Contract Completion Date: (Acceptance Date)</td>
<td>12/01/2018</td>
</tr>
</tbody>
</table>

- Contract Method of Advertisement Options:
  - Not Applicable
  - Published
  - Electronic
  - Both Published and Electronic
### Add/Edit Informal Project

**Project Tip test: White Lake test**

## Construction Contracts

<table>
<thead>
<tr>
<th>Contract Description / ID</th>
<th>Contract Method of Advertisement</th>
<th>Contract Dates</th>
<th>Action</th>
</tr>
</thead>
</table>
| White Lake Test           | Both Published and Electronic    | Contract: 11/11/2014  
                           Proceed: 12/13/2014  
                           Complete: 5/15/2015 | Edit Contract  
                           Go to Contractors Contacted Directly  
                           Go to Contractors Used  
                           Delete Contract       |

### Options:
- Edit Contract
- Go to Contractors Contacted Directly
- Go to Contractors Used
- Delete Contract
## Construction Contractor Contacted Directly

### Required fields:
- Firm Name
- Address
- City
- State
- Zip Code
- Ownership Category
- Ownership is Minority Female
- Source of Ownership Category Certification/Verification
- Primary Type of Work
- Date Contacted
- Method of Contact
- Response Due Date
- Specifications Provided
- Was a Quote Received

Optional for Formal Projects, but encouraged.
Required for Informal Projects.

---

**Indicates a Required Field**

<table>
<thead>
<tr>
<th>Contract Description / ID:</th>
<th>DPS Formal Test</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Firm Name:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>State:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Zip Code:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone #:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Extension:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Ownership Category:</strong></td>
<td>Select</td>
</tr>
<tr>
<td><strong>Ownership is Minority Female:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Source of Ownership Category Certification/Verification:</strong></td>
<td>Select</td>
</tr>
<tr>
<td><strong>Primary Type of Work:</strong></td>
<td>Select</td>
</tr>
<tr>
<td><strong>Date Contacted:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Method of Contact:</strong></td>
<td>Select</td>
</tr>
<tr>
<td><strong>Was a Bid Received:</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Amount of Bid Received:</strong></td>
<td></td>
</tr>
</tbody>
</table>
Add the Construction Prime Contractor

Add/Edit Formal Project
Project DPS01: DPS Formal Test
Construction Contractors

Add the Construction Prime Contractor

* Neither the Prime Contractor nor any Subcontractors have been defined for this Contract *

Return to the Contracts View
Reason for Out-of-State Selection Options:
- Not Applicable
- Lowest Bid
- Lowest Bid Disqualified
- Better Quality Workmanship
- Other

Primary Type of Work Performed Options:
- Concrete
- Conveying Systems
- Doors and Windows
- Electrical
- Equipment
- Finishes
- Furnishings
- General Construction
- General Requirements
- Masonry
- Mechanical
- Metals
- Plumbing
- Site Construction
- Special Construction
- Specialties
- Thermal and Moisture Protection
- Wood and Plastics

Contract Description / ID: DPS Formal Test
- Firm Name: 12th Colony Builders
- City: Charlotte
- County: Mecklenburg
- State: NC

Reason for Out-of-State Selection:
- Not Applicable

Primary Type of Work Performed: General Construction

Ownership Category:
- General Construction

Ownership is Minority Female:
- Yes

Source of Ownership Category Certification/Verification:
- Not Applicable

Original Contract Value: $3,000,000

Final Contract Value: $3,750,000

Self Performing:
- Yes

Percent Proposed Minority Utilization: 10%
Minimum of 50 points must be achieved in order to have achieved “good faith efforts”
Prime Construction Contractor Options

- Options:
  - Edit Contractor
  - Add Subcontractor
Add Subcontractor

- Prime Contractor and Contract Description added by HUBSCO.
- Additional fields very similar to Prime Contractor
- Good faith efforts not required for Sub-Contractors
Multiple Sub-Contractors are possible.

It is possible to have Subs to Sub-Contractors.
Construction Contracts After Prime and Sub have been added

- Options:
  - Edit Contract
  - Go to Contractors Contacted Directly
  - Go to Contractors Used
  - Delete Contract
  - Submit Award Information

- Need to Submit Award Information to count Construction dollar values. Cannot edit once submitted.
**Project View – Shows all data entered (Part 1)**

### Main Project Data

<table>
<thead>
<tr>
<th>Project Number:</th>
<th>DPS01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Name:</td>
<td>DPS Formal Test</td>
</tr>
<tr>
<td>Created By:</td>
<td>John Guenster (training)</td>
</tr>
<tr>
<td>Proposed Date:</td>
<td>10/11/2019</td>
</tr>
<tr>
<td>Project Completion Date:</td>
<td>12/31/2018</td>
</tr>
<tr>
<td>Duration of Project:</td>
<td>535 Days</td>
</tr>
<tr>
<td>Type of Project:</td>
<td>Formal Project</td>
</tr>
<tr>
<td>Location of Project:</td>
<td>Wake County</td>
</tr>
<tr>
<td>Total Square Footage:</td>
<td>10000.0</td>
</tr>
<tr>
<td>Original Project Value:</td>
<td>$5,000,000</td>
</tr>
<tr>
<td>Final Design-Related Services Value:</td>
<td>$0.0</td>
</tr>
<tr>
<td>Final Construction Cost:</td>
<td>$0.0 (including all change orders)</td>
</tr>
<tr>
<td>Final Project Value:</td>
<td>$0.0 (including all change orders)</td>
</tr>
</tbody>
</table>

### Design-Related Services Used Data

<table>
<thead>
<tr>
<th>Prime Contractor Name</th>
<th>Type of Service</th>
<th>Ownership Category</th>
<th>Certificate / Verification</th>
<th>Method of Solicitation</th>
<th>Contract Value</th>
<th>% of Minority Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALL Architect, PC</td>
<td>Architectural</td>
<td>Architectural</td>
<td>Black State of North Carolina</td>
<td>HUB</td>
<td>Written (Including Fax, E-Mail, and Letter)</td>
<td>$572,000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>100.0%</td>
</tr>
</tbody>
</table>

### Construction Contracts Data

<table>
<thead>
<tr>
<th>Contract Description / ID</th>
<th>Contract Method of Advertisement</th>
<th>Bid Opening Date</th>
<th>Contract Dates</th>
</tr>
</thead>
</table>

### Construction Contractor Used

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Location and County of Project</th>
<th>Primary Type of Work Performed</th>
<th>Ownership Category</th>
<th>Source of Ownership Certification / Verification</th>
<th>Contract Dates</th>
<th>Contract Value</th>
<th>% Minority Participation</th>
</tr>
</thead>
</table>

**Self Performing: No**

**Percent Proposed Minority Utilization:** 10%

**Bidders' Submitted Good Faith Efforts:**

1. (10 points) Submitting minority businesses that reasonably could have been expected to submit a proposal and that were known to the contractor or available on State or local government maintained lists at least 10 days before the bid or proposal date and notifying them of the nature and scope of the work to be performed.
2. (10 points) Making the construction plans and specifications available for review by prospective minority businesses or providing these documents to them at least 10 days before the bid or proposal date.
3. (15 points) Submitting written contract proposals that outlined the amount of work to be performed by minority businesses, and any subcontracting arrangements.
4. (15 points) Establishing and implementing a bonding program to ensure that minority businesses are able to secure bonds for project work.
5. (10 points) Determining the amount of work to be performed by minority businesses and any subcontracting arrangements, and submitting this information to the public owner.

**Bidders' Submitted Good Faith Efforts Required by Owner:**

10 - (20 points) Providing quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.
### Construction Subcontractors Used

<table>
<thead>
<tr>
<th>Firm Name</th>
<th>Location and County or Reason for Out-of-State</th>
<th>Substitution / Replacement</th>
<th>Primary Type of Work Performed</th>
<th>Ownership Category</th>
<th>Source or Ownership Category Certification / Verification</th>
<th>Contract Dates</th>
<th>Contract Value</th>
<th>% Of Minority Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-1 Mechanical Contractors, Inc.</td>
<td>Wilmington, NC New Hanover County</td>
<td>No</td>
<td>Mechanical</td>
<td>White Female</td>
<td>State of North Carolina HUB</td>
<td>Contract: 5/1/2017 Proced: 5/15/2017 Complete: 10/30/2018</td>
<td>Orig: $1,000,000  Final: $1,750,000</td>
<td>Min.%: 46.7%</td>
</tr>
</tbody>
</table>

Total Contract Minority Business Participation: **$1,750,000**  46.7%

---

### Minority Business Participation and Contract Values

<table>
<thead>
<tr>
<th>Total Contracts</th>
<th>B</th>
<th>H</th>
<th>AA</th>
<th>AI</th>
<th>WF</th>
<th>SE</th>
<th>D</th>
<th>Total MBE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design-Related</td>
<td>$625,000</td>
<td>100.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>$625,000</td>
</tr>
<tr>
<td>Construction</td>
<td>$3,750,000</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>48.7%</td>
<td>48.7%</td>
<td>48.7%</td>
<td>$3,750,000</td>
</tr>
<tr>
<td>Project Totals</td>
<td>$4,375,000</td>
<td>0.0%</td>
<td>0.0%</td>
<td>0.0%</td>
<td>40.0%</td>
<td>54.3%</td>
<td>54.3%</td>
<td>$4,375,000</td>
</tr>
</tbody>
</table>

Key: B=Black  H=Hispanic  AA=Asian-American  AI=American Indian  WF=White Female  SE=Socially and Economically Disadvantaged  D=Disabled
Any errors detected will be displayed with:
- Page where error was found
- Field where the error was found
- What the error was

Errors must be corrected before being able to finalize the project (this may include filling out non-required fields)
Finalizing the Project

Keep your documentation for 3 years.

View Formal Project
Project DPS01: DPS Formal Test
Project Submission Confirmation

The Project Data was successfully submitted.

Project Submitted by John Guenther (training) on 12/03/2018 for NC Department of Public Safety.

Documentation of the public entity’s efforts to comply with G.S. 143-131(b), recruitment of minority business participation must be maintained at your site and made readily available to HUB for auditing and compliance reviews for a minimum period of 3 years and shall include, but is not limited to the following:

A. Copies of solicitations and/or telephone logs used to solicit quotes to minority business firms available on State, local government, or other organization maintained lists. Each solicitation shall contain a specific description of the work to be performed, location where bid documents or specifications can be reviewed, representative of the public entity (Owner) to contact, and location, date and time when quotes must be received.

B. Copies of quotes or responses received from each firm responding to the solicitation.

C. A telephone log of follow-up calls to each firm sent a solicitation, if applicable.

D. Documentation of any contacts or correspondence to minority business, community, or contractor organizations in an attempt to solicit minority business firms.

E. Any additional documentation which supports efforts to comply with G.S. 143-131(b).

Continue
There are a variety of reports that HUBSCO can generate:

- **Incomplete Projects Past Project Completion Date** - List of Projects Past the Project Completion Date
- **Projects More Than 10 Days Past Completion** - List of Projects Reported More Than 10 Days Past Completion
- **Total Completed Design and Construction Contracts** - Total Completed Design and Construction Dollars and Percentages
- **Total Construction Dollars Per Construction Method** - Total Construction Dollars Based on Construction Methods
- **Total Construction Dollars Per Type of Work Performed** - Total Construction Dollars Based on Work Performed
- **Annual Report** - Annual Report
- **Quarterly** - Quarterly Summary of Reports
Enter the ending year of the Fiscal Year for the report (For FY 18-19 enter 2019)

<table>
<thead>
<tr>
<th>Fiscal Year End:</th>
<th>2019</th>
</tr>
</thead>
</table>

**Project:**
- Informal
- Formal
- Both

---

**SUMMARY**
Cabinet Agencies
(Includes FORMAL and INFORMAL Projects)

**Year-to-Date (FY 2018-2019)**
(July 1, 2018 - June 30, 2019)

<table>
<thead>
<tr>
<th></th>
<th>1st Quarter</th>
<th>2nd Quarter</th>
<th>3rd Quarter</th>
<th>4th Quarter</th>
<th>Year-to-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total HUB (%)</td>
<td>Total HUB (%)</td>
<td>Total HUB (%)</td>
<td>Total HUB (%)</td>
<td>Total HUB ($)</td>
</tr>
<tr>
<td>NC Department of Public Safety</td>
<td>0.00%</td>
<td>30.43%</td>
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<td>$5,750,000</td>
</tr>
<tr>
<td>TOTALS</td>
<td>0.00%</td>
<td>30.43%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>$5,750,000</td>
</tr>
</tbody>
</table>

**LEGEND**
- B - Black
- H - Hispanic
- AA - Asian-American
- AI - American Indian
- WIF - White Female
- SE - Socially and Economically Disadvantaged
- D - Disabled
Key Tips Revisited

• Know what information you will need BEFORE the project starts.
• Start gathering information early.
• Use the Formal / Informal Information Sheets.
• Keep the information in a physical or digital folder that multiple people know how to access.
• Fill in every required field.

• If you did not finalized any projects in a quarter use the “No Quarterly Project Submittal” Screen.
• Hold off on “Submit Award Info” until all work is done.
• The Project Finalization Screen error report is your friend, use it to help yourself.
• Reach out to the HUB Office if you are stuck.
What does the HUB Office do with the data reported?

- Collect and analyze the data.
- Annual Report is shared with the DOA Secretary, General Assembly and NC citizens.
- Produce special reports upon request.
- Post results on HUB Office’s website
  - Shows purchase totals by public entity grouped by type.
  - Details spending by HUB category.
  - Details which public entities did not report.
- Annual and detailed reports are on HUB Office website: [https://ncadmin.nc.gov/hub-annual-reports](https://ncadmin.nc.gov/hub-annual-reports)

HUB Annual Reports

2018 Historically Underutilized Businesses Annual Report

- Q2 HUB Performance Report.pdf
- Q3 HUB Performance Report.pdf
- Q4 HUB Performance Report.pdf
- FY18 Full Year HUB Performance Report.pdf
- FY 17-18 HUB Purchasing Report.pdf
- FY 17-18 HUB Construction Spending Report.pdf

2017 Historically Underutilized Businesses Annual Report

- FY 16-17 Construction HUB Participation Report.pdf
- FY 16-17 HUB Purchasing Detail Report.pdf
• HUBSCO Access Form: http://ncadmin.nc.gov/document/hubsco-construction-reporting-system-access-form


• HUBSCO log in: http://www.hubsco.com/HUBSCO/Logon.asp

• HUB Annual and Detailed reports: https://ncadmin.nc.gov/hub-annual-reports
What you now know:

1. Types of reporting.
2. Recent reported spending.
3. Who needs to report on building construction spending.
4. When to report.
5. How to report in HUBSCO.
NC Office for Historically Underutilized Businesses

huboffice.doa@doa.nc.gov

984-236-0130