GENERAL

In accordance with G.S. 143-128.2, 143-128.3 & 143-131 (originally parts of Senate Bill 914) that required all public entities to submit minority business utilization and construction project data to the Department of Administration and Office of Historically Underutilized Businesses (HUB) Office. The HUB Office and the State Construction Office developed the HUBSCO Construction Reporting System, a web-based application, to assist Public Entities in complying with the construction and minority business participation reporting requirements. The University is required to submit a quarterly report (CAPSTAT Report) to the Department of Administration of any construction work that required contracted design and construction. The University will also provide periodic updates and reports on the status of its efforts to The University of North Carolina Board of Governors; the North Carolina General Assembly; members of the North Carolina Legislative Black Caucus, the Bond Oversight Committee, and others.

INFORMAL PROJECTS

Projects that are between $5,000 and $500,000, the HUB Coordinator is required to provide a quarterly report to the Department of Administration’s Office of Historically Underutilized Business. The HUB Coordinator will input the following information received from the Project Manager/Representative of Facilities Design and Construction, Facilities Operations, the Office of Real Property and Auxiliary Facilities and Office of Residence Life in the HUBSCO database, upon project completion.

1. UNCG HUB Close-out Cover Sheet (HUBSCO PROJECT INFORMATION)
   a. Project ID Number
   b. Dated Contacted
   c. Construction Start Date
   d. Construction Completion or Project Closed
   e. Purchase Orders Number(s)
   f. Project Scope
   g. Renovation Square Footage
   h. Work Order Information
   i. Estimated Cost
   j. Actual Cost

2. Project HUB Participation Record
NON-CAPSTAT (UNC-GA) REPORT

The HUB Coordinator is required to update quarterly, the UNC-GA’s Non-CAPSTAT Report for informal projects that are not tracked in CAPSTAT. The HUB Coordinator is to receive the following project information from the Project Manager/Representative of Facilities Design and Construction, Facilities Operations, the Office of Real Property and Auxiliary Facilities and Office of Residence Life, upon project completion.

1. UNCG HUB Close-out Cover Sheet
   a. Project ID Number
   b. Dated Contacted
   c. Construction Start Date
   d. Construction Completion or Project Closed
   e. Purchase Orders Number(s)
   f. Project Scope
   g. Renovation Square Footage
   h. Work Order Information
   i. Estimated Cost
   j. Actual Cost

2. Project HUB Participation Record
   a. HUB Contractor/Vendor Company Information
   b. Contractor’s Final Invoice or Project Final Payment Application (AIA)
   c. Copy of Final Purchase Order(s) Information
   d. Copy of Final Appendix E
   e. Copy of Final Facilities Operations Work Order(s) Information

Hard copy of the HUB project documentation must be maintained in the project file.

Input and update of contract and change order HUB information in the CAPSTAT system for projects funded by capital improvement or repair and renovations funds are assigned as follow:

- For projects managed by Facilities Design and Construction: Administrative support to the Assistant Director for Construction
- For projects managed by Facilities Operations: Capital Project Administrator

FORMAL PROJECTS

Projects that are greater than $500,000 the administrative support staff of the Assistant Director for Construction is responsible for entering the following information in HUBSCO:
1. UNCG HUB Close-out Cover Sheet (HUBSCO-PROJECT INFORMATION)
   a. Project ID Number
   b. Dated Contacted
   c. Construction Start Date
   d. Construction Completion or Project Closed
   e. Purchase Orders Number(s)
   f. Project Scope
   g. Renovation Square Footage
   h. Work Order Information
   i. Estimated Cost
   j. Actual Cost

2. Project HUB Participation Record
   a. HUB Contractor/Vendor Company Information

3. Contractor’s Final Invoice or Project Final Payment Application (AIA)

4. Copy of Final Purchase Order(s) Information

5. Copy of Final Appendix E

6. Copy of Final Facilities Operations Work Order(s) Information

Hard copy of the HUB project documentation must be maintained in the project file.

Input and update of contract and change order HUB information in the CAPSTAT system for projects funded by capital improvement or repair and renovations funds are assigned as follow:

- For projects managed by Facilities Design and Construction: Administrative support to the Assistant Director for Construction
- For projects managed by Facilities Operations: Capital Project Administrator