

Supplementary General Condition

Community colleges are required to report expenditures to Historically Underutilized Businesses (HUBs) in projects funded by the state bond funds. In order to collect this data all prime contractors and non-HUB subcontractors must complete the form "Payments to Historically Underutilized Businesses." Each prime contractor is responsible for collecting and submitting their form and those of their non-HUB subcontractors with each monthly pay request. The form and the instructions for completing the form can be found on the Lenoir Community College web page (www.lenoir.cc.nc.us).

Notes for Designer to Consider

1. The North Carolina Community College System (NCCCS) Office, Administrative and Facility Services Section can electronically provide the form in Microsoft Excel and the instructions in Microsoft Word.
2. It would be helpful to the contractors if the designer preprinted the NCCCS Project Number and the NCCCS Project Name on the form prior to printing the form.