

Historically Underutilized Business (HUB) Reporting Reference Information

There is an agreed process for Historically Underutilized Business (HUB) reporting to take place and how the information is made available to the State of Texas customer base.

SOT is the authority to grant/certify Texas HUB designations. This is the sole source for populating the reporting database.

1. SOT performs an annual refresh of entire HUB database in September.
2. The SOT annual refresh is loaded and available for users in November.
3. The refresh executed for November overwrites the existing HUB merchants.
4. SOT requires that a merchant flagged as HUB, remain classified that way throughout State's fiscal year.
5. SOT HUB additions throughout the fiscal year are received quarterly (Mar, Jun, Sept, Dec).
 - a. Quarterly updates included in the reporting by the 10th of the month after each quarter.
6. Newly added HUB vendors can retroactively pull these new HUB vendor historical volume from the reporting system.
7. There are valid situations where records are not flagged as Texas HUB. There is a process for having vendors added by completing the Missing HUB Form.
 - a. Customers seeking added vendors to the reporting system should submit the form to: Email to StatewideHUBProgram@cpa.state.tx.us and Laura.Cagle-Hinojosa@cpa.texas.gov, or fax to 512-936-2482. The information will be logged and then forwarded to Citi for inclusion in the reporting. Should you have any questions regarding the submission, contact Laura.Cagle-Hinojosa@cpa.texas.gov, 512-463-4583. The form is electronic and by clicking the submit button, it will be e-mailed to the addresses stated above. You will find the electronic form included with this document.
 - b. If Citi receives the addition request by the 1st of the month, then by 1st of the next month those customer-identified merchants will be in the Texas HUB merchant file.