

HUB Participation Plan Outline

1. Plan Purpose or Objective
 - History of the project team/how the team came to be.
 - The goal/and or desired accomplishments.
 - Objectives to be achieved.

2. HUB Administration Strategies
 - Key components of the plan.
 - Defining the relationship. (Sub, JV, or Partnership).
 - Resources used to administer the plan.
 - Monthly summary of payments/status complete of projects

3. Project Success Planning
 - Vision of success.
 - Primary point of contact.
 - Preconstruction & Construction phase communications & support.
 - Prequalification support and guidance.

4. HUB Recruitment
 - Statement identifying which guidelines are to be followed.
 - Good Faith Efforts strategy, reporting, and documentation.
 - Identifying which scopes of work HUB firms will be utilized.
 - Soliciting HUB Firms, Advertisements, Outreach Activities.

5. HUB Reporting and Tracking
 - Good faith efforts reporting and documents.
 - Monthly Summary of payment requests.
 - HUB Work performance reports.
 - HUB Participation Status reports, explanations of changes in status.
 - Final HUB participation report (expectation vs. actual).

6. HUB Retention
 - Communication status updates and changes.
 - Payment processes completion and review.
 - Work performance reviews.
 - Final closeout team communication. (lesson learned)