

“The HUBZone Primer”

Eligibility & Certification Requirements

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-- HUBZone Program --

Introduction

- Program is designed to help small firms in certain communities gain access to federal contract opportunities
- HUBZone areas: typically areas of low median household incomes or high unemployment, or both
- At any given time, there are about 6,000 small firms certified in the HUBZone program



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Program Purpose

- Provides federal contracting assistance to qualified small firms in designated HUBZones to:
 - Increase employment opportunities
 - Stimulate capital investment
 - Empower communities through economic leveraging

How the Program Works

- SBA regulates and implements the HUBZone program
 - Determines which businesses are eligible
 - Maintains a listing of qualified HUBZone firms to fulfill procurement opportunities
 - Adjudicates protests of eligibility regarding HUBZone contracts



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Key Program Benefits

- Contract set-asides
- 3% government-wide prime and subcontracting goals
- 10% price evaluation preference



HUBZone Help Desk...

(202) 205-8885 - HUBZone@sba.gov

Eligibility Requirements

- Small business (by SBA standards)
- Owned and controlled by at least 51% U.S. citizens or a community development corporation, an agricultural cooperative, or an Indian tribe
- Principal office must be located within a designated HUBZone
- At least 35% of its employees must reside in a HUBZone
- **Note:** Different rules apply for Tribal Governments, Alaska Native Corporations, Community Development Corporations and small agricultural cooperatives. These are delineated in [Title 13 of the Code of Federal Regulations, Part 126](#)



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Eligibility Requirements – Ownership by Individuals

- Business must be directly and unconditionally owned and controlled by at least 51% U.S. citizens - - - 13 CFR 126.200(b)(1)(i)
 - *Citizen* means a person born or naturalized in the United States. SBA does not consider holders of permanent visas and resident aliens to be citizens - - - 13 CFR 126.103
 - *Person* means a natural person - - - 13 CFR 126.103



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Eligibility Requirements – Principal Office

- Principal office must be located within a designated HUBZone
 - *Principal office* means the location where the greatest number of the concern's employees at any one location perform their work - - - 13 CFR 126.103
 - For concerns whose “primary industry” is service or construction, the determination of principal office excludes the concern's employees who perform the majority of their work at job-site locations to fulfill specific contract obligations - - - 13 CFR 126.103

Is Your Business in a HUBZone?

The screenshot shows the SBA.gov website interface for the HUBZone Mapping tool. At the top, there is a navigation bar with the SBA logo and links for 'Print Page', 'Accessible Version', 'Alternate Colors', 'Original Colors', and 'Help'. Below this is a search section titled 'Start Here: Is my location in a HUBZone?' with input fields for 'Address', 'City', 'State', and 'ZIP Code', along with 'Find' and 'Reset' buttons. A 'Coordinate Input' link is also present. The 'Eligibility Result' section includes a dropdown for 'State' and 'County', and buttons for 'Go', 'Find Qualified Tracts', 'Find Former Bases', and 'Find Indian Country'. The main content area features a 'HUBZone Mapping' section with a map of the United States showing state boundaries and abbreviations. To the right of the map is a legend titled 'HUBZone Mapping Other HUBZone Areas' with a scale bar from 0 to 800 miles and a 'Powered by Mapitude for the Web' logo. Below the legend, there is a section titled 'Criteria for County HUBZone Designation' which defines a Qualified Nonmetropolitan County and lists three criteria: median household income less than 60% of the nonmetropolitan state median, unemployment rate not less than 140 percent of the average, and location outside a metropolitan area.

SBA.GOV
U.S. Small Business Administration

Print Page | Accessible Version | Alternate Colors | Original Colors | Help

Start Here: Is my location in a HUBZone?

Address City State ZIP Code [Coordinate Input](#)

Eligibility Result

(Search County or All Counties)

State County

HUBZone Mapping

HUBZone Mapping Other HUBZone Areas

0 200 400 800
Miles

Powered by Mapitude for the Web

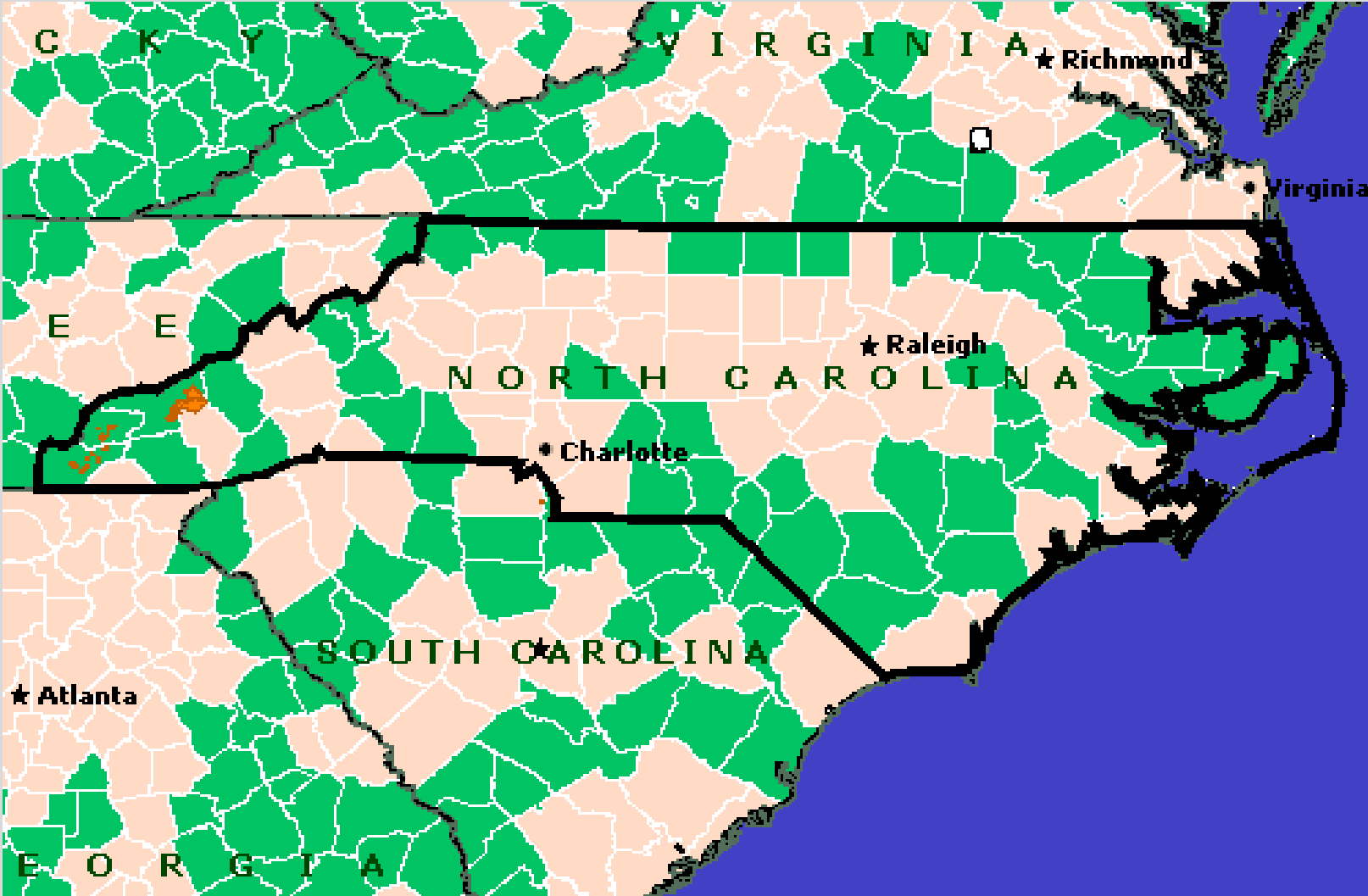
Criteria for County HUBZone Designation
A Qualified Nonmetropolitan County is any county that is not located in a metropolitan area and that meets any of the following three criteria:

- the county's median household income is less than 60% of the nonmetropolitan state median household income, based on the most recent data available from the Census; or
- the county's unemployment rate is not less than 140 percent of the average unemployment rate for the United States or for the State in which such county is

HUBZone Maps - Tool

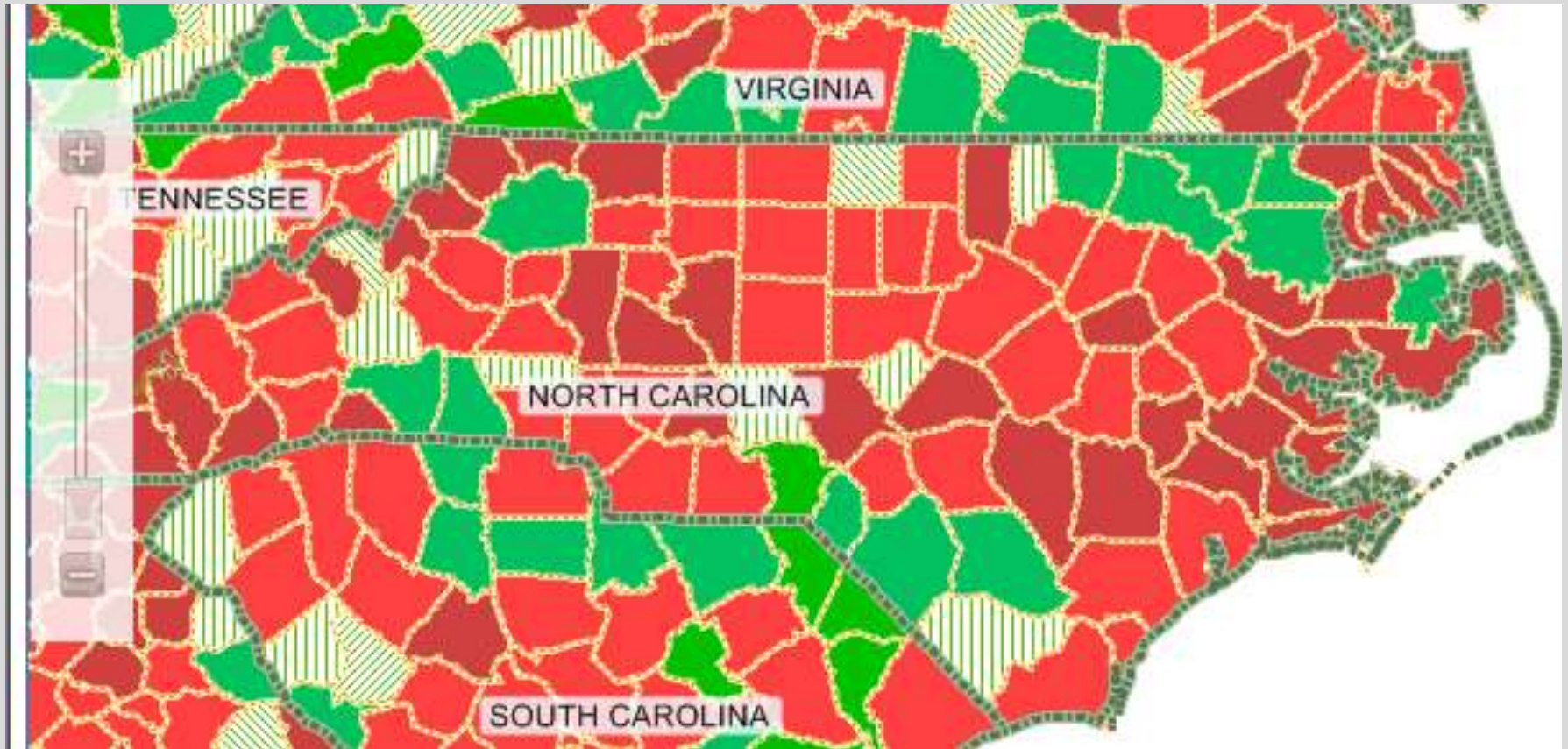
HUBZone-Designated Areas

2011



HUBZone-Designated Areas

2012



Reflections Before You Apply

- Most successful HUBZone firms plan for their success
 - Long-term and revolving strategies that define how to be and remain competitive
 - Maintain principal office and 35% employee residency requirements
- Planning is everything



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HUBZone Certification

Application Process

Applying for HUBZone Certification

- **STEP 1.** Verify eligibility compliance
- **STEP 2.** Gather what you need (supporting documentation)
- **STEP 3.** Review sample HUBZone application form
- **STEP 4.** Review and ask questions
- **STEP 5.** Access SBA's General Login System (GLS)
- **STEP 6.** Complete and submit the online HUBZone application
- **STEP 7.** Submit requested supporting documentation



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Step 1. Verify Eligibility Requirements

Applying for HUBZone Certification

- Firm is a small business by [SBA size standards](#)
- Business is directly owned and controlled by at least 51% U.S. citizens or a community development corporation, an agricultural cooperative, or an Indian tribe
- Firm's principal office and at least 35% of its employees reside in a designated HUBZone
- **Note:** Different rules apply for Tribal Governments, Alaska Native Corporations, Community Development Corporations and small agricultural cooperatives

Learn more...

[Eligibility Requirements 13-CFR 126](#)



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Step 2. Gather What You Need

Applying for HUBZone Certification

CHECKLIST - [HUB Zone Supporting Documentation Request](#)

General business information	CCR profile
DUNS number	Appropriate NAICS codes
Business and personal federal tax returns for the last 3 years	Proof of principal office location, such as lease agreement
Business ownership documentation – articles of incorporation, LLC, etc.	Official payroll records and other information showing employees residing within HUBZones
Citizen documentation for owners	Other information supporting HUBZone eligibility requirements



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Step 3. Review Sample Application Form

Applying for HUBZone Certification

- Review a sample HUBZone application form ([click here](#))
- **Critical Step** – do not attempt to complete the actual online HUBZone application until you have reviewed the sample form and gathered all documents you need to complete it



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Step 4. Review and Ask Questions

Applying for HUBZone Certification

- You don't know what you don't know...
- Review HUBZone eligibility requirements, sample application form and the documentation you gathered and ask questions



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Step 5. Access SBA's General Login System

Applying for HUBZone Certification

SBA General Login System

GLS Login

Login Information

User ID:

Identity Information

Name: (First) (Middle) (Last) (Suffix - Jr, Sr, I, II, etc)

Date of Birth:

PIN: (Personal Identification Number, Last 4 Digits of SSN)

Contact Information

Country:

Zip+4 Code:

Street 1:

Street 2:

City Name: (State)

last modified: 02/06/2011 12:00:00 AM

[FirstDev](#) [E-Dev](#) [Regulations.gov](#) [White House](#)
* Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.204 seconds
Session Timeout in 35 minutes

[Register for a GLS Account](#)



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Step 6. Submit Online HUBZone Application

Applying for HUBZone Certification

- Complete and submit the online HUBZone application

Click here...

[Apply to the HUBZone Program](#)



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Step 7. Submit Requested Documentation

Applying for HUBZone Certification

- After application is submitted and reviewed, supporting documents will be requested by the SBA
- Documents must be provided to the SBA within two weeks
- Requested documents will include:
 - Documentation supporting ownership & control and size standards
 - Business and personal tax returns
 - Documents showing compliance with HUBZone employment and principal office requirements

[Learn more about requested supporting documentation](#)



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Avoid Common Mistakes

- Application “times-out”
- Unable to access the GLS system
- 35% of employees are not located within HUBZone areas
- Requested supporting documents do not validate information in the HUBZone application

Resources and Tools

Resources and Tools

Resources & Tools	Resources & Tools
<u>HUBZone Maps</u>	<u>13 CFR – Part 126 HUBZone Program</u>
<u>SBA District Offices</u>	<u>Small Business Development Centers (SBDC)</u>
<u>Sample HUBZone Application</u>	<u>Procurement Technical Assistance Centers (PTAC)</u>
<u>Electronic HUBZone Application</u>	<u>SBA Size Standards</u>
<u>GLS Registration</u>	<u>Supporting Documentation</u>
<u>SCORE</u>	<u>HUBZone Certification</u>



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Resources and Tools

- PTACs: www.sbtcdc.org/ptac 800-258-0862
- NC SBA District Office : www.sba.gov/nc
- SBTDCs: www.sbtcdc.org
- SCORE: www.score.org
- Veterans Business Outreach Center:
 - www.fsuvboc.com
- Women's Business Centers www.sba.gov
- NCMBC: www.ncmbc.us, (877) 245-5520
- SBCs: www.ncsbc.net



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Contact Us....

- Thank you for taking the time to learn about the HUBZone program
- Please contact us with any questions you may have

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