“The HUBZone Primer”
Eligibility & Certification Requirements

Office of Government Contracting & Business Development

February 2012

U.S. Small Business Administration

-- 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
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
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](https://www.gpo.gov/fdsys/).
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
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?

HUBZone Maps - Tool

-- HUBZone Program --
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
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

-- HUBZone Program --
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](#)
**Step 2. Gather What You Need**

**Applying for HUBZone Certification**

**CHECKLIST - HUB Zone Supporting Documentation Request**

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<tr>
<td>DUNS number</td>
<td>Appropriate NAICS codes</td>
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<tr>
<td>Business and personal federal tax returns for the last 3 years</td>
<td>Proof of principal office location, such as lease agreement</td>
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<tr>
<td>Business ownership documentation – articles of incorporation, LLC, etc.</td>
<td>Official payroll records and other information showing employees residing within HUBZones</td>
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<td>Citizen documentation for owners</td>
<td>Other information supporting HUBZone eligibility requirements</td>
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**-- HUBZone Program --**
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
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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SBA
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-- HUBZone Program --
Step 5. Access SBA’s General Login System
Applying for HUBZone Certification

Register for a GLS Account

-- HUBZone Program --
Step 6. Submit Online HUBZone Application
Applying for HUBZone Certification

• Complete and submit the online HUBZone application

Click here…
Apply to the HUBZone Program

-- HUBZone Program --
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
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

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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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