“The HUBZone Program”
Eligibility & Certification Requirements

Illinois District Office
8(a)/HUBZone/WOSB Business Development

SBA
U.S. Small Business Administration

-- HUBZone Program --
• 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 5,500 small firms certified in the HUBZone program (89 in Illinois)
• 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 by:
  – Determining which businesses are eligible
  – Maintaining a listing of qualified HUBZone firms to fulfill procurement opportunities
  – Adjudicating 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

-- HUBZone Program --
Eligibility Requirements

• Small business by SBA Size 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 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**
Is Your Business in a HUBZone?

Start Here: Is my location in a HUBZone?

HUBZone Mapping

Other HUBZone Areas

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 85% of the nonmetropolitan state median household income, based on the most recent data available from the Census; and
- the county’s unemployment rate is less than 140 percent of the average unemployment rate for the United States or for the State in which such county is located.

HUBZone Maps - Tool

-- HUBZone Program --
Types of HUBZones

- **Qualified Census Tract** *(Every 5 years)* by Department of Housing and Urban Development

- **Qualified Nonmetropolitan County**
  - Qualified by unemployment *(Annually)* by Bureau of Labor Statistics
  - Qualified by income *(Annually)* by Census Bureau
  - Qualified Difficult Development Area *(Annually)* by Department of Housing and Urban Development

- **Indian Land** *(as necessary)* by Bureau of Indian Affairs

- **Base Closure** *(as necessary)* by Department of Defense
Reflections Before You Apply

• Successful HUBZone firms plan for their success
  – Long-term and revolving strategies that define how to become and remain competitive
  – Maintain principal office and 35% employee residency requirements

• Planning is everything

-- HUBZone Program --
## Step 2. Gather What You Need

Applying for HUBZone Certification

### CHECKLIST - HUB Zone Supporting Documentation Request

<table>
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<tr>
<th>General business information</th>
<th>SAM profile</th>
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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 or rental 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>Citizenship documentation for owners</td>
<td>Other information supporting HUBZone eligibility requirements</td>
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**SBA**

U.S. Small Business Administration

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**-- HUBZone Program --**
## Resources and Tools

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**-- HUBZone Program --**
Contact Us....

• Thank you for taking the time to learn about the HUBZone program
• Questions on the HUBZone Program

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