

“The HUBZone Program”

Eligibility & Certification Requirements

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



U.S. Small Business Administration

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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 5,500 small firms certified in the HUBZone program (89 in Illinois)



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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 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

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](#)



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Is Your Business in a HUBZone?

The screenshot shows the SBA HUBZone Mapping tool interface. At the top left is the SBA logo and ".GOV" text. Below it is the text "U.S. Small Business Administration". To the right of the logo are links for "Print Page | Accessible Version | Alternate Colors | Original Colors | Help". The main heading is "Start Here: Is my location in a HUBZone?". Below this are input fields for "Address", "City", "State" (a dropdown menu), and "ZIP Code", followed by "Find" and "Reset" buttons and a "Coordinate Input" link. Underneath is the "Eligibility Result" section, which includes a search box with "(Search County or All Counties)" and buttons for "Go", "Find Qualified Tracts", "Find Former Bases", and "Find Indian Country". The bottom section is titled "HUBZone Mapping" and contains a map of the United States with state abbreviations. To the right of the map is a legend for "HUBZone Mapping Other HUBZone Areas" showing a "State (Low)" category with a scale from 0 to 600 miles. Below the legend is a "Powered by Mapitude for the Web" logo. At the bottom right of the map area, there is a section titled "Criteria for County HUBZone Designation" which defines a Qualified Nonmetropolitan County and lists three criteria: 1) the county's median household income is less than 80% of the nonmetropolitan state median household income, based on the most recent data available from the Census; or 2) 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



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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



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Step 2. Gather What You Need

Applying for HUBZone Certification

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

General business information	SAM 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 or rental agreement
Business ownership documentation – articles of incorporation, LLC, etc.	Official payroll records and other information showing employees residing within HUBZones
Citizenship documentation for owners	Other information supporting HUBZone eligibility requirements



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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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Contact Us....

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

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