



U.S. Small Business
Administration



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Small Business Federal Government Contracting Certifications— 8(a) & HUBZone

Are You a Small Business?

Size Standards

Determined by NAICS industry codes

Business Type

Sole proprietorship, partnership, corporation, or any other legal form

Location

Operates primarily within the U.S.

Size Restrictions

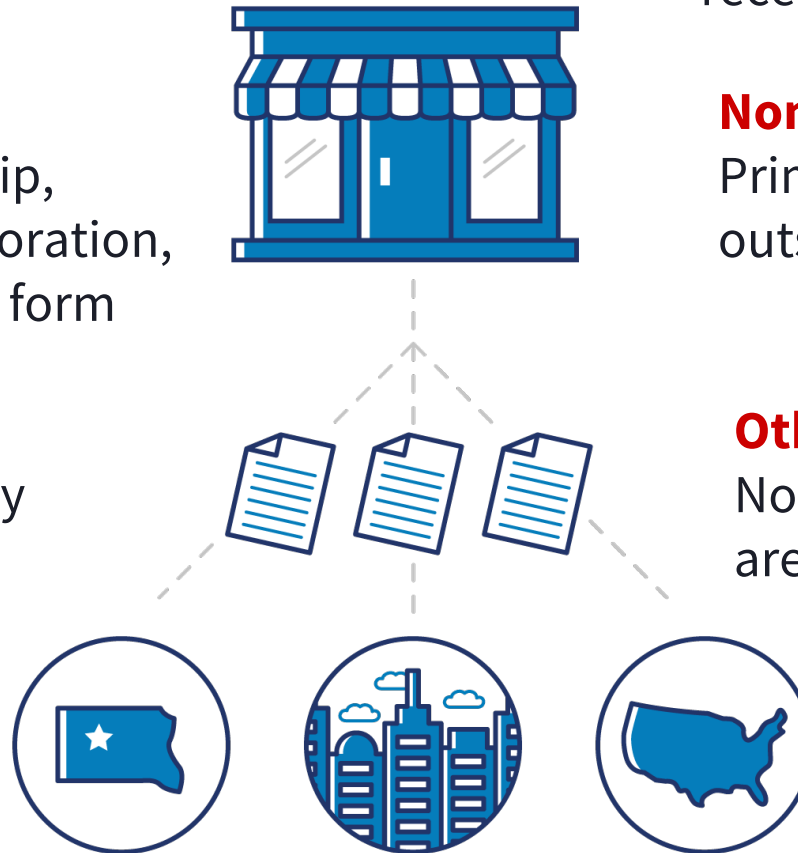
Average number of employees or annual receipts

Non-Qualified Business

Primary operations outside the U.S.

Other

Non-profit businesses are not considered



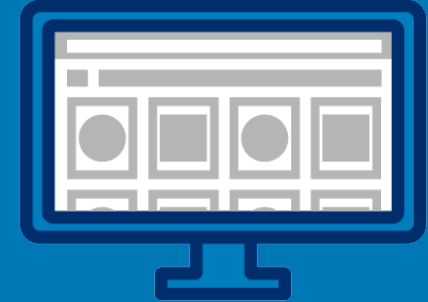
Do You Know Your NAICS Codes and Size Standards for Your Industry?



NAICS codes define establishments and are used for administrative, contracting, and tax purposes



SBA size standards using NAICS as their basis apply to all Federal government programs, including procurement



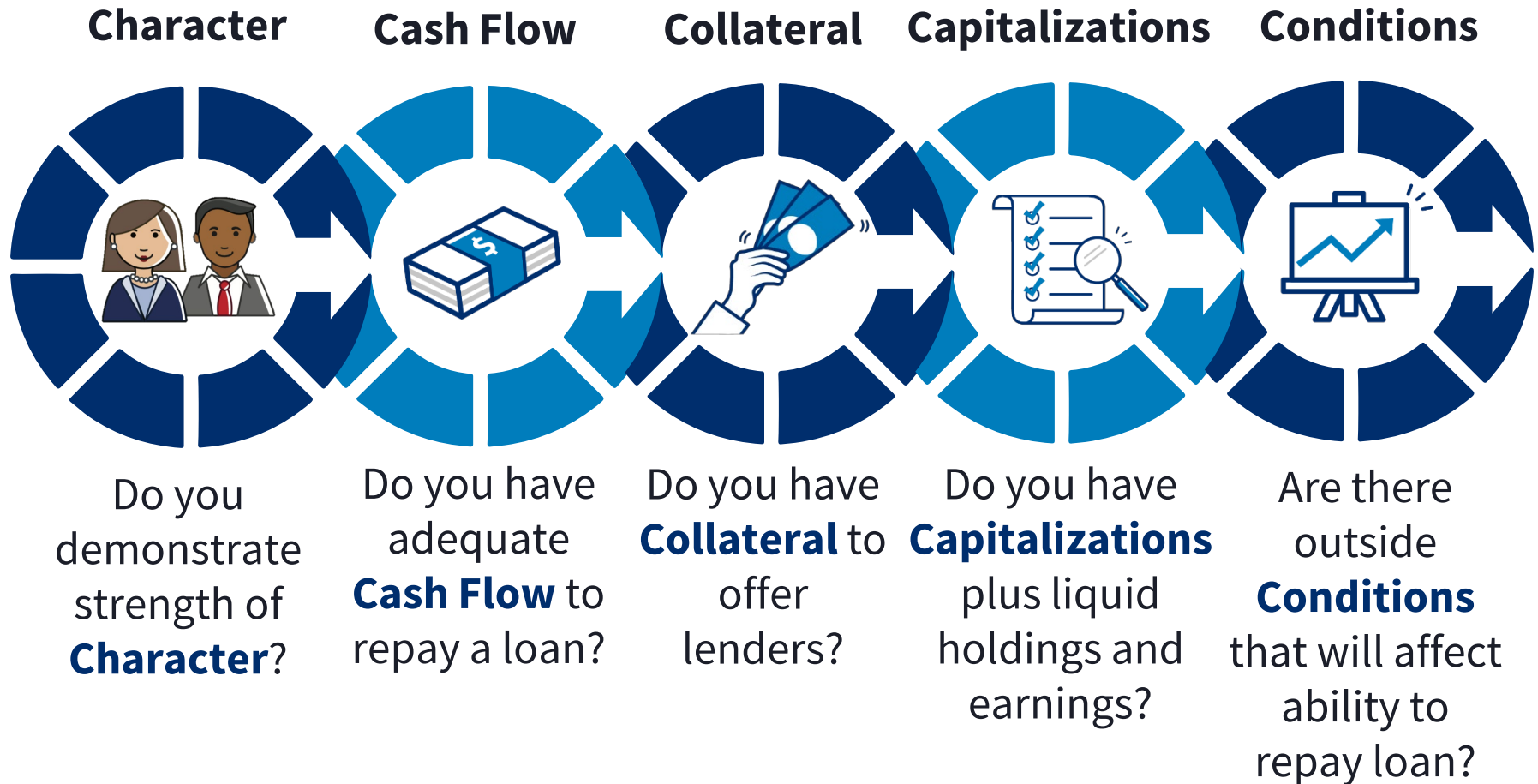
Visit the United States Census Bureau [NAICS website](#) to identify your NAICS code(s)

Traditional Business Plan Format



- ☒ **Company Information & Executive Summary**
- ☒ **Structure**
- ☒ **Market Analysis**
- ☒ **Marketing & Sales**
- ☒ **Service/Product Line**
- ☒ **Financial Projections**

Do You Have Adequate Cash Flow to Finance a Government Contract?



Is Your Business Ready?



Does the Government...
Buy what you sell

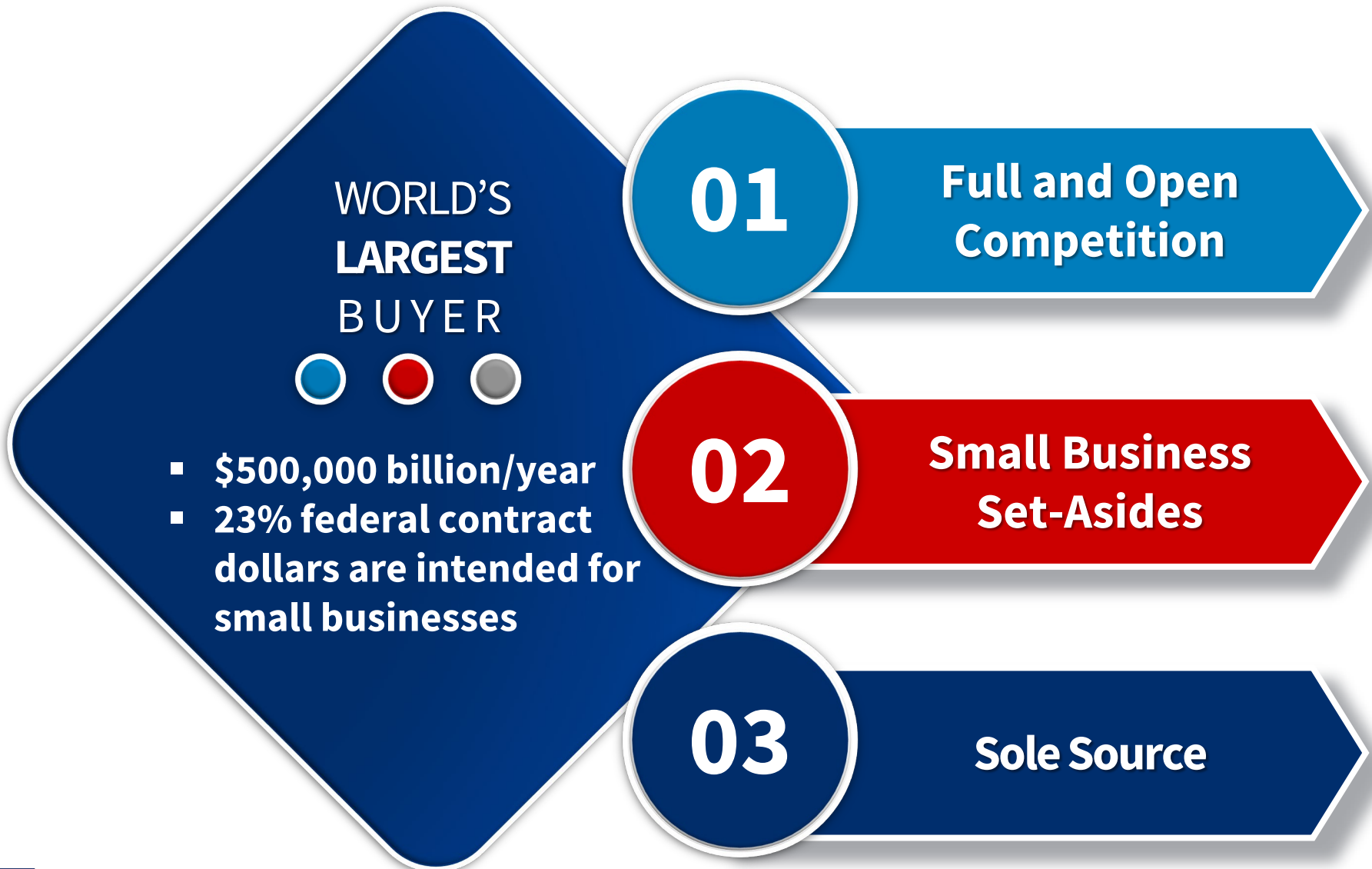
Do you have...
Federal contracting experience
Cash, inventory, working capital

Are you capable...
Of fulfilling a government contract

Do you know...
Where to find contracting opportunities

Government-Wide Contracting Goals

COMPETITION TYPES TO WIN GOVERNMENT CONTRACTS



Competition Types to Win Government Contracts



Full & Open

- Level playing field with full visibility
- Any responsible



Set-Asides

- Rule of Two
- Subcontracting limitations



Sole Source

- One firm can provide
- Compelling urgency
- International agreement
- National security or public interest
- Authorized or required by law
- Allowed under certain small business contracting and business development programs, such as 8(a)

Set-Aside for Certification Programs and Socio-Economic Categories

Targeted set-asides and acquisition goals:

**Women-Owned Small Businesses
(5%)**

**Small Disadvantaged Businesses
(including 8(a) certified) (5%)**

HUBZone Businesses (3%)

**Service-Disabled Veteran-Owned
Small Businesses (3%)**



Set-asides are reserved for small business between \$3,500 (Micro-purchase Threshold) to \$250,000 (Simplified Acquisition Threshold)

HUBZone Certification

Historically Underutilized Business Zone (HUBZone) Certification



Stimulate capital investment

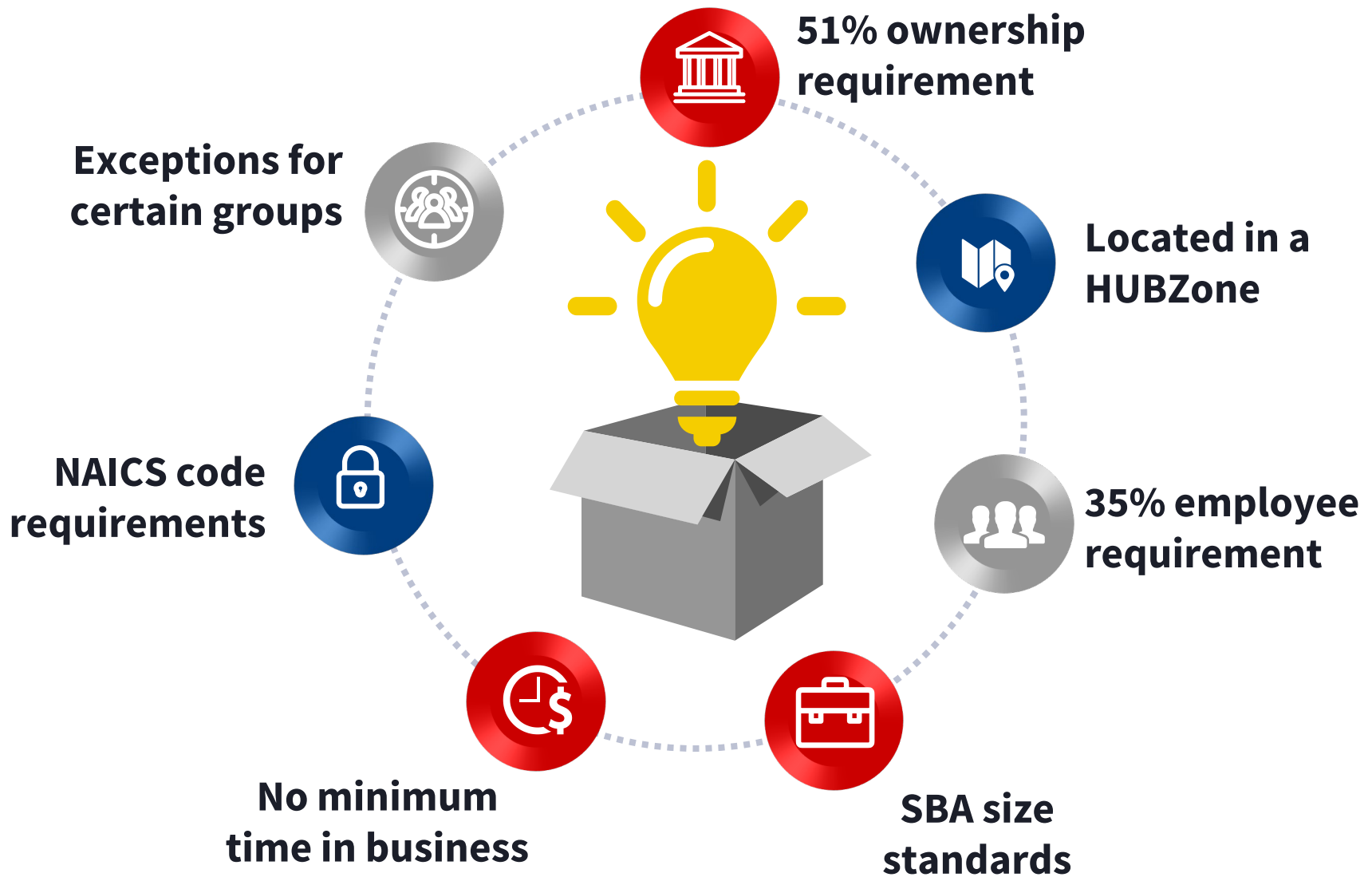
Build capacity and grow

**Access HUBZone set-aside
contract dollars**

HUBZone Program Purpose



Is the HUBZone Certification Appropriate for You?



SBA HUBZone Responsibilities

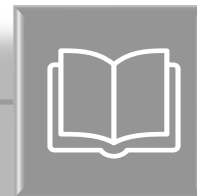
**Implements and
Regulates Program**



**Streamlines
Certification
Process**

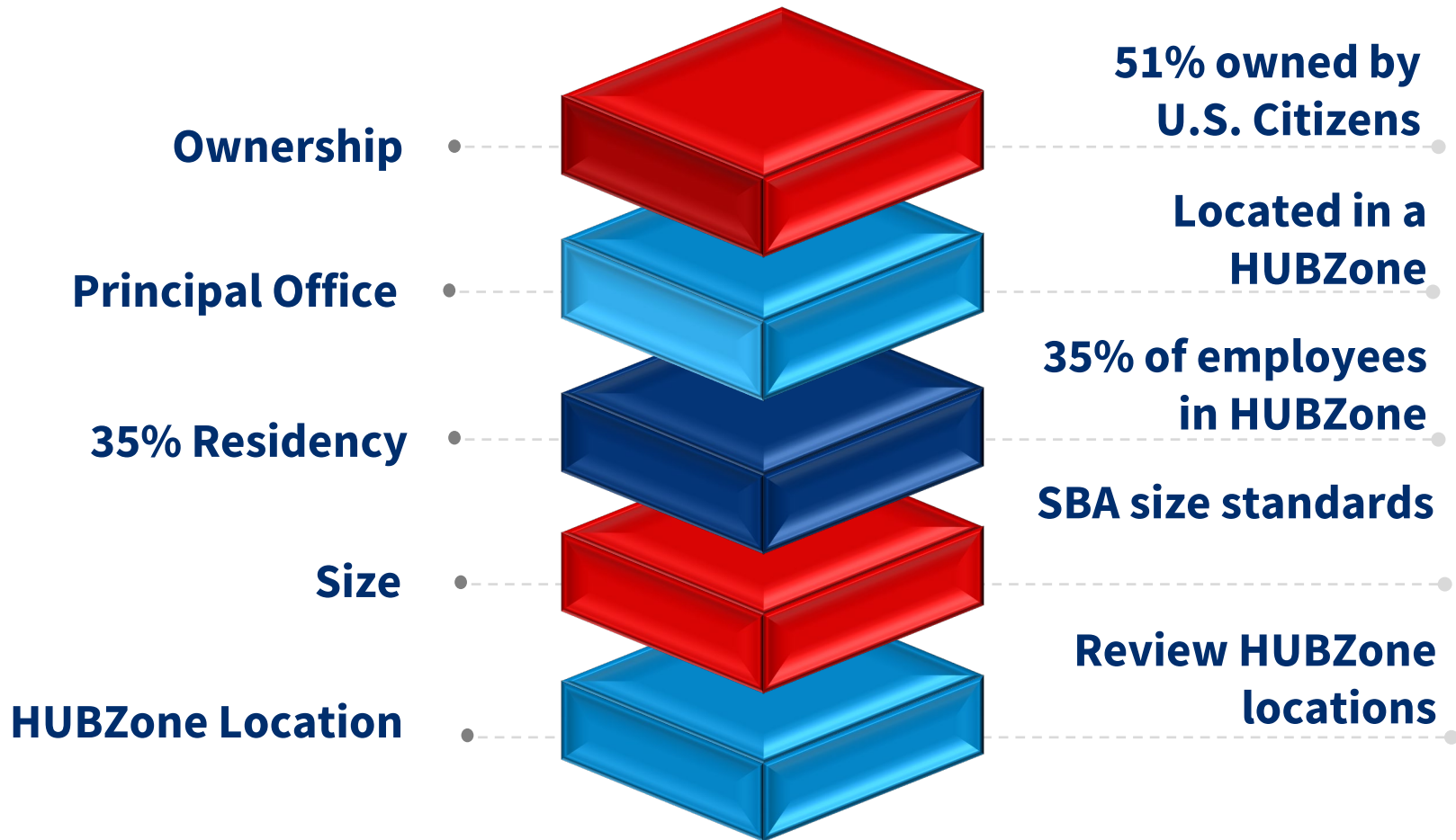


**Determines and
Adjudicates
Eligibility**



**Maintains
Certification
Listing**

HUBZone Eligibility and Requirements



HUBZone Application Process



BEFORE APPLICATION

- View the HUBZone Primer
- Register for a DUNS number
- Identify NAICS code(s)
- Register with SAM



APPLY FOR CERTIFICATION

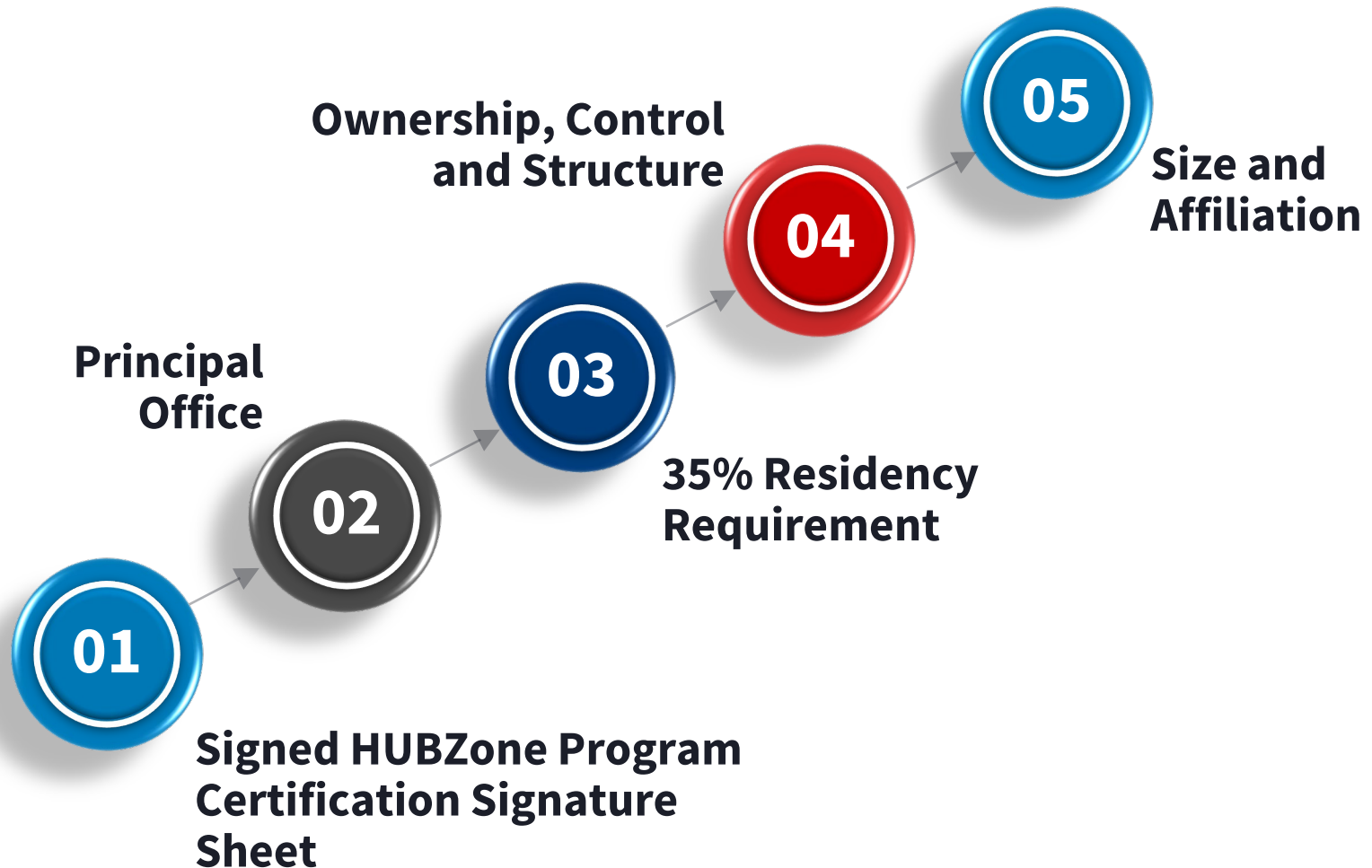
- Review application guide
- Gather supporting documentation
- Apply using the General Login System



DOCUMENTATION

- Verify requested information
- Submit supporting documentation
- Update SAM profile once approved

Supporting Documentation Requirements



HUBZone Site Visits and Re-certification



- Participate in site visits
- Meet HUBZone criteria
- Maintain SBA standards
- Recertify every 3 years

Getting the Most Out of Your HUBZone Certification



Qualify for set-aside or sole source contract awards – increasing prime and subcontracting opportunities



Opportunity to build capacity and grow by establishing Joint Ventures and participating in the All Small Mentor-Protégé Program



Access to training, management and technical assistance programs, guaranteed loans and bonding assistance

8(a) Business Development Program

8(a) Business Development Program



**Access to business
development support**

**Build capacity and grow
through contracts**

**Nine-year program available
once per lifetime**

8(a) Business Development Program Objectives



01 Assistance

Management and technical assistance to help companies compete for business opportunities



02 Government Contracting

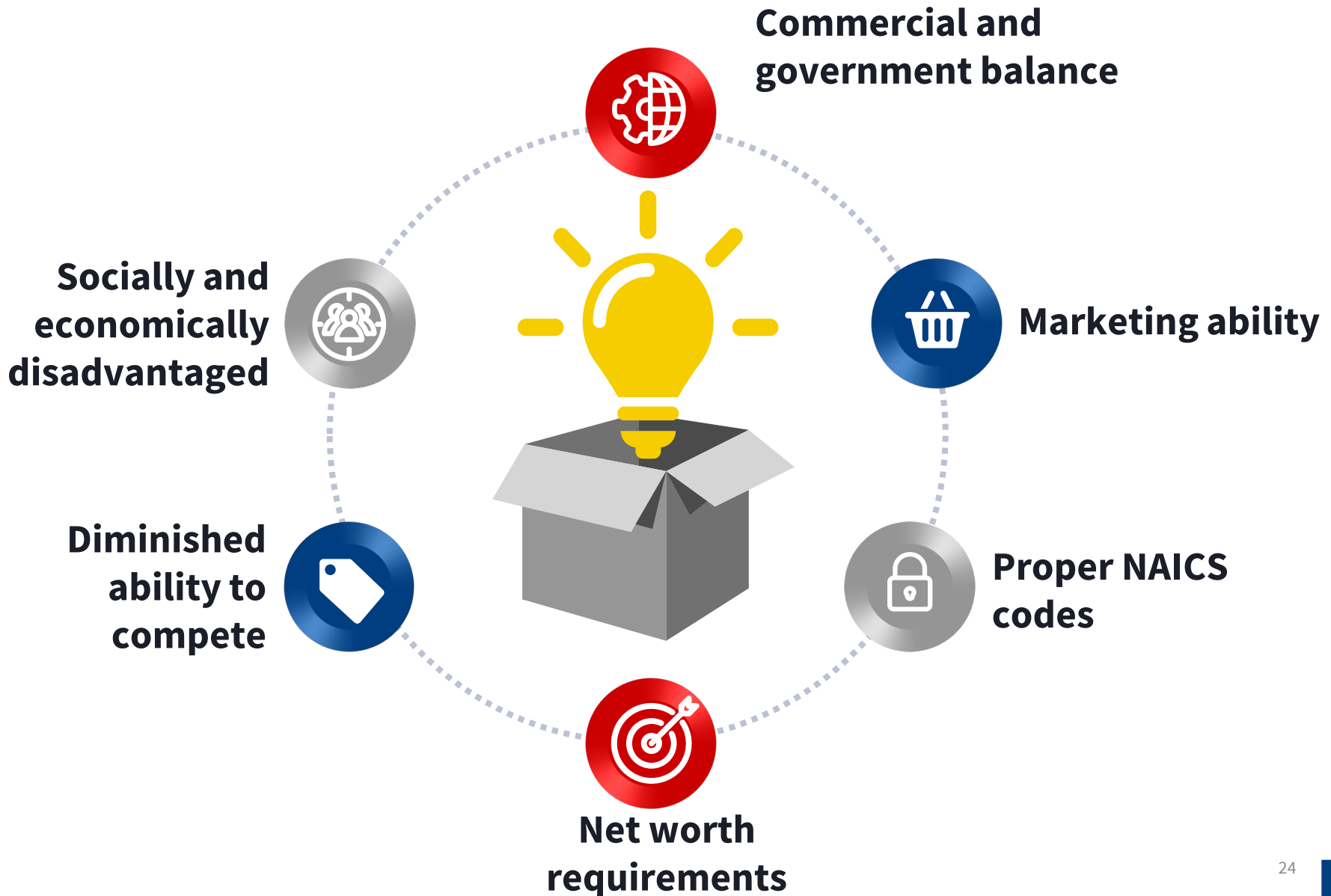
Helps thousands of entrepreneurs understand and succeed in government contracting



03 Ability to Thrive

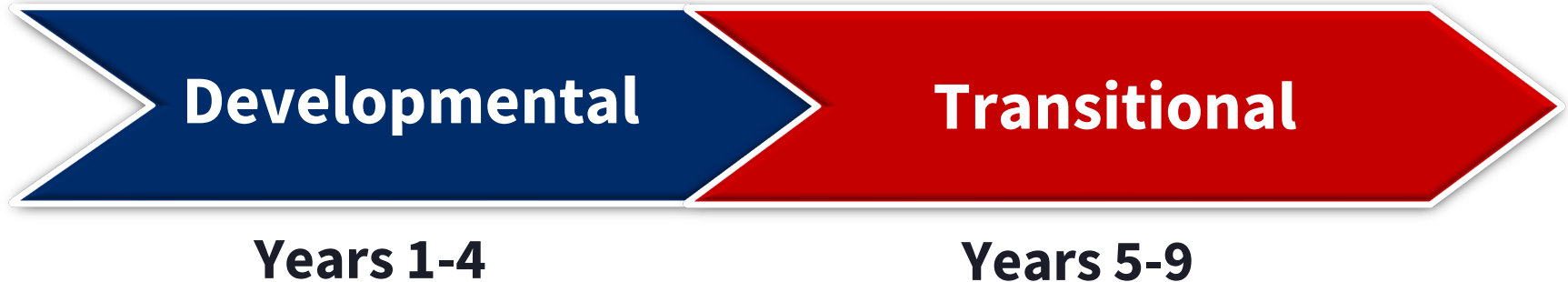
Assist and graduate firms to allow them to thrive competitively

Is the 8(a) Certification Appropriate for You?



Participation and Continued Eligibility

Participation Starts at Date of Approval



To maintain eligibility:

- Submit 8(a) annual update on time
- Inform SBA of all material and business changes (prior approval required)
- Maintain SAM and DSBS profiles

Proactive Self-Marketing



Identify federal **buyers** and get to know them



Identify the agency contracting **procedures** and those who make buying decisions



Focus on areas in your **niche** and prioritize



Make **contacts** through small business events and network your business

Designated Socially Disadvantaged Criteria

Designated Groups

01

- Black American
- Asian Pacific American
- Hispanic American
- Native American
- Subcontinent Asian American

Non-Designated Group Criteria

02

- Preponderance of evidence
- Race, ethnicity, gender, physical handicap, long-term environmental issues
- Chronic and substantial
- Negative impact to business advancement

Economically Disadvantaged Requirements to Qualify



Personal net worth (assets minus liabilities) less than \$750,000



Three year average income is \$350,000 or less



Fair market value of all assets is \$6 million or less

SBA Requirements for 8(a)

1

**Small Business
Size Standard**

4

**Business
Requirements**

2

Ownership

5

Character

3

**Control and
Management**

6

**Ineligibility
Criteria**

Waiver of the Two-Year Rule

SBA requires a business to be operating for 2 years in order to qualify for the 8(a) program.

SBA MAY WAIVE THE TWO-YEAR RULE IF:



Business management experience



Technical expertise



Adequate capital



Successful past performance



Ability to meet requirements

When Should You Apply?

Are You Ready...

8(a) Is One-time Only

01

Do you have the CAPACITY to deliver on federal contracts?

02

Do you have sufficient CASH FLOW?

03

Do you have demonstrated CAPABILITY (past performance)?

04

Can you demonstrate successful PAST PERFORMANCE?

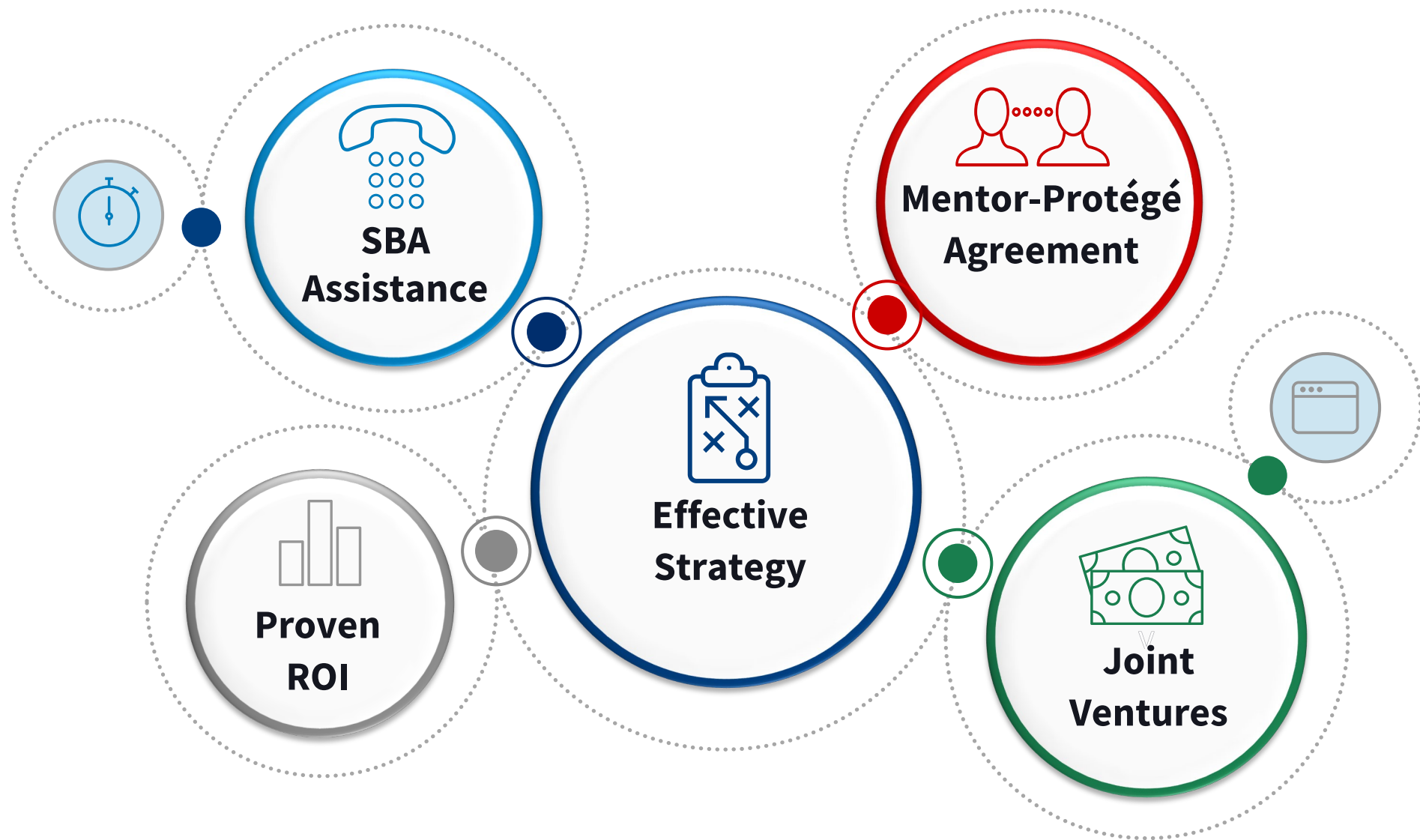
05

Are you open to ADVICE on growing your business?

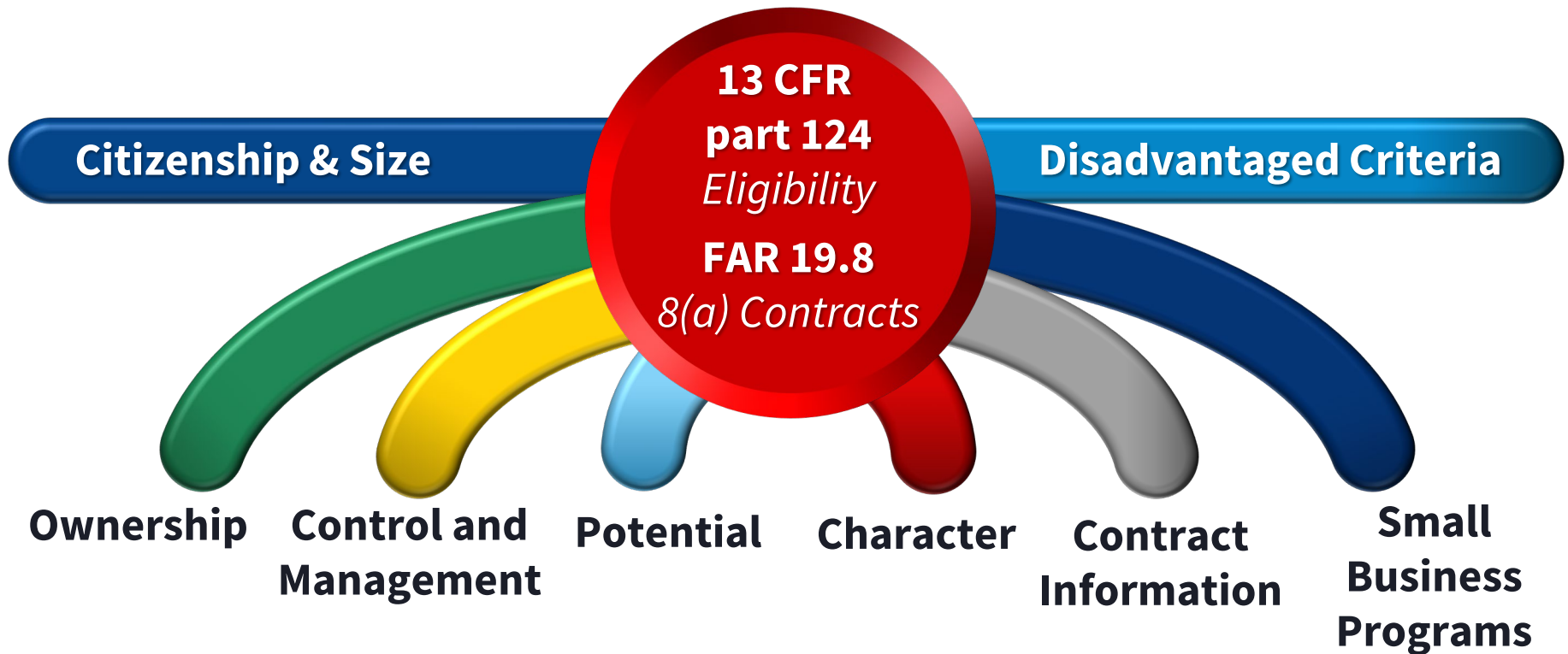
☐ Yes
☐ No
☐ Don't know



8(a) Business Development Program Benefits



Know the Rules for 8(a) Certification



8(a) Application Process



BEFORE APPLICATION

- Register for a DUNS number
- Identify NAICS code(s)
- Register with SAM



APPLY FOR CERTIFICATION

- Review application guide
- Gather supporting documentation
- Apply online at [certify.SBA.gov](https://certify.sba.gov)



RESOURCES

- Access resources on the Knowledge Base
- For assistance, contact [certify.SBA.gov](https://certify.sba.gov)

certify.SBA.gov

SBA Certification Portal

SBA's certification portal where businesses can submit documents to seek SBA certifications

Automatic Migration

Pulls business information from SAM.gov

Online Forms

Forms are completed online. No longer required to upload certain SBA forms



SBA St. Louis District Office

Gary Alexander, Business Opportunity Specialist
314-539-6612, Gary.Alexander@sba.gov

Nicki Massie, Outreach & Marketing Specialist
314-539-6608, Nicholson.Massie@sba.gov

SBA St. Louis District Office
www.sba.gov/mo/stlouis