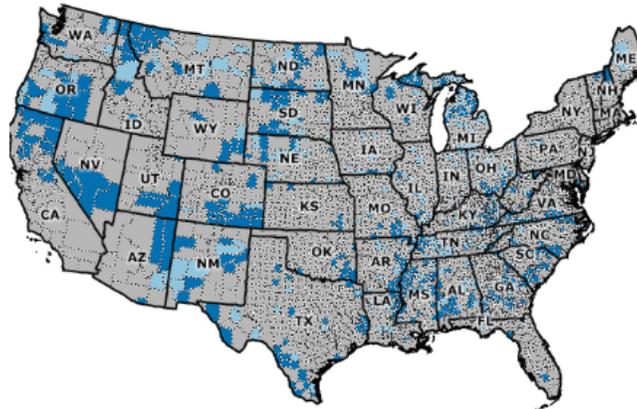


# HUBZone Program (Historically Underutilized Business Zones) for Small Business

## HUBZone Map

Is Your Company Located in a HUBZone?



## SBA HUBZone Map

HUBZone qualification is generally determined by income levels, unemployment rates, Difficult Development Area status, base closure status, and/or Indian Land status.

Data that determine whether an area qualifies for HUBZone status include income and unemployment information from a variety of sources.

Most qualified areas are determined by county (in non-metropolitan areas) or census tract (usually in metropolitan areas).

(From [www.hubzonecouncil.org](http://www.hubzonecouncil.org))

# HUBZone Program



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## Applying for the HUBZone Program

### HUBZone Certification Eligibility Requirements

To qualify for the program, a business (except tribally-owned concerns) must meet the following criteria:

- **It must be a small business for its primary NAICS code.** Find out if your business is small with the SBA Size Standards Tool.
- **It must meet one of the following ownership and control requirements:**
  - **Owned and controlled at least 51% by U.S. citizens**
  - Wholly owned or owned in part by one or more Indian Tribal Governments or by a corporation that is wholly owned by one or more Indian Tribal Governments
  - An ANC owned and controlled by Natives or a direct or indirect subsidiary corporation, joint venture, or partnership of an ANC
  - Wholly owned or owned in part by a CDC
  - A small agricultural cooperative or a small business concern wholly owned or owned in part by one or more small agricultural cooperatives
- Except for certain concerns owned by Indian Tribal Governments, all other small businesses must have a principal office located in a qualified HUBZone.
- **At least 35% of all of its employees must reside in a HUBZone.** Reside means to live in a primary residence at a place for at least 180 days, or as a currently registered voter, and with intent to live there indefinitely.

Firms that are owned in whole or in part by Indian Tribal Governments or corporations wholly owned by Indian tribal Governments, at the time of application must either:

- Maintain a principal office located in a HUBZone and ensure that at least 35% of its employees reside in a HUBZone; or
- Certify that when performing a HUBZone contract, at least 35% of its employees engaged in performing that contract will reside within any Indian reservation governed by one or more of the Indian Tribal Government owners, or reside within any HUBZone adjoining such Indian reservation. A HUBZone and Indian reservation are adjoining when the two areas are next to and in contact with each other; and the concern will “attempt to maintain” the applicable employment percentage stated above during the performance of any HUBZone contract it receives.

The HUBZone office has a 35% and principal office calculator that you can use to guide you in determining whether you meet these requirements. Before you use it, review the Certification FAQ.

## The Application Process

1. Review the HUBZone Primer (transcript ) and Certification FAQ .
2. There are several important registrations that must be completed before you can start the electronic application process:
  - a. **DUN & BRADSTREET:** Each headquarters and branch office must be registered so that it will have its own **D&B ID** number known as a Data Universal Numbering System (DUNS).
  - b. **System for Award Management (SAM):** the firm's Employer's Identification Number/Tax Identification Number (EIN/TIN) must be registered. (NOTE- the principal office address that is applying for HUBZone certification must be entered in the SAM profile associated with DUNS appropriate for this specific physical location.)
  - c. **Dynamic Small Business Search (DSBS), aka, SBA's supplemental page:** DSBS profiles will reflect each firm's certification status. It is recommended to keep your profiles (SAM and DSBS page) up to date through the SAM website. At the SAM Web site, simply update your SAM profile and SAM will update the DSBS profile. (NOTE: edit updated data transferred from SAM to DSBS usually takes up to 24 hours after you have updated the SAM profile.)
  - d. **General Login System (GLS):** you must complete registration in this system for each individual that can update information to your concern. Once you have registered, then you must add the concern's **DUNS and EIN** number(s) and obtain access to the HUBZone application module.
3. Review the list of supporting documentation you will need to submit to your Business Opportunity Specialist after submitting the online application. See the [supporting documentation request](#) for detailed descriptions of acceptable versions of these documents. The request includes a document checklist to make it easy for the firm to ensure it has collected all required documents.

You are now ready to [Apply for the HUBZone Certification Online](#).

### What supporting documents will I need to submit?

You will be required to submit different supporting documentation based on your ownership structure:

- Corporations must submit documents described in the [Corporation Document Request](#) .
- Sole Proprietors must submit documents described in the [Sole Proprietor Document Request](#) .
- Partnerships must submit documents described in the [Partnership Document Request](#) .
- LLCs must submit documents described in the [LLC Document Request](#) .

You must submit a signed program certification sheet based on the type of ownership:

- [Program Certification for Applicants Owned by U.S. Citizens, ANCs or CDCs](#) 
- [Program Certification for Applicants Owned by Indian Tribal Governments](#) 

We encourage all applicants to use these lists to begin assembling supporting documentation prior to the formal request from the HUBZone Program. However, please **DO NOT SEND ANY DOCUMENTS TO THE HUBZONE PROGRAM PRIOR TO THAT FORMAL REQUEST OR THEY WILL BE DESTROYED.**

## HUBZone Program Informational Links

HUBZone Program Information is found on the Small Business Administration website

<https://www.sba.gov/category/navigation-structure/contracting/contracting-support-small-businesses/small-business-cert-0>

- **Understanding the HUBZone Program**  
<https://www.sba.gov/content/understanding-hubzone-program>
- **HUBZone Frequently Asked Questions**  
<https://www.sba.gov/content/frequently-asked-questions#supportingdocs>
- **HUBZone Program Certification Frequently Asked Questions**  
<https://www.sba.gov/content/frequently-asked-questions#certification>
- **HUBZone Certification for Applicants Owned by U.S. Citizens** – Certification statements for U.S. citizens, certifying that their business is located in a HUBZone  
<https://www.sba.gov/sites/default/files/forms/HUBZone%20Program%20Certification%20for%20Applicants%20Owned%20by%20U.S.%20Citizens,%20ANCs%20or%20CDCs.pdf>
- **Where to find NAICS codes to classify your business** (As referenced in “Applying for the HUBZone Program”)  
<http://www.census.gov/eos/www/naics/>
- **HUBZone Council** - The HUBZone Council is a non-profit entity that serves as a membership organization for HUBZone small businesses only. The group is active in lobbying Congress in support of HUBZone companies and hosts conferences throughout the year.  
<http://www.hubzonecouncil.org/ClubPortal/ClubStatic.cfm?clubID=528&pubmenuoptID=29474>