

# HUBZONE CERTIFICATION

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Experienced  
Responsive  
Effective

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# ELIGIBILITY REQUIREMENTS

- **SIZE** – must be a small business by SBA standards  
[https://www.sba.gov/sites/default/files/Size\\_Standards\\_Table.pdf](https://www.sba.gov/sites/default/files/Size_Standards_Table.pdf)
- **OWNERSHIP** – must be 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; or a small agricultural cooperative or a small business concern wholly owned or owned in part by one or more small agricultural cooperatives
- **LOCATION** – Principal office must be located within a “Historically Underutilized Business Zone”
- **EMPLOYEES** – At least 35% of its employees must reside in a HUBZone

# SBA SIZE STANDARDS

541490	Other Specialized Design Services	\$7.5	
541511	Custom Computer Programming Services	\$27.5	
541512	Computer Systems Design Services	\$27.5	
541513	Computer Facilities Management Services	\$27.5	
541519	Other Computer Related Services	\$27.5	
<i>Except,</i>	Information Technology Value Added Resellers <sup>18</sup>		150 <sup>18</sup>
541611	Administrative Management and General Management Consulting Services	\$15.0	
541612	Human Resources Consulting Services	\$15.0	
541613	Marketing Consulting Services	\$15.0	
541614	Process, Physical Distribution and Logistics Consulting Services	\$15.0	
541618	Other Management Consulting Services	\$15.0	
541620	Environmental Consulting Services	\$15.0	
541690	Other Scientific and Technical Consulting Services	\$15.0	
541711	Research and Development in Biotechnology <sup>11</sup>		500 <sup>11</sup>

# DEFINITIONS

- **PRINCIPAL OFFICE** – The location where the greatest number of the concern’s employees, at any one location, performs their work. For those concerns whose “primary industry” is service or construction (13 CFR 121,201), 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.
- **RESIDE** – Live in a primary residence at a place for at least 180 days, or as a currently registered voter with intent to live there indefinitely.
- **HUBZone** – <http://map.sba.gov/hubzone/maps/>
  - ❖ Qualified Census Tract
  - ❖ Qualified Nonmetropolitan County
  - ❖ Qualified Indian Lands
  - ❖ Qualified Base Closure Area
  - ❖ Redesignated Areas

# HUBZONE SEARCH

http://map.sba.gov/hubzone/maps/

File Edit View Favorites Tools Help

RoboForm Search Logins Bookmarks businessUsa (+3) Phlexium Inc. Richard Tai Save Generate

Suggested Sites Toshiba App Place Web Slice Gallery WildTangent Games

**SBA.GOV**  
U.S. Small Business Administration

Print Page | Accessible Version | Help | About HUBZone Maps | HUBZone Home

## Start Here: Is my location in a HUBZone?

Address  City  State  ZIP Code

[Coordinate Input](#)

**YES, this location is HUBZone Qualified.**  
The address "10437 innovation dr, wauwatosa, WI 53226" is in a HUBZone Grandfathered Area. It was formerly part of qualified 2000 Census tract 55079090500, and it will be Redesignated until October 1, 2015.

(For other possible HUBZone designations at this location, please review the Map Layer Information below.)  
⇨ ⇨ *To continue the process of applying, click [here](#).*

## Are there any qualified census tracts, or other HUBZone qualified areas in Milwaukee County?

(Search County or All Counties)

State  County

8:21 PM 6/22/2015

# HUBZONE CERTIFICATION PROCESS

## STEP 1

Obtain  
DUNS  
Number

## STEP 2

Complete  
SAM  
Registration

## STEP 3

Register  
on SBA  
GLS

## STEP 4

HUBzone  
Online  
Application

## STEP 5

HUBzone  
Supporting  
Documents

# HUBZONE APPLICATION PROCESS

1. Complete and submit the online application (time-out after 1 hour)
2. An initial e-mail will be sent that provides instruction for electronic verification – up to 10 days to provide electronic verification, in the meantime application is on-hold
3. After receiving electronic verification the application is assigned to an Analyst
4. Analyst will send request for supporting documentation(s) needed to process the application
5. Up to 10 days to submit hard copy documents
6. Submit a signed and notarized signature sheet attesting that all information and documentation are true and correct

# SUPPORTING DOCUMENTS

1. Governance Information
2. Certificate of Good Standing
3. Business Tax Return
4. Personal Tax Returns for Significant Owners (20% or more)
5. Proof of US Citizenship for Owners
6. Principal Office Documents
7. Payroll Records to Determine Total Number of Employees
8. State Unemployment Tax Filing and Federal Employment Quarterly Report
9. Employees' Residence Verification
10. Identification / Proof of Residence for HUBZone Residents
11. Certification Form

# MAINTAINING CERTIFICATION

1. Report all “material changes”
  - Change in ownership
  - Change in business structure
  - Change in principal office
  - Failure to meet the 35% HUBZone residency requirement
2. Undergo recertification every 3 years

# RESOURCES

1. SBA HUBZone Site –

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

2. HUBZone Program Application Guide -

[https://www.sba.gov/sites/default/files/files/HUBZone\\_Application\\_Guide.pdf](https://www.sba.gov/sites/default/files/files/HUBZone_Application_Guide.pdf)

3. HUBZone Application Timeline –

<https://www.sba.gov/sites/default/files/files/Application%20Timeline.pdf>

QUESTIONS?