



# An Overview of the Hubzone Certification Program

June 23, 2015

# Agenda

- Introduction – What is a Hubzone
- How does the program work
- Benefits
- Location of the Hubzones
- The Map of Hubzones in WI
- Eligibility Requirements
- The certification process
- Maintaining the Hubzone status
- Resources

# Introduction – what is a Hubzone

- Historically Underutilized Business Zone
- •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 5,000 small firms certified in the HUBZone program (source – SBA)

# How does the program work?

- SBA regulates and implements the HUBZone program
  - Determines which businesses are eligible
  - Maintains a listing of qualified HUBZone firms to fulfill procurement opportunities through DSBS:

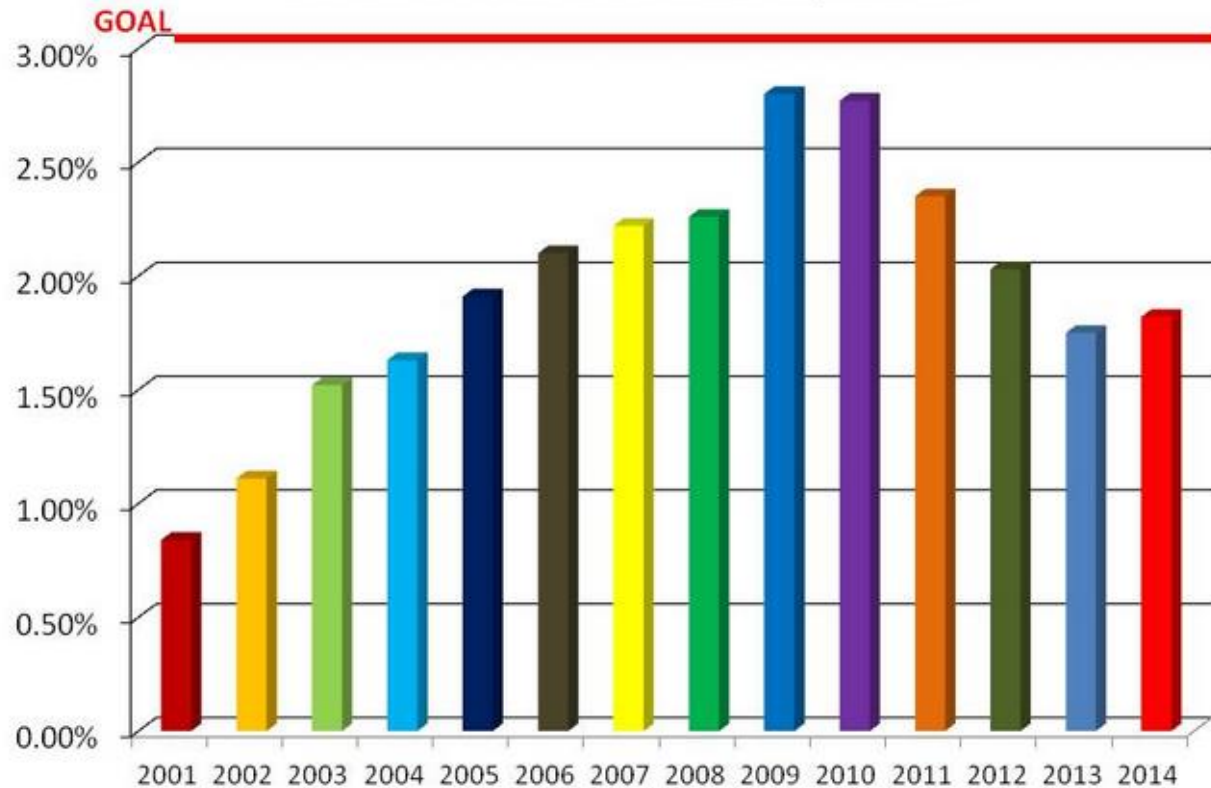
[http://dsbs.sba.gov/dsbs/search/dsp\\_searchhubzone.cfm](http://dsbs.sba.gov/dsbs/search/dsp_searchhubzone.cfm)

- Adjudicates protests of eligibility regarding HUBZone contracts

# Benefits

- 3% government-wide prime and subcontracting goals
  - Set aside contracts – Sole source
  - 10% price evaluation preference in full and open contract competitions
- Currently the Federal government does NOT meet the 3% goal – in 2013 only 1.76% (\$6.2 B)

# Hubzone Spending Scorecard



Graph displays preliminary Fiscal 2014 spending results as of January 6, 2015.  
Final 2014 results will be available by early summer 2015.

Source: [smallbusiness.data.gov](http://smallbusiness.data.gov)

# Top 10 Industries for Hubzone contractors

NAICS Code	NAICS Description	Sum of Action Obligation
<a href="#">236220</a>	COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION	\$1,743,008,079.99
<a href="#">541519</a>	OTHER COMPUTER RELATED SERVICES	\$492,571,287.07
<a href="#">237990</a>	OTHER HEAVY AND CIVIL ENGINEERING CONSTRUCTION	\$480,969,293.45
<a href="#">237310</a>	HIGHWAY, STREET, AND BRIDGE CONSTRUCTION	\$382,199,761.67
<a href="#">561210</a>	FACILITIES SUPPORT SERVICES	\$222,409,722.62
<a href="#">541330</a>	ENGINEERING SERVICES	\$185,305,152.36
<a href="#">236210</a>	INDUSTRIAL BUILDING CONSTRUCTION	\$169,233,470.29
<a href="#">541712</a>	RESEARCH AND DEVELOPMENT IN THE PHYSICAL, ENGINEERING, AND LIFE SCIENCES (EXCEPT BIOTECHNOLOGY)	\$162,085,865.02
<a href="#">561612</a>	SECURITY GUARDS AND PATROL SERVICES	\$140,695,435.23
<a href="#">541512</a>	COMPUTER SYSTEMS DESIGN SERVICES	\$137,367,103.43

FPDS data FY2014

# Locations of the Hubzones

- There are 4 kinds of HUBZone:
  - A Qualified Nonmetropolitan County
  - A Qualified Census Tract
  - An Indian Land
  - A Qualified Base Closure Area

# Locations of the Hubzones

- Redesignation:

When a county or tract loses its HUBZone qualification, it is redesignated for three years: A redesignated area qualifies for a limited time as a HUBZone area

If or when a tract or county ceases to meet the qualifications for HUBZone status, due to changes in income, unemployment, or poverty data, it becomes a redesignated area

As a redesignated area, it qualifies as a HUBZone designated area for a period of three years.

When a tract or county is redesignated, its status in the HUBZone maps reflects the sunset date of the redesignation.

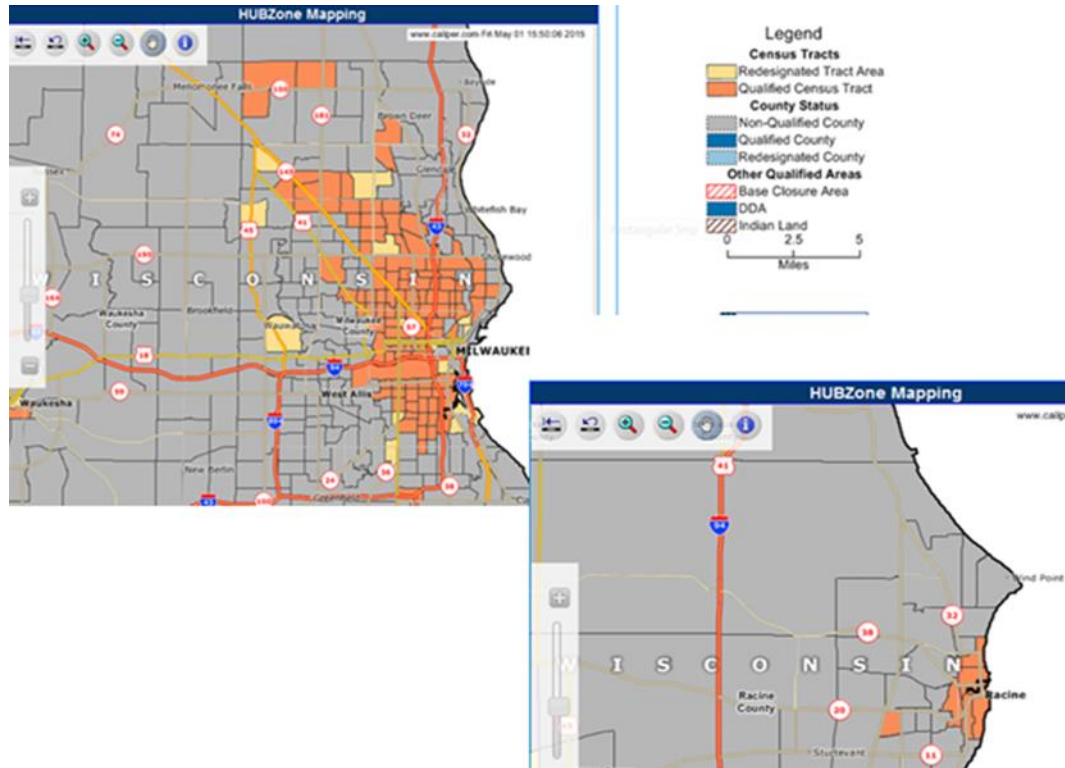
# Locations of the Hubzones

## HUBZone Map Qualification Data Comes from a Variety of Sources

Census Tracts	Housing & Urban Development (HUD)	adjusted every 5 years
Non-Metropolitan Counties	Bureau of Labor Statistics (employment) Census Bureau (income) HUD (Difficult Development Areas)	adjusted annually
Indian Land	Bureau of Indian Affairs	adjusted as necessary
Base Closure Areas	Defense	adjusted as necessary

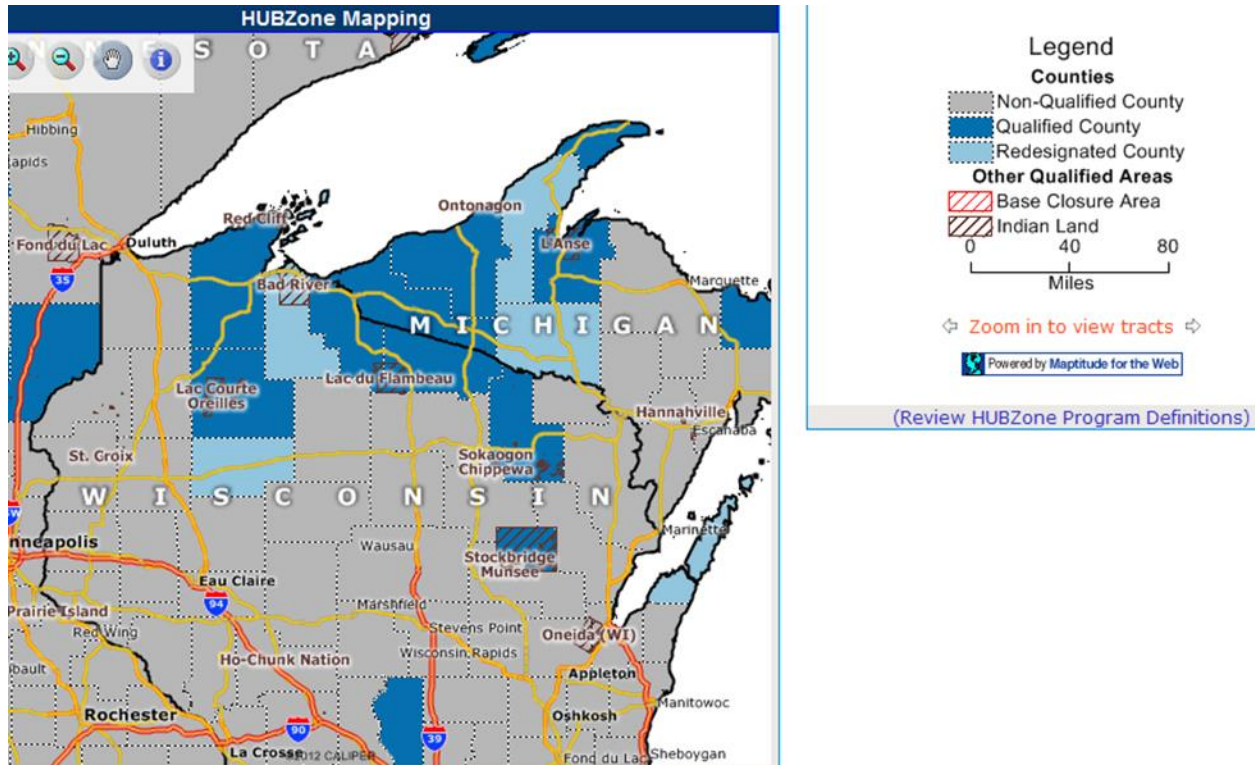
*Since multiple agencies are responsible for providing updated information concerning the HUBZone Map, updates are often performed multiple times per year. This is particularly the case with non-metropolitan county HUBZones, which have three types of qualification data generated by three different agencies. The Small Business Administration is responsible for consolidating the information and maintaining the accuracy of the HUBZone Map.*

# Maps of Hubzones in WI



<http://www.sba.gov/content/hubzone-maps>

# Maps of Hubzones in WI



<http://www.sba.gov/content/hubzone-maps>

# ELIGIBILITY REQUIREMENTS

<https://www.sba.gov/content/applying-hubzone-program>

- Small business (by SBA 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 must be 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

# ELIGIBILITY REQUIREMENTS

- Size:
- At time of application for certification a HUBZone Small Business Concern must meet SBA's size standards for its primary industry classification as defined in 13 CFR --- § 121.201.
- •At time of initial contract offer a HUBZone SBC must be small for the size standard corresponding to the NAICS code assigned to the contract. 13 CFR --- 126.601(b)

# ELIGIBILITY REQUIREMENTS

- Ownership
  - must be directly and unconditionally owned and controlled by at least 51% U.S. citizens - - - 13 CFR 126.200(b) (1)(i)
  - Citizen means a person born or naturalized in the United States. SBA does not consider holders of permanent visas and resident aliens to be citizens - - - 13 CFR 126.103
  - Person means a natural person - - - 13 CFR 126.103
- Control
  - **§126.202 Who does SBA consider to control a HUBZone SBC?**
  - Control means both the day-to-day management and long-term decision-making authority for the HUBZone SBC. Many persons share control of a concern, including each of those occupying the following positions: officer, director, general partner, managing partner, managing member and manager. In addition, key employees who possess expertise or responsibilities related to the concern's primary economic activity may share significant control of the concern. SBA will consider the control potential of such key employees on a case by case basis.

# ELIGIBILITY REQUIREMENTS

- Principal Office
- Principal office must be located within a designated HUBZone
- –*Principal office* means the location where the greatest number of the concern's employees at any one location perform their work - -  
- 13 CFR 126.103
- –For concerns whose “primary industry” is service or construction, 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 - - - 13 CFR 126.103

# ELIGIBILITY REQUIREMENTS

- Residency
- At least 35% of its employees reside in a HUBZone
- –Employee means all individuals employed on a full-time, part-time, or other basis, so long as that individual works a minimum of 40 hours per month. This includes employees obtained from a temporary employee agency, leasing concern, or through a union agreement or co-employed pursuant to a professional employer organization agreement --- 13 CFR 126.103
- –Volunteers ( *i.e.*, individuals who receive deferred compensation or no compensation, including no in-kind compensation, for work performed) are NOT considered employees --- 13 CFR 126.103
- –When determining the percentage of employees that reside in a HUBZone, if the percentage results in a fraction, round up to the nearest whole number --- 13 CFR 126.200
- –SBA defines *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 --- 13 CFR 126.103

# Things to do BEFORE the certification!

- 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).
- 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.).
- 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.)
- 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.

# The certification process

- STEP 1. Review HUBZone frequently asked questions and the HUBZone application guide [www.sba.gov/hubzone](http://www.sba.gov/hubzone)
- STEP 2. Gather what you need (supporting documentation) (application guide and HUBZone website)
- STEP 3. Review and ask questions ([HUBZone@sba.gov](mailto:HUBZone@sba.gov))
- STEP 4. Use the calculator to verify eligibility compliance of PO and 35%
- STEP 5. Access SBA's General Login System (GLS) and update DSBS/SAM as needed
- STEP 6. Complete and submit the online HUBZone application
- STEP 7. Submit requested supporting documentation within SBA's required deadline. 14 DAYS (#1 Reason of certification delay)
- CRITICAL INFO - do not attempt to complete the actual online HUBZone application until you have reviewed the application guide and gathered all documents you need to complete it

# The certification process

- STEP 1. Review HUBZone frequently asked questions and the HUBZone application guide <https://www.sba.gov/hubzone>
- Primer transcript:
- [https://www.sba.gov/sites/default/files/files/HUBZone\\_Primer\\_transcript.pdf](https://www.sba.gov/sites/default/files/files/HUBZone_Primer_transcript.pdf)

# The certification process

- STEP 2. Gather what you need (supporting documentation) (application guide and HUBZone website)
- <https://www.sba.gov/content/applying-hubzone-program>
  - Supporting documentation
  - Certificate

# The certification process

- STEP 4. Use the calculator to verify eligibility compliance of PO and 35%
- <https://www.sba.gov/content/applying-hubzone-program>

# The certification process

- STEP 5. Access SBA's General Login System (GLS) and update DSBS/SAM as needed
- <https://eweb.sba.gov/gls>
- <https://eweb.sba.gov/gls/help/sbabusinesspartnersgls-1.pdf>

# Maintaining the certification

- <https://www.sba.gov/content/maintaining-hubzone-certification>
- 1. Notify SBA of any material change that may affect the firm's HUBZone status.
- 2. Recertify HUBZone status every 3 years Although there is no limit to the length of time a firm may qualify as a HUBZone firm, the certification is not a lifetime certification. Every HUBZone firm must recertify every three years to SBA, indicating that it remains a "qualified" HUBZone SBC, 13 CFR § 126.500
  - The recertification to SBA must be in writing and must represent that the circumstances relative to eligibility that existed on the date of certification showing on the List have not materially changed and that the concern meets any new eligibility requirements.

# Resources

- HUBZone Certification <http://www.sba.gov/hubzone>
- HUBZone Maps <http://map.sba.gov/hubzone/maps/>
- Electronic HUBZone Application  
[https://eweb1sp.sba.gov/hubzone/internet/general/dsp\\_enter\\_application.cfm?null=1236867264012](https://eweb1sp.sba.gov/hubzone/internet/general/dsp_enter_application.cfm?null=1236867264012)
- GLS Registration  
[https://eweb.sba.gov/gls/dsp\\_addcustomer.cfm?imappsystypnm=8ASDB](https://eweb.sba.gov/gls/dsp_addcustomer.cfm?imappsystypnm=8ASDB)



# Questions?

# Thank you!

- [benjaminb@wispro.org](mailto:benjaminb@wispro.org)
- (414)270-3600