



**AN APEX ACCELERATOR**

**HUBZONE – MARINETTE AND JACKSON  
COUNTIES**

**February 8 and 9, 2023**

**Presented by Benjamin Blanc, WPI**



# 3 STEPS


- Documentation
- Registering in the General Login System
- Online Application

# To do before!

The screenshot shows the SAM.gov website interface. At the top, there is a browser address bar with the URL <https://sam.gov/content/home>. Below the address bar, a navigation bar includes links for Home, Search, Data Bank, Data Services, and Help. The main content area features the SAM.gov logo and a badge stating "Official U.S. Government Website 100% Free". Two alert boxes are visible: "SAM.gov Maintenance Scheduled Feb 8, 2023" and "Entity Validation Processing Feb 7, 2023". A "Sign In" button is located in the top right corner. The main content is divided into two columns. The left column, titled "The Official U.S. Government System for:", lists several services: Contract Opportunities (was fbo.gov), Contract Data (Reports ONLY from fpds.gov), Wage Determinations (was wdol.gov), Federal Hierarchy (Departments and Subtiers), Assistance Listings (was cfda.gov), Entity Information (Entities, Disaster Response Registry, Exclusions, and Responsibility/Qualification (was fapiis.gov) NEW), and Entity Reporting (SCR and Bio-Preferred Reporting). The right column, titled "Register Your Entity or Get a Unique Entity ID", includes a description and two buttons: "Get Started" and "Renew Entity".

# DOCUMENTATION



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SUPPORT

## HUBZone Supporting Documents Checklist

*Effective Apr 25, 2022*

<https://www.sba.gov/document/support-hubzone-supporting-documents-checklist>

DOWNLOAD .PDF

# DOCUMENTATION

The screenshot shows a PDF viewer interface. The top toolbar includes navigation and zoom controls. The left sidebar contains a table of contents for the document. The main content area displays the title and a checklist of required supporting documents.

**U.S. Small Business Administration HUBZone Program**  
SUPPORTING DOCUMENT REQUIREMENTS FOR ALL BUSINESS STRUCTURES

**HUBZone Program Required Supporting Documents Checklist**

Click on each of the documents listed below for specific instructions.

**Part 1: Principal Office Requirements**

- [Firm Location and Employee Information](#)  
[Eligibility Workbook Tool](#) OR [Firm Location and Employee List](#)
- [Lease/Rental Agreement/Deed](#)
- [Utility Bill](#)
- [Payroll Records](#)

**Part 2: HUBZone Employee Residency Requirements**

- [Proof of HUBZone Residency](#)
- [HUBZone Maps of HUBZone Employees' Addresses](#)

**Part 3: Ownership and Verification Requirements**

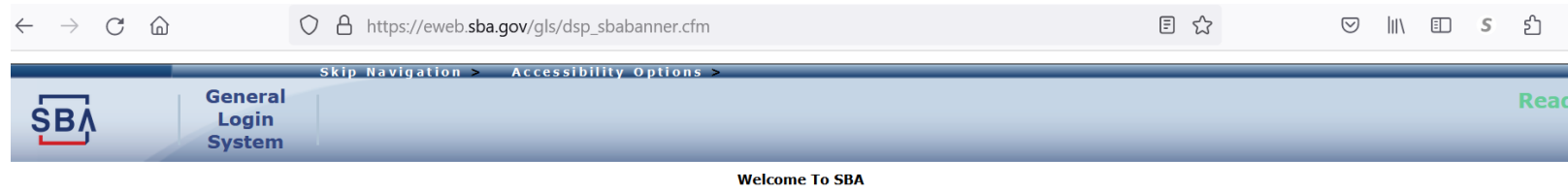
- [Proof of Citizenship](#)
- [Corporate Documents](#)

# DOCUMENTATION

- Group the documents according to the eligibility criterion to which they relate
- Name each PDF file with the Application Number and the corresponding heading:
  - Application XXXXX – Principal Office.pdf
  - Application XXXXX – 35% HUBZone Residency.pdf
  - Application XXXXX – Ownership and Control.pdf
  - Application XXXXX – Signature Sheet.pdf

# Registering in the General Login System

[https://eweb.sba.gov/gls/dsp\\_sbabanner.cfm](https://eweb.sba.gov/gls/dsp_sbabanner.cfm)



**SUBNET PUBLIC USERS : Please click [here](#) to proceed**

**\*\*\*\*\*Warning\*\*\*\*\***

- You are accessing a U S Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.
- Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties.
- By using this information system, you understand and consent to the following:
  - You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.
  - Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
  - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except SBA's Chief Information Officer.

Cancel

I Agree



February 07, 2023

The WOSB and EDWOSB certification applications have been moved to certify.sba.gov. To access the new system, please [CLICK HERE.](#)

- [Forgot User ID?](#)
- [Forgot or Expired Password?](#)

GLS Instructions for:

- [Banking Partners](#)
- [Small Businesses](#)
- [SBA Employees and SBA Contractors](#)
- [Create New SBA GLS Account](#)
- [Contact Program Offices](#)

**Thank you for contacting the U. S. Small Business Administration. If you are a lender or technical specialist looking for information for access to SBA loan systems, please visit [www.sba.gov](http://www.sba.gov). Relevant information is being added daily. We appreciate your patience as SBA manages the high volume of inquiries and work to provide accurate and timely information for all stakeholders.**

**Starting May 17, 2021, [Entrepreneurial Development Management Information System] EDMIS will be retired in GLS and moved to a new interface and login. Users will now access the application through SBAConnect via the following URL <https://connect.sba.gov>**

### SBA Account Login

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**User ID**

**Password**

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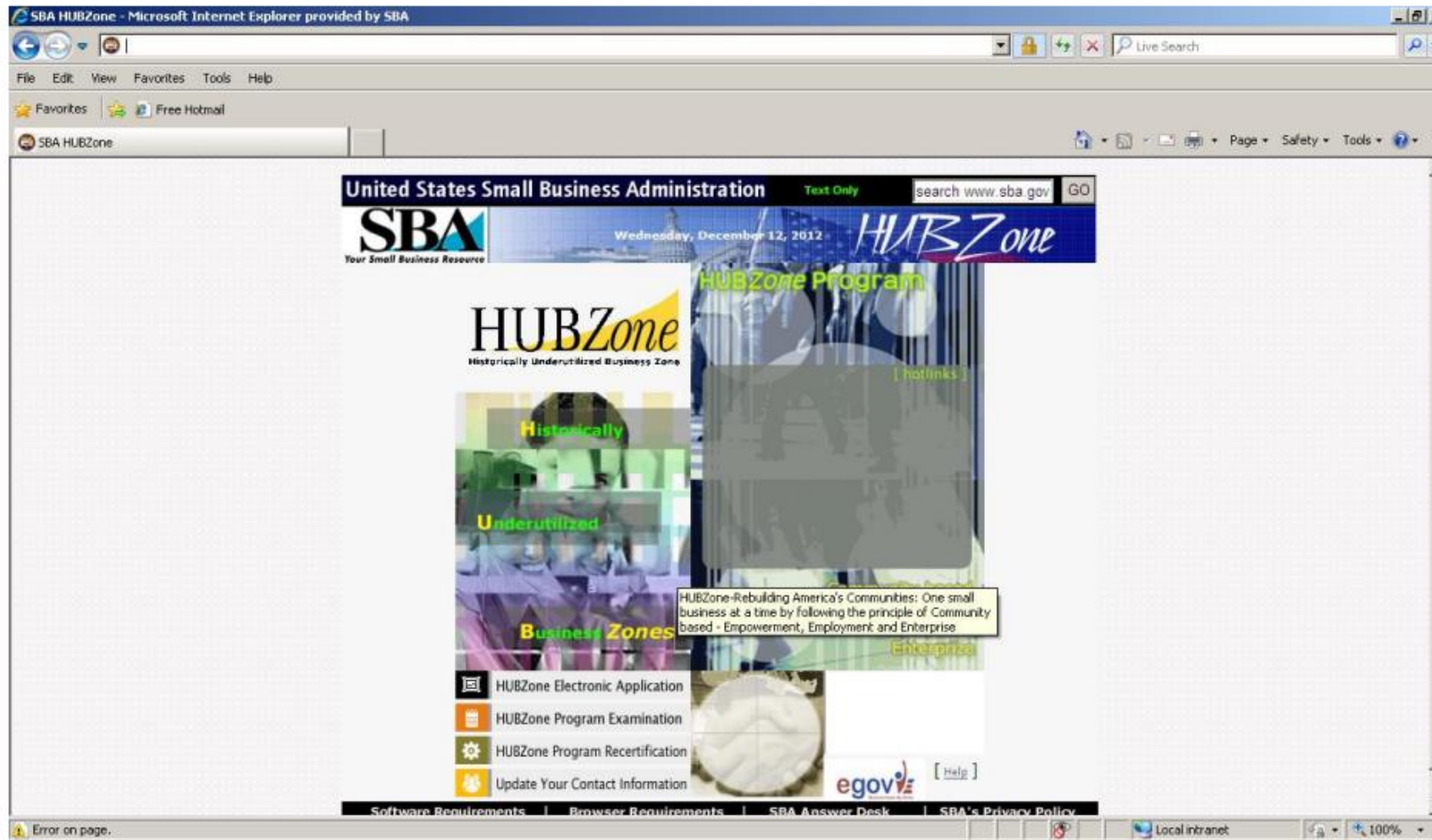
[Text Only](#)

# Registering in the General Login System

- Create an Account
- Add your Business
  - Provide Your business' EIN/SSN and UEI information, must match what is in SAM.GOV
- Request Application Access to HUBZone
  - Business must be entered into SAM.GOV prior to requesting access to the HUBZone module

# ONLINE APPLICATION

- Select HUBZone Electronic Application



# ONLINE APPLICATION

- Start the application process

The electronic Application has 6 sections:

- [Section A – Location in Qualified HUBZone](#)
- [Section B – General Business Information](#)
- [Section C – Ownership and Control](#)
- [Section D – Financial Information](#)
- [Section E – HUBZone Employment Statement](#)
- [Section F – Affiliation](#)
- [Notice of Verification](#)

# ONLINE APPLICATION

## Section D – Financial Information:

- In this section of the application, we request that you give us a financial profile of your firm so that we can track and evaluate its performance in the HUBZone Program.
- Balance sheet information must be taken directly from financial statements for your firm's most recently ended fiscal year, and annual receipts and net profit must be taken directly from your firm's Federal tax return for that year
- These statements must be available for HUBZone analysts to review.
  - • Fiscal Year Ending Date (Date the concern's accounting books are closed for the year)
  - • Tax Return Filing Date (Most Recent Federal Tax Return )
  - • Current Assets
  - • Fixed Assets
  - • Other Assets
  - • Total Assets
  - • Current Liabilities
  - • Long Term Liabilities
  - • Total Liabilities
  - • Net Worth
  - • Total Receipts
  - • Net Profit

# ONLINE APPLICATION

- FINISH – SUBMIT THE APPLICATION

HUBZone - Applying For The HUBZone Certification - Microsoft Internet Explorer provided by SBA  
https://enlisp.sba.gov/hubzone/internet/application/dsp\_apps\_new\_summary\_page2\_application.cfm

File Edit View Favorites Tools Help

HUBZone - Applying For The HUBZone Certification

OMB Approval No. 3245-0030  
Expiration Date: 10-31-2012

3. Move cursor over a task to see status of the task.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

Your session will time out in 59:54

**Step 4** Download COMPLETED Application

- Your HUBZone Application has been submitted. The application number is **32976**
- You must now view your COMPLETED application and make sure that all the information appearing is accurate.
- You can **Edit Your Application** as many times as you want before responding to the 'Electronic Verification'. Once we receive the Electronic Verification, we will not allow you to make further edits to the application.
- To view your COMPLETED application, click the 'display my application' button below. We strongly recommend you Save & Print the Application for your records.

**display my application**

**Step 5** Check List

- Have you printed out your completed application? If not, print and retain it now for your records.
- In order for us to further proceed with your application, you must ensure that the officer of the applicant firm identified by you in Step 3 completes the 'Electronic Verification' process using the information provided in the E-mail notification sent to him/her. If this is not done within 10 calendar days, your application will be 'Deleted.'
- Click FINISH to proceed.

**FINISH**

SBA Form 2103 (10/31/2012)

Session will time out in: 59:54

Local intranet 75%

# ONLINE APPLICATION

- Once the application is submitted, you will receive an application number.
- Add the number to each of your document
- There is a second step: Verifying

# ONLINE APPLICATION

The screenshot shows the SBA HUBZone application status page. The browser title is "HUBZone - Applying For HUBZone Certification - Microsoft Internet Explorer provided by SBA". The address bar shows the URL: [https://enilesp.sba.gov/hubzone/inknet/application/dsp\\_apps\\_home.cfm](https://enilesp.sba.gov/hubzone/inknet/application/dsp_apps_home.cfm). The page features the SBA logo and the HUBZone logo. A main menu includes "HUBZone Electronic Application - Main Menu". The application status is listed as follows:

- Application: 32971** - Your application has been withdrawn due to a lack of response for information/documentation. This reflects status as of Thursday, November 15, 2012.
- Application: 32972** - Your application has been withdrawn due to a lack of response for information/documentation. This reflects status as of Friday, November 16, 2012.
- Application: 32973** - Your application has been withdrawn. This reflects status as of Friday, November 16, 2012.
- Application: 32975** - Your application has been withdrawn. This reflects status as of Wednesday, December 12, 2012.
- Application: 32976** - Your application has been received, but may not meet eligibility criteria. If you filed electronically, please respond to the HUBZone email notice immediately. If you filed using paper, please mail us your completed signature page. This reflects status as of Wednesday, December 12, 2012.

Below the application list, there are links for "Edit Your Application", "Authorize Application Process Page", and "Cancel Your Application". At the bottom, it says "SBA Form 2103 (10/31/2012)" and provides navigation links for "Contracting Officer Resources", "What's New", "Contracting Assistance", "Who We Are", "Frequently Asked Questions", "Library & Resources", "Contacts", "Are You In a HUBZone?", and "Certified HUBZone Concerns".

The screenshot shows the SBA HUBZone program homepage. The browser title is "SBA HUBZone - Microsoft Internet Explorer provided by SBA". The address bar shows the URL: [https://enilesp.sba.gov/hubzone/inknet/application/dsp\\_apps\\_home.cfm](https://enilesp.sba.gov/hubzone/inknet/application/dsp_apps_home.cfm). The page features the SBA logo and the HUBZone logo. The main content area includes a "HUBZone Program" section with a "Historically Underutilized Business Zone" banner. Below this, there are links for "HUBZone Electronic Application", "HUBZone Program Examination", "HUBZone Program Recertification", and "Update Your Contact Information". The page also includes a search bar and a "GO" button.



# ONLINE APPLICATION

A firm applying for HUBZone certification has three business days from the Electronic Verification Date to upload the supporting documentation into SBA's secure file sharing system.

# ASSISTANCE

- [www.wispro.org](http://www.wispro.org) or 414-270-3600
- HUBZone Help Desk at [hubzone@sba.gov](mailto:hubzone@sba.gov)
- Open calls every Tuesday and Thursday from 2–3 p.m. ET via toll free number: 208-391-5817; Conference ID: 278 449 067
- Tips, tools, fact sheets, and frequently asked questions (FAQs): [www.sba.gov/hubzone](http://www.sba.gov/hubzone)

# Contact Information

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