

HUBZone Electronic Application and Authorization  
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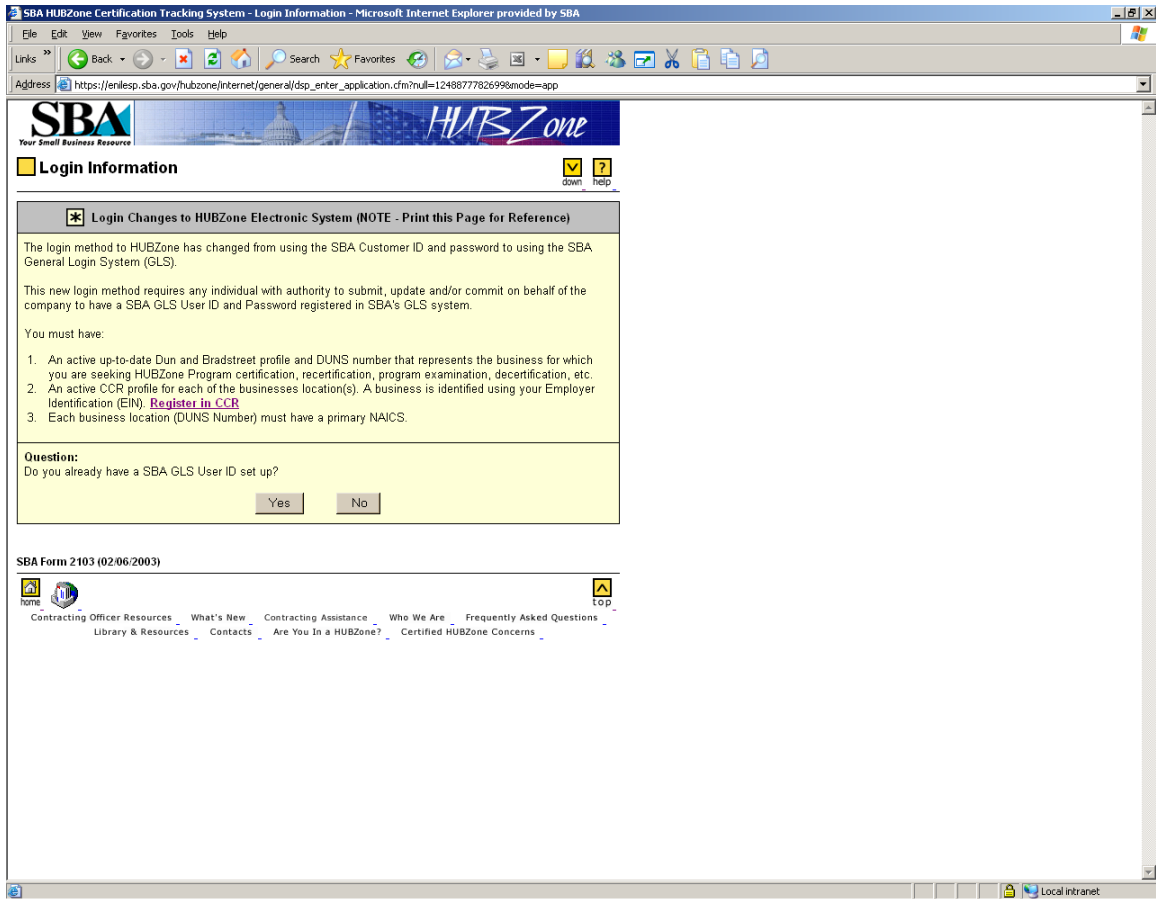
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1. Delete "Decertification" in the first sentence.
2. Change the expiration date to 7/31/2009 on all pages.
3. ADD OMB Disclosure Statement below under the last sentence.  
**PLEASE NOTE: The estimated burden for completing this form is 3 hours per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington D.C. 20416 and Desk Officer for the Small Business Administration, Officer of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503. OMB Approval (3245-0320). PLEASE DO NOT SEND FORMS TO OMB.**
4. Add "SBA Form 2103" to each page in the application.


HUBZone - Applying For HUBZone Certification - Microsoft Internet Explorer provided by SBA


File Edit View Favorites Tools Help

Links >> Back Forward Stop Home Search Favorites Refresh Print Mail Print Print Print




Address https://enilesp.sba.gov/hubzone/Internet/general/dsp\_gls\_hubzone.cfm

---

 **SBA**  
Your Small Business Resource

 **HUBZone**

---

**HUBZone Electronic Application**     
down back help



---

**\* GLS For HUBZone Business?**

Is your SBA GLS User ID set up for each business for which you are seeking HUBZone Program certification, recertification, program examination, decertification, etc.? A business is identified by Tax Identification Number (TIN) or Employer Identification Number (EIN).

---

**SBA Form 2103 (02/06/2003)**

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[Contracting Officer Resources](#) [What's New](#) [Contracting Assistance](#) [Who We Are](#) [Frequently Asked Questions](#)  
[Library & Resources](#) [Contacts](#) [Are You In a HUBZone?](#) [Certified HUBZone Concerns](#)

Done Local intranet

Remove the word “decertification” and change the expiration date to 7/31/2009 on all pages.


HUBZone - Applying For HUBZone Certification - Microsoft Internet Explorer provided by SBA


File Edit View Favorites Tools Help

Links >> Back Forward Stop Refresh Home Search Favorites Print Mail News RSS Feeds





Address [https://enilesp.sba.gov/hubzone/internet/general/dsp\\_proceed\\_hubzone.cfm](https://enilesp.sba.gov/hubzone/internet/general/dsp_proceed_hubzone.cfm)

---


 **SBA**  
Your Small Business Resource

 **HUBZone**

---

 **HUBZone Electronic Application**     
down back help




---

 **Proceed With HUBZone Application**


1. When you click Continue below, you will be taken to the "General Login System - Choose Function" page of the General Login System after a successful login.
2. Under the "Applications available with the present login" you should see a "HUBZone" hotlink.
3. If you do not see the "HUBZone" hotlink, you will need to return to the [Have SBA GLS User ID?](#) on this page and review and following the instructions to insure you have the "HUBZone" hotlink available to you.

---

**SBA Form 2103 (02/06/2003)**

    
home top

[Contracting Officer Resources](#) [What's New](#) [Contracting Assistance](#) [Who We Are](#) [Frequently Asked Questions](#)  
[Library & Resources](#) [Contacts](#) [Are You In a HUBZone?](#) [Certified HUBZone Concerns](#)

Done  Local intranet

Change "insure" to "ensure" in the 3<sup>rd</sup> sentence.



## **Instructions to register an SBA GLS User ID (NOTE - Print this Page for Reference)**

You will need to set up an SBA GLS User ID for any individual with authority to submit, update and/or commit on behalf of the company. In your SBA GLS profile, you will need to identify each business for which you are seeking HUBZone Program certification, recertification, program examination, decertification, etc. A business is identified using its Tax Identification Number (TIN) or Employer Identification Number (EIN).

Follow these steps to set up your SBA GLS User ID profile:

1. You will first establish or modify your SBA GLS User profile that identifies you to associate your SBA GLS User profile to one or more of your business for which you will be seeking or maintaining HUBZone Certification.
2. You will establish or modify your SBA GLS User profile using your 'SBA GLS User ID' of your choice which must be between 8 and 15 characters.
3. You will complete the information in the SBA GLS User profile and submit the profile.
4. You will receive an e-mail that will provide you with a temporary SBA GLS User Password. Use that password to log back into GLS. Once in GLS, you will be required to change the password using the guidelines below:
  - Must be minimum of 8 characters.
  - Must contain at least three of the following four properties
    - At least one upper case letter A, B, C, ... Z
    - Lower case letters a, b, c, ... z
    - Numerals 0, 1, 2, ... 9
    - Special characters { } [ ] < > : ? | \ ` ~ ! @ \$ % ^ & \* \_ - + =
5. Next, associate your SBA GLS User ID to each business for which you are seeking HUBZone Program certification, recertification, program examination, decertification, etc. To accomplish this you will need to:
  - A. Select the 'Profile' tab or select 'Update Profile.'
  - B. Scroll to the bottom of page and below the Business Information line select Yes for the Add New Business.
  - C. Enter the EIN (TIN) and DUNS for each business. NOTE: For a HUBZone Business, both are

- required.
- D. Select "Submit" after entering both.
- E. Continue this process until all businesses have been entered for your profile.
6. You will need to associate your SBA User ID to the HUBZone Certification Program by doing the following:
- A. Select the 'Access' tab
  - B. Scroll down to the "Historically Underutilized Business Zones" line
  - C. Click on the folder icon
  - D. Check the box by "Firm applying for HUBZone certification"
  - E. In the drop down box, select the EIN and DUNS that represents the business for which you are seeking HUBZone Program Certification.
  - F. The "HUBZone Certification Application" option will now appear on your Choose Function page.
  - G. You will also receive an e-mail stating that you have successfully updated your profile.
7. You are now ready to start the HUBZone Action or Inquiry.
8. Click "Start Registration" link below to open the SBA GLS profile information page.

**[Start Registration](#)**

**Remove the word "decertification" in the first paragraph and in sentence number 5..**

**SBA Form 2103 (02/06/2003)**

---



Request GLS Account - Microsoft Internet Explorer provided by SBA

File Edit View Favorites Tools Help

Links » Back Forward Stop Home Search Favorites

Address [https://enile.sba.gov/gls/dsp\\_addcustomer.cfm?IMAPPSYSTYPNM=HubZone](https://enile.sba.gov/gls/dsp_addcustomer.cfm?IMAPPSYSTYPNM=HubZone)

U.S. Small Business Administration  
**TEST**  
Your Small Business Resource

Help

General Login System

- GLS Login

Street 1:

Street 2:

City Name:  (State)

Phone Number: (Country) (Area Code) (Phone Number) (Extension)  
(US is 1) (999-9999)

E-Mail Address:

Re-enter E-Mail:

EIN/SSN:   EIN(99-9999999)  SSN(999-99-9999)

DUNS:

Reset Clear Submit

Last modified: 02/18/2009 12:00:00 AM

[First Gov](#) [E-Gov](#) [Regulations.gov](#) [White House](#)

[\\* Privacy & Security](#) [\\* Information Quality](#) [\\* FOIA](#) [\\* No Fear Act](#) [\\* ADA](#)

SBA Processing: 0.241 seconds

Done Local intranet

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Remove the word “decertification” from the first paragraph.

System Login - Microsoft Internet Explorer provided by SBA

File Edit View Favorites Tools Help

Links Back Search Favorites

Address https://enle.sba.gov/gls/dsp\_login.cfm

U.S. Small Business Administration  
**TEST**  
Your Small Business Resource

Help

General Login System July 29, 2009 V:3.8

- [Forgot User ID?](#)
- [Forgot Password?](#)
- [Instructions for GLS](#)
- [Request SBA User ID](#)
- [Contact SBA Security](#)

SBA Account Login

User ID:

Password:

---

[Text Only](#)

Last modified: 01/09/2009 12:00:00 AM

[First Gov](#) [E-Gov](#) [Regulations gov](#) [White House](#)

\* Privacy & Security \* Information Quality \* FOIA \* No Fear Act \* ADA

SBA Processing: 0.115 seconds

Done Local intranet

Advisory



 **Please be advised**



**ADVISORY**

1. **SECURITY SETTINGS:** Your 'Internet Service Provider' (ISP) or your internet browser may have the Security/Privacy settings preset to a level that might NOT allow the HUBZone System to perform correctly. Before you attempt to log in, please select this link '[How to verify my browser settings?](#)' and make sure you have the right settings. After you establish that you have the right settings you may log in and complete the required steps.
2. **BROWSER REQUIREMENTS:** This application was originally developed for use on Microsoft Internet Explorer or Netscape versions less than 6.x. It is currently being updated to work with more modern browsers, but please be aware that this website may experience some minor issues with other browsers, such as Firefox, Safari, or versions of Netscape 6.x and above.

Our form uses Pop-Ups which are by default blocked by the **Windows XP** operating system. To enable our form to work correctly, please select this link '[Block Pop-up Windows with Internet Explorer](#)' and follow the instructions under "To change Pop-up Blocker settings."

**\* To see/modify your Browser settings follow the instructions below:**

- A.
1. **For Internet Explorer Users:** From your Internet Explorer's Tool Bar, select the *Tools \ Internet Options \*
    - Using the 'Security' TAB: Change the Security level to 'Default.'
    - Using the 'Privacy' TAB: Change the Privacy level to 'Medium.'
    - [MORE HELP](#)
    - After modifying the settings, **close the browser and start over.**
  2. **For Netscape Users:** Using the *Edit \ Preferences \ Privacy & Security \*
    - Using the 'Cookies' option: Enable cookies for the origination web site only.
    - [MORE HELP](#)
    - After modifying the settings, **close the browser and start over.**
- B. If 'A' and/or 'C' do NOT apply in your case, then please talk to your 'Internet Service Provider' (ISP) and ask how the Security/Privacy settings can be changed to permit use of 'session variables' that are required for completion of this HUBZone Application.
- C. If 'A' and/or 'B' do NOT apply in your case, then please talk to your 'Network Administrator' and ask how the Security/Privacy settings can be changed to permit use of 'session variables' that are required for completion of this HUBZone Application.

**NOTE:** It is recommended that you revert back to your original 'Security/Privacy' settings after completing this HUBZone Application.

[Continue](#)

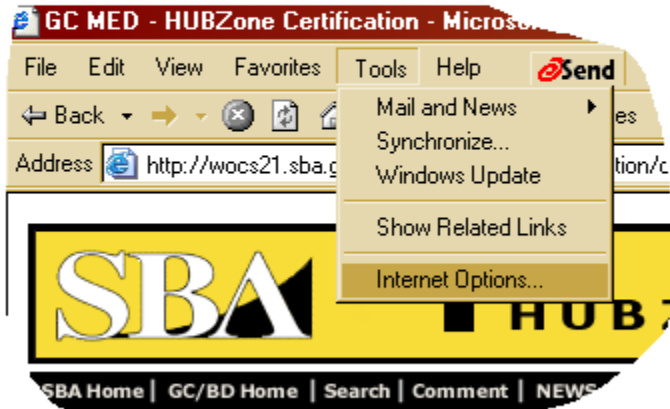
## Links and Pop-Ups

### The *More Help* link for Internet Explorer Users

# help

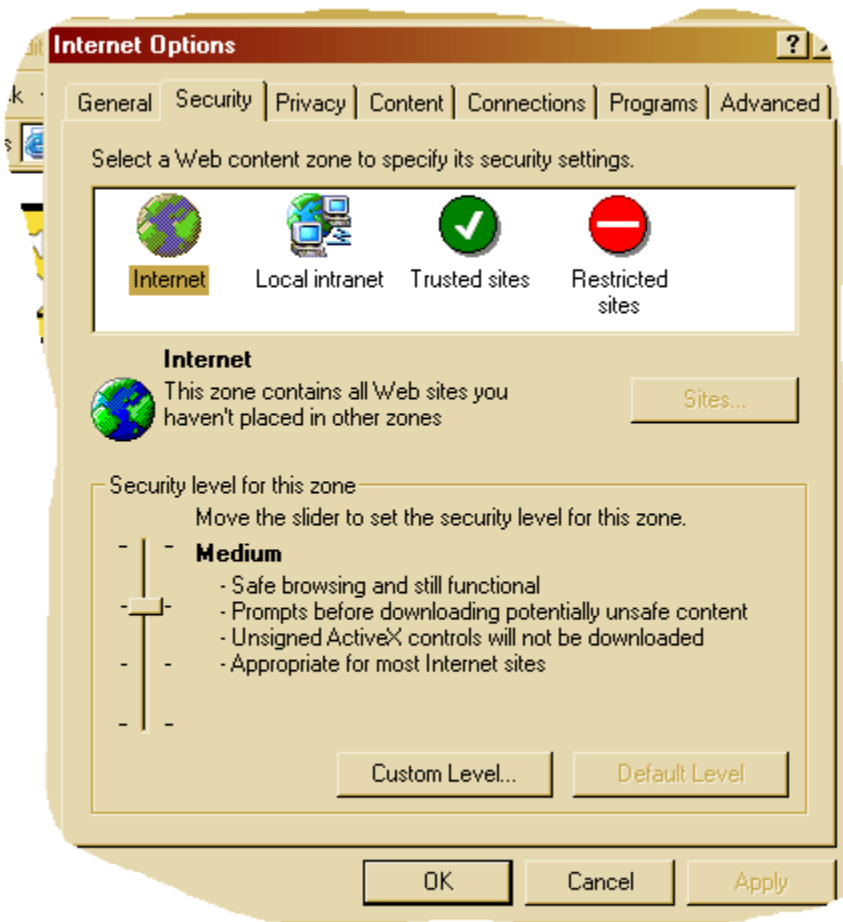
## How to FIX the problem

From your Internet Explorer's (web browser) tool bar, select 'Tools \ Internet Options'



[Next](#)

From Internet Options, select 'Security' TAB.  
Change the Security level to 'Default' or 'Medium.'



[Next](#)

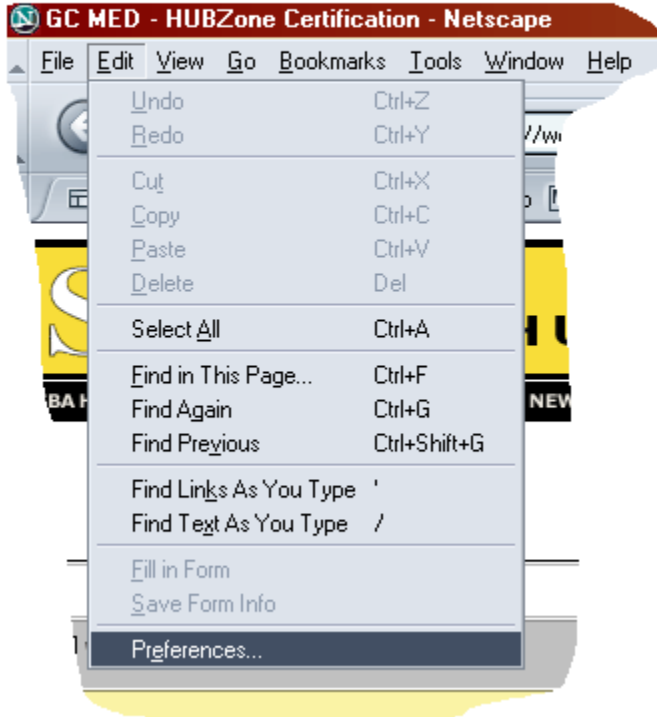
## The *More Help* link for Netscape Users

**help**

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### How to FIX the problem

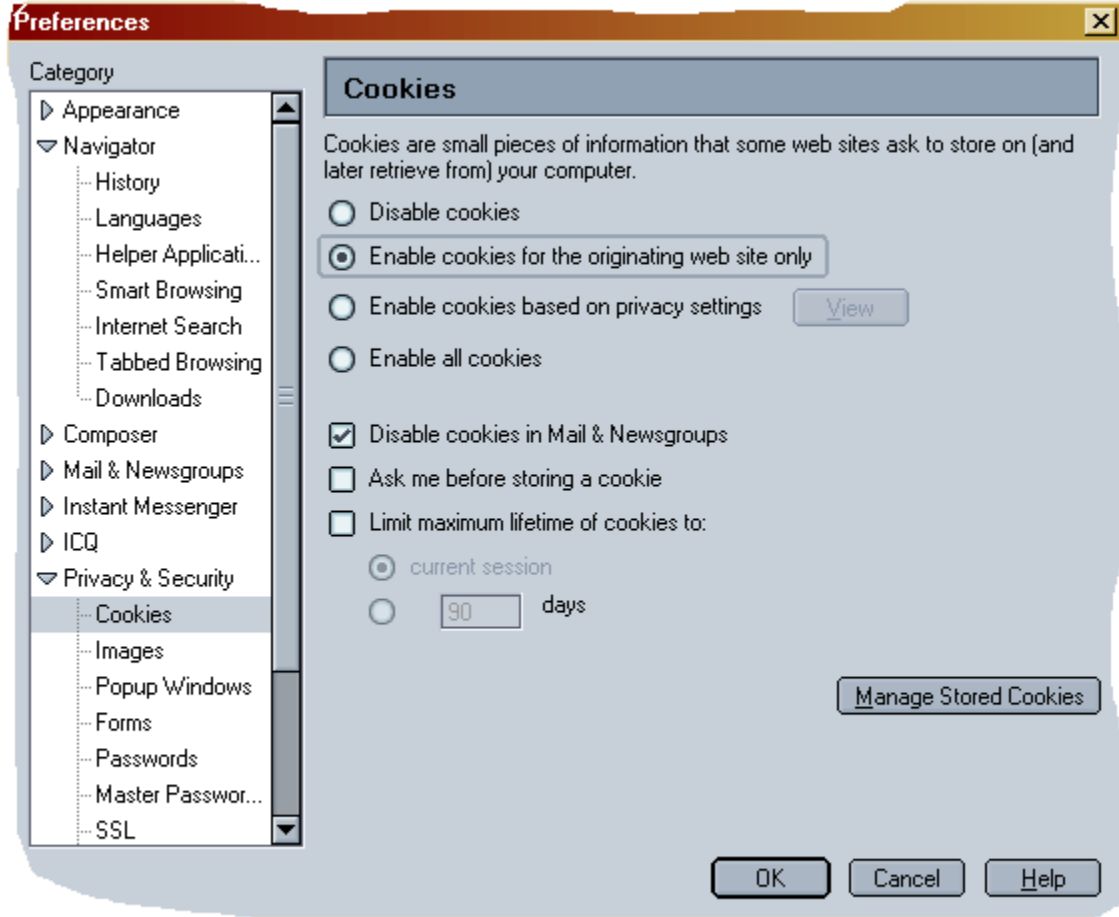
From your Netscape's (web browser) tool bar, select 'Edit \ Preferences'



[Next](#)

From Preferences, select 'Privacy & Security \ Cookies'.

Now select 'Enable cookies for originating web site only' option and then select 'OK' button.



Close the Netscape browser and start over.

**If you are using Internet Explorer browser, see MORE HELP under 'How to FIX the problem.'**



**Please be advised**



### MAP ADVISORY

The HUBZone online maps will, in some cases, display a different status than what the certification system's embedded maps will display. We are aware of this and are proceeding with a major update of the certification system to accommodate all the recent changes in HUBZone mapping brought about by geographical enhancements to the HUBZone Act of 1997.

**IF YOU DO NOT AGREE WITH THE SYSTEM-GENERATED MAPPING PLACEMENT FOR A PARTICULAR ADDRESS**, the certification system contains a text box that allows you to explain the reason for your disagreement. Your concern is entered as part of the certification form and you are encouraged to use that text box option. The HUBZone analyst staff routinely checks this element of the online certification form and will thoroughly research any expressed concern.

Thank you for your patience as we work to improve the HUBZone online certification form.

**Continue**

**Cancel**



## Start Application Process



**Start Application Process**



It is recommended that you read the [HUBZone Program Guide](#) and review all regulatory hot links in each section as you complete the application.

The HUBZone application involves FIVE [5] steps. Carefully follow each step.

### Step 1

[Verify if in HUBZone](#) [Need help?](#)

[ Optional Step ]

Part of the eligibility criteria of the program is that the concern's [Principal Office](#) be located in a qualified HUBZone and at least 35% of its [employees](#) reside in a HUBZone. To determine if the concern's principal office (the location where the greatest number of the concern's employees at any one location perform their work) is located in a HUBZone and if your employees reside in a HUBZone, you must:

- Select **Verify if in HUBZone**.
- Fill out the on-line form, which asks you for the street address, city, state and ZIP code of the location.
- Select Submit.

The system will automatically tell you if your business and/or your employee(s) are in an eligible area.

**Please select 'Continue' button below and answer the questions that follow.**

Continue

1. Add "(except for tribally owned concerns)" "after part of the eligibility criteria".
2. Add a "period" and remove the parenthesis after "work)" and two spaces.
3. Add "However, for those concerns whose "primary industry" (see 13 CFR 121.107) is service or construction (see 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.)" After "work".
4. Both the [Principal Office](#) and [employees](#) link should be directed to <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=09c8010ea4b7e47866b2e23bffcbbfacb&rgn=div5&view=text&node=13:1.0.1.1.20&idno=13> .

### Links and Pop-Ups

The *employees* Link will take you to the Electronic Code of Federal Regulations site.

### **The *Principal Office* Link**

This is the section linked to in the Application Program Guide. The Guide can be found in full in the appendix.

#### **6. The Electronic Application:**

##### **Section A – Location in Qualified HUBZone:**

The information in this section of the application is required for HUBZone analysts to determine whether your firm's principal office is located in a HUBZone. The answers to most of these questions will be extracted automatically from the information you've already entered in the DSBS database. Review this section carefully. If it is inaccurate, you must return to the firm's profile in CCR and correct it. The concern's name as entered here should be exactly as it appears on your firm's legal instruments, such as articles of incorporation, business license, or partnership agreements. Address information will be extracted automatically from what you enter on SBA's HUBZone Address Screen. It should be the correct street address of your firm's principal office. (Remember, your firm's principal office is the place where the greatest number of your employees, at a single location, performs their work.) If the information on this screen is inaccurate, you should return to the firm's CCR profile to correct it.

A determination on whether your firm's principal office is located in a HUBZone will be generated automatically by mapping software based on the information entered on the HUBZone Address Screen.

- HUBZone Principal Office Address
- Mailing Address
- Map Plot of principal office location

### **The *Need Help?* Link**

## HUBZone OnLine Certification

- [Starting the application process.](#)
- [What are the steps to becoming HUBZone certified?](#)
- [Verify if in HUBZone.](#)
- [Register on SBA Supplemental Page.](#)
- [Apply for HUBZone certification.](#)
- [How to navigate this page and use buttons.](#)

### Starting the application process.

To be awarded contracts under the HUBZone program,

1. Your concern must first meet HUBZone eligibility requirements,
2. Be certified by the U.S. Small Business Administration (SBA) as a qualified HUBZone small business, and
3. Be listed on SBA's 'List of Qualified HUBZone SBCs' and in SBA Supplemental Page database.

For SBA to certify your concern, we must analyze some factual information about it.

For more information, see the [HUBZone Program Application Guide](#).

### What are the steps to becoming HUBZone certified

The first step is to **Verify If In HUBZone**. Your principal office and at least 35% of your employees must reside in a qualified HUBZone. A principal office is the location where the greatest number of the concern's employees at any one location perform their work. If your concern's principal office is found not to be in a HUBZone, you are ineligible to participate based on your current location. However, if you choose to relocate your concern's principal office and you meet the other requirements, you may be eligible to participate.

Secondly, you must **Register in SBA Supplemental Page**. SBA Supplemental Page is a premier marketing tool for small business concerns seeking to do business with the Federal government. It is also the authoritative source that Federal agencies check to determine if businesses have been certified by SBA as qualified HUBZone SBCs and eligible to receive contracts under the program. SBA Supplemental Page also will be used by Federal contracting officers to conduct market research and to determine the type of acquisition strategy they may use to solicit HUBZone SBCs.

Lastly, **Apply for HUBZone Certification** by filling out the on-line application. For the SBA to certify your firm, we must analyze some factual information about it. We've developed an application form for you to use. In designing the application, we've kept it as simple as possible. **You must finish the application in one sitting. Incomplete applications will not be saved.**

We recommend you read the [HUBZone Program Application Guide](#) before beginning the on-line application.

### Verify if in HUBZone.

Among the key requirements for admission to the HUBZone program is that your concern's principal office (the place at which the greatest number of your employees at a single location perform their work) AND at least 35% of its employees reside in an area which meets at least one of the following tests:

- a qualified census tract (as defined in section 42(d)(5)(C)(ii)(I) of the Internal Revenue Code)
- a qualified "non-metropolitan county" (as defined in section 143(k)(2)(B) of the Internal Revenue Code) with a median household income of less than 80 percent of the State median household income
- a qualified "non-metropolitan county" (as defined in section 143(k)(2)(B) of the Internal Revenue Code) with an unemployment rate of not less than 140 percent of the statewide average, based on US Department of Labor recent data
- lands within the boundaries of federally recognized Indian reservations

To determine if the principal office of your concern is located in a HUBZone and /or if your employee(s) reside in a HUBZone, you must: a) select **Verify If In HUBZone** link; b) fill out the on-line form, which asks you for the Street Address, City, State and ZIP Code of the location and select submit. The computer will automatically tell you if your concern and/or your employee(s) are in an eligible area.

If your principal office is found to be in a HUBZone, the next step is to verify that your concern has a SBA Customer ID and password.

For more information, see the [HUBZone Program Application Guide](#)

1. **Remove all reference of "SBA supplemental page" and replace with "the Dynamic Small Business" on this and all subsequent pages.**
2. **Add "However, for those concerns whose "primary industry" (see 13 CFR 121.107) is service or construction (see 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." After the 2<sup>nd</sup> sentence in the 2<sup>nd</sup> paragraph.**
3. **Add "one of" after "It is also" in the 3<sup>rd</sup> sentence in the 2<sup>nd</sup> paragraph.**
4. **Add "or the United states, whichever is less" after "statewide average".**
5. **Add: a bullet for Qualified base closure area; and Redesignated area after "lands within ....."**

**Register on SBA Supplemental Page.**

In this section, you will reply to some basic questions that will help us identify your concern and communicate with you. The address information that you enter into SBA Supplemental Page must match the address that you entered on the HUBZone Address Screen. If you enter a different address on the Applicant Registration Screen, you will not be able to complete the HUBZone Application. In this event, you will have to go back to the Applicant Registration Screen, and correct the address to correspond to the one that you entered on the HUBZone Address Screen. Some of the information that you provide on the SBA Supplemental Page registration will automatically be entered in Location in a Qualified HUBZone and General Business Information.

For more information, see the [HUBZone Program Application Guide](#).

**Apply for HUBZone certification.**

The HUBZone application is organized into several sections. After you have verified that your concern's principal office is located in a HUBZone and at least 35% of your firm's employees reside in a HUBZone, you will be shown screens that ask a series of questions about your firm, its ownership and management, its employees, and its financial history. We've tried to make the application as simple and straightforward as possible. Each of the questions has a specific purpose in helping us make a determination regarding your concern's eligibility to participate in the HUBZone Program.

For more information, see the [HUBZone Program Application Guide](#).

**How to navigate this page and use buttons.**

Select **Verify If In HUBZone** to see if your principal office and/or your employees are in a qualified HUBZone.

Select **Register in SBA Supplemental Page** to register your concern in SBA Supplemental Page and receive your SBA Customer ID and password.

Select **Apply for HUBZone certification** to begin the on-line HUBZone application.

Use the **Back** button to go to the previously visited page.

Use the **Help** button to obtain context sensitive help at any time.

Use the **Top** button to return to the top of the current page.

The links on the bottom and/or left side will take you out of the HUBZone application and bring you to the corresponding sections of SBA's website.

Use the **Close** button to close this help window.

---

**1. Remove all reference of "SBA supplemental page" and replace with "the Dynamic Small Business" on this and all subsequent pages.**

## The Verify if in HUBZone Link



Are You In A HUBZone



**Note:** As of September 13, 2008, the HUBZone system featured the most current maps for all geographical categories, including **Qualified Census Tracts**.

### Q. What are HUBZone Requirements?

To participate in the HUBZone Empowerment Contracting Program, a concern must be determined to be a "qualified HUBZone small business concern." A firm can be found to be a qualified HUBZone concern, if:

- It is small,
- It is located in an "historically underutilized business zone" (HUBZone),
- It is owned and controlled by one or more U.S. Citizens and
- At least 51% of its employees reside in a HUBZone.

### Q. What is a HUBZone?

A "HUBZone" is an area that is located in one or more of the following:

- A qualified census tract (as defined in section 42(d)(5)(C)(i)(1) of the Internal Revenue Code of 1986);
- A qualified "non-metropolitan county" that is: not located in a metropolitan statistical area (as defined in section 143(k)(2)(B) of the Internal Revenue Code of 1986), and
  - in which the median household income is less than 80 percent of the non-metropolitan State median household income, or
  - that based on the most recent data available from the Secretary of Labor, has an unemployment rate that is not less than 140 percent of the statewide average unemployment rate for the State in which the county is located;
- Lands within the external boundaries of an Indian reservation.
- Lands Difficult Development Area.
- Qualified Base Closure Area (BRACs).
- Redesignated Area.

1. Remove the word "Empowerment Contracting" and change 51% to 35% under What are HUBZone requirements.
2. Remove answers under "What is a HUBZone" and create a hotlink under [See 126.103](#) and remove all bullets.
3. Change the 3<sup>rd</sup> bullet to read "(a) it is at least 51% owned and controlled by U.S. citizens; (b) it is wholly owned by one or more Indian Tribal Governments or owned in part by one or more Indian Tribal Governments provided all other owners are either U.S. citizens or small business concerns.; it is wholly owned by a CDC or in part by one or more CDCs provided all other owners are either U.S. citizens or small business concerns.; (c) it is wholly owned by one or more small agricultural cooperatives organized or incorporated in the U.S. or owned in part by one or more small agricultural cooperatives organized or incorporated in the U.S, provided all other owners are either U.S. citizens or small business concerns.
4. Add, "or the united States which ever is less;" after the unemployment bullet.
5. Remove "lands difficult development area."

#### **Q. How do I determine if an address or area is in a HUBZone?**

We've developed some special mapping software to help you determine if an address or area is in a HUBZone. All you will have to do is click on one of the four hot links below, and follow the instructions. But before you do you should know a few things about navigating maps. Please read the section "How do I navigate HUBZone maps?" at the bottom of the page.

- [To Determine if an Address is Located in a HUBZone](#), enter the Street Address, City, State, and Zip Code, and click the "Search" Button.
- [To Determine What Areas of a State are HUBZones](#), click on the state, or select a state from the pop-up menu.
- [To Determine What Areas of a County are HUBZones](#), enter the name of the county, and select the state from the pop-up menu.
- [To Determine What Areas of a Town are HUBZones](#), enter the name of the town, and select the state from the pop-up menu.

#### **Q. How do I navigate HUBZone maps?**

Once our mapping software has generated a map for you, you can navigate on it. To the left of the map, you will find four "Tool" buttons.

- **Zoom In** - Use this button to display a smaller section of the map in greater detail. For example, with a series of clicks, you can "zoom in" from a map showing a state, to a map showing a county, to a map showing a census tract, to a map showing a street.
- **Zoom Out** - Use this button to display a larger section of the map in less detail. For example, with a series of clicks, you can "zoom out" from a map showing a street address, to a map showing a census tract, to a map showing a county, to a map showing a state.
- **HUBZone Status** - Use this button to determine whether a point on a map is in a HUBZone. If you want to determine if a place that is shown on a map is in a HUBZone, click the HUBZone STATUS button, move the cursor to the point you are interested in, and click. If you want to determine if a point that is not shown on the current map is in a HUBZone, click ZOOM OUT button until you can see the area you are interested in, click the HUBZone Status button, move the cursor to the desired location, and click; then click the ZOOM IN button until the desired level of map detail is obtained.
- **Recenter** - Use this button to "center" the map in another place. If you want to examine another area that is shown on the map, click the RECENTER button, and move the "hand" cursor to the desired location, and click. If you want to examine another area that is not shown on the map, click ZOOM OUT button until you can see the area; click the RECENTER button; move the "hand" cursor to the desired location, and click; then click the ZOOM IN button until the desired level of map detail is obtained.

By using these tools, you can do "top-down" "bottom-up" determinations from virtually any given map. For example if you start with "To Determine What Areas of a County are HUBZones," from the resulting map, you can go to a specific address, zoom down to a census tract, or zoom in a state.

**SBA Form 2103 (02/06/2003)**

---



home



top

Change expiration date to 7/31/2009

## **The HUBZone Program Guide Link**

(The entire program guide can be found in the Appendix)

### **Application Guide to the HUBZone Program**



---

#### **CONTENTS**

- I. [Introduction](#)
  - II. [Background to the HUBZone Program](#)
  - III. [Becoming eligible to receive HUBZone Contracts](#)
  - IV. [Information SBA needs to determine eligibility](#)
  - V. [Submission of application](#)
  - VI. [Starting the application process](#)
  - VII. [Confidentiality and Security considerations](#)
  - VIII. [Completing the application](#)
  - IX. [Processing your application](#)
  - X. [Apply for HUBZone Certification](#)
    - [SBA Customer ID - Password](#)
    - [SBA Supplemental Page Registration](#)
    - [Section A - Location in Qualified HUBZone](#)
    - [Section B - General Business Information](#)
    - [Section C - Ownership and Control](#)
    - [Section D - Affiliation](#)
    - [Section E - Financial Information](#)
    - [Section F - HUBZone Employment](#)
  - XI. [Approved HUBZone Firms](#)
-

I will be guiding you through the application process.  
However, before we start, please read the following:

**Any sensitive information collected in this application is necessary to determine if the business concern applying for HUBZone Certification complies with statutory and regulatory requirements.**

It is recommended that you carefully review the following information before you begin.

- [HUBZone Program Application Guide](#)
- [Small Business Size Standard Information](#)
- [Ownership & Control Information](#)
- [Affiliation Information](#)
- [Financial Information](#)

**Note:** By selecting an item, you will be presented with text explaining the requirement.

You **MUST** complete this application in a single session. While entering data into the application, you must be connected to the Internet. The clock on each application page displays the time remaining for you to complete that page before the session times out. You must complete the page before it times out. Incomplete applications cannot be saved.

Are you ready to proceed with your application?

Yes

No



Links and Pop-Ups

All of the links link to the respective sections in the Program Application Guide. The Program Application Guide can be found in full in the appendix.

Application Step One



Identifying Business Location(s)



Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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**\* Identifying Business Location(s):**

Based on your concern's EIN, we have identified that your concern has following location(s).

No	SBA Customer ID	DUNS No	Address
1	P9302400	999302400	241 E 4th St Suite 105 Frederick MD 21701-3601

**NOTE:**  
If any of the location(s) listed above does not represent any of your offices, please [Contact SBA Supplemental Page help desk](#) to correct your concern's profile(s) before resuming your response process.

**Question:**  
Does your concern have locations other than the ones listed above (excluding temporary job sites for construction and service industries)?

1. Add "the" between "has following".
2. Remove ( ) around the "s" in location; change "does" to "do"
3. Change "SBA Supplemental Page" help desk to "pronet@sba.gov".
4. Change the Expiration Date from 5/31/2009 to 7/31/2009 in the entire application.

*Links and Pop-Ups*

**The Contact SBA Supplemental Page help desk Link**

**help**

---



**SBA Registration Assistance:**

**Web:** <http://pro-net.sba.gov/>

**CCR customer service contact information:**

Toll-Free Number: 1-888-227-2423  
Outside US: 1-616-961-4725  
CCR E-mail: [ccr@dlis.dla.mil](mailto:ccr@dlis.dla.mil)

---

**Laura, the link automatically sends the firm to CCR after explaining the purpose of pronet and its integration with CCR.**

- 1. Change the link to go directly to [pronet@sba.gov](mailto:pronet@sba.gov) (which is the current email address).**
- 2. Change the toll free number to 1 866 606 8220.**

Application Step One (Part II)

Appears after answering Yes to the question in Application Section One Part I

 Registering Other Business Location(s) in CCR




 Not Completed  Completed  Current

OMB Approval No. 3245-0320

Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

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

 Register ALL office location(s) in CCR & SBA for your Business Concern:

- In order to complete the HUBZone Application ALL locations(s) for your business concern (excluding job sites for construction and service industries) MUST be registered and active (profile must be updated at least every 12 months) in CCR & SBA.
- You have indicated that you do NOT have ALL location(s) for your business registered in CCR & SBA.
- At this time you can set up a CCR and SBA profile information one at a time by following the instructions below:

**DO THE FOLLOWING:**

**In CCR:**

- Use the DUNs number for each business' location to register the new profile(s).
- If you meet the criteria, identify your concern as a 'Small Business Concern.'
- Provide only 2002 or 2007 [NAICS](#) Code(s) in your SBA Registration Page Information/CCR Registration.  
[Need Help in Selecting your 2002 or 2007 NAICS?](#)
- Towards the end of the CCR registration process, if the business has been determined to be a 'Small Business Concern', you will be prompted to enter some supplemental information for SBA Registration Page Information.

**In SBA Registration Page :**

- On SBA Registration Page, please make sure you identify a 2002 or 2007 NAICS Code as your Primary NAICS.
- When you have finished entering the SBA Registration Page Information, you may **'Return to HUBZone'** and proceed.

- Repeat the above steps until ALL your office location(s) are registered in CCR & SBA.

**Please Note :**

- By clicking the button below you will exit the SBA website completely and will be redirected to the CCR website
- Your hubzone certification session will be ended
- After completing your CCR registration, please wait at least **24** hours before attempting to restart your application for hubzone status

Register in CCR

Previous Question

Start Over

1. On the previous page, Number 4 above, correct the spelling of “supplemental.”
2. Under the Please note, change “hubzone” to “HUBZone”.

\*\*\*\*\*

### **The NAICS Link**

#### **What is a NAICS Code?**

NAICS stands for 'North American Industry Classification System.'

#### **What is NAICS and how is it used?**

The North American Industry Classification System (NAICS pronounced Nakes) is a unique, all-new system for classifying business establishments. Adopted in 1997 to replace the old Standard Industrial Classification (SIC) system, it is the industry classification system used by the statistical agencies of the United States.

It is the first economic classification system to be constructed based on a single economic concept.

To learn more about the background, the development and the difference between NAICS and the SIC, visit the following Census website: <http://www.census.gov/epcd/www/naicsdev.htm>.

### ***The Need Help in Selecting your 2002 or 2007 NAICS? Link***

This link will take you to the census.gov site.

## Application Step Two

 Determining Principal Office



**Caution: DO NOT use the browser BACK button. Use the navigation buttons [Start Over and/or Previous Question] under every question you answer.**

Not Completed  Completed  Current

OMB Approval No. 3245-0320

Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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**\* Collect Employees(s) at each Business Location:**

**Instruction:**  
Please enter the **number of full-time/full-time equivalent employees** at **EACH** of the following **SBA Customer ID** locations.  
**NOTE:** The location(s) listed below should **NOT** account for any employee(s) working at off-site, contract specific location(s) for construction and service industry.

No	SBA Customer ID	DUNS No	Address	No of Full-time/ Full-time Equivalent Employees
1	P0000138	000000138	241 E 4th St Frederick MD 21701	<input type="text" value="11"/>
How many Full-time/Full-time equivalent employees of your concern work at off-site, contract specific location(s) that have NOT been listed above?				<input type="text" value="2"/>

1. Under the NOTE: Remove “working at off-site, ……………” and replace with “that perform the majority of their work a jobsite locations to fulfill specific contract obligations.”
2. Remove “work at off-site contract ……………NOT been listed above” and replace with “perform the majority of their work at jobsite locations”.

Application Step Three

 Confirmation of Principal Office

   
back help


**Caution: DO NOT use the browser BACK button. Use the navigation buttons [Start Over and/or Previous Question] under every question you answer.**

Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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 Identifying [Principal Office](#):

**Determination of Principal Office:**

Based on the number of employees supplied for each location on the previous page, it was determined that the Principal Office location where the greatest number of employees perform their work, is at the location with DUNS No: **000000138**.

We, therefore, have determined that the location with this DUNS is your concern's [Principal Office](#).

If this is correct, please select the 'Continue' button below to proceed.

If this is not correct, please select the 'Previous Question' button below to correct your response.




No	SBA Customer ID	DUNS No	Address	No of Employees
1	▶ P0000138	000000138	241 E 4th St Frederick MD 21701	<b>11</b>
Number of employees of your concern who work at off-site, contract specific location(s) that have NOT been listed above:				<b>2</b>
<b>TOTAL number of employees:</b>				<b>13</b>

1. Remove "We, therefore, have determined that". Capitalize the "T" to read "The location with this DUNS....."
2. Principal Office link should be directed to <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=09c8010ea4b7e47866b2e23bffc6facb&rgn=div5&view=text&node=13:1.0.1.1.20&idno=13>
3. Remove "work at off-site, contract specific locations.....above:" and replace with "who perform the majority of their work at jobsite locations".

### Links and Pop-Ups

The two *Principal Office* links link to their respective sections in the Application Program Guide. The Guide can be found in full in the appendix.

### Application Step Four

 HUBZone Internet Application Form 

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**Caution: DO NOT use the browser BACK button. Use the navigation buttons [Start Over and/or Previous Question] under every question you answer.**

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Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

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

**\* Please verify the BUSINESS NAME below and carefully answer the QUESTION that follows:**

**Legal Business Name** 'New Company 138'

**Question:**  
Does the business name appearing above represent the [Principal Office](#) for your HUBZone Application?

*If the information above is correct, please click 'YES' to continue with your SBA application.*

1. Does the business name appearing above operate out of the Principal\*\*\*\*\*
2. Principal Office link should be directed to <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=09c8010ea4b7e47866b2e23bffcbfab&rgn=div5&view=text&node=13:1.0.1.1.20&idno=13>
3. Add "Only the firm's" in front of "Legal Business Name" and add "may be used to apply for HUBZone certification. SBA will not accept applications submitted using DBAs".

### Links and Pop-Ups

The *Principal Office* link links to its' respective section in the Application Program Guide. The Guide can be found in full in the appendix.

## Application Step Four (Part II)

Screen appears after clicking No in Application Section Four.



HUBZone Online Certification



**Caution: DO NOT use the browser BACK button. Use the navigation buttons [Start Over and/or Previous Question] under every question you answer.**

Not Completed  Completed  Current

OMB Approval No. 3245-0320

Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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**\* Please Update your CCR profile with Business Name**

**Need to correct Business Name?**

<b>Address:</b>	<b>Street:</b> 241 E 4th St <b>City:</b> Frederick <b>State:</b> MD <b>ZIP:</b> 21701
-----------------	---

**Instructions:**

1. Select the 'Update Profile in CCR and SBA Supplemental Page' button below.
2. You will be automatically directed to the CCR web site. When you get there, enter the appropriate name in the 'Doing Business As' field.
3. Ensure that your profile has the following:
  - a '2002 or 2007 NAICS' which represents your primary business in your CCR profile. [Need Help in Selecting your 2002 or 2007 NAICS?](#)
  - complete and correct address. Your address in the profile is as displayed above.
4. Save your changes.
5. Wait **48 hours** to allow us to process this information, then come back to the HUBZone web site at [www.sba.gov/hubzone](http://www.sba.gov/hubzone) to re-start the HUBZone application process.

**1. Remove reference to “SBA supplemental Page” and replace with “Dynamic Small Business Search Page”.**

**2. Change “48 hours” to “24 hours”**

### Links and Pop-Ups

The *Need Help in Selecting your 2002 or 2007 NAICS?* link links to the census.gov site. The *Update Profile in CCR* button links to the ccr.gov site.



## Application Step Five



**Caution: DO NOT use the browser BACK button. Use the navigation buttons [Start Over and/or Previous Question] under every question you answer.**

Not Completed  Completed  Current

OMB Approval No. 3245-0320

Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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<b>* Please verify the ADDRESS below and carefully answer the QUESTIONS that follow:</b>	
<b>Business Name:</b>	<b>New Company 138</b>
<b>Address:</b>	<b>Street:</b> 241 E 4th St <b>City:</b> Frederick <b>State:</b> MD <b>ZIP:</b> 21701
<b>SBA Supplemental Page Status:</b>	<b>ACTIVE</b> <input checked="" type="checkbox"/>
<b>Question:</b>	Does the address appearing above represent the <a href="#">Principal Office</a> of <b>New Company 138</b> ?
	<input type="button" value="Yes"/> <input type="button" value="No"/>
	<input type="button" value="Previous Question"/> <input type="button" value="Start Over"/>




1. Change "SBA Supplemental Page Status" to "Dynamic Small Business Search (DSBS) Status".
2. [Principal Office](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=09c8010ea4b7e47866b2e23bffcbbfacb&rgn=div5&view=text&node=13:1.0.1.1.20&idno=13) link should be directed to <http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=09c8010ea4b7e47866b2e23bffcbbfacb&rgn=div5&view=text&node=13:1.0.1.1.20&idno=13>

### Links and Pop-Ups

The *Principal Office* link links to its' respective section in the Application Program Guide. The Guide can be found in full in the appendix.

Application Step Five (Part II)

Screen appears after clicking No in Application Section Five

 HUBZone Online Certification 

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**Caution: DO NOT use the browser BACK button. Use the navigation buttons [Start Over and/or Previous Question] under every question you answer.**

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Not Completed    Completed    CurrentOMB Approval No. 3245-0320  
Expiration Date: 5/31/2009


Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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**\* Principal Office:**

**Question:**  
Based on the employment information you provided the address is your principal location. Is the employment information correct?

**\* No profile representing Principal Office:**



**What's the problem?**  
It is a requirement that the Business Concern Applying for HUBZone Certification must use the SBA Supplemental Page Information that represents [Principal Office](#). Since you stated that you do not have a SBA Supplemental Page Information that represent your Principal Office, you must register a new profile in CCR and SBA Supplemental Page now.

**How to Proceed?**  
Select the **'Register New Profile in CCR and SBA'** button below. It takes you back to Step 2 (Register in SBA Supplemental Page /CCR) of the HUBZone Application Process. Carefully follow the instructions there and register a new profile in CCR and SBA Supplemental Page with another DUNS number.

1. Under What's the problem?, add an "s" after represent.
2. Change "SBA Supplemental Page/CCR" to "Dynamic Small Business Search (DSBS)".
3. Change PRO-Net to DSBS.

Links and Pop-Ups

The *Principal Office* link links to its' respective section in the Application Program Guide. The Guide can be found in full in the appendix.

Application Step Five (Part III)

The screen appears after clicking *Register New Profile in CCR and PRO-Net*.



Apply for HUBZone Certification



Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

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

**\* Register new profile in CCR & SBA Supplemental Page Information for your Principal Office:**

A. You have indicated that you do NOT have a CCR and SBA Supplemental Page Information for your business' 'Principal Office.'

B. At this time you can set up a CCR and SBA Supplemental Page Information by following the instructions below:

**DO THE FOLLOWING:**

**In CCR:**

1. Use your business' [Principal Office](#) address to register the new profile.
2. If you meet the criteria, identify your concern as a 'Small Business Concern.'
3. Provide only 2002 or 2007 [NAICS](#) Code(s) in your SBA Supplemental Page /CCR Registration.  
[Need Help in Selecting your 2002 Or 2007 NAICS?](#)
4. Towards the end of the CCR registration process, if you have identified your concern as a 'Small Business Concern', you will be prompted to enter SBA Supplemental Page Information.

**On SBA Supplemental Page:**

1. On SBA Supplemental Page , please make sure you identify a 2002 or 2007 NAICS Code as your Primary NAICS.
2. Make note of your SBA Customer ID, and password.
3. When you have finished entering SBA Supplemental Page Information, you may **'Return to HUBZone'** and proceed.

Register in CCR

Previous Question Start Over

**1. Remove all reference to “SBA Supplemental Page” and replace with “Dynamic Small Business Search page”**

## Links and Pop-Ups

See Application Step One (Part II) for information on *NAICS and Need Help in Selecting your 2002 or 2007 NAICS* links. The *Principal Office* link links to its' respective section in the Application Program Guide which is found in full in the appendix.

## Application Step Six

 HUBZone Online Certification

   
back help

**Caution: DO NOT use the browser BACK button. Use the navigation buttons [Start Over and/or Previous Question] under every question you answer.**

 Not Completed  Completed  Current

OMB Approval No. 3245-0320

Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

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

<b>* Verification of DUNS and additional information for this address:</b>	
<b>DUNS number for this address:</b>	999302400 <input checked="" type="checkbox"/>
<b>Tax ID:</b>	999302400
<b>CAGE</b>	30240
<b>Question:</b> Does the DUNS number appearing above represent your <a href="#">Principal Office</a> ?	
If <b>yes</b> , select the 'Continue' button below and proceed. If <b>not</b> , return to your GLS account and make sure the correct DUNS for the principal office is reported. If you need assistance with displaying the correct DUNS in your GLS profile, please contact <a href="mailto:itsecurity@sba.gov">itsecurity@sba.gov</a> . However, if you require assistance with the SBA Supplemental Page, please contact <b>202-205-9984</b> or email <a href="mailto:pronet@sba.gov">pronet@sba.gov</a> .	
<input type="button" value="Continue"/>	
<input type="button" value="Previous Question"/> <input type="button" value="Start Over"/>	

## Links and Pop-Ups

### The DUNS Link

The screenshot shows a web page with a sidebar on the left containing links: "1", "2", "\* Verific", "DUNS num", "Tax ID:", "CAGE", "Question:", "Does the D", "If yes, sele", "Supplemen", "SBA Supple", "Informatio", "Once this s", and "www.sba.". The "DUNS num" link is highlighted in blue. A pop-up window is overlaid on the page, containing the following text:

**What is a DUNS number?**  
A D&B® D-U-N-S® Number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of over 70 million businesses worldwide.

**Why should you have a D-U-N-S Number?**  
It enhances the credibility of your business in the marketplace. It enables potential customers, suppliers and lenders to easily identify and learn about your company. The U.S. government and many major corporations require their suppliers and contractors to have a D-U-N-S Number

To learn more about the DUNS number, visit the following website: <http://www.dnb.com/>

1. Under Why should you have.....Remove "It enhances the credibility of your business in the marketplace It enables potential customers, suppliers and lenders to easily identify and learn about your company" in its entirety.

### The CAGE Link

The screenshot shows a web page with a sidebar on the left containing links: "\* Verific", "DUNS num", "Tax ID:", "CAGE", "Question:", "Does the D", "If yes, sele", "Supplemen", "SBA Supple", "Informatio", "Once this s", and "www.sba.". The "CAGE" link is highlighted in blue. A pop-up window is overlaid on the page, containing the following text:

**What is a CAGE Code?**  
CAGE stands for 'Commercial and Government Entity.'  
A CAGE Code is a five (5) position code that identifies companies doing or wishing to do business with the Federal Government. The format of the code is the first and fifth position must be numeric. The second, third and fourth may be any mixture of alpha/numeric excluding I and O. All positions are non-significant.

To learn more about the CAGE Code visit the following website: [http://www.dlis.dla.mil/cage\\_welcome.asp](http://www.dlis.dla.mil/cage_welcome.asp).

## Application Step Seven

 HUBZone Online Certification



**Caution: DO NOT use the browser BACK button. Use the navigation buttons [Start Over and/or Previous Question] under every question you answer.**

Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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<b>* NAICS Code:</b>	
<b>Primary NAICS Code in SBA Registration Page Information:</b>	541330'Engineering Services', effective year - '2007'
<b>NAICS Code Size Standard based on 'Average Annual Receipts' <a href="#">See 121.104</a> :</b>	\$25,000,000.00
<b>Question:</b> Does the ' <b>Primary NAICS Code</b> ', its description and size standard appearing above represent the Primary Business of " <b>New Company 138</b> "?	
<input type="button" value="Yes"/> <input type="button" value="No"/>	
<input type="button" value="Previous Question"/> <input type="button" value="Start Over"/>	

1. Remove "Business" and replace with "Industry".
2. Add a link "See 121.107" after Industry.

### Links and Pop-Ups

The *see 121.104* link links to the Electronic Code of Federal Regulations site.

Application Step Seven (Part II)

Screen appears after clicking No on Application Section Seven.

 HUBZone Online Certification



Caution: **DO NOT** use the browser **BACK** button. Use the navigation buttons [Start Over and/or Previous Question] under every question you answer.

Not Completed  Completed  Current


OMB Approval No. 3245-0320

Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

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

**\* NAICS Code Problem:**

 **We have found a problem with your Primary NAICS Code.**

**How to proceed?**  
In order to help resolve this problem, please **thoroughly** read the detailed questions to follow and respond accordingly.

---

**Question:**  
Have you updated your profile in CCR with a 2002 or 2007 NAICS that represents your Primary Business?

1. Remove "Business" and replace with "Industry".
2. Add a link "See 121.107" after Industry.

Application Step Seven (Part III)

Screen appears after clicking No in Application Section Seven (Part II).



HUBZone Online Certification



back



help

**Caution: DO NOT use the browser BACK button. Use the navigation buttons [Start Over and/or Previous Question] under every question you answer.**

Not Completed  Completed  Current

OMB Approval No. 3245-0320

Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

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**\* NAICS Code Problem:**

**We have found a problem with your Primary NAICS Code.**

**How to proceed?**  
In order to help resolve this problem, please **thoroughly** read the detailed questions to follow and respond accordingly.

**Question:**  
Have you updated your profile in CCR with a 2002 or 2007 NAICS that represents your Primary Business?

**\* NAICS Code Problem:**

**Primary NAICS Code in SBA Supplemental Page Information:** 541330 does NOT represent your Primary Business

**NAICS Code Problem!**

**What's the problem?**  
Since this Primary NAICS Code does not represent your Primary Business and you have not updated you profile in CCR with a 2002 or 2007 NAICS Code that represents your primary Business, please follow the instructions given below carefully and do so now.

**How to proceed?**  
Select the 'Update Profile in CCR and SBA Supplemental Page' button below, then carefully read and respond to instructions on the following page and update your profile in CCR and SBA Supplemental Page.

1. Correct the spelling of “thoroughly”.
2. Replace “ primary Business” with Primary “Industry”
3. Remove all reference to SBA Supplemental Page and replace with Dynamic Small Business Search page.



Application Step Seven (Part IV)

Screen appears after selecting Yes in Application Section Seven Part II.



HUBZone Online Certification



Caution: **DO NOT** use the browser **BACK** button. Use the navigation buttons [Start Over and/or Previous Question] under every question you answer.

Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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**\* NAICS Code Problem:**

**We have found a problem with your Primary NAICS Code.**

**How to proceed?**  
In order to help resolve this problem, please **thoroughly** read the detailed questions to follow and respond accordingly.

**Question:**  
Have you updated your profile in CCR with a 2002 or 2007 NAICS that represents your Primary Business?

**\* NAICS Code Problem:**

**Primary NAICS Code in SBA Supplemental Page Information:** 541330 does NOT represent your Primary Business

**NAICS Code Problem!**

**What's the problem?**  
Although you indicated in the last question that you have updated your CCR profile with a 2002 or 2007 NAICS Code that represents your primary business, but that has not been identified in your SBA Supplemental Page Information as your Primary NAICS.

**How to proceed?**  
Select the 'Identify Primary NAICS in SBA Supplemental Page' button below, then carefully read and respond to instructions on the following page and identify a 2002 or 2007 NAICS Code as your Primary NAICS Code in SBA Supplemental Page.

1. Correct the spelling of “thoroughly”.
2. Replace “primary Business” with Primary “Industry”
3. Remove all reference to SBA Supplemental Page and replace with Dynamic Small Business Search page.

*Application Step Seven (Part V)*

Screen appears after clicking *Update Profile in CCR* in Application Section Seven Part III.



HUBZone OnLine Certification



back help

Not Completed  Completed  Current

OMB Approval No. 3245-0320

Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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**\* How to Update Profile in CCR and SBA Supplemental Page Information?**

1. Select the 'Update Profile in CCR and SBA Supplemental Page Information' button below.
2. On the page that follows, select 'Update Profiles' button.
3. You will be automatically directed to the CCR web site. When you get there, enter the appropriate 'Year 2002 or 2007 NAICS Code'.
4. Wait 24 hours to allow us to process this information, and come back to the HUBZone web site ([www.sba.gov/hubzone](http://www.sba.gov/hubzone)) to re-start the HUBZone application process.

[Need Help in Selecting your 2002 or 2007 NAICS?](#)

Update Profile in CCR

## Application Step Eight

 HUBZone Certification - Verification Statement



Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

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Your session will time out in **59:50**

**\* Authorization:**

**Note:** Click the following highlighted link to review the [SBA regulations \(13 Code of Federal Regulations, Part 126, Subpart B\)](#) for applying to the HUBZone Program.

**Question:**  
Are you **authorized** to obligate the ' Business Concern Applying for HUBZone Certification' to the participation requirements of the HUBZone Program?

1. Change “are you authorized” to “Are you an authorized officer that can represent the”....

## Application Step Nine

 Declaration Statement - Page I



Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

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Your session will time out in **57:00**

**\* Please certify the following:**

**I certify that, to the best of my knowledge, the following information is accurate and that my position with the 'Business Concern Applying for HUBZone Certification' allows me to legally represent this small business concern for the purpose of applying for certification to the HUBZone Program:**

**OK, now we need to collect some information from you as the person filling out these forms.**

**\* Contact Information for Person Entering the Application Data:**

Initial Point-of-Contact Name:

Prefix	First	Middle	Last	Suffix Jr, Sr etc.
Mr	John	E	Doe	Jr

Title or Position:

Phone No:  -  -  Ext.:

E-mail Address:

[Navigation Links:](#) > ¶

**1. Add "as an officer of the applicant firm" after "my position".**

# Application Step Ten



Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

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Your session will time out in 57:51

## A SECTION A - LOCATION IN QUALIFIED HUBZone

*we have determined the following for the geographical location of the [principal office](#) address of "New Company 138"*

- Located in a qualified census tract?  
track number: **24021750100** **Yes**
- Located in a qualified non-metropolitan County based on income? **No**
- Located in a qualified non-metropolitan County based on unemployment? **No**
- Located within the external boundary of a Federally recognized Indian reservation? **No**
- Located within the Difficult Development Area? **No**
- Located within the BRAC Former Military Base? **No**
- Located in a [redesignated](#) area? **No**

\* Edit the **mailing address** of "New Company 138" if different from its [principal office](#) address

Address, line1: 241 E 4th St	Address, line2: 	City: Frederick
State: MD	ZIP Code: 21701 -	

## B SECTION B - GENERAL BUSINESS INFORMATION - Contact Person:

Contact Name:	Prefix Mrs.	First Jane	Initial E	Last Doe
Title:	Vice President		Phone No: (999) 999 9999 555 - 555 - 5555	Ext. 5554
E-mail:	Jane.Doe@MyCompna		Fax No: (999) 999 9999 555 - 555 - 5554	Ext.

Navigation Links: > I | 1 |

Back

Next Page

Exit

1. Remove the bullet for "Difficult development Area?"

*Links and Pop-Ups*

**The redesignated Link**

**help**

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**HUBZone On-line Certification Page 1**



[Section A: Location in Qualified HUBZone](#)

- [Qualified HUBZone locations](#)
- [Mailing Address](#)

[Section B: General Business Information - Contact Person](#)

[How to navigate this page and use buttons.](#)

**Section A: Location in Qualified HUBZone**

The information in this section of the application is required for the SBA to determine whether your concern's principal office is located in a HUBZone. A principal office is the location where the greatest number of the concern's employees at any one location perform their work.

**Qualified HUBZone locations**

Among the key requirements for admission to the HUBZone program is that your concern's principal office (the place at which the greatest number of your employees at a single location perform their work) AND at least 35% of its employees reside in an area which meets at least one of the following tests:

- It is located in a qualified census tract;
- It is located in a qualified non-metropolitan county in which the median household income is less than 80% of the non-metropolitan state median household income;
- It is located in a qualified non-metropolitan county that, based on the most recent data available from the Secretary of Labor, has an unemployment rate that is not less than 140% of the statewide average unemployment rate for the state in which the county is located; or,
- It is located in lands within the external boundaries of an Indian reservation.

See what the [HUBZone Program Application Guide](#) says.

See what the [Regulations](#) say.

**Mailing address information**

SBA uses mailing address to communicate with the concern regarding clarifications for the answers in the application. Enter mailing address **only if** you want your correspondence regarding the application to be sent to a different address other than your principal address.

## Section B: General Business Information- Contact person

In this section we ask you to answer some basic questions that will help us identify and communicate with your concern. In addition, we ask that you answer some questions that will help us determine how to process your application as efficiently and quickly as possible.

SBA uses the contact person information for correspondence regarding the application. This person would be contacted by SBA staff, in cases where immediate clarifications regarding submitted application is required. A valid e-mail and phone number is required for this contact person.

### What does Redesignated Area mean?

*Redesignated Area\** means any census tract or any nonmetropolitan county that ceases to be a qualified HUBZone, except that such census tracts or nonmetropolitan counties may be "redesignated areas" only for the 3-year period following the date on which the census tract or nonmetropolitan county ceased to be so qualified. The date on which the census tract or nonmetropolitan county ceases to be qualified is the date that the official government data, which affects the eligibility of the HUBZone, is released to the public.

*\* As per the proposed rule that appeared in the Federal Register on Monday, January 28, 2002.*

*For details please visit this link to the [PROPOSED REGULATORY AMENDMENTS](#)*

### How to navigate this page and use buttons.

Use the **Help** button to obtain context sensitive help at any time.

Use the **Top** button to return to the top of the current page.

The links on the bottom and/or left side will take you out of the HUBZone application and bring you to the corresponding sections of SBA's website.

If you would like to cancel your application at any time, select the **Cancel** button at the bottom of the page.

Navigation between the application pages are provided through the links at the bottom of each page.

The **Next Page** button at the bottom of the page validates all answers on this page and displays any errors. When the page is complete, it will bring you to the next page in the application.

Use the **Close** button to close this help window.

**1. Add "(1) The date on which the Census Bureau publicly releases the first results from the 2010 decennial census; or (2) Three years after the date on which the census tract or non-metropolitan county ceased to be so qualified. The date on which the census tract or non-metropolitan county ceases to be qualified is the date that the official government data, which affects the eligibility of the HUBZone, is released to the public." After "qualified in the 4<sup>th</sup> line of the first sentence under What does Redesignated mean?**

**2. Remove "as per the proposed rule..... And replace with the statute.**

Application Step Ten (Disputing Map Findings)

This Section will appear if all the answers to questions in Section A are No.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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Your session will time out in 57:10

**A** SECTION A - LOCATION IN QUALIFIED HUBZone

WARNING:

Except for concerns owned by Indian Tribal Governments, [13 C.F.R. 126.103](#) requires the business' principal office be located in a qualified HUBZone census tract, non-metropolitan county, Indian reservation, BRAC or redesignated area. Firms that are owned by Indian Tribal Governments may, at the time of application [13 C.F.R. 126.200](#) , either:

(i) Maintain a principal office located in a HUBZone and ensure that at least 35% of its employees reside in a HUBZone as provided in paragraph (b)(4) of this section; or

(ii) 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

(iii) The concern will "attempt to maintain" ([see 126.103](#)) that applicable employment percentage stated above during the performance of any HUBZone contract it receives.

*we have determined the following for the geographical location of the [principal office](#) address of "Unqualified Company 304000"*

• Located in a qualified census tract?	No
• Located in a qualified non-metropolitan County based on income?	No
• Located in a qualified non-metropolitan County based on unemployment?	No
• Located within the external boundary of a Federally recognized Indian reservation?	No
• Located within the Difficult Development Area?	No
• Located within the BRAC Former Military Base?	No
• Located in a <a href="#">redesignated</a> area?	No

*We have determined that "Unqualified Company 304000" does not qualify based on the geographical location of its [principal office](#). If for any reason you disagree with this determination, please explain why below:*

1. first para-first sentence change to read "Except for concerns owned by Tribal Governments, and all other owners are either U.S. citizens or small business, .....and all other owners are either U.S. citizens or small business(es)" after Except for concerns owned by Indian Tribal Governments"
2. first para-second sentence change to read as follows: Firms that are owned in whole or part by Indian Tribal Governments or corporations wholly owned by Indian Tribal Government may,.....
3. (i) – remove as provided in paragraph (b)(4) of this section;
4. Remove the Difficult Development bullet.



Application Step Ten (Part Two)

General Business Information Section Continued from previous page.

Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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Your session will time out in 48:56

**B** SECTION B - GENERAL BUSINESS INFORMATION - *Continued*

Organizational Structure: <input type="text" value="Sole Proprietorship"/>	<input checked="" type="radio"/> For Profit <input type="radio"/> Non Profit <small>(This option is allowed for "Small Agricultural Cooperatives" only)                  See 121.105(a) &amp; (b)</small>
Business Established: Date: (mm/dd/yyyy) <input type="text" value="5/10/1986"/> State: <input type="text" value="MD"/>	Business Fiscal Year Ending: (mm/dd) <input type="text" value="12/31"/>
Description of principal products and/or services of "New Company 138": <div style="border: 1px solid black; padding: 5px; min-height: 30px;">                     A new style of clothing.                 </div> <div style="text-align: right; color: red; font-size: small;">characters left: 235</div>	
<b>* Primary NAICS Code details:</b>	
Primary NAICS Code: <b>541330</b> Effective Year: <b>2007</b>	Size: Limited to <b>\$25,000,000.00</b> by 'Average Annual Receipts' See <a href="#">121.104</a>
Description: <b>Engineering Services</b>	
<b>* Ownership by other entities:</b>	
Is "New Company 138" owned in whole or part by one or more Indian Tribal Governments, or owned in whole or part by a corporation that is wholly owned by one or more Indian Tribal Governments? <a href="#">See 126.202</a>	
If yes, at the time of this submission does the firm:	<input checked="" type="radio"/> Yes <input type="radio"/> No
i. Maintain a principal office located in a HUBZone and ensure that at least 35% of its employees reside in a HUBZone as provided in paragraph (b)(4) of this section	<input type="radio"/> Yes <input type="radio"/> No
Or:	<input type="radio"/> Yes <input type="radio"/> No
ii. 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;	<input type="radio"/> Yes <input type="radio"/> No
iii. The concern will "attempt to maintain" ( <a href="#">See 126.103</a> ) that applicable employment percentage stated above during the performance of any HUBZone contract it receive.	<input type="radio"/> Yes <input type="radio"/> No

1. Under "ownership by other entities and after the word Governments" add and all other owners are either U.S. citizens or small businesses".
2. Change the regulatory link to "126.200(a).
3. under "I" above remove "as provided in paragraph (b)(4) of this section".

Is "New Company 138" wholly owned by a Community Development Corporation (CDC) or owned in part by one or more CDCs?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is "New Company 138" an Alaskan Native Corporation (ANC) owned and controlled by Natives (determined pursuant to section 29(e)(1) of the ANCSA); or a direct or indirect subsidiary corporation, joint venture, or partnership of an ANC qualifying pursuant to section 29(e)(1) of ANCSA, if that subsidiary, joint venture, or partnership is owned and controlled by Natives (determined pursuant section 29(e)(2)) of the ANCSA?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Is "New Company 138" Applying for HUBZone Certification a small agricultural cooperative organized or incorporated in the United States, wholly owned by one or more small agricultural cooperatives organized or incorporated in the United States or owned in part by one or more small agricultural cooperatives organized or incorporated in the United States?	<input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>* Size information:</b>		
Number of full-time/full-time equivalent employees of "New Company 138" at time of application: Sum of number of employees of your concern at each office location and the number of employees of your concern who work at off-site, contract specific location(s) <a href="#">See 126.103</a>	13	
Number of full-time/full-time equivalent employees of "New Company 138" who reside in a HUBZone at time of application: <a href="#">See 126.200(b)(4)</a>	<input type="text" value="9"/>	
Average number of employees on the payroll of "New Company 138" during the last 12 calendar months: <a href="#">See 121.106</a>	<input type="text" value="2"/>	
Average Annual Receipts for "New Company 138" over its last three Fiscal Years: <a href="#">See 121.104</a>	\$ <input type="text" value="100000"/>	
<b>* Debarment information:</b>		
Has "New Company 138" ever been debarred, suspended, voluntarily excluded or otherwise rendered ineligible by any department or agency of the Federal Government?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<i>If 'yes' to the above question, provide the following information for each such instance:</i>		
<input type="text" value="ListDebarring"/> <a href="#">Need Help ?</a>		
Date of Action: <input type="text" value="2/11/2005"/>	Type of Action: <input type="text" value="Suspension"/>	Agency Taking Action: <input type="text" value="OTHER"/>
<input type="button" value="Enter"/>		<input type="button" value="Delete"/>

Navigation Links: > [1](#) | [2](#)

1. add "and all other owners are either U.S. citizens or small businesses" after CDCs?
2. (a) Under the field above add "as" after HUBZone Certification; (b) add "a concern" before "wholly" and (c) add "provided all other owners are either U.S. citizens or small businesses" before the "?".
3. Change "Size Information" to read "Size and HUBZone Residency Information"
4. Change "See 126.200(b)(4)" to "See 126.103".
5. Under "debarment information" change the sentence to read "Is "New Company 13" debarred, suspended....."

## Debarment Information

The appearance of the screen after entering Debarment information.


* Debarment information:		
Has "New Company 138" ever been debarred, suspended, voluntarily excluded or otherwise rendered ineligible by any department or agency of the Federal Government?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
<b><i>If 'yes' to the above question, provide the following information for each such instance:</i></b>		
<input type="text" value="ListDebarring"/> <input type="text" value="02/11/2005"/>	<a href="#">Need Help ?</a>	
Date of Action: <input type="text" value="02/11/2005"/>	Type of Action: <input type="text" value="Suspension"/>	Agency Taking Action: <input type="text" value="OTHER"/>
<input type="button" value="Enter"/>		<input type="button" value="Delete"/>

1. Under "debarment information" change the sentence to read "Is "New Company 13" debarred, suspended....."

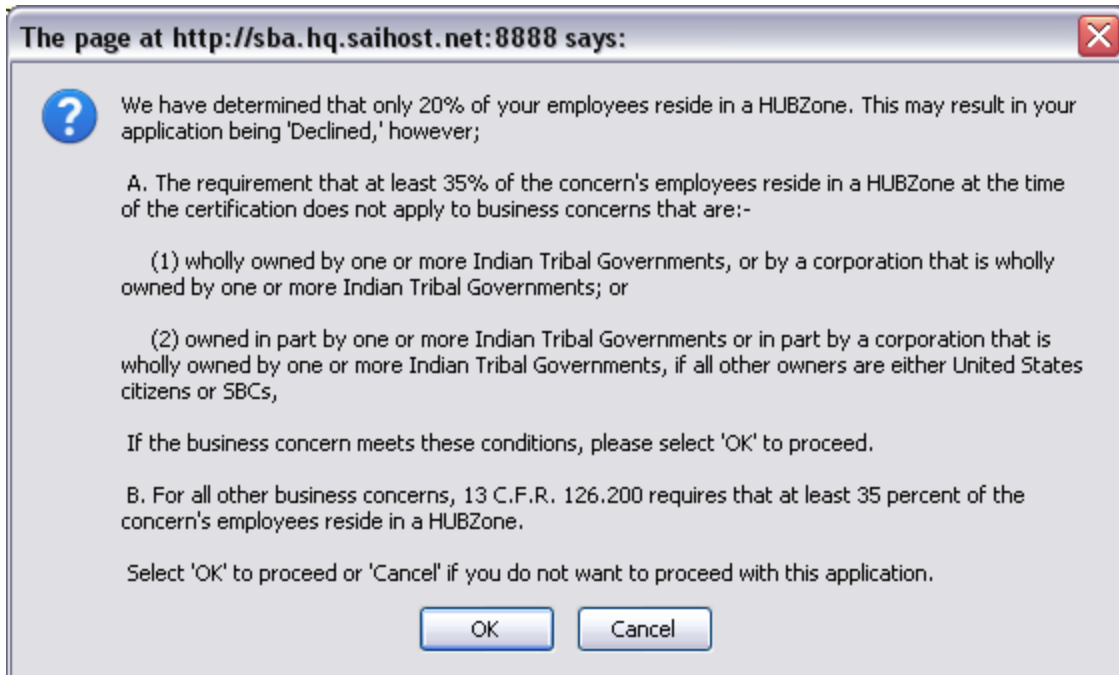
## Links and Pop-Ups

Alert will appear after selecting Business type "Non Profit" in the General Business Information section.

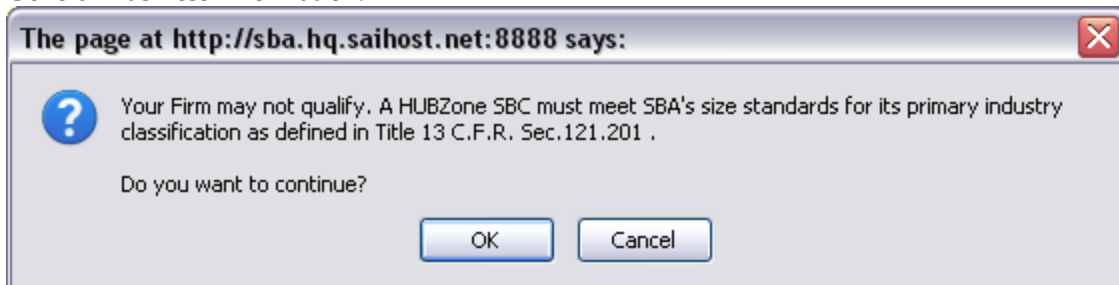
The page at <http://sba.hq.saihost.net:8888> says:

 Except for small agricultural cooperatives, a business concern eligible for assistance from SBA as a small business is a business entity organized for profit, with a place of business located in the United States, and which operates primarily within the United States or which makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor. Title 13 C.F. R. Section 121.105 (a)(1)

Alert will appear if current number of employees that reside in a HUBZone is less than the required 35% when entering data into the Size Information section under General Business Information



Alert may appear after enter Average Annual Receipt data in the Size Information section under General Business Information.



## The Need Help? Link

**help**

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### **HUBZone On-line Certification Page 2**

#### Section B: General Business Information

- [Historical information](#)
- [HUBZone employment information](#)
- [Affiliation and size information](#)
- [Debarment information](#)

[How to enter debarment information.](#)

[How to navigate this page and use buttons.](#)

#### **Section B: General Business Information**

In this section we ask you to answer some basic questions that will help us identify and communicate with your concern. In addition, we ask that you answer some questions that will help us determine how to process your application as efficiently and quickly as possible.

##### **Historical information**

- Organizational Structure:
- Date Established
- State Where Business Was Incorporated/Established

For more information, see the [HUBZone Empowerment Contracting Program Application Guide](#).

##### **HUBZone employment information**

- Number of full time/full time equivalent employees at time of application
- Number of full time/full time equivalent employees who reside in a HUBZone at time of application

For more information, see the [HUBZone Empowerment Contracting Program Application Guide](#).

##### **Affiliation and size information**

- Is the applicant concern now involved in any joint venture(s)?
- Are any special license(s) (other than a general business license required for the operation of your business)?
- Is the applicant concern indebted to anyone other than a bank or financial institution(s)?
- Does anyone, other than a surety, indemnify or guarantee bonding assistance to the applicant concern?
- Does your concern have any outstanding convertible debentures?
- Does your concern have any outstanding stock options?
- Does the applicant concern issue or operate under a franchise or license agreement with another concern?

For more information, see the [HUBZone Empowerment Contracting Program Application Guide](#).

U

### **Debarment information**

- Has the applicant ever been debarred, suspended, voluntarily excluded or otherwise ineligible from any department or agency of the Federal Government?
- Date of Action
- Type of Action
- Agency Taking Action

For more information, see the [HUBZone Empowerment Contracting Program Application Guide](#).

### **How to enter debarment information.**

- Enter Date of Action in 'mm/dd/yyyy' format
- Select Type of Action from the Type of Action list
- Select Agency Taking Action from the Agency Taking Action List
- Select the Enter button so that the Debarment details will entered to the top box, and the Debarment date will be displayed in that box

If there are multiple debarring actions, repeat the above steps for each of those.

To view/modify an already entered action's details select the corresponding date from the displayed dates, so that the details will be displayed in the corresponding boxes and the **Enter** button will be changed to **Modify**.

Make the necessary modifications if any and save the changes by selecting the **Modify button**

### **How to navigate this page and use buttons.**

Use the **Help** button to obtain context sensitive help at any time.

Use the **Top** button to return to the top of the current page.

The links on the bottom and/or left side will take you out of the HUBZone application and bring you to the corresponding sections of SBA's website.

If you would like to cancel your application at any time, select the **Cancel** button at the bottom of the page.

Navigation between the application pages are provided through the links at the bottom of each page.

The **Next Page** button at the bottom of the page validates all answers on this page and displays any errors. When the page is complete, it will bring you to the next page in the application.

The **Back** button at the bottom of the page validates all answers on this page and displays any errors. When the page is complete, it will bring you to the previous page in the application.

Use the **Close** button to close this help window.

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Under debarment information change the sentence to read "Is the applicant firm debarred, suspended, etc.

Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

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Your session will time out in 52:45

**C SECTION C- OWNERSHIP AND CONTROL - SOLE PROPRIETORSHIP**

This section must be completed using the current company information. "New Company 138" (the Business Concern Applying for HUBZone Certification) is responsible for ensuring that all pertinent information is maintained and available to support and verify the U.S. citizenship ([13 CFR Section 126.103 - Citizen](#)) ([126.304](#)) of all persons ([126.201](#)) who own and maintain a controlling interest in "New Company 138".

**Note:** With the exception of the following, all Business Concerns applying for HUBZone certifications must be at least 51% owned and controlled by persons who are U.S. Citizens.

1. An ANC owned and controlled by Natives or a direct or indirect subsidiary corporation, joint venture, or partnership of an ANC qualifying pursuant to section 29(e)(1) of the ANCSA,
2. A Business Concern wholly owned by one or more Indian Tribal Governments, or by a corporation that is wholly owned by one or more Indian Tribal Governments,
3. A Business Concern owned in part by one or more Indian Tribal Governments or in part by a corporation that is wholly owned by one or more Indian Tribal Governments, if all other owners are either United States citizens or SBCs,
4. A Business Concern wholly owned by a CDC or owned in part by one or more CDCs, if all other owners are either United States citizens or SBCs.
5. A Business Concern wholly owned by one or more small agricultural cooperatives organized or incorporated in the United States.

You must still complete the following information for each "individual" that is a stockholder, owner, director or officer of the business concern seeking certification into the program.

**For the owner and ALL officers of "New Company 138", provide the information below**

**If there is more than one such individual, select the 'Next Individual' button at the bottom and enter the requested information.**

**Please start by identifying the highest ranking individual in the organization, proceeding to the next highest ranking and so on for all individuals.**

**\* Individual(s):**

1. Remove "(126.304)".
2. Add "126.202" after the "New Company 138" in the last sentence of the first para.
3. Under the "Note" add "All other business concerns applying for HUBZone certification must be:"
4. Change number 5 to read "A Business Concern wholly owned or owned in part by one or more small agricultural cooperatives organized or incorporated in the United States, if all other owners are either U.S. citizens or small businesses".
5. Add "6. A small agricultural cooperative organized or incorporated in the United States".

Name:	First John	Middle E	Last Doe
	Title President	E-mail Address John.Doe@MyCompany.net	
Select all that apply to this individual:	<b>*Must select at least one!</b> <input checked="" type="checkbox"/> Owner* <small>[Select only one person as owner]</small> <input type="checkbox"/> Officer		U.S. Citizenship: <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>* Individual's interest in other business:</b>			
Does this individual have a financial interest or hold a management position in any other business?			<input type="radio"/> Yes <input checked="" type="radio"/> No
Does "New Company 138" share facilities, equipment, or personnel with any other business in which this individual has a financial interest or holds a management position?			<input type="radio"/> Yes <input checked="" type="radio"/> No
<b><i>If 'Yes' to either of the above two questions, provide the following information for each of such business:</i></b>			
<div style="border: 1px solid gray; padding: 2px;"> <i>OtherBusiness</i> </div> <a href="#">Need Help ?</a>			
Business name:	Title or Position:	% of Ownership	
Street:	City:	State:	ZIP Code:
Average Number of employees for the last 12 months			
Average Annual Revenue for this business over the last three Fiscal Years <a href="#">See 121.104</a>			
Enter		Modify	
Delete			
<b>* Individual debarment information:</b>			
Has this individual ever been debarred, suspended, voluntarily excluded or otherwise rendered ineligible by any department or agency of the Federal Government?			<input type="radio"/> Yes <input checked="" type="radio"/> No
<b><i>If 'yes' to the above question, provide the following information for each such instance:</i></b>			
<div style="border: 1px solid gray; padding: 2px;"> <i>Debarring</i> </div> <a href="#">Need Help ?</a>			
Date of Action:	Type of Action:	Agency Taking Action:	
Enter		Delete	
Next Individual		Delete	

Navigation Links: > [1](#) | [2](#) | [3](#) |

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Exit

1. Under debarment information change the sentence to read "Is this individual currently debarred, suspended, voluntarily excluded or otherwise....."



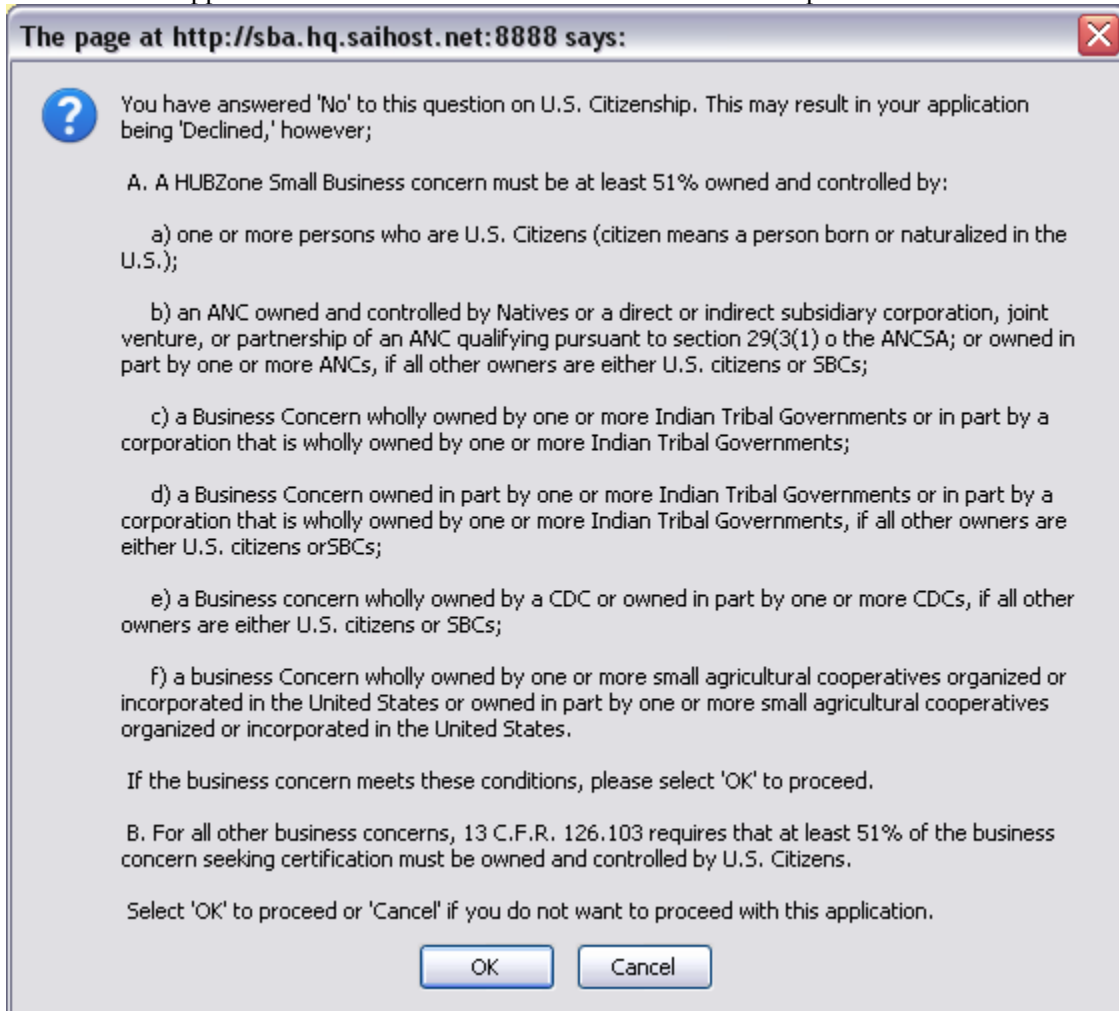
*Interest in Other Business Information*

The screen's appearance after entering information into the Individual's interest in other business section.

<b>* Individual's interest in other business:</b>			
Does this individual have a financial interest or hold a management position in any other business?			<input checked="" type="radio"/> Yes <input type="radio"/> No
Does "New Company 138" share facilities, equipment, or personnel with any other business in which this individual has a financial interest or holds a management position?			<input type="radio"/> Yes <input checked="" type="radio"/> No
<b><i>If 'Yes' to either of the above two questions, provide the following information for each of such business:</i></b>			
<div style="border: 1px solid gray; padding: 2px;"> <b>OtherBusiness</b> </div> <div style="border: 1px solid gray; padding: 2px;">           Business Two <a href="#">Need Help ?</a> </div>			
Business name:	Title or Position:	% of Ownership	
<input type="text" value="Business Two"/>	<input type="text" value="Manager"/>	<input type="text" value="50"/>	
Street:	City:	State:	ZIP Code:
<input type="text" value="123 Main Street"/>	<input type="text" value="Westminster"/>	<input type="text" value="MD"/> ▼	<input type="text" value="21776"/> - <input type="text"/>
Average Number of employees for the last 12 months			<input type="text" value="20"/>
Average Annual Revenue for this business over the last three Fiscal Years <a href="#">See 121.104</a>			<input type="text" value="10000000"/>
<input type="button" value="Enter"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/>			

## Links and Pop-Ups

This alert will appear if the individual selects No for U.S. Citizenship in Section C.



1. Change (A) to read, “A HUBZone Small Business concern can be:”
2. Change (a) to read: “at least 51% owned and controlled by individuals”
3. Remove “in part” in C above and take the “s” off of Governments on the second line.
4. change (f) to add, “a small agricultural cooperative organized or incorporated in the United States” in front of “a business Concern wholly owned..... Also, after United States on the 3<sup>rd</sup> line add “if all other owners are either U.S. citizens or small business concerns”.
5. Change 126.103 to 126.200. add “directly” after “must be” and add “individuals who are” after “controlled by”.

Application Step Twelve

Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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Your session will time out in **54:47**

**D SECTION D - FINANCIAL INFORMATION**

***The following must be taken from the most recently filed Federal Tax Return for "New Company 138"***

Last Fiscal Year Date: <input type="text" value="12/31/2008"/> (mm/dd/yyyy)	Tax Return Filing Date: <input type="text" value="01/05/2009"/> (mm/dd/yyyy)
Total Receipts: \$ <input type="text" value="0"/> Note: DO NOT use commas or dollar sign.	Net Profit: \$ <input type="text" value="0"/> Note: DO NOT use commas or dollar sign.

***The following balance sheet information must be taken from the most recent, official financial statements of "New Company 138"***

Current Assets: \$ <input type="text" value="1000000"/>	Fixed Assets: \$ <input type="text" value="500000"/>	Other Assets: \$ <input type="text" value="25000"/>	Total Assets: \$ <input type="text" value="1525000"/>
Current Liabilities: \$ <input type="text" value="100000"/>	Long-term Liabilities: \$ <input type="text" value="100000"/>	Total Liabilities: \$ <input type="text" value="200000"/>	Net Worth: \$ <input type="text" value="1325000"/>

***If for any reason, you are unable to provide complete financial information, please explain why:***
characters left: 255



## SECTION E - HUBZone EMPLOYMENT - INDIVIDUAL EMPLOYMENT DATA

*The question below refers to each employee who is currently on your payroll, and whom you rely upon to meet the 35% HUBZone residency requirement. In calculating the percentage of employees who are HUBZone residents, DO NOT include temporary employees, independent contractors or leased employees. Further, in verifying employee residence, be sure to use the actual resident addresses: post office boxes are not acceptable.*

**Note:**

The 35% requirement cited above DOES NOT apply to Business Concerns Applying for HUBZone Certification that are

1. wholly owned by one or more Indian Tribal Governments, or by a corporation that is wholly owned by one or more Indian Tribal Governments; or
2. owned in part by one or more Indian Tribal Governments or in part by a corporation that is wholly owned by one or more Indian Tribal Governments, if all other owners are either United States citizens or SBCs.
3. And chose the waiver in Section B for questions ii and iii. However for those firms that did not select the waiver, this section DOES apply to your firm.

You may simply respond "NO" to the next two questions below, if "New Company 138" chose the waiver in Section B as described in Section B above.

"New Company 138" has researched the resident status of its employees and has determined that at least 35% of its full-time/full-time equivalent employees are HUBZone residents.	<input checked="" type="radio"/> Yes <input type="radio"/> No
---	--

"New Company 138" certifies that when performing a HUBZone contract, at least 35 percent 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 and that it will "attempt to maintain" that percentage during the performance of the contract. A HUBZone and Indian reservation are adjoining when the two areas are next to and in contact with each other.	<input checked="" type="radio"/> Yes <input type="radio"/> No
---	--



## SECTION F - AFFILIATION

*In order to determine the affiliation (as defined pursuant to [13 CFR Section 121.103](#)) of "New Company 138", please answer the following two questions.*

**Note:**

An affiliation with other [entity\(ies\)](#) can be established by virtue of one or more of the following:

- Joint Venture agreement(s)
- Franchise or License agreement(s)
- Stock Holding, Partnership, Membership or Ownership
- Sharing of Equipment/Facilities/Employees
- Sharing or use of Special license(s) required for operation of "New Company 138"
- Bonding Assistance Indemnification or guarantee to "New Company 138"

Does "New Company 138" have one or more affiliation interest(s) <u>listed</u> above in any other business?	<input type="radio"/> Yes <input checked="" type="radio"/> No
--	--

Does any other <a href="#">entity(ies)</a> have one or more affiliation interest(s) <u>listed</u> above in "New Company 138"?	<input type="radio"/> Yes <input checked="" type="radio"/> No
---	--

*If 'Yes,' to either of the above questions, give the details of each such entity on the next page.*

Navigation Links: > [I](#) | [1](#) | [2](#) | [3](#) | [4](#)

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1. Change the first sentence to read "The question below refers to each individual employee wh currently works for your business."

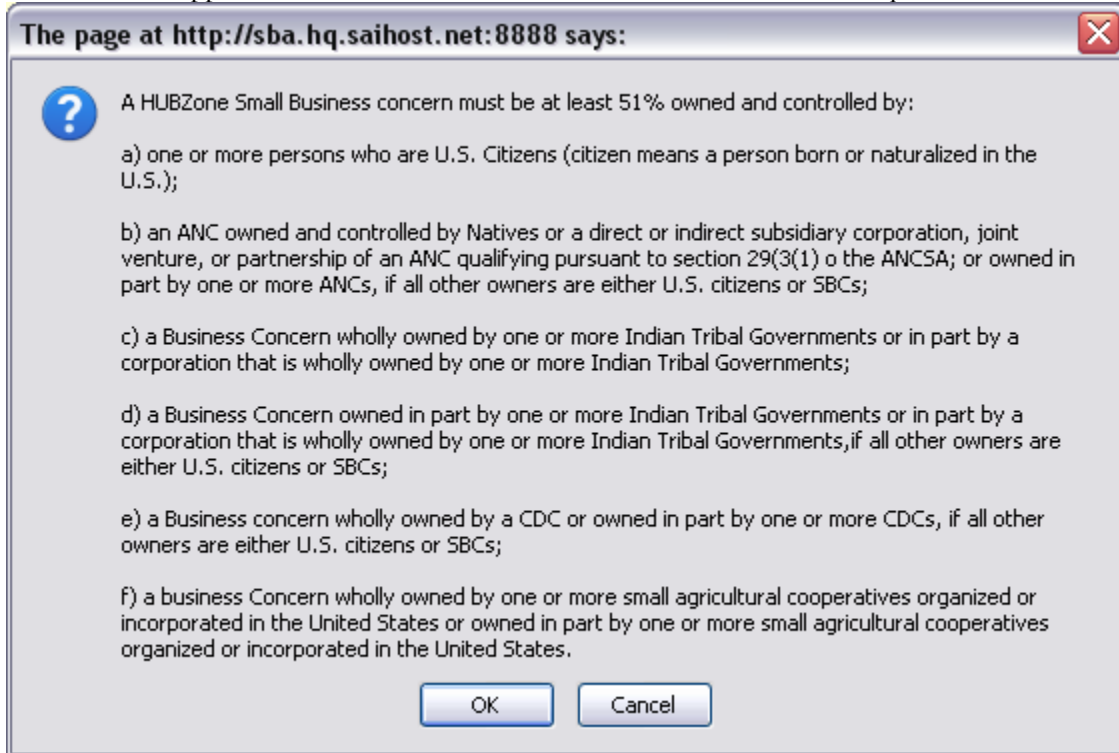
2. The second sentence after "DO NOT include temporary employees" add "(from a temporary agency)".

3. Under Section "F", after the 3<sup>rd</sup> bullet, add a bullet for "Identity of Interest"

4. Add a bullet for "Other contractual relationships" after the "bonding Assistance" bullet

## Links and Pop-Ups

This alert will appear when the Yes radio button is selected for the second question in Section F.



1. Change (A) to read, "A HUBZone Small Business concern can be:"
2. Change (a) to read: "at least 51% owned and controlled by individuals"
3. Change c to read, ".....more Indian Tribal Government or by a ....." And take the "s" off of Governments on the second line.
4. change (f) to add, "a small agricultural cooperative organized or incorporated in the United States" in front of "a business Concern wholly owned..... Also, after United States on the 3<sup>rd</sup> line add "if all other owners are either U.S. citizens or small business concerns".
5. Change 126.103 to 126.200. add "directly" after "must be" and add "individuals who are" after "controlled by".

## The *entity* link

**help**

### Defintion of an 'entity'



[Entity](#)

[How to navigate this page and use buttons](#)

### **Entity:**

An entity could be one of the following:

- an Alaskan Native Corporation (ANC)
- a Community Development Corporation (CDC)
- an Indian Tribal Corporation
- an Indian Tribal Government
- a Small Agricultural Cooperative
- a SBC as defined pursuant 13cfr 121
- Other Business

1. Correct the spelling of "Alaskan"
2. Capitalize CFR and add the word "Part" in front of 121

Application Step Thirteen

Not Completed Completed Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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Your session will time out in 53:26

**F** SECTION F - AFFILIATION

*Please provide the following information for ALL affiliates of "New Company 138." In Section B of the application, you indicated that following type of affiliates have ownership in "New Company 138". Please provided details for each of these.*

- Indian Tribal Governments
- Community Development Corporation (CDC)
- Alaskan Native Corporation (ANC)

*If you have more than one affiliate, use the 'Enter' button at the bottom of the screen and enter the information for the next affiliate. When you are done with ALL entries, select 'Next Page' button at the bottom of the page.*

Affiliate's Business Name:

**\* Affiliate's business address:**

Street Address:

City:

State:

ZIP Code:  
 -

**\* Affiliate's business type:**

Select ONE of the following that applies to this affiliate:

If this affiliate is a Community Development Corporation (CDC), provide the date on which it received the Financial Assistance under Part 1 of Subchapter A of the Community Economic Development Act of 1981, 42 U.S.C. 9805-9808.

Date:(mm/dd/yyyy)

1. Add a bullet for "Agricultural cooperatives under section F."

**\* Affiliate's relationship with "New Company 138":**

Identify the relationship(s) of this affiliate to "New Company 138".  
(Answer the following).

• Joint Venture agreement(s)	<input type="radio"/> Yes <input checked="" type="radio"/> No
• Franchise or License agreement(s)	<input type="radio"/> Yes <input checked="" type="radio"/> No
• Stock Holder, Partner, Member or Owner	<input type="radio"/> Yes <input checked="" type="radio"/> No
• Sharing of Equipment / Facilities / Employees	<input checked="" type="radio"/> Yes <input type="radio"/> No
• Sharing or use of Special license(s) required for operation of "New Company 138"	<input type="radio"/> Yes <input checked="" type="radio"/> No
• Bonding Assistance indemnification or guarantee to "New Company 138"	<input type="radio"/> Yes <input checked="" type="radio"/> No

**\* Affiliate's business information:**

What percentage of voting stock, interest or ownership does "New Company 138" hold in this affiliate?	<input type="text" value="25"/> %
What percentage of voting stock, interest or ownership does this affiliate hold in "New Company 138"? See definition of HUBZone SBC in ( <a href="#">Title 13 C.F.R Sec 126.103</a> ).	<input type="text" value="25"/> %
If "New Company 138" is owned in part by (1) an Indian Tribal Government, or (2) a corporation that is wholly owned by one or more Indian Tribal Governments, or (3) a CDC (4) an ANC (5) a small agricultural cooperative and one or more of the other owners is a business concern, then please certify the following: You have researched and hereby certify that the business concern, which owns part of the applicant ("New Company 138"), is a <input type="checkbox"/> small business concern <sup>ff</sup> pursuant to 13 C.F.R. part 121.	<input checked="" type="radio"/> Yes <input type="radio"/> No
The average number of employees of the affiliate for the last 12 months:	<input type="text" value="5"/>
The average annual receipts of the affiliate for the last three fiscal years:	\$ <input type="text" value="100000"/>

1. Under "Affiliate's business.....remove "(4) an ANC" and change (5) to (4).

<b>↓ Help me on Affiliates ↓</b>			<b>Entered Affiliate[s]</b>
Select Enter Button to add new affiliate	Select Modify Button to modify an existing affiliate	Select Delete Button to delete an existing affiliate	<i>IstFirmAffiliateList</i>
<input type="button" value="Enter"/>	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>	

**Affiliates - How To**

- To **MODIFY** an already Entered Affiliate, select the corresponding affiliate's name from the list of 'Entered Affiliate[s]' **above**, make the necessary modifications and select the **Modify** button. Select 'Next Page' button at the bottom when you are done with affiliate modifications.
- To **ADD** a new affiliate, select -- **Add New Affiliate** -- from the Entered Affiliate[s] list, a blank form will be presented. Fill-out the new affiliate's information and select **Enter** button to add that affiliate. Select 'Next Page' button at the bottom when you are done with affiliate additions.
- To **DELETE** an existing affiliate, select the corresponding affiliate's name from the list of 'Entered Affiliate[s]' **above**, then select **Delete** button. This Affiliate should then disappear from the list of 'Entered Affiliate[s]'. Select 'Next Page' button at the bottom when you are done with affiliate deletions.

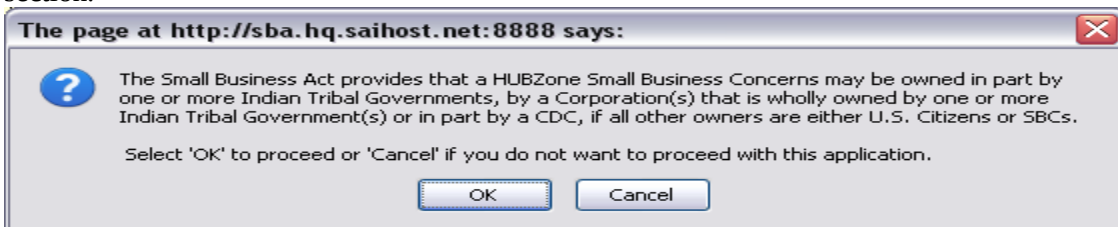
Navigation Links: > [I](#) | [1](#) | [2](#) | [3](#) | [4](#) | [5](#) |

*After Adding an Affiliate*

<b>↓ Help me on Affiliates ↓</b>			<b>Entered Affiliate[s]</b>
Select Enter Button to add new affiliate	Select Modify Button to modify an existing affiliate	Select Delete Button to delete an existing affiliate	<i>IstFirmAffiliateList</i> Business XYZ
<input type="button" value="Enter"/>	<input type="button" value="Modify"/>	<input type="button" value="Delete"/>	

*Links and Pop-Ups*

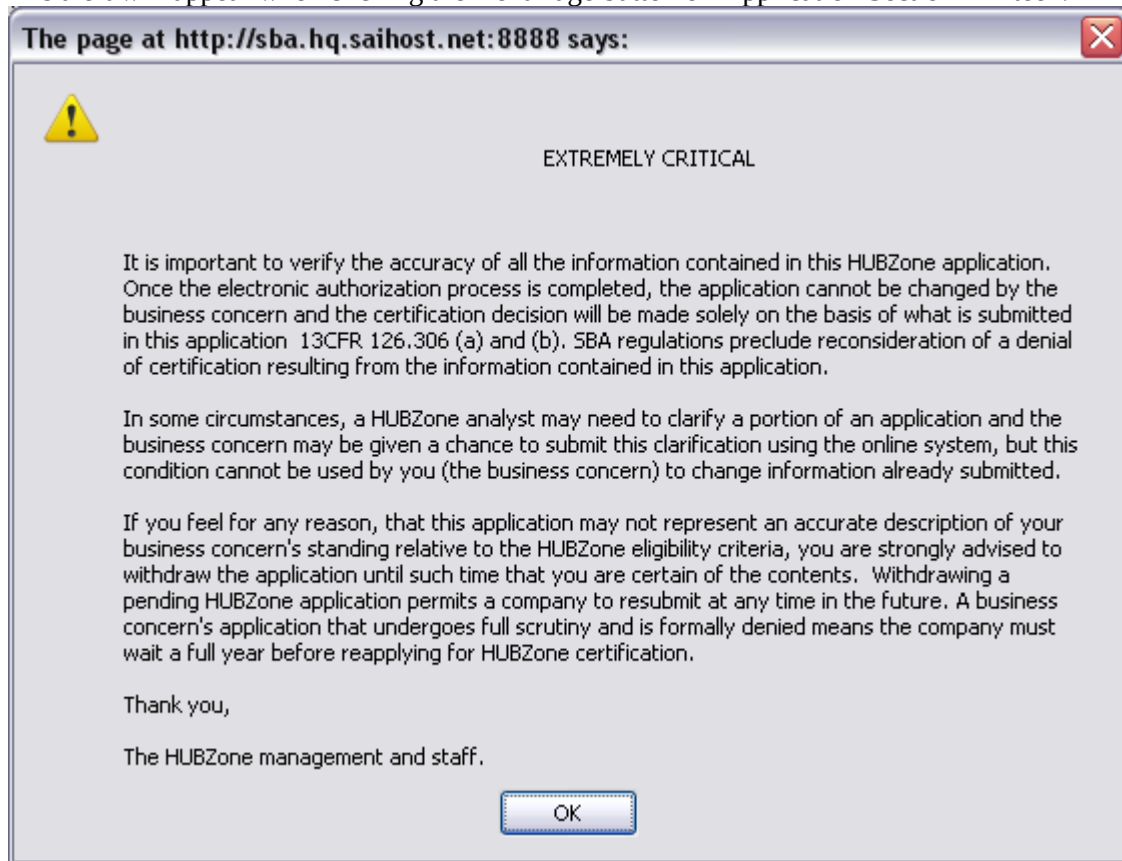
This alert will appear if the No radio button is selected in the Affiliate's business information section.



**1. After "Indian Tribal Government(s) or in part by a CDC" add a semicolon. After the semicolon add the following: "or an ANC owned and controlled by Natives; or a small agricultural cooperative organized or incorporated in the United States, wholly owned by one or more small agricultural cooperatives organized or incorporated in the United States or owned in part by one or more small agricultural cooperatives organized or incorporated in the United States; if all other owners are either United States citizens or small business concerns."**



This alert will appear when clicking the Next Page button on Application Section Thirteen.



1. 1<sup>st</sup> Para. 4<sup>th</sup> line, remove the remaining sentence and replace with “as well as documents provided and other information obtained by SBA. There is no reconsideration process”.
2. 3<sup>rd</sup> Para. Remove the (.) after the word reason.
3. 3<sup>rd</sup> Para, last sentence, add the word “Again,” at the beginning of the sentence.

## Application Step Fourteen

Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name 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 57:23

### Step 3 Notice of Verification

The SBA will need to verify your ability to represent "New Company 138" for HUBZone certification. To facilitate this process, the system is designed to automatically identify the highest-ranking officer named earlier in the 'Key Person' listing. You can choose to override this designation with another 'Key Person' by using the drop down menu, but this action will be recorded and may prompt an inquiry. You may also choose to identify someone other than a 'Key Person,' and this would be entered in the section titled 'Other.'

#### Identify the person that can verify that you have the authority to submit this form on behalf of the Firm (Additional Point of Contact):

The responding executive will need to have the SBA Customer password for "New Company 138" and his/her e-mail address available. The e-mail notice he/she receives will provide the SBA Customer ID and the HUBZone application number automatically.

Key Person List

#### Other:

Contact Name:

First  Middle  Last  Suffix Jr,Sr etc.

Title

Phone Number  -  -  Ext.

E-mail Address

Submit

Exit

1. 2<sup>nd</sup> sentence, remove "the Key Person" and replace with "Section C of this application".
2. 3<sup>rd</sup> sentence, add "that is an officer" after "Key Person".
3. Remove "executive" and replace with "officer".

## Application Step Fifteen

 HUBZone OnLine Certification Summary Page 1



 Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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Your session will time out in **59:40**

### ▶ What happened?

- You have successfully completed **steps 1 to 3** of the HUBZone Electronic Application.
- Carefully read this page and follow instructions for next action. We **strongly** suggest you **PRINT** this page using the 'File-Print' option of your internet browser and retain it for your records.

### ▶ Potential Decline Factor(s)

**We have determined that the following factors can cause your application to be 'Declined.'**  
**Carefully review the following Potential Decline Factor(s).**

- Section B-You indicated that your concern is a Non-Profit concern

### ▶ What else is there to do?

- Please proceed to the next page and complete **steps 4 & 5**, in order to complete your application.

**We strongly suggest you print this page for your records and proceed to the next page for the next steps in completing the application**

**To proceed to the next steps, select the 'next page' button below.**

 **next page**

## Application Step Sixteen

 Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009


Move cursor over a task to see name of the task.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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Your session will time out in **59:48**

### **Step 4** Download COMPLETED Application

- Your HUBZone Application has been submitted. The application number is **37286**
- 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 'Additional Point of Contact' 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**

Under Step 5, remove 'Additional Point of Contact' and replace with "An officer of the applicant firm"

Display My Application

<b>HUBZone</b> Historically Underutilized Business Zones	<b>Application No.:</b> 37286 <b>Business Name:</b> New Company 138
---	--

SECTION A - LOCATION IN QUALIFIED HUBZONE	
<b>Principal office address:</b> 241 E 4th St, Frederick, MD, 21701	<b>Other Address:(Mailing)</b> 241 E 4th St, Frederick, MD, 21701
<b><i>We have determined the following for the geographical location of the Principal Office address of "New Company 138"</i></b>	
Located in a qualified census tract?	<b>Yes</b>
• Census Tract Number:	<b>24021750100</b>
Located in a qualified non-metropolitan County based on income (median household income is less than 80% of the non-metropolitan state median household income)?	<b>No</b>
Located in a qualified non-metropolitan County based on unemployment (unemployment rate that is not less than 140% of the state-wide average unemployment rate for the state in which the county is located)?	<b>No</b>
Located within the external boundary of a Federally recognized Indian reservation?	<b>No</b>
Located within the Difficult Development Area?	<b>No</b>
Located within the BRAC Former Military Base?	<b>No</b>
Located in a redesignated area?	<b>No</b>

1. Remove reference to DDA.

SECTION B - GENERAL BUSINESS INFORMATION			
Business Name:	New Company 138		
Tax Identification Number or Employer Identification Number	EIN: 000000138		
Contact Name & Title:	Mrs. Jane E Doe , Vice President.		
Phone:	5555555555 - 5554		
Fax:	5555555554 -		
E-mail:	Jane.Doe@MyCompnay.net		
Organizational Structure of Business:	Sole Proprietorship	Non Profit	
NAICS Code:	541330	CAGE Code(Optional):	1CAGE
Date Business Established:	05/10/1986	Business fiscal year ending:	12/31
State Business Incorporated / Established:	MD		
Description of concern's principal products and/or services:	A new style of clothing.		
Is "New Company 138" owned in whole or part by one or more Indian Tribal Governments, or owned in whole or part by a corporation that is wholly owned by one or more Indian Tribal Governments?			Yes
If yes, at the time of this submission does the firm:			
i. Maintain a principal office located in a HUBZone and ensure that at least 35% of its employees reside in a HUBZone as provided in paragraph (b)(4) of this section			Yes
Or:			
ii. 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;			Yes
iii. The concern will "attempt to maintain" ( <a href="#">See 126.103</a> ) that applicable employment percentage stated above during the performance of any HUBZone contract it receive.			
Is "New Company 138" wholly owned by a Community Development Corporation (CDC) or owned in part by one or more CDCs?			Yes
Is "New Company 138" an Alaskan Native Corporation (ANC) owned and controlled by Natives (determined pursuant to section 29(e)(1) of the ANCSA); or a direct or indirect subsidiary corporation, joint venture, or partnership of an ANC qualifying pursuant to section 29(e)(1) of ANCSA, if that subsidiary, joint venture, or partnership is owned and controlled by Natives (determined pursuant section 29(e)(2)) of the ANCSA)?			Yes
Is "New Company 138" Applying for HUBZone Certification a small agricultural cooperative organized or incorporated in the United States, wholly owned by one or more small agricultural cooperatives organized or incorporated in the United States or owned in part by one or more small agricultural cooperatives organized or incorporated in the United States?			No
Number of full-time/full-time equivalent employees at time of application who work at the location with SBA Customer ID: P0000138	11		
Number of full-time/full-time equivalent employees at time of application who work at off-site, contract specific job sites:	2		
Number of full-time/full-time equivalent employees at time of application:	13		
Number of full-time/full-time equivalent employees who reside in a HUBZone at time of application:	6		
Average number of employees on your concern's payroll during the last 12 calendar months:	2		
Average annual receipts for the applicant concern over its last three Fiscal Years:	\$1,000,000.00		
Has the applicant ever been debarred, suspended, voluntarily excluded or otherwise rendered ineligible by any department or agency of the Federal Government?	No		

**SECTION C - OWNERSHIP AND CONTROL- SOLE PROPRIETORSHIP**

**List of ALL officers and the Owner**

▶ **Note: The additional point of contact is not the highest ranking officer.**

<b>Name:</b> John E Doe	<b>Title:</b> President
<b>Email:</b> John.Doe@MyCompany.net	• Owner
U.S. Citizenship	<b>Yes</b>
Does this individual have a financial interest or hold a management position in any other business?	<b>No</b>
Does the applicant concern share facilities, equipment or personnel with any other business in which this individual has a financial interest or holds a management position?	<b>No</b>
Has this individual ever been debarred, suspended, voluntarily excluded or otherwise rendered ineligible from any department or agency of the Federal Government?	<b>No</b>

**SECTION F - AFFILIATION**

Does the applicant concern own an interest in any other business?	<b>No</b>
Does any other business own an interest in the applicant concern?	<b>No</b>

If Yes to either of the above and/or if applicant concern is owned in part or full by ANC/CDC/Indian Tribal Government(s) established in Section B, List of affiliates

<b>Affiliate's business name:</b>	Business XYZ
<b>Affiliate's business address:</b>	156 chestnut street Baltimore, MD, 21158-0
<b>Affiliate's business type:</b>	Other Business
<b>What percentage of voting stock or ownership of the affiliate does the applicant concern hold? :</b>	25.00%
<b>What percentage of voting stock or ownership of the applicant concern does this affiliate hold? :</b>	25.00%
If "New Company 138" is owned in part by (1) an Indian Tribal Government, or (2) a corporation that is wholly owned by one or more Indian Tribal Governments, or (3) a CDC (3) an ANC and one or more of the other owners is a business concern, then please certify the following: You have researched and hereby certify that the business concern, which owns part of the applicant ("New Company 138"), is a small business concern pursuant to 13 C.F.R. part 121.:	<b>No</b>
<b>Relationship(s) of Business XYZ (this affiliate) to "New Company 138"</b>	
• Joint Venture agreement(s)	<b>No</b>
• Franchise or License agreement(s)	<b>No</b>
• Stock Holder, Partner, Member or Owner	<b>No</b>
• Sharing of Equipment / Facilities / Employees	<b>Yes</b>
• Sharing or use of Special license(s) required for operation of "New Company 138"	<b>No</b>
• Bonding Assistance indemnification or guarantee to "New Company 138"	<b>No</b>
The average number of employees of the affiliate for the last 12 months:	<b>5</b>
The average annual receipts of the affiliate for the last three fiscal years:	<b>\$100,000.00</b>

SECTION D - FINANCIAL INFORMATION			
<b>Last fiscal year:</b>	12/31/2008	<b>Tax return filing Date:</b>	01/05/2009
<b>Total Receipts: \$</b>	0	<b>Net profit: \$</b>	0
<b>Assets</b>	<b>Value (\$)</b>	<b>Liabilities</b>	<b>Value (\$)</b>
<b>Current</b>	1000000.00	<b>Current</b>	100000.00
<b>Fixed</b>	500000.00	<b>Long-Term</b>	100000.00
<b>Other</b>	25000.00	<b>Total liabilities</b>	200000.00
<b>Total</b>	<b>1525000.00</b>	<b>Net Worth</b>	<b>1325000.00</b>
If for any reason, you are not able to supply the complete financial information, please explain why:			<b>N/A</b>
SECTION E - HUBZONE EMPLOYMENT-INDIVIDUAL EMPLOYMENT DATA			
The applicant concern has researched the resident status of its employees and has determined that at least 35% of its full time/full-time equivalent employees are HUBZone residents			<b>Yes</b>
The applicant concern calculated the percentage of HUBZone residents utilizing current employment records as of the date of this application and will ensure that these records and all other pertinent information are maintained to document that at least 35% of its full-time/full-time equivalent employees are HUBZone residents.			<b>Yes</b>
Contact Information for Person Entering the Application Data			
Name:	<b>Mr. John E Doe Jr</b>		
Title or Position:	<b>President</b>		
Phone No.:	<b>5555555555 Ext.:5555</b>		
E-mail:	<b>John.Doe@MyCompany.net</b>		

[ PLEASE "SAVE & PRINT" IT FOR YOUR RECORDS ]



## Application Step Seventeen

 Thank You



 Not Completed  Completed  Current

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

Move cursor over a task to see name of the task.

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

- You have successfully submitted your application for HUBZone certification.
- You may visit our website at [www.sba.gov/hubzone](http://www.sba.gov/hubzone) at any time and use the following options.
  - Edit Your Application\*
  - Check Application Status
  - Cancel Your Application
- If additional information/clarification is required, we will email/fax the request to the individual listed as the point of contact in the application.

### NOTE:

You may [cancel](#) the application at any time before we receive the Electronic Verification response allowing us to proceed with your application or if you receive a "System Rejected" message or if you feel that you have made a mistake in the application. You are welcome to re-submit a new application for re-evaluation.

\*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.

 **END**

## Links and Pop-Ups

### The Cancel Link



HUBZone Application - Cancel



% complete status bar  
| 0%

OMB Approval No. 3245-0320  
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Do you really want to cancel your application?

Yes

No

**Note:** This will discontinue the processing of your current application and you will not be able to restore it. You are welcome to re-submit a new application for re-evaluation.

### SBA Form 2103 (02/06/2003)



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[Library & Resources](#) [Contacts](#) [Are You In a HUBZone?](#) [Certified HUBZone Concerns](#)

1. **Change the 2003 date to 7/31/2009**

### The Edit Your Application Link

SBA Customer ID: **P0000138**  
[View Your Correspondence](#)

**Application: 37286** Your application has been received, but may not meet eligibility criteria. If you filed electronically, please respond to the HUBZone e-mail notice immediately. If you filed using paper, please mail us your completed signature page. This reflects status as of **Tuesday, January 13, 2009. [Code 24]**

- ▶ [Edit Your Application](#)
- ▶ [Authorize Application Process Page](#)
- ▶ [Cancel Your Application](#)

SBA Form 2103 (02/06/2003)

1. change expiration date to 7/31/2009.

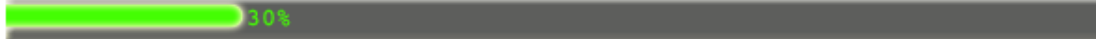
# Login for Authorization of Application



HUBZone Application - Authorize Application Processing



% complete status bar



OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

## \* Authorize Application Processing

### ---[ A D V I S O R Y ]---

- SECURITY SETTINGS:** Your 'Internet Service Provider' (ISP) or your internet browser may have the Security/Privacy settings preset to a level that might NOT allow the HUBZone System to perform correctly. Before you attempt to log in, please select this link ['How to verify my browser settings?'](#) and make sure you have the right settings. After you establish that you have the right settings you may log in and complete the required steps.
- BROWSER REQUIERMENTS:** You MUST Use Microsoft Internet Explorer or Netscape version less than 6.x.  
Do NOT use any of these browsers as these may not be compatible with our application system: Firefox or Safari and Versions of Netscape 6.x and above
- OPERATING SYSTEM:** This system may encounter problems if you are using a **Windows XP** operating system or a Wireless connection.

Our form uses Pop-Ups which are by default blocked by the **Windows XP** operating system. To enable our form to work correctly, please select this link ['Block Pop-up Windows with Internet Explorer'](#) and follow the instructions under "To change Pop-up Blocker settings".

### Enter your Log-In Information Below

HUBZone Application Number:   
SBA Customer ID:   
Your E-mail Address:

*For 'HUBZone' assistance,*  
e-mail us at ['HUBZone@sba.gov'](mailto:HUBZone@sba.gov)  
or  
call 202-205-8885

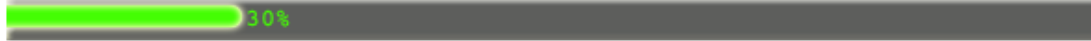
Submit

Clear

## Submitting the Application

OMB Approval No. 3245-0320  
Expiration Date: 5/31/2009

% complete status bar



Please authorize the processing of application submitted on behalf of **New Company 138** by **John Doe**.

- This HUBZone application is being submitted on behalf of this concern and, as an official with this small business concern, I want this application to proceed.
- I wish to withdraw the application.

[View/Print Application](#)

[Submit](#)

[Exit](#)

### SBA Form 2103 (02/06/2003)



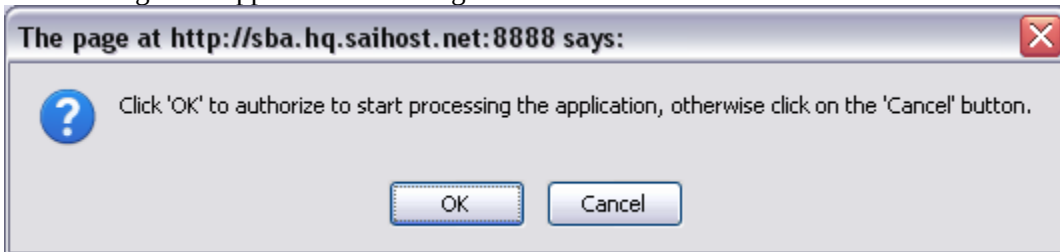
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1. change expiration date to 7/31/2009
2. change "official with" to "officer of".

### Links and Pop-Ups

This message will appear once clicking the *Submit* button.



## Authorization and Verification End

After clicking end, the applicant is directed back to the HUBZone homepage.

 HUBZone Verification - Page 2

    
down back help

% complete status bar

| 0%

OMB Approval No. 3245-0320

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**Thank you for completing this phase of the HUBZone application process. The application status will now appear as "Received" in our system.**

 **END**

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**1. Change expiration date to 7/31/2009**

## Appendix

Contains the Regulatory Links for the Application and the Application Programming Guide in full.

## *Regulatory Links for the Application*

### **See 121.104**

§ 121.105 How does SBA define "business concern or concern"?



(a)(1) Except for small agricultural cooperatives, a business concern eligible for assistance from SBA as a small business is a business entity organized for profit, with a place of business located in the United States, and which operates primarily within the United States or which makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor.

(2) A small agricultural cooperative is an association (corporate or otherwise) acting pursuant to the provisions of the Agricultural Marketing Act (12 U.S.C.A. 1141j) whose size does not exceed the size standard established by SBA for other similar agricultural small business concerns. A small agricultural cooperative's member shareholders are not considered to be affiliates of the cooperative by virtue of their membership in the cooperative. However, a business concern or cooperative that does not qualify as small under this part may not be a member of a small agricultural cooperative.

(b) A business concern may be in the legal form of an individual proprietorship, partnership, limited liability company, corporation, joint venture, association, trust or cooperative, except that where the form is a joint venture there can be no more than 49 percent participation by foreign business entities in the joint venture.

(c) A firm will not be treated as a separate business concern if a substantial portion of its assets and/or liabilities are the same as those of a predecessor entity. In such a case, the annual receipts and employees of the predecessor will be taken into account in determining size.

[61 FR 3286, Jan. 31, 1996, as amended at 70 FR 51248, Aug. 30, 2005]

# SBA Regulations



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*e-CFR*

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- [Code of Federal Regulations](#)
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## Title 13: Business Credit and Assistance

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PART 125—GOVERNMENT CONTRACTING PROGRAMS

### Section Contents

- [§ 125.1 Programs included.](#)
- [§ 125.2 Prime contracting assistance.](#)
- [§ 125.3 Subcontracting assistance.](#)
- [§ 125.4 Government property sales assistance.](#)
- [§ 125.5 Certificate of Competency Program.](#)
- [§ 125.6 Prime contractor performance requirements \(limitations on subcontracting\).](#)
- [§ 125.7 \[Reserved\]](#)

### **Subpart A—Definitions for the Service-Disabled Veteran-Owned Small Business Concern Program**

[§ 125.8 What definitions are important in the Service-Disabled Veteran-Owned \(SDVO\) Small Business Concern \(SBC\) Program?](#)

### **Subpart B—Eligibility Requirements for the SDVO SBC Program**



## See 121.105(a) & (b)

§ 121.105 How does SBA define "business concern or concern"?



[top](#)

(a)(1) Except for small agricultural cooperatives, a business concern eligible for assistance from SBA as a small business is a business entity organized for profit, with a place of business located in the United States, and which operates primarily within the United States or which makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor.

(2) A small agricultural cooperative is an association (corporate or otherwise) acting pursuant to the provisions of the Agricultural Marketing Act (12 U.S.C.A. 1141j) whose size does not exceed the size standard established by SBA for other similar agricultural small business concerns. A small agricultural cooperative's member shareholders are not considered to be affiliates of the cooperative by virtue of their membership in the cooperative. However, a business concern or cooperative that does not qualify as small under this part may not be a member of a small agricultural cooperative.

(b) A business concern may be in the legal form of an individual proprietorship, partnership, limited liability company, corporation, joint venture, association, trust or cooperative, except that where the form is a joint venture there can be no more than 49 percent participation by foreign business entities in the joint venture.

## See 126.202

§ 121.105 How does SBA define "business concern or concern"?



(a)(1) Except for small agricultural cooperatives, a business concern eligible for assistance from SBA as a small business is a business entity organized for profit, with a place of business located in the United States, and which operates primarily within the United States or which makes a significant contribution to the U.S. economy through payment of taxes or use of American products, materials or labor.

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(c) A firm will not be treated as a separate business concern if a substantial portion of its assets and/or liabilities are the same as those of a predecessor entity. In such a case, the annual receipts and employees of the predecessor will be taken into account in determining size.

[61 FR 3286, Jan. 31, 1996, as amended at 70 FR 51248, Aug. 30, 2005]

§ 121.106 How does SBA calculate number of employees?

## See 126.103

§ 126.103 What definitions are important in the HUBZone program?



*Administrator* means the Administrator of the United States Small Business Administration (SBA).

*AA/GC&BD* means Associate Administrator, Office of Government Contracting & Business Development.

*ADA/GC&BD* means SBA's Associate Deputy Administrator for Government Contracting and Business Development.

*Agricultural commodity* has the same meaning as in section 102 of the Agricultural Trade Act of 1978 (7 U.S.C. 5602).

*Alaska Native Corporation (ANC)* has the same meaning as the term "Native Corporation" in section 3 of the ANCSA, 43 U.S.C. 1602.

*Alaska Native Village* has the same meaning as the term "Native village" in section 3 of the ANCSA, 43 U.S.C. 1602.

*ANCSA* means the Alaska Native Claims Settlement Act, as amended.

*Attempt to maintain* means making substantive and documented efforts such as written offers of employment, published advertisements seeking employees, and attendance at job fairs.

*Base closure area* means lands within the external boundaries of a military installation that were closed through a privatization process under the authority of:

(1) The Defense Base Closure and Realignment Act of 1990 (part A of title XXIX of division B of Public Law 101-510; 10 U.S.C. 2687 note);

## See 126.200(b)(4)

§ 126.200 What requirements must a concern meet to receive SBA certification as a qualified HUBZone SBC?



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(a) *Concerns owned by Indian Tribal Governments*—(1) *Ownership*. (i) The concern must be wholly owned by one or more Indian Tribal Governments;

(ii) The concern must be wholly owned by a corporation that is wholly owned by one or more Indian Tribal Governments;

(iii) The concern must be owned in part by one or more Indian Tribal Governments and all other owners are either United States citizens or SBCs; or

(iv) The concern must be owned in part by a corporation, which is wholly owned by one or more Indian Tribal Governments, and all other owners are either United States citizens or SBCs.

(2) *Size*. The concern, with its affiliates, must meet the size standard corresponding to its primary industry classification as defined in part 121 of this chapter.

(3) *Other Requirements*. The concern must either:

(i) Maintain a principal office located in a HUBZone and ensure that at least 35% of its employees reside in a HUBZone as provided in paragraph (b)(4) of this section; or

## See 121.106

§ 121.106 How does SBA calculate number of employees?



(a) In determining a concern's number of employees, SBA counts all individuals employed on a full-time, part-time, or other basis. This includes employees obtained from a temporary employee agency, professional employee organization or leasing concern. SBA will consider the totality of the circumstances, including criteria used by the IRS for Federal income tax purposes, in determining whether individuals are employees of a concern. Volunteers (*i.e.*, individuals who receive no compensation, including no in-kind compensation, for work performed) are not considered employees.

(b) Where the size standard is number of employees, the method for determining a concern's size includes the following principles:

(1) The average number of employees of the concern is used (including the employees of its domestic and foreign affiliates) based upon numbers of employees for each of the pay periods for the preceding completed 12 calendar months.

(2) Part-time and temporary employees are counted the same as full-time employees.

(3) If a concern has not been in business for 12 months, the average number of employees is used for each of the pay periods during which it has been in business.

(4)(i) The average number of employees of a business concern with affiliates is calculated by adding the average number of employees of the business concern with the average number of employees of each affiliate. If a concern has acquired an affiliate or been acquired as an affiliate during the applicable period of measurement or before the date on which it self-certified as small, the employees counted in determining size status include the employees of the acquired or acquiring concern. Furthermore, this aggregation applies for the entire period of measurement, not just the period after the affiliation arose.

(ii) The employees of a former affiliate are not counted if affiliation ceased before the date used for determining size. This exclusion of employees of a former affiliate applies during the entire period of measurement, rather than only for the period after which affiliation ceased.

[61 FR 3286, Jan. 31, 1996, as amended at 69 FR 29203, May 21, 2004]

§ 121.107 How does SBA determine a concern's "primary industry"?

## See 121.104

§ 121.104 How does SBA calculate annual receipts?



(a) *Receipts* means "total income" (or in the case of a sole proprietorship, "gross income") plus "cost of goods sold" as these terms are defined and reported on Internal Revenue Service (IRS) tax return forms (such as Form 1120 for corporations; Form 1120S and Schedule K for S corporations; Form 1120, Form 1065 or Form 1040 for LLCs; Form 1065 and Schedule K for partnerships; Form 1040, Schedule F for farms; Form 1040, Schedule C for other sole proprietorships). Receipts do not include net capital gains or losses; taxes collected for and remitted to a taxing authority if included in gross or total income, such as sales or other taxes collected from customers and excluding taxes levied on the concern or its employees; proceeds from transactions between a concern and its domestic or foreign affiliates; and amounts collected for another by a travel agent, real estate agent, advertising agent, conference management service provider, freight forwarder or customs broker. For size determination purposes, the only exclusions from receipts are those specifically provided for in this paragraph. All other items, such as subcontractor costs, reimbursements for purchases a contractor makes at a customer's request, and employee-based costs such as payroll taxes, may not be excluded from receipts.

(1) The Federal income tax return and any amendments filed with the IRS on or before the date of self-certification must be used to determine the size status of a concern. SBA will not use tax returns or amendments filed with the IRS after the initiation of a size determination.

(2) When a concern has not filed a Federal income tax return with the IRS for a fiscal year which must be included in the period of measurement, SBA will calculate the concern's annual receipts for that year using any other available information, such as the concern's regular books of account, audited financial statements, or information contained in an affidavit by a person with personal knowledge of the facts.

### 13 CFR Section 126.103 – Citizen

*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.

*Community Development Corporation (CDC)* means a corporation that has received financial assistance under Part 1 of Subchapter A of the Community Economic Development Act of 1981, 42 U.S.C. 9805–9808.

*Concern* means a firm which satisfies the requirements in §§121.105(a) and (b) of this title.

*Contract opportunity* means a situation in which a requirement for a procurement exists, none of the exclusions from §126.605 applies, and any applicable conditions in §126.607 are met.

*Contracting Officer (CO)* has the meaning given that term in 41 U.S.C. 423(f)(5), which defines a CO as a person who, by appointment in accordance with applicable regulations, has the authority to enter into a Federal agency procurement contract on behalf of the Government and to make determinations and findings with respect to such a contract.

*County* means the political subdivisions recognized as a county by a state or commonwealth or which is an equivalent political subdivision such as a parish, borough, independent city, or *municipio*, where such subdivisions are not subdivisions within counties.

## See 126.304

§ 126.304 What must a concern submit to SBA?



(a) To be certified by SBA as a qualified HUBZone SBC, a concern must submit a completed application and represent to SBA that it meets the requirements set forth in §126.200. After submitting the application, applicants must notify SBA of any material changes that could affect its eligibility. The concern must also submit any additional information required by SBA.

(b) Concerns applying for HUBZone status based on a location within the external boundaries of an Indian reservation must use SBA's maps (located at <https://eweb1.sba.gov/hubzone/internet/>) to verify that the location is within the external boundaries of an Indian reservation. If, however, SBA's maps indicate that the location is not within the external boundaries of an Indian reservation and the concern disagrees, then the concern must submit official documentation from the appropriate Bureau of Indian Affairs (BIA) Land Titles and Records Office with jurisdiction over the concern's area, confirming that it is located within the external boundaries of an Indian reservation. BIA lists the Land Titles and Records Offices and their jurisdiction in 25 CFR 150.4 and 150.5.

(c) Concerns applying for HUBZone status based on a location within a qualified base closure area must use SBA's List of Qualified Base Closure Areas (located at <http://www.sba.gov/hubzone>) to verify that the location is within a qualified base closure area. If a concern disagrees with the failure of SBA's List of Qualified Base Closure Areas to include a particular area as a qualified base closure area, then the concern must submit relevant documentation from the Department of Defense, Office of Economic Adjustment, or the military department responsible for closing that installation.

(d) If the concern was decertified for failure to notify SBA of a material change affecting its eligibility pursuant to §126.501, it must include with its application for certification a full explanation of why it failed to notify SBA of the material change. If SBA is not satisfied with the explanation provided, SBA may decline to certify the concern.

## 126.201

§ 126.201 Who does SBA consider to own a HUBZone SBC?



An owner of a SBC seeking HUBZone certification or a qualified HUBZone SBC is a person who owns any legal or equitable interest in such SBC. If an Employee Stock Ownership Plan owns all or part of the concern, SBA considers each stock trustee and plan member to be an owner. If a trust owns all or part of the concern, SBA considers each trustee and trust beneficiary to be an owner. In addition:

(a) *Corporations.* SBA considers any person who owns stock, whether voting or non-voting, to be an owner. SBA considers options to purchase stock and the right to convert debentures into voting stock to have been exercised.

*Example:* U.S. citizens own all of the stock of a corporation. A corporate officer, a non-U.S. citizen, owns no stock in the corporation but owns options to purchase stock in the corporation. SBA will consider the options exercised and the individual to be an owner. Therefore, if that corporate officer has options to purchase 50% or more of the corporate stock, pursuant to §126.200, the corporation would not be eligible to be a qualified HUBZone SBC because it is not at least 51% owned and controlled by persons who are U.S. citizens.

## *Application Programming Guide*

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  3. [Eligibility Requirements](#)
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  5. [Starting the Electronic Application Process](#)
  6. [The Electronic Application](#)
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## 1. Welcome

Welcome to the HUBZone Program Application Guide and thank you for your interest in applying for certification as a qualified HUBZone Small Business Concern. As you will notice, firm, business or company will be referenced throughout this document as a 'SBC' or simply as a 'concern. This guide has been prepared to assist you with the application process. If you meet the eligibility requirements, the program offers excellent opportunities for your firm to participate in the Federal marketplace. It also offers your concern a unique opportunity to contribute to empowerment, economic development, and job growth in underserved communities. The HUBZone Program is “building our communities one small business at a time”.

---

## 2. Introduction

SBA's HUBZone Program is in line with the efforts of both the Administration and Congress to promote economic development and employment growth in distressed areas by providing access to more Federal contracting opportunities. The final rule for the HUBZone Program was published on June 11, 1998, [63 FR 31896](#). The final Federal Acquisition Regulation was published on September 24, 1999 at [64 CFR 51830](#). Both documents have experienced updates since those issued dates. The imbedded links in the application access the more recent versions.

---

## 3. Eligibility Requirements

- To be eligible for the program, a concern except tribally-owned concerns, must meet ALL of the following criteria, at the time of application:
- It must be a small business by SBA standards;
- It must be owned and controlled at least 51% by U.S. citizens, or a Community Development Corporation, or an agricultural cooperative or an Indian tribe;
- Its principal office must be located within a 'Historically Underutilized Business Zone,' which includes lands considered Indian Country and military facilities closed by the Base Realignment and Closure Act; and
- At least 35% of employees (total workforce regardless of where the employees work) must reside in a HUBZone.
- Existing businesses that choose to move to qualified areas are eligible. To fulfill the requirement that 35% of a HUBZone firm's employees reside in the HUBZone, employees must live in a primary residence within that area for at least 180 days or be a currently registered voter in that area.

**A "HUBZone" is an area that is located in one or more of the following:**

The statute establishing the HUBZone Program directs the SBA to rely upon definitions provided by other Federal agencies to determine which areas qualify as HUBZones. Generally speaking, these determinations are arrived at after the collection of either income or employment data, and that data forms the basis for the calculations cited below:

**A HUBZone may be one of the following:**

**A qualified census tract.** The definition for Qualified Census Tract is based on an Internal Revenue Service provision for the low income housing tax credit program that is developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The Secretary of HUD designates Qualified Census Tracts by a notice published periodically in the Federal Register. The most recent notice based on the results of the 2000 census data collection appeared December 12, 2002, and were represented on the HUBZone mapping system on May 19, 2003. Information on how data is compiled for the Qualified Census Tracts designation is available on the web at <http://qct.huduser.org>

**A difficult development area.** The definition of Difficult Development Area is similar to Qualified Census Tract in that it is based on an Internal Revenue Service provision for the low income housing tax credit program that is developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). (NOTE: By virtue of legislation signed into law on Aug. 10, 2005, the application of the Difficult Development Area status for HUBZone consideration only applies to Alaska, Hawaii, and the U.S. territories and possessions, not the 48 contiguous states.) The Secretary of HUD designates Difficult Development Areas by a notice published periodically in the Federal Register. The most recent notice appeared August 22, 2005.

- Information on how data is compiled for the Difficult Development Area designation is available on the web at <http://qct.huduser.org>

**A qualified county.** The definition for qualified county is any county that, based on the most recent data available from the U.S. Census Bureau, is not located in a metropolitan statistical area and in which the median household income is less than 80 percent of the median household income for the entire non-metropolitan area of a state and/or any non-metropolitan county that, based on the most recent data available from the Bureau of Labor Statistics (BLS), has an unemployment rate that is not less than 140 percent of the state average unemployment rate or the national average unemployment rate.

- Information on decennial census data used to determine the household income is available on the web at <http://www.census.gov/main/www/cen2000.html>
- Information in the local employment data used to determine the unemployment element is available on the web at <http://www.bls.gov/lau/home.htm#data>

**A qualified Indian reservation.** The definitions for qualified Indian reservations, which include lands covered by the phrase Indian Country, are those established and used by the Bureau of Indian Affairs. There is one exception, which applies to portions of the state of Oklahoma where HUBZone is using a definition arrived at by the Internal Revenue Service.

Information on Native American reservations and related information is available on the web at <http://www.doi.gov/bureau-indian-affairs.html>

Information on the Internal Revenue Service description for former Indian Reservations in Oklahoma is available on the web at <http://www.irs.gov/newsroom/article/0,,id=99491,00.html>

**A former military base** closed by the Base Realignment and Closure Act (BRAC). Congress determined that former military bases closed because of BRAC qualify for HUBZone status for a five-year period from the date of formal closure. For those locations closed as of the date the legislation was signed into law, the five-year period began on the date the law became effective, Dec. 8, 2004.

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#### 4. How The HUBZone Program Determines HUBZone Eligibility

- To make this determination, the HUBZone Program office may request several general types of information:
- Basic information to identify your firm and the location of its principal office, to establish whether it is located in a HUBZone.
- Information about who owns and manages your firm, to establish whether it is at least 51% owned and controlled by U.S. Citizens.
- Information about your firm's employees, to establish whether at least 35% of them reside in a HUBZone.
- Information about your firm's financial condition.

You **must** submit an electronic application to be certified as a qualified HUBZone SBC. We estimate that it will take you about one hour to complete this application. Before you start, you should have the following information at hand:

- Special licenses;
- If your firm is a corporation, its articles of incorporation and stockholder's register, if your firm is a partnership, its partnership agreement; if your firm is a limited liability company, its company operating agreement, if your firm is a franchise, the franchise agreement.
- Financial statements for your firm's three most recently completed fiscal years. If your firm has been in operation less than three years, financial statements covering however long it has been in operation;
- A current employee roster providing employee name, home address, and date of employment;

- Employment records for the past twelve months;
  - A listing of any Federal Employment Tax Credits the firm receives;
  - Information on any current bonding arrangements through a company or individual not formally recognized as a surety provider;
  - Information on any non-bank lender(s) who provides credit to the firm (should cover name and citizenship of creditor and amount owed);
  - Information (name, address, kind of business, etc.) about any other businesses that the owners, directors, or officers of your business own or manage; and,
  - Information from the birth certificate or certificate of naturalization for each owner, manager, member of the board of directors, or officer.
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## 5. Starting the Electronic Application Process

When filing an electronic application, you must work through the application until it is fully complete, and it must be done in one single session. Once the application is electronically submitted, you will have a brief period during which you can edit the document by selecting the "Edit Application" button on the opening [HUBZone Electronic Application – Main Menu page](#). The editing period ends when the SBA receives the electronic verification provided by a representative of the applicant concern. Once that verification is received, the electronic file is marked as "received" and can no longer be edited or accessed by the firm. When completing the application, at any point in the process, you can select **Help**, and get context-specific guidance. If you really get stuck answering a question, you can contact us by e-mail at [hubzone@sba.gov](mailto:hubzone@sba.gov). Questions can also be directed to the HUBZone office at 202-205-8885. There are several **IMPORTANT** registrations that must be completed before you can start the electronic application process:

**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, or D-U-N-S.

**Central Contractor Registration (CCR)** – 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 CCR profile associated with DUNS appropriate for this specific physical location.)

**SBA Supplemental Page** – each office of your concern must be registered so that each will have their own **CUSTOMER ID NUMBER**. This information is retained in the Dynamic Small Business Search System (DSBS) database.

**Global 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).

Once all your registrations have been completed and you have received your USER IDs and PASSWORDS, then you are ready to start your electronic application for HUBZone certification.

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## **6. The Electronic Application:**

### **Section A – Location in Qualified HUBZone:**

The information in this section of the application is required for HUBZone analysts to determine whether your firm's principal office is located in a HUBZone. The answers to most of these questions will be extracted automatically from the information you've already entered in the DSBS database. Review this section carefully. If it is inaccurate, you must return to the firm's profile in CCR and correct it. The concern's name as entered here should be exactly as it appears on your firm's legal instruments, such as articles of incorporation, business license, or partnership agreements. Address information will be extracted automatically from what you enter on SBA's HUBZone Address Screen. It should be the correct street address of your firm's principal office. (Remember, your firm's principal office is the place where the greatest number of your employees, at a single location, performs their work.) If the information on this screen is inaccurate, you should return to the firm's CCR profile to correct it.

A determination on whether your firm's principal office is located in a HUBZone will be generated automatically by mapping software based on the information entered on the HUBZone Address Screen.

- HUBZone Principal Office Address
- Mailing Address
- Map Plot of principal office location

### **Section B – General Business Information:**

In this section you are to answer some basic questions that will help identify and communicate with your firm and determine how to process your application as efficiently and quickly as possible. Many of the questions have been filled in (see \* below) based on information that was entered in the DSBS database. In most cases, the information that has been automatically filled in on Section B cannot be edited. If any of this information is incorrect, proceed to CCR or the HUBZone Address Screen to make corrections

- Business Name
- Employer's Identification Number /Taxpayer Identification Number \*
- Point Of Contact
  - Contact Prefix:

- Contact Name
  - Contact Title
- Street Number
- Street Address \*
- Business Phone Number
- Extension
- Business Fax Number
- e-mail Address
- Organizational Structure
- Date Business Established
- Briefly describe your firm's principal products and/or services
- North American Industrial Classification System (NAICS) code (primary)\*
- State Business was Incorporated In
- Business Fiscal Year Ending Date:
- Brief description of the concern's produce and/or services
- Is firm owned in whole or in part by a tribal government Indian tribe
- Is concern owned in whole or in part by a Community Development Corporation
- Is concern owned in whole or in part by an Alaskan Native Corporation
- Is concern owned in whole or in part by a small agricultural coop
- Number of employees at the time of this application working at the PRINCIPAL OFFICE
- Number of employees at the time of this application working at an off-site, contract specific job site
- Number of employees at the time of this application
- Number of employees who reside in a HUBZone at the time of this application
- Average annual receipts over the last three (3) years
- Has the applicant concern ever been debarred, suspended, voluntarily excluded or otherwise rendered ineligible for procurement or non-procurement purposes from any department or agency of the Federal government

### Section C – Ownership and Control:

One basic requirement for certification as a qualified HUBZone SBC is that your firm be at least 51% owned and controlled by U.S. Citizens. A citizen is defined as a person born or naturalized in the United States, (companies that are owned in whole or in part by a federally recognized tribe, ANC, CDC or small agricultural coop would meet the ownership by citizens test).

In this section we ask that you provide the following:

For corporations, enter the name of each stockholder (if the firm is owned by a tribe, ANC, CDC or small agricultural coop, or another business include the name(s) of these entities in this section as a stockholder) owning voting stock, each board member and each officer; for partnerships, enter the name of all general partners, each limited partner and each officer; for sole proprietorships, enter the name of the owner; and for limited liability companies, enter the name of each member and each manager. Individual affiliation questions allow us to determine whether your firm is affiliated with another concern by common ownership, management, or other relationship. To be certified as a qualified HUBZone SBC, your firm must be determined to be small under relevant SBA size standards. SBA's determination of your firm's size may be affected if it is "affiliated" with another firm by ownership or an interest in that firm. In addition, the only affiliates a firm can have and be certified as a qualified HUBZone SBC are those that are qualified HUBZone small businesses. In general, SBA will find that concerns are affiliates of each other when one concern controls or has the power to control the other, or a third party or parties controls or has the power to control both. In making this determination, SBA considers factors such as ownership, management, previous relationships with or ties to another concern, and contractual relationships.

- Name all shareholders (if the firm is owned by a tribe, ANC, CDC or small agricultural coop, or another business include the name(s) of these entities in this section as a stockholder), board members, officers, owners, members or partners.

- Individual's title or position.

- U.S. Citizenship?

- Does the applicant share facilities, equipment, or personnel with any other firm in which this individual has a financial interest or holds a management position?

- Business Name:

- Type of Interest:

- Has the individual ever been debarred, suspended, voluntarily excluded or otherwise rendered ineligible for procurement or non-procurement purposes from any department or agency of the Federal Government?

- Date of Action

- Type of Action

- Agency Taking Action

#### **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. Example: It is now March 1, 2000, your firm's most recently ended fiscal year closed on December 31, 1999. In this space, you would enter information for the year ended 12/31. 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

#### **Section E – HUBZone Employment Statement:**

One of the four key requirements for certification as a qualified HUBZone SBC is that at least 35% of its employees reside in a HUBZone. For purposes of the HUBZone program:

- An employee is a person (or persons) employed by a HUBZone SBC on a full-time (or full-time equivalent), permanent basis. Temporary employees, independent contractors, or leased employees are not considered "employees".
- Full-time equivalent employees who work 30 hours per week or more, and the aggregate of employees who work less than 30 hours a week, where the work hours of such employees add up to at least a 40 hour work week.
- An individual resides in a HUBZone if he or she lives in a primary residence at a place located in a HUBZone for at least 180 days, or as a currently registered voter, with intent to live there indefinitely.

You are required to use current employment records to research the resident status of your employees to ensure that at least 35% of your full-time or full-time equivalent employees are HUBZone residents. You are further required to maintain records to document the percentage of HUBZone employees for a six-year period. Provide actual resident address. Post office boxes are not acceptable.



- You have researched the resident status of your employees and have determined that at least 35% of its full-time/part-time equivalent employees are HUBZone residents. **YES/NO**
- You have calculated the percentage of HUBZone residents utilizing current employment records as of the date of this application and will ensure that these records and all other pertinent information are maintained for a six-year period to document that at least 35% of your full-time or full-time equivalent employees are HUBZone residents. **YES/NO**

**Section F – Affiliation:**

To be certified as a qualified HUBZone SBC, your firm must be determined to be small under relevant SBA size standards. SBA's determination of your firm's size may be affected if it is "affiliated" with another firm by ownership or having an interest in that firm.

In general, SBA will find that concerns are affiliates of each other when one concern controls or has the power to control the other, or a third party or parties controls or has the power to control both. In making this determination, SBA considers factors such as ownership, management, previous relationships with or ties to another concern, and contractual relationships.

In this section, we ask that you tell us whether your firm has an ownership interest in another concern. If it does, you must provide identification and size information on that concern.

**Affiliation information:**

- Does the applicant own an interest in any other business?
- Does any other business own an interest in the applicant?
- Name of other concern
- Address of other concern
- City of other concern
- State of other concern
- Zip Code of other concern
- What percentage of voting stock, ownership, or management position of the concern does the applicant hold?
- Primary NAICS Code of other concern Size information for concern:
- Average number of employees of the firm for the past 12 months
- Average annual receipts of this concern for its most recently completed three fiscal years

### **Notice of Verification:**

The SBA needs to verify that the information just entered through Internet Application Form was provided by an authorized company representative. To facilitate this process, the system is designed to automatically identify the highest-ranking officer named earlier in the 'Key Person' listing. You can choose to override this designation with another 'Key Person' by using the drop down menu, but this action will be recorded and may prompt an inquiry. You may also choose to identify someone other than a 'Key Person,' and this would be entered in section titled 'Other.' The responding executive will need to have your company's GLS USER ID and password available. The e-mail notice they receive will provide a link back to the HUBZone Web page so that you will be able to provide the Customer ID Number and the HUBZone application number and the authorizer's email address so that you provide the electronic verification that allows us to process the application.

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## **7. Completing the Application Process**

After you have completed the electronic version of the application, the electronic application software will audit it and advise you of any incomplete or missing data. The system will alert you when or if supporting documentation is required to complete the application review. *Once the electronic application has been transmitted an initial e-mail will be sent to the highest ranking individual of that firm or to the additional point of contact with a web link for response. The highest ranking individual or the additional point-of-contact has to verify and attest to the authenticity of the application for further processing by clicking on the link in the initial e-mail.* **You will have 10 days to give the electronic verification, or your application will not be processed. Until we receive the electronic verification we cannot process the application.** Once your application has been assigned to an Analyst, the Analyst will contact you via e-mail or fax if supporting documentation(s) is needed to process the application. All subsequent communications with you will be either by e-mail or fax. The certification staff of the HUBZone Program Office will review your application. All attempts will be to process the application within thirty calendar days (if practicable) from the date of receipt of the electronic verification. If you want to check on your electronic application submission at any time, select Application Status and it will show the status of the application. Once eligibility determination has been made, the firm will be notified in writing of the decision. At the same time, if it has been determined that your firm is a qualified HUBZone concern, it will be added to the 'List of Qualified HUBZone SBCs' and your firm's SBA Supplemental Page profile will reflect its HUBZone certification status. It is recommended to keep your profiles (CCR and SBA Supplemental Page) up to date through the CCR web-site: <http://ccr.gov>. At the CCR Web site, simply update your CCR profile and CCR will update the DSBS profile. (NOTE: edit updated data transferred from CCR to DSBS usually takes up to 24 hours after you have updated the CCR profile.) Again, thank you for your interest in the HUBZone Program.

**Good luck!**

**[Start Application Process](#)**

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## 8. [CFR 13 Part 126](#) Guidance:

Subpart Section related to HUBZone certification:

- [Subpart A](#) – Provision of General Applicability (13 CFR 126.100 thru 126.103)
  - [Subpart B](#) – Requirements to be a Qualified HUBZone SBC (13CFR 126.200 thru 126.309)
  - [Subpart E](#) – Maintaining HUBZone Status (13 CFR 126.500 thru 126-504)
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## 9. Glossary

### Confidentiality

**Administrator** means the Administrator of the United States Small Business Administration (SBA).

**Director/BD** means SBA's Director for the Office of Business Development.

**Director/HUBZone Program** means SBA's Director for the HUBZone Program.

**Director/GC&BD** means SBA's Director for Government Contracting and Business Development.

**Deputy Director/GC&8(a) BD** means SBA's Deputy Director for Government Contracting and 8(a) Business Development.

**Agricultural commodity** has the same meaning as in section 102 of the Agricultural Trade Act of 1978 (7 U.S.C. 5602).

**Alaska Native Corporation (ANC)** has the same meaning as the term "Native Corporation" in section 3 of the ANCSA, 43 U.S.C. 1602.

**Alaska Native Village** has the same meaning as the term "Native village" in section 3 of the ANCSA, 43 U.S.C. 1602. ANCSA means the Alaska Native Claims Settlement Act, as amended.

**Attempt to maintain** means making substantive and documented efforts such as written offers of employment, published advertisements seeking employees, and attendance at job fairs.

**Base closure area** means lands within the external boundaries of a military installation that were closed through a privatization process under the authority of:

- (1) The Defense Base Closure and Realignment Act of 1990 (part A of title XXIX of division B of Public Law 101-510; 10 U.S.C. 2687 note);
- (2) Title B of the Defense Authorization Amendments and Base Closure and Realignment Act (Pub. L. 100-526; 10 U.S.C. 2687 note);
- (3) 10 U.S.C. 2687; or
- (4) Any other provision of law authorizing or directing the Secretary of Defense or the Secretary of a military department to dispose of real property at the military installation for purposes relating to base closures of redevelopment, while retaining the authority to enter into a leaseback of all or a portion of the property for military use.

**Certify** means the process by which SBA determines that a HUBZone SBC is qualified for the HUBZone program and entitled to be included in SBA's "List of Qualified HUBZone SBCs."

**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.

**Community Development Corporation (CDC)** means a corporation that has received financial assistance under Part 1 of Subchapter A of the Community Economic Development Act of 1981, 42 U.S.C. 9805-9808.

**Concern** means a firm which satisfies the requirements in Sec. Sec. 121.105 (a) and (b) of this title.

**Contract opportunity** means a situation in which a requirement for a procurement exists, none of the exclusions from Sec. 126.605 applies, and any applicable conditions in Sec. 126.607 are met.

**Contracting Officer (CO)** has the meaning given that term in 41 U.S.C. 423(f)(5), which defines a CO as a person who, by appointment in accordance with applicable regulations, has the authority to enter into a Federal agency procurement contract on behalf of the Government and to make determinations and findings with respect to such a contract.

**County** means the political subdivisions recognized as a county by a state or commonwealth or which is an equivalent political subdivision such as a parish, borough, independent city, or municipio, where such subdivisions are not subdivisions within counties.

**County unemployment rate** is the rate of unemployment for a county based on the most recent data available from the United States Department of Labor, Bureau of Labor Statistics. The appropriate data may be found in the DOL/BLS publication titled "Supplement 2, Unemployment in States and Local Areas." This publication is available for public inspection at the Department of Labor, Bureau of Labor Statistics, Division of Local Area Unemployment Statistics located at 2 Massachusetts Ave., NE, Room 4675, Washington, D.C. 20212. A copy is also available at SBA, Office of HUBZone Program, Director, 409 3rd Street, SW, Washington D.C. 20416.

**De-certify** means the process by which SBA determines that a concern is no longer a qualified HUBZone SBC and removes that concern from its List.

**Employee** means a person (or persons) employed by a HUBZone SBC on a full-time (or full-time equivalent), permanent basis. Full-time equivalent includes employees who work 30 hours per week or more. Full-time equivalent also includes the aggregate of employees who work less than 30 hours a week, where the work hours of such employees add up to at least a 40 hour work week. The totality of the circumstances, including factors relevant for tax purposes, will determine whether persons are employees of a concern. Temporary employees, independent contractors or leased employees are not employees for these purposes.

**Example 1:** 4 employees each work 20 hours per week; SBA will regard that circumstance as 2 full-time equivalent employees.

**Example 2:** 1 employee works 20 hours per week and 1 employee works 15 hours per week; SBA will regard that circumstance as not a full-time equivalent.

**Example 3:** 1 employee works 15 hours per week, 1 employee works 10 hours per week, and 1 employee works 20 hours per week; SBA will regard that circumstance as 1 full-time equivalent employee.

**Example 4:** 1 employee works 30 hours per week and 2 employees each work 15 hours per week; SBA will regard that circumstance as 1 full-time equivalent employee.

**HUBZone** means a historically underutilized business zone, which is an area located within one or more:

- (1) Qualified census tracts;
- (2) Qualified non-metropolitan counties;
- (3) Lands Difficult Development Area (external to continental U.S.);
- (4) Qualified base closure area (BRACs); or
- (5) Redesignated area.

**HUBZone small business concern (HUBZone SBC)** means an SBC that is:

- (1) At least 51% owned and controlled by 1 or more persons, each of whom is a United States citizen;
- (2) An ANC owned and controlled by Natives (as determined pursuant to section 29(e) (1) of the ANCSA, 43 U.S.C. 626(e) (1));
- (3) A direct or indirect subsidiary corporation, joint venture, or partnership of an ANC qualifying pursuant to section 29(e)(1) of the ANCSA, 43 U.S.C. 1626(e)(1)), if that subsidiary, joint venture, or partnership is owned and controlled by Natives (as determined pursuant to section 29(e)(2) of the ANCSA, 43 U.S.C. 1626(e)(2));
- (4) Wholly owned by one or more Indian Tribal Governments or by a corporation that is wholly owned by one or more Indian Tribal Governments;
- (5) An SBC that is owned in part by one or more Indian Tribal Governments or in part by a corporation that is wholly owned by one or more Indian Tribal Governments, if all other owners are either United States citizens or SBCs;

(6) An SBC that is wholly owned by a CDC or owned in part by one or more CDCs, if all other owners are either United States citizens or SBCs; or

(7) An SBC that is a small agricultural cooperative organized or incorporated in the United States, wholly owned by one or more small agricultural cooperatives organized or incorporated in the United States or owned in part by one or more small agricultural cooperatives organized or incorporated in the United States, provided that all other owners are small business concerns or United States citizens.

**Indian reservation:**

(1) Has the same meaning as the term "Indian country" in 18 U.S.C. 1151, except that such term does not include:

(a) Any lands that are located within a State in which a tribe did not exercise governmental jurisdiction as of December 21, 2000, unless that tribe is recognized after that date by either an Act of Congress or pursuant to regulations of the Secretary of the Interior for the administrative recognition that an Indian group exists as an Indian tribe (25 CFR part 83); and

(b) Lands taken into trust or acquired by an Indian tribe after December 21, 2000 if such lands are not located within the external boundaries of an Indian reservation or former reservation or are not contiguous to the lands held in trust or restricted status as of December 21, 2000; and

(2) In the State of Oklahoma, means lands that:

(a) Are within the jurisdictional areas of an Oklahoma Indian tribe (as determined by the Secretary of the Interior); and

(b) Are recognized by the Secretary of the Interior as of December 21, 2000, as eligible for trust land status under 25 CFR part 151.

**Indian Tribal Government** means the governing body of any Indian tribe, band, nation, pueblo, or other organized group or community which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Interested party** means any concern that submits an offer for a specific HUBZone sole source or set-aside contract, any concern that submitted an offer in full and open competition and its opportunity for award will be affected by a price evaluation preference given a qualified HUBZone SBC, the contracting activity's contracting officer, or SBA.

**Lands within the external boundaries of an Indian reservation** include all lands within the perimeter of an Indian reservation, whether tribally owned and governed or not. For example, land that is individually owned and located within the perimeter of an Indian reservation is "lands within the external boundaries of an Indian reservation." By contrast, an Indian-owned parcel of land that is located outside the perimeter of an Indian reservation is not "lands within the external boundaries of an Indian reservation."

**List** refers to the database of qualified HUBZone SBCs that SBA has certified.

**Median household income** has the meaning used by the Bureau of the Census, United States Department of Commerce, in its publication titled, "1990 Census of Population, Social and Economic Characteristics," Report Number CP-2, pages B-14 and B-17. This publication is available for inspection at any local Federal Depository Library. For the location of a Federal Depository library, call toll-free (888) 293-6498 or contact the Bureau of the Census, Income Statistics Branch, Housing and Economic Statistics Division, Washington D.C. 20233-8500.

**Metropolitan statistical area** means an area as defined in section 143(k) (2) (B) of the Internal Revenue Code of 1986, (Title 26 of the United States Code).

**Non-metropolitan** has the meaning used by the Bureau of the Census, United States Department of Commerce, in its publication titled, "1990 Census of Population, Social and Economic Characteristics," Report Number CP-2, page A-9. This publication is available for inspection at any local Federal Depository Library. For the location of a Federal Depository Library, call toll-free (888) 293-6498 or contact the Bureau of the Census, Population Distribution Branch, Population Division, Washington, D.C. 20233-8800.

**Person** means a natural person.

**Principal office** means the location where the greatest number of the concern's employees, at any one location, performs their work. However, for those concerns whose "primary industry" (see 13 CFR 121.107) is service or construction (see 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.

**Qualified base closure area** means a base closure area for a period of 5 years either from December 8, 2004, or from the date of final base closure, whichever is later.

**Qualified census tract** has the meaning given that term in section 42(d)(5)(C)(ii) of the Internal Revenue Code of 1986.

**Qualified HUBZone SBC** means a HUBZone SBC that SBA certifies as qualified for federal contracting assistance under the HUBZone program.

**Qualified non-metropolitan county** means any county that was not located in a metropolitan statistical area at the time of the most recent census taken for purposes of selecting qualified census tracts under section 42(d)(5)(C)(ii) of the Internal Revenue Code of 1986, and in which:

(a) The median household income is less than 80% of the non-metropolitan State median household income, based on the most recent data available from the Bureau of the Census of the Department of Commerce; or

(b) The unemployment rate is not less than 140 percent of the average unemployment rate for the United States or for the State in which such county is located, whichever is less, based on the most recent data available from the Secretary of Labor.

**Redesignated area** means any census tract or any non-metropolitan county that ceases to be a qualified HUBZone, except that such census tracts or non-metropolitan counties may be "redesignated areas" only until the later of:

(1) The date on which the Census Bureau publicly releases the first results from the 2010 decennial census; or

(2) Three years after the date on which the census tract or non-metropolitan county ceased to be so qualified. The date on which the census tract or non-metropolitan county ceases to be qualified is the date that the official government data, which affects the eligibility of the HUBZone, is released to the public.

**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.

**Small agricultural cooperative** means an association (corporate or otherwise), comprised exclusively of other small agricultural cooperatives, small business concerns, or U.S. citizens, pursuant to the provisions of the Agricultural Marketing Act, 12 U.S.C. 1141j, whose size does not exceed the applicable size standard pursuant to part 121 of this chapter. In determining such size, an agricultural cooperative is treated as a "business concern" and its member shareholders are not considered affiliated with the cooperative by virtue of their membership in the cooperative.

**Small business concern (SBC)** means a concern that, with its affiliates, meets the size standard for its primary industry, pursuant to part 121 of this chapter.

**Small disadvantaged business (SDB)** means a concern that is small pursuant to part 121 of this chapter, is owned and controlled by one or more socially and economically disadvantaged individuals, tribes, ANCs, Native Hawaiian Organizations, or CDCs and has been certified pursuant to subpart A or B, part 124 of this chapter.

**Statewide average unemployment** rate is the rate based on the most recent data available from the Bureau of Labor Statistics, United States Department of Labor, Division of Local Area Unemployment Statistics, 2 Massachusetts Ave., NE., Room 4675, Washington, D.C. 20212. A copy is also available at SBA,

Office of AA/HUB, 409 3rd Street, SW., Washington DC 20416.

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**10. Confidentiality and Security considerations:**

You will access the application over the Internet using your Internet browser (Microsoft Internet Explorer 4.0 or greater web browser or other browsers). HUBZone has taken strong security measures to ensure that all submitted information remains confidential. When we receive your application, HUBZone's Electronic Information Security Systems will protect it.

**SBA Form 2103 (02/06/2003)**

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