

Guidelines and Definitions
Annual Survey of SBA HUBZone Firms with HUBZone Procurement Dollar Obligations

Item description	Definition and Guidance	Comment
Section 1		
Office	A single physical location at which business is conducted and/or services are provided. It is not necessarily identical with a company or enterprise, which may consist of one office or more.	This concept is similar to the definition of establishment, which is more commonly used in the economic statistics of the Government (e.g., BEA, Census, BLS).
Principal office	Provided by DSBS/Principal Office is defined in HUBZone Regulations as the location where the greatest number of the concern's employees at any one location perform their work. For those concerns whose primary industry is service or construction, the determination of principal office excludes the concern's employees who perform the majority of their work at job-site locations to fulfill specific contract obligations.	Yes or no-answer should correspond to the information we have available about the SBC.
Name of firm	Provided by DSBS/if the current name is different, please provide your new name.	This information will be populated from DSBS and reviewed by the firm.
SBA ID Number (DSBS Number)	Provided by DSBS/if the current SBA Number is different, please provide your new SBA Number.	This information will be populated from DSBS and reviewed by the firm. DSBS number is unique and is provided by the SBA to the firm.
Employer Identification Number (EIN)	Provided by DSBS/ if the EIN changed, the firm will provide the new number.	The EIN number should be equal to the EIN number provided in the IRS Form 941.
DUNS Number	Provided by DSBS or FPDS-NG/DUNS is a number that identify the firm. A firm could have more than one.	This information will be populated from DSBS or FPDS-NG and reviewed by the firm. the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis.
Address of the firm	Provided by DSBS/FPDS-NG. Physical address of the concern that is related to the DUNS.	This information will be populated from DSBS or FPDS-NG and reviewed by the firm. We will use the address coming from the FPDS-NG because this one is related to the specific contracts we are considering.
Headquarter		
Place of contract performance	Provided by FPDS-NG/Physical Address of the primary office that performs the awarded contract and as it appears in the information about the contract included in FPDS-NG. The concerns whose primary industry is service or construction should provide also the addresses of the job sites related to the contract performance.	This information will be populated from DSBS or FPDS-NG and reviewed by the firm.
Job Site	A location different to the firm's main or branch offices and where the firm produces its services or products.	This information is provided by the firm.
Section 2		
Total Gross Revenue	Includes the total sales, shipments, receipts, revenue, or business done by the firm.	The purpose of obtaining this information is to calculate the average annual revenue for the last three (3) years for the firm.
Employees	Employee means all individuals employed on a full-time, part-time, or other basis, so long as that individual works a minimum of 40 hours per month. This includes employees obtained from a temporary employee agency, leasing concern, or through a union agreement or co-employed pursuant to a professional employer organization agreement.	The definition of employee adopted by the HUBZone Program.

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Payroll Employees	Full and part time employees working at this establishment whose payroll was reported in Internal revenue Service Form 941, Employer's Quarterly Federal Tax Return, and filed under the Employer Identification Number (EIN) shown above or corrected.	This item asks the owner to provide the number of employees for every quarter of the last two fiscal years. With these numbers, we can calculate the average annual number of employees. The information should be provided from the IRS Form 941.
HUBZone Employees in Payroll	Number of employees (as defined by HUBZone) that are residents of a HUBZone area.	This item uses the HUBZone Program definition of employee.
Leased employees	Businesses with "leased employees" (those whose payroll is filed with the IRS by an employee leasing company, not the company where their work is performed). Employee means all individuals employed on a full-time, part-time, or other basis, so long as that individual works a minimum of 40 hours per month. This includes employees obtained from a temporary employee agency, leasing concern, or through a union agreement or co-employed pursuant to a professional employer organization agreement.	The firm should differentiate the number of employees that are not in their payroll and are leased, from the ones that are included in the payroll.
HUBZone leased employees	HUBZone Employees that are not in the business payroll, but are part of a leased concern.	
Other types of non-Payroll Employees	Employee means all individuals employed on a full-time, part-time, or other basis, so long as that individual works a minimum of 40 hours per month obtained from a temporary employee agency, or through a union agreement or co-employed pursuant to a professional employer organization agreement.	This item Follows the definition of employee of the HUBZone Program.
Other Type of HUBZone non-Payroll HUBZone Employees	Employee means all individuals employed on a full-time, part-time, or other basis, so long as that individual works a minimum of 40 hours per month obtained from a temporary employee agency, or through a union agreement or co-employed pursuant to a professional employer organization agreement. The employee resides in a HUBZone.	This item Follows the definition of employee of the HUBZone Program.

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Annual payroll	<p>This item includes the gross earnings of all employees paid during the calendar year (cash basis). It includes all forms of compensation, such as salaries, wages, commissions, dismissal pay, bonuses, vacation and sick leave pay, and compensation in kind, prior to such deductions as employees' social security contributions, withholding taxes, group insurance, union dues, and savings bonds. The total includes salaries of officers of corporations; it excludes payments to proprietors or partners of unincorporated concerns. The definition of payroll is identical to that recommended to all Federal statistical agencies by the U.S. Office of Management and Budget, in particular, the definition used on the Employer's Quarterly Federal Tax Return, Treasury Form 941. This definition does not include employers' social security contributions or other nonpayroll labor costs, such as employees' pension plans, group insurance premiums, and workers' compensation.</p>	<p>The information should be provided for the last two fiscal years. This definition is consistent with the definition used in the Economic Census from the US Census Bureau.</p>

Section 3

Type of Contracts		
Type of HUBZone Set-Aside (set-aside, or sole source)		
HUBZone Evaluation Preference		
Actions	Number of actions included in the contract and the contractor should perform.	This information will be provided by SBA using the information coming from GSA's FPDS-NG, and the concern will review it.
Action Obligations	Current Dollars obligated to the contractor.	
Total Contract value	Total value of contract awarded to the firm.	
Effective Date	Date in which the contract is effective.	
Completion Date	Date on which the contract should be completed	