

System Login - Microsoft Internet Explorer provided by SBA MSB-WHPBMN22.sba.gov

https://enile.sba.gov/gls/dsp_login.cfm?SB=Y

System Login

TEST General Login System

Skip Navigation Accessibility Options

Print Help

Ready

October 21, 2015

- Forgot User ID?
- Forgot or Expired Password?

GLS Instructions for:

- Banking Partners
- Small Businesses
- SBA Employees and SBA Contractors
- Create New SBA GLS Account
- Contact Program Offices

SBA Account Login

User ID

Password

Login Clear

[Text Only](#)

Last modified: 02/05/2015 12:00:00 AM

[FirstGov](#) > [E-Gov](#) > [Regulations.gov](#) > [White House](#)
 * Privacy & Security * Information Quality * FOIA * No Fear Act * ADA

SBA Processing: 0.143 seconds
Session timeout in 59 minutes

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TEST General Login System

Skip Navigation Accessibility Options

Exit Help Profile Access Choose Function Change Password

Ready

Welcome Ewen LI. Office 6600: OFFICE OF BUSINESS DEVELOPMENT

General Login System - Choose Function
Currently Available Applications

- HUBZone

If you do not see an application to which you believe you should have access, please ensure you have requested the access to the application. This can be done by selecting the Access button at the top of the page. If you have requested access to the application, but have not yet been approved by the applicable Program Office, please [Click here to contact Program Offices](#).

If any application is listed below, it means you have been granted access, but there may be an issue, such as an Office Code mismatch or the Application is no longer supported, that is causing the application to display as unavailable.

- SBA's Online Phone Directory <Down>

Last modified: 06/13/2014 12:00:00 AM

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United States Small Business Administration Text Only search www.sba.gov GO

SBA Tuesday, October 20, 2015 **HUBZone**

Your Small Business Resource HUBZone Program

HUBZone
Historically Underutilized Business Zone

[HUBZone Certification](#)

[You are way to](#)

[Showing](#)

[Community based Employment Enterprise](#)

Imp. Docs Request List

- HUBZone Electronic Application
- HUBZone Program Examination
- HUBZone Program Recertification
- Update Your Contact Information

[Help]

[Software Requirements](#) | [Browser Requirements](#) | [SBA Answer Desk](#) | [SBA's Privacy Policy](#)

HUBZone - Applying For HUBZone Certification - Microsoft Internet Explorer
MSB-WHPBMN72.sba.gov
https://enlisp.sba.gov/hubzone/Internet/application/dsp_apps_home.cfm?null=1445355660404&mode=J
HUBZone - Applying For HUB...

SBA
Your Small Business Resource

HUBZone

HUBZone Electronic Application - Main Menu

down back help

[Logout of HUBZone \(Exit to GLS\)](#)
[View Your Correspondence](#)
[Download List of Supporting Documents](#)
[Application Timeline-Interpreting Your HCTS Status Message](#)

Application:

Application: 32999
Your Withdraw due to firm request as of **Wednesday, December 10, 2014.**

Application: 33000
Your Withdraw due to firm request as of **Sunday, December 14, 2014.**

Application: 33001
Your Withdraw due to firm request as of **Tuesday, March 24, 2015.**

Application: 33002
Your Withdraw due to firm request as of **Tuesday, April 14, 2015.**

Application: 33003
Your Withdraw due to firm request as of **Wednesday, April 15, 2015.**

SBA Form 2103 (02/28/2016)

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[Contracting Officer Resources](#) [What's New](#) [Contracting Assistance](#) [Who We Are](#) [Frequently Asked Questions](#)

[HUBZone?](#) [Certified HUBZone Concerns](#)

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HUBZone
Correspondence
Viewer

Correspondence from HUBZone program

Below is all correspondence regarding your HUBZone certification, listed in reverse chronological order.

- [New Letter](#) regarding your Initial Application, sent on 2015-04-15 09:45:01.0
Subject: "Your Response Required in Order to Process Your HUBZone Application No: 33004"
- [Letter](#) regarding your Initial Application, sent on 2015-04-15 09:42:30.0
Subject: "Your Response Required in Order to Process Your HUBZone Application No: 33004"

SBA Form 2103 (02/28/2016)



[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](#)



HUBZone - Applying For HUBZone Certification - Microsoft Internet Explorer
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https://enlisp.sba.gov/hubzone/Internet/application/dsp_apps_home.cfm?null=1445355660404&mode=...
HUBZone - Applying For HUB...

SBA
Your Small Business Resource

HUBZone

HUBZone Electronic Application - Main Menu

Logout of HUBZone (Exit to GLS)
View Your Correspondence
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Application Timeline-Interpreting Your HUBZone Status Message
Important Document Request List

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SBA Form 2103 (02/28/2016)

Contracting Officer Resources What's New Contracting Assistance Who We Are Frequently Asked Questions

Home HUBZone? Certified HUBZone Concerns

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HUBZone - Applying For HUBZone Certification - Microsoft Internet Explorer

MSB-WHPBMN72.sba.gov

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SBA Your Small Business Resource

HUBZone

HUBZone Electronic Application - Main Menu

down back help

Logout of HUBZone (Exit to GLS)
 View Your Correspondence
 Download List of Supporting Documents
 Application Timeline-Interpreting Your HCTS Status Message

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SBA Form 2103 (02/28/2016)

Contracting Officer Resources What's New Contracting Assistance Who We Are Frequently Asked Questions

http://www.sba.gov/sites/default/files/files/Application%20Timeline.pdf HUBZone? Certified HUBZone Concerns

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HUBZone - Applying For HUBZone Certification - Microsoft Internet Explorer

MSB-WHPBMN72.sba.gov

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

Typical Application Timeline, and how to interpret your HCTS messages

Typical Timeline			
STEP	Your HCTS message says...	Additional details	how long this step takes
Logged	Your application has been submitted, but not authorized for processing. Your application must be authorized within 10 days, or it will be withdrawn. To authorize the application, the highest ranking official identified in your application must open the "SBA-Notice from the U.S. Small Business Administration" email, review and authorize the application. This status is as of <date>.	Be sure to check your spam folder for the request to authorize the application. You should receive the email shortly after submitting the online application.	depends on you
Received	Your application has been authorized, but is not complete until SBA requests and receives all supporting documents. At this time, you should begin to assemble your supporting documentation (link). DO NOT SEND any documents prior to SBA's formal request or they will be destroyed. After you receive SBA's formal request, you will have 10 business days to submit the supporting documents. If you will need an extension, email HUBZoneDocuments@sba.gov. Once SBA receives your response, the case will be assigned for review. SBA may decline your application if any of the documents are not received on or before the submission deadline. This status is as of <date>.	The day that you authorized the application is your Electronic Verification Date. This is the date that all of your supporting documentation must cover! You will receive the request for supporting documentation approximately 7-14 days after authorizing.	one to two weeks
On Hold Documents	Your application is on hold awaiting additional information/documentation. This status is as of <date>.	You will have 10 business days to submit the requested documents. If you need an extension, email hubzone@sba.gov. Do not omit anything from the list of supporting documentation - if you do not have a particular document, you should provide a statement detailing why the document is not available. After you submit the supporting documentation, your application's status may still show this message until your application is assigned. The amount of time it takes your application to be assigned is the most variable part of the whole timeline - it could be a few days after your supporting documentation deadline or a few weeks.	one to four weeks
First level review	Your application has been assigned to an analyst and is under first level review. This status is as of <date>.	Your first level analyst may or may not request additional documentation from you. If additional documentation is required, your status may reverse back to On Hold Documents and thus will prolong this step. This is another reason to ensure the supporting documentation you submit is 100% complete.	three to five weeks

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Your Withdraw due to firm request as of **Tuesday, March 24, 2015.**

 - Application: 33002**
Your Withdraw due to firm request as of **Tuesday, April 14, 2015.**

 - Application: 33003**
Your Withdraw due to firm request as of **Wednesday, April 15, 2015.**

 - Application: 33004**
Your Withdraw due to firm request as of **Tuesday, April 21, 2015.**
- [Read Application Guide](#)
[Start Application Process](#)

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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 “creating jobs where they are needed most”.

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; wholly owned or owned in part by one or more Indian Tribal Governments or by a corporation that is wholly owned by one or more Indian Tribal Governments; an ANC owned and controlled by Natives or a direct or indirect subsidiary corporation, joint venture, or partnership of an ANC; wholly owned or owned in part by a CDC; or a small agricultural cooperative or a small business concern wholly owned or owned in part by one or more small agricultural cooperatives;
- 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 its employees (total workforce regardless of where the employees work) must reside in a HUBZone. 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.
- Existing businesses that choose to move to qualified areas are eligible. However, they must have moved their principal office to a qualified HUBZone area prior to submitting an application.

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. Information on how data is compiled for the Qualified Census Tracts 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. In addition, it includes any county not located in a metropolitan statistical area that contains a difficult development area.

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.

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

Redesignated Areas 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

4. How The HUBZone Program Determines HUBZone Eligibility

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, which SBA will require you provide **after** you have submitted your application:

- **For Corporations:** Corporate Bylaws and any amendments; Executed Stock Certificates (front & back); Stock Ledger or Register (This ledger or register should summarize all stock actions taken from issuance through transfer and or cancellation);
- **For Limited Liability Company(s):** copy of the firm's Articles of Organization along with the certificate with the SOS seal; Operating Agreement and any amendments;
- **For Partnerships:** Partnership Agreement and any amendments;
- **For Sole Proprietors:** Personal Tax Returns;
- **Documents required for all applicant firms to determine ownership and control:**
 - Certificate of Good Standing (This certificate can be obtained by contacting your applicable Secretary of State office; DBA (Doing Business As) Certificate, if applicable. If this document is

not applicable, please note as such in writing. Failure to provide a response to this request will cause a delay in the processing of the application;

- o **Business Tax Returns:** Provide Federal Business Income Tax Returns for the applicant firm AND all of its affiliates identified in the application for the most recently available previous 3 years; NOTE EXCEPTION: Firms with a primary NAICS code which requires that the Small Business size determination be based on employees (vs. revenue) need only provide the most recently available yearly Federal Business Tax Return;
 - o **Personal Tax Returns for significant owners:** Provide Federal Personal Income Tax Returns for the most recently available year for ALL owners of the firm who have 20% or more ownership of the firm, including all attachments and schedules. Also provide W2's for all individuals listed on the return. Please Note: If no one individual owns 20% or more, then the Personal Tax Returns need to be provided for each individual with ownership;
 - o **Proof of US Citizenship for owners:** Provide any ONE of the following documents for enough firm owners who are US Citizens to demonstrate that the applicant firm is at least 51 percent owned and controlled by United States citizens: (Do NOT send Social Security cards.)
 - Birth certificate
 - Current valid U.S. Passport
 - Certificate of Naturalization
 - o Information on any current bonding arrangements through a company or individual not formally recognized as a surety provider;
 - o Information on any non-bank lender(s) who provides credit to the firm (should cover name and citizenship of creditor, and amount owed);
 - o Information (name, address, kind of business etc.) about any other businesses that the owners, directors, or officers of your business own or manage; and,
 - o Special licenses
- **Other key ownership related documents:** If your firm is a member of a franchise, provide a copy of the Franchise Agreement. If your firm is owned in part by an ESOP or Trust, provide a copy of the ESOP plan or Trust Agreement. If the firm has no such agreements; please indicate in writing that none of the above is applicable.
 - **Principal Office documents:** Lease/rental agreement/deed and utility bill that covers the period of time including the electronic verification of your application. Examples include gas, electric, water, sewer or landline telephone. Cellular phone bills are NOT acceptable. If utilities are included with the rent and you cannot provide a land-line telephone bill, you must provide evidence that utilities are included with the rent, e.g., lease/rental agreement or signed affidavit from lessor indicating this is the case. Employee list that list employees that work for the firm at the time of electronic verification, including paid or unpaid owners, salaried or hourly-wage employees, and temporary workers. This listing must include for each individual:
 - o Complete name of each employee and their primary work location, e.g., Principal Office, other firm location, OR jobsite - If the individual works at more than one location, select the location where the individual spends the single greatest portion of their time. (As an example, if an employee works 16 hours per week at the "Principal Office," 12 hours per week at an "other firm location," and 12 hours per week at a "job site," specify the Principal Office as the primary work location.)

- NOTE: Except for certain concerns owned by Indian Tribal Governments, all other small businesses must have a principal office located in a qualified HUBZone. Firms that are owned in whole or in part by Indian Tribal Governments or corporations wholly owned by Indian tribal Governments, at the time of application, must either:
 - Maintain a principal office located in a HUBZone and ensure that at least 35% of its employees reside in a HUBZone; or
 - 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
 - The concern will "attempt to maintain" the applicable employment percentage stated above during the performance of any HUBZone contract it receives.
- **Payroll records to determine the number of the firm's employee:** Copy of your firm's official payroll record from a time period which covers the date of electronic verification and shows at a minimum the employee's name, number of hours worked for that pay period, and wages with taxes and adjustments. (Salaried employees who do not have hours worked specified are assumed to work 40 hours per week.) This payroll record must clearly show the pay period's beginning and end dates, not just the pay date. Do NOT submit a combined summary of all the pay periods. Each pay period will need to be provided on a separate payroll record.
 - o Note that in order for us to consider a person working for your firm to be an employee, we must have evidence from your payroll records that the person works at least 40 hours in a month's time. All payroll records submitted must be for the time of electronic verification and PRIOR. For any employees working less than 40 hours in the payroll period which includes the date of electronic verification, you must also provide enough immediately previous payrolls to demonstrate that those employees work at least 40 hours in a month's time. As an example, if you have a weekly payroll system and an employee who works 10 hours the week of electronic verification, you would need to provide the 3 previous weekly payrolls in order to demonstrate that the person works 40 hours per month for a total of 4 weekly payrolls. The latest of these 4 contiguous payroll periods should include the date of application submission. Failure to provide payroll records meeting the above described requirements is a common cause of application denial - please review your payroll documents carefully and address any deficiencies before submission;
- **Most recently available state unemployment tax filing** and the most recently available federal employment quarterly report (Form 941- Employer's Quarterly Federal Tax Form). The state unemployment report must include the employee listing supporting the summary of wages;
- **Identification/proof of residence for HUBZone residents:** Copy of a VALID (unexpired) Department of Motor Vehicles driver's license, Department of Motor Vehicles Identification card, or voter's registration card for each of the firm's HUBZone resident employees. Do NOT send Social Security cards. The copy must be legible and show the employee's full name and address. If the address listed is no longer valid or is a PO Box, you must also provide a copy of a current lease agreement, mortgage statement, utility bill (not cell phone), or change of address card in the name of the individual which shows the HUBZone address where the individual resides. Failure to provide sufficient proof of HUBZone residency for employees could lead to your firm being proposed for decertification. Please ensure you review this documentation carefully to ensure it meets the above described requirements BEFORE submission.
- **Certification form for:**

- o [HUBZone Program Certification for Applicants Owned by U.S. Citizens, ANCs or CDCs](#)
 - o [HUBZone Program Certification for Applicants Owned by Indian Tribal Governments](#)
 - o [HUBZone Program Certification for Applicants Owned by Small Agricultural Cooperatives](#)
-
- **This form must be signed, by an officer of the firm authorized to represent the applicant, notarized, and mailed in hardcopy after you submit your electronic application along with all supporting documentation. Note that regardless of how you choose to submit the above requested documentation, this form must be mailed in hard copy form. An email or faxed copy of the Program Certification Signature Sheet will NOT be accepted.**
-

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 are in need of assistance please contact the HUBZone Program Office at HUBZone@sba.gov. 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.

System for Award Management (SAM) – the firm's Employer's Identification Number/Tax Identification Number (EIN/TIN) must be registered. (NOTE- the principal office address that is applying for HUBZone certification must be entered in the SAM profile associated with DUNS appropriate for this specific physical location.)

Dynamic Small Business Search (DSBS) – DSBS profiles will reflect each firm's certification status. It is recommended to keep your profiles (SAM and DSBS page) up to date through the SAM web-site: <https://www.sam.gov/portal/public/SAM/>. At the SAM Web site, simply update your SAM profile and SAM will update the DSBS profile. (NOTE: edit updated data transferred from SAM to DSBS usually takes up to 24 hours after you have updated the SAM profile.)

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.

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 SBA's DSBS database. Review this section carefully. If it is inaccurate, you must return to the firm's profile in SAM 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 and must not be a DBA or assumed fictitious name. 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 SAM 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

If the system states that your principal office is not located in a HUBZone but you believe that it is, you may provide information supporting your position and proceed with the application.

Section B – General Business Information:

In this section you are to answer some basic questions that will help 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 SAM or the HUBZone Address Screen to make corrections

- Business Name
- Employer's Identification Number /Taxpayer Identification Number *
- Point Of Contact
 - o Contact Prefix:
 - o Contact Name
 - o 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 an Indian tribal government or corporation wholly owned by an Indian tribal government

- Is concern owned in whole or in part by a Community Development Corporation
- Is concern an Alaskan Native Corporation (ANC) or direct or indirect subsidiary corporation, joint venture or partnership of an ANC
- Is concern a small agricultural cooperative or owned in whole or in part by a small agricultural cooperative
- 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 other office locations
- 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
- Average number of employees for past 12 months
- Number of employees who reside in a HUBZone at the time of this application
- Average annual receipts over the last three (3) years
- Is the applicant concern currently 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 other ownership tests). In addition, 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 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 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'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?

- o Business Name:

- o Type of Interest:

- Is the individual currently 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:

- 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. SBA will consider the totality of the circumstances, including criteria used by the IRS for Federal income tax purposes and those set forth in SBA's Size Policy Statement No. 1, in determining whether individuals are employees of a concern. Volunteers (i.e., individuals who receive deferred compensation or no compensation, including no in-kind compensation, for work performed) are not considered employees. However, if an individual has an ownership interest in and works for the HUBZone SBC a minimum of 40 hours per month, that owner is considered an employee regardless of whether or not the individual receives compensation.
- 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 employees are HUBZone residents. You are further required to maintain records to document the percentage of HUBZone employees for a six-year period. The record must contain actual resident address(es). Post office boxes are not acceptable.

- You have researched the resident status of your employees and have determined that at least 35% of 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, 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 to document that at least 35% of 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, 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 HUBZone application number and the authorizer's email address so that you provide the electronic verification that allows us to process the application.

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 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 to request what supporting documentation(s) (outlined in Section 4 above) is needed to process the application. In addition, the firm will also be required to submit a signed and notarized signature sheet attesting that all information and documentation are true and correct. You will be given 10 days to submit the hard copy documents. 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 and all required documents. 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 an 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 DSBS Page profile will reflect its HUBZone certification status. It is recommended to keep your profiles (SAM and DSBS Page) up to date through the SAM web-site: <https://www.sam.gov/portal/public/SAM/>. At the SAM Web site, simply update your SAM profile and SAM will update the DSBS profile. (NOTE: edit updated data transferred from SAM to DSBS usually takes up to 24 hours after you have updated the SAM profile.) Again, thank you for your interest in the HUBZone Program.

Good luck!

[Start Application Process](#)

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

Subpart Section related to HUBZone certification:

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

9. Glossary

Confidentiality

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

AA/BD means SBA's Associate Administrator for Business Development.

AA/GC&BD means SBA's Associate Administrator for Government Contracting & 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.

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

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

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 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. SBA will consider the totality of the circumstances, including criteria used by the IRS for Federal income tax purposes and those set forth in SBA's Size Policy Statement No. 1, in determining whether individuals are employees of a concern. Volunteers (i.e., individuals who receive deferred compensation or no compensation, including no in-kind compensation, for work performed) are not considered employees. However, if an individual has an ownership interest in and works for the HUBZone SBC a minimum of 40 hours per month, that owner is considered an employee regardless of whether or not the individual receives compensation.

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 within the external boundaries of an Indian Reservation;
- (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) 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) 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) 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; or**
- (c) Is located in a difficult development area, as designated by the Secretary Housing and Urban Development in accordance with section 42(d)(5) (c) (iii) of the Internal Revenue Code of 1986, within Alaska, Hawaii, or any other territory or possession of the United States outside the 48 contiguous states.**

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; (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; or (3) or a county that includes a Difficult Development Area (DDA), as designated by HUD in accordance with section 42 of the Internal Revenue Code of 1986, within Alaska, Hawaii, or any territory or possession of the United States outside the 48 contiguous States.

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 established in 13 CFR Part 121. 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.

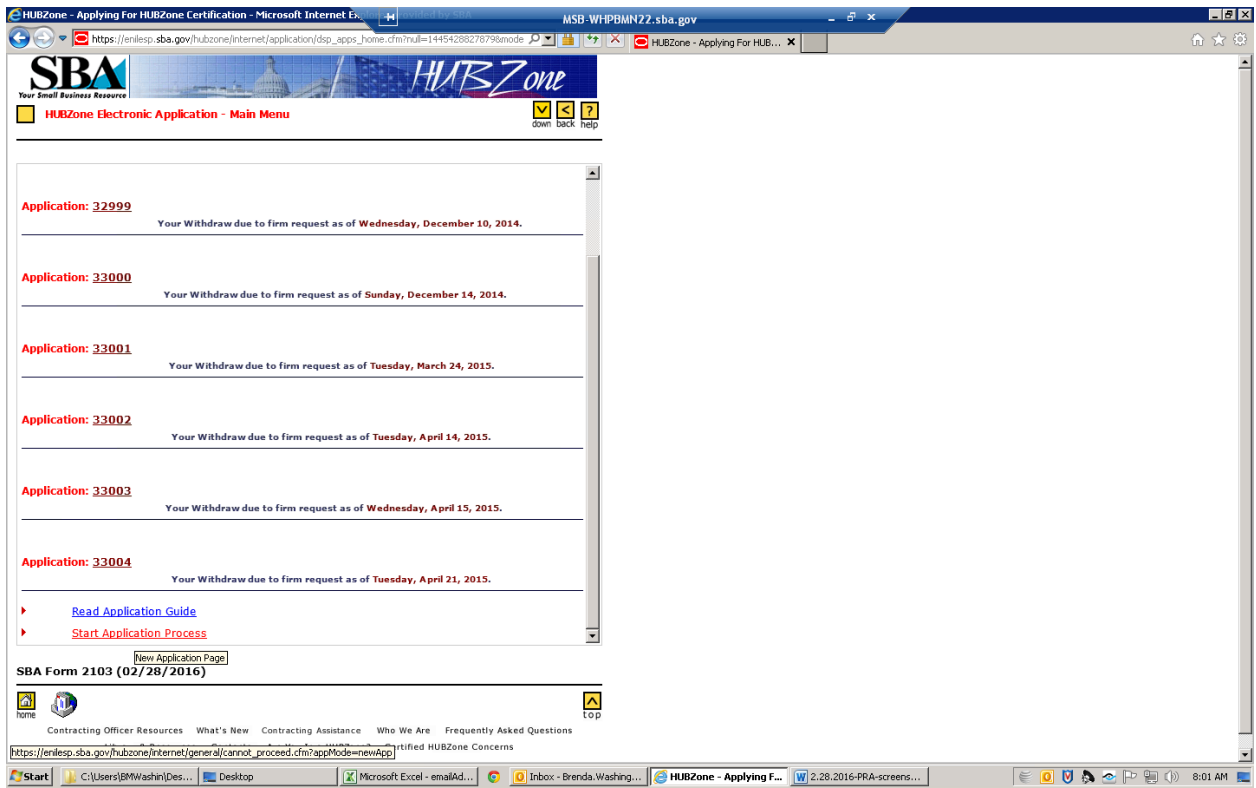
Statewide average unemployment rate is the rate based on the most recent data available from the Bureau of Labor Statistics, United States Department of Labor, Division of Local Area Unemployment Statistics, 2 Massachusetts Ave., NE., Room 4675, Washington, D.C. 20212. A copy is also available at SBA,

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

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.



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

SBA Form 2103 (02/28/2016)



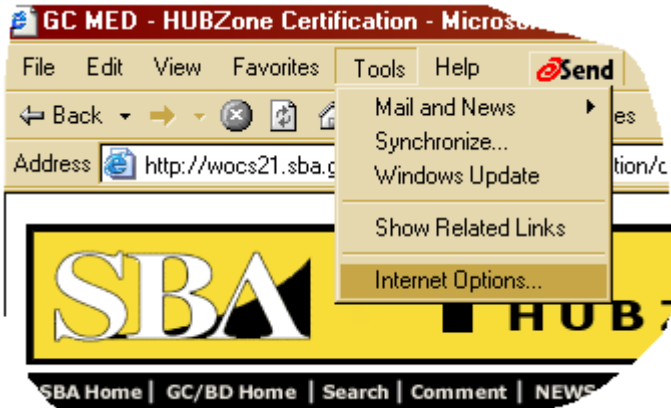
[Contracting Officer Resources](#) [What's New](#) [Contracting Assistance](#) [Who We Are](#) [Frequently Asked Questions](#)
[Library & Resources](#) [Contacts](#) [Are You In a HUBZone?](#) [Certified HUBZone Concerns](#)

help



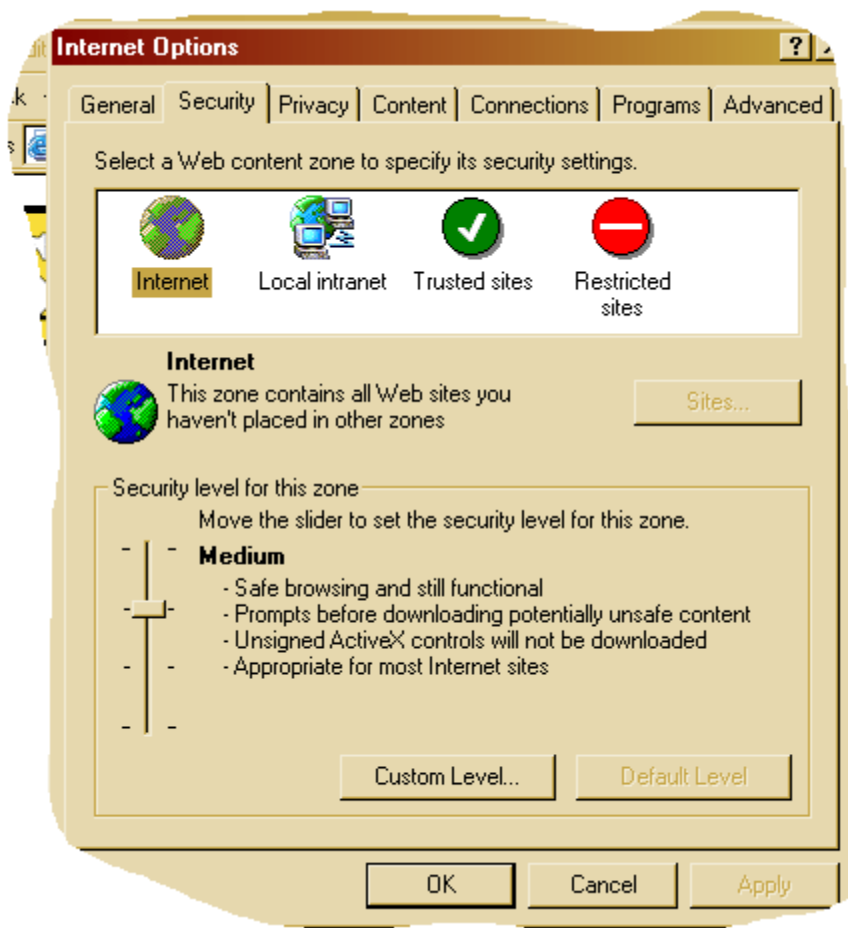
How to FIX the problem

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



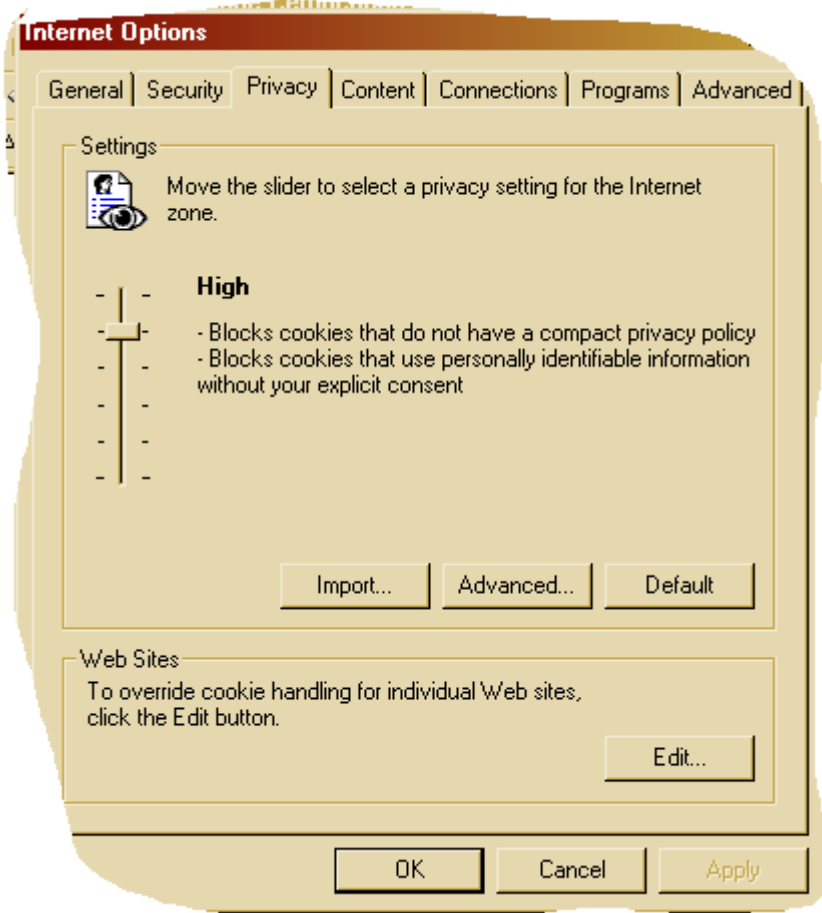
[Next](#)

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



[Next](#)

From Internet Options, select 'Privacy' TAB.
Change the Privacy level to 'High', then select 'Apply' button and then select 'OK' button.



Close the Internet Explorer and start over.

If you are using NETSCAPE 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 Program.

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



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 (except for tribally owned concerns). The principal office is defined as the location where the greatest number of the concern's employees at any one location perform 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.

To determine if the concern's principal office is located in a HUBZone and if your employees reside in a HUBZone, you must:

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

SBA Form 2103 (02/28/2016)



HUBZone Mapping

Start Here: Is my location in a HUBZone?

Address 409 3rd Street, SW City Washington State DC ZIP Code 20416 Find Reset Coordinate Input

The location is NOT HUBZone Qualified.
The address "409 3rd Street, SW, Washington, DC 20416" is in District of Columbia County, DC.
District of Columbia County is a Metropolitan County, and therefore NOT HUBZone qualified by county.
Are there any qualified census tracts, or other HUBZone qualified areas in District of Columbia County?

State DC County District of Columbia Go Find Qualified Counties Find Qualified Tracts Find Former Bases Find Indian Land

Legend

Census Tracts

- Redesignated Tract Area
- Qualified Census Tract

County Status

- Non-Qualified County
- Qualified County
- Redesignated County
- Other Qualified Areas

Base Closure Area

- DDA

Indian Land

0 1 2 Miles

Map Layer Information

Tract	County
Map Layer: County	
County FIPS Code	11001
County Name	District of Columbia DC
County Unemployment Rate	7.8
State Unemployment Rate	7.8
US Unemployment Rate	6.2
Unemployment Ratio	1.26
County Median Household Income	\$65,830
State Median Household Income	\$0
Income Ratio	0.00



[Apply For HUBZone Certification](#)



false

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

SBA Form 2103 (02/28/2016)



Identifying Business Location(s)

Not Completed Completed Current

OMB Approval No. 3245-0320
Expiration Date: 02/28/2016

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

Identifying Business Location(s)

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 the following location(s).

No	DUNS No	Address
1	363701553	102 Peachtree St Suite 1001 Atlanta GA 30303

NOTE:
If any of the locations listed above do not represent any of your offices, please [Contact pronet@sba.gov](mailto:Contact_pronet@sba.gov) 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)?

YES NO

SBA Form 2103 (02/28/2016)

Start Over



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

Registering Other Business Location(s) in SAM

Not Completed Completed Current

OMB Approval No. 3245-0320
Expiration Date: 02/28/2016

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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***Register ALL office location(s) in SAM & DSBS for your Business Concern:**

- A. In order to complete the HUBZone Application ALL location(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 SAM & DSBS.
- B. You have indicated that you do NOT have ALL location(s) for your business registered in SAM & DSBS.
- C. At this time you can set up a SAM and DSBS profile information one at a time by following the instructions below:

DO THE FOLLOWING:

In SAM:

1. Use the DUNS number for each business' location to register the new profile(s).
2. If you meet the criteria, identify your concern as a 'Small Business Concern.'
3. Provide only 2012 [NAICS](#) Code(s) in your DSBS and SAM Registration.
[Need Help in Selecting your 2012 NAICS?](#)
4. Towards the end of the SAM registration process, if the business has been determined to be a 'Small Business Concern', you will be prompted to enter some supplemental information for DSBS.

In DSBS :

1. On DSBS, please make sure you identify a 2012 NAICS Code as your Primary NAICS.
2. When you have finished entering DSBS information, you may '**Return to HUBZone**' and proceed.

Repeat the above steps until ALL your office location(s) are registered in SAM & DSBS.

Please Note :

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

[Register in SAM](#)

[Previous Question](#)

[Start Over](#)

SBA Form 2103 (02/28/2016)



SBA Registration Assistance:

Web: <https://www.sam.gov/portal/public/SAM/>

Email: pronet@sba.gov

SAM customer service contact information:

US Calls: 866-606-8220

International Calls: 334-206-7828

DSN: 866-606-8220

www.fsd.gov



Identifying Business Location(s)



Not Completed Completed Current

OMB Approval No. 3245-0320
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Move cursor over a task to see name of the task.

Identifying Business Location(s)

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 the following location(s).

No	DUNS No	Address
1	363701553	102 Peachtree St Suite 1001 Atlanta GA 30303

NOTE:
 If any of the locations listed above do not represent any of your offices, please [Contact pronet@sba.gov](mailto:Contact_pronet@sba.gov) 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)?

YES

NO

SBA Form 2103 (02/28/2016)

Start Over



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

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

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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 individuals employed on a full-time, part-time, or other basis**, so long as that individual works a minimum of 40 hours per month, at **EACH** of the following locations. 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. SBA will consider the totality of the circumstances, including criteria used by the IRS for Federal income tax purposes and those set forth in SBA's Size Policy Statement No. 1, in determining whether individuals are employees of a concern. Volunteers (i.e., individuals who receive deferred compensation or no compensation, including no in-kind compensation, for work performed) are not considered employees. However, if an individual has an ownership interest in and works for the HUBZone SBC a minimum of 40 hours per month, that owner is considered an employee regardless of whether or not the individual receives compensation.

NOTE: The location(s) listed below should **NOT** account for any employee(s) that perform the majority of their work at job-site locations to fulfill specific contract obligations.

No	DUNS No	Address	Number of Employees
1	363701553	102 Peachtree St Suite 1001 Atlanta GA 30303	<input type="text" value="10"/>

How many employees of your concern perform the majority of their work at job-site locations?

SBA Form 2103 (02/28/2016)



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

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Expiration Date: 02/28/2016

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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false

***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: **363701553**.

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	DUNS No	Address	No of Employees
1	363701553	102 Peachtree St Suite 1001 Atlanta GA 30303	10
Number of employees of your concern who perform the majority of their work at job-site locations:			0
TOTAL number of employees:			10
<input type="button" value="Continue"/>			
<input type="button" value="Previous Question"/>			<input type="button" value="Start Over"/>

SBA Form 2103 (02/28/2016)



HUBZone Internet Application Form



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

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Expiration Date: 02/28/2016

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

Legal Business Name* **'Akima Infrastructure Services, LLC'**

***Note:**

Only the firm's legal business name may be used to apply for HUBZone certification. SBA will not accept applications submitted using "doing business as" (DBAs) or assumed fictitious name.

Question:

Does the business name appearing above operate out of the **Principal Office** for your HUBZone Application?

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

Yes No

Previous Question Start Over

SBA Form 2103 (02/28/2016)



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

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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 SAM profile with **Business Name**

Need to correct Business Name?

Address: Street: 102 Peachtree St, Suite 1001
City: Atlanta
State: GA ZIP: 30303

Instructions:

1. Select the 'Update Profile in SAM and Dynamic Small Business Search Page' button below.
2. You will be automatically directed to the SAM web site. When you get there, enter the appropriate name in the "Business Name" field.
3. Ensure that your profile has the following:
 - a '2012 NAICS' which represents your primary business in your SAM profile. [Need Help in Selecting your 2012 NAICS?](#)
 - complete and correct address. Your address in the profile is as displayed above.
4. Save your changes.
5. Wait **24 hours** to allow us to process this information, then come back to the HUBZone web site at www.sba.gov/hubzone to re-start the HUBZone application process.

[Update Profile in SAM](#)

[Previous Question](#)

[Start Over](#)

SBA Form 2103 (02/28/2016)



https://www.sam.gov - System for Award Management - Microsoft MSB-WHPBMN72.sba.gov View assistance for SAM.gov

SAM
SYSTEM FOR AWARD MANAGEMENT

USER NAME: _____ PASSWORD: _____ **LOG IN**
 Forgot Username? Forgot Password? Create an Account

HOME SEARCH RECORDS DATA ACCESS GENERAL INFO HELP

CREATE USER ACCOUNT

Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records. You will also need to create a SAM User Account if you are a government official and need to create Exclusions or search for FOUO information.

[Create User Account](#)

REGISTER/UPDATE ENTITY

You can register your Entity (business, individual, or government agency) to do business with the Federal Government. If you are interested in registering or updating your Entity, you must first create a user account.

[Register/Update Entity](#)

New! Use the SAM Status Tracker to: [Check Status](#)

SEARCH RECORDS

All entity records from CCR/FedReg and ORCA and exclusion records from EPLS, active or expired, were moved to SAM. You can search these records and new ones created in SAM. If you are a government user logged in with your SAM user account, you will automatically have access to FOUO information.

[Search Records](#)

WHAT IS SAM? [Need Help?](#)

The System for Award Management (SAM) is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. There is NO fee to register for this site. Entities may register at no cost directly from this page. User guides and webinars are available under the Help tab.

NEWS AND ANNOUNCEMENTS

FY2015 Service Contract Reporting (SCR) is now enabled at SAM. By December 15, 2015, users with the role of Entity Administrator, Entity Registration Representative or Reporter should log into SAM, select "Register/Update Entity" and click "Service Contract Report." If the user does not see the "Service Contract Report" option, then FPDS has not identified any actions that are subject to the SCR requirement for the applicable reporting period (FY2015). For instructions on how to complete SCR, please refer to the [SAM Quick Start Guide for Service Contract Reporting](#) or the [SAM](#)

USER GUIDES/HELPFUL HINTS

Find the full SAM User Guide, Quick Start Guides, Helpful Hints, and Webinars on the [HELP](#) tab.

Use the [SAM Status Tracker](#) to check your SAM entity registration status.

Federal Service Desk
Search FAQs or request additional help at the [Federal Service Desk](#).

ATTENTION EXTRACT AND WEB SERVICE USERS

Support for the legacy-formatted extracts and web services in SAM ended on October 31st, 2014. Federal systems using SAM data must convert to the SAM-formatted extracts and web services. If you see "You do not have access to this extract" you need to submit a Data Access Request for the appropriate role by logging in with the account that needs the role. Go to "Data Access" then click on either "System Data Access Request" or "Individual Data Access Request" (depending on your user account type) and follow the prompts to submit the request. Visit the [openIAE.GitHub](#) site for more information about SAM's

SBA **four Small Business Resource**

HUBZone

backhelp

HUBZone Internet Application Form

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: 02/28/2016

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

Legal Business Name* **'Akima Infrastructure Services, LLC'**

***Note:**
Only the firm's legal business name may be used to apply for HUBZone certification. SBA will not accept applications submitted using "doing business as" (DBAs) or assumed fictitious name.

Question:
Does the business name appearing above operate out of the **Principal Office** for your HUBZone Application?

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

Yes
No

Previous Question
Start Over



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

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

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*****Please verify the **ADDRESS** below and carefully answer the **QUESTIONS** that follow:

Business Name:	Akima Infrastructure Services, LLC
Address:	Street: 102 Peachtree St, Suite 1001 City: Atlanta State: GA ZIP: 30303
Dynamic Small Business Search (DSBS) Status:	ACTIVE <input checked="" type="checkbox"/>
Question: Does the address appearing above represent the Principal Office of Akima Infrastructure Services, LLC ?	
<input type="button" value="Yes"/> <input type="button" value="No"/>	
<input type="button" value="Previous Question"/> <input type="button" value="Start Over"/>	

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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.

Not Completed Completed Current

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


Identifying Business Location(s)

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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 Dynamic Small Business Page Information that represents the **Principal Office**. Since you stated that you do not have Dynamic Small Business Page Information that represents your Principal Office, you must register a new profile in SAM and Dynamic Small Business Page now.

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



 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

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

Determination of Principal Office

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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***Please verify the ADDRESS below and carefully answer the QUESTIONS that follow:**

Business Name:	Akima Infrastructure Services, LLC
Address:	Street: 102 Peachtree St, Suite 1001 City: Atlanta State: GA ZIP: 30303
Dynamic Small Business Search (DSBS) Status:	ACTIVE <input checked="" type="checkbox"/>

Question:

Does the address appearing above represent the **Principal Office** of **Akima Infrastructure Services, LLC**?

Yes No

Previous Question

Start Over

SBA Form 2103 (02/28/2016)



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

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

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*** Verification of DUNS and additional information for this address:**

DUNS number for this address: 363701553

Tax ID: 202887430

CAGE 29086

Question:

Does the DUNS number appearing above represent your **Principal Office**?

If **yes**, select the '**Continue**' button below and proceed. If **not**, 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 **itsecurity@sba.gov**. However, if you require assistance with DSBS, please contact **202-205-9984** or email **pronet@sba.gov**.

Continue

Previous Question

Start Over

SBA Form 2103 (02/28/2016)



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**

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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
address	102 Peachtree St	Atlanta	GA	30303	https://enilesp.sba											
*NAICS Code:																
Primary NAICS Code in SBA Registration Page Information:		541330'Engineering Services', effective year - '2012'														
NAICS Code Size Standard based on 'Average Annual Receipts' See 121.104 :		\$14,000,000.00														
Question:		Does the ' Primary NAICS Code ', its description and size standard appearing above represent the Primary Industry (See 121.107) of " Akima Infrastructure Services, LLC "?														
		<input type="button" value="Yes"/> <input type="button" value="No"/>														
<input type="button" value="Previous Question"/>		<input type="button" value="Start Over"/>														

SBA Form 2103 (02/28/2016)



***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 SAM with a 2012 NAICS that represents your Primary Industry?
[121.107](#)

Yes No

Previous Question

Start Over

 **NAICS Code Problem:**

**Primary NAICS Code in
Dynamic Small Business Search
Page Information:**

541330 does NOT represent your Primary Industry

 **NAICS Code Problem!**

What's the problem?

Although you indicated in the last question that you have updated your SAM profile with a 2012 NAICS Code that represents your primary industry, but that has not been identified in your Dynamic Small Business Search Page Information as your Primary NAICS.

How to proceed?

Select the 'Identify Primary NAICS in Dynamic Small Business Search Page' button below, then carefully read and respond to instructions on the following page and identify a 2012 NAICS Code as your Primary NAICS Code in Dynamic Small Business Search Page.

Previous Question

Start Over

SBA Form 2103 (02/28/2016)



 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

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

SECTION B - General Business Information

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

Primary NAICS Code in SBA Registration Page Information:

541330'Engineering Services', effective year - '2012'

NAICS Code Size Standard based on 'Average Annual Receipts' [See 121.104](#) :

\$14,000,000.00

Question:

Does the '**Primary NAICS Code**', its description and size standard appearing above represent the Primary Industry ([See 121.107](#)) of "**Akima Infrastructure Services, LLC**"?

Yes

No

Previous Question

Start Over

SBA Form 2103 (02/28/2016)



GC MED - HUBZone - 8(a) Business Development - Microsoft Internet Explorer
MSB-WHPBMN27.sba.gov
https://enlisp.sba.gov/hubzone/internet/application/dsp_apps_new_step3_verify2_application.ctm?la...
sba.gov

Please wait while we verify your Principal Office address.
This may take a while.
If you encounter an error, please use browser back button and try again...

=====

Please wait while we verify you

Start | C:\Users\BMWashin\... | Desktop | GC MED - HUBZone ... | Inbox - Brenda.Washi... | My Spam Report (bre... | RE: REQUEST FOR RE... | 2.28.2016-PRA-scre... | 11:17 AM

Not Completed Completed Current

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

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Your session will time out in 59:48

 **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 an **authorized officer** that can obligate the ' Business Concern Applying for HUBZone Certification' to the participation requirements of the HUBZone Program?

[Previous Question](#)

[Start Over](#)

SBA Form 2103 (02/28/2016)



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HUBZone Certification - Verification Statement down back help

Not Completed Completed Current **OMB Approval No. 3245-0320**
Expiration Date: 02/28/2016

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 **59:21**

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 an **authorized officer** that can obligate the 'Business Concern Ap HUBZone Certification' to the participation requirements of the HUBZone Program

Message from webpage

Click 'OK' to cancel application process or 'Cancel' if you wish to continue.

SBA Form 2102 (02/28/2016)

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Not Completed Completed Current

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

Identifying Business Location(s)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
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***** Please certify the following:

I certify that, to the best of my knowledge, the following information is accurate and that my position as an officer of the applicant firm 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	MI	Last	Suffix Jr,Sr etc.
Mr	John		Kennedy	

Title or Position:

Phone No: - - Ext.:

E-mail Address:

[Navigation Links:>](#) |

SBA HUBZone Application - page 1 - Microsoft Internet Explorer proxy... MSB-WHPBMN72.sba.gov

https://enlisp.sba.gov/hubzone/internet/application/dsp_apps_new_page0.cfm

SBA Your Small Business Resource **HUBZone**

Declaration Statement - Page 1

Not Completed
 Completed
 Current
 OMB Approval No. 3245-0320
 Expiration Date: 02/28/2016

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 57:37

*** Please certify the following:**

I certify that, to the best of my knowledge, the following information is accurate and that my position as an officer of the applicant firm with the 'Business Concern Applying for HUBZone Certification' allows me to legally represent this small business 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 forms.

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

Initial Point-of-Contact Name:

Prefix: Mr First: John MI: Last: Kennedy Suffix Jr,Sr etc.

Title or Position: President

Phone No: 222 - 222 - 2222 Ext.:

E-mail Address: jkennedy@anywhere.com

Navigation Links: > Next Page Exit

top

SBA Your Small Business Resource **HUBZone**

HUBZone Online Certification - Page 1

Caution: DO NOT use the browser BACK button or you may lose previously entered data. Use the BACK button at the bottom of this page to re-visit previous page.

Not Completed Completed Current

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

Your session will time out in 58:05

A SECTION A - LOCATION IN QUALIFIED HUBZone
 Required Principle Office (download checklist and review and provide Principle Office supporting documents). The list of documents is available to view and download at [What supporting documents will I need to submit?](#) inside the Certification section.

*we have determined the following for the geographical location of the **principal office** address of "Akima Infrastructure Services, LLC"*

Located in a qualified census tract? track number: 13121011900	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 "Akima Infrastructure Services, LLC" if different from its [principal office](#) address

Address, line1:

102 Peachtree St

Address, line2:

Suite 1001

City:

Atlanta

State:

GA

ZIP Code:

30303



SECTION B - GENERAL BUSINESS INFORMATION - Contact Person:

Contact Name: Prefix: Mr. First: John MI: Last: Kennedy

Title: President Phone No: (999) 999 9999 Ext. 222 222 2222

Fax No: (999) 999 9999 Ext.

E-mail: jkennedy@anywhe

Navigation Links: > I | 1 |



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

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HUBZone Status determination of your Principal Office address.

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Your session will time out in 56:16



SECTION B - GENERAL BUSINESS INFORMATION - Continued

Organizational Structure:

Partnership

- For Profit
- Non Profit

(This option is allowed for "Small Agricultural Cooperatives" only) [See 121.105\(a\) & \(b\)](#)

Business Established:

Date: (mm/dd/yyyy)

01/23/195

State:

AK

Business Fiscal Year Ending:

(mm/dd)

10/11

Description of principal products and/or services of "Akima Infrastructure Services, LLC":

223

Please do not enter more than 255 characters.

characters left:

XXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXX	

*** Primary NAICS Code details:**

Primary NAICS Code: 541330 Effective Year: 2012	Size: Limited to \$14,000,000.00 by 'Average Annual Receipts' See 121.104	Description: Engineering Services
--	---	---

*** Ownership by other entities:**

Is "Akima Infrastructure Services, LLC" wholly owned by one or more Indian Tribal Governments; wholly owned by a corporation that is wholly owned by one or more Indian Tribal Governments; and/or owned in part by one or more Indian Tribal Governments and all other owners are either United States citizens or small business concerns? See 126.200(a)	<input type="radio"/> Yes <input checked="" type="radio"/> No
If yes, at the time of this submission does the firm:	<input type="radio"/> Yes <input checked="" 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	<input type="radio"/> Yes <input checked="" type="radio"/> No
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;	<input type="radio"/> Yes <input checked="" type="radio"/> No
iii. The concern will "attempt to maintain" (See 126.103) that applicable employment percentage stated above during the performance of any HUBZone contract it receive.	<input type="radio"/> Yes <input checked="" type="radio"/> No

Is "Akima Infrastructure Services, LLC" wholly owned by a Community Development Corporation (CDC) or owned in part by one or more CDCs and all other owners are either U.S. citizens or small businesses?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is "Akima Infrastructure Services, LLC" 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 type="radio"/> Yes <input checked="" type="radio"/> No
Is "Akima Infrastructure Services, LLC" Applying for HUBZone Certification as a small agricultural cooperative organized or incorporated in the United States, a concern 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 all other owners are either U.S. citizens or small businesses?	<input type="radio"/> Yes <input checked="" type="radio"/> No

*****Size and HUBZone Residency Information:
 Size and HUBZone Residency Information: (download checklist and review and provide Size & Affiliation & 35% supporting documents. The list of documents is available to view and download at [What supporting documents will I need to submit?](#) inside the Certification section.

Number of individuals employed by "Akima Infrastructure Services, LLC" on a full-time, part-time, or other basis, so long as that individual works a minimum of 40 hours per month, 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) [See 126.103](#)

Number of individuals employed by "Akima Infrastructure Services, LLC" on a full-time, part-time, or other basis, so long as that individual works a minimum of 40 hours per month, who reside in a HUBZone at time of application: [See 126.103](#)

Average number of employees on the payroll of "Akima Infrastructure Services, LLC" during the last 12 calendar months: [See 121.106](#)

Average Annual Receipts for "Akima Infrastructure Services, LLC" over its last three Fiscal Years: [See 121.104](#)

\$

*****Debarment information:

Is "Akima Infrastructure Services, LLC" currently debarred, suspended, voluntarily excluded or otherwise rendered ineligible by any department or agency of the Federal Government?

Yes
 No

If 'yes' to the above question, provide the following information for each such instance:

[Need Help ?](#)

Date of Action: Type of Action: Agency Taking Action:



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

Legal Business Name Verification

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Your session will time out in 58:31



SECTION C- OWNERSHIP AND CONTROL - PARTNERSHIP

Ownership & Control (download checklist and review and provide all ownership & control supporting documents). The list of documents is available to view and download at [What supporting documents will I need to submit?](#) inside the Certification section.

This section must be completed using the current company information. "Akima Infrastructure Services, LLC" (the Business Concern Applying for HUBZone Certification) is responsible for ensuring that all pertinent information is maintained and available to support and verify all persons ([126.201](#)) who own and maintain a controlling interest in "Akima Infrastructure Services, LLC". ([126.202](#))

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

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 small agricultural cooperative organized or incorporated in the United States or 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.

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

For ALL limited partners, for ALL general partners and for ALL officers of "Akima Infrastructure Services, LLC", provide the information below

If there is more than one, 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):**

Name:	First <input type="text" value="John"/>	MI <input type="text"/>	Last <input type="text" value="Kennedy"/>
	Title <input type="text" value="President"/>	E-mail Address <input type="text" value="jkennedy@an"/>	
Select all that apply to this individual:	*Must select at least one! <input checked="" type="checkbox"/> General Partner <input type="checkbox"/> Limited Partner <input type="checkbox"/> Officer		U.S. Citizenship: <input type="radio"/> Yes <input checked="" type="radio"/> No

***Individual's interest in other business:**

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 "Akima Infrastructure Services, LLC" 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

If 'Yes' to either of the above two questions, provide the following information for each of such business (*Warning: Do not enter company more than once!*)

<input type="text"/>	Need Help ?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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page3	P0615262	1	yes	4	4

Business name: <input type="text"/>	Title or Position: <input type="text"/>	% of Ownership <input type="text"/>	
Street: <input type="text"/>	City: <input type="text"/>	State: <input type="text"/>	ZIP Code: <input type="text"/>
Average Number of employees for the last 12 months			<input type="text"/>
Average Annual Revenue for this business over the last three Fiscal Years See 121.104			<input type="text"/>

***Individual debarment information:**

Is this individual currently 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
--	--

If 'yes' to the above question, provide the following information for each such instance:

<input type="text"/>	Need Help ?	<input type="text" value="page2"/>
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Date of Action: <input type="text"/>	Type of Action: <input type="text"/>	Agency Taking Action: <input type="text"/>
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Move cursor over a task to see name of the task.

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Your session will time out in 34:57

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**SECTION C - OWNERSHIP AND CONTROL - PARTNERSHIP- *Continued* - 4**

Are at least 51% of Partners of "Akima Infrastructure Services, LLC" U.S. Citizens?

 Yes
 No
**SECTION D - FINANCIAL INFORMATION**

Required Financial Information (download checklist and review and provide financial supporting documents). The list of documents is available to view and download at [What supporting documents will I need to submit?](#) inside the Certification section. The following must be taken from the most recently filed Federal Tax Return for "Akima Infrastructure Services, LLC".

Last Fiscal Year Date:

 (mm/dd/yyyy)

Tax Return Filing Date:

 (mm/dd/yyyy)

Total Receipts:

Note: DO NOT use commas or dollar sign.

Net Profit:

Note: DO NOT use commas or dollar sign.

The following balance sheet information must be taken from the most recent, official financial statements of "Akima Infrastructure Services, LLC"

Current Assets: \$ 90000.00	Fixed Assets: \$ 220.00	Other Assets: \$ 0.00	Total Assets: \$ 90220
Current Liabilities: \$ 4440.00	Long-term Liabilities: \$ 440.00	Total Liabilities: \$ 4880	Net Worth: \$ 85340

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

characters left:

255

Please do not enter more than 255 characters.



SECTION E - HUBZone EMPLOYMENT - INDIVIDUAL EMPLOYMENT DATA

Required HUBZone Employment Information (download checklist and review and provide financial supporting documents). The list of documents is available to view and download at [What supporting documents will I need to submit?](#) inside the Certification section. The question below refers to each individual employee who currently works for your business. In calculating the percentage of employees who are HUBZone residents, you must include 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. [13 CFR Section 126.103](#) Further, in verifying employee residence, be sure to use the actual resident addresses: post office boxes are not acceptable.

"Akima Infrastructure Services, LLC" has researched the resident status of its employees and has determined that at least 35% of 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, are HUBZone residents.

Yes
 No

"Akima Infrastructure Services, LLC" has 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 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, are HUBZone residents.

Yes
 No



SECTION F - AFFILIATION

Required HUBZone Affiliation Information (download checklist and review and provide financial supporting documents). The list of documents is available to view and download at [What supporting documents will I need to submit?](#) inside the Certification section. In order to determine the affiliation (as defined pursuant to [13 CFR Section 121.103](#)) of "Akima Infrastructure Services, LLC", please answer the following two questions below:

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
- Identity of Interest
- Sharing of Equipment/Facilities/Employees
- Sharing or use of Special license(s) required for operation of "Akima Infrastructure Services, LLC"
- Bonding Assistance Indemnification or guarantee to "Akima Infrastructure Services, LLC"
- Other contractual relationships

Does "Akima Infrastructure Services, LLC" have one or more affiliation interest(s) [listed 13 CFR Section 121.103](#) in any other business?

Yes
 No

Does any other [entity](#)(ies) have one or more affiliation interest(s) [listed 13 CFR 121.103](#) in "Akima Infrastructure Services, LLC"?

Yes
 No


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

page.

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

Message from webpage ✕



EXTREMELY CRITICAL

It is important to verify the accuracy of all the information contained in this HUBZone application. Once the electronic authorization process is completed, the application cannot be changed by the business concern. SBA regulations do not provide for reconsideration by SBA of a denial of certification resulting from the information contained in this application.

In some circumstances, a HUBZone analyst may need to clarify a portion of an application and the business concern may be given a chance to submit this clarification using the online system, but this condition cannot be used by you (the business concern) to change information already submitted.

If you feel for any reason that this application may not represent an accurate description of your business concern's standing relative to the HUBZone eligibility criteria, you are strongly advised to withdraw the application until such time that you are certain of the contents. Withdrawing a pending HUBZone application permits a company to resubmit at any time in the future. A business concern's application that undergoes full scrutiny and is formally denied means the company must wait 90 days before reapplying for HUBZone certification.

Thank you,
The HUBZone management and staff.



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SECTION F - Affiliation

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Your session will time out in

Your session will time out in 58:56

Step 3

Notice of Verification

The SBA will need to verify your ability to represent "Akima Infrastructure Services, LLC" for HUBZone certification. To facilitate this process, the system is designed to automatically identify the highest-ranking officer named earlier in Section C of this application. You can choose to override this designation with another 'Key Person,' that is an officer, 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.'

Please be advised that you must submit the required documents within 10 business days. If your documents are not received, the application will be withdrawn. If the application is withdrawn, you will be able to start a new application. Here is the list of documents that you'll need to provide SBA for the application review and determination process. For more information on the following list of documents click the more info link below.

Documents Checklist for Partnership:

[more info](#)

PRINCIPAL OFFICE

- Lease/Rental Agreement/Deed
- Utility Bill
- Firm Location List

35% HUBZONE RESIDENCY

- Payroll Records
- Identification/ Proof of Residence for HUBZone Residents
- HUBZone Map of HUBZone Residents' Addresses
- State and Federal Unemployment Filings
- Employee List
- Contractor List (if applicable)

AFFILIATION AND SIZE

- Business Tax Returns
- Personal Tax Returns for Significant Owners

OWNERSHIP AND CONTROL

- Proof of Citizenship for firms at least 51% owned by US Citizen
- Partnership Documents

- DBA (Doing Business As) Certificate, if applicable
- Partnership Agreement and any amendments

- Other key ownership documents

SIGNATURE SHEET

- Signed HUBZone Program Certification Signature Sheet

ATTEMPT TO MAINTAIN (FOR RECERTIFICATIONS, PROGRAM EXAMS AND PROTESTS ONLY)

- Evidence that firm is attempting to maintain the 35% requirement

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 officer will need to have the SBA Customer password for "Akima Infrastructure Services, LLC" and his/her e-mail address available. The e-mail notice he/she receives will provide the HUBZone application number automatically.

Key Person List

Other:

Contact Name:

First <input type="text"/>	MI <input type="text"/>	Last <input type="text"/>	Suffi x Jr, Sr etc. <input type="text"/>
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Title

Phone Number - - Ext.

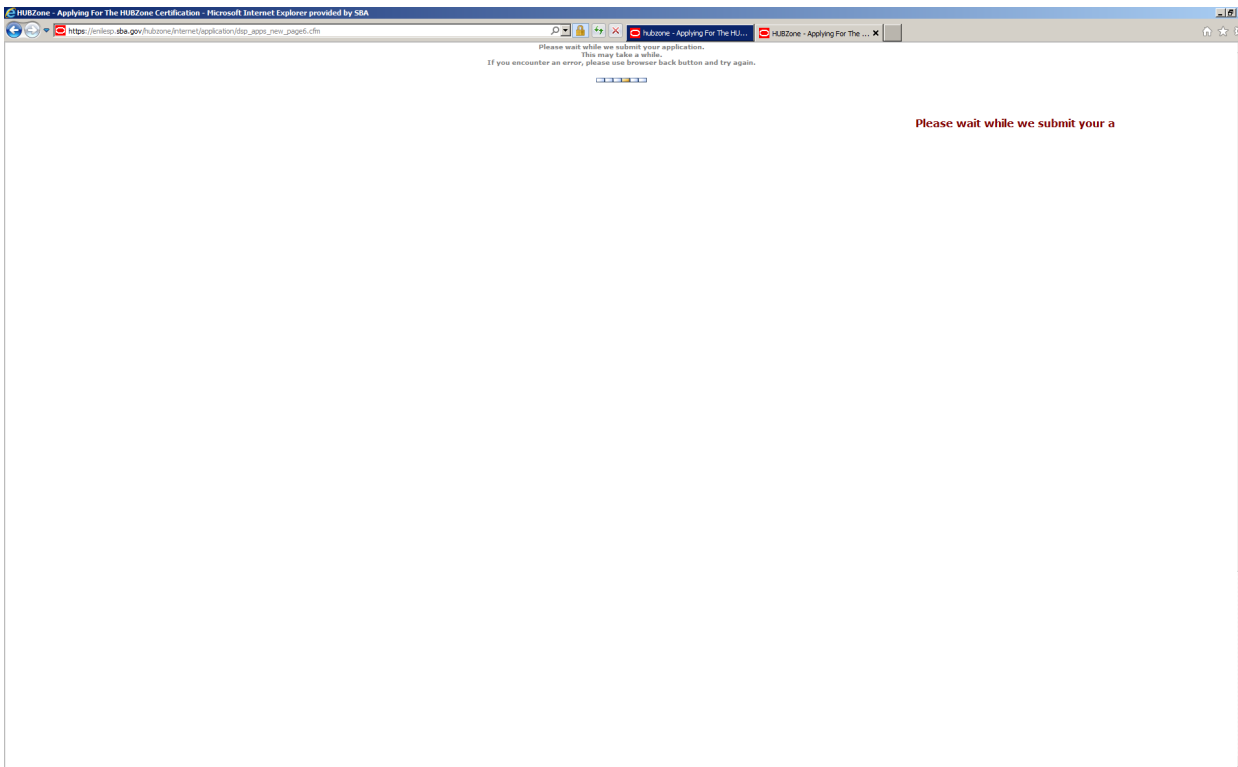
E-mail Address

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

Verification of DUNS and additional information.

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Your session will time out in 59:52

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 E-35% employees HUBZone residency requirement not researched


What else is there to do?

- Please be advised that you must submit the required documents within 10 business days. If your documents are not received, the application will be withdrawn. If the application is withdrawn, you will be able to start a new application. To view and download the checklist and supporting documents for your company please go to [What supporting documents will I need to submit?](#) inside the Certification section.

- 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.

33007	Akima Infrastructu	44		2	0
7	P0615262	summary			



 HUBZone OnLine Certification Summary Page 2

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

SECTION A - Contact Information for Person Entering the Application Data

SECTION B - General Business Information

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Your session will time out in 59:56

33007	P0615262	Akima Infrastructu
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Step 4

Download COMPLETED Application

- Your HUBZone Application has been submitted. The application number is **33007**
- 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.

33007



Step 5

Check List

- Have you printed out your completed application? If not, print and retain it now for your records.
- In order for us to further proceed with your application, you must ensure that the officer of the applicant firm identified by you in Step 3 completes the 'Electronic Verification' process using the information provided in the E-mail notification sent to him/her. If this is not done within 10 calendar days, your application will be 'Deleted.'
- **Please be advised that you must submit the required documents within 10 business days. If your documents are not received, the application will be withdrawn. If the application is withdrawn, you will be able to start a new application. Click Download Checklist to view and download the checklist of the required documents.**
- Click FINISH to proceed.

 **Download Checklist**

 **FINISH**

SBA Form 2103 (02/28/2016)



[Contracting Officer Resources](#) [What's New](#) [Contracting Assistance](#) [Who We Are](#) [Frequently Asked Questions](#)

Message from webpage



Click OK to open the completed application for your concern in a new browser window. Use your browsers 'Print' button to print the application and save for your records.

OK

Not Completed Completed Current

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

SECTION B - General Business Information

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- You have successfully submitted your application for HUBZone certification.
- You may visit our website at
- [You may visit our website at HUBZone Electronic Application - Main Menu](#) at any time and use the following options.
 - o Edit Your Application*
 - o Check Application Status
 - o 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.
- Please be advised that you must submit the required documents within 10 business days. If your documents are not received, the application will be withdrawn. If the application is withdrawn, you will be able to start a new application. You may find the list of documents for your company by going to [What supporting documents will I need to submit?](#) inside the Certification section.

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

SBA Form 2103 (02/28/2016)



[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](#)

PLEASE NOTE: You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. The number for this collection of information is 3245-0320. The estimated time for completing this collection of information depends on whether you are submitting an initial application, recertifying or responding to an examination. We estimate 3 hours for an application; 1 hour for recertifications; and 3 hours for examinations.

Comments on these estimated times 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, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C. 20503.