

. Introduction

Thank you for your interest in applying for certification as a qualified HUBZone Small Business Concern, which you'll see referenced throughout this document as a 'SBC' or simply as a 'concern.' This guide has been prepared to assist you with the certification 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 firm a unique opportunity to contribute to empowerment, economic development, and job growth in underutilized communities.

II. Background to the HUBZone Program

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](#).

To be eligible for the program, a concern must meet **all** of the following criteria:

- it **must** be a small business by SBA standards
- it **must** be located in a "historically underutilized business zone(HUBZone),
- it **must** be wholly owned and controlled by person(s) who are U.S. Citizens,
- at least 35% of its employees must reside in a HUBZone.

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

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

Eligible concerns are able to receive several different types of contracts. A HUBZone *set-aside contract* can be awarded if the contracting officer has a reasonable expectation that at least two qualified HUBZone small businesses will submit offers and that the contract can be awarded at a fair market price.

A *sole source HUBZone contract* can be awarded if the contracting officer does not have a reasonable expectation that two or more qualified HUBZone small businesses will submit offers, determines that the qualified HUBZone small business is responsible, and determines that the contract can be awarded at a fair price. The government estimate for a HUBZone sole source contract cannot exceed \$5 million for manufacturing requirements or \$3 million for all other requirements.

A *full and open competition contract* can be awarded with a price evaluation preference for qualified HUBZone SBCs. The offer of the HUBZone small business will be considered lower than the offer of a non-HUBZone/non-small business, provided that the offer of the HUBZone small business is not more than 10 percent higher.

The Small Business Reauthorization Act of 1997 increases the overall Federal government-wide procurement goal for small business from 20% to 23%. The statute sets goals for HUBZone Federal

prime contract awards as follows: 1999 - 1% ♦ %; 2000 - 1 ♦ %; 2001 - 2%; 2002 - 2 ♦ %; 2003; and each year thereafter - 3%.

III. Becoming eligible to receive HUBZone Contracts

To be awarded contracts under the program, your firm must first meet HUBZone eligibility requirements, be certified by the U.S. Small Business Administration (SBA) as a qualified HUBZone small business, and be listed on SBA's 'List of Qualified HUBZone SBCs' and in SBA Supplemental Page's database. For SBA to certify your firm, we must analyze some factual information about it. We've developed an application form for you to use. In designing the application, we've kept it as simple as possible, and made it electronic. We encourage you to use this electronic form to apply, in order to assure expeditious processing of your application.

IV. Information SBA needs to determine eligibility

To make this determination, SBA needs several general types of information:

- Basic information to identify your firm and the location of its principal office, to establish whether it is located in a HUBZone.
 - Information about who owns and manages your firm, to establish whether it is owned and controlled by US Citizens.
 - Information about your firm ♦s employees, to establish whether at least 35% of them reside in a HUBZone.
 - Information about your firm ♦s financial condition, to establish, track, and evaluate its progress.
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V. Submission of application

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

- Special licenses;
- If your firm is a corporation, its articles of incorporation and stockholder's register, if your firm is a partnership, its partnership agreement, if your firm is a limited liability company, its company agreement; .
- Financial statements for your firm's three most recently completed fiscal years. If your firm has been in operation less than three years, financial statements covering however long it has been in operation; .
- If it's a franchise, the franchise agreement;
- A current employee roster providing employee name, home address, and date of employment;
- Employment records for the past twelve months;
- A listing of any Federal Employment Tax Credits the firm receives;
- Information on any current bonding arrangements through a company or individual not formally recognized as a surety provider;

- Information on any non-bank lender(s) who provides credit to the firm (should cover name and citizenship of creditor, and amount owed);
- Information (name, address, kind of business, etc.) about any other businesses that the owners, directors, or officers of your business own or manage; and,
- Information from the birth certificate or certificate of naturalization for each owner, manager, member of the board of directors, or officer.

If you want to see and print a sample electronic application, select [HUBZone SAMPLE Application](#)¹

VI. Starting the application process

The first step is to provide the address for your firm's principal office. A principal office is the location where the greatest number of the concern's employees at any one location perform their work. The computer will automatically tell you if it is located in a HUBZone. If your firm's principal office is found not to be in a HUBZone, you are ineligible to participate based on your current location. If your principal office is found to be in a HUBZone, you may continue and file an application over the Internet in an interactive dialogue 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 certification web page. The editing period ends when the SBA receives via the U.S. Postal Service the signed certification page. Once that page is received, the electronic file is marked as "received" and can no longer be edited.

VII. Confidentiality and Security considerations

You will access the application over the Internet using Microsoft Internet Explorer 4.0 or Netscape Navigator 4.06 or greater web browser. This web browser has strong security built into it and attempts to ensure that all submitted information remains confidential. If you do not have this browser, [Download Browser](#) now. When we receive your application, SBA's Electronic Information Security Systems will protect it.

VIII. Completing the application

You will be asked a series of questions about your concern, its ownership and management, its employees, and its financial history. The major sections are:

- SBA Customer ID - Password Screen (electronic application only) - If you have received a SBA Customer ID and password from SBA before, you will have to enter them in order to get to the remaining sections of the HUBZone application. If you do not have an ID and a password, you must create a business profile through the SBA Supplemental Page web-site: <http://pro-net.sba.gov> before applying for HUBZone certification. Once you are at the SBA Supplemental Page site, simply select the 'Register' bar and follow the instructions. **In order to apply for HUBZone certification and to receive maximum benefit from the HUBZone Program, your firm must be registered in SBA Supplemental Page.** SBA Supplemental Page is a premier marketing tool for small business concerns seeking to do business with the Federal government. It is also the authoritative source that Federal agencies check to determine if businesses have

been certified by SBA as qualified HUBZone SBCs and eligible to receive contracts under the program. SBA Supplemental Page also will be used by Federal contracting officers to conduct market research and to determine the type of acquisition strategy they may use to solicit HUBZone SBCs

- Packager Information (electronic application only) - A packager is described as a business counselor, attorney, assistance center representative or similar provider that is helping the applicant firm with this application process.
- Location in a Qualified HUBZone (electronic application only) - This information is automatically compiled based on information you supplied in SBA Supplemental Page.
- General Business Information - The answers to these questions will help us determine how to process your application most efficiently, to get in touch with you if we need to, and to analyze certain aspects of your firm's eligibility for the program.
- Ownership and Control - Your answers to these questions will help us determine whether your firm is 100% owned and controlled by U.S. citizens
- Financial Information - This information will provide a basic financial profile of your firm.
- HUBZone Employment - This information will enable us to determine if at least 35% of your firm's employees reside in a HUBZone.
- Financial Information - This information will provide a basic financial profile of your firm.
- HUBZone Employment - This information will enable us to determine if at least 35% of your firm's employees reside in a HUBZone.
- Affiliation - This information will help us determine if your firm is independently owned and operated and/or meets specific criteria for HUBZone company affiliation.
- Additional Point of Contact - The Key/Other Person who is responsible to verify and attest the application for further processing.

When completing the application, at any point in the process, you can select **Help**, and get context-specific guidance. If you really get stuck answering a question, you can contact us by e-mail at hubzone@sba.gov. Questions can also be directed to the HUBZone office at 202-205-8885.

IX. Processing your application

After you have completed the electronic version of the application, SBA's software will audit it and advise you of any incomplete or missing data. Safeguards are built into the software to prevent you from submitting an incomplete application. The system will alert you if supporting documentation is required to complete the application review.

You *must* email your responses to the above to hubzone@sba.gov. Failure to receive a response to the above may cause the delay or withdrawal of the application. Also, failure to provide a complete response may result in a negative inference by the SBA and result in the decline of your application.

*Once the electronic application has been transmitted an initial e-mail will be sent to the additional point of contact with a web link. The additional point of contact has to verify and attest the application for further processing by clicking the link in initial e-mail. **Your application will not be processed until we receive the electronic verification.*** The HUBZone Program Office will contact you via e-mail or fax to request supporting documentation in order to process the application.

All subsequent communication with you will be via e-mail or fax. The certification staff of the HUBZone Program Office will review your application. We will process it in thirty calendar days (if practicable) from the date we received the electronic verification, which is the final element to make the package complete.

If you want to check on your electronic application submission at any time, select [Application Status](#), and we'll tell you where it is in the review process.

Once we've made an eligibility determination, we will notify you in writing of our decision. At the same time, if we have determined your firm to be a qualified HUBZone concern, we will add it to our 'List of Qualified HUBZone SBCs' and update your firm's profile in SBA Supplemental Page to reflect its HUBZone certification status. We encourage you to keep your profile up to date through the SBA Supplemental Page web-site: <http://pro-net.sba.gov>. Once you are at the site, simply select the 'Update Profiles' bar and follow the instructions.

Again, thank you for your interest in the HUBZone Program. If you are ready to start you may now go to [Certification](#). **Good luck!**

X. Apply For HUBZone Certification

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

SBA Customer ID - Password

This screen is an important part of our Internet security procedures. By requiring that our applicants have SBA Customer ID numbers and passwords, we can ensure that unauthorized parties cannot access your firm's files. This protects the integrity and privacy of information about your firm.

Questions in this section

- Please register with SBA Supplemental Page, <http://pro-net.sba.gov>, if you do not already have a SBA Customer ID
 - User ID
 - Password
-

SBA Supplemental Page Registration Screen

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

Questions in this section

- Business Name
 - Employer's Identification Number /Taxpayer Identification Number
 - Street Number
 - Street Address
 - Business Phone Number
 - Extension
 - Business Fax Number
 - e-mail Address
 - Organizational Structure
 - Date Established
 - Main or Branch office
 - Primary Standard Industrial Classification (SIC) code
 - North American Industrial Classification System (NAICS) code
-

Verification Statement

You the application must verify yourself as an authorized person to fill out the application on behalf of the Firm.

Declaration Statement

In this page you must declare your Business and Personal information.

Point of Contact Information:

Please declare your name, title or position, telephone number and e-mail address for future references.

Section A - Location in a Qualified HUBZone

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

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

The information in this section of the application is required for SBA 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 enter on SBA Supplemental Page's database. Review this section carefully. If it is inaccurate, you must return to the firm's profile in SBA Supplemental Page and correct it.

- The concern's name as entered here should be exactly as it appears on your firm's legal instruments, such as articles of incorporation, business license, or partnership agreements
- Address information will be extracted automatically from what you enter on SBA's HUBZone Address Screen. It should be the correct street address of your firm's principal office. (Remember, your firm's principal office is the place at which the greatest number of your employees at a single location perform their work.) If the information on this screen is inaccurate, you should return to the firm's SBA Supplemental Page 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

For further guidance select one of the following:

- [Sec. 126.103](#) What definitions are important in the HUBZone program? [exit SBA](#)

Questions in this section

- Is your firm's principal office located in a qualified census tract?
- Is your firm's principal office located in a qualified non-metropolitan county in which the median household income is less than 80% of the non-metropolitan state median household income?
- Is your firm's principal office located in a qualified non-metropolitan county that, based on the most recent data available from the Secretary of Labor, has an unemployment rate that is not less than 140% of the state-wide average unemployment rate for which the state in which the county is located?
- Is your firm's principal office located in lands within the external boundaries of a Federally recognized Indian reservation?

The above principal office information is automatically generated by SBA's mapping software, based on information entered on the HUBZone Address Screen.

Section B - General Business Information

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

You will notice that many of the questions have been filled in based on information you entered on SBA Supplemental Page's database. In most cases, you cannot edit information that has been automatically filled in on Section B. If any of this information is incorrect, you must return to SBA Supplemental Page or the HUBZone Address Screen to make corrections.

For further guidance in answering these questions, select on

- [Sec. 121.101](#) What are SBA size standards? [exit SBA](#)
- [Sec. 121.103](#) What is affiliation? [exit SBA](#)
- [Sec. 121.104](#) How does SBA calculate annual receipts? [exit SBA](#)
- [Sec. 121.106](#) How does SBA calculate number of employees? [exit SBA](#)
- [Sec. 126.103](#) What definitions are important in the HUBZone program? [exit SBA](#)

- [Sec. 126.200](#) What requirements must a concern meet to receive SBA certification as a qualified HUBZone SBC? [exit SBA](#)
- [Sec. 126.201](#) For this purpose, who does SBA consider to own a HUBZone SBC? [exit SBA](#)
- [Sec. 126.202](#) Who does SBA consider to control a HUBZone SBC? [exit SBA](#)
- [Sec. 126.203](#) What size standards apply to HUBZone SBCs? [exit SBA](#)

Questions in this section

General information

- Business Phone Number
- Business Fax Number
- e-mail address:
- Point Of Contact
 - Contact Prefix:
 - Contact Name
 - Contact Title

Historical information

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

Small Business Size Standards information

- For profit or non-profit?
- Primary Standard Industrial Classification (SIC) Code
- Briefly describe your firm's principal products and/or services
- Is your firm an Alaskan Native Corporation or tribally-owned concern?
- Average Annual Receipts - Last three fiscal years (based upon information from your tax returns for the relevant three years)
- What was the average number of employees on your firm's payroll based on each of the pay periods during the last 12 calendar months?

HUBZone employment information

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

Affiliation and Size Information

- Is your firm now involved in any joint venture(s)?
- Are any special licenses required (other than a general business license required for the operation of your business)?
- Is all of your firm's indebtedness (if any) owed to bank(s) or other financial institution(s)?
- Does anyone, other than a surety, indemnify or guarantee bonding assistance to your firm?
- Does your firm issue or operate under a franchise or license agreement with another concern?
- Do any individual(s) of your firm manage or have a principal ownership interest greater than 20% in any other business? (This includes directors, officers, limited partners, sole proprietors, members, and managers?)

Debarment information

- Have you or your firm ever been debarred, suspended, voluntarily excluded or otherwise rendered ineligible from any department or agency of the Federal Government?
 - Date of Action
 - Type of Action
 - Agency Taking Action

For information on Federal Employment Tax Credits, go to the Internet web site <http://www.ezec.gov/invest>.

Section C - Ownership and Control Information

One basic requirement for certification as a qualified HUBZone SBC is that your firm be 100% owned and controlled by U.S. Citizens. A citizen is defined as a person born or naturalized in the United States. *Therefore, ownership of any portion of the applicant firm by any other business concern will render the applicant ineligible*

In this section we ask you to provide information that will help us determine whether this is the case. In addition we ask that you provide the following:

- In answering individual information questions: for corporations, enter the name of each stockholder owning 20% or more of the voting stock, each board member and each officer; for partnerships, enter the name of all general partners, each limited partner (owning 20% or more interest) and each officer; for sole proprietorships, enter the name of the owner; and for limited liability companies, enter the name of each member (who owns 20% or more interest) and each manager.
- Individual affiliation questions allow us to determine whether your firm is affiliated with another concern by common ownership, management, or other relationship. To be certified as a qualified HUBZone SBC, your firm must be determined to be small under relevant SBA size standards. SBA's determination of your firm's size may be affected if it is "affiliated" with another firm by ownership or an interest in that firm. In addition, the only affiliates a firm can have and be certified as a qualified HUBZone SBC are those that are qualified HUBZone small businesses, SBA 8(a) Business Development Program participants, or woman-owned businesses.

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

For further guidance in answering these questions, select on

- [Sec. 121.101](#) What are SBA size standards? [exit SBA](#)
- [Sec. 121.103](#) What is affiliation? [exit SBA](#)
- [Sec. 126.200](#) What requirements must a concern meet to receive SBA certification as a qualified HUBZone SBC? [exit SBA](#)
- [Sec. 126.201](#) For this purpose, who does SBA consider to own a HUBZone SBC? [exit SBA](#)
- [Sec. 126.202](#) Who does SBA consider to control a HUBZone SBC? [exit SBA](#)

Questions in this section

- Name any 20% or more shareholder, board member, officer, owner, member or partner.
- Individual's title or position.
- U.S. Citizenship?
- Does the applicant share facilities, equipment, or personnel with any other firm in which this individual has a financial interest or holds a management position?
 - Business Name:
 - Type of Interest:
- Has the individual ever been debarred, suspended, voluntarily excluded or otherwise rendered ineligible for procurement or non-procurement purposes from any department or agency of the Federal Government?
 - Date of Action
 - Type of Action
 - Agency Taking Action

Section D - 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. **The only affiliates a firm can have and be certified as a qualified HUBZone SBC are those that are certified HUBZone small businesses, SBA 8(a) Business Development Program participants, or women-owned businesses.**

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

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. You must also tell us whether the concern meets any of the three exceptions mentioned previously.

For further guidance in answering these questions, select

- [Sec. 121.101](#) What are SBA size standards? [exit SBA](#)
- [Sec. 121.103](#) What is affiliation? [exit SBA](#)
- [Sec. 121.104](#) How does SBA calculate annual receipts? [exit SBA](#)
- [Sec. 121.106](#) How does SBA calculate number of employees? [exit SBA](#)
- [Sec. 126.103](#) What definitions are important in the HUBZone program? [exit SBA](#)
- [Sec. 126.200](#) What requirements must a concern meet to receive SBA certification as a qualified HUBZone SBC? [exit SBA](#)
- [Sec. 126.201](#) For this purpose, who does SBA consider to own a HUBZone SBC? [exit SBA](#)
- [Sec. 126.202](#) Who does SBA consider to control a HUBZone SBC? [exit SBA](#)
- [Sec. 126.203](#) What size standards apply to HUBZone SBCs? [exit SBA](#)
- [Sec. 126.204](#) May a qualified HUBZone SBC have affiliates? [exit SBA](#)

Questions in this section

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 or ownership of the concern does the applicant hold?
- Primary SIC Code of other concern

Affiliation exceptions

- Is the other concern an SBA 8(a) Business Development Program participant?
- Is the other concern a woman-owned business?
- Is the other concern a qualified HUBZone small business 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

Section E - 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 December 31, 1999. These statements must be available to SBA for review.

Questions in this section

- Fiscal Year Ending Date for Most Recent Federal Tax Return
 - Tax Return Filing Date
 - Current Assets
 - Fixed Assets
 - Other Assets
 - Total Assets
 - Current Liabilities
 - Long Term Liabilities
 - Total Liabilities
 - Net Worth
 - Total Receipts
 - Net Profit
-

Section F - HUBZone Employment

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

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

You are required to use current employment records to research the resident status of your employees to ensure that at least 35% of your full-time or full-time equivalent employees are HUBZone residents. You are further required to maintain records to document the percentage of HUBZone employees. Do not include temporary employees, independent contractors, or leased employees. Provide actual resident address. Post office boxes are not acceptable.

For further guidance in answering these questions, select

- [Sec. 126.200](#) What requirements must a concern meet to receive SBA certification as a qualified HUBZone SBC? [exit SBA](#)
- [Sec. 126.103](#) What definitions are important in the HUBZone program? [exit SBA](#)

Statements in this section

- You have researched the resident status of your employees and has determined that at least 35% of its full-time/part-time equivalent employees are HUBZone residents.
- 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 your full-time or full-time equivalent employees are HUBZone residents.

Notice of Verification

The SBA may need to verify the information just entered through Internet Application Form. 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 SBA Customer Password available. The e-mail notice they receive will provide the SBA Customer ID and the HUBZone application number automatically.

XI. Certified HUBZone Concerns

Eligible concerns will be automatically listed in SBA's 'List of [Certified HUBZone Concerns](#)' and the concern's SBA Supplemental Page profile will reflect its HUBZone certification status. Firms must keep their profile up to date through the SBA Supplemental Page web-site: <http://pronet.sba.gov>. Once at the site, simply select the Update Profiles bar and follow the instructions. SBA Supplemental Page is a premier marketing tool for small concerns seeking to do business with the Federal government. It is also the authoritative source that Federal agencies check to determine if your firm has been certified by SBA as a qualified HUBZone SBC and eligible to receive contracts under the program. SBA Supplemental Page will also be used by Federal contracting officers to conduct market research to determine what type of contract they may use. Businesses profiled in SBA Supplemental Page can be searched by SIC code, business type and geographic location, among other selections. If you have questions about SBA Supplemental Page, contact pronet@sba.gov.

SBA Form 2103 (02/06/2003)



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