

September 21, 2024

Dear HUBZone Firm:

I am pleased to advise you that based on the affirmations provided by the firm's highest ranking official or designee, the firm has successfully completed the recertification process and continues to be included on the list of certified HUBZone small business concerns found at [SBA - Dynamic Small Business Search](#). **This certification will remain in effect for one year from the firm's certification anniversary date** unless: the firm acquires, is acquired by, or merges with another firm during that one-year period; the firm is performing a HUBZone contract and fails to attempt to maintain the minimum employee HUBZone residency percentage; the firm voluntarily withdraws from the program; or the firm is determined to be ineligible through the program examination process.

SBA may review a concern's recertification attestation through the program examination process when deemed appropriate. In addition, as of 2020, every HUBZone-certified firm will undergo a program examination in connection with its recertification at least every three years. For additional information on the program examination process, see [Continuing Eligibility for the HUBZone Program: How Do Program Examinations Work? \(sba.gov\)](#).

#### The Firm's Responsibilities as a Certified HUBZone Small Business Concern

As a certified HUBZone small business concern, the firm may receive program benefits, including eligibility for HUBZone set-aside awards, HUBZone sole source awards, the HUBZone Price Evaluation Preference in full and open competition, and HUBZone reserves. These benefits come with important responsibilities, including:

- Annually recertifying the eligibility of the firm.
- Checking SBA's HUBZone Map at <https://maps.certify.sba.gov> to determine whether changes in HUBZone area designations impact, or will impact, the firm's eligibility. Note that changes in HUBZone designations may critically affect the firm's compliance with the program requirements that its principal office be located in a HUBZone and that at least 35% of its employees reside in a HUBZone.
- Complying with the limitations on subcontracting requirements and nonmanufacturer rule when performing any HUBZone contracts (see 13 C.F.R. §§ 126.700, 125.6, 121.406).
- "Attempting to maintain" compliance with the 35% HUBZone residency requirement during the performance of any HUBZone contracts. "Attempt to maintain" means making substantive and documented efforts, such as written offers of employment to HUBZone residents, published advertisements seeking HUBZone resident employees, and attendance at job fairs located in or in close proximity to HUBZones and not dropping below 20% HUBZone residency while performing on the contract. Firms that drop below 20% at any time while performing

on a HUBZone contract must notify SBA and voluntarily decertify from the program or they will be proposed for decertification.

- Notifying SBA within 30 days if the firm is acquired by, acquires, or merges with another firm.
- Keeping the firm's System for Award Management (SAM) and Dynamic Small Business Search (DSBS) records up-to-date. For the firm to receive benefits from the HUBZone Program (i.e., to be identified by contracting officers as eligible to receive HUBZone contracts), these records must remain up-to-date. You must validate the firm's information at least annually or its SAM registration will become inactive. If you need assistance in updating the firm's SAM or DSBS information, please go to the SAM Help Desk at <https://fsd.gov>.
- Responding to notices from SBA, including notices regarding program examinations, protests, proposed decertifications, and recertifications. The HUBZone Program sends such notices to the firm's email addresses on record in DSBS. If the firm fails to respond to these notices, SBA will propose the firm for decertification and may subsequently decertify it from the Program. Therefore, it is critical that you keep the firm's SAM and DSBS profiles current and check your email's SPAM folder to make sure that you are receiving emails from SBA.

### Misrepresentation

By bidding on any Federal solicitation that is set-aside or reserved for certified HUBZone small business concerns or for which a HUBZone price evaluation preference will be applied, the firm's submission of that offer is deemed to be a representation to the United States that the company is a certified HUBZone small business concern in compliance with the HUBZone Program requirements. **ANY FIRM FOUND TO HAVE WILLFULLY MISREPRESENTED ITS HUBZONE STATUS IN OBTAINING SUCH AN AWARD MAY BE SUBJECT TO A RANGE OF CIVIL AND CRIMINAL PENALTIES, TREBLE DAMAGES UNDER THE FALSE CLAIMS ACT, AND/OR SUSPENSION OR DEBARMENT FROM FEDERAL CONTRACTING.**

### How to get the most out of the Program

Although the firm's status as a certified HUBZone firm greatly improves its access to Federal awards, this certification does not guarantee contract awards. Your ability to research opportunities and competitively bid on them will be the key to your success in this program. I recommend you utilize the following additional web resources designed to help you maximize the Program's benefits:

- [Federal Contracting | U.S. Small Business Administration \(sba.gov\)](https://www.sba.gov)
- [SAM.gov | Contract Opportunities](https://sam.gov)

Small businesses participating in SBA federal contracting certification and business development programs may use SBA-approved [digital icons \(.zip\)](#) to indicate their

certification status. The icons may be used on business websites, business cards, and social media profiles, as well as on capability statements and proposal bids

However, digital icons **may not** be used to express or imply endorsement of any goods, services, entities, or individuals. Therefore, they **may not** be used on company letterhead, marketing materials, or advertising (paid ads as well as public service announcements) in either digital or traditional media formats. If your business is no longer certified or participating in one of SBA's federal contracting or business development programs, you must discontinue using SBA icons.

We wish you the best of luck as a certified HUBZone small business concern - your success will help improve the economic future of the HUBZones in which the firm operates.

If at any time you have any questions about the Program or how SBA may be able to support your business objectives, the HUBZone Office offers assistance via an interactive conference call where we can respond to general questions and concerns in real-time. For additional information, visit our website at <http://www.sba.gov/hubzone> or contact the HUBZone Help Desk at [HUBZone@sba.gov](mailto:HUBZone@sba.gov).

Very Respectfully,

Lori Gillen  
Director  
Office of HUBZone Program