

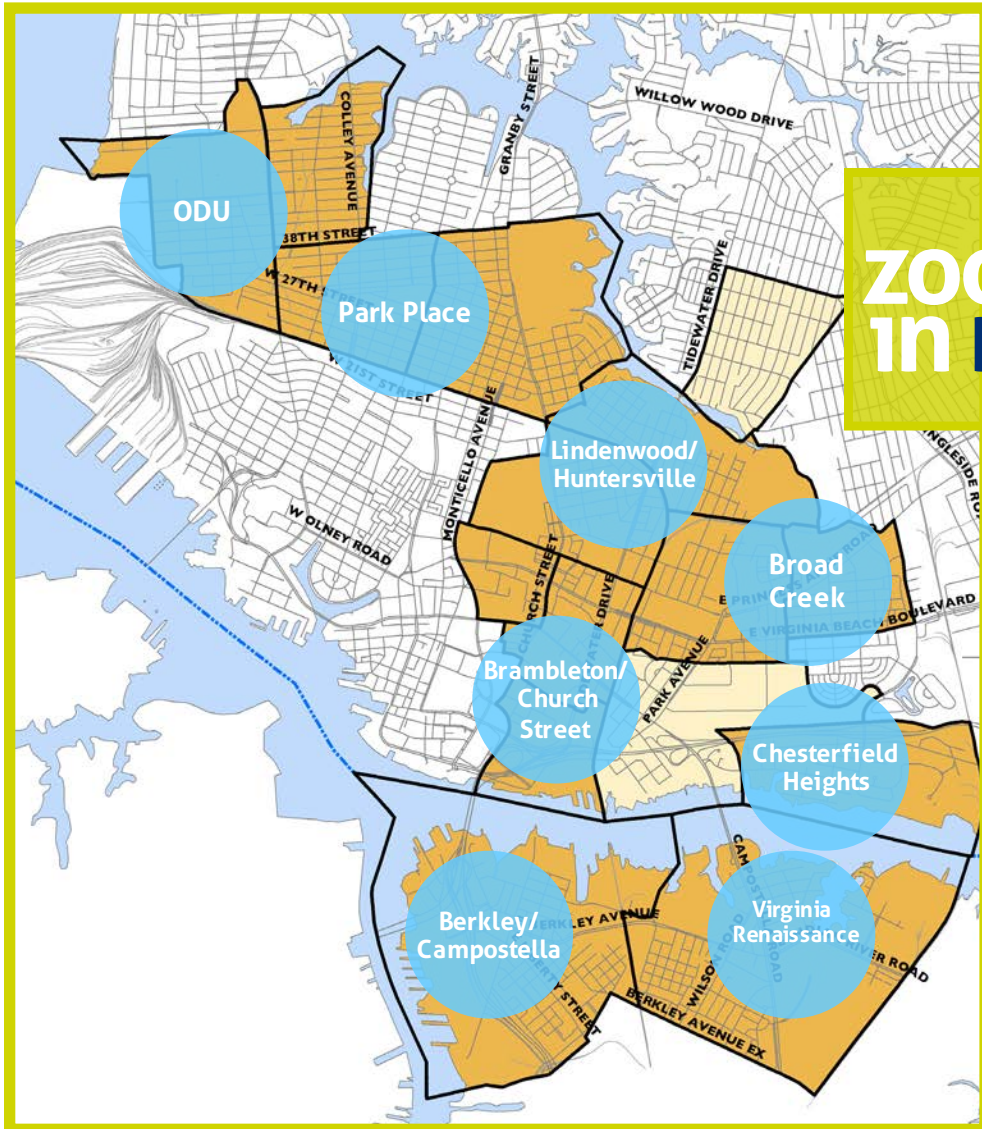
# hubzone city of norfolk

Federal HUBZone Contracting Program

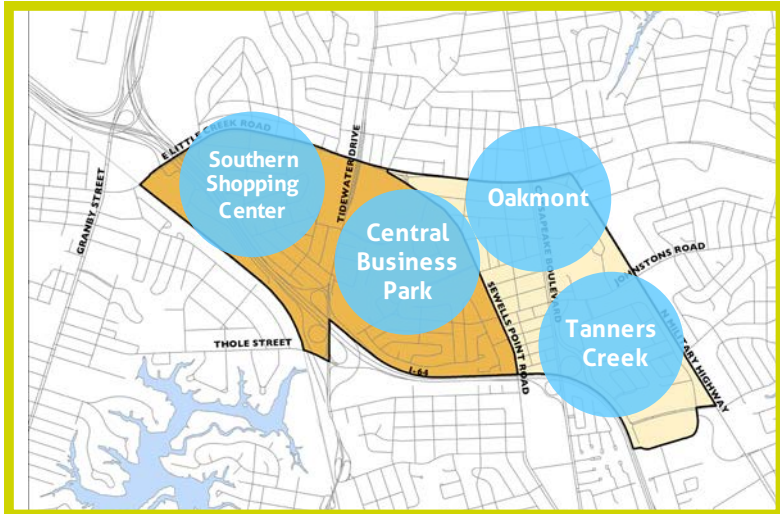


## Contact Information

(757) 664-4338 • 500 East Main Street, Suite 1500 • Norfolk, VA 23510  
[www.norfolkdevelopment.com](http://www.norfolkdevelopment.com)



zoomed  
in maps



# what is a hubzone?

A HUBZone is a “historically underutilized business zone” located within communities with low incomes and/or high unemployment. HUBZones are determined by the U.S. Small Business Administration (SBA) and are made up of “qualified census tracts,” according to the most recent federal census. The HUBZone program helps small businesses gain access to federal procurement opportunities. These preferences go to small businesses that obtain HUBZone certification in part by employing staff who live in a HUBZone. The company must also maintain a “principal office” in one of these specially designated areas.

## What is the HUBZone contracting program?

This is a “placed-based” FEDERAL contracting program serving HUBZone areas. The program provides both federal prime contract and subcontract benefits. The SBA administers the HUBZone program and certifies companies for eligibility.

## What are the HUBZone incentives?

A HUBZone certified business is eligible for the following incentives:

- Set-aside contracting opportunities.
- Sole-source contracting opportunities.
- Ten percent price preferences for HUBZone certified businesses in full and open competition. If the offer of the HUBZone small business is no more than 10% higher than the offer of the non-HUBZone/nonsmall business, the HUBZone small business can be awarded the contract.
- Increased Government Surety Guarantees. SBA will increase its guarantee from 80% to 90% for HUBZone certified small businesses for construction and service contract bids.

## How does a business become HUBZone certified?

Only companies certified by SBA are eligible to participate in the HUBZone program. To become certified, a business must meet all of the following criteria:

- The company must be a small business by SBA size standards.
- The company’s principal office must be located within a HUBZone. Principal office is defined as the location where the greatest number of the company’s employees perform their work, but excluding those employees who perform their work at job-site locations to fulfill specific contract obligations.
- The company must be owned and controlled by one or more U.S. citizens.
- At least 35% of the company’s employees must be HUBZone residents. To fulfill this requirement, employees must live in a primary residence within that area for at least 180 days or be a currently registered voter.

Once these requirements can be met, a company can apply to SBA for certification. Companies are encouraged to apply directly on the HUBZone website, [www.sba.gov/hubzone](http://www.sba.gov/hubzone).

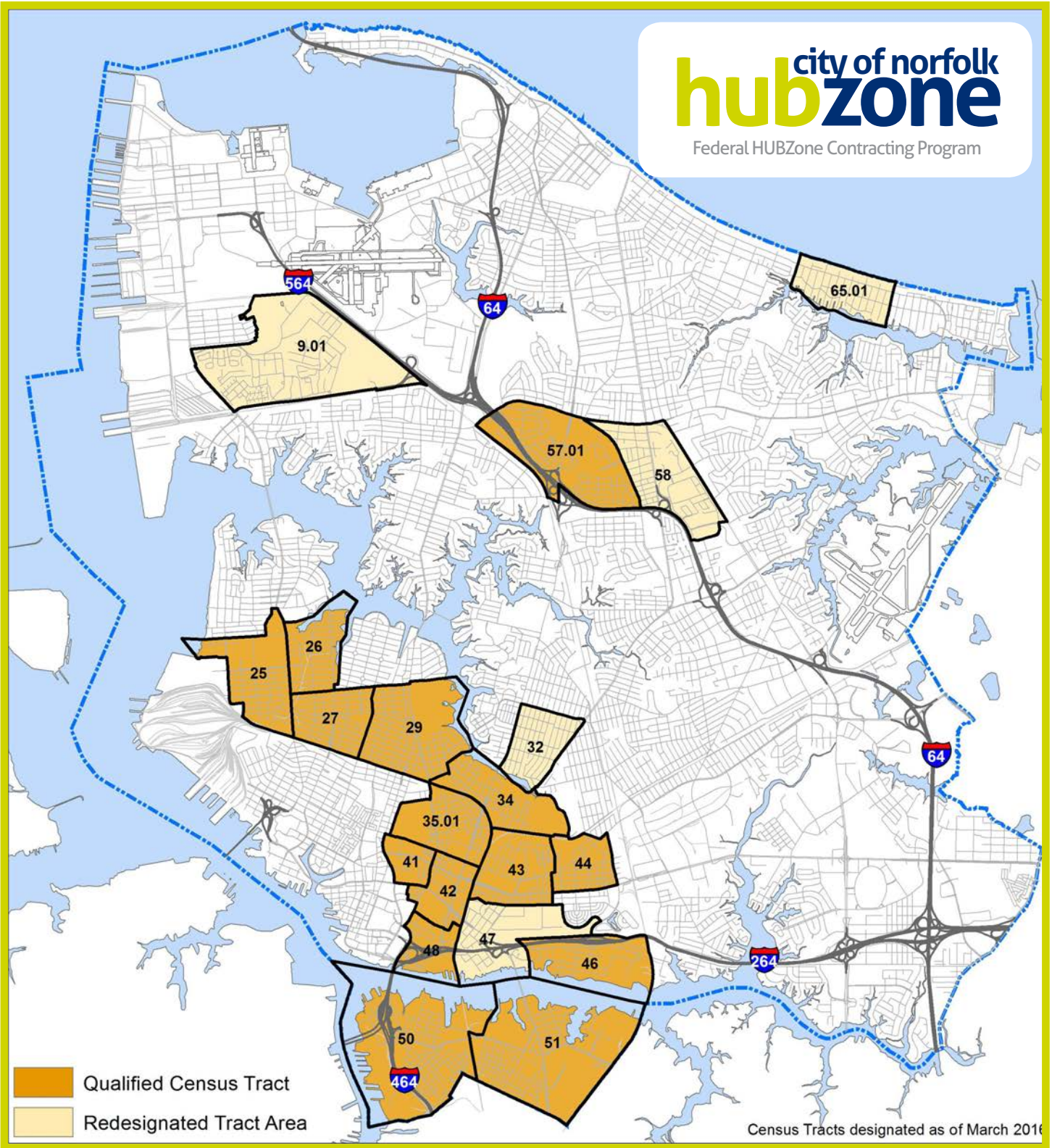
## Is my business in a Norfolk HUBZone?

Special computer mapping software on SBA’s website allows firms to determine quickly whether they are located in a qualified HUBZone. Visit the SBA website at <http://map.sba.gov/hubzone/maps/> and enter your firm’s address.

Some HUBZone areas overlap with state designated Enterprise Zone areas, allowing businesses to qualify for numerous federal, state, and local tax incentives.

Contact City of Norfolk, Department of Development at (757) **664-4338** for more information.





## ▲ Norfolk's Citywide HUBZone Map

To see if your property is in Norfolk's HUBZone, go to <http://map.sba.gov/hubzone/maps/> and type in your firm's address.