



# SBA Information Notice

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**TO:** All HUBZone Program Firms, Employees and Field Liaisons

**CONTROL NO.:** 6000-20013

**EFFECTIVE:** December 29, 2020

**SUBJECT:** Expiration and Extension of COVID-19 and Annual Recertification Flexibilities in the HUBZone Program

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This notification provides information on the expiration of flexibilities offered to HUBZone firms related to the COVID-19 pandemic, as identified in SBA Policy Notices 6000-20006 (COVID-19 Flexibilities) and 6000-20005 (Suspension of Annual Recertification):

1. Flexibility related to the principal office requirement for teleworking employees:  
**Extended through March 31, 2021.**

Given the continuing challenges small businesses face in requiring employees to return to the workplace due to varying and changing COVID-19-related restrictions, SBA will extend this flexibility through March 31, 2021 to firms that meet all of the criteria outlined in SBA Policy Notice 6000-20006.

**Applicability:** This flexibility applies to all applications for HUBZone certification and requests for recertification under review between March 13, 2020 and March 31, 2021.

2. Flexibility related to the 35% HUBZone residency requirement for employees affected by student housing closures: **Expires September 30, 2020.**

**Applicability:** This flexibility applies to all HUBZone firms seeking certification or recertification with student employees that were affected by student housing closures between March 13, 2020 and September 30, 2020.

3. Flexibility related to the “Legacy” HUBZone employee rule for employees placed in unpaid status: **Expires September 30, 2020.**

Firms may continue to count a “Legacy” HUBZone employee that was in a temporary non-paid status between March 13, 2020 and September 30, 2020 due to the COVID-19 pandemic, as long as the firm demonstrates that the employee was put back on its payroll before October 1, 2020, and the employee met the other requirements outlined in SBA Policy Notice 6000-20006.

**Applicability:** This flexibility applies to all HUBZone firms seeking certification or recertification that had employees in temporary unpaid status, due to the COVID-19 pandemic, at any time between March 13, 2020 and September 30, 2020.

4. Expedited Certification for firms intending to bid on COVID-19-related solicitations: **Extended through March 31, 2021.**

**Applicability:** This flexibility applies to all firms seeking certification between March 13, 2020 and March 31, 2021.

5. Suspension of mandatory annual recertification requirement as described in SBA Policy Notice 6000-20005: **Expires September 30, 2020.**

This flexibility was introduced to ensure HUBZone firms had maximum flexibility in maintaining their certification during the uncertain beginning of the COVID-19 pandemic. Starting October 1, 2020, all certified HUBZone firms will be required to recertify annually on their anniversary date.

**Applicability:** This flexibility applies to all HUBZone firms with an anniversary date between December 26, 2019 and September 30, 2020.

If you have any questions regarding this notice, please contact Laura Maas at [laura.maas@sba.gov](mailto:laura.maas@sba.gov) or Bruce Purdy at [bruce.purdy@sba.gov](mailto:bruce.purdy@sba.gov).

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