

Continuing Eligibility for the HUBZone Program: How Does Annual Recertification Work?

How Does It Work?

To complete the annual recertification process an authorized officer of the firm must complete and submit the firm's recertification in the HUBZone portal in SBA Connect within 30 days of the anniversary date of the firm's HUBZone certification.* If a firm fails to recertify within the required time frame, SBA will propose the firm for decertification.

*If the date of a firm's HUBZone certification was May 15, their anniversary date for subsequent years would be May 15, and they would have to submit their recertification every year between April 15 and June 15.

The new HUBZone regulations require all certified HUBZone firms to recertify annually that they remain in compliance with the program's requirements as of the anniversary date of their certification.

Benefits of these changes include:

- Once HUBZone-certified, a firm is eligible for all HUBZone contracts for which it qualifies for a period of one year.
- Firms are no longer required to report to SBA throughout the year if they have a change in their eligibility status (with the exception of involvement in a merger or acquisition or if HUBZone residency falls below 20 percent while performing a HUBZone contract). They only have to demonstrate compliance as of their annual certification anniversary.
- Contracting officers no longer have to verify a firm's HUBZone eligibility at the time of award, making it easier for HUBZone small businesses. The firm will be generally considered a HUBZone small business throughout the life of that contract if it was certified at the time of an initial contract offer.



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What Do I Need to Do?

Register for an SBA Connect account and request access to the HUBZone portal. [View the instructional video](#). In the HUBZone portal, the authorized officer will be required to review, verify, and certify that the firm meets all HUBZone eligibility requirements as of the anniversary date of its certification. To prepare for the annual recertification process, firms can:



Locate the anniversary date of the firm's HUBZone certification. The date of a firm's HUBZone certification can be found in the firm's certification letter and also on the firm's profile in the [Dynamic Small Business Search \(DSBS\) database](#). It may be helpful to mark this date on your calendar as an annually recurring event.



Verify that the firm will meet all HUBZone eligibility requirements as of the anniversary date of its certification. The [latest HUBZone eligibility requirements can be found here](#).



Verify that the firm's information is current in SBA's [DSBS database](#), including street address and email. All notifications from the HUBZone program will be sent to the email address of the point of contact listed.

- The firm's DSBS profile consists of information received from [SAM.gov](#) and the firm's SBA Profile (SBA Supplemental Page).
- To make changes to the firm's SBA Profile, register for an SBA Connect account and request access to the DSBS database. View the [instructional video](#).



Look out for a recertification notification email from SBA's automated notification system, which will be sent 30 days prior to the firm's anniversary date.

- Please note that SBA's automated notification system will not send a notification more than 30 calendar days prior to the anniversary of a firm's HUBZone certification. If you do not receive a recertification within this timeframe, please email the HUBZone Help Desk at hubzone@sba.gov.

The HUBZone program fuels small business growth in historically underutilized business zones (HUBZones) with a goal of awarding at least 3 percent of federal contract dollars to HUBZone-certified companies each year. In FY2020, SBA rolled out comprehensive changes to the HUBZone program that strengthen recertification requirements and simplify contract verification.