

Typical Application Timeline, and how to interpret your HCTS messages

Typical Timeline

STEP	Your HCTS message says...	Additional details	how long this step takes
Logged	<p>Your application has been submitted, but not authorized for processing. Your application must be authorized within 10 days, or it will be withdrawn. To authorize the application, the highest ranking official identified in your application must open the "SBA-Notice from the U.S. Small Business Administration" email, review and authorize the application. This status is as of <date>.</p> <p>□</p>	<p>Be sure to check your spam folder for the request to authorize the application. You should receive the email shortly after submitting the online application.</p>	<p>depends on you</p>
Received	<p>Your application has been authorized, but is not complete until SBA requests and receives all supporting documents. At this time, you should begin to assemble your supporting documentation [link]. DO NOT SEND any documents prior to SBA's formal request or they will be destroyed. After you receive SBA's formal request, you will have 10 business days to submit the supporting documents. If you will need an extension, email HUBZoneDocuments@sba.gov. Once SBA receives your response, the case will be assigned for review. SBA may decline your application if any of the documents are not received on or before the submission deadline. This status is as of <date>.</p>	<p>The day that you authorized the application is your Electronic Verification Date. This is the date that all of your supporting documentation must cover! You will receive the request for supporting documentation approximately 7-14 days after authorizing.</p>	<p>one to two weeks</p>
On Hold Documents	<p>Your application is on hold awaiting additional information/documentation. This status is as of <date>.</p>	<p>You will have 10 business days to submit the requested documents. If you need an extension, email hubzone@sba.gov. Do not omit anything from the list of supporting documentation -- if you do not have a particular document, you should provide a statement detailing why the document is not available. After you submit the supporting documentation, your application's status may still show this message until your application is assigned. The amount of time it takes your application to be assigned is the most variable part of the whole timeline-- it could be a few days after your supporting documentation deadline or a few weeks.</p>	<p>one to four weeks</p>
First level review	<p>Your application has been assigned to an analyst and is under first level review. This status is as of <date>.</p>	<p>Your first level analyst may or may not request additional documentation from you. If additional documentation is required, your status may reverse back to On Hold Documents and thus will prolong this step. This is another reason to ensure the supporting documentation you submit is 100% complete.</p>	<p>three to five weeks</p>

Second Level Review	Your application is under second level review. This status is as of <date>.	The first level review is complete and is being reviewed by a second set of eyes.	one to three weeks
Final Review	Your application is under final review. This status is as of <date>.	Final review will end with a final agency decision.	two to four weeks
Final Determination	Your application has been declined. You can view details in your Correspondence History. This status is as of <date>.	If your firm has been declined, you may reapply after 90 days. There is no reconsideration of applications-- the decision to approve or decline is the final agency decision.	complete
	Your application has been approved. You can view details in your Correspondence History. This status is as of <date>.	Congratulations! Be sure sign up for HUBZone updates (on the maps page) and review the Maintaining the Certification page.	

Special Statuses

Status	Your HCTS message says...	Additional details	how long this step takes
Size Review	Your application was forwarded to SBA's Area Size Office for additional review. This status is as of <date>.	Some applications require a review by a size specialist. If a size review is required, the size specialist may or	highly variable
Legal Review	Your application was forwarded to SBA's Office of General Counsel for a legal review. This status is as of <date>.	Some applications require a review by an attorney. If additional information is required as a result of the legal	highly variable
Withdrawn	Your application has been withdrawn. This status is as of <date>.	You may reapply at any time.	complete
No Authorization Received - HQ Withdrawn	Your application was automatically withdrawn because no one from your firm authorized it for processing. This status is as of <date>.	Your application was withdrawn because no one authorized it for processing within the required 10 days. You may reapply at any time.	complete
System Rejected	Your application was rejected because according to your responses in the online application, your firm does not meet the eligibility requirements. This status is as of <date>.	Check your responses in the online application.	complete