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1. Welcome

Welcome to the HUBZone Program Application Guide and thank you for your interest in applying for certification as a qualified HUBZone Small Business Concern. As you will notice, firm, business or company will be referenced throughout this document as an “SBC” or simply as a “concern.” This guide has been prepared to assist you with the application process. If you meet the eligibility requirements, the program offers excellent opportunities for your firm to participate in the Federal marketplace. It also offers your concern a unique opportunity to contribute to empowerment, economic development, and job growth in underserved communities. The HUBZone Program is “creating jobs where they are needed most.”

Existing businesses that choose to move to qualified areas are eligible. However, they must have moved their principal office to a qualified HUBZone area prior to submitting an application.

Locations of HUBZones

The statute establishing the HUBZone Program directs the SBA to rely upon definitions provided by other Federal agencies to determine which areas qualify as HUBZones. Generally speaking, these determinations are arrived at after the collection of either income or employment data, and that data forms the basis for the calculations cited below.

A HUBZone may be one of the following:

A Qualified Census Tract. The definition for Qualified Census Tract is based on an Internal Revenue Service provision for the Low Income Housing Tax Credit program that is developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). The Secretary of HUD designates Qualified Census Tracts by a notice published periodically in the Federal Register. Information on how data is compiled for the Qualified Census Tracts designation is available on the web at <http://qct.huduser.org>

A Qualified Nonmetropolitan County. The definition for Qualified Nonmetropolitan County is any county that, based on the most recent data available from the U.S. Census Bureau, is not located in a metropolitan statistical area and in which the median household income is less than 80 percent of the median household income for the entire non-metropolitan area of a state and/or any non-metropolitan county that, based on the most recent data available from the Bureau of Labor Statistics (BLS), has an unemployment rate that is not less than 140 percent of the state average unemployment rate or the national average unemployment rate. In addition, it includes any county not located in a metropolitan statistical area that contains a difficult development area outside of the 48 contiguous states.

The definition of Difficult Development Area is similar to Qualified Census Tract in that it is based on an Internal Revenue Service provision for the low income housing tax credit program that is developed in conjunction with the U.S. Department of Housing and Urban Development (HUD). (NOTE: By virtue of legislation signed into law on Aug. 10, 2005, the application of the Difficult Development Area status for HUBZone consideration only applies to Alaska, Hawaii, and the U.S. territories and possessions, not the 48 contiguous states.) The Secretary of HUD designates Difficult Development Areas by a notice published periodically in the Federal Register.

- Information on decennial census data used to determine the household income is available on the web at <http://www.census.gov>

should have the following information at hand, which SBA will require you provide **after** you have submitted your application:

- **For Corporations:** Corporate Bylaws and any amendments; Executed Stock Certificates (front & back); Stock Ledger or Register (This ledger or register should summarize all stock actions taken from issuance through transfer and or cancellation);
- **For Limited Liability Company(s):** copy of the firm's Articles of Organization along with the certificate with the SOS seal; Operating Agreement and any amendments; Certificate of Good Standing;
- **For Partnerships:** Partnership Agreement and any amendments;
- **For Sole Proprietors:** Personal Tax Returns;

- **Documents required for all applicant firms to determine ownership and control:**
 - Certificate of Good Standing (This certificate can be obtained by contacting your applicable Secretary of State office; DBA (Doing Business As) Certificate, if applicable. If this document is not applicable, please note as such in writing. Failure to provide a response to this request will cause a delay in the processing of the application);
 - **Business Tax Returns:** Provide Federal Business Income Tax Returns for the applicant firm AND all of its affiliates identified in the application for the most recently available previous 3 years; **NOTE EXCEPTION:** Firms with a primary NAICS code which requires that the Small Business size determination be based on employees (vs. revenue) need only provide the most recently available yearly Federal Business Tax Return;
 - **Personal Tax Returns for significant owners:** Provide Federal Personal Income Tax Returns for the most recently available year for ALL owners of the firm who have 20% or more ownership of the firm, including all attachments and schedules. Also provide W2's for all individuals listed on the return. Please Note: If no one individual owns 20% or more, then the Personal Tax Returns need to be provided for each individual with ownership;
 - **Proof of US Citizenship for owners:** Provide any ONE of the following documents for enough firm owners who are US Citizens to demonstrate that the applicant firm is at least 51 percent owned and controlled by United States citizens: (Do NOT send Social Security cards.)
 - Birth certificate

located in a qualified HUBZone. Firms that are owned in whole or in part by Indian Tribal Governments or corporations wholly owned by Indian tribal Governments, at the time of application, must either:

- Maintain a principal office located in a HUBZone and ensure that at least 35% of its employees reside in a HUBZone; or
 - Certify that when performing a HUBZone contract, at least 35% of its employees engaged in performing that contract will reside within any Indian reservation governed by one or more of the Indian Tribal Government owners, or reside within any HUBZone adjoining such Indian reservation. A HUBZone and Indian reservation are adjoining when the two areas are next to and in contact with each other; and
 - The concern will “attempt to maintain” the applicable employment percentage stated above during the performance of any HUBZone contract it receives.
- **Payroll records to determine the number of the firm’s employees:** Copy of your firm’s official payroll record from a time period which covers the date of electronic verification and shows at a minimum the employee’s name, number of hours worked for that pay period, and wages with taxes and adjustments. (Salaried employees who do not have hours worked specified are assumed to work 40 hours per week.) This payroll record must clearly show the pay period’s beginning and end dates, not just the pay date. Do NOT submit a combined summary of all the pay periods. Each pay period will need to be provided on a separate payroll record.

Note that in order for us to consider a person working for your firm to be an employee, we must have evidence from your payroll records that the person works at least 40 hours in a month’s time. All payroll records submitted must be for the time of electronic verification and PRIOR. For any employees working less than 40 hours in the payroll period which includes the date of electronic verification, you must also provide enough immediately previous payrolls to demonstrate that those employees work at least 40 hours in a month’s time. As an example, if you have a weekly payroll system and an employee who works 10 hours the week of electronic verification, you would need to provide the 3 previous weekly payrolls in order to demonstrate that the person works 40 hours per month for a total of 4 weekly payrolls. The latest of these 4 contiguous payroll periods should include the date of application submission. Failure to provide payroll records meeting the above described requirements is a common cause of application denial – please review your payroll documents carefully and address any deficiencies before submission;

This form must be signed, by an officer of the firm authorized to represent the applicant, notarized, and mailed in hardcopy after you submit your electronic application along with all supporting documentation. Note that regardless of how you choose to submit the above requested documentation, this form must be mailed in hard copy form. An email or faxed copy of the Program Certification Signature Sheet will NOT be accepted.

5. Starting the Electronic Application Process

When filing an electronic application, you must work through the application until it is fully complete, and it must be done in one single session. Once the application is electronically submitted, you will have a brief period during which you can edit the document by selecting the "Edit Application" button on the opening HUBZone Electronic Application – Main Menu page. The editing period ends when the SBA receives the electronic verification provided by a representative of the applicant concern. Once that verification is received, the electronic file is marked as "received" and can no longer be edited or accessed by the firm. When completing the application, at any point in the process, you can select **Help**, and get context-specific guidance. If you really get stuck answering a question, you can contact us by e-mail at hubzone@sba.gov. There are several **IMPORTANT** registrations that must be completed before you can start the electronic application process:

DUN & BRADSTREET – Each headquarters and branch office must be registered so that it will have its own **D&B ID** number known as a Data Universal Numbering System, or D-U-N-S.

System for Award Management (SAM) – the firm's Employer's Identification Number/Tax Identification Number (EIN/TIN) must be registered. (NOTE- the principal office address that is applying for HUBZone certification must be entered in the SAM profile associated with DUNS appropriate for this specific physical location.)

Dynamic Small Business Search (DSBS) - DSBS profiles will reflect each firm's certification status. It is recommended to keep your profiles (SAM and DSBS page) up to date through the SAM web-site: <https://www.sam.gov/portal/public/SAM/>. At the SAM Web site, simply update your SAM profile and SAM will update the DSBS profile. (NOTE: edit updated data transferred from SAM to DSBS usually takes up to 24 hours after you have updated the SAM profile.)

Global Login System (GLS) – you must complete registration in this system for each individual that can update information to your concern. Once you have registered, then you must add the concern's **DUNS and EIN** number(s).

(see * below) based on information that was entered in SBA's DSBS database. In most cases, the information that has been automatically filled in on Section B cannot be edited. If any of this information is incorrect, proceed to SAM or the HUBZone Address Screen to make corrections

- **Business Name**
- **Employer's Identification Number /Taxpayer Identification Number ***
- **Point Of Contact**
 - **Contact Prefix**
 - **Contact Name**
 - **Contact Title**
 - **Street Number**
 - **Street Address ***
 - **Business Phone Number**
 - **Extension**
 - **Business Fax Number**
 - **e-mail Address**
- **Organizational Structure**
- **Date Business Established**
- **Briefly describe your firm's principal products and/or services**
- **North American Industrial Classification System (NAICS) code (primary)***
- **State Business was Incorporated In**
- **Business Fiscal Year Ending Date:**
- **Brief description of the concern's produce and/or services**
- **Is firm owned in whole or in part by an Indian tribal government or corporation wholly owned by an Indian tribal government**
- **Is concern owned in whole or in part by a Community Development Corporation**
- **Is concern an Alaskan Native Corporation (ANC) or direct or indirect subsidiary corporation, joint venture or partnership of an ANC**
- **Is concern a small agricultural cooperative or owned in whole or in part by a small agricultural cooperative**
- **Number of employees at the time of this application working at the PRINCIPAL OFFICE**
- **Number of employees at the time of this application working at other office locations**
- **Number of employees at the time of this application working at an off-site, contract specific job site**
- **Number of employees at the time of this application**
- **Average number of employees for past 12 months**
- **Number of employees who reside in a HUBZone at the time of this application**
- **Average annual receipts over the last three (3) years**

Section D – Financial Information:

In this section of the application, we request that you give us a financial profile of your firm so that we can track and evaluate its performance in the HUBZone Program. Balance sheet information must be taken directly from financial statements for your firm's most recently ended fiscal year, and annual receipts and net profit must be taken directly from your firm's Federal tax return for that year. Example: It is now March 1, 2000; your firm's most recently ended fiscal year closed on December 31, 1999. In this space, you would enter information for the year ended 12/31. These statements must be available for HUBZone analysts to review.

- Fiscal Year Ending Date (Date the concern's accounting books are closed for the year)
- Tax Return Filing Date (Most Recent Federal Tax Return)
- Current Assets
- Fixed Assets
- Other Assets
- Total Assets
- Current Liabilities
- Long Term Liabilities
- Total Liabilities
- Net Worth
- Total Receipts
- Net Profit

Section E – HUBZone Employment Statement:

One of the four key requirements for certification as a qualified HUBZone SBC is that at least 35% of its employees reside in a HUBZone. For purposes of the HUBZone program:

Employee means all individuals employed on a full-time, part-time, or other basis, so long as that individual works a minimum of 40 hours per month. This includes employees obtained from a temporary employee agency, leasing concern, or through a union agreement or co-employed pursuant to a professional employer organization agreement. SBA will consider the totality of the

Affiliation information:

- Does the applicant firm have one or more affiliation interest(s) shown above
- Does any other business have one or more affiliation interest(s) shown above in the applicant firm
- Name of other concern
- Address of other concern
- City of other concern
- State of other concern
- Zip Code of other concern
- What percentage of voting stock, ownership, or management position of the concern does the applicant hold?
- Primary NAICS Code of other concern
- Size information for concern:
- Average number of employees of the firm for the past 12 months
- Average annual receipts of this concern for its most recently completed three fiscal years

Notice of Verification:

The SBA needs to verify that the information just entered through Internet Application Form was provided by an authorized company representative. To facilitate this process, the system is designed to automatically identify the highest-ranking officer named earlier in the 'Key Person' listing. You can choose to override this designation with another 'Key Person' by using the drop down menu, but this action will be recorded and may prompt an inquiry. You may also choose to identify someone other than a 'Key Person,' and this would be entered in section titled 'Other.' The responding executive will need to have your company's GLS USER ID and password available. The e-mail notice they receive will provide a link back to the HUBZone Web page so that you will be able to provide the HUBZone application number and the authorizer's email address so that you provide the electronic verification that allows us to process the application.

7. Completing the Application Process

After you have completed the electronic version of the application, the electronic application software will audit it and advise you of any incomplete or missing data. The system will alert you when supporting documentation is required to complete the application review. *Once the*

9. Glossary

Confidentiality

Administrator means the Administrator of the United States Small Business Administration (SBA).

AA/BD means SBA's Associate Administrator for Business Development.

AA/GC&BD means SBA's Associate Administrator for Government Contracting & Business Development

Agricultural commodity has the same meaning as in section 102 of the Agricultural Trade Act of 1978 (7 U.S.C. 5602).

Alaska Native Corporation (ANC) has the same meaning as the term "Native Corporation" in section 3 of the ANCSA, 43 U.S.C. 1602.

Alaska Native Village has the same meaning as the term "Native village" in section 3 of the ANCSA, 43 U.S.C. 1602. ANCSA means the Alaska Native Claims Settlement Act, as amended.

Attempt to maintain means making substantive and documented efforts such as written offers of employment, published advertisements seeking employees, and attendance at job fairs.

Base closure area means lands within the external boundaries of a military installation that were closed through a privatization process under the authority of:

which is an equivalent political subdivision such as a parish, borough, independent city, or municipio, where such subdivisions are not subdivisions within counties.

County unemployment rate is the rate of unemployment for a county based on the most recent data available from the United States Department of Labor, Bureau of Labor Statistics. The appropriate data may be found in the DOL/BLS publication titled "Supplement 2, Unemployment in States and Local Areas." This publication is available for public inspection at the Department of Labor, Bureau of Labor Statistics, Division of Local Area Unemployment Statistics located at 2 Massachusetts Ave., NE, Room 4675, Washington, D.C. 20212. A copy is also available at SBA, Office of HUBZone Program, Director, 409 3rd Street, SW, Washington D.C. 20416.

DAA/GC&BD means SBA's Deputy Associate Administrator for Government Contracting and Business Development.

D/HUBZone means SBA's Director for the HUBZone Program.

De-certify means the process by which SBA determines that a concern is no longer a qualified HUBZone SBC and removes that concern from its List.

Employee means all individuals employed on a full-time, part-time, or other basis, so long as that individual works a minimum of 40 hours per month. This includes employees obtained from a temporary employee agency, leasing concern, or through a union agreement or co-employed pursuant to a professional employer organization agreement. SBA will consider the totality of the circumstances, including criteria used by the IRS for Federal income tax purposes and those set forth in SBA's Size Policy Statement No. 1, in determining whether individuals are employees of a concern. Volunteers (i.e., individuals who receive deferred compensation or no compensation, including no in-kind compensation, for work performed) are not considered employees. However, if an individual has an ownership interest in and works for the HUBZone SBC a minimum of 40 hours per month, that owner is considered an employee regardless of whether or not the individual receives compensation.

HUBZone means a historically underutilized business zone, which is an area located within one or more:

(1) Has the same meaning as the term “Indian country” in 18 U.S.C. 1151, except that such term does not include:

(a) Any lands that are located within a State in which a tribe did not exercise governmental jurisdiction as of December 21, 2000, unless that tribe is recognized after that date by either an Act of Congress or pursuant to regulations of the Secretary of the Interior for the administrative recognition that an Indian group exists as an Indian tribe (25 CFR part 83); and

(b) Lands taken into trust or acquired by an Indian tribe after December 21, 2000 if such lands are not located within the external boundaries of an Indian reservation or former reservation or are not contiguous to the lands held in trust or restricted status as of December 21, 2000; and

(2) In the State of Oklahoma, means lands that:

(a) Are within the jurisdictional areas of an Oklahoma Indian tribe (as determined by the Secretary of the Interior); and

(b) Are recognized by the Secretary of the Interior as of December 21, 2000, as eligible for trust land status under 25 CFR part 151.

Indian Tribal Government means the governing body of any Indian tribe, band, nation, pueblo, or other organized group or community which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Interested party means any concern that submits an offer for a specific HUBZone sole source or set-aside contract, any concern that submitted an offer in full and open competition and its opportunity for award will be affected by a price evaluation preference given a qualified HUBZone SBC, the contracting activity's contracting officer, or SBA.

Lands within the external boundaries of an Indian reservation include all lands within the perimeter of an Indian reservation, whether tribally owned and governed or not. For example, land that is individually owned and located within the perimeter of an Indian reservation is “lands within the external boundaries of an Indian reservation.” By contrast, an Indian-owned parcel of land that is located outside the perimeter of an Indian reservation is not “lands within the external boundaries of an Indian reservation.”

List refers to the database of qualified HUBZone SBCs that SBA has certified.

Median household income has the meaning used by the Bureau of the Census, United States Department of Commerce, in its publication titled, “1990 Census of Population, Social and Economic Characteristics,” Report Number CP-2, pages B-14 and B-17. This publication is

(b) The unemployment rate is not less than 140 percent of the average unemployment rate for the United States or for the State in which such county is located, whichever is less, based on the most recent data available from the Secretary of Labor; or

(c) Is located in a difficult development area, as designated by the Secretary Housing and Urban Development in accordance with section 42(d)(5) (c) (iii) of the Internal Revenue Code of 1986, within Alaska, Hawaii, or any other territory or possession of the United States outside the 48 contiguous states.

Redesignated area means any census tract or any non-metropolitan county that ceases to be a qualified HUBZone, except that such census tracts or non-metropolitan counties may be “redesignated areas” only until the later of:

(1) The date on which the Census Bureau publicly releases the first results from the 2010 decennial census;

(2) Three years after the date on which the census tract or non-metropolitan county ceased to be so qualified. The date on which the census tract or non-metropolitan county ceases to be qualified is the date that the official government data, which affects the eligibility of the HUBZone, is released to the public; or

(3) or a county that includes a Difficult Development Area (DDA), as designated by HUD in accordance with section 42 of the Internal Revenue Code of 1986, within Alaska, Hawaii, or any territory or possession of the United States outside the 48 contiguous States.

Reside means to live in a primary residence at a place for at least 180 days, or as a currently registered voter, and with intent to live there indefinitely.

Small agricultural cooperative means an association (corporate or otherwise), comprised exclusively of other small agricultural cooperatives, small business concerns, or U.S. citizens, pursuant to the provisions of the Agricultural Marketing Act, 12 U.S.C. 1141j, whose size does not exceed the applicable size standard pursuant to part 121 of this chapter. In determining such size, an agricultural cooperative is treated as a “business concern” and its member shareholders are not considered affiliated with the cooperative by virtue of their membership in the cooperative.

Small business concern (SBC) means a concern that, with its affiliates, meets the size standard for its primary industry, pursuant to part 121 of this chapter.

Small disadvantaged business (SDB) means a concern that is small pursuant to part 121 of this chapter, is owned and controlled by one or more socially and economically disadvantaged

SBA Certifications: Apply Online.

Applying to SBA is the only way to qualify.

8(a) Business Development

one-time certification; lasts 9 years with annual reviews
www.sba.gov/8abd

HUBZone

must recertify every 3 years; can be certified indefinitely
www.sba.gov/hubzone

Benefits	8(a) Business Development	HUBZone
	<ul style="list-style-type: none"> \$ Exclusive training opportunities \$ Be eligible for 8(a) set-aside and sole source contracts \$ Assigned a Business Opportunity Specialist to assist you with your business's growth and contracting needs \$ 5% government-wide contracting goal as a small disadvantaged business 	<ul style="list-style-type: none"> \$ Be eligible for HUBZone set-aside and sole source contracts \$ 10% price evaluation preference under full and open competition \$ 3% government-wide contracting goal

Eligibility	8(a) Business Development	HUBZone
	<p>The business (except entity-owned firms*):</p> <ol style="list-style-type: none"> 1. must be small by SBA standards at time of application 2. must be not less than 51% unconditionally and directly owned and controlled by one or more socially disadvantaged individuals who are US citizens and are economically disadvantaged 3. must show Potential for Success (generally by being in business for two years) 4. In addition, all principals must have good character; neither the firm nor any of its principals can have outstanding federal financial obligations; and once a firm or disadvantaged individual has participated in the program, neither the firm nor that individual will be eligible again. 	<p>The business must:</p> <ol style="list-style-type: none"> 1. be small by SBA standards, at time of application 2. be owned and controlled at least 51% by U.S. citizens; wholly owned or owned in part by one or more Indian Tribal Governments or by a corporation that is wholly owned by one or more Indian Tribal Governments; an ANC owned and controlled by Natives or a direct or indirect subsidiary corporation, joint venture, or partnership of an ANC; wholly owned or owned in part by a CDC; or a small agricultural cooperative or a small business concern wholly owned or owned in part by one or more small agricultural cooperatives 3. have a principal office located in a qualified HUBZone (except for certain concerns owned by Indian Tribal Governments)* 4. must have at least 35% of its employees reside in a HUBZone. Reside means to live in a primary residence at a place for at least 180 days, or as a currently registered voter, and with intent to live there indefinitely.

*Requirements are different for firms owned by Entities such as: Alaska Native Corporations (ANCs), Indian tribes, Native Hawaiian Organization (NHO), and Community Development Corporation (CDCs)

Once certified, firm is automatically considered a Small Disadvantaged Business for federal contracting.

*Requirements are different for firms that are owned in whole or in part by Indian Tribal Governments or corporations wholly owned by Indian tribal Governments. See the website for more details.

Self-Certifications: Self-Certify at SAM.gov.

Evidence of status will be reviewed if a vendor protests.

Service-Disabled Veteran Owned Small Business

www.sba.gov/content/service-disabled-veteran-owned-small-business-concerns-sdvosbc

Benefits	\$	3% government-wide contracting goal
	\$	Self-certify to be eligible for service disabled veteran set aside contracts from any agency
	\$	SDVOSB firms that wish to contract with VA and/or FAA must apply for certification through the VA. SDVOSB firms receive preference for VA contracts over all other types of firms. To learn more about veteran verification, visit www.va.gov/osdbu/veteran/verification.asp .

Eligibility	The business must be:
	1. small by SBA standards, at time of offer
	2. not less than 51% owned and controlled by a service-disabled Veteran(s) who has a service-connected disability that has been determined by the Department of Veterans Affairs or Department of Defense

Glossary

The following individuals are presumed Socially Disadvantaged for 8(a):

- Black Americans
- Hispanic Americans
- Native Americans
- Asian Pacific Americans
- Subcontinent Asian-Americans

Economic Disadvantage thresholds for 8(a), SDB, and EDWOSB:

	8a initial (Applicants)	8a after entrance (Participants), WOSB and SDB
Net worth	\$250,000	\$750,000
Assets	\$4 million	\$6 million
Income	\$250,000	\$350,000

OWNERSHIP & CONTROL ARE DIFFERENT.

Control for 8(a), HUBZone, WOSB, SDB, & SDV

Means both the long-term decision making and the day-to-day management and administration of the business operations.

Additional Control element for 8(a), WOSB, SDB, SDV

The eligible individual must hold the highest officer position and have managerial experience of the extent and complexity needed to run the firm.

Additional Control element for 8(a), WOSB

Eligible individual must devote full-time to the business and outside employment has limits.

**SAMPLE HUBZone APPLICATION (corporation)
Developed for Training Purposes Only**

HUBZone App No:00000

SBA Customer ID: P000000

Business Name: Small Business Widget Corporation – Sample Application for Corporation

SECTION A - LOCATION IN QUALIFIED HUBZONE

123 Street

Other Address:(Mailing)

City State 11111 -0000

PO Box

City State 11111 -0000

- Located in a qualified census tract? **No**
- Located in a qualified non-metropolitan County based on income? **No**
- Located in a qualified non-metropolitan County based on unemployment? **Yes**
- Located within the external boundary of a Federally recognized Indian reservation? **No**
- Located within the Difficult Development Area? **No**
- Located within the BRAC Former Military Base? **No**

Select 'Plot Map' button to verify Principal office's HUBZone qualification:

Plot Map

There are no other office locations

SECTION B - GENERAL BUSINESS INFORMATION

Application Date: 02/02/2012

SBA Customer ID: P000000

Business Name: Sample Application for Corporation

Tax Identification Number *or* Employer Identification Number

EIN: 000000

Contact Name & Title: Ms. Owner

Phone: 5555555555

Fax: 5555555555

E-mail: email@email.com

Organizational Structure of Business:
Corporation

For Profit

CAGE Code(Optional): 00000

NAICS Code: 332999

NAICS Effective Year: 2007

NAICS Code Size: Limited to 500 by 'Number of Employees'

NAICS Description:
All Other Miscellaneous Fabricated Metal Product Manufacturing

**SAMPLE HUBZone APPLICATION (corporation)
Developed for Training Purposes Only**

Average annual receipts for the applicant concern over its last three Fiscal Years:
\$16,600,000.00

Has the applicant concern ever been debarred, suspended, voluntarily excluded or otherwise rendered ineligible for procurement or non-procurement purposes from any department or agency of the Federal Government?

SECTION C - OWNERSHIP AND CONTROL - CORPORATION

Are all issued shares of stock owned by a person(s) who are U.S. citizens? (Including common/preferred, voting/non-voting.)

Are all of the current directors and officers U.S. citizens?

Is any stock voted under a proxy agreement, a trust or voting trust?

Has the applicant concern agreed to combine with or merge with another concern(s) in the future by sale of stock or assets?

Does the applicant concern have any outstanding convertible debentures?

Does the applicant concern have any outstanding stock options?

Does the applicant concern have an Employee Stock Option Plan (ESOP)?

List of ALL stockholders, board of directors and officers

Name: _____ **Title:** _____

Email: _____

U.S. Citizenship

Does this individual have a financial interest or hold a management position in any other business?

Does the applicant concern share facilities, equipment or personnel with this other business in which this individual has a financial interest or holds a management position?

Has this individual ever been debarred, suspended, voluntarily excluded or otherwise rendered ineligible from any department or agency of the Federal Government?

SECTION F – AFFILIATION