

**Part 1: Benefits & Eligibility Criteria**

Certification processed by: System for Award Management (SAM)		US Small Business Administration (SBA)						
Certification	Small Business (SB)	Small Disadvantaged Business (SDB)	Woman-Owned Small Business (WOSB)	Economically Disadvantaged WOSB (EDWOSB)	Historically Underutilized Business Zone (HUBZone)	8(a) Business Development Program	Veteran Owned Small Business (VOSB)	Service Disabled Veteran Owned Small Business (SDVOSB)
<b>Goals</b>	23%	5%		5%	3%	5%	3%	3%
<b>Benefits</b>	Eligible to bid on small biz. set-asides once completed. While completing SAM registration, complete your SBA Profile so government customers and prime contractors can find you and verify your status in DSBS.		Eligible to bid on WOSB and EDWOSB set-asides upon approval of application. While completing SAM registration, complete your SBA Profile so government customers and prime contractors can find you and verify your status in DSBS.		Sole source & set aside contracts  10% price evaluation preference in competitive bids.	Sole source & set aside contracts, mentoring, and business development assistance.  7(j) Mgmt & Technical Assistance Program.	Prioritizes VOSBs for contracts awarded by the Veterans Administration.  Required for bidding on VOSB set-asides with the V.A.	Prioritizes SDVOSBs for contracts awarded by the Veterans Administration.  Required for bidding on SDVOSB set-asides with the V.A.
<b>Important Criteria</b> <i>Note: not all criteria are listed. To learn more, see Application Process (reverse)</i>	Business must be independently owned and operated, and cannot be affiliated with a non-small business.	51% owned and controlled by socially and economically disadvantaged individual/s, as defined in SBA's 8(a) program.	Be a SB. At least 51% owned & controlled by one or more women who are U.S. citizens, must manage day-to-day operations and make long-term decisions, and be the highest-paid owner and highest-ranking officer. Set-aside contracts are restricted to designated NAICS: <a href="https://www.sba.gov/document/support--qualifying-naics-women-owned-small-business-federal-contracting-program">https://www.sba.gov/document/support--qualifying-naics-women-owned-small-business-federal-contracting-program</a>		Must be SB. Majority owner/s must be U.S. Citizen/s. Principal office and employee residence within a HUBZone requirement. Employee work min. 40 hrs/mo. <a href="https://maps.certify.sba.gov/hubzone/map#center=39.828200,-98.579500&amp;zoom=5">https://maps.certify.sba.gov/hubzone/map#center=39.828200,-98.579500&amp;zoom=5</a>	Must be small business. Minimum two years in operation. At least 51% owned and controlled by U.S. citizens who are socially disadvantaged individuals. All applications must provide a narrative describing social disadvantaged.	51% owned and controlled by service-disabled veteran/s, must be a full-time, have unconditional control and management business, as well the highest paid and highest officer.	51% owned and controlled by service-disabled veteran/s, must be a full-time, have unconditional control and management business, as well the highest paid and highest officer.
<b>Can't Exceed \$ Thresholds for Financial Criteria.</b> <i>Read Regulations for details.</i>	For each <a href="#">NAICS code</a> , must be small by SBA standards: <a href="https://www.census.gov/naics">https://www.census.gov/naics</a>	\$750K personal net worth, excl. equity in home + biz; Only for subcontractors	N/A	Personal net worth < \$850K, excl. equity in IRA, home, and business; \$450K personal adj. gross income; Personal Assets \$6.5 million.	N/A	Personal net worth < \$850K, excl. equity in IRA, home, and business; adj.gross income < \$400K, total assets < \$6.5M	N/A	N/A
<b>Look for Competitors</b>	Search the SBA Dynamic Small Business (DSBS) <a href="https://web.sba.gov/pro-net/search/dsp_dsbs.cfm">https://web.sba.gov/pro-net/search/dsp_dsbs.cfm</a>							

# Certification Quick Start Guide - Federal Certifications

Procurement can be a daunting process.  
That's why we're here.



## Part 2: Application Process --no fees are charged to obtain these certifications.

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<b>Get started</b>	Self-certifications via the System for Award Management. Register in SAM and self-certify at: <a href="https://sam.gov">https://sam.gov</a>		Apply at: <a href="https://wosb.certify.sba.gov/knowledgebase">https://wosb.certify.sba.gov/knowledgebase</a>		Apply at: <a href="https://connect.sba.gov">https://connect.sba.gov</a>	Apply at: <a href="https://certify.sba.gov">https://certify.sba.gov</a>	Apply at: <a href="https://veterans.certify.sba.gov">https://veterans.certify.sba.gov</a>	Apply at: <a href="https://veterans.certify.sba.gov">https://veterans.certify.sba.gov</a>
<b>Approximate Time Frame</b> <i>Note: Varies with complexity of company</i>	It normally takes about 2 hours to register.		SBA will consider a determination within 90 days after receipt of complete package, "whenever practicable" once a complete application has been submitted to SBA (or third-party).		90-120 days	6-9 months	30-60 days	30-60 days
<b>Application Process</b>	Online application process.		SBA's free application <a href="https://wosb.certify.sba.gov/knowledgebase">https://wosb.certify.sba.gov/knowledgebase</a> or SBA approved third-party certifiers (fee-based). Info at: <a href="https://www.sba.gov/federal-contracting/contracting-assistance-programs/women-owned-small-business-federal-contracting-program">https://www.sba.gov/federal-contracting/contracting-assistance-programs/women-owned-small-business-federal-contracting-program</a>		Online application: <a href="https://connect.sba.gov">https://connect.sba.gov</a> Instructions: <a href="https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program#section-header-8">https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program#section-header-8</a>	Online application, upload docs at: <a href="https://certify.sba.gov">certify.sba.gov</a> . Refer to this <a href="#">checklist</a> for required documentation.	Online application, upload docs at: <a href="https://veterans.certify.sba.gov">https://veterans.certify.sba.gov</a>	Online application, upload docs at: <a href="https://veterans.certify.sba.gov">https://veterans.certify.sba.gov</a> <a href="#">Checklist</a> for required documentation ( <i>must show VA service disability rating</i> ).
<b>Look for your Company</b>			Search the SBA Dynamic Small Business <a href="https://web.sba.gov/pro-net/search/dsp_dsbs.cfm">https://web.sba.gov/pro-net/search/dsp_dsbs.cfm</a>				<a href="https://veterans.certify.sba.gov">https://veterans.certify.sba.gov</a> or <a href="https://dsbs.sba.gov/search/dsp_dsbs.cfm">https://dsbs.sba.gov/search/dsp_dsbs.cfm</a>	
<b>Renewal Requirements</b>	Renew annually through <a href="https://sam.gov">https://sam.gov</a>		Renew/ Recertify every 3 years. Online application. It is important to note that firms may only submit a renewal application when they are within 60 days of their expiration date. The WOSB team will reach out to you in advance of your renewal window. <a href="https://wosb.certify.sba.gov">https://wosb.certify.sba.gov</a>		Annual recertification.	Annual reviews, there is a 9-year limit to participation in the program.	Renew/Recertify every 3 years.	Renew/Recertify every 3 years.



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