Dear HUBZone Business Partner:

On behalf of the Town of Leesburg, welcome to our business community and thank you for your investment! Recently, Money Magazine ranked Leesburg as one of the best small towns to live. Bearing that accolade, we want you to know we are committed to helping your business succeed, and have a variety of resources to assist you.

Leesburg HUBZone was identified January 1, 2013 for U.S. census tract 6105.05 in the historic downtown area. Since then, many new companies have joined our business community and earned their HUBZone certification.

The Town of Leesburg's Economic Development Department is committed to bringing you all the resources you'll need to succeed. Whether it is help with finding available office space in Leesburg's HUBZone, assistance with the certification process, or networking with other HUBZone companies and federal contractors, the Town of Leesburg is ready to help!

Leesburg offers one of the most vibrant and fastest growing business communities in the United States. Nearly 50% of our 50,000 residents have a Bachelor's Degree or higher, so you will find our workforce has the skills your business needs. We're young! 73% of our population is under 44 years of age.

The Town of Leesburg's Economic Development team stands ready to help your business grow. Each year, the Town offers several events, resources and marketing data that will help your business prosper and provide an opportunity. They are:

- Leesburg HUBZone Map
- Leesburg Office Vacancy List (Available by request)
- HUBZone Business Quarterly Meetings
- Leesburg HUBZone LinkedIn Group
- Commercial Brokers List
- Retail Market Analysis Report
- Business Awards Event
- Youth Career Expo
- Specific Industry Forums
- Leesburg Virtual Reality Tour
- Networking Events

Your Economic Development Team is the "start here" for business in Leesburg. If you have questions regarding office or retail space, marketing, connecting with the business community or partner organizations or any other business issues, we are here to help!

Our Business Development Package provides you with the demographic and marketing data needed to fine tune your business strategy, along with a list of resources to help you find the expertise you need in all areas of business.

Please contact us with any questions or issues you may have. We are always ready to help you and welcome your call or email.

Thank you again for your investment in the Town of Leesburg!

Sincerely,

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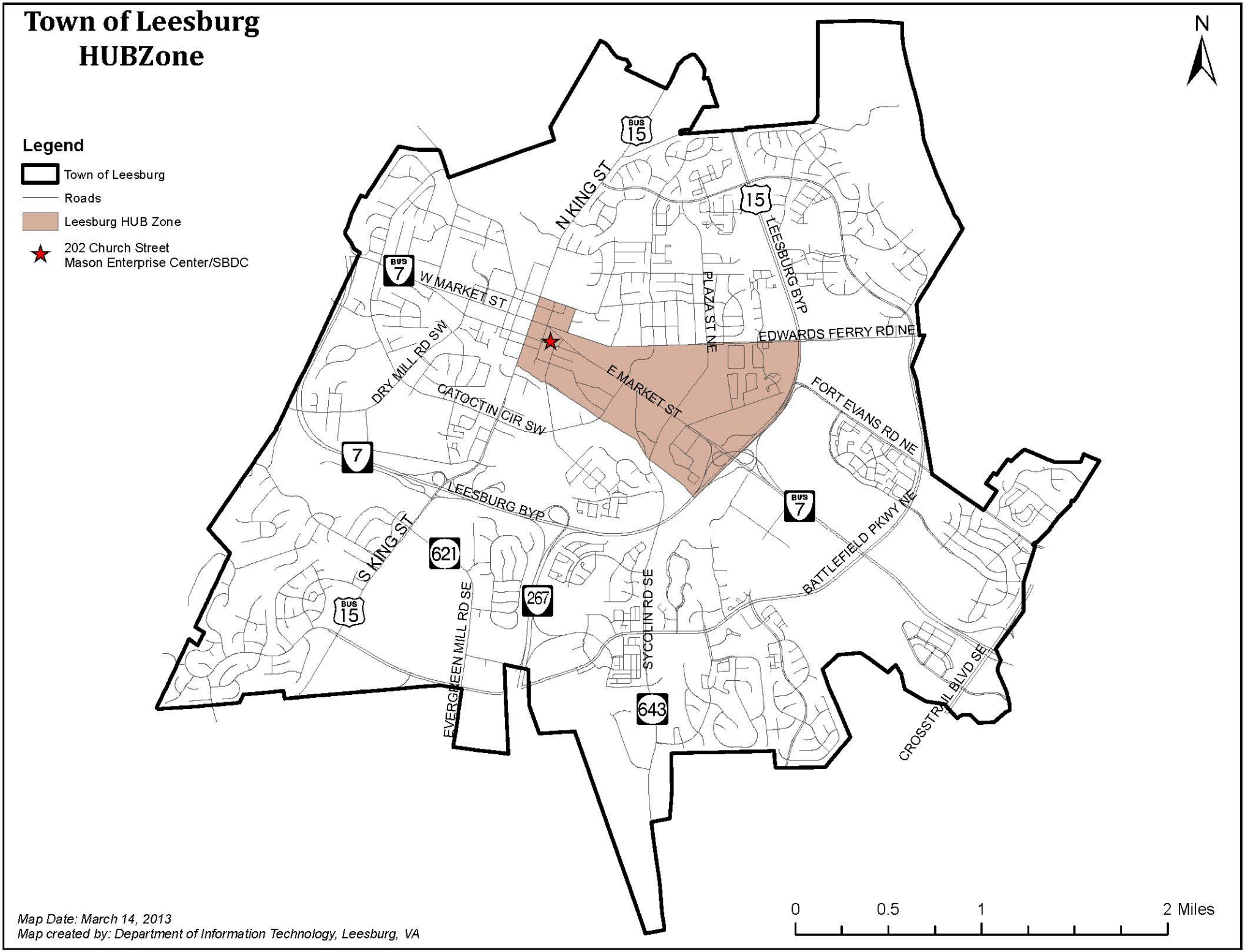
Town of Leesburg
HUBZone



Map Date: March 14, 2013
Map created by: Department of Information Technology, Leesburg, VA

HUBZone

Frequently Asked Questions

General Questions

Which regulations describe the HUBZone program?

You can read the HUBZone regulations here.

Where can I find a list of HUBZone certified firms?

The official "list" of certified firms is contained within the Dynamic Small Business Search. You can run a search to produce a list of certified firms by clicking this link, The database search results are limited to 5,000 firms but there are typically more than this number of certified HUBZone firms so you will have to limit your search by geography, industry, or other conditions in order to produce the required list.

Each firm's DSBS profile has two fields relevant to HUBZone certification. "HUBZone Certified?" will indicate by a YES or NO whether the firm in question is currently certified. A marked YES for this question on a company's profile is official evidence that the firm is certified. An approval or recertification letter is NOT valid evidence that a firm is currently certified, since a firm may have been decertified since the notice was issued. The other relevant field is the "HUBZone Certification date." The date given indicates only the initial date of certification and does not reflect the dates of any recertification process, which is internal to SBA.

We also note that small businesses submitting an offer on a HUBZone sole source or set-aside contract, or where the HUBZone price evaluation preference will be applied, acknowledge that a prospective HUBZone awardee must be a HUBZone small business concern at the time of award. Further, these offerors must notify a contracting officer of any material change notice sent to SBA that occurs before contract award, which could affect its eligibility. See 52.219-3 – Notice of HUBZone Set-Aside or Sole Source Award and 52.219-4 – Notice of Price Evaluation for HUBZone Small Business Concerns (Jan 2011).

Certification

My firm is certified. Where is my certificate?

The HUBZone program office does not issue certificates. When you submit bids for HUBZone contracts, contracting officers are required to confirm your HUBZone certification by searching for your firm in the publicly available Dynamic Small Business Search (DSBS). Your firm's profile will reflect whether you are HUBZone certified and if so, the date that you were certified. This part of your profile is automatically populated by the HUBZone program.

Is there a paper application or a sample application?

No, but there is this application guide which can help you prepare to submit the online application.

The online application says that my principal office is NOT in a HUBZone, but I know that it is. What can I do?

You may describe the discrepancy in the "dispute box" below Section A of the application. You may then proceed with filling out the application. To verify that the address is in a HUBZone, you may be required to submit a signed statement from a county or local government agency certifying the census tract number and county of the address in question. The statement must be on official letterhead from the county or local government agency. You may also be requested to send documentation such as copies of maps used by the county representative to determine the census tract and county. If you are experiencing an error with the HUBZone maps, please refer to the FAQ "The HUBZone Maps incorrectly plotted my address. Can you fix the map?" below.

If I own the company applying for HUBZone certification, should I include myself when calculating the number of employees?

Yes. Additionally, any individual with an ownership interest in and who works for the HUBZone firm a minimum of 40 hours per month is considered an employee regardless of whether or not the individual receives compensation.

How does SBA define the term "reside" in reference to the employee residency requirement?

The term 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. Employers should be aware that it makes no difference which HUBZone their employees reside in. An employee can reside in one HUBZone and work in another and meet the standards for this residency requirement.

How does SBA define the term "employee" in reference to the employee residency requirement?

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.

Does SBA combine employees from affiliated companies when determining if there are enough living in a HUBZone?

It depends. SBA considers the totality of circumstances to determine whether an individual is an employee of the HUBZone firm or applicant.

For example, Company A is not qualified for the program. The owners of Company A set up Company B, with a few employees, most or all of whom are HUBZone residents. Company B lists a principal office location in a HUBZone and seeks HUBZone certification. Both Company A and B are in the same line of work. When Company B gets a contract, it uses Company A's employees, equipment etc. Or, it subcontracts all or most of the work to Company A. In these situations, the SBA has used the totality of circumstances to determine that the employees of Company A are actually employees of Company B (or vice versa). As a result, Company B may not meet the principal office and/or the 35% employee HUBZone residency requirement when the employees from Company A are added the to the employees from Company B.

I just hired a new employee. How soon can I apply?

You can apply at any time you believe you are eligible. However, in order to count that individual as an employee toward the principal office and 35% HUBZone residency requirement, you must be able to provide documents (e.g., payroll records), which cover the date of your application, showing that the employee worked a minimum of 40 hours in that month.

How does SBA define the term "principal office?"

It's the location where the greatest number of employees at any one location actually perform their work, except for construction and service industries, which have exemptions based on their occasional need to assign employees at the contract location.

Is the principal office the same as the firm's headquarters?

The "principal office" does not have to be the company's headquarters. It could happen that a small business might have a headquarters in a non-HUBZone location and establish a principal office within a HUBZone locality and still qualify legitimately for program participation.

If my small business has several offices and one is qualified as a "principal office" that serves as the basis for a HUBZone designation, can all my offices claim HUBZone certification?

Yes, HUBZone is a status that applies to the entire business. This designation will remain in effect as long as any of the firm's locations meet the test for and are certified as a "principal office" for HUBZone certification (assuming all other eligibility requirements are similarly maintained).

Can my business qualify for HUBZone certification if we just moved into a HUBZone?

An existing business that chooses to move to a qualified HUBZone area is eligible so long as:

- It is small by SBA standards;
- It is owned and controlled at least 51% by U.S. citizens, a Community Development Corporation (CDC), an agricultural cooperative or an Indian tribe;
- At least 35% of its employees reside in a HUBZone. Employees must live in a primary residence within that area for at least 180 days or be a currently registered voter in that area

Does a business on an Indian Reservation have to be Indian-owned to qualify for the HUBZone Program?

No. As long as the principal office of the business is located on an Indian reservation and meets all other eligibility criteria, it can become HUBZone certified.

What supporting documents will I need to submit?

You will be required to submit different supporting documentation based on your ownership structure:

- Corporations must submit documents described in the Corporation Document Request .
- Sole Proprietors must submit documents described in the Sole Proprietor Document Request .
- Partnerships must submit documents described in the Partnership Document Request .
- LLCs must submit documents described in the LLC Document Request .

We encourage all applicants to use these lists to begin assembling supporting documentation prior to the formal request from the HUBZone Program. However, please DO NOT SEND ANY DOCUMENTS TO THE HUBZONE PROGRAM PRIOR TO THAT FORMAL REQUEST OR THEY WILL BE DESTROYED.

Can the HUBZone office expedite my application?

To ensure fairness to all applicants, the HUBZone applications are processed on a first come/first serve basis.

Does a HUBZone Joint Venture (JV) need to be certified as such?

Since it is unlikely that it would meet the ownership and control requirement, the HUBZone regulations do not provide for approvals of HUBZone JVs. Joint ventures are generally owned by one or more business concerns and therefore are not directly owned 51% by individuals who are United States citizens as required by 13 FR 126.200(b)(1).

There is one exception to this general rule. By statute, a HUBZone small business can be:

1. an ANC owned and controlled by Natives (determined pursuant to section 29(e)(1) of the ANCSA); or
2. a direct or indirect subsidiary corporation, joint venture, or partnership of an ANC qualifying pursuant to section 29(e)(1) of ANCSA, if that subsidiary, joint venture, or partnership is owned and controlled by Natives (determined pursuant to section 29(e)(2)) of the ANCSA).

If the JV itself has employees working for it, it does not have to meet the 35% employee residency requirement because the JV is not a HUBZone certified entity that had to abide by the HUBZone eligibility requirements – correct?

Correct – the JV is not the HUBZone certified company. However, we will look at the employees in the JV to see if they are really employees of the applicant firm by using the totality of circumstances policy. If JV employees perform work for the applicant firm, they may be considered to be employees of the applicant firm and would be counted in the 35% calculations as well as in the determination of principal office.

I have a HUBZone JV which was awarded a HUBZone set-aside contract. However, the SAM profile for the HUBZone Joint Venture does not display its HUBZone certification status. What do I do? My contracting officer wants to know how the agency can obtain HUBZone credit.

The HUBZone regulations do not provide for approvals of HUBZone JVs. Consequently, when two HUBZone small business concerns form a JV (in accordance with 13 CFR 126.616), the JV's SAM profile does not list its HUBZone status.

In addition, we note that the FAR does not specifically address registration of joint ventures in the SAM. It only states that: "Prospective contractors shall be registered in the [SAM] database prior to award of a contract or agreement," with certain exceptions. FAR § 4.1102. In addition, the FAR requires that all parties to the joint venture sign the contract:

> (d) Joint ventures. A contract with joint ventures may involve any combination of individuals, partnerships, or corporations. The contract shall be signed by each participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. When a corporation is participating, the contracting officer shall verify that the corporation is authorized to participate in the joint venture. FAR § 4.102.

Therefore, if each business concern or participant to the joint venture must sign the contract, then if each business concern or participant to the joint venture is registered in SAM that could satisfy the FAR registration requirements of § 4.1102.

In any event, we understand that in the past, agencies have entered in the name of one of the HUBZone JV partners in the Federal Procurement Data System (FPDS) to get the HUBZone credit.

Designations and the HUBZone Maps

How can I find out if my business is located in a HUBZone?

Use the HUBZone Maps to determine if your principal office is located in a HUBZone. You can search for a specific address, or enter geographic coordinates.

How can I find HUBZones in my area? I don't have a specific address in mind.

Using the HUBZone Maps, you can generate maps and tables of Qualified Census Tracts, Qualified Nonmetropolitan Counties, Qualified Indian Lands, or Qualified Base Closure Areas by state or county.

What are the different types of HUBZone designations?

A HUBZone may be one of the following:

- A qualified Census Tract (QCT)
- A qualified Nonmetropolitan County (QNMC)
- A qualified Indian Reservation (QIR)
- A Qualified Base Closure Area (QBA)
- A Redesignated Area

How are HUBZones designated?

The SBA uses information obtained from the Department of Housing and Urban Development (HUD), the Bureau of the Census, the Bureau of Labor Statistics (BLS), the Department of Interior, Bureau of Indian Affairs and the Department of Defense. The HUBZone areas are designated by statute and draw upon determinations and information obtained by other agencies. The SBA does not have discretion when it comes to designating HUBZones. You can read more about each specific type of designation below.

What is a Qualified Census Tract (QCT)?

The US Department of Housing and Urban Development (HUD) designates Qualified Census Tracts (QCTs) for purposes of the Low-Income Housing Tax Credit (LIHTC) program. The LIHTC program is defined in Section 42 of the Internal Revenue Code of 1986. The LIHTC is a tax incentive intended to increase the availability of affordable rental housing.

The LIHTC statute provides two criteria for QCT eligibility. A census tract must have either:

1. a poverty rate of at least 25 percent; or
2. 50 percent or more of its householders must have incomes below 60 percent of the area median household income. The area corresponds to a metropolitan or a non-metropolitan area.

Further, the LIHTC statute requires that no more than 20 percent of the metropolitan area population reside within designated QCTs (This limit also applies collectively to the nonmetropolitan counties in each state). Thus, it is possible for a tract to meet one or both of the above criteria, but not be designated as a QCT.

The Census Bureau defines the boundaries of Census tracts in cooperation with local authorities every ten years for the purposes of the decennial census and, following a public comment period, has completed defining tract boundaries for the 2010 Census. Note that when census tract boundaries are set, they remain unchanged for the next decade. Thus, tract boundaries will not be changed until the 2020 Decennial Census.

A QCT may be located in a nonmetropolitan county or metropolitan area.

What is a Qualified Nonmetropolitan County (QNMC)?

A Qualified Nonmetropolitan County is any county not located in a metropolitan area and meets any or all of the following three criteria:

1. the county's median household income is less than 80% of the nonmetropolitan state median household income, based on the most recent data available from the Census; or
2. the county's 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 BLS; or
3. the county 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.

What is a Qualified Base Closure Area (QBA)?

A Base Closure Area means the lands within the boundaries of a military installation that was closed through a privatization process under the authority of the Defense Base Closure and Realignment Act of 1990, the Title II of the Defense Authorization Amendments and Base Closure and Realignment Act, the Section 2687 of title 10, United States Code, or any other provision of law authorizing or directing the Secretary of Defense or the Secretary of a military department to dispose of real property at the military installation for purposes relating to base closures or redevelopment, while retaining the authority to enter into a leaseback of all or a portion of the property for military use. Once the base is effectively closed, with land surplus to be used for purposes of economic development of the area, it will be HUBZone designated for a period of 5 years, beginning on the official date of closure and ending the same date, five years later. See the definition at 13 CFR § 126.103.

With the exception of providing SBA the designations of closed military base areas with surplus of lands to be used for economic development of the affected areas, none of the agencies that recognize them have any relationship with the HUBZone program.

What is a Qualified Indian Land?

Qualified Indian Lands are areas within the boundaries of Indian reservations. Indian reservation has the same meaning as, 1) the term "Indian Country" in 18 U.S.C. 1151, and, 2) a specific definition in the State of Oklahoma. Please see 13 CFR § 126.103 for details.

What is a HUBZone Redesignated Area?

The SBA Act provides for grandfathering QCTs and QNMCs that lose their HUBZone eligibility. During this grandfathering period, the area is termed a redesignated area. The redesignation expires on the later of the date on which the Census Bureau publicly releases the first results from the 2010 decennial census, or three (3) years after the date on which the census tract or nonmetropolitan county ceased to be qualified (i.e., became redesignated).

Every year, some redesignated HUBZones expire. If your firm's principal office is in a redesignated HUBZone that is approaching expiration or your firm's employees reside in such an area, please refer to the Maintaining Certification; Decertification section for details on what you can do.

When are the maps updated?

The maps are updated several times a year as new data becomes available. Sign up for email alerts to notify you when there is a map update. Please refer to the table below for an idea of how often a designation could change.

HubZone Type	Subtype	Data Update Frequency	Source Data Agency
Qualified Census Tract	-	Every 5 years	Department of Housing and Urban Development
Qualified Nonmetropolitan County	Qualified by unemployment	Annually	Bureau of Labor Statistics
	Qualified by income	Annually	Census Bureau
	Qualified Difficult Development Area (DDA)	Annually	Department of Housing and Urban Development
Qualified Indian Land	-	As necessary	Bureau of Indian Affairs
Qualified Base Closure Area	-	As necessary	Department of Defense

See the maps page for the latest announcements and updates.

The HUBZone Maps incorrectly plotted my address. Can you fix the map?

No mapping platform can accurately plot every address. If you believe the HUBZone Maps have located your office at the wrong place, you can email a detailed description of the error to Hubzone@sba.gov for additional assistance.

Maintaining Certification; Decertification

How long does the HUBZone certification last?

When you become HUBZone certified, you may continue to have this status indefinitely so long as you meet all of the eligibility requirements at all times. Additionally, you must undergo recertification every three (3) years. Unless it is determined that you are no longer meeting all of the requirements, you may be continuously certified throughout this period.

Where should I report material changes?

Report material changes to hzmcn@sba.gov.

What is a "material change"?

A "material change" includes, but is not limited to:

- Change in the ownership
- Change in business structure
- Change in principal office
- Failure to meet the 35% HUBZone residency requirement

What happens if I fail to report a material change?

Any HUBZone firms found to misrepresent themselves during their HUBZone Program participation or on a Federal contract could be subject to a range of civil or criminal penalties and/or suspension or debarment from Federal contracting.

If I follow the new FAR rule on nondisplacement of qualified workers, does this mean I don't have to have my principal office in a HUBZone or at least 35% of my employees residing in a HUBZone?

No, you still have to meet the HUBZone program's requirements to remain eligible for the program.

Does the FAR nondisplacement rule create an exception for HUBZone small business concerns?

No, the FAR rule does not create an exception. The final rule, however, does take into account the effect Executive Order 13495 may have on HUBZone small business concerns. Specifically, the rule sets forth a policy statement and a paragraph in the contract clause, which state that nothing in Executive Order 13495 can be construed to permit a contractor or subcontractor to fail to comply with any provision of other Executive Order or law. This would include a HUBZone small business concern's compliance with the HUBZone provisions of the Small Business Act and any contractor's or subcontractor's compliance with Executive Order 11246 (Equal Employment Opportunity) or the Vietnam Era Veterans' Readjustment Assistance Act of 1974. Therefore, HUBZone small business concerns are not exempt from the Executive Order; instead, the policy statement and clause explain that HUBZone small business concerns must try to meet the Executive Order's requirements in tandem with the HUBZone program's requirements.

How can I meet both requirements(the FAR rule and HUBZone) in tandem?

HUBZone small business concerns must ensure they comply with the statutory and regulatory requirements of the HUBZone program, especially as they relate to the requirement to ensure that at least 35% of its employees reside in a HUBZone. A HUBZone small business concern can meet the requirements of Executive Order 13495 and the HUBZone program requirements by first providing a right of first refusal to the HUBZone residents of the predecessor contractor. If necessary to reach the residency threshold, the successor HUBZone SBC would next extend offers of employment to qualified residents of a HUBZone who were not employees of the predecessor. The HUBZone SBC could next extend offers for the remaining vacancies to non-HUBZone resident qualified employees of the predecessor awardee.

At all times, the HUBZone SBC would need to first ensure that it meets the statutory requirements of the HUBZone program so that it is not decertified, and must consider the predecessor's employees pursuant to the Executive Order in doing so.

My principal office is in and/or some of my employees live in a HUBZone which says "Redesignated until October 201X (i.e., October 2013, October 2014, etc). What happens in October 201X?

On or after October 1, 201X all certified HUBZone small businesses whose principal office is located in a redesignated HUBZone that has expired will be proposed for decertification. Your firm will have 30 days to respond to the proposed decertification letter.

What can I do in the meantime?

Conduct an eligibility self-evaluation to see if on October 1, 201X any of the HUBZone addresses that affect your eligibility (e.g, principal office address, addresses of employees who reside in a HUBZone) will no longer be HUBZone.

How do you know if a principal office or employee residency address is in a redesignated HUBZone that is about to expire on October 1, 201X?

Go to the HUBZone maps and check the address. If the map result shows that the address will be "Redesignated until October 201X" then the address is in a HUBZone due to expire on October 1, 201X.

What can I do if I see that, effective October 201X, my firm will not meet the 35% HUBZone residency and/or the principal office requirement(s)?

Your firm will not be eligible to submit an offer or receive an award of a HUBZone contract as of October 01, 201X. 13 CFR 126.501 You can submit a completed voluntary decertification agreement and reapply once a) 90s days has passed from the voluntary decertification and b) your firm meets all of the eligibility requirements. Note that the voluntary decertification form may still have the old one year waiting period to apply. If this is the case, you may still use this old form and be able to reapply ninety (90) calendar days from the date of the voluntary decertification.

Under what circumstances will SBA propose decertification for my firm?

Your firm will be proposed for decertification if you fail to comply with the eligibility requirements at any time. You will have 30 days to respond to the proposed decertification letter.

I voluntarily decertified/was decertified by SBA/was declined. How long until I can reapply?

You may reapply 90 days from the date of any of the above actions, provided that your firm has overcome all reasons for decline or decertification through changed circumstances and it is currently eligible.

What happens to my current HUBZone contracts if I voluntarily decertify?

If you are working on a HUBZone contract at the time you voluntarily decertify, you may continue to work on the contract.

Can an option on a HUBZone contract be exercised if I voluntarily decertify?

In most cases, the contracting officer will be required to follow FAR subpart 17.2 in deciding whether to exercise an option.

Can I submit a bid after the material change which affects my eligibility but before I am effectively decertified?

The HUBZone regulations, 13 CFR 126.601(c), require that a firm must be a qualified HUBZone SBC both at the time of its initial offer and at the time of award in order to be eligible for a HUBZone contract. Note that FAR clause 51.219-3, "Notice of Total HUBZone Set-Aside or Sole Source Award" and 52.219-4, "Notice of Price Evaluation for HUBZone Small Business Concerns" both require the HUBZone offeror to provide the Contracting Officer a copy of the notice required by 13 CFR 126.501 if material changes occur before contract award that could affect its HUBZone eligibility. In other words, if you are an offeror for a HUBZone contract, you would be required to notify the Contracting Officer if your principal office is no longer in a HUBZone or if you no longer meet the 35% HUBZone residency requirement.

Protests

Who may protest the status of a qualified HUBZone Small Business Concern (SBC)?

For sole source procurements, SBA or the contracting officer (CO) may protest the proposed awardee's qualified HUBZone SBC status. For all other procurements, SBA, the CO, or any other interested party may protest the apparent successful offeror's qualified HUBZone SBC status.

How does one file a HUBZone status protest?

Protests must be in writing and state all specific grounds for the protest. A protest merely asserting that the protested concern is not a qualified HUBZone SBC, without providing specific facts or allegations, is insufficient. If you are not a contracting officer, you must submit your written protest to the contracting officer in person, by fax, or by mail. The contracting officer will then deliver the protest to the Director of the HUBZone program using hzprotests@sba.gov, who will then decide the outcome of the protest. Additional details are in the HUBZone Regulations in 126.801(e).

When should one file a HUBZone protest?

For negotiated acquisitions, you must submit your protest by close of business on the fifth business day after notification by the contracting officer of the apparent successful offeror.

For sealed bid acquisitions:

- You must submit the protest by close of business on the fifth business day after bid opening, or
- If the price evaluation preference was not applied at the time of bid opening, by close of business on the fifth business day from the date of identification of the apparent successful offeror.

DO NOT submit a protest prior to bid opening or notification of intended award.

How will SBA process a HUBZone status protest?

- SBA immediately will notify the contracting officer and the protestor of the date SBA receives a protest and whether SBA will process the protest or dismiss it. If SBA determines the protest is timely and sufficiently specific, SBA will notify the protested HUBZone SBC of the protest and the identity of the protestor. The protested HUBZone SBC may submit information responsive to the protest within 5 business days.
- SBA will determine the HUBZone status of the protested HUBZone SBC within 15 business days after receipt of a protest.
- If the protested HUBZone SBC is found to be ineligible for the HUBZone award it will be deemed ineligible for the HUBZone program and will be decertified from the program. This determination will be effective immediately and is final unless overturned on appeal.
- If SBA does not issue its determination within 15 business days (or request an extension that is granted), the contracting officer may award the contract if he or she determines in writing that there is an immediate need to award the contract and that waiting until SBA makes its determination will be disadvantageous to the Government.
- SBA will notify the contracting officer, the protestor, and the protested concern of its determination. The determination can be appealed to the AA/GC&BD.
- A contracting officer may award a contract to a protested concern after the Director of the program has determined either that the protested concern is an eligible HUBZone or has dismissed all protests against it. If the AA/GCBD subsequently overturns the initial determination or dismissal, the contracting officer may apply the appeal decision to the procurement in question. A contracting officer shall not award a contract to a protested concern that the D/HUB has determined is not an eligible HUBZone for the procurement in question.
- A concern found to be ineligible is precluded from applying for HUBZone certification for ninety (90) calendar days from the date of the final agency decision.

What are the procedures for appeals of HUBZone status determinations?

Refer to the HUBZone regulations (13 CFR 126.805) for these instructions.

What if I think that the proposed awardee is not a small business?

The process for filing a size-based protest is similar to the HUBZone protest process and is detailed at http://www.sba.gov/content/size-protests-size-determinations-and-appeals.

Additional Help

I have a general question I would like to ask. What number can I call?

The public is invited to call 1-888-858-2144 Access code 3061773# for scheduled HUBZone Office Hours. This is an interactive conference call where HUBZone staff presents a specific eligibility topic followed by a general question and answer session.

Who can attend the office hours?

Anyone can attend but this helpline open forum is best suited for firms that are currently certified and want to assure that they remain certified and for those businesses that are considering applying for HUBZone certification.

Firms seeking a specific status of their application or that have questions about the supporting documentation requested are encouraged to e-mail directly their SBA HUBZone Business Opportunity Specialist working on their application. This person is in the best position to provide this type of individual assistance.

What if I need more help?

If you are having map server issues, or the address cannot be found or is miss-plotted please email HUBZone@sba.gov. Please write the nature of your concern in the subject line of the E-mail, for example, "Mapping question," or "Address not found."

You may also email your specific question, with as much detail as possible, to Hubzone@sba.gov.

Please email GLS@sba.gov for problems accessing the General Login System (GLS).

Access https://www.sam.gov/ for assistance with your firm's profile in the System for Award Management system (SAM).

Your SBA district office can provide local assistance including certifications, financing, etc. The list of local offices is here.

The SBA Answer Desk at 1-800-827-5722 and answerdesk@sba.gov can also answer general questions.

For more information about Government Contracting, visit: http://www.sba.gov/contracting.

Leesburg HUBZone Resources

United States Small Business Administration- www.sba.gov
409 3rd St, SW
Washington DC 20416
Phone: 800-827-5722

Town of Leesburg Economic Development-
www.leesburgva.gov/business
202 Church Street SE, Suite 400
Leesburg, VA 20175
Phone: 703-737-7019

Loudoun County Small Business Development Center-
www.LoudounSBDC.org
202 Church Street SE, Suite 100
Leesburg, VA 20175
Phone: 703-430-7222

Loudoun Workforce Resource Center- www.loudoun.gov/wrc
102 Heritage Way NE
Leesburg, VA 20176
Phone: 703-777-0150

Sourcelink- www.loudounsourcelink.org

Mason Enterprise Center- www.mec-leesburg.org
202 Church Street SE, Suite 100
Leesburg, VA 20175
Phone: 703-466-0461

HUBZone Council- www.hubzonecouncil.org

2015 Business Taxes

The following is a summary of the taxes to which businesses located within the Town of Leesburg are subject.

- **State Income Tax**
  Any corporation having income from Virginia sources is required to file and report that income annually. The income tax rate is 6% of computed Virginia taxable income.

- **Business, Professional & Occupational License Tax**
  Most businesses, including home based businesses, are subject to a gross receipts tax. The tax rate depends upon the type of business, but ranges from 0.10% to 0.25%. A separate fact sheet provides more detailed information.

- **Real Property Tax**
  Businesses located within the Town of Leesburg pay real property taxes to both Loudoun County and the town. Real property tax rates for 2015 are listed below. Rates are per $100 of assessed fair market value.

Town of Leesburg	**$0.183**
Loudoun County	**$1.135**
Total	**$1.318**

- **Tangible Personal Property Tax**
  The tax on tangible personal property (manufacturing equipment and tools, office equipment, computers, etc.) is based on the original total capitalized cost and the age of the property. Property is taxed at 50% of cost the first year and is reduced 10% each year thereafter until a minimum of 10% is reached. 2015 tax rates (per $100 of valuation) are listed below.

	Nominal Tax Rate
Town of Leesburg	**$1.00**
Loudoun County	**$4.20**
Total	**$5.20**

- **Bank Franchise Tax**
  Banks located within the Town pay a franchise tax of $0.80 per $100 of net capital.

- **Consumer Taxes**
  Consumer taxes which business located in Leesburg may pay or collect include Sales & Use Tax (6% combined state & local rate), Meals & Beverage Tax (3.5%), Hotel Tax (8%), Telecommunications Tax (16% on the first $300 of monthly charges), and Utilities Tax (up to $48 per month on electrical and natural gas service).

- **Inventory Tax**
  Manufacturers' inventory is not subject to taxation in Virginia. Neither the Town of Leesburg nor Loudoun County imposes a capital tax on merchants.

Updated: July 2015

Town of Leesburg Economic Development
202 Church Street SE • Leesburg, Virginia 20175
(703) 737-7019 • www.leesburgva.com

Leesburg
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Business, Professional & Occupational Licenses

Most businesses located in the Town of Leesburg are required to have a Town of Leesburg business, professional & occupational license (BPOL), including home-based businesses. To obtain your business license, visit the Town of Leesburg Finance Department on the first floor of Town Hall, located at 25 West Market Street. If you have any questions, please call the Finance Department at 703-771-2701.

The tax associated with this license is either a percentage of gross receipts or a flat rate. Businesses that are normally subject to the tax rate based on gross receipts, but have less than $50,000 in gross receipts pay a minimum fee of $20.00. When you first apply for your business license, you will pay estimated taxes based on the gross receipts that you expect to generate through the end of the calendar year.

2015 BPOL rates on gross receipts are:

Amusements	$0.25 per $100 of gross receipts
Building Contractors and Trades	$0.10 per $100 of gross receipts
Business Service Occupations	$0.20 per $100 of gross receipts
Hotel/Motel/B&B	$0.23 per $100 of gross receipts
Massage Therapy	$0.20 per $100 of gross receipts
Money Lenders	$0.16 per $100 of gross receipts
Personal Service Occupations	$0.20 per $100 of gross receipts
Professional, Specialized Businesses	$0.20 per $100 of gross receipts
Public Utilities	$0.50 per $100 of gross receipts
Repair Service Occupations	$0.15 per $100 of gross receipts
Retail Merchants	$0.10 per $100 of gross receipts
Vending Machine Merchants	$0.10 per $100 of gross receipts
Wholesale Merchants	$0.075 per $100 of gross purchases

2015 BPOL flat tax rates are:

Building/Savings & Loan Associations	$50 annually
Cable Television Companies	$25 annually
Fortune Tellers	$500 annually
Peddlers & Itinerant Vendors	$250 annually
lAcoholic Beverages (beer & wine) (based on type of license)	$25-$75 annually
Mixed Beverage Licenses (based on # of seats)	$200-$500 annually
Brewery License	$500.00 annually
Coin Operated Amusement Machines (based of # of machines)	$100-$200 annually

Renewals

In late March/early April each year, business license renewal forms are sent to all businesses. When submitting the renewal form, businesses state their gross receipts for the previous year and include the appropriate amount of tax due. Businesses renewing for the first time should contact the Finance Department to determine the additional amount due for the prior year, if any. Business license renewals are due by May 1st of each year.

Town of Leesburg Economic Development
202 Church Street SE • Leesburg, Virginia 20175
(703) 737-7019 • www.leesburgva.com

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Commercial Lenders

Access National Bank

300 Fort Evans Road NE, Suite 103 Leesburg VA 20175
703.871.2100 • www.accessnationalbank.com

Ted Lauer, Senior Vice President & SBA Department Manager
703.871.2104 • tlauer@accessnationalbank.com

Thomas Ciolkosz, Vice President & Business Relationship Manager
703.871.1045 • tciolkosz@accessnationalbank.com

Bank of America

505 E. Market Street, Leesburg VA 20176
703-771-3850

554 Fort Evans Road NE, Leesburg VA 20176
• www.bankofamerica.com 703.737.7795 •

Jeff Austinson, Branch Manager – Market Street
703.771.3850 • jeffery.austinson@bankofamerica.com

Spencer Orme, Branch Manager – Fort Evans Road
703.737.7795 • spencer.orme@bankofamerica.com

Bank of Clarke County

504 E. Market Street, Leesburg VA 20176
800-650-8723 • www.bankofclarke.com

Nan Havens, Financial Services Officer
nhavens@bankofclarke.com

BB&T Bank

101 Catoctin Circle SE, Leesburg VA 20175
703.771.7204 • www.bbandt.com

Channing Jones, Vice President & Small Business Advisor
703.771.7717 • channing.jones@bbandt.com

Faye McKimmey, Branch Manager
703.771.7717 • faye.mckimmey@bbandt.com

Cardinal Bank

20 Catoctin Circle SE, Leesburg VA 20175
703.771.3353 • www.cardinalbank.com

Dianne Capilongo, Vice President & Leesburg Office Manager
703.771.3353 • dianne.capilongo@cardinalbank.com

Eileen Kennedy, Senior Vice President, Commercial Lender
571.328.0230 • eileen.kennedy@cardinalbank.com

Capital One Bank

401 East Market Street, Leesburg VA 20176
703.669.3070• www.capitalone.com

607 Potomac Station Drive NE, Leesburg VA 20176
703.669.2203 • www.capitalone.com

Scott Loftis, Commercial Lender
571.419.4578 • scott.loftis@capitalone.com

Citibank

540 E Market Street Leesburg VA 20176
703.779.7056 • www.citicbank.com

Patti Von Bokern, Branch Manager
703.779.7056 • patti.vonbokern@citi.com

First Citizens Bank

40 Catoctin Circle NE, Leesburg VA 20176
703.669.9884 • www.firstcitizens.com

Michael Harrison, Senior Vice President, Manager of Business Banking
703.669.9896 • Michael.harrison@firstcitizens.com

Kevin Brown, Vice President, Commercial Banker
703.669.9893 • Kevin.brown@firstcitizens.com

John Marshall Bank

842 South King Street, Leesburg VA 20175
703.779.4811 • www.johnmarshallbank.com

Paul Bice, Market Regional President
703.779.4811 • pbice@johnmarshallbank.com

Jim Bowman, Senior Vice President
703.779.4811 • jbowman@johnmarshallbank.com

Tony Twininger, Vice President
703.779.4811 Twininger@johnmarshallbank.com

M&T Bank

526 E Market Street, Leesburg VA 20176
703.777.7080 • www.mtb.com

Luke Coates, Branch Manager
703.777.7080 • wcoates@mtb.com

Middleburg Bank

106 Catoctin Circle SE, Leesburg VA 20175
703.777.6327 • www.middleburgbank.com

538 Fort Evans Road NE, Leesburg VA 20176
703.777.6327 • www.middleburgbank.com

Kitty Kearns, Chief Credit Officer
703.777.6327 • kkearns@middleburgbank.com

Jim Maki, Vice President, Senior Vice-President, Commercial Relationship Manager
703.443.1318 • jmaki@middleburgbank.com

Cheryl Cook, Assistant Vice-President, Small Business Administration Analyst
703.737.3460 • ccook@middleburgbank.com

PNC Bank

606 South King Street, Leesburg VA 20175
703.779.8554 • www.pnc.com

William McGowan, Branch Manager
703.779.8554 • william.mcgowan@pnc.com

Sandy Spring Bank

1 Catoctin Circle NE, Leesburg VA 20176
301.774.6400 x 4423 • www.sandyspringbank.com

Mark Kennedy, Commercial Relationship Manager
703.319.9000 ext 4143 • markkennedy@sandyspringbank.com

SONABank

1 East Market Street, Leesburg VA 20176
703.777.2424 • www.sonabank.com

Erik A. Seppala, AVP/Commercial Lender
703.777.2424 • eseppala@sonabank.com

Jossie Arroyo, Regional Manager Banking Officer, Assistant Vice President
703.893.7400 • jarroyo@sonabank.com

Summit Community Bank

204 Catoctin Circle SE, Leesburg VA 20175
703.777.6556 • www.mysummit.com

Debbi Alexander, AVP Branch Manager
703.777.6556 • dalexander@summitfgi.com

SunTrust Bank

1007 Edwards Ferry Road NE, Leesburg VA 20176
703.737.0649 • www.suntrust.com

Rupinder Tiwana, Vice President & Branch Manager
703.737.0649 • rupinder.tiwana@suntrust.com

TD Bank

552 East Market Street, Leesburg VA 20176
703.443.1085 • www.tdbank.com

Mari Seliciano, Assistant Store Manager
703.443.1085 • joann.livecchia@td.com

United Bank

531 East Market Street, Leesburg VA 201765
703.779.3531 • www.bankatunited.com

Sean Biehl, Branch Manager
703.779.3531 • sean.biehl@bankwithunited.com

Wells Fargo

30 Catoctin Circle SE, Leesburg VA 20175
703.777.5353 • www.wellsfargo.com

701 East Market Street, Leesburg VA 20176
703.771.1992 • www.wellsfargo.com

1616 Village Market Boulevard SE, Leesburg VA 20175
703.777.4630 • www.wellsfargo.com

Chamicka Pollock, Vice President/District Manager
703.777.5353 • chamicka.pollock@wellsfargo.com

Commercial Real Estate Brokers

Brown-Carrera Realty LLC

110 East Market Street, Suite 100, Leesburg VA 20175
703-777-0007 • www.browncarrera.com

- Sales & leasing
- Property management

Carter Braxton Preferred Properties

16 South King Street, Leesburg VA 20175
703-777-7772 • www.carterbraxtonproperties.com

- Leasing
- Investment properties
- Commercial

Cassidy Turley

6903 Rockledge Drive, Suite 900, Bethesda, MD 20817
301-424-2100 www.cassidyturley.com

- Leasing and Sales
- Tenant Representation
- Property Management

Clark Realty Capital, LLC

4401 Wilson Boulevard, Suite 600, Arlington, VA 22203
703-294-4540 • www.clarkrealty.com

- Sales & leasing
- Investor, landlord & tenant representation

Devine Commercial

1 Loudoun Street SW, Leesburg VA 20175
703-771-1918 • www.devinecommercial.com

- Sales & leasing
- Investor, landlord & tenant representation

Federal Realty

1626 E. Jefferson Street, Rockville, MD 20852
301-998-8100 • www.federalrealty.com

- Sales & leasing
- Investor, landlord & tenant representation

HMI Property, LLC

1509 Dodona Terrace, Suite 205, Leesburg, VA 20175
703-600-7777 •www.hmiproperty.com

- Sales & leasing
- Investment properties

Landmark Commercial Real Estate

1856 Old Reston Avenue, Suite 301, Reston, VA 20190
703-437-1440 • www.landmarkcre.com

- Sales & leasing
- Investor, landlord & tenant representation
- Property management

Landmark Group Commercial

30 Catoctin Circle, Suite F, Leesburg VA 20175
703-861-1451

- Sales & leasing
- Investor, landlord & tenant representation

Lansdowne Real Estate Company

19415 Deerfield Ave, Ste 301, Lansdowne VA 20176
703-858-9133 • www.lansdownerealestateco.com

- Sales & leasing
- Investor, landlord & tenant representation

Morrissey Commercial

308 Gaines Ct SW, Leesburg VA 20175
703-431-1340 • www.morrisseycre.com

- Sales & leasing
- Investor, landlord & tenant representation

Nicole Ann Gustavson

15 North King Street, Suite 103
703-791-1717

- Property Management

NAI/KLNB

8027 Leesburg Pike, Suite 300, Vienna, VA 22182
571-382-2061 • http://naiklnb.com/broker/kevin-j-goeller/

- Sales & leasing, Land development
- Investor, landlord & tenant representation

Next Realty

1750 Old Meadow Road, Suite 250, McLean, VA 22102
703-442-4500 • www.nextrealty.com

- Sales & leasing
- Investor, landlord & tenant representation

Paladin Real Estate

312-F East Market St, Leesburg, VA 20176
571-215-5561 • www.palre.com

- Sales & leasing
- Investor, landlord & tenant representation

Pangle & Associates

109 South King Street, Leesburg, VA 20175
703-930-4872 • www.pangleandassociates.com

- Sales & leasing
- Investor, landlord & tenant

Potomac Real Estate Partners

12700 Sunrise Valley Drive, Suite 102, Reston, VA 20192
571-313-1900 www.prep-llc.com

- Sales & leasing
- Investor, landlord & tenant representation

Tetra Partners

11450 Baron Cameron Boulevard, Reston, VA 20190
703-796-1800 • www.tetrapartners.com

- Sales & leasing
- Investor, landlord & tenant representation

Uniwest Group

8191 Strawberry Lane, Falls Church, VA 22042
703-442-4500 • www.uniwestgroup.com

- Sales & leasing
- Investor, landlord & tenant representation

Vaaler Real Estate

209 Church Street SE, Leesburg VA 20175
703-771-1162 • www.vaaler.us

- Sales & leasing
- Investor, landlord & tenant representation
- Property management

Verity Commercial, LLC

11490 Commerce Park Drive, #500, Reston, VA 20170
703-435-4007 • www.veritycommercial.com

- Sales & leasing
- Investor, landlord & tenant representation
- Property management

Town of Leesburg Dashboard

Economic Development Department
Quarterly Update

February, 2015

Leesburg
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Generating Awareness

Internet Activity

Town of Leesburg Economic Development Page(s)	Hits 2014 3rd Qtr	Hits 2014 4th Qtr
Economic Development Homepage-	1,543	1,075
HUBZone Page	386	255
New & Opening	2.508	1,556

Leesburg Economic Development Facebook Page

Reach: 1,699 **Friends:** 151
Likes: 79 **New Likes:** 37

Town of Leesburg Linkedin Page

Followers: 613 **New Followers:** 33
Page Views: 31

Business Development Pipeline

Business Attraction Efforts	Since 1/1/13
Qualified Prospects	142
Current Prospects	85
Wins- New Businesses	39
Jobs Created by Wins	185
Lost Prospects	18
Ribbon Cuttings	80

Source: Town of Leesburg- Economic Development

New Business (BPOL) Licenses Issued

December 2014	12		
November 2014	16	May 2014	35
October 2014	26	April 2014	22
September 2014	18	March 2014	22
August 2014	34	February 2014	29
July 2014			
June 2014	15	January 2014	33

Generating Conversations

HUBZone Activity

	Total
Total Leesburg HUBZone Companies (Certified and those seeking certification)	47*
Current Prospects-	56
HUBZone Certified Companies-	20

Source: Town of Leesburg- Economic Development
*Includes 6 pre-existing businesses

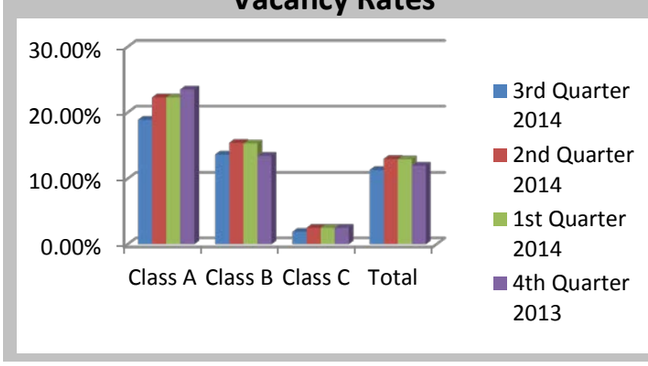
	FY 13	FY 14	FY 15	Total
New Companies Landed-	19	18	5	41
New Jobs Created-	69	52	15	186*
Leesburg HUBZone Linkedin Page- Members				84

*Includes 50 jobs from pre-existing business

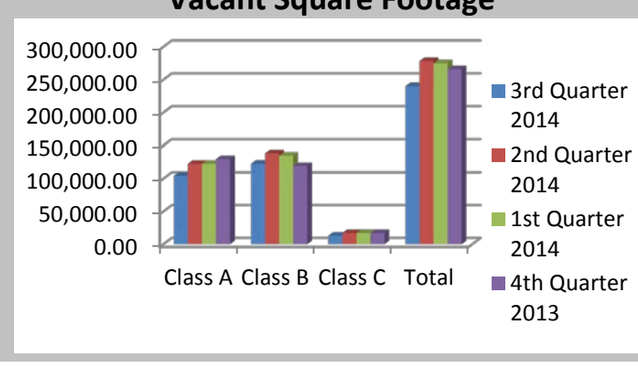
Office Market

Source: Town of Leesburg- Economic Development

Vacancy Rates



Vacant Square Footage

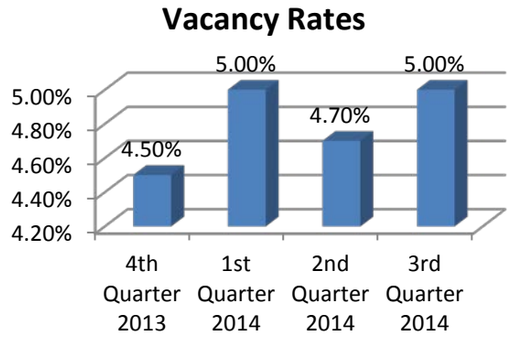


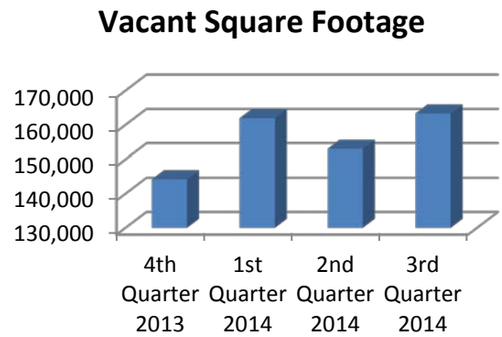
	Class A	Class B	Class C	Total
3rd Qtr 2014	18.9%	13.7%	1.9%	11.33%
2nd Qtr 2014	22.3%	15.4%	2.5%	13.03%
1st Qtr 2014	22.3%	15.3%	2.5%	12.97%
4th Qtr 2013	23.5%	13.5%	2.5%	12.0%

	Class A	Class B	Class C	Total
3rd Qtr 2014	104,392	122,832	12,957	240,181
2nd Qtr 2014	122,751	138,637	16,957	278,345
1st Qtr 2014	122,751	135,190	16,957	274,898
4th Qtr 2013	129,751	119,185	16,957	265,893
Total Square Feet-	551,388	881,640	687,094	2,136,822

Retail Market

Source: Town of Leesburg- Economic Development





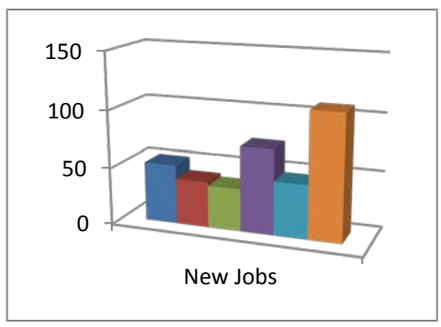
3rd Quarter 2014	5.0%
2nd Quarter 2014	4.7%
1st Quarter 2014	5.0%
4th Quarter 2013	4.5%

3rd Quarter 2014	163,311
2nd Quarter 2014	153,016
1st Quarter 2014	161,955
4th Quarter 2013	144,955

Residential Real Estate Trends

Months of Supply- October 2014- **5.78 months** **Days on Market-** January 2015 **50 days** **Median Sale Price-** January 2015- **$356,667**

Town wide Jobs



New Jobs 2013- 2014

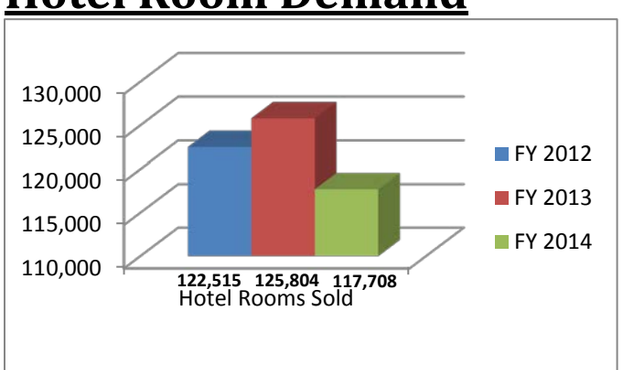
Nov. 2013	51	May 2014	52
Dec. 2013	32	June 2014	40
January 2014	55	July 2014	37
February 2014	46	August 2014	74
March 2014	20	Sept. 2014	47
April 2014	21	Oct. 2014	109

-

Source: Town of Leesburg- Economic Development Department

Generating Jobs

Hotel Room Demand



Source: Visit Loudoun

Coming Soon

Bon Chon Chicken
C2 Operations, LLC
Chipotle, Battlefield Shopping Center
Digital Fortress One
Flowthrough Plumbing Company
Level One
Lowes
MLP Technologies
N Touch Wireless
Riverpointe Realty
Salon Nolas
Smart Driving Academy
Unmanned Aerial Systems Today
Yummy Pig BBQ

Meals Tax

Source: Town of Leesburg

Fiscal Year 2011-2012	$4,294,743.89
Fiscal Year 2012-2013	$4,574,197.27
Fiscal Year 2013-2014	$4,715,405.78
Fiscal Year 2014-2015 (year to date)	$1,322,205.23

Definitions

Qualified Prospects- All prospects with a serious interest in locating to Leesburg since 1-1-2013.

Current Prospects- Prospects actively looking for space during the time of this report.
Wins- Business prospects that the TOL-ED has worked with that have opened a location in Town.
Ribbon Cuttings- Grand openings for new businesses arranged and executed by the Town.

Demographic Snapshot

	Town of Leesburg	Loudoun County
Population & Households		
• Population (July 2014 Census Bureau estimate)	49,496	349,679
• Population (Apr 2014 Loudoun County estimate)	43,996	351,611
• Households (Apr 2014 Loudoun County estimate)	14,894	117,117
• Average Household Size	3.08	3.08
Income		
• Average Household	$114,991	$149,631
• Median Household	$96,221	$131,775
• Per Capita	$38,422	$45,608
Racial & Ethnic Distribution		
• White, Not Hispanic	60.3%	60.5%
• Hispanic (Any Race)	20.6%	12.9%
• Black, Not Hispanic	7.8%	7.2%
• Asian	8.1%	15.6%
• Other, including Two or More Races	3.2%	3.8%
Foreign Born Population		
• Foreign Born	23.1%	22.8%
• Speak 2 or More Languages Proficiently	16.6%	19.6%
Age Distribution		
• 19 and under	30.2%	32.2%
• 20 - 44	37.3%	35.7%
• 45 - 64	26.1%	24.8%
• 65 and older	6.4%	7.3%
• Median Age	33.8	35.1
Educational Attainment (age 25 & over)		
• High School Graduate or higher	89.3%	93.7%
• Bachelor's Degree or higher	47.8%	56.6%
• Graduate or Professional Degree	17.4%	22.4%

Sources: Loudoun County Department of Planning & Zoning
U.S. Census Bureau, 2011-2013 American Community Survey

Data may not sum due to rounding.

Town of Leesburg Economic Development
202 Church Street SE • Leesburg VA 20175
(703) 737-7019 • www.leesburgva.com

Leesburg
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Guidelines for Business Special Events

Business Assistance Provided:

- **Ribbon Cutting Ceremonies**
  At your request, Economic Development staff will coordinate the attendance of Town officials, issue a media alert, post the event on the Town website, provide ribbon and ceremonial scissors, and take pictures for distribution to the media after the event.

- **Media & Promotional Assistance**
  Today you have many more options to attract attention to your business than traditional signs and print ads. Let our Economic Development staff help you identify ways to reach your existing and potential customers with news of your special event.

Permit Requirements & Restrictions:

Business Special Events such as grand openings and special sales events related to a specific business that involve activities outside the typical boundaries (physical or functional) of the business require a zoning permit, along with a scaled site plan showing the activity area, temporary structures, displays and signs. A Business Special Event shall be permitted three (3) times per year for a three (3) day period per event. Please submit your application at least 10 business days in advance in order to allow staff time to review the application. There is a $50.00 permit fee. It may be possible for the permit to be issued at the time of application. The zoning permit for a Business Special Event will cover the following items, as applicable:

- **Temporary Signs**
  Banners, up to 24 square feet in size, are allowed. Two real estate-style signs, subject to size restrictions, or A-frame signs no larger than 5 square feet each are permitted as well. A separate temporary sign permit is not required if the signs are included as part of the Business Special Event. Temporary signs shall be located on-site, and may not be placed in the public right-of-way or in locations that create sight distance hazards for motorists.

- **Tents & Moonbounces**
  Tents, moon bounces/similar inflated play structures, and other temporary structures are permitted only in association with a Business Special Event, regardless of size or how long the items will be installed. The application does require a site plan. Tents that are 900 square feet and larger require approval of the Loudoun County Fire Marshall. Temporary structures require building permit approval from the Loudoun County Department of Building and Development.

- **Flags, Pennants and Streamers**
  These items are subject to the same regulations as signs, and must be located on-site and may not be placed in the public right-of-way or in locations that create sight distance hazards for motorists and only in association with a Business Special Event.

- **Additional Notes**

Events must be held between 8:00 a.m. and 10:00 p.m. Additional use restrictions may apply or coordination with other Town Departments may be required. For more information or assistance, please contact either the Economic Development Office at (703) 737-7019 or the Planning & Zoning Department at (703) 771-2765.

Updated: July, 2015

Town of Leesburg Economic Development
25 West Market Street • Leesburg, Virginia 20175
(703) 737-7019 • www.leesburgva.com

Leesburg
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Household Statistics

	Town of Leesburg	Loudoun County
Population & Households		
• Population	46,056	337,766
• Households	14,887	109,291
Types of Households		
• Families	74.0%	77.5%
• Families With Children Under 18	43.6%	46.9%
• Single Person Households	18.2%	17.5%
• Other	7.8%	5.0%
• Average Household Size	3.08	3.08
• Average Family Size	3.55	3.49
Income		
• Average Household	$114,991	$138,326
• Average Family	$118,218	$149,631
• Per Capita	$38,422	$45,608
Housing Tenure		
• Owner-Occupied	66.2%	76.6%
• Renter-Occupied	33.8%	23.4%
Labor Force Participation (16 and older)		
• Total Population	77.2%	76.0%
• Men	85.9%	84.7%
• Women	68.6%	67.7%
• All Parents in Household		
• Families with Children Under 6	58.3%	62.0%
• Families with Children 6 to 17	71.7%	70.5%

Source: U.S. Census Bureau, 2011-2013 American Community Survey

Data may not sum due to rounding.

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Housing Market

Housing Units by Type (Dec 2014)	
• Single Family Home	6,748
• Townhomes/Duplexes	4,253
• Multifamily	4,498
Total	**15,499**
2014 Average Sales Price*	
• Condo – New	(no sales)
• Condo – Resale	$176,519
• Townhome – New	$383,478
• Townhome – Resale	$305,396
• Single Family Home – New	$709,096
• Single Family Home – Resale	$450,242
• Number of Units Sold:	
• New	78
• Resale	905
Apartments*	
• Number of Complexes	9
• Total Units	1,772
• Average Starting Monthly Rental Rates:	
• 2 bed, 2 bath	$1,518
• 1 bed, 1 bath	$1,223

*Market rate only

Sources: Town of Leesburg Town Manager's Office
Loudoun County Land Management Information System

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Labor Market Statistics

Labor Force & Unemployment

August 2015	Loudoun County	Annual Change	Northern Virginia*	Annual Change
Civilian Labor Force	195,721	+0.4%	1,602,048	+0.3%
Unemployment Rate	3.7%	-0.8%	3.8%	-0.7%

*Virginia portion of Washington DC MSA

Local At-Place Employment & Wages

4th Quarter, 2014	Loudoun County	Annual Change	Northern Virginia*	Annual Change
# of Employers	10,344	+3.0%	83,374	+3.1%
Local Employment	150,444	+1.5%	1,325,798	+1.7%
Average Weekly Wages	$1,204	+1.2%	$1,369	+1.4%

*Virginia portion of the Washington DC MSA

Educational Attainment (Age 25 & Older)**

	Town of Leesburg	Loudoun County	Washington DC MSA
High School Graduate or higher	89.3%	93.7%	90.3%
Bachelor's Degree or higher	47.8%	56.6%	48.0%
Graduate or Professional Degree	17.4%	22.4%	23.0%

**2011-2013 American Community Survey

Sources: U.S. Census Bureau; Virginia Employment Commission

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