



Applying for HUBZone Certification

1. The purpose of this certification is to increase your ability to win federal contracts for your business. The fed's goal is to award at least three percent of federal contracting dollars to HUBZone certified small businesses each year. A large part of North Central Idaho is located in HUBZone designated areas.
<https://www.sba.gov/federal-contracting/contracting-assistance-programs/hubzone-program>
2. Most of our clients who win federal contracts are in the following types of businesses: Commercial Construction, Road Building, Forestry, Environmental Consulting, and Manufacturing. Research your NAICS codes here: : <https://www.naics.com/search/>
3. Check your eligibility at the links above. Both your principal office and at least 35% of your employees must be located in the HUBZone. See the map and check your address here:
<https://maps.certify.sba.gov/hubzone/map#center=46.332368,-116.182345&zoom=9>
4. If you are not already registered in "SAM" refer to our tip sheet for that process:
<http://www.lcsc.edu/media/6673679/Ten-for-Doing-Business-with-the-Federal-Government.pdf>
5. Gather the documents needed for your application:
https://www.sba.gov/sites/default/files/files/HUBZone_Document_Checklist.pdf
6. Your LLC or Corporate "Certificate of Good Standing" can be obtained from the Idaho Secretary of State's Office: <https://sosbiz.idaho.gov/search/business> Log in, find your business, click on the business name, click on Request Certificate.
7. Certify your eligibility for the program by signing this form: <https://www.sba.gov/document/sba-form--hubzone-program-certification-applicants-owned-us-citizens-ancs-nhos-or-cdcs>
8. Register for access to the SBA General Login System: https://eweb.sba.gov/gls/dsp_sbabanner.cfm
9. Upload all the documents to the computer you will use when filing the application. You may need to scan some into a .pdf file. You may want to create a new folder specifically for these documents. The application is submitted through the above login system under Access and then HUBZone.
10. This process is Free. Your SBDC can help. Contact us at 208-792-2465