Background: The Uniform Administrative Requirements established for federal awards require non-Federal entities (NFEs) to take six affirmative steps aimed to include minority businesses, women's business enterprises, and labor surplus area firms in federally funded procurements. See 2 C.F.R. §200.321.

One of these six steps requires NFEs to use the resources, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA). 2 C.F.R. §200.321(b)(5). NFE’s should document use of these resources by saving records of searches in their procurement files. This reference guide discusses these resources, and demonstrates how to use them.

SBA Resources: NFEs can use the Dynamic Small Business Search tool to view databases for minority businesses, women-owned businesses and small businesses.


Step 2: Select the applicable state. NFEs can narrow the search by county, Metropolitan Statistical Area, Zip Code, or Area Code. NFE’s can also search for businesses in a labor surplus area (designated and published by the Department of Labor by federal fiscal year).

Step 3: To search for minority businesses, select “Any Minority Owned” under the Ownership and Self-Certifications section.
Step 4: To search for women’s business enterprises, select “Any Women-Owned Small Business” under the Ownership and Self-Certifications section.

![Search Options](image1.png)

Step 5: Enter the specific North American Industry Classification System (NAICS) code for the applicable industry in the Specific Nature of Business section. These NAICS codes may be found on [www.naics.com](http://www.naics.com), or by using the SBA list identifying small business size by NAICS code, [https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf](https://www.sba.gov/sites/default/files/files/Size_Standards_Table.pdf).

![Specific Nature of Business](image2.png)

Step 6: Scroll down and click on “Search Using These Criteria” to run the search.

![Search Tool](image3.png)

NFEs may choose to run separate searches for minority-owned businesses, women’s business enterprises and, if applicable, labor surplus areas. The search site has a “Help” tab with useful guidance on maximizing the search tool based on user’s operating system and device.

**MBDA Resources:** MBDA has numerous resources for NFEs, including lists of state and local-sponsored minority business enterprises, and state offices for minority and women’s business enterprises. MBDA resources are also available on FEMA’s Procurement Disaster Assistance Team website, [https://www.fema.gov/procurement-disaster-assistance-team](https://www.fema.gov/procurement-disaster-assistance-team), under the “Socioeconomic Contracting Resources” tab.

**Conclusion:** As stated in the opening paragraph of this guide, NFEs should document use of these resources to demonstrate compliance with the requirement in 2 C.F.R. §200.321(b)(5) that NFEs use the resources of the SBA and MBDA.