Purchasing Under a FEMA Award: Utilizing SBA Resources

This fact sheet provides information regarding Small Business Administration (SBA) resources available to non-federal entities (NFE) to assist in compliance with the applicable socioeconomic contracting rules found at 2 C.F.R. § 200.321.

SBA Resources

When contracting under a FEMA award, NFEs are required to take all necessary affirmative steps to assure that small and minority-owned businesses, women's business enterprises, and labor surplus area (LSA) firms are used when possible. One of the affirmative steps requires NFEs to use the resources, as appropriate, of such organizations as the SBA and the Minority Business Development Agency (MBDA) of the U.S. Department of Commerce. See 2 C.F.R. § 200.321(b)(5). NFEs should document the use of these resources by saving records of searches in their procurement files. See Procurement Disaster Assistance Team Field Manual. The following are step-by-step instructions to access these resources.

Step 1: NFEs can use the Dynamic Small Business Search tool to view databases of small and minority businesses, women’s business enterprises and LSA firms. Access the search tool through SBA - Dynamic Small Business Search.

Step 2: Select the applicable state or territory. NFEs can narrow the search by Congressional District, County, Area Code, Metropolitan Statistical Area, SBA Servicing Office, or Zip Code. NFEs can also search for businesses in a specific LSA, which is designated and published by the Department of Labor by federal fiscal year. More information regarding LSA firms can be found by visiting: Labor Surplus Area | U.S. Department of Labor (dol.gov).
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 Self-Certified Women-Owned Small Business” under the “Ownership and Self-Certifications” section.

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: [Size Standards Table](http://sba.gov).

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

NFEs may choose to run separate searches for minority businesses, women’s business enterprises, and, if applicable, LSA firms. The search site has a “Help” tab at the top of the page with useful guidance on maximizing the search tool based on a user’s operating system and device. **NOTE:** The use of SBA resources should be documented to demonstrate compliance with the federal procurement requirement found at [2 C.F.R. § 200.321(b)(5)](http://www.federalregister.gov).