



Tool 5-8 – Minority- and Women-Owned Business Enterprises (M/WBEs)

Grantees are [required](#) to make good faith efforts to see that Minority and Women Business Enterprises are provided opportunities as a result of CDBG funding. Below are examples of affirmative actions Grantees can take to contract with Minority- and Women-Owned Businesses (M/WBEs), certified by the California [Supplier Clearinghouse](#), and defined as:

Minority Business Enterprise (MBE)	Women Business Enterprise (WBE)
A business which is at least fifty one percent (51%) owned, operated and controlled by one or more United States citizens, including lawful permanent residents, who identify as members of an ethnic minority group.	A business which is at least fifty one percent (51%) owned, operated and controlled by one or more United States citizens, including lawful permanent residents, who identify as women.

Affirmative steps to provide economic opportunities to M/WBE firms

The following are examples of affirmative steps to provide economic opportunities to M/WBE firms. For additional information, refer to section 5.2 Overall Procurement Requirements as well as Appendix B Equity and Belonging of the Grants Management Manual (GMM).

- ✓ When feasible, structure solicitations so that the total requirements are divided into subsets of smaller tasks or quantities for the purpose of retaining multiple firms or facilitating subcontracting opportunities for M/WBEs.
- ✓ Recommend that M/WBEs use the services of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.



- ✓ Recommend that Grantees distribute solicitations to M/WBEs listed on the [California Supplier Clearinghouse](#).
- ✓ Require the Prime Bidder, if subcontracts are to be awarded, to take affirmative steps to encourage M/WBE participation.
- ✓ M/WBE solicitation list and notification to M/WBE firms of contracting opportunities.
- ✓ When feasible, establish delivery schedules within procurements to encourage participation by small and M/WBEs.
- ✓ Include scoring criteria that recognize the value that lived experience and/or community membership bring to the scope of work.