

MINORITY BUSINESS DEVELOPMENT AGENCY
U.S. DEPARTMENT OF COMMERCE
Thursday, May 7 2009
9:00 A.M. C.D.T.

Minority Business Enterprise Center (MBEC) – Houston, TX and New Orleans, LA
PRE-APPLICATION CONFERENCE

8:45 a.m. - 9:00 a.m.	Dial-in Begins for Teleconference Participants	
9:00 a.m. – 9:05 a.m.	Roll Call	Efrain Gonzalez
9:05 a.m. – 9:10 a.m.	Overview of Teleconference Protocol	Efrain Gonzalez
9:10 a.m. – 9:15 a.m.	Welcome	John Iglehart
9:15 a.m. – 9:25 a.m.	Program Background <ul style="list-style-type: none">• Strategic Growth Initiative• Program Design & Objectives• Customer Relationship Management• Eligibility & Limitations• Funding Priorities	Efrain Gonzalez
9:25 a.m. – 9:30 a.m.	Questions and Answers	
9:30 a.m. – 9:40 a.m.	Work Requirements <ul style="list-style-type: none">• Geographic Service Area• Establishment of Office• Training• Work Requirements	Rita Gonzales
9:40 a.m. – 9:45 a.m.	Questions and Answers	
9:45 a.m. – 9:55 a.m.	General Instructions & Required Documentation <ul style="list-style-type: none">• Required Forms & Key Points• OMB Circulars	Beverly Manley
9:55 a.m. – 10:00 a.m.	Questions and Answers	
10:00 a.m. – 10:15 a.m.	Grants.Gov – Online Applications <ul style="list-style-type: none">• Search for Grant Opportunity• Download Package• Work Offline• Register• Submit an Application	Greg Coss
10:15 a.m. – 10:20 a.m.	Question and Answers	
10:20 a.m. – 10:25 a.m.	Performance <ul style="list-style-type: none">• Measures• Standards	Carmen Chairez
10:25 a.m. – 10:30 a.m.	Questions and Answers	

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(Continued...)

10:30 a.m. – 10:40 a.m.	Proposal	Rita Gonzales
	<ul style="list-style-type: none">• End in Mind• Format• Computer Requirements• Review & Selection Process	
10:40 a.m. – 10:45 a.m.	Questions and Answers	
10:45 a.m.	Close	

MBDA Resource Team

Efrain Gonzalez, Chief, Office of Business Development
John Iglehart, Regional Director, Dallas National Enterprise Center
Rita Gonzales, Program Manager, Office of Business Development
Carmen Chairez, Program Analyst, Office of Business Development

Department of Commerce Resource Team

Beverly Manley, Grants Officer, NOAA, Office of Acquisition and Grants
Greg Coss, Point of Contact for Grants.gov, NOAA, Office of Acquisition and Grants

Pre-Application Conference Taping

MBDA will record the presentation, questions and answers conducted during the Pre-Application Conference. This teleconference will be taped and will be accessible through June 4, 2009, 5:00 pm EST. To access the recording, please call 1-402-280-1660.

Notice

The Pre-Application Conference, discussions and answers provided are intended to support the Federal Funding Opportunity (FFO) Announcement. Statements made during this event are for informational purposes only.