

Minority Business Development Agency

Minority Business Enterprise Center (MBEC) Program

Pre-Application Conference

May 7, 2009

Dial In By: 8:45 AM CDT

Start Time: 9:00 AM CDT

1. Overview

- Teleconference Protocol
- Competitive Solicitation
- Introduction of Speakers
- Purpose of Conference

Efrain Gonzalez, Chief

MBDA Office of Business Development

Teleconference Protocol

- **Many callers at one time**
- **Keep phone on mute, unless directed otherwise**
- **Do not place teleconference on hold – you may be dropped**
- **Questions will be coordinated through conference operator**
- **Keep questions relevant to topic at hand**
- **Avoid making statements**
- **Avoid duplicating questions**

Competitive Solicitation

- **Federal Register Notice**
 - ◆ **Posted – April 23, 2009**

- **Grants.gov**
 - ◆ **Posted – April 23, 2009**

- **Federal Funding Opportunity Announcement**
 - ◆ **Posted – April 28, 2009**

- **Competition Closes**
 - ◆ **June 4, 2009, 5:00 PM EST**

Purpose of Conference

- Clarify Requirements Contained in the Federal Funding Opportunity Announcement
- Answer Questions Related to the Solicitation
- Houston, Texas and New Orleans, Louisiana MBEC Listed for Competition

Introduction of Speakers

MBDA Team

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

U.S. Department of Commerce

- **Beverly Manley, Departmental Grants Officer, NOAA, Office of Acquisition & Grants**
- **Greg Coss, Point of Contact for Grants .Gov, NOAA Office of Acquisition & Grants**

2. Welcome

John Iglehart, Regional Director, Dallas
National Enterprise Center

3. Program Background

- MBDA as a Partner
- Strategic Growth Initiative
- Program Design & Objectives
- Customer Relationship Management
- Eligibility & Limitations
- Funding Priorities

Efrain Gonzalez, Chief, Office of Business Development

Partnering with MBDA

- Understand MBDA
- Mission
- Values
- Performance
- Impact

Partnering with MBDA

Mission Statement

“MBDA will enhance the national growth and expansion of minority business enterprise”

Partnering with MBDA

- To access MBDA's most recent Annual Performance Report, please visit our website at www.mbda.gov, and click on the "Publications and Research" link
- On the Publications and Research page, click the link for the "MBDA Annual Performance Report Fiscal Year 2007."

Register | Site Map | Contact Us |

Search MBDA.gov for

U.S. DEPARTMENT OF COMMERCE
MBDA
 MINORITY BUSINESS DEVELOPMENT AGENCY

REPORTS & ANALYSIS HOME ABOUT US FINANCING CONTRACTS AND CERTIFICATIONS BUSINESS DEVELOPMENT **PUBLICATIONS AND RESEARCH**

Publications and Research

Publications and Research - Latest Additions

There are no new headlines...

MBDA Poll Question

Have you registered in Phoenix, our bid matching system?

Thanks for voting!
Viewing results...

| | |
|--------------------------|-----------------|
| • Yes | 38% (440 votes) |
| • No | 51% (592 votes) |
| • Undecided at this time | 10% (123 votes) |

• This poll is not scientific and reflects the opinions of only those Internet users who have chosen to participate.

Publications and Research
 Repository of publications and reports on programs, technologies and compiled statistical data useful to MBE's...

MBDA PUBLICATIONS

- Characteristics of Minority Business and Entrepreneurs
- The Sophisticated Innovator, Practical Insights from Provocative Stories of Innovation in Minority Business Enterprises
- Minority Business Enterprises: Mastering the Supply Chain - Tuck School of Business (Full Report)
- MBDA Annual Performance Report Fiscal Year 2007
- All Publications

MINORITY BIZ FAST FACTS

- View the Minority Biz Fast Facts Page
- 2007 Minority Businesses by Gender
- 2007 Minority Group Profiles
- 2007 State Profiles
- 2007 Cities and CSAs Profiles
- General SMOBE Data (Survey of Minority-Owned Business Enterprises)
- SMOBE Data (per State: 1997 GIS Information)
- SMOBE Data (various U.S. Cities: 1997 GIS Information)

Publications and Research Section

Member Name:
 Password:
 Register | Forgot?

QUICK LINKS

- My MBDA
- Press Ro
- CRM Initi
- Discussion
- Multimedia
- FAQ Cent
- All Busines
- Survey Ce
- Text Size

Your A

Strategic Growth Initiative

- Refined Target Market
 - ◆ Minority-Owned Firms
 - ◆ \$500,000 or more in annual revenues and/or
 - ◆ “Rapid Growth Potential”
 - MBE firms capable of generating significant employment and long-term economic growth

Program Design & Objectives

- SGI Market for Economic Impact & Job Creation
- Smaller Firms Assisted Electronically or by Other Established Federal, State and Local Government Programs
- Fee for Service Required
- Core Competencies
 - ◆ Client Assessments
 - ◆ Strategic Business Consulting
 - ◆ Leverage Technology
- Performance Oriented
 - ◆ Access to Capital
 - ◆ Access to Markets
 - ◆ Job Creation

Customer Relationship Management

- Client Responsive
- Continuous Improvement
- Building Collaborative Programs to Better Serve Clients

Eligibility & Limitations

- Eligibility
 - ◆ For-Profit Entities
 - ◆ Non-Profit
 - ◆ State and Local Governments
 - ◆ American Indian Tribes
 - ◆ Educational Institutions
- Limitations
 - ◆ Award Term Limits
 - ◆ Begins this Competitive Cycle
 - ◆ Three Consecutive Award Cycles

Funding Priorities

- Selection Process Preferences
 - ◆ Proposal Exceeding Minimum Work Requirements
 - ◆ Proposal Exceeding Minimum Performance Goals
 - ◆ Exceptional Ability to Eliminate Barriers – Access to Markets & Capital
 - ◆ Exceptional Ability to Assist MBEs into Supply Chains
 - ◆ Proposal with Fee for Service and Ability to Collect

3. Program Background

Questions and Answers

4. Work Requirements

- Geographic Service Area
- Establishment of Office
- Training
- Work Requirements

Rita Gonzales, Program Manager, MBDA
Office of Business Development

4(a). Geographic Service Area

- Houston-Sugar Land-Baytown, TX
Metropolitan Statistical Area
- New Orleans-Metairie-Kenner, LA
Metropolitan Statistical Area

4(b). Establishment of Office

- Fully Operational
 - Within 30 Days of Receipt of Award
 - Project Director
 - All Staff
 - Operational Support Items

4(c). Training

- 7 Training Sessions Outlined (page 26)
- Mandatory and Non-Mandatory
- Minimum Credit Hours by Role
 - ◆ Including Award Recipient
- Budgeting Required
- Planning Critical

4(c). Work Requirements

- Market Development
- Client Services
- Operational Quality

4(d)i. Market Development

- Market Research & Development
- Market Promotion
- Resource Development
- Strategic Partners & Intra-Strategic Relationship
- Facilitate Matches

4(d)ii. Client Services

- Direct Client Assistance
- Data Entry into MBDA Performance System
 - ◆ Documented Online
 - ◆ 72 hours
- Systems-Integrated Approach
- Client Assessment
- Functional Assistance

Note: MBEC engagement in client's day-to-day operations or decision making is prohibited.

4(d) iii. Operational Quality

- Execute signed work plan agreements & engagement letters
 - ◆ Formally describe service methodology
- Procedures for client fees/collections
- File maintenance and required documentation
- Written client acceptance and verification of services are required quarterly
- Comply with all reporting requirements
- Promote & utilize MBDA programs and online tools
- Adhere to MBDA trademark and licensing requirements including signage and stationary requirements

4. Work Requirements

Questions and Answers

5. General Instructions & Required Documentation

Beverly Manley, Departmental Grants Officer, NOAA Office of Acquisition & Grants,

5(a). Required Forms

OMB Number: 4040-0004
 Expiration Date: 01/31/2009

Standard
 Form 424

| Application for Federal Assistance SF-424 | | Version 02 | | | |
|--|--|--|--|--|--|
| <p>* 1. Type of Submission:</p> <input type="checkbox"/> Preapplication <input type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application | | | <p>* 2. Type of Application:</p> <input type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision | | <p>* If Revision, select appropriate letter(s): <input type="text"/></p> <p>* Other (Specify) <input type="text"/></p> |
| <p>* 3. Date Received: <input type="text"/> <small>Completed by Grants.gov upon submission.</small> </p> | | <p>4. Applicant Identifier: <input type="text"/></p> | | | |
| <p>5a. Federal Entity Identifier: <input type="text"/></p> | | <p>* 5b. Federal Award Identifier: <input type="text"/></p> | | | |
| State Use Only: | | | | | |
| <p>6. Date Received by State: <input type="text"/></p> | | <p>7. State Application Identifier: <input type="text"/></p> | | | |
| 8. APPLICANT INFORMATION: | | | | | |
| <p>* a. Legal Name: <input type="text"/></p> | | | | | |
| <p>* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/></p> | | <p>* c. Organizational DUNS: <input type="text"/></p> | | | |
| <p>d. Address:</p> | | | | | |
| <p>* Street1: <input type="text"/></p> | | <p>Street2: <input type="text"/></p> | | | |
| <p>* City: <input type="text"/></p> | | | | | |

5(a). Required Forms

Standard
 Form
 424A
 (multiple
 pages,
 page 1
 shown)

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 4040-0006
 Expiration Date 07/30/2010

SECTION A - BUDGET SUMMARY

| | Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | Estimated Unobligated Funds | | New or Revised Budget | | |
|----|---|--|-----------------------------|--------------------|-----------------------|--------------------|--------------|
| | | | Federal (c) | Non-Federal (d) | Federal (e) | Non-Federal (f) | Total (g) |
| 1. | | | \$ | \$ | \$ | \$ | \$ |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |
| 5. | Totals | | \$ | \$ | \$ | \$ | \$ |

5(a). Required Forms

OMB Approval No.: 4040-0007
Expiration Date: 07/30/2010

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes an

Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale

Standard
Form
424B

5(a). Required Forms

CD 511

FORM CD-511
 (REV 1-05)

CERTIFICATION REGARDING LOBBYING

U.S. DEPARTMENT OF COMMERCE

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 28, 'New Restrictions on Lobbying.' The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant, or cooperative agreement.

LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for persons entering into a grant, cooperative agreement or contract over \$100,000 or a loan or loan guarantee over \$150,000 as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

In any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure occurring on or before October 23, 1996, and of not less than \$11,000 and not more than \$110,000 for each such failure occurring after October 23, 1996.

5(a). Required Forms

LLL

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

Approved by OMB
 0348-0046

Review Public Burden Disclosure Statement

| | | |
|---|--|--|
| 1. * Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance | 2. * Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input checked="" type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award | 3. * Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change |
| 4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee * Name <input type="text"/> * Street 1 <input type="text"/> Street 2 <input type="text"/> * City <input type="text"/> State <input type="text"/> Zip <input type="text"/> Congressional District, if known: <input type="text"/> | | |
| 5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime: | | |
| 6. * Federal Department/Agency: <input type="text"/> | 7. * Federal Program Name/Description: <input type="text" value="Native American Business Enterprise Centers"/> CFDA Number, if applicable: <input type="text" value="11.801"/> | |

5(b). Key Points to Remember

- Budget Narrative explaining each budget line item listed on the SF-424A also required. Must be detailed.
- All calculations should be mathematically correct and precise (I.e. rounding to the nearest dollar)
- Make sure that SF424A & SF424 reconciles
- Pages of the proposal should be numbered consecutively
- Paper Submission - Preferably all signatures should be in blue ink

5(c). Key Points to Remember

- A discussion of the 20% minimum non Federal cost share must be included
- A letter from any/all 3rd Party Contributors must be detailed and signed
- Fees are required; discuss the method for collecting and charging fees, including policy for waiving fees

5(d). Key Points to Remember

- Cost share may be comprised of any combination of the following:
 - ◆ Cash
 - ◆ Non-Cash Applicant Contributions
 - ◆ Third-party In-kind Contributions
 - ◆ Client Fees (required)

5(e). Key Points to Remember

- Executive Director must be identified; qualifications and a copy of the college transcript, if appropriate, are also required. This person must be highly qualified.
- Position Descriptions and qualification standards for all staff positions are required.

5(f). OMB Circulars

- Instructions or information issued by the Office of Budget & Management for Federal Agencies.
- Establish principles and standards for determining costs and audit practices for Federal awards.
- Will be incorporated into the award, as applicable.
- Circulars may be downloaded at www.whitehouse.gov/omb/circulars

5(g). Final Comments

- Read the Notice carefully for all requirements.
- Ensure all forms and required documents are signed.
- Ensure all figures are correct.

5. General Instructions & Required Documentation

- Questions and Answers

6. Grants.Gov: Learning to Apply Electronically

Greg Coss, Point of Contact for Grants.gov,
NOAA, Office of Acquisition & Grants

6(a). Using the Find and Apply Portions of Grants.gov

- Learn to search for grant opportunities
- Download an application package
- Work on an application package offline
- Register with Grants.gov
- Submit an application to Grants.gov

6(b). Search for Grant Opportunities at <http://www.grants.gov>

Once at the home page, click the tab which reads "Find Grant Opportunities."



Alert: A substantial increase in submissions is causing system slowness. Submission processing times may take longer than usual, thank you for your patience.

FOR APPLICANTS

- Find Grant Opportunities**
- Get Registered
- Apply for Grants
- Track Your Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

GRANTS.GOV Search Contact Us Site Map Help RSS

Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal government grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).

What's New This Week at Grants.gov

- New Opportunities This Week
- Notices and System Information (Login Issues, Error Messages, Adobe Reader)
- February 5, 2009: NIH Large Closing Day Expect Delays
- Verify if Your Adobe Reader Version is Compatible with Grants.gov
- Vista and Microsoft Office 2007 Compatibility Information

Sign-up for "Success" Quarterly Newsletter

Quick Links

New! Grants Blog

FOR APPLICANTS

- Grant Search
- Grant Email
- Get Registered
- Applicant Login
- E-Biz POC Login

FOR GRANTORS

- Agency Login
- New Grant Opportunities
- Resources

GRANTS POLICY COMMITTEE

E.GOV

USA.gov Government Made Easy

GOV Benefits.gov

6(b). Search for Grant Opportunities at <http://www.grants.gov>

Then click
“Basic
Search.”



The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for Search, Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "FIND GRANT OPPORTUNITIES" and includes an alert about submission processing times, a search overview, and several search methods: Basic Search, Browse by Category, Browse by Agency, and Advanced Search. A sidebar on the left contains a menu with "Find Grant Opportunities" highlighted, and a red arrow points to the "Basic Search" link. The footer contains logos for the Grants Policy Committee, E-GOV, USA.gov, and Benefits.gov.

Alert: A substantial increase in submissions is causing system slowness. Submission processing times may take longer than usual, thank you for your patience.

FOR APPLICANTS

- Find Grant Opportunities
- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search
- Subscriptions

FOR GRANTORS

- Get Registered
- Apply for Grants
- Track Your Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

Home » [For Applicants](#) »

FIND GRANT OPPORTUNITIES

All discretionary grants offered by the [26 federal grant-making agencies](#) can be found on Grants.gov.

You do not have to register with Grants.gov to *find* grant opportunities. However, once you are ready to *apply* for a grant, you will need to [get registered](#). This process takes 3-5 business days.

Search Grant Opportunities

- [Basic Search](#)
Search by keyword, Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number.
- [Browse by Category](#)
Search by a variety of categories of funding activities.
- [Browse by Agency](#)
Search from a list of agencies offering grant opportunities.
- [Advanced Search](#)
Search by more specific criteria such as funding instrument type, eligibility or sub-agency.

Once you find the right grant, access the application package by either:

- Clicking on the "How to Apply" button in the grant opportunity's synopsis.
- Entering the Funding Opportunity Number (FON) or Catalog of Federal Domestic Assistance (CFDA) number on the [Download Application Package](#) page

- [Subscriptions](#)
Register now and receive notifications of new grant opportunity postings delivered right to you.

[TOP OF PAGE]

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

New! Grants.gov Blog

FOR APPLICANTS

- [Grant Search](#)
- [Grant Email Alert](#)
- [Get Registered](#)
- [Applicant Login](#)
- [E-Biz POC Login](#)

FOR GRANTORS

- [Agency Login](#)
- [New Grantor User](#)
- [Resources](#)

GRANTS.POLICY COMMITTEE

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6(b). Search for Grant Opportunities at <http://www.grants.gov>



Contact Us SiteMap Help RSS Home

[Home](#) > [Find Grant Opportunities](#) > Search Grant Opportunities

FOR APPLICANTS

Find Grant Opportunities

- Basic Search
- Browse by Category
- Browse by Agency
- Advanced Search
- Email Subscription

Get Registered

- Apply for Grants
- Track Your Application
- Applicant Resources
- Search FAQs, User Guides and Site Information

APPLICANT SYSTEM-TO-SYSTEM

FOR GRANTORS

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CONTACT US

SITE MAP

Search Grant Opportunities

Basic Search

Browse by Category

Browse by Agency

Advanced Search

[Search](#)

To perform a **basic search** for a grant, complete the "Keyword Search"; the "Search by Funding Opportunity Number"; **OR** the "Search by CFDA Number" field; and then click the "Search" button below.

Access [Search Tips](#) for helpful search strategies, or click the [Help](#) button in the upper right corner to get help with this screen.

Keyword Search:

Search by Funding Opportunity Number:

Search by CFDA Number:

Search

Clear Form

In "Search by CFDA Number," type in 11.800

This is the CFDA number for the MBEC solicitation, and will lead you to the opportunity.

6(c). Downloading the Application Package

You have reached the Federal Funding Announcement (FFO) for the MBEC program.

The screenshot shows the GRANTS.GOV website interface. At the top, there is a navigation bar with links for Contact Us, SiteMap, Help, RSS, and Home. Below this is the GRANTS.GOV logo. The main content area is titled 'Search Results' and includes a breadcrumb trail: Home > Find Grant Opportunities > Search Grant Opportunities > Search Results. The search results are displayed in a table with the following columns: Close Date, Opportunity Title, Agency, and Funding Number. The first row of data shows a close date of 06/04/2009, an opportunity title of 'Minority Business Enterprise Center (MBEC)', an agency of 'Department of Commerce', and a funding number of 'MBDA-DAL-2009-2001898'. The 'Opportunity Title' cell is circled in red. To the left of the search results is a sidebar menu with various options for applicants and grantors. Below the search results, there are links for 'Results Page: 1' and 'New Search'.

| Close Date | Opportunity Title | Agency | Funding Number |
|----------------------------|--|------------------------|--------------------------------|
| 06/04/2009 | Minority Business Enterprise Center (MBEC) | Department of Commerce | MBDA-DAL-2009-2001898 |

6(c). Downloading the Application Package – Continued..

After reviewing the FFO, click on “Application.”

The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo and navigation links (Contact Us, SiteMap, Help, RSS, Home) are visible. The breadcrumb trail reads: Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis. The main heading is "Minority Business Enterprise Center (MBEC)". Below this, there are three tabs: "Synopsis", "Full Announcement", and "Application". The "Application" tab is circled in red. On the left side, there is a navigation menu with sections for "FOR APPLICANTS", "FOR GRANTORS", "ABOUT GRANTS.GOV", "HELP", "CONTACT US", and "SITE MAP". The "FOR APPLICANTS" section includes links for "Find Grant Opportunities", "Basic Search", "Browse by Category", "Browse by Agency", "Advanced Search", "Email Subscription", "Get Registered", "Apply for Grants", "Track Your Application", "Applicant Resources", and "Search FAQs, User Guides and Site Information". The "FOR GRANTORS" section includes "APPLICANT SYSTEM-TO-SYSTEM".

The synopsis text reads: "The synopsis for this grant opportunity is detailed below, following this paragraph. This synopsis contains all of the updates to this document that have been posted as of 04/23/2009. If updates have been made to the opportunity synopsis, update information is provided below the synopsis." It also includes a link to "send me change notification emails" and a disclaimer: "Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document."

| | |
|---|--|
| Document Type: | Grants Notice |
| Funding Opportunity Number: | MBDA-DAL-2009-2001898 |
| Opportunity Category: | Discretionary |
| Posted Date: | Apr 23, 2009 |
| Creation Date: | Apr 23, 2009 |
| Original Closing Date for Applications: | Jun 04, 2009 |
| Current Closing Date for Applications: | Jun 04, 2009 |
| Archive Date: | Jul 04, 2009 |
| Funding Instrument Type: | Cooperative Agreement |
| Category of Funding Activity: | Business and Commerce |
| Category Explanation: | |
| Expected Number of Awards: | 2 |
| Estimated Total Program Funding: | \$582,000 |
| Award Ceiling: | \$291,000 |
| Award Floor: | \$291,000 |
| CFDA Number(s): | 11.800 -- Minority Business Enterprise Centers |
| Cost Sharing or Matching Requirement: | Yes |

6(c). Downloading the Application Package – Continued..



GRANTS.GOVSM

Contact Us SiteMap Help RSS Home

[Home](#) > [Applicants](#) > [Search Opportunities](#) >

SELECTED GRANT APPLICATIONS FOR DOWNLOAD

Download the application and its instructions by selecting the corresponding download link. Save these files to your computer for future reference and use. You do not need Internet access to read the instructions or to complete the application once you save them to your computer.

READ BELOW BEFORE YOU APPLY FOR THIS GRANT!

Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.

If more than one person is working on the application package, ALL applicants must be using the same software version.

Click [here](#) to download the required PureEdge Viewer and Adobe Reader if you do not have it installed already.

Additional Resources:

- Sign-up for [Grants.gov Updates](#) for the latest issues and news.
- Download [Adobe Reader](#) and [PureEdge Viewer](#) for free.
- Visit [Help](#) for FAQs and more information on Applying for grants.

Below is a list of the application(s) currently available for the CFDA and/or Funding Opportunity Number that you entered.

To download the application instructions or package, click the corresponding download link. You will then be able to save the files on your computer for future reference and use.

| CFDA | Opportunity Number | Competition ID | Competition Title | Agency | Instructions and Application |
|--------|-----------------------|----------------|--|------------------------|------------------------------|
| 11.800 | MBDA-DAL-2009-2001898 | 2150716 | Houston Minority Business Enterprise Center (MBEC) | Department of Commerce | download |
| 11.800 | MBDA-DAL-2009-2001898 | 2150717 | New Orleans Minority Business Enterprise Center (MBEC) | Department of Commerce | download |

Under “Instructions and Application”, click on the link entitled “download.”

6(c). Downloading the Application Package – Continued..

- Then click on the links for “Download Instructions and Download Application Package.”



DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

You have chosen to download the instructions and application for the following opportunity:

CFDA Number: 11.800: Minority Business Enterprise Centers
Opportunity Number: MBDA-DAL-2009-2001898: Minority Business Enterprise Center (MBEC)
Competition ID: 2150716
Competition Title: Houston Minority Business Enterprise Center (MBEC)
Agency: Department of Commerce
Opening Date: 04/23/2009
Closing Date: 06/04/2009

If you would like to be notified of any changes to this opportunity please enter your e-mail address below, and you will be e-mailed in the event this opportunity changed and republished on Grants.gov before its closing date.

Download the instructions and application by selecting the download links below. While the instructions or application files may open directly, you may save them to your computer for future reference and use. You do not need Internet access to read the instructions or the application once you save them to your computer.

- [1. Download Application Instructions](#)
- [2. Download Application Package](#)

6(c). Downloading the Application Package – Continued..

- Make sure to print out the instructions.

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

MINORITY BUSINESS ENTERPRISE CENTER PROGRAM

EXECUTIVE SUMMARY

- **Federal Agency Name(s):** Minority Business Development Agency (MBDA), Department Of Commerce
- **Funding Opportunity Title:** Minority Business Enterprise Center (MBEC) Program.
- **Announcement Type:** Initial Announcement
- **Catalog of Federal Domestic Assistance (CFDA):** 11.800, Minority Business Enterprise Center Program (formerly Minority Business Development Center Program)
- **Funding Opportunity Description:** In accordance with Executive Order 11625 and 15 U.S.C. § 1512, MBDA is soliciting competitive applications from eligible organizations to operate a Minority Business Enterprise Center (MBEC) in the following location and geographical service area:

| Name of MBEC | Location of MBEC | MBEC Geographical Service Area |
|------------------|------------------|---------------------------------------|
| Houston MBEC | Houston, TX | Houston-Sugar Land-Baytown, TX MSA** |
| New Orleans MBEC | New Orleans, LA | New Orleans-Metairie-Kenner, LA MSA** |

6(c). Downloading the Application Package – Continued..

Save & Submit **Save** Print Cancel Check Package for Errors



Grant Application Package

| | |
|-------------------------|---|
| Opportunity Title: | Minority Business Enterprise Center (MBEC) |
| Offering Agency: | Department of Commerce |
| CFDA Number: | 11.800 |
| CFDA Description: | Minority Business Enterprise Centers |
| Opportunity Number: | MBDA-DAL-2009-2001898 |
| Competition ID: | 2150716 |
| Opportunity Open Date: | 04/23/2009 |
| Opportunity Close Date: | 06/04/2009 |
| Agency Contact: | Mr. John F. Iglehart, Regional Director MBDA Dallas National Enterprise Center U.S. Department of Commerce 1100 Commerce Street, Room 726 Dallas, TX 75242 Tel: 214-767-8001 |

This electronic grants application is intended to be used to apply for the specific Federal funding opportunity referenced here.

If the Federal funding opportunity listed is not the opportunity for which you want to apply, close this application package by clicking on the "Cancel" button at the top of this screen. You will then need to locate the correct Federal funding opportunity, download its application and then apply.

- Under the "Download Application" link, the Application will come up with all necessary forms under the heading "Mandatory Documents."

- Click the "Save" button at top page next to submit button, and you will then save to your computer wherever you like (desktop, c drive, etc.).

This opportunity is only open to organizations, applicants who are submitting grant applications on behalf of a company, state, local or tribal government, academia, or other type of organization.

* Application Filing Name:



Mandatory Documents

Application for Federal Assistance (SF-424)
 Project Narrative Attachment Form
 CD511 Form
 Budget Narrative Attachment Form
 Budget Information for Non-Construction Program:
 Assurances for Non-Construction Programs (SF-424)

Move Form to Complete



Move Form to Delete



Mandatory Documents for Submission

Open Form

6(d). Working on Application Offline

- At this point, you're offline, and can complete your application package.
- Click on a form, starting with SF-424, and then select open form.
- IMPORTANT NOTE: Before you can view and complete an application package, you **MUST** have the PureEdge Viewer or compatible Adobe Reader installed. Application packages are posted in either PureEdge or Adobe Reader format. You may receive a validation error using incompatible versions of Adobe Reader. To prevent a validation error, it is now recommended you uninstall any earlier versions of Adobe Reader and install the latest compatible version of Adobe Reader.
- After completing a form, slide it over from Mandatory Documents to Mandatory Completed documents for Submission.

6(e). Register with Grants.gov

- Once all forms have been completed and moved to proper column, the “Submit” button will illuminate, provided there are no errors (there is a button which checks for errors).
- When you click the submit button, an interface is established between the document in your hard drive and Grants.gov

6(e). Register with Grants.gov, Continued...

At this point, Grants.gov requires that you are registered with User ID and Password in order to submit application.

The steps are:

- Register with Central Contractor Registry (your organization – determines E-Biz POC) Also, get DUNS number by calling 1-866-705-5711.
- Register with Credential Provider (individual: must have org.DUNS number to do this and org.must be in CCR. Requires E-BIZ POC to select AOR or organization).
- Register with Grants.gov

The screenshot shows the Grants.gov website interface. At the top, there is a navigation bar with links for Search, Contact Us, Site Map, Help, RSS, and Home. The main content area is titled "GET REGISTERED" and includes an alert about system slowness, instructions on the registration process, and a "Please Note" regarding user registration. A sidebar on the left contains a menu for "FOR APPLICANTS" with options like "Find Grant Opportunities", "Get Registered", "Organization Registration", "Individual Registration", "Apply for Grants", "Track Your Application", "Applicant Resources", and "Search FAQs, User Guides and Site Information". Below this is a "FOR GRANTORS" section with links for "APPLICANT SYSTEM-TO-SYSTEM", "ABOUT GRANTS.GOV", "HELP", "CONTACT US", and "SITE MAP". The main content area also features two columns for "Organization Registration" and "Individual Registration" with links to user guides. A right sidebar contains "Sign-up for our 'Succeed' Quarterly Newsletter", "Quick Links", "New! Grants.gov Blog", "FOR APPLICANT" links, "FOR GRANTOR" links, and a "Glossary Term" section.

6(f). Submission of Application

- Once this is completed, an organization can submit their application. Click submit button on offline package, then type in User ID and password to Grants.gov.
- Person submitting **MUST** be Authorized Online Representative (AOR) (In CCR, E-Biz Point of Contact is determined – this person decides who can submit).
- Recommended that you allow for at least 5 to 7 working days for the grants submission and registration process.

6. Grants.Gov: Learning to Apply Electronically

- *Questions and Answers*

Greg Coss is POC at Commerce for Grants.Gov

Phone Number (202) 482-3134

Email Address: gcoss1@doc.gov

7. Performance

- Measures
 - ◆ Items
 - ◆ Minimum Goals
 - ◆ Definitions
- Standards

Carmen Chairez, Program Analyst
MBDA Office of Business Development

7(a). Measures - Items

- Dollar Value of Awarded Contracts & Procurements (27 pts.)
- Dollar Value of Awarded Financial Transactions (27 pts.)
- Increase in Sales (6 pts.)
- Number of Jobs Created (10 pts.)
- Number of New Clients Served (5 pts.)
- Administrative Management & Operational Quality (25 pts.)
- Bonus (5 pts. Max.)

7(b). Measures – Min. Goals

- All goals listed are minimum requirements. Note: first program year is adjusted
- Time Phased Plan for each program year
- Goals based on Federal Funding level

7(c). Measures – Definitions

- Each performance measure defined
- Several performance measures earn quantitative points
- Administrative Management & Operational Quality
 - ◆ Majority are qualitative in design
 - ◆ Assigned by MBDA

7(d). Performance - Standards

- Rating System
- Based on Cumulative Points Earned (Quantitative and Qualitative)
- Minimum Acceptable Rating is “Satisfactory”
- Non-Federal Cost Share of 20% Must be Met

7. Performance

- *Questions and Answers*

8. Proposal

- End in Mind
- Format
- Computer Requirements
- Review & Selection Process

Rita Gonzales, Program Manager, MBDA
Office of Business Development

8(a). End in Mind

- Develop clear understanding of MBDA needs
- Use proposal format; be clear & succinct
- Develop clear understanding of evaluation criteria
 - ◆ Must meet at least 70% of points available for each evaluation criterion
 - ◆ Bonus points may be awarded
- Correctly title each section (i.e. applicant capability, resources, techniques and methodologies, costs)
- Incorporate Work Requirements in proposal
- Attachments (including letters of support) must be included in submission package
- Number all pages; include applicant name on each page

8(b). Format

- Carefully Respond to
 - ◆ Applicant Capability (40 pts.)
 - ◆ Resources (20 pts.)
 - ◆ Techniques & Methodologies (20 pts.)
 - ◆ Proposed Budget & Supporting Budget Narrative & (20 pts.)
 - ☞ Bonus points available

- Oral Presentations (10 pts.)
 - ◆ Optional

8(b)i. Applicant Capability

- Adhere to Work Requirements as outlined in FFO
- Demonstrate ability to run Center
- Historical & background information
- Submit a self-sustainable plan (2 pages max.)
- Provide required documents
- Provide supporting documents

8(b)ii. Resources

- Describe the resources at hand to support proposal
- Letters of Support and Commitment
 - ◆ Resources listed
 - ◆ Prior clients assisted meeting SGI requirements
 - ◆ Community organizations
 - ◆ Prospective strategic partners
- Description of existing client base
- Provide required documents
- Provide supporting documents

8(b)iii. Techniques & Methodology

- Describe how each of the work requirements shall be met for each of the 3 program years
- Describe how Center will be established and operating within 30 days
- Provide strategies and timelines
- Describe how applicant shall integrate work requirements with performance measures & existing infrastructure
- Provide a marketing plan; emphasis on attracting SGI clients

8(b)iii. Techniques & Methodology

■ Staffing Allocation Chart Year 1 - Example

| Role | Status | Project Allocation | Hours | Client Consulting Hrs & % | | Admin Time Hrs & % | | Other (List Here) Time Hrs & % | |
|---------------------|-----------|--------------------|--------------|---------------------------|------------|--------------------|------------|--------------------------------|------------|
| | | | | Hrs | % | Hrs | % | Hrs | % |
| Project Director | Full Time | 100% | 2,050 | 410 | 20% | 1,025 | 50% | 615 | 30% |
| | | | | | | | | | |
| Business Consultant | Full Time | 100% | 2,050 | 1,640 | 80% | 205 | 10% | 205 | 10% |
| | | | | | | | | | |
| Business Consultant | Part Time | 80% | 1,640 | 1,312 | 80% | 164 | 10% | 164 | 10% |
| | | | | | | | | | |
| Admin. Asst. | Full Time | 100% | 2,050 | 0 | 0% | 2,050 | 100% | 0 | 0% |
| | | | | | | | | | |
| Intern | Part Time | 50% | 1,025 | 103 | 10% | 820 | 80% | 103 | 10% |
| | | | | | | | | | |
| Total | | | 8,815 | 3,465 | 39% | 4,264 | 49% | 1,087 | 12% |
| | | | | | | | | | 68 |

8(b)iv. Proposed Budget & Supporting Budget Narrative

- Consistent with proposal narrative
- Provide one of the following for each program year
 - ◆ Proposed Budget
 - ◆ Required Forms
 - ◆ Supporting Budget Narrative
- Non-Federal Cost share required
 - ◆ Clients fees required
 - ◆ Client fees consistent with staff allocation chart
- Original and signed supporting documents/commitment letters required for 3rd party in-kind contributions
- Include required travel costs

8(b)vi. Client Fee Sample

| Client Portfolio by MBE Annual Sales Range | Client Fee Per Hour | No. of Clients | Est. Hrs/Client | No. of Hrs. | Est. Client Billing |
|--|---------------------|----------------|-----------------|--------------|---------------------|
| \$0 - \$99,999 | \$10 | 10 | 22 | 220 | \$2,200 |
| \$100,000 - \$299,999 | \$20 | 15 | 25 | 375 | \$7,500 |
| \$300,000 - \$999,999 | \$30 | 50 | 41 | 2,050 | \$61,500 |
| \$1,000,000 - \$2,999,999 | \$40 | 11 | 30 | 330 | \$13,200 |
| \$3,000,000 - \$4,999,999 | \$50 | 10 | 35 | 350 | \$17,500 |
| \$5,000,000 and Above | \$60 | 4 | 35 | 140 | \$8,400 |
| Total | | 100 | | 3,465 | \$110,300 |
| Less Billing Adjustments | | | | | |
| Fee Waivers | 20% | | | \$22,060 | |
| Fees UnCollectable | 20% | | | \$22,060 | |
| Total Billing Adjustments | | | | | \$44,120 |
| Adjusted Total - Client Fees | | | | | \$66,180 |

1. Match to Performance Goals

2. Match to Staff Allocation Table

3. Describe Policy

4. Match to SF 424A (p.2)

8(c). Computer Requirements

- MBDA requires that all award recipients meet certain requirements related to the acquisition, installation, configuration, maintenance and security of information technology (IT) assets.
- Details contained in “Appendix C” of the FF0 (pages 43-46).

8(c). Review & Selection Process

- Initial Screening
- Panel Review
- Oral Presentation
- Final Recommendation
 - ◆ Panel Evaluation
 - ◆ Oral Presentation (if applicable)
 - ◆ Funding Priorities
 - ◆ Availability of Funding

Note: References will be checked

SF 424A - Budget Information – Non Construction Programs (p.1)

| Section A - Budget Summary | | | | | | |
|--|---|------------------------------|-----------------|-----------------------|-----------------|------------|
| Grant Program Function or Activity (a) | Catalog of Federal Domestic Assistance Number (b) | Estimated Un-obligated Funds | | New or Revised Budget | | |
| | | Federal (c) | Non-Federal (d) | Federal (e) | Non-Federal (f) | Total (g) |
| 1. MBEC | 11.800 | | | 195,000 | 83,590 | 278,590 |
| 2. | | | | | | |
| SAMPLE DOCUMENT | | | | | | |
| 4. | | | | | | |
| 5. Totals | \$ | \$ | \$ | \$ 195,000 | \$ 83,590 | \$ 278,590 |
| Section B - Budget Categories | | | | | | |
| 6. Object Class Categories | Grant Program, Function or Activity | | | | Total (5) | |
| | (1) | (2) | (3) | (4) | | |
| a. Personnel | 135,000 | 25,000 | | | 160,000 | |
| b. Fringe Benefits | 15,000 | 5,000 | | | 20,000 | |
| c. Travel | 5,500 | 1,500 | | | 7,000 | |
| d. Equipment | 3,000 | 2,000 | | | 5,000 | |
| e. Supplies | 2,500 | 1,500 | | | 4,000 | |
| f. Contractual | | 13,590 | | | 13,590 | |
| g. Construction | | | | | 0 | |
| h. Other | 34,000 | 35,000 | | | 69,000 | |
| i. Total Direct Charges j (sum of 6a-6h) | 195,000 | 83,590 | | | 278,590 | |
| j. Indirect Charges | | | | | | |
| K. Totals (sum of 6i and 6j) | 195,000 | 83,590.00 | | | 278,590.00 | |
| 7. Program Income | \$ | \$ | \$ | \$ | \$ | |

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SF 424A - Budget Information – Non Construction Programs (p.2)

SAMPLE - DOCUMENT

| Section C - Non Federal Resources | | | | | |
|---|--------------------------------|-------------------------|----------------------|--------------|--------------|
| (a) Grant Program | (b) Applicant | (c) State | (d) Other Sources | (e) Totals | |
| 8. MBEC 11.800 Non-Federal Cost Share - Cash | 10,000 | Match to page 1 | \$ 5,000 | \$ | 15,000 |
| 9. Non-Federal Cost Share – Client Fees | | | \$ 66,180 | \$ | 66,180 |
| 10. Non-Federal Cost Share – 3 rd Party In-Kind | \$ | | \$ 2,410 | \$ | 2,410 |
| 11. | | | | | |
| 12. Total (sum of 8 - 11) | \$ 10,000 | \$ | \$ 73,590 | \$ | 83,590 |
| Section D - Forecasted Cash Needs | | | | | |
| | Total for 1st Year | 1st Quarter | 2nd Quarter | 3rd Quarter | 4th Quarter |
| 13. Federal | \$ 195,000.00 | \$ 48,750.00 | \$ 48,750.00 | \$ 48,750.00 | \$ 48,750.00 |
| 14. Non-Federal | \$ 83,590.00 | \$ 20,897.50 | \$ 20,897.50 | \$ 20,897.50 | \$ 20,897.50 |
| 15. Total (Sum of lines 13 and 14) | \$ 278,590.00 | \$ 69,647.50 | \$ 69,647.50 | \$ 69,647.50 | \$ 69,647.50 |
| Section E - Budget Estimates of Federal Needed for Balance of the Project | | | | | |
| (a) Grant Program | Future Funding Periods (Years) | | | | |
| | (b) First | (c) Second | (d) Third | (e) Fourth | |
| 16. MBEC 11.800 | \$ 195,000 | \$ 195,000 | \$ | \$ | |
| 17. | (Actual 2nd yr funding) | (Actual 3rd yr funding) | | | |
| 18. | | | | | |
| 19. | | | | | |
| 20. Total (Sum of lines 16-19j) | \$ 195,000 | \$ 195,000 | \$ | \$ | |
| Section F - Other Budget Information | | | | | |
| 21. Direct Charges | | | 22. Indirect Charges | | |
| 23. Remarks | | | | | |

SF 424 – Errors Frequently Found

- Line 14 Congressional Districts

- Line 15 Estimated Project [Reconcile with SF 424a]

| | | |
|------------------|-----------------------------|--|
| – A Federal | \$195,000 | Sec B(k-1) & Sec D-13 total |
| – Applicant | 10,000 | Sec. C (b) |
| – State | | |
| – Local | | |
| – Other | 73,590 | Sec. C (d) (Assume 3 rd party cash & equip) |
| – Program Income | <u> </u> | |
| – Total | \$278,590 | Sec. B (K-5) & Sec. D-15 total |

Total Funding is \$835,770 (based on 3 year cycle -\$278,590 x 3)

- Line 18
 - Item d Signature must be affixed to form
 - Item e Date must be included

9. Close

MBDA Office of Business Development