

**MINORITY BUSINESS DEVELOPMENT AGENCY**  
**U.S. DEPARTMENT OF COMMERCE**  
**Monday, May 4, 2009**  
**1:00 P.M. E.D.T.**

**Native American Business Enterprise Center (NABEC)**  
**North Carolina, Minnesota/Iowa, New Mexico and Oklahoma**  
**PREAPPLICATION CONFERENCE**

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12:45 p.m. - 1:00 p.m.	Dial-in Begins for Teleconference Participants	
1:00 p.m. – 1:10 p.m.	Roll Call	Efrain Gonzalez
1:10 p.m. – 1:15 p.m.	Overview of Teleconference Protocol	Efrain Gonzalez
1:15 p.m. – 1:20 p.m.	Welcome	Efrain Gonzalez
1:20 p.m. – 1:30 p.m.	Program Background	Efrain Gonzalez
	<ul style="list-style-type: none"><li>• Strategic Growth Initiative</li><li>• Program Design &amp; Objectives</li><li>• Customer Relationship Management</li><li>• Eligibility &amp; Limitations</li><li>• Funding Priorities</li></ul>	
1:30 p.m. – 1:35 p.m.	Questions and Answers	
1:35 p.m. – 1:50 p.m.	Work Requirements	Rita Gonzales
	<ul style="list-style-type: none"><li>• Geographic Service Area</li><li>• Establishment of Office</li><li>• Training</li><li>• Work Requirements</li></ul>	
1:50 p.m. – 2:00 p.m.	Questions and Answers	
2:00 p.m. – 2:15 p.m.	Break	
2:15 p.m. – 2:30 p.m.	General Instructions & Required Documentation	Beverly Manley
	<ul style="list-style-type: none"><li>• Required Forms &amp; Key Points</li><li>• OMB Circulars</li></ul>	
2:30 p.m. – 2:35 p.m.	Questions and Answers	
2:35 p.m. – 2:55 p.m.	Grants.Gov – Online Applications	Greg Coss
	<ul style="list-style-type: none"><li>• Search for Grant Opportunity</li><li>• Download Package</li><li>• Work Offline</li><li>• Register</li><li>• Submit an Application</li></ul>	
2:55 p.m. – 3:00 p.m.	Question and Answers	

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(Continued...)**

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3:00 p.m. – 3:10 p.m.	Performance <ul style="list-style-type: none"><li>• Measures</li><li>• Standards</li></ul>	Carmen Chairez
3:10 p.m. – 3:15 p.m.	Questions and Answers	
3:15 a.m. – 3:30 p.m.	Proposal <ul style="list-style-type: none"><li>• End in Mind</li><li>• Format</li><li>• Computer Requirements</li><li>• Review &amp; Selection Process</li></ul>	Rita Gonzales
3:30 p.m. – 3:40 p.m.	Questions and Answers	
3:40 p.m.	Close	

**MBDA Resource Team**

Efrain Gonzalez, Chief, Office of Business Development  
Rita Gonzales, Program Manager, Office of Business Development  
Carmen Chairez, Program Analyst, Office of Business Development

**Department of Commerce Resource Team**

Beverly Manley, Departmental 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 taped teleconference will be accessible through June 4, 2009, 5:00 pm EDT. To access the recording, please call 1-402-280-1611.

**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.