

Minority Business Development Agency

Native American Business Enterprise Center (NABEC) Program

Pre-Application Conference May 4, 2009

Dial In By: 12:45 PM EST

Start Time: 1:00 PM EST

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
- North Carolina, Minnesota/Iowa, New Mexico and Oklahoma NABEC Listed for Competition

Introduction of Speakers

MBDA Team

- **Efrain Gonzalez, Chief, MBDA Office of Business Development**
- **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

Efrain Gonzalez, Chief, Office of
Business Development

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 Password

QUICK LINKS

- My MBDA
- Press Room
- CRM Initiatives
- Discussion
- Multimedia
- FAQ Centre
- All Business
- Survey Center
- Text Size

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 Encouraged
- 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 Native American and minority firms 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

- North Carolina MBEC – State of North Carolina
- Minnesota/Iowa MBEC – States of Minnesota and Iowa
- New Mexico MBEC – State of New Mexico
- Oklahoma MBEC – State of Oklahoma

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: NABEC 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"/> * 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 on Grants.gov 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.
- Pages of the proposal should be numbered consecutively
- All calculations should be mathematically correct and precise (I.e. rounding to the nearest dollar)
- Make sure that the SF424A & SF424 reconcile
- For Paper Submission - Preferably all signatures should be in blue ink

5(c). Key Points to Remember

- A discussion of the 10% minimum non Federal cost share must be included
- A letter from any/all 3rd Party Contributors must be detailed and signed
- Fees are encouraged; if included, 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 (encouraged)

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.
- 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

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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

FOR APPLICANTS

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

FOR GRANTORS

- Agency Login
- New Grantor Registration
- Resources

Sign-up for "Success" Quarterly Newsletter

Quick Links

New! Grants Blog

GRANTS POLICY COMMITTEE

E.GOV

USA.gov Government Made Easy

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 options menu, and instructions on how to find and apply for grants. The search options menu is highlighted, showing "Basic Search" as the selected option. The main content area also includes a "Subscriptions" section and a "TOP OF PAGE" link.

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

E-GOV

USA.gov
Government Made Easy

GOV Benefits.gov™

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

- In “Search by CFDA Number,” type in 11.801
- This is the CFDA number for the NABEC solicitation, and will lead you to the opportunity.

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

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Home > Find Grant Opportunities > Search Grant Opportunities

Search Grant Opportunities

Basic Search Browse by Category Browse by Agency Advanced Search [Search Tips](#)

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

6(c). Downloading the Application Package

You have reached the Federal Funding Announcement (FFO) for the NABEC 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'. A sidebar on the left contains navigation links for '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', 'ABOUT GRANTS.GOV', 'HELP', 'CONTACT US', and 'SITE MAP'. The search results table has columns for 'Close Date', 'Opportunity Title', 'Agency', and 'Funding Number'. The first row shows a close date of '06/04/2009', the opportunity title 'Native American Business Enterprise Center (NABEC)', the agency 'Department of Commerce', and the funding number 'MBDA-OB-2009-2001897'. A red circle highlights the 'Opportunity Title' column. Below the table, there are links for 'Sort by Open Date', 'Results Page: 1', and 'New Search'.

GRANTS.GOVSM

Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results

Search Results

Sort: Close Date, Ascending [Sort by Open Date](#) Results 1 - 1

Close Date	Opportunity Title	Agency	Funding Number
06/04/2009	Native American Business Enterprise Center (NABEC)	Department of Commerce	MBDA-OB-2009-2001897

Results Page: 1 [New Search](#)

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

After reviewing the FFO, click on “Application.”

The screenshot shows the Grants.gov interface for the Native American Business Enterprise Center (NABEC) grant opportunity. The breadcrumb trail is: Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis. The main heading is "Native American Business Enterprise Center (NABEC)". Below the heading are three buttons: "Synopsis", "Full Announcement", and "Application". The "Application" button is circled in red. To the left 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 like "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".

Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis

Native American Business Enterprise Center (NABEC)

Synopsis Full Announcement **Application**

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.

If you would like to receive notifications of changes to the grant opportunity click [send me change notification emails](#) . The only thing you need to provide for this service is your email address. No other information is requested.

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-OB-2009-2001897
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:	4
Estimated Total Program Funding:	\$835,000
Award Ceiling:	\$235,000
Award Floor:	\$200,000
CFDA Number(s):	11.801 -- Native American Business Enterprise Centers
Cost Sharing or Matching Requirement:	Yes

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

Under “Instructions and Application”, click on the link entitled “download” for the geographical area of interest.



FOR APPLICANTS

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

ABOUT GRANTS.GOV

FOR GRANTORS

RESOURCES

ABOUT GRANTS.GOV

HELP

CONTACT US

SITE MAP

[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
11.801	MBDA-OB-2009-2001897	2150712	Minnesota/Iowa Native American Business Enterprise Center	Department of Commerce	download
11.801	MBDA-OB-2009-2001897	2150713	New Mexico Native American Business Enterprise Center	Department of Commerce	download
11.801	MBDA-OB-2009-2001897	2150706	North Carolina Native American Business Enterprise Center	Department of Commerce	download
11.801	MBDA-OB-2009-2001897	2150714	Oklahoma Native American Business Enterprise Center	Department of Commerce	download

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



DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

CFDA Number: 11.801: Native American Business Enterprise Centers
Opportunity Number: MBDA-OBID-2009-2001897: Native American Business Enterprise Center (NABEC)
Competition ID: 2150712
Competition Title: Minnesota/Iowa Native American Business Enterprise Center
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 is 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 the files 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](#)

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

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

- Make sure to print out the instructions.

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

NATIVE AMERICAN BUSINESS ENTERPRISE CENTER PROGRAM

EXECUTIVE SUMMARY

- **Federal Agency Name(s):** Minority Business Development Agency (MBDA), Department Of Commerce
- **Funding Opportunity Title:** Native American Business Enterprise Center (NABEC) Program.
- **Announcement Type:** Initial Announcement
- **Catalog of Federal Domestic Assistance (CFDA):** 11.801, Native American Business Enterprise Center Program (formerly Native American 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 Native American Business Enterprise Centers (NABECs) in the following geographical service areas:

NABEC**	Geographical Service Area
North Carolina NABEC	State of North Carolina
Minnesota/ Iowa NABEC	States of Minnesota and Iowa
New Mexico NABEC	State of New Mexico
Oklahoma NABEC	State of Oklahoma

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



GRANTS.GOV™

Grant Application Package

Opportunity Title:	Native American Business Enterprise Center (NABEC)
Offering Agency:	Department of Commerce
CFDA Number:	11.801
CFDA Description:	Native American Business Enterprise Centers
Opportunity Number:	MBDA-OB-2009-2001897
Competition ID:	2150712
Opportunity Open Date:	04/23/2009
Opportunity Close Date:	06/04/2009
Agency Contact:	Mr. Eric Dobyne, Regional Director MBDA Chicago National Enterprise Center U.S. Department of Commerce 55 E. Monroe Street, Room 2810 Chicago, IL 60603 Tel: 312-353-0812

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.

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 Programs
- Assurances for Non-Construction Programs (SF-424)

Move Form to Complete

Move Form to Delete

Mandatory Documents for Submission

- 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.).

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 'GRANTS.GOV' logo, search, contact, and site map links. A sidebar on the left contains a menu with options like 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. 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. Two columns provide details for 'Organization Registration' and 'Individual Registration'. A right sidebar features a newsletter sign-up, quick links, and a glossary term.

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
- Organization Registration
- Individual Registration
- 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 »

GET REGISTERED

In order to apply for a grant, you and/or your organization must complete the Grants.gov registration process.

The registration process for an Organization or an Individual can take between three to five business days or as long as two weeks if all steps are not completed in a timely manner. So please register early!

This registration process has been mandated by the Grants Executive Board (GEB) which is the governing body of Grants.gov. The GEB determined the registration process needed to be completed prior to the submission of a grant application.

***Please Note:** If you register as an Organization, you will not be allowed to use the Grants.gov username and password issued for your Organization to apply for grants as an Individual. To apply for grants as an Individual you must register as an Individual and use that specific username and password issued during the Individual registration process.

Please choose one of the options below:

Organization Registration	Individual Registration
<p>I want to Register on behalf of an Organization.</p> <p>An individual who is responsible for submitting a grant on behalf a company, state, local, or tribal government, academia or research institution, not-for-profit or any other institution.</p> <p>Organization Registration Overview</p>	<p>I want to Register as an Individual on my own behalf.</p> <p>Submitting a grant on your own behalf. If you register as an Individual, you will only be able to apply to grant opportunities that are open to individuals. An individual cannot submit a grant application to a grant opportunity that is open to organizations.</p>

[Organization Registration User Guide](#)

[Individual Registration User Guide](#)

Sign-up for our "Succeed" Quarterly Newsletter

Quick Links

New! Grants.gov Blog

FOR APPLICANT

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

FOR GRANTOR

- Agency Login
- New Grantor User
- Resources

Glossary Term: Operational Research Consultants (ORC). The organization that Grants.gov has selected to validate the electronic identity of an individual through electronic credentials, PINs, passwords and PKI certificates.

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
- 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 10% 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 will 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)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 encouraged
 - ◆ 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(d). 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. NABEC	11.801			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	\$	\$	\$	\$	\$	

NABEC

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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. NABEC 11.801 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. NABEC 11.801	\$ 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