

**MINORITY BUSINESS DEVELOPMENT AGENCY
U.S. DEPARTMENT OF COMMERCE
Friday, February 6, 2009
9:00 A.M. C.S.T.**

**Houston Minority Business Enterprise Center (MBEC)
PREAPPLICATION CONFERENCE**

8:45 a.m. - 9:00 a.m.	Dial-in Begins for Teleconference Participants	
9:00 a.m. – 9:10 a.m.	Roll Call	Efrain Gonzalez
9:10 a.m. – 9:20 a.m.	Overview of Teleconference Protocol	Efrain Gonzalez
9:20 a.m. – 9:30 a.m.	Welcome	John F. Iglehart
9:30 a.m. – 9:45 a.m.	Program Background <ul style="list-style-type: none">• Strategic Growth Initiative• Program Design & Objectives• Customer Relationship Management• Eligibility & Limitations• Funding Priorities	Efrain Gonzalez
9:45 a.m. – 9:50 a.m.	Questions and Answers	
9:50 a.m. – 10:05 a.m.	Work Requirements <ul style="list-style-type: none">• Geographic Service Area• Establishment of Office• Training• Work Requirements	Rita Gonzales
10:05 a.m. – 10:15 a.m.	Questions and Answers	
10:15 a.m. – 10:35 a.m.	Computer Requirements <ul style="list-style-type: none">• Network Design• Desktop Workstations• Maintenance & Security• Web Site• Network Map	Yolanda Whitley
10:35 a.m. – 10:45 a.m.	Questions and Answers	
10:45 a.m. – 11:00 a.m.	Break	
11:00 a.m. – 11:20 a.m.	General Instructions & Required Documentation <ul style="list-style-type: none">• Required Forms & Key Points• OMB Circulars	Beverly Manley
11:20 a.m. – 11:30 a.m.	Questions and Answers	
11:30 a.m. – 11:50 a.m.	Grants.Gov – Online Applications <ul style="list-style-type: none">• Search for Grant Opportunity• Download Package• Work Offline• Register• Submit an Application	Greg Coss
11:50 a.m. – 12:00 p.m.	Question and Answers	

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12:00 p.m. – 12:15 p.m.	Performance	Efrain Gonzalez
	<ul style="list-style-type: none">• Measures• Standards	
12:15 p.m. – 12:25 p.m.	Questions and Answers	
12:25 a.m. – 12:45 p.m.	Proposal	Rita Gonzales
	<ul style="list-style-type: none">• End in Mind• Format• Review & Selection Process	
12.45 p.m. – 1:00 p.m.	Questions and Answers	
1:00 p.m.	Close	

MBDA Resource Team

John F. Iglehart, Regional Director, Dallas National Enterprise Center
Efrain Gonzalez, Chief, Office of Business Development
Yolanda Whitey, Chief Information Officer, Office of Information Technology, Research and Innovation
Rita Gonzales, Acting Program Manager, Office of Business Development

Department of Commerce Resource Team

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

Pre-Application Conference Taping

MBDA shall record the presentation, questions and answers conducted during the Pre-Application Conference This teleconference will be taped and will be accessible through March 2, 2009, 5:00 pm EST. To access the recording, please call 1-203-369-0049.

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.