



**Exporting Project
Pre-Application Conference
Monday, June 6, 2016
2:00 p.m. – 4:00 p.m.**

AGENDA

- I. **Welcome** Alejandra Castillo
National Director

- II. **Overview**
 - a. Teleconference Protocol (N. Chambers – 5 minutes)
 - b. Important Dates
 - c. Speakers
 - d. Purpose of the Teleconference

- III. **Business Case for the Program** (E. Gonzalez – 15 minutes)
 - a. Overview of the State of Minority Firms in the U.S.
 - b. Growth Trend
 - c. Economic Contribution Trend
 - d. Employment Contribution Trend
 - e. Comparison of Growth Rates
 - f. Comparison of Gross Receipts
 - g. Comparison of Average Receipts by Employment Firms
 - h. Comparison of Employment Share
 - i. Impact & Outcomes of MBDA Programs for FY'14

- IV. **Program Description** (J. Hill – 5 minutes)
 - a. MBDA Vision, Mission, and Objectives
 - b. Our History & Nationwide Network
 - c. Program Priorities
 - d. Program Authority
 - e. MBDA Clients
 - f. Project Clients

- V. **Federal Award Information** (N. Chambers – 15 minutes)
- a. Funding Availability
 - b. Period of Performance
 - c. Type of Funding Instrument
 - d. Notification of Award

- VI. **Eligibility Information** (E. Mack – 3 minutes)
- a. Eligible Applicant
 - b. Cost Sharing or Matching Requirement
 - c. Strategic Partners
 - d. Primary Performance Elements

(Q&A)

- VII. **Trademark and Licensing Requirements** (J. Arnold – 10 minutes)

- VIII. **Clarification of Requirements** (N. Chambers – 5 minutes)
- a. General Submission Requirements
 - b. Application Requirements
 - c. Applicant Narrative - Capability
 - d. Applicant Narrative – Resources
 - e. Applicant Narrative – Techniques and Methodologies
 - f. Proposed Budget and Budget Narrative
 - g. Bonus Points

- IX. **Application Submission Information** (N. Chambers – 15 minutes)
- a. Address to Request Application Package
 - b. Content and Form of Application Submission
 - c. Unique Entity Identifier and System for Award Management (SAM)
 - d. Submission Dates and Times
 - e. Intergovernmental Review
 - f. Funding Restrictions
 - g. Other Submission Requirements

- X. **Application Review Information** (E. Mack – 10 minutes)
- a. Criteria
 - b. Review and Selection Process
 - c. Federal Awarding Agency Review of Risk Posed by Applicants
 - d. Anticipated Announcement and Federal Award Dates

- XI. **Federal Award Administration Information** (J. Hill – 5 minutes)
- a. Federal Award Notices
 - b. Administrative and National Policy Requirements
 - c. Reporting

(Q&A)

- XII. **Federal Awarding Agency Contacts** (J. Hill – 2 minutes)
- a. MBDA Q&A email: mbdabusinesscenters@mbda.gov
 - b. FAQ's
- XIII. **Other Information** (E. Mack – 10 minutes)
- a. Post Award Conference
 - b. Past Performance and Non-Compliance with Award Provisions
 - c. Limitation of Liability
 - d. Audit Costs
 - e. Freedom of Information Act Disclosure
 - f. Appendices to the FFO and Project Requirements Documents
- XIV. **Q&A**
- XV. **Closing Remarks & Wrap Up**
- XVI. **Adjourn**