

Broad Agency Announcement (BAA) Frequently Asked Questions (FAQs) – Competition ID: MBDA-OB-2016- 2004926

The list of Frequently Asked Questions and answers are intended to provide information about the Minority Business Development Agency, our programs, and our upcoming grant competition. The information also provides basic guidance on preparing an application for the grant competition, also referred to as the Broad Agency Announcement (BAA). (UPDATED: July19, 2016)

Who is the Minority Business Development Agency?

The Minority Business Development Agency (MBDA) is a bureau of the U.S. Department of Commerce and leads Federal Government efforts to promote the growth and global competitiveness of America’s growing minority business enterprise (MBE) community. Through MBDA’s services MBEs are better equipped to create jobs, contribute to local economies, and sustain America’s position as a world economic leader. MBDA’s programs and initiatives are focused on providing increased access to capital, contracts, and markets.

What is the MBDA BAA?

The 2016-2017 BAA is a mechanism to encourage proposals for new programs, education, outreach, innovative projects or sponsorships that are not addressed through the business center program.

Can an entity apply for more than one of the key priorities in the BAA?

Yes. An entity/applicant can apply for more than one of the key priorities in the BAA. An applicant interested in applying for more than one priority announced in the BAA must prepare a proposal that demonstrates the applicant’s ability to fulfill the elements as discussed in the BAA for each priority the application covers. Applicants must file separate applications for each priority using the Competition ID: MBDA-OB-2016-2004926 on each application and listing the specific priority covered by the application.

What types of entities may apply for the BAA?

Eligible applicants may be for-profit entities (including but not limited to sole-proprietorships, partnerships, limited liability companies and corporations), non-profit organizations, institutions of higher education, commercial organizations, individuals, state and local government entities, or Indian Tribal governments.

Who does the MBDA BAA support?

Proposals submitted in response to the BAA will support MBDA’s mission by developing an innovative and effective approaches that strategically engage MBEs to participate in these areas: commercialization of technology

innovation; economic and business development opportunities for minority businesses in communities impacted by natural or man-made disasters in the Gulf area and throughout the nation; MBEs enrolled in the last three years of the program or recent graduates from the SBA Section 8(a) Program by providing transitional business development assistance and services; new and innovative financing methods that will utilize non-traditional sources of funding for MBEs, such as projects that make use of micro-loans, community based lending, revolving loan fund programs, and family wealth programs; and organization(s) that provide training to businesses owned by minorities between the ages of 16 and 35 and technical support to foster entrepreneurship and business innovation.

When can I submit an application under the BAA?

Applications will be accepted from June 22, 2016 through June 21, 2017.

How do I prepare to submit an application?

1. The First Step

Become familiar with MBDA key priorities. Having institutional knowledge of MBDA and its recent efforts, impacts, and performance are key. You can learn more about our previous programs at www.mbda.gov. Take particular note of reading our most current Annual Performance Report.

2. The Second Step

[Register on the MBDA website](#) to receive notifications. Search for the (BAA) using its competition number, MBDA-OBID-2016-2004926. All announcements are posted on www.grants.gov.

3. The Third Step

Read the entire announcement.

4. The Fourth Step

If you have decided to apply, please initiate the following administrative procedures as soon as practicable:

a. Dun and Bradstreet

Obtain a Dun and Bradstreet (D&B) number. The D&B number is used as the best way for the federal government to identify and track organizations and companies that receive grants through federal government programs. A D&B number can be obtained online or over the phone at 1-866-705-5711.

b. [System for Award Management \(SAM\)](#)

Register in the System for Award Management (SAM). The SAM is the official U.S. government system that consolidated the capabilities of several government-wide registries including the Central Contractor Registration (CCR) System. You must register your business with at www.sam.gov to do business with the federal government.

c. [Grants.gov](#)

Register in the Grants.gov system at <http://www.grants.gov>. Your application must be submitted online through Grants.gov in order to be filed with MBDA.

5. The Fifth Step

Write the proposal for submission and submit. This is the final step in the application process, and cannot be completed unless the applicant has registered with each of the stated entities above.

After the application is submitted, what is the review process?

The panel review process begins with an initial screening to verify that all required forms and documentation are received by the deadline. Each application then goes through an independent merit review by a panel of at least three experts, of which one panel member will be an MBDA employee. Each application is reviewed based on the criterion published in the BAA. The panel will review, evaluate, and score the application. Following the panel review, the MBDA National Director, MBDA's Selecting Official, makes the final decision as to whether the application will receive funding. MBDA expects to recommend funding for meritorious applications based on the merit panel review. Prior to finalizing the award, MBDA may conduct negotiations with the applicant regarding the application that the Selecting Official anticipates recommending and/or may request that the applicant provide written clarifications regarding the application.

How long does this process take?

The specific timeline varies for each application. Anticipated time for processing awards is seventy-five (75) days from the closing date for receipt of applications. MBDA anticipates that the awards under the Broad Agency Announcement for Fiscal Year 2016 funds should be submitted as soon as possible.

How are the BAA Projects evaluated?

Each application will be evaluated based on the criteria articulated in the BAA. The criteria are as follows: (1) the Applicant Narrative, (2) Proposed Budget, and (3) Budget Narrative. For additional information, please visit www.mbda.gov and www.grants.gov.

What is the difference between a grant and a cooperative agreement?

The key difference between a grant and a cooperative agreement is that under a cooperative agreement, the Federal agency has substantial involvement in the operation and the technical assistance provided. The BAA projects will receive federal funds through a cooperative agreement.

For Additional Information

- Visit www.mbda.gov on a regular basis for updates
- Register on www.grants.gov for upcoming notices
 - Key in CFDA 11.802 Minority Business Resource Development