

**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**

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 <ul style="list-style-type: none">• Strategic Growth Initiative• Program Design & Objectives• Customer Relationship Management• Eligibility & Limitations• Funding Priorities	Efrain Gonzalez
1:30 p.m. – 1:35 p.m.	Questions and Answers	
1:35 p.m. – 1:50 p.m.	Work Requirements <ul style="list-style-type: none">• Geographic Service Area• Establishment of Office• Training• Work Requirements	Rita Gonzales
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 <ul style="list-style-type: none">• Required Forms & Key Points• OMB Circulars	Beverly Manley
2:30 p.m. – 2:35 p.m.	Questions and Answers	
2:35 p.m. – 2:55 p.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
2:55 p.m. – 3:00 p.m.	Question and Answers	

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(Continued...)**

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