

Minority Business Development Agency

Minority Business Enterprise Center (MBEC) Program

Pre-Application Conference
February 6, 2009

Dial In By: 8:45 AM CST

Start Time: 9:00 AM CST

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 – January 26, 2009**

- **Grants.gov**
 - ◆ **Posted – January 27, 2009**

- **Federal Funding Opportunity Announcement**
 - ◆ **Posted – January 26, 2009**

- **Competition Closes**
 - ◆ **March 2, 2009, 5:00 PM EST**

Purpose of Conference

- Clarify Requirements Contained in the Federal Funding Opportunity Announcement
- Answer Questions Related to the Solicitation
- Houston MBEC Listed for Competition

Introduction of Speakers

MBDA Team

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

U.S. Department of Commerce

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

2. Welcome

John F. Iglehart, Regional Director,
Dallas National Enterprise Center

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

MBDA provides a repository of publications for public research and review.

- 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

MBDA conducts studies on the state of minority business enterprises (MBEs), trends impacting MBEs, their performance, and challenges and opportunities for minority business growth. MBDA shares its research with academia and government agencies to expand the knowledge of MBEs and to provide additional information that can shape programs in support of MBEs.

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

QUICK LINKS

- My MBDA
- Press Ro
- CRM Initi
- Discussion
- Multimedia
- FAQ Cente
- All Busines
- Survey Ce
- Text Size

11

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 Required
- 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 MBEs 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, Acting Program Manager,
MBDA Office of Business Development

4(a). Geographic Service Area

- Houston-Sugar Land-Baytown, TX

4(b). Establishment of Office

- ☐ Fully Operational
 - Within 30 Days of Receipt of Award
- ☐ Project Director
- ☐ All Staff
- ☐ Operational Support Items

4(c). Training

- 8 Training Sessions Outlined (page 27)
- 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: MBEC 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. Computer Requirements

- Network Design
- Desktop Workstations
- Maintenance & Security
- Web Site
- Network Map

Yolanda Whitley, Chief, Information Officer
MBDA Office of Information Technology,
Research and Innovation

5(a). Network Design

- Client server network for locations that deliver services and stand-alone/network printers
- Microsoft Windows 2003 compatible
- 200 gig hard drive w/2 disks
- Web, mail servers maintained by 3rd party must also be compatible (ISP providers)

5(b). Desktop Workstations

- One desktop for each staff delivering Min Bus assistance to the public via MBDA
- No more than 2 years old at time of award
- Pentium IV, 2.33 gigahertz, 512 Ram
- CD or DVD reader/writer
- Windows 2003 or XP compatible OS, Ethernet protocol
- MS Office Professional or higher
- MS Explorer 7.x or higher
- Anti-virus sw or hw based firewall
- Adobe 8.1 or higher on at least 1 workstation

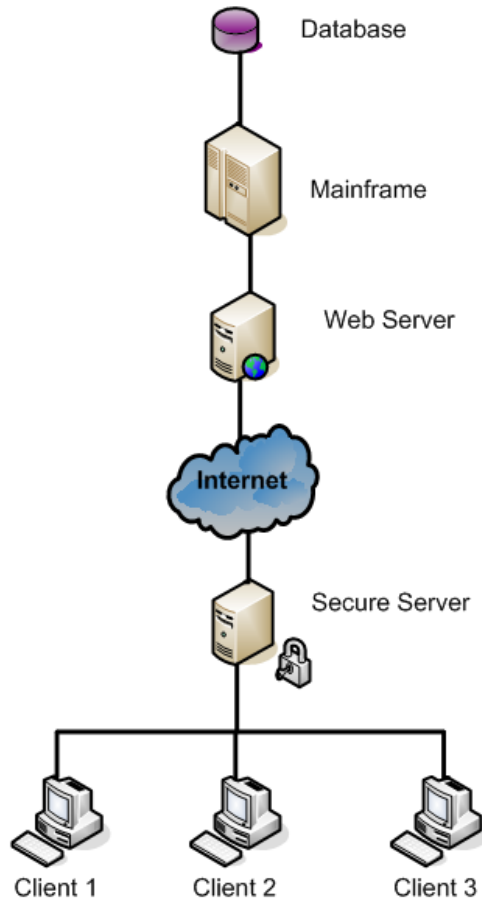
5(c). Maintenance & Security

- Maintain network map (as built) on site reflecting adherence to requirements
- Designate and train on network or system administrator
- Additional software may be required price range (\$300-600) per server
- Unique username, passwords and email address required
- Security agreements signed by every employee including contractors; no access provided without signed agreement
- Copies of agreements to be faxed to MBDA CIO within 30 days after award

5(d). Website

- Recipients must create/maintain web site conforming to MBDA web standards (portal) (see FFO p.45 for details)
- Ex.: Employee Bio's, Contact information
- No 3rd Party advertising of commercial goods and services
- Must provide an external link policy, subject to withdrawal by MBDA if unsuitable
- Must comply with Americans with Disabilities Act, Section 508

5(h). Network Map



- Applicant must provide a network map
- Identify equipment and capacity

5. Computer Requirements

Questions and Answers

6. General Instructions & Required Documentation

Beverly Manley, Grants Officer, NOAA
Office of Acquisition Management,

6(a). Required Forms

- Standard Forms 424, 424A (Pages 1-2), 424B and LLL
- Commerce Department Forms 511
- Budget Narrative explaining each budget line item listed on the SF-424A

6(b). Key Points to Remember

- 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 SF424A & SF424 reconciles
- Budget Narrative must be detailed
- Paper Submission - Preferably all signatures should be in blue ink

6(c). Key Points to Remember

- A discussion of cost share must be included (Non Federal Share)
- A letter from any/all 3rd Party Contributors must be detailed and signed
- Fees are required; discuss the method for collecting and charging fees, including policy for waiving fees

6(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 (required)

6(f). 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.

6(g). OMB Circulars

- Circulars may be downloaded at www.whitehouse.gov/omb/circulars

6(h). Final Comments

- Read the Notice carefully for all requirements.
- Ensure all forms and required documents are signed.
- Ensure all figures are correct.

6. General Instructions & Required Documentation

- Questions and Answers

7. Grants.Gov: Learning to Apply Electronically

Greg Coss, Point of Contact for Grants.gov,
NOAA, Office of Acquisition Management

7(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

7(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

HELP

CONTACT US

SITE MAP

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

Sign-up for "Success" Quarterly Newsletter

Quick Links

New! Grants Blog

FOR APPLICANTS

- [Grant Search](#)
- [Grant Email](#)
- [Get Registered](#)
- [Applicant Login](#)
- [E-Biz POC List](#)

FOR GRANTORS

- [Agency Login](#)
- [New Grants](#)
- [Resources](#)

GRANTS POLICY COMMITTEE

E-GOV

USA.gov
Government Made Easy

Benefits.gov

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

Then click
“Basic
Search.”



The screenshot shows the Grants.gov homepage. The left sidebar contains a navigation menu with the following items: **FOR APPLICANTS** (with a sub-menu where 'Find Grant Opportunities' is highlighted and 'Basic Search' is selected), '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 main content area is titled 'FIND GRANT OPPORTUNITIES' and contains information about searching for grants, including links for 'Basic Search', 'Browse by Category', 'Browse by Agency', and 'Advanced Search'. The right sidebar includes a 'Sign-up for our "Succeed" Quarterly Newsletter' section, 'Quick Links', and 'FOR GRANTORS' links.

GRANTS.GOVSM

Search Contact Us Site Map Help RSS Home

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]

GRANTS POLICY COMMITTEE **E-GOV** **USA.gov** **GOV Benefits.govTM**

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

The screenshot shows the Grants.gov website. The header includes the Grants.gov logo and navigation links: Contact Us, SiteMap, Help, RSS, and Home. A breadcrumb trail reads: Home > Find Grant Opportunities > Search Grant Opportunities. The main heading is "Search Grant Opportunities". Below this are four search buttons: Basic Search (selected), Browse by Category, Browse by Agency, and Advanced Search. A "Search" link is also present. Instructions state: "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." A link to "Search Tips" and a "Help" button are also shown. The search fields are: "Keyword Search:" (empty), "Search by Funding Opportunity Number:" (empty), and "Search by CFDA Number:" (containing "11.800"). A blue arrow points to the "11.800" text. At the bottom are "Search" and "Clear Form" buttons. A left sidebar contains links for applicants and grantors.

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Contact Us SiteMap Help RSS Home

Home > Find Grant Opportunities > Search Grant Opportunities

Search Grant Opportunities

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

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**

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

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SITE MAP

- In "Search by CFDA Number," type in 11.800
- This is the CFDA number for the MBEC solicitation, and will lead you to the opportunity.

7(c). Downloading the Application Package

- You have reached the Federal Funding Announcement (FFO) for MBEC.

The screenshot shows the Grants.gov website interface. At the top, the Grants.gov logo and navigation links (Contact Us, SiteMap, Help, RSS, Home) are visible. A breadcrumb trail indicates the path: Home > Find Grant Opportunities > Search Grant Opportunities > Search Results. The main heading is "Search Results". Below this, sorting options are shown: "Sort: Close Date, Ascending" and a link to "Sort by Open Date". The results are displayed in a table with four columns: "Close Date", "Opportunity Title", "Agency", and "Funding Number". A single result is shown for the date 03/02/2009, titled "Houston Minority Business Enterprise Center (MBEC)", from the "Department of Commerce", with funding number "1180001272009". A blue arrow points to the "Opportunity Title" link. To the right of the table, it says "Results Page: 1" and provides a "New Search" link. On the left side of the page, there is a vertical menu for applicants with options 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". Below this are links for "APPLICANT SYSTEM-TO-SYSTEM", "FOR GRANTORS", "ABOUT GRANTS.GOV", "HELP", "CONTACT US", and "SITE MAP".

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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SITE MAP

GRANTS.GOV™

Contact Us SiteMap Help RSS Home

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

Search Results

[New](#)

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

Close Date	Opportunity Title	Agency	Funding Number
03/02/2009	Houston Minority Business Enterprise Center (MBEC)	Department of Commerce	1180001272009

Results Page: 1 [New Search](#)

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

- After reviewing the FFO, click on “Application.”



The screenshot displays the Grants.gov website interface. At the top, the Grants.gov logo is visible, along with navigation links for Contact Us, SiteMap, Help, RSS, and Home. A breadcrumb trail indicates the current location: Home > Find Grant Opportunities > Search Grant Opportunities > Search Results > Synopsis.

The main heading is "Houston Minority Business Enterprise Center (MBEC)". Below this, there are three tabs: "Synopsis" (selected), "Full Announcement", and "Application". A blue arrow points from the "Synopsis" tab to the "Application" tab, indicating the next step in the process.

The "Synopsis" tab content includes a paragraph stating that the synopsis is detailed below and contains all updates. It mentions a closing date of 01/27/2009. Below this, there is a link to "send me change notification emails" and a note about providing an email address for notifications.

A disclaimer states: "Any inconsistency between the original printed document and the disk or electronic document shall be resolved by giving precedence to the printed document."

The "Description of Modification" section provides details about the grant opportunity, including the document type, funding opportunity number, opportunity category, posted date, creation date, and original closing date for applications. It also includes the current closing date for applications and the archive date.

The left sidebar contains navigation links for applicants, grantors, and help, as well as a search bar and a list of grant opportunities.

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

- Under “Instructions and Application”, click on the link entitled “download.”

GRANTS.GOVSM

Contact Us SiteMap Help RSS Home

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
11.800	1180001272009	1	Houston Minority Business Enterprise Center (MBEC)	Department of Commerce	download



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



[Contact Us](#) [SiteMap](#) [Help](#) [RSS](#) [Home](#)

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

DOWNLOAD OPPORTUNITY INSTRUCTIONS AND APPLICATION

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

CFDA Number: 11.800: Minority Business Enterprise Centers

Opportunity Number: 1180001272009: Houston Minority Business Enterprise Center (MBEC)

Competition ID: 1

Competition Title: Houston Minority Business Enterprise Center (MBEC)

Agency: Department of Commerce

Opening Date: 01/27/2009

Closing Date: 03/02/2009

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](#) 

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

- Make sure to print out the instructions.

ANNOUNCEMENT OF FEDERAL FUNDING OPPORTUNITY

MINORITY BUSINESS ENTERPRISE CENTER PROGRAM

EXECUTIVE SUMMARY

- **Federal Agency Name(s):** Minority Business Development Agency (MBDA), Department Of Commerce
- **Funding Opportunity Title:** Minority Business Enterprise Center (MBEC) Program.
- **Announcement Type:** Initial Announcement
- **Catalog of Federal Domestic Assistance (CFDA):** 11.800, Minority Business Enterprise Center Program (formerly Minority 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 a Minority Business Enterprise Center (MBEC) in the following location and geographical service area:

Name of MBEC	Location of MBEC	MBEC Geographical Service Area**
Houston MBEC	Houston, TX	Houston-Sugar Land-Baytown, TX MSA**

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



Grant Application Package

Opportunity Title:	Houston Minority Business Enterprise Center (MBEC)
Offering Agency:	Department of Commerce
CFDA Number:	11.800
CFDA Description:	Minority Business Enterprise Centers
Opportunity Number:	1180001272009
Competition ID:	1
Opportunity Open Date:	01/27/2009
Opportunity Close Date:	03/02/2009
Agency Contact:	Efrain Gonzalez Chief, Office of Business Development E-mail: egonzalez@mbda.gov Phone: 202-482-1940

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)
 Budget Narrative Attachment Form
 Disclosure of Lobbying Activities (SF-LLL)
 CD511 Form
 Assurances for Non-Construction Programs (SF-424)
 Budget Information for Non-Construction Programs

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.).

7(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.

7(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

7(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 homepage with a navigation menu on the left and a main content area. The left menu includes links for 'FOR APPLICANTS', 'FOR GRANTORS', and 'ABOUT GRANTS.GOV'. The 'FOR APPLICANTS' section is highlighted in red and contains links for 'Find Grant Opportunities', 'Get Registered', 'Organization Registration', 'Individual Registration', 'Apply for Grants', 'Track Your Application', 'Applicant Resources', and 'Search FAQs, User Guides and Site Information'. The main content area is titled 'GET REGISTERED' and contains information about the registration process, including a warning about system slowness and a note about the registration process being mandated by the Grants Executive Board (GEB). It also provides links for 'Organization Registration' and 'Individual Registration'.

GRANTS.GOV™

Search Contact Us Site Map Help RSS Home

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

[I want to Register on behalf of an Organization.](#)

An individual who is responsible for submitting a grant on behalf of a company, state, local, or tribal government, academia or research institution, not-for-profit or any other institution.

[Organization Registration Overview](#)

[Organization Registration User Guide](#)

Individual Registration

[I want to Register as an Individual on my own behalf.](#)

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.

[Individual Registration User Guide](#)

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

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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.

7(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).

7. Grants.Gov: Learning to Apply Electronically

- *Questions and Answers*

Greg Coss is POC at Commerce for Grants.Gov

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Email Address: gcoss1@doc.gov

8. Performance

- Measures
 - ◆ Items
 - ◆ Minimum Goals
 - ◆ Definitions
- Standards

Efrain Gonzalez, Chief
MBDA Office of Business Development

8(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.)

8(b). Measures – Min. Goals

- All goals listed are minimum requirements
- Goals based on Federal Funding level

8(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

8(d). Performance - Standards

- Rating System
- Based on Cumulative Points Earned (Quantitative and Qualitative)
- Minimum Acceptable Rating is “Satisfactory”
 - ◆ Progressively Increases
 - ◆ Year 1 is 78.0%
 - ◆ Year 2 is 80.0%
 - ◆ Year 3 is 85.0%
- Non-Federal Cost Share Must be Met

8. Performance

- *Questions and Answers*

9. Proposal

- End in Mind
- Format
- Review & Selection Process

Rita Gonzales, Acting Program Manager,
MBDA Office of Business Development

9(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

9(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

9(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

9(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

9(b)iii. Techniques & Methodology

- Describe how each of the work requirements shall 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

9(b)iii. Techniques & Methodology

■ Staffing Allocation Chart Year 1 - Example

Role	Status	Project Allocation	Hours	Client Consulting Hrs & %		Admin Time Hrs & %		Other (List Here) Time Hrs & %	
Project Director	Full Time	100%	2,050	410	20%	1,025	50%	615	30%
Business Consultant	Full Time	100%	2,050	1,640	80%	205	10%	205	10%
Business Consultant	Part Time	80%	1,640	1,312	80%	164	10%	164	10%
Admin. Asst.	Full Time	100%	2,050	0	0%	2,050	100%	0	0%
Intern	Part Time	50%	1,025	103	10%	820	80%	103	10%
Total			8,815	3,465	39%	4,264	49%	1,087	12%
									71

9(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 required
 - ◆ 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

9(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%				
Fees UnCollectable	20%				
Total Billing Adjustments					
Adjusted Total - Client Fees					

1. Match to Performance Goals

2. Match to Staff Allocation Table

3. Describe Policy

4. Match to SF 424A (p.2)

9(c). 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. MBEC	11.800			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	\$	\$	\$	\$	\$	

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. MBEC 11.800 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. MBEC 11.800	\$ 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)
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- Line 18

Item d	Signature must be affixed to form
Item e	Date must be included

10. Close

MBDA Office of Business Development