



**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](mailto: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**