

Metropolitan Area. Contingent upon the availability of Federal funds, the cost of performance for each of three 12-month funding periods from January 1, 2004 to December 31, 2006, is estimated at \$407,604. The total Federal amount is \$346,463. The application must include a minimum cost share of 15% or \$61,141 in non-Federal contributions.

The minimum performance goals for the MBDC are:

*Dollar Value of Transactions:* \$30,273,967.

*Number of Jobs Created:* 93.

*Number of New Clients:* 194.

*Resource Entries:* 405.

*Facilitated Matches:* 10.

*Pre-Application Conference:* For the exact date, time and place, contact the San Francisco National Enterprise Center at (415) 744-3001 or visit MBDA's website at <http://www.mbda.gov>.

For Further Information and a copy of the application kit, contact Linda Marmolejo, Deputy Regional Director.

### *23. MBDC Application: Washington Statewide*

*Geographic Service Area:* State of Washington.

*Award Number:* 09-10-04006-01.

The recipient is required to maintain its MBDC in Seattle, Washington. Contingent upon the availability of Federal funds, the cost of performance for each of three 12-month funding periods from January 1, 2004 to December 31, 2006, is estimated at \$203,802. The total Federal amount is \$173,232. The application must include a minimum cost share of 15% or \$30,570 in non-Federal contributions.

The minimum performance goals for the MBDC are:

*Dollar Value of Transactions:* \$15,136,984.

*Number of Jobs Created:* 47.

*Number of New Clients:* 97.

*Resource Entries:* 203.

*Facilitated Matches:* 5.

*Pre-Application Conference:* For the exact date, time and place, contact the San Francisco National Enterprise Center at (415) 744-3001 or visit

MBDA's website at <http://www.mbda.gov>.

For Further Information and a copy of the application kit, contact Linda Marmolejo, Deputy Regional Director.

### **Matching Requirements**

Cost sharing of at least 15% is required. Cost sharing is the portion of the project cost not borne by the Federal Government. Applicants must meet this requirement in client fees and any one or more of remaining three means or a combination thereof: (1) Client fees (mandatory); (2) cash contributions; (3) non-cash applicant contributions; and/or (4) third party in-kind contributions.

The MBDC must charge client fees for services rendered. The fees may range from \$10 to \$60 per hour based on the gross receipts of the client's business ranging from \$0 to \$5 million and above. The MBDC must comply with the following policy restrictions when charging client service fees: (1) Client fees charged for one-on-one assistance must be based on a rate of \$100 per hour, (2) the MBDC must set fee rates based on the following chart:

| Gross receipts of client    | Base rate for services rendered | Percent of cost borne by client | Client fee per hour |
|-----------------------------|---------------------------------|---------------------------------|---------------------|
| \$0-99,999 .....            | \$100.00                        | 10                              | \$10.00             |
| \$100,000-299,999 .....     | 100.00                          | 20                              | 20.00               |
| \$300,000-999,999 .....     | 100.00                          | 30                              | 30.00               |
| \$1 Million-2,999,999 ..... | 100.00                          | 40                              | 40.00               |
| \$3 Million-4,999,999 ..... | 100.00                          | 50                              | 50.00               |
| \$5 Million and Above ..... | 100.00                          | 60                              | 60.00               |

(3) the MBDC must contribute cash for uncollected fees that were included as part of the cost sharing contribution committed for this award, and (4) client fees applied directly to the award's cost sharing requirement must be used in furtherance of the program objectives.

### **Type of Funding Instrument**

Financial assistance awards in the form of cooperative agreements will be used to fund this program. MBDA's substantial involvement with recipients will include performing the following duties to further the MBDC's objectives:

### **Post-Award Conferences**

MBDA shall conduct post-award conferences for all new MBDC awards to ensure that each MBDC has a clear understanding of the program and its components. The conference will: (1) Provide an MBDA Directory of Business Resources; (2) Orient MBDC program officers; (3) Explain program reporting requirements and procedures; (4) Identify available resources that can

enhance the capabilities of the MBDC; and (5) Provide detailed information about MBDA's business and other information systems.

### **Training**

MBDA shall conduct various qualitative training sessions for the MBDC staff. The training sessions are designed (in part) to improve communications, understandings, client service delivery, performance and reporting. The following training sessions are designated for the 2004 funding year:

(1) A systems integrated approach to client services, including client assessment and functional assistance (initial 5-day training), and subsequent advanced training (5-day follow-up training), and

(2) MBDA Portal tools including (but not limited to) Performance, Resource Locator, Capital Locator, Business Plan, Phoenix and Opportunity System. We anticipate that the training will be provided at MBDA's annual National

conference. Training sessions may be offered each funding year based on the availability of funds. Locations for the training sessions are subject to change.

### **Networking, Promotion and Information Exchange**

MBDA shall provide the following: (1) Access to business information systems, which support the work of the MBDC as described in the Enhancing the MBDCs Through Technology section. This information will be provided by MBDA's Office of Information Technology. The specific information systems and access to them will be provided at the time of the award for a particular MBDC; (2) Sponsor one national and at least one NEC conference; (3) Expand the Phoenix data bank of minority-owned firms by requiring other MBDA-funded programs to provide additional entries; (4) Promote the exchange of business opportunity information within the MBDA funded system using the Capital Locator, Resource Locator, Phoenix and