

Gross receipts of client	Base rate for services rendered	Percent of cost borne by client	Client fee per hour
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) if the NABDC chooses to contribute a cost-share amount, it must contribute cash for uncollected fees that were included as part of the cost sharing contribution committed for this award; (4) if the NABDC chooses to contribute a cost-share amount, client fees applied directly to the award's cost sharing requirement must be used in furtherance of the program objectives; and (5) fees must be charged to all eligible clients, regardless of minority group identification.

#### 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 NABDC's objectives:

#### Post-Award Conferences

MBDA shall conduct post-award conferences for all new NABDC awards to ensure that each NABDC has a clear understanding of the program and its components. The conference will: (1) Provide an MBDA Directory for Business Resources; (2) orient NABDC program officers; (3) explain program reporting requirements and procedures; (4) identify available resources that can enhance the capabilities of the NABDC; and (5) provide detailed information about MBDA's business and other information systems.

#### Training

MBDA shall conduct various qualitative training sessions for the NABDC 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.

#### Networking, Promotion and Information Exchange

MBDA shall provide the following: (1) Access to business information systems, which support the work of the NABDC as described in the Enhancing the NABDCs 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 NABDC. (2) Sponsor one national and at least one NEC conference. (3) Expand the Phoenix data bank of Native American and 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 Opportunity system on the MBDA Portal located at <http://www.mbda.gov>. (5) Work closely with the NABDC to establish a system in which procurement and contract opportunities can be shared with the network of NABDCs. This system will include opportunities identified throughout the MBDA network using the Phoenix and Opportunity system located at <http://www.mbda.gov>. (6) Help promote special events to be scheduled at the local community, state and national levels in celebration of MED Week, which occurs annually, and (7) Identify Federal, state and local governments, and private sector market opportunities to the NABDCs using the Capital Locator, Resource Locator, Phoenix and Opportunity system on the MBDA Portal located at <http://www.mbda.gov>.

#### Project Monitoring

MBDA will systematically monitor the performance of the NABDC. This monitoring includes regular review of data input to the performance system, assessment of the end of the second quarter progress report, an on-site review of the center's client files to

verify NABDC performance, reported assistance and interviews with clients assisted. In consultation with clients of the individual NABDC, MBDA will assess the Center's effectiveness in providing business development services to their respective minority business communities. MBDA will then provide a report of findings and recommendations for improvement as a result of evaluations and monitoring visits. MBDA will also assess the NABDC's performance for the first and third quarters of performance data (as recorded in the Performance System) and provide a written report of findings. MBDA will approve qualifications of key NABDC staff and respond in a timely manner to correspondence requesting MBDA action.

#### Eligibility Criteria

For-profit entities (including sole proprietorships, partnerships, and corporations), non-profit organizations, state and local government entities, American Indian Tribes, and educational institutions are eligible to operate NABDCs.

#### Award Period

The total award period is three (3) years. Funding will be provided annually at the discretion of MBDA and DoC, and will depend upon satisfactory performance by the award recipient, availability of funds to continue the project, and Agency priorities. Project proposals accepted for funding will not compete for funding in subsequent budget periods within the approved award period. Publication of this Notice does not obligate MBDA or DoC to award any specific cooperative agreement or to obligate all or any part of available funds.

#### Indirect Costs

The total dollar amount of the indirect costs proposed in an application under this program must not exceed the indirect cost rate negotiated and approved by a cognizant Federal agency prior to the proposed effective date of the award or 100 percent of the total proposed direct costs dollar amount in the application, whichever is less.