



July 26, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: GILBERT COLÓN *gil*
ACTING DIRECTOR

Subject: Weekly Report for August 1, 1994

CONGRESS

Congressional Hispanic Caucus Chairman José E. Serrano (D-NY) has reserved a site for the MED Week '94 Congressional Reception on October 11. The Black and Asian Caucuses have affirmed their support and we expect greater attendance this year than last year when 17 Members of Congress attended.

On Thursday, July 28, I will meet with Rep. Ron de Lugo (D-VI) to discuss the future status of MBDA assistance operations in the Virgin Islands.

The Legislative and Intergovernmental Affairs (LIA) Division scheduled staff members to monitor hearings for several issues with potential impact on minority businesses including alleged abuse in the franchise industry, SBA's new Minority Enterprise Development Program and proposed amendments to the Securities Act of 1933 and the Investment Company Act of 1940. LIA also prepared recommendations for an MBDA presence on the 100-member evaluation team for empowerment zone and enterprise community applications.

PRESS

Public Affairs Division staff faxed the text of your remarks on diversity to local minority media outlets including BET and Johnson Publications. We anticipate limited coverage by minority media.

News releases announcing minority business development center (MBDC) awards will be issued to minority media outlets in Jacksonville, FL, Greenville/Spartanburg, SC, San Juan, PR, San Francisco and Santa Barbara, CA.

WEEK IN REVIEW

At a meeting in Elyria, OH, with Lorraine County mayors and members of a northern Ohio banking consortium headed by EST Bank (BancOne), Assistant Director C. Howie Hodges discussed the impact of the Community Reinvestment Act on minority business lending and the role of our MBDCs. Business Development Specialist Gavin Chen scheduled a July 26 presentation at the Small Business Resource Center in Annapolis, MD, on capital and bond access for minority businesses.

Beginning Thursday, July 28, announcements requesting applications to operate the Chicago MEGA Center will appear in the Federal Register and the Commerce Business Daily. The \$1.343 million, 15-month project will provide specialized business assistance services to minorities in a ten-state region.

New York Regional Office (NYRO) managers met with the New York State Minority Business Opportunity Committee to discuss minority contract opportunities, plans for local MED Week observances, joint sponsorship of several minority and women business development conferences and the implementation of reciprocity in MBE certification between the State and the City of New York. NYRO staff met with the Philadelphia Executive Board to aid in developing a plan for use of the 1,000-acre Philadelphia Naval Yard which is scheduled to close in January 1995. NYRO arranged a meeting for representatives of several minority certification organizations, financial institutions, Black-owned United Bank and SBA to develop a \$2 million minority business loan program. The Hampton Roads MBDC assisted Calvin Ryder, President of Ryder Services in Newport News, VA, in obtaining a \$1,661, 312 contract to provide custodial support services at a NASA facility in Hampton, VA. Ryder, whose firm is an SBA 8(a) contractor, expressed praise for the MBDC and expects to increase his firm's Federal contracts.

Atlanta Regional Office (ARO) managers and staff met with Florida's MBDC directors and the Leon County minority business coordinator to draft a plan implementing the MBDA-State of Florida business development agreement. ARO managers will meet with a representative of the governor to discuss the plan and determine specific time lines for joint operations. ARO staff members will take part in the July 26-30 Unity '94 Conference, hosted by the National Association of Black Journalists, the National Association of Asian Journalists and the Native American Journalist Association in Atlanta, to discuss diversity in the media. The owner of Fayse & Deas Woodcrafting Company visited the Charleston MBDC to request assistance in acquiring funds to purchase marketing materials and inventory. The MBDC prepared an updated financial plan and a loan package, and identified a lender who approved a \$5,000 loan.

Chicago Regional Office Director David Vega appeared on the Minority Business Report on WGN-TV channel 9 to discuss MBDA's programs and services.

San Francisco Regional Office (SFRO) Director Melda Cabrera visited ITA's regional office for a follow-up session to the meeting you hosted earlier. The group focused on opportunities for creative collaboration to achieve common goals. SFRO staff attended a meeting of the Bay Area Small Business Development Corporation. The corporation has issued \$705,000 in loan guarantees which resulted in the creation of 41 new jobs and the saving of 81 existing jobs in the minority business community. The Bank of America Community Development Bank scheduled the first training session for July 28, under its partnership agreement with MBDA. SFRO and Los Angeles MEGA Center staff will attend.

AGENCY WORK ON SECRETARIAL INITIATIVES

In accordance with MBDA's NPR strategies and our plans for increasing minority businesses' access to capital, we have prepared procurement packages to gather information on minority business enterprise portfolio securitization.

SCHEDULE FOR MONTH

<u>Subject</u>	<u>Date</u>	<u>Activity</u>
Franchise Seminar	July 27	San Francisco Regional Office Director Melda Cabrera will participate in the event hosted by the San Francisco MBDC.
Franchise Seminars	August 1-31	Seminars will be hosted by MBDA-funded organizations in the Dallas region throughout the month.
Trade Association Briefing	August 24	MBDA will participate in the second "Round Table" Departmental briefing for trade associations and major intergovernmental organizations. The event will be held at the Department of Commerce in Washington, DC.

August 2, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: GILBERT COLÓN
ACTING DIRECTOR

Subject: Weekly Report for August 8, 1994

KEY DEPARTMENT NEWS

Preparations for the Department's largest annual minority advocacy event, Minority Enterprise Development Week (MED Week), are proceeding. Speaking invitations to various Federal officials will be issued this week. Registration brochures for the national MED Week conference are being distributed. Nominations for the 1994 National Minority Entrepreneur of the Year and other minority business awards are under evaluation, with final selections due by August 31.

A commemorative statement will be coming to you shortly for your signature. We hope to have your statement and the signed Presidential Proclamation in time for distribution at scheduled regional MED Week events which begin in August and run through the first week in October.

CONGRESS

Legislative and Intergovernmental Affairs (LIA) staff members attended a Senate Small Business Committee hearing regarding SBA's new Minority Enterprise Development Program, sections of which will tap MBDA to provide management and technical assistance. GAO testified. Both SBA and MBDA supplied background material to GAO. LIA will meet with staff members for Sen. Ernest Hollings (D-SC) to discuss the implementation of a rural Minority Business Opportunity Committee in South Carolina, and attend an August 3 House hearing on Franchise abuse and proposed solutions. Rep. LaFalce (D-NY) has introduced legislation which would authorize you to provide prospective franchisees with comprehensive franchising information.

PRESS

Assistant Director C. Howie Hodges was interviewed by Ernest Holsendorph of the Atlanta Journal and Constitution. Discussion topics included international trade and improved access to capital and bonding for minority businesses. Chicago Regional Director David Vega and I appeared on Minority Business Report. The syndicated program, filmed in Chicago, aired in Washington, DC on July 30.

WEEK IN REVIEW

MBDA managers assisted me in providing extensive oral and written briefings on all facets of MBDA program and administrative operations to Director-Designate Michael Rogers.

Public Affairs Division staff provided briefing papers on MBDA interests and activities as requested for the President's scheduled visits to Arizona, Tennessee, Missouri, Ohio, New Jersey and Connecticut.

In Indianapolis, at the National Urban League Conference, July 24-27, MBDA staff made presentations at three business workshops (overcoming obstacles, international trade and capital/bonding access) and offered program information at an MBDA exhibit booth.

The New York Regional Office reported that the Philadelphia Minority Business Development Center (MBDC) assisted a client in the purchase of a restaurant-hotel in Lansdale, PA, by preparing and presenting a proposal to the sellers who agreed to a twenty-year mortgage on the \$1.2 million purchase price. The MBDC also assisted in obtaining a \$55,000 equity term loan for working capital to augment the client's investment of \$26,000. The MBDC estimates that the Tremont Topas Restaurant/Hotel will gross \$900,000 in its first year of operations.

Atlanta Regional Office (ARO) Acting Director Robert Henderson visited Charlotte, NC, to meet with officials of NationsBank, SBA and the Charlotte Chamber of Commerce to discuss establishing a Business Resource Center to provide comprehensive business assistance services to small and minority businesses in Charlotte. ARO reports that the owner of Tarheel Supply Company, Inc. visited the Fayetteville MBDC for assistance in becoming certified to participate in SBA's 8(a) program. The MBDC updated the firm's financial statements and assisted in completing SBA-required certification documents. As a result of MBDC support, the firm received its certification with a 1994 level of \$610,000.

Chicago Regional Office (CRO) staff met with DOD regional representatives and negotiated an agreement to have DOD provide CRO's MBDCs with information on procurement opportunities with DOD prime contractors. The St. Louis MBDC assisted the owner of DKW Construction, Inc. in obtaining \$750,000 in financing

from Commerce Funding Corporation. The financing will enable the firm, recently certified to participate in the 8(a) program, to secure the bonding required to qualify for Federal set-aside contracts. The MBDC is now preparing a bonding application which will be submitted to Amwest Surety Corporation for consideration.

Dallas Regional Office (DRO) managers met with officials of NationsBank in Dallas to discuss developing a formal agreement to improve capital access for minority firms in Texas. In Fort Worth, DRO managers and staff took part in the Texas Association of Mexican American Chambers of Commerce annual convention. Fortune 500 company executives and business leaders from the U.S., Canada, Puerto Rico, Mexico and Latin America attended the convention where corporations and government agencies made spot purchases and signed contracts totaling over \$100 million with minority vendors.

San Francisco Regional Office (SFRO) staff members joined the staff of the Los Angeles MEGA Center in a training session provided by the Bank of America Community Development Bank under the MBDA-Bank of America partnership agreement. The Californian, a local paper in Salinas, CA, printed a story about SafetEquip, a newly-established minority firm, in which the firm owner praised the MBDC for the value of its business and financial planning services. According to the story, the MBDC was instrumental in assisting the firm in securing a \$127,000 line of credit.

SCHEDULE FOR WEEK

LIA is scheduled to complete recommendations for an MBDA role in the Commerce initiative on Competitive Communities. The recommendations will include a comparison of empowerment zone/enterprise community v. competitive community initiatives.

Assistant Director C. Howie Hodges prepared background and briefing material on MBDA for discussion and distribution at your August 2 meeting with African-American CEOs here at Commerce.

ARO Acting Director Henderson will attend the Atlanta Hispanic Chamber of Commerce general membership meeting on August 11 for a discussion of ways in which the Atlanta MBDC can assist minority business enterprises. On August 12, headquarters and CRO staff will host a pre-bid conference for applicants wishing to operate the regional MEGA Center in Chicago. The SFRO and the LA MEGA Center will offer a workshop on minority resources and access to the Federal market for a GSA procurement conference in Long Beach.

SCHEDULE FOR MONTH

Franchise Introductory
Seminars

August 1-31

MBDCs in the Dallas Region
will host training seminars
throughout the month.

Round Table Briefing

August 25

The Acting Director will
meet with representatives
from business and trade
associations and major
government organizations in
Washington, D.C.



August 16, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: GILBERT COLÓN *gcl*
ACTING DIRECTOR

Subject: Weekly Report for August 22, 1994

KEY DEPARTMENT NEWS

On August 9, President Clinton signed a proclamation designating the week of October 9-15, 1994, as Minority Enterprise Development Week. We have faxed the text of the proclamation to our regional offices for their use in planning and publicizing regional and local MED Week observances. We have distributed 70,000 conference information and registration brochures to individuals and advocacy organizations and we have responded to four media representatives who wish to cover the national conference. Letters inviting key Administration and Congressional officials to participate in various MED Week events are being revised and will be re-submitted presently for your signature. Letters inviting all 540 Senators and Representatives to attend the national conference are also being prepared for your signature. The review process for national MED Week award winners is nearing completion; 50 minority-owned firms and minority business advocates were nominated for the awards. For the first time, we are planning to feature "On-the-Spot" contract awards from Government and corporate buyers to minority vendors who attend the MED Week Marketplace on Oct. 13.

CONGRESS

Legislative and Intergovernmental Affairs Division staff prepared a response to the conference report on H.R. 3473, the "Riegle Community Development and Regulatory Improvement Act of 1994," which would establish the community development financial institutions that MBDA would support through its business assistance network.

Business Development Specialist Alfonso Jackson will attend a meeting chaired by Sen. Arlen Specter (R-PA) in Philadelphia to discuss minority business involvement in a \$70 million detention center project to be built in 1996.

PRESS

We expect to issue an announcement on the Beaumont Minority Business Development Center (MBDC) award this week.

WEEK IN REVIEW

Staff members in our Public Affairs Division prepared briefing papers on minority business issues and MBDA activities in Nevada, Washington and Wyoming, in preparation for the President's visits to those states.

Office of Program and Policy Development staff members met with USTTA representatives to develop a Memorandum of Understanding implementing the second phase of an MBDA-USTTA multicultural tourism project and draft Interagency Agreements for the upcoming Canada and Mexico minority Matchmaker trade delegations.

Representatives from several MBDA headquarters divisions and the Chicago Regional Office took part in a three-hour conference for bidders on the Chicago Minority Enterprise Growth Assistance (MEGA) Center award, answering program and technical questions posed by representatives of 25 potential applicants.

Luis Encinias, Chief of the Entrepreneurial Services Division, attended opening ceremonies for the Los Angeles MEGA Center. While there, he interviewed staff members and spoke with clients. He also met with the San Francisco Regional Office director.

Our Data Resources Division Chief, James Thomas, took delivery of printed copies of the 1993 MBDA Annual Business Assistance Report. Copies are being distributed to our regional and district offices, our funded organizations and other interested parties.

MBDA's New York Regional Office (NYRO) formally transferred responsibility for monitoring projects in Puerto Rico and the U.S. Virgin Islands to the Atlanta Regional Office and notified affected project directors of the change. The NYRO reported that the Richmond MBDC assisted Desktop Service Center, Inc., of Richmond in obtaining a \$148,000 loan from the Money Store to purchase a building. The building will support an expansion of operations, including six additional staff and an expected \$350,000 increase in sales within six months.

Robert H. Henderson, Acting Atlanta Regional Office (ARO) Director, met in Charleston, SC, with SBA, University of Charleston and NationsBank officials. Meeting participants agreed that the University will become a partner in establishing a Business Resource Center in Charleston, possibly by supplying a

building to house the center. ARO staffed an information booth at "Excel '94 - A Women in Business Showcase and Seminar," in Atlanta, and participated in a National Trade Data Bank Workshop sponsored by DoC, the State of Georgia and local business groups in Decatur. The owner of the Teaching, Loving and Caring Center received assistance from the Columbus MBDC to prepare a business plan and a business loan application. As a result of assistance provided by the MBDC, the firm was approved for a \$69,500 loan.

Business development specialists from the Chicago Regional Office (CRO) attended the Chicago Transportation Marketplace sponsored by the U.S. Department of Transportation. Approximately 250 persons attended the event at which MBDA's Chicago MEGA Center was an exhibitor. MBDA's franchise development contractor testified before the California Judiciary Committee on legislation to allow California-based franchisees to sue franchisors in California courts, rather than in districts designated only by franchisors. The legislation is expected to pass.

SCHEDULE FOR WEEK

At the Hispanic Chamber of Commerce's annual conference, MBDA Business Development Specialist Gavin Chen will discuss current Federal efforts to address the issue of access to capital for minority firms. The conference will be held in San Francisco, August 31-September 2, in San Francisco.

The Chicago Regional Director will take part in ribbon-cutting ceremonies for the Detroit MBDC at its new office. Local minority business leaders and elected officials are expected to attend.

AGENCY HEAD'S SCHEDULE FOR WEEK

We will host a Roundtable discussion for heads of local public and private business organizations here at the Department on August 25.

SCHEDULE FOR MONTH

Franchise Introductory Seminars	Aug. 1-31	MBDCs in the Dallas Region will host training seminars throughout the month.
New York Minority Business Breakfast Networking Meeting	Aug. 16	NYRO Acting Regional Director Fuller will attend this GSA-sponsored event in New York City.
Round Table Briefing	Aug. 25	MBDA managers will meet with representatives from business and trade associations and major government organizations in Washington, D.C.
Opportunity '94	Aug. 31	Sponsored by DRO, the JCPenney Co. and 42 local chambers of commerce, the MED Week event includes a trade show, seminars, and an awards banquet in Plano, TX.
Salute to Hasidic Business	Sept. 1	MBDA's NYRO Acting Director will present the Hasidic Business of the Year Award during this MED Week ceremony in Brooklyn, New York.
MED Week Proclamation and Awards Presentations	Sept. 1	The NYRO Acting Director and staff will attend this event at New York City Hall.
Franchise Introductory Seminars	Sept. 20-30	MBDCs in the Atlanta Region will host training seminars throughout the month.
D.C. Atlanta Business League/Georgia Association of Minority Entrepreneurs Fly-In	Sept. 14-17	In observance of MED Week, a group of Georgian minority entrepreneurs will visit Washington, DC, to discuss economic issues with government officials.
SFRO Youth Day	Sept. 20	Part of the regional MED Week celebration, this event will include a luncheon to highlight achievements of local youngsters.
ARO MED Week Awards Luncheon	Sept. 26	Outstanding minority entrepreneurs from eight southeastern states will be honored publicly in Atlanta.
ARO MED Week Golf and Tennis Tournament	Sept. 28	Proceeds from this event, hosted by DeKalb County and the Atlanta MBDC, will support a scholarship for the "Future Entrepreneur of the Year" award winner.



UNITED STATES DEPARTMENT OF COMMERCE
Minority Business Development Agency
Washington, D.C. 20230

August 23, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: MICHAEL C. ROGERS
DIRECTOR

Subject: Weekly Report for August 29, 1994

KEY DEPARTMENT NEWS

Planning for the MED Week '94 Youth Entrepreneurship Symposium continues apace. This two-day component of the 1994 MED Week National Conference will be held October 11-12, at the National 4-H Center in Chevy Chase, Maryland. We expect to have 300 minority youth attending the workshops, field trips and networking sessions. A special feature of the symposium will be the YouthMart, exhibits of goods and services produced for sale by youth-owned business enterprises. I am hoping that, prior to your departure on Friday, you will be able to videotape a requested MED Week welcome address for airing at regional MED Week events which begin August 30, and the youth symposium in October.

CONGRESS

Business Development Specialist Alfonso Jackson will attend a meeting chaired by Sen. Arlen Specter (R-PA) in Philadelphia to discuss minority business involvement in a \$70 million detention center project to be built in 1996.

PRESS

Upon approval by the DoC Office of Public Affairs, MBDA's Public Affairs Division will distribute a detailed news release highlighting specific events for the upcoming MED Week National Conference.

In Atlanta, regional office and funded organization staff members have taped local radio and television interviews discussing upcoming MED Week events in the region.

WEEK IN REVIEW

I videotaped a brief welcome address which will be aired at several upcoming regional MED Week '94 events.

We have been very active in identifying minority firms for upcoming trade missions. Our Legislative and Intergovernmental Affairs Division gathered names of businesses nominated by Members of Congress for a Matchmaker Trade Delegation to Mexico and the Resource and Market Development Division requested that each regional office canvass its Minority Business Development Centers (MBDC) to identify potential participants for the upcoming South Africa trade mission.

Assistant Director Howie Hodges and staff members met with Darryl Hill, President of International Business Resources, to discuss possible business opportunities for minorities with Russia and the Newly Independent States. Native American Program Coordinator Joe Hardy met with EDA representatives to negotiate funding for an interagency agreement for updating the publication, Federal and State Indian Reservations and Indian Trust Territories.

New York Regional Office (NYRO) Acting Director William Fuller spoke at a GSA-sponsored minority business breakfast in New York. Other government officials discussed potential business opportunities for the 50 minority and female business owners in attendance. The Washington MBDC assisted Manufacturing Engineering Systems of Rockville, Maryland, to secure a \$750,000 line of credit. The firm, which currently is receiving marketing assistance from the MBDC, estimates that this line of credit will generate an annual \$2 million sales increase.

Atlanta Regional Office (ARO) staff attended the weekly Midtown Kiwanis meeting where Franklin O'Neal of the Atlanta Chamber of Commerce discussed the Entrepreneurial Loan Fund. Currently, six local banks participate in the fund which has a total funding of \$11 million for loans of \$25,000-\$100,000. ARO staff assisted in developing the loan fund project. The Jacksonville MBDC provided the business and financial planning services needed by Cuddles of Love Day Care Center to secure a \$79,000 real estate loan to expand operations.

Our Chicago Regional Office reports that, at the Illinois White House Conference on Small Business in Chicago, several minority firms successfully formed a coalition to elect a slate of six candidates who will attend the 1995 conference in Washington, D.C.

Staff from the Dallas Regional Office attended a GSA-sponsored conference for Federal and state procurement officers to obtain information on contract opportunities available for minorities from GSA, AAFES, SBA DoD and state procurement offices. There were 250 participants at the conference.

San Francisco Regional Office (SFRO) staff attended a meeting of the Bay Area Minority Business Development Corporation for a discussion of that group's minority business loan program. To date, \$685,000 in loans to minority entrepreneurs have resulted in the saving of 47 local jobs and the creation of 28 new jobs. SFRO reports that the Riverside MBDC assisted Lessley Electric Construction, a 100 percent Native American-owned firm, in obtaining a \$30,000 line of credit from the Bank of America Loan Program and \$700,000 in bonding. The firm, which recently received SBA 8(a) certification, has experienced steady growth since its inception in 1989.

SCHEDULE FOR WEEK

MBDA Business Development Specialist Gavin Chen will discuss current Federal efforts to enhance access to capital for minority firms at the Hispanic Chamber of Commerce's annual conference August 31- September 2, in San Francisco. Assistant Director Bettie Baca will attend and MBDA will provide an information exhibit at the conference. Mr. Chen will meet with representatives of the Los Angeles MEGA Center and with SFRO staff and Bank of America (BOA) officials concerning the MBDA/BOA capital development agreement.

ARO staff will take part in the 14th Annual minority Business Opportunity Fair, sponsored by the Tennessee Minority Purchasing Council, August 23-16 in Nashville.

AGENCY HEAD'S SCHEDULE FOR WEEK

I will give a welcoming address and moderate panel discussions on several MBDA and DoC program initiatives at a Roundtable discussion for heads of local public and private business organizations here at the Department on August 25.

SCHEDULE FOR MONTH

Franchise Introductory Seminars	Aug. 1-31	MBDCs in the Dallas Region will host training seminars throughout the month.
Round Table Briefing	Aug. 25	MBDA managers will meet with representatives from business and trade associations and major government organizations in Washington, D.C.
Opportunity '94	Aug. 31	Sponsored by DRO, the JCPenney Co. and 42 local chambers of commerce, the MED Week event includes a trade show, seminars, and an awards banquet in Plano, TX.
Salute to Hasidic Business	Sept. 1	MBDA's NYRO Acting Director will present the Hasidic Business of the Year Award during this MED Week ceremony in Brooklyn, New York.
MED Week Proclamation and Awards Presentations	Sept. 1	The NYRO Acting Director and staff will attend this event at New York City Hall.
Franchise Introductory Seminars	Sept. 20-30	MBDCs in the Atlanta Region will host training seminars throughout the month.
D.C. Atlanta Business League/Georgia Association of Minority Entrepreneurs Fly-In	Sept. 14-17	In observance of MED Week, a group of Georgian minority entrepreneurs will visit Washington, DC, to discuss economic issues with government officials.
SFRO Youth Day	Sept. 20	Part of the regional MED Week celebration, this event will include a luncheon to highlight achievements of local youngsters.
ARO MED Week Awards Luncheon	Sept. 26	Outstanding minority entrepreneurs from eight southeastern states will be honored publicly in Atlanta.
ARO MED Week Golf and Tennis Tournament	Sept. 28	Proceeds from this event, hosted by DeKalb County and the Atlanta MBDC, will support a scholarship for the "Future Entrepreneur of the Year" award winner.
12th Annual MED Week Luncheon	Sept. 28	Part of the regional MED Week celebration, this event will be held in Chicago.



August 30, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: MICHAEL C. ROGERS
DIRECTOR

Subject: Weekly Report for AUGUST 30, 1994

KEY DEPARTMENT NEWS

The President signed FY 1995 appropriations legislation for the Department which includes \$43.9 million to MBDA. This legislation specifically earmarked \$500,000 for a technology management project with Historically Black Colleges and Universities, \$100,000 to establish an economic opportunity project in Cleveland, Ohio, and \$200,000 to fund a US-Africa trade and technology project at the Savannah State College in Georgia.

With your concurrence, as part of the 1994 Minority Enterprise Development (MED) Week observance, we will invite Secretary Espy, Mrs. Clinton and Mrs. Gore to speak at the 1994 Youth Entrepreneurship Symposium, October 11-12, in Chevy Chase, Maryland. Letters of invitation should arrive in your office for signature this week. You should also receive draft language for a MED Week commemorative message. If you approve, the message will be distributed to our regional and district offices for their local MED Week observances.

CONGRESS

We are preparing invitations to the chairmen of the Congressional Hispanic, Black and Asian Caucuses and other key Members of Congress to host the MED Week Congressional Reception and speak at the scheduled Legislative Update.

PRESS

We are awaiting OPA approval of a detailed news release on the 1994 MED Week National Conference. In addition, we will prepare "home town" releases on all national award winners as soon as they are identified. Releases announcing grant awards to 14 business assistance organizations will be distributed this week.

In Atlanta, Business Development Specialist Cheryl May-Holmes visited a local radio station for the Concerned Black Clergy's Mission Uplift Hour. During the program, Ms. Holmes invited minority churches to participate in MED Week by proclaiming Sunday, September 25 as "MED Week in the Churches Day."

WEEK IN REVIEW

I have videotaped a MED Week welcome address which will be used by our regional and district offices in their local MED Week celebrations. PAD staff completed a briefing paper on MBDA interests in Louisiana, in preparation for the President's upcoming visit to that state.

Attendance at the August 24 Roundtable Briefing for minority trade associations exceeded that of the earlier session held in April. GB Colón and I made opening remarks and chaired panel sessions where MBDA managers and staff provided information and answered questions on several innovative MBDA initiatives, including capital development, international trade, etc.

Legislative and Intergovernmental Affairs (LIA) staff provided ITA with nominations from 28 Members of Congress of minority entrepreneurs to participate in the upcoming Mexico Matchmaker Trade Mission.

Native American Program Coordinator Joe Hardy met with NMS officials from the Administration for Native Americans to develop an interagency agreement for funding a Native American initiative.

Acting New York Regional Office (NYRO) Director William Fuller discussed MBDA's program and services at a minority media press conference called by SBA to announce its new "LOC DOC" lending program. NYRO reported that the Baltimore MBDC assisted Metaflex, Inc., a Gaithersburg manufacturing firm, to obtain a \$300,000 SBA-guaranteed loan for the Industrial Bank of Washington. The MBDC was instrumental in getting SBA to reconsider the guarantee after an initial rejection. The loan will enable Metaflex to employ three people and realize gross sales of \$1,000,000 within the next year.

Atlanta Regional Office (ARO) Acting Director George Dodd and staff have participated in several ITA-sponsored functions in Atlanta, including meetings with ITA regional trade specialists and involvement in an ITA national conference call on an upcoming Match Maker trip to Honduras, Costa Rica and Panama. ARO has been successful in identifying minority participants for this mission. ARO reported that the Augusta MBDC assisted Little Folks Daycare to restructure the firm's debt and find sufficient collateral to secure a loan. As a result of MBDC assistance, the firm received a \$168,967 consolidation, working capital and equipment acquisition loan.

Chicago Regional Office Director David Vega attended a '95 White House Conference on Small Business debriefing where he met with members of the Minority Delegates Caucus to discuss inclusion of critical minority business development issues in the upcoming conference.

San Francisco Regional Office Director Melde Cabrera met in Santa Cruz, California, with officials of Barrios Unidos, an organization assisting "at-risk" youth, to encourage the group's youthful entrepreneurs to participate in the September 20 Minority Youth Day MED Week observance.

AGENCY WORK ON SECRETARIAL INITIATIVES

Concerning improved access to capital for minority businesses, we have opened discussions with the International Fidelity Insurance Company of New Jersey to negotiate an agreement to increase access to surety bonding. This will exceed the current agreement with Amwest Financial to include the development of a re-insurance market for minority surety bonds.

SCHEDULE FOR WEEK

PAD will submit articles and photos on the August 24 Roundtable and the MED Week '95 National Conference for publication in the next edition of Commerce Focus. Assistant Director Bettie Bace and headquarters staff members will join San Francisco Regional Office staff members at the U.S. Hispanic Chamber of Commerce's annual conference in San Francisco, California, where MEDA will provide information on agency assistance programs at a MED Week exhibit during the conference.

LIA will forward recommendations to EDA for an MEDA role in the Competitive Communities Initiative.

The Dallas Regional Office will co-sponsor a regional MED Week celebration with the Plano Chamber of Commerce on August 31, in Plano, Texas.

SCHEDULE FOR MONTH

Franchise Introductory Seminars	Aug. 1-31	MBDCs in the Dallas Region will host training seminars throughout the month.
Opportunity '94	Aug. 31	Sponsored by DRO, the JCPenney Co. and 42 local chambers of commerce, the MED Week event includes a trade show, seminars, and an awards banquet in Plano, TX.
Salute to Hispanic Business	Sept. 1	MBDA's NYRO Acting Director will present the Hispanic Business of the Year Award during this MED Week ceremony in Brooklyn, New York.
MED Week Proclamation and Awards Presentation	Sept. 1	The NYRO Acting Director and staff will attend this event at New York City Hall.
Salute to Hispanic Entrepreneurship	Sept. 12	NYRO staff and managers will participate in this MED Week event.
Congressional Black Caucus' 83th Annual Legislative Weekend	Sept. 14-18	MBDA managers and staff will participate in several Caucus events and present an exhibit on agency programs.
D.C. Atlanta Business League/Georgia Association of Minority Entrepreneurs Fly-In	Sept. 14-17	In observance of MED Week, a group of Georgian minority entrepreneurs will visit Washington, DC, to discuss economic issues with government officials.
Hispanic Heritage Month	Sept. 15- Oct. 14	External Affairs staff will work with the DoC OCR and the Congressional Hispanic Caucus to plan commemorative events.
Chicago Business Opportunity Fair	Sept. 7	CRO is helping to plan this, one of the Nation's largest Federal procurement fairs, to be held in Chicago.
SFRO Youth Day	Sept. 20	Part of the regional MED Week celebration, this event will include a luncheon to highlight achievements of local youngsters.
Franchise Introductory Seminars	Sept. 20-30	MBDCs in the Atlanta Region will host training seminars throughout the month.
ARO MED Week Awards Luncheon	Sept. 28	Outstanding minority entrepreneurs from eight southeastern states will be honored publicly in Atlanta.

**ARO MED Week Golf and
Tennis Tournament**

Sept. 25

Proceeds from this event, hosted by DeKalb County and the Atlanta MBDC, will support a scholarship for the "Future Entrepreneur of the Year" award winner.

**12th Annual MED Week
Luncheon**

Sept. 28

Part of the regional MED Week celebration, this event will be held in Chicago.



September 6, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: MICHAEL C. ROGERS
DIRECTOR

Subject: Weekly Report for September 12, 1994

KEY DEPARTMENT NEWS

We have identified the authors of MBDA-earmarked provisions of FY 1995 appropriations legislation for the Department (Public Law 103-317). Rep. Alan Mollohan (D-1-WV) has earmarked \$600,000 for a grant for the National Technology Transfer Center at Wheeling Jesuit College to establish a Minority Apprenticeship Program in Technology Management in cooperation with HBCUs. Rep. Louis Stokes (D-11-OH) has steered \$100,000 for a grant to establish a Minority Economic Opportunity Center in Cleveland to assist minority businesses in the areas of business and financial development and exporting. Rep. Cynthia McKinney (D-11-GA) has backed \$200,000 for a grant to provide funding to the U.S.-African Trade and Technology Center at Savannah State College to assist small and minority businesses in expanding trade-facilitating technology transfer.

WEEK IN REVIEW

We have completed briefing papers for your upcoming visits to the States of New York, North Carolina, and South Carolina. The papers highlighted the agency's minority business assistance services provided by the network of business development centers in these states and issues of concern to the minority business community. Work has begun on briefing papers for seven other states you are scheduled to visit in September.

I met with William Washington, Chairman for MED Week activities, to discuss the progress of this year's program.

Staff conducted an assessment and review of the issued GAO Report entitled: "Improving Mission Performance Through Strategic Information Management and Technology".

On August 29, the Office of Sen. Arlen Specter (R-PA) announced that Alfonso Jackson, MBDA Business Development Specialist, and Clifton Toulson, SBA District Director, will co-chair the "Detention Center Project Committee" which will be

responsible for ensuring that MBEs obtain a significant share of the \$60 million detention construction project contracts scheduled to be built in Philadelphia in 1996.

On August 31, the Dallas Regional Office (DRO) celebrated its MED Week known as "Opportunity '94". Major corporations, chambers of commerce, and minority and women-owned businesses participated. This successful event was the result of efforts by the North Texas MED Week Committee, representing 27 corporations, 42 chambers of commerce in North Texas, several government agencies, and the DRO.

On September 1, the New York Regional Office (NYRO) staff participated in the MED Week '94 City Hall Proclamation Ceremony and Awards Presentation held at City Hall in New York City. This event traditionally kicks off MED Week in the New York Region. Randy Mastro, Chief of Staff, represented Mayor Giuliani and presented the MED Week proclamation. A proclamation was also presented from Governor Cuomo. NYRO presented its Minority Firm of the Year Award to Ms. Barbara Monica Foster, President of F&R Installers Corporation, which specializes in metal windows, doors, and other ironwork products.

On September 1, MBDA Business Development Specialist Gavin Chen was invited to speak on capital market activities and MBE access to capital at the 15th Annual U.S. Hispanic Chamber of Commerce Convention in San Francisco. Mr. Chen also met with representatives of the Los Angeles MEGA Center, Bank of America, and the San Francisco Regional Office staff to discuss a community development banking memorandum of understanding with Bank of America.

The Bronx MBDC assisted their client, Luis Avila, in establishing his firm, Majestic Spirits, and in obtaining \$135,000 in funding from the New York National Bank for working capital, furniture and fixtures.

AGENCY HEAD'S SCHEDULE FOR WEEK

I will be meeting with you in your Office on September 7 at 4:00 p.m. to discuss Urban Policies.

The San Francisco Regional Director is scheduled to participate in groundbreaking ceremonies for the National Hispanic University in San Jose, CA, on September 15.

Yosef Patel, Chief, San Francisco Region Business Development Group, will be leading a monitoring team of four specialists in conducting a New Project Inspection and site-visit (September 6-8) to assess the extent and scope of various activities being conducted by the Los Angeles MEGA Center. Also, the San Francisco Regional Director will participate in an interagency meeting on September 13 hosted by the Regional Director of ITA.

SCHEDULE FOR MONTH

Chicago Business Opportunity Fair	Sept. 7	CRO is helping to plan this event, which is one of the Nation's largest Federal procurement fairs, to be held in Chicago.
Salute to Harlem Entrepreneurship	Sept. 12	NYRO staff and managers will participate in this MED Week event.
D.C. Atlanta Business League/Georgia Assoc. of Minority Entrepreneurs Fly-In	Sept. 14-17	In observance of MED Week, a group of Georgia minority entrepreneurs will visit Washington, D.C., to discuss economic issues with government officials.
Congressional Black Caucus' 24th Annual Legislative Weekend	Sept. 14-18	MBDA managers and staff will participate in several Caucus events and present an exhibit on agency programs at the Washington Convention Center and on Capitol Hill: e.g., Procurement Fair (Sept. 15), braintrusts, and National Meeting of Governors' Offices of Black Affairs (Sept. 16).
Hispanic Heritage Month	Sept. 15- Oct. 14	External Affairs staff will work with the DoC OCR and the Congressional Hispanic Caucus to plan commemorative events.
SFRO Youth Day	Sept. 20	As part of the regional MED Week celebration, this event will include a luncheon to highlight achievements of local youngsters.
Franchise Introductory Seminars	Sept. 20-30	MBDCs in the Atlanta Region will host training seminars throughout the month.
ARO MED Week Awards Luncheon	Sept. 26	Outstanding minority entrepreneurs from eight southeastern states will be honored publicly in Atlanta.

ARO MED Week Golf
and Tennis Tournament

Sept. 28

Proceeds from this event, hosted by DeKalb County and the Atlanta MBDC, will support a scholarship for the "Future Entrepreneur of the Year" award winner.

12th Annual MED Week

Sept. 28

This event is part of the regional MED Week Luncheon celebration to be held in Chicago.

To: *Carrie Bala*
From: *Bill Murray*

September 13, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: MICHAEL C. ROGERS
DIRECTOR

Subject: Weekly Report for September 19, 1994

KEY DEPARTMENT NEWS

I will be leading a Matchmaker Trade Mission to South Africa (October 2-9). This Matchmaker, cosponsored by MBDA and ITA (USF&CS), will be comprised of 25 minority firms from the health care, transportation, and manufacturing sectors.

On September 18-21, a High Tech Minority Business Matchmaker Trade Delegation, cosponsored by MBDA and ITA (USF&CS), will visit Montreal and Toronto with 12 minority firms. MBDA's team will include myself, Assistant Director C. Howie Hodges, for the Office of Program and Policy Development and Business Resources Chief Robert Hooks.

During the Congressional Black Caucus Legislative Weekend I plan to attend the Capitol Hill Minority Business Summit (September 16), where I will be introduced by Chairman Kweisi Mfume as your new director to the audience of minority businesspersons and advocates. Also that day, I will be giving the keynote address at the first National Meeting of Governors' Offices of Black Affairs. The New York State Governor's Advisory Committee for Black Affairs will be hosting over 20 senior policy advisors on Black Affairs from other states for this legislative weekend event at the Washington Grand Hyatt. In the afternoon, I will be on Capitol Hill on a panel discussing empowerment zones/enterprise communities, hosted by Senator Carol Moseley-Braun (D-IL) and Congressmen Lucien Blackwell (D-PA) and James Clyburn (D-SC). Other Friday Capitol Hill panels on which I may be able to participate include a NAFTA/GATT Braintrust, hosted by Congressman William Jefferson (D-LA) and a Housing and Commercial Development, hosted by Congresswoman Maxine Waters (D-CA).

WEEK IN REVIEW

We have completed briefing papers for your upcoming visits to the States of Virginia and Massachusetts. The papers highlighted the agency's minority business assistance services provided by the network of business development centers in these

states and issues of concern to the minority business community. A briefing paper was also prepared for your use during your visit to the Williamsburg/Brooklyn MBDC. Work has begun on briefing papers for five other states you are scheduled to visit in September.

I participated in the Second Annual Virginia Day on Capitol Hill on September 13, as a member of this event's panel on Economic Development and Finance. This event is a one-day pre-Congressional Black Caucus Legislative Weekend activity sponsored by Congressman Bobby Scott (D-VA). Much interest was expressed in the national agreements that have been signed by MBDA and banks such as NationsBank and Citicorp.

Staff completed an article for the October issue of the Commerce People, highlighting MBDA's August 24 Roundtable Briefing with the Nation's minority trade associations and advocacy groups.

Staff completed logistical planning for MBDA's exhibit participation at the Congressional Black Caucus' 24th Annual Legislative Weekend, September 14-18, at the Washington Convention Center.

I met with you on September 7, to discuss Urban Policies.

Business Development Specialist Janice Dessaso met with the President of the National Minority Supplier Development Council to discuss the development of a public/private partnership between the respective programs and networks.

Staff prepared a preliminary draft of the MBDA's Annual report of "Federal Agency Performance for Minority Business Development - Fiscal Year 1993." We expect Congressional and business community interest in this report (the only published data of its kind) to peak given imminent passage of the NPR-driven Federal Acquisition Simplification Act of 1994.

Staff is facilitating the involvement of Congresswomen Connie Morella (R-MD) and Cynthia McKinney (D-GA) as well as Congressman Cleo Fields (D-LA) in speaking before the Minority Youth Entrepreneurship Symposium at this year's MED Week national conference.

Yosef Patel, Chief, San Francisco Regional Office Business Development Group, led a monitoring team of four specialists in conducting a New Project Inspection and site-visit (September 6-8) to assess the extent and scope of various activities being conducted by the Los Angeles MEGA Center.

The San Jose MBDC assisted their client, Dr. Irma Lara, Family Therapist, in securing \$272,000 to finance a suitable location for her practice. The Brooklyn MBDC assisted their client, Mr. Dennis D. Reid, President of D'Acosta's Custom

Tailors and Designers, Inc., in submitting a winning bid for a \$1,000,000 (three year) contract to produce uniforms for the New York Transit Authority. Mr. Reid, the first minority to secure this type of contract, was also assisted in obtaining bonding for this contract. Also, the Raleigh/Durham MBDC assisted their client, Mr. Marvin Anderson, in preparing a successful loan package for \$6,000 to finance a lawn care business. Mr. Reid was selected by a local housing authority program to help qualified housing development residents set up their own businesses. As a result of media coverage of his grand opening, Mr. Reid has received more than 80 calls for his landscaping business.

Alfonso Jackson, Business Development Specialist, met with Ms. Sandra Scott, Project Director, Temple University Youth Entrepreneurial Training Program, to discuss an MBDA role in identifying mentors, making presentations on various aspects of going into business, and helping to develop seminars. The training program has taught over 550 inner city minority youth how to run a successful business.

On September 12, the New York Regional Office staff took part in a "Salute to Harlem Entrepreneurship" at the Apollo Theater as part of Regional MED Week celebrations. The New York Acting Regional Director attended an Opportunity Development Association's 20th Anniversary Breakfast Reception (held in your tribute) at the Rock Castle Restaurant in Brooklyn, New York.

AGENCY HEAD'S SCHEDULE FOR WEEK

I will be attending a Luncheon with the Vice President on September 15.

I will be participating in the Congressional Black Caucus Legislative Weekend events on September 16.

Congresswoman Waters has requested a get-acquainted meeting with me, and I am trying to accommodate her schedule.

SCHEDULE FOR MONTH

D.C. Atlanta Business League/Georgia Assoc. of Minority Entrepreneurs Fly-In	Sept. 14-17	In observance of MED Week, a group of Georgia minority entrepreneurs will visit Washington, D.C., to discuss economic issues with government officials.
Congressional Black Caucus' 24th Annual Legislative Weekend	Sept. 14-18	MBDA managers and staff will participate in several Caucus events and present an exhibit on agency programs at the Washington Convention Center and on Capitol Hill: e.g., Procurement Fair (Sept. 15), braintrusts, and National Meeting of Governors' Offices of Black Affairs (Sept. 16).
Hispanic Heritage Month	Sept. 15-Oct. 14	External Affairs staff will work with the DoC OCR and the Congressional Hispanic Caucus to plan commemorative events.
Salute to Asian Entrepreneurship Breakfast	Sept. 19	New York Acting Regional Director will participate at this event sponsored by the Asian Chamber of Commerce.
SFRO Youth Day	Sept. 20	As part of the regional MED Week celebration, this event will include a luncheon to highlight achievements of local youngsters.
Franchise Introductory Seminars	Sept. 20-30	MBDCs in the Atlanta Region will host training seminars throughout the month.
Middlesex, NJ MBDC Export Seminar	Sept. 21	NYRO MED Week event
Pittsburgh MBDC Youth Day Awards Ceremony	Sept. 23	NYRO MED Week event
Seventh Annual Business Opportunity Symposium (Austin, TX)	Sept. 24	DRO staff will participate in exhibits and workshops on franchising and tourism.

ARO MED Week
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Outstanding minority entrepreneurs from eight southeastern states will be honored publicly in Atlanta.

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Proceeds from this event, hosted by DeKalb County and the Atlanta MBDC, will support a scholarship for the "Future Entrepreneur of the Year" award winner.

12th Annual MED Week

Sept. 28

This event is part of the regional MED Week Luncheon celebration to be held in Chicago.

National Hispanic
Heritage Month

Sept. 29

MBDA's commemorative activities will include Latin American Embassies' exhibits and cuisine from Hispanic vendors.

Georgia Black Caucus
Legislative Weekend

Sept. 29-
Oct. 1

Georgia MBDC Project Directors will serve as resource team members for an Economic Development Forum focusing on youth entrepreneurship.



UNITED STATES DEPARTMENT OF COMMERCE
Minority Business Development Agency
Washington, D.C. 20230

September 20, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: MICHAEL C. ROGERS
DIRECTOR

Subject: Weekly Report for September 26, 1994

CONGRESS

The House is expected to consider the Conference Agreement for the NPR-driven Federal Acquisition Simplification Act of 1994 (S.1587/H.R.2238) on September 20.

WEEK IN REVIEW

MBDA's participation in the Congressional Black Caucus Foundation's Annual Legislative Weekend was a success! MBDA's National MED Week exhibit was on display from September 14-17. Over 1,000 participants stopped by the MBDA display at the Washington D.C. Convention Center and received one-on-one presentations on our programs and services. Gavin Chen, Business Development Specialist, made a panel presentation for an issue forum on "Capital Issues Facing the Minority Community," hosted by Congressman William Jefferson (D-LA). Special Assistant Stephanie Owens contributed talking points for the President's address to the Congressional Black Caucus Foundation's Annual Awards Dinner on September 17.

During the Congressional Black Caucus Legislative Weekend I attended the Capitol Hill Minority Business Summit on ~~September 16.~~ Also that day, I gave the keynote address at the first National Meeting of Governors' Offices of Black Affairs. The New York State Governor's Advisory Committee for Black Affairs hosted over 20 senior policy advisors on Black Affairs from other states for this legislative weekend event at the Washington Grand Hyatt. In the afternoon, I was on Capitol Hill on a panel discussing empowerment zones/enterprise communities, hosted by Senator Carol Moseley-Braun (D-IL) and Congressmen Lucien Blackwell (D-PA) and James Clyburn (D-SC).

Bill Morton, Assistant Director for Operations and Regional Management, and I attended the September 15 meeting with Congressman Matthew Martinez (D-CA) and David Lizarraga of the East L.A. Community Union (TELACU) regarding the capital development component of the L.A. MEGA Center.

Assistant Director Morton and I met with Congressman Sanford Bishop (D-GA) on September 15 regarding his request for the agency to make a long-term commitment to funding the Columbus MBDC.

We have completed briefing papers for the President's upcoming visit to the State of California and your upcoming visits to the States of Illinois, Ohio, Minnesota, Missouri, and West Virginia concerning MBDA's minority business assistance services. Work has begun on briefing papers for the President's visits to the States of Massachusetts, New York, Iowa, and Wisconsin and your visits to California, Colorado, and Minnesota.

Staff has conducted interviews and arranged photographic sessions with presenters and several youth participants for the Youth Entrepreneurial Symposium as part of the National MED Week Conference. To date, commitments have been received from 18 reporters nationwide who will cover National MED Week events. In addition to covering events at the Omni Shoreham, staff is encouraging coverage of the Youth Entrepreneurial Symposium at the 4-H Center in Bethesda, MD, where a satellite MED Week Press Office will be located. Early next week, an MBDA/SBA combined media list will be submitted for early press registration and White House clearance. We are also seeking Departmental approval of a National MED Week general news release by September 23 for distribution to minority/majority print and electronic media contacts nationwide.

As part of Hispanic Heritage Month activities, staff prepared talking points for your address to Hispanic Business Magazine's CEO Roundtable Luncheon on September 15 in Washington, D.C.

At the request of NTIA, the news release announcing "NTIA's Report on Minority Commercial Broadcast Ownership" was faxed to minority media contacts nationwide. Staff is cross-referencing the minority-owned stations in the NTIA report with MBDA's electronic media listing.

An article was prepared for the October edition of Commerce People, highlighting our August 25 Minority Business Trade Association Roundtable Briefing.

Minority Business News, USA conducted a telephone interview with me for inclusion in the paper's September 15 edition.

The Columbia MBDC assisted their client, Ms. Charlotte Ferguson, owner of TM Jewelers, in preparing marketing and business plans and a loan package, and in securing approval for a \$20,000 loan to open a new store. The Buffalo MBDC assisted their client, Mr. Wayne Hunter, President of Message Center, Inc., a high tech telecommunications equipment servicer, in obtaining an expansion loan for \$50,000 to enable him to relocate, purchase additional inventory, and expand his sales force. Total sales revenue is expected to increase by \$300,000 over the first twelve months. The Santa Barbara MBDC assisted their client, Ms. Vicky Nunziati, in being approved for a \$50,000 SBA-guaranteed loan.

New Mexico NABDC's Procurement Specialist, Ms. Margaret D'A, was selected as the recipient of the "1994 Trailblazer Award." Qualifying as a woman in a non-traditional profession (i.e., less than 25 percent females), the New Mexico Commission on the Status of Women selected Ms. D'A on the basis of her leadership and proven ability to blaze new frontiers in typically male dominated professions. New Mexico Governor Bruce King presented the award to Ms. D'A on September 17.

Our Management and Program Support staff participated in a Departmental property disposition review board meeting. Over \$1,000,000 in property was reviewed and decisions were made on final disposition and inventory accountability.

On September 13, Acting Regional Director Bobby Jefferson, Dallas Regional Office (DRO), met with Mr. Lias Carl Young, Associate Regional Counsel, and Ms. Patti Cammack, Manager, Fannie Mae, regarding plans for a regional Fannie Mae conference for minority attorneys (in late November or early December), and plans for an MOU in which the DRO would identify minority attorneys for Fannie Mae's real estate transactions and property litigation requirements.

On September 12, Acting Deputy Regional Director Levi Pace, New York Regional Office, took part in a "Breakfast Salute to Harlem Entrepreneurship" at the Apollo Theater as part of the Regional MED Week celebrations. Opening remarks were given by Mr. Pace and Mr. Heyward Davenport, Deputy Commissioner, New York State Department of Economic Development. Congressman Charles Rangel (D-NY) was the keynote speaker, and the salute featured an address by former Mayor David Dinkins. Approximately 150 guests attended the salute.

SCHEDULE FOR WEEK

On September 19, Acting Deputy Regional Director Pace participated in the "Salute to Asian Entrepreneurship Breakfast" sponsored by the Asian Chamber of Commerce.

MBDA participated in the Department's celebration of Customer Service Day on September 20. MBDA's National MED Week exhibit and informational materials were on display. MBDA's walk-through presentation focused on our youth exhibit and our Entrepreneurship Training and Outreach staff presentation on the Youth Entrepreneurial Initiative.

As part of the San Francisco Region's MED Week activities, a "Step Up to Success" Minority Youth Entrepreneurship Celebration is being held on September 20 at the New Federal Building North Auditorium in Oakland, CA.

AGENCY HEAD'S SCHEDULE FOR WEEK

Assistant Director C. Howie Hodges, Business Resources Chief Robert Hooks, and I will be in Montreal and Toronto through September 21 on a High Tech Minority Business Matchmaker Trade Delegation. The Matchmaker, cosponsored by MBDA and ITA (USF&CS), includes 12 minority firms.

I will be in California (September 22-23) regarding the announcement of the new export center and for an L.A. MEGA Center follow-up. On September 22, Assistant Director Morton and I will attend the SFRO 1994 MED Week Awards ceremonies in Oakland, CA. State Assemblywoman Barbara Lee, Tapan Munroe, Chief Economist with PG&E, and Lily Hu, President of the Oakland Chinatown Chamber of Commerce are expected to participate.

Congresswoman Maxine Waters (D-CA) has requested a get-acquainted meeting with me, and I am trying to accommodate her schedule.

I will be having a courtesy meeting with Rep. Kweisi Mfume (D-MD) next week.

SCHEDULE FOR MONTH

Franchise Introductory Seminars	Sept. 20-30	MBDCs in the Atlanta Region will host training seminars throughout the month.
Middlesex, NJ MBDC Export Seminar	Sept. 21	NYRO MED Week event
Northern California MBOC Workshops on Defense Contract Opportunities and Base Conversions	Sept. 21	SFRO MED Week event at New Federal Building North Auditorium (Oakland, CA)
SFRO MED Week Awards	Sept. 22	Concluding day event of SFRO MED Week at Park Oakland Hotel
Rochester MBDC Awards Reception	Sept. 22	NYRO MED Week event
Pittsburgh MBDC Youth Day Awards Ceremony	Sept. 23	NYRO MED Week event
Buffalo MBDC Awards Reception	Sept. 23	NYRO MED Week event
Seventh Annual Business Opportunity Symposium (Austin, TX)	Sept. 24	DRO staff will participate in exhibits and workshops on franchising and tourism.
ARO MED Week Awards Luncheon	Sept. 26	Outstanding minority entrepreneurs from eight southeastern states will be honored publicly in Atlanta.
ARO MED Week Golf and Tennis Tournament	Sept. 28	Proceeds from this event, hosted by DeKalb County and the Atlanta MBDC, will support a scholarship for the "Future Entrepreneur of the Year" award winner.
National Hispanic Heritage Month	Sept. 29	MBDA's commemorative activities will include Latin American Embassies' exhibits and cuisine from Hispanic vendors.
Georgia Black Caucus Legislative Weekend	Sept. 29- Oct. 1	Georgia MBDC Project Directors will serve as resource team members for an Economic Development Forum focusing on youth entrepreneurship.

DRAFT

September 27, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: MICHAEL C. ROGERS
DIRECTOR

Subject: Weekly Report for October 3, 1994

WEEK IN REVIEW

On September 23, the President signed into law Community Development Financial Institutions (CDFI) legislation (H.R.3474). The law authorizes \$382 million over a four-year period to fund specialized community development banks in lending in underserved areas. \$125 million is earmarked to existing financial institutions for the first year; regulations are expected within six months following the appointment and placement of an Administrator for the CDFI "Fund". You are to be a member of the 15-person Community Development Advisory Board. You have designated MBDA for a management and technical assistance role in carrying out this Administration initiative.

The Mobile MBDC assisted their client, Mr. Ewing J. Mayberry, III, President of Mayberry's Mortuaries, Inc., in preparing an expansion loan package, and in securing approval for a \$15,000 loan. The Hampton Roads MBDC assisted their client, Mr. Paul Bowes, President of Energy Resources, Inc., in obtaining initial contracts to deliver petroleum products to the Newport News Ship Building Corporation valued at \$300,000. The MBDC expects this action to lead to larger contracts in the near future. The Minneapolis/St. Paul MBDC assisted their client, Ms. Kammy Rahaman, proprietor of a Cousins franchise, in loan packaging, and in securing a \$144,000 seven-year SBA guaranteed loan for a 1,800 square foot restaurant. The restaurant is expected to be completed by December, 1994, have a seating capacity of 50, and employ 20 to 25 persons. Last year the MBDC helped Mr. Rahaman acquire a frozen yogurt shop.

We have completed briefing papers for the President's upcoming visits to the States of Iowa, Massachusetts, Minnesota, New York, and Wisconsin, and for your visits to California and Colorado. Work has begun on briefing papers for the President's visits to the States of New Hampshire, Oregon, and Wyoming, and your visits to the States of Washington, Ohio, and Florida. The briefing papers highlight MBDA's minority business assistance for each State.

Assistant Director C. Howie Hodges, Business Resources Chief Robert Hooks, and I were in Montreal and Toronto from September 19-20 on a High Tech Minority Business Matchmaker Trade Delegation. The Matchmaker, cosponsored by MBDA and ITA (USF&CS), included 12 minority firms.

I spoke before the Annual 1994 AT&T MWBE Conference on September 21 in Greensboro, NC as the keynote speaker regarding corporate/minority business linkages.

I was in California (September 22-23) regarding the announcement of the new export center and for a L.A. MEGA Center follow-up. 1994 SFR0 MED Week Awards ceremonies in Oakland, CA on September 22 included myself, Assistant Director Morton, State Assemblywoman Barbara Lee, Tapan Munroe, Chief Economist with PG&E, and Lily Hu, President of the Oakland Chinatown Chamber of Commerce.

MBDA participation in the Department's celebration of Customer Service Day on September 20 was a success! Bettie Baca, Assistant Director for External Affairs, represented me at the news conference hosted by you where you made positive remarks on each Bureau's exhibit presentation. Reporters and Commerce employees were provided presentations on MBDA's programs and services. In addition, you visited MBDA's youth display where staff provided a description on the exhibit, and apprised you of the Youth Entrepreneurial Symposium (YES) occurring during National Med Week. The YES event will take place at the 4-H Center in Bethesda, MD, on October 11-12. Background material on the YES event was provided to select media representatives. Arrangements are being made to encourage additional media coverage at the 4-H Center.

As part of the San Francisco Region's MED Week activities, a "Step Up to Success" Minority Youth Entrepreneurship Celebration was held on September 20 at the New Federal Building North Auditorium in Oakland, CA.

Staff is continuing its work on a draft of the MBDA's Annual report of "Federal Agency Performance for Minority Business Development - Fiscal Year 1993." We expect the report to be completed and published before MED Week and we are expecting Congressional and business community interest in this report (the only published data of its kind) to peak given the House's September 20 consideration and approval of the Conference

Agreement for the NPR-driven Federal Acquisition Simplification Act of 1994 (S.1587/H.R.2238).

AGENCY HEAD'S SCHEDULE FOR WEEK

I will be leading a Matchmaker Trade Mission to South Africa (October 2-9). I will be returning on the 10th. This Matchmaker, cosponsored by MBDA and ITA (USF&CS), will be comprised of 25 minority firms from the health care, transportation, and manufacturing sectors.

I will be meeting with you on September 27 for an MBDA staff meeting. Also on September 27, I will be meeting with LaJuan Johnson, Director, Consumer Affairs, for a discussion of possible joint projects regarding matchmaker programs and consumer advocacy from South Africa. On September 28, I will be attending a MED Week meeting with SBA on coordinated actions. On September 29, I will be meeting with Alan Balutis on "streamlining" issues. Also on September 29, I will be meeting with Will Ginsberg for a FY 1995 budget hearing, and with Departmental management officials for a labor management partnership meeting. Also, I will be meeting on September 29 with Jim Dyke for a discussion of South Africa and the Foreign Trade Council. On September 30, I will be meeting with Al Corea and Courtland Cox of the Office of Civil Rights regarding outstanding MBDA issues.

SCHEDULE FOR MONTH

Hispanic Heritage
Month

Sept. 15-
Oct. 14

External Affairs staff will work with the DoC OCR and the Congressional Hispanic Caucus to plan commemorative events.

Franchise
Introductory
Seminars

Sept. 20-30

MBDCs in the Atlanta Region will host training seminars throughout the month.

ARO MED Week
Awards Luncheon

Sept. 26

Outstanding minority entrepreneurs from eight southeastern states will be honored publicly in Atlanta.

ARO MED Week Golf
and Tennis Tournament

Sept. 28

Proceeds from this event, hosted by DeKalb County and the Atlanta MBDC, will support a scholarship for the "Future Entrepreneur of the Year" award winner.

National Hispanic
Heritage Month

Sept. 29

MBDA's commemorative activities will include entertainment, Latin American Embassies' exhibits and cuisine from Hispanic vendors.

Georgia Black Caucus
Legislative Weekend

Sept. 29-
Oct. 1

Georgia MBDC Project Directors will serve as resource team members for an Economic Development Forum focusing on youth entrepreneurship.

DRAFT

October 4, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: MICHAEL C. ROGERS
DIRECTOR

Subject: Weekly Report for October 11, 1994

WEEK IN REVIEW

On September 26, 1994, the FDIC announced a revised proposal of Community Reinvestment Act (CRA) reforms featuring performance-based tests that lenders would be expected to meet. This is a revision of the proposal offered on December 21, 1993, in response to the President's request in July 1993 that the Federal financial supervisory agencies reform the CRA examination and enforcement system. MBDA will offer comments on this revised proposal regarding its impact on minority business access to capital. We are also responding to a request for comments on a proposed revision to strengthen the executive order on procurement duties in light of the NPR-driven Federal Acquisition Streamlining Act of 1994, and on a proposed memorandum from the President in this area.

The Middlesex MBDC assisted their client, Byers Janitorial Services of Perth Amboy, NJ, in securing a procurement contract worth \$108,000 with the U.S. Army to service Fort Dix, NJ. This initial contract is expected to lead to several others in the near future. As a result of the debt financing assistance provided by the Louisville MBDC, Mr. Danny Smith, President of D.C. Smith Steel Erectors, Inc., was awarded two contracts totaling \$800,000. The Santa Barbara MBDC assisted their client, Ms. Victoria Munziati, in securing an SBA LOWDOC loan of \$50,000 to open her beauty salon business in Santa Maria, CA. The Milwaukee MBDC assisted their client, Steeltech Manufacturing, Inc. of Milwaukee, in securing a \$45,000,000 contract with the U.S. Army Tank Command to build the Enhanced Rack. The MBDC identified the procurement opportunity and coordinated the marketing effort which will result in additional jobs for Milwaukee residents.

Our Public Affairs Division has completed briefing papers for the President's upcoming visits to the States of New Hampshire, Oregon, and Wyoming, and for your visits to Florida, Ohio, and Washington. The briefing papers highlight MBDA's minority business assistance for each State.

On September 27, I met with Ms. Elizabeth Burgos regarding the Chicago MEGA Center. I also met with Mr. Peter Wu of the National Economic Council.

On September 28, I attended a MED Week briefing with SBA on coordinated actions.

On September 29, I participated in Hispanic Cultural Expo activities, and attended your Economic Message meeting.

On September 30, I met with Mr. Steven Sims of the National Minority Supplier Development Council.

On October 1, I made an address to the Missouri MED Week audience via teleconference.

The MBDA-sponsored Hispanic Cultural Expo, a part of the Department's celebration of 1994 National Hispanic Heritage Month, was a success! The event, held September 29 in Commerce's Main Lobby, featured representatives from the Mexican and Panamanian Embassies, as well as cuisine from these countries. Hispanic vendors featured arts and crafts from Latin American countries and folklorical dancing. I presented welcoming remarks, and appreciations were extended to the participants.

MBDA sent out your signed invitation to all 540 Members of Congress inviting them to 1994 National MED Week Conference events, in particular the Congressional Reception. In addition, 13 invitation letters to Congressional hosts; 58 follow-up invitation letters to key Congressional leadership; 28 invitation letters to key Congressional staffers; invitation letters to key Executive Branch officials (including 39 OSDBU directors), as well as to minority trade association leaders have been sent.

Gavin Chen, Business Development Specialist, made a presentation on the MBDA Bonding program at the Chicago MEGA Center's first regional bonding seminar for Chicago area minority businesses.

The Department approved cooperative agreements for the Nashville and Connecticut MBDCs.

Joseph Hardy, Business Development Specialist, completed drafts on three interagency agreements between MBDA and EDA regarding Native American initiatives.

Staff coordinated input for the annual Federal Managers' Financial Integrity Letter to you. The information collected, as well as the results from the Management Control Reviews completed during the year, will be used to address the status of controls. Agency staff attended a working group meeting with a Departmental team to review requirements.

On September 30, the Acting New York Regional Director, William Fuller, participated in a Financing Seminar sponsored by MBDA and the Small Business Administration at the New York Hilton Hotel and Towers in New York City. Over 100 people attended the seminar which focused on obtaining debt capital. Other

participating sponsors included Bankers Trust Company, CitiBank, Chase Manhattan Bank, Chemical Bank, European American Bank, and Merrill Lynch.

On September 28, Simon Castillo, Business Development Specialist, was a panel speaker at the First of America Community Development Conference held in Kalamazoo, MI. The presentations focused on Federal minority programs, and Mr. Castillo spoke on the services our centers provide. This conference was represented by private officials in banking and community development, and by Federal, State, and local governments officials.

On September 24, Bobby Jefferson, Acting Dallas Regional Director, addressed the Seventh Annual Business Opportunity Symposium Series in Austin, TX. The symposium focused on procurement, new business opportunities, and other resources supporting minority business.

Cheryl May Holmes, Business Development Specialist, coordinated an Economic Development Forum for the Georgia Legislative Black Caucus' Legislative Weekend (September 29-October 1). This year's theme was "Healthcare: Your Only Choice is to Care."

MED Week Atlanta Regional Office (ARO) activities continued last week with an awards ceremony by the Nashville MBDC on September 27; a Future Entrepreneurs Scholarship Golf and Tennis Tournament sponsored by the Atlanta MBDC on September 28; an ARO-sponsored Luncheon on "Women Pulling Together" put on by the Atlanta Business League on September 27; an Atlanta Hispanic Chamber of Commerce Awards Reception on September 28; an ARO-sponsored "Business in High School Day" on September 29; and an Atlanta Black Pages Award Reception on September 29.

MED Week New York Regional Office (NYRO) activities continued with Bronx MBDC and Richmond MBDC celebrations on September 28; a Philadelphia MEDC Financing Seminar on September 29; a Newark MBDC Awards Ceremony on September 29; and a Gala Awards Dinner on New York City on September 30.

San Francisco Regional Office staff participated in the 10th Annual MED Week Conference in Sacramento, CA, sponsored by the MBOC, an independent entity serving the Sacramento area.

The Chicago Regional Office's MED Week Awards Luncheon was held on September 28 at the Sheraton Chicago Hotel and Towers. The day-long program included a minority business forum. Minority businesspersons, Federal, State, and local officials, Corporate representatives and advocates of minority business were present. Articles appeared in the Chicago Sun-Times and Chicago Tribune covering the MED Week 1994 Awards Luncheon.

MEDIA

We are continuing to encourage media coverage of the National MED Week Conference, including the Youth Entrepreneurial Symposium at the 4-H Center in Bethesda, where a satellite MED Week Press Office will be located. Over 25 minority media representatives have expressed interest in covering the Conference.

On September 28, Rachel Suniga, Business Development Specialist, participated in the Community Ascertainment Meeting sponsored by Dallas/Ft. Worth radio stations. The purpose of the meeting was to provide information for public service announcements to be aired throughout the Dallas/Ft. Worth area. Ms. Suniga provided an overview of MBDA to radio news anchorpersons.

SCHEDULE FOR WEEK

MBDA continues to prepare for concurrent Youth Entrepreneurial Symposium (October 11-12) and National MED Week Conference (October 10-13) events.

Work continues on updating the MBDA National Exhibit, the National MED Week Exhibit, and the regional table-top exhibits. Staff is notifying those Members of Congress with MED Week award winning individual and corporate constituents.

On October 5, the Raleigh/Durham MBDC will hold its MED Week Awards Luncheon in Raleigh, NC. Also on October 5, the Delaware MBOC will hold its MED Week Awards Luncheon in Wilmington, DE, and the Louisville MBDC will hold its Minority Enterprise Development VIP Reception in Louisville, KY. On October 6, the Hampton Roads MBDC will sponsor a MED Week Financial Seminar.

AGENCY HEAD'S SCHEDULE FOR WEEK

I will be leading a Matchmaker Trade Mission to South Africa (October 2-9). I will be returning on the 10th. This Matchmaker, cosponsored by MBDA and ITA (USF&CS), will be comprised of 25 minority firms from the health care, transportation, and manufacturing sectors. On October 4, the Washington Post noted the Commerce Department's taking a minority business delegation to a "huge" U.S. trade show in South Africa as a "sign of the growing American presence there."

SCHEDULE FOR MONTH

Hispanic Heritage Month	Sept. 15- Oct. 14	External Affairs staff will work with the DoC OCR and the Congressional Hispanic Caucus to plan commemorative events.
National MED Week	Oct. 9-15	Week-long Proclamation
MED Week Conference	Oct. 10-13	Events at Omni Shoreham Hotel Washington, D.C.
Youth Entrepreneurial Symposium (YES)	Oct. 11-12	4-H Center, Bethesda, MD
FY1995 Budget Request Hearing	Oct. 13	Budget Justification with EDA
Minority Business Development Council South Bend, IN	Oct. 13	Mr. Simon Castillo, BDS, will attend this MED Week activity as breakfast speaker
Triad Assembly Meeting	Oct. 14	Omni Shoreham Hotel, Washington, D.C.
2nd Annual Conference Expo and Awards Luncheon	Oct. 18	Sponsored by New York State Department of Economic Development at Empire State Plaza Convention Center, Albany, NY
Market Development Project Models Briefing	Oct. 19	Agency contractor, Federal Management Systems, Inc. will present findings and recommendations
Hispanic Leadership Conference	Oct. 27-30	CRO will participate in this Chicago event; you are scheduled to deliver a keynote address

DRAFT

October 4, 1994

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: MICHAEL C. ROGERS
DIRECTOR

Subject: Weekly Report for October 11, 1994

WEEK IN REVIEW

On September 26, 1994, the FDIC announced a revised proposal of Community Reinvestment Act (CRA) reforms featuring performance-based tests that lenders would be expected to meet. This is a revision of the proposal offered on December 21, 1993, in response to the President's request in July 1993 that the Federal financial supervisory agencies reform the CRA examination and enforcement system. MBDA will offer comments on this revised proposal regarding its impact on minority business access to capital. We are also responding to a request for comments on a proposed revision to strengthen the executive order on procurement duties in light of the NPR-driven Federal Acquisition Streamlining Act of 1994, and on a proposed memorandum from the President in this area.

The Middlesex MBDC assisted their client, Byers Janitorial Services of Perth Amboy, NJ, in securing a procurement contract worth \$108,000 with the U.S. Army to service Fort Dix, NJ. This initial contract is expected to lead to several others in the near future. As a result of the debt financing assistance provided by the Louisville MBDC, Mr. Danny Smith, President of D.C. Smith Steel Erectors, Inc., was awarded two contracts totaling \$800,000. The Santa Barbara MBDC assisted their client, Ms. Victoria Munziati, in securing an SBA LOWDOC loan of \$50,000 to open her beauty salon business in Santa Maria, CA. The Milwaukee MBDC assisted their client, Steeltech Manufacturing, Inc. of Milwaukee, in securing a \$45,000,000 contract with the U.S. Army Tank Command to build the Enhanced Rack. The MBDC identified the procurement opportunity and coordinated the marketing effort which will result in additional jobs for Milwaukee residents.

Our Public Affairs Division has completed briefing papers for the President's upcoming visits to the States of New Hampshire, Oregon, and Wyoming, and for your visits to Florida, Ohio, and Washington. The briefing papers highlight MBDA's minority business assistance for each State.

On September 27, I met with Ms. Elizabeth Burgos regarding the Chicago MEGA Center. I also met with Mr. Peter Wu of the National Economic Council.

On September 28, I attended a MED Week briefing with SBA on coordinated actions.

On September 29, I participated in Hispanic Cultural Expo activities, and attended your Economic Message meeting.

On September 30, I met with Mr. Steven Sims of the National Minority Supplier Development Council.

On October 1, I made an address to the Missouri MED Week audience via teleconference.

The MBDA-sponsored Hispanic Cultural Expo, a part of the Department's celebration of 1994 National Hispanic Heritage Month, was a success! The event, held September 29 in Commerce's Main Lobby, featured representatives from the Mexican and Panamanian Embassies, as well as cuisine from these countries. Hispanic vendors featured arts and crafts from Latin American countries and folklorical dancing. I presented welcoming remarks, and appreciations were extended to the participants.

MEDIA

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MBDA Weekly Report

Today's Date: November 7, 1994
Office/Region: MBDA Headquarters
Division: Public Affairs Division
Report for Week Ending: November 4, 1994
Report Prepared by: Marrietta U. Parris
Manager's Signature: *Betty Baca*

I. Unit Work Plan Major Activities Performed During the Past Week

At the request of the Advocacy and Outreach Division, MBDA's Youth Entrepreneurial exhibit was set up for participation in the National Cities In Schools Conference, November 4-6, 1994. Ensured that hand-out material was available to the participants. (Cox/Parris)

Prepared a congratulatory message from Assistant Director Baca to Dialogue on Diversity of Washington, D.C. for inclusion in their commemorative brochure for their November 21 "Entrepreneurship: Tool-Up for Success" conference in McLean, Virginia. Ms. Baca was invited to keynote a session focusing on the role of women in the public and private sectors and the necessary tools for success, but is unable to accept due to a scheduling conflict. Her photograph was also sent for the brochure. (Richardson)

II. Miscellaneous Activities (Non-Work plan) During the Past Week

Planning continued, in collaboration with the Office of Civil Rights, for MBDA's participation in the Department's commemoration of 1994 National Native American Heritage Month on November 21. A Native American Cultural Expo is planned, featuring Native American artisans, vendors, cuisine and artifacts. Letters of invitation have been sent to previous years' participants, as well as new organizations and individuals. (Parris)

Planning continued for MBDA's participation in the Native American Expo and Pow Wow in Richmond, Virginia, November 11-12. MBDA's exhibit featuring Native American entrepreneurs will be on display. Over 3,000 Native American entrepreneurs, artisans and tribal leaders and members from the Mid-Atlantic states are expected. Plans are underway for several of the vendors to participate in the MBDA-sponsored expo on November 21. An updated Native American Program (NAP) Fact Sheet for use at both events was provided by Joe Hardy, MBDA's NAP Coordinator. (Cox/Parris/Richardson)

A meeting was conducted by Bettie Baca with Public Affairs Division staff to discuss current and future assignments and lead roles. Information requested by her on the Division's work products was submitted. Additional information is forthcoming. (Cox/Parris/Richardson)

III. Upcoming Activities/Events/Travel During the Next Two Weeks

We anticipate receipt of several National MED Week articles over the next two weeks from weekly and monthly minority publications, namely, Washington Afro-American Newspaper and Minority Business News USA. (Richardson)

IV. Upcoming Activities Involving the Media/Press During the Next Two Weeks

None

DRAFT

February 21, 1995

MEMORANDUM FOR SECRETARY RONALD H. BROWN

FROM: RAFAEL BORRAS
ACTING DIRECTOR

Subject: Weekly Report for February 27, 1995

KEY DEPARTMENT NEWS

On February 17, the General Services Administration (GSA) and MBDA signed a Memorandum of Understanding (MOU) forming an alliance to strengthen both agencies' programs and resources on behalf of the minority business enterprise (MBE) community. By cooperating with MBDA, the GSA's Office of Enterprise Development brings the resources of the Federal Acquisition Computer Network (FACNET) to the table, offering minority firms access to Federal procurement opportunities, government-wide. This cooperation is based on business needs: it admits new firms into the pool of qualified vendors doing business with the Federal Government, and provides data--heretofore--has passed over the minority business community.

Also on February 17, the Small Business Administration (SBA) and MBDA signed a MOU to form a strategic alliance to assist firms in the completion of their applications for 8(a) Program admission. Both SBA and MBDA recognize the important role that the 8(a) Program plays in the development and support of minority business enterprise.

Assistant Director C. Howie Hodges represented MBDA on the ITA-MBDA sponsored February 12-17 Minority Business Trade & Development Matchmaker to Brazil. The Matchmaker includes 20 minority firms introducing the participants to opportunities in such industries as telecommunications information technology, medical equipment, and consumer goods. The Matchmaker proceeded on schedule with success.

WEEK IN REVIEW

On February 15, former Director Michael C. Rogers conducted an Executive Order 12928 Working Group staff meeting focusing on collaborative accession by all Federal agencies, broad Presidential goals and enforcement mandates, and streamlining efforts in government. OMB's Office of Federal Procurement Policy will be leading a subcommittee meeting on February 22 on the design of a survey/questionnaire to gather necessary SDB, HECU, and MI information. The next meeting of the Working Group staff is tentatively set for March 1.

409 minority firms listed on MBDA's ABELS database were provided last week in response to minority vendor requests.

PRESS

Minority/majority media contacts nationwide and media contacts in Brazil were notified regarding the Minority Business Trade & Development Matchmaker to Brazil (February 12-17) upon clearance of the news release.

SCHEDULE FOR WEEK

Individual state White House Conferences on Small Business with minority business components are scheduled for February 21 in San Antonio, TX; February 23 in Little Rock, AR; and February 28 in Arlington, TX. These meetings encourage minority business participation in the identification of key issues of concern and solicit input for the selection of delegates to the national conference.

We coordinated with the Department's Office of Civil Rights in February's National Black History Commemorative Program on February 14.

Agency staffs are continuing to assist processing of four Congressional appropriation earmark proposals for Williamsport, PA (Rep. Joseph McDade, R-10-PA); Wheeling Jesuit College, WV (Rep. Alan Mollohan, D-1-WV); Cleveland, OH (Rep. Louis Stokes, D-11-OH); and Savannah State College, GA (Rep. Cynthia McKinney, D-11-GA), and for funding a Departmental commitment to Senator Ernest Hollings (D-SC) for rural development in South Carolina. MBDA has signed an interagency agreement with NASA for funding the National Technology Transfer Center at Wheeling Jesuit College, and is awaiting NASA's signature. The Williamsport, PA City Council approved a Resolution for a funding package, and is pending final City legal approval. The Savannah State package has been signed by MBDA and is under Departmental OGC review, as is the South Carolina rural development proposal.

Our External Affairs staff continues to monitor protest actions among the minority business trade associations in regard to the critical contracting case before the U.S. Supreme Court, Adarand Constructors v. Peña, No. 93-1841, and in regard to minority tax credits and communications opportunities issues being reviewed by the U.S. Congress - as highlighted in the Viacom sale.

On February 21 and 22, a Roundtable discussion will be held in Los Angeles, CA between MBDA officials and representatives from the minority business community on minority business issues.

SUCCESS STORIES

The Portland MBDC assisted their client, Wanda Brown, a Mail Boxes Etc. franchisee, in receiving a \$74,000 loan for her business. The Stockton MBDC assisted their client, Joe Lopez, Jr., owner of Associate Janitorial Services, in preparing a successful bid proposal for the San Joaquin County Courthouse resulting in a four-year contract award of \$350,000. The Washington D.C. MBDC assisted their client, James Ward, President of Symbionet, Inc., with marketing assistance in securing a \$3,000,000 contract with the Federal Communications Commission to design, implement, and service automatic image-based document management systems throughout the Commission. The Austin MBDC assisted their client, Lighthouse International, Inc., in packaging their 8(a) application and in securing two contracts totaling \$736,297 with the Lackland Air Force Base in San Antonio. The Birmingham MBDC assisted their client, Mrs. Freddie Byron, President of Annie Laura's Old Fashioned Tea Biscuits, Inc., in preparing a business plan and a loan package which was approved in the amount of \$177,500.

The Los Angeles Minority Business Opportunity Committee (MBOC) coordinated MBE participation in the Grammy Awards gift bag promotions resulting in MBE product and company information to the approximately 4,000 in attendance. The MBOC also assisted an MBE in obtaining certification from the City of Los Angeles in only three weeks - allowing the MBE to stave-off bankruptcy and procure two contracts.

SCHEDULE FOR MONTH

Haitian Conference	Feb. 24	Business conference to held in Miami at Florida Memorial College
Roundtable Briefing	Mar. 3	MBDA's Legislative & Intergovernmental Affairs Division is arranging this next in a series of briefings for trade associations.
National Association of County Officials	Mar. 3-7	MBDA is arranging its participation in the winter meeting in Washington, D.C.
National League of Cities	Mar. 11-14	MBDA is arranging its participation in the winter meeting in Washington, D.C.

MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 1/14/00

I. KEY DEPARTMENT NEWS

The MBDA continues its efforts to develop content for the On-line Business Development Center.

I. AGENCY WORK ON PRESIDENTIAL INITIATIVES

None to report.

II. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

The Entrepreneurial Technology Program grant has been awarded to the Wheeling Jesuit University to assist in the development of student entrepreneurs.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

III. SUB-CABINET SCHEDULE

Producers of the two-time Emmy award winning show -"Making It" which airs on KTLA TV channel 5 in Los Angeles, as well as other affiliates in San Diego, Sacramento, and San Francisco are interested in interviewing MBDA Director Cox during an upcoming show. This program is California's only broadcast program that is dedicated to the spirit of entrepreneurship and the needs of small and minority business.

Courtland Cox appeared on Hispanic Business Today on Sunday, January 9, 2000 to discuss the changing environment for minority business.

Courtland Cox will participate in a panel discussion concerning "Reclassification of Minority Ownership" at the Wall Street Project's third annual conference in New York City on January 13th. President Clinton will be in attendance.

IV. PRESS COVERAGE/INQUIRIES

None to report.

MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 1/21/00

I. KEY DEPARTMENT NEWS

On Wednesday, January 12, 2000, the Atlanta Regional Director, Mr. Eddie Hill, President & CEO, Economic Opportunity Developers, Ms. Paula Carter, Procurement Diversity Manager, Honda of America Mfg., Inc. and Myrtis Myles, the Project Director of the Birmingham MBOC at the Clarion Hotel in Birmingham, AL. The purpose of the meeting was to discuss the construction of the new Honda manufacturing plant in Lincoln, Alabama and how MBDA can assist and facilitate the participation of minority contractors, vendors and suppliers in the construction of the plant. The staff discussed MBDA's programs including the Phoenix and Opportunity databases.

I. AGENCY WORK ON PRESIDENTIAL INITIATIVES

The Chicago Regional Office met with American Express to discuss and make plans to stage a Financial Education Seminar for MBEs in March, 2000.

On January 20th, the Minority Business Development Breakfast meeting was held at City Place-Dallas, TX. The breakfast was sponsored by MBDA and underwritten by Chase Bank of Texas. Representatives from Chase Bank and a loan officer for the SBA Guaranteed Loan Program discussed the topic, "How to Get a Minority Business Loan". In addition, there was a presentation on alternate sources of financing. Over 80 businesses were in attendance to hear the presentation.

The MBDA will participate in the Hispanic Business Expo on February 17th and 18th. This Expo will focus on technology, E-Commerce, access to capital and market opportunities. The Dallas Regional Office and the Dallas/Fort Worth/Arlington MBDC will be participating in this event.

The MBDA's Dallas office will participate in an Entrepreneur Expo on February 28th. This Expo will focus on starting and expanding your business and franchise opportunities. The Expo will include financing, advertising, computer and web site design services.

II. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

III. SUB-CABINET SCHEDULE

None to report

IV. PRESS COVERAGE/INQUIRIES

None to report.

MEMORANDUM FOR THE SECRETARY

**FROM: Courtland Cox, Director
Minority Business Development Agency**

SUBJECT: Weekly Report to the Secretary for the Week ending 2/4/00

I. KEY DEPARTMENT NEWS

The New York Regional Office, met with John Wang, President of the Asian Business Development Center, in New York City. The purpose of the meeting was to discuss his proposal to establish a web site that would provide an electronic forum for African-American, Asian and Hispanic Businesses to share business opportunities and gain access to valuable information. These three ethnic communities now constitute a majority in New York City, and envision establishing New Majority Business exchanges to encourage and facilitate business dealings across ethnic lines.

On January 26th, the SFRO participated in an on-line E-Government web cast at 11:00am PST at <http://government.micronpc.com>. This web cast was to take an unbiased look at where e-government is heading and to discuss key issues government IT personnel should focus on to facilitate a seamless migration and to thrive in today's electronic age.

I. AGENCY WORK ON PRESIDENTIAL INITIATIVES

On Thursday, January 20, the Atlanta Regional Office attended a meeting hosted by Irving Mitchell, Director, Office of Business Development, State of Georgia, to discuss the Governor's proposed Mentor-Protegé Initiative. The objective of the initiative is to increase the opportunity for small business enterprises to experience sustained growth.

The New York Regional Office, met with Lynn Gordon Butterfield, CEO, Cooperative Venturing Group of Wayne Brown Institute, Salt Lake City, Utah. The purpose of the meeting was to discuss and devise a national system for the MBDA network to funnel minority businesses seeking venture into the Cooperative Venturing pipeline. Also discussed was the development of a web based system to funnel minority businesses wishing to obtain a critical analysis of their overall business. Envisioned is a system that would enable regional staff to market the system to all funded projects, and to track the progression and success of companies entering the system. We are working to have an operational system in place within 30 days.

II. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

III. SUB-CABINET SCHEDULE

February 1-2, 2000
Detroit, Michigan

Participating in a focus group meeting for the Tuck School of Business at Dartmouth. The *Strategies for Minority Business Growth* is the topic of discussion.

February 17, 2000
New York, New York

The Director will be honored and will be receiving an Award at the National Minority Business Council, Inc., 20th Annual Awards Luncheon.

February 26-March 2, 2000
Anaheim, California

On behalf of Secretary Daley, the Director will accept the "Civic Leadership Award" during the Reservation Economic Summit/2000.

IV. PRESS COVERAGE/INQUIRIES

None to report.

MEMORANDUM FOR THE SECRETARY

FROM: Courtland Cox, Director
Minority Business Development Agency

SUBJECT: Weekly Report to the Secretary for the Week ending 2/4/00

I. KEY DEPARTMENT NEWS

MBDA (Chicago region) will participate as a partner in a group of six (6) representatives including Export Assistance Program, Rainbow Push, World Trade Center, Women Business Development Center and Cosmopolitan Chamber of Commerce to develop an Export Diversity Program. The group of partners will screen and recommend 10-20 minority business participants for the program that are interested in or ready to expand internationally. During the period of March 31st - April 28, 2000 a five-day training program will be conducted for the selected candidates.

Based on the diverse resources offered by the six- (6) representatives, plans are also being developed to formalize the group as the "Global Diversity Group". The focus of the group will be on creating comprehensive programs that will increase the number of minority owned firms in the U.S. to export their services and products abroad.

February 10th, the Dallas Regional Office will co-host the Global Diversity Initiative. The program includes four training seminars with U.S. Commercial Service. The seminars will be followed by a Trade Mission to Mexico/Canada.

Heyward B. Davenport, Regional Director, held discussions with John Wang, President, Asian Business Development Center regarding his proposal to MBDA for funds to set up a web site that would provide an internet based forum for "New Majority" businesses. New York City is one of several cities where African-Americans, Asians and Hispanics constitute a majority. The Web-site would serve as a place where members of these groups can share information and opportunities.

The New York Regional Office is investigating a proposal to use banner ads to boost Internet traffic to MBDA's Phoenix site. A major component of the proposed plan is a revised lead page for Phoenix that allows a user to click directly from a banner ad to Phoenix. Our plan is to run a test pilot of this new promotional format in the New York Region, and accessing the results before recommending it as a national model.

I. AGENCY WORK ON PRESIDENTIAL INITIATIVES

None to report.

III. UPCOMING GRANTS/ANNOUNCEMENTS AND PUBLICATIONS

None to report.

IV. SECRETARY/ADMINISTRATOR'S SCHEDULE

None to report.

V. SUB-CABINET SCHEDULE

None to report.

VI. PRESS COVERAGE/INQUIRIES

An article by Courtland Cox titled, "New Realities for minority business", appeared in the Minority Business News USA in the January 15-February 15, 2000 edition.