

U.S. Dept. of Commerce
Minority Business Dev. Agency

NOV - 3 2006

Atlanta Natl. Enterprise Ctr.



*Professional/Administrative Services
Event, Conference and Logistical Management
Construction and Project Management
Marketing and Communications
Global Business Services*

November 2, 2006

John F. Iglehart, Interim Regional Director
U.S. Department of Commerce
Minority Business Development Agency
Atlanta National Enterprise Center
401 W. Peachtree St., N.W.
Summit Building, Room 1715
Atlanta, GA 30308

RE: Request for Additional Information - Negotiations and Clarifications
Competition ID No: 072620061180, South Carolina Statewide MBEC

Dear Mr. Iglehart:

Pursuant to the letter dated October 30, 2006 from MBDA, DESA, Inc. is pleased to submit its revisions and provide the additional information requested through this negotiation process to include a network map, which will be maintained for review by MBDA during the 2007-2009 period, as required. Attached you will find the original and two copies of Part I – Negotiations and Part II – Clarifications.

Should you require any further action on our part or have any questions, please feel free to contact Reva Witherspoon at (803) 743-1124, extension 1132.

Sincerely yours,

Diane E. Sumpter
President/CEO

Enclosures



**COMPETITIVE APPLICATION PACKAGE
FOR OPERATING THE
SOUTH CAROLINA
MINORITY BUSINESS ENTERPRISE CENTER**

PART I - NEGOTIATIONS

Submitted to

U.S. Department of Commerce
Minority Business Development Agency
Atlanta Enterprise Development Center
401 W. Peachtree St., NW
Summit Building, Room 1715
Atlanta, GA 30308

Submitted in Response to

MBDA Letter dated October 30, 2006

Submitted by

DESA, Inc.
400 Percival Road
Columbia, SC 29206-5021
(803) 743-1124 • (803) 782-6741 fax
dianes@desainc.com
www.desainc.com

November 2, 2006

THIS PROPOSAL INCLUDES DATA THAT SHALL NOT BE DISCLOSED OUTSIDE OF THE GOVERNMENT AND SHALL NOT BE DUPLICATED, USED, OR DISCLOSED - IN WHOLE OR IN PART - FOR ANY PURPOSE OTHER THAN TO EVALUATE THIS PROPOSAL. IF, HOWEVER, A CONTRACT IS AWARDED TO THIS OFFEROR AS A RESULT OF - OR IN CONJUNCTION WITH - THE SUBMISSION OF THIS DATA, THE GOVERNMENT SHALL HAVE THE RIGHT TO DUPLICATE, USE, OR DISCLOSE THE DATA TO THE EXTENT PROVIDED IN THE RESULTING CONTRACT. THIS RESTRICTION DOES NOT LIMIT THE GOVERNMENT'S RIGHTS TO USE INFORMATION CONTAINED IN THIS DATA IF IT IS OBTAINED FROM ANOTHER SOURCE WITHOUT RESTRICTION. TERMS AND CONDITIONS OF THE PROPOSAL ARE VALID FOR A PERIOD OF 180 DAYS FROM THE DATE OF RECEIPT BY THE GOVERNMENT.



Resources

Page III-53 - Location

The MBEC's geographic location is currently at 1515 Richland Street, Columbia, South Carolina. The operator's corporate office is located at 400 Percival Road, The location will remain the same of the MBEC during the proposed award period (2007-2009). This location is separate and apart from the operator's office. The Center has been at this location for the past three (3) years and is conveniently located in downtown Columbia, which is geographic center of the state. The locality is ideal in that it is in close proximity to the metropolitan area's three major interstates: Interstate 26, Interstate 77 and Interstate 20; and is within a reasonable commuting distance to the minority business community across the state. The facility is also accessible to disabled persons. The operator's corporate office is located at 400 Percival Road, Columbia, SC, which is approximately 15 minutes from the MBEC current and proposed location.

Page III 53-55 Resources, Geographic Areas & Strategic Partners has been revised as follows:

Resources

Currently, DESA, Inc. has a trained and experienced staff that is accustomed to providing quality management and technical assistance to high-level firms. The training tools being provided by the MBDA will enhance the skill set of the existing staff.

The MBEC has its existing client lists and databases for former year clients with over four hundred (400) clients that are in alignment with MBDA's goals. From that list, over fifty (50) are positioned as SGI or "potential rapid growth". In addition to our current SQL database, we also have access to the following databases:

- Governor's office of Small and Minority Business Assistance
- SBA (8a)
- Carolina Minority Supplier Development Council
- Central Contractors Registration
- SC Chamber of Commerce

Strategic Partners

To facilitate the MBEC in optimizing its outreach and service delivery to all sections of its geographical service area, DESA, Inc. will recruit, establish and maintain a network of Strategic Partners. These alliances will consist of local public and private sector organizations that are positioned to support the Center in achieving its goals for



assisting minority businesses. Our Strategic Partners will serve as a local resource for minority-owned businesses seeking to obtain services from the MBEC. The MBEC will establish the network of, no less than, five (5) Strategic Partners.

DESA, Inc. realizes the importance of having teaming relationships in the communities in which we serve. Much of our past success in operating a MBEC has come from our informal teaming relationships. We look forward to fortifying our present relationships with Memorandum of Understanding (MOU)'s to allow us to better serve minority businesses through our Strategic Partners.

Methodology

DESA, Inc. has always maintained a group of business and community organizations that have an inherent interest in assisting small businesses. Many of these entities have worked with DESA and the MBEC for several years. Relationships with five (5) constituents from this body will be formalized to establish a network of Strategic Partnerships. DESA, Inc. has already received a letter of commitment from a potential partner. This commitment letter is located in the *Appendix A* this proposal.

The Strategic Partners will play a major role in the marketing of the Center, especially to Strategic Growth Initiative (SGI) firms. Partners will not only publicize and promote the Center but also recommend clients to the Center for technical assistance. Among other things, partners will be afforded access to the tools available through the MBDA in exchange for their support. These tools include access to the MBDA's Minority Business Information Portals. Partners may enter sites on the portals, such as Phoenix, Opportunity, Resource Locator and Virtual Centers through the Internet. Partners will also be permitted to identify themselves as a Strategic Partner of the Center and make public its relationship with the MBEC in brochures, advertisements, press releases and other media.

Memorandum of Understanding documents will be developed detailing the roles each member will play and the resources they will provide. These resources may include:

- Initiate, assist and develop mechanisms to increase contracts and funding for minority businesses.
- Providing initial counseling to minority business enterprises, if the Strategic Partner is one that offers direct counseling;
- Provide capital through the partnership with the MBEC
- Provide opportunities through the partnership with the MBEC
- Support of the MBEC projects in coordinating MED Week activities within the geographic service area.

Proposed Strategic Partnerships

DESA, Inc. has selected a diverse group of partners that match the make-up of the small business community of South Carolina. These partners will not only assist in marketing the Center but also assist in reaching the Center in gaining access to markets (contracts) and access to capital (financing).



DESA has identified and has received a commitment from the following financial entities to assist minority businesses needing access to financing:

- [REDACTED] – As a current strategic partner, this institution has a reciprocal referring agreement with the MBEC. That is to say, they recommend the MBEC to eligible minority firms needing management and technical assistance. Once these firms (and similar ones) have been helped, the Center recommends this institution as a possible source for financial assistance. In recent years, the bank has hosted a SC Minority Enterprise Development (MED) Week Reception & Awards Celebration. They have also participated in Buyers Tours, financial seminars and other events sponsored by the MBEC. The [REDACTED] primary customer base consists of minorities and minority-owned businesses in the [REDACTED] and [REDACTED]. It is the state’s only minority-owned bank.
- [REDACTED] – This long-time supporter of the MBEC; provides reciprocal referring. Their service area includes the [REDACTED] of areas of South Carolina. This institution has served as a former sponsor of the SC Minority Enterprise Development (MED) Week Reception & Awards Celebration, and it routinely acts a co-sponsor by providing awards to companies being honored at this annual event.
- [REDACTED] – This bank has agreed to become a strategic partner for the upcoming project cycle. It was the primary sponsor of 2006 SC MED Week Reception & Awards Celebration. The main goal of their partnership with the Center is participate in reciprocal referring. Their principal service area covers [REDACTED] Counties.
- [REDACTED] – As a newly developed strategic partner with [REDACTED] offices strategically located across the entire state of South Carolina, this funding source assist the MBEC in reaching MBEs in all parts of the state. They are excited about the financial results stemming from a reciprocal referring agreement with the Center.

All redactions pursuant to FOIA exemption (b)(4)

Each financial institution has agreed to refer eligible minority businesses to the Center for assistance with financial counseling and planning, analyzing credit, determining risk, packaging loans, and structuring deals. An emphasis will be placed on referring SGI firms to the Center. In exchange, the Center will partner with the institution and the work with the client in order to solidify the funding transaction.

The following potential partners have been recognized as viable resources that can assist the MBEC in our effort to expand access to markets and contracting opportunities for the minority business community:

- [REDACTED] – This is a current, long-time strategic partner. Their partnership includes offering contract opportunities for MBEs, aiding selected businesses by subsidizing their client service fees, and providing possible business financing to chosen firms in this major metropolitan area of the sate. They have also participated in numerous



MED Week celebrations, sponsored Buyers Tours, paid for guest speakers, supported MBEC advocacy efforts and initiatives, and championed the efforts and achievements of the Center. Their commitment letter has already been offered, pending the award of the project.

All redactions
pursuant to FOIA
exemption (b)(4)

- [REDACTED] – This existing strategic partner has an established relationship with the MBEC. Their commitment incorporates the sponsorship of business development events/training and playing a key role in MBEC activities being conducted in [REDACTED] area of the state. This partner also acts as a referral source for the Center.
- [REDACTED] – The [REDACTED] has recently rejuvenated its relationship with this current strategic partner. The alliance involves the referring of SGI clients, connecting the MBEC and its clients with large majority firms, and identifying capital and procurement opportunities. A representative from the MBEC has been invited to become a member of this [REDACTED] board in an effort to develop strategies that will maximize the size and number of contracts being awarded to the minority business community of South Carolina.
- [REDACTED] – This [REDACTED] has been a faithful financial supporter of the MBEC. In addition to its financial support, the SCDOC refers SGI clients to the Center, identifies capital and procurement opportunities, and assists in marketing and promoting the MBEC. This is being done as a part of this group’s mission to nurture the establishment and growth of the businesses of the state, while fostering the creation of new jobs.

Each of the above entities and groups regularly interact with minority businesses (especially SGI firms) that are in need of management and technical assistance. These firms will be referred to the Center. Furthermore, these partners are in a position to identify opportunities and connect the MBEC with decision makers in order to increase the chances of winning contracts for MBEs. In turn, the MBEC will assist each of these entities in achieving their mission and reaching their minority participation goals.

All of the Strategic Partners will co-sponsor, participate and/or support events sponsored by the MBEC and the MBDA that are designed to promote the growth and development of minority businesses, this includes Minority Enterprise Development (MED) Week activities.

Maintaining Strategic Partnership Relationships

The MBEC will seek to foster and maintain effective and mutually beneficial relationships with its strategic partners by taking the following steps:

- Recognize “What’s in it for them.” The MBEC will meet with each potential strategic partner to share the mission and goals of the program and to get a clear understanding of what the partner values in a relationship with the Center.



- Developed a Memorandum of Understanding. A clear and detailed document will be executed and serve as a barometer to gage whether the partner and MBEC receives what they were expecting.
- Joint Participation. An effort to be made to garner support from each partner to participate in MBEC events. Likewise, the MBEC will actively seek to collaborate with partners on events they made be sponsoring that fall in line with the goals and mission of the MBDA.
- Continuous Feedback. The MBEC will communicate (via email, phone, letters, etc.) on a regular basis based on the level of activities in supporting the goals of the MBEC and the partner.
- Reassess the relationship. The results of the each partnership will be assessed on a quarterly basis. In the event that the goals of the partner or the MBEC are not being met, the relationship will be redefined or possibly terminated and replaced with a more effective one.

Other Partnerships and Relationships

The MBEC will collaborate with MBE programs operated by state, county and city government offices, as well as those administered by private sector organizations across the state of South Carolina.

In the past, the Center has worked closely with other organizations and entities that support, certify, and/or provide general business assistance to small and minority businesses. These groups include:

[REDACTED] – This [REDACTED] has specifically called upon the MBEC to assist minority firms with their [REDACTED] and various financial program applications. The Center is not only referred to as a resource but info about the SCMBEC is included in their Power Point presentation given during their monthly [REDACTED] training sessions to businesses. The SCMBEC is one of three state entities authorized to serve as a technical assistance provider for those receiving [REDACTED]

All redactions
pursuant to
FOIA exemption
(b)(4)

[REDACTED] – This office [REDACTED] advocacy efforts on behalf of these types of businesses. This office promotes the MBEC as a resource to those needing assistance with the completion of certification documentation.

[REDACTED] – This center provides managerial and technical assistance to start-up and existing businesses. The MBEC refers many of its start-up and ineligible businesses to this group, while they refer minority firms to the MBEC.

[REDACTED] – This organization provides management and technical assistance to firms who export or are interested in exporting their goods and services. They refer minority firms who are in need of higher level assistance to the MBEC.



The Center uses them as a resource, especially for those firms needed access to certain markets. A MBEC representative serves on the board of director for this organization.

All redactions pursuant to FOIA exemption (b)(4)

[REDACTED] – The [REDACTED] is dedicated to expanding economic opportunities for [REDACTED] across the state by advancing entrepreneurship and providing resources to assist in successful business start-ups, maintenance of growth and exploration of new business opportunities. The [REDACTED] and the SCMBEC has an informal reciprocal referral agreement.

[REDACTED] – This [REDACTED] is the extension of the [REDACTED] which specifically focuses on the issues and needs of small businesses across the state; many of which are minority firms. The [REDACTED] with assistance from the SCMBEC, has developed a minority business database which allows prime contractors and those seeking MBE a mechanism to locate eligible firms. It also acts as a tool for the MBEC to identify SGI clients.

Additionally, the Center has participated in events sponsored by [REDACTED] across the state. They include: [REDACTED]

[REDACTED] – Not to be confused with the above group, this association is an advocacy organization representing the general interests of small business in state and local government. The MBEC has used this group as an information and education resource to keep MBEs abreast of issues that may affect their business.

Banks & Financial Institutions – The SCMBEC has always maintained good working relationships with banks and financial institutions across the state. Institutions have already committed to partnering with the MBEC. [REDACTED]

[REDACTED] have pledged their support for the program. Affiliations with other financial institutions will be sought. These relationships will enhance our ability to assist firms in obtaining loans, as well as allow us access to a larger number of potential SGI clients.

[REDACTED] – This former strategic partner has relationships with MBE across the state. The MBEC has participated with them in various venues, including their highly popular [REDACTED]. The Center's involvement included acting as a guest speaker(s) for minority business forums and events in the [REDACTED] area of the state. These events serve as a marketing opportunity for the Center.

[REDACTED] – This recently established branch of the well-established national association has sought to develop a



partnership with the SCMBEC. Several synergistic areas were immediately identified. Details of the arrangement are currently being discussed.

All redactions
pursuant to
FOIA exemption
(b)(4)

Recently, efforts have been made by the MBEC to develop relationships with the [redacted], as well as the [redacted]

[redacted] – Many of the federal procurement contacts that the Center utilized in the past have recently retired. However, the MBEC staff will engage existing and new contacts at federal offices and military installations throughout the state to support federal contracting opportunities for SGI clients. Those federal procurement contacts include:

Charleston AFB
101 East Hill Blvd
Charleston AFB, SC 29404
(843) 963-5155

Elliott Cooper
US Small Business Administration
1835 Assembly Street, Suite 358
Columbia, SC 29201
(803) 765-5912

US Army Corps of Engineers
Savannah District
100 Oglethorpe Street
Savannah, GA 31402
(912) 652-5340

Dave Hepner
Washington, Savannah River Co.
U. S. Department of Energy
Building 730-4B, Room 226
Aiken, SC 29808
(803) 952-9991

Dennis Alverson
Shaw AFB
20th Contracting Squadron
305 Blue Jay Street
Shaw AFB, SC 29152
(803) 895-6834

Grace Jackson
General Services Administration
1835 Assembly Street, Room 758
Columbia, SC 29201
(803) 765-5581

Rick Miller
Procurement Center Representative
US Small Business Administration
Charleston Office of Government
Contracting
(843) 820-5724

Ann Howell
Space & Naval Warfare Systems
Center (Spa War)
P. O. Box 190022
N. Charleston, SC 29419
(843) 218-5115

State, County and Local Government Leaders, Agencies, Municipalities and Educational Bodies – Through the course of the current MBEC contract, the Center has collaborated with following offices, agencies and groups in order to assist minority businesses:

- State of South Carolina
- SC Department of Health and Environmental Control
- SC Department of Transportation
- Richland County



- Lexington County
- Charleston County
- Spartanburg County
- Aiken County
- Dorchester County
- Horry County
- City of Columbia
- City of Charleston
- City of North Charleston
- Richland County School District One
- Richland County School District Two
- Beaufort County School District
- Fairfield County School District
- US Congressman Jim Clyburn
- US Congressman Joe Wilson
- US Congressman Bob Inglis
- US Senator Lindsey Graham
- US Senator Jim DeMint
- Governor Mark Sanford
- Former Governor Jim Hodges
- SC Competitive Initiative
- SC Technology Alliance
- SC Manufacturing Extension Partnership (SCMEP)
- Service Corp of Retired Executives (SCORE)
- Tri-County Alliance
- SC Legislative Black Caucus
- SC State NAACP
- SC Urban League
- University of South Carolina
- Medical University of SC
- Benedict College
- SC State University
- Claflin College
- Spartanburg Technical College
- Sumter Ministerial Alliance

Private Sector Purchasing Agents – Through the course of the current MBEC contract, the Center has met with the purchasing agents from numerous larger corporations. These corporations include:

- SCANNA
- Honda of North America
- Michelin Tire
- BMW
- Progress Energy
- Sonoco
- Budweiser Brewing
- SC Education Lottery

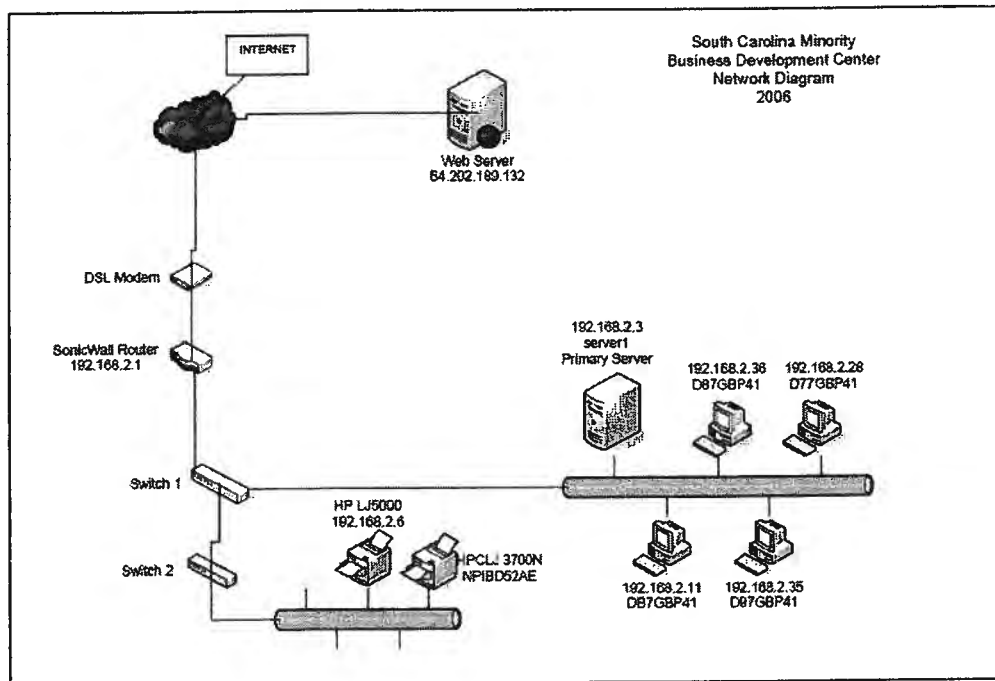
Military Installations Purchasing Agents – The MBEC and its operator has developed relationships with contracting officers at most of the military bases located in and near the Center’s geographic target market. The following chart lists some of them:

BASE	LOCATION
Fort Jackson Army Base	Fort Jackson, SC
Shaw AFB	Sumter, SC
Charleston AFB	Charleston, SC
Charleston Naval Weapons Station	Goose Creek, SC



Parris Island Marine Base	Parris Island, SC
U. S. Army Corp of Engineers	Savannah, GA
Seymour – Johnson AFB	Goldsboro, NC
Fort Bragg	Fayetteville, NC

Page III-57 The network map is attached.



Page III-118 The computers that will be used by the MBEC for the 2007-2009 proposed period were purchased in 2004. However, they have been upgraded to meet the specifications per MBDA.

1. Network Design

DESA is proposing a network server system that is fully compatible with Microsoft Windows 2003 operating system. Primary network server contains hard disks with more than 40 gigabytes (GB) of space using RAID data retention. The server contains a Pentium IV class central processing unit (CPU) as well as web and mail servers with Internet Service Provider (ISP).

2. Desktop Workstations

DESA is proposing four (4) workstations with Pentium IV class CPU, operating at speeds of 2.13 Gigahertz (GHz), having hard drive storage capacity of 40 GB and 512 MB of RAM and a CD or DVD reader/writer. Each work station is fully compatible with Microsoft Windows 2003



and XP Professional Operating System, MS Office 2000 Professional or higher, Microsoft Internet Explorer 6.x, Anti-Virus software, and hardware-based Firewall. Adobe Reader 7.0 is installed on all workstations.

DESA has a full-page scanner, along with software fully compatible with Adobe Acrobat Standard or Professional 7.0. It is installed on the administrative workstation, which has the capability for the production of electronic document submissions.

DESA is proposing two (2) high capacity network printers. The HP LJ5000 printer is a high capacity black and white laser printer used for daily document printing. The HPCLJ3700 N is a network color laser printer used to print graphics and other high resolution print jobs. Each desktop workstation has access to either network printer.

Per Page III-119, the statement "*DESA, Inc. understands that the MBDA may require certain software to be loaded on servers and/or desktops. The cost of this additional software may be borne by MBDA*" has been deleted on all pages. The following statement has been inserted: "*From time to time, MBDA may require that certain software be loaded on servers and desktops. In any given year, the cost of this additional software maybe \$300.00 per workstation and \$600.00 per server.*"



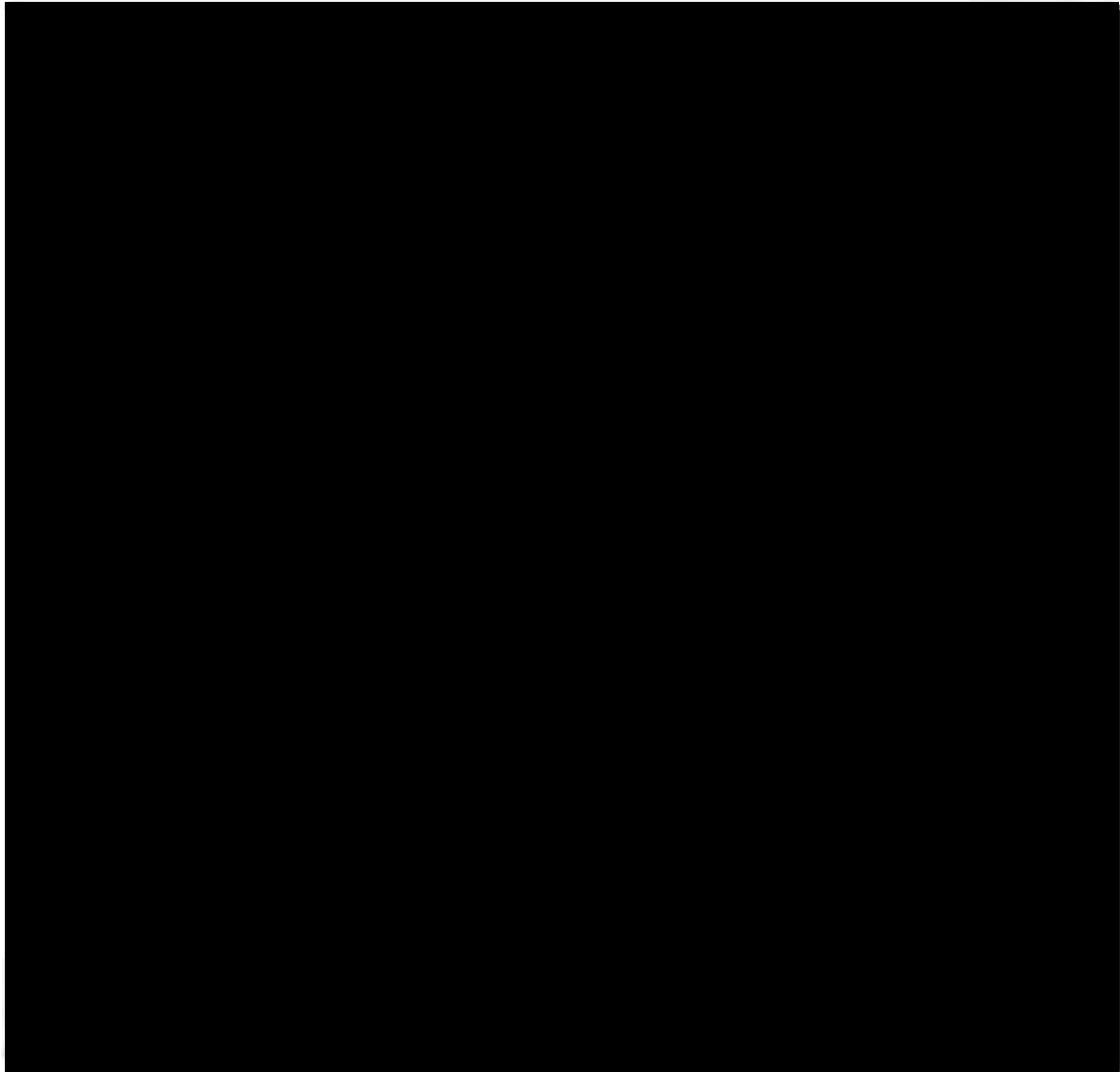
Techniques and Methodologies

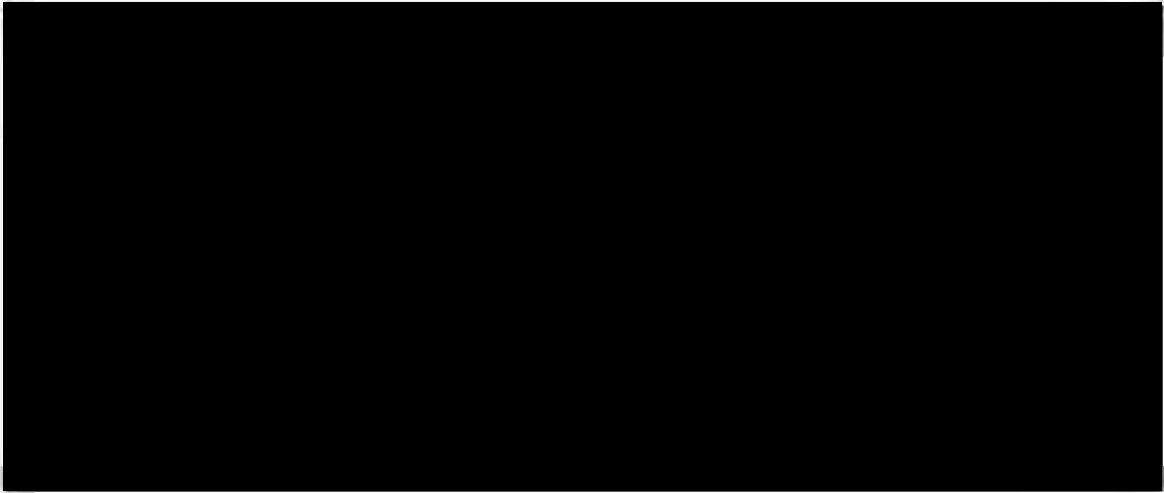
Page III-61 & 62 are corrected as follows:

Dollar Value of Awarded Contracts & Procurements

DESA intends to meet or exceed the annual dollar value of awarded contracts and procurement amount of \$12,134,000 which was established by MBDA. The staff of the MBEC will assist MBE clients in identifying and accessing contracting opportunities in both the public and private sectors. Over the past decade, the MBEC staff has developed relationships with numerous purchasing executives, government procurement officers, and others who keep the staff abreast of business opportunities. The staff will leverage existing federal, state and local resources to access contracting opportunities for clients. Below is a sampling of some of the contacts that MBEC staff currently has.

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FOIA exemption
(b)(4)

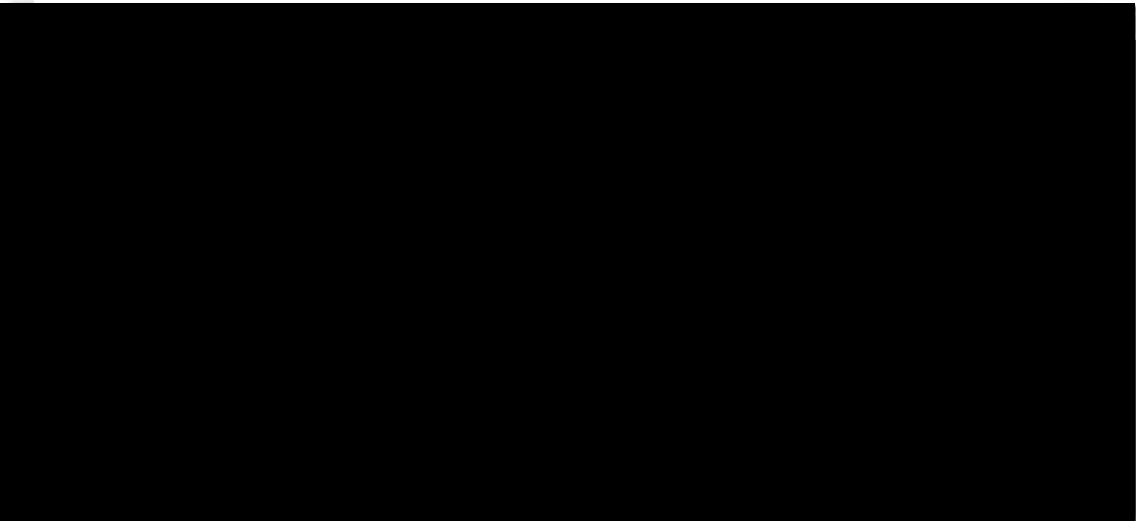




All redactions
pursuant to
FOIA exemption
(b)(4)

Dollar Value of Awarded Financial Transactions

DESA intends to meet or exceed the total dollar value of \$8,089,500 in awarded financial transactions. The staff of the MBEC will assist clients in securing commercial loans, equity financing, bonds, leases (equipment and property), and other binding financial agreements. Some of the financial resources that the staff intends to utilize in helping MBE clients access capital will include:



3.3.1.3 Increase in Sales

DESA intends to meet or exceed the \$1,064,500 increase in sales required by MBDA. In order to demonstrate the increase in sales generated over time by clients, the MBEC staff will engage in activities that will help clients identify and access business-to-consumer markets. Such activities include online retail purchases and discounts, management of customer relationships, and other value added services provided by the MBEC staff.

Number of Jobs Created



DESA intends to meet or exceed the goal of forty-seven (47) job creations required by MBDA. As SGI clients grow their business through increased contracts, they tend to create more jobs as a result. The MBEC staff will focus on assisting MBEs with access to procurements and contracting opportunities, knowing that more contracts lead to more jobs.

Number of New Clients

DESA intends to meet or exceed the goal of ninety-one (91) new clients required by MBDA. The MBEC staff will research business opportunities and market to potential MBEs by identifying sales leads, conducting contract networking sessions, and promoting the development of joint ventures and strategic alliances as a method for soliciting new clients. In addition, brochures, website, and other market promotion activities will be utilized to attract clients. Similarly, the MBEC staff will make optimum use of the MBDA network to identify and recruit potential MBE clients.

Resource Entries

DESA intends to meet or exceed the one hundred seventy-two (172) resource entries required by MBDA. By utilizing procurement and capital resources, the MBEC staff will enter timely and frequent records into MBDA's Portal tools (e.g., Phoenix Opportunity Database, Capital Locator, Resource Locator, etc.).

Strategic Partnerships

All redactions
pursuant to FOIA
exemption (b)(4)

DESA intends to meet or exceed the goal of five (5) strategic partnerships as established by MBDA. Over the years, the MBEC has found its strategic partnerships to be the impetus for reaching out to a diverse array of businesses in South Carolina. For instance, by partnering with [REDACTED] to participate in the annual [REDACTED] in both Charleston and Columbia, the MBEC has identified and recruited potential clients from across the state. Likewise, through a working referral system with [REDACTED], the MBEC has received new clients. The bank has received quality loan packages, which lead to new commercial loans, and the MBE clients secured the funding needed. By partnering with government procurement officials, the MBEC gains access to markets; the governmental entities increase their vendor database, and the MBE clients gain contracts. These are just a few of the ways that the Center utilizes its strategic partnerships to meet performance goals while benefiting clients.

To compliment MBDA's tracking and validating of contracts and financings, the MBEC staff will also track and validate all transactions and MBE activities by the following:

- Verbal and written interaction and correspondence with the awarding contracting and finance officers



- Verbal and written interaction and correspondence with MBEs receiving award transactions to ensure all prepared documents are submitted responsible and responsive
- MBEC staff will make sure that all appropriate documents are signed and on file by all appropriate contracting and finance parties as well as the MBE.
- MBEC will make sure all documentation has been appropriately gathered and filed.

Page III-61- Because of the resources available to the MBEC staff throughout the state of South Carolina, we are confident that services can be provided to all clients statewide. Historically, the Center has partnered with the [REDACTED], and [REDACTED] to use space in their facility to meet with clients within their geographic area. Staff will travel throughout the state as needed. Our budget reflects about 6,000 miles per year for staff travel.

All redactions pursuant to FOIA exemption (b)(4)

Page III-3 -Our rationale for utilizing a [REDACTED] whose rate is higher than is [REDACTED] is based on experience. In order to reach the SGI clients and meet the performance goals established by MBDA, the Center will employ an experienced, [REDACTED] [REDACTED] to work directly with clients on a part-time basis. [REDACTED] has sixteen (16) years experience pricing and negotiating federal contracts. He is a certified Economic Development Finance Professional and has previously worked with businesses and government procurement officers in South Carolina. We believe this experience is critical to the MBEC staff successfully achieving the performance goals established by MBDA.



**COMPETITIVE APPLICATION PACKAGE
FOR OPERATING THE
SOUTH CAROLINA
MINORITY BUSINESS ENTERPRISE CENTER**

PART II – CLARIFICATIONS

Submitted to

U.S. Department of Commerce
Minority Business Development Agency
Atlanta Enterprise Development Center
401 W. Peachtree St., NW
Summit Building, Room 1715
Atlanta, GA 30308

Submitted in Response to

MBDA Letter dated October 30, 2006

Submitted by

DESA, Inc.
400 Percival Road
Columbia, SC 29206-5021
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dianes@desainc.com
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NOVEMBER 2, 2006

This proposal includes data that shall not be disclosed outside of the government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of - or in conjunction with - the submission of this data, the government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the government's rights to use information contained in this data if it is obtained from another source without restriction. Terms and conditions of the proposal are valid for a period of 180 days from the date of receipt by the government.



Part 2 – Clarifications



Part II – Clarifications

In response to Page III-3, the titles in our budget section have been changed to agree with our Capability section. DESA pay rates are based on a years of experience and level of technical expertise that the consultant has to offer to the client.

In response to Page III-3, DESA travel policy has been in effect since 1996. We have reviewed and revised the per diem rate to reflect \$30.00 in budget years 2008 and 2009.

In response Page III-3, DESA is proposing a total of \$50.00 (departure and return) for ground transportation for two individuals to travel to San Antonio, Texas to attend the MBDA National Conference. Ground transportation rates are based on individuals sharing ground transportation cost and departing and returning together, which includes; ground transportation cost to Tuck Training and MBDA National MED Week.

In response Page III-3, DESA is proposing a total of three staff members attending the Tuck Training; this is based two individuals sharing a room i.e. (two males and one female or two females and one male). The Tuck training ground transportation is based on the group of three sharing a ride for departure and return to and from the airport.

In response Page III-3, and III-6, DESA is proposing a total of two staff members attending the Specialized Training Program; this is based on two individuals sharing a room i.e. (two males or two females).

In response Page III-3, Line as been deleted

In response Page III-4, to compensate DESA employees for the increasing cost of gasoline, DESA is proposing to change its travel policy to reflect the federal government mileage reimbursement rate of \$0.445.

In response Page III-8, DESA is proposing four workstations with NEC DVD + RW ND-2100 AD CD/DVD reader/writer.

In response Page III-8, DESA supply costs are also based on historical cost.

In response Page III-8, DESA has changed this line item to reflect the separation of long-distance and local service cost.

In response Page III-9, DESA has changed this line item to reflect the separation of taxes, licenses and permits cost.

In response Page III-9, DESA has changed this line item to reflect “MBEC office”, which is located at our proposed location on 1515 Richland, Street in Columbia, SC.



In response Page III 10, DESA has changed this line item to reflect the separation of property and professional liability insurance cost.

In response Page III 10, DESA has changed this line item to reflect the separation of Memberships and Community Relations costs.

In response Page III-10, DESA, actual indirect rates as of the end of 2005 are has follows; fringe benefits rate of [REDACTED]%, overhead rate of [REDACTED]% and general and administrative rate of [REDACTED]%. DESA is offering to provide its services to the Minority Business Development Agency for the total indirect rated as proposed in its budgets to operate the MBEC.

Explanation of Indirect Cost Pools Calculations

The following explains the make-up and methodology used by DESA, Inc. to allocate all indirect cost. We are certain that the provisions of the Federal Acquisitions Regulation are met and that the methodologies and adoptions of allocations bases result in an equitable, justifiable, and fair allocation of indirect cost.

To allocate indirect cost in the most equitable manner, DESA has established three types of indirect cost pools; [REDACTED] Pool, 2 [REDACTED] Pool, 3 [REDACTED] Pool.

Note:

[REDACTED]

Note:

[REDACTED]

Note:

[REDACTED]

Budget Years 2008 & 2009

DESA, corrected the personal Budget Year 2008 to reflect the correct rates, changes made to budget narratives did not affect the SF 424 or 424A.

Staff Time Allocations Charts

All redactions pursuant to FOIA exemption (b)(4)



In response staff time allocation charts, that have corrected to reflect totals in the proper columns and position titles has been corrected

SF-424

In response SF 424 this form has been corrected to reflect the noted revisions.

SF-424 A

In response SF 424 A, this form has been corrected to reflect the noted revisions.

CD-511

In response CD-511, this form has corrected to reflect the noted revisions

SF-LLL

In response SF-LLL, this form has corrected to reflect the noted revisions

Cheryl Kinley and Cheryl Monroe is the same person. The Staff Allocation Chart on Page III - 27 and the resume on Page III-42 been revised to read Cheryl Kinley.

The qualifications of each position have been reviewed and revised to include additional educational disciplines that are deemed beneficial to support the needs of potential clients. These additional educational disciplines added include information technology, human resources management and journalism.



3.4D Costs Budget and Budget Narrative

For

South Carolina Minority Business Enterprise Center

Budget Year 2007

Submitted by:

DESA, Inc.
400 Percival Road
P.O. Box 6805
Columbia, SC 29206
Phone: 803.743.1124
Fax: 803.782.6741
Website: www.desainc.com

November 2, 2006

This proposal includes data that shall not be disclosed outside the US Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of - or in connection with - the submission of this data, the US Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction.



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South Carolina Minority Business Enterprise Center


2007 Budget

PERSONNEL	Percentage	FEDERAL	NON FEDERAL	TOTAL
Project Director	(b)(4) %	40,745.00	7,190.36	47,935.36
Business Consultant	(b)(4) %	17,023.70	3,004.22	20,027.92
Senior Business Consultant	%	27,687.50	4,885.70	32,573.20
Project Administrator/Marketing	%	22,939.66	4,048.18	26,987.84
Marketing Intern	%	1,300.00	3,900.00	5,200.00
Total Personnel		109,695.86	23,028.46	132,724.32
rounded to		109,696.00	23,028.00	132,724.00
TRAVEL				
MBDA Post Award Conference				
Ground Travel (440 miles x \$.445 depart & return)		195.80	0.00	195.80
MBDA National Conference				
Airfare (2 staff x \$650 - San Antonio, TX)		0.00	1,300.00	1,300.00
Ground Travel (\$25 x 2 staff x depart & return)		50.00	0.00	50.00
Lodging (\$103 x 2 staff x 4 days)		824.00	0.00	824.00
DESA Per Diem (\$27 x 2 staff x 5 days)		270.00	0.00	270.00
Tuck Training				
Airfare (3 staff x \$650 - Hanover, NH)		0.00	1,950.00	1,950.00
Ground Travel (\$120 x 2 x depart & return)		240.00	0.00	240.00
Lodging (\$116 x 2 rooms x 5 days)		1,160.00	0.00	1,160.00
DESA Per Diem (\$27 x 3 staff x 6 days)		486.00	0.00	486.00
Specialized Training Program				
Ground Travel (440 miles x .445 depart & return)		195.80	0.00	195.80
Lodging (\$124 x 1 room x 4 days)		496.00	0.00	496.00
DESA Per Diem (\$27 x 2 staff x 4 days)		216.00	0.00	216.00
MBDA Regional NEC MED-Week Conference				
Ground Travel (\$0.445 x 440 miles)		195.80	0.00	195.80
DESA Per Diem (\$27 x 4 staff x 1 day x 75%)		81.00	0.00	81.00
MBDA National MED-Week Conference				
Airfare (2 staff x \$650 - Washington, DC)		0.00	1,300.00	1,300.00
Ground Travel (\$25 x 2 depart & return)		50.00	0.00	50.00
Lodging (\$195 x 2 staff x 4 days)		1,560.00	0.00	1,560.00
DESA Per Diem (\$27 x 2 staff x 5 days)		270.00	0.00	270.00
Statewide Travel (6,000 x \$0.445)		1,530.00	1,140.00	2,670.00
Sub total travel		7,820.40	5,690.00	13,510.40



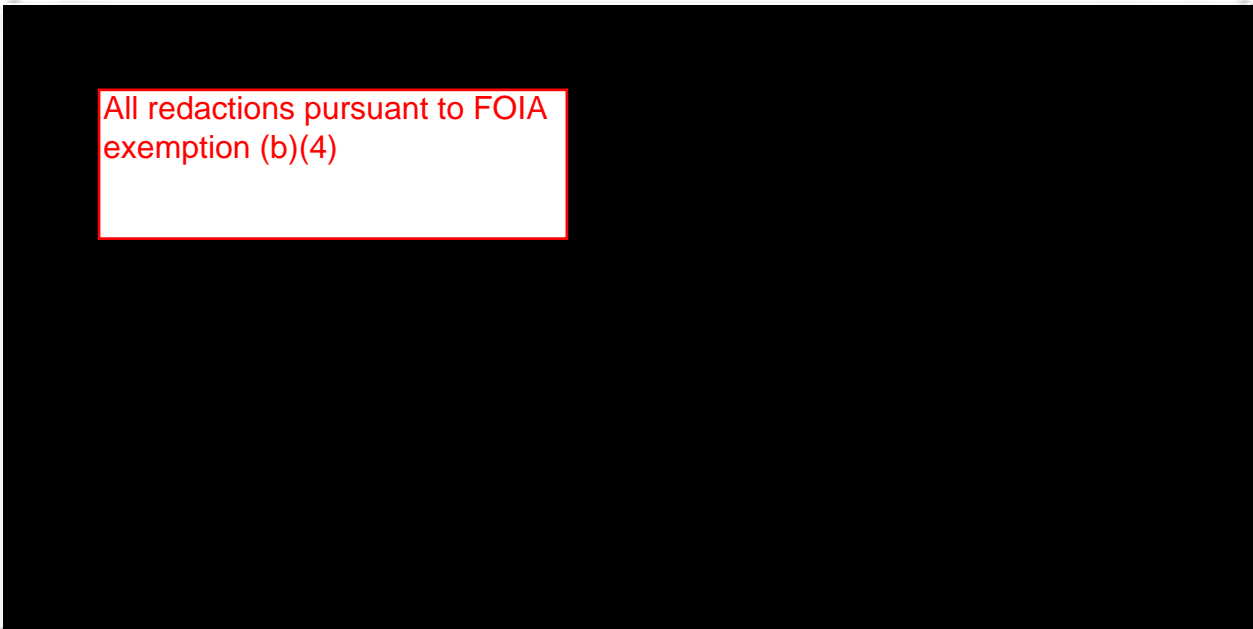
	FEDERAL	NON FEDERAL	TOTAL
Rounded to	7,820.00	5,690.00	13,510.00
EQUIPMENT & FURNITURE			
Total Equipment & Furniture	0.00	0.00	0.00
rounded to	0.00	0.00	0.00
SUPPLIES			
Total Supplies	2,181.00	0.00	2,181.00
rounded to	2,181.00	0.00	2,181.00
CONTRACTUAL			
	0.00	0.00	0.00
CONSTRUCTION			
	N/A	N/A	N/A
OTHER DIRECT COST			
Office Rent	12,658.80	5,000.00	17,658.80
Telephone service	8,396.70	503.90	8,900.60
Postage	1,560.00	175.00	1,735.00
Janitorial Services	1,800.00	0.00	1,800.00
Utilities	3,619.92	0.00	3,619.92
Printing (Stationery & Envelopes)	2,584.47	1,375.63	3,960.10
Professional Services	124.00	1,000.00	1,124.00
Signage	1,000.00	500.00	1,500.00
Equipment Maintenance	2,338.72	0.00	2,338.72
Taxes, Licenses & Permits	0.00	3,700.00	3,700.00
Insurance	3,840.00	1,100.00	4,940.00
Memberships & Community Relations	2,397.60	636.97	3,034.57
Sub-Total Other Direct Costs	40,320.21	13,991.50	54,311.71
Sub-Total DIRECT CHARGES	160,017.46	42,709.96	202,727.43
FEE [REDACTED]	(b)(4)		14,190.92
Total Other Direct Costs + Fee	54,511.13	13,991.50	68,502.63
rounded to	54,511.00	13,992.00	68,503.00
TOTAL DIRECT CHARGES			
rounded to	174,208.00	42,710.00	216,918.00



	FEDERAL	NON FEDERAL	TOTAL
INDIRECT CHARGES			
	66,390.72	17,490.41	83,881.13
rounded to	(b)(4)	17,490.00	83,881.00
TOTAL CHARGES	240,599.11	60,200.37	300,799.48
rounded to	240,599.00	60,200.00	300,799.00

A. Personnel

DESA, Inc. proposes to operate the South Carolina Minority Business Enterprise Center (SCMBEC) with a staff composed of one full-time project director, two part-time business consultants, one full-time project administrator/marketing, and one part-time marketing intern.



All redactions pursuant to FOIA exemption (b)(4)

Thus, total salaries for the year are \$132,724.32 (rounded to \$132,724.00).

B. Travel

DESA, Inc. has authorized three staff persons to travel throughout South Carolina for the purpose of promoting advocacy, outreach, and other marketing activities for potential clients. Most of the travel will be client-related; however, some travel will result from marketing activities. DESA is proposing a total of two or more staff members attending events are based two individuals sharing a rooms and ground transportation i.e. (two males and one female or two females and one male).

Based on historical travel data from our MBDC experience, traveling throughout South Carolina is estimated at 6,000 miles for the year. Thus, total estimated travel is estimated as:



6,000 x \$0.445 per mile = **\$2,670.00**

Travel to Atlanta, GA to the Post Award Conference for the Operator and Project Director is budgeted based on one vehicle traveling from Columbia, SC and return is calculated as follows:

Ground Travel (440 miles x \$0.445).....	195.80
Total	\$195.80

DESA is pledging two airline tickets totaling an estimated \$1,300.00 as a non-cash contribution to the South Carolina MBEC for Travel to San Antonio, Texas for the MBDA National Conference for two staff members based on airfare of \$650.00. DESA's per diem rate is \$27.00 per day for five days, lodging at rate of \$103 per night and ground transportation of \$25; thus, the trip to the initial consultant training is calculated as follows:

Airfare (\$650 x 2 staff members).....	\$1,300.00
Ground Travel (\$25.00 x 2)	50.00
Lodging (\$103 x 2 staff members x 4 days)	824.00
Per Diem (\$27.00 x 2 staff members x 5 days).....	270.00
Total	\$2,444.00

DESA is pledging three airline tickets totaling \$1,950 as a non-cash contribution to the South Carolina MBEC Travel to Hanover, NH to Dartmouth University, Tuck Business School training entitled, "Implementing a System for High-Quality Service" Tuck training is calculated based on airfare of \$650. DESA's per diem rate is \$27.00 per day for five days; lodging is at a rate of \$116 per night and ground transportation is estimated at \$120; thus, the trip to the Tuck training is calculated as follows:

Airfare (\$983.00 x 3 staff member).....	\$1,950.00
Ground Travel (\$120.00 x 2 depart & return).....	240.00
Lodging (\$116 x 2 staff rooms x 5 days).....	1,160.00
Per Diem (\$27.00 x 3 staff member x 6 days).....	486.00
Total	\$3,836.00

Travel to Atlanta, GA for the MBDA Specialized Training Program for two staff members of the South Carolina MBEC staff is based on ground travel at mileage rate of \$0.445. DESA's per diem rate is \$27.00 per day for five days, and lodging is at a rate of \$124 per night; thus, the trip to Atlanta for specialized training is calculated as follows:

Ground Travel (440 x \$0.445 depart & return).....	195.80
Lodging (\$124 x 1 room x 4 days).....	496.00
Per Diem (\$27.00 x 2 staff member x 4 days).....	216.00
Total	\$907.80

Travel to the Minority Business Development Agency (MBDA) Atlanta Regional NEC MED-Week Conference by four SCMBEC staff members is calculated based on DESA's per diem rate



of \$27 per day for one travel day at 75% and ground travel of 440 miles x \$0.445 per mile; thus, the trip to the Regional MED-Week Conference is calculated as follows:

Ground Travel (440 x \$0.445 depart & return).....	195.80
Per Diem (\$27.00 x 4 staff members x 1 day x 75%).....	81.00
Total	\$276.80

DESA is pledging two airline tickets totaling \$1,300.00 as a non-cash contribution to the South Carolina MBEC for travel to the Minority Business Development Agency (MBDA) National MED-Week Conference in Washington, DC by two staff members. Based on airfare of \$650.00, DESA's per diem rate of \$27 per day, lodging of \$195.00 per night, and ground transportation of \$25; the trip to the National MED-Week Conference is calculated as follows:

Airfare (\$650.00 x 2 staff member)	\$1,300.00
Ground Travel (\$25.00 x 2)	50.00
Lodging (\$195 x 2 staff member x 4 days).....	1,560.00
Per Diem (\$27.00 x 2 staff member x 5 days)	270.00
Total	\$3,180.00

Thus, total travel costs for the period of performance is:

Statewide Travel	\$2,670.00
MBDA Post Conference Award	195.80
MBDA National Conference	2,444.00
MBDA "Implementing a System for High-Quality Service".....	3,836.00
MBDA Specialized Training Program.....	907.80
Regional Conference (MED Week).....	276.80
National Conference (MED Week)	3,180.00
Total	\$13,510.40

Thus total travel is rounded to \$13,510.00.

The rates used to budget the travel expenses are based on the maximum rates for lodging amounts prescribed under paragraph 301-7.3(a) of Federal Travel Regulation (FTR). DESA is proposing its own per diem of \$27.00 per day for reimbursement of meals and incidentals incurred during travel within the continental United States.

C. Equipment & Furniture

DESA is proposing no additional equipment or furniture purchases for this budget period. Currently, DESA has the following equipment that will be used for operation of the SCMBEC:

1. Network Design

DESA is proposing a network server system that is fully compatible with Microsoft Windows 2003 operating system. Primary network server contains hard disks with more than 40 gigabytes (GB) of space using RAID data retention. The server contains a Pentium IV class central



processing unit (CPU) as well as web and mail servers with Internet Service Provider (ISP).

2. Desktop Workstations

DESA is proposing four (4) workstations with Pentium IV class CPU, operating at speeds of 2.13 Gigahertz (GHz), having hard drive storage capacity of 40 GB and 512 MB of RAM and a CD /DVD reader/writer. Each work station is fully compatible with Microsoft Windows 2003 and XP Professional Operating System, MS Office 2000 Professional or higher, Microsoft Internet Explorer 6.x, Anti-Virus software, and hardware-based Firewall. Adobe Reader 7.0 is installed on all workstations.

DESA has a full-page scanner, along with software fully compatible with Adobe Acrobat Standard or Professional 7.0. It is installed on the administrative workstation, which has the capability for the production of electronic document submissions.

D. Office Supplies

Office supplies such as pens, pencils, paper clips, envelopes, staples, computer diskettes, computer backup tapes, telephone message pads, letter-size note pads, tape, labels, and file folders are budgeted based at an average monthly cost of \$181.75; thus, general office supplies are calculated at \$181.75 per month x 12 months for a total of **\$2,181.00**. DESA supply costs are based on historical data.

E. Contractual

DESA is proposing no contractual services for audit this budget period.

F. Other Direct Cost

The cost items listed in this category are based on DESA's historical data, unless otherwise indicated.

1. Office Rent

The SCMBEC office space is estimated at 1,348 square feet with an annual rent of **\$17,658.80**; thus, cost per square foot is calculated as follows: \$17,658.80 divided by 1,348 sq. ft. = \$13.10 per sq. ft.

2. Telephone Service

SCMBEC telephone system includes three lines, fax line, and long distance and local services. Telephone service is budgeted at **\$8,900.60** for the year. Long distance changes are budgeted at \$2,670.18 and local services are budgeted at \$6,230.42.

3. Postage

Postage is estimated based on 4,000 mailings at \$0.39 plus \$175.00 for parcel mailings, special over night deliveries and certified mailings; thus, postage is calculated as follows:

$$4,000 \times \$0.39 + \$175.00 = \mathbf{\$1,735.00.}$$



4. Janitorial Services

Janitorial services at the SCMBEC office is budgeted at \$150.00 month. Total janitorial services cost is **\$1,800.00** for 12 months.

5. Utilities

The utilities are budgeted at \$301.66 per month; thus, annual utilities cost is \$3,619.92 for 12 months.

6. Printing

The SCMBEC will develop and print publications used to increase awareness, information and communication to political, community and the business community. These costs are budgeted based on historical accounting records. They are estimated as follows:

Brochures	\$1,760.10
Envelops.....	600.00
Letterhead	1,200.00
Business Cards	400.00
Total	\$3,960.10

7. Professional Services

DESA is budgeting **\$1,124.00** to modify the former SCMBDC web site to new Minority Business Enterprise Center (MBEC) specifications.

8. Signage

DESA is budgeting **\$1,500.00** to purchase a new Minority Business Enterprise Center sign.

9. Equipment Maintenance Services

DESA will solicit a computer service company in the local area to repair and service the SCMBEC's computers. Maintenance service agreements for the MBEC office include a copier; Star Talk phone system, printers, computer parts, computer services and labor. They are budgeted at **\$2,338.72** for the year.

Copier maintenance	980.00
Network maintenance	858.72
Services calls.....	500.00
Total	\$2,338.72

10. Taxes, Licenses & Permits

DESA will provide taxes, licenses, and permits for the South Carolina MBEC at estimated cost of **\$3,700.00** for the year.

City of Columbia Licenses.....	600.00
Richland County Taxes.....	3,100.00



Total\$3,700.00

11. Insurance

DESA will provide property, general liability and errors and omissions insurance for the South Carolina MBEC at estimated cost of \$4,940.00 for the year.

Professional Liability Insurance	2,448.16
General Liability Insurance.....	2,091.84
Commercial Property Insurance	400.00
Total	\$4,940.00

12. Memberships & Community Relations

Memberships & Community Relations costs, which include memberships with professional organizations and several county and city Chambers of Commerce and subscriptions, are estimated at \$3,034.57 per year.

City of Columbia Chamber of Commerce.....	300.00
City of Greenville Chamber of Commerce.....	300.00
City of Charleston Chamber of Commerce	300.00
The State New Paper.....	184.57
Hispanic Chamber of Commerce.....	200.00
Asian Chamber of Commerce.....	200.00
Filipino American Association	200.00
South Carolina Minority Supplier Development Council	300.00
South Carolina State Chamber of Commerce.....	300.00
South Carolina Economic Development Association.....	150.00
Florence Business Expo.....	300.00
Black Page Business Expo.....	300.00
Total	\$3,034.57

13. Fee

Included in the Other Direct Cost category is a fee of \$14,190.92, which is █% of direct charges. It is calculated as follows: \$█ x █% = \$14,190.92

(b)(4)

Total Direct Charges:

Therefore, the total direct charges are:

$\$202,727.43 + \$14,190.92 = \$216,918.35$ (rounded to \$216,918.00)



DESA, actual indirect rates as of the end of 2005 are has follows; fringe benefits rate of [REDACTED]%, overhead rate of [REDACTED]% and general and administrative rate of [REDACTED]%. DESA is offering to provide its services to the Minority Business Development Agency for the total indirect rated that is listed below.

Indirect charges for the first year are budgeted at [REDACTED]%, indirect charges includes; fringe benefits cost for staff, overhead charges and general and administrative cost associated with supporting the operations of the MBEC. The indirect charges for this South Carolina MBEC proposal are calculated as [REDACTED]% of sub- total of direct cost, or:

$$\$ [REDACTED] \times [REDACTED]\% = \$83,881.13 \text{ (rounded to } \$83,881.00)$$

All redactions
pursuant to FOIA
exemption (b)(4)

Total Charges for Year 2007:

Total charges are calculated as total direct charges plus indirect charges, or: \$216,918.35 + \$83,881.13 = \$300,799.48 (rounded to \$300,799.00)

COST SHARING

The required federal funding level of \$240,599 as indicated in "Part II - Award Information, Section A, Funding Availability" and OMB Circular A-133. DESA will be responsible for cost sharing contributions totaling \$60,200. The MBDA has established the total project cost as follows:

MBDA Contribution	\$ 240,599
Minimum Cost Sharing Contribution	<u>60,200</u>
Total Funding Cost	<u>\$ 300,799</u>

DESA intends to satisfy its cost-sharing requirements through (1) client fees, and (2) non-cash contributions. Summary tables for each cost-sharing area are provided below.

(1). Client fees for client service hours will be based upon the following fee schedules:

Gross Receipts of Clients	Fee/Hr	1-on-1 consulting % of hrs.	Total Hrs	Clients	Fees
\$0 - \$99,999	\$10.00	11.00%	301	10	3,010.00
\$100,000-\$299,999	\$20.00	13.00%	356	11	7,120.00
\$300,000-\$999,999	\$30.00	50.00%	1,370	46	41,100.00
\$1M - \$2,999,999	\$40.00	12.00%	329	11	13,160.00
\$3M - \$4,999,999	\$50.00	12.00%	329	11	16,450.00
\$5M - above	\$60.00	2.00%	55	2	3,300.00



Total Income		100.00%	2,740	91	\$84,140.00
---------------------	--	----------------	--------------	-----------	--------------------

Total Income	\$84,140.00
Less: Fee Waivers/uncollectibles (33.860233%)	- <u>\$28,490.00</u>
Total Fee Income	\$ 55,650.00

(2). The breakdown of non-cash contributions is as follows:

NON-CASH CONTRIBUTIONS	
Source	Amount
DESA (Airfare)	\$4,550.00

RECAPITULATION OF MATCHING FUNDS

Fee Collections (adjusted for bad debt)	55,650.00
Cash Contributions	0.00
In-Kind Contributions	4,550.00
Total Matching Funds	\$60,200.00



STAFF TIME ALLOCATION CHART
DESA, Inc.
South Carolina Minority Business Enterprise Center
1 January 2007 – 31 December 2007

PROPOSED MBEC STAFF	Status	Hrs	Project		Client		Administrative		Other	
			Allocation	Hrs	Hours	% of hrs	Hours	% of hrs	Hours	% of hrs
Project Director	Full-time	1,936	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Business Consultant	Part-time	968	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Senior Business Consultant	Part-time	968	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Project Administrator/Marketing	Full-time	1,936	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Marketing Intern	Part-time	520	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
Grand Totals		6,328	2,740	2,597	991					

Note: For one full-time position, [REDACTED]

All redactions pursuant to FOIA exemption (b)(4)



MINORITY BUSINESS DEVELOPMENT AGENCY
TIME PHASE PLAN (TPP)
FOR MINORITY BUSINESS ENTERPRISE CENTER

State of South Carolina (Headquarters to be located in Columbia, SC) Award No. Budget Period No. 1 Number of Months: 12
 Organization's Name: DESA, Inc. Start and End Dates: January 1, 2007 – December 31, 2007

Indicators	Points	First Performance		Second Performance		Third Performance		Fourth Performance	
		Period (Months =3)	Y-T-D Goal	Period (Months =3)	Y-T-D Goal	Period (Months =3)	Y-T-D Goal	Period (Months =3)	Y-T-D Goal
1. Dollar Value of contracts & procurements	27	3,033,500	6,067,000	9,100,500	12,134,000				
2. Dollar Value of awarded financial transactions	27	2,022,375	4,044,750	6,067,125	8,089,500				
3. Increase in sales	6	266,125	532,250	798,375	1,064,500				
4. Number of Jobs created	10	12	24	36	47				
5. Number of new clients	5	22	44	68	91				
Administrative Management & Operational Quality	25								
a. Maintenance of SGI Client Portfolio	3								
b. Customer Relationships Management	3								
c. Management Assessment	3								
d. Partnerships	5								
e. Consulting hours	3								
f. Maintenance of Non-Federal Cost Share	3								
g. Market promotion	1								
h. Resource entries	2	43	86	129	172				
i. Facilitated Matches	2	2	3	4	5				
Total Points	100								



3.4D Costs Budget and Budget Narrative

For

South Carolina Minority Business Enterprise Center

Budget Year 2008

Submitted by:

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400 Percival Road
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Website: www.desainc.com

November 2, 2006

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TIME PHASE PLAN (TPP) 18



**South Carolina Minority Business Enterprise Development Center
2008 Budget**

PERSONNEL	Percentage	FEDERAL	NON FEDERAL	TOTAL
Project Director	█%	41,964.70	7,403.30	49,368.00
Business Consultant	(b)(4) █%	17,534.08	3,094.00	20,628.08
Senior Business Consultant	█%	27,687.60	4,885.60	32,573.20
Project Administrator/Marketing	█%	23,638.34	4,162.62	27,800.96
Marketing Intern	█%	0.00	5,356.00	5,356.00
Total Personnel		110,824.72	24,901.52	135,726.24
rounded to		110,825.00	24,902.00	135,727.00
TRAVEL				
MBDA National Conference				
Airfare (2 staff x \$780 - San Antonio, TX)		0.00	1,560.00	1,560.00
Ground Travel (\$27 x 2 staff)		54.00	0.00	54.00
Lodging (\$103 x 2 staff x 4 days)		824.00	0.00	824.00
DESA Per Diem (\$30 x 2 staff x 5 days)		0.00	300.00	300.00
Tuck Training				
Airfare (1 staff x \$780 - Hanover, NH)		0.00	780.00	780.00
Ground Travel (\$140 x 2 - depart & return)		280.00	0.00	280.00
Conference Fees		5,000.00	0.00	5,000.00
DESA Per Diem (\$30 x 1 staff x 2 days)		0.00	60.00	60.00
Specialized Training Program				
Ground Travel (440 miles x .50 depart & return)		0.00	220.00	220.00
Lodging (\$124 x 1 room x 4 days)		0.00	496.00	496.00
DESA Per Diem (\$30 x 2 staff x 4 days)		0.00	240.00	240.00
MBDA Regional NEC (MED Week) Conference				
Ground Travel (\$0.50 x 440 miles)		0.00	220.00	220.00
DESA Per Diem (\$30 x 4 staff x 1 day x 75%)		0.00	90.00	90.00
MBDA National (Med Week) Conference				
Airfare (2 staff x \$780 – Washington, DC)		0.00	1,560.00	1,560.00
Ground Travel (\$27 x 2)		0.00	54.00	54.00
Lodging (\$195 x 2 staff x 4 days)		0.00	1,560.00	1,560.00
DESA Per Diem (\$30 x 2 staff x 5 days)		0.00	300.00	300.00
Statewide Travel (6,000 x \$0.50)		1,860.00	1,140.00	3,000.00
Sub total travel		8,018.00	8,580.00	16,598.00



rounded to	8,018.00	8,580.00	16,598.00
	FEDERAL	NON FEDERAL	TOTAL
EQUIPMENT & FURNITURE			
Total Equipment & Furniture	0.00	0.00	0.00
rounded to	0.00	0.00	0.00
SUPPLIES			
Total Supplies	2,240.40	0.00	2,240.40
rounded to	2,240.00	0.00	2,240.00
CONTRACTUAL			
	0.00	0.00	0.00
CONSTRUCTION			
	N/A	N/A	N/A
OTHER DIRECT COST			
Office Rent	13,198.00	5,000.00	18,198.00
Telephone Service	8,663.58	503.72	9,167.30
Postage	1,680.00	175.00	1,855.00
Janitorial Services	1,800.00	0.00	1,800.00
Utilities	3,423.00	310.00	3,733.00
Professional Services	0.00	600.00	600.00
Equipment Maintenance	2,338.72	0.00	2,338.72
Taxes, Licenses & Permits	3,000.00	811.00	3,811.00
Insurance	3,918.00	1,120.00	5,038.00
Memberships & Community Relations	913.00	708.40	1,621.40
Sub-Total Other Direct Costs	38,934.30	9,228.12	48,162.42
Sub-Total DIRECT CHARGES	160,017.42	42,709.64	202,727.06
FEE XXXXXXXXXX	14,190.89	(b)(4)	14,190.89
Total Other Direct Costs + Fee	53,125.19	9,228.12	62,353.31
rounded to	53,125.00	9,228.00	62,353.00
TOTAL DIRECT CHARGES			
	174,208.31	42,709.64	216,917.95
rounded to	174,208.00	42,710.00	216,918.00



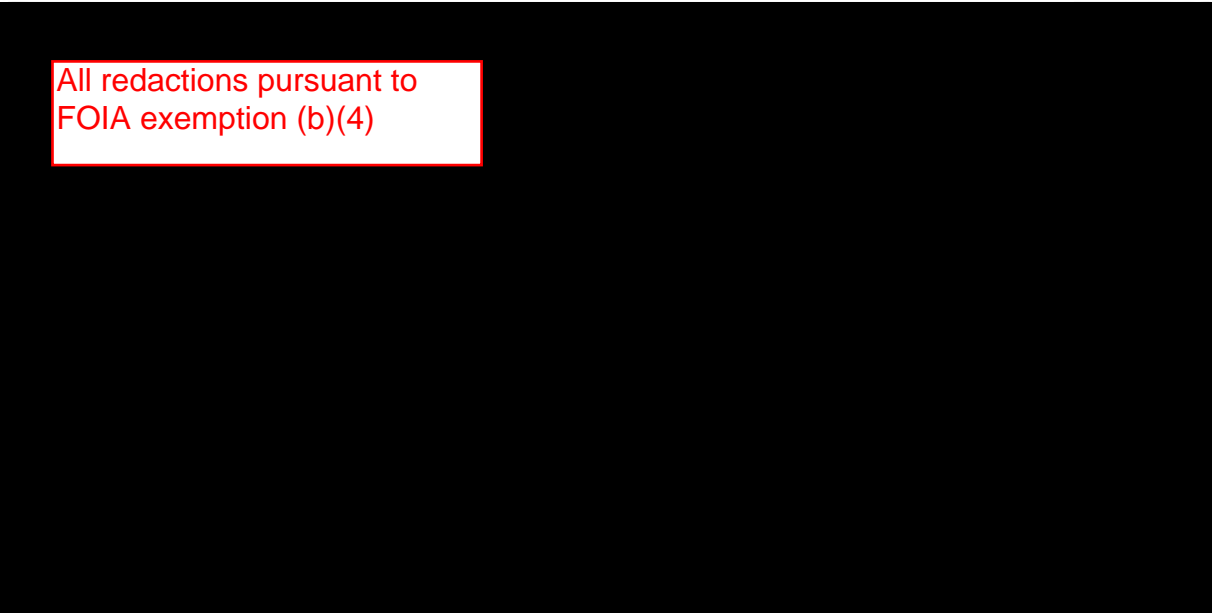
INDIRECT CHARGES

[REDACTED]	(b)(4)	66,390.60	17,490.38	83,880.98
rounded to		66,391.00	17,490.00	83,881.00
TOTAL CHARGES		240,598.91	60,200.02	300,798.93
rounded to		240,599.00	60,200.00	300,799.00



A. Personnel

DESA, Inc. proposes to operate the South Carolina Minority Business Enterprise Center (SCMBEC) with a staff composed of one full-time project director, two part-time business consultants, one full-time project administrator/marketing, and one part-time marketing intern.



All redactions pursuant to
FOIA exemption (b)(4)

Thus, total salaries for the year are **\$135,726.24 (rounded to \$135,727.00)**.

B. Travel

DESA, Inc. has authorized three staff persons to travel throughout South Carolina for the purpose of promoting advocacy, outreach, and other marketing activities for potential clients. Most of the travel will be client-related; however, some travel will result from other marketing activities. DESA is proposing a total of two or more staff members attending events are based two individuals sharing a rooms and ground transportation i.e. (two males and one female or two females and one male).

Based on historical travel data from our MBDC experience, traveling throughout South Carolina is estimated at 6,000 miles for the year. Thus, total estimated travel is estimated as:

$6,000 \times \$0.50 \text{ per mile} = \mathbf{\$3,000.00}$

DESA is pledging two airline tickets in the amount of \$1,560.00 as a non-cash contribution to the South Carolina MBEC for travel to San Antonio, Texas for the MBDA National Conference for two staff members. This is based on airfare of \$780.00, DESA's per diem rate of \$30.00 per day for five days, lodging at rate of \$103 per night and ground transportation of \$27; thus, the trip to San Antonio is calculated as follows:

Airfare (\$780 x 2 staff)	\$1,560.00
Ground Travel (\$27.00 x 2)	54.00



Lodging (\$103 x 2 staff x 4 days).....	824.00
Per Diem (\$30.00 x 2 staff x 5 days).....	300.00
Total	\$2,738.00

DESA is pledging one airline ticket in the amount of \$780 as a non-cash contribution to the South Carolina MBEC for travel to Hanover, NH to Dartmouth University, Tuck Business School training “Implementing a System for High-Quality Service”. Tuck training is calculated based on airfare of \$780. DESA’s per diem rate is \$30.00 per day. Conference registration fee is \$5,000 and ground transportation is \$140; thus, the trip to Tuck is calculated as follows:

Airfare (\$780.00 x 1 staff).....	\$780.00
Ground Travel (\$140.00 x 2 - roundtrip).....	280.00
Conference Registration Fee.....	5,000.00
Per Diem (\$30.00 x 1 staff member x 2 days).....	60.00
Total	\$6,120.00

Travel to Atlanta, GA for the MBDA Specialized Training Program for two staff members is based on ground travel of 440 miles at a mileage rate of \$0.445; DESA’s per diem rate of \$30.00 per day for five days, and lodging at rate of \$124 per night. Thus, the trip to Atlanta for specialized training is calculated as follows:

Ground Travel (440 miles x \$0.50).....	\$220.00
Lodging (\$124 x 1 room x 4 days).....	496.00
Per Diem (\$30.00 x 2 staff x 4 days).....	240.00
Total	\$956.00

Travel to the Minority Business Development Agency (MBDA) Atlanta Regional (NEC) MED-Week Conference by four SCMBEC staff members is calculated based on DESA’s per diem rate at \$27 per day for one travel day at 75%. Ground travel is based on 440 miles at \$0.50 per mile; thus, the trip to the Regional MED Week Conference is calculated as follows:

Ground Travel (440 x \$0.50 depart & return).....	220.00
Per Diem (\$30.00 x 4 staff member x 1 day x 75%).....	90.00
Total	\$310.00

DESA is pledging two airline tickets totaling \$1,560 as a non-cash contribution to the South Carolina MBEC for travel to Washington, DC for the Minority Business Development Agency (MBDA) National MME-Week Conference by two staff members. The calculation is based on airfare of \$650.00, DESA’s per diem rate of \$30 per day, lodging at a rate of \$195.00, and ground transportation at rate of \$25; thus, the trip to the National is calculated as follows:

Airfare (\$780.00 x 2 staff member).....	\$1,560.00
Ground Travel (\$27.00 x 2).....	54.00
Lodging (\$195 x 2 staff member x 4 days).....	1,560.00
Per Diem (\$30.00 x 2 staff member x 5 days).....	300.00



Total.....\$3,474.00

Thus, total travel costs for the period of performance is:

Statewide Travel	\$3,000.00
MBDA National Conference	2,738.00
MBDA “Implementing a System for High-Quality Service”	6,120.00
MBDA Specialized Training Program.....	956.00
Regional Conference (Med Week)	310.00
National Conference (Med Week).....	3,474.00
Total	\$16,598.00

The rates used to budget the travel expenses are based on the maximum rates for lodging amounts prescribed under paragraph 301-7.3(a) of Federal Travel Regulation (FTR). DESA is proposing its own per diem of \$30.00 per day for reimbursement of meals and incidentals incurred during travel within the continental United States.

C. Equipment & Furniture

DESA is proposing no additional equipment or furniture purchases for this budget period.

D. Office Supplies

Office supplies such as pens, pencils, paper clips, envelopes, staples, computer diskettes, computer backup tapes, telephone message pads, letter-size note pads, tape, labels, and file folders are budgeted based at an average monthly cost of \$186.70; thus, general office supplies are calculated as follows: $186.70 \times 12 = \$2,240.40$ (rounded to **\$2,240.00**) DESA supply cost are based on historical data.

E. Contractual

DESA is proposing no contractual cost for audit during this budget period.

F. Other Direct Cost

The cost items listed in this category are based on DESA's historical data, unless otherwise indicated.

1. Office Rent

The SCMBEC office space is estimated at 1,348 square feet with an annual rent of **\$18,198.00**; thus, cost per square foot is calculated as follows: $18,198.00$ divided by 1,348 sq. ft. = \$13.50 per sq. ft.

2. Telephone Service

SCMBEC telephone system includes three lines, fax line, and long distance and local services, are budgeted at **\$9,137.30** for the year. Long distance changes are budgeted at \$2,751.99 and local services are budgeted at \$6,385.31.



3. Postage

Postage is estimated based on 4,000 mailings at \$0.42 plus \$175.00 for parcel mailings, special over night deliveries and certified mailings; thus, postage is calculated as follows:

$4,000 \times \$0.42 + \$175.00 = \$1,855.00$

4. Janitorial Services

Janitorial services at the SCMBEC office is budgeted at \$150.00 month. Total janitorial services cost is **\$1,800.00** for 12 months.

5. Utilities

The utilities are budgeted at **\$311.08 per month, (\$311.08 x 12 month), thus annual utilities cost is \$3,733.00.**

6. Professional Services

DESA is budgeting **\$600** for the maintenance and servicing of the Minority Business Enterprise Center web site.

7. Equipment Maintenance Services

DESA will solicit a computer service company in the local area to repair and service the SCMBEC's computers. Maintenance service agreements for the MBEC office include a copier, Star Talk phone system, printers, computer parts, computer services and labor, which are budgeted at **\$2,338.72** for Year 2008.

Copier maintenance	980.00
Network maintenance	858.72
Services calls.....	500.00
Total	\$2,338.72

8. Taxes, Licenses & Permits

DESA will provide taxes, licenses, and permits for the South Carolina MBEC at estimated cost of **\$3,811.00** for the year.

City of Columbia Licenses.....	609.76
Richland County Taxes.....	3,201.24
Total	\$3,811.00

9. Insurance

DESA will provide property, general liability and errors and omissions insurance for the South Carolina MBEC at estimated cost of **\$5,038.00** for the year.

Professional Liability Insurance	2,488.00
General Liability Insurance.....	2,100.00
Commercial Property Insurance	450.00
Total	\$5,038.00



10. Memberships & Community Relations

Memberships & Community Relations costs, which include memberships with professional organizations and several county and city Chambers of Commerce and subscriptions, are estimated at **\$1,621.40** per year.

City of Columbia Chamber of Commerce	300.00
City of Greenville Chamber of Commerce	300.00
City of Charleston Chamber of Commerce	300.00
The State New Paper	121.40
Hispanic Chamber of Commerce	200.00
Asian Chamber of Commerce	200.00
Filipino American Association	200.00
Total	\$1,621.40

11. Fee

Included in the Other Direct Charges category is a fee of \$14,190.89, which is [redacted] % of direct charges. It is calculated as follows: \$ [redacted] x [redacted] % = \$14,190.89

Total Direct Charges:

Therefore, the total direct charges are:

All redactions pursuant to FOIA exemption (b)(4)

$\$202,727.06 + \$14,190.89 = \$216,917.95$ (rounded to **\$216,918.00**)

DESA, actual indirect rates as of the end of 2005 are has follows; fringe benefits rate of [redacted] %, overhead rate of [redacted] % and general and administrative rate of [redacted] %. DESA is offering to provide its services to the Minority Business Development Agency for the total indirect rated that is listed below.

Indirect charges for this option year are budgeted at [redacted] %, indirect charges includes; fringe benefits cost for staff, overhead charges and general and administrative cost associated with supporting the operations of the MBEC. The indirect charges for this South Carolina MBEC proposal are calculated as [redacted] % of sub- total of direct cost, or:

$\$ [redacted] \times [redacted] \% = \$83,880.98$ (rounded to **\$83,881.00**)

Total Charges for Year 2008:

Total charges are calculated as total direct charges plus indirect charges, or: $\$216,917.95 + \$83,880.98 = \$300,798.93$ (rounded to **\$300,799.00**)



COST SHARING

The required federal funding level of **\$240,599** as indicated in "Part II - Award Information, Section A, Funding Availability" and OMB Circular A-133. DESA will be responsible for cost sharing contributions totaling **\$60,200**. The MBDA has established the total project cost as follows:

MBDA Contribution	\$ 240,599
Minimum Cost Sharing Contribution	<u>60,200</u>
Total Funding Cost	<u>\$ 300,799</u>

DESA intends to satisfy its cost-sharing requirements through (1) client fees, and (2) non-cash contributions. Summary tables for each cost-sharing area are provided below.

(1). Client fees for client service hours will be based upon the following fee schedules:

Gross Receipts of Clients	Fee/Hr	1-on-1 Consulting % of Hrs.	Total Hrs	Clients	Fees
\$0 - \$99,999	\$10.00	8.00%	219	7	2,190.00
\$100,000-\$299,999	\$20.00	10.00%	274	9	5,480.00
\$300,000-\$999,999	\$30.00	60.00%	1,643	55	49,290.00
\$1M - \$2,999,999	\$40.00	10.00%	274	9	10,960.00
\$3M - \$4,999,999	\$50.00	10.00%	274	9	13,700.00
\$5M - above	\$60.00	2.00%	55	2	3,300.00
Total Income		100.00%	2,740	91	\$84,920.00

Total Income	\$84,920.00
Less: Fee Waivers/uncollectibles (33.702308%)	- \$28,620.00
Total Fee Income	\$ 56,300.00

(2). The breakdown of non-cash contributions is as follows:

NON-CASH CONTRIBUTIONS	
Source	Amount
DESA (Airfare)	\$3,900.00

RECAPITULATION OF MATCHING FUNDS

Fee Collections (adjusted for bad debt)	56,300.00
---	-----------



Cash Contributions	0.00
In-Kind Contributions	3,900.00
Total Matching Funds	\$60,200.00



STAFF TIME ALLOCATION CHART
DESA, Inc.
South Carolina Minority Business Enterprise Center
1 January 2008 – 31 December 2008

	Status	Project		Client		Administrative		Other		
		Allocation	Hrs	Hours	Hrs	Hours	Hrs	Hours	Hrs	% of hrs
PROPOSED MBEC STAFF										
Project Director	Full-time	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %
Business Consultant	Part-time	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %
Senior Business Consultant	Part-time	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %
Project Administrator/Marketing	Full-time	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %
Marketing Intern	Part-time	██████████ %	██████████							
Grand Totals			6,328	2,740	2,597		991			

Note: For one full-time position, ██████████

All redactions pursuant to FOIA
exemption (b)(4)

MINORITY BUSINESS DEVELOPMENT AGENCY
TIME PHASE PLAN (TPP)
Part II - 31

Use or disclosure of proposal data is subject to the restriction on the title page of this proposal.



FOR MINORITY BUSINESS ENTERPRISE CENTER

State of South Carolina (Headquarters to be located in Columbia, SC)
Organization's Name: **DESA, Inc.**

Award No. _____ Budget Period No. 2 Number of Months: 12
Start and End Dates: January 1, 2008 – December 31, 2008

Indicators	Points	First Performance		Second Performance		Third Performance		Fourth Performance	
		Period (Months =3)	Y-T-D Goal	Period (Months =3)	Y-T-D Goal	Period (Months =3)	Y-T-D Goal	Period (Months =3)	Y-T-D Goal
1. Dollar Value of contracts & procurements	27	3,033,500		6,067,000		9,100,500		12,134,000	
2. Dollar Value of awarded financial transactions	27	2,022,375		4,044,750		6,067,125		8,089,500	
3. Increase in sales	6	266,125		532,250		798,375		1,064,500	
4. Number of Jobs created	10	12		24		36		47	
5. Number of new clients	5	22		44		68		91	
Administrative Management & Operational Quality	25								
a. Maintenance of SGI Client Portfolio	3								
b. Customer Relationships Management	3								
c. Management Assessment	3								
d. Partnerships	5								
e. Consulting hours	3								
f. Maintenance of Non-Federal Cost Share	3								
g. Market promotion	1								
h. Resource entries	2	43		86		129		172	
i. Facilitated Matches	2	2		3		4		5	



3.4D Costs Budget and Budget Narrative

For

South Carolina Minority Business Enterprise Center

Budget Year 2009

Submitted by:

DESA, Inc.
400 Percival Road
P.O. Box 6805
Columbia, SC 29206
Phone: 803.743.1124
Fax: 803.782.6741
Website: www.desainc.com

November 2, 2006

This proposal includes data that shall not be disclosed outside the US Government and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this proposal or quotation. If, however, a contract is awarded to this offeror or quoter as a result of - or in connection with - the submission of this data, the US Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction.



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South Carolina Minority Business Enterprise Center

2009 Budget

PERSONNEL	Percentage	FEDERAL	NON FEDERAL	TOTAL
Project Director	(b)(4)	43,455.72	7,403.00	50,858.72
Business Consultant		18,153.60	3,094.00	21,247.60
Senior Business Consultant		27,687.74	4,885.46	32,573.20
Project Administrator/Marketing		24,471.02	4,162.42	28,633.44
Marketing Intern		0.00	5,517.20	5,517.20
Total Personnel		113,768.08	25,062.08	138,830.16
rounded to		113,768.00	25,062.00	138,830.00

TRAVEL

MBDA National Conference

Airfare (2 staff x \$780 - San Antonio, TX)	0.00	1,560.00	1,560.00
Ground Travel (\$27 x 2 staff)	54.00	0.00	54.00
Lodging (\$103 x 2 staff x 4 days)	824.00	0.00	824.00
DESA Per Diem (\$30 x 2 staff x 5 days)	0.00	300.00	300.00

Tuck Training

Airfare (1 staff x \$780 - Hanover, NH)	0.00	780.00	780.00
Ground Travel (\$140 x 2 x depart & return)	280.00	0.00	280.00
Conference Fees	5,000.00	0.00	5,000.00
DESA Per Diem (\$30 x 1 staff x 2 days)	0.00	60.00	60.00

Specialized Training Program

Ground Travel (440 x .50 depart & return)	0.00	220.00	220.00
Lodging (\$124 x 2 staff per room x 4 days)	0.00	496.00	496.00
DESA Per Diem (\$30 x 1 staff x 4 days)	0.00	240.00	240.00

MBDA Regional NEC (MED Week) Conference

Ground Travel (\$0.50 x 440 miles)	0.00	220.00	220.00
------------------------------------	------	--------	--------



Sub-Total Other Direct Costs	36,792.00	9,067.65	45,859.65
Sub-Total DIRECT CHARGES	160,017.48	42,709.73	202,727.21
FEE [REDACTED] (b)(4)	14,190.90		14,190.90
Total Other Direct Costs + Fee	50,982.90	9,067.65	60,050.55
rounded to	50,983.00	9,068.00	60,051.00
TOTAL DIRECT CHARGES	174,208.38	42,709.73	216,918.11
rounded to	174,208.00	42,710.00	216,918.00
INDIRECT CHARGES [REDACTED] (b)(4)			
[REDACTED]	66,390.60	17,490.38	83,880.98
rounded to	66,391.00	17,490.00	83,881.00
TOTAL CHARGES	240,598.98	60,200.11	300,799.09
rounded to	240,599.00	60,200.00	300,799.00

A. Personnel

DESA, Inc. proposes to operate the South Carolina Minority Business Enterprise Center (SCMBEC) with a staff composed of one full-time project director, two part-time business consultants, one full-time project administrator/marketing, and one part-time marketing intern.

[REDACTED]

All redactions pursuant to FOIA exemption (b)(4)



All redactions pursuant to FOIA
exemption (b)(4)

Thus, total salaries for the year are **\$138,830.16 (rounded to \$138,830.00)**.

B. Travel

DESA, Inc. has authorized three staff persons to travel throughout South Carolina for the purpose of promoting advocacy, outreach, and other marketing activities for potential clients. Most of the travel will be client-related; however, some travel will result from other marketing activities. DESA is proposing a total of two or more staff members attending events are based two individuals sharing a rooms and ground transportation i.e. (two males and one female or two females and one male).

Based on historical travel data from our MBDC experience, traveling throughout South Carolina is estimated at 6,000 miles for the year. Thus, total estimated travel is estimated as:

6,000 x \$0.50 per mile = **\$3,000.00**

DESA is pledging two airline tickets totaling \$1,560.00 as a non-cash contribution to the South Carolina MBEC for travel to San Antonio, Texas for the MBDA National Conference for two staff. Travel estimate is based on airfare of \$780.00, DESA’s per diem rate of \$30.00 per day, lodging at rate of \$103 per night, and ground transportation of \$27; thus, the trip to the National Conference is calculated as follows:

Airfare (\$780 x 2 staff member)	\$1,560.00
Ground Travel (\$27.00 x 2)	54.00
Lodging (\$103 x 2 staff x 4 days).....	824.00
Per Diem (\$30.00 x 2 staff x 5 days)	300.00
Total	\$2,738.00

DESA is pledging one airline ticket in the amount of \$780 as a non-cash contribution to the South Carolina MBEC for travel to Hanover, NH to Dartmouth University, Tuck Business School training “Implementing a System for High-Quality Service”. Tuck training is calculated based on airfare of \$780, DESA’s per diem rate of \$30.00 per day, conference registration fee of \$5,000 and ground transportation of \$140; thus, the trip to Tuck training is calculated as follows:

Airfare (\$780.00 x 1 staff)	\$780.00
Ground Travel (\$140.00 x 2 - depart & return)	280.00



Conference Registration Fee.....	5,000.00
Per Diem (\$30.00 x 1 staff x 2 days)	60.00
Total	\$6,120.00

Travel to Atlanta, GA for the MBDA Specialized Training Program for two members of the South Carolina MBEC staff is based on ground travel at mileage rate of \$0.445, DESA’s per diem rate of \$30.00 per day, and lodging at rate of \$124 per night. Thus; the trip to Atlanta is calculated as follows:

Ground Travel (440 x \$0.50 depart & return).....	\$220.00
Lodging (\$124 x 1 room x 4 days).....	496.00
Per Diem (\$30.00 x 2 staff x 4 days)	240.00
Total	\$956.00

Travel to the Minority Business Development Agency (MBDA) Atlanta Regional (NEC) MED-Week Conference by four SCMBEC staff members is calculated based on DESA per diem rate at \$27 per day for one travel day at 75%, and ground travel of 440 miles at \$0.50 per mile; thus, the trip to the Regional MED Week Conference is calculated as follows:

Ground Travel (440 x \$0.50 depart & return).....	220.00
Per Diem (\$30.00 x 4 staff x 1 day x 75%)	90.00
Total	\$310.00

DESA is pledging two airline tickets totaling \$1,560 as a non-cash contribution to the South Carolina MBEC for travel to the Minority Business Development Agency (MBDA) National MED Week Conference. Budget calculations are based on airfare of \$650.00, DESA’s per diem rate of \$30 per day, lodging at a rate of \$195.00, and ground transportation at rate of \$25. Therefore, the trip to the National is budgeted as follows:

Airfare (\$780.00 x 2 staff member)	\$1,560.00
Ground Travel (\$27.00 x 2)	54.00
Lodging (\$195 x 2 staff x 4 days).....	1,560.00
Per Diem (\$30.00 x 2 staff x 5 days)	300.00
Total	\$3,474.00

Thus, total travel costs for the period of performance is:

Statewide Travel	\$3,000.00
MBDA National Conference	2,738.00
MBDA” Implementing a System for High-Quality Service”	6,120.00
MBDA Specialized Training Program.....	956.00
Regional Conference (MED Week).....	310.00
National Conference (MED Week)	3,474.00
Total	\$16,598.00



Thus total travel, (rounded to **\$13,510.00**).

The rates used to budget the travel expenses are based on the maximum rates for lodging amounts prescribed under paragraph 301-7.3(a) of Federal Travel Regulation (FTR). DESA is proposing its own per diem of \$30.00 per day for reimbursement of meals and incidentals incurred during travel within the continental United States.

C. Equipment & Furniture

DESA is proposing no additional equipment or furniture purchases for this budget period.

D. Office Supplies

Office supplies such as pens, pencils, paper clips, envelopes, staples, computer diskettes, computer backup tapes, telephone message pads, letter-size note pads, tape, labels, and file folders are budgeted based at an average monthly cost of \$186.70; thus, general office supplies are calculated as follows: $\$186.70 \times 12 = \$2,240.40$ (rounded is **\$2,240.00**) DESA supply cost are based on historical data.

E. Contractual

DESA is proposing no contractual services for audit during this budget period.

F. Other Direct Cost

The cost items listed in this category are based on DESA's historical data, unless otherwise indicated.

1. Office Rent

The SCMBEC office space is estimated at 1,348 square feet with an annual rent of **\$18,198.00**; thus, cost per square foot is calculated as follows: $\$18,198.00$ divided by 1,348 sq. ft. = \$13.50 per sq. ft.

2. Telephone Service

SCMBEC telephone system includes three lines, fax line, and long distance and local services, are budgeted at **\$9,167.00** for the year. Long distance changes are budgeted at \$2,750.10 and local services are budgeted at \$6,416.90.

3. Postage

Postage is estimated based on 4,000 mailings at \$0.42 plus \$175.00 for parcel mailings, special over night deliveries and certified mailings; thus, postage is calculated as follows:

$$4,000 \times \$0.39 + \$175.00 = \mathbf{\$1,855.00}$$



4. Janitorial Services

Janitorial services at the SCMBEC office is budgeted at \$150.00 month. Total janitorial services cost is **\$1,800.00** for 12 months.

5. Utilities

The utilities are budgeted at \$311.08 per month, thus annual utilities cost is \$3,733.00.

6. Professional Services

DESA is budgeting **\$600** for the maintenance and servicing of the Minority Business Enterprise Center web site.

7. Equipment Maintenance Services

DESA will solicit a computer service company in the local area to repair and service SCMBEC's computers. Maintenance service agreements for the MBEC office include a copier, Star Talk phone system, printers, computer parts, computer services and labor, which are budgeted at **\$2,338.72** for Year 2009.

Copier maintenance	980.00
Network maintenance	858.72
Services calls.....	500.00
Total	\$2,338.72

8. Taxes, Licenses & Permits

DESA will provide taxes, licenses, and permits for the South Carolina MBEC at estimated cost of **\$3,811.00** for the year.

City of Columbia Licenses.....	609.76
Richland County Taxes.....	3,201.24
Total	\$3,811.00

9. Insurance

DESA will provide property, general liability and errors and omissions insurance for the South Carolina MBEC at estimated cost of **\$5,038.00** for the year.

Professional Liability Insurance	2,488.00
General Liability Insurance.....	2,100.00
Commercial Property Insurance	450.00
Total	\$5,038.00

10. Memberships & Community Relations



Memberships & Community Relations costs, which include memberships with professional organizations and several county and city Chambers of Commerce and subscriptions, are estimated at **\$1,621.40** per year.

City of Columbia Chamber of Commerce.....	300.00
City of Greenville Chamber of Commerce.....	300.00
City of Charleston Chamber of Commerce	300.00
The State New Paper.....	121.40
Hispanic Chamber of Commerce.....	200.00
Asian Chamber of Commerce.....	200.00
Filipino American Association	200.00
Total	\$1,621.40

11. Fee

Also included in Other Direct Costs category is a fee of \$14,190.89, which is [redacted] % of direct charges; calculated as follows: \$ [redacted] x [redacted] % = **\$14,190.89**

(b)(4)

Total Direct Charges:

Therefore, the total direct charges are:

$\$202,727.06 + \$14,190.89 = \$216,917.95$ (rounded to **\$216,918.00**)

DESA, actual indirect rates as of the end of 2005 are has follows; fringe benefits rate of [redacted] %, overhead rate of [redacted] % and general and administrative rate of [redacted] %. DESA is offering to provide its services to the Minority Business Development Agency for the total indirect rated that is listed below.

Indirect charges for this option year are budgeted at [redacted] %, indirect charges includes; fringe benefits cost for staff, overhead charges and general and administrative cost associated with supporting the operations of the MBEC. The indirect charges for this South Carolina MBEC proposal are calculated as [redacted] % of sub- total of direct cost, or:

$\$ [redacted] \times [redacted] \% = \$83,880.98$ (rounded to **\$83,881.00**)

All redactions
pursuant to FOIA
exemption (b)(4)

Total Year 2009 Charges:

Total charges are calculated as total direct charges plus indirect charges, or: $\$216,917.95 + \$83,880.98 = \$300,798.93$ (rounded to **\$300,799.00**)

COST SHARING

The required federal funding level of **\$240,599** as indicated in "Part II - Award Information, Section A, Funding Availability" and OMB Circular A-133. DESA will be responsible for cost



sharing contributions totaling \$60,200. The MBDA has established the total project cost as follows:

MBDA Contribution	\$ 240,599
Minimum Cost Sharing Contribution	<u>60,200</u>
Total Funding Cost	<u>\$ 300,799</u>

DESA intends to satisfy its cost-sharing requirements through (1) client fees, and (2) non-cash contributions. Summary tables for each cost-sharing area are provided below.

(1). Client fees for client service hours will be based upon the following fee schedules:

Gross Receipts of Clients	Fee/Hr	1-on-1 Consulting % of Hrs.	Total Hrs	Clients	Fees
\$0 - \$99,999	\$10.00	5.00%	137	5	1,370.00
\$100,000-\$299,999	\$20.00	8.00%	219	7	4,380.00
\$300,000-\$999,999	\$30.00	70.00%	1,917	64	57,510.00
\$1M - \$2,999,999	\$40.00	8.00%	219	7	8,760.00
\$3M - \$4,999,999	\$50.00	7.00%	192	6	9,600.00
\$5M - above	\$60.00	2.00%	55	2	3,300.00
Total Income		100.00%	2,740	91	\$84,920.00

Total Income	\$84,920.00
Less: Fee Waivers/uncollectibles (33.702308%)	- \$28,620.00
Total Fee Income	\$ 56,300.00

(2). The breakdown of non-cash contributions is as follows:

NON-CASH CONTRIBUTIONS	
Source	Amount
DESA (Airfare)	\$3,900.00

RECAPITULATION OF MATCHING FUNDS

Fee Collections (adjusted for bad debt)	56,300.00
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Cash Contributions	0.00
In-Kind Contributions	3,900.00
Total Matching Funds	\$60,200.00



STAFF TIME ALLOCATION CHART
DESA, Inc.
South Carolina Minority Business Enterprise Center
1 January 2009 – 31 December 2009

	Status	Project Allocation	Client		Administrative		Other	
			Hours	% of hrs	Hours	% of hrs	Hours	% of hrs
PROPOSED MBEC STAFF								
Project Director	Full-time	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %
Business Consultant	Part-time	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %
Senior Business Consultant	Part-time	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %
Project Administrator/Marketing	Full-time	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %
Marketing Intern	Part-time	██████████ %	██████████	██████████ %	██████████	██████████ %	██████████	██████████ %
Grand Totals			6,328	2,740	2,597	991		

Note: For one full-time position ██████████

All redactions pursuant to FOIA exemption (b)(4)



MINORITY BUSINESS DEVELOPMENT AGENCY
TIME PHASE PLAN (TPP)
FOR MINORITY BUSINESS ENTERPRISE CENTER

State of South Carolina (Headquarters to be located in Columbia, SC)
Organization's Name: DESA, Inc.

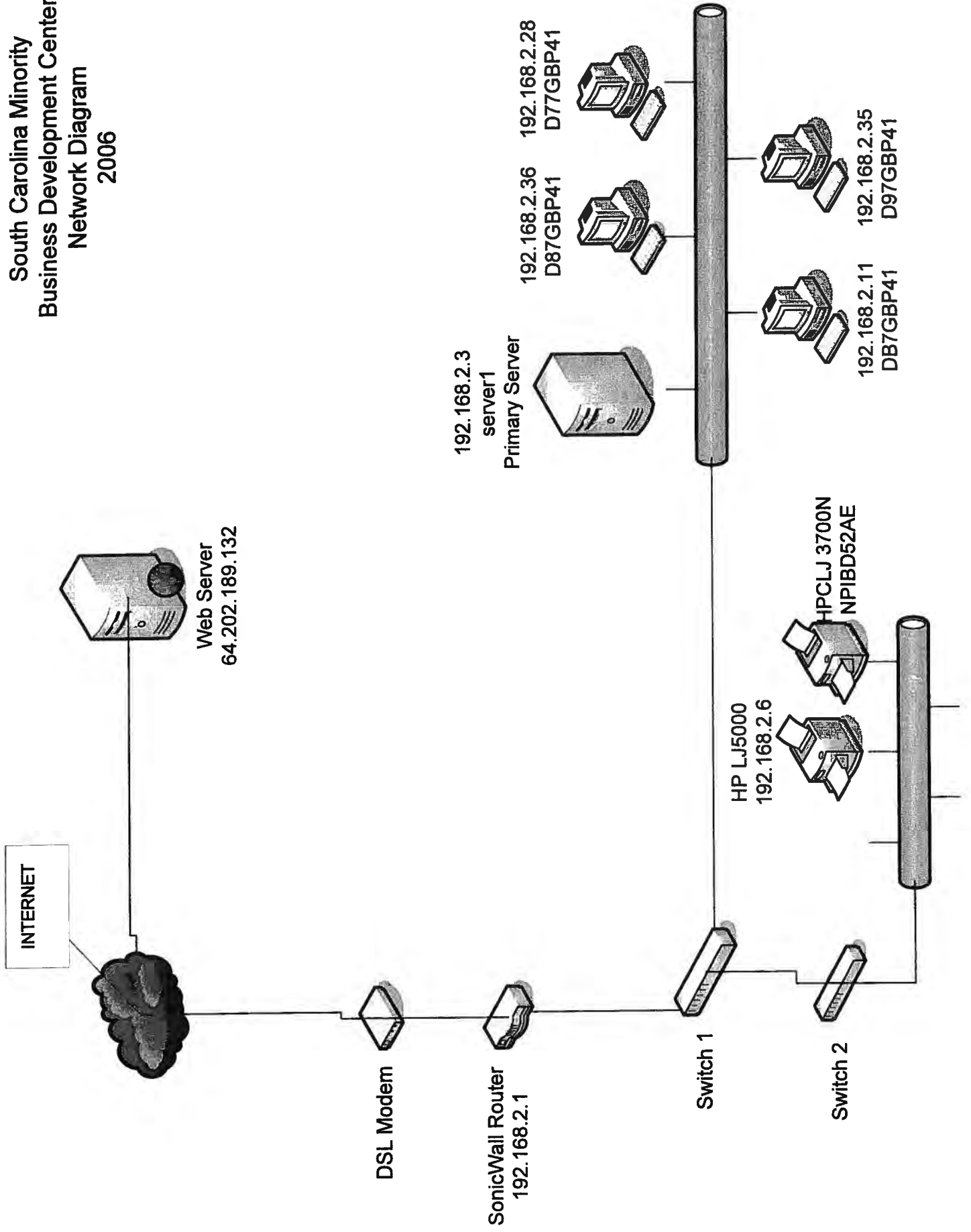
Award No. Budget Period No. 3
Start and End Dates: January 1, 2009 – December 31, 2009

Number of Months: 12

Indicators	Points	First Performance		Second Performance		Third Performance		Fourth Performance	
		Period (Months =3) Y-T-D Goal	Period (Months =3) Y-T-D Goal	Period (Months =3) Y-T-D Goal	Period (Months =3) Y-T-D Goal	Period (Months =3) Y-T-D Goal	Period (Months =3) Y-T-D Goal		
1. Dollar Value of contracts & procurements	27	3,033,500	6,067,000	9,100,500	12,134,000				
2. Dollar Value of awarded financial transactions	27	2,022,375	4,044,750	6,067,125	8,089,500				
3. Increase in sales	6	266,125	532,250	798,375	1,064,500				
4. Number of Jobs created	10	12	24	36	47				
5. Number of new clients	5	22	44	68	91				
Administrative Management & Operational Quality	25								
a. Maintenance of SGI Client Portfolio	3								
b. Customer Relationships Management	3								
c. Management Assessment	3								
d. Partnerships	5								
e. Consulting hours	3								
f. Maintenance of Non-Federal Cost Share	3								
g. Market promotion	1								
h. Resource entries	2	43	86	129	172				
i. Facilitated Matches	2	2	3	4	5				
Total Points	100								

Use or disclosure of proposal data is subject to the restriction on the title page of this proposal.

South Carolina Minority
Business Development Center
Network Diagram
2006




APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED September 20, 2006	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	Pre-Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction
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5. APPLICANT INFORMATION	
Legal Name: DESA, Inc.	Organizational Unit: N/A
Address (give city, county, state, and zip code): 400 Percival Road Columbia, SC 29260 Richland County	Name and telephone number of the person to be contacted on matters involving application (give area code) Diane E. Sumpter, (803) 743-1124

(b)(4)

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 	7. TYPE OF APPLICANT: (enter appropriate letter in box) <input type="checkbox"/> M
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/>	A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____

A. Increase Award D. Decrease Duration	B. Decrease Award Other (specify):	C. Increase Duration
9. NAME OF FEDERAL AGENCY: United States Department of Commerce Minority Business Development Agency		


10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 1 - 8 0 0 TITLE:	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: South Carolina Minority Business Enterprise Center
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12. AREAS AFFECTED BY PROJECT (cities, countries, states, etc.) Cities: All cities in South Carolina Counties: All counties in South Carolina State: South Carolina
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13. PROPOSED PROJECT: Start Date: 1/1/07 Ending Date: 12/31/09	14. CONGRESSIONAL DISTRICTS OF: a. Applicant: 2nd Congressional District b. Project: All Congressional District S.C.
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16. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal: 721,797.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____
b. Applicant: 12,350.00	b. NO. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372
c. State	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No
e. Other: 168,250.00	
f. Program Income	
g. TOTAL: 902,397.00	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Typed Name of Authorized Representative Diane E. Sumpter	b. Title President/CEO	c. Telephone Number (803) 743-1124
d. Signature of Authorized Representative 		e. Date Signed 09/20/06

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|---|-------|---|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency for State if applicable) & applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal Identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:

-"New" means a new assistance award.

-"Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.

-"Revision" means any change in the Federal Government financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and the title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

YEAR 1 BUDGET INFORMATION-Non-Construction Programs

SECTION A-BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. MBBC	11.800	\$	\$	\$ 240,599.00	\$ 60,200.00	\$ 300,799.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 240,599.00	\$ 60,200.00	\$ 300,799.00
SECTION B-BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM OR ACTIVITY					Total (5)
		(1) Federal	(2) Non Federal	(3)	(4)	
a. Personnel		\$ 109,696.00	\$ 23,028.00	\$	\$	\$ 132,724.00
b. Fringe Benefits		0.00	0.00			0.00
c. Travel		7,820.00	5,690.00			13,510.00
d. Equipment		0.00	0.00			0.00
e. Supplies		2,181.00	0.00			2,181.00
f. Contractual		0.00	0.00			0.00
g. Construction		0.00	0.00			0.00
h. Other (Includes Fee)		54,511.00	13,992.00			68,503.00
i. Total Direct Charges (sum of 6a-6h)		174,208.00	42,710.00			216,918.00
j. Indirect Charges		66,391.00	17,490.00			83,881.00
k. TOTALS (sum of 6i and 6j)		\$ 240,599.00	\$ 60,200.00	\$	\$	\$ 300,799.00
7. Program Income						
		\$	\$	\$	\$	\$

SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Cash Contributions		\$	\$	\$	\$
9. Client Fees				55,650.00	55,650.00
10. Non Cash Contributions		4,550.00			4,550.00
12. TOTAL (Sum of lines 8-11)		\$ 4,550.00	\$	\$ 55,650.00	\$ 60,200.00

SECTION D - FORECASTED CASH NEEDS

	SECTION D - FORECASTED CASH NEEDS				
	Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
13. Federal	\$ 240,599.00	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75
14. Non-Federal	60,200.00	15,050.00	15,050.00	15,050.00	15,050.00
15. Total (sum of lines 13 and 14)	\$ 300,799.00	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

	(a) Grant Programs MBEC	FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.		\$240,599	\$240,599	\$	\$
17.					
18.					
19.					
20. Total (sum of lines 16-19)		\$240,599	\$240,599	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges	22. Indirect Charges: Includes Fringes, G&A and Overhead charges
23. Remarks:	

YEAR 2 BUDGET INFORMATION-Non-Construction Programs

SECTION A-BUDGET SUMMARY									
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds				New or Revised Budget		Total (g)	
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)				
1. MBEC	11.800	\$	\$	\$ 240,599.00	\$ 60,200.00	\$ 300,799.00	\$		
2.									
3.									
4.									
5. Totals		\$	\$	\$ 240,599.00	\$ 60,200.00	\$ 300,799.00	\$		
SECTION B-BUDGET CATEGORIES									
6. Object Class Categories	GRANT PROGRAM OR ACTIVITY					Total (5)			
	(1) Federal	(2) Non Federal	(3)	(4)					
a. Personnel	\$ 110,825.00	24,902.00	\$	\$	\$ 135,727.00				
b. Fringe Benefits	0.00	0.00			0.00				
c. Travel	8,018.00	8,580.00			16,598.00				
d. Equipment	0.00	0.00			0.00				
e. Supplies	2,240.00	0.00			2,240.00				
f. Contractual	0.00	0.00			0.00				
g. Construction	0.00	0.00			0.00				
h. Other (Includes Fee)	53,125.00	9,228.00			62,353.00				
i. Total Direct Charges (sum of 6a-6h)	174,208.00	42,710.00			216,918.00				
j. Indirect Charges	66,391.00	17,490.00			83,881.00				
k. TOTALS (sum of 6i and 6j)	\$ 240,599.00	\$ 60,200.00	\$	\$	\$ 300,799.00				
SECTION C-PROGRAM INCOME									
7. Program Income		\$	\$	\$	\$	\$	\$		

SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8.	Cash Contributions	\$	\$	\$	\$
9.	Client Fees			56,300.00	56,300.00
10.	Non Cash Contributions	3,900.00			3,900.00
12.	TOTAL (Sum of lines 8-11)	\$ 3,900.00	\$	\$ 56,300.00	\$ 60,200.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	
13.	Federal	\$ 240,599.00	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75
14.	Non-Federal	60,200.00	15,050.00	15,050.00	15,050.00	15,050.00
15.	Total (sum of lines 13 and 14)	\$ 300,799.00	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

	(a) Grant Programs MBEC	FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.		\$240,599	\$	\$	\$
17.					
18.					
19.					
20.	Total (sum of lines 16-19)	\$240,599	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges	22. Indirect Charges: Fringes, G&A and Overhead charges
23. Remarks:	

SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Cash Contributions		\$	\$	\$	\$
9. Client Fees				56,300.00	56,300.00
10. Non Cash Contributions		3,900.00			3,900.00
12. TOTAL (Sum of lines 8-11)		\$ 3,900.00	\$	\$ 56,300.00	\$ 60,200.00

SECTION D - FORECASTED CASH NEEDS

	Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
13. Federal	\$ 240,599.00	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75
14. Non-Federal	60,200.00	15,050.00	15,050.00	15,050.00	15,050.00
15. Total (sum of lines 13 and 14)	\$ 300,799.00	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

	(a) Grant Programs MBEC	FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.		\$	\$	\$	\$
17.					
18.					
19.					
20. Total (sum of lines 16-19)		\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges	22. Indirect Charges: Fringes, G&A and Overhead charges
23. Remarks:	

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 26, "Governmentwide Debarment and Suspension (Nonprocurement)" and Governmentwide requirements for Drug-Free Workplace" and 15 CFR Part 28, "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant or cooperative agreement.

1. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 15 CFR Part 26, for prospective participants in primary covered transactions, as defined at 15 CFR Part 26, Sections 26.105 and 26.110 -

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. DRUG-FREE WORKPLACE REQUIREMENTS Alternate 1. Grantee Other Than Individuals

As required by the Drug-Free Workplace Act of 1988, and implemented at 15 CFR Part 26, Subpart F, for grantees, as defined at 15 CFR Part 26, Sections 26.605 and 26.610 -

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's

workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the Director, Office of Federal Assistance, Office of Federal Assistance and Management Support, HCHB Room 6054, U.S. Department of Commerce, Washington, DC 20230. Notice shall include the identification numbers(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with the respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended;
or

(2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a),(b),(c),(d),(e), and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: (Street address, city, county, state, ZIP code):

1515 Richland Street
Columbia, SC 29201

Check if there are workplaces on file that are not identified here.

Alternate II. Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988, and implemented at 15 CFR 26, Subpart F, for grantees, as defined at 15 CFR Part 26, Sections 26.605 and 26.610 -

(A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity within the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days, of the conviction, to the director, Office of Federal Assistance, Office of Federal Assistance and Management Support, HCHB Room 6054, U.S. Department of Commerce, Washington, DC 20230. When the notice is made to such a central point, it shall include the identification number(s) of each affected grant.

3. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for Persons entering into a grant cooperative agreement or contract over \$100,000, or loan or loan guarantee over \$150,000, as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee

of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT

DESA, Inc.

AWARD NUMBER AND/OR PROJECT NAME

South Carolina Minority Business Enterprise Center

PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Diane E. Sumpster, President/CEO

SIGNATURE

Diane E. Sumpster

DATE

September 20, 2006

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract <input type="checkbox"/> b. grant N/A <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:</p> <p>Congressional District, if known:</p>	<p>THIS FORM IS NOT APPLICABLE</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>7. Federal Program Name/Description</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ _____</p>	
<p>10.a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p>	<p>10.b. Individuals Performing Service (including address if different from 10a) - (last name, first name, MI):</p>	
<p>(attach Continuation Sheet(s) if necessary)</p>		
<p>11. Amount of Payment (check all that apply):</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other, specify: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash <input type="checkbox"/> b. in kind; specify: nature _____ value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date (s) of Services, including officer (s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</p> <p style="text-align: center;">(attach Continuation Sheet(s) if necessary)</p>		
<p>15. Continuation Sheet(s) attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>16. Information required through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. section 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>		
<p>Signature: <u><i>Diane E. Sumpter</i></u></p> <p>Print Name: <u>Diane E. Sumpter</u></p> <p>Title: <u>President/CEO</u></p> <p>Telephone No.: <u>(803) 743-1124</u> Date: <u>9/20/06</u></p>		
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form - LLL</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.

BELARC ADVISOR

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[System Management Products](#)

[Your Privacy](#)

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[Installed Hotfixes](#)

[Software Licenses](#)

[Software Versions](#)

System Security Status


CIS Benchmark Score

 **1.88** of 10
(details...)

Virus Protection

 Up-to-date

Microsoft Security Updates

 8 missing

Computer Profile Summary

Computer Name: D87gbp41 (in SCMBDC)

Profile Date: Thursday, November 02, 2006 11:07:16 AM

Advisor Version: 7.2a

Windows Logon: cmonroe

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Operating System

Windows XP Professional Service Pack 2 (build 2600)

System Model

Dell Computer Corporation Dimension 2400
System Service Tag: **87GBP41 (support for this PC)**
Chassis Serial Number: 87GBP41
Enclosure Type: Space-saving

Processor ^a

2.65 gigahertz Intel Pentium 4
8 kilobyte primary memory cache
512 kilobyte secondary memory cache

Main Circuit Board ^b

Board: Dell Computer Corp. 0C2425 A01
Serial Number: ..CN1374042N028N.
Bus Clock: 533 megahertz
BIOS: Dell Computer Corporation A05
12/02/2003

Drives

79.95 Gigabytes Usable Hard Drive Capacity
60.76 Gigabytes Hard Drive Free Space
_NEC DVD+RW ND-2100AD [CD-ROM drive]
3.5" format removeable media [Floppy drive]

ST380011A [Hard drive] (80.00 GB) -- drive 0,
s/n 3JV9S556, rev 3.16, SMART Status: Healthy

Memory Modules ^{c,d}

510 Megabytes Installed Memory

Slot 'DIMM_1' has 512 MB
Slot 'DIMM_2' is Empty

Local Drive Volumes

c: (NTFS on drive 0) 79.95 GB 60.76 GB free

Network Drives

mounted by SCMBDC\cmonroe at 11/2/2006 11:05:49 AM
f: \\server1\work 71.35 GB 36.37 GB free
o: \\server1\oldsvr 71.35 GB 36.37 GB free
p: \\server1 71.35 GB 36.37 GB free
\\users\cmonroe


Users (mouse over user name for details)

local user accounts	last logon
Administrator	4/29/2004 6:21:06(admin) PM

Printers

HP Color LaserJet 3700 on \\server1.scmdbdc.local\HP CLJ 3700N PCL 6
PCL 6

cmonroe	4/15/2004 4:49:25(admin) PM	HP Color LaserJet 5	on \\server1.scmdbdc.local\HPColor5
local system accounts		HP LaserJet 4P	on LPT1:
ASPNET	never	HP LaserJet 5000 Series PCL	on \\server1.scmdbdc.local\HP LaserJet 5000 Series PCL
✗ Guest	never	Microsoft Office Document Image Writer Driver	on Microsoft Document Imaging Writer Port:
✗ HelpAssistant	11/2/2006 8:50:12 AM	PDFCreator	on PDFCreator:
✗ SUPPORT_388945a0	never		
✗ SUPPORT_3f151ab9	never		
SCMBDC domain logons			
Administrator			
awashington			
cmonroe	(admin)		
gdavis			
Reception			

✗ Marks a disabled account;  Marks a locked account

Controllers

Standard floppy disk controller
 Intel(R) 82801DB Ultra ATA Storage Controller - 24CB
 Primary IDE Channel [Controller]
 Secondary IDE Channel [Controller]

Bus Adapters

Intel(r) 82801DB/DBM USB 2.0 Enhanced Host Controller - 24CD
 Intel(r) 82801DB/DBM USB Universal Host Controller - 24C2
 Intel(r) 82801DB/DBM USB Universal Host Controller - 24C4
 Intel(r) 82801DB/DBM USB Universal Host Controller - 24C7

Communications

Broadcom 440x 10/100 Integrated Controller
 primary Auto IP Address: 192.168.2.36 / 24
 Gateway: 192.168.2.1
 Dhcp Server: 192.168.2.3
 Physical Address: 00:0D:56:27:F5:94
 RAS Async Adapter

Networking Dns Servers: 192.168.2.3
 24.31.195.64

Virus Protection [[Back to Top](#)]

OfficeScan Corporate Edition Version 6.0
 Scan Engine Version 8.320.1003
 Virus Definitions Version 3.897.00
 Realtime File Scanning On

Missing Microsoft Security Hotfixes [[Back to Top](#)]

- Q892843 - Critical ([details...](#))
- Q894542 - Important ([details...](#))
- Q914455 - Moderate ([details...](#))
- Q923088 - Important ([details...](#))
- Q923091 - Important ([details...](#))
- Q923094 - Important ([details...](#))
- Q923272 - Important ([details...](#))
- Q924424 - Important ([details...](#))

These required security hotfixes (using the 10/10/2006 Microsoft Security Bulletin Summary) were not found installed. Note: CIS benchmarks require that *Critical* and *Important* severity security hotfixes **must be installed**.

Display

Intel(R) 82845G/GL/GE/PE/GV Graphics Controller [Display adapter]
 DELL E773c [Monitor] (15.7"vis, s/n 6418043503VT, March 2004)

Multimedia

SoundMAX Integrated Digital Audio

Other Devices

Standard 101/102-Key or Microsoft Natural PS/2 Keyboard
 HID-compliant MX500 Optical Mouse
 USB Root Hub (4x)

Installed Microsoft Hotfixes [Back to Top]

.NETFramework

1.1

S867460

on 10/5/2004

([details...](#))



M886903

on 2/9/2005

([details...](#))



DataAccess

Q328797

on 4/10/2004

([details...](#))



Q832483

on 4/15/2004

([details...](#))



KB870669

([details...](#))



DirectX

DX9

SP1:



KB839643-

on 6/10/2004

([details...](#))



DIRECTX9

Internet Explorer

SP2

(SP2)

Office Professional Edition 2003

KB887616[SP]

on 9/28/2005

([details...](#))



KB904631

on 9/28/2005

([details...](#))



Step By Step Interactive Training

SP2



KB898458

on 6/21/2005

([details...](#))



Windows Media Player 10

KB911565

([details...](#))



KB917734_WMP10

([details...](#))



SP0



KB911565

on 2/21/2006

([details...](#))



KB917734_WMP10

on 6/19/2006

([details...](#))



Windows Media Player



WM817787

([details...](#))



Q828026

([details...](#))



SP0



Q828026

on 4/15/2004

([details...](#))



KB911564

on 2/21/2006

([details...](#))



Windows XP

SP2

KB811113[SP]

on 10/1/2004

([details...](#))



SP3



KB834707

on 10/15/2004

([details...](#))



KB867282

on 2/9/2005

([details...](#))



KB873333

on 2/9/2005

([details...](#))



KB873339

on 12/16/2004

([details...](#))



KB883939

on 6/21/2005

([details...](#))



KB885250

on 2/9/2005

([details...](#))



KB885835

on 12/16/2004

([details...](#))



KB885836

on 12/16/2004

([details...](#))



KB886185

on 12/16/2004

([details...](#))



KB887472

on 2/9/2005

([details...](#))



KB887742

on 2/24/2005

([details...](#))



KB888113

on 2/9/2005

([details...](#))



KB888302

on 2/9/2005

([details...](#))



KB890046

on 6/21/2005

([details...](#))



KB890047

on 2/9/2005

([details...](#))



KB890175

on 1/13/2005

([details...](#))



KB890859

on 4/19/2005

([details...](#))



KB890923

on 4/19/2005

([details...](#))



KB891781

on 2/9/2005

([details...](#))



KB893066

on 4/19/2005

([details...](#))



KB893086

on 4/19/2005

([details...](#))



KB893756

on 8/16/2005

([details...](#))



Windows XP

SP3 (continued)

KB896688 on 10/25/2005 ([details...](#))

KB896727 on 8/16/2005 ([details...](#))

KB898461 on 6/30/2005 ([details...](#))

KB899587 on 8/16/2005 ([details...](#))

KB899588 on 8/16/2005 ([details...](#))

KB899589 on 10/25/2005 ([details...](#))

KB899591 on 8/16/2005 ([details...](#))

KB900485 on 4/26/2006 ([details...](#))

KB900725 on 10/25/2005 ([details...](#))

KB901017 on 10/25/2005 ([details...](#))

KB901214 on 7/15/2005 ([details...](#))

KB902400 on 10/25/2005 ([details...](#))

KB903235 on 7/15/2005 ([details...](#))

KB904706 on 10/25/2005 ([details...](#))

KB905414 on 10/25/2005 ([details...](#))

KB905749 on 10/25/2005 ([details...](#))

KB905915 on 12/15/2005 ([details...](#))

KB908519 on 1/12/2006 ([details...](#))

KB908531 on 4/17/2006 ([details...](#))

KB910437 on 12/15/2005 ([details...](#))

KB911280 on 6/28/2006 ([details...](#))

KB911562 on 4/17/2006 ([details...](#))

KB911567 on 4/17/2006 ([details...](#))

KB911927 on 2/21/2006 ([details...](#))

KB912812 on 4/17/2006 ([details...](#))

KB912919 on 1/9/2006 ([details...](#))

KB913446 on 2/21/2006 ([details...](#))

KB913580 on 5/10/2006 ([details...](#))

KB914388 on 7/17/2006 ([details...](#))

KB914389 on 6/19/2006 ([details...](#))

KB916281 on 6/19/2006 ([details...](#))

KB916595 on 7/17/2006 ([details...](#))

KB917159 on 7/17/2006 ([details...](#))

KB917344 on 6/19/2006 ([details...](#))

KB917422 on 8/16/2006 ([details...](#))

KB917953 on 6/19/2006 ([details...](#))

KB918439 on 6/19/2006 ([details...](#))

KB918899 on 8/16/2006 ([details...](#))

KB919007 on 9/15/2006 ([details...](#))

KB920214 on 8/16/2006 ([details...](#))

KB920670 on 8/16/2006 ([details...](#))

KB920683 on 8/16/2006 ([details...](#))

KB920685 on 9/15/2006 ([details...](#))

KB920872 on 9/15/2006 ([details...](#))

KB921398 on 8/16/2006 ([details...](#))

KB921883 on 8/9/2006 ([details...](#))

KB922582 on 9/15/2006 ([details...](#))

KB922616 on 8/16/2006 ([details...](#))

KB922819 on 10/18/2006 ([details...](#))

KB923191 on 10/18/2006 ([details...](#))

KB923414 on 10/18/2006 ([details...](#))

KB924191 on 10/18/2006 ([details...](#))

✓	KB893803	on 4/19/2005	(details...)
✓	KB893803V2	on 5/20/2005	(details...)
✓	KB894391	on 8/16/2005	(details...)
✓	KB896358	on 6/21/2005	(details...)
✓	KB896422	on 6/21/2005	(details...)
✓	KB896423	on 8/16/2005	(details...)
✓	KB896424	on 11/11/2005	(details...)
✓	KB896428	on 6/21/2005	(details...)

[Click here to see all available Microsoft security hotfixes for this computer.](#)

- ☒ Marks a security hotfix (using the 10/10/2006 Microsoft Security Bulletin Summary)
 - ✓ Marks a hotfix that verifies correctly
 - ✗ Marks a hotfix that fails verification (note that failing hotfixes need to be reinstalled)
- Unmarked hotfixes lack the data to allow verification

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Software Licenses [[Back to Top](#)]

Belarc - Advisor	eac31caf
Crystal Decisions - Crystal Reports for ESRI	A5S50-018000S-U70008T
Environmental System Research Institute - ArcGIS ArcObjects Developer Kit	85925
Environmental System Research Institute - ArcGIS Desktop	85840
Environmental Systems Research Institute - ArcGIS Tutorial Data	85840
Microsoft - Business Contact Manager for Outlook 2003	74560-464-5862617-04804
Microsoft - Business Solutions eCRM	74560-464-5862617-04804 (Key: R2D43-3DHG9-DQ79W-W3DXQ-929DY)
Microsoft - Interactive Training	02304-OEM-0000007-00000 (Key: TM66R-2Q86K-HXPBD-CQ9TR-9WTQY) ^e
Microsoft - Internet Explorer	55274-OEM-0011903-00102 (Key: XJM6Q-BQ8HW-T6DFB-Y934T-YD4YT) ^e
Microsoft - Office Professional Edition 2003	70145-OEM-5790185-83838 (Key: V86WH-QCPQD-W296V-4FCB8-7DMRD) ^e
Microsoft - WebFldrs XP	12345-111-1111111-93426
Microsoft - Windows XP Professional	55274-OEM-0011903-00102 (Key: XJM6Q-BQ8HW-T6DFB-Y934T-YD4YT) ^e
Sonic - MyDVD	BDVQHQBXGQTH6XSV4
Sonic Solutions - Sonic RecordNow!	C9YCJBUAAS6AC252J

Software Versions (mouse over * for details, click * for location) [[Back to Top](#)]

Adobe Acrobat Version 7.0.0.0 *	Microsoft Corporation - Windows Installer - Unicode Version 3.1.4000.1823 *
Adobe Reader Version 7.0.0.0 *	Microsoft Corporation - Windows Movie Maker Version 2.1.4026.0 *
America Online, Inc. - AOL Service Libraries Version 1.4.9.1 *	Microsoft Corporation - Windows® NetMeeting® Version 3.01 *
America Online, Inc. - AOL Uninstaller Version 1.0.0.1 *	Microsoft Corporation - Zone.com Version 1.2.626.1 *
America Online, Inc. - IPHSend Version 1.0.12.1 *	Microsoft Data Access Components Version 3.525.1117.0 *
Belarc, Inc. - Advisor Version 7.2a *	Microsoft Interactive Training Version 3, 5, 0, 117 *
Broadcom Corporation - ControlSuite Application Version 6, 12, 0, 0 *	
BrowserApp Application Version 2, 0, 0, 1 *	
CCleaner Version 1.26.0218 *	

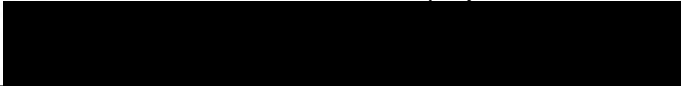
APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED September 20, 2006	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION Application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction	Pre-Application <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction
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5. APPLICANT INFORMATION	
Legal Name: DESA, Inc.	Organizational Unit: N/A
Address (give city, county, state, and zip code): 400 Percival Road Columbia, SC 29260 Richland County	Name and telephone number of the person to be contacted on matters involving application (give area code) Diane E. Sumpter, (803) 743-1124

(b)(4)

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 	7. TYPE OF APPLICANT: (enter appropriate letter in box) <table border="1"> <tr> <td>M</td> </tr> </table>	M
M		
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es): <input type="checkbox"/>	A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School Dist. I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) _____	

A. Increase Award D. Decrease Duration	B. Decrease Award Other (specify):	C. Increase Duration
9. NAME OF FEDERAL AGENCY: United States Department of Commerce Minority Business Development Agency		

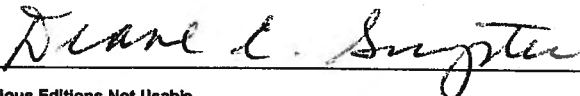
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 1 1 -- 8 0 0 TITLE:	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: South Carolina Minority Business Enterprise Center
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12. AREAS AFFECTED BY PROJECT (cities, countries, states, etc.) Cities: All cities in South Carolina Counties: All counties in South Carolina State: South Carolina
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13. PROPOSED PROJECT: Start Date: 1/1/07 Ending Date: 12/31/09	14. CONGRESSIONAL DISTRICTS OF: a. Applicant: 2nd Congressional District b. Project: All Congressional District S.C.
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15. ESTIMATED FUNDING:	16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?
a. Federal: 721,797.00	a. YES. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON: DATE _____
b. Applicant: 12,350.00	b. NO. <input checked="" type="checkbox"/> PROGRAM IS NOT COVERED BY E.O. 12372
c. State	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW
d. Local	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
e. Other: 168,250.00	<input type="checkbox"/> Yes If "Yes," attach an explanation. <input checked="" type="checkbox"/> No
f. Program Income	
g. TOTAL: 902,397.00	

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Typed Name of Authorized Representative Diane E. Sumpter	b. Title President/CEO	c. Telephone Number (803) 743-1124
d. Signature of Authorized Representative 		e. Date Signed 09/20/06

INSTRUCTIONS FOR THE SF 424

This is a standard form used by applicants as a required facesheet for preapplications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|---|-------|---|
| 1. | Self-explanatory. | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 2. | Date application submitted to Federal agency for State if applicable) & applicant's control number (if applicable). | 13. | Self-explanatory. |
| 3. | State use only (if applicable). | 14. | List the applicant's Congressional District and any District(s) affected by the program or project. |
| 4. | If this application is to continue or revise an existing award, enter present Federal Identifier number. If for a new project, leave blank. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 5. | Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 7. | Enter the appropriate letter in the space provided. | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 8. | Check appropriate box and enter appropriate letter(s) in the space(s) provided:

-"New" means a new assistance award.

-"Continuation" means an extension for an additional funding/budget period for a project with a projected completion date.

-"Revision" means any change in the Federal Government financial obligation or contingent liability from an existing obligation. | | |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and the title of the program under which assistance is requested. | | |
| 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. | | |

YEAR 1 BUDGET INFORMATION-Non-Construction Programs

SECTION A-BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. MBEC	11.800	\$	\$	\$ 240,599.00	\$ 60,200.00	\$ 300,799.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 240,599.00	\$ 60,200.00	\$ 300,799.00

SECTION B-BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM OR ACTIVITY				Total (5)
	(1) Federal	(2) Non Federal	(3)	(4)	
a. Personnel	\$ 109,696.00	\$ 23,028.00	\$	\$	\$ 132,724.00
b. Fringe Benefits	0.00	0.00			0.00
c. Travel	7,820.00	5,690.00			13,510.00
d. Equipment	0.00	0.00			0.00
e. Supplies	2,181.00	0.00			2,181.00
f. Contractual	0.00	0.00			0.00
g. Construction	0.00	0.00			0.00
h. Other (Includes Fee)	54,511.00	13,992.00			68,503.00
i. Total Direct Charges (sum of 6a-6h)	174,208.00	42,710.00			216,918.00
j. Indirect Charges	66,391.00	17,490.00			83,881.00
k. TOTALS (sum of 6i and 6j)	\$ 240,599.00	\$ 60,200.00	\$	\$	\$ 300,799.00

7. Program Income	\$	\$	\$	\$	\$
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SECTION C - NON-FEDERAL RESOURCES

(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Cash Contributions	\$	\$	\$	\$
9. Client Fees			55,650.00	55,650.00
10. Non Cash Contributions	4,550.00			4,550.00
12. TOTAL (Sum of lines 8-11)	\$ 4,550.00	\$	\$ 55,650.00	\$ 60,200.00

SECTION D - FORECASTED CASH NEEDS

	SECTION D - FORECASTED CASH NEEDS				
	Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
13. Federal	\$ 240,599.00	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75
14. Non-Federal	60,200.00	15,050.00	15,050.00	15,050.00	15,050.00
15. Total (sum of lines 13 and 14)	\$ 300,799.00	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) Grant Programs MBEC	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16.	\$240,599	\$240,599	\$	\$	\$
17.					
18.					
19.					
20. Total (sum of lines 16-19)	\$240,599	\$240,599	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges	22. Indirect Charges: Includes Fringes, G&A and Overhead charges
23. Remarks:	

YEAR 2 BUDGET INFORMATION-Non-Construction Programs

SECTION A-BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. MBEC	11.800	\$	\$	\$ 240,599.00	\$ 60,200.00	\$ 300,799.00
2.						
3.						
4.						
5. Totals		\$	\$	\$ 240,599.00	\$ 60,200.00	\$ 300,799.00

SECTION B-BUDGET CATEGORIES

6. Object Class Categories	GRANT PROGRAM OR ACTIVITY				Total (5)
	(1) Federal	(2) Non Federal	(3)	(4)	
a. Personnel	\$ 110,825.00	24,902.00	\$	\$	\$ 135,727.00
b. Fringe Benefits	0.00	0.00			0.00
c. Travel	8,018.00	8,580.00			16,598.00
d. Equipment	0.00	0.00			0.00
e. Supplies	2,240.00	0.00			2,240.00
f. Contractual	0.00	0.00			0.00
g. Construction	0.00	0.00			0.00
h. Other (Includes Fee)	53,125.00	9,228.00			62,353.00
i. Total Direct Charges (sum of 6a-6h)	174,208.00	42,710.00			216,918.00
j. Indirect Charges	66,391.00	17,490.00			83,881.00
k. TOTALS (sum of 6i and 6j)	\$ 240,599.00	\$ 60,200.00	\$	\$	\$ 300,799.00

7. Program Income	\$	\$	\$	\$	\$
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SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Cash Contributions		\$	\$	\$	\$
9. Client Fees				56,300.00	56,300.00
10. Non Cash Contributions		3,900.00			3,900.00
12. TOTAL (Sum of lines 8-11)		\$ 3,900.00	\$	\$ 56,300.00	\$ 60,200.00

SECTION D - FORECASTED CASH NEEDS

	SECTION D - FORECASTED CASH NEEDS				
	Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
13. Federal	\$ 240,599.00	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75
14. Non-Federal	60,200.00	15,050.00	15,050.00	15,050.00	15,050.00
15. Total (sum of lines 13 and 14)	\$ 300,799.00	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

	(a) Grant Programs MBEC	FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.		\$240,599	\$	\$	\$
17.					
18.					
19.					
20. Total (sum of lines 16-19)		\$240,599	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges	22. Indirect Charges: Fringes, G&A and Overhead charges
23. Remarks:	

SECTION C - NON-FEDERAL RESOURCES

	(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS
8. Cash Contributions		\$	\$	\$	\$
9. Client Fees				56,300.00	56,300.00
10. Non Cash Contributions		3,900.00			3,900.00
12. TOTAL (Sum of lines 8-11)		\$ 3,900.00	\$	\$ 56,300.00	\$ 60,200.00

SECTION D - FORECASTED CASH NEEDS

	SECTION D - FORECASTED CASH NEEDS				
	Total for 1 st Year	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
13. Federal	\$ 240,599.00	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75	\$ 60,149.75
14. Non-Federal	60,200.00	15,050.00	15,050.00	15,050.00	15,050.00
15. Total (sum of lines 13 and 14)	\$ 300,799.00	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75	\$ 75,199.75

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

	(a) Grant Programs MBEC	FUTURE FUNDING PERIODS (Years)			
		(b) First	(c) Second	(d) Third	(e) Fourth
16.		\$	\$	\$	\$
17.					
18.					
19.					
20. Total (sum of lines 16-19)		\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION

21. Direct Charges	22. Indirect Charges: Fringes, G&A and Overhead charges
23. Remarks:	

CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS AND LOBBYING

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 15 CFR Part 26, "Governmentwide Debarment and Suspension (Nonprocurement)" and Governmentwide requirements for Drug-Free Workplace" and 15 CFR Part 28, "New Restrictions on Lobbying." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Commerce determines to award the covered transaction, grant or cooperative agreement.

1. DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 15 CFR Part 26, for prospective participants in primary covered transactions, as defined at 15 CFR Part 26, Sections 26.105 and 26.110 -

(1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

2. DRUG-FREE WORKPLACE REQUIREMENTS Alternate I. Grantee Other Than Individuals

As required by the Drug-Free Workplace Act of 1988, and implemented at 15 CFR Part 26, Subpart F, for grantees, as defined at 15 CFR Part 26, Sections 26.605 and 26.610 -

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's

workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about-

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the Director, Office of Federal Assistance, Office of Federal Assistance and Management Support, HCHB Room 6054, U.S. Department of Commerce, Washington, DC 20230. Notice shall include the identification numbers(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with the respect to any employee who is so convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended;

or

(2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a),(b),(c),(d),(e), and (f).

B. The grantee shall insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance: (Street address, city, county, state, ZIP code):

1515 Richland Street
Columbia, SC 29201

Check if there are workplaces on file that are not identified here.

Alternate II. Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988, and implemented at 15 CFR 26, Subpart F, for grantees, as defined at 15 CFR Part 26, Sections 26.605 and 26.610 -

(A) The grantee certifies that, as a condition of the grant, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity within the grant;

(B) If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, he or she will report the conviction, in writing, within 10 calendar days, of the conviction, to the director, Office of Federal Assistance, Office of Federal Assistance and Management Support, HCHB Room 6054, U.S. Department of Commerce, Washington, DC 20230. When the notice is made to such a central point, it shall include the identification number(s) of each affected grant.

3. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 15 CFR Part 28, for Persons entering into a grant, cooperative agreement or contract over \$100,000, or loan or loan guarantee over \$150,000, as defined at 15 CFR Part 28, Sections 28.105 and 28.110, the applicant certifies that to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee

of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, loan, or cooperative agreement, the undersigned shall complete and submit standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.


Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification(s).

NAME OF APPLICANT DESA, Inc.	AWARD NUMBER AND/OR PROJECT NAME South Carolina Minority Business Enterprise Center
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Diane E. Sumpter, President/CEO	
SIGNATURE 	DATE September 20, 2006

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure.)

<p>1. Type of Federal Action:</p> <p><input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <i>N/A</i> <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action:</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award</p>	<p>3. Report Type:</p> <p><input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:</p> <p>Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p style="font-size: 1.2em; font-weight: bold;">THIS FORM IS NOT APPLICABLE</p> <p>Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known: \$ _____</p>	
<p>10.a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p>	<p>b. Individuals Performing Service (including address if different from 10a) - (last name, first name, MI):</p>	
<p>(attach Continuation Sheet(s) if necessary)</p>		
<p>11. Amount of Payment (check all that apply):</p> <p>\$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <p><input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other, specify: _____</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash <input type="checkbox"/> b. in kind; specify: nature _____ value _____</p>		
<p>14. Brief Description of Services Performed or to be Performed and Date (s) of Services, including officer (s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</p> <p style="text-align: center;">(attach Continuation Sheet(s) if necessary)</p>		
<p>15. Continuation Sheet(s) attached: <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>16. Information required through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. section 1352. This information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: <u><i>Diane E. Sumpter</i></u></p> <p>Print Name: <u>Diane E. Sumpter</u></p> <p>Title: <u>President/CEO</u></p> <p>Telephone No.: <u>(803) 743-1124</u> Date: <u>9/20/06</u></p>	
<p>Federal Use Only:</p>		<p>Authorized for Local Reproduction Standard Form - LLL</p>

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If know, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001".
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instruction, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503.