



**Capacity Building for Family Resource Center in Richland County**

**FY 2025 Grant Year**

**REQUEST FOR GRANT APPLICATIONS (RFGA)**

**CFDA Number: 93.669**

**Posting Date: 11/26/2024**

<p><b>Your application <u>must</u> be submitted in a <u>sealed</u> package if mailed or in-person delivery. RFGA Number and Deadline/Closing Date (see below) must appear on package exterior.</b></p>	
<p><b>Deadline/Closing Date for Applications:</b> December 17, 2024, at 5 PM EST</p>	<p><b>Must Be Received At:</b> SCDSS State Office-Procurement Division 1535 Confederate Avenue Ext. Columbia, SC 29201 or <a href="mailto:dssprocurement@dss.sc.gov">dssprocurement@dss.sc.gov</a></p> <p><b>No Later Than December 17, 2024, at 2:30PM EST</b></p>
<p><b>Submit your sealed package to either of the following addresses:</b></p>	
<p><b>MAILING ADDRESS:</b></p> <p>SCDSS State Office-Procurement Division Attn: Tameka McClary P.O. Box 1520 Columbia, SC 29202-1520</p>	<p><b>PHYSICAL ADDRESS:</b></p> <p>SCDSS State Office-Procurement Division Attn: Tameka McClary 1535 Confederate Avenue Ext. Columbia, SC 29201</p>

SCDSS offers this Request for Grant Applications (RFGA) for the capacity building of a Family Resource Center (FRC) in Richland County. Acceptable applications that will be considered as part of this grant program are those that support the activities, goals, and objectives as outlined in the scope of services. Funds may not be used for any other purpose. SCDSS reserves the right to determine whether a proposal falls within the scope of activities and is eligible under the stated guidelines. Applications are only accepted during the Request for Grant Applications period, will be evaluated by a panel of subject matter experts, and will be scored based on the award criteria stated in the RFGA.

One award will be made under this RFGA to applicants. The total dollar amounts available to be awarded under this RFGA is a maximum of **\$50,000**.

**Eligibility:** The applicant must have a minimum of three (3) years' experience administering community-based programs or family support models in South Carolina through contracts, grants, or other

arrangements. The applicant must be in “good standing” as a provider with SCDSS and located in South Carolina.

**How to Apply:** See the Request for Grant Applications (RFGA), starting on page four of this document, for additional details regarding information to be included with your submission. A cover letter should be included and signed by authorized agent or other official agency personnel. Eligible applicants must submit the required documents to either the mailing address or physical address listed above.

**Deadline:** The deadline for all applications is **December 17, 2024, by 5:00 P.M. EST.** Applications must be delivered in paper format or by electronic mail at [dssprocurement@dss.sc.gov](mailto:dssprocurement@dss.sc.gov). Please see physical address instructions, below. Any documents received after the deadline will not be accepted.

**Questions & Answers:** Questions will be accepted until 5:00 P.M. EST, December 5, 2024. All questions must be submitted in writing to Tameka McClary at [Tameka.McClary@dss.sc.gov](mailto:Tameka.McClary@dss.sc.gov). Responses will be posted on the SCDSS website by December 10, 2024, by 5:00 PM EST.

Final selection of the successful applicant is anticipated to be made and notifications released and posted on the SCDSS website on or before January 4, 2025. Notice of extension will be posted on this site if more time is required by SCDSS. The Grant Agreement will be effective when signed by both the Provider and SCDSS.

All vendors and Contractors must have a state vendor number to receive reimbursement from SCDSS. To obtain a state vendor number, visit [www.procurement.sc.gov](http://www.procurement.sc.gov) and select New Vendor Registration. (To determine if your business is already registered, go to “Vendor Search”). Upon registration, you will be assigned a state vendor number. Vendors and Contractors must keep their vendor information current. If you are already registered, you can update your information by selecting Change Vendor Registration. (Please note that vendor registration does not substitute for any obligation to register with the S.C. Secretary of State or S.C. Department of Revenue. You can register with the agencies at <http://www.scbos.com/default.htm>.)

**Additional Physical Address Information:**

Visitors arriving at 1535 Confederate Avenue, Columbia, SC will enter SCDSS through the front entrance and deliver their proposal to Security Personnel and have the proposal date and time stamped for receipt.

It will take several minutes to obtain building access and have your application date and time stamped. Please allow at least thirty (30) minutes for this process of obtaining building access and getting your application stamped in. The deadline for applications is identified on this Cover Page. Please plan accordingly as deadline times will not be adjusted and proposals will not be accepted after the deadline stated.

## **I. BACKGROUND**

The South Carolina Department of Social Services (SCDSS or “Department”) is seeking information from non-profit community-based organizations about innovative efforts and strategies to support families through the implementation of a Family Resource Center (FRC) in Richland County.

In recent years, the Department has worked diligently to develop and enhance a continuum of trauma-informed, family-centered, strength-based, and culturally responsive services to support children, youth, and families. While these efforts have positively impacted the children and families we serve, we recognize the need to support families earlier in the process.

The Department understands the intrinsic connection between economic and material hardships and the increased risk of child welfare involvement. To address this, we aim to build the capacity of a Family Resource Center that co-locates, embeds, and coordinates resources to support children and families with unmet needs.

Family Resource Centers are community-based locations where families can access support services and information, including parenting classes, job training, mental health and family counseling, childcare, and more. These centers can be found in various settings, such as schools, hospitals, churches, community centers, and other organizations. Most programs and activities are provided at no cost or low cost to participating families, ensuring they are responsive to the specific needs, cultures, and interests of the local populations they serve.

We believe that by strategically investing in our communities and partner organizations, we can support them in taking innovative approaches that will help promote the well-being of families so that needs are met, and families are strengthened in their communities.

## **SCOPE OF GRANT PROPOSAL**

In an effort to support the South Carolina Department of Social Services’ (SCDSS) efforts, the Department is soliciting applications from community-based organizations to develop, implement, and/or augment a FRC in Richland County. The project period of this grant will be January 15, 2025-September 30, 2025. This grant is to support capacity building of an FRC during the project period and does not guarantee future funding. Applicants should include a plan for sustainability of efforts post project period in their applications.

## **II. SCOPE OF WORK**

### **A. REQUIRED ACTIVITIES**

The applicant shall:

1. The Grantee will work with community stakeholders to include those with lived experience, other provider organizations, and state agencies as needed to inform the development of the FRC service/resource array.
2. The Grantee may embed and co-locate other service and resource providers in the FRC to

ensure the availability of services identified through stakeholder engagement and community need assessment.

3. The Grantee will partner with the Children’s Trust Fund of South Carolina to be an in-network FRC, complete the required quality of standards training, and attend FRC network meetings as scheduled by Children’s Trust.
4. The Grantee may employ or otherwise contract with a Lived Expert to serve as a peer navigator to support families in accessing services on either a full-time or part-time basis.
5. The Grantee will make and document efforts to improve community awareness of the FRC to include engagement with other community serving organizations (e.g. schools, faith-based organizations, etc.)
6. The Grantee will develop and track utilization metrics as part of continuous quality improvement efforts.
7. The Grantee may, as approved by SCDSS in writing, establish other protocols, pursue other innovative efforts that would otherwise bring about the conditions of change outlined above.

**B. GRANT REQUIREMENTS**

1. The applicant must allow SCDSS on-site for site visits and/or audits and make records available for financial, programmatic, quality management and other grant-related visits, as requested by SCDSS.
2. The applicant must be prepared to provide, upon request by SCDSS, specific documentation of expenditures included on submitted invoices. The following areas will be reviewed and/or audited:
  - a. Financial Management: Financial records will be reviewed to assure compliance with generally accepted accounting principles. The records should provide accurate, current and complete disclosure of financial results. Records must identify the source and application of funds and must be supported by invoices and another source documentation.
3. On a bi-monthly basis, the Grantee will report progress on grant goals and other metrics co-developed between SCDSS and the Grantee.
4. The Grantee will participate in monthly implementation meetings with SCDSS.

**C. FUNDING RELATED GRANT REQUIREMENTS**

1. The full amount of the award must be expended by September 30, 2025.
2. In-Kind Match Requirement: five percent (5 %) of the award amount.
3. Please note: Grant funds may not be used for the following:
  - Alcoholic beverages
  - Contributions and donations
  - Entertainment costs
  - Capital expenditures, buildings, and land

- Purchasing of vehicles
- Fines and penalties
- Fundraising and campaign costs
- Lobbying
- Operating Costs
- Advertising, public relations, and publicity

**D. GRANT BUDGET**

The total value of the grant is Fifty Thousand Dollars (\$50,000.00). The Grantee will be required to provide an in-kind match of Two Thousand and Five Hundred Dollars (\$2,500). In-Kind matches include but are not limited to goods or services offered free or at less than usual charge and include unpaid time spent on grant activities. The project period shall be January 15, 2025, or sooner if awarded, and continue through September 30, 2025.

**III. INFORMATION FOR APPLICANTS TO SUBMIT/SCORING**

To be considered for award all proposals must include, at minimum, responses to the information requested in this section. Scoring points associated with each section are noted in parentheses.

Proposals are limited to a maximum of 10 pages for the narrative. The cover page, budget, budget narrative, resumes, appendices and attachments are not counted against this 10-page limit. No additional attachments, other than those specified, will be accepted. Please submit only proposals with 1-inch margins, 12-point font and numbered pages. Single spacing is permissible. Proposals will be rated on a 100-point scale (Program Description points available = 20, narrative points available = 60; financial points available = 20).

Entities applying should restate each of the items listed below and provide their response immediately thereafter.

**ALL INFORMATION SHOULD BE PRESENTED IN THE LISTED ORDER:**

TABLE OF CONTENTS – Provide a one-page table of contents document that includes all the items listed below.

1. Program Description
2. Work Plan Narrative
3. Reporting, Budget Narrative, and Evaluation.

**A. PROGRAM DESCRIPTION (20 POINTS TOTAL)**

1. Describe the history of the organization within the community and provide evidence that it has the capacity to serve and reach the target population.

2. Describe the history of the organization partnering with Children’s Trust and SCDSS.
3. Describe how the FRC will fit into the organizations current array of services.

B. WORK PLAN NARRATIVE (60 POINTS TOTAL)

The applicant must demonstrate the proven ability to accomplish the tasks set forth in the Scope of Work.

1. Describe preliminary community assessment outlining any service/resource gaps for families.
2. Describe strategy(ies) to engage with community stakeholders such as lived experts, other community-based organizations, and state agencies to assist with identifying community/family needs. To include specific possible partnerships.
3. Describe any advisory body or council that will provide on-going or feedback as needed on the operations of the FRC.
4. Describe plan for implementation of services, resources, or other programming bring about the conditions of change outlined in the scope of effort.
5. Describe how your agency will approach continuous quality improvement throughout the project period, and how you will measure and report the results.
6. Describe the space where the FRC will be located to include community accessibility, individual accessibility (accommodations), ability to co-locate staff on a routine or periodic basis.
7. Describe plan for sustainability of the FRC and related efforts.

C. REPORTING, BUDGET NARRATIVE, AND EVALUATION (20 POINTS TOTAL)

1. Describe your organization’s budget template for the use of grant funds in narrative format and include a detailed itemized budget.

D. APPLICATION SUBMISSION

Applicant shall submit a signed Cover Page and Application addressing all of the above noted points. Application must include one (1) original and three (3) copies of:

- a. Signed Cover Letter
- b. Table of Contents
- c. Program Description
- d. Work Plan Narrative
- e. Reporting, Budget Narrative, and Evaluation

# ATTACHMENT 1

## Procedures for Dispute Resolution

### I. DISPUTE PROCEDURES FOR GRANT PROGRAM APPLICATIONS DURING THE APPLICATION PROCESS

The following dispute procedures are available to any community-based organization, local or county program or any other applicant that objects to any requirement(s) as outlined in a Request for Grant Applications (RFGA), amendment to RFGA or does not receive a distribution of funding as a grantee under a federal, state, or combined federal/state grant program. An applicant or grantee that disagrees with any element of the grant requirements or with the distribution of funding is also referred to herein as a “requestor.”

- A. **Request or Application for Funding.** Subject to conditions set forth in these procedures, any prospective applicant desiring to file a dispute concerning DSS’s proposed evaluation of applications or proposed manner of distribution of funds (as outlined in the RFGA) shall e-mail or fax a Notification of Appeal to the SC DSS Procurement Manager within **three (3) business days** of the posting date of the RFGA or any amendment thereto. The notification of appeal must clearly specify the grounds of the dispute and the relief requested. Within **seventy-two (72) hours** of receipt of a notification of appeal, the Procurement Manager shall render a decision as to the disposition of the dispute and will e-mail or fax written notification of this decision to the prospective applicant. If the prospective applicant is not satisfied with the decision rendered by the Procurement Manager, the applicant shall e-mail, or fax written notification to the DSS Program Area Director\* within **two (2) business day** of the date of the written notification of decision from the Procurement Manager. The Procurement Manager will conduct a review and e-mail or fax a written decision to the prospective applicant within **three (3) business days**. The written decision will be final and may not be further appealed by the requestor.
- B. **Award to a Provider.** A requestor with a dispute regarding the Notification of Award shall e-mail, fax or mail a Notification of Appeal to the Procurement Manager within **three (3) business days** of the date of posting of the Notification of Award. The notification of appeal must clearly specify the grounds of the dispute and the relief requested. Within **seventy-two (72) hours** of receipt of a notification of appeal, the Procurement Manager shall render a decision as to the C. of the dispute and will e-mail or fax written notification of this decision to the requestor. If the requestor is not satisfied with the decision rendered by the Procurement Manager, the requestor shall e-mail, or fax written notification to the Program Area Director within **three (3) business days** of the date of the written response from the Procurement Manager. The

Procurement Manager will conduct a review and e-mail or fax a written decision to the requestor within **three (3) business days**. The written decision will be final and may not be further appealed by the requestor.

- C. **Notice of Decision.** A copy of all correspondence or decisions under this dispute resolution procedure shall be mailed or otherwise furnished immediately to the requestor and any other party intervening.

## **II. PROCEDURES FOR GRANT DISPUTES OR CONTROVERSIES REGARDING DSS'S EVALUATION OF A GRANTEE'S EXPENDITURES IN THE POST-AWARD PHASE**

- A. **Applicability.** These procedures shall apply to controversies between SCDSS and a grantee when the grantee disagrees with SCDSS's evaluation of an expenditure by the grantee as "not allowed" under the grant program requirements. These procedures constitute the exclusive means of resolving a controversy between SCDSS and a grantee of an awarded grant.
  
- B. **Grievance.** No later than **thirty (30) calendar days** after receiving notice that the agency's grant program area has denied an expenditure, a grantee must e-mail, or fax written notice identifying any dispute or controversy to the Procurement Manager. The Procurement Manager will, **within thirty (30) calendar days** thereafter, review and attempt to informally resolve the dispute or controversy. If the dispute cannot be mutually resolved within that timeframe, a grantee wishing to continue pursuit of the dispute must e-mail or fax written notice of the dispute to the Procurement Manager within **five (5) business days** following the 30- day review period. The Procurement Manager or his/her designee will, within **ten (10) business days** of receipt of a written notice of the dispute, meet or hold a conference call with the grantee. Within **ten (10) business days** after such consultation with the grantee, the Procurement Manager will e-mail or fax the grantee with a written determination as to his/her decision regarding the disposition of the expenditure. The decision of the Procurement Manager will be final and may not be further appealed by the requestor.



**Grants Program Manager:**

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Chief Transformation Officer  
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**Procurement Manager**

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