



Capacity Building for Family Resource Centers in Aiken, Orangeburg, and Richland Counties
FY 2027 Grant Year
REQUEST FOR GRANT APPLICATIONS (RFGA)

Posting Date: May 29, 2026

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.	
Deadline/Closing Date for Applications: XXX 5:00PM EST	Must Be Received At: SCDSS State Office-Procurement Division 1535 Confederate Avenue Ext. Columbia, SC 29201 or dssprocurement@dss.sc.gov No Later June 17, 2026 at 5:00PM EST
Submit your sealed package to either of the following addresses:	
MAILING ADDRESS: SCDSS State Office-Procurement Division Attn: Tameka McClary P.O. Box 1520 Columbia, SC 29202-1520	PHYSICAL ADDRESS: SCDSS State Office-Procurement Division Attn: Tameka McClary 1535 Confederate Avenue Ext. Columbia, SC 29201

South Carolina Department of Social Services (SCDSS) issuing this Request for Grant Applications (RFGA) to support establishment and long-term sustainability of Family Resource Centers (FRC) in Aiken, Orangeburg, and Richland counties. These FRC will serve families referred by the South Carolina Department of Social Services.

Eligible applications must directly support activities, goals, and objectives outlined in the scope of services. Grant funds may not be used for any other purpose. SCDSS reserves the right to determine whether a proposal meets that state requirements and falls within the approved scope of activities. Applications are only accepted during the Request for Grant Applications period. Each application will be evaluated by a panel of subject matter experts and will be scored based on the award criteria stated in the RFGA.

Up to three (3) awards may be made under this RFGA. The total dollar amounts available to be awarded under this RFGA is a maximum of **\$100,000.00 per award**.

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 with the state. The applicant must operate a Family Resource Center and be a member of the Family Support Network facilitated by the Children's Trust Fund of South Carolina. 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 an 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 **June 17, 2026 at 5:00P.M. EST**. Applications must be delivered in paper format or by electronic mail at 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 **June 4, 2026**. All questions must be submitted in writing to Tameka McClary at Tameka.McClary@dss.sc.gov. Responses will be posted on the SCDSS website by **June 11, 2026**.

Final selection of the successful applicant is anticipated to be made and notifications released and posted on the SCDSS website on or before June 30, 2026. 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 for the performance period outline in the grant agreement.

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 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 applications from Family Resource Centers (non-profit community-based organizations that are members of Children Trust’s Family Support Network) to enable the establishment and/or continued provision of services for families in need. Families who are not currently involved with SCDSS, as well as those screened by the Department’s Intake Hub and determined not to require an investigation, may be eligible for services. To qualify, families must meet one or more imminent risk factors and be authorized for services by SCDSS.

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, SCDSS aims to build capacity for three (3) Family Resource Centers (FRC). Each FRC will engage families utilizing Motivational Interviewing (MI) to assess and support the unique needs of each family.

SCDSS believes that strengthening the capacity of FRCs to support at-risk families in accessing needed resources will promote family wellbeing, ensure needs are met, and help families remain stable within 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 Family Resource Centers to implement or enhance locally-based resource navigation programs in Aiken, Orangeburg, and Richland counties using Motivational Interviewing to guide engagement with families. The project period of this grant will be July 1, 2026-June 30, 2027.

II. SCOPE OF WORK

A. REQUIRED ACTIVITIES

The applicant shall:

1. Employ a minimum of one (1) Family Resource Navigator — A Family Resource Navigator is a trusted and trained staff member who supports families in identifying needs and accessing resources through rapport building, positive regard, and relationship development.
2. Ensure Navigator Training and Fidelity — Provide Motivational Interviewing (MI) training and maintain fidelity to the model using SCDSS-approved monitoring tools.

3. Engage Referred Families Promptly — Initiate outreach to SCDSS-referred families within required timeframes and make multiple engagement attempts across communication methods.
4. Obtain Required Consents — Secure all releases of information and participation consents in accordance with SCDSS standards.
5. Conduct Needs Assessments — Complete SCDSS-required needs assessments for consenting families within designated timelines following consent.
6. Provide High-Quality Resource Navigation — Connect families to internal and external supports using the warmest handoff possible to promote successful linkage.
7. Document Service Delivery — Maintain accurate documentation of engagement, assessments, navigation activities, referrals, and outcomes as required by SCDSS.
8. Manage Authorizations and Service Records — Submit service authorization requests and maintain records of services rendered in accordance with program requirements.
9. Participate in SCDSS-Led Quality Structures — Commit supervisory and program resources to Communities of Practice, Continuous Quality Improvement activities, and other SCDSS-designated meetings.
10. Expand Organizational Capacity — Strengthen in-house services and resource offerings to better meet the needs of the target population and support a more robust local service continuum.

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 (GAAP). 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 quarterly basis, or otherwise directed by SCDSS, 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 Continuous Quality Improvement meetings and

other meetings as requested with SCDSS.

C. FUNDING RELATED GRANT REQUIREMENTS

1. The full amount of the award must be expended by June 30, 2027.
2. 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
 - Advertising, public relations, and publicity

D. GRANT BUDGET

Applicants may request grant funds up to one hundred thousand dollars (\$100,000.00) each. The Grantee will be required to provide a detailed budget outlining a plan for allocation of requested funds. The project period shall be July 1, 2026, or sooner if awarded, and continue through June 30, 2027.

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 resource navigation program will fit into the organization's 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 the organization's current or proposed resource navigation program, including how Motivational Interviewing will be implemented through the program.
2. Describe strategies that will be used to engage the target population.
3. Describe family needs assessments, navigation, and referral methods to be used in the resource navigation program.
4. Describe the organization's capacity to engage in Continuous Quality Improvement, including committed time for meetings held by SCDSS and ongoing coaching of Family Resource Navigators.
5. Describe strategies that will be used for monitoring and oversight of the program.

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

1. Use the budget template in Attachment 2 to depict a detailed itemized budget of grant funds and describe the planned use of funds in narrative format.

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 SCSS 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:

Liz Walsh
Family Support Navigation Program
Manager
1535 Confederate Avenue
Columbia, SC 29202
Phone: (803) 391-8236
Email: Liz.Walsh@dss.sc.gov

Procurement Manager

Tameka McClary
SCDSS Procurement Manager
1535 Confederate Avenue
Columbia, SC 29202
Phone: (803) 898-9035
Email: Tameka.McClary@dss.sc.gov

Expense	Rate		Quantity	Annual Cost
Personnel				
Role	Annual Salary	Salary plus Fringe	FTE	
Staff 1		\$ -		\$ -
Staff 2		\$ -		\$ -
Staff 3		\$ -		\$ -
Staff 4				
Staff 5				
Staff Fringe Expenses	35%			
<i>SUBTOTAL</i>	\$ -	\$ -		\$ -
Office Expenses - Monthly				
Rent	\$ -	-		\$ -
Office Insurance	\$ -	-		\$ -
Cell phone				\$ -
Printing	\$ -	-		\$ -
Service maintenance	\$ -	-		\$ -
Cleaning services/supplies	\$ -	-		\$ -
Utilities	\$ -	-		\$ -
<i>SUBTOTAL</i>				\$ -
General Expenses				
Item 1 - monthly	\$ -	-		\$ -
Item 2 - monthly				\$ -
Mileage - monthly			\$ 0.73	\$ -
<i>SUBTOTAL</i>				\$ -
Other Costs				
				\$ -
<i>SUBTOTAL</i>				\$ -
TOTAL DIRECT COSTS				\$ -
Indirect Cost				
	15%			\$ -
Total Grant Cost				\$ -

Notes