

**MEMORANDUM OF AGREEMENT**

**Between**

**SC Department of Social Services**

**and**

**My Sister's House**

**Contract #**

This Memorandum of Agreement (MOA) is entered into as of July 1, 2023, by and between the South Carolina Department of Social Services, Post Office Box 1520, Columbia, South Carolina 29205-1520 hereafter referred to as "SCDSS", and My Sister's House, 3775 Spruill Ave North Charleston, SC 29405 hereafter referred to as "Contractor".

**RECITALS**

WHEREAS, the FY 2023-24 Appropriations Act, Proviso 118.19(B)(79) appropriates \$100,000.00 to My Sister's House; and

WHEREAS, the Contractor shall use these funds to provide safe, private shelter options for domestic violence victims in Charleston, Berkeley, and Dorchester counties; and

WHEREAS, the mission of SCDSS is to serve South Carolina by promoting the safety, permanency, and well-being of children and vulnerable adults, helping individuals achieve stability and strengthening families; and

NOW THEREFORE, the parties to this MOA, in consideration of the mutual promises, covenants, and stipulations set forth herein, agree as follows:

**ARTICLE I**

**TERM OF THE AGREEMENT**

The Memorandum of Agreement shall take effect July 1, 2023 and shall continue in full force and effect until June 30, 2024.

**ARTICLE II**

**SCDSS RESPONSIBILITIES**

SCDSS agrees to provide the following: To pay the Contractor a sum of \$100,000.00 to provide safe, private shelter options for domestic violence victims in Charleston, Berkeley, and Dorchester counties.

## ARTICLE III

### CONTRACTOR'S RESPONSIBILITIES

#### A. Program Description

In 1978, the Women's Advocacy Center (WAC) was formed by Carolyn Ankenny, Stephanie Davis, Kathy Adams House, and Debbie Morelli. These women recognized a severe gap in services for women who were victims of domestic abuse. It formed in an effort to provide counseling and other services to battered women. A grant from the Youth Project, a private foundation was given to WAC. Ms. Morelli worked as the director of WAC and helped lead the organization forward. WAC on-call volunteers assisted victims of domestic violence by providing them with support and counseling. Volunteers accompanied victims to the emergency room, advised them of their legal rights, and often paid for motel rooms when there was no place for the victims and their children to stay.

Shelters existed for men and not women at the time, so finding a shelter for battered women became apparent. In 1979, Reid House, a United Way agency, provided space at its daycare center to house victims of domestic violence. After about a year and a half, the lack of funds caused the shelter to close. WAC and the Board Members tried to combine but failed to do so. With the support of the Board, Stephanie Davis raised funds for an emergency shelter. A suitable facility was located, and Ms. Davis named the shelter "My Sister's House." In November 1980, with Dr. Frank van Aalst as its board president, My Sister's House opened its doors in December of that year.

In July 1981, a separate board for My Sister's House was formed: Dr. Elise Davis-McFarland became the president of the board. Funds from the Department of Social Services and United Way were approved, and the agency began making great strides to fulfill its mission. However, the agency soon ran into a problem - the original facility was not large enough due to the high demand of women and children seeking assistance!

In Spring of 1982, city property was available which was suitable for My Sister's House. A larger and more efficient shelter was purchased, and the vision of the agency was refined. The focus was on implementing technology and programs that assisted women and children of domestic violence. In the mid 1990's, the shelter expanded to accommodate an even heavier demand. An endowment fund was established in 1993 and the Court Advocacy Program was established, and in 1997 the shelter location's mortgage was paid off. In August of 2002, an administrative office was acquired which serves as a follow up of clients, donation drop off site, volunteer interviews, and training.

In 1989, Ms. Elmire Raven took over as Executive Director of My Sister's House. She was critical in establishing a voice for the organization and setting the organization on solid financial ground. She was at the helm of the organization for 28 years and was a stalwart in the community and an ever-present advocate for victims of domestic violence. She oversaw the organization through a period of growth and stability and was a major factor in the expansion of the emergency shelter. For many, she became the face of My Sister's House and served in that role faithfully. On May 13, 2017, she officially retired from her position, having successfully brought My Sister's House to the forefront of the conversation on domestic violence.

## **B. Scope of Work**

The proposed funds will be used to provide safe, private shelter options for domestic violence victims in Charleston, Berkeley, and Dorchester counties. Sheltering options will be a combination of hotels and private rental units in the Lowcountry. All services provided to domestic violence victims are trauma-informed and customized; therefore, all services or options provided will be discussed and agreed upon between the client and agency staff.

## **C. Project Objectives**

To provide at least 75 households with safe, private sheltering on a temporary basis in order to facilitate a path to long-term housing stability.

## **D. Reporting Requirements**

Contractor is required to submit a report to DSS that includes an accounting of how the funds were spent to include a quarterly spending update and a report with outcome measurements used to determine the success of the stated goals by June 30, 2024.

See Attachment A for required quarterly expenditure report form (will be sent as a separate excel document).

See Attachment B for Proviso 117.21.

## **E. Amendment**

No amendment or modification of this Agreement shall be valid unless it shall be made in writing and signed by both parties.

## **F. Safeguarding Information**

The Contractor shall safeguard the use and disclosure of information about applicants and recipients of services in addition to restricting access to, use, and disclosure of such information in compliance with applicable federal and state laws.

## **G. Fines and Penalties**

The Contractor is responsible for paying all fines and penalties incurred by the performance of services provided through this MOA.

IN WITNESS WHEREOF, The SCDSS and Provider, by their authorized agents, in consideration of the mutual promises, covenants, and conditions exchanged between them, have executed this agreement to be effective as of the first day of July 2023.

**Signature of Responsible Parties:**

\_\_\_\_\_  
Susan Roben  
SCDSS Chief Financial Officer

\_\_\_\_\_  
Date



\_\_\_\_\_  
Provider's Name  
Tosha Connors  
My Sister's House

\_\_\_\_\_  
10/31/2023  
Date

# ATTACHMENT A



## State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2024.

### Contribution Information

Amount	State Agency Providing the Contribution	Purpose

### Organization Information

Entity Name	
Address	
City/State/Zip	
Website	
Tax ID#	
Entity Type	

### Organization Contact Information

Name	
Position/Title	
Telephone	
Email	

### Reporting Period

Reporting Period	
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### Accounting of how the funds have been spent:

Description <i>(Attach additional detail for subgrantees and affiliated nonprofits)</i>	Budget	Expenditures				Total	Balance
		Quarter 1	Quarter 2	Quarter 3	Quarter 4		
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
<b>Grand Total</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year):**

### Expenditure Certification

The Organization certifies that the funds have been expended in accordance with the Plan provided to the Agency Providing the Distribution and for a public purpose.

	CEO	
Signature	Title	
Tosha Connors	10/31/2023	
Printed Name	Date	

## **ATTACHMENT B**

### **South Carolina General Assembly**

124th Session, 2021-2022

#### **H. 5150**

General Appropriations Bill for Fiscal Year 2022-2023

Ratified Version

#### **PART IB**

#### **OPERATION OF STATE GOVERNMENT**

**117.21.** (GP: Organizations Receiving State Appropriations Report). Each state agency receiving funds that are a direct appropriation to a non-profit organization, prior to disbursing the funds, shall require from each recipient organization a plan of how the state funds will be spent and how the expenditures will provide a public benefit. The Executive Budget Office, Department of Administration shall provide each state agency with a standard form for collecting the information required. After receiving the funds, non-profit organizations shall provide quarterly spending updates to the respective state agency. After all state funds have been expended, each organization shall provide an accounting of how the funds were spent. State agencies receiving funds pursuant to this provision shall report the information collected to the Executive Budget Office, the Chairman of the Senate Finance Committee, and the Chairman of the House Ways and Means Committee by June 30th. No funds in this act shall be disbursed to organizations or purposes which practice discrimination against persons by virtue of race, creed, color, or national origin.