



Employment Readiness Program
 FY 2024-2025 Grant Year
 REQUEST FOR GRANT APPLICATIONS (RFGA)

Posting Date: June 11, 2024

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: July 8 at 2:30 PM EST	Must Be Received At: SCDSS State Office-Procurement Division 1535 Confederate Avenue Ext. Columbia, SC 29201 or dssprocurement@dss.sc.gov No Later Than July 8 at 2:30PM EST
Submit your sealed package to either of the following addresses:	
MAILING ADDRESS: SCDSS State Office-Procurement Division Attn: Yolanda Hudley P.O. Box 1520 Columbia, SC 29202-1520	PHYSICAL ADDRESS: SCDSS State Office-Procurement Division Attn: Yolanda Hudley 1535 Confederate Avenue Ext. Columbia, SC 29201

SCDSS issues this Request for Grant Applications (RFGA) for the funds administered by SCDSS for the State of South Carolina (SC) from the John H Chafee Foster Care Program for Successful Transition to Adulthood grant to fund the development and implementation of the California evidence-based clearinghouse for child welfare The Works Wonders® Workforce Readiness program. One (1) grant will be awarded through this RFGA to support the implementation of the Works Wonders® Workforce Readiness program with a potential amount up to \$250,000.

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.

Eligibility: The applicant must have a minimum of three (3) years' experience administering transitional age support programs or models in South Carolina through contracts, grants, or other arrangements. The applicant's response to the RFGA must clearly demonstrate an effective approach to implementing The Works Wonders® Workforce Readiness program.

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 with the ability to bind the agency with carrying out grant efforts. Eligible applicants must submit the required documents to either the mailing address or physical address listed above.

Deadline: The deadline for all applications is July 8, 2024, by 2:30 P.M. EST. Applications must be delivered in paper format or by electronic mail at dssprocurement@dss.sc.gov . Please see the 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, June 17, 2024. All questions must be submitted in writing to Yolanda.K.Hudley@dss.sc.gov. Responses will be posted on the SCDSS website by June 21, 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 <https://dss.sc.gov/> on July 16, 2024. 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 providers 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. Providers 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 both 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.

1. BACKGROUND

The South Carolina Department of Social Services (“Department”) is South Carolina’s leading child welfare agency. The Department’s charge is to protect the state’s most vulnerable populations; its mission, to promote the safety, permanency, and well-being of children while strengthening families. To fulfill its objective, the Department envisions a system that is trauma-informed, family-centered, strengths-based, culturally responsive, and recognizes that children belong in the least restrictive, most family-like, and trauma informed settings possible, where they can thrive and grow.

The South Carolina Department of Social Services, Transition Services and Support Division, and the John H. Chafee Foster Care Program for Successful Transition to Adulthood believes that youth should have the opportunities to reach and maintain successful self-sufficiency. The journey to adulthood is a critical transition for youth in foster care. It is a time when young adults learn to take on the primary responsibility for their futures and the accompanying concerns of employment, education, healthcare, transportation, and housing. It is also a time where it is critical to maintain significant relationships with those who will continue to support and encourage them beyond their exit of foster care.

The South Carolina Department of Social Services (SCDSS) recently received one time funding to invest in the development and implementation of transitional support services to improve transitional outcomes, strengthen stability and success for teens and older youth with foster care experience. It is through this grant, SCDSS community partners will be able to explore innovative methods and models, build networks and partnerships, and align an robust employment readiness service array structure to implement the California evidence-based clearinghouse for child welfare Foster Forward The Works Wonders® Workforce Readiness program with the objective of full statewide implementation and become accessible to all youth and young adults with foster lived experience residing in all 46 counties in South Carolina.

Works Wonders® promotes increased well-being, career development, employment and education engagement, relational competencies, and self-determination for youth who are currently in (or have aged out of) foster care and/or involved in other systems. Works Wonders® is not designed to simply place youth in jobs but works to help them explore career paths that align to their individual interests and needs while assisting them to build the social competencies that are necessary for positive, productive workplace relationships. The program addresses barriers to employment and educational attainment through community partnerships and leveraged resources. Works Wonders® aims to empower youth to achieve success as they transition into adulthood.

2. SCOPE OF GRANT PORPOSAL

In an effort to support the South Carolina Department of Social Services’ (SCDSS) implementation of The Works Wonders® Workforce Readiness program, the Department is requesting applications from qualified community partners. The Works Wonders® Workforce Readiness program will provide support for an established community partner who is currently involved with SCDSS with the capacity to develop and lead the charge on career development for youth transitioning out of foster care.

A. Program Overview

Works Wonders® promotes increased well-being, career development, employment and education engagement, relational competencies, and self-determination for youth who are currently in (or have aged out of) foster care and/or involved in other systems. Works Wonders® is not designed to simply place youth in jobs but works to help them explore career paths that align to their individual interests and needs while assisting them to build the social competencies that are necessary for positive, productive workplace relationships. The program addresses barriers to employment and educational attainment through community partnerships and leveraged resources. Works Wonders® aims to empower youth to achieve success as they transition into adulthood.

Target Population: Adolescents/young adults ages 14-26 with a history of child welfare, juvenile justice involvement, or housing instability/homelessness

The goals of **Works Wonders®** are:

- Identify and overcome barriers that could otherwise prevent them from obtaining and maintaining employment
- Complete the Employment & Empowerment (E2) Training to learn important career exploration, career readiness, communication, teamwork, conflict resolution, and self-advocacy skills
- Build an understanding of careers and career paths, and create career/educational pathway to achieve their goals
- Explore various fields and careers and build soft skills
- Establish and maintain connections to work/employment
- Establish and maintain connections to education and stay enrolled in school, if already attending
- Access resources and supports necessary to meet their basic needs

B. The essential components of Works Wonders® include:

- *Referral and Enrollment:*
 - **Works Wonders®** operates on a referral basis, but participation is voluntary. Given that youth often feel mandated to participate in programs, **Works Wonders®** values giving youth decision-making control over their own lives. This promotes more active participation and commitment to the program steps.
 - A Career & Education Coach meets with prospective participants and assists them to troubleshoot challenges and encourages them to consider the benefits of career development and employment engagement.
 - Once the young person agrees to participate, they are scheduled for the next available and most convenient E² Training date.
- *Employment and Empowerment (E²) Training:*
 - A 12-hour group training is co-facilitated by a Career & Education Coach and Youth Leader with lived experience in foster care.
 - Participants gain an introduction to the world of work/employment covering such topics as:
 - What careers exist
 - What a career path is
 - The mechanics of applying for and securing employment
 - Workplace behavior needed to maintain employment in the long run
 - The training is interactive and involves the youth:

- Participating in mock interviews
 - Role playing real-life workplace scenarios related to conflict resolution
 - Providing each other peer support around their own experiences with employment
 - Playing games together that illustrate the importance of teamwork, communication, and self-advocacy
 - Discussion of the impact that systems involvement can have on career development and how best to navigate those challenges
 - Eco-mapping activity to identify adult supporters who can support career development
- *Career Coaching:*
 - Following the training, participants receive a minimum of 12 weeks of one-on-one coaching from the Career & Education Coach.
 - The coach and young person work together to:
 - Develop the young person's resume and cover letter
 - Fill out a sample W4 form
 - Fill out an employment application
 - Utilize the RIASEC Inventory to explore the young person's possible career interests
 - Develop a career and education plan that outlines the young person's job goals and the steps that are needed to achieve those goals
 - The coach personally:
 - Facilitates connections to experiential learning opportunities, training, education, or employment
 - Helps the young person to address any barriers that may impact their ability to execute their career and education plan
- *Experiential Learning:*
 - Participants are connected to informational interviews, job shadows, and internships that align with their career interests and allow them to build their skills in a supported way.
 - The coach checks in with both the young person and the employer partner throughout the experiential learning opportunity, to see how things are progressing and offer additional support, if needed.
 - When the opportunity is concluded, the youth and coach debrief on lessons learned from the experience.
 - Experiential learning opportunities offer young people a safe place to apply lessons learned in the classroom setting to a real-world context to facilitate learning and growth.
- *Connection to Employment, Education, and Training:*
 - Participants are connected to the next steps in their career and education plan, whether that be enrolling or reenrolling in an educational program, accessing a training program that is specifically related to their career interests, or direct entry into the workforce.

C. Services Involve Family/Support Structures

Works Wonders® directly provides services to children/adolescents and addresses the following:

Lack of career exploration, insufficient career readiness skills, limited exposure to early work experience, as well as a dearth of relational competency skills

This program involves the family or other support systems in the individual's treatment: Adult supporters (foster parents, case workers, program staff, mentors) are involved in the logistics planning and execution of experiential learning opportunities for program participants.

D. Recommended Intensity

Varies throughout participation. At program start, participants engage in 12 hours of Employment & Empowerment Training, which can be held bootcamp style over the course of one week or spread out over the span of several weeks. Following the training, participants are matched with a Career and Education Coach and meet once a week for 4 weeks, then bi-weekly for a minimum of 12 weeks. Length of coaching contact depends on the purpose of the meeting, ranging from 20 minutes to an hour.

E. Delivery Settings

This program is typically conducted in a(n):

- Community Daily Living Setting
- Community-based Agency / Organization / Provider
- Group or Residential Care
- School Setting (Including: Day Care, Day Treatment Programs, etc.)
- Virtual (Online, Telephone, Video, Zoom, etc.)

F. Recommended Duration

Six months to one year, depending on the age and life circumstances of the participant, as well as which career-readiness activities are chosen.

G. Resources Needed to Run Program

The typical resources for implementing the program are:

- A private space with seating
- A trained Career & Education Coach and Youth Leader to facilitate the training or individual coaching
- Copies of the Facilitator Guide and Youth Navigator

H. Minimum Provider Qualifications

Staff delivering the services shall have a bachelor's degree or relevant experience. Knowledge of trauma, adolescent brain development, positive youth development. Experience working with youth who have experienced foster care is preferred.

Replication training is provided by Foster Forward, it can be conducted at a trainee's organization, onsite at Foster Forward, or virtually.

Replication sites are required to complete the full replication training before program implementation, then participate in monthly technical assistance calls, annual site visits, and an annual cross-site learning community meeting. The formal support includes fidelity monitoring and support, leadership and role-alike coaching, evaluation, and sustainability support.

Program Manual(s): Works Wonders® Replication Manual, Works Wonders® Facilitator Guide

Number of days/hours: 40 hours over the course of one week in person, or over the span of four weeks virtually.

Sequencing of Implementation

The awarded Contractor must maintain the deliverables of the scope of work in the following sequence: (1) Complete two-part training (2) Discern actionable strategies to propel progress in key areas, identifying where concentrated efforts are necessary to drive meaningful change (3) Design employment readiness workplan for development, growth, alignment, and implementation to build network (4) Works Wonders® consultants assess readiness to launch service delivery (5) Provide Service (6) Assess Progress (7) Submit for Possible Renewal.

3. SCOPE OF WORK

a. Required Activities

The Grantee awarded under this grant must:

- (a) Use \$100,000 for the Works Wonders model training.
- (b) Complete Part One six (6) session in person delivery overview of basic information about Foster Forward and the youth workforce development expertise gained through the development and implementation of the Works Wonders® model.

Complete the following sessions:

- i. Journeying Through Youth Employment Data in South Carolina
 - ii. How Foster Care Impacts Career Development
 - iii. What Works in Workforce Development
 - iv. Funding Youth Workforce Development
 - v. National & Local Workforce Trends
 - vi. Building Coalition Around Youth Workforce Development
- (c) Complete Part Two five (5) session in person with virtual option delivery, once a week for five weeks total.

Complete the following sessions:

- i. The Impact of Adult Supporters
 - ii. The Impact of Peer Support
 - iii. The Impact of Employer Partners
 - iv. The Impact of Concrete Supports
 - v. The Impact of Data
- (d) Identify a Program Coordinator to provide oversight of services and day to day tasks such as scheduling the required trainings, meetings, technical assistance, and serve as the direct liaison with SCDSS, resolving programmatic reporting and issues.

- (e) Identify a youth between ages of 14 and 17 and a young adult between ages 18 and 21 with lived experience that will serve as active paid contributing member of the organizations structure for planning, development, implementation, and operation of the Works Wonders® program.
 - i. Minimum payment rate \$17.50/hour for part-time status
 - ii. Coordinate with SCDSS Youth Engagement State Coordinator to provide identified youth leaders with support (i.e. advocacy and leadership skills training).
 - iii. Provide support to teens and older youth to encourage and facilitate participation in advocacy, civic engagement, and leadership activities such as sponsored activities by SCDSS Youth Engagement Advocates (YEA!) state advisory council.
- (f) Build a regional employment resource network identifying employers who will serve as a site for internships, job shadowing, apprenticeships, and work-based learning experiences for targeted population.
- (g) Be an active member of employment focused for local, regional and state committees and coalitions while advocating for continued alignment and growth of services and support for targeted population.
- (h) Implement a referral process for targeted population that is easily accessible to potential participants and coordinated with SCDSS Transition Services and Support Division designated staff. Referrals shall be provided by Agency staff and/or an Agency-approved entity. If the Contractor receives referrals from an entity not approved by the Agency, the Contractor shall receive approval from the SCDSS Transition Services and Support Division designated staff prior to accepting the referral.
 - i. Serve Chafee eligible youth and young adults between the ages of age 14 until 25th birthday currently or formerly in foster care.
 - ii. Priority enrollment status given to former foster young adults between ages 18 until 21st birthday with any of the following criteria:
 - pregnant and or parenting,
 - experiencing housing instability and/or homelessness,
 - victim or at risk for human, sex, or labor trafficking, or
 - history of justice system involvement
 - iii. Never discriminate or refuse to serve a youth or young adult based on race, gender, sexual orientation, religion, or disability
- (i) Once training is complete and Works Wonders® consultants have assess readiness to launch service delivery, provide each enrolled participant access to the full services of the Works Wonders® model.
 - i. 12 hours of career readiness skills training with a stipend.
 - i. Stipend shall not be below South Carolina minimum wage.
 - ii. 12 weeks of one-on-one career coaching.
 - iii. Access to paid internships, job shadowing, and other work-based learning experiences.
 - iv. Opportunities to interact with renowned local employers.
- (j) Be available for monthly meetings with the SCDSS Transition Services and Support Division designated staff to support the implementation of Works Wonders® model.

- (k) Maintain the fidelity of the Works Wonders® model and meet the standards, practice, set forth in the Works Wonders® model, Works Wonders® Replication Manual, Works Wonders® Facilitator Guide, and shall be available for ongoing TA from Works Wonders®.
- (l) Sites complete the full replication training before program implementation, then participate in monthly technical assistance calls, annual site visits, and an annual cross-site learning community meeting. The formal support includes fidelity monitoring and support, leadership and role-alike coaching, evaluation, and sustainability support.

4. GRANT REQUIREMENTS

Contractor must:

- (a) Schedule and finalize service delivery of training with Works Wonders® trainers to begin training within 30 days of grant award date.
- (b) 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.
- (c) Be prepared to provide, upon request by SCDSS, specific documentation of expenditures included on submitted invoices. The following areas will be reviews and or audited:
 - i. Financial Management: Financial records will be reviewed to ensure 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.
 - ii. Program Progress: Review progress in service delivery and implementation of the Works Wonders® model. Review progress in supporting the Works Wonders® model work including an increase in participants, increase in meetings and events attended, and total amount of stipends issued.
 - iii. Program Outcome and Performance Measure: Performance and outcome measures will be tracked by the provider to help DSS evaluate eligibility for Y2 and Y3 grants for ongoing assistance. Reporting requirements are listed below (see Grant Reporting Requirements).

5. FUNDING RELATED GRANT REQUIREMENTS

- (a) The full amount of the award must be expended by December 31, 2024.
- (b) The selected Grantee must provide a 5% in-kind match.

6. GRANT REPORTING REQUIREMENTS

The successful applicant will provide programmatic and financial reports as required by the Transition Services and Support Division. These requirements are:

- (a) Monthly Report due by the 15th of the following month: the monthly report will contain the following:
 - i. Status on completion of identified phases of the grant sequencing
 - ii. Number of on- boarding training completed (including TA sessions)
 - iii. High level description of local, regional, and state employment focus collaboration

- iv. Number and name of connections made with potential hiring managers
- v. Number of referrals received for Works Wonders®
- vi. Number and status of youth and young adults served through Works Wonders®

The successful applicant must, upon request, be able to provide other data metrics, as the program/grant progresses, and will be required to provide that information, upon request.

7. GRANT BUDGET

The grant project period is from the effective date of the grant agreement up to 1 full year of services. The total dollar amount available is up to \$250,000. Determination of award will be based on the merits of the proposed projects as put forth in the grant applications.

8. INFORMATION FOR APPLICANTS TO SUBMIT/EVALUATION

To be considered for award your proposal must include, at minimum, responses to the information requested in this section. The maximum points allotted for each section are noted in parentheses.

Proposals are limited to 20 pages for the narrative. The cover page, budget, budget narrative, resumes, appendices, and attachments are not counted against this 20-page limit. Do not include attachment unless requested as they will not be evaluated as a part of your offer. Format your proposals with 1-inch margins, 12-point font, and sequentially numbered pages. Single spacing is permissible.

Proposals will be rated on a 100-point scale (Program Description points available = 30, work plan narrative points available = 50; financial/budget points available = 20). You should restate each of the items listed below and provide your response beneath each item.

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.

8.1 PROGRAM DESCRIPTION (30 POINTS TOTAL)

- (a) Describe the history of the organization within the community and provide evidence that it has the capacity to serve and reach the target population.
- (b) Describe the organization’s ability to meet the requirements of the Works Wonders® program deliverables.
- (c) Describe the ability of the organization structure to include or obtain the required staffing to implement Works Wonders® including the Career and Education Coach (s) and Youth Leader (s)
- (d) Describe the ability of the organization structure to include or obtain the required delivery settings to implement Works Wonders®
- (e) Describe the level of readiness of implementation based on organization’s current resources and resources needed to implement the Works Wonders®
- (f) Describe the organization’s ability to monitor networking capabilities and growth to ensure high alignment and high impact for desired implementation goal of targeted audience.
- (g) Describe who will oversee the administration and supervision of the services. Include an organizational chart showing how the proposed program will fit into the organization’s structure.

8.2 WORK PLAN NARRATIVE (50 POINTS TOTAL)

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

- (a) Align with SCDSS Guiding Principles and Standards Practice Model: Family centered, Trauma responsive, individualized and strength based, and culturally responsive. Please refer to (See Attachment: SCDSS GPS Practice Model Booklet 37556 [Jan 21]).
- (b) Describe the target population and how the applicant seeks to identify an approach to engage and partner with teens and young adults utilizing adolescent and emerging adult development, the impact of trauma, and methods/strategies to support young person's capacity to thrive. Ensure recognition and respect of their autonomy as individuals to make decisions about their lives. Monitor growth and change, while delivering equity, inclusion, and empowerment.
- (c) Describe the applicant's plan to successfully implement the Works Wonders® model approach and to provide services to the target population.
- (d) Describe the agency's collaboration with existing service providers, community stakeholders, and the child welfare agency. Describe strategies to promote a cohesive relationship between local, regional, state employment focused organizations and initiatives and the Department of Social Services staff.
- (e) Applicants must provide a clear, concise, and well-supported statement identifying the service development needs and barriers in the community and how the provider will work collaboratively to build and enhance necessary structures, supports, and services.
- (f) Applicants must provide a clear, concise, and well-supported plan of sustainability once the initial funding provided from the grant for training, consultation, and technical assistance has been utilized.

8.3 REPORTING, BUDGET NARRATIVE, AND EVALUATION (20 POINTS TOTAL)

- (a) Describe the system your agency will use to collect data to show the implementation of the Works Wonders® model.
- (b) Describe how you will track outcomes of youth and young adults who receive the Works Wonders® model for which this grant is being awarded.
- (c) Describe how you will track outcomes for the Works Wonders® model.
- (d) Describe how your organization will approach continuous quality improvement.
- (e) Describe your organization's budget template for the use of grant funds in narrative format and include a detailed itemized budget.

9. 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 SCDSS 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.

<p>Procurement Manager:</p> <p>Yolanda Hudley, Procurement Manager</p> <p>Email: Yolanda.K.Hudley@dss.sc.gov</p> <p>Phone: (803) 898 -7877</p>	<p>Grants Program Manager:</p> <p>Patrice E White, Transition Services and Support Division Director</p> <p>Email: patrice.e.white@dss.sc.gov</p> <p>Phone: (803) 898-2931</p>
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