

## **MEMORANDUM OF AGREEMENT**

**Between**

**SC Department of Social Services**

**and**

**Beyond Basic Life Skills – Family Support**

**Agreement Number 4400033285**

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 Beyond Basic Life Skills – Family Support, 406 North Gum Street Summerville, SC 29483 hereafter referred to as "BBLs".

### **RECITALS**

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

WHEREAS, the FY 2023-24 Appropriations Act, Proviso 118.19 appropriates \$600,000.00 to Beyond Basic Life Skills (BBLs); and

WHEREAS BBLs shall use these funds for the purchase, modification, repair and maintenance of the Beyond Basic Life Skills-Family Support building; 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 pay BBLs a sum of \$600,000.00 to fund its purchase, modification, repair, and maintenance of the Beyond BASIC Facility.

## **ARTICLE III**

### **Beyond BASIC Life Skills (BBLs) RESPONSIBILITIES**

#### **A. Program Description**

BBLs started in 2015. For the first few years, BBLs operated out of donated space in Mt. Pleasant but soon realized the need for a permanent space large enough to provide an array of programs and services for participating adults, called Teammates. Teammates come to BBLs from all around the tri-county area. BBLs offers adult life skills programming from 9:00am to 3:00pm every weekday at the Summerville headquarters. BBLs believes that everyone has their own unique way of learning, thus, operating using a zone system that allows BBLs Teammates to have their learning style met in a group setting. BBLs modifies all tasks and programming to meet each of the Teammates where they are currently so that they can grow to where they want to be in the future.

#### **B. Scope of Work**

\$450,000 of the allocated funds will be used to purchase the building. The remaining \$150,000 will be used to cover any expenses for repairs and maintenance of the space. For example, BBLs estimates that the AC unit will need to be replaced in the first year of ownership, and these funds will enable BBLs to ensure the building remains functional. Because of the outdated AC unit, BBLs's monthly electric bill has been approximately double or triple the normally expected amount each month. Additionally, there are two rooms in the building that do not have air conditioning or heat. The following is a list of all known repairs that need to be made to the building:

- Replace AC unit to include rooms without heat and air conditioning
- Add insulation to minimize monthly utility costs
- Repair roof to eliminate leaks during rainstorms
- Repair window in kitchen damaged from leaks
- Repair skylights to eliminate leaks and minimize heat impact
- Install an electrical system that is up to code in the upstairs space needs, which currently has one outlet, which is used with multiple extension cords.
- Update parking lot to qualify it as ADA compliant
- Upgrade doors to ensure safety and compliance.

#### **C. Project Objectives**

With this funding, BBLs plans to:

- Eliminate monthly rent payment and redirect those funds towards program needs
- Implement social enterprise programs
- Create a new sensory space for Teammates in the program
- Enable future modifications to suit BBLs needs over 1-3 years
- Establish BBLs as a community center and safe space within BBLs area
- Add new innovative programs such as computer education, literacy, and job coaching
- Create collaborative space for outside partners, MUSC OT Program, Chamber of Commerce, Trident Tech OT Program, etc.
- Create access to free and dependable parking
- Create office space for safekeeping of administrative documents
- Create space for staff training and continued education within BBLs organization

**D. Reporting Requirements**

BBLs 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), and **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**

BBLs 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**

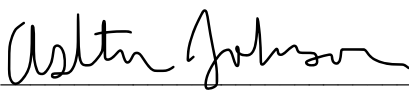
BBLs is responsible for paying all fines and penalties incurred by the performance of services provided through this MOA.

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 L. Roben  
SCDSS Chief Financial Officer

\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ashton Johnson  
Co-Executive Director

\_\_\_\_\_  
Date

## ATTACHMENT A

	<b>State of South Carolina Contribution Expenditure Report</b>							
<small>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.</small>								
<b>Contribution Information</b>								
Amount	State Agency Providing the Contribution	Purpose						
<b>Organization Information</b>				<b>Organization Contact Information</b>				
Entity Name		Name						
Address		Position/Title						
City/State/Zip		Telephone						
Website		Email						
Tax ID#								
Entity Type								
<b>Reporting Period</b>								
Reporting Period								
<b>Accounting of how the funds have been spent:</b>								
Description <small>(Attach additional detail for subgrantees and affiliated nonprofits)</small>	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
<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>	<b>\$0.00</b>
<b>Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year) :</b>								
<b>Expenditure Certification</b>								
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.								
Signature		Title						
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.