

**Title Page**  
**Midlands Workforce Development Board**  
**Bidders Response Package - Adult Dislocated Worker & Youth Activities and One-Stop Operator**  
**MWDB 25-01**

Name of Bidder Midlands Housing Alliance, Inc dba Transitions Homeless Center \_\_\_\_\_

Activity Proposed: Adult & Youth Work Program \_\_\_\_\_

Name of Signatory Official: Craig J. Currey \_\_\_\_\_

Name of Contact Person: Cheyenne Gifford \_\_\_\_\_

Official Mailing Address: 2025 Main Street, Columbia SC 29569 \_\_\_\_\_  
\_\_\_\_\_

Phone Number of Contact Person: 803-724-1090 \_\_\_\_\_

Fax Number of Contact Person: 803-708-4803 \_\_\_\_\_

Email Address of Contact Person: cgifford@transitionssc.org \_\_\_\_\_

PLEASE NUMBER ALL PAGES OF RESPONSE PACKAGE.

**SECTION 2: TECHNICAL RESPONSE PACKAGE**

NAME OF BIDDER ORGANIZATION: Midlands Housing Alliance, Inc dba Transitions Homeless Center\_\_\_\_\_

ADDRESS: 2025 Main Street, Columbia SC 29569\_\_\_\_\_

CONTACT PERSON: Cheyenne Gifford\_\_\_\_\_ TELEPHONE: 803-724-1090\_\_\_\_\_

TYPE OF AGENCY:  GOVERNMENT  PRIVATE NON-PROFIT  PUBLIC NON-PROFIT  
 SCHOOL DISTRICT  PRIVATE FOR -PROFIT

PROPOSED SERVICE AREA:  FAIRFIELD  LEXINGTON  RICHLAND

PROPOSED TARGET GROUP:  ADULT  DISLOCATED WORKER  YOUTH

ACTIVITY PROPOSED:

**CAREER SERVICES (A/DW)**

ELIGIBILITY DETERMINATION

OUTREACH, INTAKE, ORIENTATION

INITIAL ASSESSMENT

LABOR EXCHANGE SERVICES

REFERRALS TO PROGRAMS

LABOR MARKET INFORMATION

PERFORMANCE, COST INFO

SUPPORTIVE SERVICES INFO

UI INFORMATION AND ASSISTANCE

FINANCIAL AID INFORMATION

BUSINESS SERVICES

FOLLOW-UP SERVICES (12-MONTHS)

COMPREHENSIVE ASSESSMENT

INDIVIDUAL EMPLOYMENT PLAN

CAREER PLANNING, COUNSELING

SHORT-TERM PRE-VOC. SKILLS TRNG

WORK EXPERIENCE OR INTERNSHIPS

OUT OF AREA JOB SEARCH

FINANCIAL LITERACY SERVICES

ENGLISH LANGUAGE ACQUISITION

WORKFORCE PREPARATION

**TRAINING SERVICES (A/DW)**

OCCUPATIONAL SKILLS TRAINING

ON-THE-JOB TRAINING (OJT)

WORKPLACE TRAINING W/INSTRUCT.

SKILL UPGRADING AND RETRAINING

ENTREPRENEURIAL TRAINING

CUSTOMIZED TRAINING

JOB READINESS TRNG COMBO

ADULT ED. & OCCUPATIONAL TRNG

INCUMBENT WORKER TRNG

TRANSITIONAL JOBS

**YOUTH SERVICES**

ELIGIBILITY DETERMINATION

OBJECTIVE ASSESSMENT

SERVICE STRATEGY DEV.

TUTORING, STUDY SKILLS TRNG

ALT.SECONDARY SCHOOL

SUMMER EMPLOYMENT

WORK EXPERIENCE

OCCUPATIONAL SKILL TRAINING

LEADERSHIP DEVELOPMENT

BUSINESS SERVICES



SUPPORT  
IVE  
SERVICES



ADULT  
MENTORI  
NG   
FOLLOW-  
UP  
SERVICES



FINANCIA  
L

LITERACY



CASE  
MANAGE  
MENT



POST-SECONDARY ED. PREP



ENTREPRENEURIAL  
SKILLS TRNG   
BASIC & REMEDIAL

ED.



OTHER INNOVATIVE ACT

ONE-STOP OPERATOR

TYPE OF PROPOSAL:  COST REIMBURSEMENT  FIXED PRICE - PERFORMANCE BASED

PROPOSED SERVICE LEVEL:  1-300  301-600  601-900  901-1200  
 1201 - 1500  1501-1800  1801 - 2100  2101+

PROPOSED COST FOR ALL ACTIVITIES: \$ 380,308.75

CERTIFICATION:

The information contained in this proposal fairly represents the Agency/ Organization/Business and its proposed operating plan and budget for the specified WIOA project. I acknowledge that I have read and understand the requirements of the Request for Proposal and that the Agency/Organization/Business is prepared to implement the project as specified in this proposal. I certify that I am authorized to sign this application on behalf of the Agency/Organization/Business submitting this application. This request is firm for a period of at least 90 days from the closing date for submission.

Craig J. Loney  
Signatory Official and Title

April 16, 2026  
Date

## Narrative Instructions

In order to provide a clear vision of the program design and planned outcomes, please address all of the following in order:

- **Executive Summary** – a brief summary highlighting details:

Transitions Homeless Center proposes to deliver comprehensive Workforce Innovation and Opportunity Act (WIOA) Adult and Youth employment services in Richland County as a coordinating satellite partner within the SC Works system. The program will serve 80 participants annually, including 40 adults and 40 out-of-school youth ages 18–24, through eight six-week cohorts designed to provide intensive workforce preparation, case management, and work-based learning opportunities. The initiative targets individuals experiencing homelessness or housing instability, including current residents and aftercare clients, with the goal of advancing economic self-sufficiency and long-term stability. The program integrates structured on-the-job training within Transitions' facility, where participants engage in supervised roles in kitchen operations, housekeeping, and maintenance. These experiences are paired with individualized case management led by an Employee Support Navigator, who meets biweekly with participants to develop and monitor Individual Service Plans. Required program components include weekly educational courses, financial literacy instruction, and ongoing job readiness activities such as resume development, interview preparation, and completion of weekly job applications. Quarterly career fairs and onsite employer engagement activities further connect participants to employment opportunities. Transitions Homeless Center will leverage established partnerships with SC Works and Palmetto Life Center to enhance service delivery. Supportive services, including transportation assistance, work attire, identification support, and access to onsite healthcare and mental health services, will address barriers to employment. Through this comprehensive, evidence-informed approach, the program is designed to meet state WIOA performance benchmarks for employment, earnings, credential attainment, and measurable skill gains, while advancing the organization's mission of engaging and equipping homeless adults of the Midlands to transition into stability and permanent housing.

- **Main Purpose – a mission statement or statement of intention:** Transitions Homeless Center's purpose is to advance economic stability and self-sufficiency for individuals experiencing homelessness by providing comprehensive workforce development services aligned with the Workforce Innovation and Opportunity Act. The program is designed to equip adults and youth with the skills, experience, and support necessary to secure and retain meaningful employment. Transitions Homeless Center's mission is to engage and equip homeless adults of the Midlands to transition into stability and permanent housing. This program directly supports that mission by integrating employment readiness, work-based learning, and intensive case management within a framework that addresses barriers to employment. Through alignment with the SC Works system and collaboration with community partners, participants are connected to career pathways and employment opportunities that support long-term stability. The program is intended to create a structured pathway from homelessness to employment by combining individualized service planning, workforce training, and employer engagement. By aligning services with regional workforce needs and established performance benchmarks, Transitions Homeless Center seeks to improve employment outcomes, increase earning potential, and promote sustained housing stability for program participants.

- **Goals/Objectives/Performance Outcomes – Describe the recruitment process and plan to recruit while completing the service plan for WIOA participants. This should include the number of participants to be served and projected performance levels of performance:**

Transitions Homeless Center will implement a structured recruitment and service delivery process designed to identify, enroll, and support individuals experiencing homelessness in achieving successful employment outcomes. Recruitment will occur internally through shelter and aftercare programs, where

case managers will refer eligible participants based on employment readiness, identified barriers, and alignment with WIOA eligibility criteria. Upon referral, participants will complete an initial assessment and enroll in the program, where an Individual Service Plan (ISP) will be developed to guide service delivery and establish measurable benchmarks.

The program will serve 80 participants annually, including 40 adults and 40 youth, through eight cohorts of 10 participants each. Each cohort will participate in a six-week program operating at 40 hours per week. Participants will be required to engage in structured on-the-job training within Transitions Homeless Center, while also completing weekly educational courses aligned with their ISP. Each participant will complete a minimum of one educational course per week and no fewer than four financial literacy courses during the program. In addition, participants will complete at least five job applications per week and participate in job readiness activities, including resume development, interview preparation, and computer skills training. Program objectives include successful completion of all required program components, attainment of measurable skill gains, and transition into employment. Progress will be tracked through biweekly meetings with the Employee Support Navigator, where ISPs will be reviewed and updated to ensure participants are meeting individualized benchmarks. Participants who demonstrate progress but require additional time to secure employment may continue services based on case-by-case evaluation.

On an annual basis, Transitions Homeless Center will meet established WIOA performance benchmarks. For adults, this includes achieving employment rates of 78.5 percent in the second quarter after exit and 78.3 percent in the fourth quarter after exit, with median earnings of \$7,300 and credential attainment of 67.5 percent. For youth, annual outcomes will include employment rates of 78.5 percent in the second quarter after exit and 78.9 percent in the fourth quarter after exit, median earnings of \$5,360, credential attainment of 57.9 percent, and measurable skill gains of 62.0 percent. These outcomes will be achieved through intensive case management, structured workforce training, consistent participant engagement, and comprehensive supportive services that address barriers to employment and support long-term job retention.

- **Target Group(s) – Identify any target groups and the number of each to be served.**

The program will serve a total of 80 participants annually, including 40 adults ages 25 and older and 40 youth ages 18 to 24. All participants will be individuals experiencing homelessness or housing instability who are either current residents of Transitions Homeless Center or participants in the aftercare program in need of employment services. Within the youth population, participants may include individuals with additional barriers to employment, such as those with experience in foster care and those requiring increased support to enter the workforce. Across both adult and youth groups, many participants present with complex barriers, including limited work history, lack of stable income, and challenges related to securing essential documentation required for employment. Transitions Homeless Center provides comprehensive supportive services onsite for residents, including access to mental health counseling, healthcare services, and assistance obtaining identification documents. These services are integrated into the program model to ensure participants can fully engage in workforce activities, address barriers to employment, and progress toward long-term stability.

- **Staffing Plan – describe the range of activities to be performed by the staff. Include a job title and job description for each WIOA funded position proposed along with any minimum qualifications. If the identity of the staff member is known, please include his/her resume. If the position has no staff member identified, please note. It is imperative that the successful Bidder employ professional staff that is committed to staying current in all areas associated with his/her job responsibilities. Right of First Refusal of case management and eligibility staff will be required for any Bidder during the contract negotiations.**

Transitions Homeless Center will implement a staffing model that ensures effective service delivery, intensive case management, and coordination of workforce activities in alignment with WIOA requirements. The program will be supported by one WIOA-funded position, the Employee Support Navigator, who will be responsible for direct participant services, case management, and coordination of employment-related activities. Transitions Homeless Center has successfully implemented a similar service model for several years, and the Employee Support Navigator position is currently vacant and will be filled to support program expansion. The minimum qualifications for the Employee Support Navigator include a Bachelor's degree in Human Services or a related field. The position requires experience in case management, workforce development, or human services, as well as the ability to work with individuals experiencing homelessness and other barriers to employment. The Employee Support Navigator will oversee participant engagement from enrollment through program completion. Responsibilities include conducting initial assessments, developing and maintaining Individual Service Plans (ISPs), and meeting with participants on a biweekly basis to monitor progress toward employment goals. The position will facilitate weekly educational courses, coordinate financial literacy instruction, and deliver workforce readiness training, including soft skills development, resume building, interview preparation, and computer skills. The Employee Support Navigator will also monitor participant compliance with program requirements, including completion of weekly job applications and attendance in required training activities. In addition to direct service delivery, the Employee Support Navigator will coordinate onsite work-based learning opportunities within Transitions Homeless Center, including placements in kitchen operations, housekeeping, and maintenance. The position will work closely with SC Works and other partners to support career readiness, assessment, and job placement efforts. The Employee Support Navigator will also develop relationships with second chance employers in the community to expand employment opportunities for participants. The Employee Support Navigator will coordinate quarterly career fairs and facilitate onsite business seminars with local entrepreneurs to provide participants with exposure to employment opportunities and career pathways. The position will also assist participants in accessing supportive services, including transportation, work attire, and identification documentation. Transitions Homeless Center is committed to employing professional staff who remain current in workforce development practices, WIOA regulations, and service delivery strategies. Staff will participate in ongoing training and professional development to ensure compliance and continuous improvement. The organization acknowledges the requirement for Right of First Refusal for existing case management and eligibility staff during contract negotiations and will comply with all applicable provisions.

- **Facilities – It is expected that the program(s) operate within the SC Works Centers in the Midlands area. At this time there are three - one located in each of the service counties. Describe what activities will be provided in the Center(s) and if satellite sites will be necessary.**

Transitions Homeless Center will operate as a coordinating satellite partner within the SC Works system while delivering the majority of direct services onsite at its primary facility in Richland County. The organization will collaborate with SC Works Centers across the Midlands region to support access to career readiness resources. Participants will be connected to SC Works services as appropriate, including assessments, labor market information, and employment opportunities. Core program activities will be delivered at Transitions Homeless Center, which serves as a fully equipped satellite site. The facility provides dedicated space for workforce development services, including classrooms for weekly educational instruction, areas for case management and Individual Service Plan development, and onsite locations for work-based learning activities. Participants will engage in structured on-the-job training within the facility through roles in kitchen operations, housekeeping, and maintenance, allowing for hands-on skill development in a supervised environment. The Transitions facility also supports integrated service delivery by providing onsite access to supportive services, including mental health counseling, healthcare services, and assistance with obtaining identification documentation. This co-location of services allows participants to address barriers to employment while actively engaging in workforce programming. Satellite service delivery through Transitions Homeless Center is necessary to effectively serve individuals experiencing homelessness, as it provides a stable and accessible environment where participants can consistently engage in program activities. This model ensures continuity of care, reduces transportation barriers, and enhances participant retention while maintaining coordination with the broader SC Works system.

- **Partnerships – Describe any partnerships that will be used in the project. Who is involved? What are the roles and responsibilities of each partner? Include letters of support from the partners and any MOAs already in place. Describe how you will coordinate services and collaborate with the WIOA required partners and other added partners as appropriate.**

Transitions Homeless Center will leverage established partnerships to ensure comprehensive service delivery, alignment with WIOA requirements, and successful employment outcomes for participants. These partnerships support workforce readiness, assessment, and specialized services for individuals with barriers to employment. Transitions Homeless Center will collaborate with SC Works as a core workforce system partner to support participant access to career readiness services, labor market information, and employment opportunities. This partnership ensures alignment with the broader workforce system and provides participants with access to regional employment resources and job placement support. Palmetto Life Center (PALSS) will provide specialized supportive services, including job coaching and career development for individuals living with HIV/AIDS. This partnership ensures that participants with specific health-related barriers receive targeted support to successfully engage in workforce activities and achieve employment goals. Transitions Homeless Center will coordinate services across partners through ongoing communication, participant referrals to partner services as appropriate, and integration of partner resources into each participant's Individual Service Plan. The Employee Support Navigator will serve as the primary point of coordination, ensuring that services are aligned, non-duplicative, and responsive to participant needs.

- **Description of the Bidder – What is the legal name of the organization, the legal status, and main purpose? How is the organization funded? Include an organizational chart showing lines of authority.**

Midlands Housing Alliance, Inc., doing business as Transitions Homeless Center, is a 501(c)(3) nonprofit organization dedicated to addressing homelessness through a comprehensive, service-driven model. The organization's purpose is to operate as a one-stop shop that provides holistic support to address the root causes of homelessness and promote long-term stability. As the largest homeless shelter in the Midlands region of South Carolina, Transitions provides both residential and day services for individuals aged 18 and older experiencing homelessness. The facility includes 260 shelter beds and serves approximately 340 individuals daily, offering a centralized location where individuals can meet basic needs while accessing critical services. Through its Day Center and residential programs, Transitions delivers a continuum of care within a centralized one-stop shop model designed to move individuals toward stability. Participants have access to essential services, including food, clothing, showers, laundry facilities, hygiene products, computers, and educational classes, all within a single location that reduces barriers to access and supports consistent engagement. This one-stop shop model is reinforced through coordinated, onsite service delivery and individualized care. Each resident is assigned a dedicated case manager who develops and monitors an Individual Service Plan to guide service delivery and track progress. Transitions collaborates with more than 45 community partners who provide services onsite, further strengthening the one-stop shop environment. These services are complemented by onsite staff, including a mental health specialist, primary care provider, and an Employee Support Navigator who leads employment-focused activities. Together, this integrated network delivers a range of supports, including substance use recovery, financial counseling, legal aid, Homeless Court services, and weekly peer support classes. Transitions serves a high-need population at significant scale, assisting 3,527 unique individuals in the most recent fiscal year and facilitating over 33,308 service visits since opening in 2011. The organization is supported by a diverse funding base that includes federal, state, and local government funding, as well as corporate, faith-based, and private donations, in addition to fundraising events.

- **Experience – Outline specific programs the organization has operated funding during the last three years that demonstrates experience in operating similar projects. Give program descriptions, funding sources, performance information and references. If the relevant experience has not occurred in the last three years, include the following:**

- **number of years for each population**
- **coordinated activities with schools, faith-based and/or community organizations, and business/employers operating those programs and your role with those partnerships**
- **Data demonstrating past experience and performance for each population in the proposal**
- **Reporting documents used in past experiences**
- **Success indicators for previous experience**
- **Location where the service was provided. Describe the accessibility, security, program requirements.**

Transitions Homeless Center has extensive experience delivering workforce development services for individuals experiencing homelessness through both internally operated programs and partnerships with SC Works. Over the past three years, the organization has provided structured employment services, including resume development, job search assistance, financial literacy, and case management through an Employee Support Navigator position previously funded by the City of Columbia. In Fiscal Year 2024–2025, Transitions implemented a City of Columbia-funded Paid Job Program that provided structured work-based learning opportunities for 27 unique participants. The program was delivered over six cycles and required participants to engage in both hands-on work experience and educational programming.

Participants performed assigned duties within the facility, including roles in kitchen operations, housekeeping, and maintenance, allowing them to develop practical job skills in a supervised environment. In addition to work-based learning, participants received comprehensive workforce support services, including resume development, individualized case management, and job placement assistance. Weekly educational courses were required for all participants, reinforcing job readiness, workplace expectations, and financial literacy. This integrated model ensured that participants gained both the technical and soft skills necessary to transition into employment. In addition to the paid job program, Transitions Homeless Center served 532 individuals through its Career Center in the last fiscal year, providing job readiness services such as resume development, job search assistance, and employment preparation. Participant progress and outcomes are tracked using the Homeless Management Information System (HMIS), ensuring consistent monitoring, reporting, and data-driven service delivery. Transitions delivers all workforce programming onsite within its centralized facility in Richland County, which operates as a one-stop shop providing accessible, coordinated services in a safe and supportive environment. Through partnerships with SC Works and other community providers, Transitions ensures that participants are connected to employment opportunities and workforce resources. The facility operates with 24/7 security and onsite staff presence, ensuring continuous supervision and support. All individuals are required to check in at the front desk prior to entry and are screened through a metal detector, maintaining a secure environment for participants, staff, and partners.

- **Administrative Capacity- Describe the process the organization uses to capture and report information on program participants. What monitoring and evaluation of program operations and staff are routinely carried out?**

Transitions Homeless Center utilizes the Homeless Management Information System (HMIS) as a centralized data system to capture, manage, and report information on all program participants. HMIS tracks client demographics, service utilization, and program outcomes, allowing for comprehensive monitoring of participant progress and program effectiveness. All services, including employment assistance, financial literacy, and supportive services, are systematically recorded in HMIS to ensure coordination and continuity of care across programs. Case managers are responsible for entering participant data, including assessments, Individual Service Plans, and progress notes, into HMIS. Participants are engaged through biweekly meetings, during which progress is reviewed and documented. Staff are required to input all client interactions and updates within 24 hours to ensure that data remains accurate, timely, and reflective of current participant status. To maintain data quality and compliance, Transitions Homeless Center has established internal monitoring procedures. All staff receive training on HMIS and are required to participate in ongoing education to remain current on data entry standards and reporting requirements. The Vice President of Programs provides oversight of data entry and program documentation, ensuring that information is entered accurately and within required timeframes. In addition, Transitions employs a dedicated HMIS Data Specialist who is responsible for data analysis, quality assurance, and system maintenance. This role includes routine review of participant records, identification and correction of discrepancies, and verification of data accuracy to ensure compliance with reporting standards. Program performance and service delivery are regularly evaluated using HMIS data, allowing leadership to monitor outcomes, assess program effectiveness, and make data-informed adjustments to improve service delivery and meet participant needs.

- **Fiscal Capacity – Describe the process used to capture and report fiscal information. What systems are in place to ensure fiscal accountability and appropriate expenditure of funds?**

Grants are awarded to Midlands Housing Alliance (MHA)/Transitions from governmental agencies, foundations, private businesses, and other non-profit entities to provide funding for Midlands Housing Alliance (MHA)/Transitions programs and services. The Vice President of Programs and the Vice President of Operations then submit information on the amount of staffing, administrative costs, supplies, materials, furniture, and fixture needs that form the basis for a grants budget submission. The Development Associate (for private foundation and corporate grants) and the Government Grants and Contracts Specialist (for United Way, Federal, state, and local grants) then gather all this information, including narratives, historical data, and the budget to submit to the various grantors. Once a grant has been awarded, the accountant will set-up a cost center specific to that grant award if necessary. A new cost center is set-up for each subsequent award. The Accountant and VP of Operations track Midlands Housing Alliance (MHA)/Transitions expenditures that apply to the various cost centers and report them with the monthly financial reports. The accountant, along with the Development Associate and the Government Grants and Contracts Specialist, then keeps track of subsequent dates for reports, drawdowns, reimbursement submissions, and impact reports required by the granting organization.

Our Budget process is a collaborative effort between the President/CEO, the Vice President of Operations, the Vice President of Programs, the Vice President of Advancement, the Government Grant and Contracts Specialist, and Accountant. After all documentation has been received and budget requests made, the Vice President of Operations performs an in-depth analysis of the previous budgets against the actual expenses. Then, line by line, a determination is made on how much is needed for the new fiscal year. The VP of Advancement and Government Grants and Contracts Specialist provide update on grants received and requested. This information is incorporated into the budget presentation. Once this process is completed, Elliott Davis, Board Finance Committee Chair (Treasurer), the President/CEO, and the Vice President of Operations will review drafts of the proposed budget. Once approved by the Finance Committee, the budget is presented by the Treasurer at the April or June Board Meeting for final board approval. The fiscal year for Midlands Housing Alliance (MHA)/Transitions is July 1-June 30.

Bills are received and reviewed by the Vice President of Operations, the Government Grants and Contracts Specialist, and the accountant. The Government Grants and Contracts Specialist uploads all bills into bill.com and codes all invoices with the appropriate general ledger account number and the appropriate cost center number. The Vice President of Operations reviews all coded invoices and corresponding paperwork for accuracy, after which, the President/CEO is emailed the reviewed and coded invoices and approves them for payment in bill.com. Once approved, Elliott Davis schedules the bills for payment in bill.com. The Vice President of Operations will inform the President/CEO of any cash shortage in the checking account(s). Before the President/CEO signs a check in the case of a cash shortage, an appropriate funding solution will be discussed and implemented.

Grants are awarded to Midlands Housing Alliance (MHA)/Transitions from governmental agencies, foundations, private businesses, and other non-profit entities to provide funding for Midlands Housing Alliance (MHA)/Transitions programs and services. Vice President of Programs and Vice President of Operations then submit information on the amount of staffing, administrative costs, supplies, materials, furniture, and fixture needs that form the basis for a grants budget submission. The Development Associate (for private foundation and corporate grants) and the Government Grants and Contracts Specialist (for United Way, Federal, state, and local grants) then gather all this information, including narratives, historical data, and the budget to submit to the various grantors. Once a grant has been awarded, the accountant will set-up a cost center specific to that grant award if necessary. A new cost center is set-up for each subsequent award. The Accountant and VP of Operations track Midlands Housing Alliance (MHA)/Transitions expenditures via QuickBooks that apply to the various cost centers and report them with the monthly financial reports. The accountant, along with the Development Associate and the Government Grants and Contracts Specialist, then keeps track of subsequent dates for reports, drawdowns, reimbursement

submissions, and impact reports required by the granting organization.

- **Subcontracts – Are there plans to subcontract for services and activities within the proposal? If so, describe the nature of the subcontracts, the subcontractor, the services to be provided by the subcontractor, and the planned cost. NA**
- **Program Description – Describe the overall plan of service for any activity proposed. How will you recruit? What will be the customer flow? Which services will you coordinate with partner resources and which will you provide directly? Describe how the activities will be provided. How will you address Career Pathways and focus on the priority clusters? How will you increase the number of industry-recognized credentials within the clusters of training? How will you blend skills training with work-based learning? How will you address the focus on financial literacy services? Are you prepared to work with English language learners? How are you planning to provide One-Stop Operator Services?**

Transitions Homeless Center will implement a structured workforce development program designed to move individuals from homelessness to employment through coordinated services, work-based learning, and individualized career planning. Recruitment will occur internally through Transitions' shelter and aftercare programs. Case managers will identify and refer eligible participants based on employment readiness, interest in workforce services, and alignment with program requirements. This targeted recruitment approach ensures that individuals with the greatest barriers to employment are prioritized and engaged. Upon referral, participants will complete intake, assessment, and enrollment into the program. Each participant will work with the Employee Support Navigator to develop an Individual Service Plan (ISP) that outlines career goals, identifies barriers, and establishes measurable benchmarks. Participants will then be enrolled into a six-week cohort where they will engage in a combination of structured training, work-based learning, and case management. Throughout the program, progress will be monitored through biweekly meetings and adjusted as needed to support successful outcomes. Upon completion, participants will transition into employment and receive follow-up support to promote retention. Transitions Homeless Center will provide direct services including case management, soft skills training, financial literacy instruction, resume development, interview preparation, and computer skills training. Participants will also engage in structured onsite work-based learning through roles in kitchen operations, housekeeping, and maintenance. Supportive services will be provided to reduce barriers to employment, including transportation assistance and access to appropriate clothing for interviews and employment. Partner organizations will complement these services by providing specialized resources. SC Works will support career readiness and employment connections, and Palmetto Life Center will offer job coaching and career development for individuals with specific needs. Services will be coordinated through the Employee Support Navigator to ensure alignment, avoid duplication, and support participant progress. The program will support career pathways in hospitality, facilities and maintenance, and customer service. These pathways align with participants' onsite work experiences and regional employment opportunities. Individual Service Plans will be used to align each participant's training and employment activities with their career goals. Transitions Homeless Center will work to strengthen relationships with employers to increase job placement opportunities within these sectors and support participants in securing employment that aligns with their skills and interests. Transitions Homeless Center will support participants in obtaining industry-recognized credentials aligned with their career pathways. Credential attainment will be integrated into Individual Service Plans, and participants will be connected to appropriate training opportunities through partner resources and community providers. This approach ensures that participants gain both practical experience and recognized qualifications that increase employability. The program will integrate skills training with work-based learning by combining classroom instruction with hands-on job experience. Participants will be required to attend weekly educational courses and complete a minimum of four financial literacy classes covering topics such as budgeting, banking, and financial management. These activities reinforce workplace expectations while building the skills necessary for long-term financial stability. Transitions Homeless Center is prepared to work with English language learners and will provide support through individualized service planning and coordination with partner resources as needed. The organization's flexible, participant-centered approach ensures that services can be adapted to meet the needs of diverse populations.

As a coordinating satellite partner within the SC Works system, Transitions Homeless Center will support One-Stop operations by collaborating with workforce system partners to ensure service alignment and access to resources. The

organization will participate in coordination efforts, maintain communication with partners, and ensure that participants are connected to appropriate workforce services. This role strengthens integration with the regional workforce system while allowing Transitions to deliver services within its centralized one-stop shop model.

**Budget Instructions**

The Budget Summary is a summary of allowable cost objectives by line item. Each of the following worksheets is summarized in this worksheet to establish a project total.

The Staff Salaries, Fringe Benefit, and Indirect Cost Worksheet presents a detailed cost of individual allowable costs by line item. This sheet details the number of staff positions by job title or staff member, associated fringe benefits, and indirect cost/administrative fee for the project.

The Operating Costs worksheet details by line item any overhead and/or materials costs to run the day-to-day operations of the project.

The Participant Services worksheet details, by line item, the costs by activity of services provided directly to the participant.

**SECTION FOUR  
APPLICANT'S ORGANIZATION, EXPERIENCE AND FINANCIAL INFORMATION**

Information regarding the following items shall be furnished in sufficient detail to allow a full and complete business evaluation. If a question is not applicable or the answer is none, it should be annotated as such.

- A. Name of Agency** or organization, contact email address, and website. If a non-governmental agency, provide the name under which you are incorporated.

Midlands Housing Alliance, Inc dba Transitions Homeless Center

Name

Cgifford@transitionssc.org

email

<https://transitionssc.org/>

website

- B. Description of Method and System of Accumulating Costs** under Government Contract subject to Audit.

1. **Has your Accounting System been approved by any Government Agency?**

Yes

No

If yes, name and location of Government Agency:

2. **Cost Accounting System** (General Description):

Transitions Homeless Center maintains a cost accounting system that tracks all program expenditures in alignment with funding requirements and organizational policies. The organization utilizes QuickBooks as its primary financial management system to record, categorize, and monitor all financial activity by program, funding source, and expense category.

Financial oversight is supported by a third-party accounting firm that manages financial reporting, reconciliation, and compliance. This ensures an additional layer of accountability and accuracy in all financial processes. Expenses are reviewed regularly to ensure they are reasonable, allowable, and properly documented in accordance with applicable regulations.

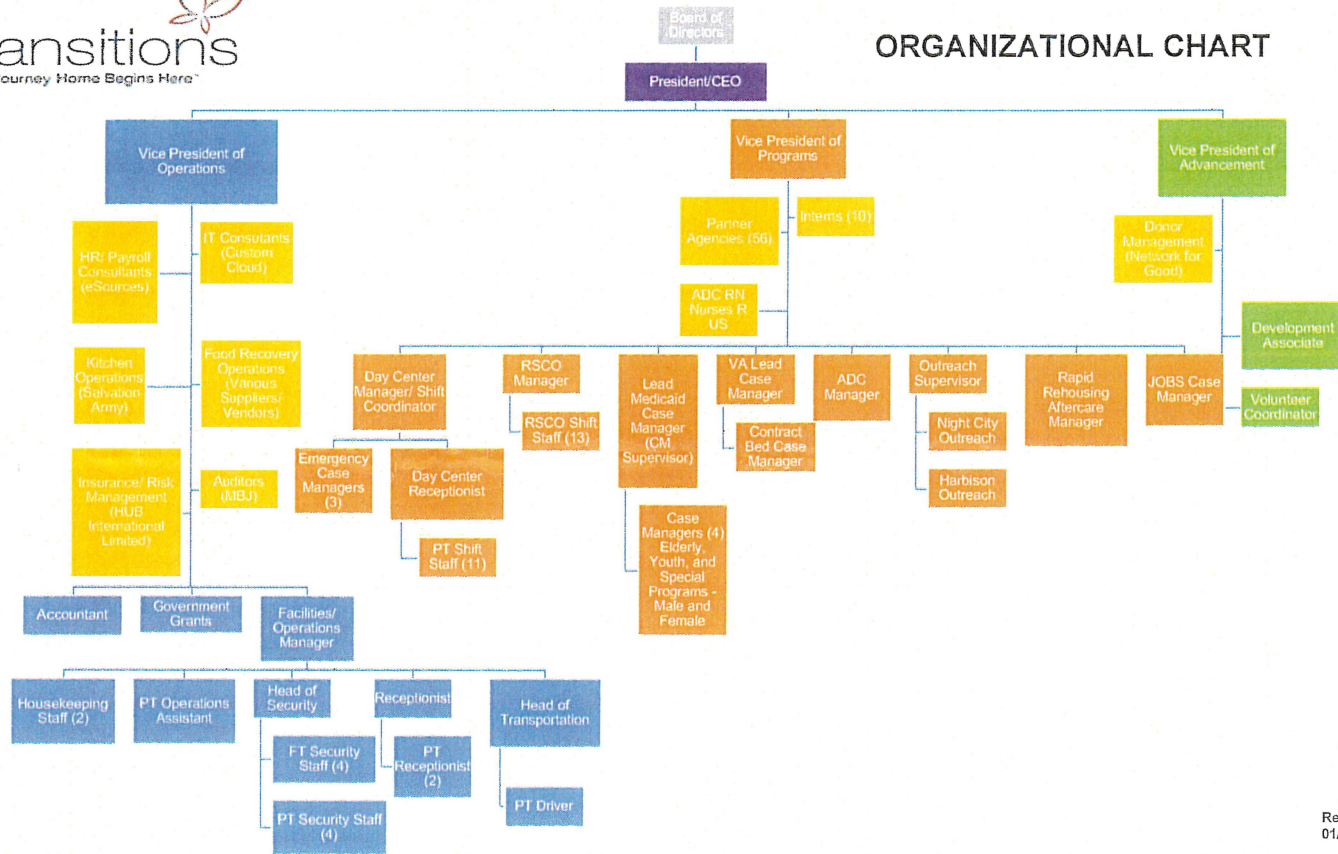
3. **What was your overhead rate for your last completed fiscal year?** 11%

4. **Has your indirect cost rate(s) been evaluated and accepted as current bidding rates by any Government Agency?** Yes  No

1. **Provide a general description of purchasing procedures used, including comments on selection of sources, treatment of purchase discounts, and make or buy policy should be provided.**

Transitions Homeless Center maintains a meticulous procurement process to ensure transparency, accountability, and cost-effectiveness in acquiring goods and services. The organization follows established internal controls to ensure that all expenditures are reasonable, necessary, and aligned with program goals. Purchasing decisions are based on the selection of responsible vendors that provide quality goods and services at competitive prices. Multiple quotes are obtained when appropriate to ensure cost reasonableness and support informed decision-making. Vendors are evaluated based on pricing, reliability, and ability to meet program needs. For purchases exceeding \$10,000, Transitions solicits quotes from at least three contractors and carefully evaluates each proposal prior to selection, with final

## ORGANIZATIONAL CHART



Revised  
01/12/2024

approval provided by the organization's Treasurer. This process ensures competitive pricing and responsible financial oversight. For projects exceeding \$15,000, Transitions follows a formal bidding process by posting project opportunities on the South Carolina Business Opportunities (SCBO) website for a minimum of 15 days. This process invites bids from qualified contractors, allowing for a thorough review of proposals and ensuring the most cost-effective option is selected. All available purchase discounts and cost-saving opportunities are applied to reduce overall program expenses. As a service-based organization, Transitions Homeless Center does not produce goods and instead procures necessary materials and services externally based on cost, capacity, and program needs.

**C. Does your company have all the necessary personnel, experience, and equipment to perform the work required or the resources to obtain such work and is your agency prepared to perform and complete the contract within the prescribed time frame? Make a definite statement:**

Transitions Homeless Center has the necessary personnel, experience, and resources to successfully perform the work required under this contract. The organization has demonstrated experience delivering similar workforce development programs, maintains qualified staff, and operates a fully equipped facility to support service delivery. Transitions is fully prepared to implement and complete all program activities within the prescribed timeframe.

**D. Organization's Structure and Experience**

**1. Organizational Chart. ATTACH** a current organizational chart that outlines administration of proposed project.

Include lines of authority and supervision for program operation.

- a. After the award of a contract, all suitable employment openings must be listed with the local office of the S.C. Department of Employment and Workforce.
- b. Changes in the approved listing of key staff represent a contract modification and should not be made without prior notification to the Midlands Administrative staff. Notification must be submitted in writing to Midlands Administrative staff prior to any staffing changes.

**Midlands Workforce Development Area  
Budget Summary**

Bidder: Midlands Housing Alliance, Inc Solicitation #: MWDB 25-01  
 Activity Designation: Midlands Housing Alliance, Inc dba Transitions Homeless Center

		<u>Dislocated Worker</u>	<u>Youth</u>
<b>I. Administration:</b>			
1. Salaries & Fringe Benefits	\$48,260	_____	_____
2. Non-Instructional Equipment	_____	_____	_____
3. Operating Expenses	_____	_____	_____
4. Indirect Costs	_____	_____	_____
5. Sub-Total	_____	_____	_____
<b>II. Non-Administration:</b>			
1. Salaries & Fringe Benefits	0	\$0	\$0
2. Indirect Costs	0	0	0
3. Operating Expenses	\$0	\$0	\$0
4. Work-Based Learning Activities	\$0	\$163,200	\$163,200
5. Instructional Training	\$2,648.75	\$0	\$0
6. Supportive Services	\$3,000	\$0	\$0
7. Assessment	_____	\$0	\$0
8. Incentives	_____	_____	\$0
9. Other	_____	_____	_____
10. Sub-Total	\$53,908.75	\$163,200	\$163,200
<b>III. TOTAL GRANT COST (1+11)</b>	<b>\$380,308.75</b>	_____	_____

**Midlands Workforce Development Area  
Staff Salaries, Fringe Benefits Indirect Costs**

Bidder:  
Solicitation #:

Midlands Housing Alliance, Inc dba transitions Homeless Center  
MWDB 25-01

1. Staff Salaries:					Adult		Dislocated Worker		Youth	
	Salary Per Mo.	% of Time	# of Months	TOTAL AMOUNT	%	Federal Amount	%	Federal Amount	%	Amount
Employee Support Navigator	3,333.33	100%	12	40,000		\$ 0		0		0
				0		0		0		0
				0		0		0		0
				0		0		0		0
				0		0		0		0
				0		0		0		0
				0		0		0		0
				0		0		0		0
<b>TOTAL SALARIES</b>				0		0		0		0
<b>2. Fringe Benefits</b>										
FICA	\$40,000	x	7.65%	\$3,060		0		0		0
Workmens Comp		x				0		0		0
Health-Welf. Ins. Pos	\$40,000	x	9.00%	\$3,600		0		0		0
Ret/Pension	\$40,000	x	4.00%	\$1,600		0		0		0
Unemploy. Ins.		x				0		0		0
Other (Specify) SUTA		x				0		0		0
<b>TOTAL FRINGE BENEFITS:</b>				\$8,260.00		0		0		0
<b>3. Indirect Cost:</b>										
		x		0		0		0		0
An indirect cost plan must be submitted and approved prior to reimbursement.										
<b>TOTAL COST</b>				\$48,260.00						

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**Midlands Workforce Development Area  
Operating Expenses**

Bidder: Midlands Housing Alliance, Inc dba transitions Homeless Center  
Solicitation #: MVDB 25-01

Operating Expenses	Cost Per Month	# of Months	Total Amount	Adult		Dislocated Worker		Youth	
				%	Amount	%	Amount	%	Amount
1. Supplies			\$0		\$0		\$0		\$0
2. Communications			\$0		\$0		\$0		\$0
3. Postage			\$0		\$0		\$0		\$0
4. Travel			\$0		\$0		\$0		\$0
5. Equipment Rent			\$0		\$0		\$0		\$0
6. Equipment Expense			\$0		\$0		\$0		\$0
7. Premises Rent			\$0		\$0		\$0		\$0
8. Premises Expense			\$0		\$0		\$0		\$0
9. Miscellaneous			\$0		\$0		\$0		\$0
10. Capital			\$0		\$0		\$0		\$0
<b>TOTAL</b>			\$0		\$0		\$0		\$0

**Midlands Workforce Development Area  
Participant Services**

**Bidder: Midlands Housing Alliance, Inc dba transitions Homeless Center**  
**Solicitation #: MWDB 25-01**

	Cost per Participant	No. of Participant	Total Cost	Adult		Dislocated Worker		Youth	
				%	Amount	%	Amount	%	Amount
I. Instructional Training	\$220.72	80	\$2,648.75	50%	\$1,324.37			50%	\$1,324.37
1. Basic Skills/Diploma/GED			\$0		\$0		\$0		\$0
2. Occupational Classroom Training/ITA			\$0		\$0		\$0		\$0
TOTAL	\$2,648.75		\$0		\$0		\$0		\$0
II. Assessment Materials									
III. Work-based Learning Activities									
1. Work-Experience									
2. Transitional Jobs									
3. Internships/Apprenticeship									
4. On-the-Job Training	\$4,080	80	\$326,400	50%	\$163,200			50%	\$163,200
5. Other									
TOTAL	\$326,400				\$0		\$0		\$0
IV. Supportive Services									
1. Transportation	20	80	1,600	50%	\$800			50%	\$800
2. Childcare									
3. Books, Supplies, Uniforms, Tools, Fees	\$17.50	80	\$1,400	50%	\$700			50%	\$700
4. Other									
TOTAL	\$3,000				\$0		\$0		\$0
V. Incentive Payments									
TOTAL	\$332,048.75								

April 8, 2026

WIOA Grant Review Committee  
100 Executive Center Drive, Suite 218  
Columbia, SC 29210

**Re: Letter of Support for Transitions Homeless Center Workforce Development Program**

Dear Review Committee:


PALSS, Inc. is pleased to provide this letter of strong support for the Workforce Innovation and Opportunity Act (WIOA) funding request submitted by Transitions Homeless Center. This partnership reflects our shared commitment to expanding access to employment services for individuals experiencing homelessness and living with HIV/AIDS in Columbia, South Carolina.

Through our collaboration, PALSS supports onsite career services designed to help participants access employment opportunities, navigate workforce systems, and address barriers related to health and housing instability. Many individuals served through this partnership face complex challenges that can make it difficult to secure and maintain employment. Delivering these services within the shelter setting increases access, reduces barriers, and promotes ongoing engagement in workforce development activities.

WIOA funding will strengthen this important partnership by expanding the availability of career services and increasing the number of individuals who can participate in onsite workforce programming at Transitions Homeless Center. Greater capacity will lead to stronger employment outcomes and improved economic stability for participants.

PALSS recognizes Transitions Homeless Center as a vital provider of services for individuals experiencing homelessness, and we are confident in its ability to implement this program effectively. We fully support this application and value the opportunity to continue this meaningful partnership.

Sincerely,



Carmen Hampton Julious, LISW-CP(S)&AP  
Chief Executive Officer

**PALSS**



# Literacy SC

LEARN MORE. EARN MORE. DO MORE.

803-216-5663 | INFO@LITERACYSC.ORG | MAIL: PO BOX 6482, COLUMBIA SC 29260



WIOA Grant Review Committee,

April 14, 2026

## BOARD OF DIRECTORS

This letter confirms support from Literacy SC for the Workforce Innovation and Opportunity Act (WIOA) funding request submitted by Transitions Homeless Center. This partnership reflects a shared commitment to expanding access to employment opportunities for individuals experiencing homelessness in Columbia, South Carolina.

Literacy SC currently collaborates with Transitions Homeless Center through the Road to Work program, which delivers onsite workforce development services to shelter residents. The program focuses on practical employment skills, including identifying appropriate job matches, completing job applications, and preparing for interviews. Providing these services onsite increases accessibility and supports consistent engagement among participants. Participants served through this collaboration often encounter barriers to employment related to housing instability and limited access to structured workforce support. The Road to Work program addresses these challenges by equipping individuals with the foundational skills necessary to pursue and secure employment opportunities.

WIOA funding will strengthen this partnership by expanding access to these essential services and increasing the number of individuals who can participate in structured workforce programming onsite at Transitions Homeless Center. Enhanced capacity will support improved employment outcomes and contribute to greater economic stability for program participants.

Literacy SC recognizes Transitions Homeless Center as a key provider of services for individuals experiencing homelessness and expresses confidence in the organization's ability to implement this work program effectively. This collaboration represents a practical and impactful approach to supporting employment pathways and long-term stability. Literacy SC fully supports this application for WIOA funding and values the opportunity to continue this partnership.

Sincerely,

Lisa Cole  
CEO, Literacy SC

2062 N. BELTLINE BLVD, COLUMBIA SC 29206

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