



South Carolina Department of Alcohol and Other Drug Abuse Services

HENRY McMASTER
Governor

SARA GOLDSBY
Director

Memorandum

October 27, 2020

TO: Directors, County Alcohol and Drug Abuse Authorities
FROM: Sara Goldsby, Director
SUBJECT: Changes to Administration and Management of Sub-Grants and Contracts

As DAODAS works to modernize the administration and management of its sub-grants and contracts, we are making many changes to our internal processes that have and will impact the way we work with your agency. Over the coming months, you and your staff will observe three main shifts in DAODAS operations:

1. The management of contracts and grants has moved from the Division of Finance & Operations to the appropriate subject-matter experts in other divisions. You and your staff might be used to communicating about contracts with familiar contacts in Finance & Operations. However, we ask that you now connect directly with the contacts in the Divisions of Prevention & Intervention Services and Treatment & Recovery Services who are designated in your newer contracts. (If you have questions that are specific to billing issues and other strictly financial matters, you may still contact a member of the Finance & Operations staff.)
2. A Grants Management System (GMS) will soon be in place as an online technology solution to help improve communication between DAODAS and your agency in an effort to streamline business practices and improve management of our grants and contracts. Purchasing of this new system is underway through the State procurement process. Once a vendor is chosen, you will receive training and guidance on use of the GMS as we transition our current processes to the new web-based platform.
3. Chronically missing, incomplete, or inaccurate deliverables may result in the withholding of payment. Although it is uncommon, some agencies are habitually late without notice or disregard deliverable requirements and deadlines. DAODAS staff will continue to offer extensions and contract assistance to agencies that follow the appropriate procedures for requesting an extension for deliverable submissions. Formal requests must be made using the "Deliverables Extension Request Form" (*see attached*) at least one week before the due date of the deliverable.

These changes support our agency's mission and align with our overall aims surrounding quality – that is, to continuously improve the quality of the work we all do with the programs, projects, and services delivered to South Carolinians.

Our staff will continue to share updates and work directly with your agency's contacts on specifics throughout this process and beyond. Our expectation is that modernizing our processes will improve communication overall, so that we may work more closely with you to achieve our shared goals. We appreciate everyone's support as we advance.