



South Carolina State Housing Finance and Development Authority

300-C Outlet Pointe Blvd., Columbia, South Carolina 29210

Telephone: 803.896.9001 TTY: 803.896.8831

SHousing.com

C. Todd Latiff
Chairman

Richard A. Hutto
Interim Executive Director

October 26, 2023

Beaufort-Jasper Regional Housing Trust Fund
CommunityWorks
Attn: Brad Mole, Regional Program Director

Dear Mr. Mole:

H.4300 General Appropriations Bill for Fiscal Year 2023-2024 included a direct appropriation to the Beaufort-Jasper Regional Housing Trust Fund in the amount of \$3,000,000. SC Housing is charged with disbursing and reporting on those funds.

Prior to disbursing, our agency is required to collect from you a plan of how the state funds will be spent and how the expenditures will provide a public benefit. Attached please find the Earmarked Appropriations Disbursement Request Form which must be submitted to our office to satisfy this requirement.

Prior to disbursement, your organization must also be set up as a valid vendor for South Carolina. Vendor registration and important vendor information is available here <https://www.procurement.sc.gov/doing-biz/registration>. When returning the Disbursement Request Form, please indicate your vendor number.

After receiving the funds, your organization will be required to provide quarterly spending updates. A Quarterly Expenditure Report Form is also attached. After all state funds have been expended, a final report providing an accounting of how the funds were spent, including an accounting of funds provided to subgrantees and affiliated non-profits, must be submitted.

Please do not hesitate to contact us with any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ellen Eudy", is written over a blue circular stamp.

Ellen Eudy
Deputy Director, Financial Operations

Eudy, Ellen 6-9551

From: Eudy, Ellen 6-9551
Sent: Thursday, October 26, 2023 3:41 PM
To: bmole@cwcarolina.org
Cc: Morrison, John 6-9041; Stuart, Alyssa 6-9057
Subject: SC Direct Appropriation - Beaufort-Jasper Regional HTF
Attachments: Beaufort-Jasper Regional Housing Trust Fund.pdf; FY24 Earmarked Appropriations Disbursement Request form (2).xlsx; FY24 Quarterly Expenditure Report (3).xlsx

Good afternoon,

Please see attached correspondence regarding a direct appropriation for your organization. Please let us know if you have questions or need assistance in responding.

Sincerely,

Ellen Eudy, AP
Deputy Director, Financial Operations
South Carolina State Housing Finance & Development Authority
300-C Outlet Pointe Blvd.
Columbia, SC 29210
(803) 896-9551
ellen.eudy@schousing.com



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Eudy, Ellen 6-9551

From: Michelle Gaston <michelle.dean.gaston@gmail.com>
Sent: Tuesday, October 31, 2023 4:05 PM
To: Eudy, Ellen 6-9551
Cc: Morrison, John 6-9041; Stuart,Alyssa 6-9057; Wendy Zara; Dick Stewart
Subject: [External] SC Direct Appropriation - Beaufort-Jasper Regional HTF

Good afternoon Ms. Eudy.

It was a pleasure to talk to you yesterday to determine what needs to be done to satisfy the requirements to have the SC direct appropriation of \$3 million for workforce housing needs be allotted to the Beaufort Jasper Housing Trust Inc (BJHT).

Wendy Zara is the chair of the BJHT Board, Dick Stewart is the vice-chair and I am the Secretary/Treasurer. **Going forward, please direct all correspondence to Ms. Zara (email: Wzara@icloud.com). Ms. Zara's telephone number is (843) 263-8946. Community Works and Brad Mole will no longer be handling this account on behalf of the BJHT.**

The BJHT Board is holding a management retreat on November 17, 2023. During this meeting, the Board will be developing short and long term strategies to address workforce housing issues in the lowcountry of South Carolina, to include the public benefit to be derived from the \$3 million investment being made by the state.

Recognizing that the BJHT's workforce housing strategies will appear on a dashboard viewable by the public, the Board would like to submit the expenditure request for the \$3 million earmark after the retreat, but before November 30, 2023. This will enable us to clearly articulate measurable strategies to address this critical problem. We understand this means that funds may not be deposited into the BJHT's account until January 2024.

In the interim, the BJHT will register as a vendor in South Carolina and it will submit the paperwork to facilitate direct deposit of payment via ACH.

Please let me know if you need additional information. I can be reached at either (301) 742-0188 or (803) 999-7038.

Thank you and all the best.

Michelle Gaston
Secretary/Treasurer
Beaufort Jasper Housing Trust Inc.

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Eudy, Ellen 6-9551

From: Eudy, Ellen 6-9551
Sent: Thursday, November 30, 2023 9:00 AM
To: Stuart, Alyssa 6-9057
Cc: Morrison, John 6-9041
Subject: FW: [External] Disbursement Request - Beaufort Jasper Housing Trust Inc
Attachments: BJHT FY2024 SC Disbursement Form - Pg 2 - signature page.png; BJHT FY2024 SC Disbursement Form - Pg 1.png

From: Michelle Gaston <michelle.dean.gaston@gmail.com>
Sent: Wednesday, November 29, 2023 7:13 PM
To: Eudy, Ellen 6-9551 <Ellen.Eudy@schousing.com>
Cc: Dana Totman <danatotman1000@gmail.com>
Subject: [External] Disbursement Request - Beaufort Jasper Housing Trust Inc

Hello Ms. Eudy.

I hope that you are doing well.

Please see attached for the Beaufort Jasper Housing Trust (BJHT) disbursement request for the \$3 million earmark included in SC's FY2024 budget.

Please note that we could not get all of the information onto one page, so the signature page is the second page of the document.

Please let me know if that is an issue.

Please contact BJHT Interim Director Mr. Dana Totman for additional information. He can be reached by email at: danatotman1000@gmail.com.

Thank you in advance for your assistance.

All the best,

Michelle Gaston
Secretary/Treasurer
Beaufort Jasper Housing Trust

Eudy, Ellen 6-9551

From: Jennifer Tuckwiller <jtuckwiller@bjht.org>
Sent: Thursday, April 11, 2024 3:06 PM
To: Stuart,Alyssa 6-9057
Cc: Claude Hicks
Subject: Re: Beaufort Jasper Housing Trust
Attachments: 20240410120559875.pdf

Follow Up Flag: Follow up
Flag Status: Completed

I apologize! I sent the wrong copy to you. Here it is. Thank you!

Jennifer Tuckwiller
Office Manager



From: Jennifer Tuckwiller <jtuckwiller@bjht.org>
Sent: Wednesday, April 10, 2024 12:21 PM
To: Alyssa.Stuart@schousing.com <Alyssa.Stuart@schousing.com>
Cc: Claude Hicks <claud.hicks@bjht.org>
Subject: Re: Beaufort Jasper Housing Trust

Alyssa,

Please find our 3rd Quarter report attached; let me know if you have any questions or need anything else.
Thank you!

Kind Regards,
Jennifer

Jennifer Tuckwiller
Office Manager



From: Jennifer Tuckwiller
Sent: Tuesday, March 5, 2024 10:55 AM
To: Alyssa.Stuart@schousing.com <Alyssa.Stuart@schousing.com>
Subject: Beaufort Jasper Housing Trust

Alyssa,

Please find our 2nd quarter report attached; let me know if you need anything else. Thank you!

Jennifer Tuckwiller
Office Manager

