



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

SCHousing.com

C. Todd Latiff
Chairman

Richard A. Hutto
Interim Executive Director

October 26, 2023

Hilton Head Regional Habitat for Humanity
Brenda Dooley, Executive Director
21 Brendan Lane, Bluffton, SC 29910

Dear Ms. Dooley:

H.4300 General Appropriations Bill for Fiscal Year 2023-2024 included a direct appropriation to Hilton Head Regional Habitat for Humanity in the amount of \$2,000,000. 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 "EE", is written over the name "Ellen Eudy".

Ellen Eudy
Deputy Director, Financial Operations

Eudy, Ellen 6-9551

From: Eudy, Ellen 6-9551
Sent: Thursday, October 26, 2023 3:43 PM
To: brendadooley@habitathhi.org
Cc: Morrison, John 6-9041; Stuart,Alyssa 6-9057
Subject: SC Direct Appropriation - Hilton Head Regional Habitat for Humanity
Attachments: Hilton Head Regional Habitat for Humanity.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: Brenda Dooley <brendadooley@habitathhi.org>
Sent: Monday, January 8, 2024 12:48 PM
To: Stuart,Alyssa 6-9057; Jeb Bush; Eudy, Ellen 6-9551
Cc: Morrison, John 6-9041
Subject: [External] RE: [External] RE: SC Direct Appropriation - Hilton Head Regional Habitat for Humanity
Attachments: Hilton head Reg HFH Req for Contr Dist.pdf

Please see the attached, corrected form.

Thanks so much for your help,

Brenda



Brenda Dooley, CEO
Habitat for Humanity of the Lowcountry
O: 843.681.5864 ext. 2002
E: brendadooley@habitathhi.org !

P.O. Box 2747 | Bluffton, SC 29910
www.lowcountryhabitat.org



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From: Stuart,Alyssa 6-9057 <Alyssa.Stuart@schousing.com>
Sent: January 5, 2024 11:30 AM
To: Jeb Bush <jebbush@habitathhi.org>; Eudy, Ellen 6-9551 <Ellen.Eudy@schousing.com>
Cc: Brenda Dooley <brendadooley@habitathhi.org>; Morrison, John 6-9041 <John.Morrison@schousing.com>
Subject: RE: [External] RE: SC Direct Appropriation - Hilton Head Regional Habitat for Humanity

Good morning, Jeb!

The form you had sent was incomplete. Please look back at the Contribution Information and Plan/Accounting of how these funds will be spent sections.

Also, please revise the amount you're supposed to receive.

Thank you,

Alyssa C. Stuart | Accountant-Fiscal Analyst
300-C Outlet Pointe Blvd.
Columbia, SC 29210
Phone: 803-896-9057



From: Jeb Bush <jebbush@habitathhi.org>
Sent: Wednesday, December 6, 2023 11:03 AM
To: Eudy, Ellen 6-9551 <Ellen.Eudy@schousing.com>
Cc: Brenda Dooley <brendadooley@habitathhi.org>; Morrison, John 6-9041 <John.Morrison@schousing.com>;
Stuart, Alyssa 6-9057 <Alyssa.Stuart@schousing.com>
Subject: [External] RE: SC Direct Appropriation - Hilton Head Regional Habitat for Humanity

Ellen,

Thank you for taking the time today to walk me through all of this. Attached you will find the request form. Brenda will be back 12/18, but if you need more information before then, please let me know and I will do my best to get it.

All the best,



Jeb Bush, MBA, CFRE
Development Director
Habitat for Humanity of the Lowcountry
D: 843.681.5870 | E: jebbush@habitathhi.org
O: 843-681-5864 ext. 2005 !

P.O. Box 2747 | Bluffton, SC 29910
www.lowcountryhabitat.org



From: Eudy, Ellen 6-9551 <Ellen.Eudy@schousing.com>
Sent: Wednesday, December 6, 2023 9:43 AM
To: Jeb Bush <jebbush@habitathhi.org>
Cc: Brenda Dooley <brendadooley@habitathhi.org>; Morrison, John 6-9041 <John.Morrison@schousing.com>;
Stuart, Alyssa 6-9057 <Alyssa.Stuart@schousing.com>
Subject: FW: SC Direct Appropriation - Hilton Head Regional Habitat for Humanity

Good morning, Mr. Bush,

Attached please find correspondence regarding a direct state appropriation for your organization. Typical disbursement time is about 30 - 45 days after the disbursement request is submitted, including the South Carolina vendor number. Please let us know if you need any assistance in responding.

Best regards,

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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From: Eudy, Ellen 6-9551
Sent: Thursday, October 26, 2023 3:43 PM
To: brendadooley@habitathi.org
Cc: Morrison, John 6-9041 <John.Morrison@schousing.com>; Stuart, Alyssa 6-9057 <Alyssa.Stuart@schousing.com>
Subject: SC Direct Appropriation - Hilton Head Regional Habitat for Humanity

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
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Eudy, Ellen 6-9551

From: Brenda Dooley <brendadooley@lowcountryhabitat.org>
Sent: Friday, April 12, 2024 10:57 AM
To: Stuart,Alyssa 6-9057
Subject: RE: SC Direct Appropriation - Hilton Head Regional Habitat for Humanity Quarterly Expenditure Reporting
Attachments: Third Qtr Contribution Expenditure Rpt HHR Habitat for Humanity.pdf

Hi Alyssa,

Thanks for the reminder. Our first report is attached.

Is there a certain date I should be getting these in each quarter?

Brenda



Brenda Dooley, CEO
Habitat for Humanity of the Lowcountry
O: 843.681.5864 ext. 2002
E: brendadooley@habitatthi.org !

P.O. Box 2747 | Bluffton, SC 29910
www.lowcountryhabitat.org



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From: Stuart,Alyssa 6-9057 <Alyssa.Stuart@schousing.com>
Sent: April 11, 2024 4:02 PM
To: Brenda Dooley <brendadooley@lowcountryhabitat.org>
Cc: Jeb Bush <jebbush@lowcountryhabitat.org>; Morrison, John 6-9041 <John.Morrison@schousing.com>; Eudy, Ellen 6-9551 <Ellen.Eudy@schousing.com>
Subject: SC Direct Appropriation - Hilton Head Regional Habitat for Humanity Quarterly Expenditure Reporting

Hello!

I am following up in regards to the quarterly expenditure reporting for quarter 3. . Attached is the report to fill out and send back at your earliest convenience, ideally by April 19th.

Please let me know if you need anything else!

Thank you,

Alyssa C. Stuart | *Accountant-Fiscal Analyst*

300-C Outlet Pointe Blvd.
Columbia, SC 29210
Phone: 803-896-9057
SCHousing.com



Eudy, Ellen 6-9551

From: Stuart, Alyssa 6-9057
Sent: Thursday, April 11, 2024 4:02 PM
To: 'brendadooley@habitathi.org'
Cc: 'Jeb Bush'; Morrison, John 6-9041; Eudy, Ellen 6-9551
Subject: SC Direct Appropriation - Hilton Head Regional Habitat for Humanity Quarterly Expenditure Reporting
Attachments: FY24 Quarterly Expenditure Report (3).xlsx

Hello!

I am following up in regards to the quarterly expenditure reporting for quarter 3. . Attached is the report to fill out and send back at your earliest convenience, ideally by April 19th.

Please let me know if you need anything else!

Thank you,

Alyssa C. Stuart | *Accountant-Fiscal Analyst*

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