



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

Step by Step Hope Project  
Angela Hurks, Executive Director  
PO Box 553  
Greenville, SC 20602

Dear Ms. Hurks:

H.4300 General Appropriations Bill for Fiscal Year 2023-2024 included a direct appropriation to Step by Step Hope Project in the amount of \$35,353. 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 3:46 PM  
**To:** angela@sbshopeproject.org  
**Cc:** Morrison, John 6-9041; Stuart,Alyssa 6-9057; Shinsky, Sarah 6-9005  
**Subject:** SC Direct Appropriation - Step by Step Hope Project  
**Attachments:** Step by Step Hope Project.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,

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**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](mailto:ellen.eudy@schousing.com)



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## Eudy, Ellen 6-9551

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**From:** Stuart,Alyssa 6-9057  
**Sent:** Friday, March 22, 2024 11:58 AM  
**To:** 'Angela Hurks'  
**Subject:** RE: [External] SC Direct Appropriation - Step by Step Hope Project Quarterly Expenditure Reporting  
**Attachments:** FY24 Quarterly Expenditure Report (3).xlsx

Yes, you will need to fill out the quarterly expenditure report, reporting the spending from the time you received the funds to 12/31/2023, even if you put that in your initial report.

This will need to be done every quarter, so I will be following up with you in 2 weeks to get quarter 3 reporting.

Thank you,

**Alyssa C. Stuart | Accountant-Fiscal Analyst**

300-C Outlet Pointe Blvd.

Columbia, SC 29210

Phone: 803-896-9057

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**From:** Angela Hurks <angela@sbshopeproject.org>  
**Sent:** Friday, March 22, 2024 11:24 AM  
**To:** Stuart,Alyssa 6-9057 <Alyssa.Stuart@schousing.com>  
**Subject:** Re: [External] SC Direct Appropriation - Step by Step Hope Project Quarterly Expenditure Reporting

Good morning Alyssa,

The reason Step By Step admin did not send the report is because the first report finalized the spending. Which was a one-time contribution for the sprinkler system and installation and general operation for the 24 Carriage Drive project budget. Is there anything more that Step By Step needs to do - the facility is now open. Do we send an update on this operation as the result of the contribution? The launch will be somewhere around June or July 2024.

Let us know what exactly should the report tell you.

Thanks & have a great day!

*Angela Hurks, Founder & CEO*

*Office (864) 315-3730*

*Mobile (864) 991-1388*

[www.stepbystepreentryproject.org](http://www.stepbystepreentryproject.org)

Fax (864) 220-2800



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**From:** Stuart, Alyssa 6-9057 <[Alyssa.Stuart@schousing.com](mailto:Alyssa.Stuart@schousing.com)>  
**Sent:** Friday, March 22, 2024 10:38 AM  
**To:** Angela Hurks <[angela@sbshopeproject.org](mailto:angela@sbshopeproject.org)>  
**Cc:** Morrison, John 6-9041 <[John.Morrison@schousing.com](mailto:John.Morrison@schousing.com)>; Eudy, Ellen 6-9551 <[Ellen.Eudy@schousing.com](mailto:Ellen.Eudy@schousing.com)>  
**Subject:** RE: [External] SC Direct Appropriation - Step by Step Hope Project Quarterly Expenditure Reporting

Hello!

I am following up, again, in regards to the quarterly expenditure reporting from the time you received the funds on 11/08/2023 to 12/31/2023.

Please have this submitted by 03/29/2024.

Thank you,

**Alyssa C. Stuart | Accountant-Fiscal Analyst**

300-C Outlet Pointe Blvd.

Columbia, SC 29210

Phone: 803-896-9057

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**From:** Angela Hurks <[angela@sbshopeproject.org](mailto:angela@sbshopeproject.org)>  
**Sent:** Friday, March 15, 2024 2:45 PM  
**To:** Stuart, Alyssa 6-9057 <[Alyssa.Stuart@schousing.com](mailto:Alyssa.Stuart@schousing.com)>

**Cc:** Morrison, John 6-9041 <[John.Morrison@schousing.com](mailto:John.Morrison@schousing.com)>; Eudy, Ellen 6-9551 <[Ellen.Eudy@schousing.com](mailto:Ellen.Eudy@schousing.com)>

**Subject:** RE: [External] SC Direct Appropriation - Step by Step Hope Project Quarterly Expenditure Reporting

Okay, thanks for the heads up! I am running a little behind with the report will do my best to have it on your inbox Monday morning.

Thanks & Have a great weekend!

Angela

*Angela Hurks, Founder & CEO*

*Office (864) 315-3730*

*Mobile (864) 991-1388*

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*Fax (864) 220-2800*



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**From:** Stuart,Alyssa 6-9057 <[Alyssa.Stuart@schousing.com](mailto:Alyssa.Stuart@schousing.com)>

**Sent:** Monday, February 26, 2024 4:14 PM

**To:** Angela Hurks <[angela@sbshopeproject.org](mailto:angela@sbshopeproject.org)>

**Cc:** Morrison, John 6-9041 <[John.Morrison@schousing.com](mailto:John.Morrison@schousing.com)>; Eudy, Ellen 6-9551 <[Ellen.Eudy@schousing.com](mailto:Ellen.Eudy@schousing.com)>

**Subject:** RE: SC Direct Appropriation - Step by Step Hope Project Quarterly Expenditure Reporting

Just wanted to add, this will be for quarter 2.

Thank you,

**Alyssa C. Stuart | Accountant-Fiscal Analyst**

300-C Outlet Pointe Blvd.

Columbia, SC 29210

Phone: 803-896-9057

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**From:** Stuart,Alyssa 6-9057  
**Sent:** Monday, February 26, 2024 3:55 PM  
**To:** [angela@sbshopeproject.org](mailto:angela@sbshopeproject.org)  
**Cc:** Morrison, John 6-9041 <[John.Morrison@schousing.com](mailto:John.Morrison@schousing.com)>; Eudy, Ellen 6-9551 <[Ellen.Eudy@schousing.com](mailto:Ellen.Eudy@schousing.com)>  
**Subject:** SC Direct Appropriation - Step by Step Hope Project Quarterly Expenditure Reporting

Hello!

I am following up in regards to the quarterly expenditure reporting from the time you received the funds on 11/08/2023 to 12/31/2023. Attached is the report to fill out and send back at your earliest convenience, ideally by March 1<sup>st</sup> or 4<sup>th</sup>.

I will reach back out for next quarter's reporting around the beginning of April.

Thank you,

**Alyssa C. Stuart | *Accountant-Fiscal Analyst***

300-C Outlet Pointe Blvd.

Columbia, SC 29210

Phone: 803-896-9057

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**From:** Eudy, Ellen 6-9551 <[Ellen.Eudy@schousing.com](mailto:Ellen.Eudy@schousing.com)>  
**Sent:** Thursday, October 26, 2023 3:46 PM  
**To:** [angela@sbshopeproject.org](mailto:angela@sbshopeproject.org)  
**Cc:** Morrison, John 6-9041 <[John.Morrison@schousing.com](mailto:John.Morrison@schousing.com)>; Stuart,Alyssa 6-9057 <[Alyssa.Stuart@schousing.com](mailto:Alyssa.Stuart@schousing.com)>; Shinsky, Sarah 6-9005 <[Sarah.Shinsky@schousing.com](mailto:Sarah.Shinsky@schousing.com)>  
**Subject:** SC Direct Appropriation - Step by Step Hope Project

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](mailto:ellen.eudy@schousing.com)



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## Eudy, Ellen 6-9551

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**From:** Angela Hurks <angela@sbshopeproject.org>  
**Sent:** Friday, October 27, 2023 1:27 PM  
**To:** Eudy, Ellen 6-9551  
**Cc:** Morrison, John 6-9041; Stuart,Alyssa 6-9057; Shinsky, Sarah 6-9005  
**Subject:** RE: [External] SC Direct Appropriation - Step by Step Hope Project

Good afternoon. Ellen,  
I have completed the SC Direct Appropriation form sent by you via email. I have adobe cloud and hope you want have any trouble opening the link below to the document. SBS SC State Vendor Payment number is **7000192587** ach payment.

Thanks again,

Sincerely,  
Angela Hurks, CEO

I'm using Adobe Acrobat.

You can view and comment on "Copy of FY24 Earmarked Appropriations Disbursement Request form (2).pdf" at:  
<https://acrobat.adobe.com/id/urn:aaid:sc:US:ab321ce1-3051-4ec3-95c5-d1eebc1a252f>

*Angela Hurks, Founder & CEO*  
*Office (864) 315-3730*  
*Mobile (864) 991-1388*  
**[www.stepbystepreentryproject.org](http://www.stepbystepreentryproject.org)**  
*Fax (864) 220-2800*



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**From:** Eudy, Ellen 6-9551 <Ellen.Eudy@schousing.com>  
**Sent:** Thursday, October 26, 2023 3:46 PM  
**To:** Angela Hurks <angela@sbshopeproject.org>  
**Cc:** Morrison, John 6-9041 <John.Morrison@schousing.com>; Stuart,Alyssa 6-9057 <Alyssa.Stuart@schousing.com>; Shinsky, Sarah 6-9005 <Sarah.Shinsky@schousing.com>  
**Subject:** SC Direct Appropriation - Step by Step Hope Project

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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Columbia, SC 29210

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[ellen.eudy@schousing.com](mailto:ellen.eudy@schousing.com)



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## Eudy, Ellen 6-9551

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**From:** Stuart, Alyssa 6-9057  
**Sent:** Thursday, April 11, 2024 3:59 PM  
**To:** 'angela@sbshopeproject.org'  
**Cc:** Morrison, John 6-9041; Eudy, Ellen 6-9551  
**Subject:** SC Direct Appropriation - Step by Step Hope Project Quarterly Expenditure Reporting  
**Attachments:** FY24 Quarterly Expenditure Report (3).xlsx

Hello!

I am following up in regards to the quarterly expenditure reporting for quarter 2 and 3. Attached is the report to fill out and send back at your earliest convenience, ideally by April 19<sup>th</sup>.

**Please send quarter 2 before quarter 3!**

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

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