



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  
Executive Director

August 15, 2024

City of Columbia  
Fairwold Housing Assistance  
Attn: Missy Gentry

Dear Ms. Gentry:

H.5100 General Appropriations Bill for Fiscal Year 2024-2025 included a direct appropriation to the City of Columbia in the amount of \$500,000. 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 spend 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".

Ellen Eudy  
Deputy Director, Financial Operations

**From:** [Stuart.Alyssa.6-9057](mailto:Stuart.Alyssa.6-9057)  
**To:** ["Missy.Gentry@columbiasc.gov"](mailto:Missy.Gentry@columbiasc.gov)  
**Cc:** [Morrison, John 6-9041](mailto:Morrison.John.6-9041); [Eudy, Ellen 6-9551](mailto:Eudy.Ellen.6-9551)  
**Subject:** SC Direct Appropriation - City of Columbia  
**Date:** Monday, August 19, 2024 3:07:00 PM  
**Attachments:** [image001.png](#)  
[City of Columbia - Belvedere & Greenview.pdf](#)  
[City of Columbia - Fairwold Housing Assistance.pdf](#)  
[City of Columbia - Neighborhood Revitalization and Weatherization.pdf](#)  
[FY25 Earmarked Appropriations Disbursement Request.xlsx](#)  
[FY25 Quarterly Expenditure Report.xlsx](#)

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Good afternoon,

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

Sincerely,

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

300-C Outlet Pointe Blvd.

Columbia, SC 29210

Phone: 803-896-9057

[SCHousing.com](http://SCHousing.com)



**From:** [McGee, Ashley 6-9197](mailto:McGee.Ashley.6-9197)  
**To:** [Propps-Wright, Carol](mailto:Propps-Wright.Carol); [Stuart, Alyssa 6-9057](mailto:Stuart.Alyssa.6-9057)  
**Subject:** Re: [External] RE: State of South Carolina Request for Contribution Distribution Forms/City of Columbia  
**Date:** Wednesday, October 23, 2024 10:45:07 AM  
**Attachments:** [image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Thanks! I processed these payments yesterday.

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**From:** Propps-Wright, Carol <Carol.ProppsWright@columbiasc.gov>  
**Sent:** Wednesday, October 23, 2024 10:21:47 AM  
**To:** Stuart, Alyssa 6-9057; McGee, Ashley 6-9197  
**Subject:** RE: [External] RE: State of South Carolina Request for Contribution Distribution Forms/City of Columbia

Good morning, Ms. Stuart and Ms. McGee

Attached is the required confirmation regarding the City of Columbia's status with the South Carolina Secretary of State Office. If there are questions or concerns, please do not hesitate contacting our office.

Regards,  
Carol

**Carol Propps-Wright**  
Grants Administrator  
Budget, Program Management, & Grants Office  
1136 Washington Street, Ste. 508  
Columbia, SC 29201

Office Phone: 803-545-4143  
Cell Phone: 803-319-7235



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**From:** Stuart, Alyssa 6-9057 [mailto:Alyssa.Stuart@schousing.com]  
**Sent:** Monday, August 26, 2024 10:09 AM  
**To:** Propps-Wright, Carol <Carol.ProppsWright@columbiasc.gov>  
**Subject:** [EXTERNAL] RE: State of South Carolina Request for Contribution Distribution Forms/City of Columbia

**CAUTION:** This email originated outside of the organization. Do not click links or open attachments from unknown senders or suspicious emails. Never enter a username or password on a site that you did not knowingly access. For suspicious emails, please report using the "Phish Alert Report" button.

Good morning!

Thank you so much! We will start to process these.

Please let me know if you have any questions, or 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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**From:** Propps-Wright, Carol <[Carol.PropsWright@columbiasc.gov](mailto:Carol.PropsWright@columbiasc.gov)>

**Sent:** Friday, August 23, 2024 10:17 AM

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

**Subject:** State of South Carolina Request for Contribution Distribution Forms/City of Columbia

Good morning, Ms. Stuart.

I hope this email finds you well. Attached are the Request for Contribution Distribution forms for the following City of Columbia projects:

- Belvedere & Greenview Neighborhood Housing Assistance Program
- City Neighborhood Revitalization & Weatherization Housing Assistance Program
- Fairwold Housing Assistance Program

If you have questions or comments regarding this email, please feel free to contact our office anytime.

Regards,  
Carol

**Carol Propps-Wright**

Grants Administrator

Budget, Program Management, & Grants Office

1136 Washington Street, Ste. 508

Columbia, SC 29201

Office Phone: 803-545-4143

Cell Phone: 803-319-7235



**From:** [Stuart.Alyssa.6-9057](mailto:Stuart.Alyssa.6-9057)  
**To:** ["Carol.ProppsWright@columbiasc.gov"](mailto:Carol.ProppsWright@columbiasc.gov)  
**Cc:** [Morrison, John 6-9041](mailto:Morrison.John.6-9041); [Macdonald, Robert 6-8333](mailto:Macdonald.Robert.6-8333)  
**Subject:** SC Direct Appropriation - City of Columbia (3) Quarterly Expenditure Reporting Q2  
**Date:** Tuesday, January 14, 2025 12:00:00 PM  
**Attachments:** [FY25 Quarterly Expenditure Report \(2\).xlsx](#)  
[image001.png](#)

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Hello!

I am following up about quarterly expenditure reporting for FY2025 quarter 2. Attached is the report to fill out for each appropriation for the city of Columbia and send back at your earliest convenience, ideally by January 31<sup>st</sup>.

Please let me know if you have any further questions.

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:** [Propps-Wright, Carol](#)  
**To:** [Stuart, Alyssa 6-9057](#)  
**Subject:** [External] SC Direct Appropriation - City of Columbia (3) Quarterly Expenditure Reporting Q2  
**Date:** Friday, January 31, 2025 2:32:20 PM  
**Attachments:** [image001.png](#)  
[FY25 Q2 Expenditure Report - Belvedere & Greenview Neighborhood Revitalization.xlsx](#)  
[FY25 Q2 Expenditure Report - Neighborhood Revitalization & Weatherization.xlsx](#)  
[FY25 Q2 Expenditure Report - Fairwold Housing Assistance Program.xlsx](#)

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Good afternoon, Ms. Stuart.

Please find the attached expenditure reports for the following projects:

- Belvedere & Greenview Neighborhood Revitalization
- Fairwold HAP
- Neighborhood Revitalization & Weatherization Program

The attached expenditure reports are unsigned at this time; the signed versions will be submitted to your agency as soon as they are received from City management. If there are questions regarding this correspondence, do not hesitate contacting our office.

Regards,  
Carol

**Carol Propps-Wright**

Grants Administrator  
Budget, Program Management, & Grants Office  
1136 Washington Street, Ste. 508  
Columbia, SC 29201

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