



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

Keys to Change: Dorchester County Community Outreach
Homeless Shelter Relocation and Expansion
Attn: Ginny Vicini

Dear Ms. Vicini:

H.5100 General Appropriations Bill for Fiscal Year 2024-2025 included a direct appropriation to the Dorchester County Community Outreach in the amount of \$1,255,000. 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](#)
To: ["ginny@keystochangesc.org"](mailto:ginny@keystochangesc.org)
Cc: [Morrison, John 6-9041](#); [Eudy, Ellen 6-9551](#)
Subject: SC Direct Appropriation - Keys to Change
Date: Monday, August 19, 2024 3:10:00 PM
Attachments: [image001.png](#)
[Keys to Change.pdf](#)
[FY25 Earmarked Appropriations Disbursement Request.xlsx](#)
[FY25 Quarterly Expenditure Report.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,

Alyssa C. Stuart | *Accountant-Fiscal Analyst*

300-C Outlet Pointe Blvd.

Columbia, SC 29210

Phone: 803-896-9057

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From: [Stephanie Mood](#)
To: [Watson, Lee Ann 6-8771](#)
Cc: [Eudy, Ellen 6-9551](#)
Subject: RE: [External] Question From Senator Bennett
Date: Tuesday, August 20, 2024 2:09:47 PM
Attachments: [image002.png](#)
[image003.jpg](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.jpg](#)

Thank you for the information, Lee Ann. I'll pass on to Sen. Bennett tomorrow when he's here.

Stephanie

From: Watson, Lee Ann 6-8771 <LeeAnn.Watson@schousing.com>
Sent: Tuesday, August 20, 2024 2:00 PM
To: Stephanie Mood <StephanieMood@scsenate.gov>
Cc: Eudy, Ellen 6-9551 <Ellen.Eudy@schousing.com>
Subject: RE: Question From Senator Bennett

Good Afternoon, Ms. Mood,


Thanks for reaching out! We have been in contact with their office and have provided the forms we need for them to complete, per the [guidelines](#) established by the Department of Administration. I'm attaching a recent email (yesterday's date) from our office to the contact we've identified. Once those forms have been returned, we should be able to make payment available through SCEIS.

I'm copying our CFO, Ellen Eudy, so that she is aware of your inquiry.

Please let me know if you have any additional questions.

Sincerely,




300-C Outlet Pointe Blvd.
Columbia, SC 29210

Lee Ann Watson | General Counsel

LeeAnn.Watson@schousing.com

P: (803) 896-8771 | **F:** (803) 551-4886

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From: Stephanie Mood <StephanieMood@scsenate.gov>
Sent: Tuesday, August 20, 2024 1:44 PM
To: Watson, Lee Ann 6-8771 <LeeAnn.Watson@schousing.com>
Subject: [External] Question From Senator Bennett

Hi, Lee Ann,

Senator Bennett asked that I find out when the funds appropriated from this year's budget to Dorchester County Community Outreach (\$1,255,000.00) for a homeless shelter expansion/relocation would be paid out. Can you share that information with me so that I can pass on to Sen. Bennett?

Thank you,
Stephanie

Stephanie Mood | Executive Assistant
Office of Senator Sean M. Bennett, Chairman
Senate Ethics Committee | District 38
South Carolina General Assembly | The Senate
stephaniemood@scsenate.gov | www.scstatehouse.gov
L. Marion Gressette Building, Suite 205 | 803-212-6410
1101 Pendleton Street, Columbia, SC 29201



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From: Stuart.Alyssa.6-9057
To: "Ginny Vicini"
Subject: RE: Keys to Change "Request for Contribution Distribution" - Vendor #: 7000290372
Date: Tuesday, September 3, 2024 11:09:00 AM
Attachments: [image001.png](#)

Good morning!

Email is great! I will go ahead and get the process started.

If you have any questions, please don't hesitate to contact me!

Alyssa C. Stuart | Accountant-Fiscal Analyst

300-C Outlet Pointe Blvd.

Columbia, SC 29210

Phone: 803-896-9057

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From: Ginny Vicini <ginny@keystochangesc.org>
Sent: Tuesday, September 3, 2024 10:28 AM
To: Stuart,Alyssa 6-9057 <Alyssa.Stuart@schousing.com>
Subject: Keys to Change "Request for Contribution Distribution" - Vendor #: 7000290372

Hello Alyssa,

I am sure you are swamped, so I thought I would go ahead and send the "Request for Contribution Distribution" document via email. I know you will let me know if it needs to be mailed or sent in some other way. I wanted to get this to you as soon as possible in case you need more information.

Thank you,

Ginny



From: [Ginny Vicini](#)
To: [Stuart,Alyssa 6-9057](#)
Subject: Re: [External] Keys to Change - Vendor #: 7000290372
Date: Tuesday, November 12, 2024 1:28:42 PM
Attachments: [image001.png](#)

Thank you Alyssa. Will look forward to hearing from you in 2025. (How is that possible)?? ♀

Best regards,

Ginny



On Tue, Nov 12, 2024 at 11:30 AM Stuart,Alyssa 6-9057 <Alyssa.Stuart@schousing.com> wrote:

Good morning!

I will follow-up with you after each quarter as a reminder about quarterly reporting. The first quarterly reporting will be for quarter 2, so I will send a reminder sometime in January after the holidays. I give roughly a 30 days' notice for completion and a recommended return date.

Please let me know if you have any further questions!

Thank you,

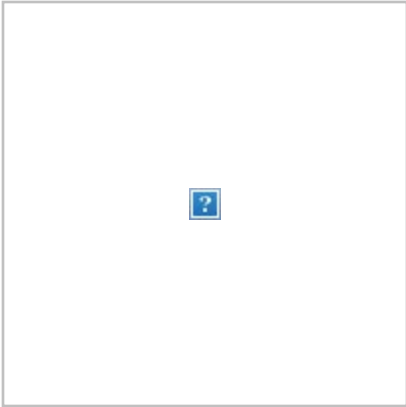
Alyssa C. Stuart | *Accountant-Fiscal Analyst*

300-C Outlet Pointe Blvd.

Columbia, SC 29210

Phone: 803-896-9057

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From: Ginny Vicini <ginny@keystochangesc.org>
Sent: Monday, November 11, 2024 2:42 PM
To: Stuart,Alyssa 6-9057 <Alyssa.Stuart@schousing.com>
Subject: [External] Keys to Change - Vendor #: 7000290372

Hello Alyssa,

I hope all is well. I am checking in with you about the quarterly reports we will submit to SC Housing. I am not sure when the first report will be due since the funding was not received until October. Also, will we submit them directly to you?

I would appreciate any direction you could provide me. Thanks!

Best regards,

Ginny



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From: [Stuart, Alyssa 6-9057](#)
To: "Ginny Vicini"
Cc: [Morrison, John 6-9041](#); [Macdonald, Robert 6-8333](#)
Subject: SC Direct Appropriation - Keys to Change Quarterly Expenditure Reporting Q2
Date: Tuesday, January 14, 2025 12:02:00 PM
Attachments: [FY25 Quarterly Expenditure Report \(2\).xlsx](#)
[image001.png](#)

Hello!

I am following up about quarterly expenditure reporting for FY2025 quarter 2. Attached is the report to fill out and send back at your earliest convenience, ideally by January 31st.

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: [Ginny Vicini](#)
To: [Stuart, Alyssa 6-9057](#)
Subject: [External] 2nd Quarter Report - Vendor # 7000290372 - Dorchester County Community Outreach
Date: Monday, January 27, 2025 10:01:25 AM
Attachments: [SC State 2nd Quarter Report - Dorchester County Community Outreach.pdf](#)

Good morning Alyssa,

I hope all is well with you. I have attached the 2nd Quarter Expenditure Report for Dorchester County Community Outreach.

Please let me know if you have questions.

Thank you,

Ginny

