



**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

St. Francis Center on St. Helena Island  
Home Repair Program  
Attn: Sister Canice Adams

Dear Sister Canice:

H.5100 General Appropriations Bill for Fiscal Year 2024-2025 included a direct appropriation to the St. Francis Center in the amount of \$100,000. 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", is written over a blue circular stamp or watermark.

Ellen Eudy  
Deputy Director, Financial Operations

**From:** [Stuart.Alyssa.6-9057](mailto:Stuart.Alyssa.6-9057)  
**To:** ["canice.adams@gmail.com"](mailto:canice.adams@gmail.com)  
**Cc:** [Morrison, John 6-9041](mailto:Morrison.John.6-9041); [Eudy, Ellen 6-9551](mailto:Eudy.Ellen.6-9551)  
**Subject:** SC Direct Appropriation - St. Francis Center on St. Helena Island  
**Date:** Monday, August 19, 2024 3:12:00 PM  
**Attachments:** [image001.png](#)  
[St. Francis Center on St. Helena Island.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 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

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



**From:** [Stuart.Alyssa.6-9057](mailto:Stuart.Alyssa.6-9057)  
**To:** "[franctr@islc.net](mailto:franctr@islc.net)"  
**Subject:** RE: SC Direct Appropriation - St. Francis Center on St. Helena Island  
**Date:** Tuesday, August 20, 2024 3:42:00 PM  
**Attachments:** [image001.png](#)

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Thank you!!! I will submit your paperwork to start processing it.

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](http://SCHousing.com)



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**From:** franctr@islc.net <franctr@islc.net>  
**Sent:** Tuesday, August 20, 2024 3:21 PM  
**To:** Eudy, Ellen 6-9551 <Ellen.Eudy@schousing.com>  
**Cc:** Stuart,Alyssa 6-9057 <Alyssa.Stuart@schousing.com>; Morrison, John 6-9041 <John.Morrison@schousing.com>; canice.adams@gmail.com  
**Subject:** SC Direct Appropriation - St. Francis Center on St. Helena Island

Good Afternoon,

As requested, we have attached a completed State of South Carolina Request for Contribution Distribution Form which describes how the direct appropriation to the St. Francis Center in the amount of \$100,000 will be spent and how the expenditures will provide public benefit.

We understand that Quarterly Expenditure Reports will be required, along with a final report once the state funds have been expended.

Our Vendor Registration Number is 700344909.

We are grateful for these funds, which will enable us to help many homeowners living in poverty in Beaufort County, SC.

Sr. Canice Adams  
Director, St. Francis Center

**From:** [Stuart, Alyssa 6-9057](#)  
**To:** ["franctr@islc.net"](mailto:franctr@islc.net)  
**Cc:** [Morrison, John 6-9041](#); [Macdonald, Robert 6-8333](#)  
**Subject:** SC Direct Appropriation - St. Francis Center on St. Helena Island Quarterly Expenditure Reporting Q2  
**Date:** Tuesday, January 14, 2025 12:08:00 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 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:** [franctr@islc.net](mailto:franctr@islc.net)  
**To:** [Stuart,Alyssa 6-9057](mailto:Stuart,Alyssa 6-9057)  
**Cc:** [Morrison, John 6-9041](mailto:Morrison, John 6-9041); [Macdonald, Robert 6-8333](mailto:Macdonald, Robert 6-8333)  
**Subject:** RE: [External] SC Direct Appropriation - St. Francis Center on St. Helena Island Quarterly Expenditure Reporting Q2  
**Date:** Thursday, January 16, 2025 3:30:08 PM  
**Attachments:** [image001.png](#)  
[Q2 FY 24 25 Report Final.pdf](#)

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Hello Alyssa,

We've attached the St. Francis Center's 2025 Q2 Expenditure Report. We can also provide a QuickBooks report with expenditure detail, if needed.

I will also send this report to you via postal mail.

As you see, this has been a very busy quarter! These funds have enabled us to assist 43 elderly and/or disabled homeowners in Northern Beaufort County so far, helping to make their homes safer, healthier, and more accessible.

Sincerely,

Sr. Canice Adams, SSCM  
St. Francis Center  
843-838-3924

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**From:** Stuart,Alyssa 6-9057 <[Alyssa.Stuart@schousing.com](mailto:Alyssa.Stuart@schousing.com)>  
**Sent:** Tuesday, January 14, 2025 12:08 PM  
**To:** [franctr@islc.net](mailto:franctr@islc.net)  
**Cc:** Morrison, John 6-9041 <[John.Morrison@schousing.com](mailto:John.Morrison@schousing.com)>; Macdonald, Robert 6-8333 <[Robert.Macdonald@schousing.com](mailto:Robert.Macdonald@schousing.com)>  
**Subject:** SC Direct Appropriation - St. Francis Center on St. Helena Island Quarterly Expenditure Reporting Q2

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Please let me know if you have any further questions.

Thank you,

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

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