

## RESEARCH LETTER OF AGREEMENT

Between: South Carolina State Housing Finance and Development  
Authority  
300 Outlet Pointe Blvd C  
Columbia, SC 29210  
email: [michele.mahon@schousing.com](mailto:michele.mahon@schousing.com)

And: University of South Carolina  
1600 Hampton Street, Suite 414 Columbia, SC 29208  
Contact: Kristie Marshall  
Phone: (803) 777-5260  
Fax: (803.) 777-4136  
E-mail: [kristiem@mailbox.sc.edu](mailto:kristiem@mailbox.sc.edu)

Project Period: December 7, 2022 - June 30, 2023

Total Funding: \$ 100,000

1. **SCOPE OF WORK – South Carolina State Housing Finance and Development Authority** (Sponsor) and the University of South Carolina (USC) wish to combine their mutual interest in an evaluation plan. The Scope of Work shall be described in the research proposal entitled "South Carolina Housing Finance and Development Authority: Housing Needs Assessment" by Dr. Joseph Von Nessen of the Division of Research at the Moore School of Business. The proposal is incorporated into this Agreement as Attachment A.
2. **KEY PERSONNEL** - The project director will be Dr. Joseph Von Nessen, who may select and supervise other project staff as needed. No other person will be substituted for the project director except with Sponsor's approval. Sponsor may exercise the Termination provision of this Agreement if a satisfactory substitute is not found.
3. **DIRECTION OF RESEARCH** - Direction of the research will rest with USC. It is agreed, however, that USC, through its project director, will maintain continuing communication with a designated liaison for the Sponsor.
4. **FUNDING AND PAYMENT** - Sponsor will provide funding in the amount of \$100,000 as full payment for the work performed under this Agreement. Sponsor agrees to pay one-half of the total cost up front when the agreement is signed and one-half of the total cost at delivery of final report. USC will invoice Sponsor for these payments at the following address: **Michele Mahon, Procurement Director at [michele.mahon@schousing.com](mailto:michele.mahon@schousing.com)**
5. **INTELLECTUAL PROPERTY** - The Sponsor and USC agree that, if patentable discoveries or inventions should result from work performed under this Agreement, USC shall retain the entire right, title and interest to each subject invention, except that the Sponsor shall have a non-exclusive, non-transferable, irrevocable, paid-up license to use such discoveries or inventions. USC is free to copyright any books, publications, or other copyrightable materials developed in the course of or under this agreement, but the Sponsor shall receive a royalty-free, non-exclusive and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use, the work for Sponsor purposes.

6. PUBLICATIONS - USC engages only in research that is compatible, consistent and beneficial to USC's academic role and mission and therefore, significant results of research activities must be reasonably available for publication. USC agrees to keep confidential any Sponsor proprietary information supplied to it by the Sponsor during the course of research under this Agreement. In any such publication full credit shall be given the Sponsor and every person having made a significant contribution to the results obtained.

7. NOTICES - All notices and communications in connection with this Agreement will be addressed to the following:


**South Carolina State Housing Finance and Development Authority**  
Name: Michele Mahon  
Title: Procurement Director  
Address: 300 Outlet Pointe Blvd C  
Email: michele.mahon@schousing.com

**University of South Carolina**  
Name: Kristie Marshall  
Title: Sponsored Programs Administrator  
USC Sponsored Awards Management  
1600 Hampton Street, Suite 414  
Columbia, SC 29208  
Phone: 803-777-5260  
Fax: 803-777-4136  
Email: kristiem@mailbox.sc.edu

8. TERMINATION - Either USC or Sponsor may terminate this Agreement by giving thirty (30) days written notice to the other. In the event of such termination, USC will cease further obligation of project funds and will take all reasonable steps to cancel or otherwise reduce outstanding obligations. Sponsor will be obligated to pay actual costs and firm commitments to the date of termination not to exceed the total value of this Agreement.


9. AMENDMENTS - Any amendments to this Agreement must be in writing and signed by authorized representatives of USC and Sponsor.  
Agreement of USC and Sponsor in the terms stated above is indicated by signatures below.

**South Carolina State Housing Finance and Development Authority**

  
Name: Bonita Shropshire  
Title: Executive Director

Date: 12/19/22

**University of South Carolina**

  
Name: Lauren Angelo Duck  
Title: Team Lead, Sponsored Awards Management

Date: 1/4/2023



## **Memorandum of Agreement**

This Agreement outlines the scope of work that the Division of Research (DOR) will complete for the South Carolina State Housing Finance and Development Authority (SC Housing). All work outlined will be completed by a research team led by Joseph Von Nessen, a Ph.D. economist in the DOR with expertise in housing economics.

### **Scope of Work**

*The specific purpose of this research effort is to conduct a comprehensive housing needs assessment for the state of South Carolina.* Although South Carolina is projected to experience many positive growth trends over the next two decades – including population, industry, and employment growth that will likely exceed the national average by significant margins – these trends will also require the state to focus on the housing needs of both current and new Palmetto State residents to help ensure that all South Carolinians have the opportunity to benefit from such growth. In order to fully capture and document current and future statewide housing needs, this research effort will take place in three phases as outlined below.

#### *Phase I: A Supply and Demand Analysis*

The first phase of this research effort will take place between December 2022 and January 2023 and will consist of a quantitative analysis of housing markets in South Carolina to determine the extent to which housing shortages exist – with a specific focus on housing affordability. First, an examination of factors driving housing demand will be completed. This will include an analysis of growth among various measures of demographic data, employment, housing prices, rent prices, construction and infrastructure costs, wages, incomes, and interest rates. Second, these data will be matched with existing publicly-available data from the South Carolina REALTORS, the U.S. Census Bureau, and other relevant datasets on the existing housing stock in South Carolina (by price point). By explicitly comparing existing housing stock and inventory levels to current and projected housing demand, a profile of existing housing shortages can be constructed – by price point – to reveal where housing needs and affordability challenges are highest. Or put another way, comparing supply and demand will allow for the identification of regions in which available, affordable housing is relatively scarce. This supply and demand analysis will be conducted for each of the state's four primary regions: the Upstate, the Midlands, the Pee Dee, and the Lowcountry. Each region will be specifically defined by the inclusion/exclusion of specific counties at the direction of SC Housing.

### *Phase II: Stakeholder Engagement and Feedback*

The second phase of this research effort, to be completed between February 2023 and April 2023, will consist of actively engaging and surveying SC Housing stakeholders to determine the individual needs and priorities associated with each stakeholder's specific housing-related initiatives. These will likely include, but not necessarily be limited to, rural housing needs, the impacts of natural disasters, assistance for the homeless population, the long-run changes to housing needs resulting from the COVID-19 pandemic, housing for senior citizens, workforce housing, and infrastructure needs.

SC Housing will identify key stakeholders and organize/host specific forums (either virtually or in-person) with each stakeholder group in order to better understand the specific priorities of each organization. The DOR will create a set of broad survey questions and topics to support and encourage the collection of relevant qualitative feedback by SC Housing during these forums and will attend when appropriate and depending upon availability.

In addition, the DOR will support SC Housing's creation of an online survey instrument that will feature a separate set of survey questions designed for the general public, giving them an opportunity for input and as well as a resource to obtain information about how SC Housing is gathering information from local communities around the state. Feedback from all surveys and stakeholder forums will be compiled by SC Housing and submitted to the DOR to be processed and summarized as part of the final report.

### *Phase III: Policy Recommendations*

The third phase of this research effort will take place in April 2023 and consist of the development of policy recommendations by SC Housing to be put forth in the final report based on the conclusions of Phases I and II. These will include both qualitative and quantitative recommendations based on the priorities of current stakeholders as well as any existing affordable housing shortages/challenges that are identified.

## **Deliverables**

Both an intermediate report (including results from Phase I only) and a subsequent final report (including results from Phases I-III) will be prepared (delivered electronically as a PDF document) that will present all estimates described above and be accompanied by a detailed narrative that will provide an explanation of all estimates and place each into context within the broader scope of the South Carolina economy and local housing markets. An executive summary will be included in both reports to provide the basis for press and government briefings, and the research team will also be available for presentations of the major results to SC Housing staff and other public events as requested.

## **Suggested Timetable**

12/1/22	Project Start
12/1/22 – 2/1/23	Completion of Phase I: Supply and Demand Analysis
2/1/23 – 4/1/23	Completion of Phase I: Stakeholder Engagement and Feedback
4/1/23 – 4/15/23	Completion of Phase III: Policy Recommendations
4/15/23	Preliminary draft report completed and delivered to SC Housing for review and discussion
6/1/23	Revisions based on initial review by SC Housing made – report finalized by the DOR and delivered to SC Housing
6/1/23 – 6/30/23	Report to be reviewed by SC Legislature for final approval

## **Costs**

The total fixed cost for this economic impact analysis is \$100,000.

## **Terms of Payment**

The standard billing policy of the Division of Research and Moore School of Business is:

- 1/2 of the total cost due up front when the contract is signed
- 1/2 of the total cost due at delivery of the final report

### **Primary Point of Contact (Procurement)**

Michele Mahon  
Procurement Director  
803-896-9068  
[Michele.mahon@schousing.com](mailto:Michele.mahon@schousing.com)

### **Primary Point of Contact (Project Logistics)**

Tammy Palmer  
Chief of Staff  
300-C Outlet Pointe Blvd.  
Columbia, SC 29210  
(803) 896-9292  
[Tammy.palmer@schousing.com](mailto:Tammy.palmer@schousing.com)

**South Carolina Housing Authority Needs Assessment - Budget**  
**Contract Date: 12/1/22 - 6/30/23**

	Fringe Rate	No.	Cost
Personnel			
Salary buyout	40%		\$32,468
Research supplement	40%		\$32,467
Fringe Benefits+Health Insurance			\$25,974
Subtotal			\$90,909
Indirect Costs at 10%			\$9,091
Total			\$100,000