



State of South Carolina Contribution Expenditure Report

This form is designed to collect the quarterly and annual expenditure reports required by South Carolina in accordance with Proviso 117.21 of the appropriations act and Executive Order 2022-19. This form must be submitted to the state agency that is providing the contribution to the designation organization at the end of year quarter and by June 30, 2025.

Contribution Information

Amount	State Agency Providing the Contribution	Purpose
	L320 - Housing Finance and Development Authority	

Organization Information

Entity Name	Parish House Community Development
Address	c/o Community Foundation of Greenville
City/State/Zip	10 South Academy, Ste. 350, Greenville, SC 29601
Website	www.cfgreenville.org
Tax ID#	57-6019318
Entity Type	Non-profit

Organization Contact Information

Name	Pam Couvillion
Position/Title	Director of Donor Services
Telephone	864-331-8410
Email	pcouvillion@cfgreenville.org

Reporting Period

Reporting Period	Quarter 4: April 1 - June 30, 2026
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Accounting of how the funds have been spent:

Description (Attach additional detail for subgrantees and affiliated nonprofits)	Budget	Expenditures						Balance
		Prior Year(s)	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	
Brand Development and Marketing	\$50,000.00			\$13,770.00			\$13,770.00	\$36,230.00
Land Acquisition and Demolition	\$100,000.00			\$65,173.50		\$55,000.00	\$120,173.50	-\$20,173.50
Management Consulting and Staffing	\$50,000.00			\$21,056.50		\$45,000.00	\$66,056.50	-\$16,056.50
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
							\$0.00	\$0.00
Grand Total	\$200,000.00	\$0.00		\$100,000.00	\$0.00	\$100,000.00	\$200,000.00	\$0.00

Explanation of any unspent funds (to be provided only if unspent funds remain at the end of the fiscal year):

Expenditure Certification

The Organization certifies that the funds have been expended in accordance with the Plan provided to the Agency Providing the Distribution and for a public purpose.

Pamela P. Couvillion

Signature

Pamela P. Couvillion

Printed Name

Director of Donor Services

Title

8/24/2026

Date

Land Acquisition		\$ 41,559.35
Grading (Partial payment)		\$ 13,440.65
Management Consulting and Staffing		\$ 45,000.00
		\$100,000.00

A. U.S DEPARTMENT OF HOUSING & URBAN DEVELOPMENT SETTLEMENT STATEMENT		B. TYPE OF LOAN 1. ☐ FHA 2. ☐ FMHa 3. ☒ Conv. UnIns 4. ☐ VA 5. ☐ Conv. Ins 6. FILE NUMBER: R26-06031 7. LOAN NUMBER: 8. MORTGAGE INS CASE NUMBER:	
C. Note: This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "[POC]" were paid outside the closing; they are shown here for informational purposes and are not included in the totals. 1.0 3/98 (R26-06031/19)			
D. NAME AND ADDRESS OF BUYER: Mountain View Baptist Church PO Box 2511 Greenville, SC 29602		E. NAME AND ADDRESS OF SELLER: Doris A. Giles 6 Briarstone Court Mauldin, SC 29662	
G. PROPERTY LOCATION: +/- 0.060 Acres Cagle Street Greenville, SC 29611 Greenville County, South Carolina Lot(s): 108, Parcel ID(s): 0054000200103, Tax/Map ID(s): 0054000200103		H. SETTLEMENT AGENT: Tax ID: 26-0714799 Phone: (864)370-8222 Culbertson Andrighetti, LLC 105 North Spring Street, Suite 109, Greenville, SC 29601 PLACE OF SETTLEMENT: 105 North Spring Street, Suite 109 Greenville, SC 29601	
		F. NAME AND ADDRESS OF LENDER: N/A I. SETTLEMENT DATE: July 27, 2026 DISBURSEMENT DATE: July 27, 2026	

J. SUMMARY OF BUYER'S TRANSACTION	K. SUMMARY OF SELLER'S TRANSACTION
100. GROSS AMOUNT DUE FROM BUYER:	400. GROSS AMOUNT DUE TO SELLER:
101. Contract sales price 22,500.00	401. Contract sales price 22,500.00
102. Personal property	402. Personal property
103. Settlement charges to buyer (line 1400) 3,204.00	403.
104.	404.
105.	405.
<i>Adjustments for items paid by seller in advance</i>	<i>Adjustments for items paid by seller in advance</i>
106. City/Town taxes	406. City/Town taxes
107. County taxes	407. County taxes
108. Assessments	408. Assessments
109.	409.
110.	410.
111.	411.
112.	412.
120. GROSS AMOUNT DUE FROM BUYER 25,704.00	420. GROSS AMOUNT DUE TO SELLER 22,500.00
200. AMOUNTS PAID BY OR IN BEHALF OF BUYER:	500. REDUCTIONS IN AMOUNT DUE TO SELLER:
201. Deposit or earnest money 2,250.00	501. Excess deposit (see Instructions)
202. Principal amount of new loan(s)	502. Settlement charges to seller (line 1400) 103.00
203. Existing loan(s) taken subject to	503. Existing loan(s) taken subject to
204.	504. Payoff of first mortgage loan
205.	505. Payoff of second mortgage loan
206.	506.
207.	507. Dep. disbursed as proceeds
208.	508.
209.	509.
<i>Adjustments for items unpaid by seller</i>	<i>Adjustments for items unpaid by seller</i>
210. City/Town taxes	510. City/Town taxes
211. County taxes 01/01/26 to 07/27/26 68.10	511. County taxes 01/01/26 to 07/27/26 68.10
212. Assessments	512. Assessments
213.	513.
214.	514.
215.	515.
216.	516.
217.	517.
218.	518.
219.	519.
220. TOTAL PAID BY/FOR BUYER 2,318.10	520. TOTAL REDUCTION AMOUNT DUE SELLER 171.10
300. CASH AT SETTLEMENT FROM/TO BUYER:	600. CASH AT SETTLEMENT TO/FROM SELLER:
301. Gross amount due from Buyer (Line 120) 25,704.00	601. Gross amount due to Seller (Line 420) 22,500.00
302. Less amount paid by/for Buyer (Line 220) (2,318.10)	602. Less reductions due Seller (Line 520) (171.10)
303. CASH FROM BUYER 23,385.90	603. CASH TO SELLER 22,328.90

L. SETTLEMENT CHARGES							PAID FROM BUYER'S FUNDS AT SETTLEMENT	PAID FROM SELLER'S FUNDS AT SETTLEMENT	
700. TOTAL COMMISSIONS Based on Price	\$	@	%						
Division of Commission (line 700) as Follows:									
701.	to N/A								
702.	to Vanessa Young								
703.	Commission paid at settlement								
704.	Consulting Fee	to Vanessa Young					1,499.00		
800. ITEMS PAYABLE IN CONNECTION WITH LOAN									
801.	Loan origination fee	to							
802.	Loan discount	to							
803.	Appraisal fee	to							
804.	Credit report	to							
805.	Lender's Inspection fee	to							
806.	Mortgage Insurance application fee	to							
807.	Assumption fee	to							
808.		to							
809.		to							
810.		to							
811.		to							
900. ITEMS REQUIRED BY LENDER TO BE PAID IN ADVANCE									
901.	Interest From 7/27/2026 to 8/1/2026 @ \$	/day (5 days	%)						
902.	Mortgage Insurance premium	for	month	to					
903.	Hazard Insurance premium	for	year	to					
904.		for	year	to					
905.		to							
1000. RESERVES DEPOSITED WITH LENDER									
1001.	Hazard Insurance	Months	@	\$	per Month				
1002.	Mortgage Insurance	Months	@	\$	per Month				
1003.	City property taxes	Months	@	\$	per Month				
1004.	County taxes	Months	@	\$	per Month				
1005.	Annual assessments	Months	@	\$	per Month				
1006.		Months	@	\$	per Month				
1007.		Months	@	\$	per Month				
1008.		Months	@	\$	per Month				
1100. TITLE CHARGES									
1101.	Attorneys' Fee	to Culbertson Andrighetti, LLC					750.00		
1102.	Title Search Fee	to OnPoint Abstractors, LLC					280.00		
1103.	ERecording Fee (S)	to SimpliFile						4.75	
1104.	Copies/Courier/Wire Fee	to Culbertson Andrighetti, LLC					75.00		
1105.	Deed and Seller Doc Prep	to Culbertson Andrighetti, LLC					500.00		
1106.	Notary fees	to							
1107.	Attorney's fees	to							
(Includes above item numbers:)									
1108.	Owner's policy premium	to Westcor Land Title Insurance Company					100.00		
(Includes above item numbers:)									
1109.	Lender's coverage								
1110.	Owner's coverage	\$ 22,500.00		100.00					
1111.		to SimpliFile							
1112.		to SimpliFile							
1113.		to							
1200. GOVERNMENT RECORDING AND TRANSFER CHARGES									
1201.	Recording fees;	Deed	\$15.00;	Mortgage				15.00	
1202.	City/County tax/stamps;	Deed	\$83.25;	Mortgage				83.25	
1203.	State tax/stamps;	Deed							
1204.		to							
1205.		to							
1300. ADDITIONAL SETTLEMENT CHARGES									
1301.	Survey	to							
1302.	Pest Inspection	to							
1303.		to							
1304.		to							
1305.		to							
1400. TOTAL SETTLEMENT CHARGES (Enter on Lines 103, Section J and 502, Section K)							3,204.00	103.00	

HUD-1, Attachment

Buyer: Mountain View Baptist Church
PO Box 2511
Greenville, SC 29602

Seller: Doris A. Giles
6 Briarstone Court
Mauldin, SC 29662

Lender: N/A

Settlement Agent: Culbertson Andrighetti, LLC
(864)370-8222

Place of Settlement: 106 North Spring Street, Suite 109
Greenville, SC 29601

Settlement Date: July 27, 2026

Disbursement Date: July 27, 2026

Property Location: +/- 0.060 Acres Cagle Street
Greenville, SC 29611

Greenville County, South Carolina

Lot(s): 108, Parcel ID(s): 0054000200103, Tax/Map ID(s): 0054000200103

Mountain View Baptist Church

BY: Stacey D. Mills

Stacey D. Mills
Pastor

Doris A. Giles
Doris A. Giles

Culbertson Andrighetti, LLC

BY: Ellie Culbertson
Settlement Agent

A. U.S DEPARTMENT OF HOUSING & URBAN DEVELOPMENT SETTLEMENT STATEMENT		B. TYPE OF LOAN 1. ☐ FHA 2. ☐ FMHa 3. ☒ Conv. Unins 4. ☐ VA 5. ☐ Conv. Ins 6. FILE NUMBER: R26-06021 7. LOAN NUMBER: 8. MORTGAGE INS CASE NUMBER:	
C. Note: <i>This form is furnished to give you a statement of actual settlement costs. Amounts paid to and by the settlement agent are shown. Items marked "[POC]" were paid outside the closing; they are shown here for informational purposes and are not included in the totals.</i>			
D. NAME AND ADDRESS OF BUYER: Mountain View Baptist Church PO Box 2511 Greenville, SC 29602		E. NAME AND ADDRESS OF SELLER: Lister Properties, LLC 2625 Poinsett Highway Greenville, SC 29609	
G. PROPERTY LOCATION: +/- 0.06 Acres Lot 119 Temple Street Greenville, SC 29611 Greenville County, South Carolina Lot(s): 119, Parcel ID(s): 0054000200702, Tax/Map ID(s): 0054000200702		H. SETTLEMENT AGENT: Tax ID: 26-0714799 Phone: (864)370-8222 Culbertson Andrighetti, LLC 105 North Spring Street, Suite 109, Greenville, SC 29601 PLACE OF SETTLEMENT: 105 North Spring Street, Suite 109 Greenville, SC 29601	
		F. NAME AND ADDRESS OF LENDER: N/A I. SETTLEMENT DATE: July 16, 2026 DISBURSEMENT DATE: July 16, 2026	

J. SUMMARY OF BUYER'S TRANSACTION	K. SUMMARY OF SELLER'S TRANSACTION
100. GROSS AMOUNT DUE FROM BUYER:	400. GROSS AMOUNT DUE TO SELLER:
101. Contract sales price 17,500.00	401. Contract sales price 17,500.00
102. Personal property	402. Personal property
103. Settlement charges to buyer (line 1400) 2,479.00	403.
104.	404.
105.	405.
<i>Adjustments for items paid by seller in advance</i>	<i>Adjustments for items paid by seller in advance</i>
106. City/Town taxes	406. City/Town taxes
107. County taxes	407. County taxes
108. Assessments	408. Assessments
109.	409.
110.	410.
111.	411.
112.	412.
120. GROSS AMOUNT DUE FROM BUYER 19,979.00	420. GROSS AMOUNT DUE TO SELLER 17,500.00
200. AMOUNTS PAID BY OR IN BEHALF OF BUYER:	500. REDUCTIONS IN AMOUNT DUE TO SELLER:
201. Deposit or earnest money 1,750.00	501. Excess deposit (see instructions)
202. Principal amount of new loan(s)	502. Settlement charges to seller (line 1400) 648.50
203. Existing loan(s) taken subject to	503. Existing loan(s) taken subject to
204.	504. Payoff of first mortgage loan
205.	505. Payoff of second mortgage loan
206.	506.
207.	507. Dep. disbursed as proceeds
208.	508.
209.	509.
<i>Adjustments for items unpaid by seller</i>	<i>Adjustments for items unpaid by seller</i>
210. City/Town taxes	510. City/Town taxes
211. County taxes 01/01/26 to 07/16/26 55.55	511. County taxes 01/01/26 to 07/16/26 55.55
212. Assessments	512. Assessments
213.	513.
214.	514.
215.	515.
216.	516.
217.	517.
218.	518.
219.	519.
220. TOTAL PAID BY/FOR BUYER 1,805.55	520. TOTAL REDUCTION AMOUNT DUE SELLER 704.05
300. CASH AT SETTLEMENT FROM/TO BUYER:	600. CASH AT SETTLEMENT TO/FROM SELLER:
301. Gross amount due from Buyer (Line 120) 19,979.00	601. Gross amount due to Seller (Line 420) 17,500.00
302. Less amount paid by/for Buyer (Line 220) (1,805.55)	602. Less reductions due Seller (Line 520) (704.05)
303. CASH FROM BUYER 18,173.45	603. CASH TO SELLER 16,795.95

L. SETTLEMENT CHARGES							
700. TOTAL COMMISSIONS Based on Price			\$	@	%		
Division of Commission (line 700) as Follows:							
701. to N/A							
702. to Vanessa Young							
703. Commission paid at settlement							
704. Consulting Fee to Vanessa Young						1,299.00	
800. ITEMS PAYABLE IN CONNECTION WITH LOAN							
801.	Loan origination fee	to					
802.	Loan discount	to					
803.	Appraisal fee	to					
804.	Credit report	to					
805.	Lender's inspection fee	to					
806.	Mortgage insurance application fee	to					
807.	Assumption fee	to					
808.		to					
809.		to					
810.		to					
811.		to					
900. ITEMS REQUIRED BY LENDER TO BE PAID IN ADVANCE							
901.	Interest From 7/16/2026 to 8/1/2026 @ \$	/day (16 days	%)				
902.	Mortgage insurance premium	for	month	to			
903.	Hazard insurance premium	for	year	to			
904.		for	year	to			
905.		to					
1000. RESERVES DEPOSITED WITH LENDER							
1001.	Hazard insurance	Months	@ \$	per Month			
1002.	Mortgage insurance	Months	@ \$	per Month			
1003.	City property taxes	Months	@ \$	per Month			
1004.	County taxes	Months	@ \$	per Month			
1005.	Annual assessments	Months	@ \$	per Month			
1006.		Months	@ \$	per Month			
1007.		Months	@ \$	per Month			
1008.		Months	@ \$	per Month			
1100. TITLE CHARGES							
1101.	Attorneys' Fee	to	Culbertson Andrighetti, LLC		750.00		
1102.	Title Search Fee	to	OnPoint Abstractors, LLC		280.00		
1103.	ERecording Fee (S)	to	SimpliFile				4.75
1104.	Copies/Courier/Wire Fee	to	Culbertson Andrighetti, LLC		50.00		50.00
1105.	Deed and Seller Doc Prep	to	Culbertson Andrighetti, LLC				500.00
1106.	Notary fees	to					
1107.	Attorney's fees	to					
(Includes above item numbers:)							
1108.	Owner's policy premium	to	Westcor Land Title Insurance Company		100.00		
(Includes above item numbers:)							
1109.	Lender's coverage						
1110.	Owner's coverage		\$ 17,500.00	100.00			
1111.		to	SimpliFile				
1112.		to	SimpliFile				
1113.		to					
1200. GOVERNMENT RECORDING AND TRANSFER CHARGES							
1201.	Recording fees;	Deed	\$15.00;	Mortgage			15.00
1202.	City/County tax/stamps;	Deed	\$64.75;	Mortgage			64.75
1203.	State tax/stamps;	Deed		Mortgage			
1204.		to					
1205.		to					
1300. ADDITIONAL SETTLEMENT CHARGES							
1301.	Survey	to					
1302.	Pest inspection	to					
1303.	Certificate of Existence	to	SCSOS				14.00
1304.		to					
1305.		to					
1400. TOTAL SETTLEMENT CHARGES (Enter on Lines 103, Section J and 502, Section K)						2,479.00	648.50

HUD-1, Attachment

Buyer: Mountain View Baptist Church
PO Box 2511
Greenville, SC 29602

Seller: Lister Properties, LLC
2625 Poinsett Highway
Greenville, SC 29609

Lender: N/A

Settlement Agent: Culbertson Andrighetti, LLC
(864)370-8222

Place of Settlement: 105 North Spring Street, Suite 109
Greenville, SC 29601

Settlement Date: July 16, 2026

Disbursement Date: July 16, 2026

Property Location: +/- 0.06 Acres Lot 119 Temple Street
Greenville, SC 29611
Greenville County, South Carolina
Lot(s): 119, Parcel ID(s): 0054000200702, Tax/Map ID(s): 0054000200702

Mountain View Baptist Church

BY: _____
Stacey D. Mills
Pastor

Lister Properties, LLC

BY: _____
Jerry T. Lister
Sole Member

Culbertson Andrighetti, LLC

BY: _____
Settlement Agent

ESTIMATE

BLACK'S GRADING SERVICES, LLC
1084 Howard St
Spartanburg, SC 29303

blacksgradingservices@yahoo.com
+1 (864) 583-3399



Bill to
Vanessa Young

Ship to
Vanessa Young

Estimate details

Estimate no.: 1247

Estimate date: 08/12/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.	08/12/2026	Demolition	Demolition, removal & disposal to landfill of structure located @ 108 Temple St. Greenville, SC	1	\$7,586.25	\$7,586.25
2.		Asbestos Inspection	108 Temple St. Greenville SC * Disclaimer: Price will change if asbestos is found on the property.	1	\$1,500.00	\$1,500.00
3.		Clearing Lot	Clean and haul off all trees around property	1	\$3,500.00	\$3,500.00
4.		Demolition	202 Temple St. Greenville, SC * Disclaimer: Price will change if asbestos is found on the property.	1	\$9,540.00	\$9,540.00
5.		Asbestos Inspection	202 Temple St. Greenville, SC	1	\$1,800.00	\$1,800.00
Total						\$23,926.25

Accepted date

Accepted by

Payment of \$13,440.65
from state funds



July 6, 2026

Reverend Stacey Mills
Parish House Community Development Corporation
c/o Mountain View Baptist Church
111 Cagle Street
Greenville, SC 29601

Via email: stacey.mills@parishhousecdc.org

Re: Development Advisory Services Proposal

Dear Reverend Mills,

Thank you again for taking the time to host the BJH team at Mountain View Baptist Church and for the tour of Greenville on May 19th. We were so appreciative of the warmth of your welcome and that you were willing to spend most of the day with us. We were also incredibly impressed by the diversity and accomplishment of the board members and other supporters who you introduced us to. We would be thrilled to have the opportunity to support Parish House Community Development Corporation (Parish House CDC) as you move from planning to implementation of the redevelopment of the neighborhood.

Firm Description

As you know, BJH Advisors is a real estate advisory firm, with expertise in economic development policies, real estate analysis, tax policy, economic and fiscal impact analysis, incentives, and land use and planning. BJH works with public and private sector clients to help them make impactful decisions and achieve their goals. We regularly provide economic, sectoral, real estate and labor markets analyses for government agencies, non-profits, developers, and other project proponents in New York City, the Southeast, and across the country. Additional information on our firm can be found on our website at: www.bjhadvisors.com.

Select firm qualifications sheets are attached at the end of this proposal.



Project Understanding

BJH understands that Parish House CDC has completed an extensive community engagement and planning process with the goal of transforming the Newtown neighborhood into a mixed-use, live / work district that respects the legacy of the Black community in the area and is forward looking and a catalyst for the economic participation of people of color. Toward that end Parish House CDC has acquired a large number of properties in the neighborhood making it one of the largest landowners. At the same time, it has engaged with other large landowners and the City of Greenville on a vision for the neighborhood that includes a comprehensive plan including its property and other properties, extensive public open space and connectivity improvements, and a rezoning that would allow larger scale residential, commercial, and community facility uses. With this planning work completed Parish House CDC would like to move now into an implementation mode. This may include: further entitlement (e.g. zoning adoption), further acquisition of small and potentially large parcels of land in the neighborhood, and development of property currently owned by Parish House CDC to create housing, commercial, and community facilities in furtherance of the overall vision.

Scope Tasks and Deliverables

Task 1. Design and Underwriting

Based on our understanding of the current land ownership pattern in the neighborhood and the political realities, we recommend that Parish House CDC move toward a more targeted design, engineering and underwriting process that would enable it to start developing some or all the properties that it currently owns. Our understanding of the current master plan is that much of the Parish House CDC's property is designated for single family or attached low-density housing while other areas of the plan that it does not own is designated for multifamily and other uses. It may be beneficial to revisit this land use construct and possibly develop some higher density uses on Parish House CDC property. This effort can be broadly consistent with the overall planning vision that you previously completed. BJH can support in several ways, and you may consider the activities/subtasks below a "menu" from which you could select from.

- a) **Design Process.** Initiate a design process focused on properties that are currently owned by Parish House CDC or for which acquisition may be immanent.
 - i. BJH can help select a planning/design firm if a competitive process is desired, or can work with Johnston Design Group or another firm selected



ii. Short – three (3) month design process to:

- Review existing conditions and current master plan
- Focus on development opportunities on properties owned by Parish House CDC
- Where feasible, engage with other landowners to ascertain if there is potential for cooperative action
- Confirm product types (multi-family, single family residential, commercial, retail, etc. (see Market Analysis below)
- Develop up to an initial three (3) schemes and then select a preferred initial site plan
- Engage with key stakeholders (internal to Mountain View Baptist Church, community members, external allies, etc.) and regulators (City of Greenville)
- Confirm first development sites and pathway to development

Deliverables: Planning Report in collaboration with Planning Firm to be procured by Client

Fee: \$20,000

Note: This fee is for BJH, a separate agreement and fee would be required for a design firm.

Schedule: Three (3) months

b) **Market Analysis.** Contemporaneously with the Planning Process, BJH would perform a market analysis for the Newtown neighborhood focused on product types most relevant to the scenarios under consideration. The goal of the Market Analysis will be to provide quantitative and qualitative inputs to recommendations about the economic feasibility and scale (unit could, supportable absorption over a development horizon) that will inform the planning process and selection of an initial and longer term development plan.

i. Likely key product types will include:

- Single family homes/attached row houses
- Multi-family rentals
- Residential condominiums
- Commercial space (e.g. office, medical office, retail)
- Community facility space (e.g. educational, cultural uses, social service)
- Other types as defined in the planning process which could include hospitality (hotel, food and beverage)



- ii. For each property type evaluated, BJH will identify and report standard metrics such as inventory, market trends, rents, sales prices, absorption, development pipeline, key benchmark and/or competitive projects
- iii. BJH will perform the market analysis using a combination of desktop research using CoStar and other third party data sources and targeted interviews with market participants including brokers, developers, industry groups, and other resources as needed and available

Deliverables: Market Analysis report with supporting data tables
Fee: \$25,0000 (Estimate - to be confirmed after Client Discussion about goals)
Schedule: Six weeks (starting contemporaneously with Design Process)

Task 2. Transaction Support

BJH has advised organizations and managed the transaction process through closings and construction. BJH can support Parish House CDC to define an initial transaction or transactions and provide a comprehensive suite of services, or specific defined services if preferred, to bring an initial development site through the entitlement process, obtaining and closing on financing, and initiation and completion of the construction process. BJH can also support Parish House CDC as it builds up internal capacity for development, including training and collaboration with current and new staff.

Services may include:

- Pre-Closing (whether an additional property acquisition or more likely on a financing transaction)
 - Transaction definition
 - Entitlements (more specific than zoning- Department of Buildings permits, other ministerial permits and approvals)
 - Team assembly as needed. BJH can support in procuring architects, engineers, specialty consultants, contractors, attorney, and other professionals
 - Budget and schedule development
 - Project management
 - Acquisitions support and management if relevant (acquisition of additional parcels, easements, other development cooperation agreements)
 - Develop capital stack and sources and uses of funds
 - Underwriting support



- Support in identifying development partners, which may be an informal process or a formal RFP process depending on Parish House CDC's existing relationships, governance needs, etc.
 - Application for and closing on construction loan(s)
 - BJH can also support in identification and application for discretionary and as-of-right incentives and programs
- Post-Closing
 - BJH can provide project management, coordination with development partner(s), and owners representative services to ensure the project is pushed forward efficiently, managing the budget and schedule
 - Depending on the project scope and structure, BJH may recommend engaging a owners representative firm to supervise construction

Deliverables: Services to be defined
Fee: TBD, likely to be a monthly project fee or hourly billing at BJH standard rates presented below with a monthly cap which may be adjusted after discussion with Client

Fee Overview and Invoicing

Task 1:
a. Design Process \$20,000
b. Market Analysis \$25,000
Combined \$45,000

Task 2: TBD

BJH would bill monthly based on percent completed for Task 1, and monthly based on the agreed fee schedule and format for the other Task.

Should the Client request additional services beyond the scope detailed above, BJH will be pleased to provide them at the hourly rates below (or to negotiate a separate task order based on a fixed fee should that be preferable to the Client).



BJH Hourly Rates for 2026

BJH Hourly Rates*	
BJH Title	BJH Hourly Rate 2026
Senior Principal	\$440
Principal / Director	\$325
Strategic Advisor / Consultant	\$285
Senior Associate	\$265
Associate	\$220
Senior Analyst	\$200
Analyst	\$175
Analyst Intern	\$155

*Rates may be increased annually.

Next Steps

Thank you again for the opportunity to support Parish House CDC's vision for the improvement of the Newtown area.

Best regards,

A handwritten signature in black ink, appearing to read "Kei Hayashi".

Kei Hayashi, Senior Principal

A handwritten signature in black ink, appearing to read "Michael Meola".

Michael Meola, Senior Principal