



**The Town of Hilton Head Island
Regular Town Council Meeting
October 2, 2018
4:00 P.M. EXECUTIVE SESSION
5:00 P.M. REGULAR MEETING
Benjamin M. Racusin Council Chambers
AGENDA**

**As a courtesy to others please turn off/silence ALL mobile devices during the Town Council Meeting.
Thank You.**

- 1. Call to Order**
- 2. FOIA Compliance** - Public notification of this meeting has been published, posted, and distributed in compliance with the South Carolina Freedom of Information Act and the requirements of the Town of Hilton Head Island.
- 3. Executive Session**
 - a. Legal Advice:**
Receipt of legal advice related to pending, threatened, or potential claim related to ArborNature LLC vs. the Town of Hilton Head Island, et. al.
 - b. Land Acquisition:**
Discussion of negotiations incidents to the proposed sale, lease, or purchase of property in the Beach City Road Area.
 - c. Personnel/Employment Matters:**
Discussion of appointments to Boards and Commissions.
- 4. Pledge to the Flag – 5:00 p.m.**
- 5. Invocation**
- 6. Proclamations & Commendations**
 - a. Fire Prevention Week**
- 7. Approval of Minutes**
 - a. Town Council Meeting September 18, 2018**
- 8. Report of the Town Manager**
 - a. USCB – Quarterly Report – Dr. Charlie Calvert**
 - b. First Tee – Update – Bradley Boyde**
 - c. Items of Interest**
 - i. Town News**
 - ii. Noteworthy Event**

9. Reports from Members of Council

- a. General Reports from Council
- b. Report of the Intergovernmental & Public Safety Committee – Bill Harkins, Chairman
- c. Report of the Community Services Committee – Kim Likins, Chairman
- d. Report of the Public Planning Committee – David Ames, Chairman
- e. Report of the Public Facilities Committee – Marc Grant, Chairman
- f. Report of the Finance & Administrative Committee – John McCann, Chairman

10. Appearance by Citizens

11. Unfinished Business

a. Second Reading of Propose Ordinance 2018-16

Second Reading of Proposed Ordinance 2018-16 to amend the budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2019; to provide for the budgeted appropriations of prior year budget roll-forwards and the expenditures of certain funds; to allocate the sources of revenue for the said funds; and providing for severability and an effective date.

12. New Business

a. Consideration of a Resolution – HUD/CDBG Entitlement Program Consolidated Plan Amendment

Consideration of a Resolution of Town Council to approve the Community Development Block Grant (CDBG) Entitlement Program five year Consolidated Plan (2015-2019) substantial Amendment.

b. Consideration of a Resolution – MASC Setoff Debt Collect Act

Consideration of a Resolution of Town Council authorizing the Municipal Association of South Carolina to act as Claimant Agency for the collection of debt on behalf of the Town of Hilton Head Island in accordance with the Setoff Debt Collection Act.

c. First Reading of Proposed Ordinance 2018-17

First Reading of Proposed Ordinance 2018-17 Amending Section 10-10-10 of the Municipal Code of the Town of Hilton Head Island, South Carolina, relating to recovery of collection cost as part of delinquent debts collected pursuant to the Setoff Debt Collection Act; and providing for severability and an effective date.

13. Possible actions by Town Council concerning matters discussed in Executive Session

14. Adjournment

Proclamation

**BY
THE TOWN OF HILTON HEAD ISLAND**

***WHEREAS**, the Town of Hilton Head Island is committed to ensuring the safety and security of all those living in and visiting Hilton Head Island; and*

***WHEREAS**, the majority of U.S. fire deaths (4 out of 5) occur at home each year; and*

***WHEREAS**, residents should identify places in their home where fires can start and eliminate those hazards; and*

***WHEREAS**, residents are responsive to public education measures and are able to take action to increase their safety from fire, especially in their homes; and*

***WHEREAS**, the 2018 Fire Prevention Week Theme, “**Look. Listen. Learn. Be aware – fire can happen anywhere**” effectively serves to remind us that we need to take personal steps to increase our safety from fire.*

***NOW, THEREFORE**, I **David Bennett**, Mayor of the Town of Hilton Head Island, South Carolina, do hereby proclaim the week of **October 7-13, 2018** as*

FIRE PREVENTION WEEK

in the Town of Hilton Head Island and I urge all citizens to be aware of their surroundings, to look for available ways out in the event of a fire or other emergency, to respond when the smoke alarm sounds by exiting the building immediately, and support public safety activities and efforts during Fire Prevention Week 2018.

***IN TESTIMONY WHEREOF**, I have hereunto set my hand and caused this seal of the Town of Hilton Head Island to be affixed on this second day of October, in the year of our Lord, two thousand and eighteen.*

David Bennett, Mayor

Attest:

Krista Wiedmeyer, Town Clerk

**THE TOWN OF HILTON HEAD ISLAND
REGULAR TOWN COUNCIL MEETING**

Date: Tuesday, September 18, 2018

Time: 4:00 P.M.

Present from Town Council: David Bennett, *Mayor*; Kim Likins, *Mayor Pro Tempore*; John McCann, Bill Harkins, Marc Grant, Tom Lennox, David Ames, *Council Members*

Present from Town Staff: Steve Riley, *Town Manager*; Joshua Gruber, *Assistant Town Manager*; Charles Cousins, *Director of Community Development*; Brian Hulbert, *Staff Attorney*; Brad Tadlock, *Fire Chief*; John Troyer, *Finance Director*; Carolyn Grant, *Communications Director*; Shawn Colin, *Deputy Director of Community Development*; Teri Lewis, *LMO Official*; Jennifer Ray, *Planning & Special Projects Manager*; Nicole Dixon, *Development Review Administrator*; Taylor Ladd, *Senior Planner*; Cindaia Ervin, *Finance Assistant*; Andrew Nicholls, *Systems Analyst*; Krista Wiedmeyer, *Executive Assistant/Town Clerk*

Present from Media: Katherine Kokal, *Island Packet*

1. Call to Order

Mayor Bennett called the meeting to order at 4:00 p.m.

2. FOIA Compliance - Public notification of this meeting has been published, posted and distributed in compliance with the Freedom of Information Act and the Town of Hilton Head Island requirements.

3. Executive Session

Mr. Riley stated that he needed an Executive Session for: (a) Legal Advice; receipt of legal advice related to pending, threatened, or potential claim related to; (i) ArborNature, LLC vs. the Town of Hilton Head Island, et al.; and (b) Land Acquisition; discussion of negotiations incident to the proposed sale, lease, or purchase of property; (i) in the Beach City Road area, (ii) in the Spanish Wells Road area; (iii) unspecified Town-owned parcels throughout the Town, and (iv) in the New Orleans Road area.

At 4:01 p.m. Mrs. Likins moved to go into Executive Session for matters mentioned by the Town Manager, Mr. Harkins seconded. The motion to go into Executive Session was approved by a vote of 7-0.

Town Council returned to the dais at 5:00 p.m. to begin the Regular portion of the meeting.

4. Pledge to the Flag

5. Invocation

6. Proclamations & Commendations – NONE

7. Approval of Minutes

a. Town Council Meeting, August 14, 2018

Mrs. Likins moved to approve the minutes from the August 14, 2018 Town Council meeting. Mr. Harkins seconded, the motion was approved by a vote of 7-0.

b. Special Town Council Meeting August 21, 2018

Mrs. Likins moved to approve the minutes from the August 21, 2018 Special Town Council meeting. Mr. Harkins seconded, the motion was approved by a vote of 7-0.

c. Special Town Council Meeting August 23, 2018

Mrs. Likins moved to approve the minutes from the August 23, 2018 Special Town Council meeting. Mr. Harkins seconded, the motion was approved by a vote of 7-0.

8. Report of Town Manager

a. Planning Commission Bi-Annual Update– Alex Brown

Alex Brown, Chairman of the Commission, discussed the items that had taken place within the last six months. Mr. Brown gave his appreciation to the Community Services Committee for their recent choices for his Commission as quickly as they did. He also noted that the Commission recently approved the recommendations to Public Planning Committee for the Vision Phase 2. He said the Commission was very excited about their recommendations and hopes that Council will be too.

b. Cultural & Arts Committee Quarterly Update – Jane Joseph

Jane Joseph, Chair of the Committee, discussed the recent updates the Committee has brought forward since they last appeared before Council. Including the addition of the Cultural and Arts logo being painted on the bike paths to show when you are coming across a particular cultural site on the path. She noted the significant increase in social media and web traffic, as well as how often the newsletters are being opened when sent to subscribers. Ms. Joseph noted that Crescendo would be starting at the end of the coming week, as well as other notable events that could be found at the Committee's website.

c. Items of Interest

- i. Town News**
- ii. Noteworthy Events**

Mr. Riley reviewed the Items of Interest, including Town News, upcoming Town meetings, and noteworthy events taking place throughout the Island over the coming weeks.

9. Reports from Members of Council

a. General Reports from Council

Mr. Grant stated that while traveling onto the Island, he has noticed the new signs which mark the Gullah neighborhoods, specifically the Stoney area on US278. He said he thought the Town did a great job getting those put up and they really complement the area. Mr. Grant also expressed his thanks to NIBCAA and Murray Christopher because they were instrumental in making sure that history was in the right place for these signs.

b. Report of the Intergovernmental & Public Safety Committee – Bill Harkins, Chairman

Mr. Harkins reported that at their last Committee on September 3, 2018, Mr. Scott Liggett and Mr. Frank Babel each made presentations with regarding the crosswalks. He also noted that the Committee had received a copy of the Sheriff's Office audit, and was currently reviewing it. Mr. Harkins noted that they were in the process of reaching out to the Auditor and the Sheriff's Office to arrange a meeting to further discuss the report.

c. Report of the Community Services Committee – Kim Likins, Chairman

Mrs. Likins reported that due to the cancellation of the Community Services Committee meeting on Monday, September 17, 2018, the Committee would be rescheduling and would get an updated presentation of the Venue Committee at a later date. She also reported that the Personnel Committee would be meeting to begin filling vacant Boards and Commissions spots over the coming weeks.

d. Report of the Public Planning Committee – David Ames, Chairman

Mr. Ames stated that his Committee would be meeting for a special meeting on September 20, 2018 to discuss Workforce Housing with the new consultant. He said that the Committee would also be meeting as scheduled on September 27, 2018. Mayor Bennett reported that after speaking with Mr. Riley, some additional items would be going to the Public Planning Committee for discussion. Those items would be further discussion of the Cordillo Courts tennis program with Dr. Sharma and Mrs. Van de Meer, as well as discussions relating to the extension of the Port Royal Golf Course and Executive Par 3 Golf Course.

e. Report of the Public Facilities Committee – Marc Grant, Chairman

Mr. Grant reported that during the August 27, 2018 meeting, the Committee chose to table their discussion on dirt roads until further information is obtained. He said they will pick it back up at their next meeting.

f. Report of the Finance & Administrative Committee – John McCann, Chairman

Mr. McCann stated that he had not report at this time.

10. Appearance by Citizens

Andrea Baker: Addressed the members of Council about the thirty acre high-density development at the wooded wetlands and pond area refuge at the end of Old House Creek.

Steve Clark: Addressed the members of Council about development at the end of Old House Creek.

During both Ms. Baker's and Mr. Clarke's comments, a brief discussion between Council and Town staff took place concerning this development.

Rikki Parker: Provided an update to the members of Council regarding the sea walls within Sea Pines.

Skip Hoagland: Addressed the members of Council about his concerns with transparency with the Chamber and the DMO.

11. Unfinished Business

a. Second Reading of Proposed Ordinance 2018-11

Second Reading of Proposed Ordinance 2018-11 of the Town of Hilton Head Island, South Carolina, authorizing the execution of a Right-of-Way and Easement Agreement with the South Carolina Public Service Authority to encumber property owned by the Town of Hilton Head Island, South Carolina, pursuant to the authority of S.C. Code Ann. § 5-7-40 (Supp. 2012), and § 2-7-20, *Code of the Town of Hilton Head Island, South Carolina, (1983)*; and providing for severability and effective date.

Mrs. Likins moved to approve, Mr. Harkins seconded. With no discussion, the motion passed with a vote of 7-0.

b. Second Reading of Proposed Ordinance 2018-12

Second Reading of Proposed Ordinance 2018-12 of the Town of Hilton Head Island, South Carolina, authorizing the execution of a Utility Easement Agreement with Hilton Head Public Service District to encumber property owned by the Town of Hilton Head Island, South Carolina, pursuant to the authority of S.C. Code Ann. § 5-7-40 (Supp. 2012), and § 2-7-20, *Code of the Town of Hilton Head Island, South Carolina, (1983)*; and providing for severability and effective date.

Mrs. Likins moved to approve, Mr. Harkins seconded. With no discussion, the motion passed with a vote of 7-0.

12. New Business

a. First Reading of Proposed Ordinance 2018-08

First Reading of Proposed Ordinance 2018-08 to amend Title 16, "The Land Management Ordinance," of the Municipal Code of the Town of Hilton Head Island, South Carolina, by amending Section 16-1-107, the Official Zoning Map with respect to the certain parcel identified as Parcel 16 on Beaufort County Tax Map 4 to rezone the Parcel from the RM-4 (Low to Moderate Density Residential) and RM-8 (Moderate Density Residential) Zoning Districts to the MV (Mitchelville) Zoning District; and providing for severability and effective date.

Mrs. Likins moved to bring Item 12(a) up for discussion purposes, Mr. Harkins seconded. She clarified her motion, stating that she did not want to move to approve this item because she had some questions for staff, needed better understanding, and wanted to bring it to the dais for discussion purposes. Mr. McCann, in addition to the original motion, moved to approve Item 12(a), Mr. Grant seconded. Clarifying all motions currently on the floor, Mayor Bennett confirmed the new motion made by Mr. McCann, to approve was a modification to the initial motion made by Mrs. Likins.

Mayor Bennett asked the members of Council if there was any discussion or questions regarding the modified motion, he then opened the discussion up to the members of the public at large. Then bringing the discussion back to the dais, to Council with questions, comments, or concerns with respect to the modified motion. After much discussion between the members of Council, Town staff, and the Attorney for the applicant, the modified motion to approve the zoning failed by a vote of 2-5. Mayor Bennett, Mrs. Likins, Mr. Harkins, Mr. Lennox, and Mr. Ames opposing.

New Business (cont.)

Frist Reading of Proposed Ordinance 2018-08

Upon conclusion of the vote, Mr. Rick Marscher, Attorney for the applicant, asked to withdraw the applicant submitted to the Town for rezoning. At 6:20 p.m. Mayor Bennett called for a short recess for Council and Mr. Riley to discuss the next steps in the process concerning the application for amending the LMO. The meeting came to order again at 6:27, and Mayor Bennett stated that as per Town Code, Council can only deny an application for rezoning by way of a Resolution. He went on to say, that since a Resolution was not available for Council to review during the current meeting, the review of such document to deny would be set for the next Town Council meeting on October 2, 2018. With that information, Mr. Marscher respectfully requested that his previous comments about withdrawing the application for rezoning be struck from the record.

b. First Reading of Proposed Ordinance 2018-15

First Reading of Proposed Ordinance 2018-15 to repeal Sections 6-1-111 through 318 of the Municipal Code of the Town of Hilton Head Island; and providing for severability and effective date.

Mrs. Likins moved to approve, Mr. Harkins seconded. Upon no discussion from the dais or public at large, the motion passed by a vote of 7-0.

c. First Reading of Proposed Ordinance 2018-16

First Reading of Proposed Ordinance 2018-16 to amend the budget for the Town of Hilton Head Island, South Carolina, for the Fiscal Year ending June 30, 2019; to provide for the budgeted appropriations of prior year budget roll-forwards and the expenditures of certain funds; to allocate the sources of revenue for the said funds; and providing for severability and an effective date.

Mrs. Likins moved to approve, Mr. Harkins seconded. Upon no discussion from the dais or public at large, the motion passed by a vote of 7-0.

d. Consideration of a Resolution – HUD/CDBG Entitlement Program 2017 CAPER

Consideration of a Resolution of the Town Council of the Town of Hilton Head Island, South Carolina to approve the Community Development Block Grant (CBDG) 2017 Consolidated Annual Performance Evaluation Report.

Mrs. Likins moved to approve, Mr. Harkins seconded. Upon no discussion from the dais or public at large, the motion passed by a vote of 7-0.

13. Possible actions by Town Council concerning matters discussed in Executive Session.

14. Adjournment

Mayor Bennett adjourned the meeting at 6:33 p.m.

Krista M. Wiedmeyer,
Executive Assistant/Town Clerk

Approved: 10/02/2018

David Bennett, Mayor



Date: September 28, 2018

To: Stephen G. Riley, ICMA-CM, Town Manager
One Town Center Court
Hilton Head Island SC 29928

From: Mike Parrott, USC Beaufort

Re: USCB Hospitality Management 3rd Quarter 2018 Construction Report

- Construction trailer and construction fence have been removed from the site.
- Installation of landscaping and irrigation system is underway. Approximately 35% complete.
- Front entrance drive has been formed and ready for paving.
- Sidewalks from parking lot to front entrance have been poured.
- Office Park/Pope Ave intersection is complete and the site work for the USCB Bike Kiosk has been cleared for installation.
- Building façade is complete.
- Carpet and ceiling installation on the second floor is complete.
- Furniture for classrooms has been delivered to the building. Other furniture deliveries scheduled for next week.
- Store front and glazing installation is complete.
- Interior gypsum board 100% complete.
- Food service equipment and counters for Café are being installed.
- Plumbing fixtures and cold water dispensers are being installed
- HVAC systems and electric power systems have been completed, commissioned and are operational.
- Light systems are 85% complete.
- AV/IT Teaching equipment 75% complete.



TOWN OF HILTON HEAD ISLAND

ITEMS OF INTEREST

OCTOBER 2, 2018

TOWN NEWS

- On Monday, September 17th Fire Rescue deployed an engine company upon the request of South Carolina Firefighter Mobilization. The engine was staffed with four personnel and has been assigned to support Horry County Fire Rescue. As of last week, Station 13 in Long, SC was staffed with Hilton Head Island's engine as well as a tanker from Abbeville, a medic unit from Horry County, and Horry County volunteer firefighters.
- The South Carolina Task Force #4 was deployed Friday, September 14th to Marion County, South Carolina. The team is part of a comprehensive deployment of State wide assets to assist first responders in areas impacted by Hurricane Florence. Fifteen personnel from Hilton Head Island Fire Rescue along with 8 from Bluffton Township Fire District were sent as part of the team. They are embedded with rescue teams from other states. The team has since been moved to the N. Myrtle Beach area in Horry County.



TOWN OF HILTON HEAD ISLAND MEETINGS

- Community Services Committee – October 8, 2018 – 9:00 a.m.
- Planning Commission – October 3, 2018, 9:00 a.m.
- Culture & Arts Advisory Committee – October 3, 2018 – 2:00 p.m.
- Accommodations Tax Advisory Committee – October 4, 2018 – 9:00 a.m.
- Finance & Administration Committee – October 16, 2018 – 2:00 p.m.
- Town Council Executive Session – October 16, 2018 – 4:00 p.m.
- Town Council Regular Session – October 16, 2018 – 5:00 p.m.

Meetings are subject to change and/or cancellation. Please visit the Town's website at www.hiltonheadislandsc.gov for meeting dates and times.

HILTON HEAD ISLAND EVENTS

- Fall Music & Taste on the Harbour – Thursday Evenings thru October 18, 2018 – 6:00 p.m. to 9:00 p.m. at Shelter Cove Harbour – Neptune Statue
- Burger, Bacon, & Barbecue – Friday, October 5, 2018 5:00 p.m. – 9:00 p.m. at Shelter Cove Community Park
- Kiwanis Chili Cookoff – Saturday, October 6, 2018 – 11:00 a.m. – 3:00 p.m. at Honey Horn
- Fire Prevention Pancake Breakfast – Sunday, October 7, 2018 – 7:30 a.m. – 12:30 p.m. at Fire Station #4 off of Squire Pope Rd.
- 2018 Latin Music Festival – Sunday, October 14, 2018 – 12:00 p.m. – 8:00 p.m. at Shelter Cove Community Park



For more events taking place on the Island, please visit the Town's Office of Cultural Affairs Events page at www.culturehhi.org/events/.



MEMORANDUM

TO: Town Council

FROM: John Troyer, CPA, Director of Finance

VIA: Stephen G. Riley, ICMA-CM, Town Manager

DATE: September 19, 2018

RE: **Second Reading of Proposed Ordinance No. 2018-16**

Recommendation:

Staff recommends Town Council approve the second reading of Proposed Ordinance No. 2018-16 which amends fiscal year 2019 budgets for amounts rolled forward from fiscal year 2018 for the General and Stormwater Funds.

There have been no changes since the First Reading.

AN ORDINANCE OF THE TOWN OF HILTON HEAD ISLAND

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2018-16

AN ORDINANCE TO AMEND THE BUDGET FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, FOR THE FISCAL YEAR ENDING JUNE 30, 2019; TO PROVIDE FOR THE BUDGETED APPROPRIATIONS OF PRIOR YEAR BUDGET ROLL-FORWARDS AND THE EXPENDITURES OF CERTAIN FUNDS; TO ALLOCATE THE SOURCES OF REVENUE FOR THE SAID FUNDS; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, Section 5-7-260 of the Code of Laws of South Carolina requires that a municipal council act by ordinance to adopt a budget and levy taxes, pursuant to public notice; and

WHEREAS, the Town Council did adopt the budget on June 19, 2018, and

WHEREAS, pursuant to the budget amendment policy as stated in the Town's annual budget document, the Town Council is desirous of amending the budget so as to provide for the budgeted appropriations of prior year budget **roll-forwards** and certain other commitments from the Fund Balance and other revenue sources.

NOW, THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID TOWN COUNCIL:

Section 1 Amendment. The adopted 2019 fiscal year budget is amended to make the following changes as additions to the funds from prior years and to the projected revenue and expenditure accounts as detailed in Attachment A.

Section 2 Severability. If any section, phrase, sentence, or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

Section 3 Effective Date. This Ordinance shall be effective upon its enactment by the Town Council of the Town of Hilton Head Island.

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2018-16

**PASSED, APPROVED, AND ADOPTED BY THE COUNCIL FOR THE TOWN OF
HILTON HEAD ISLAND ON THIS ____ DAY OF _____, 2018.**

David Bennett, Mayor

ATTEST:

Krista Wiedmeyer
Town Clerk

First Reading: _____

Second Reading: _____

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member:

ATTACHMENT A

Budget Roll Forwards: General Fund

<u>Account Description</u>	<u>Amount</u>
General Fund Revenues:	
Funds from Prior Years	1,125,154
Total General Fund Revenue Budget Roll Forward	<u><u>1,125,154</u></u>
General Fund Expenditures:	
Townwide Grants	
Coastal Discovery Museum-MPP Executive Director	15,174
Coastal Discovery Museum-Capital	58,462
	<u>73,636</u>
Townwide Capital	
Surveillance Cameras / WIFI Expansion	76,000
Town Council Operating	
Town Council Initiatives	500,000
Administrative Services	
Information Technology Operating/Capital	124,823
Public Projects and Facilities	
Engineering Operating	3,000
Facilities Management Operating	208,595
	<u>211,595</u>
Community Development	
DRZ Operating	86,900
Comprehensive Planning Operating	52,200
	<u>139,100</u>
Total General Fund Expenditure Budget Roll Forward	<u><u>1,125,154</u></u>

Budget Roll Forwards: Stormwater Fund

<u>Account Description</u>	<u>Amount</u>
Stormwater Fund Revenues:	
Stormwater Utility Fees from Prior Years	1,083,205
Total Stormwater Fund Revenue Budget Roll Forward	<u><u>1,083,205</u></u>
Stormwater Fund Expenditures:	
PUD Projects	791,359
Non-PUD Projects	291,846
Total Stormwater Fund Expenditure Budget Roll Forward	<u><u>1,083,205</u></u>

ORDINANCE NO.

PROPOSED ORDINANCE NO. 2018-16

ATTACHMENT A, CONTINUED

The effects of this budget amendment for fiscal year 2019 are presented below.

	General Fund		Cap Proj Fund		Debt Service		Total Governmental Funds	
	Expenditures	Revenues & Transfers In	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In & Other Sources	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In	Expenditures, Transfers Out & Other Uses	Revenues & Transfers In & Other Sources
Current Balance	\$ 40,257,829	\$(40,257,829)	\$ 9,876,000	\$ (9,876,000)	\$ 24,200,000	\$(24,200,000)	\$ 74,333,829	\$ (74,333,829)
Amendment	1,125,154	(1,125,154)	-	-	-	-	1,125,154	(1,125,154)
Revised Balance	\$ 41,382,983	\$(41,382,983)	\$ 9,876,000	\$ (9,876,000)	\$ 24,200,000	\$(24,200,000)	\$ 75,458,983	\$ (75,458,983)

Enterprise Fund
Stormwater Fund

	Expenditures & Transfers Out	Revenues & Transfers In
Current Balance	\$ 5,311,000	\$(5,311,000)
Amendment	1,083,205	(1,083,205)
Revised Balance	\$ 6,394,205	\$(6,394,205)



**COASTAL
DISCOVERY
MUSEUM**

Experience The
Lowcountry Up Close

MAILING ADDRESS:
PO Box 23497
Hilton Head Island
SC 29925-3497

LOCATION:
70 Honey Horn Drive
Hilton Head Island
SC 29926

(843) 689-6767
(843) 689-3035 fax
coastaldiscovery.org

July 13, 2018

Ms. Erica Madhere

Town of Hilton Head Island
One Town Center Circle
Hilton Head Island, SC 29928

RE: Encumbering Mitchelville Executive Director grant 2017-2018

Dear Erica:

This past fiscal year there was money set aside in the Town budget to provide for a new Mitchelville Executive Director in the amount of \$100,000. We would like to encumber these funds for FY2019. We would like request the balance that was unused which was ~~\$94,275.97~~ \$15,174 FY18 REMAINING BALANCE

Thank you,

Jennifer Stupica
Director of Finance and Administration
Coastal Discovery Museum



**COASTAL
DISCOVERY
MUSEUM**

Experience The
Lowcountry July 13, 2018

MAILING ADDRESS
PO Box 23497
Hilton Head Island
SC 29926-3497

COASTAL DISCOVERY
MUSEUM
1000 Highway 17 North
Hilton Head Island, SC
29926

Phone: 843-689-6767
Fax: 843-689-2025
www.coastaldiscovery.org

Ms. Erica Madhere
Town of Hilton Head Island
One Town Center Circle
Hilton Head Island, SC 29928

RE: Encumbering CIP grant 2017-2018

Dear Erica:

Although the Town has set aside money for some projects in the CIP grant for this fiscal year we have not been able to complete them. We wanted to know if it would be possible to encumber some of these items for FY2019. The total amount is \$60,961. We would request to encumber the following:

Note the total FY18 Unused Balance is \$58,462

1. \$5,000 – Discovery Windows
2. \$1,500 – Armstrong Hack House interior
3. \$2,000 – Armstrong Hack House Floors
4. \$ 825 – Pavillion House Roof
5. \$1,500 – Pavillion Restroom Building Interior Paint
6. \$ 500- Pavillion Restroom Building Porch Repair
7. \$14,500 – Hay Barn Roof
8. \$15,500 – Misc Emergency Access Road
9. \$697.00 – Security Camera
10. \$5,000 – Discovery House Floor (FY2017 rollover req)
11. \$2,450- Discovery House Doors (FY2017 rollover req)
12. \$6,055 – Misc Parking Lot/Road Repairs (FY2017 rollover req)
13. \$ 529 – Field Well Irrigation (FY2017 rollover req)
14. \$605 – Misc Fencing Repair (FY2017 rollover req)
15. \$2,500 – Misc Parking Lot Repairs (FY2017 rollover req)
16. \$1,800 -Misc Boardwalk Repairs (FY2017 rollover req)

Thank you,

Jennifer Stupica
Director of Finance and Administration
Coastal Discovery Museum

Coastal Discovery Museum-CIP Reimbursements		REVISED										
Vendor #3014	FY2018	FY2018	\$27,582.90				JAN	APR	MAY	JUNE		
10000950-56034	CIP Budget	CIP Budget	Additions	Total Budget	Expended	Available	REQ#1	REQ#2	REQ#3	REQ#4		Total
Discovery House-Windows	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 3,432.68	\$ 1,567.32					3,432.68	3,432.68
Tree Maintenance	\$ -	\$ -	\$ -	\$ -	\$ 2,800.00	\$ (2,800.00)					2,800.00	2,800.00
Discovery House-Trellis/ Service Yard Repairs	\$ 1,500.00	\$ 700.00	\$ -	\$ 700.00	\$ -	\$ 700.00						-
Armstrong Hack House-Interior	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00						-
Armstrong Hack House-Floors	\$ 2,000.00	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00						-
Pavilion- Roof	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 675.00	\$ 825.00		675.00				675.00
Pavillion Restroom Building - Exterior Paint	\$ 4,000.00	\$ 4,800.00	\$ -	\$ 4,800.00	\$ 4,800.00	\$ -		4,800.00				4,800.00
Pavillion Restroom Building - Interior Paint	\$ 1,500.00	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	\$ 1,500.00						-
Pavillion Restroom Building - Bathroom Fixtures	\$ 1,000.00	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00	\$ -					1,000.00	1,000.00
Pavillion Restroom Building - Porch Repairs	\$ 500.00	\$ 500.00	\$ -	\$ 500.00	\$ -	\$ 500.00						-
Hay Barn - Roof	\$ 14,500.00	\$ 14,500.00	\$ -	\$ 14,500.00	\$ -	\$ 14,500.00						-
Misc - Emergency Access Road	\$ 15,500.00	\$ 15,500.00		\$ 15,500.00	\$ -	\$ 15,500.00						-
Misc - Security Cameras	\$ 8,500.00	\$ 8,500.00		\$ 8,500.00	\$ -	\$ 8,500.00						-
Bathroom Building Exterior Paint (FY17 rollover req)	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ -		5,000.00				5,000.00
Bathroom Building Fixture Repair (FY17 rollover req)	\$ -	\$ -	\$ 997.93	\$ 997.93	\$ 3,267.90	\$ (2,269.97)					3,267.90	3,267.90
Discovery House Floors (FY17 rollover req)	\$ -	\$ -	\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00						-
Discovery House - Doors (FY17 rollover req)	\$ -	\$ -	\$ 2,450.00	\$ 2,450.00	\$ -	\$ 2,450.00						-
Misc Parking Lot/Road Repairs (FY17 rollover req)	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	\$ 3,944.79	\$ 6,055.21	3,944.79					3,944.79
Misc Well Field Irrigation Repair (FY17 rollover req)	\$ -	\$ -	\$ 1,729.00	\$ 1,729.00	\$ 1,200.00	\$ 529.00				1,200.00		1,200.00
Misc Fencing Repair (FY17 rollover req)			\$ 605.97	\$ 605.97	\$ -	\$ 605.97						-
Misc Parking Lot Road Repairs (FY17 rollover req)			\$ 2,500.00	\$ 2,500.00	\$ -	\$ 2,500.00						-
Misc Boardwalk Repairs (FY17 rollover req)			\$ 1,800.00	\$ 1,800.00	\$ -	\$ 1,800.00						-
TOTAL	\$ 57,000.00	\$ 57,000.00	\$ 27,582.90	\$ 84,582.90	\$ 26,120.37	\$ 58,462.53	\$ 3,944.79	\$10,475.00	\$ 1,200.00	\$ 10,500.58	\$ -	\$ 26,120.37
WIRE TRANSFER DATE:												
WIRE TRANSFER AMT:												
WIRE FUNDS FROM THE A/P BANK ACCOUNT												
APPROVED BY:												
SCOTT LIGGETT												

**INFORMATION TECHNOLOGY
2018 ROLLOVERS TO 2019**

Travel (11061520-53010)	
Interconnecting Cisco Network Devices	\$ 1,600
Maintenance Contracts (11061520-53700)	
Beaufort County Broadcast Service	\$25,000
Stagefront Maintenance Contract	\$28,258
Public Stuff Mobile App & CRM	\$20,085
Computer Software (11061520-54400)	
HR - Performance Management Software	\$20,000
Specialized Equipment =>\$5,000	
Surveillance Cameras (10000940-55110)	\$36,000
Islanders Beach Park Wifi Expansion (10000940-55135)	\$40,000
Computer Software =>\$50,000 (11061540-55121)	
Computer Software	\$29,880

Madhere Erica

From: Buckalew Jeff
Sent: Thursday, July 05, 2018 4:15 PM
To: Madhere Erica; Boring Heidi
Subject: RE: Contract Change Order (FY18 budget)

Yes – please roll \$3,000 forward from FY 18 to FY19 account # 11536520-53360 (engineering traffic counts) to cover this change order.

Thanks!

From: Madhere Erica
Sent: Thursday, July 05, 2018 4:06 PM
To: Buckalew Jeff; Boring Heidi
Subject: RE: Contract Change Order (FY18 budget)

The change order won't be able to be posted to FY18 at this point; however, you could request to roll budget forward to FY19. If you would like to request a roll forward, please let me know and I'll put it on the list to include in the roll forward ordinance.

Thank you,
Erica

From: Buckalew Jeff
Sent: Thursday, July 05, 2018 3:28 PM
To: Boring Heidi; Madhere Erica
Subject: Contract Change Order (FY18 budget)

We are just now doing a change order for traffic counts that were to be acquired in FY18. This comes from the Engineering operating budget (11536520-53360) and although it is only \$3,000, I wanted to know if that could be billed to FY18 as it was an FY 18 contract and the work was originally supposed to be done in FY18.

Thanks

Jeffrey S. Buckalew, PE
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928
jeffb@hiltonheadislandsc.gov
(843) 341-4772 (offc)
(843) 384-5142 (cell)
(843) 842-8587 (fax)



PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS E-MAIL.

Madhere Erica

From: Derian Alice
Sent: Friday, July 27, 2018 3:19 PM
To: Troyer John
Cc: Walls Julian; Madhere Erica; Boring Heidi
Subject: General Funds

Hi John,

The pathway contract amount is \$97,362.00 and we will be issuing an addendum to the contract in the amount of \$11,233.00. We are also requesting \$7,500.00 for pathway striping. The total GF roll over request for pathways would be \$116,095.00. The only other GF roll over amount will be for the portable generator in the amount of \$92,500.00 per the discussion with Julian.

Thank you,
Alice

Thursday, July 12, 2018

TO: Erica Madhere

SUBJECT: Budget Roll Forward Request

Development Review Division

Consulting Services 11585020-53350 encumber \$70,000 from FY18 to FY 19 Consulting Services

Consulting related to Town Council Priority – **Heirs Property** \$50,000 The processes for this project were started in FY2018 (RFP, interviews) but all the steps in the timeline could not be completed in FY2018 and therefore needs to be rolled over to FY2019.

Consulting related to **LMO Amendments** \$20,000 only one LMO Amendment was completed in the FY2018 and therefore needs to be rolled over to FY2019.

Printing / Publishing 11585020-53410 encumber \$16,900 from FY 18 to FY 19 Printing/Publishing. Only one LMO Amendment was completed in the timeline for FY2018 and therefore needs to be rolled over to FY2019.

Comprehensive Planning Division

Consulting Services 11585520-53350 encumber \$50,000 from FY 18 to FY 19 Consulting Services

Town Council Initiative Support \$50,000 – Consultant for Workforce Availability – **Housing**.

The processes for this project were started in FY2018(RFP, interviews) but all the steps in the timeline could not be completed in FY2018 and therefore needs to be rolled over to FY2019.

FY 2018 Travel: 11585520-53010 encumber \$2,200 to FY 2019 Travel 11585520-53010 explanation below:

Hi Heidi

Some conferences that were planned for in FY2018 were cancelled by the vendor and rescheduled for later in the year. Jennifer Ray has a conference that will take place in the fall. The early bird registration, hotel and airfare – if booked now – has a substantial savings. Since some conferences were cancelled by the vendor and we have the money in this FY18 budget, can we book now for something taking place later this year and roll over the FY18 money?

STORMWATER PROJECTS - FY18-19 BUDGET ROLL FORWARD REQUESTS

PUD PROJECTS:

HILTON HEAD PLANTATION

FIELD SPARROW LANE OUTFALL	\$	47,094.00
DOLPHIN HEAD & SEABROOK DR	\$	25,000.00
INVENTORY & MODELING	\$	50,000.00

INDIGO RUN

DRUMMOND LANE CHANNEL CLEAN	\$	23,940.00
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LEAMINGTON

COVINGTON PARK GRATE REPLACEMENT	\$	2,000.00
QUEENS WAY SINKHOLE	\$	10,000.00

LONG COVE

FIFE LANE PIPE/INLET/SINKHOLE	\$	8,894.00
CLARENDON LN SINKHOLE	\$	10,000.00

PALMETTO DUNES

ARMADA PIPE REPLACEMENT	\$	60,000.00
MOORING BUOY SINKHOLE	\$	4,000.00
IRON CLAD SINKHOLE	\$	10,000.00
HARBOURSIDE LN SINKHOLE	\$	5,000.00

PORT ROYAL

S. PORT ROYAL DR. INLET/DITCH	\$	5,000.00
TRUNK LINE CHANNEL RESTORATION	\$	82,617.00
INVENTORY & MODELING	\$	40,000.00

SHIPYARD

WINWARD VILLAGE DR. REPAIR	\$	10,000.00
GALLEON FAIRWAYS FLOODING	\$	12,000.00
SHIPYARD PUMP STATION	\$	17,589.00

SEA PINES

RUDDY TURNSTONE	\$	30,000.00
SPOTTED SANDPIPER PIPE REPAIR	\$	140,000.00
WREN DRIVE REPAIR	\$	25,000.00
CLUB COURSE DRAINAGE SYSTEM	\$	21,179.00
OCEAN COURSE REPAIRS	\$	24,000.00
LIGHTHOUSE RD CCTV & CLEAN	\$	7,054.00
BAYNARD PARK RD FLAP GATE	\$	11,000.00
OYSTER LANDING OUTLET STRUCTURE	\$	19,000.00
SEA PINES PUMP STATION	\$	34,407.00

WEXFORD

WEXFORD CLUB DR. FLOODING	\$	56,585.00
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TOTAL PUD PROJECTS	\$	791,359.00
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STORMWATER PROJECTS - FY18-19 BUDGET ROLL FORWARD REQUESTS

NON PUD PROJECTS:

MATHEWS/ASHMORE CHANNEL OUTFALL	\$	18,679.00
PT. COMFORT AREA INVENTORY & MODELING	\$	30,000.00
MITCHELVILLE AREA INVENTORY & MODELING	\$	196,790.00
ARROW RD REAR CHANNEL	\$	15,930.00
JARVIS CREEK OUTFALL CHANNEL	\$	8,000.00
GUM TREE / WILDHORSE CHANNEL	\$	16,000.00
JARVIS CREEK PUMP STATION	\$	6,447.00
TOTAL NON-PUD PROJECTS	\$	291,846.00



TOWN OF HILTON HEAD ISLAND

Community Development Department

TO: Stephen G. Riley, ICMA-CM, *Town Manager*
VIA: Charles Cousins, *Director of Community Development*
VIA: Jennifer Ray, *Planning & Special Projects Manager*
FROM: Marcy Benson, *Senior Grants Administrator*
CC: Shawn Colin, *Deputy Director of Community Development*
DATE: September 10, 2018
SUBJECT: HUD/CDBG Entitlement Program Consolidated Plan Amendment

Recommendation:

Staff requests approval by resolution of the attached Five Year Consolidated Plan (2015 – 2019) substantial amendment as required by the U.S. Department of Housing and Urban Development (HUD) for participation in the Community Development Block Grant (CDBG) Entitlement Program.

Summary:

To allow greater flexibility in selecting projects to be funded with CDBG dollars Town staff recommends replacing location specific goals with broad public improvement goals in low-and-moderate income qualified Census tracts for the remaining years of the Five Year Consolidated Plan. This creates the need to remove the location specific dirt road paving projects from the list of activities stated in the Five Year Consolidated Plan and replace them with a list of general titled public improvement projects for the program years 2017, 2018 and 2019. This action is considered a substantial amendment to the Five Year Consolidated Plan.

Background:

In July 2015 HUD accepted the Town's Five Year Consolidated Plan, which lists location specific dirt road paving projects for each year of the plan. Due to difficulty acquiring right-of-way for the remaining location specific road paving projects listed in the consolidated plan it would be beneficial to replace the location specific projects with projects using the general title of public improvement. Making this change for the remaining three years of the consolidated plan will allow project locations to be determined during the Annual Action Plan process rather than using a project list developed several years in advance.

The Town's Citizen Participation Plan, which guides the development of or changes to the consolidated plan, defines a substantial amendment as when activities are to be added, deleted, or substantially changed in terms of purpose, scope, location or beneficiaries. This substantial amendment proposes to replace location specific goals for the remaining years of the consolidated plan with broad public improvement goals in low-and-moderate income qualified census tracts.

The draft Five Year Consolidated Plan (2015 – 2019) substantial amendment was released to the public on March 26, 2018 for a 30 day public comment period and a public meeting to solicit input on the substantial amendment was held on April 10, 2018. No comments were received during the 30 day comment period or at the public meeting.

Upon submission of the Five Year Consolidated Plan (2015 – 2019) substantial amendment HUD will review the plan and if satisfactory an acceptance notice will be issued.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA TO APPROVE THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM FIVE YEAR CONSOLIDATED PLAN (2015-2019) SUBSTANTIAL AMENDMENT

WHEREAS, in June 2014 the Town of Hilton Head Island became eligible to participate in the Community Development Block Grant (CDBG) Entitlement Community Program based on 2010 US Census data and accepted CDBG Entitlement status under the terms of the United States Department of Housing and Urban Development (HUD); and

WHEREAS, as an entitlement community, the Town must prepare and submit a Five Year Consolidated Plan which details goals and objectives to be implemented to address community needs in low-and-moderate income areas within the Town's jurisdiction; and

WHEREAS, HUD accepted the Town's Five Year Consolidated Plan (2015 – 2019) in July 2015; and

WHEREAS, the Town's Citizen Participation Plan defines a substantial amendment to the Consolidated Plan as when activities are to be added, deleted, or substantially changed in terms of purpose, scope, location or beneficiaries; and

WHEREAS, in order to allow greater flexibility in selecting projects to be funded with CDBG dollars replacing location specific goals with broad public improvement goals in low-and-moderate income Census tracts; and

WHEREAS, making this changed to the Five Year Consolidated Plan (2015 – 2019) created the need for a substantial amendment; and

WHEREAS, the substantial amendment is compatible with the July 2015 HUD accepted Five Year Consolidated Plan (2015 – 2019); and

WHEREAS, the Town has adhered to the public participation requirements set forth in the Citizen Participation Plan in the development of the Five Year Consolidated Plan (2015 – 2019) substantial amendment; and

WHEREAS, a public hearing and 30 day public comment period for the Five Year Consolidated Plan (2015 – 2019) substantial amendment were conducted for citizen input and review; and

WHEREAS, the Town Manager is authorized to submit the Five Year Consolidated Plan (2015 – 2019) substantial amendment to the United States Department of Housing and Urban Development for their review and acceptance;

NOW, THEREFORE BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT The Community Development Block Grant Entitlement Program Five Year Consolidated Plan

(2015-2019) substantial amendment, as submitted in the attachment to this resolution be approved and submitted to the United States Department of Housing and Urban Development.

MOVED, APPROVED, AND ADOPTED ON THIS ___ DAY OF _____, 2018.

David Bennett, Mayor

ATTEST:

Krista Wiedmeyer, Town Clerk

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member: _____

Town of Hilton Head Island
2015 – 2019
Consolidated Plan
Substantial Amendment (2018)

For the
U.S. Department of Housing and Urban Development
Community Development Block Grant Program



~DRAFT~

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The Town of Hilton Head Island Five Year Consolidated Plan goals summary is being revised. The location specific dirt road paving projects list in the goals summary of the current 2015- 2019 Consolidated Plan is being replaced with a list of broad public improvement projects in the goals summary. Projects listed in the revised goals summary in this substantial amendment will be located in the three low and moderate income Census Tracts within the Town of Hilton Head Island.

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

The purpose of the Town of Hilton Head Island's Five Year 2015 – 2019 Consolidated Plan is to preserve and revitalize primarily low and moderate income neighborhoods to enhance quality of life for Hilton Head Island residents and address priority community public services, community development, economic development, and redevelopment needs within applicable local, state, and federal statutes and regulations. The plan outlines the priorities by which the Town of Hilton Head Island's Community Development Block Grant (CDBG) program funds will be invested over the next five years to achieve specific U.S. Department of Housing and Urban Development (HUD) objectives.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

The Town's goals for the 2015-2019 period focus on neighborhood revitalization efforts, providing upgrades to existing unpaved roads. The Plan provides a guide for the Town of Hilton Head Island's allocation of Community Development Block Grant (CDBG) Program funding for the 2015 – 2019 planning period. The goals focus on priority needs and targets available resources designed to meet those needs. The needs include public improvements and facilities for low and moderate-income persons. The primary emphasis of the goals is the continuance of maintaining and improving the quality of life of low and moderate-income residents. Projects selected for CDBG funding in this five year period will be managed efficiently and in compliance will program requirements.

3. Evaluation of past performance

Fiscal year 2015 is the first year the Town of Hilton Head Island will participate in the HUD CDBG Entitlement Program, therefore no past experience is available for evaluation. However, the Town of Hilton Head Island received and administered two South Carolina Department of Commerce CDBG program grants in 2000 and 2006, respectively. These grants were closed-out in accordance with all program requirements. It is intended each year the Town of Hilton Head Island will report its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER will be submitted in compliance with program deadlines.

4. Summary of citizen participation process and consultation process

The Town of Hilton Head Island conducted a needs assessment public hearing on November 13, 2014 to solicit input from the community on housing, homeless and community development needs. Four public notices were published in the local newspaper, The Island Packet, during the two weeks preceding the public hearing. In addition to the published notices public hearing notices were posted at Hilton Head

Island Town Hall and on the Town of Hilton Head website. Personal letters of invitation to the needs assessment public hearing were mailed to 24 community leaders and organizations which assist low and moderate income clientele two weeks prior to the hearing. A presentation was given including the purpose of the community needs assessment and a description of the Community Development Block Grant program was explained. Public comments were taken and attendees were asked to list community needs. Each meeting attendee selected the needs identified by the group which they believe most important to the community.

A draft Consolidated Plan was released to the public on February 16, 2015 for a 30 day public comment period. During this public comment period the Town of Hilton Head Island held a public hearing on February 16, 2015 to accept public comments on the draft Consolidated Plan. Additional public meetings were held at the regularly scheduled March 18, 2015 Town of Hilton Head Island Planning Commission meeting, and the regularly scheduled March 23, 2015 Town of Hilton Head Island Public Facilities Committee meeting. At both meetings the draft version of the Consolidated Plan and resolution to approve and authorize submittal of plan to the U.S. Department of Housing and Urban Development was presented and the public was invited to comment. No audience members made comments at these meetings. The Planning Commission and Public Facilities Committee recommended Town Council approve the Consolidated Plan and resolution with additional comments to (1) coordinate any other utility construction projects with dirt road paving projects listed in the five year Consolidated Plan and (2) noting public service type projects may be considered in future plans. A final public meeting was held at the regularly scheduled April 21, 2015 Town Council meeting. The public attending the meeting was invited to comment and no comments were made. At this meeting the Town Council unanimously approved the 2015-2019 Consolidated Plan resolution and authorized submittal of the Consolidated Plan to the U.S. Department of Housing and Urban Development by the May 15, 2015 deadline date.

In 2018 a revision to the 2015 – 2019 Consolidated Plan required a substantial amendment. This amendment will replace location specific projects listed in the goals summary for the remaining years of the Plan with a list of broad public improvement projects in the goals summary. Projects listed in the revised goals summary will be located in the three low and moderate income Census Tracts within the Town of Hilton Head Island. In accordance with the Town of Hilton Head Island Citizen Participation Plan the required 30 day public comment period was held from March 26, 2018 through April 25, 2018 and a public meeting was conducted on April 10, 2018 for this substantial amendment to the Town of Hilton Head Island 2015 – 2019 Consolidated Plan.

5. Summary of public comments

During the November 13, 2014 Needs Assessment Public meeting the following Community needs were identified & ranked in order of community importance:

1. Affordable Housing
2. Ward 1 Water & Sewer connection loan program
3. Facility for legal assistance with heirs property
4. Water infrastructure
5. Paving local neighborhood roads
6. Sewer infrastructure and connections
7. Coordination with Project SAFE for water & sewer connections
8. Housing rehabilitation
9. Drainage improvements

10. Chaplin community center

A summary of all public comments received during the required 30 Day Public Comment Period are included in the Citizen Participation Comments attachment to this Consolidated Plan.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments were taken into consideration in preparing the Consolidated Plan. The Town of Hilton Head Island reviewed all comments for common and recurring themes to help establish priorities and goals.

7. Summary

The Town of Hilton Head Island Five-Year Consolidated Plan identifies needs for a suitable living environment for primarily low and moderate income persons and outlines a comprehensive and coordinated strategy for implementation of programs. The Town will use CDBG program funds to leverage other public investment to address the Town's priority goals.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	HILTON HEAD ISLAND	Community Development Department

Table 1 – Responsible Agencies

Narrative

The Town of Hilton Head Island incorporated as a municipality in 1983 and has a Council-Manager form of government. The Town of Hilton Head Island is comprised of an administrative/legal division, administrative services, community development, executive, finance, fire & rescue, human resources, municipal court, and public projects & facilities departments.

The Town of Hilton Head Island community development department will be the lead department for the preparation, submission, and administration of this Consolidated Plan. Town staff has been an integral part of development of the Consolidated Plan by assessing the Community Development Block Grant Program, reviewing materials, regulations and documentation on the Consolidated Plan process. The Town Manager, Town Director of Community Development and Town Director of Public Projects and Facilities will oversee the preparation and administration of the Consolidated Plan.

Consolidated Plan Public Contact Information

Town of Hilton Head Island Community Development Department
Marcy Benson, Senior Grants Administrator
1 Town Center Court
Hilton Head Island, SC 29928
Telephone: (843) 341-4689
FAX: (843) 842-8908
Email: marcyb@hiltonheadislandsc.gov

PR-10 Consultation - 91.100, 91.200(b), 91.215(I)

1. Introduction

The Town of Hilton Head Island conducted consultation with citizens, non-profit agencies, the Beaufort public housing agency, governmental agencies and the Lowcountry Homeless Coalition which serves as the area Continuum of Care.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I)).

The Beaufort Housing Authority services all of Beaufort County, South Carolina, including the Town of Hilton Head Island. Within the jurisdiction of the Town of Hilton Head Island the Beaufort Housing Authority operates one public housing apartment facility containing 80 units which provide housing to 190 family members.

The Town of Hilton Head Island participates in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

The Town of Hilton Head Island Consolidated Plan intends to use U.S. Department of Housing and Urban Development (HUD) resources to fund only Community Development Block Grant program projects and will not fund Emergency Solutions Grants (ESG) program projects; therefore no consultation related to the allocation of ESG funds was conducted.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	BEAUFORT HOUSING AUTHORITY
	Agency/Group/Organization Type	Housing PHA Services - Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Beaufort Housing Authority was consulted on housing needs via telephone and email correspondence.
2	Agency/Group/Organization	Hilton Head Public Service District
	Agency/Group/Organization Type	Services - Housing Business Leaders Utility Provider
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Non-Housing Community Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Hilton Head Public Service District was consulted during the needs assessment public hearing.
3	Agency/Group/Organization	Chaplin, Marshland, Gardner Property Owners Association
	Agency/Group/Organization Type	Housing Civic Leaders Property Owners Association
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Non-Housing Community Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Chaplin, Marshland, Gardner Property Owners Association was consulted during the needs assessment public hearing.
4	Agency/Group/Organization	HILTON HEAD REG. HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Housing Services - Housing Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis Non-Housing Community Development

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Hilton Head Regional Habitat for Humanity was consulted during the needs assessment public hearing.
5	Agency/Group/Organization	Deep Well
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services - Victims Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Non-Housing Community Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Deep Well was consulted during the needs assessment public hearing.
6	Agency/Group/Organization	Town of Hilton Head Island Economic Development Corporation
	Agency/Group/Organization Type	Business and Civic Leaders Economic Development
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Non-Housing Community Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Town of Hilton Head Island Economic Development Corporation was consulted during the needs assessment public hearing.
7	Agency/Group/Organization	Stoney, Squire Pope Property Owners Association
	Agency/Group/Organization Type	Housing Civic Leaders Property Owners Association
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Non-Housing Community Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Stoney, Squire Pope Property Owners Association was consulted during the needs assessment public hearing.

8	Agency/Group/Organization	Baygall Property Owners Association
	Agency/Group/Organization Type	Housing Civic Leaders Property Owners Association
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Non-Housing Community Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Baygall Property Owners Association was consulted during the needs assessment public hearing.
9	Agency/Group/Organization	Lowcountry Homeless Coalition
	Agency/Group/Organization Type	Services-homeless Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Lowcountry Homeless Coalition was consulted on homeless needs via telephone and email correspondence.
10	Agency/Group/Organization	BEAUFORT COUNTY
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Health Agency Child Welfare Agency Other government - County Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Beaufort County Human Services Alliance was consulted on homeless needs via telephone and email correspondence.

11	Agency/Group/Organization	Lowcountry Council of Governments
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Economic Development Non-Housing Community Development
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Lowcountry Council of Governments was consulted on housing, homeless and non-housing community development needs via telephone and email correspondence.
12	Agency/Group/Organization	FAMILY PROMISE OF BEAUFORT COUNTY
	Agency/Group/Organization Type	Housing Services - Housing Services-Children Services-homeless Services-Education Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Family Promise of Beaufort County was consulted on homeless needs via telephone and email correspondence.

Identify any Agency Types not consulted and provide rationale for not consulting

Efforts were made to consult as broadly as possible with community stakeholders. No particular agency types were excluded from participation. Those that did not participate did so of their own volition.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	LowCountry Homeless Coalition	The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town. The next point-in-time count is scheduled for late January 2015 and attempts will be made to gather homeless data for the Town of Hilton Head Island.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Town of Hilton Head Island Comprehensive Plan	Town of Hilton Head Island	Developed Consolidated Plan goals in conjunction with elements of the Town of Hilton Head Island Comprehensive Plan

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(I))

When necessary the Town of Hilton Head Island will establish collaborative efforts and partnerships with state and local government entities such as Beaufort County, the Lowcountry Council of Governments and various State of South Carolina offices to ensure complete implementation of the Consolidated Plan.

Narrative (optional):

PR-15 Citizen Participation

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

The Town of Hilton Head Island conducted a needs assessment public hearing on November 13, 2014 to solicit input from the community on housing, homeless and community development needs. Four public notices were published in the local newspaper, The Island Packet, during the two weeks preceding the public hearing. In addition to the published notices public hearing notices were posted at Hilton Head Island Town Hall and on the Town of Hilton Head website. Personal letters of invitation to the needs assessment public hearing were mailed to 24 community leaders and organizations which assist low and moderate income clientele two weeks prior to the hearing. A presentation was given including the purpose of the community needs assessment and a description of the Community Development Block Grant program was explained. Public comments were taken and attendees were asked to list community needs. Each meeting attendee selected the needs identified by the group which they believe most important to the community.

A draft Consolidated Plan was released to the public on February 16, 2015 for a 30 day public comment period. During this public comment period the Town of Hilton Head Island held a public hearing on February 16, 2015 to accept public comments on the draft Consolidated Plan. Additional public meetings were held at the regularly scheduled March 18, 2015 Town of Hilton Head Island Planning Commission meeting, and the regularly scheduled March 23, 2015 Town of Hilton Head Island Public Facilities Committee meeting. At both meetings the draft version of the Consolidated Plan and resolution to approve and authorize submittal of plan to the U.S. Department of Housing and Urban Development was presented and the public was invited to comment. No audience members made comments at these meetings. The Planning Commission and Public Facilities Committee recommended Town Council approve the Consolidated Plan and resolution with additional comments to (1) coordinate any other utility construction projects with dirt road paving projects listed in the five year Consolidated Plan and (2) noting public service type projects may be considered in future plans. A final public meeting was held at the regularly scheduled April 21, 2016 Town Council meeting. The public attending the meeting was invited to comment and no comments were made. At this meeting the Town Council unanimously approved the 2015-2019 Consolidated Plan resolution and authorized submittal of the Consolidated Plan to the U.S. Department of Housing and Urban Development by the May 15, 2015 deadline date.

In 2018 a revision to the 2015 – 2019 Consolidated Plan required a substantial amendment. This will replace location specific projects listed in the goals summary with a list of broad public improvement projects in the goals summary. Projects listed in the revised goals summary will be located in the three low and moderate income Census Tracts within the Town of Hilton Head Island. In accordance with the Town of Hilton Head Island Citizen Participation Plan the required 30 day public comment period was held from March 26, 2018 through April 25, 2018 and a public meeting was conducted on April 10, 2018 for this substantial amendment to the Town of Hilton Head Island 2015 – 2019 Consolidated Plan.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted & reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	At the November 13, 2014 needs assessment meeting there were 24 attendees.	Community needs identified & ranked in order of community importance: 1. Affordable Housing 2. Ward 1 Water & Sewer connection loan program 3. Facility for legal assistance with heirs property 4. Water infrastructure 5. Paving local neighborhood roads 6. Sewer infrastructure and connections 7. Coordination with Project SAFE for water & sewer connections 8. Housing rehabilitation 9. Drainage improvements 10. Chaplin community center	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted & reasons	URL (If applicable)
2	Public Hearing	Non-targeted/broad community	At the February 16, 2015 Consolidated Plan public hearing there were 21 attendees.	Comments received during the hearing and subsequent 30 day public comment period were all in support of the draft Consolidated Plan and the revitalization efforts listed in the plan.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted & reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/broad community	The draft Consolidated Plan was posted on the Town of Hilton Head Island website from February 16, 2015 through March 18, 2015. A dedicated public comment link was posted on the front page of the website where the public could directly submit comments. A notification of the Consolidated Plan 30 day public comment period was sent via email blast to all email addresses listed on the Town's general notification list. Three comments were received in this format.	All comments received were in support of the Consolidated Plan.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted & reasons	URL (If applicable)
4	Public Meeting	Non-targeted/broad community	The draft Consolidated Plan and resolution to approve plan and authorize submittal to the U.S. Department of Housing and Urban Development appeared on the agenda of the regular Town of Hilton Head Island Planning Commission meeting on March 18, 2015. No attendance sheet was circulated; however, the meeting was well attended by community members.	The public was invited to comment on the draft Consolidated Plan during the meeting. No audience members made comments. The planning commission recommended to approve the Consolidated Plan and added a recommendation to coordinate any other utility construction projects with dirt road paving projects listed in the five year plan.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted & reasons	URL (If applicable)
5	Public Meeting	Non-targeted/broad community	The draft Consolidated Plan and resolution to approve plan and authorize submittal to the U.S. Department of Housing and Urban Development appeared on the agenda of the regular Town of Hilton Head Island Public Facilities Committee meeting on March 23, 2015. No attendance sheet was circulated; however, the meeting was well attended by community members.	The public was invited to comment on the draft Consolidated Plan during the meeting. No audience members made comments. One Public Facilities Committee member made a comment noting public service type projects may be considered in future plans.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted & reasons	URL (If applicable)
6	Public Meeting	Non-targeted/broad community	The draft Consolidated Plan and resolution to approve plan and authorize submittal to the U.S. Department of Housing and Urban Development appeared on the agenda of the regular Town of Hilton Head Island Town Council meeting on April 21, 2015. No attendance sheet was circulated; however, the meeting was well attended by community members.	The public was invited to comment on the draft Consolidated Plan during the meeting. No audience members made comments. One Town Council member made a comment noting public service type projects may be considered in future plans.	All comments were accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted & reasons	URL (If applicable)
7	Internet Outreach	Non-targeted/broad community	The draft Consolidated Plan with substantial amendment was posted on the Town of Hilton Head Island website from January 23, 2017 through February 22, 2017. A dedicated public comment link was posted on the front page of the website where the public could directly submit comments. A notification of the Consolidated Plan 30 day public comment period was sent via email blast to all email addresses listed on the Town's general notification list.	No comments were received during the 30 day comment period.	All comments accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted & reasons	URL (If applicable)
8	Public Hearing	Non-targeted/broad community	No one attended the February 16, 2017 public hearing and no comments were received during this hearing.	No comments were received at the February 16, 2017 public hearing.	All comments accepted.	
9	Internet Outreach	Non-targeted/broad community	The draft Consolidated Plan with substantial amendment was posted on the Town of Hilton Head Island website from March 26, 2018 through April 25, 2018. A dedicated public comment link was posted on the front page of the website where the public could directly submit comments. A notification of the Consolidated Plan 30 day public comment period was sent via email blast to all email addresses listed on the Towns general notification list.	No comments were received during the 30 day comment period.	All comments are accepted.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted & reasons	URL (If applicable)
10	Public Meeting	Non-targeted/broad community	No one attended the April 10, 2018 public meeting and no comments were received during this meeting	No comments were received at the April 10, 2018 public meeting.	All comments are accepted.	

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

The Town of Hilton Head Island used the 2010 Census, the American Community default needs assessment data, comments received during the public hearings and the consultation process to determine the priority needs for the 2015-2019 Consolidated Plan. The assessment utilized HUD's eCon Planning Suite within the Integrated Disbursement and Information System (IDIS). The eCon Planning Suite pre-populates the most current housing and economic data available to assist jurisdictions in identifying funding priorities in the Consolidated Plan and Annual Action Plan.

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

The population estimates in the following table reflect the population, households, and median income for the residents of the Town of Hilton Head Island. According to the 2010 Census the Town of Hilton Head Island included 37,099 residents and 16,535 households. The data reflects an increase in population, households and median income.

Demographics	Base Year: 2000	Most Recent Year: 2012	% Change
Population	33,862	37,420	11%
Households	24,647	16,770	-32%
Median Income	\$60,438.00	\$70,041.00	16%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2000 Census (Base Year), 2008-2012 ACS (Most Recent Year)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	1,135	1,480	2,335	1,255	10,570
Small Family Households	235	355	660	285	3,295
Large Family Households	85	85	100	50	450
Household contains at least one person 62-74 years of age	310	285	600	275	3,585
Household contains at least one person age 75 or older	194	340	530	310	2,110
Households with one or more children 6 years old or younger	165	60	350	120	605

Table 6 - Total Households Table

Data Source: 2008-2012 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total	0-30% AMI	>30- 50% AMI	>50- 80% AMI	>80- 100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	30	50	65	40	185	30	40	0	0	70
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	10	0	45	0	55	0	0	0	0	0
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	0	65	30	45	140	0	0	25	4	29
Housing cost burden greater than 50% of income (and none of the above problems)	325	165	115	40	645	460	470	535	175	1,640
Housing cost burden greater than 30% of income (and none of the above problems)	60	250	505	105	920	60	165	265	330	820

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Zero/negative Income (and none of the above problems)	95	0	0	0	95	40	0	0	0	40

Table 7 – Housing Problems Table

Data 2008-2012 CHAS
Source:

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	365	280	260	125	1,030	460	365	565	185	1,575
Having none of four housing problems	110	285	725	350	1,470	60	435	785	595	1,875
Household has negative income, but none of the other housing problems	95	0	0	0	95	40	0	0	0	40

Table 8 – Housing Problems 2

Data 2008-2012 CHAS
Source:

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	130	160	250	540	75	150	175	400
Large Related	70	55	0	125	10	35	24	69
Elderly	95	145	169	409	365	295	550	1,210
Other	130	175	270	575	75	150	55	280
Total need by income	425	535	689	1,649	525	630	804	1,959

Table 9 – Cost Burden > 30%

Data 2008-2012 CHAS
Source:

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	110	40	35	185	45	120	150	315
Large Related	70	20	0	90	0	35	4	39
Elderly	85	130	70	285	330	185	345	860
Other	100	45	30	175	75	125	40	240
Total need by income	365	235	135	735	450	465	539	1,454

Table 10 – Cost Burden > 50%

Data 2008-2012 CHAS
Source:

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	40	65	50	45	200	0	0	15	4	19
Multiple, unrelated family households	0	0	25	0	25	0	0	15	0	15
Other, non-family households	0	0	0	0	0	0	0	0	0	0
Total need by income	40	65	75	45	225	0	0	30	4	34

Table 11 – Crowding Information – 1/2

Data 2008-2012 CHAS
Source:

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 12 – Crowding Information – 2/2

Data Source
Comments:

Describe the number and type of single person households in need of housing assistance.

The 2010 Census data for Hilton Head Island indicates there are a total of 5,835 non-family households. Non-family households are defined as households consisting of people living alone and households which do not have any members related to the householder. Of the total number of non-

family households 1,724 are listed with a male householder living alone and 2,957 are listed with a female householder living alone. A source of data estimating the need for assistance from single-family households is not available for the Town of Hilton Head Island.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

According to the 2011-2013 American Community Survey there is an estimated 1,816 persons having disabled status, this figure represents 8.9% of the total population. The Town of Hilton Head Island does not have data available to estimate the number of persons or households of victims of domestic violence, dating violence, sexual assault and stalking who may need housing assistance.

What are the most common housing problems?

The most common housing problem in the Town of Hilton Head Island is cost burden. Data indicates the highest number of renter and owner households earning between 50% and 80% of the area median income pay more than 30% of their incomes in housing costs. According to 2007 – 2011 CHAS data 614 renter households and 804 owner households in the 50% to 80% area median income range pay more than 30% of their income in housing costs. The same data reflects 270 renter households in the zero to 30% area median income range pay more than 50% of their incomes in housing costs and 514 owner households in the 50% to 80% area median income range pay more than 50% of their incomes in housing costs.

Are any populations/household types more affected than others by these problems?

According to 2007 – 2011 CHAS data the owner households in the 50% to 80% area median income range are likely to have the greatest cost of burden housing problem.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

Persons with the imminent risk of residing in shelters or becoming unsheltered characteristically have a combination of financial factors which create the risk, such as lack of a living wage job, rent in excess of 30% of their income, and high child care, medical or transportation costs. Coupled with these factors additional issues may include family conflicts, domestic violence, doubled-up living arrangements with family members, recent crisis, housing with code or safety violations, family members with disabilities, criminal histories, history of mental health or chemical dependency, difficulty navigating access to public benefits or community based services and prior experience with homelessness.

There are no homeless shelters located within the jurisdiction of the Town of Hilton Head Island and no homeless population count data available from the Lowcountry Homeless Coalition, the regional Continuum of Care servicing the Town. There is the non-profit organization, Family Promise of Beaufort County located in neighboring Bluffton, South Carolina, which is a coalition of Beaufort County churches assisting homeless families through a 60-90 day program. The program provides evening

accommodations for program participants at host churches and daytime transportation to school for children and educational programs for parents.

The Town of Hilton Head Island does not participate in rapid re-housing assistance programs and consequently data pertaining to this need is not available.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

The Town of Hilton Head Island does not have a methodology to create estimates of at-risk populations.

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

A characteristic linked with instability and increased risk of homelessness is a lack of affordable housing for lower income households. The typical measure of housing affordability is if households are paying more than 30% of their gross income on rent. According to the 2009 – 2013 American Community Survey data, 50% of renters paid more than 30% of their income on housing. The affordable housing matter is also illustrated with the 2009 – 2013 American Community Survey data showing 12% of rental housing payments are less than \$750 per month.

Discussion

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

A disproportionately greater number of housing problems is defined when a member of a racial or ethnic group at a given income level experiences housing problems at a rate greater than 10% of the income level as a whole. The data summarizes each minority group experiencing any of four housing problems which include lacking complete kitchen facilities, lacking complete plumbing facilities, more than one person per room, and cost burden greater than 30%.

According to the 2010 U.S. Census the total population of the Town of Hilton Head Island is 37,099. The population composition is as follows: 30,751 persons (82.9%) are White, 2,766 persons (7.5%) are Black or African American, 57 persons (0.2%) are American Indian and Alaska Native, 339 persons (0.9%) are Asian, 22 persons (0.1%) are Native Hawaiian and Other Pacific Islander, 2,713 persons (7.3%) are Some Other Race and 451 persons (1.2%) are Two or More Races.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	950	50	135
White	525	40	95
Black / African American	290	10	40
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	135	0	0

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Data 2008-2012 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,175	305	0

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
White	770	180	0
Black / African American	210	115	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	165	10	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data 2008-2012 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,590	740	0
White	1,195	430	0
Black / African American	180	110	0
Asian	15	10	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	190	190	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data 2008-2012 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	745	510	0
White	630	350	0
Black / African American	40	40	0
Asian	0	80	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	64	40	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data 2008-2012 CHAS
Source:

*The four housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than one person per room,
4. Cost Burden greater than 30%

Discussion

The disparate impact analysis for housing problems determined White and Black/African American populations had percentages at least equal to or greater than 10% higher than the jurisdiction as a whole. Low income households had the highest frequency of housing problems across all racial groups.

The housing assessment determined the cost burdens at 30% and 50% of housing costs were the overwhelming problem among the four housing problems. At the 50% to 80% area median income range cost burden greater than 30% and cost burden greater than 50% were the most significant problem among household owners. At the 50% to 80% area median income range the cost burden greater than 30% was most significant for household renters.

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

A disproportionate greater number of severe housing problems is defined when a member of a racial or ethnic group at an income level experiences housing problems at a rate greater than 10% of the income level as a whole. According to the 2010 U.S. Census the total population of the Town of Hilton Head Island is 37,099. The population composition is as follows: 30,751 persons (82.9%) are White, 2,766 persons (7.5%) are Black or African American, 57 persons (0.2%) are American Indian and Alaska Native, 339 persons (0.9%) are Asian, 22 persons (0.1%) are Native Hawaiian and Other Pacific Islander, 2,713 persons (7.3%) are Some Other Race and 451 persons (1.2%) are Two or More Races. The total Hispanic population of the Town of Hilton Head Island is comprised of 5,861 persons, which is 15.8% of the total Town population. It should be noted in Census data Hispanic is considered an ethnicity and not a race, for example, the race of a person may be White and their ethnicity Hispanic, or their race may be Black or African American and their ethnicity Hispanic.

Severe housing problems indicate the physical condition or lack of necessary living standards per household. The Comprehensive Housing Affordability Strategy (CHAS) data summarizes each minority group experiencing any of four severe housing problems which include lacking complete kitchen facilities, lacking complete plumbing facilities, more than one person per room, and cost burden greater than 50%.

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	825	170	135
White	510	55	95
Black / African American	210	85	40
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	105	30	0

Table 17 – Severe Housing Problems 0 - 30% AMI

Data Source: 2008-2012 CHAS

*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	760	720	0
White	575	370	0
Black / African American	64	260	0
Asian	0	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	115	60	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data 2008-2012 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	825	1,510	0
White	645	980	0
Black / African American	80	215	0
Asian	15	10	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	75	305	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data 2008-2012 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	310	945	0
White	255	725	0
Black / African American	0	80	0
Asian	0	80	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	49	60	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Data 2008-2012 CHAS
Source:

*The four severe housing problems are:

1. Lacks complete kitchen facilities,
2. Lacks complete plumbing facilities,
3. More than 1.5 persons per room,
4. Cost Burden over 50%

Discussion

Although severe housing problems were less prevalent than non-severe housing problems, the distribution of problems correlated with income levels. Extremely low-income households had the highest frequency of severe housing problems across all racial groups.

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

A disproportionate greater number of housing cost burdens is defined when a member of a racial or ethnic group at an income level experiences housing problems at a rate greater than 10% of the income level as a whole. According to the 2010 U.S. Census the total population of the Town of Hilton Head Island is 37,099. The population composition is as follows: 30,751 persons (82.9%) are White, 2,766 persons (7.5%) are Black or African American, 57 persons (0.2%) are American Indian and Alaska Native, 339 persons (0.9%) are Asian, 22 persons (0.1%) are Native Hawaiian and Other Pacific Islander, 2,713 persons (7.3%) are Some Other Race and 451 persons (1.2%) are Two or More Races. The total Hispanic population of the Town of Hilton Head Island is comprised of 5,861 persons, which is 15.8% of the total Town population. It should be noted in Census data Hispanic is considered an ethnicity and not a race, for example, the race of a person may be White and their ethnicity Hispanic, or their race may be Black or African American and their ethnicity Hispanic.

The disproportionately greater need of racial or ethnic groups is based on the level of cost burden defined as monthly housing costs exceeding 30% of monthly income. The data below is separated into groups paying under 30% of income for housing, between 30% and 50%, and over 50%. The column labeled “no/negative income” represents households with no income or negative due to self-employment, dividends, and net income rental, these households cannot have an actual cost burden, but may need housing assistance and therefore are counted separately.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	9,735	4,045	2,860	135
White	8,275	3,330	2,290	95
Black / African American	505	400	350	40
Asian	135	0	15	0
American Indian, Alaska Native	0	0	0	0
Pacific Islander	0	0	0	0
Hispanic	790	275	210	0

Table 21 – Greater Need: Housing Cost Burdens AMI

Data 2008-2012 CHAS
Source:

Discussion:

The Town of Hilton Head Island has a total of 16,535 households; overall 35.9% of these households experience a housing cost burden, where 30% or more of their income is spent on housing costs. Based on analysis of the 2007 – 2011 CHAS data 19.4% of households are paying between 30% to 50% of their income on housing costs and 15.5% of households are paying more than 50% of their income on housing costs.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

The disproportionately greater need analysis does not necessarily reflect the number of households in need. The analysis does indicate whether a specific racial or ethnic group has a need which is disproportionately greater than all the households in that particular income group. A disproportionately greater need exists when the percentage of households in a category of need who are members of a particular racial or ethnic group is 10% higher than the percentage of households in the category as a whole.

Based on data analysis there is not a disproportionate greater need for any racial or ethnic group in any income level.

If they have needs not identified above, what are those needs?

Households experiencing disproportionately greater need may be faced with other needs such as safe affordable rentals located in areas which provide opportunity for employment and access to support services such as transportation, medical care, recreation and child care.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

To determine the location of minority groups, low and moderate-income areas were identified by Census tracts comprised of a minimum of 51% of low and moderate-income households. According to 2010 Census data, there are three Census tracts in the Town Hilton Head Island with low and moderate-income percentages above 51%. Those Census tracts are: Census tract 105 with a low and moderate-income status of 54.04%; Census tract 108 with a low and moderate-income status of 71.81%; and Census tract 110 with a low and moderate-income status of 59.50%.

Areas of minority concentration have populations of racial or ethnic groups at least 10% greater than the Town as a whole. The highest concentration and number of Hispanic households is in Census tract 108 and the highest concentration and number of Black or African American households is in Census tract 105.

NA-35 Public Housing – 91.205(b)

Introduction

The Beaufort Housing Authority services all of Beaufort County, South Carolina, including the Town of Hilton Head Island. Within the jurisdiction of the Town of Hilton Head Island the Beaufort Housing Authority operates one public housing apartment facility containing 80 units which provide housing to 190 family members.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	0	80	16	0	11	0	0	5

Table 22 - Public Housing by Program Type

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Alternate Data Source Name:
Hilton Head Public Housing Data
Data Source
Comments:

Characteristics of Residents

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	
Average Annual Income	0	0	14,116	13,620	0	13,908	0	0	
Average length of stay	0	0	0	5	0	4	0	0	
Average Household size	0	0	0	2	0	2	0	0	
# Homeless at admission	0	0	0	0	0	0	0	0	

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers				Special Purpose Voucher	
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	
# of Elderly Program Participants (>62)	0	0	16	5	0	50	0	0	
# of Disabled Families	0	0	20	7	0	74	0	0	
# of Families requesting accessibility features	0	0	52	490	0	479	0	0	
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0	
# of DV victims	0	0	0	0	0	0	0	0	

Table 23 – Characteristics of Public Housing Residents by Program Type

Alternate Data Source Name:
Hilton Head Public Housing Data
Data Source
Comments:

Race of Residents

Race	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	0	27	1	0	1	0	0	3
Black/African American	0	0	253	15	0	10	0	0	8
Asian	0	0	0	0	0	0	0	0	0
American Indian/Alaska Native	0	0	0	1	0	1	0	0	0
Pacific Islander	0	0	0	1	0	1	0	0	0
Other	0	0	0	0	0	0	0	0	0

*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition

Table 24 – Race of Public Housing Residents by Program Type

Alternate Data Source Name:
Hilton Head Public Housing Data
Data Source
Comments:

Ethnicity of Residents

Ethnicity	Certificate	Mod-Rehab	Public Housing	Program Type					
				Vouchers			Special Purpose Voucher		
				Total	Project-based	Tenant-based	Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	10	10	0	0	0	0	0
Not Hispanic	0	0	70	70	0	0	0	0	0

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 25 – Ethnicity of Public Housing Residents by Program Type

Alternate Data Source Name:
Hilton Head Public Housing Data
Data Source
Comments:

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

The Town of Hilton Head Island does not own or operate any public housing developments or units. The Beaufort Housing Authority is the agency providing public housing to approximately 750 residents in Beaufort County, South Carolina and there are 295 units of housing located throughout the county. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

The Housing Choice Voucher Program, commonly known as Section 8 housing is subsidized by the Federal government and provides Federal assistance to families and individuals in the private rental market. The Beaufort Housing Authority program is tenant-based therefore eligible families receive assistance based on income for housing units meeting general program requirements. There are currently eleven units within the Town of Hilton Head Island participating in the voucher program which are scattered throughout the Town. Tenants identify and choose their own units and the landlord agrees to participate in the housing choice voucher program.

The Beaufort Housing Authority has over 900 families in all of Beaufort County on the Public Housing and Section 8 waiting lists and is currently not accepting Section 8 applications. The waiting lists are moving documents and the numbers change on a daily basis. The waiting lists include over 2,105 family members with 1,069 of those being children. The average age of these children is eight. Of the families on the waiting list, 55% are working, 22% are elderly and 9% are disabled. Twenty percent of the families on the waiting list have a disabled family member and 28% of the families have an elderly family member who is not the head of household. Many of the families assisted by the Beaufort Housing Authority care for a disabled family member so that person does not have to be institutionalized. More than 58% of families assisted by the Beaufort Housing Authority request accessibility features.

The Beaufort Housing Authority works with resident services at each of the public housing developments and through this collaboration promote programs and activities for residents. Some of the programs offered include: the Family Self-Sufficiency Program which is a five year homeownership education program, Sandalwood Terrace Resident Council, free budgeting classes, and community garden clubs.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

The ability to provide a suitable living environment to residents is linked to the ability to provide access to essential services. According to in-house discussion at the Beaufort Housing Authority, the most immediate needs of public housing and Section 8 residents is access to community services, in particular services for the elderly and disabled, including supportive services for caregivers of disabled individuals. The services are available within the community; however access to these services is not readily available for low-income residents. Obstacles to access of these services include a lack of public transportation and a lack of knowledge of services available to residents.

Affordability is also a need for housing choice voucher residents. In some cases, particularly for very-low and extremely low-income, elderly and disabled persons, even housing assistance may not be sufficient. Elderly residents may be on fixed incomes and some disabled residents may be unable to work or receive minimal income. Housing and utility costs often require substantial deposits fees. Receiving assistance through public housing or the housing choice voucher programs make the cost of living more affordable, yet many families continue to struggle to make ends meet.

How do these needs compare to the housing needs of the population at large

Connecting residents of subsidized housing with supportive services is a challenge for public housing authorities throughout the nation. Many housing authorities or housing agencies struggle to deliver or provide access to services and face the challenge of limited funding to provide services for residents.

Discussion

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town. In the January 2014 point-in-time count the number of homeless counted in Beaufort County was 40 persons, however this figure does not reflect any homeless in the Town of Hilton Head Island According to the Lowcountry Homeless Coalition the results of the January 2015 point-in-time count indicate there were 37 persons experiencing homelessness interviewed in Beaufort County. Of those interviewed in 2015 eight were living unsheltered and 29 were living in shelters. Of the 29 living in shelters 24 were members of families with children. It is important to note, since the Town of Hilton Head Island does not have any homeless shelters these figures pertain to homeless persons counted in all of Beaufort County, South Carolina.

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	0	0	0	0	0	0
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	0	0	0	0	0	0
Chronically Homeless Individuals	0	0	0	0	0	0
Chronically Homeless Families	0	0	0	0	0	0
Veterans	0	0	0	0	0	0
Unaccompanied Child	0	0	0	0	0	0
Persons with HIV	0	0	0	0	0	0

Table 26 - Homeless Needs Assessment

Data Source
Comments:

No Data Available

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	0	0
Black or African American	0	0
Asian	0	0
American Indian or Alaska Native	0	0
Pacific Islander	0	0
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	0	0
Not Hispanic	0	0

Data Source
Comments:

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina

lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

Discussion:

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

This section will discuss the characteristics and needs of persons in various subpopulations who are not homeless but may require supportive services, including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with HIV/AIDS and their families, persons with alcohol or drug addiction, victims of domestic violence, and persons with a criminal record and their families.

Describe the characteristics of special needs populations in your community:

Based on American Community Survey 2009-2013 estimates the Town of Hilton Head Island elderly population, 65 years of age or more is 11,988 which is 31.5% of the total population. According to the American Community Survey 2009-2013 estimates 10.8% of the total population are individuals with any disability and 22.3% of the population 65 years and over are individuals with any disability. Data indicates 89.7% of the elderly population is housed in owner-occupied housing units and 10.3% of the elderly population is housed in renter-occupied units. Housing estimates show 57.1% of elderly renters pay 30% or more of their monthly income on housing related expenses, an amount which exceeds HUD's cost burden threshold. Of elderly homeowners, 39% pay more than 30% of their monthly income on housing related expenses.

According to the 2009-2013 American Community Survey data for economic characteristics 17.4% of the total population of the Town of Hilton Head Island has no health insurance coverage and 8.5% of the total population had incomes in the past 12 months below the poverty level. To help address this issue the Volunteers in Medicine organization was established in 1993 to understand and serve the health and wellness needs of the most medically underserved populations and their households living and working in the Town of Hilton Head Island. The Volunteers in Medicine Clinic is staffed with approximately 600 retired volunteer physicians, nurses, dentists, chiropractors, social workers, interpreters, and lay persons. On average the staff at the clinic services approximately 30,000 patients per year. This clinic is the only free medical clinic also offering dental and mental healthcare in southern Beaufort County.

What are the housing and supportive service needs of these populations and how are these needs determined?

The housing and supportive service needs of these populations may include lack of affordable housing and lack of earning a living wage. Some elderly populations may have disability issues and fixed incomes which contributed to the inability to maintain homes which in turn creates depreciating home values and property decline. Considering these situations these populations may have difficulty meeting additional basic needs such as food, clothing, child care, and transportation and health care costs.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

According to 2013 SC-DHEC HIV/AIDS Data Surveillance Report from January 1 through December 31, 2013 there were 11 new cases of HIV/AIDS diagnosed in Beaufort County. That same report states through December 31, 2013 there are 195 persons living with HIV/AIDS in Beaufort County. The Access Network was founded in 1987 in response to the growing HIV/AIDS epidemic to serve Beaufort, Colleton, Hampton, and Jasper counties. In the mid 1990's the focus of the client services changed from addressing end of life issues to helping those affected by HIV/AIDS live with the

disease. The Access Network offers assistance with long term medical care, free confidential HIV testing and counseling, group and individual support programs, education and prevention, and nutrition programs.

Discussion:

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Public facility needs in the Town of Hilton Head Island include but are not limited to parks and recreational facilities, neighborhood or community facilities, and facilities for persons with special needs. Community Development Block Grant funds may be used for such facilities when they are located in areas of eligible populations.

How were these needs determined?

Public facility needs were prioritized based on input obtained through a needs assessment hearing conducted November 13, 2014 by the Town of Hilton Head Island. Four public notices were published in the local newspaper, The Island Packet, during the two weeks preceding the public hearing. In addition to the published notices public hearing notices were posted at Hilton Head Island Town Hall and on the Town of Hilton Head website. Personal letters of invitation to the needs assessment public hearing were mailed to 24 community leaders and organizations which assist low and moderate income clientele two weeks prior to the hearing.

Describe the jurisdiction's need for Public Improvements:

Public improvement needs in the Town of Hilton Head Island include but are not limited to water and sewer installations or improvements, housing rehabilitation, flood drainage improvements, and street improvements which may include sidewalks or pathways, curbs, gutters, signage, tree plantings, lighting, landscaping, and paving dirt roads. Community Development Block Grant funds may be used for such improvements when done in areas of eligible populations.

How were these needs determined?

Public improvement needs were determined through comments received during the needs assessment hearing conducted November 13, 2014 by the Town of Hilton Head Island. In addition to public comments received a staff review of the Capital Improvement Program was conducted in association with the prioritized needs determined at the needs assessment hearing.

Describe the jurisdiction's need for Public Services:

Public service needs in the Town of Hilton Head Island include but are not limited to water and sewer connection loan program, coordination with Project SAFE for water and sewer connections, and legal services pertaining to heirs property.

How were these needs determined?

Public service needs were discussed and comments received at the needs assessment hearing conducted November 13, 2014 by the Town of Hilton Head Island. Needs were prioritized based on participant input at the needs assessment hearing.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

While housing opportunities can be limited by household income and purchasing power, the lack of affordable housing options may result in a significant hardship for low-income households, preventing other basic needs to be met. Low-income residents often have fewer financial resources available to them for making monthly rent or mortgage payments. Low-income residents who do purchase homes must keep a significant amount of funds available for taxes, insurance, property owners association fees, and home maintenance and repairs. Since home ownership requires substantial investment for many residents, low and moderate-income households tend to rent homes as opposed to purchasing one. Most residential property leases call for less responsibility and less investment from the home occupant than if they were to purchase a home. According to the 2009 – 2013 American Community Survey of the 16,781 occupied housing units in the Town of Hilton Head Island 74.1% are owner occupied and the other 25.9% of housing units are occupied by renters.

The types and function of housing units in the Town of Hilton Head Island is important to understand the unique nature of housing development in the Town. There are various forms or types of housing units on the Island, including detached single family homes and attached duplexes, multi-family structures and mobile homes. There are also various types of housing in terms of function, including traditional apartment complexes, condominiums, both long and short term home rentals, seasonal homes and timeshares also known as interval occupancy units.

The data shown in the table below, Housing Unit by Structure Type, refers to housing units as defined by the U.S. Census Bureau. This table shows the number of housing units by structure type in each category has increased since 1990; the number of mobile homes has more than doubled between 1990 and 2010, increasing from 419 to 974. The information shown in this table also indicates in 1990 there were 601 fewer multi-family units than there were single family units. This trend continues as the gap increases in 2000, with 4,506 fewer multi-family units than single family units. In 2007 the gap narrowed to 3,660 fewer multi-family units than single family units. In 2010, the gap continued to narrow to only 2,693 fewer multi-family units than single family units. Overall this indicates a declining trend in the development of multi-family units on the Island.

Due to the unique character of Hilton Head Island as a resort destination there are a significant number of housing units used on a seasonal basis. The U.S. Census Bureau defines seasonal use as housing units used or intended for use only in certain seasons, for weekends, or other occasional use throughout the year. Hilton Head Island is a destination for visitors and second home owners. Figures from the 2010 U.S. Census indicate there were 9,767 seasonal housing units located on the Island. An inventory of interval occupancy developments was prepared for the 2010 Town of Hilton Head Island Comprehensive Plan and shows in 2007 there were 3,537 interval occupancy units, it is important to note during the building permit process interval occupancy developments are categorized as multi-family structures.

Housing Units by Structure Type

	1990	2000	2007*	2010**	% Change 1990 - 2000	% Change 2000 - 2010
Single Family	10,775	14,157	15,627	17,432	24%	19%
Multi-Family	10,174	9,651	11,967	14,739	-%5	35%
Mobile Homes	419	806	963	974	48%	17%
TOTAL	21,368	24,614	28,557	33,145	13%	26%

Source: U.S. Census Bureau – 1990 & 2000 Census; *2005-2007 American Community Survey Estimates; ** 2008-2010 American Community Survey Estimates

Housing Units By Structure Type

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

The following section describes the number, type, tenure and size of housing in the Town of Hilton Head Island.

According to 2007 – 2011 American Community Survey data the Town of Hilton Head Island housing stock is comprised of 33,353 units, of which 15,835 or 47% are one unit detached structures, 16,443 or 49% are located in multi-unit structures and 1,075 units or 3% are categorized as mobile home, boat, RV, van, etc. The majority of residential units, 7,050 or 21% are in the 20 unit or more category. This is likely due to the significant number of interval occupancy units located within the Town of Hilton Head Island.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	15,651	47%
1-unit, attached structure	1,604	5%
2-4 units	3,091	9%
5-19 units	4,786	14%
20 or more units	7,267	22%
Mobile Home, boat, RV, van, etc	989	3%
Total	33,388	100%

Table 27 – Residential Properties by Unit Number

Data Source: 2008-2012 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	4	0%	179	4%
1 bedroom	252	2%	975	23%
2 bedrooms	2,358	19%	1,732	40%
3 or more bedrooms	9,859	79%	1,411	33%
Total	12,473	100%	4,297	100%

Table 28 – Unit Size by Tenure

Data Source: 2008-2012 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

The Town of Hilton Head Island does not own or operate any public housing developments or units. The Beaufort Housing Authority is the public agency providing affordable housing to approximately 750 residents in Beaufort County, South Carolina and there are 295 units of housing located throughout the county. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

The Housing Choice Voucher Program, commonly known as Section 8 housing is subsidized by the Federal government and provides Federal assistance to families and individuals in the private rental market. The Beaufort Housing Authority program is tenant-based therefore eligible families receive

assistance based on income for housing units meeting general program requirements. There are currently eleven units participating in the voucher program which are scattered throughout the Town of Hilton Head Island. Tenants identify and choose their own units and the landlord agrees to participate in the housing choice voucher program.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

The Town of Hilton Head Island and the Beaufort Housing Authority do not expect to lose any affordable housing units from the inventory during this Consolidated Plan period.

Does the availability of housing units meet the needs of the population?

Assessing existing and future housing demand can be difficult. Demand can include the unmet demand of the existing population, the changing needs of the existing population and the needs of future residents. Census data was used to assess the ability of current housing stock to meet the needs of the population. The assessment indicates the existing housing stock does not fully meet the needs of the existing population showing 53.2% of renters expending more than 30% of monthly income on housing costs. HUD considers a housing unit affordable if the occupant expends no more than 30% of its income on housing costs. If the household spends more than 30% of its income on housing costs, the household is considered cost-burdened. Cost-burdened households have less financial resources to meet other basic needs such as food, clothing, transportation, medical costs, child care costs and fewer resources to properly maintain a housing structure and are at greater risk for foreclosure or eviction.

Describe the need for specific types of housing:

Anecdotal evidence indicates households in the market for moderate-to high-priced rentals, or owner-occupied homes have a variety of housing options. Renters who may be disabled, elderly with fixed incomes or those earning low-incomes are likely to find more limited housing options. According to the 2010 – 2013 American Community Survey three year estimates indicate 53.2% of renters expend more than 30% of monthly income on housing costs.

Discussion

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

Based on data from 2007 – 2011 CHAS provided by HUD’s eCon software program, American Community Survey data and Census data the following tables reflect the cost of owner and renter-occupied housing in the Town of Hilton Head Island. There may have been significant changes in housing prices in recent years which may not be fully captured in this data.

Cost of Housing

	Base Year: 2000	Most Recent Year: 2012	% Change
Median Home Value	280,100	477,100	70%
Median Contract Rent	750	929	24%

Table 29 – Cost of Housing

Data Source: 2000 Census (Base Year), 2008-2012 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	350	8.2%
\$500-999	2,324	54.1%
\$1,000-1,499	972	22.6%
\$1,500-1,999	381	8.9%
\$2,000 or more	270	6.3%
Total	4,297	100.0%

Table 30 - Rent Paid

Data Source: 2008-2012 ACS

Housing Affordability

% Units affordable to Households earning	Renter	Owner
30% HAMFI	105	No Data
50% HAMFI	395	135
80% HAMFI	1,845	335
100% HAMFI	No Data	520
Total	2,345	990

Table 31 – Housing Affordability

Data Source: 2008-2012 CHAS

Monthly Rent

Monthly Rent (\$)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent					
High HOME Rent					
Low HOME Rent					

Table 32 – Monthly Rent

Data Source: HUD FMR and HOME Rents

Is there sufficient housing for households at all income levels?

According to the 2009-2013 American Community Survey of the 16,781 occupied housing units in the Town of Hilton Head Island 74.1% are owner occupied and 25.9% are occupied by renters. The same data set indicates there are 16,552 vacant housing units of which the homeowner vacancy rate is 3.4% and the rental vacancy rate is 31.7%. The median home value is \$421,000 and the median rent is \$914.

While data indicates a sufficient number of vacant units the types and function of housing units in the Town of Hilton Head Island is important to understand. There are various forms of housing units within the Town, including detached single family homes, and attached duplexes, multi-family structures and mobile homes. There are also various types of housing in terms of function, including traditional apartment complexes, condominiums, both long and short term home rentals, seasonal homes and timeshares also known as interval occupancy units.

Due to the unique character of the Town of Hilton Head Island as a resort destination there are a significant number of housing units used on a seasonal basis. The U.S. Census Bureau defines seasonal use as housing units used or intended for use only in certain seasons, for weekends, or other occasional use throughout the year. Figures from the 2010 U.S. Census indicate there are 9,767 seasonal housing units located in the Town of Hilton Head Island. An inventory of interval occupancy developments was prepared for the 2010 Town of Hilton Head Island Comprehensive Plan and shows in 2007 there were 3,537 interval occupancy units.

According to the 2009-2013 American Community Survey data the Town of Hilton Head Island housing stock is comprised of 33,333 units, of which 15,287 or 45.9% are one unit detached structures, 1,842 or 5.5% are one unit attached structures, 15,309 or 45.9% are located in multi-unit structures and 895 units or 2.7% are categorized as mobile home, boat, RV, van, etc. It should be noted there are 7,212 housing units in multi-unit structures with 20 or more units; this is likely due to the significant number of interval occupancy units located within the Town of Hilton Head Island. Based on this information, households in the market for moderate to high priced rental units or owner occupied homes have a variety of housing options. Renters who may be disabled, elderly with fixed incomes or those earning low incomes are likely to find more limited housing options.

How is affordability of housing likely to change considering changes to home values and/or rents?

Based on comparison data from the real estate website RealtyTrac there are 142 properties in foreclosure stages and 1,343 homes listed for sale as of May 2015. According to available data the number of properties receiving a foreclosure filing in the Town of Hilton Head Island was 11% lower than in April 2015 and 22% higher than the same time period in 2014. Home sales for April 2015 increased 45% compared with the previous month and down 66% compared with 2014 figures. The median sales price of a non-distressed home was \$289,500. The median sales price of a foreclosure home was \$225,500, which is 22% lower than non-distressed home sales. Based on this information it is anticipated affordability will remain at the currently level.

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

As illustrated above in the Monthly Rent Table the HOME and Fair Market rents for efficiency and one-bedroom units in the Town of Hilton Head Island are less than the median contract rent of \$914 listed in

the 2007 – 2011 CHAS and greater than the median rent for units with 2 or more bedrooms. This appears to indicate more affordable housing may be needed for 2 or more bedroom units.

Discussion

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

The majority of housing units in the Town of Hilton Head Island were built between 1980 and 1999 and as the units age they become more likely to need repairs. Conditions of units may be associated with lack of complete kitchen or plumbing facilities, more than one person per room, or having a cost burden greater than 30% of the household income. According to the Condition of Units chart below 37% of owner-occupied units and 48% of renter-occupied units have at least one of the selected conditions.

Definitions

Standard condition may be defined as housing which meets all local building, fire, health and safety codes and HUD’s minimum Housing Quality Standards. Substandard condition may be defined as housing that does not meet local building, fire, health and safety codes or HUD’s minimum Housing Quality Standards.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	4,746	38%	2,222	52%
With two selected Conditions	22	0%	272	6%
With three selected Conditions	0	0%	0	0%
With four selected Conditions	0	0%	30	1%
No selected Conditions	7,705	62%	1,773	41%
Total	12,473	100%	4,297	100%

Table 33 - Condition of Units

Data Source: 2008-2012 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	2,375	19%	497	12%
1980-1999	7,938	64%	2,480	58%
1950-1979	2,111	17%	1,200	28%
Before 1950	49	0%	120	3%
Total	12,473	100%	4,297	101%

Table 34 – Year Unit Built

Data Source: 2008-2012 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	2,160	17%	1,320	31%
Housing Units build before 1980 with children present	500	4%	610	14%

Table 35 – Risk of Lead-Based Paint

Data Source: 2008-2012 ACS (Total Units) 2008-2012 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	16,552	0	16,552
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 36 - Vacant Units

Data Source Comments:

Need for Owner and Rental Rehabilitation

The age of housing stock in the Town of Hilton Head Island will continue to have a significant impact on general housing conditions. While only 3,670 (21.45%) of units were built before 1980, as housing ages maintenance costs rise, which can present a significant cost for low and moderate-income households. This poses a threat to low and moderate-income tenants who may not be able to maintain close communication with landlords or property managers when repairs are needed.

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Exposure to lead-based paint represents a substantial environmental threat and housing conditions may significantly affect public health. HUD regulations regarding lead-based paint apply to all federally assisted housing. The main source of lead exposure comes from lead-contaminated dust found in deteriorating buildings. Many residential properties built before 1978 contain lead-based paint. Unfortunately, measuring the exact number of housing units with lead-based paint hazards is difficult. Lead is a highly toxic metal which may cause a range of health problems for adults and especially with children.

Low-income households earning 0-50% of Median Family Income are usually the least able to afford well maintained housing and therefore, are often at greater risk of lead poisoning. According to American Community Survey data there are 2,325 (18%) owner-occupied households and 1,345 (33%) of renter-occupied households built before 1980. There are 585 owner-occupied households with children present and 450 renter-occupied households with children present built before 1980. These households may be risk of lead hazard problems.

Discussion

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

The Town of Hilton Head Island does not own or operate any public housing developments or units. The Beaufort Housing Authority is the public agency providing affordable housing to residents in all of Beaufort County, South Carolina, including the Town of Hilton Head Island. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available			295	562			0	0	211
# of accessible units									

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Table 37 – Total Number of Units by Program Type

Data PIC (PIH Information Center)

Source:

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

The Town of Hilton Head Island does not own or operate any public housing developments or units. The Beaufort Housing Authority is the public agency providing affordable housing to approximately 750 residents in Beaufort County, South Carolina and there are 295 units of housing located throughout the county. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

The Housing Choice Voucher Program, commonly known as Section 8 housing is subsidized by the Federal government and provides Federal assistance to families and individuals in the private rental market. The Beaufort Housing Authority program is tenant-based therefore eligible families receive assistance based on income for housing units meeting general program requirements. There are currently eleven units participating in the voucher program which are scattered throughout the Town of Hilton Head Island. Tenants identify and choose their own units and the landlord agrees to participate in the housing choice voucher program.

Public Housing Condition

Public Housing Development	Average Inspection Score
Beaufort Housing Authority	80

Table 38 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

Discussion:

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

In the January 2014 point-in-time count the number of homeless counted in Beaufort County was 40 persons, however this figure does not reflect any homeless in the Town of Hilton Head Island. The next point-in-time count is scheduled for late January 2015. According to the Lowcountry Homeless Coalition attempts will be made to gather homeless data for the Town of Hilton Head Island.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	0	0	0	0	0
Households with Only Adults	0	0	0	0	0
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	0	0	0
Unaccompanied Youth	0	0	0	0	0

Table 39 - Facilities and Housing Targeted to Homeless Households

Data Source
Comments:

Describe mainstream services, such as health, mental health, and employment services to the extent those services are used to complement services targeted to homeless persons

Mainstream services are handled through organizations which provide services to those experiencing homelessness. The Beaufort County Human Services Alliance collaborates with area agencies to promote and sustain activities which improve the quality of life for all Beaufort County residents. Various agency resources are pooled together to address community needs in the areas of economy, education, poverty, health and the environment.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

There are no homeless shelters located within the Town of Hilton Head Island. Family Promise of Beaufort County is a non-profit organization located in Bluffton, South Carolina, adjacent to the Town of Hilton Head Island, which provides assistance to homeless families. During one program cycle four families go through the 60-90 day program. Family Promise partners with host churches throughout Beaufort County, where families sleep for a one week period then move to the next host church. Support churches provide food to the families. Churches provide overnight chaperons. Children attend school during the day and the parent attends educational classes at the Family Promise Center located in Bluffton. The education component of the program consists of a variety of classes, some which include resume writing and budgeting. Upon program completion participants must have a place to live, a job and transportation. The case workers at Family Promise follow-up with program graduates for 12-18 months after completing the program.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

The Town of Hilton Head Island does not own or operate any special needs facilities. As a member of the Beaufort County Human Services Alliance, the Town encourages collaboration with area agencies to promote and sustain activities which improve the quality of life for Beaufort County residents, including in the Town of Hilton Head Island.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

The following items relate to barriers to affordable housing; however, many other circumstances may exist which prevent the market from providing affordable housing. This list should not be considered exhaustive, but it does provide an outline for some potential barriers to affordable housing in the Town of Hilton Head Island.

- Land costs are a limiting factor in the construction of affordable housing units. The increasing cost of land is related to the high demand for water-front property and convenient access to the beach which is provided by other properties within the Town. As available land decreases, costs for land increases often creating larger scale developments that have potential to deliver higher profits to offset the cost of land, ultimately decreasing the affordability of housing units.
- Land supply is a finite resource as the Town approaches build-out. There is less land available for housing and the land available is very expensive. Remaining vacant land in the Town of Hilton Head Island is not only limited but often challenged with costs associated with providing utilities and access.
- Construction costs which continue to increase are a factor in the development of affordable housing. Building codes, flood plain requirements, and costs associated with building in an area susceptible to hurricanes can significantly impact the affordability of housing. Fees required by government agencies also increase the cost of affordable housing, such as impact fees, building permit fees, licensing fees, utility service fees and other outside agency approvals.
- Much of the housing located in the Town of Hilton Head Island and land available for housing is subject to floodplain insurance requirements as well as other insurance requirements, such as wind and hail. Many residential developments operate under organized home owners associations, which also require payment of fees to cover costs associated with common open space, amenities and infrastructure.
- Marketability and potential profit is a factor for developers because of the challenges faced with construction in a coastal area. Developers often strive for the “highest and best use”, which typically results in housing units that cannot meet HUD’s definition of affordable.
- The “NIMBY” syndrome, “Not in My Backyard”, is a common sentiment toward affordable housing within the Town of Hilton Head Island. This is a typical response to affordable housing in some communities. Many make assumptions affordable housing increases crime and are aesthetically unpleasing homes and buildings. This is not necessarily true; however, turning around the NIMBY syndrome is a challenge developers of affordable housing face in this community.
- Developers strive for the highest profit margin, which may be determined by various factors. The cost of developing housing in the Town of Hilton Head Island is high. The lack of development incentives, such as increased density, decreased parking, or increased height standards, which would allow developers to build more than otherwise allowed by Town regulations and requirements do not exist in current codes and may, when coupled with other barriers become another barrier to the construction or availability of affordable housing.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

This section identifies economic sectors in the Town of Hilton Head Island where job opportunities exist and identifies employment sector positions. According to the 2007 – 2011 American Community Survey data the unemployment rate was 6.49%, however in the 2011 - 2013 American Community Survey data the unemployment rate in the Town of Hilton Head Island decreased to 4.5%, which is below the national average of 5.6%.

Economic Development Market Analysis

In 2013 the Hilton Head Island Economic Development Corporation (EDC) was formed to encourage, develop and enhance local economic development and redevelopment needed to sustain the quality of life in the Town of Hilton Head Island over the long term. The mission of the EDC is to create a climate to attract and retain business investment potential and broaden and deepen the economy by coordinating economic regeneration under a singularly focused business entity which operates independently of the Town of Hilton Head Island government.

The goals and expectations of the EDC include but are not limited to, providing short and long-term strategic business plan development concepts, developing performance measures of economic success, maintaining current working knowledge of various properties for development or redevelopment and developing concepts for the Town Council of the Town of Hilton Head Island. The EDC serves as the primary contact for economic and business development and links economic resources to opportunities for business growth, attraction or investment. The EDC handles coordination of activities with other economic development partners for recruitment retention and regeneration and developing programs or actions which support retention and growth of businesses located in the Town of Hilton Head Island. The EDC identifies potential targeted businesses for the Town of Hilton Head Island which is consistent with the Island’s image, brand and culture, and provides advice to the Town Council of the Town of Hilton Head Island and staff in possible actions to create a positive environment for business investment while attracting businesses or in supporting growth of existing businesses.

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	42	46	0	0	0
Arts, Entertainment, Accommodations	3,430	6,649	28	31	3
Construction	499	756	4	4	-1
Education and Health Care Services	1,488	2,505	12	12	-1
Finance, Insurance, and Real Estate	1,155	2,042	9	9	0
Information	133	219	1	1	0
Manufacturing	273	261	2	1	-1
Other Services	646	1,202	5	6	0
Professional, Scientific, Management Services	960	1,688	8	8	0

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Public Administration	0	0	0	0	0
Retail Trade	1,867	2,995	15	14	-1
Transportation and Warehousing	205	214	2	1	-1
Wholesale Trade	253	278	2	1	-1
Total	10,951	18,855	--	--	--

Table 40 - Business Activity

Data 2008-2012 ACS (Workers), 2011 Longitudinal Employer-Household Dynamics (Jobs)
Source:

Labor Force

Total Population in the Civilian Labor Force	18,043
Civilian Employed Population 16 years and over	16,777
Unemployment Rate	7.02
Unemployment Rate for Ages 16-24	34.35
Unemployment Rate for Ages 25-65	4.24

Table 41 - Labor Force

Data Source: 2008-2012 ACS

Occupations by Sector	Number of People
Management, business and financial	4,177
Farming, fisheries and forestry occupations	540
Service	1,625
Sales and office	4,782
Construction, extraction, maintenance and repair	1,864
Production, transportation and material moving	491

Table 42 – Occupations by Sector

Data Source: 2008-2012 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	12,978	85%
30-59 Minutes	1,768	12%
60 or More Minutes	516	3%
Total	15,262	100%

Table 43 - Travel Time

Data Source: 2008-2012 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	1,224	126	256
High school graduate (includes equivalency)	2,978	220	721
Some college or Associate's degree	3,319	206	1,062
Bachelor's degree or higher	5,606	208	1,942

Table 44 - Educational Attainment by Employment Status

Data Source: 2008-2012 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	185	131	290	251	240
9th to 12th grade, no diploma	486	395	269	270	333
High school graduate, GED, or alternative	943	937	1,021	1,979	1,600
Some college, no degree	420	587	583	1,975	2,273
Associate's degree	83	153	251	1,059	368
Bachelor's degree	260	983	1,200	3,371	3,788
Graduate or professional degree	0	308	342	1,552	2,712

Table 45 - Educational Attainment by Age

Data Source: 2008-2012 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	17,668
High school graduate (includes equivalency)	22,045
Some college or Associate's degree	30,951
Bachelor's degree	40,286
Graduate or professional degree	60,679

Table 46 – Median Earnings in the Past 12 Months

Data Source: 2008-2012 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

The largest percentage of the Town of Hilton Head Island’s labor force is employed in the Arts, Entertainment, Accommodations sector which consists of 27% of the labor force. The next largest percentage of the labor force is employed in the Retail Trade sector, which consists of 15% followed by the Education and Health Care Services sector consisting of 11% of the labor force.

Describe the workforce and infrastructure needs of the business community:

The Town of Hilton Head Island's workforce may continue to depend on a large pool of residents possessing higher levels of education. Over 50% of the labor force holds positions in management, business, financial, service, sales and office sectors which may necessitate some secondary education. Workforce needs encompassing each sector may include but are not limited to well educated, motivated, healthy, and skilled employees. Infrastructure needs may include but are not limited to access to a reliable transportation system including streets, and pathways, access to water and sewer services, recreational facilities and internet services.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

In 2013 the Hilton Head Island Economic Development Corporation (EDC) was formed to encourage, develop and enhance local economic development and redevelopment needed to sustain the quality of life in the Town of Hilton Head Island over the long term. The mission of the EDC is to create a climate to attract and retain business investment potential and broaden and deepen the economy by coordinating economic regeneration under a singularly focused business entity which operates independently of the Town of Hilton Head Island government. During this Consolidated Plan period (2015 – 2019) the EDC will foster economic development and redevelopment projects and business growth opportunities.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

Forty-five percent of the civilian labor force in the Town of Hilton Head Island possesses a bachelor's degree or higher level of educational attainment. This corresponds with the Occupation by Sector table indicating the Management, business and financial sector and Sales and Office sector reflecting the highest number of employees, comprising 50% of the labor force. It can be presumed these two sectors have a higher percentage of employees with secondary educations.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

No

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Discussion

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

After analysis of data in the HUD Office of Community Planning and Development (CPD) maps software program it was established Census Tract 108 contains a significant percentage of housing units with any of the four severe housing problems, which include housing cost burden greater than 30%, housing cost burden greater than 50%, overcrowding or substandard housing.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

To determine the location of minority groups low and moderate-income areas were identified by Census tracts comprised of a minimum of 51% of low and moderate-income households. According to 2010 Census data, there are three Census tracts in the Town Hilton Head Island with low and moderate-income percentages above 51%. Those Census tracts are: Census tract 105 with a low and moderate-income status of 54.04%; Census tract 108 with a low and moderate-income status of 71.81%; and Census tract 110 with a low and moderate-income status of 59.50%.

Areas of minority concentration have populations of racial or ethnic groups at least 10% greater than the Town as a whole. The highest concentration and number of Hispanic households is in Census tract 108 and the highest concentration and number of Black or African American households is in Census tract 105.

What are the characteristics of the market in these areas/neighborhoods?

Areas with concentrations of housing problems and low-income populations may be referred to as distressed areas or neighborhoods. Distressed neighborhoods typically have older housing stock, higher rates of vacancy, and lower quality of life in addition to segments of minorities and low-income households. Property values may tend to be lower in these areas than the surrounding areas.

Are there any community assets in these areas/neighborhoods?

Census Tracts 105, 108 and 110 have a variety of Town of Hilton Head Island-owned parks, public and private recreation facilities and religious institutions available to residents of the Town of Hilton Head Island. Census Tract 105 contains the Hilton Head Island public school campus including elementary, middle and high schools, which are accessible to children residing in the Town of Hilton Head Island.

Are there other strategic opportunities in any of these areas?

The Town of Hilton Head Island has identified areas with the highest concentration of low-income households for CDBG funding. Anticipated use of CDBG funds include but are not limited to water and sewer installations or improvements, housing rehabilitation, flood drainage improvements, and street improvements which may include sidewalks or pathways, curbs, gutters, signage, tree plantings, lighting, landscaping, and paving dirt roads.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The Strategic Plan outlined in the following section provides a guide for the Town of Hilton Head Island's allocation of Community Development Block Grant (CDBG) Program funding for the 2015 – 2019 planning period. The goals focus on priority needs and targets available resources designed to meet those needs. The needs include public improvements and facilities for low and moderate-income persons. The primary emphasis of the goals is the continuance of maintaining and improving the quality of life of low and moderate-income residents. Projects selected for CDBG funding in this five year period will be managed efficiently and in compliance will program requirements.

Projects

#	Program Year	Project Name	Project Description	Estimated Amount	Annual Goals Supported	Target Area	Priority Need Addressed	Goal Outcome Indicator
1	2015	Blazing Star Lane Paving	Paving Dirt Road	\$202,347	Public Improvements & Facilities	Census Tract 105	Non- Housing Community Development – Public Improvements	Public facility or infrastructure activities other than low/moderate-income housing benefit
2	2016	Rhiner Drive Paving	Paving Dirt Road	\$196,123	Public Improvements & Facilities	Census Tract 105	Non- Housing Community Development – Public Improvements	Public facility or infrastructure activities other than low/moderate-income housing benefit
3	2017	Public Infrastructure Improvements	Street, Utility or Recreational Facilities Improvements	\$200,781	Public Improvements & Facilities	Census Tract 105, 108, or 110	Non- Housing Community Development – Public Improvements	Public facility or infrastructure activities other than low/moderate-income housing benefit
4	2018	Public Infrastructure Improvements	Street, Utility or Recreational Facilities Improvements	\$234,127	Public Improvements & Facilities	Census Tract 105, 108, or 110	Non- Housing Community Development – Public Improvements	Public facility or infrastructure activities other than low/moderate-income housing benefit
5	2019	Public Infrastructure Improvements	Street, Utility or Recreational Facilities Improvements	\$234,127	Public Improvements & Facilities	Census Tract 105, 108, or 110	Non- Housing Community Development – Public Improvements	Public facility or infrastructure activities other than low/moderate-income housing benefit

2015 - 2019 Project List

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 47 - Geographic Priority Areas

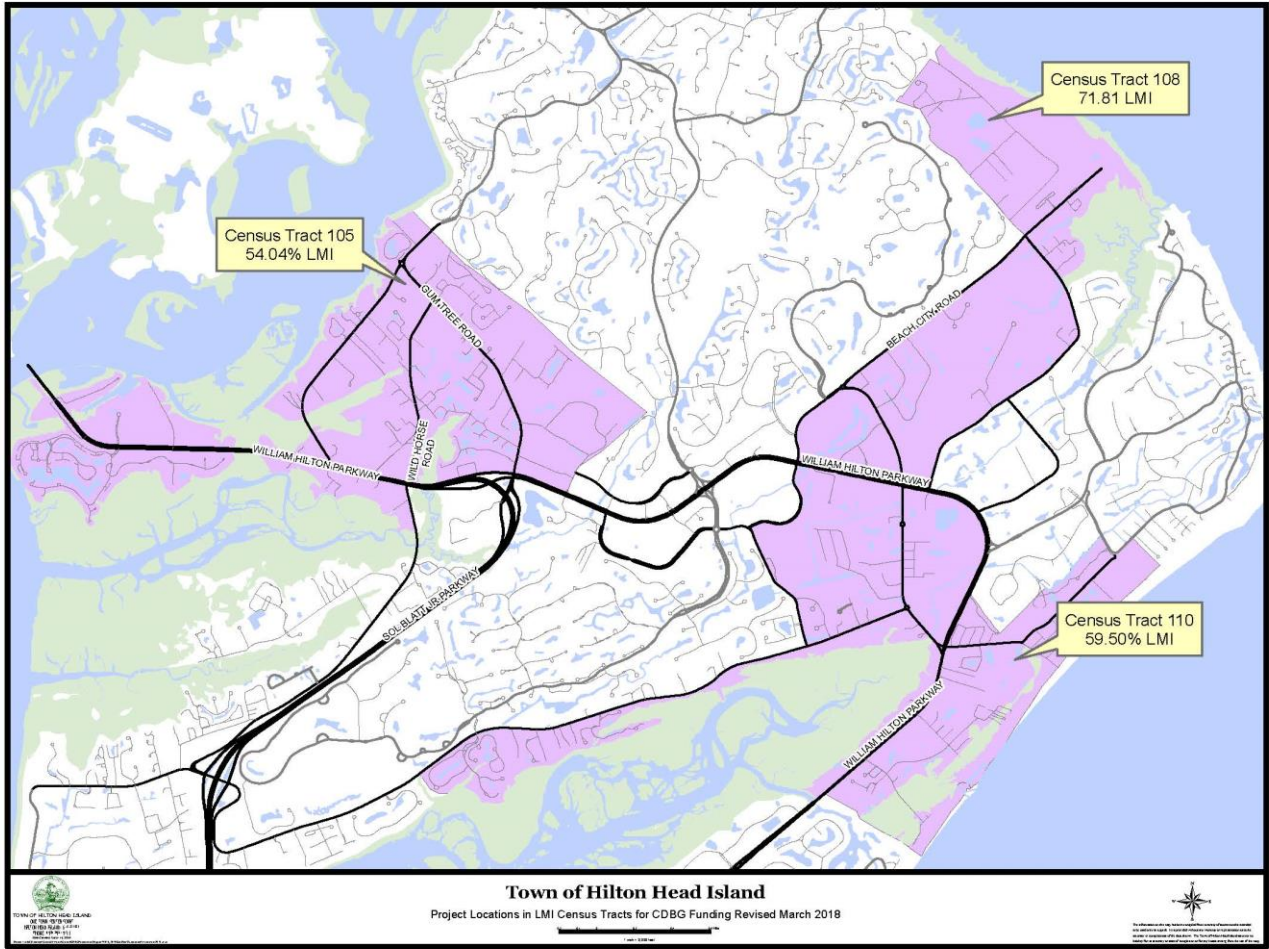
1	Area Name:	Census Tract 105
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Other
	Other Revital Description:	Public Improvement
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	
2	Area Name:	Census Tract 108
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Other
	Other Revital Description:	Public Improvement
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	
3	Area Name:	Census Tract 110
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Other
	Other Revital Description:	Public Improvement
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	

	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	
4	Area Name:	Town-Wide
	Area Type:	Local Target area
	Other Target Area Description:	
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	Other
	Other Revital Description:	Administrative and Planning
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Community Development Block Grant funds will be used to address the needs of low and moderate-income areas. The areas are determined using Census Tracts which have a low and moderate-income population of at least 51%. Community Development Block Grant funds will be designated for use on projects located in Census Tracts 105, 108 and 110 within the Town of Hilton Head Island as illustrated in the attached map.



LMI Census Tracts

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 48 – Priority Needs Summary

1	Priority Need Name	Public Improvements
	Priority Level	High
	Population	Extremely Low Low Moderate Non-housing Community Development
	Geographic Areas Affected	Census Tract 105 Census Tract 108 Census Tract 110
	Associated Goals	Blazing Star Lane Paving Rhiner Drive Paving Public Infrastructure Improvements Year 3 Public Infrastructure Improvements Year 4 Public Infrastructure Improvements Year 5
	Description	Water and sewer installations or improvements, flood drainage improvements, and street improvements which may include sidewalks or pathways, curbs, gutters, signage, tree plantings, lighting, landscaping, and paving dirt roads
	Basis for Relative Priority	Needs Assessment Public Hearing attendee comments
2	Priority Need Name	Administrative and Planning
	Priority Level	High
	Population	Non-housing Community Development
	Geographic Areas Affected	Town-Wide
	Associated Goals	Development of Consolidated Plan
	Description	Provide overall administration for the CDBG program and development of the Consolidated Plan and annual reports.
	Basis for Relative Priority	Needs Assessment Public Hearing attendee comments.
3	Priority Need Name	Recreational facilities
	Priority Level	Low
	Population	Low Moderate Non-housing Community Development

	Geographic Areas Affected	Census Tract 105 Census Tract 108 Census Tract 110
	Associated Goals	
	Description	Parks and recreational facilities, neighborhood or community facilities, and facilities for persons with special needs.
	Basis for Relative Priority	Needs Assessment Public Hearing attendee comments
4	Priority Need Name	Water and sewer connection loan program
	Priority Level	Low
	Population	Low Moderate Non-housing Community Development
	Geographic Areas Affected	Census Tract 105 Census Tract 108 Census Tract 110
	Associated Goals	
	Description	Water and sewer connection loan program, coordination with Project SAFE for water and sewer connections, and legal services pertaining to heirs property
	Basis for Relative Priority	Needs Assessment Public Hearing attendee comments

Narrative (Optional)

Priority needs were identified through the Needs Assessment Public Hearing held on November 13, 2014. Twenty-four citizens attended the hearing and gave comments related to community needs.

Public improvement needs in the Town of Hilton Head Island include but are not limited to water and sewer installations or improvements, housing rehabilitation, flood drainage improvements, and street improvements which may include sidewalks or pathways, curbs, gutters, signage, tree plantings, lighting, landscaping, and paving dirt roads. Community Development Block Grant funds may be used for such improvements when done in areas of eligible populations.

Public facility needs in the Town of Hilton Head Island include but are not limited to parks and recreational facilities, neighborhood or community facilities, and facilities for persons with special needs. Community Development Block Grant funds may be used for such facilities when they are located in areas of eligible populations.

Public service needs in the Town of Hilton Head Island include but are not limited to water and sewer connection loan program, coordination with Project SAFE for water and sewer connections, and legal services pertaining to heirs property.

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	High levels of cost burden among many low-income households; waiting lists at existing public housing.
TBRA for Non-Homeless Special Needs	High levels of cost burden among many low-income households including non-homeless special needs populations; waiting lists at existing public housing.
New Unit Production	Costs of land, infrastructure and development impact fees; the age of existing housing stock.
Rehabilitation	Age of housing stock.
Acquisition, including preservation	Age of structures, costs of land and infrastructure improvements.

Table 49 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The following table outlines the anticipated resources from the HUD Community Development Block Grant(CDBG) program the Town of Hilton Head Island anticipates having available during the 2015 – 2019 period covered by this Consolidated Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	202,347	0	0	202,347	865,158	2015 was the first year of program participation and funding was \$202,347. In 2017 the allocation was \$200,781 and 2018 the allocation was \$234,127. Due to these revised allocations the expected amount available for the remaining 3 years of the Con Plan was adjusted to derive the expected amount available for the remaining years of the Consolidated Plan.

Table 50 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

It is anticipated the federal funding listed above will be received annually to support activities outlined in the Consolidated Plan. While the Community Development Block Grant program does not require leveraging, other Town of Hilton Head Island resources will be used in combination with these funds to complete projects listed in this Consolidated Plan.

Leveraging is a way to increase project efficiencies which often come with combining sources of funding. Funds may be considered leveraged if financial commitments to the cost of a project from a source other than Community Development Block Grant funds are documented. Town staff may identify and explore additional leveraging opportunities such as other federal, state and local resources.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Town of Hilton Head Island currently owns nine dirt roads located in Census Tracts 105, 108 and 110. Each of these census tracts has a low and moderate-income household percentage above 51%. One of the community needs identified at the November 13, 2014 Public Needs Assessment Hearing was paving of dirt roads. In an effort to meet this community need, Town-owned dirt roads may be paved in these areas.

Discussion

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
TOWN OF HILTON HEAD ISLAND	Government	Non-homeless special needs public facilities	Jurisdiction

Table 51 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

Fiscal year 2015 is the first year the Town of Hilton Head Island will participate in the HUD Community Development Block Grant program, therefore no past experience is available for assessment. However, the Town of Hilton Head Island received and administered two South Carolina Department of Commerce CDBG program grants in 2000 and 2006, respectively. These grants were closed-out in accordance with all program requirements. It is intended each year the Town of Hilton Head Island will report its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER will be submitted in compliance with program deadlines.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X		
Legal Assistance	X		
Mortgage Assistance			
Rental Assistance			
Utilities Assistance	X		
Street Outreach Services			
Law Enforcement			
Mobile Clinics			
Other Street Outreach Services			
Supportive Services			
Alcohol & Drug Abuse	X		
Child Care	X	X	
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X		
HIV/AIDS			
Life Skills			
Mental Health Counseling	X		
Transportation	X		

Other			

Table 52 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

There are no homeless shelters located within the Town of Hilton Head Island. Family Promise of Beaufort County is a non-profit organization located in Bluffton, South Carolina, adjacent to the Town of Hilton Head Island, which provides assistance to homeless families. During one program cycle four families go through the 60-90 day program. Family Promise partners with host churches throughout Beaufort County, where families sleep for a one week period then move to the next host church. Support churches provide food to the families. Churches provide overnight chaperones. Children attend school during the day and the parent attends educational classes at the Family Promise Center located in Bluffton. The education component of the program consists of a variety of classes, some which include resume writing and budgeting. Upon program completion participants must have a place to live, a job and transportation. The case workers at Family Promise follow-up with program graduates for 12-18 months after completing the program.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Blazing Star Lane Paving	2015	2016	Non-Housing Community Development	Census Tract 105	Public Improvements	CDBG: \$179,937	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 30 Persons Assisted
2	Development of Consolidated Plan	2015	2016	Administrative and Planning	Town-Wide	Administrative and Planning	CDBG: \$22,410	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 37099 Persons Assisted
3	Rhiner Drive Paving	2016	2017	Non-Housing Community Development	Census Tract 105	Public Improvements	CDBG: \$196,123	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 20 Persons Assisted
4	Public Infrastructure Improvements Year 3	2017	2018	Non-Housing Community Development	Census Tract 105 Census Tract 108 Census Tract 110	Public Improvements	CDBG: \$200,781	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10125 Persons Assisted
5	Public Infrastructure Improvements Year 4	2018	2019	Non-Housing Community Development	Census Tract 105 Census Tract 108 Census Tract 110	Public Improvements	CDBG: \$234,127	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10125 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Public Infrastructure Improvements Year 5	2019	2020	Non-Housing Community Development	Census Tract 105 Census Tract 108 Census Tract 110	Public Improvements	CDBG: \$234,127	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 10125 Persons Assisted

Table 53 – Goals Summary

Goal Descriptions

1	Goal Name	Blazing Star Lane Paving
	Goal Description	Provide funding for improvements by paving dirt road in low and moderate-income neighborhood.
2	Goal Name	Development of Consolidated Plan
	Goal Description	Provide overall administration for the CDBG program and development of the Consolidated Plan and annual reports.
3	Goal Name	Rhiner Drive Paving
	Goal Description	Provide funding for improvements by paving dirt road in low and moderate-income neighborhood.
4	Goal Name	Public Infrastructure Improvements Year 3
	Goal Description	Provide funding for public infrastructure improvements in low and moderate-income neighborhoods.
5	Goal Name	Public Infrastructure Improvements Year 4
	Goal Description	Provide funding for public infrastructure improvements in low and moderate-income neighborhoods.
6	Goal Name	Public Infrastructure Improvements Year 5
	Goal Description	Provide funding for public infrastructure improvements in low and moderate-income neighborhoods.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

At this time the Town of Hilton Head Island does not have the capacity to provide affordable housing units, to extremely low-income, low-income and moderate-income households. However, public improvements in census tracts with 51% or higher low to moderate-income household may be accomplished with Community Development Block Grant funds.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

The Town of Hilton Head Island does not own or operate any public housing developments or units. The Beaufort Housing Authority is the agency providing public housing to approximately 750 residents in Beaufort County, South Carolina and there are 295 units of housing located throughout the county. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

The Housing Choice Voucher Program, commonly known as Section 8 housing is subsidized by the Federal government and provides Federal assistance to families and individuals in the private rental market. The Beaufort Housing Authority program is tenant-based therefore eligible families receive assistance based on income for housing units meeting general program requirements. There are currently eleven units within the Town of Hilton Head Island participating in the voucher program which are scattered throughout the Town. Tenants identify and choose their own units and the landlord agrees to participate in the housing choice voucher program.

The Beaufort Housing Authority has over 900 families in all of Beaufort County on the Public Housing and Section 8 waiting lists and is currently not accepting Section 8 applications. The waiting lists are moving documents and the numbers change on a daily basis. The waiting lists include over 2,105 family members with 1,069 of those being children. The average age of these children is eight. Of the families on the waiting list, 55% are working, 22% are elderly and 9% are disabled. Twenty percent of the families on the waiting list have a disabled family member and 28% of the families have an elderly family member who is not the head of household. Many of the families assisted by the Beaufort Housing Authority care for a disabled family member so that person does not have to be institutionalized. More than 58% of families assisted by the Beaufort Housing Authority request accessibility features.

The Town of Hilton Head Island is not required to increase the number of accessible units through a Section 504 Voluntary Compliance Agreement.

Activities to Increase Resident Involvements

The Beaufort Housing Authority works with resident services at each of the public housing developments and through this collaboration promote programs and activities for residents. Some of the programs offered include: the Family Self-Sufficiency Program which is a five year homeownership education program, Sandalwood Terrace Resident Council, free budgeting classes, and community garden clubs.

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the ‘troubled’ designation

The Beaufort Housing Authority is not designated as troubled.

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

The following items relate to barriers to affordable housing; however, many other circumstances may exist which prevent the market from providing affordable housing. This list should not be considered exhaustive, but it does provide an outline for some potential barriers to affordable housing in the Town of Hilton Head Island.

- Land costs are a limiting factor in the construction of affordable housing units. The increasing cost of land is related to the high demand for water-front property and convenient access to the beach which is provided by other properties within the Town. As available land decreases, costs for land increases often creating larger scale developments that have potential to deliver higher profits to offset the cost of land, ultimately decreasing the affordability of housing units.
- Land supply is a finite resource as the Town approaches build-out. There is less land available for housing and the land available is very expensive. Remaining vacant land in the Town of Hilton Head Island is not only limited but often challenged with costs associated with providing utilities and access.
- Construction costs which continue to increase are a factor in the development of affordable housing. Building codes, flood plain requirements, and costs associated with building in an area susceptible to hurricanes can significantly impact the affordability of housing. Fees required by government agencies also increase the cost of affordable housing, such as impact fees, building permit fees, licensing fees, utility service fees and other outside agency approvals.
- Much of the housing located in the Town of Hilton Head Island and land available for housing is subject to floodplain insurance requirements as well as other insurance requirements, such as wind and hail. Many residential developments operate under organized home owners associations, which also require payment of fees to cover costs associated with common open space, amenities and infrastructure.
- Marketability and potential profit is a factor for developers because of the challenges faced with construction in a coastal area. Developers often strive for the “highest and best use”, which typically results in housing units that cannot meet HUD’s definition of affordable.
- The “NIMBY” syndrome, “Not in My Backyard”, is a common sentiment toward affordable housing within the Town of Hilton Head Island. This is a typical response to affordable housing in some communities. Many make assumptions affordable housing increases crime and are aesthetically displeasing homes and buildings. This is not necessarily true; however, turning around the NIMBY syndrome is a challenge developers of affordable housing face in this community.
- Developers strive for the highest profit margin, which may be determined by various factors. The cost of developing housing in the Town of Hilton Head Island is high. The lack of development incentives, such as increased density, decreased parking, or increased height standards, which would allow developers to build more than otherwise allowed by Town regulations and requirements do not exist in current codes and may, when coupled with other barriers become another barrier to the construction or availability of affordable housing.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County

Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

In addition to participation in the Lowcountry Affordable Housing Coalition, monitoring relevant public policies for changes which may constitute barriers to affordable housing may be conducted.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

In the January 2014 point-in-time count the number of homeless counted in Beaufort County was 40 persons, however this figure does not reflect any homeless specifically in the Town of Hilton Head Island. The next point-in-time count is scheduled for late January 2015. According to the Lowcountry Homeless Coalition attempts will be made to gather homeless data for the Town of Hilton Head Island.

Addressing the emergency and transitional housing needs of homeless persons

Currently there are no emergency and transitional housing shelters operating in the Town of Hilton Head Island.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

There are no homeless shelters located within the jurisdiction of the Town of Hilton Head Island and no homeless population count data available from the Lowcountry Homeless Coalition, the regional Continuum of Care servicing the Town. There is the non-profit organization, Family Promise of Beaufort County located in neighboring Bluffton, South Carolina, which is a coalition of Beaufort County churches assisting homeless families through a 60-90 day program. The program provides evening accommodations for program participants at host churches and daytime transportation to school for children and educational programs for parents.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

Specific data for lead-based paint hazards in the Town of Hilton Head Island is unavailable. The number of units built before 1980 may be used to represent a baseline for the number of units which may pose a lead-based paint threat. According to 2007 – 2011 American Community Survey and 2007-2011 CHAS data 3,670 housing units in the Town of Hilton Head Island were built prior to 1980. HUD regulations regarding lead-based paint apply to all federally assisted housing and the Town of Hilton Head Island will comply when necessary with federal requirements for lead-based paint testing and abatement in projects financed with HUD-CDBG funds.

How are the actions listed above related to the extent of lead poisoning and hazards?

Low-income households earning 0-50% of median family income are usually the least able to afford well maintained housing and therefore, are often at greater risk of lead poisoning. According to American Community Survey data there are 2,325 owner-occupied households and 1,345 renter-occupied households in the Town of Hilton Head Island built before 1980. There are 585 owner-occupied households with children present and 450 renter-occupied households with children present built before 1980. These households may be at risk of lead hazard problems.

How are the actions listed above integrated into housing policies and procedures?

The Town of Hilton Head Island will call for full compliance and enforcement of federal lead-based paint regulations on Town projects financed with HUD-CDBG funds. Contractors, subrecipients, and other partners will be advised of lead-based paint regulations and Town of Hilton Head Island staff will work to ensure full compliance is attained on projects financed with HUD-CDBG funds.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

The Beaufort Housing Authority operates a Family Self Sufficiency Program which promotes independence for its residents. Participants in the program work toward setting and obtaining future life and career goals by accomplishing activities and objectives.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The Town of Hilton Head Island Community Development Department staff is responsible for ensuring Community Development Block Grant funds are managed and allocated in compliance with federal regulations and guidelines. Town of Hilton Head Island staff will use various administrative mechanisms, which may include but are not limited to desk reviews and on-site monitoring, to track and oversee progress of CDBG funded projects and ensure projects are completed in a timely manner.

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The following table outlines the anticipated resources from the HUD Community Development Block Grant (CDBG) program the Town of Hilton Head Island anticipates having available during the 2015 –

2019 period covered by this Consolidated Plan.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
DBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	202,347	0	0	202,347	865,158	2015 was the first year of program participation and funding was \$202,347. In 2017 the allocation was \$200,781 and 2018 the allocation was \$234,127. Due to these revised allocations the expected amount available for the remaining 3 years of the Con Plan was adjusted to derive the expected amount available for the remaining years of the Consolidated Plan.

Table 54 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

It is anticipated the federal funding listed above will be received annually to support activities outlined in the Consolidated Plan. While the Community Development Block Grant program does not require leveraging, other Town of Hilton Head Island resources will be used in combination with these funds to complete projects listed in this Consolidated Plan.

Leveraging is a way to increase project efficiencies which often come with combining sources of funding. Funds may be considered leveraged if financial commitments to the cost of a project from a source other than Community Development Block Grant funds are documented. Town staff may identify and explore additional leveraging opportunities such as other federal, state and local resources.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The Town of Hilton Head Island currently owns nine dirt roads located in Census Tracts 105, 108 and 110. Each of these census tracts has a low and moderate-income household percentage above 51%. One of the community needs identified at the November 13, 2014 Public Needs Assessment Hearing was paving of dirt roads. In an effort to meet this community need, Town-owned dirt roads may be paved in these areas.

Discussion

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Blazing Star Lane Paving	2015	2019	Non-Housing Community Development	Census Tract 105 Census Tract 108	Public Improvements	CDBG: \$179,937	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 30 Persons Assisted
2	Development of Consolidated Plan	2015	2019	Administrative and Planning	Town-Wide	Public Improvements	CDBG: \$22,410	Other: 1 Other

Table 55 – Goals Summary

Goal Descriptions

1	Goal Name	Blazing Star Lane Paving
	Goal Description	Provide funding for improvements to low and moderate-income neighborhoods.
2	Goal Name	Development of Consolidated Plan
	Goal Description	Provide overall administration for the CDBG program and development of the Consolidated Plan and annual reports.

Projects

AP-35 Projects – 91.220(d)

Introduction

Projects

#	Project Name
1	Blazing Star Lane Paving
2	Program Administration

Table 56 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

The primary objective of Community Development Block Grant funds received by the Town of Hilton Head Island is to preserve and revitalize neighborhoods, enhance quality of life for residents and address priority community public services, community development, economic development, and redevelopment needs within applicable local, state and federal statutes and regulations. For fiscal year 2015, CDBG funds were allocated based on project readiness in census tracts with low and moderate-income household comprising 51% or more of the population.

AP-38 Project Summary
Project Summary Information

1	Project Name	Blazing Star Lane Paving
	Target Area	Census Tract 105
	Goals Supported	Blazing Star Lane Paving
	Needs Addressed	Public Improvements
	Funding	CDBG: \$179,937
	Description	Paving dirt road
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Paving dirt road.
2	Project Name	Program Administration
	Target Area	Town-Wide
	Goals Supported	Development of Consolidated Plan
	Needs Addressed	Administrative and Planning
	Funding	CDBG: \$22,410
	Description	Town of Hilton Head Island staff drafting five year (2015-2019) consolidated plan.
	Target Date	
	Estimate the number and type of families that will benefit from the proposed activities	
	Location Description	
	Planned Activities	Drafting and submitting the Five Year Consolidated Plan.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The geographic areas within the Town of Hilton Head Island where assistance will be directed are Census Tracts 105, 108, and 110. Community development activities may include infrastructure improvements, new or improved public facilities, economic development or enhanced public services.

Geographic Distribution

Target Area	Percentage of Funds
Census Tract 105	80
Census Tract 108	0

Table 57 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Community Development Block Grant funds will be used to address the needs of low and moderate-income areas. These areas are determined using Census Tracts which have a low and moderate-income population of at least 51%. CDBG funds will be designated for use on projects located in the low and moderate-income Census Tracts 105, 108 and 110 within the Town of Hilton Head Island.

Discussion

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

The Housing Choice Voucher Program, commonly known as Section 8 housing is subsidized by the Federal government and provides Federal assistance to families and individuals in the private rental market. The Beaufort Housing Authority program is tenant-based therefore eligible families receive assistance based on income for housing units meeting general program requirements. There are currently eleven units within the Town of Hilton Head Island participating in the voucher program which are scattered throughout the Town. Tenants identify and choose their own units and the landlord agrees to participate in the housing choice voucher program.

One Year Goals for the Number of Households to be Supported	
Non-Homeless	
Total	

Table 58 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	
The Production of New Units	
Rehab of Existing Units	
Acquisition of Existing Units	
Total	

Table 59 - One Year Goals for Affordable Housing by Support Type

Discussion

AP-60 Public Housing – 91.220(h)

Introduction

Actions planned during the next year to address the needs to public housing

The Town of Hilton Head Island does not own or operate any public housing developments or units and there is no future plan to own or operate public housing units. The Beaufort Housing Authority is the agency providing public housing to approximately 750 residents in Beaufort County, South Carolina and there are 295 units of housing located throughout the county. In the Town of Hilton Head Island the Beaufort Housing Authority operates 80 public housing units at the Sandalwood Terrace Apartments.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

The Beaufort Housing Authority works with resident services at each of the public housing developments and through this collaboration promote programs and activities for residents. Some of the programs offered include: the Family Self-Sufficiency Program which is a five year homeownership education program, Sandalwood Terrace Resident Council, free budgeting classes, and community garden clubs.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not Applicable

Discussion

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The Lowcountry Homeless Coalition, based in Charleston, South Carolina is the Continuum of Care working to address the needs of the homeless in a seven county region of the South Carolina lowcountry. Annual point-in-time counts are conducted in the area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

In the January 2014 point-in-time count the number of homeless counted in Beaufort County was 40 persons, however this figure does not reflect any homeless specifically in the Town of Hilton Head Island. The next point-in-time count is scheduled for late January 2015. According to the Lowcountry Homeless Coalition attempts will be made to gather homeless data for the Town of Hilton Head Island.

Addressing the emergency shelter and transitional housing needs of homeless persons

Currently there are no emergency and transitional housing shelters operating in the Town of Hilton Head Island. At this time there is no future plan to own or operate emergency shelters or transitional housing in the Town of Hilton Head Island.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

There are no homeless shelters located within the jurisdiction of the Town of Hilton Head Island and no homeless population count data available from the Lowcountry Homeless Coalition, the regional Continuum of Care servicing the Town. There is the non-profit organization, Family Promise of Beaufort County located in neighboring Bluffton, South Carolina, which is a coalition of Beaufort County churches assisting homeless families through a 60-90 day program. The program provides evening accommodations for program participants at host churches and daytime transportation to school for children and educational programs for parents.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on

assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

Discussion

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

A variety of barriers exist which make increasing affordable housing stock in the Town of Hilton Head Island difficult. The following list highlights some affordable housing issues, however, this list should not be considered exhaustive. Many other circumstances may occur which prevent the market from providing affordable housing.

- Land costs are a limiting factor in the construction of affordable housing units.
- Land supply is a finite resource as the Town approaches build-out.
- Construction costs which continue to increase are a factor in the development of affordable housing.
- Much of the housing located in the Town of Hilton Head Island and land available for housing is subject to floodplain insurance requirements as well as other insurance requirements, such as wind and hail.
- Marketability and potential profit is a factor for developers because of the challenges faced with construction in a coastal area.
- The “NIMBY” syndrome, “Not in My Backyard”, is a common sentiment toward affordable housing within the Town of Hilton Head Island.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

In addition to participation in the Lowcountry Affordable Housing Coalition, monitoring relevant public policies for changes which may constitute barriers to affordable housing may be conducted.

Discussion:

AP-85 Other Actions – 91.220(k)

Introduction:

The Town of Hilton Head Island anticipates taking the following actions throughout the 2015 – 2019 consolidated planning cycle to address the challenges listed below.

Actions planned to address obstacles to meeting underserved needs

As part of the consolidated planning cycle for 2015 – 2019, the Town of Hilton Head Island will determine where underserved populations are located through results from the Analysis of Impediments to Fair Housing. To reduce the number of obstacles in meeting the needs of the underserved populations Town staff may assist with facilitating collaborations with area service organizations which spearhead community-wide solutions to local needs.

Actions planned to foster and maintain affordable housing

The Town of Hilton Head Island will continue to participate in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

Actions planned to reduce lead-based paint hazards

Data for lead-based paint hazards in the Town of Hilton Head Island is unavailable. The number of units built before 1980 may be used to represent a baseline for the number of units which may pose a lead-based paint threat. At this time actions to address lead-based paint hazards have not been identified.

Actions planned to reduce the number of poverty-level families

The Beaufort Housing Authority operates a Family Self Sufficiency Program which promotes independence for its residents. Participants in the program work toward setting and obtaining future life and career goals by accomplishing activities and objectives.

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

Actions planned to develop institutional structure

Fiscal year 2015 is the first year the Town of Hilton Head Island will participate in the HUD Community Development Block Grant program, therefore no past experience is available for assessment. It is intended each year the Town of Hilton Head Island will report its progress in meeting the five-year and annual goals in the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER will be

submitted in compliance with program deadlines.

Strategies for overcoming gaps and capacity issues in the service delivery system may require more findings or changes in public policy. The Town of Hilton Head Island will continue to coordinate efforts and partnerships with state and local government entities such as Beaufort County, the Lowcountry Council of Governments and various State of South Carolina offices when necessary to carry out the priority needs listed in this Consolidated Plan.

Actions planned to enhance coordination between public and private housing and social service agencies

The Town of Hilton Head Island anticipates continued participation in the Lowcountry Affordable Housing Coalition, which is under the auspices of Together for Beaufort County and the Beaufort County Human Services Alliance. This coalition consists of governmental entities, non-profit and private organizations striving to make housing more affordable in the Beaufort County area. The coalition has a focus on assisting residents of Beaufort County and serves as a forum for member organizations to share ideas, coordinate projects and foster interagency cooperation. With support from the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health/environmental issues.

Discussion:

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

Attachments

**NOTICE OF PUBLIC HEARING
- COMMUNITY NEEDS ASSESSMENT-**

Notice is hereby given that on **Thursday, November 13, 2014 at 6:00 p.m.**, at the Benjamin M. Racusin Council Chambers of the Town Hall, at 1 Town Center Court, the Town of Hilton Head Island will hold a public hearing to solicit public input on community needs and priorities for housing, public facilities and economic development. As required by the U.S. Department of Housing and Urban Development (HUD), the Town of Hilton Head Island is in the development stages of a five-year Consolidated Plan for the period of 2015-2019. The Consolidated Plan outlines goals and priorities the Town of Hilton Head Island will follow over the next five years for the use of Community Development Block Grant (CDBG) funds. This process includes a Housing and Community Development Needs Assessment. At this public hearing the Town of Hilton Head Island will provide the activities that might be undertaken to meet identified needs, including the estimated amounts proposed to be used for activities that will benefit persons of low and moderate income.


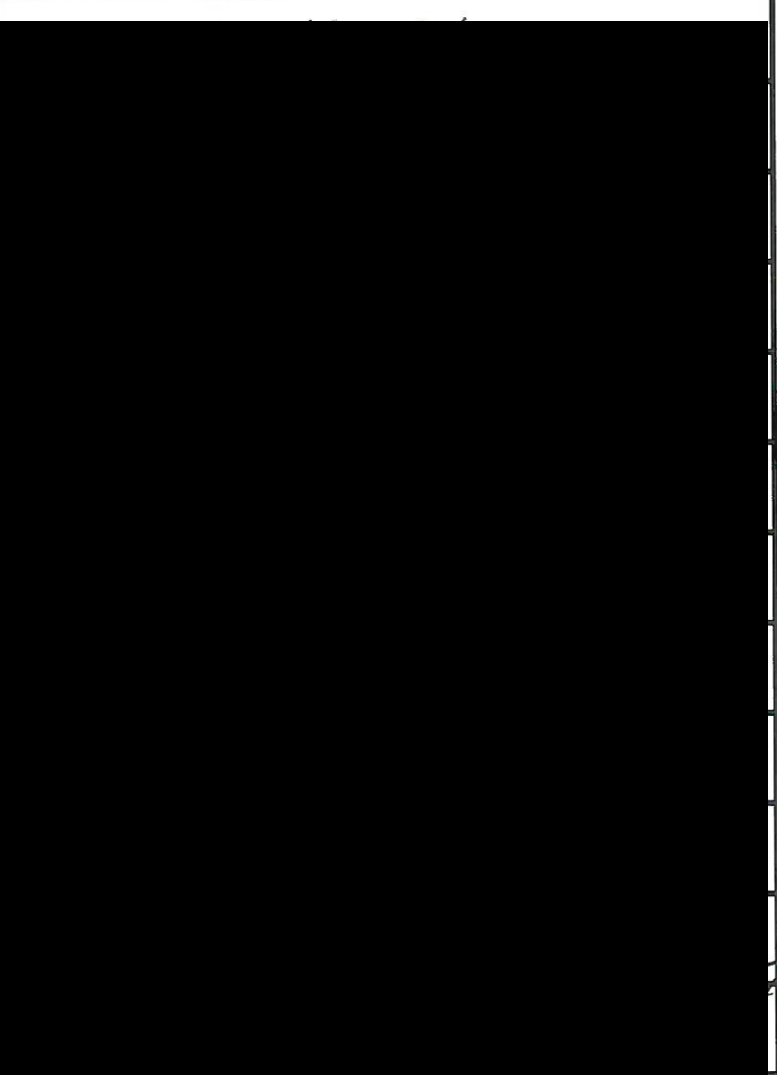
The public hearing and the matters to be discussed are subject to the provisions of the Town of Hilton Head Island's Citizen Participation Plan, developed in anticipation of participation in the HUD CDBG Program, providing for the participation of the citizens of the town in the planning and implementation of community and economic development projects involving CDBG funds. The Citizen Participation Plan is available for review at Hilton Head Island Town Hall, 1 Town Center Court, Hilton Head Island, SC 29928, 8:00am – 4:30pm, Monday – Friday. Persons with questions or comments concerning the public hearing or Citizen Participation Plan may contact Marcy Benson, Senior Grants Administrator at 1 Town Center Court, Hilton Head Island, SC 29928. Or by phone at (843) 341-4689 or at TDD phone number (843) 341-4720 or by e-mail at marcyb@hiltonheadislandsc.gov

The Town of Hilton Head Island does not discriminate on the basis of age, color, religion, sex, national origin, familial status or disability in the admission or access to, or treatment or employment in its federally assisted programs or activities. Marcy Benson, Senior Grants Administrator, 1 Town Center Court, Hilton Head Island, S.C. 29928 has been designated to coordinate compliance with the nondiscrimination requirements contained in the U.S. Department of Housing and Urban Development's regulations. She may be reached by phone at (843) 341-4689 or at TDD phone number (843) 341-4720 or by e-mail at marcyb@hiltonheadislandsc.gov

PLEASE SIGN IN:

NAME	MAILING ADDRESS	EMAIL ADDRESS
John Geisler	1 Cl...	...
Dot Law	9	...
Thomas C. Bannell Jr	F	...
James Fisher		...
Ronald Stewart SR.		...
Pat Wirtz	6	...
Herbert Furb	19	...
Petsy Doughtie	4	...
Jossie Ramirez	11	...
ALYN SCHNEIDER	7	...
George Paletta	11	...
LARRY M. SANDERS	13	...

PLEASE SIGN IN:

NAME	MAILING ADDRESS	EMAIL ADDRESS
C. Grant Cully		
Geraldine Keating		
Francine Baer		
Susan Murphy		
Pete Nardi		
Don Kirkman		
Lynne Nordenberg		
Ruby Machi		
Veronica Miller		
Louis Rivier		
LESTER DOTSON		
Chester Williams		

Public Hearing Minutes
Public Hearing to Discuss the Citizen Participation Plan and Seek Input for the
Community Needs Assessment for the Community Development Block Grant
(CDBG) Entitlement Program

Thursday, November 13, 2014 6:00pm, Town Council Chambers, Town of Hilton
Head Island

Present: See attached sign-in sheet.

Marcy Benson, Senior Town Grants Administrator began the public hearing at 6:05pm. A power point presentation was given describing the Citizen Participation Plan and the elements that are included in the plan. The purpose of the Community Needs Assessment and a description of the CDBG Entitlement Program were explained. The amount of CDBG funding available from HUD and types of eligible projects were discussed.

Public comments were taken and attendees were asked to list community needs. Each attendee was allotted three votes (via dot stickers) to select the needs identified which they believe most important in the community. Voting instructions noted attendees could use all three votes for one need if they believed that to be of the greatest importance to the community, or they could distribute their votes among three different needs identified during the hearing. The following needs were identified and ranked in order of community importance:

- Affordable housing (and infrastructure)
- Ward 1 water and sewer connection loan program
- Facility for legal assistance with heirs property
- Water infrastructure and connections
- Paving of local neighborhood roads
- Sewer infrastructure and connections
- Coordination with Project SAFE for water and sewer connections
- Housing rehabilitation
- Draining improvements
- Chaplin community center

Attendees were thanked for their participation and the public hearing adjourned at 7:07pm.

NOTICE OF PUBLIC HEARING
-CONSOLIDATED PLAN 30 DAY PUBLIC COMMENT PERIOD-

Notice is hereby given that the Town of Hilton Head Island has prepared a draft of its 2015 - 2019 Consolidated Plan required by HUD to receive CDBG Entitlement Program funding. The Plan will be available for review and comment for 30 days beginning Monday, February 16, 2015. A public hearing to obtain input on the 2015-2019 Consolidated Plan will be held on **February 16, 2015 at 6:00pm** at the Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers, 1 Town Center Court, Hilton Head Island, South Carolina. Copies of the Plan will be available for review at the hearing and Monday – Friday 8:00am – 4:30pm at the Town of Hilton Head Island Town Hall, or may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning February 16, 2015. Written comments on the Plan are encouraged and may be submitted by mail to Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island Community Development Department, 1 Town Center Court, Hilton Head Island, SC 29928 or email to marcyb@hiltonheadislandsc.gov . Comments will be accepted until March 18, 2015.

The public hearing and the matters to be discussed are subject to the provisions of the Town of Hilton Head Island's Citizen Participation Plan, developed in anticipation of participation in the HUD CDBG Program, providing for the participation of the citizens of the Town in the planning and implementation of community and economic development projects involving CDBG funds. The Citizen Participation Plan is available for review at Hilton Head Island Town Hall, at the times and address listed above.

The Town of Hilton Head Island does not discriminate on the basis of age, color, religion, sex, national origin, familial status or disability in the admission or access to, or treatment or employment in its federally assisted programs or activities. Marcy Benson, Senior Grants Administrator has been designated to coordinate compliance with the nondiscrimination requirements contained in the U.S. Department of Housing and Urban Development's regulations. She may be reached at the email address listed above or by phone at (843) 341-4689.

Public Comments Received During 30 Day Consolidated Plan Public Comment Period

Comment Summary

The four comments received were in support of the Consolidated Plan. Comments included:

1. Support for road improvements and the need to make drainage improvements and sewer service available.
2. Support for revitalization efforts surrounding planned unit developments, and low income housing construction to replace ageing homes.
3. Support for the Consolidated Plan, with a concern for the Union Cemetery Road area not included as a CDBG area.
4. Support for prioritizing paving dirt roads, and suggesting roads be prioritized based on potential to create additional investment, tax base and economic development for the Town.

Public Comments Submitted Online for

HUD/CDBG Consolidated Plan

Total Comments: 3 Support: 3 Oppose: 0

Support:

I support the revitalization of areas surrounding plantations. The island will benefit so much from this project. As a visitor, you can only see residences off of 278, or within your rental/hotel property. Even though the island has lots to offer in regard to recreation, I believe the surrounding areas need to be aesthetically appealing. Low income housing should be built to replace old dilapidated bungalows and mobile homes. We vacationed for 15 years, and never realized how beautiful the plantations were. One day we decided to "house hunt". Only then, from driving through plantations with a realtor, did we realize how beautiful the island was. We ended up buying a home on HHP.

Lorraine Chillemi

Submitted: 2/18/2015

Support

It is noted that the Union Cemetery Road area was not included in the affected CDBG area. Was this a misprint?

Submitted: 2/23/2015

Support

Because of the limited funds available under the CDBG program and the LMI restrictions, I support the Town's strategy of prioritizing the paving of dirt roads in underserved areas of the Town. My only suggestion is that the roads be prioritized based on their potential to create additional investment, tax base and economic development in the Town, if possible. For example, prioritizing roads that may access larger tracts that could be used for affordable housing development or roads that may improve access to parcels that may be zoned (or could be rezoned) for non-residential uses that could support job creation and other investment.

Don Kirkman, Executive Director, Hilton Head Island Economic Development Corporation
4 Northridge Drive, Suite C

Submitted: 3/11/2015

Support

Oppose:

Meeting 2/16/2015

Town of Hilton Head Island 2015 – 2019 Consolidated Plan

Public Comment Form

<https://services.hiltonheadislandsc.gov/publiccomment/>



Thanks to the staff for the work, in putting the application together. The roads desperately need the improvements, for human safety for life. The roads is part of the need the drainage is also a much needed component for each of the community that will be getting road improvement over the next several years. Sewer service must also be made available to all these areas. There must be a comprehensive service effort to the deprived sections of Hilton Head Island, SC.

Optional:

Name: Thomas C Barnwell Jr
Address: [REDACTED]
Phone: _____
Email: _____

Return to: Marcy Benson, Senior Grants Administrator
Town of Hilton Head Island – Community Development Department
1 Town Center Court
Hilton Head Island, SC 29928
Marcyb@hiltonheadislandsc.gov



CITIZEN PARTICIPATION PLAN 2014

Town of Hilton Head Island
1 Town Center Court
Hilton Head Island, S.C. 29928
www.hiltonheadislandsc.gov
(843) 341-4600

STATEMENT OF PURPOSE:

Pursuant to Section 91.105 (Citizen participation plan; local governments) of Title 24 of the Housing and Community Development Act of 1974, a jurisdiction participating in the Community Development Block Grant (CDBG) Entitlement Program is required to adopt a citizen participation plan that sets forth policies and procedures for citizen contribution in the development of any consolidated plan, subsequent amendment to the consolidated plan, and the performance report.

The CDBG Entitlement Program is a federally funded program provided by the U.S. Department of Housing and Urban Development (HUD) to the Town of Hilton Head Island to primarily benefit low-and-moderate income (LMI) citizens within the Town. The citizen participation plan must encourage participation by LMI residents particularly those living in slum and blighted areas, persons with disabilities, non-English speaking persons, and advocates for senior, disabled, illiterate, homeless and other low-income populations in areas where CDBG funds are proposed to be used. This participation is used in the Town's development of its five year Consolidated Plan and Annual Action Plan for use of CDBG funds.

The CDBG program provides funding to carry out a wide-range of eligible community development activities directed toward housing, economic development, and the provision of community facilities and improvements. All grant-funded activities must meet one of three broad National Objectives:

- 1) Benefit low-and-moderate income persons;
- 2) Aid in the prevention or elimination of slums or blight; or
- 3) Meet a need having a particular urgency.

Since it is the primary intent of this program to benefit persons of low-and-moderate income this plan has been designed to encourage and promote community involvement, particularly by persons of low-and-moderate income. The following provisions shall be adopted and implemented to encourage citizen participation.

ELEMENTS OF PLAN

The Citizen Participation Plan (CP) shall be a written document developed by the Town of Hilton Head Island to promote and encourage citizen input in the CDBG Entitlement Program. The CP shall be reviewed annually in conjunction with the community's need assessment hearing which is an annual requirement for CDBG Entitlement Program eligibility. The review shall be conducted during a public hearing, held in accordance with the public hearing provisions of this plan and CDBG Entitlement Program requirements. The CP shall be available at the Town of Hilton Head Island Town Hall during normal business hours and written comments will be given consideration at the time of the annual CP review. Additionally, public testimony and comment shall be accepted during the public hearing.

Public Hearings

At least two public hearings will be held during the CDBG Entitlement Program Consolidated Plan and Annual Action Plan development period and annually after that. One hearing will be held to identify the Town's community development and housing needs. During one or both public

hearings the range of eligible project types funded through the CDBG Entitlement Program and the amount of funding available will be addressed. A public hearing for review and comment on the final draft of the CDBG Entitlement Program Consolidated and Annual Action Plans will be held with a minimum thirty day public comment period. The Town shall consider all comments received and attach a comment summary to the final draft of the CDBG Entitlement Program Consolidated and Annual Action Plans.

In the case of substantial amendments to the Consolidated or Annual Action Plans, where activities are to be added, deleted, or substantially changed in terms of purpose, scope, location or beneficiaries, the Town will provide citizens with an opportunity for comment on such changes through a public hearing. A minimum of thirty days will be made available to receive public comments regarding any substantial amendments to the Plans, and a comment summary will be included with amended Plans.

All public meetings or hearings concerning the Town's CDBG Entitlement Program shall be held at times and locations convenient to the Town's citizens, particularly those who are potential or actual beneficiaries. No public hearing shall be held before 6:00 p.m. on weekdays or 2 p.m. on Sundays, or be scheduled to begin after 8:30 p.m. The only exception to these time constraints shall be for regularly scheduled Town Council meetings. These meetings are generally held on the first and third Tuesday of every month; starting at 4:00 p.m. The location of public meetings shall be held in handicap accessible locations or assistance shall be provided to accommodate the special needs of the handicapped. In the event a public meeting will be held in a non-handicapped accessible location, special assistance shall be provided and notice of the availability of assistance shall be included in the public notice.

Where an estimated 10% or more of public hearing participants are expected to be non-English speaking residents, the Town will take reasonable measures to accommodate their needs. Official U.S. Census Bureau data for the proposed project area and for the Town as a whole will be analyzed to determine if this provision applies in a particular instance. In the event that such a determination is made, provisions shall be made to translate public documents and comments at all relevant public hearings into the native language of the majority of non-English speaking residents affected. Appropriate action will also be taken to accommodate the needs of persons with mobility, visual, or hearing impairments who wish to participate in the public comment process.

Consultations with non-profit organizations, public agencies, and other community organizations serving intended CDBG Entitlement Program beneficiaries shall be conducted during development of the Consolidated and Annual Action Plans. One or more meetings shall be conducted with such organizations to determine housing and community development needs, gaps in service, missing services, or services provided by organizations where Town participation will benefit low-and-moderate income citizens.

Public Notice

The Town of Hilton Head Island shall notify its citizens of public meetings or hearings with regard to the CDBG Entitlement Program through a minimum of two of the following methods:

1. Publishing notice in the Island Packet, a general circulation newspaper, at least seven days prior to all CDBG Entitlement Program public hearings or meetings. Such

notices may be prominently advertised in an appropriate, non-legal or non-classified, section of the newspaper.

2. Public notices identical in content may be posted at Town Hall, in several conspicuous locations open to the public.
3. Public notices identical in content may be posted on the Town of Hilton Head Island website.
4. Notice of any public hearings or meetings may also be mailed to local community leaders and organizations, such as churches, and Property Owner's Associations.

The Town will maintain documentation of how public notices have been published and distributed.

Technical Assistance

The Town of Hilton Head Island shall provide technical assistance to individuals or groups representative of low-and-moderate income persons interested in submitting written proposals for consideration during the annual project review cycle. Assistance shall be provided in the form of education of groups or individuals as to the CDBG Entitlement Program, eligibility guidelines, and the range of activities that may be undertaken with such funds particularly in relation to identified community needs. The Town of Hilton Head Island will consider for funding any proposals developed by representatives of low-and-moderate income persons who follow all of the requirements for public participation. It shall be the sole prerogative of the Mayor and Town Council to determine which, if any, CDBG Entitlement Program proposals are funded.

Minimizing Displacement

In the expenditure of CDBG Entitlement Program funds, the Town of Hilton Head Island shall take measures to minimize displacement of low-and-moderate income families that may result from its activities. When this is unavoidable on a temporary or permanent basis, federal law (the "Uniform Act") shall be followed. This may include payments to the displaced families to assist with relocation expenses.

Performance Reports

The Town is required to submit to HUD an annual performance report within ninety days of the completion of a program year. The Consolidated Annual Performance and Evaluation Report (CAPER) is due annually on September 30th. A minimum comment period of fifteen days will be provided to citizens prior to submission of the annual CAPER. The Town shall consider all comments received and attach a comment summary to the CAPER submittal.

Plan and Program Access

The citizens of the Town of Hilton Head Island shall be afforded reasonable access to this Citizen's Participation Plan and records that concern projects undertaken with CDBG Entitlement Program funds. Appointments to review these documents may be set up through the Town Manager's Office during normal working hours, Monday – Friday from 8:00am through 4:30pm. Every effort shall be

made to conveniently accommodate all citizens' requests for public information; however, the Town reserves the right to schedule appointments based upon workload of the Town Manager and his staff.

Complaints or grievances concerning the Citizen Participation Plan, the CDBG Entitlement Program Consolidated Plan or the CDBG Annual Action Plan shall be submitted to the Town Manager at the following address:

Town of Hilton Head Island
Office of the Town Manager
1 Town Center Court
Hilton Head Island, SC 29928

The Town shall prepare a written answer to all written complaints or grievances within 15 days where practical.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
NOTICE OF PUBLIC HEARING AND
30 DAY PUBLIC COMMENT PERIOD
SUBSTANTIAL AMENDMENT TO 2015 – 2019 CONSOLIDATED PLAN**

Notice is hereby given that the Town of Hilton Head Island proposes to amend its CDBG 2015 – 2019 Consolidated Plan. This substantial amendment proposes to remove the Wiley Road paving activity from program year 2017 and move the Cobia Court paving activity from program year 2019 to program year 2017 and add Alice Perry Drive paving activity to program year 2019. The substantial amendment and associated Plan will be available for public review and comment for 30 days from Monday, January 23, 2017 through Wednesday February 22, 2017. A public hearing to obtain input on the substantial amendment will be held on February 16, 2017 at 6:00pm at the Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers, 1 Town Center Court, Hilton Head Island, South Carolina. Copies of the amended Plan will be available for review at the hearing and Monday – Friday 8:00am – 4:30pm at the Town of Hilton Head Island Town Hall, or may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning January 23, 2017. Written comments are encouraged and may be submitted via the website link, or email to marcyb@hiltonheadislandsc.gov or by mail to Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island Community Development Department, 1 Town Center Court, Hilton Head Island, SC 29928.

The Town of Hilton Head Island does not discriminate on the basis of age, color, religion, sex, national origin, familial status or disability in the admission or access to, or treatment or employment in its federally assisted programs or activities. Marcy Benson, Senior Grants Administrator has been designated to coordinate compliance with the nondiscrimination requirements contained in the U.S. Department of Housing and Urban Development's regulations. She may be reached at the email address listed above or by phone at (843) 341-4689.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
NOTICE OF PUBLIC HEARING AND
30 DAY PUBLIC COMMENT PERIOD
SUBSTANTIAL AMENDMENT TO 2015 – 2019 CONSOLIDATED PLAN**

Notice is hereby given that the Town of Hilton Head Island proposes to amend its CDBG 2015 – 2019 Consolidated Plan. This substantial amendment proposes to remove the Wiley Road paving activity from program year 2017 and move the Cobia Court paving activity from program year 2019 to program year 2017 and add Alice Perry Drive paving activity to program year 2019. The substantial amendment and associated Plan will be available for public review and comment for 30 days from Monday, January 23, 2017 through Wednesday February 22, 2017. A public hearing to obtain input on the substantial amendment will be held on February 16, 2017 at 6:00pm at the Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers, 1 Town Center Court, Hilton Head Island, South Carolina. Copies of the amended Plan will be available for review at the hearing and Monday – Friday 8:00am – 4:30pm at the Town of Hilton Head Island Town Hall, or may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning January 23, 2017. Written comments are encouraged and may be submitted via the website link, or email to marcyb@hiltonheadislandsc.gov or by mail to Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island Community Development Department, 1 Town Center Court, Hilton Head Island, SC 29928.

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Town of Hilton Head Island Website – Main Page
January 13, 2017
CDBG Consolidated Plan Substantial Amendment
Public Hearing and 30 Day Public Comment Period Notice

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Hurricane Matthew Disaster Recovery Portal

How Do I...

- > Apply for...
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- > Pay...
- > Participate...
- > Register...
- > Renew...
- > Schedule...
- > Subscribe to...
- > Submit a...
- > View...

Major Initiatives

- 2016 Beach Renourishment Project
- Colligny Redevelopment
- Powerline Burial Project
- USCB Hospitality Management Facility
- Venue Committee

E-Subscription Service

To sign up for alerts

Hurricane Matthew Disaster Recovery Portal

View all information, announcements and updates related to Hurricane Matthew disaster recovery through the Disaster Recovery Web Portal.

Hot Topics

- Hurricane Matthew - Week Thirteen: January 6, 2017**
Highlights from the Town of Hilton Head Island by Town Manager, Steve Riley. [Read More...](#)
- Grinding of the Greens - Christmas Tree Recycling**
The Town of Hilton Head Island will be conducting a Grinding of the Greens program this holiday season with grinding service provided by Jones Brothers Tree Service. [Learn more...](#)

- Emergency Permitting**
- Town Council Key Priorities**
- CIP Dashboard**
- Financial Dashboard**
- Sustainability on Hilton Head Island**
- Experience Hilton Head Island**
- Boards, Committees, Commissions**
- Meeting Calendar**
- Calendar**

Upcoming Meetings

- Finance & Administrative Committee
1/17/2017 at 2:00:PM
- Town Council
1/17/2017 at 4:00:PM
- Pre-Application Meeting
1/17/2017 at 10:30:AM
- LMO Committee
1/20/2017 at 10:00:AM

- Meeting Broadcasting & Video Archive**
- Seasonal Safety Tips**

and/or updates, please enter your contact information below. Select email or text alerts from the pull down menu. [Learn more...](#)

Subscription Type

*Email Address

2016 Beach Renourishment Project

The Town announces the completion of the 2016 Island wide Beach Renourishment Project. The Town's contractor Weeks Marine, Inc. completed sand placement activities in the overnight hours on December 29th. View information regarding this project including maps, photos, FAQ's, updates and more. [Learn more...](#)

30 Day Public Comment Period CDBG Program Fiscal Year 2017-18 Annual Action Plan

The Town has prepared a draft of its fiscal year 2017 -2018 (program year 2017) Annual Action Plan required by the U.S. Department of Housing and Urban Development (HUD) to receive Community Development Block Grant Entitlement Program funding. The Plan will be available for review and comment for 30 days beginning Monday, January 16, 2017. [more information ...](#)

Town's Multi-use Pathways Closed

Due to the presence of large amounts of storm debris and ongoing hurricane debris removal operations, the Town's multi-use pathways are closed by the Town until notice of their re-opening is issued. Anyone using the pathways while they are closed are doing so at their own risk. Motorists on adjacent roadways are urged to use extra caution and awareness for cyclists along roadways and to be aware of limited sight lines at intersections.

Re-opening of Selected Town Parks

Due to Hurricane Matthew the following parks remain closed to the public: Crossings Park, and Chaplin Parks. The Rowing & Sailing Center at Squire Pope Community Park has reopened, the dock remains closed for repairs.

The Discovery House, pathways and boardwalks are open and accessible via a new entrance off of William Hilton Parkway (US 278). Please be advised that the main entrance to the Honey Horn property is closed for Hurricane Matthew Debris processing.

Zika Virus Information

Beaufort County Mosquito Control is helping to educate the public on how to avoid contact with mosquitoes and how to eliminate mosquito breeding throughout the County. [Learn more...](#)

News and Announcements

- 2016 Beach Nourishment Project - Progress Update - 1/13/2017**
- CDBG Notice of Public Hearing and 30 Day Public Comment Period Substantial Amendment to 2015-2019 Consolidated Plan - 1/13/2017**
- Town of Hilton Head Island Resident Beach Pass Sales - 1/9/2017**
- Notice of 30 Day Public Comment Period Community Development Block Grant Program Fiscal Year 2017-18 Annual Action Plan - 1/6/2017**

Audubon International

Town of Hilton Head Island Website
January 13, 2017
CDBG Consolidated Plan Substantial Amendment
Public Hearing and 30 Day Public Comment Period Notice Page



Town of Hilton Head Island

Beaufort County, South Carolina

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Hurricane Matthew Disaster Recovery Portal


Media Release

Text Size: A A A

CDBG Notice of Public Hearing and 30 Day Public Comment Period Substantial Amendment to 2015-2019 Consolidated Plan

Release Date: January 13, 2017

Contact Information:

[Marcy Benson](#) , Senior Grants Administrator, 843-341-4689

Notice is hereby given that the Town of Hilton Head Island proposes to amend its CDBG 2015 - 2019 Consolidated Plan. This substantial amendment proposes to remove the Wiley Road paving activity from program year 2017 and move the Cobia Court paving activity from program year 2019 to program year 2017 and add Alice Perry Drive paving activity to program year 2019. The substantial amendment and associated Plan will be available for public review and comment for 30 days from Monday, January 23, 2017 through Wednesday February 22, 2017. A public hearing to obtain input on the substantial amendment will be held on February 16, 2017 at 6:00pm at the Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers, 1 Town Center Court, Hilton Head Island, South Carolina. Copies of the amended Plan will be available for review at the hearing and Monday - Friday 8:00am - 4:30pm at the Town of Hilton Head Island Town Hall, or may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning January 23, 2017. Written comments are encouraged and may be submitted via the website link, or email to marcyb@hiltonheadislandsc.gov or by mail to Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island Community Development Department, 1 Town Center Court, Hilton Head Island, SC 29928.

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**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
NOTICE OF PUBLIC HEARING AND
30 DAY PUBLIC COMMENT PERIOD
SUBSTANTIAL AMENDMENT TO 2015 - 2019 CONSOLIDATED PLAN**

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From: [Phillips Rene](#)
To: [Benson Marcy](#)
Subject: FW: Courtesy Copy: CDBG Notice of Public Hearing and 30 Day Public Comment Period Substantial Amendment to 2015-2019 Consolidated Plan
Date: Tuesday, January 17, 2017 7:44:14 AM

FYI-

*René Phillips, CIW, Website Administrator
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928
843-341-4792
www.hiltonheadislandsc.gov*

From: Town of Hilton Head Island [mailto:updates@secure.hiltonheadislandsc.gov]
Sent: Sunday, January 15, 2017 8:00 AM
To: Phillips Rene <renep@hiltonheadislandsc.gov>; Kronlein Kris <krisk@hiltonheadislandsc.gov>
Subject: Courtesy Copy: CDBG Notice of Public Hearing and 30 Day Public Comment Period Substantial Amendment to 2015-2019 Consolidated Plan

This is a courtesy copy of an email bulletin sent by Rene Phillips.

This bulletin was sent to the following groups of people:

Subscribers of Legal Notices (1793 recipients)

Town of Hilton Head Island



Community Development Block Grant Program (CDBG) Notice of Public Hearing and 30 Day Public Comment Period Substantial Amendment to 2015 - 2019 Consolidated Plan

Notice is hereby given that the Town of Hilton Head Island proposes to amend its CDBG 2015 - 2019 Consolidated Plan. This substantial amendment proposes to remove the Wiley Road paving activity from program year 2017 and move the Cobia Court paving activity from program year 2019 to program year 2017 and add Alice Perry Drive paving activity to program year 2019. The substantial amendment and associated Plan will be available for public review and comment for 30 days from Monday, January 23, 2017 through Wednesday February 22, 2017. A public hearing to obtain input on the substantial amendment will be held on February 16, 2017 at 6:00pm at the Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers, 1 Town Center Court, Hilton Head Island, South Carolina. Copies of the amended Plan will be available for review at the hearing and Monday - Friday 8:00am - 4:30pm at the Town of Hilton Head Island Town Hall, or may be accessed via the

Town of Hilton Head Island website at: www.hiltonheadislandsc.gov/ beginning January 23, 2017. Written comments are encouraged and may be submitted via the website link, or email to marcyb@hiltonheadislandsc.gov or by mail to Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island Community Development Department, 1 Town Center Court, Hilton Head Island, SC 29928.

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View this notice in its entirety at <http://hiltonheadislandsc.gov/government/news/newsdetails.cfm?NewsID=340>



STAY CONNECTED:



Questions for the Town of Hilton Head Island? [Contact Us](#)

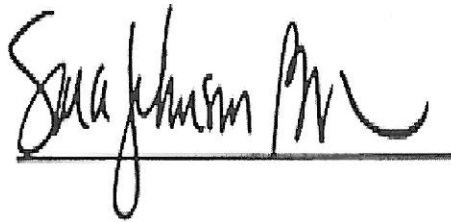
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THE ISLAND PACKET
The Beaufort Gazette

STATE OF)
SOUTH CAROLINA) AFFIDAVIT
COUNTY OF BEAUFORT)

Personally appeared before me a Notary Public, in and for State and County, aforesaid, Sara Johnson Borton who being duly sworn according to law, deposes and says that she is the Publisher and President of *The Island Packet and The Beaufort Gazette*, newspapers published Sunday through Saturday every week in Beaufort County, **The Town of Hilton Head Island, CDBG Notice of Public Hearing**, was published in the issue of The Island Packet/The Beaufort Gazette on January 15, 2017.



**Sara Johnson Borton,
Publisher and President
The Island Packet/The Beaufort Gazette**

Subscribed and sworn to before
me this 15th day of January, 2017



Amy L. Robbins
Notary Public for South Carolina
My Commission Expires on November 27, 2022

Public Meeting Minutes
Public Meeting to Solicit Comments and Discuss
Community Development Block Grant (CDBG) Entitlement Program
2015- 2019 Consolidated Plan Substantial Amendment

Thursday, February 16, 2017 6:00pm
Benjamin M. Racusin, Council Chambers of the Town Hall
1 Town Center Court, Town of Hilton Head Island

Present: No members of the public attended. See attached sign-in sheet.

Marcy Benson, Senior Town Grants Administrator was present in the Benjamin M. Racusin, Council Chambers of the Town of Hilton Head Island Town Hall at the noticed 6pm meeting start time. A PowerPoint presentation was prepared and ready for presentation describing the Town of Hilton Head Island Community Development Block Grant (CDBG) 2015- 2019 Consolidated Plan Substantial Amendment. Copies of the 2015 – 2019 Consolidated Plan Substantial Amendment were available for distribution at the meeting and via the Town of Hilton Head Island website. No members of the public attended this public meeting.

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)
NOTICE OF PUBLIC MEETING AND
30 DAY PUBLIC COMMENT PERIOD
SUBSTANTIAL AMENDMENT TO 2015 – 2019 CONSOLIDATED PLAN**

Notice is hereby given that the Town of Hilton Head Island proposes to amend its CDBG 2015 – 2019 Consolidated Plan. This substantial amendment proposes to replace location specific goals for the remaining years of the Plan with broad public improvement goals in low and moderate income census tracts. The substantial amendment and associated Plan will be available for public review and comment for 30 days from Monday, March 26, 2018 through Wednesday, April 25, 2018. A public meeting to obtain input on the substantial amendment will be held on Tuesday, April 10, 2018 at 6:00pm at the Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers, 1 Town Center Court, Hilton Head Island, South Carolina. Copies of the amended Plan will be available for review at the meeting and Monday – Friday 8:00am – 4:30pm at the Town of Hilton Head Island Town Hall, or may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning March 26, 2018. Written comments are encouraged and may be submitted via the website link, or email to marcyb@hiltonheadislandsc.gov or by mail to Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island Community Development Department, 1 Town Center Court, Hilton Head Island, SC 29928.

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**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM (CDBG)
NOTICE OF PUBLIC MEETING AND
30 DAY PUBLIC COMMENT PERIOD
SUBSTANTIAL AMENDMENT TO 2015 - 2019
CONSOLIDATED PLAN**



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Town of Hilton Head Island Website - Main Page
March 16, 2018
CDBG Consolidated Plan Substantial Amendment
Public Meeting and 30 Day Public Comment Period Notice

Town of Hilton Head Island Website
March 16, 2018
CDBG Consolidated Plan Substantial Amendment
Public Meeting and 30 Day Public Comment Period Notice Page

The screenshot shows the website for the Town of Hilton Head Island. At the top left is the town's logo, which includes a circular seal and the text "Town of Hilton Head Island" and "Beaufort County, South Carolina". To the right of the logo are links for "Employment Opportunities", "Topic Index", and "Contact Us". Below these is an "E-Subscription Service" icon and a search bar with the text "Search hiltonheadislandsc.gov". A navigation bar below the search bar contains links for "Government", "Online Services", "Departments", "Our Island", "Public Safety", and "Publications".

The main content area is titled "Public Notice" in green text. Below this is the title of the notice: "Community Development Block Grant Program (CDBG) Notice of Public Meeting and 30 Day Public Comment Period Substantial Amendment to 2015-2019 Consolidated Plan". To the right of the title is a "Text Size: A A A" option.

The notice text reads: "Release Date: March 16, 2018". Under "Contact Information:", it lists "Marcy Benson", Senior Grants Administrator, with the phone number 843-341-4689.

The main body of the notice states: "Notice is hereby given that the Town of Hilton Head Island proposes to amend its CDBG 2015 - 2019 Consolidated Plan. This substantial amendment proposes to replace location specific goals for the remaining years of the Plan with broad public improvement goals in low and moderate income census tracts. The substantial amendment and associated Plan will be available for public review and comment for 30 days from Monday, March 26, 2018 through Wednesday, April 25, 2018. A public meeting to obtain input on the substantial amendment will be held on Tuesday, April 10, 2018 at 6:00pm at the Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers, 1 Town Center Court, Hilton Head Island, South Carolina. Copies of the amended Plan will be available for review at the meeting and Monday - Friday 8:00am - 4:30pm at the Town of Hilton Head Island Town Hall, or may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning March 26, 2018. Written comments are encouraged and may be submitted via the website link, or email to marcyb@hiltonheadislandsc.gov or by mail to Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island Community Development Department, 1 Town Center Court, Hilton Head Island, SC 29928.

The notice concludes with a non-discrimination statement: "The Town of Hilton Head Island does not discriminate on the basis of age, color, religion, sex, national origin, familial status or disability in the admission or access to, or treatment or employment in its federally assisted programs or activities. Marcy Benson, Senior Grants Administrator has been designated to coordinate compliance with the nondiscrimination requirements contained in the U.S. Department of Housing and Urban Development's regulations. She may be reached at the email address listed above or by phone at 843-341-4689.

At the bottom of the page is a green footer bar containing a breadcrumb trail: "Government ~ Online Services ~ Departments ~ Our Island ~ Public Safety ~ Publications ~ Contact Us ~ Home". Below this is the town's name and address: "Town of Hilton Head Island ~ One Town Center Court, Hilton Head Island, South Carolina 29928 ~ (843) 341-4600". The final line of the footer bar contains: "Employee Portal ~ Website Policies ~ Social Media Public Use Policy ~ Contact Webmaster".

From: [Phillips Rene](#)
To: [Benson Marcy](#)
Subject: FW: Courtesy Copy: CDBG Notice of Public Meeting and 30 Day Public Comment Period
Date: Monday, March 19, 2018 9:17:57 AM

*René Phillips, CIW, Website Administrator
Town of Hilton Head Island
One Town Center Court
Hilton Head Island, SC 29928
843-341-4792
www.hiltonheadislandsc.gov*

From: Town of Hilton Head Island [mailto:updates@secure.hiltonheadislandsc.gov]
Sent: Sunday, March 18, 2018 8:00 AM
To: Phillips Rene; Spinella, Kelly
Subject: Courtesy Copy: CDBG Notice of Public Meeting and 30 Day Public Comment Period

This is a courtesy copy of an email bulletin sent by Rene Phillips.

This bulletin was sent to the following groups of people:

Subscribers of General Announcements or Legal Notices (4665 recipients)

Town of Hilton Head Island



Community Development Block Grant Program (CDBG) Notice of Public Meeting and 30 Day Public Comment Period Substantial Amendment to 2015-2019 Consolidated Plan

Notice is hereby given that the Town of Hilton Head Island proposes to amend its CDBG 2015 - 2019 Consolidated Plan. This substantial amendment proposes to replace location specific goals for the remaining years of the Plan with broad public improvement goals in low and moderate income census tracts. The substantial amendment and associated Plan will be available for public review and comment for 30 days from Monday, March 26, 2018 through Wednesday, April 25, 2018. A public meeting to obtain input on the substantial amendment will be held on Tuesday, April 10, 2018 at 6:00pm at the Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers, 1 Town Center Court, Hilton Head Island, South Carolina. Copies of the amended Plan will be available for review at the meeting and Monday - Friday 8:00am - 4:30pm at the Town of Hilton Head Island Town Hall, or may be accessed via the Town of Hilton Head Island website at: <http://www.hiltonheadislandsc.gov/> beginning March 26, 2018. Written comments are encouraged and may be submitted

via the website link, or email to marcyb@hiltonheadislandsc.gov or by mail to Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island Community Development Department, 1 Town Center Court, Hilton Head Island, SC 29928.

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View this public notice in its entirety at

<http://www.hiltonheadislandsc.gov/government/news/newsdetails.cfm?NewsID=412>



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Town of Hilton Head Island Website
March 26, 2018
CDBG Consolidated Plan Substantial Amendment
Public Meeting and 30 Day Public Comment Period Comment Page

The screenshot shows the website for the Town of Hilton Head Island. At the top left is the town's logo with the text "Town of Hilton Head Island" and "Beaufort County, South Carolina". To the right of the logo are links for "Home", "Employment Opportunities", "Topic Index", and "Contact Us". Below the logo is an "E-Subscription Service" icon and a search bar containing "Search hiltonheadislandsc.gov". A navigation menu below the search bar includes "Government", "Online Services", "Departments", "Our Island", "Public Safety", and "Publications".

On the left side of the main content area, there are two links: "Submit Comment Online" and "Boards, Committees, and Commissions". The main content area features a "Public Comment" section with the following text:

Public Comment

The following application topics are currently open for public comment. To submit a comment online, please select the button below and then select your topic and complete the provided comment form.

Notice of 30 Day Public Comment Period Community Development Block Grant Program Substantial Amendment to 2015-2019 Consolidated Plan

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[Town of Hilton Head Island Draft 2015-2019 Consolidated Plan Substantial Amendment \(2018\) for the HUD CDBG Program](#)

**Public Meeting Minutes
Public Meeting to Solicit Comments and Discuss
Community Development Block Grant (CDBG) Entitlement Program
2015- 2019 Consolidated Plan Substantial Amendment**

**Tuesday, April 10, 2018 6:00pm
Benjamin M. Racusin, Council Chambers of the Town Hall
1 Town Center Court, Town of Hilton Head Island**

Present: No members of the public attended. See attached sign-in sheet.

Marcy Benson, Senior Town Grants Administrator was present in the Benjamin M. Racusin, Council Chambers of the Town of Hilton Head Island Town Hall at the noticed 6pm meeting start time. A PowerPoint presentation was prepared and ready for presentation describing the Town of Hilton Head Island Community Development Block Grant (CDBG) 2015- 2019 Consolidated Plan Substantial Amendment. Copies of the 2015 – 2019 Consolidated Plan Substantial Amendment were available for distribution at the meeting and via the Town of Hilton Head Island website. No members of the public attended this public meeting.

Public Comment Summary
For the Town of Hilton Head Island
Community Development Block Grant (CDBG)
Entitlement Program 2015- 2019 Consolidated Plan
Substantial Amendment 2018

Public Comments Received During 30 Day Comment Period (March 26, 2018 – April 25, 2018):

No comments were received.

Public Comments Received at April 10, 2018 Public Meeting:

No comments were received.

2015-13

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA TO APPROVE THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM FIVE-YEAR CONSOLIDATED PLAN (2015-2019) AND THE ANNUAL ACTION PLAN FOR PROGRAM YEAR 2015

WHEREAS, in June 2014 the Town of Hilton Head Island became eligible to participate in the Community Development Block Grant (CDBG) Entitlement Community Program based on 2010 US Census data and accepted CDBG Entitlement status under the terms of the United States Department of Housing and Urban Development (HUD); and

WHEREAS, as an entitlement community, the Town must prepare and submit a Five-Year Consolidated Plan which details goals and objectives to be implemented to address community needs in low-and-moderate income areas within the Town's jurisdiction; and

WHEREAS, as an element of the Consolidated Plan, the Town must prepare and submit an Annual Action Plan detailing activities to be undertaken during the first program year to address goals and objectives outlined in the Consolidated Plan; and

WHEREAS, for Federal Fiscal Year 2015 the Town anticipates receiving a CDBG award totaling \$202,347 to carry out activities that meet one of three National Objectives, as described by HUD; and

WHEREAS, the Consolidated Plan is compatible with the adopted Town of Hilton Head Island Comprehensive Plan; and


WHEREAS, the Town has adhered to the public participation requirements set forth in the Citizen Participation Plan in the development of the 2015-2019 Consolidated Plan and the 2015 Annual Action Plan; and

WHEREAS, a needs assessment public hearing and 30 day public comment period for the Consolidated Plan were conducted for citizen input and review; and

WHEREAS, the Town Manager is authorized to submit these plans to the United States Department of Housing and Urban Development for their review and acceptance;

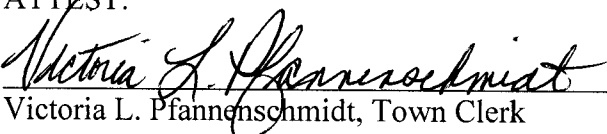
NOW, THEREFORE BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT The Community Development Block Grant Entitlement Program Five-Year Consolidated Plan (2015-2019) and the 2015 Annual Action Plan, as submitted in the attachment to this resolution be approved and submitted to the United States Department of Housing and Urban Development.

MOVED, APPROVED, AND ADOPTED ON THIS 21ST DAY OF APRIL, 2015.



David Bennett, Mayor

ATTEST:



Victoria L. Pfannenschmidt, Town Clerk

APPROVED AS TO FORM:



Gregory M. Alford, Town Attorney

Introduced by Council Member: WILLIAM D. HARKINS

Census Tract 105
54.04% LMI

Census Tract 108
71.81% LMI

Census Tract 110
59.50% LMI

Legend

Unpaved Roads OWNER	2010 Census Block Groups TRACT, BLKGRP
TOWN	105, 1 - 54.04% LMI
COUNTY	105, 2 - 54.04% LMI
PRIVATE	108, 1 - 71.81% LMI
Roads	108, 2 - 71.81% LMI
MAJOR	110, 1 - 59.50% LMI
MINOR	110, 2 - 59.50% LMI
NON-ARTERIAL	110, 3 - 59.50% LMI
OTHER	110, 4 - 59.50% LMI
	110, 5 - 59.50% LMI



Town of Hilton Head Island
Unpaved Roads in CDBG Areas: Jan. 2015



This information may have been compiled from a variety of sources and is intended to be used only as a guide. It is provided without warranty or representation as to the accuracy or completeness of the data shown. The Town of Hilton Head Island assumes no liability for the accuracy or completeness of any data shown hereon because of the nature of the information.

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA TO APPROVE THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM FIVE YEAR CONSOLIDATED PLAN (2015-2019) SUBSTANTIAL AMENDMENT

WHEREAS, in June 2014 the Town of Hilton Head Island became eligible to participate in the Community Development Block Grant (CDBG) Entitlement Community Program based on 2010 US Census data and accepted CDBG Entitlement status under the terms of the United States Department of Housing and Urban Development (HUD); and

WHEREAS, as an entitlement community, the Town must prepare and submit a Five Year Consolidated Plan which details goals and objectives to be implemented to address community needs in low-and-moderate income areas within the Town's jurisdiction; and

WHEREAS, HUD accepted the Town's Five Year Consolidated Plan (2015 – 2019) in July 2015; and

WHEREAS, the Town's Citizen Participation Plan defines a substantial amendment to the Consolidated Plan as when activities are to be added, deleted, or substantially changed in terms of purpose, scope, location or beneficiaries; and

WHEREAS, one activity in the HUD accepted Five Year Consolidated Plan (2015 – 2019) was recently identified for funding through a non-CDBG source and a replacement activity was identified to be added to the Five Year Consolidated Plan (2015 – 2019) creating the need for a substantial amendment; and

WHEREAS, the substantial amendment is compatible with the July 2015 HUD accepted Five Year Consolidated Plan (2015 – 2019); and

WHEREAS, the Town has adhered to the public participation requirements set forth in the Citizen Participation Plan in the development of the Five Year Consolidated Plan (2015 – 2019) substantial amendment; and

WHEREAS, a public hearing and 30 day public comment period for the Five Year Consolidated Plan (2015 – 2019) substantial amendment were conducted for citizen input and review; and

WHEREAS, the Town Manager is authorized to submit the Five Year Consolidated Plan (2015 – 2019) substantial amendment to the United States Department of Housing and Urban Development for their review and acceptance;

NOW, THEREFORE BE IT, AND IT HEREBY IS RESOLVED BY THE TOWN COUNCIL FOR THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, THAT The Community Development Block Grant Entitlement Program Five Year Consolidated Plan (2015-2019) substantial amendment, as submitted in the attachment to this resolution be approved and submitted to the United States Department of Housing and Urban Development.

MOVED, APPROVED, AND ADOPTED ON THIS 1st DAY OF MARCH, 2017.

Kim Hillins, Mayor PRO TEM
For David Bennett, Mayor

ATTEST:

Victoria L. Pfannenschmidt
Victoria L. Pfannenschmidt, Town Clerk

APPROVED AS TO FORM:

Gregory M. Alford
Gregory M. Alford, Town Attorney

Introduced by Council Member: WILLIAM D. HARKINS

Appendix - Alternate/Local Data Sources

1	Data Source Name Hilton Head Public Housing Data
	List the name of the organization or individual who originated the data set. Town of Hilton Head Island
	Provide a brief summary of the data set. The Beaufort Housing Authority services all of Beaufort County, South Carolina including the Town of Hilton Head Island. Because default figures represented all of Beaufort County after consultation with the Beaufort Housing Authority executive director, the tables in section NA-35 Public Housing were revised to reflect figures representing only the Town of Hilton Head Island.
	What was the purpose for developing this data set? The Beaufort Housing Authority services all of Beaufort County, South Carolina including the Town of Hilton Head Island. Because default figures represented all of Beaufort County after consultation with the Beaufort Housing Authority executive director, the tables in section NA-35 Public Housing were revised to reflect figures representing only the Town of Hilton Head Island.
	How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population? The figures in attached tables reflect figures only pertaining to the Town of Hilton Head Island and not all of Beaufort County.
	What time period (provide the year, and optionally month, or month and day) is covered by this data set? The figures provided in the attached tables are from 2014.
	What is the status of the data set (complete, in progress, or planned)? The data set is complete
	2
List the name of the organization or individual who originated the data set. US Census Bureau	
Provide a brief summary of the data set. 2009 - 2013 American Community Survey	
What was the purpose for developing this data set? Provide information related to vacant housing units to reflect condition of housing market.	

	<p>How comprehensive is the coverage of this administrative data? Is data collection concentrated in one geographic area or among a certain population?</p> <p>Data is for total population of Hilton Head Island.</p>
	<p>What time period (provide the year, and optionally month, or month and day) is covered by this data set?</p> <p>2009 - 2013</p>
	<p>What is the status of the data set (complete, in progress, or planned)?</p> <p>Data set is complete.</p>



MEMORANDUM

TO: Town Council

FROM: John M. Troyer, CPA, Director of Finance

VIA: Stephen G. Riley, ICMA-CM, Town Manager

DATE: October 2, 2018

RE: (1) A resolution authorizing the Municipal Association of South Carolina (MASC) to act as agent for the collection of debt in accordance with the Setoff Debt Collection Act; and (2) an agreement to authorize MASC to act as claimant agent in accordance with the Setoff Debt Collection Act

Summary:

MASC recently conducted a thorough review of the Setoff Debt agreement and resolution and made some contextual changes needed for participants to stay compliant with the Setoff Debt Collection Act and allow MASC to act on their behalf to submit debts to the South Carolina Department of Revenue. All documents must be received by MASC by Thursday, November 15, 2018.

RESOLUTION NO. 2018-_____

A RESOLUTION OF TOWN COUNCIL AUTHORIZING THE MUNICIPAL ASSOCIATION OF SOUTH CAROLINA TO ACT AS CLAIMANT AGENCY FOR THE COLLECTION OF DEBT ON BEHALF OF THE TOWN OF HILTON HEAD ISLAND IN ACCORDANCE WITH THE SETOFF DEBT COLLECTION ACT.

WHEREAS, the Setoff Debt Collection Act (S.C. Code Ann. §12-56-10) allows the South Carolina Department of Revenue to render assistance in the collection of debt owed to political subdivisions of the State; and

WHEREAS, the Municipal Association of South Carolina will act as a claimant agency as provided by S.C. Code Ann. §12-56-10 for political subdivisions in South Carolina; and

WHEREAS, the Town of Hilton Head Island desires to participate in the Setoff Debt Collection Program of the Municipal Association;

Now, Therefore, Be It RESOLVED, that the Town of Hilton Head Island authorizes the Town Manager to enter into an agreement with the Municipal Association of South Carolina for the collection of debt owed to the Town of Hilton Head Island.

BE IT FURTHER RESOLVED, that the Town of Hilton Head Island indemnifies the Municipal Association of South Carolina to the extent permitted by law against any injuries, actions, liabilities or proceedings arising from performance under the setoff debt provisions.

MOVED, APPROVED, AND ADOPTED THIS ____ DAY OF _____, DECEMBER, 2018.

David Bennett, Mayor

ATTEST:

By: _____
Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM:

Gregory M. Alford, Town Attorney

Introduced by Council Member: _____

AGREEMENT

To Authorize the Municipal Association of South Carolina to act as Claimant Agent in accordance with the Setoff Debt Collection Act

State of South Carolina

This agreement made and entered into this _____ day of _____, 2018 between the Municipal Association of South Carolina and the Town of Hilton Head Island (the Participant).

Witnesseth: That for the consideration hereinafter set forth, the Association and the Participant agree that:

1. The Association will act as claimant agent for the Participant in accordance with the Setoff Debt Collection Act (§12-56-10 et seq.).
2. The Participant will send a postage prepaid letter to each debtor at the address provided to the claimant agency when the debt was incurred or to the debtor's last known address to inform the debtor of its intention to have the Association collect the debt owed under the Setoff Debt Collection Act. The debtor will be given thirty days' notice to pay the debt or file a written protest before it is submitted to the Association. The notice to the debtor shall contain all information and be in the form required by S.C. Code Ann §12-56-62, as currently in effect or as it may be subsequently amended.
3. The Participant will establish a procedure for review of a protest in accordance with the S.C. Code Ann. §12-56-65, as currently in effect or as it may be subsequently amended.
4. The Participant will provide the Association, in a form prescribed by the Association, a certified list of claims before a designated date in December of each year.
5. The Association will compile these claims, including applicable fees as charged by the Participant or by the Association, and submit them to the South Carolina Department of Revenue on or before the date required by the South Carolina Department of Revenue.
 - The South Carolina Department of Revenue will retain \$25 for each successful setoff to defray its collection cost. This fee is in addition to the original debt amount.
 - To defray its collection cost, the Association will retain each tax year an administrative fee of \$25 per debtor to be added to the debt to the extent such a fee is authorized by law.
 - The Association will return to the Participant the amount of the claim minus its administrative fee
6. The Participant indemnifies the Association to the extent permitted by law against any injuries, actions, liabilities or proceedings arising from performance under the S.C. Setoff Debt Collection Act, S.C. Code §12-56-10, et seq. or otherwise relating to this agreement.

7. This agreement shall remain in full force and effect until terminated by either party upon giving at least ninety (90) days' notice in writing to the other party. Any claims being processed shall remain covered by this agreement until canceled by the South Carolina Department of Revenue. The Participant shall annually certify to the Association that the Participant has complied with all requirements of the Setoff Debt Collection Act, and that the claims submitted to the Association are valid debts not subject to any pending protest or appeal.

MUNICIPAL ASSOCIATION OF SOUTH CAROLINA

By: _____
Wayne George
Executive Director

Name of Participant: The Town of Hilton Head Island

By: _____
Stephen G. Riley
Town Manager

Date: _____



MEMORANDUM

TO: Town Council

FROM: John M. Troyer, CPA, Director of Finance

VIA: Stephen G. Riley, ICMA-CM, Town Manager

DATE: October 2, 2018

RE: Ordinance No. 2018-17, relating to the recovery of costs as part of delinquent debts collected pursuant to the Setoff Debt Collection Act

Summary:

MASC recently conducted a thorough review of the Setoff Debt ordinance and made some contextual changes needed for participants to stay compliant with the Setoff Debt Collection Act and allow MASC to act on their behalf to submit debts to the South Carolina Department of Revenue. All documents must be received by MASC by Thursday, November 15, 2018.

AN ORDINANCE TO AMEND SECTION 10-10-10 OF THE MUNICIPAL CODE OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA, RELATING TO RECOVERY OF COLLECTION COSTS AS A PART OF DELINQUENT DEBTS COLLECTED PURSUANT TO THE SETOFF DEBT COLLECTION ACT; AND PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, the Town of Hilton Head Island is a claimant agency as defined in the Setoff Debt Collection Act, S.C. Code Ann. § 12-56-10, et seq. (the Act) and is therefore entitled to utilize the procedures set out in the Act to collect delinquent debts owed to the Town of Hilton Head Island; and

WHEREAS, “delinquent debt” is defined in the Act to include “collection costs, court costs, fines, penalties, and interest which have accrued through contract, subrogation, tort, operation of law, or any other legal theory regardless of whether there is an outstanding judgment for that sum which is legally collectible and for which a collection effort has been or is being made”; and

WHEREAS, the Town of Hilton Head Island has contracted with the Municipal Association of South Carolina to submit claims on its behalf to the SC Department of Revenue pursuant to the Act; and

WHEREAS, the Municipal Association of South Carolina charges an administrative fee for the services it provides pursuant to the Act; and

WHEREAS, the administrative fee charged by the Municipal Association of South Carolina is a cost of collection incurred by the Town of Hilton Head Island that arises through contract, and is therefore properly considered as a part of the delinquent debt owed to the Town of Hilton Head Island as that term is defined in the Act; and

WHEREAS, the Town of Hilton Head Island also incurs internal costs in preparing and transmitting information to the Municipal Association, which costs are also collection costs that are a part of the delinquent debt owed to the Town Hilton Head Island; and

WHEREAS, the Town of Hilton Head Island may desire to recover its internal costs of collection by adding such costs to the delinquent debt; and

NOW THEREFORE, BE IT ORDERED AND ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF HILTON HEAD ISLAND, SOUTH CAROLINA; AND IT IS ORDAINED BY THE AUTHORITY OF THE SAID TOWN COUNCIL, AS FOLLOWS:

1. The Town of Hilton Head Island may impose a collection cost of up to \$25.00 to defray its internal costs of collection for any delinquent debts that are sought to be collected pursuant to the provisions of the Setoff Debt Collection Act, S.C. Code Ann. § 12-56-10 et. seq. This cost is hereby declared to be a collection cost that arises by operation of law and shall be added to the delinquent debt and recovered from the debtor.
2. The Town of Hilton Head Island hereby declares that the administrative fee charged by the Municipal Association of South Carolina is also a collection cost to the Town, which shall also be added to the delinquent debt and recovered from the debtor.
3. All Ordinances in conflict with this Ordinance are hereby repealed.
4. This Ordinance shall be effective on the date of final reading, provided however, that this ordinance is declared to be consistent with prior law and practice and shall not be construed to mean that any fees previously charged to debtors as costs of collection under the Act were not properly authorized or properly charged to the debtor.

**PASSED AND APPROVED BY THE TOWN COUNCIL FOR THE TOWN OF
HILTON HEAD ISLAND, SOUTH CAROLINA, ON THIS _____ DAY OF
_____, 2018.**

David Bennett, Mayor

ATTEST:

Krista Wiedmeyer, Town Clerk

First Reading: _____

Second Reading: _____

Approved as to form: _____
Gregory M. Alford, Town Attorney

Introduced by Council Member: _____