



# **The Town of Hilton Head Island**

## **Regular Town Council Meeting**

**June 5, 2018**

**4:00 P.M. EXECUTIVE SESSION**

**5:00 P.M. REGULAR MEETING**

**BENJAMIN M. RACUSIN COUNCIL CHAMBERS**

## **AGENDA**

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**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. Land Acquisition Matters:**

Discussion of negotiations incident to the proposed contractual arrangements, sale, or purchase of property in the:

- i. Mathews Drive area

**b. Legal Matters:**

Receipt of legal advice related to matters pending, threatened, or potential claim, related to:

- i. ArborNature, LLC vs. The Town of Hilton Head Island, et. al.
- ii. Beachwalk Hotel

**c. Personnel / Employment Matters:**

- i. Discussion of the Town Manager's Annual Performance Review and Compensation.
- ii. Discussion of appointments of members related to Boards and Commissions.

**4. Pledge to the Flag – 5:00 p.m.**

**5. Invocation**

**6. Proclamations & Commendations - None**

**7. Approval of Minutes**

- a. Town Council Meeting, May 15, 2018
- b. Town Council Budget Workshop, May 15, 2018
- c. Town Council Budget Workshop, May 22, 2018

**8. Report of Town Manager**

- a. Beaufort County Assessor's Office – Reassessment Update – Gary James
- b. Hurricane Season Update – Tom Dunn, Emergency Management Coordinator

**c. Items of Interest**

- i. Town News
  - *Public Hearing/Special Meeting for FY2019 Budget, June 12, 2018 at 5:00 p.m.*
- ii. Noteworthy Events

**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. **Budget Wrap-up Discussion**

**12. New Business**

- a. **General Discussion (NOT VOTE) of a Lease and Conveyance between the Town of Hilton Head Island and ArborNature for Town-owned property.**
- b. **Consideration of a Resolution – HUD/CDBG Entitlement Program 2018 Annual Action Plan Request for Submittal to HUD**

Consideration of a Resolution of the Town Council to Approve the Community Development Block Grant (CDBG) Entitlement Program Fiscal Year 2018-2019 (Program Year 2018) Annual Action Plan.

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

**14. Adjournment**

# THE TOWN OF HILTON HEAD ISLAND REGULAR TOWN COUNCIL MEETING

**Date: Tuesday, May 15, 2018**

**Time: 4:00 P.M.**

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

**Absent from Town Council:** David Bennett, *Mayor*

**Present from Town Staff:** Charles Cousins, *Director of Community Development*; Scott Liggett, *Director of Public Projects & Facilities/Chief Engineer*; Brad Tadlock, *Fire Chief*; Brian Hulbert, *Staff Attorney*; John Troyer, *Finance Director*; Jenn McEwen, *Director of Cultural Affairs*; Carolyn Grant, *Communications Director*; Steven Markiw, *Deputy Finance Director*; Shawn Colin, *Deputy Director of Community Development*; Emily Sparks, *Vision Project Lead*; Marcy Benson, *Senior Grants Administrator*; Ed Boring, *Deputy Fire Chief, Support Services*; Chris Blankenship, *Deputy Fire Chief, Operations*; Heidi Boring, *Finance Administrator*; Cindaia Ervin, *Finance Assistant*; Melissa Cope, *System Analyst*; Krista Wiedmeyer, *Executive Assistant/Town Clerk*

**Present from Media:** Alex Kincaid, *Island Packet*

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## 1. Call to Order

Mrs. Likins called the meeting to order at 4:02 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 - None**

4. **Pledge to the Flag**

5. **Invocation**

Mr. Ames moved to amend the agenda removing item 12(d), Consideration of a Recommendation for Affordable Workforce Housing Funding from this agenda to be considered at a later date. Mr. Harkins seconded, the motion passed by a vote of 6-0.

6. **Proclamations & Commendations**

a. **Betsy Doughtie**

Mrs. Likins presented Ms. Betsy Doughtie a Commendation in honor of her service with Deep Well and the community.

b. **EMS Safety**

Mrs. Likins presented the EMS Safety Week proclamation to the members of Fire Rescue.

7. **Approval of Minutes**

a. **Town Council Meeting, May 1, 2018**

Mr. Harkins moved to approve the Town Council meeting minutes from May 1, 2018. Mr. McCann seconded, the motion was approved by a vote of 6-0. As noted herein, Mayor Bennett was absent from the meeting.

8. **Report of Town Manager – No Report**

a. **Gullah-Geechee Land & Culture Preservation Task Force – Chairman Lavon Stevens**

Palmer Simmons stood in for Mr. Stevens, providing an update to Town Council concerning the Gullah-Geechee Land and Culture Preservation Task Force.

## **Report of Town Manager (cont.)**

### **b. Items of Interest**

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

Mrs. Likins reviewed the upcoming meetings and noteworthy events taking place in the coming weeks. She also noted the upcoming Budget Workshop taking place on May 22, 2018 and the closing of the Town Hall Administrative Offices on May 28, 2018 for Memorial Day.

## **9. Reports from Members of Council**

### **a. General Reports from Council**

Mr. McCann requested that an update regarding the sewer spending from the last three years be placed on the next agenda. He asked that the update include the number of hookups achieved by the sewer spending, and any other expense that has been incurred, including litigation, so that there can be better planning for the upcoming budget.

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

Mr. Harkins reported that the Committee met on May 7, 2018 where they discussed the Beaufort County Sheriff's Office report, and met with a committee from Sea Pines regarding blighted and abandoned homes and buildings. He said the conversation with the committee from Sea Pines has opened up further conversations throughout the Town and within other PUD's. Mr. Harkins said that this was just the start of a lengthy discussion and process.

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

Mrs. Likins reported that the Committee met on May 14, 2018 where they discussed the recommendations from the Venue Committee regarding the recommendations about a community center, no decisions were made at that meeting. She said that the Venue Committee has asked for additional time to review and consider the recommendations from the consultant, and will return with additional information at later date for the Committee to review and consider. Mrs. Likins, on behalf of the Community Services Committee, moved to appoint Omar Perez to the Cultural and Arts Advisory Committee. Mr. Harkins seconded, the motion was approved by a vote of 6-0.

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

Mr. Ames reported that at the last meeting the Committee discussed the items as they related to the Visioning process. He noted that those items would be discussed later on in the meeting as agenda items. Mr. Ames said that the Committee would be meeting on May 24, 2018 to discuss the alignment of the 2018/19 Chamber Marketing Plan with the pillars of the Vision.

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

Mr. Grant stated that he had no report at this time.

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

Mr. McCann reported that the Committee met earlier in the day where they discussed the financial status of the Tax Increment Financing district.

## **10. Appearance by Citizens**

**Felicia Wilson**, addressed Town Council regarding her concern with beachgoers flying drones on the beach.

**Steve Chisholm**, addressed Town Council regarding NOC and their partnership with St. Luke's Church.

**Skip Hoagland**, addressed Town Council regarding his matters with the Town, ATAX, and the Chamber.

## **11. Unfinished Business – None**

## **12. New Business**

### **a. Consideration of a Recommendation – Vision and Strategic Action Plan**

Consideration of a Recommendation from the Public Planning Committee that Town Council accept the Vision and Strategic Action Plan, adopt the Vision, and approve the Vision Project Management Team recommendations.

Mr. Harkins moved to approve. Mr. McCann seconded. After some discussion amongst the members of Council, the motion passed by a vote of 6-0.

### **b. Consideration of a Recommendation – Direction on Vision Phase 2**

Consideration of a Recommendation from the Public Planning Committee that Town Council direct the Committee and staff to develop a process and define principles used to guide Phase 2 of the Vision Process.

Mr. Harkins moved to approve. Mr. McCann seconded, the motion passed by a vote of 6-0.

### **c. Consideration of a Resolution – Dissolution of Vision Project Management Team**

Consideration of a Resolution of the Town Council, to dissolve the Vision Project Management Team.

Mr. Harkins moved to approve. Mr. McCann seconded, the motion passed by a vote of 6-0.

### **d. Consideration of a Recommendation – Affordable Workforce Housing Funding**

Consideration of a Recommendation from the Public Planning Committee to direct staff to include funding to start an affordable housing seed fund and identify the funding source in the Fiscal Year 2019 budget.

### **e. Consideration of a Recommendation – Gullah Neighborhood Signs**

Consideration of a Recommendation from the Public Facilities Committee to approve funding for the implementation of a sign project to identify Historic Gullah Neighborhoods on the Island, and authorize the installation of the signs on Town-owned land.

Mr. Harkins moved to approve. Mr. McCann seconded. After some brief comments from both Council and the audience, the motion passed by a vote of 6-0.

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

## **14. Adjournment**

Mrs. Likins adjourned the meeting at 4:45 p.m.

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Krista M. Wiedmeyer,  
Executive Assistant/Town Clerk

Approved: 06/05/2018

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David Bennett, Mayor

# THE TOWN OF HILTON HEAD ISLAND

## TOWN COUNCIL BUDGET WORKSHOP

**Date:** Tuesday, May 15, 2018

**Time:** Immediately after the TC Mtg.

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

**Absent from Town Council:** David Bennett, *Mayor*

**Present from Town Staff:** Scott Liggett, *Director of Public Projects & Facilities/Chief Engineer*; Brad Tadlock, *Fire Chief*; Brian Hulbert, *Staff Attorney*; John Troyer, *Finance Director*; Jenn McEwen, *Director of Cultural Affairs*; Carolyn Grant, *Communications Director*; Steven Markiw, *Deputy Finance Director*; Ed Boring, *Deputy Fire Chief, Support Services*; Heidi Boring, *Finance Administrator*; Cindaia Ervin, *Finance Assistant*; Melissa Cope, *System Analyst*; Krista Wiedmeyer, *Executive Assistant/Town Clerk*

**Present from Media:** Alex Kincaid, *Island Packet*

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### 1. Call to Order

Mrs. Likins called the meeting to order at 4:55 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. Review of Budgets of Affiliated Agencies

#### a. USCB Event Management and Hospitality Training Program

Keri Olivetti, Director of USCB for Event Management and Hospitality Training, introduced Dr. Lauren Duffy of Clemson University, who addressed Council on the recent program evaluation that was performed. This evaluation was performed at the request of Council after providing additional funding to USCB during last year's budget process. Upon the conclusion of Dr. Duffy's review of the evaluation results, Ms. Olivetti reviewed the budget request and answered related questions. Council addressed the increase in the request, asking if all of the funds would be needed and utilized. Ms. Olivetti stated that the University is introducing new programs this year where these additional funds will be needed. Council also asked about the average class size, specifically Mr. Ames, who said he found it troubling that the average class is 8 students. Ms. Olivetti indicated that USCB does their best to not have classes with less than 10 enrolled. Dr. Calvert pointed out that with the opening of the Hilton Head Island campus this fall, it will provide opportunity to the smaller businesses that there wasn't before. Ms. Olivetti said she would be happy to provide Council with updated numbers related to class size as the numbers included in the request may not entirely reflect the full picture.

#### b. Island Recreation Association

Alan Perry gave a brief update on the funding efforts for People for Parks. Frank Soule, Executive Director of the Island Recreation Association, reviewed the budget request and answered questions related to the same. Mr. Soule discussed the need for the increase in the General Fund was to make up for the increase in hours once the center opens in September or October. He said that they are expecting the hours to increase by about 250 to 300 hours. Mr. Soule also discussed the membership and the revenue the memberships will generate and where those funds will go to. Council discussed the Rec. Center's "dream plans" with Mr. Soule, who said there are plans to have South Island activities in place as well as a strategic plan.

#### c. Community Foundation of the Lowcountry Public Art Exhibition

Jean Heyduck, Vice President for Marketing and Communications, reviewed the budget request and answered questions related to the same.

**d. Coastal Discovery Museum**

Rex Garniewicz, President and CEO, reviewed the budget request and answered questions related to the same. Dr. Garniewicz pointed out that the submission this year was less than in previous years.

**e. Shore Beach Services, Inc.**

Mike Wagner, Operations Manager, reviewed the budget request and answered questions related to the same.

**f. Palmetto Breeze (LRTA)**

Mary Lou Franzonie, Executive Director, reviewed the budget request and answered questions related to the same. Council asked Mr. Franzonie if there are bus routes or stops through the Town of Bluffton and if they had been sent a contribution match as well. She said that there are stops, and that a request had been sent, but she had not received a response regarding the request for contribution funds. Ms. Franzonie also discussed the rollout of the trolleys this summer throughout the Island and what can be expected with the design.

**g. Solicitor's Office – Drug Court and Career Criminal Program**

Solicitor Duffie Stone reviewed the budget request submitted, stating that his office is not asking for an increase from last year's request, nor a decrease. He went on to say that there are three programs that have been running on the Island, and the funds are being used to support those programs. Solicitor Stone said that when the State did a caseload equalization, that allowed for his office to receive additional prosecutors. He said that the agreement as proposed during last year's budget request, was that if the Solicitor's Office supplied the Town with an additional dedicated prosecutor, the Town would pay for that person. Solicitor Stone said that Hilton Head Island now has two dedicated prosecutors in place now, but is only responsible to pay for one of them. He said that while having the two dedicated prosecutors in place has made a lot of progress in the number of backlogged cases, there is still work to be done. Solicitor Stone asked Council to leave the funding in place as requested. The members of Council asked Solicitor Stone questions regarding the number of cases as they catch up with the backlog. Asking if there will always be a need for two prosecutors or can it eventually be reduced back to one. Solicitor Stone said that their goal is to see the cases brought to court within six months' time. He felt this can only be accomplished with two prosecutors in place, and that Hilton Head Island may always need two.

**4. Adjournment**

Mrs. Likins adjourned the meeting at 6:35 p.m.

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Krista M. Wiedmeyer,  
Executive Assistant/Town Clerk

Approved: 06/05/2018

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David Bennett, Mayor

# THE TOWN OF HILTON HEAD ISLAND

## TOWN COUNCIL BUDGET WORKSHOP

**Date:** Tuesday, May 22, 2018

**Time:** 5:00 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*; Greg DeLoach, *Assistant Town Manager*; Scott Liggett, *Director of Public Projects & Facilities/Chief Engineer*; Charles Cousins, *Director of Community Development*; Brian Hulbert, *Staff Attorney*; John Troyer, *Finance Director*; Nancy Gasen, *Human Resources Director*; Jenn McEwen, *Director of Cultural Affairs*; John Tuttle, *Information Technology Director*; Carolyn Grant, *Communications Director*; Steven Markiw, *Deputy Finance Director*; Jeff Buckalew, *Town Engineer*; Julian Walls, *Facilities Manager*; Ed Boring, *Deputy Fire Chief, Support Services*; Chris Blankenship, *Deputy Fire Chief, Operations*; Heidi Boring, *Finance Administrator*; Cindaia Ervin, *Finance Assistant*; Krista Wiedmeyer, *Executive Assistant/Town Clerk*

**Present from Media:** Alex Kincaid, *Island Packet*

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### 1. Call to Order

Mayor Bennett called the meeting to order at 5:01 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. Review of General Operating Budget

Mr. Riley provided an overview of the general operating budget to Town Council. He made mention of the discussions that took place during the Budget Workshop the week prior regarding potential changes to the Solicitor's Office request, and wrapping up the discussion regarding the Beaufort County Sheriff's Office request. Mr. Riley reported that the general operating budget is flat for the year, as is debt. service. He said that CIP is still aggressive, however less than last year, but there will be funds to roll forward. Mr. Riley stated that Stormwater is down, but that was due to a one time infusion of borrowed funds last year for repair work. He said he was happy to report that the Town recently received a new reimbursement from FEMA to be added to the previously received reimbursement. Mr. Riley said that this year is a reassessment year, and some preliminary figures have been received from the County, which are currently being reviewed very closely. Mr. Riley said that there would not be a formal presentation from staff to go over the general operating fund or debt. service, but that Mr. Troyer is going to answer questions posed by Council. Mr. Riley said there are a number of unmet needs that are continuing to increase, and described those needs to Council. He said the staffing requests to meet the increased needs were not brought forward simply because the funds are not available. Mr. Riley concluded his overview by stating that the budget presented to Council is a balanced budget that meets the most critical needs.

Mayor Bennett asked Mr. Riley if he could provide a list of the staffing needs and their associated costs to Council for review. Mr. Riley said he would provide the information, but does not want to make it part of the budget documentation. Council continued the discussion with Mr. Riley and Town staff regarding the staffing needs to meet the current unmet needs.

John Troyer, Finance Director, provided additional information to previously asked questions concerning the general fund. He continued to answer questions posed by the members of Council, providing detailed answers related to each individual line item he was asked about.

### 4. Review of Debt. Service

Mr. Troyer provided a high level overview of the debt. service, and continued to answer questions posed by the members of Council. Mayor Bennett addressed the numbers provided for the sewer project, and suggested that the Hilton Head Public Service District could make a presentation at the next meeting to discuss the sewer project master plan.



## **5. Review of Capital Improvement Program**

Scott Liggett, Director of Public Projects & Facilities/Chief Engineer, provided an overview and answered questions from the members of Council related to both the capital improvement program and stormwater utility fund.

Mayor Bennett asked if there was anyone who wanted to make a public comment related to the budget discussions that took place during the Workshop. Several members of the community at large addressed the members of Council regarding the funding for the Cordillo Courts project.

Just prior to the conclusion of the meeting Mr. Riley brought to the attention of Council a guidance letter received from the South Carolina Department of Transportation regarding the project at Squire Pope Road and U.S. 278. Mr. Riley also discussed the potential allocation of funds for repaving Palmetto Bay Road.

## **6. Adjournment**

Mayor Bennett adjourned the meeting at 6:30 p.m.

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Krista M. Wiedmeyer,  
Executive Assistant/Town Clerk

Approved: 06/05/2018

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David Bennett, Mayor



# ITEMS OF INTEREST

## June 5, 2018

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### TOWN OF HILTON HEAD ISLAND MEETINGS

- Planning Commission – June 6, 2018 – 9:00 a.m.
- Community Services – June 11, 2018 – 9:00 a.m.
- **Town Council Special Meeting/Public Hearing, FY19 Budget – June 12, 2018 – 6:00 p.m.**
- Parks & Recreation Commission – June 14, 2018 – 3:30 p.m.
- Gullah-Geechee Land & Cultural Preservation Taskforce – June 18, 2018 – 1:00 p.m.
- Finance & Advisory Committee – June 19, 2018 – 2:00 p.m.
- Town Council, Executive Session – June 19, 2018 – 4:00 p.m.
- Town Council, Regular Session – June 19, 2018 – 5:00 p.m.

*Additional meetings may be scheduled and all meetings are subject to change and/or cancellation. Please visit the Town of Hilton Head Island website at [www.hiltonheadislandsc.gov](http://www.hiltonheadislandsc.gov) for Committee meeting dates and agendas.*

### HILTON HEAD ISLAND EVENTS

Wednesday, June 6, 2018 9:00 – 12:00 p.m.	Arrhythmia Alliance: Know Your Pulse	Coligny Beach
Sunday, June 10, 2018 12:00 – 9:00 p.m.	2018 Fiesta de Mayo	Shelter Cove Community Park
Beginning June 12, 2018 Tuesday Evenings 5:00 – 9:30 p.m.	Summer Jams	Shelter Cove Community Park
Beginning June 14, 2018 Thursday Evenings 5:00 – 10:00 p.m.	Shelter Cove Harbour & Marina Parrot Palooza	Shelter Cove Harbour & Marina
Beginning June 14, 2018 Thursday Evenings 8:00 – 11:00 p.m.	Movie Nights	Shelter Cove Community Park
Beginning June 15, 2018 Friday Evenings 7:00 – 10:00 p.m.	Sunset Celebrations	Shelter Cove Community Park
Saturday, June 16, 2018 11:00 – 4:00 p.m.	Juneteenth	Historic Mitchelville Freedom Park



# **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:** May 14, 2018  
**SUBJECT:** HUD/CDBG Entitlement Program 2018 Annual Action Plan Request for Submittal to HUD

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### **Recommendation:**

Staff requests approval by resolution for submittal of the attached Fiscal Year 2018-2019 (Program Year 2018) Annual Action Plan (Plan) as required by the U.S. Department of Housing and Urban Development (HUD) for participation in the Community Development Block Grant (CDBG) Entitlement Program. The Town will receive \$234,127 for fiscal year 2018-2019 directly from HUD to benefit low-to-moderate income (LMI) households. There is no local match requirement. Approval of the Plan at the June 5, 2018 Town Council meeting will allow the Plan to be submitted by the June 29, 2018 HUD deadline.

### **Summary:**

The Fiscal Year 2018-2019 (Program Year 2018) Annual Action Plan is a HUD requirement for participation in the CDBG Entitlement Program. The Plan is submitted to HUD annually for review and approval. The Plan submittal due date is June 29, 2018. The Plan describes the specific planned uses for CDBG funds. The Town will receive \$234,127 for fiscal year 2018-2019 directly from HUD to benefit LMI households. There is no local match requirement and the annual allocation can fluctuate each year depending on HUD calculations. The attached Plan must be approved by HUD prior to execution of a CDBG Entitlement Program grant agreement.

### **Background:**

In 2015 the Town of Hilton Head Island began participating in the HUD CDBG Entitlement Program. The HUD-required combined Five Year Consolidated Plan (2015 – 2019) was approved by HUD in July 2015.

To meet HUD requirements an Annual Action Plan must be prepared each year of program participation and public input must be solicited during the Plan development process. A public meeting was conducted on November 29, 2017 after which the draft Plan was completed. The Plan details 2018 CDBG funds to be used for program administration and a paving project located on Murray Avenue, a dirt road situated in a Census tract meeting LMI eligibility

requirements. The draft Plan was released to the public on January 17, 2018 for a 30 day public comment period. As of the close of the 30 day public comment on February 16, 2018 no public comments were received. A summary statement to this effect is included as an attachment to the Plan.

Approval of the Plan at the June 5, 2018 Town Council meeting will allow the Plan to be submitted by the June 29, 2018 HUD submittal deadline. Upon submission of the Plan, HUD has 45 days to review the Plan. HUD may accept or recommend revisions to the Plan. Once the Plan is accepted, a grant agreement between HUD and the Town will be executed and funds will be available for use.

**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 FISCAL YEAR 2018-2019 (PROGRAM YEAR 2018) ANNUAL ACTION PLAN**

**WHEREAS**, in July 2015 the Town of Hilton Head Island CDBG Five Year Consolidated Plan for program years 2015-2019 detailing goals and objectives to be implemented to address community needs in low-and-moderate income areas within the Town's jurisdiction was approved by the United States Department of Housing and Urban Development (HUD); and

**WHEREAS**, as an entitlement community, the Town must prepare and submit an Annual Action Plan detailing activities to be undertaken during the fiscal year 2018 – 2019 (program year 2018) to address goals and objectives outlined in the Five Year Consolidated Plan; and

**WHEREAS**, for fiscal year 2018 – 2019 (program year 2018) the Town anticipates receiving a CDBG award totaling \$234,127 to carry out activities that meet one of three National Objectives, as described by HUD; and

**WHEREAS**, the Fiscal Year 2018 – 2019 (Program Year 2018) Annual Action Plan is compatible with the HUD approved Five Year Consolidated Plan for program years 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 Fiscal Year 2018-2019 (Program Year 2018) Annual Action Plan; and

**WHEREAS**, a public meeting and 30 day public comment period for the Fiscal Year 2018-2019 (Program Year 2018) Annual Action Plan were conducted for citizen input and review; and

**WHEREAS**, the Town Manager is authorized to submit this Fiscal Year 2018 – 2019 (Program Year 2018) Annual Action Plan to HUD 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 Fiscal Year 2018 – 2019 (Program Year 2018) Annual Action Plan as submitted in the attachment to this resolution be approved and submitted to HUD.

**MOVED, APPROVED, AND ADOPTED ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018.**

\_\_\_\_\_  
David Bennett, Mayor

ATTEST:

\_\_\_\_\_  
Krista M. Wiedmeyer, Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Gregory M. Alford, Town Attorney

Introduced by Council Member: \_\_\_\_\_

# **Town of Hilton Head Island**

**Fiscal Year 2018 – 2019  
(Program Year 2018)**

## **Annual Action Plan**

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



**~DRAFT~**

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## **Executive Summary**

### **AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)**

#### **1. Introduction**

The Fiscal Year 2018 – 2019 (program year 2018) Annual Action Plan represents the fourth year of the Town of Hilton Head Island's Consolidated Plan for the Fiscal Years 2015- 2019 (Con Plan) as approved by Town Council and accepted by the U.S. Department of Housing and Urban Development (HUD). The Action Plan is the Town of Hilton Head Island's application for the HUD Community Development Block Grant (CDBG) entitlement program and identifies the proposed project to be funded during the Town's 2018 – 2019 fiscal year.

The purpose of the Town of Hilton Head Island Action Plan is to preserve and revitalize primarily low and moderate income neighborhoods to enhance the 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 Action Plan outlines the priorities by which the Town of Hilton Head Island's CDBG program funds will be invested over fiscal year 2018 – 2019 (program year 2018) to achieve specific HUD objectives.

It is important to note the Consolidated Plan listed the highest priority need as public improvements and consequently goals and strategies to be achieved over the 2015 – 2019 period were identified as paving dirt roads in low and moderate income neighborhoods.

#### **2. Summarize the objectives and outcomes identified in the Plan**

The Town's goals for the fiscal year 2018 – 2019 (program year 2018) period focus on neighborhood revitalization efforts by providing upgrades to an existing dirt road. The plan provides a guide for the Town of Hilton Head Island's allocation of CDBG program funding for the program year 2018 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. The project selected for CDBG funding in this Action Plan will be managed efficiently and in compliance with program requirements.

#### **3. Evaluation of past performance**



Fiscal year 2017-2018 was the third year the Town of Hilton Head Island participated in the CDBG Entitlement Program and the Town continues to monitor and evaluate the performance of the program while ensuring regulatory compliance. The Town of Hilton Head Island recognizes the evaluation of past performance is critical to ensuring CDBG funded activities are implemented in an effective manner and align with established strategies and goals.

In the first and second program years HUD's Consolidated End-of-Year Review determined during 2015 and 2016 the Town of Hilton Head Island achieved an acceptable level of accomplishment to demonstrate it had administered its CDBG program in accordance with Title I of the Housing and Community Development Act of 1974, as amended; and the National Affordable Housing Act of 1990, as amended; and applicable laws and implementing regulations.

#### **4. Summary of Citizen Participation Process and consultation process**

The Town of Hilton Head Island conducted a public meeting on November 29, 2017 to solicit input from citizens on community development needs. A public meeting notice was published in the local newspaper, The Island Packet, ten days preceding the public meeting in addition to being posted on the Town of Hilton Head Island website and at the Town Hall main entrance bulletin board. A presentation including an overview of the CDBG Entitlement Program, purpose of the Action Plan, estimated funding amount and discussion of community needs, was prepared for presentation. No members of the public attended this meeting.

A draft Action Plan was released to the public on January 17, 2018 for a 30 day public comment period. There were no public comments received during the 30 day comment period.

#### **5. Summary of public comments**

In preparation for the November 29, 2017 public meeting, to solicit input for the Fiscal Year 2018 – 2019 (Program Year 2018) Action Plan, Town staff developed a presentation describing the Community Development Block Grant Entitlement Program, the purpose of the Annual Action Plan, the estimated amount of funding available for program year 2018 and the types of eligible projects. No members of the public attended this meeting.

Public comments were solicited during the 30 day public comment period from January 17, 2018 through February 16, 2018. No comments were received during the 30 day public comment period.

A copy of the November 29, 2017 public meeting minutes and attendance sign-in sheet and a summary of all public comments are attached to this Action 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 Action Plan.

## **7. Summary**

The Town of Hilton Head Island Action Plan outlines priorities by which the Town of Hilton Head Island's CDBG program funds will be invested over fiscal year 2018-2019 (program year 2018) to achieve specific HUD objectives. The Town will use CDBG program funds to leverage other public investment to address the Town's priority need to provide public improvements for primarily low and moderate income neighborhoods.

## **PR-05 Lead & Responsible Agencies – 91.200(b)**

### **1. Agency/entity responsible for preparing/administering the Consolidated Plan**

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

<b>Agency Role</b>	<b>Name</b>	<b>Department/Agency</b>
CDBG Administrator	Town of Hilton Head Island	Community Development Department

**Table 1 – Responsible Agencies**

### **Narrative (optional)**

The Town of Hilton Head Island incorporated as 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 administration of the CDBG program. Town staff has been an integral part of development of the Action Plan by assessing the CDBG program, reviewing materials, regulations, and documentation on the Action 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 Action 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

## **AP-10 Consultation – 91.100, 91.200(b), 91.215(l)**

### **1. Introduction**

**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(l))**

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 (1) public housing facility containing 80 units which provide housing to 191 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 for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

The Town of Hilton Head Island Fiscal Year 2018-2019 Action Plan intends to use U.S. Department of Housing and Urban Development (HUD) resources to fund only Community Development Block Grant (CDBG) 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 jurisdiction's consultations with housing, social service agencies and other entities**

1	<b>Agency/Group/Organization</b>	Beaufort Housing Authority
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Beaufort Housing Authority was consulted on housing needs via email correspondence.
2	<b>Agency/Group/Organization</b>	Lowcountry Homeless Coalition
	<b>Agency/Group/Organization Type</b>	Services-homeless Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Lowcountry Homeless Coalition was consulted on homeless needs via email correspondence.

3	<b>Agency/Group/Organization</b>	Beaufort County Human Services Alliance
	<b>Agency/Group/Organization Type</b>	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
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Beaufort County Human Services Alliance was consulted on homeless needs during Lowcountry Affordable Housing Coalition meetings.
4	<b>Agency/Group/Organization</b>	Lowcountry Council of Governments
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Economic Development Non-housing Community Development Needs

<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Lowcountry Council of Governments was consulted on housing, homeless and non-housing community development needs during Lowcountry Affordable Housing Coalition meetings.
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Table 2 – Agencies, groups, organizations who participated

### 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.
Town of Hilton Head Island Comprehensive Plan	Town of Hilton Head Island	Developed Action Plan in conjunction with elements of the Town of Hilton Head Island Comprehensive Plan.

Table 2 – Other local / regional / federal planning efforts

### Narrative (optional)

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 Action Plan.

## **AP-12 Participation – 91.105, 91.200(c)**

### **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 public meeting on November 29, 2017 to solicit input from citizens on community development needs. A public meeting notice was published in the local newspaper, The Island Packet, ten days preceding the public meeting in addition to being posted on the Town of Hilton Head Island website and at the Town Hall main entrance bulletin board. A presentation including an overview of the CDBG Entitlement Program, purpose of the Action Plan, estimated funding amount and discussion of community needs, was prepared for presentation. No members of the public attended this meeting.

A draft Action Plan was released to the public on January 17, 2018 for a 30 day public comment period. There were no public comments received during the 30 day comment period.



## **Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/ broad community	At the Nov. 29, 2017 public meeting no members of the public attended.	No comments received at the Nov. 29, 2017 public meeting.	No comments received at the Nov. 29, 2017 public meeting.	
2	Internet Outreach	Non-targeted/ broad community	Draft Action Plan posted on Town of Hilton Head Island website from January 17, 2018 through February 16, 2018. A dedicated public comment link was posted with the plan on the Town's website where the public could directly submit comments. Notification of Action 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 public comment period.	No comments were received during the 30 day public comment period.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/ attendance	Summary of Comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Meeting	Non-targeted/ broad community	Draft Action Plan and resolution to approve plan and authorize submittal to HUD appeared on the agenda of the regular Town of Hilton Head Island Town Council meeting on June 5, 2018.	Public comments were solicited during the June 5, 2018 Town Council meeting.	Pending outcome of June 5, 2018 meeting.	

**Table 3 – Citizen Participation Outreach**

## 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 2018 – 2019 fiscal year (2018 program year) covered by this Action Plan. Upon official HUD announcement of final 2018 allocation amounts the table below will be updated with the final figure. Distribution of allocated funds will be in the following two use categories: program administration will be allocated \$5,000 and public improvements will be allocated all remaining funds. This update will be completed prior to the Town Council of the Town of Hilton Head Island taking action to submit the Fiscal Year 2018- 2019 (program year 2018) Annual Action Plan to HUD.

#### 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	234,127	0	0	234,127	234,127	The HUD/CDBG funding amount authorized in the 2017 program year was used to estimate the allocation amount for the remaining 5 <sup>th</sup> year of the Con Plan.

**Table 4 - 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 Action Plan and Consolidated Plan. While the Community Development Block Grant (CDBG) program does not require leveraging, other Town of Hilton Head Island resources will be used in combination with these funds to complete the project listed in this Action 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 owns or is in the process of acquiring 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 was paving dirt roads. In an effort to meet this community need, Town-owned dirt roads may be paved in these areas.

## 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	Murray Avenue Paving	2018	2019	Non-Housing Community Development	Census Tract 105	Public Improvements	CDBG: \$234,127	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 35 Persons Assisted

Table 5 – Goals Summary

#### Goal Descriptions

1	Goal Name	Murray Avenue
	Goal Description	Provide funding for improvements to 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 91.215(b):**

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 households may be accomplished with Community Development Block Grant (CDBG) funds.

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The following table outlines the projects to be carried out by the Town of Hilton Head Island during the 2018 – 2019 fiscal year (program year 2018) covered by this Action Plan.

#### Projects

#	Project Name
1	Murray Avenue Paving
2	Program Administration

**Table 6 - Project Information**

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

The primary objective of Community Development Block Grant (CDBG) 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 the 2018 – 2019 fiscal year (program year 2018), CDBG funds were allocated based on project readiness in census tracts with low and moderate income households comprising 51% or more of the population.

## AP-38 Project Summary

### Project Summary Information

1	<b>Project Name</b>	Murray Avenue Paving
	<b>Target Area</b>	Census Tract 105
	<b>Goals Supported</b>	Murray Avenue Paving
	<b>Needs Addressed</b>	Public Improvements
	<b>Funding</b>	CDBG: \$234,127
	<b>Description</b>	Provide funding for improvements to low and moderate income neighborhoods.
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated 15 households, approximately 35 persons will benefit from the proposed activities.
	<b>Location Description</b>	Murray Avenue, Hilton Head Island, SC
	<b>Planned Activities</b>	Paving dirt road.
2	<b>Project Name</b>	Program Administration
	<b>Target Area</b>	Town-Wide
	<b>Goals Supported</b>	Murray Avenue Paving
	<b>Needs Addressed</b>	Administrative and Planning
	<b>Funding</b>	CDBG: \$5,000
	<b>Description</b>	Program Administration
	<b>Target Date</b>	6/30/2019
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	Drafting and submitting the Annual Action Plan, CAPER, related reports and program administration.



## **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 area within the Town of Hilton Head Island where assistance will be directed is Census Tract 105. Community development activities may include infrastructure improvements, new or improved public facilities, economic development or enhanced public services.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Census Tract 105	98
Census Tract 108	<b>0</b>
Town-Wide	<b>2</b>

**Table 7 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

Community Development Block Grant (CDBG) 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 51% or higher. CDBG funds will be designated for use on a project located in the low and moderate income Census Tract 105 within the boundaries of the Town of Hilton Head Island.

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

The Housing Choice Voucher Program, commonly referred to 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 Housing Choice Voucher Program is a tenant-based program and therefore eligible families receive assistance based on income for housing units meeting general program requirements. There are currently six (6) 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	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

**Table 8 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	0

**Table 9 - 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 723 residents in Beaufort County, South Carolina and there are 293 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 the Housing Choice Voucher Program to 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, community garden clubs, and guest speaker sessions on health, nutrition, community living and library use. The Beaufort County Library Bookmobile visits many of the Beaufort Housing Authority communities and there is a Head Start program located at the Sandalwood Terrace Apartments in the Town of Hilton Head Island.

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

Not Applicable.

## **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**

The January 2017 point-in-time count results indicate 13 persons experiencing homelessness interviewed in Beaufort County. Nine (9) of these persons were living unsheltered and four (4) were living in shelters. The 2017 point-in-time count also shows one (1) homeless veteran, one (1) chronic homeless person and between 11 and 50 emergency and transitional beds within Beaufort County. Compared to the 37 homeless counted in 2015 and the 35 homeless counted in 2016 the point-in-time count results for 2017 indicate a reduction in homelessness in Beaufort County. This reduction is similar to the statewide decrease in homelessness cited in the South Carolina Coalition for the Homeless 2017 point-in-time report. It must be noted, the homelessness figures above do not reflect homeless specifically in the Town of Hilton Head Island; these figures are for Beaufort County as a whole. The 2018 point-in-time count was conducted on January 24, 2018. Results are being tabulated and are anticipated to be available in mid-to-late 2018.

#### **Addressing the emergency shelter and transitional housing needs of homeless persons**

Currently there are no emergency shelters 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. The non-profit organization, Family Promise of Beaufort County located in neighboring Bluffton, South Carolina, 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 of 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

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	0
Tenant-based rental assistance	0
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	0

## **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 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 in addition to 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**

Affordable housing is encouraged through the Town of Hilton Head Island’s Comprehensive Plan. Building codes do not prevent the provision of affordable housing, but are necessary to providing housing standards for safety and habitability.

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.

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The Town of Hilton Head Island anticipates taking the following actions throughout the fiscal year 2018 – 2019 fiscal year (program year 2018) to address the challenges listed below.

### **Actions planned to address obstacles to meeting underserved needs**

As part of the 2018 – 2019 fiscal year (program year 2018), the Town of Hilton Head Island will determine where underserved populations are located through results from the Analysis of Impediments to Fair Housing Choice. 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 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 2017 the Town Council Public Planning Committee began studying various aspects of affordable housing on Hilton Head Island. During 2017 the committee met with local developers, business owners, employers, and service organizations for discussions on providing affordable housing to the local workforce. It is anticipated in 2018 strategies will be developed to further address fostering affordable housing within the Town of Hilton Head Island.

### **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 addressed in the areas of economy, education, poverty, and health/environmental issues.

#### **Actions planned to develop institutional structure**

The 2018 – 2019 fiscal year (program year 2018) is the fourth year the Town of Hilton Head Island will participate in the HUD Community Development Block Grant (CDBG) Entitlement Program. The Town of Hilton Head Island will report the 2017 – 2018 fiscal year (program year 2017) progress in meeting annual goals in the Consolidated Annual Performance Evaluation Report (CAPER) due in September 2018. The CAPER will be submitted in compliance with program requirements.

Strategies for overcoming gaps in 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 Annual Action 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 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 area addressed in the areas of economy, education, poverty, and health/environmental issues.



## Program Specific Requirements

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

#### Introduction:

#### Community Development Block Grant Program (CDBG)

#### Reference 24 CFR 91.220(l)(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

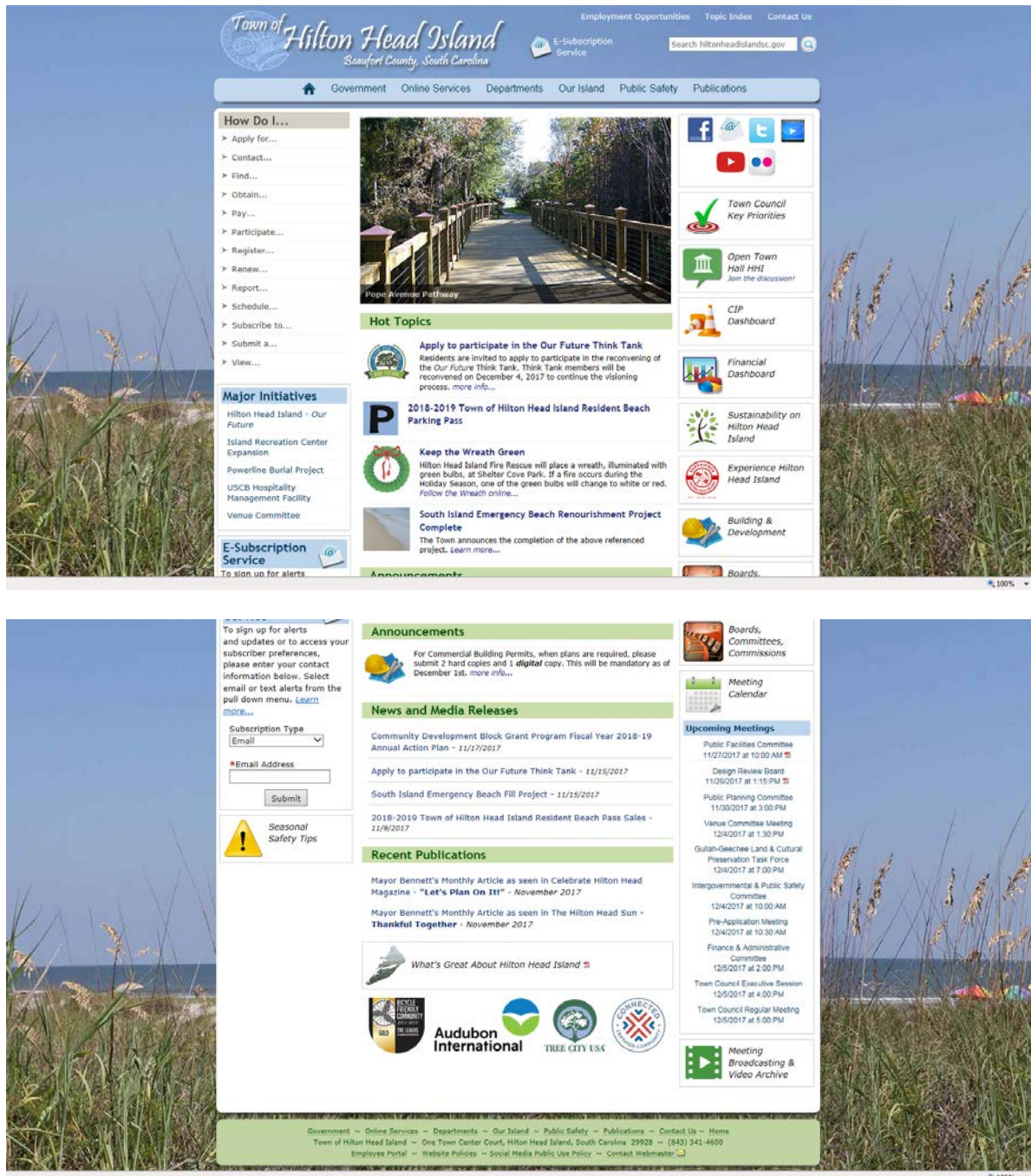
1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	98%

**NOTICE OF PUBLIC MEETING  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FISCAL YEAR 2018-19 ANNUAL ACTION PLAN**

Notice is hereby given that on **Wednesday, November 29, 2017 at 6:00 p.m.**, at Town of Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers located at 1 Town Center Court, the Town of Hilton Head Island will hold a public meeting to solicit input on needs and funding priorities related to the Community Development Block Grant (CDBG) program fiscal year 2018-2019 Annual Action Plan. As required by the U.S. Department of Housing and Urban Development (HUD), the Town of Hilton Head Island is developing its Annual Action Plan for the period of 2018-2019. The Annual Action Plan outlines community development needs and provides a one-year action plan for how the Town of Hilton Head Island intends to use its federal funds in order to address those needs.

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Town of Hilton Head Island Website – Main Page  
November 17, 2017  
2018 – 2019 CDBG Annual Action Plan Public Meeting Notice



Town of Hilton Head Island Website  
November 17, 2016  
2018- 2019 CDBG Annual Action Plan Public Meeting Notice Page

The screenshot shows the official website of the Town of Hilton Head Island, Beaufort County, South Carolina. The page features a blue header with the town's logo and navigation links for Employment Opportunities, Topic Index, and Contact Us. Below the header is a search bar and a secondary navigation menu with links to Government, Online Services, Departments, Our Island, Public Safety, and Publications. The main content area is titled "Notice of Public Meeting" and includes the following information:

**Community Development Block Grant Program Fiscal Year 2018-19 Annual Action Plan**

**Release Date:** November 17, 2017

**Contact Information:**  
Marcy Benson, Senior Grants Administrator, 843-341-4689

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The footer contains a green navigation bar with links to Government, Online Services, Departments, Our Island, Public Safety, Publications, Contact Us, and Home. It also includes the town's address and phone number, as well as links to the Employee Portal, Website Policies, Social Media Public Use Policy, and Contact Webmaster.

**From:** [Phillips Rene](#)  
**To:** [Benson Marcy](#)  
**Subject:** Fwd: Courtesy Copy: CDBG Program Fiscal Year 2018-19 Annual Action Plan  
**Date:** Sunday, November 19, 2017 11:50:30 AM

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Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Town of Hilton Head Island <updates@secure.hiltonheadislandsc.gov>  
**Date:** 11/19/17 8:00 AM (GMT-05:00)  
**To:** Phillips Rene <renep@hiltonheadislandsc.gov>, "Spinella, Kelly" <kellys@hiltonheadislandsc.gov>  
**Subject:** Courtesy Copy: CDBG Program Fiscal Year 2018-19 Annual Action 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 General Announcements or Legal Notices (4648 recipients)

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Town of Hilton Head Island



## **Notice of Public Meeting**

### **Community Development Block Grant Program Fiscal Year 2018-19 Annual Action Plan**

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View this Notice of Public Meeting in its entirety at  
<http://hiltonheadislandsc.gov/government/news/newsdetails.cfm?NewsID=394>



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## NOTICE OF PUBLIC MEETING COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FISCAL YEAR 2018-19 ANNUAL ACTION PLAN

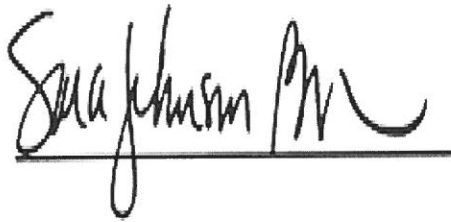
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**THE ISLAND PACKET**  
**The Beaufort Gazette**

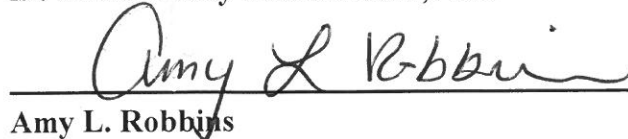
**STATE OF )**  
**SOUTH CAROLINA ) AFFIDAVIT**  
**COUNTY OF BEAUFORT )**

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, **TOWN OF HILTON HEAD ISLAND, Community Dev. Block Grant, FY 2018-19** was published in the issue of The Island Packet/The Beaufort Gazette on November 19, 2017.



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

**Subscribed and sworn to before**  
**me this 27th day of November, 2017**



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



**TOWN OF HILTON HEAD ISLAND**

**ANNUAL ACTION PLAN FISCAL YEAR 2018-2019**

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)**  
**ENTITLEMENT PROGRAM**

**November 29, 2017 6:00PM**

**AGENDA**

- Welcome and Sign-in
- CDBG Entitlement Program Overview/Estimated Funding Amount
- Purpose of Annual Action Plan
- Projects Listed in 2015-2019 Consolidated Plan
- Public Discussion of Community Needs
- Next Steps in Annual Action Plan Process

# ANNUAL ACTION PLAN FISCAL YEAR 2018-2019

TOWN OF  
HILTON HEAD  
ISLAND, SC

November 29, 2017  
PUBLIC  
MEETING



## COMMUNITY NEEDS AND FUNDING PRIORITIES

# Community Development Block Grant Entitlement Program (CDBG)

- Federal grant program administered by the U.S Department of Housing & Urban Development (HUD).
- Provides annual grants on a formula basis to entitled cities and counties based on population data from the U.S. Census Bureau.
- In fiscal year 2018-19 the Town of Hilton Head Island *anticipates* the CDBG funding amount to be **\$200,781**.
- The annual amount of CDBG Entitlement funding fluctuates each year of program participation and the 2018-19 amount is projected based on the 2017-2018 funding amount.
- Funds are to be used to benefit low-and-moderate income persons, based on HUD guidelines and U.S. Census data.

# Low-and-Moderate Income (LMI)

- HUD defines low-and-moderate income households/families as earning annual income less than 80% of the area median income
- The number of people in the household/family is also considered in the calculation.
- Low-Income households/families earn equal to or less than 50% of the area median income.
- Moderate-Income households/families earn equal to or less than 80% of area median income.

# LMI Example

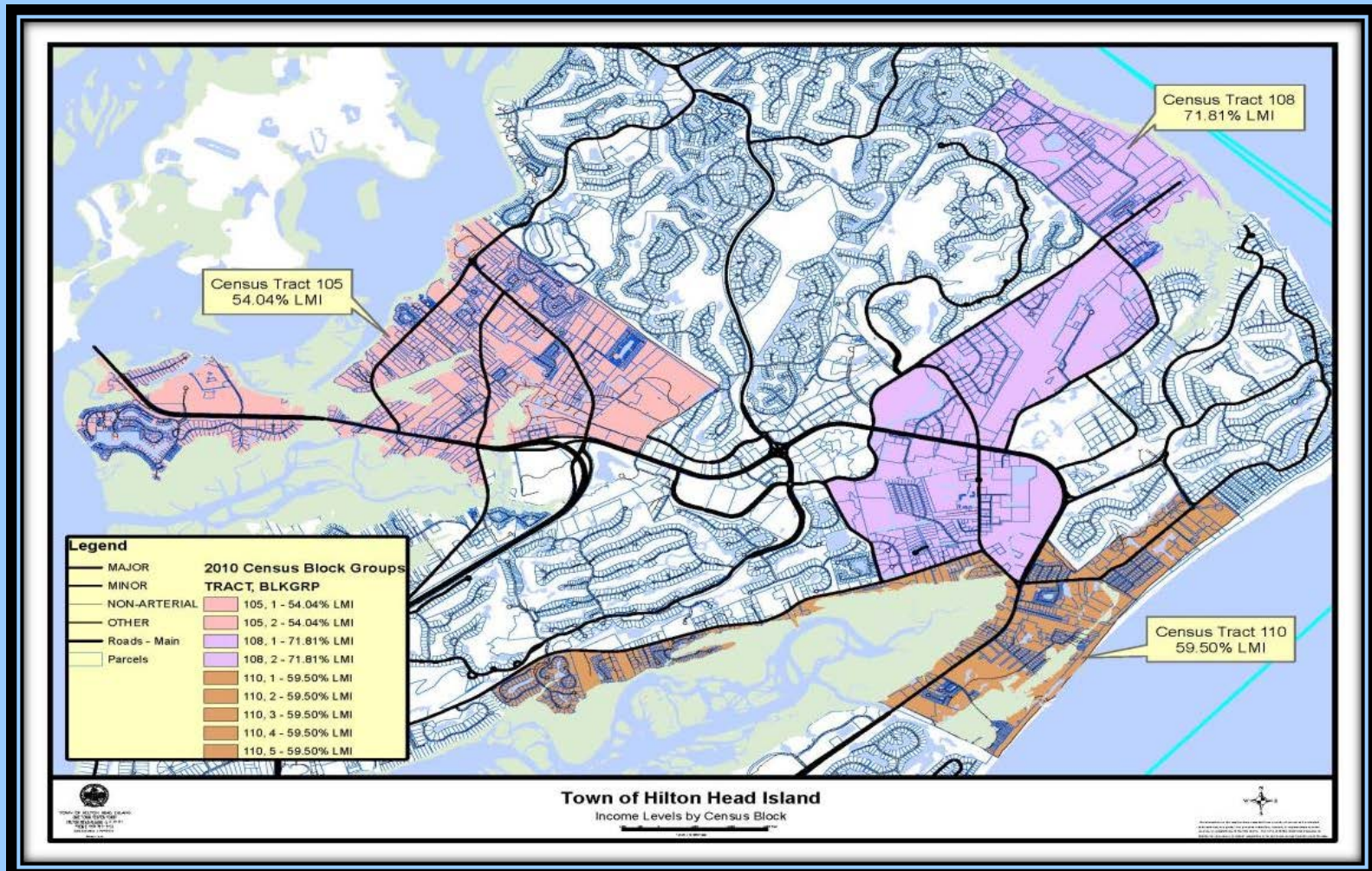
- Beaufort County FY 2017 Median Income = \$70,300.
- A low-income family of 4 must have a combined annual income of \$35,150 or less.
- A moderate-income family of 4 must have a combined annual income of \$56,250 or less.
- If a household/family has fewer people the income limit is lower.
- If a household/family has more people the income limit is higher.

## Fiscal 2017 Year Income Limits Summary

FY 2017 Income Limit Area	Median Income	FY 2017 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Beaufort County	\$70,300	Low (50%) Income Limits	\$24,650	\$28,150	\$31,650	<b>\$35,150</b>	\$38,000	\$40,800	\$43,600	\$46,400
		Moderate (80%) Income Limits	\$39,400	\$45,000	\$50,650	<b>\$56,250</b>	\$60,750	\$65,250	\$69,750	\$74,250



# Census Tracts Meeting LMI Requirement



# Annual Action Plan

## Purpose

Provides a summary of actions, activities, and federal and non-federal resources to be used each year to address priority needs and specific goals identified in the 5 Year Consolidated Plan.



# Projects in 2015-2019 Consolidated Plan

Program Year	Project Name	Project Description	Estimated Amount	Target Area
2015	Blazing Star Lane Paving (Completed)	Paving Dirt Road	\$202,347	Census Tract 105
2016	Rhiner Drive Paving (Under Construction)	Paving Dirt Road	\$196,123	Census Tract 105
2017	Cobia Court (Environmental Review Underway)	Paving Dirt Road	\$200,781	Census Tract 105
2018	Murray Avenue Paving	Paving Dirt Road	\$200,781	Census Tract 105
2019	Alice Perry Drive	Paving Dirt Road	\$200,781	Census Tract 108

# What is Your Opinion . . . ?

- What do you think is an important need in your community?
- How can the needs be addressed?

# Examples of Community Needs

- **Public Improvements**

Examples: streets, sidewalks, water & sewer infrastructure, parks, drainage improvements

- **Public Facilities**

Examples: neighborhood/community facilities, facilities for persons with special needs

- **Housing Rehabilitation of Owner-Occupied Homes**

Examples: energy improvements, water and sewer efficiency improvements, lead-based paint testing & abatement

- **Economic Development**

Examples: commercial rehabilitation

# What Will Be Done Next?

- Based on input received Town staff will draft the FY18-19 Annual Action Plan.
- 30-day public comment period when draft plan is complete. This is announced via the Town website and in the Island Packet.
- Public comments reviewed & included in draft plan.
- Draft plan presented to Town Council.
- Final draft plan submitted to HUD in May, 2017.

~ Thank you for participating ~

## PLEASE SIGN IN:

NAME	MAILING ADDRESS	EMAIL ADDRESS

No Meeting Attendees

**Public Meeting Minutes  
Public Meeting to Solicit Input and Discuss  
Community Development Block Grant (CDBG) Entitlement Program  
Annual Action Plan Fiscal Year 2018-2019 (Program Year 2018)**

**Wednesday, November 29, 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) Entitlement Program, the estimated amount of funding available for program year 2018 and types of eligible projects. No members of the public attended this public meeting.

**NOTICE OF 30 DAY PUBLIC COMMENT PERIOD  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FISCAL YEAR 2018-19 ANNUAL ACTION PLAN**

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<http://www.hiltonheadislandsc.gov> beginning January 17, 2018. Written comments on the Plan are encouraged and may be submitted via the website link, or email to [marcyb@hiltonheadislandsc.gov](mailto: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. Comments will be accepted until February 16, 2018.

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**NOTICE OF 30 DAY  
PUBLIC COMMENT PERIOD  
COMMUNITY DEVELOPMENT BLOCK  
GRANT PROGRAM**



**FISCAL YEAR 2018-19 ANNUAL ACTION PLAN**

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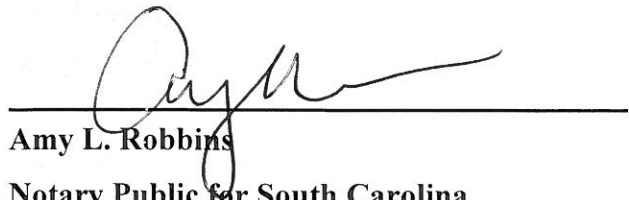
**STATE OF** )  
**SOUTH CAROLINA** ) **AFFIDAVIT**  
**COUNTY OF BEAUFORT** )

Personally appeared before me a Notary Public, in and for State and County, aforesaid, Curt Jacobi who being duly sworn according to law, deposes and says that he is the Vice President of Advertising of *The Island Packet and The Beaufort Gazette*, newspapers published Sunday through Saturday every week in Beaufort County, **TOWN OF HILTON HEAD ISLAND, CDBG Program, Fiscal Year 2018-19 Action Plan** was published in the issue of The Island Packet/The Beaufort Gazette on January 7, 2018.



**Curt Jacobi,**  
**Vice President of Advertising**  
**The Island Packet/The Beaufort Gazette**

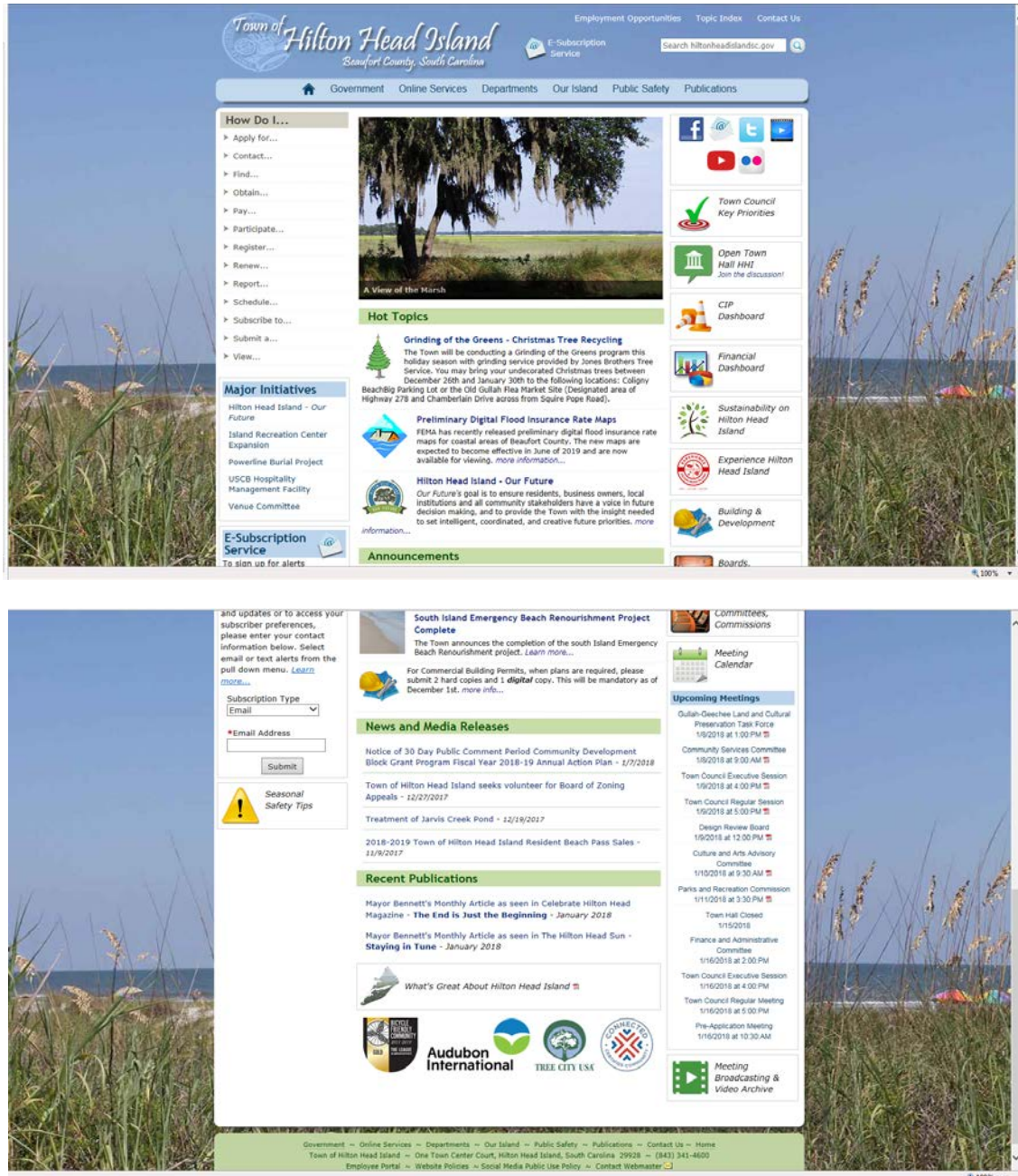
**Subscribed and sworn to before**  
**me this 25th day of January, 2018**

  
\_\_\_\_\_  
**Amy L. Robbins**

**Notary Public for South Carolina**

**My Commission Expires on November 27, 2022**

Town of Hilton Head Island Website – Main Page  
January 7, 2018  
2018- 2019 CDBG Annual Action Plan Public Comment Period Notice



Town of Hilton Head Island Website  
January 7, 2018  
2018- 2019 CDBG Annual Action Plan Public Comment Period Notice Page

The screenshot shows the official website of the Town of Hilton Head Island, Beaufort County, South Carolina. The background is a scenic image of a beach with tall grass in the foreground and the ocean in the distance. The website header includes the town's logo, navigation links for Employment Opportunities, Topic Index, and Contact Us, an E-Subscription Service button, and a search bar. A secondary navigation bar contains links for Government, Online Services, Departments, Our Island, Public Safety, and Publications. The main content area is titled "Public Notice" and features a "Text Size: A A A" option. The notice is for the "Notice of 30 Day Public Comment Period Community Development Block Grant Program Fiscal Year 2018-19 Annual Action Plan". It states the release date as January 7, 2018, and provides contact information for Marcy Benson, Senior Grants Administrator, at 843-341-4689. The notice text explains that the town has prepared a draft of its fiscal year 2018-2019 (program year 2018) Annual Action Plan required by the U.S. Department of Housing and Urban Development (HUD) to receive Community Development Block Grant Entitlement Program funding. It specifies that the plan will be available for review and comment for 30 days beginning Wednesday, January 17, 2018, from 8:00am to 4:30pm at the Town of Hilton Head Island Town Hall, or it can be accessed via the town's website at <http://www.hiltonheadislandsc.gov> starting January 17, 2018. Comments are encouraged and can be submitted via the website link, email to [marcyb@hiltonheadislandsc.gov](mailto: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. Comments will be accepted until February 16, 2018. A nondiscrimination statement follows, stating that the town 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 is designated to coordinate compliance with these requirements. The notice concludes with the town's contact information: One Town Center Court, Hilton Head Island, South Carolina 29928, (843) 341-4600. A footer navigation bar provides links to various site sections, including Government, Online Services, Departments, Our Island, Public Safety, Publications, Contact Us, Home, Town of Hilton Head Island, One Town Center Court, Hilton Head Island, South Carolina 29928, (843) 341-4600, Employee Portal, Website Policies, Social Media Public Use Policy, and Contact Webmaster. A zoom level indicator shows 100%.

**Town of Hilton Head Island**  
Beaufort County, South Carolina

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Government Online Services Departments Our Island Public Safety Publications

**Public Notice** Text Size: A A A

**Notice of 30 Day Public Comment Period Community Development Block Grant Program Fiscal Year 2018-19 Annual Action Plan**

**Release Date:** January 7, 2018

**Contact Information:**  
Marcy Benson, Senior Grants Administrator, 843-341-4689

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Town of Hilton Head Island ~ One Town Center Court, Hilton Head Island, South Carolina 29928 ~ (843) 341-4600  
Employee Portal ~ Website Policies ~ Social Media Public Use Policy ~ Contact Webmaster

100%

**From:** [Phillips Rene](#)  
**To:** [Benson Marcy](#)  
**Subject:** FW: Courtesy Copy: Notice of 30 Day Public Comment Period for CDBG Program FY 2018-2019 Annual Action Plan  
**Date:** Monday, January 08, 2018 11:39:34 AM

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*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](http://www.hiltonheadislandsc.gov)*

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**From:** Town of Hilton Head Island [mailto:updates@secure.hiltonheadislandsc.gov]  
**Sent:** Sunday, January 07, 2018 9:33 AM  
**To:** Spinella, Kelly; Phillips Rene  
**Subject:** Courtesy Copy: Notice of 30 Day Public Comment Period for CDBG Program FY 2018-2019 Annual Action 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 General Announcements or Legal Notices (4664 recipients)

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Town of Hilton Head Island



## **Notice of 30 Day Public Comment Period Community Development Block Grant Program Fiscal Year 2018-19 Annual Action Plan**

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*View this public notice in its entirety at*

<http://hiltonheadislandsc.gov/government/news/newsdetails.cfm?NewsID=403>

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Public Comment Summary  
For the Town of Hilton Head Island  
Fiscal Year 2018-2019 (Program Year 2018)  
Annual Action Plan

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Public Comments Received During 30 Day Comment Period (January 17 – February 16, 2018):

No comments were received.

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