



Town of Hilton Head Island
Finance & Administrative Committee
Special Meeting
Tuesday, April 4, 2023, 10:00 AM
AGENDA

The Finance and Administrative Committee meeting will be held in-person at Town Hall in the Benjamin M. Racusin Council Chambers. The meeting can be viewed on the [Town's YouTube Channel](#), the [Beaufort County Channel](#), and Spectrum Channel 1304.

- 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. Roll Call**
- 4. Approval of Minutes**
 - a. Regular Meeting – March 21, 2023
- 5. Appearance by Citizens:** Citizens who wish to address the Committee may do so by contacting the Town Clerk at 843.341.4646, no later than 4:30 p.m., Monday, April 3, 2023. Citizens may also submit written comments on the agenda item via the [Open Town Hall Portal](#).
- 6. Unfinished Business**
 - a. Consideration of Proposed Amendments to Provisions of Title 11, Chapter 1 of the Municipal Code for the Town of Hilton Head Island to Provide for a Small and Minority-Owned Disadvantaged Business Enterprise Utilization Program and a Corresponding Good Faith Effort Program
 - b. Consideration of a Resolution for the Housing & Urban Development /Community Development Block Grant Entitlement Program- 2023 Annual Plan Request for Project Approval
- 7. New Business**
 - a. Consideration of Approval for the Town of Hilton Head Island's Affiliated Agency Funding Request Applications for Fiscal Year 2024
 - b. Town of Hilton Head Island 3rd Quarter Financial Update
- 8. Adjournment**

Please note, a quorum of Town Council may result if four (4) or more of their members attend this meeting



Town of Hilton Head Island
**FINANCE & ADMINISTRATIVE
COMMITTEE MEETING**
Tuesday, March 21, 2023, 1:00 PM
Minutes

Present from the Committee: Alex Brown, *Chairman*; David Ames, Steve Alfred, Glenn Stanford, *Members*

Present from Town Council: Mayor Alan Perry, Patsy Brison, Tamara Becker

Present from Town Staff: Marc Orlando, *Town Manager*; Josh Gruber, *Deputy Town Manager*; Angie Stone, *Assistant Town Manager*; Bob Bromage, *Director of Public Safety*; Rich Groth, *Procurement Officer*; Marcy Benson, *Senior Grants Administrator*; Mac Deford, *General Counsel*; Ashley Goodrich, *Principal Planner*; Cindaia Ervin, *Interim Town Clerk*

1. Call to Order

Chair Brown called the meeting to order at 10:00 a.m.

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.

Ms. Ervin confirmed compliance with the SC Freedom of Information Act.

3. Roll Call

Attendance was confirmed by way of roll call.

4. Approval of the Minutes

a. Regular Meeting – January 17, 2023

Mr. Ames moved to approve. Mr. Stanford seconded. Motion carried 4-0.

5. Appearance by Citizens

Skip Hoagland addressed the Committee regarding the Hilton Head Island Bluffton Chamber of Commerce.

6. New Business

a. Review and Discussion of the Town of Hilton Head Island's Affiliated Agency Funding Request Applications for Fiscal Year 2024

Representative of the following agencies conducted presentations and answered questions from the Committee members:

Mitchelville Preservation Project
Coastal Discovery Museum
Hilton Head Island Recreation Association
USCB Event Management and Hospitality Training
LRTA – Palmetto Breeze

14th Circuit Solicitor – Multidisciplinary Court
14th Circuit solicitor – Career Criminal Program
Beaufort County Economic Development Corporation
Hilton Head Regional Habitat for Humanity

Upon conclusion of the presentations, public comment was received. Presentations and comments can be accessed through the Town website listed below.

- b.** Consideration of Proposed Amendments to Provisions of Title 11, Chapter 1 of the Municipal Code for the Town of Hilton Head Island to Provide for a Small and Minority-Owned Disadvantaged Business Enterprise Utilization Program and a Corresponding Good Faith Effort Program

Without objection, it was decided the item above will be placed on a future Finance and Administrative Committee agenda with the date to be determined.

- c.** Preliminary Review and Discussion of the Marketing Plan for the Town of Hilton Head Island Destination Marketing Organization

Ariana Pernice, Vice President of the Visitor and Convention Bureau of the Hilton Head Island – Bluffton Chamber of Commerce conducted a brief presentation and answered questions regarding the marketing plan. Committee members provided input as to how they would like the plan developed.

- d.** Consideration of a Resolution of the Town of Hilton Head Island Authorizing the Town to Enter into an Intergovernmental Agreement with Beaufort County for the Collection of Library and Transportation Impact Fees

Josh Gruber conducted a brief presentation and answered questions from Committee members. After discussion, Mr. Ames moved to forward the Resolution to Town Council for consideration. Mr. Stanford seconded. Motion carried 4-0.

- e.** Consideration of a Resolution for the Housing & Urban Development /Community Development Block Grant Entitlement Program- 2023 Annual Plan Request for Project Approval

Without objection, it was decided the item above will be placed on a future Finance and Administrative Committee agenda with the date to be determined.

7. Adjournment

The meeting was adjourned at 2:59 p.m.

Drafted and Submitted by:
Vicki L. Pfannenschmidt
Temporary Administrative Assistant

APPROVED:

The recording of this meeting can be found on the Town's website at www.hiltonheadislandsc.gov



TOWN OF HILTON HEAD ISLAND

Finance & Administrative Committee

TO: Finance & Administrative Committee Members
FROM: Rich Groth, Procurement Officer
VIA: John Troyer, Finance Director
CC: Marc Orlando, Town Manager,
Joshua Gruber, Deputy Town Manager
DATE: February 9, 2023
SUBJECT: Follow-up to January 17th Meeting Regarding Consideration of Proposed Amendments to Provisions of Title 11, Chapter 1, of the Municipal Code for the Town of Hilton Head Island to Provide for a Small and Minority-Owned Disadvantaged Business Enterprise Utilization Program and a Corresponding Good Faith Effort Program

RECOMMENDATION:

Staff recommends that the Finance and Administrative Committee consider supporting amendments to the Town's procurement code that would incorporate a proposed Small and Minority-Owned Business Disadvantaged Enterprise ("SMBE") Utilization Plan and a corresponding Good Faith Effort Program. Adoption of these amendments would bring the Town's procurement code in line with best industry practices that have been identified in other peer communities and achieve increased SMBE participation within Town procurements.

BACKGROUND:

This matter was first discussed at the January 17th Finance and Administrative Committee Meeting, and based on questions from Committee Members, a Purpose Statement has been added to the proposed Utilization Plan, along with a brief description of the existing Local Vendor Preference program provided in Title 11, Chapter 1, of the Municipal Code.

SUMMARY:

To ensure that SMBEs within the Hilton Head Island community are afforded every opportunity to participate in the Town's procurement process, staff is recommending consideration of the revised proposed Small and Minority-Owned Business Enterprise Utilization Plan and a corresponding Good Faith Effort Program as attached.

ATTACHMENTS:

1. SMBE Utilization Plan
2. SMBE Good Faith Effort Program

Town of Hilton Head Island
Proposed Utilization Plan for Procurement Inclusivity for
Local, Small & Minority-Owned Disadvantaged Businesses

Purpose Statement: The Town of Hilton Head Island is committed to inclusivity for: (a) “Local” businesses, (b) Small Business Enterprises, and (c) Minority Business Enterprises in its procurement process.

The Town’s Procurement Code currently provides a preference to any qualified local vendors meeting the criteria outlined in the Code with the primary criteria being that an office within the legally defined boundaries of the town and have a majority of full-time employees, chief officers and managers regularly conducting work and business from this office. Any vendor who is a certified Local vendor will have their bid/proposal price reduced for scoring/evaluation purposes only, by five percent (5%), not to exceed a maximum reduction of \$10,000.

The Town is also committed to ensuring that Small and Minority-Owned Disadvantaged Businesses enterprises (collectively SMBEs) are afforded every opportunity to fully and fairly participate in the Town’s procurement process for goods and services. Town’s SMBE Utilization Plan was developed for this purpose.

Utilization Plan for Small Business Enterprises (SBEs) and Minority Business Enterprises (MBEs).

- (A) Town Council finds and declares it to be in furtherance of sound procurement practices that all business entities be accorded a real and equitable opportunity to participate in Town procurements. Town Council further finds that it is in the best interests of the Town and its residents that a program be developed to ensure that small businesses and businesses owned and controlled by minorities have a real opportunity to compete for Town procurements to provide for a balanced and healthy economy and to foster open and competitive procurement within the Town.

- (B) There is hereby established a plan for the utilization of Small Business Enterprises (SBEs) and Minority Business Enterprises (MBEs) (collectively SMBEs), which plan shall be administered by the Procurement Officer or by such other individual(s) as the Town Manager may, from time to time, appoint. It shall be the responsibility of the Procurement Officer to formulate and publish the necessary rules, guidelines and to implement this plan so as to ensure that the benefits of this plan inure to SMBEs, provided however, that such rules and regulations shall be submitted to Town Council for approval. The Procurement Officer shall also be charged with compiling, updating and distributing a directory of available SMBEs for use by Town personnel in achieving the goals of this plan, and further, shall formulate and publish guidelines to be utilized by the Town in assessing whether a procurement qualifies as a SMBE

Town of Hilton Head Island
Proposed Utilization Plan for Procurement Inclusivity for
Local, Small & Minority-Owned Disadvantaged Businesses

procurement. Further, the Procurement Officer shall compile data regarding the level of participation in Town procurements by SMBEs and present them to Council upon request for analysis of the program.

- (C) As utilized herein, the following terms shall have the meaning as designated, to wit:
- (1) *Controllable dollars* means funds other than those budgeted for salaries of employees, fringe benefits, utility expenses, rents, taxes and any items which may be procured only from special identified sources.
 - (2) *Construction* means the process of building, altering, repairing, improving or demolishing any public structure, building or roadway, or any other improvement of any kind to any public real property. Construction does not include the routine operation, repair or maintenance of existing structures, buildings or real property or any such routine work undertaken by Town employees on public property.
 - (3) *A minority business enterprise (MBE)* shall mean a business enterprise that is verified by the Procurement Officer, or by such other individual(s) as the Town Manager may, from time to time, appoint, to have a valid MBE certification from any federal, state or local governmental entity.
 - (4) An *emergency purchase* is a procurement undertaken from a sole source where circumstances require an immediate procurement to protect the physical well-being of the public or of any Town employee, or where the appropriate and efficient functioning of government is threatened without such purchase.
 - (5) *Procurement* means buying, purchasing, renting, leasing or otherwise acquiring any supplies, services or construction.
 - (6) *Services* means furnishing of labor, time or effort by one who is not under the regular employ of the Town. This term includes "professional services," but does not include employment agreements or collective bargaining agreements.
 - (7) *Minority individual* is presumed to include, which presumption may be rebutted, a citizen of the United States (or lawfully admitted permanent residents) who is a Black African American, Hispanic American, Native American, Asian American, or Indian American; provided however, that the Town may, on a case-by-case basis, determine

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that an individual who is not a member of any of the aforementioned groups is a minority.

- (8) *Supplies* means property including, but not limited to, equipment, materials, printing, and the like, but excluding land or a permanent interest in land.
- (9) *A small business enterprise (SBE)* shall mean a business enterprise that is verified by the Procurement Officer, or by such other individual(s) as the Town Manager may, from time to time, appoint, to have a valid SBE certification from any federal, state or local governmental entity.
- (D) (1) In any procurements sought through public advertisement, the Procurement Officer shall proactively solicit SMBEs utilizing known and available listings of certified SBEs and certified MBEs maintained by the Town, and/or any federal, state or local governmental entity.
- (2) In construction procurements sought through public advertisement, offerors shall be required to complete and submit the documentation required by the Town's SMBE Good Faith Effort Program, whereby the offeror shall either: (a) attest that they will be 100% self-performing, or (b) if utilizing subcontractors, provide the necessary documentation summarizing the offeror's good faith efforts to include SMBEs in their bid/proposal.
- (3) In all other procurements, except emergency procurements, it shall be the responsibility of the Procurement Officer to make affirmative efforts to ensure that SMBEs are provided an equal opportunity to compete for, or participate in Town procurements. On an annual basis, the Procurement Officer, other than for emergency procurements, shall submit to the Town Manager (or his/her designee) the following information:
- a. The total number of procurements awarded;
 - b. The total monetary value of procurements awarded;
 - c. The type of procurements awarded;
 - d. The total monetary amount of the procurements awarded to SMBEs;
 - e. The percentage of total combined Town procurements awarded to SMBEs.

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Proposed Utilization Plan for Procurement Inclusivity for
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- (E) The Town Manager shall report to Town Council annually, the percentage of total combined Town procurements awarded to SBEs and MBEs and a description of the procurement categories represented thereby. Such reports shall be utilized to assist Town Council in evaluating the effectiveness of its attempts to ensure that all businesses have an opportunity to participate in the Town's procurement program and in establishing reasonable and realistic goals for the program.

- (F) Nothing herein shall be construed as having established any set-aside for any group for any procurement or as having bound the Town or any department thereof to accept any procurement offer not in its best interests.

Town of Hilton Head Island Good Faith Effort Program for Small and Minority Business Participation



**PLEASE REVIEW THIS SECTION CAREFULLY,
PAYING PARTICULAR ATTENTION TO “PRE-AWARD
DOCUMENTS” DUE WITH THE BID/PROPOSAL, .
THE “GOOD FAITH EFFORTS CHECKLIST”,
AND EXHIBITS 1-3.**

**FAILURE TO FOLLOW THE PROGRAM REQUIREMENTS
AND/OR FURNISH THE REQUESTED DOCUMENTS MAY
RESULT IN THE REJECTION OF YOUR BID/PROPOSAL.**

Small and Minority Business Participation Program Documents Overview*

PRE-AWARD DOCUMENTS		
<i>Item/Form</i>		<i>Submission Requirements</i>
1	Program Overview	n/a
2	Self-Performance Affidavit Indicates intention to perform work and/or provide services with own current workforce.	Due with bid/proposal only if self-performing 100%.
If Not 100% Self-Performing, Items 3-8 Below Must Be Completed and Submitted With Your Bid or Proposal		n/a
3	Good Faith Efforts Checklist Indicates the actions undertook to recruit and solicit small and minority businesses for this project.	Due with bid/proposal.
4	Good Faith Agencies Distribution List Indicates agencies that should receive notice of solicitation to small and minority businesses for this project.	Copy of notice sent to good faith agencies due with bid/proposal.
5	Outreach Written Notice Example Sample of notice to be sent to small and minority businesses soliciting their participation for this project.	Copy of notice sent to small and minority businesses due with bid/proposal.
6	Non-Discrimination Statement – Exhibit 1 Certification that this project is open to all businesses and persons and that no business or person shall be excluded from participating in the Town of Hilton Head Island procurement process.	Due with bid/proposal.
7	Outreach Documentation Log – Exhibit 2 Documents solicitation efforts to obtain small and minority business participation for this project.	Due with bid/proposal.
8	Proposed Utilization Plan – Exhibit 3 Listing of the small and minority businesses that will participate on this project and their proposed contract dollar amounts.	Due with bid/proposal.
POST-AWARD DOCUMENTS		
<i>Item/Form</i>		<i>Submission Requirements</i>
9	Compliance Efforts This document indicates the actions required of the offeror to earnestly carry out the small and minority business utilization plan and document payments thereof.	n/a
10	Monthly Compliance Status Report – Exhibit 4 Certifies monthly usage and payments to small and minority businesses.	Due monthly after work commences throughout the life of the contract.

* **NOTE:** Projects involving Federal funds may have Disadvantaged Business Enterprise (DBE) participation goals and requirements of 49 CFR Part 26, Regulations of the U.S. Department of Transportation (USDOT), or other Federal requirements prescribed by the U.S. Department of Agriculture (USDA) or U.S. Department of Housing and Urban Development (HUD). Contractors submitting bids on such projects will also have to meet any outlined DBE Program requirements listed in the bid documents and submit items, including but not limited to, the following: (1) Certification of Contractor to Comply with DBE Requirements; (2) DBE Letter of Intent and Affirmation; (3) DBE Contract Totals and Percentage; and (4) Bidder’s List Questionnaire. For a current list of South Carolina DBE firms, please visit www.scdot.org and go to “Doing Business with SCDOT”, then see “Office of Business Development and Special Programs” and click on “DBE Directory”. Likewise, any USDA and/or HUD requirements must be met in addition to Town of Hilton Head Island’s requirements.

PROGRAM OVERVIEW

Introduction

The Town of Hilton Head Island (Town) recognizes that the South Carolina General Assembly, in South Carolina Code of Laws Section 11-35- 5210*, has declared that businesses owned and operated by minority persons have been historically restricted from full participation in our free enterprise system to a degree disproportionate to other businesses; and that it is in the state's best interest to assist minority-owned disadvantaged businesses to develop fully as a part of the state's policies and programs which are designed to promote balanced economic and community growth throughout the state. Therefore, the Town wishes to ensure that those businesses owned and operated by minorities are afforded the opportunity to fully participate in its overall procurement process for goods and services. Further, the Town seeks to ensure that small businesses are likewise afforded the same participation opportunity as minority businesses. Consequently, attention of all bidders and proposers is called to contract conditions contained herein pertaining to the Town's "**Small and Minority Business Participation Program**".

Definitions

Small Business means a for-profit concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on government contracts, and qualified as a small business under the criteria and size standards in the Code of Federal Regulations, Title 13, Part 121, as amended. The Town refers to these businesses as **Small Business Enterprises** or "**SBEs**".

Minority Business means a concern at least fifty-one percent (51%) owned by a person determined to be socially and economically disadvantaged. *Socially disadvantaged* means those persons who have been subject to racial or ethnic prejudice or cultural bias because of their identification as members of a certain group without regard to their individual qualities. Such groups include, but are not limited to, Black Americans, Hispanic Americans, Native Americans (including American Indians, Eskimos, Aleuts and Native Hawaiians), Asian Pacific Americans, women and other minorities to be designated by the Town Council. *Economically disadvantaged* means those socially disadvantaged persons whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to others in the same business area that are not socially disadvantaged. The Town refers to minority businesses as **Minority Business Enterprises** or "**MBEs**".

Small and Minority Business Enterprises will be abbreviated as "SMBEs".

Provisions

The successful bidder or proposer, hereafter referred to as "Contractor", is required to (1) make specific **Pre-Award "Good Faith Efforts"** to recruit SMBEs and (2) **Post-Award "Compliance Efforts"** of its labors to utilize SMBEs, unless self-performing one hundred percent (100%) of the contract work. Falsification of any pre-award or post-award documents will be considered a serious breach of public trust and funds.

* SOUTH CAROLINA CODE OF LAWS, CHAPTER 35 "SOUTH CAROLINA CONSOLIDATED PROCUREMENT CODE, SUBARTICLE 1 "ASSISTANCE TO MINORITY BUSINESSES"

SELF-PERFORMANCE AFFIDAVIT

If self-performing 100% sign below and return this page with your bid/proposal.

I hereby certify my company's intent to perform one hundred percent (100%) of the work required for:

Project Name: _____

Bid/Proposal Number: _____

By signing this affidavit, I further certify that my company has the capability to perform and will perform all elements of the work on the project referenced above with my company's employees.

I further agree to provide additional information or documentation requested by the Town of Hilton Head Island in support of the above statement.

If a need to subcontract all and/or some of my company's work on this project arises, I will notify the Town of Hilton Head Island Procurement Office in writing within three (3) business days.

Name of Company

Authorized Representative Name

Signature

Title

Date

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Notary Public _____ My Commission Expires: _____

GOOD FAITH EFFORTS CHECKLIST (PRE-AWARD)

Pre-award efforts include the following "good faith efforts" for Contractors intending to use subcontractors, or the bid/proposal may be rejected.

If using subcontractors, return this page (and required supporting documents) with your bid/proposal.

- Divide and/or combine scope of work packages into economically feasible units, **if possible**.
- You can find directories of SMBEs by going to the following websites:
<http://dbw.scdot.org/dbesearch/DirectoryQuery.aspx>
<https://osmba.sc.gov/directory.html>
- Send a written notice **at least ten (10) business days prior** to the bid/response due date of your intent to submit a bid/response, and express interest in receiving quotes thereof to (1) potential SMBEs **and** (2) "good faith agencies":
 - ✓ The written notice should contain the Contractor's name and contact information; project name; project number; scope of work/bid packages available for subcontracting; information on availability of plans and specifications; and the Contractor's company policy regarding insurance, bonding, and financial requirements, if any.
- Submit with the bid/proposal, copies of the written notice sent specifically to SMBEs, along with the fax transmittal confirmation slips (if sent by fax), copies of the e-mails (if e-mailed), and/or copies of metered or stamped envelopes (if sent by mail).
- Submit with the bid/proposal, copies of the written notice sent specifically to the "good faith agencies", along with the fax transmittal confirmation slips (if sent by fax), copies of the e-mails (if e-mailed), and/or copies of metered or stamped envelopes (if sent by mail).
- Complete and submit Exhibits 1-3 with all requested supporting documentation (where applicable):
 - ✓ Exhibit 1: Non-Discrimination Statement
 - ✓ Exhibit 2: Outreach Documentation Log
 - ✓ Exhibit 3: Proposed Utilization Plan

The undersigned acknowledges making a good faith effort to comply with the above areas checked:

Name of Company

Authorized Representative Name

Signature

Title

Date

GOOD FAITH AGENCIES DISTRIBUTION LIST

Send written notice at least ten (10) business days prior to the bid/response due date to all the agencies listed below and do the following: (1) indicate your company's intent to submit a bid/response and (2) request their assistance in the recruitment of small and minority businesses. You may mail OR e-mail the notice.

Submit notice copy with the bid/proposal. copies of the written notices sent to these agencies.

- Beaufort County Black Chamber of Commerce**
Attention: Mr. Larry Holman, President
711 Bladen Street
Beaufort, SC 29902
EMAIL: president@bcbcc.org

- Beaufort Regional Chamber of Commerce**
Attention: Ms. Susan Fogelman, Director of Membership
Post Office Box 910
Beaufort, SC 29901
EMAIL: Susan@BeaufortChamber.org

- Hilton Head Island-Bluffton Chamber of Commerce**
Attention: Ms. Michelle Pivik, Director of Membership
Post Office Box 5647
Hilton Head Island, SC 29938
EMAIL: michelle@hiltonheadisland.org

- SCDOT Disadvantaged Business Enterprise Program**
Attention: Mr. Greg Davis
955 Park Street
Columbia, SC 29201
EMAIL: davisg@scdot.org

- Small Business Administration**
Attention: Ms. Angela Brewer
1835 Assembly Street, Suite 1425
Columbia, SC 29201
EMAIL: angela.brewer@sba.gov

OUTREACH WRITTEN NOTICE EXAMPLE

Send written notice at least ten (10) business days prior to the bid/response due date to potential small and minority businesses and provide notice of the following: (1) intent to submit a bid/response and (2) interest in receiving quotes from small and minority businesses.

You may mail OR e-mail the notice.

Submit all notices with the bid/proposal. Copies of the written notices sent to these agencies.

No Name Company
Post Office Box 1234
Any Town, US
(123) 555-7777 Telephone
(123) 555-8888 Fax

Example

Date

Subcontractor Company Name
Subcontractor Mailing Address
Subcontractor City, State, Zip

Dear Subcontractor Company Name:

No Name Company is pursuing work with the Town of Hilton Head Island, South Carolina and intends to submit a bid/proposal for Town IFB/RFP # 000-00000.

We have the following opportunities for subcontracting on this project:

- Describe Bid Package 1
- Describe Bid Package 2
- Describe Bid Package 3
- Etc...

Plans and specifications are available at our office and at _____ and _____.

It is the policy of No Name Company that _____ (state policy concerning W-4, insurance, credit lines, and assistance in obtaining bonds, etc.)

The IFB/RFP closing date is _____ at 3:00 pm and therefore, we must receive your quote/proposal into our office no later than _____ pm.

If you have any questions, please contact Mr. /Ms. _____ at our company.

We look forward to hearing from you.

Sincerely,

Title
No Name Company

Sign below and return this page with your bid/proposal.

EXHIBIT 1
Non-Discrimination Statement

The bidder/proposer certifies that:

- 1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any IFB/RFP submitted to the Town of Hilton Head Island or the performance of any contract resulting thereof;
- 2) That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this Company for Town of Hilton Head Island contracts, including those companies owned and controlled by socio-economic and racial minorities;
- 3) In connection herewith, we acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this Company;
- 4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption throughout the life of the referenced contract with the Town of Hilton Head Island;
- 5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference into any contract or portion thereof which this Company may hereafter obtain and;
- 6) That the failure of this Company to satisfactorily discharge any off the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the Town of Hilton Head Island to declare the contract in default and to exercise any and all applicable rights and remedies including, but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Name of Company

Authorized Representative Name

Signature

Title

Date

Return this page with your bid/proposal

**EXHIBIT 2
Outreach Documentation Log**

Bidder/Proposer Name: _____

IFB/RFP No.: _____

IFB/RFP Date: _____

Project Name: _____

LIST INFORMATION FOR THE S/MBEs YOU CONTACTED FOR INTEREST AND POTENTIAL PARTICIPATION
(Use additional sheets if necessary and mark "Exhibit 2 Attachment")

Name of SMBE	Firm Type	Address	Telephone Number	Trade/Commodity	Letter Sent (Y/N)	Response (No Response / Will Quote / Will Not Quote)	Result (If Submitting Quote)

The undersigned proposes to enter into a formal agreement with the SMBEs identified herein for work, schedule and value listed in this schedule conditioned upon execution of a contract with the Town of Hilton Head Island.

Name: _____ Signature: _____ Title: _____

Return this page with your bid/proposal

**EXHIBIT 3
Proposed Utilization Plan**

Bidder/Proposer Name: _____

IFB/RFP No.: _____

IFB/RFP Date: _____

Project Name: _____

LIST INFORMATION FOR THE SMBEs YOU INTEND TO UTILIZE
(Use additional sheets if necessary and mark "Exhibit 3 Attachment")

Name of SMBE	Firm Type	Address	Telephone Number	Point of Contact	Trade/Commodity	Contract / PO Amount

Total Anticipated Small Business Enterprise Participation Dollar Value: \$ _____

Total Anticipated Minority Business Enterprise Participation Dollar Value: \$ _____

The undersigned proposes to enter into a formal agreement with the SMBEs identified herein for work, schedule and value listed in this schedule conditioned upon execution of a contract with the Town of Hilton Head Island.

Name: _____ Signature: _____ Title: _____

COMPLIANCE EFFORTS (POST-AWARD)

The successful Contractor is required to fulfill any Small and Minority Business Enterprise (SMBE) commitments made in conjunction with the “Pre-Award Good Faith Efforts”, unless good cause is demonstrated for any failure to fulfill such commitment.

If the Contractor intends to make any substitutions for any reasons, the Town of Hilton Head Island Procurement Office must be notified in writing within ten (10) business days for discussion and approval. No Contractor shall enter into an agreement with any SMBE that would in any manner limit the SMBE from selling or acting as a subcontractor to any other party.

The Town of Hilton Head Island shall have the right to inspect the Contractor’s records related to activity and expenditures to SMBE utilized on its projects, to include related contracts/purchase orders and payment records, such as cancelled check copies. Further, designated Town of Hilton Head Island personnel are permitted access to all work sites. Contractors and their staff should take measures to cooperate fully with all Town of Hilton Head Island staff, including, but not limited to the Procurement Officer.

“Post-Award Compliance Efforts” require the Contractor to not only provide monthly reports regarding activity and expenditures to SMBE, but also to maintain related records throughout the life of the project regarding its efforts to comply with the Small and Minority Business Participation Program. The “Monthly Compliance Status Report” must be submitted to the Procurement Office until the project ends, by the fifth (15th) day, reflecting the activity of the previous month.

All questions regarding “Post-Award Compliance Efforts” should be directed to the Procurement Office via e-mail at richg@hiltonheadislandsc.gov or (843) 341-4711.

EXHIBIT 4



MONTHLY COMPLIANCE STATUS REPORT

Small and Minority Business Participation

Completed reports must be submitted by mail or email as follows:
 Town of Hilton Head Island
 Procurement Office
 One Town Center Court
 Hilton Head Island, SC 29928
 E-Mail: richg@hiltonheadislandsc.gov

Prime Contractor Name: Project Name: <input type="checkbox"/> Monthly <input type="checkbox"/> Final Type of Report: Report Number: For the Period Of:

Until the project ends, the Prime Contractor shall submit monthly reports to the Procurement Office by the 15th of each month, reflecting activity of the previous month.

Original Prime Contract Amount:
Change Orders to Date:
Current Prime Contract Amount:

Name of S/MBE	Firm Type	Quote Amount	Date of Contract/PO	Dollar Amount of Actual Contract/PO	Dollar Amount Paid This Month	Check Number	Dollar Amount Paid to Date

SBE Expenditure to Date:

MBE Expenditure to Date:

SMBE Total Expenditure to Date:

I certify that contracts/purchase orders have been executed with the above firms, amounts listed are accurate, and payments were made in accordance with contractual obligations. Cancelled checks to S/MBEs working on this project and/or supporting documentation for the information presented in this report will be made available to Town of Hilton Head Island officials upon written request.

Name: _____ Title: _____

Signature: _____ Date: _____



TOWN OF HILTON HEAD ISLAND

Finance & Administrative Committee

TO: Finance & Administrative Committee
FROM: Marcy Benson, Senior Grants Administrator
VIA: Jeff Herriman, Treasurer
CC: John Troyer, Finance Director
DATE: March 29, 2023
SUBJECT: Consideration of a Resolution for the Housing & Urban Development /Community Development Block Grant Entitlement Program- 2023 Annual Plan Request for Project Approval

RECOMMENDATION:

Staff recommends the Finance & Administrative Committee recommend to Town Council approval of the resolution to authorize the submittal of the Town's 2023 Community Development Block Grant (CDBG) Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD).

BACKGROUND:

To meet the HUD requirements public input must be solicited during the Annual Action Plan development process. From January 18 through January 27, 2023, a CDBG survey was posted on the Open Town Hall portal requesting input and comments from the public for funding needs and priorities. A public meeting was conducted on January 25, 2023. Three comments were submitted via the Open Town Hall portal, no comments were submitted at the public meeting, one comment was submitted after the public meeting by the meeting attendee. Open Town Hall commenters ranked housing activities as the highest priority followed by other real property improvements receiving the second highest ranking and public improvements, public facilities, and public services tying for the third highest ranking. Project suggestions from commenters included dog park, safety signage at crosswalks, alligator management, deer control, and attainable housing and childcare. The comment received after the public meeting recommended funding a public service activity to develop education tool kits and workshops for food pantry clients on the importance of safety in relation to major weather events.

The CDBG Five Year Consolidated Plan (2020 – 2024) was approved by HUD in July 2020 and amended in October 2020, January 2021, and August 2022. The Five-Year Consolidated Plan describes the planned uses for HUD allocated CDBG funds. Attached is a copy of the five-year project table from the most current Town of Hilton Head Island HUD approved Five Year Consolidated Plan. In program year one, based on HUD allowances due to the Covid-19 pandemic, all Town 2020 CDBG funds were allocated to

public services and program administration. Five percent of the 2020 CDBG allocation was expended on program administration (\$41,262) and 95% (\$831,674) was distributed to public service organizations servicing low- and moderate-income residents, within the Town, to assist with response and recovery efforts to the COVID-19 pandemic. In program year two the Patterson Park project was selected for funding with 2021 CDBG funds. This project is currently in the final stages of the HUD required environmental review process. In program year three the Taylor Family Neighborhood Park project was selected for funding with 2022 CDBG funds. This project is also in the final stages of the HUD required environmental review process. In program year four, the project category included flexibility to select a project for the 2023 Annual Action Plan that could address public facilities & improvements, or housing activities, or economic development, or public services to benefit low-and-moderate income residents.

Based on CDBG program caps, the maximum amount allowed for public services is 15%, or \$27,786 of the 2023 CDBG allocation and the maximum amount allowed for program administration costs is 20%, or \$37,050, of the 2023 CDBG allocation. In past years the administrative costs have accounted for between 2% and 5% of the total CDBG allocation. If administrative costs are less than the allowed 20% cap and public services less than the allowed 15% cap this would allow for the majority of CDBG funds to be used for the Ford Shell Ring Park project.

The draft 2023 Annual Action Plan details \$5,000, which is 2.7% of the 2023 CDBG funds, to be used for program administration and the remaining \$180,250 of the 2023 funds to be used for the Ford Shell Ring Park. In order to meet the May 17, 2023, HUD submittal deadline, the draft 2023 Annual Action Plan was release for the required 30-day public comment period on February 27, 2023, and the comment period will close on March 29, 2023. Approval of the final 2023 Annual Action Plan by resolution is scheduled for the April 18, 2023, Town Council meeting.

SUMMARY:

Recommendation of the resolution to authorize the submittal of the Town's 2023 CDBG Annual Action Plan to HUD will allow the 2023 funding allocation to be used for the Ford Shell Ring Park project. HUD issued a press release on February 27, 2023, announcing all 2023 CDBG funding allocations. According to this press release the Town has been allocated \$185,250 for the 2023 program year. The official allocation letter from the Columbia, South Carolina HUD field office is expected in the next few weeks.

Recommendation of the Ford Shell Ring Park project is consistent with the current Five-Year Consolidated Plan, as well as several Our Plan goals, strategies, and tactics including Connected – Strategy 4.5 and Tactic 4.5.1; Inclusive – Goal 8 and Strategy 8.5; Priority Investment – Strategy 4.5; and Parks & Recreation – Goal 2, and Strategy 7.2. The CDBG program has been identified in the Our Plan Capital Improvement Program (CIP) section as a funding source for Town CIP projects.

ATTACHMENTS:

1. Five-Year Project Table
2. Resolution
3. Exhibit A – Draft Program Year 2023 Annual Action Plan

2020 – 2024 Five Year Consolidated Plan Project Table

#	Program Year	Project Name	Project Description	Estimated Amount	Annual Goals Supported	Target Area	Priority Need Addressed	Goal Outcome Indicator
1	2020	COVID-19 Response and Recovery	Provide grant funding for the purchase of equipment, or supplies, or materials necessary to carry-out response and recovery due to COVID-19.	\$770,401	COVID-19 Response & Recovery	Town-Wide	Non- Housing Community Development – Public Services; and Administration & Planning	Public service activities other than low/moderate-income housing benefit
2	2021	Facilities, Housing, Public Services, Economic Development Year 2	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,313	Facilities, Housing, Public Services, Economic Development Year 2	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit
3	2022	Facilities, Housing, Public Services, Economic Development Year 3	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,313	Facilities, Housing, Public Services, Economic Development Year 3	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit

2020 – 2024 Five Year Consolidated Plan Project Table

4	2023	Facilities, Housing, Public Services, Economic Development Year 4	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,313	Facilities, Housing, Public Services, Economic Development Year 4	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit
5	2024	Facilities, Housing, Public Services, Economic Development Year 5	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,313	Facilities, Housing, Public Services, Economic Development Year 5	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit

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 2023 ANNUAL ACTION PLAN

WHEREAS, in July, 2020 the Town of Hilton Head Island CDBG Five Year Consolidated Plan for program years 2020-2024 detailing goals and objectives to be implemented to address community needs of low and moderate income residents within the Town's jurisdiction was approved by the United States Department of Housing and Urban Development (HUD); and

WHEREAS, in October 2020, January 2021, and August 2022 the Town of Hilton Head Island CDBG Five Year Consolidated Plan for program years 2020-2024 was amended and 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 program year 2023 to address goals and objectives outlined in the amended Five-Year Consolidated Plan; and

WHEREAS, for program year 2023 the Town will receive a CDBG award totaling \$185,250 to carry out activities that meet one of three National Objectives, as described by HUD; and

WHEREAS, the program year 2023 Annual Action Plan is compatible with the HUD approved amended Five Year Consolidated Plan for program years 2020 - 2024; and

WHEREAS, the Town has adhered to the public participation requirements set forth in the Citizen Participation Plan in the development of the program year 2023 Annual Action Plan; and

WHEREAS, a public engagement and 30 day public comment period for the program year 2023 Annual Action Plan were conducted for citizen input and review; and

WHEREAS, the Town Manager is authorized to submit this program year 2023 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 2023 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 _____ 2023.

Town of Hilton Head Island,
South Carolina

Alan R. Perry, Mayor

ATTEST:

Cindaia L. Ervin, Interim Town Clerk

APPROVED AS TO FORM:

Curtis Coltrane, Town Attorney

Introduced by Council Member: _____

Town of Hilton Head Island

Program Year 2023

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 program year 2023 Annual Action Plan represents the fourth year of the Town of Hilton Head Island's Consolidated Plan for the program years 2020 – 2024 (Con Plan) as amended and approved by Town Council and accepted by the U.S. Department of Housing and Urban Development (HUD). The Annual 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 or projects to be funded during the 2023 program year.

The purpose of the Town of Hilton Head Island Annual Action Plan is to preserve and revitalize primarily low and moderate income (LMI) neighborhoods, support LMI activities which enhance the quality of life for Hilton Head Island residents, and address priority community development or redevelopment needs within applicable local, state, and federal statutes and regulations. According to CDBG program guidelines, an activity using the LMI area benefit must meet the minimum threshold of 51% LMI qualified residents. However, according to the HUD issued program year 2022 exception grantee list, the Town of Hilton Head Island has been designated an exception grantee. This designation resulted in a LMI area percentage of 49.56% and is applied to Census tracts and blocks to determine activity eligibility on an area basis.

This Annual Action Plan outlines the priorities by which the Town of Hilton Head Island's CDBG program funds will be invested over the program year 2023 to achieve specific HUD objectives. It is important to note the 2020 – 2024 Con Plan identified public facilities and improvements, public services, housing activities and economic development benefitting LMI persons as high priorities.

2. Summarize the objectives and outcomes identified in the Plan

The Town's goals for the program year 2023 period focus on neighborhood revitalization efforts by providing a new neighborhood park on the Town owned Ford Shell Ring property located on Squire Pope Road in census tract 105. This census tract meets the 49.56% or higher LMI requirement. This Annual Action Plan provides a guide for the Town of Hilton Head Island's allocation of CDBG program funding for the program year 2023 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 LMI persons. The primary emphasis of the goals is the continuance of maintaining and improving the quality of life of LMI 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

The Town of Hilton Head Island has participated in the HUD CDBG Entitlement Program since 2015 and continues to monitor and evaluate the performance of the program while ensuring regulatory compliance. The Town 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.

During the eight years of program participation the Town met required program deadlines. Notifications of acceptable levels of program accomplishment were received from the HUD Columbia, South Carolina field office during seven years of program participation. In May 2022 the Town received a warning notice related to noncompliance with timely expenditure requirements from HUD. An untimely expenditure notice is given when a grantee has more than 1.5 times its most recent entitlement grant. In 2022 the Town had 1.84 times its most recent entitlement grant. Due to the COVID-19 pandemic in 2020 HUD allowed for flexibilities related to the timely expenditure of CDBG funds and a warning letter was issued to the Town. In 2023 the timeliness flexibilities will no longer be in place and the standard corrective action policies will be reinstated.

In April 2021 a fiscal year 2021 remote monitoring session was conducted by the Columbia, South Carolina field office Community Planning and Development representative. No findings were reported during this monitoring; however, two concerns were cited. The first concern identified the need for a local written policies and procedures manual for administration of the CDBG award. Town staff completed this manual and submitted to HUD in June 2022. The second concern identified the need for an oversight process for subrecipients of 2020 CDBG and CDBG-CV funds. Town staff immediately conducted seven monitoring reviews of randomly selected subrecipients of 2020 CDBG and CDBG-CV funds. All subrecipient monitoring reviews resulted in no findings or concerns. In 2019 a ‘No Findings or Concerns’ report was issued by the Regional Environmental Officer during an onsite Environmental Review Procedures monitoring visit.

The Town intends to continue to report its progress in meeting the five-year 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 public meeting on January 25, 2023, to solicit input from citizens on community development needs. A public meeting notice was published in the local newspaper, The Island Packet, seven days preceding the public meeting. The meeting notice was also posted on the Town of Hilton Head Island website and distributed via email blast to all email addresses listed on the Town’s E-subscription service list, which reached 3,315 subscribers. Included in the public meeting notice was a link to a community needs survey

posted on the Open Town Hall portal seeking input from citizens on needs and funding priorities for the 2023 Annual Action Plan. The Open Town Hall portal survey was open from January 18 through January 27, 2023.

At the January 25, 2023, public meeting a presentation including an overview of the CDBG Entitlement Program, purpose of the Action Plan, anticipated funding allocation amount, and a staff recommended project was presented to the meeting attendee. One member of the public attended this meeting.

A draft 2023 Annual Action Plan was released to the public on February 27, 2023, for a 30-day public comment period. At the conclusion of the comment period all comments will be reviewed and included in this Annual Action Plan.

The staff proposed project listed in the 2023 Annual Action Plan is scheduled as an item of discussion at the March 21, 2023 Town Council Finance and Administrative Committee meeting.

5. Summary of public comments

In preparation for the January 25, 2023, public meeting to solicit input for the program year 2023 Annual Action Plan Town staff developed a presentation describing the CDBG Entitlement program, the purpose of the Annual Action Plan, the anticipated funding allocation amount for program year 2023 and staff recommended project. One member of the public attended the January 25, 2023, public meeting and there was discussion on the CDBG program, anticipated funding allocation and types of projects eligible CDBG funding. No comments were submitted at this meeting.

There were four public comments received via the community needs survey posted on the Open Town Hall portal seeking input from citizens on needs and funding priorities for the 2023 Annual Action Plan. The survey commenters ranked housing activities as the highest priority followed by other real property improvements receiving the second highest ranking and public improvements, public facilities, and public services tied for third highest ranking. Project suggestions from commenters included a dog park, safety signage at crosswalks, alligator management, deer control, and attainable housing and childcare. One comment was received via email from the public meeting attendee after the meeting adjourned recommending funding a public service activity to develop education tool kits and workshops for food pantry clients on the importance of safety in relation to major weather events. A summary of public comments received to date are attached to this Annual 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 this Annual Action Plan.

7. Summary

The Town of Hilton Head Island Annual Action Plan outlines priorities by which the Town's CDBG program funds will be invested over the program year 2023 to achieve specific HUD objectives. The Town may use CDBG funds to leverage other public investment to address the Town's priority need to provide public improvements for primarily LMI neighborhoods.

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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.

Agency Role	Name	Department/Agency
Lead Agency	Town of Hilton Head Island	
CDBG Administrator	Town of Hilton Head Island	Finance Department

Table 1 – Responsible Agencies

Narrative (optional)

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 Executive, Administration/Legal Division, Community Development, Finance, Fire Rescue, Human Resources, and Information Technology departments.

The Town of Hilton Head Island Finance Department will be the lead department for the preparation, submission, and administration of this Annual Action Plan and the Town's CDBG program. Town staff has been an integral part of development of this Annual Action Plan by assessing the CDBG program, reviewing materials, regulations, and documentation of the Annual Action Plan process. The Town Manager, Finance Director and Treasurer will oversee the preparation and administration of the Annual Action Plan.

Consolidated Plan Public Contact Information

Town of Hilton Head Island Finance 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 public housing apartment facility containing 80 units which provide housing to 187 family members.

The Town of Hilton Head Island is a member of the Beaufort County Human Services Alliance, which is an informal group whose purpose is to promote and sustain activities that improve the quality of life for all Beaufort County residents. This group provides organizational framework that contributes to our community’s capacity to address societal needs. Through the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health and environmental issues.

In 2022 the Town of Hilton Head Island approved a resolution establishing the Beaufort-Jasper Regional Housing Trust Fund (RHTF). This regional organization was created to address the need for affordable housing in Beaufort and Jasper Counties. Participating jurisdictions include the Town of Hilton Head Island, Beaufort County, Jasper County, the Town of Bluffton, the City of Beaufort, the Town of Port Royal, the City of Hardeeville, and the Town of Yemassee. Goals of the Regional Housing Trust Fund are to: create new housing units, or rehabilitate or preserve existing housing units for households at or below 120 percent of Area Median Income with a strong focus on households at or below 60 percent of Area Median Income; provide workforce housing for the growing Beaufort-Jasper economy; help households maintain financial stability and build wealth by reducing the amount of money spent on housing and transportation; strengthen relationships, build trust and engage partners and stakeholders, ensuring an organized and collaborative approach to regional housing challenges; increase awareness of existing and new financial products that serve the Beaufort-Jasper community; and leverage outside funding from banks, corporations, philanthropic institutions, and federal, state, and local governments.

In November 2022 the Town Council of the Town of Hilton Head Island adopted a Workforce Housing Framework, which commits the Town to work with the community to plan, manage, and fund home initiatives. The resolution approving the Framework authorizes the Town manager to take necessary steps to develop, implement and carry out strategies identified in the Workforce Housing Framework. The resolution also directs the Town manager to make an annual allocation of \$1 million for workforce housing beginning in the current fiscal year.

The Workforce Housing Framework consists of four pillars, each with specific goals, strategies, and critical first steps necessary to accomplish the mission of the Framework. The four pillars include:

- **Community:** the goal is to engage, collaborate, and inform the community on housing challenges and to identify community-led housing program solutions. Strategies include developing partnerships and relationships with community organizations and establishing a housing action committee.
- **Planning:** the goal is to create a social, political, and economic environment that stimulates workforce housing through planning, policymaking, and programming.
- **Management:** the goal is to establish a management program and policies to advance workforce housing opportunities. This includes adding dedicated Town staff for planning and coordination and exploring the creation of a professionally managed housing organization.
- **Revenue:** the goal is to provide a consistent, sustainable, and multi-sourced revenue model for funding workforce housing initiatives and partnerships. Through this goal the Town commits to a funding plan that meets the needs of a multi-year workforce housing action plan.

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 Continuum of Care, 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 specific to the Town of Hilton Head Island.

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 program year 2023 Annual Action Plan intends to use HUD resources to fund only 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	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?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Beaufort Housing Authority was consulted on housing needs via email correspondence.
2	Agency/Group/Organization	Lowcountry Continuum of Care
	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
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lowcountry Continuum of Care was consulted on homeless needs via website research.

3	Agency/Group/Organization	Beaufort County Human Services Alliance
	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?	Homeless Needs - Chronically homeless Homeless Needs - Families with children
	Briefly describe how the Agency/Group/Organization was consulted. 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 online data gathering.
4	Agency/Group/Organization	Lowcountry Council of Governments
	Agency/Group/Organization Type	Regional organization Planning organization

<p>What section of the Plan was addressed by Consultation?</p>	<p>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</p>
<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Lowcountry Council of Governments was consulted on housing, homeless and non-housing community development needs via online data gathering.</p>

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 Continuum of Care	The Lowcountry Continuum of Care, 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 specific to the Town of Hilton Head Island.
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

Narrative (optional)

The Town of Hilton Head Island coordinates with public entities and other bodies of government to develop the Annual Action Plan. Town of Hilton Head Island Finance department staff works closely with the Town’s Capital Improvement Projects department to collaborate on improvement projects. These efforts include but are not limited to plans for infrastructure and other improvements in the community through CDBG funded activities.

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 Annual 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 January 25, 2023, to solicit input from citizens on community development needs. A public meeting notice was published in the local newspaper, The Island Packet, seven days preceding the public meeting. The meeting notice was also posted on the Town of Hilton Head Island website and distributed via email blast to all email addresses listed on the Town’s E-subscription service list, which reached 3,315 subscribers. Included in the public meeting notice was a link to a community needs survey posted on the Open Town Hall portal seeking input from citizens on needs and funding priorities for the 2023 Annual Action Plan. The Open Town Hall portal survey was open from January 18 through January 27, 2023.

At the January 25, 2023, public meeting a presentation including an overview of the CDBG Entitlement Program, purpose of the Action Plan, anticipated funding allocation amount, and a staff recommended project was presented to the meeting attendee. One member of the public attended this meeting.

A draft 2023 Annual Action Plan was released to the public on February 27, 2023, for a 30-day public comment period. At the conclusion of the comment period all comments will be reviewed and included in this Annual Action Plan.

The staff proposed project listed in the 2023 Annual Action Plan is scheduled as an item of discussion at the March 21, 2023 Town Council Finance and Administrative Committee meeting.

Citizen Participation Outreach

DRAFT

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	Internet Outreach	Non-targeted/ broad community	<p>The Open Town Hall Portal survey was announced via posting on the Town of Hilton Head Island website and via email blast to all email addresses listed on the Town E-subscription service list on Jan. 18, 2023. Comments were accepted until Jan. 27, 2023. There were four responses to the survey.</p>	<p>Commenters ranked housing activities as the highest priority followed by other real property improvements receiving the second highest ranking and public improvements, public facilities, and public services tied for third highest ranking. Project suggestions from commenters included dog park, safety signage at crosswalks, alligator management, deer control, and attainable housing and childcare.</p>	<p>All comments were accepted.</p>	

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)
2	Public Meeting	Non-targeted/ broad community	At the January 25, 2023 Annual Action Plan public meeting 1 member of the public attended.	No comments on the Annual Action Plan were given during the meeting. Discussion of CDBG program requirements occurred. A comment received from meeting attendee via email after the meeting recommended funding a public service activity to develop education tool kits and workshops for food pantry clients on the importance of safety in relation to major weather events.	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 and reasons	URL (If applicable)
3	Internet Outreach	Non-targeted/ broad community	The draft 2023 Annual Action Plan was posted on the Town of Hilton Head Island website from Feb. 27, 2023, through March 29, 2023. 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 Annual Action Plan 30-day public comment period was sent via email blast to all email addresses listed on the Town E-subscription service list.	Summary of comments received will appear here after the comment period ends.	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 and reasons	URL (If applicable)
4	Public Meeting	Non-targeted/ broad community	The staff proposed project listed in the 2023 Annual Action Plan was an item of discussion at the March 21, 2023, Town Council Finance & Administrative Committee meeting.	Summary of comments received will appear here after the Finance & Administrative Committee meeting.	All comments were accepted.	
5	Public Meeting	Non-targeted/ broad community	The draft 2023 Annual 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 April 18, 2023.	Summary of comments received will appear here after the Town Council meeting.	All comments were accepted.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

The following table outlines the expected estimated resources from the HUD Community Development Block Grant (CDBG) program the Town of Hilton Head Island expects having available during the 2023 program year covered by this Annual Action Plan. The annual allocation column reflects the 2023 funding amount of \$185,250. Distribution of allocated funds will be in the following two use categories: program administration will be allocated \$5,000 and public improvements and facilities will be allocated all remaining funds.

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	\$185,250	\$0.00	\$0.00	\$185,250	\$185,250	The HUD/CDBG funding amount authorized in the 2023 program year was used to estimate the allocation amount for the remaining year 5 of the Con Plan.

Table 5 - 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 Annual Action Plan and Consolidated Plan. While the CDBG program does not require leveraging, other Town of Hilton Head Island resources may be used in combination with these funds to complete the project listed in this Annual 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 publicly 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 the Ford Shell Ring Park property located on Squire Pope Road, which is currently an undeveloped parcel. The neighborhood park identified as a public improvement need in this plan will be developed on this property. This property is located in Census Tract 105 which has a LMI household percentage above 49.56%. One of the community needs identified during a previous needs assessment meeting was public improvements and facilities. It is anticipated a portion of the remaining funds in the 2018 CDBG allocation, which were not used for public facilities and improvements coupled with the 2023 CDBG allocation will provide leverage for project completion.

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	Facilities, Housing, Public Svcs., Econ Dev. Yr. 4	2023	2024	Non-Housing Community Development or Affordable Housing	Census Tract 105	Public Facilities & Improvements	\$185,250	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4,364

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Facilities, Housing, Public Svcs., Econ Dev. Yr.4
	Goal Description	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.

Table 7 – Goal Description

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):

In November 2022 the Town of Hilton Head Island established a Workforce Housing Framework to address the provision of housing units for households at or below 120 percent of Area Median Income with a strong focus on households at or below 60 percent of Area Median Income.

This framework commits the Town to work with the community to plan, manage, and fund home initiatives. The resolution approving the Framework authorizes the Town manager to take necessary steps to develop, implement and carry out strategies identified in the Workforce Housing Framework. The resolution also directs the Town manager to make an annual allocation of \$1 million for workforce housing beginning in the current fiscal year. The Workforce Housing Framework consists of four pillars, each with specific goals, strategies, and critical first steps necessary to accomplish the mission of the Framework. The four pillars include:

- **Community:** the goal is to engage, collaborate, and inform the community on housing challenges and to identify community-led housing program solutions. Strategies include developing partnerships and relationships with community organizations and establishing a housing action committee.
- **Planning:** the goal is to create a social, political, and economic environment that stimulates workforce housing through planning, policymaking, and programming.
- **Management:** the goal is to establish a management program and policies to advance workforce housing opportunities. This includes adding dedicated Town staff for planning and coordination and exploring the creation of a professionally managed housing organization.
- **Revenue:** the goal is to provide a consistent, sustainable, and multi-sourced revenue model for funding workforce housing initiatives and partnerships. Through this goal the Town commits to a funding plan that meets the needs of a multi-year workforce housing action plan.

DRAFT

Projects

AP-35 Projects – 91.220(d)

Introduction

Town of Hilton Head Island activities funded by the 2023 CDBG program are designed to benefit LMI persons. The following table outlines the projects to be carried out by the Town of Hilton Head Island during the 2023 program year covered by this Action Plan.

Projects

#	Project Name
1	Ford Shell Ring Park
2	Program Administration

Table 8 - 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 2023 program year, CDBG funds were allocated based on project readiness in census tracts with low- and moderate-income households comprising 49.56% or more of the population.

AP-38 Project Summary

Project Summary Information

1	Project Name	Ford Shell Ring Park
	Target Area	Census Tract 105
	Goals Supported	Facilities, Housing, Public Svcs., Econ Dev. Yr. 4
	Needs Addressed	Public Facilities & Improvements
	Funding	CDBG: \$180,425
	Description	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated approximately 4,364 persons living in Census tract 105 will benefit from the proposed activity.
	Location Description	Town owned property at 273 Squire Pope Road, Hilton Head Island, SC (Ford Shell Ring property).
	Planned Activities	Neighborhood Park
2	Project Name	Program Administration
	Target Area	Town-Wide
	Goals Supported	Facilities, Housing, Public Svcs., Econ Dev. Yr. 4
	Needs Addressed	Administrative and Planning
	Funding	CDBG: \$5,000
	Description	Program Administration
	Target Date	6/30/2024
	Estimate the number and type of families that will benefit from the proposed activities	All town residents and families will benefit from the proposed activity.
	Location Description	Town of Hilton Head Island Town Hall.

Planned Activities	Drafting and submitting the Annual Action Plan, CAPER, related reports, and program administration.
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Table 9 - Project Summary Information

DRAFT

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, housing activities, economic development or public services in LMI neighborhoods.

Geographic Distribution

Target Area	Percentage of Funds
Census Tract 105	98
Census Tract 108	0
Census Tract 110	0
Census Tract 111	0
Census Tract 113	0
Town-Wide	2

Table 10 - 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 49.56% 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 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 eight (8) 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	8
Special-Needs	0
Total	8

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	8
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	8

Table 12 - One Year Goals for Affordable Housing by Support Type

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. The Beaufort Housing Authority is the agency providing public housing and Section 8 vouchers to approximately 2,408 residents in Beaufort County, South Carolina and there are 293 public housing units 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 provides resident councils at every public housing development they operate. There is also a Resident Advisory Board that is comprised of resident leaders from each development and Housing Choice Voucher (Section 8) representatives. The 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, community garden clubs, and college scholarships for graduating high school student through the Housing Authority's professional associations.

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 Continuum of Care, based in Charleston, South Carolina, is the continuum of care working to address the needs of homeless in a seven-county region of the South Carolina lowcountry. Annual point in time counts are conducted in the Beaufort County area; however, due to no homeless shelters operating in the Town of Hilton Head Island, there is no homeless data for the Town. Anecdotal evidence indicates there is a homeless population within the jurisdiction, however, no definite statistics are available on the total homeless population in the Town of Hilton Head Island.

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 Covid-19 Pandemic influenced the collection of data in 2021 and HUD provided a waiver permitting Continuums of Care across the country to modify or eliminate the 2021 point in time count due to health and safety concerns. This resulted in no consistency in data collection and reporting implemented by the Continuums of Care statewide in 2021.

The most current South Carolina Interagency Council on Homelessness (SCICH) State of Homelessness Report available is from January 2022. The SCICH released the state-wide report that focused on Homeless Management Information System (HMIS) data. The South Carolina 2022 State of Homelessness Report indicated while the statewide count for 2022 shows a 15% reduction in persons counted on a single night (point in time count), when compared to 2020, the annual data shows an increase in individuals receiving homeless services in fiscal year 2021. Overall, males remained the dominate gender receiving homeless services across the state. More than 50% of those receiving services reported as Black or African American. Of the 13,399 persons receiving homelessness services three percent reported Hispanic/Latino ethnicity. Adults ages 55 to 64 made up 19% of those served, ages 45 to 54 made up 17% of those served, and ages 35 to 44 made up 17% of those served. The average age of adults receiving services was 45 and the average age of children receiving services was eight.

Results of the 2020 point in time count indicated 12 persons experiencing homelessness interviewed in Beaufort County. Of the 12 persons interviewed in January 2020, there was one (1) living unsheltered and 11 living in shelters. Of the 12 persons none were veterans and one (1) was chronically homeless. It is important to note, since the Town of Hilton Head Island does not have any homeless shelters, the figures reflected in the point in time count data pertain to

homeless persons counted in Beaufort County, South Carolina, and are not specific to 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 Continuum of Care, the regional continuum of care servicing the Town. There is a non-profit organization, Family Promise of Beaufort, 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 collaboration with the Beaufort County Human Services Alliance, which is an informal group whose purpose is to promote and sustain activities that improve the quality of life for all Beaufort County residents. This group provides organizational framework that contributes to our community's capacity to address societal needs. Through the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health and environmental issues.

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.

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. In 2018 strategies were developed to further address fostering affordable housing within the Town of Hilton Head Island. In 2019 the Town’s housing consultant presented a workforce housing strategic plan. Town staff prepared an approach to implement the recommendations included in the strategic plan and the Town Council Public Planning Committee made a recommendation to Town Council to adopt the strategic plan. In 2020 Town staff developed workforce housing amendments for the Town of Hilton Head Island Land Management Ordinance (LMO). The amendments created a policy which uses incentives to promote conversion of commercial space into workforce housing units. These amendments moved through the approval process and the commercial conversion LMO amendment was adopted by Town Council on November 17, 2020. On February 16, 2021, a second set of LMO amendments related to work force housing were adopted by Town Council

allowing bonus density for work force housing units under certain conditions.

In 2022 the Town of Hilton Head Island approved a resolution establishing the Beaufort-Jasper Regional Housing Trust Fund (RHTF). This regional organization was created to address the need for affordable housing in Beaufort and Jasper Counties. Goals of the RHTF are to: create new housing units, or rehabilitate or preserve existing housing units for households at or below 120 percent of Area Median Income with a strong focus on households at or below 60 percent of Area Median Income; provide workforce housing for the growing Beaufort-Jasper economy; help households maintain financial stability and build wealth by reducing the amount of money spent on housing and transportation; strengthen relationships, build trust and engage partners and stakeholders, ensuring an organized and collaborative approach to regional housing challenges; increase awareness of existing and new financial products that serve the Beaufort-Jasper community; and leverage outside funding from banks, corporations, philanthropic institutions, and federal, state, and local governments.

In November 2022 the Town Council of the Town of Hilton Head Island adopted a Workforce Housing Framework, which commits the Town to work with the community to plan, manage, and fund home initiatives. The resolution approving the Framework authorizes the Town manager to take necessary steps to develop, implement and carry out strategies identified in the Workforce Housing Framework. The resolution also directs the Town manager to make an annual allocation of \$1 million for workforce housing beginning in the current fiscal year. The Workforce Housing Framework consists of four pillars, each with specific goals, strategies, and critical first steps necessary to accomplish the mission of the Framework. The four pillars include:

- **Community:** the goal is to engage, collaborate, and inform the community on housing challenges and to identify community-led housing program solutions. Strategies include developing partnerships and relationships with community organizations and establishing a housing action committee.
- **Planning:** the goal is to create a social, political, and economic environment that stimulates workforce housing through planning, policymaking, and programming.
- **Management:** the goal is to establish a management program and policies to advance workforce housing opportunities. This includes adding dedicated Town staff for planning and coordination and exploring the creation of a professionally managed housing organization.
- **Revenue:** the goal is to provide a consistent, sustainable, and multi-sourced revenue model for funding workforce housing initiatives and partnerships. Through this goal the Town commits to a funding plan that meets the needs of a multi-year workforce housing action plan.

AP-85 Other Actions – 91.220(k)

Introduction:

The Town of Hilton Head Island anticipates taking the following actions throughout the program year 2023 to address the challenges listed below.

Actions planned to address obstacles to meeting underserved needs.

As part of the 2023 program year, the Town of Hilton Head Island will determine where underserved populations are located through analysis of Census data and community input. 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.

In 2022 the Town of Hilton Head Island approved a resolution establishing the Beaufort-Jasper Regional Housing Trust Fund (RHTF). This regional organization was created to address the need for affordable housing in Beaufort and Jasper Counties. Goals of the RHTF are to: create new housing units, or rehabilitate or preserve existing housing units for households at or below 120 percent of Area Median Income with a strong focus on households at or below 60 percent of Area Median Income; provide workforce housing for the growing Beaufort-Jasper economy; help households maintain financial stability and build wealth by reducing the amount of money spent on housing and transportation; strengthen relationships, build trust and engage partners and stakeholders, ensuring an organized and collaborative approach to regional housing challenges; increase awareness of existing and new financial products that serve the Beaufort-Jasper community; and leverage outside funding from banks, corporations, philanthropic institutions, and federal, state, and local governments.

In November 2022 the Town Council of the Town of Hilton Head Island adopted a Workforce Housing Framework, which commits the Town to work with the community to plan, manage, and fund home initiatives. The resolution approving the Framework authorizes the Town manager to take necessary steps to develop, implement and carry out strategies identified in the Workforce Housing Framework. The resolution also directs the Town manager to make an annual allocation of \$1 million for workforce housing beginning in the current fiscal year.

The Workforce Housing Framework consists of four pillars, each with specific goals, strategies, and critical first steps necessary to accomplish the mission of the Framework. The four pillars include:

- **Community:** the goal is to engage, collaborate, and inform the community on housing challenges and to identify community-led housing program solutions. Strategies include developing partnerships and relationships with community organizations and establishing a housing action committee.
- **Planning:** the goal is to create a social, political, and economic environment that stimulates workforce housing through planning, policymaking, and programming.
- **Management:** the goal is to establish a management program and policies to advance workforce housing opportunities. This includes adding dedicated Town staff for planning and coordination and exploring the creation of a professionally managed housing organization.
- **Revenue:** the goal is to provide a consistent, sustainable, and multi-sourced revenue model for funding workforce housing initiatives and partnerships. Through this goal the Town commits to a funding plan that meets the needs of a multi-year workforce housing action plan.

Actions planned to reduce lead-based paint 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. At this time action 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 Beaufort Housing Authority also operates a homeownership program, which assists residents in their programs pay a mortgage rather than a rental payment.

The Town of Hilton Head Island anticipates continued collaboration with the Beaufort County Human Services Alliance, which is an informal group whose purpose is to promote and sustain activities that improve the quality of life for all Beaufort County residents. This group provides organizational framework that contributes to our community's capacity to address societal needs. Through the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health and environmental issues.

Actions planned to develop institutional structure.

The Town of Hilton Head Island has participated in the HUD CDBG Entitlement Program since 2015 and continues to monitor and evaluate the performance of the program while ensuring

regulatory compliance. The Town 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.

During the eight years of program participation the Town met required program deadlines. Notifications of acceptable levels of program accomplishment were received from the HUD Columbia, South Carolina field office during seven years of program participation. In May 2022 the Town received a warning notice related to noncompliance with timely expenditure requirements from HUD. An untimely expenditure notice is given when a grantee has more than 1.5 times its most recent entitlement grant. In 2022 the Town had 1.84 times its most recent entitlement grant. Due to the COVID-19 pandemic in 2020 HUD allowed for flexibilities related to the timely expenditure of CDBG funds and a warning letter was issued to the Town. In 2023 the timeliness flexibilities will no longer be in place and the standard corrective action policies will be reinstated.

In April 2021 a fiscal year 2021 remote monitoring session was conducted by the Columbia, South Carolina field office Community Planning and Development representative. No findings were reported during this monitoring; however, two concerns were cited. The first concern identified the need for a local written policies and procedures manual for administration of the CDBG award. Town staff completed this manual and submitted to HUD in June 2022. The second concern identified the need for an oversight process for subrecipients of 2020 CDBG and CDBG-CV funds. Town staff immediately conducted seven monitoring reviews of randomly selected subrecipients of 2020 CDBG and CDBG-CV funds. All subrecipient monitoring reviews resulted in no findings or concerns. In 2019 a ‘No Findings or Concerns’ report was issued by the Regional Environmental Officer during an onsite Environmental Review Procedures monitoring visit.

The Town intends to continue to report its progress in meeting the five-year goals in the Consolidated Annual Performance Evaluation Report (CAPER). The CAPER will be submitted in compliance with program deadlines.

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 collaboration with the Beaufort County Human Services Alliance, which is an informal group whose purpose is to promote and sustain

activities that improve the quality of life for all Beaufort County residents. This group provides organizational framework that contributes to our community's capacity to address societal needs. Through the Beaufort County Human Services Alliance resources are pooled and community needs are addressed in the areas of economy, education, poverty, and health and environmental issues.

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.	98%

ATTACHMENTS

**NOTICE OF PUBLIC MEETING FOR
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FISCAL YEAR 2023-24 ANNUAL ACTION PLAN**

Notice is hereby given that on **JANUARY 25, 2023, at 5:15 p.m.**, the Town of Hilton Head Island will hold a public meeting at the Town of Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers at 1 Town Center Court, to solicit input on needs and funding priorities related to the Community Development Block Grant (CDBG) program year 2023 Annual Action Plan. On January 18, 2023, a CDBG Annual Action Plan questionnaire for program year 2023 will be available via the Town's Open Town Hall portal at <https://hiltonheadislandsc.gov/opentownhall/>. 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 2023-2024. 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 to address those needs.

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. Assistance will be provided to accommodate the special needs of disabled persons and persons with limited English language proficiency. If auxiliary aids are required, please make arrangements 72 hours prior to the meeting by contacting Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island, 1 Town Center Court, Hilton Head Island, S.C. 29928 via e-mail at marcyb@hiltonheadislandsc.gov or phone at (843) 341-4689.

Program Year 2023 CDBG Annual Action Plan Open Town Hall Question

As a Community Development Block Grant (CDBG) Entitlement Community the Town of Hilton Head Island receives an annual allocation from the U.S. Department of Housing and Urban Development (HUD) to fund projects which benefit the community needs of low- and moderate-income residents. The 2023 -2024 funding allocation is estimated to be approximately \$200,000. The Town is accepting comments on needs and funding priorities for the CDBG program year 2023-2024 Annual Action Plan.

1. Please rank the following types of project categories from 1 – 5 (1 as highest priority and 5 as lowest priority)

Public Improvements such as streets, sidewalks, water and sewer infrastructure, parks, or drainage improvements.

Select Rank: __ 1 __ 2 __ 3 __ 4 __ 5

Public Facilities such as neighborhood or community facilities or facilities for persons with special needs.

Select Rank: __ 1 __ 2 __ 3 __ 4 __ 5

Housing Activities such as rehabilitation of owner-occupied homes for energy improvements, water and sewer efficiency improvements, or lead-based paint testing and abatement.

Select Rank: __ 1 __ 2 __ 3 __ 4 __ 5

Other Real Property Improvements such as acquisition, clearance/demolition, code enforcement, historic preservation, renovation of closed buildings, or handicapped accessibility.

Select Rank: __ 1 __ 2 __ 3 __ 4 __ 5

Public Services such as employment services, crime prevention and public safety, childcare, health services, fair housing counseling, education programs, or services for senior citizens.

Select Rank: __ 1 __ 2 __ 3 __ 4 __ 5

2. Please tell us a specific project you would like to see in the three highest ranking categories you selected

3. Please tell us why you selected the ranking order of the above project categories

4. Tell us how you would allocate \$200,000 in any of the project categories?

Public Improvements \$ _____

Public Facilities \$ _____

Housing Activities \$ _____

Other Real Property Improvements \$ _____

Public Services \$ _____

5. Additional Comments

Police say Grays Hill man attacked woman with pocketknife after she rejected sexual advances

BY EVAN MCKENNA
emckenna@islandpacket.com

A man from Grays Hill faces felony assault charges for allegedly attacking a woman with a pocketknife in his home after she rejected his requests for sex, according to the Beaufort County Sheriff's Office.

Ronnie Fripp, 65, was charged early Tuesday morning with assault and battery in the first degree, jail records show.

Deputies were called around 2 a.m. Tuesday to Fripp's home on Paradise Lane in Grays Hill, just north of Beaufort's city limits. Fripp told officers

he had invited a woman over to help her "stay out of the cold," but while the two were in bed, the woman suddenly began attacking him. He claimed he hit the woman with a "hard object" to stop her, according to Maj. Angela Viens, a spokesperson for the Beaufort County Sheriff's Office.

But the woman had a different story. She told police that after she declined Fripp's sexual advances, he became violent and attacked her with a pocketknife, according to Viens.

The woman's injuries corroborated her story: Officers found a five-inch

laceration on her back, which police believe came from the pocketknife. Fripp did not appear to have any physical injuries, Viens said.

In South Carolina, first-degree assault and battery is a felony punishable by up to 10 years in prison. Fripp's usage of the pocketknife to assault the woman elevated the crime to a first-degree charge.

Fripp was released Tuesday on a \$5,000 surety bond from the Beaufort County Detention Center, court records show.

Evan McKenna: (843) 321-8375, evanjmckenna

Coroner names pedestrian killed Sunday while crossing the street on Hilton Head

BY SOFIA SANCHEZ
ssanchez@islandpacket.com

The Beaufort County Coroner's Office has released the name of a pedestrian who died Sunday following a crash on Hilton Head, marking at least the third such death in Beaufort County this month.

Steven Younce, 59, of Grand Blanc, Michigan, died Sunday from blunt force trauma following the crash, Beaufort County Chief Deputy Coroner

Debbie Youmans said.

The crash, according to Highway Patrol spokesman Tyler Tidwell, happened around 11:03 p.m. on William Hilton Parkway near Mathews Drive. A 2007 Saturn carrying three people was headed west on U.S. 278 while the pedestrian, Younce, was walking south across the road. The Saturn then hit the pedestrian, Tidwell said.

None of the people in the car were hurt.

This is the third pedestrian death in Beaufort

County this month. In the previous incidents, two Beaufort men — Robert McCoy, 59, and 58-year-old Bruce Singleton — were killed.

In 2022, at least 22 people died in Beaufort County crashes and 19 were killed in Jasper County, according to the latest available data from the Department of Public Safety.

Sofia Sanchez: (843) 781-6130, @islandpacket

FROM PAGE 1A

RAVENEL

served one term.

Years later, Ravenel was elected to the Charleston County School Board.

Ravenel's name is attached to one of Charleston's most iconic structures, the bridge that crosses the Cooper River and connects Charleston with Mount Pleasant.

When the bridge was deemed unsafe by inspectors, Ravenel, who spearheaded a push to start the State Infrastructure Bank, fought for funding to replace the bridge, later named in his honor. It now hosts one of the state's largest foot races, the Cooper River Bridge Run.

His public life was not without some controversy.

While in Congress, Ravenel made an inappropriate remark about Black people and was reported to have made another inappropriate comment made during the debate over removing the Confederate flag from atop the State House dome in

2000 about the NAACP and people with disabilities.

Asked about his comments, Ravenel told his hometown newspaper, the Charleston Post and Courier, that he misspoke, calling it was "a slip of the tongue."

"I made a rhetorical slip, and they want to lynch me for it," he told the paper then.

Known as "Cousin Arthur," Ravenel, "loved Charleston in his bones, and Charleston loved him back," current Charleston Mayor John Tecklenburg said.

"Over the course of 95 remarkable years, he was a Marine, a business leader, a family man, and a distinguished public servant at every level of government," Tecklenburg said of his passing in a statement. "Put simply, his was a life in full — a life of joy and meaning and consequence — and he will be much missed." U.S. Rep. Nancy Mace,

the current Republican holding Ravenel's former seat in the 1st District, shared condolences on social media Monday evening.

"Today we lost a great friend of the Lowcountry and former Representative of SC-01 - Arthur Ravenel Jr. Our prayers are with the Ravenel family this evening," Mace tweeted.

Ravenel had six children, including Thomas, who, like his father, ran for and held political office.

Thomas Ravenel was elected S.C. treasurer in 2006, but not a year later resigned after he was indicted on federal drug charges.

He's been a mainstay on Bravo's hit TV show "Southern Charm."

"Rest in Peace Dad 3/29/27-1/16/23," Thomas Ravenel tweeted of his father's death.

The Associated Press contributed to this report.

Maayan Schechter: @MaayanSchechter

FROM PAGE 1A

POPULATION

world, comparable only to Taiwan and South Korea, he said.

That means China's "real demographic crisis is beyond imagination and that all of China's past economic, social, defense and foreign policies were based on faulty demographic data," Yi told The Associated Press.

The last time China is believed to have experienced a population decline was during the Great Leap Forward, a disastrous drive for collective farming and industrialization launched by then-leader Mao Zedong at the end of the 1950s that produced a

massive famine that killed tens of millions of people.

China's statistics bureau said the working-age population between 16 and 59 years old totaled 875.56 million, accounting for 62% of the national population, while those aged 65 and older totaled 209.78 million, accounting for 14.9% of the total.

According to the data from the statistics bureau, men outnumbered women by 722.06 million to 689.69 million, the bureau reported, a result of the one-child policy and a traditional preference for male offspring to carry on the family name.

The numbers also showed increasing urbanization in a country that traditionally had been largely rural. Over 2022, the permanent urban population increased by 6.46 million to reach 920.71 million, or 65.22%.

The United Nations estimated last year that the world's population reached 8 billion on Nov. 15 and that India will replace China as the world's most populous nation in 2023. India's last census was scheduled for 2022 but was postponed amid the pandemic.

In a report released on World Population Day, the U.N. also said global population growth fell below 1% in 2020 for the first time since 1950.



ANDREEA ALEXANDRU AP

NATO RAISES ITS VIGILANCE TOWARD RUSSIA

Military personnel stand by workstations inside a NATO AWACS aircraft Tuesday at the Baza 90 Romanian air force base in Otopeni, Romania. Two of three NATO surveillance planes arrived there Tuesday and will soon undertake regional reconnaissance missions to "monitor Russian military activity." According to the Allied Air Command Public Affairs Office, the AWACS will fly solely over alliance territory. The mission is scheduled to last several weeks. The aircraft belong to a fleet of 14 NATO surveillance aircraft usually

based in Geilenkirchen, Germany. Around 180 military personnel will deploy to Otopeni near Bucharest in support of the aircraft. "As Russia's illegal war in Ukraine continues to threaten peace and security in Europe, there must be no doubt about NATO's resolve to protect and defend every inch of Allied territory," NATO spokesperson Oana Lungescu said in a statement. "Our AWACS can detect aircraft hundreds of kilometres away, making them a key capability for NATO's deterrence and defence posture."



WILSON MCELVEEN Submitted

The Beaufort National Cemetery is shown decorated with Wreaths Across America remembrance wreaths, which were placed on veterans' headstones in December.

FROM PAGE 1A

WREATHS

too."

Residents with trucks and trailers began showing up and started loading. "Holy guacamole!" the group said on Facebook. "Our family and friends never stop surprising us!"

The robust response forestalled a launch of a GoFundMe campaign to cover the estimated \$3,000 cost of disposal, which had been considered.

"We've had a lot of people," Edwards said, "jumping on board since we put the plea out."

Edwards said Tuesday he was in discussions with waste hauling companies about removing the remaining wreaths, but the cost remained up on the air.

Edwards was hoping that the wreaths will be removed without a significant cost to the all-volunteer organization. Details

still were being worked out.

In 1992, Morrill Worcester, owner of Worcester Wreath Company of Harrington, Maine, made arrangements for a surplus of wreaths to be placed at Arlington National Cemetery in Washington, D.C., in one of the older sections of the cemetery that had been receiving fewer visitors.

Wreaths Across America, a non-profit, started in 2007 to expand the effort around the country.

Today, each December on National Wreaths Across America Day, wreath-laying ceremonies are conducted at more than 3,700 additional locations including Beaufort National Cemetery. Groups organize wreath sponsorships, with each wreath costing \$15.

Wreaths Across America Beaufort coordinates the

wreath-laying and retirement ceremonies with 44-acre Beaufort National Cemetery, which is operated by the Veterans Administration's National Cemetery Administration.

For the past two years, Edwards said, enough wreaths have been sponsored to place one on each of the 26,000 interments at the cemetery. In some instances, wreaths are placed on both sides of the markers. That's up from 8,640 in 2017, which at the time was a record.

"With the help of Beaufort, Beaufort County and families throughout the United States," Edwards said, "we've been able to accomplish it."

Edwards has been the coordinator for the Beaufort National Cemetery wreath laying for the past 14 years. He loves the job, describing it as a bit like organizing a music concert, with a lot of logistics to handle, including the disposal of the wreaths.

In a perfect world, said Michael Brophy, the Cemetery Administration's assistant director-in-charge at Beaufort National Cemetery, all of the dumpsters needed to dispose of the wreaths would have been on hand Saturday. Brophy described the oversight as a "minor inconvenience." "Just a little hiccup," he said.

Additional dumpsters, Brophy said, are expected to arrive Thursday to deal with the overflow.

Karl Puckett: 843-256-3420, @k_puckett406

NOTICE OF PUBLIC MEETING FOR COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM FISCAL YEAR 2023-24 ANNUAL ACTION PLAN

Notice is hereby given that on **JANUARY 25, 2023, at 5:15 p.m.**, the Town of Hilton Head Island will hold a public meeting at the Town of Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers at 1 Town Center Court, to solicit input on needs and funding priorities related to the Community Development Block Grant (CDBG) program year 2023 Annual Action Plan. On January 18, 2023, a CDBG Annual Action Plan questionnaire for program year 2023 will be available via the Town's Open Town Hall portal at <https://hiltonheadislandsc.gov/opentownhall/>. 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 2023-2024. 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 to address those needs.

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. Assistance will be provided to accommodate the special needs of disabled persons and persons with limited English language proficiency. If auxiliary aids are required, please make arrangements 72 hours prior to the meeting by contacting Marcy Benson, Senior Grants Administrator, Town of Hilton Head Island, 1 Town Center Court, Hilton Head Island, S.C. 29928 via e-mail at marcyb@hiltonheadislandsc.gov or phone at (843) 341-4689.

**NOTICE OF PUBLIC MEETING FOR
COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM
FISCAL YEAR 2023-24 ANNUAL ACTION PLAN**




Notice is hereby given that on **JANUARY 25, 2023, at 5:15 p.m.**, the Town of Hilton Head Island will hold a public meeting at the Town of Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers at 1 Town Center Court, to solicit input on needs and funding priorities related to the Community Development Block Grant (CDBG) program year 2023 Annual Action Plan. On January 18, 2023, a CDBG Annual Action Plan questionnaire for program year 2023 will be available via the Town's Open Town Hall portal at <https://hiltonheadislandsc.gov/opentownhall/>. 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 2023-2024. 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 to address those needs.

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Town of Hilton Head Island Website - Main Page
January 18, 2023
2023 – 2024 CDBG Annual Action Plan
Public Meeting Notice

The screenshot shows the Hilton Head Island website's main page. The header features the town's logo and navigation links for Government, Business & Development, Our Island, Public Safety, and How Do I... There is also a search bar and a 'Subscribe' button. A large banner image of a coastal landscape is displayed below the header. The main content area is titled 'News and Announcements' and lists three items: a public meeting for the CDBG Annual Action Plan, a strategic planning workshop, and a notice about town offices being closed for Martin Luther King Jr. Day. To the right, there are sections for 'Contact Info' (listing Carolyn Grant, Communications Director) and 'Connect with Us' (providing social media handles for Facebook, Twitter, and YouTube).

News and Announcements

-  **Public Meeting for Community Development Block Grant Program Fiscal Year 2023-2024 Annual Action Plan**
January 18, 2023
-  **Hilton Head Island Town Council to Hold Annual Strategic Planning Workshop on January 24th & 25th**
January 13, 2023
-  **Town Offices Closed Monday, January 16, in Observance of Martin Luther King Jr. Day**
January 12, 2023

Contact Info

Carolyn Grant
Communications Director
1 Town Center Court
Hilton Head Island, SC 29928
843-341-4618
CarolynG@hiltonheadislandsc.gov

Connect with Us

www.hiltonheadislandsc.gov
E-Subscription Service
@TownofHHI
@TownofHiltonHeadIslandMeetings
@TownofHHI
@TownofHiltonHeadIslandSC

Town of Hilton Head Island Website
January 18, 2023
2023 – 2024 CDBG Annual Action Plan
Public Meeting Notice Page

The screenshot shows a web browser window displaying the Hilton Head Island website. The page features a blue header with the town's logo and navigation links. Below the header is a large image of a coastal landscape. The main content area is titled "Public Notice" and contains the following information:

- Public Meeting for Community Development Block Grant Program Fiscal Year 2023-2024 Annual Action Plan**
- January 18, 2023
- A public meeting will be held on **January 25, 2023, at 6:15 pm** at the Town of Hilton Head Island Town Hall.
- A CDBG Annual Action Plan questionnaire for program year 2023 will be available via the Town's Open Town Hall portal.
- A disclaimer stating that the town does not discriminate on the basis of age, color, religion, sex, national origin, familial status or disability.
- A button to **Submit a Program Year 2023 CDBG Annual Action Plan Questionnaire**.
- Contact information for Marcy Benson, Senior Grants Administrator.
- A **View More News** button.

The footer of the page includes links for "Sito en Español", "Website Policy", "Social Media Use Policy", "Employee Portal", and "Contact Webmaster". It also displays the town's name, address (1 Town Center Court, Hilton Head Island, SC 29928), phone number (843-341-4600), and hours (8 am - 4:30 pm Monday - Friday). Social media icons for Facebook, Instagram, Twitter, YouTube, and LinkedIn are also present.

Town of Hilton Head Island Website
January 18, 2023
2023 – 2024 CDBG Annual Action Plan
Open Town Hall Portal

The screenshot shows a web browser window displaying the Hilton Head Island website. The browser's address bar shows the URL: https://hiltonheadislandsc.gov/opentownhall/home.cfm?pd_url=https://3A%2F%2Fwww.opentownhall.com%2Fportals%2F253%2Fissue_12533#peak_democracy. The website header features the Hilton Head Island logo and navigation links: Home, Government, Business & Development, Our Island, Public Safety, How Do I..., and Subscribe. A secondary navigation bar includes 'Sitio en Español', 'Jobs', 'Contact Us', and 'Select Language'. Below the header is a large landscape image of a marsh. On the right side, there is a vertical social media sharing bar with icons for Twitter, Instagram, Facebook, YouTube, LinkedIn, and Messenger. The main content area is titled 'Open Town Hall HHI' and contains a sub-header with 'Home', 'Info', 'Help', and 'Sign in' links. The primary announcement reads: 'Program Year 2023 CDBG Annual Action Plan Questionnaire' and 'The Town is accepting comments on needs and funding priorities for the CDBG program year 2023-2024 Annual Action Plan.' It also states '9 days left before deadline'. Below this, there are four tabs: 'Introduction', 'Feedback', 'Your Comment', and 'Outcome'. The 'Your Comment' tab is active and contains a 'Take the Survey' button. A deadline notice indicates 'Deadline: 4:30 PM on January 27, 2023'. At the bottom, there is a 'Comments' section showing 'This topic has 4 visitors and 0 comments.' and a footer with copyright information for OpenGov, Inc. and social media links.

From: [Rene Phillips](#)
To: [Marcy Benson](#)
Subject: FW: Courtesy Copy: Public Meeting for CDBG Program Year 2023-2023 Annual Action Plan
Date: Wednesday, January 18, 2023 12:39:25 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)



René Tuttle, CGDSP

WEBSITE DEVELOPER

Office: (843) 341-4792

Website: hiltonheadislandsc.gov

Address: Town of Hilton Head Island
1 Town Center Court,
Hilton Head Island, SC 29928

From: Town of Hilton Head Island <updates@secure.hiltonheadislandsc.gov>
Sent: Wednesday, January 18, 2023 12:38 PM
To: Rene Phillips <reneh@hiltonheadislandsc.gov>; Kelly Spinella <kellys@hiltonheadislandsc.gov>; Carolyn Grant <carolyng@hiltonheadislandsc.gov>
Subject: Courtesy Copy: Public Meeting for CDBG Program Year 2023-2023 Annual Action Plan

THIS MESSAGE ORIGINATED OUTSIDE YOUR ORGANIZATION

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

This bulletin was sent to the following groups of people:

Subscribers of Legal Notices (3315 recipients)





Public Meeting for Community Development Block Grant Program Fiscal Year 2023-2024 Annual Action Plan

January 18, 2023

On **January 25, 2023, at 5:15 pm**, the Town will hold a public meeting at the Town of Hilton Head Island Town Hall, Benjamin M. Racusin Council Chambers at 1 Town Center Court, to solicit input on needs and funding priorities related to the Community Development Block Grant (CDBG) program year 2023 Annual Action Plan.

On January 18, 2023, a CDBG Annual Action Plan questionnaire for program year 2023 will be available via the Town's Open Town Hall portal at

<https://hiltonheadislandsc.gov/opentownhall/>. 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 2023-2024. 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 to address those needs.

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[Submit a Program Year 2023 CDBG Annual Action Plan Questionnaire Online](#)

View the public notice at

<https://hiltonheadislandsc.gov/news/news.cfm?NewsID=2976>



For additional information, contact our Senior Grants Administrator
Marcy Benson at 843-341-4689 or MarcyB@hiltonheadislandsc.gov

Hilton Head Island Logo



STAY CONNECTED:



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

SUBSCRIBER SERVICES:

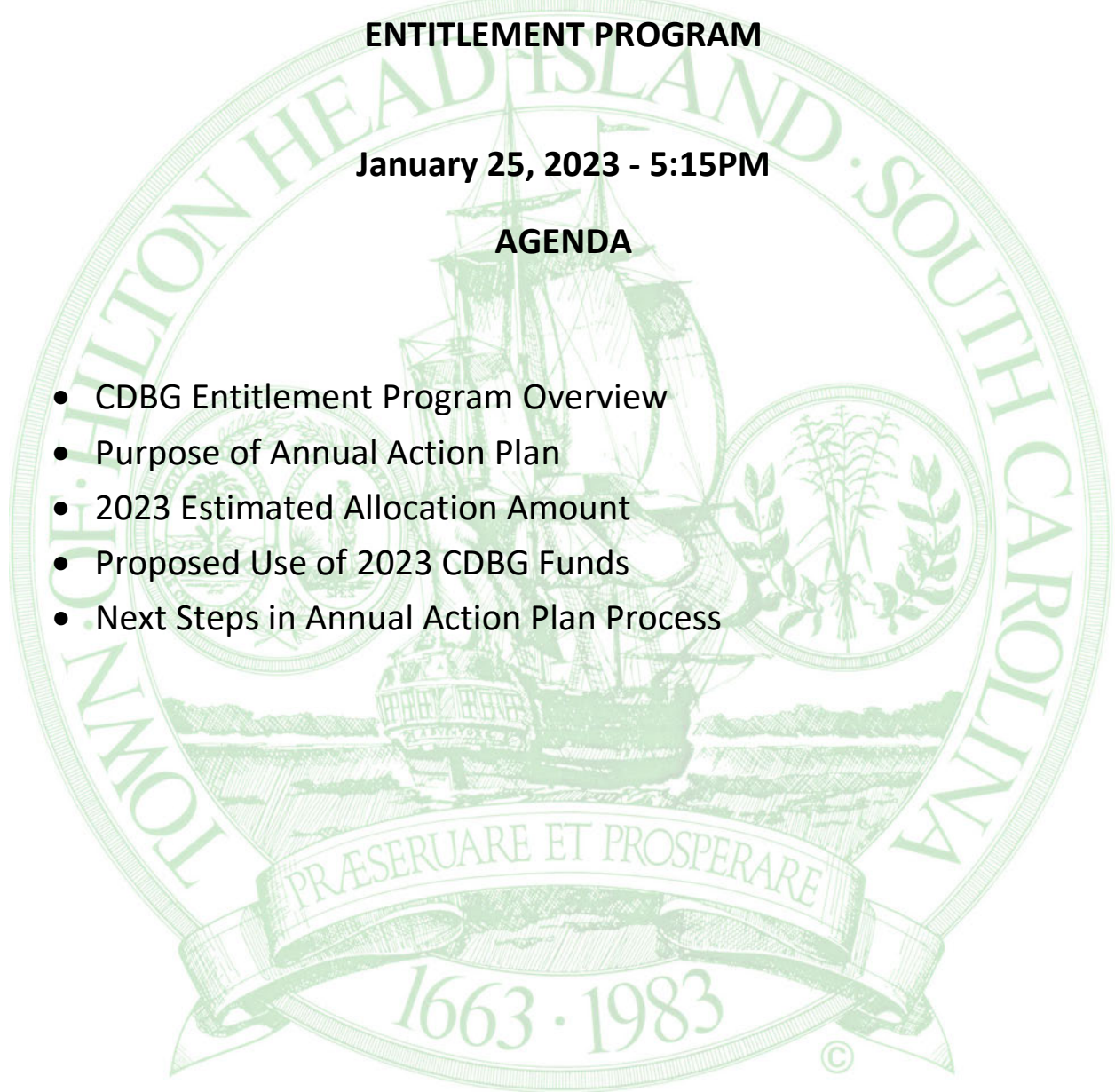
[Manage Preferences](#) | [Unsubscribe](#) | [Help](#)

TOWN OF HILTON HEAD ISLAND
ANNUAL ACTION PLAN PROGRAM YEAR 2023-2024
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ENTITLEMENT PROGRAM

January 25, 2023 - 5:15PM

AGENDA

- CDBG Entitlement Program Overview
- Purpose of Annual Action Plan
- 2023 Estimated Allocation Amount
- Proposed Use of 2023 CDBG Funds
- Next Steps in Annual Action Plan Process



PLEASE SIGN IN:

NAME	MAILING ADDRESS	EMAIL ADDRESS
Nannette Pierson	[REDACTED]	[REDACTED]



Town of Hilton Head Island

Community Development Block Grant (CDBG)

2023 – 2024 Annual Action Plan

Public Meeting

Wednesday, January 25, 2023

Marcy Benson
Senior Grants Administrator

Agenda

- CDBG Entitlement Program Overview
- Purpose of Annual Action Plan
- 2023 Allocation Amount
- Proposed Use of 2023 CDBG Funds
- Next Steps in Annual Action Plan Process



Community Development Block Grant Entitlement Program (CDBG)

- Federal grant program administered by HUD
- Provides annual grants on a formula basis
- Anticipated allocation is \$200,000
- Annual amount fluctuates each year
- Benefit low- and moderate-income persons
- Next Annual Action Plan is due in May



Low and Moderate Income (LMI) Definitions

- Low- and moderate-income households = less than 80% of the area median income
- Low Income = equal to or less than 50% of the area median income
- Moderate Income = equal to or less than 80% of area median income



LMI Example

FY2022 Income Limit Summary

FY 2022 Income Limit Area	Median Family Income	Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Beaufort County, SC HUD Metro FMR Area	\$95,600	50% Income Limit (Low)	\$30,350	\$34,700	\$39,050	\$43,350	\$46,850	\$50,300	\$53,800	\$57,250
		80% Income Limit (Moderate)	\$48,550	\$55,500	\$62,450	\$69,350	\$74,900	\$80,450	\$86,000	\$91,550

Source: HUD User Website, Office of Policy Development and Research (PD&R)
<https://www.huduser.gov/portal/datasets/il/il2020/2020summary.odn>

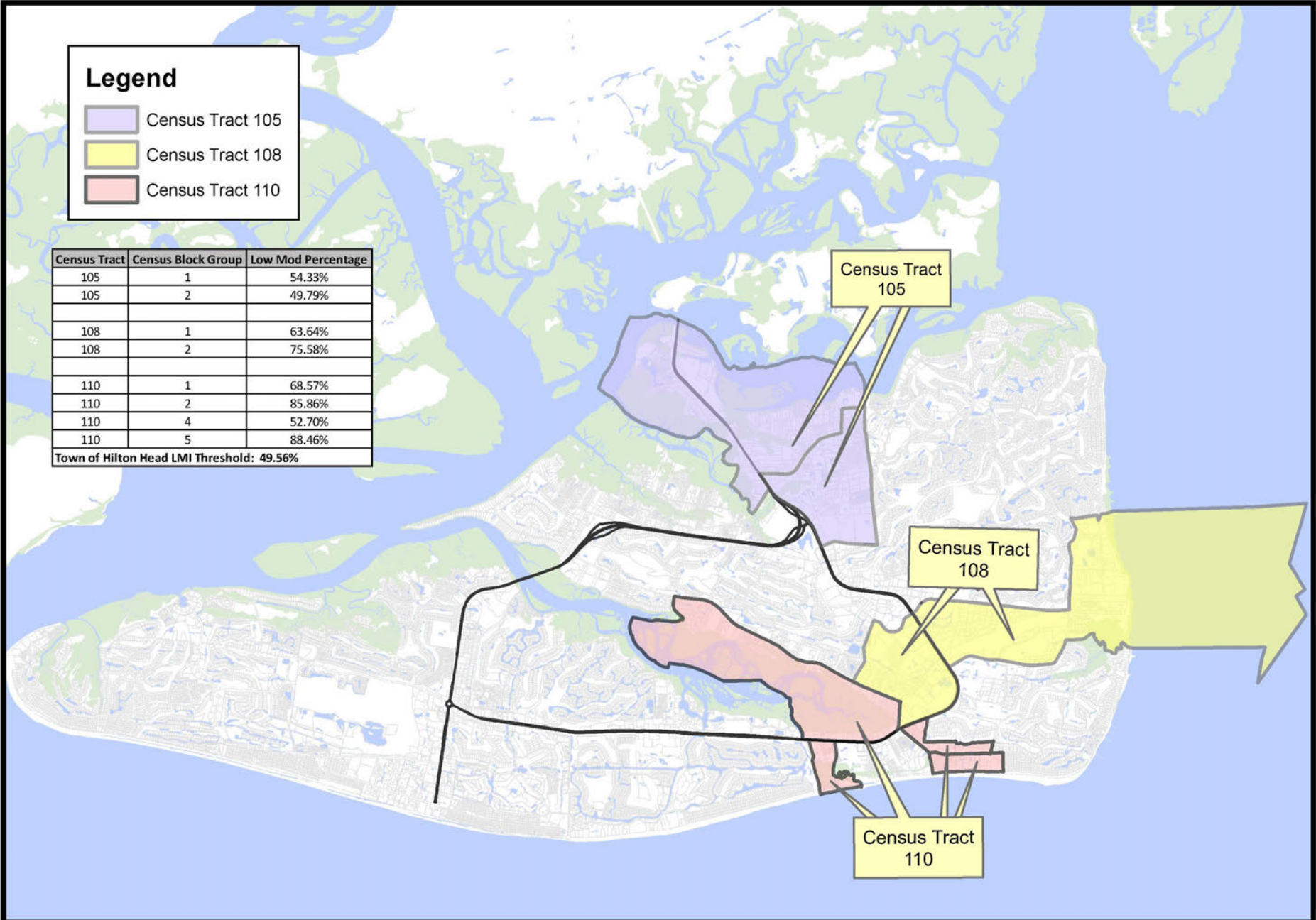


Legend

- Census Tract 105
- Census Tract 108
- Census Tract 110

Census Tract	Census Block Group	Low Mod Percentage
105	1	54.33%
105	2	49.79%
108	1	63.64%
108	2	75.58%
110	1	68.57%
110	2	85.86%
110	4	52.70%
110	5	88.46%

Town of Hilton Head LMI Threshold: 49.56%



Town of Hilton Head Island

LMI Census Tracts and Blocks



TOWN OF HILTON HEAD ISLAND
 ONE FIVE SEVENTH STREET
 HILTON HEAD ISLAND, S.C. 29928
 PHONE: 843.661.4600
 FAX: 843.661.4601
 WWW: WWW.HILTONHEADSC.COM



The information on this map is for informational purposes only and is not intended to be used as a legal document. It is provided without warranty or representation as to the accuracy or completeness of the information. The Town of Hilton Head Island is not liable for any loss or damage resulting from the use of this information.

Annual Action Plan Purpose

- Provides summary to HUD
- 1 Year Plan with Goals & Objectives
- Allocates Funds for Program Year 2023
- Improve quality of life



2020 – 2024 Consolidated Plan Projects List

#	Program Year	Project Name	Project Description	Estimated Amount	Annual Goals Supported	Target Area	Priority Need Addressed	Goal Outcome Indicator
1	2020	COVID-19 Response and Recovery	Provide grant funding for the purchase of equipment, or supplies, or materials necessary to carry-out response and recovery due to COVID-19.	\$770,401	COVID-19 Response & Recovery	Town-Wide	Non- Housing Community Development – Public Services; and Administration & Planning	Public service activities other than low/moderate-income housing benefit.
2	2021	Facilities, Housing, Public Services, Economic Development Year 2	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,313	Facilities, Housing, Public Services, Economic Development Year 2	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit.
3	2022	Facilities, Housing, Public Services, Economic Development Year 3	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,313	Facilities, Housing, Public Services, Economic Development Year 3	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit.
4	2023	Facilities, Housing, Public Services, Economic Development Year 4	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,313	Facilities, Housing, Public Services, Economic Development Year 4	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit.
5	2024	Facilities, Housing, Public Services, Economic Development Year 5	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$238,313	Facilities, Housing, Public Services, Economic Development Year 5	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit.



2020 – 2024 Consolidated Plan

Program Year 2 Project

#	Program Year	Project Name	Project Description	Estimated Amount	Annual Goals Supported	Target Area	Priority Need Addressed	Goal Outcome Indicator
4	2023	Facilities, Housing, Public Services, Economic Development Year 3	Provide funding for public facilities & improvements, or housing activities or economic development initiative, or public services in LMI neighborhoods or to LMI clientele.	\$232,565	Facilities, Housing, Public Services, Economic Development Year 3	Census Tract 105, 108, 110, 111, or 113	Non- Housing Community Development – Public Improvements; Public Services; Housing Activities; Economic Development; Administration & Planning	Public facility or infrastructure activities other than low/moderate-income housing benefit



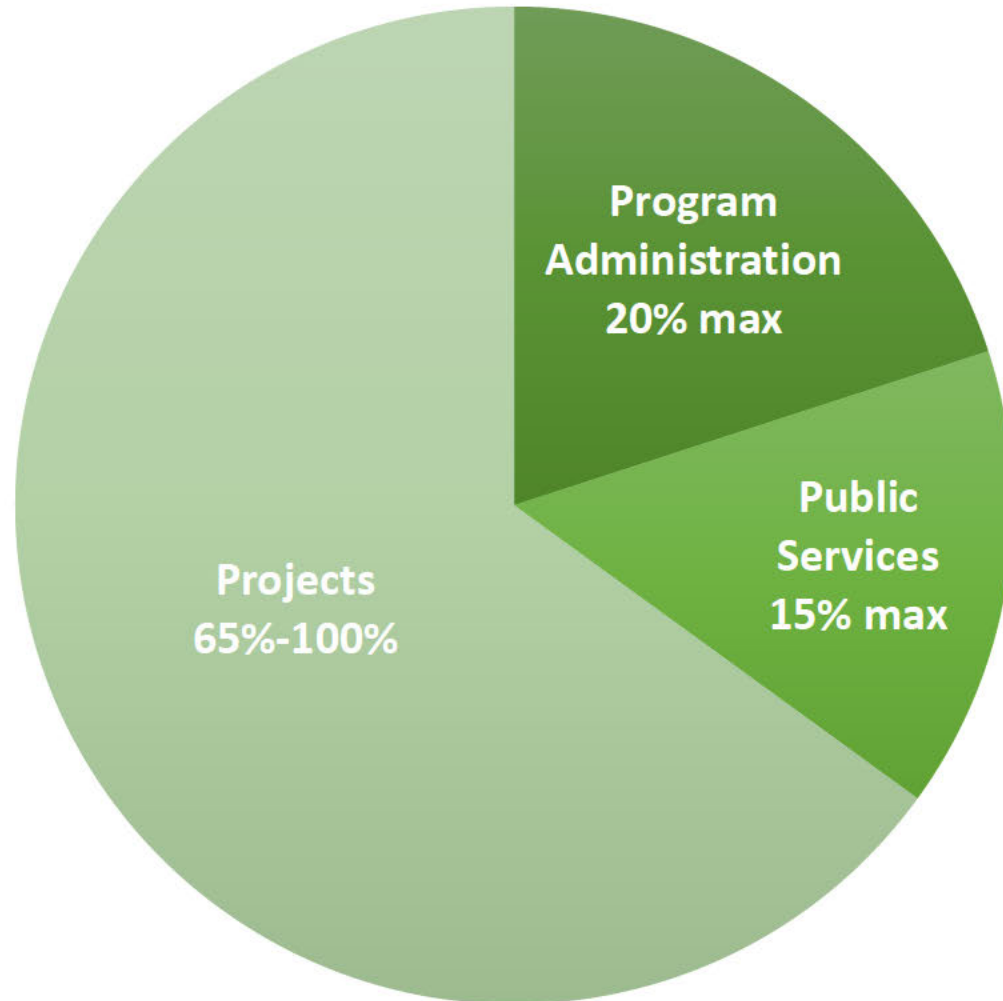
What We've Done 2015 - 2022

- Two dirt road paving projects
- Two playground installation projects
- One parking expansion project
- One pavilion construction project
- 17 public services organizations
- Two park construction projects



2023 Allocation

Approximately \$200,000



Proposed Use of 2023 CDBG Funds

- Public Improvement Project
 - Neighborhood park at the Ford Shell Ring
Town owned property



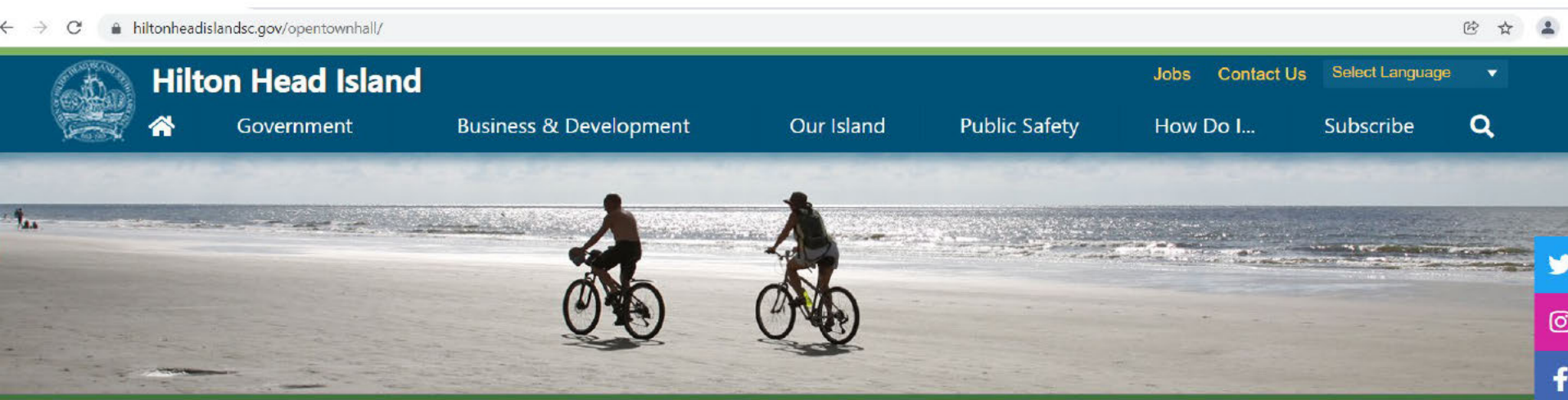
We Want to Hear From You

- Public Improvements?
- Public Facilities?
- Housing Activities?
- Other Real Property Improvements?
- Public Services?



We Want to Hear From You Survey on Open Town Hall

<https://hiltonheadislandsc.gov/opentownhall/>



Open Town Hall HHI

A screenshot of the 'Open Town Hall HHI' page. The page has a light blue header with 'Home', 'Info', 'Help', and 'Sign in' links, and a search icon. The main content area features a large image of a beach with many colorful umbrellas. On the left side of this image is the Hilton Head Island seal, which includes the text 'JOHN OF HILTON HEAD ISLAND - SOUTH CAROLINA' and '1663 - 1983'. To the right of the image, the text reads 'Open Town Hall HHI' followed by 'Join the discussion! Participate and contribute feedback on topics being considered by Hilton Head Island officials through Open Town Hall HHI.' Below this text is a blue button with the text 'READ MORE'.

Next Steps

- Annual Action Plan will be drafted
- 30-day public comment period
- Finance and Administrative Committee
- Town Council approval to submit Plan
- Submittal to HUD





Thank you!

Marcy Benson

Senior Grants Administrator

Marcyb@hiltonheadislandsc.gov

Public Meeting Minutes
Public Meeting to Solicit Input and Discuss
Community Development Block Grant (CDBG) Entitlement Program
Annual Action Plan Fiscal Year 2023-2024 (Program Year 2023)

Wednesday, January 25, 2023 – 5:15pm
Town of Hilton Head Island Town Hall
Benjamin M. Racusin Council Chambers
1 Town Center Court, Hilton Head Island, SC

Present

Town Staff: Marcy Benson, Senior Grants Administrator
Jeff Herriman, Treasurer

Public Attendees: One member of the public attended.
See attached sign-in sheet.

Marcy Benson, Senior Town Grants Administrator, began the public meeting at 5:15pm in the Benjamin M. Racusin, Council Chambers of the Town of Hilton Head Island Town Hall. A PowerPoint presentation was given describing the Community Development Block Grant (CDBG) Entitlement Program, the anticipated CDBG funding allocation amount available for program year 2023 and staff recommended project for the fiscal year 2023-2024 annual action plan.

There was public discussion on the CDBG program, anticipated funding allocation and types of projects eligible for CDBG funding.

The meeting concluded with Town staff stating the next steps for the program year 2023-2024 annual action plan will include a 30-day public comment period and recommended comments be submitted via the Open Town Hall Portal on the Town website by January 27, 2023. The attendee was thanked for participating and the public meeting adjourned at approximately 5:50pm.



Program Year 2023 CDBG Annual Action Plan Questionnaire

January 27, 2023, 4:31 PM

Contents

i.	Introduction	2
ii.	Summary of comments	3
iii.	Survey questions	7
iv.	Individual comments	9

Program Year 2023 CDBG Annual Action Plan Questionnaire

The Town is accepting comments on needs and funding priorities for the CDBG program year 2023 2024 Annual Action Plan.

Introduction

As a Community Development Block Grant (CDBG) Entitlement Community the Town of Hilton Head Island receives an annual allocation from the U.S. Department of Housing and Urban Development (HUD) to fund projects which benefit the community needs of low and moderate income residents. The 2023 2024 funding allocation is estimated to be approximately \$200,000.

The Town is accepting comments on needs and funding priorities for the CDBG program year 2023 2024 Annual Action Plan.

Please take a moment to rank the types of project categories from 1 – 5 in our brief survey.

(1 as highest priority and 5 as lowest priority)

Program Year 2023 CDBG Annual Action Plan Questionnaire

The Town is accepting comments on needs and funding priorities for the CDBG program year 2023 2024 Annual Action Plan.

Summary Of Comments

As of January 27, 2023, 4:31 PM, this forum had:		Topic Start	Topic End
Attendees:	16	January 18, 2023, 8:00 AM	January 27, 2023, 4:30 PM
Comments:	4		
Minutes of Public Comment:	12		

QUESTION 1

Name

Answered	3
Skipped	1

QUESTION 2

Public Improvements such as streets, sidewalks, water and sewer infrastructure, parks, or drainage improvements.

(1=highest priority, 5=lowest priority)

Public Improvements

		%	Count
3		50.0%	2
5		50.0%	2

QUESTION 3

Public Facilities such as neighborhood or community facilities or facilities for persons with special needs.
(1=highest priority, 5=lowest priority)

Public Facilities

Program Year 2023 CDBG Annual Action Plan Questionnaire

The Town is accepting comments on needs and funding priorities for the CDBG program year 2023 2024 Annual Action Plan.

		%	Count
3		25.0%	1
4		25.0%	1
5		50.0%	2

QUESTION 4

Housing Activities such as rehabilitation of owner-occupied homes for energy improvements, water and sewer efficiency improvements, or lead-based paint testing and abatement.

Housing Activities

		%	Count
2		25.0%	1
3		25.0%	1
4		50.0%	2

QUESTION 5

**Other Real Property Improvements such as acquisition, clearance/demolition, code enforcement, historic preservation, renovation of closed buildings, or handicapped accessibility.
(1=highest priority, 5=lowest priority)**

Other Real Property Improvements

		%	Count
1		50.0%	2
4		50.0%	2





Program Year 2023 CDBG Annual Action Plan Questionnaire

The Town is accepting comments on needs and funding priorities for the CDBG program year 2023 2024 Annual Action Plan.

QUESTION 6

Public Services such as employment services, crime prevention and public safety, childcare, health services, fair housing counseling, education programs, or services for senior citizens.
(1=highest priority, 5=lowest priority)

Public Services

		%	Count
1		25.0%	1
2		25.0%	1
4		25.0%	1
5		25.0%	1

QUESTION 7

Please tell us a specific project you would like to see in the three highest ranking categories you selected.

Answered	3
Skipped	1

QUESTION 8

Please tell us why you selected the ranking order of the above project categories.






Answered	2
Skipped	2

QUESTION 9

Tell us how you would allocate \$200,000 in any of the project categories.
You have 8 dots to 'allocate'. Each dot represents \$25,000.

Program Year 2023 CDBG Annual Action Plan Questionnaire

The Town is accepting comments on needs and funding priorities for the CDBG program year 2023 2024 Annual Action Plan.

		%	Count
Public Improvements		15.6%	5
Public Facilities		15.6%	5
Housing Activities		28.1%	9
Other Real Property Improvements		18.8%	6
Public Services		15.6%	5

QUESTION 10

Additional Comments?

No response

Program Year 2023 CDBG Annual Action Plan Questionnaire

The Town is accepting comments on needs and funding priorities for the CDBG program year 2023 2024 Annual Action Plan.

Survey Questions

QUEST ON 1

Name

- 2
- 3
- 4
- 5

QUEST ON 2

Public Improvements such as streets, sidewalks, water and sewer infrastructure, parks, or drainage improvements.
(1=highest priority, 5=lowest priority)

Row choices

- Public Improvements

Column choices

- 1
- 2
- 3
- 4
- 5

QUEST ON 3

Public Facilities such as neighborhood or community facilities or facilities for persons with special needs.
(1=highest priority, 5=lowest priority)

Row choices

- Public Facilities

Column choices

- 1
- 2
- 3
- 4
- 5

QUEST ON 4

Housing Activities such as rehabilitation of owner-occupied homes for energy improvements, water and sewer efficiency improvements, or lead-based paint testing and abatement.

Row choices

- Housing Activities

Column choices

- 1

QUEST ON 5

Other Real Property Improvements such as acquisition, clearance/demolition, code enforcement, historic preservation, renovation of closed buildings, or handicapped accessibility.
(1=highest priority, 5=lowest priority)

Row choices

- Other Real Property Improvements

Column choices

- 1
- 2
- 3
- 4
- 5

QUEST ON 6

Public Services such as employment services, crime prevention and public safety, childcare, health services, fair housing counseling, education programs, or services for senior citizens.
(1=highest priority, 5=lowest priority)

Row choices

- Public Services

Column choices

- 1
- 2
- 3
- 4
- 5

QUEST ON 7

Please tell us a specific project you would like to see in the three highest ranking categories you selected.

QUEST ON 8

Program Year 2023 CDBG Annual Action Plan Questionnaire

The Town is accepting comments on needs and funding priorities for the CDBG program year 2023 2024 Annual Action Plan.

Please tell us why you selected the ranking order of the above project categories.

QUEST ON 9

Tell us how you would allocate \$200,000 in any of the project categories.

You have 8 dots to 'allocate'. Each dot represents \$25,000.

- Public Improvements
- Public Facilities
- Housing Activities
- Other Real Property Improvements
- Public Services

QUEST ON 10

Additional Comments?

Program Year 2023 CDBG Annual Action Plan Questionnaire

The Town is accepting comments on needs and funding priorities for the CDBG program year 2023 2024 Annual Action Plan.

Individual Comments

Name not available

January 18, 2023, 1:14 PM

Question 1

L nda Labarreare

Question 2

Pub c Improvements: 3

Question 3

Pub c Fac t es: 3

Question 4

Hous ng Act v t es: 4

Question 5

Other Rea Property Improvements: 4

Question 6

Pub c Serv ces: 4

Question 7

No response

Question 8

No response

Question 9

- Pub c Improvements (2)
- Pub c Fac t es (2)
- Hous ng Act v t es (2)
- Other Rea Property Improvments (2)

Question 10

No response

Name not available

January 18, 2023, 7:25 PM

Question 1

No response

Question 2

Pub c Improvements: 5

Question 3

Pub c Fac t es: 5

Question 4

Hous ng Act v t es: 4

Question 5

Other Rea Property Improvements: 4

Question 6

Pub c Serv ces: 5

Question 7

- 1) Dog Park created for residence w th green space
- 2) Safety s gnage for crosswa ks-to many peop e are gett ng run over
- 3) A gator management
- 4) Deer contro

Question 8

- 1) Dogs and homes are not a owed fences n the p antat ons, th s creates a rea need for a space for dogs to run and be treated humane y
- 2) s gns that are current y hung are wordy and unc ear for trave ors
- 3) Large a gators have k ed too many peop e
- 4) My daughter was h t by a deer runn ng across the parkway, t cou d have been fata

Question 9

- Pub c Improvements (2)
- Pub c Fac t es (2)
- Hous ng Act v t es (1)
- Pub c Serv ces (1)

Program Year 2023 CDBG Annual Action Plan Questionnaire

The Town is accepting comments on needs and funding priorities for the CDBG program year 2023 2024 Annual Action Plan.

Question 10

No response

Name not shown

inside Town Limits

January 25, 2023, 12:55 PM

Question 1

K m L k ns

Question 2

Pub c Improvements: 3

Question 3

Pub c Fac t es: 5

Question 4

Hous ng Act v t es: 2

Question 5

Other Rea Property Improvements: 1

Question 6

Pub c Serv ces: 1

Question 7

Issues surround ng emp oyment, spec f ca y the ack of an adequate work force are the most mportant ssues that shou d be addressed w th CDBG funds. Hous ng and ch dcare shou d be at the top of the st. W thout these resources we w cont nue to see a dec ne n our ls and work force.

Question 8

We must use every ava ab e qua f ed fund ng source to he p so ve our work force ssues.

Question 9

- Hous ng Act v t es (3)
- Other Rea Property Improvements (3)
- Pub c Serv ces (2)

Question 10

No response

Cary Welker

inside Town Limits

January 25, 2023, 1:59 PM

Question 1

Cary We ker

Question 2

Pub c Improvements: 5

Question 3

Pub c Fac t es: 4

Question 4

Hous ng Act v t es: 3

Question 5

Other Rea Property Improvements: 1

Question 6

Pub c Serv ces: 2

Question 7

The dec ne n ava ab ty and attab ty of both hous ng and ch dcare opt ons are detr menta to the cont nued growth of the s and. Both shou d be addressed as top pr or ty n order to enhance the appea of the s and to the current and potent a ct zens who keep the s and s economy mov ng.

Question 8

No response

Question 9

- Pub c Improvements (1)
- Pub c Fac t es (1)
- Hous ng Act v t es (3)
- Other Rea Property Improvements (1)

Program Year 2023 CDBG Annual Action Plan Questionnaire

The Town is accepting comments on needs and funding priorities for the CDBG program year 2023 2024 Annual Action Plan.

• Public Services (2)

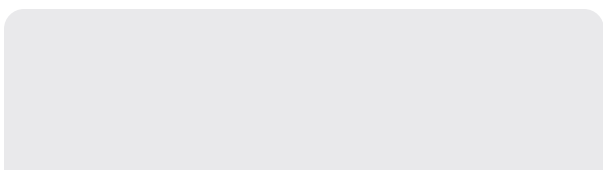
Question 10

No response

From: [Nannette Pierson](#)
To: [Marcy Benson](#)
Subject: Dr. Pierson. Sandalwood Community Food Pantry
Date: Thursday, January 26, 2023 3:41:33 PM
Attachments: [albertgeorge_teaser_640x360.png](#)

THIS MESSAGE ORIGINATED OUTSIDE YOUR ORGANIZATION

Marcy, Thank you for a wonderfully clear and comprehensive understanding of the 2023 allocated funding for the Community Development Block Grant. You always do an excellent job no matter if the room is full, or as last evening's meeting, with only myself present, as Founder and Joyful Servant of Sandalwood Community Food Pantry. This singular presence allowed me to be comfortable asking questions I may not have asked in my desire to respect the time for others with questions and concerns. I was very pleased in making your meeting a priority to be considered for CDBG funding. Please add this to my previous request as I have narrowed the scope, as you so kindly offered me the option to send directly to you via email. The CDBG could provide funding in the Public Service Area to train at risk community members. Presently, we are serving over 100 families every Tuesday at Sandalwood Community Food Pantry. These Grant funds would be used to develop education tool-kits and holding workshops in an effort to proactively educate HHI residents living below the poverty level who lack access to important safety information in relation to major weather events such as hurricanes and rain bombs. One of my board members (See enclosed link for board member Albert George) who has experience in this area will assist with developing and executing the proposed training. You might remember Mr. George from the CDBG annual meetings he often attended along with me years prior.





ALBERT GEORGE

DIRECTOR OF CONSERVATION, SOUTH CAROLINA AQUARIUM

Learning and teaching about climate change:
Albert George MPP 2001, HKSEE 2004

hks.harvard.edu

Many thanks for all you do in serving our Beloved Community,
Rev. Dr. Nannette Pierson
Sandalwood Community Food Pantry
Because Hunger's Hurts!

Sent from my iPad

Public Comment Summary
For the Town of Hilton Head Island
Community Development Block Grant (CDBG)
2023 Annual Action Plan

Public comments received from Open Town Hall Portal CDBG survey (January 18 - 27, 2023)

Comment #1: Dog park created for residence with green space, dogs and homes are not allowed fences in plantations, this creates a need for a space for dogs to run and be treated humanely. Safety signage for crosswalks-to many people are getting run over, signs that are currently hung are wordy and unclear for travelers. Alligator management, large alligators have killed too many people. Deer control, my daughter was hit by a deer running across the parkway, it could have been fatal.

Comment #2: Issues surrounding employment, specifically the lack of an adequate work force are the most important issues that should be addressed with CDBG funds. Housing and childcare should be at the top of the list. Without these resources we will continue to see a decline in our Island work force. We must use every available qualified funding source to help solve our work force issues.

Comment #3: The decline in availability and attainability of both housing and childcare options are detrimental to the continued growth of the island. Both should be addressed as top priority in order to enhance the appeal of the island to the current and potential citizens who keep the island's economy moving.

Public Comments Received at Public Meeting (January 25, 2023)

- There was public discussion on the CDBG program, anticipated funding allocation and types of projects eligible for CDBG funding. General CDBG program questions were asked and answered by Town staff.
 - Comment received from meeting attendee via email after the meeting recommended funding a public service activity to develop education tool kits and workshops for food pantry clients on the importance of safety in relation to major weather events.
-

**NOTICE OF 30-DAY PUBLIC COMMENT PERIOD
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
YEAR 2023-2024 ANNUAL ACTION PLAN**

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Kathleen Harper

Artist Beverly Baynes' depiction of the Cherry Hill School for the Hilton Head Island Middle School history gallery.

FROM PAGE 1A

STUDENTS

"Some of them didn't even know this," she said. "Having them have this realization, this pride of place, of how important this was. I just think that's hugely important."

The process started in 2019, and the gallery had a private opening in April 2022. Now, the school is opening up student tours to the public.

Community members who want students to take them through the gallery, and the Hilton Head area's history, can reach out to Kathleen Harper at kathleen.harper@beaufort.k12.sc.us

Here are abbreviated versions of the 10 historical facts and events, and their illustrations, that students can tell you about through the gallery:

1. HILTON HEAD ISLAND HAS SEVERAL-THOUSAND-YEAR-OLD SHELL RINGS

Made up of hundreds of thousands of oysters, clams and mussels the Sea Pines Shell ring dates back almost 4,000 years and is the oldest archaeological site on Hilton Head Island. Archaeologists believe the rings were either where Native Americans came together for large religious gatherings or the remains of circular villages. There are about 50 found along the Florida, Georgia and South Carolina coasts dating back 3,000 to 5,000 years.

2. THE YAMASEE WAR SHAPED HILTON HEAD'S DEMOGRAPHICS

The Yamasee was a war between South Carolina's British settlers, the Yamasee and other Native Americans that broke out in 1715 over the British's unfair trading practices, including in Hilton Head. It lasted until 1717, though raids continued until around 1728. The settlers won and largely collapsed Native American power in the area.

3. SLAVERY IS PART OF HILTON HEAD HISTORY

In the early 1700s West Africans sold as slaves begin being brought to Hilton Head to tend the rice and cotton fields. Up to 60% of all African slaves entering American colonies during the 1700s were brought to South Carolina.

4. ONE OF THE FIRST BATTLES OF THE CIVIL WAR WAS NEARBY

Fought in November 1861, the Battle of Port Royal was one of the first battles in during the Civil War. The Union won and created a navy base of operations that would work to isolate the South throughout the war.

5. HARRIET TUBMAN CAME TO HILTON HEAD DURING THE CIVIL WAR

In 1862, Tubman served the Union army as a scout, spy and nurse and assisted in the recruitment of Black soldiers in Hilton Head.

6. HILTON HEAD HAS THE FIRST SELF-GOVERNED TOWN OF FORMERLY ENSLAVED PEOPLE IN THE U.S.

In 1862, three years before slavery was abolished nationally, Union Gen. Ormsby M. Mitchel worked with the community to establish the town of Mitchelville on what was previously a plantation. Some 3,000 formerly enslaved people lived in freedom on what is now a historic park.

7. THE ISLAND IS HOME TO THE GULLAH GEECHEE PEOPLE

The Gullah Geechee people are descendants of Africans enslaved on plantations of the lower Atlantic coast. Since they were enslaved on isolated islands and coast, they retained many of their African traditions to create a unique culture, which can be seen today in their arts, crafts, food, music and language.

8. HILTON HEAD'S FIRST SCHOOL FOR AFRICAN-AMERICAN CHILDREN IS STILL STANDING

Mitchelville made education mandatory for students even before white children were required to go to school. The Cherry Hill School was built in 1937 and operated until all African-American children attended the new consolidated elementary school in 1954.

9. A HUGE TROPICAL CYCLONE BROUGHT CLARA BARTON TO HILTON HEAD

In 1893, what would today be classified as a Category 3 storm made landfall just east of Savannah with gusts as high as 120 mph and a storm surge up to 12 feet. The worst part of the storm struck St. Helena, Hilton Head, Daufuskie, Parris and the smaller Sea islands. Clara Barton and the American Red Cross launched a massive relief effort.

10. HILTON HEAD IS GROWING FAST

In 1950 there were a little under 300 Hilton Head residents. Today, there are about 40,000 permanent residents.

Mary Dimitrov: (843) 940-8964, @mary_dimitrov

FROM PAGE 1A

HEADQUARTERS

A 'ONE-STOP-SHOP' FOR COUNTY SERVICES

Sheriff P.J. Tanner described the benefits of a relocated headquarters using two main words: centralization and consolidation.

The new headquarters wouldn't fill the entire 97 acres of land immediately. Tanner said his ideal vision for the Cooler tract is a "one-stop-shop" for county services, with possible additions including a magistrate court building, a juvenile detention facility, an EMS office and a Solicitor's Office sub-station. The only option that's off the table is a prison — "because no one wants a prison in their backyard," Tanner said, referring to residents of the nearby Oldfield neighborhood.

The county Detention Center would stay where it is in Beaufort, for now.

Perhaps most obvious, the new headquarters would move county law enforcement's hub across the Broad River, closer to Bluffton and Hilton Head — Beaufort County's most populous municipalities. Tanner said the proposed location is much closer to the center of the county, which would allow easier access to law enforcement services for a larger number of citizens.

The new building would also allow police to merge its many locations into a smaller, more efficient set of facilities. Tanner said the Sheriff's Office currently uses 12 properties scattered across the county to keep operations steady. Maintaining that spread is critical in a county spanning 923 square

miles, he added.

If the Cooler tract is approved for purchase, Tanner hopes to condense operations into only three buildings: the new headquarters in Okatie, the current headquarters in Beaufort and the Hilton Head Island substation, the latter two currently acting as the department's northern and southern division substations, respectively.

Tanner emphasized that the new location wouldn't be an attempt to "move away" from communities in northern Beaufort County. Instead, a centralized headquarters operating in tandem with two substations would allow for equal and efficient policing of the entire county, he said.

"I don't want people in northern Beaufort County, especially in St. Helena, Lady's Island, Seabrook or Sheldon, to think that we're moving away from them," Tanner told the Island Packet and Beaufort Gazette. "In reality, we're just moving to the center of the county, and utilizing the substations ... keeps us in the communities throughout Beaufort County."

The proposed Okatie facility also includes what Tanner calls a "consolidated communication center," a dispatch office encompassing all emergency services for Beaufort, Jasper and Colleton counties. Under the combined system, calls would no longer need to be transferred between separate offices, allowing for quicker responses across all three counties' law enforcement and first

responder crews. The new dispatch center would be especially helpful in organizing hurricane evacuation across the greater coastal area, Tanner said.

While the current Sheriff's Office headquarters in Beaufort would still be used as a northern-end substation, Tanner said a new headquarters would free up about 19,000 square feet of the 20,000 square-foot building on Duke Street, providing new space for other county government services.

Tanner hopes the eventual reorganization efforts could include an expansion of the Beaufort County Detention Center, a facility he says the community has "outgrown to some extent." Since the construction of the prison in 1992, the county's population has more than doubled, skyrocketing from about 90,000 to almost 200,000 residents today, according to U.S. Census data.

A HISTORICAL DEAL IN THE MAKING

With approval from the Beaufort County Council, the county's purchase of the Cooler tract would bring an end to decades of deliberation and over a century of family ownership. Joe Cooler says the property has been in his family for more than 130 years.

Using the land as a site for law enforcement facilities is hardly a new idea. Tanner recalled a proposal he made to the County Council over 20 years ago, one of his many attempts to acquire the Cooler tract for the Sheriff's Office. Until this year, the county made no advancements to purchase the land.

The decision is long overdue, Tanner said. Approval of the proposal

would mark the first major expansion of Beaufort County office space since 1989, he said, when the county constructed its office complex in Beaufort.

Greenway added that the land acquisition would block any further attempts of development on the Cooler tract, which has been under "development pressure" for years.

The city of Hardeeville applied to annex the land in 2020, planning to use the property for residential and commercial developments, but was quickly met with backlash from Beaufort County residents. A petition against the annexation garnered nearly 500 signatures, citing density concerns and the health of the nearby Okatie River.

Although the Cooler tract is zoned as "rural" land, which typically bars construction of office space, Greenway said a provision of the Community Development Code allows the county to use any land for "public service use" as long as a public meeting is held allowing community members to discuss whether the usage is permissible.

Citizens will be able to review project plans for the Cooler tract and ask questions during the meeting, although a date has not yet been announced, according to a press release.

"In a nutshell, I think it's a great opportunity for the county to create a campus of consolidated resources in the form of public safety," Tanner said. "And I think it's a great location for us to do it."

Evan McKenna: (843) 321-8375, evanjmckenna

FROM PAGE 1A

MURDAUGH

deceased's body temperature by sticking his fingers in their armpits.

"The only other choice is to use a rectal thermometer, and I'm not going to pull someone's pants down with all those people around," Harvey said.

The state has argued Murdaugh killed his wife and son sometime after 8:49 p.m., when both of their cellphones went silent, and 9:07 p.m., when Murdaugh left to visit his mother. Harvey's estimate could push the time of death as late as 10 p.m., well after Murdaugh left the house. He called 911 to report finding their dead bodies by the home's dog kennels at 10:06 p.m.

Prosecutors point at that Harvey's touch method is less accurate than measuring body temperature with a thermometer.

The second witness, Tindal, was called to testify about a statement her office put out the day after the murder, saying there was "no danger to the public." Tindal said she coordinated that statement with the S.C. Law Enforcement Division, but said subsequent state-

ments did not revise the initial assessment of the public danger.

The defense has questioned investigators about whether they ever seriously considered suspects other than the disbarred Lowcountry attorney, and have pointed to the quick statement as proof.

Friday's witnesses were the beginning of the defense's last-ditch effort to convince jurors Murdaugh is innocent of the crime. Harpootlian estimated at the end of proceedings Friday that his next witness would require a lengthy questioning and potential cross-examination, and would be better delayed until next week.

Court will resume Tuesday after the President's Day holiday, the fifth week of the double-murder trial at the Colleton County Courthouse.

Bristow Marchant: 803-771-8405, @BristowatHome



GRACE BEAHM ALFORD GBEAHM@POSTAN

Defense attorney Dick Harpootlian and Prosecutor Creighton Waters address Judge Clifton Newman during the Alex Murdaugh trial on Friday at the Colleton County Courthouse in Walterboro.

AMIKIDSBeaufort Hiring
We're seeking amazing talent at AMIKIDS Beaufort. Scan the code!

Do you want to make a difference?
Seabrook, SC
843-846-2128
amikids.org

NOTICE OF 30-DAY PUBLIC COMMENT PERIOD COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2023-2024 ANNUAL ACTION PLAN

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**Closed Monday,
February 20th
in observance of
Presidents' Day**

CLASSIFIED AND OBIT DEADLINES

CLASSIFIED ADS

PUBLICATION	DEADLINE
Monday, Feb. 20th	Friday, Feb. 17 at 11:30 AM
Tuesday, Feb. 21st	Friday, Feb. 17 at 5:00 PM

OBIT

PUBLICATION	DEADLINE
Monday, Feb. 20th	Sunday, Feb. 19 at 11:30 AM
Tuesday, Feb. 21st	Sunday, Feb. 19 at 12:00 PM

NOTICE OF 30-DAY PUBLIC COMMENT PERIOD
COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM
YEAR 2023-2024 ANNUAL ACTION PLAN

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From: [Jeff Herriman](#)
To: [Marcy Benson](#)
Subject: FW: Public Notice I Notice of 30-Day Public Comment Period Community Development Block Grant Program Year 2023-2024 Annual Action Plan
Date: Tuesday, February 21, 2023 8:10:04 AM

Marcy,

I saw that the Public Notice was emailed out.

Thank you,

Jeff

From: herrimanjhhi@gmail.com <herrimanjhhi@gmail.com>
Sent: Monday, February 20, 2023 7:54 PM
To: Jeff Herriman <jeffhe@hiltonheadislandsc.gov>
Subject: FW: Public Notice I Notice of 30-Day Public Comment Period Community Development Block Grant Program Year 2023-2024 Annual Action Plan

THIS MESSAGE ORIGINATED OUTSIDE YOUR ORGANIZATION

From: Town of Hilton Head Island <updates@secure.hiltonheadislandsc.gov>
Sent: Monday, February 20, 2023 7:14 PM
To: herrimanjhhi@gmail.com
Subject: Public Notice I Notice of 30-Day Public Comment Period Community Development Block Grant Program Year 2023-2024 Annual Action Plan

--- PUBLIC NOTICE ---



NOTICE OF 30-DAY PUBLIC COMMENT PERIOD COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM YEAR 2023-2024 ANNUAL ACTION PLAN

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Hilton Head Island Logo



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This email was sent to herrimanjhi@gmail.com using GovDelivery Communications Cloud on behalf of the Town of Hilton Head Island - One Town Center Court, Hilton Head Island, SC 29928 - 843-341-4600

From: [Carolyn Grant](#)
To: [Marcy Benson](#)
Subject: Fw: Bulletin Detail Report: Public Notice I Notice of 30-Day Public Comment Period Community Development Block Grant Program Year 2023-2024 Annual Action Plan
Date: Tuesday, February 21, 2023 1:50:19 AM
Attachments: [Outlook-wzw121ku.png](#)
[Outlook-facebook i.png](#)
[Outlook-twitter ic.png](#)
[Outlook-w5cwn2y.png](#)
[Outlook-linkedin i.png](#)

Hi Marcy
Here is the report related to the e-public notice for the CDBG grant program.

<!--[if !vml]--> **Carolyn Grant**
COMMUNICATIONS DIRECTOR
Office: (843) 341-4618
Mobile: (843) 715-1393
Website: hiltonheadislandsc.gov
Address: Town of Hilton Head Island
1 Town Center Court
Hilton Head Island, SC 29928



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From: Town of Hilton Head Island <updates@secure.hiltonheadislandsc.gov>
Sent: Monday, February 20, 2023 11:12 PM
To: Carolyn Grant <carolyng@hiltonheadislandsc.gov>
Subject: Bulletin Detail Report: Public Notice I Notice of 30-Day Public Comment Period Community Development Block Grant Program Year 2023-2024 Annual Action Plan
THIS MESSAGE ORIGINATED OUTSIDE YOUR ORGANIZATION

Having trouble viewing this email? [View this report in your account.](#)



Report Generated: 02/20/2023 11:12 PM EST

This report automatically generates after a bulletin is sent. [View the Bulletin Detail Report online](#) to

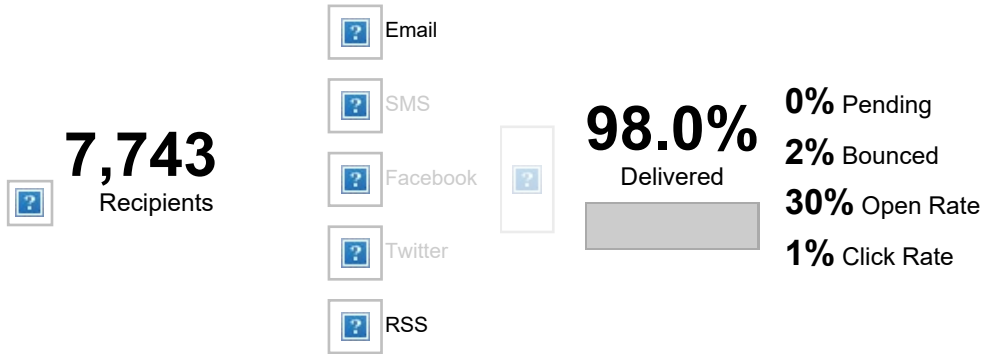
see the most recent performance metrics for this bulletin.

Subject: Public Notice I Notice of 30-Day Public Comment Period Community Development Block Grant Program Year 2023-2024 Annual Action Plan

Sent: 02/20/2023 07:12 PM EST

Sent By: carolyng@hiltonheadislandsc.gov

Sent To: Subscribers of General Announcements or Legal Notices



Email Delivery Stats		
Email delivery statistics line / bar chart		
	Minutes	Cumulative Attempted
	3	99%
	5	99%
	10	99%
	30	99%
	60	99%
	120	99%

Delivery Metrics - Details
7,743 Total Sent
7,588 (98%) Delivered
34 (0%) Pending
121 (2%) Bounced
0 (0%) Unsubscribed

Bulletin Analytics
2,869 Total Opens
2,285 (30%) Unique Opens
47 Total Clicks
44 (1%) Unique Clicks
11 # of Links

Delivery and Performance							
Channel	Progress	Percent Delivered	Number of Recipients	Number Delivered	Opened / Unique	Bounced / Failed	Unsubscribed
Email Bulletin	Sending...	97.7%	6,793	6,638	2285 / 34.4%	121	0
SMS Message	Delivered	0.0%	0	0	n/a	0	n/a

Bulletin Link Overview

Link URL	Unique Clicks	Total Clicks
https://hiltonheadislandsc.gov/CDBG/?utm_medium=email&utm_source=govdeli...	18	21
https://public.govdelivery.com/accounts/SCHILTONHEAD/subscriber/edit?pre...	4	4
https://hiltonheadislandsc.gov?utm_medium=email&utm_source=govdelivery	3	3
https://twitter.com/townofhhi?utm_medium=email&utm_source=govdelivery	3	3
http://public.govdelivery.com/accounts/SCHILTONHEAD/subscribers/new?pref...	3	3
https://www.youtube.com/c/TownofHiltonHeadIslandSC?utm_medium=email&utm_...	3	3
https://www.facebook.com/townofhiltonheadislandsc?utm_medium=email&utm_s...	2	2
https://content.govdelivery.com/accounts/SCHILTONHEAD/bulletins/348793e?...	2	2
https://hiltonheadislandsc.gov/contactus/?utm_medium=email&utm_source=go...	2	2
https://www.flickr.com/photos/townofhiltonheadisland/?utm_medium=email&u...	2	2
https://subscriberhelp.govdelivery.com/	2	2

Need more reports? [Additional reporting is available in your account.](#) If you want additional information on reporting, please visit the [reporting help menu](#).

Want to learn more about these metrics and the best practices for improving results? Contact your dedicated Client Success Consultant! Not sure who that is? Send us an email at support@granicus.com and we'll help you find out.



STAY CONNECTED:



Town of Hilton Head Island Website – News and Announcements - Main Page
February 22, 2023
2023 – 2024 CDBG Annual Action Plan
30 Day Public Comment Period Notice

The screenshot shows the Hilton Head Island website's news and announcements page. The browser address bar displays <https://www.hiltonheadislandsc.gov/news/>. The website header includes the Hilton Head Island logo and navigation links: Government, Business & Development, Our Island, Public Safety, How Do I..., and Subscribe. A secondary navigation bar offers 'Sitio en Español', 'Jobs', 'Contact Us', and 'Select Language'. A large banner image of a marshy landscape is featured below the header. The main content area is titled 'News and Announcements' and lists three items: 1) 'CDBG Program Year 2023-2024 Annual Action Plan Notice of 30-Day Public Comment Period' dated February 22, 2023, with a thumbnail for the CDBG Annual Action Plan; 2) 'Black History Month Spotlight: Gullah Geechee Land & Cultural Preservation Task Force' dated February 22, 2023, with a thumbnail for Black History Month; and 3) 'Share Your Thoughts About Town Communication Efforts' dated February 17, 2023, with a thumbnail for a Community Communications Survey. To the right, a 'Contact Info' box identifies Carolyn Grant as the Communications Director, providing her address (1 Town Center Court, Hilton Head Island, SC 29928), phone number (843-341-4618), and email (CarolynG@hiltonheadislandsc.gov). Below this is a 'Connect with Us' section listing the website (www.hiltonheadislandsc.gov), an E-Subscription Service, and social media handles for Facebook (@TownofHHI), Twitter (@TownofHHI), and YouTube (@TownofHiltonHeadIslandSC). A vertical social media sidebar on the right side of the page contains icons for Twitter, Instagram, Facebook, YouTube, LinkedIn, and RSS.

Town of Hilton Head Island Website
February 22, 2023
2023 – 2024 CDBG Annual Action Plan
30 Day Public Comment Period Notice Page

The screenshot shows a web browser window displaying the Hilton Head Island website. The browser's address bar shows the URL: <https://www.hiltonheadislandsc.gov/news/news.cfm?NewsID=2989>. The website header features the Hilton Head Island logo and navigation links: "Government", "Business & Development", "Our Island", "Public Safety", "How Do L...", and "Subscribe". There are also links for "Sito en Español", "Jobs", "Contact Us", and "Select Language". A vertical social media sidebar on the right includes icons for Twitter, Instagram, Facebook, YouTube, LinkedIn, and Nextdoor.

Public Notice

CDBG Program Year 2023-2024 Annual Action Plan

Notice of 30-Day Public Comment Period

February 22, 2023

Notice is hereby given that the Town of Hilton Head Island has prepared a draft of its program year 2023 - 2024 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, February 27, 2023, through Wednesday, March 29, 2023, via the Town of Hilton Head Island website at www.hiltonheadislandsc.gov.

Written comments on the Plan 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 Finance 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.

Contact
Marcy Benson, Senior Grants Administrator
843-341-4689
MarcyB@hiltonheadislandsc.gov

[View More News](#)

Hilton Head Island
1 Town Center Court
Hilton Head Island, SC 29928
843-341-4600
8 am - 4:30 pm Monday - Friday

Stay Connected
f i t y in

Footer links: [Sito en Español](#), [Website Policy](#), [Social Media Use Policy](#), [Employee Portal](#), [Contact Webmaster](#)

Town of Hilton Head Island Website
February 27, 2023
2023 – 2024 CDBG Annual Action Plan
30 Day Public Comment Period Notice Page

The screenshot shows a web browser window displaying the Hilton Head Island website. The page features a blue header with the town's logo and navigation links. Below the header is a large image of a beach at sunset. The main content area is titled "Public Notice" and "CDBG Program Year 2023-2024 Annual Action Plan". It includes a "Notice of 30-Day Public Comment Period" dated February 22, 2023. The text explains that a draft of the annual action plan has been prepared and is available for review and comment for 30 days, from February 27, 2023, to March 29, 2023. It provides contact information for Marcy Benson, Senior Grants Administrator, and offers links to view the draft plan and submit comments. The footer contains contact information, social media links, and the town's hours of operation.

Hilton Head Island
Sito en Español | Jobs | Contact Us | Select Language

Government | Business & Development | Our Island | Public Safety | How Do I... | Subscribe

Public Notice

CDBG Program Year 2023-2024 Annual Action Plan

Notice of 30-Day Public Comment Period

February 22, 2023

Notice is hereby given that the Town of Hilton Head Island has prepared a draft of its program year 2023 - 2024 Annual Action Plan required by the U.S. Department of Housing and Urban Development (HUD) to receive Community Development Block Grant Entitlement Program funding.

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[View the Draft CDBG Program Year 2023 Annual Action Plan](#)

[Submit Program Year 2023 CDBG Annual Action Plan Comments](#)

Contact
Marcy Benson, Senior Grants Administrator
843-341-4689
MarcyB@hiltonheadislandsc.gov

[View More News](#)

Hilton Head Island
1 Town Center Court
Hilton Head Island, SC 29928
843-341-4600
8 am - 4:30 pm Monday - Friday

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Website Policy
Social Media Use Policy
Employee Portal
Contact Webmaster



TOWN OF HILTON HEAD ISLAND

Finance & Administrative Committee

TO: Finance & Administrative Committee
FROM: John M. Troyer, *Director of Finance*
VIA: Marc Orlando, *ICMA-CM, Town Manager*
CC: Josh Gruber, *Deputy Town Manager*
DATE: March 29, 2023
SUBJECT: Review and Discussion of the Town of Hilton Head Island's Affiliated Agency Funding Request Applications for Fiscal Year 2024

RECOMMENDATION:

Staff recommends that the Finance & Administrative Committee:

On February 21, 2023 -- receive and review the Fiscal Year 2024 Affiliated Agency applications submitted to the Finance Department.

On March 21, 2023 – vote to recommend funding levels for applications received by the Committee at the February 21st meeting. These recommendations would be included in the proposed budget for Town Council to consider for Fiscal 2023-2024 which will be considered in May 2023.

BACKGROUND:

Town Council voted on August 19, 2021, to establish a new process and policy to accept and review Affiliated Agency applications. Initial correspondence was sent to all Town Affiliates on January 5, 2023, to inform them of the application opening date, January 9, 2023. The due date for all applications to be submitted in its entirety was on or before February 3, 2023, at 4:00 pm.

As part of the Fiscal Year 2024 Affiliated Agency Application process, the Town has received six timely filed applications for the Committee to review, however, there were two submissions that were filed after the deadline for your consideration.

The requests are as follows for consideration:

Town of Hilton Head Island					
Affiliated Agency Funding Requests FY 2023 and FY 2024					
	FY 2023		FY 2024		
	Applicant Request	Adopted Budget	Applicant Request	F & A Recommendation	Adopted Budget
Hilton Head Island Recreation Association	\$ 1,099,304	\$ 1,099,304	\$ 1,123,766		
Coastal Discovery Museum*	\$ 92,775	\$ 92,775	\$ 102,432		
Mitchelville Preservation Project	\$ 105,000	\$ 105,000	\$ 105,000		
USCB Event Management & Hospitality Training	\$ 190,094	\$ 190,094	\$ 238,985		
LRTA - Palmetto Breeze	\$ 282,404	\$ 282,404	\$ 249,911		
14th Circuit Solicitor - Multidisciplinary Court	\$ 50,000	\$ 50,000	\$ 50,000		
14th Circuit Solicitor - Career Criminal Program	\$ 118,500	\$ 118,500	\$ 118,500		
Beaufort County Economic Development Corporation*	\$ 25,000	\$ 25,000	\$ 40,000		
Hilton Head Regional Habitat for Humanity	\$ -	\$ -	\$ 500,000		
Total	\$ 1,963,077	\$ 1,963,077	\$ 2,528,594	\$ -	\$ -
*Application filed after the deadline					

SUMMARY:

The remainder affiliated agency calendar for the Fiscal Year 2024 is as follows:

1. Applications due to the Finance Department (February 3rd, 2023, by 4:00 p.m.)
2. Finance & Administrative Committee receives applications at its regular meeting (February 21st, 2023)
3. Finance & Administrative Committee makes recommendations for the budget to Town Council (March 21st, 2023)
4. Town Council considers the affiliated agency funding recommendations as part of the overall budget proposal (May-June 2023)

ATTACHMENTS:

1. Fiscal Year 2024 Affiliated Agencies Budget Requests
2. Fiscal Year 2024 Affiliated Agency Applications

Town of Hilton Head Island
 Affiliated Agency Funding Requests FY 2023 and FY 2024

	FY 2023		FY 2024		
	Applicant Request	Adopted Budget	Applicant Request	F & A Recommendation	Adopted Budget
Hilton Head Island Recreation Association	\$ 1,099,304	\$ 1,099,304	\$ 1,123,766		
Coastal Discovery Museum*	\$ 92,775	\$ 92,775	\$ 102,432		
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USCB Event Management & Hospitality Training	\$ 190,094	\$ 190,094	\$ 238,985		
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14th Circuit Solicitor - Career Criminal Program	\$ 118,500	\$ 118,500	\$ 118,500		
Beaufort County Economic Development Corporation*	\$ 25,000	\$ 25,000	\$ 40,000		
Hilton Head Regional Habitat for Humanity	\$ -	\$ -	\$ 500,000		
Total	\$ 1,963,077	\$ 1,963,077	\$ 2,528,594	\$ -	\$ -

*Application filed after the deadline

Fiscal Year 2024 Affiliated Agency Grant Application

Organization Name: 14th Circuit Solicitors Office

Project Name: Career Criminal Unit and Multidisciplinary Court programs

Fiscal Year 2024

Affiliated Agency Grant Application

Organization Name: 14th Circuit Solicitors Office

Project Name: Career Criminal Unit and Multidisciplinary Court programs

Executive Summary

An Effectiveness Measurement spreadsheet has been attached to this application.

Fiscal Year 2024

Affiliated Agency Grant Application

Date Received: 01/20/2023

Time Received: 02:31 PM

By: Online Submittal

Applications will not be accepted if submitted after 4 pm on February 3, 2023

A. SUMMARY OF GRANT REQUEST:

ORGANIZATION NAME: 14th Circuit Solicitors Office

Project/Event Name: Career Criminal Unit and Multidisciplinary Court programs

Contact Name: Jeff Kidd

Title: Administrative Chief of Staff

Address: PO Box 1880, Bluffton, SC 29910

Email Address:

jkidd@scsolicitor14.org

Contact Phone: 843-790-6439

Total Budget: \$5,227,875.00

Grant Amount Requested:
\$168,500.00

Provide a brief summary on the intended use of the grant and how the money would be used. (100 words or less)

We seek continuation of \$168,500 in funding to support our Career Criminal Unit and our Multidisciplinary Court. The former has a decade-long track record of reducing crime by targeting the most violent and habitual offenders for priority prosecution. The latter seeks to help those on the opposite end of the spectrum – nonviolent offenders whose crimes are motivated by PTSD (former service members) or alcohol/drug addiction. Through counseling, close supervision and regular drug testing, these offenders become productive, law-abiding citizens at a fraction of the cost of incarceration.

B. DESCRIPTION OF OPERATIONS:

1. For state reporting purposes, give a brief description of the organization. (250 words or less)

The 14th Circuit Solicitor's Office is the chief prosecuting agency for Beaufort, Jasper, Allendale, Colleton and Hampton counties. Solicitor Duffie Stone has led the office since his appointment by Gov. Mark Sanford in 2006 and has won four subsequent elections. The office employs 59 people, including 25 attorneys. A majority work and/or live in Beaufort County. Our primary role is to prosecute all criminal cases in General Sessions and Family courts. Each year, we receive about 5,000 new General Sessions cases circuit-wide, including about 2,400 in Beaufort County, 600 of which involve crimes committed on Hilton Head or by defendants who live there. We also operate prevention programs for traffic and alcohol offenders, as well as alternative-sentencing programs, such as our treatment-based Multidisciplinary Court. Moreover, our role is to distinguish offenders who battle anti-social behavior from offenders who embrace anti-social behavior. Justice entails seeking the most appropriate and effective remedies for both kinds of offender.

2. Describe in detail how the grant would be used? (250 words or less)

The Career Criminal Unit as presently configured operates at a cost of about \$890,000 annually. This includes salary and fringe benefits for attorneys, investigators and a victim advocate; court-related expenses, such as exhibit preparation and accommodations for out-of-town witnesses; and other administrative costs. Hilton Head Island's contribution supports the unit's operations in Beaufort County. This team has proven to be a highly effective crime-control tool, earning convictions against 436 of the 471 defendants it has prosecuted since its formation in 2009. In fact, it has helped make the circuit one of just two in the state to experience a simultaneous rise in population and

decline in criminal warrants since 2010, according to a 2021 SLED analysis. Because the team typically seeks maximum penalties against those it prosecutes, a higher percentage of these cases are settled in jury trials than the rest of our docket. This is an expensive but worthwhile proposition, as career criminals account for but a sliver of the criminal population but a large swath of criminal offenses.

We expect the MDC program to operate at a cost of about \$350,000 in FY2023. This includes salary for four full-time employees and three part-time judges; random drug screening; and program materials. The town's contribution defrays these costs and is applied to operations in Beaufort County. This program, like the Career Criminal Unit, has a decade-long history of success, with annual graduation rates regularly exceeding 90% and three-year recidivism rates below 33%.

3. What impact would partial funding have on the activities, if full funding were not received? What would the organization change to account for partial funding? *(100 words or less)*

With regard to the CCU, we would have little choice but to pare back Beaufort County operations, likely translating to slower times to court, a larger overall General Sessions backlog and more dangerous defendants out on bond for longer periods – all likely to lead to an uptick in crime.

Diminished funding for MDC would mean fewer participants accommodated, reliance on more expensive punishments and jeopardization of the Veterans Court component of the program, which is a consideration when the military determines base closures. MDC also is the top of the spear in our office's fight against the raging opioid crisis.

4. What is the expected public benefit to these expenditures to the Island's, citizens, visitors, and/or the Town? *(100 words or less)*

With regard to the CCU, the primary benefit is a lower crime rate, fewer violent offenders on the streets and greater deterrence to the most serious crimes. With regard to MDC, the primary benefit is the prevention of future career criminals and the preservation of community fabric at a much lower cost than incarceration. In the era of opioids, this also has become life-saving work. Recent program graduates from Hilton Head include two men who started their own construction firms, and a third who earned a college degree.

5. Additional comments. (250 words or less)

A few additional facts worth knowing:

- Among those recently convicted by the CCU for crimes committed on Hilton Head are Tyreek Lorenzo Robinson. He was found guilty in June 2022 and sentenced to 27 years in prison for breaking into a pregnant woman's house, assaulting her as she slept and recording the assault on his cellphone. Also, in late 2021, prosecutor Mary Jones closed cases against four defendants who participated in mob violence at a convenience store near the "Barmuda Triangle" that left a 39-year-old island man dead.
- Defendants in more than a dozen Hilton Head-related cases have been successfully prosecuted by the CCU since the start of 2017. Looking back further, cases include Solicitor Stone's successful prosecution of all three defendants in the shooting death of Khalil Singleton, confirming the validity of a seldom-used legal concept in the process. Solicitor Stone also earned a conviction in a high-profile case involving the broad-daylight shooting death of a teenager in Coligny Circle.
- In the past four years, the MDC has served 108 participants across Beaufort County, 32 of whom have either lived, worked or committed their offense on Hilton Head. Of those participants, only one has had to be terminated from the program. Twenty-three have graduated and eight are currently enrolled.

C. FUNDING:

1. Please describe how the organization is currently funded. (100 words or less)

Since FY 2018, our office has operated on an annual budget of \$4.4 million to \$5.2 million. 51% of revenue comes from each of the circuit's five counties, along with some municipalities. However, no county's appropriation covers the entire expense of operations within its jurisdiction. The remainder of our budget is derived from program fees, such as those charged to participate in PTI; grants, such as those supporting our Victims Services Center; and state funding, which accounts for about 35% of revenues but which often are earmarked for specific purposes.

2. Please also estimate, as a percentage, the source of the organization's total annual funding.

82.8	Government Sources	12.3	Private Contributions, Donations and Grants
	Corporate Support, Sponsors		Membership, Dues, Subscriptions
	Ticket Sales, or Sales and Services	4.9	Other

3. Please provide a summary of previous governmental funding applied for, or received, for fiscal year 2023 and fiscal year 2024. (100 words or less)

Both the CCU and the MDC are paid for primarily through a combination of general appropriations from county governments and the General Assembly. The CCU receives additional funding through an appropriation from Jasper County that is earmarked for this program. For much of its history, MDC has operated only in Beaufort County because it alone could provide the community resources necessary to support it. Those resources include funding from the county and the Town of Hilton Head Island, as well as agencies that can provide such services as addiction treatment, vocational rehabilitation and

transitional housing. We launched an expansion into Colleton and Jasper counties in 2021, made possible through a three-year \$750,000 federal grant that allowed us to bring in house counseling services that were in too short supply to make a Jasper o

4. Please provide a summary of other sources of funding or secured for this initiative. (250 words or less)

Both the CCU and the MDC are paid for primarily through a combination of general appropriations from county governments and the General Assembly. The CCU receives additional funding through an appropriation from Jasper County that is earmarked for this program. For much of its history, MDC has operated only in Beaufort County because it alone could provide the community resources necessary to support it. Those resources include funding from the county and the Town of Hilton Head Island, as well as agencies that can provide such services as addiction treatment, vocational rehabilitation and transitional housing. We launched an expansion into Colleton and Jasper counties in 2021, made possible through a three-year \$750,000 federal grant that allowed us to bring in house counseling services that were in too short supply to make a Jasper o

D. FINANCIAL INFORMATION:

Fiscal Year Disclosure: Start Month: July End Month: June

Financial Statement Requirements:

1. The upcoming year's **operating budget** for the organization.

An Organization Budget has been attached to this Application.

2. The previous two years and current year **profit and loss reports** for the organization.

A Current Profit & Loss Report has been attached to this Application.

Profit and Loss Years Provided:

2021

3. The previous two years and current year **balance sheets**.

A Current Balance Sheet has been attached to this Application.

Balance Sheet Years Provided:

FY2016-2021

E. MEASURING EFFECTIVENESS:

1. List any award amounts received in fiscal year 2022 and/or 2023.

2021	\$168,500.00	Career Criminal and Multidisciplinary Court
2022	\$168,500.00	Career Criminal and Multidisciplinary Court

2. How were those funds used? To what extent were the objectives achieved?
(200 words or less)

Both programs are quite healthy in terms of key metrics, despite linger effects of the COVID-19 pandemic. That emergency brought courts to a halt and created a sizeable backlog that will take years to clear if additional resources are not provided. Nonetheless, CCU has earned convictions against 57 defendants in the two years since court operations resumed in full. In CY2022, the unit secured convictions against 14 of 17 Beaufort County defendants it prosecuted and eight of nine southern Beaufort County defendants, including each of two Hilton Head Island defendants. The MDC also is well on the way to recovery – in the final month of calendar year 2022, the program had a record-high 43 participants. While this is due in part to the expansion into Colleton and Jasper Counties, Beaufort’s program has rebounded to

pre-pandemic participation levels and has graduated 14 participants since the start of FY2022, five of them from Hilton Head. MDC posted a remarkable 20% recidivism rate in CY2022, 10 percentage points below historic norms. Fourteen of its 34 participants in CY2022 lived, worked or committed their crimes on Hilton Head Island.

3. What impact did this have on the success of the organization and how did it benefit the community? *(200 words or less)*

We believe the Solicitor's Office's role is to distinguish offenders who battle anti-social behavior from offenders who embrace anti-social behavior and to seek appropriate, cost-effective remedies for both. Arguably, no two programs speak more clearly to this distinction and our mission than the Career Criminal Unit and the Multidisciplinary Court. The CCU continues to help keep crime low in Beaufort County, which is vital to public safety and the health of a tourism-based economy. The MDC helps prevent the next generation of career criminals from forming in the first place and helps residents teetering on the brink of lawlessness return to productive lives. We are particularly proud of the MDC's Veterans track, which allows us to give back to those who have sacrificed for our country, sometimes in ways that make reintegrating into civilian life difficult. Not only do we help get soldiers and Marines back on their feet, we help maintain the viability of another important component of the local economy – our military bases. BRAC committees consider the existence of and support for programs for veterans, such as MDC's Veterans Track, in deciding which bases to close and which to keep open during realignment periods.

4. How does the organization measure the effectiveness of both the overall activity and of individual programs? *(200 words or less)*

Since the Career Criminal program's inception in late 2009, we have

tracked the percentage of defendants convicted and the sentences they have received. Our communications team accesses our case-management system to maintain these tabulations, and they are reviewed regularly by Solicitor Stone to ensure we meet program objectives – specifically, high conviction rates and appropriately severe penalties for offenders. Our attorneys also frequently review cases collectively – both before and after disposition – to ensure our cases are thoroughly and ethically presented and to improve the quality of our prosecution over time.

Similarly, data-driven procedures are coupled with qualitative exercises to ensure the efficacy of other Solicitor’s Office programs, including the Multidisciplinary Court. Recidivism statistics are updated and tracked quarterly. Program director Teresa Pye also participates in monthly roundtables with other program leaders, during which they discuss the key performance indicators of each and suggest ways to create synergies and partnerships across departments. These roundtables produce monthly dashboard reports presented directly to Solicitor Stone so that progress is constantly monitored and problems quickly addressed.

F. EXECUTIVE SUMMARY

Provide an executive summary using the Effectiveness Measurement spreadsheet provided or your own format. If creating your own format, please refer to the Effectiveness Measurement sample spreadsheet and use the criteria as a guideline. *(1300 words or less)*

An Effectiveness Measurement spreadsheet has been attached to this application.

Signature: Jeff Kidd

Title/Position: Administrative Chief of Staff

Mailing Address: PO Box 1880, Bluffton, SC 29910

Email Address: jkidd@scsolicitor14.org

Phone Number: 843-790-6439

Fiscal Year 2024 Affiliated Agency Grant Application

Organization Name: Beaufort County Economic Development Corporation*

Project Name: Beaufort County Economic Development Corp - Annual Support

*Application received after initial deadline

Fiscal Year 2024

Affiliated Agency Grant Application

Organization Name: Beaufort County Economic Development Corporation

Project Name: Beaufort County Economic Development Corp - Annual Support

Executive Summary

An Effectiveness Measurement spreadsheet has been attached to this application.

The BCEDC scorecard (attached) is a transparent measurement that is included in all public presentation.

Fiscal Year 2024

Affiliated Agency Grant Application

Date Received: 02/09/2023

Time Received: 05:10 PM

By: Online Submittal

Applications will not be accepted if submitted after 4 pm on February 3, 2023

A. SUMMARY OF GRANT REQUEST:

ORGANIZATION NAME: Beaufort County Economic Development Corporation

Project/Event Name: Beaufort County Economic Development Corp - Annual Support

Contact Name: John A. OToole

Title: Executive Director

Address: PO Box 7017, Hilton Head Island, SC 29938

Email Address:

jotoole@beaufortscedc.org

Contact Phone: 843-226-3462

Total Budget: \$2,224,570.00

Grant Amount Requested:
\$40,000.00

Provide a brief summary on the intended use of the grant and how the money would be used. (100 words or less)

The Beaufort County Economic Development Corporation was established in 2017. The Beaufort County Economic Development Corporation (BCEDC) strives to be the collaborative entity for organizing, structuring, and leading economic development efforts on behalf of Beaufort County's residents.

The request this year is for \$40,000. These funds will be used to add staff to improve marketing and raise private funds to augment public investments in the BCEDC. The goals of the BCEDC will be to attract \$70 million in

investments across the county and 250 well-paying jobs.

B. DESCRIPTION OF OPERATIONS:

1. For state reporting purposes, give a brief description of the organization. (250 words or less)

The BCEDC strives to be the collaborative driver for leading economic development efforts in the communities we serve. We engage key stakeholders to diversify the county's economy, attract investments, create well-paying jobs, respecting the natural environment. Since its inception the BCEDC has delivered excellent returns on investments for the communities it serves.

In our first 5-years of operations we can point to the following results on Hilton Head Island:

- Investments -- \$47.24 million
- New & retained jobs – 244 jobs
- Average compensation -- \$53,537 annually
- Incentives and Site Funds -- \$2.6 million

2. Describe in detail how the grant would be used? (250 words or less)

The contribution from the Town will support the cost of operations for the BCEDC and ensure that staff will promote the town as a business location and work to retain incumbent businesses. The BCEDC will do all that it can to bring state and county incentives to businesses in the town. The \$15,000 increase to all 4 municipalities will be used to

increase our marketing and private fundraising efforts.

3. What impact would partial funding have on the activities, if full funding were not received? What would the organization change to account for partial funding? *(100 words or less)*

Since inception the 4 towns have contributed equally to the BCEDC. If the town chose not to fully fund this request the BCEDC Board of Directors would have to reevaluate its strategic plans and reduce its planned activities.

4. What is the expected public benefit to these expenditures to the Island's, citizens, visitors, and/or the Town? *(100 words or less)*

It would be expected that in the next fiscal year the BCEDC will assist with more than \$70 million in capital investments and the creation of 250 jobs anticipated to provide on average more than \$53,000 in annually income per worker. This is not necessarily a change but the continuation of the trajectory we have been on year after year. If the efforts to be funded this year are successful we would expect to be able to hold the line on public support and continue to grow with the aid of private investors.

5. Additional comments. *(250 words or less)*

Since its beginnings in 2017 Hilton Head Island and each of the county's other 3 municipalities have contributed \$115,000 towards the operations of the BCEDC. For the last 4-years the town's contribution has been \$25,000. During this time the county has contributed \$375,000 annually towards BCEDC operations and .2 -.3 mills toward site development and job grants (\$674,563 in current fiscal year).

C. FUNDING:

1. Please describe how the organization is currently funded. (100 words or less)

Currently, the BCECD receives \$25,000 from the Towns of Hilton Head Island, Bluffton and Port Royal and the City of Beaufort. The Boards request for the upcoming year is \$40,000. The County provides an \$375,000 for operations. In addition to the county's operational contributions, it also sets aside \$674,563 for site development and job grants. The significant portion of funding to carry out our mission is generated from grants from utilities and other governmental agencies. The balance of funds is made up of sponsorships.

2. Please also estimate, as a percentage, the source of the organization's total annual funding.

85	Government Sources	14	Private Contributions, Donations and Grants
1	Corporate Support, Sponsors		Membership, Dues, Subscriptions
	Ticket Sales, or Sales and Services		Other

3. Please provide a summary of previous governmental funding applied for, or received, for fiscal year 2023 and fiscal year 2024. (100 words or less)

The BCECD monitor's grant opportunities for each of the towns/city and the county. In the upcoming fiscal year, through the expansion of staff, we expect to increase private investments in our operations.

4. Please provide a summary of other sources of funding or secured for this initiative. (250 words or less)

The BCEDC monitor's grant opportunities for each of the towns/city and the county. In the upcoming fiscal year, through the expansion of staff, we expect to increase private investments in our operations.

D. FINANCIAL INFORMATION:

Fiscal Year Disclosure: Start Month: 07/01/2022 End Month: 12/31/2022

Financial Statement Requirements:

1. The upcoming year's **operating budget** for the organization.

An Organization Budget has been attached to this Application.

2. The previous two years and current year **profit and loss reports** for the organization.

A Current Profit & Loss Report has been attached to this Application.

Profit and Loss Years Provided:

FY 21

FY 20

FY 22

FY 22

3. The previous two years and current year **balance sheets**.

A Current Balance Sheet has been attached to this Application.

Balance Sheet Years Provided:

FY 21

FY 20

22

E. MEASURING EFFECTIVENESS:

1. List any award amounts received in fiscal year 2022 and/or 2023.

2022	\$25,000.00	BCEDC - Town Contribution
2022	\$25,000.00	BCEDC - Annual Town Support
2021	\$25,000.00	Operations
2020	\$25,000.00	BCEDC - Annual Town Support

2. How were those funds used? To what extent were the objectives achieved?

(200 words or less)

These funds were used in support of the BCEDC operations as described earlier in this submittal.

3. What impact did this have on the success of the organization and how did it benefit the community? *(200 words or less)*

The town's financial support and staff support are an important part of the BCEDC's success to date.

4. How does the organization measure the effectiveness of both the overall activity and of individual programs? *(200 words or less)*

The BCEDC measures success by: capital investments, jobs created and retained, wages paid, incentives received by new or expanding companies, number of economic development leads and overall economic impact on the towns/city/county/region.

F. EXECUTIVE SUMMARY

Provide an executive summary using the Effectiveness Measurement spreadsheet provided or your own format. If creating your own format, please refer to the Effectiveness Measurement sample spreadsheet and use the criteria as a guideline. *(1300 words or less)*

An Effectiveness Measurement spreadsheet has been attached to this application.

The BCEDC scorecard (attached) is a transparent measurement that is included in all public presentation.

Signature: John A O'Toole

Title/Position: Executive Director

Mailing Address: PO Box 7017, Hilton Head Island, SC 29938

Email Address: jotoole@beaufortscedc.org

Phone Number: 843-226-3362

Fiscal Year 2024 Affiliated Agency Grant Application

Organization Name: Coastal Discovery Museum*

Project Name: Museum Management Fee

*Application received after initial deadline

Fiscal Year 2024

Affiliated Agency Grant Application

Organization Name: Coastal Discovery Museum

Project Name: Museum Management Fee

Executive Summary

An Effectiveness Measurement spreadsheet has been attached to this application.

The Coastal Discovery Museum is a mainstay for both local residents and tourists visiting Hilton Head Island. Our 68-acre historic property and museum are open for all to enjoy free of charge, and we offer year-round programming for all ages. We hosted our first visitors at Honey Horn in 2007 and have steadily grown our programs to become a vital part of the island's recreation, leisure, and educational economy. Since then we have reached over 1.4 million patrons, including over 1 million tourists. The Town of Hilton Head Island grant support is a significant part of this success. It has allowed us to continue operating in difficult times, including while we served as a FEMA debris management site after Hurricane Matthew and during the COVID-19 pandemic.

The Coastal Discovery Museum has an important mission – to inspire people to care for the Lowcountry – but we also strive to be a business that operates ethically, sustainably, and efficiently. Governmental funding provides approximately 30% of the museum's operating budget and without it our marketing efforts, programming, and facilities would not be performing at the level required to maximize our benefit to the tourism economy and the local community. We know that funding is limited and we are careful to be responsible stewards of this grant.

Governmental funding has allowed us to serve the public good, to market and maintain the Town of Hilton Head Island's Honey Horn property as an active and vibrant destination for visitors and residents to enjoy. We want to continue to be a strong partner with the town in hosting community-focused events on our property and town support allows us to do so at no charge to the town when it serves the public good. We are particularly proud of the service that we provide to area schools, teaching the

next generation of Hilton Head residents to value our environment, history, culture, and art so that we can maintain the island that we love today for future generations. Town support of this initiative means that we can provide 10,000 school program experiences at Honey Horn per year, in addition to all of the other ways we enrich living on this island.

Fiscal Year 2024

Affiliated Agency Grant Application

Date Received: 02/09/2023

Time Received: 04:35 PM

By: Online Submittal

Applications will not be accepted if submitted after 4 pm on February 3, 2023

A. SUMMARY OF GRANT REQUEST:

ORGANIZATION NAME: Coastal Discovery Museum

Project/Event Name: Museum Management Fee

Contact Name: Rex Garniewicz

Title: President and CEO

Address: 70 Honey Horn Drive, Hilton Head Island, SC 29926

Email Address:

rgarniewicz@coastaldiscovery.org

Contact Phone: 843-415-8500

Total Budget: \$1,610,775.00

Grant Amount Requested:
\$102,432.00

Provide a brief summary on the intended use of the grant and how the money would be used. (100 words or less)

Coastal Discovery Museum has flourished through support from the Town of Hilton Head Island. Over the past 15 years at Honey Horn, we grew to be the 3rd most popular museum in SC and the top third attraction on the island. The private/public partnership keeps the museum and grounds open free of charge as a public benefit to residents and visitors. We request support for three partial salaries, the Director of Finance 50%; Curator of Education 70%; Museum Educator 70%, so we can continue to provide these services and grow as a free museum with reduced cost educational programs.

B. DESCRIPTION OF OPERATIONS:

1. For state reporting purposes, give a brief description of the organization. (250 words or less)

Founded in 1985, the mission of the Coastal Discovery Museum is to inspire people to care for the Lowcountry. We do so by teaching them about our fragile environment, fascinating history, complex culture, and by encouraging them to take an active role as stewards of these resources. Beginning in 2007 when we opened at Honey Horn, a Town of Hilton Head Island property, we became more than just a museum. We have permanent exhibits and a constantly changing temporary gallery, but also feature 68 acres of natural beauty, including HHI's oldest buildings, ancient trees, open fields, and boardwalks extending into the marsh. CDM has become a favorite location for cultural festivals, weddings, special events, and our Farmers' Market. Visitors are inspired to learn about Hilton Head Island, participate in nature or history walks, talks, and site-specific programs along the boardwalks or in the Butterfly Enclosure. Guests can tour the Heritage Garden, the Camellia Garden, a replica shell ring, and visit our Marsh Tacky horse in residence. For the past ten years, the Museum has enhanced and expanded its offerings of Cultural and Eco-Tourism programs: Lowcountry critters, walks, talks, tours, workshops, temporary exhibitions, family fun day, history day, horseshoe and blue crab programs, dolphin tours, excursions to Daufuskie and Pinckney Islands, marine life presentations, birding, butterfly workshops, Native Islander demonstrations, Civil War programs, sweet grass basket-making classes, loggerhead sea turtle presentations and beach walks.

2. Describe in detail how the grant would be used? (250 words or less)

The museum makes every attempt to secure revenue from outside the town's operating budget. Most museum positions are self sufficient from program fees, grants (including ATAX), and fundraising activities.

The management of museum operations and finances by the Director of Finance and our two education positions serve the public good by keeping the museum open to the public and providing 10,000 student experiences per year for our local school kids. These positions are not fully funded through earned revenue because we do not want to have a barrier to access for people who cannot afford to pay to come to the museum or participate in our school programs. This grant, which we have received for the past 15 years will allow us to continue providing these services.

3. What impact would partial funding have on the activities, if full funding were not received? What would the organization change to account for partial funding? *(100 words or less)*

The Town has provided Museum Management Fee support to the Museum since 2007. This request is an increase of \$9,656 over our previous grant. This increase is directly tied to increased staffing costs for the three museum positions tied to cost of living increases. If we were not fully funded we would continue our outside fundraising efforts to cover the difference, but ultimately our goal is to retain high-quality employees who serve the public and manage island visitors to our property, and Town support is a huge part of this success.

4. What is the expected public benefit to these expenditures to the Island's, citizens, visitors, and/or the Town? *(100 words or less)*

The town is fortunate to have a museum that is open to all, free of charge, which can inspire everyone here. The museum, as a private 501c3, can raise philanthropic donations and grants to help cover operational costs and fully staff this 70-acre property at a cost that is significantly less than if the town maintained and operated the property itself. We intend to continue to broaden what we do to serve citizens, visitors, and the Town, and this is further described under additional comments.

5. Additional comments. (250 words or less)

Coastal Discovery Museum has become an integral part of Hilton Head Island's recreation, leisure, and educational landscape and will continue to grow to better serve the Island's citizens and visitors. The museum has \$1.8m in funding to renovate the existing hay barn into an exhibition space to tell the story of Santa Elena, named in 1526 on Hilton Head Island and in 1566 on Parris Island, the first European capital in North America. This first chapter of American history is now in SC 4th and 8th grade textbooks, and will see increased demand on our educators in the coming years. We are excited that the museum will be the center for telling this great American story.

C. FUNDING:

1. Please describe how the organization is currently funded. (100 words or less)

Coastal Discovery Museum operations are funded through multiple income streams. Last year grants totaled \$481,611; including ATAX, corporate, and federal grants. Our program, events, and rental revenues totaled \$376,866. Our store sales, membership, and individual donations totaled \$583,824. We receive \$92,775 in direct town funding. Our economic model allows us to earn approximately half of our operating budget through our business operations while still keeping the grounds open to visitors free of charge. Earned revenue significantly reduces the public cost of operating this property, owned by the Town of Hilton Head Island and operated by CDM.

2. Please also estimate, as a percentage, the source of the organization's total annual funding.

30	Government Sources	33	Private Contributions, Donations and Grants
4	Corporate Support, Sponsors	3	Membership, Dues, Subscriptions
10	Ticket Sales, or Sales and Services	20	Other

3. Please provide a summary of previous governmental funding applied for, or received, for fiscal year 2023 and fiscal year 2024. (100 words or less)

Funding for the remaining portions of these salaries come from other grants and donations to the museum. We are particularly indebted to Bargain Box for supporting the materials cost for most of our educational programs.

4. Please provide a summary of other sources of funding or secured for this initiative. (250 words or less)

Funding for the remaining portions of these salaries come from other grants and donations to the museum. We are particularly indebted to Bargain Box for supporting the materials cost for most of our educational programs.

D. FINANCIAL INFORMATION:

Fiscal Year Disclosure: Start Month: July End Month: June

Financial Statement Requirements:

1. The upcoming year's **operating budget** for the organization.
An Organization Budget has been attached to this Application.
2. The previous two years and current year **profit and loss reports** for the

organization.

A Current Profit & Loss Report has been attached to this Application.

Profit and Loss Years Provided:

FY 2021

FY 2020

FY 2022

3. The previous two years and current year **balance sheets**.

Balance Sheet Years Provided:

FY 2021

FY 2020

FY 2022

January 23 - Balance Sheet

E. MEASURING EFFECTIVENESS:

1. List any award amounts received in fiscal year 2022 and/or 2023.

2021	\$75,000.00	Museum Management Fee
2020	\$75,000.00	Museum Management Fee
2022	\$92,775.00	Museum Management Fee

2. How were those funds used? To what extent were the objectives achieved?

(200 words or less)

These funds were used to manage the museum and operate some of our educational programs. In our fiscal year ending June 2020 we served over 100,000 people, over 90k on our Honey Horn property, including 4192 students. In the year ending June 2021 we served over

76,000 patrons and 4237 school kids. In the first six months of this year, from July-December 2021 we have had over 50,000 people on our property and have also seen a doubling in student programs. Throughout the pandemic we have been able to continue offering on-site and school services at no charge due to the support we receive from the Town of Hilton Head in partially funding positions including our Director of Finance and our Museum Educators. Without this support we would not be able to serve so many people and fully maintain this town-owned property.

3. What impact did this have on the success of the organization and how did it benefit the community? (200 words or less)

Over the past 15 years, support from the Town of Hilton Head Island has really allowed the museum to flourish and serve our entire community. Over that period of time, the museum has more than doubled its attendance and revenue. The museum has, or is in the process of, renovating all of the town-owned buildings on the Honey Horn property, and staffs and manages the property for the benefit of all Hilton Head Island residents. We would not have this success without the support of the town in the form of the management fee, assistance with financial accounting and reporting, as well as regular landscaping services. This museum on Town-owned land which is operated by a separate 501(c)3 organization is a model public-private partnership in serving the Hilton Head Island community.

4. How does the organization measure the effectiveness of both the overall activity and of individual programs? (200 words or less)

Overall effectiveness is measured in increased mission-based attendance, serving as a community resource, and connecting visitors to cultural and ecotourism opportunities on the island. One of our

strongest qualitative measures of success in this category is the quality of reviews we receive online from sources like TripAdvisor where we are the top thing to do on the Island after the beach and bike trails. We have received a certificate of excellence from TripAdvisor, we were named best museum of the Lowcountry by WTOC, and are recognized as one of 200 Affiliates of the Smithsonian Institution in the US and we are featured on the American Camellia Trail.

F. EXECUTIVE SUMMARY

Provide an executive summary using the Effectiveness Measurement spreadsheet provided or your own format. If creating your own format, please refer to the Effectiveness Measurement sample spreadsheet and use the criteria as a guideline. *(1300 words or less)*

An Effectiveness Measurement spreadsheet has been attached to this application.

The Coastal Discovery Museum is a mainstay for both local residents and tourists visiting Hilton Head Island. Our 68-acre historic property and museum are open for all to enjoy free of charge, and we offer year-round programming for all ages. We hosted our first visitors at Honey Horn in 2007 and have steadily grown our programs to become a vital part of the island's recreation, leisure, and educational economy. Since then we have reached over 1.4 million patrons, including over 1 million tourists. The Town of Hilton Head Island grant support is a significant part of this success. It has allowed us to continue operating in difficult times, including while we served as a FEMA debris management site after Hurricane Matthew and during the COVID-19 pandemic.

The Coastal Discovery Museum has an important mission – to inspire people to care for the Lowcountry – but we also strive to be a business that operates ethically, sustainably, and efficiently. Governmental funding provides approximately 30% of the museum's operating budget and without it our marketing efforts, programming, and facilities would not be performing at the level required to maximize our benefit to the tourism economy and the

local community. We know that funding is limited and we are careful to be responsible stewards of this grant.

Governmental funding has allowed us to serve the public good, to market and maintain the Town of Hilton Head Island's Honey Horn property as an active and vibrant destination for visitors and residents to enjoy. We want to continue to be a strong partner with the town in hosting community-focused events on our property and town support allows us to do so at no charge to the town when it serves the public good. We are particularly proud of the service that we provide to area schools, teaching the next generation of Hilton Head residents to value our environment, history, culture, and art so that we can maintain the island that we love today for future generations. Town support of this initiative means that we can provide 10,000 school program experiences at Honey Horn per year, in addition to all of the other ways we enrich living on this island.

Signature: Rex Garniewicz

Title/Position: President/CEO

Mailing Address: PO Box 23497, Hilton Head Island, SC 29925

Email Address: rgarniewicz@coastaldiscovery.org

Phone Number: 843-415-8500

Fiscal Year 2024 Affiliated Agency Grant Application

Organization Name: Hilton Head Island Recreation Association

Project Name: Island Rec Budget FY 24

Fiscal Year 2024

Affiliated Agency Grant Application

Organization Name: Hilton Head Island Recreation Association

Project Name: Island Rec Budget FY 24

Executive Summary

An Effectiveness Measurement spreadsheet has been attached to this application.

The Association has greatly appreciated the 35-plus year relationship with the Town. The partnership has helped both the Association and the Town thrive while serving the community. In 2022, we provided 200 plus programs and events for community members of all ages, and managed the scheduling of the Island Recreation and Senior Centers, also while coordinating the scheduling of Town-owned parks.

The Board of Directors believed that the request for FY 24 has anticipated growth through the Association's programs. The funding request to the Town in FY24 is a 3.5% increase from FY 23. The program (11%) and event/other income (18%) are budgeted for increases. The overall FY 24 budget has a (10%) increase.

In the NRPA Performance review for both 2022 and 2023, the Association provides programs and events which are similar to communities of the same size.

The Board is anticipating several headwinds, including the continued recruiting and maintaining quality employees. The additional cost of doing business. The Board has a Human Resource Committee working with the staff to tackle employment issues.

Again, we appreciate the opportunity to come before the F & A Committee to outline our services and funding request for FY 23.

Fiscal Year 2024

Affiliated Agency Grant Application

Date Received: 02/01/2023

Time Received: 07:04 AM

By: Online Submittal

Applications will not be accepted if submitted after 4 pm on February 3, 2023

A. SUMMARY OF GRANT REQUEST:

ORGANIZATION NAME: Hilton Head Island Recreation Association

Project/Event Name: Island Rec Budget FY 24

Contact Name: Frank Soule

Title: Executive Parks and Recreation Director

Address: P.O. Box 22593, HILTON HEAD ISLAND, SC 29925

Email Address: frank.soule@islandreccenter.org

Contact Phone: 843-683-7203

Total Budget: \$3,394,656.00

Grant Amount Requested: \$1,123,766.00

Provide a brief summary on the intended use of the grant and how the money would be used.
(100 words or less)

The Association presents this funding request with these objectives; to provide the best in class recreational services to the community, while effectively managing the world-class recreational facilities.

B. DESCRIPTION OF OPERATIONS:

1. For state reporting purposes, give a brief description of the organization. (250 words or less)

The Hilton Head Island Recreation Association is a non-profit organization that was founded in 1977 to provide recreation programs to the community with the development of the Island Youth Center by the Hilton Head Island Rotary Club. As the Island continued to grow so did the Association. The first MOU with Town was in 1986 for the development, construction, and program management of the Island Recreation Center which opened in 1988. This long-standing partnership has led to many projects such as the development of Crossings and Chaplin Parks to the enhancement and expansion of the Island Recreation Center which reopened in 2019.

In 1992, the SHARE Center joined the Association to provide senior programs. Today,

there are over 600 members of the Hilton Head Island Senior Center involved in programs from fitness to social activities.

The Association has 17 volunteer board members, 20 volunteer advisory board members, 17 full-time staff members, and 30 part-time staff members (summertime/part-time is 85 plus). The Association provides over 200 programs and community events throughout the year, with 554,034 participant visits annually. Through the Carmine's Scholarship Foundation, the Association has been able to award over \$328,196 to families in need to ensure that no child is denied recreation or education programs at the Island Recreation Center. The main focus of these scholarships is on Preschool and Youth Programs.

Volunteers donate over 15,048 hours of their time to coach youth sports, help at community events, serve on the Board and Advisory Boards, and at the Hilton Head Island Senior Center. This saves our community over \$440,755.92 @ \$29.95 an hourly rate.

2. Describe in detail how the grant would be used? (250 words or less)

The funding received provides community-wide public recreation programs, community events, and effective management of facilities for the Town of Hilton Head Island and its residents. This effort promotes health and wellness, along with building a sense of community through parks and recreation programs.

The Island Recreation Center is open seven days a week. Monday-Friday 5:30 am – 9:00 pm, Saturday 8:00 am to 4:00 pm, and Sunday 11:00 am to 3:00 pm. Hours vary and will be extended depending on programs and program times. The Hilton Head Island Senior Center hours are Monday-Friday 8:30 am to 4:00 pm. There are times when usage starts early or goes beyond normal hours of operation.

The Association staff coordinates the scheduling of Town-owned parks including the following: Bristol Sports Rink, Crossings Park, Chaplin Community Park, Shelter Cove Community Park, Barker Field Extension, Barker Field, Lowcountry Celebration Park, Jarvis Creek Park, and the Sailing and Rowing Center at Squire Pope Rd. The scheduling includes athletics, shelter rentals, and community events.

3. What impact would partial funding have on the activities, if full funding were not received? What would the organization change to account for partial funding? (100 words or less)

If full funding was not received, there would be an increase in program fees and sponsorships, along with exploring grant and fundraising opportunities. The

Association would also have to look at a reduction in the hours of operations at Island Rec and Senior Centers. Elimination of programs and events in conjunction with cutting staff salary increases, reducing part-time staff hours, and termination of staff positions.

4. What is the expected public benefit to these expenditures to the Island's, citizens, visitors, and/or the Town? (100 words or less)

Here are five statements showcasing the fundamental role played in our community by parks and recreation and the services the Association provides to the residents and visitors.

Promoting Health and Wellness

Programs and educational activities are critical to childhood development

Drives economic opportunities

Strengthens communities and brings people together

Parks Build Community

5. Additional comments. (250 words or less)

The Town's Finance Department prepares bi-weekly the Association's payroll and weekly payable checks. The Town provides a monthly financial statement and general ledger report. The Town also works to produce an annual audit through the contracted firm. Capital Expenditures are reviewed by the Town and the Association is reimbursed for these expenses. All financial records are available to the public.

C. FUNDING:

1. Please describe how the organization is currently funded. (100 words or less)

The Association's funding comes from program fees, sponsorships, community events, annual fundraising, and government support. These resources allow the Association to continue the effective management of recreational facilities, as well as the coordination of recreation programs and community events. The percentage breakdown is below in the application.

2. Please also estimate, as a percentage, the source of the organization's total annual funding.

<u>33</u>	Government Sources	<u>10</u>	Private Contributions, Donations and Grants
<u>6</u>	Corporate Support, Sponsors	<u>47</u>	Membership, Dues, Subscriptions
<u>0</u>	Ticket Sales, or Sales and Services	<u>4</u>	Other

3. Please provide a summary of previous governmental funding applied for, or received, for fiscal year 2023 and fiscal year 2024. (100 words or less)

The Association anticipates funds totaling \$2,270,890 from program fees, sponsorships, community events, and fundraising.

4. Please provide a summary of other sources of funding or secured for this initiative. (250 words or less)

The Association anticipates funds totaling \$2,270,890 from program fees, sponsorships, community events, and fundraising.

D. FINANCIAL INFORMATION:

Fiscal Year Disclosure: Start Month: July 1 End Month: June 30

Financial Statement Requirements:

1. The upcoming year's **operating budget** for the organization.

An Organization Budget has been attached to this Application.

2. The previous two years and current year **profit and loss reports** for the organization.

A Current Profit & Loss Report has been attached to this Application.

Profit and Loss Years Provided:

Previous Year
FY 21 and FY 22

3. The previous two years and current year **balance sheets**.

A Current Balance Sheet has been attached to this Application.

Balance Sheet Years Provided:

FY 21

FY 20

FY 22

E. MEASURING EFFECTIVENESS:

1. List any award amounts received in fiscal year 2022 and/or 2023.

2021	\$1,060,707.00	Recreation Programs and facilities management
2022	\$1,087,578.00	Recreation Programs and facilities management
2023	\$1,099,304.00	Recreation Programs and facilities management

2. How were those funds used? To what extent were the objectives achieved? (200 words or less)

The funds received were used to implement community-wide recreation programs, and maintain the Island Recreation and Senior Centers, along with schedule coordination of the Town parks.

The participation levels at programs and community events met the expectations set by the Board.

3. What impact did this have on the success of the organization and how did it benefit the community? (200 words or less)

The success of the Association is critical to the well-being of the community. Without positive recreation programs for all ages along with established parks systems, our community will fail its residents. The partnership with the Town has allowed the Association to create world-class recreation programs and aided in the management of facilities. The residents have had far-reaching benefits from health and wellness to social activities which produce an ongoing sense of community.

4. How does the organization measure the effectiveness of both the overall activity and of individual programs? (200 words or less)

The Association measures the effectiveness of our program through the evaluations of program participants as well as the staff and volunteers. These evaluations are then reviewed but the Association's Program Review Committee, which reports to the Board of Directors. Any suggestions or concerns are addressed by the Board and Staff.

The Association surveys the community annually. It addresses facilities usage, event attendance, and marketing, along with opportunities to suggest improvements and how to receive information for the Association. Survey results are reviewed by the Executive Committee and then by the Board with recommendations being given to the staff for implementation.

The Association also works with USCB to survey the attendees to make certain that we are providing great community events. The Association and USCB work to ensure that the marketing dollars spent to market the events are being spent to attract the most attendees as possible by specifically asking which marketing source drew them to the area and if it was specifically for the event or secondary.

Our program's success is also measured by the children's success in our programs, the return of attendees, and parents' responses through program surveys. We could not continue to grow the programs every year without the overwhelming response from families about how their children have thrived and enjoyed the programs and the joy they see in their children during these programs.

F. EXECUTIVE SUMMARY

Provide an executive summary using the Effectiveness Measurement spreadsheet provided or your own format. If creating your own format, please refer to the Effectiveness Measurement sample spreadsheet and use the criteria as a guideline. (1300 words or less)

An Effectiveness Measurement spreadsheet has been attached to this application.

The Association has greatly appreciated the 35-plus year relationship with the Town. The partnership has helped both the Association and the Town thrive while serving the community. In 2022, we provided 200 plus programs and events for community members of all ages, and managed the scheduling of the Island Recreation and Senior Centers, also while coordinating the scheduling of Town-owned parks.

The Board of Directors believed that the request for FY 24 has anticipated growth through the Association's programs. The funding request to the Town in FY24 is a 3.5% increase from FY 23. The program (11%) and event/other income (18%) are budgeted for increases. The overall FY 24 budget has a (10%) increase.

In the NRPA Performance review for both 2022 and 2023, the Association provides programs and events which are similar to communities of the same size.

The Board is anticipating several headwinds, including the continued recruiting and maintaining quality employees. The additional cost of doing business. The Board has a Human Resource Committee working with the staff to tackle employment issues.

Again, we appreciate the opportunity to come before the F & A Committee to outline our services and funding request for FY 23.

Signature: frank soule

Title/Position:

Mailing Address: P.O. Box 22593, HILTON HEAD ISLAND, SC 29926

Email Address: frank.soule@islandreccenter.org

Phone Number: 843-683-7203

Fiscal Year 2024 Affiliated Agency Grant Application

Organization Name: Hilton Head Regional Habitat for Humanity

Project Name: Land Purchase to Build Workforce Housing

Fiscal Year 2024

Affiliated Agency Grant Application

Organization Name: Hilton Head Regional Habitat for Humanity

Project Name: Land Purchase to Build Workforce Housing

Executive Summary

An Effectiveness Measurement spreadsheet has been attached to this application.

Fiscal Year 2024

Affiliated Agency Grant Application

Date Received: 02/03/2023

Time Received: 11:30 AM

By: Online Submittal

Applications will not be accepted if submitted after 4 pm on February 3, 2023

A. SUMMARY OF GRANT REQUEST:

ORGANIZATION NAME: Hilton Head Regional Habitat for Humanity

Project/Event Name: Land Purchase to Build Workforce Housing

Contact Name: Brenda Dooley

Title: Executive Director

Address: PO Box 2747, Bluffton, SC 29910

Email Address:

brendadooley@habitatthi.org

Contact Phone: 843-651-5864

Total Budget: \$2,328,225.00

Grant Amount Requested:
\$500,000.00

Provide a brief summary on the intended use of the grant and how the money would be used. (100 words or less)

Hilton Head Regional Habitat for Humanity is requesting \$500,000 for the Affiliated Organization Grant. As affordable housing on the island is not readily available, all the funds from this grant will go to purchasing land on Hilton Head Island so we can build more affordable homes on the island for the area's growing workforce. We hope to be able to find a one-acre plot that we can purchase to add 8-10 Habitat homes.

B. DESCRIPTION OF OPERATIONS:

-
1. For state reporting purposes, give a brief description of the organization. (250 words or less)

Habitat for Humanity's mission is "Seeking to put God's love into action, Habitat for Humanity brings people together to build affordable homes, communities, and hope." Hilton Head Regional Habitat for Humanity partners with families in need of an affordable home of their own; fostering stability, self-reliance, and a strong sense of community.

Affordable housing on the Hilton Head Island has all but disappeared. This puts a burden on low-income/workforce families who are trying to work and live in this area. HHRHFH is addressing this by creating a pathway for home ownership for these families. To become a family partner (a homebuyer through Habitat), the family must go through an intensive application process, attend home-ownership classes, and perform at least 300 hours of sweat equity. At completion of the build, they purchase the home with a no-interest mortgage which has a monthly payment plan at 30% or less of their household income. To date, HHRHFH has completed 124 homes in Jasper and in southern Beaufort Counties.

All the funds from this grant will go to purchasing land on Hilton Head Island so we can build more affordable homes on the island for the area's growing workforce. We hope to be able to find a one-acre plot that we can purchase to add 8-10 Habitat homes

2. Describe in detail how the grant would be used? (250 words or less)

The final outcome of the grants fund would be to create up to ten new affordable houses on Hilton Head Island for low-income/workforce families. The funds would be used just to purchase the land. The homes would be built through HHRHFH fundraising. This current year, we already have the funds secured to build six houses, and this is typical of our fundraising efforts. These funds are raised through events, mailings, social media, grants, and general donations. The past few years have shown that many donors are more likely to give to

projects that are on the Hilton Head Island. Each house costs approximately \$110,000 to build. After securing the land, it would take us approximately two years to fundraise the remaining costs for building the homes and to complete construction.

HHRHFH serves families earning between 30% and 70% of the average median household in southern Beaufort and Jasper Counties. We do not discriminate based on age, race, ethnicity, religion, or any other status.

3. What impact would partial funding have on the activities, if full funding were not received? What would the organization change to account for partial funding? *(100 words or less)*

We currently have land in Ridgeland where we could spend our time raising money for infrastructure and beginning to build there. While that is a great option, we know that the need is the greatest on Hilton Head. If available, we could look at smaller lots on Hilton Head.

4. What is the expected public benefit to these expenditures to the Island's, citizens, visitors, and/or the Town? *(100 words or less)*

The public benefit would be for ten workforce families on Hilton Head Island to have a home on the island, increasing the probability that they will work on Hilton Head. As mentioned above, we will be looking for funding to build infrastructure in Ridgeland. We currently estimate that will cost over \$2,000,000. Our only change in service is that we are currently piloting a "Home Repair Project." This project is currently working with existing Habitat Homes that need critical home repairs to maintain health and safety.

5. Additional comments. (250 words or less)

HHRHFH has enjoyed a long partnership with the Town of Hilton Head Island. In the past, council members as well as staff have come to work on our job sites, literally building workforce housing. We are constantly looking for ways to deepen the community spirit here on Hilton Head Island of everyone partnering together to solve a problem.

C. FUNDING:

1. Please describe how the organization is currently funded. (100 words or less)

Administrative and program support salaries are funded through our ReStore, the Habitat thrift-shop. Other administrative funds are offset through year-end fundraising efforts. Funds for building houses are raised through local events, mailings, social media, grants, and general donations.

2. Please also estimate, as a percentage, the source of the organization's total annual funding.

<u>1</u>	Government Sources	<u>0</u>	Private Contributions, Donations and Grants
<u>22</u>	Corporate Support, Sponsors		Membership, Dues, Subscriptions
<u>5</u>	Ticket Sales, or Sales and Services	<u>72</u>	Other

3. Please provide a summary of previous governmental funding applied for, or received, for fiscal year 2023 and fiscal year 2024. (100 words or less)

While searching for land and building homes is not new, specifically looking to purchase land on Hilton Head Island is. We know that if we can raise the money to purchase the land, we will be able to raise the funds to build each individual house.

4. Please provide a summary of other sources of funding or secured for this initiative. (250 words or less)

While searching for land and building homes is not new, specifically looking to purchase land on Hilton Head Island is. We know that if we can raise the money to purchase the land, we will be able to raise the funds to build each individual house.

D. FINANCIAL INFORMATION:

Fiscal Year Disclosure: Start Month: July End Month: June

Financial Statement Requirements:

1. The upcoming year's **operating budget** for the organization.

An Organization Budget has been attached to this Application.

2. The previous two years and current year **profit and loss reports** for the organization.

A Current Profit & Loss Report has been attached to this Application.

Profit and Loss Years Provided:

FY22

FY 2021

3. The previous two years and current year **balance sheets**.

A Current Balance Sheet has been attached to this Application.

Balance Sheet Years Provided:

FY 21

E. MEASURING EFFECTIVENESS:

1. List any award amounts received in fiscal year 2022 and/or 2023.

2. How were those funds used? To what extent were the objectives achieved?
(200 words or less)

n/a

3. What impact did this have on the success of the organization and how did it benefit the community? *(200 words or less)*

n/a

4. How does the organization measure the effectiveness of both the overall activity and of individual programs? *(200 words or less)*

The objective is to provide safe, secure, housing to 10 low-income/workforce families. The overall project budget to build 10 houses is \$1.7 Million. It will cost us \$500,000 to purchase an acre of land on the island, and each home will cost \$110,000. We measure effectiveness by number of participants who complete the program and purchase the home, followed by number of participants who pay their mortgage on time.

This accrues to public benefit because workforce housing is at a critical point on Hilton Head Island. This is on the council's priority list and in

November the council adopted a Workforce Housing Framework after studying a Workforce Housing Needs Assessment. The biggest areas of growth in population are those making under \$25,000 or above \$150,000. With no housing for middle class families, these families have moved to other areas of the Lowcountry and accepting work positions off of the island. This is causing a workforce shortage on Hilton Head.

Our affiliate builds 6-8 houses per year, and we work with families through the life of their mortgages serving almost 400 individuals per year. Demographics for our current homeowners include 47% African American, 46% Hispanic, 6% White/Caucasian, 1% Asian Indian.

F. EXECUTIVE SUMMARY

Provide an executive summary using the Effectiveness Measurement spreadsheet provided or your own format. If creating your own format, please refer to the Effectiveness Measurement sample spreadsheet and use the criteria as a guideline. *(1300 words or less)*

An Effectiveness Measurement spreadsheet has been attached to this application.

Signature: Jeb Bush

Title/Position: Development Director

Mailing Address: PO Box 2747, Bluffton, SC 29910

Email Address: jebbush@habitathhi.org

Phone Number: 843-681-5864

Fiscal Year 2024 Affiliated Agency Grant Application

Organization Name: Lowcountry Regional Transportation Authority

Project Name: Palmetto Breeze

Fiscal Year 2024

Affiliated Agency Grant Application

Organization Name: Lowcountry Regional Transportation Authority

Project Name: Palmetto Breeze

Executive Summary

An Effectiveness Measurement spreadsheet has been attached to this application.

Fiscal Year 2024

Affiliated Agency Grant Application

Date Received: 02/03/2023

Time Received: 02:38 PM

By: Online Submittal

Applications will not be accepted if submitted after 4 pm on February 3, 2023

A. SUMMARY OF GRANT REQUEST:

ORGANIZATION NAME: Lowcountry Regional Transportation Authority

Project/Event Name: Palmetto Breeze

Contact Name: Kristine Hepburn

Title: Director of Finance & Administration

Address: PO Box 2029, Bluffton, SC 29910

Email Address:
khepburn@palmettobreezetransit.com

Contact Phone: 843-757-5784

Total Budget: \$6,215,990.00

Grant Amount Requested:
\$249,911.00

Provide a brief summary on the intended use of the grant and how the money would be used. (100 words or less)

The Lowcountry Regional Transportation Authority DBA Palmetto Breeze respectfully requests **\$199,911** for Fiscal Year 2024 in order to support the provision of public transportation throughout the Hilton Head Island/Bluffton Urbanized Area, including the Town of Hilton Head Island. This amount represents our best estimate of the amount that will be needed to match the Federal grant that funds the urban service and is based on a comparative analysis of past grant funding. The Federal Transit Administration (FTA) has not released the Federal Fiscal Year 2024 grant apportionments, which means that, while we do not anticipate a significant change, our request may be subject to amendment. Lowcountry RTA is also requesting a **\$50,000**

contribution toward the local match for the rural commuter program.

B. DESCRIPTION OF OPERATIONS:

1. For state reporting purposes, give a brief description of the organization. (250 words or less)

Lowcountry RTA has been a rural (Section 5311) transportation provider since its inception in the late 1970s. The South Carolina Department of Transportation (SCDOT) administers the rural grant programs that combined with fares and both state and local matching funds, account for the revenue necessary to operate the system. Historically, the local match has been provided by Allendale, Beaufort, Colleton, Hampton, and Jasper Counties, as well as the Town of Hilton Head Island. In February 2017, Lowcountry RTA was approved by the FTA as a direct recipient of urban (Section 5307) funds, designated to serve the Hilton Head Island/Bluffton Urbanized Area.

Lowcountry RTA is one of the 10 regional public transportation systems created under South Carolina state law and, at present day, is the designated public transportation provider for the five-county region that encompasses Allendale, Beaufort, Colleton, Hampton, and Jasper Counties. Our mission is “(to) provide regionally the safest, most innovative, cost efficient, multi-modal public transportation system possible” and it carries out this mission by providing a mixture of commuter bus services, local public transit in several of the region’s greater municipal areas, including Hilton Head Island, Beaufort, and Bluffton), and through some shuttle services and other operations. As a result, there is some level of public transit service available in every one of the five counties in the LRTA region, with a primary focus on Beaufort County.

2. Describe in detail how the grant would be used? (250 words or less)

The most recent urban (Section 5307) grant project (for Federal Fiscal Year 2022) includes the continuation of the Breeze Trolley service on Hilton Head Island, operation of the Bluffton Breeze service, and facility improvements at our Benton Field Road campus, and has a total project cost of \$1,744,949. The grant funding for this project consists of \$1,101,114 in Federal funds and \$80,227 in State Mass Transit funds. This leaves a total of \$563,607 in local matching funds that must be raised for the project. Traditionally, these funds have been provided from the general funds of the Town of Bluffton, the Town of Hilton Head Island, and Beaufort County based on each jurisdiction's respective share of the total population of the urbanized area.

The most recent rural (Section 5311) grant project (for State Fiscal Year 2022) has a total project cost of \$2,155,039. The grant funding for this project consists of \$1,328,019 in Federal funds and \$322,879 in SMTF.

3. What impact would partial funding have on the activities, if full funding were not received? What would the organization change to account for partial funding? *(100 words or less)*

If only partial funding is received, the LRTA would have to adjust service plans to reflect the adjusted budget allocations. These adjustments would primarily include reduced public transit services through a combination of reduced service hours, reduced frequency, or cancellation of service. Reductions would not affect the safety of any remaining operations, but they would likely have an adverse affect on the region's mobility and access to jobs (both of which are critical to our limited infrastructure and local economies), and in the case of the Breeze Trolley service, a reduced Island experience for visitors and residents alike.

4. What is the expected public benefit to these expenditures to the Island's, citizens, visitors, and/or the Town? *(100 words or less)*

The most important benefit to the Island's citizens, visitors and the Town is the enhanced mobility and access to jobs provided by Palmetto Breeze's commuter services. With limited affordable workforce housing in the immediate area, the Island's economy depends heavily on cost-effective, daily commuter services for employees to access jobs for our hundreds of local employers. Additionally, the Breeze Trolley service has truly become an enhancement to the "Island Experience" for visitors, and is contributing to congestion reduction for all who use our roadways.

5. Additional comments. (250 words or less)

C. FUNDING:

1. Please describe how the organization is currently funded. (100 words or less)

Lowcountry RTA, like other public transit agencies across South Carolina, receives most of its funding from a mixture of state and federal grants and annual discretionary allocations made by local governments. While the state and federal grants make up around a majority of the funding stream, the local funding is imperative. It makes up what is referred to as "local match," without which the agencies would not qualify for the grant funding.

2. Please also estimate, as a percentage, the source of the organization's total annual funding.

<u>86%</u> Government Sources	<u>0%</u> Private Contributions, Donations and Grants
<u>2%</u> Corporate Support, Sponsors	<u>0%</u> Membership, Dues, Subscriptions

11% Ticket Sales, or Sales
and Services

1% Other

3. Please provide a summary of previous governmental funding applied for, or received, for fiscal year 2023 and fiscal year 2024. (100 words or less)

In addition to governmental funding, Lowcountry RTA has sought to establish agreements whereby private businesses support the provision of public transit in their area. Several of these agreements are in place to support several of the Island's key employers. Our operations are also partially funded by fares paid by our commuter passengers.

4. Please provide a summary of other sources of funding or secured for this initiative. (250 words or less)

In addition to governmental funding, Lowcountry RTA has sought to establish agreements whereby private businesses support the provision of public transit in their area. Several of these agreements are in place to support several of the Island's key employers. Our operations are also partially funded by fares paid by our commuter passengers.

D. FINANCIAL INFORMATION:

Fiscal Year Disclosure: Start Month: July End Month: June

Financial Statement Requirements:

1. The upcoming year's **operating budget** for the organization.

An Organization Budget has been attached to this Application.

2. The previous two years and current year **profit and loss reports** for the organization.

Profit and Loss Years Provided:

FY 2019 & FY 2020

FY 2020 & FY 2021

Draft FY2022

3. The previous two years and current year **balance sheets**.

Balance Sheet Years Provided:

FY 2019 & FY 2020

FY 2020 & FY 2021

Draft FY2022

E. MEASURING EFFECTIVENESS:

1. List any award amounts received in fiscal year 2022 and/or 2023.

2021	\$225,165.00	Palmetto Breeze
2022	\$282,404.00	Palmetto Breeze

2. How were those funds used? To what extent were the objectives achieved?
(200 words or less)

Funds received in 2022 were utilized as the local match portion of our operating budgets for our Palmetto Breeze Transit daily commuter services and our seasonal Breeze Trolley services.

3. What impact did this have on the success of the organization and how did it benefit the community? *(200 words or less)*

The Town's contribution of our local match is critical to the success of

our public transit services. Our fundinh through the State and Federal departments oif Transportation requires the provision of a local match in order for those funds to be completely allocxtaed to the LRTA. So, in short, without the Town's local match, the provision of these regionally significant services would be nearly impossible.

4. How does the organization measure the effectiveness of both the overall activity and of individual programs? *(200 words or less)*

LRTA measures effectiveness in several ways. We assess our contribution to the local economy in terms of our ability to enhance access to jobs for commuters who reside outside the immediate area. We also monitor our commuter ridership (which has remained remarkably constant despite the COVID-9 pandemic) as well as our Breeze Trolley ridership which experienced an enormous increase in 2021 over previous seasons and has remained constant durinn the 2022 season. Our interal key performance indicators include safety performance, passenger satisfaction, maintenance achievements, public support, social media imapcts, and our overall image within the Hilton Head isand and the surrounding Lowcountry communities.

F. EXECUTIVE SUMMARY

Provide an executive summary using the Effectiveness Measurement spreadsheet provided or your own format. If creating your own format, please refer to the Effectiveness Measurement sample spreadsheet and use the criteria as a guideline. *(1300 words or less)*

An Effectiveness Measurement spreadsheet has been attached to this application.

Signature: Kristine Hepburn

Title/Position: Director of Finance and Administration

Mailing Address: PO Box 2029, Bluffton, SC 29910

Email Address: khepburn@palmettobreezetransit.com

Phone Number: 843-757-5784



March 9, 2023

Finance & Administrative Committee
Town of Hilton Head Island, SC

Dear Committee:

I would like to start out by acknowledging the Lowcountry Regional Transportation Authority (LRTA) dba Palmetto Breeze appreciates the support for public transportation that the Town of Hilton Head Island has provided over the years. Our organization is funded by Federal and State grants on a reimbursement basis. We are reimbursed at 80% for Capital and 50% for Operations with local match money covering the difference.

LRTA submitted our request for local match funds from the Town on February 3, 2023. At that time we had to base our request on the funds we received last year as the grant award amounts had not been released. We now have our grant totals for the next year and we would like to amend our request to **\$277,842** (vs \$249,911). This amount includes \$227,842 for urban services and \$50,000 for support of the rural services. Thank you for your continuing support.

Sincerely,

Mary Lou Franzoni
Executive Director
Lowcountry RTA

Fiscal Year 2024 Affiliated Agency Grant Application

Organization Name: Mitchelville Preservation Project

Project Name: Executive Director

Fiscal Year 2024

Affiliated Agency Grant Application

Organization Name: Mitchelville Preservation Project

Project Name: Executive Director

Executive Summary

After three decades of attention, particularly the last 10 years of organized effort, the Mitchelville project's tipping point has been reached. The apparent consensus at the State, County, and Town level, as well as the public's outlook, is that HMFP will become a reality. We see HMFP not only as benefiting strategically from its historical uniqueness as the first town of self-governing formerly enslaved people, but also as having opportunities to create value from its continuing relevance as an exemplar of the importance of citizenship, helping to prepare citizens for 21st century America. Going forward, the management agreement will take care of staff, park improvements / maintenance as well as Park utilities. The following assessment will highlight the work of the Executive Director from the previous year with the \$105,000 reflecting salary and benefits.

Strategic Focus and Significant Achievements

1. Due to our inclusion in the group of organizations who received funding from the African American Cultural Heritage Action Fund of the National Trust for Historic Preservation, HMFP was invited to make a pitch for the new Humanities In Place grant from the Andrew W. Mellon Foundation. The organization is now in the final round of consideration and have asked for **\$2.5 Million** that will be used to implement the Freedom Plaza area, the Interpretive Trail and necessary infrastructure for the Interpretive Center.

#2. Codifying the next stage of the M.O.U. with the Town for two years at \$105,000 each year. We are starting conversations with the Town to determine if HMFP can move to a renewable 10-year agreement moving forward.

#3. HMFP received **\$50,000** from the Heritage Classic Foundation and RBC Foundation to support the return of the MAGIC Youth Leadership program for High School students. Modeling our Ancestors to Generate Influence and Change (M.A.G.I.C) is a comprehensive history enrichment and career-training workshop designed to engage area high school students in discovering their own leadership abilities by exploring historical concepts and participating in a variety of learning experiences. This program starts in February 2023 and

culminates in Summer 2023 with participants providing docent tours of the Park for visitors and tourists.

4. Positioning the organization to secure the jointly owned, Town and County, Beach City Road parcels to support the existing Master Plan elements and naturally expand the Park site in the near future. This not only gives us the parcels for the parking area and Classroom / Lab section, but also brings most of the property that contains the rest of the “historic home imprint” under our control.

#5. Continuing to provide high level programming that attracts new visitors to the Hilton Head Island / Beaufort County area. Juneteenth Celebration - In-person events (Joe McGill program/ movie night / Saturday festival) – **1,400** people; Virtual program on blkfreedom.org / YouTube/ Facebook reached over 32,000 viewers and offered to all Amazon employees (1.4 Million people). Dawn of Freedom guided tours welcomed 900 people to Historic Mitchelville Freedom Park. Tourists made up **58%** of participation. The Finding Freedom's Home exhibition at the Westin Hilton Head Island Resort and Spa reached over **25,000** tourists in 2022. The Holiday Nights and Lights program in December 2022 brought **2,800** people to Historic Mitchelville Freedom Park over the course of three days, two hours each evening.

#6. In January 2022, HMFP was selected as one of 19 Black History Month Destinations You Should Visit by HGTV.com and Mitchelville was featured in the USA Today Super Bowl preview, Travel and Leisure magazine and the Atlanta Braves magazine.

#7. HMFP is working to secure a boulder from the Old Yagala area of **Sierra Leone**, due to its significance as a bastion of resistance to the slave trade in that country. The Gullah community that made up the population of Mitchelville were brought to the South Carolina coast, from countries such as Sierra Leone, due to their expertise in cultivating rice. Sierra Leone has become an important destination as many African Americans are tracing their roots back to that country. In the last 30 years, there have been several pilgrimages of African descendants traveling to Sierra Leone to discover linkages to their ancestral homeland. The pilgrimages, in fact, have established strong ties between Sierra Leone and coastal South Carolina, where strong similarities in language, food, crafts, spirituality, songs and other cultural beliefs have been discovered. This boulder will be prominently placed in the Freedom Plaza to represent this natural connectivity between the people of Sierra Leone and those of the Gullah Geechee Heritage Corridor. HMFP acknowledges the power associated with this symbol, as the descendant population of the Lowcountry will be able to touch a piece of their ancestral land. The plaza will be large enough to stage small gatherings, but intimate enough to provide space for reflection and rest. A local HMFP team is corresponding with the U.S. ambassador to Sierra Leone, Sidique Abou-Bakarr Wai and others to secure the boulder. The organization is also leveraging the local Rotary and reaching out to the Freetown Rotary. A December 2022 meeting resulted in positive feedback from the Sierra

Leone contingent.

#8. HMFP is engaging with a mobile tour organization called **TravelStorysGPS** to create a mobile tour of the Mitchelville Park site. TravelStorysGPS enables location-based organizations to create high-quality, mini-podcast-like audio content about local places and travel routes. The audio launches automatically – hands-free – as travelers approach sites of interest, without the need for cell service or Wi-Fi. To date, it has produced 4,000 mini-podcasts in more than 200 audio tours in 36 states and 3 countries.

#9. Lesson plans developed for Historic Mitchelville by South Carolina teachers were uploaded to the exploremitchelville.org website in **September 2022**.

#10. The **Smithsonian National Museum of American History** is developing an exhibition on Gullah-Geechee culture that is set to open in Fall 2024. Planning for the exhibition is its early stages and the lead curators hosted a community meeting, organized in partnership with Historic Mitchelville Freedom Park on Hilton Head Island in July 2022 to get input on key aspects of the exhibit. Due to the HMFP assistance at the beginning of the planning process, the National Museum of American History will be inviting Native Islanders to come to Washington D.C. for the opening in 2024.

Fiscal Year 2024

Affiliated Agency Grant Application

Date Received: 02/03/2023

Time Received: 12:08 PM

By: Online Submittal

Applications will not be accepted if submitted after 4 pm on February 3, 2023

A. SUMMARY OF GRANT REQUEST:

ORGANIZATION NAME: Mitchelville Preservation Project

Project/Event Name: Executive Director

Contact Name: Ahmad Ward

Title: Executive Director

Address: P O Box 21758, Hilton Head Island, SC 29925

Email Address:

award@exploremitchelville.org

Contact Phone: 205-276-5376

Total Budget: \$966,000.00

Grant Amount Requested:
\$105,000.00

Provide a brief summary on the intended use of the grant and how the money would be used. (100 words or less)

Affiliated Agency funds will be used to maintain the Historic Mitchelville Freedom Park (HMFP) site and support staff, operations and Park utilities. This historic site, drenched in Hilton Head's pristine island atmosphere, endeavors to be known as the Lowcountry key Heritage Tourism attraction. The next two years are pivotal as construction begins on the site. As the organization endeavors to raise 22.8 Million dollars to meet this goal, Affiliated Agency funds will help to undergird the organization during this process. The next

B. DESCRIPTION OF OPERATIONS:

1. For state reporting purposes, give a brief description of the organization. (250 words)

or less)

The Historic Mitchelville Freedom Park (HMFP) is a 501(c) non-profit organization whose mission is: to preserve, promote and honor Historic Mitchelville, the first self-governed town of formerly enslaved people in the United States. The brave men and women that built this community planted strong and enduring familial roots for generations of future African-Americans. HMFP educates the public on the compelling story of its inhabitants and their quest for education, self-reliance and inclusion as members of a free society. HMFP is thriving through feature exhibits, signature events and guided tours of Historic Mitchelville. In addition, it continues to enhance knowledge of Mitchelville through a series of learning opportunities including lectures, forums, and related cultural experiences. Thanks to the generosity of the Beaufort County Council, HMFP has completed its master plan for the Park, which serves as the blueprint for its transformation into a cultural attraction.

This expands the offerings of the Park to include replicas of the historic homes, churches, stores and other structures that align with the themes that govern the interpretation of the site. Those themes include: the importance of education, the desire for land ownership, laws and citizenship, the power of opportunity, everyday life before Reconstruction, and others. This historic site, drenched in Hilton Head's pristine island atmosphere, endeavors to be known as the Lowcountry's key Heritage Tourism attraction, inspiring visitors from around the world to travel to South Carolina to experience the people of the Mitchelville's first taste of freedom.

2. Describe in detail how the grant would be used? (250 words or less)

Creating a commemorative Park on a site where no visible elements of the town remain is a challenging and rewarding undertaking, but also unavoidably a capital-intensive endeavor. Execution of the entire Master Plan and Interpretive Plan is estimated at \$22.8 million, of which 60% is for Master Plan implementation and contingency, 29% for interpretive design and elements, and 11% in assorted fees and archaeology costs. Affiliated Agency funds will allow HMFP to maintain the Park site and operations as the organization moves into a capital campaign to raise the \$22.8 million dollars. Funds will support staff such as the Executive Director, who has been instrumental in creating the Master Plan that governs implementation of the site, expanding

the scope of the organization to a national level which has led to HMFP being reconized as one of the top 19 Black History Month destinations last year by **HGTV.com**, articles in **Travel + Leisure** magazine, exposure to national museum organizations and conferences and the opportunity to apply for national granting oportunites such as the **African American Cultural Heritage Action Fund of the National Trust for Historic Preservation** and the **Mellon Foundation**.

In addition, Affiliated Agency fund will also support maintainance of the Park site, so HMFP can continue to provide its important programming, such as the Juneteenth Celebration, Freedom Day, Blues and BBQ, the Griot's Corner literacy program and the Holiday Nights and Lights program which attracted **2800** people over three days last December.

3. What impact would partial funding have on the activities, if full funding were not received? What would the organization change to account for partial funding? (100 words or less)

Partial funding would have a substantial impact on the functionality of operations as we move into a captial campaign to fully fund the Park site. HMFP would need to redirect funds to making sure certain activities would be able to happen, and make some determination on the viability of other programs and events.

4. What is the expected public benefit to these expenditures to the Island's, citizens, visitors, and/or the Town? (100 words or less)

Because HMFP will have the uniqueness of a positive message of freedom and citizenship, it has the potential to become a major culture and heritage tourism draw in its own right. We foresee HMFP occupying a comfortable market niche and uniquely positioned to increase culture and heritage tourism in the local area. In the preliminary base case operating HMFP pro forma we anticipate **HMFP will contribute \$1.1 million** initially to local nonprofit arts and cultural organization spending annually. In addition, HMFP will elevate the historic resonance of Hilton Head Island in ways that reach outside of the South Carolina area.

5. Additional comments. (250 words or less)

The current Board and leadership of HMFP are indebted to the former leaders, directors, and supporters of the Mitchelville Preservation Project for their past efforts and continued support over the last decade. The opportunity to build upon their efforts has positioned HMFP to gain the momentum necessary to change the public mindset from “if” to “when” Mitchelville will be reborn as Historic Mitchelville Freedom Park.

Momentum behind the Park has been building rapidly recently for several reasons. Among them, HMFP has demonstrated effective stewardship of committed resources, prompting increasing levels of government commitment and support and public participation. Also, a strong Board, with appropriate structure and competencies, and key leadership are in place to undertake the next phase in Park development. Our strategy is to position HMFP to have both niche appeal and the potential ability to reach and attract a wider audience on the basis of its contemporary relevance to today’s discussions of citizenship rights and responsibilities. We see HMFP not only as benefiting strategically from its historical uniqueness as the first self-governed town of the formerly enslaved, but also as having opportunities to create value from its continuing relevance as an exemplar of the importance of citizenship, helping to prepare citizens for 21st century America.

By geographic location, time period of focus, and uniqueness of its self-governance by the formerly enslaved, HMFP will be a complementary resource and destination, especially for visitors to the International African American Museum (being constructed in Charleston that will focus on the international slave trade and its impact on slavery in the South) and/or the newly established Institute for the Study of the Reconstruction Era at USCB in Beaufort.

C. FUNDING:

1. Please describe how the organization is currently funded. (100 words or less)

HMFP is currently funded through a Management Agreement with the Town of Hilton Head, ATAX funds from the Town of Hilton Head and Beaufort County, Foundation funding, public donations, Governmental grants, event admissions, Board pledges and individual gifts.

2. Please also estimate, as a percentage, the source of the organization's total annual funding.

54%	Government Sources	26%	Private Contributions, Donations and Grants
13%	Corporate Support, Sponsors	2%	Membership, Dues, Subscriptions
5%	Ticket Sales, or Sales and Services		Other

3. Please provide a summary of previous governmental funding applied for, or received, for fiscal year 2023 and fiscal year 2024. (100 words or less)

HMFP is engaging in the silent phase of a capital campaign. Bouyed by an influential, nearly \$2 Million funding effort from the HMFP Board, individual donations, \$575,000 from a Beaufort County resolution involving the completion of the Master Plan and funding from the State of South Carolina, pledges and received funds to this point, total \$4.3 Million.

In addition, HMFP is requesting an investment of \$2,500,000 over a 2 year period from the Mellon Foundation, to fund the implementation of site components consisting of the Freedom Plaza, The Classroom / Lab building, the Interpretative Trail and necessary infrastructure for the future Interpretive Center. The organization will receive word of potential funding by March 2023. HMFP and its campaign firm The Compass Group, are targe

4. Please provide a summary of other sources of funding or secured for this initiative. (250 words or less)

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D. FINANCIAL INFORMATION:

Fiscal Year Disclosure: Start Month: January End Month: December

Financial Statement Requirements:

1. The upcoming year's **operating budget** for the organization.

An Organization Budget has been attached to this Application.

2. The previous two years and current year **profit and loss reports** for the organization.

A Current Profit & Loss Report has been attached to this Application.

Profit and Loss Years Provided:

2021

2020

2022

3. The previous two years and current year **balance sheets**.

A Current Balance Sheet has been attached to this Application.

Balance Sheet Years Provided:

2021

2020

2022

E. MEASURING EFFECTIVENESS:

1. List any award amounts received in fiscal year 2022 and/or 2023.

2021	\$105,000.00	Executive Director
2022	\$105,000.00	Executive Director

2. How were those funds used? To what extent were the objectives achieved? (200 words or less)

The Executive Director was able to: manage programming, events and interpretative elements that reached thousands of people across at least 36 states; New funding capabilities associated with the burgeoning national imprint of the organization brought in nearly \$2,000,000; The assets of the organization currently stand at the \$1 Million level; The organization / Executive Director have memberships with The National Underground Railroad Network to Freedom, the Association of African American Museums, the Southeastern Museum Conference, the American Association of State and Local History and the Association for the Study of African American Life and History and the organization has entered into an agreement with the consulting firm, The Compass Group to help raise the 22.8 Million dollars needed to start the Park. These items have placed the organization in prime position to raise the necessary funds and start to implement elements of the Master Plan during the fund raising process.

3. What impact did this have on the success of the organization and how did it benefit the community? (200 words or less)

HMFP events, such as the Juneteenth Celebration and Holiday Nights and Lights (4,746 participants in 2022) continue to reach beyond South Carolina to

attract thousands of people from the country to HHI. Mitchelville's prominence in national conferences, programming, programs and publications; invitations to national grant opportunities and the growing scope of the organization places HMFP in position to draw even more people to HHI in 2023. HMFP continues to maintain a high percentage of tourists to the Park site with or without targeted programming.

Through Park tours, programming, on site "QR code stations" and presentations, HMFP has spread its outreach across the country with tourists ranging from 36 states. Some of the states not commonly recorded at Mitchelville programming include Arkansas, Colorado, Idaho, Illinois, Missouri, Montana, Oklahoma, Oregon, Texas, Washington and the commonwealth of Puerto Rico. In addition, the codes were scanned by tourists from Australia, Canada, Germany, Poland, Romania, Uganda, Switzerland and the Ukraine. Mitchelville was highlighted in major American periodicals such as USA Today, Travel and Leisure Magazine and the 2022 Atlanta Braves magazine.

HMFP may potentially have three different capital projects in motion in 2023 that will move the Park closer to completion. This is a testament to the work completed in 2022.

4. How does the organization measure the effectiveness of both the overall activity and of individual programs? *(200 words or less)*

HMFP measures the effectiveness of programming by tracking the number of visitors, tourism trends and responses to each of the hosted exhibits, programs and events. The organization also takes note of how the messaging around branding reaches new audiences each year. Staff effectiveness is measured through employee evaluation processes that happen throughout the fiscal year.

F. EXECUTIVE SUMMARY

Provide an executive summary using the Effectiveness Measurement spreadsheet provided or your own format. If creating your own format, please refer to the

Effectiveness Measurement sample spreadsheet and use the criteria as a guideline.
(1300 words or less)

After three decades of attention, particularly the last 10 years of organized effort, the Mitchelville project's tipping point has been reached. The apparent consensus at the State, County, and Town level, as well as the public's outlook, is that HMFP will become a reality. We see HMFP not only as benefiting strategically from its historical uniqueness as the first town of self-governing formerly enslaved people, but also as having opportunities to create value from its continuing relevance as an exemplar of the importance of citizenship, helping to prepare citizens for 21st century America. Going forward, the management agreement will take care of staff, park improvements / maintenance as well as Park utilities. The following assessment will highlight the work of the Executive Director from the previous year with the \$105,000 reflecting salary and benefits.

Strategic Focus and Significant Achievements

1. Due to our inclusion in the group of organizations who received funding from the African American Cultural Heritage Action Fund of the National Trust for Historic Preservation, HMFP was invited to make a pitch for the new Humanities In Place grant from the Andrew W. Mellon Foundation. The organization is now in the final round of consideration and have asked for **\$2.5 Million** that will be used to implement the Freedom Plaza area, the Interpretive Trail and necessary infrastructure for the Interpretive Center.

#2. Codifying the next stage of the M.O.U. with the Town for two years at \$105,000 each year. We are starting conversations with the Town to determine if HMFP can move to a renewable 10-year agreement moving forward.

#3. HMFP received **\$50,000** from the Heritage Classic Foundation and RBC Foundation to support the return of the MAGIC Youth Leadership program for High School students. Modeling our Ancestors to Generate Influence and Change (M.A.G.I.C) is a comprehensive history enrichment and career-training workshop designed to engage area high school students in discovering their own leadership abilities by exploring historical concepts and participating in a variety of learning experiences. This program starts in February 2023 and culminates in Summer 2023 with participants providing docent tours of the Park for visitors and tourists.

4. Positioning the organization to secure the jointly owned, Town and County, Beach City Road parcels to support the existing Master Plan elements and naturally expand the Park site in the near future. This not only gives us the parcels

for the parking area and Classroom / Lab section, but also brings most of the property that contains the rest of the “historic home imprint” under our control.

#5. Continuing to provide high level programming that attracts new visitors to the Hilton Head Island / Beaufort County area. Juneteenth Celebration - In-person events (Joe McGill program/ movie night / Saturday festival) – **1,400** people; Virtual program on blkfreedom.org / YouTube/ Facebook reached over 32,000 viewers and offered to all Amazon employees (1.4 Million people). Dawn of Freedom guided tours welcomed 900 people to Historic Mitchelville Freedom Park. Tourists made up **58%** of participation. The Finding Freedom's Home exhibition at the Westin Hilton Head Island Resort and Spa reached over **25,000** tourists in 2022. The Holiday Nights and Lights program in December 2022 brought **2,800** people to Historic Mitchelville Freedom Park over the course of three days, two hours each evening.

#6. In January 2022, HMFP was selected as one of 19 Black History Month Destinations You Should Visit by HGTV.com and Mitchelville was featured in the USA Today Super Bowl preview, Travel and Leisure magazine and the Atlanta Braves magazine.

#7. HMFP is working to secure a boulder from the Old Yagala area of **Sierra Leone** , due to its significance as a bastion of resistance to the slave trade in that country. The Gullah community that made up the population of Mitchelville were brought to the South Carolina coast, from countries such as Sierra Leone, due to their expertise in cultivating rice. Sierra Leone has become an important destination as many African Americans are tracing their roots back to that country. In the last 30 years, there have been several pilgrimages of African descendants traveling to Sierra Leone to discover linkages to their ancestral homeland. The pilgrimages, in fact, have established strong ties between Sierra Leone and coastal South Carolina, where strong similarities in language, food, crafts, spirituality, songs and other cultural beliefs have been discovered. This boulder will be prominently placed in the Freedom Plaza to represent this natural connectivity between the people of Sierra Leone and those of the Gullah Geechee Heritage Corridor. HMFP acknowledges the power associated with this symbol, as the descendant population of the Lowcountry will be able to touch a piece of their ancestral land. The plaza will be large enough to stage small gatherings, but intimate enough to provide space for reflection and rest. A local HMFP team is corresponding with the U.S. ambassador to Sierra Leone, Sidique Abou-Bakarr Wai and others to secure the boulder. The organization is also leveraging the local Rotary and reaching out to the Freetown Rotary. A December 2022 meeting resulted in positive feedback from the Sierra Leone contingent.

#8. HMFP is engaging with a mobile tour organization called **TravelStorysGPS** to create a mobile tour of the Mitchelville Park site. TravelStorysGPS enables location-based organizations to create high-quality, mini-podcast-like audio content about local places and travel routes. The audio launches automatically – hands-free – as travelers approach sites of interest, without the need for cell service or Wi-Fi. To date, it has produced 4,000 mini-podcasts in more than 200 audio tours in 36 states and 3 countries.

#9. Lesson plans developed for Historic Mitchelville by South Carolina teachers were uploaded to the exploremitchelville.org website in **September 2022**.

#10. The **Smithsonian National Museum of American History** is developing an exhibition on Gullah-Geechee culture that is set to open in Fall 2024. Planning for the exhibition is in its early stages and the lead curators hosted a community meeting, organized in partnership with Historic Mitchelville Freedom Park on Hilton Head Island in July 2022 to get input on key aspects of the exhibit. Due to the HMFP assistance at the beginning of the planning process, the National Museum of American History will be inviting Native Islanders to come to Washington D.C. for the opening in 2024.

Signature: Ahmad T Ward

Title/Position: Executive Director

Mailing Address: P.O. Box 21758, Hilton Head Island, SC 29925

Email Address: award@exploremitchelville.org

Phone Number: 843-255-7301

Fiscal Year 2024 Affiliated Agency Grant Application

Organization Name: University of South Carolina Beaufort

Project Name: Event Management & Hospitality Training

Fiscal Year 2024

Affiliated Agency Grant Application

Organization Name: University of South Carolina Beaufort

Project Name: Event Management & Hospitality Training

Executive Summary

An Effectiveness Measurement spreadsheet has been attached to this application.

Fiscal Year 2024

Affiliated Agency Grant Application

Date Received: 01/31/2023

Time Received: 02:40 PM

By: Online Submittal

Applications will not be accepted if submitted after 4 pm on February 3, 2023

A. SUMMARY OF GRANT REQUEST:

ORGANIZATION NAME: University of South Carolina Beaufort

Project/Event Name: Event Management & Hospitality Training

Contact Name: Keri Olivetti Title: Director

Address: One Sand Shark Drive, Hilton Head Island, SC 29928

Email Address: olivetti@uscb.edu Contact Phone: 843-338-6175

Total Budget: \$238,985.00 **Grant Amount Requested:** \$238,985.00

Provide a brief summary on the intended use of the grant and how the money would be used. (100 words or less)

The grant funds the Hilton Head Island Center, part of the USCB Center for Event Management and Hospitality Training. The Center provides the following services: the Island Ambassador Program, Volunteer Management Program, Quality Management Program and Finnegans Sharing Shack. The Island Ambassador Program educates hospitality professionals about Hilton Head Island to ensure amazing guest experiences. The Volunteer Management program allows USCB students to work with Island festivals creating wonderful attendee experiences. The Quality Management program works with hospitality entities to ensure that quality standards are set and exceeded. Finnegans Sharing Shack enables our guests and residents to recycle beach gear.

B. DESCRIPTION OF OPERATIONS:

1. For state reporting purposes, give a brief description of the organization. (250 words or less)

The Hilton Head Island Center is devoted to supporting the hospitality industry in its efforts to ensure that Hilton Head Island remains a world-class vacation destination. The Island Ambassador Program has certified over 3000 Island Ambassadors. The program consists of three classes, and upon completion, attendees are certified Island Ambassadors. Island Knowledge teaches attendees about the history of the Island, the amenities, and our festivals. Island Culture teaches about Island art, music, drama, water sports and about the Gullah Culture. Island Ecology takes you on a virtual walk across the Island from the beach to the marshes and tidal creeks, talking about the unique ecological systems. The Volunteer Management Program places USCB student volunteers at community festivals. The students provide support for the event, bringing new ideas and energy, and in return, they receive an experiential learning opportunity. The Quality Management Program helps hospitality businesses identify their service quality standards. USCB students then visit the businesses and evaluate the performance of the professionals ensuring the standards are met. Written reports and presentations are provided to management. The program guides the hospitality businesses in their efforts to exceed guest expectations. Finnegans Sharing Shack opened in the summer of 2021, the result of an idea of a USCB student. The Sharing Shack allows guest and residents to recycle beach gear, including chairs, toys, and wagons. It reduces the amount of garbage on the beach and provides a needed source of Island information to our guests creating an enhanced visitor experience.

2. Describe in detail how the grant would be used? (250 words or less)

The funding for the Center would finance its programs. The Island

Ambassador Program is taught by educational professionals. The attendees of the program receive a packet of information including an Island Ambassador Pocket Guide, information about the program, a note pad and pen. The Island Ambassador Pocket Guide is a guide containing a plethora of Island information including Island history, amenities, events, and ecology. The Pocket Guide is continually updated. The grant provides funding for all of these necessary program components. The Volunteer Management Program is managed by the Director of the Center. The Quality Management Program is run by the Assistant Director of the Program. Finnegan's Sharing Shack is managed by the Executive Director of the Center and staffed with USCB students. All supplies necessary for the program – cleaning supplies, tent, chairs, fans – are funded through this grant. In addition, \$35,000 of this grant would be used to correct a billing/payment matter which occurred at end of fiscal year 2021 and was discovered at end of fiscal year 2022.

3. What impact would partial funding have on the activities, if full funding were not received? What would the organization change to account for partial funding? *(100 words or less)*

The Center would need to limit the services provided if partial funding was received. To date, the funding allows the Center to serve all Hilton Head hospitality businesses, professionals and festivals that request our services.

4. What is the expected public benefit to these expenditures to the Island's, citizens, visitors, and/or the Town? *(100 words or less)*

The Mission of the Center is to provide specialized education and training that will enable Hilton Head Island to become known as an international destination for Event Management and Hospitality Training. The center supports the hospitality industry through its programs ensuring that our guests have an exceptional experience

while visiting Hilton Head Island. This promotes repeat guests visits and economic benefits to the residents of Hilton Head Island and the Town by our guests financially supporting our local accommodation, restaurant and retail partners as well as increasing the tax income to the Town of Hilton Head Island.

5. Additional comments. (250 words or less)

C. FUNDING:

1. Please describe how the organization is currently funded. (100 words or less)

The Center for Event Management and Hospitality Training is funded through the Town of Hilton Head Island Municipal Code Section 4-10-100. In accordance with the Code “The town shall set aside five (5) percent of this local accommodations tax for special events production and volunteerism and hospitality training.” The Code was initially passed in 1998 and amended a couple of times prior to its current reading being approved in 2011. The Code was enacted to provide support to the Town’s leading economic driver: the Hospitality Industry. In addition, the hospitality partners and USCB support the programs through in-kind contributions.

2. Please also estimate, as a percentage, the source of the organization's total annual funding.

<u>100%</u>	Government Sources	Private Contributions, Donations and Grants
<u> </u>	Corporate Support, Sponsors	Membership, Dues, Subscriptions
<u> </u>	Ticket Sales, or Sales and Services	Other

3. Please provide a summary of previous governmental funding applied for, or received, for fiscal year 2023 and fiscal year 2024. (100 words or less)

In addition to the direct funding from the Town of Hilton Head Island, our hospitality partners commit financial resources to the Center's programming. The Island Ambassador Program partners provide the venue, professional compensation, audio visual support services and snacks for each Island Ambassador Program. Our Quality Management Initiative partners provide dining and service opportunities for our students to allow them to evaluate the business without cost. USCB continues to support the Center for Event Management by housing the Center at its Hilton Head Island Hospitality Campus.

4. Please provide a summary of other sources of funding or secured for this initiative. (250 words or less)

In addition to the direct funding from the Town of Hilton Head Island, our hospitality partners commit financial resources to the Center's programming. The Island Ambassador Program partners provide the venue, professional compensation, audio visual support services and snacks for each Island Ambassador Program. Our Quality Management Initiative partners provide dining and service opportunities for our students to allow them to evaluate the business without cost. USCB continues to support the Center for Event Management by housing the Center at its Hilton Head Island Hospitality Campus.

D. FINANCIAL INFORMATION:

Fiscal Year Disclosure: Start Month: July End Month: June

Financial Statement Requirements:

1. The upcoming year's **operating budget** for the organization.

An Organization Budget has been attached to this Application.

2. The previous two years and current year **profit and loss reports** for the organization.

A Current Profit & Loss Report has been attached to this Application.

Profit and Loss Years Provided:

2020-21

2021-22

3. The previous two years and current year **balance sheets**.

A Current Balance Sheet has been attached to this Application.

Balance Sheet Years Provided:

USCB Financials

USCB Financials

E. MEASURING EFFECTIVENESS:

1. List any award amounts received in fiscal year 2022 and/or 2023.

2021	\$184,522.00	Center for Event Management and Hospitality Training
2022	\$186,367.00	Center for Event Management and Hospitality Training
2023	\$190,094.00	Center for Event Management and Hospitality Training

2. How were those funds used? To what extent were the objectives achieved?

(200 words or less)

1. The funds were used in the operation of the Hilton Head Island Center's programs including the Island Ambassador Program, the Quality Management Initiative, the Volunteer Management Program, the Education Center and Finnegans Sharing Shack. In 2022, the Center taught 67 classes, including 1155 individual educational hours. The Center certified 331 Island Ambassadors. The Quality Management Initiative produced 45 reports and 16 presentations to hospitality partners ensuring quality standards were met for our guests. The Volunteer Management program provided 75 service-learning hours to community festivals. Independentsector.org valued those hours at \$2246. The Education Center was utilized as a resource to hospitality professionals featuring videos promoting our students and our hospitality partners. Finnegan's Sharing Shack completed its first full summer and recycled 1497 beach items during its first fiscal year. To date in fiscal year 2023, the Island Ambassador Program has taught 21 classes including 836 individual educational hours, certifying 268 Island Ambassadors. The Quality Management Initiative has produced 13 reports and 4 presentations ensuring high quality guest experiences. The Volunteer Management Program has provided 54 volunteer hours valued at \$1617.30. Finnegans Sharing Shack recycled 1466 beach items. It is set to reopen in May of 2023.

3. What impact did this have on the success of the organization and how did it benefit the community? (200 words or less)

The Island Ambassador Program places hospitality professionals who have been educated about Hilton Head Islands history, culture, and ecology in direct contact with our guests. It allows them to answer guest questions, encourage new adventures and share interesting facts about the Island. The standards set and measured by the Quality Management Initiative help the hospitality partners define a quality guest experience and then ensure their professionals meet or exceed those standards. The Volunteer Management Program is a win-win for

community festivals. The USCB students learn festival management and the festival organizers benefit from the innovative ideas and endless energy of the students. Finnegans Sharing Shack had an incredible first year saving 1497 items from the trash. In addition, it allowed USCB students to have positive interaction with Island guests, creating memorable experiences. These programs all ensure that guests to Hilton Head Island have exceptional experiences which result in return visits.

4. How does the organization measure the effectiveness of both the overall activity and of individual programs? *(200 words or less)*

1. Each program has metrics which measure their effectiveness. For the Island Ambassador Program, the Center measures the number of classes taught, the individual educational hours, and the number of certified Ambassadors. The Volunteer Management Program measures the number of students participating, the number of festivals attended, the number of service-learning hours, the value of the service-learning hours and estimates the funds raised for the local non-profits from the festivals attended. The Education Center is a community resource for the Center's hospitality partners. The Quality Management Initiative measures the number of reports created and presentations made. Finnegans Sharing Shack measures the number of beach items saved from the local trash and reused. The Center measures its overall success through the successes of its individual programs.

F. EXECUTIVE SUMMARY

Provide an executive summary using the Effectiveness Measurement spreadsheet provided or your own format. If creating your own format, please refer to the Effectiveness Measurement sample spreadsheet and use the criteria as a guideline. *(1300 words or less)*

An Effectiveness Measurement spreadsheet has been attached to this application.

Signature: Keri Olivetti

Title/Position: Director

Mailing Address: One Sand Shark Drive, Hilton Head Island, Sc 29928

Email Address: olivetti@uscb.edu

Phone Number: 843-338-6175



TOWN OF HILTON HEAD ISLAND

Finance & Administrative Committee

TO: Finance and Administrative Committee
FROM: John M. Troyer, Finance Director
CC: Marc Orlando, ICMA-CM, Town Manager
DATE: March 27, 2023
SUBJECT: Town of Hilton Head Island 3rd Quarter Financial Update

RECOMMENDATION:

Town staff recommends the Finance and Administrative Committee hear and discuss the financial update presented by the Finance Director.

BACKGROUND:

The Finance Director seeks to keep the Finance and Administrative Committee up-to-date on the Town's financial status and financial activity. The financial update by the Finance Director to the Finance and Administrative Committee has proven to be a useful method to keep the Finance and Administrative Committee informed and prepared to take any action that may be required.

SUMMARY:

The Finance Director will provide the Finance and Administrative Committee an update on the Town's financial status and financial activity through March 2023.

ATTACHMENTS:

1. (none)