



Charleston County Government

Annual Action Plan

Program Year 2024-2025

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Executive Summary

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

1. Introduction

Each year Charleston County submits an Action Plan explaining how the U.S. Department of Urban Development (HUD) resources will be used to improve communities throughout the County (excluding areas under the City of Charleston's jurisdictions). This is an annual implementation plan of the Five-Year Consolidated Plan addressing the housing and community development needs in Charleston County. The needs and goals were identified through collaboration with participating jurisdictions and other public and private organizations. The goals of the Consolidated Plan and Annual Action Plan are targeted to low-to-moderate income residents and households in Charleston County.

This is the County's fourth Annual Action Plan from the 2021-2025 Consolidated Plan. It identifies activities that the County will undertake in the 2024-2025 Program Year to address priority needs in the community. The Plan describes the resources available, the programs and projects to be funded, and the proposed accomplishments.

The Action Plan, developed with the input of citizens serves four major functions:

1. *It is the County's application for funds available through the three HUD Formula Programs: Community Development Block Grant (CDBG), Home Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG);*
2. *It is the annual planning document, built through public input and participation, and an open Request For Application (RFA) process;*
3. *It lays out expected annual funding resources, the method of fund distribution, and the actions the County will follow in administering HUD Programs; and,*
4. *It provides accountability to citizens for the use of the funds and allows HUD to measure program performance.*

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items, or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

Throughout the Consolidated planning process, Charleston County identified four priority needs:

1. Affordable Housing and Suitable Living Options;
2. Building Self-Sufficiency & Sustainability;
3. Infrastructure + Community Improvements; and
4. Homeless Needs.

To meet those needs, the County is planning to achieve the following goals and outcomes over the next year:

- Well and Septic Improvements – Assist 30 LMI Households
- Infrastructure Improvement (sidewalks) – Access for 2000 Individuals
- Rehabilitation (vacant units to sell) – Rehabilitate 4 units for LMI households
- New Housing Construction (sales) – Add 38 new housing units for LMI households
- Emergency Rehabilitation – Repair 24 housing units for LMI households
- Direct Services to the LMI Community – Provide services to almost 1,400 LMI persons
- Action on Homelessness – Shelter 50 homeless persons and provide rapid re-housing for 9 households

3. Evaluation of past performance

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The following represents outcomes reported in the County's second year of the 2021-2025 Consolidated Plan submitted and accepted by HUD in May, 2021. Thus far, Charleston County has accomplished the following through its partnering agencies:

- Constructed 2 new units
- Rehabilitated 3 vacant units
- Repaired 33 owner-occupied units
- Provided upgrades or maintenance to 31 well/septic systems
- Completed sidewalks that assisted 5265 LMI individuals
- Demolished 6 structures that had been unfit for habitation
- Assisted over 1329 people through public service projects
- Rapidly rehoused over 11 individuals experiencing homelessness

- Sheltered over 65 individuals experiencing homelessness

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

Summary from citizen participation section of plan.

A series of public meetings/hearings were held in 2023 to discuss the Program Year 2024 Request for Funding, the consolidated plan priorities, to answer resident questions, and to seek public input. There are outreach events held throughout the year to inform citizens about services offered through the Charleston County Community Development and Revitalization Department. Specifically, during Program year 2024 process, Town Hall meetings were held throughout the County to solicit feedback and comments from citizens. In addition, two hearings about the Annual Action Plan funding recommendations were held March 28, 2024 (City of North Charleston Council) and April 9, 2024 (Charleston County Council). The public comment period was held for 30 days from April 11, 2024. See Appendices A and B, which includes a summary of public hearing times/dates as well as public comments received.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

See Appendix A for summary of public comments.

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

N/A

7. Summary

Charleston County's Community Development and Revitalization programs seek to develop viable communities by providing affordable housing, a suitable living environment, and expanded economic opportunities. The Annual Action Plan enables Charleston County to examine the housing and community development needs of the county and to develop programs that effectively utilize the resources available to address these needs and improve the quality of life for low and moderate income citizens.

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	CHARLESTON COUNTY	
CDBG Administrator	CHARLESTON COUNTY	Community Development Department
HOPWA Administrator		
HOME Administrator	CHARLESTON COUNTY	Community Development Department
ESG Administrator	CHARLESTON COUNTY	Community Development Department
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative (optional)

Charleston County’s Community Development and Revitalization Department administers the Community Development Block Grant (CDBG), Home Investment Partnerships Program (HOME) and Emergency Solutions Grant (ESG) for Charleston County and is designated as the lead entity responsible for overseeing the development of the County’s Consolidated Plan. However, preparation and development of the plan required input from numerous individuals, municipalities, agencies and organizations throughout the county.

Consolidated Plan Public Contact Information

LoElla Smalls, Community Development and Revitalization Director
 Charleston County Government
 3660 West Montague Avenue
 North Charleston, South Carolina 29418

AP-10 Consultation – 91.100, 91.200(b), 91.215(I)

1. Introduction

Charleston County is engaged in ongoing efforts to increase coordination amongst the complex network of public, private, and nonprofit organizations that deliver housing and social services to the community. As the administrators of HUD’s CDBG, HOME, and HESG programs, the County’s Community Development and Revitalization Department acts as the hub for community and economic development in the area. Open lines of communication are maintained between County and the area’s many non-profits, social service agencies and citizens advocating for the needs of the neighborhoods and communities.

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

Charleston County Community Development and Revitalization Department staff is readily accessible and present at County Council meetings to hear public comments on various public items on Council’s agenda. Community Development and Revitalization staff is actively engaged in discussions and initiatives related to affordable housing; fair housing; Lowcountry Continuum of Care (CoC) meetings and discussions; and Planning and Zoning coordination.

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 CoC plans, develops, and implements comprehensive and coordinated strategies to address homelessness in Beaufort, Berkeley, Charleston, Colleton, Dorchester, Hampton, and Jasper Counties in South Carolina. The Community Development and Revitalization Department Senior Program Manager is also on the Governing Council for the local CoC. Responsibilities of the CoC include:

- Conduct planning activities for the CoC, including setting strategic priorities;
- Operate a Coordinated Entry System (CES);
- Conduct the HUD-required Point in Time (PIT) County; and
- Establish and follow written standards for providing assistance with HUD funds.

The entry points include all emergency shelters, street outreach teams, and the housing crisis phone line. These entry points are announced throughout the community using local media and community partners. Most people access coordinated entry through the housing crisis line. They assess all households engaged through outreach and/or who seek housing assistance to determine their level of vulnerability and appropriateness for housing interventions. The CES is advertised and participated in by service providers in the service area and by the housing crisis line, a human services information call center. All federally funded housing services within the CoC are prioritized based upon vulnerability.

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

Projects that serve clients with more barriers to housing are acknowledged and evaluated relative to their target populations. The CoC Endorsement Committee must review and endorse funding requests for applicants to be considered for County HESG funding.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	One80 Place
	Agency/Group/Organization Type	Services-homeless
	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 Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lowcountry Continuum of Care Participation; Response to Request For Application for ESG and CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
2	Agency/Group/Organization	CAROLINA YOUTH DEVELOPMENT CENTER
	Agency/Group/Organization Type	Services-Children Publicly Funded Institution/System of Care
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
3	Agency/Group/Organization	CHARLESTON AREA SENIOR CITIZENS
	Agency/Group/Organization Type	Services-Elderly Persons
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Technical Assistance, RFA Training Videos and Office Hours
4	Agency/Group/Organization	CHARLESTON HABITAT FOR HUMANITY
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Emergency Repairs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
5	Agency/Group/Organization	Cornerstone of Hope Inc
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	Education
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Technical Assistance, RFA Training Videos and Office Hours
6	Agency/Group/Organization	PRO BONO LEGAL SERVICES
	Agency/Group/Organization Type	Services - Legal
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy Legal Services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours

7	Agency/Group/Organization	CHARLESTON TRIDENT URBAN LEAGUE
	Agency/Group/Organization Type	Services - Housing Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Technical Assistance, RFA Training Videos and Office Hours
8	Agency/Group/Organization	Dee Norton Lowcountry Children's Center
	Agency/Group/Organization Type	Services-Children Services - Victims Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
9	Agency/Group/Organization	East Cooper Community Outreach
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Technical Assistance, RFA Training Videos and Office Hours

10	Agency/Group/Organization	EAST COOPER MEALS ON WHEELS
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
11	Agency/Group/Organization	Healing Homes Forever Family
	Agency/Group/Organization Type	Services - Housing
	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?	Response to Request For Application for CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
12	Agency/Group/Organization	Home Works of America
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Emergency Repairs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
13	Agency/Group/Organization	HUMANITIES FOUNDATION
	Agency/Group/Organization Type	Services - Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
14	Agency/Group/Organization	Increasing H.O.P.E. Financial Training Center
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
15	Agency/Group/Organization	Mount Pleasant Community Outreach
	Agency/Group/Organization Type	Services - Victims
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Technical Assistance, RFA Training Videos and Office Hours
16	Agency/Group/Organization	Operation Home
	Agency/Group/Organization Type	Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Emergency Repairs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
17	Agency/Group/Organization	The Navigation Center
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Technical Assistance, RFA Training Videos and Office Hours
18	Agency/Group/Organization	South Carolina Association for Community and Economic Development
	Agency/Group/Organization Type	Economic Development
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Technical Assistance, RFA Training Videos and Office Hours
19	Agency/Group/Organization	TOWN OF AWENDAW
	Agency/Group/Organization Type	Housing Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Emergency Repairs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours

20	Agency/Group/Organization	Vision to Learn
	Agency/Group/Organization Type	Services-Children Services-Health
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Technical Assistance and Office Hours
21	Agency/Group/Organization	WeeCare Inc
	Agency/Group/Organization Type	Economic Development
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for CDBG; Technical Assistance, RFA Training Videos and Office Hours
22	Agency/Group/Organization	Community First Land trust
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for HOME; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
23	Agency/Group/Organization	Cooper Crest SC LLC
	Agency/Group/Organization Type	Housing Services - Housing

	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for HOME; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
24	Agency/Group/Organization	Metanoia
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for HOME; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
25	Agency/Group/Organization	TriCounty Weatherization
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for HOME; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours
26	Agency/Group/Organization	HERIndependence
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for HOME; Technical Assistance, RFA Training Videos and Office Hours
27	Agency/Group/Organization	Florence Crittenton Programs of South Carolina
	Agency/Group/Organization Type	Housing Services - Housing
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for ESG; Technical Assistance, RFA Training Videos and Office Hours
28	Agency/Group/Organization	My Sister's House, Inc.
	Agency/Group/Organization Type	Housing Services - Housing Services-Victims of Domestic Violence Services - Victims
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Response to Request For Application for ESG; Presentation to Community Development Advisory Board; Technical Assistance, RFA Training Videos and Office Hours

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

N/A

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	Enhance and strengthen programs directly benefiting homeless and those at risk of homelessness.
Charleston County Comprehensive Plan	Charleston County Zoning & Planning Department	Affordable housing
Ber.-Chas.-Dor. Housing Needs Assessment	Charleston County Zoning & Planning Department	Affordable housing
Comprehensive Development Plan	City of North Charleston	Affordable housing; address homelessness
Public Housing Authority Five-Year Plan	Charleston County Housing and Redevelopment Authority	Affordable housing

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

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

Citizen participation is a critical part of the planning process. Citizens are encouraged to participate in all phases of the CDBG, HOME, and HESG programs and are provided full access to program information.

The County's Community Development and Revitalization Department conducts public hearings during the course of a year for the purpose of providing information on community programs to County residents and to receive comments from citizens regarding program activities. At a minimum, hearings are conducted to obtain citizen's views on community development needs, prior to developing funding policies and to receive citizen's comments on proposed activities, prior to final funding decisions being made. Hearings are conducted at locations other than the County Council meeting chambers, to make them more convenient to residents, and hence increase the likelihood of citizen participation for those low-to-moderate income residents where housing and community development funds may be spent. At least once per year, generally scheduled to coincide with each year's annual HUD allocation, a public hearing or meeting is held in the participating jurisdictions (at the request of the jurisdictions). A sequence of public meetings was held in 2023-2024 to discuss the preparation of the 2024 - 2025 Annual Action Plan, to answer resident questions, and to seek public input. Comments and feedback from citizens are consistently encouraged (public comments are located in Appendix A).

The County's Community Development and Revitalization Department hosts weeklong outreach community-based events during Community Development Week. The events occurring at various locations throughout the County provide citizens with information, resources and an opportunity to comment on services needs addressed and gaps in services delivery.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Minorities Persons with disabilities Residents of Public and Assisted Housing	Hearings/Meetings were held separately in the following jurisdictions: Town of Hollywood, Town of Ravenel, Town of Awendaw, Town of Lincolnton, Town of Mount Pleasant, and Town of James Island	See Appendix A for comments	Not applicable	

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	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Charleston County invited citizens to attend public hearings on Thursday, March 28, 2024, at City of North Charleston Council Chambers and on Tuesday, April 9, 2024 at Charleston County Council Chambers, as well as comment on a draft of Annual Action Plan (comment period April 11 - May 11, 2024).	See Appendix A for comments	Not applicable	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Charleston County citizens held two public hearings on Thursday, March 28, 2024, at City of North Charleston Council Chambers and on Tuesday, April 9, 2024 at Charleston County Council Chambers.	See Appendix A for comments	Not applicable	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

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	1,804,614.00	0.00	0.00	1,804,614.00	2,227,404.00	CDBG funds will be allocated for the administration of the program, Fair Housing activities, programs and services benefitting the public, community revitalization, and other eligible activities.

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: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	728,751.86	0.00	0.00	728,751.86	754,477.14	HOME funds will be used to support administration of the program, the development and revitalization of housing for low- to moderate-income individuals and families, and other activities to create suitable living environments.

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: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	155,899.00	0.00	0.00	155,899.00	159,845.00	ESG funds will be used to administer the program, provide homeless management information system (HMIS) technical assistance, rapid re-housing, and shelter operations.

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

Match/leveraged funds are satisfied in each project by the Subrecipient documenting their matching funds in the monthly/quarterly reporting system, or when they ask for reimbursement for the activity that they were funded. In addition, County staff monitors each Subrecipient on an annual basis at a minimum. Staff reviews each file’s documentation and requests a copy of their audit to make sure there were no findings. Staff

provides technical assistance where needed to all Subrecipients.

All HOME projects are expected to provide a leveraging match of at least 25% of the total HOME funds awarded. The match funds must be from non-federal sources (unless the federal source allows the match) and be permanently committed to a HOME-assisted or eligible project. Eligible match includes cash, donated land, donated labor, percentage of bond financing, direct costs of supportive services and homebuyer counseling. Subrecipients are expected to provide proof of match either with their application, or prior to the release of HOME funds for the project. The County reserves the right to use accumulated match in extenuating circumstances.

All ESG projects must follow the matching requirements outlined in 24 CFR 576.201. Although the regulations detail the requirements, some of the rules are as follows: The recipient must make matching contributions to supplement the recipient's ESG program in an amount that equals the amount of ESG funds provided by HUD. Contributions used to match a previous ESG grant may not be used to match a subsequent ESG grant. The matching requirement may be met by one or both of the following: cash or noncash contributions (noncash contributions must be calculated according to the rules outlined in 24 CFR 576.201).

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 County's Community Development and Revitalization Department, located at 5010 Lawyers Lane in North Charleston, SC, acts as a hub for administering the CDBG, HOME, and HESG programs. The County's Public Services Building at 4045 Bridge View Drive in North Charleston, SC provides a meeting place for hearings and meetings to discuss plan goals.

Discussion

CDBG funds will be allocated for the administration of the program, Fair Housing activities, programs and services benefiting the public, community revitalization and other eligible activities. HOME funds will be used to support administration of the program, the development and revitalization of housing for low- to moderate-income individuals and families, and other activities related to creating suitable living environments. ESG funds will be used to provide homeless management information system (HMIS) technical assistance, rapid re-housing, and shelter operations.

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	Access to Clean Water and Sanitary Sewer	2021	2025	Affordable Housing Non-Homeless Special Needs Non-Housing Community Development	Countywide	Affordable Housing and Suitable Living Options Infrastructure + Community Improvements	CDBG: \$300,000.00	Homeowner Housing Rehabilitated: 30 Household Housing Unit
2	Sidewalk Improvements	2021	2025	Non-Housing Community Development	City of North Charleston	Infrastructure + Community Improvements	CDBG: \$300,000.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2000 Persons Assisted
3	Emergency Housing Repairs	2021	2025	Affordable Housing Non-Homeless Special Needs	Countywide	Affordable Housing and Suitable Living Options	CDBG: \$445,990.00	Homeowner Housing Rehabilitated: 24 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Economic Development	2021	2025	Non-Housing Community Development	Countywide	Building Self-Sufficiency & Sustainability	CDBG: \$127,010.00	Businesses assisted: 75 Businesses Assisted
5	Direct Services to the LMI Community	2021	2025	Non-Homeless Special Needs Non-Housing Community Development	Countywide	Building Self-Sufficiency & Sustainability	CDBG: \$270,692.00	Public service activities other than Low/Moderate Income Housing Benefit: 1310 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 25 Households Assisted Homeless Person Overnight Shelter: 65 Persons Assisted
6	New Housing Construction	2021	2025	Affordable Housing	Countywide	Affordable Housing and Suitable Living Options	HOME: \$373,199.86	Rental units constructed: 33 Household Housing Unit Homeowner Housing Added: 5 Household Housing Unit
7	Housing Rehabilitation	2021	2025	Affordable Housing	Countywide	Affordable Housing and Suitable Living Options	HOME: \$282,677.00	Rental units rehabilitated: 4 Household Housing Unit
8	Action on Homelessness	2021	2025	Homeless	Countywide	Homeless Needs	ESG: \$155,899.00	Tenant-based rental assistance / Rapid Rehousing: 9 Households Assisted Homeless Person Overnight Shelter: 50 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
9	Program Administration	2021	2025	Affordable Housing Homeless Non-Homeless Special Needs Non-Housing Community Development	Countywide	Affordable Housing and Suitable Living Options Infrastructure + Community Improvements Building Self-Sufficiency & Sustainability Homeless Needs	CDBG: \$360,922.00 HOME: \$72,875.00	Other: 0 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Access to Clean Water and Sanitary Sewer
	Goal Description	Upgrading failing wells and septic systems or connecting LMI households to existing infrastructure.
2	Goal Name	Sidewalk Improvements
	Goal Description	Provide sidewalk construction and repair to create livable and walkable communities.
3	Goal Name	Emergency Housing Repairs
	Goal Description	Emergency housing repairs occupied by LMI households.

4	Goal Name	Economic Development
	Goal Description	Technical support to be provided to minority, women, and veteran owned micro businesses.
5	Goal Name	Direct Services to the LMI Community
	Goal Description	Provide public services such as training/education, health services, elderly services, neglected and abused children services, legal services, and subsistence payments.
6	Goal Name	New Housing Construction
	Goal Description	The County will continue to support the construction of affordable housing (sales and rental) throughout the jurisdiction.
7	Goal Name	Housing Rehabilitation
	Goal Description	A priority for the County and its partners is to promote the availability of decent housing by rehabilitating housing units to rent to LMI households.
8	Goal Name	Action on Homelessness
	Goal Description	The County and its partners will assist households with rapid re-housing to prevent homelessness and to provide overnight shelter for homeless individuals. This goal also includes HMIS and program administration.
9	Goal Name	Program Administration
	Goal Description	Funds will be used to administer Charleston County's CDBG and HOME programs. HESG administration falls under the "Action on Homelessness" Goal.

Projects

AP-35 Projects – 91.220(d)

Introduction

Charleston County administers a comprehensive housing and community development program. This program includes awarding grants to local housing and service providers, the provision of housing rehabilitation services, grant oversight monitoring and regular reporting to the U.S. Department of Housing and Urban Development (HUD). The following projects describe the activities Charleston County will fund from Community Development Block Grant (CDBG), HOME Investment Partnerships Program, and Emergency Shelter Grants Program (ESG) funds in the coming program year.

Projects

#	Project Name
1	New Housing In Charleston County
2	Rehabilitation of vacant units in Charleston County
3	Emergency Repair Program
4	Sidewalk Improvements
5	Well, Septic, and Infrastructure Connection Program
6	Public Services for Charleston County Residents
7	Rapid Rehousing and Shelter Operations
8	Economic Development
9	Program Administration

Table 7 - Project Information

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

The funded projects address the housing and related services needs identified within the Needs Analysis and Housing Market Assessment sections of this Consolidated Plan. Charleston County awards grant funds to support housing and community development activities throughout the entire county, with the exception of the City of Charleston.

The greatest obstacle to addressing underserved needs is funding - the demand for affordable housing and community development activities is greater than the available funding. To meet underserved needs, goals are achieved through a concentrated effort implemented by a collaborative partnership of local government, nonprofit organizations and private organizations. Additionally, Subrecipients funded by Charleston County pursue funding from other local jurisdictions, foundations, and banks to ensure their projects come to fruition. The infusion of US Treasury ARPA funding has enabled the County's

Community Development and Revitalization Department to expand its affordable housing inventory by creating both rental and homeownership opportunities.

AP-38 Project Summary
Project Summary Information

1	Project Name	New Housing In Charleston County
	Target Area	Countywide
	Goals Supported	New Housing Construction
	Needs Addressed	Affordable Housing and Suitable Living Options
	Funding	HOME: \$373,199.00
	Description	The County will continue to support the construction of affordable housing (sales and rental) throughout the jurisdiction.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	38 LMI Households
	Location Description	North Charleston
	Planned Activities	Metanoia (CHDO) - \$207,347.86 Community First Land Trust (HOME) - \$82,426 Cooper Crest (HOME) - \$83,426
2	Project Name	Rehabilitation of vacant units in Charleston County
	Target Area	Countywide
	Goals Supported	Housing Rehabilitation
	Needs Addressed	Affordable Housing and Suitable Living Options
	Funding	HOME: \$282,677.00
	Description	Purchase, rehabilitate and lease properties in Charleston County to low-income families
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	4 LMI Households
	Location Description	To be determined

	Planned Activities	TriCounty Weatherization Group HOME, LLC (HOME): \$239,737 (HOME) HERIndependence (CHDO): \$42,940
3	Project Name	Emergency Repair Program
	Target Area	Countywide
	Goals Supported	Emergency Housing Repairs
	Needs Addressed	Affordable Housing and Suitable Living Options
	Funding	CDBG: \$445,990.00
	Description	Repairs of housing occupied by LMI households.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	24 LMI Households
	Location Description	To be determined.
	Planned Activities	Habitat for Humanity - \$33,737 Home Works of America - \$138,737 Operation Home - \$208,236 Town of Awendaw: \$65,280
4	Project Name	Sidewalk Improvements
	Target Area	City of North Charleston
	Goals Supported	Sidewalk Improvements
	Needs Addressed	Infrastructure + Community Improvements
	Funding	CDBG: \$300,000.00
	Description	Provide sidewalk construction and repair to create livable and walkable communities.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	2000 LMI Individuals

	Location Description	City of North Charleston
	Planned Activities	City of North Charleston: \$300,000
5	Project Name	Well, Septic, and Infrastructure Connection Program
	Target Area	Countywide
	Goals Supported	Access to Clean Water and Sanitary Sewer
	Needs Addressed	Infrastructure + Community Improvements
	Funding	CDBG: \$300,000.00
	Description	Provide clean water and sanitary wastewater by either upgrading failing wells and septic systems or connecting LMI households to existing infrastructure. Maintenance of systems is also included in this project.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	35 LMI Households
	Location Description	To be determined.
	Planned Activities	Charleston County Well, Septic Upgrade, Connection, and Maintenance Program: \$300,000
6	Project Name	Public Services for Charleston County Residents
	Target Area	Countywide
	Goals Supported	Direct Services to the LMI Community Action on Homelessness
	Needs Addressed	Building Self-Sufficiency & Sustainability Homeless Needs
	Funding	CDBG: \$270,692.00
	Description	This program will include support for public services related to neglected and abused children, employment training, education, health services, the elderly, legal assistance, and subsistence payments to meet the needs in the County.
	Target Date	8/31/2025

	Estimate the number and type of families that will benefit from the proposed activities	1310 LMI individuals assisted, 25 households to receive subsistence payments, and 65 persons given homeless person overnight shelter
	Location Description	Throughout Charleston County.
	Planned Activities	Charleston Pro Bono Legal Services: \$45,864 One80 Place: \$10,865 Charleston Area Senior Citizens Services: \$22,565 Dee Norton Child Advocacy Center: \$20,865 Humanities Foundation: \$30,865 Navigation Center: \$17,364 Charleston Area Urban League: \$47,210 Vision to Learn: \$23,364 East Cooper Community Outreach: \$10,000 Carolina Youth Development Center: \$20,865 East Cooper Meals on Wheels: \$10,000 Cornerstone of Hope, Inc: \$10,865
7	Project Name	Rapid Rehousing and Shelter Operations
	Target Area	Countywide
	Goals Supported	Action on Homelessness
	Needs Addressed	Homeless Needs
	Funding	ESG: \$155,899.00
	Description	The County and its partners will assist households with rapid re-housing to prevent homelessness and provide homeless individuals with overnight shelter. This project also includes HMIS and HESG administration.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	9 Households Assisted through rapid re-housing 50 Person Assisted through shelter operations
	Location Description	Throughout Charleston County.

	Planned Activities	One80 Place: \$76,160 (Shelter Operations) My Sister's House: \$16,705 (Rapid Re-Housing) Florence Crittenton: \$36,342 (Rapid Re-Housing) One80 Place HMIS: \$15,000 (HMIS) HESG administration \$11,692 (Program Administration)
8	Project Name	Economic Development
	Target Area	Countywide
	Goals Supported	Economic Development
	Needs Addressed	Building Self-Sufficiency & Sustainability
	Funding	CDBG: \$127,010.00
	Description	Technical support to be provided to minority, women, and veteran owned micro businesses.
	Target Date	8/31/2025
	Estimate the number and type of families that will benefit from the proposed activities	55 LMI Entrepreneurs and 20 LMI Businesses
	Location Description	Throughout Charleston County
	Planned Activities	South Carolina Association for Community and Economic Development: \$78,273 Increasing H.O.P.E. Financial Training Center: \$48,737
9	Project Name	Program Administration
	Target Area	Countywide
	Goals Supported	Program Administration
	Needs Addressed	Affordable Housing and Suitable Living Options Building Self-Sufficiency & Sustainability Infrastructure + Community Improvements Homeless Needs
	Funding	CDBG: \$360,922.00 HOME: \$72,875.00
	Description	Funds will be used to administer Charleston County's CDBG and HOME programs. HESG administration falls under the "Action on Homelessness" Goal.

Target Date	8/31/2025
Estimate the number and type of families that will benefit from the proposed activities	N/A
Location Description	Charleston County
Planned Activities	Funds will be used to administer Charleston County's CDBG and HOME programs.

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

Charleston County awards grant funds to support housing and community development activities throughout the County (with the exception of City of Charleston, which has its own HUD funding). These funds support projects under the CDBG, HOME, and HESG programs. Grant funds are made available for use across the County.

Geographic Distribution

Target Area	Percentage of Funds
City of North Charleston	50
Countywide	50

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

There are needs throughout the county (including rural areas), so funds are distributed wherever they can be best utilized by partnering organizations. Charleston County Well, Septic Upgrades, Connections and Maintenance Program typically occur in rural areas of the County, which is represented by 10 percent of the total funds (this is an estimate only).

Discussion

Charleston County's partnering organizations serve the needs of LMI residents in all of the County's communities, so no area is prioritized over another.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	9
Non-Homeless	24
Special-Needs	0
Total	33

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	9
The Production of New Units	0
Rehab of Existing Units	24
Acquisition of Existing Units	0
Total	33

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

While the one-year goals show support for 9 non-homeless households, some of these recipients could be homeless and/or special-needs. Specifically, homeless and special-needs households could potentially receive one of the new units or one of the acquired/rehabilitated existing units. However, the determinations of who will receive these units will be made at a future date.

Note: HESG-funded rental assistance and CDBG-funded emergency repairs

AP-60 Public Housing – 91.220(h)

Introduction

There are two Public Housing Authorities that operate within the County's jurisdiction (outside the City of Charleston city limits): the Charleston County Housing and Redevelopment Authority (CCHRA) and the North Charleston Housing Authority (NCHA).

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

There are 1112 vouchers allocated for use in Charleston County. CCHRA also oversees the management and operations of 381 one-, three-, and four-bedroom housing units (125 single-family homes and 256 elderly residences). The single-family homes are located in 50 different subdivisions throughout Charleston County. Through both programs CCHRA serves an average of 1600 families annually.

Currently, the North Charleston Housing Authority administers 1,756 Housing Choice Vouchers, 343 RAD Project Based Vouchers, and 49 Emergency Housing Vouchers. Additionally, it oversees seven tax credit apartment communities comprising a total of 600 apartment units.

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

CCHRA administers the Family Self-Sufficiency (FSS) program, a Section 8 program of the United States Department of Housing and Urban Development (HUD) encourages communities to develop local strategies to help assisted families obtain employment that will lead to economic independence and self-sufficiency. Residents in the Section 8 Program may sign up to participate in FSS. The program works with residents, who establish goals such as, continuing their education, job training, purchasing a first-time home, or starting a small business. Residents who participate in the program must agree to work toward achieving their goals and participate in specific training. Participants build escrow accounts from their rent payments to help them reach their final goal at the completion of the program. The Resident Services Department works with various agencies in the community to develop resources for participating FSS family members.

NCHA also has the FSS Grant

Additionally, CCHRA recently adopted the Housing Choice Voucher (HCV) Homeownership Voucher. Allowing current voucher participants, who meet the requirements, to use their voucher for homeownership instead of rental.

CCHRA will also begin utilizing the Small Area Fair Market Rents (SAFMR's), October 1, 2024, to increase

choices for voucher holders.

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

The local PHA in Charleston County was designated troubled in 2023. On February 1, 2022, Charleston County Council entered an agreement to purchase 18 vacant/distressed homes from the Charleston County Housing and Development Authority. The homes will be rehabilitated/renovated resulting in both rental and homeownership housing units. In order to maintain affordability of the converted residences, the County will require a 90-year deed restriction.

US Treasury/ARPA funds were utilized to purchase the vacant units and US Treasury/ARPA have been committed to support project logistics, design and oversight. The funds will cover the ongoing maintenance of lots leading up to development /renovations and staffing needs for property assessment and construction management oversight.

In an effort to assist CCHRA, Charleston County has waived all PILOT and fee liability until further notice. Additionally, Charleston County assists CCHRA whenever possible by providing meeting space, etc. at no cost.

Discussion

The need for housing is greater than the availability.

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

Introduction

Homelessness and housing insecurities is a complex issue that plagues communities across the nation. A major reason that homelessness is so difficult to combat is that it has many causes with overlapping and interrelated variables. The cause of any one person's homelessness often lies, not in a single factor, but at the convergence of multiple events and conditions. From one angle, homelessness can be seen as an economic problem - caused by unemployment, foreclosure, or poverty. From another viewpoint, homelessness could appear to be a health issue - as many homeless persons struggle with one or more conditions such as mental illness, physical disability, HIV, or substance abuse. Looking at the problem another way, homelessness emerges as a social problem - with factors such as domestic violence, educational attainment, or race lying at the root. In reality, homelessness is caused by all of these issues, sometimes simultaneously. As such, responding to homelessness requires a truly collaborative, innovative community-based approach.

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

People experiencing homelessness are engaged and assessed through the Coordinated Entry System. The core elements of the Coordinated Entry System include system entry points, the VI-SPDAT tool, and prioritization of individuals and families for referral to appropriate and available housing resources. The entry points to our system include all emergency shelters, street outreach teams, and the housing crisis phone line. These entry points are announced throughout the community using local media and community partners. When households present at any entry point, the first step of our assessment process is the diversion and prevention protocol. The second stage of the assessment process is the Housing Barrier Assessment and assistance with market housing. If the household is still experiencing homelessness after 14 days, the VI-SPDAT is administered, and the household is placed on the Prioritization List. The CoC uses the HUD-recommended priority policy for Chronically Homeless individuals. The CES helps to lower barriers to housing through consolidation of intake paperwork and a centralized Housing Inventory.

Addressing the emergency shelter and transitional housing needs of homeless persons

One80 Place provides emergency shelter for individual men, women, families with children and

transitional housing for veterans.

One80 Place

- 26 beds for individual women or families with children
- 40 transitional housing beds for men or male Veterans
- 5 transitional housing beds for female Veterans

Lowcountry Continuum of Care (CoC) manages the Housing Crisis Phone Line for all requests for shelter services in the jurisdiction. Available shelter beds are prioritized for households with children, persons living in unsheltered situations, persons with long histories of homelessness, and for persons with disabling conditions.

Just Home Project

Charleston County has been selected to participate in the MacArthur Foundation's Just Home Project. A total of \$775,000 in grant funds have been received to create and implement a plan that addresses the needs of individuals cycling between homelessness and incarceration.

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

The Coordinated Entry System that is managed by the CoC relies upon a common assessment that assesses the vulnerability of homeless persons to help with the decision-making process about who to prioritize for services and how best to serve those persons and families experiencing homelessness. This process recommends certain persons and families for Permanent Supportive Housing (almost always these are chronically homeless persons), Rapid Re-Housing, or general support in finding suitable housing (but no financial support). Using this consistent method across Charleston County helps the CoC focus the limited resources available on those who are in greatest need. All entry points to our Coordinated Entry System use a Prevention and Diversion assessment to help households identify alternative ways to avoid becoming homeless and entering the service system.

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.

Supportive services offered to households who have recently been housed are key to ensuring that homelessness remains a one-time occurrence. The CES aims at shortening the length of time persons experience homelessness by targeted engagement through outreach and inclusion on our community's Prioritization List for Permanent Supportive Housing for Chronically Homeless Persons, and Rapid Re-Housing for households experiencing episodic homelessness. More resources are needed for both Permanent Supportive Housing and Rapid Re-Housing in order for our community to reach a "functional zero" of homelessness; where all persons experiencing homelessness can transition to housing within 30 days. Case managers at institutions such as hospitals or corrections programs work to ensure that no one is discharged into homelessness. However, more meaningful collaborations and more frequent communication between homeless service providers and these institutions are needed in order to prevent discharges to a homeless setting.

Discussion

The area CoC, uses HMIS data to identify the most successful interventions. The CoC assisted in establishing these two funding priorities for 2021-2025:

1. Shelter Operations
2. Rapid Re-housing

Lowcountry CoC collaborates with the other South Carolina CoCs and the South Carolina Office of Economic Opportunity (OEO) to establish state-wide HESG priorities; performance measures, HMIS data collection standards, and evaluation methods. Both shelter operations and rapid re-housing remain priorities as evidenced by the County's continued need and use of the County's HESG funds.

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

Introduction:

Issue: Coordination on Affordable Housing (identified through roundtables in July/August 2020 and ongoing community discussions). There is a need to improve and streamline development of affordable housing as well as foster collaboration between government entities, developers, non-profits, employers, and affordable housing supporters. Education of the general public is also needed to create support for affordable housing.

Issue: Lack of Affordable Housing (identified through roundtables and survey in July/August 2020 and ongoing community discussions).

Issue: Princeton University Eviction Lab identified the City of North Charleston #1 Evicting Large City in the United States (<https://evictionlab.org/>)

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

Issue: Coordination on Affordable Housing (identified through roundtables in July/August 2020 and ongoing community discussions). There is a need to improve and streamline development of affordable housing as well as foster collaboration between government entities, developers, non-profits, employers, and affordable housing supporters. Education of the general public is also needed to create support for affordable housing.

Strategy: Promote coordination on Affordable Housing.

- The County will continue to be a part of ongoing collaboration on affordable housing.

Issue: Lack of Affordable Housing (identified through roundtables and survey in July/August 2020 and ongoing community discussions)

Strategy: Increased number of affordable housing units developed utilizing U.S .Treasury ARPA fund awarded to Charleston County.

Issue: Princeton University Eviction Lab identified the City of North Charleston #1 Evicting Large City in

the United States (<https://evictionlab.org/>)

Strategies: Support the Housing Court and Legal Services

- **Housing Court:** On May 24, 2019, the Supreme Court of SC created a Housing Court in the Charleston County Magistrate Court. There is a significant need to provide access to legal representation to tenants in Charleston County facing eviction. Support the Housing Court through a local nonprofit's efforts (see below).
- **Legal Services:** Funding Charleston Pro Bono Legal Services activities. Charleston Pro Bono Legal Services is a 501(c)(3) nonprofit that provides essential legal services to low-income children, families, and individuals. In addition to the legal services provided, they coordinate efforts in the Housing Court.

Discussion:

Two main factors contribute to the Charleston County's affordable housing problem: 1) A household's ability to afford housing based on its income, and 2) the price of housing. In response, the County will work on the initiatives mentioned above as well as employ activities intended to foster the development of affordable housing for low-to-moderate income families and individuals such as rehabilitating vacant units to sell or rent, constructing new housing to sell or rent, and repairing owner-occupied housing.

AP-85 Other Actions – 91.220(k)

Introduction:

Through its Community Development and Revitalization Department's programs, the County seeks to meet underserved needs, create and maintain affordable housing, reduce lead-based paint hazards, reduce the number of families in poverty, develop institutional structure, and enhance coordination between public and private housing and social service agencies. Actions related to address these obstacles are discussed throughout this section.

Actions planned to address obstacles to meeting underserved needs

The County seeks to meet underserved needs through its housing and community development programs. A particular need in the Charleston County is financial assistance to persons who are homeless or who are at-risk of becoming homeless. The County addresses this need by providing funds to nonprofit organizations serving homeless individuals and households. In addition, infrastructure improvements - to include well/septic upgrades and infrastructure connections, mostly in underserved communities, will help to foster safe and decent living environments for the residents of Charleston County.

Actions planned to foster and maintain affordable housing

The County (through its partners) will employ activities intended to foster and maintain affordable housing for low-to-moderate income families and individuals such as rehabilitating vacant units to rent, constructing new housing to sell or rent, and repairing owner-occupied housing.

Actions planned to reduce lead-based paint hazards

Charleston County requires documented evidence of adherence to the Lead Safe Housing Rule (LSHR) requirements and evaluates project management to ensure awardee compliance with County policies in the area of LBP Hazards oversight.

Actions planned to reduce the number of poverty-level families

Some of the actions Charleston County will take this program year are as follows:

- (1) Through the use of collaborative partnerships, provide additional and improved housing by engaging in the rehabilitation and creation of housing;
- (2) Provide essential legal services supporting home and family stability through a non-profit partner funded for that purpose;
- (3) Through the County's partnering institutions, provide persons who are at risk of becoming homeless

with rapid re-housing, rental, mortgage and/ or utility assistance;

(4) A non-profit partner funded by the County will provide comprehensive health services to uninsured and under-insured low-income adults at no cost; and,

(5) Fund partners that assist homeless individuals and households with overnight shelter.

Actions planned to develop institutional structure

Charleston County's Community Development and Revitalization Department continues to improve its processes and programs by participating in HUD-sponsored training and other training activities that will increase our capacity to deliver superior service to low- and moderate-income citizens in Charleston County. The Department is also building its capacity by continuing to partner with nonprofit housing and public service providers as well as engaging professional services (e.g., well drilling) when necessary to ensure that the needs of the community are being addressed. The Department is fortunate to have a Community Development Advisory Board to assist it in making funding decisions and meeting the needs of the community.

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

Charleston County has targeted significant CDBG and HOME resources for its housing partners to build affordable housing, rehabilitate existing units, and repair owner-occupied homes. The County will continue to work with its partners to encourage affordable housing.

Discussion:

Overall, Charleston County is engaged in ongoing efforts to increase coordination amongst the complex network of public, private, and nonprofit organizations that deliver housing and social services to the community. As the administrators of HUD's CDBG, HOME and HESG programs, the County's Community Development and Revitalization Department acts as a hub for community and economic development in the area.

Program Specific Requirements

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

Introduction:

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220(I)(2)

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

N/A

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

The County uses recapture as its method of protecting affordability. All properties receiving financial assistance from the County for homeownership and homebuyer activities must ensure that the housing remains affordable to families with incomes of 80 percent or less of the area median for at least the minimum affordability period based on the initial amount of assistance provided. The affordability requirements will be enforced with restrictive covenants or liens that will be recorded with the County's Register of Deeds. More details about the guidelines can be found in the County's HOME Program Operating and Procedures Manual.

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

For all homebuyer or homeowner activities to include owner-occupied rehabilitation, homebuyer down payment and closing cost assistance and housing development subsidies that cause the unit to be sold below fair market value projects, a recapture provision shall be utilized. These subsidies represent a direct subsidy to the homebuyer. If the home is sold during the period of affordability, the County must be notified of the sale. The County will execute written agreements that reflect the recapture provisions at or before the time of sale and will be enforced via a recorded lien. All County initiated activities for homebuyer, homeownership, and owner-occupied activities will have an affordability period as required by 24 CFR Part 92.254. CHDO's and or subrecipients will be required to enforce these recapture provisions. These provisions will be included in the lien/loan documents. More details about the guidelines can be found in the County's HOME Program Operating and Procedures Manual.

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

No funding will be utilized to refinance existing debt.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

N/A, the county does not use HOME for TBRA projects.

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services

received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).

N/A, the county does not use HOME for TBRA projects.

7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

N/A

Emergency Solutions Grant (ESG) Reference 91.220(l)(4)

1. Include written standards for providing ESG assistance (may include as attachment)
 - Must be private nonprofit organizations.
 - Agencies must submit 501(c)3 status documentation.
 - Agency's project request for HESG funds must be endorsed by the local Continuum of Care to make sure the agency's project is in line with the CoC's priorities and standards. Agencies must provide a service that HUD prioritizes (Rapid Re-Housing, Street/Community outreach, Shelter Operations).
 - Any agency receiving HESG funds is obligated to maintain both client services activity records and performance outcome measures utilizing HMIS. Domestic violence, AIDS and legal service providers must use a comparable database that collects client-level data over time and generates unduplicated aggregate reports.
2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

Lowcountry Continuum of Care (CoC) uses a Coordinated Entry System (CES) that covers a seven county service area (including Charleston County) and therefore employs unique aspects to address the differing needs that exist in these urban and rural settings. Outreach coordinators target both known locations where persons live unsheltered and service sites where homeless persons go to receive services. Most people access coordinated entry through the housing crisis line and the CoC website. They assess all households engaged through outreach and/or who seek housing assistance to determine their level of vulnerability and appropriateness for housing interventions. The CES is advertised and participated in by all service providers in the service area and by the housing crisis line, a human services information call center. This emergency hotline takes the burden of navigation off of the individual or family and ensures that everyone in the community has equal access to the services available. All federally funded housing services provided within the CoC are prioritized based upon vulnerability. Outreach workers and service providers use HMIS (or comparable database for domestic violence, AIDS and legal service providers) to build and update

our Prioritization List and a By-Name List on an ongoing basis.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The County issues a Request for Applications (RFA) requesting that interested agencies apply for ESG eligible activities. After applications are received, an ad hoc grant review subcommittee reviews/scores the applications and provides the scores to the Community Development Advisory Board (CDAB). The CDAB makes funding recommendations, which are then reviewed and approved during a Charleston County Council public hearing. The public hearing notice is published in The Post & Courier. For HESG funding, the Lowcountry Continuum of Care first reviews project requests and endorses selected projects for the Board's consideration.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

A homeless and/or formerly homeless individual participates in the CoC governing body. Charleston County consults the CoC when prioritizing policy and funding decisions related to the ESG program.

5. Describe performance standards for evaluating ESG.

See attached "Monitoring Plan," which is applicable to all Urban Entitlement projects.

Appendix A. Public Notice & Comments



**Charleston County and City of North Charleston
Program Year 2024
Urban Entitlement Programs**

REQUEST FOR APPLICATIONS (RFA) AND PUBLIC HEARINGS ANNOUNCEMENT: Charleston County and City of North Charleston Program Year 2024 Urban Entitlement Programs. Charleston County's Community Development and Revitalization Department is the administering agency for the County of Charleston Urban Entitlement Grants for the Community Development Block Grant (CDBG) Program; Emergency Solutions Grant (HESG); Community Housing Development Organization (CHDO); and the HOME Investment Partnership Program (HOME). These grant programs are funded by an allocation from the U.S. Department of Housing and Urban Development (HUD) and are intended to fund housing and community development activities throughout Charleston County.

APPLICATION RELEASE DATE: On Thursday, November 30, 2023, the Charleston County Community Development and Revitalization Department will issue a Request for Applications (RFA) for the Program Year 2024 Urban Entitlement Program Funding Cycle. Special attention and priority will be given to applicants who successfully align with strategies to address unmet goals and objectives as outlined in the Consolidated Plan. For information about the Consolidated Plan, goals, and funding priorities, please visit <https://www.charlestoncounty.org/departments/community-development/index.php>. Two Pre-Application Trainings will be held to provide an overview of the application, program requirements, and funding process. Details about the trainings can be found at <https://www.charlestoncounty.org/departments/community-development/RFA.php>.

RFA DEADLINE: Applications are due Friday, January 5, 2024, at Noon (12 p.m.) and must be submitted electronically at <https://www.charlestoncounty.org/departments/community-development/RFA.php>. THE APPLICATION AND THE MANDATORY FORMS AND ATTACHMENTS MUST BE SUBMITTED ONLINE BY THE DUE DATE/TIME TO BE ACCEPTED.

PUBLIC HEARINGS: The Department conducts public hearings during the course of a year for the purpose of providing information on Community Programs to County residents and to receive comments from citizens regarding program activities. At least once per year, generally scheduled to coincide with each year's annual HUD allocation, a public hearing is held in participating jurisdictions. Public hearings will be held at Town Halls in November and December 2023. Schedule available here: <https://www.charlestoncounty.org/departments/community-development/index.php>. For additional information, call Griffin Reeder at (843) 202-6980 or via e-mail at greeder@charlestoncounty.org



**Charleston County and City of North Charleston
Program Year 2024
Urban Entitlement Programs**

Urban Entitlement Funding Available

Charleston County and the City of North Charleston are submitting a Request for Applications for the 2024 Urban Entitlement Programs. Charleston County's Community Development and Revitalization Department is the administering agency for the Community Development Block Grant (CDBG) Program; Emergency Solutions Grant (HESG); Community Housing Development Organization (CHDO); and the HOME Investment Partnership Program (HOME). These grant programs are funded by an allocation from the U.S. Department of Housing and Urban Development (HUD). They are intended to fund housing and community development activities throughout Charleston County.

APPLICATION SUBMISSION

This application opens on Thursday, November 30, 2023. The deadline for submission is January 5, 2024, at 12:00 pm (noon). Late applications, forms, and attachments will not be accepted. Click here for the application: <https://portal.neighborlysoftware.com/charlestoncountysc/participant>

Special attention and priority will be given to applicants who successfully align with strategies to address unmet goals and objectives as outlined in the Consolidated Plan. For information about the Consolidated Plan, goals, and funding priorities, please visit

<https://www.charlestoncounty.org/departments/community-development/files/2021-2022-CAPER-FINAL.pdf>.

Two Pre-Application Trainings will be held to provide an overview of the application, program requirements, and funding process. Details about the trainings can be found at <https://www.charlestoncounty.org/departments/community-development/Urban-Entitlement-Program.php>

WRITTEN QUESTIONS:

Potential applicants will be allowed to submit written questions about the RFA process to be answered by Community Development and Revitalization staff. All written questions must be submitted by 5:00 pm EST on Friday, December 15, 2023, at 5:00 PM. Please send questions to communitydev@charlestoncounty.org. An addendum containing questions and answers will be posted Monday, December 18, 2023.



**Charleston County and City of North Charleston
Program Year 2024
Urban Entitlement Programs**

Urban Entitlement Program (News Release)

NOTICE OF AVAILABILITY: SCHEDULE OF ANNUAL PUBLIC HEARING/MEETING DATES

Charleston County Community Development and Revitalization Department will host community events to increase awareness of the availability of Urban Entitlement funds, educate the community on previously funded Urban Entitlement programs, and listen to citizen’s comments regarding program activities.

The Department conducts public hearings during the course of a year for the purpose of providing information on Community Programs to County residents and to receive comments from citizens regarding program activities. At least once per year, generally scheduled to coincide with each year’s annual HUD allocation, a public hearing/meeting is held in each of the participating jurisdictions (as decided by the jurisdiction). The Department will be discussing the Urban Entitlement Grants at the following time/dates:

Event schedule:

Meeting Location	Date	Time
Town of James Island 1122 Dills Bluff Road James Island, SC 29412	Thursday, November 16, 2023	7:00 p.m.
Town of Hollywood 5150 Highway 165 Hollywood, SC 29449	Monday, November 20, 2023	6:30 p.m.
Town of Ravenel 5962 SC-165 #100, Ravenel, SC 2947	Tuesday, November 28, 2023	6:00 p.m.
Town of Lincolville 141 W Broad Street Lincolville, SC 29485	Wednesday, December 6, 2023	7:00 p.m.
Town of Awendaw	Thursday, December 7, 2023	6:30 p.m.

6971 Doar Road Awendaw, SC 29429		
Town of Mt. Pleasant 100 Ann Edwards Lane Mount Pleasant, SC 29464	Tuesday, December 12, 2023	6:00 p.m.

Charleston County’s Community Development and Revitalization Department administers the County of Charleston’s Urban Entitlement Grants for the:

Community Development Block Grant Program.

Community Housing Development Organization.

HOME Investment Partnership Program.

Emergency Solutions Grant.

The U.S. Department of Housing and Urban Development annually allocates funding for these programs, with a goal to fund housing and community development activities throughout unincorporated Charleston County and its participating jurisdictions.

For more information on the Urban Entitlement Program, please call Griffin Reeder at (843) 202- 6980 or visit our website at <https://www.charlestoncounty.org/departments/community-development/index.php>



CHARLESTON COUNTY COMMUNITY DEVELOPMENT and REVITALIZATION DEPARTMENT

URBAN ENTITLEMENT PROGRAM

PY 2024 Annual Action Plan

**Correction to PUBLIC NOTICE/PUBLIC HEARING originally Published March 11, 2024:
The written comment period will not close on May 5, 2024 but will remain open from April 11, 2024
through May 11, 2024**

CHARLESTON COUNTY COMMUNITY DEVELOPMENT AND REVITALIZATION DEPARTMENT, URBAN ENTITLEMENT PROGRAM, PY 2024 Annual Action Plan: The County of Charleston is pleased to announce its draft Annual Action Plan. The Plan is a document that outlines how the County of Charleston, its participating jurisdictions, and the City of North Charleston propose to spend federal grant dollars from the U.S. Department of Housing and Urban Development during the 2024-2025 Program Year. All interested parties are encouraged to attend the following public hearings to offer comments on the plan:

- Proposed projects for City of North Charleston funds will be presented to North Charleston City Council for approval and incorporation into the plan on Thursday, March 28, 2024, at 7 PM (North Charleston City Hall, Council Chambers, 2500 City Hall Ln, North Charleston, SC 29419).
- Proposed projects for Charleston County funds will be presented to Charleston County Council for approval and incorporation into the plan on Tuesday, April 9, 2024, at 6:30 PM (Charleston County Council Chambers, 4045 Bridge View Drive, North Charleston).

Starting April 11, 2024, the draft plan including proposed projects will be available for review online (www.charlestoncounty.org/departments/community-development), or in-person at the Charleston County Community Development and Revitalization Department (3660 West Montague, North Charleston, SC 29418) Monday through Friday between the hours of 8:30 AM – 4:30 PM. **Written comments on the draft plan should be addressed to: Griffin Reeder, Regulatory Manager Charleston County Community Development and Revitalization Department, at the above address or by emailing greeder@charlestoncounty.org. The deadline for receipt of written comments is May 11, 2024. Telephone (843) 202-6960.** The Plan will be submitted to the U.S. Department of Housing & Urban Development on or around May 15, 2024.



URBAN ENTITLEMENT PROGRAM

CHARLESTON COUNTY COMMUNITY DEVELOPMENT and Revitalization DEPARTMENT

PUBLIC NOTICE/PUBLIC HEARING

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AFFIDAVIT OF PUBLICATION

The Post and Courier

State of South Carolina

County of Charleston

Personally appeared before me the undersigned advertising clerk of the above indicated newspaper published in the city of Charleston, county and state aforesaid, who, being duly sworn, says that the advertisement of appeared in the issues of said newspaper Post and Courier on the following day(s): 03/11/24

MAR 12 2024

Subscribed and sworn to before me this:

2th day of March, 2024

Jennifer Hays
Advertising Clerk

Nichole MCFadden
NOTARY PUBLIC, SC
My commission expires July 20, 2030



**PUBLIC NOTICE/
PUBLIC HEARING**
CHARLESTON COUNTY
COMMUNITY DEVELOPMENT
AND REVITALIZATION
DEPARTMENT, URBAN
ENTITLEMENT PROGRAM,
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ADR 2065166

REQUEST FOR APPLICATIONS (RFA) AND PUBLIC HEARINGS ANNOUNCEMENT:

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Two Pre-Application Trainings will be held to provide an overview of the application, program requirements, and funding process. Details about the trainings can be found at

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THE APPLICATION AND THE MANDATORY FORMS AND ATTACHMENTS MUST BE SUBMITTED ONLINE BY THE DUE DATE/TIME TO BE ACCEPTED. PUBLIC HEARINGS:

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course of a year for the purpose of providing information on Community Programs to County residents and to receive comments from citizens regarding program activities. At least once per year, generally scheduled to coincide with each year's annual HUD allocation, a public hearing is held in participating jurisdictions. Public hearings will be held at Town Halls in November and December 2023. Schedule available here:

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For additional information, call Griffin Reeder at (843) 202-6980 or via e-mail at greeder@charlestoncounty.org.

AD# 2057456

Public Comments – Annual Action Plan

No public comments received.

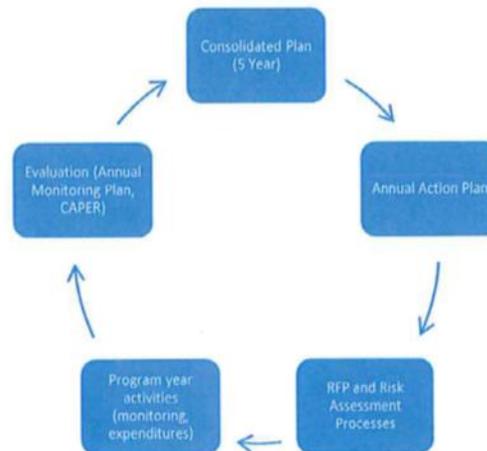
Appendix B. Monitoring Plan



GENERAL

I. Introduction

Charleston County is committed to providing effective, efficient and equitable community services to the towns, cities, and organizations within its jurisdiction. The Annual Monitoring Plan is a guide for delivering these services while keeping Charleston County and its Urban Entitlement sub-recipients in compliance with Federal, State and County regulations. A strong monitoring system will allow staff to accurately determine the level of risk the County takes when granting monies, build capacity within the community, ensure timeliness of expenditures, and provide accurate evaluation for future planning.



Through development of an annual monitoring plan, staff can effectively plan for events in the coming year as well as take time to recognize what works, what can be done better, and what practices have become irrelevant. This kind of "big picture" thinking serves an exercise in planning and regrouping. Plus, as can be seen in later parts of this plan, the Annual Monitoring plan ties-in directly with Departmental goals and objectives.

II. Monitoring Plan Objectives and Strategy

Charleston County Community Service (CCCS) has identified the following objectives and strategies for monitoring:

- **Accurately Assessing Risk**
- **Identifying Technical Assistance Needs & Increasing Capacity**
- **Ensuring Timely Expenditures:**
- **Keeping Charleston County in Compliance through training**
- **Establishing Tools and Systems for Compliance**
- **Identifying Innovative Tools & Techniques: Best Practices**



III. Ongoing Monitoring

A. Accurately Assessing Risk :

Charleston County Community Services staff, will determine the level of monitoring a sub-recipient will receive using a risk model. The model uses the following elements, prior performance, capacity, type of project, investment level, and experience in managing federal funds, to determine the risk associated with a particular project. The risk will be examined during the first quarter of the new program year, with a monitoring schedule resulting in the second quarter and actual on site and/or desk top monitoring taking place during the 3rd and 4th quarters.

NOTE: This model does not take the place of or supersede the judgment of Community Services staff. Regardless of the results of the risk model a sub-recipient may be monitored based strictly on the judgment of Community Services management.

B. Identifying Technical Assistance Needs & Increasing Capacity:

- Sub-recipient reports serve as an ongoing oversight tool to ensure that projects are operating within the scope of their project. The review by staff provides a valuable point of contact as well as an effective tool for determining the type and depth of technical assistance a sub-recipient may need. Whether a recipient reports monthly or quarterly staff will review and analyze monthly/quarterly reports in tandem with pay requests for timeliness of expenditure of funds and project activity as outlined in the sub recipient's agreement.
- In addition to reviewing reports staff will determine each projects specific compliance issues and provide technical support to ensure the regulatory compliance with Davis Bacon, Section 3, Fair Housing, and minority and women contractors for construction projects.
- Staff will also ensure that during the life of the project they observe project for quality of work, i.e. housing rehabilitation and construction of residential housing and buildings, infrastructure projects such as sidewalks, drainage, and compliance with regulations, as needed.

C. Ensuring Timely Expenditures:

- Staff will review financial reports in relation to the project timeline to determine if expenditures are on target. They will communicate any deviations with subs on a monthly/quarterly basis, ensuring that any extensions are warranted and submitted in a timely manner.



Charleston County Community Services

Procedure: Monitoring – Plan

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D. Training of sub-recipients is another important strategy utilized to strengthen partnerships and build capacity. Training of sub recipients can be carried out by several methods:

- **Annual Pre-Proposal meeting-** a pre-proposal conference, is held shortly after the announcement of funds availability. The basic application process is explained along with expectations for management of a successful project.
- **Post-Award meeting-** groups of sub-recipients with like projects/activities are brought together for a meeting prior to the execution of a contract. Staff will cover expectations, outcomes and other compliance issues deemed necessary by the past years performance. This also provides a networking environment that Community Services wants to foster in our sub-recipient community.
- **Monitoring:** Monitoring activities whether during the monthly reviews or on-site monitoring ensure that we reach 100% of our sub recipients. Our monitoring strategies include on-site field visits, open communications, desktop monitoring, and assisting agencies in creating good recordkeeping systems. The requirements for standard recordkeeping, LMI eligibility determination, relevant demographics, financial management, quality assurance methods and community outreach are applied to all projects.

E. Documenting Compliance: Establishing Tools and Systems for Compliance.

- Staff will analyze reporting documents annually to assess if any additional reporting requirements.
- Internal spreadsheets will be maintained electronically containing information sufficient to immediately assess the performance of each sub.

F. Identifying Innovative Tools & Techniques: Best Practices

- Staff will work to identify and communicate programs that are innovative and can be replicated to provide more effective and efficient services using Urban Entitlement funds.



IV. On-site Monitoring

By far the most exhaustive technique in the Compliance Auditor's toolbox, the on-site monitoring is vital to the continued compliance of not only the sub-recipients, but the compliance of Charleston County as well. Briefly stated, the on-site monitoring is designed to:

- Identify aspects of the project where the organization is performing well and poorly while building capacity
- Assess compliance with program requirements
- Determine whether record keeping is adequate
- Prepare and implement timely follow-up activities

The results of the on-site monitoring are as important as the monitoring itself. Sub-recipients are to receive the results of their visit in a timely manner (ideally within 45 business days after the monitoring visit) and provided with ample time and assistance to resolve issues before the close of the program year.

Charleston County's current monitoring objectives: as determined by HUD regulations.

A. Management Plan

Ensure that sub-recipients have an appropriate process for how the grant will be managed as well as other areas of business operation and who the responsible staff will be.

B. Record Keeping Systems

Ensure that sub-recipients establish/maintain a record keeping and filing system to maintain documentation on program benefit and compliance with other applicable laws.

C. Financial Management

Ensure that the sub-recipient establish appropriate accounts for CD funds awarded and maintain the necessary financial records on the receipt and disbursement of funds as well as supporting documentation.

D. On-Site Monitoring

1. To determine if a sub-recipient is carrying out its community development program, and its individual activities, as described in the application for assistance and the sub-recipient Agreement.



Charleston County Community Services

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2. To determine if a sub-recipient is carrying out its activities in a timely manner, in accordance with the schedule included in the Agreement.
3. To determine if a sub-recipient is charging costs to the project that are eligible under applicable laws and regulations, and are reasonable in light of the services or products delivered.
4. To determine if a sub-recipient is conducting its activities with adequate control over program and financial performance, and in a way that minimizes opportunities for waste, mismanagement, fraud, and abuse.
5. To assess if the sub-recipient has continuing capacity to carry out the approved project, as well as other grants for which it may apply.
6. To identify potential problem areas and to assist the sub-recipient in complying with applicable laws and regulations.
7. To assist sub-recipients in resolving compliance problems through discussion, negotiation, and the provision of technical assistance and training.
8. To provide adequate follow up measures to ensure that performance and compliance deficiencies are corrected by sub-recipients, and not repeated.
9. To comply with the federal monitoring requirements of 24 CFR 570.501(b) and 24 CFR 85.40.
10. To determine if any conflicts of interest exist in the operation of the program, per 24 CFR 570.611.
11. To ensure that required records are maintained to demonstrate compliance with applicable regulations.



Charleston County Community Services

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V. Monitoring Staff and Schedule

Due to the increasing need to ensure that sub-recipients are trained and follow regulations, Charleston County has created a new position whose key responsibility is to conduct ongoing financial and programmatic monitoring of the sub-recipients. The Grants Compliance Auditor conducts technical support and quarterly on-site monitoring to ensure sub-recipients' compliance with HUD and County regulations. They will also be involved with the sub-recipients pre and post training sessions. The ongoing monitoring and technical support allows Charleston County to identify and correct challenges and barriers that can prohibit timely completion of the projects and proper delivery of services.

Furthermore, ongoing monitoring will be conducted by the Grants Compliance Auditor as pay requests come in from the sub-recipients and from monthly and quarterly reports. Review of the pay requests for programmatic and financial compliance will alert the Community Services Compliance Auditor to problems early in the process and perhaps alleviate issues as the sub-recipient works towards their outcomes. This "real time", early intervention will be a key step in both keeping sub-recipients compliant and in delivering technical assistance.

The Community Services Financial Officer will oversee all monitoring work and reporting. Final reports will be reviewed and issued by the Community Services Director.



Primary Tenants of Monitoring Criteria (REVISED April 2015)

1. Programmatic performance is monitored with each monthly and quarterly progress report submittal.
2. Financial performance, relating to allowable costs is monitored with each invoice submitted.
 - At least 50% of the total dollars will be reviewed during the on-site monitoring. Charleston County Community Services will also utilize these criteria when reviewing projects funded through the City of North Charleston’s Urban Entitlement allocation.
3. All HOME-assisted rental projects will receive an on-sight monitoring annually, and will be inspected for code compliance. HOME-assisted rental projects will be reviewed to determine adherence to affordability requirements, habitability standards and oversight of property management in accordance with HOME requirements.

Risk Model Criteria

Elements to be considered in determining risk for CDBG and ESG projects.

1. Projects with a total score of 5 or over will receive an on-site visit
2. Projects with a total score of 4 will receive a desk top review and report will be filed with project records.
3. Projects scoring less than 4 will receive a quarterly review of their financial and progress reports submitted. The performance summary will be maintained in the project files.
4. All new subs funded at or below \$10,000 will receive an initial site visit to discuss the sub-recipient contract and reporting requirements. On-going monitoring will consist of quarterly reviews of financial and progress reporting. Technical assistance session(s) will be provided as warranted to ensure adherence to contract, evaluate performance and assess capacity to manage federal funds. The performance summary will be maintained in the project files.
5. All new sub-recipients funded at or above \$25,000 will receive an on-site monitoring visit.



Charleston County Community Services

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Current Funding level

Score 1-3 with 1 being the lowest risk

\$25,000 or under	1
Over \$25,000 but less than \$75,000	2
Over \$75,000	3

Organizational Capacity (elements to be considered)

Score 1-3 with 1 being the lowest risk

Sub staff no changes	1
New Staff	2
New type of project for sub	3

Monitoring: Previous years' findings/concerns

Score 1-2 with 1 being the lowest risk

Minimal concerns/CAP reviewed	1
Findings	2

Prior year reporting problems

Continuous problems that have not been corrected 1

While the monitoring schedule will be developed with the above scoring, the schedule may be revised to add sub-recipients if problems are found during the review of quarterly reports or financial drawdowns.

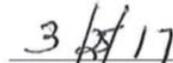
This scoring criteria does not take the place of staff judgment. Subrecipients may be monitored based upon staff recommendation.

IMPLEMENTED BY WHOM

Financial Officer



Joanna Murray
Director, Community Development Department



Date