

CHARLESTON CITY COUNCIL

Regular Meeting

August 4, 2025

at 7:00 PM



THIS MEETING WILL TAKE PLACE IN PERSON AND CAN BE VIEWED LIVE VIA

<https://charlestonwv.civicclerk.com/web/home.aspx>

Council Chambers, Third Floor
City Hall, 501 Virginia St. E.
Charleston, WV

AGENDA

CALL TO ORDER BY THE MAYOR

INVOCATION AND PLEDGE OF ALLEGIANCE

ROLL CALL

PUBLIC SPEAKERS AND CLAIMS

1. **INTERESTED PUBLIC SPEAKERS MUST REGISTER AT THE CLERK'S HALLWAY TABLE IN PERSON NO EARLIER THAN 15 MINUTES BEFORE THE MEETING STARTS. FIVE (5) SPEAKERS WILL BE PERMITTED (RULE NO. 22 (B)).**
2. Claims 8-4-2025

PROCLAMATIONS

1. 8-4-2025

COMMUNICATIONS

1. 8-4-2025

REPORTS OF STANDING COMMITTEES

FINANCE

1. Resolution No. 25-070 - Authorizing the Mayor to sign and submit to the U.S Department of Housing and Urban Development the Five Year Consolidated Plan for Program Years 2025 through 2029 and the Annual Action Plan for Program Year 2025.
2. Resolution No. 25-071 - Authorizing the Mayor or City Manager to purchase a new pumper

truck for Street Department from WV Tractor Supply.

3. Resolution No. 25-072 - Authorizing the Mayor or City Manager to purchase a new mower and accessories for Cato Park Golf Course from Baker Vehicle Systems.
4. Resolution No. 25-073 - Authorizing the Mayor or City Manager to purchase 2 new Mowers for Parks and Recreation from Power Zone.
5. Resolution No. 25-074 - Authorizing approval of Amendment No. 1 of the FY 2025-2026 Coal Severance Budget.
6. Resolution No. 25-075 - Authorizing the Mayor or City Manager to purchase a new Backhoe with accessories for the Street Department from State Equipment, Inc.
7. Resolution No. 25-076 - Authorizing the Mayor or City Manager to enter into a contract with Electronic Specialty Company for the purchase, installation, and training of new audio-visual and conferencing equipment for the City Hall AV Room and for City Council Chambers.

REPORTS OF OFFICERS

1. 8-4-2025

NEW BILLS

1. 8-4-2025

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

REMARKS BY MEMBERS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE AUGUST 18, 2025 AT 7:00 PM.

***Meetings may be recorded and broadcast via internet <https://charlestonwv.civicclerk.com>**



**TO: MILES CARY
CITY CLERK**

**FROM: AMY SHULER GOODWIN
MAYOR**

RE: OPIOID COMMUNITY COUNCIL

DATE: AUGUST 4, 2025

To fulfill the requirement set forth in Resolution 25-063 to create The Opioid Community Council, I am recommending the following individuals be appointed to the Council. In accordance with the resolution, the Council will consist of at least one professional with experience in: Prevention, Treatment and Recovery, as well as one individual in long-term recovery from an opioid use disorder.

Matthew Sutton – Chair – One-year term
Dr. Cynthia Persily – Professional in Prevention – Two-year term
Martha Carter – Professional in Treatment – Two-year term
Ashley McElwee – Professional in Recovery – One-year term
Sarah Stone – Long-term recovery – Two-year term
Brian Lilly – One-year term
Emily Hanna – One-year term
William Thompson – Two-year term
Bill Woodrum – Two-year term

I respectfully request City Council's approval of this recommendation.

ASG/mls

Resolution No. 25-070

Introduced in Council
August 4, 2025

Adopted by Council:

Introduced by:
Joseph Jenkins

Referred to:
Finance

Resolution No. 25-070 -

A RESOLUTION OF THE COUNCIL OF THE CITY OF CHARLESTON
APPROVING THE FY 2025-2029 FIVE-YEAR CONSOLIDATED PLAN
AND THE FY 2025 ANNUAL ACTION PLAN

WHEREAS, under Title I of the Housing and Community Development Act of 1974, as amended, the Secretary of the U.S. Department of Housing and Urban Development (HUD) is authorized to extend financial assistance to communities in the prevention or elimination of slums or urban blight, or activities which will benefit low- and moderate-income persons, or other urgent community development needs; and

WHEREAS, under the HOME program created by the National Affordable Housing Act of 1990, as amended, the Secretary of HUD is authorized to extend financial assistance to participating jurisdictions to expand the supply of decent, safe, sanitary, and affordable housing; and

WHEREAS, the City, as the Participating Jurisdiction, has formed the Charleston-Kanawha HOME Consortium with Kanawha County, and the incorporated areas therein; and

WHEREAS, HUD has advised the City of Charleston that for Fiscal Year 2025, the City is eligible to apply for an entitlement grant under the Community Development Block Grant (CDBG) Program in the amount of \$1,501,940.00 and the HOME Investment Partnership Program (HOME) in the amount of \$706,458.88; and

WHEREAS, the City of Charleston's Mayor's Office of Economic and Community Development has prepared the FY 2025-2029 Five-Year Consolidated Plan and the FY 2025 Annual Action Plan which proposes how the entitlement grant funds will be expended to address the housing and community development needs identified in the City's Five-Year Consolidated Plan; and

WHEREAS, a draft of the FY 2025-2029 Five-Year Consolidated Plan and FY 2025 Annual Action Plan were on public display from July 2, 2025 through August 1, 2025 and the City held a series

of public meetings and hearings on the said Plans and the comments of various agencies, groups, and citizens were taken into consideration in the preparation of the final plans;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CHARLESTON, KANAWHA COUNTY, WEST VIRGINIA, AS FOLLOWS:

SECTION 1: That the FY 2025-2029 Five-Year Consolidated Plan and FY 2025 Annual Action Plan are hereby in all respects APPROVED and the City Clerk is hereby directed to file a copy of said Five-Year Consolidated Plan and Annual Action Plan with the Official Minutes of this Meeting of City Council.

SECTION 2: That the City is COGNIZANT of the conditions that are imposed in the undertaking and carrying out of the Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) Programs with Federal financial assistance and assurances as set forth under the certifications.

SECTION 3: That the Mayor, on behalf of the City of Charleston, West Virginia, is AUTHORIZED to file an Application for financial assistance with the U.S. Department of Housing and Urban Development (HUD) which has indicated its willingness to make available funds to carry out the CDBG Program in the amount of \$1,501,940.00 and HOME Investment Partnership Program in the amount of \$706,458.88; and is further AUTHORIZED to act as the authorized representative of the City of Charleston to sign any and all documents in regard to these programs.

SECTION 4: That the Mayor, on behalf of the City of Charleston, West Virginia, is AUTHORIZED to provide assurances and/or certifications as required by the Housing and Community Development Act of 1974, as amended; and any other supplemental or revised data which HUD may request in review of the City's Application.

ADOPTED INTO A RESOLUTION THIS 4th DAY OF AUGUST 2025 BY THE CITY COUNCIL OF THE CITY OF CHARLESTON, WEST VIRGINIA.

IN WITNESS WHEREOF, I, Amy Shuler Goodwin, Mayor of the City of Charleston, West Virginia, have hereunto set my hand and caused the Official Seal of the City of Charleston to be affixed this 4th day of August 2025.

CITY OF CHARLESTON, WV

Amy Shuler Goodwin, Mayor

ATTEST:

Miles Cary, City Clerk



FY 2025-2029 CONSOLIDATED PLAN AND FY 2025 ANNUAL ACTION PLAN

COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAM

HOME INVESTMENT PARTNERSHIPS PROGRAM



Honorable Amy Goodwin, *Mayor*

Benjamin Mishoe, *City Manager*

Andrew Backus, *MOECD Director*

Mayor's Office of Economic and Community Development
(MOECD)

105 McFarland Street, Charleston, WV 25301 | (304) 348-8035



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Executive Summary

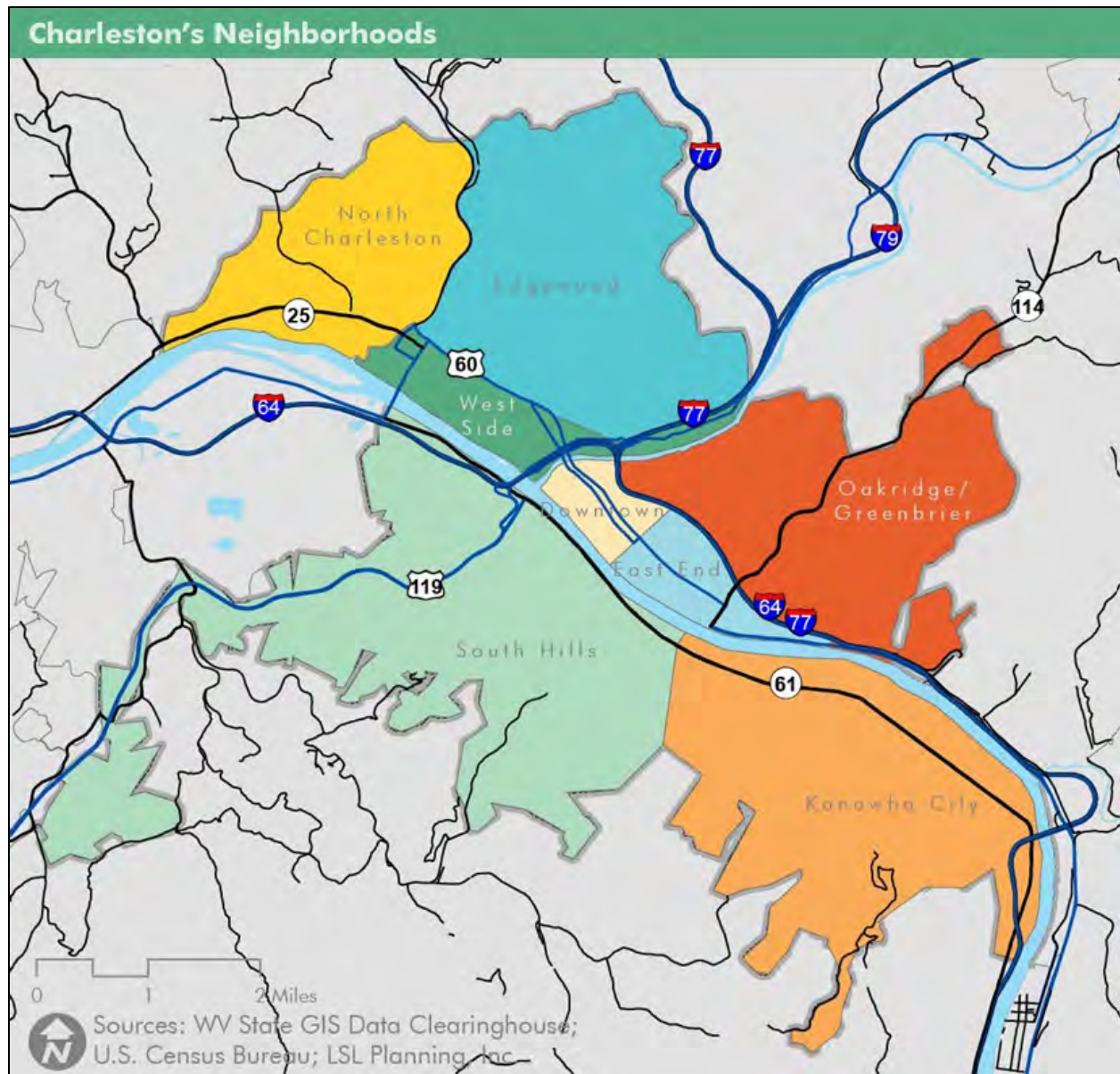
ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

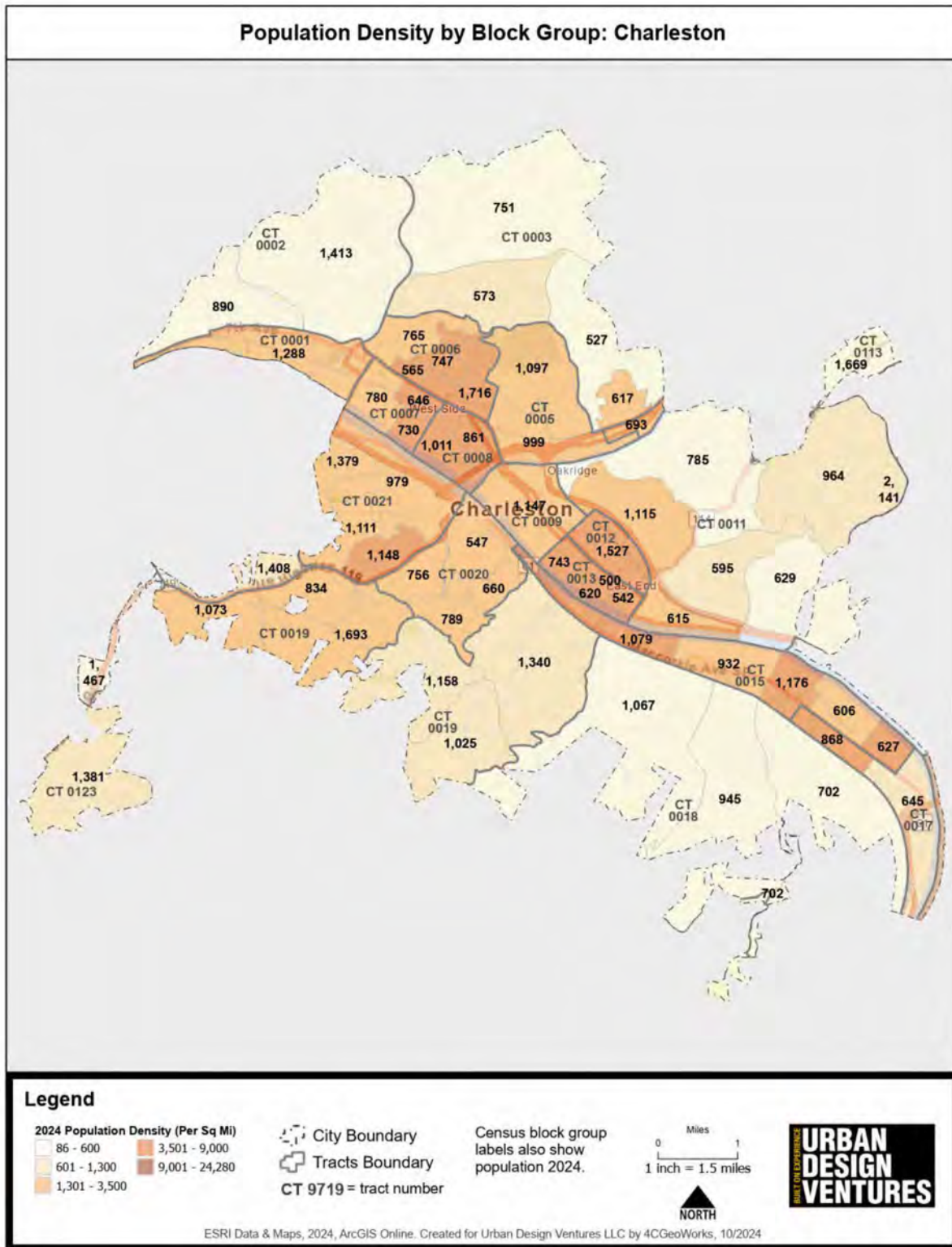
The City of Charleston, West Virginia is an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant Program (CDBG) and serves as the Participating Jurisdiction (PJ) receiving Home Investment Partnership Program (HOME) funding for the City of Charleston-Kanawha County HOME Consortium. The City of Charleston has prepared its Five-Year Consolidated Plan (CP) for the period of FY 2025 beginning July 1, 2025, through FY 2029, ending June 30, 2030. The Consolidated Plan is a strategic plan to implement federal programs for housing and community development activities within the city and how the proposed activities will principally benefit low- and moderate-income individuals. The Consolidated Plan is a requirement of the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) Program that must be completed by the entitlement community every five (5) years.

The Five-Year Consolidated Plan establishes the priorities the City of Charleston proposes for the next five (5) year period and outlines the specific goals the city will undertake to address these priorities by encouraging the development of decent housing, promoting a suitable living environment, and expanding economic opportunities. The Five-Year Consolidated Plan is a collaborative planning process involving residents and stakeholders. Stakeholders included representatives of social and human services providers, housing developers, community development organizations, economic development agencies, education, and faith-based groups. The process included public meetings and hearings, stakeholder questionnaire, resident survey, analysis of statistical data, and past community development planning efforts.

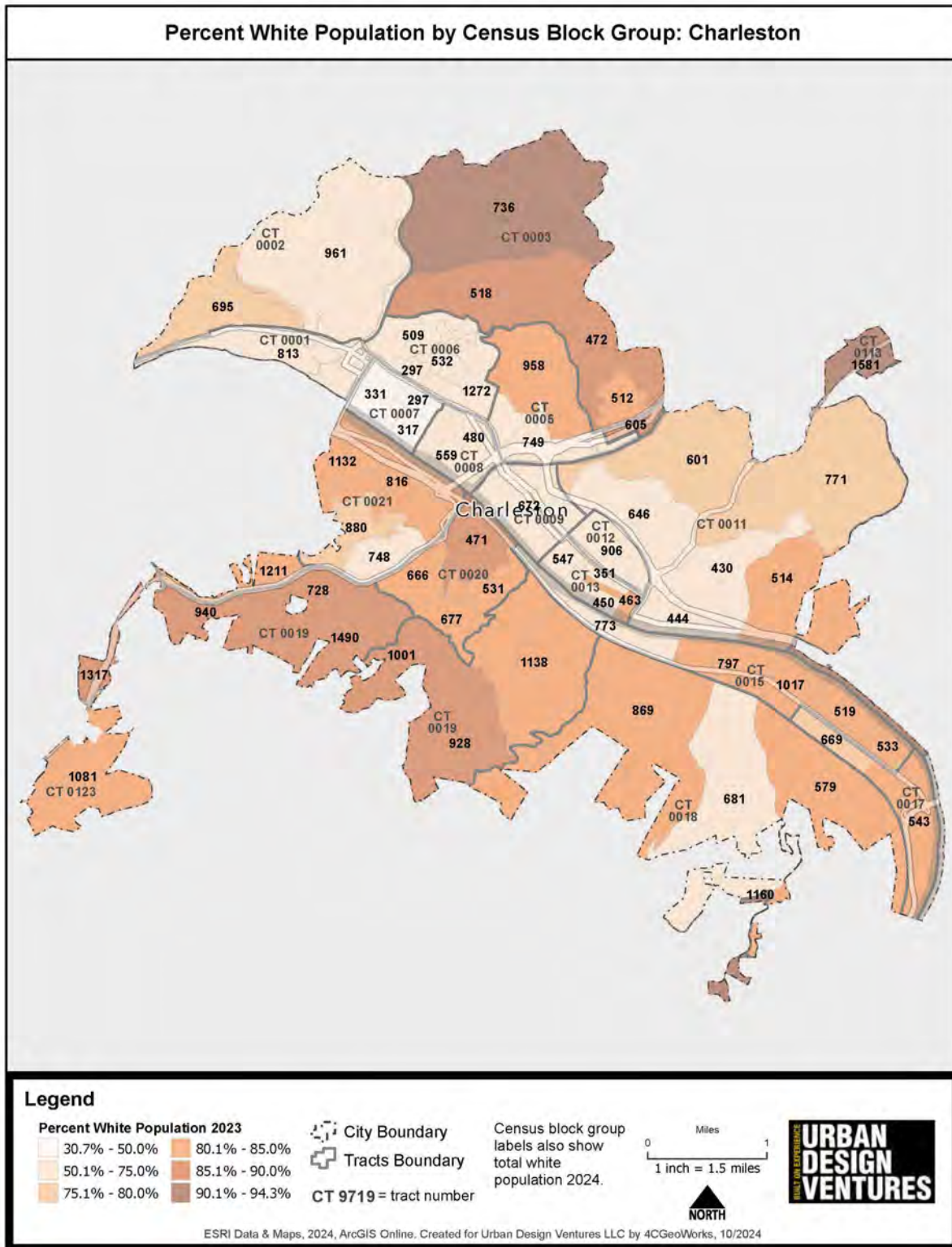
Following maps illustrate the demographic and social characteristics of the City of Charleston.



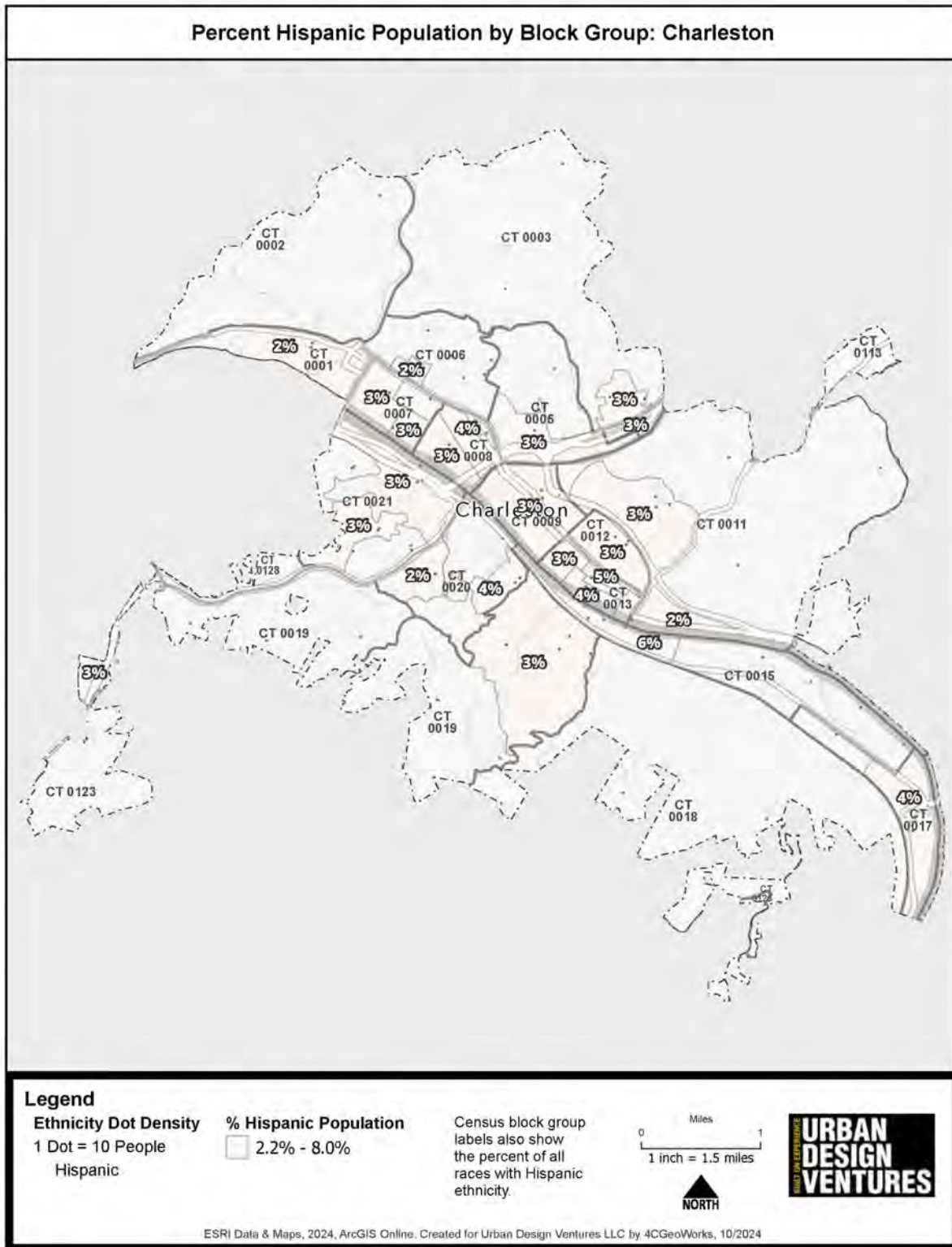
Neighborhoods of Charleston



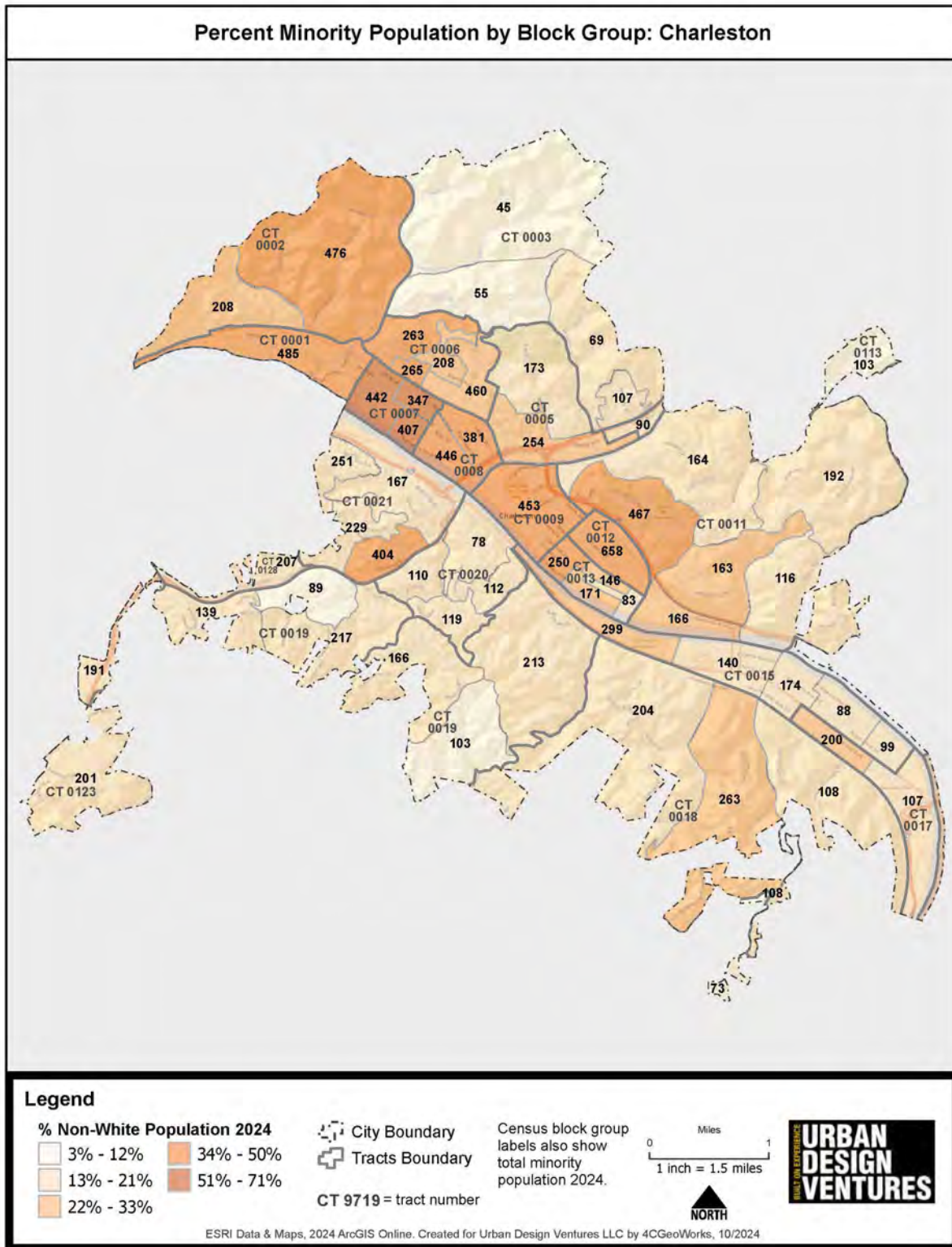
Population Density by Block Group



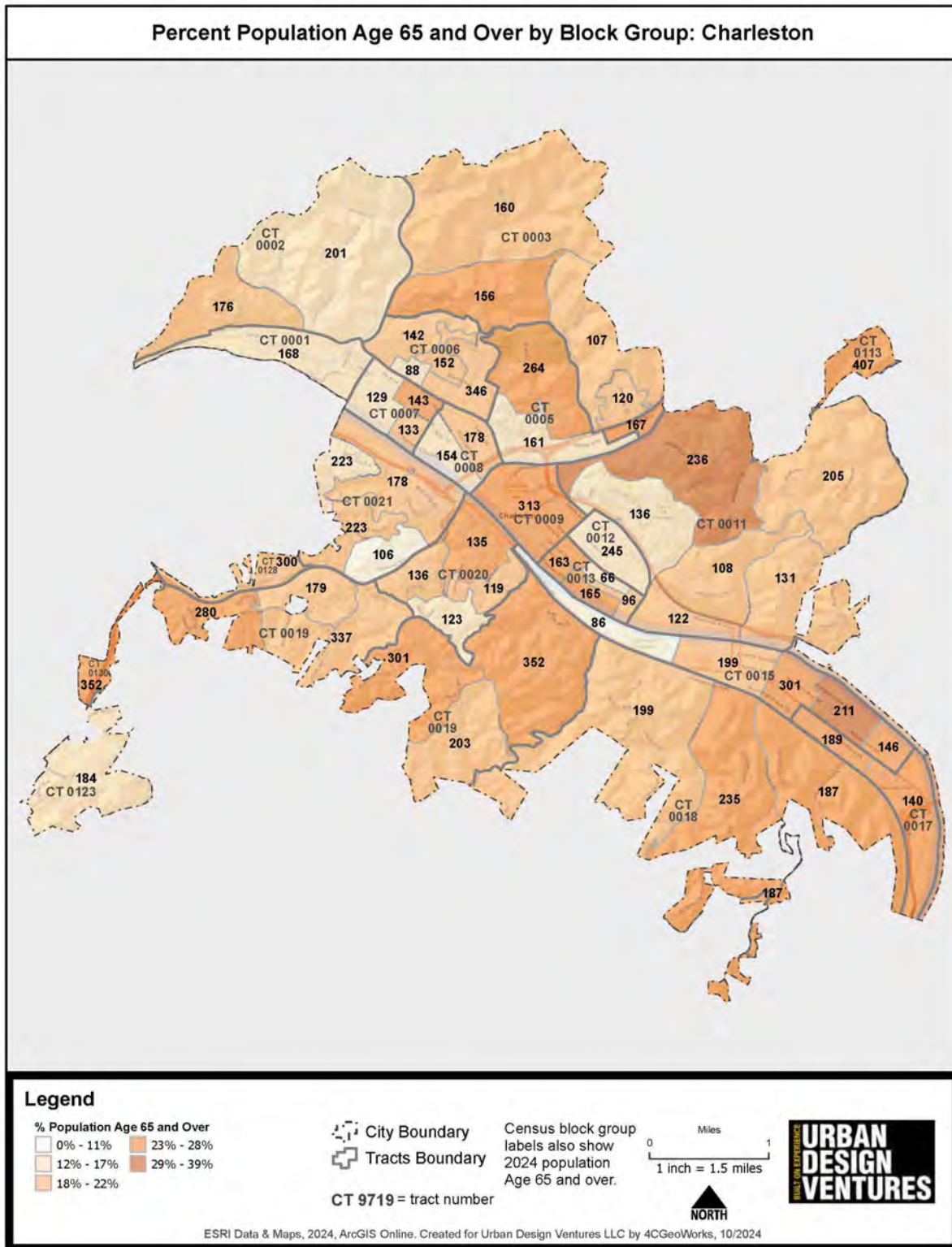
White Population by Block Group



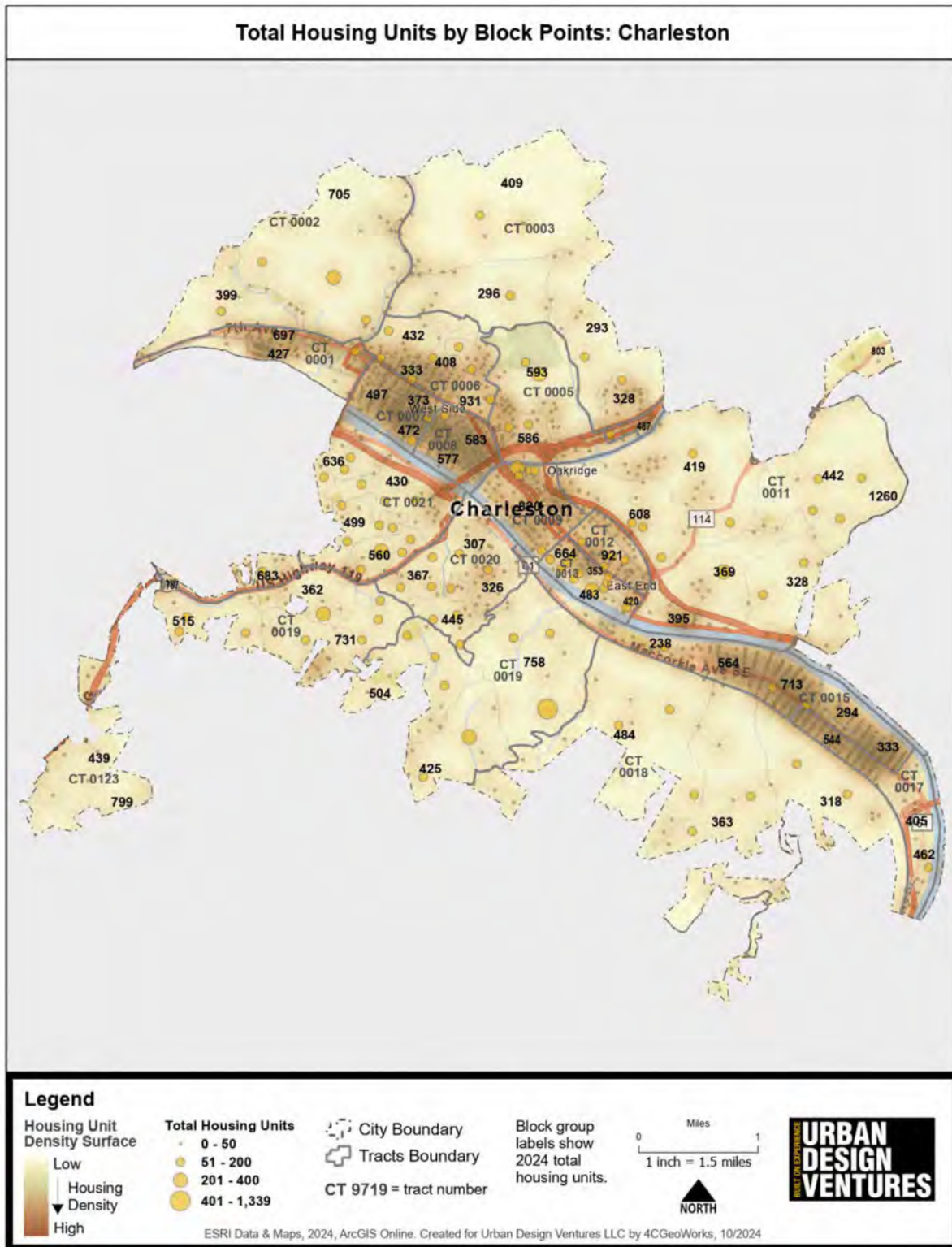
Percent Hispanic Population by Block Group



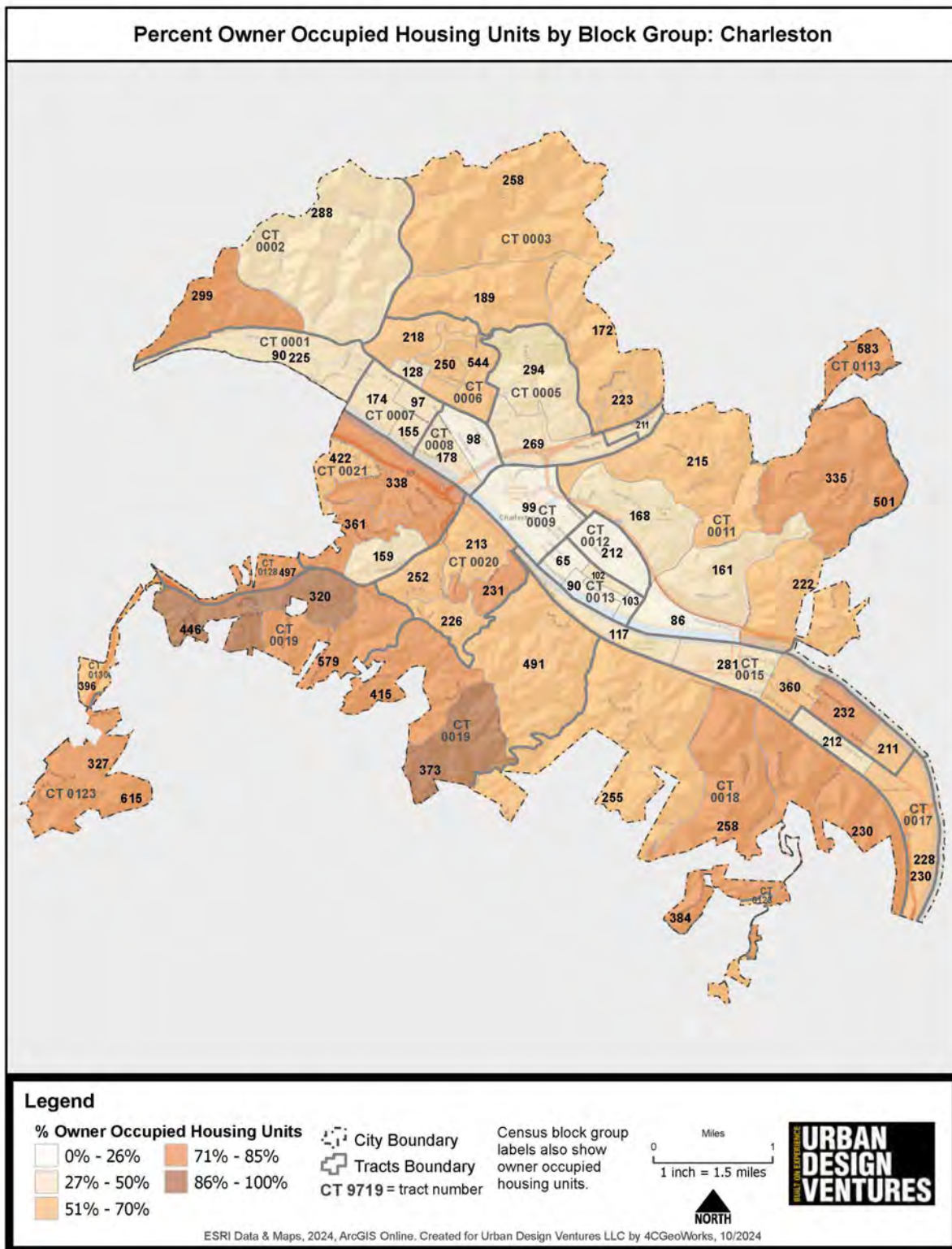
Minority Population by Block Group



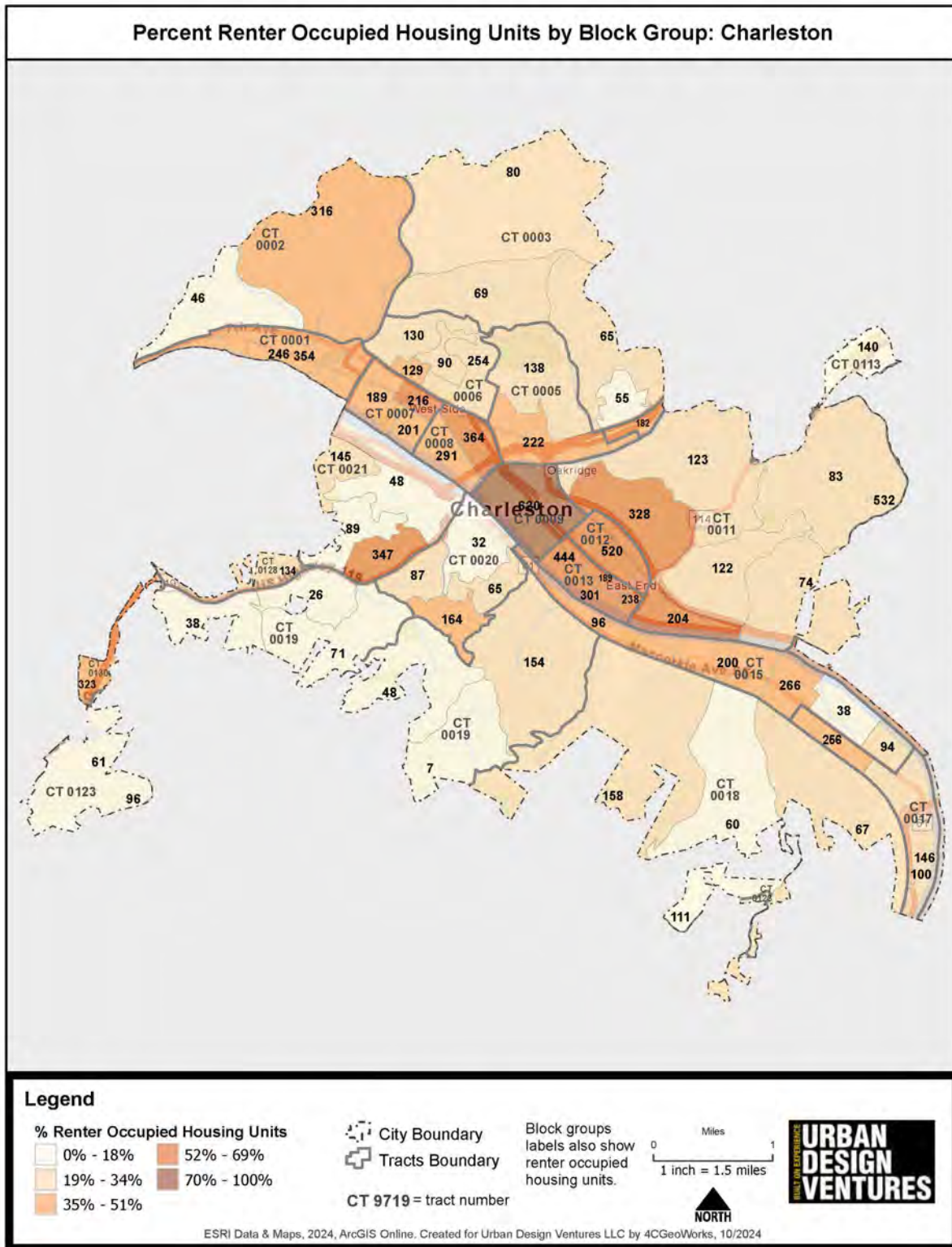
Population Age 65 and Over by Block Group



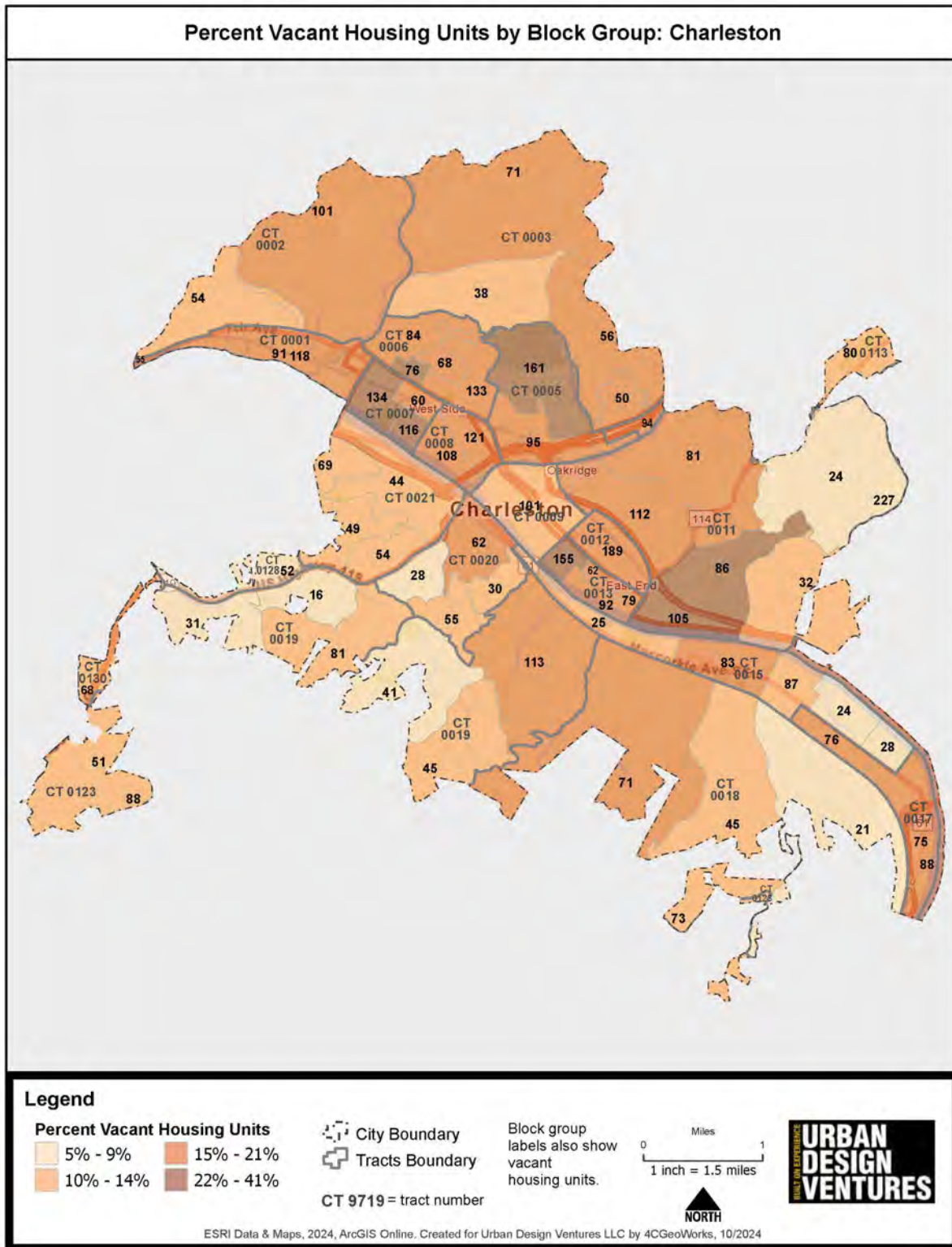
Total Housing Units by Block Points



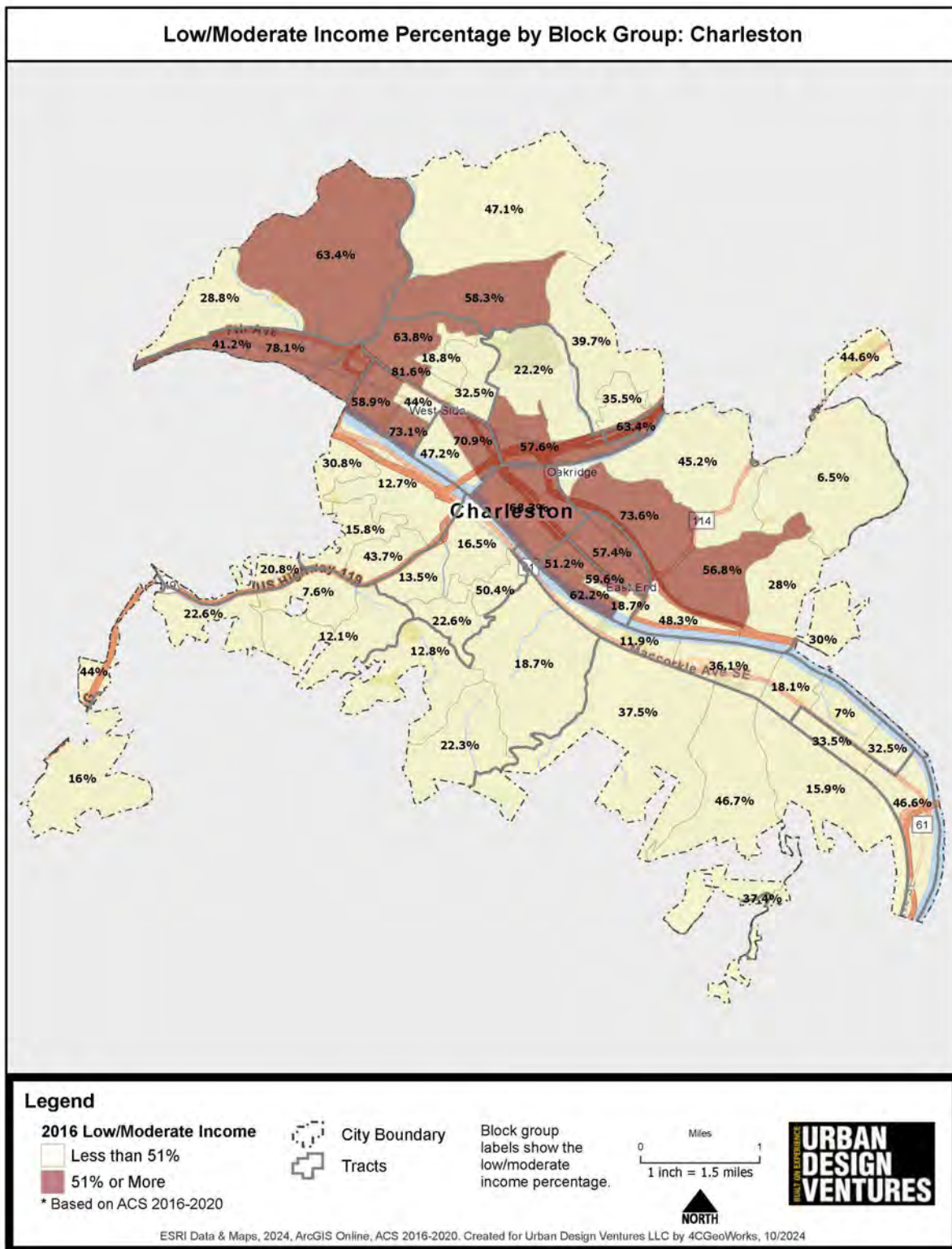
Owner-Occupied Housing Units by Block Group



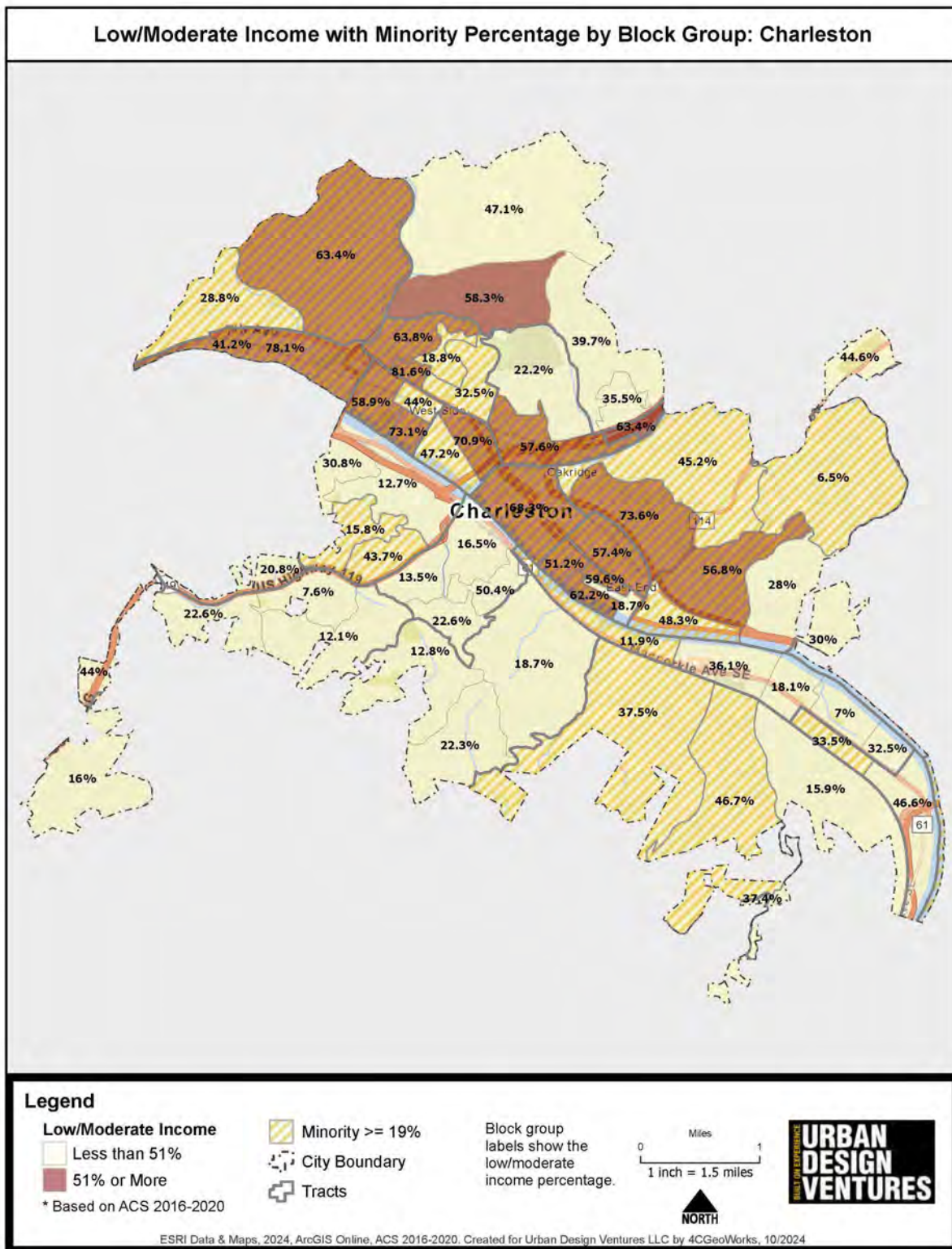
Renter Occupied Housing Units by Block Group



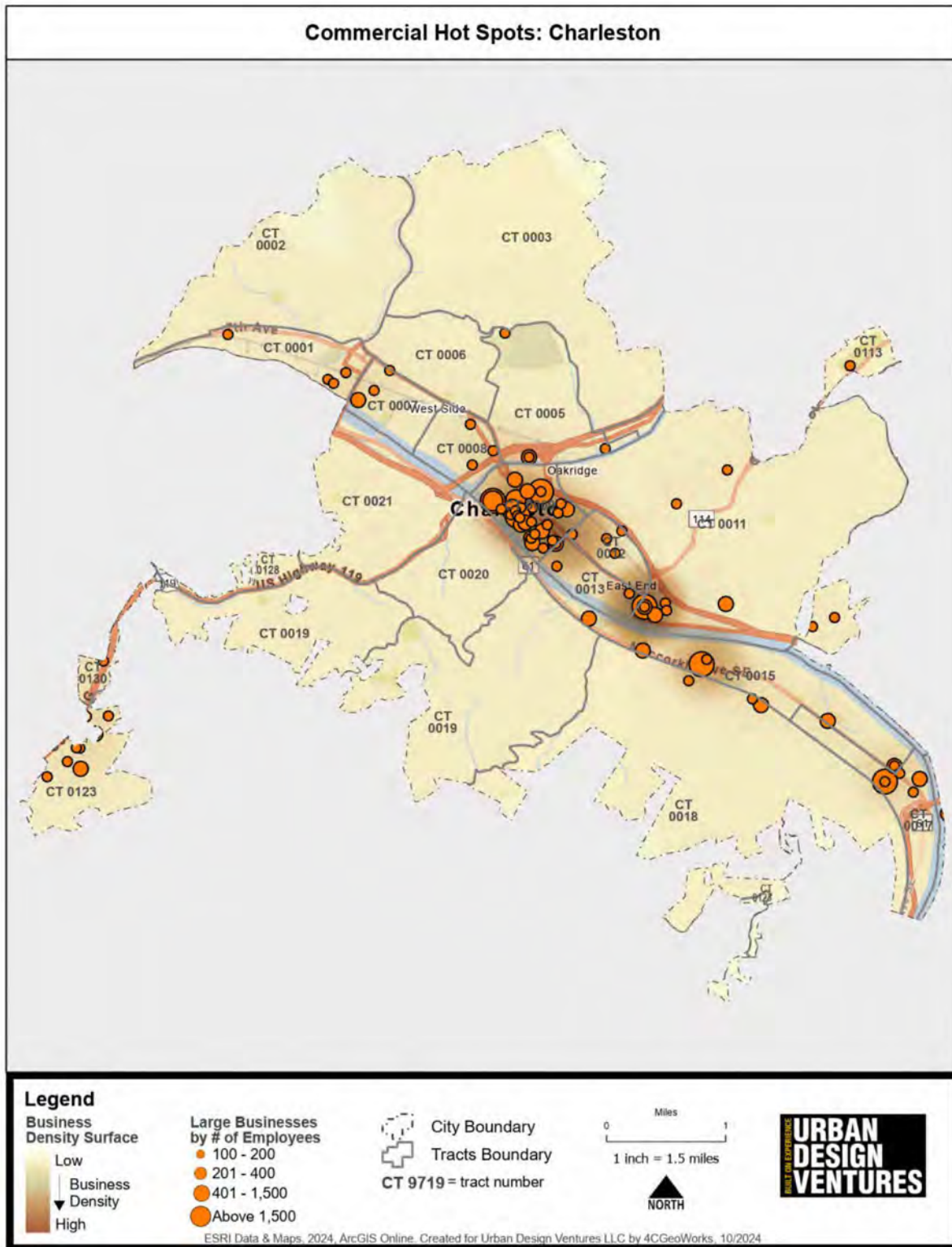
Vacant Housing Units by Block Group



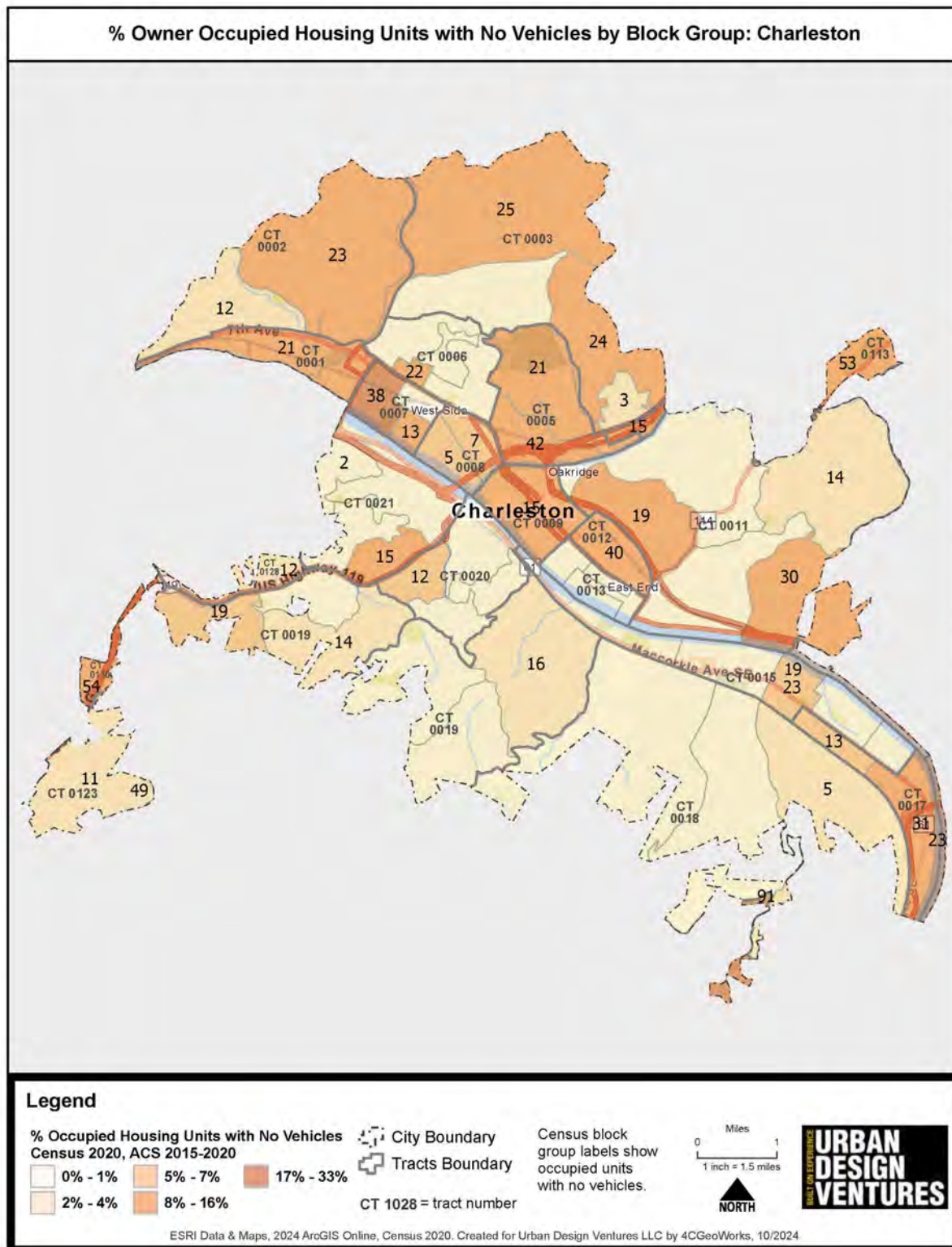
Low/Moderate Income Percentage by Block Group



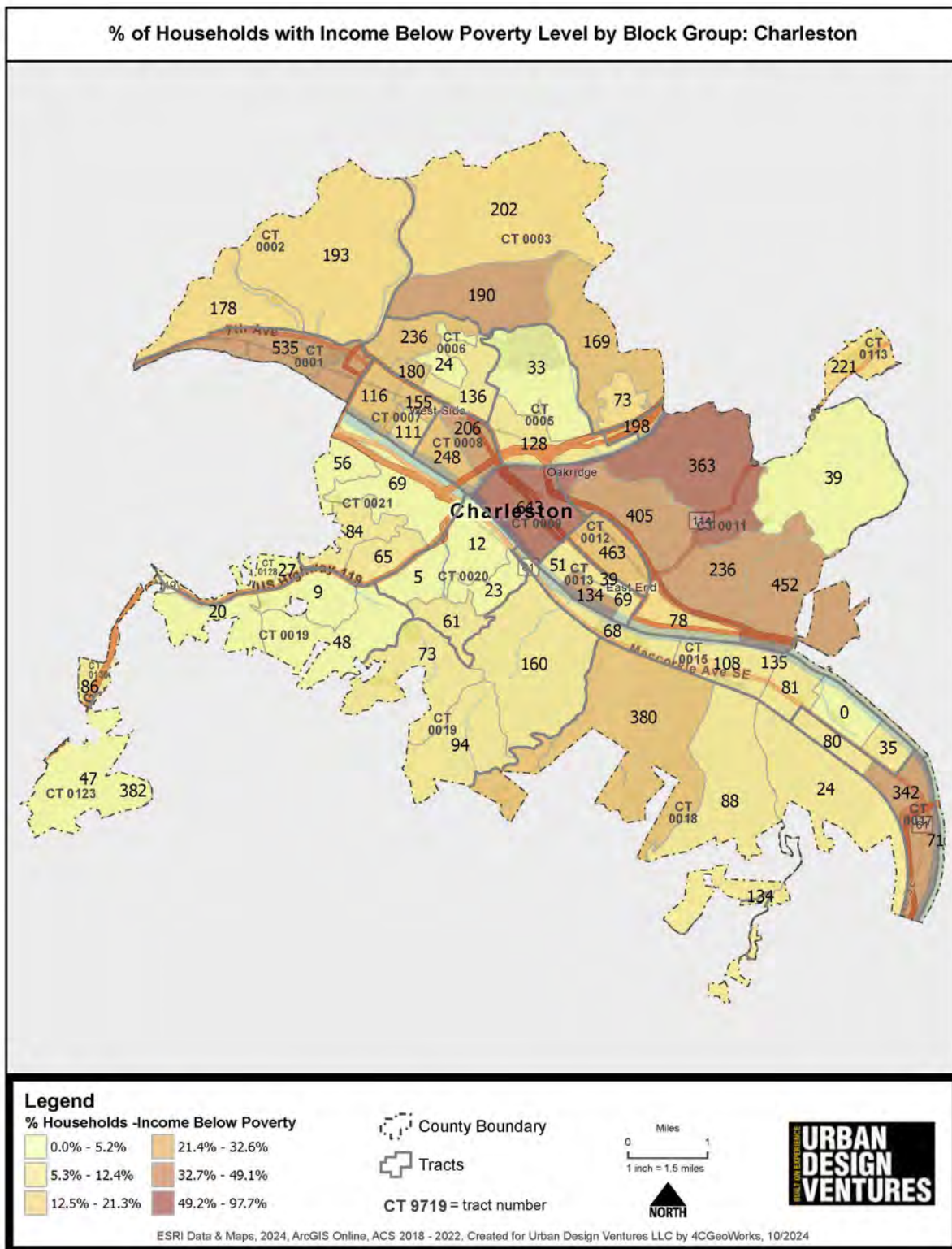
Low/Moderate Income with Minority Percentage by Block Group



Commercial Hot Spots

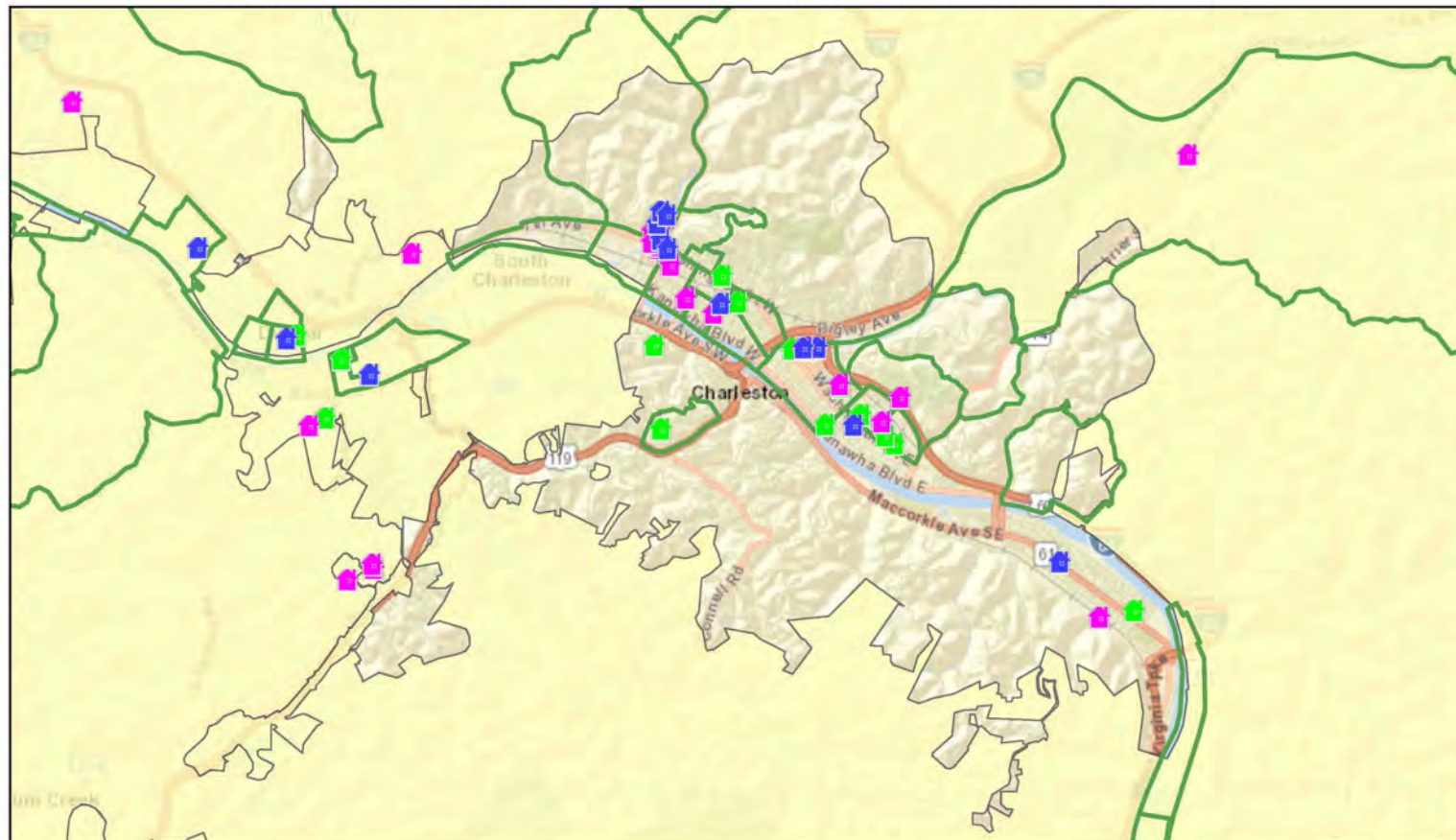


Owner Occupied Housing Units with No Vehicles



Poverty Rate by Block Group

City of Charleston, WV - Public Housing with Low-Mod Block Groups



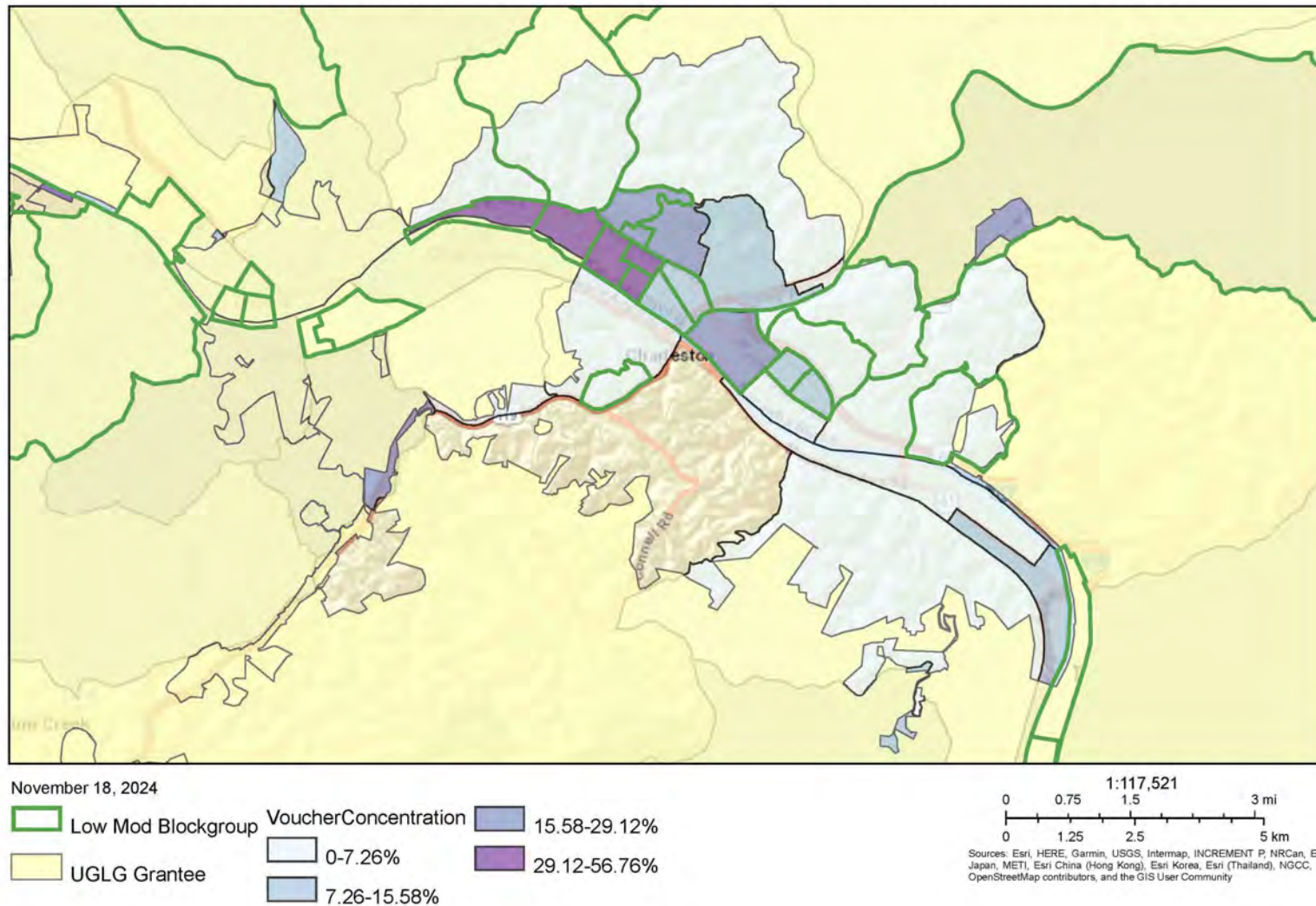
November 18, 2024

-  Public Housing Development
-  LIHTC Property
-  Multifamily Properties - Assisted
-  Low Mod Blockgroup
-  UGLG Grantee

1:117,521
0 0.75 1.5 3 mi
0 1.25 2.5 5 km
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

Public Housing with Low-Mod Block Groups

City of Charleston, WV - Voucher Concentration with Low-Mod Block Groups



Housing Choice Voucher Use Concentration with Low/Mod Block Groups

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

The purpose of the City of Charleston's FY 2025-2029 Five-Year Consolidated Plan is to serve as a consolidated planning process, a strategic planning document, and an application for the city. The City has identified the following six (6) priority needs, objectives, and goals for the five (5) year period of FY 2025 through FY 2029:

Housing Priority (High Priority)

There is a continuing need to improve the quality and range of housing stock in the City of Charleston by increasing the supply of decent, safe, sound, and accessible housing for homeowners, renters, and homebuyers, which is affordable to low- and moderate-income persons and households.

Goals:

- **HSS-1 Homeownership.** Increase the supply of affordable owner-occupied housing units through housing counseling and eligible direct assistance to homebuyers including mortgage principal reductions, interest rate reductions, downpayment and closing cost assistance, etc.
- **HSS-2 Housing Rehabilitation.** Conserve and rehabilitate existing affordable housing units for owners and renters in the City by addressing maintenance issues, emergency repairs, and the removal of architectural accessibility barriers to persons with disabilities.
- **HSS-3 Housing Construction.** Increase the supply and range of new affordable and accessible housing units in the city for owners and renters through the new construction and rehabilitation and adaptive reuse of existing buildings.

Homeless Priority (High Priority)

There is a continuing need for housing and supportive services for unsheltered persons, families, those at risk of becoming homeless, and victims of domestic violence.

Goals:

- **HMS-1 Housing.** Support the Continuum of Care's efforts to provide emergency shelter and transitional housing and to develop permanent supportive housing and other permanent housing opportunities for unsheltered individuals and families.
- **HMS-2 Operation/Support.** Assist homeless providers in the operation of housing and support services for those who are unsheltered and persons who are at-risk of becoming homeless.
- **HMS-3 Prevention and Re-Housing.** Assist in the prevention of homelessness through anti-eviction and other programs for rapid re-housing.

Other Special Needs Priority (High Priority)

There is a continuing need for affordable housing, services, and facilities for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

Goals:

- **SNS-1 Housing.** Increase the supply of affordable, accessible, decent, safe, sound, and sanitary housing for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through the rehabilitation of existing buildings and new construction.
- **SNS-2 Services/Facilities.** Support supportive service programs and facilities for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

Community Development Priority (High Priority)

There is a continuing need to improve public and community facilities, infrastructure, public social/welfare services, food programming, public safety, clearance, and quality of life for all City of Charleston residents.

Goals:

- **CDS-1 Neighborhood Revitalization.** Improve living conditions and reduce poverty; foster economic growth and opportunities; strengthen social ties and build a sense of neighborhood and community pride; and, create safe and vibrant environments for residents of all ages throughout the City and particularly in the City's West Side and other neighborhoods with high concentrations of blight.
- **CDS-2 Community Facilities.** Improve and enhance the quality, location, and accessibility of the City's parks, recreational facilities, public spaces, trails, bikeways, and all public and community facilities.
- **CDS-3 Infrastructure.** Improve and enhance the City's public infrastructure and spaces through rehabilitation, restoration, reconstruction, and new construction of streets, sidewalks, bridges, curbs, walkways, waterlines, sanitary sewers, stormwater management, hillside stabilization, etc. and the removal of architectural accessibility barriers to persons with disabilities.
- **CDS-4 Public Services.** Improve and enhance social and human services, programming, food and nutrition assistance, and transportation for low- and moderate-income persons and households, the youth, the elderly, and persons with disabilities within the City of Charleston.

- **CDS-5 Public Safety.** Improve and enhance public safety facilities, equipment, programming, and emergency response and preparedness within the City of Charleston.
- **CDS-6 Clearance/Demolition.** Remove and eliminate slum and blighting conditions throughout the City of Charleston.

Economic Development Priority (High Priority)

There is a continuing need to increase and expand employment, job training, technical assistance, work force development, and economic empowerment of low- and moderate-income residents in the City of Charleston.

Goals:

- **EDS-1 Employment.** Support and encourage new and varied job creation, job retention, workforce development, employment, and job training opportunities for unemployed and underemployed persons, including youth training and employment programs.
- **EDS-2 Development.** Support and encourage the planning and promotion of business and commercial enterprise growth, variation, and expansion through new development, revitalization, and redevelopment.

Administration, Planning, and Management Priority (High Priority)

There is a continuing need for sound planning, administration, management, and oversight of Federal, State, and local funding, programming, and investment.

Goals:

- **AMS-1 Overall Coordination.** Provide program management and oversight for the successful administration of Federal, State, and local funded programs and compliance with related laws and regulations, including planning services for special studies, the five-year consolidated plan, annual action plans, substantial amendments, consolidated annual performance and evaluation reports, environmental reviews and clearance, etc.
- **AMS-2 Fair Housing.** Provide funds for training, education, outreach, and monitoring to affirmatively further fair housing in the City of Charleston.

3. Evaluation of past performance

The City of Charleston has a good performance record with and regularly meets performance standards established by HUD. Each year the city prepares its Consolidated Annual Performance and Evaluation Report (CAPER) that is required to be submitted to HUD within ninety (90) days after the start of a new program year. Copies of previous CAPERs are available for review at the Mayor's Office Economic and Community Development (MOECD).

The FY 2023 CAPER, the fourth CAPER for the FY 2020-2024 Five-Year Consolidated Plan, was approved by HUD on November 27, 2024. During the FY 2023 CAPER period, the City of Charleston expended 100.00% of its CDBG funds to benefit low- and moderate-income persons. The city expended 14.61% of its funds during the FY 2023 CAPER period on public services, which is below the statutory maximum of 15%. The city expended 18.03% of its funds during this CAPER period on Planning and Administration, which is below the statutory maximum of 20%. The city met the required maximum drawdown ratio of 1.5.

The HOME program is also being administered in a timely manner and in accordance with applicable activity limitations and match requirements. The City of Charleston-Kanawha County HOME Consortium met its HOME Match requirements for the FY 2023 Program. The Consortium has an excess of matching funds in the amount of \$805,051 for the HOME Program.

4. Summary of citizen participation process and consultation process

The City of Charleston, in compliance with the City's Citizen Participation Plan, advertised and held one (1) public meeting on the needs of the city that provided residents with the opportunity to discuss the city's CDBG and HOME Programs and to offer their suggestions on future program priorities. The public hearing was advertised in the *Charleston Gazette-Mail* on Friday, November 1, 2024.

The city maintains a list of housing, social and human services, community development, economic development, education, and faith-based stakeholders. All stakeholders received emails and phone calls notifying them of the public meeting, hearing, and invitation to participate in a stakeholder questionnaire.

Additionally, the city developed and disseminated an online citizen's survey at the following address: <https://www.surveymonkey.com/r/CharCDBG2025-2029>.

The city published the "Draft Plan" 30-day public review/comment period and public hearing notice in the *Charleston Gazette-Mail* on Tuesday, July 1, 2025. The "Draft Plan" was on display from Wednesday, July 2, 2025 until Friday, August 1, 2025, through the city's website at <https://www.charlestonwv.gov/government/city-departments/moecd> and hard copies placed at the following locations:

- **Mayor's Office of Economic & Community Development (MOECD)**
105 McFarland Street, Charleston, WV 25301
- **Kanawha County Public Library**
123 Capitol Street, Charleston, WV 25301

The city developed the Consolidated Plan based on the input received from residents and stakeholders through a public needs meeting, a resident survey, group and one-on-one interviews with stakeholders, a stakeholder questionnaire, draft plan review comments, and a public hearing.

5. Summary of public comments

The City of Charleston held a public needs meeting at noon on November 19, 2024. The summary

A complete list of the comments received at the public hearings and survey results are included in the Con Plan attachment. The summary of the public needs meeting are in the attachment section.

The FY 2025-2029 Five-Year Consolidated Plan and FY 2025 Annual Action Plan were placed on public display from Wednesday, July 2, 2025 to Friday, August 1, 2025. A Public Hearing was held on Tuesday, July 22, 2025. Comments that were received at this Public Hearing and during the display period are included in the attachments at the end of this Five-Year Consolidated Plan.

The Citizen Participation section includes the newspaper ads, meeting flyers, social media postings, the sign-in sheets, and the summary of the minutes from the public hearings.

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

All comments and suggestions that were received to date have been accepted and incorporated into the planning document.

7. Summary

The main goals of the City of Charleston's Five-Year Consolidated Plan are to improve the living conditions of all residents, advance a suitable and viable living environment, and address the city's housing and community development needs. The Five-Year Consolidated Planning process requires the city to state in a single document its strategy to pursue goals for all housing, community development, and planning programs. The city will use the Consolidated Plan's priorities and goals to allocate CDBG and HOME funds over the next five (5) years and provide direction to other partners addressing the housing and community development needs of Charleston's low- and moderate-income population residents. HUD will evaluate the city's performance under the Five-Year Consolidated Plan against these goals.

8. FY 2025 CDBG and HOME Programs Budget

During the FY 2025 Program Year, the City of Charleston, WV has been awarded the following entitlement grant funds.

- **CDBG Funds** - \$1,501,940.00
- **HOME Funds** - \$706,458.88
- **Total: \$2,208,398.88**

The City of Charleston proposes to undertake the following activities with the FY 2025 CDBG Grant and HOME Grant:

FY 2025 CDBG Budget:**CDBG Administration - \$300,388.00**

- CDBG Administration - \$300,388.00

Housing Programs - \$215,000.00

- Housing Rehabilitation Program (CDBG) - \$200,000.00

Public Services - \$210,291.00

- Bob Burdette Center - Afterschool Program - \$10,000.00
- Bream Neighborhood Shop - Utility Assistance Program - \$9,000.00
- Charleston-Kanawha Housing Authority - Wellness Navigator - \$15,000.00
- Covenant House - Homeless Outreach - \$15,000.00
- Daymark - Patchwork - \$21,000.00
- Kanawha Valley Collective - Identification and Transportation - \$7,000.00
- Kanawha Valley Fellowship Home - Utilities - \$20,000.00
- Charleston Legal Help for Renters Project - \$20,000.00
- Manna Meal - Food Insecurity SafetyNet Program - \$10,000.00
- Midian Community Center - Utilities - \$15,646.00
- Rea of Hope Fellowship Home - Utilities - \$12,645.00
- Religious Coalition for Community Renewal - Utilities - \$15,000.00
- United We House - Security Deposits - \$15,000.00
- WV Health Right - Medical and Dental Supplies - \$25,000.00
- YWCA Resolve - Utilities - \$5,000.00
- YWCA Sojourners Shelter - \$10,000.00

Public Improvements - \$776,261.00

- ADA Curb Cuts - \$518,761.00
- Bream Neighborhood Shop - Washer and Dryer Replacements - \$7,500.00
- Sojourner's Shelter Renovations - \$250,000.00

Total CDBG Budget: \$1,501,940

FY 2025 HOME Budget:**HOME Administration - \$70,645.89**

- HOME Administration - \$70,645.89

HOME Project - \$529,844.16

- First-Time Homebuyer Assistance - \$529,844.16

Community Housing Development Organization (CHDO) - \$105,968.83

- HOME-CHDO Set-aside - \$105,968.83

Total HOME Budget: \$706,458.88**Total FY 2025 CDBG and HOME Budget: \$1,547,199.60**

The Process

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

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

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

Agency Role	Name	Department/Agency
Lead Agency	City of Charleston	Mayor's Office of Economic and Community Development
CDBG Administrator	City of Charleston	Mayor's Office of Economic and Community Development
HOME Administrator	City of Charleston	Mayor's Office of Economic and Community Development

Table 1 – Responsible Agencies

Narrative

The City of Charleston Mayor's Office of Economic and Community Development (MOECD) is the administering agency for the City's CDBG and HOME Programs. MOECD prepares the Five-Year Consolidated Plans, Annual Action Plans, Environmental Review Records (ERRs), the Consolidated Annual Performance Evaluation Reports (CAPERs), monitoring, pay requests, contracting, and oversight of the programs on a day-to-day basis. In addition, the City of Charleston has a private planning consulting firm available to assist the city on an as needed basis.

Consolidated Plan Public Contact Information

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PR-10 Consultation - 91.100, 91.200(b), 91.215(l)**1. Introduction**

The City of Charleston held a series of one-on-one and group meetings with local housing providers, social and human service agencies, community and economic development organizations, Charleston-Kanawha Housing Authority, members of the Kanawha Valley Collective, faith-based, organizations, and city department directors, along with a public community needs meeting for residents to participate. An online stakeholder questionnaire and an online resident survey were utilized to gather input on unmet needs, areas of opportunity, gaps in service and housing delivery systems, priorities, goals, etc. Input gathered through the city's citizen participation and community engagement were used in the development of specific priorities and goals of the FY 2025-2029 five-year planning period.

Each year, as a part of the CDBG application process, local agencies/organizations are invited to submit funding applications for CDBG grant eligible activities and to participate in the consultation process through attending a public hearing or responding directly to the correspondence or survey.

The city's draft consolidated planning documents were placed on display for 30 days, during which a public hearing was held to solicit comments and input on the draft documents.

A complete list of agencies contacted and representatives that participated in meetings can be found in the Attachment Section.

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

The Mayor's Office of Economic and Community Development (MOECD) held a series of meetings with non-profits, local housing providers, social and human service agencies, community and economic development organizations, and religious organizations to identify unmet needs, areas of opportunity, and coordination gaps in delivering housing and services to low- and moderate-income residents over the FY 2025-2029 consolidated planning period. MOECD solicited applications requesting funding for the FY 2025 Annual Action Plan and provided technical assistance concerning project eligibility and application development.

The city is also a participating member of the Kanawha Valley Collective (KVC) which is the Continuum of Care for the Charleston region. The KVC membership includes many public and assisted housing providers, private and governmental health, mental health and service agencies, to provide effective coordination of resources.

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 City of Charleston supports the Kanawha Valley Collective (KVC) in efforts to address the needs of the homeless in the community. This is accomplished with the support of the annual HUD Continuum of Care application that supports housing for chronically homeless individuals and families, families with children, and veterans, as well as events that draw attention to the homeless and their needs (YWCA, Union Mission, etc.)

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

1.	Agency/Group/Organization	City of Charleston
	Agency/Group/Organization Type	Services - Housing Services-Education Service-Fair Housing Agency - Managing Flood Prone Areas Agency - Management of Public Land or Water Resources Agency - Emergency Management Other government - Local Planning organization Grantee Department
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy Community Development Strategy

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
2.	Agency/Group/Organization	Kanawha Valley Collective (KVC) (CoC)
	Agency/Group/Organization Type	Continuum of Care Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-Homeless Services-Health Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston. The Kanawha Valley Collective is the Continuum of Care for Kanawha, Boone, Clay, and Putnam Counties, WV.
3.	Agency/Group/Organization	Charleston-Kanawha Housing Authority
	Agency/Group/Organization Type	Housing PHA Services – Housing Service-Fair Housing Other government – Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Public Housing Needs Market Analysis

		Anti-poverty Strategy Fair Housing
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
4.	Agency/Group/Organization	Charleston Urban Renewal Authority
	Agency/Group/Organization Type	Housing Services - Housing Other government - Local Planning organization Business and Civic Leaders Redevelopment Authority
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation on downtown issues, housing opportunity in the Homeownership Zone and Charleston's Westside for improved collaboration.
5.	Agency/Group/Organization	Kanawha County Schools
	Agency/Group/Organization Type	Services-Children Services-Education Other government - County Regional organization Planning organization Civic Leaders School
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.

6.	Agency/Group/Organization	West Virginia Olmstead Office
	Agency/Group/Organization Type	Services - Housing Services-Persons with Disabilities Services-homeless Services-Health Publicly Funded Institution/System of Care Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
7.	Agency/Group/Organization	West Virginia Human Rights Commission
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Fair Housing Services-Victims Services-Education Other government - State
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
8.	Agency/Group/Organization	Mountain State Justice
	Agency/Group/Organization Type	Services - Fair Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities

		Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment Services - Victims Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
9.	Agency/Group/Organization	University of Charleston
	Agency/Group/Organization Type	Services-Education Services-Employment Regional organization Major Employer
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
10.	Agency/Group/Organization	Charleston Catholic High School
	Agency/Group/Organization Type	Services-Children Services-Education Regional organization Faith Based

	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
11.	Agency/Group/Organization	Charleston Area Alliance
	Agency/Group/Organization Type	Regional organization Planning organization Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston. Charleston Area Alliance is a merger of the Business & Industrial Development Corporation, the Charleston Renaissance Corporation, and the Charleston Regional Chamber of Commerce.
12.	Agency/Group/Organization	Rebuilding Together Charleston
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs Market Analysis Anti-poverty Strategy Community Development Strategy Lead-based Paint Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.

13.	Agency/Group/Organization	Religious Coalition for Community Renewal
	Agency/Group/Organization Type	Housing Regional organization Planning organization Civic Leaders Faith Based
	What section of the Plan was addressed by Consultation?	Housing Needs Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
14.	Agency/Group/Organization	Habitat for Humanity of Kanawha & Putnam
	Agency/Group/Organization Type	Housing Services-Homeless Service-Fair Housing Regional organization Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Market Analysis Anti-poverty Strategy Community Development Strategy Lead-based Paint Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
15.	Agency/Group/Organization	Appalachia Service Project
	Agency/Group/Organization Type	Housing Services-Elderly Persons Services-Persons with Disabilities

		Services-Homeless Services-Employment Regional organization Civic Leaders Faith Based
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy Community Development Strategy Lead-based Paint Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
16.	Agency/Group/Organization	Recovery Point West Virginia
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Homeless Services-Health Services-Employment Regional organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
17.	Agency/Group/Organization	Kanawha Valley Fellowship Home
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Homeless Services-Health

		Services-Employment Regional organization Faith Based
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs HOPWA Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
18.	Agency/Group/Organization	YWCA Charleston
	Agency/Group/Organization Type	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services - Victims Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
19.	Agency/Group/Organization	Charleston Job Corps Center
	Agency/Group/Organization Type	Services-Education Services-Employment Regional organization

		Planning organization Job Training
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
20.	Agency/Group/Organization	West Side Neighborhood Association
	Agency/Group/Organization Type	Housing Planning organization Business and Civic Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Economic Development Market Analysis Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
21.	Agency/Group/Organization	West Virginia Women Work
	Agency/Group/Organization Type	Services-Education Services-Employment Regional organization Business Leaders
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	WV Women Work was consulted for their input on the needs and goals for the City of Charleston.
22.	Agency/Group/Organization	CommunityWorks in West Virginia, Inc.
	Agency/Group/Organization Type	Services-Housing Services-Fair Housing

		Regional organization Community Development Financial Institution (CDFI)
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Families with children Homelessness Strategy Market Analysis Community Development Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
23.	Agency/Group/Organization	Hope Community Development Corporation
	Agency/Group/Organization Type	Services-Children Services-Education Services-Employment Planning organization Civic Leaders Neighborhood Organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
24.	Agency/Group/Organization	WV Health Right
	Agency/Group/Organization Type	Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated	Was consulted for their input on the needs and goals for the City of Charleston.

	outcomes of the consultation or areas for improved coordination?	
25.	Agency/Group/Organization	Disability Rights of West Virginia
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Health Services-Education Services-Fair Housing Publicly Funded Institution/System of Care Regional organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
26.	Agency/Group/Organization	Appalachian Center for Independent Living
	Agency/Group/Organization Type	Services-Elderly Persons Services-Persons with Disabilities Services-Health Services-Housing
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Community Development Strategy Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
27.	Agency/Group/Organization	Bible Center Church
	Agency/Group/Organization Type	Faith Based
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.

28.	Agency/Group/Organization	Charleston Baptist Temple
	Agency/Group/Organization Type	Faith Based
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
29.	Agency/Group/Organization	Trinity Evangelical Lutheran Church
	Agency/Group/Organization Type	Faith Based
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
30.	Agency/Group/Organization	First Presbyterian Church
	Agency/Group/Organization Type	Faith Based
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
31.	Agency/Group/Organization	Grace Bible Church
	Agency/Group/Organization Type	Faith Based
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.

32.	Agency/Group/Organization	Girl Scouts of Black Diamond Council, Inc.
	Agency/Group/Organization Type	Services-Children Services-Education Regional organization
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
33.	Agency/Group/Organization	The Greater Kanawha Valley Foundation
	Agency/Group/Organization Type	Regional organization Planning organization Foundation
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
34.	Agency/Group/Organization	Charleston Convention Center & Coliseum
	Agency/Group/Organization Type	Regional organization Business Leaders Major Employer
	What section of the Plan was addressed by Consultation?	Market Analysis Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.

35.	Agency/Group/Organization	Charleston Visitors Bureau
	Agency/Group/Organization Type	Regional organization Planning organization Business Leaders
	What section of the Plan was addressed by Consultation?	Market Analysis Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
36.	Agency/Group/Organization	Salvation Army
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Services-Employment Services - Victims Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.

37.	Agency/Group/Organization	WesBanco
	Agency/Group/Organization Type	Services-Housing Services-Fair Housing Regional organization Business Leaders Private Sector Banking/Financing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
38.	Agency/Group/Organization	Charleston Land Reuse Agency
	Agency/Group/Organization Type	Services-Housing Other government - Local Planning organization
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Was consulted for their input on the needs and goals for the City of Charleston.
39.	Agency/Group/Organization	West Virginia Department of Health and Human Resources
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Health Health Agency Child Welfare Agency Publicly Funded Institution/System of Care Other government - State Regional organization Planning organization

	What section of the Plan was addressed by Consultation?	HOPWA Strategy Lead-based Paint Strategy Non-Homeless Special Needs Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Charleston reviewed the Blood Lead Level Screening Plan provided through the West Virginia Department of Health and Human Resources - West Virginia Childhood Lead Poisoning Prevention Program (CLPPP). The City also reviewed the HIV and Hepatitis C Elimination Plan provided through the West Virginia Department of Health and Human Resources - Office of Epidemiology and Prevention Services.
40.	Agency/Group/Organization	Optimum
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Business Leaders
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Optimum internet plans were examined to see the services they offer for the City of Charleston residents.
41.	Agency/Group/Organization	Xfinity/Comcast
	Agency/Group/Organization Type	Services - Broadband Internet Service Providers Services - Narrowing the Digital Divide Business Leaders
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy Community Development Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Xfinity/Comcast internet plans were examined to see the services they offer for the City of Charleston residents.

Table 2 – Agencies, groups, organizations who participated

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

All agency types were consulted during the Five-Year Consolidated Plan process.

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	Kanawha Valley Collective (KVC)	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
PHA Plan	Charleston Kanawha Housing Authority	The Charleston-Kanawha Housing Authority is the lead agency providing public housing and housing assistance in the City. The goals of the City and the Housing Authority are complimentary.
Strategies to Revitalize Charleston's Neighborhood	City of Charleston Mayor's Office of Economic and Community Development	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
Imagine Charleston Comprehensive Plan	City of Charleston Planning Department	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
Downtown Redevelopment Plan	City of Charleston Planning Department	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
East End Community Renewal Plan	City of Charleston Planning Department	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
Riverfront Master Plan	City of Charleston Planning Department	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
West Side Community Renewal Plan	City of Charleston Planning Department	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
Twenty-Twenty Vision Kanawha County Comprehensive Plan	Kanawha County Planning and Development Office	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
Kanawha Valley Collective Strategic Plan	Kanawha Valley Collective	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
Blood Lead Level Screening Plan	West Virginia Department of Health and Human Resources	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Broadband Enhancement	2020 - 2025 WV State Broad Band Plan	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
Kanawha Putnam Emergency Management Plan	Kanawha Putnam Emergency Planning Committee	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.
Region 3 Hazard Mitigation Plan	Regional Intergovernmental Council	They are incorporated in the Five-Year Consolidated Plan and the Annual Action Plans.

Table 3 – Other local / regional / federal planning efforts

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

The City of Charleston's Mayor's Office of Economic and Community Development (MOECD) is the administrating agency for the City's CDBG and HOME programs. MOECD coordinates with other City departments including the Development Services Department, Recreation Department, the city's emergency services providers, and the Charleston-Kanawha Housing Authority. The city also works with the Kanawha Valley Collective, social service providers, economic development agencies and other county and state agencies.

Narrative (optional):

As the City of Charleston is both the seat of Kanawha County and the capital of West Virginia, it has a uniquely large number of agencies, organizations, and businesses available who were able to contribute to this Plan. The city coordinates with these organizations to fulfill the goals in this document as well as services to the wider community.

PR-15 Citizen Participation

1. Summary of citizen participation process/Efforts made to broaden citizen participation

Summarize citizen participation process and how it impacted goal-setting

The preparation of the Five-Year Consolidated Plan and Annual Action Plan incorporated several actions that encouraged citizen participation and community engagement. The city solicited FY 2025 CDBG funding applications from local agencies and organizations, disclosed its current HOME programs and priorities and solicited public input related to these programs, and provided technical assistance concerning project eligibility and application preparation. The city conducted a series of one-on-one interviews, group roundtables, and an online questionnaire with community stakeholders including social and human service organizations, community and economic development groups, housing providers, and religious organizations. The city held a Public Needs Meeting on 19 NOV 2024 and conducted an online residents' survey at the following address. The city's citizen participation and community engagement efforts were designed to identify unmet needs, areas of opportunity, and gaps in service and housing delivery systems. Through this planning process, the city's Five-Year Consolidated Plan priorities and goals were drafted.

In compliance with the City's Citizen Participation Plan, the city held a Public Hearing on Tuesday, July 22, 2025 during a 30-day public review and comment period to accept comments and input concerning the city's draft consolidated planning documents. The draft planning documents were placed on display on the City's website at <https://www.charlestonwv.gov/government/city-departments/moecd> and hard copies were made available for review at the following locations:

- **Mayor's Office of Economic and Community Development**
105 McFarland Street, Charleston, WV 25301
- **Kanawha County Public Library**
Main Library, 123 Capitol St, Charleston, WV 25301

The city developed the Consolidated Plan based on the input received from residents and stakeholders through interviews, public hearings, meetings, surveys, and draft planning document review comments. All stakeholders on the City's CDBG contact list received emails and phone calls notifying the listees of all public hearings, meetings, and surveys. Any stakeholder that did not respond via a survey or attended a meeting was offered an opportunity for a phone interview. A copy of the list can be found in the attachment.

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.	Newspaper Ad	Minorities Persons with disabilities Non-targeted / broad community Residents of Public and Assisted Housing Agencies and Organizations	The city published a display ad on 01 NOV 2024 in the Charleston Gazette-Mail.	Not Applicable.	Not Applicable.	Not Applicable.
2.	Public Meeting	Minorities Persons with disabilities Non-targeted / broad community Residents of Public and Assisted Housing Agencies and Organizations	The City of Charleston held a Public Needs Meeting on 19 NOV 2024 at 12 p.m. in-person and virtually on Zoom to discuss the needs and the budget over the next five-year period. There were fourteen (14) attendees.	See the Public Meeting comments in the Appendix section of the Plans.	All comments were accepted.	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.	Resident Survey	Minorities Persons with disabilities Non-targeted / broad community Residents of Public and Assisted Housing Agencies and Organizations	There was a total of eighteen (18) people that completed the online survey.	See attached survey summaries.	All comments were accepted.	https://www.surveymonkey.com/r/CharCDBG2025-2029
4.	Stakeholder questionnaire	Minorities Persons with disabilities Non-targeted / broad community Residents of Public and Assisted Housing Agencies and Organizations	There was a total of five (5) agencies / organizations that completed the online survey.	See attached questionnaire summaries.	All comments were accepted.	https://www.surveymonkey.com/r/CharlestonStakeholderCDBG2025-2029

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)
5.	Internet Outreach	Minorities Persons with disabilities Non-targeted / broad community Residents of Public and Assisted Housing Agencies and Organizations	Not Applicable.	Not Applicable.	Not Applicable.	https://www.charlestonwv.gov/government/city-departments/moecd
6.	Newspaper Ad	Minorities Persons with disabilities Non-targeted / broad community Residents of Public and Assisted Housing Agencies and Organizations	The city published a display ad on Tuesday, July 1, 2025 in the Charleston Gazette-Mail.	Not Applicable.	Not Applicable.	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)
7.	Public Hearing	Minorities Persons with disabilities Non-targeted / broad community Residents of Public and Assisted Housing Agencies and Organizations	The City of Charleston held a virtual Public Hearing on Tuesday, July 22, 2025 at 5:30 p.m. via Microsoft Teams to receive comments and input on the draft planning documents. There were INSERT NUMBER attendees.	See the Public Hearing comments in the Appendix section of the Plans.	All comments were accepted	Not Applicable

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

The City of Charleston used the HUD Comprehensive Housing Affordability Strategy (CHAS) data, which provides statistical data on housing needs, to prepare its estimates and projects. The tables in this section have been pre-populated with HUD data sets based on the 2018-2022 American Community Survey (ACS) Five-Year estimates and the 2020 U.S. Census. This data is the most current HUD information available to assess housing needs, homeless needs, special needs, social service needs, economic development needs, etc.

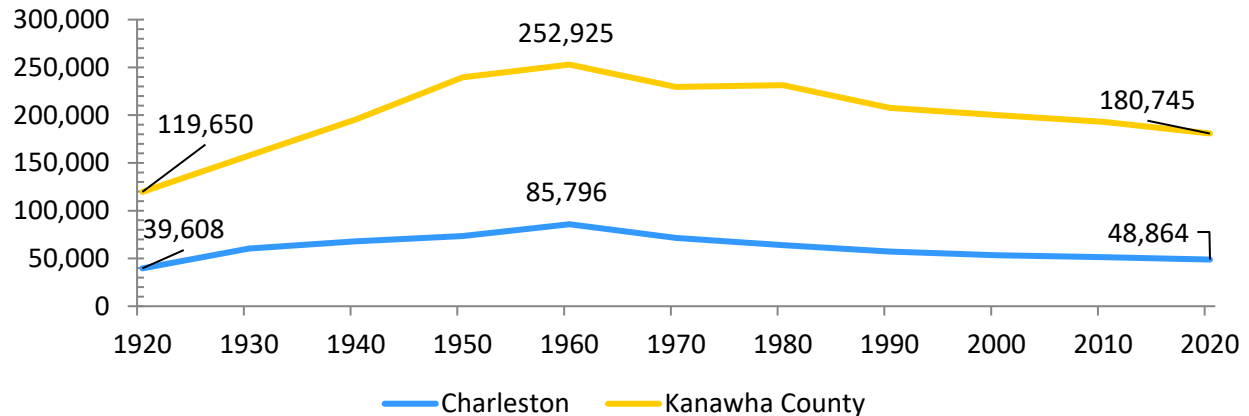
Charleston is part of the Kanawha Valley Collective (KVC) that serves the city and Kanawha County. Data for the development of the homeless needs section was obtained from the Kanawha Valley Collective. Additional needs for the City of Charleston were obtained from input and interviews with various social service agencies, housing providers, city staff, and resident survey responses.

NA-10 Housing Needs Assessment - 24 CFR 91.405, 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

The City of Charleston and the surrounding County of Kanawha have experienced a slow population decline since 1960. This corresponds to a decrease in the number of persons employed in heavy industry in the Kanawha Valley and coal industry and corresponding out-migration to other states.

Population Change for the City of Charleston and Kanawha County



Source: U.S. Census Data (1920-2020)

Based on a comparison between the 2013-2017 and the 2018-2022 American Community Surveys (ACS), the City of Charleston's population decreased by 1.96% from an estimated 49,384 to 48,415 residents. Kanawha County lost a higher percentage of its population, down 4.22% from 187,827 to 179,895 residents. Over the same period, there were also fewer households but with a smaller rate of decrease. Kanawha County had 3.76% fewer households (from 80,267 to 77,252) and the City of Charleston had 1.34% fewer households (from 80,267 to 21,746). This points to a decrease in household size over the last five years. The most common type of households in the city are small single-family households with elderly family households (with two people, at least one of whom is age 62 or older) and elderly non-family households (with one person age 62 or older) more common. The city's 2022 Median Income was \$58,902, a 17% increase from the 2017 median of \$45,797.

Based on an aging population and the desire of older residents wishing to remain in their homes, the city anticipates continued slight population loss and smaller household size over the next five years. The city is working to reverse these trends by attracting businesses and young people.

The common issue identified through the city's citizen participation and community engagement process was the low availability of quality affordable housing. According to the 2016-2020 CHAS data, well over half (60.7%) of all low-and-moderate residents in the city have at least one housing problem (cost burden over 30% of monthly income, lack of full kitchen or plumbing, or overcrowding of more than 1 person per bedroom).

Residents and community stakeholders reported there are few housing units available either for sale or for rent compared to past years. Available units are either out of a household's price range or of low quality and in need of significant rehabilitation. Contributing factors identified were absentee and unresponsive landlords operating rental properties without consequences, properties being purchased for cash and left vacant for real estate speculation, and the lack of amenities such as grocers in many of the city's neighborhoods.

The aging housing stock in the city also makes buying homes more difficult for low- and moderate-income residents due to higher costs associated with significant rehabilitation needed to address major deficiencies and modernize the home. There are also many vacant lots and vacant structures. Vacant structures are largely dilapidated, uninhabitable, and economically unfeasible to rehabilitate. Discussions with city departments highlighted these properties as safety hazards due to fire risk, squatters, and drug use. These properties affect the value of surrounding occupied homes and the quality of the neighborhood as a whole.

The charts below discuss the demographics and housing needs of the City of Charleston/Kanawha County Consortium.

Demographics	Base Year: 2009	Most Recent Year: 2020	% Change
Population	187,265	176,895	-6%
Households	80,913	76,500	-5%
Median Income	\$33,766	\$47,122	+40%

Table 5 - Housing Needs Assessment Demographics

Source: 2000 Census (Base Year), 2016-2020 ACS (Most Recent Year)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	10,055	8,904	12,519	8,010	36,995
Small Family Households	3,089	2,530	3,495	2,738	18,160
Large Family Households	242	278	443	283	1,842
Household contains at least one person 62-74 years of age	2,179	2,386	3,554	2,279	10,470
Household contains at least one person age 75 or older	1,169	1,889	2,990	1,347	3,489
Households with one or more children 6 years old or younger	1,526	1,149	1,548	944	2,454

Table 6 - Total Households Table

Source: 2016-2020 CHAS

Housing Needs Summary Tables

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

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	80	35	63	0	178	123	10	69	35	237
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	40	10	15	0	65	10	0	10	0	20
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	85	80	4	55	224	24	30	49	30	133
Housing cost burden greater than 50% of income (and none of the above problems)	3,414	1,147	103	0	4,664	1,739	781	542	40	3,102
Housing cost burden greater than 30% of income (and none of the above problems)	695	1,633	1,380	210	3,918	896	866	1,047	632	3,441
Zero/negative Income (and none of the above problems)	868	0	0	0	868	369	0	0	0	369

Table 7 – Housing Problems Table

Data Source: 2016-2020 CHAS

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

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	3,619	1,267	172	55	5,113	1,909	816	661	100	3,486
Having none of four housing problems OR cost burden not computed, none of the other housing problems	2,754	2,945	3,765	2,268	11,732	1,801	3,888	7,909	5,599	19,197

Table 8 – Housing Problems 2

Data Source: 2016-2020 CHAS

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	1,589	1,122	309	3,020	503	507	422	1,432
Large Related	119	39	40	198	59	119	54	232
Elderly	886	644	497	2,027	1,353	771	828	2,952
Other	1,608	1,083	654	3,345	824	285	297	1,406
Total need by income	4,202	2,888	1,500	8,590	2,739	1,682	1,601	6,022

Table 9 – Cost Burden > 30%

Data Source: 2016-2020 CHAS

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
NUMBER OF HOUSEHOLDS								
Small Related	0	0	424	424	323	220	0	543
Large Related	0	0	29	29	45	55	0	100
Elderly	677	231	44	952	848	430	361	1,639
Other	0	1,389	465	1,854	599	0	0	599
Total need by income	677	1,620	962	3,259	1,815	705	361	2,881

Table 10 – Cost Burden > 50%

Data Source: 2016-2020 CHAS

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	89	84	19	20	212	14	15	45	30	104
Multiple, unrelated family households	15	0	0	35	50	20	15	14	0	49
Other, non-family households	25	4	0	0	29	0	0	0	0	0
Total need by income	129	88	19	55	291	34	30	59	30	153

Table 11 – Crowding Information - 1/2

Data Source: 2016-2020 CHAS

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80- 100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80- 100% AMI	Total
Households with Children Present	1,390	700	745	480	4,235	250	465	0	490	4,600

Table 12 – Crowding Information – 2/2

Data Source: 2016-2020 CHAS

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

According to the 2018-2022 American Community Survey (ACS), 40.6% of the city's households (8,833) are one-person households. Of those one-person households, 4,397 live in rental units while 4,436 live in owner-occupied housing units. Additionally, there are 3,386 householders aged 65 years and over living alone in the city, comprising 15.6% of all households; 2,330 of these are owner-occupied households (17.6% of all owner-occupied households) and it is presumed the residents plan to age in place. As a result, it will be necessary for the city to provide assistance with the upkeep and accessibility of homes, as well as providing other senior service programs such as meal delivery and transportation services.

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

Disabled: Based on estimates from the 2018-2022 American Community Survey (ACS), there are 9,023 people with a disability in the City of Charleston, approximately 19.1% of the population in total. Of the 9,565 senior citizens in the city (persons aged 65 and over), 3,281 (34.3%) have a disability of some type. This further highlights the need for services to support seniors in the city as a sizeable portion of this population may be living alone and lack sufficient ability to take care of all of their personal needs. Additionally, 6.0% of children under the age of 18 have a disability, which could further exacerbate financial challenges for their families and caretakers. Of the 9,023 disabled people in the city, 5.5% have a hearing difficulty, 3.9% have a vision difficulty, 7.5% have a cognitive difficulty, 10.1% have an ambulatory difficulty, 3.8% have a difficulty with self-care and 8.7% have an independent living difficulty.

Domestic Violence: The city does not maintain comprehensive statistics on domestic violence and instances of homelessness. However, the YWCA of Charleston's Resolve Family Abuse Program provided statistics on victims of domestic violence, sexual assault, dating violence, and stalking. Over the past five years (FY 2019-2023), Resolve served 948 individuals at its emergency shelter, 210 households in its Rapid Rehousing Program (opened in FY 2020), and 36 women and 14 children in transitional housing at the Alicia McCormick Homes. In addition to shelter, the organization provides counseling, court advocacy, monitored visitation and exchange, support groups, outreach, and training. The number of single individuals using emergency shelter peaked at 232 in FY 2019 (01 JUL 2019 through 30 JUN 2020) and dropped to a low of 146 in FY 2021. However, the FY 2023 count was at 183 individuals using the emergency shelter and 47 households in Rapid Rehousing – at least 230 heads of household. There is an apparent need for housing assistance and assistance programs for victims of domestic violence.

What are the most common housing problems?

The most common housing problem in the city is affordability. According to the 2016-2020 CHAS data, 27.5% of all households in the city (5,887 households) are cost-burdened, meaning their housing costs exceed 30% of their income per month. Not only is there a large number of cost burdened households, but 54.2% of cost-burdened households (3,193 households) spend at least 50% of their income on housing costs per month.

Through consultations with community stakeholders, residents, and city departments, another commonly identified issue was the low quality of housing, particularly on the city's West Side. Nearly twenty-nine percent (28.5%) of all city households and 60.6% of all low-and-moderate residents in the city have at least one housing problem, which demonstrates a lack of quality, affordable housing units in the city. Based on community observations it seems that most affordable units are of low quality and in need of significant rehabilitation, and that many are in neighborhoods seen as less desirable due to lack of amenities, perceived criminal activity, and/or lack of amenities such as grocery stores. These problems are best illustrated on the West Side where the homes tend to be older and more often in need of repairs, and where the closure of a community grocery store and a couple of pharmacies have created areas where people without access to a vehicle have difficulty reaching quality food and medicine.

The aging housing stock in the city also makes buying homes more difficult for low- and moderate-income residents due to higher costs associated with significant rehabilitation needed to address major deficiencies and modernize the home.

There are also many vacant lots and vacant structures. Vacant structures are largely dilapidated, uninhabitable, and economically unfeasible to rehabilitate. Discussions with city departments highlighted these properties as safety hazards due to fire risk, squatters, and drug use. These properties affect the value of surrounding occupied homes and the quality of the neighborhood as a whole.

In August 2019, the City established a Land Reuse Agency to target vacant and abandoned properties within the city. It has been very active in acquiring derelict properties for redevelopment and working with private developers to construct replacement housing especially in Charleston's West Side.

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

Non-White residents of the City of Charleston are affected by more housing issues than white residents. Nearly forty-nine percent (48.5%) of minority residents have at least one housing problem while only 24.8% of White residents have the same issue. These issues are also more prevalent among the elderly and disabled residents of the city, as they are on fixed or limited incomes and may not have the ability to make the necessary repairs or afford to move into higher quality units.

The unsheltered residents and people at risk of becoming homeless are also affected by the lack of decent, safe, sound, and affordable housing. The population at risk of becoming homeless faces a housing cost burden problem, and would benefit from emergency housing assistance for rent, emergency rehabilitation work, and/or mortgage payments and utilities to avoid eviction or foreclosures. Meanwhile, unsheltered residents desiring permanent housing have had to either settle for substandard housing or remain in a shelter until they successfully save enough for an apartment. Job training, case management, mental health and substance abuse treatment for co-occurring symptoms, and financial management courses would benefit this population, as would an increase in available low-income housing and landlords willing to accept Section 8 Housing Choice Vouchers.

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

Consultations with local homeless providers identified the following groups as having the highest risk of becoming homeless:

Young Adults and Teenagers: Young adults exiting the foster care system are one of the growing groups of potential homeless people in the city. Teenagers who have parents who are either suffering from drug addiction or have succumbed to it are also on the rise in Charleston and Kanawha County. The West Virginia Department of Education estimates that as of the start of the 2024-2025 school year, there were 1,155 students attending Kanawha County Schools who were homeless (defined as “doubling up” or “couch surfing” in another person’s housing, living in a shelter, being unsheltered, or living in a hotel or motel). This is a 77.1% increase from the 2019-2020 school year. As of December 20, 2024, the Kanawha County Schools Title I office has found that the number had decreased to 975 unsheltered students. It also identified 603 students in foster care. The school district does not track the number of students living with grandparents as primary legal custodians, but estimates that this is a significant population.

Individuals: Adults at particular risk for homelessness include those suffering from acute or chronic mental health issues, those with a history of substance addiction, and persons reentering society after incarceration. These cohorts are likely to have insufficient employment and/or challenges in securing housing due to criminal background, adverse credit, etc. The city is also seeing a rise in individuals over the age of 55 who can no longer afford to stay in their housing for several issues.

Formerly Homeless nearing end of program: Individuals who are transitioning need more supportive services for mental health, addiction, and general life skills. There is a need to add more transitional housing units in the city to provide more time in wraparound services programming.

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

HUD’s criteria for defining at risk of homelessness is an individual or family who:

- Has an annual income below 30% of median family income for the area; AND
- Does not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the “homeless” definition; AND
- Meets one of the following conditions:

- 1) Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; OR
- 2) Is living in the home of another because of economic hardship; OR
- 3) Has been notified that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance; OR
- 4) Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
- 5) Lives in an SRO or efficiency apartment unit in which there reside more than 2 persons or lives in a larger housing unit in which there reside more than one and a half persons per room; OR
- 6) Is exiting a publicly funded institution or system of care; OR
- 7) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved Consolidated Plan.

The WV-503 Point-in-Time (PIT) Count and Housing Inventory Count were accessed via the Homeless Management Information System (HMIS). This data was used to examine the prevention and rapid rehousing efforts in the Continuum of Care service area and determine the demographic changes in unhoused and at-risk populations.

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

Some housing characteristics linked with instability and increased risk of homelessness include single earner households with children and persons in a household with a disability who are unable to obtain sustainable employment. Unexpected crises such as loss of income or loss of a second income earner within the household and/or a medical or transportation emergency costs contribute to housing instability, particularly within low- and moderate-income households. The lack of available supportive housing and the cost burden of housing as it relates to income/employment are major housing issues linked with housing instability and an increased risk of homelessness. The cost of utilities also plays a role. The housing stock in the city is older and many rental units are large single-family homes. These units are typically not optimized for energy use, resulting in higher utility costs. This often leads to past due utility bills, adverse credit scores, eviction, and difficulty obtaining and maintaining housing once rehoused.

Risk factors for homelessness may include the following:

- Eviction within two weeks from a private dwelling
- Sudden loss of income
- Extremely low income (30% below income limits)
- Overcrowding (doubling up)

- Experienced three or more moves in the past year
- Have children under the age of two
- Single parent
- Young head of household (under 25)
- Have an eviction notice from public or assisted housing
- Experienced domestic violence the past 12 months
- History of non-compliance (missed appointments with case workers, etc.)
- Released from incarceration within the past 18 months
- Mental health and or substance abuse issues
- Involvement with child welfare, including foster care
- Severe housing burden (greater than 50% of income for housing costs)

The availability of decent, safe, and sanitary housing in the City and costs associated with purchasing and/or rehabilitating housing creates housing instability for the lower income households in the area. Many households are living from paycheck to paycheck and are cost-burdened, paying over 30% of their income for housing.

Other characteristics linked to housing instability and an increased risk of homelessness include individuals being discharged from foster care, health care facilities, mental health treatment facilities, correctional facilities, and substance abuse treatment. It is difficult for these populations to achieve self-sufficiency because it can often take time to secure steady employment and stable housing. Individuals and households fleeing domestic violence are also at risk. Finally, individuals and households with special needs, including the elderly, frail elderly, those with a disability, and those who are in treatment for substance abuse or HIV/AIDS are also at risk. Medical bills can be a burden and finding accessible housing is a challenge. For households on fixed incomes, it can be difficult to make ends meet, and for those in the workforce, it can be difficult to find sufficient employment without losing benefits. Many people at risk of homelessness have limited financial literacy skills.

Discussion

An aging housing stock coupled with continued loss of population, the opioid crisis, and an aging population have contributed to the decline and lack of quality housing stock in the city, particularly housing that is attainable for lower income households. Many people must spend more than they can afford on quality housing, if they can find it, or live in substandard dwellings.

NA-15 Disproportionately Greater Need: Housing Problems - 91.405, 91.205 (b)(2)

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

Introduction

For the City of Charleston to accurately address the HOME Consortium's housing needs, a thorough analysis of any racial or ethnic group that has a greater housing need in comparison to the County's total housing needs was considered. Data detailing information organized by household racial group and ethnicity was evaluated from the CHAS Data. A disproportionately greater need was identified when a racial or ethnic group experienced a 10 percentage points or higher occurrence rate of severe housing problems. A housing problem is defined as one of the four following housing problems: housing lacks complete kitchen facilities; housing lacks complete plumbing facilities; housing has more than 1 persons per room; and housing cost burden is over 30%.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	7,102	2,948	0
White	5,469	2,592	0
Black / African American	1,267	140	0
Asian	109	4	0
American Indian, Alaska Native	74	0	0
Pacific Islander	0	0	0
Hispanic	55	15	0

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Source: 2016-2020 CHAS

**The four housing problems are:*

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

Seventy percent (70.7%) of 0-30% AMI households in Kanawha County have one or more of four housing problems. The disproportionately affected groups are Black/African American households at 90.0%, Asian households at 96.5%, and American Indian and Alaska Native households at 100%.

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	4,595	4,312	0
White	3,862	3,967	0
Black / African American	407	324	0
Asian	39	0	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	49	10	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Source: 2016-2020 CHAS

**The four housing problems are:*

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

Fifty-one percent (51.6%) of 30-50% AMI households in Kanawha County have one or more of four housing problems. The disproportionately affected groups are Asian households at 100% and Hispanic households at 83.1%.

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,268	9,254	0
White	2,782	8,440	0
Black / African American	420	603	0
Asian	0	54	0
American Indian, Alaska Native	4	8	0
Pacific Islander	0	0	0
Hispanic	4	69	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Source: 2016-2020 CHAS

**The four housing problems are:*

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

Twenty-six percent (26.1%) of 50-80% AMI households in Kanawha County have one or more of four housing problems. Black/African American households are disproportionately affected at 41.1%.

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,002	7,052	0
White	922	6,467	0
Black / African American	40	252	0
Asian	25	30	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	14	20	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Source: 2016-2020 CHAS

**The four housing problems are:*

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

Twelve percent (12.4%) of 0-30% AMI households in Kanawha County have one or more of four housing problems. The disproportionately affected groups are Asian households at 45.5% and Hispanic households at 41.2%.

Discussion

In the City of Charleston, the racial demographics alone or in combination with at least one other race were as follows: 82.4% White; 16.7% Black or African American; 3.0% Asian; 1.0% American Indian and Alaska Native; 0.0% Native Hawaiian and Pacific Islander; and 1.1% Some Other Race. The Hispanic or Latino population of any race was 1.0%.

In Kanawha County, the racial demographics alone or in combination with at least one other race were: 91.0% White, 9.2% Black or African American; 1.7% Asian; 0.9% American Indian and Alaska Native; 0.1% Native Hawaiian and Pacific Islander; and 0.8% Some Other Race. The Hispanic or Latino population of any race was 1.1%.

The most heavily affected groups overall were Black/African American households, Asian households, American Indian or Alaska Native households, and Hispanic households. However, the percentage of minority households is quite low, especially for non-Black households, which introduces a high margin of error into the CHAS calculations.

NA-20 Disproportionately Greater Need: Severe Housing Problems - 91.405, 91.205 (b)(2)

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

Introduction

For the City of Charleston to accurately address the city's housing needs, a thorough analysis of any racial or ethnic group that has a greater housing need in comparison to the city's total housing needs was considered. Data detailing information organized by household racial group and ethnicity was evaluated from the CHAS Data. A disproportionately greater need was identified when a racial or ethnic group experienced a 10 percentage points or higher occurrence rate of severe housing problems. A severe housing problem is defined as one of the four following housing problems: housing lacks complete kitchen facilities; housing lacks complete plumbing facilities; housing has more than 1.5 persons per room; and housing cost burden is over 50%.

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	5,528	4,555	0
White	4,089	4,002	0
Black / African American	1,094	312	0
Asian	109	4	0
American Indian, Alaska Native	70	4	0
Pacific Islander	0	0	0
Hispanic	45	25	0

Table 17 – Severe Housing Problems 0 - 30% AMI

Source: 2016-2020 CHAS

**The four severe housing problems are:*

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

Fifty-five percent (54.8%) of 0-30% AMI households in Kanawha County have one or more of four severe housing problems. The disproportionately affected groups are Black/African American households at 77.8%, Asian households at 96.5%, and American Indian and Alaska Native households at 94.6%.

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,083	6,833	0
White	1,739	6,114	0
Black / African American	191	544	0
Asian	30	8	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	19	40	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Source: 2016-2020 CHAS

**The four severe housing problems are:*

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

Twenty-three percent (23.4%) of 30-50% AMI households in Kanawha County have one or more of four severe housing problems. The only disproportionately affected group is Asian households at 78.9%.

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	833	11,674	0
White	748	10,475	0
Black / African American	75	933	0
Asian	0	54	0
American Indian, Alaska Native	4	8	0
Pacific Islander	0	0	0
Hispanic	0	73	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Source: 2016-2020 CHAS

**The four severe housing problems are:*

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

Six percent (6.1%) of 50-80% AMI households in Kanawha County have one or more of four severe housing problems. The only disproportionately affected group is American Indian or Alaska Native households at 33.3%.

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	155	7,867	0
White	145	7,212	0
Black / African American	0	292	0
Asian	0	55	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	0	0
Hispanic	10	24	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Source: 2016-2020 CHAS

**The four severe housing problems are:*

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

Two percent (1.9%) of 30-50% AMI households in Kanawha County have one or more of four severe housing problems. The only disproportionately affected group is Hispanic households at 29.4%.

Discussion

In the City of Charleston, the racial demographics alone or in combination with at least one other race were as follows: 82.4% White; 16.7% Black or African American; 3.0% Asian; 1.0% American Indian and Alaska Native; 0.0% Native Hawaiian and Pacific Islander; and 1.1% Some Other Race. The Hispanic or Latino population of any race was 1.0%.

In Kanawha County, the racial demographics alone or in combination with at least one other race were: 91.0% White, 9.2% Black or African American; 1.7% Asian; 0.9% American Indian and Alaska Native; 0.1% Native Hawaiian and Pacific Islander; and 0.8% Some Other Race. The Hispanic or Latino population of any race was 1.1%.

The most heavily affected groups overall were Black/African American households, Asian households, Hispanic households, and American Indian or Alaska Native households. However, the percentage of minority households is quite low, especially for non-Black households, which introduces a high margin of error into the CHAS calculations.

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

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

Introduction

For the City of Charleston to accurately address the HOME Consortium's housing needs, a thorough analysis of any racial or ethnic group that has a greater housing need in comparison to the County's total housing needs was considered. Data detailing information organized by household racial group and ethnicity was evaluated from the CHAS Data. A disproportionately greater need was identified when a racial or ethnic group experienced a 10 percentage points or higher occurrence rate of housing cost burdens. A housing cost burden is defined as a household paying over 30% of household income on housing costs.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	59,109	8,151	7,960	1,294
White	53,665	6,968	6,173	1,202
Black / African American	2,875	796	1,328	70
Asian	781	68	139	0
American Indian, Alaska Native	22	14	64	0
Pacific Islander	0	0	0	0
Hispanic	572	48	74	0

Table 21 – Greater Need: Housing Cost Burdens AMI

Source: 2016-2020 CHAS

Discussion

For Kanawha County as a whole, 21.1% of all households were cost burdened by 30% or more and 10.4% of all households were cost burdened by 50% or more. In Kanawha County, the racial demographics alone or in combination with at least one other race were: 91.0% White, 9.2% Black or African American; 1.7% Asian; 0.9% American Indian and Alaska Native; 0.1% Native Hawaiian and Pacific Islander; and 0.8% Some Other Race. The Hispanic or Latino population of any race was 1.1%.

Comparing all County households that are housing cost burdened by 30% to 50%: 19.3% of White households were cost burdened; 41.9% of Black/African American households were cost burdened; 21.0% of Asian households were cost burdened; 78.0% of American Indian and Alaska Native households were

cost burdened; and 17.6% of Hispanic households were cost burdened. There were no Pacific Islander households reported.

Comparing all County households that are housing cost burdened by over 50% (severely cost burdened): 9.1% of White households were severely cost burdened; 26.2% of Black/African American households were severely cost burdened; 14.1% of Asian households were severely cost burdened; 64.0% of American Indian and Alaska Native households were severely cost burdened; and 10.7% of Hispanic households were severely cost burdened. There were no Pacific Islander households reported.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)**Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?**

In the City of Charleston, the 2016-2020 American Community Survey (ACS) estimates the racial demographics alone or in combination with at least one other race were as follows: 82.4% White; 16.7% Black or African American; 3.0% Asian; 1.0% American Indian and Alaska Native; 0.0% Native Hawaiian and Pacific Islander; and 1.1% Some Other Race. The Hispanic or Latino population of any race was 1.0%. This shows that there are few minority residents in Charleston, especially non-Black minority households. They are also the most heavily affected by cost burdens, severe cost burdens, housing problems, and severe housing problems. In particular, American Indian and Alaska Native households are the most disproportionately affected by percentage. By number, Black/African American households are the most disproportionately affected. For low-income brackets in particular, Asian households are also disproportionately affected.

In Kanawha County, the racial demographics alone or in combination with at least one other race were: 91.0% White, 9.2% Black or African American; 1.7% Asian; 0.9% American Indian and Alaska Native; 0.1% Native Hawaiian and Pacific Islander; and 0.8% Some Other Race. The Hispanic or Latino population of any race was 1.1%. The few minority residents of Kanawha County are concentrated in the city. County-wide, American Indian and Alaska Native households are generally the most disproportionately affected by percentage and Black/African American households the most disproportionately affected by number.

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

Minority residents are primarily affected by housing problems and severe housing problems, in both the City of Charleston and Kanawha County. While all groups experienced high percentages of people facing at least one housing issue, especially at lower income levels, members of minority groups are paying more for the same quality units. Consultations with local stakeholders and housing providers support this theory by citing a need for more credit counseling and life skills training for low-income people in general. Since minorities represent a larger share of low-income residents than their percentage of the population, they are more likely to be cost burdened than White residents of the city.

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

Minority populations, predominantly Black/African American and Two or More Races residents, are concentrated in four block groups. Census Tract 07, Block Group 1, 2, and 3 and Census Tract 06, Block Group 3 are the only minority-majority block groups in the city, and form one contiguous area in the heart of the city's West Side. Other surrounding block groups in the West Side also have relatively high percentages of minorities, but a majority of their residents are White.

NA-35 Public Housing – 91.205(b)

Introduction

The Charleston-Kanawha Housing Authority (CKHA) strives to meet the housing needs of 4,202 individuals and families. CKHA has 1,135 apartments and houses available for lease and administers 3,063 Section 8 Housing Choice Vouchers for low-income households to obtain market-rate housing throughout the area. CKHA offers several programs to help better the life of its residents including self-sufficiency programs to assist families and elderly, employment and training programs to assist residents entering the workforce, and recreational programs that improve the quality of life of its clients. According to CKHA's 2025-2029 Five-Year Plan, its vision and mission for serving the needs of low, very low, and extremely low-income families in the Kanawha Valley are as follows:

“CKHA’s vision, by adhering to our guiding principles, will continue to be the leader in providing and supporting quality affordable housing desired by individuals and families in our market area.

“CKHA’s mission is to provide every resident with a decent, safe, affordable place to live while linking or providing programs that will assist them on their journey to self-sufficiency.”

CKHA recently became part of HUD’s Moving to Work (MTW) Stepped and Tiered Rent Program. According to the FY 2024 MTW Supplement filed by CKHA, their application envisioned using MTW flexibility to strengthen the provision and support of quality affordable housing desired by individuals and families in the local market area. CKHA intends to be initiative-taking and innovative in strategies and activities to increase cost effectiveness within the organization and increase self-sufficiency and housing choices of residents.

CKHA expects participation in the MTW Program will allow CKHA to develop local solutions to address housing and self-sufficiency barriers in the community. CKHA intends to simplify administrative burden, create a stronger financial incentive for families to increase their income, continue to provide a safety net for families who cannot readily increase their income, and minimize increases in CKHA's average housing subsidy expenditure per family. To meet these objectives, CKHA intends to align short and long-term goals with the three MTW statutory objectives of reducing cost and achieving greater cost effectiveness in federal expenditures, giving incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient. Proposed changes to policy and program administration, including requests for waivers, that will facilitate MTW activities will be described in successive MTW Supplements to CKHA's Annual Plan. This process includes engaging residents, program participants, stakeholders, staff, community partners and residents.

CKHA's Annual Supplement for the fiscal year beginning April 1, 2023, included waivers focusing on participating in the MTW Demonstration Study related to Rent Reform via Tiered Rent. Additionally, to decrease burden on both staff and residents, CKHA is increasing the limit for self-certification of assets for all residents and voucher participants, using an alternative utility allowance for voucher participants, and waiving the third-party requirement for both HQS inspections on Project-Based Voucher (PBV) units that CKHA owns, manages or controls, and determination of rent reasonableness.

For the fiscal year beginning April 1, 2024, waivers were added allowing CKHA to increase housing choices by increasing PBV rent to owner up to 120%, establishing and implementing payment standards based on 120% of Fair Market Rents (FMR). Additionally, waivers were added to allow elderly/disabled households to complete reexaminations triennially rather than annually, significantly decreasing staff and tenant burden and another to create an alternate structure for securing local resources to support a Family Self-Sufficiency Program with MTW flexibilities.

The FY 2025 MTW Supplement includes two waiver requests. CKHA is requesting modification to the terms of the Family Self Sufficiency (FSS) Contract of Participation to be five years from the date of enrollment, unless an approved extension is granted. Additionally, CKHA is requesting to waive the requirement to provide a tenant-based voucher after residing in a PVB for 12 months, extending the time frame to 24 months, with the exception for approved requested for reasonable accommodation. As of December 31, 2024, there were 2,637 voucher applicants and 628 applicants for public housing, over half of which were for one-bedroom apartments.

Totals in Use

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	24	1,165	2,835	66	2,736	27	0	0

Table 22 - Public Housing by Program Type

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

Data Source: PIC (PIH Information Center)

Characteristics of Residents

	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project - based	Tenant - based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
Average Annual Income	0	7,279	11,405	9,932	10,149	9,964	6,236	0
Average length of stay	0	4	5	4	0	4	0	0
Average Household size	0	1	1	2	2	2	1	0
# Homeless at admission	0	0	1	0	0	0	0	0
# of Elderly Program Participants (>62)	0	3	276	304	4	297	2	0
# of Disabled Families	0	5	348	977	14	952	8	0
# of Families requesting accessibility features	0	24	1,165	2,835	66	2,736	27	0
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Race	Program Type							
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project - based	Tenant - based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program Disabled *
White	0	21	559	2,161	19	2,121	15	0
Black/African American	0	3	602	649	47	591	11	0

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Asian	0	0	1	7	0	7	0	0	0
American Indian/Alaska Native	0	0	3	13	0	13	0	0	0
Pacific Islander	0	0	0	5	0	4	1	0	0
Other	0	0	0	0	0	0	0	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 24 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	0	11	23	0	22	1	0	0
Not Hispanic	0	24	1,154	2,812	66	2,714	26	0	0
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 25 – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

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

CKHA is an active 504 compliant Housing Authority and the 504 Plan is part of CKHA's Admissions and Continued Occupancy Plan (ACOP), with at least 10% of their units ADA accessible and 2% for the hearing impaired. Part of their Annual and Five-Year Action Plans is to continue to carry out modifications needed in public housing units as determined by the Section 504 Needs Assessment for Public Housing. The ACOP was last revised by CKHA in 2016.

As of December 31, 2024, there were 57 elderly families (at least one member is above the age of 65) and 136 families with at least one member having a disability on the public housing waiting list.

CKHA has a Senior Service Coordinator who directs elderly and residents with disabilities to appropriate community resources and organizations. The primary goal is to assist residents with independent living for as long as possible. Some areas of assistance include health care screenings, assistance applying for extra help with paying Medicare premiums, food stamp applications and reviews, help in the home for those who qualify, education with life issues such as fraud prevention, budgeting, health issues, mental health issues, and community pride/beautification projects. The Senior Service Coordinator primarily serves CKHA's high-rise communities of Carroll Terrace, Jarrett Terrace, Lee Terrace and Lippert Terrace.

CKHA's Five-Year Goals and Objectives prioritize accessibility improvements and outreach to the elderly and persons with disabilities to improve their quality of life. Listed below are the goals and objectives that may refer to improving the lives of the elderly and persons with disabilities:

- To transition 25% of existing Public Housing portfolio (285 units) to the Project Based Voucher platform by way of the Rental Assistance Demonstration (RAD) program or Section 18 disposition. To apply for 4% and 9% LIHTC funds to invest in maintaining and improving these properties.
- To annually maintain 98% occupancy in Public Housing and PBV units; to utilize 98% of funds across all tenant-based programs.
- To apply for at least \$150,000.00 in additional grant funding per year to support self-sufficiency programs for residents.
- To transition major operating software systems to cloud-based platforms.
- To provide internet access to residents across all properties.
- To implement at least ten new Moving to Work waivers to improve cost savings and efficiency in the operation of housing programs.

What are the number and type of families on the waiting lists for public housing and section 8 tenant-based rental assistance? Based on the information above, and any other information available to the jurisdiction, what are the most immediate needs of residents of public housing and Housing Choice voucher holders?

As of December 31, 2024, there were 628 households on the CKHA public housing waiting list. The demographics for those on the waiting list include:

- **Applicant Race:** 65% White, 34% Black or African American, 1% Native American, 0% Asian, 0% Other. (Hispanic or Latino ethnicity was not provided).
- **Income Level:** 76% Extremely Low (0-30% of AMI), 15% Very Low (30-50% of AMI), 9% Low (50-80% of AMI)
- **Type of Unit Requested:** 0 Efficiency (no bedroom), 396 one-bedroom, 103 two-bedroom, 84 three-bedroom, 36 four-bedroom, 9 five-bedroom, 0 six-bedroom
- **Special Needs:** 207 families with children, 57 elderly families, 136 disabled families

As of December 31, 2024, there were 2,637 households on the CKHA housing voucher waiting list. The demographics for those on the waiting list include:

- **Applicant Race:** 65% White, 32% Black or African American, 1% Native American, 1% Asian, 1% Other. (Hispanic or Latino ethnicity was not provided).
- **Income Level:** 53% Extremely Low (0-30% of AMI), 23% Very Low (30-50% of AMI), 20% Low (50-80% AMI)
- **Type of Unit Requested:** 5 Efficiency (no bedroom), 1,450 one-bedroom, 640 two-bedroom, 421 three-bedroom, 99 four-bedroom, 20 five-bedroom, 2 six-bedroom
- **Special Needs:** 1,126 families with children, 252 elderly families, 680 disabled families

Low- and moderate-income residents of Charleston and the surrounding areas face difficulties in accessing job opportunities. The local economy does not provide many living wage job opportunities near where residents live. The lack of transportation and grocery and retail stores within walking distance from where they live is a quality-of-life challenge. According to CKHA, the needs of public housing residents and Housing Choice Vouchers include:

- There is a need for quality affordable housing for the working poor and those on fixed incomes.
- Demand is high for apartments and houses of all bedroom numbers.
- There is a need for supportive services, specifically nutrition and access to healthcare, which includes transportation and wellness visits.
- There is a need for more housing and supportive services for homeless teens, and programs to intercept them before they reach homelessness.
- Landlords have become less willing to accept Section 8 vouchers at their properties and have been complaining of tenant damages.
- Property management companies do not necessarily maintain their properties in decent, safe, and sound condition.
- More effective supportive services are needed for people transitioning out of homelessness and treatment programs.

Family Self-Sufficiency (FSS) is a HUD program that encourages communities to develop local strategies to help assisted families obtain employment that will lead to economic independence and self-sufficiency. Public housing agencies (PHAs) work with welfare agencies, schools, businesses, and other local partners to develop a comprehensive program that gives participating FSS family members the skills and experience needed to obtain living wage employment. CKHA's FSS Program services may include, but are not limited to:

- Childcare
- Transportation
- Education
- Job training and employment counseling
- Substance/alcohol abuse treatment or counseling
- Household skill training
- Homeownership counseling

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

According to the 2016-2020 CHAS data, there are 10,210 extremely-low income households in Kanawha County (the Charleston, WV HOME Consortium), 13.1% of the county's total households. This means that their household income was 30% or less of the county's Area Median Income, \$14,136.60 at the time of the 2016-2020 American Community Survey. The CHAS Data table 18C indicates that of the 23,230 rental units available county-wide in 2020, only 5,520 were affordable to extremely-low income households.

According to housing and social service providers, there is a need for housing maintenance and financial literacy education, just as there is for public housing residents and Housing Choice Voucher holders. The general population of the city also needs childcare, food programs, education, job training, and employment counseling.

Discussion

The City of Charleston has identified the need for decent, safe, and affordable housing that is accessible within the city. The Charleston-Kanawha Housing Authority (CKHA) is a valuable resource in working to address this need. Based on the CHAS data, there is a large number of households within the city that are cost burdened and/or living in housing units that are not high quality. The city and the housing authority can work to address these issues through the following:

1. Continuing to redevelop and rehabilitate older housing units in the city through the housing rehabilitation program or other incentives for private developers.
2. Finding more landlords that manage quality rental units and are willing to accept Section 8 Housing Choice Vouchers.
3. Providing credit counseling and life skills training for low- and moderate-income individuals.

NA-40 Homeless Needs Assessment - 91.405, 91.205 (c)

Introduction:

The City of Charleston is part of the Kanawha Valley Collective (KVC), the lead organization for the WV-503 Charleston/Kanawha, Putnam, Boone, and Clay Counties Continuum of Care (CoC). The Mayor's Office of Economic and Community Development has been and continues to be a participating member of CoC. The city continues to have representation with KVC either on the Board of Directors or the various committees of the CoC. The city participates in strategic planning with the KVC and its member agencies to promote permanent housing for those experiencing homelessness.

Data from the 2024 Point-In-Time (PIT) Homeless Count for the WV-503 four-county region shows that the number of homeless persons was 335 persons, an increase of 42 persons since 2023 and the highest number of homeless persons since 2016. The 2024 Point in Time survey indicated that of the 335 homeless persons, 142 were unsheltered.

The data below lists the number of homeless persons in Kanawha County on January 24, 2024, the night of the 2024 PIT Count.

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	28	0	200	*	*	*
Persons in Households with Only Children	9	0	24	*	*	*
Persons in Households with Only Adults	156	142	2,097	*	*	*
Chronically Homeless Individuals	15	66	317	*	*	*
Chronically Homeless Families	1	0	0	*	*	*
Veterans	24	10	137	*	*	*

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Unaccompanied Child	9	0	24	*	*	*
Persons with HIV	2	9	36	*	*	*

Table 26 - Homeless Needs Assessment

Data Source: Kanawha Valley Collective; 2024 PIT Count

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

While not available by category, the Kanawha Valley Collective (KVC) was able to provide the overall statistics for homelessness within its service area for 2024:

- **Entered homelessness in 2024:** 1,789 persons
- **Left homelessness in 2024:** 1,618 persons
- **Average number of days of homelessness:** 187 days

Homelessness remains a concern in Charleston and the city works with several agencies and organizations to address the needs of the homeless and those at risk of becoming homeless. Many of these individuals and families are working poor and/or those who have been unemployed and are in need of low-cost housing that is decent, safe, and sanitary. However, economic situations and/or personality conflicts may prohibit these families and individuals from turning to family members or friends for assistance or housing. The current homeless population includes women with children, persons with mental health concerns, persons with substance abuse disorders, persons with HIV/AIDS, victims of domestic violence, unaccompanied youth, persons aging out of foster care, and veterans who are unable to find work and a decent and affordable place to live. Many of these factors are co-occurring, most commonly substance abuse and mental illness. KVC and its partners attempt to intercept unhoused individuals at all stages and direct them into appropriate housing, treatment, and/or skills training programs.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	144	116
Black or African American	36	14
Asian	0	1
American Indian or Alaska Native	0	2
Pacific Islander	0	0
Ethnicity:	Sheltered:	Unsheltered (optional)
Hispanic	6	2
Not Hispanic	187	333

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

At the time of the 2024 PIT Count, there were 34 homeless veterans.

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

Most homeless persons in the WV-503 Continuum of Care are White, with 260 persons homeless. Of these persons, 132 were in Emergency Shelter, 15 were in Transitional Housing (including Safe Haven programs), and 116 were unhoused. The next highest number of people were Black/African American, with a total of 50 homeless persons (33 in Emergency Shelter, 3 in Transitional Housing, and 14 unhoused). Between all other racial groups, there were only 17 other homeless persons – 7 were in Emergency Shelter, 0 were in Transitional Housing, and 10 were unhoused. For Hispanic persons of all races in the WV-503 catchment, 6 were in Emergency Shelter, 0 were in Transitional Housing, and 2 were unsheltered for a total of 8 persons.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

Most of the homeless population on the night of the Point-in-Time (PIT) Count were sheltered. This is likely weather related given the count is conducted during the winter months. The number of homeless persons has declined over the last five years from about 400 persons to 335 at the time of the 2024 PIT Count.

Discussion:

According to the Kanawha Valley Collective's (KVC) strategic plan summary, its mission is to be a collaborative network dedicated to preventing and ending homelessness. KVC's vision is to ensure everyone has a safe, stable place to call home. KVC's core values include:

- A strong commitment and passion to finding solutions to end homelessness

- Building strong partnerships and collaborations
- Promoting and facilitating self-sufficiency and success
- Ensuring quality services for individuals and families through leadership and accountability

KVC's Strategic Priorities and Goals include:

- Strategic Priority: Strong, Sustainable Organization
 - Goal: KVC will have the staffing capacity, infrastructure and leadership in place to fulfill its mission.
- Strategic Priority: Improved Planning and Accountability
 - Goal: KVC will reach HUD-defined outcomes through planning, technical assistance, and monitoring.
- Strategic Priority: Access to Quality CoC Services
 - Goal: Access to quality CoC services will be improved.
- Strategic Priority: Education, Awareness, and Advocacy
 - Goal: Greater awareness and understanding of KVC and the issue of homelessness will exist among stakeholders and the community.

NA-45 Non-Homeless Special Needs Assessment - 91.405, 91.205 (b,d)

Introduction:

The groups to be addressed in this assessment include:

- Elderly Persons (65 years and older);
- Frail Elderly Persons (those who cannot perform at least three daily living activities);
- Children and Young Adults;
- Persons with mental, physical, and/or developmental disabilities;
- Persons with Alcohol or other Drug Addiction, and;
- Victims of domestic violence, dating violence, sexual assault, and stalking.

The housing needs of each group were determined by consultations with social and human service agencies, housing providers and statistical information provided by social service providers.

Describe the characteristics of special needs populations in your community:

Elderly Persons (65 years and older). According to the 2018-2022 American Community Survey (ACS), the elderly population represented 20.2% of the total civilian noninstitutionalized population in the City of Charleston. There was a high number of elderly households on a fixed income who have a need for transportation and housing rehabilitation assistance.

Frail Elderly. According to the 2018-2022 ACS, 34.3% of the city's elderly residents had a disability: 16.6% had a hearing difficulty, 6.9% had a vision difficulty, 6.4% had a cognitive difficulty, 20.4% had an ambulatory difficulty, 7.5% had a self-care difficulty, and 13.6% had an independent living difficulty. There is a need for accessibility modifications to owner-occupied and renter-occupied housing units, ADA-compliant apartments, and more supply of single-level single-family homes.

Children and Young Adults. According to consultations with local organizations and agencies, there is an increased need for mental health services in the city. There are few mental health providers in the city that specialize in working with children and young adults. There is also a growing population of children aging out of the foster care system, and more supportive services are needed to redirect this population toward stable living environments.

Persons with Mental, Physical, and/or Developmental Disabilities. Based on estimates from the 2018-2022 ACS, there were 9,023 people with a disability in the City of Charleston, approximately 19.1% of the population in total. Of the 9,565 senior citizens in the city (persons aged 65 and over), 3,281 (34.3%) had a disability of some type. This further highlights the need for services to support seniors, particularly those living alone and lack sufficient ability to take care of personal needs. Additionally, 6.0% of children under the age of 18 have a disability, which could further exacerbate financial challenges for their families and caretakers. Of the 9,023 persons with disabilities in the city, 5.5% had a hearing difficulty, 3.9% had a

vision difficulty, 7.5% had a cognitive difficulty, 10.1% had an ambulatory difficulty, 3.8% had a difficulty with self-care and 8.7% had an independent living difficulty.

Persons with Alcohol or other Drug Addiction. Consultations with stakeholders indicate that there appears to be fewer habitual drug users in the city after the constant rise during the worst of the mid-2010's opioid crisis. During the latter years of the crisis, there was an increase in AIDS diagnoses connected to intravenous drug use affected the Kanawha Valley. Although the number of residents living with AIDS/HIV has reduced, stakeholders remain concerned. More wraparound mental health and supportive services and transitional housing options are needed for residents recovering from alcohol and/or drug addiction.

Victims of Domestic Violence, Dating Violence, Sexual Assault, and Stalking. Based on crime statistics and social service agency consultations, it can be estimated that approximately 60 single-person and family households per year are victims of domestic violence, dating violence, sexual assault, and stalking, and need rapid rehousing. Additionally, there is a need for wraparound supportive services and affordable housing options.

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

Despite concerted efforts by the city, the Continuum of Care, and numerous public and nonprofit agencies, there remains an urgent need for coordinated mental health, addiction, and other wraparound supportive services across the community. Residents without mental health disorder diagnoses, treatment, and supportive services are likely to experience homelessness or be incarcerated.

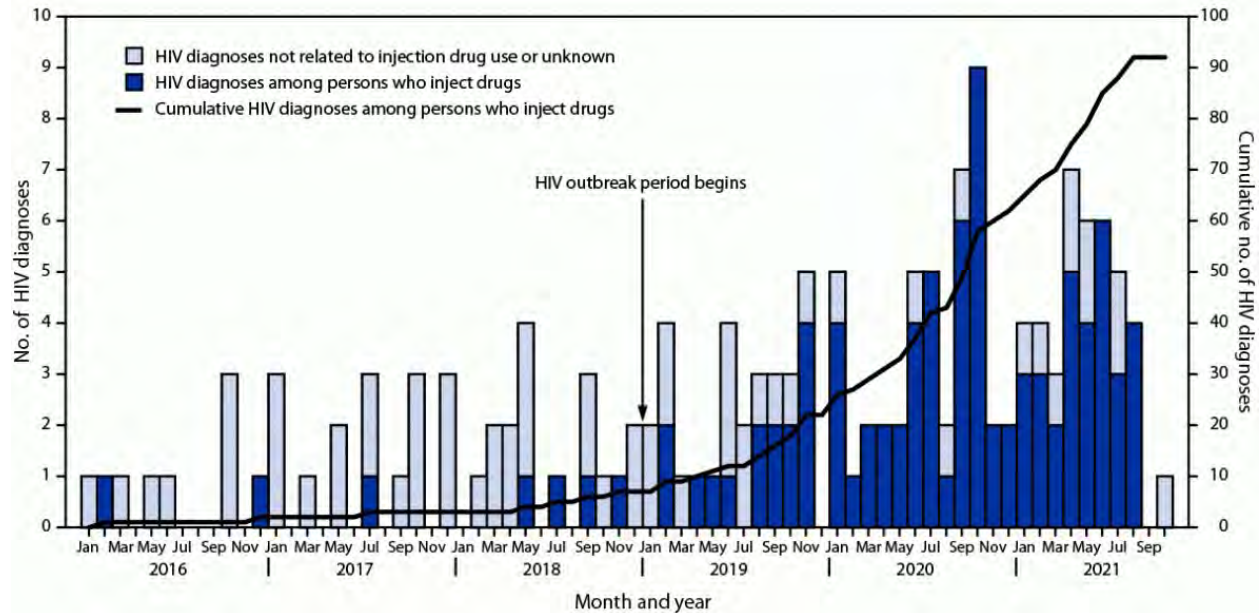
The elderly residents also need more housing options that are affordable and accessible and affordable transportation to access social services scattered throughout the city and county.

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

The U.S. Centers for Disease Control reports that as of December 31, 2022 (the most recent data) there were 483 people living with HIV/AIDS (PLWHA) in Kanawha County. Of those persons aged 13 and older living with HIV/AIDS, 24.4% were aged 55-64, 23.2% were aged 45-54, 22.8% were aged 35-44, and 18.6% were aged 25-34. Males account for 76.0% of PLWHA. Seventy-three percent (73.3%) of PLWHA were White and the remainder were Black/African American, Multiracial, and Hispanic, or Latino. The most common exposure category for all PLWHA was male-to-male sexual contact (50.7%), but the intravenous drug use category was next at 27.1% and growing.

Between 2019 and 2023, the Kanawha-Charleston Health Department (KCHD) reported a 121-person outbreak of HIV. In 2018 and prior years, the primary transmission route was between male sexual partners, and this remains the most prevalent past source of HIV for those living with the disease, but the 2019 outbreak was tied to the use of shared needles among persons who inject drugs (PWID). Hepatitis

C infection was strongly co-occurring as well, and there was a substantial link to unstable housing conditions, lack of prophylaxis, and distrust of medical care. This outbreak occurred after the KCHD and a community group suspended needle-exchange programs and was exacerbated by the COVID Pandemic making in-person healthcare visits difficult. Below is an illustration of KCHD's reported outbreak:



Source: www.cdc.gov/mmwr

Since 2021, the number of new diagnoses in Kanawha County has decreased considerably. The West Virginia Bureau for Public Health's Office of Epidemiology and Prevention Services (OEPS) tracks HIV diagnoses by county. The number of annual diagnoses peaked at 55 in 2021, but decreased to 29 in 2022, 20 in 2023, and 12 diagnoses as of December 2024. The 2022-2026 West Virginia HIV and Hepatitis C Elimination Plan aims to prevent the transmission of HIV and Hepatitis C by promoting treatment such as HIV viral load suppression to individuals who have been diagnosed or engage in high-risk behaviors.

Discussion:

The needs for these various Special Needs Population groups are estimates based on data from HUD, the U.S. Census and American Community Survey, the U.S. CDC, state and local agencies, and interviews with housing providers and social service agencies. Accurate statistics are not available for all groups, so "best estimates" are presented.

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

Describe the jurisdiction's need for Public Facilities:

The following public facility needs have been identified:

- Although much progress has been made to rehabilitate city-owned neighborhood parks, playgrounds, and passive green spaces, additional resources are needed to continue renovating and modernizing these facilities and public gathering spaces across the community to meet evolving recreational and open space needs.
- There is a need to continue improving and maintaining green spaces as neighborhood hubs to foster civic life and social interaction, improving mental and physical health, and improving the aesthetic appeal and quality of life within the neighborhood.
- There is a need to continue improving lighting in public areas, parks, and recreation centers (e.g., North Charleston Community Center ballfields).
- There is a need to create more accessible and usable park space along the Kanawha River.
- There is a need for a community center in the West Side.
- There is a continued need to ensure all public buildings and parks are accessible.
- There is a need to expand and improve homeless provider facilities, including the development of a no-barrier shelter.
- There is a continued need to pursue fire station relocation to provide more consistent response times throughout the city and promote potential insurance savings.

How were these needs determined?

Public facility needs were determined through the public needs meeting, resident surveys, stakeholder questionnaires, interviews and roundtable discussions with city department heads, MOECD staff, social and human services agencies, affordable housing providers, economic and community development organizations, faith-based organizations, the public hearing, and the 2024 Imagine Charleston Comprehensive Plan.

Describe the jurisdiction's need for Public Improvements:

The following public improvement needs have been identified:

- There is a continued need for stormwater and sanitary sewer improvements to rehabilitate aging facility and to prevent sewage overflows during heavy rain events, particularly Combined Sewer Overflows (CSOs).
- There is a continued need to rehabilitate aging water lines.
- There is a continued need for street reconstruction, particularly accessibility improvements, pedestrian lighting, streetscape improvements, etc.
- There is a continued need to establish an annual sidewalk maintenance and priority installation program, along with a dedicated funding mechanism, and upgrade intersections so pedestrian

crossings meet ADA standards and replace pedestrian signals with countdown system at higher volume locations.

- There is a continued need to enhance pedestrian convenience and safety with more significant pedestrian crosswalks (curb bump outs to reduce crossing distance, wider crosswalk markings, "yield to pedestrian, min fine" signs) where crossing is difficult (e.g. Kanawha City hospital, Magic Island).
- There is a continued need to ensure sidewalk and pedestrian connections to, and paved pads, at fixed bus stop locations.
- There is a continued need to continue to invest in public infrastructure around the new Charleston Sports Complex to reinvigorate downtown.
- There is a continued need to ensure that primary corridors within the city are well-maintained and attractive, and to enhance gateway treatments at entrance points into the city.
- Continued investment in firefighting, rescue, and emergency response equipment is needed to support the Charleston Fire Department Stations primarily serving low- and moderate-income neighborhoods.
- There is a continued need to expand Wi-Fi in public facilities and spaces.

How were these needs determined?

Public facility needs were determined through the public needs meeting, resident surveys, stakeholder questionnaires, interviews and roundtable discussions with city department heads, MOECD staff, social and human services agencies, affordable housing providers, economic and community development organizations, faith-based organizations, the public hearing, and the 2024 Imagine Charleston Comprehensive Plan.

Describe the jurisdiction's need for Public Services:

The following public service needs have been identified:

- There is a significant need to expand the availability of childcare, particularly for non-traditional hours (i.e., second and third shifts, weekends, etc.), and improve its affordability throughout the community.
- There is a need to improve KTA routes, headways, and hours of operation to increase ridership and ensure transit is more readily available, reliable, and safe throughout the city and to outlying areas connecting city residents to employment and services.
- There is a continued need for code enforcement, holding property owners accountable, and using the residential rental registration program to enhance inspection selection in problem areas for more frequent random inspections.
- There is a continued need to address blighting conditions, neglected properties, and disinvestment through the demolition and clearance of abandoned properties and returning them to productive and contributing use, which the Charleston Urban Renewal Authority and the Charleston Land Reuse Agency will play significant roles in accomplishing.

- There is a continued need to encourage and provide technical assistance for neighborhoods to develop their own safety and security priorities which can and should be addressed by citizens and police officers alike.
- There is a continued need to proactively engage communities in the fight against crime through both traditional means such as Neighborhood Watch and non-traditional means such as the increased use of technology and social media to inform and educate the public about the roles and responsibilities.
- More resources are needed to address homeless supportive services including alleviating staffing shortages in areas like case management, mental health, alcohol/drug recovery, etc.
- There is a need to expand mental health service availability for all residents, especially youth.
- There is a need to expand substance abuse recovery by creating a recovery community organization.
- There is a need to improve access to fresh food near or within the city's neighborhoods.
- Food insecurity is a widespread issue in the city, requiring continued support for feeding programs.
- There is a need to support seniors who wish to age in place through maintenance and accessibility improvement assistance, utility assistance, transportation assistance to access to goods and services, etc.
- There is a need to increase the availability of job training for both young and older adults through educational institutions and workforce development centers.
- There is a need to continue hosting, sponsoring, and expanding community activities and public events in neighborhoods and downtown to engage residents, promote civic life, and advance tourism objectives.
- There is a need to expand youth and teen educational, social, recreational, and outreach programming at locations throughout the city to redirect youth away from substance use and crime.
- There is a continued need to highlight and expand recreational, social, and cultural programming for all ages throughout the year.
- There is a need to increase the programming of outdoor spaces to promote civic life and to support the health of nearby services and businesses.
- Fair Housing laws and regulation education is needed for homeowners, renters, and particularly landlords.

How were these needs determined?

Public facility needs were determined through the public needs meeting, resident surveys, stakeholder questionnaires, interviews and roundtable discussions with city department heads, MOECD staff, social and human services agencies, affordable housing providers, economic and community development organizations, faith-based organizations, the public hearing, and the 2024 Imagine Charleston Comprehensive Plan.

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

According to the 2018-2022 American Community Survey (ACS), nearly twenty-five percent (23.9% or 6,151 units) were constructed prior to 1940 and over eighty percent (82.2% or 21,181 units) were constructed prior to 1980. Nearly all this housing is also at risk of lead-based paint contamination, as such paint was banned in 1978. Only 5.4% of all housing in Charleston was built in 2000 or later.

As of the 2018-2022 ACS, the majority of the 25,754 housing units in the City of Charleston (66.1% or 17,021 units) were single-family detached structures. Close to half (46.7%) of owner-occupied housing units have three bedrooms, with 22.6% having four bedrooms and 19.5% having two bedrooms. For renter-occupied units in the city, 5.4% are efficiency/studio apartments with no bedrooms, 27.4% have one bedroom, 43.1% have two bedrooms, 20.5% have three bedrooms, and 3.5% have four or more bedrooms.

The median value of owner-occupied homes in the City of Charleston, as estimated in the 2013-2017 American Community Survey was \$149,800, compared to \$111,200 for Kanawha County and \$111,600 for the State of West Virginia. The 2018-2022 ACS estimates that the median value of owner-occupied homes in the City of Charleston has increased to approximately \$172,800 (115% of median value in 2017), as compared to \$131,200 (118% of median value in 2017) in Kanawha County and \$145,800 (131% of median value in 2017) in the State of West Virginia.

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

Introduction

According to the 2016-2020 American Community Survey (ACS) estimates, there were 92,339 housing units in the Charleston HOME Consortium area (Kanawha County). Of these housing units, 78,137 (84.6%) were occupied and 14,202 (15.4%) were vacant. The homeowner vacancy rate was 2.6% and the rental vacancy rate was 8.6%. Of the occupied housing units, 54,908 (70.3%) were owner-occupied and 23,229 (29.7%) were renter-occupied.

Of the estimated 14,202 vacant housing units in Kanawha County in 2020, 2,216 (15.6%) were for rent, 378 (2.7%) were rented but unoccupied, 1,457 (10.3%) were for sale only, 679 (4.8%) were sold but unoccupied, 873 (6.1%) were for seasonal, recreational, or occasional use, and 39 (0.3%) were designated for migrant workers. The majority, 8,560 (60.3%), were Other vacant.

As of 2020, most owner-occupied housing units in Kanawha County had three bedrooms (54.0% of all owner-occupied houses), 21.7% had two bedrooms, and 22.0% had four or more bedrooms. Forty-four percent (44.0%) of all renter-occupied housing units had two bedrooms, 19.9% had one bedroom, and 33.1% had three or more bedrooms.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	63,185	70%
1-unit, attached structure	2,194	2%
2-4 units	6,418	7%
5-19 units	4,803	5%
20 or more units	4,260	5%
Mobile Home, boat, RV, van, etc	9,503	11%
Total	90,363	100%

Table 27 – Residential Properties by Unit Number

Data Source: 2016-2020 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	280	1%	688	3%
1 bedroom	1,053	2%	4,559	20%
2 bedrooms	11,655	22%	10,030	44%
3 or more bedrooms	40,691	76%	7,539	33%
Total	53,679	101%	22,816	100%

Table 28 – Unit Size by Tenure

Data Source: 2016-2020 ACS

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

The objectives of the city's housing programs are to 1) provide property rehabilitation assistance, 2) provide opportunities for additional ownership, 3) to demolish abandoned, unsafe, and deteriorated structures, and 4) expand the supply of affordable housing in good condition that meets the needs of the city's range of housing type needs and income levels.

- **Housing Choice Vouchers.** The Charleston-Kanawha Housing Authority (CKHA) administers 3,286 Housing Choice Vouchers of which 2,968 are being utilized.
- **Public Housing.** The Charleston-Kanawha Housing Authority owns and operates 1,037 housing units, of which 478 are reserved for elderly/disabled residents and 559 are for family households.
- **Low Income Housing Tax Credit (LIHTC).** According to HUD's database on LIHTC projects, there are 691 Low-income units in the city supported by these projects and 1,072 units total.

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

CKHA is unaware of any units that will be lost from the affordable housing inventory. The next contract due to expire is for the 24 one-bedroom units at Cross Lanes Unity Apartments, which expires on February 28, 2025. CKHA is actively seeking a new contract with the development.

During FY 2025, CKHA intends to dispose of 24 scattered site units under the Section 18 Disposition Program. Twenty (20) units will be sold to CKHA's nonprofit below Fair Market Value and converted to project-based tenant protection vouchers, and four (4) units will be sold at Fair Market Value to a to-be-determined buyer and converted to tenant-based Section 8 assistance. These units are not expected to be removed from the affordable housing inventory nor will their tenants be relocated.

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

According to the 2016-2020 CHAS data for the City of Charleston, there is a reasonable supply of housing units with about 1,440 units in the city that are either "for sale" or "for rent." However, 170 of the 425 for-sale units lack complete kitchen or plumbing facilities, and of the remainder only 100 are affordable for households with low income. Only 25 of the 1,015 for-rent units are purported to lack a complete kitchen or plumbing (though stakeholders report that this number may be much higher), but only about half (515) are affordable to low-income households. The need for more affordable units is reflected in the Charleston-Kanawha Housing Authority's waitlist for Section 8 Voucher assistance which is over 2,600 households long, with another 600 households waiting for public housing.

Describe the need for specific types of housing:

There is a need for better quality housing in the City of Charleston. According to the 2017-2021 CHAS data, 44% of all rental units have at least one of the four housing unit problems (lacks kitchen or plumbing, more than one person per room, or cost burden more than 30% of annual income) making these rentals undesirable and potentially unsafe for residents. A common need expressed during citizen participation and community engagement process was the lack of accessible housing for the elderly and persons with disabilities.

Discussion

There is a continuing need for affordable and accessible housing in the city. However, there is a lack of financial resources to adequately address these issues. The City of Charleston is committed to developing and fostering partnerships (CHDOs, developers, etc.) to assist in providing opportunities to produce new affordable housing and to preserve existing housing through rehabilitation. There have also been several LIHTC projects developed in the city, with the following developments having recently been completed, are currently under construction, or are awaiting funding or final approval.

LIHTC Projects Completed:

- East West Apartments, 20 units, 2020
- Vickers Parke II Apartments, 36 units, 2021

LIHTC Projects Under Construction:

- Mill Creek Landing, 48 units, funded 2020
- Charmco Lofts, 39 units, funded 2022
- Liberty Village, 48 units, funded 2022
- Stockton Greene, 43 units, funded 2022
- Washington Greene, 32 units, funded 2024

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

Introduction

The cost of housing in the City of Charleston has risen 15% over the past five years with the median home value rising from \$149,800 to \$172,800. The median value for owner-occupied properties in Charleston is substantially higher than the median home value in Kanawha County, which is \$131,200. The selected monthly owner costs (SMOC) in the city have increased from \$1,164 to \$1,289 for homeowners with a mortgage, or 11% over the past five years.

The cost of rent is also rising within the city as the median rent has increased 24% over the past five years, from \$701 to \$870. The median rent in the city is nearly identical to the median rent of Kanawha County of \$868. It should be noted that most rental housing in Kanawha County is located within the corporate boundaries of Charleston, which may account for the similar rents.

Cost of Housing

	Base Year: 2017	Most Recent Year: 2022	% Change
Median Home Value	149,800	172,800	15.4%
Median Contract Rent	701	870	24.1%

Table 29 – Cost of Housing

Data Source: 2013-2017 ACS (Base Year), 2018-2022 ACS (Most Recent Year)

Rent Paid	Number	%
Less than \$500	10,309	45.2%
\$500-999	11,151	48.8%
\$1,000-1,499	935	4.1%
\$1,500-1,999	175	0.8%
\$2,000 or more	53	0.2%
Total	22,623	99.1%

Table 30 - Rent Paid

Data Source: 2016-2020 ACS

Housing Affordability

Number of Units affordable to Households earning	Renter	Owner
30% HAMFI	2,634	No Data
50% HAMFI	7,263	6,371
80% HAMFI	15,354	15,251
100% HAMFI	No Data	22,015
Total	25,251	43,637

Table 31 – Housing Affordability

Data Source: 2016-2020 CHAS Tables 18A-18C

Monthly Rent

Monthly Rent (\$)	Efficiency / no bedroom	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom	5 Bedroom	6 Bedroom
FY 2025 Fair Market Rent	\$723	\$856	\$1,054	\$1,356	\$1,397	-	-
FY 2024 Fair Market Rent	\$688	\$816	\$994	\$1,300	\$1,324	\$1,523	\$1,721
FY 2024 Low HOME Rent	\$677	\$725	\$870	\$1,005	\$1,121	\$1,236	\$1,352
FY 2024 High HOME Rent	\$688	\$816	\$994	\$1,273	\$1,324	\$1,523	\$1,653

Table 32 – Monthly Rent

HUD FMR and HOME Rents 2024

Is there sufficient housing for households at all income levels?

Based on HUD's CHAS data, there appears to be a limited supply of housing for all income levels related to cost burdened criteria. According to CHAS housing problem data and stakeholder input, available housing is likely substandard or otherwise unsuitable for the household that wishes to occupy it (such as a senior living in a housing unit without sufficient accessibility features, significant rehabilitation is needed, etc.).

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

The population of Charleston continues to decrease, but housing prices (especially rental prices) continue to rise. While there are sufficient housing units to house the population, some units are vacant and being held off the market and others need significant rehabilitation to improve the quality of the units. Inflationary pressures are expected to continue to drive housing prices higher.

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

According to [zillow.com/research](https://www.zillow.com/research/), the average rent in the Charleston, WV MSA as of November 30, 2024 is \$922.64/month. This is slightly less than halfway between the Low HOME and High HOME Limits for a two-bedroom apartment in Kanawha County, the most common type of rental housing unit. As of December 27, 2024, the least expensive listing was a one-bedroom apartment for \$550/month and the most expensive was a three-bedroom rental house for \$2,500/month.

Discussion

Housing in the city is becoming less affordable. Due to the age of housing within the HOME Consortium area and the increasing number of cost-burdened householders, the quality of housing will continue to decrease if continued public assistance is invested. The city should accordingly continue its rehabilitation programs and work with nonprofit organizations, owner-occupants, and landlords to increase the quantity and quality of housing units within both the city and the HOME Consortium area (Kanawha County).

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

Introduction

Eighty percent (80%) of the Kanawha County's housing and almost 90% of the City of Charleston's housing was built prior to 1990 and is at least 35 years old. Much of the area's housing is in poor condition. Additionally, utility and maintenance costs are typically higher with older homes and major rehabilitation projects are more common.

Based on observations and consultation with local officials and stakeholders, a large portion of the housing stock is in substandard condition but suitable for rehabilitation.

The following definitions are used in the table below:

Selected Housing Conditions include:

- Overcrowding (1.01 or more persons per room)
- Lacking a complete kitchen
- Lack of plumbing facilities and/or other utilities
- Cost burden

"Substandard Condition" housing units does not meet code standards or contains one of the selected housing conditions.

"Suitable for Rehabilitation" means the amount of work required to bring the unit up to minimum code standards, and the existing debt on the property, together are less than the fair market value of the property.

"Not Suitable for Rehabilitation" means the amount of work required to bring the unit up to minimum code standard exceeds the fair market value of the property after rehabilitation work is complete.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	7,629	14%	8,994	39%
With two selected Conditions	193	0%	267	1%
With three selected Conditions	10	0%	0	0%
With four selected Conditions	0	0%	0	0%
No selected Conditions	45,815	85%	13,585	59%
Total	53,647	99%	22,846	99%

Table 33 - Condition of Units

Data Source: 2016-2020 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	5,197	10%	2,241	10%
1980-1999	10,717	20%	4,808	21%
1950-1979	25,134	47%	9,850	43%
Before 1950	12,603	23%	5,900	26%
Total	53,651	100%	22,799	100%

Table 34 – Year Unit Built

Data Source: 2016-2020 ACS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	37,737	70%	15,750	69%
Housing Units built before 1980 with children present	3,187	6%	1,843	8%

Table 35 – Risk of Lead-Based Paint

Data Source: 2016-2020 ACS (Total Units) 2016-2020 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Kanawha County Vacant Units	4,066	8,132	12,198
Abandoned Vacant Units	136	682	818
REO Properties	100	51	151
Abandoned REO Properties	2	8	10

Table 36 - Vacant Units**Alternate Data Source Name:**

Composite of 2022 ACS 1-Year Estimate table B25130 and 2020 NSP Neighborhood

Data Source Comments:**Need for Owner and Rental Rehabilitation**

There is a need for both owner-occupied and rental rehabilitation in the City of Charleston as the city's housing stock is aging and in need of maintenance and rehabilitation. The city currently offers a rehabilitation program and an emergency repair program through CDBG funds. Many rental units in the city (41.0%) have at least one selected condition. Many of these units are located in the city's West Side neighborhood.

Estimate the number of housing units within the jurisdiction that are occupied by low- or moderate-income families that contain lead-based paint hazards. 91.205(e), 91.405

In Kanawha County, there are approximately 38,740 owner-occupied and 15,995 renter-occupied housing units built prior to 1980. These housing units are at particular risk of lead-based paint (LBP) contamination, as the consumer use of LBP was not banned until 1978.

According to the Second American Healthy Homes Survey (AHHS II), an estimated 29.4% of homes nationwide (34.6 million housing units) had LBP somewhere in the building. An estimated 44.2% of homes in the Northeast Region (including West Virginia for the purposes of this analysis) had LBP, 14.8% higher than the nationwide rate. About 6.5% of homes built between 1978 and 2017 had LBP, about 23.6% of homes built between 1960 and 1977 had LBP, about 61.0% of homes built between 1940 and 1959 had LBP, and about 85.4% of homes built before 1940 had LBP.

Factoring in the relative prevalence of LBP in the Northeast Region and the older age of housing units, it is estimated that approximately 43.7% of the housing units in Kanawha County contain lead-based paint. Government-supported housing units are less likely to contain LBP as they have had Federally-funded remediation efforts since the ban took effect.

Discussion

To determine decent, safe, and sanitary housing, several factors need to be considered beyond lead-based paint including asbestos, radon, mold, unit location, air quality, contaminants in the soil, etc. Census data only reports on the number of persons per room (overcrowding condition) and the lack of a complete kitchen, or plumbing facilities. These are general conditions and do not necessarily reflect the true conditions of houses in the area.

MA-25 Public and Assisted Housing - 91.410, 91.210(b)

Introduction

The housing programs offered by the Charleston-Kanawha Housing Authority (CKHA) meet the needs of over 4,000 individuals and families, and they strive to continue to expand their service base to meet the needs of additional families waiting for housing assistance. CKHA owns 1,139 apartments and houses available to lease by families and elderly clients and administers 3,063 Housing Choice Vouchers to use throughout the community. CKHA has self-sufficiency programs to assist families and elderly, and employment and training programs to assist families to enter the workforce. CKHA has services that enable seniors to remain in their own homes, and they have recreational programs that enhance the quality of living of its clients.

Totals Number of Units

	Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project-based	Tenant-based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	24	1,459	2,952	0	2,952	0	0	0
# of accessible units	N/A	N/A	49	N/A	N/A	N/A	N/A	N/A	N/A
*includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition									

Table 37 – Total Number of Units by Program Type

Data Source: PIC (PIH Information Center) **Describe the supply of public housing developments**

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

Charleston-Kanawha Housing Authority's (CKHA) annual capital improvement plan includes modernization and upgrades to its housing stock. A more complete description is presented in CKHA's Five-Year Plan for FY 2025-2029 and its Annual Plan for FY 2025.

As one of the earliest housing authorities in the nation, CKHA also has some of the oldest housing units constructed in the late 1930s. Both these and newer units undergo periodic renovation, rehabilitation, or replacement. Additionally, CKHA continually undertakes maintenance and repair of parking lots, grounds, and sidewalks.

During the previous Five-Year plan period, CKHA completed renovations of one of its senior properties by converting 36 efficiency apartments to 24 one-bedroom apartments. It also completed electrical upgrades at family sites and installed new door entry systems at senior high-rise facilities to improve security.

Over the next five-year period, CKHA intends to transition 25% (285 units) of its existing public housing to Project-Based Vouchers through the Rental Assistance Demonstration (RAD) project or Section 18 disposition. This will include applying for 4% and 9% LIHTC funds to invest in maintaining and improving these properties.

Public Housing Condition

Public Housing Development	Average UPCS Inspection Score
Orchard Manor	53c*
Lee Terrace	92b
Jarrett Terrace	97b
Hillcrest - Oakhurst	68c*
South Park Village	28c*
Carroll Terrace	93c
Lippert Terrace	95b
Charleston Replacement Housing, L.P. (CRHLP) 1	93c*
CRHLP 2	65c*
Harris/Anderson Apartments	92b*
CRH Orchard Elderly	99a
CRHLP 3	86c
CRHLP 6	94b*
CRHLP 5	91c

Table 38 - Public Housing Condition

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

CKHA's modernization strategy is driven by its Capital Needs Assessment, most recently completed in 2019-2020 and updated periodically. At present, CKHA has approximately \$25 million in unmet capital needs and received \$3,235,664 in FY 2024 HUD Capital Funds for improvements.

According to CKHA's Five-Year Plan, in FY 2025 CKHA intends to dispose of 24 Scattered Site units under the Section 18 Disposition program. Twenty (20) units will be sold to CKHA's nonprofit below Fair Market Value and converted to project-based tenant protection vouchers, and four (4) units will be sold at Fair Market Value to a to-be-determined buyer and converted to tenant-based Section 8 assistance:

Below Fair Market Value:

- 608 McCormick Street (1 unit)
- 109 Hunt Avenue (4 units)
- 603 Grant Street (4 units)
- 430 Baird Drive (4 units)
- 505 Shaw Street (4 units)

- 1517 Piedmont Road (3 units)

Fair Market Value:

- 1720 Claire Street (1 unit)
- 1427 Fourth Avenue (1 unit)
- 809 West Avenue (1 unit)
- 1004 Hunt Avenue (1 unit)

As Congress has expanded the number of public housing units nationwide available to be converted to RAD funding (450,000 units), CKHA will file an application to convert existing public housing properties to Section 8 Project-Based Vouchers using the Rental Assistance Demonstration (RAD)/Section 18 Construction Blend. Specifically, CKHA plans to redevelop multiple sites together including Orchard Manor (150 units), Orchard Elderly CRHLP 4 (12 units), Hutchinson Street CRLHP 2 (22 units), and CRHLP 1 (44 units) in addition to Carroll Terrace (199 units), Rand (44 units), and Dunbar (49 units).

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

CKHA is committed to maintaining and modernizing its facilities to provide modern, safe, and enjoyable communities in which families can reside. This includes installing new elevator systems in high-rise buildings, kitchen and bath upgrades at family sites, installing Wi-Fi in community centers for afterschool programs, and developing neighborhood gardens for the social and mental health wellbeing of residents. Through non-HUD grants, CKHA has established pantries at numerous sites to provide for basic needs (food, cleaning supplies, etc.) and has partnered with local providers to provide on-site health services.

In addition, CKHA has utilized Replacement Housing Funds (HUD funds from prior demolition of public housing) to acquire and rehabilitate existing rental properties with the purpose of providing additional affordable housing in the community. Their goal is to stabilize and enhance existing neighborhoods while deconcentrating assisted housing.

Discussion:

The Charleston-Kanawha Housing Authority (CKHA) is the primary provider of housing for the very low- and extremely low-income residents of the city. To adequately meet the housing needs of the lowest income residents of the city, additional funding resources are required.

CKHA does not anticipate losing any units from its current inventory. Units that may have reached the end of their usable life could be slated for removal, but the Authority would address the loss by ensuring a replacement unit is developed either through construction or acquisition. CKHA continually monitors its need for accessible units and provides accommodation when needed. Additionally, as units are upgraded, accessibility accommodations are considered to ensure availability of units.

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

Introduction

The City of Charleston is part of the Kanawha Valley Collective (KVC), which is the lead organization for the WV-503 Charleston/Kanawha, Putnam, Boone, and Clay County Continuum of Care (CoC). The Mayor's Office of Economic and Community Development has been and continues to be a participating member of CoC. The city participates in KVC either as a member of the Board of Directors and/or through various CoC committees. The city participates in KVC strategic planning with member agencies to promote permanent housing for those experiencing homelessness.

Since its inception, the Kanawha Valley Collective has focused on developing available, adequate, and affordable housing for the homeless coupled with the support to maintain and sustain their housing. The community utilizes the Housing First philosophy which is guided by a centralized assessment process. As a result, the housing inventory of the CoC has grown each year to include Shelter + Care units that support individuals and families in greatest need of housing and support services. Employment programs have also been established to assist individuals with maintaining their housing in addition to connection with mainstream resources to reduce re-entry into homelessness. Additionally, there are 15 rapid rehousing beds available in the WV-503 Continuum of Care.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year-Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	56	0	0	20	0
Households with Only Adults	135	0	15	150	0
Chronically Homeless Households	N/A	N/A	N/A	69	0
Veterans	0	0	12	70	0
Unaccompanied Youth	7	0	3	0	0

Table 39 - Facilities and Housing Targeted to Homeless Households

Data Source: PIC (PIH Information Center)

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

The Kanawha Valley Collective (KVC) partners and collaborates with the following agencies to provide mainstream services to homeless persons:

- Children's Home Society of West Virginia
- Covenant House
- Daymark, Inc.
- West Virginia Health Right
- Kanawha Valley Fellowship Home
- Legal Aid of West Virginia
- Prestera Center
- United Way of Central West Virginia
- YWCA of Charleston
- Religious Coalition for Community Renewal
- Salvation Army
- Charleston Area Medical Center
- Highland Hospital
- Kanawha County Schools
- US Department of Veteran Affairs
- REA of Hope Fellowship
- Synergy Health
- Manna Meal
- Cabin Creek Health Systems

These services include healthcare, dental and vision assistance, mental health services and employment services. Once an individual or family is stabilized, employment services can reduce the obstacle of homeless reaching self-sufficiency.

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

The Kanawha Valley Collective (KVC) manages the Centralized Assessment Team (CAT) for its four-county service area. The CAT includes a team of case managers who take the lead in helping people access emergency shelter and housing programs through a centralized location. Families and individuals no longer need to contact every shelter and housing provider for openings. A Diversion Specialist assists in identifying alternative options for shelter.

The KVC operates many programs with the evidence-based Housing First philosophy which focuses on housing homeless and then wrapping supportive services around them tailored to their individual needs. The Housing First subcommittee meets each week to discuss client needs and to score each client for housing, based on a centralized assessment. As housing becomes available, the person with the highest score is offered that unit. The Housing First team provides support services to the unsheltered to help them remain in housing and make sure clients apply for appropriate and available mainstream resources. This team also addresses gaps in housing services by identifying housing needs for the homeless.

- A VI-SPDAT will be conducted with individuals/families experiencing homelessness in Kanawha, Boone, Clay, and Putnam Counties.
- This assessment will determine the most appropriate referral for housing program support based upon the need of the individual/family.
- Individuals/families that complete this assessment may be referred to housing programs such as: Rapid Re-Housing, Transitional Housing, or Permanent Supportive Housing programs.
- Individuals/families are referred to Supportive housing programs based upon their needs and barriers, determined by the completed assessment.
- Once a housing placement is available and the referral is accepted by the housing provider, the individual/family, CAT member, and the housing provider will meet for a warm transfer.

KVC offers the following available shelter types:

- Housing First: The client will receive permanent support housing unit. Rent is based on a portion of the client's income. You can still qualify for this housing program without an income. Program administered by Covenant House. Criteria: Must be chronically homeless with a disability and high VI-SPDAT score.
- Rapid Rehousing: This is a short-term housing assistance program that provides the deposit and first month's rent to clientele experiencing homelessness. Program administered by Covenant House. Criteria: Must be homeless.
- Shelter + Care: Homeless clients are given a housing voucher similar to Section 8/Housing Choice Vouchers plus aftercare services. Program administered by the Charleston-Kanawha Housing Authority. Criteria not stated.
- Twin Cities: Twin Cities is a communal/permanent support residential housing facility operated by Equinox. Clients have their own rooms and are provided with meals. Criteria: Must be chronically homeless with a disability and high VI-SPDAT score.
- Shanklin Center: Shanklin Center is a 11-unit facility for abused elderly women and those with a history of domestic violence, run by the YWCA Charleston Resolve Program. Criteria: must be a homeless person with a documented history of elder abuse and/or domestic violence.
- VASH: Veterans Administration Supportive Housing is a program that offers housing vouchers like Section 8/Housing Choice Vouchers to homeless military veteran clients. Program administered

by the Charleston-Kanawha Housing Authority and the U.S. Veterans Administration. Criteria: Must be a homeless military veteran.

The following are existing facilities for the homeless in the City of Charleston and Kanawha County. These homeless facilities are under contract with the West Virginia Department of Health and Human Resources (WVDHHR) to serve residents throughout the city and county. The Kanawha Valley Collective administers the Continuum of Care for the city and county.

- Young Women's Christian Association (YWCA)
 - Sojourner's Shelter (Emergency Shelter)
 - Shanklin Center for Seniors (Permanent Supportive Housing)
 - Resolve Rapid Rehousing (Domestic Violence victims only)
 - Hope House Emergency Shelter (Domestic Violence victims only)
- Peak Living Services
 - Twin Cities Center (Permanent Supportive Housing)
- Charleston Kanawha Housing Authority
 - Shelter + Care Permanent Supportive Housing
 - HUD VASH Voucher Permanent Supportive Housing
- Daymark
 - Patchwork Emergency Shelter
 - New Connections (Transitional Housing)
- Peak Living Services
 - Leon Sullivan Veterans Transitional Housing
- Covenant House
 - Housing First Permanent Supportive Housing
 - Home For Good Rapid Rehousing
 - KVC-Covenant House CoC Rapid Rehousing
- Kanawha Valley Collective
 - Equinox Men's Emergency Shelter (former Giltinan Center)
- Branches
 - Emergency Shelter
 - Rapid Rehousing

- Union Mission (*not an HMIS member, not under contract with the State, receives no State or Federal funding*)
 - CrossRoads (Emergency Shelter) (must attend religious service to obtain food and shelter)

The Equinox Men's Shelter and CrossRoads serve homeless adult men only. Daymark serves unaccompanied youth up to 18 years of age. The YWCA facilities serve women and children. Branches' two facilities and YWCA's Hope House and Resolve Rapid Rehousing are specifically for victims of domestic violence.

The Charleston-Kanawha Housing Authority (CKHA) is the primary permanent supportive housing provider. CKHA administers the CoC HMIS system. CKHA prioritizes chronically homeless individuals and families when units become available and there are chronically homeless in need of them. The CKHA Executive Director serves on the CoC Steering Committee.

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

Introduction

The City of Charleston has identified the priorities for services and facilities for its special needs populations. This includes elderly, frail elderly, persons with disabilities, persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, and public housing residents. **Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs**

- **Elderly** - There is a need to rehabilitate existing owner- and renter-occupied housing and to construct affordable and accessible housing in the city, to allow the elderly to age in place.
- **Frail Elderly** - There is a need to rehabilitate and improve ADA accessibility in existing owner- and renter-occupied housing, to construct affordable and accessible housing, and for the city to enforce reasonable accommodations by landlords, to allow the frail elderly to age in place.
- **Persons with Disabilities** - There is a need to improve ADA accessibility in existing housing, to construct affordable and accessible housing, for the city to enforce reasonable accommodations by landlords, and for continued accessibility improvement of public facilities.
- **Persons with Drug/Alcohol addiction** - There is a need for more transitional housing, wraparound supportive services, and post-treatment case management in the city.
- **Persons with HIV/AIDS** - There is a need for more permanent housing and healthcare options, and for the city to assist in enforcing Fair Housing regulations.
- **Public Housing Residents** - There is a need for job training, financial literacy education, and life skills training to help residents transition out of public housing into market-rate housing.
- **Victims of Domestic Violence** - There is a need for more dedicated temporary shelter beds and permanent housing options for victims of domestic violence, especially women and families.

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

Service providers coordinate efforts with each other as well as the West Virginia Department of Health and Human Resources (WVDHHR) to ensure that persons returning from mental and physical health institutions have an individual supportive services plan. This can include housing, training and educational opportunities, employment and other supportive services needed for a smooth transition back into society.

Local hospitals and other organizations have guidelines on how to appropriately discharge patients and clients, regarding resource connections and appropriate living situations prior to exiting the facility. The following are examples of these policies:

Foster Care: The WVDHHR foster care discharge plan addresses children aging out of the foster care system. The policy has been reviewed by the WV Interagency Council on Homelessness. The policy requires WVDHHR case managers to work on a plan for eventual independence. The process begins when a child reaches the age of 14, and until the youth ages out, there are continuous reviews and modifications to enable the youth to access services both before and after discharge. Youths who have graduated high school may further their education through college/vocation school (up to age 21) and youths with good grades are encouraged in this direction to become independent. Follow up services are available to youth aging out of the system. According to the state code, WVDHHR is responsible to help youth develop into self-sufficient adults. Most youth aging out of foster care in WV enter the work force; some continue education after high school.

Health Care: Charleston Area Medical Center (CAMC), the largest hospital in the state, serves most people in the KVC service area. CAMC and other local hospitals have policies directing staff to discharge patients into the community with appropriate resources identified prior to discharge. Hospital social workers/case coordinators work with patients prior to discharge and look first at returning patients to prior living situations. If patients no longer have access to their prior living arrangements, community resources are located through the DHHR's county affiliates (local health departments) and nonprofit agencies offering placements in a group living or care facility. Patients who were already in shelter or temporary housing return to those placements. Patients coming to mental hospitals from the street, and who are to be discharged, are referred for services to local emergency shelters if other placements absolutely cannot be found. The WV Interagency Council has a Discharge Planning Committee which is attempting to develop uniform protocols, but since hospitals are not part of state government, state agencies do not have jurisdiction.

Mental Health: The WV Department of Health has a clinical policy that deals with discharge planning. It states that clients in public behavioral health hospitals and long-term care facilities shall be discharged as part of an organized process of evaluation; planning and treatment carried out by an interdisciplinary team and based on the unique needs of each individual. This written plan addresses the client's behavioral, health, medical, psychosocial, housing, financial, vocational, educational and recreational needs and links the client to the appropriate aftercare and supportive services to meet those needs. The institution's case management staff is responsible for coordinating with family members and regional/local behavioral health centers to access services, including housing. Many community resources/agencies are funded by this agency for community-based permanent housing for the seriously mentally ill.

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

Other Special Needs Priority

There is a continuing need for affordable housing, services, and facilities for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

Goals:

- **SNS-1 Housing.** Increase the supply of affordable, accessible, decent, safe, sound, and sanitary housing for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through the rehabilitation of existing buildings and new construction.
- **SNS-2 Services/Facilities.** Support supportive service programs and facilities for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

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

The City will continue to support programs that assist families struggling to meet everyday living needs. Financial support may not be provided during each year of the Consolidated Plan, but the City will annually review requests for financial support and determine where to direct support.

MA-40 Barriers to Affordable Housing – 91.210(e)**Describe any negative effects of public policies on affordable housing and residential investment**

To ensure the health, safety, and quality of life of residents while minimizing barriers that may impede the development of affordable housing, the city uses zoning regulations, subdivision controls, permit systems, and housing codes and standards. These measures are not intended to restrict the affordability of housing, though these regulations may on occasion affect the pricing of housing. No city public policies were identified as barriers to affordable housing.

The most important impediment to affordable housing revolves around the recent increase in housing costs in the city, especially for residents with low or fixed incomes. The cost of maintenance, renovation, or redevelopment is very high in the city. Many structures, as noted earlier, are old and may contain both lead-based paint and asbestos, which must be remediated. These facts make housing redevelopment expensive, and regularly put quality affordable housing out of the reach of low-income households.

Other barriers include:

- a limited supply of sites suitable for new housing;
- the expense of available sites;
- high property taxes, making residential homeownership expensive; and
- negative public attitudes toward affordable housing, especially public or multifamily housing.

Issues revolving around personal finances (lack of downpayment, credit history, employment history, etc.) affect the availability of affordable housing for residents. However, the city is committed to removing or reducing barriers to the development of affordable housing whenever possible. A variety of actions to reduce the cost of housing to make it more affordable include providing developers with incentives for construction of affordable housing, assistance in acquiring sites for affordable housing, and promoting Federal and State financial assistance programs for affordable housing.

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

Introduction

The Mayor's Office of Economic and Community (MOECD) fosters public, private, and intergovernmental collaborations to improve and develop a viable urban community. MOECD's mission is to provide safe, decent housing targeted to low-to-moderate income persons, foster suitable living environments, and expand economic opportunities.

In the 2024 revision of the “Imagine Charleston” Comprehensive Plan, the City Council’s vision for Charleston is, “Charleston is the recreational, cultural, and business capital of the Appalachian Mountains.” The following five points guide the City’s strategy to meet that vision:

- Perfect and Perpetuate Strong and Sustainable Neighborhoods
- Conduct Efficient and Collaborative Government
- Produce and Facilitate Events and Recreational Opportunities
- Develop and Maintain Sound and Adequate Infrastructure
- Foster and Support Business Development and Attraction

Economic Development Market Analysis

Business Activity, Charleston, WV MSA

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, forestry, fishing and hunting, and mining	3,035	2,475	2.9%	2.4%	-0.5%
Construction	5,017	4,567	4.9%	4.4%	-0.4%
Manufacturing	6,562	3,063	6.4%	3.0%	-3.4%
Wholesale trade	1,753	3,200	1.7%	3.1%	+1.4%
Retail trade	12,654	10,251	12.3%	9.9%	-2.3%
Transportation and warehousing, and utilities	6,027	4,507	5.8%	4.4%	-1.5%
Information	1,626	1,880	1.6%	1.8%	+0.2%
Finance and insurance, and real estate and rental and leasing	6,605	6,464	6.4%	6.3%	-0.1%
Professional, scientific, and management, and administrative and waste management services	9,779	13,758	9.5%	13.3%	+3.9%
Educational services, and health care and social assistance	27,962	29,329	27.1%	28.4%	+1.3%
Arts, entertainment, and recreation, and accommodation and food services	8,765	8,363	8.5%	8.1%	-0.4%

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Other services, except public administration	4,935	3,164	4.8%	3.1%	-1.7%
Public administration	8,510	12,218	8.2%	11.8%	+3.6%
Total	103,230	103,239	-	-	-

Table 40 - Business Activity

Data Source: 2018-2022 ACS table DP03, 2022 Q4 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force, City of Charleston

Total Population in the Civilian Labor Force	23,106
Civilian Employed Population 16 years and over	21,760
Unemployment Rate	5.8%
Unemployment Rate for Ages 16-19	28.1%
Unemployment Rate for Ages 20-64	5.2%

Table 41 - Labor Force

Data Source: 2018-2022 ACS table S2301

Occupations by Sector	Number of People
Management, business, science, and arts occupations	10,854
Service occupations	3,600
Sales and office occupations	4,782
Natural resources, construction, and maintenance occupations	869
Production, transportation, and material moving occupations	1,655
Total	21,760

Table 42 – Occupations by Sector

Data Source: 2018-2022 ACS table DP03

Travel Time	Number	Percentage
< 30 Minutes	17,121	85.98%
30-59 Minutes	1,822	9.15%
60 or More Minutes	969	4.87%
Total	19,912	-
Work from home	1,848	-

Table 43 - Travel Time

Data Source: 2018-2022 ACS table B08134

Educational Attainment by Employment Status (Population 25 to 64)

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
Less than high school graduate	594	67	1,210

Educational Attainment	In Labor Force		Not in Labor Force
	Civilian Employed	Unemployed	
High school graduate (includes equivalency)	3,471	281	2,583
Some college or Associate's degree	4,372	328	1,843
Bachelor's degree or higher	9,041	265	1,559

Table 44 - Educational Attainment by Employment StatusData Source: 2018-2022 ACS table B23006**Educational Attainment by Age**

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Total	4,076	6,553	6,267	12,946	9,735
Less than 9th grade	32	150	73	349	331
9th to 12th grade, no diploma	542	301	413	585	588
High school graduate, GED, or alternative	1,867	1,613	1,356	3,366	2,213
Some college, no degree	1,073	1,467	1,282	2,305	1,731
Associate's degree	145	321	326	889	502
Bachelor's degree	417	1,435	1,411	2,977	2,045
Graduate or professional degree	0	1,266	1,406	2,475	2,325

Table 45 - Educational Attainment by AgeData Source: 2018-2022 ACS table B15001**Educational Attainment – Median Earnings in the Past 12 Months, age 25 and over**

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	\$14,516
High school graduate (includes equivalency)	\$27,831
Some college or Associate's degree	\$32,899
Bachelor's degree	\$51,930
Graduate or professional degree	\$86,519

Table 46 – Median Earnings in the Past 12 Months

Data Source: 2018-2022 ACS table B20004

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

The City of Charleston is the capital of West Virginia and houses many of the state's agencies and organizations as well as several different industries.

The largest area employers are the Charleston Area Medical Center (CAMC), the Kanawha County Board of Education, WVU Thomas Health System, the United States Postal Service, the City of Charleston, Frontier Communications, Toyota Motor Manufacturing, West Virginia HealthSmart Benefit Services, Capital Area Services Company (CASCI), Mardi Gras Casino & Resort, NGK Spark Plug USA, Appalachian Power Company, Diamond Electric Manufacturing Corporation, Brand Energy Services, the State of West Virginia, and Gestamp.

The three (3) largest occupations by sector, representing 88.4% of the total jobs in the city, are as follows:

- **Management, business, science, and arts occupations** – 10,854 jobs
- **Sales and office occupations** – 4,782 jobs
- **Service occupations** – 3,600 jobs

According to the West Virginia Department of Commerce's WorkForce West Virginia Program, the following entities employ the most people in Kanawha County, WV:

1. Vandalia Health
2. Kanawha County Board of Education
3. WVU Medicine
4. West Virginia Department of Health & Human Resources
5. West Virginia Department of Highways
6. Panther Creek Mining, LLC
7. City of Charleston
8. CareFirst Management Company, LLC
9. West Virginia Department of Administration
10. Express Services, Inc., TA

Statewide, the largest private employers are:

1. WVU Medicine – General Medical and Surgical Hospitals – more than 10,000 employees
2. Vandalia Health – General Medical and Surgical Hospitals – more than 10,000 employees
3. Wal-Mart Associates, Inc. – Warehouse Clubs and Supercenters – more than 10,000 employees
4. Marshall Health – General Medical and Surgical Hospitals – 5,000-9,999 employees

5. Kroger – Supermarkets and Other Grocery Retailers (except convenience retailers) – 2,500-4,999 employees
6. Contura Energy (Alpha Metallurgical Services) – Underground Coal Mining – 2,500-4,999 employees
7. WVNH EMP, LLC dba CommuniCare Health – Nursing Care Facilities (skilled nursing facilities) – 2,500-4,999 employees
8. Lowe’s Home Centers, LLC – Home Centers – 2,500-4,999 employees
9. Toyota Motor Manufacturing West Virginia – Motor Vehicle Gasoline Engine and Engine Parts Manufacturing – 2,500-4,999 employees
10. American Consolidated Natural Resources – Underground Coal Mining – 1,000-2,499 employees

Describe the workforce and infrastructure needs of the business community:

In consultation with city staff and social service and economic development stakeholders, the following infrastructure and workforce needs were found to inhibit development and growth in the City of Charleston.

- There is a need for quality market-rate rentals and starter houses. Available housing tends to be low-quality or oversized, which makes Charleston less attractive to young professionals.
- Lack of childcare is a major impediment to parents trying to work.
- The Kanawha Valley Regional Transportation Authority (KRT Bus) should review its routes, service hours, and headways to ensure city residents can commute to work, particularly for second and third shifts.
- The Town Center Mall is underused and should be redeveloped as a destination.
- Business retention is an issue in the city and region.
- There is a need for bike and walking trails, both for alternative transportation and as a recreational destination for visitors and residents.
- Charleston residents are critical of the state of the East End and West Side, though visitors from larger cities are much more positive about the city’s outward appearance.
- People need reasons to go downtown to socialize and spend money.
- “Soft skills” are in demand such as culinary, bartending, restaurant management, and hospitality.
- Social and supportive services are critical to the development of the City’s workforce.
- There is a need to foster greater use of available workforce training programs, particularly among young adults and minorities.

- There is a need for programs and services to assist ex-offenders and persons exiting substance abuse treatment to re-enter society, including programs to aid in employment and mentoring, and programs that help ensure employers who take on persons in treatment.

According to the Charleston Area Alliance, the Charleston area can offer companies that establish new facilities the following types of incentives:

- “SizeUp Charleston Area Alliance” market research and business insights
- Pro-business lobbying on the local and regional level
- Assistance with registering their business with the City and State
- Monthly networking events
- Workforce training programs through the Marshall University Advanced Manufacturing Center
- Free business coaching and entrepreneurship classes through the FASTER WV Initiative for small business owners and entrepreneurs in the Greater Kanawha Valley
- The CAA Minority and Women-Owned Business Program directly connects businesses and entrepreneurs to available assistance and funding
- A Small Business Incubator space at 1116 Smith Street

Additionally, West Virginia offers the following incentives to companies relocating to the state:

- Corporate Headquarters Credit: Tax credits eligible to companies relocating their corporate headquarters and creating 15 new jobs (including relocated employees) within the first year.
- Economic Opportunity Credit: Companies creating 20 new jobs within a specified time limit as a result of their business expansion projects can explore this credit, which can offset up to 80 percent of taxes.
- “Five-for-Ten” Program: Tax incentive for businesses making qualified capital improvements of at least \$10 million to an existing base of \$20 million or more, assessing the new capital addition at a salvage value of 3 percent for the first 10 years.
- Manufacturing Investment Credit: Allows a 60 percent corporate net income tax credit and franchise tax credit based on investment with no new job creation required.
- Manufacturing Sales Tax Exemption: Businesses are exempt from the 6 percent state sales and use tax for materials and equipment purchased for direct use in manufacturing.
- Strategic R&D Credit: Allows for up to 100 percent tax offset for R&D projects. R&D expenses are exempt from sales tax.
- The Freeport Amendment: Goods in transit to an out-of-state destination are exempt from “ad valorem” property taxes when warehoused in West Virginia.

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

The city has created the Charleston Land Reuse Agency to help aid in the redevelopment of vacant or abandoned parcels of land in the city. The city and the Charleston Urban Renewal Authority completed the following plans in conjunction with the Charleston Area Alliance:

Downtown Redevelopment Plan. The purpose of this plan is to aid in the revitalization of the Downtown area of Charleston. The Downtown Redevelopment Plan envisions five distinct districts serving uses such as entertainment, civic needs, and business, and intends to spur rehabilitation of existing structures as well as new public improvements, private redevelopment of existing sites and the potential acquisition of sites for new development.

East End Community Renewal Plan, and West Side Community Renewal Plan. These Community Renewal Plans are geared toward blight removal, redevelopment, strengthening the residential neighborhoods and local businesses, and creating and renovating new civic and recreational facilities.

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

According to the Bureau of Labor Statistics (NOV 2024), the City of Charleston had an unemployment rate of 3.3%, Kanawha County had a rate of 3.4%, the Charleston, WV MSA had a rate of 3.5%, and the State of West Virginia had a rate of 3.6%. The National unemployment rate during the same month was 4.0%. In the City of Charleston, there are 23,106 persons in the labor force and 21,760 jobs.

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

The State of West Virginia established the West Virginia Invest Grant which provides funding for select certificate and associate degree programs at public West Virginia colleges and universities. The program covers full tuition and mandatory fees for the programs that are not already covered by federal grants or scholarships. The program gives preference to fields that are in higher demand in the State, such as Information Technology or Healthcare.

There are several quality institutions of higher education in the Kanawha Valley region including:

University of Charleston - UC is a private college providing a quality four-year education both online and in-person to over 3,000 students, including 1,300 undergraduates, 700 graduate students, and 1,000 students seeking certificates. The University offers 37 undergraduate degrees, 6 graduate degrees, and

various associate degrees and certificate programs. It was named to US News and World Report's Best National Universities List in 2021, as well as the Princeton Review's Best Colleges List by Region.

West Virginia State University - WVSU is a Historically Black institution just outside of the City of Charleston. The school offers 25 undergraduate degrees, 8 graduate programs, and one doctoral program to about 3,500 students.

Marshall University, South Charleston - The Marshall University campus in South Charleston, a branch of their main campus in Huntington, offers bachelor's degrees in nursing and several graduate programs in education, humanities, business, engineering, and computer science. This campus also hosts the Marshall Advanced Manufacturing Center, teaching skills such as welding and CNC machining, and the Marshall University Aviation Program.

BridgeValley Community and Technical College - BVCTC offers a variety of degrees and certificates in a range of fields from healthcare to manufacturing. BVCTC works to prepare students for work after education at a lower cost.

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

Yes

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

The Charleston Area Alliance is the community and economic development partnership for the City of Charleston, Kanawha County, and the greater Kanawha Valley. Their economic development priorities are as follows:

- Create a representative environment in which people want to live, work and play.
- Facilitate downtown housing to create a robust and vibrant community.
- Create growth through support of existing businesses.
- Serve as the collaborative conduit for property development.
- Create growth through a strategic communication, recruiting and marketing plan.

The CAA's target sectors are the chemical and polymer industry, technology, and automotive components. It helps member businesses access a wide range of State incentives, provides market research through its SizeUp program, and connects new and existing industries to sites and buildings. CAA also provides support staff to the City Center Business Improvement District (BID), formed by the Charleston City Council in September 2021, supported by a fee self-assessed by property owners within the district, and designed to redevelop the existing structures into a multiuse office and retail destination.

Discussion

The City of Charleston is a member of both the Charleston Area Alliance and Advantage Valley, whose missions are to guide economic development in the Kanawha Valley. They work alongside the Charleston Mayor's Office of Economic and Community Development (MOECD), nonprofit organizations, schools and colleges, business councils, and employers to attract a well-trained workforce and to reinforce the industrial and commercial environment. The city is also working on cultivating arts, cultural and recreational venues, which the city hopes will help to retain and attract young workers and invigorate a healthy tourism-based economy. The key economic development agents and drivers are described above.

MA-50 Needs and Market Analysis Discussion

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

Areas with multiple housing problems are concentrated in the block groups that are 51% or more low- and moderate-income households. The following census tracts and block groups have at least 51% of low- and moderate-income households, according to HUD's most recent low-mod numbers based on the 2016-2020 American Community Survey.

- CT 1, BG 1
- CT 2, BG 1
- CT 3, BG 2
- CT 5, BG 2
- CT 6, BG 2
- CT 6, BG 4
- CT 7, BG 2
- CT 7, BG 3
- CT 8, BG 1
- CT 9, BG 1
- CT 11, BG 3
- CT 11, BG 4
- CT 12, BG 1
- CT 13, BG 1
- CT 13, BG 3
- CT 13, BG 4
- CT 110, BG 3

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

Areas of racial or ethnic concentration are block groups where more than 51% of the households are minorities. The following census tracts and block groups have more than 51% minority households.

- CT 6, BG 3
- CT 7, BG 1
- CT 7, BG 2
- CT 7, BG 3

These block groups are contiguous in the city's West Side. Three of the four are also low- to moderate-income neighborhoods.

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

Most of the block groups that have more than 51% low- and moderate-residents are located north of the Kanawha River. Most of the neighborhoods in question are majority renter-occupied rather than owner-occupied, meaning that the residents do not build homeownership wealth. This area also has the highest concentration of minorities in the city with all of the block groups that are at least 35% minority households located in the area north and west of the Kanawha River. The only mainline grocery store on the West Side is a Kroger near downtown.

Are there any community assets in these areas/neighborhoods?

The area has multiple neighborhood organizations that work to advocate for their neighborhoods in a number of ways, such as organizing neighborhood clean-ups, or fostering economic growth in their portion of the city. Nonprofit organizations are also stepping into the gap. Miss Ruby's Corner Market (a social enterprise of Keep Your Faith Corporation) opened in November 2024 to fill what would be a food desert, supplying seasonal produce and eggs, locally-made preserves, and other groceries in the heart of the West Side, but the area still has a lack of grocery stores within walking distance.

Are there other strategic opportunities in any of these areas?

The low- and moderate-income neighborhoods of Charleston generally have many homes that either need to be rehabilitated or demolished. The City of Charleston's Mayor's Office of Economic and Community Development (MOECD) offers the Charleston Owner-Occupied Rehab Program (CORP) which provides loans of up to \$20,000 in CDBG funding to eligible owner-occupants for home repairs. It also operates the HOME Blend homebuyers' assistance program which gives low- and moderate-income households throughout Kanawha County a forgivable loan toward their home purchase. By encouraging use of the first-time homebuyer program and owner-occupied rehabilitation programs, the city is advancing stable, long-term, affordable housing for low- and moderate-income residents while also improving the quality of housing stock and the quality of life of its residents.

The Charleston Land Reuse Agency (CLRA) and Charleston Urban Renewal Authority (CURA) have focused extensively on residential and commercial redevelopment in the West Side and the East End. CLRA has been working to take advantage of the West Side's relaxed zoning regulations, deeding tax-forfeited land to developers with the understanding that they will construct a mix of affordable and market-rate housing. While neighborhood groups have raised concerns about lack of local input and risk of displacing current residents, this program is helping to create new, attractive housing for renters and first-time homebuyers near downtown Charleston.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

For low- and moderate-income households in Charleston, broadband internet has been widely available for over a decade but may not be affordable. Those living on fixed incomes or working low-wage jobs may not be able to afford monthly broadband payments. While libraries and public facilities do provide free internet access for those in need, this can be inconvenient and dependent on operating hours. Finally, older homes inhabited by low- and moderate-income households and the elderly generally are not retrofitted for broadband while newer homes often include Ethernet wiring.

According to the 2018-2022 American Community Survey (ACS), 92.0% of Charleston's residents have a computer and 86.2% have a broadband Internet subscription. County-wide, 90.5% of households have a computer and 84.8% have broadband, and statewide 88.8% of households have a computer and 82.7% have broadband. However, all of them are lower than the national averages of 94.0% of households having a computer and 88.3% having a broadband Internet subscription. More rural areas of the HOME Consortium are less likely to have access to broadband and may need satellite or wireless internet. In today's market, the use of wireless internet through a smartphone has become a viable if slower choice, especially for price-conscious low- and moderate-income persons.

According to the Charleston-Kanawha Housing Authority (CKHA), all their buildings are wired with service connections. The Housing Authority does not provide Wi-Fi to residents, but they are able to contract with a local vendor in the community. CKHA has four (4) properties that offer after-school programs, and Wi-Fi is available to the youth enrolled in the program.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

The city has two internet service providers, Optimum and Frontier, in addition to a number of wireless providers including AT&T, Verizon and T-Mobile. Cities in West Virginia are encouraged to seek competition between broadband providers, keeping prices lower for residents and ensuring that providers have an incentive to provide consistent, quality coverage. Increased competition is one of the goals of the 2020-2025 West Virginia State Broadband Plan, which seeks to increase access to reliable, high-speed internet across the state. The plan aims to connect people to broadband in every part of the state, which particularly affects the rural areas (such as outlying portions of Kanawha County). Additionally, the plan prioritizes data collection to identify gaps in broadband coverage. Access to broadband is critical for low- and moderate-income households to gain more access to jobs, education and relevant information.

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction's increased natural hazard risks associated with climate change.

Charleston may be subject to increased natural hazard risks associated with climate change. These may include hotter summers, more frequent and violent thunderstorms, a higher potential for tornado and tornado winds and more incidents of street flooding and greater frequency of high-water levels on the Elk and Kanawha Rivers. Some of these weather events may result in more damage to residences, businesses, and public facilities.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

Low- and moderate-income households are anticipated to see an increase in flooding events as stronger rainstorms become more common. The city's West Side neighborhood is particularly vulnerable to flooding because of factors including its location immediately downstream of the confluence of the Elk and Kanawha Rivers, its low- to moderate-income economic status, and its lower-quality housing that may lack sump pumps or effective flood insurance.



April 2024 flooding, Greendale Drive, Charleston's West Side. Credit: Joyce Bobrycki via WSAZ-TV.

The Charleston Sanitary Board reports the combined storm and sanitary sewer system in this area is around 100 years old with major I/I (inflow & infiltration) problems, capacity, and structural issues. There has been flooding of structures along 6th Avenue between Iowa and Patrick, primarily from backup of sewer lines during major storm events affecting Two Mile Creek. A significant portion of the project area is within the 100 year floodplain. During consultations for past Five-Year Consolidated Plans, members of the community identified backflow flooding as an issue in this section of the city. The City of Charleston has published a Stormwater Management Guidance Manual to raise the capacity of the city's storm sewers, and as funding permits the city's Stormwater Department and Public Works Department are separating and repairing existing systems to ensure new developments are adequately drained.

Additionally, the City of Charleston tends to experience warmer temperatures and a more humid climate than the rest of the state, and it continues to trend hotter. For low-income families, senior citizens, and unhoused homeless persons, this can lead to heat-related exhaustion, heat stroke, and potentially death. Cooling centers will likely become increasingly necessary during the summers in Charleston.

Region 3 Hazard Mitigation Plan

The City of Charleston is a member of the Regional Intergovernmental Council, consisting of four counties (Boone, Clay, Kanawha, and Putnam), eight cities, and 17 towns. Region 3 has a total population of 268,045 and covers 2,108 square miles. The City of Charleston, which is the county seat of Kanawha County, is also the state capitol. This plan considers all jurisdictions, with the exception of the Town of Glasgow which opted not to participate in the process and is therefore considered a multi-jurisdictional plan.

Periodically, the group releases a hazard mitigation plan. The Region 3 Hazard Mitigation Plan of 2022 is an update to the 2017 plan. The Regional Intergovernmental Council updated the plan utilizing a planning committee with representatives from local government and non-governmental organizations (NGOs). The first version of the regional plan is from 2012. The plan has been prepared in accordance with federal requirements outlined in Disaster Mitigation Act of 2000 (DMA, 2K) which requires local governments to formulate a hazard mitigation plan in order to be eligible for mitigation funds made available by the Federal Emergency Management Agency (FEMA).

For this update of the hazard mitigation plan, the committee selected 13 hazards to profile. These hazards included:

- Dam and Levee Failure
- Drought
- Earthquake
- Epidemic & Pandemic
- Extreme Temperatures
- Flooding
- Forest Fires
- Hazardous Materials Incidents
- Landslides & Land Subsidence
- Severe Storms
- Tornadoes
- Utility Interruptions
- Winter Storms

The committee added two new hazards, epidemic & pandemic, and utility disruptions, and separated winter storms from severe storms. The committee also elected to change mass movements to landslides and land subsidence and wildfires to forest fires. These changes were made to more accurately represent the risks within Region 3.

The addition of the epidemic & pandemic hazard came about because of the Coronavirus pandemic (COVID-19). At the time this plan was submitted, there were 535 million confirmed cases and 6.3 million deaths reported worldwide from COVID-19, which overwhelmed the healthcare system, locally, nationally, and internationally. The committee selected to also add utility interruptions due to the aging

infrastructure in the region and the frequent disruptions experienced by the residents. The utilities included in this profile are gas, electric, water, and wastewater. Although very few utilities are owned and operated by jurisdictions in Region 3, the committee was mindful that the local governing bodies can regulate how utilities are provided and maintained in their jurisdiction. Additionally, the committee selected to move winter storms out of the severe storm profile to allow for a more in-depth analysis of both winter and summer type storm events.

The committee developed 10 mitigation goals for the region. These goals are comprehensive and support the region's mitigation strategy. The goals are as follows:

- Remove abandoned buildings from high-risk and other known-impact areas.
- Increase water flow capacities throughout the region.
- Increase stormwater management capabilities throughout the region.
- Raise awareness of local leaders and residents as to the hazards that impact the full region as well as a full range of their impacts.
- Protect Boone, Clay, Kanawha and Putnam Counties from a catastrophic release or failure of a dam or coal waste slurry impoundment.
- Increase public awareness, understanding, support, and demand for hazard mitigation activities and future strategies or projects.
- Improve upon the protection of the citizens of Boone, Clay, Kanawha, and Putnam Counties from all natural and man-made hazards.
- Reduce the current and future risks from hazards in Boone, Clay, Kanawha, and Putnam Counties.
- Reduce the potential impact of natural and man-made disasters on Boone, Clay, Kanawha, and Putnam Counties historic structures and landmarks.
- Develop better hazard data for Boone, Clay, Kanawha and Putnam Counties.

To accomplish these goals, the plan includes 321 mitigation projects under the following (5) categories:

- Local plans and regulations
- Structure and infrastructure projects
- Natural systems protection
- Education programs
- Preparedness and response activities

Local plans and regulations include such actions as enforcing floodplain regulations and developing a policy on issuing countywide burning bans during dry weather. Structure and infrastructure projects include such actions as acquisitions and demolition, elevation, relocation, and mitigation reconstruction, and purchasing generators for lift stations. Natural systems protection projects include planting trees to

prevent soil erosion and performing channel modifications to increase flow capacities of rivers and streams. Education programs include partnering with local media to provide information on hazards, providing evacuation maps to the public, and informing the public to contact their insurance agency to verify coverage from all hazards. Preparedness and response activities include conducting evacuation drills to familiarize the general public on routes and partnering with NGOs to provide emergency shelters. Each project is aligned with at least one goal. As the goals address a variety of identified issues that face the region due to hazards, each jurisdictional project completed moves the region to a higher level of overall resiliency.

Kanawha Putnam Emergency Management Plan

The counties of Kanawha and Putnam also maintain an Emergency Management Plan, last updated in September 2022. As opposed to the strategic view taken by the Region 3 Hazard Management Plan, the Kanawha Putnam Emergency Management Plan describes the tactical responses to emergencies.

Local governments have a fundamental responsibility to protect life and property within their jurisdictions and to respond to the emergency needs of the public. It is recognized that emergency planning and management strategies are somewhat generic in nature among adjoining jurisdictions. The signers hereto recognize and adopt this document as the Kanawha Putnam Emergency Management Plan ("the Plan"). The Plan provides general guidelines for planning, managing, and coordinating the overall response and recovery activities of local government before, during and after major emergencies and disasters that may affect our communities. The Plan seeks to provide one common all-hazards emergency operations plan to be utilized by unincorporated areas, cities and communities within Kanawha and Putnam Counties.

The Plan seeks to provide one common all-hazards emergency operations plan to be utilized by unincorporated areas, cities and communities within Kanawha and Putnam Counties.

Specifically, the Plan addresses:

- Mitigation of foreseeable hazards.
- How our emergency response agencies and mechanisms will protect life and property during and following an emergency or disaster incident.
- The tasking of agencies, organizations and individuals with specific functions and responsibilities relative to emergency operations.
- Lines of authority, the command structure and organizational relationships of emergency responders, organizations, and management personnel.
- Identification of available resources and provide guidelines for resource management.
- Linkage to the National Response Framework (NRF).
- Compliance with standards and requirements of the National Incident Management System (NIMS).

The Plan was developed in accordance with the requirement for local emergency planning established in and by the State of West Virginia and meets the requirements of all state and federal guidelines for local all-hazard emergency management concepts, plans and programs, including the National Incident Management System. The plan includes local strategies and additional resources available at the state and federal level.

The Basic Plan sets forth general concepts, policies, tasks, and guidelines along the five (5) disciplines of All-Hazards planning:

- Awareness
- Prevention
- Preparedness
- Response
- Recovery

The Plan also describes the demographics and geography of Kanawha and Putnam Counties, as well as the anticipated Incident Command System and response tactics to specific emergency situations.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The Five-Year Consolidated Plan is a guide for the City of Charleston to use in its housing, community development, and economic programs and initiatives. The Strategic Plan portion of the Five-Year Consolidated Plan establishes the city's priorities and goals to address its need for:

- Housing (HSS)
- Homelessness (HMS)
- Other Special Needs (SNS)
- Community Development (CDS)
- Economic Development (EDS)
- Administration, Planning, and Management (AMS)

These priorities and goals have been developed as the result of:

- The Needs Assessment and Market Analysis of the Five-Year Consolidated Plan.
- Analysis of data obtained from Federal, state, and local sources, as well as non-governmental and nonprofit organizations.
- Consultation with City Department Heads and staff.
- Stakeholder meetings with and questionnaire responses of social and human service providers, housing organizations, community and economic development agencies, and faith-based organizations.
- Community meetings.
- Survey responses solicited from Charleston residents.
- Public hearings.

The City of Charleston's overriding priority is to assist low- and moderate-income residents [incomes of less than 80% of the area median income (AMI)] through these strategies. These residents are referred to as the "target income" group. According to HUD's 2016-2020 ACS data Low/Moderate Income (LMI) calculation, the City of Charleston has an overall low- and moderate-income population of 38.39%. The city abides by the Federal Regulation that at least 70% of all its CDBG funds must principally benefit low- and moderate-income persons. The city is committed to this and has developed its Strategic Plan to meet that requirement.

The key factors affecting the determination of the city's Five-Year priorities included:

- Targeting the income households with the greatest needs in the city.

- Identifying areas with the greatest concentration of low-income households.
- Selecting activities/projects that will best address the needs of city residents.
- Utilizing the limited amount of funding available to meet the needs in the city.
- Leveraging additional financial resources to meet the needs of residents.

Using the above guidance, the City of Charleston has identified the following priorities and goals for the five-year period of FY 2025 through FY 2029:

Housing Priority (High Priority)

There is a continuing need to improve the quality and range of housing stock in the City of Charleston by increasing the supply of decent, safe, sound, and accessible housing for homeowners, renters, and homebuyers, which is affordable to low- and moderate-income persons and households.

Goals:

- **HSS-1 Homeownership.** Increase the supply of affordable owner-occupied housing units through housing counseling and eligible direct assistance to homebuyers including mortgage principal reductions, interest rate reductions, downpayment and closing cost assistance, etc.
- **HSS-2 Housing Rehabilitation.** Conserve and rehabilitate existing affordable housing units for owners and renters in the city by addressing maintenance issues, emergency repairs, and the removal of architectural accessibility barriers to persons with disabilities.
- **HSS-3 Housing Construction.** Increase the supply and range of new affordable and accessible housing units in the city for owners and renters through the new construction and rehabilitation and adaptive reuse of existing buildings.

Homeless Priority (High Priority)

There is a continuing need for housing and supportive services for unsheltered persons, families, those at risk of becoming homeless, and victims of domestic violence.

Goals:

- **HMS-1 Housing.** Support the Continuum of Care's efforts to provide emergency shelter and transitional housing and to develop permanent supportive housing and other permanent housing opportunities for unsheltered individuals and families.
- **HMS-2 Operation/Support.** Assist homeless providers in the operation of housing and support services for those who are unsheltered and persons who are at-risk of becoming homeless.
- **HMS-3 Prevention and Re-Housing.** Assist in the prevention of homelessness through anti-eviction and other programs for rapid re-housing.

Other Special Needs Priority (High Priority)

There is a continuing need for affordable housing, services, and facilities for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

Goals:

- **SNS-1 Housing.** Increase the supply of affordable, accessible, decent, safe, sound, and sanitary housing for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through the rehabilitation of existing buildings and new construction.
- **SNS-2 Services/Facilities.** Support supportive service programs and facilities for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

Community Development Priority (High Priority)

There is a continuing need to improve public and community facilities, infrastructure, public social/welfare services, food programming, public safety, clearance, and quality of life for all City of Charleston residents.

Goals:

- **CDS-1 Neighborhood Revitalization.** Improve living conditions and reduce poverty; foster economic growth and opportunities; strengthen social ties and build a sense of neighborhood and community pride; and, create safe and vibrant environments for residents of all ages throughout the City and particularly in the City's West Side and other neighborhoods with high concentrations of blight.
- **CDS-2 Community Facilities.** Improve and enhance the quality, location, and accessibility of the City's parks, recreational facilities, public spaces, trails, bikeways, and all public and community facilities.
- **CDS-3 Infrastructure.** Improve and enhance the City's public infrastructure and spaces through rehabilitation, restoration, reconstruction, and new construction of streets, sidewalks, bridges, curbs, walkways, waterlines, sanitary sewers, stormwater management, hillside stabilization, etc. and the removal of architectural accessibility barriers to persons with disabilities.
- **CDS-4 Public Services.** Improve and enhance social and human services, programming, food and nutrition assistance, and transportation for low- and moderate-income persons and households, the youth, the elderly, and persons with disabilities within the City of Charleston.
- **CDS-5 Public Safety.** Improve and enhance public safety facilities, equipment, programming, and emergency response and preparedness within the City of Charleston.

- **CDS-6 Clearance/Demolition.** Remove and eliminate slum and blighting conditions throughout the City of Charleston.

Economic Development Priority (High Priority)

There is a continuing need to increase and expand employment, job training, technical assistance, work force development, and economic empowerment of low- and moderate-income residents in the City of Charleston.

Goals:

- **EDS-1 Employment.** Support and encourage new and varied job creation, job retention, workforce development, employment, and job training opportunities for unemployed and underemployed persons, including youth training and employment programs.
- **EDS-2 Development.** Support and encourage the planning and promotion of business and commercial enterprise growth, variation, and expansion through new development, revitalization, and redevelopment.

Administration, Planning, and Management Priority (High Priority)

There is a continuing need for sound planning, administration, management, and oversight of Federal, State, and local funding, programming, and investment.

Goals:

- **AMS-1 Overall Coordination.** Provide program management and oversight for the successful administration of Federal, State, and local funded programs and compliance with related laws and regulations, including planning services for special studies, the five-year consolidated plan, annual action plans, substantial amendments, consolidated annual performance and evaluation reports, environmental reviews and clearance, etc.
- **AMS-2 Fair Housing.** Provide funds for training, education, outreach, and monitoring to affirmatively further fair housing in the City of Charleston.

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

1.	Area Name:	Citywide
	Area Type:	Local Target Area
	Other Target Area Description:	Low-Mod Census Tracts and Block Groups in the City of Charleston.
	HUD Approval Date:	-
	% of Low/ Mod:	38.39%
	Revitalization Type:	Comprehensive
	Other Revitalization Description:	Low- and Moderate-Income Qualifying Areas throughout the City of Charleston, WV.
	Identify the neighborhood boundaries for this target area.	City of Charleston's municipal boundary.
	Include specific housing and commercial characteristics of this target area.	Aging and deteriorating housing stock, commercial structures, and public infrastructure.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	Through agency and resident surveys, community meetings, stakeholder meetings, and the City's Comprehensive Plan.
	Identify the needs in this target area.	The needs are public service programs, housing rehabilitation, new construction, homeownership assistance, demolition, job creation and retention, public and community facility improvements, infrastructure improvements, and public safety improvements.
	What are the opportunities for improvement in this target area?	The opportunities are developable land and sites for redevelopment for housing and job creation.
	Are there barriers to improvement in this target area?	The largest barriers are limited public funding and private investment.
2.	Area Name:	Low/Mod Areas
	Area Type:	Local Target Area
	Other Target Area Description:	Low- and Moderate- Income Areas
	HUD Approval Date:	-
	% of Low/ Mod:	-
	Revitalization Type:	Comprehensive
	Other Revitalization Description:	-
	Identify the neighborhood boundaries for this target area.	All Block Groups located in the City of Charleston and project specific service areas with a low- and moderate-income population over 51% of the total population.

	Include specific housing and commercial characteristics of this target area.	Low- to moderate-income areas within the city tend to have aging and deteriorating housing and few commercial offerings to provide basic goods and services like grocers.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	Through agency and resident surveys, community meetings, stakeholder meetings, and the City's Comprehensive Plan.
	Identify the needs in this target area.	New construction, infrastructure improvements, public services, residential rehabilitation, and increased homeownership.
	What are the opportunities for improvement in this target area?	-
	Are there barriers to improvement in this target area?	The largest barriers are limited public funding and private investment.
3.	Area Name:	Charleston-Kanawha County Consortium
	Area Type:	Local Target Area
	Other Target Area Description:	The HOME Consortium includes the City of Charleston, Kanawha County, eight municipalities.
	HUD Approval Date:	-
	% of Low/ Mod:	-
	Revitalization Type:	-
	Other Revitalization Description:	-
	Identify the neighborhood boundaries for this target area.	Kanawha County, WV.
	Include specific housing and commercial characteristics of this target area.	Aging and deteriorating housing stock.
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	Through agency and resident surveys, community meetings, stakeholder meetings, and the City's Comprehensive Plan.
	Identify the needs in this target area.	Affordable housing preservation and production and downpayment assistance.
	What are the opportunities for improvement in this target area?	The opportunities for improvements are housing rehabilitation for resale or rent, new construction for sale or rent, and downpayment assistance.
	Are there barriers to improvement in this target area?	The largest barriers are limited public funding and private investment.

Table 47 - Geographic Priority Areas

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction

As an entitlement grantee, the City of Charleston uses its annual grant awards under the CDBG and HOME Programs to address needs of low- and moderate-income (low/mod) individuals and families. Income-eligible individuals and households receiving direct assistance through program-eligible activities are considered beneficiaries. Area-benefit activities are those in service areas where at least 51% of the residents are determined to be low/mod, either through a resident survey or by HUD's designation of low/mod US Census block groups. The following Census Tracts (CT) and Block Groups (BG) in Charleston have over 51% low- and-moderate income residents:

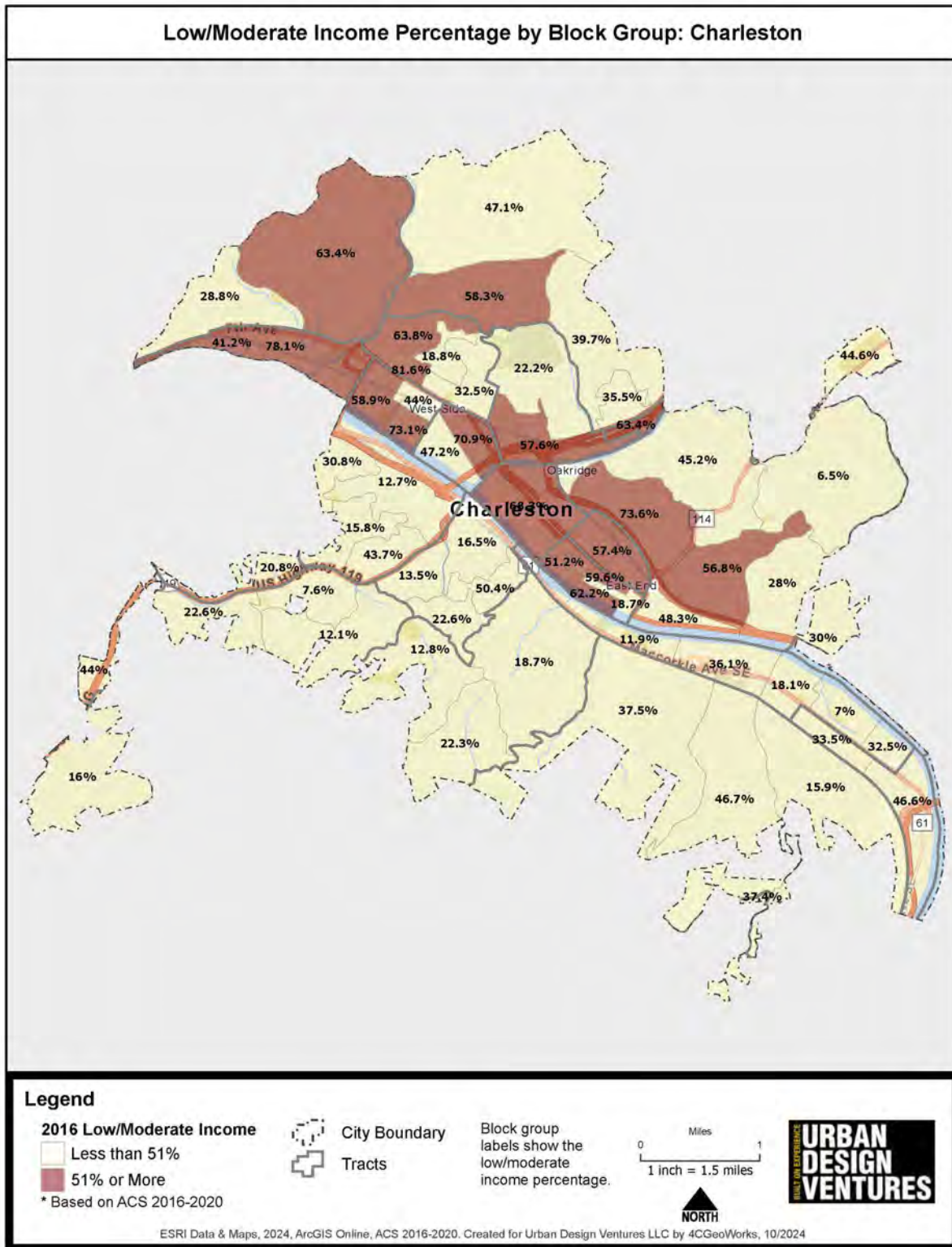
- CT 000100, BG 1: 78.1%
- CT 000200, BG 1: 63.4%
- CT 000300, BG 2: 58.3%
- CT 000500, BG 2: 57.6%
- CT 000600, BG 2: 81.6%
- CT 000600, BG 4: 63.8%
- CT 000700, BG 2: 73.1%
- CT 000700, BG 3: 58.9%
- CT 000800, BG 1: 70.9%
- CT 000900, BG 1: 68.3%
- CT 001100, BG 3: 73.6%
- CT 001100, BG 4: 56.8%
- CT 001200, BG 1: 57.4%
- CT 001300, BG 1: 59.6%
- CT 001300, BG 3: 51.2%
- CT 001300, BG 4: 62.2%
- CT 011000, BG 3: 63.4%

The goals of these HUD Entitlement Grant Programs are to assist communities through provision of decent, safe sanitary, accessible and affordable housing, providing a healthy and stable living environment, and expanding economic opportunities for low- to moderate-income households. HOME funds are focused solely on housing opportunities for both homeowners and renters who are considered low- and moderate-income.

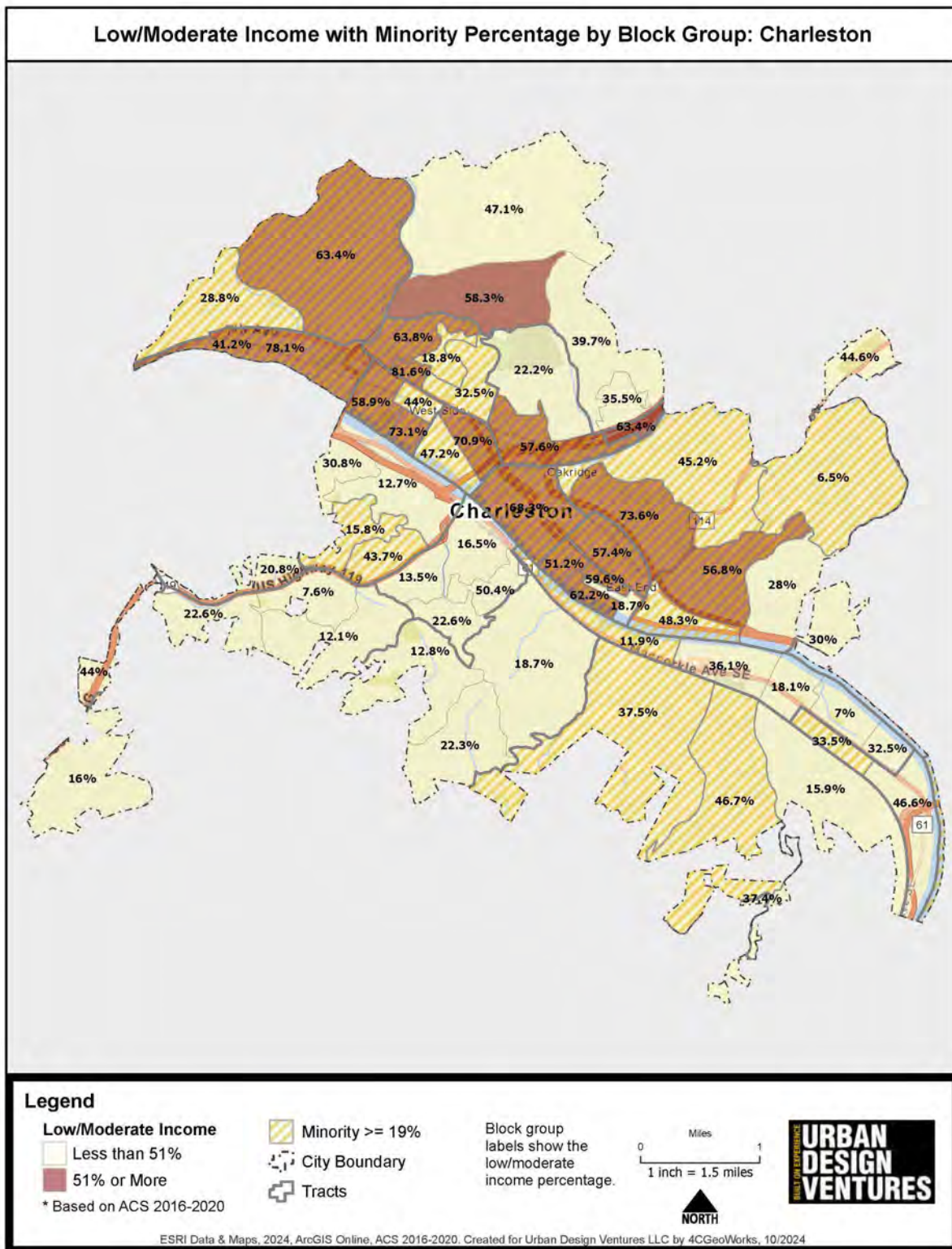
The Mayor's Office of Economic and Community Development (MOECD) generally uses CDBG funds for public safety, community facilities, and infrastructure improvements and public services that address the needs of low/mod residents. Additionally, MOECD administers various housing programs using CDBG and HOME funding to improve the quality of the housing stock in the city.

Working with the Kanawha Valley Collective (KVC), which serves as the lead agency for the area's Continuum of Care (CoC), the city facilitates and supports organizations that serve both the city's homeless and at-risk families and individuals. KVC annually seeks funding directly from HUD. The CoC targets areas where the homeless are located.

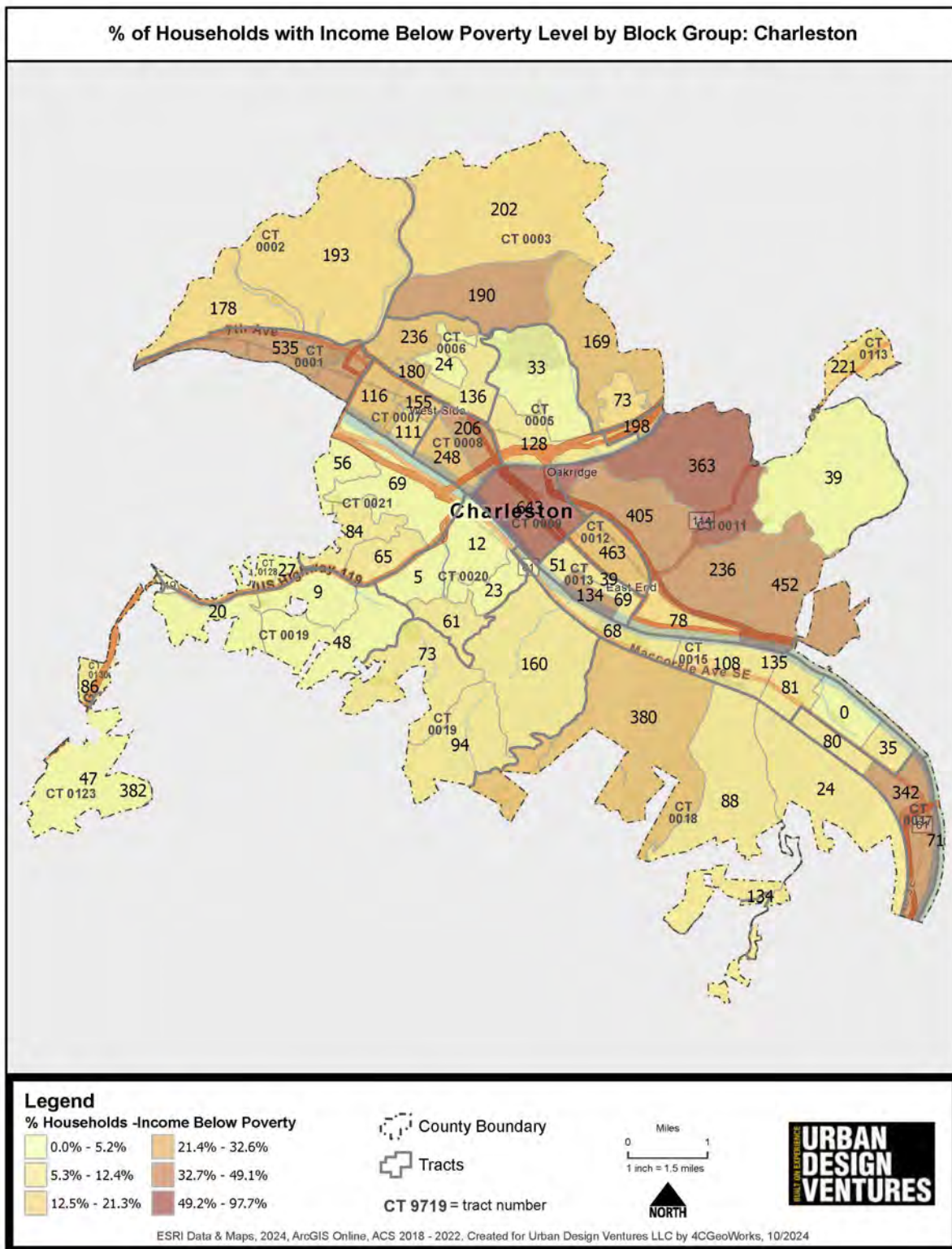
Following are maps of the Low- and Moderate-Income Block Groups, Low- and Moderate-Income Block Groups with Minority Overlay, and Poverty Rate by Block Group in the City of Charleston.



Low/Mod Income Percentage by Block Group



Low/Mod Income with Minority Percentage by Block Group



Poverty Rate by Block Group

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

1.	Priority Need Name	Housing Priority
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Non-housing Community Development
	Geographic Areas Affected	Low- and Moderate-Income areas Citywide Countywide HOME Consortium
	Associated Goals	HSS-1 Homeownership HSS-2 Housing Rehabilitation HSS-3 Housing Construction
	Description	There is a continuing need to improve the quality of the housing stock in the city by increasing the preservation and production of decent, safe, sound, and accessible housing for homeowners, renters, and homebuyers affordable to low- and moderate-income households.
	Basis for Relative Priority	The relative priority was determined through consultations, data analysis, and resident input demonstrating the continuing need for additional affordable, decent, safe, and sanitary housing for homebuyers, homeowners, and renters, including the need for

		accessible housing, particularly for “cost burdened” homeowners and renters.
2.	Priority Need Name	Homeless Priority
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Non-housing Community Development
	Geographic Areas Affected	Low- and Moderate-Income areas Citywide
	Associated Goals	HMS-1 Housing HMS-2 Operation/Support HMS-3 Prevention and Re-Housing
	Description	There is a continuing need for sufficient housing and effective wraparound support services for unsheltered residents and those at-risk of becoming homeless.
	Basis for Relative Priority	The relative priority was determined through consultations, data analysis, and resident input demonstrating the continuing need to efficiently, effectively, and permanently house unsheltered residents and address the root causes of housing instability.
3.	Priority Need Name	Other Special Needs Priority
	Priority Level	High
	Population	Extremely Low Low

		Moderate Large Families Families with Children Elderly Public Housing Residents Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Non-housing Community Development
	Geographic Areas Affected	Low- and Moderate-Income areas Citywide
	Associated Goals	SNS-1 Housing SNS-2 Services/Facilities
	Description	There is a continuing need for affordable housing, services, and facilities for the elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.
	Basis for Relative Priority	The relative priority was determined through consultations, data analysis, and resident input demonstrating the continuing need to identify and implement housing and supportive services to improve the quality of life of residents meeting HUD's "special needs populations."
4.	Priority Need Name	Community Development Priority
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Rural

		Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse Veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Non-housing Community Development
	Geographic Areas Affected	Low- and Moderate-Income areas Citywide
	Associated Goals	CDS-1 Neighborhood Revitalization CDS-2 Community Facilities CDS-3 Infrastructure CDS-4 Public Services CDS-5 Public Safety CDS-6 Clearance/Demolition
	Description	There is a continuing need to improve the quality of life of residents by strengthening basic public safety, infrastructure, and social and human services, enhancing public spaces and facilities, and creating economic mobility opportunities throughout the City of Charleston.
	Basis for Relative Priority	The relative priority was determined through consultations, data analysis, and resident input demonstrating the need to create a cycle of positive change by continually addressing and modernizing aging infrastructure and facilities and enhancing the effectiveness of public safety and social and human services.
5.	Priority Need Name	Economic Development Priority
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Rural Chronic Homelessness Individuals

		Families with Children Mentally Ill Chronic Substance Abuse Veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Non-housing Community Development
	Geographic Areas Affected	Low- and Moderate-Income areas Citywide
	Associated Goals	EDS-1 Employment EDS-2 Development
	Description	There is a continuing need to increase employment, job training, technical assistance, workforce development, infrastructure improvements, and economic empowerment of low- and moderate-income residents in the city.
	Basis for Relative Priority	The relative priority was determined through consultations, data analysis, and resident input demonstrating the continuing need to grow living wage employment opportunities to advance economic empowerment, mobility, and stability.
6.	Priority Need Name	Administration, Planning, and Management Priority
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Rural Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth

		Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Non-housing Community Development
	Geographic Areas Affected	Low- and Moderate-Income areas Citywide Countywide HOME Consortium
	Associated Goals	AMS-1 Overall Coordination AMS-2 Fair Housing
	Description	There is a continuing need for planning, administration, management, and oversight of Federal, state, and local funded programs.
	Basis for Relative Priority	The relative priority is based on the continuing need to effectively and efficiently administer federal grant resources and funded programs, projects, and activities.

Table 48 – Priority Needs Summary**Narrative (Optional)**

The City of Charleston held a series of meetings and interviews with the Charleston-Kanawha Housing Authority and other affordable housing developers, social and human service agencies, Continuum of Care members, community development organizations, economic development agencies, faith-based organizations, and City department representatives. An online resident survey tool was used for residents to identify identified needs, gaps in the system, and programmatic goals for the next five years. The input collected through the city's community engagement and citizen participation process, along with data analysis and review of other community planning documents, were used in the ranking of priorities and development strategies for the Five-Year Consolidated Plan.

The priority ranking of needs for housing, homelessness, other special needs, community development, economic development, and administration are as follows:

- **High Priority** - Activities are assigned a high priority if the city expects to fund them during the Five-Year Consolidated Plan period.
- **Low Priority** - Activities are assigned a low priority if the activity may not be funded by the city during the Five-Year Consolidated Plan period. The city may support applications for other funding if those activities are consistent with the needs identified in the Five-Year Consolidated Plan.

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

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	The city receives a very limited annual HOME Program. Financial assistance is limited to acquisition, construction, or rehabilitation of properties for affordable housing for both owner and renter occupied housing.
TBRA for Non-Homeless Special Needs	The city receives a very limited annual HOME Program. Financial assistance is limited to acquisition, construction, or rehabilitation of properties for affordable housing for both owner and renter occupied housing.
New Unit Production	There are numerous vacant sites in residential areas that the city can utilize for infill housing production for both owners and renters. New construction will serve to increase the supply of accessible units for special needs populations.
Rehabilitation	According to the 2018-2022 American Community Survey, over 82.2% of all housing units in the city were built prior to 1980. Due to the age and condition of the city's housing stock, there is a need for affordable housing preservation through rehabilitation. It can be more economical to rehab an existing home than to construct a new home.
Acquisition, including preservation	The city established the Charleston Land Reuse Agency to acquire property through donations, tax sale, or at a low cost. The CLRA hopes to redevelop these properties in partnership with for-profit and nonprofit developers to increase the supply of housing and to increase economic development.

Table 49 – Influence of Market Conditions

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

The City of Charleston is receiving \$1,501,940.00 in CDBG funds and that the City of Charleston-Kanawha County HOME Consortium will receive \$706,458.88 in HOME funds for the FY 2025 program year. The program year runs from July 1, 2025 through June 30, 2026. In this plan, the city will work under the assumption that it will receive allocations similar to the FY 2025 CDBG and HOME awards in fiscal years 2026-2029. The city anticipates that it will receive the following funds over the next five-year period:

- **FY 2025** = \$1,501,940.00 CDBG; \$706,458.88 HOME
- **FY 2026** = \$1,500,000.00 CDBG; \$700,000.00 HOME
- **FY 2027** = \$1,500,000.00 CDBG; \$700,000.00 HOME
- **FY 2028** = \$1,500,000.00 CDBG; \$700,000.00 HOME
- **FY 2029** = \$1,500,000.00 CDBG; \$700,000.00 HOME
- **Total** = \$ 7,501,940.00 CDBG; \$3,506,458.88 HOME

The accomplishments of funded projects/activities will be reported in the city's Consolidated Annual Performance and Evaluation Report (CAPER) that is submitted to HUD within 90 days following the end of the program year.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan: \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$1,501,940.00	\$0.00	\$0.00	\$1,501,940.00	\$6,000,000.00	21 projects/ activities were funded based on the FY 2025 CDBG allocations.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$706,458.88	\$0.00	\$0.00	\$706,458.88	\$2,800,000.00	3 projects/activities were funded based on the FY 2025 HOME allocation.

Table 50 - Anticipated Resources

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

City of Charleston-Kanawha County HOME Consortium: The HOME Consortium, administered by the City of Charleston, is anticipating that it will receive \$706,458.88 in FY 2025 HOME funds. Similar annual HOME Program awards are anticipated over the Five-Year Consolidated Plan period. The HOME Consortium is obligated to seek non-federal contributions for projects it anticipates completing. The Consortium's match obligation is 25% of the HOME funds expended. The Consortium can show matching funds through several sources, both from internal funding and through state, local, and other proceeds. Currently, the primary source of matching funds is based on the donated value of land that is sold to existing clients for less than market value. The city continues to expand and leverage funds with local lenders and non-profit agencies. This allows for ongoing discovery and opportunities for additional match sources.

Public Housing: The Charleston-Kanawha Housing Authority (CKHA) received \$3,235,664 as a HUD Capital Fund Grant in FY 2024. CKHA's FY 2025 allocation and budget is not yet available, but similar annual Capital Fund Grant amounts are anticipated over the remainder of the Five-Year Consolidated Plan period. Activities anticipated to be undertaken using Capital Fund Grant resources include administration and operations, renovations, improvements, and modernization of public housing units and common areas, and public housing development site improvements.

Other Resources: The City of Charleston will leverage public and private financial resources to address the priorities and goals identified in this Five-Year Consolidated Plan and implemented under its Annual Action Plans. In addition to the HUD entitlement funds, the city anticipates the following federal and non-federal resources may be available to local organizations to undertake the strategies identified in this Plan.

- EDI-CPF Congressionally Directed Funding
- Home Equity Conversion Mortgage (HECM) Program
- FHA Title I
- FHA 203(k) Mortgage Insurance Program
- Low-Income Housing Preservation Program
- Supportive Housing Program
- Emergency Solutions Grant Program
- Housing Opportunities for Persons with AIDS Program (HOPWA)
- Low-Income Housing Tax Credit Program (LIHTC)
- Section 8 Rental Assistance Program
- Shelter Plus Care
- Section 202/811 Supportive Housing
- Supplemental Assistance to Facilities to Assist the Homeless (SAFAH)
- EPA Brownfields Assessment and/or cleanup grants
- Land or Property Resources

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

The city will continue to utilize federal, state and private resources currently available to develop and expand affordable rental opportunities, homeownership options for low- and moderate-income households, and to promote other critical community sustainability initiatives. Currently, the city has not acquired or improved any land, property, or buildings with CDBG funds that are available for sale. However, the non-CDBG property acquisition and disposition activities undertaken by the Charleston Urban Renewal Authority (CURA) and the Charleston Land Reuse Agency (CLRA) advance Consolidated Plan housing, community development, and economic development strategies and goals.

Discussion

The city established its Consolidated Plan priorities and goals based on its expected allocation of CDBG and HOME entitlement grant funds.

SP-40 Institutional Delivery Structure – 91.215(k)

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

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of Charleston, WV	Government	Planning	Jurisdiction
Charleston-Kanawha Housing Authority	PHA	Public Housing	Jurisdiction
City of Charleston-Kanawha County HOME Consortium	Regional Organization	Planning	Region
Kanawha Valley Collective (KVC)	CoC	Homelessness	Region

Table 51 - Institutional Delivery Structure

Assessment of Strengths and Gaps in the Institutional Delivery System

Charleston has several organizations that work together, including the Mayor’s Office of Economic and Community Development (MOECD), to address the needs of vulnerable populations of the city and surrounding region. Given the variety of providers, the region is fortunate that many needs of low- and moderate-income persons and families can be met, which is a strength. MOECD staff will facilitate and coordinate the linkages between these public-private partnerships and pursue new partnership opportunities. However, the noticeable gap in the delivery system is the lack of funds. Financial resources at the federal, state, and local levels are insufficient to meet demand. Additionally, coordination, collaboration, and cooperation within the service delivery system should be enhanced and strengthened.

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

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	X
Legal Assistance	X	-	-
Mortgage Assistance	X	-	X
Rental Assistance	X	X	X
Utilities Assistance	X	-	X
Street Outreach Services			
Law Enforcement	X	-	-

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

Table 52 - Homeless Prevention Services Summary

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

The City of Charleston employs several outreach coordinators under the CARE (Coordinated Addiction Response Effort) Team who work directly with the homeless and those at risk of becoming homeless. The CARE Team works in several capacities such as finding emergency housing for the unsheltered, providing follow-up after overdose events, and arranging entrance into addiction and mental health treatment facilities. The city also provides funding for bus tickets to reunite homeless people with family members who can provide stable shelter. The CARE Team and nonprofits ensure that the person being transported out of the city is guaranteed to have the support of family members before leaving the care of nonprofits.

The CoC's Centralized Assessment Team (CAT) provides case managers who take the lead in helping people access emergency shelter and housing programs through a centralized location. Families and individuals do not need to contact every shelter and housing provider for openings. A Diversion Specialist assists clients in identifying alternative shelter options. A Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) is conducted with individuals or families experiencing homelessness in Kanawha, Boone, Clay and Putnam Counties. This assessment determines the most appropriate referral for housing program support based on the need of the individual or family. Persons completing this assessment may be referred to housing programs such as Rapid Re-Housing, Transitional Housing, or Permanent Supportive Housing based upon their needs and barriers determined by their assessment.

Once a housing placement is available and the referral is accepted by the housing provider, the individual or family, CAT member, and the housing provider meet to coordinate transfer.

Available forms of housing assistance include:

- **Housing First:** The client receives a permanent supportive housing unit. Rent is based on a portion of the client's income, though persons can still qualify for this housing program without an income. This program is administered by Covenant House. Criteria: must be chronically homeless with a disability and a high VI-SPDAT score.
- **Rapid Rehousing:** This is a short-term housing assistance program that provides rent deposit and first month rent to clientele experiencing homelessness. This program is administered by Covenant House. Criteria: must be homeless.
- **Shelter+Care:** Homeless clients are given a housing voucher similar to Section 8/Housing Choice Vouchers, plus after-care services. This program is administered by the Charleston-Kanawha Housing Authority.
- **Twin Cities:** Twin Cities is a communal/permanent supportive residential housing facility operated by the Kanawha Valley Collective. Clients have their own rooms and are provided with meals. Criteria: must be chronically homeless with a disability and a high VI-SPDAT score.
- **Shanklin Center:** Shanklin Center is an 11-unit facility operated by the YWCA Charleston Resolve Program for abused elderly women and those with a history of domestic violence. Criteria: must be a homeless person with a documented history of elder abuse and/or domestic violence.
- **VASH:** The Veterans Administration (VA) Supportive Housing Program offers housing vouchers similar to Section 8/Housing Choice Vouchers to homeless military veteran clients. This program is administered by the Charleston-Kanawha Housing Authority and the VA. Criteria: must be a homeless military veteran.

Additionally, both the Kanawha Valley Collective and the Charleston-Kanawha Housing Authority maintain a list of affordable housing and landlords who accept vouchers.

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

The strengths of the service delivery system include the Housing First team, the centralized assessment process, and the collaboration between community agencies to serve persons with the most urgent needs. The Housing First team enables the Kanawha Valley Collective (KVC) to pool resources and come together to solve issues that no one agency could address alone.

The weakness of the service delivery system is the difficulty in coordinating comprehensive supportive services and the need for more wraparound case managers and resources to retain qualified and dedicated staff. Though area service providers and the CoC are attempting to close all the gaps, there is

still a need for assistance for all homeless individuals, persons at risk of homelessness, and special needs populations such as seniors, persons with disabilities, and persons with HIV/AIDS.

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

There will always be a need for improvements in the assessment and referral system throughout the Kanawha Valley homeless and housing provider network. Not all social service organizations are directly involved with the Kanawha Valley Collective CoC, receive funding through the CoC, or participate in HMIS. Regardless, these organizations and agencies play a key role in reducing homelessness and supporting individuals seeking permanent housing, and their work advances addressing the region's needs.

To ease the demands on the Charleston-area social service institutional structure, the region needs more decent, safe, sound and affordable rental housing as well as employment opportunities that support at least a living wage for those at risk of becoming homeless. Additionally, transitional, supported, and reintegration employment opportunities are needed for unsheltered residents seeking permanent housing. The institutions and organizations involved also need to strengthen their joint comprehensive Housing First strategy, including case management, substance abuse treatment, mental and physical healthcare, and educational and job training opportunities.

SP-45 Goals Summary – 91.215(a)(4)**Goals Summary Information**

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1.	HSS-1 Homeownership	2025	2029	Affordable Housing	Low/mod areas Citywide Charleston-Kanawha County Consortium	Housing Priority	CDBG: \$0.00 HOME: \$2,629,844.16	Direct Financial Assistance to Homebuyers: 75 Households Assisted
2.	HSS-2 Housing Rehabilitation	2025	2029	Affordable Housing	Low/mod areas Citywide Charleston-Kanawha County Consortium	Housing Priority	CDBG: \$1,000,000.00 HOME: \$0.00	Homeowner Housing Rehabilitated: 50 Household Housing Unit
3.	HSS-3 Housing Construction	2025	2029	Affordable Housing Non-Homeless Special Needs	Low/mod areas Citywide Charleston-Kanawha County Consortium	Housing Priority	CDBG: \$0.00 HOME: \$525,968.83	Homeowner Housing Added: 5 Household Housing Unit
4.	HSS-4 Rent and Utility Assistance	2025	2029	Affordable Housing Non-Homeless Special Needs	Low/mod areas Citywide Charleston-Kanawha County Consortium	Housing Priority	CDBG: \$199,000.00 HOME: \$0.00	Homelessness prevention: 600 Persons Assisted
5.	HMS-1 Housing	2025	2029	Homeless	Low/mod areas Citywide	Homeless Priority	CDBG: \$0.00 HOME: \$0.00	Public service activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Tenant-based rental assistance / Rapid Rehousing: 0 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
								Homeless Person Overnight Shelter: 0 Persons Assisted Overnight/Emergency Shelter/Transitional Housing Beds added: 0 Beds Homelessness Prevention: 0 Persons Assisted Other: 0 Other
6.	HMS-2 Operation / Support	2025	2029	Homeless	Low/mod areas Citywide	Homeless Priority	CDBG: \$75,000.00 HOME: \$0.00	Public service activities other than Low/Moderate Income Housing Benefit: 650 Persons Assisted
7.	HMS-3 Prevention and Re-Housing	2025	2029	Homeless	Low/mod areas Citywide	Homeless Priority	CDBG: \$100,000.00 HOME: \$0.00	Public service activities other than Low/Moderate Income Housing Benefit: 400 Persons Assisted
8.	SNS-1 Housing	2025	2029	Non-Homeless Special Needs	Low/mod areas Citywide	Other Special Needs Priority	CDBG: \$0.00 HOME: \$0.00	Public service activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Other: 0 Other
9.	SNS-2 Services / Facilities	2025	2029	Non-Homeless Special Needs	Low/mod areas Citywide	Other Special Needs Priority	CDBG: \$235,645.00	Public service activities other than Low/Moderate Income

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
							HOME: \$0.00	Housing Benefit: 1,830 Persons Assisted
10.	CDS-1 Neighborhood Revitalization	2025	2029	Non-Housing Community Development	Low/mod areas Citywide	Community Development Priority	CDBG: \$0.00 HOME: \$0.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Other: 0 Other
11.	CDS-2 Community Facilities	2025	2029	Non-Housing Community Development	Low/mod areas Citywide	Community Development Priority	CDBG: \$1,157,500.00 HOME: \$0.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 13,900 Persons Assisted
12.	CDS-3 Infrastructure	2025	2029	Non-Housing Community Development	Low/mod areas Citywide	Community Development Priority	CDBG: \$2,343,761.00 HOME: \$0.00	Public facility or infrastructure activities other than Low/Moderate Income Housing Benefit: 10,912 Persons Assisted
13.	CDS-4 Public Services	2025	2029	Non-Housing Community Development	Low/mod areas Citywide	Community Development Priority	CDBG: \$515,646.00 HOME: \$0.00	Public service activities other than Low/Moderate Income Housing Benefit: 70,441 Persons Assisted
14.	CDS-5 Public Safety	2025	2029	Non-Housing Community Development	Low/mod areas Citywide	Community Development Priority	CDBG: \$225,000.00 HOME: \$0.00	Other: 3 Organizations

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
15.	CDS-6 Clearance / Demolition	2025	2029	Non-Housing Community Development	Low/mod areas Citywide	Community Development Priority	CDBG: \$150,000.00 HOME: \$0.00	Buildings Demolished: 6 Buildings
16.	EDS-1 Employment	2025	2029	Non-Housing Community Development Economic Development	Low/mod areas Citywide	Economic Development Priority	CDBG: \$0.00 HOME: \$0.00	Public service activities other than Low/Moderate Income Housing Benefit: 0 Persons Assisted Public service activities for Low/Moderate Income Housing Benefit: 0 Households Assisted Jobs created/retained: 0 Jobs Businesses assisted: 0 Businesses Assisted
17.	EDS-2 Development	2025	2029	Non-Housing Community Development Economic Development	Low/mod areas Citywide	Economic Development Priority	CDBG: \$0.00 HOME: \$0.00	Facade treatment/business building rehabilitation: 0 Business Brownfield acres remediated: 0 Acre Jobs created/retained: 0 Jobs Businesses assisted: 0 Businesses Assisted
18.	AMS-1 Overall Coordination	2025	2029	Administration, Planning, and Management	Low/mod areas Citywide Charleston-Kanawha County Consortium	Administration, Planning, and Management Priority	CDBG: \$1,500,388.00 HOME: \$350,645.89	Other: 10 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
19.	AMS-2 Fair Housing	2025	2029	Administration, Planning, and Management	Low/mod areas Citywide Charleston-Kanawha County Consortium	Administration, Planning, and Management Priority	CDBG: \$0.00 HOME: \$0.00	Other: 5 Other

Table 53 – Goals Summary

Goal Descriptions

1.	Goal Name	HSS-1 Homeownership
	Goal Description	Increase the supply of affordable owner-occupied housing units through housing counseling and eligible direct assistance to homebuyers including mortgage principal reductions, interest rate reductions, downpayment and closing cost assistance, etc.
2.	Goal Name	HSS-2 Housing Rehabilitation
	Goal Description	Conserve and rehabilitate existing affordable housing units for owners and renters in the City by addressing maintenance issues, emergency repairs, and the removal of architectural accessibility barriers to persons with disabilities.
3.	Goal Name	HSS-3 Housing Construction
	Goal Description	Increase the supply and range of new affordable and accessible housing units in the City for owners and renters through the new construction and rehabilitation and adaptive reuse of existing buildings.
4.	Goal Name	HSS-4 Rent and Utility Assistance
	Goal Description	Provide rental assistance for low- and moderate-income renters through utility payments, security deposits, and rental payments including Tenant Based Rental Assistance for low-income households who may be faced with the threat of eviction and who are at-risk of becoming homeless.
5.	Goal Name	HMS-1 Housing
	Goal Description	Support the Continuum of Care's efforts to provide emergency shelter and transitional housing and to develop permanent supportive housing and other permanent housing opportunities for unsheltered individuals and families.
6.	Goal Name	HMS-2 Operation/Support
	Goal Description	Assist homeless providers in the operation of housing and support services for those who are unsheltered and persons who are at-risk of becoming homeless.
7.	Goal Name	HMS-3 Prevention and Re-Housing
	Goal Description	Assist in the prevention of homelessness through anti-eviction and other programs for rapid re-housing.
8.	Goal Name	SNS-1 Housing
	Goal Description	Increase the supply of affordable, accessible, decent, safe, sound, and sanitary housing for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through the rehabilitation of existing buildings and new construction.

9.	Goal Name	SNS-2 Services/Facilities
	Goal Description	Support supportive service programs and facilities for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.
10.	Goal Name	CDS-1 Neighborhood Revitalization
	Goal Description	Improve living conditions and reduce poverty; foster economic growth and opportunities; strengthen social ties and build a sense of neighborhood and community pride; and, create safe and vibrant environments for residents of all ages throughout the City and particularly in the City's West Side and other neighborhoods with high concentrations of blight.
11.	Goal Name	CDS-2 Community Facilities
	Goal Description	Improve and enhance the quality, location, and accessibility of the City's parks, recreational facilities, public spaces, trails, bikeways, and all public and community facilities.
12.	Goal Name	CDS-3 Infrastructure
	Goal Description	Improve and enhance the City's public infrastructure and spaces through rehabilitation, restoration, reconstruction, and new construction of streets, sidewalks, bridges, curbs, walkways, waterlines, sanitary sewers, stormwater management, hillside stabilization, etc. and the removal of architectural accessibility barriers to persons with disabilities.
13.	Goal Name	CDS-4 Public Services
	Goal Description	Improve and enhance social and human services, programming, food and nutrition assistance, and transportation for low- and moderate-income persons and households, the youth, the elderly, and persons with disabilities within the City of Charleston.
14.	Goal Name	CDS-5 Public Safety
	Goal Description	Improve and enhance public safety facilities, equipment, programming, and emergency response and preparedness within the City of Charleston.
15.	Goal Name	CDS-6 Clearance/Demolition
	Goal Description	Remove and eliminate slum and blighting conditions throughout the City of Charleston.
16.	Goal Name	EDS-1 Employment
	Goal Description	Support and encourage new and varied job creation, job retention, workforce development, employment, and job training opportunities for unemployed and underemployed persons, including youth training and employment programs.
17.	Goal Name	EDS-2 Development
	Goal Description	Support and encourage the planning and promotion of business and commercial enterprise growth, variation, and expansion through new development, revitalization, and redevelopment.

18.	Goal Name	AMS-1 Overall Coordination
	Goal Description	Provide program management and oversight for the successful administration of Federal, State, and local funded programs and compliance with related laws and regulations, including planning services for special studies, the five-year consolidated plan, annual action plans, substantial amendments, consolidated annual performance and evaluation reports, environmental reviews and clearance, etc.
19.	Goal Name	AMS-2 Fair Housing
	Goal Description	Provide funds for training, education, outreach, and monitoring to affirmatively further fair housing in the City of Charleston.

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

The city will continue to provide direct assistance for homeownership. The city estimates approximately 75 households will be served over the next five years, to include:

- **Extremely Low Income** - 5 households
- **Low Income** - 10 households
- **Moderate Income** - 60 households

SP-50 Public Housing Accessibility and Involvement – 91.215(c)**Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)**

The Charleston Kanawha Housing Authority (CKHA) has prepared a Section 504 Needs Assessment of its public housing projects, which is on file with HUD and at CKHA's offices located at 1525 W. Washington Street, Charleston, WV 25387. The CKHA is compliant with its Section 504 Needs Assessment Plan.

Currently, approximately 10% of units managed by CKHA meet accessible standards. Since 2007, the construction of accessible units has been a priority as part of CKHA's redevelopment of older public housing developments. Specifically, the demand for two-bedroom, ground floor fully accessible units has been addressed to meet the needs seen among applicants and existing residents.

Activities to Increase Resident Involvements

CKHA encourages residents to take advantage of all the recreational, educational, financial, and self-sufficiency programs the housing authority offers.

CKHA offers free computer labs with internet, printing, educational programming, and individual assistance at 6 of its 12 main public housing facilities. The South Park Village facility hosts an after-school program for students in grades K-6, which plans special activities for youth and provides homework assistance. CKHA provides a Family Self-Sufficiency Program to connect residents with services they may need to build savings and life skills prior to moving into market rate housing, including job training, education, homeownership programs, personal counseling, and other services. CKHA also provides a Family Service Coordinator to assist families in resolving transportation issues, planning for college and scholarship assistance, counseling, and other services and projects.

CKHA provides services for seniors to improve quality of life, increase safety, and assist in medical care at the four (4) senior-only complexes in the city. CKHA employs full-time safety and security staff who collaborate with local law enforcement and local patrols to ensure the safety of all public housing residents. CKHA also provides safety training and monitors security cameras at each of their developments.

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

No

Plan to remove the 'troubled' designation

Not applicable.

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

Barriers to Affordable Housing

To ensure the health, safety, and quality of life of residents while minimizing barriers that may impede the development of affordable housing, the city uses zoning and subdivision regulations, building and property maintenance codes, permit systems, and inspections. These measures are not intended to restrict the affordability of housing, though these regulations may on occasion affect the price of housing. There are no known public policies in the city that are a barrier to affordable housing.

The most significant impediments to affordable housing involve recent increases in housing costs and the quality and condition of an aging housing stock, especially for residents with low or fixed incomes. The cost of maintenance, renovation, or redevelopment is very high in the city. Many structures, as noted earlier, are old and may contain both lead-based paint and asbestos, which must be remediated to bring the structure up to code. These factors make housing expensive and regularly put quality affordable housing out of the reach of low-income households. Other barriers include:

- a limited supply of sites suitable for new housing production.
- the expense of available buildable sites.
- a lengthy and sometimes complex regulatory process for residential development, compared to unregulated development in unincorporated areas of the county.
- negative public attitudes toward affordable housing, especially public or multifamily housing.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The city will continue to work with existing affordable housing providers and seek out additional developers with experience in creating affordable housing. The city will also continue to promote Fair Housing education and awareness through: presentations to community-based organizations, social service agencies, civic/neighborhood organizations, faith-based organizations, and/or academic groups; informational/training sessions for CDBG subrecipients, local government staff, City Council and other interested parties; and, continued collaboration with the West Virginia Human Rights Commission and the HUD Office of Fair Housing and Equal Opportunity.

The city will continue to explore policy and financial incentives to advance attainable housing ranges as well as continue to offer programs for homeowners and landlords to maintain their properties through rehabilitation. These programs will be in conjunction with targeted neighborhood improvements to enhance neighborhood attractiveness and vitality.

SP-60 Homelessness Strategy – 91.215(d)

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

The City of Charleston employs several outreach coordinators under the CARE (Coordinated Addiction Response Effort) Team who focus on people experiencing homelessness and those dealing with addiction issues. The largest form of outreach comes from the Kanawha Valley Collective's Centralized Assessment Team (CAT). The CAT is a team of case managers who help people suffering from homelessness or at-risk of becoming homeless receive assistance from a centralized location. A case manager identifies potential options for clients and helps them find an open shelter or enter the person or family into another housing program offered. The team also works with the YWCA for people experiencing homelessness resulting from domestic violence. In conjunction with the KVC CoC, the city has established the following priorities and goals:

Homeless Priority (High Priority)

There is a continuing need for housing and supportive services for unsheltered persons, families, those at risk of becoming homeless, and victims of domestic violence.

Goals:

- **HMS-1 Housing.** Support the Continuum of Care's efforts to provide emergency shelter and transitional housing and to develop permanent supportive housing and other permanent housing opportunities for unsheltered individuals and families.
- **HMS-2 Operation/Support.** Assist homeless providers in the operation of housing and support services for those who are unsheltered and persons who are at risk of becoming homeless.
- **HMS-3 Prevention and Re-Housing.** Assist in the prevention of homelessness through anti-eviction and other programs for rapid re-housing.

Addressing the emergency and transitional housing needs of homeless persons

Emergency housing needs are addressed through the Kanawha Valley Collective (KVC) and the shelters they support and operate. There are fourteen (14) shelter programs located in the city, and KVC also operates or coordinates with other shelters outside of the City of Charleston which serve both their respective communities and overflow unhoused persons from the city if needed. The KVC's Roark Sullivan Lifeway Center and Union Mission Crossroads Shelter both serve the male homeless population in the City of Charleston. The YWCA Sojourner's Shelter serves female residents, families and children of the City of Charleston and the Resolve Family Abuse Program's Hope House serves victims of domestic violence and their children.

Transitional housing is available for homeless families. There are various transitional housing opportunities in the City of Charleston. These include the KVC's Twin Cities, a communal support housing facility for those with mental health disorder and substance abuse issues. Covenant House administers a Rapid Rehousing program for those who are homeless or fleeing domestic violence and administers a Housing First Program where clients pay rent based on their income. The Charleston-Kanawha Housing

Authority also operates the Shelter+Care Program which provides vouchers similar to Section 8 to clients and delivers supportive services.

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 Kanawha Valley Collective (KVC) continues to use the Housing First Model to rapidly house unsheltered individuals to more effectively help treat the underlying causes of homelessness. As defined by the National Alliance to End Homelessness, Housing First is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to less critical challenges, such as getting a job, budgeting, substance abuse recovery, etc. Additionally, Housing First is based on the understanding that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life.

This model brings persons experiencing homelessness into housing without preconditions, as this approach has been shown to make treatment of behavioral or physical health problems more effective. Once successfully housed, KVC connects individuals to supportive services to address problems that cause homelessness such as financial and/or behavioral issues and case managers provide long-term monitoring.

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

West Virginia 211 is the statewide clearinghouse linking people in need with appropriate community resources. Supported by the West Virginia United Way Collaborative, which is a consortium of 14 United Way chapters across the state including the United Way of Central West Virginia, West Virginia 211 provides connections to basic needs intended to prevent individuals and families from becoming homeless. In FY 2024, WV 211 handled 25,569 calls, 3,133 texts, 3,324 chats, and 127,515 website searches for West Virginians seeking assistance. Statewide, the top five needs were Utility Assistance (41%), Rent/Mortgage Assistance (27%), Food Insecurity (11%), Shelter/Homeless Support (6%), and Volunteer Income Tax Assistance (VITA) Tax Prep (3%).

Agency representation is also part of the KVC Centralized Assessment Team (CAT) meetings, during which agency representatives discuss individuals that have been identified with needs and connect those individuals with services that are available through the various agencies being represented. Members of CAT also assist individuals with applications for various resources to assist them in addressing their particular need. Individuals being discharged from inpatient mental healthcare and substance abuse treatment programs are particularly targeted for these services. However, these services are also available for other homeless, chronic homeless, or those near homelessness. The CoC members noted that consistent discharge housing and service planning remain a challenge.

Once an individual is on the CAT roster or another supportive services team roster, their needs are individually reviewed and assessed through the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) system and the individual is connected with the services that they need to be permanently housed and thrive in their community. This includes access to various resources, employment programs, primary care, mental health, or other specific needs identified by the team.

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

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

According to the 2018-2022 American Community Survey, approximately 69.9% of the City of Charleston's housing stock was built prior to 1980 and is at high risk of Lead-Based Paint (LBP) presence and contamination. There are few reported cases of childhood lead poisoning in the City of Charleston and Kanawha County, but the rate of childhood lead testing is also low.

Lead reduction involves the implementation of a lead-based paint treatment program carried out in conjunction with the City of Charleston's CDBG and HOME funded housing activities. The city receives applications for rehabilitation assistance. The goal of the lead-based paint treatment program is the reduction of lead paint hazards. The lead-based paint treatment program includes the following responsibilities:

- financial management and recordkeeping of all funds
- qualification of households
- inspection and treatment of non-lead aspects of the projects
- procurement of third-party service contractors
- relocation of households where required
- implementation of the bidding process
- awarding of contracts
- monitoring of ongoing projects
- preparation of progress and final payments to contractors
- overall responsibility for program compliance with HUD 24 CFR Parts 905, 941, 965, and 968

The work tasks of third-party service contractors include:

- initial lead risk assessments
- testing of all painted surfaces in structures which include testing by approved XRF and Spectrum

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

Lead-based paint in residential housing can cause severe health risks for children. HUD provides a general formula to estimate the potential presence of lead-based paint (LBP) in housing built prior to 1979, before lead-based paint was banned in the United States. It is estimated that 12,190 (57.6%) of the 21,181 occupied housing units built prior to 1979 are at risk to LBP hazards. The following table provides estimates for the City of Charleston based on the 2018-2022 American Community Survey.

Year Unit Built	Number of Units	Est. % of Units with LBP	Est. No. of Units with LBP
Pre-1939	6,151	85.4%	5,253
1940-59	9,064	61.0%	5,529
1960-79	5,966	23.6%	1,408
Total	21,181	57.6%	12,190

Table 54 - Estimate of Units with Lead-Based Paint

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

To meet lead-based paint regulations, the City of Charleston takes the following actions regarding rehabilitation, tenant-based rental assistance, homeownership, and homeless/special needs housing:

Rehabilitation Programs. The City of Charleston will continue to ensure that:

- Applicants for rehabilitation funding receive the required lead-based paint information and understand their responsibilities.
- Staff properly determine whether proposed projects are exempt from some or all lead-based paint requirements.
- The level of federal rehabilitation assistance is properly calculated and the applicable lead-based paint requirements determined.
- Properly qualified personnel perform risk management, paint testing, lead hazard reduction, and clearance services when required.
- Required lead hazard reduction work and protective measures are incorporated into project rehabilitation specifications.
- Risk assessment, paint testing, lead hazard reduction, and clearance work are performed in accordance with the applicable standards established in 24 CFR Part 35.
- Required notices regarding lead-based paint evaluation, presumption, and hazard reduction are provided to occupants and documented.
- Program documents establish the rental property owner's responsibility to perform and document ongoing lead-based paint maintenance activities, when applicable.

- Program staff monitor owner compliance with ongoing lead-based paint maintenance activities, when applicable.

Homeownership Programs. The City of Charleston will continue to ensure that:

- Applicants for homeownership assistance receive adequate information about lead-based paint requirements.
- Staff determine whether proposed projects are exempt from some or all lead based paint requirements.
- A proper visual assessment is performed to identify deteriorated paint in the dwelling unit, any common areas servicing the unit, and exterior surfaces of the building or soil.
- Prior to occupancy, properly qualified personnel perform paint stabilization, and the dwelling passes a clearance exam in accordance with the standards established in 24 CFR Part 35.
- The home purchaser receives the required lead-based paint pamphlet and notices.

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

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

Approximately 15% of Charleston residents live in poverty. Of those families living in poverty, 44.8% of female-headed households with children are below the poverty level. The city's goal is to reduce the extent of poverty based on actions the city has authority over, or actions in which the city will cooperate with outside agencies.

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

The city's anti-poverty strategy is based on attracting a range of businesses and supporting workforce development including job-training services for low-income residents, as well as advancing supportive services for target income residents. The following strategies to help reduce the poverty level are:

- Slum and blight removal
- Neighborhood revitalization in concentrated areas of poverty
- Workforce development, including job training services
- Promotion of new businesses and business retention and expansion in the city
- Assistance for food, shelter, and training programs
- Commercial/industrial infrastructure development and redevelopment
- Rehabilitation and adaptive reuse of commercial/industrial properties
- Promoting small business and micro-enterprises

During the Five-Year Consolidated Plan period, the City of Charleston will continue to improve its working relationship with the various social and human service agencies in the area. The city will also continue to support economic development and related programs such as job training, transportation, and childcare. These activities will advance new job opportunities for unemployed and underemployed Charleston residents under the city's following Consolidated Plan goals:

- **EDS-1 Employment.** Support and encourage new and varied job creation, job retention, workforce development, employment, and job training opportunities for unemployed and underemployed persons, including youth training and employment programs.
- **EDS-2 Development.** Support and encourage the planning and promotion of business and commercial enterprise growth, variation, and expansion through new development, revitalization, and redevelopment.

SP-80 Monitoring – 91.230

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

The Mayor's Office of Economic and Community Development (MOECD) has a "Monitoring Process" that is directed towards Program Performance, Financial Performance, and Regulatory Compliance.

MOECD has developed a "monitoring checklist" that is utilized when programs and activities are reviewed. This checklist was developed in accordance with Sub-Part J of 24 CFR, Part 85 "Uniform Administrative Requirement for Grants and Cooperative Agreements of State and Local Governments" and the HUD Community Planning and Development Monitoring Handbook (HUD 6509.2)

MOECD staff conduct monitoring of CDBG Program and HOME Program funded projects/activities. Staff are assigned various activities and subrecipients to monitor, including nonprofit (social service) agencies.

In the planning stage, subrecipients (non-profit agencies) are required to submit "applications for funding." These applications are reviewed by MOECD staff for eligibility, and recommendations are then forwarded to city administration and City Council for final approval of funds. After a subrecipient is approved for funding, MOECD staff conducts "orientation" meetings (either individually or a group meeting) to provide agencies information on their regulatory, financial, and performance responsibilities. In addition, the monitoring process is outlined for the groups who then enter the "implementation" phase of the project. The scope of services and budget are finalized and the contract with each subrecipient is executed.

While the funded project/activity is underway, MOECD staff may conduct an "on-site" monitoring visit where technical assistance is provided, files are reviewed, and "corrective actions" are taken to resolve any potential deficiencies or problems.

Subrecipients submit letters of transmittal accompanied by a "Requisition for Reimbursement" with supportive expenditure documentation and an activity progress report. MOECD staff perform internal monitoring by reviewing each Requisition for Reimbursement for compliance with 2 CFR Part 200 "Uniform Administrative Requirements, Cost Principles, and Audit Requirements." On-site financial monitoring of subrecipients is conducted as needed. The city requests copies of independent audits, or use of auditing procedures as outlined in 2 CFR Part 200, for all subrecipients with Federal contracts over \$750,000.

In the expenditure of CDBG and HOME funds for housing construction or project improvements, the city's inspectors make periodic on-site inspections to ensure compliance with applicable State Building Code requirements (International Code Council adopted by the State Legislature). The city also requires submittal of architectural drawings, site plans, and work specifications for this work. These are reviewed prior to the issuance of building permits and the distribution of CDBG or HOME funds.

Expected Resources

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

Introduction

The City of Charleston will receive \$1,501,940.00 in CDBG funds and the City of Charleston-Kanawha County HOME Consortium will receive \$706,458.88 in HOME funds for the FY 2025 program year. The program year runs from July 1, 2025 through June 30, 2026. In this plan, the city will work under the assumption that it will receive allocations similar to the FY 2025 CDBG and HOME awards in fiscal years 2026-2029. The city anticipates that it will receive the following funds over the next five-year period:

- **FY 2025** = \$1,501,940.00 CDBG; \$706,458.88 HOME
- **FY 2026** = \$1,500,000.00 CDBG; \$700,000.00 HOME
- **FY 2027** = \$1,500,000.00 CDBG; \$700,000.00 HOME
- **FY 2028** = \$1,500,000.00 CDBG; \$700,000.00 HOME
- **FY 2029** = \$1,500,000.00 CDBG; \$700,000.00 HOME
- **Total** = \$ 7,501,940.00 CDBG; \$3,506,458.88 HOME

The accomplishments of these projects/activities will be reported in the FY 2025 Consolidated Annual Performance and Evaluation Report (CAPER) and are planned to address the following priority areas:

- Housing Priority (HSS)
- Homeless Priority (HMS)
- Other Special Needs Priority (SNS)
- Community Development Priority (CDS)
- Administration, Planning, and Management Priority (AMS)

The accomplishments of funded projects/activities will be reported in the city's Consolidated Annual Performance and Evaluation Report (CAPER) that is submitted to HUD within 90 days following the end of the program year.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of Con Plan: \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	\$1,501,940.00	\$0.00	\$0.00	\$1,501,940.00	\$6,000,000.00	21 projects/ activities were funded based on the FY 2025 CDBG allocations.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	\$706,458.88	\$0.00	\$0.00	\$706,458.88	\$2,800,000.00	3 projects/activities were funded based on the FY 2025 HOME allocation.

Table 55 - 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

The following financial resources may be available during FY 2025-2029 Five-Year Consolidated Plan, including anticipated funds to address the priority needs and specific objectives identified in this Five-Year Consolidated Plan.

Charleston/Kanawha County HOME Consortium: The Charleston/Kanawha County HOME Consortium, administered by the City of Charleston, was awarded \$706,458.88 in FY 2025 HOME funds. Similar annual HOME Program awards are anticipated over the remainder of the Five-Year Consolidated Plan period. The HOME Consortium is obligated to seek non-federal contributions for projects it anticipates completing. The match obligation is 25% of the HOME funds expended. The Consortium can show matching funds through several sources, both from internal funding and through state, local, and other proceeds. Currently, the primary source of matching funds is based on the donated value of land that is sold to existing clients for less than market value. The city continues to expand and leverage funds with local lenders and non-profit agencies. This allows for ongoing discovery and opportunities for additional match sources.

Emergency Solutions Grant (ESG) and Housing for Persons with HIV/AIDS (HOPWA): The City of Charleston, WV is not an entitlement jurisdiction under the ESG or HOPWA Programs, but it may choose to apply for ESG and/or HOPWA funding from the State of West Virginia should an organization approach the city for assistance.

Public Housing: The Charleston-Kanawha Housing Authority (CKHA) received \$3,235,664 from HUD under the Capital Fund Grant in FY 2024. CKHA's FY 2025 allocation and budget is not yet available, but similar annual Capital Fund Grant amounts are anticipated over the remainder of the Five-Year Consolidated Plan period. Activities anticipated to be undertaken using Capital Fund Grant resources include administration and operations, renovations, improvements, and modernization of public housing units and common areas, and public housing development site improvements.

Other Resources: The City of Charleston will leverage public and private financial resources to address the priorities and goals identified in this Five-Year Consolidated Plan and implemented under its Annual Action Plans. In addition to the HUD entitlement funds, the city anticipates the following federal resources may be available to local organizations to undertake the strategies identified in this Plan.

- EDI-CPF Congressionally Directed Funding
- Home Equity Conversion Mortgage (HECM) Program
- FHA Title I
- FHA 203(k) Mortgage Insurance Program
- Low-Income Housing Preservation Program
- Supportive Housing Program
- Emergency Solutions Grant Program

- Housing Opportunities for Persons with AIDS Program (HOPWA)
- Low-Income Housing Tax Credit Program (LIHTC)
- Section 8 Rental Assistance Program
- Shelter Plus Care
- Section 202/811 Supportive Housing
- Supplemental Assistance to Facilities to Assist the Homeless (SAFAH)
- Safe Havens Demonstration Program
- Land or Property Resources
- EPA Brownfields Assessment and/or cleanup grants

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 city will continue to utilize federal, state and private resources currently available to develop and expand affordable rental opportunities, homeownership options for low- and moderate-income households, and to promote other critical community sustainability initiatives. Currently, the city has not acquired or improved any land, property, or buildings with CDBG funds that are available for sale. However, the non-CDBG property acquisition and disposition activities undertaken by the Charleston Urban Renewal Authority (CURA) and the Charleston Land Reuse Agency (CLRA) advance Consolidated Plan housing, community development, and economic development strategies and goals.

Discussion

The city established its Consolidated Plan priorities and goals based on its expected annual allocation of CDBG and HOME entitlement grant funds.

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.	HSS-1 Homeownership	2025	2029	Affordable Housing	Low/mod areas Citywide Charleston-Kanawha County Consortium	Housing Priority	HOME: \$529,844.16	Direct Financial Assistance to Homebuyers: 10 Households Assisted
2.	HSS-2 Owner-Occupied Housing Rehabilitation	2025	2029	Affordable Housing	Low/mod areas Citywide	Housing Priority	CDBG: \$200,000.00	Homeowner Housing Rehabilitated: 10 Household Housing Unit
3.	HSS-3 Housing Construction	2025	2029	Affordable Housing	Low/mod areas Citywide Charleston-Kanawha County Consortium	Housing Priority	HOME: \$105,968.83	Homeowner Housing Added: 1 Household Housing Unit
4.	HSS-4 Rent and Utility Assistance	2025	2029	Affordable Housing	Low/mod areas Citywide	Housing Priority	CDBG: \$30,000.00	Homelessness Prevention: 69 Persons Assisted
5.	HMS-2 Operation / Support	2025	2029	Homeless	Low/mod areas Citywide	Homeless Priority	CDBG: \$15,000.00	Public service activities other than Low/Moderate Income Housing Benefit: 134 Persons Assisted
6.	HMS-3 Prevention and Re-Housing	2025	2029	Homeless	Low/mod areas Citywide	Homeless Priority	CDBG: \$20,000.00	Public service activities other than Low/Moderate Income Housing Benefit: 80 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
7.	SNS-2 Services / Facilities	2025	2029	Non-Homeless Special Needs	Low/mod areas Citywide	Other Special Needs Priority	CDBG: \$47,645.00	Public service activities other than Low/Moderate Income Housing Benefit: 431 Persons Assisted
8.	CDS-2 Community Facilities	2025	2029	Non-Housing Community Development	Low/mod areas Citywide	Community Development Priority	CDBG: \$257,500.00	Public facility or infrastructure activities other than low/moderate income housing benefit: 3,900 Persons Assisted
9.	CDS-3 Infrastructure	2025	2029	Non-Housing Community Development	Low/mod areas Citywide	Community Development Priority	CDBG: \$518,761.00	Public facility or infrastructure activities other than low/moderate income housing benefit: 2,912 Persons Assisted
10.	CDS-4 Public Services	2025	2029	Non-Housing Community Development	Low/mod areas Citywide	Community Development Priority	CDBG: \$112,646.00	Public service activities other than Low/Moderate Income Housing Benefit: 14,441 Persons Assisted
11.	AMS-1 Overall Coordination	2025	2029	Administration, Planning, and Management	Low/mod areas Citywide Charleston-Kanawha County Consortium	Administration, Planning, and Management Priority	CDBG: \$300,388.00 HOME: \$70,645.89	Other: 2 Organizations

Table 56 – Goals Summary

Goal Descriptions

1.	Goal Name	HSS-1 Homeownership
	Goal Description	Increase the supply of affordable owner-occupied housing units through housing counseling and eligible direct assistance to homebuyers including mortgage principal reductions, interest rate reductions, downpayment and closing cost assistance, etc.
2.	Goal Name	HSS-2 Housing Rehabilitation
	Goal Description	Conserve and rehabilitate existing affordable housing units for owners and renters in the City by addressing maintenance issues, code violations, emergency repairs, and the removal of architectural accessibility barriers to persons with disabilities.
3.	Goal Name	HSS-3 Housing Construction
	Goal Description	Increase the supply and range of new affordable and accessible housing units in the city for owners and renters through the new construction and rehabilitation and adaptive reuse of existing buildings.
4.	Goal Name	HSS-4 Rent and Utility Assistance
	Goal Description	Provide rental assistance for low- and moderate-income renters through utility payments, security deposits, and rental payments including Tenant Based Rental Assistance for low-income households who may be faced with the threat of eviction and who are at-risk of becoming homeless.
5.	Goal Name	HMS-2 Operation/Support
	Goal Description	Assist homeless providers in the operation of housing and support services for those who are unsheltered and persons who are at-risk of becoming homeless.
6.	Goal Name	HMS-3 Prevention and Re-Housing
	Goal Description	Assist in the prevention of homelessness through anti-eviction and other programs for rapid re-housing.

7.	Goal Name	SNS-2 Services/Facilities
	Goal Description	Support supportive service programs and facilities for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.
8.	Goal Name	CDS-2 Community Facilities
	Goal Description	Improve and enhance the quality, location, and accessibility of the City's parks, recreational facilities, public spaces, trails, bikeways, and all public and community facilities.
9.	Goal Name	CDS-3 Infrastructure
	Goal Description	Improve and enhance the City's public infrastructure and spaces through rehabilitation, restoration, reconstruction, and new construction of streets, sidewalks, bridges, curbs, walkways, waterlines, sanitary sewers, stormwater management, hillside stabilization, etc. and the removal of architectural accessibility barriers to persons with disabilities.
10.	Goal Name	CDS-4 Public Services
	Goal Description	Improve and enhance social and human services, programming, food and nutrition assistance, and transportation for low- and moderate-income persons and households, the youth, the elderly, and persons with disabilities within the City of Charleston.
11.	Goal Name	AMS-1 Overall Coordination
	Goal Description	Provide program management and oversight for the successful administration of Federal, State, and local funded programs and compliance with related laws and regulations, including planning services for special studies, the five-year consolidated plan, annual action plans, substantial amendments, consolidated annual performance and evaluation reports, environmental reviews and clearance, etc.

Table 57 – Goal Descriptions

Projects

AP-35 Projects – 91.220(d)

Introduction

The City of Charleston is proposing the following projects for its FY 2025 Annual Action Plan.

#	Project Name
1.	CDBG Administration
2.	CORP Housing Rehab Program
3.	ADA Curb Cuts
4.	Bream Neighborhood Shop - Washer and Dryer Replacements
5.	Sojourner's Shelter Renovations
6.	Bob Burdette Center - Afterschool Program
7.	Bream Neighborhood Shop - Utility Assistance Program
8.	CKHA - Wellness Navigator
9.	Covenant House - Homeless Outreach
10.	Daymark - Patchwork
11.	Kanawha Valley Collective - Identification and Transportation
12.	Kanawha Valley Fellowship Home - Utilities
13.	Charleston Legal Help for Renters Project
14.	Manna Meal, Inc. Food Insecurity SafetyNet Program
15.	Midian Community Center - Utilities
16.	Rea of Hope Fellowship Home - Utilities
17.	Religious Coalition for Community Renewal - Utilities
18.	United We House - Security Deposits
19.	WV Health Right - Medical and Dental Supplies
20.	YWCA Resolve - Utilities
21.	YWCA Sojourner's Shelter
22.	HOME Administration
23.	HOME First-Time Homebuyer Program Project
24.	HOME CHDO Set-Aside

Table 58 – Project Information

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

CDBG funds are intended to provide low- and moderate-income residents with viable communities, including decent housing, a suitable living environment, and expanded economic opportunities. HOME funds are specifically targeted at the production and preservation of housing that is affordable for low- and moderate-income residents.

The city uses the following guides to prioritize and allocate resources, as established through consultations with stakeholders, the resident survey, and public meetings:

- Meeting the statutory requirements of the CDBG program
- Meeting the needs of very low-, low-, and moderate-income residents
- Focus on low- and moderate-income areas or neighborhoods
- Coordination and leveraging of resources
- Response to expressed needs
- Long-term impact
- The ability to measure or demonstrate progress and success

A significant obstacle in meeting underserved needs is the lack of local, state, and federal funds to develop additional or enhanced housing and community development activities. The City of Charleston has allocated its CDBG and HOME funds to those geographic areas where the population exceeds 51% low- and moderate-income (LMI) residents or the beneficiaries are LMI. At least 70% of the city's CDBG funds must be budgeted to activities that principally benefit low- and moderate-income residents. The following funding allocation guidelines will be used for the FY 2025 Annual Action Plan:

- Public Services activities are provided to social service organizations principally serving low-income persons or whose clientele qualify under the presumed benefit category of HUD's regulations.
- Housing activities have income eligibility criteria thereby directing CDBG and HOME funds to low- and moderate-income eligible households.
- Homeless projects/activities are for homeless agencies/organization serving a specific type of clientele who qualify under the presumed benefit category of HUD's regulations.
- Community Facilities and Infrastructure activities are either located in a low- and moderate-income census area, have a low- and moderate-income service area benefit, or principally service a low- and moderate-income clientele.

The City of Charleston has an overall low- and moderate-income percentage of 38.4%. The Block Groups fully or partially within city limits that meet the low/mod criteria (51% of residents having a household income at or below 80% of the HUD Area Median Family Income) are as follows [Census Tract (CT) and

Block Group (BG)]:

- CT 1, BG 1: 78.1% low/mod
- CT 2, BG 1: 63.4% low/mod
- CT 3, BG 2: 58.3% low/mod
- CT 5, BG 2: 57.6% low/mod
- CT 6, BG 2: 81.6% low/mod
- CT 6, BG 4: 63.8% low/mod
- CT 7, BG 2: 73.1% low/mod
- CT 7, BG 3: 58.9% low/mod
- CT 8, BG 1: 70.9% low/mod
- CT 9, BG 1: 68.3% low/mod
- CT 11, BG 3: 73.6% low/mod
- CT 11, BG 4: 56.8% low/mod
- CT 12, BG 1: 57.4% low/mod
- CT 13, BG 1: 59.6% low/mod
- CT 13, BG 3: 51.2% low/mod
- CT 13, BG 4: 62.2% low/mod
- CT 110, BG 3: 63.4% low/mod

AP-38 Project Summary**Project Summary Information**

1.	Project Name	CDBG Administration
	Target Area	Citywide
	Goals Supported	AMS-1 Overall Coordination AMS-2 Fair Housing
	Needs Addressed	Administration, Planning, and Management Priority
	Funding	CDBG: \$300,388
	Description	CDBG funds will be used for the administration of the Community Development Block Grant Program.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Other: 1 Organization.
	Location Description	105 McFarland St., Charleston, WV 25301
	Planned Activities	The HUD Matrix Code is 21A General Program Administration.
2.	Project Name	CORP Housing Rehab Program
	Target Area	Citywide
	Goals Supported	HSS-2 Housing Rehabilitation
	Needs Addressed	Housing Priority
	Funding	CDBG: \$200,000
	Description	CDBG funds will be used for rehabilitation projects for low- to moderate-income families living in the city of Charleston, also includes Emergency Rehabs of up to \$5,000 each and administrative delivery costs for the program.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Homeowner housing rehabilitated. Household / Housing Units to be Assisted: 10.
	Location Description	Various addresses
	Planned Activities	The National Objective is Low/mod housing benefit (LMH). The HUD Matrix Code is 14A Rehabilitation; Single Unit Residential.
3.	Project Name	ADA Curb Cuts
	Target Area	Citywide

	Goals Supported	CDS-3 Infrastructure
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$518,761
	Description	CDBG funds will be used to provide for the replacement or installation of ADA accessible ramps throughout the city.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public facility or infrastructure activities other than low/moderate-income housing benefit. Persons Assisted: 2,912.
	Location Description	Citywide
	Planned Activities	The National Objective is Low/mod income area benefit (LMA). The HUD Matrix Code is 03L Sidewalks.
4.	Project Name	Bream Neighborhood Shop - Washer and Dryer Replacements
	Target Area	Citywide
	Goals Supported	CDS-2 Community Facilities
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$7,500
	Description	CDBG funds will be used to install three (3) replacement washer and dryer sets at Bream Neighborhood Shop.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public facility or infrastructure activities other than low/moderate-income housing benefit. Persons Assisted: 3,500.
	Location Description	319 W Washington St, Charleston, WV 25302
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 03E Neighborhood Facilities.
5.	Project Name	Sojourner's Shelter Renovations
	Target Area	Citywide
	Goals Supported	CDS-2 Community Facilities
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$250,000
	Description	CDBG funds will be used to renovate and modernize the Sojourner's Shelter, which is a city-owned building.
	Target Date	6/30/2026

	Estimate the number and type of families that will benefit from the proposed activities	Public facility or infrastructure activities other than low/moderate-income housing benefit. Persons Assisted: 400.
	Location Description	1418 Washington Street E, Charleston, WV 25301
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 03E Neighborhood Facilities.
6.	Project Name	Bob Burdette Center - Afterschool Program
	Target Area	Citywide
	Goals Supported	CDS-4 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$10,000
	Description	CDBG funds will be used to provide funding for direct provider salaries, benefits, and payroll tax expenses in supporting after-school programming.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 100.
	Location Description	1401 West Washington St, Charleston, WV
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05L Child Care Services.
7.	Project Name	Bream Neighborhood Shop - Utility Assistance Program
	Target Area	Citywide
	Goals Supported	HSS-4 Rent and Utility Assistance
	Needs Addressed	Housing Priority
	Funding	CDBG: \$9,000
	Description	CDBG funds will be used to provide utility assistance to low- and moderate-income households.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 50.
	Location Description	319 W Washington St, Charleston, WV 25302

	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05Q Subsistence Payments.
8.	Project Name	CKHA - Wellness Navigator
	Target Area	Low/Mod Area
	Goals Supported	CDS-4 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$15,000
	Description	CDBG funds will be used to assist with salaries, benefits, and payroll tax expenses for the Wellness Navigator.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 186.
	Location Description	1546 Kanawha Blvd, E, Charleston, WV 25311
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05O Mental Health Services.
9.	Project Name	Covenant House - Homeless Outreach
	Target Area	Citywide
	Goals Supported	HMS-2 Operation/Support
	Needs Addressed	Homeless Priority
	Funding	CDBG: \$15,000
	Description	CDBG funds will be used to assist with direct provider salaries, benefits, and payroll tax expenses in supporting services for the homeless and people with AIDS.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 134.
	Location Description	600 Shrewsbury St, Charleston, WV 25301
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 03T Homeless/AIDS Patient Programs.
10.	Project Name	Daymark - Patchwork
	Target Area	Citywide
	Goals Supported	CDS-4 Public Services

	Needs Addressed	Community Development Priority
	Funding	CDBG: \$21,000
	Description	CDBG funds will be used for the Patchwork Program to assist with direct provider salaries, benefits, and payroll tax expenses in supporting the crisis intervention center and shelter for youth.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 500.
	Location Description	601 Homewood Dr, Charleston, WV 25313
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05D Youth Services.
11.	Project Name	Kanawha Valley Collective - Identification and Transportation
	Target Area	Citywide
	Goals Supported	CDS-4 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$7,000
	Description	CDBG funds will be used to assist homeless residents in obtaining birth certificates, identifications, and bus tickets.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 170.
	Location Description	1015 Smith St, Charleston, WV 25301
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 03T Homeless/AIDS Patients Programs.
12.	Project Name	Kanawha Valley Fellowship Home - Utilities
	Target Area	Citywide
	Goals Supported	SNS-2 Services/Facilities
	Needs Addressed	Other Special Needs Priority
	Funding	CDBG: \$20,000
	Description	CDBG funds will be used to assist with utilities expenses to support the sober-living facility for men.
	Target Date	6/30/2026

	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit Persons Assisted: 80.
	Location Description	1121 Virginia Street, Charleston, WV
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05F Substance Abuse Services
13.	Project Name	Legal Aid - Charleston Legal Help for Renters Project
	Target Area	Citywide
	Goals Supported	HMS-3 Prevention and Re-Housing
	Needs Addressed	Homeless Priority
	Funding	CDBG: \$20,000
	Description	CDBG funds will be used to provide legal assistance and referrals to individuals at risk of homelessness.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 80.
	Location Description	123 Washington St W, Suite 101, Charleston, WV 25302
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05X Housing Information and Referral Services.
14.	Project Name	Manna Meal - Food Insecurity Safetynet Program
	Target Area	Citywide
	Goals Supported	CDS-4 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$10,000
	Description	CDBG funds will be used to assist with food expenses to support the soup kitchen serving the homeless and low-income persons.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 835.
	Location Description	706 Central Avenue, Charleston, WV 25302

	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05W Food Banks.
15.	Project Name	Midian Community Center - Utilities
	Target Area	Citywide
	Goals Supported	CDS-4 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$15,646
	Description	CDBG funds will be used to assist with utilities expenses to support the community center serving low- to moderate-income students and young adults.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 100.
	Location Description	711 Park Ave, Charleston, WV
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05D Youth Services.
16.	Project Name	Rea of Hope Fellowship Home - Utilities
	Target Area	Citywide
	Goals Supported	SNS-2 Services/Facilities
	Needs Addressed	Other Special Needs Priority
	Funding	CDBG: \$12,645
	Description	CDBG funds will be used to assist with halfway house utilities expenses serving women in recovery from alcohol and/or drug addiction.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 51.
	Location Description	1429 Lee St E, Charleston, WV 25301
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05F Substance Abuse Services.
17.	Project Name	Religious Coalition for Community Renewal - Utilities
	Target Area	Citywide

	Goals Supported	CDS-4 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$15,000
	Description	CDBG funds will be used to assist with utilities expenses to support this 29-unit low-income apartment building.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities for low/moderate-income housing benefit. Households assisted: 29.
	Location Description	801 Smith St, Charleston, WV 25301
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 03T Homeless/AIDS Patient Programs.
18.	Project Name	United We House - Security Deposits
	Target Area	Citywide
	Goals Supported	HSS-4 Rent and Utility Assistance
	Needs Addressed	Housing Priority
	Funding	CDBG: \$15,000
	Description	CDBG funds will be used to provide security deposits for low-income households.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities for low/moderate-income housing benefit. Households assisted: 40.
	Location Description	1 United Way Square, Charleston, WV 25301
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05Q Subsistence Payment.
19.	Project Name	WV Health Right - Medical and Dental Supplies
	Target Area	Citywide
	Goals Supported	CDS-4 Public Services
	Needs Addressed	Community Development Priority
	Funding	CDBG: \$25,000
	Description	CDBG funds will be used to assist the health clinic with the purchase of medications, medical supplies, dental supplies, and consumables.
	Target Date	6/30/2026

	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 12,500.
	Location Description	1520 Washington St E, Charleston, WV 25311
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05M Health Services.
20.	Project Name	YWCA Resolve - Utilities
	Target Area	Citywide
	Goals Supported	SNS-2 Services/Facilities
	Needs Addressed	Other Special Needs Priority
	Funding	CDBG: \$5,000
	Description	CDBG funds will be used to assist with utilities expenses to support the domestic violence shelter.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 150.
	Location Description	Confidential location
	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05G Services for Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking.
21.	Project Name	YWCA Sojourner's Shelter
	Target Area	Citywide
	Goals Supported	SNS-2 Services/Facilities
	Needs Addressed	Other Special Needs Priority
	Funding	CDBG: \$10,000
	Description	CDBG funds will be used to assist with salary, benefits, payroll tax expenses in supporting the Sojourner's Shelter substance abuse counselor.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Public service activities other than low/moderate-income housing benefit. Persons Assisted: 150.
	Location Description	1418 Washington Street East, Charleston, WV 25301

	Planned Activities	The National Objective is Low/mod limited clientele benefit (LMC). The HUD Matrix Code is 05F Substance Abuse Services.
22.	Project Name	HOME Administration
	Target Area	Charleston-Kanawha County HOME Consortium
	Goals Supported	AMS-1 Overall Coordination
	Needs Addressed	Administration, Planning, and Management Priority
	Funding	HOME: \$70,645.89
	Description	HOME funds will be used for the administration of the HOME Investment Partnership Program.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Other: 1 Organization.
	Location Description	105 McFarland St, Charleston, WV 25301
	Planned Activities	The HUD Matrix Code is 21A General Program Administration.
23.	Project Name	HOME Project
	Target Area	Charleston-Kanawha County HOME Consortium
	Goals Supported	HSS-1 Homeownership
	Needs Addressed	Housing Priority
	Funding	HOME: \$529,844.16
	Description	HOME funds will be allocated to qualified persons/families in the City of Charleston and Kanawha County to assist first-time homebuyers with downpayment, closing costs, and mortgage subsidies.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Direct financial assistance to homebuyers. Household / Housing Units to be Assisted: 15.
	Location Description	Various addresses
	Planned Activities	The National Objective is Low/mod housing benefit (LMH). The HUD Matrix Code is 13B Homeownership Assistance.
24.	Project Name	HOME CHDO Set-aside
	Target Area	Charleston-Kanawha County HOME Consortium
	Goals Supported	HSS-3 Housing Construction

	Needs Addressed	Housing Priority
	Funding	HOME: \$105,968.83
	Description	HOME funds will be allocated to qualified Community Housing Development Organizations (CHDOs) in the City of Charleston and Kanawha County.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	Homeowner housing added. Household / Housing Units to be Assisted: 1.
	Location Description	Various addresses.
	Planned Activities	The National Objective is Low/mod housing benefit (LMH). The HUD Matrix Code is 13B Homeownership Assistance.

Table 59 – Project Summary

AP-50 Geographic Distribution – 91.220(f)

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

The City of Charleston will distribute CDBG funds on a city-wide basis and HOME funds on a consortium-wide basis to eligible beneficiaries. An eligible beneficiary is either a low- to moderate-income (LMI) individual person or households or an individual who qualifies under the presumed benefit category of HUD's regulations. Eligible activities are either focused on directly assisting eligible beneficiaries (Low/Mod Limited Clientele LMC) or focused on activities benefiting residents within a designated service area where at least 51% of the residents are LMI (Low/Mod Area - LMA).

Geographic Distribution

Target Area	Percentage of Funds
Low/mod areas	0.0%
Citywide	68.0%
Charleston-Kanawha County Consortium	32.0%

Table 60 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The city uses the following guides to prioritize and allocate resources, as established through consultations with stakeholders, the resident survey, and public meetings:

- Meeting the statutory requirements of the CDBG program
- Meeting the needs of very low-, low-, and moderate-income residents
- Focus on low- and moderate-income areas or neighborhoods
- Coordination and leveraging of resources
- Response to expressed needs
- Long-term impact
- The ability to measure or demonstrate progress and success

A significant obstacle in meeting underserved needs is the lack of local, state, and federal funds to develop additional or enhanced housing and community development activities. The City of Charleston has allocated its CDBG and HOME funds to those geographic areas where the population exceeds 51% low- and moderate-income (LMI) residents or the beneficiaries are LMI. At least 70% of the city's CDBG funds must be budgeted to activities that principally benefit low- and moderate-income residents. The following funding allocation guidelines will be used for the FY 2025 Annual Action Plan:

- Public Services activities are provided to social service organizations principally serving low-

income persons or whose clientele qualify under the presumed benefit category of HUD's regulations.

- Housing activities have income eligibility criteria thereby directing CDBG and HOME funds to low- and moderate-income eligible households.
- Homeless projects/activities are for homeless agencies/organization serving a specific type of clientele who qualify under the presumed benefit category of HUD's regulations.
- Community Facilities and Infrastructure activities are either located in a low- and moderate-income census area, have a low- and moderate-income service area benefit, or principally service a low- and moderate-income clientele.

The City of Charleston has an overall low- and moderate-income percentage of 38.4%. The Block Groups fully or partially within city limits that meet the low/mod criteria (51% of residents having a household income at or below 80% of the HUD Area Median Family Income) are as follows [Census Tract (CT) and Block Group (BG)]:

- | | |
|-----------------------------|-------------------------------|
| • CT 1, BG 1: 78.1% low/mod | • CT 9, BG 1: 68.3% low/mod |
| • CT 2, BG 1: 63.4% low/mod | • CT 11, BG 3: 73.6% low/mod |
| • CT 3, BG 2: 58.3% low/mod | • CT 11, BG 4: 56.8% low/mod |
| • CT 5, BG 2: 57.6% low/mod | • CT 12, BG 1: 57.4% low/mod |
| • CT 6, BG 2: 81.6% low/mod | • CT 13, BG 1: 59.6% low/mod |
| • CT 6, BG 4: 63.8% low/mod | • CT 13, BG 3: 51.2% low/mod |
| • CT 7, BG 2: 73.1% low/mod | • CT 13, BG 4: 62.2% low/mod |
| • CT 7, BG 3: 58.9% low/mod | • CT 110, BG 3: 63.4% low/mod |
| • CT 8, BG 1: 70.9% low/mod | |

Discussion

Not Applicable.

Affordable Housing

AP-55 Affordable Housing - 91.420, 91.220(g)

Introduction

The City of Charleston and the Charleston-Kanawha County HOME Consortium will utilize its FY 2025 CDBG and HOME funds for the preservation and production of affordable housing. The one-year affordable housing goals are:

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	116
Special-Needs	0
Total	116

Table 61 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	90
The Production of New Units	1
Rehab of Existing Units	10
Acquisition of Existing Units	15
Total	116

Table 62 - One Year Goals for Affordable Housing by Support Type

Discussion

The proposed affordable housing projects in the City for FY 2025 CDBG and HOME are:

- **CD-25-02 CORP Housing Rehabilitation Program:** CDBG funds will be used for rehabilitation projects for low- to moderate-income families living in the city of Charleston, also includes Emergency Rehabs of up to \$5,000 each and administrative delivery costs for the program.
- **CD-25-07 Bream Neighborhood Shop - Utility Assistance Program:** CDBG funds will be used to provide utility assistance to low- and moderate-income households.
- **CD-25-18 United We House - Security Deposits:** CDBG funds will be used to provide security deposits for low-income households.
- **HOME-25-23 First-Time Homeownership Program:** HOME funds will be allocated to qualified persons/families in the City of Charleston and Kanawha County to assist first-time homebuyers with downpayment, closing costs, and mortgage subsidies.
- **HOME-25-24 CHDO Set-Aside:** HOME funds will be allocated to qualified Community Housing Development Organizations (CHDOs) in the City of Charleston and Kanawha County.

AP-60 Public Housing - 91.420, 91.220(h)

Introduction

The Charleston Kanawha Housing Authority is the public housing agency that serves the City of Charleston and Kanawha County. The overall mission of the Housing Authority is to provide decent, safe, and sanitary housing to the for public housing residents and the efficient and effective administration of Section 8 Housing Choice Voucher Programs.

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

CKHA is committed to maintaining and modernizing its facilities to provide modern, safe, and enjoyable communities in which families can reside. Improvements identified in CKHA's currently planning documents include installing new elevator systems in high-rise buildings, kitchen and bathroom upgrades at family sites, installing Wi-Fi in community centers for afterschool programs, and developing neighborhood gardens for the social and mental health wellbeing of residents. Through non-HUD grants, CKHA has established pantries at numerous sites to provide for basic needs (food, cleaning supplies, etc.) and has partnered with local providers to provide on-site health services.

In addition, CKHA has utilized Replacement Housing Funds (HUD funds from the prior demolition of public housing) to acquire and rehabilitate existing rental properties with the purpose of providing additional affordable housing in the community. Their goal is to stabilize and enhance existing neighborhoods while deconcentrating assisted housing.

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

The Charleston-Kanawha Housing Authority invites residents and concerned citizens to comment on draft Five-Year and Annual Plans. During their 2025 Annual Plan process, CKHA accepted comments on their draft 2025 Annual Plan from October 9, 2024 through November 22, 2024, and held two public meetings on December 3, 2024 to receive and discuss comments. The Housing Authority also distributed handouts detailing the Annual Plan requirements and process, the CKHA strategic priorities, its 2024 accomplishments and its priorities for 2025.

CKHA offers a Family Self-Sufficiency Program (FSS) for public housing residents. The FSS Coordinator is available to assist residents and connect them to services relating to job training, education, homeownership, personal counseling, credit counseling and more. During 2024, four (4) families graduated from the Family Self-Sufficiency program with an escrow release of \$13,873.85. These funds can be used towards the purchase of for-sale housing.

HUD recently published a Resident Council and Housing Authority Case Study featuring the Charleston-Kanawha Housing Authority and the Orchard Manor Resident Council. This document is intended to model high-quality interactions between PHAs and Resident Advisory Boards (RABs). In the document, CKHA noted that there are currently six active resident councils including one at each of the senior high-

risers. They each have five board members - president, vice president, secretary, treasurer and parliamentarian - and most have annual elections to fill these positions from among residents. Each RAB meets at least monthly to discuss quality of life issues at their developments and to plan fundraisers in friendly competition with other CKHA public housing developments. They also meet with the CKHA Chief Executive quarterly to discuss policy issues, both immediate (such as smoking policies and community gardens) and long-term (such as demolition and redevelopment projects). The Housing Authority also meets with each council yearly when they start working on their upcoming Capital Improvement Application, ensuring that residents are afforded opportunities to shape the upcoming budget.

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

Not applicable. The Charleston-Kanawha Housing Authority is not designated as "troubled" by HUD.

Discussion

Not Applicable.

AP-65 Homeless and Other Special Needs Activities - 91.420, 91.220(i)

Introduction

The City of Charleston will fund homeless priority activities with FY 2025 CDBG funds that will provide case management services for homeless persons and legal assistance for lower-income persons at risk of homelessness through eviction. The city will also fund special needs priority activities with FY 2025 CDBG funds that will support a facility that helps treat substance abuse.

The following goals and objectives for the City of Charleston's Homeless and Special Needs Priorities have been identified for the five-year period of FY 2025 through FY 2029.

Homeless Priority

There is a continuing need for housing and supportive services for unsheltered persons, families, those at risk of becoming homeless, and victims of domestic violence.

Goals:

- **HMS-1 Housing.** Support the Continuum of Care's efforts to provide emergency shelter and transitional housing and to develop permanent supportive housing and other permanent housing opportunities for unsheltered individuals and families.
- **HMS-2 Operation/Support.** Assist homeless providers in the operation of housing and support services for those who are unsheltered and persons who are at-risk of becoming homeless.
- **HMS-3 Prevention and Re-Housing.** Assist in the prevention of homelessness through anti-eviction and other programs for rapid re-housing.

Other Special Needs Priority

There is a continuing need for affordable housing, services, and facilities for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

Goals:

- **SNS-1 Housing.** Increase the supply of affordable, accessible, decent, safe, sound, and sanitary housing for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs through the rehabilitation of existing buildings and new construction.
- **SNS-2 Services/Facilities.** Support supportive service programs and facilities for the elderly, frail elderly, persons with disabilities, persons with HIV/AIDS, victims of domestic violence, persons with alcohol/drug dependency, and persons with other special needs.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs.

The Kanawha Valley Collective (KVC) is comprised of individuals, government agencies, faith-based organizations, nonprofits, and community-based organizations that share a common concern for the needs of Charleston and Kanawha County's residents who are homeless or at risk of homelessness. The KVC will continue to evaluate the needs of residents who are homeless, continue to advocate for resources, and coordinate services to meet these needs. Members of the KVC use street outreach programs to meet the needs of the most vulnerable homeless individuals and identify and engage individuals residing in places that are considered unfit for habitation. Case workers distribute food, clothing and conduct basic needs assessments, and act as liaisons between homeless individuals, KVC homeless services providers, and other service providers as needed.

Addressing the emergency shelter and transitional housing needs of homeless persons

Emergency housing needs are addressed through the Kanawha Valley Collective (KVC) and the shelters they support and operate. There are fourteen (14) shelter programs located in the city, and KVC also operates or coordinates with other shelters outside of the City of Charleston which serve both their respective communities and overflow unhoused persons from the city if needed. The KVC's Roark Sullivan Lifeway Center and Union Mission Crossroads Shelter both serve the male homeless population in the City of Charleston. The YWCA Sojourner's Shelter serves the women, family and children of the City of Charleston and the Resolve Family Abuse Program's Hope House serves victims of domestic violence and their children.

Transitional housing is available for homeless families. There are various transitional housing opportunities in the City of Charleston. These include the Kanawha Valley Collective's Twin Cities, a communal support housing facility for those with mental health disorder and substance abuse issues. Covenant House administers a Rapid Rehousing program for those who are homeless or fleeing domestic violence and administers a Housing First Program where clients pay rent based on their income. The Charleston-Kanawha Housing Authority also operates the Shelter+Care program which provides vouchers similar to Section 8 to clients and delivers supportive services.

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 KVC continues to use the Housing First Model to rapidly provide housing for homeless individuals to more effectively help treat the underlying causes of homelessness. As defined by the National Alliance to

End Homelessness, Housing First is a homeless assistance approach that prioritizes providing permanent housing to people experiencing homelessness, thus ending their homelessness and serving as a platform from which they can pursue personal goals and improve their quality of life. This approach is guided by the belief that people need basic necessities like food and a place to live before attending to anything less critical, such as getting a job, budgeting properly, or attending to substance use issues. Additionally, Housing First is based on the understanding that client choice is valuable in housing selection and supportive service participation, and that exercising that choice is likely to make a client more successful in remaining housed and improving their life.

This model brings persons experiencing homelessness into housing without preconditions, as this approach has been shown to make treatment of behavioral or physical health problems more effective. Once they have been successfully housed, KVC connects these individuals to supportive services to address problems that cause homelessness such as financial or behavioral issues. Once they have exited homelessness, KVC case managers provide long-term monitoring of clients to prevent further episodes.

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.

West Virginia 211 is the statewide clearinghouse linking people in need with appropriate community resources. Supported by the West Virginia United Way Collaborative, which is a consortium of 14 United Way chapters across the state including the United Way of Central West Virginia, West Virginia 211 provides connections to basic needs intended to prevent individuals and families from becoming homeless. In FY 2024, WV 211 handled 25,569 calls, 3,133 texts, 3,324 chats, and 127,515 website searches for West Virginians seeking assistance. Statewide, the top five needs were Utility Assistance (41%), Rent/Mortgage Assistance (27%), Food Insecurity (11%), Shelter/Homeless Support (6%), and Volunteer Income Tax Assistance (VITA) Tax Prep (3%).

Agency representation is also part of the KVC Centralized Assessment Team (CAT) meetings, during which agency representatives gather to discuss individuals that have been identified with needs and connect those individuals with services that are available through the various agencies being represented. Members of CAT also assist individuals with applications for various resources to assist them in addressing their particular need. Individuals being discharged from inpatient mental healthcare and substance abuse treatment programs are particularly targeted for these services. However, these services are also available for other homeless, chronic homeless, or those near homelessness.

Once an individual is on the CAT roster or another supportive services team roster, their needs are individually reviewed and assessed through the Vulnerability Index - Service Prioritization Decision Assistance Tool (VI-SPDAT) system and the individual is connected with the services that they need to be

permanently housed and thrive in their community. This includes access to various resources, employment programs, primary care, mental health, or other specific needs identified by the team.

Discussion

Not Applicable.

AP-75 Barriers to affordable housing - 91.420, 91.220(j)

Introduction

Affordable housing in Charleston faces several interconnected challenges that hinder the development and availability of housing options for low- and moderate-income residents. Primary barriers include:

- **Aging Housing Stock and Maintenance Costs.** A significant portion of Charleston's housing is over 50 years old, much of which require extensive repairs or modernization, and requires significant rehabilitation. The cost of maintaining or rehabilitating older homes can make it unfeasible for low-income residents or developers to invest in affordable options. An older housing stock can also pose health risks, such as lead-based paint hazards.
- **Market Dynamics on Affordability.** The Greater Charleston area has a severely limited supply of available housing. As of October 2023, the region had a 0.4% housing availability, which is far below the healthy 2% to 3% availability level. Inflation-driven cost increases are pushing rents up. Downtown and warehouse districts are seeing market interest in adaptive reuse with investors targeting “luxury” rentals, which can escalate costs in adjacent neighborhoods.
- **Stagnant or Declining Population and Limited New Construction.** Charleston has experienced population decline, which discourages large-scale housing production. Developers are less incentivized and are exposed to greater return on investment risk in building new affordable units in areas with low growth.
- **Economic Challenges and Limited Incomes.** A significant portion of the population in Charleston earns below the area median income. Many households are cost-burdened, spending more than 30% of their income on housing, which limits housing and mobility options.
- **Insufficient Public and Private Investment.** Federal and state housing subsidies (e.g., Section 8 Housing Choice Vouchers, Low-Income Housing Tax Credits, etc.) are limited and competitive.
- **Lack of Supportive Services.** Many residents who need affordable housing also require wraparound support services, such as mental health support, addiction recovery, and employment assistance. Without sufficient funding to ensure strong wraparound support system, housing stability is hard to maintain for at-risk populations, increasing the cycle of homelessness.
- **Infrastructure and Community Development Needs.** Charleston faces challenges related to aging infrastructure and limited resources, which affect the maintenance and replacement of essential services. These issues complicate efforts to improve housing conditions and revitalize neighborhoods necessary to attract new residents. Additionally, the city's declining population and economic base strain its capacity to invest in necessary community development initiatives.

Addressing these barriers requires coordinated efforts between local government, developers, and community organizations to create long-term housing solutions.

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

The City of Charleston has not identified any barriers its public policies present to the preservation and production of affordable housing. The city updated its zoning and land development regulations to be consistent with Fair Housing Act, Section 504, and the Americans with Disabilities Act. Additionally, the city recently completed the update to its Comprehensive Plan – Imagine Charleston.

Charleston has been exploring zoning reforms including infill development, smaller homes, and accessory dwelling units, including the Neighborhood Reinvestment Overlay District in the Far Westside Flats area. Activating more flexible zoning, especially for small-scale multifamily and accessory dwelling units could open opportunities for more affordable housing without changing the character of neighborhoods drastically. Meaningful zoning reforms take time and require public education to overcome political and community resistance.

Discussion

During its FY 2025 Program Year, the City of Charleston and the Charleston-Kanawha County HOME Consortium will fund the following activities intended to address affordable housing barriers:

- Continue to fund the Owner-Occupied Rehabilitation Program (CORP) that provides assistance and incentives to homeowners to keep their homes in good repair and in compliance with the Charleston City Code and HUD's Section 8 Existing House Code.
- Continue to fund the successful downpayment and closing cost assistance program throughout the HOME Consortium area.
- Continue to explore affordable housing production and preservation through collaboration with Community Housing Development Organizations (CHDOs).
- Continue to solicit interest and partnership in private investment to advance new housing production.
- Continue education, outreach, and training through the Human Rights Commission.

AP-85 Other Actions - 91.420, 91.220(k)

Introduction

The City of Charleston has developed the following actions addressing obstacles to meeting underserved needs, fostering and maintaining affordable housing, reducing lead-based hazards, reducing the number of poverty-level families, developing institutional structures, and enhancing coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

Despite efforts made by the city and social service providers, several significant obstacles to meeting underserved needs remain. Because resources are scarce, funding becomes the greatest obstacle. Insufficient resources hinder maintenance and limit the availability of funding to the many worthy public service programs, activities, and agencies. Planning and effective use of these limited resources will prove critical in addressing Charleston's needs and improving the quality of life of its residents. The following obstacles need to be overcome to meet underserved needs:

- Shortage of jobs that provide a living wage
- Instability in household income
- High cost of housing
- Aging house stock requiring significant rehabilitation
- Lack of decent, sound, and affordable rental housing
- Lack of affordable childcare and limited availability for second and third shifts and weekends
- Increase in the number of persons requiring accessible housing
- Drug and alcohol abuse
- Shortage in mental health services
- Shortage in wraparound services and transitional housing for the unsheltered
- Aging population
- Programs needed for the youth and the elderly
- Modernization and accessibility of community and recreational facilities

The City of Charleston will work to address these obstacles through the agencies and programs to be funded in FY 2025. Activities to address some of these obstacles include:

- **CD-25-03 ADA Curb Cuts.** CDBG funds will be used to provide for the replacement or installation of ADA accessible ramps throughout the city.
- **CD-25-04 Bream Neighborhood Shop - Washer and Dryer Replacements.** CDBG funds will be used to install three (3) replacement washer and dryer sets at Bream Neighborhood Shop.

- **CD-25-05 Sojourner's Shelter Renovations.** CDBG funds will be used to renovate and modernize the Sojourner's Shelter, which is a city-owned building.
- **CD-25-06 Bob Burdette Center - Afterschool Program.** CDBG funds will be used to provide funding for direct provider salaries, benefits, and payroll tax expenses in supporting after-school programming.
- **CD-25-08 CKHA - Wellness Navigator.** CDBG funds will be used to assist with salaries, benefits, and payroll tax expenses for the Wellness Navigator.
- **CD-25-09 Covenant House - Homeless Outreach.** CDBG funds will be used to assist with direct provider salaries, benefits, and payroll tax expenses in supporting services for the homeless and people with AIDS.
- **CD-25-10 Daymark - Patchwork.** CDBG funds will be used for the Patchwork Program to assist with direct provider salaries, benefits, and payroll tax expenses in supporting the crisis intervention center and shelter for youth.
- **CD-25-11 Kanawha Valley Collective - Identification and Transportation.** CDBG funds will be used to assist homeless residents in obtaining birth certificates, identifications, and bus tickets.
- **CD-25-12 Kanawha Valley Fellowship Home - Utilities.** CDBG funds will be used to assist with utilities expenses to support the sober-living facility for men.
- **CD-25-13 Legal Aid - Charleston Legal Help for Renters Project.** CDBG funds will be used to provide legal assistance and referrals to individuals at risk of homelessness.
- **CD-25-14 Manna Meal - Food Insecurity Safetynet Program.** CDBG funds will be used to assist with food expenses to support the soup kitchen serving the homeless and low-income persons.
- **CD-25-15 Midian Community Center - Utilities.** CDBG funds will be used to assist with utilities expenses to support the community center serving low- to moderate-income students and young adults.
- **CD-25-16 Rea of Hope Fellowship Home - Utilities.** CDBG funds will be used to assist with halfway house utilities expenses serving women in recovery from alcohol and/or drug addiction.
- **CD-25-19 WV Health Right - Medical and Dental Supplies.** CDBG funds will be used to assist the health clinic with the purchase of medications, medical supplies, dental supplies, and consumables.
- **CD-25-20 YWCA Resolve - Utilities.** CDBG funds will be used to assist with utilities expenses to support the domestic violence shelter.
- **CD-25-21 YWCA Sojourner's Shelter.** CDBG funds will be used to assist with salary, benefits, payroll tax expenses in supporting the Sojourner's Shelter substance abuse counselor.

Actions planned to foster and maintain affordable housing

The City of Charleston is proposing the following goals and strategies to foster and maintain affordable housing:

- **HSS-1 Homeownership.** Increase the supply of affordable owner-occupied housing units through housing counseling and eligible direct assistance to homebuyers including mortgage principal reductions, interest rate reductions, downpayment and closing cost assistance, etc.
- **HSS-2 Housing Rehabilitation.** Conserve and rehabilitate existing affordable housing units for owners and renters in the City by addressing maintenance issues, code violations, emergency repairs, and the removal of architectural accessibility barriers to persons with disabilities.
- **HSS-3 Housing Construction.** Increase the supply and range of new affordable and accessible housing units in the city for owners and renters through the new construction and rehabilitation and adaptive reuse of existing buildings.
- **HSS-4 Rent and Utility Assistance.** Provide rental assistance for low- and moderate-income renters through utility payments, security deposits, and rental payments including Tenant Based Rental Assistance for low-income households who may be faced with the threat of eviction and who are at-risk of becoming homeless.

The following CDBG and/or HOME-funded projects will address affordable housing needs in the City and Consortium during the FY 2025 Program Year:

- **CD-25-02 CORP Housing Rehabilitation.** CDBG funds will be used for rehabilitation projects for low- to moderate-income families living in the city of Charleston, also includes Emergency Rehabs of up to \$5,000 each and administrative delivery costs for the program.
- **CD-25-07 Bream Neighborhood Shop - Utility Assistance Program.** CDBG funds will be used to provide utility assistance to low- and moderate-income households.
- **CD-25-18 United We House - Security Deposits.** CDBG funds will be used to provide security deposits for low-income households.
- **HOME-25-23 HOME Project.** HOME funds will be allocated to qualified persons/families in the City of Charleston and Kanawha County to assist first-time homebuyers with downpayment, closing costs, and mortgage subsidies.
- **HOME-25-24 HOME CHDO Set-Aside.** HOME funds will be allocated to qualified Community Housing Development Organizations (CHDOs) in the City of Charleston and Kanawha County.

Actions planned to reduce lead-based paint hazards

In order to meet the requirements of the lead-based paint regulations, the City of Charleston will take the following actions regarding rehabilitation, tenant-based rental assistance, homeownership, and homeless/special needs housing:

Rehabilitation Programs. The City of Charleston will continue to ensure that:

- Applicants for rehabilitation funding receive the required lead-based paint information and understand their responsibilities.
- Staff properly determine whether proposed projects are exempt from some or all lead-based paint requirements.
- The level of Federal rehabilitation assistance is properly calculated and the applicable lead-based paint requirements determined.
- Properly qualified personnel perform risk management, paint testing, lead hazard reduction, and clearance services when required.
- Required lead hazard reduction work and protective measures are incorporated into project rehabilitation specifications.
- Risk assessment, paint testing, lead hazard reduction, and clearance work are performed in accordance with the applicable standards established in 24 CFR Part 35, Subpart R.
- Required notices regarding lead-based paint evaluation, presumption, and hazard reduction are provided to occupants and documented.
- Program documents establish the rental property owner's responsibility to perform and adhere to ongoing lead-based paint maintenance activities, when applicable.
- Program staff monitor owner compliance with ongoing lead-based paint maintenance activities.

Homeownership Programs. The City of Charleston will continue to ensure that:

- Applicants for homeownership assistance receive adequate information about lead-based paint requirements.
- City staff properly determine whether proposed projects are exempt from some or all lead based paint requirements.
- A visual assessment is performed to identify deteriorated paint in the dwelling unit, any common areas servicing the unit, and exterior surfaces of the building.
- Prior to occupancy, properly qualified personnel perform paint stabilization and the dwelling passes a clearance exam in accordance with the standards established in 24 CFR Part 35, Subpart R.
- The home buyer receives the required lead-based paint pamphlet and notices.

Actions planned to reduce the number of poverty-level families

Approximately 15% of Charleston residents live in poverty. Of those families living in poverty, 44.8% of female-headed households with children are below the poverty level. The city's goal is to reduce the extent of poverty based on actions the city has authority over, or actions in which the city will cooperate

with outside agencies.

The City's anti-poverty strategy is based on attracting a range of businesses and supporting workforce development including job-training services for low-income residents. In addition, the city's strategy is to provide supportive services for target income residents.

Planned economic development and anti-poverty programs include:

- Workforce development, including job training services
- Support services for new employees
- Assist in job creation and retention
- Assistance for food, shelter, and training programs
- Assistance to small businesses to start-up or expand
- Revitalize areas for economic development
- Development of new commercial/industrial facilities
- Slum and blight removal
- Commercial/industrial infrastructure development
- Rehabilitation of commercial/industrial facilities
- Promote small business and micro-enterprises

During the FY 2025 Annual Action Plan, the City of Charleston will fund the following projects that will help reduce the number of poverty level families:

- **CD-25-04 Bream Neighborhood Shop - Washer and Dryer Replacements.** CDBG funds will be used to install three (3) replacement washer and dryer sets at Bream Neighborhood Shop.
- **CD-25-05 Sojourner's Shelter Renovations.** CDBG funds will be used to renovate and modernize the Sojourner's Shelter, which is a city-owned building.
- **CD-25-06 Bob Burdette Center - Afterschool Program.** CDBG funds will be used to provide funding for direct provider salaries, benefits, and payroll tax expenses in supporting after-school programming.
- **CD-25-08 CKHA - Wellness Navigator.** CDBG funds will be used to assist with salaries, benefits, and payroll tax expenses for the Wellness Navigator.
- **CD-25-09 Covenant House - Homeless Outreach.** CDBG funds will be used to assist with direct provider salaries, benefits, and payroll tax expenses in supporting services for the homeless and people with AIDS.
- **CD-25-10 Daymark - Patchwork.** CDBG funds will be used for the Patchwork Program to assist with direct provider salaries, benefits, and payroll tax expenses in supporting the crisis

intervention center and shelter for youth.

- **CD-25-11 Kanawha Valley Collective - Identification and Transportation.** CDBG funds will be used to assist homeless residents in obtaining birth certificates, identifications, and bus tickets.
- **CD-25-12 Kanawha Valley Fellowship Home - Utilities.** CDBG funds will be used to assist with utilities expenses to support the sober-living facility for men.
- **CD-25-13 Legal Aid - Charleston Legal Help for Renters Project.** CDBG funds will be used to provide legal assistance and referrals to individuals at risk of homelessness.
- **CD-25-14 Manna Meal - Food Insecurity Safetynet Program.** CDBG funds will be used to assist with food expenses to support the soup kitchen serving the homeless and low-income persons.
- **CD-25-15 Midian Community Center - Utilities.** CDBG funds will be used to assist with utilities expenses to support the community center serving low- to moderate-income students and young adults.
- **CD-25-16 Rea of Hope Fellowship Home - Utilities.** CDBG funds will be used to assist with halfway house utilities expenses serving women in recovery from alcohol and/or drug addiction.
- **CD-25-17 Religious Coalition for Community Renewal - Utilities.** CDBG funds will be used to assist with utilities expenses to support this 29-unit low-income apartment building.
- **CD-25-19 WV Health Right - Medical and Dental Supplies.** CDBG funds will be used to assist the health clinic with the purchase of medications, medical supplies, dental supplies, and consumables.
- **CD-25-21 YWCA Sojourner's Shelter.** CDBG funds will be used to assist with salary, benefits, payroll tax expenses in supporting the Sojourner's Shelter substance abuse counselor.

Actions planned to develop institutional structure

Effective implementation of the Consolidated Plan and Annual Action Plan involves a variety of agencies both in the community and in the region. Coordination and collaboration between agencies are important to ensure that the needs in the community are addressed. The key agencies involved in the implementation of the Plan as well as additional resources that may be available are described below.

Public Sector:

- **City of Charleston.** The Mayor's Office of Economic and Community Development (MOECD) will be responsible for the administration of the city's community development programs, including some of the local programs that assist target income residents. MOECD's responsibilities will include managing and implementing the city's affordable housing policies, including the Consolidated Plan and related documents. Several other city and local government entities will also be involved, including the City's Departments of Development Services, Public Works, CARE Team, Police Department, Fire Department, and Parks and Recreation.
- **The Charleston-Kanawha Housing Authority (CKHA).** CKHA is one of the primary owners of

affordable housing within the community. The Housing Authority also administers the Housing Choice (Section 8) Voucher Program. The city will continue to work in close consultation with the Housing Authority regarding affordable housing issues and opportunities in Charleston.

- **Other Housing and Development Agencies.** The city will continue to partner with other government-related agencies in meeting the Annual Action Plan objectives including but not limited to the Charleston Urban Renewal Authority, Charleston Land Reuse Agency, Charleston Area Alliance, Capital Area Development Corporation of West Virginia, West Side Neighborhood Association of Charleston, etc.

Non-Profit Agencies:

There are several non-profit agencies that serve target income households in the greater Charleston area. The city will continue to collaborate with these essential service providers. Some of them include:

- | | |
|---|--|
| • Appalachian Center for Independent Living | • Manna Meal |
| • Appalachia Service Project | • Mountain State Justice |
| • The Arc of the Three Rivers | • NAACP |
| • Catholic Charities West Virginia | • Rebuilding Together Charleston |
| • Children's Home Society of West Virginia | • Recovery Point West Virginia |
| • CommunityWorks in West Virginia | • RCCR - Religious Coalition for Community Renewal |
| • Daymark | • Salvation Army |
| • Disability Rights of West Virginia | • Union Mission |
| • Goodwill Industries of Kanawha Valley | • United Way of Central West Virginia |
| • Greater Kanawha Valley Foundation | • West Side Neighborhood Association |
| • Habitat for Humanity of Kanawha & Putnam | • YWCA Charleston |
| • Kanawha Valley Collective (KVC) | • West Virginia Women Work |
| • Kanawha Valley Fellowship Home | • WV Health Right |
| • Legal Aid of West Virginia | |

Private Sector:

The private sector is an important collaborator in the services and programs associated with the Consolidated Plan. The private sector brings additional resources and expertise that can be used to supplement existing services or fill gaps in the system. Lenders, affordable housing developers, business and economic development organizations, and private service providers offer a variety of assistance to residents such as healthcare, small business assistance, home loan programs, and assisted housing, among others. The city will work closely with this sector to meet Consolidated Plan goals and objectives. Funds for affordable housing are also provided through the Federal Home Loan Bank of Pittsburgh through its

member banks.

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

The City of Charleston is committed to continuing its participation and coordination with social service agencies, housing agencies, community and economic development agencies, County, Federal, and State agencies, as well as with the private and non-profit sectors, to serve the needs of target income individuals and families in the city. The city solicits funding requests for CDBG Program and HOME Program eligible projects and MOECD staff provides technical assistance for organizations seeking funds and for subrecipients allocated funds to undertaking eligible activities.

Discussion

Not Applicable.

Program Specific Requirements

AP-90 Program Specific Requirements - 91.420, 91.220(I)(1,2,4)

Introduction

The City of Charleston receives an annual allocation of CDBG and HOME funds. Since the City receives these Federal allocations the questions below have been completed, as they are applicable.

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	\$0.00
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.	\$0.00
3. The amount of surplus funds from urban renewal settlements	\$0.00
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	\$0.00
5. The amount of income from float-funded activities	\$0.00
Total Program Income:	\$0.00

Other CDBG Requirements

1. The amount of urgent need activities	\$0.00
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.	100.00%

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

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

The Charleston-Kanawha County HOME Consortium does not intend to use any other forms of investment other than those described in 24 CFR 92.205(b). Not applicable.

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:

See attached Resale/Recapture Policy in the Appendices.

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:

See Recapture Guidelines in Grantee Unique Appendices.

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:

The Charleston-Kanawha County HOME Consortium does not intend to refinance any existing debt for multifamily housing that will be rehabilitated with HOME Funds. Not applicable.

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).

Not applicable.

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)(iii) and 91.220(l)(2)(vii)).

Not applicable.

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).

Not applicable.

Resolution No. 25-071

Introduced in Council:

August 4, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-071 – Authorizing the Mayor or City Manager to purchase a new Vactor
2 pumper truck for Street Department from WV Tractor Supply in the amount of \$489,497.73
3 pursuant to a competitively sourced contract.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase a new Vactor pumper truck for Street
8 Department from WV Tractor Supply in the amount of \$489,497.73 pursuant to a competitively
9 sourced contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$5,000 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON
Purchase Request

Date: 7/28/2025 replacing pumper truck 750/15
street department

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: To purchase a new Vector truck
from Vector through Wv Tractor company the local dealer for Vector off the Sourcewell contract #101221

Purchase justification: This is on its replacement schedule off the FY 2025-2026 Budget year

If approved, the total purchase price will be: \$489,497.73

(Check One)

- ☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).
- ☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | |
|----|---------------------------|-----------------------------------|
| 1. | <u>Wv Tractor company</u> | Price Quote: \$ <u>489,497.73</u> |
| 2. | <u></u> | Price Quote: \$ <u></u> |
| 3. | <u></u> | Price Quote: \$ <u></u> |
| 4. | <u></u> | Price Quote: \$ <u></u> |
| 5. | <u></u> | Price Quote: \$ <u></u> |

The apparent low-bid vendor *meeting specifications* is:

AND

☒ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☒ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with Wv Tractor Company because:

This is getting purchased off the sourewell Contract from Vactor through the local dealer Wv tractor Company. Sourewell Contract # 101221

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number)

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Kevin Oxley Department: Equipment Maintenance

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

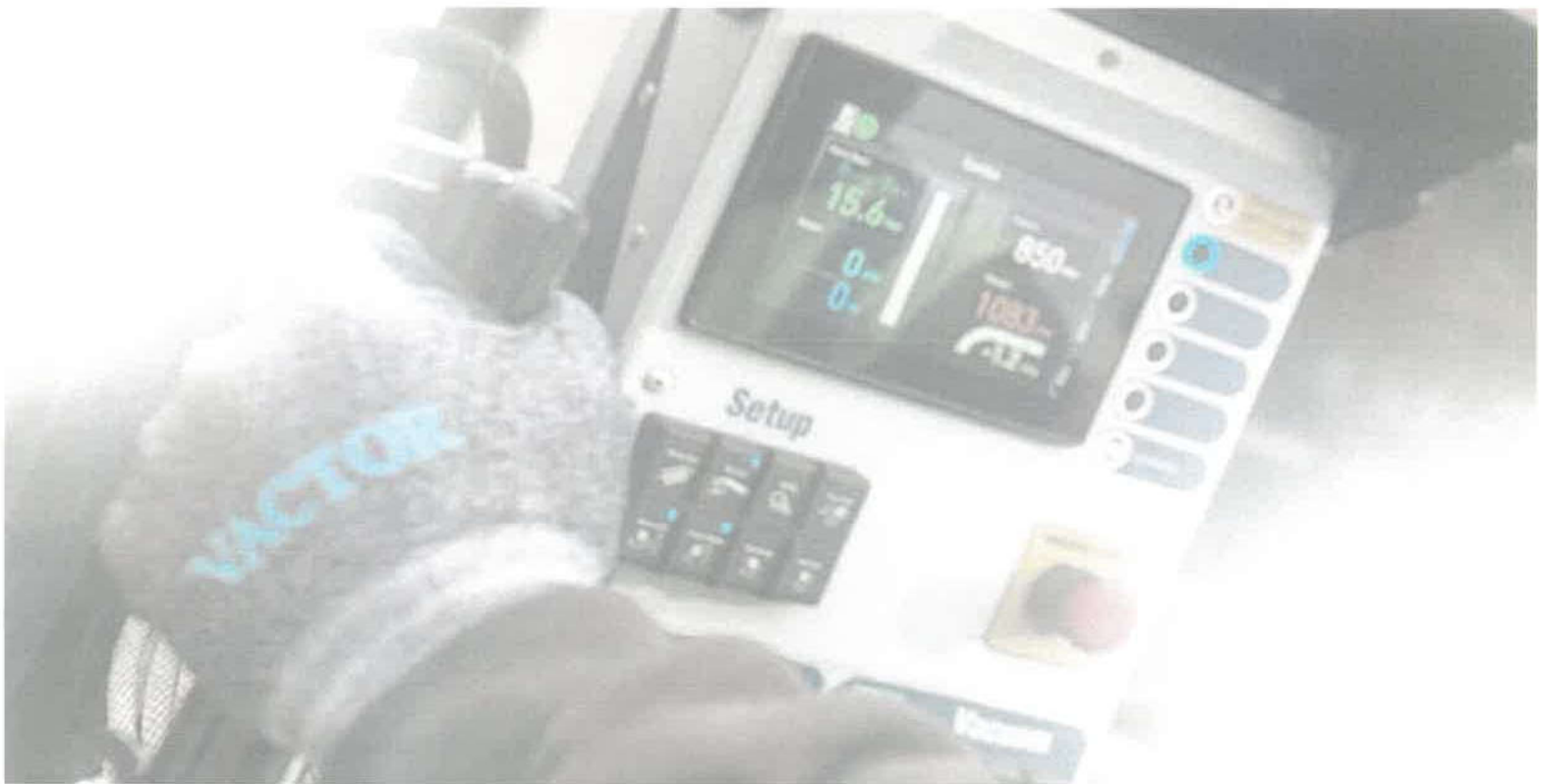
Presents a

Proposal Summary

2100i

Truck Mounted Single Engine
Combination Sewer Cleaner

For
CHARLESTON WV CITY OF



BASIC

MODEL

Vacuum System	Single Engine - Single Stage	Debris Body Capacity (cu.yd.)	10.00
Model Type	Fan	Water Capacity	1000
Water Flow	Combo	Water Pressure	2500
Chassis Source	80.00	Water Tank Material	Aluminum
Controls	Customer	Blower High Temp Shutdown	false

Base Model: \$307,200.00

CHASSIS

PAFS370A-2025-E	Customer Supplied Chassis - Single Axle -2025 Freightliner 114SD SBA - 370 HP - Auto -46 -000 GVWR - GHG	\$0.00
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STANDARD FEATURES

009iSTD	Under Engine Toolbox	\$0.00
011iSTD	Aluminum Fenders	\$0.00
012iSTD	Mud Flaps	\$0.00
016iSTD	Color Coded Sealed Electrical System	\$0.00
019iASTD	Intuitouch Electronic Package	\$0.00
020iSTD	Double Acting Hoist Cylinder	\$0.00
025iASTD	Handgun Assembly	\$0.00
026iSTD	Ex-Ten Steel Cylindrical Debris Tank	\$0.00
030iSTD	Flexible Hose Guide	\$0.00
032iSTD	(3) Nozzles with Carbide Inserts w/Rack	\$0.00
045iSTD	Suction Tube Storage	\$0.00
046iSTD	1" Nozzle Pipe	\$0.00
048iSTD	10' Leader Hose	\$0.00
1001iSTD	Flat Rear Door w/Hydraulic Locks	\$0.00
1005iSTD	Dual Stainless Steel Float Shut Off System	\$0.00
1023iSTD	Lube Manifold, with Lube Chart	\$0.00
1024iSTD	Debris Body Vacuum Relief System	\$0.00
1031iSTD	Debris Deflector Plate	\$0.00
1041iSTD	Debris Body-Up Message and Alarm	\$0.00
2001iSTD	Low Water Indicator On Screen w/Alarm and	\$0.00



VACTOR

	Water Pump Flow Indicator	
2011iSTD	3" Y -Strainer at Passenger Side Fill with 25' Fill Hose	\$0.00
2014iSTD	1000 Gallons STD	\$0.00
2022iSTD	Additional Water Tank Sight Gauge	\$0.00
2023iSTD	Liquid Float Level Indicator	\$0.00
3002iSTD	Single Engine Fan	\$0.00
3019iSTD	Digital Water Pressure Gauge	\$0.00
4006iSTD	Front Joystick Boom Control	\$0.00
4010iSTD	Boom Hose Storage	\$0.00
4017iSTD	Boom Out of Position Message and Alarm	\$0.00
4022iSTD	Telescopic Boom Elbow- Standard	\$0.00
5010iSTD	Rodder System Accumulator - Jack Hammer on/off Control w/ manual valve	\$0.00
5011iSTD	3"Y -Strainer @ Water Pump	\$0.00
5015iSTD	Midship Handgun Coupling	\$0.00
5019iSTD	Chassis Engine Cooling Package	\$0.00
5022iSTD	Side Mounted Water Pump	\$0.00
6005iDSTD	Digital Hose Footage Counter	\$0.00
6007iSTD	Hose Reel Manual Hyd Extend/Retract	\$0.00
6009iSTD	Hose Reel Chain Cover	\$0.00
6017iSTD	Hydraulic Tank Shutoff Valves	\$0.00
6019iSTD	Rodder Pump Drain Valves	\$0.00
6020iBSTD	Hydraulic Extending 15" - Rotating Hose Reel - 1" x800' Capacity	\$0.00
6025iSTD	Hose Wind Guide (Dual Roller)- Manual	\$0.00
7001iSTD	Tachometer/Chassis Engine w/Hourmeter	\$0.00
7003iSTD	Water Pump Hour Meter	\$0.00
7004iSTD	PTO Hour Meter	\$0.00
7005iSTD	Hydraulic Oil Temp Alarm	\$0.00
7006iSTD	Tachometer & Hourmeter for Centrifugal Compressor	\$0.00
8000iSTD	Circuit Breakers	\$0.00
8025iSTD	LED Lights- Clearance- Back-up- Stop- Tail & Turn	\$0.00



VACTOR

9002iSTD	Tow Hooks- Front and Rear	\$0.00
9003iSTD	Electronic Back-Up Alarm	\$0.00
9021iSTD	Camera System- Rear Only	\$0.00
i110STD	Module Paint- DuPont Imron Elite - Wet on Wet	\$0.00
S390ASTD	8" Vacuum Pipe Package	\$0.00
S560STD	Emergency Flare Kit	\$0.00
S590STD	Fire Extinguisher 5 Lbs.	\$0.00

BOOM

4011iA	Wireless Controls w/2-way communication and LED Display.(excludes hose reel controls)	\$3,203.00
4015i	180 deg. 10ft Telescoping Boom	\$20,765.00

DEBRIS BODY

1015iBFSTD	Fixed Rear Door Pipe Rack -8" Pipe	\$0.00
1005iA	S.S Float Ball Cage for Float Shut Off System	\$750.00
1014i	Centrifugal Separators (Cyclones)	\$7,174.00
1015i	Folding Pipe Rack - Curbside -8" Pipe	\$1,426.00
1015iA	Folding Pipe Rack - Streetside -8" Pipe	\$1,426.00
1022i	Rear Door Splash Shield	\$2,091.00

REAR DOOR

1007i	6" Rear Door Butterfly Valve - 3:00 position	\$1,094.00
1007iA	6" Rear Door Butterfly Valve w/Port -6:00 position	\$1,398.00

HOSE REEL

6001iB	500' x 1" Piranha Sewer Hose2500 PSI in lieu of STD	\$661.00
6004iD	Rodder Hose Pinch Roller	\$1,891.00



WATER TANKS

2004i	Continuous Water Tank Fill	\$2,339.00
3020i	Digital Water Level Indicator	\$914.00

MISCELLANEOUS

8024i	Amber Lights for Flashing Light Package	\$0.00
9023iA	Safety Cone Storage Rack - Post Style	\$220.00
CM-PAFS370A-2025-01	Chassis Modifications - 2025 Freightliner PAFS370A	\$400.00

LIGHTING

8001iL	Rear Directional Control- LED Split Arrowboard	\$2,921.00
8002iA	Wireless- Waterproof- Rechargeable- Handheld- LED Spot Light w/12V Charger	\$484.00
8020iE	Lighting Package- 6 Federal Signal Strobe Lights	\$2,102.00
8027i	LED Mid-Ship Turn Signals	\$726.00
8028iA	Worklights (2), Self-Leveling Boom LED	\$1,073.00
8029i	Worklights (2)- LED- Rear Door	\$871.00
8029iA	Worklight- LED- Operators Station	\$797.00
8029iB	Worklight- LED- Hose Reel Manhole	\$797.00

PAINT

Cab Paint Color	White	\$0.00
Cab Paint Color Code	L0006EY WHITE ELITE EY	\$0.00
Module Paint Color	White	\$0.00
Module Paint Code	N0006EX WHITE	\$0.00
i124STD	Vactor 2100i Body Decal- Standard	\$0.00
V-LOGO-APPL.	Vactor Logos - Applied	\$0.00





TOOLBOX

9070iB	Long Handle Tool Storage	\$469.00
9071iFL	Toolbox- Behind Cab - 14w x 36h x 96d - with Lighting	\$4,594.00
9075iBL	Toolbox- Driver Side Subframe- 48w x 20h x 12d - with Lighting	\$2,300.00

WATER ACCESSORIES

2006i	Air Purge	\$1,759.00
5008iB	Cold Weather Recirculator- PTO Driven- 25 GPM	\$2,333.00
5021iC	Hydro Excavation Kit - Includes Lances w/ Shield- Nozzles- Storage Tray- and Vacuum Tube	\$3,535.00
6012i	Lateral Cleaning Kit w/150' Hose and Nozzle- 25 GPM/2000 PSI	\$4,096.00

WATER SYSTEM

5002iA	80 GPM/2500 PSI Jet Rodder pump	\$0.00
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Chassis Notes :-

Configured Price	\$369,966.73
Freight	\$2,600.00
Chassis	\$116,931.00
Sourcewell Price	\$489,497.73

Please remember Price indicated does not include unapproved Special Requests
Price valid for 30 Days from date of 07-24-2025

Product Model: 2100i

Proposal Date: 07-24-2025

Quote Number: 2025-83248

Price List Date: 07-24-2025

QTY: 1

Customer Initials: _____



PROPOSAL NOTES:

1. Multiple unit orders will be identical to signed proposal. Changes or deviations to any unit of a multiple unit order will require a new signed proposal.
2. Chassis specifications and data codes for customer supplied chassis must be submitted to and approved by Vactor prior to submittal of customer purchase order
3. All prices quoted are in US Dollars unless otherwise noted.
4. This proposal incorporates, and is subject to, Vactor's standard terms and conditions attached hereto and made a part hereof.

Signed By:

Date:



LIMITED WARRANTY

Limited Warranty. Each machine manufactured by VACTOR MANUFACTURING (or, "the Company") is warranted against defects in material and workmanship for a period of 12 months, provided the machine is used in a normal and reasonable manner and in accordance with all operating, maintenance and safety instructions. In addition, certain machines and components of certain machines have extended warranties as set forth below. If sold to an end user, the applicable warranty period commences from the date of delivery to the end user. If used for rental purposes, the applicable warranty period commences from the date the machine is first made available for rental by the Company or its representative. This limited warranty may be enforced by any subsequent transferee during the warranty period. This limited warranty is the sole and exclusive warranty given by the Company.

STANDARD EXTENDED WARRANTIES (Total Warranty Duration)

2100 Series, iMPACT and Ramjet

10 years against metal water tank leakage due to corrosion.
Nonmetallic water tanks are covered for 5 years against any factory defect in material or workmanship.

2100 Series, iMPACT and Guzzler only

5 years against leakage of debris tank, centrifugal compressor or fan housing due to rust-through.

2100 Series, iMPACT and Ramjet

2 years - Vactor Rodder Pump

ALL Models starting with 21-09X-XXXXX and beyond

2 year- Electrical & Electronics (excludes Chassis components)

Exclusive Remedy. Should any warranted product fail during the warranty period, the Company will cause to be repaired or replaced, as the Company may elect, any part or parts of such machine that the Company's examination discloses to be defective in material or factory workmanship. Repairs or replacements are to be made at the selling Company's authorized dealer's or distributor's location or at other locations approved by the Company. In lieu of repair or replacement, the Company may elect, at its sole discretion, to refund the purchase price of any product deemed defective. The foregoing remedies shall be the sole and exclusive remedies of any party making a valid warranty claim.

This Limited Warranty shall not apply to (and the Company shall not be responsible for):

1. Major components or trade accessories that have a separate warranty from their original manufacturer, such as, but not limited to, trucks and truck chassis, engines, hydraulic pumps and motors, tires and batteries.
2. Normal adjustments and maintenance services.
3. Normal wear parts such as, but not limited to, oils, fluids, vacuum hose, light bulbs, fuses and gaskets.
4. Failures resulting from the machine being operated in a manner or for a purpose not recommended, nor intended, or not in accordance with operating, maintenance or safety instructions provided by the Company.
5. Repairs, modifications or alterations without the express written consent of the Company, which in the Company's sole judgment, have adversely affected the machine's stability, operation or reliability as originally designed and manufactured.
6. Items subject to misuse, negligence, accident or improper maintenance.

NOTE The use in the product of any part other than parts approved by the Company may invalidate this warranty. The Company reserves the right to determine, in its sole discretion, if the use of non-approved parts operates to invalidate the warranty. Nothing contained in this warranty shall make the Company liable for loss, injury, or damage of any kind to any person or entity resulting from any defect or failure in the machine.

THIS WARRANTY SHALL BE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, AND TO THE EXTENT PERMITTED, CONFERRED BY STATUTE, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE, OR A WARRANTY AGAINST FAILURE OF ITS ESSENTIAL PURPOSE, ALL OF WHICH ARE DISCLAIMED.

This warranty is in lieu of all other obligations or liabilities, contractual and otherwise, on the part of the Company. For the avoidance of doubt, the Company shall not be liable for any indirect, special, incidental or consequential damages, including, but not limited to, loss of use or lost profits. The Company makes no representation that the machine has the capacity to perform any functions other than as contained in the Company's written literature, catalogs or specifications accompanying delivery of the machine. No person or affiliated company representative is authorized to alter the terms of this warranty, to give any other warranties or to assume any other liability on behalf of the Company in connection with the sale, servicing or repair of any machine manufactured by the Company. Any legal action based hereon must be commenced within eighteen (18) months of the event or facts giving rise to such action.

The Company reserves the right to make design changes or improvements in its products without imposing any obligation upon itself to change or improve previously manufactured products.

GUZZLER

VACTOR MANUFACTURING
1621 S. Illinois Street
Streator, IL 61364

VACTOR

9-1-2021



Domestic Sales Terms and Conditions

ORDERS: All orders are subject to acceptance by Vactor Manufacturing, Inc. or Guzzler Manufacturing, Inc. (hereafter referred to as Vactor). Orders for products not normally carried in stock or requiring special engineering or manufacturing is in every case subject to approval by Vactor's Management.

PRICES: All orders are subject to current prices in effect at the time of order acknowledgement. F.O.B. Point: Unless otherwise stated, all prices listed are F.O.B. factory. Vactor reserves the right to increase the order price set forth in this Proposal Summary at any time before delivery to Buyer to reflect any increase in Vactor's costs to manufacture or deliver the ordered product due to any factor beyond the reasonable control of Vactor. Vactor shall provide Buyer with prompt electronic notice of any such price increase. Buyer shall have five days from receipt of such notice to cancel its order, absent which Buyer shall be deemed to have consented to the price increase.

PAYMENT TERMS: The company's payment terms are due upon receipt, unless otherwise stated. However, until such time as Vactor receives full payment, Vactor shall maintain a purchase money security interest in the product.

CANCELLATION: Orders cannot be cancelled except upon terms that will compensate Vactor for any loss or damage sustained. Such loss will be a minimum of 10% of the purchase price.

SHIPMENT: All proposals are based on continuous and uninterrupted delivery of the order upon completion, unless specifications distinctly state otherwise. In the event that agreement is reached for Vactor to store completed items, they will be immediately invoiced to the customer and become due and payable. Storage shall be at the risk of the customer and Vactor shall be liable only for ordinary care of the property.

STORAGE CHARGES: Vactor shall charge the customer at current rates for handling and storing customer's property (e.g. truck chassis) held for more than thirty (30) days after notification of availability for shipment. All customer's property, or third party's property, that is stored by Vactor is at the customer's or other party's risk. Vactor is not liable for any loss or damage thereto caused by fire, water, corrosion, theft, negligence, or any caused beyond its reasonable control.

PERFORMANCE: Vactor shall not be liable for failure to complete the contract in accordance with its terms if failure is due to wars, strikes, fires, floods, accidents, delays in transportation or other causes beyond its reasonable control.

EXPERIMENTAL WORK: Work performed at customer's request such as sketches, drawings, design, testing, fabrication and materials shall be charged at current rates.

SKETCHES, ENGINEERING DRAWINGS, MODELS and all preparatory work created or furnished by Vactor, shall remain its exclusive property; and no use of same shall be made nor may ideas obtained therefrom be used except with the consent of and on terms acceptable to Vactor.

TAXES: Buyer's final cost shall include all applicable sales and use taxes, including all sales and use taxes attributable to any changes made to Buyer's initial order placed hereunder or to any changes to applicable sales and use tax laws. However, Vactor Manufacturing, Inc. shall be responsible for Federal Excise Tax(F.E.T.) unless it is separately stated on the invoice and added to the selling price. If F.E.T. is not separately stated on the invoice it has not been included in the price and Vactor will pay any F.E.T. due itself and bear the cost of the tax. Any refunds or adjustments to the F.E.T. in such cases belong to Vactor.





PRODUCT IMPROVEMENTS: Vactor reserves the right to change manufacturing specifications and procedure in accordance with its product improvement policy.

MOUNTING PRICES: Mounting prices assume normally factory installation on a truck chassis suitable for the unit purchased. Relocation of batteries, fuel tanks, mufflers, air tanks, etc. will be an additional charge, billed at the standard factory labor rate.

WARRANTY: Vactor warrants its products to be free from defects in material and workmanship for a period of 12 months, subject to the limitations and conditions set forth in its current published warranty. Other than those expressly stated herein. THERE ARE NOT OTHER WARRANTIES OF ANY KIND EXPRESS OR IMPLIED, AND SPECIFICALLY EXCLUDED BUT NOT BY WAY OF LIMITATION, ARE THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND MECHANABILITY.

IT IS UNDERSTOOD AND AGREED THE VACTOR'S LIABILITY WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY IN NEGLIGENCE OR OTHERWISE SHALL NOT EXCEED THE RETURN OF THE AMOUNT OF THE PURCHASE PRICE PAID BY THE PURCHASER AND UNDER NO CIRCUMSTANCES SHALL VACTOR BE LIABLE FOR SPECIAL, INDIRECT, INCIDENTAL OR CONSEQUENTIAL DAMAGES. THE PRICES STATED FOR THE EQUIPMENT IS A CONSIDERATION IN LIMITING VACTOR'S LIABILITY. NO ACTION REGARDLESS OF FORM, ARISING OUT OF THE TRANSACTION OF THE AGREEMENT MAY BE BROUGHT BY PURCHASER MORE THAN ONE YEAR AFTER THE CAUSE OF ACTION HAS OCCURRED.

VACTOR'S MAXIMUM LIABILITY SHALL NOT EXCEED AND BUYER'S REMEDY IS LIMITED TO EITHER (I) REPAIR OR REPLACEMENT OF THE DEFECTIVE PART OF PRODUCT, OR AT VACTOR'S OPTION (II) RETURN OF THE PRODUCT AND REFUND OF THE PURCHASE PRICE AND SUCH REMEDY SHALL BE BUYER'S ENTIRE AND EXCLUSIVE REMEDY.

CHOICE OF LAW: These Terms and Conditions shall be construed according to the laws of the State of Illinois. Failure at any time by Vactor to exercise any of its rights under this agreement shall not constitute a waiver thereof nor prejudice Vactor's right to enforce it thereafter.

COMPLETE AGREEMENT: These terms and conditions, contain the complete and final agreement between the parties hereto and no other agreement in any way modifying any of these terms and conditions will be binding on Vactor unless in writing and agreed to by an authorized representative of Vactor. All proposed terms included in Buyer's purchase order or other standard contracting documents are expressly rejected.

I agree with the above terms and conditions:



VACTOR

Date: _____



2100i
Quote Number:-2025-83248
Date:- 07-24-2025

Page 12 of 12
Team Member :- Hunter
Larson
Tel : -



For USA Dealers Only:

***For Non-USA Dealers, See Map Below**

SHOW ALL STATES.

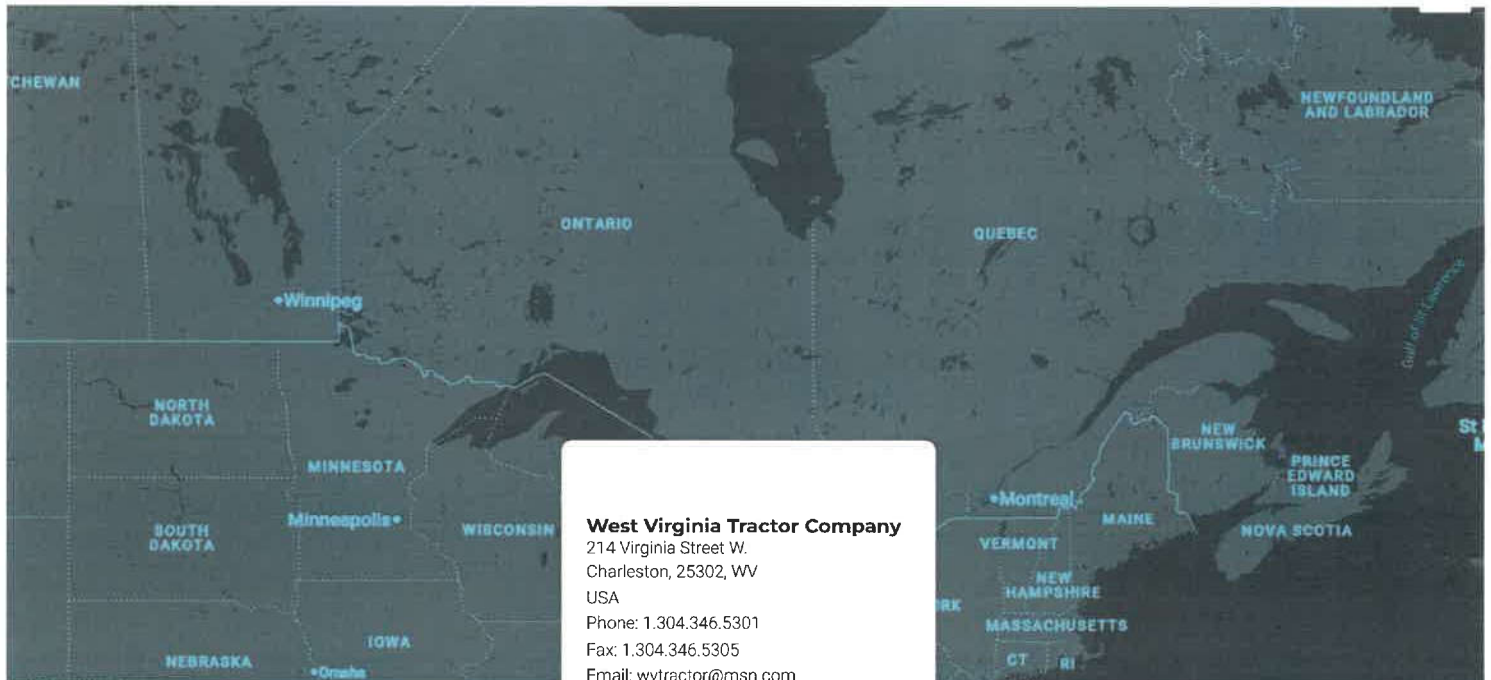
State: West Virginia ▼

County: Kanawha, WV ▼

West Virginia Tractor Company

Gives service to the following counties:

Barbour, WV - Berkeley, WV - Boone, WV - Braxton, WV - Cabell, WV - Calhoun, WV - Clay, WV - Doddridge, WV - Fayette, WV - Gilmer, WV - Grant, WV - Greenbrier, WV - Hampshire, WV - Hardy, WV - Harrison, WV - Jackson, WV - Jefferson, WV - Kanawha, WV - Lewis, WV - Lincoln, WV - Logan, WV - McDowell, WV - Marion, WV - Mason, WV - Mercer, WV - Mineral, WV - Mingo, WV - Monongalia, WV - Monroe, WV - Morgan, WV - Nicholas, WV - Pendleton, WV - Pleasants, WV - Pocahontas, WV - Preston, WV - Putnam, WV - Raleigh, WV - Randolph, WV - Ritchie, WV - Roane, WV - Summers, WV - Taylor, WV - Tucker, WV - Tyler, WV - Upshur, WV - Wayne, WV - Webster, WV - Wetzel, WV - Wirt, WV - Wood, WV - Wyoming, WV





*** Contact list best viewed in a modern browser such as Chrome, Firefox, or Edge.**

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VACTOR

1621 S. Illinois Street

Streator, IL 61364

(815) 672-3171

(815) 672-2779

sales@vactor.com

Also of Interest

[Sewer Cleaner Parts and Services](#)

[Find Sewer Cleaning Equipment](#)

[Operators Manuals](#)



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Resolution No. 25-072

Introduced in Council:

August 4, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-072 – Authorizing the Mayor or City Manager to purchase a new greens
2 mower and accessories for Cato Park Golf Course from Baker Vehicle Systems in the amount of
3 \$36,428.00 pursuant to a competitively sourced contract.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase a new greens mower and accessories
8 for Cato Park Golf Course from Baker Vehicle Systems in the amount of \$36,428.00 pursuant to
9 a competitively sourced contract.

INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing \$2,500 or more. A minimum of 3 quotes is required for this form.

CITY OF CHARLESTON
Purchase Request

Date: 7/9/25

To: CITY MANAGER,

RECEIVED JUL 09 2025

I request permission to purchase the following materials and/or supplies: _____

Green's Mower

Purchase justification:

This purchase will replace our existing Green's Mower. The current mower has been in service for 20+ years and has surpassed its expected operational lifespan. It currently requires frequent repairs resulting in significant down time and increased maintenance costs.

If approved, the total purchase price will be:

\$36,428.00 (Baker Vehicle Systems)

(Check One)



The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).



The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to ITEM A on page 2.)

Golf Curs

Green's

Mower

Quote's

20+

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

1. John Deere, Beard Equipment Price Quote: \$49,021.25
2. Baker Vehicle Systems Price Quote: \$36,428.00
3. Jerry Pate Turf & Irrigation Price Quote: \$47,504.73
4. _____ Price Quote: \$ _____
5. _____ Price Quote: \$ _____

The apparent low-bid vendor meeting specifications is:

\$36,428.00

AND

☒ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☐ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with _____ because:

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

N/A

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number)

N/A

REQUESTOR'S DECLARATION

✓ I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Dax Miller Department: Parks and Recreation

Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

BAKER VEHICLE SYSTEMS INC.

9035 Freeway Drive • Macedonia, OH 44056
Phone: 330-467-2250 • bakervehicle.com
Serving Golf, Turf & Industry since 1940

QUOTATION

TO: Cato Park Golf Course
100 Baker Lane
Charleston WV 25302

DATE: 6/11/2025
ATTN: Jeremy Mullins
PHONE: 681-710-9030
EMAIL: jeremy.mullins@cityofcharleston.org

Prices quoted are those in effect at the time of quotation. This quotation is subject to acceptance within 15 days.

SALESPERSON	F.O.B	DELIVERY	PAYMENT TERMS
Fellers	Delivered	TBD	Net 30 or Finance

QTY.	ITEM	DESCRIPTION	PRICE	EXTENDED
1	062306	Jacobsen Greens King IV Plus Includes: 18 Hp Vanguard Gas Engine Power Steering, ROPS, One Piece Seat (3) Grass Catchers (3) 11 Blade Reels (3) Grooved Machined Aluminum Segmented Front Roller	\$36,428.00	\$36,428.00
	062846/062845			
	068673			
		OMNIA PRICING		
		TAX EXEMPT		

SPECIAL FINANCE OPTION:

Delivery Month: TBD
Amount Financed:
Term: 5 Years
Number of Payments:
Payment Schedule: Level
Payment Amount:
Purchase Option: Own

SUBTOTAL	\$36,428.00
TAX RATE	0.00%
SALES TAX	\$0.00
TRADE-IN ALLOWANCE	
TOTAL	\$36,428.00

BY: Denny Fellers 724-825-1496

Note: This offer is subject to credit approval. Rates change and payment amount may vary. Above payment does includes applicable sales tax.

To accept this quotation, sign here and return: _____ Date: _____



JOHN DEERE

Quote Summary

Prepared For

CATO PARK GOLF COURSE
100 BAKER LN
CHARLESTON, WV 25302
Business: 304-348-6859

Prepared By

Justin Ross
Beard Equipment Company
331 South Cooper Avenue
Cincinnati, OH 45215
Phone: 866-485-8873
jross@beardequipment.com

Quote Id: 32420162
Created On: 04 March 2025
Last Modified On: 11 June 2025
Expiration Date: 11 August 2025

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 2400 PrecisionCut Triplex Mower (Model Year 2025)	\$ 62,611.75	\$ 49,021.25	X 1 =	\$ 49,021.25
Equipment Total				\$ 49,021.25
Trade In Total				\$ 0.00

Quote Summary

Equipment Total	\$ 49,021.25
Trade In	
SubTotal	\$ 49,021.25
Est. Service Agreement Tax	\$ 0.00
Total	\$ 49,021.25
Balance Due	\$ 49,021.25

Salesperson : X

Accepted By : X

Confidential



**Jerry Pate
Turf & Irrigation**

Quotation for CITY OF CHARLESTON

Date: 06/12/2025
F25 Standard Market
Support
Quote No: Q178136

Prepared For: **Jeremy Mullins**
CITY OF CHARLESTON
CHARLESTON, West Virginia 25302

Quote No: **Q178136**
Expires Date: **07/12/2025**
Delivery Date:
Contract: **F25 Standard Market Support**
Payment Terms:
Salesperson: **Josh Janson**
jjanson@jerrypate.com
(614) 323-2536

****Jerry Pate Turf & Irrigation, Inc. reserves the right to adjust pricing at the time of delivery in the event of any tariffs, surcharges, or other fees are incurred. Any such potential tariffs or surcharges at time of shipment will be added to the final invoice. **** *****PLEASE INITIAL HERE*****

Configuration Product Details

Qty	ID	Name	Award	Ext Award
1	04358	Greensmaster 3150-Q	\$35,249.27	\$35,249.27
3	04255	Narrow Wiehle Roller (One roller)	\$390.93	\$1,172.79
1	04554	Light Kit - LED	\$747.00	\$747.00
3	04654	11 Blade Cutting Unit	\$3,327.47	\$9,982.41
1	131-2048	Rear Light Kit	\$177.30	\$177.30
1	139-8580	Light Kit Brackets	\$175.96	\$175.96
Sub Total				\$47,504.73

Totals

Equipment Total (Toro – Trades + Allied)	\$47,504.73
Set Up Total	\$722.00
Destination Total	\$1,176.00
Manufacturer's Surcharge 5%	\$2,375.24
State Sales Tax	\$0.00
Grand Total	\$51,777.97

Purchase will be through (Sourcewell Contract member ID# 2150).

Pricing is subject to change and will be determined at time of delivery.

All final invoices will be in accordance with the contract in effect at the time of delivery.

Authorized Signature

Date

Resolution No. 25-073

Introduced in Council:

August 4, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-073 – Authorizing the Mayor or City Manager to purchase two new Exmark
2 Zero-Turn Mowers for Parks and Recreation from Power Zone in the amount of \$25,998.00
3 pursuant to a competitively sourced contract.
4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:
6

7 That the Mayor or City Manager is authorized to purchase two new Exmark Zero-Turn Mowers
8 for Parks and Recreation from Power Zone in the amount of \$25,998.00 pursuant to a
9 competitively sourced contract.

Req 26000605

INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing \$2,500 or more. A minimum of 3 quotes is required for this form.

CITY OF CHARLESTON
Purchase Request

Date:

7/28/25

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies:

Lazer Z S-Series 60", Kawasaki Zero Turn Mower
Lazer Z X-Series 72", Kawasaki Zero Turn Mower

Purchase justification:

This purchase will replace our existing Zero Turn Mowers. The current mowers have been in service for 7 years and have surpassed their expected operational lifespan.

If approved, the total purchase price will be:

\$25,998.00

(Check One)

☒ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to ITEM A on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

1. Power Zone Price Quote: \$15,998.00
2. Hagg, LLC (Credle Power Equip.) Price Quote: \$34,198.00
3. Credle Tractor Sales Price Quote: \$29,380.00
4. _____ Price Quote: \$ _____
5. _____ Price Quote: \$ _____

The apparent low-bid vendor meeting specifications is:

\$15,998.00 - Power Zone

AND

☒ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☐ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with _____ because:

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

N/A

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number) N/A

REQUESTOR'S DECLARATION

✓ I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Dan Miller Department: Parks and Recreation

Is this purchase being paid with grant funds? ☐ Yes ☐ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

Q U O T A T I O N

PAGE: 1

Power Zone
2700 Roanoke Street
Christiansburg, VA 24073 USA
Phone #: (540)382-3532
Fax #: (540)381-8104

PHONE #:
CELL #: (681)710-9030
ALT. #: (304)348-6860
P.O.#: LRX921-72 quote
TERMS: Net 30
SALES TYPE: Quote

DATE: 7/15/2025
ORDER #: 53898
CUSTOMER #: 147004
CP: JimH
LOCATION: 1
STATUS: Active

BILL TO 147004

CITY OF CHARLESTON - PARKS &
RECREATION
200 BAKER LANE
CHARLESTON, WV 25302 US

SHIP TO

CITY OF CHARLESTON - PARKS &
RECREATION
200 BAKER LANE
CHARLESTON, WV 25302 US

MFR	PRODUCT NUMBER	DESCRIPTION	QTY	PRICE	NET	TOTAL
EXM	LRX921GKA726Q1	LAZER Z X-SERIES 72", KAWASAKI FX921V(31HP)	1	\$19,399.99	\$15,039.00	\$15,039.00
EXM	LRS801GKA604A1	LAZER Z S-SERIES 60", KAWASAKI FX801V(25.5HP)	1	\$13,699.99	\$10,959.00	\$10,959.00
DISCOUNT APPLIED FOR GOVERNMENT BID ASSIST- OMNIA						
OMNIA CONTRACT # 20469						

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

SUBTOTAL:	\$25,998.00
TAX:	\$0.00
ORDER TOTAL:	\$25,998.00

Authorized By: _____

ESTIMATE

Wegg, LLC. (Crede Power
Equipment)
6040 Teays Valley Rd
Scott Depot, WV 25560-1153

dustinlegg@gmail.com
+1 (304) 757-6578

Bill to
Jerry Mullins
City of Charleston

Estimate details
Estimate no.: 1012
Estimate date: 06/06/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Sale	Lazer Z S-Series - 60" - Model LRS801GKA604A1	1	\$13,699.00	\$13,699.00
2.		Sale	Lazer Z X-Series Model LRX980EKC726Q1	1	\$20,499.00	\$20,499.00
Total						\$34,198.00

Accepted date

Accepted by

Exmark Bid

From bcrede@suddenlink.net <bcrede@suddenlink.net>
Date Wed 6/4/2025 9:58 AM
To Mullins, Jeremy <Jeremy.Mullins@cityofcharleston.org>

This Email Originated from an outside source: Do not open attachments or links unless you know the content is safe, forward suspicious emails as an attachment to: helpdesk@cityofcharleston.org

Jeremy, Bid on Exmark mowers

LRX921GKA726Q1 72" 31 HP Kawasaki \$15,890.00 ✓

~~LRS801GKA72RA1 72" 25.5 HP Kawasaki \$14,700.00~~

LRS749AKC604A1 60" 26.5 hp Kohler \$13,490.00 ✓

Thank You

Bill Crede

Crede Tractor Sales

Resolution No. 25-074

Introduced in Council:

Adopted by Council:

August 4, 2025

Introduced by:

Referred to:

Joseph Jenkins

Finance

- 1 Resolution No. 25-074 - Authorizing approval of Amendment No. 1 of the FY 2025-2026 Coal
- 2 Severance Budget as indicated on the attached list of accounts.
- 3
- 4 Be it Resolved by the Council of the City of Charleston, West Virginia:
- 5
- 6 That Amendment No. 1 of the FY 2025-2026 Coal Severance Budget as indicated on the
- 7 attached list of accounts.

Coal Severance Fund FY 2025-2026 Budget Amendment No. 1 - August 4, 2025

Revenues and Fund Balances

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
2002 00 00000 000 000 329700	Fund Balance		29,800	(13,389)	16,411
2002 00 00000 000 000 431000	Revenue	Coal Severance Tax	130,000	13,389	143,389
Net Increase/(Decrease) to Revenues				-	

Expenditures

Account No.	Department	Account Description	Current Amount	Increase/ (Decrease)	Amended Amount
Net Increase/(Decrease) to Expenditures				-	

Description:

To correct the beginning balance and adjust revenue estimate for FY 2026 Coal Severance Tax.

Reportable: To maintain compliance with the budgetary guidelines of the State of West Virginia.

Resolution No. 25-075

Introduced in Council:

August 4, 2025

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance

1 Resolution No. 25-075 – Authorizing the Mayor or City Manager to purchase a new Case 580
2 Backhoe with accessories for the Street Department from State Equipment, Inc. in the amount
3 of \$137,496.84 pursuant to a competitively sourced contract.

4

5 Be it Resolved by the Council of the City of Charleston, West Virginia:

6

7 That the Mayor or City Manager is authorized to purchase a new Case 580 Backhoe with
8 accessories for the Street Department from State Equipment, Inc. in the amount of \$137,496.84
9 pursuant to a competitively sourced contract.



INSTRUCTIONS: This form must be submitted to the City Manager's Office for any purchase of materials or supplies costing **\$5,000 or more**. A minimum of **3** quotes is required for this form.

CITY OF CHARLESTON
Purchase Request

Replacing Street dept.
backhoe 750/76 Off FY-2025-2026
Budget

Date: 7/29/2025

To: CITY MANAGER,

I request permission to purchase the following materials and/or supplies: A new Case 580

Super N loader Backhoe with a 4-in-1 loader Bucket, Hydraulic Thumb, and 24" rear Bucket.

Purchase justification: This is on its regular replacement schedule off the FY-2025-2026 Budget year

This is getting purchased off the Sourewell Contract #011723

If approved, the total purchase price will be: \$137,496.84

(Check One)

☐ The price is less than the \$25,000 permitted for purchases without advertising for bids and needing approval from City Council. I have not purposefully split the purchase request to keep the purchase under the \$25,000 threshold and have not favored a particular vendor. I have not shared competitive information with any vendor(s).

☐ The proposed vendor is a sole source provider for the materials/supplies requested. (Skip to **ITEM A** on page 2.)

I have contacted the following responsible vendors and have attached their written quotes for the requested item(s): (Minimum of 3 Quotes Required)

- | | | |
|----|------------------------|-----------------------------------|
| 1. | <u>State Equipment</u> | Price Quote: \$ <u>137,496.84</u> |
| 2. | <u></u> | Price Quote: \$ <u></u> |
| 3. | <u></u> | Price Quote: \$ <u></u> |
| 4. | <u></u> | Price Quote: \$ <u></u> |
| 5. | <u></u> | Price Quote: \$ <u></u> |

The apparent low-bid vendor *meeting specifications* is:

AND

☐ The low-bid vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records, and I recommend authorizing the purchase through the low-bid vendor.

OR

☒ I recommend not contracting with the lowest bidder meeting specifications and instead recommend contracting with State Equipment because:

This is getting Purchased off the Sourcewell

Additionally, the recommended vendor is not delinquent on any financial obligations owed to the City of Charleston according to the City Collector's records.

ITEM A (For Sole Source Procurements ONLY)

Explain what is unique about this vendor/brand and why your department must purchase this product:

Identify at least 1 independent third party who has verified the vendor is a sole source for the item(s) requested to be purchased, and submit his/her written opinion regarding the vendor's sole source status:

(Name & Phone Number)

REQUESTOR'S DECLARATION

I declare that I have fully complied with the letter and intent of the City Code as it pertains to procurement and have exercised reasonable precaution to procure the item(s) requested above at the lowest price, consistent with good service and quality.

I also declare that I have no personal or business relationship with the listed vendor(s) that would be considered a conflict of interest, except as follows:

(List Actual, Potential, or Perceived Conflicts of Interest) _____

Request Submitted By: Kevin Oxley Department: Equipment Maintenance

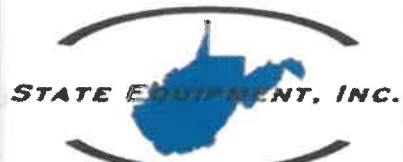
Is this purchase being paid with grant funds? ☐ Yes ☒ No

Funds Approval: _____ Date: _____
Authorized Financial Officer

Account Number: _____

City Manager Approval: _____ Date: _____

State Equipment, Inc.
560 New Goff Mountain Road
Charleston ,WV 25313



Quote For:	Kevin Oxley
Company	City of Charleston
Address	
City/State/Zip	
Phone#	304-590-5373
Fax#	
Cell #	
E-Mail	

Quote Date:	7/2/2025
Valid Date:	7/30/2025
Prepared By:	Jcook

Quantity	Description	Price
1	New Case 580 Super N Tractor Loader Backhoe	\$167,997.00
	Complete with Cab, AC, Heat, Radio, Extendahoe, Rear Auxiliary Hydraulics,	
	4WD, Pilot Controls with Power Lift, Flip Pads, Mechanical Suspension Seat	
	Ride Control, 3 Spool Valve, 12x16.5 Front tires, 19.5 X 24 Rear Tires	
	LED Light Package, Cold Start Dual Battery.	
	Sourcewell Discount (28%)	(\$47,039.16)
	Sub Total	\$120,957.82
	4-in-1 Loader Bucket	\$7,109.00
	Hydraulic Thumb	\$5,400.00
	24" Rear Bucket	\$2,200.00
	Freight	\$1,830.00
	Sales Tax	exempt
	Total	\$137,496.84

Additional Information:

--

If you have any questions concerning this quote please contact:

Jimmy Cook

304-539-8475

jcook@stateequipment.com

[Menu](#)[Back](#)

DEALER DETAILS

State Eq., Inc.

Find your dealer's address, contact information, business hours and more.



State Equipment is your Case Construction Equipment Dealer. We sell, service and rent quality construction equipment. We have a friendly and knowledgeable staff willing to help you find the right machine for all your construction needs.



GET DIRECTIONS

(304) 776-4409

(304) 776-4405

info@stateequipment.com

http://stateequipment.com



Business Hours

Monday	7:30 AM -	- 5:00 PM
Tuesday	7:30 AM -	- 5:00 PM
Wednesday	7:30 AM -	- 5:00 PM
Thursday	7:30 AM -	- 5:00 PM
Friday	7:30 AM -	- 5:00 PM
Saturday	8:00 AM -	- 1:00 PM



DEALER EQUIPMENT



**Compact
Dozer Loaders**



Dozers



Excavators



**Backhoe
Loaders**



Forklifts



**Tractor
Loaders**



**Mini Track
Loaders**



Motor Graders



**Pneumatic
Tire Rollers**



**Compact
Track Loaders**



**Soil
Compactors**



**Skid Steer
Loaders**



**Small
Articulated
Loaders**



**Asphalt
Compactors**



**Wheel
Loaders**



**Wheeled
Excavators**



**Compact
Wheel
Loaders**



**Mini
Excavators**

DEALER SERVICES



North America

English (US)

EQUIPMENT & RESOURCES

YOUR BUSINESS

SERVICE & SUPPORT

INSIDE CASE

SHOP CASE

ARE YOU A DEALER?

DEALER LOGIN

WANT TO BECOME A DEALER?

SUBMIT YOUR REQUEST

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CASE Construction Equipment, a brand of CNH Industrial N.V. ©2025



**Solicitation Number: RFP # 011723****CONTRACT**

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and CNH Industrial America LLC, 700 State Street, Racine, WI 53404 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Heavy Construction Equipment with Related Attachments and Technology from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires April 14, 2027, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.
- C. **SURVIVAL OF TERMS.** Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities.

Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcwell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. **SALES TAX.** Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. **HOT LIST PRICING.** At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcwell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcwell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcwell Price and Product Change Request Form to the assigned Sourcwell Supplier Development Administrator. This approved form is available from the assigned Sourcwell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcwell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and

- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity

payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;

- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should

note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **AUDIT.** Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. **ASSIGNMENT.** Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. **WAIVER.** Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. **CONTRACT COMPLETE.** This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. **RELATIONSHIP OF THE PARTIES.** The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

- a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
- b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in

advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. Use; Quality Control.

- a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.
- b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. Termination. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. **PERFORMANCE.** During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. **DEFAULT AND REMEDIES.** Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for products liability-completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional

insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. **LICENSES.** Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional

requirements based on specific funding source terms or conditions. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).** Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess

of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. **BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352).** Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. **RECORD RETENTION REQUIREMENTS.** To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. **ENERGY POLICY AND CONSERVATION ACT COMPLIANCE.** To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. **BUY AMERICAN PROVISIONS COMPLIANCE.** To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. **ACCESS TO RECORDS (2 C.F.R. § 200.336).** Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery;

and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. **U.S. EXECUTIVE ORDER 13224.** The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

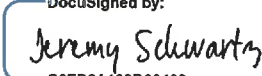
S. **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. **DOMESTIC PREFERENCES FOR PROCUREMENTS.** To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

22. CANCELLATION

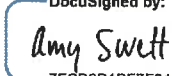
Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

DocuSigned by:

By: C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer

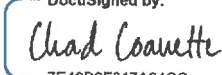
Date: 4/4/2023 | 2:29 PM CDT

CNH Industrial America LLC

DocuSigned by:

By: 7FCB6D1BF7F04C0...
Amy Swett
Title: Government & Fleet Sales Account
Manager—New Holland CE brand

Date: 4/4/2023 | 2:31 PM CDT

Approved:

DocuSigned by:

By: 7E42B8F817A64CC...
Chad Coauette
Title: Executive Director/CEO

Date: 4/4/2023 | 2:39 PM CDT

RFP 011723 - Heavy Construction Equipment with Related Attachments and Technology

Vendor Details

Company Name: CNH Industrial America LLC
Address: 700 State Street
Racine, WI 53404
Contact: Clint Jenkins
Email: Clinton.jenkins@caseih.com
Phone: 937-218-1701
Fax: 877-764-1369
HST#: 760433811

Submission Details

Created On: Wednesday November 16, 2022 13:07:37
Submitted On: Tuesday January 17, 2023 12:55:10
Submitted By: Amy Swett
Email: amy.swett@newholland.com
Transaction #: a0423bfd-2f16-47ee-b66d-446ac499cd78
Submitter's IP Address: 159.61.192.15

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	CNH Industrial America LLC
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	CNH America LLC
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	CNH Industrial America LLC does not have any assumed names or DBA.
4	Provide your CAGE code or Unique Entity Identifier (SAM):	10988
5	Proposer Physical Address:	700 State Street Racine, Wisconsin 53402
6	Proposer website address (or addresses):	https://www.cnhindustrial.com https://www.casece.com https://construction.newholland.com www.newholland.com
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Amy Swett Government & Fleet Sales Account Manager – New Holland CE brand 500 Diller Avenue New Holland, PA 17557 Amy.swett@newholland.com 717-715-2489
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Amy Swett Government & Fleet Sales Account Manager – New Holland CE brand 500 Diller Avenue New Holland, PA 17557 Amy.swett@newholland.com 717-715-2489
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Tony Simpson Government Affairs 6021 State Street Racine, WI 53142 262-631-0881 tony.simpson@cnhind.com

Table 2: Company Information and Financial Strength

Line Item	Question	Response *
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	The origins of Case date to 1842, when Jerome Increase Case (born in 1819) created Racine Threshing Machine Works in Racine, Wisconsin. The company produced its first portable steam engine in 1876, which is now on display at the Smithsonian Institution. In 1957 Case made the 320 Construction King backhoe loader. Since 1969 Case has manufactured skid steers, starting in Burlington, Iowa and later moving production to Wichita. The company evolved into the Case Corporation, which merged with New Holland in 1999 to become CNH Global which in 2011 became CNH Industrial.

2005: Case made its 500,000th backhoe loader and in 2010 made its 250,000th skid steer loader.

2016: Case released the new G-Series wheel loader lineup consisting of seven new models from 521G thru 1121G.

2017: In its 175th year in business, Case announced its facility in Wichita produced its 300,000th skid-steer loader.

2017: At Conexpo-Con/Agg 2017 Case released the CX750D excavator.

As of May 2017, Case “sells a full line of construction equipment around the world, including the number one loader/backhoes, excavators, motor graders, wheel loaders, vibratory compaction rollers, crawler dozers, skid steers, compact track loaders and rough-terrain forklifts.

New Holland Construction was founded in 1895 in New Holland, Pennsylvania; in 1966 New Holland's first backhoe loader was introduced; in 2005 New Holland Construction Brand was created with a global full-line product offering of Skid steer loaders, compact track loaders, tractor loader backhoes, tractor loaders, wheel loaders and excavators. Since 1999, New Holland is a brand of CNH, which was demerged from Fiat Group to Fiat Industrial at the start of 2011.

2007 New Holland made 200,000 Skid Steer loaders and celebrated 35 years of designing and building its highly successful skid steer loader. They are the preferred choice of landscapers around the world and #1 in lift and carry compact machines.

2008 New Holland's “green” engine. New Holland launched the E215B crawler excavator, which mounts a brand-new engine which dramatically reduces emissions well below the levels required by regulations.

New Holland equipment is built all around the world; the headquarters is in Turin, Italy and with ten plants and ten research and development centers spread globally, more than 800 dealers and 2,100 outlets. It is present in 100 countries worldwide.

New Holland produces thirteen product families, five in the heavy range and eight in the light range; products include dozers, mini excavators, graders, wheel loaders, crawler excavators, backhoe loaders, skid steer loaders.

Productivity, safety, and environmental responsibility are the cornerstones of New Holland's offering built around our customers. We are a key player in the global construction equipment industry born of the rich heritage of brands that made the history of this sector.

In partnership with our worldwide network of dealers, we deliver products and services that meet our customers' requirements for productivity, safety, environmental performance, and fuel and cost efficiency. We know our customers' business and we provide them with a full line of innovative products and services designed for the specific applications of their industry.

CNH Industrial is committed to delivering the highest ethical standards and supporting its dealers and customers through a diverse and inclusive workforce, industry-leading technology, exceptional safety and quality, and unmatched innovation.

At CNH Industrial, we pride ourselves on delivering the best. That means strengthening our product portfolio with dedicated financing, tools and components and selecting the best partners to support us in delivering value to our customers.

We are proud of the work we do at CNH Industrial, where a focus on innovation has helped us to maintain our competitive edge and our position of global leadership.

In 2014 we have a new licensing agreement with Sumitomo Construction Machinery to manufacture Sumitomo designed crawler excavators from 13 to 35 tons. In 2016 we entered an exclusive mini-excavator alliance with Hyundai Heavy Industries.

The full integration of environmental and social considerations with economic objectives enables the Group to identify potential risks and seize additional development opportunities, resulting in a process of continuous, and sustainable, improvement that creates value over the long-term. We recognize the real importance of promoting a circular product life cycle in which resources are used fully and for as long as possible, and products and materials are recovered and regenerated at the end of their service life. For this reason, the Company offers a range of products able to run on fuels derived from renewable sources and is committed to adopting sustainability criteria from the design stage to develop more environmentally friendly products. To maximize product life, CNH Industrial also offers

its customers a range of remanufactured spare parts, in line with its circular economy approach. In manufacturing processes, emphasis is given to improvements that increase waste recovery and reuse.

Living and working in cooperation with the surrounding area, and collaborating on projects that benefit the community, contribute to enhancing the satisfaction of employees (who often live close to plants) and their sense of belonging to the Company, while bringing economic advantages to both the Company and the community. Projects are measured in three fundamental areas. These areas are: Improving food availability, combating climate change & reducing environmental impact and supporting youth training.

A key priority at CNH Industrial is to improve food availability. In the USA, CNH Industrial supports the FFA (formerly known as Future Farmers of America), an association active in farming education since 1928. In 2018, to further its commitment, the Company chartered its own FFA Alumni and Supporters Chapter1, through which employees can engage with students pursuing agriculture degrees and with members of other FFA Chapters nationwide. In 2021, the Company continued to be heavily involved with the FFA. Case IH, New Holland Agriculture, and CNH Industrial Capital continued their Silver Sponsorship of the National FFA Foundation, including its national convention with over 60,000 attendees. Furthermore, employees continued to engage with FFA students at professional development events, and again raised funds towards the purchase of approximately 70 FFA uniforms for students in need.

CNH Industrial also continued its We Care We Share outreach program, holding an educational event at the Thai Sa Kao College of Agriculture and Technology aimed at raising agricultural technology standards in the country while creating a new generation of agricultural experts.

In 2021, given the ongoing pandemic, CNH Industrial continued to support more vulnerable sections of society, including through food where needed. Located near the Company's sites in Racine (USA), the Hunger Task Force Farm yields over 226,000 kilos of fresh produce each harvest season to feed the hungry and create a reliable source of healthy food for its network of food banks. In 2017, the farm added a New Holland Agriculture tractor (donated by CNH Industrial Capital) to its operation. In 2021, the Company made a cash donation to the organization to purchase Thanksgiving turkeys for community members in need, while employees provided additional support by volunteering on the farm.

A key priority at CNH Industrial is to combat climate change, whose negative impact on ecosystems affects the quality of life for people in local communities and consumer choices. The Company has initiated several projects to tackle this global issue, which are also aligned with SDG 13 'Climate Action'. These projects are increasingly focusing on reducing the environmental impact of Company plants, including on local communities, and on helping protect the latter against the effects of climate change such as desertification, water scarcity, and the loss of biodiversity. Other initiatives are in place to promote responsible behavior to minimize environmental impact. Participation in the projects associated with this key priority allows CNH Industrial's brands to enhance their profile and increase their visibility among potential customers and strengthens Company employees' sense of belonging.

At CNH Industrial, a key priority is to engage local communities. To this end, and in line with stakeholders' expectations, the Company prioritizes initiatives that support local community development, especially youth training. In addition to the awards and scholarships given to employees' children, the Company works hard to promote young people's education by collaborating with private and public institutions and other stakeholders. Projects are also aligned with SDG 10 'Reduce inequality within and among countries', as they promote training in Emerging Markets with the aim of developing qualified potential recruits for the Company's sales and service networks.

TechPro2, a joint project with schools run by the Don Bosco Salesian Society, aims at training mechatronics specialists to meet a growing demand for skilled personnel, thus offering young people greater employment opportunities – especially within the Company's sales and service network. Training includes theory and hands-on learning at Salesian centers, followed by targeted internships in the field. The goal of TechPro2 is two-fold: on the one hand, to ensure students have a future vocation; on the other, to enhance the quality of specialized technical assistance for the brands' products while meeting the demand for qualified technicians at authorized dealers and workshops. The Company provides expertise by training the teachers, who pass on the knowledge to the classroom students. It also offers financial aid, tools, and essential parts (such as complementary vehicles, engines, drives, and diagnostic tools) for classroom training and practice.

CNH Industrial believes that operating in a socially responsible and ethical manner,

		and in compliance with the laws of the countries in which it operates, is crucial to its long-term success. The Company's Code of Conduct summarizes its policies on various compliance and ethics issues (such as conflicts of interest, corruption, competition, and health and safety). Such policies reflect, among other things, the Company's commitment to adopting fair employment practices, ensuring safety in the workplace, supporting, and fostering environmental awareness, and respecting the communities in which it operates, in compliance with applicable laws. The Company is also committed to the creation of long-term sustainable value for all its stakeholders and is firmly convinced that respect for fundamental human rights and for basic working conditions is a prerequisite to achieving this. The Board of Directors is responsible for creating a culture that fosters such long-term value creation – a task that requires compliance with all applicable laws. To this end, and to clarify and make explicit the Company's values and expectations, the Board has adopted both a Code of Conduct and a Supplier Code of Conduct. Our vast network of CNHi dealers will provide local product technical support at the dealership or out on the road to the members along with providing the start-up and operations training compliant with OSHA regulations, which the members need to get to receive the max. performance and efficiencies out of their products. The customers can also purchase OEM parts from our dealer network to support the members and to ensure their equipment obtains the max. amount of run time. Our financial services to the members include leasing options and extended warranties which are handled directly at the dealership. Members who are on a budget can rent or demo equipment from the dealership. The equipment will be a unit that has not been retailed and comes with full warranty (less than 250 hrs) or pro-rated warranty (if the unit has over 250 hrs). The customer will receive the member list discount and demo/lease adjustment based on rent for sale program rates less any service or clean up fees dealer would have incurred.	
11	What are your company's expectations in the event of an award?	When CNH Industrial is awarded the Sourcewell contract, we expect to continue to achieve an overall sales growth of over 10%. Throughout the pandemic and component parts not reaching our plants in a timely manner, we still saw growth in our Sourcewell contract. We plan to continue this growth cycle in 2023. CNH Industrial announce a culture transformation where everyone's voice will be heard. We have five new beliefs Customer first, grow together, one team, make it simple, be the best. This is exactly what we are planning to do with this contract. We want our customers to walk into our dealerships and be heard. Get the product they want and make it an effortless process with Sourcewell. We will continue to partner with Government Solutions Team (GST) where we have done more training in 2022 and plan to continue to follow that process in 2023. Their training includes web training, ride-a-longs to help educate the sales teams and the customers in addition to training new or re-train dealers within their first 60 days. Additional emphasis will go to getting our dealers to attend GTKU's and universities to round out their knowledge of the contract and how to use it to drive the contract's need. We are also going to target and engage with the government entities to get our Sourcewell contract adopted versus these entities having their own contract.	*
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	CNH Industrial reported strong full year performance in 2021, its final year of operations as a combined Off- and On-Highway entity. We delivered consolidated revenues of \$33.5 billion, up 29% from the previous year. Both our adjusted EBIT from our Industrial Activities at \$2,086 million(1) and our full year Net Income at \$1.8 billion (which translates to \$1.28 in earnings per share) were the highest in our Company's history. Market driven volume and disciplined pricing were key drivers of our record earnings, alongside the team's successful execution, which they achieved while often managing very challenging supply chain and logistics issues. We also recorded another very strong year for positive free cash flow of Industrial Activities(1), at over \$1.8 billion as our operational execution improved. For additional information see our Annual Financial Report 2021	*
13	What is your US market share for the solutions that you are proposing?	Model Year 2021 CNH Industrial market share 9.5% Case Construction 7.9% New Holland Construction 1.6%	*
14	What is your Canadian market share for the solutions that you are proposing?	Model Year 2021 CNH Industrial market share 12.6% Case Construction 12.1% New Holland Construction .5%	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	NO	*

16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	CNH Industrial is the manufacturer of the equipment offered in this proposal. Our sales and service force is provided through our network of 1107 North American dealers. Our dealerships are independently owned and operated so they are positioned to provide sales and post support for our customers. Through the post-sale support our dealers offer parts and service. CNH Industrial imposes strict contract regulations and standards (Pinnacle), to hold dealers accountable for all interactions a customer has. This would include sales, service, parts, marketing, and operations.
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	CNH Industrial adopts the World Class Manufacturing (WCM) management system, a program for innovation based on continuous improvement, developed to eliminate all types of waste and loss through the rigorous application of specific methods and standards (see page 165). Given the customers' demand for ever-higher quality and the level of excellence required by the WCM, the focus is on the quality of every aspect of the manufacturing process, which has led plants to also adopt a quality management system compliant with ISO 9001. As of December 31, 2021, 57 CNH Industrial plants were ISO 9001 certified, collectively accounting for 98% of revenues from sales of products manufactured at the Company's plants¹. To achieve its quality standards, CNH Industrial devised a robust supply chain management process (see page 151) to ensure the procurement of quality components, which are essential to produce vehicles that meet the high standards demanded by customers. CNH INDUSTRIAL completed an initiative, known as Technology Days, gives suppliers a chance to display their innovative products in terms of innovation, technology, and quality, while addressing specific topics and sharing information on recent technological developments. In 2021, the event was as always attended by CNH Industrial employees but held virtually. As of December 31, 2021, 220 supplier plants had adopted the World Class Manufacturing (WCM) program, with no increase compared to 2020 due to pandemic-related restrictions and strategy changes to the WCM supplier program itself. The WCM adoption process entails several activities that take place in two distinct yet equally important phases, and that are meant to provide suppliers with the necessary knowledge to apply the intrinsic concepts of Lean Production. Firstly, various training sessions led by CNH Industrial's WCM program specialists are delivered to suppliers. Secondly, supplier WCM teams are given the opportunity to visit selected CNH Industrial plants to learn about the Company's best practices. Safety is a priority across the Company, as evidenced by the compliance of management systems with the ISO 45001 international standard, as well as with the continuous improvement principles of World Class Manufacturing (WCM) and its specific Safety pillar (see page 165). CNH Industrial's approach to occupational health and safety is based on effective preventive and protective measures, implemented both collectively and individually, aimed at minimizing risk of injury in the workplace. The Company endeavors to ensure optimal working conditions, applying principles of industrial hygiene and ergonomics to managing processes at an organizational and operational level. Additionally, it adopts the highest standards in the countries in which it operates, even where regulatory requirements are less stringent, believing this to be the best way to achieve excellence. In addition, the central Environment, Health, and Safety (EHS) function (which serves as a reference point for sustainability) coordinates and manages health and safety issues as per CNH Industrial's Health and Safety Policy. It periodically verifies performance against targets, proposes new initiatives, and defines health and safety policies. The Company's certification of its occupational health and safety management systems as per the ISO 45001 international standard is voluntary and covers 58 CNH Industrial manufacturing plants worldwide, accounting for 45,521 employees. In 2021, the Company completed its transition to the new ISO 45001:2018 Occupational Health and Safety Management standard, which supersedes the OHSAS 18001:2007 standard. Certifications are awarded by accredited international bodies (in turn continuously and rigorously monitored by other international organizations) that review and certify the high levels of reliability and of operational and procedural standards. In 2021, the occupational health and safety management systems at some non-manufacturing sites were ISO 45001 certified, accounting for 5,684 employees at 12 different sites and locations. In total, 70 CNH Industrial sites worldwide (manufacturing and non-manufacturing) are now ISO 45001 compliant – covering 51,205 employees (about 75.9% of the employees within the reporting scope), 5,388

		contractors, and 7,190 agency workers (representing, respectively, 97% and 91% of the relative populations within the reporting scope) – as are all joint venture plants in which CNH Industrial has at least a 51% interest. World Class Manufacturing (WCM) data (see page 165) relates to 51 plants, representing 99% of revenues from sales of products manufactured at CNH Industrial plants⁴. Occupational health and safety data (see page 82) relates to 66,129 employees, or about 98% of the workforce within the reporting scope. There are 58 ISO 45001 certified plants, accounting for 95% of Company plants and representing approximately 100% of revenues from sales of products manufactured at CNH Industrial plants⁴. Information on environmental performance (including VOC⁵, water, and waste) and management systems (see pages 167; 170) relates to 54 fully consolidated plants, accounting for 89% of Company plants and representing 99.5% of revenues from sales of products manufactured at CNH Industrial plants⁴. There are 58 ISO 14001 certified plants, accounting for 95% of Company plants, representing approximately 100% of revenues from sales of products manufactured at CNH Industrial plants⁴, and relating to 44,682 employees (or about 97% of the workforce at the plants within the reporting scope⁴). Information on energy performance (including CO₂, NO_x, SO_x, and dust emissions) and management systems (see pages 171; 179; 181) relates to 55 fully consolidated plants, accounting for 90% of Company plants and representing 99.7% of revenues from sales of products manufactured at CNH Industrial plants⁴. There are 54 ISO 50001 certified plants, accounting for 89% of Company plants, representing 99.5% of revenues from sales of products manufactured at CNH Industrial plants⁴, and relating to 44,146 employees (or about 95.5% of the workforce at the plants within the reporting scope⁴). Moreover, there are 57 ISO 9001 certified plants, accounting for 93% of Company plants, representing 98% of revenues from sales of products manufactured at CNH Industrial plants⁴, and relating to 44,256 employees (or about 96% of the workforce at the plants within the reporting scope⁴). CNH Industrial also holds its suppliers to a high standard in human resources and sustainability. Please see the attached files for CNH Industrial's Sustainability Plan and Supplier Code of Conduct for more information.
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	CNH Industrial has not been Suspended or debarred *

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *
19	Describe any relevant industry awards or recognition that your company has received in the past five years	CNH Industrial (NYSE: CNH INDUSTRIAL / MI: CNH INDUSTRIAL) received a 2022 Manufacturing Leadership Award for outstanding achievement in the Sustainability Leadership category, which honors manufacturers that are shaping the future of the sector through digital transformation. This is the third consecutive year that the Company has earned recognition from the Manufacturing Leadership Council, which is a division of the National Association of Manufacturers. CNH Industrial's award-winning project, Smart Pretreatment for the Paint Shop, was executed by the manufacturing team at the Case IH and STEYR agricultural production plant in St. Valentin, Austria. The project enhanced operator safety while ensuring optimum paint quality and sustainable use of additives. The T6 Methane Power also won the prestigious Sustainable Tractor of the Year 2022 award at the EIMA International⁴ trade show held in Bologna (Italy), assigned by a jury panel of top European journalists specializing in farm equipment. Other awards include Innovative Iron for our DL550 Compact Dozer loader in 2022, Top 100 in 2022 for DL550 Compact Dozer loader, TV620B CTL, E. Series Excavators. Top 50 award in 2022 for TV620B CTL. This is just to name a few. Please see entire list in attached documents.

20	What percentage of your sales are to the governmental sector in the past three years	Case Construction - 2021 –14% 2020 –15% 2019 –20% New Holland Construction - 2021 – 9% 2020 – 10% 2019 – 20%
21	What percentage of your sales are to the education sector in the past three years	CNH Industrial Construction brands does not have the capability to pull out the educational percentage, but it is calculated into our sales to the government below.
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	New Holland Construction (CE) Contract Sales Sourcewell CE Contract 2019 \$2,906,112 2020 \$2,125,345 2021 \$3,851,787 Michigan CE contract no sales from 2019-2021 Pennsylvania CE 2019 <\$200,000 2020 <\$300,000 2021 < \$400,000 Ohio CE 2019 \$158,736 2020 \$206,926 2021 \$98,665 Iowa CE 2019 \$59,043 2020 \$104,200 2021 <\$100,000 State of Louisiana 2019 \$330,000 2020 \$0 2021 <\$100,000 State of Georgia 2019 \$0 2020 \$170,000 2021 <\$100,000 NASPO 2019 \$303,000 2020 \$150,000

		2021 \$351,000 BuyBoard 2019 \$938,000 2020 \$547,000 2021 \$331,000 HGAC – No Activity Case Construction Contract Sales Sourcewell Case Construction contract 2019 \$24,000,000 2020 \$18,000,000 2021 \$11,000,000 State of Michigan Case CE 2020 \$ 176,027 2021 \$ \$82,070 2022 \$ \$321,663 NASPO Case Construction Contract 2019 \$1,200,000 2020 \$1,600,000 2021 \$2,240,000	
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	CNH Industrial Construction brands do not hold any of these contracts.	*

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Erie Water Works	Ann Whipple	814-870-8016	*
State Procurement Standards Analyst, OH	Stephanie Klingler	614-387-1130	*
Central Procurement-Enterprise Sourcing – MI	Yvon Dufour	517-249-0455	*

Table 5: Top Five Government or Education Customers

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *		Dollar Volume Past Three Years *	
na	Government	Indiana - IN	Mowing	YR	QTY	2019	\$ 112,418
				2019	1	2020	\$3,064,492
				2020	21	2021	\$2,083,958
				2021	11		
na	Government	New York - NY	Mowing	YR	QTY	2019	\$4,405,899
				2019	25	2020	\$5,039,273
				2020	28	2021	\$ 0
				2021	0		
na	Government	BC - British Columbia	Mowing/snow removal	YR	QTY	2019	\$1,510,557
				2019	10	2020	\$ 951,797
				2020	6	2021	\$1,353,325
				2021	6		
na	Non-Profit	ON - Ontario	Mowing/snow removal	YR	QTY	2019	\$3,647,150
				2019	16	2020	\$ 0
				2020	0	2021	\$ 137,142
				2021	1		
na	Government	South Carolina - SC	Mowing	YR	QTY	2019	\$2,391,487
				2019	19	2020	\$1,064,046
				2020	8	2021	\$ 771,893
				2021	6		

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcwell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *
26	Sales force.	CNH Industrial field sales force is comprised of employees of the company as well as third party employees of our dealer network who cover the entire US and Canada. Our Field Sales Force are fully focused on the sale of CNH Industrial through our Dealer Networks to our end user. The New Holland Construction Field Sales team is comprised of 5 Region Sales Directors, 44 Territory Business Managers, 5 Business Sales Specialists, 5 Dealer Development Managers, 8 Regional Product Specialists and 40 Technical and Specialty Field Managers. Case Construction is made up of 3 Regional Sales Directors, 21 Field Sales Specialist, 10 Business Managers, 6 Sale Support Managers, and 2 Product & Application Training Specialist. Each independent CNH Industrial dealer supports its local customer base with its own sales, product support and service personnel.

27	Dealer network or other distribution methods.	Case Construction and New Holland Construction has a dedicated dealer network strategically located across North America, and we are continually looking to see where new locations can be opened. Our dealer locations are fully trained and dedicated to sell and support Case Construction and New Holland Construction products covered in this RFP. Many of the principals, their staff and customers hold positions on their local city, village, township, county boards, school boards and positions within their churches, non-profit camps and Fair Boards and non-profit organizations such as Scouts, 4-H, Ducks Unlimited, etc. The efforts and plans of GST to engage New Holland construction dealers from the top down carries the value of our Sourcewell contract through to these community officials who need to purchase equipment efficiently. Our company supports our dealer network with professional Field Service Managers. Each dealership is staffed with parts and service personnel trained to support the products in their area of responsibility. Our company supports the entire United States, along with Hawaii, Alaska, and Canada. Our dealer service personnel are factory trained as well as have access to "Assist," a technical database that helps technicians quickly diagnosis failures through CNH Industrial technical advisors and fellow dealers. We have further support by the Customer Care contact phone numbers: New Holland Construction 1-888-365-6423 and Case Construction 1-866-542-2736.
28	Service force.	Our Field service force is comprised of employees as well as third party employees of our dealer network that covers the US and Canada. All employees must meet annual service training requirements provided on-site by our company, including our service school and online technical training program. Our Field Service force are fully focused on the service of CNH Industrial through our Dealer Networks to the end user. Each one of our independent dealer supports its local customer base with its own sales, product support and service personnel. We value their position as the local support to the members and provide them with the tools, training and support they need so they are a well- rounded team when it comes to the members.
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	CNH Industrial ordering process will be handled by our dealer network. The members will go directly to their local dealership when the PO is approved. Their local dealer will then place the order through the eEquipment program which then is sent to the plant and our Order Management department. From there it will be placed into a production schedule. Dealers can monitor the orders from eEquipment to see when the product will be scheduled and when it will be shipping.
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Customer service begins with our dedicated dealer network. Each one of our dealerships is fully trained and supported by CNH Industrial so they are committed to immediately addressing all customer needs. Each one of our brand dealerships is supported by the Corporate Customer Service team, "Assist" and factory training. CNH Industrial interacts with and assists its customers to give them an experience that meets their expectations. The Company's Customer Care departments specialize in developing, managing, and promoting customer service solutions, fostering long-lasting relationships, and satisfying customer needs and expectations. Customers may request information or report an issue via the brands' websites, toll-free numbers, smartphone applications, or via email – 24 hours a day, 7 days a week. Customer Care staff manage the entire process, from initial customer contact to final feedback to the customer, ensuring resolutions in the timeliest manner. New Holland Construction's incentive program is the Dealer Standards Program. CASE Construction Equipment's incentive program is the Partnership Program. These programs are designed to assess dealers and reward best-in-class performance across a wide range of operational and performance criteria. Case Construction provides the Tomahawk Customer Center which has been serving its customers for more than 60 years. Sitting on more than 500 acres in Wisconsin's Northwoods, the CASE Tomahawk Customer Center is a premier year-round demonstration facility and business retreat. Enjoy a fully interactive experience with personalized training, state-of-the-art product demonstrations, hands-on equipment operation, and a healthy dose of our trademark hospitality. Like our company and our dealers, our Tomahawk staff is here to provide you with expert guidance and education to help you make informed operating and maintenance decisions
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	CNH Industrial has been selling and servicing members in the United States through our Sourcewell contract for 12 years. We offer a full array of Construction products and services through our network of local dealers.

32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	CNH Industrial has been selling and servicing members in Canada through our Sourcewell contract for 12 years. Our company offers a price book series in Canadian dollars. We also offer a full array of Construction products and services through our network of local dealers. Our financing and leasing teams live in Canada. This ensures the members are working within the regulations of the Canadian rules. With the assistance of Sourcewell and Canoe Procurement Group and GST, we are expanding our marketing and training efforts and dealer presence throughout Canada. There is a scheduled webinar with Canoe Procurement Group in March 2023.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	CNH Industrial will be serving all locations of the United States and Canada.	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	CNH Industrial will be serving all Sourcewell and CANOE Procurement Group of Canada members.	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	CNH Industrial will service all of Hawaii, Alaska, US, and Canada in all market segments. Shipping and delivery expense calculation method will be used for offshore transactions, Alaska, and Hawaii.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	We will promote Sourcewell to our sales team and government dealers of over 1,000 to our customers. Our sales teams will attend regional training, webinars or in-person training. They will then help to promote and work through a potential sale through the Sourcewell contract with the local dealership. Our dealers will be trained by CNH Industrial government sales manager or their territory business manager. On-insight training, webinars or phone calls can be completed for training. We also have a partnership with Government Solutions Team for New Holland Construction that will also conduct webinars and on-sight training. We want our dealers to have a vast amount of support and success while being trained on the contract. All training is free to the dealers and goes through our Web University for tracking and awarding the teams for their participation. We work with Sourcewell and Canoe Procurement Group to provide marketing materials to the dealers. This material is also used by the dealers for customer visits, shows and other events where our brands and the contract are being promoted. New Holland Construction is also in the process of updating the Buyer's Guide that promotes our products to our government customers. We list our cooperative contracts at the back of the guide. This guide will be distributed to our dealers which in turn will provide to their customers. I have provided a picture of the back page for reference.	*
37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	CNH Industrial incorporates several uses of technology, digital data, social media, and data to drive market awareness, target prospective sales, train our teams and customers, and perform community outreach. CNH Industrial has a dedicated website for our products and services. New Holland's website allows prospects to build equipment to their specifications, locate dealers and have direct contact information to each government representative. Case Construction website allows prospective customers to locate dealers. Our social media presence spans from Instagram, Facebook, Twitter and LinkedIn. We follow, like and share Sourcewell media along with other industry leaders to promote a full support system to our teams, dealers, and the community. By doing this, it keeps our brands at the top of our prospects' minds. We also utilize data from the Association of Equipment Manufacturers (AEM) on governmental and non-profit sales. The data shows sales activities and high-density sales areas. This also allows us to understand our effectiveness in the marketplace compared to our competitors. We also have a governmental bid service. By investing in this service it allows for an advantage over our competitors and directs opportunities to the Sourcewell contract. This also allows us to see the future requirements of a member so our dealers can reach out and build a relationship with them and offer the Sourcewell as a solution to their bid process. We also conduct training and post videos online to reach a maximum audience and to keep our teams "in the know" as soon as possible. We want to get the information out quickly, so our members have the most current information. New Holland Construction government sales managers along with GST work with our teams daily through these trainings, videos, and emails to help them understand their market and the opportunities that exist.	*

38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	We expect Sourcewell to promote the contract through social media, digital media, shows and events. Also, to allow members to easily locate our contracts on the landing page on Sourcewell's website and keep the member's list current. Communicating how the contracts are adopted and by whom is another significant role Sourcewell can provide. The H2O conference is an excellent tool where vendors can come together and share lessons learned, wins and best practices. When members contact Sourcewell, we expect them to directly thank them, answer any questions they have, and provide our contract information to the members. We would like our contract manager to follow up with an email or call to us on who called and their contact information and what was needed. This will allow us to continue the sales process by reaching out to them and showing them, we have a team with Sourcewell and CNH Industrial. We will continue to train our Territory Business Managers and dealers at our sectional and regional CNH dealer and sales meetings on this contract. We will continue to educate our dealers through webinars, phone calls and in-person training. When the contract is awarded, we will be sending out a letter with the new matrix to our dealers letting them know of the newly awarded contract. New Holland Construction will also be utilizing the GST team to train our members on the contract. They have a novel approach on touch points with the dealers during training. Our dealers are notified in several diverse ways through mail, email, and phone calls which then leads up to training. The focus does not stop after the training. GST continues to contact them after that process, so we do not lose touch with them. GST provides our dealers with a listing of Sourcewell members located in their area. This contract is particularly important to each one of our brands and is highly expressed to our CNH Industrial employees and dealers. Therefore, we have continued to grow the contract even through the Covid period. We plan to stay the course and continue with our message to our employees and dealers which is, "you should not have to bid for low dollars or a product you do not want, use Sourcewell and get what you deserve."
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Not now. Our contract is awarded through our dealer level, and this places too many variables. We have had conversations with NASPO to see if there is a way to work on an industry standard. Some of the states have already started going to the e-procurement system but with our highly configured products, it is difficult to work within their perimeters. We are willing to work with Sourcewell and the team you have put together to produce a process for e-procurement, whether this be through an EDI system or finding a company that has already created a process.

Table 8: Value-Added Attributes

Line Item	Question	Response *
40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	We hold product training and customer experience events throughout the year. Any dealer current customer or potential customer can attend these events. At the corporate training facilities or the servicing dealer level, Operator and Maintenance training can be specifically structured for the customer. The servicing dealer provides base machine operation and maintenance training as part of the purchase and delivery. Additional training can be purchased through the local dealership.

41	Describe any technological advances that your proposed products or services offer.	New Holland Construction has announced the E15X first electric vehicle which has no air or sound pollution. New Holland Construction included an 8" LCD Multifunction Display in the 300 Series Skid Steer Loader and Compact Track Loader products. This brings the operator input and functionality to another level over what we had in the past. Particularly, the addition of a factory fit reverse camera, and improved EZ EH control adjustability. Meet the CASE Minotaur™ DL550 — an all-new, industry-first equipment category: the compact dozer loader. The integrated C-frame delivers true dozer performance and the agility and finesse of a loader. CASE Construction Universal Machine Control allows you to use the precision construction technology you prefer*. It's compatible with hundreds of attachments, and the addition of an industry-exclusive fully integrated ripper makes this machine one-of-a-kind. It has the strength, attitude and intelligence to stake a claim as the industry's most versatile and powerful compact machine. Minotaur demonstrates CASE Construction's commitment to delivering real-world innovation rooted in customer need. With 29 patents**, more than 10,000 field test hours, multiple customer clinics, countless operator evaluations, product refinements and even more evaluations after that — we've put this machine to the test to deliver you the highest standard in quality. THE INDUSTRY'S FIRST FULLY ELECTRIC BACKHOE LOADER — THE CASE 580 EV The CASE 580 EV (electric vehicle) delivers backhoe power and performance equivalent to its diesel counterpart while also providing instant torque, lower jobsite noise, lower daily and lifetime operating costs, reduced maintenance demands and absolutely zero emissions. This will be anticipated to launch in 2024. The CASE 580 EV Delivers Ultimate Power and Sustainability - Zero Emissions: Lower your carbon footprint and achieve incentives/greater consideration for new projects with electrified additions to your fleet. - All the Performance: The battery separately powers the drivetrain and hydraulic motors, resulting in hydraulic breakout forces equal to diesel-powered machines and improved performance during simultaneous loader and drivetrain operation. - Long-Lasting Power: The machine's lithium-ion battery provides enough power for the typical 8-hour workday. - Lower Operating Costs: Save as much as 90 percent in annual vehicle, fuel, and maintenance costs. - Classic CASE Performance: The 580 EV retains the precision and efficiency of diesel-powered CASE backhoes with features such as ProControl, which allows for extremely precise boom movement and placement, as well as Comfort Steer, which significantly improves steering while working in tight quarters or in truck loading operations. The CASE CX15 EV (Electric Vehicle) is a 2,900-pound mini excavator powered by a 16-kW electric motor — it features retractable tracks that get machine width down to about 31 inches for going through doors and working in confined spaces. It can also work close to structures and obstacles with a minimum swing radius design. The 21.5 kWh lithium-ion battery is charged either by the 110V/220V on-board charger, or via an external rapid charger that can have the machine charged extremely fast, typically within 90 minutes. Depending on the type of work, unit will provide enough power to work through a full eight-hour workday.
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	In compliance with its Environmental Policy, CNH Industrial is committed to minimizing the environmental impact of its ICT activities by using energy-efficient products and solutions. Indeed, the Company implemented the Green ICT plan precisely to reduce energy consumption and CO2 emissions. In 2021, approximately 8,200 personal computers and 1,083 technical workstations were replaced with new equipment featuring more efficient power supply units, optimizing the consumption of electricity drawn from the grid. The Company also replaced around 1,100 computer monitors with new units that comply with environmental requirements regarding product energy consumption and efficiency, the use of hazardous substances, recyclability, packaging materials, and low-impact manufacturing methods. Within the scope of Brands4Sustainability3, CNH Industrial supported a project called Capri Circolare - A Sustainable Tourism Model, an in-depth analysis of potential areas of intervention to position the island of Capri at the forefront of environmental sustainability. The goal is to turn Capri into a green destination by developing a model that promotes a circular economy and the implementation of good practices to protect the local region, resources, and biodiversity. In Córdoba (Argentina), IVECO created an Ecological Island where carpenters use recycled materials to make parts that are then used in various plant production and logistics processes. In broad terms, the company applied the 5Rs of waste management (refuse, reduce, reuse, recycle, recover) to enable the reuse of approximately 4,800 kilos of reclaimed wood and around 3,600 kilos of corrugated plastic per year. The Company also contributed to creating policies in support of alternative fuels — and a circular economy — in the agriculture sector, particularly promoting the use of biomethane and Agriculture 4.0 programs through specific initiatives in many countries. As a long-

standing member of the European Automobile Manufacturers' Association (ACEA), while also holding a seat on its board, the Company has actively contributed to the debate on EU (European Union) policies to lower CO2 emissions and achieve net-zero emissions in the future. Moreover, with a seat on the association's Commercial Vehicles Board, IVECO actively contributed to the discussions on how manufacturers can help achieve the EU's 2050 Greenhouse Gas Emissions (GHG) goal, highlighting the role that both liquid and gas renewable fuels can play in the transition towards net-zero CO2 emissions in transport. As regards light-duty vehicles, IVECO is actively involved in the ongoing discussions and advocacy activities regarding the revision of the post-2020 CO2 emission standard for cars and vans.

CNH Industrial is also a member of the Committee for European Construction Equipment (CECE) and of the European Agricultural Machinery Association (CEMA), trade associations for construction equipment and agricultural machinery manufacturers, respectively. Throughout 2021, the Company collaborated with the associations' committees and project teams to bring forward EU legislation on the safety and environmental aspects of off-road machinery. Following the European Green Deal plan presented by the European Commission, CNH Industrial contributed to further discussions within CECE's and CEMA's High-Level Groups on CO2 concerning ways to reduce GHG emissions and decarbonize both the agriculture and construction sectors in Europe.

CNH Industrial is also a board member of the European Association of Internal Combustion Engine Manufacturers (EUROMOT). In 2021, particularly through its brand FPT Industrial, the Company contributed to the association's activities centered on Non-Road Mobile Machinery (NRMM) exhaust emissions, proposing the creation of a new working group within the association focused on alternative powertrains and advanced energy resources. The aim was to further promote alternative and more sustainable powertrain solutions within non-road sectors as well (such as marine applications or mobile equipment) considering the EU's most recent sustainability and climate goals. The Company holds a seat on the board of the Natural & biogas Vehicle Association (NGVA Europe), which advocates and fosters the use of natural gas and biomethane for transport in Europe. In 2021, in collaboration with several other national associations for natural gas, IVECO and FPT Industrial promoted debate in Europe on natural gas strategy (considering the EU's targets for 2030 and beyond) and its advancement in Europe, in line with EU legislation on the development of natural gas infrastructures.

CNH Industrial is member of the board of Hydrogen Europe, representing the hydrogen and fuel cell industry, national associations, and research centers in Europe, and of the Hydrogen Council, a global initiative among leading energy, transport, and industry enterprises that focuses on the contribution and potential of hydrogen in the transport sector while contributing to policymaking and the ongoing debate, working towards the future commercialization of fuel cell vehicles. In this regard, the Company also participates in the European Clean Hydrogen Alliance, an initiative by the European Commission and Hydrogen Europe that brings investors together with governmental, institutional, and industrial partners, aimed at steering and coordinating the ambitious plan to deploy hydrogen technologies by 2030, and at rapidly upscaling clean hydrogen production and use in Europe.

New Holland Agriculture was one of the main stakeholders at the event Seeding the Future of Sustainable Farming: Advanced Farm Machines & Solutions to Deliver on the European Green Deal, a summit organized by the European Agricultural Machinery Association (CEMA) in Brussels (Belgium). The focus was on how digital farming tools, modern farm machines, and farm data management systems will drive the European agriculture sector in taking on the double challenge of producing sufficient quality food and safeguarding biodiversity.

The importance of sustainable planning to the Company lies not only in time and cost efficiencies, but also in emissions reduction, resource use, packaging management, and, not least, in their indirect impact on human health and traffic congestion. To coordinate its efforts effectively towards improvements in this area, CNH Industrial published its Green Logistics Principles, available on the Company's website; intended to coordinate the Company's initiatives on promoting sustainable behaviors, they help both corporate functions and suppliers effectively monitor their performance and meet improvement targets.

In North America, the Agriculture and Construction segments continued to engage their logistics partners in the SmartWay transport program. Launched in 2003, the program is sponsored by the Environmental Protection Agency (EPA) to improve efficiency, reduce greenhouse gas, and air pollutant emissions along the transport chain. SmartWay provides its partners with a set of EPA-tested tools that help make informed transportation choices, measure, and report CO2 emissions, and improve supply chain efficiency and environmental performance.

More information can be found on our 2021 Sustainability Report

43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Several CNH Industrial plants continued to implement initiatives to reduce packaging waste, according to the 5 Rs11 of waste management (in particular, the Reuse principle). Improvement measures involved several plants, including New Holland (USA), Annonay (France), Zedelgem (Belgium), Córdoba (Argentina), and Curitiba, Piracicaba, and Sorocaba (Brazil), reducing overall packaging waste by more than 1,000 tons and saving approximately \$650,000. As per existing guidelines on packaging-waste compactors, aimed at mitigating the environmental impact and management costs associated with waste, CNH Industrial plants continued to reduce the volume of stored waste, thus requiring less frequent collection and disposal services by third-party providers. For example, the plant in Rorthais (France) installed a cardboard compactor, saving over \$9,200. New Holland Agriculture was one of the main stakeholders at the event Seeding the Future of Sustainable Farming: Advanced Farm Machines & Solutions to Deliver on the European Green Deal, a summit organized by the European Agricultural Machinery Association (CEMA) in Brussels (Belgium). The focus was on how digital farming tools, modern farm machines, and farm data management systems will drive the European agriculture sector to take on the double challenge of producing sufficient quality food and safeguarding biodiversity. See all the green initiatives stated on #43. We continue to support conservation efforts with third parties.
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	CNH Industrial is proud to partner with Small Business, Veteran Owned, Women or Minority Owned, Native American Owned and other Disadvantaged Business Enterprises. Monroe Tractor 1001 Lehigh Station Road, Henrietta, NY 14667 – WBE Certified noted on website www.monroetractor.com Yukon Equipment in AK is Native Owned. It was established under the Alaska Native Claims Settlement Act of 1971. https://yukoneq.com/about-us/
45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	We are dedicated to our Clean Energy Leader® strategy, launched in 2006, which promotes the use of renewable fuels, systems to reduce emissions, technological tools, and sustainable agricultural practices. We recognize today as a global leader in powerful, reliable, and highly efficient equipment that helps our members meet the challenges of modern-day tasks. We have numerous models in several product lines which speak to understanding member needs and proving them with the correct solution. This is accomplished by our strong dealer network and our field teams working together to help our members define their needs. Our dealers are measured on technical, financial and sales performance levels and maintain certifications to back up these performance levels. Our focus is to align with what our members' needs are while controlling costs. We also have our unique demo/rental program available to members under this proposal. A member can use the product in advance and receive additional discounts if they choose to purchase the equipment. This allows the member to make sure they are getting the right product for the job. New Holland Construction partnership with Government Solutions Team (GST) will continue to have an impact on the members through the education and speaking opportunities they are afforded during our meetings and events as well as during events taking place at all levels throughout North America which they are invited to attend. Their vast array of knowledge and experience working with members in this sector compliments our team in the field with getting the Sourcewell contract utilized and talked about. Their ability to speak to the members as a third party has been of great value in successfully helping members understand how to utilize the contract.

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *
46	Do your warranties cover all products, parts, and labor?	New Holland Construction and Case Construction covers all products, parts and labor. This is defined in our Warranty and Limitation of Liability agreements for both brands. For Case Construction this is defined in the Dealer Operating guide.

47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Both New Holland Construction and Case Construction have items that are not covered such as: • Repairs arising from storage deterioration, failure to maintain the equipment, negligence, alteration, improper use of the equipment, collision or other accident, vandalism, or other casualty, or operation beyond rated capacity or specification. • Repairs arising from abuse or neglect, including but not limited to: operation without adequate coolant or lubricants, adjustments to the fuel system outside equipment specifications, over-speeding, improper storage, starting, warm-up, or shutdown practices, incorrect fuel or contaminated fuel, oil or other fluids. • Normal maintenance services, such as engine tune-ups, engine fuel system cleaning, checks, adjustments, shimming, etc. • Replacement of non-defective wear items expected to be replaced during the warranty period, including but not limited to light bulbs, spark plugs, brake or clutch linings, slip clutches, belts, chains, knives, bucket cutting edges and teeth, crawler track pads and track components, crop processing and cutting components, external drive sprockets and chains, soil engaging tools and accessories. For other items please see the Warranty and Limitation of Liability agreements for both brands.
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Case Construction does reimburse on some Heavy Construction products.
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	Both New Holland Construction and Case Construction dealer network provide technicians for repair and the network covers the entire of North America.
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	We will cover certain items made by other manufacturers. Certain items are covered by some OEM's such as engines manufactured by Deutz, Kubota, Yanmar, etc. We do not cover warranty for items made by other manufacturers. Coverage detail is provide in the Warranty and Limitation of Liability agreement form which the customer signs at the time of delivery.
51	What are your proposed exchange and return programs and policies?	CNH Industrial's responsibilities include, but are not limited to: - Deliver a unit that is free of defects in material and workmanship - Reimburse for costs for repairs that are the result of defects in material and workmanship - Provide warranty payment to dealers per policy in a timely manner - Provide service information to dealers via the Technical Help Desk - Identify product deficiencies and corrective action by Product Improvement Programs - Make determinations of premature wear - Provide operators manuals If for some reason defects/failures arise, CNH Industrial will take corrective action under the warranty policy. Returns/Exchanges are not allowed.
52	Describe any service contract options for the items included in your proposal.	We do provide services under ProCare Program for Heavy Construction equipment; where a customer receives Extended Warranty coverage, and it includes planned maintenance for 3 years & SiteWatch subscriptions.

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
53	Describe your payment terms and accepted payment methods.	Payment terms are Net 30, after receipt of invoice. Acceptable payment methods would be at the local dealer's discretion, but most would accept cash, ACH, Check and P-Card.	*
54	Describe any leasing or financing options available for use by educational or governmental entities.	Financing options and leasing solutions are available from CNH Industrial Capital America LLC. Sourcewell members should contact the local CNH brand construction equipment dealer to see what options are available.	*
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	CNH Industrial will administer a matrix that will be published on our Dealer Portal and/or sent to our dealers notifying them of the contract period, products awarded, and discounts off list price so they can quote equipment to members. The sample matrix will be uploaded for your reference. We provide the dealers with a matrix which provides the Sourcewell member with the product, discount off list and pricing available to them.	*
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Acceptance would be at the local dealer's discretion.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	We are offering discounts off the product category. The total purchase price will include a discount off the list with freight, setup, surcharge, and any other extra costs associated with the final sale on separate line items. CNH Industrial Discounts off List price: Skid Steer Loaders 35% Compact Track Loaders 32% New Holland Tractor Loader Backhoe 35% Case CE Tractor Loader Backhoe 37% Tractor Loader 32% Compact Wheel Loader 32% Crawler Excavator 32% Rough Terrain Forklifts 32% Compact Dozer Loader 32% Crawler Dozer 37% Heavy Wheel Loader 37% Heavy Excavator 32% Motor Grader 32% Compaction 32%	*
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	CNH Industrial discounts are off list price ranging from 32% to 37%.	*

59	Describe any quantity or volume discounts or rebate programs that you offer.	CNH Industrial does not offer any additional discounts currently. Our local dealers are authorized at their discretion to provide additional discounts.	*
60	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request.	The proposed pricing for sourced equipment or services will be "open market." CNH Industrial will provide a quote for each request. Dealers may provide additional discounts at their discretion on the unit in question.	*
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Additional cost that maybe associated with each transaction that dealers may include: -Set-up/pre delivery inspection -Surcharges if applicable -additional manuals -freight -training	*
62	If freight, delivery, or shipping is an additional cost to the Sourcwell participating entity, describe in detail the complete freight, shipping, and delivery program.	Freight, both from manufacturing facilities, distribution points, or transfers from other dealers' inventory will be added as a separate line item. This cost is FOB, but CNH Industrial often subsidizes it to remain competitive in the marketplace.	*
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Shipping and delivery expenses calculation method will be used for offshore delivery as well as Alaska, Hawaii, and Canada.	*
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	We do offer the option for equipment to be coded "will call." This allows the customer to pick up the equipment from the manufacturing/distribution points. This can lower the cost of the transaction.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcwell. This process includes ensuring that Sourcwell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcwell. Provide sufficient detail to support your ability to report quarterly sales to Sourcwell as described in the Contract template.	Our dealers are required to upload documents when they purchase equipment. They will upload the customer's purchase order, dealer's invoice to customer, and authorization letter. Each month Government Sales Manager audits the Sourcwell documents and verifies membership, pricing, discount, etc. Each quarter a report is generated on all Sourcwell sales and sent to the buyer.	*
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Market Share is important to our business. Each month we run reports from AEM to understand our position in the marketplace. This report includes total government sales, and from the percentage of government sales going into Sourcwell is determined. Our goal is to continue to grow this matrix in the percentage of government sales to increase Sourcwell sales. We also are looking at our year over year and quarter-over-quarter results in sales volume dollars. This will show us if we are on target for growth vs that of last year's quarter.	*
68	Identify a proposed administrative fee that you will pay to Sourcwell for facilitating, managing, and promoting the Sourcwell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	CNH Industrial agrees to continue to pay Sourcwell a 0.75% contract fee. Our contract has continued to grow, which results in profit for all parties involved.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *
69	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	New Holland Construction Equipment: MEET YOUR CHALLENGES HEAD-ON New Holland's ongoing commitment to making the most dependable and innovative construction equipment brings you the 300 Series skid steer loaders. They provide enhanced productivity, comfort and ease, while still delivering outstanding lift and breakout force and rock-solid stability. Customize your machine for your specific demands with a wide array of versatile attachments and options. The patented Super Boom® vertical lift linkage delivers maximum reach at maximum height to allow you to place loads precisely in the center of high-sided truck boxes or hoppers. New Holland Tier 4 Final engines deliver powerful performance, use less fuel and are easy to maintain to decrease your operating costs. The reliable hydraulic system delivers fast cycle times. In-line hydraulic pumps produce less noise and provide extra-smooth operation. Add the optional high-flow hydraulics to run attachments hour after hour. The 300 Series dual-range transmission provides travel speeds of more than 11 mph to save time on and between job sites. It is standard on the L320, L321, L328, and L334. New Holland's long wheelbase gives you stability and smooth riding comfort. A new available creep mode (EH models only) gives you greater control for slow-speed operations like trenching. New Holland's 300 Series loaders make your workday more productive and comfortable with a compact track loader from New Holland. These 60 to 114 gross HP loaders are tough models that deliver incomparable performance and craftsmanship. Whether you are a farmer, contractor, or landscaper, the 300 Series loaders are built to support you and your operation. They hold fast to steep slopes and move easily through muddy or sandy terrain to complete jobs quickly and efficiently. New Holland's D Series loader backhoes represent a huge step forward in operator comfort and productivity while delivering Tier 4 Final emission compliance without compromise. A new cab design featuring 10% more space, new rear side windows, vastly improved clearance when turning the seat for backhoe operation, and hugely improved in-cab storage capacity guarantees an enhanced operator experience and increased operator productivity. Many customers need a loader that offers the versatility to do a lot more than just move bulk material, including grading and leveling as well as grabbing heavy items like tree trunks and concrete pillars. They also need a tractor unit offering the traction and power to push materials into place or out of the way. With a 4-in-1 bucket, a D Series loader backhoe delivers exceptional performance with just a single attachment. Choose a 6-in-1 bucket and you have the option to flip down adjustable pallet forks for handling palletized loads without a dedicated vehicle. The backhoe can be equipped with a wide choice of buckets to match excavation, water-course clearance, trenching and other demands. You can also fit post hole diggers, hydraulically extendable dipper and countless other tools. The long, nearly 23-ft. reach of both the standard and telescopic dipper allows digging depth comparable to many conventional dedicated excavators. Add the new updated cab featuring a new heated seat and up to ten LED lights and exterior side lights on the cab roof, and there are no performance compromises with a New Holland D Series loader backhoe. CLASS-LEADING POWER AT BUCKET AND HITCH The U80D tractor loader from New Holland delivers 74 gross horsepower of clean power with its Tier 4 Final certified engine. You get responsive power at both bucket and hitch, so the U80D pays its way by loading, stacking, scraping and leveling. Add the Glide Ride option, and the boom cylinders become the equivalent of giant shock absorbers to stabilize the load while traveling. The curved-arm loader linkage provided on the U80D tractor loader provides hydraulic bucket leveling for less spillback, as well as excellent reach at maximum dump height for truck loading. The unique reverse-mounted loader arm cylinders give you maximum bucket breakout force and superior dump speed on the bucket. Rugged Class II three-point hitch with controllable down pressure provides excellent scraping and leveling performance. The synchromesh transmission with power shuttle gives you smooth control and easy forward-reverse shuttling. New Holland compact wheel loaders do more than load. With dependable engine and hydraulic power and a choice of buckets and attachments, you can easily scrape, grade, haul and more. Z-Bar linkage design provides maximum breakout force, digging and lifting power for high-production load-and-carry applications. For applications where self-leveling is needed, like forklift work, consider the W50C TC Tool Carrier model. A stable compact design allows you to work and maneuver easily in restricted spaces. A lower machine height and lower center of gravity increases the stability of New Holland compact wheel loaders so you can lift and move larger loads, travel smoothly and quickly, and operate with more confidence.

You can work next to buildings, foundations, and roads with greater confidence in a New Holland Construction C Series compact excavators. They combine power, performance, and versatility to make the very most of every minute of your day. C Series excavators deliver big digging and grading performance with SAE bucket breakout forces up to 8,490 lbf and dig depth up to 12.5 feet. Their compact design and zero/short tail swing mean you can dig, fill, and grade in the most confined, congested areas. You can offset the excavator boom left or right within the operating range to match the situation. The C Series also offers more ground clearance and excellent dozer blade lift height for maneuvering and working in tough conditions. With seven models from 1.7 to 6 tons, there is nothing small about the performance of New Holland compact excavators. All models offer an increase in horsepower compared to previous models, powered by quiet, fuel-efficient Tier 4 Final engines up to 66.9 horsepower. Ease and comfort equate with operator productivity, so the wide C Series cab is designed for spaciousness, all-around visibility, comfortable seating, and smooth control. New Holland's Auto Shift traveling system automatically downshifts when load increases to enhance travel torque on slopes and in difficult conditions, then shifts back up to secure a faster travel speed after the load decreases. The Auto Idle system activates when you are not using the operating levers to improve fuel efficiency.

Case Construction Equipment:

The CASE B Series skid steers build on more than 50 years of engineering and field experience to provide the most intuitive operator experience and comfortable working environment ever built into a CASE skid steer — including an eight-inch LCD multi-function display and simple electro-hydraulic controls. The design simplifies operation and puts more power and control into the hands of the operator. Match that with productivity-enhancing horsepower and torque, powerful auxiliary hydraulics, and industry-leading visibility — and CASE B Series skid steers allow you to get more done every day.

The CASE skid steer lineup features the sizes, lift patterns, power, and emissions solutions to match any application. Five radial-lift and three vertical-lift skid steers across numerous horsepower and size classes ensure that you will find the right solution for your operation. CASE B Series skid steers also provide operators with the most feature-rich operator experience ever found in a CASE skid steer, including electro-hydraulic controls, "Creep Speed" functionality, an automotive-style information display with improved fault codes and troubleshooting, as well as Economy Modes with engine protection. The eight-inch LCD multi-function display serves as the command center for the machine and includes the industry's only backup camera visible in a split screen display with machine data.

The CASE B Series compact track loaders offer a completely re-imagined operator interface and environment to simplify operation and put more power and control into the hands of the operator — including an 8-inch LCD multi-function display and simple electro-hydraulic controls. Match that with industry-leading visibility, productivity-enhancing horsepower and torque, extreme attachment versatility, and lift geometries and size classes to meet every demand — and CASE B Series compact track loaders have the strength and performance to handle your toughest jobs. Jobsite productivity and awareness are driven by industry-leading visibility — further improved with the backup camera and a cab-wide rearview mirror. Operators have the industry's best perspective of the job through large front and side windows, a low entry threshold for greater visibility down to the bucket, a low sloping rear hood and 360-degree lighting.

CASE backhoe loaders — extra power when you want it, precise control where you need it and a sophisticated-yet-simple machine that needs less from you to get more done, more quickly. When your backhoe legacy dates to the world's first fully integrated production backhoe loader, you know they are expected to do everything. So, you engineer them to be stronger and more responsive, loading, or digging. That is the Tier 4 Final N Series backhoe. Give your backhoe a shot in the arm. At the push of a button, Power Boost provides a temporary surge of power — up to 8% more breakout — without decreasing RPMs (Revolutions Per Minute) so you can quickly muscle through obstacles and tough or frozen ground. (Not available on 580N EP or 580N backhoes).

The CASE 570N EP tractor loader combines unbeatable lifting strength, ground speeds as fast as 24mph, and user-friendly features to provide contractors with a skip loader that is impressively cost effective, and incredibly easy to own and operate. It is available with a rear 540-RPM PTO (Power Take Off) or 3-point hitch, as well as a hydraulic front quick coupler for optimal versatility. The CASE 570N EP tractor loader has a full height lifting capacity of 6,503 LB., giving you more than three tons of lifting strength to move, load and stock more piles, pallets, and material. Loader arms have heavy-duty in-line parallel linkage with a solid thru-pin design, dual bucket cylinders and a standard material retention feature to evenly transfer bucket stress up and through full dump. It all works together to provide faster cycles with less spillage.

The enhanced CASE G Series wheel loaders simplify operation through a touchscreen display and give operators even greater control with adjustable electro-hydraulic controls, optimized power modes and programmable configurable buttons near the joystick. These buttons put your most common settings and functions mere inches away from the joystick, further simplifying operation. All while delivering — and improving — the power, productivity, and efficiency you already expect from CASE G Series wheel loaders. Extreme fuel efficiency, lower engine operating temperatures and a no DPF/no regen emissions solution are matched with features designed to shorten cycle times, increase uptime, and make you even more efficient. An optional, factory-integrated payload system drives greater accuracy and loading efficiency in operations from quarries and job sites to feedlots and supply yards — and makes the investment/deployment in a payload system entirely turnkey (no separate financing/installation/etc.).

C Series motor graders expand the CASE lineup with well-equipped models ideally suited for small-to-mid-size grading operations for municipalities, road maintenance and general construction. Their SCR-only Tier 4 Final engine solution delivers fuel-saving performance with minimal cost or maintenance from the operator and with the product assurance of ProCare, ownership and upkeep has never been easier. Models come standard with the productivity-boosting features operators want and are available as standard drive or AWD, and as machine control-ready for integrating into precision fleets. C Series graders deliver smooth, automatic shifting thanks to an Ergopower transmission and torque converter. And with the hydraulic differential lock and automatic power splitting, torque is instantly transferred from a slipping tire to one with more traction, providing constant traction without throttle adjustment necessary.

The CASE H Series rough terrain forklifts get it done smoother, easier, and faster. With fast lifting speeds, roading speeds of up to 24 mph (38.6 km/h), lifting capacities of up to 8,000 lbs. and a slew of unique features that keep loads level and forklift operators comfortable, these high-performance, Tier 4 Final forklifts truly do raise the bar. Rough terrain forklifts are designed for two things: lifting and moving loads. We have engineered the H Series forklifts to be the best at both. With lifting speeds of 107 feet per minute and roading speeds of 24 mph, you will be able to raise, haul and place quicker to finish the job faster.

The all-new E Series excavators build on that legacy with seven new models - including two new class sizes - designed from the ground up to revolutionize the operator experience through laser focus on the things operators care about most: reliability, cab comfort and performance. We give you a full line-up of solutions for every size and type of jobsite, whether you are trenching in open fields or working a single lane on the highway. And the growing list of OEM-fit machine control technologies available throughout the new E Series lineup shows our commitment to always delivering improved performance, precision, and profitability.

The CASE M Series dozers are among the most powerful and efficient — and now even more precise with factory-fit machine control. This makes it easier than ever to get into machine control and to experience its benefits: increased productivity, improved performance, and reduced wear-and-tear on your dozer fleet. Match that with industry leading power, extreme visibility to the work area, an intuitive operator interface/experience, and the full support of CASE and its dealer network — and CASE M Series Dozers will drive your success from heavy bulldozer work to fine grading. It is all about the drawbar pull — and the tractive effort and related pushing power it creates. CASE M Series dozers provide best-in-class drawbar pull (varies by model), and a powerful and robust undercarriage with a variety of track and extended life options to meet your pushing needs.

CASE Minotaur™ DL550 — an all-new, industry-first equipment category: the compact dozer loader. The integrated C-frame delivers true dozer performance and the agility and finesse of a loader. CASE Universal Machine Control allows you to use the precision construction technology you prefer*. It is compatible with hundreds of attachments, and the addition of an industry-exclusive fully integrated ripper makes this machine one-of-a-kind. It has the strength, attitude, and intelligence to stake a claim as the industry's most versatile and powerful compact machine.

Minotaur demonstrates CASE's commitment to delivering real-world innovation rooted in customer need. With 29 patents**, more than 10,000 field test hours, multiple customer clinics, countless operator evaluations, product refinements and even more evaluations after that — we've put this machine to the test to deliver you the highest standard in quality. Built mean for tough conditions and smart for precision grading, you can take it all on with confidence. Transform your operation with CASE Construction Equipment.

*Machine control solution of your choice sold separately

**21 patents granted, 8 pending

		No two compaction jobs are the same. All three series of CASE vibratory rollers — double drum, single drum, and pneumatic tire — provide operators with the right combination of brute compaction force and precise control for all materials, lift profiles and jobsites. Double drum. Combi. Compact. Large Frame. CASE offers compaction solutions for every asphalt job, from driveways and bike paths to highways and commercial parking lots. Industry-leading climbing up to 67 percent grade matches with a design for powerful compaction while remaining versatile, easy to transport and fuel efficient. The PT240D provides the flexibility for both sub-base and asphalt compaction in large-scale paving projects, improving compaction quality and completing the work in fewer passes — all in a Tier 4 Final machine.
70	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	There are various subcategories of solutions that may describe our equipment these include earth moving equipment, agriculture, residential construction, utilities, quarry and aggregates, roads and bridges, landscaping, waste and scraping, non-residential construction, and snow removal. CNH INDUSTRIAL supports your municipality by optimizing equipment for productivity. That also means we are constantly striving to design machines that are simple to own. Our customers provide input to help guide machine enhancements, to improve serviceability, visibility, stability, power, ease of operation and transport, extended time between refueling, noise reduction and cold-weather starting – just to name a few. And when you buy equipment from CNH INDUSTRIAL our relationship does not stop at the transaction. CNH INDUSTRIAL dealer network is on-hand to help you build the right equipment for your jobsite, and after you buy, for advice on daily checks, operator environment configuration and help with planned maintenance.

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments
71	Wheeled, tracked, and backhoe loaders	☒ Yes ☐ No	Case construction provides (7) different TLB models ranging from 74 (HP) horsepower to 110 (HP)
72	Motor Graders	☒ Yes ☐ No	Case Construction offers two classes of Motor Graders, the 836C (137 HP) and the 856C (173 HP).
73	Wheeled and tracked excavators	☒ Yes ☐ No	Case construction offers seven different models of compact excavators, two types of midi excavators and sixteen diverse types of heavy excavators (full-size excavators).
74	Bulldozers, compactors, scrapers, articulated and rigid haulers	☒ Yes ☐ No	CNH INDUSTRIAL (Case New Holland Industrial) offers (6) Bulldozers ranging from 68 to 214 horsepower
75	Cranes	☐ Yes ☒ No	
76	Accessories or attachments for the offering in #71-75 above	☒ Yes ☐ No	CNH INDUSTRIAL (Case New Holland Industrial) provides hundreds of attachments specifically designed to meet your equipment needs. We will include brochures highlighting the vast array of attachments we provide that range from snow-pushers, augers, bale handlers, buckets, brooms, and much more.
77	Technology or services for the offering in #71-75 above	☒ Yes ☐ No	CASE ProCare is the most comprehensive and standard-from-the-factory heavy machine support program in the industry. It comes with a 3-year/3000-hr full machine factory warranty, 3-year/2000-hr planned maintenance and 3-year Advanced SiteWatch subscription. With CASE ProCare, you receive complete factory-provided coverage on select new heavy machine orders.

Table 14C: Required Offering of Equipment

Indicate below if the proposer's proposal includes at least one (1) of the following listed types or classes of equipment. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered	Comments
78	Wheel loader with published net horsepower (HP) of at least 300 HP	☒ Yes ☐ No	CASE Construction offers two Wheel Loader's with published net horsepower (HP) of at least 300 HP.
79	Wheeled or tracked excavator with a published net horsepower (HP) of at least 150 HP	☒ Yes ☐ No	Case Construction provides (10) full-sized excavators with a published net horsepower (HP) of at least 150 HP.
80	Motor Grader with a published maximum operating weight of at least 30,000 lbs.	☒ Yes ☐ No	Case construction has (1) Motor Grader with a published maximum operating weight of at least 30,000 lbs.
81	Rough terrain, all terrain, crawler, floating, lattice, or telescopic crane with a published maximum lifting capacity of at least 300 tons and a published maximum boom length of at least 150 feet	☐ Yes ☒ No	CNH INDUSTRIAL (Case New Holland Industrial) does not have Cranes in its current offering.

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcwell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcwell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcwell.
3. Sourcwell may reject any response where any document(s) cannot be opened and viewed by Sourcwell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
 - [Pricing](#) - CNHI Price pages.zip - Friday January 13, 2023 07:29:27
 - [Financial Strength and Stability](#) - CNHI Annual report & Sustainability report.zip - Friday January 13, 2023 07:37:31
 - [Marketing Plan/Samples](#) - Buyers Guide back page.docx - Friday January 13, 2023 07:21:33
 - WMBE/MBE/SBE or Related Certificates (optional)
 - [Warranty Information](#) - CNHI Warranty.zip - Friday January 13, 2023 07:32:04
 - [Standard Transaction Document Samples](#) - NH CE and Case CE matrix.zip - Thursday January 12, 2023 14:43:50
 - [Upload Additional Document](#) - CNHI awards, certificates & licenses & Brochures.zip - Friday January 13, 2023 09:54:58

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Amy Swett, Government & Fleet Sales Account Manager, CNH Industrial America LLC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

☒ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_5_Heavy_Construction_Equipment_RFP_011723 Tue January 10 2023 08:47 AM	☒	1
Addendum_4_Heavy_Construction_Equipment_RFP_011723 Fri January 6 2023 09:51 AM	☒	2
Addendum_3_Heavy_Construction_Equipment_RFP_011723 Thu December 29 2022 12:33 PM	☒	2
Addendum_2_Heavy_Construction_Equipment_RFP_011723 Wed December 21 2022 01:49 PM	☒	1
Addendum_1_Heavy_Construction_Equipment_RFP 011723 Thu December 15 2022 09:27 AM	☒	1

Resolution No. 25-076

Introduced in Council:

August 4, 2025

Adopted by Council:

Introduced by:

Joseph Jenkins

Referred to:

Finance

Resolution No. 25-076 – Authorizing the Mayor or City Manager to enter into a contract with Electronic Specialty Company in the approximate amount of \$264,049.89, as itemized in the attached exhibits, for the purchase, installation, and training of new audio-visual and conferencing equipment for the City Hall AV Room and for City Council Chambers, pursuant to a competitive RFP selection process.

Be it Resolved by the Council of the City of Charleston, West Virginia:

That the Mayor or City Manager is authorized to enter into a contract with Electronic Specialty Company in the approximate amount of \$264,049.89, as itemized in the attached exhibits, for the purchase, installation, and training of new audio-visual and conferencing equipment for the City Hall AV Room and for City Council Chambers, pursuant to a competitive RFP selection process.



CITY OF CHARLESTON
RECOMMENDATION TO AWARD

DATE: July 25, 2025

SUBJECT: Recommendation for Award via Request for Proposal

Solicitation Number: 2025-12 Audio Video Conferencing System

Electronic Specialty Company - \$264,049.89 (Score 149/150)

Award Recommendation: Check the appropriate box below.

☐ **Lowest Bid:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to _____ in the amount of _____.

☐ **Multiple Award:** By signing below, the Department certifies that bids have been properly evaluated and recommends award to multiple bidders meeting the required specifications. Those bidders receiving an award are identified as follows: _____.

☒ **REQUEST FOR PROPOSAL:** By signing below, the Department certifies that proposals have been properly evaluated and scored. The Department recommends award to **Electronic Specialty Company** as the highest scoring vendor with a total score of 149 out 150.

Bidding Vendors not awarded:

Netranom - \$380,799.00 (Score 139/150)

Respectfully,


Signature

7/25/25
Date

Adam Cottrell
Printed Name and Title



1325 DUNBAR AVENUE • P.O. BOX 4 • DUNBAR, WV 25064
 PHONE 304-766-6277 • 800-642-5500 • FAX 304-766-6270

CHARLESTON CITY COUNCIL
COST PROPOSAL
 C/O BILLIE HANDCOCK
 501 Virginia Street E
 Charleston, WV 25301

DATE: June 13, 2025 (*Our 78th Year*)

PROPOSAL NUMBER: GOV 25-06-13-MW1

REFERENCE: Chamber, 3rd Floor AV Room

WE ARE PLEASED TO SUBMIT OUR PROPOSAL FOR THE ABOVE PROJECT.

CHARLESTON CITY COUNCIL CHAMBERS

Equipment.....\$183,892.75
 Technical services.....\$14,146.13
 Project expenses.....\$3,213.55
 System 3-year service warranty.....\$2,050.00
 ROOM COST TOTAL.....\$203,302.43

CHARLESTON CITY COUNCIL 3RD FLOOR AV ROOM

Equipment.....\$47,651.54
 Technical services.....\$8,970.93
 Project expenses.....\$2,074.99
 System 3-year service warranty.....\$2,050.00

ROOM COST TOTAL.....\$60,747.46

SYSTEMS TOTAL.....\$264,049.89 add tax as applicable

Approved By _____ Date _____ PO# _____

Exclusions;

- The City of Charleston to provide
 - 120V power services.
 - Removal of the whiteboard and Casework.
 - Replacement of the material and finishing at the new Touch Display location.
 - IT Infrastructure independent of the AV System Network.

Contact information.

Electronic Specialty Company
 PO Box 400, 1325 Dunbar Ave
 Dunbar, WV 25064
 Mark Wood, - Office 304-766-6277 - Cell 304-549-0123 - Markw@electronicspecialty.com

Proposed Scope of Work included in this project:

Phase 1 - System Preparation Services;

1	Lot Offsite Technical Services	Offsite Technical Services to; Following the project award; • Order equipment to ESCOM-insured warehouse so the project schedule can be met. • Perform needs assessment to review and approve system configuration and operation per the schedule approved in advance City of Charleston. • Document approved needs assessment decisions.
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Phase 2- Mechanical Installation

1	Lot Onsite Technical Services	ESCOM Onsite Technical Service for Mechanical Installation ; Following the project award and per the project schedule; • Remove old equipment and turn over to the City of Charleston • Pull Cable and Terminations of cables • Installation of new equipment at the owner's approved locations. • Testing and commissioning of the systems
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Phase 3 – Testing and Certification;

1	Lot Onsite Technical Services	Onsite Technical Service for Testing ; • ESCOM to test 100% of the equipment included in the project and certify proper operation.
1	Lot Onsite Training	Onsite Technical Service for City of Charleston. • Following project completion, operational training will be provided per scheduled approved in advance. • Training shall be based on approved system operation provided during needs Assessment.

Thank you for this opportunity to be involved.

Please give me a call when you are ready to review this information in more detail.

Since 1947, Electronic Specialty Company has provided quality local service for life safety & critical communication systems
ELECTRONIC SPECIALTY COMPANY HAS A "SUBSTANCE DETECTION" POLICY AND A "DRUG FREE" WORKPLACE IN EFFECT.

DELIVERY: Equipment estimated @ 8 weeks

Your Consideration will be very much appreciated.

FOB: Project Site

ELECTRONIC SPECIALTY COMPANY

TERMS: _____ **Authorized by:** Mark Wood
 Mark Wood, AV Manager



***Electronic Specialty Company References for:
2025-12 Audio Video Conferencing Solution***

- 1. City of Charleston Council Chambers**
Delegate Sound System and Voting (installed in 1994 and currently scheduled for upgrade/replacement)
Billie Hancock 304-348-8000
bids@cityofcharleston.org
- 2. Kanawha County Public Library**
249 paging/conferencing speakers with QSC QSYS Digital Signal Processor Control
Teddy Claypool, IT Manager 304-343-4646 ext. 1212
Teddy.Claypool@kcpls.org
- 3. WV House of Delegates**
WV House of Delegates Chamber Biamp Tesira control/sound/video systems (control 120 microphones)
WV House committee rooms sound, video and control systems. (Tied into voting system)
Jeff Billings, Chief of Staff 304-340-3224
Jeff.billings@wvhouse.gov
- 4. WV Senate**
Lee Cassis, Clerk of Senate 304-357-7508
Chamber Sound and control system & Multiple Committee rooms Sound control systems (Tied into voting system)
Lee.cassis@wvsenate.gov
- 5. University of Charleston Main Campus**
Scott Terry 304-357-4800
Video Wall Systems, Video Conferencing, Pro Sound System, Ball Field Sound Systems, Lighting, Production Video Camera System and control
scotterry@uswv.edu
- 6. University of Charleston Downtown Innovation Hub – Capitol Street**
Scott Terry 304-357-4800
Video Conferencing, Pro Sound System, Video Projection and control
scotterry@uswv.edu

7. Charleston Convention Center and Colesium

Victor Hodges 304-345-1500

Providing audio visual support for this facility since it was first constructed. Currently supporting;

- Video Projection
- Classroom Audio/ Visual systems with conferencing (approx. 6 classrooms)
- Large Room Audio Distribution capable of being separated or combined into multiple zones
- Integrated IP based, facility-wide Audio and Video distribution from any source to any combination of locations (128 channel video switcher)

victor.hodges@cityofcharleston.org

8. Capital Conference Center

David Anderson 304-344-1623

Video Conferencing, Pro Sound System, Video Projection and control

9. City of Charleston Professional Base Ball Field - Dirty Birds

Ben Blum 304-344-2287

Pro Sound System, suites, concession and control

BBlum@dirtybirdsbaseball.com

10. WV Travel Plaza's (Beckley and Bluefield locations completed)

Travis Aery 304-932-6454 Tarey@paramountwv.com

Jamison Conn 304-550-8285 JConn@paramountwv.com

Pro Sound System, video walls and control

11. City of Oakhill

Council Chamber

Video Conferencing system with multi-lobe ceiling microphone and sound/ video system

Tyler Bragg, GIS 304-469-9541

GIS@oakhill.gov

12. West Virginia Water Development Authority

Public Meeting room with multiple cameras, sound system, 16-microphones and live streaming

Two video conference rooms with complete AV conferencing system

Bradley Sergent, Deputy Director

bsergent@wvwda.org

13. Many more upon request.

We have been supporting our local cities and our WV community's needs with critical communication , life safety and security needs since 1947.



PO Box 400
1325 Dunbar Ave
Dunbar, WV 25064
304-766-6277
800-642-5500
304-766-6270 fax

June 13, 2025

City of Charleston
RFP 2025-12 Audio Video
Conferencing Solution

Technical Proposal

*System Proposal by:
Electronic Specialty Company
1325 Dunbar Ave.
Dunbar, WV 25064*

Bid opening Date June 13, 2025
Bid opening time 2.00PM

City of Charleston, WV
REQUEST FOR PROPOSAL
2025-12 Audio Video Conferencing Solution



Billie Hancock
Purchasing Director
City of Charleston
P: (304) 348-8000
F: (304) 348-8157
bids@cityofcharleston.org

City of Charleston, WV
REQUEST FOR PROPOSAL
2025-12 Audio Video Conferencing Solution

SECTION 6: CONTACT AND SIGNATURE

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Mark Wood
(Address) 1325 Dunbar Avenue, Dunbar WV 25064
(Phone Number) 304.766.6277
(email address) markw@electronicspecialty.com

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State of West Virginia or City of Charleston agency that may require registration.

(Company) Electronic Specialty Company
(Signature) 
(Printed Name) Owen S. Higgins, II
(Title) President
(Date) 6-12-25
(Phone Number) 304.766.6277
(Email Address) shane@electronicspecialty.com



ADDENDUM ACKNOWLEDGEMENT FORM

SOLICITATION NO.: 2025-12 RFP Audio Video Conferencing Solution

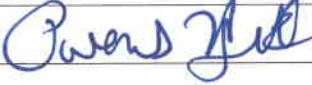
Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received: (Check the box next to each addendum received)

- | | |
|--|--|
| ☒ Addendum No. 1 | ☐ Addendum No. 6 |
| ☐ Addendum No. 2 | ☐ Addendum No. 7 |
| ☐ Addendum No. 3 | ☐ Addendum No. 8 |
| ☐ Addendum No. 4 | ☐ Addendum No. 9 |
| ☐ Addendum No. 5 | ☐ Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company Name:	Electronic Specialty Company
Authorized Signature:	
Printed Name:	Owen S. Higgins, II, President
Date:	6-12-25

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing

SOLICITATION NUMBER: 2025-12 Audio Video Conferencing Solution Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as **2025-12 Audio Video Conferencing Solution** ("Solicitation") to reflect the change(s) identified and described below.

Applicable Addendum Category:

- ☐ Modify bid opening date and time
- ☐ Modify specifications of product or service being sought
- ☐ Attachment of vendor questions and responses
- ☐ Attachment of pre-bid sign-in sheet
- ☐ Correction of error
- ☒ Other : Attach pre-bid sign-in sheet.

Description of Modification to Solicitation: Addendum 1 is issued to attach pre-bid sign-in sheet.

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.



CITY OF CHARLESTON, WEST VIRGINIA

LOCAL VENDOR AFFIDAVIT

Pursuant to § 2-480 of the Charleston City Code, a Local Vendor may qualify for a competitive advantage applied to its bid when certain conditions are met. One condition requires the vendor to submit this affidavit confirming that (1) the vendor has paid all applicable business taxes to the City or has a non-delinquent payment plan with the City, and (2) the vendor must state that it has had an active and current business & occupation tax account with the City Collector during the entire one-year period prior to the bid opening.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under the penalty of law for false swearing (W. Va. Code § 61-5-3) that (1) the vendor has paid all applicable business taxes to the City or has a non-delinquent payment plan with the City, and (2) the vendor has had an active and current business & occupation tax account with the City Collector during the entire one-year period prior to the scheduled bid opening for the procurement listed below.

WITNESS THE FOLLOWING SIGNATURE:

Vendor's Corporate Name: Electronic Specialty Company

Authorized Signature: Owen S. Higgins, II Date: 6-12-25
Owen S. Higgins, II, President
(Printed Name and Title)

State of West Virginia

County of Kanawha, to wit:

Taken, subscribed, and sworn before me this 13 day of June, 20 25.

[SEAL]  Carolyn Harper
Notary Public
My Commission expires June 3, 20 26

Name of Procurement: 2025-12 Audio Video Conferencing Solution Bid Opening Date: 6/13/25

professional fees, including, but not limited to, attorney fees, and all costs, fees or expenses of any kind whatsoever related in any way to the unsuccessful protest. By signing this document, Protestor waives the right to receive any money retained by City as set forth herein. If there are any funds remaining after City has recouped amounts as permitted herein, the remaining funds will be returned to Protestor. In the event Protestor is successful, the full amount of the certified check or bond will be returned to Protestor.

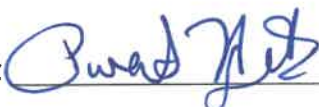
Upon receipt of a timely written protest, City shall provide notice of the protest to vendor selected as the successful bidder (hereinafter "Selected Vendor") and provide Selected Vendor with a copy of the written protest and any documents related thereto. **Selected Vendor will have two (2) business days to file a written response to the protest.** A hearing may be held within five (5) business days of the **date of receipt of the written response to the protest by Selected Vendor**; provided that, City may, in its sole discretion, set the date of the hearing beyond the five (5) day time period specified herein if deemed necessary or convenient to do so by City. If a hearing is held, both Protestor and Selected Vendor will have an opportunity to appear and present evidence and testimony in support of their positions. The hearing will be held before the City Manager or his designee. The department head of the department seeking the RFP and the City Attorney shall be in attendance.

A decision will be made by City within five (5) business days of the hearing. Upon a decision having been made, both Protestor and Selected Vendor will be notified in writing of City's decision.

In the event City's selection is reversed, City will reevaluate all proposals which were originally and timely submitted, in accordance with state and city laws and regulations. During the reevaluation, issues addressed during the protest proceedings may be considered.

Once a written protest is filed, no work will be performed by Selected Vendor until such time as City has rendered a final decision on the protest; provided that, if City, in its sole discretion, determines time is of the essence regarding receipt of the goods or completion of the services to be performed, City may permit Selected Vendor to proceed pursuant to its proposal and any Agreement with City, until/unless the protest is successful.

By submitting a proposal, each vendor agrees that the procedure outlined herein is the exclusive remedy available to challenge/protest the award of a contract to a successful bidder. The decision of the city manager is final and is not appealable. Each vendor further agrees that, in the event any qualified vendor fails to submit a written protest and certified check or bond within the time period specified, that vendor thereby forever waives its right to any further claim, action, or remedy, including, but not limited to, the right to bring an action before any administrative agency or any court of competent jurisdiction.

Vendor Signature:  Owen S. Higgins, II, President

Date: 6-12-25

Solicitation: 2025-12 Audio Video Conferencing Solution

CITY OF CHARLESTON PURCHASING AFFIDAVIT

VENDOR OWING A DEBT TO THE STATE OR POLITICAL SUBDIVISION:

West Virginia Code § 5A-3-10a provides that: No contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and the debt owed is an amount greater than one thousand dollars (\$1,000) in the aggregate.

PUBLIC IMPROVEMENT CONTRACTS & DRUG-FREE WORKPLACE ACT:

If this is a solicitation for a public improvement construction contract, the vendor, by its signature below, affirms that it has a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code**. The vendor **must** make said affirmation with its bid submission. Further, public improvement construction contracts may not be awarded to a vendor who does not have a written plan for a drug-free workplace policy in compliance with Article 1D, Chapter 21 of the **West Virginia Code** and who has not submitted that plan to the appropriate contracting authority in a timely fashion. For a vendor who is a subcontractor, compliance with Section 5, Article 1D, Chapter 21 of the **West Virginia Code** may take place before their work on the public improvement is begun.

ANTITRUST:

In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the state of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for a price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the state of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, limited liability company, partnership or person or entity submitting a bid for the same materials, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

LICENSING:

Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, the West Virginia Insurance Commission or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entities.

CONFIDENTIALITY:

The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures and rules. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in

Under penalty of law for false swearing (**West Virginia Code § 61-5-3**), it is hereby certified that the vendor affirms and acknowledges the information in this affidavit and is in compliance with the requirements as stated.

Vendor's Name: Electronic Specialty Company

Authorized Signature:  Owen S. Higgins, II, President Date: 6-25-25



CONTRACTOR LICENSE

AUTHORIZED BY THE
**West Virginia Contractor
Licensing Board**

NUMBER: WV010229

CLASSIFICATION:

ELECTRICAL
SPECIALTY
LOW VOLTAGE SYSTEMS <80 VOLTS
COMMUNICATION & SOUND

ELECTRONIC SPECIALTY COMPANY
PO BOX 400
DUNBAR, WV 25064-0400

DATE ISSUED

SEPTEMBER 26, 2024

EXPIRATION DATE

SEPTEMBER 26, 2025

Authorized Signature

Chair, West Virginia Contractor
Licensing Board



**WEST VIRGINIA
CONTRACTOR
LICENSING BOARD**

A copy of this license must be readily available for inspection by the Board on every job site where contracting work is being performed. This license number must appear in all advertisements, on all bid submissions, and on all fully executed and binding contracts. This license is non-transferable. This license is being issued under the provisions of West Virginia Code, Chapter 30, Article 42.

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/26/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff Insurance Services LLC 300 Summers Street, Suite 150 Charleston, WV 25301 304 346-0806	CONTACT NAME: Janet Poling PHONE (A/C, No, Ext): 304 346-0806 E-MAIL ADDRESS: certificatesvawv@mcgriff.com	FAX (A/C, No): 8887513002
	INSURER(S) AFFORDING COVERAGE	
INSURED Electronic Specialty Company 1325 Dunbar Ave; P O Box 400 Dunbar, WV 25064-2920	INSURER A : Hartford Fire Insurance Company	NAIC # 19682
	INSURER B : The Continental Insurance Company	35289
	INSURER C : Sentinel Insurance Company Ltd	11000
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ XCU Included ☒ Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X	X	14UUNAV5JTH	07/01/2024	07/01/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY	X	X	14UENAE9941	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$10,000	X	X	7039801534	07/01/2024	07/01/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	X	N/A	14WEAG3KSX Includes Employers 23-4-2(d)(2)(b)	07/01/2024	07/01/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liab Cyber Liability			40TE033838424 40TE033838424	07/01/2024 07/01/2024	07/01/2025 07/01/2025	\$5,000,000 Each Claim \$5,000,000 3rd Party

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Blanket Additional Insured with Waiver of Subrogation is included on the General Liability; Automobile Liability and Umbrella Liability sections of the policies as required by written contract or agreement.

Blanket Waiver of Subrogation is included with respect to Workers Compensation Coverage where required by written contract.

FOR INFORMATION PURPOSES ONLY

CERTIFICATE HOLDER

CANCELLATION

Electronic Specialty Company
1325 Dunbar Avenue
Dunbar, WV 25064

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Gregory T. Gordon

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City of Charleston, WV
REQUEST FOR PROPOSAL
2025-12 Audio Video Conferencing Solution

M	iii. Create meeting templates for quick reuse	Yes
M	iv. Create voting templates	Yes
M	h. Prepare an agenda offline	Yes
M	i. Define timers for concepts in the meeting:	Yes
M	i. Global	Yes
M	ii. Individual delegate speech	Yes
M	iii. Group	Yes
M	iv. Agenda item and details	Yes
M	iv. Enable if it is a Voting item	Yes
M	iv. Attach Documents related to item	Yes
M	v. Meeting time	Yes
M	j. Room Layout configuring capability	Yes
M	i. Configure and create room synoptic	Yes
M	ii. Visualize delegate seating, mic assignments and camera presets with council chamber image	Yes
M	52. Create and control every detail of a meeting from start to finish from any PC on the City's network	Yes
M	52. Client application to configure the room synoptic (general room summary)	Yes
M	54. Display meeting information on large screens for public viewing: title of the meeting, meeting timer, speaker list, voting results, agenda and current item, and more.	Yes
Voting Sessions		
M	55. A conference management software system used to create and control every detail of a voting item from start to finish:	Yes
M	a. Agenda/Voting Timer	Yes
M	b. Modify the voting button	Yes
P	c. Define who can participate in the voting	Yes
M	d. Define who can see the overall results	Yes
P	e. Printing the voting agenda	Yes
P	f. Enable quorum	Yes
M	g. Vote indication	Yes
M	h. Voting correction	Yes
M	i. Voting templates	Yes
M	j. Hung vote solution	Yes
P	k. Majority	Yes
P	l. Option to select multiple voting options	Yes
P	m. Define outcome message	Yes

City of Charleston, WV
REQUEST FOR PROPOSAL
2025-12 Audio Video Conferencing Solution

M	d. Interactive display showing meeting information such as voting topic, who is speaking, position in request list and voting	Yes
M	69. 3 system integrated handheld wireless microphones for guest speakers, administration, and department heads	Yes
M	70. Batteries for all wireless tabletop units:	Yes
M	a. Battery backups	Yes
M	b. Battery charging tray that fits in server rack	Yes
M	c. Hot swapping to add fully charged battery and then remove depleted battery	Yes
Meeting Reports		
M	71. The ability to export the meeting results and statistics	Yes
M	a. Voting results in graphical and tabular formats	Yes
M	b. Voting results by delegates and their vote	Yes
Generate Meeting Minutes		
M	72. Export audio recording	Yes
P	73. Create meeting minutes with transcription tool	Yes
P	74. Create timestamps of microphone activations and add other markers if needed.	Yes
Audio/Video output		
M	75. 28 Wireless Tabletop microphone units: 2 Chairman style tabletop units and 26 delegate style tabletop units	Yes
M	88. Council Conferencing System must be equipped with an equalizer software component.	Yes
M	76. Equalizer must be configured for suitable listening environment for the chamber and broadcasting to multiple devices such as, but not limited to, the streaming service device and the 3rd floor Audio/Video room monitors and speakers	Yes
M	77. Provide Audio/Video from council meetings to, but not limited to, Streaming service and 3rd Floor Audio/Video room.	Yes
M	78. Display voting results on display screens large enough for public view of voting results by council members.	Yes
P	79. Display voting results through streaming service.	Yes
M	80. Provide a camera tracking system that integrates with a conference system that allows:	Yes
M	a. Creation of a synoptic for easy configuration of camera positions	Yes
M	b. 2 shots per seat.	Yes
M	c. 2 shots for the wide shot.	Yes
M	d. Multiple seat configurations are immediately available for flexible seating arrangements.	Yes
M	e. Configuration of camera positions with provided conferencing software with to use a USB-joystick	Yes

City of Charleston, WV
REQUEST FOR PROPOSAL
2025-12 Audio Video Conferencing Solution

M	94. DSP software, hardware and equipment must have Touch screen controllers to control all audio/visual devices for every aspect of the Council Conferencing system and the 3rd floor Audio/Visual Room	Yes
M	95. DSP software, hardware and equipment must have User Control Interface (UCI) components for enabled devices to control all audio/visual devices for every aspect of the Council Conferencing system and the 3rd floor Audio/Visual Room	Yes
M	96. DSP software, hardware and equipment must have extensive resources covering:	Yes
M	a. Accessible Documentation Library for all products	Yes
M	b. Webinars for all products	Yes
M	c. Online Community Portal for users and developers	Yes
M	d. Documentation for security best practices	Yes
M	e. Accessible software and firmware updates	Yes
M	f. Online Help	Yes
M	g. Training	Yes
M	i. Video Library for quick tutorials	Yes
M	ii. Training pathways for certification in proposed DSP system.	Yes
M	97. Integrators must be proficient and certified in the proposed DSP system.	Yes
M	98. Drag and drop any DSP control element from a DSP design schematic into the UCI Application and deploy the City's design and control items to the touch screen, and UCI enabled devices.	Yes
M	99. DSP UCI Application must allow the import of room diagrams, city logos or other graphical elements in all major graphic file formats.	Yes
M	100. The ability to control any display/monitor in the Council Chamber and 3rd floor Audio/Visual room.	Yes
M	101. The ability to control the input/output of any audio/visual component in the Council Chamber and 3rd floor Audio/Visual room.	Yes
M	102. Touch screen control panel has PoE capability	Yes
Conferencing Equipment		
M	103. Any additional Conferencing equipment that needs to be connected to the City's network to push audio/visual any other device on the network or streaming service.	Yes
M	104. Battery Charging trays for wireless tabletop microphone units must be rack mountable	Yes
M	105. Additional rechargeable Li-ion batteries for back up and how swap compatible.	Yes
A/V Room		
General - A/V Room		
M	106. Replace two old display monitors and install two new 65" non-glare display monitors	Yes
M	107. Replace Projector with 86" touchscreen monitor:	Yes

City of Charleston, WV
REQUEST FOR PROPOSAL
2025-12 Audio Video Conferencing Solution

P	a. Built-in Windows 11 Pro PC	Yes
M	b. Display ratio 16:9	Yes
M	c. 40 point multi-touch interaction	Yes
M	d. 4k UHD 50,000-hour commercial RGB displays	Yes
M	e. Multi-platform Wireless Casting and Control Built-in	Yes
M	f. 5 yr Warranty	Yes
M	g. Remote Management Software to enforce IT policies and regulations	Yes
P	h. 4K Ultra HD PTZ camera with Facial Detection Auto-Tracking.	Yes
M	i. Wireless voice enhancement and wireless pendant microphone.	Yes
M	108. Replace existing ceiling speakers with new ceiling speakers	Yes
M	109. Replace existing microphones with a ceiling array microphone.	Yes
M	110. Replace existing Crestron with new DSP software, hardware, and equipment.	Yes
M	111. Wireless screen sharing for outside vendors, consultants, etc.	Yes
M	112. Replace existing camera with the new camera that is used for live streaming events.	Yes
M	113. Add new camera at the front of the room to capture guest speakers for live streaming events.	Yes
M	114. MS Teams integration	Yes
P	115. Zoom integration	Yes
Committee Meetings		
M	116. Easy room start up for meetings - presets 28	Yes
M	a. Example - Finance Committee Agenda URL	Yes
M	b. Example - Camera locations	Yes
M	c. Example - Loudspeaker volume level	Yes
M	b. Example - Microphone volume level	Yes
M	117. DSP Touchscreen Control Panel lockdowns - Security PIN	Yes
M	118. Room controls go back to default setting when room is not in use.	Yes
Staff Meetings		
M	119. Similar to Committee with more flexibility with DSP and room controls	Yes
M	120. Room controls go back to default setting when room is not in use3	Yes
M	121. DSP Touchscreen Control Panel lockdowns - Security PIN	Yes
Presentations		
M	122. Similar to Committee and Staff Meetings with different rooms settings for presentations	Yes
M	123. DSP Touchscreen Control Panel lockdowns - Security PIN	Yes

City of Charleston, WV
REQUEST FOR PROPOSAL
2025-12 Audio Video Conferencing Solution

M	124. Room controls go back to default setting when room is not in use.	Yes
Training Sessions		
M	125. Similar to Committee and Staff Meetings with different rooms settings for presentations	Yes
M	126. DSP Touchscreen Control Panel lockdowns - Security PIN	Yes
M	127. Room controls go back to default setting when room is not in use.	Yes

4.1 Vendor Information: The following Information must be submitted with the Vendor's proposal. Failure to submit the listed information may result in the Vendor's proposal being disqualified.

	Comments
1. Vendor Name:	Electronic Specialty Company
2. Company Contact:	Mark Wood
Name:	Mark Wood
Title:	AV Manager
Physical Address:	1323 Dunbar Avenue Dunbar WV
Phone:	(304) 766-6277
Email:	MarkW@Electronicspecialty.com
3. Company Information	
a. Year Founded and Public vs. Private	1947
b. Revenue and Income: Current and Prior Year	
c. Headquarter Office Location	Dunbar WV
d. Nearest Office to Charleston, West Virginia	Dunbar
e. Employee Count - Total	Fifty Eight
f. Website	WWW.Electronicspecialty.com
4. Number of Customers	
a. Number of Customers	
b. Number of Customers on Proposed Application	Seven
c. Number of Cities	Two Hundred and fifty estimated.
d. Number of Cities in West Virginia	Two Hundred
5. Target Customer Profile	
a. Target Industries	Higher Edu., Government, Business
b. Target Size: Users and Population	All Applicable



1325 DUNBAR AVENUE • P.O. BOX 4 • DUNBAR, WV 25064
PHONE 304-766-6277 • 800-642-5500 • FAX 304-766-6270

CHARLESTON CITY COUNCIL
TECHNICAL PROPOSAL
C/O BILLIE HANDCOCK
501 Virginia Street E
Charleston, WV 25301

DATE: June 13, 2025 (*Our 78th Year*)

PROPOSAL NUMBER: GOV 25-06-13-MW1

REFERENCE: Chamber, 3RD Floor AV Room

WE ARE PLEASED TO SUBMIT OUR TECHNICAL PROPOSAL FOR THE ABOVE PROJECT.

CHARLESTON CITY COUNCIL CHAMBERS

BILL OF MATERIALS

QTY	MAKE	MODEL	DISCRIPTION
			Televic Conference
1	TELEVIC	71.98.2905	Plixus MME + Dante Multimedia Engine
1	TELEVIC	71.98.0035	Confidea WAP G4 Wireless Access Point
1	TELEVIC	71.98.0028	Confidea WAP PS G4 AP Power Supply
26	TELEVIC	71.98.0081	Wireless Confidea FLEX G4 Wireless Mic Stations
26	TELEVIC	71.98.0045	Confidea BP G4 Battery Pack
3	TELEVIC	71.98.0046	Confidea CHT G4 Charging Tray
2	TELEVIC	71.98.0133	Wired Confidea FLEX Wired Mic Station
1	TELEVIC	71.98.2005	uniCOS PRO T Wired Multimedia Controller
28	TELEVIC	71.98.0094	Mike PLM401F Gooseneck Microphones
2	TELEVIC	71.98.1305	T-CAM package CM70 PTZ Cameras
2	TELEVIC	71.98.1306	IP-CAM CM70 PTZ License
3	TELEVIC	71.98.1307	IP Cam Wall & Ceiling Mount PTZ Mounting
4	TELEVIC	71.98.4014	Unite TH (NORTH AMERICA) Wireless Hand Held Mics
1	TELEVIC	71.98.4031	Unite AP4 (NORTH AMERICA) Wireless Hand Held Mics AP
1	TELEVIC	71.98.4044	Unite CDD-8/4 Wireless Hand Held Mics Charger
28	TELEVIC	71.98.1401	L-VT Voting License
1	TELEVIC	71.98.1150	CoCon Meeting Suite Software
1	TELEVIC	99.06.0012	Online Project Review
1	TELEVIC	99.06.0003	TTC Onsite
1	TELEVIC	99.06.0003	TTC Onsite Day 2
3	TELEVIC	99.06.0004	Service Level Agreement
			Q-SYS Control
1	QSC	CORE 24f	Q-SYS Core Processor with 24 local audio I/O channels,
1	QSC	TSC-101-G3	Q-SYS 10.1" PoE Touch Screen Controller
1	QSC	TSC-710t-G3	Table top mounting accessory for TSC-101-G3.
1	QSC	SLDAN-64-P	Q-SYS Software-based Dante 64x64 Channel
1	QSC	SLQBR-P	Q-SYS AV Bridging feature license

Contractor Licenses: WV #WV 010229 • VIRGINIA #2705 106093 & DCJS#99-243170 • KENTUCKY #005601 • OHIO #201336501043

5	VISIONARY SOLUTIONS	E5200	Presentation Video
4	VISIONARY SOLUTIONS	DuetD-5	A/V Encoder, 4K60 4:4:4 UHD over IP
1	BARCO	R9861612USB1	A/V Decoder, 4K60 4:4:4 UHD over IP
2	SAMSUNG	BE85D-H	CX-20 Gen 2 Clickshare, Base + 1 Button
2	LEGRAND	RFCUB	85In BED Series Commercial TV Crystal UHD Display, 300nit
			Fit Mobile Cart for Interactive Displays
			Room Audio
1	RDL	DS-RN02	Wall-Mounted Mic/Line Dante Interface 0x2
1	RDL	DC-2B	Chassis for Decora® Remote Controls and Panels
1	QSC	MP-A40V	800W Flex Amp technology Hi-Z / Lo-Z amplifier, 4 x 200W
			Leadership Room Rack
1	LEGRAND	5-37-26	29 RU Slim 5 Series 19-1/8 Inch Wide Rack Frame
1	LEGRAND	CBS-5-26	Caster Base for 26 Inch Deep Slim 5 Series
2	LEGRAND	CG03858	16-Port Blank Keystone/Multimedia Patch Panel
26	LEGRAND	CG35217	90° Cat6 RJ45 UTP Shielded Keystone Jack - Silver
26	LEGRAND	CG00987	6 Inch Cat6 Snaggles Shielded STP Ethernet Network Cable
1	NETGEAR	GSM4230PX-100NAS	POE+ MNGD SWITCH
1	NETGEAR	AXM761-10000S	PROSAFE 10GBASE-SR SFP+ LC GBICCPNT
1	LEGRAND	UPS-S1500R	2 RU Select Series UPS Backup Power, 1500VA
			Bench Rack
1	LEGRAND	BRK12-22	BRK Series Black Laminate Rack - BRK12-22
1	LEGRAND	CG03858	16-Port Blank Keystone/Multimedia Patch Panel
10	LEGRAND	CG35217	90° Cat6 RJ45 UTP Shielded Keystone Jack - Silver
10	LEGRAND	CG00987	6 Inch Cat6 Snagless Shielded STP Ethernet Network Cable
1	NETGEAR	GSM4212PX-100NAS	M4250-10G2XF-POE+ AV SWITCH
1	NETGEAR	AXM761-10000S	PROSAFE 10GBASE-SR SFP+ LC GBICCPNT
1	LEGRAND	UPS-S1000R	2 RU Select Series UPS Backup Power, 1000VA
			RTMPS Streamer
1	EPIPHAN	Pearl Nano	Encoder for streaming and recording

END OF COUNCIL CHAMBERS BILL OF MATERIALS

CHARLESTON CITY COUNCIL 3RD FLOOR AV ROOM**BILL OF MATERIALS**

QTY	MAKE	MODEL	DISCRIPTION
			Q-SYS Control
2	QSC	TSC-70-G3	Touch Panel with Tabletop Base
2	QSC	TSC-710t-G3	Tabletop mounting accessory for TSC-101-G3.
1	QSC	SLQBR-P	Q-SYS AV Bridging feature license
			Presentation Video
3	VISIONARY SOLUTIONS	E5200	A/V Encoder, 4K60 4:4:4 UHD over IP
3	VISIONARY SOLUTIONS	DuetD-5	A/V Decoder, 4K60 4:4:4 UHD over IP
2	BARCO	R9861612USB1	CX-20 Gen 2 Clickshare, Base + 1 Button
2	SAMSUNG	BE75D-H	75In Commercial TV Crystal UHD Display, 300nit, 16/7
3	LEGRAND	XTM1U	Extra-Large Fusion® Micro-Adjustable Tilt Wall Mount
1	SAMSUNG	WA86D	86IN All-in-One Digital Android Based Interactive Display
1	STAR BOARD SOLUTION	I7OPS-W11P	OPS Computer (Windows 11 Pro, i7, 16GB, 512GB SSD)
			Audio
1	QSC	QIO-ML2x2	Q-SYS peripheral 2 mic/line inputs and 2 line outputs.
1	QSC	MP-A20V	400W Flex Amp technology Hi-Z / Lo-Z amplifier
12	QSC	AC-C6T	6.5" Two-way ceiling speaker, 70/100V transformer
1	SENNHEISER	EW-D ME4 SET	Digital wireless lavalier
1	SENNHEISER	TEAMCONNECT	Beamforming ceiling array mic
			Video Conferencing
2	QSC	NC-12X80	12x Optical Zoom PTZ Camera
1	QSC	I/O USB Bridge	Q-SYS PoE bridging endpoint for AV-to-USB Bridging
			Room Rack
2	LEGRAND	CG03858	16-Port Blank Keystone/Multimedia Patch Panel
26	LEGRAND	CG35217	90° Cat6 RJ45 UTP Shielded Keystone Jack - Silver
26	LEGRAND	CG00987	6 Inch Cat6 Snaggles Shielded STP Ethernet Cable
1	NETGEAR	GSM4230PX-100	POE+ MNGD SWITCH
2	NETGEAR	AXM761-10000S	PROSAFE 10GBASE-SR SFP+ LC GBICCPNT
1	LEGRAND	UPS-S1500R	2 RU Select Series UPS Backup Power, 1500VA
			RTMPS Streamer
1	EPIPHAN	Pearl Nano	Encoder for streaming and recording

END OF COUNCIL 3RD FLOOR AV ROOM BILL OF MATERIALS

Proposed Equipment Workflow and Technical Operation Criteria Items 1-127:

Council Chambers

1. Meeting Agendas and General Layout
2. Voting Session
3. Moderate Discussion and Meeting in Session
4. Meeting Reports
5. Generate Meeting Minutes
6. Audio/Video output

Leadership Room

7. Streaming Equipment
8. City Network Equipment
9. DSP Design software and platform system
10. Conferencing Equipment

3rd Floor A/V Room

11. Committee Meetings
12. Staff Meetings
13. Presentations
14. Training Sessions

General

15. Real-time Integration across all core modules, e.g., Council Chambers, Leadership Room, 3rd Floor A/V Room, etc.
16. Not to run on a virtual server environment.
17. Runs on Windows 11 environment.
18. MS SQL Server 2022 or higher no on-premises enterprise database is required.
19. Not cloud based.
20. Has Web-enabled or Web-based architecture
21. Has Web-based architecture with published open API's. Browsers: Edge, Chrome, Firefox.
22. Uses CAT6 S/FTP ethernet or higher rated shielded ethernet cable
23. Uses snag less RJ45 ethernet connectors
24. Uses uninterruptible power supply (UPS)
25. Uses Premium High-speed HDMI cable for digital signage displays
26. Uses 75 ohm shielded coaxial cable for SDI video output
27. 24-Port, 1RU, CAT6 POE+ Patch Panel Rackmount Punch down RJ45 Ethernet
28. Has Dante to Mult Box for News/Media to receive audio from the conferencing system.
29. All Audio/ Video communications and systems are compatible with City's Juniper Network switches and infrastructure.
30. Support Virtual Local Area Network (VLAN) configurations in City's networked environment.
31. Network Interfaces, Services, and Protocols must be compatible with Juniper devices.
32. Network Addressing and routing is compatible with Juniper devices.
33. Class of Service (CoS) and Quality of Service (QoS) standards in VLAN network to prevent non-real-time control and bulk communications from affecting performance of time-sensitive clocking, audio, and video traffic.
34. Supports Multicast traffic
35. Supports Dante Audio
36. Supports other network audio protocols and applications, including AES67, AVB, SIP Softphone, and Analog Telephone.
37. Not Cloud hosted no need to provide SOC 2 certification if any component is hosted by a 3rd party.
38. Not Cloud hosted no need to provide ISO 27001 certification if any component is hosted by a 3rd party.
39. Removal of old equipment and hardware

40. Team member is product certified to install and configure all products
41. Not CompTIA Network+ Certified by has CCNA which requires more extensive learning and testing.
42. Team member is CCNA certified for configure devices on City's network
43. Installing all cables, equipment, hardware and software.
44. To Assist City Network Administrators with configuration of all equipment, hardware and software on network.
45. To Configure applications and systems for end-user needs and tasks during meetings, presentations and training.
46. Will Provide Training for all installed applications, software and hardware.
47. Will Provide knowledge transfer documents and procedures.
48. Will Provide implementation services
49. Will Provide "Go-Live" services and in person support at least the first and second council meetings after implementation.
50. Will Provide SLA support and maintenance for the first 3 years with an option to renew for continuing support and maintenance.
51. Conference management software system used to create and control every detail of a meeting from start to finish: Items aa - ii are included
52. Includes ability to create and control every detail of a meeting from start to finish from any PC on the City's network
52. Client application configure the room synoptic (general room summary)
54. Televic to Display meeting information on large screens for public viewing: title of the meeting, meeting timer, speaker list, voting results, agenda and current item, and more.
55. Televic conference management software system used to create and control every detail of a voting item from start to finish: Items A-Q Included in Televic.
56. Televic to Display voting results in graphical representations (Bar Charts, Pie charts, etc.)
57. Televic to Display voting results and each delegate with their vote
59. Televic to Easily create voting items based on voting template
60. Televic voting items are integrated with the agenda and saved along with the agenda
61. Televic voting and agenda item creation while meeting is in session.
62. Televic has ability to hide votes until everyone has voted
63. Televic has advance customization options for voting options (number, color, text, description)
64. Televic Mayor and City Clerk have chairman multimedia style tabletop wireless units covers items a-g.
65. Assistant to the City Clerk has Operator Application for control and operational use of the conference system during the meeting.
66. Operator Application covers items a-e.
67. Can Turning on/off live streaming
68. Council Members have delegate style tabletop wireless units covers items a-d.
69. 3 system integrated handheld wireless microphones for guest speakers, administration, and department heads
70. Batteries for all wireless tabletop units: covers items a-c.
71. The ability to export the meeting results and statistics covers items a-b.
72. Export audio recording
73. Create meeting minutes with transcription tool
74. Create timestamps of microphone activations and add other markers if needed.
75. 28 Wireless Tabletop microphone units: 2 Chairman style tabletop units and 26 delegate style tabletop units included
76. Equalizer must be configured for suitable listening environment for the chamber and broadcasting to multiple devices such as, but not limited to, the streaming service device and the 3rd floor Audio/Video room monitors and speakers
77. Providing Audio/Video from council meetings to, but not limited to, Streaming service and 3rd Floor Audio/Video room.
78. Can Display voting results on display screens large enough for public view of voting results by council members.
79. Can Display voting results through streaming service.
80. Providing a camera tracking system that integrates with a conference system that allows: covers items a-i.
81. Providing streaming environment that supports the ability to switch audio and video feeds between the council chamber and 3rd floor audio/video room.

82. Has the ability to switch audio/video feeds from anywhere on the network.
83. Can Enable and disable streaming from any PC on the network
84. Replacing existing streaming equipment
85. Streaming equipment to be configured to work with Civic Plus's web application Civic Clerk
86. Will supply and install wall mount network rack(s) to support network, streaming, DSP, and conferencing equipment.
87. Will supply and Install 24-Port Cat6 POE+ Patch Panel Rackmount Punch Down RJ45 Ethernet 1URM - patch panel - 1U
89. Will supply and install uninterruptible power supply (UPS)
90. Will supply and Install Power Distribution Unit for wall mount rack
91. Will assist City Network Administrators with configuring Juniper switch, new streaming device, DSP, and conferencing equipment.
92. Will Install network cables, patch panel, etc. based on ANSI/TIA and ISO/IEC standards
93. DSP Design software and platform system is compatible with audio/video communication across the city's juniper network hardware.
94. DSP software, hardware and equipment has Touch screen controllers to control all audio/visual devices for every aspect of the Council Conferencing system and the 3rd floor Audio/Visual Room
95. DSP software, hardware and equipment must have User Control Interface (UCI) components for enabled devices to control all audio/visual devices for every aspect of the Council Conferencing system and the 3rd floor Audio/Visual Room
96. DSP software, hardware and equipment meets items a-i
97. Integrators must be proficient and certified in the proposed DSP system.
98. Has Drag and drop any DSP control element from a DSP design schematic into the UCI Application and deploy the City's design and control items to the touch screen, and UCI enabled devices.
99. DSP UCI Application allows the import of room diagrams, city logos or other graphical elements in all major graphic file formats.
100. Has the ability to control any display/monitor in the Council Chamber and 3rd floor Audio/Visual room.
101. Has the ability to control the input/output of any audio/visual component in the Council Chamber and 3rd floor Audio/Visual room.
102. Touch screen control panel has PoE capability
103. Can have additional Conferencing equipment that needs to be connected to the City's network to push audio/visual any other device on the network or streaming service.
104. Battery Charging trays for wireless tabletop microphone units are rack mountable
105. Has additional rechargeable Li-ion batteries for back up and how swap compatible.
106. Will replace two old display monitors and install two new 75" non-glare display monitors
107. Will replace the Projector with 85" touchscreen monitor:
108. Will replace existing ceiling speakers with new ceiling speakers
109. Will replace existing microphones with a ceiling array microphone in 3rd Floor Av Conference Room
110. Will replace existing Crestron with new Q-SYS DSP software, hardware, and equipment.
111. Can perform wireless screen sharing for outside vendors, consultants, etc.
112. Will replace the existing camera with the new camera that is used for live streaming events.
113. Adding a new camera at the front of the room to capture guest speakers for live streaming events.
114. Works with MS Teams integration
115. Works with Zoom integration
116. Will have easy room start up for meetings - presets
117. Will have DSP Touchscreen Control Panel lockdowns - Security PIN
118. Room controls can go back to default setting when room is not in use.
119. Will have similar to Committee with more flexibility with DSP and room controls
120. Room controls can go back to default setting when room is not in use.
121. Will have DSP Touchscreen Control Panel lockdowns - Security PIN
122. Will have similar to Committee and Staff Meetings with different rooms settings for presentations

- 123. Will have DSP Touchscreen Control Panel lockdowns - Security PIN
- 124. Can have room controls go back to default setting when room is not in use.
- 125. Will have similar to Committee and Staff Meetings with different rooms settings for presentations
- 126. Will have DSP Touchscreen Control Panel lockdowns - Security PIN
- 127. Can have room controls go back to default setting when room is not in use.

Contact information.

Electronic Specialty Company
PO Box 400, 1325 Dunbar Ave
Dunbar, WV 25064
Mark Wood, - Office 304-766-6277 - Cell 304-549-0123 - Markw@electronicspecialty.com

Thank you for this opportunity to be involved.

Please give me a call when you are ready to review this information in more detail.

Since 1947, Electronic Specialty Company has provided quality local service for life safety & critical communication systems
ELECTRONIC SPECIALTY COMPANY HAS A "SUBSTANCE DETECTION" POLICY AND A "DRUG FREE" WORKPLACE IN EFFECT.

Contractor Licenses: WV #WV 010229 • VIRGINIA #2705 106093 & DCJS#99-243170 • KENTUCKY #005601 • OHIO #201336501043



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Evaluation Criteria

Council Chambers

Based on the advanced features and capability of Televic and QSC av equipment, Electronic Specialty technicians will program the chamber equipment for seamless operation between live sessions with council personnel, the voting component, and video streaming and recording. The four (4) Televic cameras will have the ability to cover every angle in the chamber. Four cameras will allow more advanced video coverage than the original two (2) cameras proposed.

Leadership Room

The Epiphan Pearl Nano encoders for streaming and recording will allow streaming from the 3rd floor AV multi-purpose room and the council chamber. The streaming will be seamless and easy to control from one room or both rooms combined.

3rd Floor Multi-purpose Room AV

This room will have tremendous capabilities for video conferencing, with a multi-lobe ceiling microphone picking up the entire room. This will be heard “at the other end of the video conferencing” with tremendous clarity. Additionally, the video will be sharp and detailed, allowing documentation to be shown along with the participants of the conference.

Video in the room will be supplied by 2-Samsung 75” commercial panels and 1-86” interactive display. The display will supply annotation and allow the panel to be used as a video source.

All system control will be achieved at the QSC touch panel. Operation will be very straight forward.



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Training & Support

Electronic Specialty technician will schedule comprehensive training for all designated city personnel. Scheduling training to be coordinated with City management. System training coverage will be discussed by ESCOM and city personnel to result in the most efficient training sessions. Additional training sessions, if needed, will be scheduled with city management.

All documentation will be turned over to city personnel upon completion of training. Secured access to AV equipment will be coordinated by Electronic Specialty technician and city personnel.

A three (3) year service agreement is contained in this technical proposal. (see next page).

This service agreement would start 12 months following project completion.



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PHONE 304-766-6277 • 800-642-5500 • FAX 304-766-6270

CITY OF CHARLESTON

DATE: June 13, 2025 (Our 78th Year)

QUOTATION NO. GOV-0613-25-MW1

REFERENCE: AV Service Agreement

**WE ARE PLEASED TO SUBMIT AUDIO VISUAL SYSTEMS SERVICE AGREEMENT:
Three-Year Audio/Video Service Agreement for RFP 2025-12 starting 12
months following project completion**

2026 through 2029 Three-Year Annual Service Agreement that includes the following components:

- Qty Two (2) 100% Inspection of all AV equipment annually
- Individual ID (barcode sticker) each system component
- Provide Web-Based Documentation & Reporting
- On-site operational system training for staff during service visit
- 15% Discount off standard rates for onsite services
- 24/7 On-Call Telephone Support
- Factory Sponsored firmware, software and technical support
- Firmware and software upgrades as available
- Factory sponsored equipment warranty extensions as available

Cost Annually \$ 4,100.00 Cost for all Three Years \$ 12,300.00

Discounted Price for Prepayment of 3-Year Agreement \$ 10,000.00

Approved by _____ Purchase Order # _____ Date _____

Terms for the above:

- Add WV state sales tax as applicable to prices shown above
- The above services are invoiced yearly in advance, net 30 days each invoice
- Above order can be placed using valid purchase order.
- Above represents cost for payment by check or ACH. Add 3% to offset fees for credit card payment.

Covered Systems:

- This service agreement supports equipment included in attached system proposal.
- Other systems not covered in this proposal can be added to this agreement as requested.

Contact information:

Electronic Specialty Company
PO Box 400, 1325 Dunbar Ave
Dunbar, WV 25064

Mark Wood, AV Manager - Office 304-766-6277 - Cell 304-552-9588 - MarkW@electronicspecialty.com
After Hours Support 304-766-6277 and follow the prompts

This quotation is valid if approved as part of award for RFP 2025-12

Contractor Licenses: WV #WV 010229 • VIRGINIA #2705 106093 & DCJS#99-243170 • KENTUCKY #005601 • OHIO #201336501043

STATEMENT OF WORK

Upon award of the inspection agreement, Electronic Specialty Company will perform inspection, test, and reporting of the covered audio visual equipment, firmware and software. Additionally, Electronic Specialty Company shall submit all appropriate forms to management and on-site personnel to secure appropriate access to the site as instructed by Owner for Personnel Access.

The Maintenance Agreement will cover Audio/Video equipment and service for:

- Council Chamber
- Leadership Room
- 3rd Floor AV Conferencing Room

Electronic Specialty Company Technicians will inspect and test all AV equipment. This includes:

- All wiring and connectivity
- Equipment racks electronics (AV processor, switches)
- All microphones
- Touch panels
- Amplifiers
- Video conferencing systems
- Speakers
- New firmware updates

All firmware updates will be scheduled with City of Charleston personnel..

Typical Inspection:

A typical onsite system test includes a complete and thorough equipment and performance test of installed system equipment as follows;

- Technicians will test, inspect and catalog all covered devices in the buildings.
- Strategic voltage/current measurements will be taken and compared to manufacturers' specifications and corrections performed as necessary.
- Technicians will supply all materials required to perform the necessary testing and service, including but not limited to: Battery replacement as needed, audio/visual test equipment, hand tools, step ladders, personal protective equipment (PPE) as required by the facility, specific testing tools and meters.
- Assistance will be required from Owner personnel to gain access to test/inspect devices in limited access equipment rooms and other inaccessible areas.
- All equipment will receive a unique bar code label and once tested the device will be scanned into a hand held scanner.
- Once scanned the devices will be downloaded to a specific word processing program and entered with all pertinent equipment information. The report will show all devices and their current status as well as location, model number and bar code designation.
- This Service Agreement includes a 15% discount off our then current service rates.
- The service agreement includes 24/7 telephone on-call services. Offsite technical services are billed in half-hour increments discounted service rates.

Inspection Reporting:

- Electronic Specialty Company (ESCOM) reports will be provided within 15 business days of completing 100% inspection/testing. Reports will include:
 - Date(s) and time(s) service was performed,
 - Any problem(s) encountered,
 - Corrective Measures taken to solve the problem(s),
 - Preventive measures that Owner can take to alleviate problems from reoccurring.
- Reports are also available via the Web portable. Electronic Specialty Company will provide Owner's authorized representatives access to the portal, allowing the retrieval of reports.
- ESCOM will schedule inspections in advance, will communicate inspection dates with assigned Owner's representatives, and will notify in writing of any area we were unable to complete due to limited access preventing inspection of equipment. The Completed Inspection Report will include information regarding each equipment component where we were not able to test and why access to this area was denied, as applicable.
- ESCOM is responsible for providing an annual review with Owner's representatives. This review will include a summary of the following.
 - Inspection report
 - Services provided to date
 - Service status
 - Service invoices to date
 - Responses to the Owner's questions or concerns
 - Recommendations that may benefit the Owner's system operations.

Electronic Specialty Company maintains a dedicated team of individuals that perform these tasks on similar life safety systems on a regular basis. We are confident our inspection services will maximize your investment in the life safety system, minimize billable service calls and unplanned down time, allow us to respond and resolve service issues quicker and at less expense.

Please give me a call when you are ready to review this information in more detail.

Since 1947 Electronic Specialty Company has provided quality local service for life safety & critical communication systems
ELECTRONIC SPECIALTY COMPANY HAS A "SUBSTANCE DETECTION" POLICY AND A "DRUG FREE" WORKPLACE IN EFFECT.

DELIVERY: Per schedule approved in advance by Owner Your Consideration will be very much appreciated.

FOB: Project Site

ELECTRONIC SPECIALTY COMPANY

TERMS: 30 days, Each Invoice

Authorized by Mark Wood
 A/V Manager

This quotation is valid if approved as part of award for RFP 2025-12



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Compliance with Environmental Standards

Electronic Specialty Company will remove old equipment from City Council Chamber, Leadership Room and 3rd Floor Audio/Video Room. Old equipment will be located in a designated area approved by City Hall Management.



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June 13, 2025

No substitutes or alternative equipment has been represented in this proposal.



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Electronic Specialty Company
1325 Dunbar Avenue
Dunbar, WV 25064
Founded 1947

Nearest office to Charleston – Dunbar, WV (Main office)
Employee count companywide 58

Website: www.electronicsspecialtycompany.com

**Electronic Specialty Company References for:
2025-12 Audio Video Conferencing Solution**

- 1. City of Charleston Council Chambers**
Delegate Sound System and Voting (installed in 1994 and currently scheduled for upgrade/replacement)
Billie Hancock 304-348-8000
bids@cityofcharleston.org
- 2. Kanawha County Public Library**
249 paging/conferencing speakers with QSC QSYS Digital Signal Processor Control
Teddy Claypool, IT Manager 304-343-4646 ext. 1212
Teddy.Claypool@kcpls.org
- 3. WV House of Delegates**
WV House of Delegates Chamber Biamp Tesira control/sound/video systems (control 120 microphones)
WV House committee rooms sound, video and control systems. (Tied into voting system)
Jeff Billings, Chief of Staff 304-340-3224
Jeff.billings@wvhouse.gov
- 4. WV Senate**
Lee Cassis, Clerk of Senate 304-357-7508
Chamber Sound and control system & Multiple Committee rooms Sound control systems (Tied into voting system)
Lee.cassis@wvsenate.gov
- 5. University of Charleston Main Campus**
Scott Terry 304-357-4800
Video Wall Systems, Video Conferencing, Pro Sound System, Ball Field Sound Systems, Lighting, Production Video Camera System and control
scotterry@uswv.edu
- 6. University of Charleston Downtown Innovation Hub – Capitol Street**
Scott Terry 304-357-4800
Video Conferencing, Pro Sound System, Video Projection and control
scotterry@uswv.edu

7. Charleston Convention Center and Colesium

Victor Hodges 304-345-1500

Providing audio visual support for this facility since it was first constructed.

Currently supporting;

- Video Projection
- Classroom Audio/ Visual systems with conferencing (approx. 6 classrooms)
- Large Room Audio Distribution capable of being separated or combined into multiple zones
- Integrated IP based, facility-wide Audio and Video distribution from any source to any combination of locations (128 channel video switcher)

victor.hodges@cityofcharleston.org

8. Capital Conference Center

David Anderson 304-344-1623

Video Conferencing, Pro Sound System, Video Projection and control

9. City of Charleston Professional Base Ball Field - Dirty Birds

Ben Blum 304-344-2287

Pro Sound System, suites, concession and control

BBlum@dirtybirdsbaseball.com

10. WV Travel Plaza's (Beckley and Bluefield locations completed)

Travis Aery 304-932-6454 Tarey@paramountwv.com

Jamison Conn 304-550-8285 JConn@paramountwv.com

Pro Sound System, video walls and control

11. City of Oakhill

Council Chamber

Video Conferencing system with multi-lobe ceiling microphone and sound/ video system

Tyler Bragg, GIS 304-469-9541

GIS@oakhill.gov

12. West Virginia Water Development Authority

Public Meeting room with multiple cameras, sound system, 16-microphones and live streaming

Two video conference rooms with complete AV conferencing system

Bradley Sergeant, Deputy Director

bsergent@wvwda.org

13. Many more upon request.

We have been supporting our local cities and our WV community's needs with critical communication , life safety and security needs since 1947.



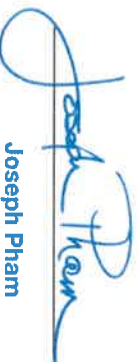
This is to certify that

Joseph Hose
has completed

Q-SYS Level 1 Training
effective on May 12, 2016

And is deemed qualified and entitled by QSC, LLC
to all of the rights and benefits of such certification.

This certification is valid through May 7, 2023


Joseph Pham
President and
Chief Executive Officer

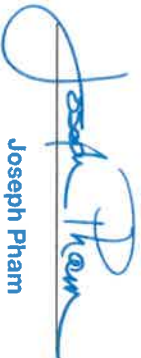

Patrick Heyn
Director of Marketing & Training
QSC Systems Business Unit



This is to certify that

Joseph Hose
has completed
Q-SYS Level 1 Training

effective on May 12, 2016
And is deemed qualified and entitled by QSC, LLC
to all of the rights and benefits of such certification.
This certification is valid through May 7, 2023


Joseph Pham
President and
Chief Executive Officer


Patrick Heyn
Director of Marketing & Training
QSC Systems Business Unit



This is to certify that

Joseph Hose

has completed

Q-SYS Control 101 Training

effective on April 15, 2020

And is deemed qualified and entitled by QSC, LLC
to all of the rights and benefits of such certification.

This certification is valid through April 15, 2023



A blue ink signature of Joseph Pham.

Joseph Pham
President and
Chief Executive Officer

A blue ink signature of Patrick Heyn.

Patrick Heyn
Director of Marketing & Training
QSC Systems Business Unit

City of Charleston West Virginia

City Treasurer's Report to City Council

Month Ending

June 30, 2025



Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "B. D. Adams", is written over a horizontal line.

Benjamin D. Adams – City Treasurer

<u>Fund / Description</u>	<u>Collections June 2025</u>	<u>Withdrawals June 2025</u>	<u>YTD Balance June 2025</u>	<u>YTD Balance June 2024</u>	<u>FY % Increase / Decrease</u>
001 General Fund	3,918,450.58	11,678,771.54	9,707,936.71	19,477,144.86	-50.16
002 Coal Severance Tax	265.71	0.00	74,584.42	814.26	9,059.78
003 Municipal Stabilization	63,917.70	0.00	17,941,281.33	17,125,912.63	4.76
007 Business Improvement Dist Fund	56,116.37	5,309.51	144,278.51	38,880.56	271.08
009 Community Development	145,201.07	144,951.07	750.00	750.00	0.00
014 IT Infrastructure	6,357.19	25,268.75	1,771,058.30	1,319,836.93	34.19
015 Charleston Land Reuse	503,702.15	429,489.58	152,402.33	42,335.02	259.99
017 Project West Invest	2.32	0.00	649.28	619.77	4.76
018 Planning Grant	91.11	0.00	25,575.72	0.00	100.00
019 Tourism & Promotions	1,432.78	0.00	402,173.30	488,421.03	-17.66
020 Business Development	2,355.35	50,000.00	652,799.02	690,552.87	-5.47
021 Community Participation	958.68	0.00	269,097.12	16,633.92	1,517.76
024 LGBTQ Working Group	5.17	0.00	1,450.84	1,384.90	4.76
026 Uniform Pension Reserve Fund	2,064.96	0.00	579,636.15	601,661.38	-3.66
027 Opioid Settlement	18,891.88	0.00	5,302,826.82	3,704,398.49	43.15
035 Municipal Beautification	998.67	159.12	280,226.68	204,533.16	37.01
036 Special Demolition	82.47	0.00	23,147.16	2,056.32	1,025.66
037 Sister Cities	67.98	0.00	19,082.00	29,800.36	-35.97
038 Solid Waste	370,735.52	850,499.21	77,882.40	183,389.67	-57.53
039 Waste Disposal	97,681.12	142,771.12	0.00	0.00	0.00
040 Landfill Closure	26,811.02	0.00	4,935,436.00	4,599,255.42	7.31
041 Police Contributions	186.31	0.00	52,296.60	41,090.90	27.27
042 Police Evidence	1,180.51	0.00	331,362.11	382,987.47	-13.48
043 Forfeited Funds	2,294.46	15,492.72	631,035.33	435,296.90	44.97
044 Municipal Court	42,213.47	48,561.50	315,528.35	265,010.18	19.06
045 Homeland Security	0.00	38,131.28	0.00	0.00	0.00
046 Home-ARP Inv Trust Fund	0.02	0.00	7.93	7.57	4.76
047 Health Insurance Reserves	72,810.06	0.00	20,437,305.35	13,027,743.29	56.88
048 Wayfinding Commission	71.29	0.00	20,009.51	19,100.15	4.76
049 Live On The Levee	1,369.25	16,886.25	39,661.35	47,080.91	-15.76
073 American Rescue Plan	21,608.40	609,630.42	5,989,743.54	21,491,720.39	-72.13
080 Human Rights	0.00	0.00	176,793.29	176,793.29	0.00
081 Home Program	80,556.85	80,103.75	34,305.19	35,993.20	-4.69
083 Other Federal Grant Fund	11,535.00	11,535.00	0.00	0.00	0.00
085 Firefighters Assistance Grant	0.00	0.00	77.08	77.08	0.00
088 SBA Riverfront Project Donation Account	0.00	0.00	9.18	9.18	0.00
088 SBA Riverfront Project Grant Account	0.00	0.00	10,167.71	10,167.71	0.00
091 Byrne Justice	1,670.74	1,670.74	0.00	0.00	0.00
095 Police Grants	50,729.52	185,897.10	209,901.29	289,556.19	-27.51
097 C.A.R.E.	3,255.63	31,785.40	247,857.61	372,993.25	-33.55
099 Public Arts Grant	0.00	15,000.00	188,201.42	241,401.42	-22.04
100 Sinking Fund	8,264.95	0.00	2,319,917.87	2,214,485.69	4.76
200 Infrastructure	625.87	0.00	176,692.46	168,681.48	4.75
205 Turf Maintenance	250,565.07	0.00	250,565.07	0.00	100.00
213 Municipal Auditorium Project Fund	1,003,694.52	0.00	1,003,694.52	0.00	100.00
214 Civic Center Capital Improvement	2,474.99	9,718.58	689,204.99	524,892.14	31.30
215 Municipal Auditorium Capital Improvement	925.02	54,082.00	250,633.08	291,020.66	-13.88
220 General Maintenance	10,163.64	85,774.30	2,799,007.81	2,987,005.15	-6.29
221 City Service Fee Capital Project	2,098.53	107,944.41	495,490.20	363,815.52	36.19
222 Facilities Maintenance	46,534.07	37,059.49	13,039,697.07	2,203,463.54	491.78
223 Green Initiative Fund	975.10	0.00	273,704.53	268,448.83	1.96
224 Sidewalk Improvement Fund	2,816.71	0.00	790,630.29	274,231.53	188.31
252 Public Safety Center	5,576.05	32,118.91	1,537,435.55	2,055,890.38	-25.22
255 Ballpark Maintenance	678.07	0.00	190,330.16	157,656.95	20.72
402 Civic Center Revenue	2,995,459.27	620,869.65	3,091,115.11	631,234.78	389.69
406 Parking System Revenue	233,158.33	492,296.39	6,525,719.99	5,946,910.28	9.73
426 Parking Operation and Maintenance	274,190.06	33,044.30	5,033,890.06	4,855,146.72	3.68
427 Civic Center TIF Project	1,608.74	0.00	451,561.48	431,039.58	4.76
900 M - DENT	2,975.35	49,819.75	170,123.16	205,863.36	-17.36
901 Pending Forfeiture	5,812.49	0.00	1,631,529.34	1,503,976.50	8.48
Working Cash Advance Fund	0.00	1,000.00	44,375.00	45,375.00	-2.20
Total All Funds	10,354,268.14	15,905,641.84	111,811,854.67	110,494,548.72	1.19

Bill No. 8061

Introduced in Council:

August 4, 2025

Adopted by Council:

Introduced by:

Caitlin Cook and Joseph Jenkins

Referred to:

Ordinance & Rules

Bill No. 8061 - A BILL to amend and reenact Section 54-191 of the Municipal Code of the City of Charleston, as amended, relating to prohibiting the use of fireworks in any City park or on City-owned property without approval.

Now, therefore, be it ordained by the Council of the City of Charleston:

That Section 54-191 of the Municipal Code of the City of Charleston, as amended, be amended and reenacted to read as follows:

Sec. 54-191. - Consumer fireworks; regulations, prohibited actions, and exceptions.

(a) Any person igniting, discharging, detonating or otherwise using (hereinafter, collectively "use" or "using") consumer fireworks within the city and, consistent with W. Va. State Code § 8-12-19, within one mile beyond the corporate limits of the city, but not including areas within the corporate limits of another municipality, shall:

(1) Not be under the influence of intoxicating liquor, non-intoxicating beer, any controlled substance, or any combination thereof; and

(2) Be 18 years of age or older or shall be under the direct supervision of his or her parent, guardian, or other adult person responsible for the care and custody of the minor; and

(3) Be responsible for the prompt removal of all debris resulting from the use of fireworks and such completed removal shall not exceed 24 hours after use; and

(4) Be financially responsible for cleanup costs and/or damages resulting from the use of fireworks; and

(5) Be responsible for all costs associated with fire suppression efforts related to the use of fireworks; and

(6) Not use fireworks within 100 feet of any building or structure unless permission of the owner of the building or structure has been obtained or in any City park or on City-owned property without the advanced written approval of the City of Charleston; and

(7) Not use fireworks from any motor vehicle or boat; and

(8) Store fireworks in a safe, secure and responsible manner, and separate from any possible ignition source; and

(9) Not use fireworks in a manner that fireworks travel through, come in contact

36 with, discharge, or explode on any public street, highway, or sidewalk, or in or on any
37 building, or near any person, or within 500 feet of any location posing a special fire
38 danger, such as a gas station, chemical storage area or other similar location; and

39 (10) Not use fireworks during periods of very high or extreme fire danger as
40 determined by the Charleston Fire Department or the West Virginia Division of Forestry,
41 or while wind conditions are such that proper fireworks control cannot be exercised; and

42 (11) Not be permitted to use fireworks, except between the hours of 11:00 a.m.
43 and 11:00 p.m., on Memorial Day, Independence Day and Labor Day, or between 11:00
44 am on December 31 and 1:00 am on January 1; provided, however, that a person may
45 request permission from the chief of police to use fireworks for a special event or
46 occasion at other days or times not regularly permitted herein, and the chief of police
47 shall have reasonable discretion, on a case by case basis and after consultation with
48 the chief of the fire department, to approve such a request.

49 (b) This section, and the prohibitions contained herein related to the use of
50 consumer fireworks, is not intended to prohibit use of display fireworks within the city at
51 any day or time so long as the use is sponsored or approved by the city.
52

Bill No. 8062

Introduced in Council:

August 4, 2025

Introduced by:

Becky Ceperley

Adopted by Council:

Referred to:

Finance

Bill No. 8062 - A BILL to amend and reenact Section 54-105 of the Municipal Code of the City of Charleston, as amended, to amend and reenact Section 66-64 of said Code, and to amend and reenact Section 86-106 of said Code, all relating to updating legal holidays; defining the benefit to law enforcement officers who are required to work an unscheduled shift on a legal holiday; codifying Juneteenth as a legal holiday in the City; consolidating lists of legal holidays to one section of said Code; and making technical corrections throughout.

Now, therefore, be it ordained by the Council of the City of Charleston:

That Section 54-105 of the Municipal Code of the City of Charleston, as amended, be amended and reenacted; the Section 66-64 of said Code be amended and reenacted; and that Section 86-106 of said Code be amended and reenacted, all to read as follows:

CHAPTER 54 – FIRE PREVENTION AND PROTECTION.

ARTICLE II. – FIRE DEPARTMENT.

DIVISION 3. – VACATION, OTHER LEAVE, DUTY HOURS, AND CALCULATION OF OVERTIME PAY.

Sec. 54-105. – Legal holidays.

(a) ~~The following days~~ holidays set forth in subsection (a) of Section 86-106 of this Code shall be regarded, treated and observed as legal holidays for fire department employees.

~~_____ (1) January 1, New Year's Day;~~

~~_____ (2) The third Monday of January, Martin Luther King's Birthday;~~

~~_____ (3) The third Monday of February, Presidents' Day;~~

~~_____ (4) The last Monday in May, Memorial Day;~~

~~_____ (5) June 20, West Virginia Day;~~

~~_____ (6) July 4, Independence Day;~~

~~_____ (7) The first Monday of September, Labor Day;~~

~~_____ (8) The second Monday of October, Columbus Day;~~

~~_____ (9) November 11, Veterans Day;~~

~~_____ (10) The fourth Thursday and Friday of November, Thanksgiving Day Holidays;~~

~~_____ (11) December 25, Christmas Day;~~

~~———— (12) Any national, state or other election day throughout the district or municipality wherein the election is held, provided, that if a special or other election of a political subdivision other than the City of Charleston falls on a Saturday or Sunday, the City of Charleston may choose not to recognize the day of the election as a holiday if a majority of the City of Charleston City Council votes not to recognize the day of the election as a holiday; and~~

~~———— (13) All days which may be appointed or recommended by the mayor, the governor or the President of the United States as days of thanksgiving or for the general cessation of business.~~

~~———— When any of such days or dates falls on Saturday or Sunday, either the preceding Friday or the succeeding Monday shall be regarded, treated and observed as such legal holiday.~~

(b) Uniformed members on 24-hour shift duty who are required to receive additional compensation for legal holidays pursuant to W. Va. Code § 8-15-10a shall, upon the occurrence of a legal holiday, regardless of whether the member is required to work on the legal holiday or the legal holiday occurs on the member's regularly scheduled day off, shall either be:

(1) Paid at a rate of one and one-half times the member's regular rate of pay for 24 hours; or

(2) Allowed equal time off at such time as may be approved by the fire chief or his or her designee.

(c) Uniformed members on a 40-hour week who are required to work on a legal holiday, or if the legal holiday occurs on their regularly scheduled day off shall be allowed up to one working day (eight consecutive hours) of time off, at such time as approved by the fire chief or his or her designee.

CHAPTER 66 – LAW ENFORCEMENT.

ARTICLE II. – POLICE DEPARTMENT.

DIVISION 2. – DUTY HOURS, HOLIDAYS AND OTHER LEAVE.

Sec. 66-64. – Legal holidays.

(a) ~~The following days~~ holidays set forth in subsection (a) of Section 86-106 of this Code shall be regarded, treated and observed as legal holidays for police department employees.

~~———— (1) January 1, New Year's Day;~~

~~———— (2) The third Monday of January, Martin Luther King's Birthday;~~

~~———— (3) The third Monday of February, Presidents' Day;~~

~~———— (4) The last Monday in May, Memorial Day;~~

~~———— (5) June 20, West Virginia Day;~~

~~———— (6) July 4, Independence Day;~~

~~———— (7) The first Monday of September, Labor Day;~~

~~———— (8) The second Monday of October, Columbus Day;~~

82 ~~—— (9) November 11, Veterans Day;~~

83 ~~—— (10) The fourth Thursday and Friday of November, Thanksgiving Day Holidays;~~

84 ~~—— (11) December 25, Christmas Day;~~

85 ~~—— (12) Any national, state or other election day throughout the district or~~
86 ~~municipality wherein the election is held, provided, that if a special or other election of a~~
87 ~~political subdivision other than the City of Charleston falls on a Saturday or Sunday, the~~
88 ~~City of Charleston may choose not to recognize the day of the election as a holiday if a~~
89 ~~majority of the City of Charleston City Council votes not to recognize the day of the~~
90 ~~election as a holiday; and~~

91 ~~—— (13) All days which may be appointed or recommended by the mayor, the~~
92 ~~governor or the President of the United States as days of thanksgiving or for the general~~
93 ~~cessation of business.~~

94
95 ~~—— When any of such days or dates falls on Saturday or Sunday, either the~~
96 ~~preceding Friday of the succeeding Monday shall be regarded, treated and observed as~~
97 ~~such legal holiday.~~

98
99 (b) A sworn member of the police department who is assigned to an eight-hour
100 shift schedule and is required to work on a legal holiday, ~~as set forth in subsection (a) of~~
101 ~~this section~~, shall either be paid for those hours worked during the holiday period, not to
102 exceed eight hours, at his the member's regular hourly rate of pay or be allowed to add
103 up to eight hours of equal time off, which may be taken at such time as approved by the
104 chief of police. If the legal holiday falls on his the member's regularly scheduled day off,
105 ~~he they~~ shall be allowed eight hours of equal time off, which may be taken at such time
106 as approved by the chief of police.

107
108 (c) A sworn member of the police department who is assigned to a 12-hour shift
109 schedule and is required to work his the entire 12 hours on a legal holiday, ~~as set forth~~
110 ~~in subsection (a) of this section~~, shall either be paid for an extra 12 hours at his the
111 member's regular hourly rate or be allowed to add 12 hours of equal time off, which may
112 be taken at such time as approved by the chief of police. If the legal holiday falls on his
113 the member's regularly scheduled day off, and the member is not required to work for
114 an unscheduled reason, ~~he they~~ shall be allowed 12 hours of equal time off, which may
115 be taken at such time as approved by the chief of police.

116
117 (d) A sworn member of the police department who is assigned to a 12-hour shift
118 schedule and is required to work a portion of his the member's 12-hour shift on a legal
119 holiday, ~~as set forth in subsection (a) of this section~~, shall, for those hours actually
120 worked during the holiday period, either be paid an amount equal to his the member's
121 regular hourly rate times the period of time worked on the holiday or be allowed to add
122 an equal amount of time off, which may be taken at such time as approved by the chief
123 of police. For that portion of his the member's 12-hour shift that does not fall within the
124 holiday period, the member shall be allowed an equal amount of time off, which may be
125 taken at such time as approved by the chief of police.

126
127 (e) A sworn member of the police department who is assigned to a 12-hour shift

schedule where a legal holiday falls on their regularly scheduled day off and who is required to work for an unscheduled reason, shall be paid an amount equal to the member's regular hourly rate times the period of time worked on the legal holiday and, in lieu of the additional hours of equal time off, as set forth in subsections (c) or (d) of this section, may choose to be paid an extra hour for each hour worked at the member's regular hourly rate. Any extra hours paid will be reduced from the hours of equal time off, as set forth in subsections (c) or (d) of this section, as applicable.

CHAPTER 86 – PERSONNEL MANAGEMENT AND PRACTICES.

ARTICLE II. – NON-UNIFORMED PERSONNEL.

DIVISION 1. – PERSONNEL RULES AND ADMINISTRATIVE POLICIES ESTABLISHED.

Sec. 86-106. – Holidays.

(a) The City of Charleston observes the following paid holidays:
(1) January 1 (New Year's Day);
(2) The third Monday of January (Martin Luther King Day);
(3) The third Monday of February (Presidents Day);
(4) The last Monday of May (Memorial Day);
(5) June 19 (Juneteenth)
(~~5~~) (6) June 20 (West Virginia Day);
(~~6~~) (7) July 4 (Independence Day);
(~~7~~) (8) The first Monday of September (Labor Day);
(~~8~~) (9) The second Monday of October (Columbus Day);
(9) (10) November 11 (Veterans Day);
(~~10~~) (11) The fourth Thursday and Friday of November (Thanksgiving Day Holidays);
(~~11~~) (12) December 25 (Christmas Day);
(~~12~~) (13) Any day on which a national, state or other governmental election is conducted within the City of Charleston;
(~~13~~) (14) Any day proclaimed or ordered by the mayor, ~~the governor, or the President of the United States~~ as a day of special observance or Thanksgiving, or for the general cessation of business.

(b) When any such days or dates identified in subsection (a) above falls on Saturday, the preceding Friday shall be regarded, treated and observed as such legal holiday. When any of such days or dates identified in ~~Section~~ subsection (a) above falls on Sunday, the succeeding Monday shall be regarded, treated and observed as such legal holiday; provided this ~~Section~~ subsection (b) shall not apply to ~~subsections 12 and 13~~ subdivisions (13) and (14) of Section subsection (a) above. Notwithstanding the foregoing, when the Juneteenth and/or West Virginia Day Holiday fall on a Saturday and/or Sunday, the holidays shall be observed by the City of Charleston on both the Friday preceding the weekend and the Monday following the weekend.

(c) An employee who requests sick leave on the last working day preceding or

174 the first working day following a holiday shall not receive regular compensation for the
175 holiday if it is determined that sick leave was taken in a manner inconsistent with this
176 Code or the Personnel Rules and Administrative Policies.

177
178 (d) If a holiday as identified in subsection (a), but excluding ~~subsections (12) and~~
179 ~~(13) subdivisions (13) and (14)~~ of subsection (a) of this section when occurring on a
180 Saturday or Sunday, is observed on a full-time employee's regularly scheduled day off,
181 the employee shall be compensated by straight time pay or an additional day off in lieu
182 thereof. The determination of whether compensation will consist of pay or an additional
183 day off shall be at the discretion of the City Manager on a case-by-case basis. If
184 compensated by pay, such pay shall be for a normal working day at the straight hourly
185 equivalent rate for his the employee's position classification.

186
187 (e) Upon request to ~~his/her~~ an employee's department head, a full-time employee
188 who is required to work on an election day, as identified in ~~subsection (12)~~ subdivision
189 (13) of subsection (a) in this section, shall be provided with reasonable time and
190 opportunity during ~~his/her~~ the employee's work day to vote, without any reduction in pay
191 or leave, if applicable.

192
193 (f) Alternate holiday leave procedures may apply, as required by business need,
194 to personnel who are normally scheduled to work holidays as a part of their regular work
195 shift.