

CHARLESTON CITY COUNCIL

Regular Meeting

May 4, 2026

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 5-4-2026

PROCLAMATIONS

1. Proclamations 5-4-2026

COMMUNICATIONS

1. Communications 5-4-2026

REPORTS OF STANDING COMMITTEES

FINANCE

1. Bill No. 8076 - A BILL to amend the Code of the City of Charleston, relating to the fees, rates, and charges for use of City owned parks and recreational facilities.
2. Resolution No. 26-049 – Adopting the initial rental fees for Parks and Rec pursuant to Bill No. 8076.

3. Resolution No. 26-050 - Authorizing the Mayor to sign and submit to the U.S Department of Housing and Urban Development the Annual Action Plan for Program Year 2026, Year 2 of the Consolidated Plan.
4. Resolution No. 26-051 - Authorizing the Mayor or Chief of Police to execute and enter into a Subaward Recipient Agreement with Appalachia High Intensity Drug Trafficking Area for funds to be awarded to the Metropolitan Drug Enforcement Network Team.
5. Resolution No. 26-052 - Authorizing the Mayor or City Manager to enter into an agreement with Studimo Productions for the provision of sound, light, and audio production services for the 2026 Live on the Levee concert series.
6. Resolution No. 26-053 - Approving the proposed Fiscal Year 2026-2027 Coliseum and Convention Center budget.

REPORTS OF OFFICERS

1. 5-4-2026

NEW BILLS

1. 5-4-2026

UNFINISHED BUSINESS AND/OR MISCELLANEOUS BUSINESS

REMARKS BY MEMBERS

ROLL CALL

ADJOURNMENT

THE NEXT REGULAR MEETING OF COUNCIL WILL BE MAY 18, 2026 AT 7:00 PM.

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

Bill No. 8076

Introduced in Council

April 6, 2026

Introduced by:

Joseph Jenkins and

Caitlin Cook

Adopted by Council:

Referred to:

Parks and Recreation and

Finance

1 **Bill No. 8076** - A BILL to amend Chapter 82, Article IV, Section 82-125 of the Code of
2 the City of Charleston, relating to the fees, rates, and charges for use of City owned parks
3 and recreational facilities.
4

5 **Now, therefore, be it Ordained by the Council of the City of Charleston, West**
6 **Virginia:**
7

8 That Chapter 82, Article IV, Section 82-125 of the Code of the City of Charleston, relating
9 to fees, rates, and charges for use of City owned parks and recreational facilities is hereby
10 amended, all to read as follows:
11

12 **ARTICLE IV. PUBLIC USE OF PARKS AND RECREATIONAL FACILITIES**
13

14 **Sec. 82-125. – Schedule of fees.**
15

16 ~~Rental and fees schedule for the use of recreation facilities and equipment [is as follows]:~~
17

18 ~~(1) For use private use, exclusive of the general public, of the North Charleston~~
19 ~~Community Center, 42 Martin Luther King Jr., Community Center, Kanawha~~
20 ~~City Community Center, Roosevelt 43 Neighborhood Center:~~

21 ~~Gymnasium per hour \$ 25.00~~

22 ~~Meeting room, per hour \$20.00~~
23

24 ~~(2) Cato Park Golf Course:~~

25 ~~Daily nine holes \$9.00~~

26 ~~Additional nine holes \$4.00~~

27 ~~Unlimited play \$12.00~~

28 ~~Daily senior citizens unlimited \$6.00~~

29 ~~Schools, practice or matches \$6.00~~

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~~(3) For use exclusive use of tennis courts, The Director of Parks and Recreation, or his designee, is authorized to reserve tennis courts for organized play, and in such cases to impose fees not to exceed the allocable costs of operation and maintenance of the courts as may be determined on a case by case basis. In all other instances, use of the courts shall be made available to the general public on a first come first served basis without the imposition of fees.~~

~~(4) Haddad Riverfront Park:~~

~~Private rental of entire park\$100.00 per hour* (2 hr. minimum to maximum charge of \$800.00 for entire day. Rental time includes set-up and tear-down if renter requires exclusion of general public during this time)~~

~~Damage deposit for private rental\$250.00 (refundable if no damage occurs. However, deposit is forfeited if rental is canceled less than 20 days prior to rental date)~~

~~(5) Magic Island Park:~~

~~Private rental of entire park\$100.00 per hour* (2 hr. minimum to maximum charge of \$800.00 for entire day. Rental time includes set-up and tear-down if renter requires exclusion of general public during this time)~~

~~Damage deposit for private rental\$250.00 (refundable if no damage occurs. However, deposit is forfeited if rental is canceled less than 20 days prior to rental date)~~

~~Reservation of volleyball courts\$10.00 per court.~~

~~*Fee includes normal, daily park maintenance. Should special set-up, clean-up, or other efforts be necessary, the rate will be \$20.00 per hour per employee. These fees will be negotiated as part of the reservation process and will be fully disclosed to renters prior to completing rental agreement.~~

~~Such arrangements pertain to all rental of each park, except for the purposes of commercial concert entertainment. In such cases, rental agreements shall be negotiated by the parks and recreation director, with such contract presented for city council's approval prior to confirmation.~~

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~~(6) Portable Stage: The portable stage measuring 24' x 20' may be rented at a rate of \$500 per day.~~

(a) In addition to the requirements of this Code, the Director of the Parks and Recreation Department is hereby directed to prescribe a schedule of fees, rates, and charges of any kind due to the city for the use of all public grounds under the Department's authority, including but not limited to all athletic fields, parks, recreation facilities, community centers and accompanying equipment. However, such schedule of fees, rates, or charges, including as may be amended from time to time, shall be first approved by the resolution of city council before being put into effect. A true copy of the schedule of fees, rates and charges, as approved by the city council, shall be maintained on file in the Offices of the City Clerk and the Director of the Parks and Recreation Department and shall be available on the City of Charleston's website or made available to the public upon request.

(b) All fees, rates and charges for the use of all public grounds under the Department's authority established or approved by the city council and in effect immediately prior to the effective date of this Code are continued in full force and effect until such time as new fees, rates and charges are determined, prescribed and approved by resolution of city council pursuant to the provisions of this section.

(c) For purposes of this section, events produced or originated by the City of Charleston are specifically exempted from payment of rental fees, damage deposits, or other charges listed in this amendment.

Resolution No. 26-049

Introduced in Council:

May 4, 2026

Introduced by:

Joseph Jenkins and Caitlin Cook

Adopted by Council:

Referred to:

Parks and Recreation and
Finance

1 Resolution No. 26-049 - Approving, pursuant to Municipal Code §§ 82-3 and 82-125, Regulations
2 and Schedule of Fees, Rates, and Charges for Use of City Parks and Public Grounds Facilities, as
3 recommended by the Director of the Parks and Recreation Department, and reflected in Exhibit
4 A attached hereto.

5
6 Now, therefore, be it Resolved by the Council of the City of Charleston, West Virginia:

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8 That, pursuant to Municipal Code §§ 82-3 and 82-125, the Regulations and Schedule of Fees,
9 Rates, and Charges for Use of City Parks and Public Grounds Facilities, as recommended by the
10 Director of the Parks and Recreation Department, and reflected in Exhibit A attached hereto, is
11 approved.



CITY OF CHARLESTON, WEST VIRGINIA
Parks and Recreation Department

Regulations and Schedule of Fees, Rates, and Charges for
Use of City Parks and Public Grounds Facilities

Submitted to City Council on _____, 2026.

Approved by City Council in Resolution No _____ on _____, 2026.

§ 1. General Scope and Authority.

The Director of the Parks and Recreation Department (hereinafter, the “Director”) is authorized pursuant to City Code §§ 82-43, 82-45, and 82-125 to establish, equip, maintain and operate recreational parks, playgrounds and other recreational facilities for public uses; set fees, rates, and charges for their use; and to collect revenues therefrom. Further, the Director is authorized pursuant to § 82-3 to promulgate such rules and regulations as he may, from time to time, deem appropriate to protect and preserve the parks and the right of the public to use the parks. In accordance with the authority granted by City Council in City Code §§ 82-3 and 82-125 to the Director, with the approval of the City Manager, and as approved by City Council, the following rules and regulations (hereinafter referred to as the “Regulations”) and schedule of fees, rates, and charges (hereinafter referred to as the “Fee Schedule”) for the use of City parks and public grounds under the Department’s authority contained herein are hereby established, as amended.

§ 2. Definitions.

- (a) **“Artificial Turf Field”** means a City-owned Athletic Field with synthetic turf surfaces, subject to additional restrictions to preserve turf quality and safety.
- (b) **“Athletic Field”** means an Athletic Field (or sports field), excluding Playing Courts and golf courses or frisbee golf courses, under the authority of the Department specifically marked and prepared for playing sports or games, or for hosting athletic events or activities,

including, but not limited to, baseball, softball, soccer, football, lacrosse, and other similar sports or activities played in or upon a field.

- (c) **“Concessions”** means the sale or distribution of food, drinks, or merchandise at a City facility.
- (d) **“Educational Group”** means any public school (e.g., Kanawha County Schools), private school, or home school association physically located within the City of Charleston boundaries.
- (e) **“Local Recreation Provider”** means a nonprofit organization based in the City of Charleston that:
 - (1) Is formed for the purpose of recreation and registered as a nonprofit organization with the West Virginia Secretary of State’s Office;
 - (2) Has a governing board and bylaws specific to Charleston operations; and
 - (3) Demonstrates that at least 85% of its participants are City of Charleston residents (residency may be verified through rosters, utility bills, or photo identification). Examples include volunteer youth sports leagues and senior leagues. Travel based teams are excluded from this designation.
- (f) **“Nonprofit Organization”** means an organization established for charitable, educational, recreational, or community purposes that does not distribute profits to owners or shareholders. Proof of nonprofit status must be provided with an official document (such as a tax-exemption determination letter or incorporation certificate) from the issuing authority.
- (g) **“Park Facility”** means City Athletic Fields, Playing Courts, gymnasiums, golf courses, frisbee golf courses, pools, shelters, and all other park facilities or public grounds under the Department’s authority which are held open for public use.
- (h) **“Park Facility Use Agreement”** means a written or digital agreement or permit issued by Charleston Parks and Recreation granting a User Group specific rights to use designated Athletic Fields, Playing Courts, or other park facilities for approved activities. The agreement outlines dates, times, permitted activities, and any applicable fees or conditions.
- (i) **“Person”** means any individual, corporation, partnership, association, club and any other group acting as a unit.
- (j) **“Playing Court”** means a designated indoor or outdoor court, excluding Athletic Fields and golf courses or frisbee golf courses, under the authority of the Department specifically

marked and prepared for playing sports or games, or hosting athletic events or activities, including, but not limited to, basketball, pickleball, tennis, or volleyball, and other similar sports or activities played in or upon a court.

- (k) **“Resident”** means any individual whose primary home address is located within the official boundaries of the City of Charleston.
- (l) **“Tournament Coordinator”** means the individual person responsible for planning, scheduling, and managing a tournament event, including submission of schedules, insurance, payment, and post-event reporting.
- (m) **“Unauthorized Use”** means claiming exclusive use of a Park Facility under the authority of the Department without an approved Park Facility Use Agreement, or giving, loaning, or transferring your reserved field time to another person or group.
- (n) **“User Group”** means any person that has entered into a Park Facility Use Agreement or has otherwise been granted permission for exclusive use Charleston Parks and Recreation Athletic Fields, Playing Courts, or other park facilities.
- (o) **“Visitor Impact Report”** means a post-event report required from Tournament Coordinators that documents participation numbers, visitors, and other community impacts resulting from the event.

§3. Park Facilities reserved for use for events; otherwise, open to the public.

- (a) These Regulations and Fee Schedule recognize that the Director is authorized to reserve Park Facilities exclusive of the public or other User Groups for events and organized play, and in such cases to impose fees and charges for such uses. In all other instances, except as otherwise provided herein, the use of Park Facilities which are held open for public use shall be made available to the general public during regular park or facility hours on a first-come, first-served basis without the imposition of fees.

(b) Reservations required to reserve facilities.

Reservations are required for exclusive use of any Park Facility to be granted.

- (1) **Rental Requirements and Guidelines.** All rental requests must be submitted through Department’s RecDesk. During the submission of a rental application, the applicant must provide the purpose for the use; submit proof of insurance in an amount of not less than \$1,000,000.00 in general liability coverage naming the City as an additional insured; and sign appropriate agreements required by the Department. Additional information may be required by the Department depending on the length and purpose of the rental.

(A) Organizational Rentals. If the rental application is made by an organization or league, a list of all participating sports teams or organizations participating in the event must be provided at the time of submission.

(B) Long-Term or Seasonal Rentals. A full and complete schedule of all scheduled events, games, and practices must be submitted with any rental request that extends beyond three (3) consecutive days or includes dates spanning across multiple weeks or months. If a User Group anticipates the need for additional dates due to playoffs or championship games, Parks and Recreation must be notified at least two (2) weeks prior to the potential extension dates.

(C) Additional hours or dates requested by a User Group may be approved by the Director, subject to additional fees and charges as applicable in the discretion of the Director.

- (2) No holds on facilities prior to actual reservation.** Facilities are not “held.” Reservations are secured only after approval of the application and payment of applicable deposits and fees.
- (3) The Department reserves the right to allocate Park Facilities with consideration of seasonal demand, wear-and-tear, and the City’s needs.**
- (4) Park Facility Use Agreements are not transferable or assignable in any way; facilities use privileges may not be loaned, transferred, or sublet.**

(c) Prioritization of User Groups.

Park Facility rentals will generally be approved on a first-come, first-served basis. However, in the event of a date conflict, priority will be given in the following order:

- (1) City of Charleston – City programs, events, and co-sponsored activities.**
- (2) Local Recreation Providers – Nonprofits with at least 85% Charleston residents. Proof of residency may be required.**
- (3) Educational Groups – Schools and home school groups within Charleston.**
- (4) Other Groups – Businesses, clubs, or individuals not fitting the categories above.**

(d) City events exempt.

As stated in City Code § 82-125, events produced or originated by the City of Charleston are specifically exempted from payment of rental fees, damage deposits, or other charges listed in this amendment.

§ 4. Park Facilities rules and regulations.

(a) General Rules. Public use of Park Facilities and all Park Facility Use Agreements shall be subject to the following rules and restrictions:

- (1)** User Groups are only granted exclusive use of the specific Park Facility or Facilities designated in their Park Facility Use Agreement, and may only conduct activities listed in such Agreement. If requested, outdoor restrooms will be included, and will be unlocked by the beginning of the reservation.
- (2)** All events permitted in a Park Facility Use Agreement, including matches, games, and practices, scheduled during the approved rental dates and times must involve the person, team, or organization listed on the rental agreement.
- (3)** Modifications to Park Facilities, including its structures, Athletic Fields, Playing Courts, or temporary or permanent equipment (for example and without in any way providing an exclusive listing: painting, moving, removing, or modifying lines; installing, moving, removing or modifying nets, backstops, fences, or other equipment or structures; or otherwise modifying, moving, removing, or doing any other thing or performing any other act which causes damage to City property) by any person are strictly prohibited without prior written approval.
- (4)** Damage caused by any person or User Group to any Park Facility, equipment, or other City property must be repaired at the person's or User Group's expense.
- (5)** City staff provide general maintenance and determine Athletic Field or Playing Court playability and Park Facility operability or usability. The City reserves the right to close all or any part of any Park Facilities or cancel a Park Facility Use Agreement at any time due to an emergency, severe weather, vandalism, poor playing conditions, situations that may result in damage or personal injury, or for any other reason deemed necessary in the interest and sole discretion of the City. It is the User Group's and any Tournament Coordinator's responsibility to obtain facility closure information.
- (6)** All persons or User Groups must supply their own equipment unless they specifically request and receive approval to use equipment provided by the City.
- (7)** Vehicles must remain in designated parking areas; no driving or parking on Athletic Fields, Playing Courts, grass, or turf.
- (8)** Amplified music or loud noise must comply with City noise ordinances, and may be restricted at staff discretion in the interests of the City and the public.
- (9)** All animals must be properly restrained at all times while in park areas, using a leash,

harness, or other safe and secure method. Animals are not permitted on Athletic Fields or Playing Courts.

- (10) The use or possession of smoking materials, alcohol, drugs, tobacco, or vaping products is strictly prohibited in all City of Charleston Parks and Recreation facilities, outdoor areas, and within 50 feet of any City-owned facility or recreation area.
- (11) A User Group may charge admission fees for an event. If an admission fee is charged for an event, signage must state that park entry for non-event purposes is free, as applicable.
- (12) Unless otherwise specifically permitted by the City, all events subject to a Park Facility Use Agreement must occur during regular park hours, and must end by:
 - 11:00 pm, Memorial Day through Labor Day; or
 - 9:00 pm, Labor Day through Memorial Day.
- (13) Reservation of Athletic Fields, Play Courts, gymnasiums, or pools for practice sessions will be limited to two (2) hour increments to allow fair access for all User Groups. Additional hours may be approved by the Director of Parks and Recreation and may incur additional fees.
- (14) Concessions. Park Facilities rental does not include concession rights; concessions may only be granted at the discretion of the Parks and Recreation Department.
- (15) All areas must be left clean. All persons and User Groups are responsible for removing garbage, securing restrooms, and ensuring Park Facilities (including, but not limited to, Athletic Fields, Playing Courts, dugouts, and surrounding areas) are left tidy.
- (16) It is the responsibility of teams and organizations to ensure all participants and spectators understand and follow the regulations.

(b) Rules specific to Athletic Fields and Playing Courts, generally.

The following rules apply to all Athletic Fields and Playing Courts:

- (1) Do not use tape, chalk, or paint to mark lines without written permission.
- (2) Hitting, kicking, or throwing balls into or against fencing, backstops, dugouts or other structures, or in non-designated areas is strictly prohibited..
- (3) Leaning, sitting, climbing, or hanging on or from rims, goals, nets, posts, fences or other such equipment or fixtures is prohibited.
- (4) Do not drag nets, benches, or other heavy items across the Athletic Field or Playing

Court surface.

- (5) All users must respect time limits when others are waiting to use the Athletic Fields or Playing Courts.

(c) Rules Specific to Artificial Turf Athletic Fields.

The following rules apply to any Athletic Field which has artificial turf installed on part or all of its surface:

- (1) No food, drinks (other than water in non-breakable bottles only), gum, seeds, metal cleats, motorized or non-motorized wheeled items, fireworks, remote-controlled devices, golfing, stakes, tents, inflatables, or heaters may be used on, in, or immediately near the artificial turf or other playing surface or dugouts.
- (2) Proper footwear must be worn at all times. Any footwear worn on the artificial turf must have a rubber sole or otherwise be specifically designed for use on artificial turf.
- (3) Tents, inflatables, or heaters may be used outside the fenced areas and sufficiently far enough away from the artificial turf so as to ensure the Athletic Field and the artificial turf will not in any way be damaged by them.

(d) Rules specific to outdoor Playing Courts, generally.

- (1) No food, drinks (other than in non-breakable bottles only), gum, seeds, cleats, motorized or non-motorized wheeled items (including, but not limited to, skateboards, bicycles, scooters, or other wheeled devices), golfing, or stakes may be used on or immediately near the playing surface.
- (2) Proper footwear (non-marking athletic shoes) must be worn at all times. Cleats, boots, or hard-soled shoes are prohibited.
- (3) Portable nets may only be used if approved by staff and equipped with protective feet or padding to prevent surface damage.
- (4) Playing Courts designated by the City as tennis and/or pickleball courts are for tennis and pickleball play only, unless otherwise approved by Charleston Parks and Recreation.

(e) Rules Specific to golf and frisbee golf courses.

The following rules apply to all golf courses and frisbee golf courses:

- (1) Motorized golf carts are not permitted. Manual golf bag carts are permitted.

- (2) Proper footwear must be worn at all times. No cleats or other footwear that could damage the greens are allowed.

§ 5. Facility fees, rates, and charges.

(a) Except as otherwise specifically provided herein, all fees, rates, and charges provided in this Fee Schedule indicate rates for exclusive use by a User Group of a Park Facility, calculated on a on a per-Athletic Field, per-Playing Court, or per-other individual Park Facility basis.

(b) **Hourly and daily rates generally.** Except as otherwise specifically provided herein, hourly rental rates apply for reservations lasting up to four (4) consecutive hours per day. If additional time is needed beyond four hours, the daily rate will apply.

(c) **Fee adjustments and exceptions.** Notwithstanding any other provisions herein, the following adjustments and exceptions apply to the fees, rates, and charges:

- (1) Kanawha County Schools and Local Recreation Provider are exempt from all fees and charges related to the reservation or rental of Athletic Fields, Playing Courts and field equipment.
- (2) Nonprofit Organizations are responsible for 50% of all listed fees and charges for reserving or renting Athletic Fields.
- (3) The City of Charleston Parks and Recreation Department reserves the right to reduce or waive fees for any reason.

(d) Payments and deposits.

Except as otherwise agreed in writing by the Department in a Park Facility Use Agreement, all payments of required deposits and rental fees must be made in full by cash, check, certified check, or money order no later than two (2) weeks prior to the scheduled Athletic Field reservation date. Payments may be submitted at any of the City of Charleston Recreation Centers. The refundable deposit for golf course rentals will be returned within ten (10) business days following the event, after an assessment of the field's condition has been completed. All or part of the deposit may be withheld if damages, excessive wear, or additional cleanup are required as a result of the event. If partial or full payment is permitted otherwise as permitted herein, the User Group will be invoiced the amounts due. In the event any invoice is not timely paid as required, the Department may in its discretion refuse to permit the User Group to reserve and rent Park Facilities in the future.

(e) Cancellations and refunds.

The City retains the sole authority to determine Athletic Field or Playing Court playability and Park Facility operability or usability. The City reserves the right to close Park Facilities for safety, weather, or maintenance reasons, or for any other reason in the interest and discretion of the City.

- (1) If Charleston Parks and Recreation cancels or declares a safety closure or weather-related closure prior to the start of an event, user groups will either be refunded or not invoiced – whichever applies.
 - (2) If Charleston Parks and Recreation cancels or declares a safety closure or weather related closure after the start of an event, the City will work with the user group to reschedule the remainder of the event to a mutually agreeable date and time when possible; if the City and user group are unable to agree on a new date and time for the event to proceed, then the City may issue a partial or pro-rated refund in the City’s sole discretion of any rental fees other than those applicable to initial setup and/or takedown of Athletic Field or Playing Court equipment rental.
 - (3) User groups may receive a refund of applicable deposits and rental fees only if the following occurs: the user group must notify Charleston Parks and Recreation Athletic Field scheduler of the cancellation of the event at least 48 hours prior to the scheduled rental date and time. User groups that do not timely notify Charleston Parks and Recreation of the event cancellation as required will not be entitled to a refund and/or they will be billed for Athletic Field or facility use.
- (f) In addition to any other fees, rates, or charges set forth specifically in these Regulations and Fee Schedule, the rental fees, rates, and charges schedule for the use of Park Facilities and equipment are as follows:

(1) Athletic Field, Playing Court (excluding gymnasiums), and Golf Course Fees:

Baseball / Softball Diamond (Natural Grass)	\$20 per hour (maximum 4 hours)	Lights Included (where available)
Baseball / Softball Diamond (Artificial Turf)	\$30 per hour (maximum 4 hours)	Lights Included (where available)
Baseball / Softball Diamond (Natural Grass)	\$200 per Athletic Field (Full Day)	Lights Included (where available)
Baseball / Softball Diamond (Artificial Turf)	\$300 per Athletic Field (Full Day)	Lights Included (where available)
Multipurpose Athletic Field (Artificial Turf)	\$30 per hour (maximum 4 hours)	Lights Included (where available)
Multipurpose Athletic Field (Artificial Turf)	\$300 per Athletic Field (Full Day)	Lights Included (where available)
Tennis / Pickleball Court	\$20 per hour per court (maximum 4 hours)	Lights Included (where available)

Tennis / Pickleball Court	\$200 per court (Full Day)	Lights Included (where available)
Basketball Court (Outdoor)	\$20 per hour per court (maximum 4 hours)	Lights Included (where available)
Basketball Court (Outdoor)	\$200 per court (Full Day)	Lights Included (where available)
Golf or Frisbee Golf Course (Exclusive Use)	\$2,000 Plus \$500 Deposit (Deposit Refundable)	Lights Included (where available)
Sand Volleyball Court	\$10.00 per hour per court (maximum 4 hours)	
Sand Volleyball Court	\$100 per court (Full Day)	
Golf or Frisbee Golf Course (Individual Admission)	Free	No lights available.

(2) Community Centers (excluding swimming pools): For private use, exclusive of the general public, of the North Charleston Community Center, 42 Martin Luther King Jr., Community Center, Kanawha City Community Center, Roosevelt 43 Neighborhood Center:

Gymnasium	\$50.00 per hour	
Meeting room	\$20.00 per hour	

(3) Cato Park (excluding swimming pools):

Shelter	Free	
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(4) Swimming Pools:

Adult admission	Free	
Child age __ & above admission	Free	
Children age __ or under admission	Free	
Pool Rental	Special Events Only	

(5) Athletic Field, Playing Court, or Gymnasium Equipment Rental:

If an Athletic Field or Playing Court rental requires an initial setup and/or takedown of any temporary fencing, portable nets, portable baseball mounds, goals, or other field or court equipment, it will be at the cost of the group or individual renting the Athletic Field(s), with a fee of \$75 per Athletic Field, Playing Court, or Gymnasium.

(6) Haddad Riverfront Park, City Center Slack Plaza and Magic Island Park:

The fees, rates, and charges for rental of Haddad Riverfront Park, City Center Slack Plaza, and Magic Island Park are as follows:

- (A) The rental fee for private rental of entire park is \$100.00 per hour (a 2-hour minimum is required), up to a maximum charge of \$800.00 for an entire day. Rental time shall include the time necessary for set-up and tear-down if the User Group requires exclusion of general public during this time. Stage is included in the rental fee for Haddad Riverfront Park and City Center Slack Plaza.
- (B) Damage deposit for private rental in the amount of \$250.00 is required. The damage deposit is fully refundable if no damage occurs. However, the deposit is forfeited if the rental is canceled by the User Group less than 20 days prior to rental date).
- (C) Fees include normal, daily park maintenance. Should special set-up, clean-up, or other efforts be necessary, the rate will be \$20.00 per hour per employee. These fees will be negotiated as part of the reservation process and will be fully disclosed to renters prior to completing rental agreement.
- (D) Portable Stage. The portable stage measuring 24' x 20' may be rented at a rate of \$500 per day. Damage deposit for portable stage rental in the amount of \$500.00 is also required. The damage deposit is fully refundable if no damage occurs.
- (E) Notwithstanding any other provision in this section, the rates herein pertain to the rental of each park, except for the purposes of commercial concert entertainment. In such cases, rental agreements shall be negotiated by the Director, with such contract presented for City Council's approval prior to confirmation.

(7) Skate Park of Charleston (106 Pennsylvania Avenue):

Full Skate Park Facility	\$30 per hour (maximum 4 hours)	Lights Included (where available)
Full Skate Park Facility	\$300 for Full Day	Lights Included (where available)

(8) All other Parks and Public Grounds:

The Fees for the use of all other parks and public grounds under the Department's authority shall be as follows:

All other Park Facilities not listed specifically herein	Fees, rates, and charges subject to the discretion of the Director	
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(9) Charleston Parks and Recreation staffing fees.

In addition to any other fees, rates, and charges contained in these Regulations and Fee Schedule, the City of Charleston reserves the right to assign Parks and Recreation staff to rentals requiring additional maintenance or support, such as multi-Athletic Field, all-day, or multi-day events. Staffing decisions are at the discretion of the Director of Parks and Recreation. When required, the renter will be charged \$20 per hour per staff member (minimum four hours). Further, the Director may charge additional incidental fees and charges for the use of park amenities, equipment, supplies, or additional services as determined by the Director.

§6. Tournament Guidelines

In addition to any other provisions herein, the following rules apply to events which are deemed to be a tournament by the Director:

- (a) Coordinators must submit a written game or match schedule, including any playoffs or championship games or matches, at least five (5) business days before the event.
- (b) Coordinators reserving multiple Athletic Fields or Playing Courts must provide insurance and will be charged for each separate Athletic Field or Playing Court reserved.
- (c) Final payment and a Visitor Impact Report are due within ten (10) business days of invoice.
- (d) Tournament field space must be applied for annually; availability is not guaranteed.

§7. Violations. Violation of any federal laws, the laws of the State of West Virginia, City Code, or of these Regulations and Fee Schedule may result in immediate removal from the facility of any person or user group, and may result in the denial of future reservations.

§8. The Director may grant exceptions to these Regulations and Fee Schedule when it is deemed in the best interest of the City.

Resolution No. 26-050

Introduced in Council:

May 4, 2026

Introduced by:

Joseph Jenkins

Adopted by Council:

Referred to:

Finance Committee

1 Resolution No. 26-050 - Authorizing the Mayor to sign and submit to the U.S Department of
2 Housing and Urban Development the Annual Action Plan for Program Year 2026 (FY 2026 to
3 2027), Year 2 of the Consolidated Plan and all required certifications and agreements, including
4 Sub-recipient project contracts relating to the Annual Action Plan.

5

6 Be it Resolved by the Council of the City of Charleston, West Virginia:

7

8 That the Mayor is hereby authorized and directed to sign and submit to the U. S. Department of
9 Housing and Urban Development the Annual Action Plan for Program Year 2026 (FY 2026 to
10 2027), Year 2 of the Consolidated Plan and all required certifications and agreements, including
11 Sub-recipient project contracts relating to the Annual Action Plan.



CITY OF CHARLESTON, WV

105 McFarland Street, Charleston, WV 25301

PY 2026 Annual Action Plan

(July 1, 2026 – June 30, 2027)

For Submission to HUD for the
Community Development Block Grant Program
and HOME Investment Partnership Program



Mayor Amy Shuler Goodwin

Executive Summary

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

1. Introduction

The 2026 Annual Action Plan (2nd year of 2025-2029 Consolidated Plan) for the City of Charleston, which includes the City's Community Development Block Grant (CDBG) program, outlines which activities the City will undertake during the program year beginning July 1, 2026 and ending June 30, 2027. In addition, the plan includes the HOME funds that the City of Charleston/Kanawha County HOME Consortium will receive in PY 2026. The City of Charleston is the lead entity and administrator for the Consortium's HOME funds.

2. Summarize the objectives and outcomes identified in the Plan

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

The CDBG programs and activities outlined in this Annual Action Plan will principally benefit low- and moderate-income persons. Funding has been targeted to neighborhoods where there is the highest percentage of low- and moderate-income residents. CDBG funds also are directed to where Charleston has high concentrations of distressed or abandoned houses. The HOME funds will be distributed based on the preference of the qualified client or approval of a development project in the HOME Consortium area. This includes ten member jurisdictions of the City of Charleston/Kanawha County HOME Consortium.

3. Evaluation of past performance

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

The City is in compliance with HUD regulations on timeliness of expenditures and there are no outstanding monitoring or audit findings against the City of Charleston or the City of Charleston/Kanawha County HOME Consortium. The City's previous performance under the CDBG and HOME Program is discussed during a public meeting process. This process includes a brief overview and disclosure of our current programs and processes. Project status updates and proposed program changes are presented. Each participant is allowed to ask questions, make suggestion, or present new recommendations. These comments are evaluated and incorporated into new program decisions.

MOECD staff and City administration also review programs at least once annually. The goal is to ensure the processes and outcomes are in line with the needs of the clients. The city also participates with a number of partner organizations and is always noting areas of concerns where the program funds may be of assistance.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Annual Action Plan was developed in accordance with the City's Citizen Participation Plan. Stakeholders including social service agencies, housing providers, and community and economic development agencies were notified on November 19, 2025 of the availability of funds. Applications were made available on December 1, 2025 and an application workshop was held on December 17, 2025. Completed applications for CDBG funding were due by February 2, 2026. On December 4, 2025, the City held an in-person public meeting to discuss the needs of the City with input from the residents of Charleston. Housing programs are retained or adjusted based on public input. The Draft PY 2026 Annual Action Plan was on display for a 30-day period beginning April 1, 2026 and was presented to the Charleston City Council prior to submitting to HUD. The availability for review of the Draft Action Plan was advertised in the local newspaper and the plan was on display on the City of Charleston's website www.Charlestonwv.gov.

MOECD offered technical assistance to private non-profit organizations on how to fill out the CDBG applications to apply for CDBG funds for the PY 2026 year which begins on July 1, 2026. Applications, as well as the Citizen's Participation Plan, were also available on the city's website. The second public meeting was held on April 15, 2026 via Teams, to discuss eligible activities and solicit citizen participation and comments. No citizen comments or concerns were received.

MOECD staff reaches out to the past stakeholders and continues to include any new contacts made throughout the year. Besides putting information out via newspaper and website, staff members network at public and neighborhood meetings to garner interest in the development of the action plan. Additionally, the City of Charleston has a page on social media and posted information regarding the development of the action plan.

5. Summary of public comments

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

The City of Charleston did not receive any written comments regarding the 2026 Annual Action Plan. The PY 2026 Annual Action Plan was approved by City Council, with no changes to the proposed activities at the May 4, 2026 council meeting.

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

No comments were received.

7. Summary

Ensuring an availability of safe, affordable housing in Charleston continues to be a problem for low-income families and individuals. Therefore, maintaining and developing affordable housing remains a key priority. Demolition of abandoned or unsafe houses continues to be another priority. To help in this, the City will continue to offer owner-occupied rehabilitation and first-time home buyers assistance to eligible candidates. The City of Charleston also supports programs that target homelessness and work collaboratively with the Kanawha Valley Collective, the local Continuum of Care. Additionally, the MOECD staff works with a variety of social service non-profits and stakeholders to keep them informed of other potential funding programs and collaborations.

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

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

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

Table 1 – Responsible Agencies

Narrative

The Mayor's Office of Economic and Community Development will be responsible for the administration of both CDBG and HOME programs and for the preparation of the Consolidated Plan and Annual Action Plan.

Consolidated Plan Public Contact Information

Andrew Backus, the Director of the Mayor's Office of Economic and Community Development, is the primary contact and receives all inquiries and comments from the public or any stakeholders regarding the plan. Written comments may be sent to Andrew.Backus@cityofcharleston.org, or mailed to Andrew Backus, Director c/o The Mayor's Office of Economic and Community Development at 105 McFarland Street, Charleston, WV 25301.

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

1. Introduction

The administering lead agency is the City of Charleston's Mayor's Office of Economic & Community Development (MOECD) for the Community Development Block Grant (CDBG) and the HOME Investment Partnership (HOME). The City consults with many types of agencies/organizations through public meetings and participation in community groups.

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 City of Charleston Mayor's Office of Economic and Community Development (MOECD) interacts regularly with the Charleston-Kanawha Housing Authority, non-profits, local housing providers, social service agencies, health care entities and community and economic development organizations. Specifically, MOECD works collaboratively to expand awareness of, coordination and utilization among a variety of local, state and national programs, including ones focused on health care (physical and mental), substance abuse, workforce development, education, youth programs, nutrition, recreation, childcare, etc. MOECD uses its CDBG public service funds to supplement many of these programs and seeks to develop linkages and resource-sharing where applicable. The city also is a member of the local Continuum of Care, the Kanawha Valley Collective (KVC), that includes many public and assisted housing providers and private and governmental health, mental health and service agencies. This continues to be an effective coordination tool. The City also works closely with the Kanawha-Charleston Health Department on key matters, particularly infectious disease management/response and substance abuse/addiction. While MOECD has not consulted with the local health department on monitoring lead-based poisoning incidents, the department does interact with state agencies to ensure its housing rehab contractors have the appropriate training and certifications in lead-based paint controls and procedures.

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, as a member of the Kanawha Valley Collective (KVC), continually reaches out to individuals or organizations who have an interest in or knowledge of ending and preventing homelessness. The consortium does this at its membership meetings, on social media and with information on its web site. The KVC spotlights different agencies at these meetings giving them an opportunity to share the services they provide. The KVC also sponsors events (Vendor Fair, Veltri Thanksgiving Dinner) that bring public awareness to the plight of the homeless and those at risk. The KVC has an HMIS specialist to track statistics and trends that enable the KVC to better serve the

homeless or those at risk. KVC also has a Project Resource Committee (formerly the ESG committee) made up of a variety of agencies and staff to get their input and opinions regarding ending and prevention of homelessness. Through the CDBG, and CoC programs, the City of Charleston historically funds many of the homeless shelters and non-profit homeless service providers with funding for activities that assist the homeless and at risk of becoming homeless.

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

The City of Charleston Mayor’s Office of Economic and Community Development (MOECD) has a long history of collaboration with the local Continuum of Care, the Kanawha Valley Collective (KVC). MOECD has been a representative of the City of Charleston as a member of the KVC since its inception. Currently a City staff member serves on the board of directors of the KVC and MOECD staff are involved in several other committees, including the Steering Committee and the Homeless Management Information System (HMIS) Committee. Numerous consultation meetings have taken place with the Homeless Management Information Systems (HMIS) specialist, and the Continuum of Care’s Project Resource Committee.

2. Agencies, groups, organizations and others who participated in the process and consultations

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	Kanawha Valley Collective, Inc.
	Agency/Group/Organization Type	Services-homeless Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Kanawha Valley Collective was consulted for their input on the needs and goals for the City of Charleston.
2	Agency/Group/Organization	CURA
	Agency/Group/Organization Type	Housing Services - Housing Other government - Local Planning organization Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Charleston Urban Renewal Authority was consulted for their input on the needs and goals for the City of Charleston.
3	Agency/Group/Organization	Manna Meal, Inc.
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Manna Meal was consulted for their input on the needs and goals for the City of Charleston. The City of Charleston and Manna Meal are both active members of the Continuum of Care which provides opportunities for continued and improved coordination with issues surrounding homelessness.
4	Agency/Group/Organization	REA OF HOPE, INC.
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Rea of Hope was consulted for their input on the needs and goals for the City of Charleston.
5	Agency/Group/Organization	Covenant House, Inc.
	Agency/Group/Organization Type	Services-homeless

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Covenant House was consulted for their input on the needs and goals for the City of Charleston. The City of Charleston and Covenant House are both active members of the Continuum of Care which provides opportunities for continued and improved coordination with issues surrounding homelessness.
6	Agency/Group/Organization	YWCA of Charleston, WV Inc
	Agency/Group/Organization Type	Services - Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Services-Health Services-Education Services-Employment Service-Fair Housing Services - Victims Regional organization Planning organization

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	YWCA Charleston was consulted for their input on the needs and goals for the City of Charleston. The City of Charleston and YWCA Charleston are both active members of the Continuum of Care which provides opportunities for continued and improved coordination with issues surrounding homelessness.
7	Agency/Group/Organization	BOB BURDETTE CENTER, INC.
	Agency/Group/Organization Type	Services-Children Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Bob Burdette Center was consulted for their input on the needs and goals for the City of Charleston.
8	Agency/Group/Organization	West Virginia Health Right
	Agency/Group/Organization Type	Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	West Virginia Health Right was consulted for their input on the needs and goals for the City of Charleston.

9	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 Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Market Analysis Anti-poverty Strategy Lead-based Paint Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	City departments were consulted for their input on the needs and goals for the City of Charleston.

10	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
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Charleston-Kanawha Housing Authority was consulted for their input on the needs and goals for the City of Charleston.
11	Agency/Group/Organization	DAYMARK, INC.
	Agency/Group/Organization Type	Services-Children Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Unaccompanied youth
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Daymark was consulted through public meetings, and KVC meetings. The City of Charleston and Daymark are both active members of the CoC which provides opportunity for continued and improved coordination with issues surrounding homelessness.

12	Agency/Group/Organization	Religious Coalition for Community Renewal
	Agency/Group/Organization Type	Housing Services - Housing Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	RCCR was consulted through public meetings, KVC meetings, and quarterly reports. The City of Charleston and RCCR are both active members of the Continuum of Care, which provides opportunities for continued and improved coordination with issues surrounding homelessness.
13	Agency/Group/Organization	KANAWHA VALLEY FELLOWSHIP HOME
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	KVFH was consulted through public meetings. The City of Charleston and KVFH are both active members of the Continuum of Care, which provides opportunities for continued and improved coordination with issues surrounding homelessness.
14	Agency/Group/Organization	Huntington Bank, Inc
	Agency/Group/Organization Type	Business Leaders Private Sector Banking / Financing
	What section of the Plan was addressed by Consultation?	Lender

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	MOECD consults regularly with this institution to address the financial needs and documentation requirements for loan qualification processes.
15	Agency/Group/Organization	Wesbanco, Inc
	Agency/Group/Organization Type	Business and Civic Leaders Private Sector Banking / Financing
	What section of the Plan was addressed by Consultation?	Lender
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	MOECD consults regularly with this institution to address the financial needs and documentation requirements for loan qualification processes.

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

N/A

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Kanawha Valley Collective (KVC)	The KVC is incorporated into the Five-Year Consolidated Plan and the Annual Action Plans.

Table 3 – Other local / regional / federal planning efforts

Narrative

A City staff member serves on the board of the Kanawha Valley Collective, the local Continuum of Care, and MOECD staff consults with other members, including state and local HUD representatives, on a regular basis. The Kanawha Valley Collective is a consortium of individuals and organizations working collaboratively to enrich the quality of life for individuals and families in the Kanawha Valley and surrounding areas. The

Kanawha Valley Collective provides a seamless service delivery system through direct services, advocacy, education and prevention which address homelessness, the impact of poverty, and other social problems. In addition, HOME partners directly with local lenders, credit counselors, public housing, and other housing service providers to ensure the inclusion of all eligible clients or developers.

AP-12 Participation - 91.401, 91.105, 91.200(c)

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

The City advertised and conducted one in-person and one virtual public meeting on the needs of the City of Charleston and provided residents with the opportunity to comment on the City's CDBG and HOME programs, as well as the City's previous performance under these programs. Through consultation with its citizens, agencies, neighborhood organizations, institutions, and staff, the City developed its 2026 Action Plan to improve the quality of life for all residents of the City of Charleston.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
1	Public Meeting	Non-targeted/broad community	See attachments	No comments were received.	N/A	
2	Newspaper Ad	Non-targeted/broad community	N/A	N/A	N/A	
3	Internet Outreach	Non-targeted/broad community	N/A	N/A	N/A	www.charlestonwv.gov

Table 4 – Citizen Participation Outreach

Expected Resources

AP-15 Expected Resources - 91.420(b), 91.220(c)(1,2)

Introduction

The City of Charleston received \$1,536,963.00 in CDBG funds and the City of Charleston-Kanawha County HOME Consortium received \$658,780.66 in HOME funds for the FY 2026 program year. The program year runs from July 1, 2026 through June 30, 2027. In this plan, the city will work under the assumption that it will receive allocations similar to the FY 2025 and 2026 CDBG and HOME awards in fiscal years 2027-2029. 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** = \$1,536,963.00 CDBG; \$658,780.66 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** = \$ 7,538,903.00 CDBG; \$3,465,239.54 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 ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,536,963.00	65,833.33	0.00	1,602,796.33	4,500,000.00	19 projects/activities were funded based on the FY 2026 CDBG allocations.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	658,780.66	329,166.67	0.00	987,947.33	2,100,000.00	3 projects/activities were funded based on the FY 2026 HOME allocation.

Table 2 - 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 2026 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 2026 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 allocation of CDBG and HOME entitlement grant funds.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

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: \$.00 HOME: \$494,085.50	Direct Financial Assistance to Homebuyers: 15 Households Assisted
2	HSS-3 Housing Construction	2025	2029	Affordable Housing	Low/mod areas Citywide Charleston-Kanawha County Consortium	Housing Priority	HOME: \$98,817.10	Homeowner Housing Added: 1 Household Housing Unit
3	HMS-2 Operation/Support	2025	2029	Homeless	Citywide	Homeless Priority	CDBG: \$20,000.00	Public service activities other than Low/Moderate Income Housing Benefit: 165 Persons Assisted
4	HSS-4 Rent and Utility Assistance	2025	2029	Affordable Housing	Citywide	Housing Priority	CDBG: \$39,000.00	Homelessness Prevention: 235 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	SNS-2 Services/Facilities	2025	2029	Non-Homeless Special Needs	Citywide	Other Special Needs Priority	CDBG: \$28,000.00	Public service activities other than Low/Moderate Income Housing Benefit: 351 Persons Assisted
6	CDS-2 Community Facilities	2025	2029	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: \$416,687.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 7463 Persons Assisted
7	CDS-3 Infrastructure	2025	2029	Non-Housing Community Development	Citywide	Community Development Priority	CDBG: \$559,298.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2912 Persons Assisted
8	CDS-4 Public Services	2025	2029	Non-Housing Community Development	Low/mod areas Citywide	Community Development Priority	CDBG: \$153,419.00	Public service activities other than Low/Moderate Income Housing Benefit: 14222 Persons Assisted
9	AMS-1 Overall Coordination	2025	2029	Administration	Citywide	Administration, Planning, and Management Priority	CDBG: \$320,559.00 HOME: \$65,878.07	Other: 2 Other

Table 3 – 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.
12	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.

AP-35 Projects - 91.420, 91.220(d)

Introduction

The City of Charleston is proposing the following projects for its FY 2026 Annual Action Plan.

2026-2027 CDBG Project List

Applicant	Amount Proposed
CD Admin	\$ 320,559.00
ADA Curb Cuts	\$ 559,298.00
Children's Home Society	\$ 49,691.00
Girl Scouts	\$ 18,025.00
The Healing House	\$ 180,000.00
WomenCare/FamilyCare Health Centers	\$ 168,971.00
Bream Neighborhood Shop	\$ 9,000.00
Charleston-Kanawha Housing Authority	\$ 15,000.00
Covenant House	\$ 20,000.00
Daymark	\$ 26,254.00
Kanawha Valley Collective - ID	\$ 7,000.00
Kanawha Valley Collective - Food Service	\$ 35,000.00
Midian	\$ 16,000.00
Rea of Hope Fellowship Home	\$ 13,000.00
Religious Coalition for Community Renewal	\$ 15,000.00
United Way	\$ 30,000.00
WV Health Right Inc.	\$ 39,165.00
YWCA Resolve	\$ 5,000.00
YWCA Sojourner's	\$ 10,000.00
HOME Admin	\$ 70,645.89
HOME Project	\$ 529,844.16
HOME CHDO	\$ 105,968.83

Table 4 – 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 2026 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-50 Geographic Distribution - 91.420, 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	32
Citywide	67
Charleston-Kanawha County Consortium	1

Table 5 - 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 2026 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

Discussion

N/A

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 2026 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	261
Special-Needs	0
Total	261

Table 6 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	235
The Production of New Units	1
Rehab of Existing Units	10
Acquisition of Existing Units	15
Total	261

Table 7 - One Year Goals for Affordable Housing by Support Type

Discussion

The proposed affordable housing projects in the City for FY 2026 CDBG and HOME are:

- **Bream Neighborhood Shop - Utility Assistance Program:** CDBG funds will be used to provide utility assistance to low- and moderate-income households.
- **United We House - Security Deposits and Utility Assistance:** CDBG funds will be used to provide security deposits and utility assistance for low-income households.
- **HOME 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 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-rises. 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 2026 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 2026 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 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 Equinox Men's Shelter 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 2026 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 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.

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 2026. Activities to address some of these obstacles include:

- ADA Curb Cuts
- Children's Home Society
- Girl Scouts
- The Healing House
- WomenCare/FamilyCare Health Centers
- Bream Neighborhood Shop
- Charleston-Kanawha Housing Authority

- Covenant House
- Daymark
- Kanawha Valley Collective – ID Program
- Kanawha Valley Collective – Food Service
- Midian
- Rea of Hope Fellowship Home
- Religious Coalition for Community Renewal
- United Way – United We House
- WV Health Right Inc.
- YWCA Resolve
- YWCA Sojourner's

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 2026 Program Year:

- **Bream Neighborhood Shop - Utility Assistance Program.** CDBG funds will be used to provide utility assistance to low- and moderate-income households.
- **United Way - United We House - Security Deposits and Utility Assistance.** CDBG funds will be used to provide security deposits and utility assistance for low-income households.
- **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 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 2026 Annual Action Plan, the City of Charleston will fund the following projects that will help reduce the number of poverty level families:

- ADA Curb Cuts
- Children's Home Society
- Girl Scouts
- The Healing House
- WomenCare/FamilyCare Health Centers
- Bream Neighborhood Shop
- Charleston-Kanawha Housing Authority
- Covenant House
- Daymark
- Kanawha Valley Collective – ID Program
- Kanawha Valley Collective – Food Service
- Midian
- Rea of Hope Fellowship Home

- Religious Coalition for Community Renewal
- United Way – United We House
- WV Health Right Inc.
- YWCA Resolve
- YWCA Sojourner's

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.

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	395,000
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	395,000

Other CDBG Requirements

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

**HOME Investment Partnership Program (HOME)
Reference 24 CFR 91.220(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)(ii) 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.

Not applicable.

Resolution No.26-051

Introduced in Council:

Adopted by Council:

May 4, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-051 - Authorizing the Mayor or Chief of Police to execute and enter into a
2 Subaward Recipient Agreement with Appalachia High Intensity Drug Trafficking Area
3 (“AHIDTA”) for funds from the United State Office of National Drug Control Policy in the total
4 amount of \$115,000 to be awarded to the Metropolitan Drug Enforcement Network Team
5 (“MDENT”). The 2026 calendar year funds are designated for the purchasing of evidence and
6 information (totaling \$20,000), and funding overtime for five full-time officers at \$19,000 each
7 (totaling \$95,000).

8

9 Be it Resolved by the Council of the City of Charleston, West Virginia:

10

11 That the Mayor or Chief of Police to execute and enter into a Subaward Recipient Agreement
12 with Appalachia High Intensity Drug Trafficking Area (“AHIDTA”) for funds from the United State
13 Office of National Drug Control Policy in the total amount of \$115,000 to be awarded to the
14 Metropolitan Drug Enforcement Network Team (“MDENT”). The 2026 calendar year funds are
15 designated for the purchasing of evidence and information (totaling \$20,000), and funding
16 overtime for five full-time officers at \$19,000 each (totaling \$95,000).



Chief of Police
Charleston Police Department
P.O. Box 2749
Charleston, WV 25330

Dear Chief of Police:

We are pleased to inform you that the CY 2026 Appalachia HIDTA Subaward Agreement is ready for your review and signature.

The original Subaward Agreement for CY 2026 and the subaward conditions are enclosed. By accepting this subaward, you assume the administrative and financial responsibilities outlined in the enclosed Subaward Conditions. Should your organization not adhere to these terms and conditions, Appalachia HIDTA may terminate the grant for cause or take other administrative action.

Also enclosed you will find a copy of your agency's CY 2026 HIDTA budget and information regarding the AHIDTA Reimbursement Form LC-07.

If you accept this subaward, **please sign and date both the Subaward Agreement on page 1 and the Subaward Conditions on page 11 and return via email or regular mail to the following:**

Email: Finance@ahidta.org

**Mail: Finance Department
Attn: Kelly Hylton
Appalachia HIDTA
400 South Main Street, 3rd Floor
London, KY 40741**

Please return the completed Subaward Agreement as soon as possible.


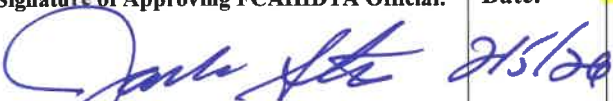
If you have questions, please feel free to call. Remember that we are always here to assist you, and we look forward to working with your agency.

Sincerely,

A handwritten signature in blue ink that reads "Vic Brown".

Vic Brown, Director
Appalachia HIDTA

Encl.

Financial Commission for Appalachia HIDTA (FCAHIDTA)		Subaward Agreement	
1. Recipient Name and Address: Charleston Police Department P.O. Box 2749 Charleston, WV 25330		7. Federal Award Project Description: <i>This grant will support initiatives designed to implement the Strategy proposed by the Executive Board of the Appalachia HIDTA and approved by the Office of National Drug Control Policy.</i>	
2. Subrecipient Unique Entity ID (UEI) number (If this number is not correct, please make pencil changes before returning this agreement. If no number is listed in the box below, please provide your agency UEI number when returning this signed document). <div style="border: 1px solid black; padding: 5px; text-align: center;">FN2TCKTCFG37</div> <small>(The Unique Entity ID (UEI) number is a 12-character alphanumeric ID assigned to an entity by SAM.gov. A non- Federal entity is required to have a UE ID in order to apply for, receive, and report on a federal award. A UE ID may be obtained from SAM.gov.)</small>		8. Federal Award/Subaward Number (FAIN): G26AP0001A	9. Federal Award Date: January 1, 2026
3. Federal Award Identification: High Intensity Drug Trafficking Areas (HIDTA) Program		10. Subaward period of Performance: From: 01/01/2026 to 12/31/2026	
4. Federal Awarding Agency: Office of National Drug Control Policy		10a. Budget Amount: See budget detail at the end of this document.	
5. CFDA Name and Number: <i>High Intensity Drug Trafficking Areas Program – 95.001</i>		11. Pass-through entity name: Laurel County Fiscal Court	
6. Award Type: B-Projects		12. Pass-through entity contact information: Jodi Albright, Commissioner 400 South Main Street, 3 rd Floor London, KY 40741	
7. Federal Award Identification: High Intensity Drug Trafficking Areas (HIDTA) Program		13. Indirect Cost Rate: \$0.00	
8. Federal Awarding Agency: Office of National Drug Control Policy		14. R&D Award: No	
9. CFDA Name and Number: <i>High Intensity Drug Trafficking Areas Program – 95.001</i>			
10. Award Type: B-Projects			
FCAHIDTA APPROVAL		RECIPIENT ACCEPTANCE	
15a. Typed Name and Title of Approving Official: Jodi Albright, Commissioner Financial Commission for Appalachia HIDTA		17a. Typed/Printed Name and Title of Authorized Official:	
15b. Signature of Approving FCAHIDTA Official: 	Date: 02/05/26	17b. Signature of Authorized Recipient:	Date:
16a. Typed Name and Title of Approving Official: Jackie Steele, Commissioner Financial Commission for Appalachia HIDTA		18. Authorized Official e-mail address:	
16b. Signature of Approving FCAHIDTA Official: 	Date: 2/5/26	19. Authorized Official telephone number:	

SUBAWARD CONDITIONS

1. **PURPOSE:** This agreement is entered into by and between the Charleston Police Department (hereinafter referred to as "Subrecipient") and the Financial Commission for Appalachia High Intensity Drug Trafficking Area (hereinafter referred to as "Financial Commission"). The Subrecipient has been selected by and agrees to accept funds awarded from the United States Office of National Drug Control Policy (hereinafter referred to as "ONDCP") and Financial Commission pursuant to this subaward agreement. The funds will be administered by the Financial Commission and the HIDTA Assistance Center on behalf of ONDCP. The purpose of this agreement is to clarify the conditions under which the funds are to be accepted, and may be used, by the Subrecipient and to outline the responsibilities of the participating parties.
2. **AUDIT READINESS AND COMPLIANCE:** The Subrecipient agrees to maintain appropriate and detailed records of its receipt and use of the funds, in accordance with the generally accepted accounting principles applying to government agencies. The Subrecipient understands that it may be subject to audit by the Appalachia HIDTA, Laurel County Fiscal Court (Financial Commission), agencies of the United States of America, and/or any other applicable agency and agree to fully cooperate with any or all of those entities in the event of inquiry or audit. The Subrecipient further agrees to maintain an inventory control system to account for all expenditures of these funds, in accordance with the policies of, and procedures required by, the Appalachia HIDTA.
3. **STANDARDS AND GUIDELINES:** The Subrecipient acknowledges receipt and understanding of the HIDTA Program Policy and Budget Guidance produced by ONDCP as well as other guidelines that have been, or will be, approved by the Executive Board, and agrees to abide by them. The Subrecipient further agrees to comply with the terms of the Office of Management and Budget's "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards", as well as all relevant state, county and municipal financial and accounting rules, regulations, standards and guidelines. Subrecipient further agrees to abide by all regulations and guidelines governing the use of ONDCP funds distributed for the purchase of evidence or information ("PEPP" Funds).
4. **PUBLIC RECORDS COMPLIANCE:** The Subrecipient agrees to comply with the provisions of Chapter 61.870, Kentucky Statutes, entitled "Public Records", as well as any other public record statutes that may be applicable to the Subrecipient's jurisdiction.
5. **ROLE OF THE FINANCIAL COMMISSION FOR APPALACHIA HIDTA:** The Subrecipient understands that the role of the Financial Commission for Appalachia HIDTA is limited to disbursing ONDCP funds per the instructions of the Appalachia HIDTA, through its designated representative, and/or the HIDTA Assistance Center staff. The Subrecipient understands that it may not bind or commit the HIDTA Assistance Center or Financial Commission for Appalachia HIDTA contractually, or act as an agent for either entity in any way.
6. **TERMINATION, SUSPENSION OR DELAY:** The Subrecipient agrees that the HIDTA Assistance Center and the Financial Commission for the Appalachia HIDTA have the right to terminate, suspend or delay any payment to Subrecipient if the payment request clearly fails to meet Financial Commission budgetary guidelines. In the event that the HIDTA Assistance Center and/or Financial Commission deem such an act necessary, the HIDTA Director and the Subrecipient shall be notified within three business days of the decision. The Director shall then make a determination regarding whether to continue the termination, suspension or delay of the payment. The Financial Commission shall act according to the directive of the Director and/or the Executive Board regarding the payment. The Subrecipient agrees that it shall have no cause of action or legal claim whatsoever against the HIDTA Assistance Center or the Financial Commission for Appalachia HIDTA in the event either decides to exercise its rights under this agreement.
7. **CONDITIONS OF SIGNATURES:** It is expressly understood and agreed that the agency representative's signature in execution of this Agreement does not alter or constitute a waiver in whole or part of any of the privileges or immunities otherwise enjoyed by any of the units of Government that are parties hereto. Parties agree that the signatures of Jackie Steele and/or J. L. Albright, are placed on this document in their official capacities as Financial Commissioners for HIDTA only, and this agreement constitutes an obligation only to the extent that there is money available from a grant for payment and for all other purposes shall be of no force and effect. These signatures do not to any extent bind or obligate Jackie Steele and/or J. L. Albright or Laurel County, Kentucky, to any extent, except to the extent grant funds are available, and then only from said funds.

8. **LEGAL ACTION:** Any and all suits or any legal action naming Appalachia HIDTA and/or Financial Commission for Appalachia HIDTA as a party; and, relating to this agreement shall be instituted and prosecuted in the appropriate Court of the Commonwealth of Kentucky or United States District Court, Eastern District of Kentucky and each party hereto waives the right to a change in venue and jurisdiction. This agreement shall in all respects be interpreted and construed in accordance with and governed by the laws of the Commonwealth of Kentucky regardless of place of its execution or performance.
9. **DECONFLICTION:** All officers from your agency that are assigned to an AHIDTA initiative shall use the AHIDTA's Investigative Support Center for event and case/subject deconfliction of all AHIDTA enforcement activities.
10. **SUPPLEMENTAL AGREEMENTS ATTACHED:** The Subrecipient acknowledges the following documents are attached to this agreement and that the policies set forth therein are acceptable to the Subrecipient and considered an integral portion of the Subaward Agreement.

Documents are as follows:

- A. General Terms and Conditions
- B. Recipient Integrity and Performance Matters
- C. Program Specific Terms and Conditions
- D. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Federal Debt Status, and Nondiscrimination Status and Implementing Regulations

11. **REQUESTS FOR REIMBURSEMENT AND CLOSEOUT OF SUBAWARD:**

Requests for reimbursements should be submitted for processing on a monthly basis and no more than on a quarterly basis. The requests should be submitted no later than 30 days past the end of the month or quarter. Final reimbursements for each calendar year are due 60 days after the end of the year (February 28). Any reimbursements submitted past the February 28 deadline will not be reimbursed.

All reimbursement requests must be submitted on the AHIDTA reimbursement form (LC-07). The LC-07 form and LC-07 instructions sheet are maintained on the AHIDTA website www.ahidta.org. Information regarding the submittal process for requests of reimbursement can be found on the instructions sheet.

This subaward is considered closed after this final payment has been made. Any remaining balance in the subaward at that time will be released to the AHIDTA program to be reallocated per guidance from the AHIDTA Executive Board.

12. **PAYMENT METHOD:**

All payments will be made via Electronic Funds Transfer (also referred to as ACH Direct Deposit) to the subrecipient's bank account.

13. **LAW ENFORCEMENT OVERTIME REIMBURSEMENT:**

The overtime limit for the Appalachia HIDTA program is \$19,000 per officer per calendar year. Appalachia HIDTA further limits overtime reimbursement to \$4,000 per officer, per month without prior approval from the State Coordinator in your respective state.

Be advised, overtime reimbursement from all Federal sources cannot exceed the lower of: (1) applicable state, local, and tribal regulations of officer's parent agency; or (2) 25% of the Federal GS-12, Step 1 level pay scale for "Rest of US" in the law enforcement general schedule in effect at the beginning of the calendar year. This overtime rate is the maximum that an officer can receive during the calendar year, fiscal year or other 12-month period from all Federal funding sources combined.

Appalachia HIDTA allocates overtime funding each calendar year based on full-time task force officer positions. If your agency has been awarded overtime funding for such a position, and the position goes unfilled for six consecutive months, Appalachia HIDTA may terminate the position and the funding will no longer be available for reimbursement. Overtime budgets may not be reprogrammed or transferred after September 30th.

14. NATIONAL DEFENCE AUTHORIZATION ACT (NDAA)

This subaward is subject to NDAA rules.

Effective January 3, 2020, Section § 889(b)(2) of the John McCain National Defense Authorization Act (NDAA) for FY 2019 prohibits executive agencies that administer loan or grant programs from permitting their funds to be used to purchase certain telecommunications and video surveillance equipment and services produced by certain Chinese entities. This applies to Executive Branch agencies like the Office of National Drug Control Policy (ONDCP) and Federal grantees, including the High Intensity Drug Trafficking Areas (HIDTA) Program.

The purpose of this legislation is to reduce the vulnerabilities of Federal agencies and their grantees to foreign interference in technology, data, and operations that rely on telecommunications or video surveillance. The covered telecommunications equipment or services include equipment manufactured or services provided by the following Chinese entities, and their subsidiaries or affiliates:

- Huawei Technologies Company
- ZTE Corporation
- Hytera Communications Corporation
- Hangzhou Hikvision Digital Technology Company
- Dahua Technology Company

Types of prohibited items include (but are not limited to) equipment that can be used to route or redirect user data traffic or permit visibility into any user data or packets that the equipment transmits or otherwise handles. Prohibitions also include telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Any item purchased with HIDTA funds must be in compliance with NDAA. AHIDTA will not purchase or reimburse an agency for items found to not be in compliance with NDAA.

A. General Terms and Conditions

1. This award is subject to The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200 (the “Part 200 Uniform Requirements”), as adopted and implemented by the Office of National Drug Control Policy (ONDCP) in 2 C.F.R. Part 3603. For this award, the Part 200 Uniform Requirements supersede, among other things, the provisions of 28 C.F.R. Parts 66 and 70, as well as those of 2 C.F.R. Parts 215, 220, 225, and 230.

For more information on the Part 200 Uniform Requirements, see <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>. For specific, award-related questions, recipients should contact Financial Commission for Appalachia HIDTA promptly for clarification.

2. This award is subject to the following additional regulations and requirements:
 - 28 C.F.R. § 69 - “New Restrictions on Lobbying”
 - 2 C.F.R. § 25 – “Universal Identifier and System of Award Management”
 - Conflict of Interest and Mandatory Disclosure Requirements
 - Non-profit Certifications (when applicable)
3. Audits conducted pursuant to 2 CFR Part 200, Subpart F, “Audit Requirements” must be submitted no later than 9 months after the close of the grantee’s audited fiscal year to the Federal Audit Clearinghouse at <https://harvester.census.gov/facweb/>.
4. The recipient gives the awarding agency, through any authorized representative, access to, and the right to examine, all paper or electronic records related to the grant.
5. Recipients of HIDTA funds are not agents of ONDCP. Accordingly, the grantee, its fiscal agent(s), employees, contractors, as well as state, local, and Federal participants, either on a collective basis or on a personal level, shall not hold themselves out as being part of, or representing, the Executive Office of the President or ONDCP.
6. Failure to adhere to the General Terms and Conditions as well as the Program Specific Terms and Conditions may result in the termination of the grant or the initiation of administrative action. ONDCP may also terminate the award if it no longer effectuates program goals or agency priorities. See 2 CFR 200.340.
7. Conflict of Interest and Mandatory Disclosures

A. Conflict of Interest Requirements

As a non-Federal entity, you must follow ONDCP’s conflict of interest policies for federal awards. Recipients must disclose in writing any potential conflict of interest to an ONDCP Program Officer; recipients that are pass-through entities must require disclosure from sub-recipients or contractors. This disclosure must take place immediately whether you are an applicant or have an active ONDCP award.

The ONDCP conflict of interest policies apply to sub-awards as well as contracts, and are as follows:

- i. As a non-Federal entity, you must maintain written standards of conduct covering conflicts of interest and governing the performance of your employees engaged in the selection, award, and administration of sub-awards and contracts.
- ii. None of your employees may participate in the selection, award, or administration of a sub-award or contract supported by a federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from an organization considered for a sub-award or contract. The officers, employees, and agents of the non-Federal entity must neither solicit nor accept gratuities, favors, or anything of monetary value from sub-recipients or contractors or parties to sub-awards or contracts.

- iii. If you have a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, you must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, you are unable or appear to be unable to be impartial in conducting a sub-award or procurement action involving a related organization.

B. Mandatory Disclosure Requirement

As a non-Federal entity, you must disclose, in a timely manner, in writing to ONDCP and the Financial Commission for Appalachia HIDTA all violations of Federal criminal law involving fraud, bribery or gratuity violations potentially affecting the Federal award. Non-Federal entities that have received a Federal award that includes the term and condition outlined in 200 CFR Part 200, Appendix XII "Award Term and Condition for Recipient Integrity and Performance Matters," are required to report certain civil, criminal, or administrative proceedings to SAM, currently the Federal Award Performance and Integrity Information System. Failure to make required disclosures can result in any of the remedies described in § 200.339. (See also 2 C.F.R. § 180, 31 U.S.C. § 3321, and 41 U.S.C. § 2313.)

None of the funds appropriated or otherwise made available by this grant or any other Act may be used to fund a contract, grant, or cooperative agreement with an entity that requires employees or contractors of such entity seeking to report fraud, waste, or abuse to sign internal confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information. This limitation shall not contravene requirements applicable to Standard Form 312, Form 4414, or any other form issued by a Federal department or agency governing the nondisclosure of classified information.

8. Federal Funding Accountability and Transparency FFATA/DATA Act Compliance. Each applicant is required to (i) Be registered in the System for Award Management (SAM) (ii) provide a valid UEI number on the subaward agreement; (iii) continue to maintain an active SAM registration with current information at all times during which it has an active Federal award; and (iv) provide all relevant grantee information required for ONDCP to collect for reporting related to FFATA and DATA Act requirements.
9. Recipients must comply with the Government-wide Suspension and Debarment provision set forth at 2 CFR Part 180.
10. As specified in 2 CFR 200.303 Internal Controls, recipient must:
 - a) Establish and maintain effective internal controls over the federal award that provides reasonable assurance that federal award funds are managed in compliance with federal statutes, regulations and award terms and conditions. These internal controls should be in compliance with the guidance in "Standards for Internal Control in the federal Government," issued by the Comptroller General of the United States and the "Internal Control Integrated Framework," issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
 - b) Comply with federal statutes, regulations, and the terms and conditions of the Federal awards.
 - c) Evaluate and monitor the non-federal entity's compliance with statute, regulations, and the terms and conditions of the federal award.
 - d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
 - e) Take reasonable measures to safeguard protected personally identified information (PII) and other information ONDCP and/or the Financial Commission for Appalachia HIDTA designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

11. Recipients are prohibited from using Federal grant funds to purchase certain telecommunication and video surveillance services or equipment in alignment with §889 of the National Defense Authorization Act of 2019, Pub. L. No. 115-232. See 2 C.F.R. § 200.216. See also, HIDTA PPBG, § 7.20, Prohibited Uses of HIDTA Funds.
12. Grantees should provide a preference, to the extent permitted by law, to maximize use of goods, products, and materials produced in the United States. See 2 C.F.R. § 200.322.
13. When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds included in this Act, shall clearly state—
 - a) the percentage of the total costs of the program or project which will be financed with federal money;
 - b) the dollar amount of Federal funds for the project or program; and
 - c) percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

B. Recipient Integrity and Performance Matters

Reporting of Matters Related to Recipient Integrity and Performance

1. *General Reporting Requirement*

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as a recipient during that period of time must maintain and report current information to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administration proceedings described in paragraph 2 of this award term and condition (below). This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available. See 2 C.F.R. Part 200, Appendix XII.

2. *Proceedings About Which You Must Report*

Submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent 5 year period; and
- c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in paragraph 5 of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;
 - (ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and
 - (iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. *Reporting Procedures*

Enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM because you were required to do so under Federal procurement contracts that you were awarded.

4. *Reporting Frequency*

During any period of time when you are subject to the requirement in paragraph 1 of this award term and condition, you must report proceedings information through SAM for the most recent 5-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. *Definitions*

For purposes of this award term and condition:

- a. Administrative proceedings means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.
- b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.
- c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—
 - (1) Only the Federal share of the funding under any Federal award with a recipient cost share or match; and
 - (2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

C. Program Specific Terms and Conditions

The following special conditions are incorporated into this award document.

1. This award is subject to the requirements in the SUPPORT for Patients and Communities Act, 21 U.S.C. § 1701 et seq. and in the ONDCP National HIDTA Program Office HIDTA Program Policy and Budget Guidance (September 9, 2021) (PPBG). The HIDTA PPBG is issued pursuant to authority granted the Director of ONDCP by the SUPPORT for Patients and Communities Act (21 U.S.C. § 1706) and the Uniform Administration Requirements (2 C.F.R. § 200) which provide the Director of ONDCP authority to coordinate funds and implement oversight and management function with respect to the HIDTA Program. The HIDTA PPBG can be accessed at the following website:
https://www.nhac.org/PDF/Program_Policy_and_Budget_Guidance2021.pdf
In addition, as a condition for receiving this award, recipients must complete safe and healthy workplace trainings as outlined in the PPBG.

OFFICE OF NATIONAL CONTROL POLICY

D. CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; FEDERAL DEBT STATUS, AND NONDISCRIMINATION STATUS AND IMPLEMENTING REGULATIONS

Instructions for the certifications

General Requirements

The Office of National Drug Control Policy (ONDCP) is required to obtain from all applicants certifications regarding federal debt status, debarment and suspension, and a drug-free workplace. Applicants requesting monies greater than \$100,000 in grants funds must also certify regarding lobbying activities and may be required to submit a "Disclosure of Lobbying Activities" (Standard Form LLL). Institutional applicants are required to certify that they will comply with the nondiscrimination statutes and implementing regulations.

Applicants should refer to the regulations cited below to determine the certifications to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of the form provides for compliance with certification requirements under 21 CFR part 1405, "New Restrictions on Lobbying" and 21 CFR part 1414, Government wide Debarment and Suspension. (Non procurement), Certification Regarding Federal debt Status (OMB Circular A-129), and Certification Regarding the Nondiscrimination Statutes and Implementing Regulations. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Office of National Drug Control Policy determines to award the covered cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented in 21 CFR part 1405, for persons entering into a cooperative agreement over \$100,000, as defined at 21 CFR Part 1405, the applicant certifies that:

- (a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Standard Form -LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

- (c) The undersigned shall require that the language of this certification be included in the award document for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTER (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension and implemented at 21 CFR Part 1404, for prospective participants in primary covered transactions.

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or and a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or contract under a public transaction violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification. He or she shall attach an explanation to the application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
- (b) Establishing an on-going drug-free awareness program to inform employees about

- (1) The dangers of drug abuse in the workplace;
 - (2) The applicant's policy of maintaining a drug-free workplace;
 - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) The penalties that may be imposed upon employees for drug abuse violation occurring in the workplace;
- (a) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (b) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
 - (1) Abide by the terms of the statement; and
 - (2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - (c) Notifying the agency, in writing, within 10 calendar days of receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such convictions. Employers of convicted employees must provide notice including position title to: The Assistance Center, 11200 NW 20 Street, Suite 100, Miami, Florida 33172. Notice shall include identification number of each affected grant;
 - (d) Taking one of the following actions within 30 calendar days of receiving notice under subparagraph (d) (2), with respect to any employee who is so convicted.
 - (1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (c) Making a good faith effort to continue to maintain a drug-free free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
 - A. The applicant may insert in the space provided below the site(s) for the performance of work done in connection with the specific cooperative agreement:

Agency Name – Charleston Police Department

Place of performance (street address, city, county, state, zip code)

**P.O. Box 2749
Charleston, WV 25330**

Check if there are workplaces on file that are not identified here.

The regulations provide that a recipient that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for ONDCP Funding.

DRUG-FREE WORKPLACE (RECIPIENTS WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 21 CFR Part 1404 Subpart F.

- A. As a condition of the cooperative agreement, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conduction any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction in writing, within 10 calendar days of the conviction, to: The Assistance Center, 11200 NW 20 Street, Suite 100, Miami, FL 33172.

4. CERTIFICATION REGARDING FEDERAL DEBT STATUS (OMB Circular A-129)

The Applicant certifies to the best of its knowledge and belief, that it is not delinquent in the repayment of any federal debt.

5. CERTIFICATION REGARDING THE DISCRIMINATION STATUTES AND IMPLEMENTING REGULATIONS

The applicant certifies that it will comply with the following nondiscrimination statutes and their implementing regulations: (a) title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000D et seq.) which provides that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of or be otherwise subjected to discrimination under any program or activity for which the applicant received federal financial assistance; (b) Section 504 of the rehabilitation Act of 1973, as amended (29 U.S.C. 794) , which prohibits discrimination on the basis of handicap in programs and activities receiving federal financial assistance; (c) title IX of the Education Amendments of 1972m as amended (20 U.S.C. 1981 et seq.) which prohibits discrimination on the basis of sex in education programs and activities receiving federal financial assistance; and (d) the Age Discrimination Act of 1975, and amended (42 U.S.C. 6101 et seq.) which prohibits discrimination on the basis of age in programs and activities receiving federal financial assistance, except that actions which reasonably take age into account as a factor necessary for the normal operation or achievement of any statutory objective of the project or activity shall not violate this statute.

RECIPIENT ACCEPTANCE OF SUBAWARD CONDITIONS

Printed Name and Title of Authorized Official

Signature of Authorized Recipient

Date

Charleston Police Department

AHIDTA Reimbursement Form LC-07

- The LC-07 Reimbursement Form can be found under the Resources Tab on AHIDTA's website at www.ahidta.org.
- We have provided the forms in two different formats, Excel and a fillable PDF.
- We encourage you to download the form from the website with each reimbursement request to ensure you are using the most current form.
- Instructions for the LC-07 form can also be found on the AHIDTA website.

Budget Detail

2026 - Appalachia

Initiative - Metropolitan Drug Enforcement Network Team

Award Recipient - Financial Commission for Appalachian HIDTA (HID0225G0479)

Resource Recipient - Charleston Police Department

Overtime	Account Number	Quantity	Amount
Investigative - Law Enforcement Officer	01-02-26-284-64-6080.05	5	95,000.00
Total Overtime		5	\$95,000.00
Other	Account Number		Amount
PE/PI/PS	01-02-26-284-64-5601.01		20,000.00
Total Other			\$20,000.00
Total			\$115,000.00

Resolution No. 26-052

Introduced in Council:

Adopted by Council:

May 4, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-052 – Authorizing the Mayor or City Manager to enter into an agreement
2 with Studimo Productions for the provision of sound, light, and audio production services for
3 the 2026 Live on the Levee concert series, in the amount of \$3,504.75 per event date plus
4 additional backline equipment costs as may be needed for specific shows and bands, pursuant
5 to the direct purchase authority set forth in Section 2-486 of Charleston Municipal Code.

6
7 Be it Resolved by the Council of the City of Charleston, West Virginia:

8
9 That the Mayor or City Manager is authorized to enter into an agreement with Studimo
10 Productions for the provision of sound, light, and audio production services for the 2026 Live on
11 the Levee concert series, in the amount of \$3,504.75 per event date plus additional backline
12 equipment costs as may be needed for specific shows and bands, pursuant to the direct
13 purchase authority set forth in Section 2-486 of Charleston Municipal Code.

City of Charleston WV

USA

Regarding: LOTL 2026

Project number:	1522
Period:	05/22/2026 - 05/22/2026
Location:	Haddad Riverfront Park 700 Kanawha Blvd Charleston WV 25314
Quotation number:	953
Quotation date:	04/24/2026
Valid until:	05/08/2026
Payment:	Invoice before event starts
Created by:	Adam Whaley

Time schedule

Usage period	05/22/2026 10:00	05/22/2026 23:00
--------------	------------------	------------------

Equipment

Name	
Audio	
12	JBL VTX A8 Main LR - 6 per side
4	JBL VTX S28 Subs 2x18" - 2 per side
1	Yamaha QL5 Audio Console
1	Yamaha Rio 3224-D Audio IO
1	3ph Distro PD2
1	Small Mic Box
6	EAW SM15 Floor monitor
1	Cable Package
1	Shure QLXD2 wireless MC Mic
Total Audio:	
	\$ 2,975.00
Lighting	
1	Avolites Titan Mobile Lighting Console
12	IP Led Par LED Par
Total Lighting:	
	\$ 400.00

Crew

Name		From	Until
Crew			
1	A1	05/22/2026 10:00	05/22/2026 23:00
1	A2	05/22/2026 10:00	05/22/2026 23:00
Total Crew:			\$ 1,100.00
Total crew:			\$ 1,100.00

Transport

Name		Date
Transportation		
1	24' Box	05/22/2026 10:00
Total Transportation:		\$ 422.00
Total transport:		\$ 422.00

Total

Total rental equipment:	\$ 3,375.00
Total crew:	\$ 1,100.00
Total transport:	\$ 422.00
Total:	\$ 4,897.00
Project discount:	- \$ 1,392.25
Price excl. tax:	\$ 3,504.75
0% Tax:	\$ 0.00
Price incl. tax:	\$ 3,504.75

Confirmation of quotation 953

[Click here to digitally sign the quotation](#)

Resolution No. 26-053

Introduced in Council:

Adopted by Council:

May 4, 2026

Introduced by:

Referred to:

Joseph Jenkins

Finance

1 Resolution No. 26-053 – Approving the proposed Fiscal Year 2026-2027 Coliseum and
2 Convention Center budget as indicated within the attached document.

3

4 Be it Resolved by the Council of the City of Charleston, West Virginia:

5

6 That the proposed Fiscal Year 2026-2027 Coliseum and Convention Center budget as indicated
7 within the attached document is approved.

**City of Charleston
MUNICIPAL BUDGET
July 1, 2026 - June 30, 2027**

Section 8

**Charleston Coliseum and
Convention Center Revenue Fund**

**City of Charleston
Municipal Budget
FY 2027
Coliseum and Convention Center Revenue Summary**

Rev. Code	Description	Actual FY 2025	Original FY 2026	FY 2026 YTD Amendments	Current FY 2026	YTD Mar. Actual FY 2026	Estimated FY 2027
Operating Revenue							
435802	Rent	2,366,945	2,451,157		2,451,157	1,222,427	2,450,000
435803	Commissions	543,140	435,000		435,000	256,511	450,000
4343**	Parking - Buildings & Lots	155,220	145,000		145,000	180,980	150,000
435804	Food and Beverage	1,398,430	1,100,000		1,100,000	588,920	1,250,000
435805	Patron Services	204,263	210,000		210,000	106,017	210,000
435806	Security	97,594	85,000		85,000	44,758	85,000
435807	Advertising	354,475	550,000		550,000	279,111	550,000
435808	Equipment Rental	149,744	130,000		130,000	105,222	115,000
435809	Power Usage	65,632	75,000		75,000	31,535	60,000
435810	Booth Rental		135,000		135,000	(3,985)	120,000
438000	Interest	242,742	215,000		215,000	143,986	190,000
435813	Miscellaneous	20,541	15,000		15,000	14,574	15,000
435811	Building Damages	-	2,000		2,000	650	2,000
435812	Audio/Visual Equipment	288,504	260,000		260,000	144,597	255,000
	Total Operating Revenue	5,887,230	5,808,157	-	5,808,157	3,115,304	5,902,000
Non-Operating Revenue							
435801	CC Capital Improvement Fee	662,147	325,000		325,000	47,527	320,000
436900	Trf In/Gen. Fund - Debt Svc	107,835	-		-	-	-
436900	Trf In/Gen. Fund - Other	729,881	555,000		555,000	-	500,000
436900	Transfers In/Coal Severance	92,973	160,000		160,000	-	170,000
436900	Transfers In/Cap. Imp. Fund	135,090	-		-	350,153	-
438110	Energy Rebates	476	-		-	-	-
	Total - Non Operating Revenue	1,728,402	1,040,000	-	1,040,000	397,680	990,000
	Total Revenue	7,615,632	6,848,157	-	6,848,157	3,512,984	6,892,000

**City of Charleston
Municipal Budget
FY 2027**

Fund 6402 CCCC Revenue Fund
 Department 91000 Charleston Coliseum and Convention Center
 Unit 000

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Mar. Actual	FY 2027 Proposed
Personal Services						
510300 Wages - Full Time Regular	586,994	657,490	-	657,490	388,091	591,524
510301 Wages - FT Overtime	4,986	30,000	-	30,000	6,834	15,000
510400 FICA	31,875	52,593	-	52,593	-	-
510401 FICA - Medicare	2,154	-	-	-	5,410	8,795
510402 FICA - Social Security	9,211	-	-	-	23,133	37,604
5105** Medical & Life Insurance	171,408	172,368	-	172,368	129,892	153,420
510600 Retirement	39,422	-	-	-	-	-
510601 Public Employees Retirement	14,163	61,874	-	61,874	34,893	48,522
5111** Dental & Vision Insurance	12,180	8,400	-	8,400	5,788	7,512
5112** Insurance - Employee Cont	(31,031)	(25,704)	-	(25,704)	(23,831)	(22,548)
511300 OPEB - Current	20,000	20,000	-	20,000	-	20,000
Total Personal Services	861,362	977,021	-	977,021	570,210	859,829

Authorized Full Time Positions & Salary Schedule

FY 2026 Current			FY 2027 Proposed		
Title	FLSA/Paygrade	FTE	Title	FLSA/Paygrade	FTE
General Manager	OVG	1	General Manager	OVG	1
Asst GM/Director of Operations	OVG	1	Asst GM/Director of Operations	OVG	1
Business Administrator Civic Cer	E/119	1	Business Administrator Civic Cer	E/119	1
Director of Finance	OVG	1	Director of Finance	OVG	0
Director of Sales & Marketing	OVG	1	Director of Sales & Marketing	OVG	1
Director of Production Services	OVG	1	Director of Production Services	OVG	1
Box Office Manager	E/111	1	Box Office Manager	OVG	1
Booking Coordinator	OVG	1	Booking Coordinator	OVG	1
Marketing Manager	OVG	1	Marketing Manager	OVG	1
Marketing Coordinator	OVG	1	Marketing Coordinator	OVG	1
Asst Box Office Manager	OVG	1	Asst Box Office Manager	OVG	1
Convention Center Sales	OVG	2	Convention Center Sales	OVG	2
Event Mngr/Production Services	OVG	1	Event Mngr/Production Service	OVG	1
Event Coordinator	OVG	4	Event Coordinator	OVG	4
Operations Coordinator	OVG	1	Operations Coordinator	OVG	1
Safety & Security Coordinator	E/112	1	Safety & Security Coordinator	E/112	1
Technology Services Coordinat	OVG	1	Technology Services Coordinat	OVG	1
Administrative Assistant I	N-OT/109	1	Administrative Assistant I	N-OT/109	1
Box Office Assistant	OVG	1	Box Office Assistant	OVG	0
Housekeeping Supervisor	OVG	1	Housekeeping Supervisor	OVG	1
Engineering Assistant	N-COMP/111	1	Engineering Assistant	N-COMP/111	1
Maintenance Technician	N-OT/109	6	Maintenance Technician	N-OT/109	5
Operations Conversion Tech II	OVG	3	Operations Supervisor	OVG	2
Operations Conversion Tech I	OVG	3	Operations Conversion Tech II	OVG	3
Facility Support Technician	N-OT/106	3	Operations Conversion Tech I	OVG	3
			Facility Support Technician	N-OT/106	3
Total		40	Total		39

**City of Charleston
Municipal Budget
FY 2027**

Fund 6402 CCCC Revenue Fund
 Department 91000 Charleston Coliseum and Convention Center
 Unit 000

Expense Object	FY 2025 Actual	FY 2026 Original	FY 2026 YTD Amend.	FY 2026 Current	FY 2026 YTD Mar. Actual	FY 2027 Proposed
Contractual Services						
521100 Telecommunications	38,977	42,000	-	42,000	37,346	48,000
521200 Printing	-	1,000	-	1,000	-	1,000
521300 Utilities	1,089,381	980,000	-	980,000	661,441	1,100,000
5214** Travel	12,141	10,000	-	10,000	7,595	12,000
5215** Mnt & Repair - Bldg & Grounds	40,319	65,000	-	65,000	9,552	50,000
5216** Mnt & Repair - Equipment	71,062	60,000	-	60,000	76,191	115,000
5218** Postage	1,203	3,000	-	3,000	1,204	2,000
521900 Building and Equipment Rental	206,871	170,000	-	170,000	104,983	225,000
522000 Advertising/Legal Publication	63,258	90,000	-	90,000	53,989	90,000
5221** Training	1,000	2,000	-	2,000	1,000	2,000
522200 Dues & Subscriptions	1,390	10,000	-	10,000	14,761	30,000
522600 Insurance - WC & UE	13,487	14,854	-	14,854	11,668	12,336
522700 Insurance	178,569	216,000	-	216,000	203,998	220,000
523000 Contracted Services	727,759	715,000	-	715,000	459,336	750,000
523060 Management Services	2,733,762	2,380,000	-	2,380,000	1,760,817	2,568,835
523061 Contract Performance Fees	729,881	436,282	-	436,282	30,000	80,000
Total Contractual Services	5,909,059	5,195,136	-	5,195,136	3,433,881	5,306,171
Commodities						
534100 Material & Supplies	337,578	320,000	-	320,000	291,821	375,000
534300 Gas, Oil & Tires	168	1,000	-	1,000	701	1,000
534500 Uniforms	24,897	30,000	-	30,000	15,863	30,000
Total Commodities	362,642	351,000	-	351,000	308,386	406,000
Contributions & Other						
556600 Transfers to Other Funds	631,990	325,000	-	325,000	271,625	320,000
567100 Bond Principal	400,000	-	-	-	-	-
567200 Bond Interest	18,548	-	-	-	-	-
567400 Bond Service Charge	6,093	-	-	-	3,000	-
Total Contributions & Other	1,056,631	325,000	-	325,000	274,625	320,000
Total 91000	8,189,694	6,848,157	-	6,848,157	4,587,103	6,892,000

CITY OF CHARLESTON
Payroll Variance Analysis
April 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Mayor	409	Regular	23,591	23,238	353	1.50%	259,500	255,191	4,309	1.66%	306,682	51,491
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	23,591	23,238	353	1.50%	259,500	255,191	4,309	1.66%	306,682	51,491
Mayor - CARE Office	409-02	Regular	9,915	9,720	194	1.96%	109,060	106,833	2,227	2.04%	128,889	22,056
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	9,915	9,720	194	1.96%	109,060	106,833	2,227	2.04%	128,889	22,056
City Council	410	Regular	13,000	6,250	6,750	51.92%	143,000	118,500	24,500	17.13%	169,000	50,500
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	13,000	6,250	6,750	51.92%	143,000	118,500	24,500	17.13%	169,000	50,500
City Manager - Admin.	412-00	Regular	48,371	41,714	6,657	13.76%	532,078	450,775	81,303	15.28%	628,819	178,044
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	48,371	41,714	6,657	13.76%	532,078	450,775	81,303	15.28%	628,819	178,044
City Treasurer	413	Regular	10,557	10,549	9	0.08%	116,131	115,855	277	0.24%	137,246	21,391
		IPT	1,015	840	175	17.27%	11,169	10,104	1,065	9.54%	13,200	3,096
		OT	-	-	-		-	-	-		-	-
		Total	11,573	11,389	184	1.59%	127,300	125,959	1,342	1.05%	150,446	24,487
City Collector	414	Regular	67,116	60,570	6,546	9.75%	738,273	696,107	42,166	5.71%	872,504	176,397
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	67,116	60,570	6,546	9.75%	738,273	696,107	42,166	5.71%	872,504	176,397
City Clerk	415	Regular	11,770	11,539	231	1.96%	129,472	126,844	2,627	2.03%	153,012	26,168
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,770	11,539	231	1.96%	129,472	126,844	2,627	2.03%	153,012	26,168
Municipal Court	416	Regular	26,108	25,601	507	1.94%	287,193	284,277	2,916	1.02%	339,410	55,133
		IPT	769	998	(229)	-29.76%	8,462	11,102	(2,641)	-31.21%	10,000	(1,102)
		OT	2,055	1,045	1,010	49.16%	22,602	12,339	10,262	45.41%	26,711	14,372
		Total	28,932	27,644	1,288	4.45%	318,256	307,719	10,537	3.31%	376,121	68,402

CITY OF CHARLESTON
Payroll Variance Analysis
April 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
City Attorney	417	Regular	38,845	38,489	356	0.92%	427,292	409,046	18,246	4.27%	504,982	95,936
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	38,845	38,489	356	0.92%	427,292	409,046	18,246	4.27%	504,982	95,936
Accounting	418	Regular	23,774	23,459	314	1.32%	261,509	257,750	3,759	1.44%	309,056	51,306
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	23,774	23,459	314	1.32%	261,509	257,750	3,759	1.44%	309,056	51,306
Engineering - General	420-00	Regular	41,158	31,568	9,591	23.30%	452,739	414,082	38,657	8.54%	535,055	120,973
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	41,158	31,568	9,591	23.30%	452,739	414,082	38,657	8.54%	535,055	120,973
Engineering - Stormwater	420-01	Regular	11,497	6,273	5,224	45.44%	126,465	103,011	23,454	18.55%	149,459	46,448
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	11,497	6,273	5,224	45.44%	126,465	103,011	23,454	18.55%	149,459	46,448
MOECD	421	Regular	32,592	31,358	1,235	3.79%	358,515	349,756	8,759	2.44%	423,699	73,943
		IPT	800	446	354	44.27%	78,400	83,074	(4,674)	-5.96%	80,000	3,074
		OT	-	-	-		-	2,615	(2,615)		-	-
		Total	33,392	31,803	1,589	4.76%	436,915	435,445	1,470	0.34%	503,699	77,017
Human Resources	422	Regular	33,020	27,530	5,490	16.63%	363,216	346,217	16,999	4.68%	429,255	83,038
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	33,020	27,530	5,490	16.63%	363,216	346,217	16,999	4.68%	429,255	83,038
Development Services	430	Regular	95,338	92,172	3,166	3.32%	1,048,713	1,021,611	27,102	2.58%	1,239,388	217,777
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	95,338	92,172	3,166	3.32%	1,048,713	1,021,611	27,102	2.58%	1,239,388	217,777
Mail Room	431	Regular	2,867	2,811	56	1.96%	31,538	30,875	662	2.10%	37,272	6,397
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	2,867	2,811	56	1.96%	31,538	30,875	662	2.10%	37,272	6,397

CITY OF CHARLESTON
Payroll Variance Analysis
April 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Information Systems	439	Regular	44,737	40,565	4,172	9.32%	492,108	439,160	52,948	10.76%	581,582	142,422
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
Budget	9	Total	44,737	40,565	4,172	9.32%	492,108	439,160	52,948	10.76%	581,582	142,422
Actual	8											
General Services	440	Regular	37,711	32,558	5,153	13.66%	414,818	381,399	33,419	8.06%	490,239	108,840
		IPT	-	-	-		-	-	-		-	-
		OT	6,224	2,263	3,960	63.63%	68,462	37,034	31,428	45.91%	80,910	43,876
Budget	11	Total	43,935	34,821	9,113	20.74%	483,280	418,433	64,847	13.42%	571,149	152,716
Actual	9											
Constituent Services	442-01	Regular	20,579	19,744	835	4.06%	226,366	211,969	14,398	6.36%	267,524	55,555
		IPT	2,178	2,227	(49)	-2.23%	23,958	13,715	10,243	42.75%	28,314	14,599
		OT	-	-	-		-	-	-		-	-
Budget	4	Total	22,757	21,971	786	3.45%	250,324	225,684	24,641	9.84%	295,838	70,154
Actual	4											
Morris Square Property	500	Regular	5,586	5,574	12	0.21%	61,449	60,308	1,142	1.86%	72,622	12,314
		IPT	-	-	-		-	-	-		-	-
		OT	154	151	3	2.08%	1,692	1,763	(71)	-4.17%	2,000	237
Budget	2	Total	5,740	5,725	15	0.26%	63,142	62,070	1,071	1.70%	74,622	12,552
Actual	2											
Public Works	566	Regular	17,921	17,569	351	1.96%	197,126	193,886	3,240	1.64%	232,967	39,081
		IPT	-	-	-		-	-	-		-	-
		OT	385	28	357	92.78%	4,231	512	3,719	87.91%	5,000	4,488
Budget	4	Total	18,305	17,597	708	3.87%	201,357	194,397	6,959	3.46%	237,967	43,570
Actual	4											
Public Grounds - Adm.	567-00	Regular	76,284	68,750	7,534	9.88%	839,127	792,301	46,826	5.58%	991,696	199,395
		IPT	-	-	-		-	-	-		-	-
		OT	2,292	7,212	(4,920)	-214.68%	25,211	100,090	(74,879)	-297.01%	29,795	(70,295)
Budget	27	Total	78,576	75,962	2,614	3.33%	864,339	892,391	(28,053)	-3.25%	1,021,491	129,100
Actual	24											
Public Grounds - C/T	567-01	Regular	3,144	3,741	(597)	-19.00%	34,584	44,183	(9,599)	-27.76%	40,872	(3,311)
		IPT	-	-	-		-	-	-		-	-
		OT	188	147	41	21.61%	2,068	1,150	918	-100.00%	2,444	1,294
Budget	1	Total	3,332	3,889	(557)	-16.71%	36,652	45,333	(8,681)	-23.68%	43,316	(2,017)
Actual	1											

CITY OF CHARLESTON
Payroll Variance Analysis
April 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Police - Uniform	700-00	Regular	768,456	740,169	28,288	3.68%	8,453,019	7,997,432	455,588	5.39%	9,989,932	1,992,500
		OT	187,503	236,835	(49,333)	-26.31%	2,334,417	2,826,306	(491,889)	-21.07%	2,726,415	(99,891)
		Reimb.	(3,077)	-	(3,077)	-100.00%	(33,846)	-	(33,846)	-100.00%	(40,000)	(40,000)
		Total	952,882	977,004	(24,122)	-2.53%	10,753,590	10,823,738	(70,148)	-0.65%	12,676,347	1,852,609
Police - Civilian	700-01	Regular	73,262	71,943	1,320	1.80%	805,886	818,455	(12,568)	-1.56%	952,411	133,956
		IPT	4,231	1,254	2,977	70.36%	46,538	11,749	34,789	74.75%	55,000	43,251
		OT	8,015	8,929	(914)	-11.40%	88,162	93,501	(5,340)	-6.06%	104,191	10,690
		Total	85,508	82,125	3,383	3.96%	940,586	923,705	16,881	1.79%	1,111,602	187,897
Fire - Uniform	706-00	Regular	664,434	714,740	(50,306)	-7.57%	8,649,401	9,218,525	(569,124)	-6.58%	10,319,009	1,100,484
		OT	111,425	105,823	5,602	5.03%	1,695,466	1,341,562	353,904	20.87%	1,947,678	606,116
		Reimb.	(923)	-	(923)	-100.00%	(10,154)	-	(10,154)	-100.00%	(12,000)	(12,000)
		Total	774,936	820,563	(45,627)	-5.89%	10,334,714	10,560,088	(225,374)	-2.18%	12,254,687	1,694,599
Fire - Civilian	706-01	Regular	7,851	7,470	381	4.85%	86,358	84,285	2,072	2.40%	102,059	17,774
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	231	423	(192)	-83.55%	2,538	1,390	1,148	45.23%	3,000	1,610
		Total	8,081	7,893	189	2.34%	88,896	85,675	3,221	3.62%	105,059	19,384
Traffic	712	Regular	38,226	37,654	573	1.50%	420,491	405,686	14,805	3.52%	496,944	91,258
		IPT	423	-	423	100.00%	4,654	-	4,654	100.00%	5,500	5,500
		OT	1,078	770	308	28.54%	11,857	30,399	(18,542)	-156.37%	14,013	(16,386)
		Total	39,727	38,424	1,303	3.28%	437,002	436,085	917	0.21%	516,457	80,372
Emergency Services	716	Regular	6,525	6,397	128	1.96%	71,773	70,322	1,451	2.02%	84,823	14,501
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	-	-	-	-	-	-	-	-	-	-
		Total	6,525	6,397	128	1.96%	71,773	70,322	1,451	2.02%	84,823	14,501
Street	750	Regular	208,176	161,395	46,780	22.47%	2,289,933	1,831,070	458,863	20.04%	2,706,284	875,214
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	17,465	10,384	7,082	40.55%	264,119	322,324	(58,205)	-22.04%	299,050	(23,274)
		Total	225,641	171,779	53,862	23.87%	2,554,052	2,153,394	400,658	15.69%	3,005,334	851,940
Equipment Maintenance	754	Regular	62,823	57,183	5,640	8.98%	691,054	696,705	(5,651)	-0.82%	816,700	119,995
		IPT	-	-	-	-	-	-	-	-	-	-
		OT	5,009	770	4,239	84.63%	55,095	66,638	(11,543)	-20.95%	65,112	(1,526)
		Total	67,832	57,953	9,879	14.56%	746,149	763,343	(17,194)	-2.30%	881,812	118,469

CITY OF CHARLESTON
Payroll Variance Analysis
April 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Refuse & Recycling	800	Regular	187,423	178,063	9,360	4.99%	2,061,654	2,088,024	(26,370)	-1.28%	2,436,500	348,476
		IPT	-	-	-		-	-	-		-	-
Budget	66	OT	22,489	13,247	9,242	41.09%	247,375	115,692	131,683	53.23%	292,352	176,660
Actual	63	Total	209,912	191,310	18,601	8.86%	2,309,029	2,203,716	105,313	4.56%	2,728,852	525,136
Parks & Recreation	900	Regular	103,362	99,555	3,806	3.68%	1,136,979	1,049,772	87,207	7.67%	1,343,703	293,931
		IPT	14,168	11,425	2,743	19.36%	247,940	205,600	42,340	17.08%	354,200	148,600
Budget	32	OT	4,849	1,845	3,004	61.96%	53,343	41,547	11,797	22.11%	63,042	21,495
Actual	29	Total	122,379	112,825	9,554	7.81%	1,438,263	1,296,919	141,344	9.83%	1,760,945	464,026
Public Arts	906	Regular	5,182	5,080	102	1.96%	56,998	55,836	1,162	2.04%	67,361	11,525
		IPT	1,538	-	1,538	100.00%	16,923	748	16,176	95.58%	20,000	19,253
Budget	1	OT	-	-	-		-	-	-		-	-
Actual	1	Total	6,720	5,080	1,640	24.41%	73,921	56,584	17,337	23.45%	87,361	30,778
Spring Hill Cemetery	952	Regular	31,011	28,160	2,852	9.20%	341,123	311,884	29,239	8.57%	403,145	91,261
		IPT	-	-	-	0.00%	-	-	-	0.00%	-	-
Budget	9	OT	940	184	756	80.42%	10,344	2,504	7,840	75.79%	12,225	9,721
Actual	9	Total	31,952	28,344	3,608	11.29%	351,467	314,388	37,079	10.55%	415,370	100,982
General Fund		Regular	2,852,211	2,739,151	113,060	3.96%	32,714,941	31,837,933	877,008	2.68%	38,760,101	6,922,168
		IPT	25,123	17,189	7,933	31.58%	438,044	336,092	101,952	23.27%	566,214	230,122
		OT	370,300	390,056	(19,756)	-5.34%	4,886,982	4,997,365	(110,382)	-2.26%	5,673,938	676,573
Budget	760	Reimb.	(4,000)	-	(4,000)	100.00%	(44,000)	-	(44,000)	100.00%	(52,000)	(52,000)
Actual	697	Total	3,243,634	3,146,396	97,238	3.00%	37,995,967	37,171,389	824,578	2.17%	44,948,253	7,776,864

CITY OF CHARLESTON
Payroll Variance Analysis
April 2026

Department		Type	Current Month				Year To Date				Annual	
Name	Code	Wages	Budget	Actual	Variance	%	Budget	Actual	Variance	%	Budget	Available
Business Improvement Dist.	568	Regular	3,629	2,997	631	17.40%	39,914	32,920	6,994	17.52%	47,171	14,252
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	114	(114)		-	(114)
		Total	3,629	2,997	631	17.40%	39,914	33,034	6,880	17.24%	47,171	14,137
Land Reuse Agency	428	Regular	3,846	3,683	163	4.24%	42,308	40,471	1,836	4.34%	50,000	9,529
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	3,846	3,683	163	4.24%	42,308	40,471	1,836	4.34%	50,000	9,529
CARE Fund	409-02	Regular	25,643	21,099	4,544	17.72%	282,077	230,291	51,786	18.36%	333,364	103,073
		IPT	-	-	-		-	-	-		-	-
		OT	-	-	-		-	-	-		-	-
		Total	25,643	21,099	4,544	17.72%	282,077	230,291	51,786	18.36%	333,364	103,073
Coliseum & Conv. Center	910-01	Regular	50,576	34,041	16,535	32.69%	556,338	445,930	110,408	19.85%	657,490	211,560
		IPT	-	-	-		-	-	-		-	-
		OT	2,308	713	1,594	69.09%	25,385	7,607	17,777	70.03%	30,000	22,393
		Total	52,884	34,755	18,129	34.28%	581,722	453,537	128,185	22.04%	687,490	233,953
Parking System	571	Regular	63,307	62,466	841	1.33%	696,374	678,606	17,769	2.55%	822,988	144,382
		IPT	4,315	682	3,633	84.20%	47,469	13,019	34,450	72.57%	56,100	43,081
		OT	1,692	351	1,341	79.24%	18,615	14,331	4,285	23.02%	22,000	7,669
		Total	69,314	63,499	5,816	8.39%	762,459	705,956	56,503	7.41%	901,088	195,132
Total		Regular	2,999,212	2,863,437	135,775	4.53%	34,331,952	33,266,150	1,065,802	3.10%	40,671,114	7,404,964
		IPT	29,438	17,871	11,567	39.29%	485,513	349,111	136,403	28.09%	622,314	273,203
		OT	374,300	391,121	(16,820)	-4.49%	4,930,982	5,019,417	(88,434)	-1.79%	5,725,938	706,521
		Reimb.	(4,000)	-	(4,000)	100.00%	(44,000)	-	(44,000)	100.00%	(52,000)	(52,000)
		Total	3,398,950	3,272,429	126,521	3.72%	39,704,448	38,634,678	1,069,770	2.69%	46,967,366	8,332,688

Vacancy Report:

City Manager	1	General Services	2	CARE Fund	1
City Collector	1	Public Works (all)	22	Coliseum	5
Engineering	2	Police - Uniform	19	Total All	69
Human Resources	1	Fire - Uniform	11		
Information Systems	1	Parks & Recreation	3		

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Current Month covers 2 pay periods (3/22/2026 - 4/18/2026)

YTD covers 22 pay periods (6/15/2025 - 4/18/2026)