

JAMES CITY COUNTY

COMMUNITY DEVELOPMENT BLOCK GRANT SECTION 3, LOCAL BUSINESS AND EMPLOYMENT PLAN

1. The Board of Supervisors for the County of James City, Virginia (the "County") designates as its Section 3 Business and Employment Project Area the boundaries of the County of James City, Virginia.
2. The County, its contractors and suppliers, and designated third parties shall, in utilizing Community Development Block Grant (CDBG) funds, utilize businesses and lower income residents of the County in carrying out grant activities, to the greatest extent feasible. For purposes of Section 3, low-income residents are those with household incomes that do not exceed 80% of the HUD area median income
3. In awarding contracts for construction, non-construction, materials, and supplies the County, its contractors and suppliers, and designated third parties shall take the following steps to utilize businesses located in or owned in substantial part by persons residing in the County:
 - (a) The County shall identify the contracts required to conduct the CDBG activities.
 - (b) The County shall identify potential contractors and suppliers through various and appropriate sources including:
 - The Virginia Gazette, published in Newport News, Virginia
 - The contractors and suppliers within the County known to the County that are likely to provide construction contracts, non-construction contracts, materials, and services which will be utilized in the activities funded through the CDBG.
 - (c) The identified contractors and suppliers shall be included on bid lists used to obtain bids, quotes, or proposals for work or procurement contracts which utilize CDBG funds.
4. The County and its contractors and suppliers shall take the following steps to encourage the hiring of lower income persons residing in the County:
 - (a) The County in consultation with its contractors and suppliers (including design professionals) shall ascertain the types and number of open positions for both trainees and employees that are needed to conduct CDBG activities.

- (b) The County shall encourage its contractors and suppliers to advertise open positions and the availability of such positions with information on how to apply through the following sources:
 - The Virginia Gazette
 - (c) The County, its contractors and suppliers shall maintain a record of inquiries and applications by project area residents who respond to advertisements, and shall maintain a record of the status of such inquiries and applications.
 - (d) To the greatest extent feasible, the County, its contractors and suppliers shall reasonably hire lower income project area residents in filling open training and employment positions necessary for implementing activities funded by the CDBG.
5. In order to document compliance with the above affirmative actions and Section 3 of the Housing and Community Development Act of 1974, as amended, the County shall keep, and obtain from its contractors and suppliers registers of contractors and suppliers, and registers of assigned employees for activities funded by the CDBG. Such listings shall be completed and shall be verified by site visits and employee interviews, crosschecking of payroll reports and invoices, and through audits if necessary.

Date adopted by the Board of Supervisors: December 10, 2019