

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, use 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) James City County Board of Supervisors shall identify potential various and appropriate sources, including:
 - The Virginia Gazette published in Williamsburg, Virginia
 - The County will use the contractors and suppliers within the County, and known to the County, that are likely to provide construction contracts, non-construction contracts, materials, and services that will be used 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 that use CDBG funds.
 - (d) To the greatest extent feasible, the County shall use the identified business and any other project area business concerns for activities funded with 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) In consultation with its contractors and suppliers (including design professionals), the County 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 their availability with information on how to apply through the following sources:
 - The Virginia Gazette
 - (c) The County, its contractors, and suppliers shall maintain records of inquiries and applications from project area residents in response to advertisements and the status of such inquiries and applications.
 - (d) To the greatest extent reasonably feasible, the County, its contractors, and suppliers shall hire lower-income project area residents in filling open training and employment positions necessary for implementing activities funded by the CDBG.
5. 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 verified by site visits and employee interviews, crosschecking of payroll reports and invoices, and through audits if necessary.

The County of James City, Virginia

BY: _____
Scott A. Stevens, County Administrator

Date

Approved as to form:

County Attorney