

SECTION 3

BUSINESS AND EMPLOYMENT PLAN

1. The County of Albemarle designates as its Section 3 Business and Employment Project Area the County of Albemarle.
2. The County of Albemarle, its contractors, 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 all activities, to the greatest extent feasible.
3. In awarding contracts for construction, non-construction, materials, and supplies the County of Albemarle, its contractors, and designated third parties shall take the following steps to utilize businesses that are located in or owned in substantial part by persons residing in the County:
 - a. The County of Albemarle shall identify the contracts required to conduct the CDBG activities.
 - b. The County of Albemarle shall identify through various and appropriate sources including:

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the business concerns within the County which are likely to provide construction contracts, non-construction contracts, materials, and services which will be utilized in the activities funded through the CDBG program.

- 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 utilize CDBG funds.
- d. To the greatest extent feasible the identified business and any other project area business concerns shall be utilized in activities that are funded with CDBG funds.
4. The County of Albemarle, its contractors, and its subcontractors shall take the following steps to encourage the hiring of lower income persons residing in the County:
 - a. The County of Albemarle in consultation with its contractors (including design professionals) shall ascertain the types and number of positions for both trainees and employees that are likely to be used to conduct CDBG activities.
 - b. The County of Albemarle shall advertise through the following sources:

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the availability of such positions with the information on how to apply.

- c. The County of Albemarle, its contractors, and its subcontractors shall be required to 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 of Albemarle, its contractors, and its subcontractors shall hire lower income project area residents in filling training and employment positions necessary for implementing activities funded by the Community Development Block Grant (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 of Albemarle shall keep, and obtain from its contractors and subcontractors, *Registers of Contractors, Subcontractors and Suppliers* and *Registers of Assigned Employees* for all 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.

Duly adopted at the regular meeting of the Albemarle County Board of Supervisors on

_____, 2020.

Signature of Authorized Official

