State of North Carolina
Department of Environmental Quality
Division of Water Infrastructure (DWI)

LOCAL JOBS INITIATIVE
SECTION 3 PLAN

I. APPLICATION AND COVERAGE OF POLICY

The **Town** is committed to the policy that, to the greatest extent possible, opportunities for training and employment be given to lower income residents of the community development project area and contracts for work in connection with the federally assisted community development project be awarded to business concerns located or owned in substantial part by persons residing in the Section 3 covered area, as required by Section 3 of the Housing and Urban Development Act of 1968, the **Town** has developed and hereby adopts the following Plan.

The **Town** will comply with all applicable provisions of Section 3 of the Housing and Urban Development Act of 1968, as amended (24 C.R.F. Part 135), all regulations issued pursuant thereto by the Secretary of Housing and Urban Development, and all applicable rules and orders of the Department issued thereunder.

This Section 3 covered project area for the purposes of this grant program shall include the **Town** and portions of the immediately adjacent area.

The **Town** will be responsible for implementation and administration of the Section 3 Plan. In order to implement the **Town's** policy of encouraging local residents and local businesses participation in undertaking community development activities, the **Town** will follow this Section 3 Plan which describes the steps to be taken to provide increased opportunities for local residents and businesses

This Section 3 Plan shall apply to services needed in connection with the grant including, but not limited to, businesses in the fields of planning, consulting, design, building construction/ renovation, maintenance and repair, etc.

When in need of a service, the **Town** will identify suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the Minority Business Directory published through the State Department of Administration, local directories and Small Business Administration local offices. Word of mouth recommendation shall also be used as a source.

The **Town** will include the Section 3 clause and this Plan in all contracts executed under this Community Development Block Grant (CDBG) Program. Where necessary, listings from any agency noted above deemed shall be included as well as sources of subcontractors and suppliers. The Section 3 Plan and the Section 3 minimum numerical goals shall be mentioned in the pre bid meetings and the preconstruction meetings.

The Section 3 minimum numerical goals shall be met by the **Town,** if the minimum numerical goals are not met, an explanation and the efforts taken by **Town** to meet the goals shall be described

in the Annual Section 3 report. The report must be submitted along with the Annual Performance Report (APR) during the life of the grant.

Section 3 minimum numerical goals (the Section 3 regulations established thresholds and goals at **24 CFR 135.30**):

Goals:

1. 30 % of the aggregate number of new hires shall be Section 3 residents
2. 10 % of the total dollar amount of all covered construction shall be awarded to Section 3 business concerns.
3. 3 % of the total dollar amount of all covered non-construction contracts shall be awarded to Section 3 business concerns.

A Section 3 business concern is defined as a business where:

1. 51% or more of the business is owned by Section 3 residents or
2. 30% or more employed staff are Section 3 residents; or
3. 25% of subcontracts are committed to Section 3 businesses.

All potential prime construction bidders, where the estimated value is at least $100,000 will be required to submit a Section 3 Plan with their bids, which will outline his/her good faith efforts to comply with Section 3 in connection with the project. Should a need exist to hire any additional personnel, the **Halifax County** NCWorks agency (https://www.ncworks.gov/vosnet/Default.aspx) shall be notified and referred to the contractor. All received bids will be maintained in the grant files to document Section 3 compliance.

Each subcontract for rehabilitation, replacement or new construction under the program, as applicable, for jobs having contracts in excess of **$100,000** shall be required to submit a Section 3 Plan.

This Plan will be maintained on file in the grant office and shall be updated from time to time or as the grant staff may deem necessary.

Early in the project, prior to any contracting, major purchases or hiring, we will develop a listing of jobs, supplies and contracts likely to be utilized during the project. We will then advertise the pertinent information regarding the project including all Section 3 required information.

The Division of Water Infrastructure (DWI) should be contacted with the Bid Materials to distribute the information throughout their list serve to reach out the communities.

II. AFFIRMATIVE ACTIONS FOR RESIDENT AND BUSINESS PARTICIPATION

The **Town** will take the following steps to assure that low income residents and businesses within the community development project area and within the **Town** are used whenever possible: Describe here

(*Example: Place qualified residents and businesses on solicitation lists, assure that residents and businesses are solicited whenever they are potential sources of contracts, services or supplies; divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by residents and businesses; establish delivery schedule, where the requirements permit, which encourages participation by area for residents and businesses*)

Please check the methods to be used for the Section 3 program in your community:

☒ The **Town** will place a display advertisement in the local newspaper containing the following information:

a) A brief description of the project.

b) A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.

c) An acknowledgement that under Section 3 of the Housing and Community Development Act, local residents and businesses will be utilized for jobs, contracts and supplies in carrying out the project to the greatest extent feasible.

d) A location where individuals interested in jobs or contracts can register for consideration.

e) A statement that all jobs will be listed through and hiring will be done through the local office of the NCWorks agency (https://www.ncworks.gov/vosnet/Default.aspx); a statement that all contracts will be listed with the North Carolina Division of Purchase and Contracts; and a statement that potential employees and businesses may seek development and training assistance through various state and local agencies, of which the **Town** will maintain a list for individuals and business concerns inquiring information.

☐ Training and technical assistance will be provided by the local community college for low income residents requiring skills to participate in community development project activities. Referrals will be made to the community college, local Private Industry Councils, Job Training Partnership Act (29 U.S.C. 1579 (a)) (JTPA) Programs, and job training programs provided by local community action agencies as appropriate. Residents and businesses will be encouraged to participate in state and/or federal job training programs that may be offered in the area.

☒ Low income residents and businesses will be informed and educated regarding employment and procurement opportunities in the following ways:

a) Advertisement in the local newspaper.
b) Posting of Section 3 Plan at the Town/City Hall and /or County Courthouse.
c) Town/City/County Board meeting when project activities and schedules are discussed.
d) Open meetings of where project is discussed which everyone in project area is invited
e) Notification to other agencies that provide services to low-income people.

☐ Other: Describe here

The **Town** will, to the greatest extent feasible, utilize lower income area residents as trainees and employees:

1. Encourage rehabilitation contractors to hire local area residents.
2. Encourage public works contractors to hire local area residents.

The **Town** will, to the greatest extent feasible, utilize businesses located in or owned in substantial part by persons residing in the area

1. Contract with local contractors to perform demolition activities, and housing rehabilitation activities.
2. Encourage public improvement contractors to hire local residents for site clearance work, hauling materials, and performing other site improvements.
3. Encourage all contractors to purchase supplies and materials from the local hardware and supply stores

III. RECORDS AND REPORTS

The **Town** will maintain such records and accounts and furnish such information and reports as are required under the Section 3 regulations, and permit authorized representatives of NCDEQ-DWI, and federal agencies access to books, records, and premises for purposes of investigation in connection with a grievance or to ascertain compliance with this Section 3 Plan.

The **Town** shall report annually the Section 3 numbers using the form HUD 60002 to NCDEQ-DWI at the end of the calendar year as part of the Annual Performance Report (APR).

IV. MONITORING COMPLIANCE

The **Town** will require each applicable contractor to provide a copy of the Section 3 Plan with their bids and will monitor compliance during the performance of the contract. Copies of all Section 3 efforts from all parties will be kept to document compliance. Copies of all advertisements, notice, and published information will be kept documenting the implementation of the plan.

V. SECTION 3 COORDINATOR CONTACT INFORMATION

Please provide the main contact in case that any complaint is received or general information is requested by the general public on Section 3 compliance: (name, phone number, address, and email):

State of North Carolina
Department of Environmental Quality
Division of Water Infrastructure (DWI)

Thomas Ellis
Town Administrator
207 West Commerce St
Hobgood, NC 27843

252-826-4573
townofhobgood@embarqmail.com

Adopted this 14 day of October 2020

Dannie A. Flanary, Mayor

ATTEST:

Renee Ellis, Town Clerk