

**SECTION 3**  
**BUSINESS AND EMPLOYMENT PLAN**  
**TOWN OF CHASE CITY**

1. The Town of Chase City designates as its Section 3 Business and Employment Project Area Mecklenburg County.
2. The Town of Chase City, its contractors, and designated third parties shall in utilizing Community Development Block Grant (CDBG) funds to 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 Town of Chase City, 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 Town of Chase City shall identify the contracts required to conduct CDBG activities.
  - (b) The Town of Chase City shall identify through various and appropriate sources including the Chase City Enterprise and the Mecklenburg Sun the business concerns within the County which are likely to provide construction contracts, non-construction contracts, materials, and services that 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 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 Town of Chase City and its contractors and subcontractors shall take the following steps to encourage the hiring of lower-income persons residing in the County:
  - (a) The Town of Chase City in consultation with its contractors (including design professionals) shall ascertain the types and number of positions for both trainees and employees which are likely to be used to conduct CDBG activities.
  - (b) The Town of Chase City shall advertise through the following sources: Chase City Enterprise and the Mecklenburg Sun the availability of such positions with the information on how to apply.

- (c) The Town of Chase City, its contractors, and 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 Town of Chase City, its contractors, and 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 Town of Chase City 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 audits if necessary.

Duly adopted at the regular meeting of the Chase City Town Council on March 14, 2022.

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Authorized Signature