

**Town of Smithfield
Community Development Block Grant Program
Local Jobs Initiative
Section 3 Plan
Local Economic Benefit for Low- and Very Low-Income Persons
March 3, 2020 – March 2, 2023**

I. APPLICATION AND COVERAGE OF POLICY

The Town of Smithfield 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 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 of Smithfield 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 CFR 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 Johnston County.

The Town will be responsible for implementation and administration of the Section 3 plan. In order to implement the Town policy of encouraging local residents and 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 CDBG 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 certified Section 3 business suppliers, contractors or subcontractors located in the Section 3 area. Resources for this identification shall include the North Carolina Department of Administration Interactive Procurement System (IPS)'s "Search for Registered Vendors" link.

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 shall be mentioned in the pre bid meetings and preconstruction meetings.

The prime contractor selected for major public works facility or public construction work will be required to submit a Section 3 Plan which will outline his/her work needs in connection with the

project. Should a need exist to hire any additional personnel, the Johnston County Employment Security Commission shall be notified and referred to the contractor.

Each contract 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 our 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.

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 Johnston County are used whenever possible:

(Describe below)

1. The Town will directly solicit Section 3 businesses using IPS certified Section 3 business listings.
2. Assure that potential construction bidders make a "best faith" effort to use certified Section 3 businesses using IPS data bases.

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:

- i. A brief description of the project
- ii. A listing of jobs, contracts and supplies likely to be utilized in carrying out the project.
- iii. An acknowledgement that under Section 3 of Housing and Community Development Act, local residents and businesses will be utilized for jobs, contract and supplies in carrying out the project to the greatest extent feasible.

Residents and businesses will be encouraged to participate in applicable state, federal, and/or community action agencies 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:

- i. Advertisement in the local newspaper
- ii. Posting of Section 3 Plan at the Town Municipal Building
- iii. Town of Smithfield, Town Council meeting when project activities and schedules are discussed

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 NC Department of Commerce, 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 the North Carolina Department of Commerce at the end of the calendar year as part of the Annual Performance Report (APR).

IV. MONITORING COMPLIANCE

The Town may require each applicable contractor to provide a copy of the Section 3 Plan and will monitor compliance during the performance of the contract. Copies of all advertisements, notice, and published information will be kept to document the implementation of the plan.

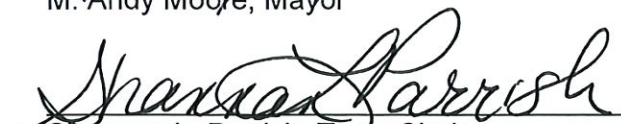
V. COMPLAINTS CONTACT

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

Michael Scott, Manager
Town of Smithfield
305 East Market Street/P.O. Box 761
Smithfield, North Carolina 27577
Phone: 919-934-2116
E-mail: michael.scott@smithfield-nc.com

Adopted March 3, 2020.


M. Andy Moore, Mayor


Shannan L. Parrish, Town Clerk



SECTION 3 NOTIFICATION

The Town of Smithfield has received a \$750,000 Small Cities Community Development Block Grant — Neighborhood Revitalization (CDBG-NR) grant administered by the Rural Economic Development Division, North Carolina Department of Commerce. The CDBG-NR grant represents 100% of project funding that includes the following activities: clearance - \$28,900; rehabilitation of privately-owned dwellings - \$646,100; and project administration - \$75,000.

Businesses qualifying as HUD Section 3; located in or owned by persons residing in Johnston County are encouraged to participate in the project. It is anticipated that the Town's CDBG-NR project may result in the use of the following services: attorney/legal services; clearance; asbestos/lead abatement; and housing rehabilitation by a licensed general contractor. Through contractors there will be potential opportunities to sub-contractors including licensed electrical, plumbing, and HVAC contractors. Housing rehabilitation will include all types of general construction materials and equipment.

Businesses interested in being considered for legal services or housing rehabilitation contractors should contact Skip Green, Project Administrator, (919) 763-0925 – s9351@nc.rr.com; or the Town Manager Office – (919) 934 – 2116 - michael.scott@smithfield-nc.com to obtain the legal service and housing rehabilitation contractor request for qualification. To be considered, the request for qualification for legal services must be received by the Town Manager Office, Town of Smithfield Municipal Building before 3 p.m., June 30, 2020. Contractors wishing to participate in the Town's Housing Rehabilitation Program must submit qualification statements before or with housing rehabilitation bids. Interested contractors are encouraged to submit qualification statements prior to bidding on the project. The award of a housing rehabilitation project will be subject to review and approval of the qualification statement. Legal services will be selected using Competitive Negotiations. Individual housing rehabilitation contracts will be awarded using Competitive Bids.

Interested clearance contractors; building sub-contractors; and/or building suppliers should provide the following contact information before 3 p.m., June 30, 2020 through written correspondence or email to Skip Green, Project Administrator, 123 Windgate Drive, Clayton, NC 27527 - s9351@nc.rr.com or the Town Manager's Office, 350 East Market Street, Smithfield, NC 27577 - michael.scott@smithfield-nc.com with the business name, address, contact name, address, and phone number. At a later date, the Town will procure for clearance contractors using competitive bid. The names of building sub-contractors and building suppliers will be included with individual housing write-up specifications.

In the implementation of this project, the following job types may be available as a result of (1) clearance: laborers, operators (front-end loaders, bulldozer, etc.), and truckers; and (2) housing rehabilitation: laborers, carpenters, plumbers, electricians, roofers, floor installers, etc. All job openings, as they are known, will be posted on the bulletin board located in the front of the Town of Smithfield Municipal Building, 350 East Market Street, Smithfield, NC 27577, and sent to NCWorks Career Center – Johnston County, 8998 US-70 Business Highway West, Suite 100, Clayton, NC 27527.

The Town of Smithfield is an equal opportunity employer. Historically Underutilized Businesses (HUB) including small and minority firms and Section 3 firms are encouraged to participate in the project. The project contractors and subcontractors are encouraged to utilize HUB and Section 3 Firms. Contract documents will request contractors and subcontractors to also utilize the North Carolina Department of Administration, Interactive Purchasing System (IPS) as a potential source for construction subcontractors, vendors, suppliers or providers of professional services.

This notice is available in Spanish or any other language upon request. Please contact Michael Scott, Manager, (919) 934-2116, 350 East Market Street, Smithfield, NC 27577 for accommodations for this request.

Este aviso está disponible en español o en cualquier otro idioma a solicitud. Por favor, Michael Scott, Gerente, al (919) 934-2116 o al 350 East Market Street, Smithfield, NC 27577 contacto alojamiento para esta aplicación.