

VDR 05-A Instructions: New Hire Weekly Summary

The US Department of Housing & Urban Development (“HUD”) requires the City of Moore (“the City”) to collect information on every person hired in connection with Section 3 projects to insure the City’s’ compliance with Federal regulations.

As part of the City’s’ Section 3 Procedures your firm is required to report the number of employees hired in connection with a Section 3 Project who are Section 3 Eligible. Complete this form by entering the names and addresses of all new hires and by indicating whether they are Section 3 Eligible. Section 3 Eligible Employees are those who reside in the City of Moore and whose total household income is less than 80% of the Area Median Income.

The table below may be used as a guide to employees to determine whether their household income is above or below 80% AMI.

This form must be completed by all firms working on a Section 3 project even if the firm is not a “Section 3 Business.”

INSTRUCTIONS FOR EMPLOYERS:

1. Enter the name and address of every new employee hired in connection with the Section 3 Project on Form VDR 05-C. (Add additional rows if necessary).
2. Determine whether each new hire is Section 3 eligible by referring to the Section 3 New Hire Form for each individual hired
 - a. The new hire is not Section 3 eligible if the new hire lives outside the corporate limits of the City of Moore
 - b. The new hire is not Section 3 eligible if the new hires’ household income is greater than:

Number of People in Household:	Gross Income Is No Greater Than (as of March 28, 2016):
1	\$36,050
2	\$41,200
3	\$46,350
4	\$51,500
5	\$55,650
6	\$59,750
7	\$63,900
8	\$68,000

1. Complete the Section 3 New Hire Report

INSTRUCTIONS FOR EMPLOYERS:

2. Indicate whether each new hire is Section 3 Eligible by checking the appropriate box next to their name and address on Section 3 New Hire Report (next page).

3. Indicate the Job Category using the following codes:

Professionals	P
Technicians	TE
Office and Clerical	OC
Sales	S
Trades	TR
Labor	L
Service Workers	SW
Other	Other

4. An authorized representative of the firm must certify the accuracy and completeness of the information provided by signing where indicated below.

5. Developers and contractors are responsible for collecting the Section 3 New Hire Report from all applicable contractors and sub-contractors performing on Section 3 covered project. Completed forms must be submitted with each week. A summary report must be submitted at the end of each calendar year for the calendar year, or before the final draw if less than a calendar year.

6. Submit completed form and provide supporting documentation at the Draw request.

Self-Certification

The US Department of Housing & Urban Development (“HUD”) requires the City of Moore to collect information on every person hired by Contractors completing construction contracts for the City to insure the City’s compliance with Federal regulations. Your response is voluntary, confidential, and has no effect on your employment.

PART 1:

Name: _____
Home Address: _____ _____
Number of Individuals Living in Your Household Including Yourself: _____

PART 2: Are you a resident of the City of Moore?

- YES – Continue to Part 3
- NO – Sign at the Bottom

PART 3:

See the eight boxes below. Find the box that best matches the number of members in your household in the last twelve months. If your **total household gross income** (from all members) in the last twelve months was **NO GREATER** than the dollar amount provided below for your household size, then check the box next to the number of members of your household, and sign and date the form at the bottom.

1. If your total household gross income in the last twelve months **WAS OVER** the dollar amount provided below for your household size, then put your initials here _____ and SKIP to the bottom of the page, and sign and date the form.

Check Here If:	# of People in Household:	Gross Income Is No Greater Than (As of March 28, 2016):
<input type="checkbox"/>	1	\$36,050
<input type="checkbox"/>	2	\$41,200
<input type="checkbox"/>	3	\$46,350
<input type="checkbox"/>	4	\$51,500
<input type="checkbox"/>	5	\$55,650
<input type="checkbox"/>	6	\$59,750
<input type="checkbox"/>	7	\$63,900
<input type="checkbox"/>	8	\$68,000

I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief.

Signature	
Printed Name	
Date	