

VDR 05-C Section 3 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.

Week Start Date		Week End Date	
Work Order Number			
Project Address			
General Contractor Name			
Name of Firm Completing this Form			
The Firm Completing this Form is a: (Check One)	General Contractor <input type="checkbox"/>	Subcontractor <input type="checkbox"/>	Professional Services Consultant <input type="checkbox"/>
Did the Firm Hire Any Full or Part Time employees or Day laborers during the Week?	Yes <input type="checkbox"/>		No <input type="checkbox"/>
If the answer is NO, sign and date the form and submit.			
If the answer is YES, complete the New Hire Matrix below, sign, date, and submit.			

NEW HIRE MATRIX				
	Name of New Hire	Address	Section 3 Eligible?	Labor Category
			Enter: YES, NO, or <i>No Info Provided</i>	See Instructions
1.				
2.				
3.				
4.				
5.				

6.				
7.				
8.				
9.				
10.				
I affirm that the above statements are true, complete, and correct to the best of my knowledge and belief.				
	Signature			
	Printed Name			
	Title			
	Date			