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EMERGING BUSINESS AND WORKFORCE DEVELOPMENT PROGRAM CHECKLIST

MONTHLY REPORTS ARE DUE THE 20TH OF EACH CALENDAR MONTH

TO: RC.QA@wheda.com

Emerging Business Program Monthly Report

- List the emerging businesses working as subcontractors or suppliers, the work performed or materials supplied.
- Attach a copy of the certification held by the emerging businesses. (One time only)
- List the contract/payment dollar amounts for the prior month.
- For those emerging businesses that have been paid in full – please submit a final Payment Certification form from the emerging business contractor/subcontractor verifying full payment.

Workforce Development Program Monthly Report

- List area resident employee name, phone, job title, start and/or end date, hours worked for the reporting month, and employee's rate of pay. *Reminder – minimum hourly wage is \$11.50.
- Submit the completed LIHTC Certificates of Employee and Employer Workforce Development Program form. *This form is to be completed in its entirety by the employee and employer, and all 3 pages must be submitted.*
- Submit proof of principal residence (new hires only)
- For employees that are being transferred from one LIHTC project work site to another, please submit LIHTC Certificates of Employee Job Site Transfer form.
- Submit payroll records for only Workforce hires on the report – *number of hours worked, and hourly wage should match what is being reported.*