

Emerging Business and Workforce Development Program Report Submission Instructions

The reporting schedule is listed below. If you are unable to meet these deadlines please contact WHEDA. If reports are not received according to the schedule the project will be consider out of compliance and future credits may be in jeopardy.

- A. **Certificate of Compliance** – Owner acknowledges receipt of Programs manual, goals and compliance requirements.
- B. **Outreach Plan and Outreach Plan Attachment** – Identifies the plan of action intended to meet program goals and details estimated construction timeline along with authorized contact person(s).
- C. **Participation Plan** – Details anticipated Emerging Business Program participant contract information.
*If WHEDA did not provide the financing, inform WHEDA of the closing date.
- D. **Emerging Business Program Monthly Report** – Tracks monthly & cumulative payments made to Emerging Business Program participants.
- E. **Workforce Development Program Monthly Report** – Details monthly Workforce Development Program participant data.
- F. **Payment Certifications** – Certification by Emerging Business participating in the program that they were paid in full for contracted work.

Report	Due Date
Certificate of Compliance	Within 2 weeks of Award Letter
Outreach Plan & Outreach Plan Attachment	Within 120 days of Reservation Agreement
Participation Plan	Within 45 days of construction closing
Emerging Business Report	20th of each month
Workforce Development Report	20th of each month
Payment Certifications	As contractors are paid in full