



WISCONSIN HOUSING AND ECONOMIC DEVELOPMENT AUTHORITY

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CHANGES TO EMERGING BUSINESS PROGRAM REQUIREMENTS

WHEDA has made some changes to the Emerging Business Manual, as well as to some of the program requirements, and documents that are required to be submitted for monthly reporting. The changes to the manual and program requirements are listed on the attached "Change Sheet".

All Employers are required to submit completed ***"LIHTC Certificates of Employee and Employer Workforce Development Program"*** forms for all ***"New Hire"*** employees. A new hire employee is one who recently completed an application for employment, and was hired specifically for the LIHTC project. The first & third page of the Certificate is to be completed by the employer, and page 2 is to be completed by the employee. The form must be completed in its entirety, and all 3 pages must be submitted, including a copy of the employees Application for Employment and proof of the employee's principal residence.

For those employees that the employer is wishing to retain and transfer to a new LIHTC project, the employers will need to complete and submit the ***"LIHTC Certificate of Employee Job Site Transfer Workforce Development Program"*** form. This is a fill-able PDF form and can be found on WHEDA.com.

We have also created a checklist for those reports that are due by the 20th of each calendar month following commencement of the LIHTC development construction. This checklist identifies the documents that are to be submitted, along with the required back up documents for the monthly Emerging Business and Workforce Development reports.

We sincerely appreciate your assistance in complying with our program goal and submitting all required documentation in a timely manner. If you would like more information about our program, please feel free to contact me.

Thank you,

Jesse Greenlee
Emerging Business Program Manager
414-227-4348

Page Number	Paragraph	Old Language	New Language
Cover Page	Cover Page	Changed the WHEDA Logo removing "We Do So You Can"	Only the WHEDA Logo is showing.
Cover Page	Cover Page	May 3, 2013	June 28, 2013
Page 2	Par 2	Submit written documentation to WHEDA including: the full name of the employee you wish to retain as a Workforce Program participant.	For those employees you wish to retain, please complete and submit LIHTC Certificate of Employee Job Site Transfer Workforce Development Program form. The form will request the following: Employee name, date of initial hire, initial LIHTC project name and address that the employee worked on,
Page 2	Par 4	Program's 12 divisions of construction	Program's twelve (12) divisions of labor
Page 3	Par 4	Prospective area residents may apply for Program certification by completing a Workforce Development Program Certificates of Employee/Employer. The Employee portion of the Certificate is completed and submitted to the contractors/subcontractors with backup documentation verifying the permanent place of residence.	Prospective area residents who have submitted an Application for Employment with the contractors/subcontractors may apply for Program certification by completing a Workforce Development Program Certificates of Employee/Employer form. The "New Hire" employee is to complete the Employee portion of the Certificate and submit the certificate to the contractors/subcontractors with backup documentation verifying the permanent place of residence.
Page 3	Par 4 Bullet 1	Attach a photocopy of all Certificates of Employee/Employer to the initial Workforce Development Monthly Report submission. After the initial submission, Certificates for new hires may be sent to WHEDA as they occur, or with the next monthly Report.	Attach a photocopy of all Certificates of Employee/Employer, along with a copy of the "New Hire" employees Application for Employment, and proof of permanent place of residence to the initial Workforce Development Monthly Report submission. After the initial submission, Certificates, Application for Employment for new hires, and proof of permanent place of residence may be sent to WHEDA as they occur, or with the next monthly Report.
Page 3	Par 4 Bullet 2	Payroll reports for contractors/subcontractors employing Program participants must be submitted with the Monthly Workforce Development Report (See Section 4	Payroll reports for contractors/subcontractors employing Program participants must be submitted with the Monthly Workforce Development Report (See Section 3
Page 4	Par 2	Owners must require contractors/ subcontractors working on the LIHTC development retain payroll records, and the original Certificates of Employee/Employer with proof of residency for the Workforce Development Program for a period of three (3) years after the contractor /subcontractor receives final payment under its' construction contract, and shall be made available to WHEDA for review upon reasonable notice	Owners must require contractors/ subcontractors working on the LIHTC development retain payroll records, employees Application for Employment and the original Certificates of Employee/Employer with proof of residency for the Workforce Development Program for a period of three (3) years after the contractor /subcontractor receives final payment under its' construction contract, and shall be made available to WHEDA for review upon reasonable notice.
Pg 6 & 7	Various Par.	By the 20th of each calendar month following the commencement of LIHTC development construction, the owner will submit a Workforce Development Monthly Report to WHEDA detailing area resident employee name, phone, job title, residence information, start and/or end date, hours worked and job retention for the prior month.	By the 20th of each calendar month following the commencement of LIHTC development construction, the owner will submit a Workforce Development Monthly Report to WHEDA identifying all "New Hire" employees, and any employees who have been transferred from another LIHTC project. A new hire employee is one who recently completed an application for employment and was hired specifically for the LIHTC project. When completing the monthly report please include the following: employee name, phone, job title, residence information, start and/or end date, hours worked and job retention for the prior month
Page 7	Page 7	Attach a photocopy of all Certificates of Employee/Employer to the initial Monthly Report submission. After the initial submission, Certificates for new hires may be mailed, emailed or faxed to WHEDA as they occur, or with the next monthly Report.	For all "New Hires", Employer must submit a photocopy of the employees Application for Employment, and a photocopy of all completed Certificates of Employee/Employer to the initial Monthly Report submission. After the initial submission, photocopies of Applications for Employment and Certificates for "New Hires" may be mailed, emailed or faxed to WHEDA as they occur, or with the next monthly Report.
Page 8	Page 8	By the 20 th monthly, following construction commencement Monthly Report-Emerging Business and Monthly Report - Workforce Development accompanied by required Certificates of Employee/Employer and monthly payrolls.	By the 20 th monthly, following construction commencement Monthly Report-Emerging Business and Monthly Report - Workforce Development accompanied by required Certificates of Employee/Employer, photocopy of employees Application for Employment (new hires), and monthly payrolls. For those employees being Transferred from LIHTC project to another, please submit the LIHTC Certificate of Employee Job Site Transfer Workforce Development Program form.

Page 8	Page 8	Final Monthly Report Workforce Development accompanied by any remaining Certificates of Employee/Employer and the final monthly payrolls.	Final Monthly Report - Workforce Development accompanied by any remaining Certificates of Employee/Employer, Application for Employment (new hires), final monthly payrolls, and LIHTC Certificate of Employee Job Site Transfer Workforce Development Program form for employees who transferred from another LIHTC project
Page 10	2nd bullet	Submit written documentation to WHEDA, including: the full name of the employee you wish to retain as a Workforce Program participant, reasons why you wish to retain this employee on an upcoming project, details of training you provided to the individual, and list what trade/skill(s) the employee has achieved since being hired as a Workforce Program participant.	For those employees you wish to retain, please complete and submit LIHTC Certificate of Employee Job Site Transfer Workforce Development Program form. The form will request the following: Employee name, date of initial hire, initial LIHTC project name and address that the employee worked on, reasons why you wish to retain this employee on an upcoming project, details of training you provided to the individual, and list what trade/skill(s) the employee has achieved since being hired as a Workforce Program participant.
Page 16 - Appendix B: Forms	Addition		Certificate of Employee Job Site Transfer – Workforce Development Program Purpose: Verifies and details the initial LIHTC project that the employee worked on, and why a contractor/subcontractor wishes to retain the employee for an upcoming LIHTC project