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## EMERGING BUSINESS AND WORKFORCE DEVELOPMENT PROGRAM CHECKLIST

***MONTHLY REPORTS ARE DUE THE 20<sup>TH</sup> OF EACH CALENDAR MONTH***

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### **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 HTC 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 HTC project work site to another, please submit HTC 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.*