

REQUEST FOR PROPOSALS
FOR
AGREED UPON PROCEDURES FOR ANNUAL
VERIFICATION OF PERFORMANCE MEASUREMENTS
FOR WEDC AWARDS

ISSUED BY:

WISCONSIN ECONOMIC DEVELOPMENT CORPORATION

ON: FRIDAY, JUNE 3RD, 2022

All questions regarding this RFP must be submitted in writing to Jordan Wohlleber,
Senior Financial Servicing Director, at jordan.wohlleber@wedc.org
by Thursday, June 30, 2022, at 4:00 pm CT.

PROPOSALS MUST BE SUBMITTED ELECTRONICALLY AS
PDF DOCUMENTS BY:
FRIDAY, JULY 29, 2022, 4:00 PM CT

To:

Jordan Wohlleber, Senior Financial Servicing Director
jordan.wohlleber@wedc.org
Wisconsin Economic Development Corporation
201 West Washington Avenue, 6th Floor
Madison, WI 53703

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Wisconsin Economic Development Corporation

Request for Proposal (RFP)

Agreed Upon Procedures for Verification of Performance Measurements for WEDC Awards

I. Introduction:

The Wisconsin Economic Development Corporation (WEDC) requests proposals from firms with significant experience in internal auditing. WEDC, as Wisconsin's lead economic development organization, is seeking to provide *assurance that the annual reporting information WEDC receives from our grant and loan awardees is accurate, through source document verification on a sample selection basis.*

Wis. Stat. § 238.03(2)(e), requires the WEDC to annually and independently verify, from a sample of grants, loan awards, and tax credits, the accuracy of the information required to be reported (see Appendix B for applicable state statute citations).

This Request for Proposals (RFP) is issued for the purpose of identifying the most qualified firm for this service that provides the best overall value to WEDC. Experienced firms that wish to be considered as potential service providers are asked to submit a proposal. Complete proposal requirements are outlined below and must be submitted by the due date. Each firm that submits a proposal to this RFP will have its proposal reviewed in an open, objective, and independent process.

II. WEDC

The Wisconsin Economic Development Corporation (WEDC) is a public body corporate and politic governed by Chapter 238 of the Wisconsin Statutes. WEDC was created under 2011 Wisconsin Act 7 and 2011 Wisconsin Act 32 to replace the economic and community development operations of the former Wisconsin Department of Commerce and to serve as the State of Wisconsin's lead economic development organization. WEDC is governed by a Board of Directors. WEDC's Chief Executive Officer is appointed as directed by statute.

WEDC provides financial and technical assistance and services to businesses and organizations in Wisconsin for the purpose of strengthening economic development and creating and retaining jobs. As of June 30, 2021, WEDC had approximately 116 employees and operating expenditures for FY21 totaled approximately \$116 million, including \$68 million of Federal funds as part of Coronavirus Aid, Relief, and Economic Security (CARES) Act. Revenues to finance its operating activities are derived primarily from state appropriations, loan repayments and other income.

WEDC operates four economic and community development divisions and eight finance and administrative departments primarily in the Madison, Wisconsin, location. WEDC provides grants, loans, tax credits and other financial and technical assistance to its customers. WEDC administers and verifies tax credits but does not make cash payments for tax credits.

WEDC's fiscal year ended June 30, 2012, was the first year of operations and the first year audited. Documents relevant to that audit will be made available to interested proposers.

III. Scope of Work

WEDC receives information from awardees in two separate and distinct ways.

1) performance reports and 2) tax credit excel workbooks.

While WEDC requires the Awardee to attest to the information provided to WEDC, WEDC does not currently require source document verification of the information provided for either performance reports or tax credit workbooks.

WEDC is asking that the selected auditor perform an adequate sample selection audit on an annual basis, and verify, through source documentation obtained directly from the Awardee, that the information provided by the Awardee to WEDC, under both performance reports and tax credit workbooks, is accurate and complete.

All WEDC’s award contracts require that the Awardee comply with any auditor document requests. Source documentation to be requested will include, but may not be limited to, system payroll reports, invoices, and internal time and cost allocation reporting.

It is expected that the source documentation can be provided by the Awardee and received directly by the Proposer via a secured portal or other electronic means. On-site visits by the Proposer are not required.

A. Performance Reports

For all WEDC grant, loan, and tax credit programs, WEDC requires performance reporting, which includes summary information on measurements such as total jobs and expenditures during the reporting period. Other measurements that may be reported include training costs, number of companies assisted, as well as other program specific measurements (see Appendix A for a list of measurements and their definitions).

This information currently serves as the basis for external reporting on WEDC’s website and its Annual Report on Economic Development (ARED).

B. Tax Credit/ Loan Workbooks

For those WEDC loan and tax credit programs where job creation or retention, capital expenditure, training cost, or supply chain expenditures are used as the basis for determining the amount of the award and provide the basis for future tax credit verifications or loan forgiveness calculations, WEDC requires more detailed annual reporting to verify activity and progress.

C. Applicable Programs

Applicable programs in scope for sample selection for performance reports are:

Program	Program Name
BF	Brownfield Redevelopment Financial Assistance
* BTC	Business Development Tax Credits
CB	Capacity Building
CC	Capital Catalyst
CDI	Community Development Investment
CMAG	Collaborative Market Access Grant

Program	Program Name
DBD	Diverse Business Development
DRM	Disaster Recovery Microloan
EMG	Entrepreneurial Micro-Grant
EPG	Entrepreneurship Partner Grant
EXTECH	ExporTech
*EZ	Enterprise Zone Tax Credits
FLG	Fabrication Laboratories
IMAG	International Market Access Grant
ISR	Idle Industrial Sites Redevelopment
** MSBB	Main Street Bounceback Grant
QNBV	Qualified New Business Venture Tax Credits
SAG	Site Assessment Grants
SBIR	Small Business Innovation Research
TDF	Technology Development Fund
TDL	Technology Development Loan
TIP	Targeted Industry Projects
WIP	Wisconsin Investment Pilot

* Represents a program where a loan/tax credit workbook is also required.

** Special audit program: MSBB is part of the suite of COVID emergency relief programs that are audited in separate, specific audits targeting those programs.

For CY21, WEDC had approximately 820 performance reports submitted for the applicable programs listed above, and 215 loan/tax credit workbooks. The appropriate percentage sample percentage to be used for testing will be determined by the proposer as part of their approach to the project in Section IV and will be the basis for determining cost in Section V.

Exhibit C provides a comprehensive list of measurements collected by Program.

D. Testing Procedures for Performance Reporting

1. Performance Measure – EMPLOYMENT IMPACT

Employment information is reported to WEDC and is based on a full-time employee definition provided by WEDC. Some programs also require reporting of part-time employment and positions in-state and out-of-state.

Testing procedure: Total employee payroll will be requested to tie out the employment totals as reported to WEDC for the period being examined. The Recipient may include a manual reconciliation to tie the employee payroll to the total employment reported to WEDC.

2. **Performance Measure - CAPITAL EXPENDITURES**

Cumulative capital expenditure information is provided to WEDC and is based on the definition provided by WEDC.

Testing procedure: An itemized list of expenditures will be requested from the Recipient for the incremental expenditures reported since the previous submission. Individual capital expenditures with a cost of > \$30,000 will be selected for review for each Report selected. For capital expenditures under the \$30,000 threshold, expenditures will be judgmentally selected to achieve the total coverage percentage threshold as defined by the auditor. Thresholds will be determined on a per project basis, based on data collected by the auditor; the expected sample size and expected dollar coverage will be approved by WEDC prior to the auditor's request for documentation and testing.

Schedule of Expenditures – Loans and Grants \$100,00 or more

Each recipient of a grant or loan of at least \$100,000 is required to submit a Schedule of Expenditures (SOE), which includes expenditures of any matching cash or in-kind match, signed by the director or principal officer of the recipient to attest to the accuracy of the SOE. The Recipient must engage an independent certified public accountant to perform procedures, approved by the corporation and consistent with applicable professional standards of the American Institute of Certified Public Accountants, to determine whether the grant or loan funds and any matching cash or in-kind match were expended in accordance with the grant or loan Agreement.

Because awards requiring Schedule of Expenditures (SOE)/ Independent Audit Report (IAR) are tested by an independent accountant over the life of the award, additional testing of capital expenditures will not be performed, unless otherwise directed by WEDC.

3. **Performance Measure – TRAINING**

Cumulative training expenditures and/or employees trained are reported to WEDC based on the definition provided by WEDC.

Testing procedure: For training expenditures, an itemized list of expenditures will be requested of the Recipient. Individual training expenditures with a cost of > \$30,000 will be selected for review for each reporting period selected for review. For training expenditures under the \$30,000 threshold, expenditures will be judgmentally selected to achieve the total coverage percentage threshold as defined by the auditor. Thresholds will be determined on a per project basis, based on data collected by the auditor; the expected sample size and expected dollar coverage will be approved by WEDC prior to the auditor's request for documentation and testing.

For individuals trained, an itemized list of individuals trained, and appropriate substantiating documentation will be requested of the Recipient.

4. **Performance Measure - OTHER**

Some grant program performance reports may include additional measurements (e.g. number of companies assisted). The testing procedures related to these additional measurements, if quantifiable, will be determined by the auditor on a case-by-case basis, subject to approval by WEDC prior to the auditor's request for documentation and testing.

E. Testing Procedures for Tax Credit/Loan Workbook

1. Performance Measure - JOBS

Payroll information is provided to WEDC at an employee level, and depending on the program, contains some, or all, of the following information (Regular Hours Worked, Overtime Hours Worked, Hourly Wage Rate, Exempt/Non-Exempt, Regular Wages, Overtime/Bonus/Commission Wages, Employment Start Date, Termination Date, Benefit Eligibility, Seasonal Position, Residency, Work Site, Entity).

Testing procedure: The auditor will verify that the wages reported in the Tax Credit Workbook are from payroll periods which were *paid* in the reporting period, as opposed to wages *earned* in the reporting period.

The auditor will verify that the total number of employees reported in the Tax Credit Workbook matches the total number of employees from the payroll period supporting documentation. If the total number of employees does not match, the Recipient shall supply a reconciliation to substantiate what was reported to WEDC.

Individual employees will be selected for review for each reporting period selected for review. Ten percent (10%) or 10 (whichever is greater) of full-time, eligible employees will be judgmentally selected. Any other selection size or methodology will be approved by WEDC prior to the auditor's request for documentation and testing.

The Recipient will provide supporting documentation such that the auditor can test: Full-time status, wage rate for non-exempt employees, seasonality, regular wages paid in the period, bonus and overtime wages are correctly separated (BTC only), employment start date, termination date, work site, and entity. Benefits offered will be individually tested (see below).

If an employee record in the selection has multiple segments, shown in the workbook as multiple rows for a single employee ID, the auditor will test all segments for that employee, including that the segments are appropriately separated and that wages, work site, employment dates, and entity are all correctly attributed to the employee's line item in the workbook.

2. Performance Measure – FRINGE BENEFITS

The Recipient attests that they offer fringe benefits to full-time employees included in the award as offered to other full-time employees in the organization in the field "Benefit Eligibility".

Testing procedure: Test that the Awardee's personnel policy or employee handbook reference that all full-time employees are all "offered" the same fringe benefits and that at least 50% of the health insurance benefit cost is covered. In addition, individual employees who are selected for jobs review will be tested for fringe benefit eligibility. Test reported benefit status (yes/no) offering of benefits by obtaining an opt-out form or invoices/payroll records to confirm individual participation.

3. Performance Measure - CAPITAL EXPENDITURES

Eligible capital expenditure information is provided to WEDC at a detailed level, and depending on the program, contains some, or all, of the following information (Investment Description, Investment Type, Date of Investment, Investment Amount).

Testing procedure: Individual, eligible capital expenditures which were included in the verification of tax credits for the period with a cost of > \$500,000 will be selected for review for each reporting period selected for review. For capital expenditures under the \$500,000 threshold, expenditures will be judgmentally selected to achieve the total coverage percentage threshold. Thresholds will be determined on a per project basis, based on data collected by the auditor; the expected sample size and expected dollar coverage will be approved by WEDC prior to the auditor's request for documentation and testing.

Selected expenditures will be tested for accuracy and eligibility of the investment type, date of investment, and investment amount. The auditor will also examine selected expenditures to determine if the expense is attributable to a "related party or person": a family member, such as a brother, sister, parent, grandparent, child, grandchild, spouse, or in-laws; a corporation, or any entity that owns more than 50% of the recipient; or any company which is part of the same controlled group of companies.

4. Performance Measure - TRAINING

Eligible training information is provided to WEDC at a detailed level, and depending on the program, contain some, or all, of the following information (Trainer, Course Description, Trainees, Number of Hours, Hourly Wage, Training Amount, Material Costs, Total Cost).

Testing procedure: Individual, eligible training expenditures which were included in the verification of tax credits for the period with a cost of > \$50,000 will be selected for review for each reporting period selected for review. For training expenditures under the \$50,000 threshold, expenditures will be judgmentally selected to achieve the total coverage percentage threshold. Thresholds will be determined on a per project basis, based on data collected by the auditor; the expected sample size and expected dollar coverage will be approved by WEDC prior to the auditor's request for documentation and testing.

Selected expenditures will be tested for training dates, total cost, that the description provided substantially matches the description on the supporting documentation, and that the employees trained are Wisconsin employees.

5. Performance Measure - SUPPLY CHAIN

Eligible supply chain information is provided to WEDC at a detailed level, and depending on the program, contain some, or all, of the following information (Supplier, Expense Description, Location of Supplier, Purchase Date, Purchase Price).

Testing procedure: Individual, eligible supply chain expenditures which were included in the verification of tax credits for the period with a cost of > \$1,000,000 will be selected for review for each reporting period selected for review. For supply chain expenditures under the \$1,000,000 threshold, expenditures will be judgmentally selected to achieve the total coverage percentage threshold. Thresholds will be determined on a per project basis, based on data collected by the auditor; the expected sample size and expected dollar coverage will be approved by WEDC prior to the auditor's request for documentation and testing.

Selected expenditures will be tested for Wisconsin location of the supplier, purchase date, and purchase price.

F. Deliverables

The 3rd Party Auditor will provide annual reports detailing the results of testing for the applicable period, including access to the source documentation as requested. These reports will be reviewed by management and will be presented to WEDC’s Audit Committee.

IV. Project Timeline

Proposers responding to this RFP must be prepared to conform to the following timeline. If this timeline is prohibitively restrictive, please indicate such and propose an alternate timeline.

Date	Event
June 3rd, 2022	RFP issued
June 30, 2022	Deadline to submit questions
July 8th, 2022	Answers to submitted questions
July 29, 2022	Proposals due to WEDC
August 1 - 15, 2022	Committee review of proposals
August 19, 2022	Target date to notify finalists
August 22-31, 2022	Target date to interview with finalists
September 15, 2022	Audit and Budget Committee review of proposals
September 30, 2022	final selection

V. Service Provider Qualifications:

Proposers responding to this RFP must provide sufficient responses to all the below requests for information. Failure to respond to any of the requests may result in disqualification of the proposal.

A. Mandatory

- Proposers must be independent consulting or public accounting firms
- Proposers must have a minimum of seven years of experience in providing similar services.

B. Organizational and Staff Capabilities

- Provide a brief description of the proposer’s history and organization.
- Describe the proposer’s experience providing similar auditing/monitoring services. Please highlight experience providing such services to public-private state agencies and entities that provide financing services such as grants, loans and tax credits.
- Provide a list of at least three engagements held by the proposer which indicates relevant experience.
- Provide a list of all staff persons who will be involved in carrying out the tasks covered by this RFP, describing each in terms of their involvement in specific tasks and qualifications.
- Provide a resume for each staff person proposed to provide auditing services under this RFP; each resume must include the qualifications, background and experience of the staff person.
- Provide a list of any subcontractors (individual or organizational) that the proposer intends to use when providing services under this RFP (Note: the proposer is not required to use subcontractor(s). However, no subcontractor may be used without WEDC’s written approval.)

- Provide a brief description of how the proposer is working to promote diversity and inclusion within the organization. The Proposer should, at a minimum, describe its organization in terms of the following:
 - Size
 - Structure
 - Areas of practice
 - Office location(s)
- Indicate whether the proposer is a minority-owned, women-owned, disable-owned, or veteran-owned business.

C. Technical Requirements/Approach to the Project

Describe, in detail, the proposer’s technical approach to the project as outlined in Section III “Scope of Work” of this RFP.

VI. Cost Proposal

Proposers should provide a fixed cost proposal, either in total or on a per award basis, for the required auditing services to be provided under this RFP for the contract term, including the renewal period. The cost proposal should include any anticipated out of pocket costs, estimated number of hours and billing rate for each level of team member assigned to the engagement. The actual cost shall not exceed the total cost of the services provided under this RFP. Costs for any of the optional services will be agreed upon when, and if, the services are needed.

VII. Terms and Conditions

The following terms and conditions affect responses to this RFP and any resulting contract. These terms shall be adhered to by any interested proposer and are non-negotiable.

A. Contract Term

WEDC anticipates that the engagement will be for a period of 3 years, beginning October 1, 2022, for calendar year 2022 performance and compliance report activity, and concludes September 30, 2025, for calendar year 2024 performance and compliance activity. The contract may be renewed for two one-year periods by mutual consent.

B. Confidentiality.

Proposer acknowledges that all information, data, records and documents disclosed by WEDC to proposer, or which come to proposer’s attention during the course of its response to this RFP or performance under any resulting contract constitute valuable and proprietary assets of WEDC (Confidential Information). Proposer agrees not to disclose the Confidential Information, either directly or indirectly, to any person, entity or affiliate unless required to do so by legal process of law without prior authorization by WEDC. If required to disclose Confidential Information by legal process, Proposer shall provide WEDC with prompt notice so WEDC may seek an appropriate protective order. Except as required to respond to this RFP or during the course of its performance under the terms of any resulting Agreement, proposer shall not use any Confidential Information for its own purposes.

C. Conflict of Interests

Proposers' response to this RFP must include, in writing, disclosure of any potential conflict of interests that may arise from proposer's performing auditing services for WEDC. Any resulting contract will require that if a vendor fails to disclose a potential conflict of interest, and if WEDC determines such failure to disclose involves a material conflict of interest, the vendor's contract may be declared to be void by WEDC and any amounts paid under the contract may be recovered by WEDC. Vendors shall advise WEDC of any changes in potential conflicts of interest.

D. Nondiscrimination

Pursuant to Wisconsin law, any contract resulting from this RFP will include the following language regarding nondiscrimination:

In connection with the performance of work under this contract, Licensor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Wis. Stat. § 51.01(5), sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, Licensor further agrees to take affirmative action to ensure equal employment opportunities. Licensor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the recipient officer setting forth the provisions of the nondiscrimination clause.

E. Public Records

Responses to this RFP, any communication with WEDC, and any resulting contract and work product are subject to the public records laws of the State of Wisconsin, § 19.31 et seq. Proposers shall mark documents "confidential" where appropriate for financial and other sensitive materials that should be, to the extent possible, be kept in confidence. WEDC will notify the proposer if it receives a public records request for materials marked confidential.

F. Insurance

If awarded the contract, the proposer shall maintain Worker's Compensation, Comprehensive General Liability, including Contractual Liability, and Automobile Liability insurance for any claims that may arise from operations under the contract.

VIII. RFP Process

A. Communication with WEDC & Submitting Questions

All communication regarding this RFP shall be directed to WEDC's Senior Financial Servicing Director, Jordan Wohlleber at jordan.wohlleber@wedc.org. Information regarding this RFP obtained from other sources is unofficial and nonbinding. All questions regarding this RFP must be submitted in writing to Jordan Wohlleber by Thursday, June 30, 2022, at 4:00 p.m. CT.

B. Incurring Costs

WEDC is not liable for any cost incurred by a vendor for responding to this RFP.

C. **News Releases**

News releases pertaining to the RFP or to the acceptance, rejection or evaluation of proposals shall not be made without the prior written approval of WEDC.

D. **Submitting the Proposal**

Proposers shall submit an electronic, PDF, version of their Proposal, to WEDC's Senior Financial Servicing Director, Jordan Wohlleber at jordan.wohlleber@wedc.org, no later than **Friday, July 29, 2022, at 4:00 p.m. CT. Hard copies are not accepted.** Proposal responses should follow the sequence and outline presented in this RFP.

IX. Evaluation of RFP

A. **Proposal Review, Verification and Acceptance**

WEDC shall review each proposal to verify that it meets all specified requirements in the RFP. Proposals that do not comply with instructions contained in the RFP may be rejected by WEDC. WEDC reserves the right to waive a particular specification if no proposer meets that specification. WEDC may request reports on the proposer's financial stability. WEDC may reject a proposal if the proposer is determined to have inadequate financial means to provide the required service. WEDC retains the right to accept or reject any or all proposals, or accept or reject any part of a proposal, determined to be in the best interest of WEDC. WEDC shall be the sole judge as to compliance with the instructions contained in this RFP. A proposer may not modify its proposal after submission except to correct minor omissions or miscalculations as directed in writing by WEDC.

B. **Proposal Scoring**

Proposals may be reviewed by the Audit and Budget Committee of the Board of Directors. The Committee may review references, require oral interviews/presentations and use the results in its review.

C. **Evaluation Criteria**

Mandatory requirements must be met in order for a proposal to be considered for award under this RFP. Evaluation of the proposals will be based on the proposer's relevant experience providing like services, the quality of the team dedicated to this project, the proposer's approach to the project and project timeline, and proposed fees.

D. **Right to Reject Proposals and Negotiate with Proposers**

WEDC reserves the right to reject any and all proposals. WEDC may enter into negotiations with multiple vendors regarding the terms of the contract and the cost proposal before determining the highest scoring proposer. WEDC shall not, under any circumstances, reveal a proposer's cost proposal to any other proposer prior to contracting for services.

E. **Award Decision**

WEDC will make the award to the proposer deemed to provide the services described in this RFP at the best value to WEDC, taking into consideration the proposers' experience, expertise, and cost proposals.

F. Notice of Intent to Award

All proposers who respond to this RFP will be notified in writing of WEDC's intent to award the contract as a result of this RFP.

APPENDIX A: MEASUREMENT DEFINITIONS

Name	Definition	Unit
Capital Investment	A written commitment by the award recipient to a specific level of total expenditures related to the purchase, acquisition, construction, replacement, or rehabilitation of real or depreciable personal property that is non-current, tangible, and permanent. Eligible property is located in Wisconsin, is intended for long-term use and will not be consumed or sold during the term of the project.	Dollar
Commercialized Product Sales	Units Sold or Revenue directly resulting from the commercial sale of the company's product or process.	Dollar
Individuals Served/Engaged	Total number of customers or individuals who received service that could reasonably be expected to produce a positive and measurable customer impact. Technical assistance that requires substantive time engagement, financial assistance, or assistance that the customer would expect to receive a bottom-line benefit are examples of impactful service.	Number
Job Creation	A written commitment by the award recipient to create and fill within a specified period of time a specified number of new, full-time positions in excess of the baseline number of positions existing at a Wisconsin project/work site at the time of commitment. A "Full-Time Job" means a regular, non-seasonal full-time position in which the annual pay for the position is more than the amount determined by multiplying 2,080 by 150% of the federal minimum wage, and an individual in the position is offered retirement, health, and other benefits that are equivalent to the retirement, health, and other benefits offered to an individual who is required to work at least 2,080 hours per year. "Full-Time Job" does not include initial training before an employment position begins.	Number
Job Retention	A written commitment by the award recipient to maintain for a specified period of time a specified number of existing full-time positions in place at a Wisconsin project/work site at the time of commitment. A "Full-Time Job" means a regular, non-seasonal full-time position in which the annual pay for the position is more than the amount determined by multiplying 2,080 by 150% of the federal minimum wage, and an individual in the position is offered retirement, health, and other benefits that are equivalent to the retirement, health, and other benefits offered to an individual who is required to work at least 2,080 hours per year. "Full-Time Job" does not include initial training before an employment position begins.	Number
Leverage - Total	All dollars leveraged through all private, public, and recipient match/cost share sources	Dollar

Organizations Served/Engaged	Total number of core customers (typically businesses) engaged by the recipient. An engagement means that a customer has had some type of value-added experience with your organization even if the interaction is brief in nature. Seminar participation, providing a referral, providing information upon request, executing a technical assistance project, and providing financial support are all examples.	Number
Pass-through Businesses Assisted (Financial)	Total number of businesses provided financial assistance by the award recipient.	Number
Pass-through Businesses Assisted (Technical)	Total number of core businesses provided technical assistance by the award recipient.	Number
Pass-through Communities Assisted (Financial)	Total number of communities provided financial assistance by the award recipient. A community has had value-added experience reasonably expected to result in measurable material improvement with the recipient organization.	Number
Pass-through Communities Assisted (Technical)	Total number of communities provided technical assistance by the award recipient. A community has had value-added experience reasonably expected to result in measurable material improvement with the recipient organization.	Number
Pass-through Job Creation	Number of full-time positions the pass-through recipient creates in excess of the baseline number of positions existing at the time of assistance to the pass-through recipient.	Number
Pass-through Job Retention	Number of full-time positions that are retained by the pass-through recipient.	Number
Pass-through Leverage - Total	Dollars leveraged through all private, public, and recipient match/cost share sources at the end recipient level.	Dollar
Pass-through Organizations Assisted	Total number of core customers (typically businesses) provided substantive assistance by the award recipient. A customer has had value-added experience reasonably expected to result in measurable material improvement with the recipient organization. Typically, funds or substantial technical assistance are required to meet this threshold.	Number
Pass-through Partner Organizations Assisted (Financial)	Total number of partner organizations provided financial assistance by the award recipient. A partner organization has had value-added experience reasonably expected to result in measurable material improvement with the recipient organization. Partner organizations in this instance consist of entities such as a chamber of commerce or non-profit.	Number
Pass-through Partner Organizations Assisted (Technical)	Total number of partner organizations provided technical assistance by the award recipient. A partner organization has had value-added experience reasonably expected to result in measurable material improvement with the recipient organization. Partner organizations in this instance consist of entities such as a chamber of commerce or non-profit.	Number

Pass-through Workers Trained (Gross)	Sum of written commitments by award recipients to provide specifically approved training to a specified number of full-time positions at project/work sites in the State of Wisconsin in existence at the time of the award. Full-time positions are defined as permanent, 2,080 hour per year, non-vacant, non-construction, non-independent contractor jobs in the Wisconsin and employing Wisconsin residents.	Number
Performance Milestone	Defined stage of the project, completion of which demonstrates impact to the State.	Yes/No
Plans Completed	Completion of a business plan, feasibility study, or other planning document which is a stipulation of funding and contributes to specifically-identified, planned outcomes.	Yes/No
Property Acquisition - Realty	Expenditures to acquire land or real estate.	Yes/No
Site Work - Demolition	Removal or tearing down of existing buildings, improvements, or other structures from a site in order to make the site suitable for development and/or redevelopment. Asbestos abatement may be counted as a demolition expense if the project site has demonstrated soil and/ or groundwater contamination.	Dollar
Site Work - Investigation	Investigation of environmental contamination on an eligible site or facility for the purposes of reducing or eliminating environmental contamination. The purpose of the site investigation is to define the degree and extent of contamination so that a site can move forward on remediation activities so that environmental closure can be attained.	Dollar
Site Work - Remediation/ Environmental Cleanup	Also known as decommissioning; Remediation, removal or abatement of structures, materials, or soil which are hazardous or contaminated. The purpose of the remediation is to attain environmental closure. Monitoring of a plume of contamination may be included under remediation. Hauling of soil to a licensed land fill and providing a cap to prevent contact risks are also common remediation expenditures.	Dollar
Site Work - Site Prep	Site preparation including excavation, removal of debris/vegetation/waste/excess material, installation of erosion controls, grading, and final trim resulting in a site with proper elevations and suitable for development and/or redevelopment, to provide access, or to control stormwater runoff. The installation of geo-piers and other geo-technical work may be considered as site preparation.	Dollar
Taxable Property Value	Creation of new property or increase in value with an effect of increased tax base.	Dollar
Trade Mission Participation	Completion of a foreign trade mission	Yes/No
Trade Show Participation	Attendance or presentation at a trade show	Yes/No
Wisconsin Goods Purchased	Purchase a specific amount of goods from Wisconsin suppliers.	Dollar

Workers Trained (gross)	A written commitment by the award recipient to provide specifically approved training to a specified number of full-time positions at a project/work site in the State of Wisconsin in existence at the time of the award. Full-time positions are defined as permanent, 2,080 hour per year, non-vacant, non-construction, non-independent contractor jobs located in the State of Wisconsin and employing Wisconsin residents.	Number
Workforce Training Expenditures	Expenditures towards costs related to the provision of training to new or existing employees.	Dollar

**APPENDIX B WISCONSIN STATE STATUTE CITATIONS
REGARDING VERIFICATIONS**

GRANT AND LOAN PROGRAMS

238.03 Duties of the Board: [https://docs.legis.wisconsin.gov/document/statutes/238.03\(2\)](https://docs.legis.wisconsin.gov/document/statutes/238.03(2))

- (2) For each program developed and implemented by the board, the board shall do all of the following:
- (a) Establish clear and measurable goals for the program that are tied to statutory or programmatic policy objectives.
 - (b) Establish at least one quantifiable benchmark for each program goal described in par. (a).
 - (c) Require that each recipient of a grant or loan under the program submit a report to the corporation. Each contract with a recipient of a grant or loan under the program must specify the frequency and format of the report to be submitted to the corporation and the performance measures to be included in the report.
 - (d) Establish a method for evaluating the projected results of the program with actual outcomes as determined by evaluating the information described in pars. (a) and (b).
 - (e) **Annually and independently verify, from a sample of grants and loans, the accuracy of the information required to be reported under par. (c).**

238.03 Duties of the Board: [https://docs.legis.wisconsin.gov/document/statutes/238.03\(3\)\(a\)](https://docs.legis.wisconsin.gov/document/statutes/238.03(3)(a))

- (3) The board shall require for each program developed and implemented by the board all of the following:
- (a) That each recipient of a grant or loan under the program of at least \$100,000 submit to the corporation, within 120 days after the end of the recipient's fiscal year in which any grant or loan funds were expended, a schedule of expenditures of the grant or loan funds, including expenditures of any matching cash or in-kind match, signed by the director or principal officer of the recipient to attest to the accuracy of the schedule of expenditures. The recipient shall engage an independent certified public accountant to perform procedures, approved by the corporation and consistent with applicable professional standards of the American Institute of Certified Public Accountants, to determine whether the grant or loan funds and any matching cash or in-kind match were expended in accordance with the grant or loan contract. The board shall also require the recipient of such a grant or loan to make available for inspection the documents supporting the schedule of expenditures. The board shall include the requirements under this paragraph in the contract with grant or loan recipients.

TAX CREDIT PROGRAMS

238.16 Jobs Tax Credit: [https://docs.legis.wisconsin.gov/document/statutes/238.16\(5\)\(e\)](https://docs.legis.wisconsin.gov/document/statutes/238.16(5)(e))

The corporation shall **annually verify the information submitted to the corporation** by the person claiming tax benefits under ss. [71.07 \(3q\)](#), [71.28 \(3q\)](#), and [71.47 \(3q\)](#).

238.23 Technology Zones: [https://docs.legis.wisconsin.gov/document/statutes/238.23\(4\)\(b\)](https://docs.legis.wisconsin.gov/document/statutes/238.23(4)(b))

The corporation shall **annually verify information submitted to the corporation** under ss. [71.07 \(2dm\)](#), [\(2dx\)](#), and [\(3g\)](#), [71.28 \(1dm\)](#), [\(1dx\)](#), and [\(3g\)](#), and [71.47 \(1dm\)](#), [\(1dx\)](#), and [\(3g\)](#).

238.306 Responsibilities of the Corporation:

[https://docs.legis.wisconsin.gov/document/statutes/238.306\(1\)\(a\)](https://docs.legis.wisconsin.gov/document/statutes/238.306(1)(a))

Annually verify information submitted to the department of revenue under ss. [71.07 \(2dy\)](#), [71.28 \(1dy\)](#), [71.47 \(1dy\)](#), and [76.637](#) by persons certified under s. [238.301 \(2\)](#) and eligible to receive tax benefits under s. [238.303](#).

238.308 Business Development Tax Credit: [https://docs.legis.wisconsin.gov/document/statutes/238.308\(5\)\(b\)](https://docs.legis.wisconsin.gov/document/statutes/238.308(5)(b))

The corporation shall **annually verify the information submitted to it** by the person claiming tax benefits under ss. [71.07 \(3y\)](#), [71.28 \(3y\)](#), and [71.47 \(3y\)](#)

235.35 Additional Duties of the Corporation: [https://docs.legis.wisconsin.gov/document/statutes/238.35\(8\)](https://docs.legis.wisconsin.gov/document/statutes/238.35(8))

Annually verify information submitted to the corporation under s. [71.07 \(2dx\)](#), [71.28 \(1dx\)](#), [71.47 \(1dx\)](#), or [76.636](#).

238.395 Development Opportunity Zone:

[https://docs.legis.wisconsin.gov/document/statutes/238.395\(3\)\(d\)](https://docs.legis.wisconsin.gov/document/statutes/238.395(3)(d))

The corporation annually shall **verify information submitted to the corporation** under s. [71.07 \(2dm\)](#) or [\(2dx\)](#), [71.28 \(1dm\)](#) or [\(1dx\)](#), [71.47 \(1dm\)](#) or [\(1dx\)](#), or [76.636](#).

238.395 Development Opportunity Zone:

[https://docs.legis.wisconsin.gov/document/statutes/238.395\(5\)\(d\)](https://docs.legis.wisconsin.gov/document/statutes/238.395(5)(d))

The corporation **annually shall verify information submitted to the corporation** under s. [71.07 \(2dm\)](#) or [\(2dx\)](#), [71.28 \(1dm\)](#) or [\(1dx\)](#), [71.47 \(1dm\)](#) or [\(1dx\)](#), or [76.636](#).

238.397 Enterprise Development Zone:

[https://docs.legis.wisconsin.gov/document/statutes/238.397\(4\)\(g\)](https://docs.legis.wisconsin.gov/document/statutes/238.397(4)(g))

The corporation **annually shall verify information submitted to the corporation** under s. [71.07 \(2dx\)](#), [71.28 \(1dx\)](#), [71.47 \(1dx\)](#), or [76.636](#).

238.398 Agricultural Development Zone:

[https://docs.legis.wisconsin.gov/document/statutes/238.398\(4\)\(b\)](https://docs.legis.wisconsin.gov/document/statutes/238.398(4)(b))

The corporation shall **annually verify information submitted to the corporation** under s. [71.07 \(2dm\)](#) or [\(2dx\)](#), [71.28 \(1dm\)](#) or [\(1dx\)](#), [71.47 \(1dm\)](#) or [\(1dx\)](#), or [76.636](#).

238.399 Enterprise Zone: [https://docs.legis.wisconsin.gov/document/statutes/238.399\(6\)\(f\)](https://docs.legis.wisconsin.gov/document/statutes/238.399(6)(f))

The corporation shall **annually verify the information submitted to the corporation** under ss. [71.07 \(3w\)](#), [71.28 \(3w\)](#), or [71.47 \(3w\)](#).

238.3995 Airport Development Zone: [https://docs.legis.wisconsin.gov/document/statutes/238.3995\(5\)](https://docs.legis.wisconsin.gov/document/statutes/238.3995(5))

Verification of information. The corporation **annually shall verify information submitted to the corporation** under ss. [71.07 \(2dm\)](#) and [\(2dx\)](#), [71.28 \(1dm\)](#) and [\(1dx\)](#), and [71.47 \(1dm\)](#) and [\(1dx\)](#) as it relates to airport development zones.