This checklist is used to ensure completeness; indicate each submitted item prior to emailing this form and items listed below to [**RA-LI-BWDA-Policy@pa.gov**](mailto:RA-LI-BWDA-Policy@pa.gov) .

|  |  |
| --- | --- |
|  | Cover Letter (*see submission cover letter template and page 4 of guide for additional details*)  **Note: The Cover Letter must be submitted with the clean copy of the regional and local area plan.** |
|  | Regional Plan (*if in a planning region*) and Local Area Plan saved in Microsoft Word |
|  | Provided documentation of public notice/public comment (*see pages 3-5 of guidance for additional details*)  **Note: This documentation must be submitted with the clean copy of the regional and local area plan** |
|  | Attestations Completed |
|  | Attachment 1: Local Area WIOA Title I Programs Performance Accountability Table |
|  | Attachment 2: Local Workforce Development System Organizational Chart |
|  | Attachment 3: Local Workforce Development System Program Partner-Provider List |
|  | ***Only if data was stored in Attachment 4 during the WIOA 2021-2024 original plan submission***, ***THEN*** Attachment 4: Local Workforce Development System Supporting Data |
|  | **Option 1 or 2 is only used when submitting a planned two-year modification:**  Option 1:  WIOA Plan Review and Modification Form (Local Area Plan)  Option 2:  If in a planning region, the designated point of contact will complete the WIOA Plan Review and Modification Form (Regional Plan) ***and will disperse*** the Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Regional Plan) to the rest of the planning region.  WIOA Plan Review and Modification Form (Local Area Plan)  **Only use Option 3 when submitting a modification NOT within a two-year modification period:**  Option 3:  If in a planning region *and* the LWDB’s Local Area Plan modification is deemed to provide a minor impact on the Planning Region, the Planning Region CEO and LWDB Chair Dated Signatures Supplemental Form (Local Area Plan) is used.  WIOA Plan Review and Modification Form (Local Area Plan) |