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** .

|  |  |
| --- | --- |
|  | 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) |