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| **Submitting Local Workforce Development Board (LWDB):** | ***Local Workforce Development Board*** |
| **Indicate Modified Regional Plan or Local Workforce Development Area (LWDA) Plan Name:*****Name*** | **Submitting LWDA #:*****LWDA Number*** | **Date submitted:***mm/dd/yyyy* |
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| **I. Point of Contact** |
| **Name of Contact Person:*****Name*** | **Organization/Title:*****Organization/Title*** |
| **Telephone Number:*****Phone*** | **E-mail:*****E-mail*** |
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| **II. Requested Regional Plan or Local Plan Changes** |
| ***Page Number*** | ***Summary of Regional or Local Plan changes in this modification*** |
| #(s) | Change |
| #(s) | Change |
| #(s) | Change |
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| *Please use a blank sheet of paper to continue the list of changes if there is insufficient room in this section.* |

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| **III. Modification Information** |
| **Regional or Local Plan Modification Date:***mm/dd/yyyy* | **Modification Effective Date:***mm/dd/yyyy* |
| **Public Comment Period:***mm/dd/yyyy* ***-*** *mm/dd/yyyy* | **Comments received** *(yes or no)***:***Click here to enter text.* | *Note: The cover letter must state if any comments were received and describe any changes to the Plan as a result of such comments.* |

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| **IV. Submitting LWDB Executive Director’s Authorization** |
| **Name:*****Name*** | **Signature:** | **Date:***mm/dd/yyyy* |

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| **V. BWDA Policy Coordination Supervisor Recommendation for Approval** |
| **Name:*****Name*** | **Signature:** | **Date:***mm/dd/yyyy* |

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| **VI. L&I BWDA Bureau Director’s Approval** |
| **Name:*****Name*** | **Signature:** | **Date:***mm/dd/yyyy* |

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| **INSTRUCTIONS** |
| A LWDB may submit a plan modification at any time; however, there are certain steps required as part of the modification process.Prior to submitting the final plan modification to the Bureau of Workforce Development Administration (BWDA) for review, the LWDB must:* Ensure that the impacted Local Workforce Development Board, or in the case of a Regional Plan, the impacted Boards, have approved the plan changes.
* Ensure that the modified plan is made available to the public for review and comment for a minimum of 30 days, in accordance with WIOA Sec. 107 and 20 CFR Part 679. The plan and a notice inviting public comment must be posted on the impacted LWDB(s) official Internet site and/or published in local news media. The notice must, at a minimum, summarize the change(s) to the plan; and provide the dates of the comment period, and how to submit comments. If the notice is published on an Internet site, but not in local published news media, stakeholders and interested parties, including BWDA, must be notified of the notice’s posting, and how the notice may be accessed.

Following the public comment period, the submitting LWDB must incorporate or otherwise address any comments received before submitting the final plan modification to BWDA Bureau Director, along with the following:* Cover letter signed by both the submitting LWDB Chair and Chief Elected Official (CEO), which describes the reason for the modification request, the date(s) the LWDB (or LWDBs) approved the changes to the plan, and the impact of any comments received during the posting period (if none were received within the comment period, the letter must state that there were no comments).

 * Completed *“WIOA Regional or Local Plan Modification Summary Form”*
* An electronic copy (preferably Microsoft Word format) of the modified plan denoting all revisions. Strikeout any narrative deleted. Use red font color or yellow highlight for any narrative added or edit.
* Documentation showing that the LWDB published the notice inviting public comment, and that the notice was published for the required 30 days. BWDA will accept the following as evidence for fulfilling public notice requirements:

 * If the public notice was posted on the LWDB’s Internet site: 1) a screen print of the online posting with the aforementioned information generated on the date the public comment period begins, and 2) documentation of how stakeholders were informed of the public comment period (e.g., an e-mail to stakeholders and other interested parties).
* If the public notice was published in the local news media: 1) a copy of the advertisement from the news media; and 2) a billing receipt showing dates of publication.
* All comments received during the review period and comment acknowledgements, and a summary of all changes to the Plan because of such comments must be attached in the Plan submission.

BWDA will notify the LWDB POC by e-mail when the plan modification request is received. BWDA may request clarifying information regarding modification or provide feedback to revise the plan changes. The BWDA Bureau Director will send a letter notifying the LWDB of the disposition of the plan modification (approval/denial) to the CEO and LWDB Chair with a copy to the LWDB Executive Director. Please direct all submissions and questions to the BWDA Policy Coordination resource account: RA-LI-BWDA-Policy@pa.gov |