

ATTACHMENT A

High Performance Certification Package

Submission Checklist: Required Documents and Attachments

The following elements must be included with the certification package. Incomplete packages will not be accepted for review and will be returned to the local board.

- ❑ Completed WIB Membership Matrix (Attachment B)
- ❑ Completed Youth Council Membership Matrix (Attachment B)
- ❑ Executed CEO/LWIB Agreement (Attachment C)
- ❑ The name of the individual who will act as the primary contact for the LWIB relative to the Certification process (Attachment D)
- ❑ The e-mail addresses of the chief elected official, LWIB chair, LWIB executive director and primary contact (Attachment D)
- ❑ Completed signature page with original signatures (Attachment E)
- ❑ Copy of the current LWIB by-laws
- ❑ Statement of WIB status as an incorporated or non-incorporated entity
- ❑ WIB organizational chart
- ❑ Local governance organizational chart - an organizational chart that describes the local workforce and governance system within the region
- ❑ Responses to High Performing Workforce Board questions (Part II)
- ❑ WIB Strategic Plan
- ❑ WIB budget and budget narrative