

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.

Part I

- ❑ 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

Part II

- ❑ WIB Strategic Plan
- ❑ Responses to High Performing Workforce Board questions (Part II)
- ❑ WIB budget and budget narrative
- ❑ Evidence