

## ATTACHMENT A

# **High Performing Workforce Board** **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**

- ❑ **Contact Information:** the name of the individual who will act as the primary contact for the LWIB relative to the HPWB Certification process and the e-mail addresses for the chief elected official, LWIB chair, LWIB executive director and primary contact (Attachment B)
- ❑ **Signature Page:** Completed signature page with original signatures (Attachment C)
- ❑ **WIB Strategic Plan**
- ❑ **Narrative Response** to High Performing Workforce Board Questions
- ❑ **Evidence** – documentation that supports, illustrates or otherwise clarifies the information presented.