<table>
<thead>
<tr>
<th>ATTESTATIONS</th>
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<tr>
<td>By checking the box adjacent to each line item, the local board attests to ensuring the compliance components and documents listed are (or will be) in place and effective prior to June 30, 2021.</td>
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</tbody>
</table>

The following components and documents, including local workforce system policies, must be reviewed and revised as to be aligned with WIOA for the current planning cycle. Each item must be available to L&I at any time during the planning process and monitoring or auditing processes. L&I is not requiring copies of such documents to be attached to regional or local area plans at this time.

- The Southern Alleghenies Local Workforce Development Area attests that each of the below referenced policies contain any required language or content and were last revised, if necessary, by this plan’s effective date.

- Agreement between all counties and other local governments, if applicable, establishing the consortium of local and chief elected officials.

- Agreement between the chief elected official(s) and the fiscal agent, if a fiscal agent is designated.

- Agreement between the local area elected official(s) and the LWDB.

- LWDB policy and process that provides for nomination, appointment and removal of board members; resolutions; bylaws; code of conduct; and conflict of interest.

- Financial management policy and process including cost allocation plan; internal controls; cash management; receipts of goods; cost reimbursement; inventory and equipment; program income; travel reimbursement; audit requirements and resolution; annual report; property management; debt collection; and allowable costs.

- Local area procurement policy that must describe formal procurement procedures.

- Local area MOU.

- Program management policies and processes addressing, at a minimum, layoff assistance; equal opportunity for customers; complaints and grievances; supportive services; needs related payments; incentives; file management; eligibility determination and verification; self-sufficiency criteria; self-attestation and certification random sampling; priority of service; stipends and incentives; training verification/refunds; individual training accounts; contracts for training services; statewide training providers list and eligibility verification; local area training provider list and eligibility criteria and process; “additional assistance” definition; transitional jobs thresholds; work-based training policies including incumbent worker training, OJT, CT, and apprenticeship.

- Risk management policy and process including records retention and public access; public records requests; monitoring, grievance; incident; and disaster recovery plan.

- Human resources policy and process including employee classification; benefits; holidays and PTO; recruitment and selection; employee development; discipline; layoffs, terminations and severance; sexual harassment; and equal opportunity and non-discrimination.

- Professional services contract(s) for administrative services such as staffing and payroll, if applicable.