



# LOCAL WORKFORCE DEVELOPMENT BOARD REVIEW & COMMENTS FORM

## SKILLS DEVELOPMENT FUND PROGRAM

An applicant submitting a Skills Development Fund proposal to the Texas Workforce Commission (TWC) is required to obtain the review and comments of the Local Workforce Development Board (Board) in the workforce area(s) where project participants will be employed at the completion of the training project. This information should be submitted once the business partner and training need is identified and is required prior to TWC's evaluation of the training request.

***Important Note: This form is not required if:***

- *The project includes more than one workforce area: Less than 25% of the total number of project participants will be employed in a workforce area, and the number of project participants that will be employed in a workforce area is less than 50.*
- *The Applicant is the Workforce Board and not another eligible applicant.*

**Name of Applicant:**

**Grant Amount Requested:**

**Name of Board:**

**Board Comments:**

By signing below, the Board indicates that its representative has reviewed the proposal.

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Authorized Signature (e-signature accepted)

Title

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Date

Submit Forms to:

Office of Employer Initiatives  
Skills Development Fund Outreach Team

Texas Workforce Commission

[skills.application@twc.texas.gov](mailto:skills.application@twc.texas.gov)

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