



Employer Letter of Commitment

Employer Name:

Employer Representative:

Phone Number:

Email:

This agreement is made between the Shenandoah Workforce Investment Board and the company listed above. The above company commits to the following in exchange for training funds from the Shenandoah Valley Energy Partnership (SVEP) grant awarded by the U.S. Department of Labor.

The above company has identified the following employees as qualified recipients of SVEP training funds. The cost of training will be paid from the SVEP grant.

Employee Name:	Current Title	Training
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

In exchange for the SVEP training the above company agrees to provide the following:

1. **Qualified Participants.** Employer will identify and sponsor key employees to participate in the SVEP grant funded green training program(s). They will provide a supportive environment which allows employees to complete training, apply new skills, and attain a credential.
2. **Employee Training Outcomes.** Upon successful completion of training, the above employees will attain at least one credential associated with requested training. Other outcomes are highly desirable, but not required to participate. These

outcomes include increased wages, job promotion, change from part-time status to full-time employment, and/or change in job duties.

3. **SVEP Documentation.** An employer representative will work with the SVEP grant staff and participating employees to make sure SVEP participant applications are completed, EEO forms are signed, and eligibility documentation is obtained. The availability of I-9 forms will help with participant eligibility documentation. Required company documents include Company Letter of Commitment and Expected Outcome Form.
4. **Training Fund Reimbursement.** Employer will agree to reimburse the SVEP Grant for funds expended on employees who do not attend scheduled training, withdraw prior to completion of training program, or do not obtain a credential. If the employer makes arrangements with the training provider not to be invoiced, then the employer is not responsible for grant fund reimbursement. Another sponsored employee may take the place of an employee who withdraws from training. This option may not be possible for all training programs.
5. **Employer Goals and Expected Outcomes.** Employers that sponsor their workers must (1) have a reason for green related training that translates into application in the workplace and (2) results in an outcome to the company that can be measured in a quantifiable way translating into dollars. Documentation is needed for Identified goals, the method used to measure expected outcomes, the measurement timeframe, and expected results. Outcome information is documented, signed, and submitted on an Expected Outcome Form. Employer may work with the training provider and/or SVEP representative to assess training impact. Impact will be measured as originally documented on the Expected Outcome Form and reported to U.S. Department of Labor through quarterly SVEP reporting.

By signing below, I certify that I represent the above company, and the company will comply with the provision of documentation, employee-training outcomes, and company outcome tracking requirements.

Company Representative Signature

Date

Printed Name

Title