

**CONEXIÓN**  
LABORAL

ÁREA LOCAL NOROESTE

AmericanJobCenter



Estado Libre Asociado de Puerto Rico  
**Junta Local**  
DEL NOROESTE  
AGUADA • AGUADILLA • AÑASCO • ISABELA  
MOCA • RINCON • SAN SEBASTIÁN

**Title: Adoption of the Procedure for the Delegation of Funds  
originating from the State Opportunity Act Reserve and  
Workforce Innovation, (WIOA)**

**Public Policy Number:** JLNO-25-040

**Approval Date:** August 21, 2025

**Effective Date:** August 28, 2025

**Addressed to:** *Conexión Laboral Northwest Local Area*

**Subject:** This policy provides instructions to Northwest Local Area Workforce Connection to request additional funds from the State Reserve as set forth in Section 134 of the Workforce Innovation and Opportunity Act (WIOA).

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## **I. LEGAL BASIS AND REFERENCES:**

- 20 CFR 680.600; 20 CFR 680.610; 20 CFR 680.650; 20 CFR 682.200;
- TEGL 19-16 *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules, (March 1, 2017).*
- Workforce Innovation and Opportunity Act (WIOA): Section 3(7); WIOA Section 129(b) (1); WIOA Section 134(a)(2)(B); WIOA Section 134(a)(3)(A); WIOA Section 134(c)(3)(E)
- Law to Establish the Film Industry Development Program, the Youth Development Program, and the Workforce Development and Training Program (Law No. 171-2014)
- Municipal Code of Puerto Rico (Law No. 107 of August 14, 2020, as amended)
- Administrative Bulletin No. 2018-047 - Executive Order to designate the Department of Economic Development and Commerce of the Government of Puerto Rico as the state Apprenticeship agency and to order the adoption of regulations to create and implement the Puerto Rico Apprenticeship Program.
- Administrative Bulletin No. OE-2022-034 of June 13, 2022, to Establish the State Workforce Development Board and Repeal Administrative Bulletin No. OE-2014-064.
- Unified State Plan of Puerto Rico 2024-2027.
- WIOA-PP-02-23: "Title I Adult Program Services Priority of the Workforce Innovation and Opportunity Act (WIOA) (August 17, 2023).

## II. DEFINITIONS

1. **Mayor and Board of Mayors:** According to Section 3(9) of the WIOA, this refers to the chief elected officer (CEO) of a local government unit (in this case, municipalities). If a local area includes more than one municipality, one of the mayors is designated to serve as chair of the Board of Mayors. The mayor or chair of the Board of Mayors is the recipient of funds allocated to the local area and collaborates with the Local Board in developing the local plan and fulfilling the functions described in Section 107(d) of the WIOA and 20 CFR 679.370.
2. **Local Area (LA):** Designation made by the governor of a geographic area comprising one or more municipalities, in which workforce development activities are carried out.
3. **BIS (*Budget Information Summary*):** This document provides a detailed summary of the distribution and use of federal funds allocated to workforce development programs and services. BIS is a key tool for planning, transparency, and accountability in the management of financial resources available under WIOA.
4. **CEO (*Chief Elected Official*):** English acronym referring to the chief elected official of a local government, usually a mayor or chair of the Board of Mayors, responsible for the overall oversight of the local area's labor development activities under the WIOA Act.
5. **CGU (*Single Management Center*):** Also known as the American Job Center (AJC) in English.
6. **Department of Economic Development and Commerce (DDEC):** Puerto Rico government agency designated by Law 171-2014 as administrator and auditor of federal funds received by the Government of Puerto Rico, under Federal Public Law 113-128 of July 22, 2014, known as the Workforce Innovation and Opportunity Act (WIOA).
7. **DOL:** It refers to the English acronym used to identify the Federal Department of Labor.
8. **State Reserve Funds (*Statewide Allowable Funds*):** Federal funds allocated to states to support workforce development and employment programs. These funds provide flexibility and additional support to state workforce systems, allowing them to address special needs and challenges specific to their areas.

9. **State Workforce Development Board:** Pursuant to Section 101 of WIOA (d)(1), this board assists the governor in the development, implementation, and modification of the strategic plan that describes the strategies for the state workforce development system and the additional functions established by law. This body is appointed by the governor and led by representatives from the private sector, who constitute most of the board members. In addition, the membership includes representatives from labor organizations, state agencies responsible for postsecondary education, vocational and technical education, workforce development, economic development, and community organizations.
10. **Local Workforce Development Board (LWD):** The board is appointed by the elected official(s) (mayors) in each local area in accordance with the state criteria established in Section 107(b) of WIOA. The board is certified by the governor every 2 years, in accordance with Section 107(c)(2) of WIOA.1
11. **Actual Levels of Performance:** The results reported by a state in the State Implementation Report (ETA-9169 OMB No. 1205-0526) for each major implementation indicator of each core program (WIOA section I 16 (d) (2)). Actual implementation levels are compared to adjusted implementation levels at the end of the program year to assess the state's success or failure.
12. **Workforce Development Program (PDL):** Program attached to the DDEC, under Law 171-2014, whose function is to administer, advise, coordinate, monitor and implement the public policy of the workforce development system.
13. **Labor Market:** This refers to the interaction between the supply and demand for labor, where workers supply the supply and companies or employers meet the demand. It encompasses all types of employment, including full-time, part-time, seasonal, and contract.
14. **Rapid Response:** Early intervention service designed to assist employers and workers affected by layoffs or plant closures. It offers access to information and resources to facilitate workers' transition to new jobs.
15. **Participant Record Information System (PRIS):** Tool used to record information on participants in Title I (Youth, Adult and Displaced Workers Programs) and Title III (Employment Service) programs of the Workforce Innovation and Opportunity Act (WIOA).

**16. WIOA: Acronym for Workforce Innovation and Opportunity Act.**

**III. BACKGROUND**

The Workforce Innovation and Opportunity Act (WIOA) is federal legislation designed to improve and modernize workforce development programs nationwide. Under WIOA, federal funds are allocated to states to support a variety of initiatives that strengthen workforce employability and meet evolving labor market needs.

**State Reserve Funds of Title I Programs:**

WIOA allows states to reserve 15% of their Title I Youth, Adult, and Displaced Worker Program allocations for their workforce development priorities. Statewide employment and training activities are supported by funds reserved under section 128(a) of WIOA. These funds may be combined and used for any of the activities authorized in sections 129(b), 134(a)(2)(B), or 134(a)(3)(A) of WIOA and described in 20 CFR §§ 682.200 and 682.210, regardless of their source.

In addition, the funds can be used to aid state entities and agencies, local areas, and Single Management Center (SMC) partners in carrying out the activities described in the state plan.

The state reserve also provides flexibility to state governments to address specific needs at the local level. To cover critical needs that exceed the capacity of local areas to respond, Local Workforce Development Boards (LDBs) may request additional funding from the State Reserve, as permitted under Section 134 of the WIOA.

**IV. POLICY:**

**A. The criteria for requesting additional funds from the State Reserve**

The criteria include, but are not limited to:

- The allocation of additional funds will be subject to the availability of State Reserve Funds.
- Activities funded with these funds must align with the priorities of the state government, which are outlined in the Unified State Plan of Puerto Rico.
- The allocation of additional funds will be based on the need demonstrated by local boards.

- The local area must present evidence of the obligations and expenditure on the allocated funds, using a formula that demonstrates the need for additional funds.
- The local area must contribute significantly with the funds allocated for the development of the activity.
- Furthermore, the PDL may request any information it deems necessary to assess the need for and implementation of the ALDL.
- The PDL may recommend an amendment to the approved ALDL budget to incorporate the obligation related to the activity that gives rise to the request for additional funds.
- The local area must comply with all applicable regulatory requirements (such as obligations and expenses).
- Additional funds must be completely exhausted before more funds can be granted.
- Additional funds must be used exclusively for the direct costs of participants, excluding administrative and/or operational costs.

## **B. Instructions**

To request additional funds, the following procedure must be followed:

1. Submit a letter of request signed by the mayor or president of the Board of Mayors and the president of the Local Board, addressed to the director of the Workforce Development Program, with a copy to [desarrollolaboral@ddec.pr.gov](mailto:desarrollolaboral@ddec.pr.gov), which includes:

- a. Narrative/project plan:

The project description should include sufficient information about the background, the specific problem, or the need. It should include:

1. Details of the training to be provided, in relation to occupations in demand in the local area or region,
2. Start and end dates of training
3. Estimated number of people who will be placed in employment. If the training leads to a credential.

- b. Source of funds (Youth, Adult or Displaced Workers Program)

i. Amount of funds requested and number of participants to be served. If the request is to help workers displaced by a plant closure or mass layoffs, include:

- 1) Name of the affected company.
- 2) Number of displaced workers (per company, if there is more than one).
- 3) Number of participants to be served.
- 4) Dates of the dismissals.
- 5) Name of the work organization, if applicable.

**Note:** The Local Board must include information on the number of current participants in the local area and labor market information to justify the request for additional funds.

c. Type of training: on-the-job training (OJT), customized training, occupational skills training, entrepreneurial skills training, incumbent worker training, employment experience, transitional employment, or registered apprenticeships.

2. Complete the Funds Request Breakdown (Annex A).

### **C. Responsibility of the State and the Local Development Board within the framework of the State Reserve Funds**

1. Workforce Development Program (PDL) must:

- a. Monitor the expenditure of all additional funds through quarterly reports and other required reports.
- b. Ensure that the number of participants served is recorded in the PRIS (Participant Record Information System) and,
- c. Offer support, training, and technical assistance in relation to the procedures for requesting additional funds.

2. The Local Workforce Development Board (LWD) must:

- a. Supervise subcontractors receiving funds, ensuring that participant activities and funding comply with the submitted plan.
- b. Ensure that training (when applicable) is aligned with local, regional, or state occupational demand.

- c. Comply with the performance metrics negotiated at the state level.
- d. Present the results of the services provided at the end of the funds delegation contract.
- d. Submit quarterly and final reports for pilot projects, including results and recommendations on promising practices.

#### **D. Application Process**

The application, along with supporting documents, must be sent by email to the PDL Director at: [desarrollolaboral@ddec.pr.gov](mailto:desarrollolaboral@ddec.pr.gov). The email subject line should read "Application for State Reserve Funds JL (Name of the Board).".

#### **E. Evaluation of the application**

The application will be evaluated by the Evaluation Specialist of the Planning, Evaluation, Validation, and Statistics Office (PEVE) before being submitted to the DDEC's proposal evaluation committee. The evaluation committee will review the application and refer its decision to approve, deny, or request additional information from the secretary or executive director.

**Note:** The Local Development Plan (LDP) will allocate funds to Local Development Areas (LDAs) if funds are available and the local area makes a significant contribution; therefore, a detailed justification of the obligations for the allocated funds must be submitted using a formula.

Complete the Breakdown of Obligated Funds (Annex B).

### **V. SEVERABILITY CLAUSE**

If any provision of this public policy is challenged by the Court and declared unconstitutional or void, such decision shall not affect, impair, or invalidate the remaining provisions of this public policy, but its effect shall be limited to the specific provision or topic cited. The invalidity of any provision or topic shall not affect or impair its application or validity in any other case, except when it is specifically and expressly invalidated for all cases.

### **VI. COMPLIANCE**

Compliance with the provisions and requirements established in this public policy will be evaluated by the Monitoring and Compliance Division of the DDEC or the monitoring division of the relevant local area. The compliance monitoring process will be conducted in accordance with the current monitoring regulations.

## **VII. FAIR PRACTICES AND ACCESSIBILITY**

It is the policy of the Local Board that all individuals have equal opportunities and equal access to services, programs, and physical facilities without regard to race, religion, color, gender, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or veteran status as a factor in accessing employment or participating in WIOA-funded programs. The Local Board is responsible for ensuring that participants with disabilities who require assistance accessing facilities and services are provided with the necessary support, to the extent of available resources.

## **VIII. TECHNICAL ASSISTANCE**

For any questions related to this policy, contact the State Workforce Development Board at [juntaestatalwioa@ddec.pr.gov](mailto:juntaestatalwioa@ddec.pr.gov).

## **IX. SUPERSEDES**

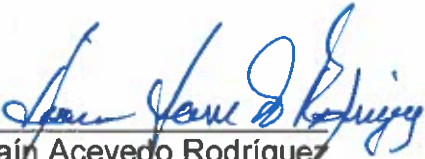
This policy supersedes, replaces, and renders ineffective any rule, circular letter, or regulation promulgated that conflicts with the provisions of this policy.

## **X. Approval and Validity**

This public policy will take effect immediately upon its approval and supersedes all communications, memorials, or other documents related to the matter.

Approved in Aguadilla, Puerto Rico on August 21, 2025.

Translated to English version on March 10, 2026.



Efraín Acevedo Rodríguez  
President of the Local Board  
Conexión Laboral  
Noroeste