

**PUBLIC POLICY: NO. WIOA-08-2025**

**DATE:** MARCH 27, 2025

**SUBJECT:** PUBLIC POLICY FOR DOCUMENTATION STANDARDIZATION FOR WORK-BASED TRAINING (WBT) ACTIVITIES UNDER THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) AND THE MANUAL FOR THE FILING, REVIEW, AND EVALUATION OF PROPOSALS AND FUNDING REQUESTS FOR WORK-BASED TRAINING (WBT) ACTIVITIES AND THE WIOA CONTRACTING DIVISION

**PURPOSE:**

To establish clear guidelines for standardizing the documents that employers must submit for Work-Based Training (WBT) Activities under the Workforce Innovation and Opportunity Act (WIOA). This Public Policy details the requirements that employers must meet to be eligible, as well as the documents necessary for the evaluation of their proposal and funding request.

The purpose is to establish the documents required for the formalization of the contract for the activity, should their proposal and funding request be approved. The main objective is to ensure standardization, transparency, and efficiency in the execution of Work-Based Training (WBT) Activities within the Local Workforce Development Area, in compliance with federal and state regulations.

This Public Policy seeks to:

1. **Promote regulatory compliance:** Establish clear guidelines for employers, ensuring that all WBT activities comply with the legal and regulatory provisions of the WIOA Act.
2. **Optimize the user experience:** Simplify administrative processes for employers, encouraging greater participation and ensuring a positive impact on the local workforce.

3. **Strengthen job opportunities:** Through training programs that allow participants to acquire practical workplace skills, increasing their competitiveness in the labor market.

This Public Policy reinforces the Local Area of Labor Development's commitment to excellence in the management of training programs, contributing to the economic and social development of the communities we serve.

## I. DEFINITIONS

- a) **Work-Based Training (WBT):** A training approach in which participants acquire skills and practical experience in the workplace. WIOA authorizes several WBT options, such as on-the-job training (OJT), customized training, incumbent worker training, and registered apprenticeship programs. These programs allow participants to "earn while they learn," benefiting both workers and employers.
- b) **Local Workforce Development Board (LWDB):** The LWDB is appointed by the elected official(s) or mayor(s) in each local area according to state criteria established in Section 107(b) of WIOA, and is certified by the governor every two years, in accordance with WIOA 107(c)(2).
- c) **Manual for the Submission, Review, and Evaluation of Proposals for Funding Requests for Work-Based Training (WBT) Activities and the Contracting Division:** A set of guidelines and templates designed to standardize the formats, content, and documents required by employers participating in WBT activities. This manual was implemented by the Local Board to ensure consistency and compliance with WIOA regulations.
- d) **Proposal and Funding Request:** This is the proposed document that the employer will complete when requesting WIOA funds for training and apprenticeship activities from the Local Area. This document or documents will establish the requirements the employer must meet to be eligible, as well as the documents necessary for the evaluation of the request and the subsequent training contract, if the request for proposal is approved. Once completed, each request will be evaluated based on the availability of funds in the Local Area.
- e) **"Yes, WIOA Can!":** A U.S. Department of Labor initiative that promotes bold, innovative actions to strengthen the workforce infrastructure, with a focus on equity. This initiative seeks to eliminate systemic barriers at all levels of the workforce system (federal, state,

and local), facilitating the connection of underrepresented and underserved workers and communities to quality jobs.

## **II. LEGAL BASIS AND REFERENCES**

- Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128) Section 122 (a) through (f);
- Public Policy WIOA-PP-04-2022, Amendment 2 – Requirements for Work-Based Training (WBT) Activities under the Workforce Innovation and Opportunity Act (WIOA), of October 2, 2024;
- Public Policy WIOA-PP-06-2024, To establish clear guidelines for the standardization of documents that employers must submit for Work-Based Training (WBT) Activities under the Workforce Innovation and Opportunity Act (WIOA).

## **III. BACKGROUND**

In compliance with State Public Policy WIOA-PP-06-2024, which establishes clear guidelines for standardizing the documents employers must submit for Work-Based Training (WBT) activities under the Workforce Innovation and Opportunity Act (WIOA), the Local Board is responsible for overseeing effective implementation in our Local Area. One of the key priorities is to ensure compliance with uniform standards, which promotes consistency, efficiency, and transparency in the administration of training programs.

In alignment with the "Yes, WIOA Can!" In accordance with the Department of Labor's (DOL) policy, which emphasizes efficiency and equity in the implementation of WIOA programs, the State Workforce Development Board (JEDL) established a policy to standardize the documentation required of employers participating in Work-Based Training (WBT) activities. This standardization seeks to simplify the proposal submission and funding application process, ensure a similar experience across local areas, and facilitate compliance with federal and state regulations.

## **IV. PUBLIC POLICY**

Document standardization is a crucial step to ensure transparency, equity, and efficiency in the implementation of WIOA WBT activities. Establishing the Manual for the Submission, Review, and Evaluation of Proposals for Funding Requests for Work-Based

Training (WBT) Activities and the Contracting Division will promote consistent experience for employers participating in these activities.

This will streamline the proposal submission process for employers and ensure a consistent and efficient experience.

**a) Mandatory Use of the Manual for the Submission, Review, and Evaluation of Proposals for the Request for Funding for Work-Based Training (WBT) Activities and the Contracting Division:**

- i. The Local Board establishes the Manual for the Submission, Review, and Evaluation of Proposals for the Request for Funding for Work-Based Training (WBT) Activities and the Contracting Division, which includes clear guidelines and specific formats.
- ii. For Registered Apprenticeship Activities, which are considered WBT activities, due to the specific characteristics of this program, an application format is established for such activities.
- iii. The Manual must be used and interpreted in accordance with Public Policy WIOA-08-2025 and State Public Policy WIOA-PP-06-2024.

**b) Uniform Document Requirements for Proposals and Contract Approval:**

- i. Along with the proposal and request for WBT funds, employers must submit a set of required documents, which are detailed in the Manual for the Submission, Review, and Evaluation of Proposals for Requests for Funding for Work-Based Training Activities and the Contracting Division under the WIOA Law.
- ii. The documents required for contracting (if the proposal is approved) are also included.

**c) Minimum Clauses in Work-Based Training (WBT) Contracts:**

- i. All contracts for WBT activities must include a set of minimum clauses that ensure compliance with WIOA guidelines and local regulations.
- ii. These clauses, detailed in the Manual for the Filing, Review and Evaluation of Proposals for the Request for Funds for Work-Based Training Activities and the Contracting Division under WIOA Law, include provisions on the rights and responsibilities of the parties, execution criteria, among other important aspects.

**V. REPEAL**

This Public Policy WIOA-08-2025 repeals the Procedure for the Submission, Review, and Evaluation of Training Proposals and the Contracting Division approved on February 6, 2023, and its amendments.

**VI. APPROVAL**

This Public Policy WIOA-08-2025 was approved by the Local Board Members on 26, March, 2025, and by the Mayor's Board of Directors on 27, March, 2025, of the Manatí-Dorado Local Workforce Development Area.

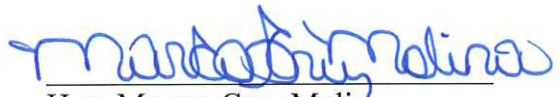
**VII. EFFECTIVE DATE**

This Public Policy Number WIOA-08-2025 will be effective on **July 1, 2025**.

In Vega Baja, Puerto Rico, on Wednesday, March, 27 2025.



Agnelis Laureano Vega  
President  
Local Workforce Development Board



Hon. Marcos Cruz Molina  
President  
Board of Directors of Mayors

Note: The masculine gender will be used in this document to refer to both genders for ease of reading. This writing style is not intended to imply the supremacy of one gender over the other.