



December 29, 2004

1TG-DWI-PGF-25-1-05-AK

Ms. Susan V. Lawler  
Commissioner  
Commonwealth of Massachusetts  
Division of Career Services  
Charles F. Hurley Building  
19 Staniford Street  
Boston, Massachusetts 02114

Dear Commissioner Lawler:

This is to inform you that your State's PY 2004 annual plan for Re-Employment Services dated November 23, 2004, for the amount of \$894,453 has been reviewed and is approved (copy enclosed). This plan, administered under your current PY 2004/ FY 2005 Wagner Peyser annual funding agreement, is funded for the period of July 1, 2004 through June 30, 2005.

The Grant Officer is being notified simultaneously of the plan's approval. A Notice of Obligation (NOO) grant modification will be issued by the Grant Officer to obligate the funds due to the State. It should be noted that this plan's approval does not constitute an obligation of funds until the Grant Officer has executed the NOO.

Please direct any questions to Adie Koby at 212-337-2164.

Sincerely,

A handwritten signature in black ink, appearing to read "Renata Jones Adjibodeu".

Renata Jones Adjibodeu  
Division Chief  
Office of Workforce Investment

Enclosure

CC: ~~\_\_\_\_\_~~ ~~\_\_\_\_\_~~





COMMONWEALTH OF PUERTO RICO  
Department of Labor and Human Resources

*Right to Employment Administration*

*Mick  
Hunda*

November 8, 2004

Mr. Joseph F. Stoltz  
Regional Administrator  
USDOL/ETA  
JFK Federal Building  
Room E-350  
Boston, MA 02203

Dear Mr. Stolz:

We are submitting a signed copy of PY 2004 Plan Narrative for the funding request and the Application for Federal Assistance (SF424 and SF424A Budget) (Section D only) pertaining to the Reemployment Services Program.

The allotment for Program Year 2004 is \$460,276.00. The funds will be used in direct services made available for the "RES" Participants, such as Computer Skills and English Skills Development Workshops.

We expect to start and end the project from May 2, 2005 to December 30, 2005.

Please contact Mrs. Migdalia Muñoz Serra, Auxiliary Administrator of the Bureau of Employment Security at telephone number (787) 765-7383 for any additional information you may need.

Cordially,

María del Carmen Fuentes  
Administrator

APPLICATION FOR FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Application		2. DATE SUBMITTED 11/8/04	Applicant Identifier
<input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE	State Application Identifier
Pre-application <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier
5. APPLICANT INFORMATION			
Legal Name: Right to Employment Administration		Organizational Unit: Department: US DOL/ETA WORKFORCE SECURITY	
Organizational DUNS: #137569831		Division: EMPLOYMENT SERVICE	
Address: P.O. Box 364452 San Juan, PR 00936		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street: Mayaguez St./Metro Center Building		Prefix:	First Name: MIGDALIA
City: San Juan		Middle Name:	
County: Hato Rey		Last Name: MUÑOZ	
State: Puerto Rico	Zip Code: 00918	Suffix:	
Country:		Email: mmunoz@adr.gobierno.pr	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 66-0436882		Phone Number (give area code): (787) 765-7383	Fax Number (give area code): (787) 281-8138
8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) Other (specify) <input type="checkbox"/> <input type="checkbox"/>		7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify)	
10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: TITLE (Name of Program): <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/> - <input type="checkbox"/>		8. NAME OF FEDERAL AGENCY:	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.):		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: REEMPLOYMENT SERVICES	
13. PROPOSED PROJECT Start Date: May 2, 2005		14. CONGRESSIONAL DISTRICTS OF: a. Applicant	
Ending Date: December 30, 2005		b. Project	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	\$ 460,276 .00	a. Yes. <input type="checkbox"/> THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE:	
b. Applicant	\$ .00	b. No. <input type="checkbox"/> PROGRAM IS NOT COVERED BY E. O. 12372	
c. State	\$ .00	<input type="checkbox"/> OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
d. Local	\$ .00	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?	
e. Other	\$ .00	Yes If "Yes" attach an explanation. <input checked="" type="checkbox"/> No	
f. Program Income	\$ .00		
g. TOTAL	\$ 460,276 .00		
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.			
a. Authorized Representative			
Prefix	First Name María del Carmen	Middle Name	
Last Name Fuentes		Suffix	
b. Title Administrator		c. Telephone Number (give area code) (787) 754-5690	
d. Signature of Authorized Representative 		e. Date Signed	

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PART II - BUDGET INFORMATION

SECTION A - Budget Summary by Categories

	(A)	(B)	(C)
1. Personnel			
2. Fringe Benefits (Rate %)			
3. Travel	\$ 2,776.00		\$ 2,776.00
4. Equipment			
5. Supplies			
6. Contractual	\$457,500.00		\$457,500.00
7. Other			
8. Total, Direct Cost (Lines 1 through 7)	\$460,276.00		\$460,276.00
9. Indirect Cost (Rate %)			
10. Training Cost/Stipends			
11. TOTAL Funds Requested (Lines 8 through 10)			

SECTION B - Cost Sharing/ Match Summary (if appropriate)

	(A)	(B)	(C)
1. Cash Contribution			
2. In-Kind Contribution			
3. TOTAL Cost Sharing / Match (Rate %)			

NOTE: Use Column A to record funds requested for the initial period of performance (i.e. 12 months, 18 months, etc.); Column B to record changes to Column A (i.e. requests for additional funds or line item changes; and Column C to record the totals (A plus B).

**Commonwealth of Puerto Rico  
Department of Labor and Human Resources  
Right to Employment Administration**

**Reemployment Services  
Program Year 2004**

**PLAN NARRATIVE**

**Introduction**

In previous Program Years (2001, 2002, 2003) the allotments for improving in quantity and quality the Reemployment Services, mostly through Direct Services, have been utilized in longer, more in depth Job Search Sessions, the hiring of ES Temporary Employees, Equipment and Office Supplies.

This Program year 2004 we have planned to utilized the allotment of \$460,276 for the Referral of RES participants to either one or both of two (2) workshops: Computer Skills and/or English Skills Development Workshops.

Each year it is more evident that anyone can benefit greatly in her/his occupational career and personal growth, by the acquisition of Computer and English Skills. A great number of the claimants that visit our Local Offices lack the Basics of these skills. Many are aware of the fact, that to be more marketable and competitive in their Job Search, get a Job and advance in it, they need to acquire at least the Basics of those skills. By this time, many are also aware that these skills, facilitate their performance in Vocational Training or Academic Studies.

The above led us to consider and feel convinced that the investment in the mentioned workshops, would be positive.

**Description of Services**

In the 14 Local Offices, all claimants referred to Reemployment Services Orientation will be informed about the Computer and English Skills Development Workshops. During the assessment process, those that are interested and qualify for the workshops will be referred to the Occupational Counselors.

**Description of Services and Costs Workshops**  
**Computer Skills and English Skills Development Workshop**

<b>Workshop</b>	<b>Number of Participants</b>	<b>Hours</b>	<b>Cost Per Participant</b>	<b>Total Cost</b>
Basic Computer Skills	275	120 Hrs.	\$1,500.00	\$412,500
English Language Skills	75	72 Hrs.	\$ 600.00	\$ 45,00
				<hr/> \$ 457,500

\*The \$2,776 remaining funds from the total allotment of \$460,276 are reserved for Travel Expenses of Employees

**Requirements for participation in the Workshops:**

**English Skills Development:**

- High School Graduate
- The occupation he or she usually held or is interested in, and qualifies for, requires English Skills as for example that related to the field of clerical and sales, tourism (drivers, hotel and restaurant employees).

**Computer Skills Development:**

- High School Graduate
- The occupation he or she usually held or is interested and qualifies for requires computer skills

All participants that complete the Computer Skills or English Skills Workshops will be required to participate in a 2 hour Job Search Session.