



Hennepin-Carver

Workforce Development Board

Action Request: 2025 - 8

Topic: MOU and IFA

Board Meeting Date: November 12, 2025

Item Description

Approval of draft Memorandum of Understanding (MOU) and Infrastructure Funding Agreements (IFA) for Hennepin-Carver Workforce Development Area 09.

Action Needed

A motion (and second) to approve the local MOU and IFAs for Hennepin-Carver Workforce Development Area 09 in draft form and to approve submission of the MOU and IFAs to the Minnesota Department of Employment and Economic Development (DEED). Allow HCWDB Staff to acquire signatures and make any technical corrections necessary prior to submission to DEED.

Background

Under the Workforce Innovation and Opportunity Act (WIOA), the Local Workforce Development Board is responsible for ensuring that a Memorandum of Understanding is in place between the Board and the required One-Stop partners. In the WIOA law and guidance, “One-Stop” is the term used for the physical locations in which services are delivered, in Minnesota these sites are branded as CareerForce.

The MOU is an agreement developed and executed by the LWDB and partners, with the agreement of the Chief Local Elected Official, relating to the operation of the delivery system. It is the product of local discussion and negotiation and must, at a minimum, contain the following:

- (1) A description of services to be provided through the one-stop delivery system, including the manner in which the services will be coordinated and delivered through the system;
- (2) Agreement on funding the costs of the services and the operating costs of the system, including:
 - (i) Funding of infrastructure costs of one-stop centers; and
 - (ii) Funding of the shared services and operating costs of the one-stop delivery system;
- (3) Methods for referring individuals between the one-stop operators and partners for appropriate services and activities;
- (4) Methods to ensure that the needs of workers, youth, and individuals with barriers to employment, including individuals with disabilities, are addressed in providing access to services, including access to technology and materials that are available through the one-stop delivery system;
- (5) The duration of the MOU and procedures for amending it; and
- (6) Assurances that each MOU will be reviewed, and if substantial changes have occurred, renewed, not less than once every 3-year period to ensure appropriate funding and delivery of services.

The previous MOU and IFA for Hennepin Carver Workforce Development Area 09 was in effect from July 1, 2018 – June 30, 2025.

Staff Recommendation:

Approve the local MOU and IFAs for Hennepin-Carver Workforce Development Area 09 in draft form and to approve submission of the MOU and IFAs to the Minnesota Department of Employment and Economic Development (DEED). Allow HCWDB Staff to acquire signatures and make any technical corrections necessary prior to submission to DEED.

Attachments:

DRAFT WDA 09 MOU and IFAs