Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Memorandum of Understanding

Minnesota CareerForce System Operations

This Memorandum of Understanding (MOU) is an agreement between the Hennepin-Carver Local Workforce Development Board 9 (LWDB), the Chief Elected Official (CEO), and the CareerForce partners (Partners). They are collectively referred to as the "Parties" to this MOU.

This MOU confirms the understanding of the Parties regarding the operation and management of the CareerForce centers in Local Workforce Development Area 9 (LWDA). The LWDB, along with the CEO, provides oversight of workforce services in the Local Workforce Development Area (LWDA).

Purpose and Scope

The purposes of this MOU are to:

- Establish a cooperative working relationship among partners.
- Define respective Party roles and responsibilities.
- Coordinate resources to prevent duplication.
- Develop a one-stop system that creates a seamless customer experience.
- Establish joint processes and procedures that will enable partners to align and integrate programs and activities across the local area one-stop system.
- Increase and maximize access to workforce services for individuals with barriers to employment.
- Coordinate to implement state workforce development initiatives.
- Ensure an accessible workforce system for all.

Definitions

All capitalized terms throughout this MOU have the definitions provided in the Workforce Investment and Opportunity Act at 29 U.S.C. § 3102, unless otherwise noted herein.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Parties

	Party	Signatory Name	Signatory Title	Address
CEO				
	Hennepin County Board of Commissioners	Irene Fernando	Hennepin County Commissioner	300 S. 6th St. Minneapolis, MN 55487
LWDB				
	Hennepin Carver Local Workforce Development Board 9	Andrea Erickson	Board Chair	8200 Main St. N Maple Grove, MN 55369
Partners				
	Hennepin County Workforce Development Department	May Xiong	Chief Workforce Development Officer	300 S. 6th St. Minneapolis, MN 55487
	Carver County Health & Human Services	Kate Probert Fagundes	Deputy Director	602 E 4th St Chaska MN 55318
	Osseo Area Schools	Emily Watts	ABE Program Coordinator	Northwest Family Service Center, 7051 Brooklyn Blvd. 200S, Brooklyn Center, MN 55429
	Metro North ABE Consortium	Molly Liberto	Community Education Manager	2727 N Ferry St., Anoka MN 55303
	Robbinsdale Adult Academics Program	Caroline Nerhus	Director of Adult Academics	305 Willow Bend, Crystal, MN 55428
	Adult Options in Education	Chelsea Ritland	ABE Assistant Director	Eisenhower Community Center, 1001 Highway 7, Hopkins MN 55305
	Metro South ABE Consortium	Christine Wytaske	ABE Program Supervisor	2575 W 88th St. Suite 340, Bloomington, MN 55431
	Southwest Metro ABE Consortium	Brandy Logan	Director of Adult Learning and Professional Development	4601 Dean Lakes Blvd., Shakopee, MN 55379
	West ABE Consortium	Julia O'Neil	ABE Program Manager	9375 Fenning Ave. NE, Monticello, MN 55362
	Dept. of Employment and Economic Development - Wagner Peyser	Jeanna Fortney	CareerForce Director	180 E 5th St Suite 1200, Saint Paul, MN 55101

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

	Dept. of Employment and Economic Development - Vocational Rehabilitation Services	Dee Torgerson	Director of Vocational Rehabilitation Services	180 E 5th St Suite 1200, Saint Paul, MN 55101
	Dept. of Employment and Economic Development - State Services for the Blind	Natasha Jerde	Director, State Services for the Blind	180 E 5th St Suite 1200, Saint Paul, MN 55101
	Dept. of Employment and Economic Development - Veterans Employment Services	Jeanna Fortney	CareerForce Director	180 E 5th St Suite 1200, Saint Paul, MN 55101
	Dept. of Employment and Economic Development - Unemployment Insurance	Jim Hegman	Unemployment Insurance Programs Director	180 East 5th Street St Paul, MN 55101
	Dept. of Employment and Economic Development - Trade Adjustment Assistance	Mike Lang	Director of Workforce Development Strategy and Innovation	180 East 5th Street St. Paul, MN 55101
	Dept. of Employment and Economic Development - SCSEP	Mike Lang	Employment Training Programs Director	180 East 5th Street St. Paul, MN 55101
	North Hennepin Community College	Dr. Rolando Garcia	President	7411 85th Avenue North, Brooklyn Park, MN 55445
	Hennepin Technical College	Joy Bodin	President	9000 Brooklyn Blvd. Brooklyn Park, MN 55445
	Normandale Community College	Joyce Ester	President	9700 France Ave. S, Bloomington, MN 55431
	Hennepin County Human Services	Nola Slagter-Johnson	Director	300 South 6th Street Minneapolis, MN 55487
	Goodwill Easter Seals MN	Michael Wirth-Davis	Executive Director	635 Prior Ave. N, St. Paul, MN 55104
	SouthWest Metro Intermediate District 288	Heidi Nistler	Superintendent	401 East 4th St., Chaska, MN 55318
	National Able Network	Matt Weis	President & CEO	567 W. Lake St. Suite 1150, Chicago, IL, 60661
	Motivation, Education & Training (MET), Inc.	Stacey Taylor	Executive Director	PO Box 1838, New Caney, TX 77357

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Vision Statement / Mission Statement

Vision: The Hennepin-Carver Workforce Development Board will work in partnership with all community members and employers to support and enhance an effective, efficient, and inclusive workforce development system which assures alignment between available talent and employer needs resulting in economic prosperity for all.

Mission: The Hennepin-Carver Workforce Development (HCWDB) board will:

- Foster individual and family economic well-being through the development of meaningful career pathways and employment opportunities.
- Provide a skilled talent pipeline to our employer partners through the strategic investment of workforce development resources and the building of collaborative partnerships.
- Work alongside community organizations to identify and recruit community members to participate in workforce development programs. This work is based on the workplace requirements expressed by our employer partners as well as the needs and interests of the community.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

MOU Development

Center Locations

The Local Workforce Development Area 9 is made up of one comprehensive center, two affiliate centers, and no specialized centers.

Comprehensive Center

Comprehensive Center Name:	CareerForce Brooklyn Center
Center Manager Name/Title:	Cindy Larson
Mailing Address:	Northwest Family Service Center 7051 Brooklyn Blvd Brooklyn Center, MN 55429
Operating Hours:	Monday-Friday
Phone:	763-279-4400
Email:	careerforce.brooklyncenter@state.mn.us
Website:	CareerForce in Brooklyn Center | CareerForce

Affiliate Centers

Affiliate Center Name:	CareerForce Bloomington
Center Manager Name/Title:	Cindy Larson
Mailing Address:	4220 W Old Shakopee Rd Bloomington MN 55437
Operating Hours:	Tuesday-Thursday
Phone:	9527037730
Email:	careerforce.bloomington@state.mn.us
Website:	CareerForce in Bloomington | CareerForce

Affiliate Center Name:	CareerForce Chaska
Center Manager Name/Title:	Shannon Quigley
Mailing Address:	602 East 4th Street, Chaska, MN 55318
Operating Hours:	Monday-Friday
Phone:	952-361-1711
Email:	careerforce.chaska@state.mn.us
Website:	CareerForce in Chaska | CareerForce

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Partners

Partner	Type	Location(s)/Subgrantee(s)	Program(s)/Authority
Hennepin County Department of Workforce Development	Required	Administered via subgrantee agreements with local providers: Hired, Goodwill Easter Seals MN, Avivo, and Minnesota Training Partnership	WIOA Title 1B Adult and Dislocated Worker Programs; MN Statute 116L.17 State Dislocated Worker Program
Hennepin County Department of Workforce Development	Required	Administered via subgrantee agreements with local providers: Hired and Avivo	WIOA Title IB Youth Program
Hennepin County Department of Workforce Development	Required	Administered via subgrantee agreements with local providers: Brooklynk and Tree Trust	MN Statute 116L.56 Minnesota Youth Program
Carver County Health & Human Services	Required	602 E. 4th Street, Chaska, MN 55318	WIOA Title 1B Adult, Dislocated Worker, and Youth Programs; MN Statute 116L.17 State Dislocated Worker Program; MN Statute 116L.56 Minnesota Youth Program
Osseo Area Schools, Metro North ABE Consortium, Robbinsdale Adult Academics Program, Adult Options in Education, Metro South ABE Consortium, Southwest Metro ABE Consortium, West ABE Consortium	Required	Various Campus Locations	WIOA Title II Adult Education & Literacy
Dept. of Employment and Economic Development - Wagner Peyser	Required	CareerForce Locations (Brooklyn Center, Bloomington, Chaska)	WIOA Title III Wagner-Peyser Job Service & Migrant Seasonal Farmworkers Program
Dept. of Employment and Economic Development - Vocational Rehabilitation Services	Required	Various Location is Suburban Hennepin and Carver Counties, Including location in Bloomington CareerForce	WIOA Title IV – Vocational Rehabilitation Act, Title I, Vocational Rehabilitation Services
Dept. of Employment and Economic Development - State Services for the Blind	Required	Various Location is Suburban Hennepin and Carver Counties	Rehabilitation Act of 1973 as amended, and Minnesota State Statute 248.10
Dept. of Employment and Economic Development - Veterans Employment Services	Required	CareerForce Locations (Brooklyn Center, Bloomington, Chaska)	Jobs for Veterans State Grant (JVSG); Veterans Services
Dept. of Employment and Economic Development - Unemployment Insurance	Required	CareerForce Locations (Brooklyn Center, Bloomington, Chaska)	Unemployment Insurance programs authorized under state law
Dept. of Employment and Economic Development - Trade Adjustment Assistance	Required	CareerForce Locations (Brooklyn Center, Bloomington, Chaska)	Trade Act Title II; Trade Adjustment Assistance (TAA)

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Hennepin Technical College, North Hennepin Community College, Normandale Community College	Required	Various Campus Locations	Post-Secondary Vocational Education Programs Carl D. Perkins Career and Technical Education Act (Perkins IV)
Hennepin County Health & Human Services	Required	Various Locations in Suburban Hennepin County	Economic Assistance (TANF/MFIP); Social Security Act – Part A of Title IV Programs
Hennepin County Health & Human Services	Required	Various Locations in Suburban Hennepin County	SNAP Employment & Training; Food and Nutrition Act of 2008
Carver County Health & Human Services	Required	602 E. 4th Street, Chaska, MN 55318	Economic Assistance (TANF/MFIP); Social Security Act – Part A of Title IV Programs
Carver County Health & Human Services	Required	602 E. 4th Street, Chaska, MN 55318	SNAP Employment & Training; Food and Nutrition Act of 2008
Goodwill Easter Seals MN	Required	635 Prior Ave. N, St. Paul, MN 55104	WIOA Title I YouthBuild
SouthWest Metro Intermediate District 288	Required	410 East 4th St., Chaska, MN 55318	WIOA Title I YouthBuild
National Able Network	Required	Co-Located in Bloomington CareerForce Center	Older Americans Act – Senior Community Service Employment Program
Motivation, Education & Training (MET), Inc.	Required	Co-Located in Bloomington CareerForce Center	Older Americans Act - Senior Community Service Employment Program

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

One-Stop Operator

The LWDB selects the One-Stop Operator (OSO) through a competitive process in accordance with the Uniform Guidance, the Workforce Innovation and Opportunity Act (WIOA) and its implementing regulations, and local procurement standards, laws, and regulations. The OSO selection will occur at least once every four years.

The LWDB has selected National Able Network, Inc. as the OSO in WDA 09 (Hennepin-Carver) with contract term starting 6/1/2025 and ending 5/31/2028.

Service Design

WIOA Section 121 identifies Federal programs and requires that the services and activities under each of those programs must be made available through each local area's one-stop delivery system. The entities that receive the Federal funds for each of these programs and/or have the responsibility to administer the respective programs in the local area are required partners under WIOA. One-stop centers provide services to individual customers based on individual needs, including the seamless deliver of the multiple services to individual customers. There is no required sequence of service.

The management of the one-stop system is the shared responsibility of the LWDB, CEO, OSO, and the one-stop Partners. The system is a collaborative for the planning, operations, and management of local workforce services.

Roles and Responsibilities

Chief Elected Official (CEO)

While not an exhaustive list of duties, the CEO will, at a minimum:

- In partnership with the LWDB, submit the required WIOA Local Plan to the State of Minnesota that includes a description of the activities that shall be undertaken within the local system
- Approve all significant actions of the LWDB including, but not limited to,
  - LWDA Budget
  - Memorandum of Understanding
  - Infrastructure Funding Agreement
- In partnership with the LWDB, conduct ongoing oversight of workforce development activities to assure appropriate management and use of funds and to maximize performance outcomes.
- Additional duties or activities will be agreed to by the parties and may be memorialized by amendment to this MOU.

Local Workforce Development Board

While not an exhaustive list of duties, the LWDB will, at a minimum:

- In partnership with the CEO and Partners develop and submit a Local Plan that includes a description of activities that shall be undertaken within the local system.
- Conduct workforce research and regional labor market analysis in order to inform program decisions
- Convene, broker, and leverage workforce system stakeholders.
- Lead efforts in the local area to:
  - Engage with a diverse range of employers and other entities to ensure workforce needs are

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

understood and met.

- Develop , implement, and inform career pathways initiatives as one strategy for addressing the talent needs of our employer community

★ In partnership with the CEO, conduct ongoing oversight of the workforce development activities to assure appropriate management and use of funds and to maximize performance outcomes.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

One-Stop Operator

The primary role of the One Stop Operator is to coordinate service delivery among partners of the CareerForce system. In addition, the One Stop Operator will:

- Coordinate and facilitate meetings with WIOA-mandated partner programs;
- Develop, implement, and manage a system-wide referral process with WIOA-mandated partner programs in WDA 09 and track referrals made and outcomes of referrals;
- Develop and facilitate cross-training opportunities for WIOA-mandated partner programs and promote educational and training opportunities from other entities on an ongoing basis;
- Develop and implement a system-wide outreach strategy with regular activities agreed upon by partner programs;
- Work with WIOA-mandated partner programs to obtain access to customer satisfaction data, develop common measures and methods for reporting, and analyze customer satisfaction data;
- Develop common strategies and tools to streamline information-sharing and service-delivery strategies across partner programs;
- Assist with development of policies, plans and programs to meet performance standards for workforce development programs; and
- Assist with designing programs to meet goals of the HCWDB.

CareerForce Partners

All Partners must:

1. Provide access to their programs or activities through the CareerForce system.
2. Use a portion of their program's funds to:
    a. Provide career services.
    b. Maintain the one-stop system and jointly fund it.
3. Sign the Memorandum of Understanding with the LWDB.
4. Participate in the operation of the one-stop system
5. Provide representation on the LWDB, as required, and participate on committees of the LWDB, as needed.
6. Participate in monthly center-level partner meetings and quarterly systemwide meetings convened by the One Stop Operator
7. Contribute information about programming and events to system-wide publications and reports, and to review newsletter content provided by other partners
8. Make customer service surveys available and encourage their use; and to review results and work with other partners to use customer feedback to improve service coordination
9. Make relevant staff available to participate in cross training with other onsite and direct linkage partners at the One Stop centers
10. Play an active role in service integration improvement initiatives, including the universal shared referral system implementation launching in 2026.

Required Partner Services

The parties to this MOU will collaborate to ensure all required and needed services are available to individuals and businesses and will work to ensure each CareerForce location offers integrated services and have staff who work to ensure quality service delivery. See Attachment A, which is attached hereto and incorporated herein.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Methods for providing access to each of the required services:

- Option 1 – Program staff member is physically present at the CareerForce Center.
- Option 2 – Staff member from a different partner program is physically present at the CareerForce Center and is appropriately trained to provide information to customers about the programs, services, and activities available through all partner programs.
- Option 3 – A direct linkage through technology to a program staff member who can provide meaningful information or services.

Basic Career Services

Basic Career Services are universally accessible and must be made available to all individuals seeking employment and training services in at least one comprehensive CareerForce center per local workforce development area. Each Partner's method of providing Basic Career Services in the CareerForce system is identified in Attachment A-1, which is attached hereto and incorporated herein.

Individualized Career Services

Individualized career services must be provided after CareerForce Center staff determine that such services are required to retain or obtain employment, consistent with any applicable statutory priorities. Each Partner's method of providing Individualized Career Services in the CareerForce system is identified in Attachment A-1.

Follow-up Services

Local areas must provide Follow-up Services for Adult and Dislocated Worker participants who are placed in unsubsidized employment, for up to 12 months after the first day of employment.

Training Services

Training Services can be critical to the employment success of many adults and dislocated workers. CareerForce Center staff may determine training services are appropriate regardless of whether the individual has received basic or individualized career services first, and there is no sequence of services requirement. Each Partner's method of providing Training Services, if applicable, is identified in Attachment A-1, which is attached hereto and incorporated herein.

Youth Services

Services for youth, ages 16-24, can be critical to credential attainment and obtaining meaningful work experience. Each Partner's method of providing Youth services, if applicable, is identified in Attachment A-1 which is attached hereto and incorporated herein.

Business Services

Business services must be made available to local employers. Local areas must establish and develop relationships and networks to support these efforts. Business Services, offered by the CareerForce System, should be collaborative across Partners. Each Partner's method of providing Business Services, if applicable, is identified in Attachment A-1 which is attached hereto and incorporated herein.

Required Services Not Provided

Any services not provided in the local workforce development area are identified in Attachment A-2, which is attached hereto and incorporated herein.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

One-Stop Operating Budget

The one-stop operating budget is set and agreed to by all Parties. The Infrastructure Funding Agreements (IFAs) will be reconciled on a quarterly basis. If it becomes necessary to adopt a new IFA in any of the CareerForce Centers, the MOU will be amended automatically to include the updated IFA once it has been fully executed.

The Parties also agree to fund the additional shared costs, including Career Services costs.

The one-stop operating budget is funded through cash and fairly evaluated non-cash and third-party in-kind partner contributions. Contributions to shared delivery costs have been negotiated between one-stop partners, the Hennepin Carver Local Workforce Development Board, Hennepin County Board of Commissioners, and Hennepin Carver Local Workforce Development Board 9. The shared delivery costs have been calculated in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards in 2 CFR 200, State of Minnesota audit requirements under Minn. Stat. §16C.05 Subd. 5, and the infrastructure costs are allowable, reasonable, necessary, and allocable.

The participating parties are contributing to the shared delivery costs in accordance with their proportionate uses and relative benefits received. The Parties have negotiated in good faith and agree to regularly communicate regarding the CareerForce system budget.

The one-stop operating budget for Local Workforce Development Area 9, including any agreements regarding additional shared costs, is detailed in Attachment B, which is attached hereto and incorporated herein.

Referrals

The purpose of the referral system is to provide integrated and seamless delivery of services to workers, job seekers, and employers.

All referrals and outcomes of referrals must be documented and tracked.

Each Party agrees to the Referral Process outlined in Attachment C, which is attached hereto and incorporated herein.

Accessibility

Accessibility to the services provided by CareerForce Centers and all Partner agencies is essential to meeting the requirements and goals of the CareerForce network. Job seekers and businesses must be able to access all information relevant to them via visits to physical locations as well as in virtual spaces, regardless of gender, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or Federal law.

1. **Physical Accessibility** – CareerForce centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in convenient, high traffic, and accessible location, taking into account reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

2. **Virtual Accessibility** – The LWDB will work with State Workforce Development Board (SWDB) to ensure that job seekers and businesses have access to the same information online as they do in the physical facility. Information must be clearly marked and compliant with Section 508 of the United States Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010, the law that requires that Federal agencies use "clear Government communication that the public can understand and "and all information kept virtually will be updated regularly to ensure dissemination of correct information.
3. **Communication Accessibility** – Communications access, for purposes of this MOU, means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. All Partners agree that they will provide accommodations for individuals who have communication challenges, including by not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments and barriers.
4. **Programmatic Accessibility** – All Partners agree that they will not discriminate in their employment practices or services on the basis of gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or Federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and Federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all CareerForce Center programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Parties agree to maintain separate accounts and financial responsibility for language line services. Assistive devices, such as screen-reading software programs (e.g., JAWS and DRAGON) and assistive communication applications must be available to ensure physical and programmatic accessibility within the CareerForce Center network.

The Parties agree to the Accessibility Plan outlined in Attachment D, which is attached hereto and incorporated herein.

Outreach

The Parties recognize the value in joint outreach of the CareerForce system and agree to collaboratively conduct outreach activities to customers, employers, and job seekers, of the system. The Parties agree to the Outreach Plan in Attachment E, which is attached hereto and incorporated herein.

The LWDB and its Partners will develop and implement a strategic outreach plan that will include, at minimum:

- Specific steps to be taken by each partner.
- Development of a unified business services team.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

- Alignment with sector strategies and career pathways.
- Connections to Registered Apprenticeship.
- Focus on outreach to human resource professionals
- Focus on local area's job seekers, including targeted efforts for populations most at risk or most in need.
- Regular use of social media.
- An outreach toolkit available for all partners.
- Clear objectives and expected outcomes.
- Leveraging of any statewide outreach materials relevant to the local area.

Data Sharing

Partners agree that the use of high-quality, data is essential to inform decisions made by policymakers, employers, and job seekers. Partners further agree that the collection, use, and disclosure of customer' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all these requirements.

All data, including customer PII, collected, used, and disclosed by Partners will be subject to all applicable state and federal laws, as well as the following:

1. Customer PII will be properly secured in accordance with the LWDB's policy and procedure regarding the safeguarding of PII.
2. The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under Family Educational Rights and Privacy Act (FERPA), shall comply with FERPA and applicable State privacy laws.
3. All confidential data contained in the Unemployment Insurance (UI) wage records must be protected in accordance with the requirements set forth in 20 CFR 603.
4. All personal information contained in Vocational Rehabilitation (VR) records must be protected in accordance with the requirements set forth in 34 CFR 361.38.
5. Customer data may be shared with other programs, for those programs' purposes, within the CareerForce Center network only after written consent of the individual has been obtained, where required.
6. Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations.
7. All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended. 29 CFR 794(d).

All Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA- protected education records, confidential information in UI records, and personal information in VR records. The Parties to this MOU agree to the Data Sharing Training Plan outlined in Attachment F, which is attached hereto and incorporated herein.

Monitoring

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

The LWDB, or its designated staff, officials from state and local administrative entities, the U.S. Departments of Education, Health and Human Services, and Labor have the authority to conduct fiscal and programmatic monitoring to ensure that:

- Federal awards are used for authorized purposes in compliance with law, regulations, and State policies.
- Those laws, regulations, and polices are enforced properly.
- Performance data is recorded, tracked, and reviewed for quality to ensure accuracy and completeness.
- Outcomes are assessed and analyzed periodically to ensure that performance goals are met.
- Appropriate procedures and internal controls are maintained, and record retention policies are followed.
- All MOU terms and conditions are fulfilled.

All Parties to this MOU should expect regular fiscal and programmatic monitoring to be conducted by each of the above entities, as appropriate.

Terms and Conditions

The Parties to this MOU agree to the following Terms and Conditions:

Confidentiality

All Parties expressly agree to abide by all applicable Federal, State, and local laws and regulations regarding confidential information, including PII from education records, such as but not limited to 20 CFR 603, 45 CFR 205.50,20 USC 1232g, 34 CFR 99, 34 CFR 361.38, and Minnesota Statutes Ch. 13. In addition, in carrying out their respective responsibilities, each Party shall respect and abide by the applicable confidentiality policies and legal requirements of all the other Parties.

Each Party will ensure that the collection and use of any information, systems, or records that contain PII and other personal or confidential information will be limited to purposes that support the programs and activities described in this MOU and will comply with applicable law.

Each Party will ensure that access to software systems and files under its control that contain PII or other personal or confidential information will be limited to authorized staff members who are assigned responsibilities in support of the services and activities described herein and will comply with applicable law. Each Party expressly agrees to take measures to ensure that no PII or other personal or confidential information is accessible by unauthorized individuals.

To the extent that confidential, private, or otherwise protected information needs to be shared amongst the Parties for the Parties' performance of their obligation under this MOU, and to the extent that such sharing is permitted by applicable law, the appropriate data sharing agreements will be created and required confidentiality and ethical certifications will be signed by authorized individuals. With respect to confidential unemployment insurance information, any such data sharing must comply with all the

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

requirements in 20 CRF 603, including but not limited to requirements for an agreement consistent with 20 CFR 603.10, payments of costs, and permissible disclosures.

With respect to the use and disclosure of FERPA-protected customer education records and the PII contained therein, any such data sharing agreement must comply with all of the requirements set forth in 20 U.S.C. §A1232g and 34 CFR Part 99.

With respect to the use and disclosure of personal information contained in VR records, any such data sharing agreement must comply with all of the requirements set forth in 34 CFR 361.38.

By signing this MOU, the Parties attest that their respective agency's Confidentiality Polices have been reviewed and are not in conflict with the confidentiality section of this MOU.

Non-Discrimination and Equal Opportunity

All Parties to this MOU certify that they prohibit, and will continue to prohibit, discrimination, and they certify that no person, otherwise qualified, is denied employment, services, or other benefits on the basis of: (i) political or religious opinion or affiliation, marital status, sexual orientation, gender, gender identification and/or expression, race, color, creed, or national origin; (ii) sex or age, except when age or sex constitutes a bona fide occupational qualification; or (iii) the physical or mental disability of a qualified individual with a disability.

The Parties specifically agree that they will comply with Section 188 of the WIOA Nondiscrimination and Equal Opportunity Regulations (29 CFR Part 38; Final Rule December 2, 2016), the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), the Non-traditional Employment for Women Act of 1991, titles VI and VII of the Civil Rights of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, the Age Discrimination Act of 1967, as amended, title IX of the Education Amendments of 1972, as amended, and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR Part 37 and 38. The Parties agree to fully comply with The Minnesota Human Rights Act.

Indemnification

All Parties to this MOU recognize the partnership consists of various levels of government, not-for-profit entities, and for-profit entities. Each Party to this MOU shall be responsible for its own acts and behavior and the results thereof. No Partner assumes any responsibility for any other Party, State, or non-State, for the consequences of any act or omission of any third Party. The Parties acknowledge the Hennepin Carver Local Workforce Development Board 9 and the One-Stop Operator have no responsibility and/or liability for any actions of the CareerForce center employees, agents, and/or assignees. Likewise, the Parties have no responsibility and/or liability for any actions of the Hennepin Carver Local Workforce Development Board 9 or the One-Stop Operator. DEED's liability is governed by Minn. Stat. § 3.736. The liability of Hennepin County and Carver County is governed by Minnesota Statutes Ch. 466, and nothing herein shall be construed of the statutory limitations in Chapter 466.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Severability

If any part of this MOU is found to be null and void or is otherwise stricken, the rest of this MOU shall remain in force.

Independent Contractor

Each party is, and shall remain, an independent contractor with respect to all services performed under this MOU. Each party shall select the means, method, and manner of performing their respective services herein. Nothing is intended or should be construed in any manner as creating or establishing the relationship of partners between the parties hereto or as constituting either party as the agent, representative, or employee of the other for any purpose or in any manner whatsoever. Each party represents that it has or will secure at its own expense all personnel required in performing their respective services under this MOU. Any and all personnel of either party or other persons engaged in the performance of any work or services under this MOU shall have no contractual relationship with the other party and shall not be considered an employee of any other party. Any and all claims that might arise under the Minnesota Unemployment Insurance Law, the Workers' Compensation Act of the State of Minnesota, or any other applicable Federal or State law, rule, or regulation on behalf of said personnel, arising out of employment or alleged employment, including, without limitation, claims of discrimination against either party, its officers, agents, contractors, or employees shall in no way be the responsibility of the other party. Each party shall defend, indemnify, and hold the other party, its officers, agents, and employees harmless from any and all such claims. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the other party, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay, or PERA.

No Third-Party Beneficiary

All records kept by the counties with respect to this MOU are subject to examination by representatives of each party. All data collected, created, received, maintained or disseminated for any purpose by any party under this MOU are governed by Minnesota Statutes, Chapter 13, and the Minnesota Rules implementing the Minnesota Government Data Practices Act (MGDPA). The parties agree comply with the MGDPA and all other applicable State and federal laws relating to data privacy or confidentiality.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Drug and Alcohol-Free Workplace

All Parties to this MOU certify they will comply with the Drug-Free Workplace Act of 1988, 41 U.S.C. 702 et seq., and 2 CFR part 182 which require that all organizations receiving grants from any Federal agency maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for suspension or debarment under 2 CFR part 180, as adopted by the U.S. Department of Education at 2 CFR 3485, and the U.S. Department of Labor regulations at 29 CFR part 94.

Certification Regarding Lobbying

All Parties shall comply with the Byrd Anti-Lobbying Amendment (31 U.S.C. §1352), 29 C.F.R. Part 93, and 34 CFR part 82, as well as the requirements in the Uniform Guidance at 2 CFR 200.450. The Parties shall not lobby Federal entities using Federal funds and will disclose lobbying activities as required by law and regulations.

Debarment and Suspension

All Parties shall comply with the debarment and suspension requirements (E.0.12549 and 12689) and 2 CFR part 180 and as adopted by the U.S. Department of Labor at 29 CFR part 2998 and by the U.S. Department of Education at 2 CFR 3485.

Priority of Service

All Parties certify that they will adhere to all applicable statutes, regulations, policies, and plans regarding priority of service, including, but not limited to, priority of service for veterans and their eligible spouses, and priority of service for the WIOA title I Adult program, as required by 38 U.S.C. §4215 and its implementing regulations and guidance, and WIOA sec. 134(c)(3)(E) and its implementing regulations and guidance. Partners will target recruitment of special populations that receive a focus for services under WIOA, such as individuals with disabilities, low-income individuals, basic skills deficient youth, and English language learners.

Buy American Provision

Each Party that receives funds made available under title I or II of WIOA or under the Wagner-Peyser Act (29 U.S.C. §49, et. seq.) certifies that it will comply with Sections 8301 through 8303 of title 41 of the United States Code (commonly known as the "Buy American Act.") and as referenced in WIOA Section 502 and 20 CFR 683.200(f).

Salary, Compensation, and Bonus Limitations

Each Party certifies that, when operating grants funded by the U.S. Department of Labor (DOL), it complies with DOL's Training and Employment Guidance Letter (TEGL) 10-24, Implementing the Salary and Bonus Limitations in Public Law 109-234, restricting the use of Federal grant funds for compensation and bonuses of an individual, whether charged to either direct or indirect, at a rate in excess of the Federal Office of Personnel Management Executive Level II.

Non-Assignment

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Except as otherwise indicated herein, no Party may, during the term of this MOU or any renewals or extensions of this MOU, assign or subcontract all or any part of the MOU without prior written consent of all other Parties.

Governing Law

This MOU will be construed, interpreted, and enforced according to the laws of the State of Minnesota. All Parties shall comply with all applicable Federal and State laws and regulations, and Local laws to the extent that they are not in conflict with State or Federal requirements.

Amendment/Modification

Merger and Modification

It is understood and agreed that the entire MOU between the parties is contained herein and that this MOU supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this MOU are incorporated or attached and are deemed to be part of this MOU. Any alterations, variations, modifications, or waivers of provisions of this MOU shall only be valid when they have been reduced to writing as an amendment to this MOU signed by the parties hereto.

This MOU may be amended at any time upon mutual agreement of the Parties. Any amendment to this MOU must be consistent with Federal, state, and local laws, regulations, rules, plans and policies. Any amendment must adhere to the process outlined and referenced below. Amendments or modifications may only be proposed by partner program signatories.

a. The party seeking an amendment to submit a written request to the LWDB that includes:

   i. The requesting party's name.
   ii. The reason(s) for the amendment request.
   iii. Each Article and Section of this MOU that will require revision.
   iv. The desired date for the amendment to be effective.
   v. The signature of the requesting party's authorized representative.

b. The LWDB reviews and approves the request and then notifies the remaining parties of the intent to amend and will provide each remaining party fifteen (15) days from the date of the notice (unless another timeframe is specified in the notice) to review the anticipated changes and to submit a response to LWDB. Failure by a party to respond within the prescribed timeframe will be deemed that party's approval of the proposed changes.

c. If a party has questions and/or concerns regarding the proposed amendment, the party must list its questions and/or concerns in writing and submit the list to LWDB within the specified timeframe.

d. LWDB must review the listed questions/concerns and will issue a response within thirty (30) days of receipt of the list. If LWDB deems it necessary, the listed questions/concerns will be sent to all other parties and/or a meeting with all parties will be scheduled to discuss the proposed changes and to achieve consensus on a final amendment draft.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

e. The final, approved amendment draft will be signed by authorized representatives of the affected partners, then submitted to LWDB for the final signature.

LWDB will distribute copies of the fully executed amendment to all parties and to DEED upon execution.

Termination

The Parties understand that implementation of the one-stop system is dependent upon good faith effort to work together to improve services to the community. It is understood and agreed that there are situations which may cause a Party to cease being a Party to this MOU. Termination of this MOU may only be proposed by partner program signatories.

This MOU will remain in effect until December 31st, 2028 unless:

- All Parties mutually agree to terminate this MOU prior to the end date.
- Federal oversight agencies charged with the administration of WIOA are unable to appropriate funds or if funds are not otherwise made available for continued performance for any fiscal period of this MOU succeeding the first fiscal period. Any Party unable to perform pursuant due to lack of funding shall notify the other Parties as soon as the Party has knowledge that funds may no longer be available for the continuation of activities under this MOU.
- WIOA is repealed or superseded by subsequent Federal Law
- The Local Workforce Development Area designation is changed under WIOA or by action of the SWDB.

Effective Period

The MOU is entered into on August 19, 2026. The MOU will become effective as of the date of signing by the final signatory below. The Parties agree to review the MOU at least once every three years. The MOU will remain in effect until August 31, 2029.

Signatures

Each party, by signing below, warrants that the person who executed this agreement is authorized to do so on behalf of their respective entity as required by applicable articles, bylaws, resolutions, ordinances, or other governing law.

Hennepin County Board of Commissioners

Signed by: Irene Fernando 8/19/2026
779E32080B13487...

Irene Fernando, Hennepin County Commissioner — Date

Hennepin Carver Local Workforce Development Board 9

Signed by: Andrea Erickson 8/26/2026
11FBED61D57B49E...

Andrea Erickson, Board Chair — Date

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Hennepin County Workforce Development Department

Signed by: A7(F75A44E8497...
8/20/2026
May Xiong, Chief Workforce Development Officer — Date

Carver County Health & Human Services

Signed by: 26B53496BB84CE...
Kate Probert Fagundes 8/19/2026
Kate Probert Fagundes, Deputy Director — Date

Osseo Area Schools Address

Signed by: 0ADCEA011BA84B0...
Emily Watts 8/19/2026
Emily Watts, Program Coordinator — Date

Dept. of Employment and Economic Development - Wagner Peyser

Signed by: 2235B55FC7404DB...
Jeanna Fortney 9/3/2026
Jeanna Fortney, Career Force Director — Date

Metro North ABE Consortium

Signed by: 4F570499975B4B9...
Molly Liberto 8/19/2026
Molly Liberto, Community Education Manager — Date

Robbinsdale Adult Academics Program

Signed by: CA38406A24B54BA...
Caroline Nerius 8/19/2026
Caroline Nerius, Director of Adult Academics — Date

Adult Options in Education

Signed by: F9E225F9A2044C1...
Chelsea Ritland 9/1/2026
Chelsea Ritland, ABE Assistant Director — Date

Metro South ABE Consortium

Signed by: D6430CD5961B415...
Christine Wytaske 8/19/2026
Christine Wytaske, ABE Program Supervisor — Date

Southwest Metro ABE Consortium

Signed by: 14D59C20DC9A4E4...
Brandy Logan 9/9/2026
Brandy Logan, Director of Adult Learning — Date

West ABE Consortium

Signed by: 94065EDF2171469...
Julia O'Neil 8/21/2026
Julia O'Neil, ABE Program Manager — Date

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Dept. of Employment and Economic Development - Vocational Rehabilitation Services

Signed by:
Dee Torgerson 8/24/2026
804547263E60493...
Dee Torgerson, Director Date

Dept. of Employment and Economic Development - State Services for the Blind

Signed by:
Natasha Jerde 8/19/2026
4E1C2668A9F401...
Natasha Jerde, Director Date

Dept. of Employment and Economic Development - Veterans Employment Services

Signed by:
Jeanna Fortney 9/3/2026
2235D55EC7404DB...
Jeanna Fortney, CareerForce Director Date

Dept. of Employment and Economic Development - Unemployment Insurance

Signed by:
Jim Hegman 8/21/2026
9D9BAFE0A305454...
James Hegman, Director Date

Department of Employment and Economic Development – Trade Adjustment Assistance

Signed by:
8/19/2026
BF8C21671DFE4F8...
Mike Lang, Director of Workforce Development Strategy and Innovation Date

Department of Employment and Economic Development - SCSEP

Signed by:
8/19/2026
BF8C21671DFE4F8...
Mike Lang, Director of Workforce Development Strategy and Innovation Date

North Hennepin Community College

Signed by:
Rolando Garcia 8/19/2026
7309FE58E1FE4EE...
Dr. Rolando Garcia, President Date

Hennepin Technical College

Signed by:
Joy Bodin 8/21/2026
8524FAB302CA436...
Joy Bodin, President Date

Normandale Community College

Signed by:
Dr. Pakou Yang 9/14/2026
84CD090EDD9B4EE...
Joyce Ester, President
Dr. Pakou Yang

Hennepin County Human Services

Signed by:
Nola Slagter-Johnson 8/19/2026
9F851FD8B6354DC...
Nola Slagter-Johnson, Director

Goodwill Easter Seals MN

DocuSigned by:
Michael Wirth-Davis 8/20/2026
C3BE64328241420...
Michael Wirth-Davis, Executive Director

Southwest Metro Intermediate District 288

Signed by:
Heidi Nistler 8/24/2026
370242CC9AF441F...
Heidi Nistler, Superintendent

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Motivation, Education & Training (MET), Inc.

Signed by:
Stacey Taylor 8/21/2026
EF18E76D0FE447...
Stacey Taylor, Executive Director

National Able Network

Signed by:
8/19/2026
637E254309F04E1...
Matt Weis, President & CEO

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

MOU Attachments

Partner Service List – Attachment A

- **Partner Services– Attachment A-1**
- **Services Not Provided – Attachment A-2**

One-Stop Operating Budget – Attachment B Referral

Process – Attachment C

Accessibility Plan – Attachment D

Outreach Plan – Attachment E

Data Sharing Training Plan – Attachment F

Negotiations Summary – Attachment G

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Attachment A: Partner Services List

Career Services

Basic Career Services

A. Eligibility Determination
B. Outreach, intake, and orientation to the information, services, programs, tools, and resources available through the Local workforce system
C. Initial assessment of skill level(s), aptitudes, abilities, and supportive service needs
D. In and out of area job search and placement assistance
E. Provision of information on in demand sectors, occupations, or nontraditional employment
F. Provision of employment/ workforce and labor market information
G. Provision of performance information and program costs for eligible providers of training, education, and workforce services
H. Provision of information on performance of the local workforce system
I. Provision of information on the availability of supportive services and referral to such as appropriate
J. Provision of information and meaningful assistance on UI claim filing
K. Provision of referrals and coordination of activities with other programs and services
L. Information and assistance in applying for financial aid for training and education programs not provided under WIOA.

Individualized Career Services

M. Comprehensive and specialized assessments of skill levels and service needs
N. Development of an Individual Employment Plan (IEP) to identify employment goals, appropriate achievement objectives, and appropriate combination of services for the customer to achieve the employment goals.
O. Group counseling
P. Individual counseling and career planning
Q. Literacy training
R. Workforce preparation activities
S. Case management for customers seeking training services, individual in and out of area job search, referral and placement
T. Work-based learning experiences, including internships and transitional jobs
U. Instructions in self advocacy (VR)
V. English language acquisition

Follow Up Services

W. Follow up Services

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Training Services

A. Occupational skills training
B. On-the-Job training (OJT)
C. Entrepreneurial training
D. Customized training
E. Training programs operated by the private sector
F. Skill upgrading and retraining
G. Adult education and literacy (AEL) programs
H. Workplace and cooperative education, which are programs that combine workplace training with related instruction which may include cooperative education programs
I. Incumbent worker training

Youth Services

A. Tutoring, study skills training, dropout prevention
B. Alternative secondary school services
C. Paid and unpaid work experience
D. Occupational skills training
E. Education offered concurrently with workforce preparation
F. Leadership development
G. Supportive services
H. Adult mentoring
I. Follow up services
J. Comprehensive guidance and counseling
K. Financial literacy education
L. Entrepreneurial skills training
M. Services that provide labor market information
N. Postsecondary preparation and transition activities

Business Services

A. Employer needs assessment
B. Job posting
C. Applicant pre-screening
D. Recruitment assistance
E. Training assistance
F. Provide access to and assist with interpretation of labor market information
G. Employer information and referral
H. Rapid response and layoff aversion
I. Incumbent worker training
J. Develop customized training opportunities for specific employer and/ or industry sector needs
K. Develop, convene, or implement sector partnerships
L. Provide information regarding assistive technology and communication accommodations
M. Conduct job fairs
N. Use of CareerForce centers for recruiting and interviewing job applicants

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Attachment A-1: Partner Services

Program	Local Partners/ Providers	CareerForce Location(s)	Service Delivery Method			
			In Center FT	In Center PT	Off-Site	Direct Linkage
WIOA Title 1B Adult	Hired	Bloomington			X	X
		Brooklyn Center		X		
	Avivo	Bloomington			X	X
		Brooklyn Center		X		
	Goodwill-Easter Seals MN	Bloomington			X	X
		Brooklyn Center		X		
	Carver County Health & Human Services	Chaska	X			
	Services Provided: Employment and training services to help adults age 18 and older return to work. Tailored services address an individual's specific needs – services include vocational counseling, assessment of skills and interests, financial assistance for classroom training, support services, assistance learning up-to-date job search methods, workshops to assist with job search, resume writing and interviewing and community referrals. **Center Presence/Schedule:** Hired, Avivo, and Goodwill-Easter Seals will be present in the Brooklyn Center CareerForce Center 1 (one) day per week (Fridays) on a rotating basis. While providing services in the Brooklyn Center CareerForce Center, Hired, Avivo, and Goodwill-Easter Seals will follow current onsite processes and procedures for customer flow and service provision. Services are provided in Chaska CareerForce Center Full-Time. **Method of Direct Linkage/Referral:** Program staff will make direct contact with other program staff for referrals via Airtable referral system, telephone, or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					

Program	Local Partners/ Providers	CareerForce Location(s)	Service Delivery Method			
			In Center FT	In Center PT	Off-Site	Direct Linkage
WIOA Title 1B Dislocated Worker and MN Statute 116L.17 State Dislocated Worker Program	Hired	Bloomington			X	X
		Brooklyn Center		X		
	Avivo	Bloomington			X	X
		Brooklyn Center		X		
	Minnesota Training Partnership	Bloomington			X	X
		Brooklyn Center			X	X
	Goodwill-Easter Seals MN	Bloomington			X	X

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

		Brooklyn Center		X		
	Carver County Health & Human Services	Chaska	X			
	Services Provided: Employment and training services to help laid-off workers return to work. Tailored services address an individual's specific needs – services include vocational counseling, assessment of skills and interests, financial assistance for classroom training, support services, assistance learning up-to-date job search methods, workshops to assist with job search, resume writing and interviewing and community referrals. **Center Presence/Schedule:** Hired, Avivo, and Goodwill-Easter Seals will be present in the Brooklyn Center CareerForce Center 1 (one) day per week (Fridays) on a rotating basis. While providing services in the Brooklyn Center CareerForce Center, Hired, Avivo, and Goodwill-Easter Seals will follow current onsite processes and procedures for customer flow and service provision. Services are provided in Chaska CareerForce Center Full-Time. **Method of Direct Linkage/Referral:** Program staff will make direct contact with other program staff for referrals via Airtable referral system, telephone, or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					
Program	**Local Partners/ Providers**	**CareerForce Location(s)**	**Service Delivery Method**			
			In Center FT	**In Center PT**	**Off-Site**	**Direct Linkage**
WIOA Title 1B Youth	Hired	Bloomington, Brooklyn Center			X	X
	Avivo	Bloomington, Brooklyn Center			X	X
	Carver County Health & Human Services	Chaska	X			
	Services Provided: Provide employment and training services, including reception and navigation, to eligible young adults, ages 14-24 years old. **Center Presence/Schedule:** Services are provided in Chaska CareerForce Center full-time. Providers are connected to Brooklyn Center and Bloomington CareerForce centers via direct linkage. **Method of Direct Linkage/Referral:** Program staff will make direct contact with other program staff for referrals via Airtable referral system, telephone, or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					
Program	**Local Partners/ Providers**	**CareerForce Location(s)**	**Service Delivery Method**			
			In Center FT	**In Center PT**	**Off-Site**	**Direct Linkage**
Minnesota Youth Program	Brooklynk	Brooklyn Center			X	X
	Tree Trust	Bloomington, Brooklyn Center			X	X

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

	Carver County Health & Human Services	Chaska	X			
	Services Provided: Provide employment and training services, including reception and navigation, to eligible young adults, ages 14-24 years old. **Center Presence/Schedule:** Services are provided in Chaska CareerForce Center full-time. Providers are connected to Brooklyn Center and Bloomington CareerForce centers via direct linkage. **Method of Direct Linkage/Referral:** Program staff will make direct contact with other program staff for referrals via Airtable referral system, telephone, or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					
Program	**Local Partners/ Providers**	**CareerForce Location(s)**	**Service Delivery Method**			
			In Center FT	**In Center PT**	**Off-Site**	**Direct Linkage**
WIOA Title II Adult Education and Literacy (Adult Basic Education/ABE)	Osseo Area Schools	Brooklyn Center	(See Center Presence/ Schedule details)		X	X
	Metro North ABE Consortium	Brooklyn Center			X	X
	Robbinsdale Adult Academics Program	Brooklyn Center			X	X
	Adult Options in Education	Bloomington			X	X
	Metro South ABE Consortium	Bloomington			X	X
	Southwest Metro ABE Consortium	Chaska			X	X
	West ABE Consortium	Brooklyn Center			X	X
	Services Provided: Services Provided: Educational opportunities for adults to acquire and improve their literacy skills such as ESL classes, GED/Adult Diploma obtainment, and basic reading, writing and math, and employability skills. **Center Presence/Schedule:** Services are provided largely off-site on respective provider campuses and providers are present in the CareerForce Centers via Direct Linkage. All providers provide marketing materials for Adult Basic Education services to CareerForce Centers 2-3x annually. Both Osseo Area Schools and the Brooklyn Center CareerForce are located within the Hennepin County Northwest Family Service Center. Metro South ABE Consortium and Adult Options in Education provide co-directed Career Workshops (4x/year) in the Bloomington CareerForce Center. Metro South ABE provides Computer Classes (2x/year) in the Bloomington CareerForce Center. **Method of Direct Linkage/Referral:** Program staff will make direct contact with other program staff for referrals via Airtable referral system, telephone, or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Program	Local Partners/ Providers	CareerForce Location(s)	Service Delivery Method			
			In Center FT	In Center PT	Off-Site	Direct Linkage
WIOA Title III Wagner-Peyser Job Service	Dept. of Employment and Economic Development – Wagner Peyser	Brooklyn Center, Bloomington, Chaska	X			
	Services Provided: Direct access to online labor exchange, job search and career exploration tools, workshops, basic career services, and appointments to businesses and job seeking customers. **Center Presence/Schedule:** Program staff is located within the CareerForce Centers full time. These services are delivered on site at CareerForce Centers Bloomington, Brooklyn Center, and Chaska, online (virtual), over the phone, or at community or affiliate sites that provide greater accessibility for customers while ensuring privacy is maintained. **Method of Direct Linkage/Referral:** Program staff is located within the CareerForce Centers full-time. Program staff will make direct contact with other program staff for referrals via Airtable referral system, telephone, or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					

Program	Local Partners/ Providers	CareerForce Location(s)	Service Delivery Method			
			In Center FT	In Center PT	Off-Site	Direct Linkage
WIOA Title IV – Vocational Rehabilitation Act, Title I, Vocational Rehabilitation Services; Rehabilitation Act of 1973 as amended, and Minnesota State Statute 248.10	Dept. of Employment and Economic Development - Vocational Rehabilitation Services	Bloomington		X		
		Brooklyn Center				X
		Chaska			X	
	Dept. of Employment and Economic Development – State Services for the Blind	Bloomington			X	X
		Brooklyn Center			X	X
		Chaska			X	X
	Services Provided: VRS: Provide vocational rehabilitation services, including career services, to eligible and potentially eligible individuals with disabilities to prepare for, enter, and keep employment. SSB: Provide services for the visually impaired to live independently and prepare for employment. . **Center Presence/Schedule:** VRS: VRS provides services at and through the one-stop location including case management, referrals, and employment services to eligible customers. **Method of Direct Linkage/Referral:** Program staff is located within the CareerForce Centers full-time. Program staff will make direct contact with other program staff for referrals via Airtable referral system, telephone, or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

	SSB: Via written, phone, email or in person, partner staff provide referrals directly to SSB.					
Program	**Local Partners/ Providers**	**CareerForce Location(s)**	**Service Delivery Method**			
			In Center FT	**In Center PT**	**Off-Site**	**Direct Linkage**
Trade Act Title II; Trade Adjustment Assistance (TAA)	Dept. of Employment and Economic Development - Trade Adjustment Assistance	Brooklyn Center				X
		Bloomington				X
		Chaska				X
	Services Provided: Provides adversely affected workers with opportunities to obtain the skills, credentials, resources, and support services necessary to become reemployed. If a worker is a member of a worker group certified by DOL, that worker may be eligible to receive program benefits and services at the CareerForce Centers. Provides training services, job search, and/or relocation allowances for eligible participants. **Center Presence/Schedule:** Staff members from a different partner program are physically present at the Location(s) and appropriately trained to provide information to customers about the programs, services, and activities available. **Method of Direct Linkage/Referral:** Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					
Program	**Local Partners/ Providers**	**CareerForce Location(s)**	**Service Delivery Method**			
			In Center FT	**In Center PT**	**Off-Site**	**Direct Linkage**
Unemployment Insurance programs authorized under state law	Dept. of Employment and Economic Development – Unemployment Insurance	Brooklyn Center				X
		Bloomington				X
		Chaska				X
	Services Provided: The Minnesota Unemployment Insurance Program provides benefits to eligible unemployed workers in Minnesota and throughout the United States and collects taxes and reimbursements from employers who have employees in Minnesota. An active work search is an eligibility requirement for applicants. To help facilitate this, Minnesota UI also administers the Reemployment Services and Eligibility Assessment (RESEA) program which guides applicants through services which will assist with their reemployment. Referrals, from RESEA are made to other CareerForce Center partners. Approximately 95% of applicants and employers do all their transactions with UI via an online, self-service web-based application. Applicants and employers may also call the UI Customer Service center to get assistance or have questions answered by a UI expert. The RESEA program works with applicants either virtually, currently by phone, or in-person. **Center Presence/Schedule:** All RESEA sessions are conducted virtually.					

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

	Method of Direct Linkage/Referral: All UI applicants receive information on CareerForce services through multiple sources including the printed UI handbook and the UI Program's website, uimn.org. RESEA staff make direct contact with selected UI applicants and refer those applicants to appropriate services.					
Program	**Local Partners/ Providers**	**CareerForce Location(s)**	**Service Delivery Method**			
			In Center FT	**In Center PT**	**Off-Site**	**Direct Linkage**
Jobs for Veterans State Grant (JVSG); Veterans Services	Dept. of Employment and Economic Development – Veteran Employment Services	Bloomington				
		Brooklyn Center				
		Chaska				
	Services Provided: The Disabled Veterans' Outreach Program (DVOP) specialists work directly with veterans and eligible persons who have significant barriers to employment (SBE), as identified in 38 USC 4103A(a)(1). The DVOPs provide the following individualized career services (ICS): Case management, comprehensive assessment, career guidance services, staff-assisted job search activities, Labor Market Information (LMI) Local Veterans' Employment Representatives (LVERs) perform a wide range of duties on behalf of our veterans specifically related to outreach to the employer community and facilitation within the state's employment service delivery system. These duties are outlined in 38 U.S.C. 4104(b).LVERs advocate for all veterans served by the CareerForce System with business, industry, and other community-based organizations. Direct Services are provided to Veterans and Employers via a combination of in-person, virtual, and remote technology visits or sessions. **Center Presence/Schedule:** N/A **Method of Direct Linkage/Referral:** Program staff will make direct contact with other program staff for referrals via Airtable referral system, telephone, or written correspondence, sharing allowable information about the customer and providing a warm hand-off. Note: Per U.S. DOL VETS VPL 05-24 and TEGL 03-24, program partners need to screen veterans for eligibility before referring them to JVSG.					
Program	**Local Partners/ Providers**	**CareerForce Location(s)**	**Service Delivery Method**			
			In Center FT	**In Center PT**	**Off-Site**	**Direct Linkage**
Economic Assistance (TANF/MFIP); Social Security Act – Part A of Title IV Programs	Hennepin County Health & Human Services	Bloomington			X	X
		Brooklyn Center			X	X
	Carver County Health & Human Services	Chaska	X			
	Services Provided: Intensive employment and training services with a work-focus. Hennepin County provides MFIP Employment Services through contracted providers. Current providers are: African Community Services, Avivo, CLUES, Emerge, Goodwill, Hired, JFCS, LSS, NorthPoint, PPL					

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

	Center Presence/Schedule: Chaska Schedule: M-F, 8:00 AM – 4:30 PM **Method of Direct Linkage/Referral:** Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					
Program	**Local Partners/ Providers**	**CareerForce Location(s)**	**Service Delivery Method**			
			In Center FT	**In Center PT**	**Off-Site**	**Direct Linkage**
SNAP Employment & Training; Food and Nutrition Act of 2008	Hennepin County Health & Human Services	Bloomington			X	X
		Brooklyn Center			X	X
	Carver County Health & Human Services	Chaska	X			
	Services Provided: Intensive employment and training services with a work-focus. Hennepin County provides SNAP E&T services to eligible participants through contracted providers using the 50% reimbursement model. Current providers are: Summit Academy, JFCS, Hennepin County DOCCR. **Center Presence/Schedule:** Chaska Schedule: M-F, 8:00 AM – 4:30 PM **Method of Direct Linkage/Referral:** Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					
Program	**Local Partners/ Providers**	**CareerForce Location(s)**	**Service Delivery Method**			
			In Center FT	**In Center PT**	**Off-Site**	**Direct Linkage**
Post-Secondary Vocational Education Programs Carl D. Perkins Career and Technical Education Act (Perkins IV)	Hennepin Technical College	Brooklyn Center, Bloomington, Chaska			X	X
	North Hennepin Community College	Brooklyn Center			X	X
	Normandale Community College	Bloomington			X	X
	Services Provided: Skill training, certificates, degrees and career pathways. **Center Presence/Schedule:** N/A **Method of Direct Linkage/Referral:**					

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

	Program staff will make direct contact with other program staff for referrals via Airtable referral system, telephone, or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					
Program	**Local Partners/ Providers**	**CareerForce Location(s)**	**Service Delivery Method**			
			In Center FT	**In Center PT**	**Off-Site**	**Direct Linkage**
Older Americans Act - Senior Community Service Employment Program (SCSEP)	Motivation, Education & Training (MET), Inc.	Bloomington	X			
	National Able Network	Bloomington	X			
	Services Provided: Services Provided: Provides subsidized employment & training services for eligible seniors. **Center Presence/Schedule:** Both National Able Network and MET, Inc. are co-located in the Bloomington CareerForce Center. **Method of Direct Linkage/Referral:** Program staff will make direct contact with other program staff for referrals via in-person, telephone, or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					
Program	**Local Partners/ Providers**	**CareerForce Location(s)**	**Service Delivery Method**			
			In Center FT	**In Center PT**	**Off-Site**	**Direct Linkage**
WIOA Title I YouthBuild	Goodwill- Easter Seals MN	Brooklyn Center, Bloomington			X	X
	SouthWest Metro Intermediate District 288	Chaska			X	X
	Services Provided: Provides specialized training in construction and other building trades for youth and young adults between the ages of 16 and 24 who are at risk of not completing or have not completed their high school education. **Center Presence/Schedule:** Goodwill/Easter Seals provides program literature and does approximately 5 hours of drop-in visits to the Bloomington and Brooklyn Center CareerForce Centers per quarter. **Method of Direct Linkage/Referral:** Program staff will make direct contact with other program staff for referrals via telephone or written correspondence, sharing allowable information about the customer and providing a warm hand-off.					

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Attachment A-2: Services not provided in Comprehensive or Affiliate Centers

Partner	Program	Services	Explanation
Hubert H. Humphrey Job Corps Center	Job Corps	No-cost education and career technical training program for young people ages 16-24 years old.	Services are provided out of Hubert H. Humphrey Job Cops Center, located in St. Paul (LWDA 15). This campus serves Job Corps participants statewide. The Hubert Humphrey Job Corps Center has since closed due to a phased pause by US DOL beginning June 30, 2025.
American Indian Opportunities, Inc. and Minneapolis American Indian Center	Native American Programs	Employment and training services, support services, and fitness and nutrition education for youth and adults	Native American Programs provided by American Indian Opportunities, Inc. and Minneapolis American Indian Center, both located in Minneapolis (LWDA 10), but serve residents of LWDA 09.
Emerge Community Development	SCA/REO Grants	Employment and training services for eligible justice-involved adults.	SCA/REO Grant services provided by Emerge, located in Minneapolis (LWDA 10), but serve residents of LWDA 09.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Attachment B: One-Stop Operating Budget

Infrastructure Funding Agreement

The Infrastructure Funding Agreements (IFAs) for the Bloomington, Chaska, and Brooklyn Center CareerForce Centers have been signed by all required Parties and are included as addendums.

Additional Shared Cost Plan:

Any Additional Shared Costs are addressed on a separate page of the IFA.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Attachment C: Referral Process

Local Workforce Development Area 9
CareerForce Partners' Referral Process
In collaboration with the local WIOA partners, the One-Stop Operator (OSO) selected Airtable as the implemented universal referral platform. Airtable is used in various ways to drive system accountability and collaboration. WDA 09 Staff and the OSO maintains the platform to ensure job seekers and businesses are connected to resources within the network.
Step I: • Customer visits or calls a CareerForce location, participates in a RESEA session through Unemployment Insurance, schedules a job search appointment through the CareerForce website, attends a weekly dislocated worker overview, or makes initial contact through a Partner program or agency. • Basic information and informal assessments are conducted during this initial visit in order to evaluate customer's needs and interests. • Staff assist customer in creating Minnesota Works account if appropriate. • Customer receives information about basic career services available through CareerForce as well as orientation on the individualized, program-specific services available through partner programs and agencies. • If referral is needed or customer expresses interest, a referral is made to the appropriate program and agency via warm hand-off or via Airtable referral system.
Step II: • Program staff receive referral and follow-up within two (2) business days to determine if customer is eligible for services. • Receiving program will assess referrals based on services of interest and conduct outreach to customers.   ○ Staff must make three (3) outreach attempts to referred customers, e.g., email, voicemail, and/or text, within the first two weeks of receiving the referral. • Partner staff will update the status of received referrals and add relevant notes and comments in Airtable. • If customer is not eligible, program staff receiving the referral will assess if customer is eligible for services under another program or grant funding stream, or will utilize Airtable to refer them to other community services as appropriate. They will also inform the sending staff of the customer's ineligibility for the selected program. • If customer is eligible, they will be enrolled into the program. Co-enrollment between programs is considered a positive option when appropriate.
Step III: • Customer receives services and agency receiving the referral is responsible for conducting all case management and follow-up activities with the customer. • Services are documented in Workforce One.
Method for Documenting Referrals: Referrals made between partner organizations are documented in Airtable and monitored by the One-Stop Operator and WDA 09 Staff. The One-Stop Operator is responsible for providing monthly referral updates at partner meetings and providing referral data in quarterly reports to the Hennepin-Carver Workforce Development Board. The one-stop operator archives and saves referral data by program year. All referral data shared and stored within Airtable is incompliance with the PII Policy described in this MOU.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Method for Tracking Status of Referrals: Partner agency staff are able to track the status of all referrals in Airtable. The platform allows cross-agency communication and collaboration through referral status updates – "Referral Sent", "Referral Received", "Attempting Contact", "Referral Closed", and "Referral in Progress". Additionally, partners are able to use the comment and chat features in Airtable to update the referral record with pertinent information and/or communicating with the referring agency. WDA 09 staff and the One-Stop Operator also monitoring the Airtable platform and assist with troubleshooting any referral questions or issues that arise.
Database(s) utilized for Documenting and Tracking Referrals: Airtable
If a Referral Form will be used, how will you ensure the form is accessible? A referral form includes labels and instructions, keyboard accessibility, alternative image text, and high-contrast colors to ensure accessibility.
Other information necessary regarding referrals: All partner agency staff that utilizes Airtable to make referrals must sign an Airtable User Agreement, which outlines their roles and responsibilities within the system. A copy of the Airtable User Agreement is included in Attachment H.

☐ Check her if a Referral Form is attached

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Attachment D: Accessibility Plan

Local Workforce Development Area 9
CareerForce Partners' Accessibility Plan
How will partners ensure physical accessibility of the system? CareerForce centers will maintain a culture of inclusiveness and the physical characteristics of the facility, both indoor and outdoor, will meet the latest standards of accessible design. Services will be available in convenient, high traffic, and accessible location, considering reasonable distance from public transportation and adequate parking (including parking clearly marked for individuals with disabilities). Indoor space will be designed in an "equal and meaningful" manner providing access for individuals with disabilities.
How will partners ensure virtual accessibility of the system? The HCWDB will work with DEED to ensure that job seekers and businesses have access to the same information online as they do in the physical facility. Information must be clearly marked and compliant with Section 508 of the United States Department of Health and Human Services code. Partners will comply with the Plain Writing Act of 2010, the law that requires that Federal agencies use "clear Government communication that the public can understand and "and all information kept virtually will be updated regularly to ensure dissemination of correct information." Partners will also follow the Minnesota Open Meeting Law and adhere to Remote Meeting standards for non-state public bodies.
How will partners ensure communications accessibility?. Communications access means that individuals with sensory disabilities can communicate (and be communicated with) on an equal footing with those who do not have such disabilities. Digital content must meet or exceed all Web Content Accessibility Guidelines (WCAG 2.1, Level AA standards. All Partners agree that they will provide accommodations for individuals who have communication challenges, including by not limited to individuals who are deaf and hard of hearing, individuals with vision impairments, and individuals with speech-language impairments and barriers.
How will partners ensure programmatic accessibility? All partners agree that they will not discriminate in their employment practices or services based on gender, gender identity and/or expression, age, race, religion, national origin, disability, veteran's status, or on the basis of any other classification protected under state or Federal law. Partners must assure that they have policies and procedures in place to address these issues, and that such policies and procedures have been disseminated to their employees and otherwise posted as required by law. Partners further assure that they are currently in compliance with all applicable state and Federal laws and regulations regarding these issues. All Partners will cooperate with compliance monitoring that is conducted at the Local level to ensure that all CareerForce programs, services, technology, and materials are physically and programmatically accessible and available to all. Additionally, staff members will be trained to provide services to all, regardless of range of abilities, mobility, age, language, learning style, or comprehension or education level. An interpreter will be provided in real time or, if not available, within a reasonable timeframe to any customer with a language barrier. Assistive devices, such as screen-reading software programs (e.g., JAWS) and assistive communication applications must be available to ensure physical and programmatic accessibility within the CareerForce Center network.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Attachment E: Outreach Plan

Local Workforce Development Area 9
CareerForce Partners' Outreach Plan

Our local workforce development area is comprised of diverse individuals with diverse needs. All of the work we do within our WDA is conducted via a lens of disparity reduction. In order to reduce disparities, we need to ensure our system is accessible to all and this requires intentionality, innovation and streamlined services. We know that many who qualify for and would benefit from these services are also often unaware that they exist. Therefore, we bring our programs into the community on a regular basis.

WDA 09's providers are committed to having a presence at and facilitating ongoing referrals from the CareerForce Centers in Bloomington, Chaska, and Brooklyn Center. Providers are located in heart of the community within diverse neighborhoods with concentrated areas of poverty that are easily accessed by public transit. Career counselors also take a community-based approach, which means if and individual can't make it to any of those locations, they will find another safe community space close to them so that transportation is not a barrier to enrollment.

Our providers attend large scale community wide events across the Twin Cities, including Juneteenth events, Twin Cities Pride Festival, Minneapolis Open Streets, Urban League Family Fun Days, and various Community Events in Brooklyn Park and Brooklyn Center. Along with large scale community events, our providers also regularly attend smaller events or host tables at a variety of locations, including Brooklyn Park Farmers markets, Brooklyn Center Farmers markets, Brooklyn Park Library, Brookdale Library, numerous city of Minneapolis libraries that are frequented by suburban HC residents, Veterans hiring events, transition fairs for those incarcerated, hiring events specific to BIPOC community members, and more.

Providers also have a presence on various social media platforms where they post success stories, events, and information about our programming, with the goal of connecting with community members that need our services.

Additionally, the Carver County CareerForce Center employs a range of affirmative outreach strategies to engage participants representative of our regional population. Below are some key approaches:

1. Targeted Outreach:
    - We actively identify and reach out to specific demographic groups within our region, including youth, veterans, individuals with disabilities, justice-involved individuals, and those facing significant barriers to employment.
    - Collaborating with community organizations, schools, and local agencies, we disseminate information about our programs, services, and employment opportunities.
2. Community Partnerships:
    - We foster partnerships with local community-based organizations and are members of two Chambers of Commerce.
    - These partnerships allow us to tap into existing networks, ensuring that our outreach efforts reach a broad cross-section of the population.
3. Resource Lists and Referrals:
    - Our CareerForce Center maintains an updated list of resources available within the local area.
    - Staff and participants can access this resource list to connect with services related to employment, training, and support.
4. Special Workforce Events:
    - We organize targeted events such as job fairs.
    - These events provide opportunities for participants to engage directly with employers, learn about job openings, and receive career guidance.
5. Temporary Access Points:
    - In coordination with community, we set up temporary access points.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

- These include pop-up career centers at libraries, or events such as the Carver County Fair or Carver Community Connect.

6. Inclusive Communication:
   - Our outreach materials are culturally sensitive and available in multiple languages.
   - We use various communication channels, including email, mail, website, and social media.
7. Engagement with Employers:
   - We collaborate with local employers to understand their workforce needs.
   - By building strong relationships, we can tailor our outreach efforts to match available job opportunities.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Attachment F: Data Sharing Training Plan

Local Workforce Development Area 9
CareerForce Partners' Data Sharing Training Plan
Partners agree that the use of high-quality, data is essential to inform decisions made by policymakers, employers, and job seekers. Partners further agree that the collection, use, and disclosure of customer' personally identifiable information (PII) is subject to various requirements set forth in Federal and State privacy laws. Partners acknowledge that the execution of this MOU, by itself, does not function to satisfy all these requirements. All data, including customer PII, collected, used, and disclosed by Partners will be subject to all applicable state and federal laws, as well as the following: 1. Customer PII will be properly secured in accordance with the LWDB's policy and procedure regarding the safeguarding of PII. 1. The collection, use, and disclosure of customer education records, and the PII contained therein, as defined under Family Educational Rights and Privacy Act (FERPA), shall comply with FERPA and applicable State privacy laws. 2. All confidential data contained in the Unemployment Insurance (UI) wage records must be protected in accordance with the requirements set forth in 20 CFR 603. 3. All personal information contained in Vocational Rehabilitation (VR) records must be protected in accordance with the requirements set forth in 34 CFR 361.38. 4. Customer data may be shared with other programs, for those programs' purposes, within the CareerForce Center network only after written consent of the individual has been obtained, where required. 5. Customer data will be kept confidential, consistent with Federal and State privacy laws and regulations. 6. All data exchange activity will be conducted in machine readable format, such as HTML or PDF, for example, and in compliance with Section 508 of the Rehabilitation Act of 1973, as amended. 29 CFR 794(d). All Partner staff will be trained in the protection, use, and disclosure requirements governing PII and any other confidential data for all applicable programs, including FERPA- protected education records, confidential information in UI records, and personal information in VR records.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Attachment G: Negotiations/Meeting Summary

Local Workforce Development Area 9			
Meeting Date	**Attendees**	**Discussion Topic**	**Outcome**
8/20/2025	Lindsay Walz, East Side Neighborhood Services (ESNS) Marty Anstett, ESNS Erik Aamoth, HCWDB Brianna Zaiss, HCWDB	SCSEP funding, in-kind IFA contributions, collaboration on future Career Fairs for older workers.	Agreed upon in-kind IFA contribution.
8/12/2025	Sheila Olson, Goodwill-Easter Seals (GWES) Keith Brooks, GWES Erik Aamoth, HCWDB Bri Zaiss, HCWDB	Goodwill YouthBuild program, cash contribution to IFA.	Agreed upon cash IFA contribution.
7/22/2025	All Required Partners	Discuss purpose of MOU/IFA and propose possible methods of IFA contribution	Partners understand expectations and responsibilities related to MOU and IFA.
Multiple	Cindy Larson, DEED Erik Aamoth, HCWDB Bri Zaiss, HCWDB	Various discussions of Brooklyn Center and Bloomington CareerForce Center IFA details	Brooklyn Center and Bloomington IFA details agreed upon.
Multiple	Jennifer Kielas, Carver County Shannon Quigley, Carver County Erik Aamoth, HCWDB Bri Zaiss, HCWDB	Various discussions of Chaska CareerForce Cetner IFA details	Chaska IFA details agreed upon.
2/17/2026	Linda Kaiser, National Able Kristi Erritt, National Able Erik Aamoth, HCWDB Bri Zaiss, HCWDB	Discussion of National Able's SCSEP services and co-location in the Bloomington CareerForce Center.	National Able Network will occupy a cubicle in the Bloomington CareerForce Center.
2/20/2026	Stacey Taylor, MET, Inc. Cindy Larson, DEED Erik Aamoth, HCWDB Bri Zaiss, HCWDB	Discussion of MET, Inc.'s SCSEP services and co-location in the Bloomington CareerForce Center.	MET, Inc. will occupy a cubicle in the Bloomington CareerForce Center.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

INFRASTRUCTURE FUNDING AGREEMENT

Local Workforce Development Area: **LWDA 9**
Effective Dates, from: to: **9/01/2026 - 08/31/2029** **Center:** Brooklyn Center

Compliance Statement: This document complies with the Workforce Innovation and Opportunity Act (WIOA) and all other Federal and State requirements.

Infrastructure Budget Summary

Cost Item	Cost Pool	#	Cost per unit	Estimated Annual Cost
Rent	Dedicated Space	1200	$9.37	$11,244.00
Rent*	Shared Space	700	$0.00	$0.00
Staff MFD	Technology - DEED	1	$5,000.00	$5,000.00
CL MFD	Technology - Shared			$0.00
Shared Computers	Technology - Shared			$0.00
MNIT WAN/LAN	Technology - Internet	1	$10,000.00	$10,000.00
TOTAL				**$26,244.00**

RENT	**Allocation Based on Square Feet**	
Dedicated	Allocated to DEED - JS	$11,244.00
Shared Space	Non-cash cont. by Hennepin Co	
TOTAL Square Feet		**11244**

Cost Pool	Allocation Base	Cost Pool Total
Rent	See Rent Section Above	$11,244.00
Technology - DEED	Allocated to DEED - JS	$5,000.00
Technology - Shared	Non-cash cont. by Hennepin Co	$0.00
Technology - Internet	Allocated to DEED - JS	$10,000.00
		$26,244.00

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Infrastructure Cost Allocation

Partner	Dedicated Sq Ft	Total Annual Rent Cost 10/2025-9/2026	Technology - Internet	Technology - DEED	Annual cost
DEED JS	1200	$11,244.00	$5,000.00	$10,000.00	$26,244.00
[ABE]	0	$0.00	$0.00	$0.00	$0.00
Hennepin Tech	0	$0.00	$0.00	$0.00	$0.00

Price per square foot	
10/1/2025 - 9/30/2026	$9.37
10/1/2026-9/30/2026	$9.51
Technology - DEED	5000
Technology - Internet	10000

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Non-Cash Contribution

Contributor	Contribution	Value
Hennepin County on behalf of LWDA 9 One-Stop	Computers, MFD, WAN/LAN connection in the Brooklyn Center CareerForce area	$20,674.00
Hennepin County on behalf of the LWDA 9 One-Stop System	Two interview rooms and conference room on the second floor	$ 2,769.00
Hennepin County on behalf of Goodwill, Hired, Avivo, Tree Trust, Brooklynk, MN Training Partnership, and Carver Co HS	Cost of furniture provided in interview rooms and CareerForce area	$ 6,400.00
Hennepin & Carver Counties (TANF, MFIP, SNAP E&T)	Real Time Talent Reports platform and third party licensing fees	$ 3,750.00
Hennepin Technical College	HTC space used for Manufacturing Career Exploration Event and Job Fair (Space rental = $225/hr X 7 hours = $1575; IT setup = $75	$1,650.00
East Side Neighborhood Services	Large gymnasium space to be used for 1-2 job fairs/expos per year at $600 per 3-hour event.	$ 1,200.00

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Signatures

Hennepin County Board of Commissioners
Irene Fernando, Hennepin County Commissioner

Signed by:
Irene Fernando 8/19/2026
778E32080B13487...
Signature Date

Hennepin Carver Local Workforce Development Board 9
Andrea Erickson, Board Chair

Signed by:
Andrea Erickson 8/26/2026
Signature Date

DEED - Job Service
Jeanna Fortney, CareerForce Director

Signed by:
Jeanna Fortney 9/3/2026
Signature Date

Hennepin County Workforce Development Department
May Xiong

Signed by:
8/20/2026
Signature Date

Carver County Health & Human Services
Kate Probert Fagundes, Deputy Director

Signed by:
Kate Probert Fagundes 8/19/2026
2CB53486 2B584CE...
Signature Date

Osseo Area Schools Address
Emily Watts, Program Coordinator

Signed by:
Emily Watts 8/19/2026
Signature Date

Metro North ABE Consortium
Molly Liberto, Community Education Manager

Signed by:
Molly Liberto 8/19/2026
4F570499975B4B9...
Signature Date

Robbinsdale Adult Academics Program
Caroline Nerhus, Director of Adult Academics

Signed by:
Caroline Nerhus 8/19/2026
Signature Date

Adult Options in Education
Chelsea Ritland, ABE Assistant Director

Signed by:
Chelsea Ritland 9/1/2026
Signature Date

Metro South ABE Consortium
Christine Wytaske, ABE Program Supervisor

Signed by:
Christine Wytaske 8/19/2026
Signature Date

Southwest Metro ABE Consortium
Brandy Logan, Director of Adult Learning

Signed by:
Brandy Logan 9/9/2026
Signature Date

West ABE Consortium
Julia O'Neil, ABE Program Manager

Signed by:
Julia O'Neil 8/21/2026
Signature Date

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

DEED - Vocational Rehabilitation Services
Dee Torgerson, Director

Signed by:
Dee Torgerson 8/24/2026
804547263E60493...
Signature Date

DEED - State Services for the Blind
Natasha Jerde, Director

Signed by:
Natasha Jerde 8/19/2026
4E1C2668TA9E401...
Signature Date

DEED - Trade Adjustment Assistance
Mike Lang, Director of Workforce Development Strategy and Innovation

Signed by:
8/19/2026
BF8C2167TDFE4F8...
Signature Date

DEED - SCSEP
Mike Lang, Director of Workforce Development Strategy and Innovation

Signed by:
8/19/2026
Signature Date

DEED - Veterans Employment Services
Jeanna Fortney, CareerForce Director

Signed by:
Jeanna Fortney 9/3/2026
2295B93F87464DB...
Signature Date

DEED - Unemployment Insurance
James Hegman, Director

Signed by:
Jim Hegman 8/21/2026
9D9BAFE0A30545A...
Signature Date

North Hennepin Community College
Dr. Rolando Garcia, President

Signed by:
Rolando Garcia 8/19/2026
Signature Date

Hennepin Technical College
Joy Bodin, President

Signed by:
Joy Bodin 8/21/2026
6524FAD302CA436...
Signature Date

Normandale Community College
Joyce Ester, President

Signed by:
Dr. Pakou Yang 9/14/2026
Signature Date

Hennepin County Human Services
Nola Slagter-Johnson, Director

Signed by:
Nola Slagter-Johnson 8/19/2026
Signature Date

Goodwill Easter Seals MN
Michael Wirth-Davis, Executive Director

DocuSigned by:
Michael Wirth-Davis 8/20/2026
C3BE6432824142C...
Signature Date

Southwest Metro Intermediate District 288
Heidi Nistler, Superintendent

Signed by:
Heidi Nistler 8/24/2026
Signature Date

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Motivation, Education & Training (MET), Inc.

Stacey Taylor, Executive Director

Signed by:
Stacey Taylor
EF18E76D0FE4447...

8/21/2026

Signature Date

National Able Network

Matt Weis, President & CEO

Signed by:
637E254309F04E1...

8/19/2026

Signature Date

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

INFRASTRUCTURE FUNDING AGREEMENT

Local Workforce Development Area: **LWDA 9**
Effective Dates, from: to: **09/01/2026 - 08/31/2029** **Center:** Bloomington

Compliance Statement: This document complies with the Workforce Innovation and Opportunity Act (WIOA) and all other Federal and State requirements.

Infrastructure Budget Summary

Cost Item	Cost Pool		Cost per unit	Estimated Annual Cost
Rent	Dedicated Space	7549	$16.99	$128,257.51
Rent	Shared Space	3827	$16.99	$65,020.73
CareerLab MFD	Technology - Shared	1	$4,800.00	$4,800.00
Staff MFD	Technology - Shared	1	$9,347.00	$9,347.00
Shared Computers	Technology - Shared	6	$946.32	$5,677.92
Shared Phones	Technology - Shared	3	$248.52	$745.56
WAN/LAN	Technology - Internet	1	$19,888.00	$19,888.00
Supplies/Services	Supplies	1	$5,000.00	$5,000.00
TOTAL				**$238,736.72**

RENT	Allocation Based on Square Feet	
Dedicated	Dedicated to partner	7549
Shared 1	Dedicated & assigned space except OP	2134
Shared 2	JS, JSGV, UI RESEA dedicated space	1305
Shared 3	Dedicated space - except OP/MET	388
TOTAL Square Feet		**11376**

Cost Pool	Allocation Base	Cost Pool Total
Rent	See Rent Section Above	$193,278.24
Technology - Shared	Dedicated sq. ft. w/o OP	$20,570.48
Technology - Internet	Dedicated sq. ft. w/o OP	$19,888.00
Supplies	Dedicated sq. ft. w/o OP	$5,000.00
		$238,736.72

Shared 1 includes the Shared Common Areas
Shared 2 includes shared space for 3 partners + small conference room
Shared 3 includes breakroom

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Infrastructure Cost Allocation

Partner	Dedicated Sq Ft	Assigned	Percent Dedicated	Percent Dedicated w/o OP	Percent dedicated w/o OP or MET	Combined Percent	Shared 1 sq. ft	Shared 2 Percentage	Shared 2 sq. ft.	Shared 3 sq. ft.	Total Sq. Ft.	Total Annual Rent Cost 12/2025-11/2026	Technology - Internet	Technology - General	Supplies	Est. Contribution (12/2025-11/2026)	Partner
DEED VRS	3366		44.59%	46.44%	48.95%	35.22%	751.52	0.00%	0	180	4,298	$73,018.10	$9,236.07	$9,553.01	$2,447.29	94,254.47	**DEED VRS**
DEED JS	2385		31.59%	32.91%	34.68%	24.95%	532.50	69.25%	904	128	3,949	$67,091.69	$6,544.27	$6,768.85	$1,734.04	82,138.85	**DEED JS**
DEED JVSG	172		2.28%	2.37%	2.50%	1.80%	38.40	4.99%	65	9	285	$4,838.48	$471.96	$488.15	$125.05	5,923.64	**DEED JSGV**
DEED UI RESEA	887		11.75%	12.24%	12.90%	9.28%	198.04	25.75%	336	47	1,469	$24,951.92	$2,433.87	$2,517.39	$644.90	30,548.08	**DEED UI RESEA**
DEED UI Audit	67		0.89%	0.92%	0.97%	0.70%	14.96	0.00%	0	4	86	$1,453.42	$183.84	$190.15	$48.71	1,876.13	**DEED UI Audit**
MET Inc	371		4.91%	5.12%	0.00%	3.88%	82.83	0.00%	0	20	474	$8,048.04	$1,018.00	$1,052.93	$0.00	10,118.97	**MET Inc**
National Able	0	120	0.00%	0.00%	0.00%	1.26%	26.79	0.00%	0	0	27	$455.20	$0.00	$0.00	$0.00	455.20	**National Able**
Opportunity Partners	301		3.99%	0.00%	0.00%	0.00%	0.00	0.00%	0	0	301	$5,113.99	$0.00	$0.00	$0.00	5,113.99	**Opportunity Partners**
Hennepin County*		2190	0.00%	0.00%	0.00%	22.91%	488.96	0.00%	0	0	489	$8,307.40	$0.00	$0.00	$0.00	8,307.40	**Hennepin County***
	7549	9558	100%	100%	100%	100%	2134	100%	1305	388	11,376	$193,278.24		$20,570.48	$5,000.00	238,736.72	

*Hennepin County on behalf of Title I providers Hired, Avivo, Goodwill Easter Seals MN, Minnesota training Partnership, Carver County Health & Human Swervices, Tree Trust, and Brooklynk using withheld Title I program funds.

JS/Vet/UI RESEA Dedic.	3444		
Total dedicated w/o OP	7,248	w/o Met	6,877
Shared 1 Space	2134		
Shared 2 Space	1305		
Shared 3 Space	388		
Shared 4 Space	0		
Technology - Internet	$19,888.00		
Technology - General	$20,570.48		
Supplies	$5,000.00		
Price per square foot			
12/2025 - 11/2027	$16.99		

If another partner decides to co-locate at this site, they will pay only the amount assigned per their lease until the IFA is updated. The new co-locating partner will either take on the proportionate amount of shared space or the partner surrendering dedicated space will continue to pay for the allocated shared space; only the surrendering partner will be impacted by the space adjustment. All partners will receive an updated list of costs. As soon as possible following the change, a new IFA addressing allocation of all costs will be completed.

Monthly Billing

	Total Sq Ft	Rent 11/2025 - 10/2026	CareerLab MFD	Staff MFD	Shared Computers	Shared Phones	WAN/ LAN	Supplies
DEED VRS	4,298	$6,084.84	46.44%	46.44%	46.44%	46.44%	46.44%	46.44%
DEED JS	3,949	$5,590.97	32.91%	32.91%	32.91%	32.91%	32.91%	32.91%
DEED JSGV	285	$403.21	2.37%	2.37%	2.37%	2.37%	2.37%	2.37%
DEED UI RESEA	1,469	$2,079.33	12.24%	12.24%	12.24%	12.24%	12.24%	12.24%
DEED UI Audit	86	$121.12	0.92%	0.92%	0.92%	0.92%	0.92%	0.92%
MET, Inc	474	$670.67	0.00%	0.00%	0.00%	0.00%	5.12%	0.00%
National Able	27						0.00%	
Opportunity Partners	301						0.00%	
Hennepin County	489	$692.28	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	11,376							

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Hennepin Co and Goodwill are non-co-locating partners and do not have a sublease.

Infrastructure Cost Allocation

Effective on date National Able begins co-locating

Partner	Dedicated Sq Ft	Assigned	Percent Dedicated	Percent Dedicated w/o OP	Percent dedicated w/o OP, Natl Able, MET	Combined Percent	Internet Assigned	Internet Percent	Shared 1 sq. ft	Shared 2 Percentage	Shared 2 sq. ft.	Shared 3 sq. ft.	Total Sq. Ft.	Total Annual Rent Cost 12/2025-11/2026	Technology - Internet	Technology - General	Supplies	Est. Contribution (12/2025-11/2026)	Partner
DEED VRS	3366		44.59%	46.44%	49.46%	35.66%		44.59%	761.08	0.00%	0	180	4,307	$73,180.44	$9,236.07	$9,553.01	$2,472.82	94,442.34	**DEED VRS**
DEED JS	2314		30.65%	31.93%	34.00%	24.52%		30.65%	523.21	67.27%	878	124	3,839	$65,223.34	$6,349.45	$6,567.34	$1,699.97	79,840.11	**DEED JS**
DEED JSGV	172		2.28%	2.37%	2.53%	1.82%		2.28%	38.89	5.00%	65	9	285	$4,848.06	$471.96	$488.15	$126.36	5,934.53	**DEED JSGV**
DEED UI RESEA	887		11.75%	12.24%	13.03%	9.40%		11.75%	200.56	25.78%	336	47	1,472	$25,001.34	$2,433.87	$2,517.39	$651.63	30,604.22	**DEED UI RESEA**
DEED UI Audit	67		0.89%	0.92%	0.98%	0.71%		0.89%	15.15	1.95%	25	4	111	$1,888.49	$183.84	$190.15	$49.22	2,311.71	**DEED UI Audit**
MET Inc	371		4.91%	5.12%	0.00%	3.93%		4.91%	83.89	0.00%	0	20	475	$8,065.94	$1,018.00	$1,052.93	$0.00	10,136.87	**MET Inc**
National Able	71	0	0.94%	0.98%	0.00%	0.75%		0.94%	16.05	0.00%	0	4	91	$1,543.62	$194.82	$201.50	$0.00	1,939.94	**National Able**
Opportunity Partners	301		3.99%	0.00%	0.00%	0.00%		3.99%	0.00	0.00%	0	0	301	$5,113.99	$0.00	$0.00	$0.00	5,113.99	**Opportunity Partners**
Hennepin County*		2190	0.00%	0.00%	0.00%	23.20%		0.00%	495.17	0.00%	0	0	495	$8,413.02	$0.00	$0.00	$0.00	8,413.02	**Hennepin County***
	7549	9438	100.00%	100.00%	100.00%	100.00%		100.00%	2134.00	100.00%	1,305	388	11376	193278.24	19888	20570.48	5000	$ 238,736.72	
							7549												

JS/Vet/UI RESEA Dedic.	3440
Total dedicated w/o OP	7248
Shared 1 Space	2134
Shared 2 Space	1305
Shared 3 Space	388
Technology - Internet	$ 19,888.00
Technology - General	$ 20,570.48
Supplies	$ 5,000.00

w/o OPP/MET/Nat Able 6806

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

ADDITIONAL COSTS BUDGET AND ALLOCATION

RECEPTION & CAREER LAB STAFFING

Staff/Position	Hourly Rate	Hours per week	Hours per year	Estimated Annual Cost
Receptionist	$ 36.65	32	1664	$ 60,985.60
				$ -

	Estimated Annual Cost
Additional Cost Total	**$ 60,985.60**

RECEPTIONIST ALLOCATION PERCENTAGE

	Square Feet	Percentage	# Hours (base 32)
DEED VRS	3538	48.81%	15.62
DEED JS	2584	35.65%	11.41
DEED JSGV	172	2.37%	0.76
DEED UI RESEA	887	12.24%	3.92
DEED UI Audit	67	0.92%	0.30
Total	7248		32.00

DEED-VRS agrees to apy DEED-JS $36.65 per hour for 15.62 hours per week ($572.47 per week) and DEED-JS agrees to provide reception and Career Lab staff at Bloomington CFC on behalf of DEED-VRS.

Docusign Envelope ID: EB18D75D-02CE-8B66-812F-68FE668E9476

Signatures

DEED - Job Service
Jeanna Fortney, CareerForce Director
Signed by:
Jeanna Fortney 9/3/2026
2235B55FC7404DB...
Signature Date

DEED - Vocational Rehabilitation Services
Dee Torgerson, Director
Signed by:
Dee Torgerson 8/24/2026
804547205E00493...
Signature Date

DEED - Unemployment Insurance
Jim Hegman, Director
Signed by:
Jim Hegman 8/21/2026
9D9BAFE0A30345A...
Signature Date

DEED - State Services for the Blind
Natasha Jerde, Director
Signed by:
Natasha Jerde 8/19/2026
4E1C26681A9E401...
Signature Date

National Able Network
Matt Weis, President & CEO
Signed by:
8/19/2026
637E254309F04E1...
Signature Date

DEED - Jobs for Veterans Service Grants
Jeanna Fortney, CareerForce Director
Signed by:
Jeanna Fortney 9/3/2026
2235B55FC7404DB...
Signature Date

Hennepin County
May Xiong, Chief Workforce Development Officer
Signed by:
8/20/2026
A7FE75AA44E54B7...
Signature Date

Motivatoin, Education & Training (MET), Inc.
Stacey Taylor, Executive Director
Signed by:
Stacey Taylor 8/21/2026
EF18E76D0FE4447...
Signature Date

Signature Date

Signature Date

Signature Date

Signature Date