

Local Plan Template

SECTION A: LOCAL BOARDS VISION, GOALS AND STRATEGIES

A.1. Describe the local area board's strategic vision for preparing a skilled workforce and how it aligns with the State's Vision, Goals and Strategies.

The Local Workforce Development Board for LWDA #1 envisions a workforce system that is responsive to employer needs, accessible to all residents, and focused on connecting individuals to employment opportunities that provide family-supporting wages and long-term career advancement. Consistent with Minnesota's One Minnesota Workforce Vision, LWDA #1 is committed to fostering strong collaboration among workforce development, education, economic development, human service, and community partners to create a coordinated workforce system that benefits both job seekers and employers. Based on the principle of a "No Wrong Door" approach, the local workforce system strives to ensure that individuals and businesses can access the services and resources they need regardless of where they enter the system.

According to the most recent DEED Regional Profile for Economic Development Region 1, Northwest Minnesota continues to face workforce challenges driven by population decline, an aging workforce, and a shrinking labor force. These demographic trends have created persistent labor shortages across many industries and occupations, making workforce availability one of the most significant barriers to economic growth in the region. As a result, the Board recognizes that the primary workforce challenge facing LWDA #1 is not a lack of employment opportunities, but rather ensuring an adequate supply of workers to meet current and future employer demand.

In response to these conditions, the Board's strategic vision emphasizes increasing labor force participation, reducing barriers to employment, and helping employers attract and retain workers. Workforce development efforts focus on individualized career services, career navigation, supportive services, and strong employer engagement to help individuals successfully enter, remain in, and advance within the workforce. Particular emphasis is placed on addressing barriers related to transportation, housing, childcare, digital access, and other factors that may prevent individuals from fully participating in the labor market.

LWDA #1 is committed to ensuring equitable access to workforce development services for all residents, including individuals with disabilities, veterans, New Americans, tribal communities, low-income individuals, justice-involved individuals, and other populations that may face barriers to employment. Labor market information indicates that workforce diversity will continue to play an increasingly important role in meeting regional workforce needs. The Board views these populations as critical contributors to the future economic success of the region and will continue to work with partner organizations to increase access to employment, education, training, and supportive services.

The Board will align workforce investments and employer engagement efforts with industries that are critical to the regional economy, including healthcare, manufacturing, transportation

and logistics, education, construction, agriculture, and other occupations identified through labor market analysis and ongoing consultation with employers. Strategies will focus on connecting job seekers to high-quality employment opportunities while supporting employers in addressing workforce shortages, succession planning challenges, and workforce retention needs.

Through these efforts, LWDA #1 supports the State's goals of increased workforce system alignment, stronger employer engagement, expanded workforce participation, and equitable access to workforce development services while ensuring that local strategies remain responsive to the unique economic and demographic realities of Northwest Minnesota.

A.2. Describe the local area board's goals for preparing an educated and skilled workforce, including youth, individuals with barriers to employment, and individuals underrepresented in the local labor force.

The Local Workforce Development Board for LWDA #1 has established workforce development goals that reflect the economic and demographic realities of Northwest Minnesota while aligning with the State's vision for a coordinated, responsive, and inclusive workforce system.

According to the most recent DEED Regional Profile for Economic Development Region 1, the region continues to experience population decline, workforce aging, and a shrinking labor force. At the same time, employers across multiple industries continue to report difficulty recruiting and retaining workers. As a result, the Board's workforce goals prioritize increasing labor force participation, reducing barriers to employment, and ensuring employers have access to the talent necessary to support regional economic growth.

Goal 1: Increase labor force participation among populations facing barriers to employment.

The Board is committed to increasing workforce participation among individuals who are underrepresented in the labor force or face barriers to employment, including individuals with disabilities, veterans, tribal populations, New Americans, justice-involved individuals, low-income individuals, older workers, and other populations experiencing barriers to employment. Workforce development efforts will focus on improving access to employment, education, training, supportive services, and career advancement opportunities that lead to family-supporting wages.

Goal 2: Reduce barriers that limit employment and training participation.

The Board recognizes that barriers outside the workplace often prevent individuals from entering or remaining in the workforce. Through coordination with workforce, human service, educational, and community partners, LWDA #1 will continue to support strategies that address transportation challenges, housing instability, childcare needs, digital access, financial hardships, and other factors that affect employment outcomes. Efforts will

emphasize individualized services designed to support long-term employment success and career advancement.

Goal 3: Strengthen career pathways that align with regional workforce needs.

LWDA #1 will continue supporting career pathways that connect individuals to occupations in demand within the regional economy. These pathways will emphasize employer engagement, industry-recognized credentials, postsecondary education opportunities, and employment opportunities that provide family-supporting wages. Particular attention will be given to industries and occupations identified through labor market information and employer feedback, including healthcare, manufacturing, transportation and logistics, construction, education, agriculture, and related skilled occupations.

Goal 4: Increase awareness of career opportunities for youth and emerging workers.

The Board recognizes the importance of retaining young people within Northwest Minnesota's workforce. Strategies will focus on career exploration, work experience opportunities, employer engagement, career pathway awareness, and connections to local education and training programs. Workforce development efforts will help youth better understand the employment opportunities available within the region and the education, training, and skills needed to access those opportunities.

Goal 5: Support employers through workforce development partnerships and talent pipeline development.

Employers continue to identify workforce availability as one of their greatest challenges. The Board will work closely with businesses, educational institutions, economic development organizations, and workforce partners to better understand workforce needs and develop strategies that support worker recruitment, retention, succession planning, and skill development. Employer feedback will continue to inform workforce investments and service delivery strategies.

Goal 6: Promote a coordinated and accessible workforce system.

LWDA #1 will continue strengthening partnerships among CareerForce, Adult Basic Education, Vocational Rehabilitation Services, educational institutions, human service agencies, economic development organizations, and community-based partners. Through these partnerships, the Board will support a workforce system that is accessible, customer-focused, and designed to provide a seamless experience for both job seekers and employers.

Collectively, these goals support the development of an educated and skilled workforce while addressing the workforce participation, demographic, and labor force challenges identified within Northwest Minnesota. Through a combination of employer engagement, barrier

reduction, career pathway development, and coordinated service delivery, LWDA #1 seeks to ensure that residents and employers are positioned for long-term success in a changing labor market.

A.3. Describe how these goals relate to the performance accountability measures based on the primary indicators to support regional economic growth and economic self-sufficiency.

The goals outlined in Section A.2 directly support the WIOA primary performance indicators by focusing on employment, earnings, credential attainment, and measurable skill gains. Through strong partnerships with employers, educational institutions, training providers, and workforce system partners, LWDA #1 works to connect individuals to employment opportunities that lead to economic self-sufficiency while helping employers meet their workforce needs.

According to the most recent DEED Regional Profile for Economic Development Region 1, workforce shortages continue to be one of the greatest challenges facing employers throughout Northwest Minnesota. As a result, LWDA #1's workforce strategies focus on increasing labor force participation, reducing barriers to employment, strengthening career pathways, and supporting worker retention and advancement. These efforts contribute to positive participant outcomes while supporting regional economic growth.

LWDA #1 has consistently met or exceeded negotiated performance goals through strong partnerships, individualized services, and a customer-centered approach to service delivery. Recognizing that workforce needs continue to evolve, the Board remains committed to continuous improvement and ongoing engagement with employers and partners to ensure workforce programs remain responsive to local labor market conditions and opportunities for economic advancement.

A.4. Describe the strategy to work with the entities within your local workforce development area that carry out the core programs to align resources available to the local area to achieve the strategic vision and goals of the local area board and the state.

LWDA #1 recognizes that no single organization can effectively address the workforce challenges facing Northwest Minnesota. To achieve the goals of the Local Workforce Development Board and support the State's vision for a coordinated workforce system, LWDA #1 will continue leveraging strong partnerships among CareerForce, Adult Basic Education, Vocational Rehabilitation Services, educational institutions, county human service agencies, economic development organizations, employers, community-based organizations, and other workforce system partners.

Through regular communication, coordinated service delivery, and shared referrals, partners work together to ensure job seekers and employers can access workforce services through a seamless and customer-focused system. This collaborative approach supports the State's "No Wrong Door" vision by connecting individuals to the resources needed to obtain employment, develop skills, address barriers, and advance toward family-supporting wages.

According to the most recent DEED Regional Profile for Economic Development Region 1, workforce shortages continue to be one of the most significant challenges facing the region. In response, LWDA #1 will align resources and services around common goals of increasing labor force participation, reducing barriers to employment, supporting worker retention, and meeting the workforce needs of regional employers. Particular emphasis will be placed on serving individuals facing barriers to employment through coordinated access to supportive services, education, training, career services, and community resources.

The Board will also continue strengthening relationships with employers, educational institutions, and economic development partners to ensure workforce investments remain aligned with local labor market conditions and industry workforce needs. Through these partnerships, LWDA #1 seeks to maximize available resources, reduce duplication of services, and deliver workforce solutions that support both economic growth and long-term workforce success.

A.5. Describe a best practice or area of strength of the local area as it relates to the State's Vision, Goals and Strategies that should be considered for replication or scale across the state.

A.6. Describe the sectors or occupations of focus for the local area board, including:

a. How those sectors compare to the sectors of focus within your workforce region;

The Local Workforce Development Board focuses its workforce development efforts on industries that are critical to the economy of LWDA #1 and consistently experience workforce challenges. Based on labor market information, employer engagement, and ongoing workforce development activities, the Board has identified healthcare, manufacturing, transportation and logistics, education, construction and skilled trades, and agriculture as priority industries.

Healthcare providers throughout all seven counties continue to face challenges recruiting and retaining workers across numerous occupations, including nursing, direct care, behavioral health, and allied health positions. Manufacturing remains a cornerstone of the local economy, particularly in Roseau and Pennington Counties, where employers continue to experience workforce shortages across production, maintenance, engineering, and supervisory occupations. Transportation and logistics occupations support both the agricultural and manufacturing sectors and remain essential to the movement of goods throughout the region. Education providers

continue to report difficulty recruiting teachers and support staff, while employers in construction and skilled trades face ongoing challenges replacing retiring workers and meeting project demands. Agriculture remains a foundational component of the local economy and supports a wide range of related occupations throughout LWDA #1.

These industries are also important throughout the broader Northwest Minnesota economy; however, the Board's focus remains on addressing the specific workforce needs identified by employers and partners within LWDA #1. According to the most recent DEED Regional Profile for Economic Development Region 1, workforce availability continues to be one of the greatest challenges affecting employers across these industries.

- b. The demographic makeup of the labor force in those sectors as compared to the local labor force, and how the local area will work to close any identified gaps;\

According to the most recent DEED Regional Profile for Economic Development Region 1, LWDA #1 continues to experience population decline, workforce aging, and a shrinking labor force. The local workforce is older than the state average, and retirements are expected to continue impacting employers across industries for years to come. At the same time, the region has experienced increasing workforce diversity and the growing participation of New Americans, communities of color, and other populations that have historically been underrepresented in the workforce.

To address workforce gaps, the Board will focus on expanding participation among individuals who may face barriers to employment, including individuals with disabilities, veterans, tribal populations, New Americans, low-income individuals, justice-involved individuals, and older workers seeking to remain active in the labor force. Efforts will emphasize reducing barriers to employment, expanding access to career services and supportive services, increasing awareness of career opportunities, and working with employers to create welcoming and accessible workplaces that support workforce retention and advancement.

- c. **How the local board will make opportunities in these areas known to customers, including employers and job seekers, and how the local board will create, modify or expand responsive workforce development programs and initiatives.**

LWDA #1 will continue working closely with employers, educational institutions, workforce partners, economic development organizations, and community organizations to identify workforce needs and promote employment opportunities within the local area. Information about occupations in demand, training opportunities, career pathways, and workforce services will be shared through CareerForce services, direct employer outreach, workforce events, educational

partnerships, social media, referrals from partner organizations, and community engagement activities.

Recognizing that workforce shortages remain one of the most significant challenges facing local employers, the Board's primary strategy is not simply creating additional programs, but increasing workforce participation and helping employers connect with available workers. Workforce development efforts will focus on individualized career services, career exploration, work experience opportunities, occupational skills training, supportive services, and strong employer engagement. Programs and services will continue to evolve based on employer feedback, labor market conditions, and local workforce needs to ensure workforce investments remain responsive to the realities facing businesses and job seekers within LWDA #1.

According to the most recent DEED Regional Profile for Economic Development Region 1, future workforce challenges will be heavily influenced by labor force availability, demographic change, and retirement trends. As a result, LWDA #1 will continue prioritizing strategies that help employers recruit and retain workers while supporting residents in obtaining and maintaining employment that provides family-supporting wages and opportunities for advancement.

A.7. Describe the process used by the local area board to provide opportunity for public comment, including comment by representatives from businesses and comment by representatives of labor organizations, and input into the development of the local plan, prior to submission of the plan.

The Local Workforce Development Board provided multiple opportunities for public review and comment during development of the Local Plan. A draft of the plan was distributed electronically to members of the Northwest Minnesota Workforce Development Board, the Northwest Minnesota Joint Powers Board/Chief Elected Officials Board, workforce system partners, and other interested stakeholders.

Following review by the Workforce Development Board and Joint Powers Board, the draft plan was made available for public comment for a period of no less than thirty (30) days. Public notice of the comment period was posted on the Inter-County Community Council website, the official website of LWDA #1, and shared through local partner networks. Notice of the public comment period was also published through local media outlets.

Representatives from business, labor, education, workforce system partners, and members of the public were encouraged to review the draft plan and provide comments. All comments received during the public comment period were reviewed by Workforce Development Board leadership and the Chief Elected Officials Board prior to final submission. Revisions were made as appropriate based on stakeholder feedback.

Comments expressing disagreement with the plan will be submitted to DEED along with the final Local Plan as required by WIOA. Following the public comment period and any necessary revisions, the Local Plan was approved by the appropriate governing bodies prior to submission.

A.8. Describe how the local area is working together to prepare the workforce for state and federal investments in the Bipartisan Infrastructure Law (BIL), the Creating Helpful Incentives to Produce Semiconductors (CHIPS) and Science Act, and the Inflation Reduction Act (IRA) (collectively referred to as Investing in America (IIA)) as applicable.

LWDA #1 recognizes that state and federal investments made through the Bipartisan Infrastructure Law (BIL), CHIPS and Science Act, and Inflation Reduction Act (IRA) have the potential to influence workforce demand across Minnesota, including within Northwest Minnesota. While LWDA #1 is not currently home to major semiconductor manufacturing projects directly associated with the CHIPS Act, the local workforce system remains engaged with employers, educational institutions, economic development organizations, and workforce partners to monitor emerging workforce needs and opportunities resulting from these investments.

The workforce challenges facing LWDA #1 continue to center on labor force availability, workforce aging, and employee recruitment and retention. According to the most recent DEED Regional Profile for Economic Development Region 1, employers across multiple industries continue to experience workforce shortages that limit economic growth and expansion opportunities. As a result, the primary strategy of the Local Workforce Development Board is to increase labor force participation, reduce barriers to employment, and connect residents to employment opportunities in industries that are critical to the local economy.

LWDA #1 will continue supporting workforce development efforts that strengthen talent pipelines for occupations commonly associated with infrastructure, manufacturing, transportation, logistics, construction, utilities, healthcare, and other high-demand industries. Through partnerships with employers, educational institutions, CareerForce partners, economic development organizations, and community-based organizations, the local workforce system will help residents access career exploration services, occupational training opportunities, supportive services, and employment opportunities that lead to family-supporting wages.

The Board will continue to monitor labor market conditions and employer workforce needs to ensure workforce investments remain responsive to changing economic conditions and emerging opportunities. Through these collaborative efforts, LWDA #1 seeks to ensure that employers have access to the workforce needed to support future economic growth while providing residents with pathways to meaningful employment and career advancement.

SECTION B: PROGRAM OPERATIONS

CareerForce Operations – Connection to Services

B.1. Describe how local area boards will work with each other, core title providers and available data to designate at least one CareerForce Center per local workforce development area as comprehensive and make recommendations on recognizing affiliate and standalone partner sites.

LWDA #1 will continue working collaboratively with core WIOA program partners, CareerForce leadership, and state workforce system partners to ensure workforce services remain accessible and responsive to the needs of job seekers and employers throughout the local area. The Thief River Falls CareerForce Center will remain the designated Comprehensive CareerForce Center for LWDA #1, providing access to the full range of required workforce services through partnerships among Title I, Title II, Title III, and Title IV programs and other required one-stop partners.

In addition to the Comprehensive CareerForce Center in Thief River Falls, workforce services are coordinated through partner locations and staff presence throughout the local area, including service delivery in Crookston, where both Title I and Wagner-Peyser staff continue to provide direct services. The Board recognizes that the rural nature of LWDA #1 requires flexibility in service delivery and will continue utilizing partnerships, technology, outreach activities, and partner locations to ensure workforce services remain available across all seven counties.

The Local Workforce Development Board will periodically review customer usage, labor market information, accessibility considerations, partner participation, and workforce system performance when evaluating the designation of CareerForce service locations and determining whether affiliate or partner sites should be recognized within the local workforce system. Particular attention will be given to maintaining access for residents in rural communities and for individuals facing barriers to employment.

Through ongoing collaboration with core program partners and neighboring workforce development areas, LWDA #1 will continue supporting an integrated and customer-focused workforce system that maximizes available resources and provides accessible workforce services to both employers and job seekers throughout Northwest Minnesota.

B.2. Describe the strategies to ensure proper connectivity and coordination among the physical sites within the local workforce development area.

The CareerForce Center partners collaborate to ensure all required and needed services are available to individuals and businesses throughout LWDA #1. The Comprehensive CareerForce Center in Thief River Falls serves as the primary hub for workforce system

coordination, while workforce services are also provided through partner locations and staff presence in other communities, including Crookston. Given the rural nature of the seven-county service area, workforce partners utilize a combination of in-person services, technology, virtual communication tools, and regular partner meetings to ensure consistent service delivery across locations.

Services provided by each partner depend on their respective program requirements and eligibility criteria. To ensure customers have access to the full range of workforce services available through the one-stop system, partner staff provide information regarding appropriate programs and coordinate referrals among workforce partners. Referrals are delivered according to procedures established by the receiving partner, in compliance with data privacy requirements, and in a manner that promotes informed customer choice and independent decision-making.

Connectivity among sites is further supported through shared policies, staff collaboration, cross-training opportunities, and ongoing communication among workforce system partners. Referrals and outcomes are documented and tracked through available workforce data systems, including Workforce One, MinnesotaWorks.net, and agency-specific tracking systems. These practices help ensure workforce services remain coordinated, accessible, and customer-focused throughout LWDA #1. Services provided by each partner depend on their respective program requirements and eligibility criteria. To ensure customers have access to the full range of workforce services available through the one-stop system, partner staff provide information regarding appropriate programs and coordinate referrals among workforce partners. Referrals are delivered according to procedures established by the receiving partner, in compliance with data privacy requirements, and in a manner that promotes informed customer choice and independent decision-making.

Connectivity among sites is further supported through shared policies, staff collaboration, cross-training opportunities, and ongoing communication among workforce system partners. Referrals and outcomes are documented and tracked through available workforce data systems, including Workforce One, MinnesotaWorks.net, and agency-specific tracking systems. These practices help ensure workforce services remain coordinated, accessible, and customer-focused throughout LWDA #1.

B.3. Describe the strategies to ensure proper connectivity and coordination among the service providers within the local workforce development area.

LWDA #1 utilizes a collaborative service delivery model to ensure workforce system partners work together to provide coordinated, customer-focused services to job seekers and employers. Through partnerships among CareerForce staff, Adult Basic Education, Vocational Rehabilitation Services, Job Service, county human service agencies, educational institutions,

community-based organizations, and other workforce partners, individuals are connected to the services and resources most appropriate to their needs.

Services provided by each partner are based on program eligibility requirements and available resources. To ensure customers have access to the full range of workforce services available within the local workforce system, partner staff provide information regarding available programs and coordinate referrals among service providers. Referrals are delivered according to procedures established by the receiving partner, in compliance with applicable data privacy requirements, and in a manner that supports informed customer choice and independent decision-making.

Connectivity among service providers is maintained through regular partner meetings, ongoing communication, shared planning efforts, cross-training opportunities, joint problem solving, and coordinated service strategies. Workforce partners work together to identify customer needs, reduce service duplication, address barriers to employment, and improve access to workforce services throughout the local area.

The Local Workforce Development Board encourages collaboration among partners to improve service delivery for individuals facing barriers to employment and to ensure employers have access to a coordinated workforce system. Referrals and outcomes are documented and tracked through available workforce data systems, including Workforce One, MinnesotaWorks.net, and agency-specific tracking systems, as appropriate.

Through these collaborative efforts, LWDA #1 promotes an integrated workforce system that maximizes available resources, strengthens partnerships, and provides effective and efficient services to both job seekers and employers throughout the seven-county service area.

B.4. Describe other strategies that will be used to maximize services and access to services, such as non-traditional hours or using partner facilities.

LWDA #1 recognizes that meeting the workforce needs of local employers requires engaging all available sources of workforce talent throughout the seven-county service area. According to the most recent DEED Regional Profile for Economic Development Region 1, workforce shortages, labor force contraction, and workforce aging continue to create challenges for employers across multiple industries. As a result, the local workforce system places significant emphasis on increasing workforce participation and reducing barriers that may prevent individuals from obtaining and retaining employment.

To ensure workforce services are accessible throughout the local area, LWDA #1 works closely with CareerForce partners, Adult Basic Education, Vocational Rehabilitation Services, county human service agencies, educational institutions, veteran service organizations, community organizations, tribal partners, and other agencies that serve individuals facing

barriers to employment. These partnerships help connect individuals to workforce services, education, training, supportive services, and employment opportunities.

Given the geographic size and rural nature of LWDA #1, workforce services are delivered using a combination of partner locations, community facilities, outreach activities, and technology. Staff provide services on an itinerant basis at locations throughout the local area, including libraries, educational institutions, community facilities, and other partner locations. This approach helps ensure individuals can access services closer to where they live and reduces barriers associated with transportation and distance.

In addition to traditional office hours, staff may meet with customers outside normal business hours when necessary to accommodate employment, training, or personal circumstances. Virtual service delivery options, including video conferencing, telephone appointments, text messaging, and other technology-based tools, further expand access to workforce services for individuals who may otherwise face challenges participating in the workforce system.

Partner engagement is maintained through regular meetings, collaborative planning efforts, referral relationships, workforce events, employer outreach activities, and ongoing communication among workforce system partners. These activities help ensure workforce strategies reflect the needs of employers, job seekers, educational institutions, community organizations, and other stakeholders throughout the local area.

Through these efforts, LWDA #1 seeks to ensure workforce services remain accessible, responsive, and connected to the needs of both employers and job seekers while supporting increased labor force participation throughout the local area.

B.5. Describe the strategic approaches to ensure all elements of Career Services are available at service locations or online, including services for youth and individuals with barriers to employment or service access.

LWDA #1 is committed to ensuring that all required Career Services are available to job seekers and employers through the local workforce system, either through direct service delivery, partner referrals, virtual service delivery, or other coordinated methods. Services available through the one-stop system include outreach, intake and orientation, initial assessment, labor exchange services, eligibility determination, referrals to workforce and partner programs, labor market information, unemployment insurance information, financial aid information, and follow-up services.

The Local Workforce Development Board supports a "No Wrong Door" approach to service delivery, recognizing that individuals often enter the workforce system through different partner agencies and service locations. Through strong partnerships among CareerForce, Adult Basic Education, Vocational Rehabilitation Services, county human service agencies,

educational institutions, and community organizations, customers are connected to the services most appropriate for their needs regardless of where they initially seek assistance.

Given the rural nature of the seven-county service area, LWDA #1 utilizes multiple strategies to ensure services remain accessible. Workforce services are provided through the Comprehensive CareerForce Center in Thief River Falls, partner locations throughout the local area, itinerant service delivery, and technology-based solutions. Staff routinely provide services in community-based settings, including educational institutions, libraries, and other partner facilities to improve access and reduce transportation barriers.

Virtual service delivery plays an important role in expanding access to workforce services. Customers may access services through videoconferencing platforms, telephone appointments, text messaging, email communication, and online workforce resources. Staff are also available to accommodate customer schedules through appointments outside of traditional business hours when necessary.

Particular attention is given to ensuring services are accessible to youth, individuals with disabilities, veterans, low-income individuals, individuals living in remote areas, and others who may experience barriers to employment or workforce participation. Through individualized service strategies, supportive service coordination, and strong referral partnerships, LWDA #1 works to ensure all residents have access to the information, resources, and assistance needed to successfully pursue employment, education, and training opportunities.

Through these approaches, LWDA #1 seeks to provide workforce services that are accessible, customer-focused, and responsive to the needs of both employers and job seekers throughout the local area.

B.6. Describe how the local area board will facilitate access to services provided through the one-stop delivery system, including in remote areas, through the use of technology and other means.

LWDA #1 encompasses a large rural geographic area consisting of seven counties, making accessibility a critical component of workforce service delivery. The Local Workforce Development Board utilizes a variety of strategies to ensure individuals and employers throughout the local area can access workforce services regardless of geographic location.

In addition to services available through the Comprehensive CareerForce Center in Thief River Falls, workforce staff provide services through partner locations and itinerant service delivery throughout the local area. Staff routinely meet customers in community settings including educational institutions, libraries, community facilities, and other partner locations to reduce transportation barriers and increase access to workforce programs and services.

Technology plays an important role in expanding access to workforce services throughout LWDA #1. Customers may access services through virtual appointments, videoconferencing platforms, telephone appointments, email communication, text messaging, and online workforce resources. These tools allow individuals living in remote areas to participate in workforce programs, receive career counseling, access job search assistance, and engage in case management activities without requiring frequent travel to a CareerForce location.

LWDA #1 also works closely with partner agencies to connect individuals to workforce services through referrals and coordinated service delivery. This approach supports the local workforce system's commitment to a "No Wrong Door" model, ensuring individuals can access information and services through multiple entry points within the workforce system.

Through the combination of physical service locations, itinerant staffing, partner facilities, virtual service delivery, and technology-based solutions, LWDA #1 seeks to ensure workforce services remain accessible to residents and employers throughout the seven-county service area, including those living in the most remote communities.

B.7. Describe how the one-stop centers are implementing and transitioning to an integrated, technology-enabled intake and case management information system for programs carried out under WIOA and programs carried out by one-stop partners.

LWDA #1 utilizes Workforce One (WF1) as the primary technology-enabled intake, case management, reporting, and performance tracking system for WIOA Title I programs. Workforce One supports participant enrollment, service tracking, case management activities, performance reporting, and coordination of workforce services throughout the local workforce development area.

The Local Workforce Development Board supports ongoing efforts to improve system integration and enhance the customer experience through the use of technology. Workforce One has continued to expand functionality that improves efficiency for both staff and participants, including electronic signature capabilities through Adobe Sign, allowing participants to complete and sign common program documents electronically without the need for printing or in-person document collection. These tools improve customer access to services, particularly for individuals living in rural communities or facing transportation barriers.

Workforce partners also utilize technology to improve accessibility and coordination of services. Virtual meetings, electronic referrals, email communication, video conferencing platforms, and remote service delivery options help facilitate communication among partners and improve customer access to workforce services throughout the seven-county service area. In addition, mobile access options have been developed within partner systems to support service delivery and customer engagement.

While one-stop partners may continue to maintain program-specific case management systems to meet unique administrative and reporting requirements, LWDA #1 works collaboratively with partner agencies to coordinate services, reduce duplication of effort, and improve the overall customer experience. Information sharing and service coordination occur in accordance with applicable data privacy requirements and established partner procedures.

Given the geographic size and rural nature of LWDA #1, technology remains an essential component of service delivery. The Local Workforce Development Board will continue supporting efforts that improve customer access, enhance coordination among workforce partners, and further integrate technology into workforce service delivery whenever practical and beneficial to job seekers and employers.

B.8. Describe how supportive services, such as transportation and other needs, will be coordinated to better serve individuals with specific barriers to training, education and employment.

LWDA #1 recognizes that many individuals face barriers outside the workforce system that can impact their ability to obtain, retain, or advance in employment. As a result, coordination of supportive services remains a critical component of the local workforce development strategy.

One of the advantages of having Inter-County Community Council (ICCC) serve as the WIOA service provider for Adult, Dislocated Worker, Youth, and other workforce programs is the ability to coordinate workforce services with a wide range of supportive services available through the Community Action network. ICCC's mission is to help individuals and families achieve greater economic self-sufficiency by addressing both immediate needs and long-term barriers to success.

Through ICCC programs and community partnerships, workforce participants may be connected to supportive service resources including transportation assistance, housing resources, energy assistance, emergency services, food assistance, family support services, and early childhood programming when appropriate. These services help individuals address barriers that may otherwise prevent them from participating in training, education, or employment activities.

In addition to workforce programs, ICCC administers and coordinates services that support family stability and economic mobility. These services include Family Services, Energy Assistance, Weatherization, Housing Programs, Head Start, Early Head Start, and the Minnesota Youth Employment Program. Workforce staff routinely collaborate with these programs to identify resources that may support participant success and continued workforce participation.

Recognizing that ICCC's direct service area does not encompass all seven counties within LWDA #1, workforce staff also maintain strong partnerships with Northwest Community Action and Tri-Valley Opportunity Council to ensure participants residing outside ICCC's service area have access to comparable supportive services. These partnerships help ensure that residents throughout LWDA #1 can access the resources necessary to reduce barriers to employment and support long-term workforce attachment.

Supportive service coordination is guided by individualized assessments and ongoing case management. Workforce staff work with participants to identify barriers to employment and develop strategies that connect them with appropriate community resources, training opportunities, and workforce services. Through these efforts, LWDA #1 seeks to increase workforce participation, improve employment outcomes, and support individuals in achieving family-supporting employment and long-term economic self-sufficiency.

CareerForce Operations - Accessibility

B.9. Describe strategies that will be used to leverage technology for services and ensure compliance with accessibility standards.

LWDA #1 utilizes technology to expand access to workforce services and improve service delivery for both job seekers and employers throughout the seven-county service area. Staff routinely provide services through virtual appointments, videoconferencing platforms, telephone appointments, email communication, text messaging, and online workforce resources. These technology-based service options help ensure individuals living in rural and remote areas can access workforce services without unnecessary travel.

The local workforce system also leverages technology through Workforce One and other state-approved systems to support intake, case management, service coordination, performance reporting, and customer communication. Technology plays an important role in maintaining customer access to workforce services while increasing efficiency and flexibility for both staff and customers.

LWDA #1 is committed to ensuring workforce services remain accessible to all individuals, including those with disabilities. CareerForce staff receive training on accessibility requirements and available assistive technologies. Assistive technology devices and accommodations are available to support individuals with disabilities in accessing workforce programs, services, technology, and facilities. In addition, CareerForce locations within LWDA #1 participate in accessibility reviews conducted in accordance with DEED requirements and applicable accessibility standards.

The Local Workforce Development Board will continue working with CareerForce partners and DEED to ensure facilities, technology, materials, and service delivery methods remain accessible and responsive to the needs of all customers. Through the use of technology,

assistive devices, staff training, and ongoing accessibility reviews, LWDA #1 seeks to provide workforce services that are accessible, inclusive, and available to all residents regardless of location or disability status.

B.10. Describe the replicated cooperative agreements (as defined in section 107(d)(11) of WIOA) between the local area board or other local entities described in section 101(a)(11)(B) of the Rehabilitation Act of 1973 (29 U.S.C. 721(a)(11)(B)) and the local office of a designated state agency or designated state unit administering programs carried out under title I of such Act (29 U.S.C. 720 et seq.) (other than section 112 or part C of that title (29 U.S.C. 732, 741) and subject to section 121(f)) in accordance with section 101(a)(11) of such Act (29 U.S.C. 721(a)(11) with respect to efforts that will enhance the provision of services to individuals with disabilities and to other individuals, such as cross training of staff, technical assistance, use and sharing of information, cooperative efforts with employers, and other efforts at cooperation, collaboration, and coordination.

LWDA #1 maintains a strong collaborative relationship with Vocational Rehabilitation Services (VRS) to improve access to employment and workforce services for individuals with disabilities and other individuals facing barriers to employment. Through cooperative agreements, shared service strategies, and ongoing communication, workforce partners work together to provide coordinated and customer-focused services throughout the local workforce development area.

Whenever possible, services are co-located within CareerForce facilities and partner locations to increase customer access and simplify navigation of the workforce system. Customers are provided information regarding the full range of services available through workforce system partners and are encouraged to make informed decisions regarding program participation and service options.

Staff from workforce programs and Vocational Rehabilitation Services participate in regular communication, cross-training, technical assistance, and collaborative service planning to improve understanding of available services, referral processes, and program eligibility requirements. This collaboration helps ensure individuals are connected to the most appropriate services while reducing duplication of effort and improving customer outcomes.

Vocational Rehabilitation Services staff are available for consultation and technical assistance regarding disability-related employment issues, including workplace accommodations, assistive technology, disability disclosure, work incentives, and benefits planning. Workforce partners also utilize available resources, including Disability Benefits 101, to help individuals better understand how employment may impact public benefits and healthcare coverage.

LWDA #1 and VRS regularly collaborate on employer engagement, workforce initiatives, job fairs, and other community workforce activities. VRS staff participate in local workforce

events and coordinate with CareerForce partners to identify employment opportunities, support job seekers, and assist employers in accessing qualified candidates. The Local Workforce Development Board also consults with VRS when developing workforce initiatives and service strategies to ensure programs remain accessible and responsive to individuals with disabilities.

Through these cooperative efforts, LWDA #1 and Vocational Rehabilitation Services work together to expand employment opportunities, improve workforce participation, and ensure individuals with disabilities have access to the resources and support needed to achieve successful employment outcomes.

B.11. Describe how entities within the one-stop delivery system will comply with section 188 of WIOA, if applicable, and applicable provisions of the Americans with Disabilities Act of 1990, regarding the physical and programmatic accessibility of facilities, programs and services, technology and materials for individuals with disabilities including providing staff training and support for addressing the needs of individuals with disabilities.

LWDA #1 is committed to ensuring workforce services are accessible to all individuals in accordance with Section 188 of the Workforce Innovation and Opportunity Act (WIOA), the Americans with Disabilities Act (ADA), and applicable state and federal accessibility requirements.

CareerForce locations within LWDA #1 have participated in accessibility reviews conducted in accordance with DEED requirements, and workforce system partners work collaboratively to maintain accessible facilities, programs, services, technology, and materials. Inter-County Community Council (ICCC) has worked closely with the DEED Office of Diversity and Equal Opportunity over a number of years to ensure compliance with Section 188 requirements, including physical accessibility, programmatic accessibility, nondiscrimination requirements, and staff training.

Workforce services are designed to provide both physical and programmatic access for individuals with disabilities. Reasonable accommodations, assistive technology, accessible technology platforms, alternative formats, and other accessibility supports are available when needed. Staff work closely with Vocational Rehabilitation Services and other partner agencies to ensure customers receive appropriate accommodations and access to services.

LWDA #1 also leverages virtual service delivery options, including videoconferencing, telephone appointments, email communication, and other technology-based tools to improve access to workforce services, particularly for individuals who may face mobility, transportation, geographic, or other barriers to participation.

Staff participate in training and technical assistance activities related to accessibility, disability awareness, accommodation requirements, and equal opportunity provisions. Cross-training with workforce system partners helps ensure staff understand available resources and can effectively assist individuals with disabilities in accessing workforce services and employment opportunities.

Through ongoing accessibility reviews, staff training, partner collaboration, and continuous evaluation of service delivery practices, LWDA #1 strives to ensure all individuals have equal access to workforce programs, services, and opportunities throughout the local workforce development system.

CareerForce Operations – EEO Compliance

- B.12. The local workforce development area and their partners are aware of the responsibilities of the Equal Opportunity Officer, including attending DEED sponsored EO Training?

Yes XXX

- B.13. The local workforce development area is aware of and conducts annually a physical and program accessibility review.

Yes XXX

- B.14. Does the local workforce development area have in place an agreed upon WIOA Discrimination complaint process per the [regulations](#)?

Yes XXX

- B.15. Does the local workforce development area have in place an agreed upon WIOA Program Complaint Policy per the [regulations](#)?

Yes XXX

- B.16. Does the local workforce development area have in place a language access policy and plan? Describe your local workforce development areas language access policy. If you do not have a policy in place, use the following link as a guide in creating your policy [Language Access Assessment and Planning Tool for Federally Conducted and Federally Assisted Programs \(lep.gov\)](#). Should you have questions pertaining to your LWDAs language access policy contact the Office of Diversity and Equal Opportunity at DEED.ODEO@state.mn.us

Yes XXX

B.17. Describe the affirmative outreach strategies your local workforce development area will employ to recruit participants that are representative of the populations in your region. (You may also attach an outreach or engagement plan if one exists for your LWDA).

LWDA #1 recognizes that addressing workforce shortages requires engaging all available sources of workforce talent throughout the seven-county service area. According to the most recent DEED Regional Profile for Economic Development Region 1, population decline, workforce aging, and labor force contraction continue to affect the availability of workers throughout the region. As a result, outreach efforts focus on increasing awareness of workforce services and reducing barriers that may prevent individuals from participating in employment, education, and training programs.

Outreach activities are conducted through partnerships with CareerForce system partners, educational institutions, county human service agencies, community-based organizations, veteran service organizations, Vocational Rehabilitation Services, Adult Basic Education providers, tribal organizations, and other local service providers. These partnerships help ensure workforce information and opportunities reach individuals who may not otherwise access workforce services.

Given the rural nature of LWDA #1, outreach efforts extend beyond traditional office-based service delivery. Staff provide services through partner locations, community events, educational institutions, libraries, career fairs, employer events, and other locations throughout the local area. Workforce information is also shared through local media, social media platforms, community organizations, workforce partners, and the CareerForce website.

LWDA #1 utilizes a combination of in-person and virtual service delivery to increase access to workforce services. Virtual appointments, telephone services, text messaging, email communication, and other technology-based tools help connect individuals in remote communities with workforce programs and services.

The Local Workforce Development Board regularly reviews labor market information, demographic trends, customer participation data, and partner feedback to identify opportunities to improve outreach efforts and workforce participation. Staff training, partner collaboration, and continuous evaluation of outreach strategies help ensure workforce services remain accessible and responsive to the needs of employers and residents throughout LWDA #1.

Through these efforts, LWDA #1 seeks to increase participation in workforce programs, improve access to employment and training opportunities, and ensure workforce services are available to individuals throughout the region regardless of location or circumstance.

CareerForce Partners

B.18. Describe the roles and resource contributions of the one-stop partners.

The one-stop delivery system within LWDA #1 is supported through a consortium of core workforce partners that work collaboratively to provide workforce, education, and employment services to job seekers and employers throughout the local area. Each partner contributes specialized expertise, staffing, resources, and services that support an integrated workforce system.

DEED Job Service

- Provides Wagner-Peyser employment services to universal customers.
- Delivers labor exchange services, job search assistance, workforce information, and employer services.
- Conducts Reemployment Services and Eligibility Assessment (RESEA) activities for eligible Unemployment Insurance recipients.
- Provides contracted employment and training services supporting county SNAP Employment and Training and MFIP participants.

DEED Vocational Rehabilitation Services (VRS)

- Provides employment and vocational rehabilitation services to eligible individuals with disabilities.
- Assists individuals in preparing for, obtaining, maintaining, and advancing in employment.
- Provides expertise regarding accommodations, assistive technology, disability employment issues, and workplace accessibility.

Adult Basic Education (ABE)

- Provides adult literacy, basic skills instruction, English language learning, high school equivalency preparation, and workforce readiness services.
- Supports participants in improving educational attainment and preparing for employment, postsecondary education, and occupational training.

Inter-County Community Council (ICCC)

- Operates workforce development programs including WIOA Adult, WIOA Youth, WIOA Dislocated Worker, State Dislocated Worker, and Minnesota Youth Programs.

- Provides career services, training services, case management, supportive services, work experience activities, and employer engagement activities.
- Serves as the WIOA Administrative Entity and Fiscal Agent for LWDA #1.
- Coordinates workforce development activities with a broader network of supportive services that help participants address barriers to employment and workforce participation.

B.19. Describe how the local area board will ensure continuous improvement of eligible providers of services through the system.

The Northwest Workforce Development Board supports the continuous professional development of workforce system staff through a structured approach that combines formal training, peer learning, technical assistance, and participation in state and regional workforce development activities. Staff are encouraged to participate in training opportunities provided by the Minnesota Department of Employment and Economic Development (DEED), the Minnesota Workforce Council Association, state and regional conferences, webinars, and program-specific trainings related to WIOA and partner programs.

To ensure consistent implementation of policies and procedures, LWDA 1 utilizes regular staff meetings, case review discussions, program monitoring activities, and cross-training among workforce system partners. These activities provide opportunities to share best practices, discuss policy updates, review performance outcomes, strengthen customer service strategies, and address emerging workforce development needs within the region.

The local area prioritizes training that enhances staff effectiveness in serving job seekers and businesses, improves program compliance and performance, and expands staff knowledge of labor market trends, workforce programs, technology tools, and partner services. Training priorities are reviewed periodically and adjusted as workforce system needs evolve. The Board will continue to support both local and statewide professional development opportunities to ensure staff remain informed, skilled, and responsive to the needs of customers, employers, and workforce partners throughout the region.

B.20. Describe the local workforce development area's processes to assure non-duplicative services and avoid duplicate administrative costs.

LWDA 1 minimizes duplicative services and administrative costs through a coordinated one-stop delivery system that emphasizes collaboration among workforce partners. Formal Memorandums of Understanding clearly define partner roles, responsibilities,

and service delivery expectations, helping ensure that services are complementary rather than duplicative.

Through regular partner meetings, shared referral processes, cross-training opportunities, and coordinated planning efforts, workforce system partners work together to leverage available resources and avoid unnecessary overlap in services. The use of integrated systems, including Workforce One, supports information sharing and coordination among partners while reducing administrative burden.

The local area also maximizes efficiency through shared facilities, shared infrastructure costs, and the strategic use of partner staff and resources. These collaborative approaches help ensure that customers receive seamless access to services while public funds are utilized responsibly and effectively.

B.21. Describe how the Memorandum of Understanding will be or has been developed and used to ensure commitment of resources from service providers and required partners.

The Memorandum of Understanding (MOU) is developed collaboratively among the required one-stop partners and serves as the primary framework for coordinating services, defining partner responsibilities, and documenting each partner's commitment to the local workforce development system. Through the MOU process, partners identify the services they will provide, the methods for customer referral and coordination, and their contributions to the operation of the one-stop delivery system.

The MOU is used to establish and maintain partner commitments related to service delivery, infrastructure funding, and shared operational costs. Partner contributions may include direct financial support, staff time, facilities, equipment, technology, or other resources that enhance customer access to workforce services. These commitments are negotiated collaboratively and are reviewed periodically to ensure they remain aligned with partner capabilities and the needs of the local workforce system.

Regular communication among one-stop partners, consortium meetings, and periodic review of the MOU help ensure continued collaboration, efficient use of resources, and a coordinated approach to serving job seekers, workers, and employers. Through this process, LWDA 1 leverages the strengths and resources of multiple partners while minimizing duplication of services and administrative costs.

B.22. Describe how local area boards will ensure state policies on infrastructure funding requirements are adhered to and the process for addressing any discrepancies or disagreements.

LWDA 1 implements an Infrastructure Funding Agreement (IFA) in accordance with WIOA requirements and guidance provided by DEED. The IFA is developed collaboratively with required one-stop partners through the One-Stop Consortium and serves as the mechanism for identifying and documenting each partner's contribution toward the infrastructure and shared operating costs of the workforce delivery system.

During the IFA negotiation process, partners review infrastructure needs, operational costs, and available resources to determine equitable cash and non-cash contributions. Contributions may include direct financial support, facilities, equipment, technology, staff resources, or other allowable in-kind support that contributes to the operation of the one-stop system.

The IFA is reviewed and updated as needed to reflect changes in partner participation, operating costs, service delivery strategies, or regulatory requirements. Through this collaborative process, LWDA 1 and its partners ensure that infrastructure costs are shared appropriately, resources are utilized efficiently, and customers have continued access to a high-quality, integrated workforce system throughout the local area.

B.23. Describe how local area boards, who contract out for provider services, will ensure that providers fully participate in infrastructure funding requirements and the alignment of service delivery within the local workforce development area 134(c)(3)(G) of WIOA.

At this time, LWDA 1 does not contract for workforce services subject to this requirement. Title I-B Adult, Dislocated Worker, and Youth services are provided directly by Inter-County Community Council (ICCC) as the WIOA grant recipient and administrative entity. As a result, the competitive procurement and contract oversight processes described in this section are not applicable. Should LWDA 1 determine that contracted service delivery is necessary in the future, all procurements would be conducted in accordance with applicable WIOA, federal, state, and local procurement requirements.

B.24. Describe the competitive process to be used to award the sub-grants and contracts in the local workforce development area for activities carried out under section 107(d)(16) WIOA.

At this time, LWDA 1 does not contract for workforce services subject to this requirement. Title I-B Adult, Dislocated Worker, and Youth services are provided directly by Inter-County Community Council (ICCC) as the WIOA grant recipient and administrative entity. Therefore, the contractor selection, management, and oversight activities described in this section are not applicable to the local area at this time.

Should LWDA 1 utilize contracted service providers in the future, the Local Workforce Development Board and ICCC would implement procurement, monitoring, and oversight

procedures consistent with WIOA requirements and all applicable federal, state, and local policies.

B.25. Describe and identify the entity responsible for the disbursement of grant funds described in section 107(d)(12)(B)(i)(III) of WIOA.

Pursuant to Section 107(d)(12)(B)(i)(III) of WIOA, Inter-County Community Council (ICCC), as the designated fiscal agent and WIOA grant recipient for LWDA 1, is responsible for the receipt, management, accounting, and disbursement of WIOA grant funds. ICCC maintains the financial systems, internal controls, and fiscal procedures necessary to ensure workforce development funds are administered in accordance with applicable federal, state, and local requirements.

As fiscal agent, ICCC is responsible for processing expenditures, maintaining financial records, preparing required financial reports, monitoring grant expenditures, and ensuring funds are used for authorized purposes. These responsibilities are carried out in coordination with the Northwest Minnesota Workforce Development Board, which provides strategic oversight, policy direction, and governance of the local workforce development system, while ICCC performs the day-to-day fiscal administration of grant funds.

This arrangement ensures proper stewardship of public resources, compliance with WIOA requirements, and effective support of workforce development services throughout LWDA 1.

Levels of Performance

B.26. Describe how the local levels of performance negotiated with the Governor and chief elected official will be used to measure the performance of the local workforce development area and to be used by the local area board for measuring the performance of the local fiscal agent, eligible providers under subtitle B of WIOA and the One-stop delivery system.

The Northwest Minnesota Workforce Development Board utilizes the local levels of performance negotiated with the Governor and Chief Elected Official as key indicators of the effectiveness of the workforce development system. Performance outcomes are regularly reviewed to assess progress toward WIOA goals and to ensure workforce services are meeting the needs of job seekers, workers, employers, and the communities served throughout LWDA 1.

Performance measures are used by the Board and Inter-County Community Council (ICCC) to evaluate the effectiveness of Adult, Dislocated Worker, and Youth programs, including indicators related to employment, earnings, credential attainment, measurable skill gains, and effectiveness in serving employers. Performance data is

reviewed on an ongoing basis to identify trends, recognize successful practices, and address areas requiring improvement.

The Northwest Minnesota Workforce Development Board uses performance outcomes, monitoring results, customer feedback, and program reviews to assess the overall effectiveness of the local workforce development system, including the fiscal agent, service delivery activities, and the one-stop delivery system. When performance concerns are identified, the Board and ICCC work collaboratively to implement corrective actions, provide technical assistance, and develop strategies to improve outcomes.

Through regular review of negotiated performance levels and actual outcomes, LWDA 1 promotes accountability, continuous improvement, and effective stewardship of workforce development resources while ensuring compliance with WIOA requirements and state policy.

B.27. Describe the actions the local area board will take toward becoming or remaining a high-performing board, consistent with the factors developed by the state board.

The Northwest Minnesota Workforce Development Board recognizes that effective workforce system governance requires ongoing education and development for Board members, staff, and workforce system partners. New Board members receive orientation regarding WIOA requirements, Board responsibilities, local workforce priorities, and the structure of the workforce development system. Ongoing training opportunities are provided to ensure members remain informed of policy changes, labor market trends, performance outcomes, and emerging workforce development strategies.

Inter-County Community Council (ICCC) staff support continuous learning through regular staff meetings, technical assistance, cross-training, policy updates, and participation in state and local training opportunities. Staff and partners are encouraged to engage in professional development opportunities offered by DEED, the Minnesota Association of Workforce Boards (MAWB), and other workforce development organizations.

Through these efforts, LWDA 1 promotes informed decision-making, strong program oversight, and continuous improvement across the local workforce development system.

Local Workforce Board Governance

B.28. Briefly describe the local area board's policy and timetable for filling vacancies, replacing/reappointing individuals whose terms have come to an end. Include in your description any plans to fill the terms that will be expiring as of June 30, 2027.

The Northwest Minnesota Workforce Development Board maintains a policy of filling Board vacancies in a timely manner to ensure continued compliance with WIOA membership requirements and effective representation of the region's workforce development stakeholders. When a vacancy occurs or a member's term is approaching expiration, Inter-County Community Council (ICCC) staff work with the Chief Local Elected Officials (CLEOs), Board leadership, local elected officials, workforce partners, business representatives, and other community stakeholders to identify qualified candidates.

Prospective members are recruited based on the membership categories and representation requirements established under WIOA and applicable state policy. Particular attention is given to maintaining appropriate representation from business, workforce, education, economic development, and required partner organizations. Recommendations for appointment or reappointment are presented to the CLEOs for consideration and formal action.

Board membership is reviewed regularly to identify upcoming term expirations and potential vacancies. The Northwest Minnesota Workforce Development Board and ICCC work proactively with the CLEOs to initiate recruitment and reappointment activities whenever possible before a term expires, helping to minimize vacancies and maintain full and balanced Board representation. Through this process, LWDA 1 ensures continued compliance with WIOA requirements while supporting effective governance of the local workforce development system.

B.29. Is your local area board currently in compliance with WIOA?

Yes _____

No XXX _____

If No, what steps will be taken to bring your local area board into compliance by June 30, 2027?

The Northwest Minnesota Workforce Development Board is currently not in full compliance with WIOA membership requirements due to vacancies in one labor representative seat and one registered apprenticeship representative seat.

To bring the Board into compliance, Inter-County Community Council (ICCC) staff, Board leadership, and the Chief Local Elected Officials (CLEOs) will continue recruitment efforts

to identify qualified candidates who meet the statutory requirements for these membership categories. Potential candidates will be identified through outreach to labor organizations, apprenticeship sponsors, workforce partners, employers, Board members, and other regional stakeholders.

As qualified candidates are identified, nominations will be submitted to the CLEOs for consideration and appointment. The Northwest Minnesota Workforce Development Board expects to fill these vacancies as soon as practicable and will continue recruitment efforts until all required membership categories are represented and the Board is fully compliant with WIOA requirements.

- B.16. Please include in Attachment B the composition of your board, including the sectors represented on the board, and to the extent practicable, the demographic makeup of your board.**

SECTION C: PROGRAM AND SERVICE DELIVERY

Local Area Board Program and Service Delivery

- C.1. Describe how the local area board, working with the entities carrying out core programs will expand access to employment opportunities for eligible individuals, particularly eligible individuals with barriers to employment.**

The Northwest Minnesota Workforce Development Board, in partnership with Inter-County Community Council (ICCC), CareerForce, Adult Basic Education, Vocational Rehabilitation Services, State Services for the Blind, and other workforce system partners, is committed to expanding access to employment, training, and supportive services for individuals with barriers to employment.

Given the large geographic area served by LWDA 1, partners utilize a combination of comprehensive and affiliate service locations, itinerant services, referrals, virtual service delivery, and technology-based tools to ensure services are accessible throughout the region. Staff work directly with customers to identify and address barriers to employment, including transportation challenges, limited work experience, disability, language barriers, housing instability, justice involvement, and other factors that may impact successful participation in the workforce.

Workforce system partners coordinate services through referrals, cross-training, and collaborative case management practices when appropriate. This coordinated approach helps participants access the full range of available workforce, education, vocational rehabilitation, and supportive services while reducing duplication of effort and improving customer outcomes.

ICCC and its partners continue to strengthen relationships with community organizations, educational institutions, employers, and other service providers to increase awareness of workforce services and improve access for underserved populations. Outreach efforts are designed to ensure individuals who may benefit from workforce services are informed of available opportunities and connected to the resources needed to achieve their employment goals.

To expand employment opportunities, LWDA 1 promotes work-based learning strategies, including On-the-Job Training, internships, work experiences, and other employer-driven training opportunities. Staff work closely with employers throughout the region to identify workforce needs, develop training opportunities, and connect qualified job seekers to in-demand occupations. Through these coordinated efforts, LWDA 1 seeks to expand workforce participation, support business workforce needs, and improve employment outcomes for individuals facing barriers to employment.

C.2. Describe how the local area board, working with the entities carrying out core programs, will expand access to supportive services for eligible individuals, particularly eligible individuals with barriers to employment.

The Northwest Minnesota Workforce Development Board, in partnership with Inter-County Community Council (ICCC) and workforce system partners, recognizes that supportive services are often critical to successful participation in employment and training activities. LWDA 1 works to expand access to supportive services by proactively identifying barriers to employment and connecting eligible participants with the resources needed to successfully enter, complete, and benefit from workforce development services.

Supportive services are available to eligible WIOA participants in accordance with local policy and WIOA requirements. Staff assess each participant's individual circumstances and work collaboratively to identify barriers that may limit participation in employment or training. Common barriers addressed through supportive services include transportation, childcare, work-related expenses, housing instability, technology access, and other needs that may prevent an individual from achieving employment and training goals.

LWDA 1 emphasizes coordination with community partners and other public assistance programs to maximize available resources and avoid duplication of services. Workforce staff maintain relationships with community-based organizations, educational institutions, human service agencies, transportation providers, and other partners to facilitate referrals and connect participants with a broad range of support resources. WIOA-funded supportive services are utilized when necessary and when other resources are unavailable or insufficient to meet the participant's needs.

Given the rural nature of the region, particular attention is paid to transportation and access challenges that can limit workforce participation. Through individualized case management, resource coordination, and supportive service funding, LWDA 1 seeks to reduce barriers to employment and training, improve participant success, and expand access to workforce opportunities for individuals with barriers to employment throughout the region.

C.3. Describe how the local area board will facilitate the development of career pathways, co-enrollments (as appropriate) and activities that lead to industry recognized post-secondary credentials that are portable and stackable.

The Northwest Minnesota Workforce Development Board supports the development of career pathways by working collaboratively with Inter-County Community Council (ICCC), CareerForce partners, Adult Basic Education, Minnesota State institutions, Vocational Rehabilitation Services, employers, and other workforce development partners. Career pathways are promoted as a strategy for helping individuals obtain the education, training, work experience, and credentials necessary to enter and advance in occupations that are in demand within Northwest Minnesota.

LWDA 1 encourages co-enrollment among appropriate workforce, education, and partner programs to improve customer outcomes and maximize access to available services. Through coordinated case management, referrals, and partner collaboration, participants may access a combination of workforce training, supportive services, adult education, vocational rehabilitation services, and work-based learning opportunities designed to support successful employment outcomes.

The local area prioritizes training programs and educational opportunities that result in industry-recognized postsecondary credentials that are valued by regional employers. Staff utilize labor market information, employer input, and regional workforce priorities to identify training opportunities that align with in-demand occupations and career pathways within key industries. Whenever possible, participants are encouraged to pursue credentials that are portable, stackable, and support continued career advancement.

The Northwest Minnesota Workforce Development Board will continue to strengthen partnerships with educational institutions, workforce system partners, and employers to expand access to career pathway opportunities, increase credential attainment, support co-enrollment strategies, and meet the workforce needs of businesses throughout the region.

C.4. Describe and assess the type and availability of adult and dislocated worker employment and training activities in the local workforce development area.

Adult and Dislocated Worker employment and training services are available throughout LWDA 1 through Inter-County Community Council (ICCC), CareerForce, and workforce system partners. Services are delivered through the comprehensive CareerForce location in Thief River Falls, partner locations, itinerant staffing strategies, and technology-assisted service delivery to ensure access across the region's large geographic area.

The Northwest Minnesota Workforce Development Board works closely with ICCC, employers, educational institutions, and workforce system partners to provide employment and training opportunities that respond to both participant needs and regional labor market demand. Available services include career planning, assessments, job search assistance, labor market information, work-based learning opportunities, occupational skills training, On-the-Job Training, supportive services, and follow-up services.

The availability and effectiveness of these services are regularly assessed through performance outcomes, participant feedback, employer engagement, labor market information, and ongoing review of workforce system needs. Particular attention is given to ensuring that training investments align with occupations and industries that are in demand within Northwest Minnesota.

While rural geography, transportation challenges, and distance from training providers can impact service accessibility in some communities, LWDA 1 works to address these barriers through supportive services, strong partner relationships, technology-based service delivery, and coordination with educational institutions and employers. These strategies help ensure that eligible adults and dislocated workers have access to the services, training, and workforce resources necessary to obtain and retain employment and advance along career pathways.

C.5. Describe and assess the type and availability of youth workforce investment activities in the local workforce development area, including youth with disabilities, which description and assessment shall include an identification of successful models of such youth workforce development activities.

Youth workforce investment activities are available throughout LWDA 1 through Inter-County Community Council (ICCC), CareerForce, local school districts, Adult Basic Education, Vocational Rehabilitation Services (VRS), employers, and other workforce system partners. Services are designed to assist eligible youth and young adults in developing the educational, occupational, and work readiness skills necessary to successfully transition into postsecondary education, training, military service, or employment.

Available youth services include objective assessment, career exploration, service planning, work experience opportunities, occupational skills training, leadership development, supportive services, financial literacy education, mentoring, career guidance, follow-up services, and assistance with attaining a secondary diploma or recognized credential. Workforce activities are designed to connect academic learning with workplace experiences and career opportunities aligned with regional labor market needs.

Work-based learning continues to be one of the most successful youth workforce development strategies within LWDA 1. Paid and unpaid work experiences, internships, job shadowing activities, and other employer-based learning opportunities allow youth to develop workplace skills, explore career options, and establish connections with employers. These experiences help participants build confidence, improve employability, and gain practical experience that supports long-term labor force attachment.

LWDA 1 works closely with employers across the region to identify meaningful work experience opportunities and expose youth to careers in high-demand industries. Regular communication with employers helps ensure workforce activities reflect current business needs while providing participants with valuable skills and work experience.

Special attention is given to youth facing barriers to education, training, or employment, including youth with disabilities, youth experiencing housing instability, justice-involved youth, and other at-risk populations. Through partnerships with community organizations, educational institutions, and public agencies, participants are connected to supportive services that help address barriers and support successful outcomes.

Vocational Rehabilitation Services provides additional support to youth with disabilities through Pre-Employment Transition Services (Pre-ETS), including job exploration counseling, work-based learning experiences, workplace readiness training, self-advocacy instruction, and counseling on postsecondary education opportunities. Coordination between ICCC, VRS, schools, and employers helps ensure youth with disabilities have access to career development and employment opportunities that lead to competitive integrated employment.

The Northwest Minnesota Workforce Development Board regularly reviews performance outcomes, employer feedback, and participant success stories to assess the effectiveness of youth workforce investment activities. Work-based learning, employer engagement, individualized case management, and strong partnerships with schools and community organizations have proven to be effective models for preparing youth and young adults for long-term success in education, training, and employment.

C.6. Describe how training services under chapter 3 of subtitle B of WIOA will be provided in accordance with section 134(c)(3)(G) of WIOA, including, if contracts for training services will be used, how the use of such contracts will be coordinated with the use of individual training accounts under that chapter and how the local area board will ensure informed customer choice in the selection of training programs, regardless of how the training services are to be provided.

The Northwest Minnesota Workforce Development Board provides training services in accordance with WIOA Section 134(c)(3)(G) and applicable state policy. Training services are made available to eligible participants through a variety of strategies designed to meet individual needs and respond to regional workforce demands. Training investments are guided by labor market information, employer input, participant interests, and the likelihood of achieving successful employment outcomes.

Individual Training Accounts (ITAs) are the primary method used to fund occupational skills training for eligible Adult and Dislocated Worker participants. Through the career planning process, participants receive assistance in evaluating training options, labor market information, program performance data, training costs, and employment opportunities associated with various occupations and training providers. This process helps ensure participants make informed decisions regarding training and career pathways.

LWDA 1 does not currently utilize contracts as a primary mechanism for delivering training services. If the use of training contracts becomes necessary or advantageous under WIOA provisions, such contracts will be implemented in accordance with federal and state requirements and coordinated appropriately with the use of Individual Training Accounts. Any use of training contracts would be evaluated to ensure participant choice remains a central component of the training selection process.

To support informed customer choice, participants are provided access to labor market information, training provider information, eligible training provider performance data, and career counseling services. Staff work closely with participants to identify training programs that align with their career goals, existing skills, local and regional workforce needs, and opportunities for long-term employment and advancement.

In addition to classroom training funded through ITAs, LWDA 1 supports work-based learning strategies including On-the-Job Training (OJT), Incumbent Worker Training, customized training, and other employer-driven training opportunities when appropriate. The Northwest Minnesota Workforce Development Board recognizes that these training models can provide effective pathways to employment while helping employers meet workforce needs and address skill gaps.

The Board also works collaboratively with Adult Basic Education, Minnesota State institutions, CareerForce partners, employers, and other workforce development stakeholders to ensure participants have access to the foundational skills, occupational training, and supportive services necessary to successfully complete training and enter employment. Through these coordinated efforts, LWDA 1 seeks to expand access to high-quality training opportunities that lead to industry-recognized credentials and employment in occupations that are in demand throughout Northwest Minnesota.

C.7. Describe the plans and strategies for, and assurances concerning, maximizing coordination of service provided by the state employment service under Wagner-Peyser Act, and services provided in the local workforce development area through the one-stop delivery system, to improve service delivery and avoid duplication of services.

The Northwest Minnesota Workforce Development Board works closely with CareerForce, Wagner-Peyser Employment Services, and other required one-stop partners to coordinate workforce services, improve customer access, and avoid duplication of effort throughout LWDA 1. Workforce services are centered at the Comprehensive CareerForce location in Thief River Falls, with additional CareerForce services available in Crookston and through partner locations, itinerant staffing strategies, and virtual service delivery throughout the region. Through the One-Stop Consortium, Memorandums of Understanding (MOUs), Infrastructure Funding Agreements (IFAs), and regular partner coordination, workforce system partners collaborate to ensure services are delivered efficiently and in a manner that best meets the needs of job seekers and employers.

Wagner-Peyser Employment Services plays a central role in the local workforce development system by providing labor exchange services, job search assistance, labor market information, employer engagement, and referrals to workforce programs and partner services. Staff coordinate closely with WIOA Adult, Dislocated Worker, and Youth programs, Vocational Rehabilitation Services, Veterans Services, Adult Basic Education, and other partners to ensure customers are connected to the most appropriate services based on their individual needs.

Coordination is further strengthened through shared referral processes, cross-training opportunities, joint outreach activities, and regular communication among partner staff. Workforce One and other technology tools support service coordination, case management, and information sharing, helping to reduce duplication and improve the customer experience.

Wagner-Peyser staff and workforce system partners also collaborate with employers throughout the region to identify workforce needs, support recruitment efforts, promote workforce programs, and connect qualified job seekers with employment

opportunities. By leveraging the strengths and resources of multiple partners, LWDA 1 provides a seamless workforce service delivery system that maximizes available resources while improving outcomes for job seekers, workers, and employers.

Interagency Coordination

C.8. Describe how the local workforce development system will work with entities carrying out core programs to align and support services with programs of study authorized under Carl D. Perkins Career and Technical Education Act.

The Northwest Minnesota Workforce Development Board works collaboratively with educational institutions, CareerForce partners, Adult Basic Education, and Inter-County Community Council (ICCC) to align workforce development activities with programs of study supported under the Carl D. Perkins Career and Technical Education Act. The primary postsecondary training providers serving LWDA 1 are institutions within the Minnesota State system, many of which offer Perkins-supported career and technical education programs that prepare students for employment in high-demand occupations.

LWDA 1 utilizes labor market information, employer input, and regional workforce priorities to promote training opportunities that align with local industry needs. Workforce staff regularly refer participants to career and technical education programs that support attainment of industry-recognized credentials and employment in occupations that are in demand throughout Northwest Minnesota.

The Northwest Minnesota Workforce Development Board maintains working relationships with secondary and postsecondary education partners to support career exploration, career pathway development, work-based learning opportunities, and transitions into postsecondary education and training. Coordination between workforce, education, and employer partners helps ensure that participants have access to training programs that lead to relevant skills, recognized credentials, and employment opportunities within the regional economy.

In addition, career and technical education representatives participate in workforce development planning and youth-focused initiatives, creating opportunities to align resources, share information, and strengthen pathways from education to employment. Through these collaborative efforts, LWDA 1 supports a workforce system that is responsive to employer demand while helping participants build the skills necessary for long-term career success.

C.9. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with relevant secondary and post-

secondary education programs and activities to coordinate strategies, enhance services, and avoid duplication of services.

The Northwest Minnesota Workforce Development Board works collaboratively with secondary schools, alternative education programs, Adult Basic Education (ABE), Minnesota State institutions, CareerForce partners, and other workforce development stakeholders to align workforce and educational services throughout LWDA 1. These partnerships help ensure that participants have access to coordinated education, training, and employment opportunities that support both individual career goals and regional workforce needs.

Workforce system partners utilize labor market information, employer input, and regional workforce priorities to promote educational pathways that lead to employment in in-demand occupations. Workforce staff regularly coordinate with educational institutions to connect participants to diploma completion programs, career and technical education, postsecondary training, industry-recognized credentials, and other educational opportunities that support career advancement.

To enhance services and avoid duplication, LWDA 1 emphasizes regular communication, referrals, co-enrollment opportunities where appropriate, and collaborative service planning among workforce and education partners. This coordinated approach helps participants access the full range of available resources while ensuring services are complementary rather than duplicative.

Case managers work closely with participants to identify educational and employment goals and to develop individualized plans that support successful outcomes. Participants may receive assistance with career exploration, postsecondary enrollment, financial aid navigation, supportive services, work-based learning opportunities, and connections to education and training programs. Workforce staff also coordinate with educational partners to support participant retention and completion of training activities.

Through these collaborative efforts, the Northwest Minnesota Workforce Development Board seeks to strengthen connections between education and workforce development, improve participant outcomes, and support the development of a skilled workforce that meets the needs of employers throughout Northwest Minnesota.

C.10. Describe how the local area board will coordinate education and workforce investment activities carried out under this title with public transportation and other appropriate supportive services.

The Northwest Minnesota Workforce Development Board works closely with Inter-County Community Council (ICCC), CareerForce partners, educational institutions, public transportation providers, human service agencies, housing organizations, childcare resources, and other community partners to coordinate supportive services that assist individuals in accessing employment, education, and training opportunities.

Given the rural nature of LWDA 1, transportation remains one of the most significant barriers to employment and training participation. Workforce staff regularly assist participants in identifying transportation resources and coordinate referrals to available public transportation, community transportation programs, and other transportation assistance resources when appropriate. Supportive service funds may also be utilized, consistent with local policy and WIOA requirements, to address transportation-related barriers when other resources are unavailable.

The local workforce development system also works with community partners to address other barriers that may affect successful participation in workforce activities, including childcare, housing, technology access, and other employment-related needs. Staff routinely assess participant needs and connect individuals to available community resources and public assistance programs to maximize support and avoid duplication of services.

Workforce and education partners collaborate to ensure participants enrolled in training or educational programs have access to the supportive services necessary to successfully complete their programs and obtain employment. Through coordinated case management, referrals, and ongoing communication among partners, LWDA 1 seeks to reduce barriers to participation, improve training completion rates, and support successful employment outcomes.

The Northwest Minnesota Workforce Development Board will continue to strengthen relationships with public transportation providers, educational institutions, human service agencies, housing organizations, childcare providers, and other community partners to improve access to workforce services and support the employment and training goals of individuals throughout the region.

C.11. Describe how the local area board will coordinate workforce investment activities carried out under this title in the local workforce development area with the provision of adult education and literacy activities under title II, including a description of how the local area board will carry out, consistent with subparagraphs (A) and (B)(i) of section 107(d)(11) and section 232 of WIOA, and the review of local applications submitted under title II of WIOA.

The Northwest Minnesota Workforce Development Board works closely with the three Adult Basic Education consortia serving LWDA 1 to coordinate workforce investment activities and adult education and literacy services. Adult Basic Education is a key partner in the local workforce development system and plays an important role in helping individuals improve foundational academic, English language, digital literacy, and employability skills needed to enter employment and training opportunities.

Workforce staff and ABE providers coordinate through referrals, co-enrollment opportunities, partner meetings, and collaborative service planning to ensure participants can access the education and workforce services necessary to achieve their employment and training goals. ABE services complement WIOA-funded career and training services by helping participants strengthen basic skills, obtain a secondary diploma or equivalent, improve English language proficiency, and prepare for postsecondary education and workforce training.

The Northwest Minnesota Workforce Development Board supports the integration of adult education activities into career pathway strategies and workforce development initiatives throughout the region. Adult Basic Education providers, workforce partners, educational institutions, and employers work collaboratively to develop pathways that support skill attainment, credential completion, and employment in occupations that are in demand within Northwest Minnesota.

Consistent with WIOA requirements, the Northwest Minnesota Workforce Development Board supports coordination between Title I and Title II programs and participates in workforce planning activities affecting adult education and literacy services within the region. The Board works with Adult Basic Education providers to promote alignment with local workforce priorities, career pathways, and employer needs. Through ongoing collaboration and communication among workforce and education partners, LWDA 1 seeks to ensure adult education and literacy services are integrated within the broader workforce development system and support successful participant outcomes.

Employer & Economic Development Engagement

C.12. Describe how the local area board will ensure that eligible providers meet the employment needs of local employers, workers and job seekers.

The Northwest Minnesota Workforce Development Board works to ensure that eligible training providers and workforce service providers meet the employment needs of local employers, workers, and job seekers through ongoing review of labor market information, employer feedback, participant outcomes, and regional workforce priorities. The Board utilizes information from DEED labor market analyses, employer engagement activities, business services staff, and direct employer input to identify occupations and industries experiencing workforce shortages and high demand for skilled workers.

Training investments are prioritized toward programs and occupations that align with regional workforce needs and offer opportunities for employment, advancement, and family-sustaining wages. Staff work closely with job seekers to identify training opportunities that match their interests, skills, and employment goals while also addressing the workforce needs of local businesses.

The Board recognizes that employers throughout Northwest Minnesota continue to report challenges related to workforce shortages, succession planning, technical skill development, digital literacy, and workplace readiness skills. As a result, workforce programs emphasize career planning, work-based learning opportunities, industry-recognized credentials, occupational skills training, and the development of essential workplace competencies that employers consistently identify as important for employee success and retention.

The Northwest Minnesota Workforce Development Board also encourages training providers and workforce partners to remain responsive to changing labor market conditions by maintaining strong relationships with employers, educational institutions, and workforce system partners. Employer input is incorporated into workforce planning, sector discussions, training decisions, and career pathway development efforts to help ensure services remain aligned with current and emerging workforce needs.

Program performance outcomes, participant success, employer feedback, credential attainment, employment outcomes, and labor market trends are regularly reviewed to assess whether services and training opportunities are effectively meeting the needs of employers, workers, and job seekers. Through these efforts, LWDA 1 seeks to maintain a workforce development system that is responsive to regional economic conditions and supports both business growth and workforce success throughout Northwest Minnesota.

C.13. Describe how the local area board will facilitate engagement of employers, including small employers, and employers in in-demand industry sectors and occupations, in workforce development programs.

The Northwest Minnesota Workforce Development Board recognizes that meaningful employer engagement is essential to developing a workforce system that responds to the needs of businesses, workers, and job seekers. The Board actively engages employers of all sizes, including small businesses and employers in high-demand industries, to ensure workforce programs and services remain aligned with regional economic needs.

Employer engagement begins with the composition of the Board itself, where business representatives constitute the majority of membership and provide direct input on workforce challenges, hiring needs, skills gaps, and regional economic trends. Employer perspectives help inform local workforce strategies, training investments, career pathway development, and service delivery priorities.

The Board, Inter-County Community Council (ICCC), CareerForce staff, Vocational Rehabilitation Services staff, Veterans Services staff, and other workforce partners maintain ongoing relationships with employers throughout the region. Through employer visits, workforce discussions, chambers of commerce, industry associations, community events, and regional planning activities, staff gather information on current and emerging workforce needs while promoting available workforce development services.

Employers are engaged directly in workforce programs through On-the-Job Training (OJT), work experience opportunities, internships, job shadowing activities, and other work-based learning strategies. These activities provide employers with opportunities to develop talent while helping participants gain valuable workplace skills and experience.

LWDA 1 also works with employers to identify in-demand occupations, skill requirements, succession planning needs, and training opportunities for current and future workers. Employer input is incorporated into labor market discussions, career guidance activities, training decisions, and workforce planning efforts to help ensure workforce investments support occupations and industries that are important to the regional economy.

Through these ongoing partnerships and engagement strategies, the Northwest Minnesota Workforce Development Board seeks to strengthen connections between employers and the workforce system, improve access to qualified workers, and support the long-term economic vitality of Northwest Minnesota.

C.14. Describe how the local area board will support a local workforce development system that meets the needs of businesses in the local workforce development area.
102(b)(4)(ii).

The Northwest Minnesota Workforce Development Board supports a workforce development system that is responsive to the needs of businesses by providing strategic leadership, promoting employer engagement, and ensuring workforce investments are aligned with regional economic priorities. Through regular review of labor market information, employer feedback, workforce trends, and performance outcomes, the Board helps guide workforce development activities that address both current and emerging workforce needs.

The Board utilizes a sector-focused and data-informed approach to identify workforce challenges and opportunities within key regional industries. Business representatives serving on the Board provide direct insight into workforce shortages, skill gaps, training needs, succession planning concerns, and changing labor market conditions. This input

is used to inform local workforce strategies, career pathway development, training investments, and service delivery priorities.

The Northwest Minnesota Workforce Development Board works collaboratively with Inter-County Community Council (ICCC), CareerForce, educational institutions, economic development organizations, chambers of commerce, employers, and other workforce system partners to develop solutions that support business growth and workforce needs. These efforts include promoting work-based learning opportunities, On-the-Job Training, incumbent worker training, customized training strategies, and other workforce services designed to help employers recruit, retain, and develop talent.

Recognizing the workforce challenges facing Northwest Minnesota, including labor shortages, an aging workforce, housing constraints, and increasing skill requirements, the Board supports strategies that connect job seekers to employment opportunities while helping businesses build and maintain a skilled workforce. Through ongoing employer engagement, regional partnerships, and alignment of workforce resources, LWDA 1 seeks to maintain a workforce development system that supports the economic vitality and long-term competitiveness of the region.

C.15. Describe how the local area board will better coordinate programs and services with local and regional economic development providers.

The Northwest Minnesota Workforce Development Board recognizes that workforce development and economic development are closely connected and works collaboratively with local and regional economic development organizations to support business growth, workforce availability, and regional economic competitiveness. Economic development representatives serve on the Board and provide valuable insight into regional business trends, workforce challenges, expansion opportunities, and emerging industry needs.

The Board maintains strong working relationships with local economic development organizations, community leaders, employers, educational institutions, and regional partners. These relationships help ensure workforce and economic development strategies are aligned and that resources are leveraged effectively to address shared priorities.

Workforce and economic development partners regularly exchange information regarding labor market conditions, workforce shortages, business retention and expansion efforts, housing challenges, and workforce training needs. This collaboration helps identify opportunities to support existing businesses, attract new investment, and develop workforce solutions responsive to employer demand.

In addition, regional economic development organizations participate in workforce planning efforts, regional discussions, and partner initiatives designed to strengthen the connection between business needs and workforce services. Through these partnerships, the Northwest Minnesota Workforce Development Board seeks to promote a coordinated approach to workforce and economic development that supports both employers and job seekers while advancing the long-term economic vitality of Northwest Minnesota.

C.16. Describe how the local area board will strengthen linkages between the one-stop delivery system and unemployment insurance programs by offering services to laid-off workers and possible lay-off preventative services for businesses, such as incumbent worker training that up-skills the workers and meets the needs of employers (can include but not be limited to, on-the-job training, apprenticeships, etc.).

The Northwest Minnesota Workforce Development Board strengthens linkages between the workforce development system and Unemployment Insurance (UI) programs through close coordination among CareerForce, Wagner-Peyser Employment Services, Inter-County Community Council (ICCC), Rapid Response services, and other workforce system partners. These partnerships help ensure that unemployed workers, individuals at risk of unemployment, and employers have timely access to workforce services and resources.

A key component of this coordination is the connection between UI applicants and CareerForce services. Individuals receiving Unemployment Insurance are informed of available workforce services, including career counseling, job search assistance, labor market information, training opportunities, and Dislocated Worker program services. When appropriate, customers are referred to workforce programs that can help them return to employment as quickly as possible.

The Board also supports layoff aversion and workforce retention strategies by promoting services that assist businesses in addressing workforce challenges before layoffs occur. Workforce system partners work with employers to identify training and workforce development opportunities that enhance employee skills and support business competitiveness. Available strategies may include incumbent worker training, On-the-Job Training (OJT), customized training, apprenticeships, and other work-based learning opportunities that help employers meet changing workforce needs while supporting employee retention and advancement.

When layoffs cannot be avoided, workforce partners coordinate with Rapid Response services to provide information and assistance to affected employers and workers. Impacted individuals are connected to appropriate employment, training, and supportive services, including Dislocated Worker program services, career planning,

occupational skills training, and other workforce resources designed to support successful reemployment.

Through these coordinated efforts, the Northwest Minnesota Workforce Development Board seeks to strengthen connections between workforce programs and Unemployment Insurance services while helping employers retain skilled workers and assisting job seekers in obtaining employment as quickly as possible.

C.17. Describe how the local area board will coordinate workforce investment activities with economic development activities, including the promotion of entrepreneurial skills training and microenterprise services.

The Northwest Minnesota Workforce Development Board coordinates workforce investment activities with local and regional economic development efforts to support business growth, workforce availability, and economic vitality throughout LWDA 1. The Board works collaboratively with economic development organizations, educational institutions, employers, chambers of commerce, and workforce system partners to identify workforce challenges, support industry growth, and develop strategies that strengthen the regional economy.

Workforce and economic development partners regularly share labor market information, employer feedback, and regional economic trends to help align workforce development investments with current and emerging business needs. This coordination supports the development of training strategies, career pathways, work-based learning opportunities, and other workforce initiatives that contribute to business expansion and retention efforts.

The Northwest Minnesota Workforce Development Board also recognizes entrepreneurship and small business development as important components of the regional economy. Individuals interested in self-employment or business ownership may receive career counseling, labor market information, and referrals to organizations specializing in business development, entrepreneurial training, business planning, financing, and technical assistance. Workforce staff work with participants to explore entrepreneurship as a career option when it aligns with their skills, experience, and employment goals.

Through partnerships with economic development organizations and business support entities, LWDA 1 helps connect aspiring entrepreneurs and small business owners to available resources and services. These efforts support business creation, job growth, and economic development while expanding employment opportunities for residents of Northwest Minnesota.

Dislocated Worker Supports

C.18. How does the local workforce development area ensure staff comply with the policies and procedures for Rapid Response as communicated on DEED's website?

LWDA 1 ensures compliance with Rapid Response policies and procedures through ongoing coordination among the Northwest Minnesota Workforce Development Board, Inter-County Community Council (ICCC), CareerForce, and the Minnesota Department of Employment and Economic Development (DEED). Staff responsible for business services, Dislocated Worker programs, and workforce development activities are expected to remain familiar with current DEED Rapid Response policies, procedures, and guidance. Information regarding Rapid Response requirements is shared through staff meetings, technical assistance, policy updates, and collaboration with DEED's Rapid Response team.

When a potential layoff, business closure, or worker dislocation is identified, ICCC staff coordinate with DEED to ensure appropriate Rapid Response services are delivered in accordance with state policy. Workforce partners work together to provide affected workers with timely information regarding unemployment benefits, reemployment services, training opportunities, supportive services, and other available workforce resources.

a. How does the local workforce development area inform the state Rapid Response team within 24 hours about an actual or potential dislocation event when there is possibility of a mass layoff (50 or more dislocations)?

LWDA 1 will notify DEED's Rapid Response team as soon as possible, and within 24 hours when feasible, upon learning of a potential or actual dislocation event involving the possibility of a mass layoff or business closure. Information may be received directly from employers, workforce partners, local officials, media reports, or other community sources.

Available information regarding the employer, location, estimated number of affected workers, anticipated timeline, and other relevant details will be shared promptly with the state Rapid Response team. ICCC staff will continue to communicate with DEED and provide additional information as it becomes available to support a coordinated response.

b. Describe how the local area board will coordinate workforce investment activities carried out in the local workforce development area with statewide rapid response activities.

Inter-County Community Council serves as the local point of contact for coordination with DEED's Rapid Response team. LWDA 1 works closely with state staff, local employers, labor representatives when applicable, CareerForce partners, and other stakeholders to ensure affected workers receive timely access to information and services.

The local workforce development system supports statewide Rapid Response efforts by assisting with worker outreach, organizing informational meetings, connecting workers to Dislocated Worker services, providing career and training information, and coordinating access to workforce and supportive services. Through this partnership with DEED, LWDA 1 seeks to minimize the impact of layoffs on workers, businesses, and communities while supporting rapid reemployment and skill development opportunities.

C.19. How does the local workforce development area inform the state Trade Act staff of companies that are potentially TAA certifiable?

LWDA 1 works closely with the Minnesota Department of Employment and Economic Development (DEED) to identify layoffs and business closures that may qualify for Trade Adjustment Assistance (TAA). Workforce staff monitor information received from employers, Rapid Response activities, community partners, local officials, media sources, and affected workers to identify companies that may be eligible for TAA consideration.

When a layoff or closure is identified that may be related to foreign trade impacts and could qualify for TAA certification, Inter-County Community Council (ICCC) staff promptly notify DEED Trade Act staff and provide available information regarding the employer, affected workers, business operations, and any other relevant details. LWDA 1 will continue to assist DEED in gathering additional information needed to evaluate potential eligibility and support any resulting investigation.

a. How does the local workforce development area cooperate with the state Trade Act staff where the layoff involves a company that the DOL trade-certified?

When a company operating within LWDA 1 receives a TAA certification from the U.S. Department of Labor, ICCC and workforce system partners work closely with DEED Trade Act staff to ensure affected workers receive timely information regarding available benefits and services. Coordination may include participant outreach, information sessions, referrals, career counseling, training assistance, and coordination with Dislocated Worker services and other workforce programs.

The local workforce development system supports Trade Act activities by helping connect affected workers to reemployment services, training opportunities, supportive services, and other workforce resources that can assist them in returning to employment as quickly as possible.

- b. Is the local workforce development area willing to participate in TAA Counselor Training and TAA Participant Training when a trade-certification occurs?

Yes XXX

C.20. The local workforce development area has developed and implemented local Supportive Service policies that are consistently applied for all participants.

Yes XXX

Describe the steps taken to ensure consistent compliance with the policy.

LWDA 1 has developed and implemented local supportive service policies that are applied consistently across all eligible participants and programs.

To ensure compliance and consistency, staff are provided with training on applicable WIOA, DEED, and local supportive service policies and procedures. Staff have access to written guidance that outlines eligible supportive service categories, documentation requirements, funding limitations, approval procedures, and participant eligibility criteria.

Supportive service needs are assessed through the case management process and are based on each participant's individual barriers to employment, training, and program participation. Staff document identified needs, review available community resources, and determine whether supportive services are necessary to support the participant's employment or training goals. Consistent with local policy, supportive services are provided only when other resources are unavailable or insufficient to address the identified need.

To promote uniform application of policy, supportive service requests are reviewed in accordance with established approval procedures, funding limits, and documentation requirements. Supervisory oversight, case file reviews, and ongoing staff training help ensure supportive services are provided consistently, equitably, and in compliance with federal, state, and local requirements.

Through these processes, the Northwest Minnesota Workforce Development Board and Inter-County Community Council (ICCC) work to ensure supportive service resources are administered responsibly and effectively while helping participants overcome barriers to employment and training.

Services to Military Service Members and Spouses

- C.21. Are all WIOA-funded partners complying with the guidance provided in [TEGL 10-09](#) regarding Priority of Service for Veterans and Eligible Spouses?**

Yes XXX

- C.22. How do you identify current or former Military Service Members coming into your CareerForce Center?**

Current and former Military Service Members are identified through the intake and customer service process when they access CareerForce services. Individuals entering a CareerForce location or accessing workforce services are asked whether they have served in the military. This information is documented and used to ensure eligible veterans and eligible spouses receive Priority of Service in accordance with the Jobs for Veterans Act and applicable federal and state guidance.

CareerForce staff are trained to identify veterans and eligible spouses, explain available services, and provide information regarding Priority of Service. Veterans are informed of workforce programs, training opportunities, employment services, supportive services, and other resources for which they may be eligible. When appropriate, individuals are referred to the Disabled Veterans' Outreach Program (DVOP) specialist, Local Veterans' Employment Representative (LVER), or other specialized veterans' services.

The Northwest Minnesota Workforce Development Board, Inter-County Community Council (ICCC), and CareerForce partners are committed to ensuring veterans and eligible spouses receive priority access to workforce services and are connected to the full range of employment, training, education, and supportive service resources available through the workforce development system. Staff receive ongoing guidance and training to ensure Priority of Service requirements are consistently implemented and that veterans are effectively served throughout LWDA 1.

This version preserves your existing practice while sounding more current and less dependent on a receptionist/resource room model that may not reflect how all customers access services today.

C.23. How do you inform current or former Military Service Members coming into your CareerForce Center about “Veteran Priority of Service?”

Current and former Military Service Members are informed of Veterans Priority of Service at the earliest point of contact with the workforce development system. During intake, registration, and initial customer interactions, CareerForce staff ask customers about military service and advise eligible veterans and eligible spouses of their Priority of Service rights under the Jobs for Veterans Act.

CareerForce staff explain that eligible veterans and eligible spouses receive priority access to Department of Labor-funded employment, training, and workforce services when program eligibility requirements are met. Information regarding Priority of Service is communicated through direct staff interaction, orientation activities, program enrollment discussions, informational materials, and other customer service contacts.

Once veteran status is identified, staff assess the individual's workforce needs and provide information about available employment, training, career planning, and supportive services. Veterans with significant barriers to employment may be referred to the Disabled Veterans' Outreach Program (DVOP) specialist for individualized career services, while other veterans may be connected to appropriate CareerForce, WIOA, and partner program services.

The Northwest Minnesota Workforce Development Board, Inter-County Community Council (ICCC), and CareerForce partners are committed to ensuring veterans and eligible spouses are informed of their Priority of Service rights and have timely access to workforce development resources that support their employment and training goals.

C.24. If your CareerForce Center has a presence on the Internet (outside of your local DEED CareerForce Center site) how do you promote Public Law 107-288, “Veterans Priority of Service” to veterans on that website?

The CareerForce delivery system within LWDA 1 does not maintain a website separate from the statewide CareerForceMN.com website. As a result, information regarding Veterans Priority of Service available online is provided through the CareerForce Minnesota website and other state-managed workforce development resources. Should the local area establish a separate workforce development website in the future, information regarding Veterans Priority of Service would be prominently displayed in accordance with applicable federal and state requirements.

C.25. How do you identify current or former Military Service Members with “significant barriers to employment?”

Current and former Military Service Members with Significant Barriers to Employment (SBEs) are identified through the intake, registration, assessment, and service delivery

processes utilized by CareerForce and workforce system partner staff. During initial customer contact, eligible veterans and eligible spouses are asked about military service and are assessed to determine employment needs, potential barriers to employment, and eligibility for specialized veteran services.

Staff utilize information obtained through interviews, assessments, case management activities, and customer self-disclosure to identify barriers that may qualify a veteran for additional services. When a veteran is identified as having a Significant Barrier to Employment, staff coordinate a referral to the Disabled Veterans' Outreach Program (DVOP) specialist or other appropriate veteran-focused services in accordance with federal and state guidance.

CareerForce, Inter-County Community Council (ICCC), and workforce system partners work collaboratively to ensure veterans with barriers to employment are connected to available employment, training, supportive service, and community resources. Through coordinated assessment, referral, and case management activities, LWDA 1 seeks to ensure that veterans with Significant Barriers to Employment receive priority access to the services and assistance needed to achieve successful employment outcomes.

C.26. When a current or former Military Service Member with a significant barrier to employment is identified, how do you refer them to an appropriate intensive service provider when there is no Disabled Veteran Outreach Program (DVOP) specialist in your CareerForce Centers?

Current and former Military Service Members identified as having a Significant Barrier to Employment (SBE) are referred to appropriate veteran-focused services in accordance with federal and state guidance. CareerForce and Inter-County Community Council (ICCC) staff assess veterans' employment needs and barriers during intake, assessment, and case management activities and coordinate referrals to specialized veteran services when appropriate.

Because a Disabled Veterans' Outreach Program (DVOP) specialist is not currently located within LWDA 1, staff coordinate with DEED Veterans Services staff and regional DVOP resources to ensure eligible veterans receive individualized career services. Referrals may be facilitated through phone, email, virtual meetings, or in-person appointments depending on the needs and circumstances of the veteran.

CareerForce staff, ICCC staff, and Veterans Services staff work collaboratively to connect veterans with employment, training, supportive services, and community resources that address identified barriers to employment. Ongoing communication among workforce partners helps ensure veterans receive timely access to specialized services, while maintaining continuity of service throughout the workforce development system.

Through these coordinated referral and service delivery practices, LWDA 1 ensures that veterans with Significant Barriers to Employment have access to the individualized assistance necessary to achieve successful employment outcomes, regardless of the physical location of a DVOP specialist.

C.27. How are DVOP and/or Local Veterans Employment Representatives (LVER) staff integrated into the overall service delivery strategy in your CareerForce Centers?

The Northwest Minnesota Workforce Development Board integrates veterans' services into the overall workforce system through collaboration among CareerForce staff, Inter-County Community Council (ICCC), DEED Veterans Services staff, and County Veterans Service Officers. Veterans are identified during intake and assessment activities and are informed of available employment, training, and supportive service resources, including Priority of Service under the Jobs for Veterans Act.

Although a Disabled Veterans' Outreach Program (DVOP) specialist is not currently located within LWDA 1, CareerForce and ICCC staff coordinate with regional DVOP resources and DEED Veterans Services staff to ensure eligible veterans receive appropriate referrals and access to individualized career services when needed. Referrals and service coordination may occur through in-person meetings, virtual platforms, telephone communication, or other available methods.

Local Veterans' Employment Representatives (LVERs), DEED Veterans Services staff, CareerForce staff, and workforce partners collaborate to support veteran employment and employer engagement activities throughout the region. County Veterans Service Officers also serve as valuable partners in connecting veterans to workforce, education, training, and supportive services.

Through these collaborative relationships and referral processes, veterans' services remain integrated within the broader workforce development system, ensuring veterans have access to specialized expertise and employment resources regardless of the physical location of Veterans Services staff.

C.28. What is your strategy to ensure that job-ready job seekers enrolled in your programs (including non-program universal customers) are registering in MinnesotaWorks.net and are making their resumes viewable to employers?

The Northwest Minnesota Workforce Development Board encourages all job-ready job seekers to utilize CareerForceMN.com, online workforce tools, and other employment resources as part of an effective job search strategy. Individuals enrolled in WIOA Adult, Dislocated Worker, Youth, Veterans, and other employment and training programs

receive assistance with developing professional resumes, conducting job searches, and connecting with employment opportunities.

As part of the enrollment and career planning process, staff work with participants to develop and maintain resumes that accurately reflect their skills, education, work experience, and career interests. Job-ready participants are encouraged to make their resumes available through CareerForceMN.com and other appropriate employment platforms to increase their visibility to potential employers.

Universal customers accessing CareerForce services are provided information and assistance regarding CareerForceMN.com, resume development, online job search strategies, application processes, and other employment resources. CareerForce and program staff routinely assist job seekers in utilizing technology and workforce tools to identify employment opportunities throughout Northwest Minnesota and across the state.

The Northwest Minnesota Workforce Development Board recognizes the importance of technology in today's labor market and works to ensure job seekers are equipped with the skills, tools, and resources necessary to successfully connect with employers and compete for available job opportunities.

C.29. Are all WIOA-funded partners complying with the guidance provided in [TEGL 11-11, Change 2](#) regarding Selective Service?

Yes XXX

SECTION D: ASSURANCES AND CERTIFICATIONS

Training and Employment Guidance and State Law Compliance

Conflict of Interest, Integrity, Fraud and Abuse:

Indicate below that the local area board affirms and assures that it makes all decisions in accordance with applicable federal and state laws and regulations, including the Workforce Innovation and Opportunity Act (WIOA), the Uniform Guidance at [2 CFR 200](#), and [Minnesota OGM 08-01](#). The local workforce development board assures that its conflict-of-interest policies comply with these requirements and that the board upholds transparency, ethical conduct, and integrity in all governance and decision-making processes.

The local area board further assures that it maintains policies and procedures for preventing, detecting, and reporting fraud and abuse, consistent with federal requirements under Training and Employment Guidance Letter [No. 15-23](#) and the Minnesota Department of Employment and Economic Development (DEED) [Fraud Prevention and Abuse policy](#). The board confirms

that it will immediately contact DEED, the US Department of Labor Employment and Training Administration, and the Office of Inspector General if potential fraud or abuse issues arise and will follow all required reporting, documentation, and corrective-action procedures.

Additionally, the local area board confirms awareness of:

- A) the applicable statutes related to government records;
- B) requirement to retain documentation for six years.

By providing the indication below, the local area board certifies that its policies and practices are consistent with all relevant federal and state requirements for conflict of interest, integrity, fraud and abuse prevention, documentation, and ethical governance.

Yes XXX

Handling and Protection of Personally Identifiable Information: The local workforce development area is complying with the guidance provided in [TEGL 39-11](#).

Yes

_____XXX_____

Uniform Guidance: The local workforce development area is aware of [TEGL 15-14](#) regarding Uniform Guidance.

Yes XXX

Assurances

By signing and submitting this plan, the local area board is assuring on behalf of itself and the subgrantee, where applicable:

As a condition to the award of financial assistance from the Department of Labor under Title I of the Workforce Innovation and Opportunity Act and any other DEED/Workforce Development Employment and Training funds, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions and other assurances of the following laws:

- **Accessibility** - [Section 508 of the Rehabilitation Act of 1973, as amended](#) - Requires that federally funded program providers make their electronic information and technology accessible to people with disabilities;
- **Audits** – [2 CFR 200.501](#) organization-wide or program-specific audits shall be performed;
- **Buy American**- Buy American Act – award may not be expended unless the funds comply with [USC 41, Section 8301-8303](#);
- **Data Sharing** – [MN Access to Government Data](#), [MN Duties of Responsible Authority](#); [MN Access to Information](#); [MN Administrative Rules Data Practices](#);
- **Disability** - that there will be compliance with the [Architectural Barriers Act of 1968](#), [Sections 503 and 504 of the Rehabilitation Act of 1973](#), as amended, and the [Americans with Disabilities Act of 1990](#);
- **Drug-Free Workplace** – [Drug-Free Workplace Act of 1988](#) – requires all organizations to maintain a drug-free workplace;
- **Equal Opportunity** - [Section 188 of the Workforce Innovation and Opportunity Act \(WIOA\)](#) - [Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities](#);
- **Equal Opportunity** - [Section 188 of the Workforce Investment Act of 1998](#) (WIA) - Requires applying nondiscrimination provisions in the administration of programs and activities for all eligible individuals, including individuals with disabilities;
- **Equal Opportunity** - [Title VI of the Civil Rights Act of 1964, as amended](#) – Prohibits discrimination on the bases of race, color, and national origin under any program receiving federal financial assistance;
- **Equal Opportunity** - [Title VII of the Civil Rights Act of 1964, as amended](#) - Prohibits discrimination on the basis of race, color, religion, sex or national origin in employment;
- **Equal Opportunity**- [Title II of the Genetic Information Nondiscrimination Act of 2008](#) - Prohibits discrimination in employment on the basis of genetic information;
- **Equal Opportunity** - [Title V of the Older Americans Act of 1965](#) - [Prohibits discrimination based on race, color, religion, sex, national original, age disability or political affiliation or beliefs in any program funded in part with Senior Community Services Employment Program funds](#);
- **Equal Opportunity** - [Title IX of the Education Amendments of 1972, as amended](#) - Requires applying nondiscrimination provisions, based on sex, in educational programs;
- **Equal Opportunity** - Title I (Employment) Americans with Disabilities Act (ADA) - Prohibits state and local governments, from discriminating against qualified

individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training, and other terms, conditions, and privileges of employment;

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- **Equal Opportunity** - [Title II \(State and Local Governments\) Americans with Disabilities Act \(ADA\)](#) - Prohibits qualified individuals with disabilities from discrimination in services, programs, and activities;
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- **Equal Opportunity** - [Section 504 of the Rehabilitation Act of 1973, as amended](#) - Prohibits discrimination against qualified individuals with disabilities;
- **Equal Opportunity** - [Age Discrimination Act of 1975, as amended](#) - Prohibits discrimination on the basis of age;
- **Equal Opportunity** - [Title 29 CFR Part 31](#) Nondiscrimination in federally-assisted programs of the Department of Labor, effectuation of Title VI of the Civil Rights Act of 1964;
- **Equal Opportunity** - [Title 29 CFR Part 32](#) Nondiscrimination on the basis of disability in programs and activities receiving or benefiting from federal assistance;
- **Equal Opportunity** - [Title 29 CFR Part 33](#) Enforcement of nondiscrimination on the basis of disability in programs or activities conducted by the Department of Labor;
- **Equal Opportunity** - [Title 29 CFR Part 35](#) Nondiscrimination on the basis of age in programs or activities receiving federal financial assistance from the Department of Labor;
- **Equal Opportunity** - [Title 29 CFR Part 37](#) Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Investment Act of 1998;
- **Equal Opportunity** - [Title 29 CFR Part 38 Implementation of the Nondiscrimination and Equal Opportunity provisions of the Workforce Innovation and Opportunity Act;](#)
- **Equal Opportunity** - [Executive Order 13160](#) Nondiscrimination on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent in federally conducted education and training Programs;
- **Equal Opportunity**- [Executive Order 13279](#) - Nondiscrimination against grant seeking organizations on the basis of religion in the administration or distribution of federal financial assistance under social service programs, including grants, contracts, and loans;
- **Equal Opportunity** - The Minnesota Human Rights Act of 1973, Minnesota Statutes, Chapter 363A - Prohibits discrimination in employment and providing public services on the basis of race, color, creed, religion, natural origin, sex, marital status (employment only), disability, status with regard to public assistance, sexual orientation, familial status (employment only), citizenship, or age (employment only), and local human rights commission activity (employment only);

- **Equal Opportunity**- that collection and maintenance of data necessary to show compliance with the nondiscrimination provisions of WIA and [WIOA Section 188](#), as provided in the regulations implementing that section, will be completed; **Equipment** – [2 CFR 200. 313](#), [200.439](#) – must receive prior approval for the purchase of any equipment with a per unit acquisition cost of \$5,000 or more, and a useful life of more than one year;
- **Fire Safety** – [15 USC 2225a](#) – ensure that all space for conferences, meetings, conventions or training seminars funded in whole or in part complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act ([Public Law 101-391](#));
- **Fraud/Abuse** - that the provider has policies on fraud and abuse and will contact DEED for potential fraud and abuse issues; [20 CFR 667.630](#); [DEED Policy – Fraud Prevention and Abuse](#);
- **Health Benefits** – [Public Law 113-235, Division G, Sections 506 and 507](#) – ensure use of funds for health benefits coverage complies with the [Consolidated and Further Continuing Appropriations Act, 2015](#);
- **Insurance** - that insurance coverage be provided for injuries suffered by participants in work-related activities where Minnesota's workers' compensation law is not applicable as required under Regulations [20 CFR 667.274](#);
- **Insurance** – [Flood Disaster Protection Act of 1973](#) – provides that no Federal financial assistance to acquire, modernize or construct property may be provided in identified flood-prone communities in the United States, unless the community participates in the National Flood Insurance Program and flood insurance is purchased within 1 year of the identification;
- **Personally Identifiable Information (PII)** – [Training and Guidance Letter 39-11](#) – must recognize and safeguard PII except where disclosure is allowed by prior written approval of the Grant Officer or by court order;
- **Procurement** – Uniform Administrative Requirements – [2 CFR 200-317-36](#) – all procurement transactions to be conducted in a manner to provide, to the maximum extent practical, open and free competition;
- **Publicity** – no funds shall be used for publicity or propaganda purposes, preparation or distribution or use of any kit, pamphlet, booklet, publication, radio, television or film presentation designed to support or defeat legislation pending before the Congress or any state/local legislature or legislative body, except in presentation to the Congress or any state/local legislature itself, or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any state or local government. Nor shall grant funds be used to pay the salary or expenses of any recipient or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations regulation, administrative action, or Executive Order proposed or pending before

the Congress, or any state government, state legislature or local legislature body other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a state, local or tribal government in policymaking and administrative processes within the executive branch of that government;

- **Salary/Bonus** – [Public Law 113-235, Division G, Title I, Section 105](#) – none of the funds appropriated under the heading “Employment and Training” shall be used by a recipient or sub-recipient of such funds to pay the salary and bonuses of an individual, either as direct costs or indirect costs, at a rate in excess of [Executive Level II](#). Further clarification can be found in [TEGL 5-06](#);
- **Seat Belts** - [Executive Order 13043](#) – Increasing Seat Belt Use in the United States;
- **Text Messaging** – [Executive Order 13513](#) – encouraged to adopt and enforce policies that ban text messaging while driving company-owned or –rented vehicles or GOV or while driving POV when on official Government business or when performing any work for or on behalf of the Government;
- **Trafficking of Persons** – [2 CFR 180](#) – OMB Guidelines to Agencies on Government wide Debarment and Suspension – may not engage in severe forms of trafficking, procure a commercial sex act or use forced labor in the performance;
- **Veteran Priority of Service** - [Public Law 107-288: Jobs for Veterans Act](#) - Priority of service for veterans (including veterans, eligible spouses, widows and widowers of service members) in qualified job training programs;
- **Veterans** - [Public Law 112-56: Vow to Hire Heroes Act of 2011](#) - Establishes guidelines for service providers who are providing employment, training, academic or rehabilitation services for military veterans;
- **Veterans** - that veterans will be afforded employment and training activities authorized in WIA and WIOA Section 134, and the activities authorized in Chapters 41 and 42 of Title 38 US code, and in compliance with the veterans' priority established in the Jobs for Veterans Act. ([38 USC 4215](#)), U.S. Department of Labor, [Training and Employment Guidance Letter 10-09](#) and Minnesota's Executive Order 06-02;
- **Voter Registration** - that the required voter registration procedures described in [Minnesota Statutes 201.162](#) are enacted without the use of federal funds;
- **Voter Registration** – [52 USC 20501 – 20511](#) – National Voter Registration Act of 1993.

Certifications

By signing and submitting this plan, the local area board is certifying on behalf of itself and the subgrantee, where applicable:

- A. That this ***Regional and Local Workforce Development Area Plan*** was prepared and is in accordance with all applicable titles of the WIOA Act of 2014, Title V of the Older Americans Act, applicable Minnesota state statutes and that it is consistent with Minnesota's current and future state plans;
- B. that it has provided at least a thirty day period for public comment and input into the development of plan by members of the local area board and the public (including persons with disabilities) and has provided information regarding the plan and the planning process, including the plan and supporting documentation, in alternative formats when requested and that any comments representing disagreement with the plan are included with the local plan forwarded to DEED (as the Governor's representative) Section 118(c); Section 108 (d)
- C. that the public (including individuals with disabilities) have access to all of the local area boards and its components' meetings and information regarding the local area board's and its components' activities;
- D. that fiscal control and fund accounting procedures necessary to ensure the proper disbursement of, and accounting for, funds paid through the allotments funded through the contract/master agreement issued by DEED have been established;
- E. that it is, and will maintain a certifiable local area board;
- F. that it will comply with the confidentiality requirements of WIA Section 136 (f)(3) and WIOA Section 116 (i)(3)
- G. that the respective contract/master agreement and all assurances will be followed;
- H. that it will ensure that no funds covered under the contract/master agreement are used to assist, promote, or deter union organizing;
- I. that this plan was developed in consultation with the local area board;
- J. that it acknowledges the specific performance standards for each of its programs and will strive to meet them;
- K. that the local area board members will not act in a manner that would create a conflict of interest as identified in 20 CFR 667.200(a)(4), including voting on any matter regarding the provision of service by that member or the entity that s/he represents and any matter that would provide a financial benefit to that member or to his or her immediate family;
- L. that local area board and staff are aware of local WorkForce Center services, and are working with and referring to the WorkForce Center services as appropriate;
- M. that all staff are provided the opportunity to participate in appropriate staff training;

- N. that, if applicable, the local area board must maintain the currency of its information in the System Award Management until submission of the final financial report or receive the final payment, whichever is later;
- O. that sponsored (in whole or in part) conferences are charged to the grantee as appropriate and allowable; and
- P. that funds are not used for the purpose of defraying costs of a conference unless it is directly and programmatically related to the purpose of the award.
- Q. that the local area board and its sub-grantees must also adhere to the same certifications and assurances that DEED must assure.

WIOA Guidance

This list of guidance is non-exhaustive and applies only to ETA programs. ETA has published a number of documents to guide the operationalization of WIOA, with the most recent and popular listed below. Find the full library of guidance [here](#).

- [Training and Employment Guidance Letter \(TEGL\) 07-25](#)
 - *Conveys to states the Administration's priorities, modification requirements, submission process, and deadline for the required two-year modification of the WIOA Unified and Combined State Plans (State Plans) for PY 2026 and 2027, consistent with WIOA Sections 102 and 103.*
- [Training and Employment Guidance Letter \(TEGL\) 05-25](#)
 - *Encourages state and local workforce development boards to maximize innovation and flexibility within WIOA formula-funded programs — including through the use of waivers — to align service delivery with the Administration's strategic priorities under Executive Order 14278.*
- [Training and Employment Guidance Letter \(TEGL\) 04-23](#)
 - *Conveys to states the Administration's priorities, State Plan requirements, submission process, and deadline for the original WIOA Unified and Combined State Plans (State Plans) for PY 2024 through 2027, consistent with WIOA Sections 102 and 103.*
- [Training and Employment Guidance Letter \(TEGL\) 05-23](#)
 - *Provides information to the public workforce system and other entities that receive federal financial assistance under Title I of WIOA, as well as education and training programs or activities receiving DOL financial assistance, regarding the prohibition on discrimination based on actual or perceived religion, shared ancestry, or ethnic characteristics.*
- [Training and Employment Guidance Letter \(TEGL\) 09-22](#)
 - *Guidance and planning information to states, local workforce areas, and other recipients of Workforce Innovation and Opportunity Act (WIOA) Title I youth formula funds on the activities associated with the implementation of WIOA.*
- [Training and Employment Guidance Letter \(TEGL\) 07-22](#)
 - *Increasing Employer and Workforce System Customer Access to Good Jobs.*
- [Training and Employment Notice \(TEN\) 16-22](#)

- *The Employment and Training Administration is Implementing Grant Solutions for Grant Award Processing and the Payment Management System for Financial Reporting.*
- [Training and Employment Guidance Letter \(TEGL\) 22-20](#)
 - *Program Year (PY) 2021 Funding Allotments and Instructions for the Indian and Native American (INA) Programs.*
- [Training and Employment Guidance Letter \(TEGL\) 23-20](#)
 - *Program Year (PY) 2021 Planning Guidance for National Farmworker Jobs Program Career Services and Training Grantees and Housing Grantees.*
- [Training and Employment Guidance Letter \(TEGL\) 07-20](#)
 - *Effective Implementation of Priority of Service Provisions for Most in Need Individuals in the Workforce Innovation and Opportunity Act (WIOA) Adult Program.*
- [Training and Employment Guidance Letter \(TEGL\) 08-19](#)
 - *Workforce Innovation and Opportunity Act (WIOA) Title I Training Provider Eligibility and State List of Eligible Training Providers (ETPs) and Programs.*
- [Training and Employment Guidance Letter \(TEGL\) 19-16](#)
 - *Guidance on Services provided through the Adult and Dislocated Worker Programs under the Workforce Innovation and Opportunity Act (WIOA) and the Wagner-Peyser Act Employment Service (ES), as amended by title III of WIOA, and for Implementation of the WIOA Final Rules.*
- [Training and Employment Guidance Letter \(TEGL\) 21-16](#)
 - *Third Workforce Innovation and Opportunity Act (WIOA) Title I Youth Formula Program Guidance.*

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