STATE OF MONTANA
ONE-STOP OPERATOR DESIGNATION APPLICATION

Under Title I of the Workforce Innovation and Opportunity Act (WIOA) (20 CFR Part 678), the state of Montana is required to have a comprehensive One-Stop Delivery System. As the state of Montana is a single workforce area state, it will implement its One-Stop Delivery System based out of one statewide operator. Applicants applying for the designated one-stop operator must have a statewide presence and the ability to deliver services and coordinate a comprehensive one-stop system throughout Montana.

PART I. CONTACT INFORMATION

One-Stop Operator:
One-Stop Address: _____________________________________________________________
__________________________________________________________________________

Contact Person: _______________________________________________________________
Telephone: _________________________________________________________________
Fax: _________________________________________________________________
E-Mail: ______________________________________________________________

PART II. OPERATION AND PARTNERSHIP PLAN

Applicants must submit an Operation & Partnership Plan, including the elements outlined below. The Operation & Partnership Plan must be submitted as part of the one-stop operator designation application.

1. Executive Summary:
   a. Mission Statement
   b. Goals
2. Organizational Chart/Structure
   a. Firewall Plan
3. Organizational Philosophy
   a. Information Sharing Plan
4. Organizational Marketing
   a. Name and Signage Branding
   b. Outreach
5. Goals (Moved to Executive Summary)
   a. Mission Statement
   b. Short-Term Goals
PART III. SERVICES AND PARTNERSHIPS
Table: See Addendum A
The One-Stop operator is required to oversee the system that provides all services listed within Addendum A. If your organization is new to the One-Stop system, please provide an action plan for providing and coordinating all the required services and partnerships for the One-Stop system.

PART IV. BUSINESS SERVICES
Table: See Addendum B
WIOA requires that the One-Stop system provide an array of services to businesses and collaborate with business and industry to support, recruit, and retain skilled workers. If your organization is new to the One-Stop system, please provide information about the organizations vision for engaging with the business community to best meet the needs of business and industry throughout Montana.

PART V. FACILITIES
Table: See Addendum C
WIOA requires that One-Stop systems support the needs of persons with disabilities in each facility it oversees. In addition, WIOA requires that One-Stop systems integrate technology into its service processes to best serve clients. If your organization is new to the One-Stop system, please describe your organization’s intent to comply with all requirements under ADA as it relates to facilities and technology.

PART VI. COMMUNITY MANAGEMENT TEAMS (Community Management Team information will be included in the One-Stop Certification process)
Table: See Addendum D