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## 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~~

- ~~e. Long Term Goals~~
- ~~d. Next Steps~~

### **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~~