

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.

Please email this completed document and attach addendums to SLewis3@mt.gov by January 3, 2017.

Use this list to ensure you application will be valid:

Firewall Plan

Addendum A

Addendum B

Addendum C

PART I. CONTACT INFORMATION

One-Stop Operator _____

One-Stop Address _____
Street / P.O. Box *City* *State* *Zip Code*

Contact Name _____ **Phone** _____

Fax _____ **Email Address** _____

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 (100 words maximum)

b. Goals (450 words maximum)

2. ORGANIZATIONAL CHART/STRUCTURE

Please attach with application.

a. Firewall Plan (450 words maximum)

3. ORGANIZATIONAL PHILOSOPHY

a. Information Sharing Plan (450 words maximum)

4. ORGANIZATIONAL MARKETING

a. Name and Signage Branding (100 words maximum)

b. Outreach (100 words maximum)

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.