

# 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](mailto: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)

[Empty box for Goals]

**2. ORGANIZATIONAL CHART/STRUCTURE**

*Please attach with application.*

**a. Firewall Plan** (450 words maximum)

[Empty box for Firewall Plan]

**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.