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Asa Hutchinson  
Governor  
Daryl E. Bassett  
Director

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**DEPARTMENT OF WORKFORCE SERVICES  
ISSUANCE NUMBER PY 17-03**

**Daryl E. Bassett, Director**

**October 2, 2017**

**TO:** Local Workforce Development Board Directors

**SUBJECT:** Applications for One-Stop Operator Funding

- I. **Purpose:** To solicit proposals for One-Stop Operator Funding for Local Workforce Development Boards for One-Stops.
- II. **General Information:** This funding is being made available to cover the necessary and reasonable costs of One-Stop Operator functions and responsibilities until those funds become otherwise available by Infrastructure Funding Agreements.
- III. **Instructions: Part 1: Submit Proposal**  
Submit a detailed proposal using the proposal template provided. Provide specific details and dollar amounts for each type of One-Stop Operator costs requested. Applicants may submit requests for amounts from \$50,000.00 to \$80,000.00. Requests in excess of \$80,000.00 may be submitted but must be justified with specific details.

**Part 2: Submit Budget and Budget Narrative**

Submit a detailed budget and budget narrative using the template provided.

- IV. **Action Required:** Questions about the WIOA One-Stop Assistance Proposals may be submitted to Kris Jones, ADWS EA Assistant Director at [kris.jones@arkansas.gov](mailto:kris.jones@arkansas.gov) by **October 6, 2017, at 12:00 p.m.**

Submission Deadlines:

- One-Stop Operator Assistance Proposals are due on **October 13, 2017 by 12:00 p.m.**
- Budgets and budget narratives are due on **October 13, 2017 by 12:00 p. m.**

- V. **Inquiries:** Proposals, budgets, and budget narratives should be submitted via email to Doss Burgess, [doss.burgess@arkansas.gov](mailto:doss.burgess@arkansas.gov).

- VI. **Expiration Date:** June 30, 2018