

Form A

Intent to Submit an Application for the WorkAbility I Request For Applications Grant

Required Information	Response
Local Educational Agency Applicant Name	
Program Office	
Award Amount Requested	
Student Enrollment Count (placed)	
Student Enrollment Count (served)	
Service Location Number	
Authorized Agent (Name and Title)	
LEA Contact (Name and Title)	
LEA Contact Email	
LEA Contact Telephone	
LEA Mailing Address	
LEA City	
LEA Zip Code	

To be eligible to apply for the Workability I Request For Applications (WAI RFA) Grant, please return this **Intent to Submit an Application for the WAI RFA Grant** form to the California Department of Education (CDE) at the email address below. The CDE will only consider applications from organizations from which it has received Form A: Intent to Submit an Application for the WAI RFA Grant. The CDE must receive the form by email no later than **5 p.m. on October 25, 2024**, with **“2024 WAI RFA Grant Intent to Submit Application”** as the subject line. Applicants will receive a confirmation email once the CDE receives this form.

As stipulated in Education Code Section (EC) 56471(e), applicants must include each of the following requirements to be eligible to receive grant funds:

1. **Recruitment:** Describe the process and criteria for the referral and marketing of the WAI Program to students and families. The recruitment process should be noted in district policy and procedure and include a range of strategies for participation and understanding by all partners.
2. **Assessment:** Describe the assessments that evaluate the student’s interests, skills, and abilities. This may include formal and informal assessments such as student interview,

teacher assessment, psychological report, career assessment, interest inventories, assessment of student learning style, authentic assessment and portfolios, situational assessments, diagnostic vocational testing, and use of joint eligibility procedures with other agencies.

3. **Counseling:** Describe the counseling services that are available to students, including the availability of individual and group counseling, self-advocacy training, and the integration of career and vocational training to enhance postschool outcomes.
4. **Pre-employment Skills Training:** Describe how pre-employment skills training is integrated into the curriculum and is provided in both the classroom and community.
5. **Vocational Training:** Describe how vocational training classes and opportunities with local businesses are made available to students. Applicants shall also provide information about how students can enroll in courses based on their interests and abilities, including vocational classes such as Regional Occupational Programs (ROP), Career Technical Education (CTE) courses and/or work experience, job shadowing, and/or on the job training to meet vocational goals. Additionally, this section should also contain information on how the student's course of study is coordinated to include career/vocational classwork supporting post-secondary goals for education/training and employment with related work experience, and how evaluation and feedback is provided.
6. **Student Wages for Try-out Employment:** It is a grant requirement that grantees place into employment at least 15 percent of the students for whom funding was received. Describe the district policy to ensure students will be placed in temporary, grant-funded, paid work experience opportunities to meet program goals. Applicants should also include information about how the program will assess, monitor, and support students through work experience and how student work evaluation and progress is integrated into the transition planning process.
7. **Placement in Unsubsidized Employment:** Along with temporary, grant-funded employment opportunities, WAI grantees must also provide students with opportunities for employer-paid work experience. Describe how the program will coordinate efforts to assist students in obtaining employment within their post-secondary employment goals, including providing job leads, training on completing applications, resumes, and interviews, participation in job fairs and employment panels.
8. **Other Assistance with Transition to a Quality Adult Life:** Describe how the program will learn of and develop materials regarding local community services and support agencies to assist students transition to a quality adult life. Include information about interagency agreements and shared responsibilities with transition partners such as the Employment Development Department (EDD), Department of Rehabilitation (DOR), Regional Centers, Mental Health and Education Agencies, and other community-based organizations (CBOs). Description may include activities involving joint planning on-going communication, job placement, assessment, family involvement, and student support services.

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9. Utilization of an Interdisciplinary Advisory Committee to Enhance Project Goals:

Describe how the program will participate or establish an Advisory Team with key local partners; how the program will incorporate input from the Advisory Team into their local WAI program; and how the Advisory Team will promote program goals, youth issues, and community partnerships.

Does your organization adhere to each of these statutory requirements? Please check the appropriate answer.

Yes

No

Additional information can be found in the WAI RFA Grant Request for Applications, Section V. Eligibility Requirements.

Has your organization previously done any business with the CDE? Please check the appropriate answer.

Yes

No

If an applicant has not done previous business with the CDE, please complete and return the Payee Data Record—form STD-204, with the applications, available at the California Department of General Services web page: <http://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>.

Return this form to:

Special Education Division, Programs and Partnerships email: Workability1@cde.ca.gov

Subject line: 2024–25 WAI RFA Grant Intent to Submit Application

Signature of Authorizing Official: *By signing this document, I certify this organization is eligible to apply for Workability I RFA Grant funding, and the application will fulfill all statutory and regulatory requirements related to this funding.*

Print Name and Title of Authorized Agent (Superintendent):

Signature of Authorized Agent (Superintendent):

Date Signed: