

**APPENDIX B1**  
**Department of Workforce Services – Pre-ETS Grant 2024**  
**Grant Application Narrative**  
**Grant Option 1: Work Based Learning Experiences**

**Organization Name:**

**Directions:** Narrative **must** be in the default size, font, spacing and space provided. Additional narrative attachments are not allowed.

**1. PROGRAM OVERVIEW**

Please provide a high-level overview of your program. Please provide the following information:

1. Overview/outline of your program
2. Number of students you plan to serve each year
3. Number of hours per student
4. Projected number of weeks student will engage in WBLEs
5. Population of students with disabilities you intend to serve (i.e. specific disability group, region/county, and/or age)
6. Staffing needed to meet program objectives

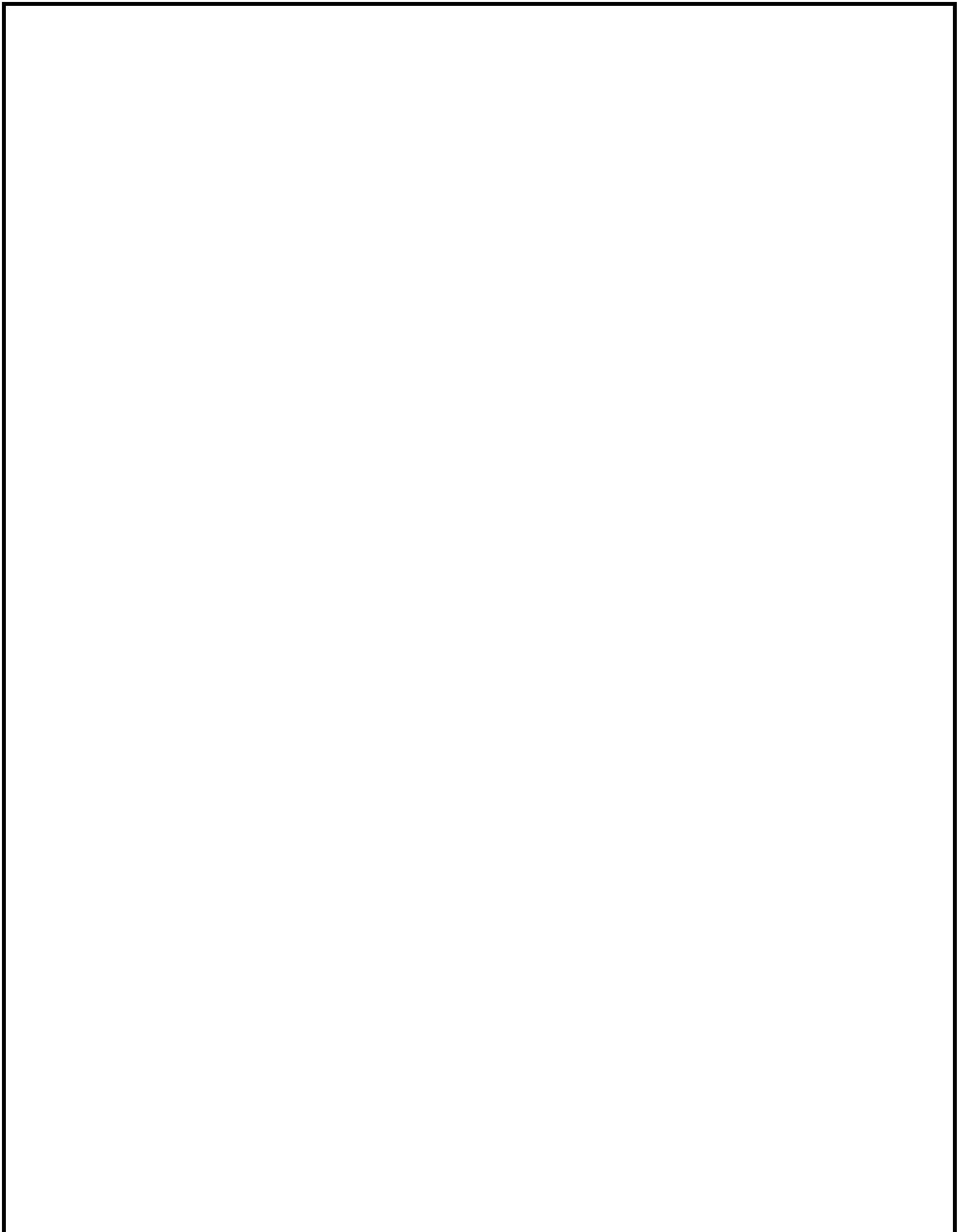
***Note: The purpose of this section is to provide a high-level overview of your program. Question 2 will provide an opportunity to describe Program Services in detail.***

## **2. PROGRAM SERVICE**

Describe the scope of the services you will offer to your targeted group.

- a. Include a description of how you will provide job exploration counseling to identify the students interests and preferences to inform the sites for work based learning experiences.
- b. Describe how you will assist students in accessing information and services in the Science, Technology, Engineering, and Mathematics (STEM) fields (if applicable).
- c. Describe how you will ensure students have access to paid work experiences and your plans to engage business partners.
- d. Identify how you will support students and employers on the work sites.
- e. Include a description on how your model will ensure students are paid and paid at competitive wages.

***Note: Refer to the Scope of Work for further program details on Grant Option 1. This section should provide details about your program and help us understand how your model will look for the student.***



### **3. STAFFING**

Describe the organizational staff positions that support the program proposal, including how you will comply with student data entry, outreach to students/the community, and service delivery. Include required provider qualifications, licenses, and/or certifications specific to working with youth with disabilities, including any experience with Pre-ETS.

***Note: Do not include specific employee information. (See the RFGA: Scope of Work for specific staff requirements).***

#### 4. ELIGIBILITY

Programs will be required to ensure students meet program eligibility requirements **prior to** participation in contracted services. Describe how the organization intends to comply with these requirements and collect disability documentation, releases of information and student data. (See the RFGA: Scope or Work for specific eligibility criteria).

***Note: Describe how you will work with the student's team such as teachers, parents, case managers to obtain the needed documentation and signatures.***

**5. AGENCY EXPERIENCE**

Describe past experiences working with students. Include experience in the following:

- a. Working with students with disabilities
- b. Working with other individuals with disabilities
- c. Providing Transition and/or Pre-ETS services
- d. Developing Work Based Learning Experiences and/or Temporary Work Experiences

Empty response area for agency experience.

**6. MEASUREMENTS AND OUTCOMES**

Describe in detail your expected program performance measures and outcomes. Include information on expected skill gain of students served.

- a. Describe your plan to conduct pre- and post-evaluations provided by DWS-USOR.
- b. Describe how you will use the results to make program improvements.
- c. Describe how you expect your students to benefit from these services.

***Note: Include information on how you plan to conduct the pre and post assessments with students and use the information to inform services.***

**7. COLLABORATION**

Programs will be required to collaborate with partner agencies and engage with employers. Describe past efforts and future plans in collaborating and coordinating with partners such as educators, families, VR Counselors, and businesses in order to provide work-based learning opportunities for students with disabilities.