



Leadership, Education, and Pathways to Employment Partnership Application

Program Year 2025-2026

**Partnership Application due by
September 19, 2025, at 5:00 pm**

**Workforce Investment Board of Tulare County
309 W. Main Street
Visalia, CA 93291
Phone (559) 713-5200
Website: www.tularewib.org**



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Summary

The Workforce Investment Board of Tulare County (WIB) is seeking high school partners to participate in the ***youth@work – Leadership, Education, and Pathways to Employment (LEAP)*** Program for the 2026 calendar year. This initiative provides career readiness services, paid and unpaid work experience opportunities, and ongoing support to low-income juniors and seniors who face significant barriers to success.

Selected schools will partner with the WIB and designated Youth Subrecipients to deliver services on campus that are compliant with the Workforce Innovation and Opportunity Act (WIOA) Title I.

Who Can Apply

Each school district must select **one** high school site within its district for participation. The application must identify a single high school site for participation. Applicants must show they have the resources and commitment to:

- Reach and serve students who meet WIOA eligibility criteria (reference Exhibit A)
- Establish and maintain strong partnerships with industry and WIB Subrecipients
- Integrate career readiness activities into the school setting (reference exhibit B)

Funding Notice: Schools will not receive direct program funds. The WIB will cover the cost of paid work experience wages and allowable participant supports through its contracted Youth Subrecipients.

Project Focus

The LEAP Program will focus on supporting low-income at-risk high school juniors and seniors through targeted career readiness services, paid and unpaid work experiences, and providing ongoing support beyond program completion.

The project seeks to strengthen educational and workforce pathways for students who face barriers to success, including:

- Students with Disabilities
- Homeless or Runaway Youth
- Foster Youth
- Justice-Impacted Youth
- Pregnant or Parenting Youth

Participating school sites will work closely with WIB's Youth Subrecipients to:

- Identify and refer eligible students
- Facilitate career readiness activities
- Coordinate with industry partners to create meaningful work experiences
- Provide on-campus support to ensure students achieve success

A school district's partner application must be based on the education and workforce needs of an identified target population at the high school site and involve a paid or unpaid work experience. Project implementation will be collaborative between the selected high school site and the WIB's existing Youth Subrecipients. ***School districts and sites will not receive direct funding to implement their projects.*** Paid work experience wages and allowable participant supports will be funded and administered by the WIB through Youth Subrecipients.

By leveraging shared resources and expertise, the partnership aims to create innovative, scalable models that improve outcomes for Tulare County's youth and expand future workforce investments. Project implementation will be collaborative between the selected high school site and the WIB's existing youth Subrecipients.

The WIB anticipates selecting a minimum of four single high school sites across Tulare County, serving a minimum of 17 students per high school site.

Project Term

The LEAP program will operate from January 01, 2026, to December 31, 2026, with the possibility of up to two additional one-year extensions based on demonstrated performance and funding availability.

Significant Dates

Application Release	August 25, 2025
Informational Workshop	September 9, 2025
Last Day to Submit Questions	September 10, 2025
Applications Due	September 19, 2025
School Site Selection	October 13, 2025
Award Contract	November 12, 2025
Project Launch	January 01, 2026, through December 31, 2026

Roles and Responsibilities

High School Site

- **Student Outreach and Referrals:**
Identify and refer eligible students from the designated target populations. Work with parents/guardians to collect the required documents needed for enrollment.
- **Warm Hand-Off and Enrollment Support:**
Provide timely, supportive referrals to WIB's Youth Subrecipients, ensuring students receive the assistance needed for successful program enrollment and participation.

- **On-Campus Collaboration:**
Designate a primary liaison to coordinate activities with the WIB Subrecipient Career Coach and assist with identifying appropriate work experience opportunities.
Provide on-campus space for WIB Career Coach (minimum of 4 hours per week).
- **Industry Partnership Support:**
Facilitate connections with local employers and support the development of internship and work experience opportunities.

WIB's Youth Subrecipients

- **Eligibility and Enrollment Services:**
Accept student referrals, determine WIOA eligibility, and collect and verify all necessary documentation within 24–48 hours of referral.
- **Career Planning and Case Management:**
Conduct objective assessments, develop Individual Service Strategies (ISS) for each student, and deliver case management services throughout participation, provided supportive services that may include interviewing attire, school related materials and incentives for achievement of milestone completion include but not limited to; high school graduation completion, good academic standing.
- **Peer Mentorship Model:**
Implement a structured peer mentorship component that engages advanced or graduating program participants as mentors to build leadership skills and provide support to newly enrolled students.
- **Program Delivery:**
Coordinate access to at least one of the WIOA-required youth program elements and manage all program funds, including paid work experience wages.
- **Employer of Record and Wage Administration:**
Serve as the employer of record for youth participants during paid work experiences, handling payroll and related employment benefits.
- **Industry Partnership Support:**
Facilitate connections with local employers and support the development of internship and work experience opportunities, in collaboration with school sites staff.
- **Follow-Up Support:**
Provide follow-up services for all enrolled students after program completion to support their continued education and career progress.

Application Questions

The application narrative must address the following sections. The written narrative should not exceed three (3) pages, font size 12-point, one inch on all sides, single-spaced.

1. Target Population

- a. Describe the target population(s) your school site will prioritize. Reference Exhibit A for the list of target populations.
- b. Explain the size and demographic profile of the selected target population(s) at your school site.

- c. Describe the strategies and processes your school will use to identify students who qualify for the program.
- 2. Student Needs & Engagement**
 - a. Explain the strategies your school will use to encourage students to participate in work experience, both paid and unpaid.
 - b. Describe the current barriers to success faced by the targeted student population.
- 3. Industry Partner Involvement**
 - a. Describe your partnerships with local businesses and how you will support connections to local businesses to develop paid or unpaid work experience opportunities.
- 4. School-Site Support and Collaboration**
 - a. Describe the resources (personnel, facilities, events, etc.) your school will dedicate to ensure the success of the project.
 - b. Explain how your school will integrate the WIB Subrecipient into school-based activities to foster collaboration and maximize service delivery.
- 5. Staffing and Coordination**
 - a. Identify the individual who will serve as the single point of contact (liaison) between the school and the WIB and the WIB Subrecipient. Include their name, title, and contact information.
 - b. Explain how your team will support the identification of eligible students, outreach, efforts, and referral process for student participation.
- 6. Optional Question (1 page limit)– Community Partnerships**

As part of this initiative, awarded schools will collaborate with designated service providers, including Community Services Employment Training (CSET) and Proteus, Inc. To help us better understand potential alignment and existing relationships, please respond to the following (optional) questions:

 - a. Describe any previous partnerships with CSET or Proteus, Inc., including the nature of the partnership, activities conducted, and outcomes (if any).
 - b. Describe any partnership with other community-based organizations that support in-school youth programming or related initiatives. Include the organization(s), the scope of collaboration, and any relevant successes or challenges.

Evaluation Criteria

Submissions will be evaluated using the following criteria:

Criteria	Maximum Points
Understanding of the Target Population	30 points
Student Needs & Engagement	20 points
Industry Partner Involvement	10 points
School Site Support and Collaboration	20 points
Staffing and Coordination	20 points
Optional Question	Not scored
Total Score	100 points

Informational Workshop

An Informational Workshop has been scheduled **for September 9, 2025, from 10:00 a.m. to 11:00 a.m.** through Zoom. School must complete the registration for the [LEAP Informational Workshop](#) and a Zoom link will be emailed. If you have any questions, please contact Gicel Angeles by phone at (559) 713-5217 or by email at gicel.angeles@tularewib.org.

Application Submission Requirements

The application deadline is September 19, 2025, by 5:00 p.m.

Applications must be signed by the Superintendent or designee and submitted electronically as a PDF to WIBProcurement@tularewib.org with the subject line: "LEAP Partnership Application."

Questions and Clarifications

Questions regarding this partnership application must be submitted in writing to WIBProcurement@tularewib.org with the subject line "LEAP Partnership Application - Question". All questions must be submitted by September 10, 2025, at 5:00 p.m. Questions and responses will be posted on tularewib.org.

Questions received after September 10, 2025, will not be considered.

Application Approval Process

The applications will be reviewed and submitted to the WIB's Youth Committee, which will make recommendations to the Program Evaluation Committee and WIB Board regarding approval of the LEAP Project partnerships. All applicants will be notified of the results of their applications.

Workforce Investment Board of Tulare County

In-School Youth Project

Eligibility Requirements

- High school Junior or Senior,
- Low-income individual (identified by WIB's Youth Subrecipients), and
- Must represent one or more of the following target populations listed below:

Target Populations

- Student with disability
- Foster Youth
- Pregnant or parenting
- Justice Involved
- Homeless individual or runaway

In-School Program Elements

In accordance with WIOA, high school sites, in coordination with WIB's Youth Subrecipient, shall make available to the students one or more of the following program elements:

- Tutoring
- Paid work experience
- Occupational skills training
- Education offered concurrently with workforce preparation and training
- Leadership development opportunities
- Supportive services
- Adult mentoring
- Follow-up services
- Comprehensive guidance and counseling
- Financial literacy education
- Entrepreneurial skills training
- Services that provide labor market and employment information
- Post-secondary education and training preparation activities
- Alternative secondary school services