



WIOA Title II LWDB Application Process
New York City Workforce Development Board

Supplemental Questions for Organizations Seeking Partnership with HRA

For applicants who are applying for Literacy Zone funding, or are seeking a letter of support or language to strengthen your application from the NYC Human Resources Administration, please see the following additional questions regarding a potential partnership with the NYC Human Resources Administration (HRA).

Note: Contractors with existing HRA Career Services contracts (CareerCompass, CareerAdvance, or YouthPathways) and current Alternative Engagement providers will skip most of these questions.

1. Are you an existing Alternative Engagement provider with an approved Vendor code (T70XX)?
2. If awarded with WIOA Title II adult education funding, will you accept HRA referrals to this program? (Yes / No)
3. Please indicate which, if any, of the following programs you have an existing Career Services contract with HRA for. Select all that apply.
 - Parks Opportunity Program (POP)
 - CUNY EDGE (CUNY Central Office only)
 - Jobs-Plus
 - Internship Placement Services
 - None of these
4. Are you a contracted CareerCompass, CareerAdvance, or YouthPathways provider with HRA Career Services? (Yes / No)
5. Please provide your Employer Identification Number: _____
6. Are you willing to accept client referrals from HRA, and if granted funding sign a MOU? (Yes / No)
7. How many HRA clients do you estimate you can you serve in a year? _____
8. Are you willing to reserve spots for HRA clients? (Yes / No)
9. Are you willing to have dedicated intake days for HRA clients? (Yes / No)



WIOA Title II LWDB Application Process
New York City Workforce Development Board

10. Are you willing to have HRA-specific classes for cohort support? (Yes / No)
11. Are you willing to follow HRA mandated protocols (e.g. 10 hours/week minimum engagement)? (Yes / No)
12. How do you enroll new students?
- Ongoing or rolling enrollment
 - Cohort-based
13. Can your organization designate a person for contact with HRA? (Yes / No)
14. Once a candidate is referred, what is the typical expected turnaround time for confirmation of class enrollment?
- Within one or two business days
 - Within one week
 - More than one week but less than two weeks
 - More than two weeks
 - Added to a waitlist
 - Other
 - *Please specify Other:* _____
15. Do you track program participants and their outcomes (e.g. program completion, skills gained, certifications)? (Yes / No)
16. How do your programs collect daily attendance?
- Electronic
 - Handwritten class rosters
 - Daily sign-in sheets
 - Swipe cards
 - Other
 - *Please specify Other:* _____
17. In addition to your current efforts, is your organization able to separately record weekly attendance verification for HRA clients? (Yes / No)