



Tenant Participation Activity Summary

An Introductory Companion Guide
to the
TPA Guidebook for NYCHA Residents

TENANT PARTICIPATION ACTIVITY FUNDS – THE BASICS

Tenant Participation Activity funds can be used by Resident Associations for many different purposes– community activities, skills training programs, Family Days, and office supplies, to name just a few. These funds – often referred to as TPA funds – allow Resident Associations to manage programs directly for the residents who live in their developments.

While working with TPA funds and figuring out how to get access to them can seem overwhelming, the most important thing to remember is that NYCHA can help you during every step of the process.

**THE HOUSING AUTHORITY HAS FIVE TPA COORDINATORS BASED UPON
WHICH BOROUGH DISTRICT YOU LIVE IN.**

PLEASE USE THEM AS A RESOURCE!

District	Contact	Phone Number	E-mail
Bronx	Diane Lewis-Hinton	(212) 306-2924	Diane.Lewis-Hinton@nycha.nyc.gov
Brooklyn East and South	Herold Nicolas	(212) 306-2935	Herold.Nicolas@nycha.nyc.gov
Brooklyn West	Brian Denman	(212) 306-2882	Brian.Denman@nycha.nyc.gov
Manhattan South and Queens	Susan Unger	(212) 306-3479	Susan.Unger@nycha.nyc.gov
Manhattan North and Staten Island	Tracey Pringle	(212) 306-3460	Tracy.Pringle@nycha.nyc.gov

HOW DO YOU ACCESS YOUR DEVELOPMENT'S TPA FUNDS?

Here is a simple way of looking at it:

- Make sure your TPA application form is filled out completely, and that you have all necessary additional materials. This could include price quotes from vendors, proof of insurance for consultants, a list of residents attending a conference, or the agenda for a meeting.
- Follow the TPA Funding Application Checklists created by NYCHA to complete this step. Your TPA Coordinator can assist to review the checklists.
- **Important Reminder:** Complete applications must be submitted at least **30 days before** the fixed or scheduled start date of any service. Complete applications for out-of-town travel must be submitted for NYCHA's review at least **six calendar weeks before** the travel date.
- Submit your application form to your District Council for approval.
- Your District Council Chair also sits on the Citywide Council of Presidents and will confer as needed with the CCOP Chair. If the District Council does not approve or disapprove your application within 10 business days, you can take an additional step.
- You may submit the application directly to the TPA Unit, who will notify the District Council. If the District Council disapproves your request for use of TPA funds, you can appeal their decision with the TPA Unit.
- Once the District Council signs the application and submits it to the TPA Unit, the TPA Unit's goal is to review the application and either approve or disapprove it within five business days.
- If the TPA Unit disapproves your proposal, they must provide the reason(s) for disapproval in writing.
- **Remember: you can contact your TPA Coordinator at any point during the process if you have any questions.**

WHAT CAN YOU USE TPA FUNDS FOR?

A broad range of programs and activities are eligible for TPA funding. But because TPA funds are allocated by the United States Department of Housing and Urban Development (HUD) through NYCHA specifically for public housing residents, there are some specific rules about what the funds are allowed to be used for. These are described in detail in NYCHA's Comprehensive TPA Guidebook.

EXAMPLES OF ALLOWABLE ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Senior, adult, and youth programs
- Paying for furniture, equipment, and phone/internet service for the RA office
- Organizational development training and expenses associated with becoming a legal entity and obtaining tax-exempt status
- Employment, computer, or ESL training
- Teen leadership, anti-gang, and anti-violence programs
- Reasonable refreshment and light snack costs that are related directly to resident meetings
- Community organization and leadership training

EXAMPLES OF UNALLOWABLE ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Entertainment, where the dedicated purpose of the event falls under the following categories: Amusement (trips to theme parks, county fairs, etc.); Diversions (theatre, movies, sports events, etc.); Social activities (parties, bowling nights, etc.)
- Giveaways such as gifts or gift cards to encourage participation in a program or as a reward for participation, with the exception of promotional items of minimal value, imprinted with the Resident Association logo, or modest plaques or certificates
- Organized fund-raising costs

FAMILY DAYS

TPA funds can be used for Family Days, as long as a Resident Association attends Family Day Orientation, has no outstanding Family Day or other balances, signs the Family Day Agreement, and submits a complete TPA Family Day Application that has been reviewed and approved by NYCHA.

EXAMPLES OF ALLOWABLE TPA FAMILY DAY EXPENDITURES INCLUDE, BUT ARE NOT LIMITED TO:

- Reasonable refreshment costs
- Sound and street closure permits
- Information tables and consultants that provide information about health initiatives, job readiness, college fairs, anti-violence/anti-gang programs, youth and senior Programs, activities to increase RA membership , voter registration
- Equipment or supplies to support eligible initiatives, such as t-shirts, banners, small plaques to honor volunteers

EXAMPLES OF UNALLOWABLE TPA FAMILY DAY EXPENDITURES INCLUDE, BUT ARE NOT LIMITED TO:

- Alcoholic beverages
- Entertainment, such as carnival activities, music, and DJs
- Organized fund-raising costs

HOW DO YOU HIRE SOMEONE TO PERFORM A SERVICE?

Going through the process of hiring someone to perform a service using TPA funds, then making sure they register with NYCHA and have the correct insurance, can seem complicated. There are multiple steps and requirements designed to assure TPA funds are spent properly.

NYCHA's free vendor communication portal – iSupplier – is an online resource for NYCHA vendors. It allows contractors and consultants to view and respond to procurement opportunities, submit bids, and keep current on the status of their invoices. One welcome result is that both the Housing

Authority and vendors save money and paper, a very environmentally-friendly outcome. The link on NYCHA's website is www.nyc.gov/html/nycha/html/business/sellingtonycha.shtml.

Remember that the TPA Coordinators can help you. Here are basics you should know.

WHEN PROCURING A CONSULTANT FOR A SERVICE

- If the service cost is \$5,000 or less, you only need a written bid from one company. The company first must register with NYCHA on iSupplier to do business with NYCHA.
- If the service will cost more than \$5,000 but not more than \$100,000, either the RA must get at least three written bids, or NYCHA can advertise in the City Record, or in a trade or other publication calculated to reach parties interested in bidding.
- If the service will cost more than \$100,000, a Request for Proposals (RFP) will be issued and advertised. There is no minimum number of required written bids.

AFTER YOU CHOOSE THE CONSULTANT TO PERFORM THE SERVICE

- A consultant must register as a vendor with NYCHA to work for us.
- The consultant must provide you with their W-9 form, which you then give to your TPA Coordinator. The consultant and NYCHA also must prepare and sign the Agreement for Services.
- Depending on what services a consultant is performing, and where they will be doing it, they will have to have certain kinds of insurance. These can include commercial general liability, automobile liability, fire damage, or abuse and molestation (if the service involves youth younger than 18 or the frail or elderly). Complete details are in your Guidebook.

Resident participation is a key component of building a positive living environment at NYCHA. Using TPA funds for activities can help residents be a part of creating an inviting atmosphere and good quality of life.

This summary gives an overview of some key points about TPA funds. Again for more detailed information, use the TPA Guidebook as a complete reference for using these funds to benefit you and your neighbors in public housing.