



Resident Engagement Department

TIP SHEET: UNDERSTANDING YOUR BUDGET AND ACCESSING TPA FUNDS

Understanding your budget

Allocation: In January of each year you will receive notification of your new allocation of funds. The formula used to calculate this amount changes each year because it is based on what Congress approves for HUD funding. Your letter will indicate the per-dwelling-unit dollar amount used to calculate your funds available for that year.

Rollover: By April of each year, you will receive a letter that includes your funds rolled over from the previous year. This is the amount you have left over that you did not spend in the previous year. You receive this letter in April because it takes time for NYCHA's Finance Department to completely close out the Agency's books from the previous year. Once that it complete, we have an accounting of what you spent last year and what is remaining.

Budget: This amount is your Allocation plus Rollover.

Encumbrances: By the time you receive your April letter, you may have spent funds between January and April. Since we do not suspend your spending during the period that NYCHA completes the rollover exercise, we need to capture spending during that period. Those are called Encumbrances and will be included in your April letter.

Total Funds Available: This amount is your Budget minus Encumbrances. This is the amount you should base your Spending Plan or amended Spending Plan on.

Tenant Participation Activity Funds

Accessing and spending TPA funds is governed by the Funding Agreement and the TPA Guidebook. Please visit this link to access both documents and other pertinent information on Tenant Participation Funds:

<http://www1.nyc.gov/site/nycha/residents/nycha-tpa.page>

Commercial Credit Card

For single transactions under \$5,000 - With approved TPA proposals, the commercial credit card is the quickest and simplest way for Resident Associations to spend funds on goods and services such as office supplies, equipment, consultant services, out of town travel, car fare and to pay cable, security and telephone bills. The approved amounts are uploaded on to the card credit limit and the RA's authorized user is then able to purchase approved goods or services with the vendor of choice. Receipts are then uploaded and purchases are reconciled without having to manually transport or submit paper receipts.

Purchase Orders

For single transactions of \$5,000 or greater – NYCHA will procure on behalf of the Resident Association for TP eligible activities that have been properly proposed and approved. This process takes longer than using a commercial credit card and the RA is limited to vendors that do business with NYCHA. On occasion, we will process Purchase Orders under \$5,000 for RAs that do not have a commercial credit card, but this in on a case by case basis.

Stipends

Stipends paid from TPA funds will be issued directly to the authorized board member through direct deposit into the board member’s bank account. This requires that the board member submits a W-9 to NYCHA to become a vendor and complete the direct deposit form.

Cash Advance

Cash advances will only be issued to the Resident Association for an approved Family Day event. Receipts for expenditures must be submitted to reconcile the cash advance. The RA may not utilize the Family Day cash advance on activities that are not associated with the proposed Family Day. RAs with unreconciled receipts will not be approved for future cash advances.

Reimbursement

TPA funds can only be spent on approved TPA proposals. Processing time is required for any of the above spending methods, so planning is important. Please be guided by the TPA Guidebook. NYCHA will not issue reimbursements for any TPA expense submitted without an approved TPA proposal in advance. NYCHA will not approve proposals submitted retroactively. All TPA expenses must follow one of the above spending methods. The only allowable reimbursement is for approved out of town travel. The Commercial Credit Card is the preferred method to pay for out of town travel to minimize hardship to the resident for upfront expenditures. Travel reimbursements take significantly longer to process.

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