



Resident Engagement Department

TIP SHEET: USING TPA FUNDS FOR RESIDENT ASSOCIATION FAMILY DAYS

Requesting Tenant Participation Activity Funds/Cash Advance

Submit a completed TPA Proposal with a signed Family Day agreement to TPA.proposals@nycha.nyc.gov or at your Family Day Orientation.

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.

Commercial Credit Card

For single transactions under \$5,000 - Submit a completed TPA Proposal with a signed Family Day agreement to TPA.proposals@nycha.nyc.gov or at your Family Day Orientation.

The approved amount will be available on the commercial card 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.

Examples of Allowable Family Day Expenditures

- Reasonable refreshment costs;
- Sound and street closure permits;
- Information tables and consultants to provide the following types of programs/initiatives and/or activities:
 - Health care (general, for seniors, obesity, etc.);
 - Job readiness;
 - College fairs;
 - Anti-violence, anti-gang programs;
 - Back to school and/or stay in school programs;
 - Parenting skills;
 - Youth or Senior Programs;
 - Resident surveys to collect resident input;
 - Activities to increase RC membership;
 - Resident Green Committee;
 - Garden and Greening; or
 - Voter Registration; and
- Equipment/Supplies to support eligible initiatives, such as:
 - School supplies (i.e., pens, pencils and notebooks);
 - T-shirts;
 - Banners; or small plaques to honor volunteers.

Resident.Engagement@nycha.nyc.gov

212-306-8436

May 2018

