

## Tenant Participation Activity Process Reform *Frequently Asked Questions*

### **Q. How much money does NYCHA receive from HUD for Tenant Participation Funds?**

A. NYCHA receives annual funding from HUD for tenant participation based on a formula of \$25 per occupied unit of which 60% is allocated to the Resident Council (\$15) and 40% is allocated to NYCHA for carrying out the activities (\$10). The actual per unit amount provided by HUD to NYCHA may vary *subject to the availability of appropriations*. For example, if NYCHA receives 90 percent of its appropriation, then NYCHA will receive \$22.50 per unit.

### **Q. How will NYCHA allocate the Tenant Participation Funds as of 2017?**

A. In the past, TP funds were distributed on the district level. Now NYCHA will distribute TP funds on the development level, with a separate allocation for each development. NYCHA will notify each RA of its funding availability annually, and the RA will decide how to spend the funds using the process outlined in the guide.

### **Q. A position on the Board has become vacant. Can the other Board members access TPA funds?**

A. Access to TP Funds is only available to active RAs. Federal guidelines require a minimum 5 member Board to be recognized by the PHA and eligible to receive TPA funds. If there is still a duly elected board/active Resident Council, NYCHA can fund allowable activities for residents.

### **Q. Will the District Council of Presidents still be funded directly from NYCHA via Tenant Participation Funds?**

A. No, funding allocation will be made directly to the developments. Resident Associations fund the districts by opting-in to a standard 20% of their allocation.

### **Q. Will all RAs be required to participate in the new proposal submission process?**

A. Yes. All RAs will be required to participate in the new proposal submission process.

*There will be two different processes:*

1. RAs under “**Group A**” will be required to electronically submit the new Tenant Participation Activity Proposal Forms quarterly and will be able to use the commercial card for micro purchases and payments.
2. RAs under “**Group B**” will be required to electronically submit the new Tenant Participation Activity Proposal Forms on a rolling basis (30 days in advance of each scheduled activity) but will continue to procure goods and services through the current procurement process.



**Q. How do I determine the amount of the total unspent funds that are available for my development?**

A. Each RA will receive a notice about their reserve fund balance. Funds allocated prior to 2015 will be reallocated to developments equitably based on the number of dwelling units.

**Q. How do I access the back funds/unspent funds?**

A. RAs will have access to their back funds (2006-2015) by submitting budget proposals against the unspent funds. Although RAs will be required to exhaust their current allocations first, all approved events and activities that are submitted beyond what is available in current allocation can be funded through available funds from unspent funds between 2006-2015 until this funding has been depleted.

**Q. What does NYCHA do with its portion of the allocation from HUD's TPA funds?**

A. This funding is for costs incurred in administering tenant participation activities.

**Q. If I participate in the new commercial card process, who will assist me on a daily basis? If I do not participate in the new commercial card process, who will assist me and will the overall process remain the same?**

A. Whether a RA is participating in Group A or Group B, a member of the Resident Engagement team will be available for assistance.

**Q. Who will approve 2017 submitted TP Activity proposals? And will there be an approval/disapproval process?**

A. The TP Activity Proposals and Annual Spending Plans will be approved by the Resident Engagement Coordinator and the Deputy Director of Resident Engagement.

**Q. Will funds from Elected Officials still be available? How will checks from Elected Officials be processed and how should receipts be submitted?**

A. If Elected Officials choose to fund RAs, those funds will be made available through a separate process. HUD's TP fund allocation is a separate funding allocation to RAs and should not be comingled. RAs will adhere to the current process of utilizing funds from Elected Officials.

**Q. Who can submit proposals to access TP funds?**

A. All TP Activity Proposals must be signed by the development Resident Council President. RAs must obtain approval from the Resident Board members.

**Q. What TPA records must be kept and how long?**

A. All records must be kept at least 6 years as per Tenant Participation Fund Resident Council Guidebook 2017.