



**2025 NYCHA Family Day
Resident Association Agreement**

Application Deadline: April 30th, 2025

Development:	Event Date:
Resident Association Name:	Event Time:
Event Location: (Enter nearest address or cross streets)	

Anticipated Funding Source(s) - Check all that apply

- ☐ **Tenant Participation Activity (“TPA”) funds**
☐ **New York City Council funds distributed by the New York City Housing Authority (“NYCHA”)**
☐ **Other:** _____

RESIDENT ASSOCIATION AGREEMENT

In consideration of the approval by NYCHA of the Family Day event (the “Family Day Event”), the President of the Resident Association listed above (the “RA”) agrees to assume full responsibility for supervision of the Family Day Event being held at their NYCHA housing development (“Development”) and to be bound by the guidelines for the Family Day Event set forth below.

Prior to the Family Day Event, the RA President and/or a designated member of the Resident Association’s board shall attend an orientation session for the Family Day Event facilitated by NYCHA.

The Resident Association shall:

- Submit to the NYCHA Resident Participation & Civic Engagement Department by April 30th, 2025, all publicity relating to the Family Day Event and a listing of all speakers or guests attending or invited to attend the Family Day Event.
- If the Family Day Event is to take place in an indoor space, the Resident Association shall ensure that attendance does not exceed the posted maximum capacity of the indoor space.
- Ensure that no physical alterations, including minor alterations, such as nailing into walls, are made to the indoor or outdoor spaces.
- Exercise the utmost care in the use of the Development grounds or the community center on which the Family Day Event takes place (the “Space”).
- Take reasonable steps to ensure that the Family Day Event does not cause a disturbance to the residents that reside in the vicinity of the Family Day Event.
- Ensure the safekeeping and care of any NYCHA equipment, furniture, food, supplies or materials stored on NYCHA grounds prior to and after the Family Day Event.
- Ensure set-up and proper clean-up including, but not limited to, the discarding of charcoal and garbage.
- Ensure that the hours of operation are in accordance with Article 4 of this Agreement.
- Ensure that the Family Day Event is not held on a blackout date, which includes major holidays and parade dates. Blackout dates include:
 - The entire Memorial Day weekend - Friday, May 23 through Monday, May 26
 - Puerto Rican Day Parade - Friday, June 6 through Sunday, June 8
 - Juneteenth - Thursday, June 19
 - NYC Pride Parade - Friday, June 27 through Sunday, June 29
 - The entire Independence Day weekend - Friday, July 4 through Sunday, July 6
 - The entire Labor Day weekend - Friday, August 29 through Monday, September 1
 - September 11th - Thursday, September 11
 - The entire Columbus Day weekend - Friday, October 10 through Monday, October 13
 - The entire Thanksgiving weekend - Thursday, November 27 through Sunday November 30
 - The entire Christmas weekend - Wednesday, December 24 through Sunday, December 28
- **Upon the conclusion of the Family Day Event, assist in advising residents that the Family Day Event has ended.**
- Ensure that carnival activities, if any, on NYCHA property have been granted NYCHA's prior written approval. No carnival activities may take place on NYCHA property without NYCHA’s prior written approval. If you are planning to provide temporary amusement devices, such as mechanical rides or inflatable devices, you shall submit the following documents to NYCHA for review and prior written approval: 1) a copy of the vendor’s current license with the New York City Department of Consumer Affairs; 2) a copy of the inspection certificates for any mechanical rides or inflatable devices to be used; and 3) the vendor’s certificates of insurance evidencing the coverage and limits set forth in Exhibit A. If NYCHA does not approve of the vendor in writing before the Family

Day Event, it can cancel the Family Day Event. *Please note: Carnival activities are an unallowable use of TPA Funds and will not be approved as a TPA expenditure.*

- Ensure that flyers and posters are prominently displayed to advise residents of activities prohibited under Article 3 of this Agreement.
- Ensure that the Family Day Event coordinators and volunteers are identifiable to NYCHA and NYPD.
- Ensure that receipts for any funds distributed by NYCHA are uploaded to Smartdata within 7 days of purchase. NYCHA will not approve future Family Day Events if NYCHA has not received the aforementioned receipts from prior Family Day Events.

PROHIBITED ACTIVITIES: The Family Day Event shall NOT include the following activities:

- The sale or consumption of alcoholic beverages.
- Any form of gambling.
- Any other form of illegal activity.
- Any sale of tickets or raffles.
- Any commercial enterprise unless prior written approval has been granted by NYCHA.
- Any activity that interferes with the safety and wellbeing of, or creates a disturbance for, the Development's residents and the surrounding Community.

Hours for Family Day Events: The official hours for the Family Day Event are from 12:00 p.m. to 7:00 p.m. By 6:00 p.m., all music and/or amplified sound and activities related to the Family Day Event shall cease. Notwithstanding the foregoing, if NYCHA has imposed restrictions upon a development, NYCHA will work with the Resident Association determine the hours of operation for the Family Day Event on a case-by-case basis.

Required Permits:

A. Street Closures: If the Family Day Event will involve closing any street to vehicle traffic, a Street Activity Permit is required. Any cars used to illegally block off streets may be towed. *It is recommended that the RA President or an RA Board Member notify the Community Affairs Officer (the "CAO") of the local Police Service Area ("PSA") or local precinct about any proposed street closures so that the CAO can assist with applications and closures.*

B. Amplified Sound: A Sound Permit is required if there will be amplified sound. The permit must be requested from your local precinct.

Note: The Family Day Event shall not be advertised and/or posted on any social networking site, such as Twitter, Facebook, Instagram, or Snapchat. The RA President and RA Board Members hereby acknowledge that NYCHA reserves the right to cancel the Family Day Event if advertised in the foregoing manner.

ACKNOWLEDGEMENT OF AGREEMENT: The RA President and RA Board Members hereby acknowledge that they have read and understand the agreement, have attended the mandatory orientation session for the Family Day Event and will abide by the terms hereof. Failure to comply with the terms of this agreement may result in cancellation of the Family Day Event and the refusal to sanction future events. The RA President and RA Board hereby acknowledge that NYCHA and NYPD reserve the right to terminate the Family Day Event if NYCHA or NYPD discover prohibited activity during the Family Day Event.

The RA President and RA Board Members hereby acknowledge that unforeseen circumstances, as determined by NYCHA or NYPD, may result in cancellation or postponement of the Family Day Event.

_____ RA President Name (Print)	_____ RA President Signature	_____ Date Signed
_____ RPCE Staff Name (Print)	_____ RPCE Staff Signature	_____ Date Signed
_____ Property Manager Name (Print)	_____ Property Manager Signature	_____ Date Signed

NYCHA INSURANCE REQUIREMENTS FOR VENDORS

COVERAGE TYPE	MINIMUM LIMITS	FORMS & REQUIRED ENDORSEMENTS
Workers' Compensation/ Employer's Liability	Workers' Compensation: Statutory for the State of New York Minimum Employer's Liability: \$1,000,000 Each Employee \$1,000,000 Each Accident \$1,000,000 Policy Limit	Form: As required in the State of New York Endorsements: Waiver of Subrogation Primary & Non-Contributory Clause
Commercial General Liability	\$1,000,000 per Occurrence \$2,000,000 General Aggregate \$2,000,000 Products/Completed Operations \$1,000,000 Personal/Advertising Injury \$5,000 Medical Expense	Form: General Liability Form ISO CG 00 01 or equivalent Endorsements: Additional Insured ISO Form CG2010 and CG2037 or their equivalents Waiver of Subrogation Primary & Non-Contributory Clause Separation of Insureds Clause
Business Auto Liability	\$1,000,000 Combined Single Limit	Form: Business Auto Form CA 00 01 or equivalent Coverage to be applicable to Owned, Non-Owned & Hired Autos Endorsements: Additional Insured ISO Form CA2048 or its equivalent Waiver of Subrogation Primary & Non-Contributory Clause Separation of Insureds Clause

All policies shall be written by insurers with minimum AM Best Rating of "A" and Financial Size Category of "VII".

Vendors are required to confirm and maintain proof of coverage for all their subcontractors for the duration of the contract.

Limits can be adjusted depending on scope and size of contract.

Certificate Holder must read as follows:

New York City Housing Authority

Risk Finance Division

90 Church Street – 6th Floor, New York, NY 10007

If the vendor is exempt from providing Workers' Compensation insurance, it must provide proof with Form CE-200, which can be obtained via the following link:

http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp

If a vendor chooses not to supervise a ride, in addition to the above coverages, the vendor must provide a \$1,000,000 Molestation and Abuse Liability Limit under its General Liability policy.



2025 NYCHA Family Day

Tenant Participation Activity (“TPA”) Application

Application Deadline: April 30th, 2025

Development		Event Date:					
Resident Association Name:							
In order for a Resident Association (“RA”) to receive TPA funds for a Family Day event (“Family Day Event”) the RA must: • Have a duly elected 5-Member Board; • Not have outstanding TPA receipts or unspent TPA monies which have not been reimbursed for previous Family Day Events or other TPA activities outstanding; • Attend a Family Day orientation session facilitated by the New York City Housing Authority (“NYCHA”) • Submit a signed Family Day 2025 Agreement; and • Submit a completed application describing TPA-eligible activities. It is recommended that the use of TPA funds for a Family Day Event be limited to \$3 per development unit (“Unit”) with a maximum of \$3,500 in TPA funds being expended on a Family Day Event per development. For developments with 166 or fewer Units NYCHA recommends a maximum of \$500 in TPA funds on a Family Day Event. To be TPA-eligible, you must demonstrate that the Family Day Event will provide an opportunity to empower residents or improve the quality of life at your development. TPA Funds may only be used for TPA-eligible activities. Allowable activities include increasing participation in RA events or programs; providing information to residents regarding TPA or RA activities, health care, neighborhood programs, employment, job training, and crime prevention; and conducting resident surveys. <i>TPA funds may be used to purchase reasonable refreshments.</i> <i>TPA Funds cannot be used to purchase entertainment, such as carnival activities and music.</i> TPA FAMILY DAY BUDGET: RAs <u>must</u> attach to this application a detailed budget for the Family Day Event. The budget must <i>itemize</i> the refreshments, materials, and supplies that the RA plans to purchase for the Family Day Event with TPA funds. <u>TPA Family Day 2025 Applications submitted without a detailed budget will be disapproved.</u> The undersigned hereby certify that TPA funds shall be administered in accordance with the budget the RA submits to NYCHA, the copies of receipts shall be maintained at the RA and the receipts shall be scanned and uploaded onto Smartdata within 7 days of purchases. (NOTE: COMPLETION OF THIS APPLICATION DOES NOT GUARANTEE THAT THE FAMILY DAY EVENT WILL BE TPA FUNDED.) <tr><td>RA President Name (Print)</td><td>RA President Signature</td><td colspan="2">Date Signed</td></tr>				RA President Name (Print)	RA President Signature	Date Signed	
RA President Name (Print)	RA President Signature	Date Signed					



2025 NYCHA Family Day

Description of Event

Application Deadline: April 30th, 2025

Please use the space below to describe how your Family Day Event will be TPA-eligible and list any organizations that will be attending to provide services or information (e.g. mobile health vans, voter registration initiatives). The description must detail how TPA funds are to be used and any other details that you deem important.

[illegible]



2025 NYCHA Family Day Proposed
TPA Budget

Application Deadline: April 30th, 2025

Development:		Event Date:	
Resident Association Name:			

Budget Item	Amount
FOOD/BEVERAGES (Ex: Hamburgers, Hotdogs, Water Juices, etc.)	\$
DECORATIONS/PAPER GOODS (Ex: Tablecloths, Balloons, Napkins, Plates, Forks, etc.)	\$
COOKING NEEDS/EQUIPMENT (Ex: Charcoal, Pans, Gloves, Grill, Tents, Folding Tables, etc.)	\$
TRANSPORTATION/PERMITS (Ex: Pick Up/Transport Goods, Sound and Street Closure, etc.)	\$
STIPENDS (Ex: Cook, Set Up, Serving, etc.) *Will be directly paid by NYCHA to the volunteers after the event	\$
EQUIPMENT/SUPPLIES (Ex: School Supplies, T-Shirts, Banners, Plaques, etc.)	\$
OTHER Describe Below:	\$
GRAND TOTAL	\$

RA President Name (Print)

RA President Signature

Date Signed



**2025 NYCHA Family Day Volunteer
Stipend Request Form**

Development:		Event Date:	
Resident Association Name:			

The following executive board member(s) and/or development resident(s) assisted with one or more of the following:

- Planning and preparation
- Information and resource distribution
- Providing direct assistance and/or service to the association and/or residents

Please send remittance for assistance and service provided.

#	VOLUNTEER NAME	HAS RESIDENT RECEIVED A STIPEND IN THE PAST? (YES/NO)	IF YES, ENTER VENDOR NUMBER	STIPEND AMOUNT REQUESTED
1				\$
2				\$
3				\$
4				\$
5				\$
6				\$
7				\$
8				\$
9				\$
10				\$

All named above are residents of the development and have been advised that the review and processing of stipends requested may take up to four weeks.

_____ RA President Name (Print)	_____ RA President Signature	_____ Date Signed
---	--	-----------------------------



2025 NYCHA FAMILY DAY

Presented by the Resident Association



DEVELOPMENT _____

DATE _____

TIME _____

EVENT LOCATION _____

Family Day Events shall be held between the hours of 12:00 p.m. to 7:00 p.m.

All music and/or amplified sound are to be turned off by 6:00 p.m. and all related activities must cease.

However, if restrictions have been imposed, hours of operation will be determined on a case by case basis.

PROHIBITED ACTIVITIES:

- Sale or consumption of alcoholic beverages
- Any form of gambling or other form of illegal activity.
- Any sale of tickets or raffles.
- Any commercial enterprise.
- Any activity that interferes with the safety and well-being of or creates a disturbance for development residents and the surrounding community.
- Event shall not be advertised and/or posted on any social networking sites such as Twitter, Facebook, Instagram, Snapchat, etc.

NYCHA reserves the right to terminate any prohibited activity discovered leading up to or during the event.