



TAP Resident Program Policies & Procedures for Site Staff

There is an updated electronic form for TAP resident programs. Before selecting and scheduling programs & workshops, please look at the inside front cover of the new 2018 catalog and read the first three pages for detailed and updated policies and procedures. The catalog and new form are online at www.masshousing.com/TAPresidentprograms.

Since program availability is based in part on collected TAP membership fees, **some program limits** are in place to assure TAP operates within budget.

- TAP has arranged, with each vendor, a cap on the number of programs they can schedule per calendar year. This limits their availability throughout the TAP year.
- Due to the high demand of some TAP Resident Programs, there are selected programs that can be used only once per TAP member site. This allows for fair use by all the TAP member sites. Those selected programs state in the program description “This program may be used only once per site.”

Program access is also guided by a vendor’s regional availability. In cases where a program is not available because of a vendor’s regional limitations, member sites may request to use a local non-TAP vendor who offers a similar program. Inquiries about this policy may be made to Denise Green by email, TAPresidentprograms@masshousing.com.