



ASSOCIATION OF ALASKA HOUSING AUTHORITIES

Building communities, empowering Alaskans.

ARPA Training & Technical Assistance Data Entry/Technical Monitor

Job Description

The Association of Alaska Housing Authorities (AAHA) is a non-profit 501(c)3 corporation. AAHA membership includes fourteen Alaska Native regional housing authorities and the Alaska Housing Finance Corporation. AAHA provides unified state and federal legislative advocacy, affordable housing development and funding information and training and technical assistance, all in an effort to increase the supply of safe, sanitary and affordable housing and community development in the state of Alaska.

Job Title: ARPA T&TA Data Entry/Technical Monitor

Reports to: AAHA Executive Director

FLSA Status: Term/Temporary; Non-Exempt **Location:** Anchorage, Alaska

Position Description: The Association of Alaska Housing Authorities (AAHA) is a recipient of a supplemental Cooperative Agreement through the American Rescue Plan Act (APRA) to provide Training and Technical Assistance (T&TA) for Tribal Housing Program ARPA Grantees. The AAHA T&TA Data Entry/Technical Monitor is responsible for the effective coordination of the assignments under the ARPA cooperative agreement funding including, but not limited to: developing, entering, monitoring and reporting on all work plans.

Responsibilities:

- Analyze ARPA training and technical assistance assignments that are received from HUD and develop Requests for Proposals that articulate the deliverables and intent of the training and technical assistance engagements to procure TA Contractors for the work.
- Ensure the program activities are in compliance with the Cooperative Agreement Provisions and Federal Regulations.
- Identify and secure training and technical assistance providers for AAHA's ARPA training and technical assistance assignments through AAHA's competitive RFP process, including, providing executive summaries of proposals for the RFP scoring process.
- Review, approve and assist in the development of training and technical assistance work plans in coordination with HUD, TA Contractors and TA Recipients. Work plans must include all HUD-required components. Ensure that all information on the work plans are correct and match across each web hosted database.

- Effectively manage the work plan process for delivering the T&TA. Including managing deliverables in the web hosted database, tracking deadlines and closing work plans.
- Coordinate and facilitate meetings between the TA Contractor, TA recipient and Alaska HUD Office of Native American Programs for pre and post briefings.
- Keep AAHA Executive Director apprised of changes to the program, HUD contacts, TA Contractors, TA engagements or Regional Trainings. Including, but not limited to changes to on-site visit dates or other deliverables outlined in the work plans. Track procedure changes and ensure changes are articulated in writing to AAHA's Executive Director and Education & Training Committee.
- Attend meetings as required or requested for the T&TA Program, including but not limited to quarterly TA Provider's teleconferences and Education & Training Committee meetings.
- Attend and ensure effective delivery of ARPA regional trainings.
- Draft monthly and quarterly reports as required or requested.
- Develop and manage relationships with HUD Alaska ONAP, HUD ONAP Headquarters, AAHA Board of Directors, AAHA's TA Contractors and TA recipients.
- Manage/Oversee the reporting and invoicing process including, but not limited to, ensuring TA Contractors invoices are correctly reconciled, payments are made according to the approved work plans and payments are both made to the TA Contractor and reimbursed from HUD.
- Ensure all T&TA deliverables are distributed to the relevant recipient and emailed to HUD.
- Other related duties as assigned.

Qualifications:

- 2-5 years' experience with data entry, project management and/or working with federally funded programs.
- Excellent interpersonal and written communication skills, well organized, task oriented and a demonstrated ability to work independently.
- Experience working within a federally/grant funded project, complying with grant requirements and submitting reports.
- Experience applying the Code of Federal Regulations to program activities.
- Experience and knowledge of rural Alaska and Alaska Native culture and customs preferred.

CERTIFICATION:

I have read and understand my duties as described in this job description. I also understand that in the future, I have the opportunity and the responsibility to seek clarification on any items which may become unclear to me. I also understand and agree that this job description is subject to change as needed by AAHA.

I understand and agree that my employment with AAHA is entered into voluntarily and that I may resign at any time. Also, that AAHA is an *at will* employer and my employment is terminable at will by AAHA for any reason not prohibited by law.

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I understand that my employment is temporary in nature and the term is intended to last one year, with an option for AAHA to extend, as needed, but not to exceed the expiration date of the ARPA Cooperative Agreement which is June 2024.

Employee Signature

Date