

## **Exhibit 11-3**

### **Resident Advisory Board (RAB)**

HUD regulations at 24 CFR 903.13 require a public housing agency to establish a Resident Advisory Board (RAB) to “assist and make recommendations regarding the development of the PHA plan and any significant amendment or modification to the PHA plan.” Regulations also require that a PHA with a tenant-based assistance program of significant size (20 percent or more of assisted households) will provide reasonable representation for those families.

HUD regulations at 24 CFR 964.415 require that the AHFC Board of Directors must contain not less than one eligible resident board member. An exemption to this regulation is contained in the Departments of Veterans Affairs and Housing and Urban Development and Independent Agencies Appropriations Act 2002, H.R. 2620 (Public Law 107-73). Section 211 of this law exempts AHFC from including a public housing resident or Section 8 voucher recipient on its Board of Directors.

#### **11-3.1 GENERAL**

AHFC will maintain a Resident Advisory Board (RAB) that will provide regular reports to the AHFC Board of Directors.

##### **11-3.1.A Purpose**

The purpose of the RAB is to provide advice and comment to AHFC on proposed operations, the annual Moving to Work Plan, proposed construction activities, and other items of interest to AHFC’s public housing and housing choice voucher clients. Comments received from the RAB are reported to AHFC’s Board of Directors.

##### **11-3.1.B Composition**

Members of the Resident Advisory Board must be directly assisted by AHFC. This means that the member is a public or multifamily housing resident or is a recipient of housing choice voucher assistance. Once a member is no longer directly assisted (24 CFR 964.415), the member may be removed from the RAB or may serve out the current term, but is not eligible for reappointment.

To the greatest extent possible, the RAB composition shall reflect the general demographics of the resident and participant population. The RAB is composed of eleven members from AHFC’s Public Housing (PH), Section 8 New Multifamily Housing (S8N), and Housing Choice Voucher (HCV) programs:

- Two (2) members from Anchorage
- Two (2) members from Juneau

- Two (2) members from Fairbanks
- One (1) member from Mat-Su
- One (1) member from Soldotna and Homer
- Three (3) members from Bethel, Cordova, Ketchikan, Kodiak, Nome, Petersburg, Seward, Sitka, Valdez, and Wrangell

One (1) alternate will be selected by the Director to ensure a quorum for all RAB meetings and to provide for any necessary RAB member substitutions during the year.

### **11-3.1.C Solicitation**

Vacancies for the RAB will be advertised to all current public housing, Section 8 New multifamily, and housing choice voucher participants. Interested applicants will be required to complete a short application to indicate their interest.

Any unexpected vacancies may be filled by the Public Housing Director by picking from the most recently submitted set of applications.

### **11-3.1.D Selection**

RAB appointments are made by the Public Housing Division Director or designee. The Director will consider the applicant's program type, geographic location, qualifications, and disability/elderly/working family status in order to ensure a representative sample of AHFC's current assisted population. Appointments are for two-year terms with renewals at the discretion of the Director. RAB members must be a current participant in good standing within their respective programs.

## **11-3.2 MEETINGS**

The RAB shall meet at least once every three months of every year. The RAB is normally scheduled to meet as follows:

- January - this is an in-person meeting in Anchorage for purposes of reviewing and commenting on the proposed MTW Annual Plan.
- April - this will be a teleconference meeting.
- July - this is the annual meeting, which may be conducted telephonically.
- October - this will be a teleconference meeting.

### **11-3.2.A Quorum**

Six (6) RAB members shall constitute a quorum for purposes of conducting business.

### **11-3.2.B Stipends**

RAB members will receive a stipend of \$50 for each day in transit, and each meeting, teleconference, or training attended. Upon confirmation of attendance, AHFC will promptly mail stipends after each meeting, teleconference, or training.

### **11-3.3 RAB MEMBER RESPONSIBILITIES**

RAB members will provide input to AHFC regarding decisions relating to the administration, operation, and management of federal public housing and Section 8 tenant-based rental assistance programs.

RAB members must be able to clearly communicate their comments and ideas to AHFC and work with other RAB members. Members will conduct themselves with decorum and consideration for fellow RAB members who may not share their opinions or cultural heritage. Members unable to conduct themselves appropriately may be removed at the Public Housing Division Director's discretion.

#### **11-3.3.A Attendance**

The effectiveness of the RAB is predicated on regular participation by its membership. Board members shall inform AHFC staff if they cannot attend a meeting. AHFC shall consider a member as having resigned should they accumulate two unexcused absences during a term of service on the RAB.

If a RAB member is unable to participate in a scheduled meeting, it is the member's responsibility to notify AHFC promptly in order to have the absence "excused."

#### **11-3.3.B Chairperson**

This individual will serve a two-year term and may serve a longer term if necessary. AHFC will solicit nominations from the RAB members and select a chair from those nominees. The chair's primary duties are:

- Serve as the liaison between AHFC and the RAB members
- Sign any written recommendations from the RAB to the AHFC Board of Directors
- Lead any private discussion sessions that the RAB must conduct outside of AHFC's presence and then present the final comments to AHFC
- If the RAB is required to appear at an AHFC Board of Director's meeting, the chair will serve as the spokesperson for the RAB

#### **11-3.3.C Area Representative**

RAB member names and the geographic location represented will be available on AHFC's web site. RAB members are expected to speak with AHFC participants in their geographic locations regarding concerns or comments for AHFC.

AHFC will provide an email address ([RAB@ahfc.us](mailto:RAB@ahfc.us)) to collect comments from AHFC clients to forward to RAB members. AHFC will not release a RAB member's personal address or contact information.

#### **11-3.3.D Material Review**

AHFC may prepare materials in advance of meetings for RAB members to review. AHFC expects that the review and preparation of comments may take two to three hours prior to each meeting. RAB members are expected to review any materials provided in advance so that they are ready to discuss them at the scheduled meeting.

### **11-3.4 COMMUNICATIONS**

Any RAB member may express his or her advice or comment through dialog with staff, participation in public hearings, or public comment before the AHFC Board of Directors at any time. RAB membership does not negate any of the member's rights as a participant in AHFC housing assistance programs.

#### **11-3.4.A Notices**

All RAB members will be notified in writing (either through email or by written notice) of scheduled meetings. AHFC staff will attempt to provide all necessary materials in advance of scheduled meetings to give RAB members a chance to review the materials.

#### **11-3.4.B Meeting Minutes**

AHFC staff will be responsible for keeping notes during RAB meetings and maintaining the official record. Meeting minutes will be distributed to RAB members for their review prior to the next regularly scheduled meeting.

RAB private sessions will not be attended by AHFC staff. This is to give RAB members the opportunity to discuss any comments before presenting their final comments to AHFC.

#### **11-3.4.C Votes**

If any formal votes or recommendations are required by the RAB, those will be discussed among the members before the question is called for a vote. The Board shall vote by roll call. The "yeas" and "nays" shall be entered upon the minutes of the meeting. If there are no disagreements, votes may be shown as unanimous.

### **11-3.5 TRAVEL**

If a meeting requires travel, AHFC will arrange and provide necessary travel. All travel arrangements will be made in accordance with AHFC's corporate travel policy. Guidance will be provided to RAB members in advance of any required travel.