

Request for Statement of Qualifications for Building Science and Energy Efficiency Activities

Introduction and Purpose

Alaska Housing Finance Corporation (AHFC) is soliciting a Statement of Qualifications (SOQ) from organizations that have experience with and capacity for designing and delivering education, trainings, and workforce development programs, or advancing the knowledge base of audiences related to best practices in building science, energy efficiency, and cold-climate construction.

AHFC is seeking to award grant funds to qualified organizations so homeowners and housing professionals have the knowledge to construct, maintain, develop, and operate buildings appropriate for Alaska's varied environments. The activities of qualified organizations may include the research and dissemination of information related to building construction techniques, healthy home technologies and best practices for cold climates, and applications for advanced building technologies that improve housing standards. Qualified organizations may develop and deliver education programs, present case studies, and promote appropriate resources to approved audiences.

Organizations that respond to this SOQ must meet the minimum threshold requirements as outlined in this SOQ. AHFC reserves the right to determine if responding organizations meet the minimum threshold requirements.

One or more organizations may be qualified by this SOQ. More than one organization qualified through this SOQ process may be awarded grant funds. AHFC intends to issue grant funds to qualified organizations on a case-by-case basis. Organizations qualified by this SOQ process are not guaranteed grant funds. Grant funds may consist of federal, state, or other funding sources, so compliance standards and reporting requirements may differ between grant awards.

Background

In 1971, the Alaska State Legislature established AHFC as an independent public corporation of the State of Alaska to provide Alaskan's access to safe, quality, affordable housing. Making mortgages accessible to Alaskans has been at the core of AHFC since inception; however, over the years responsibilities have expanded to include implementation of housing programs, housing research and education, and most recently establishment of a new subsidiary, Alaska Sustainable Energy Corporation, designed to finance sustainable energy projects. Today, AHFC administers a wide variety housing initiatives designed to help Alaskans meet their housing needs.

The Research and Rural Development Department within AHFC is responsible for administering a variety of energy and sustainable building programs including Alaska's Weatherization Assistance Program, the Supplemental Housing Development Grant Program, Home Energy Rebate programs, AHFC Building Codes, and various other State and Federally funded programs.



The organizations qualified through this SOQ will predominantly receive grant funding as a result of the Research and Rural Development Department's program activities.

Example Activities

- Identify sustainable building solutions, evaluate energy-efficient housing systems, or develop healthy home technologies for cold climates.
- Communicate advanced building science principles to a variety of audiences that improve housing standards and resilience.
- Develop and deliver education programs about energy efficiency, home maintenance best practices, or relevant renewable energy solutions. Education programs could include strategies that repackage complex topics to make them understandable and relatable.
- Qualified organizations may present case studies, provide lectures, or other approved activities for targeted audiences.
- Create or contribute to programs that train professionals in cold climate building practices.

Minimum Requirements

Organizations responding to this SOQ must meet the criteria outlined in sections I, II, and III.

I. Organization must have actively conducted business in the State of Alaska for at least four (4) of the past eight (8) years as one of the following:

- a Community Action Agency (CAA);
- a governmental entity; or
- a not for profit organization recognized as tax exempt by the Internal Revenue Service.

II. Organization must demonstrate proof that they have conducted operations in the State of Alaska related to the services outlined in the *Example Activities* section above for four (4) of the past eight (8) years. This minimum requirement must be explicitly addressed in the organization's response to this SOQ.

III. Applicant is currently not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any AHFC, State, or Federal program, and the applicant does not have any unresolved audit findings over the last three years.

Evaluation Criteria

Organizational Experience - (20% of total score)

1. Demonstrate success in designing and delivering education, training, or workforce development programs related to building science, energy efficiency, renewable energy solutions or cold-climate construction.
2. Experience educating homeowners and housing professionals, tailoring course material to their specific needs.
3. Knowledge of Alaska's unique building challenges (e.g. permafrost, extreme temperatures) and building science best practices for different regions.

Staff Qualifications and Expertise - (40% of total score)

1. Key personnel possess relevant technical expertise (e.g. certifications, degrees in building science, engineering) and experience developing and delivering adult education, renewable

- energy solutions, or cold-climate construction.
- 2. Ability to identify, develop, and disseminate high-quality educational materials, including research, case studies, training modules, and technical resources.
- 3. Access to resources, including facilities, technology (e.g. virtual learning platforms, labs), equipment, and partnerships to support activities. Applicants should identify their partners and the additional capacity and resources they provide.

Commitment and Approach - (20% of total score)

- 1. Articulate a clear understanding of AHFC's goals and the significance of building science, energy efficiency, and cold-climate construction education.
- 2. Describe commitment and approach to developing and implementing activities to a variety of audiences related to building science, energy efficiency, and cold-climate construction.
- 3. Demonstrate commitment to aligning designated activities with AHFC's goals.

Quality of SOQ Response - (20% of total score)

- 1. SOQ is well-written, clear, concise, and easy to understand.
- 2. All questions and requirements outlined in the SOQ are addressed thoroughly and directly.
- 3. The SOQ demonstrates professionalism through formatting, grammar, spelling, and adherence to any instructions (e.g. page limits).

Deliverables

Responses to the required deliverables shall be straightforward, concise, and appropriate. Emphasis must be on completeness, relevance, and clarity of content. Page limits are specified for each deliverable.

Organizations responding to this SOQ must submit a distinct response for each numbered item below:

- 1. Cover Page (1 Page Maximum)
- 2. Applicant Details (1 Page Maximum)
 - a. Organization Name
 - b. Contact Information of Principal Applicant
 - c. Mailing Address
 - d. Physical Address
 - e. Federal Tax ID Number
- 3. Organizational Chart (1 Page Maximum)
- 4. List of Key Personnel with Short Bios (2 Pages Maximum)
- 5. Copy of Organization's Most Recent Independent Audit, if applicable (No Page Specification)
- 6. Certification of Minimum Requirements (2 Pages Maximum)
- 7. Organization's Response to Evaluation Criteria (15 Pages Maximum)

SOQ Review

Each application is subject to a threshold review. An application that, at AHFC's discretion, does not meet the threshold review criteria will not be considered for further evaluation. AHFC reserves the right, but shall not be considered to have the duty, to request technical corrections to the application during the threshold review process.

Threshold Review Criteria:

- Submittal received prior to deadline;
- All response components were received in accordance with SOQ expectations; and
- Organization meets minimum threshold requirements.

AHFC will appoint an evaluation committee that will consist of AHFC employees charged with independently reviewing submitted proposals against the metrics outlined in the *Evaluation Criteria* section. Applicants who, at the sole discretion and opinion of AHFC, satisfy the criteria set forth in the *Evaluation Criteria* may be eligible to enter into a grant agreement with AHFC.

SOQ Questions

Questions regarding the requirements of this SOQ must be submitted, in writing, no later than 4:00 p.m. local Anchorage, Alaska time Friday, August 22, 2025.

Andrew Morton,
Administrative Manager
submittals@ahfc.us
(907) 330-8146 telephone

A written response will be sent to all parties who submitted questions to AHFC by the deadline. Questions and answers will also be posted on the internet at [Alaska Housing Finance Corporation: Requests for Qualifications](#)

Application Submission Format

Applications may be submitted electronically (via e-mail). Parties submitting applications are responsible for ensuring their application is delivered prior to the deadline for submittal.

This SOQ is available on the AHFC internet site at:

[Alaska Housing Finance Corporation: Requests for Qualifications](#)

Deadline for Submitting an Application

Applications must be received by AHFC no later than 4:00 p.m. local Anchorage, Alaska time September 3, 2025.

Applications must be submitted electronically (via e-mail). Parties submitting applications are responsible for ensuring their application is delivered prior to the deadline. If you are unable to send the documents by email, contact AHFC prior to the deadline.

E-mail:

Alaska Housing Finance Corporation
Attention Andrew Morton, Administrative
Manager submittals@ahfc.us

It is recommended the applicant confirm the e-mail submittal is received in its entirety. The AHFC e-mail system limits the size of documents that may be submitted as attachments to a single e-mail. Applicants may need to send more than one e-mail message, condense documents, or take other measures in order to keep each submittal under 10Mb. If it is necessary to send more than one e-mail message, Applicants must clearly identify the

messages and associated content.

Application Preparation Costs

All costs associated with preparing and submitting an application in response to this SOQ, including responding to questions or requests for clarification that may be sought by AHFC, are the sole responsibility of the Applicant. AHFC will not reimburse the applicant for any such costs.

Performance Period

AHFC may elect to enter into a grant agreement with an applicant who has been determined in AHFC's sole discretion to meet the minimum threshold requirements and in AHFC's sole discretion to sufficiently satisfy the requirements of the evaluation criteria.

The initial term of such grant agreement may be for one (1) or more years as established in the grant agreement's period of performance as determined by AHFC. AHFC may elect to extend or enter a new grant agreement with organizations qualified through this SOQ for up to five years from the finalization date of this SOQ.