

**State of Alaska Weatherization Service Providers
Request for Statement of Qualifications
2025**

Alaska Housing Finance Corporation

Research and Rural Development Department

Issued: August 25, 2025
Response Deadline: October 16, 2025



Table of Contents

A. General Information	1-2
Introduction	1
Purpose	1
Background	1
Funding Sources	2
Program Overview	2
B. Minimum Requirements	3-4
Eligible Organizations Minimum Threshold Requirements	2-3
C. Submission	4-6
Submission Process Key Dates	4
SOQ Questions	4
Application Submission Format	4
Deadline for submitting an application.....	4
Application Preparation Costs.....	5
Performance Period	5-6
D. Application Threshold Review Process	6
E. Geographic Service Regions.....	7
F. Statement of Qualifications Form	8-11
Disclosure, pledges, and promises	8-11
Signature of Applicant.....	11
G. Addendum	
Example Grant Template	1-4
Sample of current grant attachments.....	5-15
Evaluation Checklist	16

Statement of Qualifications for Weatherization Service Providers 2025

A. General Information

Introduction

Alaska Housing Finance Corporation (AHFC) is soliciting a Statement of Qualifications (SOQ) from organizations that have the experience and capacity to provide weatherization services to qualified homeowners and renters consistent with established AHFC program policies and procedures.

Purpose

AHFC intends to provide grant funds to qualified organizations (“Subgrantees”) that provide weatherization services to qualified homeowners and renters. Primarily, this SOQ is intended to qualify Subgrantees who will perform activities related to the implementation of AHFC’s Weatherization Program (“Program”). The Program intent is to provide weatherization services, at no cost to qualified individuals or families, to improve the energy efficiency, and health and safety of their residence. Subgrantees may also receive grant funding for conducting activities related to weatherization services but not specific to the implementation of the Program.

Organizations that submit a response to this SOQ (“Respondents”) must meet the minimum threshold requirements. AHFC reserves the sole, exclusive right to determine if Respondents meet the minimum threshold requirements described in this SOQ.

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 the Program, the Supplemental Housing Development Grant Program, Home Energy Rebate programs, AHFC Building Codes, and various other State and Federally funded programs.



Funding Sources

Subgrantees may be considered for funding from the sources listed below if available. Each funding source will require different programmatic requirements that will guide how the activities performed in providing weatherization services are administered, implemented, and reported.

- **State of Alaska** – AHFC has historically received funding appropriated by the Alaska State Legislature for purposes of implementing the Program to Alaskan residences.
- **US Department of Energy** – AHFC is the designated recipient for federal funding from the US Department of Energy (DOE) for the DOE Weatherization Assistance Program. From time to time, AHFC receives funding from DOE for a variety of other initiatives related to energy efficiency, cold-climate construction, and weatherization services.
- **Other Funds** – From time to time, AHFC receives other funds from federal, state, and local governments, as well as, non-profits and independent federal agencies. Other current DOE initiatives include:
 - Home Efficiency Rebate Programs, Inflation Reduction Act Section 50121
 - Home Electrification and Appliance Rebate Program, Inflation Reduction Act Section 50122

Subgrantees qualified under this SOQ could be considered for any funding that aligns broadly with the goals of providing weatherization services to homeowners and renters. If an opportunity presents itself for AHFC to award grants, either publicly or privately funded, some or all of the Subgrantees may be awarded.

AHFC reserves the right to award funds utilizing historical allocations, as well as need, for each funding source. This ensures delivery of weatherization services are expedited to qualified individuals and families as well as appropriate community level funding distributions are achieved. Considerations for need in a given area and the amount of estimated eligible clients may be taken into account for distribution of funds. This includes the possibility that a Subgrantee's funding might decrease or increase during a given performance period. The amount of available funding is subject to change at any time and possibly upon short notice.

Program Overview

An individual or family who meets income guidelines may apply for the Program by contacting a Subgrantee for their respective geographic region. If the individual or family is qualified, the Subgrantee will schedule an appointment to complete a technical weatherization assessment using building science diagnostics. The Subgrantee will then coordinate, conduct, oversee, verify, and report completion of the work. Subgrantees must administer the Program in accordance with applicable governing authority and AHFC guidelines.

The Weatherization Operations Manual (WOM) provides the administrative and program requirements that guide implementation of the Program. Information related to the policies, procedures, and guidelines can be found at the link below.

<https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual>

B. Minimum Requirements

Eligible Organizations Minimum Threshold Requirements

To be considered eligible to receive grant funds, the Respondent must meet at least **one (1)** of the following categories of criteria from Section 1) and at least **one (1)** of the following categories of criteria from Section 2) and **all** of the categories from Section 3).

- 1) **Organization** – Respondent must have been actively conducting business for at least five (5) out of the past eight (8) years as one of the following. Respondent must specify their organization type in their response.
 - a. Community Action Agency (CAA);
 - b. a not-for-profit organization recognized as tax exempt by the US Internal Revenue Service; or
 - c. a Regional Housing Authority.
- 2) **Experience** – Respondent must have relevant experience in at least one of the following categories for five (5) out of the past eight (8) years. Respondent must specify which category best describes their organization.
 - a) Provide demonstrated success in providing weatherization services within at least one (1) of the nine (9) Alaskan regions identified in **Section E** of this SOQ, and provide demonstrated proof that weatherization services or residential housing renovations met all the technical requirements of the Alaska Weatherization Field Guide (DOE), and/or the [Weatherization Operations Manual](#) (see Chapter 5);
 - b) Provide demonstrated success administering all aspects of the U.S. Department of Energy (DOE) Weatherization Assistance Program; or
 - c) Provide demonstrated success providing weatherization services in the Program as a previous qualified Subgrantee to AHFC.
- 3) **Fiscal Responsibility** – Respondent must indicate in the affirmative to **both** a) and b).
 - a) The Respondent is currently not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any AHFC, State, or Federal program; and
 - b) The Respondent has no unresolved audit findings over the last several years in the administration of the Program or other AHFC programs.
- 4) **Narratives and Attachments:** - Respondents must provide a distinct and unique answer to each of the categories specified below.
 - a) Provide a brief narrative that includes a description of the organization's history, service area, years of experience providing weatherization services in each service

area, primary purpose and description of weatherization services and housing rehabilitation projects completed. (2-4 pages).

- b) Staff resumes for key positions that are intended to actively participate in delivery of weatherization services. Each resume should be no more than two pages (2 pages).
- c) A current organizational chart.
- d) Respondent must provide a narrative that describes the organization's approach to the following: (3-5 pages).
 - a) Management structure;
 - b) Internal systems and controls;
 - c) Approach toward training and credentialing, e.g., Lead Renovation, Repair and Painting Program, Occupational Safety and Health Administration, technical training, Saturn Resources Online Training, Energy Auditor, Building Analyst, Quality Control Inspector; and
 - d) A description outlining and documenting the Respondent's weatherization services process from client intake to project completion and reporting.
- e) Provide a copy of any audit completed within the last two years.
- f) A resolution from the Respondent's governing Board will need to be submitted prior to receiving funds; it can also be provided with the Respondent's SOQ response.

C. Submission

Submission Process Key Dates:

Release SOQ	Monday, August 25, 2025
Questions Submitted to AHFC	Friday, September 19, 2025
Submission to AHFC-Deadline	Thursday, October 16, 2025
Award Notifications by AHFC	Friday, October 24, 2025
Appeal Period Begins	Friday, October 24, 2025
Appeal Period Ends	Friday, November 7 ,2025
Final Award Letters to Agencies	TBD

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, September 19, 2025.

Marlon Dimatulac
Procurement Specialist
submittals@ahfc.us
(907) 330-8161

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 October 16, 2025.

E-mail:

Alaska Housing Finance Corporation
Attention Marlon Dimatulac, Procurement Specialist
submittals@ahfc.us

It is recommended the Respondent 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. Respondents may need to send more than one e-mail message, condense documents, or take other measures to keep each submittal under 10Mb. If it is necessary to send more than one e-mail message, Respondents must clearly identify the messages and associated content. Alternatively, Respondents can request a link via Mimecast to submit large documents by contacting Marlon Dimatulac at submittals@ahfc.us or (907) 330-8161.

Mail or Hand Delivery

Alaska Housing Finance Corporation
Attention Marlon Dimatulac, Procurement Specialist
4300 Boniface Parkway
Anchorage, AK 99504

If hand delivered or mailed, submissions must be received no later than the submission deadline date above.

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 Respondent. AHFC will not reimburse the Respondent for any such costs.

Performance Period

AHFC may elect to enter into a grant agreement with a qualified Respondent 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 the 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.

D. Application Threshold Review Process

Each application is subject to a threshold review. An application that, in AHFC's sole opinion, does not include all required threshold documentation or has not met the required threshold criteria identified in this section will be considered non-responsive and will not be considered further. 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.

The threshold review will include a determination whether the application:

1. Was received by AHFC before the application deadline passed;
2. Included all required signatures and deliverables;
3. Was submitted in accordance with instructions provided in the SOQ; and
4. Respondent met the minimum threshold requirements and submitted all required deliverables. (Sections B, C, D, and F)

A determination by AHFC that the Respondent is not eligible because the Respondent does not meet the minimum threshold will automatically result in the application being rejected without further consideration.

E. Geographic Service Regions

AHFC divided the State of Alaska into nine (9) major regions. AHFC allocates funds for weatherization services to the nine major regions based on housing need, energy costs, climate conditions, geographical, and other considerations. Location, allocation, sources, and distribution of funds are at AHFC's sole discretion. The regions are as follows:

REGIONS	Region Description
Municipality of Anchorage	Entire area of the Municipality of Anchorage (MOA) between Chugach and Girdwood
Fairbanks North Star Borough	City and Borough of Fairbanks and the road connected areas between Delta on the Richardson Highway and Fairbanks, as well as, Cantwell on the Parks Highway and Fairbanks
Southcentral	Road connected area between Tok and Valdez, Matanuska/Susitna Borough, Kenai Peninsula, Kodiak
Juneau	City and Borough of Juneau (CBJ)
Southeast	All Southeast communities outside CBJ
Bristol Bay/Aleutian	All of Bristol Bay and Aleutian Island communities.
Interior	The Interior Region is composed of all non-road connected communities in the Interior not included in the Fairbanks Region
Western	All communities in the Yukon-Kuskokwim Region
Northwestern	All communities in the Nome, Kotzebue and North Slope Regions

F. Statement of Qualifications Form

Submitted by (Respondent Organization): _____

Name of Respondent Representative: _____

Telephone: _____ FAX: _____

E-mail address: _____

Instructions for Completion of this Form:

Respond to every question or blank space provided. If the information required is not applicable, enter "N/A". If there is not enough space to adequately respond to any question or request for information, enter "see attached explanation" in the space provided, and attach the necessary documentation or additional pages of information in the same order presented in this form.

Disclosure, Pledges, and Promises

1. The information submitted to AHFC is genuine, not collusive, or a sham; the Respondent has not colluded, conspired, connived, or agreed, directly or indirectly, with any other Respondent or person to submit incorrect, incomplete, or misleading information; all statements in said submittals are true. The person signing this form on behalf of the Respondent has the authority to sign and bind the above organization.
2. The Respondent represents that, except for full-time bona fide employees working solely for its organization, the Respondent:
 - a. () has, () has not, employed or retained any person or company to solicit or obtain any contract, grant, or other agreement that may result from this solicitation; and
 - b. () has, () has not, paid or agreed to pay any person or company employed or retained to solicit or obtain any contract, grant, or other agreement that may result from this solicitation; any commission, percentage, brokerage, or other fee contingent upon or resulting from the award of a contract, grant, or other agreement.

If the answer to a or b above is affirmative, the Respondent shall include a full and written disclosure attached to this affidavit.

The Respondent acknowledges and agrees that any misrepresentation made by the Respondent subject to Paragraphs a and b above shall give AHFC the right to (1) terminate any subsequent grant or other agreement at any time; or (2) take any other remedy consistent with the subsequent grant or agreement or allowed by law.

3. To the best of the Respondent's knowledge and in good faith, it is the Respondent's belief that the following named AHFC employees or AHFC Board of Directors members may have a financial, business, or familial interest, direct or indirect, in or with the Respondent or Respondent's representative (If none, so state):

AHFC Employee Name/Job Title:

AHFC Board of Directors Member(s):

Explanation of nature of AHFC employee or board member interest with Respondent or Respondent's representative (If none, so state):

The Respondent or Respondent's representative () is, () is not, an employee of AHFC. If the Respondent or Respondent's representative has previously served as an employee of AHFC, the Respondent certifies that his/her service was terminated () less than twenty-four (24) months ago, or () more than twenty-four (24) months ago.

4. The Respondent does not have any organizational conflict of interest which is defined as a situation in which the nature of work to be performed or services to be supplied under any grant, agreement or contract that may result from this solicitation and the Respondent's organizational, financial, contractual, or other interests may:
- a. Result in an unfair competitive advantage to the Respondent; () is, () is not, or
 - b. Impair the Respondent's objectivity in performing the work or providing the services associated with any grant, agreement or contract that may result from this solicitation () is, () is not.

If the Respondent or Respondent's representative cannot respond affirmatively to a and b above, the Respondent shall include a full and written disclosure attached to this affidavit.

5. Neither the Respondent, nor any person or organization that has an interest in the Respondent's firm, is ineligible to be awarded contracts by any agency of the United States Government, HUD, AHFC, or the State of Alaska.
6. The Respondent certifies that:
- a. It has paid all required fees and is properly licensed and bonded to do business in the State of Alaska and within the local governing body in which any work or services subsequent to this solicitation may be performed or provided.
 - b. It has the capacity and experience necessary to timely and professionally perform all duties required by this solicitation and the Program and other weatherization services.
 - c. It complies and will comply, with all laws of the State of Alaska, the applicable portions of the Federal Civil Rights Act of 1964, the Equal Employment Opportunity Act as regulated by the State and federal governments, and the American with Disabilities Act of 1990 including the regulations issued hereunder.

- d. It complies and will comply, with all authority that governs the administration of the Program and other weatherization services and with AHFC policy as may be amended from time to time.
- e. All information that may be submitted as a part of the Respondent's response to this solicitation will become the property of AHFC.
- f. No action, suit, proceeding, inquiry, or investigation before or by any court or federal, State, municipal, or other governmental authority is pending, or to the Respondent's knowledge is threatened against the Respondent or affecting the assets, properties, or operations of the Respondent or its interests, which if determined adversely to the Respondent would have material and adverse effect upon the consummation of transactions contemplated by, or the validity of, agreements between AHFC and the Respondent, or upon the financial condition, assets, properties, or operations of the Applicant. No employee employed by the Respondent, nor the Respondent firm itself, has been debarred, suspended, or otherwise prohibited from practice by any federal, State, or local agency.
- g. If the Respondent is unable to affirmatively certify any statement under Paragraph (f) above, the Respondent shall include a full and written disclosure attached to this affidavit.

The Respondent Certifies to Acceptance of Terms: By submitting an application in response to this SOQ, a Respondent accepts all terms, conditions and requirements of this SOQ; and, if determined eligible to receive funding, the following:

- a. The AHFC Weatherization Assistance Program Operations Manual (WOM) is amended annually and published at:
<https://www.ahfc.us/efficiency/education-and-events/manuals-forms-and-workbooks/weatherization-operations-manual>
- b. The terms and provisions of any subsequent AHFC grant agreement, including attachments and amendments; and,
- c. All applicable regulatory authority, including, but not limited to AHFC regulations and local, State, and federal authority.

Information submitted in response to this SOQ becomes the property of AHFC. The entire contents of an application package are public documents and as such, the information may be inspected or may be copied by anyone after the Respondent's submittal has been reviewed and rated by AHFC and a Notice of Intent to Award Funds (NOI) has been issued by AHFC. The Applicant's submittal will become part of the Subgrantee grant agreement in the event the applicant is awarded funds. The respondent is bound by what is in the submittal unless otherwise approved in writing by AHFC.

Geographic Regions Respondent has served historically and is proposing to serve:

The Respondent may serve no more than four (4) geographic regions. Indicate the regions the Respondent has worked and where they are proposing to serve by checking and filling out the appropriate box(es) below.

Note: AHFC may determine that two or more Respondents are eligible to receive funding and perform weatherization services in the same geographic region. If that is the case, prior to beginning work, all parties serving a specific region must enter into a Memorandum of Agreement approved by AHFC. Communities where weatherization work will commence within a given region will be approved

annually by AHFC. Available funding will determine in how many communities a Subgrantee will be allowed to serve in a given year. Historical allocations will be used with possible considerations for need and eligible client households.

REGION	YEARS AHFC WX EXPERIENCE	ESTIMATION TOTAL # UNITS COMPLETED	PROPOSING TO WORK (check)
Municipality of Anchorage			
Fairbanks NSB			
Southcentral			
Juneau			
Southeast			
Bristol Bay / Aleutian			
Interior Region			
Western			
Northwestern/Northern			

Signature of Respondent

By signature on this document, the Respondent hereby certifies that all statements, representations, and documentation contained in this submittal are accurate and complete. The Respondent's representations will be construed as a covenant under any agreement that may occur subsequent to this SOQ. Should it appear that the Respondent has made a material misrepresentation, AHFC shall have the right to terminate any subsequent agreement and AHFC may then pursue such remedies as exist under the subsequent agreement or as otherwise are provided by law.

Note: Respondent's failure to sign and date this form will result in automatic rejections of the information submitted by respondent without further consideration.

Signature/Date Signed by the Executive Director or Authorized Signatory

G. ADDENDUM

Solicitation of Qualifications for Weatherization Services 2025

Attached are the following:

1. **Example Grant template** for Weatherization service providers (tailored to specific grant).
2. **Sample current grant attachments** that are updated regularly when needed. These attachments are the current compliance documents for grants issued under the weatherization program. They are subject to change annually or when needed and will be sent to each current grant holder for review:
 - A. Standard Provisions
 - B. Scope of Work and Budget Provisions (will be tailored to funding source requirements)
 - C. Financial Provisions
 - D. Other requirements
3. **Evaluation Checklist**
 - A. Can be used by the Respondents to ensure all required documents have been included in the response.
 - B. Will be used by reviewers to qualify Respondents as eligible for funding.



GRANT AGREEMENT
Alaska Housing Finance Corporation
Research and Rural Development Division
Weatherization Assistance Program

Grant Agreement Number:	Funding Source(s):
Project Title: Weatherization Assistance Program	Location of Project:
GRANTEE	AHFC DEPARTMENT DATA
	Alaska Housing Finance Corporation P.O. Box 101020 Anchorage, AK 99510
Federal Tax ID Number: UEI#	Program Administration Research and Rural Development
Contact Person:	AHFC Contact Person: Mimi Burbage, Program Manager Cera Choi, Grants Administrator
Contact Phone Number: Fax Number:	Contact Phone Number: Fax Number:

GRANT AGREEMENT

The Alaska Housing Finance Corporation (AHFC) and the **Applicant organization**. (hereinafter referred to as the Grantee) agree as set forth herein.

Section I. AHFC shall pay the Grantee for the acceptable performance of the project activities under the terms set forth in this Agreement. The amount of the payment is based upon expenses incurred which are authorized under this Agreement. In no event shall the payments under this grant exceed **Zero dollars (\$0)**. The minimum number of units to be completed is 0.

Section II. The Grantee will perform all of the work required by this Agreement.

Section III. The performance period under this Agreement begins **DATE** and shall be completed no later than **DATE**. The effective date of this agreement is the date upon which it is executed by the AHFC Director of Administrative Services. The grant is subject up to five amendments in order to provide additional funds and/or time.

Section IV. This Agreement consists of this cover page, the attached signatory notary page, the attached Approved Budget by Line Item, and the attachments listed below.

ATTACHMENTS:

Attachment A: Standard Provisions Attachment B: Scope of Work and Budget Provisions Attachment C: Financial Provisions Attachment D: Other Requirement and Attachments	Any duly executed amendments to this Agreement.
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ALASKA HOUSING FINANCE CORPORATION

Jimmy Ord, Director Research and Rural Development Division	Date
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GRANTEE ACKNOWLEDGEMENT

IN WITNESS WHEREOF, the parties have executed this Grant Agreement on the dates set out below. This Grant Agreement takes effect on the date of its execution by AHFC.

GRANTEE AUTHORIZED SIGNATURE: _____

GRANTEE PRINTED NAME AND TITLE:
FIRM NAME:

STATE OF ALASKA)
THIRD JUDICIAL DISTRICT)ss

The foregoing instrument was executed by _____
and acknowledged before me this _____ day of _____ 2025

Notary Public in and for Alaska
My Commission expires: _____

GRANTOR (AHFC) ACKNOWLEDGEMENT

GRANTOR AUTHORIZED SIGNATURE: _____

GRANTOR PRINTED NAME AND TITLE:
FIRM NAME: Alaska Housing Finance Corporation

STATE OF ALASKA)
)ss
THIRD JUDICIAL DISTRICT)

The foregoing instrument was executed by _____ and
acknowledged before me this _____ day of _____, 2025.

Notary Public in and for Alaska
My Commission expires: _____

Alaska Housing Finance Corporation
Notification of Grant Award's Budget by Line Item

Grant Project: Weatherization		Grant Number:	
Grant Program (within Grant Project): Weatherization Assistance Program		Grant Period: xx/xx/xxxx – xx/xx/xxxx	
Project Year of this Grant: ☒ First ☐ Second ☐ Other	Type of Grant or Actions: ☒ Original ☐ Revision of Earlier Grant ☐ Supplement to Earlier Grant ☐ Reinstatement of Terminated Project	Fiscal Year from Which Funds Were Awarded: DOE: AHFC:	
Name and Address of Grantee:			

Approved Budget

CATEGORY	Funding	Funding	TOTAL*
ADMINISTRATION	\$ -	\$ -	\$ -
PROGRAM OPERATIONS	\$ -	\$ -	\$ -
T&TA	\$ -	\$ -	\$ -
HEALTH & SAFETY	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -

*Total Project Cost may include Federal and/or State Funds appropriated by State Legislature or granted directly to the agency or in-kind funds provided by the Grantee. If you expend \$1,000,000 or more of Total Federal or \$750,000 or more of State Financial Assistance in your Fiscal Year, you may be required to comply with the Federal and/or State Single Audit Act.

SPECIAL TERMS AND CONDITIONS SUMMARY
AHFC Weatherization Assistance Program (WAP)

Minimum Required Unit Completions per Sub-region

Census Area	Units*
Service Area	0
Total	0

*MINIMUM number of required units completed.

ATTACHMENT A STANDARD PROVISIONS

ARTICLE 1.

GRANT MANAGEMENT REGULATIONS

AHFC's Grant Management Regulations, 15 AAC 154.700 – 154.835, as amended from time to time, are incorporated by reference, and made part of this grant agreement. These regulations provide rules for the administration and management of all AHFC grants.

ARTICLE 2.

GOVERNING LAW

This Grant Agreement is made and entered into in the State of Alaska and shall be governed by the laws of the State of Alaska and any Federal laws and regulations pertaining to this grant program. Any action relating to this Agreement shall be brought in the courts of the State of Alaska, Third Judicial District, at Anchorage, Alaska.

ARTICLE 3.

SEVERABILITY

If any provision under this Grant Agreement or its application to any person or circumstance is held invalid by any court of rightful jurisdiction, this invalidity does not affect other provisions of the Agreement which can be given effect without the invalid provision.

ARTICLE 4.

AMENDMENTS AND MODIFICATIONS

This Agreement, including all attachments and documents which by reference are incorporated herein, contains the entire Agreement between AHFC and the Grantee. Except as provided in 15 AAC 154.770, this Agreement may not be modified or amended except in writing signed by both parties and any purported amendment or modification shall be without legal effect until reduced to writing and signed by both parties.

ARTICLE 5.

INDEMNIFICATION

The Grantee shall indemnify, hold harmless and defend AHFC and the State of Alaska, their officers, agents, and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission, or negligent act of the Grantee, its contractors, or anyone directly or indirectly employed by Grantee in the performance of this Agreement.

All actions or claims, including costs and expenses, resulting from injuries or damage sustained by any person or property arising directly or indirectly from Grantee's performance under this Agreement which is caused by the joint negligence of AHFC, or the State, and the Grantee shall be apportioned on a comparative-fault basis. Any such joint negligence on the part of AHFC or the State must be a direct result of active involvement by AHFC or the State.

ARTICLE 6. WAIVER

No provision of this Grant Agreement may be waived unless agreed to in advance by AHFC in writing. AHFC's failure to insist upon strict performance of any provision of the Grant Agreement or to exercise any right based upon a breach thereof, or the acceptance of any performance during such a breach, shall not constitute a waiver of any right under this Grant Agreement.

ARTICLE 7. INSURANCE

The apparently successful Grantee must provide the required insurance certificates as described below within ten (10) working days of Notice of Intent to Award. AHFC will not sign a grant agreement or contract, issue a notice to proceed, or make any payment absent the required insurance certificates.

Without limiting Grantee's indemnification, it is agreed that Grantee will purchase at its own expense and maintain in force at all times during the performance of services under this Grant, the following policies of insurance.

AHFC Risk Management reserves the right, but not the obligation, to review and revise any of the following insurance requirements, based on insurance market conditions which may affect the availability or affordability of coverage; or based on changes in the scope of work or specifications that apply to this Grant. In addition, AHFC Risk Management reserves the right, but not the obligation, to review and reject any insurance policies failing to either meet the necessary criteria or that have been provided by an insurer in poor financial condition or legal status.

The requirements contained herein, as well as AHFC Risk Management review or acceptance of insurance maintained by Grantee is not intended to, and shall not in any manner, limit or qualify the liabilities or obligations assumed by Grantee under this Grant.

Insurance policies required to be maintained by Grantee will name AHFC as additional insured for all coverage where applicable.

Grantee and its subcontractors/subgrantees agree to obtain a waiver, where applicable, of all subrogation rights against AHFC, its officers, officials, employees and volunteers for losses arising from work performed by the Grantee and its subcontractors/subgrantees for AHFC. However, this waiver shall be inoperative if its effect is to invalidate in any way the insurance coverage of either party.

Where specific limits are shown, it is understood that they will be the minimum acceptable limits. If the Grantee's policy contains higher limits, AHFC will be entitled to coverage to the extent of such higher limits. The coverages and/or limits required are intended to protect the primary interests of AHFC, and the Grantee agrees that in no way will the required coverages and/or limits be relied upon as a reflection of the appropriate types and limits of coverage to protect Grantee against any loss exposure whether a result of this Grant or otherwise.

Grantee is to provide AHFC notice of cancellation or non-renewal of any insurance policy required under this grant. Grantee's insurance agent/broker shall provide certificate holder notice of cancellation/non-renewal in accordance with the laws of the State of Alaska.

Failure to furnish satisfactory evidence of insurance or lapse of any required insurance policy is a material breach and grounds for termination of the Grant.

A. Workers' Compensation Insurance: The Grantee will provide and maintain, for all employees of the Grantee engaged in work under the Grant, Workers' Compensation Insurance as required by AS 23.30.045. The Grantee shall be

responsible for ensuring that any subcontractor/subgrantee that directly or indirectly provides services under this Grant has Workers' Compensation Insurance for its employees. This coverage must include statutory coverage for all States in which employees are engaging in work and employer's liability protection for not less than \$100,000 per occurrence. Where applicable, coverage for all federal acts (i.e., USL & H and Jones Acts) must also be included.

B. Commercial General Liability Insurance: The Grantee will provide and maintain Commercial General Liability Insurance with not less than \$1,000,000 per occurrence limit, and will include premises-operation, products/completed operation, broad form property damage, blanket contractual and personal injury coverage. Coverage shall not contain any endorsement(s) excluding or limiting contractual liability nor providing for cross liability.

C. Automobile Liability Insurance: The Grantee will provide and maintain Automobile Liability Insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$1,000,000 per occurrence bodily injury and property damages. In the event Grantee does not own automobiles, Grantee agrees to maintain coverage for hired and non-owned liability which may be satisfied by endorsement to the CGL policy or by separate Business Auto Liability policy.

D. Umbrella or Excess Liability: Grantee may satisfy the minimum liability limits required above for CGL and Business Auto under an umbrella or excess Liability policy. There is no minimum per occurrence limit under the umbrella or excess policy; however the annual aggregate limit shall not be less than the highest per occurrence limit stated above. Grantee agrees to endorse AHFC as an additional insured on the umbrella or excess policy unless the certificate of insurance states that the umbrella or excess policy provides coverage on a pure "true follow form" basis above the CGL and Business Auto policy.

E. Professional Liability Insurance: The Grantee will provide and maintain Professional Liability Insurance covering all errors, omissions or negligent acts of the Grantee, its subcontractors/sub grantees, or anyone directly or indirectly employed by them, made in the performance of this Grant which results in financial loss to the State. Limits required are not less than \$1,000,000 per each wrongful act.

F. Contractors' Pollution Liability (or equivalent) Insurance: The Grantee will provide and maintain Contractors' Pollution Liability Insurance covering all (sudden/accidental or gradual) pollution conditions arising from contracting operations performed by or on behalf of the Grantee, its contractors, or anyone directly or indirectly employed by them, made in the performance of this Agreement. Limits required are not less than \$1,000,000 per each pollution condition.

G. Certificates of Insurance: Grantee agrees to provide AHFC with certificates of insurance evidencing that all coverages, limits and endorsements as described above are in full force and effect and will remain in full force and effect as required by this Grant. Certificates shall include a minimum thirty (30) day notice to AHFC of cancellation or non-renewal. The Certificate Holder address shall read:

Alaska Housing Finance Corporation
Risk Management Department
4300 Boniface Parkway
Anchorage, Alaska 99504
Fax (907) 338-9517
risk@ahfc.us

H. Information for Insurance Agents/Brokers. The Grantee is strongly encouraged to provide its insurance agent/broker with a copy of the insurance

provisions of this Grant in order that the Grantee may timely obtain and maintain the required insurance and/or bonding.

I.

ARTICLE 8. OWNERSHIP OF MATERIALS

All designs, drawings, specification, notes, artwork, manuals, software, copyrightable works, patentable works, and all other works developed in the performance of this Agreement are produced for and remain the property of AHFC and may be used by AHFC for any other purpose without additional compensation to the Grantee. All designs, drawings, specification, notes, artwork, manuals, software, copyrightable works, patentable works, and all other works developed by Grantee prior to the performance of this Agreement shall remain the property of Grantee. The Grantee and AHFC shall retain the right to use any and all materials produced or developed under this Agreement for the purposes of internal research and development and/or education. Grantee agrees not to assert any rights and not to establish any claim under the design, patent, trademark, or copyright laws of the United States of America or the State of Alaska for works developed in the performance of this Agreement. The Grantee, for a period of three (3) years after the final payment under this Agreement, agrees to furnish and provide access to all retained materials at the request of AHFC.

ARTICLE 9. EXAMINATION OF RECORDS

Grantee shall permit any person designated by AHFC, at any reasonable time during regular business hours, and upon twenty four (24) hours' notice, to examine and make audits of any and all of the records related to this Agreement.

ATTACHMENT B

SCOPE OF WORK AND BUDGET PROVISIONS

ARTICLE 1 COMMUNITIES SERVED

The Grantee will provide Weatherization services within the sub regions outlined in the Special Terms and Conditions Summary-Minimum Required Units following the budget cover page on the grant.

ARTICLE 2. OPERATIONS MANUAL

The services and work performed under this grant will comply with the latest version of the *Weatherization Operations Manual (WOM)* and any amendments thereto. AHFC may amend this manual anytime within 30 days written notification to the Grantee. The notification will include the written changes.

Grantee recipients of Department of Energy funding must also follow the Alaska State Plan guidelines.

These Attachments A, B, C and D take precedence in any conflict with the Weatherization Operations Manual.

ARTICLE 3. ADMINISTRATIVE EXPENSES

Administrative expenses must not exceed fifteen percent (15%) of the total allowable program operations expenditures.

For DOE Grantee's funds, the DOE administrative expenses must not exceed ten percent (10%) of the total allowable program operations and training and technical assistance expenditures

ARTICLE 4. TRAVEL EXPENSES

Grantees must follow reasonable internal travel policies. Travel reimbursement must not exceed limits imposed by the AHFC Travel Policy. Moving expenses are not eligible (Section 310-400).

For all out-of-state travel, a travel report must be kept on file and retained for the duration of the grant.

ARTICLE 5. TRAINING AND TECHNICAL ASSISTANCE

The Grantee must receive prior written approval from the AHFC Weatherization Program Manager for all training and technical assistance expenditures that are not included in automatically eligible or pre-approved training and technical assistance activities as outlined below.

ALLOWABLE USES OF STATE TRAINING & TECHNICAL FUNDS

- Client Education classes and materials
- Supplies for client education, meetings, and trainings
- Monitoring and Inspection Travel

One-on-one mentoring of staff and/or crew travel

AHFC mandated training classes:

Lead Safe Weatherization and EPA RRP classes

Wx. Standards, AkWarm, Weatherization Technician I and II, Weatherization Manager and other Reporting

All OHHA Worker Health and Safety Classes-including but not limited to confined space, lockout tagout, OSHA 30, OSHA 10, Hazardous Materials

CPR and First Aid

Travel and lodging costs to mandated trainings

Annual Weatherization Summit

Administrative training

Financial training

Software training

Technical materials needed for crew and office staff training

Certification costs for individuals and the company, such as:

Lead RRP and EPA Lead Firm Certification

Contractor licensing for Grantee

CPR and First Aid

Safety Meetings supplies

Internal crew and office staff training supplies and logistics

Salaries and/or wages for trainers and attendees at approved training events

Salaries and/or wages for special projects assigned by AHFC

Meetings with AHFC weatherization staff (if travel required)

The following conferences held within the state:

Any related AHFC sponsored conference

Rural Energy Conference

BIA Providers Conference

REAP Conference

Northern Shelters Meetings and Conference

EE NOW

Peer Exchange

Policy Advisory Committee Meetings for directors and/or management Staff

Commercial Audit and Retrofit Training within the state

Green Building and/or Alternative Energy Systems training within the state

Innovative technology, etcetera

Outside approved conferences include Energy Outwest, NASCSP, BPI and BPA. Any other outside travel to conferences must be separately approved. Grantee recipients of Department of Energy must follow the Alaska State Plan guidelines.

ARTICLE 6. INDIRECT COST OPTIONS

An indirect [rate](#) or a [cost](#) allocation plan must be submitted to AHFC for written approval prior to any payments to the Grantee, in accordance with Indirect Costs (2 CFR 200.414(e), (f), and (g)) and 15 AAC 154.776). The indirect cost options include a cost allocation plan, a negotiated indirect rate and de minimis indirect rate.

A. A cost allocation plan could include, but may not be limited to:

1. General overhead of the Grantee, contractors or subcontractors, if charged to this grant;

2. Managerial, administrative or support personnel costs if charged to this grant;
3. Direct service/production personnel, if their time is charged to this grant and non-grant activities;
4. Any costs that are not directly attributable to the delivery of this grant's scope of services if these costs are charged to this grant; and /or,
5. All costs funded by this grant, if the grant funds more than one activity, program, or department.

The cost allocation plan must explain the logic and methodology of identifying, measuring and allocating costs between Grantee's activities, programs or departments, whichever is appropriate. Any change in the cost allocation must be approved in writing by AHFC.

- B. If the Grantee is utilizing a Federally approved indirect rate (see 2 CFR 200.414(g)); grantee may apply for a one time extension of a current federally approved indirect cost rate up to four years.
- C. If grantee does not currently have a federally approved indirect rate they may choose to use a de minimis rate of 10% (see 2 CFR 200.414(f)).

ARTICLE 7. THIRD PARTY RELATIONSHIPS

Each party to this Grant Agreement is subject to the standard provision governing third party relationships as described in 15 AAC 154.745. Grantees using weatherization funding may contract for services without prior AHFC approval. All State of Alaska technical and program requirements must be accepted in writing and agreed upon by third party contractors.

ARTICLE 8. LITTLE DAVIS BACON ACT

All grantees organized as for profit organizations, or who are political subdivisions subcontracting weatherization work, may be subject to the Little Davis Bacon Act. Non-profit organizations, or political subdivisions who perform the work in-house (force account), working on private homes, are not subject to the provisions of the Little Davis Bacon Act.

ATTACHMENT C FINANCIAL PROVISIONS

ARTICLE 1. PAYMENT PREREQUISITES

Prior to AHFC's release of grant funds, the Grantee will provide AHFC copies of the following:

- A. All applicable licenses, including a current business license;
- B. Bonding and insurance requirements as specified in Attachment A, Article 7;
- C. Authorized Signatory list; and
- D. Cost allocation plan as specified in Attachment B, Article 6.

ARTICLE 2. PAYMENT REQUESTS DUE

Grantees that administer state funds only shall submit monthly reports to AHFC by the 30th of each month. Grantees that administer state and DOE funds shall submit monthly reports to AHFC by the 15th of each month. All required reports are detailed in the Weatherization Operations Manual Section 3. Information and Resource Management.

ARTICLE 3. BILLING CERTIFICATION

Each billing request must include the following certification, executed by an authorized representative of the Grantee:

"I certify that, to the best of my knowledge, the data above is correct, all outlays were made in accordance with the grant conditions, and payment is due and has not been previously requested."

ARTICLE 4. ADDRESSED TO

Payment requests and expenditure reports must reference the grant number and the AHFC contact person. They must be sent to the address noted on the grant agreement cover page.

ARTICLE 5. SUPPORTING DOCUMENTATION

At AHFC's request, the Grantee will provide supporting documentation. This documentation may include: invoices, time sheets, travel authorizations, trip reports, canceled checks, tickets, payroll records, or other applicable information necessary to substantiate expenditures.

ARTICLE 6. PAYMENT APPROVAL

Grant funds will be disbursed by AHFC upon satisfactory performance of the Grantee's services stated in Attachment B, in accordance with this agreement, and upon receipt and approval by AHFC of all required deliverables.

ARTICLE 7. FINAL PAYMENT REQUEST AFTER END OF GRANT

A final payment request and all report requirements must be met and received by AHFC no later than 45 days following the termination of the grant.

ARTICLE 8. PENALTIES AND INTEREST

Funds provided under this agreement will not be used to pay any penalties or interest for overdue payments. Federal Regulation 2 CFR 200.441 (Fines and penalties) and 2 CFR 200.449 (Interest) prohibits payments with DOE or AHFC funds of any interest penalties on overdue amounts.

ARTICLE 9. PROGRAM INCOME

With each monthly expenditure report and payment request, the Grantee will report all program income as defined in 2 CFR 200.307 Any program income earned must be deducted on the payment request from allowable costs. Interest income must be treated in the same manner as program income.

ARTICLE 10. DISALLOWED COSTS

Funds disbursed to the Grantee which are subsequently determined to have been disbursed for costs found to be ineligible by AHFC, shall be subtracted from the next payment to the Grantee or, if the Grantee has received final payment under the Grant, the Grantee must repay those disallowed costs to AHFC, within 30 days of receipt of notice from AHFC the amount of the disallowed costs.

ARTICLE 11. ADVANCES

The Grantee may request, using monthly report forms, an advance of funds equal to the anticipated expenditures to be incurred during the 60 days following the end of the period being reported. The Grantee may request an initial advance upon AHFC execution of this grant.

ARTICLE 12. WITHHOLDING PAYMENTS

AHFC may withhold payment to the Grantee if, in AHFC's determination, the Grantee has failed to comply with the terms of the grant agreement, or if the Grantee is determined to be indebted to the United States, the State of Alaska, or AHFC.

ARTICLE 13. NON-PAYMENT OF TAXES

AHFC may consider the non-payment of any taxes due by the Grantee or any of its contractors a breach of contract. Under this agreement, such an occurrence may result in the termination of this grant agreement.

ARTICLE 14. COST PRINCIPLES COMPENSATION

Wages and Fringe Benefits must be in compliance with 2 CFR 200.430-431.

ARTICLE 15. INTERNAL CONTROLS

Grantee must establish and maintain effective internal controls that are in compliance with guidance in 'Standards for Internal Control in the Federal Government' issued by the Comptroller General of the United States (Green Book) or the 'Internal Control

Integrated Framework', issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

ARTICLE 16. PROCUREMENT

- A. The Grantee must comply with the federal grant regulations on procurement standards, e.g. 2 CFR 200.317-321, if all or part of the grant funding is from a federal award. If funding is solely from the state, the Grantee must comply with AHFC's grant management regulations on procurement, e.g. 15 AAC 154.715, where applicable and the federal grant regulations on procurement standards for circumstances not addressed in AHFC's grant management regulations on procurement.

ARTICLE 17. AUDIT REQUIREMENTS

A. FEDERAL AND STATE SINGLE AUDITS:

A single audit is required for non-Federal entities that expend \$1,000,000 or more in Federal awards or \$750,000 or more in State awards during the entity's fiscal year. Factors to be considered in evaluating proposals for audit services: responsiveness, relevant experience, availability of staff with professional qualifications, technical abilities, peer review, and price.

2 CFR PART 200-Subpart F-Audit Requirements

B. AHFC STATE AUDIT REQUIREMENTS AND GRANT REGULATIONS:

- 1. Audit Requirements 2 AAC 45.010 – 45.090
- 2. Grant Management 15 AAC 154.700 – 154.835

ATTACHMENT D

OTHER REQUIREMENTS AND ATTACHMENTS

ARTICLE 1. LAWS AND REGULATIONS GOVERNING PROGRAM

The Grantee and the Grantee's contractors are subject to the following applicable Federal and State laws, regulations, program guidelines, and agreements. Any omission of an applicable regulation does not preclude its applicability. Copies of any of these documents may be obtained from the AHFC weatherization program manager upon request.

- A. Current Version Weatherization Operations Manual by AHFC;
- B. PL 93-589, Privacy Act of 1974;
- C. Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards: 2 CFR 200.
- D. AHFC State Energy Efficiency & Conservation Program regulations 15 AAC 155.010 – 155.990;
- E. AHFC State Grant Management regulations 15 AAC 154.700 – 154.835.

Grantees receiving DOE funding must also follow:

- A. 10 CFR 440 Weatherization Program for Department of Energy (DOE);
- B. Appendix A Department of Energy;
- C. 2 CFR 200 and 2 CFR 910 (DOE regulations specific to for profit organizations);
- D. PL 94-385, Title IV, Part A, Energy Conservation and Production Act as amended by Title II, Part 2 of NECPA;
- E. PL 95-619, Title II, Part 2, National Energy Conservation Policy Act;
- F. State of Alaska DOE State Plan;
- G. DOE Administrative and Legal Requirements Document (attached)
- H. Current Approved Version Alaska Field Guide.

ARTICLE 2. CERTIFYING STATEMENT

The Grantee_____ has copies of and has read the above referenced materials and will conduct the Weatherization Assistance Program in accordance with all applicable rules, regulations and laws pertained therein.

Signature of Contracting Authority

Date

RTICLE 3. GRANT ADMINISTRATION FORMS-ATTACHED

- A. Authorized Signatures Form
- B. Funds Disbursement Request (FDR) Form
- C. Quarterly Expenditures Report (QER) Form
- D. Quarterly Program Report check-off (QPR) Form
- E. Third Quarter Certification Form

Note: Electronic forms in Excel are available upon Grantee's request.

Please initial below to indicate receipt of the above listed forms and documents. Retain the forms and documents and return this cover page to AHFC with the Grant Agreement.

EVALUATION CHECKLIST
SOQ 2025 WEATHERIZATION

SECTION	CATEGORY	REQUIREMENT	INCLUDED	MEETS REQUIREMENT
B. (1)	ORGANIZATION	CAA, GOV, N-P, HOUSING AUTH		
B (2)	EXPERIENCE	5 YEARS MINIMUM USING STATE OR DOE FUNDS		
B (3)	FISCAL RESP	MEETS BOTH 1 AND 2		
B (4) a)	NARRATIVE	ORGANIZATION HISTORY 1-2 PAGES		
B (4) b)	STAFF RESUMES	ALL KEY STAFF INVOLVED IN THE ADMINISTRATION OF THE WX PROGRAM 1-2 PGS EACH		
B (4) c)	ORG CHART			
B (4) d	ORGANIZATIONAL DETAIL	MANAGEMENT INTERNAL CONTROLS TRAINING WX PROCESS (1-2 PGS)		
B (4) e)	COPY OF AUDIT	WITHIN PAST TWO YEARS		
B (4) f)	BOARD RESOLUTION	ATTACHED OR WILL BE SUBMITTED AT TIME OF FUNDING		
D (1)	MEETS SUBMISSION DEADLINE	MONDAY 10/16/25		
D (2)	ALL DELIVERABLES ATTACHED	SIGNATURES WHERE NEEDED		
D (3)	ALL SECTIONS COMPLETED	FOLLOW INSTRUCTIONS		
D (4)	MEETS MINIMUM THRESHOLD SEC. B C D F			
F	CHECK APPROPRIATE BOXES IN SECTION 2,3 & 4			
F	SERVICE DISTRICTS IDENTIFIED	SEE SECTION E FOR SERVICE AREAS		
F	AUTHORIZED SIGNATORY			