Alaska Heat Smart

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P.O. Box 20912
Juneau, AK 99802

akheatsmart.org

August 12, 2026

City and Borough of Juneau Community Development Department
155 Heritage Way, Juneau, Alaska 99801

Attn: Juneau Affordable Housing Fund Review Committee

RE: Narrative Letter in Support of Alaska Heat Smart's FY2027 JAHF Application: Request for $200,000 in Matching Funds for HUD Healthy Homes Program

Dear Members of the Review Committee,

Alaska Heat Smart (AHS) respectfully submits this narrative letter alongside our FY2027 Juneau Affordable Housing Fund (JAHF) application to provide context that the standard application form does not fully capture. We are requesting $200,000 in matching funds to support a new round of HUD Healthy Homes Program (HHP) funding, which AHS will use to make lower-income Juneau homes more affordable to live in, not through new construction, but by reducing heating costs and eliminating the mold, mildew, moisture, and air-quality hazards that make existing homes unsafe, unhealthy, or unaffordable to remain in. In Appendix 2 of the 2016 CBJ Housing Action Plan, under 'Implementation Actions' on pg 57, an action category listed under preserving existing housing states the need to: "Support energy efficiency upgrades to existing units."

AHS recognizes that JAHF has historically supported the construction, acquisition, and rehabilitation of housing units to expand Juneau's affordable housing stock, and that the application and requested materials are built around that model. Our project does not fit neatly into that framework because we are not creating new units Instead, we are proposing a complementary and, we believe, equally urgent definition of affordable housing: making it possible for Juneau families to remain in the housing they already have, by making it physically and financially sustainable and affordable to stay there.

For a household on a fixed or limited income, a home that is nominally "affordable" on paper can become unaffordable in practice when heating oil prices climb, when a lack of insulation or poor ventilation leads to mold that harms a child's health, or when deferred maintenance forces a family to choose between heat and food on the table. HUD's Healthy Homes Program exists precisely to address these realities, and AHS's weatherization and energy work has spent the past six years addressing it here in Juneau. A JAHF investment in this work protects existing affordable housing stock and the families living in it, units that, if lost to disrepair or unaffordable heating costs, would otherwise add pressure to the very shortage that JAHF's capital projects are working to relieve.

Project Description and Population Served
Through this HUD Healthy Homes award, AHS will seek to retrofit roughly an additional 100 lower income Juneau homes. Interventions will address home health and energy hazards together: weatherization and insulation improvements, heating system upgrades and heat pump installations, moisture and ventilation remediation, and correction of mold- and mildew-generating conditions. These are the same building science and health outcomes HUD Healthy Homes funding is designed to achieve, and they directly reduce the annual cost burden for local families. Over the past four years, AHS' Healthy Homes Program work has invested nearly $1.6M in Juneau families, lowering their annual heating bills by an average of $1,500 per home.

Fit with CBJ Housing Priorities
We believe this work aligns with the CBJ Housing Action Plan and Comprehensive Plan's shared goal of preserving and expanding the supply of housing that is genuinely affordable to Juneau residents. Numerous studies clearly indicate the prevalence of aging and inefficient Juneau housing stock, such as the 2012 update to the JEDC 'Juneau Housing Needs Assessment' and the 2018 'Juneau Renewable Energy Strategy'. Both the issue and the need are well documented. Preventing displacement caused by unaffordable utility costs or unhealthy living conditions is a form of housing preservation and we would argue a lower-cost, faster-to-deploy complement to new construction.

Use of Requested Funds
The requested $200,000 in JAHF funds will serve as the required non-federal match for the Juneau portion of AHS's HUD Healthy Homes Program award of $4 ($2M to be used in Juneau and $2M outside of Juneau), enabling AHS to draw down the full federal grant and complete healthy-homes and weatherization work in approximately 100 Juneau households over the next 3.5 years. AHS has retrofitted over 100 lower income Juneau homes with its first round of Healthy Homes funding, between 2023 and today. This work, in addition to administering a wide variety of other federally funded building retrofit and weatherization grants in Juneau, including compliance with federal procurement, labor, and reporting requirements, makes AHS well positioned to manage this award responsibly and to the great benefit of local families in need of affordable housing.

AHS' application for HUD's current Healthy Homes funding opportunity will be submitted by August 20 and a final grant award decision from HUD is expected towards the end of September. If AHS' grant application is not successful, we ask the JAHF to allow AHS to use the requested $200,000 to continue our Healthy Homes work to serve roughly a dozen Juneau families in need of home energy and affordability improvements.

We ask the Committee to consider this application as an investment in housing

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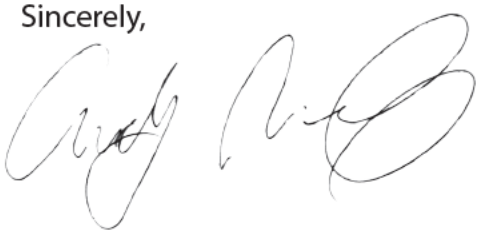
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affordability defined broadly, not only the creation of new affordable units, but the preservation of the affordable housing Juneau families already occupy. We are glad to provide additional documentation, meet with staff, or adjust our application materials in whatever format would be most useful for your review process, given that our project does not map directly onto the standard capital-project application fields.

Thank you for your consideration. Please don't hesitate to contact me directly with any questions.

Sincerely,



Andy Romanoff, Executive Director
Alaska Heat Smart
[redacted]

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Juneau Affordable Housing Fund

FY2027 Application
Round 6

For more information, contact:
City and Borough of Juneau
Community Development Department
155 Heritage Way
Juneau, Alaska 99801
Phone: 907-586-0753
Email: AffordableHousingFund@juneau.gov

Application for Funding

Formatting Note: All applicants must sign and submit this page. For the other sections, applicants can put information and narrative into their own format – making sure that all details requested are addressed. For sections 8 and 9, applicants can attach their own pro-forma to supplement information provided. The total application submission length should not exceed 35 pages of supporting documentation, excluding the application form and table of contents. To support streamlined review, if supporting documentation exceeds 35 pages, only the first 35 pages will be considered. Please note: a Table of Contents is REQUIRED. During the review period, applicants may be asked to provide missing or additional details. Requests for additional information will be sent via email to the email address(es) provided below.

APPLICANT IDENTIFICATION – for capital projects, the entity owning the property must be an applicant/co-borrower and sign below. Copy and complete the information below for each applicant/co-borrower.

Legal Entity:

- ■ Non-profit
- ❑ Public Housing Authority
- ❑ Limited/General Partnership
- ❑ S or C Corporation
- ❑ LLC
- ❑ Other _____

Applicant Name: Alaska Heat Smart

Mailing Address: Street/City/State/Zip Box 20912, Juneau, AK 99802

Phone: [redacted]

Fax: n/a

Contact Name/Title: Andy Romanoff, Executive Director

Email: [redacted]

Applicant's Federal I.D. or Social Security Number: [redacted]

Contact Person for Award Notification: Andy Romanoff

The Juneau Affordable Housing Fund (JAHF) is a program of the City and Borough of Juneau (CBJ). Approval of all grants and loans from the JAHF is a public process and loan files maintained by the CBJ are subject to open government policies and procedures observed by the CBJ. By signing and delivering this application to JAHF, I/we hereby WAIVE ANY RIGHTS TO OBJECT TO OR PREVENT THE DISCLOSURE TO THE PUBLIC OF THE FOLLOWING INFORMATION: Grantee's/Borrower's name; name and location of the project; grant or loan amount and terms; amounts and source of other financing; public purpose of the grant or loan; a description of the project including the number of units and number of units set aside for the public purpose.

I/we, am/are authorized to apply for financing from the City and Borough of Juneau Affordable Housing Fund on behalf of the applicant and certify that the information contained in this application is true and accurate.

Signature _____ Date 8.12.26

Printed Name: Andrew Romanoff

Title: Executive Director

Applicant: Alaska Heat Smart

Application Checklist

Check all items that you have included with this application. The total application submission length should not exceed 35 pages of supporting documentation, excluding the application form and table of contents. If supporting documentation exceeds 35 pages, only the first 35 pages will be considered.

Note: The items identified as Borrower Information must be provided for each applicant. If separate entities operate and own the real property, both must be applicants/co-borrowers.

Applicant General Information

Company/LLC name	Alaska Heat Smart
Business license number	2170162
Entity #	10108003
Name of primary lender	n/a
Loan Amount Requested	
Parcel/Tax ID #	

Property information

- ❑ Copies of deeds, permits, purchase agreements, leases, home inspection reports
- ❑ Appraisal (as-is/as-proposed if available)
- ❑ Location map and site description

Project Information

- ■ Project narrative discussing all the following:
  - Housing waiting list information
  - Evidence of local support for the project
  - How the project fits into CBJ plans and housing priorities
  - Approach to green building and sustainable development
- ❑ Blueprints, preliminary design drawings, housing unit floor plans, and a site plan that shows all required parking and delineates the location of setbacks.

Financing Information

- ❑ Construction Budget/Bids
- ❑ Project budget/pro forma
- ❑ Operating Budget
- ❑ Support Services Budget, if applicable
- ■ Documentation of financing gap
- ❑ Senior loan terms (loan documents/commitment letters)
- ❑ Documentation of grant commitment letters or loan documents requested and/or received
- ❑ Credit or loan denial letters

Borrower Information. Provide the information below for any entity operating the project property and/or any entity who will have ownership of the project property.

- ■ JAHF Application for funding; completed and signed (page 3)
- ■ Borrower financial statements; balance sheet and current operating statements – within last 90 days
- ❑ Board resolution(s) authorizing the application, if required by your organization
- ■ Resumes/organizational history of developer, project sponsor, property manager
- ■ Articles of Incorporation & Bylaws (S & C Corps, including non-profits); Articles of Incorporation & Operating Agreement (LLC); Partnership Agreement (General & Limited Partnerships) for each borrower
- ■ Current List of Officers & Directors, General/Managing Partners, Authorized Members

1. PROJECT INFORMATION (REQUIRED):

Project name	Healthy Homes Production Grant Program
Project address	Juneau, up to 100 different addresses
Parcel complete legal description	n/a
Parcel number(s)	n/a
Site size	n/a
Current site zoning	n/a

Type of project:

- ■ Affordable, low-income, senior, or special needs housing
- ❑ Fair market workforce housing
- ❑ Downtown housing
- ❑ Other: _____

Please identify and provide a description of the project. Include a narrative that:

- ■ Highlights population targeted, and local support for the project, and outlines how the project fits into CBJ Housing Action Plan housing priorities and the Comprehensive Plan;
- ■ Includes a location map, and describes the condition of housing nearby; availability of public transportation; location of schools, shopping and employment centers, and other information relevant to the site; and
- ■ Describes how this project addresses green building technologies and encourages sustainable development.

2. TYPE OF FUNDING REQUEST: Choose any of the following activities that describe your request:
   - ❑ Construction of new housing
   - ❑ Acquisition of land for new housing construction
   - ❑ Acquisition of existing housing
   - ■ Rehabilitation of existing housing
   - ❑ Capacity building activities
   - ❑ Other: _____

3. ORGANIZATIONAL DEVELOPMENT AND TEAM SUMMARY
   Provide details on the organizational capacity and team experience for the project.

   Please Attach Resumes and/or organizational references for the Project Development Team Members below
   - ■ Project Sponsor ❑ Developer ❑ Property Manager

Please discuss:

- ■ Objectives, management structure, and staffing of the sponsor organization;
- ❑ Experience and ability to implement and manage housing projects and/or complex capital projects, including the organizations fiscal management systems;
- ❑ Service provision experience (if part of the overall project design); and
- ❑ Details for extended project development; team members such as general contractor, architect, structural and mechanical engineers, attorney, consultant, tax advisor, etc. – if available

4. HOUSING UNITS AND POPULATION TARGETS

List unit details below and describe the total housing units, unit mix, and units anticipated to be funded with JAHF funding.

Unit Type	Total # of Units	Unit Size (Sq. Ft.)	Total Unit Area: Garage + Unit	# ≤ 30% AMI[1]	# ≤ 60% AMI	# ≤ 80% AMI**	Market Rate Units
SRO with private facilities							
SRO without private facilities							
Efficiencies							
1 Bedroom							
2 Bedroom							
3 Bedroom							
4+ Bedroom							
Total Units	100					100	

**20% of units must be affordable for households making 80% AMI or below to receive JAHF funding.

For income limits, see Appendix B of Juneau Affordable Housing Fund Program Description and Application Guidelines or go to HUD User Datasets at https://www.huduser.gov/portal/datasets/il.html

Total Residential Square Footage: n/a

Manager's Unit included? ❑ Yes ❑ No

If Yes, describe: n/a

DEVELOPMENT DESIGN	# Units	# Buildings
Detached single-family		
Townhouse		
2/3/4-plex		
Multi-family		
Scattered site		
Tiny homes		
Other (describe)		

1 Area Median Income (AMI) is the midpoint household income for a specific geographic area calculated annually by HUD. Please refer to Appendix A for specific AMI information for the Juneau area. The four-person AMI for Juneau is $137,500 per year.

OTHER AMENITIES:

- ❑ Units contain washer/dryer appliances
- ❑ Units contain washer/dryer hook-ups only
- ❑ Common laundry with: # _____ washers and # _____ dryers.
- ❑ Covered parking spaces: # _____
- ❑ Uncovered parking spaces: #_____
- ❑ Other amenities (describe): _____

Population to be served:

- ■ Single adults
- ■ Families with minor children
- ❑ Chronic homelessness
- ■ Seniors
- ❑ Assisted living
- ■ Veterans
- ■ Survivors of domestic violence
- ❑ Middle-income housing
- ■ Special Needs (describe below)
- ■ Other (describe below)

The AHS Healthy Homes Program is available to both owners and renters and does not discriminate in any way. Qualified applicants must household income of no more than 80% AMI.

Number of years that units will be committed to serving the population above:

❑ 10 years ❑ 15 years ❑ 20 years ❑ 30+ years (if more, describe below) n/a

FOR RENTAL PROJECTS ONLY

List Rental Rates for each type of unit and describe the process you will use to set and adjust rents. Please note, 20% of units must be affordable to individuals making 80% AMI or below to be eligible for JAHF funding. 2026 HUD rental limits are in Appendix B of the JAHF Program Description and Guidelines, available on the JAHF website.

Unit Type	Rental Rate @ ≤ 30% AMI	Rental Rate ≤60% AMI	Rental Rate @ ≤80% AMI	Market Rate Rental Rate
SRO	n/a			
Efficiencies	n/a			
1-bedroom	n/a			
2-bedroom	n/a			
3-bedroom	n/a			
4-bedroom or more	n/a			
Total Units	n/a			

FOR HOMEOWNERSHIP PROJECTS ONLY

List proposed sales price of all homes in project. Indicate if the project will include affordability covenants; e.g., community land trust.

Unit Type	JAHF Financed Units	Financed by Other Affordable Housing Lenders	Market Price Units
1 Bedroom	n/a		
2 Bedroom	n/a		
3 Bedroom	n/a		
4+ Bedroom	n/a		
Total Units	n/a		

6. PROJECT READINESS AND SITE INFORMATION: Please provide details on site control and project readiness.

How is control of the project property site established?

■ Ownership ❑ Purchase Agreement ❑ Purchase Option ❑ Lease ■ Other (describe):

Renters can also apply and qualify for Healthy Homes Program assistance.

If no site control exists, describe plans to acquire the project property: n/a

Name(s) of the current property owner(s):

n/a

Is the site properly zoned for your development?

n/a

Attach evidence that the site is properly zoned for the proposed use or if a variance or exception is required, evidence that a request has been filed and a hearing date has been scheduled.

Does the project operator plan to own the property directly?

n/a

If property is to be owned by related entity, please provide name of entity and specify relationship (e.g., subsidiary corporation or partnership of which applicant is general partner)

Name of entity: n/a

Relationship: _____

PLEASE NOTE: Entity proposed to own the property must be co-applicant and co-borrower for any JAHF Financing.

Are there liens or other encumbrances on the property that must be cleared by allocating funds to them? If yes, please describe amount due, date due, nature of obligation and cost of clearing title. n/a

Have you obtained	Yes/No	If No, when will these be completed? Or N/A
Blueprints	n/a	
Zoning changes	n/a	
Building permits		All HH work is permited by CBJ
Utility hookups	n/a	
Environmental report	n/a	All HH work must be NEPA compliant
Commitments from service providers	n/a	

Will the project require any displacement of current occupants Not likely.

If yes, will you compensate or relocate those who are displaced? Describe your proposed plan for relocation assistance:
During our first round of HH funding, only one family of 110 needed to be put up in a hotel for one night. The grant covered the expense.

Please attach copies of supporting documents – evidence of zoning, deeds, permits, leases, options, sales agreements, etc. Projects requesting assistance for homeownership (rehab or acquisition) must include a current Home Inspection Report.

7. PROJECT TIMELINE: Please provide a project timeline. Use anticipated or actual calendar dates. Be sure to include dates of initial closing, construction start and substantial completion. Include the following items on the timeline, as it may apply:

- Financial Commitment for funding sources
- Initial closing date
- Location survey complete
- Preliminary site plan complete
- Design, development and pricing
- Site plan approval
- Construction and bid documents
- Engineering plan approval
- Final pricing
- Building permit
- Construction contract executed
- Start construction
- Substantial completion
- Final completion/Certificate of Occupancy

8. PROJECT COSTS AND RESOURCES

The rest of the application will focus on funding use and financial feasibility.

- Please provide a narrative explaining the need for JAHF funding.
- In the section below, provide the expected use of funds for your project and provide the JAHF grant or loan amount requested.

8a. FUNDING SOURCES/REVENUES

Funder	Specify Agency/ Program/Investor Name	Amount Committed or Received [2]	Amount Requested [3]	Date of Application	Anticipated Approval Date
Alaska Housing Finance Corporation	HOME				
	LIHTC				
	SNHG				
	Other:				
Other Alaska State Govt.					
Federal Govt.	HUD	0	$2M	8/31/26	9/21/26
Local Govt. (non-JAHF)					
Subsidies			$200,000		
Bank Loan					
Private Loan					
Private Grant					
Private Investor					
Applicant's Funds					
Other					
	Totals	$	$		

Total non-JAHF funds committed and requested above:	+	$2,000,000
Total JAHF grant/loan requested from 8a above	+	$200,000
Total project funding from all sources. Total project cost must match total project funding in 8a. Above.	=	$2,200,000

2. Please attach documentation verifying non-JAHF funds including the interest rate, repayment period, and other terms governing committed or received funds.

3. Please list amounts applied for which are pending approval here. Do not show any requests which have been declined or any unfunded portion of an application which was committed for less than the amount requested.

Reminder:

- Qualifying projects are eligible for grants and loans up to $50,000 per affordable or workforce housing unit created, or for other eligible uses on a similar per unit basis.
- For profit-developer projects utilizing JAHF funds for workforce housing must reserve at least 20% of units for tenants with gross incomes at 80% or less AMI for at least ten years or the life of the loan.
- Your grant/loan may be approved for an amount less than requested.

8b. USE OF FUNDS

Purpose	Sections Required if funding requested for these purposes	Amount
Acquisition, Construction, Rehabilitation	9a	$
Pre-Development Costs	9b	$
Operating Assistance (max one year)	9c	$
Capacity Building	9d	$
Self-Sufficiency/Support Services (max 1 year)	9e	$
Project Total		$
Less Cash provided by owner or borrower	8b	$
Less Other Financing	8b	$
JAHF grant or loan requested		$

9. DETAILED USE OF FUNDS
For section 9, applicants only need to complete the sub-section(s) for which JAHF funding is requested. (See 8b) The total JAHF funds requested, and the total of funds provided by others, should match the total in Section 8a and 8b.

9a. CAPITAL COSTS. Fill in this section if funding is being requested for capital costs – if not please skip to section 9b. Please include below the total project cost for each type of capital cost (Acquisition, New Construction, or Rehabilitation) regardless of funding source.

Capital Costs	Acquisition	Construction	Rehabilitation	Admin/Overhead
Land				
Residential structures				
Nonresidential structures				
On Site improvements				
Off Site improvements				
Remove, Refinance Liens/Encumbrances				
General requirements				
Contractor Fees				
*Developer's Fee				
Architect Fee				
Design				
Supervision				
Legal Fees				

Capital Costs	Acquisition	Construction	Rehabilitation	Admin/Overhead
Packaging/Processing				
Other (describe)				
Other (describe)				
			Total Capital Costs	$

General requirements: % of 9a Total	
Builder's General Overhead: % 9a Total	
Builder's Profit: % of 9a Total	

PROJECT COST PER UNIT: $_____

*The amount and use of developer's fee will be relevant to the evaluation of the application.

9b. CAPACITY BUILDING COSTS must be directly related to the specific housing project covered by this application. General organizational development or broad-based client needs assessments will not be funded. Examples of capacity building include training for on-site property manager or maintenance staff, acquisition of software for facility management, website development for rental information, etc. Fill in this section if funding is being requested for **capacity building costs** – if not please skip to section 9e.

Purpose/Use of Funds (list)	JAHF Funds	Other Funds	Total Cost
Total Capacity Building Costs			

APPENDIX A: FY2026 INCOME AND RENTAL LIMITS

City and Borough of Juneau Income Limits for 2026 (effective 5/1/26)

4-person AMI: $137,500

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% AMI	$28,890	$33,000	$37,140	$41,250	$44,550	$47,850	$51,150	$54,450
60% AMI	$57,780	$66,000	$74,280	$82,500	$89,100	$95,700	$102,300	$108,900
80% AMI	$77,040	$88,000	$99,040	$110,000	$118,800	$127,600	$136,400	$145,200
100% AMI	$96,300	$110,000	$123,800	$137,500	$148,500	$159,500	$170,500	$ 181,500
120% AMI	$115,560	$132,000	$148,560	$165,000	$178,200	$191,400	$204,600	$217,800

Source: HUD User Datasets: https://www.huduser.gov/portal/pdrdatas_landing.html

City and Borough of Juneau Rental Limits for 2026 (effective 5/1/26)

Bedrooms (People)	Fair Market Rent	30% AMI	60% AMI	80% AMI	100% AMI	120% AMI
Efficiency	$1,212	$722	$1,444	$1,926	$2,407	$2,889
1 Bedroom	$1,340	$773	$1,547	$2,063	$2,578	$3,094
2 Bedrooms	$1,758	$928	$1,857	$2,476	$3,095	$3,714
3 Bedrooms	$2,368	$1,072	$2,145	$2,860	$3,575	$4,290
4 Bedrooms	$2,679	$1,196	$2,392	$3,190	$3,987	$4,785

Source: HUD User Datasets: https://www.huduser.gov/portal/pdrdatas_landing.html

Alaska Heat Smart
Balance Sheet
As of May 31, 2026

	May 31, 26	
ASSETS		
Current Assets		
Checking/Savings		
1000 · Alaska Heat Smart		
1000.1 · True North Checking	214,433.20	
1000.2 · True North Money Market	4,405.70	
1000.3 · True North Savings	15.00	
1000.4 · True North Loan Guarantee	15,311.19	
1000.6 · True North CD 2025	101,512.33	
Total 1000 · Alaska Heat Smart		335,677.42
1001 · Alaska Carbon Offset Funding		
1001.1 · ACRF Checking	70,300.83	
1001.2 · ACRF Savings	5.00	
1001.3 · ACRF CD	52,802.70	
Total 1001 · Alaska Carbon Offset Funding		123,108.53
1012 · Clearing		211.25
Total Checking/Savings		458,997.20
Accounts Receivable		
11000 · Accounts Receivable		174,662.33
Total Accounts Receivable		174,662.33
Other Current Assets		
1002.1 · Home Energy Loan loss allocatio		-15,000.00
1002.2 · Employee cash advance		60.00
1002.4 · Prepaid Insurance		858.81
1002.5 · Rental deposit		4,044.60
12000 · *Undeposited Funds		1,631.18
Total Other Current Assets		-8,405.41
Total Current Assets		625,254.12
Fixed Assets		
9990 · ROU Lease Asset		177,980.00
9991 · ROU accumulated amortization		-24,801.00
Total Fixed Assets		153,179.00
TOTAL ASSETS		**778,433.12**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
20000 · Accounts Payable		70,064.75
Total Accounts Payable		70,064.75
Credit Cards		
1005 · Capital One-Credit Card		557.63
Total Credit Cards		557.63
Other Current Liabilities		
1002.3 · Unearned Income		
1002.32 · CBJ funding	117,738.57	
1002.33 · CDS (Match Gaguine FDN)	18,527.85	
1002.35 · ACF Sitka Funding	1,831.55	
1002.36 · HELP Heat funding	1,105.07	
1002.37 · ACRF Accounting-fund	109,932.82	
1002.38 · AK Comm. Foundation (NORTHH)	93,962.53	
Total 1002.3 · Unearned Income		343,098.39

Alaska Heat Smart
Balance Sheet
As of May 31, 2026

	May 31, 26	
1030 · Payroll Liabilities		
1030.1 · AK Unemployment Tax	941.37	
1030.2 · 941/940	4,260.01	
1030.3 · Retirement / 401k	1,729.88	
1030.4 · Healthcare	2,234.56	
1030.5 · Accrued Leave	29,745.97	
Total 1030 · Payroll Liabilities		38,911.79
2110 · Direct Deposit Liabilities		13,644.74
2111 · Fraud Disputes		-5.99
9995 · Lease Liability		148,951.00
Total Other Current Liabilities		544,599.93
Total Current Liabilities		615,222.31
Total Liabilities		615,222.31
Equity		
3000.1 · Retained Earnings		32,431.28
32000 · Unrestricted Net Assets		14,724.40
32001 · Unrestricted Operating Reserve		108,000.00
Net Income		8,055.13
Total Equity		163,210.81
TOTAL LIABILITIES & EQUITY		**778,433.12**

Alaska Heat Smart
Profit & Loss
May 2026

	May 26	
Ordinary Income/Expense		
Income		
1100 · Federal		82,202.54
1111 · Local		39,129.30
1112 · Other Revenue		769.18
Total Income		122,101.02
Cost of Goods Sold		
1200 · Cost of Goods Sold		17.63
Total COGS		17.63
Gross Profit		122,083.39
Expense		
2001 · Personnel		32,173.48
2002 · Fringe Benefits		11,699.32
2003 · Supplies		1,243.88
2003.10 · Administrative expense		
2003.13 · Insurance- GL	125.33	
2003.14 · Insurance-Directors & Officers	0.00	
2003.15 · Internet / Telephone	404.00	
2003.55 · Postage & Delivery	2.31	
2003.77 · Memberships / Dues	170.00	
2003.98 · Rent	3,054.49	
Total 2003.10 · Administrative expense		3,756.13
2004 · Travel		
2004.2 · Special projects Travel	2,067.98	
Total 2004 · Travel		2,067.98
2006 · Contractual (Professional fees)		
2006.1 · Contractor	55,086.33	
2006.10 · IT / Web support	1,224.00	
2006.12 · Alaska Fellow	13,375.00	
2006.9 · AHS Contract	969.28	
Total 2006 · Contractual (Professional fees)		70,654.61
2007 · Other Direct		
2007.2 · Other Direct	424.99	
Total 2007 · Other Direct		424.99
2008 · Grant recovery expense		0.00
Total Expense		122,020.39
Net Ordinary Income		63.00
Net Income		**63.00**

Andrew Paul Romanoff

[redacted]

EDUCATION

CLARKSON UNIVERSITY, Potsdam, New York
M.S. Environmental Toxicology and Industrial Hygiene, 1988

Specialized program that blended civil and environmental engineering with biology and chemistry in a study of both community and corporate health hazards and their mitigation in the environment and the workplace.

NON-PROFIT EXPERIENCE

ALASKA HEAT SMART, Juneau, Alaska — **June 2021 - present**
Executive Director

- Provide guidance and oversight to a diversity of partner organizations across Alaska in the leading of multiple beneficial electrification programs.
- Direct a $4M DOE 'Renewing America's Nonprofits' building-retrofit program to improve energy efficiency and climate resilience of 25 nonprofit buildings across Alaska.
- Direct a $36.8M EPA 'ACES' heat pump rebate program across 43 coastal Alaska communities.
- Direct a $2M HUD Healthy Home Program serving 90 lower income households
- Direct a $500K DOE-funded Clean Heat Incentive Program providing financial incentives to lower to modest homeowners in Sitka and Juneau, Alaska
- Develop and direct a $200K Sitka Tribe of Alaska Heat Pump Program to incentivize residential heat pump adoption for Tribal citizens
- Develop outreach and education programming to reach lower-income households and connect them with opportunities to benefit from local renewable energy
- Oversee the work and performance of ten home energy advisors and program managers

RENEWABLE JUNEAU (Alaska Carbon Reduction Fund), Juneau, Alaska — **2017 - present**
Board Member (Project Director)

- Late 2017, assisted board members with organizing business support for the 2018-adopted Juneau Renewable Energy Strategy
- 2018 - developed a responsive web presence for Renewable Juneau
- June 2019 - Built and launched Renewable Juneau's **Alaska Carbon Reduction Fund (ACRF).** Responsibilities include and are not limited to:
  - Negotiate and consult with local mines, international cruise lines, regional tour operators and dozens of local and statewide businesses regarding their individual pathways for carbon neutrality, carbon reduction, and carbon offset education

[redacted]

ARIANA ROBERTS

PROFESSIONAL ACHIEVEMENTS

ALASKA HEAT SMART PROGRAM COORDINATOR

Collaborates with team to increase efficiency and meet changing needs
Acts as liaison between clients and AHS team
Procures, sorts, and organizes necessary data
Provides administrative support to team
Manages changes to project scope and requirements

PARAMEDIC STATION SUPERVISOR

Supervised an ambulance station and 6 other employees

Quality control in reporting and computer database

Trained new employees

911 DISPATCH SUPERVISOR

Supervised daily shift operations and 3 other employees

Quality control

Trained new employees

SKILLS

*Proficient in Microsoft Excel, Google Drive, AirTable, Citrix ShareFile

*Formed, managed, and participated as a team member to provide free medical care in Togo and Kenya, Africa in 2007, 2008, 2009 (x2), 2010, 2011

*Nationally Registered Paramedic (former)

WORK HISTORY

PROGRAM COORDINATOR, ALASKA HEAT SMART, JUNEAU, ALASKA

May 2021-Current

PARAMEDIC, DENVER HEALTH MEDICAL CENTER, DENVER, COLORADO

November 2011-April 2012

PARAMEDIC, DORCHESTER COUNTY EMS, SUMMERVILLE, SOUTH CAROLINA

2000-2003, 2005-2011

DISPATCHER, DORCHESTER COUNTY SHERRIF'S OFFICE, SUMMERVILLE, SOUTH CAROLINA

2003-2005

EDUCATION

BACHELOR OF SCIENCE IN PROFESSIONAL BIOLOGY

Minors in English and Religion

Charleston Southern University

Charleston, South Carolina, 2000

BALANCE YOUR WORLD ***Bookkeeping and Office Support***
Stephanie Cameron, Owner
P.O. Box 32824
Juneau, AK 99803
[redacted]

- **Objective**

  To provide financial oversight for Alaska Heat Smarts grant outreach program.

- **Experience**
  - Provide bookkeeping, contract CFO, and office manager / HR services for a variety of companies over a 14-year period.
  - Two thirds of the way through my Bachelor of Business Administration/Accounting Emphasis at the University of Alaska Southeast.
  - Provide grant financial / budget oversight and reporting for state, local, and federal grants for the over five years.

The following is a list daily duties that I provide for a variety of clients:

- Production of financial reports
  - Balance Sheet & Income Statement
  - Projections
- Payroll Services
  - Production of paychecks
  - Payroll Tax reports
  - Federal State and Local tax filings and reports
- Support Services
  - Accounts Payable/Receivable
  - Maintaining payroll and check registers and completing bank reconciliations
  - Preparation and delivery of bank deposits
  - Opening and organizing client mail
  - Collection services including preparation of collection related documents
  - General Ledger maintenance
  - Gathering and organizing tax preparation information for CPA
  - Follow up work for audits
  - Resale certificates
  - Grant financial reporting / budgets
- Office and support services

ARTICLES OF INCORPORATION

OF

ALASKA HEAT $MART

A NON-PROFIT CORPORATION

The undersigned, who are citizens of the United States and natural persons of the age of 19 years or more, acting as incorporators of a corporation under the Alaska Nonprofit Corporation Act (ANCA, AS 10.20), adopt the following Articles of Incorporation and hereby certify:

ARTCLE 1: NAME

The name of the corporation shall be:

ALASKA HEAT $MART

ARTICLE 2: PURPOSE

(Including NAICS code)

The purpose for which this corporation is organized is to promote energy efficiency, renewable energy and the reduction of greenhouse gas emissions, consistent with ANCA and Section 501(c)(3) of the Internal Revenue Code, more specifically described below. The corporation is organized exclusively for charitable, educational, and scientific purposes.

A. To educate and advocate for energy efficiency and cost-effective heating systems, such as air source heat pumps, as a smart way to save money and promote the use of renewable energy to reduce greenhouse gas emissions.

B. To provide services to homeowners and building owners so they can add, retrofit or construct energy efficient materials, heating systems and other features into existing or new structures.

C. To collect and analyze data that documents energy costs and savings, identifies community benefits, and assists in determining the net effects on a community's electrical demand and infrastructure.

D. To strengthen the capacity of the local construction, heating and related industries, and support or encourage energy efficiency training and quality assurance measures.

E. To conduct demonstration projects that foster greater energy efficiency.

F. To collaborate when appropriate with related efforts.

NAICS Code: 813410 (Civic and Social Organizations)

ARTICLE 3: REGISTERED AGENT

Name: Mr. Steve Behnke
Physical Address: 4545 Thane Road, Juneau, AK
Mailing Address: 4545 Thane Road, Juneau, AK 99801

ARTICLE 4: INITIAL BOARD OF DIRECTORS

A. The number of directors constituting the initial board of directors of the corporation will be three (3).

B. The names and addresses of those persons, each of whom shall serve as a director until his or her successor is elected and qualified, are as follows:

Steve Behnke	4545 Thane Road	Juneau, AK 99801
Gretchen Keiser	3271 Nowell Avenue	Juneau, AK 99801
Paul Voelckers	1760 Capital View Ct	Douglas, AK 99824

ARTICLE 5: INCORPORATORS

The name and addresses of each incorporator are:

Steve Behnke	4545 Thane Road	Juneau, AK 99801
Gretchen Keiser	3271 Nowell Avenue	Juneau, AK 99801
Paul Voelckers	1760 Capital View Ct	Douglas, AK 99824

ARTICLE 6: PLACE

The place in this state where the principal office of the corporation is to be located is the City of Juneau, City and Borough of Juneau.

ARTICLE 7: DURATION

The period of duration of the corporation shall be perpetual.

ARTICLE 8: INTERNAL AFFAIRS

The internal affairs of the corporation shall be regulated as set out below:

A. The internal affairs shall be regulated by a board of directors.

B. No part of the income or net earnings of the corporation shall inure to the benefits of, or be distributable to, its members, directors, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set out in Article 2 hereof.

C. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.

D. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

E. Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Asset distribution shall be in accordance with the requirements of AS 10.20 as amended or supplemented. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the borough in which the principal office of the corporation is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

ARTICLE 9: AMENDMENTS

These Articles of Incorporation may be amended by two-thirds vote of the board of directors, according to procedures set forth in the bylaws of the corporation.

ARTICLE 10: DIRECTORS' LIABILITY

No director of the corporation shall be held personally liable to the corporation for monetary damages for breach of his or her fiduciary duty as a director. This provision does not, however, eliminate or limit the liability of a director for:

A. A breach of a director's duty of loyalty to the corporation.

B. Acts or omissions not in good faith or that involve intentional misconduct or a knowing violation of law.

C. A transaction from which the director derives an improper personal benefit.

In witness whereof, we, the incorporators, hereunto subscribe our names this _____ day of _____, 2019.

_____

STEVE BEHNKE

_____

GRETCHEN KEISER

_____

PAUL VOELCKERS

SUBSCRIBED and SWORN to before me this _____ day of _____, 2019.

_____

Notary Public, State of Alaska

My Commission Expires: _____

BYLAWS

ALASKA HEAT SMART

Article I – Name

The name of this organization shall be Alaska Heat Smart, hereinafter called the Organization.

Article II – Purposes

Section 1. Alaska Heat Smart promotes energy efficiency, the increased use of renewable energy, and the reduction of greenhouse gas emissions. Alaska Heat Smart promotes actions that mitigate the high cost of building heating systems through the adoption of energy efficient systems powered by renewable energy. Actions include:

A. To provide education about energy efficiency improvements and adoption of air source heat pumps as smart ways to save money and promote the use of renewable energy, or more efficient use of other energy sources, to reduce greenhouse gas emissions.

B. To provide services to homeowners and building owners so they can add, retrofit or construct energy efficient materials, heating systems and other features into existing or new structures.

C. To collect and analyze data that documents energy costs and savings, identifies community benefits, and assists in determining the net effects on a community's electrical demand and infrastructure.

D. To strengthen the capacity of the local and regional construction, HVAC, and related industries, and support or encourage energy efficiency training and quality assurance measures.

Section 2. The purposes of these bylaws are to identify the procedures and internal practices of the Organization; and define the duties, powers and limitations of the board of directors, officers, and any other agents of the Organization.

Article III – Board of Directors

Section 1. The board of directors shall include up to eleven (11) directors. Individuals can volunteer to join the board, or be asked by current directors to apply for membership. A new director shall be approved by a three-quarters (3/4) vote of all board directors and serves the remaining term of a vacancy, three (3) years in the case of a new director seat.

Section 2. The board membership shall be drawn from representatives of environmental or renewable energy organizations; architectural, construction and related businesses; an electric power producer or distributor; local government or their advisory housing or sustainability committees; general business; and public interests. The board membership is intended to be broad without a concentration of more than two representatives from any above-named sector. Board directors may be selected from different communities as the Organization's programs expand across the state.

Section 3. Directors shall serve staggered three (3) year terms as designated at the time the board is established.[1] A director shall commit to no less than three (3) years of service on the board. Director terms expire in the 4th Quarter of each calendar year, and a director can be approved for another term by a vote of other directors. A director shall commit to attend meetings in person or participate electronically as warranted. A director shall provide no less than two (2) months' notice to the officers when requesting to be removed from the Board.

Section 4. The Board and the officers shall handle the regular business of the Organization. The Executive Committee of the Board shall consist of the President, Vice President, Treasurer, and Secretary.

Section 5. The Board shall promulgate policies or rules to manage the affairs of the Organization and amend these bylaws as necessary for the conduct of the Organization.

Section 6. All committees shall be appointed by the Board.

Section 7. If necessary, a director who does not comply with assigned responsibilities or repeatedly misses meetings may be removed from the Board by a three-quarters (3/4) vote of all Board directors. The President shall first discuss their participation with the director, and subsequently give all board directors timely notice prior to a Board vote.

[1] Seats 1, 4, and 7 serve the same term. Also, Seats 2, 5, and 8; and Seats 3, 6, and 9.

Article IV - Officers

Section 1. The board shall choose one of its directors to be President, and the board shall also choose among its directors a Vice-President, Secretary, Treasurer, and Deputy Treasurer. Each officer shall serve for the term of at least two (2) years, and can be chosen to serve additional terms.

Article V – Duties of Officers

Section 1. The President shall

A. preside at all meetings of the board. The President and Vice-President shall coordinate their calendars and designate a presiding officer for each board meeting. The President may delegate this duty as appropriate;
B. ensure that a timely electronic notice and agenda are sent to board members no less than four (4) days before all board meetings;
C. sign contracts and checks as established in the *AHS Financial Management and Record Keeping Policy*;
D. in their discretion, serve as a member of all Board committees; and
E. act as the primary spokesperson for the Organization, although the President may delegate this duty to another Board Director or Executive Director.

Section 2. The Vice-President shall

A. preside at meetings of the board, when so designated by the President in the President's absence;
B. when so designated, ensure that a timely electronic notice and agenda are sent to board members no less than four (4) days before a board meeting;
C. perform such duties as assigned by the President;
D. sign checks, as needed, with the Treasurer, or Deputy Treasurer when so designated by the Treasurer; and
E. attend all board meetings in person, or participate electronically as warranted.

Section 3. The Secretary shall

A. record the minutes of all proceedings of the board meetings and arrange for a substitute person to perform this duty in the Secretary's absence;
B. handle the correspondence of the Organization in conjunction with the Executive Director;
C. ensure that the Executive Director maintains and keeps current all files of the Organization;

D. ensure that the Executive Director files a timely biennial report to maintain the Organization's standing as a nonprofit corporation recognized by the State of Alaska;
E. have a copy of these bylaws for reference at all board meetings; and
F. attend all board meetings, or participate electronically as warranted.

Section 4. The Treasurer, or Deputy Treasurer when so designated in the Treasurer's absence, shall

A. have charge of all funds of the Organization and, in conjunction with the Executive Director, deposit such funds in the name of the Organization in such financial institution as approved by the Board of Directors;
B. sign checks as designated in the *AHS Financial Management and Record Keeping Policy*;
C. review and approve periodic financial reports and invoices as designated in the *AHS Financial Management and Record Keeping Policy*;
D. ensure that the Executive Director maintains and keeps current all financial records of the Organization and prepares a written report as required by funding sources;
E. ensure that the Executive Director files a timely annual tax return, as warranted, with the Internal Revenue Service to maintain the Organization's 501(c)(3) tax exempt status with the Internal Revenue Service;
F. ensure that the Executive Director maintains the Organization's tax-exempt status with the City and Borough of Juneau, or other local government; and
G. attend all board meetings in person, or participate electronically as warranted.

Article VI – Meetings

Section 1. Regular meetings of the Board shall be held monthly, or more or less frequently as needed and determined by the President, or Vice-President in their absence.

Section 2. Notice of a Board meeting or a Board committee meeting shall be via email no less than four (4) days prior to the meeting date. A notice of a Board or Board committee meeting shall include a proposed agenda.

Section 3. If ill, traveling, or residing outside Juneau, a director may participate in a Board meeting electronically, and that director is counted for purposes of establishing a quorum and in matters of voting by the Board.

Section 4. The President, or the President's designee, may call an emergency meeting of the Board by giving email notice to all directors two (2) days prior to the proposed meeting. Any such meeting must have a quorum of the directors to take action.

Article VII – Decision-Making Processes

Section 1. A quorum for conducting the business of the Board shall be a majority of the directors empowered to vote. Each director shall have one (1) vote.

Section 2. After discussion, the President, or Vice-President in their absence, shall summarize a proposed action. Board decisions shall be primarily by near-consensus (i.e., most members agree with proposed action but unanimous consent is not necessary), as determined by the President. However, any director participating at a meeting may call for a vote of the Board on a proposed action before the Board. If a vote is taken, a decision of the Board shall require a majority vote of the entire Board. For the purposes of formal actions to be taken at a meeting, the Board shall follow Roberts' Rules of Order. Alternatively, approvals may occur through a majority of the entire Board responding in the affirmative via email.

Section 3. In a situation where immediate Board approval is needed in order to take timely action on a specific event or program task, a director shall contact the President, or the Vice-President in the President's absence. The President, or Vice-President in the President's absence, shall then contact directors via email, text messaging, and telephone for a response to be provided within a designated period of time. The President, or Vice-President in the President's absence, will determine if the majority of all directors responded in the affirmative via email in order to take action on the specific event or program task. The President, or Vice-President in the President's absence, shall within no more than two (2) days inform the Board of the decision and indicate the vote of each director.

Article VIII – Conflict of Interest

Section 1. The Board of directors shall adopt, maintain and adhere to a conflict of interest policy.

Section 2. No director shall vote or otherwise participate in any decision of the Board if such vote or participation involves that director in any such conflict of interest.

Section 3. Each director, officer or member of a committee with governing Board-delegated powers shall annually sign a statement which affirms that they have received a copy of the conflict of interest policy, have read and understand the policy, and understand that Alaska Heat Smart is a charitable organization and must engage in activities which accomplish one or more of its tax-exempt purposes.

Section 4. Each director shall verbally identify an affiliation with other organizations or businesses when the Board discusses or takes action on a matter where a director's affiliation may complicate their participation. If their participation presents a conflict of interest, the director can seek recusal with approval by a majority of the Board.

Article IX – Amendments

The bylaws may be amended by a two-thirds vote of all directors.

Article X – Dissolution

In the event of dissolution of the Organization, remaining assets after satisfaction of all obligations of the Organization shall be distributed for purposes within the meaning of the Internal Revenue Service code 501(c)(3), or corresponding section of any future federal tax code.

Alaska HEAT SMART
akheatsmart.org

Alaska Heat Smart

August 12, 2026

City and Borough of Juneau Community Development Department
155 Heritage Way. Juneau, Alaska 99801

Attn: Juneau Affordable Housing Fund Review Committee

RE: Officers and Directors List for Alaska Heat Smart's FY2027 JAHF Application: Request for $200,000 in Matching Funds for HUD Healthy Homes Program

Dear Members of the Review Committee,

Please refer to this Alaska Heat Smart letterhead for a complete and up to date list of the organization's officers and directors.

Thank you,

Andy Romanoff
Executive Director

Officers
Gretchen Keiser
President

Steve Behnke
Vice President

Lori Sowa
Treasurer

Paul Voelckers
Secretary

Board of Directors
Lorraine DeAsis
Robin Gilcrist
Sally Saddler
Alan Wilson

Executive Director
Andy Romanoff

P.O. Box 20912
Juneau, AK 99802

akheatsmart.org