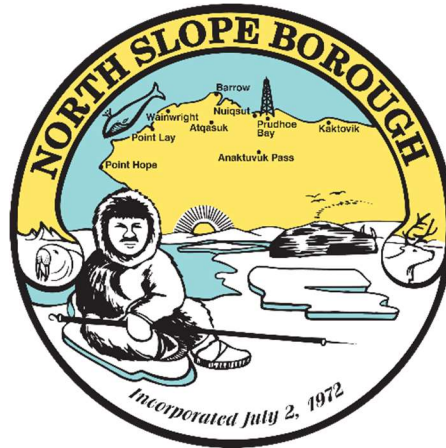


**NSB Housing Shipping Assistance Program  
Program Handbook  
For Home Building Materials**



**Josiah A. Patkotak, Mayor**



**North Slope Borough**

Department of Housing

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*Jack L. Frantz, Director*

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## About the Program

The North Slope Borough of Alaska (“NSB”) created the NSB Housing Shipping Assistance Program (“NSBHSA”) to assist qualified residents with shipping home building materials and to reduce the extraordinarily high cost associated with freight transportation on the North Slope.

## Program Goals and Objectives

The primary purpose for establishing the NSBHSA is to provide a direct financial reimbursement contribution to help offset the costs to ship home building materials to the North Slope.

## Availability of Funds & Funding Terms

The NSB Assembly will determine the amount of funding available each NSB fiscal year. NSBHSA funds will be made available for qualified residents living on the North Slope.

- 1) Funds will be made available in the following forms:
  - a) Assistance for shipping home building materials to the North Slope Community.
  - b) Qualifying families are eligible for a one-time only award for shipping expenses for home building material up to a maximum of \$5,000.
  - c) The \$5,000 reimbursement is the maximum limit per each family, but may be split into two separate reimbursements not to exceed \$5,000 in total.

## Eligibility

### Threshold Review

All reimbursements are subject to compliance review which include:

- 1) Review to determine that the applicant is in financial good standing with the NSB. If the applicant has any outstanding balance due to the Borough, including Utilities, Rents, Taxes, or Loans, the reimbursement under this program will be applied first to the outstanding balance prior to reimbursing the applicant for shipping costs under this program.
- 2) Review to determine that the applicant is a resident of the NSB for a minimum of two years for this program.
- 3) Review to ensure all items are legal items to ship into each community. No shipment of drugs or alcohol is permitted with program.
- 4) Review to ensure no other shipping programs outside of the NSBCAS or NSBHSA are utilized by applicant.

Staff will review each application upon receipt to ensure the minimum eligibility threshold requirements are met. If an applicant does not meet these requirements, staff will notify the applicant. Applications not meeting the minimum requirements above will be disqualified and removed from consideration until requirements are met.

### Eligible Uses

Funding is available for the following items to be reimbursed for shipping expenses:

- 1) Home building materials. Examples of home building materials are lumber, sheetrock, plumbing items, flooring material, insulation, etc.
- 2) Items not eligible for shipment: drugs, alcohol, and any product with intended business use.
- 3) For any questions on what can and cannot be shipped, contact the Program Manager at [HousingDevelopment@north-slope.org](mailto:HousingDevelopment@north-slope.org) or call 907-852-0203, NSB Housing Department.

## Application and Review Process

Applications will be made available upon Mayor's determination of funding availability for the Fiscal Year.

Completed applications will be reviewed by NSB staff. The Housing team will determine eligibility and award assistance based on the selection criteria included in this guideline.

Applications are to be filled out and emailed to [HousingDevelopment@north-slope.org](mailto:HousingDevelopment@north-slope.org), or mailed to NSB Housing Dept., P.O. Box 69, Utqiagvik, AK 99723, or dropped off at NSB Housing Dept., 1689 Okpik Street, Utqiagvik, within 180 days of the Applicant paying the shipping invoice in which they are seeking reimbursement. Invoices pre-dating December 3, 2024, are not eligible for this program. Applications must be received no later than close of business 180 days after paying for shipment.

All applications are ultimately approved by the Housing Department, using the criteria outlined below. Applicants should expect that their submitted applications and other supporting documentation will be available to the public. Potential applicants are encouraged to contact the NSB Housing Department with questions about the program and how individuals may utilize the funds.

## Selection Criteria

### Application Rules

The NSBHSA Program has the following rules for the pre-approval process:

- 1) Applicant shall fill out application in its entirety and submit all items to be shipped to the Program Manager for pre-approval. Once the Program Manager has reviewed the request, they shall inform the Applicant if items are approved or disapproved.
  - a) All items to be shipped shall be fully disclosed during pre-approval. If any items being shipped are not disclosed, applicant may be disqualified from this program.
  - b) Once items are pre-approved, shipper may not change the request unless given approval from the Program Manager. If shipper changes the request to add or deduct from the request, it must be in the form of a new request, canceling the previously approved request.
  - c) If multiple shipments are requested in one application, shipper must provide all backup to the Program Manager for all items requested to be shipped. Items list shall be stored with the Program Manager and marked as either approved or disapproved.
- 2) Applicant may combine up to 3 different shipments per this reimbursement. Qualified max reimbursement expenses shall be \$5,000, to be reimbursed by the NSBHSA. Items shall be shipped within the 180-day time limit of each other, as shown on receipt of payment of

shipping, or reimbursement shall be forfeited for expired items.

- a) If total of shipping expenses is greater than \$5,000, only \$5,000 of the expenses shall qualify for the reimbursement.
  - b) NSBHSA shipping program shall be a one-time award per family, but may be split into two separate reimbursements not to exceed \$5,000 in total.
- 3) All items shall be marked as pre-approved or disapproved on application and sent back to applicant. Applicant is encouraged to contact the Program Manager after 5 business days to request an update on pre-approval if none is given.

The NSBHSA Program has the following rules for final reimbursement:

- 1) Ensure application is filled out in its entirety prior to submitting the application for review by the Housing Department. Any application that is incomplete shall not be considered.
- 2) Provide the following supporting documentation requested by NSB Housing, as part of the application:
  - a) Copy of valid government-issued photo identification.
  - b) Itemized receipt from vendor for materials.
  - c) Itemized receipt from shipper for materials.
- 3) Submit application within 180 days of their payment of the shipping costs for the requested reimbursement.
- 4) There shall be **NO** reimbursement assistance awarded for any shipping costs that were incurred **prior to December 3, 2024.**
- 5) There is one award given per family.
- 6) The costs of shipping building materials have already been remitted to the shipper.
- 7) This program is for shipping home building materials for personal use only.

## Compliance and Monitoring

### Inspection and Monitoring

The NSB, at any time, could inspect and monitor the records and materials purchased with this program to evaluate the performance and compliance with NSBHSA program rules.

### Termination

The NSB Housing Department may terminate any agreement if awardees:

- 1) Did not ship building materials for their home;
- 2) Make material alterations to the project;
- 3) Make any material misrepresentations about the project or reimbursement request;
- 4) Any attempt to mislead the NSB shall be cause for immediate termination of application process and applicant shall be required to reimburse the NSB.
- 5) Attempt to ship any drugs or alcohol.

## Legalese

### Non-Discrimination

No person shall be excluded from participation in, be denied benefits of, or be otherwise discriminated against in this program on the basis of race, color, religion, sex, national origin or age.

### Conflict of Interest

The NSB Municipal Code governs an employee's ethics in the scope of their job functions. No NSB employee may receive this assistance if they are the one making the decision on the application. NSB Housing shall follow all conflict of interest best practices when awarding any assistance.

### Indemnification

The Applicant shall indemnify, hold harmless and defend NSB, 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 Applicant, its contractors, or anyone directly or indirectly employed by Applicant 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 Applicant's performance under this Agreement which is caused by the joint negligence of NSB, and the Applicant shall be apportioned on a comparative- fault basis. Any such joint negligence on the part of NSB must be a direct result of active involvement by NSB.

### Governing Law

Any recipient of this assistance understands that the assistance 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 assistance program. Any action relating to this program, and any subsequent agreement, shall be brought in the courts of the State of Alaska, Second Judicial District, at Utqiagvik, Alaska.

## Definitions

### Qualifying Resident

Applicant is a resident of NSB for a minimum of two years for this program. Applicant must be 18 years of age or older.

### Household

A household is a group of people who live together in a housing unit, such as a house or apartment, as their primary residence. This includes related family members, as well as unrelated people like lodgers, foster children, wards, or employees. A person living alone, or a group of unrelated people sharing a housing unit, is also considered a household.

### Family

A family is a group of people who share an economic and social unit, connected by blood or by legal relationship through marriage, adoption, or fostering. This includes biological parents, children, siblings, and extended relatives. Married couples that are living in the same household with parents will be considered a second family unit for this program.