NSB Housing Shipping Assistance

For Home Building Materials

Program Handbook

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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 of the NSBHSA is to provide direct financial reimbursement to help offset the cost of shipping home building materials to the North Slope.

Availability of Funds & Funding Terms

Funding for NSBHSA is determined annually by the NSB Assembly, and is made available under the following terms:

Dec. 3, 2024 – Dec. 31, 2025 - Qualifying families are eligible for a lifetime award $5,000 for shipping home building materials to North Slope Communities. The annual limit may be split into two separate reimbursements not to exceed $5,000.

Jan. 1, 2026 – Dec. 2, 2026 - Qualifying families are eligible for an annual reimbursement of $7,500 for shipping home building materials to North Slope Communities. The annual limit may be split into two separate reimbursements not to exceed $7,500 annually.

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. If this applies to you, please call the Development Division to discuss your unique situation.
2) Applicant must have been a resident of the NSB for a minimum of two years.
3) Only home building materials and approved appliances are eligible for reimbursement of shipping costs. Applicant must provide proof of what was shipped, and proof of payment for the shipping.
4) Review to ensure no other shipping programs outside of the NSBCAS or NSBHSA are utilized by applicant.

Staff will review applications upon receipt to ensure requirements are met. If an applicant does not meet these requirements, staff will notify the applicant. Applications failing to meet minimum criteria will be disqualified 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) **Eligible Appliances:**
    a) Major Appliances
        i) Refrigerators
        ii) Freezers
        iii) Stoves/Ovens (electric, propane, or fuel oil)
        iv) Washers
        v) Dryers
        vi) Dishwashers
        vii) Water heaters
        viii) Boilers, furnaces, or other heaters such as Rinnai or Toyo

    Frequency limitations to major appliance shipping expense reimbursement: Eligible households may receive shipping reimbursement for each major appliance no more than once every five (5) years, unless the appliance was destroyed due to an emergency (e.g., fire, flood), and the applicant provides documentation of the loss.

Exclusions

1) These items are not eligible to be reimbursed for shipping expenses:
    a) Small or medium appliances are not eligible, such as microwave oven, air fryer, coffee

maker, compact refrigerator, air purifier, dehumidifier, or vent hoods.
b) Luxury, decorative, or high-end specialty appliances
c) Commercial-grade appliances not intended for residential use
d) Non-essential electronics (televisions, gaming systems, audio equipment)
e) Recreational or outdoor appliances (smokers, patio heaters, etc.)
f) Recreational drugs or alcohol.
g) General household goods
h) Any product with intended business or commercial use.

For any questions on what can and cannot be shipped, contact the Development Division at 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, or mailed to NSB Housing Dept., P.O. Box 69, Utqiaġvik, AK 99723, or dropped off at NSB Housing Dept., 1689 Okpik Street, Utqiaġvik, within 90 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.

Application Rules

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.** Different terms apply for calendar year 2025 and 2026.
5) Applicant may combine multiple shipments into two separate reimbursement requests. Total

reimbursement will not exceed $7,500. 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 $7,500, only $7,500 of the expenses shall qualify for the reimbursement.

b) The $7,500 reimbursement is the annual limit per family, but may be split into two separate reimbursement requests not to exceed $7,500 annually.

6) There is one award given per family per calendar year.

7) The costs of shipping building materials have already been remitted to the shipper.

8) This program is for personal use only, of eligible items listed above.

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, of 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 Utqiaġvik, 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.