



Bering Straits Regional Housing Authority

PO Box 995, Nome, Alaska 99762 (907) 443-8600 - Office (907) 443-8652 - Fax

2023 Housing Preservation Grant – Application Instructions

Eligible Native homeowners are invited to apply for up to \$25 thousand in 2023 Housing Preservation Grant assistance before the end of February 2023 to pay for maintenance, repair, and renovation projects that reverse the effects of normal aging and wear and tear on a home such as replacing flooring, windows, cabinets, doors, lighting, plumbing fixtures, electrical components, insulation, furnaces, boilers, and related items.

A complete application will include:

- 1) The application form, available on our website. (described in detail below).
- 2) A scope of work, timeline, and budget.
- 3) If the work will be done by a contractor: a contractor bid.
- 4) If the work will be done by the homeowner or a local tradesman:
 - a. A priced-out materials list.
 - b. A labor cost estimate.
 - c. A statement of qualifications for the person(s) who will do the work.

The Application Form

The form is available on the BSRHA website at <http://www.bsrha.org/programs> If you do not have access to a computer then ask your Tribal Coordinator to download the form and print it out.

How to submit the application:

- 1) **At our office:** Place the application and supporting documents in an envelope. Write “Housing Preservation Grant” and your name on the front. Drop it by our front desk at [1008 Front Street](#) in Nome. We are open from 8:00-5:00. We are closed for lunch from 12:00-1:00.
- 2) **Send it by Mail:** Place the application and supporting documents in an envelope. Put your name and return address in the upper left corner. Stamp the envelope and mail it to:

[Housing Preservation Grant c/o Walter H Rose](#)
[Bering Straits Regional Housing Authority](#)
[P.O. Box 995](#)
[Nome, AK 99762-0995](#)

Note: Mail-In applications must be post-marked before the deadline.

- 3) **Email:** Scan the application and supporting documents into computer files. Attach them to an email, put “Housing Preservation Grant” in the subject line.



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Email them to wrose@bsrha.org Call 907-443-8612 to confirm the application was received.

NOTE: This is a competitive grant. A selection committee will score all applications received before the deadline. The BSRHA CEO has final approval authority over all projects. We explain how points will be awarded in the sections that follow:

NOTE: The instructions follow the flow of the application form, starting at the top and moving through the form box by box. If you are not a low-income Tribal homeowner, then you are not eligible to apply for this grant.

Contact Information (Top of Application Form Page One)

Provide complete contact information including a phone number that works. If BSRHA is unable to contact you then your application may be disqualified.

Family Composition:

Indicate how many adults, teenagers, and infants currently live in your home. One point will be awarded for each full-time resident. We will also use the number of residents in your home and the number of bedrooms to determine if your home is overcrowded. Overcrowded homes receive additional points.

Eligibility:

The following questions verify eligibility to apply. Only low-income Native people who own their homes and are not receiving other housing assistance are eligible. If you rent your home, please do not apply.

This is a low-income household: (check box):

Only low-income applicants are eligible. Add up the annual income of all adult full-time household residents then refer to the table below. If total household income is less than the number below “**persons**” in the table below, then check this box.

- You will be required to provide proof of income if your project is selected.

Refer to the number below the number of full-time residents in the household							
1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
\$ 57,300	\$ 65,400	\$ 73,700	\$ 81,800	\$ 88,400	\$ 94,900	\$ 101,500	\$ 108,000

- Please do not submit sensitive information or pay stubs.
- If you do not qualify as is not low-income then you are not eligible.



I own the home I am applying to fix: (check box)

You must own your home to be eligible. Renters please do not apply. Former BSRHA homebuyers (homeowners who have been conveyed) are eligible. Applicants who do not check this box may be deemed ineligible.

I am not receiving any other federal housing assistance: (check box)

If you are not receiving other federal housing assistance (assistance to repair, renovate, or live in your home), then check this box. Heating fuel assistance and SNAP do not count as housing assistance, so if you are receiving these, you are still eligible. Until after they are conveyed, BSRHA homebuyers are not eligible.

Bonus Points:

The scoring committee will award five bonus points to homeowners who have applied in the past, five bonus points to homes owned by elders, five to homes owned by veterans, and five to homes that are either owned or for the benefit of a disabled person. You will be required to provide proof that the answers you provided are true if your project is selected.

I have applied in the past: (5 points)

Applicants who have applied in the past, please check this box.

I am an elder: (check box – 5 points)

If you (the homeowner) or your spouse is an elder, check this box. Do not check this box if an elder is living in the home but is not the homeowner.

I am a veteran: (check box- 5 points)

If you (the homeowner) or your spouse is a veteran, check this box. Do not check this box if a veteran is living in the home but is not the homeowner.

I am disabled: (check box – 5 points)

If you (the homebuyer) or your spouse are disabled, check this box. If the proposed project is to assist any person with a disability in the home, check this box.



Checks for Conflict of Interest

If you have a relative who works for or has influence over BSRHA, then the law prohibits that person from discussing, voting upon, deciding, or participating in (formally or informally) the grant scoring process.

I am related to this BSRHA commissioner or employee (check box).

If you check this box, then provide the name and position of the relative on the right. If you check this box, your application will not be disqualified, but BSRHA will take steps to ensure your relative is not involved in grant scoring or decision-making.

I am a currently elected tribal official and my position is (check box).

If you check this box, describe the elected position you currently hold on the right. If you check this box, your application will not be disqualified, but BSRHA will take steps to ensure you do not exert undue influence over grant scoring or award.

Information about the Age and Condition of your home:

The information provided in this section is background information that affects scoring indirectly. For example, we use the number of bedrooms and the number of occupants in the home to determine if it is overcrowded.

Home Constructed In (data box - year): Enter the year the home was constructed. If it is a very old home, and you are not sure exactly when it was constructed, then make an educated guess.

Number of Bedrooms (data box – number): Only count rooms that were designed to be bedrooms as bedrooms. Even if a full-time resident sleeps there every night, do not count the living room, closets, or other areas not designed to be a bedroom as bedrooms.

Is the home overcrowded (text box): Please provide your opinion. Consider the age, sex, and relationship of people living together in different rooms. Two infants sharing a bedroom may not be overcrowded, but two teenagers sharing a bedroom is overcrowded. Words like “not overcrowded,” “overcrowded,” or “severely overcrowded” are acceptable.

Physical Location (text box) If the home has a street address, then enter it in this box. If the home does not have a street address, then provide the legal description of its location (found on the deed), or provide a map or aerial photograph (google earth) showing the location of the home.



What are You Applying to Fix (text box): Describe what you are applying to fix in a few sentences. Do not request more work than can be completed for \$25,000.

Who do you plan to have do the work? The person or contractor you select must have the skills and ability to do the work and needs to be available to get the work done. The homeowner or another household member might do the work. A contractor out of Nome or in your village might do the work. A qualified tradesman in your village might do the work. Note: Having BSRHA do the work is not an option.

Important: If your project is selected, but whomever you plan to do the work turns out to be unavailable, then we will skip your project and you will need to apply again next year.

A contractor (check box)

If you have a firm written quotation from a contractor or qualified tradesperson then check this box. For example, If you need to fix your heating system and you get a quote from a plumber, then check this box. Applicants with a firm quotation have a good chance of being selected.

A qualified local tradesman (check box) A qualified local tradesman is the next best option. Find a tradesman and ask that person to write up a scope of work and a materials list. Get pricing on the materials, delivered to the village from Builder's Supply in Nome, or Spenard Builder's Supply in Anchorage. Get a firm labor estimate from the tradesperson. Ask that person to provide a brief description of their skills and experience. Check this box and attach all that information to your application.

I plan to do the work myself (check box). If you are qualified to do the work, then you have a good chance of being selected. Write up a brief description of your skills, abilities, and experience. Write a materials list and get pricing on the materials delivered to the village from Builder's Supply in Nome, or Spenard Builder's Supply in Anchorage. Check this box and attach all that information to your application.



STARTING AT THE TOP OF PAGE TWO

Describe the condition of every area in your entire home (twelve areas)

Do not skip this section. Hint: we are looking for homes that have been relatively well maintained but have one or two problems that need fixing. If the overall condition of your home is bad, then there is probably not enough money in this grant to make a difference.

Write: “Excellent,” “Good,” “Average,” or “Bad” in each box. If you are using Adobe Acrobat, use the pull-down button to select the appropriate option.

Tell us how much this job will cost, labor and materials.

Put numbers in these boxes that match the materials pricing and labor estimate you should have already gotten. The selection committee is looking for applicants capable of getting the job done in a timely manner. If you have a good idea of what the project costs it suggests you know what you are doing.

Essay Questions (15 points each)

Take time and answer each of the following essay questions thoroughly. Write legibly. Attach a separate piece of paper if needed. Your answers to these three questions will likely determine whether or not your project is selected.

Explain why this project is badly needed:

Convince the selection committee that your project is badly needed. Explain when you first noticed the problem. Describe how it is getting worse over time. Tell us what will happen if it doesn't get fixed. We are looking for badly needed projects.

Explain what you have done in the past to try and fix this:

Convince the selection committee that you have been trying to fix the problem for a long time but can't afford to fix it. Did you try and fix it yourself? Did you try to borrow money to fix it and get turned down? Did you apply for assistance from other entities and get turned down? BSRHA is looking for applicants who have been making a real effort to fix the problem but can't afford to do so.



Why is this a low-risk project that will produce lasting benefits?

BSRHA is looking for applicants capable of completing the project without much assistance. Convince the selection committee you are capable. Convince them that it is an easy project: nothing is going to go wrong. Finally, describe how you will maintain the project so it continues to produce lasting benefits. Convince them that you will take care of (maintain) the project after it is completed.

----- **you have reached the end of the application form** -----

Conclusion: This is the second year BSRHA has used this streamlined application form and process. The Housing Preservation Grant used to take a lot of time and effort to apply for because every applicant was required to provide proof of Tribal membership, proof of home ownership, proof of income, and proof of a lot of other things with the initial application. Our new streamlined application process only requires applicants who have been selected to provide this information.

We Welcome Your Comments: We will be happy to receive your comments and suggestions about how we might improve the application process in the future.