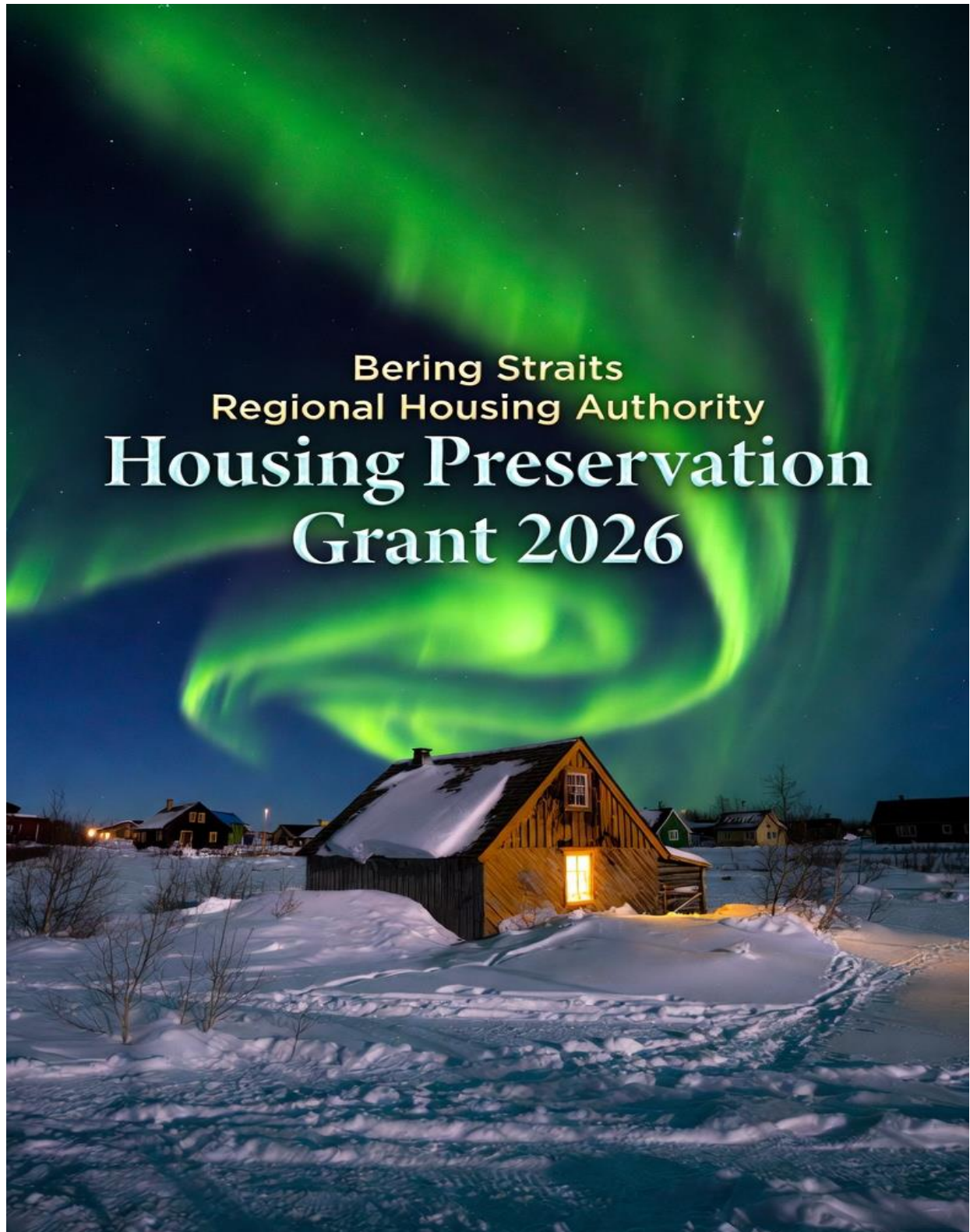




Bering Straits Regional Housing Authority

PO Box 995, Nome, Alaska 99762 (907) 443-5256-Office (907) 443-8652-Fax



Bering Straits
Regional Housing Authority
**Housing Preservation
Grant 2026**



Contents

SECTION 1: HOW TO PREPARE FOR THE ONLINE APPLICATION 1
Eligibility (must meet all requirements): 1
Grant Description 1
Competitive Grant 1
Preparing to Apply 2
Step 1: Figure out what you’re going to fix (scope of work) 2
Common eligible repairs: 2
Step 2: Determine who will do the work 2
Common Tasks (Do These for All Options) 3
Option 1: You Do the Work (Best if You Have Experience & Tools) 3
Option 2: Local Tradesman Does the Work (You Manage) 3
Option 3: Hire a Contractor (Best if You Lack Construction Experience) 3
Checklist: You should have these items on hand before you apply online 3
SECTION 2: HOW TO APPLY ONLINE 1
Filling Out the Application: 1
Section 1 – Eligibility Checklist (required) 1
Applicant Information: (required) 2
Income Level: (required) 3
Legal Description of Property (optional 1 Point) 4
Proof of Ownership & Aerial Photo (optional – 1 Point Each) 4
Why Is This Project Needed (15 Points) 5
APPLICATION TYPE (required): 5
Attach priced-out materials/quotation (required – 10 Points) 6
Contractor or Worker Experience & Qualifications (required - 20 Points) 6
Example: Incomplete Scope of Work (not enough detail) 7
Example: Better scope of work (more detailed/competitive) 7
Project Scope Details (Part of Scope of Work Score) 7



Bering Straits Regional Housing Authority

PO Box 995, Nome, Alaska 99762 (907) 443-5256-Office (907) 443-8652-Fax

Project Timeline & Feasibility (15 Points)	8
Project Security and Risk (10 Points)	8
Required Attachments:	9
Optional Attachments:.....	9
Applicant Certification.....	10
Save and Continue Later:	10
Appendix A: Grant Timing and Discussion.....	11
Required Paperwork if Your Project is Selected.....	11
Environmental Review:	11
Appendix B: Scoring Matrix.....	12
If You Have Questions	13
Frequently Asked Questions (FAQ).....	14



SECTION 1: HOW TO PREPARE FOR THE ONLINE APPLICATION

Important: Do not start the online application until your project is well planned. Poorly planned projects are the top reason good projects are not funded.

Eligibility (must meet all requirements):

- Tribal member from a participating BSRHA community.
- Clear title of home ownership (no liens or mortgages)
- Home is your **full-time primary residence** (no seasonal housing).
- Not receiving other federal housing assistance.
- You must be willing to sign an agreement not to sell your home for 5 years.
- You must be capable of managing the project.
- Household income at low or medium level (for your family size)

BSRHA helps with materials procurement and shipping. **BSRHA does not perform the work. If you make more than the medium-income limit for your family size, you are not eligible.**

Family Size	1	2	3	4	5	6	7	8
Low Income (\$)	59,300	67,800	76,250	84,700	91,500	98,300	105,050	111,850
Medium-Income (\$)	74,100	84,750	95,300	105,900	114,400	122,900	131,900	139,800

Grant Description

The BSRHA HPG offers up to \$25,000 in forgivable loan assistance to repair your home and extend its useful life. You “repay” by living in the home as your full-time primary residence for five years. If you sell early, you repay a pro-rated share (20% forgiven per year).

Competitive Grant

This is a competitive grant. We ask many questions in the application so the Scoring Committee can identify the best projects. Good projects use qualified labor to fix severe problems for under \$25,000 and before December 31, 2026. You **MUST** attach either a contractor bid or a materials-and-shipping quotation from a vendor. For extra points, attach photos of what needs to be fixed, a copy of your deed, and other supporting materials.



Preparing to Apply

Step 1: Figure out what you're going to fix (scope of work)

In a notebook, list every major repair needed. Estimate costs. Prioritize urgent items that extend the home's life. Keep the total well under \$25,000.

Common eligible repairs:

- Roof and/or siding
- Windows and doors
- Leaking or freezing plumbing
- Worn-out flooring
- Unsafe electrical
- Heating systems

Tip: Apply for one or two major repairs. Don't try to fix everything.

Ineligible (will be rejected):

- No luxury items (hot tubs, saunas)
- No kitchen appliances or furniture
- No building additions or new structures
- No items that add up to more than \$25,000

Step 2: Determine who will do the work

You have three options:

- **Option 1** – Do It Yourself (best if you have tools and experience): You handle the labor while BSRHA helps procure and ship materials.
- **Option 2** – Hire a Local Tradesman (good middle choice): You manage the project while a qualified village tradesperson performs the work.
- **Option 3** – Hire a Contractor (easiest if you lack construction experience): The Contractor manages everything from materials to installation.

All options require a clear scope of work, priced quotes, and a realistic timeline that finishes by December 31, 2026. Choose the one that best matches your skills and resources to keep the project simple and successful.



Common Tasks (Do These for All Options)

- Write a clear **scope of work**.
- Obtain a written contractor or supplier **quote**, including a timeline.
- Obtain a **shipping quote** (suppliers provide weights/dimensions).
- Create a realistic **task list and timeline** (must finish by Dec 31, 2026).
- Write a paragraph on **how you will pick up and securely store materials**.
- Optional (extra points)
 - Provide the legal description of your property
 - Attach a digital copy of your deed (Alaska Recorder’s Office website).
 - Attach up to four photos showing why the improvements are needed.

Option 1: You Do the Work (Best if You Have Experience & Tools)

- Complete the common tasks above.
- Write a paragraph on **your construction experience and accomplishments**.
- After you get your materials and shipping quotes, you are ready to apply.

Option 2: Local Tradesman Does the Work (You Manage)

- Find a willing local tradesman.
- Ask for a written materials list, labor quote, task list and timeline.
- Ask for a written statement of their **experience and accomplishments**.
- Complete the common tasks above.
- After you receive materials and shipping quotes, you are ready to apply.

Option 3: Hire a Contractor (Best if You Lack Construction Experience)

- Find a contractor and develop a scope of work that is \$25,000 or less.
- Get a single bid broken down into **materials and labor**.
- Ask the contractor for a **task list and timeline**
- Obtain information on the contractor’s **experience and accomplishments**.
- When you have this all in writing, you are ready to apply.

Checklist: You should have these items on hand before you apply online.

- Scope of work
- A task-list and timeline
- A written or supplier quote for materials, shipping, and, if applicable, a firm quotation for labor, or a detailed Contractor quotation.
- Your (or contractor/tradesman) experience summary
- A paragraph about how you will transport and store materials securely

BSRHA HOUSING PRESERVATION GRANT
SECTION 2 – HOW TO APPLY ONLINE

SECTION 2: HOW TO APPLY ONLINE

The deadline to apply is June 19th, 2026

Filling Out the Application:

Read these instructions thoroughly and gather all the information you need to apply before attempting to fill out the online form. This section walks you through the online form, step by step.

Note: These instructions include an example: The applicant will hire a local tradesperson to replace one living-room window, three (3) bedroom windows, and the front door.

Section 1 – Eligibility Checklist (required)

The eligibility checklist will be the only part of the form visible when you first go to apply. The application form will not appear unless you check off every box on the checklist. **Answer these questions truthfully, checking off boxes as you go.**

You Must Be a Tribal member of a BSRHA participating community.

Tribal Member (Required)

I am a Tribal Member in a BSRHA participating community

Note: Stebbins and Unalakleet Tribal members are not eligible.

You Must Own and occupy the home as your full-time primary residence (*no mortgages are allowed*)

Own My Home (Required)

I own and occupy this home as my full-time primary residence (no mortgages allowed)

Note: Homes with mortgages are not eligible because HUD requires BSRHA to file a binding commitment not to sell your home for five years, and mortgages do not allow the homeowner to put resale restrictions on the property. A binding commitment that violates the terms of the mortgage triggers an immediate demand for payment in full.



You Must: Not currently be receiving any other federal housing assistance.

Not Receiving Other Federal Assistance *(Required)*

I am NOT receiving any other federal housing assistance

Note: SNAP benefits and Heating Fuel Assistance, etc., are ok

You Must: Agree to live in the home for at least 5 years after work is completed or repay a pro-rated portion of the grant (20% is forgiven per year for five years).

Agree to live in the home *(Required)*

I agree to live in the home full time for at least 5 years after work is completed or repay a pro-rated portion of the grant

This HUD requirement prevents people from using grant funds to fix up their home so they can sell it for more money.

You Must: Understand BSRHA will NOT perform any of the work.

BSRHA Doesn't Do the Work *(Required)*

I understand BSRHA will NOT perform any of the work

You, a local tradesperson, or a contractor must do the work.

The Main form below (appears after checking the eligibility buttons)

Technical Detail: Do not worry if the text you enter is too big to fit in a window. BSRHA will still receive the text you can't see.

Applicant Information: (required)

Enter your name, select your tribe from the drop-down list, provide your mailing address, provide your street address if available, your City, Zip Code, a phone number you can be reached at, a second phone number if you have one, and your email address. Everything in this section, except your street address and your second phone number, is required.



Applicant Information

Applicant Name *(Required)*

Elvis

First

Presley

Last

Tribal Affiliation *(Required)*

Native Village of Diomedede

Contact Information *(Required)*

P.O. Box 1000

Mailing Address

500 feet from the beach

Street Address (If available)

Diomedede

City

99762

ZIP Code

Phone Number *(Required)*

(907) 867-5309

Second Phone # (If available)

(907) 443-8612

Email Address *(Required)*

elvis_presley@gmail.com

Note: If your tribe does not appear on the “Tribal Affiliation” drop-down list, it does not participate in BSRHA’s program, and you are not eligible. Stebbins and Unalakleet do not participate in the BSRHA program.

Income Level: (required)

All items in this section are required. Refer to your pay stubs and income tax forms to determine your household’s annual income. Refer to the column in the table that corresponds to the number of full-time occupants in your home. If your family size is greater than five, add 8% for each additional family member.

Example: If there are four full-time residents in your home and if your annual household income is less than or equal to \$87,400, you are a Low-Income applicant. If your household income is less than or equal to \$105,900 but greater than \$87,400, you are a medium-income applicant. If your income is greater than



Bering Straits Regional Housing Authority

PO Box 995, Nome, Alaska 99762 (907) 443-5256-Office (907) 443-8652-Fax

\$105,900, you are not eligible. Check the appropriate income category on the form. Also, provide your family size and the number of bedrooms in your home.

Income Level

We will award three (3) low-income AND three (3) medium-income grants.

Family Size	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Low Income	\$59,300	\$67,800	\$76,250	\$84,700	\$91,500	\$98,300	\$105,050	\$111,850
Medium Income	\$74,100	\$84,750	\$95,300	\$105,900	\$114,400	\$122,900	\$131,900	\$139,800

Income Category (Required)
 Low Income
 Medium Income

Family Size (Required)

 Your household size is required to determine your income level / limit.

Number of Bedrooms (Required)

 How many bedrooms are there in the home?

Legal Description of Property (optional 1 Point)

This is not required, but it will strengthen your application.

Project Legal Description (example: Subdivision, Plat#, Block#, Lot#)

Example: Block 4, Lot 6, Diomedes Housing Subdivision 2011

Proof of Ownership & Aerial Photo (optional – 1 Point Each)

Attach your Deed or Proof of Ownership if you have it.

Also, attach an aerial photo from Google Earth so we can locate your home for the HUD environmental review.

Proof of Ownership
Optional (1 Point)

Drop files here or

Select Files

Max. file size: 512 MB.

Aerial Photo of Property Location
Optional (1 Point)

Drop files here or

Select Files

Max. file size: 512 MB.

Attached: My_Deed.pdf **Attached:** My Aerial Photo.jpg

**DO NOT START THE ONLINE APPLICATION
UNTIL YOU HAVE ALL THE DOCUMENTS YOU NEED ON HAND.**

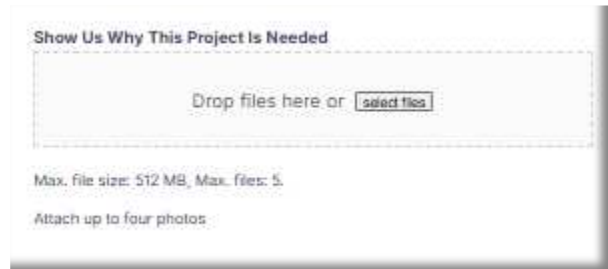
Why Is This Project Needed (15 Points)

BSRHA seeks to fund badly needed projects. Describe the problems you hope to solve with the Housing Preservation Grant, tell us what you have done to solve the problems in the past, and what will likely happen if these problems are not solved.

Why is this Project Needed? (required)

- 1) My front door is severely damaged. Snow comes in under it in the winter, and the Arctic Entry area is extremely cold. My living room window has one cracked pane and freezes up in the winter. I can't open and close my bedroom windows, and they are extremely drafty.
- 2) I have tried to free up the window hinges and adjust them for a better seal, but the window hardware is badly corroded and beyond repair.
- 3) I will continue to use twice as much heating fuel as I did ten years ago. If there is a fire, people might get trapped in the bedrooms.

Attached Photo (5 Points)



Door_Photo.jpg Attached
Window_Photos.jpg Attached

The example

- 1) Clearly describes the problems
- 2) Shows a history of trying to fix.
- 3) Says what might or will happen
- 4) Attached photos

APPLICATION TYPE (required):

If you or a qualified tradesperson will do the work, BSRHA will work with you to buy the materials and ship them to your village, but BSRHA will not do any of the work. If a contractor does the work, then BSRHA will hire the contractor.

On the form, select one of the options below:

Application Type - Select One Value (Required)

- BSRHA Assists with materials procurement and I do all the work myself
- BSRHA Assists with materials procurement and a qualified tradesman does the work
- A qualified contractor will do the procurement and complete all the work



Attach priced-out materials/quotation (required – 10 Points)

The drop box will not appear until after you select an application type. You must attach a contractor bid or a priced-out materials list before submitting this application. Show us you know what you are doing by including everything you need to complete the job.

The screenshot shows a form with two main sections. On the left, under 'Application Type - Select One Value (Required)', there are three radio button options: 'BSRHA Assists with materials procurement and I do all the work myself' (selected), 'BSRHA Assists with materials procurement and a qualified tradesman does the work', and 'A qualified contractor will do the procurement and complete all the work'. On the right, under 'Attach Priced-out Materials List or Quotation (10 Points) (Required)', there is a dashed box containing the text 'Drop files here or' and a red 'Select Files' button. Below the dashed box, it says 'Max. file size: 512 MB.'.

Contractor or Worker Experience & Qualifications (required - 20 Points)

Provide the name and contact information for the contractor or qualified tradesman who will do the work. Provide this information even if you are doing the work yourself, as it is required.

The screenshot shows a form with three input fields at the top: 'Contractor or Worker Name (Required)', 'Contractor or Worker Phone', and 'Contractor or Worker Email'. Below these is a large text area for 'Contractor or Worker Experience & Qualifications (Required)'. At the bottom left of the text area, it says '0 of 2000 max characters'.

The form will accept up to 2000 characters, many more than are visible on the screen. Describe the worker or contractor’s training experience, recent jobs completed, and provide references if applicable. This information is especially important if you are doing the work. Provide enough information to convince us that you are qualified.



Scope of Work (required 15 Points)

Provide a detailed scope of work, including materials specifications **with measurements**. In the past, descriptions of the work to be completed have been inadequate. If you want to win, you need to do better than this:

Example: Incomplete Scope of Work (not enough detail)

Scope of Work *(Required)*

Please describe your entire project in detail

Replace my living room window, 3 bedroom windows, my front door, and door hardware. (This is not nearly enough detail)

Example: Better scope of work (more detailed/competitive)

Scope of Work 15 Points *(Required)*

1) Clearly describe the scope of work. 2) Include materials specifications and measurements. 3) Specifically discuss shipping and storage.

I will replace four existing windows and the front entry door on my home. All new units will be ordered to fit the existing openings. No structural changes or enlargements are required.

Living Room Window (1): Remove and replace the existing 36" wide x 48" tall single-pane wood picture window with a new triple-pane, Low-E, argon-filled vinyl window (U-factor 0.24 or better) and install new 3" exterior painted cedar trim to match existing siding.

Bedroom Windows (3): Remove and replace three existing 30" wide x 36" tall crank-style egress windows with matching triple-pane vinyl casement egress units with stainless steel hardware to prevent corrosion. All new windows will fit the existing rough openings and include new interior and exterior cedar trim finished to match.

Front Entry Door: Remove the existing damaged 3'-0" x 6'-8" steel door and frame. Install a new pre-hung insulated steel entry door (minimum R-6) with a new deadbolt, passage lockset, weatherstripping, and threshold, and will paint it to match the exterior.

Materials will be shipped and stored in accordance with the plan described in the Project Security and Risk section.

1169 of 2000 max characters

Project Scope Details (Part of Scope of Work Score)

Enter the total installed cost, including materials, shipping, and labor, of your planned improvements in different areas of the home. Attach a copy of the shipping quote, and a written estimate from a tradesman or Contractor (if applicable). A Handwritten note is ok.



Bering Straits Regional Housing Authority

PO Box 995, Nome, Alaska 99762 (907) 443-5256-Office (907) 443-8652-Fax

Project Scope Details *(Required)*

This section contributes to your scope of work score.

Area or Location in Home	Quantity	Short Description	Estimated Cost Installed
Living Room	1	Replace Window	\$2,000
Bedrooms	3	Replace Egress Windows	\$6,000
Arctic Entry	1	Replace door and hardware	\$1,700

Grand Total (must be ≤ \$25,000) *(Required)*

Manually add up all the costs above and put the total in this window.

\$9,700.00

Project Timeline & Feasibility (15 Points)

Tell us, step by step, how your project will unfold. The example below is a simplified example of what you might say. Note: If a contractor does the work, the contractor’s bid should include a task list and timeline, and you should input the information here. Following the example:

Responsible Party	Start Date	Description of Step	End Date
Me	6/15/2026	Order Materials	6/17/2026
Vendor	6/17/2026	Fabricate Doors & Windows	7/1/2026
Freight Company	7/2/2026	Ship to Village	7/7/2026
Me	7/8/2026	Pickup at airport and store	7/9/2026
Laborer	7/10/2026	Install Living Room Window	7/11/2026
Laborer	7/12/2026	Install Bedroom Windows	7/18/2026
Laborer	7/19/2026	Install Front Door & Hardware	7/20/2026
Laborer	7/21/2026	Cleanup Jobsite	7/22/2026

Project Security and Risk (10 Points)

There have been past issues with materials not being picked up promptly at the Village airport. Somebody else (the City) picked them up by mistake. Some materials can’t sit out in the rain. Valuable items are vulnerable to pilferage. In this



section, explain how you plan to pick up materials and store them safely. If a contractor is doing the work, ask them how they will handle pickup and storage in the village, and put what they tell you in this box.

Example: The vendor is shipping you four windows, one door, and door hardware in crates.

Say something like this:

How will you receive and store the materials securely (10 Points)

I will ask the vendor only to put two windows in each crate, so they are not too heavy to handle when they arrive at the village. I will rent a pickup truck to move the materials. I will coordinate with Bering Air to know when the materials will arrive. I will be at the airport, with the pickup truck, when it arrives. I will bring my cousins with me to help load the materials. We will haul the crates to my yard and cover them with a tarp to protect them from the weather.

Required Attachments:

The attachments required depend on who is doing the work.

- Doing the work yourself
 - Priced out materials List from one or more vendors.
 - Shipping quote if shipping isn't included in the materials quote
- Local tradesperson
 - All of the above, plus a written labor quote that guarantees the worker will be available if the project is awarded before a certain date.
- Contractor is doing the work:
 - The contractor's bid and optional promotional materials.

Optional Attachments:

These attachments, while not required, will earn you points

- Up to four (4) photos of the items that need to be repaired.
- Proof that you own your home (attach a copy of your deed)
- An aerial photo of your home in the village (Google Earth)



You can either drag and drop files onto the attachments box or upload attachments from your computer. If you have handwritten or hard-copy documents, you will need to scan them to a computer file and attach them.

Do not attach huge contractor promotional materials. We limit the size of attachments to 32 Megabytes, meaning you should be able to attach more than 50 pages, but we don't expect you to use that.

Applicant Certification

You will not be able to submit your application until you check this box. You also will not be able to submit the application if any of the "required" information on the form is left blank.

The screenshot shows a section titled "APPLICANT CERTIFICATION". Below the title, there is a paragraph of text: "By checking this box I certify: All information is true. The \$25,000 limit is strict. BSRHA does no work. Project must finish by Dec 31, 2026. I agree to the 5-year residency rule and pro-rated repayment if I sell early. This is competitive -- unrealistic or incomplete applications will not be funded." Below this text, there is a line: "I certify that the above information is true and complete (Required)". Underneath, there is a checked checkbox followed by the text "I certify that the above information is true and complete". At the bottom of the section, there are two buttons: "Submit Application" (in an orange box) and "Save And Continue Later" (with a circular arrow icon).

Submit Application:

You will probably encounter an error the first time you try to submit, because you didn't provide all the required information. If the submission fails, go back and figure out what it still needs. Keep trying until your application is accepted.

Save and Continue Later:

If you are using a PC and you told the form software to save your progress when you first started, then you do not need to press this button. Pressing the button sends a link to your email. Click that link later to pick up where you left off.

Warning: If you are using an iPhone and leave the web page without saving for later, then you risk losing all your data.



Appendix A: Grant Timing and Discussion

Proof of Eligibility:

In prior years, BSRHA required all applicants to provide documented proof of eligibility up front. We removed that requirement to streamline the application process. If we select your project, that doesn't mean you've won. You will be given two weeks to provide proof of eligibility. If you are unable to do so within that timeframe, your project will not be funded.

Proof of Ownership:

Applicants who cannot prove they own their home are the most common reason for being skipped. For this reason, applicants who provide a legal description and a copy of their deed have an advantage. We strongly encourage applicants to provide this information if available. Doing so will earn extra points.

Required Paperwork if Your Project is Selected

If your project is selected, you will need to sign a document certifying that you are not receiving other federal financial assistance to repair your home, and you will need to sign a "binding commitment" to live in the home for five years and not sell it after the project is complete. You will need to provide a copy of your Tribal I.D. and a copy of a recent electricity bill to prove permanent residence.

Environmental Review:

HUD Regulations require BSRHA to complete an environmental review before we can spend any money on a project. We need to know where your home is to do this. That's why we ask for an aerial photo of your home's location. Applicants who attach that photo will have an edge.

Special Orders

Your project needs to be finished before the year's end. If your project includes special orders that take a long time to produce, such as custom windows or doors that take six weeks to complete, you may not be able to start work until late in the season. For this reason, projects using in-stock materials will have an advantage.



Appendix B: Scoring Matrix

BSRHA will form a committee of three or more BSRHA employees to score the applications received. The committee will award points according to this matrix:

Hint: The better you understand how points are awarded, the stronger your application will be. Try to get the maximum points in every section.

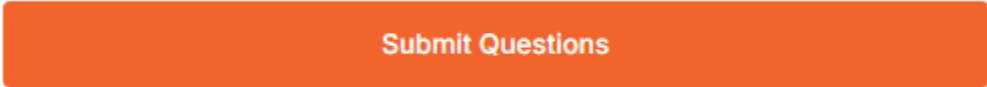
Category	Section Points	Points	(Points) and Scoring Criteria
Project Need	20	10	Clearly describes the problems
		2	Has a history of trying to fix
		3	Describes consequences if not fixed
Attach Photos		5	Provides photos supporting need
Attach Bid or Quote	10	10	Attached priced out materials list or quote is complete
Contractor or worker experience & Qualifications	20	8	Experienced Contractor or Worker
		6	Comits to do the work if timely award.
		6	Has good references
Project Scope	15	8	Clearly describes scope of work
		4	Scope includes materials specs and measurements
		3	Project Scope Details complete & add up
Timeline & Feasibility	15	10	Realistic step-by-step timeline
		5	Addresses long lead-time items
Pickup and Storage	10	7	Solid plan for airport pickup, transport & secure storage
		3	Identifies and mitigates risks.
Overall Quality + Bonus Points	10	5	Completeness, clarity, and professionalism
		3	Optional items attached
		2	Bonus for high-impact solution



If You Have Questions

We encourage applicants with questions to submit them online. We will post answers to important questions in the Frequently Asked Questions (FAQ) section on our website. This is a competitive grant. We don't want to give some applicants an unfair advantage over others, so we will not answer questions by phone.

CLICK:



At the top of the form, the box below will appear. Clicking submit will send an email to us, and we will respond to your questions.

Housing Preservation Grant Questions ×

Name (Required)

First

Last

Email (Required)

Phone

Comments (Required)

Please let us know what's on your mind. Have a question for us? Ask away.

0 of 600 max characters





Frequently Asked Questions (FAQ)

CLICK

Frequently Asked Questions

We will post answers to questions submitted online to the Frequently Asked Questions (FAQ) section. This section will grow over time as we respond to questions submitted by applicants.

HPG Frequently Asked Questions

- Can I print the form and fill it out by hand

We do not support printable forms at this time. You must use the online application.

Did you know that you can fill out the online application using your iPhone?

+ Can I fill out the online application using my iPhone