Affordable Housing Commission Meeting

4:00PM

VIRTUAL MEETING
Join Via Zoom: https://us06web.zoom.us/j/89536547180

Want to make a Public Comment at the Meeting: Click HERE to Register

October 27, 2026

I. CALL MEETING TO ORDER

II. ROLL CALL

III. PUBLIC COMMENTS

IV. APPROVAL OF MINUTES
8/4/2026 Affordable Housing Commission Mtg Minutes
9/1/2026 Affordable Housing Commission Mtg Minutes

V. RESOLUTION 4050 UPDATE AND FY26/27 NOFA DISCUSSION

VI. STAFF UPDATES
a. Housing Capacity Analysis Update
i. Gauge participation in project work

VII. ITEMS FROM COMMISSIONERS

VIII. NEXT MEETING – January 26, 2027

IX. ADJOURNMENT

Affordable Housing Commission

via zoom

Meeting minutes
8/4/26

Call Meeting to Order

Chair Casey Banks called the meeting to order at 4:00 PM.

Roll Call

Fe Bates conducted the roll call:

- Casey Banks (Chair): Present
- Megan Markel (Vice Chair): Present
- Randy Rickert: Present
- Judy Brown: Present
- Samantha Cooley: Present
- Student Commissioner: VACANT

Staff Present: Leanne Wagener (Associate Planner, Community Development), Fe Bates (Administrative Assistant, Community Development)

PUBLIC COMMENTS

No public comments were received, either in person or via Zoom.

APPROVAL OF MINUTES

Motion to approve the minutes of April 28, 2026, as amended, was made by Commissioner Brown and seconded by Commissioner Cooley. The motion carried 5-0.

REVIEW AND CONSIDERATION OF NAHTF RESOLUTION AND FY 26-27 NOFA MEMORANDUM

Staff presented a memorandum summarizing research into the history of the Newberg Affordable Housing Trust Fund (NAHTF) resolutions, dating from 2012 through the most recent resolution (2021-3730). The current trust fund balance is approximately $72,000, yielding a potential award amount of $68,568.15 after a 5% administrative fee withholding, as required by the resolution.

Binding Nature of the Resolution. Commissioners raised questions about the extent to which the resolution's scoring rubric and program criteria are binding on City Council versus the Commission. Staff committed to researching this question with the director and reporting back. The Commission noted this was particularly relevant given prior departures by Council from Commission recommendations.

Proposed Amendments to the Resolution. Rather than proceeding under the existing resolution as written, the Commission reached consensus to recommend a series of amendments to Council. Key proposed changes include:

- Competitive Awards Program: Limit grant awards to nonprofit organizations only, with an explicit definition of "nonprofit" requiring 501(c)(3) status at the time of application. Whether for-profit entities should remain eligible for loans under this program was identified as a question to be directed to Council.
- Time Sensitive Loan/Grant Program (Section 7.2): Recommend removal of this program. The Commission noted it has not been utilized as intended in at least five years and that ongoing administration poses a staffing burden disproportionate to its practical benefit.
- Rehabilitation Loan Program and Manufactured Home Rehabilitation Grant Program: Retain these programs, but recommend adding uniform NOFA language—including application deadlines and submission requirements—consistent with the Competitive Awards Program process.
- NOFA Process Consistency: All remaining active programs should be posted simultaneously on an annual basis, allowing applicants to self-select the appropriate program type.

Staff also noted the importance of making the full resolution publicly available on the program landing page so that applicants and the Commission work from the same documentation.

Resolution Revision Process. The Commission agreed that the resolution should be amended prior to posting a new NOFA, rather than decoupling the two actions. Staff will prepare a draft of the amended resolution for Commission review at a special meeting, after which both the revised resolution and a proposed NOFA will be brought to Council together.

Additional Considerations. Commissioners discussed the need to replenish the trust fund over the longer term, potentially through grant funding, and expressed interest in understanding how comparable cities—such as McMinnville and Hillsboro—administer similar programs.

Special Meeting Scheduling. The Commission identified three potential dates for a special meeting to review the draft amended resolution: September 1, September 8, and September 15, 2026. Staff will confirm availability with the City Recorder and distribute a formal meeting invitation.

STAFF UPDATES

A. Housing Planning Assistance Grant Status

Staff reported that the intergovernmental agreement for the Housing Capacity Analysis has been received in draft form from DLCD and Cascadia Partners. Internal review is underway, and the agreement is expected to be brought to Council for approval in the near term. The Planning Commission will serve as the municipal review body for that work, and Affordable Housing Commission members are welcome to attend relevant Planning Commission meetings, which will be held in a hybrid format.

ITEMS FROM COMMISSIONERS

A commissioner inquired about the status of funds previously awarded to Spark. Staff confirmed that as of approximately two months prior, the matter remained in a legal review process and no funds had been disbursed.

NEXT MEETING – October 27, 2026

The Commission confirmed the next regularly scheduled meeting is October 27, 2026. Additional special meetings are to be confirmed for September 2026 pending City Recorder scheduling.

ADJOURNMENT

Chair Casey Banks adjourned the meeting at 5:23 PM.

Approved by the Newberg Affordable Housing Commission this 27 day of October 2026

_____ _____

Affordable Housing Commission Chair Fé Bates, Commission Secretary

Affordable Housing Commission

via zoom

Meeting minutes
9/1/26

Call Meeting to Order

Chair Casey Banks called the meeting to order at 4:00 PM.

Roll Call

Fe Bates conducted the roll call:

- Casey Banks (Chair): Present
- Megan Markel (Vice Chair): Present
- Randy Rickert: Present
- Judy Brown: Present
- Samantha Cooley: Present
- Student Commissioner: VACANT

Staff Present: Leanne Wagener (Associate Planner, Community Development), Fe Bates (Administrative Assistant, Community Development)

PUBLIC COMMENTS

No public comments were received, either in person or via Zoom.

REVIEW AND CONSIDERATION OF: NAHTF RESOLUTION REVISIONS

Staff recapped the resolution revisions developed in response to commission direction from the prior meeting. Key changes included: removal of time-sensitive awards that could be issued at any point during the year; elimination of loan options deemed administratively onerous; addition of a requirement for nonprofit applicants to provide proof of 501(c)(3) status at the time of application; and prioritization of grant awards for nonprofit entities. Additional staff edits were made for clarity and administrative purposes. The current Newberg Affordable Housing Trust Fund (NAHTF) balance stands at $68,568.15.

A commissioner inquired about the timeline for council review and a subsequent Notice of Funding Availability (NOFA). Staff indicated that the earliest available council meeting in September had been canceled, with the next scheduled for the 21st, and that staff would seek placement on the next available council agenda. Staff confirmed that any delay in council approval would not create operational concern, as posting NOFAs as funds are available is consistent with the existing resolution's intent.

The Commission voted to recommend the revised resolution to City Council.

Motion to recommend the revised NAHTF resolution, incorporating the presented changes, for consideration by City Council was made by Commissioner Brown and seconded by Commissioner Cooley. The motion carried unanimously.

Staff noted they would prepare a Request for Council Action containing the resolution history and red-lined revisions, and would keep the Commission informed of scheduling. A future meeting discussion on the structure of the forthcoming NOFA was anticipated, with staff noting it would largely reflect materials previously presented to the Commission.

ITEMS FROM COMMISSIONERS

No additional items were raised by commissioners

NEXT MEETING – October 27, 2026

The next meeting is scheduled for October 27, 2026. The Chair noted the expectation that a council response on the resolution may be available by that time.

ADJOURNMENT

Chair Casey Banks adjourned the meeting at 4:23 PM.

Approved by the Newberg Affordable Housing Commission this 27 day of October 2026

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Affordable Housing Commission Chair

_____
Fé Bates, Commission Secretary

MEMORANDUM

TO: Newberg Affordable Housing Commission

FROM: Leanne Wagener, Associate Planner

SUBJECT: NAHTF Resolution 4050 and FY 26/27 NOFA

DATE: October 27, 2026

BACKGROUND OF RESOLUTION 4050

During the Newberg Affordable Housing Commission (NAHC) meeting held on April 28, 2026, commission members expressed interest in posting a Notice of Funding Availability (NOFA) for the available balance of the fund subject to review of adopted policy and procedure for trust fund awards. Research yielded that the format of policy and procedures governing the Newberg Affordable Housing Trust Fund (NAHTF) was established through a series of Resolutions and an Ordinance adopted during the years 2012 – 2021.

After review of the prior Resolution (2021-3730) associated with the NAHTF, staff presented the NAHC with a proposed Resolution revision and NOFA for consideration during the July 28th meeting. After discussion and deliberation, commissioners requested that staff revise the Resolution to reflect current interest in awards and staff capacity to facilitate future Notice of Funding Availability (NOFA). A summary of the revision requests by the NAHC are as follows:

- Remove the Time Sensitive Grant Award
- Remove loan options that were onerous for staff to facilitate
- Add requirement for non-profit entities to show proof of 501c3 status at the time of application for awards
- Prioritize grant awards for non-profit entities
- Staff edits as necessary for clarity and administrative purposes

During the NAHC special meeting held on September 1st, the Commission approved revisions to Resolution 2021-3730 and voted unanimously to recommend the revised Resolution to the Newberg City Council. City Council likewise voted unanimously to approve the revisions during the meeting held on October 5, 2026, thereby replacing Resolution 2021-3730 with Resolution 2026-4050. During the October 5th meeting, City Council also approved the NAHC's request to draft a NOFA for the Newberg Affordable Housing Trust Fund monies.

A draft NAHTF NOFA and informational posting for the purposes of review and revision follows this memorandum and are listed as "Attachment 2" and "Attachment 3" respectively.

STATUS OF FY 2026-2027 AFFORDABLE HOUSING TRUST FUND AWARD BALANCE

City of Newberg Finance Director, Kady Strode, has confirmed that the balance of the NAHTF is $72,177. Withholding the required 5% administrative fee, the available balance for awards is **$68,568.15.**

ATTACHMENTS:

1. Adopted Resolution 2026-4050
2. Draft FY26/27 NAHTF NOFA Form
3. NOFA FY26/27 Website Informational Posting

ATTACHMENT 1
Adopted Resolution 2026-4050

REQUEST FOR COUNCIL ACTION

Date Action Requested: October 5, 2026

Order ☐ Ordinance ☐ Resolution ☒ Motion ☐ Information ☐ Proclamation ☐ No. 2026-4050	
Subject: A Resolution amending policies and procedures for administration of the City of Newberg's Affordable Housing Trust Fund and repealing resolution no. 2021-3730	Staff: Leanne Wagener, Associate Planner & Scot Siegel, Community Development Director Department: Community Development
Business Session	Order On Agenda:
Hearing Type: Administrative	

Is this item state mandated? Yes ☐ No ☒

If yes, please cite the state house bill or order that necessitated this action:

Recommendation: Adopt Resolution No. 2018-4050, amending Policies and Procedures for Administration of the City of Newberg's Affordable Housing Trust Fund and repealing Resolution No. 2021-3730.

Executive Summary: Currently, there's a balance of approximately $72,177 remaining in the Affordable Housing Trust Fund (AHTF). Withholding the required 5% administrative fee, the available balance for awards is $68,568.15. The current procedures for administering this fund, which were established in 2012 and have been amended multiple times as described below, are outdated and in need of process improvements.

The Newberg Affordable Housing Commission (NAHC) met on July 28, 2026, and discussed amending Resolution No. 2021-3730 (the current AFTF resolution) to allow for larger award amounts from the Fund within the budget, and to reflect current interest in awards and staff capacity to facilitate future Notice of Funding Availability (NOFA). On September 1, 2026, the NAHC met to review resolution revisions and make the recommendation to the Newberg City Council to adopt the present Resolution No. 2026-4050. The proposed changes streamline the award process and allow flexibility to make larger awards that would have more impact on providing for the community's housing needs with the remaining funds. The NAHC further seeks direction from Council on posting a Notice of Funding Availability in the current fiscal year.

Legislative History/Background: On March 12, 2012, the Newberg City Council passed Ordinance No. 2012-2749 amending the Newberg Municipal Code (NMC), adding a new section establishing a Newberg Affordable Housing Trust Fund. NMC 3.35.050 Establishment of Policies and Procedures outlines the administrative procedures associated with the Newberg Affordable Housing Trust Fund (NAHTF) are established per city resolution. On April 16, 2012, the Newberg City Council adopted Resolution No. 2012-2988 establishing policies and procedures for administration of the NAHTF. On June 15, 2015, the Newberg City Council repealed Resolution No. 2012-2988 and adopted Resolution No. 2015-3202 amending the

Policies and Procedures for Administration of the NAHTF. On August 17, 2015, the Newberg City Council repealed Resolution No. 2012-3202 and adopted Resolution No. 2015-3211 amending the Policies and Procedures for Administration of the NAHTF. On August 15, 2016, the Newberg City Council repealed Resolution No. 2015-3211 and adopted Resolution No. 2016-3306 amending the Policies and Procedures for Administration of the NAHTF. On April 16, 2018, the Newberg City Council repealed Resolution No. 2016-3306 and adopted Resolution No. 2018-3457 amending adopted Policies and Procedures for Administration of the Newberg Affordable Housing Trust Fund.

On February 18, 2020, the Newberg City Council established a goal of housing affordability such as houselessness, transitional housing, and workforce housing. In 2021, the Council formed a Council subcommittee to work on committee system review for improving the process. The subcommittee met on February 10, and February 24, 2021, and directed staff to address the issue of the Affordable Housing Commission's membership. On April 8, 2021, the Newberg City Council repealed Resolution No. 2018-3457 and Resolution No. 2021-3730 was adopted.

Fiscal Impact: No fiscal impact is anticipated by the proposed change.

Council Goals:

Goal 4: Implement a careful and prudent fiscal policy.
O3: Ensure that the city has a long-term financial plan that supports its goals and objectives.

EXHIBITS:
Exhibit A: Draft Revisions to Resolution 2021-3730

RESOLUTION NO. 2026-4050

A RESOLUTION AMENDING POLICIES AND PROCEDURES FOR ADMINISTRATION OF THE CITY OF NEWBERG'S AFFORDABLE HOUSING TRUST FUND AND REPEALING RESOLUTION NO. 2021-3728

Recitals:

1. On May 4, 2009, the Newberg City Council adopted Resolution No. 2009-2843 accepting the Newberg Affordable Housing Action Plan.

2. On February 23, 2011, the Newberg Affordable Housing Action Committee recommended that the Newberg City Council adopt an affordable housing trust fund and adopt policies and procedures for administration of the fund.

3. On March 15, 2012, the Newberg City Council passed Ordinance No. 2012-2749 establishing the Newberg Affordable Housing Trust Fund, to keep our community diverse and healthy by facilitating the production and preservation of affordable housing throughout Newberg.

4. On April 16, 2012, the Newberg City Council adopted Resolution No. 2012-2988 establishing Policies and Procedures for Administration of the Newberg Affordable Housing Trust Fund.

5. On June 15, 2015, the Newberg City Council repealed Resolution No. 2012-2988 and adopted Resolution No. 2015-3202 amending adopted Policies and Procedures for Administration of the Newberg Affordable Housing Trust Fund.

6. On August 17, 2015, the Newberg City Council repealed Resolution No. 2015-3202 and adopted Resolution No. 2015-3211 amending adopted Policies and Procedures for Administration of the Newberg Affordable Housing Trust Fund.

7. On August 15, 2016, the Newberg City Council repealed Resolution No. 2015-3211 and adopted Resolution No. 2016-3306 amending adopted Policies and Procedures for Administration of the Newberg Affordable Housing Trust Fund.

8. On February 18,2020, the Newberg City Council established a goal of housing affordability such as houselessness, transitional housing, workforce housing. In 2021, the Council formed a Council

subcommittee to work on committee system review for improving the process. The subcommittee met on February 10, and February 24, 2021, and directed staff to address the issue of the Affordable Housing Commission's membership.

9. The Newberg Affordable Housing Commission (NAHC) met on February 20, 2018, and discussed amending the Policies and Procedures for Administration of the Newberg Affordable Housing Trust Fund to add a non-voting, advisory position to the five member NAHC structure and directed staff to prepare a proposal to the City Council for consideration. Staff proposes changes that will allow up to three non-voting, advisory positions to the NAHC.

10. On April 8, 2021, the Newberg City Council repealed Resolution No. 2018-3457 and adopted Resolution No. 2021-3730 amending adopted policies and procedures for administration of the Newberg Affordable Housing Trust Fund.

11. On October 5, 2026, the Newberg City Council repealed Resolution No. 2021-3730 and adopted Resolution No. 2026-4050 amending adopted and procedures for administration of the Newberg Affordable Housing Trust Fund.

The City of Newberg Resolves as Follows:

1. Resolution No 2021-3730 is repealed.

2. Resolution No. 2026-4050 is adopted as follows:

SECTION 1. Purpose

1.1 The purpose of the Newberg Affordable Housing Trust Fund (NAHTF) is to support the development, preservation, and rehabilitation of housing that is affordable to the citizens of Newberg with incomes that do not exceed 80% of the area median income. The NAHTF will have a dedicated source of revenue to provide ongoing funding for housing projects or programs that address the housing needs of these Newberg residents. The primary purpose of the NAHTF is to encourage the development, preservation, and rehabilitation of housing for homeownership or rent, at a cost that will enable very low, low and moderate-income families to afford quality housing while paying no more than thirty percent of gross household income on housing.

1.2 To promote the rehabilitation, preservation and production of quality, well-designed rental and ownership housing, the NAHTF will award funds to community development partners that are furthering the NAHTF mission. It is expected that the local contributions made through Newberg's

Affordable Housing Trust Fund will maximize the leveraging of state and federal funds, as well as encourage private sector investment in affordable housing.

1.3 Understanding the high cost of housing regionally, it is evident that very low, low, and moderate income households are not being served by the housing market. To address the disparity between the cost of housing and the means of resident households to afford housing, the Newberg Affordable Housing Trust Fund aims to provide direct financial support to projects that retain or increase the supply of needed housing for households earning less than 80% the area median income, which is to be defined through income limits established by the U.S. Department of Housing and Urban Development for Yamhill County, Oregon.

1.4 The administrative procedures associated with the Newberg Affordable Housing Trust Fund, including fund administration, determination of eligible applicants, eligible uses and activities, award preferences, eligibility criteria, award process, and selection criteria are hereby established.

SECTION 2. Eligible Applicants

2.1 The Newberg Affordable Housing Trust Fund is structured to ensure that many different types of organizations and persons are eligible to receive funds.

2.2 Eligible applicants include governmental subdivisions, community development corporations, local housing authorities, community action agencies, community-based or neighborhood-based non-profit housing organizations, other non-profit organizations, for-profit entities and private employers, and private landlords.

2.2.a Non-profit organizations must have proof of 501(c)(3) status at the time of funding application submittal.

SECTION 3. Eligible Uses and Activities

3.1 Newberg Affordable Housing Trust Funds shall support the creation or preservation of housing that is affordable to households with incomes that do not exceed 80% of the area median income, as established by the most current U.S. Department of Housing and Urban Development for Yamhill County, Oregon, as determined by the Community Development Director.

3.2 Newberg Affordable Housing Trust Funds will be limited to those activities that create, preserve or acquire housing within the Newberg city limits.

3.3 Housing developments financed by the NAHTF which receive subsidy, financing, tax credits or other assistance under a State or Federal housing programs, may contain market rate units insofar as permissible under those programs and/or to the extent that they are necessary to support the creation of and/or ongoing sustainability of the affordable housing units in the development. However, Newberg Affordable Housing Trust Funds may not be used to support such market rate units.

3.4 Affordable housing units developed utilizing subsidy from the Newberg Affordable Housing Trust Fund shall comply with the income and housing cost limits established by Newberg Municipal Code Section 15.242.030, as amended, and as restricted by a contract prepared by the City of Newberg. The city council reserves the right to make exceptions to the standards established by Newberg Municipal Code Section 15.242.030 for proposed projects it wishes to support and deems further the provision of affordable housing within the community.

3.5 The Newberg Affordable Housing Trust Funds can be provided as either a grant or a loan depending on the project or program receiving funding. To retain a significant degree of flexibility, the eligible uses have a broad application including the following:

3.5.a **Acquisition and construction of new affordable housing.** Eligible acquisition and construction costs include reasonable costs associated with building or land purchase, including but not limited to:

- Purchase price
- Option costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
- Appraisal costs
- Closing costs
- Inspection fees
- Title insurance
- Relocation costs
- Architectural/engineering fees
- Permit fees
- System development charges
- Construction costs

3.5.b **Conservation** of energy through the use of "green" technologies provided that the benefits of the energy savings is passed on in the form of reduced costs to the qualified occupants of the affordable housing.

3.5.c **Land banking** to include the purchase of land to be dedicated toward the development of affordable housing in the near or long-term.

3.5.d **Predevelopment activities** undertaken by a community development organization in support of the development of affordable housing including planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, permit application fees and system development charges. Grant funding for these types of activities may be required to convert to a loan if the

project receives full funding. For-profit developers are not eligible to apply for Newberg's Affordable Housing Trust Funds to assist with predevelopment costs.

3.5.e **Bridge loans** to assist in development of affordable housing (for rental or owner occupancy). Bridge loans are intended to provide funding to permit housing projects to proceed in advance of the availability of permanent project funding. Bridge loan funding is available for acquisition or construction activities.

3.5.f **Capacity building** for non-profit affordable housing providers in the form of direct grant awards to fund administration of an affordable housing project or program.

3.5.g **Rehabilitation and emergency repairs** as part of an established program to secure units as affordable or to provide direct benefits to existing very low to moderate income households.

Eligible rehabilitation and emergency repair costs include but are not limited to:

- Architectural/engineering fees
- Consultations
- Construction costs
- Relocation costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
- Hazardous materials abatement including lead based paint noticing consistent with the Federal Lead Safe Housing Regulations HUD requirements at 24 CFR §35

3.5.h **Direct benefits** to very low to moderate income households through an established program including down payment assistance, rental assistance, mortgage foreclosure prevention, emergency housing vouchers, homeownership training, renter education, or other programs intended to increase housing opportunities for Newberg's low to moderate income residents.

3.5.i **Transitional and emergency housing** for homeless individuals and families through an established program to move people toward self-sufficiency.

3.5.j **Educational programs and services** for potential home owners and renters.

3.5.k **Other uses as deemed appropriate** by the Newberg City Council as supporting the development or preservation of affordable housing within the City of Newberg.

3.5.l. **Manufactured home rehabilitation and repair** as part of an established program to secure units as affordable or to provide direct benefits to existing very low to moderate income households.

Eligible rehabilitation and emergency repair costs include but are not limited to:

- Architectural/engineering fees
- Consultations
- Construction costs
- Relocation costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
- Hazardous materials abatement including lead based paint noticing consistent with the Federal Lead Safe Housing Regulations HUD requirements at 24 CFR §35

SECTION 4. Program Goals

4.1 General criteria of project selection are found in Section 8 of this resolution. In no particular order, the following preferences are provided as general guidance for future applicants for Newberg Affordable Housing Trust Funds.

4.1.a Developments that produce new affordable housing units. New affordable housing units shall include housing units constructed where none had existed previously, abandoned or fire-damaged residential units to be returned to residential use, and non-residential or mixed-use projects in non-residentially-zoned property. Any designated new affordable housing units shall be secured as affordable for future use through the recording of an appropriate legal instrument approved by the city attorney.

4.1.b Developments that provide new affordability. New affordability refers to existing housing where a new level of affordability is provided that does not currently exist. This could occur in rental or ownership housing where the number of affordable units is increased, where a portion of existing units will be made affordable to households at income levels substantially lower than the units previously served, or where the term of affordability on the units will be extended for a period of at least twenty-five (25) years.

4.1.c Developments that improve the energy efficiency and safety of existing affordable housing stock while maintaining affordability of the units.

4.1.d Developments of housing utilizing the land trust model to secure property and perpetual affordability.

4.1.e Developments that include joint ventures between multiple non-profit developers and/or for profit developers, working in partnership, to complete an affordable housing project.

4.1.f Developments that include a joint venture between service providers and non-profit affordable housing developers to create projects that contain additional benefits to low

income individuals in the development of the project, or additional services for the resident upon completion.

4.1.g Developments that incorporate the use of "green" building materials, use of energy-efficient appliances, low-water use landscaping, and reduced storm water runoff. In addition, developments that incorporate building design and operational factors that minimize energy use and resource consumption as well as avoid indoor health impacts.

4.1.h Developments that include affordable units for the disabled and the homeless.

4.1.i Projects that propose long-term affordability.

4.1.j Projects that are sponsored by non-profit organizations.

4.1.k Projects that use private funding sources and State funding sources to leverage the least amount of Newberg's Affordable Housing Trust Funds.

SECTION 5. Fund Administration

The Newberg Affordable Housing Trust Fund (NAHTF) originated through the direction of the Newberg City Council.

5.1 The City of Newberg acts as fiduciary agent and administrator of the funds. The city reserves the right to contract certain tasks to most effectively and efficiently achieve its administrative duties.

5.2 Funds dedicated to the Newberg Affordable Housing Trust Fund shall be exclusively reserved to support the eligible uses activities identified in Section 3, and shall not be used for the general operation of the city.

5.3 The City of Newberg shall issue a notices of funding available (NOFA) to announce the availability of funds, subject to availability and City Council authorization.

5.4 As a target in any given year, up to 60 percent of the NAHTF will be available for project loans and up to 25 percent will be available for project grants. The remaining 15 percent of the NAHTF will be available for project contingencies through grants and/or loans.

5.5 In any given year, at least 50% of the available funds within the NAHTF shall be available for use through the competitive awards program. In any given year, the city council may make an exception to this standard to take advantage of affordable housing opportunities. Such exceptions may include awards up to the total current fund balance minus the required 5% to be retained for administrative purposes.

5.6 The City of Newberg shall form an Affordable Housing Commission (AHC) that consists of five members and one Ex Officio non-voting member appointed by the Mayor with the consent of the

city council. Membership of the commission should reflect representative broad interests regarding affordable housing in the community. The Mayor or Council designee shall recommend appointment of a student from a local high school or college as a non-voting Ex-Officio member. Members and the Ex-Officio member of the commission shall be appointed by the established procedures of the City Council. Terms will be for three years based on a calendar year, with staggered appointments, The student Ex-Officio terms will be for one year. The term of each member shall continue until their successors are appointed. There will be a limit of two consecutive terms.

The commission shall review applications for Newberg Affordable Housing Trust Funds to determine project eligibility and evaluate the applications based on the selection criteria. The commission shall provide recommendations to the city council who shall make final award decisions. The commission will meet as necessary during the year to prepare NAHTF NOFAs and RFPs and conduct other business. The commission will meet as needed to advise the City on matters concerning housing affordability such as houselessness, transitional housing, and workforce housing.

5.7 Newberg Affordable Housing Trust Funds will be allocated in a manner consistent with the threshold criteria provided in Section 8, and consistent with state and local public contracting law.

5.8 Grant monies received into the NAHTF will have five percent of those monies reserved for administration.

SECTION 6. Match Requirements

6.1 The Newberg Affordable Housing Trust Fund is intended to support the development of needed housing. In addition, the City of Newberg believes that projects can become stronger and more successful through the partnership of many organizations. Therefore, the following match requirements apply to projects utilizing grants from the NAHTF.

6.1.a The Newberg Affordable Housing Trust Fund grant contribution shall not exceed 50% of the total project or program cost. Required match can be met utilizing government funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.

6.1.b In the case that land previously owned by the applicant is considered as the required match, the value of the land shall be determined by a city approved certified appraisal completed by the applicant or real market value from the Yamhill County assessor office provided by the applicant, unless otherwise directed in Oregon Revised Statute or Newberg Municipal Code.

6.1.c The valuation of land, and available equity to be considered as matching funds, shall be verified by the city prior to the disbursement of an NAHTF grant when its value is considered as required matching funds.

6.1.d Donated materials and labor, which are proposed as required match through the development of a project shall have their value estimated at the time of application. The actual value of these contributions is subject to verification by the city at completion of the project.

6.1.e Award recipients shall provide verifiable accounting for donated labor and materials, when such was necessary to satisfy the NAHTF match requirements.

6.1.f If a recipient of an NAHTF grant has been deemed by the city to have failed to have fulfilled all the necessary grant award match requirements, the city may require a full or partial repayment of any NAHTF grants awarded to a project.

6.2 Approved loans provided by the NAHTF may cover up to 80% of a project's costs. Required match can be met utilizing government funding, direct contribution from the applicant, private donations, and the contribution of land, materials or labor to the project.

SECTION 7. Allocation of Funds

The Newberg Affordable Housing Trust Fund is structured to allow flexibility for the city and housing providers. The establishment of three distinct and separate award processes is intended to provide for both consistency and flexibility of the NAHTF program. Subject to funding availability and City Council authorization, the city shall issue a notice of funding availability (NOFA), announcing the availability of funds in the following year and the types of approved programs. The city shall issue the NOFA for the year through publication in the Newberg Graphic and on the city's website. The NOFA shall be issued on or near July 1st of the year.

First, there is the competitive awards program. The city will issue requests for proposals for affordable housing projects on a competitive basis. Loans shall be awarded to selected for-profit entities, and grants shall be awarded to selected non-profit entities through this program.

Second, there is the rehabilitation grant program. This program is intended to assist private property owners with rental rehabilitation projects or homeowners with rehabilitation projects. Applicants seeking funding assistance must be willing to enter into a contractual grant agreement with the city that will ensure the future affordability of the project units for a specific period of time.

Third, there is the manufactured home rehabilitation and repair grant program. This program is intended to award NAHTF monies to local non-profit organizations so they can rehabilitate and repair dwellings and make them safe and decent for rental or ownership by low or very low income families. Applicants seeking funding assistance must be willing to enter into a grant agreement with the city.

The distribution of any and all NAHTF funds through competitive or non-competitive awards, as described in Sections 7.1 through 7.3, will be in accordance with state and local public contracting laws.

7.1 Competitive Awards Program

The City of Newberg has a limited amount of Newberg Affordable Housing Trust Funds to use each year in comparison to the scope of the housing needs within the community. As a result, it is essential that the funds are used to meet the city's priorities in an efficient and cost-effective manner. To this end, a competitive award process uses a set of award criteria to evaluate proposals received through a request for proposals (RFP) process in terms of how they address the specific priorities outlined in the RFP.

The steps for making the competitive grant awards or loans are outlined below.

7.1.a The City of Newberg may issue an RFP (Request for Proposals) depending on availability of funds, providing applicants with a minimum of 45 days to respond to the request.

7.1.b City staff shall assess the project proposals to determine if the eligibility criteria are met and shall develop a recommendation to provide to the Newberg Affordable Housing Commission and the city council.

7.1.c The Newberg Affordable Housing Commission will provide applicants the opportunity to make a presentation on their project proposal and provide community members the opportunity to comment by holding a public meeting.

7.1.d The Newberg Affordable Housing Commission will develop an award recommendation to the city council using the NAHTF criteria to determine which projects best meet the city's spending priorities. Each application will be rated on a numeric scale as established in the annual RFP for each criterion of selection (Section 8).

7.1.e The Newberg city council shall make a final decision on the award of Newberg Affordable Housing Trust Funds.

7.1.f The City of Newberg shall prepare an agreement between the city and the award recipient. The agreement shall outline the conditions of award and shall be executed prior to the disbursement of any Newberg Affordable Housing Trust Funds.

7.1.g An award granted to an applicant may be rescinded by the city if the applicant does not initiate the activities identified in response to the RFP in advance of the City's issuance of another RFP.

7.2 Rehabilitation Grant Program

7.2.a Purpose

The purpose of the rehabilitation grant program is to award NAHTF monies to local landlords or homeowners so they can rehabilitate dwellings and make them safe and decent for rental or ownership by low or very low income families.

7.2.b Eligibility

(1) The dwelling must be within the Newberg city limits.

(2) The dwelling must be rented to low or very low income families or individuals, or owned by low to very low income families according to income guidelines established by the Affordable Housing Commission. Preference will be given to units to be rented to very low income families or individuals.

(3) Repairs shall improve the overall livability of the dwelling by addressing health and safety issues and by making the home more energy efficient and affordable. Priority is placed on the repairs needed to make the home safe and to prevent further deterioration and escalated costs if left unattended. Typical examples of these projects include new roofs, new windows, new electrical wiring, heating system repair/replacement, and utility repairs.

(4) The applicant shall demonstrate sufficient equity in the property.

(5) The applicant shall demonstrate that the rehabilitation could not be accomplished using conventional loan programs.

(6) Preference shall be given to landlords who live in Newberg or the Newberg area, and who own 10 or fewer rental units, and who own the property outright or have substantial equity in the property.

7.2.c Project Match. Applicant must demonstrate and commit sufficient matching funds to secure the grant. Matching funds shall be based on a minimum one-third of the project costs, unless otherwise recommended by the NAHC and approved by the City Council. The maximum NAHTF grant amount is 50% of the project cost.

7.2.d. Grant Terms

(1) Grants are available in amounts up to $2500 for a single project without a match, and up to $5000 with a match of 1:1 to non-NAHTF monies.

(2) The applicant shall enter into an agreement guaranteeing the manufactured homes will only be occupied by families or individuals meeting the income guidelines for the grant for five years.

7.2.e. Process

(1) City staff shall assess the project proposals to determine if the eligibility criteria are met and shall develop a recommendation to provide to the Newberg Affordable Housing Commission and the city council.

(2) The Newberg Affordable Housing Commission will provide applicants the opportunity to make a presentation on their project proposal and provide community members the opportunity to comment by holding a public meeting.

(3) The Newberg Affordable Housing Commission will develop an award recommendation to the city council using the NAHTF eligibility criteria to determine which projects best meet the city's spending priorities. Each application will be rated on a numeric scale as established in criterion of selection (Section 8).

(4) The Newberg city council shall make a final decision on the award of Newberg Affordable Housing Trust Funds.

(5) The City of Newberg shall prepare an agreement between the city and the grant award recipient. The agreement shall outline the conditions of award and shall be executed prior to the disbursement of any Newberg Affordable Housing Trust Funds.

(6) An award granted to an applicant may be rescinded by the city if the applicant does not initiate the activities identified in grant request.

(7) The applicant shall complete all rehabilitation and repairs within one year of grant award.

7.3 Manufactured Home Rehabilitation and Repair Grant Program

7.3.a Purpose

The purpose of the manufactured home rehabilitation and repair grant program is to grant NAHTF monies to individuals or local non-profit organizations so they can rehabilitate and repair dwellings and make them safe and decent for rental or ownership to low or very low income families.

7.3.b Eligibility

(1) The dwelling must be within the Newberg city limits.

(2) The dwelling must be rented to low or very low income families or individuals, or owned by low to very low income families according to income guidelines established by the Affordable Housing Commission. Preference will be given to units to very low income families or individuals.

(3) Repairs shall improve the overall livability of the dwelling by addressing health and safety issues and by making the home more energy efficient and affordable. Priority is placed on the repairs needed to make the home safe and to prevent further deterioration and escalated costs if left unattended. Typical examples of these projects include new roofs, new windows, new electrical wiring, heating system repair/replacement, and utility repairs.

(4) The applicant shall demonstrate sufficient matching funds according to guidelines established by the Affordable Housing Commission.

(5) The applicant shall demonstrate that the rehabilitation and repair could not be accomplished using conventional loan programs.

7.3.c Project Match. Applicant must demonstrate and commit sufficient matching funds to secure the grant. Matching funds shall be based on a minimum one-third of the project costs, unless otherwise recommended by the NAHC and approved by the City Council. The maximum NAHTF grant amount is 50% of the project cost.

7.3.d. Grant Terms

(1) Grants are available in amounts up to $2500 for a single project without a match, and up to $5000 with a match of 1:1 to non-NAHTF monies.
(2) The applicant shall enter into an agreement guaranteeing the manufactured homes will only be occupied by families or individuals meeting the income guidelines for the grant for five years.

7.3.e. Process

(1) City staff shall assess the project proposals to determine if the eligibility criteria are met and shall develop a recommendation to provide to the Newberg Affordable Housing Commission and the city council.
(2) The Newberg Affordable Housing Commission will provide applicants the opportunity to make a presentation on their project proposal and provide community members the opportunity to comment by holding a public meeting.
(3) The Newberg Affordable Housing Commission will develop an award recommendation to the city council using the NAHTF eligibility criteria to determine which projects best meet the city's spending priorities. Each application will be rated on a numeric scale as established in criterion of selection (Section 8).
(4) The Newberg city council shall make a final decision on the award of Newberg Affordable Housing Trust Funds.
(5) The City of Newberg shall prepare an agreement between the city and the grant award recipient. The agreement shall outline the conditions of award and shall be executed prior to the disbursement of any Newberg Affordable Housing Trust Funds.
(6) An award granted to an applicant may be rescinded by the city if the applicant does not initiate the activities identified in grant request.
(7) The applicant shall complete all rehabilitation and repairs within one year of grant award.

SECTION 8. NAHTF Competitive Grant or Loan Award Threshold and Selection Criteria

8.1 The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% the area median income (threshold verification).

8.2 If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).

8.3 Newberg Affordable Housing Trust Funds shall be limited to the minimum amount necessary to complete the project. The lower the percentage of NAHTF funds requested, relative to the full project costs, the higher ranking the project shall be given.

8.4 The project addresses the unmet housing needs as identified in the Housing Element of the Newberg Comprehensive Plan.

8.5 The lower the income level that is targeted for the benefitting households, the higher the ranking the project shall be given.

8.6 The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city. The greater the number of units provided, the higher the ranking the project shall be given.

8.7 The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.

8.8 The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency through rehabilitation of existing housing.

8.9 The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.).

8.10 The project utilizes already existing resources in effective and innovative ways. Higher ranking shall be given for projects that use matching funds from non-City sources and those that do not duplicate services provided by another organization.

8.11 The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.

8.12 The budget and timeline are thorough and realistic.

8.13 The project is ready for implementation.

8.14 If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.

8.15 The relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.

8.16 The proposal demonstrates that Newberg Affordable Housing Trust Funds are the most appropriate funding source, and necessary, for the project.

8.17 Additional selection criteria may be developed and included in the annual RFP to best direct Newberg Affordable Housing Trust Funds toward an identified priority need. Numeric rankings for each of the selection criteria shall be incorporated into the annual RFP.

SECTION 9. Fund Revenue

9.1 The city manager is directed to create a new General Fund ledger code within the Community Development Department budget to manage NAHTF monies.

9.2 All new revenue brought into the NAHTF shall be done so with the approval of the city council.

Effective Date of this resolution is the day after the adoption date, which is: October 6 2026.
Adopted by the City Council of Newberg, Oregon, this 5 day of October, 2026.

Rachel C. Thomas

Rachel Thomas, City Recorder

Attest by the Mayor this 5 day of October 2026.

Bill Rosacker

Bill Rosacker, Mayor

ATTACHMENT 2
Draft FY26/27 NAHTF NOFA Form

DRAFT Newberg Affordable Housing Trust Fund
Funding Request Application

FY 2026-27 Competitive Awards Program

NOTE: The first round of applications are due _____, 2026 at 4:30 p.m.
Applications are to be submitted to Leanne Wagener by email at leanne.wagener@newbergoregon.gov or by postal mail via City of Newberg, PO Box 970, Newberg, Oregon, 97132 or by hand delivery to City Hall, 414 E First Street.

CONTACT INFORMATION:

Project Name:			
Organization Name:		☐ For-profit	☐ Non-profit
Contact Name/Title:			
Mailing Address:		State/Zip:	
Phone:	Email:		

PROJECT INFORMATION:

Total project cost: _____

Requested amount of funding: _____
Please specify the amount of loans or grants being requested

Amount and description of matching funds being contributed to the project:

Project Partners and their Contributions to the Project:

Estimated project beginning date:	Completion date:

COMMUNITY DEVELOPMENT
PLANNING DIVISION
(503) 537-1240
planning@newbergoregon.gov

Please see next page

Please briefly describe the affordable housing problem this project is trying to solve and how it helps in solving that challenge:

Please attach additional information that describes how this project will address the Competitive Awards Selection Criteria described in "Attachment A" of this form, including additional documentation/evidence as needed.

☐ Information that addresses Competitive Selection Criteria, attached (please select)

Briefly describe what is attached:

ATTACHMENT A

Newberg Affordable Housing Trust Fund
FY 2026-27 Competitive Awards Program Selection Criteria

Minimum Threshold Criteria	**Potential Points**
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% of the median family income (threshold verification)*.	NA
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	NA
3. The project is ready for implementation.	NA
4. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	NA
5. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	NA
6.The proposal demonstrates that the Newberg Affordable Housing Trust Funds are the most appropriate funding source for the project.	NA
Scored Application Criteria	
7. The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city.	Up to 10 points
8. The project retains the affordable housing units as affordable. The longer period of time the units remain affordable, the higher ranking the project shall be given.	Up to 15 points
9. The project provides deeply affordable housing for households earning less than 30% of the median family income.	Up to 5 points
10. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency and cost savings to tenants through rehabilitation of existing housing.	Up to 5 points
11. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.) and demonstrates alliance building that directly benefits community members in need, such as helping build household wealth.	Up to 5 points
12. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.	Up to 10 points
13. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope. Higher points to projects that demonstrate engagement and contracting with D/M/W/ESB/SDVBE businesses in the last 10+ years.	Up to 10 points
14. The budget and timeline are thorough and realistic (evidence of construction and/ or service costs required with application).	Up to 10 points
Total Potential Points	**70**

***FOR 2026, the Median Family Income for the City of Newberg is $120,400.**

DEFINITIONS:

"D/M/W/ESB/SDVBE" means a business that is Disadvantaged, Minority-Owned, Women-Owned, Emerging Small Businesses, and/or Service Disabled Veterans Business Enterprises.

"Gross Income" (GI) is income before taxes for all members of one family in the previous twelve months. Income can be derived from salaries, investments, self-employment, farming, and other sources. Assets such as a house or a farm are not income. For people who have wages, gross income means the figure that they would have received in their paychecks if there were no taxes. Gross income before taxes when applied to farm income means the figure that results when farm expenses are subtracted from farm sales. Gross income also includes unemployment and disability compensation, worker's compensation and severance pay; and welfare assistance payments.

"Family" means all persons living in the same household who are related by birth, marriage or adoption.

"Median Family Income" (MFI) includes the income of the householder and all other individuals 15 years old and over in the household, whether they are related to the householder or not. Because many households consist of only one person, average household income is usually less than average family income. Although the household income statistics cover the past 12 months, the characteristics of individuals and the composition of households refer to the time of application. Thus, the income of the household does not include amounts received by individuals who were members of the household during all or part of the past 12 months if these individuals no longer resided in the household at the time of application. Similarly, income amounts reported by individuals who did not reside in the household during the past 12 months but who were members of the household at the time of application are included. However, the composition of most households was the same during the past 12 months as at the time of application, as defined by the U.S. Census.

ATTACHMENT 3
NOFA FY26/27 Website Informational Posting

Release Date: ***XXXXX XX, 2026***

Notice of Funding Availability
Newberg Affordable Housing Trust Fund
Fiscal Year 2026 - 2027

This Notice of Funding Availability (NOFA) is directed to organizations (non-profit and for-profit) and individuals that provide affordable housing and/or related services within the City of Newberg. The goal of this NOFA is to inform the intended audience of the availability of funds to assist with activities that will assist with the creation/acquisition of new affordable housing or the maintenance of existing affordable housing inventory within the community.

Funding Availability by Program

Funding of up to $68,568 is available for the fiscal year ending June 30, 2027, for the following programs:

Competitive Award Program: Up to $68,568 is available for this program. This program provides grants for projects that create, acquire, or retain affordable housing in the city. See full competitive award criteria on the City of Newberg's Affordable housing informational page here:
https://www.newbergoregon.gov/government/departments/community_development/planning/affordable_housing/index.php

Deadlines:
For the first application cycle deadline of XXXXX XX, 2027, the NAHC will consider awarding grants totaling up to $68,568.15 for the Competitive Award Program.

If funds remain following the first application cycle, or if the NAHTF fund is replenished, the City of Newberg may consider solicitation of a second round of loan funds prior to the end of the fiscal year.

What is the Newberg Affordable Housing Trust Fund (NAHTF)?

The NAHTF is a financial resource intended to support the development, preservation, and rehabilitation of affordable housing that is affordable to the citizens of Newberg. The primary purpose of the NAHTF is to encourage the development, preservation, and rehabilitation of housing for homeownership or rent, at a cost that will enable very low, low and moderate-income families to afford quality housing while paying no more than thirty percent of gross

household income on housing. To promote the rehabilitation, preservation and production of quality, well-designed rental and ownership housing, the NAHTF will award funds to community development partners that are furthering the NAHTF mission. It is expected that the local contributions made through Newberg's Affordable Housing Trust Fund will maximize the leveraging of state and federal funds, as well as encourage private sector investment in affordable housing.

The City of Newberg defines affordable housing as residential housing primarily for households or persons earning less than 80% of the median family income (MFI) and where housing and/or rental costs do not constitute more than 30% of a household's income. MFI shall be established by the most current U.S. Department of Housing and Urban Development Department data for Yamhill County, Oregon as determined by the Community Development Director in the year of application submission.

What are the eligibility requirements?

*FOR 2026, the Median Family Income for the City of Newberg was $120,400.

DEFINITIONS:

"Gross Income" (AGI) is income before taxes for all members of one family in the previous twelve months. Income can be derived from salaries, investments, self-employment, farming, and other sources. Assets such as a house or a farm are not income. For people who have wages, gross income means the figure that they would have received in their paychecks if there were no taxes. Gross income before taxes when applied to farm income means the figure that results when farm expenses are subtracted from farm sales. Gross income also includes unemployment and disability compensation, worker's compensation and severance pay; and welfare assistance payments.

"Family" means all persons living in the same household who are related by birth, marriage or adoption.

"Median Family Income" (MFI) includes the income of the householder and all other individuals 15 years old and over in the household, whether they are related to the householder or not. Because many households consist of only one person, average household income is usually less than average family income. Although the household income statistics cover the past 12 months, the characteristics of individuals and the composition of households refer to the time of application. Thus, the income of the household does not include amounts received by individuals who were members of the household during all or part of the past 12 months if these individuals no longer resided in the household at the time of application. Similarly, income amounts reported

by individuals who did not reside in the household during the past 12 months but who were members of the household at the time of application are included. However, the composition of most households was the same during the past 12 months as at the time of application, as defined by the U.S. Census.

How was the NAHTF created?

The creation of a NAHTF was a proposal identified in the Newberg Affordable Housing Action Plan. This Plan was created by an ad-hoc committee created by the Newberg City Council, which consisted of a wide range in interests in community interested in the development and preservation of affordable housing. The Plan was adopted by Council via Resolution No. 2009-2843. A subsequent Newberg Affordable Housing Action Committee was appointed by the City Council to further develop the action items listed in the Plan, including the creation of an affordable housing trust fund. The Committee created multiple documents for consideration of adoption by the Council. In 2012, the Council adopted Ordinance No. 2012-2749, establishing the NAHTF as well as Resolution No. 2012-2988, establishing the policies and procedures for the administration of the NAHTF which later amended by Resolution No. 2015-3202, Resolution No. 2015-3211, Resolution No. 2016-3306, Resolution No. 2018-3457 and Resolution No. 2021-3730, and most recently Resolution 2026-4050.

Who can access funding from the NAHTF?

Eligible recipients of resources from the NAHTF are organizations with interests in developing and/or preserving affordable housing in Newberg. Potential recipients include governmental subdivisions, community development corporations, local housing authorities, community action agencies, community-based or neighborhood-based non-profit housing organizations, other non-profit organizations, for-profit entities and private employers, and private landlords.

What types of projects qualify for funding under the NAHTF?

The Newberg Affordable Housing Trust Funds are most often awarded as a grant. To retain a significant degree of flexibility, the eligible uses have a broad application including the following:

Acquisition and construction of new affordable housing. Eligible acquisition and construction costs include reasonable costs associated with building or land purchase, including but not limited to:

- Purchase price
- Option costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third-party costs related to securing the loan.

- Appraisal costs
- Closing costs
- Inspection fees
- Title insurance
- Relocation costs
- Architectural/engineering fees
- Permit fees
- System development charges
- Construction costs

Conservation of energy through the use of "green" technologies provided that the benefits of the energy savings is passed on in the form of reduced costs to the qualified occupants of the affordable housing.

Land banking to include the purchase of land to be dedicated toward the development of affordable housing in the near or long-term.

Predevelopment activities undertaken by a community development organization in support of the development of affordable housing including planning, architectural services, engineering services, landscape design, legal services, surveys, appraisals, site clearance and demolition, environmental clearance, permit application fees and system development charges. For-profit developers are not eligible to apply for Newberg's Affordable Housing Trust Funds to assist with predevelopment costs.

Capacity building for non-profit affordable housing providers in the form of direct grant awards to fund administration of an affordable housing project or program.

Rehabilitation and emergency repairs as part of an established program to secure units as affordable or to provide direct benefits to existing very low to moderate income households. Eligible rehabilitation and emergency repair costs include but are not limited to:

- Architectural/engineering fees
- Consultations
- Construction costs
- Relocation costs
- Financing fees including but not limited to the recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.
- Hazardous materials abatement including lead based paint noticing consistent with the Federal Lead Safe Housing Regulations HUD requirements at 24 CFR §35

Direct benefits to very low to moderate income households through an established program including down payment assistance, rental assistance, mortgage foreclosure prevention,

emergency housing vouchers, homeownership training, renter education, or other programs intended to increase housing opportunities for Newberg's low to moderate income residents.

Transitional and emergency housing for homeless individuals and families through an established program to move people toward self-sufficiency.

Educational programs and services for potential homeowners and renters.

Other uses as deemed appropriate by the Newberg City Council as supporting the development or preservation of affordable housing within the City of Newberg.

How does one apply for funding under NAHTF?

The application form for funding under the NAHTF can be found at (https://www.newbergoregon.gov/government/departments/community_development/planning/affordable_housing/index.php) or may be picked up at the Newberg City Hall at 414 E First Street.

Who do I contact with questions about the NAHTF?

For questions about the NAHTF, please contact Leanne Wagener at 503-554-7768 or at leanne.wagener@newbergoregon.gov P.O. Box 970 Newberg, OR 97132

MEMORANDUM

TO: Newberg Affordable Housing Commission

FROM: Leanne Wagener, Associate Planner

SUBJECT: Housing Capacity Analysis Update

DATE: October 27, 2026

BACKGROUND

The Department of Land Conservation and Development (DLCD) provides grants on a biennial cycle, which support direct housing planning work as well as associated work in service of housing production, affordability, and/or focus on compliance with state housing laws. To fulfill state requirements, the City of Newberg applied for a Housing Planning Assistance Grant on July 24, 2025, for the 2025-2027 funding cycle. This grant award will fund a Housing Capacity Analysis (HCA), including hearings-ready draft comprehensive plan amendments, as described in ORS 197A.350 or 197A.335. This analysis will also incorporate the state-provided Housing Need Allocation and produce a Contextualized Housing Need complying with OAR 660-008-0075.

On October 22, 2025, the City of Newberg Planning Division was notified of a grant award of up to $100,000 to carry out this work in conjunction with a DLCD provided consultant. The City of Newberg has been paired with Cascadia Partners LLC, of Portland, to implement the project, which must be completed and funds expended by June 30, 2027.

On September 21, 2026, the Newberg City Council met and approved the Intergovernmental Agreement (IGA) with DLCD to begin this work. On October 8, 2026, the IGA was fully executed by all parties and the City of Newberg was given the notice to proceed with the project.

PREVIOUS MEETING SUMMARY

In the NAHC meeting held on January 27, 2026, Associate Planner Wagener reported that the City was awarded up to $100,000 from the State to conduct a Housing Capacity Analysis, in partnership with consultant group Cascadia Partners. The scope of work has been agreed upon and submitted to DLCD for review, with a contract for signatures anticipated within four to six weeks. The project's required advisory committee will be fulfilled by the Planning Commission, with interested members of the Affordable Housing Commission invited to participate. Commissioners Banks and Markel expressed interest in participating. Commissioner Brown

requested additional information about the role's expectations before committing. Associate Planner Wagener agreed to provide further detail once the contract is finalized.

CURRENT STATUS

Director Scot Siegel and Associate Planner Leanne Wagener attended a virtual HCA kick-off meeting on October 5, 2026, with designated project staff from Cascadia Partners. The focus of the meeting was largely around scheduling and confirming the delegation of tasks for the HCA project work. The revised daft schedule is included as ‘Attachment 1” to this memorandum.

Planning staff would like to gauge interest among the Affordable Housing Commissioners for participation in upcoming regularly scheduled Planning Commission meetings where content from the HCA work will be presented for feedback.

ATTACHMENTS:

1. Draft HCA Project Schedule

ATTACHMENT 1
Draft Project Schedule

Newberg HCA Project Schedule

DRAFT for PMT review | PMT | PC | PC/CC work session | Engagement

Tasks		DETAILS	2026 / 2027
	PROJECT WEEK:	Week beginning (Sunday) -->	2026: SEP 27; OCT 4, 11, 18, 25; NOV 1, 8, 15, 22, 29; DEC 6, 13, 20, 27 — 2027: JAN 3, 10, 17, 24, 31; FEB 7, 14, 21, 28; MAR 7, 14, 21, 28; APR 4, 11, 18, 25; MAY 2, 9, 16, 23, 30; JUN 6, 13, 20, 27
1	Task 1: Project Management	Task 1.1: PMT Meetings (8)	
		Task 1.2: Project Schedule	Project Schedule
		Task 1.3: Public Engagement Plan	Public Engagement Plan
2	Task 2: Community Engagement	Task 2.1: PC Meetings (4)	
		Task 2.2: PC/Council Work Sessions (2)	
		Task 2.3: Community Engagement Support	
		Task 2.4: CHN Engagement Support and Summary	
3	Task 3: Housing Need Allocation and CHN	Task 3.1: Draft and Final CHN	Draft + Final CHN
4	Task 4: Buildable Lands Inventory	Task 4.1: Draft Buildable Lands Inventory Memo	Draft BLI memo
5	Task 5: Development Ready Lands Inventory	Task 5.1: Draft Development Ready Lands Inventory	
		Task 5.2: Revised Development Ready Lands Inventory	Draft + Revised DRLI
6	Task 6: Residential Land Needs Analysis	Task 6.1: Draft Residential Land Needs Analysis	
		Task 6.2: Revised Residential Land Needs Analysis	Draft + Revised RLNA
7	Task 7: HCA Report	Task 7.1: Draft Housing Capacity Analysis Report	
		Task 7.2: Revised HCA Report (adoption-ready)	Draft + Final HCA Report
8	Contingency Tasks	Task A: Additional In-Person Meetings (not activated)	
		Task B: Adoption Support (not activated)	

Cell: AA9
Note: ======
PC Meets
2nd Thurs. Target either special mtg on 4th Th in Jan on 2nd Thurs in Feb. to cover CHN.

Cell: AD9
Note: BLI and DRLI

Cell: AC10
Note: Intro to project and CHN

Cell: AM10
Note: Measures to accommodate needed housing

Cell: M12
Note: Focus group interviews

Include AH commission members