



City Council
October 5, 2026

6:00pm

Newberg Public Safety Building 401 E. Third Street
Denise Bacon Community Room

Online: <https://us06web.zoom.us/j/89536547180>

[Public Comment Registration](#)

[View Slides](#)

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- 1. Call to Order**
 - 2. Roll Call**
 - 3. Pledge of Allegiance**
 - 4. Public Comments**
 - 4.1. [Written Comment No. 1](#)***
 - 5. Continued Business**
 - 5.1. [River Street Request for Proposals Scope Discussion](#)**
 - a. [Attachment 1: River Request for Proposals Exhibit A](#)**
 - b. [Presentation](#)**
 - 6. New Business**
 - 6.1. [Newberg Affordable Housing Trust Fund Policy Change](#)**
 - 7. Adjournment**

ADA Statement: Contact the City Recorder's Office for physical or language accommodation at least 2 business days before the meeting. Call (503) 537-1283 or email cityrecorder@newbergoregon.gov. For TTY services please dial 711.

*Indicates a supplementary item



Outlook

New Public Comment

From noreply@revize.com <noreply@revize.com>

Date Thu 10/1/2026 12:33 PM

To City Recorder <cityrecorder@newbergoregon.gov>

Cc Emily Salsbury <Emily.Salsbury@newbergoregon.gov>

 1 attachment (52 KB)

city council comment 10_5_26.pdf;

Date = 2026 10 05

Meeting Body = City Council

Agenda Item = n/a unless something related is added to the agenda at the last minute

Subject Matter to Comment On = Flagpole Maintenance

Name = Sonda Martin

Representing =

email = 

phone =

Contact info PRR consent = do not release

Public Hearing = No

public comment format = Written

Written Comment =

Client IP = 50.39.151.246

Once again, the supposedly neutral Mayor Rosacker and Councilors Wheatley and Kilburg have demonstrated on the record that they are far from nonpartisan. Actions continue to speak louder than words or campaign talking points and publicity stunts.

When the memorial for the racist and divisive Charlie Kirk was put up last year, these three showed no urgency to tidy up the flag pole and keep things clear for everyone, despite multiple complaints to the city. Only when memorials appeared for US citizens and immigrants murdered by the government did the mayor and counselors swiftly decide they needed to “fix” things.

At this point, Newberg’s city manager should be commended for his very strong effort to quickly craft a city policy that was as neutral as possible. If only the very partisan members of the council were capable of leaving well enough alone.

The original version of the resolution would have rightly left removal of items to actual city staff, but apparently Councilor Kilburg didn’t think that was good enough. Instead, she appears to want to invite vigilantism by having ANY residents removing items they deem in violation of the rule. It’s a very oddly specific change to the original proposal, given the number of county-wide MAGA keyboard warriors who previously expressed a strong desire online to go to the flagpole and rip down the memorials they didn’t agree with.

Frankly, I don’t think it’s ever a good thing to start opening the door for vigilante enforcement of city rules. A council that claims it wants to turn down the political temperature doesn’t do it by encouraging resident conflict around a likely flash point (albeit indirectly).

Counselor Wheatley blithely claimed her decision at the 9/21/26 meeting to vote in favor of the amended policy comes based on a “majority” of residents who wanted the amendment to the recently passed flagpole maintenance resolution.

However, because of the last-minute addition of the original resolution to the council agenda late Friday night, and the fact that Kilburg’s amendment was not made public before the meeting, I’m not 100% certain who Wheatley’s “majority” was (though I can guess it’s her usual conservative earworms.) Wheatley said “That’s what the majority of people want, so that’s what I do. What people tell me they want, that’s what I go for.” Shockingly, when she votes for what “people” want, it’s the MAGA crowd who seem to be the crowd whose wishes she goes for.

As for Mayor Bill and his “unavoidable” late addition to the agenda that left transparency (Council Goal #3) and public engagement by the wayside, he actually had several weeks since the last city council meeting to get this policy on the agenda. Last minute additions to the published city council agenda seem to be his favorite move when it comes to things that he would rightly expect opposition on.

Mayor Rosacker and Councilor Wheatley are cut from the same cloth. They claim to “listen” to all sides, yet they only ever seem to actually HEAR the voices on their side of the aisle. They operate in almost perfect lockstep to represent just one section of the residents of Newberg, as evidenced by their votes on any contentious issue. That is not non-partisanship, and I think in this day and age, observant Newberg residents can easily recognize that.

I wish our mayor and city councilors would just take the masks off and be upfront about the reality of who they actually represent and what ideology they are advancing. Many of us see the disparity

between what you say and what you actually do and honestly, none of us have the time for these games as we watch everything become less affordable and our future become ever more precarious.

REQUEST FOR COUNCIL ACTION



Date Action Requested: October 5, 2026

Order ☐	Ordinance ☐	Resolution ☐	Motion ☒	Information ☐	Proclamation ☐
Subject: Introduction of River Street RFP Scope of Work and the Initiation of the River Street RFP				Staff: CM Department: Administration	
Business Session				Order On Agenda: Continuing Business	

Is this item state mandated? Yes ☐ No ☒

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

Recommendation: Following consideration of the Scope of Work section to be included in the upcoming Request for Proposals for the River Street improvement project - staff recommends the following motion be made:

“I approve the scope of work for the River Street RFP and move to initiate the RFP as described in the staff presentation”.

Eventual contract negotiations for both engineering services and a construction contract will see several return visits of this major project to council.

Executive Summary:

Following the City Council meeting on September 21, 2026 where the motion was approved unanimously for the City Manager to proceed with creation of the River Street Request for Proposals (RFP). This council item contains two elements for your review:

Attachment #1: Scope of Work document

Attachment #2: River Street RFP scope presentation

Fiscal Impact: The River Street work is being funded partly through the Newberg Urban Renewal Area tax increment financing and partly through city system development charges.

With the River Street sewer line included in the project, a likely expenditure of \$12.5M is under consideration.

At future Council meetings expenditure authorization resolutions and contract approval resolutions will be sought.

Exhibit A – The Scope of Work

The City of Newberg is currently seeking to retain a consultant civil engineering firm to provide full design services for a complete re-build to bring River Street in Newberg Oregon to the standard of a complete major collector street. The Consultant shall provide a wide range of responsible and responsive professional services including, but not limited to, project management, cost estimates, preliminary and final design work to re-construct the street between the 3rd and 11th street intersections in compliance with ODOT and all other state mandated regulations.

The estimated total budget for this project will fall in the range of **\$12-\$13** million with a considerable amount of this revenue coming from system development charges and a major portion supported by a bond serviced by our urban redevelopment district (NURA).

As well as the inclusion of a new road surface and new sewer line the project will implement an innovative tree plan and will create a model ‘complete street’ for Newberg’s future. The design services will also include land use and building permit submittals and any needed interface with the city Community Development Department.

The Consultant is expected to provide a highly qualified and experienced project team and be able to deliver satisfactory products and services in a professional and timely manner. The Consultant is encouraged to propose changes or additions to the scope of work if the Consultant believes that these changes will provide added benefits and timeliness to the Project. Such proposed modifications shall be noted as separate additive or deductive tasks.

All recommendations and information produced in this Project shall comply with applicable Federal, State and City regulations and requirements.

Specific Consultant Tasks

The consultant chosen will ensure that the engineering design and processes adhere to the following requirements (these will form part of the RFP grading rubric):

- Participation in up to 6 public meetings for the project including City Council Meetings, River Street Ad-Hoc Committee meetings, general public open houses, etc.
- Conducting a full and comprehensive survey of the River Street area to ensure that the desires of both the residents and wider city are fully met by the final design.
- The **Newberg River Street Design Concept**, as developed by the River Street Ad-Hoc Committee, will serve as the foundational design concept (see Attachment C of the RFP).
- Any material departure from this primary design and its objectives (e.g. cross-sectional arrangement, streetscape elements, etc.) will necessitate substantive consultation with City Staff prior to advancement of design.
- The primary project objective of the **Newberg River Street Design Concept** is to develop a complete street design that is context-sensitive, remaining within the existing 58' section of the public corridor, to the greatest extent reasonably feasible, while simultaneously satisfying applicable safety, ADA, storm drainage, and similar engineering requirements.
- The City of Newberg prefers a Complete Street design for River Street, centering on community, access, livability and function, both for the residents of River Street and the larger community.
- The City desires a final design that both fits the physical space and honors the character of Newberg and River Street. For the purposes of this RFP, project 'character' is defined as referring to River Street's known historical neighborhood context, residential scale, desire for a mature tree canopy, walkability, and visual quality.
- The City understands that to balance these requirements within the 58' corridor, unique engineering and design considerations may be required as part of the final design.
- The City is open to engineering recommendations such as reducing sidewalk or planter strip widths in some areas, utilization of 'combination ramps' to support ADA access while minimizing property impacts, and/or consideration of alternative unique design features that will support overarching design goals. These unique design recommendations will be developed by the engineering firm in collaboration with City staff.
- Traffic calming considerations should be incorporated into the final design concept. The final design may consider the use of raised concrete intersections, in instances where this specific design feature will address state mandated ADA infrastructure, while simultaneously allowing the design to stay within the 58' corridor, preserving private property. Any design of raised intersections should ultimately be compatible

with the established character of River Street, including its residential scale, visual quality, and context.

- An anticipated 2' construction zone beyond the 58' width is understood and anticipated as part of the design and construction process. The impact of this construction zone should be minimized wherever possible, with appropriate repairs occurring once construction has been completed.
- When design requirements necessitate substantive impacts outside of the current 58' corridor, **the consultant shall document the technical basis for the required deviation, alternatives considered and opportunities for mitigation.** These findings will be communicated to City staff. City staff will address identified concerns with the River Street Ad-Hoc Committee, property owners, and the larger community through City-led project engagement processes.
- Any expansion beyond the current 58' corridor shall occur only in those instances where the consultant demonstrates that reasonable design alternatives within the existing corridor are not feasible, or would result in substantial conflict with applicable engineering, ADA regulations, stormwater, or safety requirements.
- The final **River Street Tree Plan** developed by the River Street Ad-Hoc Committee shall serve as the primary framework for tree replacement and replanting considerations. The River Street Tree Plan will be implemented collaboratively with City staff and relevant subject matter experts.
- The final River Street Tree Picklist will be utilized to guide species-specific considerations for replanting.
- The River Street Tree Picklist, currently in draft form, will be finalized by the River Street Ad-Hoc Committee in collaboration with community/homeowner input and expert guidance. Final recommendations will consider site constraints, utilities, mature canopy size, infrastructure compatibility, maintenance requirements, long-term tree viability, and species-specific availability.
- Post-construction tree watering will NOT be part of design or construction. The City of Newberg will handle tree watering via a separate contract with its landscaping contractor OR with an IGA with CPRD.
- The chosen contractor will provide **meaningful updates at a reasonable cadence.** At minimum, project updates and discussions will occur at key project milestones, including 60% and 90% design completion.
- **60% Design Workshop:** The Consultant shall provide an in-depth design review and workshop with the River Street Ad-Hoc Committee and City staff following the completion of the 60% design plans. This will enable the chosen contractor to report to City Council on granular progress. This is a key requirement of this scope of work.
- The workshop will include a review of current design, assumptions, explicit coverage and discussion of known property impacts, including attempts at remediation, storm drainage placement, tree placement, ADA improvements, etc. Additionally, any key, unresolved issues will be presented and discussed.
- This workshop will guide a subsequent, formal City Council update and discussion.

- **Good Neighbor Practices:** As part of the design and construction process, the City desires to honor our community and minimize homeowner disruption and negative impact wherever possible.
- The selected consultant and any subsequent construction contractor will employ and strictly adhere to Good Neighbor Practices. All parties involved shall engage in and emphasize proactive communication, responsiveness to concerns raised by residents, protection of private property, timely and meaningful restoration of disturbed areas, and minimization of avoidable construction related impacts wherever possible.
- General project management will occur to include the creation of Gantt charts and other graphics to illustrate a proposed timeline for project completion.
- The chosen contractor will create final design plans and specifications that are sufficient to meet the City and ODOT requirements and construction needs.
- The chosen contractor will follow all applicable land use or other municipal permit submittals and processes.
- The chosen contractor will coordinate on permitting with any other appropriate agencies/departments.
- The chosen contractor will work with the City Engineer and the Finance Manager on any needed reports/paperwork necessary for grants, loans or other funding mechanisms should any become available.
- As described above, the chosen contractor will work with the City Engineer and/or Project Manager and/or Public Works Director to provide regular updates to the City Manager, City Council and other interested parties.

Proposers are encouraged to provide clear, concise proposals that contain only the information required to respond to the needs of this project. Identify and discuss:

- Services that may not have been mentioned and that should be considered for inclusion in a final Scope of Work for the benefit of the project.
- Strategies that could be employed to meet project goals and objectives on time and within budget. Key points may include the availability of key personnel immediately and throughout the project, ability to control project schedule and cost and internal quality control procedures.
- Identify major issues in completing the Work, and based upon existing information, how the Proposer would resolve any major identified issues.
- Note strategies to maintain operations of parts of the street through the entire construction process. It has been suggested that construction might occur in two phases to attempt to lessen the impact of each closure.

The City will perform the following tasks:

1. Provide a Project Manager responsible for the overall project management and coordination between the Consultant and the City, and with any of the City's other service providers. This point of contact will be available to the City during all standard working hours: Monday through Friday from 8:30 am until 5:00 pm.
2. Provide legal review of all contract documents, Resolutions, and Ordinances as may be required.
3. Provide public spaces to hold the meetings and consultations cited above.
4. Provide any documents or record drawings upon request. If any of these documents or drawings are available and utilized, the Consultant shall verify to ensure accuracy.
5. Make available City policies, regulations, guidelines and records such as As-Built information and geographically referenced GIS maps, as available.
6. Assemble and transfer all required information and data, both hard copy and electronic, at no charge to the Consultant.
7. Coordinate communication among City staff and provide a unified guidance / direction to the Consultant.
8. Coordinate staff review. Staff review time for the deliverables can be up to two weeks or often sooner, depending on workloads.
9. Ensure that City staff members provide timely responses to questions and would be available for any meetings requested by the Consultant. Meetings between City staff and the Consultant will take place virtually or at the Newberg City Hall Building, located at 414 E. First Street, Newberg, OR 97132.
10. Review and process Consultant's monthly payment requests.
11. Negotiate any contract amendments, as needed.
12. Perform other tasks as negotiated.

The Consultant shall provide adequate personnel and resources to accomplish the objectives of this Project as cited in the main RFP document. Key personnel and their qualifications must be identified clearly.

Insurance & Performance Completion Bonding

The consultant must carry Commercial General Liability (CGL) insurance coverage for the duration of this project (through to the completion of the construction phase) with the following limits:

Per-Occurrence (Per-Incident) Limit: \$2M.

Aggregate Limit: \$2M.

The City will negotiate a performance bond to ensure the completion of the project. The City assumes that the performance completion bond will have a value equal to 100% of the total construction price once it is known. This will be negotiated after successful Proposer has been selected.

Primary Tasks / Objectives

1. Coordination with City-established site team(s)

The chosen contractor will ensure that they have a full understanding of the site and its unique issues. They will fully master the technical details of the traffic flow within the framework of the city's TSP. They will examine the desired cross section concept (known as the Newberg River Street Design Concept). This will be the primary basis of the final design as described above. The engineering firm chosen will also examine the data that has already been gathered on River Street already and will not charge the city for exploration work that has already been accomplished. They will master the concepts behind the Newberg River Street Design Concept and execute design work on this basis.

2. Schematic Design

Designs will be prepared for the follow-on construction phases. These designs will not only detail the required cross section but will also build in below-surface storm water retention including the details specific in the Tree Plan. As described above, impacts likely to occur outside of the 58' width envisioned above shall be clearly communicated and their technical requirements expressed clearly.

3. Design Development

Following schematic design the city anticipates that the chosen firm will develop the design further to set the stage for the location of a qualified contractor to conduct construction. Any issues that arise as the result of previous steps will be negotiated with the City.

4. Construction Documents/Bidding

In phase four the chosen engineering firm will shift from design to construction documentation. The engineering firm selected will organize a traditional and highly competitive ITB with oversight provided by the designated member of City staff from our Capital Engineering team.

The winning construction firm will enter negotiations with the city to develop a construction contract. The chosen engineering firm will check in with City staff frequently and in particular Capital Engineering staff to ensure that this entire process advances smoothly.

Construction observation and construction quality control **will not** be part of these tasks.

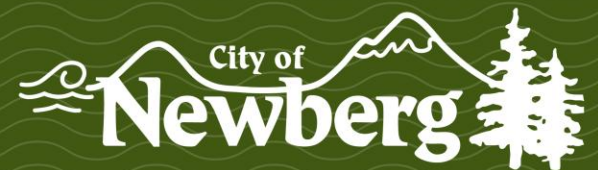
Do not build into your planning or cost assumptions line items or costs connected to oversight. City field inspectors will be with the construction crews every step of the way.

5. Other Professional Services Deemed Necessary by the Selected Engineering Firm

The engineering firm will be responsible for coordination of each discipline, and the cost thereof will be included in the engineer's final proposal. The chosen engineering firm will creatively propose innovative solutions for cost control to each stage of the process.

River Street RFP Scope

... timeline and next steps



In your packet you have a copy of the Scope of work that directly flows from the work of the River Street Ad-Hoc committee and also the exploratory work done by Keller Engineering to date.

So as to not belabor this topic I will briefly cover some of the highlights from that element of the upcoming RFP and end with the timeline for next steps.

A would like to acknowledge the considerable input in drafting the scope document added by the honorable councilor Turgeson with a very short turn around – **Thank you Jeri!**

Specific Consultant Tasks

The consultant chosen will ensure that the engineering design and processes adhere to the following requirements (these will form part of the RFP grading rubric).... I have pulled out key points for this PPTX

Participation in up to 6 public meetings for the project including Council Meetings, Ad Hoc River Street Citizen Advisory Committee meetings, general public open houses, etc.

Conducting a full and comprehensive survey of the River Street area to ensure that the desires of both the residents and wider city are fully met by the final design.

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Any design of raised intersections should ultimately be compatible with the established character of River Street, including its residential scale, visual quality, and context.

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These findings will be communicated to City Staff. City staff will address identified concerns with the River Street Ad-Hoc Committee, property owners, and the larger community through city-led project engagement processes.

Any expansion beyond the current 58' corridor shall occur only in those instances where the consultant demonstrates that reasonable design alternatives within the existing corridor are not feasible, or would result in substantial conflict with applicable engineering, ADA regulations, stormwater, or safety requirements.

The chosen contractor will provide meaningful updates at a reasonable cadence. At minimum, project updates and discussions will occur at key project milestones, including 60% and 90% design completion.

60% Design Workshop: The Consultant shall provide an in-depth design review and workshop with the River Street Ad-Hoc Committee and City Staff following the completion of the 60% design plans.

Good Neighbor Practices: As part of the design and construction process, the city desires to honor our community and minimize homeowner disruption and negative impact wherever possible.

The selected consultant and any subsequent construction contractor will employ and strictly adhere to Good Neighbor Practices. All parties involved shall engage in and emphasize proactive communication, responsiveness to concerns raised by residents, protection of private property, timely and meaningful restoration of disturbed areas, and minimization of avoidable construction related impacts wherever possible.

ACTIVITY	DATE
City Council Motion to Proceed	10/5/2026
Issuance of Request for Proposal	10/12/2026
Deadline for Questions / Clarifications /	10/26/2026
RFP Protests	
Deadline for Addenda	11/2/2026
Deadline to Withdraw from RFP Process	11/2/2026
Deadline for Submission of Proposal	11/2/2026
Initial Evaluation of Proposal – Scoring Phase 1	11/23/2026
Announcement of the Final Three Proposers & request for pricing proposal	11/30/2026
Phase 2 Deadline for Submission of Pricing Proposal (for final three Proposers)	12/7/2026
Final Cumulative Scoring	12/14/2026
Notice of Intent to Award	12/21/2026
Deadline for Filing Protest of Award	1/1/2027
Council Approval	1/19/2027
Contract negotiations and final council contract approval	TBD

So that's an overview of our current status with the RFP and its scope

Staff would welcome a motion to proceed with the RFP

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 AHTF 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

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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

REQUEST FOR COUNCIL ACTION



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

REQUEST FOR COUNCIL ACTION



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

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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.

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- 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

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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.

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

- Architectural/engineering fees
- Consultations
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- 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

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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

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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.

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- 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.

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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.

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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

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- (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.

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- 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.

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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: _____, 2026.

Adopted by the City Council of Newberg, Oregon, this _____ day of _____, 2026.

Rachel Thomas, City Recorder

Attest by the Mayor this _____ day of _____, 2026.

Bill Rosacker, Mayor

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EXHIBIT A: Draft Revisions to Resolution 2021-3730

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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

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- 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

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- 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
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 - 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.

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- 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:

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- 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** ~~To help maintain the effectiveness and long-term viability of the NAHTF, preference will be given to the provision of loans over grants.~~ 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

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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.

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- 5.3 ~~The City of Newberg shall accept requests for funding from the NAHTF's Time Sensitive Loan Program from eligible applicants at any time in order to accommodate affordable housing project opportunities that are time sensitive. Coordination with other private and government funding application timelines will help ensure that NAHTF funds are best applied to leverage additional resources in support of the housing projects. Project submittals deemed not time sensitive will not be approved, but the applicant will be encouraged to submit their proposal to the annual request for proposals (RFP) funding process under the NAHTF's Competitive Awards Program. Also, eligible applicants may submit proposals to the NAHTF's Rental Rehabilitation Loan Program at any time.~~
- 5.4 The City of Newberg shall ~~annually~~ issue a notice of funding available (NOFA) to announce the availability of funds, **subject to availability and City Council authorization**. ~~The City shall also issue a request for proposals (RFP) for affordable housing projects that are not time sensitive.~~
- 5.5 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.
- 5.6 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.**
- 5.7 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. ~~In addition, the commission shall meet annually to prepare the NAHTF's annual NOFA and RFP for consideration of approval by the city council. Otherwise, t~~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.

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- 5.8 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.
- 5.9 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

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The Newberg Affordable Housing Trust Fund is structured to allow flexibility for the city and housing providers. The establishment of ~~four~~ **three** distinct and separate award processes is intended to provide for both consistency and flexibility of the NAHTF program. ~~Annually,~~ **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. ~~Annually, the~~ **The** city will issue ~~a requests~~ for proposals for affordable housing projects **on a competitive basis.** ~~of a non-time sensitive nature. Proposals awarded funding through the RFP process shall be done through a competitive basis. Loans and/or grants may be awarded through this program. 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 time sensitive program. Through this program, applicants requesting funding from the NAHTF may submit requests at any time in the year to accommodate affordable housing project opportunities that are time sensitive. Coordination with other private and government funding application timelines will help ensure that NAHTF funds are best applied to leverage additional resources in support of the housing projects. Loans and/or grants may be awarded through this program.~~

~~Third~~ **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. ~~Applications for this program may be submitted at any time and need not be considered under the competitive awards program. 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. ~~Only loans will be awarded through this program.~~

~~Fourth,~~ **Third,** there is the manufactured home rehabilitation and repair grant program. This program is intended to ~~grant~~ **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. ~~Applications for this program may be submitted at any time and need not be considered under the competitive awards program.~~ 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

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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 ~~annual~~ 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 ~~P~~roposals) ~~on an annual basis~~ depending on availability of funds, providing applicants with a minimum of 45 days to respond to the request. ~~The RFP shall be issued on or near July 1st of the year.~~
- 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 Time Sensitive Loan or Grant Program~~

~~The City of Newberg recognizes that the nature of affordable housing development is often opportunity driven and time sensitive. Through this program, applications may be submitted at any time during a given year. When applications are received, the city shall review them to determine if the applications meet the city's threshold criteria. If the criteria are met, then the funds may be awarded to, or reserved for, the applicant. Funds available through this process are awarded on a first come, first served basis.~~

- ~~7.2.a Project Eligibility. Projects are eligible to utilize funds for activities listed in Section 3.~~

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~~7.2.b Project Security. Applicant must demonstrate and commit sufficient collateral to ensure the security of the loan. Security shall be demonstrated based upon an 80% loan to value ratio based upon the most current County Assessor records, unless otherwise recommended by the NAHC and approved by the City Council. Loans shall be secured via recording of a Trust Deed and Promissory Note against the property.~~

~~7.2.c Loan Terms.~~

- ~~(1) Loan amounts will be determined by the proposed project need and amount available within the NAHTF.~~
- ~~(2) The standard interest rate is two percent (2%) below the prime rate.~~
- ~~(3) The standard term of the loan is two years.~~
- ~~(4) The applicant shall pay a loan processing fee equal to one percent (1%) of the loan or \$100.00, whichever is greater.~~
- ~~(5) Standard loan terms may be modified by approval of the City Council.~~
- ~~(6) The applicant shall enter into an agreement guaranteeing the dwellings will only be occupied by families or individuals meeting the income guidelines.~~
- ~~(7) The applicant will be required to pay for all financing fees including but not limited to recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.~~

~~7.2.d Process.~~

- ~~(1) The city manager shall appoint a loan officer to process loan applications.~~
- ~~(2) The loan officer will prepare application specifications.~~
- ~~(3) The loan officer will review applications for eligibility, and qualify applicants as either standard or preferred applicants. The loan officer may establish a priority for awarding of qualified loans.~~
- ~~(4) Prior to awarding any loan, the application will be forwarded to the Newberg Affordable Housing Commission for consideration of recommendation for approval by the Newberg city council.~~
- ~~(5) The loan officer shall prepare the necessary documents and agreements to execute and provide for repayment of the loan.~~

7.3 Rehabilitation Loan **Grant** Program

7.3.a Purpose

The purpose of the rehabilitation loan **grant** program is to loan **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.

7.3.b Eligibility

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

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- (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, ~~and sufficient ability to repay the loan.~~
- (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.

7.4.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.

7.4.d. Grant Terms

- (1) Grants are available in amounts ~~ranging between \$200.00 and \$1,000.00.~~ **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) ~~Grants may be for multiple projects under the manufactured home rehabilitation and repair program. Grants are available up to \$10,000.00 for multiple projects. This amount may be increased up to \$12,000.00 if the need for repairs is justified, if the Newberg Affordable Housing Commission recommends the City Council increase the grant amount, and if adequate matching funds are established.~~
- ~~(3)~~(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.

7.4.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.

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- (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.c Project Security. Applicant must demonstrate and commit sufficient collateral to ensure the security of the loan. Security shall be demonstrated based upon an 80% loan to value ratio based upon the most current County Assessor records, unless otherwise recommended by the NAHC and approved by the City Council. Loans shall be secured via recording of a Trust Deed and Promissory Note against the property.~~

~~7.3.d. Loan Terms~~

- ~~(1) Loans are available in amounts ranging between \$5,000.00 and \$15,000.00. This amount may be increased up to \$25,000.00 if the need for repairs is justified, if the Newberg Affordable Housing Commission recommends the City Council increase the loan amount, and if adequate equity is established.~~
- ~~(2) The standard interest rate is two percent (2%) below the prime rate.~~
- ~~(3) The standard term of the loan is five (5) years.~~
- ~~(4) The applicant shall pay a loan processing fee equal to one percent (1 %) of the loan or \$100.00, whichever is greater.~~
- ~~(5) Standard loan terms may be modified by approval of the city council.~~
- ~~(6) The applicant shall enter into an agreement guaranteeing the dwellings will only be occupied by families or individuals meeting the income guidelines for the loan term.~~
- ~~(7) The applicant will be required to pay for all financing fees including but not limited to recording of trust deeds and promissory notes, title searches, and other third party costs related to securing the loan.~~

~~7.3.e Process~~

- ~~(1) The city manager shall appoint a loan officer to process loan applications.~~
- ~~(2) The loan officer will prepare application specifications. The loan officer will receive applications by a date specified in the notice of funding availability. The loan officer will accept applications after that date if funding remains available, and may establish a waiting list for applications in future funding cycles.~~

- ~~(3) The loan officer will review applications for eligibility, and qualify applicants as either standard or preferred applicants. The loan officer may establish a priority for awarding of qualified loans.~~
- ~~(4) Prior to awarding any loan, the application will be forwarded to the Affordable Housing Commission for consideration of recommendation for approval by the Newberg city council.~~
- ~~(5) The loan officer shall prepare the necessary documents and agreements to execute and provide for repayment of the loan.~~
- ~~(6) The applicant shall complete all repairs within one year of loan award.~~

7.4 Manufactured Home Rehabilitation and Repair Grant Program

7.4.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.

7.4.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.

7.4.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.

7.4.d. Grant Terms

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- (1) Grants are available in amounts ~~ranging between \$200.00 and \$1,000.00~~ **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) Grants may be for multiple projects under the manufactured home rehabilitation and repair program. Grants are available up to \$10,000.00 for multiple projects. This amount may be increased up to \$12,000.00 if the need for repairs is justified, if the Newberg Affordable Housing Commission recommends the City Council increase the grant amount, and if adequate matching funds are established.~~
- ~~(3)~~ (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.

7.4.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).

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- 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 The projects shall 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.

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- 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 department code within the existing Fund 14 for to manage NAHTF monies. within the NAHTF. Monies within the budget under line 14 4120 602000, Housing Authority Loans, shall be placed in this new department code.~~
- 9.2 All new revenue brought into the NAHTF shall be done so with the approval of the city council.