

**NEWBERG AFFORDABLE
HOUSING COMMISSION
Tuesday, January 28, 2013
1:30 p.m., Newberg City Hall
Permit Center Conference Room
414 E. First Street, Newberg, OR**

- I. Open Meeting**
- II. Roll Call**
- III. Approval of Minutes – November 26, 2013 meeting**
- IV. Presentations by funding request applicants**
- V. Commission discussion regarding applications**
- VI. Application decision process**
 - A. Chehalem Youth & Family Services
 - B. Newberg Area Habitat for Humanity
 - C. Housing Authority of Yamhill County
 - D. Love INC
- VII. Application scoring by Commissioners**
- VIII. Next Meeting – February 25, 2014**
- IX. Other Business**
- X. Adjourn**

ATTACHMENTS

- 1 – November 26, 2013 meeting minutes (pages 2-3)
- 2 – Applications in response to Trust Fund NOFA (pages 4-39)
- 3 – Application evaluation scoring form instructions (pages 40)
- 4 - Application evaluation scoring form (pages 41-42)
- 5 – Affordable housing and area median incomes (pages 43)

NEWBERG AFFORDABLE HOUSING COMMISSION MINUTES

Tuesday, November 26, 2013, 1:30 PM

Newberg City Hall Permit Center Conference Room

414 E. First Street

I. OPEN MEETING

David Beam, economic development coordinator/planner, opened the meeting at 1:32 PM.

II. ROLL CALL

Members Present: Stuart Brown, Chair Steve Comfort

Members Absent: Terry Emery (excused) Mayor Bob Andrews (Ex-officio)

Staff Present: David Beam, Economic Development Coordinator/Planner
DawnKaren Bevill, Minutes Recorder

III. APPROVAL OF MINUTES

Approval of October 22, 2013, Newberg Affordable Housing Commission Meeting Minutes.

<p>MOTION: Comfort/Brown approved the affordable housing commission minutes for October 22, 2013. Motion carried (2 Yes/0 No/1 Absent [Emery]).</p>
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IV. STATUS OF NOTICE OF FUNDING AVAILABILITY (NOFA) PROCESS

Mr. David Beam sent out the notice of funding availability to targeted non-profit organizations, made it available on the city website under the planning/affordable housing section, and it was noticed in The Newberg Graphic. Mr. Beam will send the information to Community And Shelter Assistance (CASA) of Oregon as well and encouraged commission members to reach out to any community contacts they have that can benefit from the trust fund. He will also email the list of non-profits he contacted to the commission members. Chair Stuart Brown stated the rental rehab program will pull people in from the community, agencies, and the banking business to help citizens who need housing repairs.

V. PROMOTION OF RENTAL REHABILITATION LOAN PROGRAM

The commission discussed ways to promote the program. Councilor Mike Corey, who is in property management, may be able to help with a developing a list of those in need for this kind of financial assistance. Chair Brown could provide a list of other property managers in the area, as well as realtors, and suggested sending out an informative flyer or offer a community workshop. First American Title in Newberg may be able to sponsor a workshop for real estate brokers that can count as credit hours towards their license renewal. They also may be able to run a report for general mailing to any property where the owner is not the occupant, and can print the mailing labels. Yamhill County tax assessor records may have this kind of information and the state landlord association can may be of help as well. Chair Brown suggested a dedicated phone line for inquiries into this program once it is promoted; he suspects it will get lots of calls. Mr. Beam will look into setting up a separate phone line or email address for inquiries. Drafting a frequently asked questions sheet about the program to hand out may also be useful.

VI. GROWING THE TRUST FUND

Mr. Beam reviewed the information about guideline in developing and growing an affordable housing trust fund that was included in the meeting packet. One important point in the information is when brainstorming sources to increase the trust fund, ideas should be eliminated only if the potential source is: legally impossible; so politically explosive that no campaign could secure it; or, it is so regressive that its overall impact would be counterproductive to the goals of the trust fund. Using that guideline, Mr. Beam, opened the discussion by the option of funding from property transactions. Chair Brown stated title companies have to ensure property transactions are legal and suggested inviting someone to discuss local endorsements and transaction fees, He also felt that the focus of the trust fund should be on efforts toward renters rather than home ownership. He also suggested for every closed real estate transaction, we could develop a partnership with the title companies, wherein they would ask real estate agents to donate something like \$5.00 or \$10.00 per commission as a way of giving back to the community. A letter could be sent out to the buyer/seller thanking them for the donation and send out an information sheet describing what the affordable housing fund does for the community. The commission consensus was to eliminate anything with the word "tax" as it developed a list of potential revenue sources. Other items of discussion included unclaimed properties, promoting code enforcement awareness, fees/fines on rental housing violations, pursuing county funds from the lottery toward economic development, and focusing on grants and charitable gifts rather than fees and taxes.

VII. NEXT MEETING – January 28, 2014

The next affordable housing commission meeting is scheduled for Tuesday, January 28, 2014, to review applications requesting funding from Affordable Housing Trust Fund.

VIII. OTHER BUSINESS

No other business was brought forward.

IX. ADJOURN

The meeting adjourned at 2:45 PM.

Approved by the Newberg Affordable Housing Commission this 28th day of January, 2014.

AYES:

NO:

ABSENT:

ABSTAIN:

Recording Secretary

Affordable Housing Commission Chair



CHEHALEM

YOUTH & FAMILY SERVICES

501 E. First Street

P.O. Box 636

Newberg, OR 97132

December 31, 2013

David Beam
Economic Development Planner
City of Newberg
P. O. Box 970
Newberg, OR 97132

Dear David,

Thank you for allowing Chehalem Youth and Family Services to apply for the Newberg Affordable Housing Trust Fund. We are hopeful that our application will meet the requirements for funding consideration.

Enclosed is a replacement of the application e-mailed to you on December 26. Please use this application for consideration. A copy of the application will be e-mailed to you as well.

If there is anything further that is needed please do not hesitate to let us know. Thank you.

Sincerely,

Deborah Cathers-Seymour
Executive Director

DCS:sm

Enclosure



Administration
Fax
Chehalem Counseling Center
Youth Opportunity - McMinn.
Youth Opportunity - Newberg
Service@CYFS.net

503/538-4874
503/538-1271
503/538-4874
503/883-9768
503/554-1461

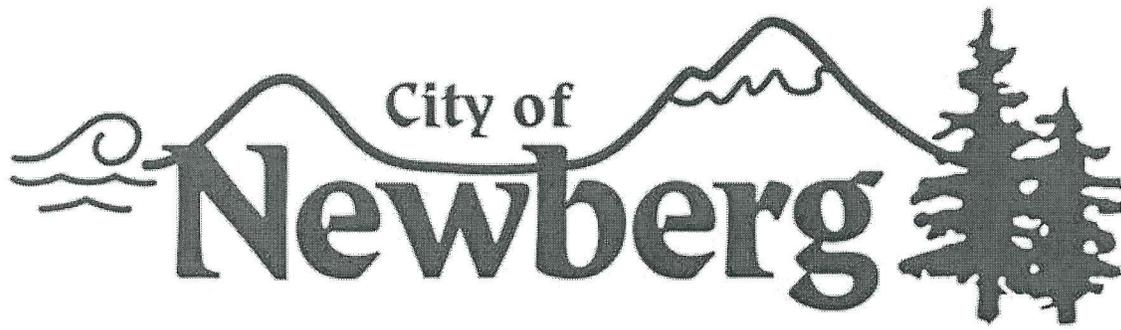
Lucky Finds Thrift & Gift
Residential Services
Mentoring Connection
Family First Parenting Edu.
Supervised Visitation
www.CYFS.net

971/264-4150
503/538-4874
503/538-4874
503/538-4874
503/538-4874



JOB GROWERS
INDEPENDENTLY





**Newberg Affordable Housing Trust Fund
Funding Request Application
FY 2013-2014 Competitive Awards Program**

NOTE: Applications are due December 31, 2013 at 4:30 p.m. Applications are to be submitted to David Beam, Economic Development Planner by email at david.beam@newbergoregon.gov or by postal mail via City of Newberg, PO Box 970, Newberg, Oregon, 97132 or by hand delivery to City Hall, 414 E. First Street.

If you would like to request a Word format version of this application please contact David Beam at david.beam@newbergoregon.gov

Project name: Expansion to Sarah Street House Dining Room

Organization name: Chehalem Youth and Family Services (CYFS)

Is your organization a for-profit or non-profit? Non-Profit – 93-0764541

Contact name/title: Deborah Cathers-Seymour/Executive Director

Mailing address: P. O. Box 636, Newberg, OR 97132

Telephone: 503-538-4874

Email address: cathseym@cyfs.net

Total project cost: \$12,885 + an estimated \$2,000 for permits for a total of \$14,885

Requested amount of funding: Please specify amount of grant and/or loans you are requesting. A grant of \$3,000.00

Amount and description of matching resources being contributed to the project (NOTE: must be at least 50% of the total project cost):

Chehalem Youth and Family Services (CYFS) is committed to a highly collaborative process which brings substantial monetary and in-kind matching resources to the project. To this end, we have recruited volunteers from a number of organizations who will provide the labor for the project. Volunteer hours are valued at \$25.00 an hour by the United States government. The labor hours estimated by a contractor for the project are 300. This results in a contribution of \$7,500.00 in-kind volunteer labor.

Addressing monetary match, on December 17th, pursuing city finding for this project. Friends of Chehalem House (FOCH) and Chehalem Youth and Family Services designated \$3,000 in matching funds for this project.

The volunteer hours estimated at \$7,500, combined with the \$3,000 matched funding from FOCH, will effectively cover \$10,500 of the \$14,885 estimated cost of the project. We also estimate \$1,385 in donated materials and schematics. These funds, combined with the requested \$3,000 from this grant, will fully fund the project. This more than quadruples the \$3,000 in requested funds from the Newberg Affordable Housing Trust Fund.

Project partners and their contributions to the project:

CYFS has had preliminary meetings with and made verbal agreements with Newberg Habitat for Humanity, Newberg Rotary Early Birds, Boy Scout Troup 262 and Venturing Crew 777, for volunteer assistance in construction and planning. The Newberg Rotary Early Birds and Newberg Habitat for Humanity contributed their expertise in establishing the construction bid as well as being a potential source of volunteers.

Estimated project beginning and completion date:

The project has been tentatively scheduled for April 1-May 31, 2014.

Please briefly describe the affordable housing problem you are trying to solve and how your project helps in solving that challenge:

Our residential home for girls currently houses 9 residents as well as accommodating mentors and employees. The dining room is so small that the household can not have common meals together, and do homework and therapeutic activities such as crafts. This project would provide adequate space to allow communal meals, thus improving communication and supervision, relieving stress on the residents and employees. It will also allow adequate space for therapeutic activities that are needed for a successful outcome for our residents, which will positively impact community relations in the neighborhood and reduce the need for police support.

Please describe how your project will address the Competitive Awards Selection Criteria described in "Attachment A" of this form:

1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 100% the area median income (threshold verification).
The residents of our homes have no reportable income. Under Department of Human Services regulations, each resident is designated as a household of one with no income. Nine girls reside at the home needing the addition. Our residents of our homes are minors who live in a highly structured and supervised environment, with limited, if any, hours worked at minimum wage. Thus, the income of the household is zero.

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).
This project is not specifically related to the need for technical assistance. As to mission of NAHTF, our residents are charged no rent or board, and this will be continued into perpetuity, or the life of the organization. These individuals are wards of the state, and our homes are often the only option for housing for them. In our program, individuals receive treatment and education to enable them to become productive contributors to society and the community. Our participants will eventually become homeowners, and are receiving preparation through financial and life skills training.

3. The project addresses the unmet housing needs as identified in the Housing Element of the Newberg Comprehensive Plan.
This home is the only residential home for at risk girls, providing treatment, therapy, instruction in life skills, and work experience in Newberg and the surrounding area. The residents are charged no rent. As such it fills an essential need in the community. The rehabilitation of the size of the dining area in this home, is currently an unmet housing need.

4. The project is ready for implementation.
The Sarah House project is ready for implementation. CYFS has gathered it's collaborative partners Habitat for Humanity, Boy Scout Troup 262, Venturing Crew 777, Newberg Rotary Early Birds, George Fox University, and Friends of Chehalem House, to recruit volunteers, prepare a project plan and timeline.

5. **Does not apply.**

6. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.
There will be no need to relocate residents during the project. Plastic draping will be utilized to limit access to the project area and contain dust.

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

Funding from Newberg Affordable Housing Trust Funds are necessary, because regulations under Medicaid prohibits the owners of the property, Friends of Chehalem House (FOCH) from using their primary funding streams on interest bearing contracts such as FOCH mortgage. CYFS, acting as a fiscal intermediary, is applying for the funds to assist the owners of the property FOCH.

The proposal demonstrates that Newberg Affordable Housing Trust Funds are the most appropriate funding source for this project because the primary funding stream which supports Sarah Street House is Behavior Rehab Services (BRS) under DHS State of Oregon funding, which is blended with Federal Medicaid dollars, which are limited and restricted to designated uses. A building project is unallowable under these restrictions.

8. 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.
CYFS is requesting only the amount needed to purchase the materials not acquired through donations and repurposing. All other costs will be covered by volunteer participants and donations of materials whenever possible. The total cost of the project is estimated at \$14,885. We are requesting \$3,000, which represents less than 25% of the total project cost.
9. The lower the income level that is targeted for the benefitting households, the higher the ranking the project shall be given.
The residents of our homes have no income. All their needs are met by CYFS and generous community donations.
10. 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.
This project will rehabilitate the Sarah Street residential home, improving the usability of the existing housing. The residents will continue to pay no rent.
11. 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.
Residents of our residential houses, including Sarah Street house, are not charged rent or board. This will remain so into perpetuity.
12. 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.
During this project, CYFS will endeavor to use as much reclaimed materials as possible in cooperation with Newberg Habitat for Humanity and community donations. The windows will also be energy efficient and double paned. Insulation

will be high grade and of proper thickness to maximize heating and cooling efficiency.

13. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc).
Volunteer labor, consulting and planning assistance will be utilized in cooperation with Newberg Habitat for Humanity, Boy Scout Troup 262, Venturing Crew 777, and Newberg Rotary Early Birds. FOSH is actively recruiting funds to match for the City Affordable Housing Trust Fund contribution of \$3,000. All of the furnishings, home décor, curtains and window coverings, will be provided by Lucky Finds Thrift Store from in-kind donations from the public.

14. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.
Sarah Street House is currently the only residential treatment home for at risk girls in Newberg and the surrounding vicinity. In order to utilize all resources available, reclaimed materials will be utilized as much as possible with the assistance of Habitat for Humanity and donations from the community. All furniture, décor and household items will be provided by Lucky Finds Thrift Store from in-kind donations.

15. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.
CYFS has been in operation since 1970. During that time, a number of remodel projects in our residential homes and facilities have been successfully completed. CYFS has completed three bathroom remodels, installation of a wheelchair ramp at our Youth Opportunity Outreach Program facility, remodeled an office, a number of bedrooms at the residential homes, and added a dining room to one of the residential homes. We also organized and developed a successful thrift store to assist in increasing our revenue, and maximizing donations to the organization.

16. The budget and timeline are thorough and realistic.
The budget is based on a written estimate from construction professionals. It will be updated as needed to guarantee all material costs are current and price comparisons are done to ensure CYFS makes the wisest and most frugal purchases. We have tentatively scheduled the project for the first week in April to the last week in May, with the intention of missing the worst weather and giving our volunteers ample notice. This timeline will also allow CYFS to meet with Newberg Habitat, Boy Scout Troup 262, Venturing Crew 777, and Newberg Rotary Early Birds to finalize plans and details.



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David Beam
Economic Development Planner
City of Newberg
414 E First Street
PO Box 970
Newberg, OR 97132

December 19, 2013

Dear David:

Attached please find an application that we hope will meet both the guidelines and priorities of the Affordable Housing Trust Fund.

It is exciting to know that a community of Newberg's size now has an active Housing Trust fund to promote affordability. Thank you for all that you have done to make this possible.

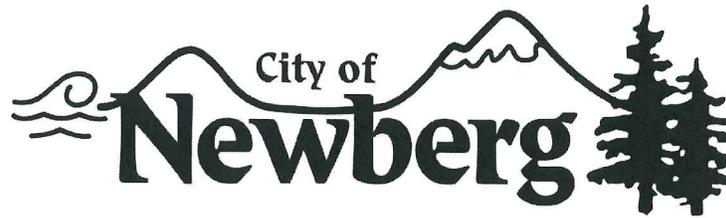
Should you or anyone on the review committee have any question about this application, or if more information is needed, please do not hesitate to contact me.

Thank you again.

Happy Holidays,

A handwritten signature in black ink, appearing to read "Rick Rogers", is written over a light blue horizontal line.

Rick Rogers
Executive Director



**Newberg Affordable Housing Trust Fund
Funding Request Application
FY 2013-2014 Competitive Awards Program**

NOTE: Applications are due December 31, 2013 at 4:30 p.m. Applications are to be submitted to David Beam, Economic Development Planner by email at david.beam@newbergoregon.gov or by postal mail via City of Newberg, PO Box 970, Newberg, Oregon, 97132 or by hand delivery to City Hall, 414 E. First Street.

If you would like to request a Word format version of this application please contact David Beam at david.beam@newbergoregon.gov

Project name: 803A South Blaine Street, Newberg

Organization name: Newberg Area Habitat for Humanity

Is your organization a for-profit or non-profit? We are a 501 c 3 non-profit

Contact name/title: Rick Rogers, Executive Director

Mailing address: PO Box 118, Newberg, OR 97132

Telephone: (503) 537 – 9938

Email address: rick@newberghabitat.org

Total project cost: \$138,850

Requested amount of funding: Please specify amount of grant and/or loans you are requesting. \$3,500 grant

Amount and description of matching resources being contributed to the project (NOTE: must be at least 50% of the total project cost): \$135,350

Project partners and their contributions to the project: As a volunteer driven self-help homeownership program we rely on a vast array of community partners to build decent, safe, affordable homes. The project at 803A S Blaine will be no different. Local civic groups, schools, local government, businesses and churches will organize over 500 individual volunteers who will complete thousands of hours of work on this 3 bedroom 1 ½ bath home; the first of two homes that will be built on this site.

Beyond this generosity, fully 25% of the non-labor cost of the project will be provided through in-kind sources. Among these will be partnerships with the City of Newberg (\$10,000 fee waiver), the Newberg School District (\$5,000 fee waiver), and services from local architects, engineers, roofers, plumbers, electricians and other tradespersons (\$15,000). In addition, donated materials will come from both local and national sources (\$10,000).

Lists of both major 2013 partners and some of our build group organizations are attached (A & B).

Estimated project beginning and completion date:

The project will begin in February 2014 and be completed by December 2014.

Please briefly describe the affordable housing problem you are trying to solve and how your project help in solving that challenge: Decent, safe, affordable housing is out of reach for too many in our community. Newberg Area Habitat for Humanity, an affiliate of Habitat for Humanity International, addresses the problem by directing community goodwill and the labor of the prospective homeowners (sweat equity) to the building of decent homes.

Affordability is maintained as, upon completion, the homes are sold to low to very low income (25% to 60% of median income) partner families with no interest mortgages. When the mortgage is booked, no more than 30% of a family's income may be directed to their housing expense. The terms set at closing do not change over the 15 to 30 year life of the mortgage which assures affordability. The mortgages are originated and serviced by Newberg Area Habitat for Humanity who maintains the right of first refusal in the case of future sale.

Stable, affordable, prideful home ownership is a benefit to the partner family, to the neighborhood and the community. The volunteerism generated by a Habitat project is both remarkable and powerful.

Please describe how your project will address the Competitive Awards Selection Criteria described in “Attachment A” of this form:

8. Percentage:

This request represents approximately 2% of the total project cost.

9. Income Level:

We serve working families who are defined as low to very low income (between 25% and 60% of area median income). For a summary of our selection criteria, please see the attached brochure titled 'Homeownership Opportunities'.

10. New Affordable Housing:

This project will replace a dilapidated home currently located at 803 S Blaine in Newberg. The lot will be subdivided to allow for the construction of two affordable homes. The budget included here is shown for the first of the two planned 3 bedroom 1 ½ bath decent, safe, affordable homes.

11. Retention:

Newberg Area Habitat for Humanity retains the right of first refusal for the life of the 15 to 30 year mortgage thereby assuring affordability.

12. Energy Conservation:

Newberg Area Habitat for Humanity works in partnership with Oregon Energy Trust to achieve the highest efficiency rating. A summary of our energy conservation and green building practices is included in attachment C. A summary of the activities of our building materials resale store is shown in the brochure titled 'ReStore'.

13. Partnerships:

Newberg Area Habitat for Humanity is a community-based volunteer driven organization that relies on partnerships to thrive. Partnerships with the City of Newberg, the Newberg School District, local business, churches, civic groups and other non-profits allow us to direct community goodwill to the issue of affordable housing. We rely on these partnerships not just to help with in-kind donations but to provide referral for prospective homeowner families. For additional information, please see the attached brochure titled 'Volunteer Opportunities'.

14. Duplication:

We do not know of another organization providing affordable self-help homeownership in Newberg.

15. Capacity:

Since 1995, Newberg Area Habitat for Humanity has build, renovated and recycled 19 homes in our community. Three additional homes (at 1309 East 9th Street) will be completed by March 2014. Please see the attached card titled "Current Builds".

16. Budget/Timeline:

Given our experience, we believe both the budget and timeline to be realistic and achievable.

Newberg Affordable Housing Trust Fund FY 2013-2014 Competitive Awards Program Selection Criteria Draft November 5, 2013

Minimum Threshold Criteria	Potential Points
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 100% the area median income (threshold verification).	NA
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	NA
3. The project addresses the unmet housing needs as identified in the Housing Element of the Newberg Comprehensive Plan.	NA
4. The project is ready for implementation.	NA
5. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	NA
6. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	NA
7. The proposal demonstrates that Newberg Affordable Housing Trust Funds are the most appropriate funding source, and necessary, for the project.	NA
Scored Application Criteria	
8. 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.	Up to 25 points
9. The lower the income level that is targeted for the benefitting households, the higher the ranking the project shall be given.	5 points - low income 10 points - Very Low income
10. 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.	5 points per unit retained 10 points per unit created 20 points maximum
11. 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.	1 point per year; 10 maximum 5 points if unknown, but likely at least 5 years.
12. 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.	Up to 5 points

13. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc).	Up to 10 points
14. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.	Up to 5 points
15. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.	Up to 10 points
16. The budget and timeline are thorough and realistic.	Up to 5 points
Total Potential Points	100



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Attachment A

Volunteer Build Groups and Lunch Providers

January 2013 - December 2013

Build Groups:

Lakeridge High School Leadership Group
River Street Church of God
Sherwood Old Town Rotary
LDS Church
Yamhill-Carlton High School Construction Class
Gaylord Industries
Allstate Insurance
US Bank Equipment Finance
Zion Lutheran Church
Intel Interns (6)
Newberg Friends Church (2)
St. Michaels/San Miguel Episcopal Church
Climax Portable Machine Tool Interns
Sherwood Rotary Rotaract
Mary Kay
Sherwood Old Town Rotary/St. Francis Knights of Columbus
Lutheran Build
GFU The James Project (4)
Kiwanis
Lutheran Build II
Sherwood Rotary
Chehalem Valley Presbyterian Church (2)
A.R.E. Manufacturing
Veterans Build
Tokyo International University of America (2)
George Fox University Student Group
Healthy Living Class/St. Francis Knights of Columbus
LDS Missionaries
Catalyst High School, Newberg School District (3)

Lunch Providers:

Chehalem Valley Baptist Church (3)
Charlie Armfield (9)
Newberg Friends Church (2)
Joyful Servant Lutheran Church (4)
Lynette Hammon
Chelsea Stude-AmeriTitle

PO Box 118, 620 N Morton, Newberg, OR 97132-0118

Phone: (503) 537-9938 Fax: (503) 554-1999 www.newberghabitat.org



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Lunch Providers (Continued)

- Friendsview Retirement Community (2)
- Dana Chogyoji (3)
- North Valley Friends Church (5)
- Burgerville (2)
- Chehalem Valley Presbyterian Church (2)
- First Presbyterian Church (5)
- Slick's Big Time BBQ
- Sharon Longstroth & Miriam Powell (2)
- Taqueria Guerrero
- Elaine Goodwin
- Ye Olde Pizza Shoppe (6)
- Abby's Pizza (2)
- Domino's Pizza (6)
- NHS Transitions (10)
- Pogy's Subs (10)
- Aero Lock & Safe
- Jem 100 Ice Cream Shoppe (10)



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Attachment B

Major Partners - 2013
(Those giving over \$500 or 250 hours)

Businesses, Organizations

A-dec
Brown, Tarlow, Bridges, Palmer & Stone
Caravan Coffee
Chehelam Valley Presbyterian Church
City of Newberg
Cox Electric
Dave Whitmore Excavating
Decca Hardwood
Dixie K. Hancock Real Estate Broker
Domino's Pizza
Dow Chemical
Doyle Engineering
First Federal
First Presbyterian Church
George Fox University
Grocery Outlet
Hampton Plumbing
Home Depot
Intel Volunteer Grant Program
Jem 100 Ice Cream
John Owen Realtor
Joyful Servant Lutheran Church
Leonard A. Rydell-Civil Engineer
LLC Properties
Malarkey Roofing
Mart Storm
McCoy Millwork
Michael Brittell Design
Milgard Windows and Doors
Newberg Ace Hardware
Newberg Christian Church
Newberg Friends Church
Newberg High School Transitions Group
Newberg Public Schools
North Valley Friends Church



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Pogy's Subs
RH Trust
Sashco
Square D
The John Grey Fund
Thrivent Financial for Lutherans
Valspar
Whirlpool Corporation
Yale Locks
Ye Olde Pizza Shoppe
Zion Lutheran Church

Individual Volunteers, Donors

Alan Gormley
Bill Sweat & Donna Morris
Bonnie Lookabill
Brad & Elizabeth Wood
Brent Montgomery
Carol Jones
Charlie Armfield
Chris Reid
Curt & Kristen Fintel
Daniel Jensen
David Wood
Dick Sartwell
Ed Patterson
Eric Funasaki
Gertrude Ankeny
Hawkin & Dorothy Au
Jared E Jones
Joni Zimmerman
Karen Maas
Larry & Paula Hampton
May Wallace
Scott Thomas, DMD
Witt Anderson



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Attachment C

Sustainable Features

Efficient Home Designs

Our homes are designed and built to meet the Oregon Energy Trust Energy Performance Score (EPS) requirements. Some of the features include:

- Extra insulation in the attic, under floor, walls – R49, R38, R24
- Energy Star appliances and ventilation fans (quiet & efficient)
- Exhaust fans on timers to ensure fresh air
- LED or Compact Florescent lighting (100%)
- Low E & double glaze Windows (U=.30 or less).
- Efficient Mini split heat pump (SEER 14 minimum)
- High efficiency water heater - .93 EF

Water Efficiency& Management

- Pervious driveway payment for engineered run off detention
- Drain rock basin under driveway to enhance on-site run off storage
- Rain gardens for groundwater recharge and habitat for birds and insects
- Low flow faucets and low flush toilets (1.28 or less GPF)

Small Footprint for Low Impact Development

Our homes are design to maximize land usage:

- Small efficient house concept – 1000 - 1200 SF
- Small infill lot – build lots in the 3000 to 4000 SF range

Recycling

A large component of recycling is the reuse of materials and avoiding disposal in land fill. Many new and serviceable items are donated to our Habitat ReStore and can be used in our new homes:

- Light fixtures and can lights
- Hardware for doors, closets, bath towel bars, nails etc.
- Doors, sinks, vanities and mirrors
- Wood or tile flooring

12/17/13

Please provide the following information so that we can invite you to the next orientation meeting:

Your Name:

Your Address:

City and Zip Code:

Your Telephone Number:

Newberg Area Habitat for Humanity is looking for a Partner Family. Pre-Applications are available.

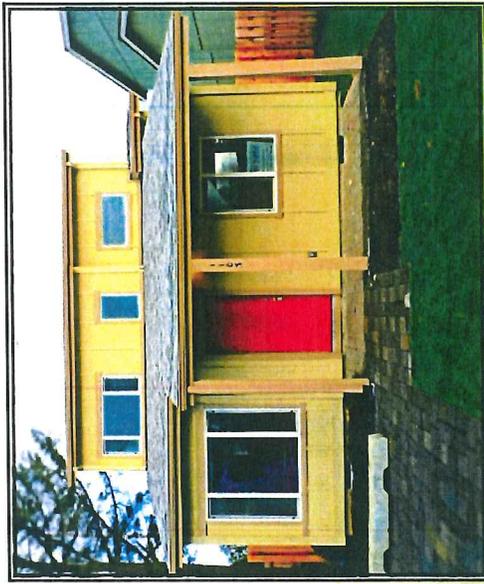
Please Contact:

503-537-9938

Our Mission:

Seeking to put God's love into action,
Habitat for Humanity brings people together
to build homes, communities
and hope.

Homeownership Opportunities



Attachment 2 Applications in response to Trust Fund NOFA

Newberg Area Habitat for Humanity

Proudly serving the communities of ~

- Newberg
- Dundee
- Sherwood
- Dayton
- St. Paul



~ Since 1995

Building Homes... Changing Lives...
One Family at a Time.

Newberg Area Habitat for Humanity
PO Box 118
Newberg, Oregon 97132



Our Vision:

A world where everyone has a decent place to live.

Newberg Area Habitat for Humanity

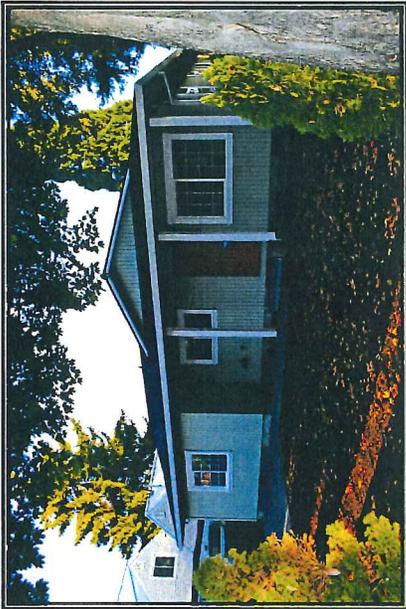
builds homes in partnership with selected, qualified low-income families.

Habitat homes are affordable because:

- They are built by volunteers working with future homeowners.
- They are sold for no profit.
- House payments are based on 30% of monthly household income.
- Loans are provided at 0% interest.

Habitat homeowners:

- Contribute 500 hours of "sweat equity".
- Attend classes including budgeting, home maintenance and money management.
- Build their own home with the help of Habitat volunteers.



Family Selection Criteria:

- Connection to Habitat Service Area
- Need for Adequate Shelter
- Ability to Pay
- Willingness to Partner

Income Limits—2013

Percentage of Median Income	Family Size							
	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
25%	12150	13900	15625	17350	18750	20150	21525	22925
60%	29160	33360	37500	41640	45000	48360	51660	55020

Source: HUD Guidelines
Portland WSA
2013-MFI: 68300



Habitat for Humanity does not discriminate based on age, sex, race, ethnic background, national origin, or religion.

Do I Qualify:

I have a housing need.

YES NO

I am willing to complete up to 500 hours of "Sweat Equity".

YES NO

I am willing to attend classes on weekends/evenings.

YES NO

Gross (before taxes) annual income of all adults in the household: \$ _____

Number of people who would live in a Habitat Home if selected: # _____

I currently pay my bills on time and have no bankruptcy in the last two years. I have no active liens, judgments, or non-medical collections.

YES NO

I have lived in the Newberg Area for at least one year and I am a legal resident or a US citizen.

YES NO



503-537-9938

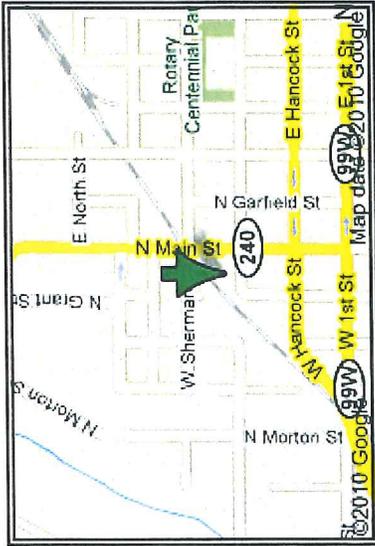
Fax: 503-554-1999

www.newberghabitat.org

office@newberghabitat.org

501(c)(3), CCB# 12480

Hours of Operation:
Fridays and Saturdays
9:00 am—5:00 pm



LOCATION:
305 N. Main Street
Newberg, Oregon

ReStore:
971-832-8153

Donations:
503-547-5860

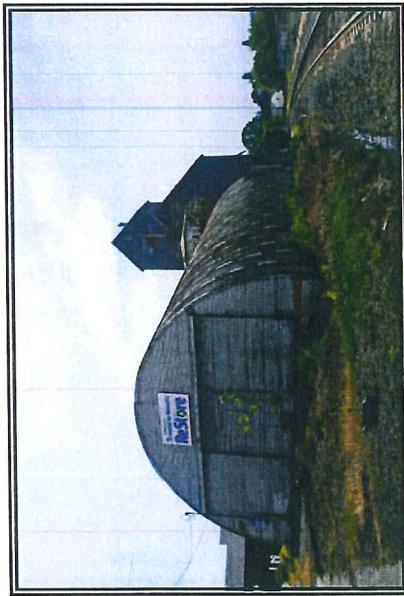
Our Mission:

Seeking to put God's love into action,
Habitat for Humanity brings people together
to build homes, communities
and hope.

Newberg Area Habitat for Humanity
 PO Box 118
 Newberg, Oregon 97132



Newberg Area
Habitat for Humanity
ReStore



Attachment 2 Applications in response to Trust Fund NOFA

Newberg Area Habitat for Humanity

Proudly serving the communities of ~



- Newberg
- Dundee
- Sherwood
- Dayton
- St. Paul

~Since 1995

A good deal for you... Your
 Community... and the Environment.

A world where everyone has a decent place to live.

Our Vision:

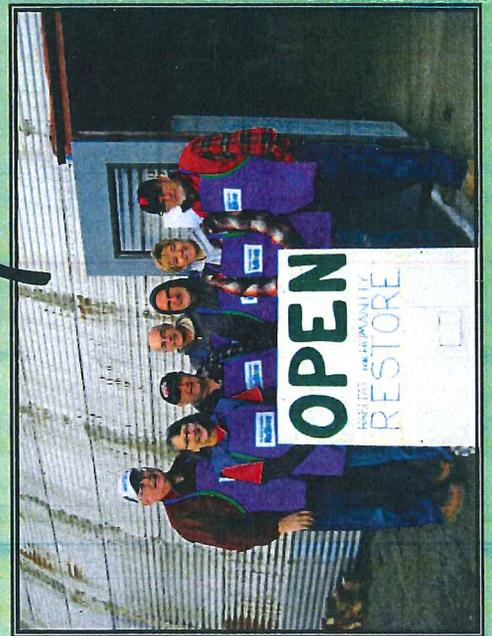
Newberg Area Habitat for Humanity

ReStore is a nonprofit home improvement store and donation center that sells new and gently used furniture, home accessories, building materials, and appliances to the public at a fraction of the retail price.

Whether you are a do-it-yourselfer, homeowner, renter, landlord, contractor, interior designer, environmentalist or treasure hunter, make Habitat for Humanity ReStore your first stop when shopping for your home or next renovation project.

Proceeds are used to build homes, community, and hope locally and around the world.

Shop



Donate

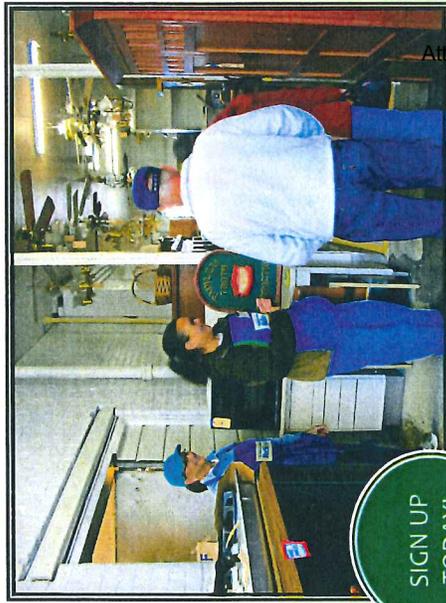
We accept **NEW** or **GENTLY USED**:

- Furniture
- Appliances
- Lighting
- Cabinets
- Tile
- Paint & Stain
- Plumbing Materials
- Electrical Supplies
- Flooring—NO carpet
- Ceramic Tile
- Power Tools
- Doors
- Vinyl Windows

- on a space available basis -

Volunteer!

Our ReStore offers volunteer opportunities geared toward individual interests and skills. By giving your time, you can help us do more to support local building projects for those in need in your community and around the world.



SIGN UP
TODAY!

Newberg Area
Habitat for Humanity
ReStore

ReStore: 971-832-8153

Donations: 503-547-5860

Habitat Office: 503-537-9938

Fax: 503-554-1999

www.newberghabitat.org

restore@newberghabitat.org

501(c)(3), CCB# 12480

What will *you* build?

- *Donate Funds*
- *Donate Materials*
- *Donate Professional Services*
- *Serve on our Board of Directors*
- *Serve on a Habitat Committee*
- *Volunteer to lead a Saturday Build Group*
- *Volunteer at our Build Site*
- *Volunteer at our ReStore*
- *Donate time at a Habitat Event*
- *Volunteer at our Office*
- *Provide Lunch for our Build Site Volunteers*

Page 26

If you or your business would like to help donate to a project or if you want to come volunteer...

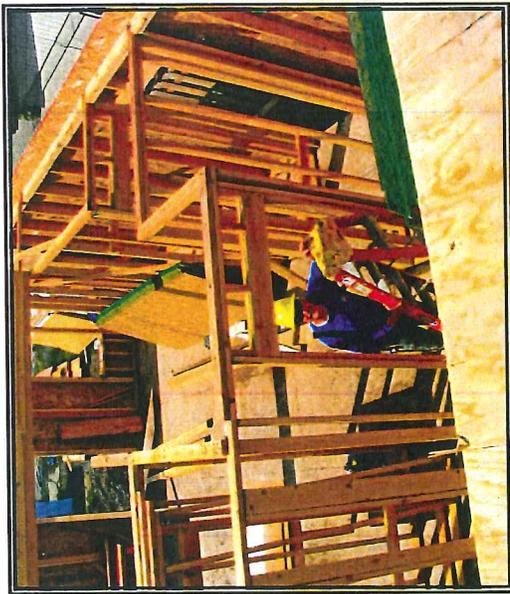
Please Contact:

503-537-9938

Our Mission:

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

Volunteer Opportunities



Attachment 2 Applications in response to Trust Fund NOFA

Newberg Area Habitat for Humanity

Proudly serving the communities of ~

- Newberg
- Dundee
- Sherwood
- Dayton
- St. Paul

~ Since 1995



Building... Believing...
Blessing.

Newberg Area Habitat for Humanity
PO Box 118
Newberg, Oregon 97132



Our Vision:

A world where everyone has a decent place to live.

Newberg Area Habitat for Humanity

is an ecumenical housing ministry that works in partnership with Habitat for Humanity International to meet the basic human need for safe, decent, responsible and affordable housing.

Who Are We?

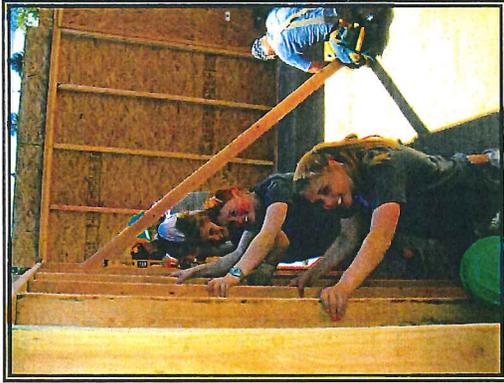
- A volunteer-driven organization.
- Who cultivates goodwill and directs it to the problem of affordable housing.
- Through donations we work with prospective homeowner families to build and rehabilitate houses.
- Houses are sold to families at no profit and financed with affordable, no-interest loans.
- Mortgage payments are invested into a revolving Fund for Humanity which is used to build more houses.

Page 27

Build Days:

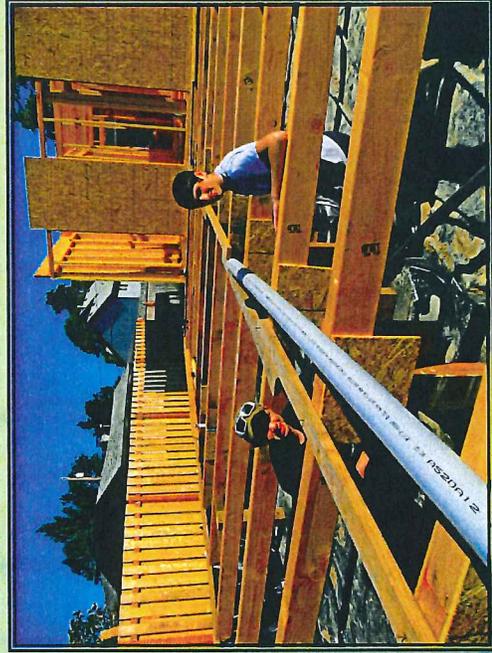
- Thursdays and Saturdays
- 9am-4pm

Contact: 503-537-9938



"It's funny because the families are always thanking you saying how much you have blessed them, but really you're the one that walks away feeling blessed. It's the best case of win-win I know of!"
- Volunteer Quote

We Love Our Volunteers!



We could not build houses without the generous support of many people in our community.



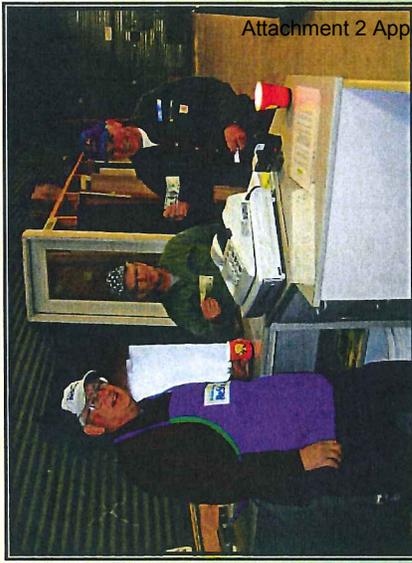
ReStore Opportunities:

- Fridays and Saturdays
- 9am-5pm



305 N. Main Street
Newberg, Oregon
Contact: 971-832-8153

Proceeds from the ReStore go to fund our building projects.



Attachment 2 Applications in response to Trust Fund NOFA



503-537-9938

Fax: 503-554-1999

www.newberghabitat.org

info@newberghabitat.org

501(c)(3), CCB# 12480



Newberg Area
Habitat
for Humanity[®]

Current Builds:



1309 E. 9th Street



1311 E. 9th Street



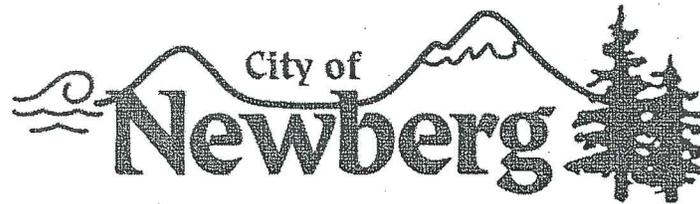
1313 E. 9th Street

*A house is something visible. It is a place in which to be. An Address – in a Neighborhood.
It is the site where loved ones live. It is where children study, play and grow.
It is where friends and family come to visit.*

We do all we can to coordinate our efforts to make your experience of supporting our ministry one that makes a profound difference in the lives of families and our community. By the end of this year we will have 12 new family members placed in 3 different, safe, affordable, decent homes.

Habitat for Humanity is about building partnerships – partnerships with our homeowners, partnerships with our volunteers, partnerships with our supports and partnerships with our community. **Interested in Partnering with Us?**

Contact Lisa Thomas, Volunteer Coordinator/Event Planner at 503-537-9938 or email to lcoordinator@newberghabitat.org



**Newberg Affordable Housing Trust Fund
Funding Request Application
FY 2013-2014 Competitive Awards Program**

NOTE: Applications are due December 31, 2013 at 4:30 p.m. Applications are to be submitted to David Beam, Economic Development Planner by email at david.beam@newbergoregon.gov or by postal mail via City of Newberg, PO Box 970, Newberg, Oregon, 97132 or by hand delivery to City Hall, 414 E. First Street.

If you would like to request a Word format version of this application please contact David Beam at david.beam@newbergoregon.gov

Project name: Deskins Commons

Organization name: Housing Authority of Yamhill County (HAYC)

Is your organization a for-profit or non-profit? Non-Profit

Contact name/title: Elise Hui, Executive Director

Mailing address: 135 NE Dunn Place, McMinnville, OR 97128

Telephone: 503-883-4318

Email address: elise@hayc.org

Total project cost: The construction source disbursement budget is \$13,181,072

Requested amount of funding: Please specify amount of grant and/or loans you are requesting. \$3,500 grant

Amount and description of matching resources being contributed to the project (NOTE: must be at least 50% of the total project cost):

HAYC will have contributed over \$2.7 million, we have other LIHTC investors and a grants from the State of Oregon and other public sources.

Project partners and their approximate contributions to the project:

HAYC	\$2,760,287
LIHTC Investor	\$9,896,616
OHCS HOME	\$ 450,000
YC Assessors	\$ 55,100
Nbg School Exemption	\$ 19,069

Estimated project beginning and completion date:

Construction started July 2013

Construction is scheduled to finish July 2014

Please briefly describe the affordable housing problem you are trying to solve and how your project help in solving that challenge:

There are eleven one-bedroom units at Deskins Commons that will primarily meet the needs of our elderly population or the Chronically Mentally Ill (CMI) in our community. The Yamhill County Mental Health agency and the HAYC Asset Management staff identified the need for air conditioning (AC) to help improve the livability for this very low-income and challenged population. Due to budget overruns the entire AC option was pulled in order to balance costs. We were able to cut other items to add back the AC hook-up ports but could not afford the AC units themselves. We are asking for your assistance in purchasing the eleven AC units which will have direct benefit to these very low-income tenants. The AC unit info is attached.

Please describe how your project will address the Competitive Awards

Selection Criteria described in "Attachment A" of this form:

Please see attached response to "Attachment A"

Newberg Affordable Housing Trust Fund
FY 2013-2014 Competitive Awards Program Selection Criteria
Draft November 5, 2013

Minimum Threshold Criteria	Potential Points
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 100% the area median income (threshold verification).	NA
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	NA
3. The project addresses the unmet housing needs as identified in the Housing Element of the Newberg Comprehensive Plan.	NA
4. The project is ready for implementation.	NA
5. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	NA
6. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	NA
7. The proposal demonstrates that Newberg Affordable Housing Trust Funds are the most appropriate funding source, and necessary, for the project.	NA
Scored Application Criteria	
8. 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.	Up to 25 points
9. The lower the income level that is targeted for the benefitting households, the higher the ranking the project shall be given.	5 points - low income 10 points - Very Low income
10. 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.	5 points per unit retained 10 points per unit created 20 points maximum
11. 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.	1 point per year; 10 maximum 5 points if unknown, but likely at least 5 years.
12. 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.	Up to 5 points
13. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc).	Up to 10 points

14. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.	Up to 5 points
15. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.	Up to 10 points
16. The budget and timeline are thorough and realistic.	Up to 5 points
Total Potential Points	100

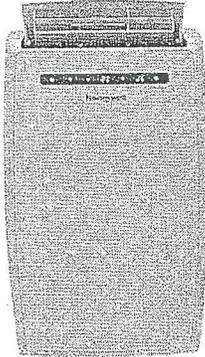
NAHTF
Attachment A

Minimum Threshold Criteria:

1. This is an affordable housing development, with income limits set at low and very-low.
2. HAYC is a primary affordable housing provider in the Newberg community.
3. This project meets the unmet housing needs by serving the low and very-low income.
4. The project is in the process of being implemented.
5. The project has already acquired the property, development is underway.
6. No relocation required.
7. We hope the following proposal will demonstrate need and necessity.

Scored Application Criteria:

8. HAYC has contributed the maximum money allowed, because of the high amount of rain received this fall the project budget is stretched too thin and we are seeking other sources to help finish the project.
9. Low and very-low income families are only allowed tenancy.
10. This will be a 56-unit newly developed affordable housing complex.
11. Deskins Commons is funded with low-income housing tax credits (LIHTC) which expire in 15 years requiring the complex to remain affordable. In addition, there is a 60-year affordability commitment to the state of Oregon through the use of HOME funds. It is the mission of the HAYC to continue to own and manage the property indefinitely providing affordable housing for the citizens of Newberg and throughout Yamhill County.
12. We are completely rehabilitating and insulating the existing historic Todd home and are meeting the requirements of Earth Advantage energy conservation certification for the new development.
13. We have worked with Yamhill County Mental Health (YCMH) to ensure meeting the unmet needs of their clientele and partnered with Habitat for Humanity to donate materials to their Re-Store. We are in agreement to cooperate with the Newberg Historic Society. We are in communication with local banks to provide a resource for them to meet their Community Reinvestment requirements.
14. This project will utilize the HAYC Asset Management team already in place and effectively managing other properties, we work closely with YCMH to meet the special needs of their clientele. No other agency in Yamhill County provides the extensive subsidized rental assistance that HAYC provides.
15. HAYC is the managing member of Deskins Commons LLC and has a long history in completing projects, the most recent is Village Quarter located in McMinnville.
16. We have a very complex and thorough budget and timeline. Both were hit very hard this fall when Newberg had unprecedented rainfall which caused the timeline to slip 15 days and ran the budget up with over-excavations charges and gravel importation in order to keep construction momentum.



Honeywell

Honeywell 10,000 BTU Portable Air Conditioner with Remote Control, White

★★★★★ (3 Customer Reviews) Write a review

Buy from Walmart

Shipping & Pickup

Online
\$399.00
 List Price: ~~\$434.29~~
 You Save: \$35.29 (8%)

Quantity
 1

Add to my: [Wish List](#) | [Registry](#)

In stock for:

- **Free shipping available**
 This item will arrive before Christmas.
 When will it arrive?
- **Free store pickup**
 - as soon as 12/23 with [site to store](#) [Check More Stores](#)
 This item will be ready for pickup before Christmas.

Item Description

Cool an area of up to 490 square feet with the sleek Honeywell Portable Air Conditioner with Remote Control. Features of the white Honeywell Air Conditioner include three-in-one technology, a washable pull-up 3M electrostatic filter and an environmentally friendly compressor. Plus, the full-function remote control that comes with this 10000 BTU Portable Air Conditioner allows you to operate it from across the room. With dehumidification of up to 79.2 pints per day, the Honeywell Air Conditioner has an automatic on/off timer that can be programmed from one to 24 hours to suit your needs. The Honeywell Portable Air Conditioner with Remote Control is equipped with castor wheels to make transporting a breeze. The quiet operation and powerful air flow of the 10000 BTU Portable Air Conditioner make it a smart choice for someone who wants maximum performance.

Honeywell 10,000 BTU Portable Air Conditioner with Remote Control, White:

- Dehumidification up to 79.2 pints per day
- Digital LED display and full-function remote control
- Feather-touch controls provides precise temperature control
- 3 speeds include high, medium and low
- Automatic on/off timer from 1-24 hours
- Powerful air flow
- Quiet operation (55 dbA)
- Washable, pull-up 3M electrostatic filter (back access)
- R410A eco-friendly refrigerant
- Castor wheels easily rolls unit from room to room
- 3.3' flexible exhaust hose included

Specifications

[Top of Page](#)

Multi Pack Indicator:	No
Model No.:	MN10CESWW
Shipping Weight (in pounds):	68.0
Product in Inches (L x W x H):	18.7 x 18.1 x 34.3

Pricing Policy

About Our Prices

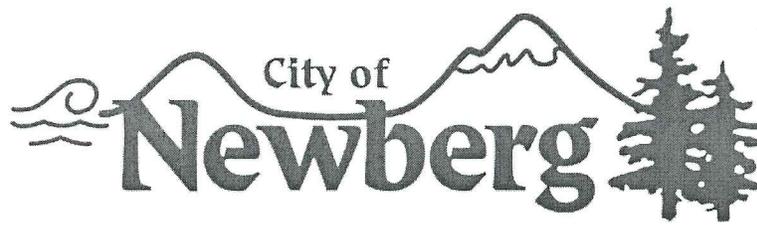
We strive to provide you with the lowest prices possible on Walmart.com as well as in our stores. However, sometimes a price online does not match the price in a store. Walmart.com's prices may be either higher or lower than local store prices. Prices may also vary between stores. Our local stores do not honor Walmart.com pricing or competitor advertisements from outside of a store's local trade territory.

399
 x 11

 \$ 4,389.00

Sponsored Links

What's this?



**Newberg Affordable Housing Trust Fund
Funding Request Application
FY 2013-2014 Competitive Awards Program**

NOTE: Applications are due December 31, 2013 at 4:30 p.m. Applications are to be submitted to David Beam, Economic Development Planner by email at david.beam@newbergoregon.gov or by postal mail via City of Newberg, PO Box 970, Newberg, Oregon, 97132 or by hand delivery to City Hall, 414 E. First Street.

If you would like to request a Word format version of this application please contact David Beam at david.beam@newbergoregon.gov

Project name: Replacement/upgrade to Newberg Shelter furnace & water heating systems

Organization name: Love In The Name of Christ (Love INC)

Is your organization a for-profit or non-profit? Non-profit

Contact name/title: Polly Siler, Executive Director

Mailing address: 209 S. Main St., Newberg, OR 97132

Telephone: 503-537-3999

Email address: polly@loveincnewberg.org

Total project cost: \$6,629.00

Requested amount of funding: Please specify amount of grant and/or loans you are requesting. \$3,315.00

Amount and description of matching resources being contributed to the project (NOTE: must be at least 50% of the total project cost):

Love INC is requesting matching funds of \$3,315.00 from the AM Rotary Foundation. If the Rotary is unable to assist in this project the funds are in reserve, as cash, in the Newberg Shelter bank account. Funding for all of the Newberg Shelter upkeep, maintenance and operation come from donations made by individuals, businesses and local churches.

Project partners and their contributions to the project:

Hampton Plumbing, labor
Newberg AM Rotary, financing--Pending

Estimated project beginning and completion date:

This project will begin in the month the funds are received, but no later than February 2014. The project will be completed within three weeks of the start date. The furnaces will take two days to replace and the water heater exchange is expected to be a day long installation.

Please briefly describe the affordable housing problem you are trying to solve and how your project helps in solving that challenge:

The Newberg Shelter is temporary housing to homeless women and children who lack the resources to be off the streets at a given point in time. These are the most vulnerable of our low/no income Newberg residents. The shelter has been operating for the last 4 1/2 years with the help of hundreds of community volunteers. These volunteers host and make meals so the Shelter can be open each night at a low cost.

The cost to the community would be much higher on many levels if the shelter were be closed and vouchers for meals and motel rooms were need. The shelter has accommodations for ten guests. In 2012 there were an average of six beds per night filled with motel cost equivalence of \$131,340; year to date, November 30, 2013, the average has been seven beds per night and a motel savings of \$128,100.

The operating expenses are met by funds that are donated by individuals, local businesses, churches, and raised through grants. It has proven to be very difficult to raise enough funds for much needed water heating and furnace replacements. These old systems are costly to operate as they lack any energy efficiency. Failure of either the furnaces or water heaters would lead to the shelter closing for a period of time and the need to try and find alternative placements for the

guests. The project goal is make sure the Shelter stays open and the cost of operating can be maintained at the current level (on going increases in energy cost) or reduced.

Please describe how your project will address the Competitive Awards Selection Criteria described in “Attachment A” of this form:

This project is directly aimed at rehabilitation of the facility to ensure its ongoing, uninterrupted operation. The women and children staying in the shelter are usually referred to Love INC by the Police and Fire departments, the local schools or other agencies that have identified the need for housing for these homeless individuals; it is a city resource. The Shelter directly benefits the community and its residents by providing a free and secure place for these women and children to stay; being off the streets and most often out of an abusive situation. Those staying in the shelter are there because they lack financial resources to stay anywhere else.

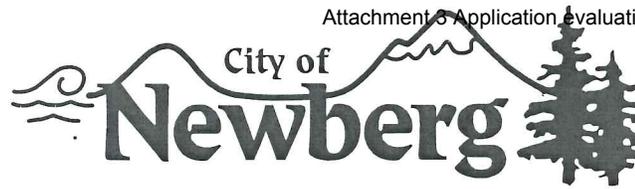
The current heaters, original to the house are inefficient and inadequate. The replacement units will be of the same style currently in use to minimize cost of installation, but the new units will be more efficient in both heating capacity and energy use.

There are currently two water heaters, one gas and one electric servicing the home. One unit services the down stairs and the other the upstairs. The single bathroom upstairs is where the guest bathe and running out of hot water is a consistent problem. Replacing both units with a single gas, on demand system will not only resolve the issue but should result in a noticeable utilities cost savings.

Newberg Affordable Housing Trust Fund FY 2013-2014 Competitive Awards Program Selection Criteria Draft November 5, 2013

Minimum Threshold Criteria	Potential Points
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 100% the area median income (threshold verification).	NA
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	NA
3. The project addresses the unmet housing needs as identified in the Housing Element of the Newberg Comprehensive Plan.	NA
4. The project is ready for implementation.	NA
5. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	NA
6. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project pro forma.	NA
7. The proposal demonstrates that Newberg Affordable Housing Trust Funds are the most appropriate funding source, and necessary, for the project.	NA
Scored Application Criteria	
8. 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.	Up to 25 points
9. The lower the income level that is targeted for the benefitting households, the higher the ranking the project shall be given.	5 points - low income 10 points - Very Low income
10. 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.	5 points per unit retained 10 points per unit created 20 points maximum
11. 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.	1 point per year; 10 maximum 5 points if unknown, but likely at least 5 years.
12. 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.	Up to 5 points
13. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc).	Up to 10 points

14. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.	Up to 5 points
15. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.	Up to 10 points
16. The budget and timeline are thorough and realistic.	Up to 5 points
Total Potential Points	100



Memorandum

To: Newberg Affordable Housing Commission
From: David Beam, Economic Development Planner
CC: Barton Brierley, Planning and Building Director
Date: 01/16/2014
Re: Request for Affordable Housing Trust Fund (AHTF) application scoring

On January 28, 2014, we will be scoring the applications we received requesting funds from the AHTF. We received 4 applications from Chehalem Youth and Family Services, Newberg Habitat for Humanity, Affordable Housing of Yamhill County, and Love, INC. Applicants have been invited to attend the January 28th meeting and will be given the opportunity to make a short presentation about their projects and answer questions commissioners may have about their applications.

Attachment 4 of the meeting packet is an evaluation form. As you will recall, the applications are to be scored by specific criteria. Criteria 1 through 7 are threshold criteria. Barton Brierley and I have reviewed the applications. We feel criteria 2, 5, and 6 do not apply to any of the applications, so we have placed an "NA" (not applicable) on the scoring sheet for the applications on these criteria. Also, we feel criterion 3 have been met by all the applicants, so we have placed a "Yes" on the scoring sheet for this criterion. As for criteria 1, 4, and 7, staff would like that the commission make the determination as to whether or not the applications meet these criteria. In regard to criterion 1, Attachment 5 is provided for your reference. Of course, the commission may change the status of any of these initial staff assessments of the applications.

Staff would like to request each commissioner to review the applications in the meeting packet and fill out an initial scoring of them on the evaluation form (all criteria 1 through 15). After applicant project presentations and commission discussion at our January 28th meeting, you will have an opportunity to revise your scoring.

If you have any questions prior to the meeting, please contact me at 503-537-1213 or david.beam@newbergoregon.gov

Newberg Affordable Housing Trust Fund FY 2013-2014 Competitive Awards Program Selection Criteria

Application Evaluation Form

Minimum Threshold Criteria	Potential Points	CYFS	Habitat	HAYC	Love, Inc.
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 100% the area median income (threshold verification).	NA				
2. If the project is related to the provision of technical assistance to affordable housing providers, the use of Newberg Affordable Housing Trust Funds functions to increase the capacity of the organization to specifically address the mission of the NAHTF (threshold verification).	NA	NA	NA	NA	NA
3. The project addresses the unmet housing needs as identified in the Housing Element of the Newberg Comprehensive Plan.	NA	Yes	Yes	Yes	Yes
4. The project is ready for implementation.	NA				
5. If the project includes the acquisition of property, the identified property is currently available for acquisition and the applicant has secured either a purchase option or letter of interest from the seller. If the applicant is also applying for federal funding (i.e. Community Development Block Grants or HOME) they should carefully review procurement requirements and limitations before obtaining a purchase option.	NA	NA	NA	NA	NA
6. That relocation of existing residents will be minimized, and when necessary, the applicant has included accurate relocation assistance costs as part of the project proposal.	NA	NA	NA	NA	NA
7. The proposal demonstrates that Newberg Affordable Housing Trust Funds are the most appropriate funding source, and necessary, for the project.	NA				
Scored Application Criteria	Potential Points	CYFS	Habitat	HAYC	Love, Inc.
8. 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.	Up to 25 points				
9. The lower the income level that is targeted for the benefitting households, the higher the ranking the project shall be given.	5 points - low income 10 points - Very Low income				
10. 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.	5 points per unit retained 10 pts per unit created 20 points maximum				
11. 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.	1 point per year; 10 maximum 5 points if unknown, but likely at least 5 years.				
12. 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.					
13. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc).	Up to 5 points				
	Up to 10 points				

Scored Application Criteria	Potential Points	CYFS	Habitat	HAYC	Love, Inc.
14. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate service provided by another organization.	Up to 5 points				
15. The agency submitting the proposal has the capacity to carry out the project and has had demonstrated successes completing projects of similar scope.	Up to 10 points				
16. The budget and timeline are thorough and realistic.	Up to 5 points				
Total Potential Points	100				

2014 Median Income for a Family of Four:

\$69,400

Published by PORTLAND HOUSING BUREAU: 1/14/2014

Effective 12/18/2013

HUD Median Income Percentages - issued by HUD for Section 8 and other non-LIHTC projects

Household Size	30%	40%	45%	50%	55%	60%	65%	80%	2014 100% see NOTE	120%
1	14,600	19,440	21,870	24,300	26,730	29,160	31,590	38,850	48,580	58,296
2	16,650	22,240	25,020	27,800	30,580	33,360	36,140	44,400	55,520	66,624
3	18,750	25,000	28,125	31,250	34,375	37,500	40,625	49,950	62,460	74,952
4	20,800	27,760	31,230	34,700	38,170	41,640	45,110	55,500	69,400	83,280
5	22,500	30,000	33,750	37,500	41,250	45,000	48,750	59,950	74,952	89,942
6	24,150	32,240	36,270	40,300	44,330	48,360	52,390	64,400	80,504	96,605
7	25,800	34,440	38,745	43,050	47,355	51,660	55,965	68,850	86,056	103,267
8	27,500	36,680	41,265	45,850	50,435	55,020	59,605	73,300	91,608	109,930

NOTES: (1) 2014 Income levels have decreased based on HUD's calculations for the Portland-Vancouver-Hillsboro, OR-WA MSA1. The income schedule above is to be used for projects that DO NOT qualify for the HERA Special tables as published by HUD 12/18/2013. If you have multiple funding sources, you must use incomes and rents applicable to the most restrictive program requirements. Projects that have LIHTC and/or tax-exempt bond funding should refer to the applicable tables for your county found at: http://www.ohcs.oregon.gov/OHCS/HPM_income_limits.shtml.

(2) Other 2014 MFI levels are based on the 4-Person Income Limit of \$69,400. The 1-Person family Income Limit is 70% of the 4-Person Income Limit, the 2-Person family Income Limit is 80% of the 4-Person Income Limit, the 3-Person family Income Limit is 90% of the 4-Person Income Limit. Each family size larger than four (4) is calculated by an 8% increase per HH member to the 4-Person Income Limit. (i.e., 5-Person = 108%; 6-Person = 116%; 7-Person = 124%; 8-Person = 132%, and so on.

ALSO SEE HOME PROGRAM RENT LEVELS ISSUED BY HUD - SEPARATE SCHEDULE
The HOME rent levels may be more restrictive for some bedroom sizes.

2014 Housing Affordability: Maximum Monthly Rent Including Utilities by Median Family Income With a Housing Burden of 30%² (effective 12/18/2013)

# of Bedrooms	Household Size	30%	40%	45%	50% Compare Low HOME	55%	60%	65% Compare High HOME	80%	100%	120%
0	1	365	486	546	607	668	729	789	971	1,214	1,457
1	1.5	390	521	586	651	716	781	846	1,040	1,301	1,561
2	3	468	625	703	781	859	937	1,015	1,248	1,561	1,873
3	4.5	541	722	812	902	992	1,083	1,173	1,443	1,804	2,165
4	6	603	806	906	1,007	1,108	1,209	1,309	1,610	2,012	2,415
5	7.5	666	889	1,000	1,111	1,222	1,333	1,444	1,776	2,220	2,664

(Based on the HUD Portland¹ Area Median Income published effective January 14, 14: \$69,400 for a family of four. Income & Rents above are based on 4-Person Income Limit of \$69,400. Rent calculations are rounded down to the nearest \$1.00).



Portland Housing Bureau

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Fair Market Rent for 2014	
Bedroom Size	FMR
SRO	\$499
0	\$666
1	\$774
2	\$922
3	\$1,359
4	\$1,633
5	\$1,878
6	\$2,160

¹ Portland-Vancouver-Hillsboro, OR-WA MSA = Clackamas, Clark, Columbia, Multnomah, Skamania, Washington & Yamhill Counties

² Rents can be set below the median family income % threshold. For instance a residential unit may be restricted to households at or below 50% MFI, but have one-bedroom rents (and utilities expenses) that are below \$651/month.

³ The FMRs for unit sizes larger than four bedrooms are calculated by adding 15 percent to the four bedroom FMR, for each extra bedroom. For example, the FMR for a five bedroom unit is 1.15 times the four bedroom FMR, and the FMR for a six bedroom unit is 1.30 times the four bedroom FMR. FMRs for single-room occupancy units are 0.75 times the zero bedroom (efficiency) FMR.