



**Newberg Affordable Housing Trust Fund
Funding Request Application
FY 2016-2017 Competitive Awards Loan Program**

NOTE: The first round of applications are due December 6, 2016 at 4:30 p.m. Applications are to be submitted to Doug Rux, Community Development Director by email at doug.rux@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 Doug Rux at doug.rux@newbergoregon.gov

Project name:

Organization name:

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

Contact name/title:

Mailing address:

Telephone:

Email address:

Total project cost:

Requested amount of funding: Please specify amount of loans you are requesting.

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

Project partners and their contributions to the project:

Estimated project beginning and completion date:

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

Please describe how your project will address the Competitive Awards Selection Criteria described in “Attachment A” of this form, including additional documentation/evidence as needed:

ATTACHMENT A

Newberg Affordable Housing Trust Fund FY 2016-2017 Competitive Awards Program Selection Criteria

Minimum Threshold Criteria	Potential Points
1. The project is considered an eligible use or activity under Section 3, and benefits households earning less than 80% of the 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
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 the Newberg Affordable Housing Trust Funds are the most appropriate funding source, and necessary, for the project.	NA
Scored Application Criteria	
10. The project provides new affordable housing, or new affordability, through retention or rehabilitation of existing housing, within the city.	Up to 10 points
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.	Up to 15 points
12. The project addresses energy conservation through the integration of green building technologies in new construction, or achieves greater energy efficiency and cost savings to tenants through rehabilitation of existing housing.	Up to 5 points
13. The project maximizes partnerships in the community (volunteers, in-kind contributions, cash contributions, multiple organization involved, etc.).	Up to 5 points
14. The project utilizes already existing resources in effective and innovative ways. The project shall not duplicate services provided by another organization.	Up to 10 points

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 (evidence of construction and/ or service costs required with application).	Up to 10 points
Total Potential Points	65 100

*FOR 2016, the Median Household Income for the City of Newberg was \$54,856.

DEFINITIONS:

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

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

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