

**CITIZENS' RATE REVIEW COMMITTEE  
TUESDAY, JUNE 16, 2020  
6:30 P.M. MEETING**

City Hall Permit Conference Room (414 East First Street) – Limited Seating  
Teleconference Meeting – Instructions to join electronically can be found at [www.newbergoregon.gov](http://www.newbergoregon.gov)

**Mission Statement**

*The City of Newberg serves its citizens, promotes safety, and maintains a healthy community.*

**Vision Statement**

*Newberg will cultivate a healthy, safe environment where citizens can work, play and grow in a friendly, dynamic and diverse community valuing partnerships and opportunity.*

**I. CALL MEETING TO ORDER**

**II. ROLL CALL**

**III. PUBLIC COMMENT**

**IV. NEW BUSINESS**

1. Discuss the Newberg Support Local Challenge and the additional funding received.
2. Discuss the City Council decision to postpone the 2021 & 2022 rate recommendation resolution until September 2020, and the impact of COVID-19.
3. Review and approve the utility assistance grant applications to non-profits.

**V. ADJOURNMENT**

*ACCOMMODATION OF PHYSICAL IMPAIRMENTS: In order to accommodate persons with physical impairments, please notify the City Recorder's office of any special physical or language accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact the City Recorder at (503) 537-1283. For TTY services please call (503) 554-7793.*

**The Committee accepts comments on agenda items during the meeting. Fill out a form identifying the item you wish to speak on prior to the agenda item beginning and turn it into the Secretary. The Chair reserves the right to change the order of the items on this agenda.**

# ***REQUEST FOR COMMITTEE ACTION***

**DATE ACTION REQUESTED: June 16, 2020**

|   |                      |                       |  |                        |
|---|----------------------|-----------------------|--|------------------------|
| <b>Order</b> ___  | <b>Ordinance</b> ___ | <b>Resolution</b> ___ | <b>Motion</b> <u>XX</u>  | <b>Information</b> ___ |
| <b>No.</b>  | <b>No.</b>           | <b>No.</b>            |  |                        |
| <b>SUBJECT: Approval of utility assistance grant applications for non-profits</b> |                      |                       | <b>Contact Person (Preparer) for this Motion:</b> Caleb Lippard<br><b>Dept.:</b> Finance |                        |

**RECOMMENDATION:** Approve the utility assistance grant applications and determine amount of award for each applicant for the 2020-21 fiscal year.

**EXECUTIVE SUMMARY:**

The City of Newberg maintains a Utility Bill Assistance Program as defined in Resolution 2019-3574 (see attached). One of the primary elements of this program is a grant process to non-profit organizations who in turn receive assistance requests directly from utility customers. The Program policy requires the Citizens’ Rate Review Committee (CRRC) to review and approve the grant applications from these non-profits. The applications do not have specific dollar requests. Historically, the amount allotted for these grants have been divided equally between each applicant, although organizations which will match their own funds with City funds are to have a higher priority for application approval over other organizations. Utilization of this program for the last five fiscal years is summarized on a separate page in this packet. Per Resolution 2019-3574, the allotment for this program is \$5,000.

A copy of each application received by the City this year is included in this packet. The following non-profits applied for the non-profit grants this year:

- Newberg Seventh-Day Adventist Church
- Northwest Christian Church (formerly Newberg Christian Church)
- North Valley Friends Church
- Northside Community Church
- St Peter Catholic Church
- Love INC Newberg
- St Michael’s Episcopal Church
- Open Bible Learning Center – Lifepoint Church
- Newberg Church of Christ
- 2<sup>nd</sup> Street Community Church
- Joyful Servant Lutheran Church

In addition, the City administered the Newberg Support Local Challenge in which utility credits were offered on citizens’ Municipal Services statements. A citizen could earn up to a \$75 credit per month (April & May) on their utility bill through buying from local Newberg businesses and submitting those receipts. A total of \$145,770 was issued in credits to citizen accounts.

Similarly, citizens could submit receipts as a “General Donation”. The receipts submitted as a general donation have been earmarked to expand the funding for the Utility Assistance Program for fiscal year 2020-2021. A total of \$17,685 was issued as a general donation.

The combined total of \$163,455 is being funded from the Wastewater (45%), Water (45%), and Stormwater (10%) Funds. A memo from the City Engineer has been included in this packet that gives a brief description of how the utility funds budgets have been affected.

**FISCAL IMPACT:** The FY2020-21 budget has \$20,000 for the entire Utility Assistance Program. The allocation of the \$20,000 has been allocated as follows:

|                                     |                 |
|-------------------------------------|-----------------|
| YCAP                                | \$ 9,000        |
| Non-Profit Assistance               | \$ 5,000        |
| Active Military Assistance          | \$ 2,000        |
| Finance Dept. Low-Income Assistance | <u>\$ 4,000</u> |
|                                     | \$20,000        |

The additional funds of \$17,685 has been expensed in FY2019-20, but made available for FY2020-21.

The decision for the CRRC is how to allocate the additional funding of \$17,685, and then how much to award to each individual non-profit applicant within the Non-Profit Assistance allocation. In addition, staff encourages the Committee to consider other changes for recommendation to the City Council, which could be formalized through Council resolution as in the past.



## ENGINEERING SERVICES

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P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1273 • Fax 503.537.1277

**TO: CITIZEN'S RATE REVIEW COMMITTEE**  
**FROM: KAAREN HOFMANN, CITY ENGINEER**  
**SUBJECT: PROJECT REVISIONS**  
**DATE: JUNE 8, 2020**

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To address the anticipated impact to the City's FY20/21 budget due to the global pandemic, the Engineering Services Division modified the budgets of the utility funds. Below is a summary of the modifications that were proposed and adopted.

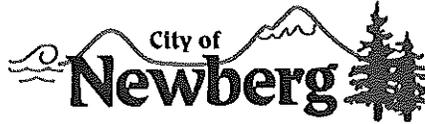
- Reductions in the utility revenues were shown as no rate increase in January 2021 and the gas tax revenue per ODOT's projections.
- Project expenditures for FY19/20 were updated and reduced based on more timely projections.
- Some projects were pushed out to FY21/22.
  - Decommission wells # 1 & 2
  - N Valley Reservoir Driveway
  - I & I Report
- Some projects are being slowed down
  - PW Maintenance Facility
  - Chehalem Extension – water and wastewater
  - Bell West PS/ N College Street WL
  - Fixed Based Radio Read
  - I & I Projects
  - Hess Creek Lining
  - Elliot Road
  - Pavement Preservation – we'll move forward on the crack & slurry seal, hold off on the grind & Inlay project (either to later in summer or make a larger project in 2021)

**Utility Assistance Program Summary**

|                                  | 2014-15         | 2015-16         | 2016-17          | 2017-18         | 2018-19          | As of 06/11/20<br>2019-20 | Total            |
|----------------------------------|-----------------|-----------------|------------------|-----------------|------------------|---------------------------|------------------|
| Individual Allotted Amount       | 625.00          | 444.00          | 500.00           | 363.00          | 455.00           | 500.00                    |                  |
| Newberg 7th Day Adventist Church | 285.00          | 444.00          | 400.00           | -               | 364.70           | -                         |                  |
| Newberg Christian Church         | 400.00          | 350.00          | 425.00           | 363.00          | 455.00           | 249.94                    |                  |
| North Valley Friends Church      | 625.00          | 360.66          | 500.00           | 50.00           | 455.00           | 58.02                     |                  |
| Northside Community Church       | 625.00          | 411.30          | 500.00           | 259.19          |                  | 152.92                    |                  |
| St. Peter Catholic Church        |                 |                 |                  | -               | 409.00           |                           |                  |
| Love Inc                         | 625.00          | 444.00          | 450.00           | 363.00          | 455.00           | 500.00                    |                  |
| St. Michael's Episcopal Church   |                 |                 |                  |                 | -                | 418.16                    |                  |
| Open Bible - Lifepoint Church    |                 |                 |                  |                 |                  |                           |                  |
| Newberg Church of Christ         |                 | -               |                  | -               | 409.00           | 500.00                    |                  |
| Second Street Community Church   | 575.00          | 444.00          |                  | 213.00          | 389.00           | 500.00                    |                  |
| Joyful Servant Lutheran Church   | 568.88          | 200.00          | 493.69           | 266.54          | 410.65           | 500.00                    |                  |
| <i>Newberg Methodist Church</i>  |                 |                 | 500.00           | 363.00          | 408.96           |                           |                  |
| <i>Redhills Church</i>           | 625.00          | 444.00          | 400.00           | 313.00          | 455.00           | 100.00                    |                  |
| Grant Agencies Total             | 625.00          | 444.00          | 900.00           | 676.00          | 863.96           | 100.00                    | 3,608.96         |
| YCAP                             | 7,199.21        | 7,030.13        | 8,906.12         | 5,868.35        | 8,990.99         | 8,175.90                  | 46,170.70        |
| Monthly Financial Assistance     | 1,020.00        | 780.00          | 1,350.00         | 940.00          | 2,600.00         | 2,800.00                  | 9,490.00         |
| Military Assistance              | -               | -               | 60.00            | 120.00          | 2,000.00         | 2,975.00                  | 5,155.00         |
| <b>Total</b>                     | <b>8,844.21</b> | <b>8,254.13</b> | <b>11,216.12</b> | <b>7,604.35</b> | <b>14,454.95</b> | <b>14,050.90</b>          | <b>64,424.66</b> |
| <i>Budgeted Funds</i>            | 14,000          | 15,000          | 20,000           | 20,000          | 20,000           | 20,000                    | 109,000          |

*Organizations listed in italics did not submit an application for FY2020-21.*

Highlighted cells represent no grant funds were allotted.



RECEIVED  
APR 20 2020

Fiscal Year: 2019/2020

### Municipal Services Assistance Program Grant Application

Non-profit organizations which provide Municipal Services assistance to Newberg customers may apply for a grant from the City of Newberg to fund this assistance. Applications for grant funds submitted will be reviewed by the Citizens' Rate Review Committee, this Committee may interview applicants prior to approving the application. This program is from August 1<sup>st</sup> to June 30<sup>th</sup> of each fiscal year.

**ATTACH PROOF OF NON PROFIT STATUS**

|  |      |        |
|--|------|--------|
| Organization Name: <i>Newberg Seventh-Day Adventist community Service Center</i> |      |        |
| Address: <i>Box 970</i>  |      |        |
| City, State Zip <i>Newberg, OR 97132</i>   |      |        |
| Contact Name: <i>Violet Keightley</i>  |      |        |
| Phone: <i>503.537.5117</i>   | Fax: | Email: |

Does your agency receive other funding to provide assistance to Newberg Customers?     Yes     No

Non-Profit FEIN Number: *26-3855498*

|   |
|---|
| Description of Organization and how the City funds could be used:<br><i>Clothes closet, - To help with water bills - help with electric bills, etc.</i> |
| <i>Lodging, Fish Foods</i>  |
|   |
|   |

|   |                        |
|---|------------------------|
| <b>FOR CITY OF NEWBERG OFFICE USE ONLY:</b>                                       |                        |
| Application Received By: <i>[Signature]</i>                                       | Date: <i>4/20/2020</i> |
| Grant Awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No / Reason: |                        |
| Signature of approval:  | Date:                  |

*No proof of non profit received*



RECEIVED  
APR 23 2020

Fiscal Year 2020/2021

### Municipal Services Assistance Program Grant Application

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**ATTACH PROOF OF NON PROFIT STATUS**

|                    |                            |                |  |
|--------------------|----------------------------|----------------|--|
| Organization Name: | Northwest Christian Church |                |  |
| Address:           | 2315 Villa Road            |                |  |
| City, State Zip    | Newberg OR 97132           |                |  |
| Contact Name:      | Debbie Groat               |                |  |
| Phone:             | Fax:                       | Email:         |  |
| 5035383104         | 5035389057                 | debbie@mynw.cc |  |

Does your agency receive other funding to provide assistance to Newberg Customers?     Yes     No

Non-Profit FEIN Number: 93-0509798

|  |
|--|
| Description of Organization and how the City funds could be used:  |
| <u>We receive requests for assistance several times a week. We would use funds received to assist people with their utility bills.</u> |

|   |                        |
|---|------------------------|
| <b>FOR CITY OF NEWBERG OFFICE USE ONLY:</b>                                       |                        |
| Application Received By: <u>[Signature]</u>                                       | Date: <u>4/23/2020</u> |
| Grant Awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No / Reason: |                        |
| Signature of approval:  | Date:                  |

Department of the Treasury

Sandra L. Burger (206) 442-5110

District Director

Internal Revenue Service

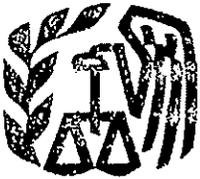
Date:

AUG 27 1975

In reply refer to: EP/EO;EOL:SLB

FL-1256, Code 414

SEA:EO: 75-1392



▷ Newberg First Christian Church  
200 South College  
Newberg, OR 97132

Purpose: Religious  
File Returns with Internal Revenue Service Center: Philadelphia, Pennsylvania  
Accounting Period Ending: December 31  
Address Inquiries to District Director of Internal Revenue: Seattle, Washington

Gentlemen:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section 509(a)(1) and 170(b)(1)(A)(i).

You are not liable for social security (FICA) taxes unless you file a waiver of exemption certificate as provided in the Federal Insurance Contributions Act. You are not liable for the taxes imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes.

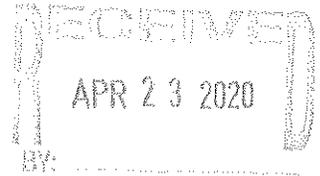
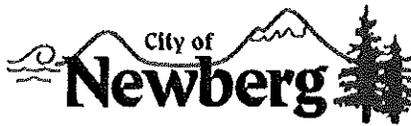
Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes under sections 2055, 2106, and 2522 of the Code.

If your purposes, character, or method of operation is changed, you must let us know so we can consider the effect of the change on your exempt status. Also, you must inform us of all changes in your name or address.

(OVER)

FL-1256 (10-71)

CM 115



Fiscal Year 2020/2021

### Municipal Services Assistance Program Grant Application

Non-profit organizations which provide Municipal Services assistance to Newberg customers may apply for a grant from the City of Newberg to fund this assistance. Applications for grant funds submitted will be reviewed by the Citizens' Rate Review Committee, this Committee may interview applicants prior to approving the application. This program is from August 1<sup>st</sup> to June 30<sup>th</sup> of each fiscal year.

**ATTACH PROOF OF NON PROFIT STATUS**

|                    |                               |      |  |
|--------------------|-------------------------------|------|--|
| Organization Name: | North Valley Friends Church   |      |  |
| Address:           | 4020 N. College St.           |      |  |
| City, State Zip    | Newberg, OR 97132             |      |  |
| Contact Name:      | Erinn Hampton                 |      |  |
| Phone:             | 503-538-5340                  | Fax: |  |
| Email:             | office@northvalleyfriends.org |      |  |

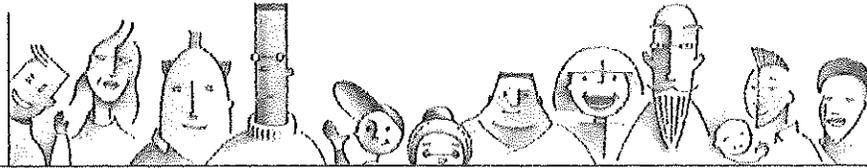
Does your agency receive other funding to provide assistance to Newberg Customers?  Yes  No

Non-Profit FEIN Number: 23-714-9830

Description of Organization and how the City funds could be used:

North Valley Friends Church is a very community minded church that often steps in to help. We would love to use this grant money to help those in need who come to us for assistance. This is such a great program and we hope to continue to be part of it. Thank you!

|   |                 |
|---|-----------------|
| <b>FOR CITY OF NEWBERG OFFICE USE ONLY:</b>                                       |                 |
| Application Received By: <i>[Signature]</i>                                       | Date: 4/23/2020 |
| Grant Awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No / Reason: |                 |
| Signature of approval:  | Date:           |



April 20, 2020

City of Newberg  
Attn: Barbara Davis/ Finance  
PO Box 970  
414 E. 1<sup>st</sup> Street  
Newberg, Oregon 97132

### **MUNICIPAL SERVICES ASSISTANCE PROGRAM GRANT APPLICATION**

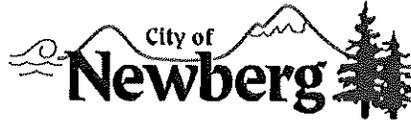
Please find our grant application for the City of Newberg municipal services assistance program included with this letter. We are thankful that such a helpful program is offered in our community and feel grateful to be a part of it. I'm sure this assistance will be even more important in these unprecedented times.

Please let me know if you need anything else.

Thank you,

Erinn

Erinn Hampton  
Office Manager  
North Valley Friends Church  
503.538.5340  
office@northvalleyfriends.org



Fiscal Year 2020/2021

### Municipal Services Assistance Program Grant Application

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**ATTACH PROOF OF NON PROFIT STATUS**

|   |           |                                     |
|---|-----------|-------------------------------------|
| Organization Name: Northside Community Church |           |                                     |
| Address: 1800 Hoskins Street                  |           |                                     |
| City, State Zip: Newberg, OR 97132            |           |                                     |
| Contact Name: Heather Newton                  |           |                                     |
| Phone: 503-538-0440                           | Fax: None | Email: heather@northsidenewberg.org |

Does your agency receive other funding to provide assistance to Newberg Customers?     Yes     No

Non-Profit FEIN Number: 93-0811883 \_\_\_\_\_

|  |
|--|
| Description of Organization and how the City funds could be used:  |
| We are a church, and we will help individuals and families who contact us requesting assistance with their due water bill. |
|  |

|   |                 |
|---|-----------------|
| <b>FOR CITY OF NEWBERG OFFICE USE ONLY:</b>                                       |                 |
| Application Received By: <i>A. Heis</i>   | Date: 4/23/2020 |
| Grant Awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No / Reason: |                 |
| Signature of approval:  | Date:           |

Internal Revenue Service  
District Director

Department of the Treasury

P. O. Box 2508  
Cincinnati, OH 45201

Date: April 27, 1990

Person to Contact:

Sarah Varnum

Telephone Number:

513-684-3957

Refer Reply to:

EP/EO

EIN:

35-0877568

Group Exemption Number:

1419

Free Methodist Church of  
North America  
P.O. Box 535002  
Indianapolis, IN 46253-5002

Dear Sir or Madam:

We have received your request for a letter affirming the exempt status of your organization.

Our records indicate that by virtue of a group ruling issued on January 18, 1966, you and your subordinate organizations for which you have applied for exemption, are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. You are classified as a publicly supported organization, and not a private foundation, because you are described in sections 509(a)(1) and 170(b)(1)(A)(i) of the Code. Donors may deduct contributions to you as provided in section 170 of the Code.

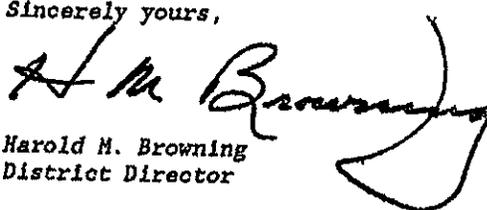
Our determination letter issued on January 18, 1966, is still in effect.

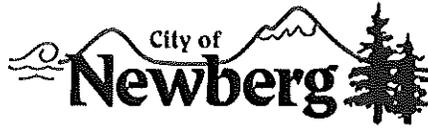
As of January 1, 1984, all exempt organizations (unless specifically excluded) are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more they pay to each of their employees during a calendar year. If you meet this criteria, you must file Form 941, Employer's Quarterly Federal Tax Return, by the last day of the month following each calendar quarter.

If you have any questions concerning this matter, you may contact us at the address or telephone number shown in the heading of this letter.

This is an affirmation letter.

Sincerely yours,

  
Harold M. Browning  
District Director



Fiscal Year 2020/2021

### Municipal Services Assistance Program Grant Application

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**ATTACH PROOF OF NON PROFIT STATUS**

|                    |                          |      |   |
|--------------------|--------------------------|------|---|
| Organization Name: | ST Peter Catholic Church |      |   |
| Address:           | 2315 N Main st.          |      |   |
| City, State Zip    | Newberg OR 97132         |      |   |
| Contact Name:      | Nancy Gooden             |      |   |
| Phone:             | 503-538-4312             | Fax: | 503-538-5095 Email: stpeter.office@frontier.com |

Does your agency receive other funding to provide assistance to Newberg Customers?  Yes  No

Non-Profit FEIN Number: 93-0432723

Description of Organization and how the City funds could be used:

Catholic Church

We could help those in need with their water bill.

|   |                 |
|---|-----------------|
| <b>FOR CITY OF NEWBERG OFFICE USE ONLY:</b>                                       |                 |
| Application Received By: <i>[Signature]</i>                                       | Date: 4/27/2020 |
| Grant Awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No / Reason: |                 |
| Signature of approval:  | Date:           |



Secretary of State  
Corporation Division  
255 Capitol Street NE, Suite 151  
Salem, OR 97310-1327

Phone:(503)986-2200  
Fax:(503)378-4381  
www.filinginoregon.com

## 2020 ANNUAL REPORT

Registry Number: 516789-94

Date of Incorporation: 04/29/2008

Fee: \$50.00

Due Date: 04/29/2020

Type: DOMESTIC NONPROFIT CORPORATION

00504

ST. PETER CATHOLIC CHURCH, NEWBERG, ...  
2315 N MAIN ST  
NEWBERG OR 97132

### Name of Domestic Nonprofit Corporation

ST. PETER CATHOLIC CHURCH, NEWBERG, OREGON

Jurisdiction: OREGON

Nonprofit Type: Religious With Members

The following information is required by statute. Please complete the entire form. If any of the information is incorrect, you can make changes on this form. Failure to submit this Annual Report and fee by the due date may result in inactivation on our records.

### Registered Agent

SW&W REGISTERED AGENTS DESCHUTES, INC.  
360 SW BOND ST STE 500  
BEND OR 97702

If the Registered Agent has changed, the new Agent has consented to the appointment. Oregon street address required.

### 1) Type of Business

#### 2) Principal Place of Business (Str. address,city,state,zip)

2315 N MAIN ST  
NEWBERG OR 97132

#### 3) Mailing Address (Address,city,state,zip)

2315 N MAIN ST  
NEWBERG OR 97132

#### 4) President Name and Address

MARTIN TAVARES-HERNANDEZ  
2315 N MAIN ST  
NEWBERG OR 97132

#### 5) Secretary Name and Address

JACK REARDON  
2315 N MAIN ST  
NEWBERG OR 97132

#### 6) Signature

*Martin Tavares Hernandez*

#### 8) Date

3/20/2020

#### 7) Printed Name

Martin Tavares Hernandez

#### 9) Phone Number

503-536-4312

Make check payable to "Corporation Division" and mail to the address above.

Note: Filing fees may be paid with major credit card. Submit the card number and expiration date on a separate page for your protection.



Fiscal Year 2020/2021

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**ATTACH PROOF OF NON PROFIT STATUS**

|                    |                                       |      |      |
|--------------------|---------------------------------------|------|------|
| Organization Name: | Love in the Name of Christ (Love INC) |      |      |
| Address:           | 200 S. College St. (PO Box 149)       |      |      |
| City, State Zip    | Newberg, OR 97132                     |      |      |
| Contact Name:      | Karen Henry                           |      |      |
| Phone:             | 503-537-3999                          | Fax: | none |
| Email:             | Karen@loveincnewberg.org              |      |      |

Does your agency receive other funding to provide assistance to Newberg Customers?     Yes     No

Non-Profit FEIN Number: 26-0068805

|   |   |
|---|---|
| Description of Organization and how the City funds could be used: | Love INC is a non-profit organization that exists to help churches help people. These funds have been helpful over the years in order to give our clients a hand up as they navigate through difficult situations that come up. |
|---|---|

**FOR CITY OF NEWBERG OFFICE USE ONLY:**

|   |                 |
|---|-----------------|
| Application Received By: <i>R. Lewis</i>  | Date: 4/27/2020 |
| Grant Awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No / Reason: |                 |
| Signature of approval:  | Date:           |

## **City of Newberg**

### **2020 Utility Bill Assistance Program Grant Request**

Love INC is a non-profit organization that exists to mobilize local churches to transform lives and our communities in the Name of Christ. Since 2004 the Love INC Newberg Clearinghouse has grown into partnerships with area churches and local agencies, all working together for the benefit of low income individuals and families. With the cooperation of local churches there are 25 established 'GAP' ministries in operation. Struggling individuals and families are referred to Love INC from area churches, agencies and school districts. An assessment of their needs is conducted and an action plan created to help meet those needs. We work very hard to ensure that services are not duplicated throughout the community. To do this, we have in place a voucher system that enables appropriate tracking of clients' needs and services received.

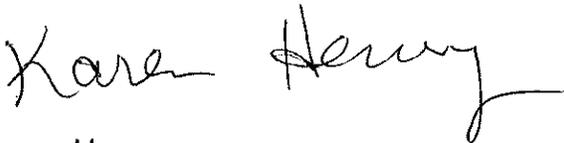
On the heels of a wonderfully successful collaboration with your Utility Board in the previous years, we are again requesting a grant from the City of Newberg Utility Bill Assistance Program. Over the last year, with what was given us along with accounts that we managed for several of our churches, we were able to distribute \$1650 worth of utility bill assistance to twelve different families in Newberg.

Our long-term intention at Love INC is not only to financially assist, but to educate and equip our families in need, to move them up and out of the cycle of poverty. This partnership with the City of Newberg is now a proven commodity and we anticipate significant relief and education for our many families in need through its continuation.

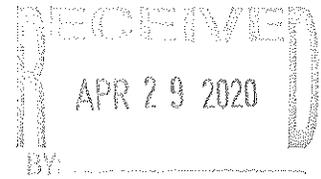
As you know, Love INC does have experience in working with utility bill assistance, and clients are referred to YCAP for state-funded energy assistance as funds are available.

We look forward to hearing your response and thank you for your partnership and consideration.

Serving together,



Karen Henry  
Program Manager  
Love INC of the Newberg Area



Fiscal Year 2020/2021

### Municipal Services Assistance Program Grant Application

Non-profit organizations which provide Municipal Services assistance to Newberg customers may apply for a grant from the City of Newberg to fund this assistance. Applications for grant funds submitted will be reviewed by the Citizens' Rate Review Committee, this Committee may interview applicants prior to approving the application. This program is from August 1<sup>st</sup> to June 30<sup>th</sup> of each fiscal year.

#### ATTACH PROOF OF NON PROFIT STATUS

|                    |   |              |  |
|--------------------|---|--------------|--|
| Organization Name: | St. Michael / San Miguel Episcopal Church |              |  |
| Address:           | 110 S. Everest Rd.                        | P.O. Box 358 |  |
| City, State Zip    | Newberg, OR 97132                         |              |  |
| Contact Name:      | Cindra Gray                               |              |  |
| Phone:             | 503-481-9625                              | Fax:         |  |
| Email:             | Cindragray@yahoo.com                      |              |  |

Does your agency receive other funding to provide assistance to Newberg Customers?  Yes  No

Non-Profit FEIN Number: 31-1629166

Description of Organization and how the City funds could be used:

We are a small, bilingual church, who try to help those in need where possible. This grant enables us to help those in need.

#### FOR CITY OF NEWBERG OFFICE USE ONLY:

Application Received By: [Signature]

Date: 4/29/2020

Grant Awarded?  Yes  No / Reason:

Signature of approval:

Date:

Internal Revenue Service

Department of the Treasury

P.O. Box 2508  
Cincinnati, OH 45201

Date: May 10, 2001

Protestant Episcopal Church in the  
United States of America  
815 2<sup>nd</sup> Avenue  
New York, NY 10017-4503

Person to Contact:  
Dottie Downing #31-02736  
Customer Service Specialist  
Toll Free Telephone Number:  
8:00 A.M. to 8:30 P.M. EST  
877-829-5500  
Fax Number:  
513-263-3756  
Federal Identification Number:  
31-1629166  
Group Exemption Number:  
3741

Dear Sir or Madam:

This is in response to your request for a letter affirming your organization's current exempt status.

In January 1940 we issued a determination letter that recognized your organization as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on the information submitted, we recognized the subordinates named on the list your organization supplied as exempt from federal income tax under section 501(c)(3) of the Code. Also, we classified those subordinates as organizations that are not private foundations because they are organizations of the type described in sections 509(a)(1) and 170(b)(1)(A)(i) of the Code.

Donors may deduct contributions to your organization's subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to the subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Your organization and its subordinates are not required to file federal income tax returns unless subject to the tax on unrelated business income under section 511 of the Code. If subject to this tax, the organization must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your organization or its subordinates' present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

Unless specifically excepted, your organization and its subordinates are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more paid each employee during a calendar year. This does not apply, however, if your organization makes or has made a timely election under section 3121(w) of the Code to be exempt from such tax. Your organization and its subordinates are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Each year, at least 90 days before the end of your organization's annual accounting period, please complete and forward the following information:

Protestant Episcopal Church in the United States of America  
31-1629168

1. A statement describing any changes during the year in the purposes, character, or method of operation of your organization's subordinates;
2. A list showing the names, mailing addresses (including Postal ZIP Codes), actual addresses if different, and employer identification numbers of subordinates that:
  - a. Changed names or addresses;
  - b. Were deleted from the roster; or
  - c. Were added to the roster.
3. For those subordinates added, attach:
  - a. A statement that the information on which your organization's present group exemption letter is based applies to the new subordinates;
  - b. A statement that each has given your organization written authorization to add its name to the roster;
  - c. A list of those to which the Service previously issued exemption rulings or determination letters;
  - d. A statement that none of the subordinates is a private foundation as defined in section 509(a) of the Code if the group exemption letter covers organizations described in section 501(c)(3);
  - e. The street address of subordinates where the mailing address is a P.O. Box.
4. If applicable, a statement that your organization's group exemption roster did not change since the previous report.

The above information should be sent to the following address:

Internal Revenue Service Center  
Attn: Entity Control Unit  
Ogden, UT 84409

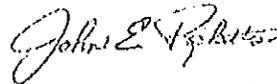
Protestant Episcopal Church in the United States of America  
31-1829166

If your organization had a copy of its application for recognition of exemption on July 15, 1987, it is required to make available for public inspection a copy of the exemption application, any supporting documents and the exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection.

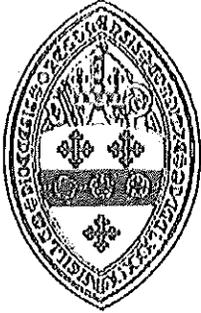
Your organization's Group Exemption Number is 3741.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,



John E. Ricketts, Director, TE/GE  
Customer Account Services



THE RIGHT REVEREND ROBERT L. LADCHOFF, D.D., MIN., BISHOP

THE BISHOP'S CLOSE  
11800 SOUTHWEST MILITARY LANE, PORTLAND, OREGON 97219-8436  
TELEPHONE (503) 636-5613 • FAX (503) 636-5616

MAILING ADDRESS: POST OFFICE BOX 467  
LAKE OSWEGO, OREGON 97034-0467  
VISIT US AT <http://www.diocese-oregon.org>

## DIOCESE OF OREGON • THE EPISCOPAL CHURCH IN WESTERN OREGON

Memorandum to the Treasurer  
of the Episcopal Church  
Episcopal Church Center  
815 Second Avenue  
New York, New York 10017

Subject: Coverage of the Diocese, Congregations, and Other Entities  
under the Episcopal Church's Federal Group Tax Exemption

In response to your memorandum of March 30, 1999, the Diocese of Oregon  
elects to be covered under the Episcopal Church's federal group tax exemption, together with the  
congregations of the Diocese indicated in Attachment A consisting of the relevant pages of the  
1999 Episcopal Church Annual as corrected and supplemented in that attachment. The Diocese  
further elects to have covered under the Church's group exemption the additional local entities  
whose names, addresses, functions, and relationships to the Diocese or covered congregations are  
listed in Attachment B.

The federal taxpayer identification number of the Diocese is 93-0386824.

The Diocese represents that all the entities listed in Attachments A and B qualify for  
coverage under the Church's group exemption, and that the Diocese has on file the taxpayer  
identification number of each such entity and an authorization from each such entity for the  
Episcopal Church to cover it under the group exemption.

D. P. A.  
D. P. A.

Trinity Episcopal Church  
ATTN: Treasurer  
44 North Second Street  
Ashland, OR 97520

Grace Episcopal Church  
ATTN: Treasurer  
1545 Franklin Avenue  
Astoria, OR 97103

St. Bartholomew's Episcopal Church  
ATTN: Treasurer  
11265 S.W. Cabot  
Beaverton, OR 97005

Emmanuel Episcopal Church  
ATTN: Treasurer  
P.O. Box 1028  
Coos Bay, OR 97420

Church of the Good Samaritan  
ATTN: Treasurer  
333 N.W. 35th Street  
Corvallis, OR 97330

St. Mary's Episcopal Church  
ATTN: Treasurer  
P.O. Box 50428  
Eugene, OR 97405

St. Matthew's Episcopal Church  
ATTN: Treasurer  
4110 River Road  
Eugene, OR 97404

St. Thomas' Episcopal Church  
ATTN: Treasurer  
1465 Coburg Road  
Eugene, OR 97401

St. Luke's Episcopal Church  
ATTN: Treasurer  
224 N.W. 'D' Street  
Grants Pass, OR 97526

St. Aldan's Episcopal Church  
ATTN: Treasurer  
P.O. Box 1319  
Gresham, OR 97030

St. Luke's Episcopal Church  
ATTN: Treasurer  
120 S.W. Towle Avenue  
Gresham, OR 97080

All Saints' Episcopal Church  
ATTN: Treasurer  
372 N.E. Lincoln Street  
Hillsboro, OR 97124

Christ Church Parish  
ATTN: Treasurer  
P.O. Box 447  
Lake Oswego, OR 97034

St. Martin's Episcopal Church  
ATTN: Treasurer  
1461 Grove Street  
Lebanon, OR 97355

St. James' Episcopal Church  
ATTN: Treasurer  
P.O. Box 789  
Lincoln City, OR 97367

St. Barnabas' Episcopal Church  
ATTN: Treasurer  
P.O. Box 539  
McMinnville, OR 97128

St. Mark's Episcopal Church  
ATTN: Treasurer  
P.O. Box 566  
Medford, OR 97501

St. John the Evangelist Episcopal Church  
ATTN: Treasurer  
2036 Jefferson Street  
Milwaukie, OR 97222

St. Paul's Episcopal Church  
ATTN: Treasurer  
822 Washington Street  
Oregon City, OR 97045

All Saints' Episcopal Church  
ATTN: Treasurer  
4033 S.E. Woodstock Boulevard  
Portland, OR 97202

Ascension Episcopal Church  
ATTN: Treasurer  
1823 S.W. Spring Street  
Portland, OR 97201

Trinity Episcopal Cathedral  
ATTN: Financial Manager  
147 N.W. 19th Avenue  
Portland, OR 97209-1901

Grace Memorial Episcopal Church  
ATTN: Treasurer  
1535 N.E. 17th Avenue  
Portland, OR 97232

St. George's Episcopal Church  
ATTN: Treasurer  
1024 S.E. Cass Street  
Roseburg, OR 97470

The Parish of St. John the Baptist  
ATTN: Treasurer  
6300 S.W. Nicol Road  
Portland, OR 97223

St. Paul's Episcopal Church  
ATTN: Treasurer  
1444 Liberty Street SE  
Salem, OR 97302

Ss. Peter and Paul Episcopal Church  
ATTN: Treasurer  
8147 S.E. Pine Street  
Portland, OR 97215

St. Timothy's Episcopal Church  
ATTN: Treasurer  
P.O. Box 7416  
Salem, OR 97303

St. Barnabus' Episcopal Church  
ATTN: Treasurer  
2201 S.W. Vermont Street  
Portland, OR 97219

Calvary Episcopal Church  
ATTN: Treasurer  
503 N. Holladay  
Seaside, OR 97138

St. David's Episcopal Church  
ATTN: Treasurer  
2800 S.E. Harrison Street  
Portland, OR 97214

St. John the Divine Episcopal Church  
ATTN: Treasurer  
1537 Game Farm Road  
P.O. Box 2537  
Springfield, OR 97477

St. Matthew's Episcopal Church  
ATTN: Treasurer  
11229 N.E. Prescott Street  
Portland, OR 97220

St. James' Episcopal Church  
ATTN: Treasurer  
11511 S.W. Bull Mountain Road  
Tigard, OR 97223

St. Michael & All Angels Episcopal Church  
ATTN: Treasurer  
1704 N.E. 43rd Avenue  
Portland, OR 97213

St. Alban's Episcopal Church  
ATTN: Treasurer  
P.O. Box 285  
Tillamook, OR 97141

St. Philip's Episcopal Church  
ATTN: Treasurer  
120 N.E. Knott Street  
Portland, OR 97212

St. Francis of Assisi Episcopal Church  
ATTN: Treasurer  
P.O. Box 445  
Wilsonville, OR 97070

St. Stephen's Episcopal Church  
ATTN: Treasurer  
1432 S.W. 13th Avenue  
Portland, OR 97201

St. Alban's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 1556  
Albany, OR 97321

St. Andrew's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 15  
Florence, OR 97439

St. Andrew's Episcopal Church  
ATTN: Senior Warden  
7600 N. Herford Street  
Portland, OR 97203

St. John's Episcopal Church  
ATTN: Sauter Warden  
P.O. Box 246  
Bandon, OR 97411

St. Bede's Episcopal Church  
ATTN: Senior Warden  
1609 Elm Street  
Forest Grove, OR 97116

St Gabriel the Archangel Episcopal Church  
ATTN: Senior Warden  
17435 N.W. West Union Road  
Portland, OR 97229

Holy Cross Episcopal Church  
ATTN: Senior Warden  
P.O. Box 669  
Boring, OR 97009

St. Mary's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 208  
Gardiner, OR 97441

St. Christopher's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 214  
Port Orford, OR 97465

St. Timothy's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 1237  
Brookings, OR 97415

St. Matthew's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 651  
Gold Beach, OR 97444

St. Paul's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 279  
Powers, OR 97466

St. Matthias' Episcopal Church  
ATTN: Senior Warden  
P.O. Box 805  
Cave Junction, OR 97523

Misión San Pablo  
ATTN: Senior Warden  
372 N.E. Lincoln Street  
Hillsboro, OR 97124

Good Shepherd Episcopal Church  
ATTN: Senior Warden  
431 Red Blanket Road  
Prospect, OR 97536

St. James' Episcopal Church  
ATTN: Senior Warden  
210 E. Third Street  
Coquille, OR 97423

St. Catherine's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 251  
Manzanita, OR 97130

Ascension Episcopal Church  
ATTN: Senior Warden  
P.O. Box 460  
Riddle, OR 97469

St. Andrew's Episcopal Church  
ATTN: Senior Warden  
1301 W. Main Street  
Cottage Grove, OR 97424

St. Hilda's Episcopal Church  
ATTN: Senior Warden  
245 W. Main Street  
Monmouth, OR 97361

Christ Church Episcopal  
ATTN: Senior Warden  
P.O. Box 478  
St. Helens, OR 97051

St. Thomas' Episcopal Church  
ATTN: Senior Warden  
P.O. Box 144  
Dallas, OR 97338

St. Mark's Episcopal Church  
ATTN: Senior Warden  
908 A' Street  
Myrtle Point, OR 97458

Prince of Peace Episcopal Church  
ATTN: Senior Warden  
P.O. Box 5757  
Salem, OR 97304

St. David's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 97  
Drain, OR 97435

St. Michael's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 358  
Newberg, OR 97132

Good Shepherd Episcopal Church  
ATTN: Senior Warden  
P.O. Box 308  
Sandy, OR 97055

Church of the Resurrection  
ATTN: Senior Warden  
3925 Hilyard Street  
Eugene, OR 97405

St. Stephen's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 1014  
Newport, OR 97365

St. Martin's Episcopal Church  
ATTN: Senior Warden  
95 Cleveland Street  
Shady Cove, OR 97539

St. Edward's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 344  
Silverton, OR 97381

Christ the King Episcopal Church  
ATTN: Senior Warden  
P.O. Box 403  
Stayton, OR 97383

Holy Spirit Episcopal Church  
ATTN: Senior Warden  
P.O. Box 1398  
Sutherlin, OR 97479

St. Francis' Episcopal Church  
ATTN: Senior Warden  
341 8th Avenue  
Sweet Home, OR 97386

St. John's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 332  
Toledo, OR 97391

St. Augustine's Episcopal Church  
ATTN: Senior Warden  
c/o 1105 Riverside Drive, # 2  
Vernonia, OR 97064

St. Luke's Episcopal Church  
ATTN: Senior Warden  
P.O. Box 422  
Waldport, OR 97394

St. Mary's Episcopal Church  
ATTN: Treasurer  
P.O. Box 362  
Woodburn, OR 97071

**DIOCESAN INSTITUTIONS**

**"PROTESTANT EPISCOPAL BISHOP OF OREGON (CORPORATION SOLE)"**

**"THE DIOCESE OF OREGON":**  
11800 S. W. Military Lane  
Portland, OR 97219

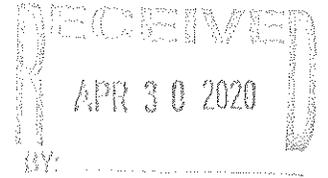
**"LEGACY GOOD SAMARITAN HOSPITAL AND MEDICAL CENTER":**  
1015 N. W. 22<sup>nd</sup> Avenue  
Portland, OR 97210

**"GOOD SAMARITAN HOSPITAL, CORVALLIS"**  
3600 N. W. Samaritan Drive  
Corvallis, OR 97339

**"SAMARITAN VILLAGE":**  
285 N. W. 35<sup>th</sup> Street  
Corvallis, OR 97330

**"OREGON EPISCOPAL SCHOOL":**  
6300 S. W. Nicol Road  
Portland, OR 97223

**"CENTER FOR COMMUNITY COUNSELING":**  
1465 Coburg Road  
Eugene, OR 97401



Fiscal Year 2020/2021

### Municipal Services Assistance Program Grant Application

Non-profit organizations which provide Municipal Services assistance to Newberg customers may apply for a grant from the City of Newberg to fund this assistance. Applications for grant funds submitted will be reviewed by the Citizens' Rate Review Committee, this Committee may interview applicants prior to approving the application. This program is from August 1<sup>st</sup> to June 30<sup>th</sup> of each fiscal year.

**ATTACH PROOF OF NON PROFIT STATUS**

|                    |   |      |  |
|--------------------|---|------|--|
| Organization Name: | Open Bible Learning Center - Lifepoint Church |      |  |
| Address:           | 1605 N College St                             |      |  |
| City, State Zip    | Newberg, OR 97132                             |      |  |
| Contact Name:      | Kim Stallings                                 |      |  |
| Phone:             | 503-538-4470                                  | Fax: |  |
| Email:             | officemanageroble@gmail.com                   |      |  |

Does your agency receive other funding to provide assistance to Newberg Customers?  Yes  No

Non-Profit FEIN Number: 93-0852835

|  |
|--|
| Description of Organization and how the City funds could be used:  |
| We are a non-profit Pre-school and childcare facility.   |
| These funds would give us the ability to meet a need of families who are struggling with paying their bills due to decreased hours or layoffs. |

|   |                 |
|---|-----------------|
| <b>FOR CITY OF NEWBERG OFFICE USE ONLY:</b>                                       |                 |
| Application Received By: <i>[Signature]</i>                                       | Date: 4/30/2020 |
| Grant Awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No / Reason: |                 |
| Signature of approval:  | Date:           |



U. S. TREASURY DEPARTMENT  
INTERNAL REVENUE SERVICE  
WASHINGTON 25, D. C.

IN REPLY REFER TO  
T:R:EO:1  
NSK

Open Bible Standard Churches, Inc.  
Des Moines, Iowa

APR 12 1961

Gentlemen:

We have been advised that you wish to receive a copy of the ruling letter issued you holding you exempt from Federal income tax and that you also wish your organization to be listed in the Cumulative List (of organizations contributions to which are deductible for Federal income tax purposes).

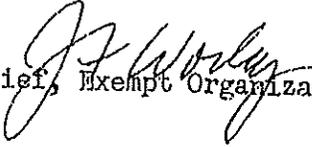
Our records indicate that you were held exempt from Federal income tax under section 101(6) of the Internal Revenue Code of 1939, now section 501(c)(3) of the 1954 Code. Under the terms of that ruling, contributions made to you are deductible by the donors for Federal income tax purposes. The ruling was issued on September 11, 1946.

We are unable to furnish you a copy of your exemption letter since our files dating back to the year when this exemption letter was issued have been destroyed pursuant to Congressional authority.

Appropriate action will be taken to insure your listing in an early edition of the weekly Internal Revenue Bulletin. Such listings are supplemental to listings in the Cumulative List, which is revised and published periodically. We regret our error in failing to list you in the present edition of the Cumulative List.

It should be noted that individual Open Bible Standard churches or other Open Bible Standard institutions are not exempt under the ruling issued you. If an individual Open Bible Standard organization wishes to apply for exemption from Federal income tax it should submit the appropriate exemption application, and related material, in duplicate, to the District Director for the Internal Revenue district in which it is located.

Very truly yours, .

  
Chief, Exempt Organizations Branch

JUL 11 2002

**Internal Revenue Service**

**Department of the Treasury**

**Date:** July 8, 2002

**P.O. Box 2508  
Cincinnati, OH 45201**

Open Bible Standard Churches, Inc.  
2020 Bell Ave.  
Des Moines, IA 50315

**Person to Contact:**

John Kennedy ID 31-07297  
Customer Service Representative

**Toll Free Telephone Number:**

8:00 A.M. to 6:30 P.M. EST  
877-829-5500

**Fax Number:**

513-263-3756

**Federal Identification Number:**

Dear Sir or Madam:

This is in response to your request for a letter affirming your organization's current exempt status.

In September 1971, we issued a determination letter that recognized your organization as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on the information submitted, we recognized the subordinates named on the list your organization supplied as exempt from federal income tax under section 501(c)(3) of the Code. Also, we classified those subordinates as organizations that are not private foundations because they are organizations of the type described in sections 509(a)(1) and 170(b)(1)(A)(i) of the Code.

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Each year, at least 90 days before the end of your organization's annual accounting period, please compile and forward the following information:



# Open Bible Learning Center

1605 N. College, Newberg, Oregon 97132

503-538-4470

City of Newberg

Attn: Barbara Davis

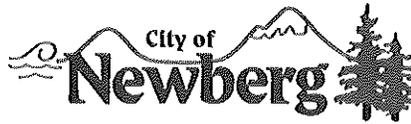
I am writing to request your consideration of our participation in the Municipal Services Assistance Program. Our Learning Center has not participated in a program like this, but would like the ability to help families who may be facing a hardship. Having worked with programs similar to this with my previous employer, I have seen what a blessing this assistance can be to a family. I look forward to getting more information, and hearing from you soon. Thank you for offering these grants in our community!

Enc: Application, proof of 501(c)(3)

Thank you,

Kim Stallings

Office Manager/Finance



Fiscal Year 2020/2021

### Municipal Services Assistance Program Grant Application

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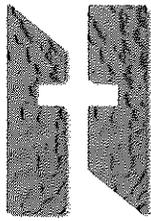
|                    |                          |      |  |
|--------------------|--------------------------|------|--|
| Organization Name: | Newberg Church of Christ |      |  |
| Address:           | 2503 Hawthorn Ave        |      |  |
| City, State Zip    | Newberg OR 97132         |      |  |
| Contact Name:      | John Germain             |      |  |
| Phone:             | 503-538-4789             | Fax: |  |
| Email:             | OUTWESTJohn@gmail.com    |      |  |

Does your agency receive other funding to provide assistance to Newberg Customers?     Yes     No

Non-Profit FEIN Number: 93-6024546

|  |
|--|
| Description of Organization and how the City funds could be used:  |
| Religious org that helps individuals who attend or come by our org |
|  |
|  |

|   |                 |
|---|-----------------|
| <b>FOR CITY OF NEWBERG OFFICE USE ONLY:</b>                                       |                 |
| Application Received By: <i>[Signature]</i>                                       | Date: 4/30/2020 |
| Grant Awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No / Reason: |                 |
| Signature of approval:  | Date:           |



Newberg  
church of Christ

April 30, 2020

City of Newberg  
Attn: Barbara Davis/Finance  
PO Box 970  
414 E. 1<sup>st</sup> Street  
Newberg OR 97132-0970

RE: Grant program application for water/sewer bill assistance

Thank you for contacting us about the City of Newberg water/sewer assistance grant program. We would like to be involved to participate in the water program again for the fiscal year of 2020- 2021.

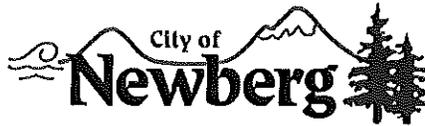
It is always challenging to know how best to meet the many needs of members of our community. This grant program offered by the City of Newberg increases the assistance we are able to give to those in need.

As requested, we have included we have included the completed application, a copy showing proof of non-profit status, and a copy of the original letter you sent along with this letter.

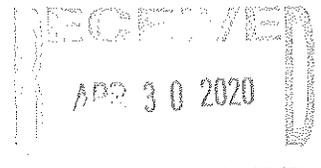
We look forward to partnering with you again this year.

Sincerely,

John Germain



Fiscal Year 2020/2021



### Municipal Services Assistance Program Grant Application

Non-profit organizations which provide Municipal Services assistance to Newberg customers may apply for a grant from the City of Newberg to fund this assistance. Applications for grant funds submitted will be reviewed by the Citizens' Rate Review Committee, this Committee may interview applicants prior to approving the application. This program is from August 1<sup>st</sup> to June 30<sup>th</sup> of each fiscal year.

#### ATTACH PROOF OF NON PROFIT STATUS

|                    |                             |      |  |
|--------------------|-----------------------------|------|--|
| Organization Name: | 2nd Street Community Church |      |  |
| Address:           | PO Box 1237 504 E 1st St.   |      |  |
| City, State Zip    | Newberg OR 97132            |      |  |
| Contact Name:      | Sue Pruitt                  |      |  |
| Phone:             | 503-538-9761                | Fax: |  |
| Email:             | sue@2ndstreet.org           |      |  |

Does your agency receive other funding to provide assistance to Newberg Customers?  Yes  No

Non-Profit FEIN Number: 91-1826375

|   |
|---|
| Description of Organization and how the City funds could be used:   |
| We are a church and we have a Drop-In Center where many people in need come to us seeking assistance. We work with Love WC who screens people to determine need. This grant money is one of the ways we can help them |

|   |                        |
|---|------------------------|
| <b>FOR CITY OF NEWBERG OFFICE USE ONLY:</b>                                       |                        |
| Application Received By: <u>[Signature]</u>                                       | Date: <u>4/30/2020</u> |
| Grant Awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No / Reason: |                        |
| Signature of approval:  | Date:                  |

**Internal Revenue Service**

**Department of the Treasury**

Date: March 30, 2000

**P.O. Box 2508  
Cincinnati, OH 45201**

Northwest Yearly Meeting of Friends  
Church  
200 N. Meridian St.  
Newberg, OR 97132-2714

**Person to Contact:**  
Robert Molloy 31-04023  
Customer Service Representative  
**Toll Free Telephone Number:**  
8:00 A.M. to 9:30 P.M. EST  
877-829-5500  
**Fax Number:**  
513-263-3756  
**Federal Identification Number:**  
93-0480595

Dear Sir:

This is in response to your request for a letter affirming your organization's current exempt status.

In August 1949, we issued a determination letter that recognized your organization as exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code. That letter is still in effect.

Based on the information submitted, we recognized the subordinates named on the list your organization supplied as exempt from federal income tax under section 501(c)(3) of the Code. Also, we classified those subordinates as organizations that are not private foundations because they are organizations of the type described in sections 509(a)(1) and 170(b)(1)(A)(i) of the Code.

Donors may deduct contributions to your organization's subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers or gifts to the subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

10/26/06

**NORTHWEST YEARLY MEETING OF FRIENDS CHURCH**

Group Exemption Number: 1055

State of **OREGON**

**SUBORDINATE UNIT**

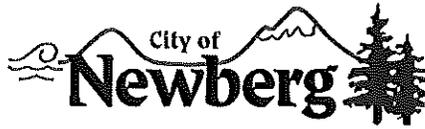
**MAILING LIST**

**EIN**

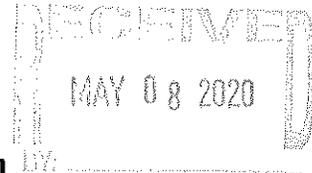
2<sup>nd</sup> Street Community Church  
(A Friends Church of the NWYM)

P. O. Box 1237  
Newberg, OR 97132

91-1826375



Fiscal Year 2020/2021



### Municipal Services Assistance Program Grant Application

Non-profit organizations which provide Municipal Services assistance to Newberg customers may apply for a grant from the City of Newberg to fund this assistance. Applications for grant funds submitted will be reviewed by the Citizens' Rate Review Committee, this Committee may interview applicants prior to approving the application. This program is from August 1<sup>st</sup> to June 30<sup>th</sup> of each fiscal year.

**ATTACH PROOF OF NON PROFIT STATUS**

|                    |                                |      |   |
|--------------------|--------------------------------|------|---|
| Organization Name: | Joyful Servant Lutheran Church |      |   |
| Address:           | 1716 Villa Rd                  |      |   |
| City, State Zip    | Newberg OR 97132               |      |   |
| Contact Name:      | Jackie Calander                |      |   |
| Phone:             | 503-538-0475                   | Fax: | — |
| Email:             | office@joyfuleservant.org      |      |   |

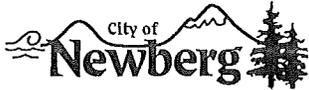
Does your agency receive other funding to provide assistance to Newberg Customers?  Yes  No

Non-Profit FEIN Number: 93-0833433

Description of Organization and how the City funds could be used:

Our church loves to help the community as much as possible, we provide dinner (3) times a month, so being able to help in an additional way is a blessing to our community & ♥.

|   |                |
|---|----------------|
| <b>FOR CITY OF NEWBERG OFFICE USE ONLY:</b>                                       |                |
| Application Received By: <i>[Signature]</i>                                       | Date: 5/8/2020 |
| Grant Awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No / Reason: |                |
| Signature of approval:  | Date:          |



## RESOLUTION No. 2019-3574

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**A RESOLUTION TO ADOPT THE MUNICIPAL SERVICES ASSISTANCE  
PROGRAM POLICIES AS AMENDED.**

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### RECITALS:

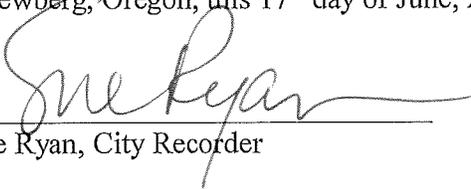
1. The proposed program policy changes will supersede prior adopted Resolutions 2008-2767, 2010-2902, and 2018-3502.
2. The Citizens' Rate Review Committee reviewed the proposed policy at their May 28, 2019 meeting and approved it with the following modifications, as reflected and incorporated in Exhibit A:
  - The allotment for Monthly Financial Assistance change from \$4,000 to \$3,000.
  - The allotment for Military Financial Assistance change from \$2,000 to \$3,000.
  - The wording in the policy for Military Assistance on page 6 of attached Exhibit A is to include:
    - "Accepting Applications Only – June 1<sup>st</sup> to June 30<sup>th</sup>"
    - "6. This program is intended for those in need of financial assistance, but is based upon the honor system so that proof of financial hardship is not requested nor required."

### THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

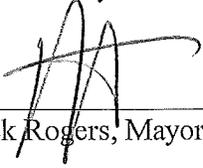
1. The Municipal Services Assistance Program Policy, as described in attached Exhibit A, is hereby adopted and supersedes previously related Resolutions 2008-2767, 2010-2902, and 2018-3502.

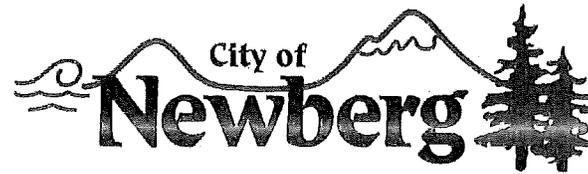
➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: June 18, 2019.

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 17<sup>th</sup> day of June, 2019.

  
\_\_\_\_\_  
Sue Ryan, City Recorder

**ATTEST** by the Mayor this 20th day of June, 2019.

  
\_\_\_\_\_  
Rick Rogers, Mayor



**MUNICIPAL SERVICES ASSISTANCE  
(UTILITY BILLING)**

**POLICIES AND PROCEDURES**

## CONTENTS

- 1. Introduction of Available Programs**
- 2. Municipal Services Grant (Voucher) Program**
  - a) Nonprofit Agencies**
  - b) Yamhill Community Action Partnership (YCAP)**
  - c) Qualification/Guidelines for Nonprofit and YCAP**
- 3. Monthly Municipal Services Assistance Credit Program**
  - a) Qualification Guidelines**
  - b) Processing of Application**
  - c) Approval of Application**
- 4. Military Application Program**
  - a) Qualification/Guidelines for Active and/or Veteran Military Program**
- 5. Voluntary Donation Program and Public Awareness**
- 6. Forms**
  - a) Nonprofit Grant Application**
  - b) YCAP and Nonprofit Vouchers**
  - c) Application for Financial Assistance Credit**
  - d) Military Assistance Application**
  - e) Donation Form**

**1. Introduction:**

On February 19, 2008, the City of Newberg adopted a Municipal Service (Utility Bill) Assistance Program that offers financial assistance to low-income families and to Active-Duty Military (Res 2008-2767). The Citizens Rate Review Committee (CRRC) recommended to Council to approve the assistance programs for Newberg water and wastewater customers. The programs included a Yamhill Community Action Partnership (YCAP) voucher, Nonprofit Grant voucher, Military Credit and a voluntary donation program for a total budget of \$7,400.

On June 21, 2010, City Council adopted Res 2010-2902, amending Res 2008-2767 to increase YCAP, Nonprofit and Military funding for a total budget of \$15,000. It was also adopted to allow the Finance Director to make direct monthly utility credits available to qualifying low income customers who are responsible for payment of their utility bill. This credit can be \$5 per capita with a max credit of \$10. This program allows for a total budget of \$10,000.

Since then the adopted budgeted amount has been \$20,000 and allocated as follows: YCAP \$9,000, Nonprofit Agencies \$4,000, Military \$2,000, and Low income financial assistance \$5,000.

On October 15, 2018, City Council adopted Res 2018-3502, superseding previous Res 2008-2767 and 2010-2902. The adoption of this resolution made it possible for military veterans to receive assistance in addition to active-duty military. Also, the utility credits for low-income and military assistance were increased to \$15/month for water-only customers and \$25/month for water/wastewater customers. A few other highlights of Res 2018-3502 was making the assistance program available year-round instead of August – June, changing the frequency of how often a customer can utilize the voucher program, and shifting \$1,000 from the low-income program allotment to the nonprofit grant voucher program.

The revised allocation is proposed as follows in Res 2019-3574:

| <b>Program:</b>  | <b>Allotted Funds</b> |
|--|-----------------------|
| <b>Yamhill Community Action Partnership (YCAP)</b>     | \$9,000               |
| <b>Nonprofit</b> (nonprofit organization and churches) | \$5,000               |
| <b>Monthly Financial Assistance</b>                    | \$3,000               |
| <b>Military Financial Assistance</b>                   | \$3,000               |
| <br><b>Total Allotted Funds</b>                        | <br><b>\$20,000</b>   |

**2. Municipal Services Grant (Voucher) Program:**

Customers experiencing short-term need for payment assistance may contact the Municipal Services (MS) Department for a list of nonprofit agencies that have been awarded funds by the City of Newberg to issue vouchers for a dollar amount up to the discretion of the Finance Director or Designee. Funding is limited and assistance is available during the budget year from July 1<sup>st</sup> through June 30<sup>th</sup>.

**a) Nonprofit Agencies:**

- Finance Department mails a letter to nonprofit organizations for their consideration to become part of this program. Applications are to be submitted by a date that is set by the Finance Department. Finance may send a courtesy e-mail to the nonprofit organizations who currently are utilizing the program; e-mail is to notify them that the application is in the mail.
- Submitted applications are date-stamped and reviewed by the Citizens Rate Review Committee (CRRC). Based on the number of approved applications by the CRRC, the Finance Director finalizes the grant funding that is awarded to each applicant. These grant funds are incorporated in the adopted City budget and are subject to change. Approved amount is divided amongst applications on a first-come-first-serve basis.
- Nonprofit agencies who receive other funding to assist Newberg customers will be considered first in the approval process.

**b) Yamhill Community Action Partnership (YCAP):**

A set dollar amount is approved by City Council therefore does not require review by CRRC. The amount is incorporated in the annual adopted City budget and is subject to change. (Example: 2017/18 award amount to YCAP is \$9,000).

**c) Qualification/Guidelines for Nonprofit and YCAP:**

1. Customer (requesting assistance) must reside in residence and have a Newberg Municipal Services billing account who is billed for water and sewer.
2. If the customer's name is not on the Municipal Services Statement, the request for assistance must be signed by the owner of the property stating the credit will be passed along to the applicant.
3. Assistance applies to Newberg residential customers only.
4. Frequency of the voucher assistance is limited to one (1) voucher once every 3 billing cycles. Exception: those who receive the monthly financial assistance credit, they are limited to one (1) voucher once every six (6) billing cycles.
5. Vouchers are issued up to an amount determined at the discretion of the Finance Director or Designee. YCAP and Nonprofit agencies are to contact the Municipal Services Department to verify the applicable amount.
6. Original signed vouchers must be submitted in person to the City within 15 days from date of issuance. Voucher numbers are assigned by the agencies, duplicate numbers or copies of vouchers will not be accepted. Blue ink is to be used when completing the forms.
7. Vouchers will be modified/declined by the Finance Department if the amount of the voucher exceeds the amount given by the Finance Director or Designee or if guidelines are not followed.

### ***3. Monthly Municipal Services Assistance Credit***

This program begins July 1<sup>st</sup> and ends June 30<sup>th</sup> of each budget cycle. Monthly assistance credit for active accounts that are billed for water and sewer services will receive \$25.00 per month assistance. For active accounts that are billed for water services only will receive \$15.00 per month assistance. Funding is allotted on a first-come-first-serve basis.

Notification of this program is periodically advertised through the Municipal Services billing statements, flyers, local schools and word of mouth.

Finance Department will mail application to requesting customer. Applicants are to submit the completed application and provide supporting documentation for all boxes they check to show proof of hardship. Finance Department will set the timeframe as to when these applications are to be submitted to the City for consideration.

#### **a) Qualification/Guidelines for Monthly Municipal Service Assistance Credit**

1. Customer requesting monthly assistance must reside in residence and have a Municipal Services billing account who is billed for water or water/sewer.
2. If the customer's name is not on the Municipal Services Statement, the request for assistance must be signed by the owner of the property stating the credit will be passed along to the applicant.
3. Assistance applies to Newberg residential customers only.
4. Customer's account cannot be more than 30 days delinquent at any time of approved assistance. If the account is more than 30 days delinquent throughout the fiscal year, it may result in termination of assistance for the budget year.

#### **b) Processing of Application**

1. Finance staff will review and recommend approval/decline of applications based on supporting documentation submitted and account status.
2. Finance Director or Designee has approving authority.
3. Award letter is mailed to the customer informing them of the timeframe they will receive said credit. Finance Director or Designee has approving authority for retroactive credits.

#### ***Supporting Documentation:***

- Supplemental Social Security Income – Documentation must state Supplemental Social Security, this does not include regular Social Security Income.
- Oregon Medical Card – Medical Identification card is to list the applicant's name.
- Food Stamps – Letter from DHS (Adult and Family Food Services) must list applicant's name and timeframe of approval. (Annual qualification/renewal)
- Medicaid – Identification card is to list the applicant's name.
- Free and Reduced School Lunch or Breakfast Program. – Letter from the Newberg School District must list applicant's name, children name(s) and timeframe of approval. (Annual qualification/renewal)

**c) Approval of Application**

- New Applicant: Customer is to meet with Finance Staff to receive the Water Conservation Kit to help conserve water. Awarded monthly credit begins the month the customer receives the water kit to the end of the terms that are stated on the supporting document or budget year (whichever comes first).
- Deleted Accounts/Moved/Name Change (exception – marital status) will automatically terminate the monthly assistance. Customer would need to reapply for new Newberg residence (location).

**4. *Active Military and Veterans Assistance:***  
Accepting Applications Only - June 1<sup>st</sup> to June 30<sup>th</sup>

This program provides a monthly credit for Active Military and Veterans residential households on their Municipal Services Statement for up to 12 months.

**a) Qualification/Guidelines for Monthly Military Assistance Credit**

1. Active Duty and/or Veteran Military members are to complete the Military Credit application and provide proof of services. (Proof of services consist of active duty photo id, supporting documentation and/or discharge documentation).
2. If the military personnel's name is not on the Municipal Services Statement, the request for assistance must be signed by the owner of the property stating the credit will be passed along to the applicant.
3. Assistance applies to Newberg residential customers only.
4. Monthly assistance credit for active accounts that are billed for water and sewer services will receive \$25.00 per month assistance. For active accounts that are billed for water service only will receive \$15.00 per month assistance. Funding is allotted on a first-come-first-serve basis.
5. Finance staff will review and recommend approval/decline of application based on supporting documentation.
6. This program is intended for those in need of financial assistance, but is based upon the honor system so that proof of financial hardship is not requested nor required.

**5. *Voluntary Donation Program and Public Awareness:***

**Voluntary Donation Program:**

In the Municipal Service billing statements, customers will be sent a description notice and voluntary donation form once each year. The donation form will give customers the option of making a one-time donation or a regular monthly donation in the amount of their choosing to be paid with their Municipal Service bill. 100% of donated funds will be used for the Municipal Service assistance program. The donation funds will be used to expand the Municipal Service assistance program over and above the rate-payer funds dedicated by the City of Newberg for the Municipal Service assistance program. If stipulated, the funds will be applied as requested by the donor.

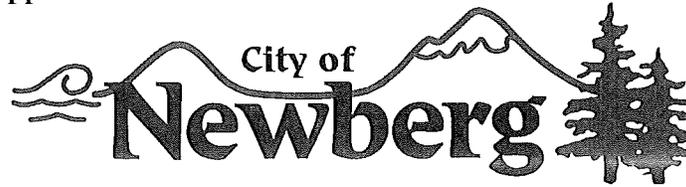
**Public Awareness:**

The success of these programs will be significantly enhanced by raising public awareness that they exist. In addition to the notices sent in Municipal Service statements as part of the voluntary donation program, Newberg citizens can be made aware of these programs through the City of Newberg website ([www.newbergoregon.gov](http://www.newbergoregon.gov)), flyers distributed at Municipal Service customer counter, posters at local schools, Newberg Public Library, Newberg Dundee Police Department, City Hall and local businesses.

**6. Forms:**

- a) Nonprofit Grant Application**
- b) YCAP and Nonprofit Vouchers**
- c) Application for Financial Assistance Credit**
- d) Military Assistance Application**
- e) Donation Form**

6(a) Nonprofit Grant Application



**Municipal Services Assistance Program  
Grant Application**

Non-profit organizations which provide Municipal Services assistance to Newberg customers may apply for a grant from the City of Newberg to fund this assistance. Applications for grant funds submitted will be reviewed by the Citizens' Rate Review Committee, this Committee may interview applicants prior to approving the application. This program is from July 1<sup>st</sup> to June 30<sup>th</sup> of each fiscal year.

ATTACH PROOF OF NON-PROFIT STATUS

|                    |      |        |
|--------------------|------|--------|
| Organization Name: |      |        |
| Address:           |      |        |
| City, State Zip    |      |        |
| Contact Name:      |      |        |
| Phone:             | Fax: | Email: |

Does your agency receive other funding to provide assistance to Newberg Customers?     Yes     No

Non-Profit FEIN Number: \_\_\_\_\_

|   |
|---|
| Description of Organization and how the City funds could be used: |
|---|

|   |       |
|---|-------|
| <b>FOR CITY OF NEWBERG OFFICE USE ONLY:</b>                                       |       |
| Application Received By:  | Date: |
| Grant Awarded? <input type="checkbox"/> Yes <input type="checkbox"/> No / Reason: |       |
| Grant Amount Awarded: \$  |       |
| Signature of approval:  | Date: |

6(b) YCAP and Nonprofit Voucher



Valid from July 1, xxxx to June 30, xxxx

**Instructions for Vouchers**

- 1 Save this template and fill in your non-profit's name and address.
- 2 Complete your process for awarding your client's assistance with their water utility bill.
- 3 Fill out the voucher below in BLUE INK.
- 4 Have your client bring in the voucher with ORIGINAL signatures to the Municipal Service clerk located at City Hall within 15 days from issue date:

414 E 1st Street (City Hall Building)  
 Newberg, OR 97132  
 Phone: 503-537-1205

Vouchers are to be issued for a dollar amount determined by the City of Newberg. Please contact the Municipal Services Department to determine amount of voucher. Vouchers will be modified/declined by the City if guidelines are not followed as noted in the acceptance letter.

| Non Profit Contact Information |                |
|--------------------------------|----------------|
|                                | <i>Name</i>    |
|                                | <i>Address</i> |
|                                | <i>Phone#</i>  |

Voucher No.

Please track voucher number  
Duplicate numbers will not be accepted

**CITY OF NEWBERG EMERGENCY ASSISTANCE VOUCHER**

Issue Date: \_\_\_\_\_ Account No. \_\_\_\_\_

This authorizes (client's name) \_\_\_\_\_

at (client's address) \_\_\_\_\_

to receive (type of assistance) Water Assistance

in the amount of \$ \_\_\_\_\_ **This voucher must be used within 15 days of issuance**

Authorization: \_\_\_\_\_ Title: \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Client's Signature: \_\_\_\_\_

6(c) Application for Financial Assistance Credit



Financial Assistance Credit Application

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

UB Account No: \_\_\_\_\_ No. of people in household \_\_\_\_\_

Phone # you can be reached: \_\_\_\_\_

Own/Purchasing  
 Renting -Landlord's Name: \_\_\_\_\_

► Please attach current proof (documentation) for all boxes checked.  
*Proof of current documentation is required for all boxes checked.  
Letters from Agencies providing proof of acceptance and timeframe.*

- Supplemental Social Security Income
- Oregon Medical Card
- Food Stamps
- Medicaid
- Free & Reduced School Lunch or Breakfast Program
- Other Evidence of Financial Hardship

How did you hear about program:  Local Paper  Flyer  Other \_\_\_\_\_

**Instructions:**

- 1 Applies to any residential customer.
- 2 If person applying name is not on the account, application must also be signed by the owner of property.
- 3 Check the box(s) for the current documentation(s) you will be attaching when submitting application.
- 4 **Return to: Attn: Accounts Receivable / Finance Dept.**  
**414 E First Street; PO Box 970, Newberg, Oregon 97132**
- 5 Applications received will be reviewed within 30 days.
- 6 Applicants agree to meet with Finance Staff to receive a water conservation kit as part of the approval process.

If you are approved and received the water conservation kit, you will be eligible to receive up to \$25.00 per month as a credit on your Municipal Service Billing Statement.

Applicants Signature \_\_\_\_\_

Date: \_\_\_\_\_

Owner of Property Signature \_\_\_\_\_

Date: \_\_\_\_\_

*By signing this application, I hereby agree to pass approved credit along to the person named and residing in residence listed above.*

Approval Date: \_\_\_\_\_

Expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of City Manager or Designee

*Providing fraudulent information will be subject to termination of assistance.*

6(d) Military Assistance Application

xxxx-xxxx Fiscal Year  
Military Credit Application  
For Municipal Services Assistance  
Accepting Applications Only – June 1<sup>st</sup> to June 30<sup>th</sup>

The City of Newberg provides a monthly Municipal Services (MS) credit to residential households in which a wage-earning member is on active military duty or a military veteran. Households which receive both water and sewer services from the City will be eligible for a \$25.00 monthly credit. Households which receive only water will be eligible for a \$15.00 monthly credit.

Military applicants must have an active MS billing account and may submit an application along with evidence of eligibility. Households with approved applications will receive the credit monthly through June 30. After June 30, applicant may re-apply to be considered for the next fiscal year.

Date: \_\_\_\_\_ MS Account Number: \_\_\_\_\_

Name on Account: \_\_\_\_\_

Name of Military Personnel: \_\_\_\_\_

Address: \_\_\_\_\_

Own/Purchasing       Renting – Landlord's Name: \_\_\_\_\_

Military Status:

Active – Attach proof of photo ID or supporting documentation

Veteran – Attach proof of discharge papers/certificate

In order to qualify for the Military Credit Program, you must attach proof of military status. Valid Military ID, active status documentation or discharged documentation.

**Return to: Attn: Accounts Receivable / Finance Dept.  
414 E First Street; PO Box 970, Newberg, Oregon 97132**

\_\_\_\_\_  
**Applicants Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner of Property Signature**

\_\_\_\_\_  
**Date**

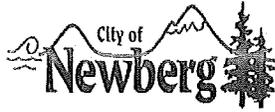
*By signing this application, I hereby agree to pass approved credit along to the person named and residing in residence listed above.*

**FOR OFFICE USE ONLY:** Confirmed Military Status: Active:  Veteran:  Monthly Amount \$ \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

6(e) Donation Request Form



Municipal Services Donation Request Form

o Donor Information (Please print or type)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

o Pledge Information

I (we) pledge a total of \$ \_\_\_\_\_ to be paid: now monthly quarterly yearly

I (we) plan to make this contribution in the form of: cash check credit card  
*Credit card information to be called into the Municipal Services Dept. at 503-537-1240.*

o Donor's Request – I (we) would like the above donation to be applied as follows:

Customer Name: \_\_\_\_\_  
Customer Address: \_\_\_\_\_

Donation to go into the City Financial Assistance Fund. This fund assists customers that fall under the low income and hardship status.

o Acknowledgement Information

Please use the following name(s) in all acknowledgements: \_\_\_\_\_

I (we) wish to have our donation remain anonymous.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please make checks to: City of Newberg  
Attn: MS Dept.  
PO Box 970  
Newberg, OR 97132

