



## RESOLUTION No. 2015-3187

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**A RESOLUTION AUTHORIZING THE CITY MANAGER TO ENTER INTO  
A PROFESSIONAL SERVICES AGREEMENT WITH THE MID-  
WILLAMETTE VALLEY COUNCIL OF GOVERNMENTS TO ADMINISTER  
NEWBERG'S AFFORDABLE HOUSING TRUST FUND**

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### RECITALS:

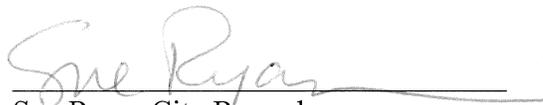
1. In March 2012, the City Council adopted Ordinance No. 2012-2749 establishing the Newberg Affordable Housing Trust Fund (NAHTF), and in April 2012, the City Council adopted Resolution No. 2012-2988 establishing policies and procedures for administration of the NAHTF. The purpose of the NAHTF is to support the development, preservation, and rehabilitation of housing that is affordable to citizens of Newberg with incomes below the area median income.
2. Resolution No. 2012-2988 specified three distinct funding programs within the NAHTF: the competitive awards program, which can be either grants or loans; the time sensitive loan program; and the rental rehabilitation loan program. In October 2014, city staff contacted the Mid-Willamette Valley Council of Governments (COG) to discuss staffing assistance with the program, as the COG administers Newberg's economic development revolving loan fund and other similar programs.
3. The COG has put together a preliminary scope of work, attached as Exhibit "A" to this Resolution. Staff would like to proceed with contracting with the COG to administer the NAHTF, with specific details to be further worked out through discussions with COG staff.

### THE CITY OF NEWBERG RESOLVES AS FOLLOWS:

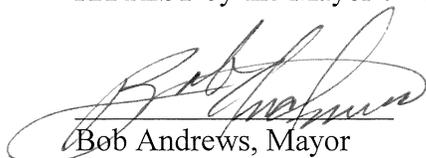
1. The City Council, acting as contract review board for the city, does hereby authorize the City Manager to enter into a Professional Services Agreement with the Mid-Willamette Valley Council of Governments for administration of the Newberg Affordable Housing Trust Fund, for a not to exceed amount of \$5000.00 through June 30, 2016.
2. Exhibit "A" is hereby attached and by this reference incorporated.

➤ **EFFECTIVE DATE** of this resolution is the day after the adoption date, which is: May 5, 2015

**ADOPTED** by the City Council of the City of Newberg, Oregon, this 4<sup>th</sup> day of May, 2015.

  
Sue Ryan, City Recorder

**ATTEST** by the Mayor 7<sup>th</sup> day of May, 2015.

  
Bob Andrews, Mayor

**Newberg Affordable Housing Trust Fund Program –  
Processing Roles & Responsibilities**

**TASK 1: DEVELOPMENT OF NEEDED PROCESS AND FORMS (1 month)**

1. Draft additional application forms for clients (for all three programs- annual competitive awards for affordable housing, time sensitive program for leveraging of funds, and rental housing rehab program) using the template from previous cycles and revised based upon staff comments;
2. Draft revised RFQ documents/solicitations related to yearly award processes (set to advertise yearly on or near July 1<sup>st</sup> of every year, as funds permit);
3. Draft informational materials and brochures regarding the three (3) programs;
4. Submit draft forms to staff and Newberg Affordable Housing Commission (NAHC) for final review and approval;
5. Finalize application forms, loans documents, brochures

**NTE amount of \$1,600 billed at hourly rate of \$80 (estimated at 20 hours)**

**TASK 2: FUND ADMINISTRATION (ongoing)**

1. **Staff all initial public inquiries regarding all loan programs and availability/guidelines**
  - Promote loan/grant programs
  - Respond to questions associated with the three (3) program purposes/uses/ approval criteria and loan brochure.
  - COG loan documenting servicing specialist.

Responsible party: CITY

2. **Lead annual competitive awards RFQ, application process and advertisements.**

Responsible party: CITY

3. **Application submissions and reviews**
  - CITY staff to conduct initial application submission reviews to determine if minimum eligibility criteria are met.
  - CITY staff to provide technical assistance on submitted application.
  - COG to staff Newberg Affordable Housing Commission (NAHC) meetings and review of applications and write staff reports to NAHC
  - COG to staff NAHC meetings and presentations by applicants, as requested by CITY
  - COG to assist NAHC in recommendations to Newberg City Council (for all 3 programs)

Responsible party: COG/CITY/Newberg Affordable Housing Commission (NAHC)

**4. City Council decision**

- City Council reviews the COG memo/ NAHC recommendation and makes the final decision on the application.
- COG staff to be available to attend City Council meetings, as requested

Responsible party: COG/City Council

**5. COG drafts the loan documents**

- If the City Council approves the loan, the COG prepares the draft loan documents for signature review.

Responsible party: COG

**6. City reviews & comments on the draft loan documents**

- The COG sends the draft loan documents to the City Planning & Building Director, or designee to circulate to the appropriate city staff for their review.
- City reviews and submits any comments or concerns about the documents to the COG (target city review time: 1 week).

Responsible party: City

**7. COG prepares the final loan documents.**

- COG incorporates any changes needed to the loan documents.

Responsible party: COG

**8. Borrower signs documents.**

- If the loan involves real estate transaction, borrower signs documents at the escrow company's office.

Responsible party: Borrower, COG

**9. Loan is funded.**

- COG sends documents to the city to sign.

Responsible party: City, COG

**10. Loan servicing**

- CITY staff conducts servicing of yearly loan payments (invoices and collection)
- COG staff conducts loan term compliance reviews and monitoring such as current insurance on property, property taxes current, etc. on an annual basis

Responsible party: City, COG

### 11. Loan closeout

Responsible Party: COG staff drafts all loan closeout documentation for CITY signatures and recording.

#### Compensation Details

1. **Technical assistance and loan collection assistance activities** when requested by **CITY** staff shall be compensated at the professional Loan Officer hourly rate of \$87.00 and the Loan Documentation and Servicing Specialist hourly rate of \$50.00 (which includes salary and all overhead costs including travel).
2. **Loan packaging and closing activities** shall be compensated at the professional Loan Officer hourly rate of \$87.00 and the Loan Documentation and Servicing Specialist hourly rate of \$50.00 (which includes salary and all overhead costs including travel)
3. **Loan servicing and reporting activities**, which include monitoring and verifying the provisions of all loan agreements, maintaining current documentation of insurance and tax payments, collecting and reviewing financial statements from each borrower on at least an annual basis, and preparing and annual loan program activity report to the **CITY**, **COG** shall be compensated at the professional Loan Officer hourly rate of \$87.00 and the Loan Documentation and Servicing Specialist hourly rate of \$50.00 (which includes salary and all overhead costs including travel)
4. As requested by the **CITY**, the **COG** Loan Program Manager shall be compensated at the hourly rate of \$100 (which include salary and all overhead costs including travel).