

NEWBERG AFFORDABLE HOUSING COMMISSION MINUTES

Tuesday, August 23, 2016, 1:30 PM

Newberg City Hall Permit Center Conference Room

414 E. First Street

CALL MEETING TO ORDER

Chairman Stuart Brown opened the meeting at 1:35 PM.

ROLL CALL

Members Present: Stuart Brown, Chair (via phone) Steve Comfort Mike Gougler Terry Emery

Members Absent: E.C. Bell

Staff Present: Doug Rux, Community Development Director

APPROVAL OF MINUTES

None.

PUBLIC COMMENTS – None.

COMMUNITY DEVELOPMENT BLOCK GRANT UPDATE

CDD Doug Rux provided an update that the application. Preparation of the grant application is underway.

AMENDING POLICIES AND PROCEDURES FOR ADMINISTRATION OF THE AFFORDABLE HOUSING TRUST FUND - MICRO LOAN/GRANT PROGRAM MANUFACTURED HOME MAINTENANCE AND REPAIR

CDD Rux noted the City Council approved the proposed modifications to the Policies and Procedures. Copies were handout to Commission members.

DISCUSSION ON MANUFACTURED HOME REHABILITATION AND REPAIR GRANT PROGRAM APPLICATION AND GUIDELINES

CDD Rux spoke to the Finance Director about a supplemental budget. There could be up to \$15,225 available as grants for the Manufactured Home Rehabilitation and Repair Grant Program. CDD Rux also reviewed the approved Policies and Procedures changes approved by City Council and noted that he spoke with Mr. Rick Rogers about a home owner who is in need of some minor repairs that might be eligible for this program.

CDD Rux referred the Manufactured Home Rehabilitation and Repair Grant Program draft grant application materials in the packet reviewing the highlights of available funding. The Commission makes recommendations to the City Council and other application elements including a written narrative were discussed. Attachment A contains the Application Eligibility, Minimum Threshold Criteria, and Scored Application Criteria. The question was raised if points should be assigned or not to the Eligibility requirements. The Commission discussed the option to score or not and that scoring provides some accountability and removes subjectivity. The Commission discussed that Eligibility and Minimum Threshold are more a yes/no/not applicable while the

Scored application section could be scored. The Commission overall attempt was to make the process simpler rather than more complex.

Commissioner Emery asked about match requirements. Can match be cash or in-kind? Chair Stuart thought it should be cash. CDD Rux noted that Guidelines need to be established.

Commissioner Emery inquired if the original intent was to be cash. Chair Stuart indicated that conversations with Habitat was for a cash match. CDD Rux noted he could put that in the draft Guidelines.

CDD Rux indicated that in-kind could be above the cash match to not be above the 50% grant amount. The Commission discussed this clarification and was ok with that approach.

CDD Rux noted the five year occupancy requirement for individuals or families would go into the grant agreement document, if the grant recipient does not spend the funds within one year the grant award would have to be returned or the portion of unspent grant funds. The Commission discussed and agreed to the approach.

CDD Rux identified that Reporting requirements need to be in Guidelines and will be developed.

NOTICE OF FUNDING AVAILABILITY

Chair Brown opened the discussion on the NOFA. CDD Rux recapped the proposed document, indicated the template is the same as last year and that the Median Household income number went down from last year. Commissioners discussed the possible reasons for the income reduction. A review of the noted changes occurred. The application deadline suggested is December 6.

CDD Rux reviewed the budget for a second solicitation, if necessary

MOTION: Gougler/Comfort to accept the proposed changes contained in the packet. Motion carried (4 Yes/0 No).
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OTHER BUSINESS

None.

NEXT MEETING – October 25, 2016

ADJOURNMENT

MOTION: Gougler/Comfort motion to adjourn. Motion carried (4 Yes/0 No).

The meeting adjourned at 2:09 p.m.

Approved by the Newberg Affordable Housing Commission on November 1, 2016.


Recording Secretary


Affordable Housing Commission Chair